



## Ordinary Council Meeting

# Agenda

22 August 2023

**BELMONT**  
CITY OF OPPORTUNITY



# Notice of Meeting

An **Ordinary Council Meeting** will be held in the Council Chamber of the **City of Belmont Civic Centre**, 215 Wright Street, Cloverdale, on **Tuesday 22 August 2023**, commencing at 7.00pm.

**John Christie**  
Chief Executive Officer

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# CITY OF BELMONT

## Ordinary Council Meeting

### Agenda

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**Councillors are reminded to retain any  
confidential papers for discussion with the minutes.**

# I Official Opening

The Presiding Member will read aloud the Acknowledgement of Country.

## Acknowledgement of Country

Before I begin, I would like to acknowledge the Whadjuk Noongar people as the Traditional Owners of this land and pay my respects to Elders past, present and emerging.

I further acknowledge their cultural heritage, beliefs, connection and relationship with this land which continues today.

The Presiding Member will cause the Affirmation of Civic Duty and Responsibility to be read aloud by a Councillor.

## Affirmation of Civic Duty and Responsibility

I make this affirmation in good faith and declare that I will duly, faithfully, honestly, and with integrity fulfil the duties of my office for all the people in the City of Belmont according to the best of my judgement and ability.

I will observe the City's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

## 2 Apologies and leave of absence

## 3 Declarations of interest that might cause a conflict

Councillors/Staff are reminded of the requirements of s5.65 of the *Local Government Act 1995*, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the City's Code of Conduct for Council Members, Committee Members and Candidates and the Code of Conduct for Employees.

### 3.1 Financial Interests

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

Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

Name	Item No and Title	Nature of Interest (and extent, where appropriate)
Mr J Christie	14.2 - Staff Matter Chief Executive Officer Annual Performance Appraisal 2022-2023	Relates directly to the performance and remuneration of the Chief Executive Officer.

### 3.2 Disclosure of interest that may affect impartiality

Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member/employee is also encouraged to disclose the nature of the interest. The member/employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member/employee declares that their impartiality will not be affected then they may participate in the decision-making process.

Name	Item No and Title	Nature of Interest (and extent, where appropriate)

## 4 Announcements by the Presiding Member (without discussion) and declarations by Members

### 4.1 Announcements

## **4.2 Disclaimer**

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## **4.3 Declarations by Members who have not given due consideration to all matters contained in the business papers presently before the meeting**

## **5 Public question time**

### **5.1 Responses to questions taken on notice**

#### **5.1.1 Mr J Harris, Cloverdale**

The following question was taken on notice at the 25 July 2023 Ordinary Council Meeting. Mr J Harris was provided with a response on 9 August 2023. The response from the City is recorded accordingly:

1. My first question relates to the City's perplexing refusal to release the Sustainable Transport Plan of 2019 - 2023. The City in its information Statement states that if possible the City will in all instances seek to provide information on a request except where there may be legislative limitation. The statement also includes examples of publicly available documents from the Local Government Act 1995 which notably includes 'plans for the future of the district' which the Belmont Sustainable Transport Plan on its face would appear to be. Given that the City's rationale for not releasing the document – that it is a 'operational internal document' – is not an exemption under FOI laws, what legislative limitations does the City see preventing the release of what is an

innocuous plan of how to improve local walkability, cyclability and public transport amenity?

### **Response**

**Following a review of the content within the City's Sustainable Transport Plan, the Chief Executive Officer authorised the release of the document to Mr Harris on 3 August 2023.**

### **5.1.2 Ms L Hollands on behalf of Belmont Resident and Ratepayer Action Group (BRRAG)**

The following questions were taken on notice at the 25 July 2023 Ordinary Council Meeting. Ms Hollands was provided with a response on 9 August 2023. The response from the City is recorded accordingly:

1. At the last Council meeting, Councillor Davis moved a confidential motion to remove two verge trees in Stockdale Road. The Chief Executive Officer has provided written confirmation that there was no seconder for the motion. The policy states the tree has to directly result in ongoing determinantal health impacts that are confirmed by a medical specialist as being attributed solely to that particular tree and alternative options in managing the issue are not feasible. Did the Chief Executive Officer, staff or any other Councillor, prior to this going before Council, see any specialist medical report in compliance with this policy which meant it would have been handled by administration? If it did not comply, why are Councillors bringing motions that do not comply with the policy to Council, are they trying to change the policy?

### **Response**

**The Notice of Motion was actioned in compliance with the City's Standing Orders and associated internal procedures. As previously advised, the matter was deemed confidential per section 5.23(2) of the *Local Government Act 1995* and no further information will be provided.**

5. The Chief Executive Officer confirmed that any costs associated with the removal and replacement of these trees would have been paid for by the ratepayer, so can I have a costing of what that would have been if it got through?

### **Response**

**Estimated cost for removal - \$2500.**

**Replacement planting and establishment costs - \$1920 (over four years).**



10. There is a payment listed dated 9 June 2023 to Behaviour Matters for a code of conduct investigation for the amount of \$12,100. BRRAG wrote to the Chief Executive Officer on 18 May 2023 regarding the disappearance of Councillor Bass. Was a complaint made against Councillor Bass and was this the resulting invoice and, if so, was it made by staff?

### **Response**

**As previously advised, Code of Conduct matters are confidential. No further information will be provided.**

### **5.1.3 Ms L Hollands, Redcliffe**

The following questions were taken on notice at the 25 July 2023 Ordinary Council Meeting. Ms Hollands was provided with a response on 9 August 2023. The response from the City is recorded accordingly:

1. At the last Council meeting, I asked how much money we have received from Oasis in the last five years as a result of an agreement where the Oasis has to go over the agreed forecast and what the percentage share was. The response was that the City has received no money to date. The breakdown for purchases paid by the ratepayer for the same period which was not building maintenance was \$832,747.87, could I have clarification if this figure includes money spent on gym equipment, if not how much additional cost was that amount for the same period?

### **Response**

**The costs provided did not include funds spent on gym equipment as the City owns/leases the equipment and pays the supplier of the equipment accordingly (not Bluefit).**

**Costs to date for the purchase/lease of equipment is as follows:**

**2019 FY: \$109,902.79**

**2020 FY: \$83,488.42**

**2021 FY: \$173,604.55**

**2022 FY: \$69,908.17**

**2023 FY: \$152,406.88**

2. Does the City get any income from the pool and who pays for the chlorine or anything else that is required for the pool?

## **Response**

**The City does not derive any direct income from the use of the pool.**

**All consumables are funded by the service provider.**

3. What other contracts like this one do the City have in place and when is this contract up for renewal?

## **Response**

- **The Y (Provision of Youth Services)**
- **Southern Cross Housing (Provision of Management services for Gabriel Gardens/Orana Independent Living Units)**
- **Southern Cross Care (Provision of Management services for Ascot/Wahroonga Independent Living Units)**
- **Southern Cross Care (Provision of Management services for Faulkner Park Retirement Village)**

**The current contract for the management and operation of the Belmont Oasis Leisure Centre expires on 30 June 2024**

6. It has been reported that in the month of May, the loss of the BSRC was in excess of \$35,000, the lease between the City and the BSRC states that in October each year the lessee must provide the lessor audited accounts for the previous financial year and a report including membership numbers, demographics of members and details of any support the lessee has provided to community bodies, or uses of the facility. Was this information received last October and if so what percentage of demographic were Belmont people?

## **Response**

**As advised at the 25 July 2023 Ordinary Council meeting by the Acting Director Infrastructure Services, the information was received from the BSRC.**

**47% of the demographic is made up of residents from within the City of Belmont.**

### **5.1.4 Mr M Cardozo, Redcliffe**

The following questions were taken on notice at the 25 July 2023 Ordinary Council Meeting. Mr Cardozo was provided with a response on 9 August 2023. The response from the City is recorded accordingly:

1. How many of the 11 requests for traffic calming in Moreing Street reported at item 5.1.4 within the amended agenda were responses from the initial 10 December 2020 questionnaire?

## **Response**

**A search of the City's records management system has confirmed that three responses were received from the initial 10 December 2020 letter and Feedback Form.**

2. Of the 27 responses generated by both questionnaires, how many were for traffic calming and how many against?

## **Response**

**18 responses were in support of traffic calming, 9 were against.**

3. Excluding responses from any questionnaire, how many Moreing Street residents registered a traffic concern prior to 10 December 2020?

## **Response**

**A search of the City's records management system indicates one resident registered a concern in 2019 (before 10 December 2019) and three residents registered concerns in 2020 (before 10 December 2020).**

### **5.1.5 Mr A Bell, Redcliffe**

The following questions were taken on notice at the 25 July 2023 Ordinary Council Meeting. Mr Bell was provided with a response on 9 August 2023. The response from the City is recorded accordingly:

1. How does the City define a rat-run road?

## **Response**

**A rat run is a non-technical term for a tactic used by drivers to avoid heavy traffic and long delays at traffic signals or other obstacles.**

2. How does the City identify a rat-run road?

## **Response**

**The City has no specific criteria for determining a rat run road, it is a non-technical term and there are many variables involved.**

## 5.1.6 Ms N Celenza, Redcliffe

The following questions were taken on notice at the 25 July 2023 Ordinary Council Meeting. Ms Celenza was provided with a response on 9 August 2023. The response from the City is recorded accordingly:

1. In relation to the counters on Lyall street last month, can the City publish the June traffic count and speed data in full for all five locations on Lyall Street?

### Response

**This information is available in Attachment 5.1.2.1 of the [25 July 2023 Ordinary Council Meeting Amended Agenda](#).**

2. Can the City remove the traffic count between Victoria Street to Smith Street of 2094 due to the broken counter and use the other four remaining traffic counts to obtain the traffic volume?

### Response

**The City's traffic count contractor has confirmed that the counter in the vicinity of 53A Lyall St was not operating for a period of 21 hours, within the seven day survey period, so in that context does not influence the overall analysis.**

3. Can the City remove the outlier traffic speed data at the two existing slow points and use the remaining three traffic speed data to obtain the average speed?

### Response

**Two additional survey site locations were included in the June traffic count as requested by the CEO to ensure the overall results are more representative of the travel speeds on Lyall Street.**

4. How does the City define safety in regard to vehicles and crashes?

### Response

**The City adopts a safe system approach to road safety. The foundation four principles include safe roads and roadsides, safe speeds, safe vehicles and safe people. Road safety is therefore seen as a shared responsibility.**

**Crash data records and analysis help inform decision making for road improvements. A five-year period is typically used when a pattern has been established, noting that crashes can be random events and not always directly related to road conditions.**

## **5.2 Questions from members of the public**

# **6 Confirmation of Minutes/receipt of Matrix**

## **6.1 Ordinary Council Meeting held 25 July 2023**

### **Officer Recommendation**

That the Minutes of the Ordinary Council Meeting held on 25 July 2023 as printed and circulated to all Councillors, be confirmed as a true and accurate record.

## **6.2 Matrix for the Agenda Briefing Forum held 15 August 2023**

### **Officer Recommendation**

That the Matrix of the Agenda Briefing Forum held on 15 August 2023, as printed and circulated to all Councillors, be received and noted.

## **7 Questions by Members on which due notice has been given (without discussion)**

## **8 Questions by members without notice**

### **8.1 Responses to questions taken on notice**

### **8.2 Questions by members without notice**

## **9 New business of an urgent nature approved by the person presiding or by decision**

## **10 Business adjourned from a previous meeting**

## **11 Reports of committees**

### **11.1 Executive Committee held 17 July 2023 (circulated under separate cover)**

#### **Officer Recommendation**

That the Minutes of the Executive Committee held on 17 July 2023 as previously circulated to all Councillors, be received and noted.

### **11.2 Standing Committee (Audit and Risk) held 24 July 2023 (circulated under separate cover)**

#### **Officer Recommendation**

That the Minutes of the Standing Committee (Audit and Risk) held on 24 July 2023 as previously circulated to all Councillors, be received and noted.

### **11.3 Standing Committee (Environmental) held 19 July 2023 (circulated under separate cover)**

#### **Officer Recommendation**

That the Minutes of the Standing Committee (Environmental) held on 19 July 2023 as previously circulated to all Councillors, be confirmed as a true and accurate record.

### **11.4 Standing Committee (Community Vision) held 1 August 2023 (circulated under separate cover)**

#### **Officer Recommendation**

That the Minutes of the Standing Committee (Community Vision) held on 1 August 2023 as previously circulated to all Councillors, be confirmed as a true and accurate record.

## I2 Reports of administration

### 12.1 Amendment to Approval to Increase Student and Staff numbers at Educational Establishment - Lot 2 (154) Epsom Avenue, Belmont

Voting Requirement	:	Simple Majority
Subject Index	:	115/001
Location/Property Index	:	Lot 2 (154) Epsom Avenue, Belmont
Application Index	:	181/2012/DAAM/B
Disclosure of any Interest	:	Nil
Previous Items	:	OCM 25 October 2022 – Item 12.2 Petition – Epsom Avenue Shopping Precinct – Parking Issues
Applicant	:	Rowe Group
Owner	:	A.M. Wragg and D. Munrowd-Harris
Responsible Division	:	Development and Communities

#### Council role

When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

#### Quasi-Judicial

#### Purpose of report

For Council to consider an amendment to Development Approval 181/2012 at Lot 2 (154) Epsom Avenue, Belmont. The original approval allowed for an 'Educational Establishment' with five staff and 26 students. The proposed changes include increasing to nine staff and 48 students, along with a site plan update (Attachment 12.1.3) to represent the current parking layout.

#### Summary and key issues

- The 'Educational Establishment' was originally granted Development Approval in 2012 (181/2012). This was based on five staff and 26 students using 12 onsite parking bays (inclusive of one accessible bay).

- The current application seeks to amend the approval by inserting a condition to increase the number of staff to nine and students to 48, and to update the site plan to represent the current parking layout.
- The proposal was advertised for public comment, with six submissions received.
- The officer assessment has found that the onsite parking does not cater for the current staff and student numbers. Accordingly, there is a high level of use of public bays in Epsom Avenue.
- It is considered that the Parking Management Plan (Attachment 12.1.2) would not effectively facilitate parking for additional students or staff.
- It is recommended that Council approve the updated site plan that reflects the current parking layout and apply a condition restricting the facility to a maximum of 26 students and five staff.

### Officer Recommendation

That Council approve planning application 181/2012/DAAM/B as detailed in plans dated 2 May 2023 submitted by Rowe Group on behalf of the owner A M Wragg and D T W Munrowd-Harris for the amendment of Development Application 181/2012 at Lot 2 (No 154) Epsom Avenue, Belmont subject to the following conditions:

1. All conditions of the development approval 181/2012 and 181/2012/DAAM/A dated 22 November 2012 and 25 January 2013 are to be satisfied, with the exception of amended Condition 1 and new Conditions 8, 9 and 10 as follows.

Condition 1 is amended as follows:

1. Development/land use shall be in accordance with the attached approved plan(s) dated 22 November 2012 and amended plans dated 25 January 2013 and 2 May 2023, and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the City.

The addition of the following new conditions:

8. There shall be no more than 26 students and five staff on the site at any given time.
9. Prior to commencement of the use, the landowner shall modify the Parking Management Plan to reflect that there shall be no more than 26 students and five staff on the site at any given time.
10. Prior to commencement of the use, the landowner shall implement the approved Parking Management Plan (as well as any subsequently updated and approved versions of the Parking Management Plan) to the satisfaction of the City.



## Location

The subject site is located on the south-western side of Epsom Avenue, and forms part of the Epsom Avenue Commercial Centre. Figure 1 shows the subject site outlined in red. The site is bounded by commercial land to the north-west, and residential land to the south-west and south-east.



Figure 1: Aerial showing the site outlined in red

## Consultation

The application was advertised for a period of 14 days commencing 17 July 2023 and concluding 31 July 2023. Figure 2 shows the extent of advertising. Both owners and occupiers were included in the consultation process.



Figure 2: Image showing extent of advertising.

During the advertising period a total of six submissions were received, all objecting to the application. The issues raised in the objections include:

- Parking restrictions
- Parking of vehicles blocking private driveways
- Students occupying public bays and the consequent lack of availability of public bays.

The comments made in the submissions, together with the officer response are summarised and provided in Attachment 12.1.1.

## **Strategic Community Plan implications**

In accordance with the 2020 – 2040 Strategic Community Plan:

### **Goal 5: Responsible Belmont**

**Strategy:** 5.5 Engage and consult the community in decision-making

**Strategy:** 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations

## **Policy implications**

There are no policy implications associated with this report.

## **Statutory environment**

### **Local Planning Scheme No. 15**

The proposal seeks an amendment to the development approval for an 'Education Establishment'. Local Planning Scheme No. 15 (LPS 15) provides the following definition for 'Education Establishment':

**"Education Establishment** means premises used for the purposes of education and includes a school, tertiary institution, business college, academy, or other education centre".

'Education Establishment' is listed as a 'D' use within the 'Commercial' zone, which the subject site is zoned. A 'D' use means that the use is not permitted unless the local government has exercised its discretion by granting Development Approval.

Local Planning Scheme No. 15 states that the objective of the 'Commercial' Zone is:

"The Town Centre and Commercial Zone is intended to provide for the retail commercial function and entertainment."

Clause 4.16 of LPS 15 contains the car parking requirements for uses. Clause 4.16.4 (1) states:

- “(1) The number of spaces to be provided in respect of any particular site shall be determined by the local government, having regard to the nature of the use and the known or likely volume of goods, materials or people moving to and from the site. Subject to any provision of the Scheme to the contrary the number of car parking spaces shall be in accordance with the requirements of Table 2.”

Table 2 of LPS 15 applies the following car parking rate for ‘Educational Establishments’:

“Education Establishment (Other) – 1 space for every 4 students the establishment is designed to accommodate.”

***Planning and Development (Local Planning Schemes) Regulations 2015***

The ability to amend an approval granted is outlined in *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). Schedule 2, Part 9, Clause 77 of the Regulations allows an applicant to seek amendments to an approved development.

Clause 77 (1) states the following:

- (1) An owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following:
  - (a) To amend the approval so as to extend the period within which any development approved must be substantially commenced;
  - (b) To amend or delete any condition to which the approval is subject;
  - (c) To amend an aspect of the development approved which, if amended, would not substantially change the development approved;
  - (d) To cancel the approval.

Clause 77 (2) states:

- (2) An application under subclause (1)-
  - (a) is to be made in accordance with the requirements in Part 8 and dealt with under this Part as if it were an application for development approval; and
  - (b) may be made during or after the period within which the development approved must be substantially commenced.

As the amendment is to be dealt with under Part 8 of the Regulations, the matters listed under Clause 67 (2) of the Regulations are to be considered during the assessment of this application.

Clause 77 (4) states:

- (4) The local government may determine an application made under subclause (1) by-
  - (a) Approving the application without conditions; or
  - (b) Approving the application with conditions; or

- (c) Refusing the application.

Schedule 2 Part 9 Clause 67(2) of the Planning Regulations states the matters to be considered by local government in determining a development application. In summary, the following matters are of particular relevance to this application:

- (a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.
- (b) The requirements of orderly and proper planning.
- (m) The compatibility of the development with its setting including the compatibility of the development with the desired future character of its setting.
- (s) The adequacy of -
  - i. The proposed means of access to and egress from the site; and
  - ii. Arrangements for the loading, unloading, manoeuvring and parking of vehicles.
- (w) The history of the site where the development is to be located;
- (x) The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals.
- (y) Any submissions received on the application.

### **Deemed Refusal**

Under Clause 75 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, an application is 'deemed to be refused' if it is not determined within a 60-day period.

The only exception is where there is a written agreement for a further time between the applicant and the City of Belmont. In this case, there is no written agreement for the statutory time period to be extended.

The deemed refusal date for this application passed on 1 July 2023 and the applicant already has deemed refusal rights.

### **Right of Review**

Is there a right of review?  Yes  No

The applicant/owner may make an application for review of a planning approval/planning refusal to the State Administrative Tribunal (SAT) subject to Part 14 of the *Planning and Development Act 2005*. Applications for review must be lodged with SAT within 28 days. Further information can be obtained from the SAT website—[www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).



## Background

<b>Lodgement Date:</b>	2 May 2023	<b>Use Class:</b>	D – Educational Establishment
<b>Lot Area:</b>	911m <sup>2</sup>	<b>TPS Zoning:</b>	Commercial
<b>Estimated Cost of Development:</b>	Nil	<b>MRS:</b>	Urban

### Existing Development and Approval Background

Development Approval (181/2012) for the ‘Education Establishment’ was issued in November 2012. An amendment was approved in May 2013 which included minor modifications to the building. The original and modified approved plans can be found in Attachments 12.1.4 and 12.1.5.

The site currently operates as a ‘Trainwest’ training facility. The approved facility is two stories in height and contains two training rooms and amenities on the ground floor, with offices and a meeting room on the first floor. There are 12 existing on site car parking spaces inclusive of once accessible bay.

This 2012 approval was based on the attendance figures put forward by the applicant at that time, which was five staff and 26 students. These attendance figures complied with the LPS 15 parking requirements of one bay per four students on the basis that there was five staff bays and seven student bays.

In July 2022, the City notified the operators of evidence that there were more than 26 students attending the premises. This meant that there was insufficient onsite parking to comply with the LPS 15 parking requirements.

In response, the training centre operator took steps to manage student numbers in response to the concerns raised. Continued monitoring of the situation indicates that the training centre now generally operates with a maximum of 26 students.

### Public Parking in the Epsom Avenue Commercial Centre

When assessing this proposal, it is necessary to consider the parking context of the Epsom Avenue Commercial Centre. There are currently 59 public car parking bays adjacent to the Commercial Centre, within the Epsom Avenue road reserve.

In July 2022 Council received a petition from the community raising concerns about public parking availability and length of stay in the Epsom Avenue public carpark.

At the October 2022 Ordinary Council Meeting (OCM), Council resolved to install parking sensors and enforce parking time restrictions in the public parking bays within Epsom Avenue. These sensors have now been installed.

The parking time restrictions are as follows:

- Area A (25 bays total) 2hr limit;
- Area B (14 bays total) 1hr limit;
- Area C (20 bays total) no time restriction.

These parking restrictions are shown in Figure 3 below:



*Figure 3: Image showing the existing public bays along Epsom Avenue*

As some of the commercial properties at this Epsom Avenue Centre were historically developed with no onsite parking bays, the unrestricted bays (Area C) are intended to cater for this.

As part of the motion proposed by Councilors at the 25 October 2022 OCM (Item 12.2) and subsequently amended at the 27 June 2023 OCM (Item 13.2.2), officers have been tasked with evaluating the impact of the new parking restrictions. This review will take place three months after the installation of the parking sensors.

## Parking arrangements for other sites in the Epsom Avenue Commercial Centre

Table 1 below summarises the current approvals of the commercial properties along Epsom Avenue, including the parking requirements and availability for each site.

<b>Table 1: Summary of current approvals and required/provided parking</b>			
<b>Address/Site</b>	<b>Approved Land Use</b>	<b>LPS 15 Parking Requirement</b>	<b>Parking Availability Onsite</b>
Lot 88 (142) Epsom Ave, Belmont (BWS)	Liquor Store	Shop – 11.82 (12 bays required)	5 informal parking to rear of building
Lot 85 (146) Epsom Ave, Belmont (Jacaranda Community Centre)	Community Purpose	Office - 8 bays required	Nil parking onsite
Lot 86 (148) Epsom Ave, Belmont (Pharmacy 777)	Shop	Shop - 12 bays required	Nil parking onsite
Lot 87 (150) Epsom Ave, Belmont (Super Deli)	Shop	Shop – 9 bays required	Nil parking onsite
Lot 1 (152) Unit 1 Epsom Ave, Belmont (Epsom Fish and Chip)	Restaurant/ take-away	Restaurant/ take-away – 3.4 (4) bays required	Allocated 3 bays onsite
Lot 1 (152) Unit 2 Epsom Ave, Belmont (Barber Shop)	Shop	Shop – 3.4 (4) bays required	Allocated 3 bays onsite
Lot 1 (152) Unit 3 Epsom Ave, Belmont (Office)	Office	Office - 9 bays required	Allocated 5 bays onsite

It is noted that development at 146 and 148 Epsom Avenue have no onsite parking and were dealt with as follows.

### 146 Epsom Avenue

- Council approved a change of use of this property at the 22 February 2011 OCM (Item 12.6).
- This change of use was for a Community Purpose land use (Jacaranda Community Centre).
- To calculate the parking requirement in this application the Scheme parking rate for 'office' was used.
- Following this approach, it was considered that eight bays were required for the use. A study of the public parking was done during the assessment.

- It was considered that there was no change in the required number of parking bays from the past and proposed use, and the off-site parking bays were sufficient to cater for the use.

#### 148 Epsom Avenue

- Council approved additions to the existing Pharmacy at this property at the 20 May 2008 OCM (Item 12.1.1).
- Site inspections showed that the requirement for parking within the off-site reciprocal use bays was at approximately 48.81% capacity. It was considered that a minimal increase in retail floor area will not significantly impact on the availability of parking for other businesses within the Epsom Avenue Commercial Centre.
- It was considered that the off-site parking bays were sufficient to cater for the use.

## Report

To determine the appropriateness of the proposed increase to staff and student numbers, it is necessary to consider the following:

- The LPS 15 onsite parking requirements
- The suitability of off-site parking
- The appropriateness of management measures.

These matters are discussed under the relevant headings below.

### Local Planning Scheme No 15 Onsite Parking Requirements

While the applicant asserts compliance with the LPS 15 parking requirements in their proposal, a more comprehensive review is necessary. This review should not only focus on conformity to LPS 15 parking standards, but also assess the overall suitability of parking for the subject use in the context of the locality. This includes examining the site's history, specifically the existing operations based on the 2012 application, and the actual parking needs for the proposed use.

Table 2 of LPS 15 categorises the 'Education Establishment' land use into several subcategories. The current use falls into the 'Education Establishment – Other' category, which requires one bay per four students. It is noted that this rate does not have specific requirements for staff parking. The applicant submits that based on the existing 12 onsite bays, the proposed 48 students is compliant with the Scheme's standard. While this may be the case, it is necessary to consider the actual parking demands for this specific use and the adequacy of parking bays to cater for it. As an amendment application there is the benefit of assessing actual operations at the subject property.



The City undertook parking observations over a three week period (from 3 July 2023 – 24 July 2023). The following was observed:

- Officers attended the site on nine mornings over the three-week period at 8.00am.
- At 154 Epsom Avenue, all 11 onsite bays were occupied consistently, in addition to a couple of cars informally parking within the driveway.
- An average of two students parked within the 1 hour or 2 hour bays public bays.
- An average of 10 students parked within the 14 unrestricted public bays.
- Staff attending the education establishment also park to the rear of 152 Epsom Avenue.
- On eight out of the nine days of observation it was noted that all unrestricted bays were occupied before 8.18am.
- All unrestricted bays were occupied by 8.47am at the latest among the days officers attended the site.
- On average over the nine days, 26 parked vehicles per day were associated with people attending the education establishment at 154 Epsom Avenue.

Based on the above, it is considered that the Table 2 parking standards of LPS 15 do not reflect the parking needs for the land use at the subject property. It is considered that the observations form the appropriate basis for this assessment. It demonstrated that the onsite bays were fully used, and that there is an unreasonably high dependency on public parking bays. Accordingly, the onsite parking for the use is considered inadequate to cater for an increase in students.

### **Suitability of Off-Site Parking**

It is acknowledged that the Epsom Avenue bays are public bays and can be used by students. As shown by the above observations, the current operation already relies heavily on the use of public bays to meet its parking needs.

When assessing the appropriateness of using public bays, it is necessary to consider how students use them. Unlike other short visit uses in the precinct (i.e. shop/retail type uses), students will typically use bays for an extended time. In the context of the Epsom Avenue bays, this is an issue, as there is only a small number of bays (14 of 59) that allow parking longer than two hours.

It is necessary to acknowledge that there are some uses in the Centre that have no onsite bays and also rely on public bays. However, the current student demand for unrestricted public bays consistently exceeds the reasonable use of these spaces compared to the other properties.

Based on the observations of parking, increasing student and staff numbers would exacerbate unreasonable use of public bays, and is not equitable in the context of the precinct. Accordingly, the off-site parking for the use is not considered adequate to cater for an increase in students or staff.

## Parking Management Plan

Consideration needs to be given to whether parking demand can be managed to the extent that an increase in students and staff is acceptable.

The applicant has provided a Parking Management Plan as part of their application (Attachment 12.1.2). The Management Plan aims to encourage students to utilise public transport, carpooling and non-car transport options and will inform attendees to the site of the parking restrictions and options before they attend the site.

The continual changeover of students from course to course undermines the effective implementation of standing parking management measures. Moreover, the management plan lacks clear implementation strategies to require compliance by students and staff, which casts doubt over its effectiveness. While a Parking Management Plan may assist, it is doubted that the plan will reduce parking demand to an acceptable level to justify the requested increase in student and staff numbers.

However, given the findings in respect to parking availability and usage for the current student and staff numbers, it is considered necessary for the Parking Management Plan to be implemented, irrespective of any increase in numbers.

## Amended Site Plan

The applicant has also applied to amend the approved site plan. This amendment seeks the following:

- To reflect the existing onsite parking layout. This does not change the overall number of bays onsite, but shifts the location of the accessible parking bay from the front of the site to its existing central location, and reflects the concrete finish of the bays. Figure 4 shows an extract of the amended plan with changes annotated in red.

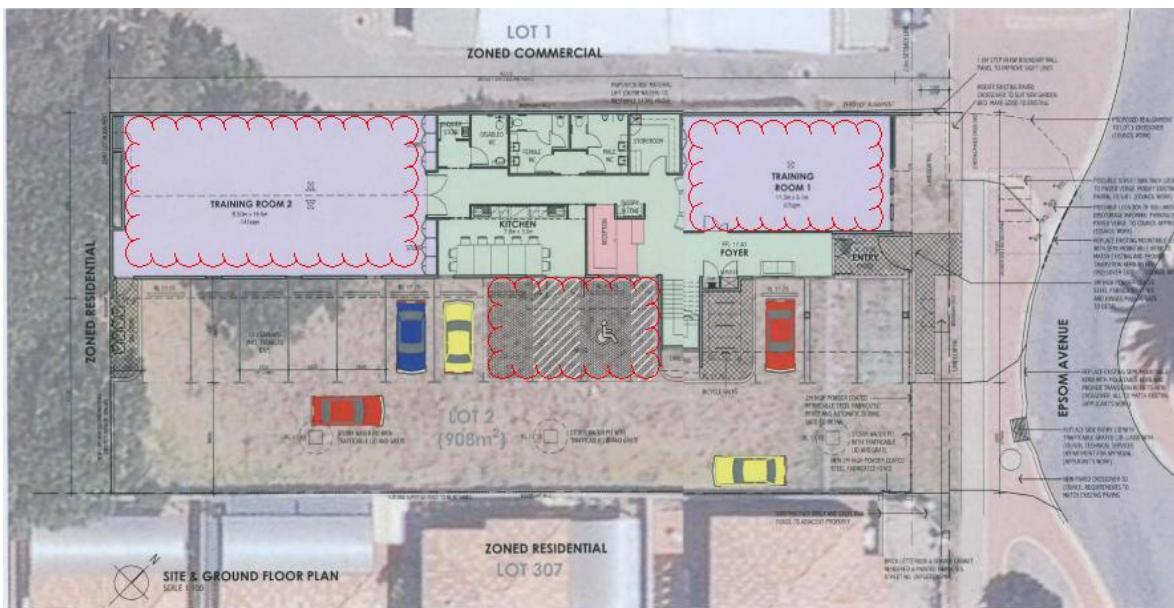


Figure 4 Extract of the amended plan with changes annotated in red

- To remove the indicative seating plan from the floor plan. This appears to be on the basis that the indicative seating plan reflected the 26 students that formed the basis of the original application.

In respect to the parking plan amendment, this is considered acceptable as it results in no changes to the overall number of bays and aligns with the approved building permit.

The removal of the indicative seating arrangement can also be supported. This is on the basis that maximum student numbers are more appropriately dealt with through a condition which provides greater clarity.

### **Recommended Approach**

Based on the above findings, the following is considered appropriate:

- The revised site plan reflecting the existing on-site parking arrangements be approved.
- The applicant has requested a condition to accommodate an increase to 48 students and nine staff while providing clarity regarding the maximum number of people at the site. However, considering the findings on parking availability and usage, it is deemed appropriate for the condition to reflect no more than 26 students and five staff at any one time which is consistent with the original approval.
- Given the findings with respect to parking availability and usage for the current numbers, it is considered appropriate for the submitted Parking Management Plan to be implemented. This will require modification to reflect the limit on student and staff numbers.
- It is acknowledged that a review of the parking controls implemented on the Epsom Avenue public bays is due three months after the sensor commencing operation. It is noted that further controls to ensure equitable use of the public bays may be necessary as a result of the review.

### **Conclusion**

As outlined in this report, based on the parking assessment and observations of the current parking demand at the training facility, it is deemed appropriate to apply a condition to limit the use to 26 students and five staff.

The revised site plan with amended parking layout that is reflective of the existing parking arrangement onsite is supported.

On this basis, it is recommended to approve the amended Development Application subject to conditions.

### **Financial implications**

There are no financial implications evident at this time.

## Environmental implications

There are no environmental implications associated with this report.

## Social implications

There are no social implications associated with this report.

## Attachment details

Attachment No and title	
1.	Submission Table [12.1.1 - 5 pages]
2.	Parking Management Plan [12.1.2 - 4 pages]
3.	Development Plans [12.1.3 - 1 page]
4.	181/2012 Approved Plans [12.1.4 - 3 pages]
5.	181/2012/DAAM/B Approved Plans [12.1.5 - 3 pages]

Attachment 12.1.1 Submission Table

CITY OF BELMONT  
SCHEDULE OF SUBMISSIONS

**Application Number:** 181/2012/DAAM/B  
**Development Description:** Amendment to Approval  
**Address of Development:** 154 Epsom Avenue BELMONT 6104 (Lot 2 PL 5283)

No.	Name and Address	Description of Affected Property, Lot No., Street, etc.	Resume of Submission	Council Recommendation
1.	B. Wilkinson – 13 Moreing Street, Ascot	130 Epsom Avenue, Belomnt	<p><b>Objection –</b></p> <ol style="list-style-type: none"> <li>1. As the owner of 130 Epsom Ave I am totally against this application gaining approval, due to parking issues in the precinct.</li> <li>2. The City has tried to alleviate this problem by brining in sensored parking which has only shifted the problem elsewhere as they are now parking on peoples front verge.</li> </ol> <p>To approve this application it will only exasperate the parking issue</p>	<ol style="list-style-type: none"> <li>1. The current parking issues at the Epsom Avenue commercial centre public bays cannot be resolved as part of this development application. However, as per Clause 67 (2) (s) and (w) of the Deemed Provisions, the adequacy of parking and the history of the site where the development is to be located are relevant matters to be considered.</li> </ol> <p>It is noted that separately to this application At the October 2022 OCM Council resolved to install parking sensors and enforce parking time restrictions in the public parking bays within Epsom Avenue. These sensors have now been installed. As part of the motion put forward by Councillors at the June 2023 OCM, officers will be undertaking a review of the current parking controls and impact of the newly installed system three months after their install.</p> <ol style="list-style-type: none"> <li>2. An assessment of this application against; the LPS 15 Car Parking provisions; the suitability of the current off-site public parking in the Epsom Ave commercial centre; and the parking management plan proposed; has been undertaken during the assessment of this application.</li> </ol> <p>Through the above assessment the City has determined that Conditioning a maximum of 26 students and 9 staff is appropriate for the site.</p>
2.	M. Celin – 146 Epsom Ave, Belmont	146 Epsom Ave, Belmont	<p><b>Objection –</b></p> <ol style="list-style-type: none"> <li>1. Unable to park to stay long enough for interviews.</li> </ol>	<ol style="list-style-type: none"> <li>1. The issues with the availabilities of public bays at the Epsom Avenue commercial centre are subject to a separate investigation referred to above.</li> </ol>

Attachment 12.1.1 Submission Table

3.	B. Campbell - Unit 5/5 Edwards Crescent, Redcliff	Unit 5/5 Edwards Crescent, Redcliff	<p><b>Objection -</b></p> <p>1. One of the problems is the marked parking bays on Edwards crescent. People park over the driveway including trainswest very often.</p> <p>I am hoping that a no stopping line an notification letters 'no stopping or parking over the driveway' please.</p> <p>I continue to get stuck in or can't access the driveway to my unit 5 number 5 edwards crescent Redcliffe. I do attend many hospital an doctors appointments regularly. I am late because of people parking over the driveway would contribute some of the cost thankyou</p>	<p>1. The issue with parking of vehicles blocking a private driveway is a matter that cannot be addressed within the proposed development application. Issues with parking are best directed to Rangers to investigate.</p> <p>As there will be a review of the public bays within the Epsom Avenue commercial centre area, including a revision of line markings and parking signage can be captured to reduce parking conflicts with private driveways.</p>
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Attachment 12.1.1 Submission Table

<p>4.</p>	<p>L. Fitzgerald – PO BOX 142 Cloverdale 6985</p>	<p>146 Epsom Ave Belmont</p>	<p><b>Objection –</b></p> <p>1. We have had an issue with parking ever since the training centre had permission to build without community consultation.</p> <p>In an email from council I was originally told that at the time “the required number of bays for the training centre was denied from the City’s Local Planning Scheme No 15 (LPS 15)... “The proposal was assessed as being compliant and approved accordingly. However, this compliance with the requirements of LPS 15 was on the provision that the number of students at the facility was limited.” At the time we were told they had adequate parking on their premises for 20 students. It seems they already have 26 + 5 staff.</p> <p>They were never assessed as using the car park across the road and telling their participants to get there close to 7.30am to ensure an all day park, nor was the community consulted.</p> <p>2. Under your ruling I was told there would be more people per car than the 1 which is currently happening. I was also told there would be a review soon as it wasn’t feasible to believe people share the car that was over 2 years ago.</p> <p>We have tried to work with them on ways of not having so many participants park. We suggest companies car pool, companies hire a taxi van. We also suggested some of the training could be done at the companies as many come from the same company.</p> <p>At one stage there was even a suggestion that they were moving to a more suitable place.</p> <p>However, now from the invitation to comment we find that potentially they could will need parking for 57 people. In fact you might as well allocate the whole car park and side street to them.</p> <p>3. They are going to continually get there early to get the all day parks. We cant do that as my staff have children to get to school and so do clients. Even our work car which we share has to be continually moved as we need it for client home visits, meetings at child pick up, police, justice, health etc with clients.</p> <p>In the proposal “Availability of Public Parking” I am sure it should not be for training students to come early and use the unrestricted parking at the detriment of all other people being the area.</p>	<p>1. The original approval (181/2012) for the educational establishment use and included 5 staff and 26 students.</p> <p>Under the LPS 15, the parking rate applicable for Educational Establishments (Other) is 1 bay per 4 students. The original application provided 12 onsite bays meaning the application complied with the LPS 15 parking requirement.</p> <p>Due to the proposal complying with the parking requirements of the scheme the application was not advertised and assessment of the public bays was not required.</p> <p>2. These items do not specifically relate to the proposal currently under assessment.</p> <p>It is noted that the applicant has proposed a Parking Management Plan to justify an increase in student numbers. This plan has been assessed as part of this application. refer to the Council report for finding relating to the suitability of the Parking Management Plan.</p> <p>3. The availability of public parking formed part of the assessment of this application. The City undertook parking counts and observations as part of the assessment of this application. The assessment of this application a range of considerations have been taken into consideration to determine the suitability of the proposed increase at the training facility.</p>
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Attachment 12.1.1 Submission Table

			<p>4. We have photo's to prove that most bays previously were used for more than 2 hours. Our Social Isolation free Belmont activities are for 2 hours and with times to start it is up to 2.5 hours. Some with free lunch are 3 hours. These are for the city of Belmont social isolated or low income as a free service and should not be seen as little significant with the training centre having first parking options.</p> <p>I am not sure where you got the "less than 2 hours", but we have proof that that was incorrect.</p> <p>5. Public Transport Option Students still park and the link was open. Our clients often have limited mobility, children in the City of Belmont who have parents or grandparents get them to school. The Train is not an option for Rivervale, Kewdale, Cloverdale and other City of Belmont areas. A bike is certainly not an option and buses are also not an option with limited mobility and going to a school first.</p> <p>We have yet to see a training centre student utilise a bike</p> <p>Therefore none of the proposed modifications are considered to be consistent with the previous section they were granted under or the regulation 77 and so we request that it be totally denied.</p>	<p>4. The parking restrictions of the public bays at Epsom Avenue commercial centre do not form part of this application and are a separate matter being dealt with by council.</p> <p>It is noted that separate to this application, at the October 2022 OCM Council resolved to install parking sensors and enforce parking time restrictions in the public parking bays within Epsom Avenue. These sensors have now been installed. As part of the motion put forward by Councillors at the June 2023 OCM, officers will be undertaking a review of the current parking controls and impact of the newly installed system three months after their install.</p> <p>5. Refer to point 3 and 4 of this submission.</p>
5.	R. Wilkinson – 2/112 Belgravia St, Belmont	130 Epsom Ave, Belmont	<p>1. I strongly oppose any further increase to the amount of students or staff attending this site. With the current amount of people attending here they already take up all the public car parking in the vicinity.</p> <p>2. I have talked to other shop owners on Epsom Ave who say even the street parking there shops is taken by people attending this site.</p> <p>Since the apparent introduction of parking sensors. Attendees are now parking on verge space surrounding Epsom Ave and Edwards Crescent.</p> <p>3. Any increase in people attending this site will put other shop owners at a disadvantage, due to their customers not being able to find easily accessible parking, not to mention becoming a traffic hazard.</p>	<p>1. Refer to the Council Report for the assessment of the suitability for an increase of student and staff numbers.</p> <p>2. Issues with parking of vehicles on the verge is not a matter that can be addressed in this planning application. Issues to do with parking on verges are best directed to Rangers to investigate at the time of the incident.</p> <p>It is noted, that there will be a review of the public bays within the Epsom Avenue commercial centre area. The issues with the availabilities of public bays at the Epsom Avenue commercial centre are subject to a separate investigation.</p> <p>3. It is acknowledged that the Epsom Avenue bays are public bays and can be used by students. During observations of the current operation it is acknowledged that the use already relies heavily on the use of public bays to meet its parking demand.</p> <p>Refer to the Council Report for the assessment of the suitability for an increase of student and staff numbers.</p>



Attachment 12.1.1 Submission Table

6.	D. Bui – 148 Epsom Ave, Belmont	148 Epsom Ave, Belmont	<p>1. I would like to comment on the application for 154 Epsom Avenue Belmont (LOT 2 PL 5283) to increase its maximum capacity and the impact it will therefore have on the parking availability around the Epsom Ave Shopping Precinct. I understand that there are 12 parking bays on site reserved for their staff and students only, and this according to the council's LPS 15, does allow the requested increase to 48 students to be present on site at any given time.</p> <p>However, the reason for our comment on this application is that realistically, the increased allowable capacity means there will be less available parking bays around the precinct.</p> <p>2. It is my understanding that students and staff are often required to stay on site for the training for longer than 2 hours. There are only 14 bays that currently do not have any sensors installed or time restrictions in the Epsom Ave shopping precinct (and 6 bays on Edwards Crescent) so with an increased capacity of 48 students, this means these unrestricted bays are taken up most of the time.</p> <p>The implications for this is my staff are unable to then find parking in an unrestricted parking bay for the duration of their 8-10 hour shifts. With the nature of the work we do, it unfortunately disrupts our ability to provide optimal patient care if we then need to move our cars every 2 hours, particularly if we are in the middle of a consult. Being a Pharmacist myself, The Pharmacy Board of Australia legally requires me to be present in the store at all times so I physically can not leave to move my car on the days the unrestricted parking bays are taken up. There is no access to parking behind our building.</p> <p>3. While we are not looking to dispute the application per se, we are hoping to bring to the council's attention the current problems we are facing with the parking availability and the flow on effect this application will have in further compounding the parking issues we are already facing.</p>	<p>1. Noted, refer to the Officers recommendation where an assessment of the suitability of applying the LPS 15 car parking requirements.</p> <p>2. Refer to the Council Report for the assessment of the suitability for an increase of student and staff numbers.</p> <p>The parking restrictions of the public bays at Epsom Avenue commercial centre do not form part of this application and are a separate matter being delt with by council.</p> <p>3. Noted, refer to the Officers recommendation where an assessment of the suitability of applying the LPS 15 car parking requirements.</p>
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2023

# Parking Management Plan



154 Epsom Ave,  
Belmont

CITY OF BELMONT  
RECEIVED  
02/05/2023  
Application No: 181/2012/DAAM/B

## Attachment 12.1.2 Parking Management Plan

### 1. Introduction

This Parking Management Plan (PMP) has been prepared by the owners of No.154 Epsom Avenue, Belmont in support of the operation of Trainwest at the property.

### 2. Purpose

The purpose of this PMP is to detail how the owners and the tenants will manage vehicle parking associated with the operation of Trainwest from the site. It is prepared in support of an application seeking approval to a maximum of 48 students at the site.

### 3. Scope

The PMP applies to all staff, students and visitors of Trainwest (current tenant) that enter the building. The requirements of this PMP shall be complied with at all times.

### 4. Parking Management Objectives

- To the extent possible ensure staff, students and visitors use the allocated car parking bays onsite and limit the usage of public car parking bays.
- No parking in the bays adjacent commercial premises.
- Provide a safe environment for all road users, pedestrians and cyclists.
- Minimise negative impacts to the local community.
- Provide details on how ongoing compliance will be achieved.

### 5. Responsibilities

The tenants will ensure that all staff, students and visitors are made aware of the PMP by providing sufficient information and instruction prior to attending the building.

### 6. Site Information

The site at No.154 Epsom Avenue is approved by the City of Belmont for use as an 'Educational Establishment'.

The property comprises of a two storey 580 square metre building on a site area of 911 square metres with building completed in April 2015.

### 7. Parking Availability

- a) No.154 Epsom Avenue incorporates parking for 12 vehicles plus one ambulant car bay;
- b) The Public Car park across the road from the building has unrestricted parking for 19 vehicles and soon to be introduced restricted (2 hour) parking for an additional 19 vehicles.
- c) Provision of over 500 parking bays within the Public Car Parking at Redcliffe Train Station (subject to a fee of \$2 per 24 hour period). Availability of Transperth bus services connecting the Train Station with Trainwest is detailed at Section 14 below.

### 8. Hours of Operation

- a) The Building currently operates Monday to Friday from 8:30am to 4pm. It is closed on weekends, public holidays and 2 weeks over the Christmas break.
- b) Training courses are held from 8:30am-4pm Monday to Friday

### 9. Number of people generally utilising the building

- a) Subject to approval being obtained from the City, a total of 48 students would attend the site for scheduled classes within the premises;
- b) Educational services are also provided to clients external to the building and via eLearning.

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Application No: 181/2012/DAAM/B**

### 10. Management of Parking

Prior to attendance at the building all students, staff and visitors will receive a confirmation letter/email and Student Information Handbook (as applicable) to ensure the following:

- Staff and visitors are fully aware of parking arrangements and receive sufficient instruction to ensure parking compliance is maintained.
- Students are fully informed of parking arrangements and restrictions at the building and across the road in the public car parking area.
- The promotion of carpooling and non-car-based travel modes including information on Public Transport, availability of bike racks and showering facilities. In respect to public transport this will include parking availability at the nearby Redcliffe Station as well as bus timetables travelling from Redcliffe Station to 154 Epsom Ave.
- Provision of a parking manager (trained staff member) to ensure parking compliance.

### 11. Disabled Parking

- a) One disabled parking bay is allocated on the site. This is clearly marked in accordance with the Australian Standards Use. Use of this bay is prohibited without a disability permit or without prior approval from the tenant under exceptional circumstances.
- b) Students are asked to nominate prior to enrolment any disabilities that will require them to use this parking bay.

### 12. Street and Free Parking

- a) There is restricted (1 hour) parking bays directly in front of other commercial buildings adjacent to the Trainwest building. Students and visitors will be advised prior to attendance at the building that these bays are strictly not to be used. The student confirmation letter and Student Information Handbook which is provided prior to attendance currently contains this information.
- b) Other City of Belmont free parking options in near vicinity, for example the carpark opposite the Tavern on Wright Street to also be included as part of the information.

### 13. Bicycle Parking

- a) Six bicycle racks will be provided on the site.
- b) Students will be advised of their availability and associated end of trip facilities within the Student Information Handbook.

### 14. Public Transport Access

- a) The building is located approximately 10 metres to a Transperth bus stop on Epsom Ave which is serviced by Bus Route 39 and Bus Route 935.
- b) Bus route 39 leaves approximately every 30 minutes from Elizabeth Quay with stops on Epsom Ave on route to Redcliffe Train Station;
- c) Bus Route 935 leaves approximately every 15 minutes from Kings Park with stops on Epsom Avenue on route to Redcliffe Train Station. Reverse journeys are also scheduled with both Bus Routes;
- d) In both instances, the journey by Transperth bus between Trainwest and the Train Station is approximately 6 minutes;
- e) Links to access these timetables will be provided to students, visitors, and staff prior to attending the building.
- f) Redcliffe Train Station is just over 2kms from the building and forms a bus/train interchange with timetables to optimise travel times. There are over 500 parking bays available with a charge of \$2.00 per 24-hour period.
- g) Students and staff will be encouraged and informed prior to attendance to utilise this parking.

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Application No: 181/2012/DAAM/B**

### 15. Parking Management personnel

The owners of the building will work with the Tenant to ensure all staff are aware of their responsibilities, appropriately trained and receive sufficient instruction to ensure the requirements of the PMP is undertaken and complied with.

### 16. Communicating with community

- a) The owners and tenants will provide the appropriate level of communication with the local commercial premises to ensure the PMP is implemented and share understanding of our commitment and support of their business by implementing a strong PMP to ensure no vehicles utilise the 2-hour parking bays within the Epsom Avenue public parking area.
- b) The local commercial businesses will be encouraged to communicate with the Tenants and Owners of any concerns they may have in relation to parking.

### 17. Monitoring, Measurement and Review

The owners and tenants will ensure the Parking Management Plan is implemented and evaluated for effectiveness. Consistent monitoring and review is required as part of a continuous improvement approach to ensure the PMPs continuing suitability, adequacy and effectiveness.

### 18. Feedback and Review

All comments and complaints regarding the management, implementation and operation of the PMP shall be recorded and will be used during the PMP review. All feedback will be reviewed and implemented as a variation to the PMP as required.

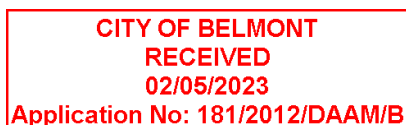
- A review of the PMP will be undertaken by the owners within 6 months of implementation taking into consideration feedback from students, staff, local commercial businesses, neighbours, residents and the City of Belmont.

### Contact Details

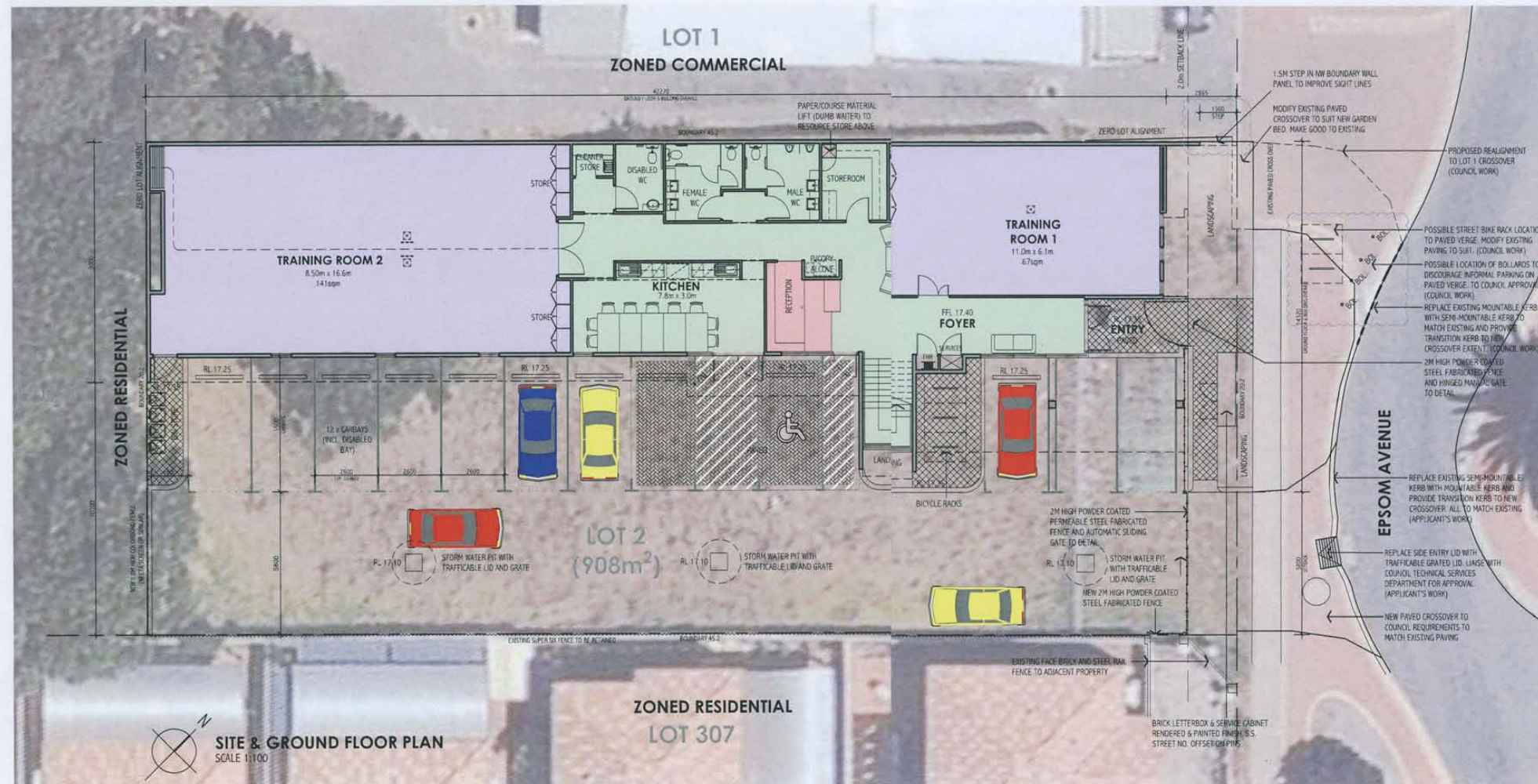
Ann Marie Wragg  
0404002266  
[annmarie@wragg.com.au](mailto:annmarie@wragg.com.au)

David Munrowd-Harris  
0439 991650  
[David.Munrowd-Harris@Perthairport.com.au](mailto:David.Munrowd-Harris@Perthairport.com.au)

The owners will provide a copy of the PMP to all tenants and business owners in the precinct.







**NOTE :**

PROPOSED DESIGN IS ONLY CONCEPTUAL.  
DESIGN IS SUBJECT TO FURTHER DESIGN DEVELOPMENT & TO AUTHORITIES APPROVALS & OTHER REQUIRED CONSULTANTS' INPUTS.

**PLANNING INFORMATION :**

LOT AREA	908m <sup>2</sup>
ZONING	COMMERCIAL
GROUND FLOOR AREA	376m <sup>2</sup>
FIRST FLOOR AREA	211m <sup>2</sup>
TOTAL BUILDING AREA (GFA)	587m <sup>2</sup>

**SITE & GROUND FLOOR PLAN**  
SCALE 1:100

Revision	Description of Revision	By	Date
D	NEW ELEV. STREET TREE & SIGNAGE CHANGES	AW	01/11/12
H	SCAFFOLD AMENDMENTS	AW	30/10/12
M	ISSUED FOR CLIENT SIGN OFF & PLANNING APPROV.	AW	18/10/12
L	SP & FT DESIGN FOR CLIENT REVIEW	AW	12/10/12
K	MINOR OPTION 1 ISSUES FOR CLIENT REVIEW	AW	18/09/12
J	OPTION 4 ADDED	AW	13/09/12
I	ACCESS WAY DESIGN OPTIONS	AW	31/08/12
H	LANDSCAPE PLAN ADDED	AW	15/08/12
G	SURVEY INFORMATION & ELEVATIONS ADDED	AW	06/07/12
F	DESIGN AMENDED AS PER CLIENT'S COMMENTS	AW	16/06/12
E	DESIGN AMENDED AS PER CLIENT'S COMMENTS	AW	11/06/12
D	DESIGN AMENDED AS PER CLIENT'S COMMENTS	AW	22/05/12
C	DESIGN AMENDED AS PER REVIEW	AW	22/04/12
B	DRAWING SHEET APPLIED. AERIAL PHOTO BACKGROUND ADDED	AW	08/02/12
A	ISSUED FOR PRELIMINARY REVIEW	AW	16/01/12

**PROPOSED NEW TRAINWEST OFFICE + TRAINING CENTRE**  
LOT 2 (NO.154) EPSOM AVENUE  
BELMONT, WA 6104

**CONCEPT SITE & GROUND FLOOR PLAN**

Client: TRAINWEST

**osam WILLIAMS**

COMMERCIAL PLANNING & DESIGN  
PROJECT MANAGEMENT  
FACILITIES MAINTENANCE MANAGEMENT

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EMAIL: osam@osamwilliams.com.au

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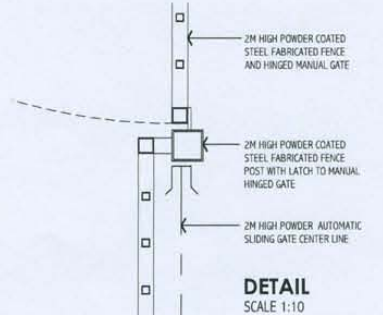
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Drawn: AW	Scale: AS SHOWN
Checked: AW	Reviewed: JW
Project No: 1122	Sheet: A1
Date: JAN 2012	Revision: 0

**SK.01**



**TRAINING ROOM 2 DIVIDED OPTION**  
SCALE 1:100

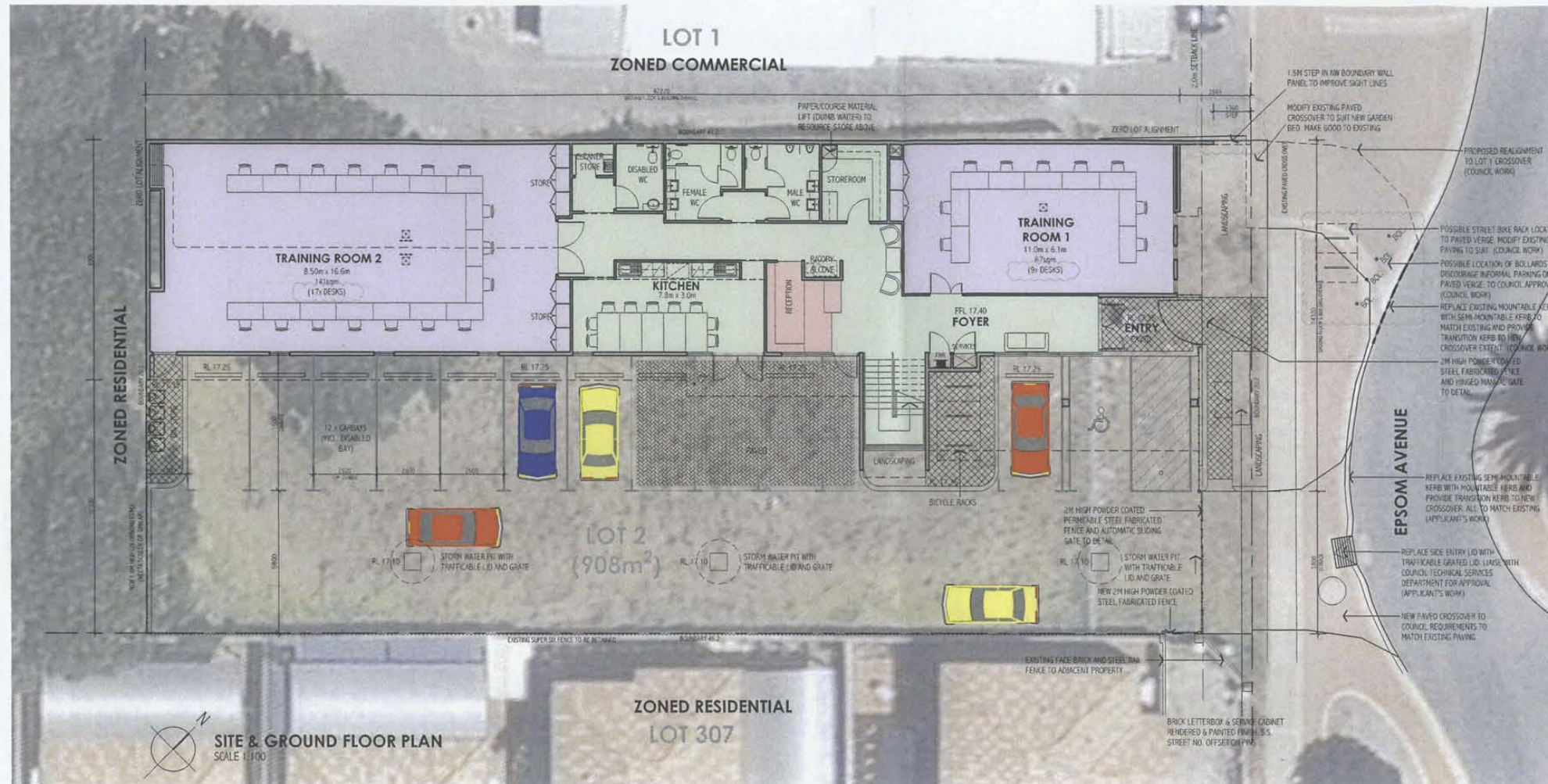


**DETAIL**  
SCALE 1:10

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**02/05/2023**  
**Application No: 181/2012/DAAM/B**



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Application No: 181/2012/DAAM/B**



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**PLANNING INFORMATION :**

LOT AREA	908m <sup>2</sup>
ZONING	COMMERCIAL
GROUND FLOOR AREA	376m <sup>2</sup>
FIRST FLOOR AREA	211m <sup>2</sup>
TOTAL BUILDING AREA (GFA)	587m <sup>2</sup>

**RECEIVED**  
23 NOV 2012  
CITY OF BELMONT

DOC: COB Registration  
Loc: GDA

D	NO. 154 - STREET TREE & SIGNAGE CHANGES	AW	01/11/12
M	SCAFFOLD AMENDMENTS	AW	30/10/12
M	ISSUED FOR CLIENT SIGN OFF & PLANNING APPROVAL	AW	18/10/12
S	UP & 4/12 DESIGN FOR CLIENT REVIEW	AW	12/10/12
K	HARBOR OPTION 1 ISSUED FOR CLIENT REVIEW	AW	10/09/12
I	OPTION 4 ACCO	AW	13/09/12
J	ACCESS WAY DESIGN OPENING	AW	11/09/12
K	LANDSCAPE PLAN ADDED	AW	15/09/12
L	SUNSET INFORMATION & LIGHTING ACCO	AW	06/09/12
F	DESIGN AMENDED AS PER CLIENT'S COMMENTS	AW	10/09/12
E	DESIGN AMENDED AS PER CLIENT'S COMMENTS	AW	11/09/12
D	DESIGN AMENDED AS PER CLIENT'S COMMENTS	AW	22/09/12
C	DESIGN AMENDED AS PER REVIEW	AW	22/09/12
B	DRAWING SHEET AMENDED - REMOVED PHOTO BACKGROUND ADDED	AW	08/09/12
A	ISSUED FOR PRELIMINARY REVIEW	AW	16/09/12

**PROPOSED NEW TRAINWEST OFFICE + TRAINING CENTRE LOT 2 (NO.154) EPSOM AVENUE BELMONT, WA 6104**

**CONCEPT SITE & GROUND FLOOR PLAN**

Client: TRAINWEST

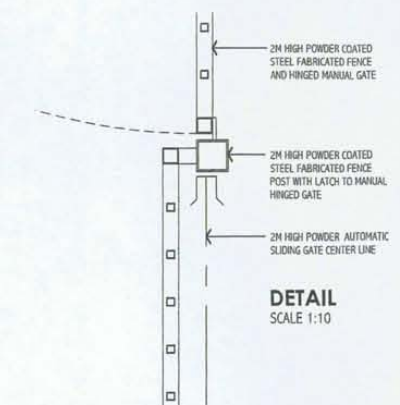
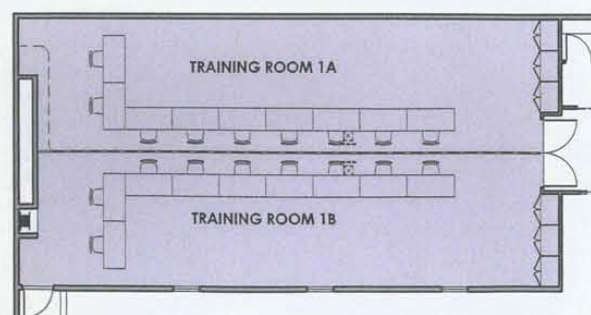


COMMERCIAL PLANNING & DESIGN  
PROJECT MANAGEMENT +  
FACILITIES MAINTENANCE MANAGEMENT  
44 CECIL STREET WARDHOVEN WESTERN AUSTRALIA 6108  
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E MAIL: design@osam.com.au

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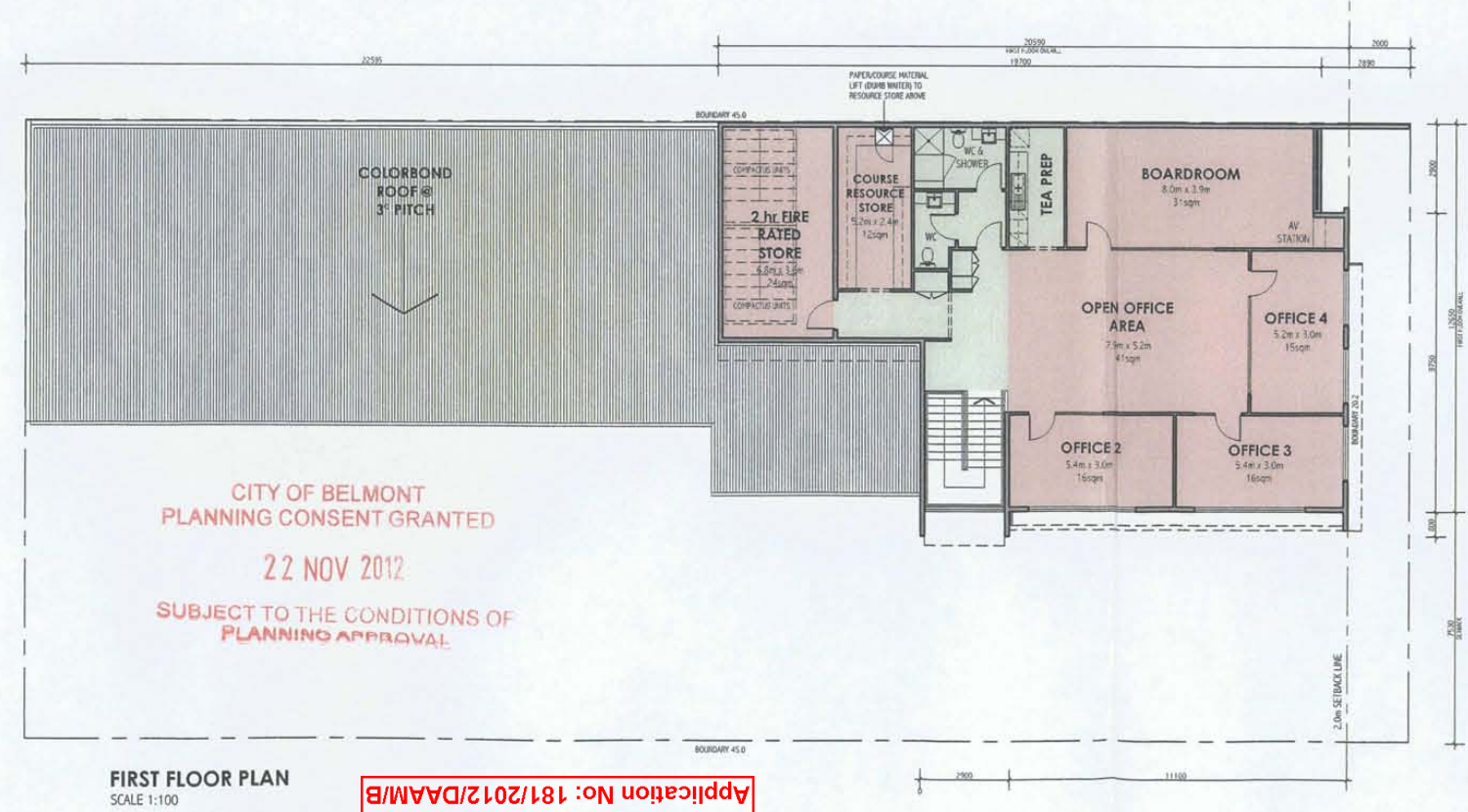
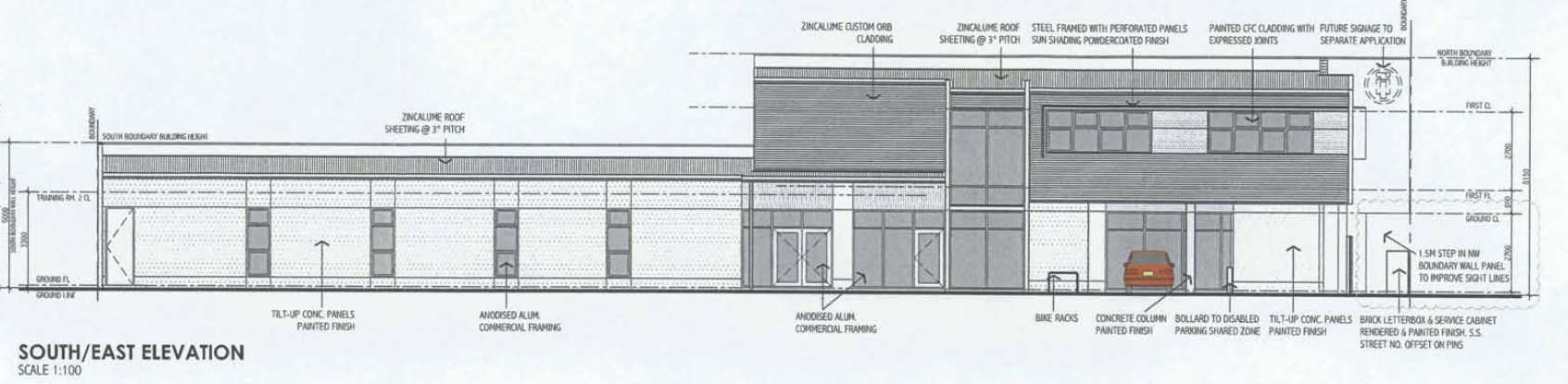
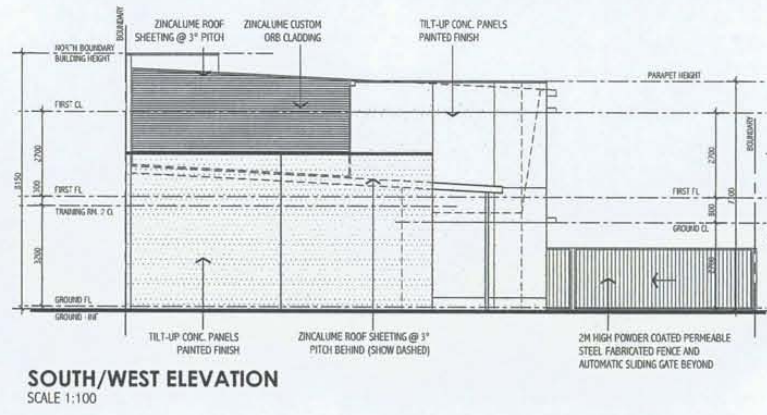
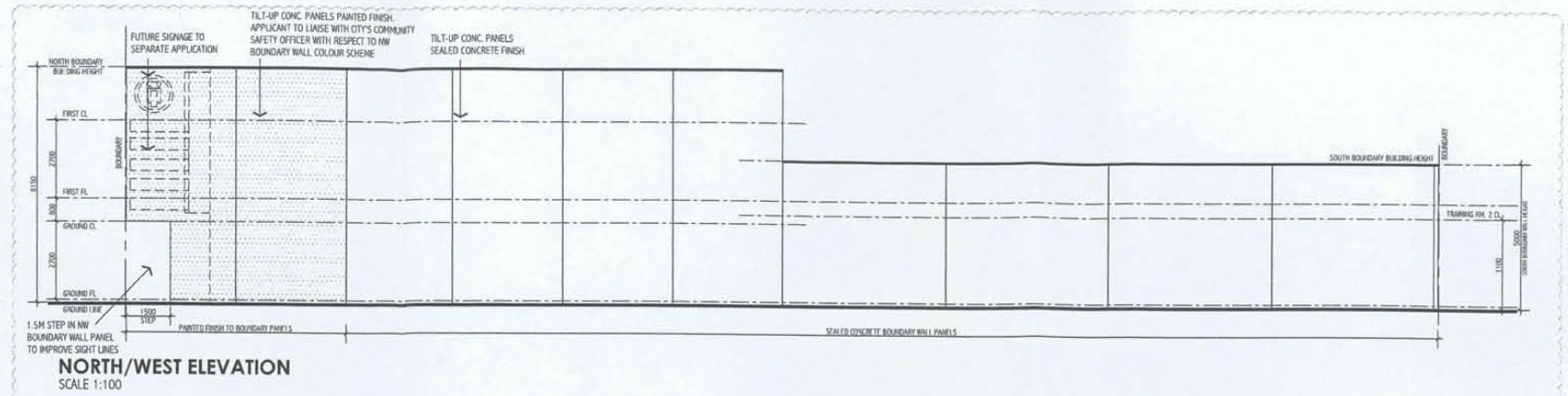
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Date: JAN 2012	<b>SK.01</b>	Author: O

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22 NOV 2012  
SUBJECT TO THE CONDITIONS OF  
PLANNING APPROVAL**



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D	REV ELEV. STREET TREE & SIGNAGE CHANGES	AW	01/11/12
H	ISSUED FOR CLIENT SIGN OFF & PLANNING APPROVAL	AW	18/10/12
L	OF A TP DESIGN FOR CLIENT REVIEW	AW	12/10/12
K	PARADE OPTION 1 ISSUED FOR CLIENT REVIEW	AW	18/09/12
I	OPTION 4 ISSUED	AW	15/08/12
J	ACCESS WAY DESIGN OPTIONS	AW	31/08/12
H	LANDSCAPE PLAN APPROVED	AW	18/08/12
G	SIGNAGE INFORMATION & ELEVATIONS ADDED	AW	08/07/12
F	DESIGN AMENDED AS PER CLIENT'S COMMENTS	AW	16/06/12
E	DESIGN AMENDED AS PER CLIENT'S COMMENTS	AW	11/06/12
D	DESIGN AMENDED AS PER CLIENT'S COMMENTS	AW	22/05/12
A	ISSUED FOR PRELIMINARY REVIEW	AW	08/02/12

Project Details:  
**PROPOSED NEW TRAINWEST OFFICE + TRAINING CENTRE LOT 2 (NO.154) EPSOM AVENUE BELMONT, WA 6104**  
Drawing Title:  
**CONCEPT FIRST FLOOR PLAN + ELEVATION**  
Client:  
TRAINWEST

**esam WILLIAMS**  
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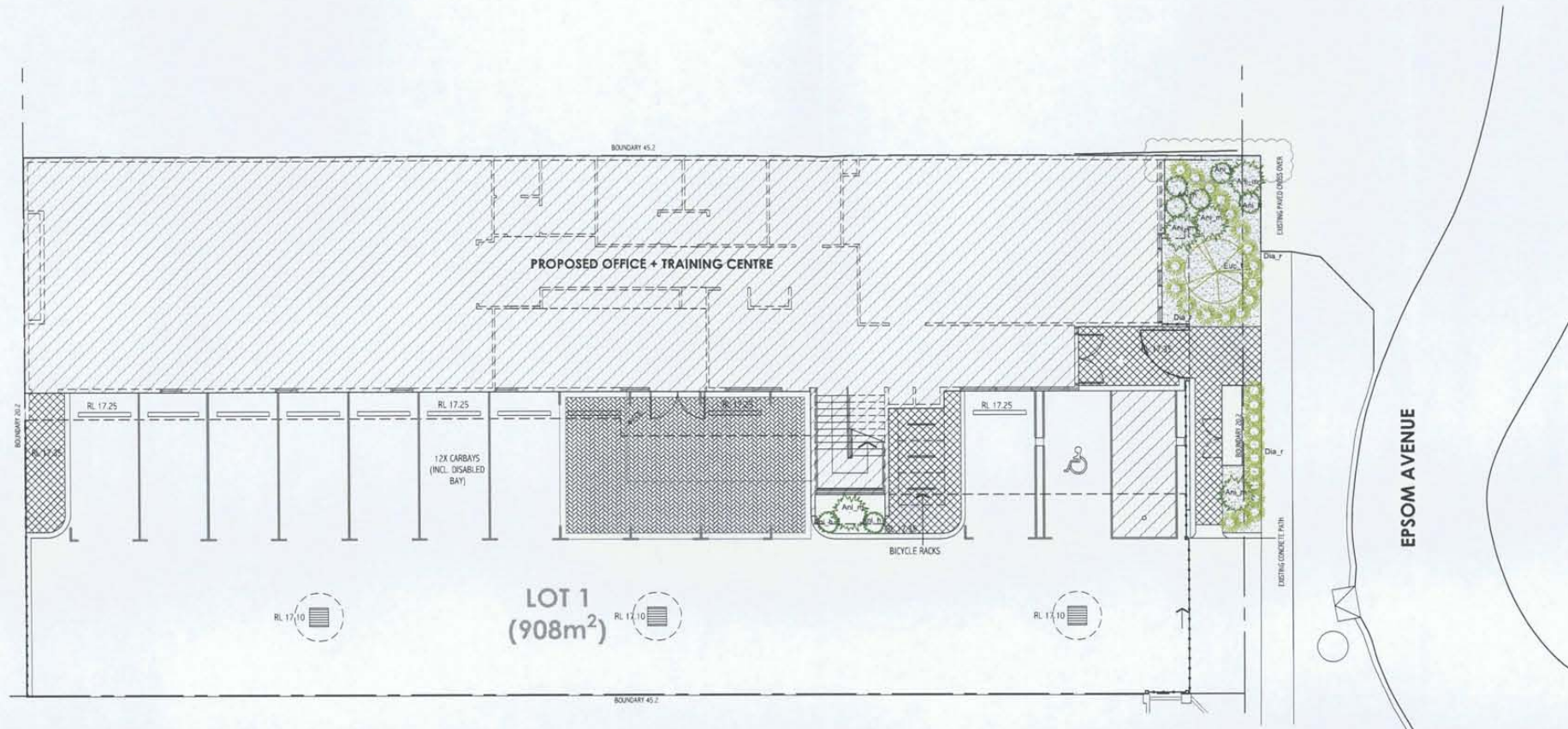
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Date	FEB 2012	Revision	0

SK.02

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Application No: 181/2012/DAAM/B**



**LANDSCAPE PLAN**  
SCALE 1:100

**CITY OF BELMONT  
PLANNING CONSENT GRANTED  
22 NOV 2012  
SUBJECT TO THE CONDITIONS OF  
PLANNING APPROVAL**

**LEGEND:**

KEY	BOTANIC NAME	QTY.	SPACING
	Anigocanthus humilis	7	800mm
	Drip irrigated		
	Anigocanthus manglii	4	1.0M
	Drip irrigated		
	Dianella revoluta	28	500mm
	Drip irrigated		
	Eucalyptus torquata	1	N/A
	Bubbler irrigated		
	MULCHED GARDEN BEDS TO 70MM THICKNESS	28 Sq M	

D	ISSUED FOR CLIENT SIGN OFF & PLANNING APPROVAL	AW	01/11/12
M	ISSUED FOR CLIENT SIGN OFF & PLANNING APPROVAL	AW	18/10/12
H	LANDSCAPE PLAN ISSUED	AW	15/08/12
Revised	Description of Revision	By	Date

**PROPOSED NEW TRAINWEST  
OFFICE + TRAINING CENTRE  
LOT 2 (NO.154) EPSOM AVENUE  
BELMONT, WA 6104**

Drawing Title:  
**LANDSCAPE PLAN**

Client: **TRAINWEST**

**osam WILLIAMS** |  
COMMERCIAL PLANNING & DESIGN  
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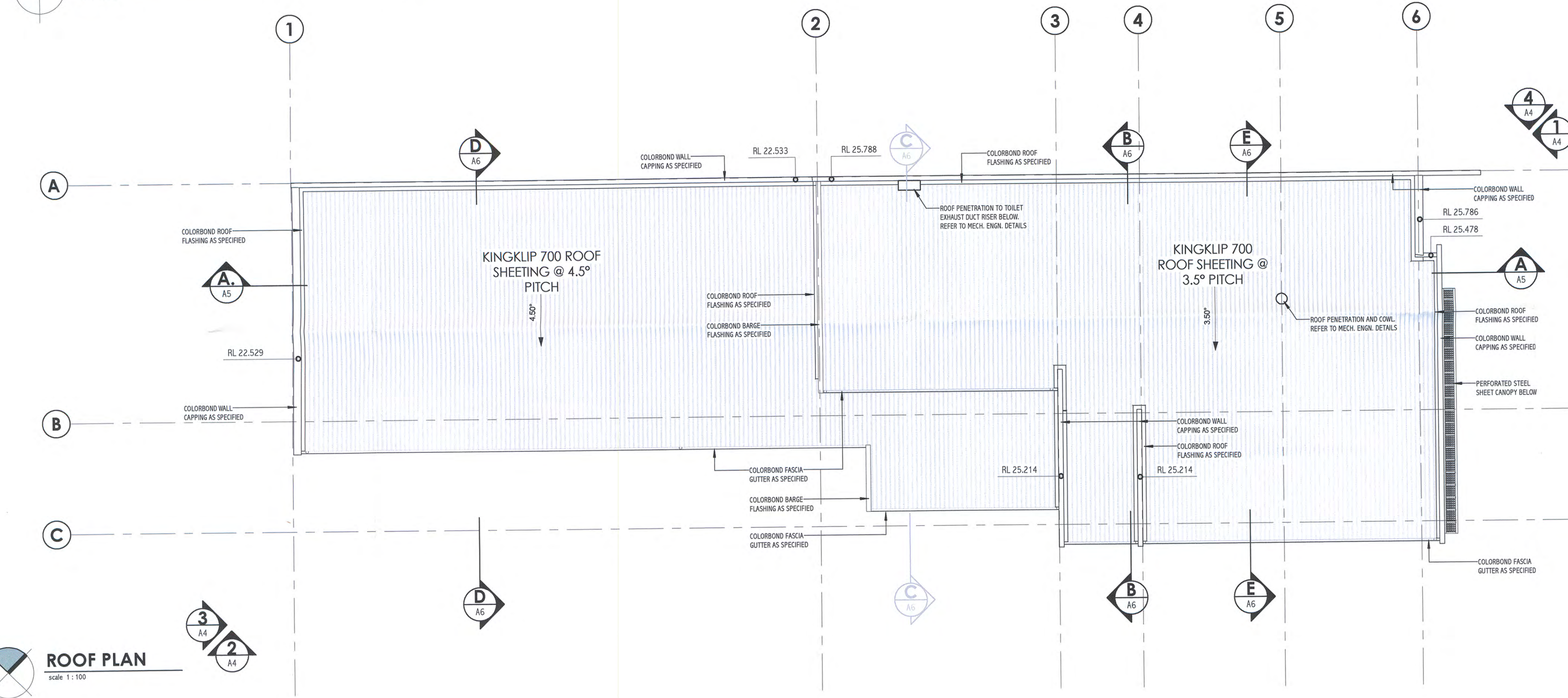
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Project No: 1122	Drawing No: 01	Revision: SK.03	Date: AUG 2012

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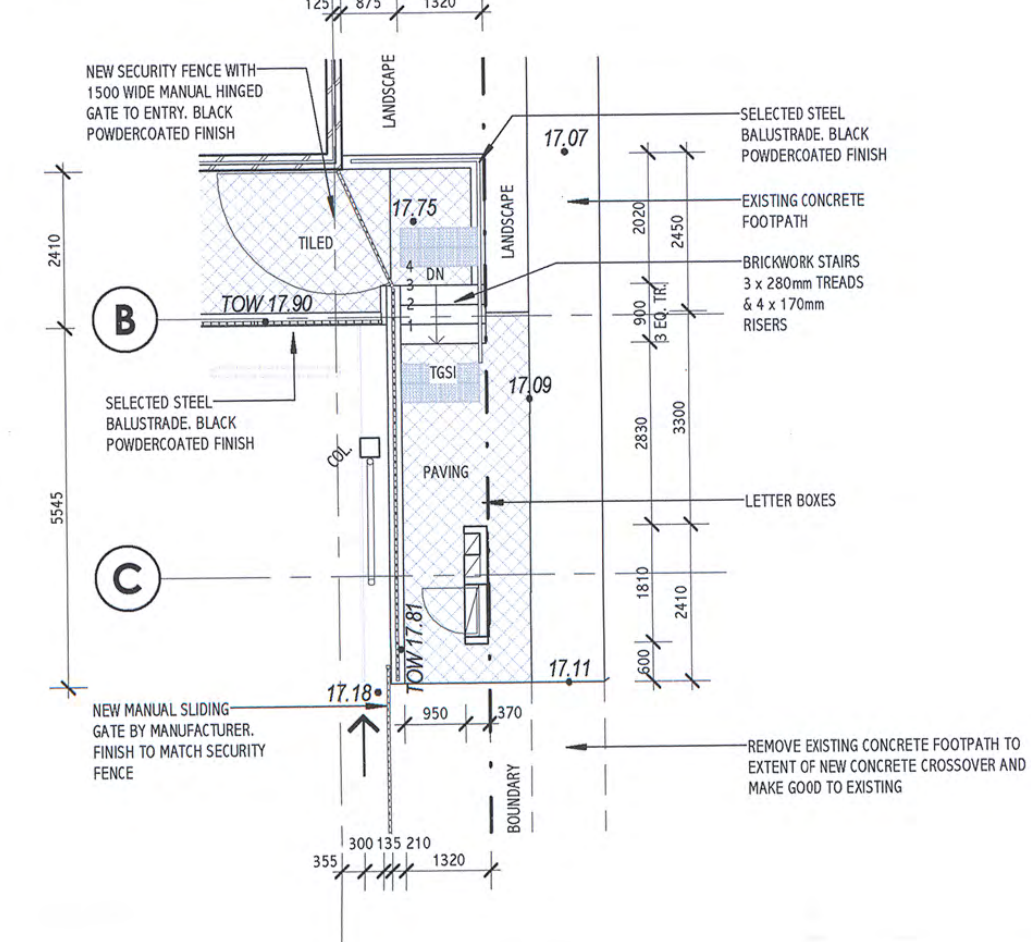
CITY OF BELMONT  
APPROVED AMENDED PLAN(S)  
SUBJECT TO THE CONDITIONS  
OF PLANNING APPROVAL  
DATED  
22/11/12

**SITE PLAN**  
scale 1:200

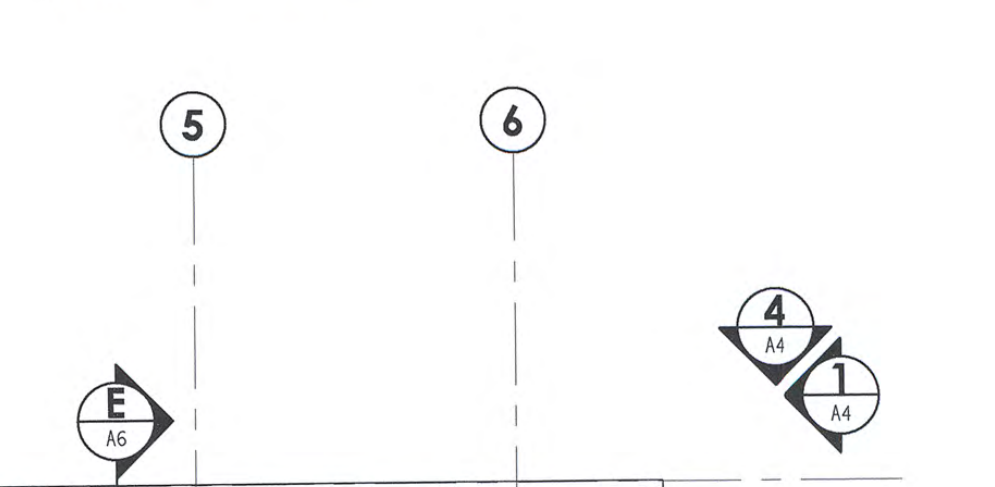


**ROOF PLAN**  
scale 1:100

**SETOUT DETAIL**  
scale 1:20



**ENTRY STAIR DETAIL**  
scale 1:100



WT1	150mm CONCRETE TILT PANEL WALLS TO STRUCTURAL ENGR. DETAILS. PAINTED FINISH	
WT2	230mm CAVITY BRICK WALL WITH 2x90mm BWK LEAVES, 50mm CAVITY WITH 40mm INSULATED CAVITYBOARD. RENDER WITH PAINTED FINISH EXTERNALLY AND HARDWALL PLASTER INTERNALLY	
WT3	270mm CAVITY BRICK WALL WITH 110mm EXTERNAL LEAF, 70mm CAVITY WITH 40mm INSULATED CAVITY BOARD AS SPECIFIED & 90mm INTERNAL LEAF. FACE BWK EXTERNALLY AS SPECIFIED AND HARDWALL PLASTER INTERNALLY	
WT4	SINGLE 90mm BRICK WALL WITH HARDWALL PLASTER TO BOTH SIDES	
WT5	150mm SINGLE SPECIAL PERFORMANCE BRICK WALL TO LIFT WELL. HARDWALL PLASTER FINISH TO HABITABLE ROOM FACES.	120/120/120
WT6	150mm SINGLE SPECIAL PERFORMANCE BRICK WALL WITH HARDWALL PLASTER TO BOTH SIDES	120/120/120
WT7	150mm SINGLE SPECIAL PERFORMANCE BRICK WORK WITH MATRIX CLADDING EXTERNALLY AND UNFINISHED INTERNALLY. SURFACE PREPARED FOR ADHESIVE FIXED INTERNAL LINING	120/120/120
WT8	90mm TIMBER STUDWORK WITH MATRIX CLADDING EXTERNALLY AND 10mm FLUSHED PLASTERBOARD SHEETING INTERNALLY. INSULATION BETWEEN AS SPECIFIED	
WT9	90mm TIMBER STUDWORK WITH 10mm FLUSHED PLASTERBOARD TO BOTH SIDES. INSULATION BETWEEN AS SPECIFIED	
WT11	90mm SINGLE BRICK WALL WITH HARDWALL PLASTER TO FINISHED SIDE	
WT12	110mm SINGLE FEATURE FACE BRICK WALL AS SPECIFIED	
WT13	40mm KINGS PAN KOOL THERM K12 INSULATED PANELS ADHESIVE FIXED TO SELECTED STRUCTURAL WALL WITH 28mm TOP HATS AND 10mm FLUSHED PLASTERBOARD. PAINTED FINISH AS SPECIFIED	

RECEIVED  
25 JAN 2013  
CITY OF BELMONT

1	ISSUED FOR TENDER & CDC	14/01/13
rev	description	date
Project Details:		
<b>NEW OFFICE &amp; TRAINING CENTRE</b>		
LOT 2 (NO. 154 EPSOM AVENUE) BELMONT, WA 6104		
Drawing Title: <b>SITE PLAN &amp; ROOF PLAN</b>		
Client: <b>TRAINWEST</b>		
Status: <b>TENDER</b>		

RECEIVED  
14 MAY 2013  
CITY OF BELMONT

**esam WILLIAMS**  
COMMERCIAL PLANNING & DESIGN  
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FACILITIES MAINTENANCE MANAGEMENT

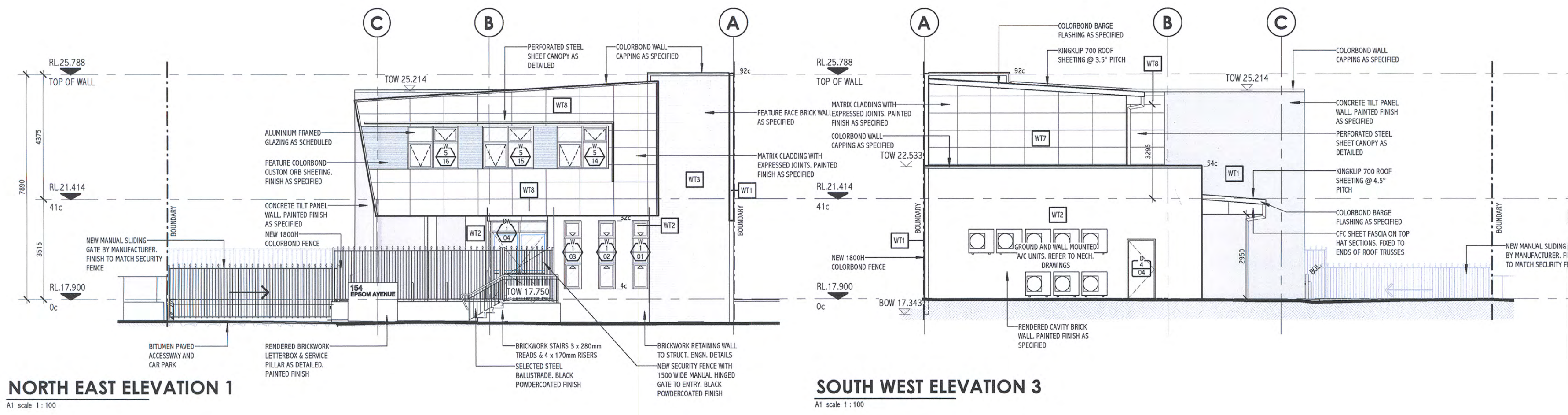
44 ETON STREET NORTH PERTH WESTERN AUSTRALIA 6005  
TELEPHONE: +61 8 942 4047 FACSIMILE: +61 8 942 4054  
E-MAIL: design@esamwilliams.com.au

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Checked: Checker	Designer: NW
Project No: 1122	Drawing No: 01
Date: 03/22/11	Revision: 1
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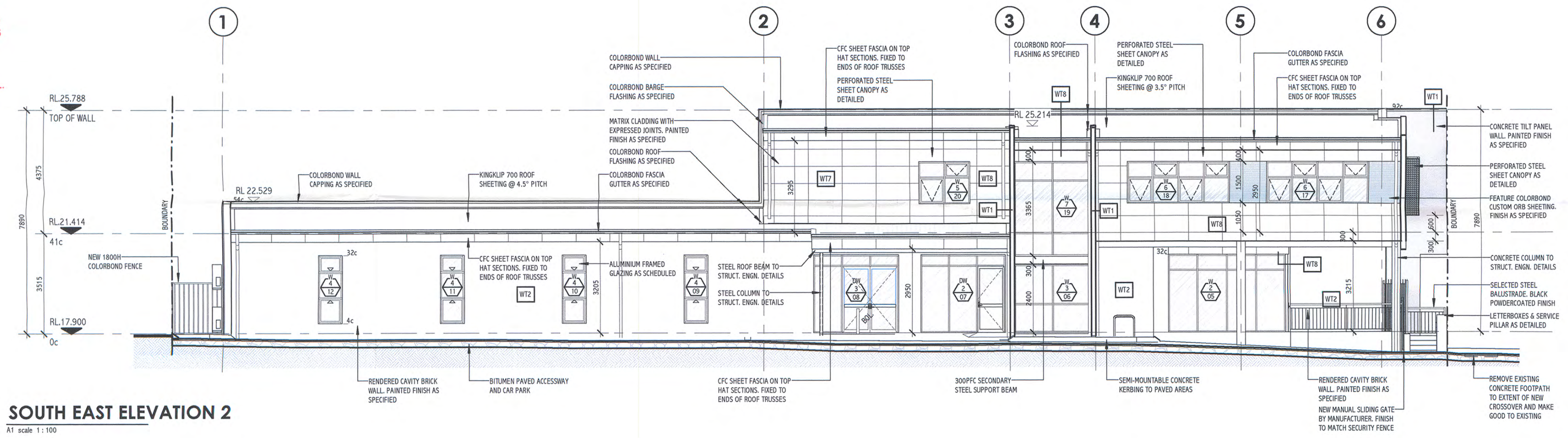




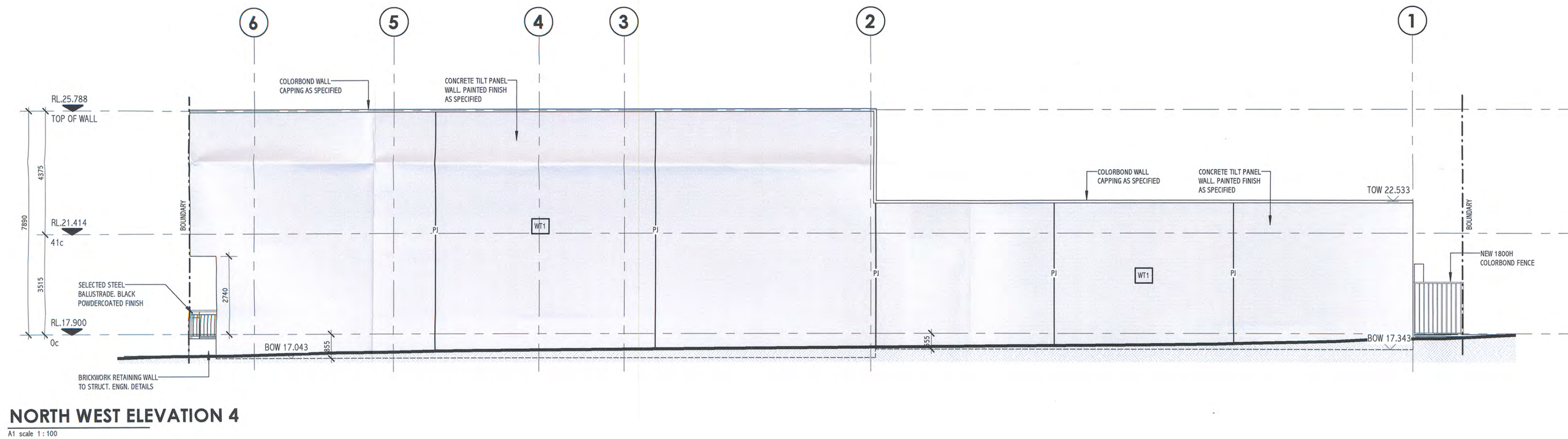
**NORTH EAST ELEVATION 1**  
A1 scale 1:100

**SOUTH WEST ELEVATION 3**  
A1 scale 1:100

CITY OF BELMONT  
APPROVED AMENDED PLAN(S)  
SUBJECT TO THE CONDITIONS  
OF PLANNING APPROVAL  
DATED  
22/11/12



**SOUTH EAST ELEVATION 2**  
A1 scale 1:100



**NORTH WEST ELEVATION 4**  
A1 scale 1:100

WT1	150mm CONCRETE TILT PANEL WALLS TO STRUCTURAL ENGIN. DETAILS. PAINTED FINISH	
WT2	230mm CAVITY BRICK WALL WITH 2x90mm BWK LEAVES, 50mm CAVITY WITH 40mm INSULATED CAVITYBOARD. RENDER WITH PAINTED FINISH EXTERNALLY AND HARDWALL PLASTER INTERNALLY	
WT3	270mm CAVITY BRICK WALL WITH 110mm EXTERNAL LEAF, 70mm CAVITY WITH 40mm INSULATED CAVITY BOARD AS SPECIFIED & 90mm INTERNAL LEAF. FACE BWK EXTERNALLY AS SPECIFIED AND HARDWALL PLASTER INTERNALLY	
WT4	SINGLE 90mm BRICK WALL WITH HARDWALL PLASTER TO BOTH SIDES	
WT5	150mm SINGLE SPECIAL PERFORMANCE BRICK WALL TO LIFT WELL. HARDWALL PLASTER FINISH TO HABITABLE ROOM FACES.	120/120/120
WT6	150mm SINGLE SPECIAL PERFORMANCE BRICK WALL WITH HARDWALL PLASTER TO BOTH SIDES	120/120/120
WT7	150mm SINGLE SPECIAL PERFORMANCE BRICK WORK WITH MATRIX CLADDING EXTERNALLY AND UNFINISHED INTERNALLY. SURFACE PREPARED FOR ADHESIVE FIXED INTERNAL LINING	120/120/120
WT8	90mm TIMBER STUDWORK WITH MATRIX CLADDING EXTERNALLY AND 10mm FLUSHED PLASTERBOARD SHEETING INTERNALLY. INSULATION BETWEEN AS SPECIFIED	
WT9	90mm TIMBER STUDWORK WITH 10mm FLUSHED PLASTERBOARD TO BOTH SIDES. INSULATION BETWEEN AS SPECIFIED	
WT11	90mm SINGLE BRICK WALL WITH HARDWALL PLASTER TO FINISHED SIDE	
WT12	110mm SINGLE FEATURE FACE BRICK WALL AS SPECIFIED	
WT13	40mm KINGSPAN KOOLTHERM K12 INSULATED PANELS ADHESIVE FIXED TO SELECTED STRUCTURAL WALL WITH 280mm TOP HATS AND 10mm FLUSHED PLASTERBOARD. PAINTED FINISH AS SPECIFIED	

RECEIVED  
25 JAN 2013  
CITY OF BELMONT

1	ISSUED FOR TENDER & CDC	14/01/13
rev	description	date

Project Details:  
**NEW OFFICE & TRAINING CENTRE**

LOT 2 (NO. 154 EPSOM AVENUE  
BELMONT, WA 6104)

Drawing Title:  
**ELEVATIONS**

Client:  
**TRAINWEST**

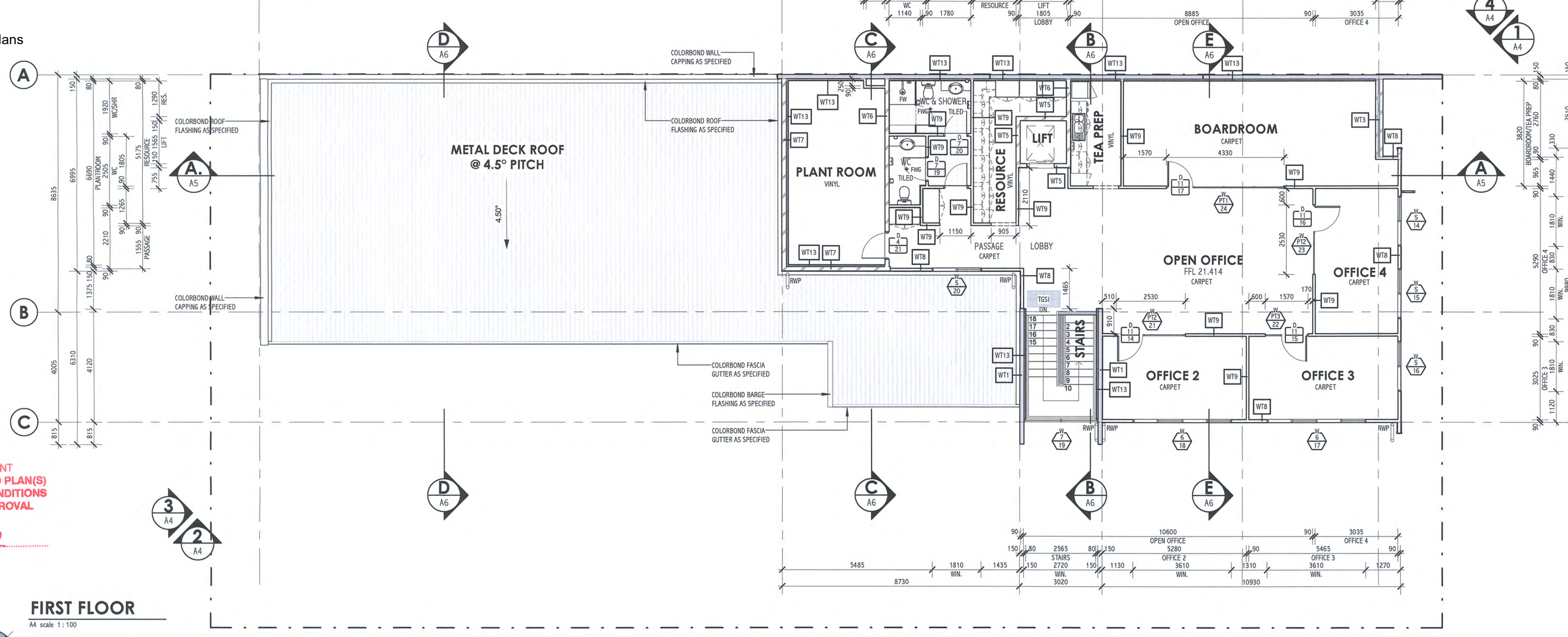
Status:  
**TENDER**

**ESAM WILLIAMS**  
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E-MAIL: [esam@esamwilliams.com.au](mailto:esam@esamwilliams.com.au)

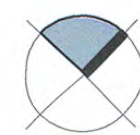
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Checked:	Checker	Design:	HW
Project No.:	1122	Size:	A1
Date:	10/05/11	OR	
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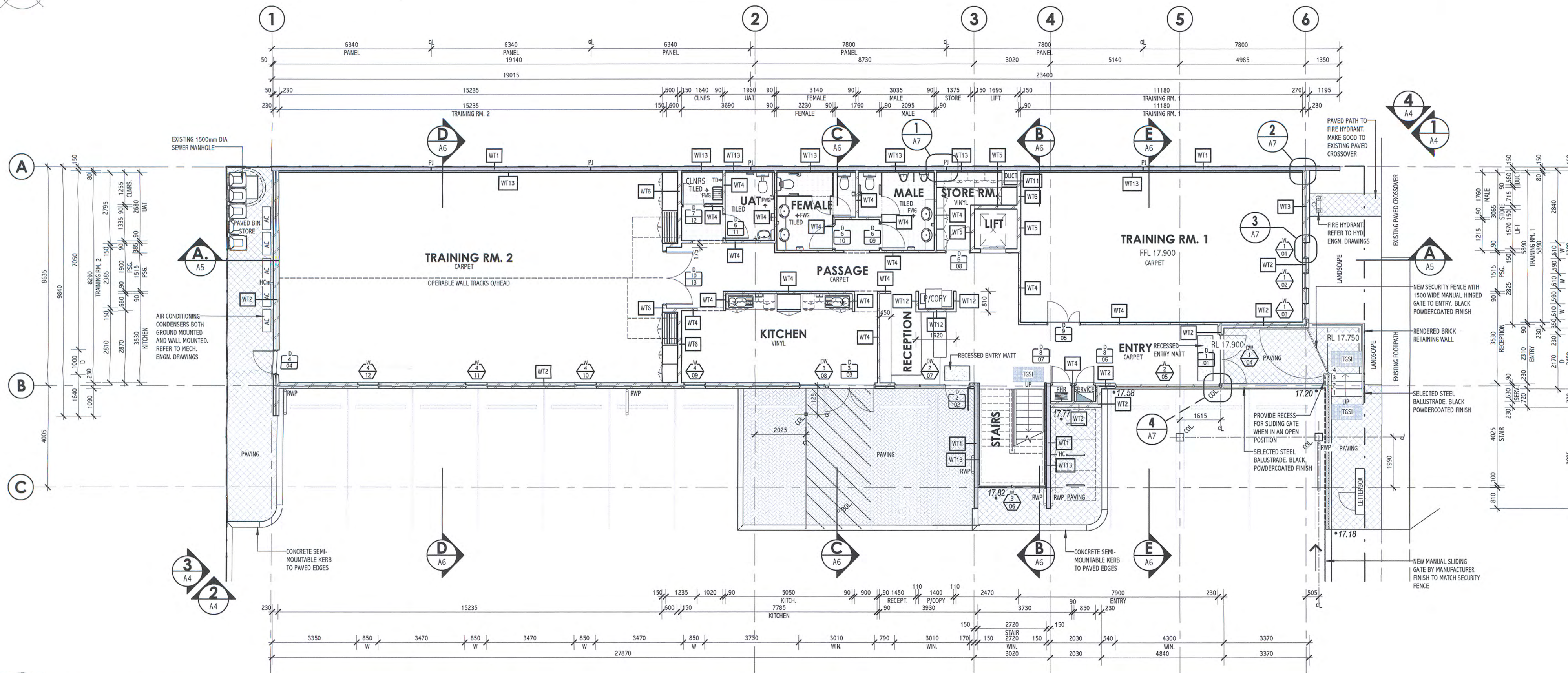




**FIRST FLOOR**  
A4 scale 1:100



CITY OF BELMONT  
APPROVED AMENDED PLAN(S)  
SUBJECT TO THE CONDITIONS  
OF PLANNING APPROVAL  
DATED  
22/11/12



**GROUND FLOOR**  
A4 scale 1:100



WT1	150mm CONCRETE TILT PANEL WALLS TO STRUCTURAL. ENGN. DETAILS. PAINTED FINISH	
WT2	230mm CAVITY BRICK WALL WITH 2x90mm BWK LEAVES, 50mm CAVITY WITH 40mm INSULATED CAVITYBOARD. RENDER WITH PAINTED FINISH EXTERNALLY AND HARDWALL PLASTER INTERNALLY	
WT3	270mm CAVITY BRICK WALL WITH 110mm EXTERNAL LEAF, 70mm CAVITY WITH 40mm INSULATED CAVITY BOARD AS SPECIFIED & 90mm INTERNAL LEAF. FACE BWK EXTERNALLY AS SPECIFIED AND HARDWALL PLASTER INTERNALLY	
WT4	SINGLE 90mm BRICK WALL WITH HARDWALL PLASTER TO BOTH SIDES	
WT5	150mm SINGLE SPECIAL PERFORMANCE BRICK WALL TO LIFT WELL. HARDWALL PLASTER FINISH TO HABITABLE ROOM FACES.	120/120/120
WT6	150mm SINGLE SPECIAL PERFORMANCE BRICK WALL WITH HARDWALL PLASTER TO BOTH SIDES	120/120/120
WT7	150mm SINGLE SPECIAL PERFORMANCE BRICK WORK WITH MATRIX CLADDING EXTERNALLY AND UNFINISHED INTERNALLY. SURFACE PREPARED FOR ADHESIVE FIXED INTERNAL LINING	120/120/120
WT8	90mm TIMBER STUDWORK WITH MATRIX CLADDING EXTERNALLY AND 10mm FLUSHED PLASTERBOARD SHEETING INTERNALLY. INSULATION BETWEEN AS SPECIFIED	
WT9	90mm TIMBER STUDWORK WITH 10mm FLUSHED PLASTERBOARD TO BOTH SIDES. INSULATION BETWEEN AS SPECIFIED	
WT11	90mm SINGLE BRICK WALL WITH HARDWALL PLASTER TO FINISHED SIDE	
WT12	110mm SINGLE FEATURE FACE BRICK WALL AS SPECIFIED	
WT13	40mm KINGSPAN KOOLTHERM K12 INSULATED PANELS ADHESIVE FIXED TO SELECTED STRUCTURAL WALL WITH 28mm TOP HATS AND 10mm FLUSHED PLASTERBOARD. PAINTED FINISH AS SPECIFIED	

RECEIVED  
25 JAN 2013  
CITY OF BELMONT

1	ISSUED FOR TENDER & CDC	14/01/13
rev	description	date
Project Details:		
<b>NEW OFFICE &amp; TRAINING CENTRE</b>		
LOT 2 (NO. 154 EPSOM AVENUE BELMONT, WA 6104)		
Drawing Title:		
<b>FLOOR PLANS</b>		
Client:		
<b>TRAINWEST</b>		
Status:		
<b>TENDER</b>		
<b>+ osam WILLIAMS</b>		
<b>COMMERCIAL PLANNING &amp; DESIGN</b>		
<b>PROJECT MANAGEMENT</b>		
<b>FACILITIES MAINTENANCE MANAGEMENT</b>		
44 ETON STREET NORTH PERTH WESTERN AUSTRALIA 6006		
TELEPHONE +61 8 9242 4047 FACSIMILE +61 8 9242 4054		
E-MAIL: info@osamwilliams.com.au		
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Drawn:	TBB	Scale: 1:100
Checked:	Checker	Designer: JV
Project No:	1122	Sheet: A1
Date:	10/05/11	Or
File Path:	X:\08 Projects\1105 - Epsons Avenue\A01_1122_BWA_EPA_13.rvt	Revision: 1



## 12.2 Final Adoption - Amendment No. 20 to Local Planning Scheme No. 15 – Rezoning Strata Lot 1, Strata Lot 2 and common property on Strata Plan 64896 (No. 39 And 39a) Keane Street, Kewdale from ‘Residential’ to ‘Places of Public Assembly’

Voting Requirement	:	Simple Majority
Subject Index	:	LPS15/020 – Rezoning 39 and 39A Keane Street, Kewdale from ‘Residential R20’ to ‘Places of Public Assembly’
Location/Property Index	:	Strata Lot 1, Strata Lot 2 and Common Property on Strata Plan 64896 (No. 39 and 39A) Keane Street, Kewdale, 6105
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	28 February 2023 Ordinary Council Meeting Item 12.3
Applicant	:	Taylor Burrell Barnett
Owner	:	Christian and Missionary Alliance of Australasia
Responsible Division	:	Development and Communities

### Council role

**Legislative** Includes adopting local laws, local planning schemes and policies.

### Purpose of report

For Council to consider final adoption of Amendment No. 20 to the City of Belmont Local Planning Scheme No. 15 (LPS 15), having regard for the submissions received during public advertising.

### Summary and key issues

- Amendment No. 20 proposes to rezone 39 and 39A Keane Street, Kewdale from ‘Residential R20’ to ‘Places of Public Assembly’.
- Council initiated Amendment No. 20 to LPS 15 as a ‘complex’ amendment for the purposes of advertising at their 28 February 2023 meeting (Item 12.3).
- The Amendment was advertised from 4 May 2023 to 3 July 2023 and a total of six submissions were received.
- The submissions have been reviewed and it is considered that the matters raised do not warrant any changes to the Amendment.

- It is recommended that Council support Amendment No. 20 to LPS 15 with a recommendation that the Amendment be approved by the Minister for Planning.

### Officer Recommendation

That Council:

1. Pursuant to Regulation 41(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, consider the submissions received in respect of Amendment No. 20 to Local Planning Scheme No. 15 and endorse the Officer Response to those submissions in Attachment 12.2.1 – Schedule of Submissions.
2. Pursuant to Regulation 41(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, support Amendment No. 20 to Local Planning Scheme No. 15 with a recommendation that the Amendment be approved by the Minister for Planning without modification.
3. Directs the Chief Executive Officer to advise those who made a submission on Amendment No. 20 to Local Planning Scheme No. 15 of Council's resolution and the Minister for Planning's final decision.

### Location

The Amendment relates to 39 and 39A Keane Street, Kewdale which encompasses Strata Lot 1, Strata Lot 2 and the common property on Strata Plan 64896 (the subject site). The subject site is currently zoned 'Residential' with a density coding of R20 and is 1024m<sup>2</sup> in area.

The lot immediately east of the site is zoned 'Places of Public Assembly' and occupied by the Perth Alliance Church. Surrounding properties are zoned 'Residential' with a density of R20 or R40 and have been developed as single houses, grouped or multiple dwellings.

The location of the subject site is shown in Figure 1 and the existing zoning of the subject lots and surrounding land is shown in Figure 2.



Figure 5: Location Plan (Source: Nearmaps)



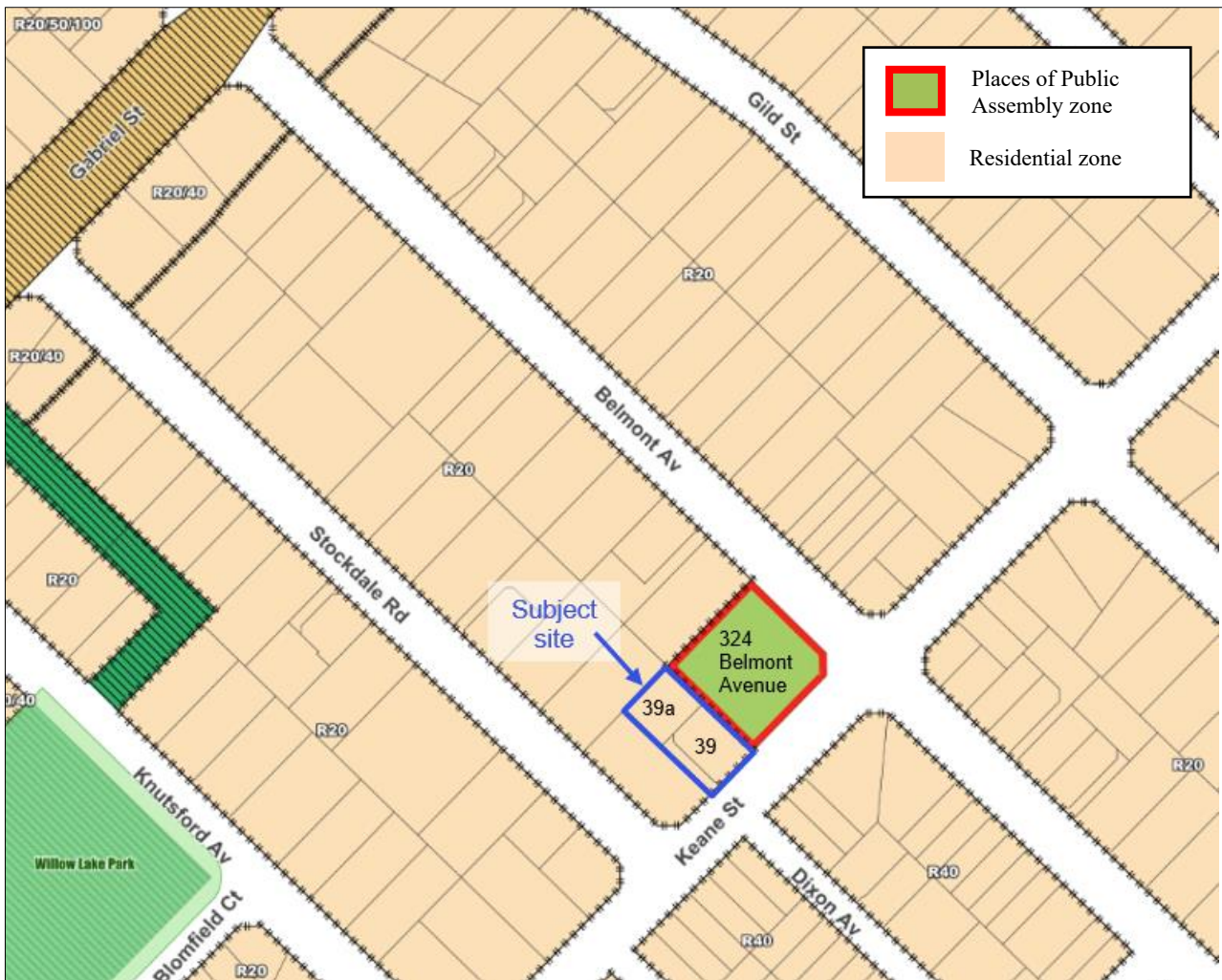


Figure 6: Existing Zoning (Source: IntraMaps)

## Consultation

In accordance with the *Planning and Development Act 2005*, Amendment No. 20 was referred to the Environmental Protection Authority (EPA) to determine if an environmental assessment was required prior to advertising. The EPA advised that an assessment was not required.

The *Planning and Development (Local Planning Scheme) Regulations 2015* (Regulations) requires 'complex' scheme amendments to be referred to the Western Australian Planning Commission (WAPC) to obtain consent for public advertising. In granting its consent to advertise Amendment No. 20, the WAPC recommended that the City modify the wording of the zone from 'Place of Public Assembly' to 'Places of Public Assembly'.

Following WAPC consent to advertise, the Regulations require a 'complex' amendment to be advertised for a period of 60 days. Amendment No. 20 was advertised from 4 May 2023 to 3 July 2023 (60 days), as follows:

- The Amendment and public notice were displayed on the City's website.
- A public notice was published in the Perth Now newspaper on 4 May 2023.



- A public notice was displayed at the Civic Centre for the duration of advertising.
- Letters were sent to landowners and occupiers within a 200m radius of the site.

A total of six submissions were received during the advertising period. A map identifying the extent of the consultation area and the origin of submissions received from the referral area is illustrated in Figure 3 below. It should be noted that one submission received was from a landowner/occupier outside of the referral area.



Figure 7- Referral Area

A summary of the submissions received during the advertising period and associated comments are detailed in the Schedule of Submissions contained as Attachment 12.2.1.

Of the six submissions, five expressed either no objection or support for the proposed Amendment. One submission raised concerns regarding parking along Stockdale Road, as they considered this is already heavy on Sundays. This submitter outlined that if this increases, they may encounter difficulties accessing their property.

This matter will be discussed further in the Report section.

## Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

### Goal 1: Liveable Belmont

**Strategy:** 1.4 Attract public and private investment and businesses to our City and support the retention, growth and prosperity of our local businesses

### Goal 5: Responsible Belmont

**Strategy:** 5.5 Engage and consult the community in decision-making

**Strategy:** 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations

## Policy implications

There are no policy implications associated with this report.

## Statutory environment

### Local Planning Scheme Amendments

Section 75 of the *Planning and Development Act 2005* provides for an amendment to be made to a local planning scheme. The procedures for amending a local planning scheme are detailed in Part 5 of the Regulations.

Where a local government has resolved to amend a scheme, it shall be forwarded to the EPA to determine whether the amendment requires environmental assessment. A 'complex' amendment is also required to be referred to the WAPC for consent to advertise. The WAPC may request that the document be modified before the amendment is advertised.

Where no environmental assessment is required and subject to WAPC consent to advertise, the local government shall advertise a complex amendment for 60 days by:

- Displaying the amendment and associated public notice on the City of Belmont website.
- Publishing the notice in the local newspaper and displaying this on the City of Belmont public notice boards.
- Giving a copy of the notice to each public authority that the local government considers is likely to be affected by the amendment.

Within 90 days of the advertising period concluding, Council is required to consider any submissions and determine how to progress the amendment. Council is required to pass a resolution to either:

- (a) Support the amendment without modification; or
- (b) Support the amendment with proposed modifications to address issues raised in the submissions; or
- (c) Not to support the amendment.

After passing a resolution, the amendment is to be forwarded to the WAPC to review and provide a recommendation to the Minister for Planning.

### **Local Planning Scheme No. 15**

The subject site is currently zoned 'Residential' with a density code of 'R20' under LPS 15. The 'Residential' Zone has the following objective:

"The purpose and intent of the Residential Zone is to increase the population base of the City of Belmont by permitting a mix of single housing and other housing types to reflect household composition and thereby increase the resident population."

The Amendment proposes to rezone the subject land to 'Places of Public Assembly' which has the following objective:

"The 'Places of Public Assembly' zone is intended to allow for special places of assembly, such as halls, private schools, grounds for athletics, sports grounds with provision for spectators, racecourses, trotting track, stadia and/or showgrounds."

Clause 4.14 of LPS 15 outlines the development provisions for the 'Places of Public Assembly' zone. These relate to urban design, car parking, landscaping and building setbacks. Any proposed development on the site would be assessed against these requirements.

## **Background**

### **Amendment Request**

Council initiated Amendment No. 20 to LPS 15 as a 'complex' amendment for the purposes of advertising at the 28 February 2023 Ordinary Council Meeting.

The intent of the Amendment is to facilitate the extension of the existing 'Place of Worship' currently operating at 324 Belmont Avenue, Kewdale, to the subject land. The land use 'Place of Worship' is as an 'X' use and not permitted in the 'Residential' zone. However, it is a 'D' use in the 'Places of Public Assembly' zone and can be considered where the proposal complies with the requirements of LPS 15 and the Regulations.

### **WAPC Recommended Modification to Amendment**

The City submitted the proposed Amendment to the WAPC in order to obtain consent for public advertising. The WAPC examined the proposed Amendment and advised that it could be advertised, however recommended that reference to 'Place of Public Assembly' be amended to 'Places of Public Assembly'. This change was recommended to ensure

consistency in wording with Clause 3.2 and Table 1 of LPS 15. Prior to advertising, the Amendment documentation was updated to reflect this.

The subject zone is currently referenced inconsistently throughout the LPS 15. This will be corrected as part of a future omnibus Amendment.

## **Report**

Five submissions received during the advertising period were supportive or had no objections to the proposed Amendment. One submission raised concerns regarding parking along Stockdale Road. The submission noted that parking along this street is already heavy on Sundays and considered that a further increase in parking could hinder access to their property. In considering these concerns the following is noted:

- The Amendment does not imply automatic development rights to the land.
- Any future proposal must be assessed by the City through a development application process to determine whether it meets the relevant requirements.
- Future development will be assessed against the requirements of LPS 15, which includes parking standards for various land uses.
- The City may require the submission of a transport impact statement/assessment and car parking management plan to support any future development application for the subject land.

A traffic report would demonstrate how the proposed development can operate safely without an adverse impact on the surrounding road network. A car parking management plan would demonstrate how parking for the land use will be managed to ensure that there are no unreasonable impacts on surrounding properties.

Whilst the submission raised concerns regarding an increase in on-street parking, the proposed change in zoning will not impact or change existing parking demand or arrangements. Any future development proposal will be assessed to ensure that adequate parking is provided.

Given this, it is recommended that the Amendment be progressed without modification.

## **Conclusion**

The Amendment proposes to rezone 39 and 39A Keane Street, Kewdale, from 'Residential' to 'Places of Public Assembly'. The intent of the Amendment is to facilitate the expansion of the existing 'Place of Worship' land use, at 324 Belmont Avenue, Kewdale.

It is considered that the proposed Amendment to expand the 'Places of Public Assembly' zone is appropriate in the context of the locality. The appropriateness of a future proposal and associated car parking will be assessed through the development application process.

It is recommended that Council resolve to support Amendment No. 20 to LPS 15 without modification and recommend this be approved by the Minister for Planning.

## **Financial implications**

There are no financial implications evident at this time.

## **Environmental implications**

There are no environmental implications associated with this report.

## **Social implications**

The proposed Amendment will facilitate the expansion of the adjacent place of worship which would address the religious needs of the community.

## **Attachment details**

<b>Attachment No and title</b>
1. Schedule of Submissions [12.2.1 - 1 page]

CITY OF BELMONT  
**SCHEDULE OF SUBMISSIONS – SCHEME AMENDMENT NO. 20 TO LOCAL PLANNING SCHEME NO. 15 – 39 and 39A Keane Street, Kewdale**

No.	Name & Address	Description of Affected Property (Address or Place name)	Resume of Submission	Officer Response
1	T. and D. Peacock 351 Knutsford Avenue KEWDALE WA 6105	351 Knutsford Avenue KEWDALE WA 6105	No objection	Noted
2	S. Christie 29 Dixon Avenue KEWDALE WA 6105	29 Dixon Avenue KEWDALE WA 6105	Supports proposed rezoning.  Notes that the existing Place of Worship use on the adjacent site has minimal impact on surrounding properties in regard to noise and traffic.	Noted
3	R. Wells and N. Harding 28 Dixon Avenue KEWDALE WA 6105	28 Dixon Avenue KEWDALE WA 6105	No objection  Supports proposed rezoning.	Noted
4	J. Mahon 19A Stockdale Rd KEWDALE WA 6105	19A Stockdale Road KEWDALE WA 6105	Objection  Raises concerns that an increase in street parking on Sundays could impact access to their dwelling	Traffic and parking implications for future development on the subject land would be examined as part of the development application assessment. The development proposal would need to demonstrate compliance with the parking standards under the Local Planning Scheme.  Please refer to detailed response the 'Report' heading within the Ordinary Council Meeting agenda.
5	Water Corporation 629 Newcastle Street LEEDERVILLE WA 6007	20 Redgum Court KEWDALE WA 6105 (Parks and Recreation Reserve – drainage)	No objection	Noted
6	F. Goh 5 Belinda Avenue CLOVERDALE WA 6105	Repair Cafe Belmont 324 Belmont Avenue KEWDALE WA 6105	Supports the proposed amendment.	Noted

## 12.3 Community Service Awards 2023

Voting Requirement	:	Simple Majority
Subject Index	:	74/010 - City of Belmont Community Service Award
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	23 August 2022 Ordinary Council Meeting Item 12.1
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Development and Communities

### Council role

**Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### Purpose of report

To receive and endorse the Standing Committee (Community Vision) recommendation for the 2023 Community Service Award nominations.

### Summary and key issues

The Standing Committee (Community Vision) considered the 2023 Community Service Award panel assessment summary and recommendation, and seeks that Council endorses the recommendation for the 2023 Community Service Awards nominees.

#### Committee Recommendation

That Council:

1. Endorse the recommendations for nominees for the 2023 Community Service Awards as detailed in Confidential Attachment 12.3.2.
2. Notes that the decision on the recipients of the 2023 Community Service Awards remains confidential until announced.

### Location

Not applicable.



## Consultation

Extensive promotion of the Awards and the call for nominations was undertaken between 1 May 2023 and 16 June 2023, including:

- Multiple social media posts and paid advertisements
- Article in Belmont Bulletin
- Article in BeNews
- City website
- Direct emails to relevant stakeholders.

## Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

### Goal 1: Liveable Belmont

**Strategy:** 1.5 Encourage and educate the community to embrace sustainable and healthy lifestyles

### Goal 5: Responsible Belmont

**Strategy:** 5.1 Support collaboration and partnerships to deliver key outcomes for our City

**Strategy:** 5.3 Invest in services and facilities for our growing community

## Policy implications

There are no policy implications associated with this report.

## Statutory environment

There are no specific statutory requirements in respect to this matter.

## Background

The Community Service Awards was initiated in 1977 to recognise and acknowledge services performed by community members and organisations, with five people receiving the inaugural award. From 1977 to 2022, there have been 113 awards presented with four recipients receiving the Award twice.

The majority of the awards have been presented to individuals with only two organisations receiving the award, those being Nulsen Haven (1982) and Belmont Community Food Centre (2000).

The following Award categories have been defined to include people working in the separate areas of:



- **Aged:** This category applies to an individual/community group who contributes within the aged sector (i.e. pensioner groups, activities and services for seniors).
- **Community Service:** This category applies to an individual/community group who contributes within the community (i.e. emergency service volunteer, support personnel, religious organisations, culturally diverse communities, charity groups, schools).
- **People Who Make a Difference:** This category applies to an individual/community group who has made an exceptional impact, by going above and beyond their duties, and making a significant difference in their local community by assisting another or others.
- **Sport and Recreation (including Arts and Culture):** This category applies to an individual/community group who contributes to organisations such as sporting and recreational clubs as well as arts and culture clubs and organisations.
- **Youth:** This category applies to an individual/community group who supports organisations such as Girl Guides, Scouts, youth clubs, youth centres, schools etc.

The Awards are intended to acknowledge the outstanding service given to the community by individual persons and community groups using the following selection criteria:

1. The contribution made should be of benefit to the citizens of the City of Belmont (must have provided services to the residents of the City of Belmont).
2. Remuneration of an incidental nature will not exclude a nominee from eligibility.
3. Nominations can be made in more than one category for any one nominee. Each nomination has to be specific to the category for which the nomination has been submitted.
4. The nomination must be submitted on the provided nomination form.

## Report

The judging of the 2023 Community Service Awards was conducted using the selection criteria as resolved by the Council at its 28 July 2015 Ordinary Council Meeting (Item 10.2).

The Selection Panel comprised of the Mayor, Chairperson of the Standing Committee (Community Vision), the Chief Executive Officer, Acting Director Development and Communities and the Manager Economic and Community Development. The panel convened on Friday, 14 July 2023 to review and assess applications .

A list of 2023 nominees and categories is provided in Confidential Attachment 12.3.1 – 2023 Community Service Awards Nominations Summary. The selection panel scoring matrix and recommendation are detailed in Confidential Attachment 12.3.2 – 2023 Community Service Awards Selection Panel Scoring Matrix. A list of previous

nominees and recipients is provided under Confidential Attachment 12.3.3 – Community Service Awards Past Nominations 1977 – 2022.

It is recommended that Council endorses the recommendation for the 2023 Community Service Awards as detailed in Confidential Attachment 12.3.2.

### **Financial implications**

There are no financial implications evident at this time.

### **Environmental implications**

There are no environmental implications associated with this report.

### **Social implications**

The Community Service Awards recognise those who assist and develop community capacity and support community groups within the City of Belmont.

### **Attachment details**

<b>Attachment No and title</b>	
1.	CONFIDENTIAL REDACTED - 2023 Community Service Awards Nominations Sum (Confidential matter in accordance with Local Government Act 1995 Section 5.23(2)(b)) [12.3.1 - 1 page]
2.	CONFIDENTIAL REDACTED - 2023 Community Service Awards Selection Panel (Confidential matter in accordance with Local Government Act 1995 Section 5.23(2)(b)) [12.3.2 - 1 page]
3.	CONFIDENTIAL REDACTED - Community Service Awards Past Nominations 197 (Confidential matter in accordance with Local Government Act 1995 Section 5.23(2)(b)) [12.3.3 - 6 pages]

## 12.4 Tender 05-2023 - Security Office Fitout

Voting Requirement	:	Simple Majority
Subject Index	:	114/2023-05
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Infrastructure Services

### Council role

**Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### Purpose of report

To seek Council approval to award Tender 05-2023 – Security Office Fitout.

### Summary and key issues

This report outlines the process undertaken to invite quotations and evaluate the responses received.

As part of the City's ongoing commitment to providing a safe and connected community, it is important that the Community Safety Team and its associated technology and hardware are located centrally and with the appropriate infrastructure in place. This tender will provide office space that is fit for purpose and specifically designed to suit the current and future requirements of the City's community safety objectives.

### Officer Recommendation

That Council accepts the response submitted by Total Project Solutions – Optional Specification for the lump sum of \$251,904.91 exc. GST.

## Location

City of Belmont Civic Centre Security Office, 215 Wright Street, Cloverdale



## Consultation

Allan Davies and Trevor Chudleigh Architects were engaged by the City to oversee the preparation of the architectural, electrical, mechanical services plans and specifications.

## Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

### **Goal 5: Responsible Belmont**

**Strategy:** 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community.

## Policy implications

Council Policy Manual: Item 29 - Purchasing

This policy aims to deliver a high level of accountability whilst providing a flexible, efficient and effective procurement framework.

## Statutory environment

This issue is governed in the main by the *Local Government Act 1995*, in particular Section 3.57 which states that:

“a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.”

## Background

A public invitation to tender for the fitout of the City of Belmont Civic Centre Security Office was advertised in the West Australian on Saturday, 3 June 2023 closing on Tuesday 27 June 2023 at 2.00pm. Five responses were received from:

- AE Hoskins Building Services. (+alternative quote)
- M & M Interiors - alternative quote
- Marawar (WA) Pty Ltd. (+alternative quote)
- Schlager Group Pty Ltd.
- Total Project Solutions (+alternative quote)

The rates quoted by the respondents are detailed in Confidential Attachment 12.4.1 – Price Schedule.

## Report

The Evaluation Panel consisted of the Building & Facilities Operations Advisor, Coordinator Building & Facilities Operations and Projects Coordinator – City Projects.

Each panel member has signed a Declaration of Confidentiality and Impartiality Form confirming that they have no known conflict of interest to disclose.

	<b>CRITERIA</b>	<b>WEIGHTING</b>
1	Company Profile	10%
2	Experience	20%
3	Company Capacity	20%
4	Methodology	20%
5	Safety	10%
6	Price	20%
	<b>TOTAL</b>	<b>100.00%</b>

The tender submission from Total Project Solutions demonstrated that they have the relevant experience and provided an understanding of the contract requirements, including the capacity to complete the works within the required timeframe. Total Project Solutions are the preferred candidate based on clear methodology, detailed project staging and competitive pricing.

Confidential Attachment 12.4.2 – Evaluation Matrix details the Evaluation Panel’s assessments of the tender submissions.

### **Financial implications**

There is an amount of \$350,000.00 plus GST included in the 2023-2024 budget for the fitout of the Security Office. The budget for the works was estimated based on the scope of works and the detailed architectural, electrical, mechanical and trade drawings and specifications. The tender price submitted by Total Project Solutions falls within the project budget.

### **Environmental implications**

There are no environmental implications associated with this report.

### **Social implications**

There are no social implications associated with this report.

### **Attachment details**

<b>Attachment No and title</b>	
1.	CONFIDENTIAL REDACTED - Tender 05-2023 - Price Schedule (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.4.1 - 1 page]
2.	CONFIDENTIAL REDACTED - Tender 05-2023 - Evaluation Matrix (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.4.2 - 1 page]

## 12.5 Environment and Sustainability Strategy 2023 - 2033 - Advertising for Public Comment

Voting Requirement	:	Simple Majority
Subject Index	:	30/003
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	SC(Environmental) 19 July 2023 - Item 11.1
Applicant	:	Nil
Owner	:	Nil
Responsible Division	:	Infrastructure Services

### Council role

**Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### Purpose of report

This report seeks Council endorsement to advertise the Draft Environment and Sustainability Strategy 2023-2033 (Attachment 12.5.1) for public comment.

### Summary and key issues

The Environmental & Sustainability Strategy (ESS) 2023 - 2033 is presented with four key objectives as outlined below:

- **Strategic Alignment** references the Strategic Community Plan and the Corporate Business Plan and the role that the ESS plays in these frameworks.
- **Vision and Objectives** reinforces the direction set for environmental and sustainability processes within the City's Strategic Community Plan.
- **Self-assessment** details the bench marking community feedback and their requirements and how the City is positioned to meet these needs.
- **Toolset** identifies all the guiding documents used during the development of the ESS by the City.
- The **Action** list outlines actions and goals for the City to attain over the next 10 years.

A draft copy of the ESS will be made available for public comment with the focus for feedback to be on the written content of the document, as opposed to images, graphics etc. All comments will then be considered and pertinent feedback will be included.



The document will be finalised and will undergo the process of being converted into a “publish ready” document with the inclusion of additional images, infographics etc. which will then be submitted to Council for final endorsement.

### Committee Recommendation

That Council:

1. Endorse the draft Environment and Sustainability Strategy 2023 - 2033 as contained in Attachment 12.5.1, for advertising for 28 days, seeking public comment.
2. Authorise the Chief Executive Officer to make any further minor administrative amendments as required prior to publication.

### Location

Not applicable.

### Consultation

#### Internal

In developing the ESS, significant internal consultation was undertaken with a number of teams within the City of Belmont. These included:

- Parks, Leisure and Environment
- Waste Services
- Planning Services
- Building Services
- City Facilities
- Business Planning, Improvement and Risk.

#### External

There has been no specific external stakeholder engagement undertaken to date, however following endorsement by Council, the draft ESS will be advertised for public comment for a period of 28 days.

In developing the ESS, multiple revisions were undertaken to ensure that it aligns with the City’s strategic direction.

Based on the long-term strategic nature of this document, it has been determined that a best practice approach is to consult with the community in relation to the targeted outcomes associated with the ESS.



## **Strategic Community Plan implications**

In accordance with the 2020 – 2040 Strategic Community Plan:

### **Goal 1: Liveable Belmont**

**Strategy:** 1.5 Encourage and educate the community to embrace sustainable and healthy lifestyles

### **Goal 2: Connected Belmont**

**Strategy:** 2.2 Make our City more enjoyable, connected and safe for walking and cycling

**Strategy:** 2.4 Promote alternative forms of transport

### **Goal 3: Natural Belmont**

**Strategy:** 3.1 Protect and enhance our natural environment

**Strategy:** 3.2 Improve our River and waterways

**Strategy:** 3.3 Keep our City clean

**Strategy:** 3.4 Provide green spaces for recreation, relaxation and enjoyment

**Strategy:** 3.5 Promote energy and water efficiency, renewable energy sources, and reduce emissions and waste

**Strategy:** 3.6 Encourage sustainable development to guide built form

### **Goal 5: Responsible Belmont**

**Strategy:** 5.1 Support collaboration and partnerships to deliver key outcomes for our City.

## **Policy implications**

The ESS will support Council Policies No.45 – Environmental Purchasing and No.46 – Environment and Sustainability.

## **Statutory environment**

This ESS is an integral component of the City's Environmental Management System, which was first developed in 2006 under the standard of AS/NZS ISO 14001 – Environmental Management Systems.

## **Background**

Following the expiry of the City's Environment and Sustainability Strategy in 2021, a comprehensive review of the City's environmental strategic goals and objectives was undertaken by the Parks, Leisure and Environment (PLE) team.

The newly developed ESS has been developed to guide the City over a ten-year timeframe which will assist the operational delivery of the outcomes and actions as outlined in the ESS.

The ESS sets clear objectives to enable continuous performance improvements in the areas of:

- Environmental Governance
- Urban Ecology and Biodiversity
- Water Resource Management and Protection
- Sustainably Built Environments
- Climate Resilient Energy and Transport and
- Waste and Resource Recovery.

The ESS adopts a life cycle and continuous improvement perspective to ensure that the City identifies and reviews its current performance and implements improvement strategies that manage the environmental impacts of its activities, products and services. The ESS has also been written to assist the City in complying to the AS/NZS ISO 14001 Standard (Environmental Management Systems).

The ESS is a demonstration of the City's long-established Environment and Sustainability Policy which commits the City to:

- Setting objectives, targets and indicators to monitor environmental performance.
- Incorporating a continuous improvement philosophy that protects and enhances the natural environment, including remnant bushlands, wetlands, river foreshores and waterways.
- Engaging with the community to promote and encourage involvement in environmental initiatives, current and emerging.
- Continuing to integrate environmental management into the culture of our organisation.
- Demonstrate, through leadership and the actions of our staff, the prevention of environmental impacts.

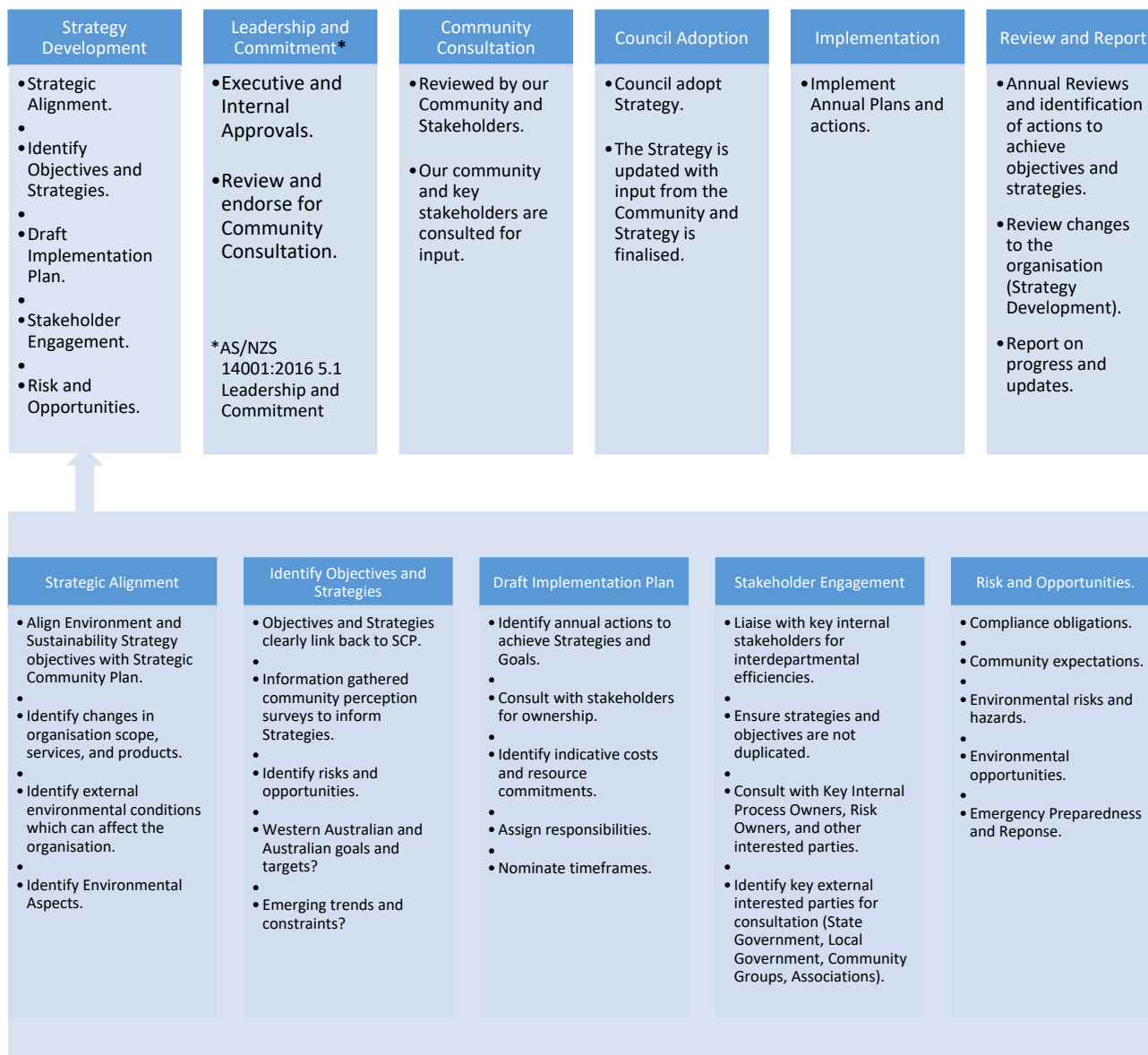
## **Officer Comment**

The ESS identifies six key environment and sustainability themes, with compliance objectives, measures of success and environmental objectives being set under each theme.

Each compliance objective and environmental objective has been used to identify actions incorporated in the ESS and Implementation Plan.

Once adopted, these themes will provide Key Performance Indicator reference points by which to benchmark the City's performance in relation to:

- Environmental Governance
- Urban Ecology and Biodiversity
- Water Resource Management and Protection
- Sustainably Built Environments
- Climate Resilient Energy and Transport
- Waste and Resource Recovery.



The Draft ESS was considered by the Standing Committee (Environmental) at the 19 July 2023 meeting, with the following resolutions:

**“OFFICER RECOMMENDATION**

**SESSIONS MOVED; MARKS SECONDED**

That the Standing Committee (Environmental) recommend that Council:

1. Endorse the draft Environment and Sustainability Strategy 2023-2033 as contained in Attachment 11.1.1, for advertising for 28 days, seeking public comment.
2. Authorise the Chief Executive Officer to make any further minor administrative amendments as required prior to publication.

**CARRIED 4 VOTES TO 0”**

## Financial implications

There are no immediate financial implications required to deliver the ESS for the 2023-2024 financial year. Actions from the ESS can be accommodated within existing budgets. New projects will be undertaken in accordance with the City's Project Management Framework.

The projects and initiatives identified will be subject to a detailed Feasibility Study and Business Case development, to be considered as part of the annual budget process and long-term financial plan, for consideration and approval by Council.

## Environmental implications

The implementation of the ESS will enhance the City's local natural environment. Actions and associated tasks will consider lifecycle perspectives with a view to continued improvement.

## Social implications

There are no social implications associated with this report.

## Attachment details

Attachment No and title	
1.	Environment and Sustainability Strategy 2023 - 2033 - Advertising for Public Comment [12.5.1 - 32 pages]

PUBLIC CONSULTATION

CITY OF BELMONT  
**Environment and  
Sustainability Strategy  
2023-2033 V.0**

August 2023

**City of Belmont**

215 Wright Street, Cloverdale Western Australia 6105

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The City of Belmont acknowledges the Whadjuk Noongar people as the Traditional Owners of this land and we pay our respects to Elders past, present, and emerging.

We further acknowledge their cultural heritage, beliefs, connection, and relationship with this land which continues today.

We acknowledge all Aboriginal and Torres Strait Islander peoples living within the City of Belmont.



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# Environmental Management in the City of Belmont

This Strategy is an integral component of the City of Belmont's Environmental Management System, which was first developed in 2006 under the standard of AS/NZS *ISO 14001 – environmental management systems*. The City has maintained its certification through implementing best practice environment and sustainability initiatives, setting environmental performance objectives, and fulfilling our compliance obligations. Our commitment to natural areas management, water management and sustainability is demonstrated by our high-quality natural areas, accolades, awards, and continued performance.

This Strategy and associated Plans adopt a life cycle perspective and continuous improvement, to ensure that the City strives for a better environment and manages the environmental aspects of the City's activities, products, and services.<sup>1</sup>

To assist in continuously improving the City's environmental management endeavours, the Environment and Sustainability Strategy will:

- Ensure we fulfill our Compliance Obligations
- Allow us to set and achieve Environmental Objectives and
- Enhance our environmental performance.

This will contribute to the City's long-established Environment and Sustainability Policy commitments of:

- Setting objectives, targets, and indicators to monitor environmental performance
- Incorporating a continuous improvement philosophy that protects and enhances the natural environment, including remnant bushlands, wetlands, river foreshores and waterways
- Engaging with the community to promote and encourage involvement in environmental initiatives current and emerging and
- Continuing to integrate environmental management into the culture of our organisation with the commitment being demonstrated through leadership and the actions of our staff in the prevention of air, land, or water pollution.<sup>2</sup>

To achieve this, the City has reviewed all of its environmental aspects, strategic alignment and emerging opportunities to place it at the forefront of environmental thinking.

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<sup>1</sup> Technical Committee ISO/TC 207/SC 1 Environmental management systems, iso.org.

<sup>2</sup> City of Belmont. 2023. *Environment and Sustainability Policy*



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The City's mix of amazing natural assets, well-established history in addressing environmental impacts, and emerging sustainability opportunities means the Strategy will focus on:

1. Knowledge, Partnerships and Environmental Governance
2. Urban Ecosystem Services - Ecology and Biodiversity
3. Water Resource Management and Protection
4. Sustainably Built Environments
5. Climate Resilient Energy and Transport
6. Waste and Resource Recovery



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## Knowledge, Partnerships and Environmental Governance – Informing this Strategy

The City will engage with its community and stakeholders to inform its environmental management and good environmental governance. A key component of the ISO14001 standard is to monitor stakeholder needs, expectations and satisfaction.<sup>3</sup> By doing this, we ensure our environmental management system and associated plans achieve the required outcomes appropriate to the City's services, environmental conditions, and geographic location.

The City will also take a key role in empowering its community to make greater contributions to the natural environment and sustainability initiatives. Where the City cannot directly contribute to the enhancement or resolution of environmental issues, it will work to influence those who can. In addition, to demonstrate the City's commitment to the natural environment, it will maintain its own environmental credentials.

### Our Knowledge and Partnership performance

The City has maintained its ISO14001 certification since 2006, demonstrating our commitment to continual environmental improvement. The Environmental Management System sits within the City's Integrated Management System which provides a framework for the City to control the impact that its activities, products, and services may have on the natural environment. To achieve this successfully the City commits to:

- Protecting the environment
- Mitigating adverse environment impacts
- Complying with its environmental obligations
- Enhancing its environmental performance and
- Communicating environmental information to relevant interested parties.<sup>4</sup>

The key documents of the Environmental Management System include the City's Environment and Sustainability Policy, Environmental Purchasing Policy, and this Strategy, with overall guidance from the Strategic Community Plan. To achieve the City's environmental objectives, commitments, and obligations, the City implements various plans, work processes and tasks which reflect our 14001 requirements (**Figure 1**).

<sup>3</sup> AS/NZS ISO 14001:2016 *Environmental management systems – Requirements with guidance for use*

4.2 Understanding the needs and expectations of interested parties

<sup>4</sup> Ibid 0.2 Aim of an environmental management system.



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Figure 1 Components within the City's Environmental Management System. \*Proposed to be developed.

### Ensure we fulfill our Compliance Obligations

The City must comply with environmental legislation pertinent to the City's operations, many of which are documented within this Strategy and are referred to as Compliance Obligations.<sup>5</sup> These become the City's "legal obligations" and any breach is deemed a major non-conformity to the City's management system. However, the City can make commitments to other voluntary environmental obligations, such as those targets and goals noted in the Strategic Community Plan, the Environment and Sustainability Policy and this Strategy.

In addition, the Strategic Community Plan 2020-2040 specifies that the City will "Encourage and educate the community to embrace sustainable and healthy lifestyles", "Support and collaborate with local schools and businesses" and "Support collaboration and partnerships to deliver key outcomes for our City" respectively.

To inform compliance and environmental objectives within the management system, the City will engage with its interested parties at various opportunities and apply the below framework:

- Determine and have access to the Compliance Obligations related to its environmental aspects
- Determine how these Compliance Obligations apply to the organisation
- Take these Compliance Obligations into account when establishing, implementing, maintaining, and continually improving its environmental management system.<sup>6</sup>

To ensure we remain compliant with environmental legislation, the City has implemented the following:

<sup>5</sup> AS/NZS ISO 14001:2016 3.2.9 *Compliance Obligations* – legal requirements that an organisation must comply with and other requirements that an organisation has to or chooses to comply with, for example regulations, organisational and industry standards, contractual arrangements, agreements with community groups.

<sup>6</sup> AS/NZS ISO 14001:2016 6.1.3 Compliance Obligations, 9.

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- Compliance Accountability Listing and Compliance Calendar.<sup>7</sup>
- Continuous monitoring of environmental legislation, with applicable changes being reported to our leadership teams
- Compliance alerts and calendars are maintained within our central information system
- Annual Maintenance Plan – Environment.

**Set and achieve Environmental Objectives and Strategies**

The City shall establish Environmental Objectives relevant to our significant environmental aspects and Compliance Obligations. In this, we will also consider our risks and opportunities to maximise environmental benefit.

The Environmental Objectives shall be:

- Consistent with the City’s Environment and Sustainability Policy
- Measurable (where practicable)
- Monitored as per the implementation plan
- Communicated to our organisation and stakeholders and
- Updated as appropriate and documented.<sup>8</sup>

Therefore, all Environmental Objectives contained within this Strategy must be consistent with the above and the City’s Environment and Sustainability Policy, which states that the City is committed to:

1. Undertake continual improvement of the Environmental Management System to enhance environmental performance of City operations.
2. Protection and enhancement of the natural environment and biodiversity values within the City of Belmont, including remnant bushland, wetlands, river foreshore and waterways.
3. Prevention of pollution to air, land or water, or damage to flora or fauna, minimising harm, and degradation to the natural environment.
4. Efficient use of energy, water, paper, and other resources, improving resource recovery and reducing waste to landfill and implementing renewable energy technologies to minimise the City’s corporate carbon footprint.
5. Considering life cycle impacts and minimising single use disposable plastics.
6. Planning for and implementing measures to ‘future proof’ City operations against the predicted impacts of climate change.

<sup>7</sup> As per Compliance Management Plan and associated process maps.

<sup>8</sup> AS/NZS ISO 14001:2016 6.2.1 Environmental Objectives, 10.

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7. Compliance with relevant environmental legislation and other obligations.<sup>9</sup>

To maintain working knowledge, our stakeholder partnerships and to ensure good environmental governance, the City will achieve the following objectives.

**1.1. Develop, implement, and regularly review an organisation-wide Environment and Sustainability Strategy and Implementation Plan.**

- 1.1.1. Draft and implement the implementation plan for the Environment and Sustainability Strategy 2023-2033.
- 1.1.2. Set objectives, targets, and indicators to monitor environmental performance and review and report on outcomes.

**1.2. Strategic actions to achieve objectives are identified and responsibilities, timeframes and budget requirements are assigned with progress monitored.**

- 1.2.1. Develop annual implementation plans and maintenance plans.
- 1.2.2. Maintain processes and procedures.

**1.3. Consider environmental aspects and implications in project and event management, procurement, decision-making and development of strategies and plans.**

- 1.3.1. Continue to implement risk assessments in contracts and tenders.
- 1.3.2. Identify environmental aspects relating to City operations through divisional structure and activities.
- 1.3.3. Environment and sustainability objectives, goals and targets are considered in all City Strategies, Plans, Policies, and procedures.

**1.4. Maintain awareness of current and emerging environmental issues relevant to the City of Belmont.**

- 1.4.1. Participate in regional initiatives which identify and work towards addressing regional environment and sustainability issues (i.e. Waterwise Council).

**1.5. Manage potential environmental aspects associated with City operations and predicted impacts of climate change as specified under City of Belmont Policy Risk Management.**

- 1.5.1. Review all new projects, operations, and services to identify risks and opportunities.
- 1.5.2. Maintain risk register of environment risks.
- 1.5.3. Review all process maps and work instructions to identify environmental risks and opportunities.

<sup>9</sup> City of Belmont. 2023. *Environment and Sustainability Policy*

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- 1.5.4. Develop and maintain accurate mapping of environmental assets, management areas and other geospatial information relevant to the City's environmental objectives.

**1.6. Employees are aware of environmental legislative requirements relevant to Department activities.**

- 1.6.1. Continue to implement the City's Risk Management procedures, including maintain its compliance obligations, compliance calendars and risk registers.
- 1.6.2. Undertake Environmental audits as per the City's Integrated Management System.
- 1.6.3. Communicate changes in environmental legislation as they arise and provide internal support to resolve significant impacts to the City's products and services.

**1.7. Engage with the wider Belmont residential and business community to raise awareness of environmental issues and encourage sustainable living and pollution prevention practices.**

- 1.7.1. Undertake community perception surveys.
- 1.7.2. Engage with the community through various City events and opportunities.
- 1.7.3. Promote and Communicate Environment and Sustainability initiatives and achievements to the broader community.

**Knowledge and Partnership Goals**

By 2028 the City should have

- Consulted the Community on this Strategy.
- Provided annual updates on the City's Environment and Sustainability Performance in the Annual Report.
- Continued to receive feedback from its community through perception surveys.
- Maintained its ISO 14001 certification.

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## Urban Ecosystem Services - Ecology and Biodiversity

The City's natural environment is enriched with remnant bushlands, the Swan River, waterways, and wetlands. Our biological assemblages, remnant vegetation and water opportunities make the City an inviting and attractive place to live and work. This also presents the City with various opportunities to enhance the ecological and biodiversity values present within.

Currently the City maintains areas of 'Low forest, woodland or low woodland with scattered trees' of 'Jarrah, banksia or casuarina *Eucalyptus marginata*, *Banksia* spp., *Allocasuarina* species' toward the centre of the City, and woodlands of the southwest structure consisting of 'Jarrah, marri and wandoo *Eucalyptus marginata*, *Corymbia calophylla*, *E. wandoo*' towards the Swan River.<sup>10</sup> Our significant remnant bushlands include the Swan River Foreshore, Garvey Park, Tomato Lake, P.H. Dodd Reserve, Signal Hill and pockets within the Perth Airport (albeit not managed by the City). In total, the land coverage consists of approximately 117 hectares over 23 distinct natural spaces some of which contain the Threatened Ecological Community *Banksia woodlands*. These pockets of remnant vegetation provide significant refuge to migratory species protected under the *Environmental Protection and Biodiversity Conservation Act 1999* (Cth) and those listed for protection under *the Environmental Protection Act 1986* (WA), including Black Cockatoos, the Chuditch (*Dasyurus geoffroii*) and various flora species.<sup>11</sup>

The biggest risk to the City's natural assets includes invasive weed species, unlawful clearing and impacts from the urban environment, including degradation from 'off path' use (tramping), spreading of dieback and other pathogens. To counter this, the City seeks to increase planting opportunities and safeguard natural areas.

### Our Urban Ecosystem Services performance

The City has a long-standing commitment to preserving ecological and biodiversity values through its Strategic Community Plan, Policy commitments and previous Environment Plans. The Strategic Community Plan 2020-2040 Goal 3, Natural Belmont, specifies that the City will "*Protect and enhance our natural environment*" and "*Provide green spaces for recreation, relaxation and enjoyment*".

Our environmental performance in the space of ecology and biodiversity to date has included:

- Ongoing weed and pest plant management within natural areas.

<sup>10</sup> Department of Biodiversity, Conservation and Attractions Pre-European Vegetation Dataset, 2023.

<sup>11</sup> Government of WA Department of Biodiversity, Conservation and Attractions, January 2023 - Priority Flora, Fauna, and Threatened Ecological Communities search



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- Revegetation of our remnant bushlands to improve biodiversity and plant coverage.
- Increase of street trees and trees in reserves to uphold ecological services.
- Increased planting near to waterbodies, including implementing buffer zones.
- Continued identification and implementation of foreshore restoration projects along the Swan River.

	2016	2017	2018	2019	2020	2021
Foreshore protected (lm)	67 m Ascot foreshore	86 m Rivervale and Ascot foreshores	47 m Ascot Racecourse and Adachi Park	56 m Garvey Park and Adachi Park	273 m Various	625 m design stage
Native seedlings and sedges planted	3550 seedlings	2115 seedlings	1654 seedlings	5142 seedlings	6681 seedlings	7655 seedlings
	710 sedges	450 sedges	1100 sedges	411 sedges	3500 sedges	110 sedges

Figure 2 Historical achievements in Ecology and Biodiversity

**Ensure we fulfill our Compliance Obligations**

The City has a moral and legal obligation to protect the ecological and biodiversity values within the City of Belmont. Its legal obligations include:

Compliance Obligation	Reference
Prevent unlawful clearing of native trees and vegetation in City works.	<b><i>Environmental Protection Act 1986 (EP Act).</i></b>
Protection of priority fauna and flora and their assemblages. Protection of fauna of international significance.	<b><i>Biodiversity Conservation Act 2016, Environment Protection and Biodiversity Conservation Act 1999, and Planning and Development Act 2005.</i></b>
Protect vegetation within the Swan River Foreshore.	<b><i>Swan and Canning Rivers Management Regulations 2007.</i></b>
Prevent the spread of declared weeds and invasive species.	<b><i>Biosecurity and Agriculture Management Act 2007.</i></b>

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### **Set and achieve Environmental Objectives and Strategies**

To achieve outcomes in the space of Urban Ecosystem Services, the City will implement the following objectives and Strategies.

#### **2.1. Protect, enhance, and expand natural areas and increase habitat connectivity and quality.**

- 2.1.1. Consolidate species and planting lists for natural areas with a view to increase biodiversity, climate resilience and tree coverage.
- 2.1.2. Implement planting programs and revegetation plans to increase the quality of our natural areas.
- 2.1.3. Develop a local Bushland Protection Plan for natural areas.<sup>12</sup>
- 2.1.4. Develop a Foreshore Management Plan to continue foreshore restoration programs with a view to increase habitat, connectivity, and parkland amenity.

#### **2.2. Integrate biodiversity values, ecosystem services and ecosystem connectivity into the design, upgrade and maintenance of streetscapes, parks, wetlands, waterways, and other open spaces.**

- 2.2.1. Incorporate native plantings in streetscapes.
- 2.2.2. Identify priority wetlands, waterways, and drainage basins for enhancement.
- 2.2.3. Improve community stewardship and capacity for planting native trees and shrubs on residential lands.

#### **2.3. Manage significant environmental weeds, pests and plant diseases located on land and in water bodies managed by the City.**

- 2.3.1. Identify weed management plans for environmental areas.
- 2.3.2. Implement biosecurity protocols at natural areas to prevent the spreading plant pathogens.
- 2.3.3. Continue to work with State agencies and landowners in the prevention of invasive species.

<sup>12</sup> As per SPP2.8 Bushland Policy for the Perth Metropolitan Region

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## **Ecology and Biodiversity Goals**

By 2028 the City should have

- Planted at least 4500 native shrub and tree seedlings per annum.
- Planted at least 1100 sedges and sedge strips per annum.
- Increased the quality of our natural spaces by eliminating 'Degraded' vegetation and enhancing them too 'Excellent.'<sup>13</sup>
- Had no breaches of environmental legislation relating to the clearing of native vegetation.
- Undertaken at least three major revegetation programs per year in remnant bushlands, the Swan River Foreshore and priority wetlands.
- Involved the community in over 25 community workshops and engagement programs.
- Developed a Foreshore Management Plan.
- Developed a Bushland Protection Plan for natural areas.



<sup>13</sup> As per Keighery Condition Scale (1994) where 'Degraded' means the vegetations structure is severely impacted by disturbance. Scope for regeneration but not to a state approaching good condition without intensive management. 'Excellent' means vegetation structure intact, disturbance affecting individual species and weeds are non-aggressive species.

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# Water Resource Management and Protection

Water and waterways are essential to the health, wellbeing, and connectedness of people, communities and to our living environment. Water Resource Management and Protection includes the responsible consumption of all water resources (e.g., scheme water for drinking and groundwater for irrigation) and ensuring our urban fabric does not negatively impact on those resources (Water Sensitive Urban Design).

The City recognises the environmental, social, and cultural importance of water and is committed to protecting and enhancing established water-adjacent land that we manage. In addition, the City will explore opportunities to improve the environmental value of highly modified wetlands and waterways. The City will also take a key role in ensuring its community is more empowered to improve water management at home and in their garden. Our own operations will remain water efficient and safeguard water resources, especially through preventing pollution events and reducing the impact our operations may have.

## Our Water Resource Management and Protection performance

Over the last decade, the City has demonstrated a significant achievement in water resource management and protection. The City has worked to reduce its dependency on scheme water resources whilst recognising the need water has in a built environment. We've excelled in our parks and open spaces by implementing hydrozoning and we've been a Waterwise Council since 2011.

The Strategic Community Plan 2020-2040 Goal 3, Natural Belmont, specifies that the City will "*Protect and enhance our natural environment*" and "*improve our river and waterways*". Our environmental performance in the space of Water Resource Management and Protection to date has included:

- Ongoing monitoring of water quality within the stormwater network, including drains, lakes, and wetlands.
- Continued retrofits within City facilities to ensure WELS rated fixtures are used.
- Light industrial land uses are assessed and, where required, businesses are supported in reducing their water impacts.
- The City achieved Waterwise Council Gold in 2021.
- Our community has maintained water consumption below Water Corporations target for the last six years.
- Reduced fertiliser dependency on irrigated areas near wetlands.

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	2016	2017	2018	2019	2020	2021
Potable Scheme Water in Facilities.	74,217 kL	78,378 kL	79,903 kL	79,903 kL	75,692 kL	74,077 kL
Communities' Potable Water Consumption <sup>14</sup>	85 kL	85 kL	84 kL	82 kL	87 kL	84 kL
Groundwater is below the licenced allocation.	Achieved					
Businesses supported by our Environmental Assessment Project.	38 visits	39 visits	56 visits	36 visits	39 visits	9 visits *COVID reduction

### Ensure we fulfill our Compliance Obligations

The City will continue to comply with water related legislation and policies to maximise the value of water and prevent resource contamination and waste. Our legal obligations include:

Compliance Obligation	Reference
The City's groundwater use does not exceed its Licence to take groundwater.	<b><i>Rights in Water and Irrigation Act 1914 (WA).</i></b>
Significant spills, discharges or environmental incidents are promptly cleaned up and reported to the Department of Water and Regulation.	<b><i>Contaminated Sites Act 2003 (WA).</i></b> <b><i>Environmental Protection Act 1986 (WA).</i></b>
Vegetation within the Swan River is protected with ecological and community benefits and amenity maintained.	<b><i>Swan and Canning Rivers Management Regulations 2007.</i></b>
Development approvals are given in accordance with the relevant environmental protection controls.	<b><i>Environmental Protection Act 1986.</i></b>
The City assists local businesses in remaining environmentally responsible and compliant through the Business Environmental Assessment Project.	<b><i>The Environmental Protection (Unauthorised Discharges) Regulations 2004.</i></b>

<sup>14</sup> The Water Corporation goal is to maintain water consumption to below 125 kL per capita annually

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**Set and achieve Environmental Objectives and Strategies**

**3.1. Incorporate best practice water efficiency and water sensitive urban design (WSUD) principles in all Council operations, including the planning, design and maintenance of parks, facilities and stormwater systems managed by the City.**

- 3.1.1. Continue to review Development Applications and condition stormwater disposal appropriately.
- 3.1.2. Enhance streetscapes with Water Sensitive Urban Design (WSUD) principles where achievable.
- 3.1.3. Implement Waterwise practices in parks irrigation to become climate resilient.
- 3.1.4. Continue to identify water efficiencies and retrofits in community facilities.
- 3.1.5. Maintain our Waterwise Council accreditation, achieving Platinum.

**3.2. Take a catchment-based approach to the management of waterways and wetlands, including their foreshore areas.**

- 3.2.1. Continue to monitor surface water quality to identify priority catchments and methods of reducing nutrients.
- 3.2.2. Improve wetlands through increased biodiversity and planting.
- 3.2.3. Increased the community's awareness of water resource use and management.

**3.3. Minimise the City's operational risk of environmental discharges of pollutants and impacts on water resources.**

- 3.3.1. Undertake to implement a Nutrient Intervention Management Plan to reduce nutrient levels in public open space management.
- 3.3.2. Continue to report environmental incidents such as chemical or hydrocarbon spills.
- 3.3.3. Continue to monitor groundwater use and allocation.

**3.4. Respond to potential water quality issues and unauthorised emissions/discharges that could cause environmental contamination or otherwise negatively affect groundwater or surface water quality.**

- 3.4.1. Continue to work with the business community to prevent discharges to the environment.



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**Water Resource Management and Protection Goals**

By 2028 the City should have

- Maintained its Waterwise Council accreditation with potable consumption to within 10% of our water consumption in 2021.
- Became a Platinum Waterwise Council.
- Supported at least 200 small businesses in reducing their environmental impact.
- Had no breaches of environmental legislation relating to the taking of groundwater.
- Not caused an environmental incident through a chemical or hydrocarbon spill.
- Involved the community in over 25 community workshops and engagement programs having a water theme.
- Maintained its Green Stamp certification for the Operations Centre.



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## Sustainably Built Environments

The City is committed to lead by example through the incorporation of best environmental and sustainability practices in the planning, construction and management of City facilities and infrastructure. This also extends to our Local Planning Scheme, planning controls and structure plans for the built environment. Once built, the urban fabric has the potential to influence the local environment for centuries to come. Therefore, it is critical in developing urban environments to encourage an urban fabric that supports the natural environment and is conducive to healthy communities.

The City is home to 42,078 people and this figure is expected to grow to 65,659 by 2041.<sup>15</sup> Within the City's population, 22% are families with children, 6% are older people and 22% live alone.<sup>16</sup> Ultimately, an increase in housing and supporting infrastructure will be required, as well as diversity in housing typology to support the various housing demographics. In addition, the City is home to practically every type of business, including multi-national and industrial-scale distribution centres, home-based businesses, a range of tourism, retail and hospitality venues which all contributes \$8.26 billion to Australia's Gross Regional Product as of June 2019.<sup>17</sup>

As an economic hub, a vibrant place to live and an attractive place to set up a future business, the City requires supporting built infrastructure that contributes to a greener and cleaner environment.

### Our Sustainably Built Environment performance

The City has a demonstrated track record in supporting economic and personal growth. We continue to actively engage with residents and business owners to ensure that the built environment is supportive to the natural environment and does not contribute or result in detrimental environmental impacts.

The Strategic Community Plan 2020-2040 Goal 1 Liveable Belmont, Goal 3 Natural Belmont, Goal 4 Creative Belmont, and Goal 5 Responsible Belmont, specifies that the City will:

- *“Encourage and educate the community to embrace sustainable and healthy lifestyles”*
- *“Embrace technology, creativity and innovation to solve complex problems and improve our City”*
- *“Promote energy and water efficiency, renewable energy sources, and reduce emissions and waste”*
- *“Encourage sustainable development to guide built form”* and

<sup>15</sup> City of Belmont. 2023. Profile and statistics, figures sourced from the ABS ERP 2019.

<sup>16</sup> ABS Census 2016.

<sup>17</sup> Department of Local Government, Sport, and Cultural Industries, 2019; .id - the population experts, 2020

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- “Manage the City’s assets and financial resources in a responsible manner and provide the best possible services for the community”

Our environmental performance in the space of Sustainably Built Environments to date has included:

- The Belmont Hub being certified a 6-star Green Star building.<sup>18</sup>
- Implementing Water Sensitive Urban Design and permeable surfaces in the Epsom Ave, Faulkner Civic Precinct and Belmont Ave upgrades.
- Adoption of the Belmont Foreshore Precinct Plan, May 2018.

### Ensure we fulfill our Compliance Obligations

The City will continue to abide by built environment related legislation and policies to enhance the built environment and to create a sustainable City. Our legal obligations include:

Compliance Obligation	Reference
Applications are reviewed by the Development Control Group (DCG) to ensure there is no detrimental impact to the environment.	<b><i>Planning and Development Act 2005.</i></b> <b><i>Environmental Protection Act 1986.</i></b>
Buildings and developments do not cause contamination.	<b><i>Contaminated Sites Act 2003.</i></b>
Applications within the Swan River development control area are assessed for environmental sensitivity and referred to the relevant authority.	<b><i>Swan and Canning Rivers Management Act 2006.</i></b> <b><i>Environmental Protection (Swan and Canning Rivers) Policy 1998.</i></b>
Integrate environment and natural resource management with broader land use planning and decision-making whilst protecting, conserving, and enhancing the natural environment.	<b><i>State Planning Policy 2.0 - Environment and natural resources.</i></b>
Acid Sulfate soils are managed.	<b><i>Contaminated Sites Act 2003.</i></b> <b><i>Western Australian Planning Commission Planning Bulletin No. 64 – Acid Sulphate Soils (2004).</i></b>
Buildings are sustainable and contribute to healthy environments and healthy living whilst complying with design standards.	<b><i>Building Act 2011.</i></b> <b><i>Building Code of Australia.</i></b>

<sup>18</sup> Green Building Council of Australia. 2023. Green Star Number 2695. [https://www.gbca.org.au/project-directory.asp?\\_ga=2.214153559.1715737554.1592175243-217341547.1588028417](https://www.gbca.org.au/project-directory.asp?_ga=2.214153559.1715737554.1592175243-217341547.1588028417)



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**Set and achieve Environmental Objectives and Strategies**

**4.1. City facilities incorporate Environmentally Sustainable Development (ESD) principles.**

4.1.1. Sustainable Best Practices are incorporated in City buildings and infrastructure at time of development, renewal and in ongoing operations.

**4.2. Integrate sustainable development principles into the City's planning framework, taking into account the WA State Planning context.**

4.2.1. A Sustainable Development Guide is developed.

4.2.2. The City develops a Local Planning Policy for trees and vegetation on private property.

**4.3. The built form and urban development within the City of Belmont is environmentally sustainable and resilient to climate change.**

4.3.1. Encourage ESD and WSUD through the City's local planning framework.

4.3.2. Future climate scenarios are incorporated into the City's planning framework to safeguard development and operations.

**4.4. Through land use planning and development control, consider the impact of future development on the environment, including potential offsite environmental impacts.**

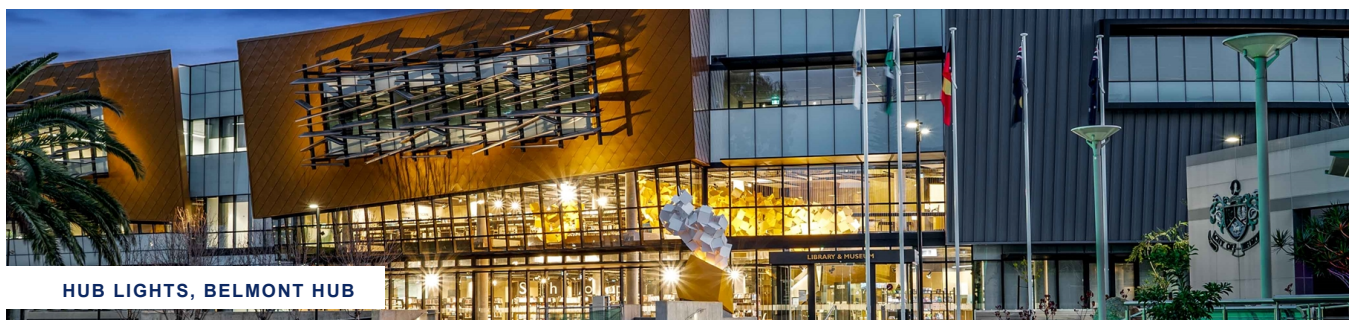
4.4.1. Potentially contaminating land uses (existing and proposed) are identified, and associated risks of pollution of land, air and water are minimised.

4.4.2. Planning applications and building applications are reviewed with a view to encourage sustainable practices.

**Sustainably Built Environment Goals**

By 2028 the City should have

- Developed a Sustainable Development Guideline for developments within the City.
- Managed its contaminated sites effectively.
- Undertaken audits of its facilities to maximise sustainability initiatives.



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# Climate Resilient Energy and Transport

The City acknowledges that climate change will continue to have a significant effect on the Western Australian environment, society and economy, and the Local Government sector. Human behaviours, pollution and consumption patterns have both immediate and future impacts on the climate and environment.<sup>19</sup> To ensure the City is being environmentally responsible and to safeguard it against future climate scenarios, appropriate action is required.

Whilst water resources and biodiversity have been addressed in other sections of this Strategy as they relate to climate change, the City will need to focus on climate resilient energy and transport options to support its operations and the community. Climate resilience should be regarded as being adaptive within the scope of the organisation and responsible for its potential impacts and emissions. It should also strive to remain socially responsible to the community. Efforts to reduce or limit emissions need to be implemented whilst managing the expenditure of resources in a direction which is beneficial to the City's communities; our community should be empowered to act and respond to climate change, with the City safeguarding services that support the community's wellbeing.<sup>20</sup>

## Our Climate Resilient Energy and Transport performance

Extreme heat events are predicted to impact our community, energy supply and use of our facilities.<sup>21</sup> The City therefore needs to be adaptive in maintaining its services whilst addressing these impacts. The Strategic Community Plan 2020-2040 Goal 3 Natural Belmont and Goal 4 Creative Belmont specifies that the City will “*promote energy and water efficiency, renewable energy sources, and reduce emissions and waste*” and “*embrace technology, creativity and innovation to solve complex problems*”.

Since signing the WALGA Declaration on Climate Change in 2012, the City has progressed with:

- Seven contestable sites at the following locations:
  - City of Belmont Operations Centre
  - City of Belmont Civic Centre and Belmont Hub
  - City of Belmont Youth and Family Services Centre

<sup>19</sup> The Western Australian Local Government Declaration on Climate Change; signed by the City of Belmont 15 May 2012 and WALGA Policy Statement endorsed by State Council July 2018 - <https://walga.asn.au/policy-advocacy/our-policy-areas/environment/climate-change>.

<sup>20</sup> Godden, Naomi Joy, Doreen Wijekoon, and Kylie Wrigley. 2022. “Social (In)Justice, Climate Change and Climate Policy in Western Australia.” *Environmental Sociology*, May 1–11. <https://doi.org/10.1080/23251042.2022.2069216>.

<sup>21</sup> Brown, Helen, Katrina Proust, Barry Newell, Jeffery Spickett, Tony Capon, and Lisa Bartholomew. 2018. “Cool Communities—Urban Density, Trees, and Health.” *International Journal of Environmental Research and Public Health* 15 (7): 1547. <https://doi.org/10.3390/ijerph15071547>.





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- Gerry Archer Athletic Track
- Ascot Waters Freshwater Lake
- Centenary Park
- Ascot Waters Compensating Basin

Sites using greater than 50,000 kWh pa are energised by renewable energy, offsetting 100% of their CO2e emissions since May 2022.

- Five solar photovoltaic systems have been installed on City buildings, including the Ascot Kayak Club (10kW), Operations Centre (40kW), Harman Park Community Centre (10kW), Belmont Sports and Recreation Centre (30kW), and the Belmont Hub (100kW).
- The Belmont Hub achieved 6-Star Green Star for ‘Design’ and ‘As Built’.<sup>22</sup>
- Annual retrofits have continued, removing fluorescent and metal halide internal and external lights, and replacing them with LEDs.
- The City’s light-vehicle fleet’s average combined tailpipe emissions have remained below 188g CO2/km.

**Ensure we fulfill our Compliance Obligations**

The City will continue to abide by Climate Resilient Energy and Transport related legislation and policies to create a sustainable City.

Our legal obligations include:

Compliance Obligation	Reference
43% reduction from 2005 levels by 2030 and net zero by 2050.	<b><i>Climate Change Act 2022, WALGA’s Policy Statement on Climate Change.</i></b> <sup>23</sup>
Report on greenhouse gas emissions as required.	<b><i>National Greenhouse and Energy Reporting Act 2007</i></b> (NGER Act).
Prevent the use of banned substances and gasses in operations.	<b><i>Product Emissions Standards Act 2017. Ozone Protection and Synthetic Greenhouse Gas Management Act 1989 (Commonwealth).</i></b>



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**Set and achieve Environmental Objectives**

**5.1. Ensure our operations are resilient to climate change.**

- 5.1.1. Develop a Future Energy Action Plan to ensure energy is sourced sustainability and used efficiently, moving towards 100% renewable energy use by 2050 and achieving emissions targets.
- 5.1.2. Monitor the progress of climate change initiatives and communicate achievements to Council and Community.

**5.2. Our community is equipped to face climate change challenges.**

- 5.2.1. Improve education and awareness, raising our community's capacity in climate change mitigation, adaptation, and impact reduction.

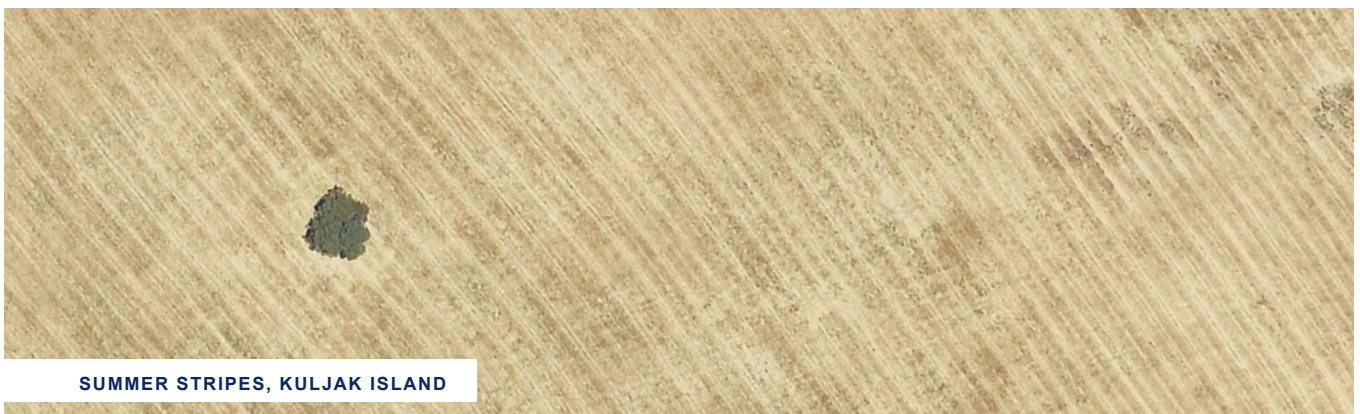
**5.3. Our fleet and transport options are fit-for-purpose and sustainable.**

- 5.3.1. Minimise fuel use and emissions of vehicles and plant used in connection with City operations and support initiatives aimed at reducing reliance on fossil fuels in relation to transportation.
- 5.3.2. Support "travel smart" initiatives to increase uptake of alternative forms of transport.

**Climate Resilient Energy and Transport Goals**

By 2028 the City should have

- Engaged its community in support of their climate change initiatives.
- Developed a Future Energy Action Plan.
- Reviewed its carbon footprint with forecasted reduction targets to achieve net zero by 2050.
- Increased its use of renewable energy and supporting technologies by 50% with a forecast to achieve 100% by 2033.



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## Waste and Resource Recovery

With an anticipated growing population, waste management is an important consideration. The amount of space available for landfill is limited and waste-to-landfill produces greenhouse gas emissions, contaminants the environment and will exhaust available space. In addition, valuable resources can be lost in the disposal of waste, increasing their demand. In contrast, recovery, reuse, reprocessing and recycling all avoid greenhouse gas emissions that would otherwise be generated in the manufacture and transport of new materials and items.

The City's approach to waste avoidance and minimisation are underpinned by the application of Waste Hierarchy principles, which ranks management options in order of their general environmental undesirability. In following the hierarchy, Western Australian's are asked to avoid, recover, and protect resources.<sup>24</sup>

- Avoid – 10% reduction in waste generation per capita by 2025 and 20% by 2030.
- Recover – increase material recovery to 70% by 2025, 75% by 2030.
- Protect – No more than 15% of waste generated in Perth and Peel regions is landfilled by 2030 and all waste is managed or disposed to better practice facilities.

### Our Waste and Resource Recovery performance

The City continues to follow the Waste Authority's guidance on waste disposal in Western Australia.

The Strategic Community Plan 2020-2040 Goal 3 Natural Belmont specifies that the City will "*Keep our City clean*". In addition, as an organisation, we've worked to reduce our own waste footprint:

- Committed to reducing use of single use plastics in City operations where appropriate.
- A Waste Minimisation Plan was developed for the Faulkner Civic Buildings, encompassing the Civic Centre, Belmont Hub, and former Library
- Our Council reduced printed councillor communications (sheets per councillor) by 70% between 2016 and 2019.
- The City's Civic Centre reduced disposal of recycle materials from 58.3% to 16% in its general waste in 2019.

<sup>24</sup> Waste Authority WA. 2023. Strategic Direction  
<https://www.wasteauthority.wa.gov.au/about/view/strategic-direction>

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#### Ensure we fulfill our Compliance Obligations

The City will continue to abide by Waste and Resource Recovery related legislation and policies to enhance the built environment and to create a sustainable City.

Our legal obligations include:

Compliance Obligation	Reference
Appropriate waste management.	<i>Waste Avoidance and Resource Recovery Act 2007 (WARR Act).</i>
Adhere to single use plastics ban.	<i>Environmental Protection (Prohibited Plastics and Balloons) Regulations 2018.</i>
Dispose of trade waste under permit.	<i>Environmental Protection (Controlled Waste) Regulations 2004.</i>

#### Set and achieve Environmental Objectives

**6.**

**6.1. The City applies best waste minimisation practices across all areas of operations, including in the provision of municipal waste services.**

- 6.1.1. Waste Hierarchy principals are applied to City operations to minimise waste generation and disposal to landfill and achieve best reuse and recovery outcomes.
- 6.1.2. Efficient use of paper and other resources, improving resource recovery and reducing waste to landfill and implementing renewable energy technologies to minimise the City's corporate carbon footprint.

**6.2. Our local community contributes to Western Australia becoming a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.**

- 6.2.1. Provide our residential community with best practice waste disposal options, underpinned by Waste Hierarchy principals.
- 6.2.2. Considering life cycle impacts in our procurement of goods and services.

**6.3. Waste does not end up in our natural areas or waterways.**

- 6.3.1. Implement measures to minimise and manage littering, dumping and other inappropriate disposal or accumulation of waste on City managed land.



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### **Waste and Resource Recovery Goals**

By 2028 the City should have

- Developed a Waste Management Plan including guidelines for waste minimisation throughout the City's Operations.
- Managed the impact waste has within the Community and the Environment within the City.
- Contributed to Western Australia becoming a sustainable and low waste economy mindful of the actions taken now for future generations.

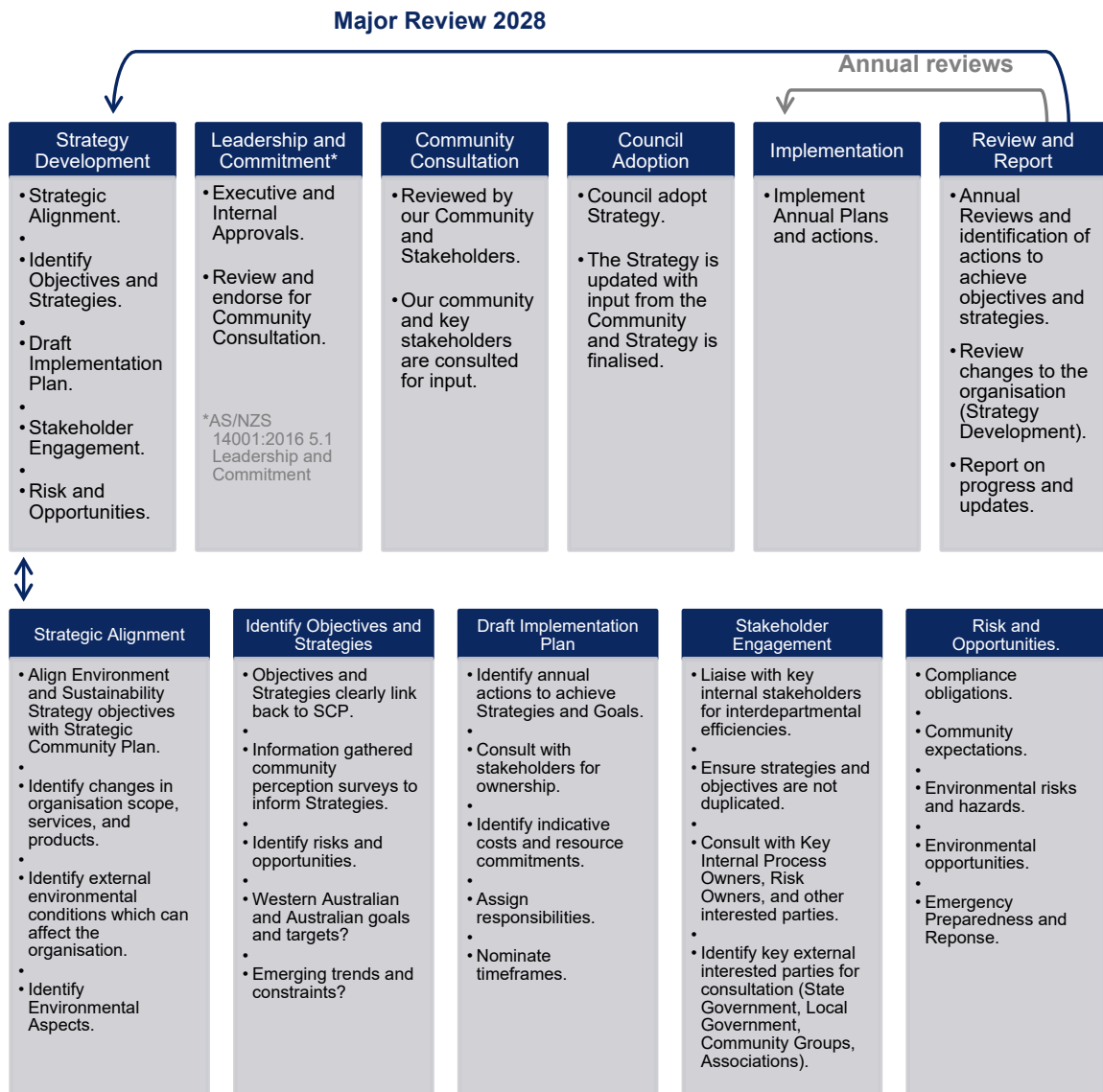




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# Implementation, Review and Monitoring of this Strategy

The following review structure will be adopted for the life of the Strategy.





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# Appendix A – Strategy Development (Internal Consultation Only)

## Strategic Alignment

Align Environment and Sustainability Strategy objectives with Strategic Community Plan
<p>Objectives and strategies identify and align with the Strategic Community Plan 2020 – 2040.</p> <p>This Strategy takes input from and aligns with:</p> <ul style="list-style-type: none"> <li>• Belmont Foreshore Precinct Plan (May 2018)</li> <li>• Sustainable Transport Plan 2019-2023</li> <li>• The Local Planning Scheme No. 15</li> <li>• Urban Forest Strategy: Canopy Plan 2019-2024</li> </ul> <p>This Strategy does not include specific objectives, strategies, goals, and targets that are identified in other City Plans or Strategies are not included.</p> <ul style="list-style-type: none"> <li>• Access and Inclusion Plan 2018-2021</li> <li>• Age Friendly Belmont Plan 2017-2021</li> <li>• Asset Management Strategy 2021 - 2025</li> <li>• Belmont on the Move: Integrated Movement Network Strategy</li> <li>• Community Safety Strategy 2018-2021</li> <li>• Multicultural Strategy 2020 and Beyond, Celebrating our Diversity</li> <li>• Placemaking Strategy 2018-2023</li> <li>• Public Open Space Strategy</li> <li>• Reconciliation Action Plan 2015-2017</li> <li>• Youth Strategy 2019 and Beyond</li> </ul>
Identify changes in organisation scope, services, and products
City's services documented in-----
Identify external environmental conditions which can affect the organisation
<p><b>Urban Ecosystem Services - Ecology and Biodiversity</b></p> <ul style="list-style-type: none"> <li>• <a href="#">State Planning Policy 2.8</a> - Bushland policy for the Perth Metropolitan Region</li> <li>• <a href="#">Bush forever</a> (Western Australian Planning Commission 2000)</li> <li>• <a href="#">Protection of naturally vegetated areas in urban and peri-urban areas</a> (Environmental Protection Authority, 2021)</li> <li>• <a href="#">Environmentally Sensitive Areas under the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 (Clearing Regulations)</a> (Department of Water and Environmental Regulation, 2023)</li> </ul>



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<p><b>Water Resource Management and Protection</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Water resources management legislation</a> (Government of Western Australia, 2022)</li> <li>• <a href="#">Better Urban Water Management</a> (Department for Planning and Infrastructure, 2008)</li> <li>• <a href="#">Stormwater Management Manual for Western Australia</a> (Department of Water, 2022)</li> <li>• <a href="#">Rebalancing our groundwater</a> (Government of Western Australia, 2023)</li> </ul> <p><b>Sustainably Built Environments</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Sustainability and Innovation</a> (Development WA, 2021)</li> <li>• <a href="#">WA State Sustainability Strategy</a> (Government of Western Australia, 2003)</li> <li>• <a href="#">Environmental Sustainability Pack</a> (Department of Local Government, Sport, and Cultural Industries, 2022)</li> <li>• <a href="#">Guidance Statement No. 33 Environmental Guidance for Planning and Development</a> (Environmental Protection Authority, 2008)</li> <li>• <a href="#">Liveable Neighbourhoods</a> (Western Australian Planning Commission, 2009)</li> </ul> <p><b>Climate Resilient Energy and Transport</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Climate Change Risk Assessment Synthesis Report</a> (City of Belmont, 2019)</li> <li>• <a href="#">Climate Change Risk Management Guide</a> (Department of Water and Environmental Regulation, Department of Treasury WA, 2022)</li> <li>• <a href="#">The Critical Decade 2013: Climate Change Science, Risks and Responses</a> (Climate Commission, 2013)</li> <li>• <a href="#">Western Australian Climate Change Policy</a>, Government of Western Australia, 2020</li> </ul> <p><b>Waste and Resource Recovery</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Waste Avoidance and Resource Recovery Strategy 2030</a> (Waste Authority, 2020)</li> <li>• <a href="#">Waste Avoidance and Resource Recovery Act 2007</a> (WARR Act)</li> <li>• <a href="#">Waste Avoidance and Resource Recovery Strategy Action Plan 2022-23</a> (Waste Authority, 2022)</li> <li>• <a href="#">E-waste to landfill ban in Western Australia: Consultation Paper. January 2023</a> (Waste Authority, 2023)</li> </ul> <p><b>Identify Environmental Aspects</b></p> <p>RMSS</p>
--

**Identify Objectives and Strategies**

Objectives and Strategies clearly link back to SCP.	Each section identifies clear SCP links.
Information gathered from community perception surveys to inform Strategies.	Community Perception Survey 2018 (Doc Set ID 3843332)

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	2019 (Doc Set ID 4429348) 2021 (Doc Set ID 5187490) 2022 (Doc Set ID 5499390)
Identify risks and opportunities.	RMSS
Western Australian and Australian goals and targets?	Identified in External Environmental conditions which can affect the organisation
Emerging trends and constraints?	

### **Draft Implementation Plan**

Identify annual actions to achieve Strategies and Goals.	Pending Internal review of goals, objectives, and strategies.
Consult with stakeholders for ownership.	
Identify indicative costs and resource commitments.	
Assign responsibilities.	
Nominate timeframes.	

### **Stakeholder Engagement**

Liaise with key internal stakeholders for interdepartmental efficiencies.	Our internal stakeholders include all business areas.
Ensure strategies and objectives are not duplicated.	Internal consultation undertaken to ensure proposed objectives, strategies and actions are not duplicated or contradict those located in other documents.
Consult with Key Internal Process Owners, Risk Owners, and other interested parties.	Consulting Draft circulated to identified process owners, risk owners and OLT.
Identify key external interested parties for consultation (State Government, Local Government, Community Groups, Associations).	Our external stakeholders will include:  Consulting Draft: <ul style="list-style-type: none"> <li>• The WA Local Government Association (WALGA).</li> <li>• The South East Regional Centre for Urban Landcare (SERCUL).</li> <li>• The Western Australian Turf Club.</li> <li>• Perth Airport.</li> <li>• Department of Local Government, Sport, and Cultural Industries.</li> <li>• Department of Water and Environmental Regulation.</li> <li>• Department of Biodiversity, Conservation and Attractions.</li> <li>• Department of Planning, Lands and Heritage.</li> <li>• City of Bayswater (Bordering LG and shared waterway).</li> </ul>



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	<ul style="list-style-type: none"> <li>• City of Canning (Bordering LG).</li> <li>• City of Kalamunda (Bordering LG).</li> <li>• City of Swan (Bordering LG).</li> <li>• Town of Bassendean (Bordering LG and shared waterway).</li> <li>• Town of Victoria Park (Bordering LG).</li> </ul> <p>Full Draft for Public Comment:</p> <ul style="list-style-type: none"> <li>• Residents of the City of Belmont – via Belmont connect.</li> <li>• Businesses within the City of Belmont – via Belmont Business Advisory Group.</li> </ul>
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**Risk and Opportunities.**

Compliance obligations.	SP10 – Organisational Risk with risks registered in RMSS. Accountability Listing (Doc Set ID 5385969). EnviroLaw. Compliance Calendar.
Community expectations.	Catalyse survey and consultation
Environmental risks and hazards.	SP10 – Organizational Risk with risks registered in RMSS
Environmental opportunities.	To be workshopped.
Emergency Preparedness and Response	



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## 12.6 Belvidere Streetscape Revitalisation Project Business Case

Voting Requirement	:	Simple Majority
Subject Index	:	N/A
Location/Property Index	:	Belvidere Street Activity Centre, Belmont
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Nil
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Infrastructure Services

### Council role

**Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### Purpose of report

The purpose of this report is to seek Council endorsement of the recommended option for the Belvidere Streetscape Revitalisation Project (the Project), to enable the City to progress to the next project phase.

### Summary and key issues

- Belvidere Street Activity Centre Precinct (the Precinct) is a key local activity centre within the Belmont/Redcliffe area.
- The Precinct operates as a local shopping main street and provides for a range of services catering to the daily needs of residents.
- While there was a period of growth through the 1980's, there has been limited change in commercial footprint since this time.
- The Precinct is in need of revitalisation to drive economic growth and attract private investment into the Precinct.
- The project seeks to deliver major upgrades to the existing public areas of the street to stimulate economic activity and provide a more inviting and safer pedestrian environment.
- To assist Council with determining a direction for this priority project, the project team has prepared a Business Case outlining three delivery options.
- The Business Case compares the strategic alignment, benefits and disbenefits, business needs, achievability of solution, risk, timeframe, cost, maintenance and operational impacts of the three options.

- Option 1 – Scenario 3 High Intervention is the recommended option as it has the strongest benefits against the following:
  - Community Engagement
  - Strategic Alignment
  - Achievability of Solution; and
  - Associated Risks.
- The full Business Case has been provided as Confidential Attachment 12.6.1.
- Should the recommended option be endorsed by Council, the project team will commence the Scope of Works identified in Section 5.1 of Confidential Attachment 12.6.1.
- If an alternative option is adopted, the project team will redefine the Scope of Works to accommodate the alternative option. This will alter the project timeline and deliverables outlined in Section 5.1 of Confidential Attachment 12.6.1.

## Officer Recommendation

That Council endorse Option 1 – Scenario 3 High Intervention of the ‘Belvidere Streetscape Revitalisation Project Business Case’ as detailed in Confidential Attachment 12.6.1, as the recommended option.

## Location

The project site area is located within the Belvidere Street Activity Centre on Belvidere Street, Belmont.

The project area is bounded by Keymer Street to the south-west and Leake Street to the north-east and is inclusive of all public spaces within the red dotted area in Image 1 below.



Image 1: Belvidere Streetscape Revitalisation Project Site Area

## Consultation

The community was given the chance to provide feedback on the three design scenarios developed to guide the Business Case. The aim of the consultation was to test draft analysis findings and to drill down into specific features of each scenario to understand likes and dislikes.

The three scenarios were published online, and participants had the opportunity to provide feedback through a detailed survey. The survey was accessible between 5 December 2022 and 22 January 2023.

The survey received a strong response from a broad range of user groups with a total of 169 participants providing feedback. In addition, there was one written submission that was handed in as part of the consultation process and considered as part of the review.

The community engagement findings have been incorporated into the analysis of each business option as outlined in Section 4 of Confidential Attachment 12.6.1. The engagement findings can be reviewed in full in Appendix 4 of Attachment 12.6.2.

Main Roads Western Australia (MRWA) have also been consulted as part of the scenario development and provided preliminary feedback. Where relevant, the preliminary feedback has been incorporated into the analysis of the business options.

MRWA, along with the Public Transport Authority and Western Power, will be consulted as part of the next stage of the design process.

## Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

### **Goal 5: Responsible Belmont**

**Strategy:** 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community.

The project aims to attract public and private investment to the City and support the retention, growth and prosperity of our existing local businesses and community through the redevelopment and upgrade of key public infrastructure in the Precinct.

## Policy implications

There are no policy implications associated with this report.

## Statutory environment

There are no specific statutory requirements in respect to this matter.

## **Background**

The Belvidere Street Activity Centre Precinct is classified as a 'Neighbourhood Centre' (activity centre) and has been servicing the local community with a diverse mix of local businesses and services for approximately 70 years. While there was a period of growth through the 1980's, there has been limited change in the commercial footprint since this time.

The local shopping centre provides for a range of services significant for the daily needs of residents. The street is characterised by open footpaths with minimal shade, a poorly presented streetscape, overhead powerlines and a combination of off-street and on-street parking. The centre occupies both sides of the street and is in need of a revitalisation to assist in stimulating local economic activity and providing for a more inviting and safer pedestrian environment.

In 2016, Council adopted Local Planning Policy No. 15 'Belvidere Main Street Precinct Design Guidelines' with an aim to encourage private development of major land holdings within the Precinct in consultation with the previous major landowners. After the adoption of the Design Guidelines, there was minimal change to the area and upon review it was identified that there are significant constraints to achieving the key objectives of the Guidelines, land tenure being the most prominent.

In 2022, the City procured a lead design consultant to develop three concept design scenarios to assist with facilitating community feedback on a preferred design option. The designs were developed alongside technical information derived from a traffic and parking analysis, a public life study, an opinion of probable cost, staging options, and 3D visualisations. This information has been summarised and published to the community as Attachment 12.6.2.

The primary scope of works for the project is to transform the public spaces within the Precinct into an active main street which improves activation, balances movement, supports existing businesses, attracts new high-quality businesses, enhances safety and security and attracts private investment into an important local hub.

The project is being delivered in-line with the City's Project Management Framework and has progressed through the Concept and Options phase to the Business Case phase, to determine the options available to progress the project.

## **Report**

The Business Case is a key project management document, prepared by the City's Project Team, which seeks to establish and justify a recommended option to deliver the primary project objectives.

The Belvidere Streetscape Revitalisation Project Business Case explores a series of design scenarios to determine the best approach to achieving the project objectives and meeting the needs of the community. Alongside the technical analysis provided by the project consultant team, each scenario was published to the community to provide feedback



through a community survey. This feedback has been used in determining the recommended option.

The three design scenarios include:

- High Intervention
- Medium Intervention
- Low Intervention

These options are detailed in Section 4 of Confidential Attachment 12.6.1 and are summarised below.

### Option 1 – Scenario 3 High Intervention (Recommended Option)

Option 1 provides the highest intervention, but highest cost and complexity of the three design scenarios, for the revitalisation of the project area. This scenario focusses on a fundamental redesign of the road and change to the public spaces within the Precinct to incorporate majority of the technical analysis findings and strong community feedback received.

The concept includes key elements such as underground power of overhead lines, significant slowing of vehicle speeds through the introduction of a shared space street environment, prioritisation of the area for pedestrians and cyclists, significant landscape improvements, lighting and CCTV improvements, significant reduction of on-street parking and introduction of a small park/event space as a community focal point.

Option 1 is recommended to be delivered in a staged approach to help alleviate some of the project risks and disbenefits.



Image 2: Scenario 3 high intervention streetscape design. Refer to Page 20 – 22 of Attachment 12.6.2 for the full design.

This option has the potential to facilitate the following:

Benefits	Action
Slow Traffic	<ul style="list-style-type: none"> <li>• Traffic calming (20km/hr speed limit)</li> <li>• Offset intersection to force cars to slow down</li> <li>• Narrower vehicle space (carriageway and trees)</li> <li>• Bus stop in traffic lane to reduce vehicle conflicts</li> </ul>
Increase Visitation	<ul style="list-style-type: none"> <li>• Flexible green space that allows for markets, movie nights, events, and performances</li> <li>• Stage for entertainment and flexible seating</li> </ul>

	<ul style="list-style-type: none"> <li>• Children’s playground with nature play element</li> <li>• Flexible alfresco and public seating areas</li> </ul>
Add Greenery and Amenity	<ul style="list-style-type: none"> <li>• Small local park</li> <li>• Median tree and shrub planting</li> <li>• Verge tree and shrub planting</li> <li>• Parking nib tree and shrub planting</li> </ul>
Prioritise Pedestrians and Cyclists	<ul style="list-style-type: none"> <li>• Accessible flush surface shared space treatment</li> <li>• Cars give way to crossing pedestrians</li> <li>• Cyclists share space with cars in safe 20km/hr environment</li> <li>• Cyclist and pedestrian priority crossing at side streets</li> </ul>
Enhanced Safety and Image	<ul style="list-style-type: none"> <li>• Replace all reversing parking with parallel bays and reduce on-street parking.</li> <li>• Significantly enhanced people presence within the street</li> <li>• Significantly enhanced streetscape look and feel</li> <li>• Additional CCTV</li> </ul>
Create a Point of Difference	<ul style="list-style-type: none"> <li>• Community, entertainment, play and relaxation focus</li> <li>• Green and public art views on arrival</li> <li>• North facing tavern alfresco with direct frontage to park and performance space</li> </ul>

Option 1 must also consider the following:

Disbenefit	Impact
Significant Capital Expenditure	<ul style="list-style-type: none"> <li>• Highest cost of the three design options (capital and maintenance)</li> </ul>
Complexity of delivery	<ul style="list-style-type: none"> <li>• Inclusion of underground power (UGP) to realise full list of benefits</li> <li>• Change in road conditions/road widths requiring extensive stakeholder engagement and management</li> <li>• Can only be delivered as a one or two large stages. No option for incremental delivery</li> </ul>
High project risk	<ul style="list-style-type: none"> <li>• UGP requires extensive support at executive and political level</li> <li>• External funding likely to be required for UGP</li> <li>• Significant change to the area could result in reputational risks if not managed successfully</li> </ul>

Option 1 received the following feedback during community consultation:

- 52% of responses supported Option 1 as the recommended scenario, the highest % of all scenarios.
- 73% of responses supported Option 1 as value for money, the highest % of all scenarios.

A staged delivery for Option 1 has been recommended to mitigate risks; with Stage 1 to include the section from Gardiner Street to Leake Street which does not include UGP at first but makes provisions in the construction for future UGP works. This negates the requirement for extensive Western Power approvals to deliver the first section of revitalisation works and gives the City an opportunity to test some of the changes before fully implementing this option.

A full summary of Option 1 is available in Section 4.1 of Confidential Attachment 12.6.1.

## Option 2 – Scenario 2 Medium Intervention (Alternative Option)

Option 2 aims to provide a medium intervention revitalisation to the project area for a moderate cost, with a core focus on integrating dedicated cycling infrastructure to emphasise Belvidere Street as an important strategic cycling route.

This scenario includes key elements such as UGP, footpath widening throughout, significant landscaping and lighting improvements with some CCTV upgrades, protected cycle lanes as part of future cycle network improvements, traffic calming through road narrowing and raised plateaus at intersections.

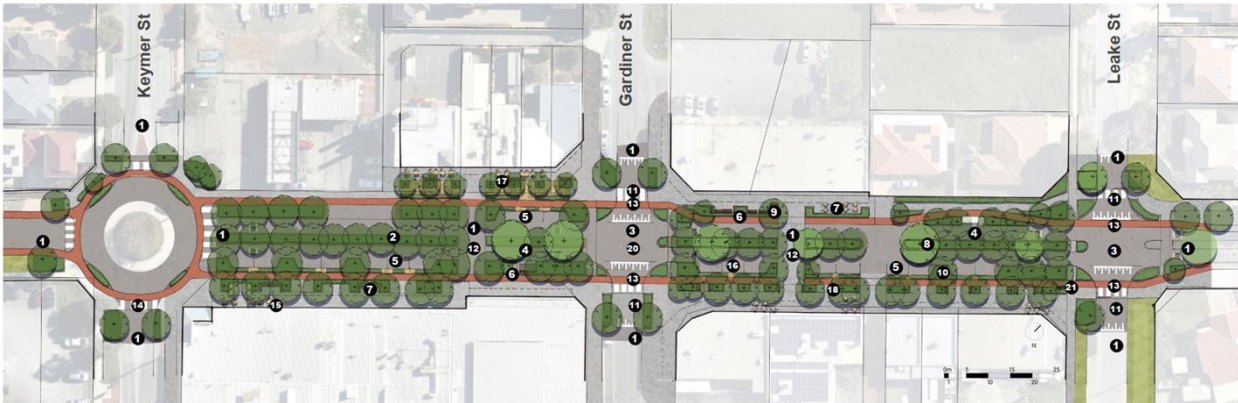


Image 3: Scenario 2 Medium intervention streetscape design. Refer to Page 17 – 19 of Attachment 12.6.2 for the full design.

This option has the potential to facilitate the following:

Benefits	Action
Slow Traffic	<ul style="list-style-type: none"> <li>Traffic calming (30km/hr speed limit)</li> <li>Narrower vehicle space (carriageway and trees)</li> <li>Tighten intersection geometries</li> <li>Bus stop in traffic lane</li> </ul>
Increase Visitation	<ul style="list-style-type: none"> <li>Parallel on-street parking bays</li> <li>Significantly improved cyclist access and parking</li> <li>Flexible alfresco and public seating areas.</li> </ul>
Add Greenery and Amenity	<ul style="list-style-type: none"> <li>Median tree and shrub planting</li> <li>Verge tree planting and shrub planting</li> <li>Parking nib tree and shrub planting</li> </ul>
Prioritise Pedestrians and Cyclists	<ul style="list-style-type: none"> <li>Zebra crossings at raised side streets</li> <li>Raised pedestrian crossing</li> <li>Cyclist priority on raised side streets</li> <li>Dedicated cycle lanes through roundabout</li> <li>Overall footpath widening (and wall removal)</li> </ul>
Enhanced Safety and Image	<ul style="list-style-type: none"> <li>Replacement of reversing parking with parallel bays</li> <li>Enhanced people presence within the street</li> <li>Enhanced streetscape look and feel</li> <li>New lighting throughout the street</li> <li>Additional CCTV</li> </ul>
Create a Point of Difference	<ul style="list-style-type: none"> <li>Highly pedestrian and cycling friendly approach</li> </ul>

Option 2 must also consider the following:

Disbenefit	Impact
Exclusion of Public Art	<ul style="list-style-type: none"> <li>The integration of cycling infrastructure and allocation of footpath to alfresco limits the ability for traditional public art (ie. sculptures and structures). Integration through painting, lightwork and other features can be considered but have not been factored into the cost estimates.</li> </ul>
Travel Lane Widths	<ul style="list-style-type: none"> <li>Change in road conditions/road widths are not as pronounced as Option 1 and will require additional interventions such as speed cushions to reduce speeds.</li> <li>Extensive engagement with MRWA will be required to determine appropriate treatments at the round-a-bout and intersections.</li> </ul>
Cycling Infrastructure Connections	<ul style="list-style-type: none"> <li>Whilst Belvidere Street is designated as an important cycling route, the upgrades to the Precinct alone will not increase amenity for cycling.</li> <li>Further considerations to connections along the length of Belvidere Street and beyond will be required as part of this scenario but are not accounted for in the cost estimates.</li> </ul>
High Project Risk	<ul style="list-style-type: none"> <li>UGP requires extensive support at executive and political level</li> <li>External funding likely to be required for UGP</li> <li>Significant change to the area could result in reputational risks if not managed successfully.</li> <li>Option 2 can be delivered in stages, similar to Option 1; however, there is limited benefit due to the disruption to cycling route infrastructure, therefore increasing upfront cost, resourcing and complexity to deliver this option as one complete stage.</li> </ul>

Option 2 received the following feedback during community consultation:

- 18% of responses supported option 2 as the recommended scenario, third highest behind Option 1 and 'Combination of Scenarios'.
- 67% of responses supported option 2 as value for money, second highest.

Option 2 was the third highest ranked option in the community feedback but still has a high complex delivery rating, due to requirements for MRWA approvals and UGP.

A staged delivery is not recommended for this scenario as the disbenefits in a staged approach will impact the overall effectiveness of the redevelopment. It is therefore a higher upfront cost and resource requirement to deliver the full redevelopment at once.

A full summary of Option 2 is available in Section 4.2 of Confidential Attachment 12.6.1.



### Option 3 – Scenario 1 Low Intervention (Alternative Option)

Option 3 aims to provide a low intervention and low cost option for revitalisation of the project area, with the ability to deliver all at once or as incremental improvements through the yearly Capital Works Program.

This scenario is focussed on a ‘light-touch’ approach and includes key elements such as; retention of over-head powerlines, minor footpath widening (adjacent to supermarket and tavern), some minor landscaping, lighting and CCTV improvements and limited changes to the road layout.

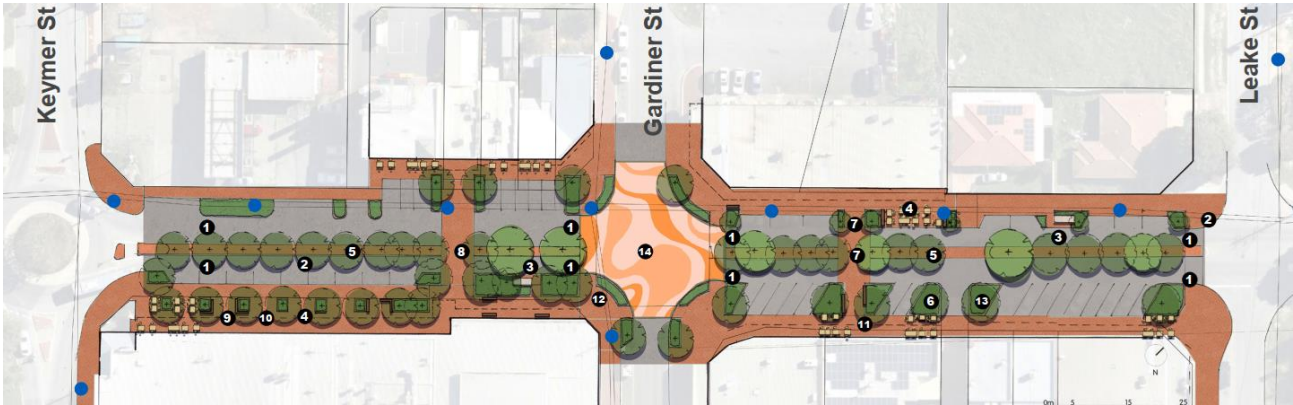


Image 4: Scenario 1 Low intervention streetscape design. Refer to Page 14 – 16 of Attachment 12.6.2 for the full design.

This option has the potential to facilitate the following:

Benefits	Action
Slow Traffic	<ul style="list-style-type: none"> <li>Traffic calming (40km/hr speed limit)</li> <li>Some narrowing of vehicle space</li> <li>Bus stop in traffic lane</li> </ul>
Increase Visitation	<ul style="list-style-type: none"> <li>Limited new flexible alfresco and public seating areas</li> </ul>
Add Greenery and Amenity	<ul style="list-style-type: none"> <li>Median tree planting</li> <li>Shrub and tree planting (replacing some parking)</li> <li>Some small tree planting near overhead powerlines</li> </ul>
Prioritise Pedestrians and Cyclists	<ul style="list-style-type: none"> <li>Raised pedestrian crossing</li> <li>Limited footpath widening (and wall removal)</li> </ul>
Enhanced Safety and Image	<ul style="list-style-type: none"> <li>Limited footpath widening (and wall removal)</li> <li>New lighting on this side of the street</li> <li>Additional CCTV</li> </ul>
Create a Point of Difference	<ul style="list-style-type: none"> <li>Limited improvements to streetscape look and feel</li> </ul>

Option 3 must also consider the following:

Disbenefit	Impact
Exclusion of Public Art	<ul style="list-style-type: none"> <li>Excludes extensive public art due to limited footpath space. Limited to street murals or wall paintings.</li> </ul>
Vehicle and Pedestrian Conflict	<ul style="list-style-type: none"> <li>Retained 'nose in' parking and not addressing hazardous pedestrian and vehicle interactions/conflicts.</li> </ul>
Amenity and Uplift	<ul style="list-style-type: none"> <li>Reduced footpath widening, limited alfresco space and dwell opportunities for pedestrians.</li> <li>Reduced community amenity, limited uplift to catalyse private investment into the area.</li> </ul>
Community Expectations	<ul style="list-style-type: none"> <li>Excludes undergrounding of power therefore limits the ability for the street canopy to be expanded, reducing streetscape visual amenity.</li> <li>Initial feedback during community consultation identified that Option 3 does not do enough to change the area to meet the community's expectations for revitalisation.</li> </ul>

Option 3 received the following feedback during community consultation:

- 5% of responses supported Option 3 as the recommended scenario, the lowest ranked and equal to 'Do Nothing'.
- 41% of responses supported Option 3 as value for money, the lowest ranked.

Option 3 was the lowest ranked option in the community feedback with only 5% of votes for preference, equal to 'No Change' (also 5%). MRWA have also indicated that Option 3 is a less preferred scenario as it offers minimal options to change the street environment and discourage rat-running or speeding.

A staged delivery has not been recommended for this scenario as the simplicity of this scenario allows for full implementation; however, it has the ability be incrementally delivered through the yearly Capital Works Program.

This scenario offers the least amount of improvement and has been identified in the community feedback as not offering enough revitalisation to truly impact the area or attract private investment.

A full summary of Option 3 is available in Section 4.2 of Confidential Attachment 12.6.1.

### Option Summary and Recommendation

The Business Case assessed each option in detail and utilised the following matrix to compare the options identified.

Legend	
●	Very weak strategic alignment / Does not meet business needs / Project solution is very difficult to achieve / Carries very challenging project related risks due to varying uncertainties and complexities

Legend	
●	Weak strategic alignment / Nearly meets business needs / Project solution is difficult to achieve / Carries various project related risks with some contentious
●	Strategically aligned / Meets business needs / Project solution is neither difficult nor easy to achieve / Carries neither difficult nor easy project related risks
●●	Strong alignment with strategic goals / Exceeds business needs / Project solution is easy to achieve / Carries mostly low and manageable project related risks

The following table uses the matrix above, combined with scheduling and financial considerations to determine a ranking.

Criteria	Option 1	Option 2	Option 3
Strategic Alignment	●	●	●
Meets Business Needs	●	●	●
Achievability of Solution	●	●	●●
Risk	●	●	●
Set-Up & Implementation Timeframe	30 Months*	50 Months**	27 Months**
Capital Expense**	\$7,992,000	\$6,595,000	\$1,057,000
Maintenance per annum (1.5%)**	\$119,880	\$98,925	\$15,855
Renewal per annum (2%)**	\$159,840	\$131,900	\$21,140
Ranking	1	3	2

\*Stage 1 only including contingency

\*\* All stages including contingency

Option 1 – Scenario 3 High Intervention is the recommended option for the following reasons:

#### Community Engagement

Option 1 was overwhelmingly considered the preferred scenario by the community, with 49% of responses. The next closest was 23% of responses preferring a combination of scenarios and 18% preferring Option 2.

Option 1 was also considered the best value for money, with 73% of responses supporting or strongly supporting.

#### Strategic Alignment

Option 1 has the strongest strategic alignment to the City's current suite of strategies and implementation plans, specifically regarding improved pedestrian and cycling infrastructure, increased opportunities for activation, increased safety and security

measures, reduced traffic volumes and speeds, and significant enhancement of greenery in the street environment.

#### Achievability of Solution

Option 1 has the ability to be delivered in multiple stages to assist with managing UGP risks and overall project costs and timing. Delivering this option in two larger stages allows for opportunity to evaluate the impact of streetscape works, particularly on anti-social behaviour, safety and aesthetics before fully implementing the whole design. The staged approach also allows for flexibility to undertake a re-design of Stage 2 with minimal impact should UGP or other factors influence the final outcomes.

It also aligns closely with the community's preference to deliver a mix of larger improvements at once or over time (64% support) and all the improvements at once (78% support).

#### Associated Risks

While Option 1 still contains significant project risks with regards to UGP, delivery costs and stakeholder management, the staged approach will alleviate the need for significant capital upfront and allow the City to implement some improvements to the area while it continues to advocate to Western Power and negotiate with private land owners.

The design of Option 1 also achieves the most reduction in site related risk of the three options through the removal of on-street nose-in parking and increased activation of the streetscape for pedestrian prioritisation.

### **Financial implications**

Sufficient budget exists within the 2023-2024 Annual Budget to undertake the recommendation in this report up to Issue for Tender status. Funding requests beyond this point, particularly for capital works budgets, will be considered as part of a future Annual Budget process.

The estimated implementation costs associated with the options proposed are:

- Option 1 – \$7,992,000 (\$8,878,000 if staged)
- Option 2 – \$6,595,000
- Option 3 – \$1,057,000

An indicative amount of \$9.3m has been approved in the LTFP for the delivery of this project across 2023 - 2027.

As the project is recommended to be staged across two stages, the opportunity to commence Stage 1 in 2024 - 2025 will be discussed as part of the Annual Budget Process. This will require funds outlined in the LTFP to be brought forward to align with project milestones.

A full estimated budget breakdown of each option is outlined in Section 4 of Confidential Attachment 12.6.1.



A full breakdown of project costs and project funding is outlined in Section 5 of Confidential Attachment 12.6.1.

## Environmental implications

There are no environmental implications associated with this report.

## Social implications

Endorsement of this recommendation will ensure that the project delivers major upgrades to the existing public streetscape amenity to stimulate economic activity and provide a more inviting and safer pedestrian environment.

It will enable the City to revitalise the public realm to attract new businesses, support existing businesses and encourage private investment and development into the Belvidere Street Activity Centre Precinct.

## Attachment details

Attachment No and title	
1.	CONFIDENTIAL REDACTED - Business Case - Belvidere Streetscape Revitalisation Project (Confidential matter in accordance with Local Government Act 1995 section 5.23(e)(iii)) [12.6.1 - 43 pages]
2.	Belvidere Streetscape Revitalisation Plan Final Report [12.6.2 - 97 pages]

# Belvidere Street Revitalisation Plan Final Report



[belmont.wa.gov.au](http://belmont.wa.gov.au)





<b>Title</b>	Final Report	<b>Lead Consultant</b>	Hatch RobertsDay (Urban Design, Transport and Landscape Architecture)
<b>Project</b>	Belvidere Street Revitalisation Plan	<b>Civil Engineering</b>	Pritchard Francis
<b>Prepared For:</b>	City of Belmont	<b>Cost Estimates</b>	Rawlinsons
<b>Status:</b>	Final	<b>Traffic and Parking Surveys</b>	Surveytech
<b>Version:</b>	C		
<b>Date Of Release:</b>	June 2023		

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## Introduction

The Belvidere Street Activity Centre Revitalisation project aims to transform the public space within the Belvidere Street Activity Centre into a vibrant main street, which balances movement and attracts private investment into an important local hub. The Project Objectives are outlined on the right.

The City of Belmont has engaged consultants Hatch Roberts Day to lead a team of consultants in the preparation of a Concept Plan for the Belvidere Street Activity Centre.

While the Centre has ‘good bones’ and a reasonable mix of local retail and food and beverage offerings, it can feel unsafe and unattractive to people. This is evident in both the public and private realm interfaces, highlighting the importance of the Concept Plan for transforming the streetscape and acting as a catalyst for investment on private land.

This report documents the proposed Concept Plan, including the analysis, guiding principles, design testing and community consultation findings that informed the plan.

The Site Analysis comprised Public Life Analysis, traffic and parking analysis to understand and document the movement and place attributes of the street. Public life was confirmed as lacking, with little to no

reason for people to spend time within the street. The parking analysis findings were particularly important, revealing a surplus of parking within the centre, while the traffic analysis highlighted speeding and rat running as problems.

The analysis shaped a series of guiding principles that were used to test three design scenarios, ranging from lower cost and intervention through to higher cost and intervention. Community feedback was overwhelmingly in favour of the latter and in particular Scenario 3 which proposes a low speed shared street environment with a new green space heart.

The preferred Concept Plan is documented within the report, including 3D visualisation. A 3D fly through can be viewed [here](#). The Concept is intended to progress to detailed design and delivery, most likely on a staged basis with Gardiner to Leake Street providing a logical stage 1 that does not rely on the prior undergrounding of power by Western Power.

### Project Objectives

- 1 To act as a catalyst for private development
- 2 To attract high quality businesses
- 3 To enhance safety, image and brand
- 4 To instil community pride
- 5 To attract residential development
- 6 To activate the street
- 7 To balance movement and place

## Subject Site

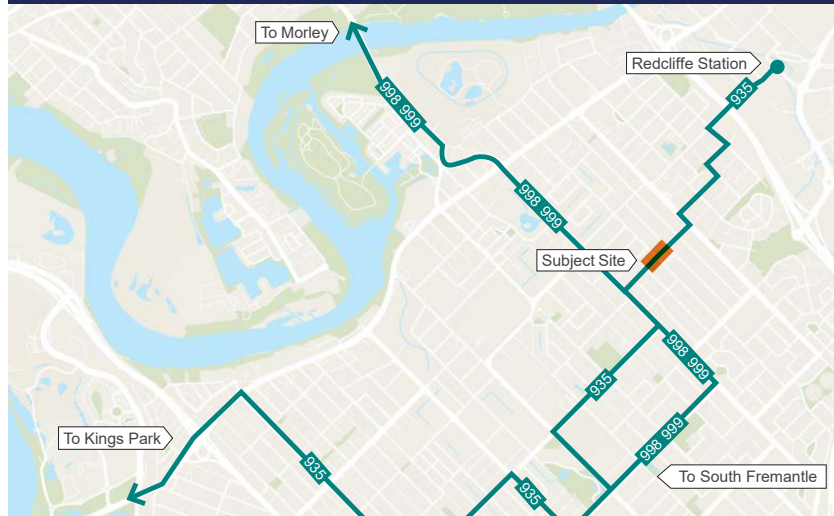
The subject site is located within the Belvidere Street Activity Centre core area between Keymer Street and Leake Street as shown below. While the revitalisation plan focuses on the public realm, it also takes into account adjacent private land and the all important interface condition that influences the look and feel of the street. In response to public advertising, a major landowner came forward to confirm their imminent intentions for an expansion of the Activity Centre to the south-west between Somers and Keymer Streets.

They highlighted the importance of a coordinated planning approach over private and public land. The City is continuing to liaise with the landowner to ensure appropriate integration of design and staging .



## Movement Network

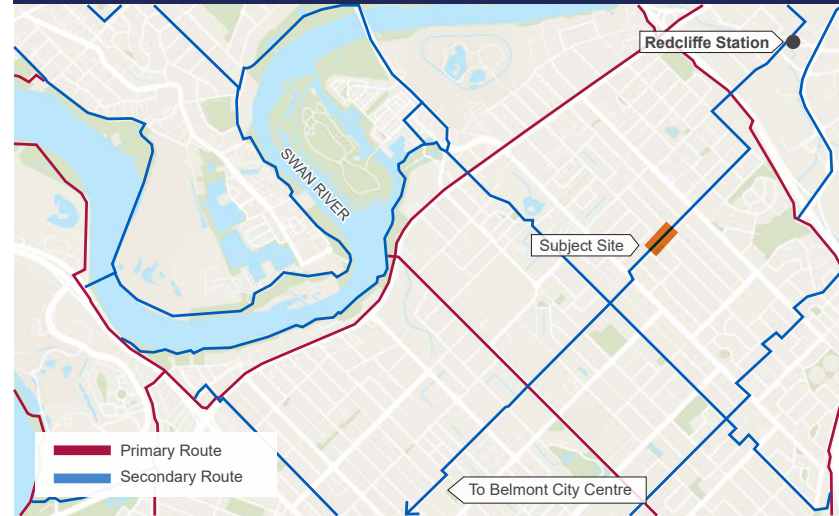
### Bus Network



Belvidere Street Activity Centre is strategically located on the 935 circle route, with 10 minute peak time services north to Redcliffe train station (10 minutes) and south to Perth City Centre (40 minutes) terminating at Kings Park. Two bus stops and embayments are located within the subject site, one in each direction.

The opportunity for Belvidere Street is to maintain bus routes on the street and slowing vehicle speeds through the removal of bus embayments, in turn creating more space for people.

### Long Term Cycle Network



Belvidere Street is also identified as a Secondary Route within the Department of Transport's Long Term Cycle Network (LTCN), which was endorsed by the City in 2020. Secondary Routes provide connectivity between Primary Routes and major destinations such as shopping precincts, industrial areas or major health, education, sporting and civic facilities.

These routes typically support a large proportion of commuting and utility type trips, but are used by all types of bike riders, including children and novice riders. Belvidere Street forms a small part of a broader east-west cycling corridor linking the Tonkin Highway Principal Shared Path (PSP) to the Town of Victoria Park. The opportunity is to significantly improve the cycling environment within the Activity Centre, as part of short and long term opportunities to improve the route generally, particularly the northern extent to Redcliffe train station.

## Local Policy Context

The project is aligned to six City plans and strategies. Outcomes aligned to the project are outlined below:

<p><b>Belvidere Main Street Precinct Design Guidelines</b></p> <ul style="list-style-type: none"> <li>• Promote redevelopment of private land</li> <li>• Focus activity at street level</li> <li>• Streetscape enhancements</li> </ul>	<p><b>Sustainable Transport Plan 2019-2023</b></p> <ul style="list-style-type: none"> <li>• Improve connections to Redcliffe Station</li> <li>• Improve pedestrian crossings within the centre</li> <li>• Reduce posted speed limits</li> <li>• Rationalise parking and vehicle access</li> </ul>	<p><b>Community Placemaking Strategy 2018-2023</b></p> <ul style="list-style-type: none"> <li>• Support community led placemaking</li> <li>• Promote high quality public open spaces</li> <li>• Accessible and inclusive place activation</li> <li>• Celebrate Belmont's diversity and rich history</li> <li>• Placemaking that supports local business</li> </ul>
<p><b>Strategic Community Plan 2020-2040</b></p> <ul style="list-style-type: none"> <li>• + 9,467 dwellings by 2020-2041</li> <li>• Vibrant, attractive, safe and sustainable activity centres</li> <li>• Accessible, efficient and sustainable movement network</li> <li>• Clean and green</li> <li>• Support arts and culture</li> <li>• Collaboration</li> </ul>	<p><b>Access and Inclusion Plan 2022-2026</b></p> <ul style="list-style-type: none"> <li>• Cater for residents living with disabilities</li> <li>• Access and inclusion included at all stages</li> <li>• Leadership in the design of City buildings and facilities</li> </ul>	<p><b>Belvidere Street Environmental Considerations</b></p> <ul style="list-style-type: none"> <li>• Reticulated sewage and free drain soils</li> <li>• Low-moderate risk for Acid Sulfate Soils</li> <li>• No significant vegetation</li> </ul>



# Public Life Analysis

## Key Findings

To assist with the design process, the project team undertook a Public Life Analysis to see how people use the area currently. The findings are summarised below. **Refer to Appendix 1 for the full analysis.**



Limited street activation due to shop frontages remaining shut and caged. Creates an intimidating environment.



Shopping centre and café generates most activity, but people do not stay and spend time in the public realm.



Anti social behaviours reduces sense of safety, especially at night.



Reasonable sense of community, but unattractive and uncomfortable public realm.



Very few reasons for people to stay and spend time in the street. Limited shade and greenery



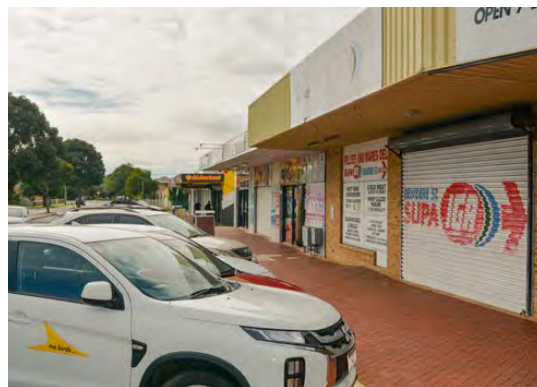
Speeding traffic is dangerous for parked cars backing out, as well as pedestrians and cyclists.



Overhead powerlines dominate the streetscape on the northern side of the street. Conflicts between reversing parked cars, pedestrians and passing traffic



Bus stop was the only location where people were observed spending time on the street. No street trees or shade



Typical narrow footpaths with no space for alfresco and places to stop, rest and socialise. Inactive shopfronts and roller doors undermine perceptions of safety and streetscape quality.



Alfresco currently provided is very well used, with the parklet demonstrating demand for additional footpath space for this purpose

## Parking Analysis

### Key Findings

To determine how vehicles used the space, the project team undertook a Parking & Traffic Analysis. Key findings are summarised below. Refer to Appendix 2 for the full analysis.

Total of 204 parking bays

85% of cars park for less than 2 hours

Zone 3 and 4 recorded highest level of occupancy, being located closest to the supermarket and tavern

Zone 7 and 8 comparatively less utilised except on Saturdays (presumably due to the cafe)

Zone 1 car park rarely exceeds 50% usage

Zone 2 overflow car park was much busier on Friday afternoon (possibly due to the tavern) compared to Saturday (max 46% usage)

**Key take out:** there is a substantial surplus of parking within the centre.



# Traffic Analysis

## Key Findings

Refer to Appendix 3 for the full analysis.

6890 vehicle per day

The vast majority of vehicles are not stopping at the centre

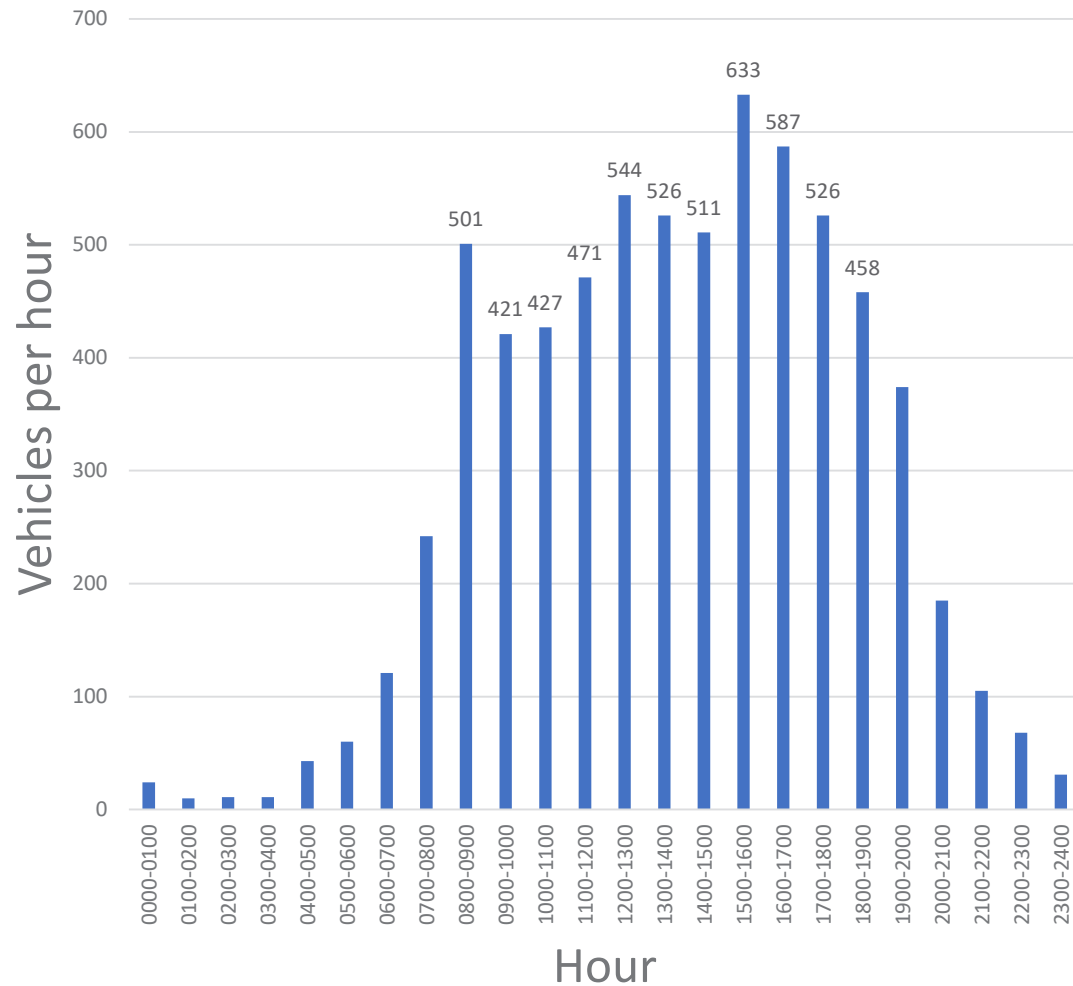
99% of vehicles drive below the posted speed limit of 50km/hr

The dominant vehicle speed is 20-30 km hr (47%)

35% of vehicles traveling above 30km/hr, with some dangerous 'hoon' driving

**Key take outs:** Belvidere street appears to be used as a 'rat-run'

A large proportion of vehicle speeds are excessive for an activity centre main street environment





## SWOT Analysis

### Strengths

- Space
- Building Setbacks
- Engaged Community
- Rear loaded parking
- Other linkages through to Stanton and Redcliffe Station / Airport
- No immediately apparent need to relocate services
- “Stage”-able – and easy to divert traffic around / through during works

### Opportunities

- Slow traffic
- Increase visitation
- Add greenery and amenity
- Prioritise pedestrians and cyclists
- Enhance safety and image
- Create a point of difference

### Weaknesses

- Traffic Speed
- Buildings don't contribute to attractive streetscape
- Not a particularly pleasurable journey on foot
- Lots of blank walls
- Lighting amenity

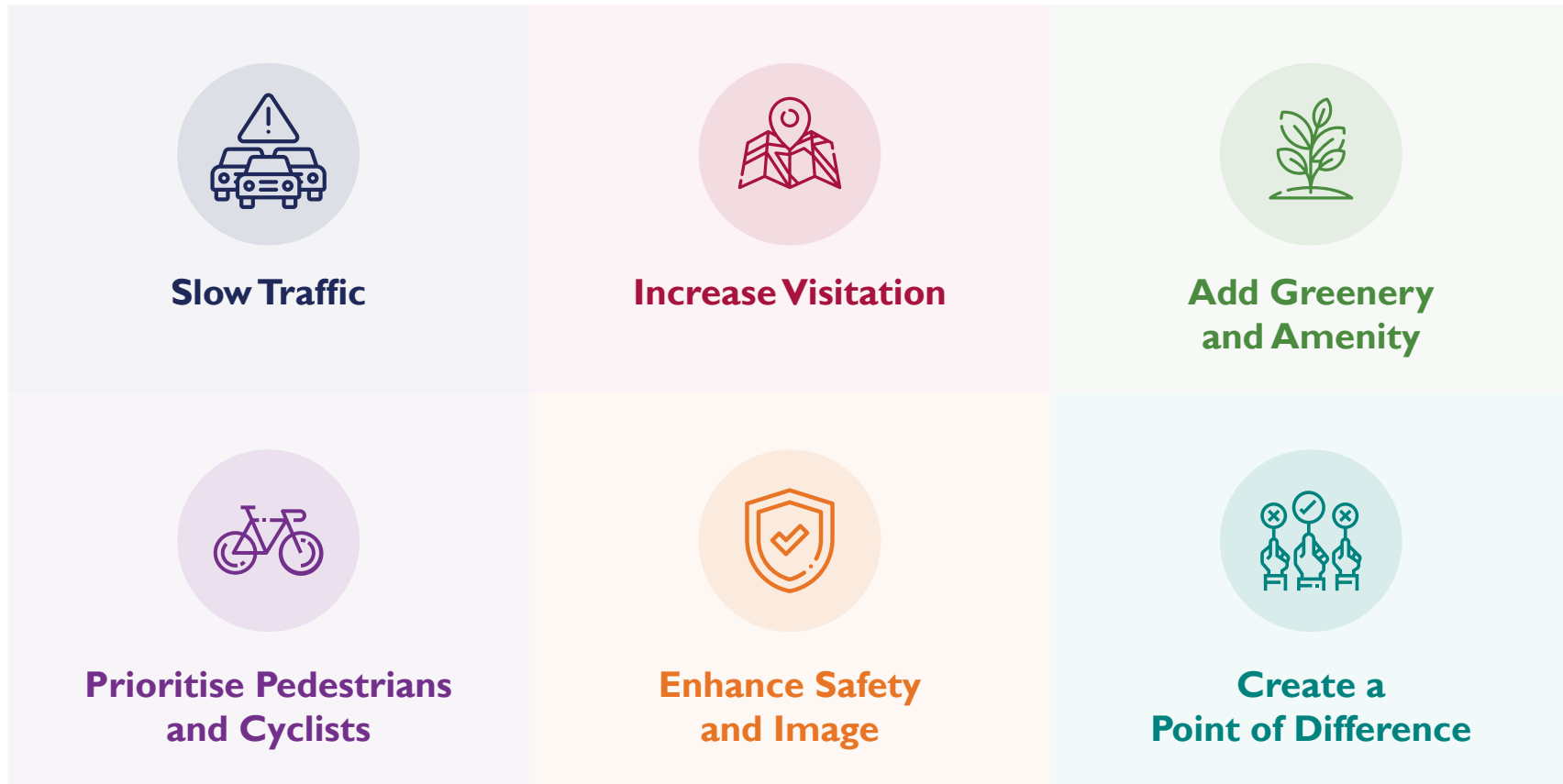
### Threats and Constraints

- Overhead power
- Existing Trees
- Carriageway needs to cater for bus route
- Apparent lack of safety in permeable pedestrian linkages
- Ability to activate deep planting zones.
- Need to facilitate turning right of access vehicles – namely semi trailer for petrol station



## Scenario Guiding Principles

Following a summary of key findings from the technical studies, six key principles have been used to guide the design scenarios



## Scenario Testing



### Scenario 1

- Retention of overhead power-lines
- Footpath widening adjacent to supermarket and tavern
- Some landscape, lighting and CCTV improvements
- Lower intervention and Cost



### Scenario 2

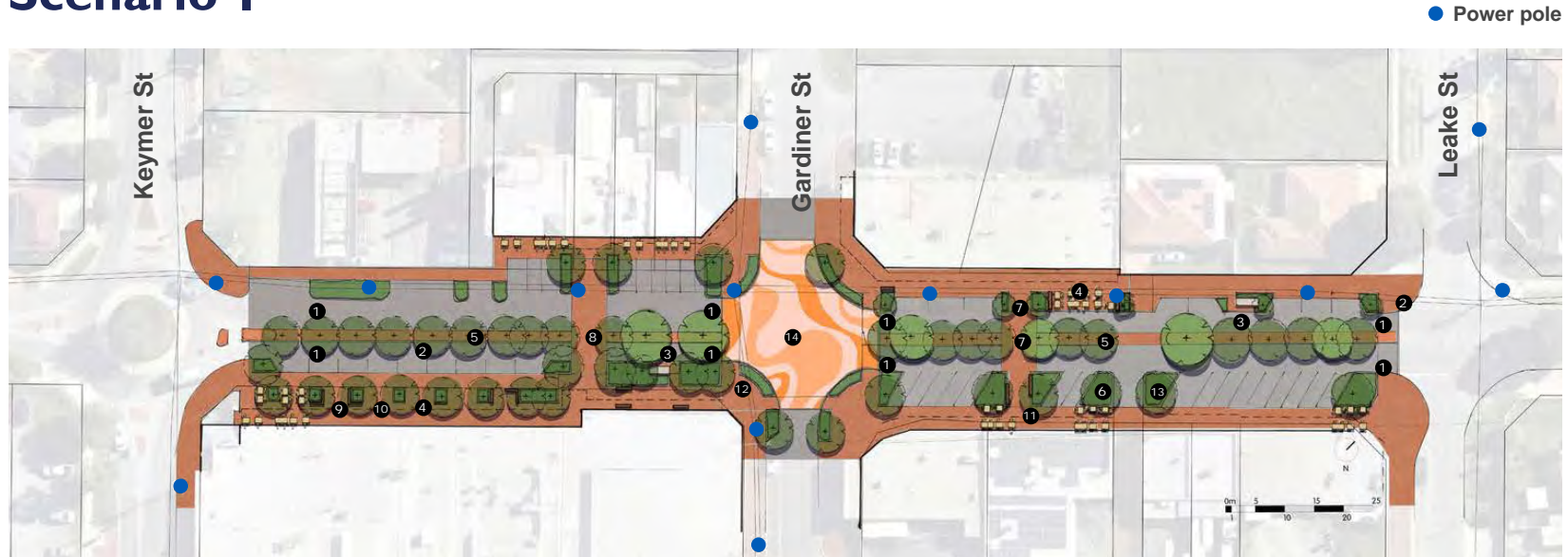
- Under-grounding of power-lines
- Footpath widening throughout
- Significant landscape and lighting improvements + additional CCTV
- Protected cycle lanes as part of future cycle network improvements
- Higher Intervention and cost
- Some landscape and lighting improvements



### Scenario 3

- Under-grounding of power-lines
- Small park and community focal point
- Slow speed shared space that prioritises pedestrians and cyclists
- Significant landscape and lighting improvements + additional CCTV
- Higher Intervention and cost

# Scenario I



**Slow Traffic**

- 1. Traffic calming (+ 40km/hr speed limit)
- 2. Some narrowing of vehicle space
- 3. Bus stop in traffic lane

**Increase Visitation**

- 4. Limited new flexible alfresco and public seating areas

**Add Greenery and Amenity**

- 5. Median tree planting
- 6. Shrub and tree planting (replacing some parking)
- 7. Some small tree planting near overhead power-lines

**Prioritise Pedestrians and Cyclists**

- 8. Raised pedestrian crossing
- 9. Limited footpath widening (and wall removal)

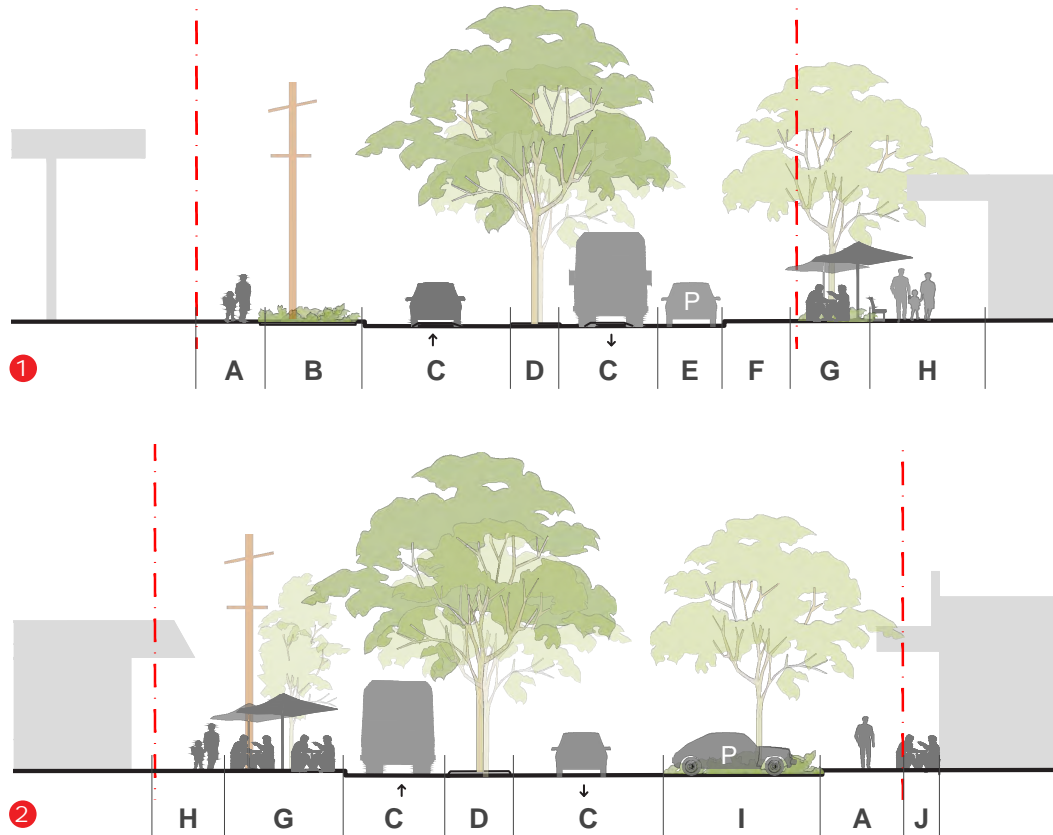
**Enhance Safety and Image**

- 10. Limited additional people presence within street
- 11. New Lighting on this side of the street
- 12. Additional CCTV
- 13. Limited improvements to streetscape look & feel

**Create a Point of Difference**

- 14. Road surface artwork

# Scenario I

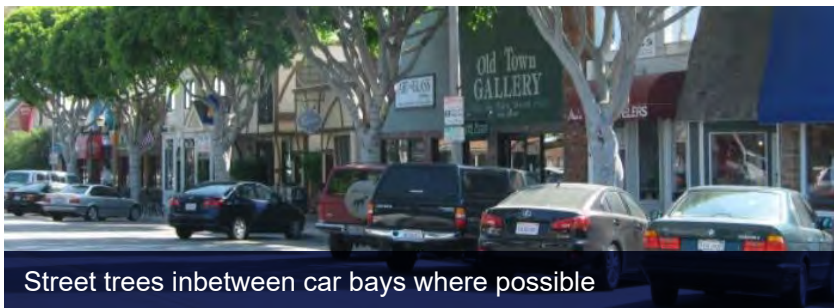
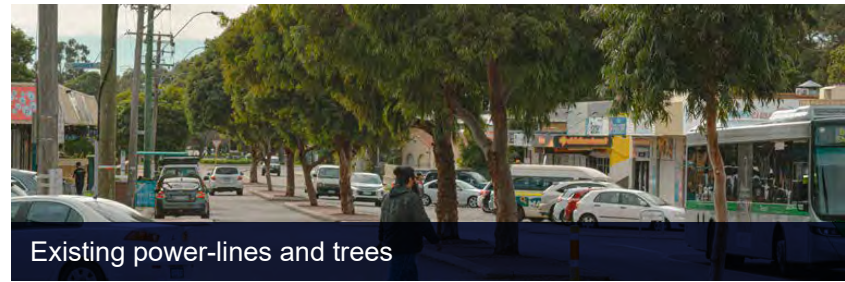


- A. Existing footpath width
- B. Verge shrubs
- C. Travel lane
- D. Median trees
- E. Parallel parking
- F. Underground services
- G. Alfresco and public seating
- H. Footpath widening
- I. Nose-in parking retained
- J. Limited alfresco





## Scenario I



## Scenario 2



### Slow Traffic

1. Traffic calming (+ 30km/hr speed limit)
2. Narrower vehicle space (carriageway and trees)
3. Tighten intersection geometries
4. Bus stop in traffic lane



### Increase Visitation

5. On street parking bays
6. Significantly improved cyclist access and parking
7. Flexible alfresco and public seating areas



### Add Greenery and Amenity

8. Median tree and shrub planting
9. Verge tree and shrub planting
10. Parking nib tree and shrub planting



### Prioritise Pedestrians and Cyclists

11. Zebra crossings at raised side streets
12. Raised pedestrian crossing
13. Cyclist priority on raised side streets
14. Dedicated cycle lanes through roundabout
15. Overall footpath widening (& wall removal here)



### Enhance Safety and Image

16. Replace all reversing parking with parallel bays
17. Enhanced people presence within the street
18. Enhanced streetscape look and feel
19. New Lighting throughout the street
20. Additional CCTV

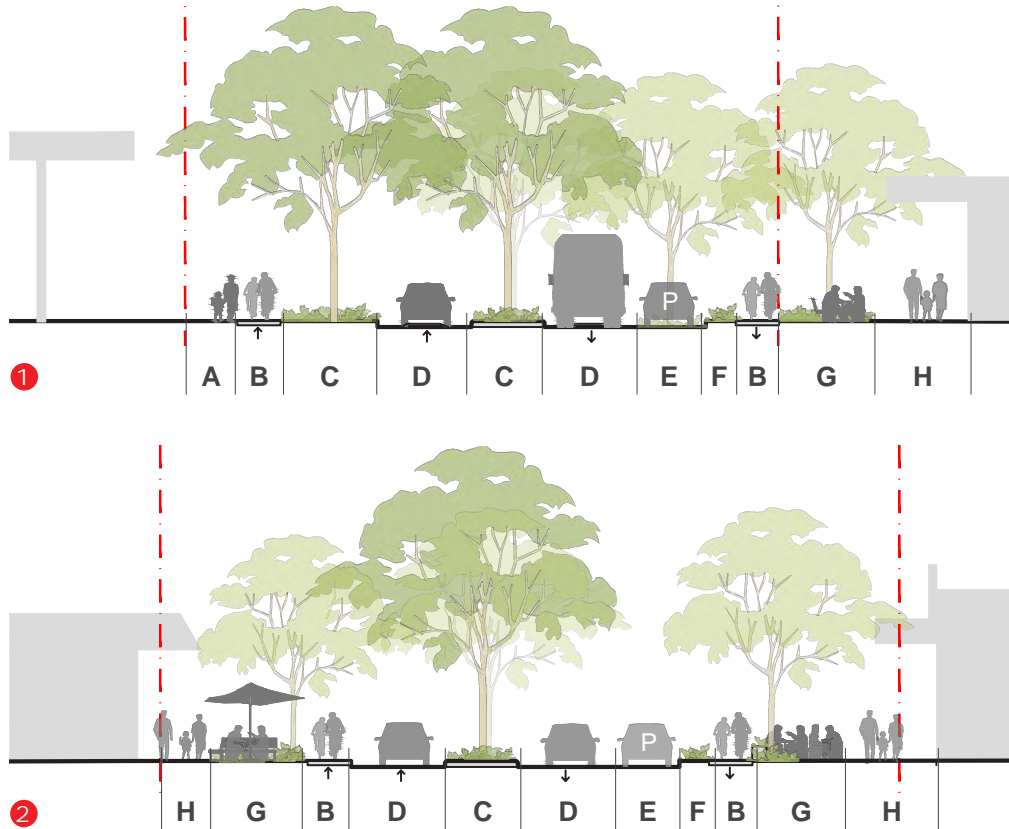


### Create a Point of Difference

21. Highly pedestrian and cycle friendly



## Scenario 2



- A. Footpath
- B. Cycle path (footpath level. 1 way each way)
- C. Street trees and shrubs
- D. Travel Lane
- E. Parallel parking
- F. Buffer/underground services
- G. Alfresco and public seating
- H. Footpath widening



## Scenario 2



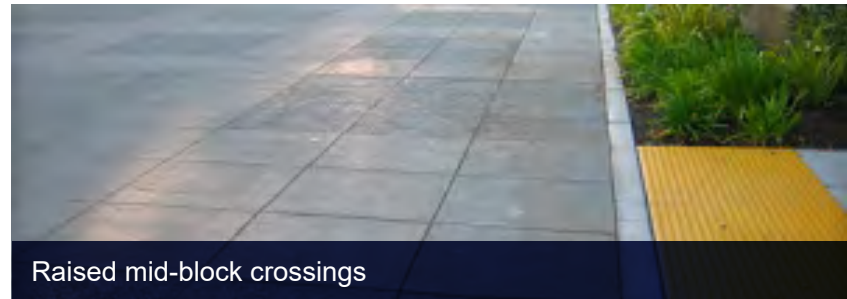
Pedestrian and cyclist priority at side streets



Protected bike lanes



Bike parking



Raised mid-block crossings



Significant additional alfresco with green buffer



Public seating under trees



## Scenario 3



### Slow Traffic

1. Traffic calming (+20km/hr speed limit)
2. Offset intersection to force cars to slow down
3. Narrower vehicle space (carriageway and trees)
4. Bus stop in traffic lane



### Increase Visitation

5. Flexible green space - markets, movie nights, unstructured play and performances
6. Stage - entertainment and flexible seating
7. Children's playground with nature play element
8. Flexible alfresco and public seating areas



### Add Greenery and Amenity

9. Small local park
10. Median tree and shrub planting
11. Verge tree and shrub planting
12. Parking nib tree and shrub planting



### Prioritise Pedestrians and Cyclists

13. Accessible flush surface shared space treatment
14. Cars give way to crossing pedestrians
15. Cyclists share space with cars in safe 20km/hr environment
16. Cyclist & pedestrian priority crossing at side streets



### Enhance Safety and Image

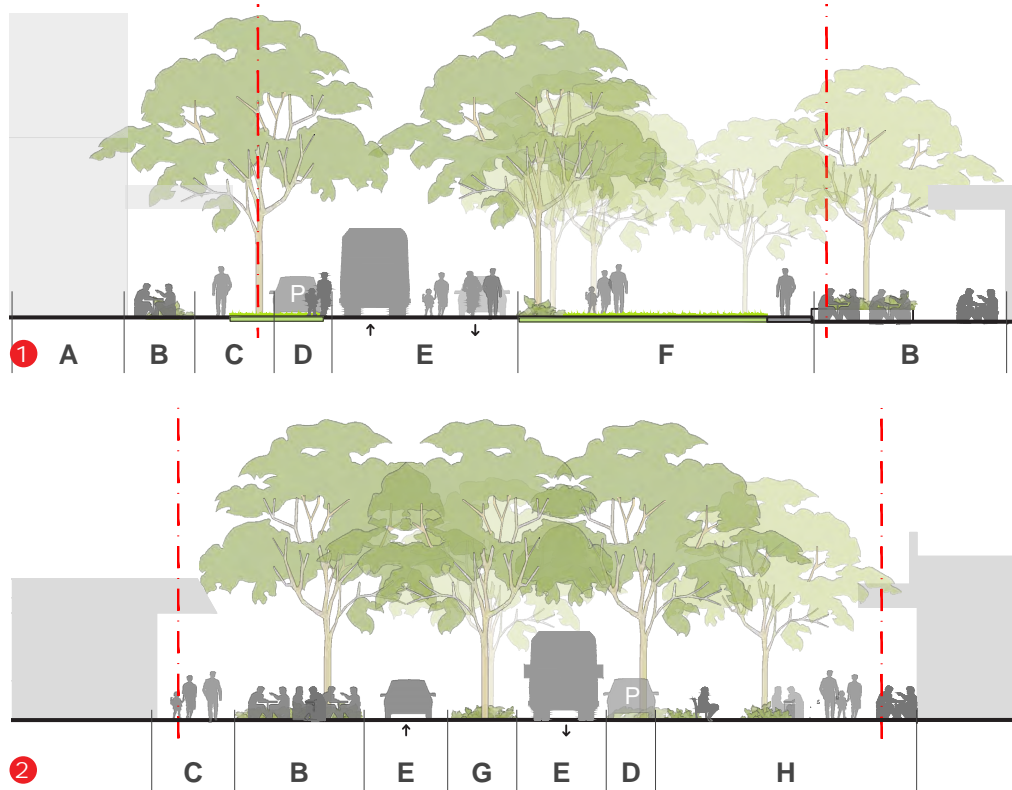
17. Replace all reversing parking with parallel bays
18. Significantly enhanced people presence within the street
19. Significantly enhanced streetscape look and feel



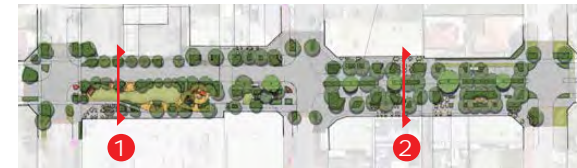
### Create a Point of Difference

20. Community, entertainment, play and relaxation focus
21. Green and public art views on arrival
22. North facing tavern alfresco with direct frontage to park and performance space

## Scenario 3

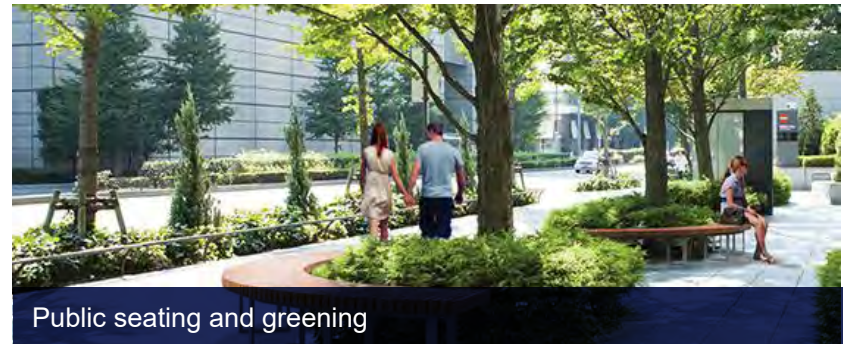


- A. Potential future mixed use development
- B. Alfresco
- C. Footpath
- D. Parallel parking
- E. Shared space
- F. Green space
- G. Median trees and shrubs
- H. Alfresco, public seating and greening





## Scenario 3





# Additional Opportunities

## Quick Wins



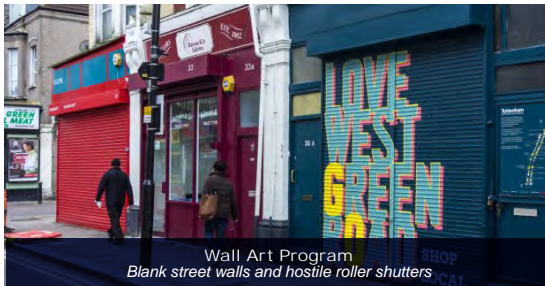
## Ultimate Outcome



## Potential Funding



City of Belmont  
Municipal Funding





## Preliminary Cost Summary

	Scenario 1	Scenario 2	Scenario 3
Demolition and New Works	\$650,000	\$2,863,000	\$3,724,000
<b>Total Construction Costs</b>	<b>\$650,000</b>	<b>\$2,863,000</b>	<b>\$3,724,000</b>
Design Contingency	\$65,000	\$287,000	\$373,000
Construction Contingencies	\$72,000	\$315,000	\$410,000
Professional Fees	\$119,000	\$416,000	\$541,000
Western Power Works P Sum	Excluded	\$1,843,000	\$1,843,000
Development Approval	\$12,000	\$12,000	\$13,000
Building Code of Australia Compliance	\$4,000	\$18,000	\$23,000
Public Artwork	Excluded	Excluded	\$46,000
Escalation (to Nov 2025)	\$135,000	\$841,000	\$1,019,000
<b>Estimated Total Commitment (Excl. GST)</b>	<b>\$1,057,000</b>	<b>\$6,595,000</b>	<b>\$7,992,000</b>

Refer to Appendix 5 for Cost Estimates.

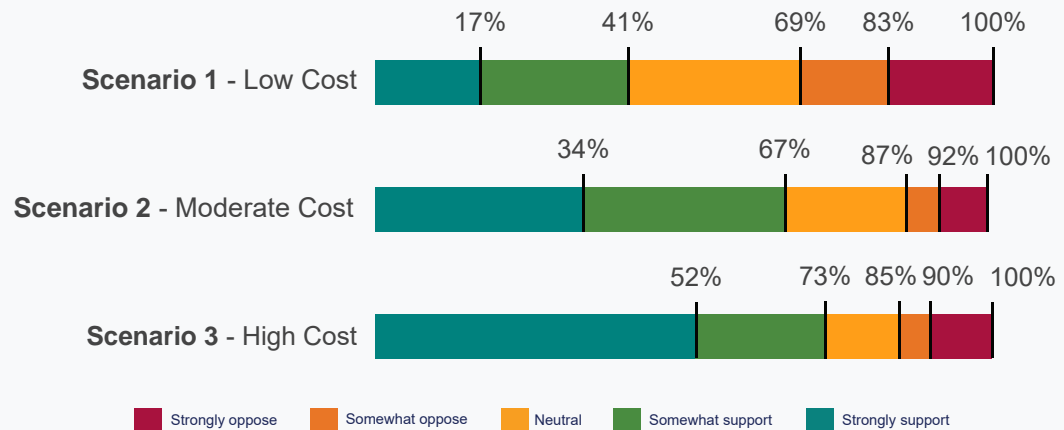
## Community Engagement Snapshot

169 responses to the survey were received, with strong support for the more ambitious Scenarios put forward. Scenario 3 was considered best value for money (73%), including 52% strong support

Survey participants noted that there was a great difference in costs between Scenario 1 in comparison to Scenarios 2 and 3. Nevertheless, most participants agree that high investment in this project is needed in order to achieve real change and improvement in the long run.

**Refer to Appendix 6 for the Community Engagement Summary.**

### Do you agree that the cost estimates for each scenario represent value for money, particularly in terms of achieving the Project Objectives?



I believe with ongoing investment and careful planning this area can be a successful and desirable area for residents and the public in general. We are in a great location.



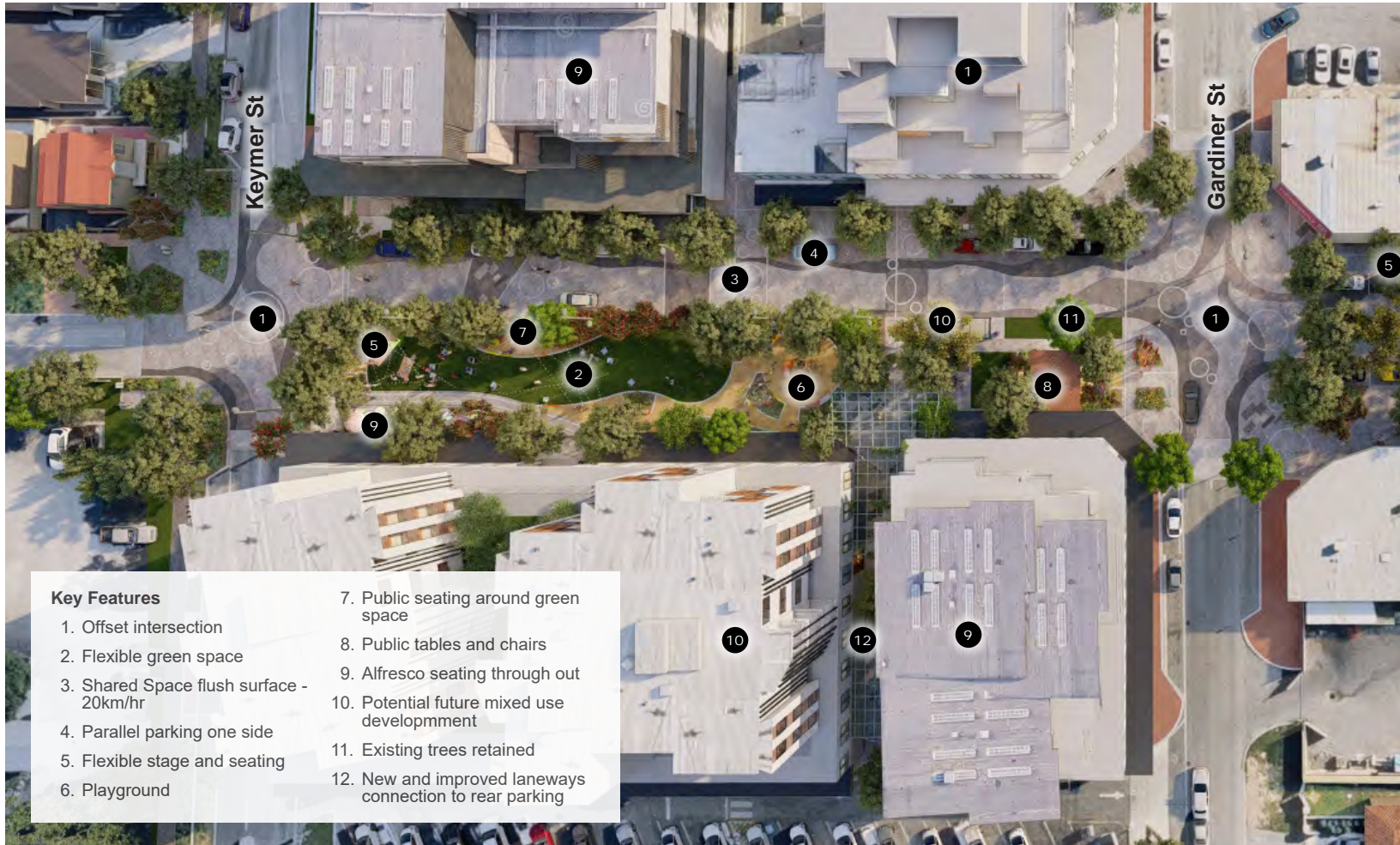
How can this sort of money be justified? How will it be budgeted for? Will rates have to go up to pay for it? If this is the case City of Belmont should be transparent and advise everyone of this.



Although scenario three is more expensive, I think in the long run it will give more bang for it's buck, so to speak, and will vastly improve the area, helping to foster a better community environment.



## Concept Plan - Keymer to Gardiner Street





# Look and Feel - Keymer to Gardiner Street



Belvidere Street Revitalisation Plan



## Look and Feel - Keymer to Gardiner Street





## Look and Feel - Keymer to Gardiner Street





## Look and Feel - Keymer to Gardiner Street





## Look and Feel - Keymer to Gardiner Street





## Look and Feel - Keymer to Gardiner Street





## Concept Plan - Gardiner to Leake Street





## Look and Feel - Gardiner to Leake Street







# Look and Feel - Gardiner to Leake Street



Belvidere Street Revitalisation Plan



## Look and Feel - Gardiner to Leake Street







# Look and Feel - Gardiner to Leake Street





## Look and Feel - Gardiner to Leake Street





## Look and Feel - Gardiner to Leake Street



## Technical Considerations

### MRWA

A meeting with MRWA was convened 22nd February 2023. While Belvidere Street is not under MRWA control, it was considered important to receive preliminary comments on the 3 scenarios, given endorsement will eventually be required for linemarking and signage. Detailed minutes are located on file, but key take-outs were:

#### Scenario 3

Scenario 3 was the preferred scenario, but more work is needed on transitions between shared space and 'normal' environments. Scenario 3 was selected as the preferred concept plan scenario.

#### Scenario 2

Further discussions would be required in relation to the orbital cycleway and zebra crossings and the pedestrian/cyclist priority side street treatments.

#### Scenario 1

Further consideration was required on consistent roundabout design speeds and speed cushions.

### PTA

PTA will need to be consulted prior to the commencement of detailed design. Likely key considerations and design responses are summarised below:

#### Travel lane widths

3.5m minimum widths are provided where there is no median, and 3.2m minimum where a median exists.

#### Green space manoeuvring

Sufficient space is provided within the shared space for vehicles to manoeuvre around the 2 x offset intersections at slow speeds. In the event that larger passing vehicles need to manoeuvre through the offset intersections at the same time, common sense shared space principles would apply. Refer to offset intersections in Hay Street space, Perth/East Perth.

#### Bus stop design

PTA has provided support on other recent projects for the removal of bus embayments, except for timed bus stops. These do not exist within the subject site. Removal of bus embayments will assist further with traffic calming and improve the bus driver and passenger experience.

### Western Power

Undergrounding of power is a significant project risk in terms of costs and timing. Cost estimates were previously provided by Tabec Civil Engineers. These have been incorporated into the overall cost estimates prepared by Rawlinsons.

Notwithstanding costs, undergrounding of power was identified as a priority by the community in the survey, however the timing of this will largely be dictated by Western Power. This highlights the importance of the City continuing to do what they can to move the process forward with Western Power.

To help manage the timing risk, the Concept Design has been configured to ensure that a stage 1 between Gardiner and Leake Streets can be constructed with or without the power undergrounded. This will ensure that the project will not be delayed.



## Staging and Delivery

Delivery can be broken into multiple stages to assist with managing power undergrounding risks, overall project costs and timing of the proposed private redevelopment.

The connected grid network assists greatly with traffic management. Careful planning is required to minimise disruption to businesses during construction.

### Stage 1

- Gardiner to Leake Street
- Can proceed with or without power undergrounded
- Opportunity to evaluate impact of streetscape works, particularly on safety and image

### Stage 2/3

- Keymer to Gardiner Street / Somers to Keymer Street
- Timing will potentially coincide with proposed private redevelopment
- Impacts on anchor tenant minimised



# Appendix I

## Public Life Analysis

# Belvidere Street Public Life Analysis

5th September 2022  
11:45am-1:45 pm



[belmont.wa.gov.au](http://belmont.wa.gov.au)





## **Contents**

**01 About**

**02 Overview**

**03 Movement**

**04 Behaviours**

**05 Interviews**

**06 Comments**

**07 Observations**

**08 Images**

**09 Key Findings**

# Audit

## Name

Belvidere Street Public Life Analysis

## Location

Intersection of Belvidere Street and Gardiner Street, Belmont

## Timeframe

Monday, 5th of September  
11:45am - 1:45pm



Public Life Analysis

3

## About

### Site Description

The audit undertaken observes the uses and behaviours of people on Belvidere Street in Belmont. In addition, surveys were undertaken to understand the current perceptions of the street and how the community would like to see the area evolve.

Belvidere Street contains a supermarket, a few commercial shops and a newsagency, that serves the surrounding community. In addition, the area is surrounded by residential properties which attract local residents into the area. This is highlighted through the interviews conducted as most people that accessed the area by walking lived in properties nearby.

### Methodology

The report captures quantitative data and qualitative information. Data was captured to understand how people currently interact and move through the space. This helps to identify what areas are working well and what needs to be improved. Conducting a survey of public areas helps us to understand when, where and why people are using public spaces.

The metrics that were utilised to conduct the audit include:

**Movement:** Capturing the demographic of people moving throughout the space and mapping their desired path.

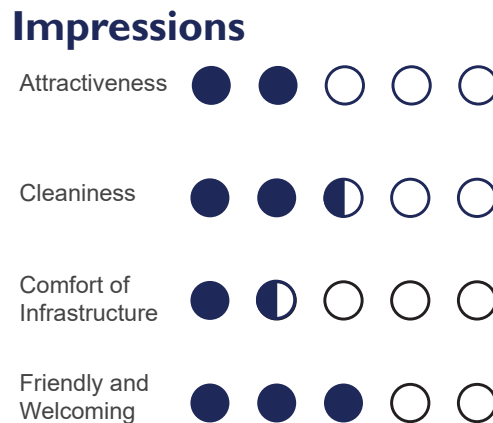
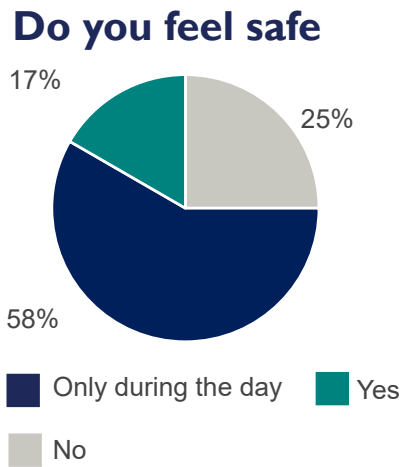
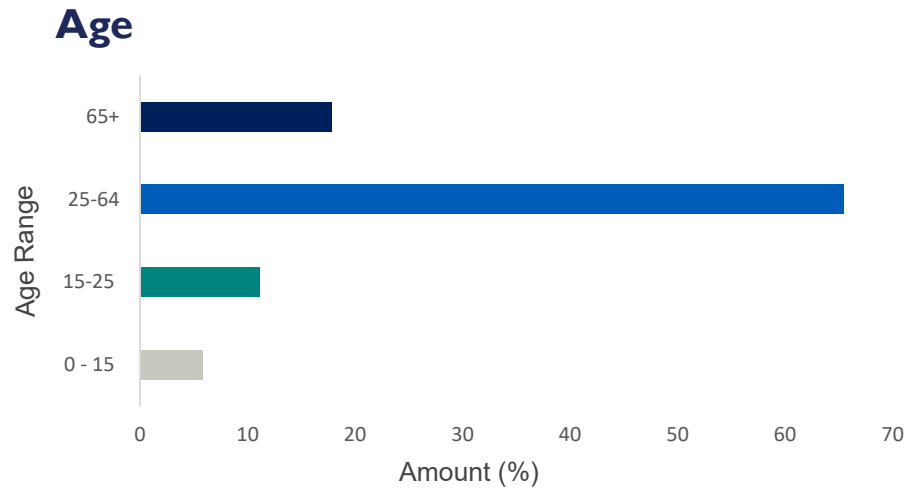
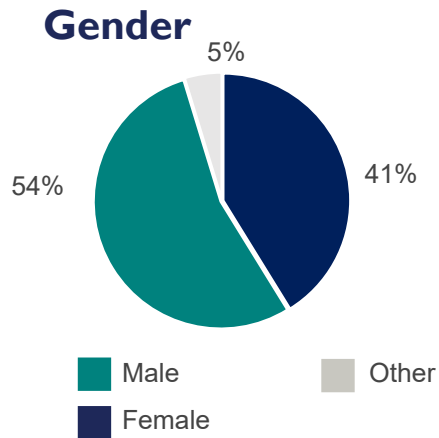
**Time in Place:** Capturing the demographic who choose to spend time in the space by identifying what activities are undertaken, how long they are done for and where on the street this takes place.

**Interviews:** Understanding people's perceptions of the space and how they would like to see it transform through intercept surveys and conversations.



## Overview

The following data provides an overview of the data collected throughout the day.

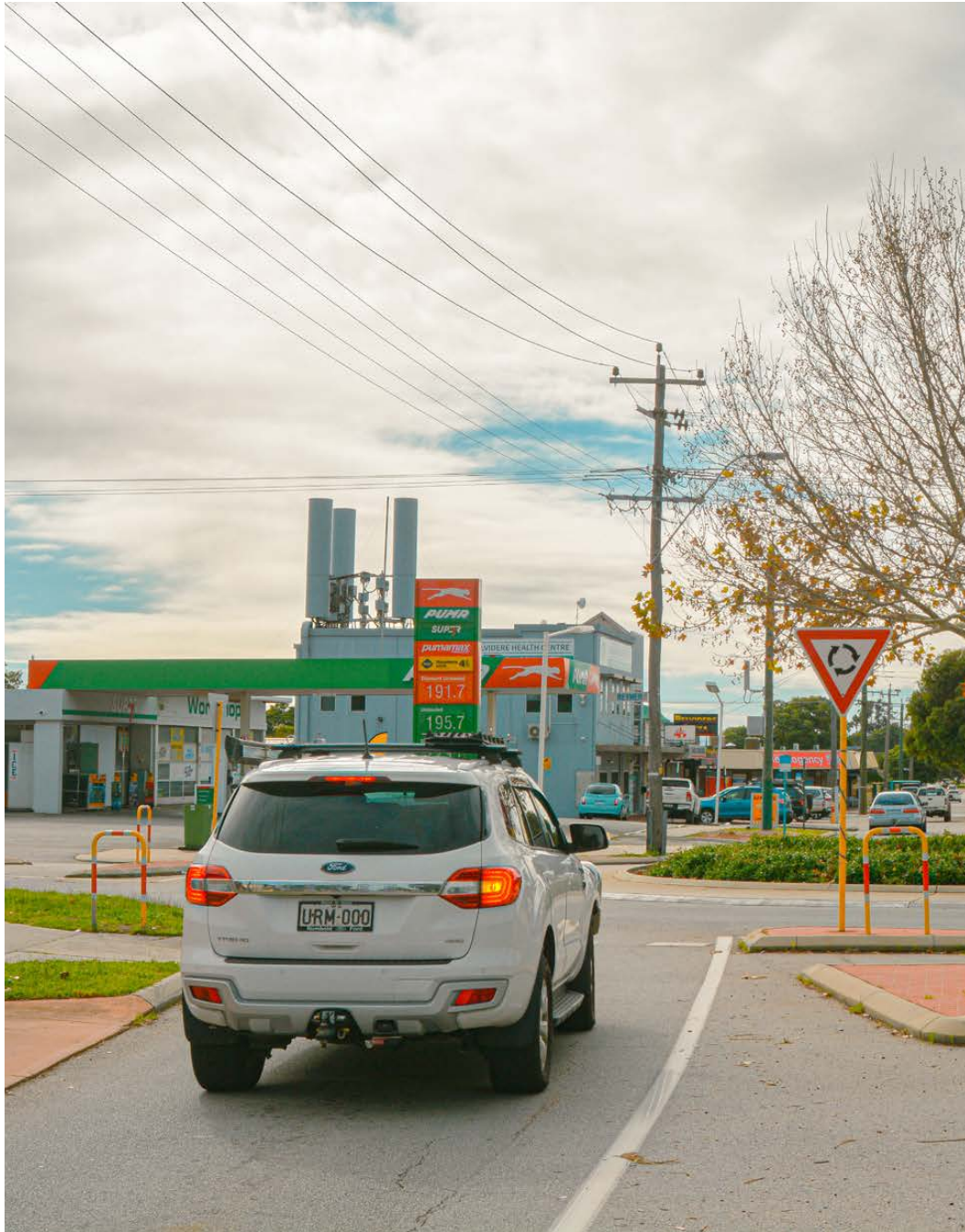


# Location

The intersection of Belvidere Street and Gardiner Street, Belmont.

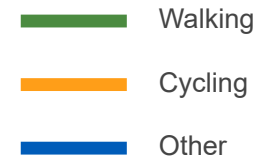
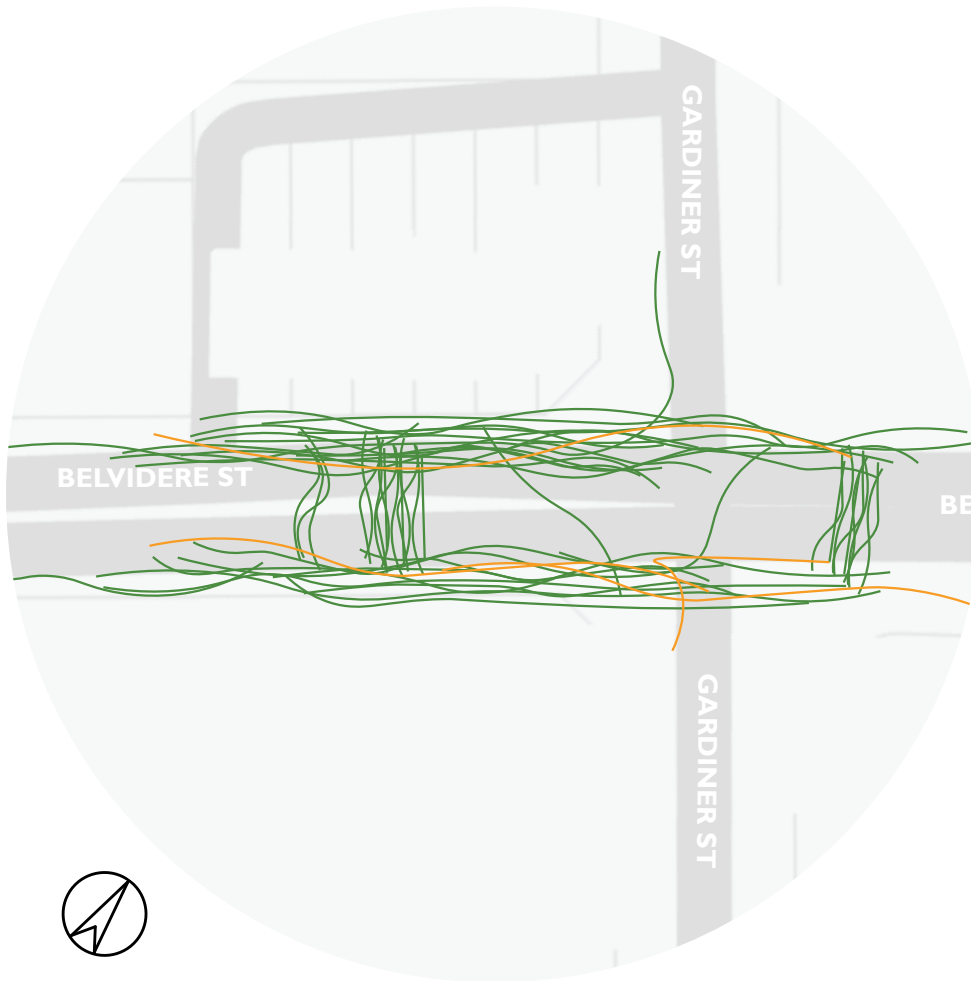








## Patterns of Movement



### Mode



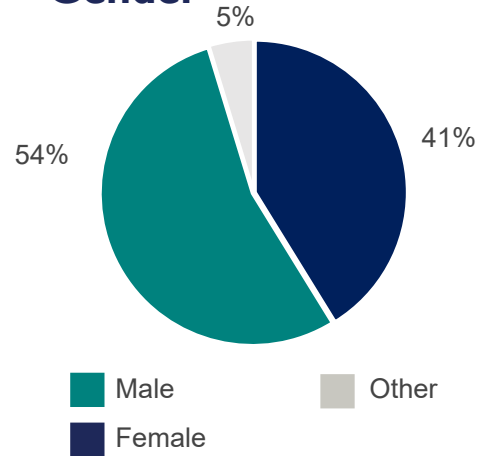
### Take Outs

- Walking by far the predominant form of non-vehicle movement
- Very limited cycle movements
- Crossing concentrated along existing raised threshold adjacent to supermarket entry

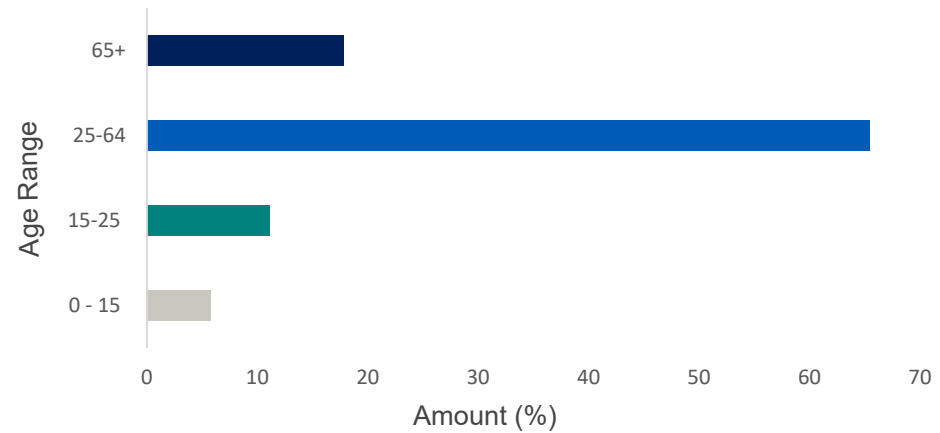


## Movement

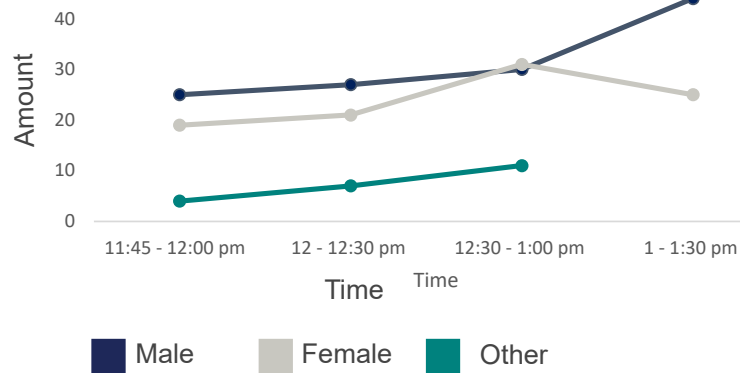
### Gender



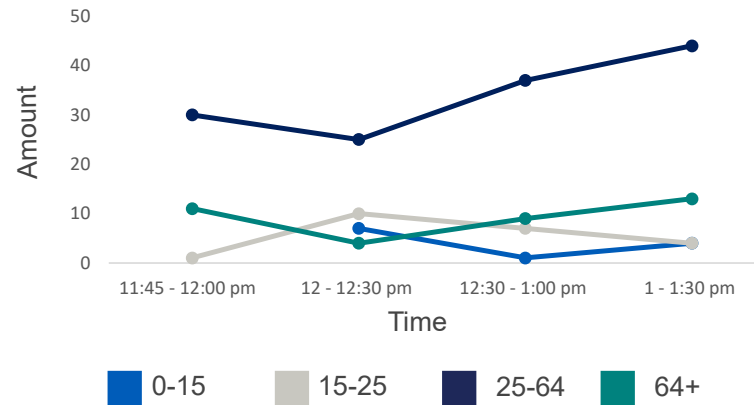
### Age



### Gender across the day

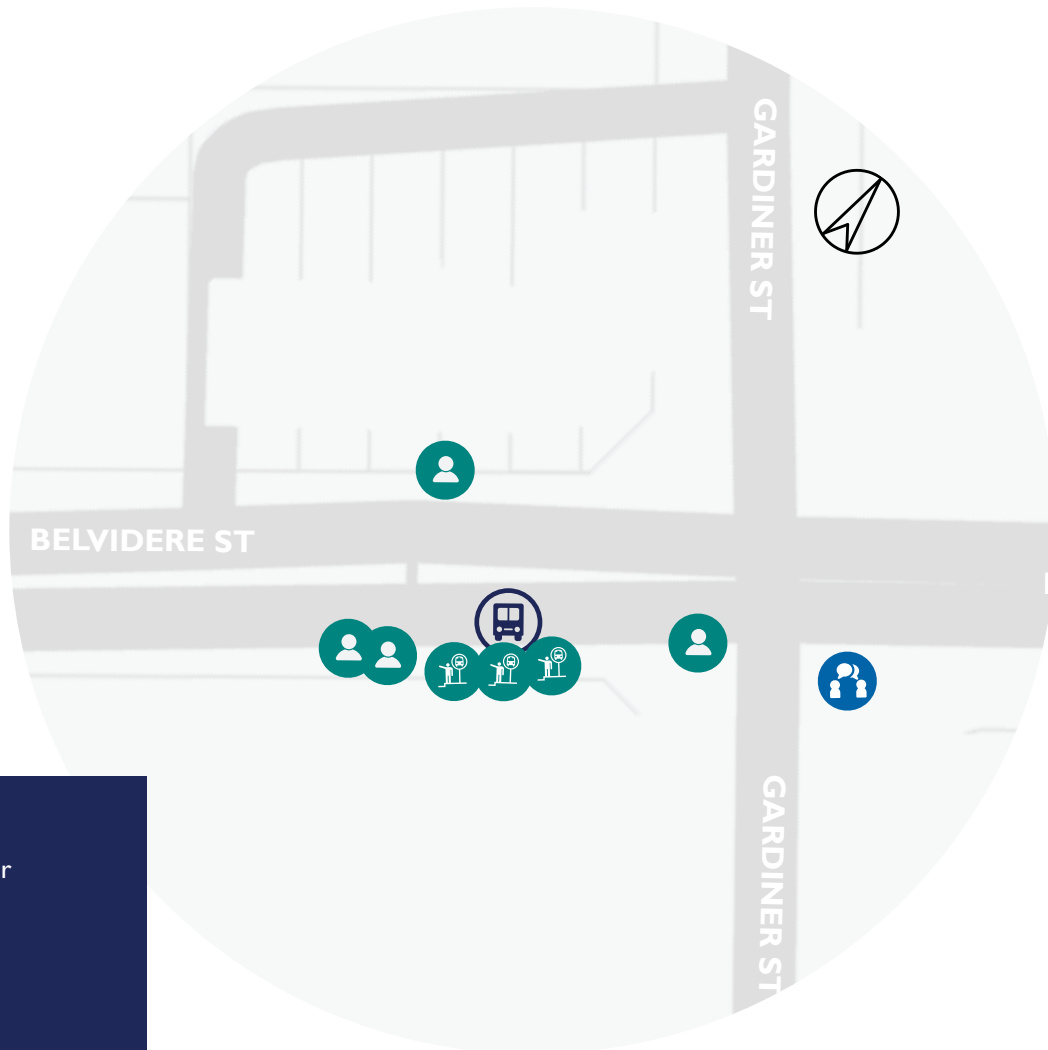
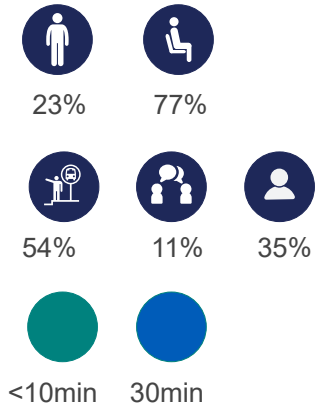


### Age across the day



Public Life Analysis

## Time in Place



### Take Outs

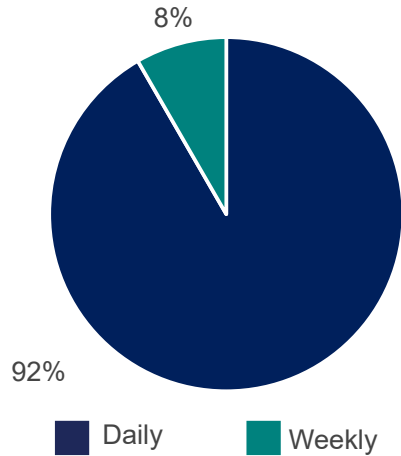
- People waiting for the bus dominant behaviour
- Otherwise, it was people stopping to talk to someone they knew
- Very limited lingering along street



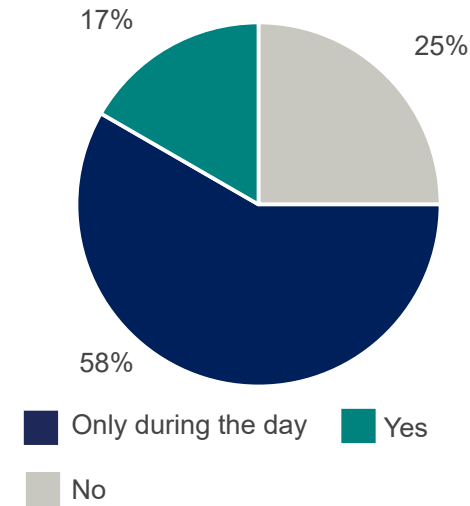


## Interviews

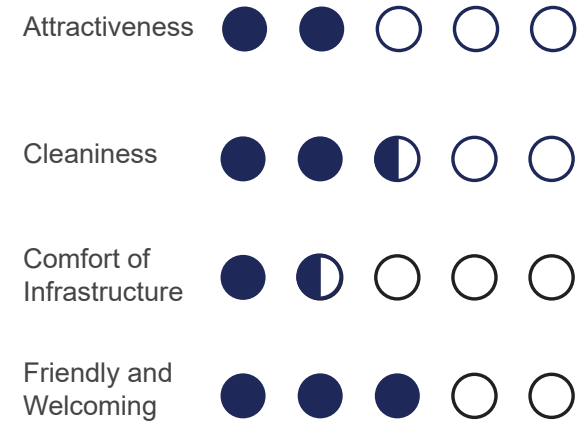
### Frequency



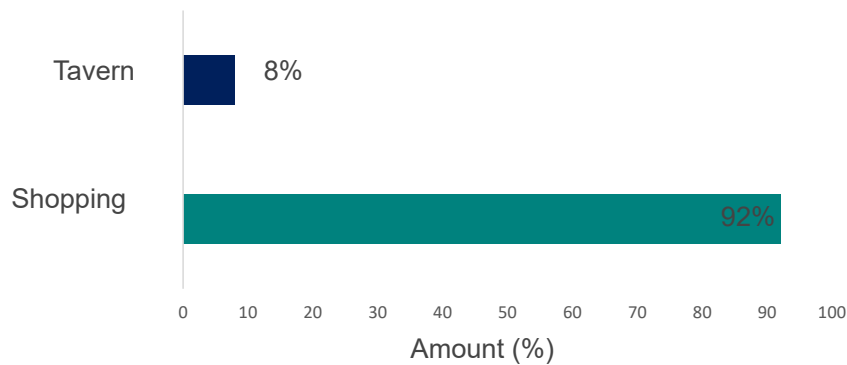
### Do you feel safe



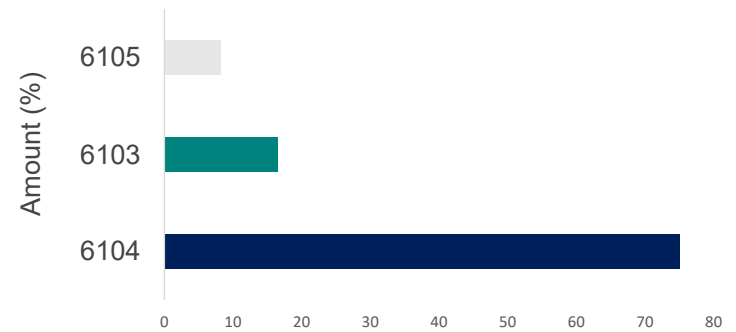
### Impressions



### Reason



### Postcode



Public Life Analysis



## Comments

Comments are provided by survey respondents on their experience with the space and how they would like to see the area transform.

---

Would like to see more café and sitting places

---

People drive fast along Belvidere street, makes it dangerous when people are pulling out

---

More coffee places

---

Increased greenery along the street

---

Dangerous behaviours around the area, makes you feel unsafe

---

There is friendliness found along the street – most people know each other, community feel

---

Low presence of safety particularly at night. People try and avoid the area

---

Anti- social behaviour has improved but still needs to get better

---

Usually I would prefer to shop at Belmont Form as it feels safer

---

Everything needs an upgrade due to buildings being developed a long time ago

---

Still need parking bays as old people rely on their car to drive here

---

When there are events and street parties run by the City it feels friendly and vibrancy

## Observations

Auditors observations throughout the day are included to add to the quantitative data collected.

---

Large proportion of shops not open reduces the amenity of the area

---

Main mode of transport is the car. People go to their desired destination and leave, no lingering or cross pollination

---

Intersections are wide, makes it easy for cars to drive but dangerous for people crossing the street

---

People do not feel safe within the area, predominately at night. Shown within the built form – CCTV cameras, signs labelling there is 24/7 surveillance, shops that are closed bolted down – does not add to the surrounding amenity

---

Little infrastructure for people to sit – benches only outside public transport stop

---

Need to increase the amount of greenery, bare and barren landscape

---

Only one pedestrian crossing that leads into the main entrance of the supermarket

---

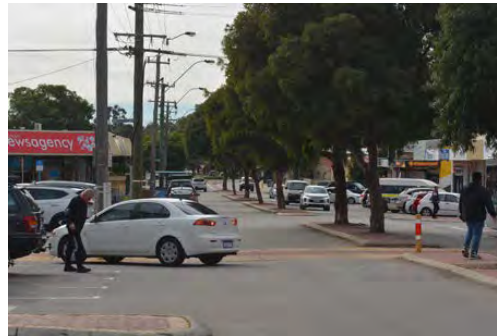


## Images

The below images display how the street is used throughout the day



Street frontage dominated by cars



Limited pedestrian crossing forces people to compete with cars



Waiting for public transport dominant behaviour along street



Wide intersections makes it difficult for pedestrians to cross



Shop frontages shut and caged, limiting street activity



Wide roads and limited footpaths reduces the walkability of the area.

## Key Findings

Limited street activation due to shop frontages remaining shut and caged. Creates an intimidating environment.

Shopping centre and café generates most activity, but people do not stay and spend time in the public realm.

Anti social behaviours reduces sense of safety, especially at night.

Reasonable sense of community, but unattractive and uncomfortable public realm.

Very few reasons for people to stay and spend time in the street.

Speeding traffic is dangerous for parked cars backing out, as well as pedestrians and cyclists.



## Glossary



Walking



Waiting for public transport



Other behaviours. Includes waiting for an Uber, talking on the phone and riding a scooter



Cycling



Talking



Wheelchair user



Standing



Scooter user



Sitting



Mobility wheelchair



Bus Stop

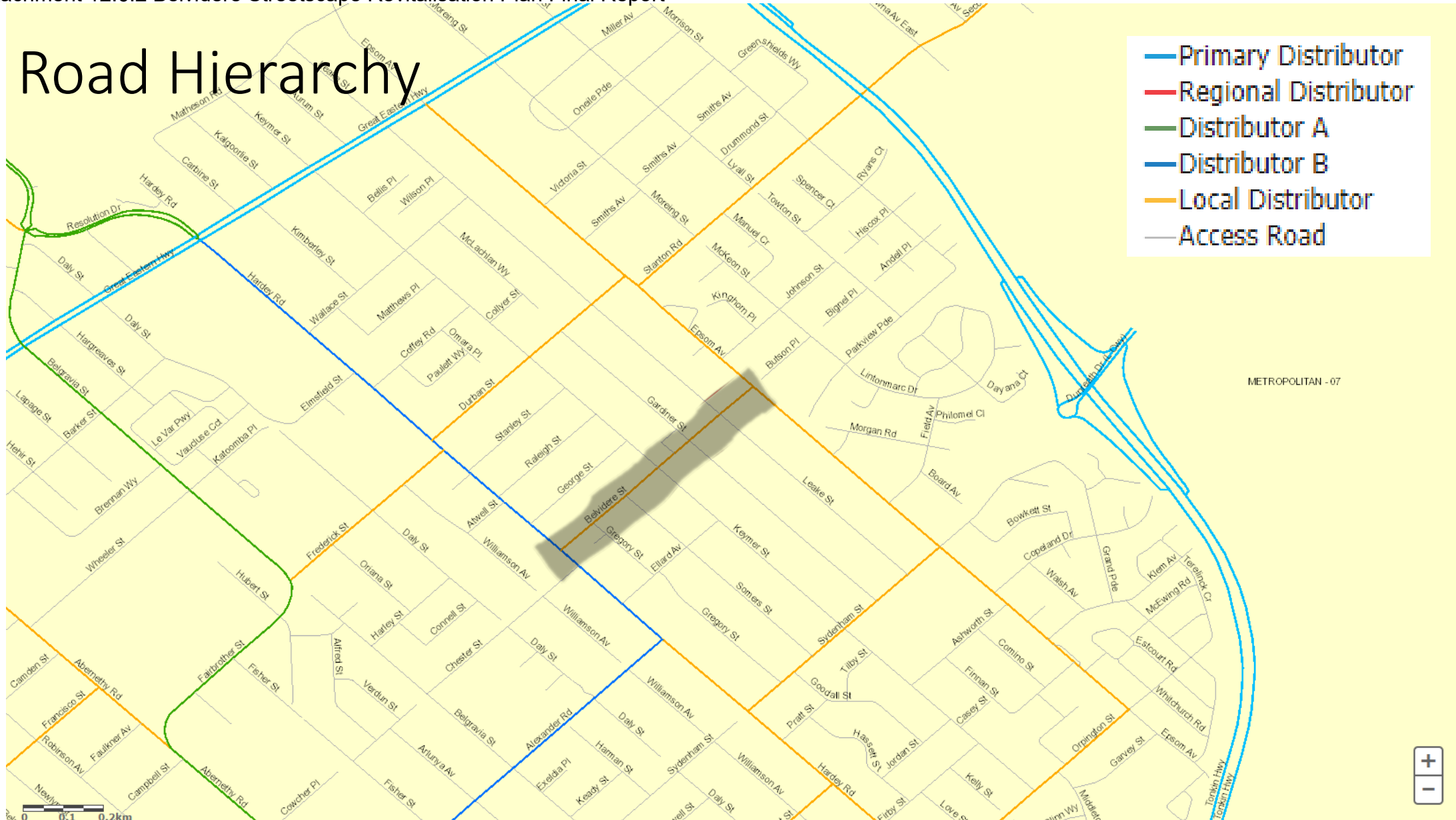




# **Appendix 2**

## **Parking and Traffic Analysis**

# Road Hierarchy





# Speed zones

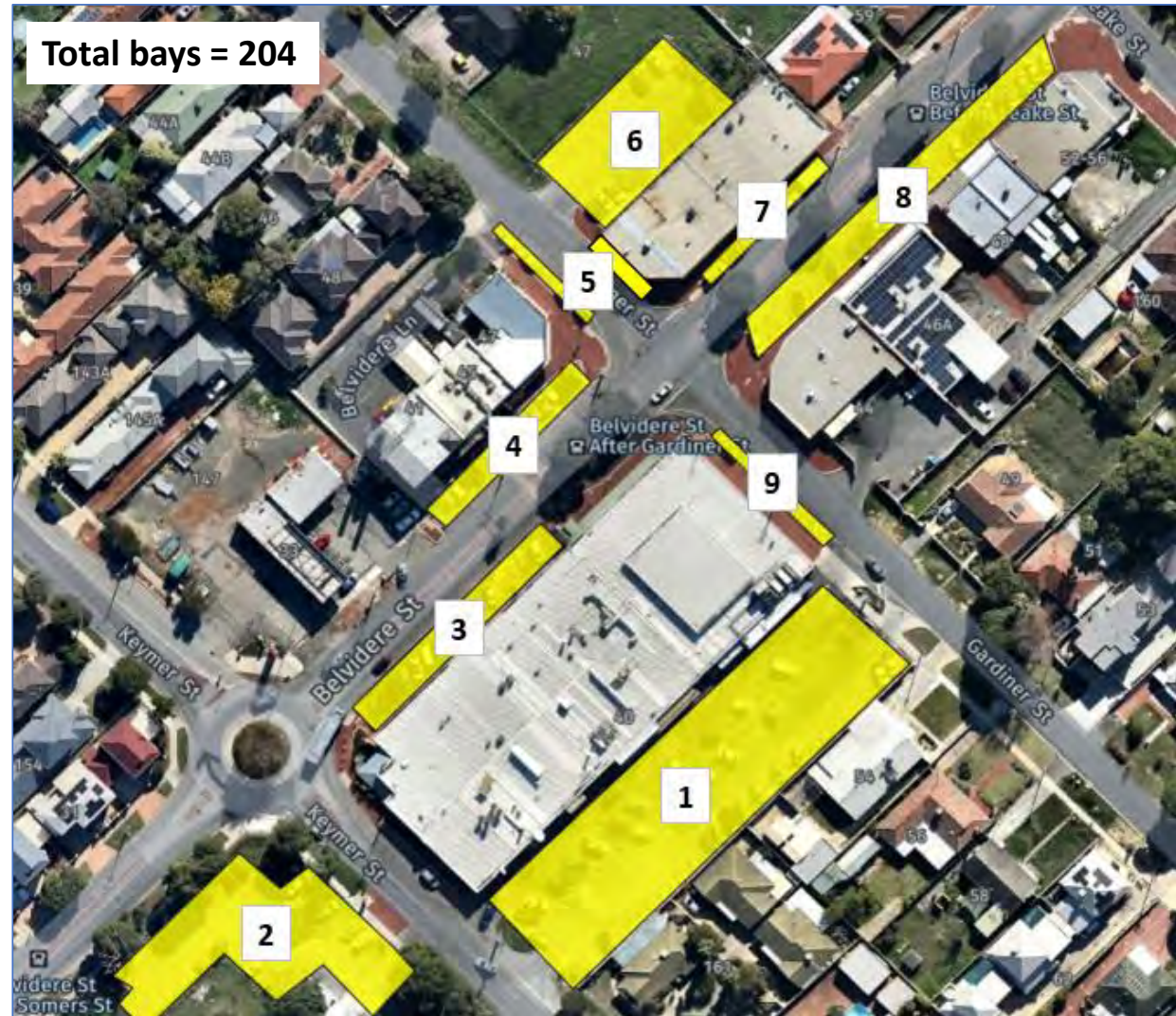


0 0.1 0.2 km



# Parking Audit

- 1: Shopping centre car park (90 bays)
- 2: Overflow car park (26 bays)
- 3: Angle parking in front of post office, pharmacy, bottle shop (15 bays)
- 4: Perpendicular parking in front of kebab/pizza shops (12 bays)
- 5: Parallel parking Gardiner Street North (6 bays)
- 6: Off street parking behind newsagency (22 bays)
- 7: Parallel parking in front of butcher/café (4 bays)
- 8: Angle parking in front chicken treat/fish shop (25 bays)
- 9: Parallel parking Gardiner Street South (4 bays)



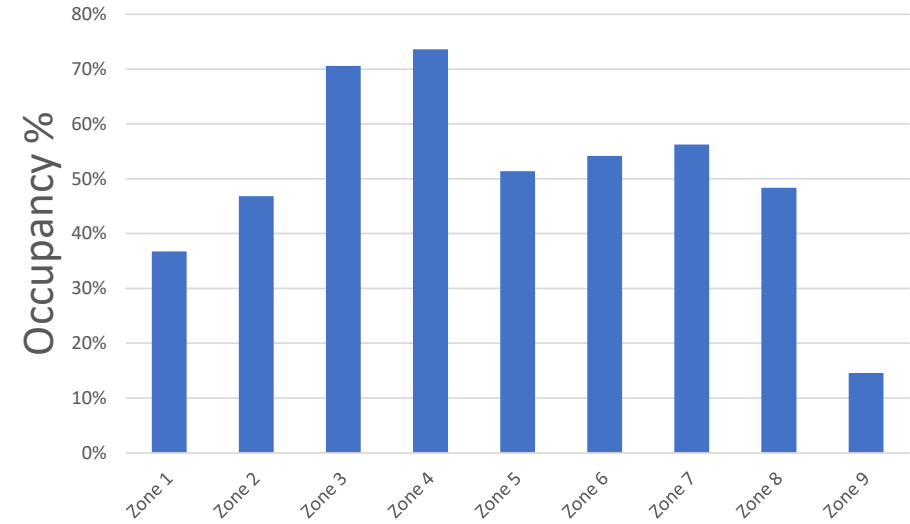


# Parking occupancy by zone

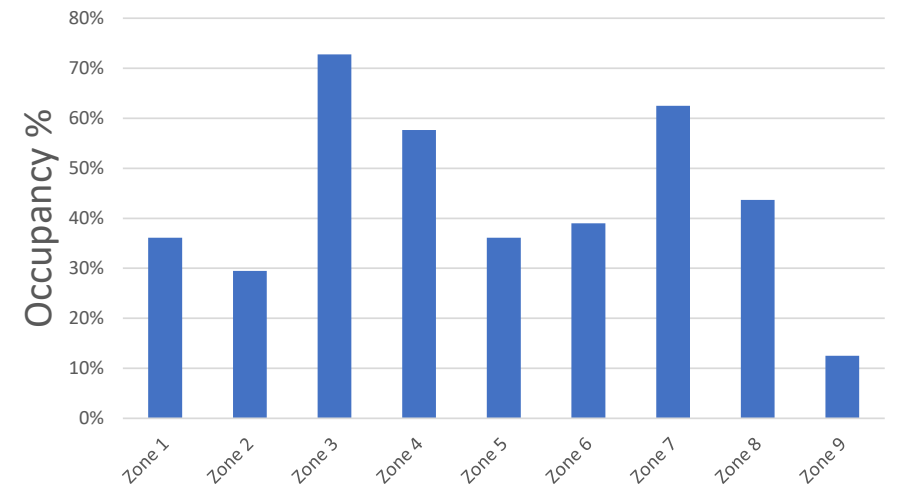
- Zone 3 and 4 exceed 70% occupancy on Friday.
- Zone 3 exceeds 70% occupancy on Saturday
- Zone 7 averages approximately 60% occupancy on both days.



Friday 16th September 2022



Saturday 17th September 2022

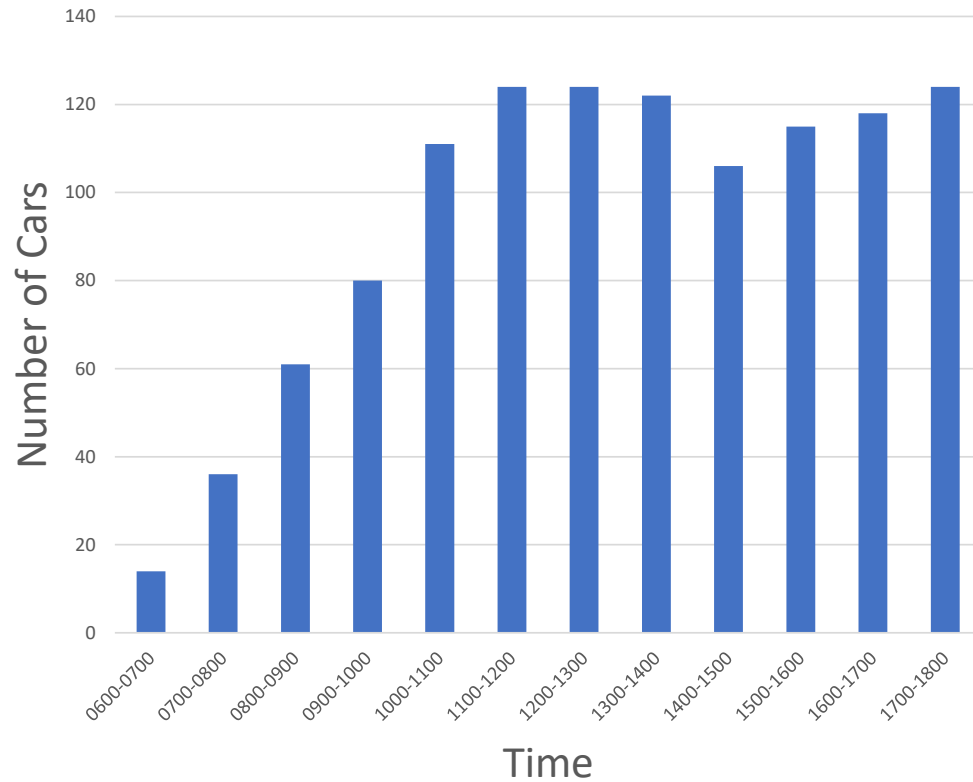




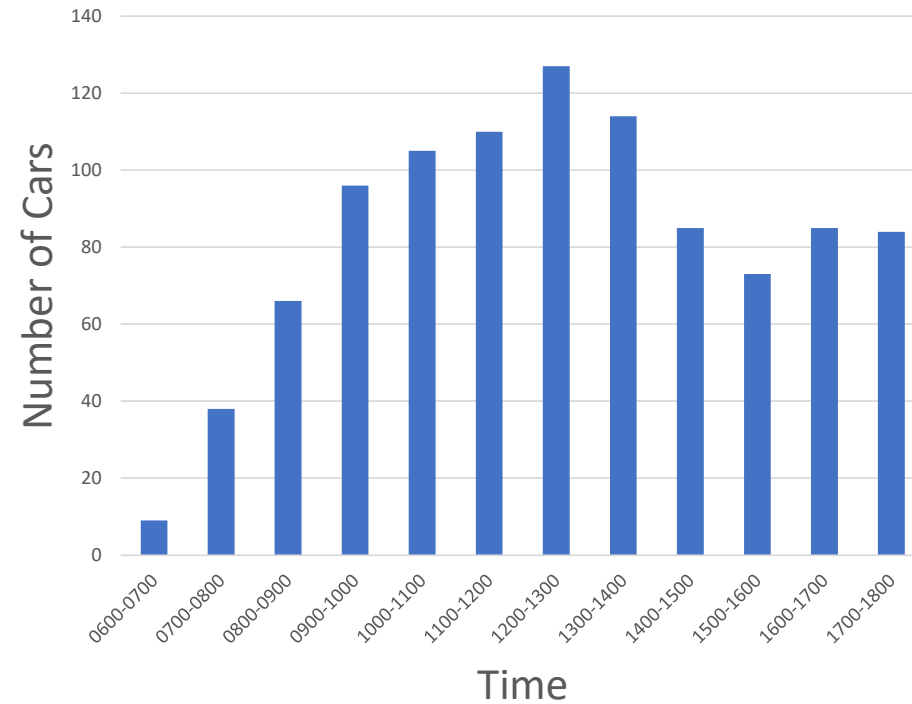
# Parking occupancy by time of day

- Peak parking demand occurs around noon on both Friday and Saturday.
- Friday have a sustained afternoon demand, but Saturday's demand drops off after lunch.

Number of cars in each hour on **Friday** 16th September 2022



Number of cars in each hour on **Saturday** 17th September 2022



# Parking occupancy by zone (Friday 16<sup>th</sup> September)

	0600-0700	0700-0800	0800-0900	0900-1000	1000-1100	1100-1200	1200-1300	1300-1400	1400-1500	1500-1600	1600-1700	1700-1800	Average
Zone 1	7%	18%	22%	32%	39%	49%	48%	42%	44%	43%	43%	53%	37%
Zone 2	4%	4%	15%	35%	46%	46%	58%	69%	54%	65%	88%	77%	47%
Zone 3	13%	33%	40%	80%	80%	93%	93%	73%	80%	87%	93%	80%	71%
Zone 4	0%	8%	75%	92%	100%	83%	83%	83%	92%	92%	100%	75%	74%
Zone 5	0%	0%	17%	50%	67%	67%	50%	50%	33%	100%	100%	83%	51%
Zone 6	14%	14%	23%	41%	73%	86%	68%	86%	68%	64%	45%	68%	54%
Zone 7	50%	75%	50%	50%	25%	100%	50%	75%	50%	75%	25%	50%	56%
Zone 8	0%	28%	56%	20%	68%	68%	84%	76%	32%	48%	48%	52%	48%
Zone 9	0%	0%	0%	0%	50%	0%	25%	25%	50%	0%	25%	0%	15%
Zone 1-9	7%	18%	30%	39%	54%	61%	61%	60%	52%	56%	58%	61%	46%



- Zones 3 and 4 (the on-street parking between Keymer and Gardiner Street) records the highest levels of occupancy.
- Zones 7 and 8 (the on-street parking between Gardiner and Leake Street) is comparatively less utilised.
- Zone 1 (the main Shopping Centre Car Park) rarely exceeds 50% occupancy.
- Zone 2 (Overflow Car Park) is busiest in the late afternoon.

# Parking occupancy by zone (Saturday 17<sup>th</sup> September)

	0600-0700	0700-0800	0800-0900	0900-1000	1000-1100	1100-1200	1200-1300	1300-1400	1400-1500	1500-1600	1600-1700	1700-1800	Average
Zone 1	4%	20%	27%	36%	41%	50%	64%	48%	43%	30%	33%	37%	36%
Zone 2	0%	12%	23%	23%	23%	31%	35%	38%	38%	46%	46%	38%	29%
Zone 3	20%	60%	47%	87%	73%	93%	80%	80%	80%	73%	93%	87%	73%
Zone 4	0%	25%	33%	50%	92%	75%	67%	92%	42%	58%	75%	83%	58%
Zone 5	0%	17%	33%	67%	83%	33%	50%	67%	33%	0%	17%	33%	36%
Zone 6	9%	18%	36%	55%	45%	55%	59%	73%	32%	18%	32%	36%	39%
Zone 7	0%	0%	75%	100%	100%	75%	100%	100%	75%	25%	50%	50%	63%
Zone 8	0%	0%	48%	76%	72%	60%	80%	52%	28%	44%	40%	24%	44%
Zone 9	0%	0%	0%	0%	75%	50%	0%	25%	0%	0%	0%	0%	13%
Zone 1-9	4%	19%	32%	47%	51%	54%	62%	56%	42%	36%	42%	41%	41%

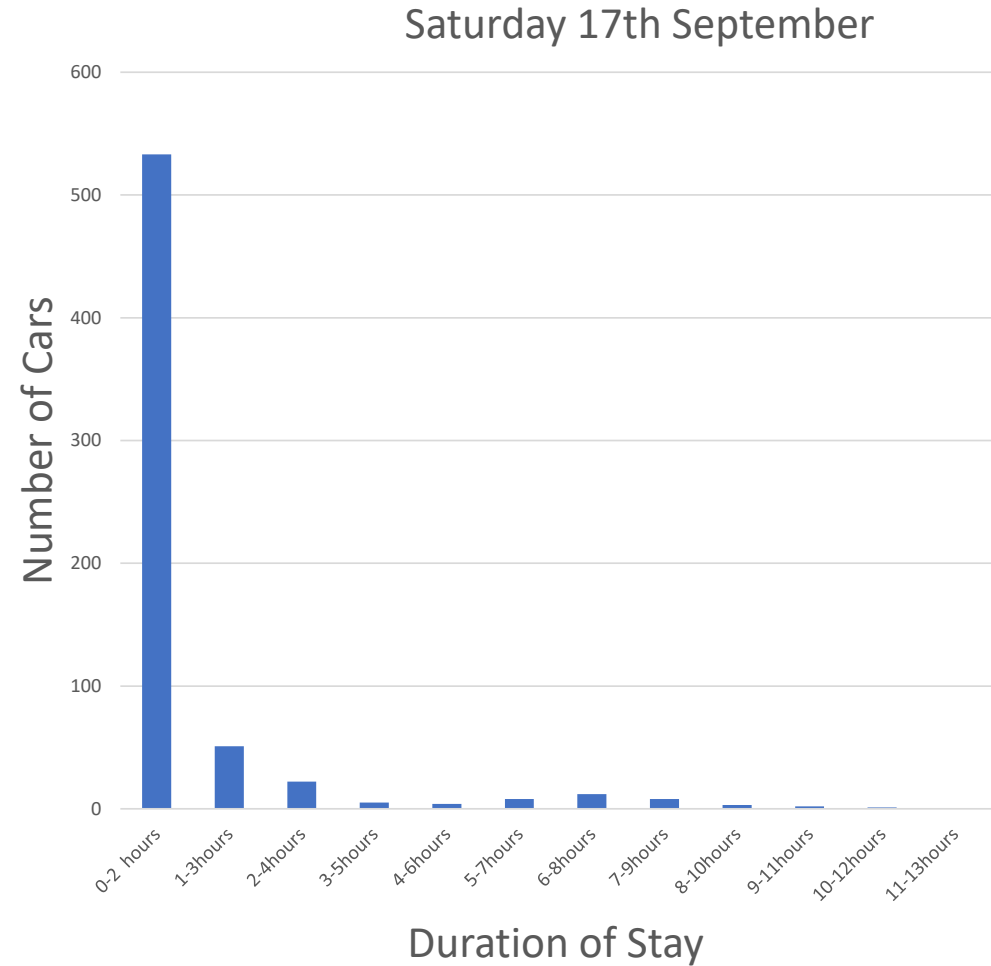
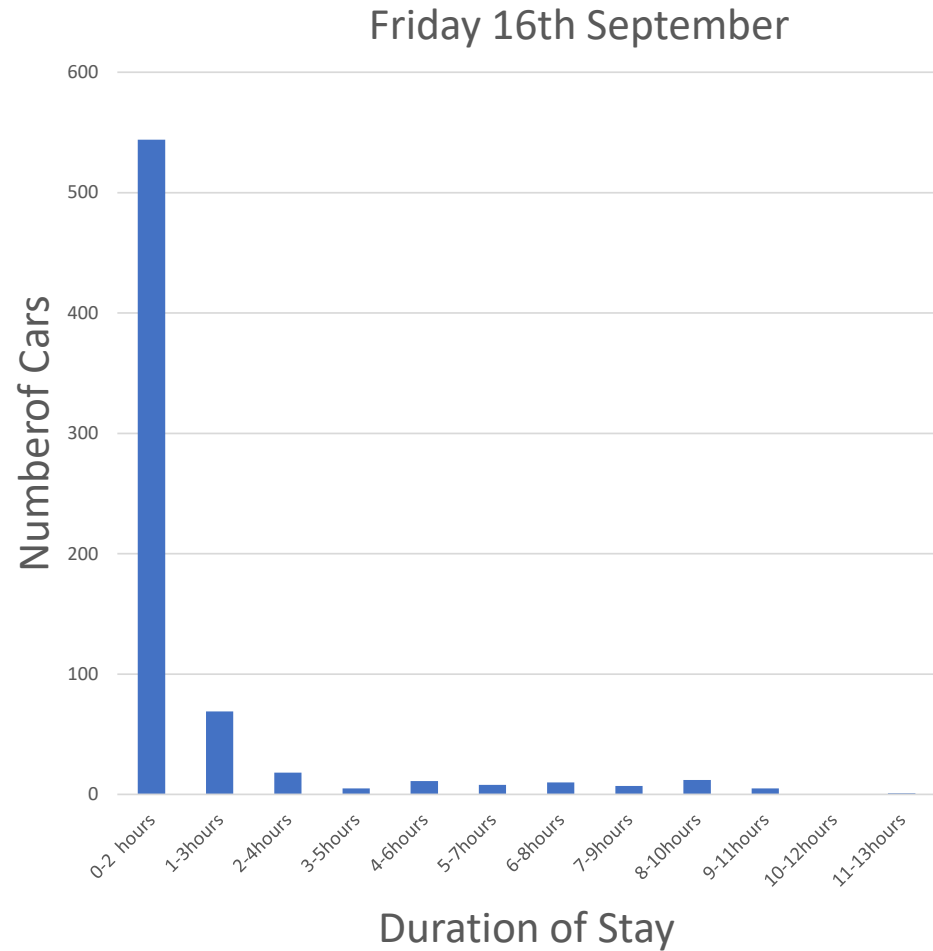


- Zone 3 (the on-street parking in front of the post office/pharmacy) records the highest levels of occupancy.
- Zone 7 is much busier compared to Fridays – presumably due to F5 Café.
- Zone 1 (the main Shopping Centre Car Park) is much quieter compared to Friday.
- Zone 2 (Overflow Car Park) is much quieter compared to Friday.



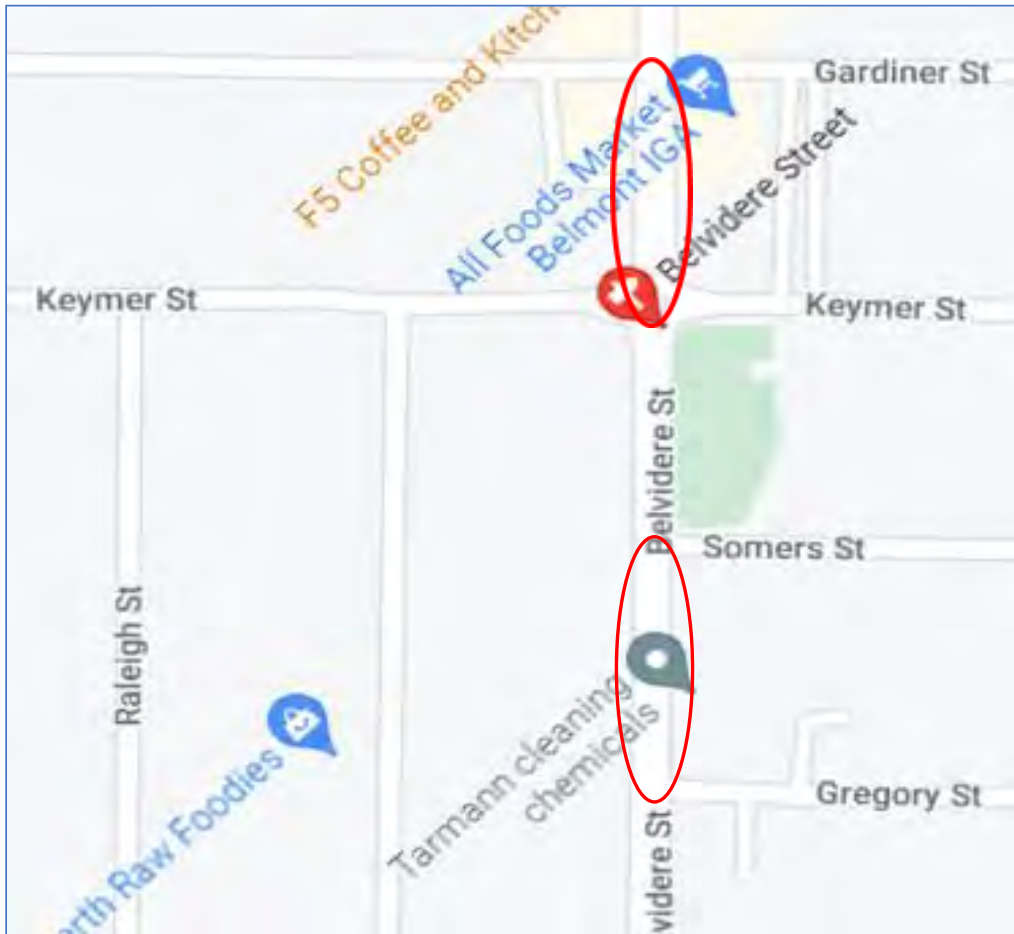
# Duration of Stay

“Duration of Stay” represents how many times each vehicle was counted (sequentially by hour).



# Traffic volumes and vehicle speeds

Date: Friday 16<sup>th</sup> September



Location 1: Belvidere Street, north of Keymer Street

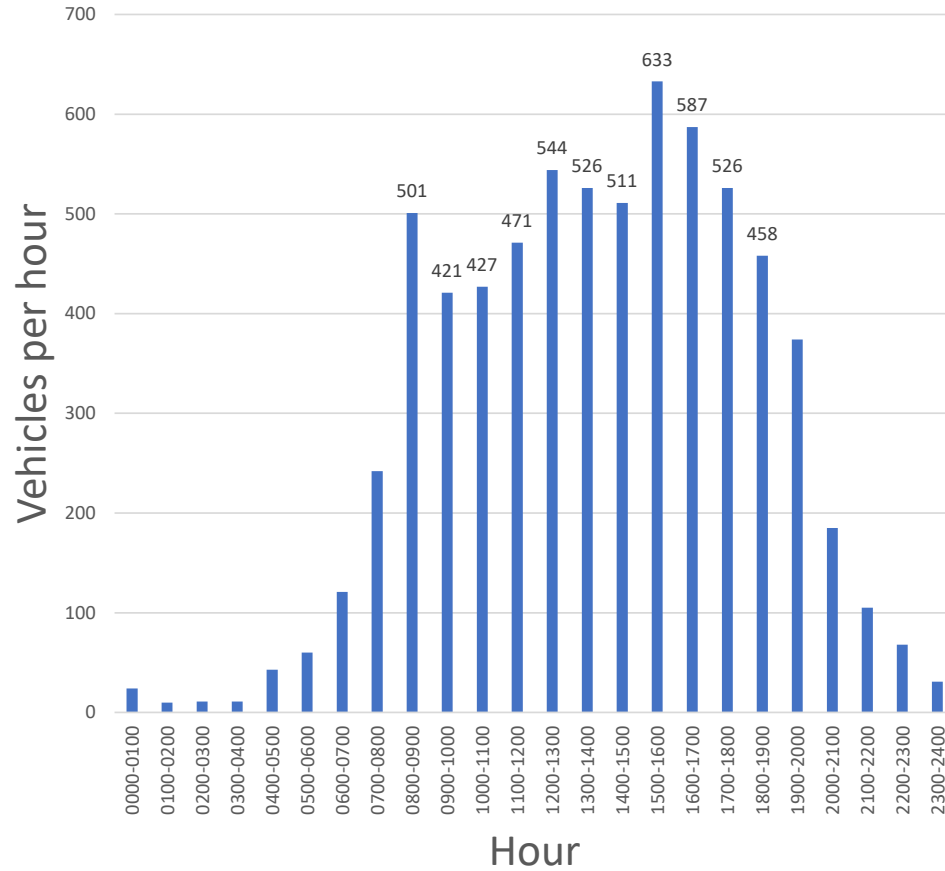


Location 2: Belvidere Street, north of Gregory Street



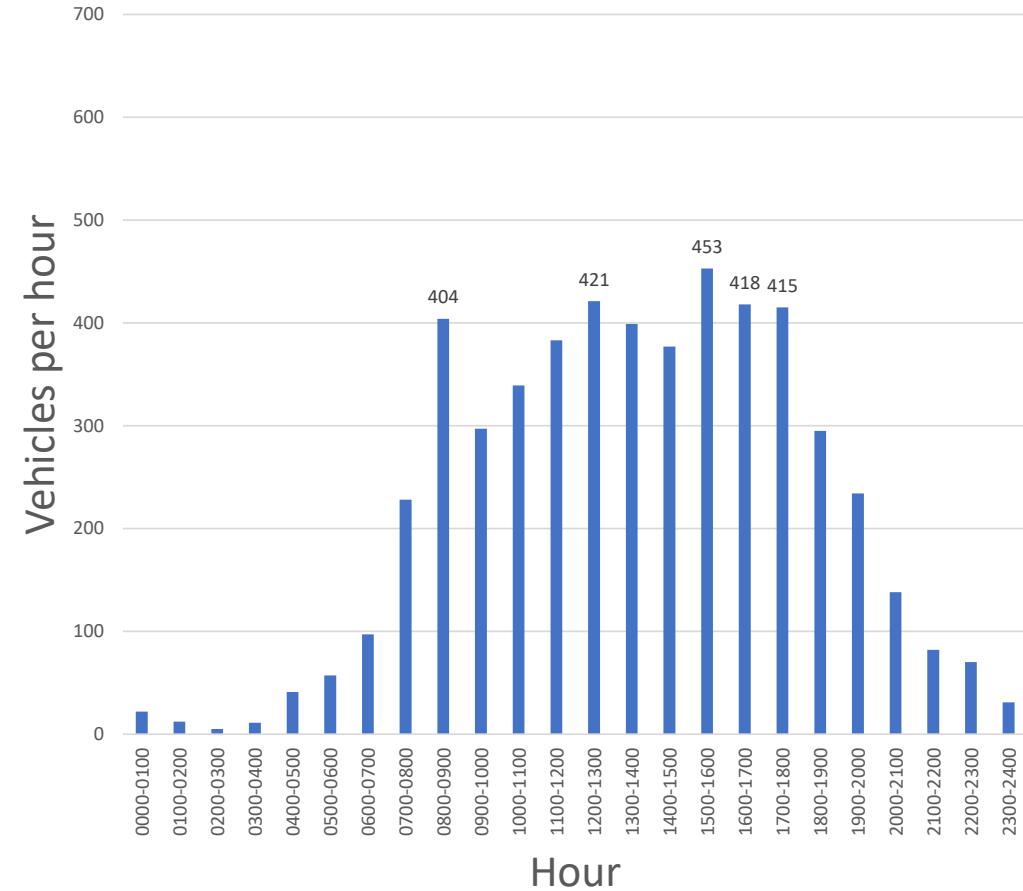
# Traffic Volumes – Friday 16<sup>th</sup> September

North of Keymer Street



**Total over 24hrs: 6890 vpd**

North of Gregory Street

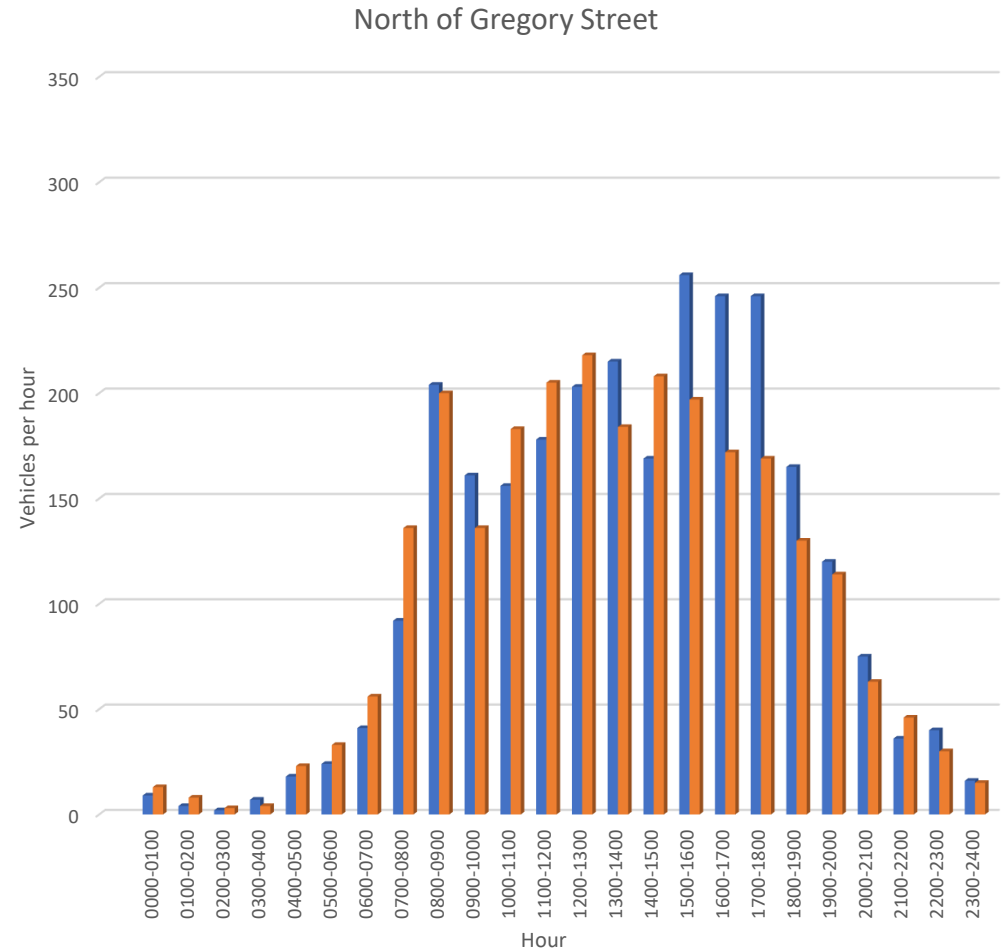
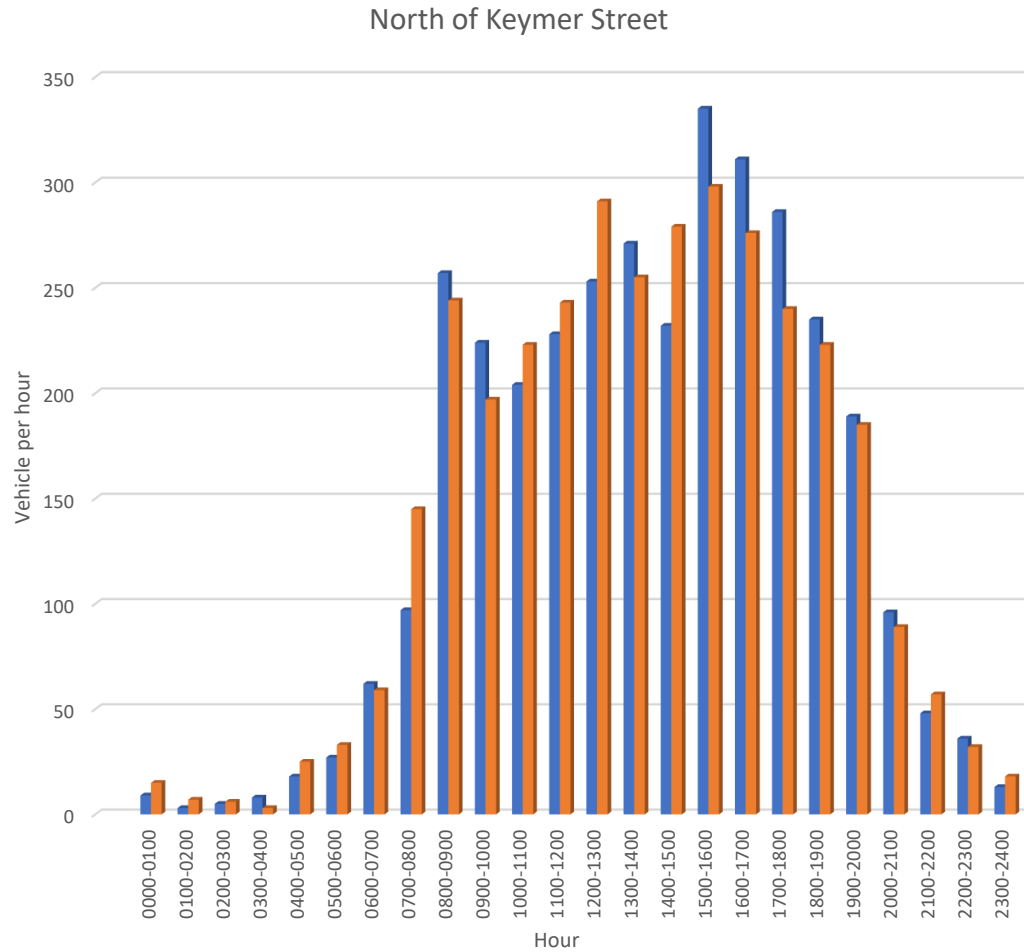


**Total over 24hrs: 5229 vpd**



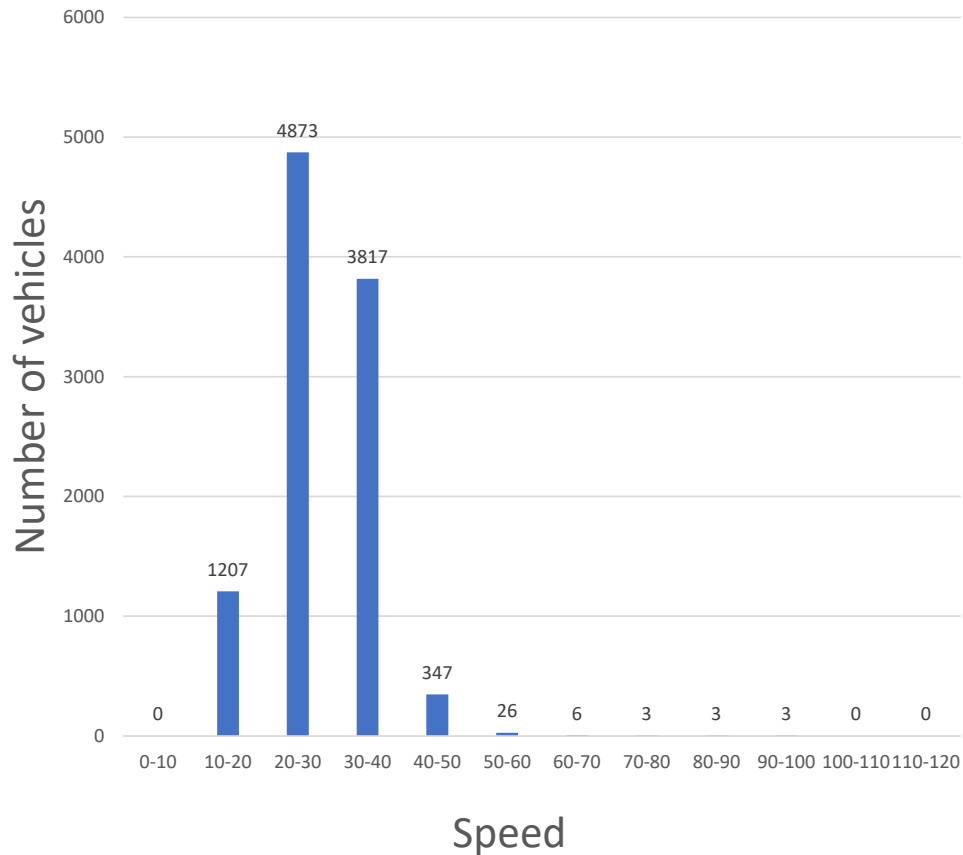
# Northbound versus southbound traffic

■ Northbound ■ Southbound

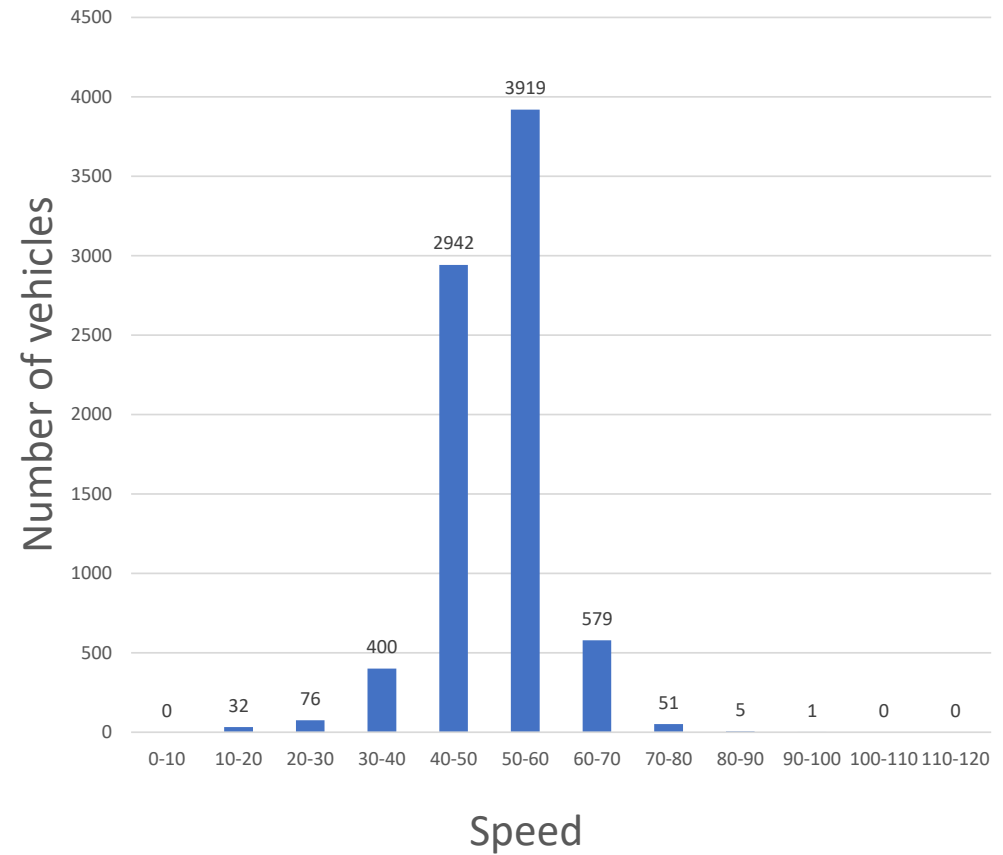


# Speed compliance

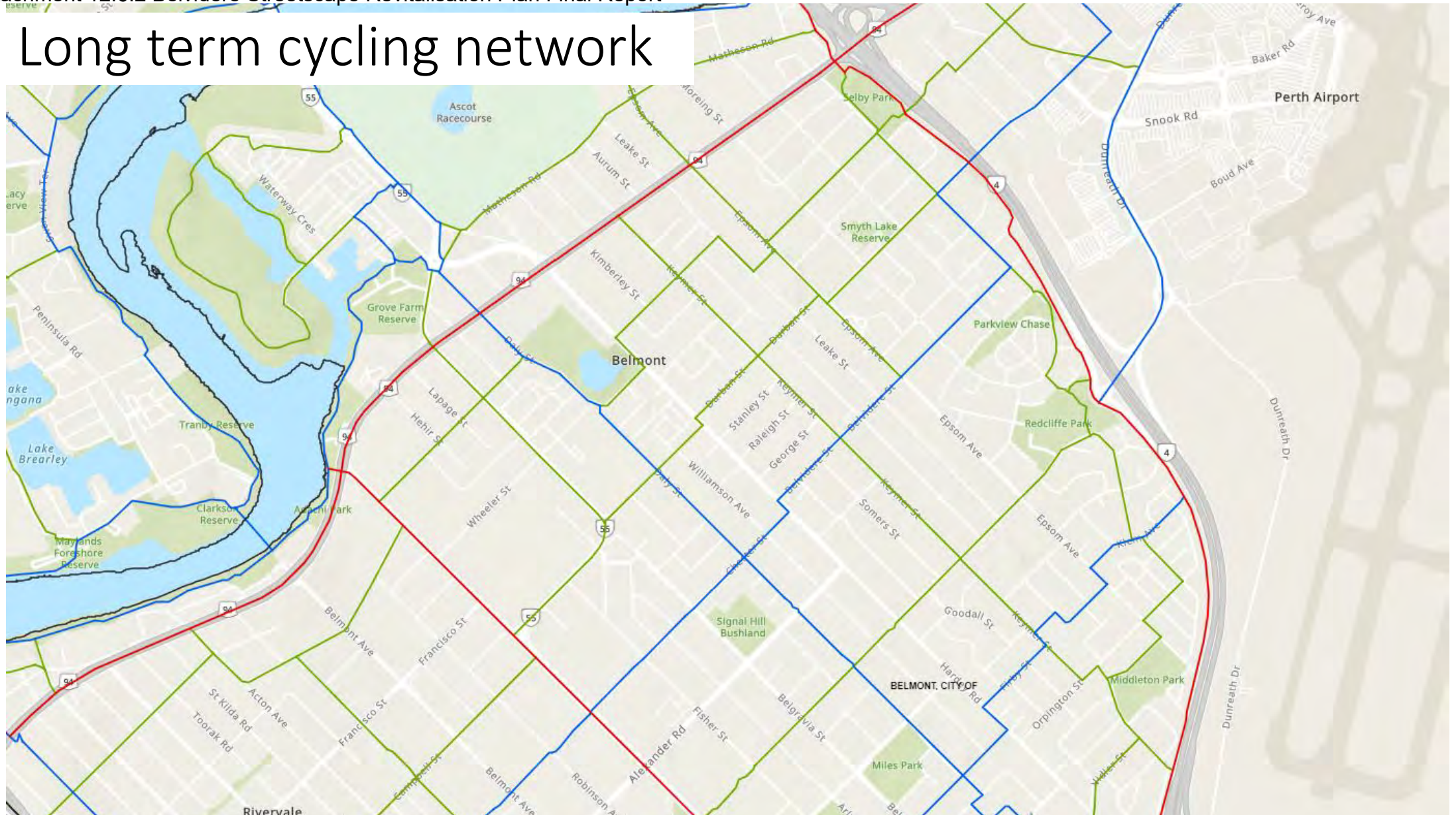
**North of Keymer Street**, 99% of vehicles drive below the posted speed limit of 50km/h.



**North of Gregory Street**, only 43% of vehicles drive below the posted speed limit of 50km/h. A significant number of vehicles travel between 50km/h and 60km/h.

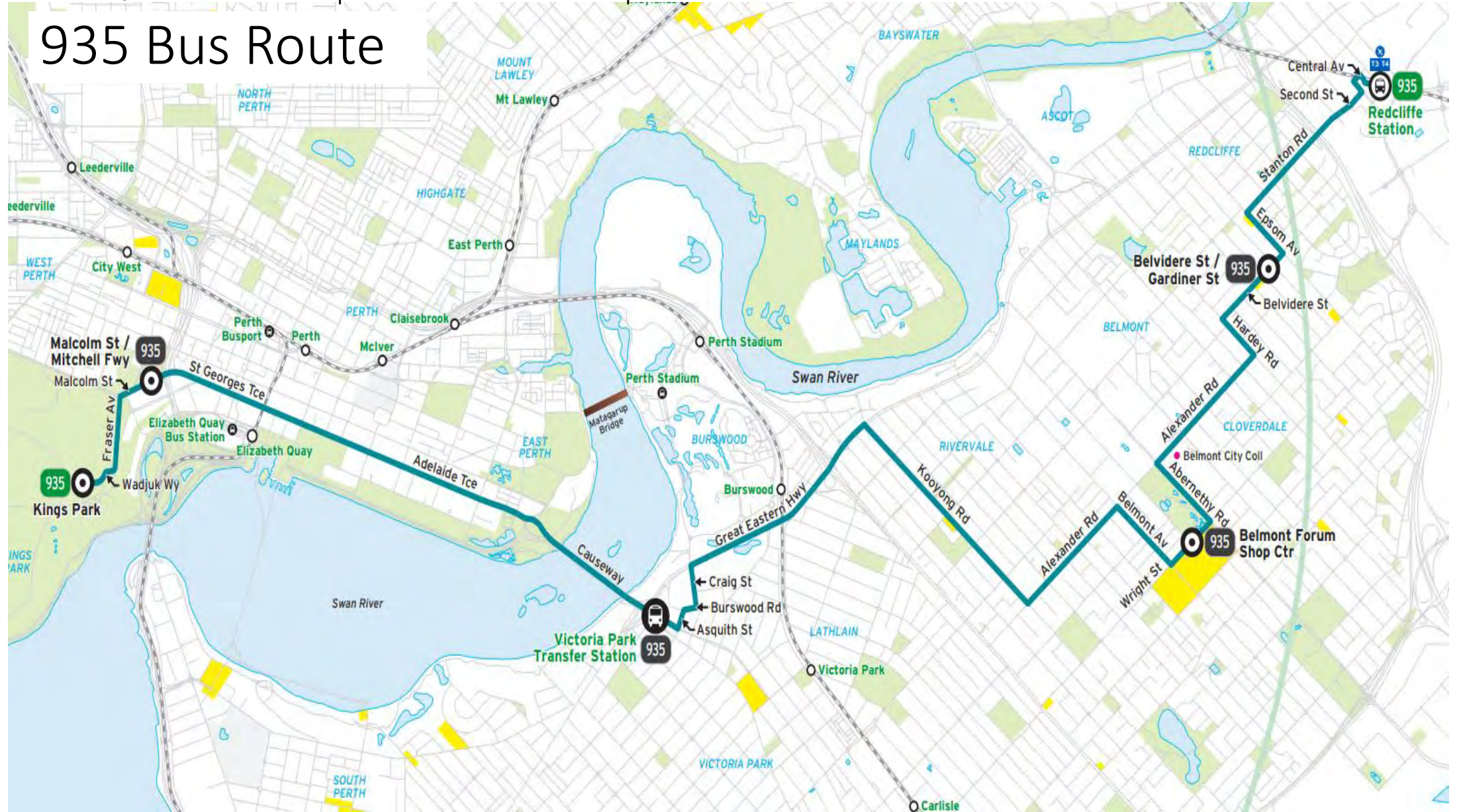


# Long term cycling network





# 935 Bus Route



# **Appendix 4**

## **Community Engagement Summary**






**Belvidere Street  
Revitalisation Plan**  
Community Engagement Summary  
Survey Responses

This parklet is...  
**THE CITY OF OPPORTUNITY**  
the City  
belmont.wa.gov.au



belmont.wa.gov.au





<b>Title</b>	Belvidere Street Revitalisation Plan Community Engagement Summary - Survey Responses
<b>Project</b>	Belvidere Street Revitalisation Plan
<b>Prepared For:</b>	City of Belmont
<b>Status:</b>	Final
<b>Version:</b>	A
<b>Date Of Release:</b>	07/03/2023
<b>Approved By:</b>	Andrew Brodie

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## Introduction

### Purpose of this Report

As part of the Belvidere Street Activity Centre Revitalisation project the community was given the chance to provide feedback on the draft concept scenarios for Belvidere Street. The purpose of this report is to summarise the community feedback and use it as a guide to help select a preferred concept scenario and/or combination of scenarios.

A comprehensive Public Life, Parking and Traffic Analysis informed the formulation of key guiding principles for the revitalisation of Belvidere Street Activity Centre. In response, three concept scenarios were investigated and put forward for community consultation (refer to page 5). The aim of the consultation is not just to identify a preferred scenario but to also test draft analysis findings with the community and to drill down into specific features of each scenario to understand likes and dislikes.

Within the community engagement process, the three scenarios were published online and participants had the chance to provide feedback through a community survey. The survey was accessible online via Belmont Connect between Monday 5th December and 22nd January, 2023.

The survey received a strong response from a broad range of user groups with a total of 169 participants that filled out the survey and provided valuable feedback. In addition, there was one written submission that was handed in as part of the consultation process.

For most of the participants, this online survey was the first involvement they had in the revitalisation of Belvidere Street to date.

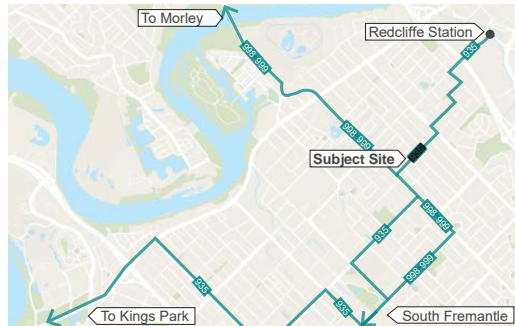
## Background

### Project Objectives

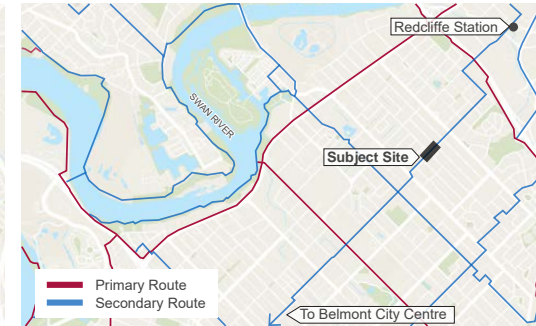
The Belvidere Street Activity Centre Revitalisation project aims to transform the public space within the Belvidere Street Activity Centre into an active main street which improves activation, balances movement and attracts private investment into an important local hub.

- 1 To act as a catalyst for private development
- 2 To attract high quality businesses
- 3 To enhance safety, image and brand
- 4 To instil community pride
- 5 To attract residential development
- 6 To activate the street
- 7 To balance movement and place

Bus Network



Long Term Cycle Network



Belvidere Street Revitalisation Plan



The 3 scenarios subject to the survey are summarised below:



### Scenario 1

- Retention of overhead power-lines
- Footpath widening adjacent to supermarket and tavern
- Some landscape, lighting and CCTV improvements
- Lower intervention and Cost



### Scenario 2

- Under-grounding of power-lines
- Footpath widening throughout
- Significant landscape and lighting improvements + additional CCTV
- Protected cycle lanes as part of future cycle network improvements
- Higher Intervention and cost
- Some landscape and lighting improvements



### Scenario 3

- Under-grounding of power-lines
- Small park and community focal point
- Slow speed shared space that prioritises pedestrians and cyclists
- Significant landscape and lighting improvements + additional CCTV
- Higher Intervention and cost

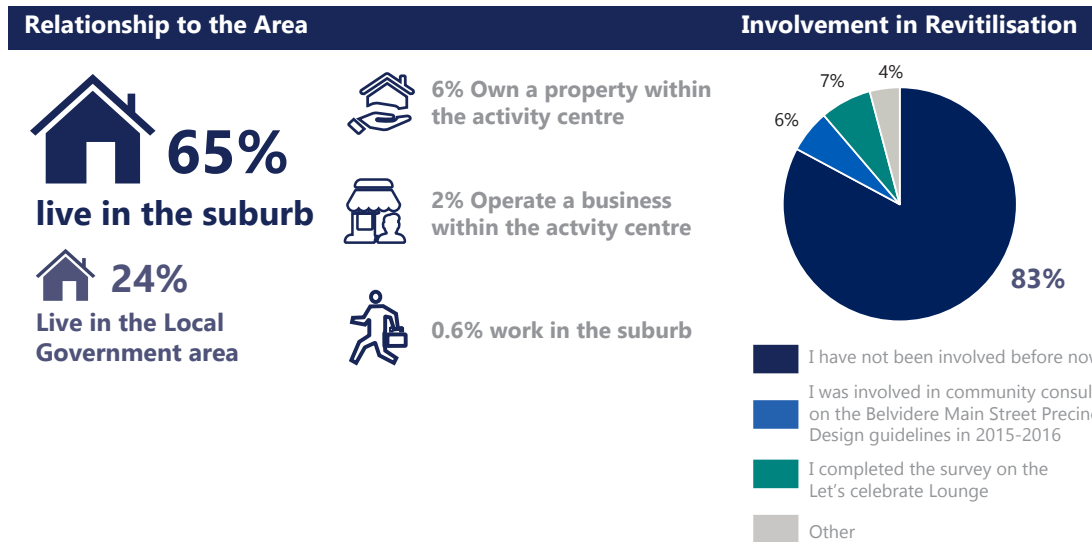
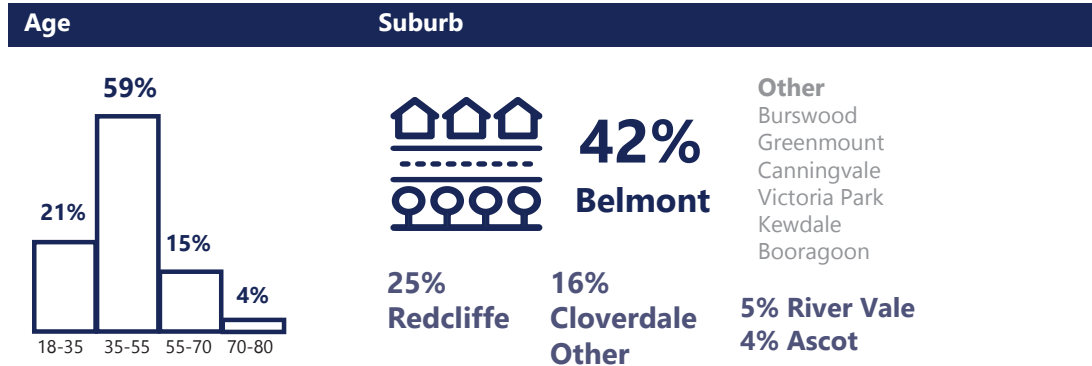
## Survey Participants

### Respondent Snapshot

Within the engagement process, there were respondents representing most age brackets, with 35-55 representing the majority of participants (59%) and with about 21% of the respondents being under 35 years old.

Most of the participants live in immediate proximity to Belvidere Street such as in Belmont, Redcliffe or surrounding suburbs and therefore shared their daily experiences and local insights of the project area. The feedback was provided by residents, property owners, business owners, visitors or people that work within the Belvidere Street Activity Centre.

83% of the survey participants did not have involvement in any previous activity involved in the revitalisation of the centre.



Belvidere Street Revitalisation Plan

## Guiding Principles

### Overall Ranking

As described previously, six key principles have been used to guide the design scenarios which reflect the key findings of the Public Life, Parking and Traffic studies conducted on site.

There was a strong support for the proposed Scenario Guiding Principles with a total of 144 participants (85%) that somewhat or strongly support and only 12 participants (7%) that somewhat or strongly oppose the key principles.



**Slow Traffic**



**Increase Visitation**



**Add Greenery and Amenity**



**Prioritise Pedestrians and Cyclists**



**Enhance Safety and Image**



**Create a Point of Difference**



# Scenario Detailed Findings

## Scenario I

Features that received support were:

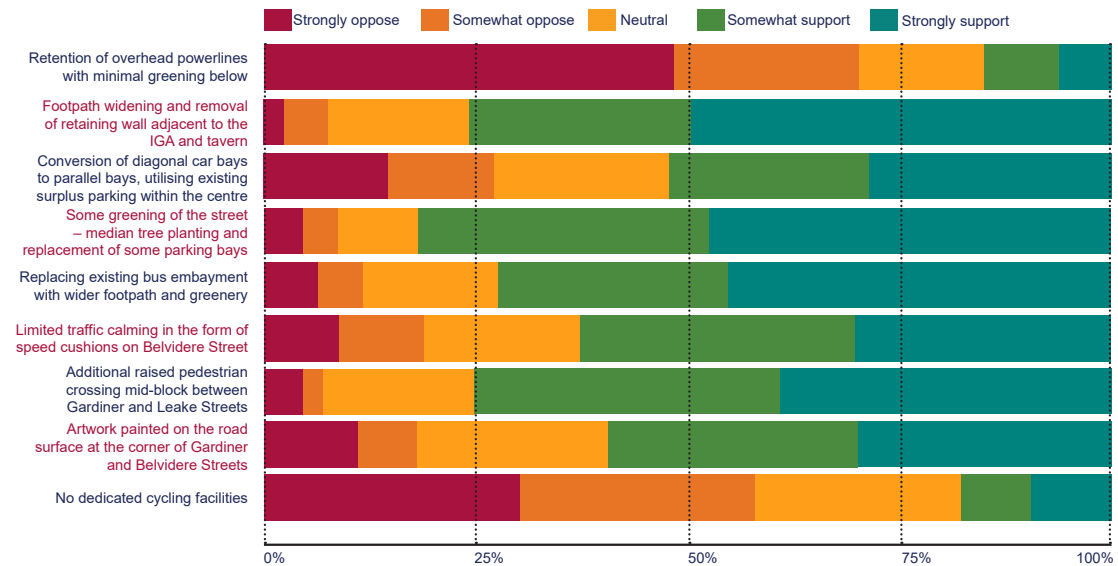
- Some greening of the street - median tree planting and replacement of some parking bays to tree and shrub planting (82% strongly support/support)
- Footpath widening and removal of retaining wall adjacent to the IGA and tavern (76% strongly support/support)
- Additional raised pedestrian crossing mid-block between Gardiner and Leake Streets (75% strongly support/support)
- Replacing bus embayment with wider footpath and greenery (72% strongly support/support)
- Limited traffic calming in the form of speed cushions on Belvidere Street (63% strongly support/support)

The following features were ranked negatively:

- Retention of overhead powerlines with minimal greening below (70% strongly oppose/oppose)
- No dedicated cycling facilities (58% strongly oppose/oppose)

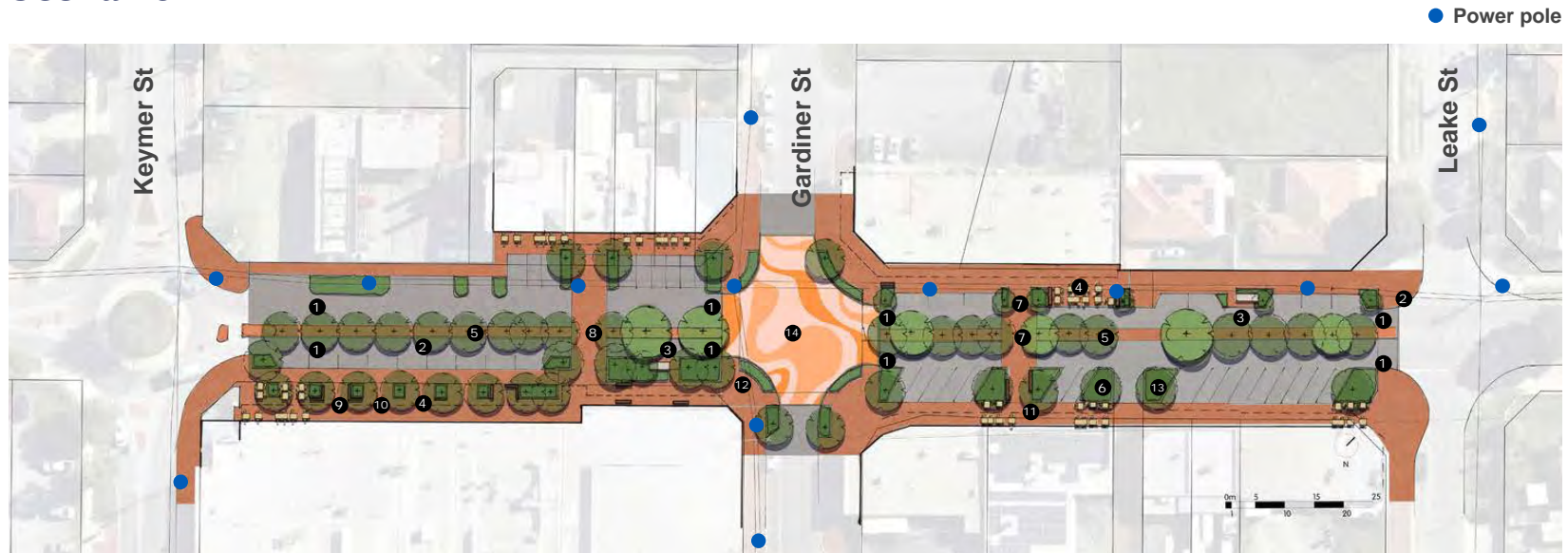
*Although Scenario 1 has the lowest cost, I am not convinced it will have a big enough impact.*

*Please don't go the minimal intervention route - changing it up entirely would entice far more people to come to and stay in the area!*



Belvidere Street Revitalisation Plan

## Scenario I



### Slow Traffic

1. Traffic calming (+ 40km/hr speed limit)
2. Some narrowing of vehicle space
3. Bus stop in traffic lane



### Increase Visitation

4. Limited new flexible alfresco and public seating areas



### Add Greenery and Amenity

5. Median tree planting
6. Shrub and tree planting (replacing some parking)
7. Some small tree planting near overhead power-lines



### Prioritise Pedestrians and Cyclists

8. Raised pedestrian crossing
9. Limited footpath widening (and wall removal)



### Enhance Safety and Image

10. Limited additional people presence within street
11. New Lighting on this side of the street
12. Additional CCTV
13. Limited improvements to streetscape look & feel



### Create a Point of Difference

14. Road surface artwork

## Scenario Detailed Findings

### Scenario 2

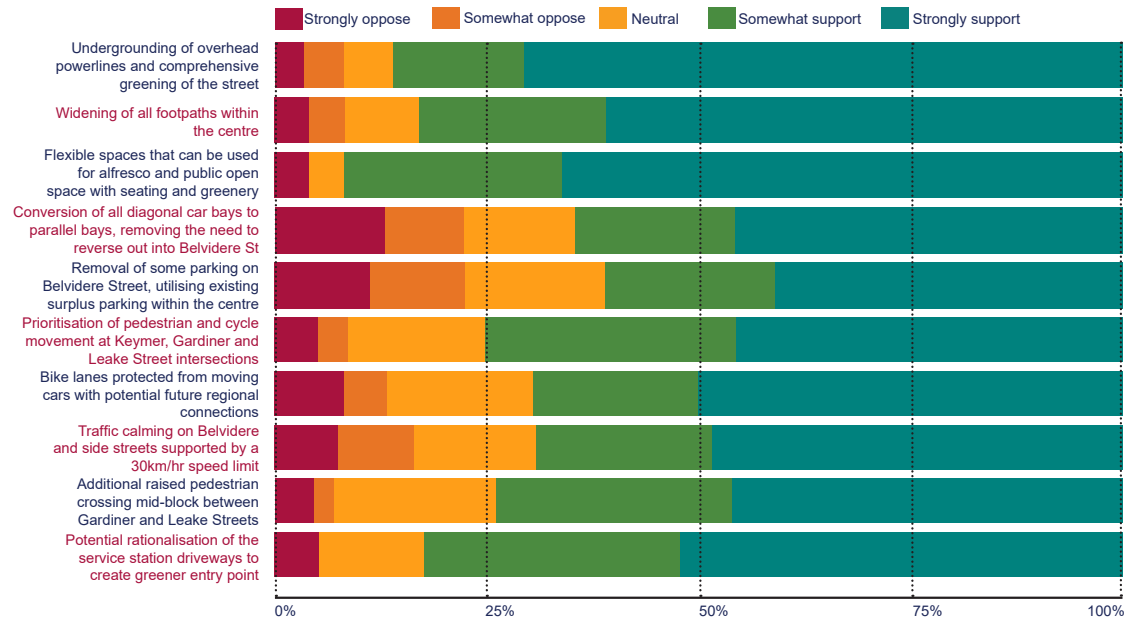
The proposed design elements in scenario 2 generally received significant support by the respondents. Features that were most popular are:

- Flexible spaces that can be used for alfresco and publicly accessible open space with seating and greenery (92% strongly support/support)
- Undergrounding of overhead powerlines and comprehensive greening of the street (86% strongly support/support)
- Widening of all footpaths within the centre (83% strongly support/support)
- Potential rationalisation of the service station driveways to create greener entry point (82% strongly support/support)
- Prioritisation of pedestrian and cycle movement at Keymer, Gardiner and Leake Street intersections (75% strongly support/support)

- Additional raised pedestrian crossing mid-block between Gardiner and Leake Streets (74% strongly support/support)

Scenario 2 represents the clearly best scenario as a visitor.

I do not support Scenario 1 simply because there is a small improvement, and there will probably be an equally small investment in the social issues of the area. I opt for Scenario 2 overall in a stage approach.





## Scenario 2



### Slow Traffic

1. Traffic calming (+ 30km/hr speed limit)
2. Narrower vehicle space (carriageway and trees)
3. Tighten intersection geometries
4. Bus stop in traffic lane



### Increase Visitation

5. On street parking bays
6. Significantly improved cyclist access and parking
7. Flexible alfresco and public seating areas



### Add Greenery and Amenity

8. Median tree and shrub planting
9. Verge tree and shrub planting
10. Parking nib tree and shrub planting



### Prioritise Pedestrians and Cyclists

11. Zebra crossings at raised side streets
12. Raised pedestrian crossing
13. Cyclist priority on raised side streets
14. Dedicated cycle lanes through roundabout
15. Overall footpath widening (& wall removal here)



### Enhance Safety and Image

16. Replace all reversing parking with parallel bays
17. Enhanced people presence within the street
18. Enhanced streetscape look and feel
19. New Lighting throughout the street
20. Additional CCTV



### Create a Point of Difference

21. Highly pedestrian and cycle friendly

## Scenario Detailed Findings

### Scenario 3

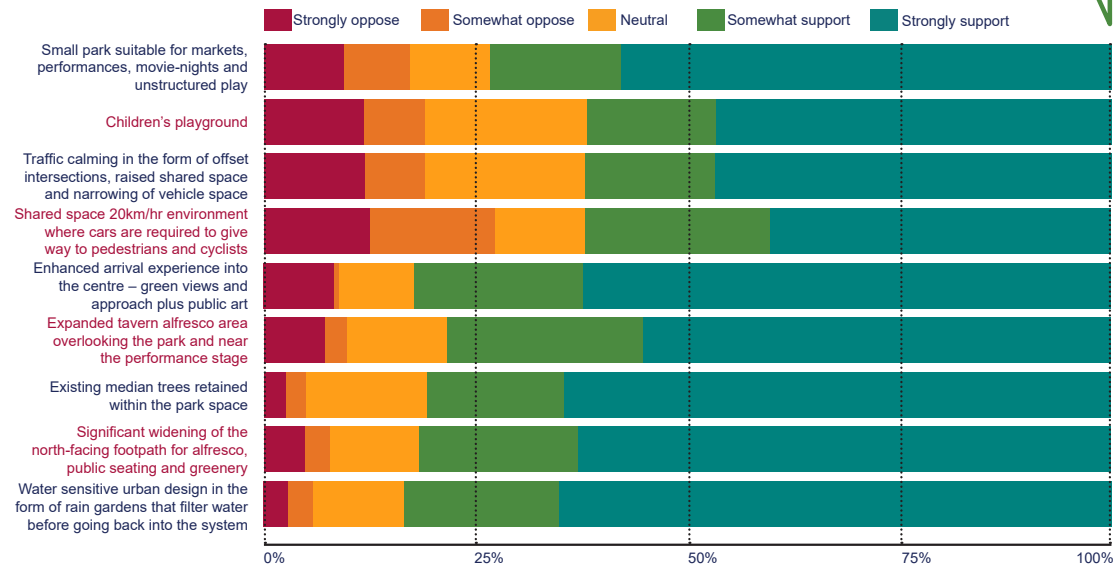
Features that received support were:

- Water sensitive urban design in the form of rain gardens that filter water before going back into the system (83% strongly support/support)
- Enhanced arrival experience into the centre – green views and approach plus public art (82% strongly support/support)
- Significant widening of the north-facing footpath between Gardiner and Leake Streets, for alfresco, public seating and greenery (82% strongly support/support)
- Existing median trees retained within the park space (81% strongly support/support)
- Expanded tavern alfresco area overlooking the park and near the performance stage (79% strongly support/support)
- Small park suitable for markets, performances, movie-nights and unstructured play (74% strongly support/support)

- Traffic calming in the form of offset intersections, raised shared space and narrowing of vehicle space (70% strongly support/support)

*My concern is that scenario 3 (my choice) is providing an entertainment park. With this, I fear that this will be used for unintentional use during the day and after hours. My question is - how will this be controlled.*

*Definitely the scenario 3 is more attractive and would provide an identity to the Belvidere Street for the next 20-30 years. This will help to unlock all the potential and allow people like me to invest and create sustainable businesses in the area.*



## Scenario 3



### Slow Traffic

1. Traffic calming (+20km/hr speed limit)
2. Offset intersection to force cars to slow down
3. Narrower vehicle space (carriageway and trees)
4. Bus stop in traffic lane



### Increase Visitation

5. Flexible green space - markets, movie nights, unstructured play and performances
6. Stage - entertainment and flexible seating
7. Children's playground with nature play element
8. Flexible alfresco and public seating areas



### Add Greenery and Amenity

9. Small local park
10. Median tree and shrub planting
11. Verge tree and shrub planting
12. Parking nib tree and shrub planting



### Prioritise Pedestrians and Cyclists

13. Accessible flush surface shared space treatment
14. Cars give way to crossing pedestrians
15. Cyclists share space with cars in safe 20km/hr environment
16. Cyclist & pedestrian priority crossing at side streets



### Enhance Safety and Image

17. Replace all reversing parking with parallel bays
18. Significantly enhanced people presence within the street
19. Significantly enhanced streetscape look and feel



### Create a Point of Difference

20. Community, entertainment, play and relaxation focus
21. Green and public art views on arrival
22. North facing tavern alfresco with direct frontage to park and performance space



## Preferred Scenario

### Overall Ranking

Survey respondents were asked to nominate their preferred scenario overall.

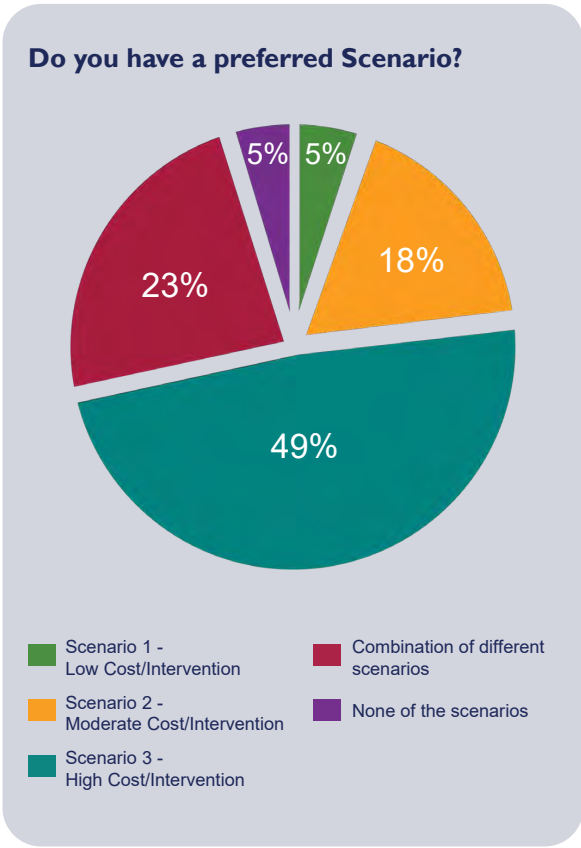
Scenario 3 “High Cost/Intervention” was ranked as the most popular scenario (82 votes), followed by the wish to combine elements of different scenarios (40 votes). Scenario 2 “Moderate Cost/Intervention” was preferred by 30 participants and Scenario 1 “Low Cost/Intervention” only had 9 supporters. 8 participants responded that they do not like any of the proposed scenarios.

*Yes! Amazing! Let's get this precinct safer, more vibrant and get the community together to support locals!*

*This is exactly what we need for this street - lots of untapped potential*

### The business owners' favourite

The three survey respondents that operate a business in the area indicate that their preferred option would be a combination of different scenarios with a tendency towards scenario 2. The business owners strongly support the undergrounding of the overhead powerlines and the creation of flexible spaces that can be used for alfresco and open space. Whilst they generally support the greening of the street and the enhancement of pedestrian paths and crossings, the business owners oppose the conversion and removal of too many parking spaces.



## Popular elements

Scenario 1	Scenario 2	Scenario 3
<ul style="list-style-type: none"> <li>Comprehensive greening of the street</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive greening of the street</li> </ul>	<ul style="list-style-type: none"> <li>Existing median trees retained and integrated within design</li> <li>Water sensitive urban design</li> </ul>
<ul style="list-style-type: none"> <li>Widening and improvement of footpaths</li> <li>Additional safe pedestrian crossings</li> </ul>	<ul style="list-style-type: none"> <li>Widening of all footpaths within the centre</li> <li>Additional safe pedestrian crossings</li> <li>Prioritisation of pedestrian and cycle movement</li> </ul>	<ul style="list-style-type: none"> <li>Significant widening of the north-facing footpath for alfresco, public seating and greenery</li> <li>Traffic calming and prioritisation of pedestrian and cycle movement</li> </ul>
<ul style="list-style-type: none"> <li>Transformation of some of the parking bays and traffic infrastructure in favour of wider footpaths and greenery</li> </ul>	<ul style="list-style-type: none"> <li>Flexible spaces that can be used for alfresco and publicly accessible open space</li> </ul>	<ul style="list-style-type: none"> <li>Expanded tavern alfresco area</li> <li>Small park suitable for markets, performances, movie-nights and unstructured play</li> </ul>
	<ul style="list-style-type: none"> <li>Greener and enhanced entry points to the area</li> <li>Undergrounding of overhead powerlines</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced arrival experience into the centre</li> <li>Undergrounding of overhead powerlines</li> </ul>

## Scenario Detailed Findings

### Value for Money

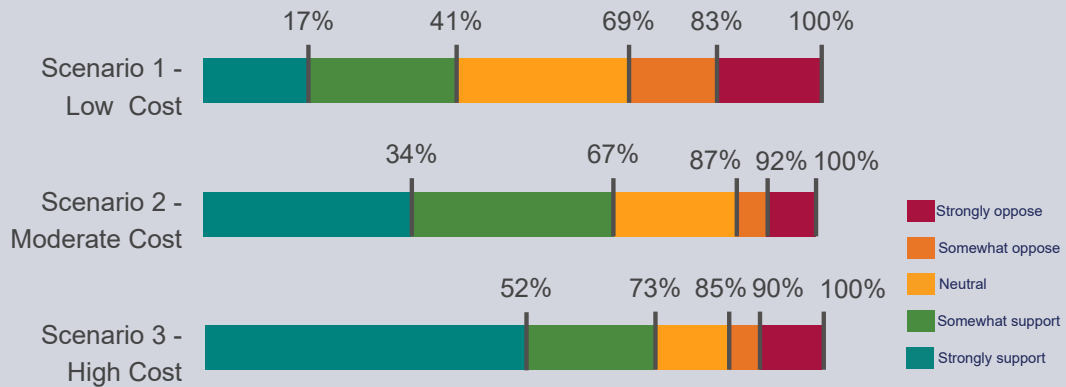
Scenario 3 was considered best value for money (73%), including 52% strong support.

The survey participants noted that there was a great difference in terms of costs between the three scenarios, especially scenario 1 in comparison in comparison to scenarios 2 and 3. Nevertheless, most participants agree that high investment in this project is needed in order to achieve real change and improvement in the long run.

*Spend the money the area needs. Do all the major work in one hit. Advertise the work extensively and have a celebration launch on completion*

*I believe with ongoing investment and careful planning this area can be a successful and desirable area for residents and the public in general. We are in a great location.*

**Do you agree that the cost estimates for each scenario represent value for money, particularly in terms of achieving the Project Objectives?**



*Although scenario three is more expensive, I think in the long run it will give more bang for it's buck, so to speak, and will vastly improve the area, helping to foster a better community environment.*

*How can this sort of money be justified? How will it be budgeted for? Will rates have to go up to pay for it? If this is the case City of Belmont should be transparent and advise everyone of this.*



**Preliminary Cost Summary**

	<b>Scenario 1</b>	<b>Scenario 2</b>	<b>Scenario 3</b>
<b>Demolition and New Works</b>	\$650,000	\$2,863,000	\$3,724,000
<b>Total Construction Costs</b>	<b>\$650,000</b>	<b>\$2,863,000</b>	<b>\$3,724,000</b>
<b>Design Contingency</b>	\$65,000	\$287,000	\$373,000
<b>Construction Contingencies</b>	\$72,000	\$315,000	\$410,000
<b>Professional Fees</b>	\$119,000	\$416,000	\$541,000
<b>Western Power Works P Sum</b>	Excluded	\$1,843,000	\$1,843,000
<b>Development Approval</b>	\$12,000	\$12,000	\$13,000
<b>Building Code of Australia Compliance</b>	\$4,000	\$18,000	\$23,000
<b>Public Artwork</b>	Excluded	Excluded	\$46,000
<b>Escalation (to Nov 2025)</b>	\$135,000	\$841,000	\$1,019,000
<b>Estimated Total Commitment (Excl. GST)</b>	<b>\$1,057,000</b>	<b>\$6,595,000</b>	<b>\$7,992,000</b>

# Common Themes

## General Comments

The data collated included qualitative feedback in the form of general comments and ideas submitted by the survey participants.

The following is a summary of the key take outs of the general comments received through the survey. Those key requirements and comments were structured in different key themes:

- Social Matters and Safety
- Process
- Placemaking and Streetscape Upgrade
- Traffic and Parking
- Business and Amenities

### Social Matters and Safety

- Efficient and sustainable measures against anti-social behaviour such as CCTV, police presence and improved street lighting
- An active Community Engagement Strategy that includes consultation with residents and shop owners
- Inclusive design (disability access and inclusion of vulnerable user groups)
- Measures needed against negative side effects of gentrification process

### Process

- Immediate/fast implementation of revitalisation process
- Powerlines to be put underground as an essential measure in the process
- Identification of the area's importance
- High investment needed to achieve real change and improvement by "Doing it very well"
- Transparent cost management within revitalisation process

*Currently Belvidere street can be quite scary and intimidating to a single woman walking alone, it would be nice to have a welcoming and safe space for all to enjoy.*

*The area needs to be people friendly for the locals as well as enticing visitors to the area. They should offer a safe environment for everyone.*

*The property owners and tenants need to be consulted with this process. There are many factors that need to be considered*

*This project is long overdue. We moved here years ago with promises of redevelopment, but nothing has happened. This is important!*

*I honestly think this is the most pressing area for improvement for City of Belmont.*

*I 100% have seen over the years how absolutely necessary "doing it very well" has reaped the rewards for the community and the overall general positive feel and change in ideology it has brought to the area.*

### Streetscape Upgrade

- More integrated greenery in addition to the existing trees
- Additional open spaces and safe places for the community to gather
- Clean and well-maintained streetscape
- Appealing facades and welcoming shop fronts
- Street art and public art work
- Foster the local Sense of Place and make it a destination to be proud of

### Traffic and Parking

- Retain popular parking lots and implement an efficient and accessible car parking strategy (focus on inclusion of vulnerable user groups/functionality)
- Improved cycling and pedestrian paths
- Reduced speed and creation of safer crossing points for pedestrians
- Promote usage and facilities for Electric Vehicles (EV)
- Avoid car congestion of surrounding streets through revitalisation process

### Business and Amenities

- Support for existing shops which are highly frequented and appreciated
- Upgrade of shop fronts, especially in terms of the roller doors (safety issue)
- Increased visibility of shops through signage and designing an arrival point
- Additional and high quality alfresco options where it is logical
- Better zoning to avoid storage along Belvidere Street and to allow for larger businesses/developments

*I love the idea of local art being displayed over the very off putting roller shutters.*

*Love the grassed area/alfresco idea. Also like the idea of powerlines underground but also know this will be significant cost. Not sure it will be worth it? Maybe with time*

*Everyone I know in the area is desperate for Belvidere Street to live up to its potential. I walk there from my home several times a week and have small children and would love to be able to stay a while and meet friends and turn it into a safe neighbourhood inviting and clean.*

*Less space for cars to drive through and parking kept behind the shopfronts, and more greenery/ cycling paths are ideal!*

*Parking convenience is a priority for us.*

*Love for more shade and shared space with cyclists, to encourage safety and stop hoon drivers coming through.*

*PLEASE fix up our Belvidere street. We need a SAFE area for the residents to support local business. Let's get people driving to Belmont for the coffee shops, restaurants and green spaces.*

*Just get it done. Don't waste time on it, the area is a haven for derelict behaviour, which is such a shame for the shop owners, because they ARE good shops...*

*A place to encourage communal interaction as well offering choice of independent shops, restaurants, cafes etc.*



# Project Delivery

## Staging Preferences

In selecting a preferred staging scenario, the majority of respondents preferred all the improvements occurring at once as one major project (78%), including 52% registering strong support. However, there were a large number of comments in favour of a staged approach.

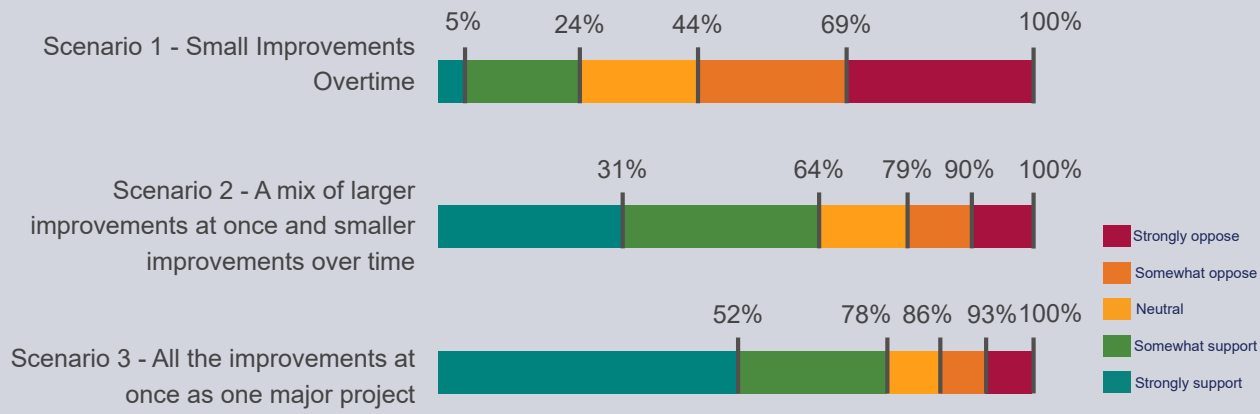
A more staggered approach would give the opportunity to test and learn, while it is important to implement prioritised

features, such as underground power lines, landscaping and safety measures, right from the beginning.

Therefore, a mix of smaller and larger improvements at once and over time would help to avoid negative outcomes such as an increase of anti-social behaviour and at the same time, they would have an almost instant positive impact.

*Slow upgrade will add to aesthetics and can monitor if this remains a positive scenario to continue for attendees to this location. Demonstrates no large cost outlay for deminishing returns over time due to any damage of bigger upfront outlays by council.*

### How do you think the City should stage the delivery of the upgrades?



*The antisocial behaviour is the critical issue that will affect the successful outcome of any of the scenarios. The staged development, in my opinion, will provide all of us with an indication of whether we can get on top of the antisocial behaviour before there is a major financial commitment to the redevelopment. If the behaviour continues to be off-putting, then the development will be a waste of energy and resources.*

## Technical Considerations

There is a strong preference for existing powerlines on Belvidere Street to be put underground. This requires careful consideration in terms of managing costs as well as staging generally. Both Scenarios 2 and 3 require power to be under-grounded for the section of Belvidere Street between Keymer and Gardiner Streets, due to conflicts that would otherwise arise between new cycle paths or re-aligned road carriageways. However, for both of these scenarios, under-grounding of power is not required between Gardiner and Leake Street. This is not to say that it may not be preferred or that trenching should be established ready for future under-grounding.

Ultimately, for scenarios 2 and 3 a stage 1 section between Gardiner and Leake Streets could be delivered without relying on the under-grounding of powerlines. In any case, this location represents a logical stage 1 given the recent confirmation of the IGA's intentions within the next 2 or 3 years to redevelop and relocate to the overflow car park on Belvidere Street between Keymer and Somers Streets. This way

Belvidere Street Revitalisation Plan

a more integrated approach can be taken to the design of the built form, land use and public realm. An immediate positive impact would be seen if stage 1 upgrades were to occur between Gardiner and Leake Streets, with existing food and beverage businesses benefiting from additional alfresco space, which can help activate the street from day 1.

Main Roads WA (MRWA) were consulted on the three scenarios and their preference was for Scenario 3. They especially liked the shared space approach. For scenario 2, they raised concerns with the roundabout zebra crossings and on side streets would prefer to see zebra crossings for both priority cycle lanes and pedestrian crossings.

PTA will need to be consulted in relation to Scenario 3 and the proposed offset intersections. The recent Hay Street shared street improvements serve as a relevant local precedent, with offset intersections introduced to slow traffic on an existing bus route.







## 12.7 Naming of the Local History Room in the City of Belmont Museum the Peg Parkin Local History Room

Voting Requirement	:	Simple Majority
Subject Index	:	161/003
Location/Property Index	:	213 Wright Street, Cloverdale
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	City of Belmont
Responsible Division	:	Infrastructure Services

### Council role

**Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### Purpose of report

To consider a request from Councillor Rossi to name the Local History Room in the City of Belmont Museum, The Peg Parkin Local History Room.

### Summary and key issues

In accordance with the City's Policy 57 – Naming of Council Facilities, the Chief Executive Officer advised Councillors that he had received a request from Councillor Rossi to name the Local History Room at the City of Belmont Museum, The Peg Parkin Local History Room. Councillors were provided with seven days to request that the matter be placed before Council for a resolution.

Requests were received from Councillors to bring the matter before Council.

### Officer Recommendation

That Council endorse the naming of the Local History Room in the City of Belmont Museum, The Peg Parkin Local History Room, in recognition of her long-standing commitment to the City of Belmont and its community.

## **Location**

City of Belmont Museum, Belmont Hub, 213 Wright Street, Cloverdale.

## **Consultation**

The family of the late Mrs Peg Parkin were consulted on naming the Local History Room, The Peg Parkin Local History Room and were supportive of the City honouring Mrs Parkin in this manner.

## **Strategic Community Plan implications**

In accordance with the 2020 – 2040 Strategic Community Plan:

### **Goal 1: Liveable Belmont**

**Strategy:** 1.1 Respect, protect and celebrate our shared living histories and embrace our heritage

## **Policy implications**

City of Belmont Policy 57. – Naming of Council Facilities refers.

## **Statutory environment**

There are no specific statutory requirements in respect to this matter.

## **Background**

Peg Parkin's contribution to the City of Belmont community began with her extensive involvement on the Parents and Citizens Associations of Belmay Primary School and Belmont Senior High School, and as a foundation member of the Belmont Out of School Child Care Centre. Mrs Parkin devoted herself to the well-being of the district and endeared herself to residents through her compassion and involvement in many welfare areas which included the Red Cross and the Board of Nulsen Haven.

From 1976 to 1987 Mrs Parkin was a long-standing Councillor and then served as Mayor from 1987 to 1994.

In 1994 she was made an Honorary Freeman of the City for her outstanding service. She was an active member of the Belmont Historical Society being President at the time of its cessation, after which she became a member of the Belmont Museum Advisory Group. Mrs Parkin was an invaluable contributor to the City's historical records.

In 2001, Mrs Parkin was awarded the Centenary Medal in recognition of her significant contributions to the community. The Centenary Medal was established to commemorate the centenary of the Federation of Australian to recognise people who had made a contribution to Australian society or government.

In 2005, for her service to the community, particularly people with disabilities, and local government (City of Belmont), Mrs Parkin was awarded the Member of the Order of Australia. In the Australian Honours System, this award confers the highest recognition for outstanding achievement and service.

In 2022, Mrs Parkin received the Western Australian Heritage Award for her voluntary contribution to the City of Belmont's heritage efforts.

## **Report**

Mrs Parkin's lifelong passion for Belmont's local history was instrumental in setting up the original purpose-built Belmont Museum in Faulkner Park which opened to the public in 1988. She continued to share her invaluable local history knowledge and played a pivotal role in the design of various exhibits within the state-of-the-art Museum at Belmont Hub, ensuring that it included educational hands-on experiences for the young and old to enjoy which was an intrinsic feature of the original purpose-built Museum.

Mrs Parkin's endeavours established her as a leader in the shaping of the City's continuing efforts to celebrate our local history, and she was recognised as one of the 'Faces of Belmont' interactive stories in the Belmont Museum's 2022 exhibition of the same title.

For her service to the City and the local community, it would be fitting to acknowledge Mrs Parkin's valued and considerable contribution by naming a room in the City's Museum, The Peg Parkin Local History Room.

## **Financial implications**

The estimated cost to produce and install an appropriate sign that matches existing signage is \$2,000, which would be funded from the building maintenance budget.

## **Environmental implications**

There are no environmental implications associated with this report.

## **Social implications**

There are no social implications associated with this report.



## Attachment details

Attachment No and title
Nil

## 12.8 Internal Audit Report

Voting Requirement	:	Simple Majority
Subject Index	:	19/006
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Executive Services

### Council role

**Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### Purpose of report

To submit two completed internal audit reports to Council. These audits have been completed in accordance with the Council approved 2022 – 2023 annual internal audit plan.

### Summary and key issues

Summary internal audit report findings for the two audits follow. The consequence levels of not implementing mitigating controls are moderate.

#### **Infrastructure Services Division - Refurbishment of City of Belmont Glasshouse Project**

The audit objectives were to ensure project controls were managed effectively to ensure the completed project met stakeholders' requirements.

The conclusion is the project was effectively managed with a quality outcome.

An opportunity to improve documented procedures was identified which was addressed by new contract management procedures issued after the date of audit.

## Infrastructure Services Division - Wilson Park Netball Courts

The audit objectives were to ensure project controls were managed effectively to ensure the completed project met stakeholders' requirements.

The conclusion is the project was effectively managed with a quality outcome.

Second line of defence officers from corporate risk management, safety, and environment had input to tender stage risk registers but did not have input to subsequent project execution stage risk assessments.

### Committee Recommendation

That Council:

1. Receives the report (Confidential Attachment 12.8.1) titled Internal Audit - Refurbishment of City of Belmont Glasshouse Project.
2. Receives the report (Confidential Attachment 12.8.2) titled Internal Audit - Wilson Park Netball Courts.
3. Notes the City of Belmont management comments in Confidential Attachments 12.8.1 and 1.8.2 and actions to be undertaken in response to the internal audit recommendations.

### Location

Not applicable.

### Consultation

All internal audit reports were reviewed by relevant staff, managers, directors and the CEO before being issued for action.

This ensures collective agreement on findings, recommendations, and management actions.

### Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

#### **Goal 5: Responsible Belmont**

**Strategy:** 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community.



## Policy implications

There are no policy implications associated with this report.

## Statutory environment

### ***Local Government Act 1995***

#### 7.1A. Audit committee

(1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

### ***Local Government (Audit) Regulations 1996***

#### 16. Functions of audit committee

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
  - (i) its functions under Part 6 of the Act; and
  - (ii) its functions relating to other audits and other matters related to financial management.
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —
  - (i) report to the council the results of that review; and
  - (ii) give a copy of the CEO's report to the council.
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
  - (i) regulation 17(1); and
  - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
  - (i) is required to take by section 7.12A(3); and
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
  - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and

- (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

[Regulation 16 inserted: Gazette 26 Jun 2018 p. 2386-7.]

#### 17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

[Regulation 17 inserted: Gazette 8 Feb 2013 p. 868;

amended: Gazette 26 Jun 2018 p. 2387.]

### ***Local Government (Financial Management) Regulations 1996***

#### 5(2) CEO's duties as to financial management

- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

## **Background**

The internal audit function operates in accordance with Council approved Terms of Reference (TOR) and Council approved annual internal audit plans.

The TOR requires the Internal Auditor to be functionally accountable to the CEO and Council via the Standing Committee (Audit and Risk).

The TOR also requires final engagement audit reports be issued to the CEO and Council via the Standing Committee (Audit and Risk) as directed.

## Report

### Infrastructure Services Division - Refurbishment of City of Belmont Glasshouse Project

(Confidential Attachment 12.8.1)

The internal audit objectives were to ensure project tender, time, cost, quality, environment, WHS and contract variation objectives were managed.

The conclusion is the project was effectively managed with a quality outcome.

The findings/recommendations below relate to improving related procedure documentation.

1. Project defects were managed effectively but there was an opportunity to improve documented procedures.
  - System Procedure 23 – “Contract Management” was issued after this audit was completed and addresses project defects.
2. Minor post contract variations were managed effectively but there was an opportunity to improve documented procedures.
  - System Procedure 24 – “Management of Contract Variations” was issued after this audit was completed and addresses procedures for processing and approving major and minor contract variations.
3. Transfer of records from the contractor to the City of Belmont at project conclusion was effective but there was an opportunity to improve documented procedures.
  - System Procedure 23 – “Contract Management” was issued after this audit was completed and addresses transfer of records.

Please note: The above 3 findings/recommendations are now considered closed out.

### Infrastructure Services Division – Wilson Park Netball Courts

(Confidential Attachment 12.8.2)

The internal audit objectives were to ensure project tender, time, cost, quality, environment, WHS and contract variation objectives were managed.

The conclusion is the project was effectively managed with a quality outcome.

The audit resulted in one finding/recommendation.

1. Second line of defence officers from corporate risk management, safety, and environment had input to tender stage risk registers but did not have input to subsequent project execution stage risk assessments.



- Management agreed the Coordinator Business Planning Improvement and Risk will participate in all project execution stage risk assessments.

Above findings, recommendations and management responses have been entered into Audit Logs for tabling at Standing Committee (Audit and Risk) meetings until closed out.

### **Financial implications**

There are no financial implications evident at this time.

### **Environmental implications**

There are no environmental implications associated with this report.

### **Social implications**

There are no social implications associated with this report.

### **Attachment details**

<b>Attachment No and title</b>	
1.	CONFIDENTIAL REDACTED - Internal Audit Report Refurbishment of CoB Glasshouse Project SCAR (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(h)) [ <b>12.8.1</b> - 7 pages]
2.	CONFIDENTIAL REDACTED - Internal Audit Report Wilson Park Netball Courts SCAR (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(h)) [ <b>12.8.2</b> - 5 pages]

## 12.9 Interim Audit Report July 2023

Voting Requirement	:	Simple Majority
Subject Index	:	19/001
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

### Council role

**Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### Purpose of report

This report provides Council with details of the outcomes of the Office of the Auditor General (OAG) interim audit conducted in April 2023.

### Summary and key issues

The interim audit is a key process in the audit of the City's 2023 Annual Financial Report. This audit commenced in April 2023 and will culminate with final audit in October 2023 as per OAG's audit plan.

### Committee Recommendation

That Council note the recommendations and comments associated with the 2022-2023 Interim Audit Report as detailed in Attachment 12.9.1.

### Location

Not applicable.

## Consultation

There has been no specific consultation undertaken in respect to this matter.

## Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

### Goal 5: Responsible Belmont

**Strategy:** 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community

## Policy implications

The policy implications evident is to ensure that the Accounting Policies detailed in the Annual Financial Statements comply with legislative and Australian Accounting Standards requirements.

## Statutory environment

Section 7.9(1) of the *Local Government Act 1995* requires an audit to be conducted to examine the accounts and annual financial report submitted for audit and to prepare a report thereon which is required to be forwarded to the Mayor, Chief Executive Officer, and the Minister for Local Government.

Section 7.9(2) of the *Local Government Act 1995* requires the auditor to report on any error or deficiency in any accounts, misapplication of funds or any matters that needs to be addressed by the Local Government.

## Background

During April 2023, the Office of the Auditor General (OAG) undertook an interim audit of the City's financial systems and processes.

The main purpose of the interim audit was to:

- examine the City's business, control environment and assess the design and implementation of key controls and risks
- review prior year's audit findings and management recommendations
- clarify significant accounting issues before the annual financial report is prepared for audit.

The OAG plans to perform the final audit in October 2023 as per the Audit Planning Summary report presented to Standing Committee (Audit and Risk) in May 2023.



## Report

The Interim Audit Management Letter as per Attachment 12.9.1 reflects two findings identified by the auditors together with the respective management response.

Below is a summary of the findings identified:

### 1. Review of monthly accounts payable reconciliation

#### Finding:

The City's Accounts Payable End of Month Reports Procedures states that, monthly reconciliations should be reviewed by the Manager Finance.

The OAG's review of the month end process for March 2023 and November 2022, identified that there was no documented evidence of review of the reconciliation between the accounts payable aging report and general ledger.

#### Management Response:

Existing month end reconciliation processes have been reviewed, with documented evidence of the independent review of the monthly reconciliation between the Accounts Payable Aging Report and the general ledger recommencing for April 2023.

### 2. Financial policies and procedures management

#### Finding:

The OAG noted that some of the City's financial policies, procedures or process maps were not reviewed in a timely manner. This includes the:

- SP16 Procurement System procedure is to be reviewed every three years according to the City's System Procedure SP-08 Documented Information. SP16 was last reviewed on 25 July 2019.
- BEXB32 Decision Making Policy is to be reviewed every four years according to the City's Operational Policy Manual. The policy was last reviewed on 27 September 2016.

The *Local Government (Financial Management) Regulations 1996* regulation 5(2c) states that financial management systems and procedures review should be undertaken 'not less than once every three financial years'.

Additionally, there is currently no documented procedure on the reconciliation process between the fixed asset register and general ledger.

#### Management Response:

The City is utilising a staged approach for the review of its' policies, procedures and process maps, commencing with a review of the City's Business Management System (BMS) and document review. A review of the City's operational policies and process maps will follow a review of the City's integrated framework later in the calendar year.

## Financial implications

Where reconciliations are not reviewed regularly, there is an increased risk of unreconciled items or errors not being detected promptly.

## Environmental implications

There are no environmental implications associated with this report.

## Social implications

There are no social implications associated with this report.

## Attachment details

Attachment No and title	
1.	Interim Management Letter Attachment - City of Belmont - 30 June 2023 [12.9.1 - 3 pages]

**ATTACHMENT**

**CITY OF BELMONT**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Review of monthly accounts payable reconciliation	No		✓		
2. Policies and procedures management	No		✓		

**Key to ratings**

The Ratings in this management letter are based on the audit team’s assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

**Significant -** Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

**Moderate -** Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

**Minor -** Those findings that are not of primary concern but still warrant action being taken.



**ATTACHMENT**

**CITY OF BELMONT**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

**1. Review of monthly accounts payable reconciliation**

**Finding**

The City's Accounts Payable End of Month Reports Procedures states that, monthly reconciliations should be reviewed by the Manager Finance.

Our review of the month end process for March 2023 and November 2022, identified that there was no documented evidence of review of the reconciliation between the accounts payable aging report and general ledger.

**Rating:** Moderate

**Implication**

Where monthly reconciliations are not reviewed regularly, there is an increased risk of unreconciled items or errors not being detected promptly.

**Recommendation**

Management should ensure that the monthly reconciliations are reviewed promptly.

**Management comment**

*Existing month end reconciliation processes have been reviewed, with documented evidence of the independent review of the monthly reconciliation between the Accounts Payable Aging Report and the general ledger recommencing for April 2023.*

**Responsible person:** Manager Finance

**Completion date:** May 2023

**ATTACHMENT**

**CITY OF BELMONT**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

**2. Financial policies and procedures management**

**Finding**

We noted that some of the City's financial policies, procedures or process maps were not reviewed in a timely manner. This includes the:

- SP16 Procurement System procedure is to be reviewed every three years according to the City's System Procedure SP-08 Documented Information. SP16 was last reviewed on 25 July 2019.
- BEXB32 Decision Making Policy is to be reviewed every four years according to the City's Operational Policy Manual. The policy was last reviewed on 27 September 2016.

The Local Government (Financial Management) Regulations 1996 Paragraph 5(2c) states that financial management systems and procedures review should be undertaken 'not less than once every three financial years'.

Additionally, there is currently no documented procedure on the reconciliation process between the fixed asset register and general ledger.

**Rating:** Moderate

**Implication**

Without timely review of policies and procedures, there is an increased risk that the existing policies and procedures are no longer fit for purpose. It may also result in non-compliance with Local Government (Financial Management) Regulations 1996.

**Recommendation**

Management should regularly review and update its policies and procedures. Updated policies and procedures with key changes should be communicated to all employees and relevant stakeholders.

**Management comment**

*The City is utilising a staged approach for the review of its' policies, procedures and process maps, commencing with a review of the City's Business Management System (BMS) and document review. A review of the City's operational policies and process maps will follow a review of the City's integrated framework later in the calendar year.*

*SP16 Procurement System Procedure has been reviewed subsequent to the interim audit visit in May 2023*

**Responsible Person:** Organisational Leadership Team  
**Completion Date:** June 2024

## 12.10 Review of Council Policies

Voting Requirement	:	Absolute Majority
Subject Index	:	32/015 - Council Policy Manuals/Code of Conduct
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	n/a
Owner	:	N/A
Responsible Division	:	Corporate and Governance

### Council role

**Legislative** Includes adopting local laws, local planning schemes and policies.

### Purpose of report

To seek Council endorsement of the reviewed and amended policies and those recommended for deletion (refer attachments 12.10.1 and 12.10.2).

### Summary and key issues

In accordance with section 2.7(2)(b) of the *Local Government Act 1995* (the Act), Council is to determine the local government's policies.

A number of policies have been proposed for amendment or deletion.



## Officer Recommendation

That Council endorse:

1. The deletion of the following Policies for the reasons set out in Attachment 12.10.1:
  - Swearing in Ceremony - First Meeting After Election
  - Council, Committee and Briefing Meeting Schedule
  - Appointment as Committee Members, Representatives and Delegates
  - Quasi-Judicial Role
  - Governance Services to Elected Members – Local Government Election Year
  - Elected Members - Departing Gifts
  - Western Australian Local Government Association (WALGA) – Requests for Nominations for State Government Committees
  - Elected Member Attendance and Participation at Community Workshops
  - Council Refreshment Facilities
  - Rates and Other Debt Recovery – Elected Members
  - Attendance by Dignitaries at Civic Functions, Ceremonies and Receptions
  - Donation of Disused Equipment, Machinery and Other Materials
2. The amended policies (refer Attachment 12.10.2), specifically in relation to the following:
  - Attendance at Events
  - Councillor's Lounge - Public Access
  - Elected Members Fees, Allowances and Support
  - Elected Members – Communication
  - Elected Members – Contact with Employees
  - Elected Member Disclosure of Interests Register
  - Elected Member Registers - Other
  - Purchasing
  - Investment of Funds
  - Collection of Rates
  - Financial Hardship
  - Business Continuity
  - Risk Management
  - Gratuity Payments and Gifts to Employees (changed to Gifts to Employees)
  - Record Keeping - Elected Members (changed to Records Management)
  - Environmental Purchasing
  - Environment and Sustainability
  - Urban Forest
  - Donations - Financial Assistance
  - Subsidised Organised Sport for Juniors in the City of Belmont (changed to Seasonal Hire - In-kind Support)

- Communication and Consultation - Community and Stakeholders (changed to Engagement - Community and Stakeholders)
  - Naming or Renaming of Streets, Parks and Reserves (changed to Naming or Renaming of Roads, Parks and Reserves)
  - Naming of Council Facilities (changed to Council Facilities - Naming)
  - Personalisation of Council Owned Buildings by User (changed to Council Facilities - Personalisation by Users)
  - Closed Circuit Television (CCTV) Video Analytics
  - Complaint Investigation - Behaviour Complaints
3. Any further minor administrative amendments/layout changes as required prior to publication on the City's website.

**An absolute majority of Council is required**

## **Location**

Not applicable.

## **Consultation**

Consultation was undertaken with the relevant Policy Owners, internal stakeholders, the Operational Leadership Team (OLT), the Executive Leadership Team (ELT) and Elected Members.

## **Strategic Community Plan implications**

In accordance with the 2020 – 2040 Strategic Community Plan:

### **Goal 5: Responsible Belmont**

**Strategy:** 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations.

## **Policy implications**

Should Council endorse the amended policies, the City's website will be updated, and policies will be listed and published individually in alphabetical order, making it easier to search the website for a particular policy.

## **Statutory environment**

The Act provides the basis for many of the City's policies, therefore consistency with this legislation has been reflected in the review, assessment and amendments proposed.

Section 2.7 of the *Local Government Act 1995* outlines the role of Council.

Section 2.7(2) (b) requires the Council to determine the local government's policies.

Section 5.90A(3) requires amendment of the Attendance at Events Policy to be an absolute majority decision.

## **Background**

A review of policies commenced in April 2023 when Policy Owners and other internal staff were requested to review those policies that required endorsement by Council before the October 2023 local government election. Following completion of the review by Policy Owners, the relevant Directors reviewed and approved the deletions/amendments proposed. The policies proposed for deletion/amendment were then considered by OLT on 13 June 2023 and ELT on 21 June 2023.

A presentation was made to Councillors at the 4 July 2023 Information Forum following which copies of the proposed amended policies (with track changes) and proposed deletions were sent to Councillors by Memo on 5 July 2023 requesting feedback by Monday, 31 July 2023.

A further presentation was made to Councillors at the 1 August 2023 Information Forum with an opportunity to provide further feedback.

## **Report**

A list of the policies proposed for deletion/amendment is provided at Attachment 12.10.1. This list also provides information on:

- the scale of changes made (delete, minor, moderate or major)
- the reason for proposed deletion and comments on the changes made.

Following the request for feedback from Councillors by 31 July 2023, a few queries were received, including typographical and formatting issues. The queries received were discussed at the Information Forum held on 1 August 2023.

Further changes have now been made to the policies (including those raised by Councillors) to:

- use a consistent numbering system throughout all policies;
- cross-reference the use of policy names and numbers throughout all policies;
- amended any typographical errors;
- consistent formatting of all policies.

Attachment 12.10.2 is the clean version of all amended policies for endorsement.

A review of the remaining policies (stage 2) has commenced and is scheduled for consideration at the 12 December 2023 Ordinary Council Meeting. Following the completion of both stages, the City will engage the services of a copywriter to ensure the policies are written clearly and concisely and the wording is consistent across all policies.

## **Financial implications**

There are no financial implications evident at this time.

## **Environmental implications**

There are no environmental implications associated with this report.

## **Social implications**

There are no social implications associated with this report.

## **Attachment details**

<b>Attachment No and title</b>	
1.	Council Policies - List of Deletions and Amendments [12.10.1 - 3 pages]
2.	All Policies Clean Version [12.10.2 - 107 pages]



**POLICY MANUAL REVIEW**  
**COUNCIL POLICY REVIEW - July 2023**

POLICY NAME	POLICY NUMBER	POLICY OWNER	AMENDMENTS	TRACK CHANGES AVAILABLE	REASON FOR PROPOSED DELETION & OTHER COMMENTS
Swearing in Ceremony - First Meeting After Election	6	Manager Governance, Strategy and Risk	Delete	N/A	Covered by legislation, convention, no other Councils identified.
Council, Committee and Briefing Meeting Schedule	7	Manager Governance, Strategy and Risk	Delete	N/A	Covered by convention, can be limiting and not account for quirks in the calendar (e.g. latest possible date for Easter Sunday is 25 April), no other councils identified.
Appointment as Committee Members, Representatives and Delegates	8	Manager Governance, Strategy and Risk	Delete	N/A	Covered by convention, adds no value to process. Only 2 other LGs have a similar policy.
Quasi-Judicial Role	10	Manager Governance, Strategy and Risk	Delete	N/A	Covered in Code of Conduct, training, induction manual. Only one other LG has a similar policy. Section 10.1 has been added to the mandated EM Code of Conduct covering quasi-judicial. Employees covered generally by code of conduct (appropriate behaviours) but could add something there if necessary. If policy removed, EM Code of conduct to be changed to remove reference to policy.
Governance Services to Elected Members – Local Government Election Year	12	Manager Governance, Strategy and Risk	Delete	N/A	Adequately covered in Code of Conduct section 17 and associated legislation. No other Councils identified.
Elected Members - Departing Gifts	13	Manager Governance, Strategy and Risk	Delete	N/A	This is covered by Act/Regs and equipment section no longer valid.
Western Australian Local Government Association (WALGA) – Requests for Nominations for State Government Committees	14	Manager Governance, Strategy and Risk	Delete	N/A	Not required. Detailed processes guide the procedure administratively. EMs will be informed of any calls for nomination and the appropriate process through the CEOs Information Report.
Elected Member Attendance and Participation at Community Workshops	16	Manager Governance, Strategy and Risk	Delete	N/A	Not required. To be included in EM Induction Manual and Councillors informed as required for any special requirements for each event at the time.
Attendance at Events	17	Manager Governance, Strategy and Risk	Moderate	Yes	
Council Refreshment Facilities	18	Manager Governance, Strategy and Risk	Delete	N/A	Not required. To be included in EM Induction Manual.
Councillor's Lounge - Public Access	19	Manager Governance, Strategy and Risk	Minor	Yes	
Elected Members Fees, Allowances and Support	20	Manager Governance, Strategy and Risk	Major	No - major rewrite	Could only locate one other example. Removed sections covered by SAT. Mayoral car arrangements changed to align with SAT.
Rates and Other Debt Recovery – Elected Members	22	Manager Finance	Delete	N/A	This policy is a duplicate of the 'Collection of Rates' policy. Elected members to be treated as ordinary citizens.
Elected Members – Communication	23	Manager PR and Stakeholder Engagement	Moderate	Yes	Tracked change version available.
Attendance by Dignitaries at Civic Functions, Ceremonies and Receptions	24	Manager PR and Stakeholder Engagement	Delete	N/A	No requirement for a policy document. A review of other local government policies did not show similar policies regarding attendance by dignitaries or stipulating which dignitaries should be invited to Civic Functions. Removal of the policy allows for invitation lists for Civic Functions to be reviewed and tailored to each individual event and provides flexibility to meet the changing needs and objectives of the City.

**POLICY MANUAL REVIEW**

<b>POLICY NAME</b>	<b>POLICY NUMBER</b>	<b>POLICY OWNER</b>	<b>AMENDMENTS</b>	<b>TRACK CHANGES AVAILABLE</b>	<b>REASON FOR PROPOSED DELETION &amp; OTHER COMMENTS</b>
Elected Members – Contact with Employees	25	Manager Governance, Strategy and Risk	Minor	Yes	Tracked change version available.
Elected Member Disclosure of Interests Register	26	Manager Governance, Strategy and Risk	None	N/A	
Elected Member Registers - Other	27	Manager Governance, Strategy and Risk	Minor	Yes	Tracked change version available.
Purchasing	29	Manager Finance	Minor	Yes	Largely a restructure of existing policy to assist the user with more straightforward interpretation with some minor additional requirements and clarifications
Investment of Funds	31	Manager Finance	Minor	Yes	Tracked change version available.
Collection of Rates	32	Manager Finance	Major	Yes	Reviewed against more modern policies at other councils. Included sections referencing specific actions, timelines and legislation
Financial Hardship	35	Manager Finance	Moderate	Yes	Tracked change version available.
Business Continuity	37	Manager Governance, Strategy and Risk	Minor	Yes	Tracked change version available.
Risk Management	38	Manager Governance, Strategy and Risk	Minor	Yes	Tracked change version available.
Gratuity Payments and Gifts to Employees (changed to Gifts to Employees)	39	Manager People and Culture	Major	Yes	Gratuities removed as covered by City's Industrial Agreements.
Record Keeping - Elected Members (changed to Records Management)	43	Manager Governance, Strategy and Risk	Moderate	Yes	Tracked change version available.
Environmental Purchasing	45	Manager Parks, Leisure and Environment	Major	No	Reviewed as part of recent legislative changes.
Environment and Sustainability	46	Manager Parks, Leisure and Environment	Major	Yes	Reviewed as part of recent legislative changes to various acts.
Urban Forest	48	Manager Parks, Leisure and Environment	None	N/A	
Donations - Financial Assistance	50	Manager Economic and Community Development	Moderate	N/A	
Donation of Disused Equipment, Machinery and Other Materials	51	Manager Finance	Delete	N/A	There is no requirement in the Regulations for a policy governing the disposal of disused equipment/property. Equipment is typically obsolete (e.g. IT). Replace with procedure.
Subsidised Organised Sport for Juniors in the City of Belmont (changed to Seasonal Hire - In-kind Support)	52	Manager Parks, Leisure and Environment	Major	No - major rewrite	Reviewed in line with community engagement and changes implemented are in line with recently updated policies at other councils.
Communication and Consultation - Community and Stakeholders (changed to Engagement - Community and Stakeholders)	55	Manager PR and Stakeholder Engagement	Major	No - major rewrite	Language improvements throughout the document to reflect modern practice. Removal of unnecessary information and inclusion of clearer principles for engagement.
Naming or Renaming of Streets, Parks and Reserves (changed to Naming or Renaming of Roads, Parks and Reserves)	56	Manager Planning Services	Major	No - major rewrite	Alignment with current Landgate criteria. For example, no longer supports names for elected officials.

**POLICY MANUAL REVIEW**

<b>POLICY NAME</b>	<b>POLICY NUMBER</b>	<b>POLICY OWNER</b>	<b>AMENDMENTS</b>	<b>TRACK CHANGES AVAILABLE</b>	<b>REASON FOR PROPOSED DELETION &amp; OTHER COMMENTS</b>
Naming of Council Facilities (changed to Council Facilities - Naming)	57	Manager City Facilities and Property	Major	No - major rewrite	The naming of plaques has been removed from streets policy (above) and added to this policy as more appropriate fit.
Personalisation of Council Owned Buildings by User (changed to Council Facilities - Personalisation by Users)	58	Manager City Facilities and Property	Moderate	No	
Closed Circuit Television (CCTV) Video Analytics	59	Manager Safer Communities	Moderate	No	Modified :- - minor wording and title changes -to allow release of CCTV footage under exceptional circumstances by CEO without letting media using policy to obtain it. eg to insurance companies - to allow WAPOL access to ANPR data stream pending RoID agreement
Complaint Investigation - Behaviour Complaints	60	Manager Governance, Strategy and Risk	Minor	Yes	Addition of sections 7.3 and 7.4.

## Attendance at Events

### Policy Objective

To provide a framework for Elected Member and Chief Executive Officer (CEO) attendance at events in accordance with the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996*.

### Policy Detail

There are certain Events where attendance by Elected Members and/or the CEO provides a clear benefit to the City, the community and/or the professional development of the respective Elected Member or the CEO, and due to this benefit the respective Elected Member and/or the CEO are encouraged to attend.

In accordance with Section 5.90A of the Act Council must consider the purpose of the Event and the benefits for the community from Elected Members or the CEO attending events.

Attendance at Events by Elected Members and the CEO will be administered in accordance with this policy.

#### 1. Criteria for Attendance at Events

The following criteria are required to be met for attendance at Events by Elected Members and/or the CEO:

- a) Invitations and tickets to events are to be received by the City; and
- b) must be of benefit and relevance to the City and the community;

#### 2. Pre-approved Events

The Council approves attendance by Elected Members and the CEO at the following Events:

- a) Advocacy, lobbying or Ministerial briefings.
- b) Awards functions specifically related to local government.
- c) City hosted ceremonies, functions, tournaments or events.
- d) Community cultural events/festivals/art exhibitions.
- e) Events hosted by clubs or not for profit organisations within the City to which the Elected Member or CEO are officially invited.
- f) Events run by schools or universities within the City.
- g) Events run by Local, State or Federal Government (excluding party political events or fundraisers).
- h) Industry and economic briefings.
- i) Meetings of clubs and organisations.
- j) Events run by major professional bodies associated with government at a local, state or federal level.
- k) Opening or launch of an event or facility within the City.



- l) Where Mayor or CEO representation has been formally requested.

All Elected Members and the CEO are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event, two Council/City representatives may attend. In the first instance the Mayor and CEO will represent the City. The Mayor may delegate an alternative Elected Member to attend where appropriate. The CEO may delegate an alternative City officer to attend where appropriate. The fee including the attendance of a partner will be paid for by the City out of the City's budget by way of reimbursement, unless the event is a conference which is dealt with under Policy 21 - Elected Member Training, Professional Development and Travel.

Where a set number of tickets or invitations are received by the City, the Mayor and CEO shall allocate the invitations or tickets. A register of an allocation of Events will be maintained to ensure an equal allocation of tickets are offered to Elected Members.

Events which are free to the public or paid for by the Elected Member or the CEO (with no reimbursement sought) are also approved events under this policy.

### **3. Approval Process**

Where an invitation is received to an Event that is not pre-approved under clause 2, it may be submitted for approval by completing the Elected Member Event Approval Request Form. Approval to attend or accept will be considered as follows:

- a) For Mayor acceptance and attendance, approval by the CEO;
- b) For Elected Member acceptance and attendance, approval by the Mayor; and
- c) For CEO acceptance and attendance, approval by the Mayor.

The Event should satisfy the requirements set under 'Criteria for Attendance at Events', with consideration to be given of the following prior to approval:

- d) The cost involved for attendance (including incidentals, travel or accommodation);
- e) The role of the Elected Member or CEO when attending the Event (as a presenter, observer or participant);
- f) The numbers of Elected Members invited to attend; and
- g) Any justification provided by the applicant with the application.

### **4. Events that are not Approved**

- a) Where an invitation is received to an Event that is not pre-approved under 'Pre-approved Events or Approval Process' or is not received by the City it is a non-approved Event. Consideration is to be given of the requirement to disclose receipt of the tickets as a gift\*\* and any future disclosure of interest requirements.
- b) If the Event is ticketed and the Elected Member or CEO pays a discounted rate or is provided with a free ticket it is a non-approved Event and consideration is to be given of the requirement to disclose receipt of the tickets as a gift\*\* and any future disclosure of interest requirements.

## 5. Gifts (including Hospitality) excluded from Conflict of Interest provisions (Excluded Gifts)

- a) Any gift, or multiple gifts, over \$300 received during the course of a year by an Elected Member, or the CEO is specifically excluded from being considered a closely associated person (conflict of interest disclosure) if the gift relates to attendance at an Event when attendance has been approved in accordance with 'Pre-approved Events or Approval Process' or made by specified entities under section 5.62(1B)(b) of the Act and Regulation 20B of the *Local Government (Administration) Regulations 1996* being –
- (i) WALGA;
  - (ii) Australian Local Government Association Limited (ABN 31 008 613 876);
  - (iii) Local Government Professionals Australia WA (ABN 91 208 607 072);
  - (iv) LG Professionals Australia (ABN 895 004 221 818);
  - (v) a department of the Public Service;
  - (vi) a government department of another State, a Territory or the Commonwealth;
  - (vii) a local government or regional local government.
- b) **Elected Members or the CEO should note that attendance at pre-approved Events under clause 2 and clause 3 and Events held by entities outlined in clause 5(a) are still considered a gift\*\*** and, when received in the capacity of Elected Member or CEO must be disclosed and published on the City's Gift Register. Conflict of Interest provisions do not apply in relation to these gifts.

\*\* Refer to Disclosure of Gift requirements as set out in the *Local Government Act 1995* s5.87A, s5.87B and s5.87C, the City of Belmont Code of Conduct for Council Members, Committee Members and Candidates, and the City's Code of Conduct for Employees.

More information on the Gifts Framework is available on the Department of Local Government, Sport and Cultural Industries [Gifts and Conflicts of Interest Frequently Asked Questions](#) sheet.

## Reference/Associated Documents

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)

Elected Member Event Approval Request Form

Elected Members and CEO Gift Disclosure Form

City of Belmont Code of Conduct for Council Members, Committee Members and Candidates

City of Belmont Code of Conduct for Employees

Policy 21 - Elected Member Professional Development and Authorised Travel.

## Reference to Internal Procedure

Work Instruction - Notification of Gift/Hospitality

## Definitions

'**Incidentals**' means snacks/food that is consumed outside breakfast, lunch and dinner, drinks, laundry and dry cleaning, stationery, official telephone calls and internet.

'**Events**' in accordance with section 5.90A of the Act, means concerts, conferences, functions, sporting events and any other hospitality occasions.

This Policy is supported by:		
Policy No:	CP17	
Strategic Community Plan Strategy:	<b>Goal 5: Responsible Belmont</b> <b>Strategy:</b> 5.1 Support collaboration and partnerships to deliver key outcomes for our City <b>Strategy:</b> 5.5 Engage and consult the community in decision-making	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Governance and Compliance Adviser	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
23/02/21	New Policy	12.7
24/05/22	Review - Minor	12.7
22/08/23	Review - Moderate	

## **Councillors' Lounge - Public Access**

### **Policy Objective**

To outline the accessibility of and etiquette required of attendees when they are present, following a meeting of Council or an official Council function in the:

1. Council Reception Area; and
2. Councillors' Lounge.

Elected Members who extend invitations to members of the public to attend either the Council Reception Area or Councillors' Lounge must adhere to the accessibility and etiquette requirements as set out in the policy.

### **Policy Detail**

#### **1. Council Reception Area**

Members of the public do not have access to the Council Reception Area unless they are specifically invited following a Council meeting or attending an official Council function.

The Mayor may extend an invitation to the general public and the press in attendance at a meeting to join the Mayor and Elected Members in the Council Reception Area.

Individual Elected Members are welcome to invite up to a maximum of two members of the public to the Council Reception Area for thirty minutes following a Council meeting or official function, on condition that the Elected Member will:

- a) act as host for guest(s) (e.g. provide them with refreshments);
- b) adhere to 'responsible service of alcohol' guidelines
- c) take full responsibility for the actions of their guest(s);
- d) not invite the same guest(s) for two consecutive Council meetings unless they obtain prior approval from the Mayor; and
- e) escort their guest from the Council Reception Area when their guest wishes to leave or when the allotted time expires and secure the premises.

The Elected Member must remain in the Council Reception Area until their guest(s) depart.

#### **2. Councillors' Lounge**

Members of the public do not have access to the Councillors' Lounge following a Council meeting or an official Council function.

At the Mayor's discretion invitations may be extended to a special guest(s).

The Councillors' Lounge should be reserved for Elected Members, employees and their families only, and Elected Member's guests should be entertained in the Council Reception Area in accordance with Part A of this policy.



### **3. Etiquette**

No person shall remain in the Councillors' Reception Area or Councillors' Lounge if they fail to maintain an acceptable dress code or they engage in antagonistic or antisocial behaviour.

The Mayor shall be the sole judge of a breach of etiquette and is authorised to expel a person from the Reception Area or Lounge for such a breach.

Where the Mayor is not in attendance or has departed then the person responsible for the exercise of the powers of the Mayor under this policy shall be determined in the following order:

- a) the Deputy Mayor;
- b) a person appointed by the Mayor to exercise the powers of the Mayor under this policy for that specific occasion;
- c) a person appointed by the Deputy Mayor to exercise the powers of the Mayor under this policy for that specific occasion.

The Chief Executive Officer may authorise the use of the Councillors Lounge and Reception area for times when not in use by Elected Members. However, the Mayor has "absolute" authority regarding access to the Councillors' Lounge.

### **Reference/Associated Documents**

Responsible Service of Alcohol – [Liquor Control Act 1988](#)

### **Reference to Internal Procedure**

Nil.

### **Definitions**

Nil.

<b>This Policy is supported by:</b>		
Policy No:	CP19	
Strategic Community Plan Strategy:	<b>Goal 5: Responsible Belmont Strategy:</b> 5.5 Engage and consult the community in decision-making	
Register of Delegations:	N/A	
Service Area:	Executive Services	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
07/02/09		11.5.5
28/04/09		12.10
22/11/11		12.9
22/09/15	None	10.7
27/09/16	Review - Minor	12.9
24/05/22	Review - None	12.7
22/08/23	Review - Minor	

## Elected Members Fees, Allowances and Support

### Policy Objective

To provide clear guidelines and transparency regarding the allowances, fees and entitlements provided to Elected Members for the discharge of their role as elected representatives of the City, in accordance with the *Local Government Act 1995* and determinations of the Salaries and Allowance Tribunal.

### Policy Detail

#### 1. Annual fees and allowances

Annual allowances and fees are to be paid to Elected Members quarterly in arrears via electronic funds transfer to their nominated bank account.

The following allowances are to be the maximum amount set for the appointed band allocation of the City of Belmont, as determined by the Salaries and Allowance Tribunal;

- a) Mayoral allowance
- b) Deputy allowance
- c) Elected Member meeting attendance fee
- d) ICT expenses allowance

The cost of any ICT related items provided to Elected Members by the City will be deducted from the ICT expenses allowance until the cost is recovered in full. ICT expenses are as defined in the current Local Government determination of the Salaries and Allowances Tribunal.

The annual increase in allowances determined by the Salaries and Allowances Tribunal will be applied from 1 July of the relevant year.

#### 2. Carer expenses

Elected Members are entitled to be reimbursed for carer expenses when the Elected Member is the primary carer for a person who has a disability, mental illness, chronic condition or who is frail and aged. The City will cover the costs of a replacement carer incurred by the Elected Member to attend an authorised meeting and any training or professional development approved per policy 15 Elected Member Professional Development and Authorised Travel.

#### 3. Sundry expenses

The following sundry expenses may be claimed by an Elected Member to a maximum value of \$1,500 (excluding GST) per annum.

- a) Clothing, footwear and suit hire\*;
- b) Personal grooming\*;
- c) Dry cleaning\*;
- d) Cost of attending **Official Functions** of the City; and
- e) Protocol gifts.

\*These sundry expenses may only be claimed by an Elected Member in receipt of a pension.

#### **4. Mayoral vehicle**

A City of Belmont owned and maintained vehicle will be available to the Mayor for the purpose of undertaking official duties. No private use of the vehicle is permitted, nor is the vehicle to be used for electioneering purposes.

A log book will be required to be completed for all travel in the provided vehicle in a manner prescribed by the CEO.

The Mayoral vehicle may be replaced with approval from the Council. The class and cost of any replacement vehicle is to be approved by Council.

When the Mayor is on leave of absence, the Deputy Mayor may use the vehicle in accordance with this policy.

This section of the policy applies from the date of the Local Government elections to be held in October 2023.

#### **5. Business cards**

Each Elected Member will be allocated a maximum of 1,000 business cards after each local government ordinary election, subject to a restricted amount of 250 cards per Elected Member during the lead up period (six months) to local government elections. The business cards will be printed in accordance with the City's Corporate Style Guide. Business cards must be used for Council business only and must not be used for electioneering purposes.

#### **6. Additional support**

Any request for additional support by an Elected Member under this or any other policy must be submitted to the CEO who will refer the request to Council.

### **Reference/Associated Documents**

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)

Salaries and Allowances Act 1975

Policy 15 Elected Member Professional Development and Authorised Travel.

### **Reference to Internal Procedure**

Nil

### **Definitions**

'CEO' means the Chief Executive Officer of the City.



'City' means the City of Belmont.

'Official function' means the City's Mayoral Dinner, Civic Dinner and other functions approved by Council.

This Policy is supported by:		
Policy No:	CP20	
Strategic Community Plan:	<p><b>Goal 5: Responsible Belmont</b>  <b>Strategy:</b> 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community  <b>Strategy:</b> 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations</p>	
Delegation Register:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance Strategy and Risk	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
08/02/05		11.3.4
03/04/07		12.5.7
28/04/09		12.10
24/08/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
23/07/13		12.7
28/10/14	Review - Minor	12.4
22/09/15	Review - None	10.7
23/02/16	Minor	12.7
27/09/16	Review - Minor	12.9
22/08/17		12.2



<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
25/09/18	Review – Minor	12.5
10/12/19	Review – Minor	12.8
24/05/22	Review - Minor	12.7
22/08/23	Review - Moderate	

## Elected Members - Communication

### Policy Objective

To provide guidance to Elected Members when engaging in communications, whether verbal, written, or electronic, as an Elected Member of the City of Belmont and, in some circumstances, a personal capacity.

This Policy is not intended to discourage nor unduly limit an Elected Member's personal expression or other communications; however, it identifies obligations and requirements for Elected Member's communications as governed by the local government statutory framework

### Policy Detail

#### 1. Spokespeople

Only the Mayor and the CEO (if authorised by the Mayor), can make official comments on behalf of the City of Belmont.

Where the Mayor is unavailable, the Deputy Mayor may act as the spokesperson.

It is respectful and courteous to the office of the Mayor to refrain from commenting publicly, particularly on recent decisions or issues, until such time as the Mayor has had opportunity to speak on behalf of the City.

#### 2. Media Enquiries

All enquiries from the media for an official City of Belmont comment, whether made to an individual Council Member or employee, must be directed to the CEO or a person authorised by the CEO.

Information will be coordinated to support the Mayor or CEO (where authorised) to make an official response on behalf of the City.

#### 3. Mayoral Letterhead

Mayoral letterhead will be available for the Mayor for responses to civic invitations, functions and mayoral business. If the Mayor receives correspondence relevant to the business of the City, the Mayor may use mayoral letterhead to acknowledge receipt and advise that the City will respond to the matter raised.

Where the Mayor is providing technical information to correspondents, the Chief Executive Officer will be requested to draft the correspondence or that section of the correspondence for the Mayor.

#### 4. Recordkeeping

Correspondence and communications generated and received by Elected Members that relates to the business of the City is subject to the *State Records Act 2000*, the City's Records Management Policy and Recordkeeping Plan, and as such must be retained within the City's corporate recordkeeping system. These records are also subject to the *Freedom of Information Act 1992*

## **5. Email**

Each Elected Member is provided with a City of Belmont email address and this email must be used for all electronic correspondence between the community, stakeholders and the Elected Member when it relates to the business of the City.

Each Elected Member will be provided with an e-mail signature block that must be applied to all emails.

## **6. Electronic Equipment**

Electronic equipment, such as computers, tablets, mobile phones etc., utilised by any Elected Member, is subject to Council policy, the conditions of use and any service agreement between Elected Members and the City.

## **7. Social Media**

The City of Belmont recognises that Elected Members may wish to use social media to promote the activities of the City to their communities online.

In this regard, Elected Members should be aware that statutory obligations apply to their social media platforms in the same way as any other form of communication.

Social media can be used as a positive avenue to:

- a) Increase resident's access to Council information.
- b) Increase the level of trust in Council.
- c) Reach targeted audiences on specific issues, events and programs.
- d) Provide effective, fast communication channels to a large population very quickly when needed.

Guidelines for using social media:

- e) Be credible, accurate, fair, thorough and transparent.
- f) Be respectful, cordial, honest and professional at all times.
- g) Be responsive and share information where appropriate.
- h) Behave with honesty and integrity.

Elected Members are personally responsible for the content they publish in a personal or professional capacity on any form of social media or digital platform, and in this regard must personally ensure that they understand their legal obligations.

As with other electronic communication channels, what is said on social media platforms is likely to be permanent and public.

When using social media in a private capacity Elected Members are equally bound by this Policy and its legal obligations, in certain circumstances, if they are identifiable as an Elected Member of the City of Belmont.

## **8. Local Government Elections**

During a Local Government election period some communications including electronic and social media may fall into the category of 'election material'.

Election material is any material which is published in any format which is intended to affect the result of the election.



All election material must contain the name and the address of the person who authorises the material. Therefore, any communications which may in some way comment on candidates or Council during an election campaign must meet the requirements of the *Local Government Act 1995* and associated Regulations (*Local Government (Elections) Regulations 1997*).

## **9. Communications General**

Communications by Elected Members should:

- a) Only disclose publicly available information. No communications should disclose, without authorisation, confidential, private or legal matters.
- b) Remember that Council decision making is by majority. There may be decisions you disagree with, but once a decision is made, all communications including email and social media posts are to be consistent and respectful of this decision. Once Council has made a decision, you will recognise your collegiate duty and support that decision, irrespective of your own opinions.
- c) Ensure that no copyrighted or trademarked material is published without permission.
- d) Ensure that communications are not illegal, libelous, discriminatory, defamatory, abusive, or obscene.
- e) Ensure that communications do not infringe the City of Belmont Code of Conduct for Council Members, Committee Members and Candidates.
- f) Any request for comment or communications in regard to a quasi-judicial decision made by Council can only be made by the City's official spokesperson.
- g) Not make any statements expressing an opinion on matters before Council which may indicate bias or a predetermined voting position.
- h) Adhere to the City of Belmont's Customer Service Charter by responding to requests within 10 normal working days and complaints within five days. If a request cannot be finalised within 10 normal working days, notification of the reasons why and the expected timeframe for completion is required.
- i) Provide relevant, accurate, fair and thorough information.
- j) Create 'engagement guidelines' for your social media platforms to ensure a framework is in place to manage your social media network. Refer to City of Belmont's Facebook Engagement Guidelines as an example.
- k) Ensure regular monitoring of social media account/s to ensure adherence to engagement guidelines.
- l) Elected Members must not use personal accounts to make adverse comments about the Council or its programs, services, projects, other Elected Members, employees, volunteers, community members or decisions.

Non-compliance with this Policy by Elected Members will be managed through the relevant Code of Conduct and disciplinary processes.

## Reference/Associated Documents

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

*Local Government (Elections) Regulations 1997*

*Local Government (Model Code of Conduct) Regulations 2021*

*State Records Act 2000*

*Freedom of Information Act 1992*

Elected Member Event Approval Request Form

Elected Members and CEO Gift Disclosure Form

City of Belmont Code of Conduct for Council Members, Committee Members and Candidates

## Reference to Internal Procedure

WI – Communications

## Definitions

**'CEO'** means the Chief Executive Officer of the City.

**'City'** means the City of Belmont.

**'Code of Conduct'** means the Code of Conduct for Council Members, Committee Members and Candidates.

**'Communications'** means any comments made verbally or in writing.

**'Digital/ Electronic communications'** means communications in a digital environment which may include email, e-newsletters, social media, blogs, vlogs website and others.

**'Media'** means a media or news organisation including print, broadcast or online.

**'Social media'** means a social networking channel that enable users to create and share information digitally.

<b>This Policy is supported by:</b>		
Policy No:	CP23	
Strategic Community Plan:	<b>Goal 5: Responsible Belmont Strategy:</b> 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager PR & Stakeholder Engagement	
Policy Stakeholder:	N/A	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
27/02/18	New Policy	12.5
25/09/18	Review – None	12.5
10/12/19	Review – None	12.8
24/05/22	Review - Minor	12.7
22/08/23	Review - Moderate	

## Elected Members - Contact with Employees

### Policy Objective

To provide clear guidelines on the communication between Elected Members and employees at the City of Belmont.

### Policy Statement

To establish clear and open communication between Elected Members, the Chief Executive Officer and the Executive Leadership Team and to avoid potential conflict by recognising the respective roles of Councillors and staff.

### Policy Detail

The Chief Executive Officer will liaise with the Mayor on a regular and as needed basis and is also available to Elected Members during the day other than when prior commitments make this impossible. Where Elected Members have a particular need to see the Chief Executive Officer then an appointment can be made. The Chief Executive Officer is to ensure that (where appropriate) the views of Elected Members are passed on to other Elected Members and the Executive Leadership Team.

Where items are of an operational matter, contact may be permitted with the relevant Director, however Elected Members will not make contact with employees directly without the express permission of the Chief Executive Officer or the relevant Director.

It is not appropriate for Elected Members to enter any of the Employee Areas of the City of Belmont unless at the specific invitation of, or in the company of, a member of the Executive Leadership Team. If an Elected Member is approached by an employee who wishes to raise an employee matter, then the Elected Member should point out that the employee's concerns will be referred to the Chief Executive Officer and the Elected Member will as soon as practicable, advise the Chief Executive Officer of the matter raised so that the issue may be addressed.

Elected Members attending the City's reception area cannot discuss operational or work-related matters with employees and should direct their enquiry through the Chief Executive Officer or Directors, dependent on the nature of their query. Elected Members can submit personal enquiries on their own behalf however only in their capacity as a resident.

### Reference/Associated Documents

[Local Government Act 1995](#), Part 2, Division 2

Code of Conduct for Council Members, Committee Members and Candidates

Elected Member Induction Manual



## Reference to Internal Procedure

Nil.

## Definitions

'Executive Leadership Team' means the Chief Executive Officer and Directors.

'Employee Area' includes any office, facility, depot, vehicle or event set-up managed or organised by the City.

This Policy is supported by:		
Policy No:	CP25	
Strategic Community Plan:	<b>Goal 5: Responsible Belmont</b> <b>Strategy:</b> 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Executive Services	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
28/04/09		12.10
22/11/11		12.9
22/09/15	None	10.7
27/09/16	Review - Minor	12.9
10/12/19	Review – Minor	12.8
24/05/22	Review - None	12.7
22/08/23	Review - Minor	



## **Elected Member Disclosure of Interests Register**

### **Policy Objective**

To provide clear guidelines on the publication of the City of Belmont Elected Member Disclosure of Interest Register on the City's Website.

### **Policy Statement**

To provide the highest standards in openness and accountability the City of Belmont will, in addition to the requirements of the *Local Government Act 1995* and the *Local Government (Model Code of Conduct) Regulations 2021* in relation to the keeping of a register of interests disclosed, publish a register of the Elected Member disclosures of interest on the City of Belmont website.

### **Policy Detail**

In accordance with the *Local Government Act 1995* and the *Local Government (Model Code of Conduct) Regulations 2021*, the Chief Executive Officer will keep a register of elected member disclosures of interest.

The following detail is to be published on the City's website:

- a) the name of the Elected Member;
- b) the date of the meeting;
- c) the meeting type;
- d) the item number and heading; and
- e) the type of interest.

The published register will be updated monthly.

### **Reference/Associated Documents**

[Local Government Act 1995](#)

*Local Government (Model Code of Conduct) Regulations 2021*, Regulation 22

City of Belmont Code of Conduct for Council Members, Committee Members and Candidates

Form – Disclosure of Interests

### **Reference to Internal Procedure**

Nil.

## Definitions

'Interest' as defined in Section 5.60 of the *Local Government Act 1995* and Regulation 22 of the *Local Government (Rules Model Code of Conduct) Regulations 2021*.

This Policy is supported by:		
Policy No:	CP26	
Strategic Community Plan:	<b>Goal 5: Responsible Belmont</b> <b>Strategy:</b> 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/08/17	Review - Minor	12.2
24/05/22	Review - Minor	12.7
22/08/2023	Review - None	



## **Elected Member Registers - Other**

### **Policy Objective**

To establish a protocol for keeping and publishing registers of Elected Member disclosures of:

- a) attendance at meetings;
- b) training undertaken;
- c) travel and conferences;
- d) attendance at functions and events;
- e) membership of a Political Party;
- f) membership of a Community Group; and
- g) being a permanent resident in the City of Belmont

The City of Belmont aims to provide the highest standards in openness and accountability by requiring disclosures of Elected Member travel and conferences, training undertaken, attendance at functions and events, political party membership, community group membership and full residential address and the publication of these on the City's website.

### **Policy Detail**

#### **1. Recording of Disclosures**

- a) The CEO will on a monthly basis update Elected Member attendance at meetings.
- b) An Elected Member must disclose any Council related travel, conference or training attendances.
- c) An Elected Member must disclose to the Mayor's office their prior intention to attend any function or event that occurs on weekends or weeknights. Subsequent attendance to be verified with the Mayor's office by the Elected Member concerned.
- d) An Elected Member must disclose their:
  - (i) membership of a Political Party; and
  - (ii) membership of a Community Group;

Disclosure is to be on the prescribed form and lodged with the Annual Return to the CEO annually or within 10 days of change of circumstances.

#### **2. Disclosures Register**

The Chief Executive Officer is to maintain a register of the disclosures as set out in Part 1 and publish them on the City's website.

The register will be updated monthly.

## Reference/Associated Documents

Elected Member Conference Report Form

Elected Member Disclosures – Contact Details and Memberships Form

Elected Member Professional Development and Authorised Travel Nomination Form

Travel Contribution Disclosure Form – Elected Members

Webform – Functions and Events Attendance Form

Elected Member Representatives on Committees and Other Groups

Policy 17 – Attendance at Events.

## Reference to Internal Procedure

Work Instruction – Manage Council Policy 27 - Elected Member Registers – Other

## Definitions

**‘Meeting’** means council, special council, agenda briefing forum, information forum, annual electors, committees or workshops but does not include other committees and groups as detailed in the Elected Member Representatives on Committees and Other Groups document.

**‘Travel’** means any travel funded, or partially funded by a third party.

**‘Conference’** means any conference undertaken in relation to Council activities.

**‘Functions, events and other’** means any function, event or other gathering attended in the capacity as, or associated with being an elected member that is approved, or pre-approved in accordance with Council Policy 17 – Attendance at Events.

**‘Membership’** means being a member of a particular group, whether financial or not.

**‘Training’** means any course (full or part), seminar or other training undertaken in relation to Council activities.

**‘Verified’** means so as to comply with the definition of functions and events and physical attendance.

<b>This Policy is supported by:</b>		
Policy No:	CP27	
Strategic Community Plan:	<b>Goal 5: Responsible Belmont</b> <b>Strategy:</b> 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
22/08/17	Review - Major	12.2
25/09/18	Minor	12.5
24/05/22	Review - Minor	12.7
22/08/23	Review - Minor	

## Purchasing

### Policy Objective

To deliver a high level of accountability whilst providing a flexible, efficient and effective procurement framework.

### Policy Detail

In accordance with *Local Government (Functions and General) Regulations 1996* Regulation 11A, this policy sets out the requirements in relation to contracts for the supply of goods and services where the consideration is, or is expected to be, \$250,000 or less.

#### 1. Purchasing Threshold Values and Practices

Table A: Purchasing threshold values

Purchase Value Threshold (ex GST)	Purchasing Practice
Up to and including \$5,000 (ex GST)	No quotations are required where the value of the contract is less than or equal to \$5,000. Where a quotation is obtained, it should be registered in the City's record keeping system and recorded on a Quotation Form attached to the purchase requisition in the City's purchasing system.
From \$5,001 up to and including \$15,000 (ex GST)	Seek at least two (2) written quotations from suitable suppliers ( <i>refer item 7.1 – Written Quotations</i> ).  The purchasing decision is to be evidenced by registering the quotation in the City's record keeping system and recording the details on a Quotation Form attached to the purchase requisition in the City's purchasing system.
From \$15,001 up to and including \$25,000 (ex GST)	Seek at least two (2) written quotations from suitable suppliers ( <i>refer item 7.1 – Written Quotations</i> ).  The purchasing decision is to be based upon assessment of the suppliers' response to: <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for money, not necessarily the lowest price.</li> </ul> The purchasing decision is to be evidenced by completing a Quotation Form and attaching it to the purchase requisition in the City's purchasing system.



Purchase Value Threshold (ex GST)	Purchasing Practice
From \$25,001 up to and including \$50,000 (ex GST)	<p>Seek at least three (3) written quotations from suitable suppliers (<i>refer item 7.1 – Written Quotations</i>).</p> <p>The purchasing decision is to be based upon assessment of the suppliers' response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for money, not necessarily the lowest price.</li> </ul> <p>The purchasing decision is to be evidenced by completing a Quotation Form and attaching it to the purchase requisition in the City's purchasing system.</p>
From \$50,001 up to and including \$250,000 (ex GST)	<p>Seek at least three (3) written responses from suitable suppliers and undertake a formal request for quotation (<i>refer item 5.2 Formal Request for Quotation</i>).</p> <p>The purchasing decision is to be based upon assessment of the suppliers' response to documentation provided as part of the formal assessment process (<i>refer item 5.2 Formal Request for Quotation</i>).</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required; and</li> <li>• pre-determined selection criteria that assess all best and sustainable value considerations.</li> </ul> <p>The purchasing decision is to be evidenced by completing a Quotation Form and attaching it to the purchase requisition in the City's purchasing system.</p>
Over \$250,000 (ex GST)	<p><b>Tender Exempt</b> arrangements (i.e. WALGA PSP, CUA or other tender exemption under the <i>Local Government (Functions and General) Regulations 1996 11(2)</i>) require at least three (3) written responses from suppliers by invitation under a formal request for quotation</p> <p><u>OR</u></p> <p><b>Public Tender</b> undertaken in accordance with the <i>Local Government Act 1995</i> and the City's procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers' response to:</p> <ul style="list-style-type: none"> <li>• A detailed specification; and</li> <li>• Pre-determined selection criteria that assess all best and sustainable value considerations.</li> </ul>



Purchase Value Threshold (ex GST)	Purchasing Practice
	The purchasing decision is to be evidenced by completing a Quotation Form and attaching it to the purchase requisition in the City's purchasing system for Tender Exempt or referencing the Tender number on the purchase requisition for a Public Tender

Table B: Purchasing mitigants

Purchasing Mitigants
Regardless of the value of the contract, if the contract could have significant financial or reputational consequences, a formal request for quotation should be undertaken.
Where obtaining the required number of quotes is not practical (e.g. limited number of suppliers) then best endeavours must be used to obtain as many quotes as possible.
<p>If it is not possible to invite the number of quotations required under this policy the following conditions must be met:</p> <ol style="list-style-type: none"> <li>1. a Quotation Waiver Form is to be completed detailing why it is impractical;</li> <li>2. the respective Director's or Chief Executive Officer's approval not to seek further quotes is required; and</li> <li>3. the Quotation Waiver Form is to be attached to the purchase requisition (Attachments Field) and registered in the City's record keeping system.</li> </ol>
If a genuine attempt has been made to follow this policy and the invitation to quote has been sent to the required number of suitable suppliers but insufficient responses are received, a quotation form signed by the appropriate officer with the necessary purchasing authority can be completed and attached to the purchase requisitions.

## 2. Purchasing Exemptions

- a) Exemptions from Purchasing Practices for Specific Classes of Goods, Services, Suppliers and Contracts

Table C: Purchasing practice exemptions



<b>Exceptions</b>	
<p>Emergency Purchases <i>(Within Budget)</i> Refer to Clause 1.4.3</p>	<p>Where, due to the urgency of the situation, a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> if compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value for money and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced by completing a Quotation Form and attaching it to the purchase requisition in the City's purchasing system.</p>
<p>Emergency Purchases <i>(No budget allocation available)</i> Refer for Clause 1.4.3</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the Mayor must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above then apply.</p>
<p>LGIS Services</p>	<p>The suite of LGIS insurances is established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

<b>Use of WALGA Preferred Suppliers of State Government Contracts</b>	
Lawyers	The City utilises the WALGA preferred supplier contract for legal services. A preferred supplier(s) of legal services is to be nominated and is to be utilised. However, where circumstances necessitate seeking legal services other than those of the chosen preferred supplier then the approval of the Chief Executive Officer or the Manager Governance, Strategy and Risk will be required. Quotations in these circumstances may be required and should be discussed with the Manager Governance, Strategy and Risk before securing these services. Approval for seeking legal services is to be recorded in writing and registered in the City's record keeping system.
Contract Employment Agencies	The following services of contract employment agencies are exempt from the requirement for quotations if a WALGA preferred supplier is used: <ul style="list-style-type: none"> <li>• The appointment of contract staff engaged through agencies in liaison with the People and Culture team, and requiring assessment of potential candidates, including a formal or informal interview process, prior to acceptance of the candidate by the City</li> <li>• Recruitment services relating to the employment of directly employed staff undertaken by the People and Culture team, requiring assessment of potential candidates, including a formal or informal interview process, prior to acceptance of the candidate by the City.</li> </ul> All other agency labour appointments should be considered as individual contracts and assessed in accordance with the quotation or tender requirements based on the total expected cost of each appointment.
Advertising	No quotation is required where advertising is being purchased through the WALGA media and advertising portal.



Graphic Design, Printing and Marketing	At least one written quotation is required where graphic design, printing and marketing services are purchased through WALGA or CUA preferred suppliers who hold current branding styles formats and layouts established in accordance with the City's Style Guide. In all other circumstances, standard quotation requirements apply.
Stationery and Office Supplies	No quotation is required where stationery or office supplies are to be purchased from WALGA or CUA preferred suppliers.
Fleet	One written quotation is required where light fleet is to be purchased from WALGA or State Government CUA preferred suppliers.
<b>Other</b>	
Software and Specifically Associated Hardware	<p>No quotations are required for contracts for the provision, maintenance or support of software and specifically associated hardware where:</p> <ul style="list-style-type: none"> <li>the value of the contract for the whole term is less than or equal to the tender threshold, in accordance with the <i>Local Government (Functions and General) Regulations 1996</i>; and</li> <li>the responsible officer has good reason to believe that because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or</li> <li>the supply relates to maintenance and support, by the software supplier or their recommended contractor, of software and specifically associated hardware currently licensed for use by the City.</li> </ul>
Banking Services	<p>No quotations are required for contracts for the provision of banking services where:</p> <ul style="list-style-type: none"> <li>the value of the contract is less than or equal to the tender threshold, in accordance with the <i>Local Government (Functions and General) Regulations 1996</i>, and</li> <li>a biennial review of fees is conducted to ensure the current provider's rates remain advantageous to the City.</li> </ul>



<p>Construction Projects</p>	<p>One written quotation must be obtained for construction projects where the value of the contract is less than or equal to \$20,000.</p> <p>Two or more written quotations must be obtained for construction projects where the value of the contract is more than \$20,000 but less than or equal to the tender threshold, in accordance with the <i>Local Government (Functions and General) Regulations 1996</i>. Due to the operational nature of these works, a formal request for quotation is not required and the purchasing decision will be based on value for money, not necessarily the lowest quote. The purchasing decision is to be evidenced by completing a Quotation Form and attaching it to the purchase requisition in the City's purchasing system.</p>
<p>Other</p>	



<p>Other Exemptions</p>	<p>No quotations are required in the following cases:</p> <ul style="list-style-type: none"> <li>• Fees associated with the sale or purchase of property, plant and equipment</li> <li>• Purchases from a specific supplier as determined by Council Resolution. This includes Council's Memoranda of Understanding</li> <li>• Contributions towards the ongoing operations and maintenance of Council's aged accommodation including contributions towards the Faulkner Park Retirement Village Board of Management</li> <li>• Goods or services supplied by an Australian Disability Enterprise where a value for money assessment demonstrates benefits to achieve the City's strategic and operational objectives</li> <li>• Where State owned Service Authorities or their nominated contractor/partner is the only party permitted to maintain, renew, upgrade or relocate infrastructure controlled or owned by them</li> <li>• Audit of the Annual Financial Report as carried out by the Office of the Auditor General</li> <li>• Goods or services supplied by a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Ltd or with the Australian Indigenous Minority Supplier Office Ltd (trading as Supply Nation) only where             <ul style="list-style-type: none"> <li>i. the contract value is worth \$250,000 or less</li> <li>ii. a best and sustainable value assessment demonstrates benefits for the achievement of the City's strategic and operational objectives.</li> </ul> </li> </ul> <p>It should be noted that payments made to third parties that don't reflect a purchase of goods or services (e.g. grants to community groups, donations, refunds of unused grants, rates refunds, etc.) are exempt from this policy.</p>
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b) Record Keeping

Where the City enters into a contract for the provision of goods and services which are exempt from tender or the requirements of this policy, then a note must be included in the attachments field of the requisition indicating that the purchase is exempt and the reasons for that exemption.

**3. Purchasing Preference**

a) Local Business Purchasing Preference

When assessing the relative merits of quotations and tenders the City of Belmont shall give preference for the supply of goods and/or services in the following order of priority provided that the price, service, environmental impact and quality of these goods and/or services are considered equal.

- First Local (City of Belmont) Products and/or Services
- Second State Products and/or Services
- Third Australian Products and/or Services
- Fourth Products and/or Services elsewhere

A 10% premium is available to support local businesses (i.e. trading from an address within the City of Belmont) which should be considered.

b) Consideration of Other City Policies

When purchasing goods and services consideration should also be given to the Environmental Purchasing Policy

The Environmental Purchasing Policy clarifies the principles, considerations and responsibilities for considering life cycle environmental impacts when purchasing or procuring goods and services, relating to:

- (i) waste
- (ii) energy and water efficiency and climate change
- (iii) habitat destruction
- (iv) pollution
- (v) soil degradation

It includes item/product specifications for:

- (vi) single use plastic items
- (vii) paper
- (viii) copiers
- (ix) water fixtures and fittings
- (x) lighting

The Environmental Purchasing Policy sets an acceptable premium cost 15% for environmentally preferable products or services above the cost of equivalent, non-preferable products or services.

#### **4. Contracts over the tender threshold in the Local Government (Functions and General) Regulations 1996.**

Where the value of a contract for the provision of any goods or services is greater than the tender threshold set out in the *Local Government (Functions and General) Regulations 1996*, then:

- the tender provisions of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* apply
- the contract may be exempt from the requirement to tender in accordance with the *Local Government (Functions and General) Regulations 1996* 11(2).

#### **5. Requirements for Request for Quotation and Formal Quotations**

a) Requests for quotation

All requests for quotation and quotations submitted to the City must:



- (i) be in writing
  - (ii) include details of the goods and services required
  - (iii) specify the time when the goods and services are required and
  - (iv) include a date by which the quotation must be submitted
- b) Formal Request for Quotation

For a formal request for quotation, operational areas are required to provide the Coordinator Procurement and Contracts with the following in order to commence the quotation process:

- (i) sufficiently detailed written specifications which accurately identify the goods / services required
- (ii) the relevant selection criteria.

The Coordinator Procurement and Contracts will coordinate the quote documentation, the closing time through the tender box and the formal request for quotation process.

## 6. Amendments to a Contract

The City may only make minor amendments to a contract after the quotations have been received but before a contract is entered into.

Any major amendments to the scope of a contract must be treated as a separate supply and dealt with under this policy as if it were a new contract.

## 7. Assessment and Decision Making

When considering quotations submitted under this policy a decision may be taken either to:

- (i) not accept any quotation; or
  - (ii) accept the quotation which will be most advantageous for the City.
- a) Written Quotations

The written request for quotation and any written submission of quotation must be recorded in the City's records system and a Quotation Form, where required for the purchasing threshold (see item 1), completed and stored in the City's purchasing system as an attachment to the purchase requisition.

- b) Formal Request for Quotation

Where a formal request for quotation is required under this policy then a written evaluation must be undertaken by a group of at least two persons and reviewed by a person holding a position not less than Director. In addition to the written quote requirements, the quotation form must also be countersigned by the relevant Director and a written record must be made of the formal assessment.

A formal request for quotation must be carried out:

- i. for purchases from \$50,001 up to and including \$250,000 (*refer item 1: Table A*)
  - ii. if the contract could have significant financial or reputational consequences regardless of the value of the contract. (*refer item 1: Table B*)
- c) Tender
- The tender number, as ascertained by the Coordinator Procurement and Contracts, must be noted in the comments field of the purchase requisition.

- d) **Contract Splitting Prohibited**  
It is a breach of this policy to enter into two or more contracts in circumstances such that the desire to avoid the requirements of this policy is a significant reason for not dealing with the matter in a single contract.
- e) **Meaning of a Contract**  
The City may use the same supplier for goods and services from time to time. In this situation, each separate supply will be treated as a separate contract unless:
- (i) there is an intention for that supplier to supply similar goods and services on a regular basis
  - (ii) there is an understanding that the supplier will offer the City discounted rates in expectation that the supplier will be engaged to provide goods and services on a regular basis
  - (iii) the supplier is providing goods or services under an existing tender, or
  - (iv) a relationship develops over any period of time that evidences an intention to purchase goods and services from the supplier on a regular basis.
- Under these circumstances the estimated value of the purchases over a three year period should be considered when applying this policy.

## **8. Raising of Purchase Orders**

When ordering goods and services the purchase order must be provided to the supplier, which is to be based on the agreed schedules of rates, effectively contracting the City to the purchase of that supply. This includes those supplies purchased under a tender or preferred supplier arrangement. Other than emergency situations, if an employee commits the City to the purchase of goods and services without a valid purchase order, that employee will be in breach of this policy.

Neither a purchase order nor quote is required for the provision of goods and services in the following circumstances although may still be required for the processing of invoices through Accounts Payable:

- utilities including water, electricity, gas and telephone
  - insurances
  - payments made through payroll
  - fees and payments that are statutory, this includes development contributions and bank fees
  - other statutory damages, infringements and penalties
  - loan repayments
  - contributions to the Faulkner Park Retirement Village Board of Management
  - payments that are required in advance of the supply of goods and services, this includes membership renewals and subscriptions
  - purchases or reimbursements which are more practically served by other internal forms. This includes but is not limited to petty cash reimbursements, conference and approved council activity reimbursements and other reimbursements such as rate and bond refunds.
- a) **Blanket Orders**

Blanket orders should be used when there are repetitive and pre-specified purchases from the same supplier. This would be the case where there is a contract in place and the units and nature of the goods/services ordered are known or can be reliably estimated. Blanket orders should be raised for the full financial year and reflect the expected cost over the financial year. In some situations, specifically significant construction contracts, the duration of the order may reflect the life of the contract.

## Reference/Associated Documents

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996 (section 11)*

*Local Government (Functions and General) Regulations 1996 (Part 4, Divisions 1 and 2)*

## Reference to Internal Procedure

SP16 Procurement  
SP23 Contract Management  
SP24 Management of Contract Variations  
Process Map - Contract Variation Following Award of Contract  
Process Map - Provide Purchasing Services  
Work Instruction - Raising a Requisition  
Delegation Register – 1.1.14 Procurement  
Quotation Waiver Form

## Definitions

**'CEO'** means the Chief Executive Officer of the City.

**'City'** means the City of Belmont.

**'Construction project'** means substantial building construction, building alteration, building maintenance, road construction, landscaping, playground or drainage projects but excludes minor or routine works.

**'Contract'** means any agreement or response to tender or invitation to quote, or there is an intention to purchase goods and services from the supplier on a regular basis.

**'CUA'** means a Common Use Arrangement

**'WALGA PSP'** means Western Australian Local Government Association preferred supplier panel

<b>This Policy is supported by:</b>		
Policy No:	CP29	
Strategic Community Plan:	<b>Goal 5: Responsible Belmont Strategy:</b> 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community	
Register of Delegations:	1.1.14 Procurement: Tenders, Tender Exemptions; Purchases (\$50,000-\$250,000) & Associated Contract Variations	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	N/A	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
03/04/07		12.5.8
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
28/10/14	Review - Minor	12.4
22/09/15	Major	10.7
27/09/16	Review - Major	12.9
22/08/17	Review - Major	12.2
25/09/18	Review - Major	12.5
10/12/19	Review - Major	12.8
24/05/22	Review - Moderate	12.7
22/08/2034	Review - Minor	



## Investment of Funds

### Policy Objective

To provide a framework for the controlled investment of City funds surplus to immediate cash flow requirements.

### Policy Detail

#### 1. Investment Objectives

- a) To provide a framework for the optimum investment of City funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk, liquidity and security for its investments
- b) To take a conservative approach to investments, but with a focus to meet performance benchmarks through prudent investment of funds
- c) To ensure preservation of the funds through investing within the limits set by this policy
- d) To have investments structured in such a manner as to meet all the City's cash flow requirements, without penalty
- e) To generate income from the investment that exceeds the performance benchmarks
- f) To comply with relevant legislative requirements.

#### 2. Policy Guidelines/Authority for Investment

All investments are to be made in accordance with:

- a) *Local Government Act 1995* - Section 6.14 (1) and (2A).
- b) *The Trustees Amendment Act 1997* - Point 6, re: Part III Investments.
- c) *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 28, and Regulation 49.
- d) Australian Accounting Standards.

The investments will be managed with the care, diligence and skill that a prudent person would exercise. Investment portfolios are to be managed in accordance with the spirit of this Investment Policy to safeguard the portfolios, and not for speculative purposes.

#### 3. Ethics and Conflicts of Interest

Employees shall refrain from personal activities that would conflict with the proper execution and management of the City's investment portfolio. This policy requires employees to disclose any conflict of interest to the Chief Executive Officer.

Independent advisors are also to declare that they have no actual or perceived conflicts of interest and receive no inducements in relation to the City's investments.



**4. Authorised Investments**

The following table lists investment types approved for new investments in accordance with the *Local Government (Financial Management) Regulations 1996*.

The overall asset mix will depend on the City’s view (taking into consideration professional advice) on liquidity needs, security of capital, level and timing of income and general risk management parameters as set out in this policy.

City of Belmont– Approved Investment Types	
1.	Deposits with an authorised deposit-taking institution (ADI) or the Western Australian Treasury Corporation (WATC) with a maturity of 3 years or less
2.	Bonds that are guaranteed by the Commonwealth or a State or Territory Government with a maturity of 3 years or less.

**5. Prohibited Investments**

This investment policy prohibits any investment carried out for speculative purposes including:

- a) Derivative based instruments
- b) Principal only investments or securities that provide potentially nil or negative cash flow
- c) Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind
- d) Investments for any speculative purpose
- e) Other investments excluded by Regulations

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

However, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the spending occurring.

**6. Audit and Investment Holdings**

All City investments must be held in either the City’s name or held via an acceptable safe custody arrangement with the City as the beneficial owner. A statement is to be provided by the safe custody provider at each month end, verifying the holdings of the City. There must also be a comprehensive and transparent audit trail of investments placed, with appropriate internal controls over the City’s investment portfolio. A separate register of investments must be maintained and be reconciled on a monthly basis.

For audit purposes, confirmation certificates must be provided independently, directly to the City’s auditors by institutions and fund managers confirming the amounts of investment held on the City’s behalf at 30 June each year. These may also be required from time to time as part of an internal audit review.

## **7. Reporting**

A regular report should be provided to Council, detailing the allocation of the investment portfolio and performance.

## **8. Investment Advisor**

The City's investment advisor must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent party who is free to choose the most appropriate product within the terms and conditions of the investment policy.

The advisor must be independent and must confirm in writing when submitting a quote/tender application that they have no actual or potential conflict of interest in relation to investment products being recommended. This includes receiving no commissions or other benefits (e.g. broking fees) in relation to the investments being recommended.

## **9. Risk Management**

Investments are to be considered using the following criteria:

- a) Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value
- b) Credit Risk – The risk that a party or guarantor to a transaction will fail to fulfil its obligations, and the risk of loss due to the failure of an institution/entity that holds an investment to pay the interest and/or repay the principal of an investment
- c) Diversification – the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market
- d) Fidelity and Legal – fraud, malpractice or misappropriation of funds, failure to obtain title over assets, and litigation
- e) Liquidity Risk – the risk an investor runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby incurs additional costs or is unable to execute its spending plans
- f) Market Risk – the risk that fair value or future cash flows will fluctuate due to changes in market prices, or benchmark returns will unexpectedly overtake the investment's return
- g) Maturity Risk – the risk relating to the length of term to maturity of the investment (the longer the term, the greater the length of exposure and risk to market volatilities)
- h) Rollover Risk – the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future
- i) Regulatory Risk – risk of changes to regulation forcing disposal on adverse terms, or imposing compliance costs or costs associated with a failure to comply with regulation
- j) Transaction Risk – the risk that transactions do not complete as expected or are not conducted on fair arms-length terms

Mitigants include:

- k) Counterparty limits based on credit ratings, as well as directing investments to investments subject to guarantees, prudential supervision, or which are senior and/or secured
- l) Cash buffer, monitoring of seasonal and specific purpose cashflows, availability of liquid assets, matching of investment horizons

- m) Maintaining adequate diversification by counterparty, term, maturity and type of investment (more so for lower rated investments) and matching maturities to investment horizons to minimise realisation risk
- n) Regulation, including any changes, override the policy. The City will not undertake investments likely to be subject to forced sale under anticipated regulatory changes.
- o) Inclusion of fixed rate term investment
- p) Use of collective purchasing power, documented procedures and use of regulated counterparties and issuers
- q) Independent advice
- r) Insurance, separation of duties for settlement, reporting, decision-making, audit and valuation, suitable custodian or direct title over assets
- s) Controls over signatories and direction of funds

The above explains the factors that must be taken into consideration in making decisions about investments in order to manage risk prudently and accountably.

**10. Credit Quality**

Credit ratings estimate the risk of financial loss associated with an investment (generally only at the full term of the investment) or an institution. There are different rating systems for investments that are long term (generally more than 12 months) and short term (generally 12 months or less).

The ratings used in this policy are those of the international credit rating service S&P Global. S&P Global is the major credit rating institution operating in Australia, and the most common provider of ratings for the investments used by local government. The equivalent Moody's or Fitch ratings may also be used.

However, the primary control of credit quality is the prudential supervision and government support of the ADI sector, not ratings.

Investments held by the City must be consistent with the credit rating requirements as per the limits set out in the following table. Short-term ratings are only considered where there is no long-term rating on a security.

Long Term Rating Range*	Maximum Holding
AAA Category	100%
AA Category or Major Banks	100%
A Category	80%
BBB Category or Unrated ADIs	60%



For the purpose of this Policy, “Major Banks” are currently defined as the ADI deposits issued by the major Australian banking groups:

- a) Australia and New Zealand Banking Group Limited
- b) Commonwealth Bank of Australia
- c) National Australia Bank Limited
- d) Westpac Banking Corporation

This can include ADI subsidiaries whether or not explicitly guaranteed, and sub brands.

Similarly, with other ADI groups owning multiple banking licences, rating categories are based on the parent bank even if the subsidiary is not explicitly rated.

### 11. Counterparty Limits

Exposure to individual counterparties/financial institutions will be restricted by their rating so that single entity exposure is limited, as detailed in the table below. It excludes any government guaranteed investments.

Long Term Rating Range*	Limit
AAA Category <sup>1</sup>	50%
AA Category or Major Banks	30%
A Category	25%
BBB Category	20%
Unrated Category <sup>2</sup>	5%

*\*or equivalent short-term rating, where applicable*

<sup>1</sup> 100% Commonwealth Government debt and Government-guaranteed deposits are included in this category, but without any upper limit applying to the government as counterparty.

<sup>2</sup> This category includes unrated ADI’s such as some Credit Unions and Building Societies where they fall outside deposit guarantees for at least part of the investment term.

Investments that are downgraded outside the acceptable rating benchmark will be divested as soon as practicable only after taking advice from the City’s independent fund advisor.

### 12. Investment Horizon Limits

The City’s investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

Once the primary aim of liquidity is met, the City will ordinarily diversify its’ maturity profile as this will ordinarily be a low-risk source of additional return as well as reducing the volatility of the City’s income. However, the City always retains the flexibility to invest as short as required by internal requirements or the economic outlook.

The factors and/or information used by the City to determine minimum allocations to the shorter durations include:

- a) The City’s liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies.
- b) Medium term financial plans and major capex forecasts.
- c) Known grants, asset sales or similar one-off inflows.
- d) Seasonal patterns to the City’s investment balances – especially having regard to the heavy seasonality of the Municipal portfolio.

**13. Municipal Portfolio**

Investment Horizon Description	Investment Horizon - Maturity Date	Minimum Allocation	Maximum Allocation
Working capital funds	0-3 months	20%	100%
Short term funds	3-12 months	n/a	100%

**14. Reserve Portfolio**

Investment Horizon Description	Investment Horizon - Maturity Date	Minimum Allocation	Maximum Allocation
Working capital funds	0-3 months	n/a	50%
Short term funds	3-12 months	n/a	100%
Medium term Funds	1 – 3 years	n/a	100%

Within these broad ranges, the City relies upon assumptions of expected investment returns and market conditions that have been examined with its’ investment advisor.

Investments involving Trust or the Belmont Trust (Reserve) accounts are invested through the use of a Cash Deposit Account (CDA) with the City’s designated ADI. As the funds may be required to be called upon during the year the CDA offers greater flexibility.

**15. Environmental Impact**

The City of Belmont acknowledges climate change and attempts to reduce its investments that fund the fossil fuel industry and contribute to greenhouse gas emissions.

Providing the cost is no more than 5 basis points and the associated risks within those limits provided in this policy then preference can be given to those ADI’s not involved with new investing in, or lending to the fossil fuel industry.

**16. Performance Benchmarks**

The performance of each investment will be assessed against the benchmarks listed in the table below. The expected performance of each investment will be greater than or equal to the applicable benchmark by sufficient margin to justify the investment considering its’ risks, liquidity and other benefits of the investment.

Council will seek information about both current and historical reward for the investments contemplated in its Strategy – where insufficient, it will hold cash and not seek to outperform, as to do so mandates risk-seeking at times of minimal reward.

It is also expected that Council will take due steps to ensure that any investment, notwithstanding a yield above the benchmark rate, is executed at the best pricing reasonably possible.

Investment Category	Investment	Performance Benchmark	Time Horizon
Working Capital	Business Online Account, Notice Accounts, short dated bills, deposits issued by an ADI.	AusBond Bank Bill Index (BBI)	3 months or less
Short Term Funds	Term Deposits of appropriate horizon issued by an ADI.	AusBond Bank Bill Index (BBI)	3 to 12 months
Medium Term Funds	Term Deposits of appropriate horizon issued by an ADI.	AusBond Bank Bill Index (BBI)	12 months to 3 years

## Reference/Associated Documents

[Local Government Act 1995](#)

[Local Government \(Financial Management\) Regulations 1996](#)

[Trustees Act 1962.](#)

## Reference to Internal Procedure

Process Map - Investments


[Delegation Register 1.1.20 Investments](#)

## Definitions

**'Act'** means Local Government Act (1995).

**'ADI'** means Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the *Banking Act 1959* to take deposits from customers.

**'AusBond Bank Bill Index'** (Formerly the UBS BBI) means the UBS Australia index family was acquired by Bloomberg from Q3 2014, and while branding changed the benchmark is



unaltered. It represents the performance of a notional rolling parcel of bills averaging 45 days and is the widely used benchmark for local councils.

**‘City’** means the City of Belmont.

**‘City Funds’** surplus monies that are invested by the City in accordance with section 6.14 of the Act

**‘Horizon’** represents the intended minimum term of the investment; it is open for an Investment Strategy to define a target date for sale of a liquid investment.

**‘Maturity Profile’** means the City’s positioning of the investment portfolio to meet liquidity and return objectives.



<b>This Policy is supported by:</b>		
Policy No:	CP31	
Strategic Community Plan Strategy:	<b>Goal 5: Responsible Belmont</b> <b>Strategy:</b> 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community	
Register of Delegations:	1.1.20 - Investments	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	(Insert title of Officer(s))	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
24/07/12		12.9
25/06/13		12.8
28/10/14	Review – Minor	12.4
22/09/15	Review – Minor	10.7
27/09/16	Review – Major	12.9
22/08/17	Review – Major	12.2
25/09/18	Review – Minor	12.5
10/12/19	Review – Minor	12.8
24/05/22	Review - Minor	12.7
22/08/2023	Review – Minor	

## Collection of Rates

### Policy Objective

To provide guidance to the Chief Executive Officer in relation to his duty to collect rates on behalf of the Council.

The aim of the Council in relation to the collection of rates and charges is that rates should be collected within the instalment periods as per Council's adopted budget.

### Policy Detail

The recovery of outstanding rates will be collected in a fair and timely manner. Rate notices are due for payment 35 days from date of issue in accordance with the *Local Government Act 1995*.

Amounts that remain outstanding past the prescribed due date will have penalty interest applied. Penalty interest is calculated on the number of days from the due date of payment until the day the payment is received by the City. Penalty interest is unable to be waived on outstanding rates.

#### **1. Accounts unpaid by the due date shown on the Rate Notice**

Where accounts remain outstanding a Final Notice shall be issued requesting full payment within fourteen (14) days unless the ratepayer has entered into a payment arrangement which has been approved in writing.

Final Notices are not to be issued to eligible persons registered to receive a pensioner or senior rebate under the *Rates and Charges (Rebates and Deferments) Act 1992*, as such persons have until 30 June of the current financial year to make payment, without incurring any penalty interest.

#### **2. Accounts unpaid after the due date shown on the Final Notice**

Where amounts remain outstanding after the due date shown on the Final Notice, recovery action will commence based upon a risk management approach as determined by the value and type of debt.

Legal action may be undertaken to recover outstanding rates and charges. This action may include General Procedure Claims and Property Seizure and Sale Orders (Goods). Council approval shall be required prior to any action to sell a property in order to recover unpaid rates noting that goods and land warrants can be initiated before three years rates are outstanding.

Any costs incurred in undertaking legal action in a Court of competent jurisdiction are recoverable from ratepayers under section 6.56 of the *Local Government Act 1995*.

### **3. Alternative Payment Arrangements**

Where ratepayers are unable to make payment of their rates by one of the prescribed instalment options, they may apply for an alternative payment arrangement.

Alternative payments arrangements are to involve regular weekly, fortnightly or monthly repayments of a fixed amount, preferably by direct debit. For alternative payment arrangements for owner occupied residential properties, the end payment date can only be extended past 30 June or where an application for financial hardship has been approved in writing. Alternative payment arrangements will incur a one-off Administration Fee in accordance with the City's adopted Fees and Charges.

Alternative payment arrangements for owners of commercial, industrial or non-owner occupied residential properties should not be extended past 30 June.

### **4. Seizure of Rent for Non-Payment of Rates**

Where the property owner of a leased or rented property on which rates and service charges are outstanding cannot be located or refuses to settle rates and service charges owed, a notice may be given to the lessee or tenant under the provisions of Section 6.60 of the *Local Government Act 1995* requiring the lessee or tenant to pay to the City the rent due that they would otherwise pay under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid.

Property owners will be informed prior to a notice being given to the lessee or tenant and lessees and tenants will be given a receipt of payment of rent to present to their landlord or property manager as proof of payment.

Options to recover rates debt where rates are in arrears for in excess of three (3) years.

- a) Lodging a Caveat on the Title for Land  
If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least three (3) years a caveat may be registered on the title for the land, under the provisions of Section 6.64 (3) of the *Local Government Act 1995*. The approval of Council is required before this course of action is undertaken.
- b) Sale of Property  
If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least three (3) years, Council may take possession of the land under the provisions of Section 6.64 of the *Local Government Act 1995*. The approval of Council is required to be obtained before this course of action is undertaken.

## **Reference/Associated Documents**

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)



## **Reference to Internal Procedure**

Process Maps - Debt Collection Rates

Issuing Rates Notices

Work Instruction - Rent Seizure

Delegation Register

## **Definitions**

N/A



<b>This Policy is supported by:</b>		
Policy No:	CP32	
Strategic Community Plan Strategy:	<b>Goal 5: Responsible Belmont Strategy:</b> 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	1.1.21 Recovery of Unpaid Rates	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	Coordinator Rates	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	Review – Minor	12.4
22/09/15	Review – Minor	10.7
27/09/16	Review - Major	12.9
22/08/17	Review – None	12.2
25/09/18	Review – Minor	12.5
10/12/19	Review – Minor	12.8
24/05/22	Review – Minor	12.7
22/08/23	Review - Major	

## Financial Hardship

### Policy Objective

To offer support to ratepayers experiencing financial hardship with consistency, fairness and empathy, and to seek an appropriate, realistic and effective payment solution for those unable to meet payment deadlines for rates and service charges.

### Policy Detail

This policy has precedence over the City's Collection of Rates policy where an application for financial hardship has been accepted by the City.

A person is considered to be experiencing financial hardship when they are unable to pay rates and service charges by any of the due dates on their annual rates notice without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

#### 1. Applications

An application for financial hardship can only be made by completing and submitting a Financial Hardship Application Form. Requests are only valid for the financial year in which they are made. Any extended arrangement must be re-applied for in the new financial year.

The City recognises that not all circumstances are alike and will take a flexible approach to individual circumstances. All applications will be considered with consistency, fairness and empathy, and an understanding that financial hardship can arise from:

- a) Low income or loss of income
- b) Serious or chronic illness
- c) Impacts of natural disaster
- d) Pandemics
- e) Other difficult circumstances.

#### 2. Assessment

Evidence of income is required to assess an application. This may include:

- a) Proof of Centrelink payments for at least three consecutive months for individuals
- b) Copy of Business Activity Statements submitted to the Australian Tax Office that show a loss of income of at least 50% over a quarter year for businesses
- c) Other substantive evidence of hardship as required by the City.

#### 3. Payment Options

While incurred rates and service charges cannot be waived, the City will work with the applicant to determine an appropriate and affordable payment option.

As a general rule, where an application for financial hardship has been accepted by the City, payment options for rates and service charges will only be offered on a primary residence, not for investment, commercial or industrial properties.

The following can be considered to assist applicants deemed to be experiencing financial hardship:

- a) No interest charged on outstanding rates for the financial year in which the application is made
- b) No interest charged on outstanding Emergency Services Levy if in accordance with Western Australian Government guidance
- c) No additional charge (including interest and admin charges) on payments by instalments or for payment arrangements
- d) Payment terms may be extended to the due date of the following years' rate notice.

It is the responsibility of the applicant to advise the City of any change in circumstances that may affect financial hardship payment arrangements.

## Reference/Associated Documents

[Local Government Act 1995](#) Sections 5.51(c), 6.49, 6.51

[Local Government \(Financial Management\) Regulations 1996](#) Part 5

## Reference to Internal Procedure

[Collection of Rates Policy](#)

[Financial Hardship Application Form](#)

[Financial Hardship Application Information](#)

## Definitions

**'City'** means the City of Belmont

**'Emergency Services Levy'** means the annual charge paid by all property owned in Western Australia and is charged by the Department of Fire and Emergency Services

<b>This Policy is supported by:</b>		
Policy No:	CP35	
Strategic Community Plan Strategy:	<b>Goal 5: Responsible Belmont</b> <b>Strategy:</b> 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	Coordinator Rates	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
26/05/20	New Policy	12.7
22/06/21	Major	12.8
24/05/23	Review - Minor	12.7
22/08/23	Review - Moderate	



## **Business Continuity**

### **Policy Objective**

To ensure the City is well prepared, in the event of significant business disruption, to maintain availability of activities and resources critical to achieving the objectives of the City of Belmont.

The City of Belmont is committed to building resilience within the organisation and the capability for an effective response to crises that safeguards the interests of the City, its community, stakeholders and reputation. It will do so by maintaining Business Continuity processes in accordance with ISO 22301:2019 Security and resilience – Business continuity management systems – Requirements.

### **Policy Detail**

This policy covers all City activities from operational activities to strategic planning.

Responsibility for Business Continuity:

#### **1. Council**

To approve the Business Continuity Policy and provide sufficient resourcing for business continuity management systems through the annual budget process.

#### **2. Chief Executive Officer and Executive**

- a) Ensure the full implementation of Business Continuity practices throughout the City.
- b) Monitor and promote Business Continuity policies and procedures at a strategic level.

#### **1. Coordinator Business Continuity and Risk**

- a) Monitor and update the City's Business Continuity Plans and other Business Continuity related documents.
- b) Provide training as required.
- c) Report on Business Continuity information to the Executive and relevant committees.

#### **2. Management**

- a) Identify and assess critical activities in their area of responsibility.
- b) Develop continuity strategies for the critical activities.
- c) Identify resource requirements to support the strategies.
- d) Ensure business changes that could impact critical activities, related strategies and resource requirements, are reported to the Coordinator Business Planning, Improvement & Risk.
- e) Allocate Business Continuity responsibilities to employees.

### **3. Employees**

- a) Responsible for the effective operation of critical activities.
- b) Comply with the City's Business Continuity policy and procedures.
- c) Attend Business Continuity training and participate in activity assessments in accordance with management instructions.

### **Reference/Associated Documents**

ISO 22301:2019 *Security and resilience – Business continuity management systems – Requirements.*

### **Reference to Internal Procedure**

Nil.

### **Definitions**

Nil.

<b>This Policy is supported by:</b>		
Policy No:	CP37	
Strategic Community Plan Strategy:	<b>Goal 5: Responsible Belmont Strategy:</b> 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Coordinator Business Planning, Improvement and Risk	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
22/09/15	New	10.7
27/09/16	Minor	12.9
25/09/18	Review – None	12.5
24/05/22	Review - Minor	12.7
22/08/23	Review – Minor	

## Risk Management

### Policy Objective

To develop a culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects within the City of Belmont, and to reduce the potential costs of risk through the implementation of an organisation wide risk management framework.

The City of Belmont is committed to managing risk and will do so by maintaining a Risk Management framework in accordance with AS/NZS ISO 31000:2018 *Risk Management – Guidelines*. The framework will include systems to identify, evaluate, treat, monitor, review and report risks.


### Policy Detail

This policy covers all activities of the City from Strategic Planning and Corporate Governance to operational activities and specific projects.

Responsibility for Risk Management:

1. Council
  - Approve the Risk Management Policy and risk tolerance levels and provide appropriate resourcing for risk management through the annual budget process.
2. Chief Executive Officer and Executive
  - a) To establish a risk tolerance level for the City.
  - b) Ensure the full implementation of a Risk Management framework throughout the City.
  - c) Monitoring and promoting of risk management policies and procedures at a strategic level.
  - d) To act as a Risk Management committee to oversee and prioritise risks identified and allocate responsibility for risk treatments.
3. Coordinator Business Planning, Improvement & Risk
  - a) Monitor and update the City's Risk Management Plan and other risk management related documents.
  - b) Monitor the City's risk registers within RMSS.
  - c) Induct new employees in the principles of risk management and provide training as required.
  - d) Report risk information to the Executive and relevant committees.
4. Risk and Business Continuity Officer
  - a) Maintenance of the overall organisational risk registers through the 'Risk Manager' module of the RMSS software.



- 
- b) Provide assistance, advice and coaching to staff on risk management related processes, procedures and queries.
  - c) Providing training on the City's risk management framework, tools and procedures.
  - d) Introduce new staff to the Risk Management framework and promote across the organisation.
5. Management
- a) Identify and assess potential risks in their area of responsibility, develop risk mitigation plans and implement risk reduction strategies.
  - b) Ensure potential and existing risks are reported to the Coordinator Business Planning, Improvement & Risk.
  - c) Allocate risk management responsibilities to employees.
6. Employees
- a) Responsible for the effective management of risk including the identification of potential and existing risks.
  - b) Comply with the City's risk management policies and procedures.
  - c) Attend risk management training and participate in risk assessments in accordance with management instructions.

## Reference/Associated Documents

[ISO 31000: 2018 Risk Management - Guidelines](#)

Risk Management Plan

## Reference to Internal Procedure

System Procedure – Organisational Risk Assessment

## Definitions

**Risk** – AS/NZS ISO 31000:2018 defines risk as “effect of uncertainty on objectives”. A risk is often specified in terms of risk sources, potential events or circumstances and the consequences and likelihood that flow from it.

**Risk Management** – AS/NZS ISO 31000:2018 defines risk management as “coordinated activities to direct and control an organisation with regard to risk”.

**Risk Management Framework** – ISO Guide 73:2009 Risk Management - Vocabulary defines a risk management framework as a “set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation”.

<b>This Policy is supported by:</b>		
Policy No:	CP38	
Strategic Community Plan Strategy:	<b>Goal 5: Responsible Belmont Strategy:</b> 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Coordinator Business Planning, Improvement and Risk	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
07/11/06		11.5.7
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15	Review - None	10.7
27/09/16	Minor	12.9
22/08/17	Review – None	12.2
25/09/18	Minor	12.5
10/12/19	Review – None	12.8
24/05/22	Review - None	12.7
22/08/23	Review - Minor	

## Gifts to Employees

### Policy Objective

To provide suitable recognition to departing employees who have lengthy periods of service with the City and adopt a policy for the purposes of section 5.50 of the *Local Government Act 1995*. Section 5.50 of the *Local Government Act 1995* requires the City to adopt a policy that sets out the circumstances in which the City makes payments to a departing employee that are over and above what the employee is entitled to under their contract of employment or award. A payment includes a disposition of property and the conferral of a financial benefit. This policy has been advertised in accordance with section 5.50 of the *Local Government Act 1995*.

### Policy Detail

#### 1. Departing Gifts to Employees

Payment will be subject to approval by the Chief Executive Officer in accordance with the following criteria:

- a) All employees who have been employed by the City for not less than twenty (20) years of continuous satisfactory service may be given a gift to the value of a maximum of seven hundred and three dollars (\$703), as at 31 December 2022, with the value to be indexed annually to reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to 1 January.
- b) Departing employees who have been employed by the City for not less than five (5) years) continuous satisfactory service may be given a gift to the value of a maximum of two hundred and seven dollars (\$207), as at 31 December 2022, with the value to be indexed annually to reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to 1 January.
- c) Departing employees serving less than five (5) years of continuous satisfactory service may receive a gift upon authorisation of the Chief Executive Officer, who shall also set the value of the gift, which shall be below the value set for employees with five (5) or more years of continuous service (see point ii above).

Gifts approved by the Chief Executive Officer under this clause must be taken in a non-cash form e.g. voucher.

#### 2. Payments in addition to amounts under this policy

Any consideration by Council to make a payment or give a gift that exceeds an amount set out or calculated under this policy must be made in accordance with Section 5.50 of the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

## **Reference/Associated Documents**

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)

## **Reference to Internal Procedure**

Register of Delegations: DA 1.1.26 Discretionary Payments

## **Definitions**

Nil.



<b>This Policy is supported by:</b>		
Policy No:	CP39	
Strategic Community Plan:	There are no Strategic Community Plan implications evident at this time.	
Delegation Register:	1.1.26 Discretionary Payments	
Service Area:	Executive Services	
Policy Owner:	Manager People & Culture	
Policy Stakeholder:	People & Culture Business Partner	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
1/03/05		11.4.1
19/12/06		12.5.8
28/04/09		12.10
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	Review - Minor	12.4
22/09/15	Review - Minor	10.7
27/09/16	Review - Minor	12.9
22/08/17	Review - Minor	12.2
25/09/18	Review - Minor	12.5
10/12/19	Review - Minor	12.8
24/05/22	Review - Minor	12.7
22/08/23	Review - Major	

## Records Management

### Policy Objective

To ensure that the City meets the legislated requirements set out in the *State Records Act 2000*.

### Policy Detail

To provide a framework for the reliable and systematic management of records, to ensure records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to the City's Recordkeeping Plan.

#### 1. Application

This Policy applies to all City of Belmont staff, contractors and Elected Members.

#### 2. Ownership

All records created or received during business for a staff member, contractor or Elected Member belong to the City of Belmont and not to the individuals who created them.

#### 3. Creation of Records

All staff, contractors and Elected Members will ensure that records are created and accurately record the performance of their functions:

- a) As evidence of communications and transactions
- b) To provide accountability for decisions made
- c) To show reasoning and context for decision making
- d) For future research and historical interest

All records created and received relating to the City's business, including Social Media, are to be captured at the point of creation (wherever possible), regardless of format, in accordance with the following:

- e) *State Records Act 2000*
- f) *Local Government Act 1995*
- g) *Freedom of Information Act 1992*
- h) *Electronic Transactions Act 2011*
- i) *Evidence Act 1906*
- j) State Records Commission: Principals and Standards
- k) *Corruption and Crime Commission Act 2003*

#### 4. Security and Protection of Records

All records are to be classified as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction.

Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

Records will not be maintained in email folders, shared drives, personal drives, external storage media or personal cloud services (such as Dropbox, OneDrive, Box, Google Drive), as these do not provide the necessary functionality to protect business information and records over time.

#### **5. Access to Records**

Access to the City's records by staff and contractors will be via their security accesses as determined by the Records Coordinator.

Elected Member access to the City's records will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

General public access to the City's records will be in accordance with the *Local Government Act 1995*, the *Freedom of Information Act 1992* and other relevant policies.

#### **6. Appraisal, Retention and Disposal of Records**

All records maintained by the City of Belmont are to be disposed of in accordance with the General Disposal Authority for Local Government Records (GDALG), published by the State Records Commission of Western Australia.

Records identified for destruction will be subject to review and approval by the Coordinator Records, the Manager of the business unit the records relate to, and the CEO.

#### **7. Training and Education**

Training for staff and contractors is available upon commencement with the City, and refresher training upon request. Guides and advice are available on BelNet.

Elected Members are made aware of their recordkeeping responsibilities during the Elected Member Induction process. Additional assistance will be provided upon request through the CEO.

### **Reference to Internal Procedures**

Recordkeeping Plan 2021

### **Definitions**

'Record' is defined in the *State Records Act 2000* s3, for the City it has one or more of the following traits:-

- a) It provides information as to decisions made by the City (the why and how of actions made)
  - (i) Decision making process
  - (ii) Provision of Services
  - (iii) Matters of Public Safety
  - (iv) Courses of Action
  - (v) Planning
  - (vi) Compliance with legislation and standards

b) Information that is of historic/cultural value

‘CEO’ means the Chief Executive Officer

<b>This Policy is supported by:</b>		
Policy No:	CP43	
Strategic Community Plan Strategy:	<b>Goal 5: Responsible Belmont Strategy:</b> 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Governance and Compliance Adviser Coordinator Records	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
22/06/04		9.1
19/12/06		12.5.7
28/04/09		12.10
22/11/11		12.9
22/09/15	Review – None	10.7
27/09/16	Minor	12.9
10/12/19	Review – Major	12.8
24/05/22	Review – Major Now Incorporates Roles and Responsibilities – Elected Members	12.7
22/08/23	Review - Moderate	



## Environmental Purchasing

### Policy Objective

This policy seeks to ensure that the environmental and lifecycle impacts of goods or services are assessed prior to procurement and that the most environmentally preferable option is considered favourable.

### Policy Statement

“Environmentally preferable” means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

The acceptable premium cost for environmentally preferable or sustainable products or services is generally set at 15% above the cost of equivalent non-preferable (non-certified or generic) products or services.

Environmentally preferable or sustainable products or services therefore shall be –

- Certified under a recognised scheme as containing certified products in recycled content or derived from sustainable sources; or
- Demonstrated to provide significant environmental performance outcomes in addressing resource and energy use (i.e. greater energy efficiency, water saving properties); or
- Demonstrated to reduce overall environmental impact, including use or raw materials, embedded energy and disposal requirements.

The above specifications are to apply to the below nominated goods and services, irrespective of pricing premium:

- Non-recyclable/non-biodegradable single use straws, cups, takeaway containers and cutlery
- Paper-based stationary and other paper-based products
- Photocopiers
- Water fixtures and fittings
- Lighting

### Policy Detail

Purchasing decisions will be considered in the context of the hierarchy for waste management with a view to reduce the overall environmental impact of the good or service.

Purchases should only be made once it has been determined that goods or services are necessary.

- Reduce
  - Purchases that reduce the use of materials, reduce the impact on raw materials and reduce environmental impact will be favoured. For example, bulk purchases that reduce packaging, transport or material use.
- Reuse
  - Items purchased are durable, have a long service life and are easy to maintain and upgraded, prolonging their asset/useful life.
  - Using the same item more than once and extending the useful life of products and equipment by ensuring appropriate maintenance and repairs where appropriate.
- Recycle
  - Where practical, purchase products that are recycled or re-manufactured, contain recycled materials or can be recycled at the end of use.
- Recover
  - Consider products that result in conversion of waste into resources (ie. electricity, heat, compost and fuel).

### **1. Other considerations in environmentally preferable goods and services**

The following should be considered in the procurement process and for the assessment of a good or services impact on the natural environment.

- a) The energy and water rating and efficiency features are the best available for the price.
- b) The lifecycle requirements of a product (production, transportation and eventual disposal) is considered in addition to operational performance.
- c) Where possible, reduce reliance on fossil fuels and consider renewable or lower polluting alternatives.
- d) Consider the total cost of a product over its lifetime so that operational energy and water costs are considered along with the purchase price.
- e) If possible, avoid the purchase of products that threaten the preservation of biodiversity.
- f) Purchase products materials and services that have minimal potential to pollute water, land or air at any stage of its life cycle.
- g) Avoid the purchase of materials containing ozone-depleting substances.
- h) Where possible, purchase materials and products that are free of toxic or polluting materials.

### **2. Item/ product Specification and Continuous Improvement**

Single use plastic items

- a) The City is committed to progressively reduce or phase out single use disposable plastics in City-occupied buildings and for events. This involves the use of alternative items including, but not limited to, straws, cups, takeaway containers, and cutlery.

Paper based products

- b) All copy paper (A3 and A4) purchased shall be made in Australia from –
  - (i) Virgin fibre, certified to either the Forest Stewardship Scheme (including FSC Mix) or Program for the Endorsement of Forestry Certifications (PEFC) standards; or
  - (ii) Post-consumer recycled certified to a recycled content standard and Processed Chlorine Free.
- c) Papers made from virgin fibre shall be either Elemental Chlorine Free (ECF), ECF Light, or Totally Chlorine Free (TCF).

All other paper

- d) All other paper-based products will, at a minimum, be virgin fibre from a source certified to the Forest Stewardship Scheme (including FSC Mix) or the Program for the Endorsement of Forestry Certifications standards.

Copiers

- e) All copiers will be capable of printing double sided, from a supplier with a 'No landfill' policy i.e. recyclable at end of life and will accept use of recycled paper (i.e. without voiding warranty).

Water and lighting fixtures and fittings

- f) All new water fixtures and fittings installed shall have a "better than" 3 WELS rating.
- g) Where appropriate, all new light fittings shall be LED or an alternative with equal/higher energy efficiency.
- h) When water or energy using devices reach the end of their working life replace with a higher rated device to ensure continuous improvement in the level of efficiency.

## Reference/Associated Documents

Policy 29 - Purchasing

Policy 46 - Environment and Sustainability

## Reference to Internal Procedure

None.

## Definitions

**LED** means Light Emitting Diode

**WELS** means Water Efficiency Labelling and Standards Scheme

This Policy is supported by:		
Policy No:	CP45	
Strategic Community Plan:	<p><b>Goal 3: Natural Belmont</b>  <b>Strategy:</b> 3.1 Protect and enhance our natural environment  <b>Strategy:</b> 3.5 Promote energy and water efficiency, renewable energy sources, and reduce emissions and waste</p> <p><b>Goal 5: Responsible Belmont</b>  <b>Strategy:</b> 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community</p>	
Delegation Register:	N/A	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Environment	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
23/07/02		8.1.1
01/04/08		12.5.1
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	Review - None	12.4
22/09/15	Review - None	10.7
27/09/16	Review - Minor	12.9





<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
22/08/17	Review - Minor	12.2
25/09/18	Review - Major	12.5
10/12/19	Review - Minor	12.8
24/05/22	Review - Minor	12.7
22/08/23	Review - Major	

## Environment and Sustainability

### Policy Objective

The City of Belmont is committed to the protection and enhancement of the natural environment. Our operations seek to improve the natural environment whilst addressing the risk of pollution and significant environmental impact. Our community is informed and active in addressing their own environmentally sustainable futures.

### Policy Statement

The City of Belmont is committed to –

- Enhancing the City's environmental performance through the continual implementation and improvement of an Environmental Management System.
- Protecting the natural environment and ecological values within the City of Belmont through the implementation of enhancement plans for remnant bushlands, wetlands, river foreshores and waterways.
- Preventing pollution and ecosystem damage by addressing operational risks and environmental impacts.
- Reducing waste to landfill through efficient resource use and improved resource recovery.
- Reducing the City's corporate carbon emissions by increasing the use of zero emission alternatives.
- Banning single use disposable plastics through its Environmental Purchasing Policy and consideration of life cycle impacts in procurement.
- Implementing measures to 'future proof' City operations against the predicted impacts of climate change.
- Complying with relevant environmental legislation and other compliance obligations.

### Policy Detail

The City of Belmont will –

- Review its environmental aspects and associated environmental impacts ("environmental" risks) as they relate to the organisational structure and scope, identifying significant environmental aspects to be addressed by organisational controls.
- Develop an organisation-wide Environment and Sustainability Strategy and Implementation Plan to document strategic objectives, targets and indicators and assign responsibilities, timeframes, and resource requirements to achieve them.
- Monitor environmental performance against significant environmental aspects, compliance obligations and environmental objectives, reporting on outcomes to management.

- Consider environmental risks and opportunities in City operations, procurement, decision-making and the development of corporate policies, strategies and plans.
- Ensure future environmental impacts are considered through appropriate land use planning and development controls.
- Maintain organisational awareness of current and emerging environmental issues relevant to the City of Belmont.
- Maintain a compliance obligation register, communicating environmental legislative requirements to appropriate employees.
- Communicate the City's environmental performance and achievements to the community through Council's Annual Report to influence behaviour change and the uptake of environmental initiatives.

## **Responsibilities**

The development of the environmental management system and this policy is the responsibility of the Executive Leadership Team.

Its implementation is the responsibility of the Chief Executive Officer.

The application of this policy is the responsibility of all City employees and those working under the City's control.

## **Reference/Associated Documents**

AS/ NZS ISO 14001- Environmental Management Systems standards

Policy 40 – Work Health and Safety

Policy 38 - Risk Management

Policy 41 - Quality

Policy 45 - Environmental Purchasing

## **Reference to Internal Procedure**

BelNet Related Process Maps and Work Instructions

## **Definitions**

N/A

<b>This Policy is supported by:</b>	
Policy No:	CP46
Strategic Community Plan:	<p><b>Goal 1: Liveable Belmont</b>  <b>Strategy:</b> 1.5 Encourage and educate the community to embrace sustainable and healthy lifestyles</p> <p><b>Goal 2: Connected Belmont</b>  <b>Strategy:</b> 2.2 Make our City more enjoyable, connected and safe for walking and cycling</p> <p><b>Goal 3: Natural Belmont</b>  <b>Strategy:</b> 3.1 Protect and enhance our natural environment  <b>Strategy:</b> 3.2 Improve our River and waterways  <b>Strategy:</b> 3.3 Keep our City clean  <b>Strategy:</b> 3.4 Provide green spaces for recreation, relaxation and enjoyment  <b>Strategy:</b> 3.5 Promote energy and water efficiency, renewable energy sources, and reduce emissions and waste  <b>Strategy:</b> 3.6 Encourage sustainable development to guide built form</p> <p><b>Goal 5: Responsible Belmont</b>  <b>Strategy:</b> 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community</p>
Delegation Register:	N/A
Service Area:	Corporate and Governance Development and Communities Executive Services Infrastructure Services
Policy Owner:	Manager Parks, Leisure and Environment
Policy Stakeholder:	Coordinator Environment





<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
27/09/16	Review - Minor	12.9
22/08/17	Review - None	12.2
24/04/18	Review – Major (implemented 01/07/18)	12.4
10/12/19	Review - None	12.8
23/02/21	Review - None	12.7
14/12/21	Review - Minor	12.7
24/05/22	Review - None	12.7
22/08/23	Review - Major	

## Urban Forest

### Policy Objective

To detail the City of Belmont's commitment to preserving and enhancing the growth of the urban forest.

### Policy Detail

#### 1. Tree Planting

- a) The City shall implement the key objectives of the Urban Forest Strategy and the actions of the Canopy Plan.
- b) The City shall develop and implement an annual tree planting programme with the view to increase tree numbers and canopy cover within streetscapes and City managed lands.
  - (i) Tree selection will be location dependent and appropriate for the environmental context and in accordance with the City's Street Tree Plan.
  - (ii) The City shall maintain an inventory of City street trees as per a recognised arboricultural methodology or standard, including but not limited to information pertaining to:
    - i. individual amenity value (in Australian Dollars) as calculated by a qualified Arborist using the Helliwell System or other recognised form of amenity value calculation;
    - ii. arboricultural and physical attributes such as lifecycle, tree structure, tree health, useful life expectancy and canopy cover; and
    - iii. the number, location and species of street trees removed and planted annually.

#### 2. Tree Retention and Protection

- a) All trees within City managed lands and areas under the City's control will be protected and managed as per this Policy.
- b) Regarding City trees, the City's preference, in order of priority, is:
  - (i) avoid impact - through appropriate design or construction methodologies; or
  - (ii) minimise impact - the City will require that the risk to the tree is minimised

Where works, including development, are likely to have a significant impact on a City Tree, the applicant shall have tree protection methods in place as recommended within AS 4970-2009 Protection of Trees on Development Sites and to the satisfaction of the City.

#### 3. Tree Pruning

- a) Pruning of City trees will be undertaken in compliance with AS 4373-2007 - Pruning of Amenity Trees and will only be considered to:
  - (i) promote and increase canopy cover;
  - (ii) support or extend the tree's useful life expectancy;

- (iii) mitigate an unacceptable risk of harm or damage to infrastructure, property or safety;
  - (iv) alleviate a significant negative impact to adjacent properties.
- b) The City will not prune City Trees:
- (i) for aesthetic purposes;
  - (ii) to maintain or create viewsapes;
  - (iii) to reduce shading of solar panels;
  - (iv) to reduce shading of outdoor areas, pools, gardens, lawns or any other surface;
  - (v) to reduce leaf litter, nut drop or for any other nuisance factors.
- c) The Chief Executive Officer may authorise pruning of a City Tree for additional reasons under exceptional circumstances, following consideration of a request received in writing.

#### **4. Tree Removal and Replacement**

- a) Removal of a City Tree will only be considered where the tree:
- (i) is dead, dying, diseased or is structurally unsound;
  - (ii) was planted without authorisation from the City or is self-sown and is deemed an inappropriate tree;
  - (iii) presents an unacceptable risk of harm:
    - i. to human life; or
    - ii. to nearby infrastructure (and is supported by a Quantified Tree Risk Assessment methodology by a qualified Arborist);
  - (iv) is required to be removed through the approval of a crossover or development application;
  - (v) presents an unacceptable liability or legal risk to the City if retained;
  - (vi) is strategically removed and replaced to achieve a net increase in canopy cover;
  - (vii) directly contributes to or results in ongoing detrimental health impacts that are confirmed by a medical specialist as being attributed solely to that particular tree and alternative options for managing the issue are not feasible; or
  - (viii) is strategically removed and replaced to facilitate a City Project that provides a broader community benefit.
- b) The Chief Executive Officer may authorise removal of a City Tree for additional reasons under exceptional circumstances, following consideration of a request received in writing.
- c) Replacement tree planting shall occur at the site of removal and/ or at the closest suitable location. Tree planting is to be undertaken in accordance with this Policy and whereby the City shall determine the species of replacement trees dependent on the locality.

## **5. City Trees and Developments - Offset and Cost Recovery**

- a) If a City Tree has been approved for removal, the City shall require pre-payment for:
  - (i) works to be undertaken by the City (i.e. tree removal and stump grinding); and
  - (ii) the provision of replacement trees to be planted by the City, or
  - (iii) with agreement with the developer, the amenity value of the tree to be removed
- b) Where a City Tree is removed, replacement planting shall be undertaken at a ratio of 1:3 (removed: replaced).
- c) Where a City Tree is removed, pruned or is damaged without authorisation on City managed land, the City, at its discretion may:
  - (i) take action under Regulation 5(1) of the Local Government (Uniform Local Provisions) Regulations 1996 or other applicable legislation (including the issue of infringement notices);
  - (ii) recover costs associated with the removal (if applicable) and replacement tree/s as per the City's Schedule of Fees and Charges;
  - (iii) recover costs equivalent to the Amenity Value of the tree;
  - (iv) undertake replacement planting as per this Policy.

## **Reference/Associated Documents**

Urban Forest Strategy

Street Tree Plan

Environment and Sustainability Strategy

Belmont on the Move

Canopy Plan

Tree Protection Fact Sheet

Street Trees Fact Sheet

## **Reference to Internal Procedure**

Application for Street Tree Assessment through DA, Building License or Crossover Application

Processing Infrastructure Services Clearance and Crossover Assessments

Dealing with Street Tree Roots Causing a Disturbance or Damage to Infrastructure



## Definitions

For the purpose of this Policy, the following definitions apply:

**‘Arboricultural Potential’** means Optimal health, size and maturity of a tree as expressed by its individual arboricultural characteristics and its local conditions i.e. soil volume, water, nutrients, management requirements.

**‘Amenity Value’** means monetary value representing the visual amenity provided by individual trees as calculated by a qualified Arborist using an internationally accepted arboricultural method.

**‘Canopy cover’** means broad crown of a tree/s providing shade and cover.

**‘City Tree’** – means tree with the entirety or majority of its trunk located within lands owned, vested or managed by the City.

**‘Significant Negative Impact’** means as a result of a City tree the occupant’s use, access, comfort or enjoyment of private property is detrimentally impeded or impaired.

**‘Street Tree’** means tree located within a road reserve.

**‘Streetscapes’** means the appearance or view of a street/ road reserve.

**‘Tree’** – means a woody plant inclusive of its roots, canopy, stems and trunk(s) that is capable of growing taller than 4m in height at maturity.

**‘Urban Forest’** – means the sum of all trees and vegetation within the urban environment.

**‘Urban Heat Island Effect’** means the exacerbated thermal radiation (heat) retention within the urban environment due to a higher proportion of hard/ constructed materials.

**‘Useful Life Expectancy’** means the number of years the tree is expected to continue to mature and provide canopy prior to going into decline.

<b>This Policy is supported by:</b>		
Policy No:	CP48	
Strategic Community Plan:	<b>Goal 3: Natural Belmont</b> <b>Strategy:</b> 3.1 Protect and enhance our natural environment <b>Strategy:</b> 3.4 Provide green spaces for recreation, relaxation and enjoyment	
Delegation Register:	N/A	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Parks	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
16/04/19	New Policy	12.5
10/12/19	Review – Minor	12.8
23/02/21	Review – Minor	12.7
24/05/22	Review – Minor	12.7
22/08/23	Review – None	

## **Donations - Financial Assistance**

### **Policy Objective**

To direct the process of administering financial assistance to the local community-including not for profit groups, local schools, sporting, and recreational clubs and disaster relief appeals. The aim of the financial assistance is to provide a direct benefit to residents of the City of Belmont and to allow for additional flexibility to respond to the changing needs of the community\*.

### **Policy Detail**

The City of Belmont will consider administering financial assistance and donations under one of the following programs:

- Community Contribution Fund
- Specific Donations (through formal Memorandums of Understanding)
- In Kind Donations (use of Council community facilities)
- Other Donations/Financial Assistance (Sand and Turf Line-Marking Painting; Sporting/Cultural; Your Neighbour Community Grants; Community Sporting and Recreation Facilities Fund; and other grant funding opportunities that may arise).

Requests for financial assistance will only be considered where it is determined that the financial assistance will provide a direct benefit to the City of Belmont communities by service provision that is reflective of community needs\*.

To ensure the administration of funds meet the changing needs of the community and are subject to continuous improvement, the above programs have guidelines and/or templates which are maintained, reviewed, and modified at an operational level. The Executive Leadership Team are responsible for approving or rejecting proposed changes to program guidelines and templates.

Any applications for funding which meet the associated program guidelines or templates will go through the process of assessment, review, and recommendations by the responsible Officer of the related program in conjunction with the relevant Manager, or an assessment panel where relevant.

### **Asset improvement requests**

The replacement of City-owned assets is typically funded and undertaken as part of renewal programs identified through Asset Management Plans. Where an application relates to the upgrade and/or replacement of existing City-owned assets nearing the end of their useful life, and the project will significantly increase the useful life of the asset, the City may consider an increased level of contribution. The following Delegated Authority exists for requests for financial assistance under this policy:

- up to \$5,000 per application - Chief Executive Officer

- more than \$5,000 per application - Council

Where an application relates to financial support from external grant funding opportunities for developing new or upgraded infrastructure not currently scheduled for renewal through the City's Asset Management Plans (including fixed equipment/assets and sports lighting), the application will be considered based on a ratio of up to a maximum of one third of the costs contributed by Council and two thirds being the responsibility of the applicant. The contributions from the applicant may take the form of a grant, self-help, or cash (including external grants).

*\*The only occurrence where recipients/communities outside the City of Belmont could be eligible to receive financial assistance is when supporting disaster relief appeals.*

## **Reference/Associated Documents**

Nil.

## **Reference to Internal Procedure**

WI – Administer funds to local organisations for provision of sand and turf line marking paint.

WI – Community Contribution Fund

Community Contribution Fund Guidelines

Community Contribution Fund Application Form

Community Sporting and Recreation Facilities Fund Guidelines

Sporting and Cultural Donations Guidelines

Hall Hire in Kind Donations Application Form

Reimbursement for Sand or Turf Line Marking Paint Application Form

Your Neighbour Community Grant Application Form

Belmont Business Innovation Grant Application Form

## **Definitions**

Nil.



<b>This Policy is supported by:</b>		
Policy No:	CP50	
Strategic Community Plan Strategy:	5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community. 5.6 Deliver effective, fair, and transparent leadership and decision-making, reflective of community needs and aspirations.	
Register of Delegations:	N/A	
Service Area:	Development and Communities	
Policy Owner:	Manager Economic and Community Development	
Policy Stakeholders:	Coordinator Community and Cultural Engagement Coordinator Community Wellbeing Coordinator Business Continuity and Risk	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
01/03/05		11.4.1
05/08/06		11.5.5
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
28/08/12		12.3
25/06/13		12.8
29/10/13		12.7
28/10/14	Minor	12.4
27/09/16	Review - Major	12.9
25/09/18	Review - Major	12.5
10/12/19	Review - Major	12.8
24/05/22	Review - Major	12.7
22/08/23	Review - Moderate	

## Seasonal Hire - In-kind Support

### Policy Objective

To provide a framework to support local seasonal hire sporting clubs in their activities and to assist clubs in providing low-cost membership fees for their members.

### Policy Detail

As one of various strategies to support the sustainability of local not for profit sporting clubs to provide organised sport for the community, the City will provide the following in-kind support:

#### 1. Junior Sport - Subsidy

The City will not apply a member fee hire charge for 'Junior' members for the use of sporting reserves managed under a seasonal hire arrangement with the City:

All other charges will apply including, but not limited to:

- a) Seasonal facility hire charge
- b) Sport lighting charges
- c) Casual bookings (where applicable)

#### 2. Club Promotional/Fundraiser Activities

To provide in-kind support for sporting clubs using reserves/facilities under a seasonal hire arrangement, all sporting clubs may:

- a) Request for up to two free bookings at their usual seasonal hire reserve/facility for the purposes of club related activities such as registration days, club development days, fundraiser events and club wind ups. Should the club's usual reserve/facility be unavailable or deemed unsuitable, alternative options will be offered.
- b) Use their usual seasonal hire reserve/facility for the purposes of their monthly committee meetings and their Annual General Meeting (where available).

### Reference/Associated Documents

Seasonal Hire Application Form and Conditions

### Reference to Internal Procedure

Nil.

## Definitions

'City' means the City of Belmont.

'Junior' means a member of a City of Belmont sporting club under the age of 18 years

This Policy is supported by:		
Policy No:	CP52	
Strategic Community Plan Strategy:	<b>Goal 1: Liveable Belmont Strategy:</b> 1.5 Encourage and educate the community to embrace sustainable and healthy lifestyles	
Register of Delegations:	N/A	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Community Wellbeing	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
15/07/08		12.9
28/04/09		12.10
22/11/11		12.9
28/08/12		12.3
22/09/15	Review - None	10.7
27/09/16	Minor	12.9
25/09/18	Review - Minor	12.5
24/05/22	Review - None	12.7
22/08/23	Review - Major	

## **Engagement - Community and Stakeholders**

### **Policy Objective**

To foster and support an engagement culture that keeps people informed on matters that affect them and respects and encourages the participation of community and stakeholders in decision-making processes.

### **Policy Detail**

The City embraces a positive approach to engaging with our community and stakeholders; promoting understanding and involvement to achieve better outcomes for our whole community.

We will:

- Strive to keep our community informed of matters that affect them.
- Engage with our community and stakeholders when it is valuable to inform decision-making, as well as when it is required by legislation.
- Engage with relevance, noting engagements will be designed at an appropriate level and may be broad or targeted depending on the nature of the project or decision.
- Identify barriers to engagement and try to include people who are hard to reach.
- Provide our community and stakeholders with the information they need to participate in a meaningful way.
- Include the results of engagement activities within decision-making processes.
- Review the City's engagement processes on a regular basis.

The results of engagement activities inform, but do not replace, the decision-making role of the City and Council. Unless it is an aspect of the engagement activity, decisions are at the discretion of Council or the relevant decision maker.

Engagement will not occur when there is no scope for community or stakeholder involvement to influence a decision. For example, where legislative or policy provision gives a clear right to an outcome.

### **Reference/Associated Documents**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

*Planning and Development (Local Planning Schemes) Regulations 2015*

Strategic Community Plan 2020-2040

Access and Inclusion Plan 2022-2026



City of Belmont Consultation and Engagement Strategy

City of Belmont Communication Strategy

## Reference to Internal Procedure

SP03 Communications - Internal and External

PM - Manage Online Engagement (Belmont Connect)

WI - Consultation

WI - Belmont Connect Project Creation

## Definitions

Example:

**'City'** means the City of Belmont.

**'Community'** means individual and groups of people who reside, interact, or do business within the City of Belmont, this includes our residents, ratepayers, business owners, community groups, customers, employees, and frequent visitors.

**'Engagement'** means the process for interacting with our community or stakeholders to seek their input, to help inform decision-making.

**'Stakeholder'** means individuals, a group of individuals, organisations, or a political entity with a specific stake in the outcome of City decisions.

<b>This Policy is supported by:</b>		
Policy No:	CP55	
Strategic Community Plan:	<b>Goal 5: Responsible Belmont Strategy:</b> 5.5 Engage and consult the community in decision-making	
Delegation Register:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager PR & Stakeholder Engagement	
Policy Stakeholder:	N/A	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
12/04/05		11.3.2
25/07/06		11.5.2
28/04/09		12.10
22/11/11		12.9
24/07/12		12.6
28/10/14		12.4
22/09/15	Minor	10.7
27/09/16	Review - Minor	12.9
25/09/18	Review - Minor	12.5
10/12/19	Review - Minor	12.8
24/05/22	Review - None	12.7
22/08/23	Review - Major	

## Naming or Renaming of Roads, Parks and Reserves

### Policy Objective

To ensure the naming or renaming of roads, parks and reserves within the City conform to accepted criteria.

To outline the City's preferred sources of names for roads, parks and reserves.

To outline the process for the naming of roads, parks and reserves within the City of Belmont.

### Policy Detail

#### 1. General Naming Criteria

- a) This Policy is to be read in conjunction with the requirements listed in Landgate's Policies and Standards for Geographical Naming in Western Australia.
- b) Names for roads, parks and reserves can be drawn from the Schedule of Names (attached) which has been endorsed by Council. Community consultation for the application of these names is required in accordance with Landgate's Policies and Standards for the Geographical Naming of Western Australia.
- c) If a name is proposed which is not included on the Schedule of Names, it shall be drawn from the following sources, unless determined by resolution of Council:
  - (i) Surnames of people, who in the opinion of the Council, made an outstanding contribution to the community of the City of Belmont by extensive time volunteering, participation in service organisations, or by their philanthropy.
  - (ii) Aboriginal (Noongar) and common names of places, flora and fauna that has been or is currently existing in the City of Belmont.
  - (iii) Horses that have won two or more major racing events.
- d) When considering a proposed name the following should be noted:
  - (i) The surnames of pioneering families, who originally lived in the City of Belmont prior to 1955 for an extended period, that meet the criteria outlines in 3(i), can only be considered for parks and reserves.
  - (ii) The use of horse names shall only apply to the suburb of Ascot.
  - (iii) Military Service will **not** be considered as a criterion for naming or renaming a park, road or reserve. (There have been so many men and women called to serve their country because of war and not only in the field of battle. The names of those Belmont residents who served in the theatre of war will be honoured with plaques on the war memorial remembrance walls).
  - (iv) When using a commemorative name, there is a preference to use the name of a person who had a relationship to the location.

## 2. Renaming of Roads

- a) In regard to the renaming of roads:
- (i) The City will not be responsible for costs associated with stationery changes relating to business names and addresses.
  - (ii) The City will provide three months' notice prior to the installation of road signage to enable the correction of stationery and business advertisement signage.
  - (iii) Where a request from the community or emergency services is received regarding segmented sections of a road, the City may coordinate the re-naming of the segmented portions after seeking comments from all property owners within the affected road sections.
  - (iv) Where a road, or portion of a road, is to be renamed, the original road name shall be applied to the longest segmented length(s) of road(s).

## 3. Process


- a) On receipt of a request to name or rename a road, park or reserve the City's officers shall:
- (i) Propose a primary and secondary preferred name sourced from the Schedule of Names or the sources identified in part 3 of this Policy.
  - (ii) Ensure the preferred names comply with the requirements of Landgate's Policies and Standards for Geographic Naming in Western Australia.
  - (iii) Present the preferred names to Council for consent to advertise.
  - (iv) Undertake public advertising in accordance with Landgate's requirements.
  - (v) Following consideration of any submissions received, refer the matter to Council for final endorsement.
  - (vi) Refer endorsed names to Landgate for consideration and adoption.

### Schedule of Names for Roads, Parks and Reserves

Name	Road	Park/Reserve
<b>Bettridge</b> (Basil J Bettridge – Deceased)	✓	✓
<b>Caisley</b>	✓	✓
<b>Corlett</b>	✓	✓
<b>Daba Karn</b> (Noongar for 'take it easy')		✓
<b>Dowding</b> (Frederick T Dowding - Deceased)	✓	✓
<b>Elliott</b> (Clive Elliot - Deceased)		✓



<b>Name</b>	<b>Road</b>	<b>Park/Reserve</b>
<b>Haimes</b> (Harold W Haimes – Deceased)	✓	✓
<b>Hop Wah</b>		✓
<b>Liepa</b> (Vera and Edmund Liepa - Deceased)	✓	✓
<b>Lloyd</b> (Ralph Lloyd – Deceased)		✓
<b>Maali</b> (Noongar for Swan)	✓	✓
<b>Marshall</b> (Aino)		✓
<b>Milne</b> (Mary A Milne – Deceased) (Henry Milne – Deceased)		✓
<b>Moore</b> (Frank (Tiger) Moore – Deceased)		✓
<b>Mullane</b> (Leslie Mullane – Deceased)	✓	✓
<b>Mutard</b>	✓	✓
<b>Mutzig</b>		✓
<b>Oberne</b> (Thomas Oberne – Deceased)	✓	✓
<b>Oliver</b>		✓
<b>Parnham</b> (Harold Parnham - Deceased)	✓	✓
<b>Riedel</b>	✓	✓
<b>Saligari</b>		✓
<b>Venables</b>	✓	✓
<b>Walkerden</b>	✓	✓



Name	Road	Park/Reserve
Wandjoo (Welcome)		✓
Yee Hop		✓

## Reference/Associated Documents

Landgate's [Policies and Standards for Geographical Naming in Western Australia](#)

City of Belmont [Origin of Road Names](#)

## Reference to Internal Procedure

Process map - [Request to Name a Street or Park](#)

Process map - [Inclusion of a Name on the Schedule of Names Reserved for Streets and Parks](#)

Work instructions - [Request to Name or Rename a Street, Park or Reserve](#)

Work instructions - [Inclusion of a Name on the Schedule of Names Reserved for Streets and Parks](#)

## Definitions

Nil.

This Policy is supported by:		
Policy No:	CP56	
Strategic Community Plan Strategy:	<p><b>Goal 1: Liveable Belmont</b>  <b>Strategy:</b> 1.1 Respect, protect and celebrate our shared living histories and embrace our heritage</p> <p><b>Goal 5: Responsible Belmont</b>  <b>Strategy:</b> 5.5 Engage and consult the community in decision-making  <b>Strategy:</b> 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations</p>	
Delegation Register:	N/A	
Service Area:	Development and Communities	
Policy Owner:	Manager Planning Services	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/12/05		11.1.6
11/03/08		12.1.2
15/07/08		12.6
22/09/09		12.3
23/03/10		12.3
27/07/10		12.9
22/11/11		12.9
25/06/13		12.8
22/04/14		12.1
28/10/14	Review – Major	12.4
27/09/16	Review – Major	12.9
25/09/18	Review – None	12.5
10/12/19	Review – Minor	12.8
24/05/22	Review – Minor	12.7
22/08/23	Review - Major	

## Council Facilities - Naming

### Policy Objective

To establish guidelines for the naming of the Council Facilities, to recognise persons who have given notable service to the Belmont Community.

### Policy Detail

Requests to rename an entire Council Facility will not be approved, however meeting rooms, clubrooms, pavilions and other structures located within a Council Facility may be considered. Such requests will be considered in accordance with the following guidelines.

#### 1. Application

- a) The naming of streets, parks and reserves is excluded from this policy and is subject to Policy 56 – Naming or Renaming of Roads, Parks and Reserves.
- b) An application to rename parts of a Council Facility, by the addition of a commemorative plaque may be made by any member of the Belmont community.
- c) Applications must be made in writing and demonstrate that the person/s being honoured has either:
  - (i) delivered outstanding service to the Belmont community over an extended period; and
  - (ii) has made exceptional contributions to user groups of the nominated facility; OR
  - (iii) Has a significant connection with the facility proposed for naming.

#### 2. Assessment

- a) Upon an application being received, those organisations/users that lease or hire the affected Council Facility are to be advised and requested to make a submission on the proposal within 14 days.
- b) Only one Council Facility can be nominated to be named in honour of an individual/s.
- c) Selection and application of names to specific venues is at the sole discretion and determination of the City. However, upon reviewing the application and submission, the Chief Executive Officer shall inform Elected Members of the proposed decision.
- d) Elected Members will have a seven-day period in which the matter can be requested to be placed before Council for a resolution on the matter.

#### 3. Implementation

- a) Costs associated with the purchase, engraving, installation and maintenance of plaques are to be borne by the City of Belmont.
- b) The City retains the right to remove or relocate the plaque should it be impacted by future redevelopment or is no longer deemed suitable.



## 4. Schedule of Names Reserved for Council Facilities

<b>NAME</b>
<b>Bass</b> (Margie M Bass)
<b>Belton</b> (Raymond (Ray) J Belton)
<b>Bettridge</b> (Basil J Bettridge – Deceased)
<b>Blair</b> (Marion H Blair)
<b>Caisley</b>
<b>Coops</b> (Lynette M Coops)
<b>Corlett</b>
<b>Daba Karn</b> (Noongar for Take it easy)
<b>Dans</b> (Frances (Frank) L Dans)
<b>Doney</b> (Glyn R Doney)
<b>Dowding</b> (Frederick T Dowding - Deceased)
<b>Duncan</b> (G H Duncan – Deceased) (H G Duncan – Deceased)
<b>Ellery</b> (Reginald (Reg) E Ellery - Deceased)
<b>Elliott</b> (Clive Elliot - Deceased)



NAME
<b>Godsell</b> (Michael (Mike) C Godsell)
<b>Parkin</b> (Peggy (Peg) P Parkin JP AM)
<b>Parnham</b> (Harold Parnham - Deceased)
<b>Passeri</b> (Peter R Passeri JP)
<b>Powell</b> (David L Powell – Deceased)
<b>Rich</b> (Charles Rich)
<b>Richardson</b> (Alan T Richardson JP)
<b>Riedel</b>
<b>Saligari</b>
<b>Sharples</b> (W Sharples – Deceased)
<b>Swann</b> (Ronald (Ron) T Swann)
<b>Symonds</b> (Diane J Symonds)
<b>Teasdale</b> (Edward (Ted) T Teasdale)
<b>Van Garderen</b> (Eric V Van Garderen)
<b>Venables</b>
<b>Walkerden</b>
<b>Wandjoo</b> (Welcome)



NAME
<b>Wilson</b> (Colin S Wilson)
<b>Wright</b> (P A Wright) (W H Wright)
<b>Yee Hop</b>

### **Reference/Associated Documents**

Policy 56 – Naming or Renaming of Roads, Parks and Reserves  
Naming of Council Facilities Application Form and Guidelines

### **Reference to Internal Procedure**

N/A

### **Definitions**

**'City'** means the City of Belmont.

**'Council Facility'** means community facility (e.g. Community Centres) or any structures located in a facility owned by the City of Belmont.

This Policy is supported by:		
Policy No:	CP57	
Strategic Community Plan:	<p><b>Goal 1: Liveable Belmont</b>  <b>Strategy:</b> 1.1 Respect, protect and celebrate our shared living histories and embrace our heritage</p> <p><b>Goal 5: Responsible Belmont</b>  <b>Strategy:</b> 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community  <b>Strategy:</b> 5.5 Engage and consult the community in decision-making</p>	
Delegation Register:	N/A	
Service Area:	Infrastructure Services	
Policy Owner:	Manager City Facilities and Property	
Policy Stakeholder:	Coordinator Community Wellbeing	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
31/10/07		12.5.5
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15		10.7
27/09/16	Review – Minor	12.9
25/09/18	Review – None	12.5
24/05/22	Review - None	12.7
22/08/23	Review - Major	

## **Council Facilities - Personalisation by Users**

### **Policy Objective**

To ensure that Council owned facilities can be utilised to their full potential by managing the personalisation of facilities by users.

### **Policy Detail**

The City shall be responsible for determining the paint colour palette, furniture and equipment for the use by hirers of Council facilities.

Requests made by hirers for sporting club memorabilia, equipment and/or furniture shall be managed as follows:

#### **1. Sporting Club Memorabilia**

The installation of sporting club memorabilia requires approval in writing from the City.

Requests for specialised colours to represent user groups, including sporting clubs will not be approved.

The permanent fixing of sporting club memorabilia is to be limited to one wall per club. Requests are to be made in writing with images showing the proposed memorabilia and location.

The memorabilia to be displayed must:

- a) be presented in a neat and organised manner
- b) not detract from the facility
- c) not cause any potential hazard to other users.

Sporting clubs are solely responsible for insuring any memorabilia.

#### **2. Furniture and Equipment**

The installation of private furniture or equipment of hirers (outside of allocated storage areas) requires approval in writing from the City.

Private furniture or equipment will need to be of a sufficient standard to not detract from the facility or negatively impact other users.

The user is solely responsible for insuring any furniture and equipment.

### **Reference/Associated Documents**

Nil.



## Reference to Internal Procedure

Nil.

## Definitions

'City' means the City of Belmont.

This Policy is supported by:		
Policy No:	CP58	
Strategic Community Plan Strategy:	<b>Goal 5: Responsible Belmont</b> <b>Strategy:</b> 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community <b>Strategy:</b> 5.3 Invest in services and facilities for our growing community	
Delegation Register:	N/A	
Service Area:	Infrastructure Services	
Policy Owner:	Manager City Facilities and Property	
Policy Stakeholder:	Coordinator Community Wellbeing	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
1/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14	Minor	12.4
22/09/15	Review – None	10.7
25/09/18	Review – Minor	12.5
24/05/22	Review - None	12.7
22/08/23	Review - Moderate	

## Closed Circuit Television (CCTV) Video Analytics

### Policy Objective

To provide parameters controlling the use of the City's CCTV analytics software and provision of recorded footage and data.

### Policy Detail

The City's CCTV system and analytics software will only be accessed by authorised City of Belmont Community Safety Officers and approved contractors.

Original recordings or data will not be released unless requested under a warrant, court summons or by a State or Federal law enforcement agency.

Original recordings or data may be released to a third party under exceptional circumstances and only at the discretion of the Chief Executive Officer.

Western Australian Police (Belmont Station) can view the City's CCTV livestream from selected cameras but are not permitted to download any CCTV footage.

Western Australian Police (State Operations Intelligence Hub) can access ANPR data from the City's CCTV system through a formalised Release of Information Deed only.

The City of Belmont may use CCTV footage in the investigation of Local Law or other relevant legislative breaches.

Metadata sourced from analytics software can be used to provide demographic information to assist in the efficient use and management of City facilities.

The feature recognition capability of the analytics software will not be activated or used by the City.

The City would consider temporarily activating the feature recognition capability of the analytics software if requested or instructed by law enforcement, in the event of a significant emergency, such as a missing child.

### Reference/Associated Documents

[Australian Standard 4806.2 - 2006 - \(R2015\) Closed Circuit Television \(CCTV\)](#)

[Privacy Act 1988 \(and the Australian Privacy Principles\)](#) (The *Privacy Act 1988* is federal law and does not apply to local, state or territory government agencies. The City however supports the intent and principles outlined in the Act).

[Surveillance Devices Act 1998 \(WA\)](#)

## Reference to Internal Procedure

[\*City of Belmont Closed Circuit Television \(CCTV\) Management and Operations Manual\*](#)

## Definitions

'ANPR' means Automatic Number Plate Recognition

'CCTV' means Closed Circuit Television

'Metadata' means a set of data that describes and gives information about other data

'City' means the City of Belmont.

This Policy is supported by:		
Policy No:	CP59	
Strategic Community Plan Strategy:	<b>Goal 1: Liveable Belmont</b> <b>Strategy:</b> 1.2 Plan and deliver vibrant, attractive, safe and economically sustainable activity centres	
Register of Delegations:	N/A	
Service Area:	Development and Communities	
Policy Owner:	Manager Safer Communities	
Policy Stakeholder:	Coordinator Community Safety	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
25/08/20	New Policy	12.7
24/05/22	Review - Minor	12.7
22/08/23	Review - Moderate	

## Complaint Investigation - Behaviour Complaints

### Policy Objective

To establish, in accordance with clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and the *City of Belmont Code of Conduct for Council Members, Committee Members and Candidates* (Code of Conduct), the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Code of Conduct.

Details the high-level consideration and investigation of complaints in support of the mechanism for dealing with complaints detailed in the Code of Conduct. This policy is intended to:

- contribute to procedural fairness, unbiased decision-making, integrity and good governance.
- provide guidance on the key matters to be considered in the preparation, and in the course of an investigation in relation to breaches of the Code of Conduct.

This policy applies to council members, committee members, candidates and any person who submits a complaint in accordance with this Policy, where a complaint has been received by the City in accordance with Clause 11 of the Code of Conduct.

This policy does not apply to the investigation of complaints involving allegations of serious improper conduct, corruption, fraud or other criminal conduct which must be referred to the appropriate authority.

### Policy Detail

In accordance with section 5.104 of the *Local Government Act 1995* (the Act), every Western Australian local government is to adopt a prescribed code of conduct to be observed by council members, committee members and candidates.

The City's Code of Conduct has been adopted for this purpose and sets out principles and standards of behaviour council members, committee members and candidates must observe and the considerations for dealing with complaints detailed in the Code of Conduct. This Policy is intended to promote accountable, ethical and unbiased decision-making and consistent conduct.

#### 1. Persons authorised to receive complaints and withdrawals

In accordance with clause 11(3) of the Code of Conduct, the Director Corporate and Governance and Manager Governance, Strategy and Risk are authorised as Behaviour Complaints Officers to receive complaints and withdrawals under the Code of Conduct.

## 2. Assessment of complaint

In accordance with clause 11(2) of the Code of Conduct, a complaint must be made -

- a) in writing on the form available on the City's website; and
- b) to a Behaviour Complaints Officer as outlined above; and
- c) within one month after the occurrence of the alleged breach.

In dealing with a complaint under the Code of Conduct, one or all of the following factors will be considered in assessing a complaint.

- (i) Whether an alternative and satisfactory means of redress is available;
- (ii) Whether the complaint is trivial, frivolous or vexatious;
- (iii) How serious the complaint is and the significance it has for the complainant and the City;
- (iv) Whether it indicates the existence of a systemic problem throughout the Council; or
- (v) Whether it is one of a series of complaints about the same council member, indicating a pattern of conduct or a continuous problem.

## 3. Nature of the investigation

- a) An investigation into a complaint, may be conducted by an employee or an external contractor, mediator, or arbitrator appointed by the Behaviour Complaints Officer (or an employee or external contractor appointed by the CEO where the complainant is the Behaviour Complaints Officer) depending upon:
  - (i) the nature of the complaint;
  - (ii) the resources needed to conduct an investigation; or
  - (iii) whether any additional authorisations from Council are required.
- b) Subject to the matters detailed in clause 3.1, additional resources are authorised by Council, to investigate a complaint including the referral of the complaint to a third party.
- c) All investigations must be conducted without any bias, and in an impartial and objective manner without any actual or perceived conflict of interest.

## 4. Powers of investigation

- a) The employees detailed in clause 1 are authorised to commence an investigation and given the necessary powers and authority to oversee an investigation process under the Code of Conduct and in line with this policy, and any other supporting complaint investigation procedures.
- b) Any employee or other person appointed to perform an investigation into a complaint made under the Code of Conduct has the necessary powers to:
  - (i) inquire with all parties relevant to a complaint to provide any evidence or statements relevant to the matter, and the subject of the complaint; and
  - (ii) obtain any information from other parties in relation to policies, procedures and practices including access to relevant records and witness statements.



## 5. Evidence

- a) For the purposes of an investigation into a complaint, evidence can take the form of:
  - (i) oral or written evidence (recollections); and
  - (ii) documentary evidence (records); and
  - (iii) expert evidence (technical advice); and
  - (iv) site inspections.
- b) The person or persons appointed under clause 1 are to maintain a central investigation file detailing any documentary evidence obtained, and that file is to be maintained in the City's record keeping system with restricted access to ensure confidentiality.
- c) If legal proceedings arise at some future stage, evidence should be gathered in accordance with the rules of evidence, pursuant to the *Evidence Act 1906*.

## 6. Appropriate standard of proof

In any investigation into a complaint, all allegations must be proved "on the balance of probabilities", that is, it must be more probable for a reasonable person than not, that the allegations of the subject of the complaint are substantiated.

## 7. Procedural fairness

- a) All investigations of a complaint are to observe due process and procedural fairness.
- b) Procedural fairness for an investigation shall include:
  - (i) ability for a person or persons that is the subject of a complaint an opportunity to respond;
  - (ii) all parties given a reasonable opportunity to put forward their case, whether in writing, in person, or otherwise;
  - (iii) the careful consideration of all evidence obtained during the course of the investigation;
  - (iv) inquiries or an investigation being made before the making of a decision;
  - (v) taking into account all relevant factors including mitigating and aggravating factors;
  - (vi) ensuring any conflicts of interest are managed appropriately;
  - (vii) acting fairly and without bias; and
  - (viii) conducting the investigation without undue delay.
- c) All parties to a complaint are to maintain confidentiality and not disclose any element of a complaint during the complaint process or after any decision of Council. After the finalisation of a complaint, information relating to the complaint can only be disclosed if required under written law.
- d) The subject of a complaint and the complainant are entitled to have a support person present whilst providing any oral evidence. The role of a support person is

to provide emotional and practical support during the meeting. A support person cannot act as an advocate or argue on behalf of the complainant or subject of a complaint. A support person cannot be a nominated witness to the complaint.

#### **8. Investigation report**

- a) At the conclusion of the investigation a confidential report is to be prepared detailing:
  - (i) the substance of the complaint;
  - (ii) the nature and extent of the investigation into the complaint;
  - (iii) the evidence obtained during the investigation into the complaint;
  - (iv) the recommended finding in relation to the complaint;
  - (v) any recommended action plan prepared to address the behaviour of the person to whom the complaint relates.

#### **9. Management of actions**

- a) All findings made in contravention of the Code of Conduct, and any associated actions, will be monitored and managed by persons detailed in clause 1 of this policy and clause 11(3) of the Code of Conduct.

#### **10. Reporting**

- a) The City will maintain a register of complaints lodged with those persons authorised under clause 1 and dealt with under the Code of Conduct. Complaints will only be included on the register if a finding has been made following completion of any investigation and Council consideration. The register is not required to be made public.

### **Reference/Associated Documents**

*Local Government Act 1995*

*Local Government (Model Code of Conduct) Regulations 2021*

*City of Belmont Standing Orders Local Law 2017*

City of Belmont Code of Conduct for Council Members, Committee Members and Candidates  
Council Policy – Customer Complaints Management

### **Reference to Internal Procedure**

Guideline – Complaint Investigation and Management - Behaviour Complaints

### **Definitions**

**Act** means the *Local Government Act 1995*.

**Breach** means a breach of Division 3 of the *City of Belmont Code of Conduct for Council Members, Committee Members and Candidates*.

**Candidate** means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

**CEO** means the Chief Executive Officer of the City.

**City** means the City of Belmont, being a local government established as a body corporate under section 2.5 of the Act.

**Code of Conduct** means the *City of Belmont Code of Conduct for Council Members, Committee Members and Candidates*.

**Committee Member** means a Council Member, employee of the City of Belmont or other person who has been appointed by the Council to be a member of a Committee in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

**Complaint** means a complaint submitted under Clause 11(1) of the Code of Conduct.

**Complainant** means a person who has submitted a Complaint in accordance with this Policy.

**Conflict of Interest:**

**Actual conflict of interest** means when there is a conflict between a person's official duties and responsibilities in serving the public interest, and their personal interest.

**Perceived conflict of interest** means when a reasonable person, knowing the facts would consider that a conflict of interest may exist.

**Council** means the Council of the City of Belmont.

**Council Member** means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

**Employee** means a person:

- (a) employed by the City under section 5.36(1) of the Act; or
- (b) engaged by the City under a contract for services.

**Finding** means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

**Plan** means a plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

**Vexatious complaint** means a complaint that is not supported by any evidence and there is other evidence to suggest that the complaint was made primarily for the purpose of causing annoyance.

This Policy is supported by:		
Policy No:	CP60	
Strategic Community Plan:	<b>Goal 5: Responsible Belmont</b> <b>Strategy:</b> 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
28/02/2023	New Policy	12.8
22/08/23	Review - Minor	

## 12.11 Accounts for Payment - July 2023

Voting Requirement	:	Simple Majority
Subject Index	:	54/007- Creditors - Payment Authorisations
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	N/A
Applicant	:	NA
Owner	:	N/A
Responsible Division	:	Corporate and Governance

### Council role

**Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### Purpose of report

To present to Council the list of expenditure paid for the period 1 July 2023 to 31 July 2023 under delegated authority.

### Summary and key issues

A list of payments is presented to the Council each month for confirmation and endorsement in accordance with the *Local Government (Financial Management) Regulations 1996*.

### Officer Recommendation

That the Authorised Payment Listing for July 2023 as provided under Attachment 12.11.1.

### Location

Not applicable.



## Consultation

There has been no specific consultation undertaken in respect to this matter.

## Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

### Goal 5: Responsible Belmont

**Strategy:** 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community

**Strategy:** 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations

## Policy implications

There are no policy implications associated with this report.

## Statutory environment

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* states:

“If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.”

(3) A list prepared under sub regulation (1) is to be presented to Council at the next ordinary meeting of Council after the list is prepared; and recorded in the minutes of that meeting.

## Background

Council has delegated to the Chief Executive Officer under Delegation 1.1.18 to make payment from the Municipal and Trust Fund account. In accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, where this power has been delegated, a list of payments each month is to be compiled and presented to Council.

## Report

The following summary of payments are recommended for confirmation and endorsement.

Payment type	Payment reference	\$
Municipal Fund Cheques	788862-788864	40,823.60
Municipal Fund EFTs	EF085219-EF085303 EF085307-EF085664	4,660,125.70
Municipal Fund Payroll	July 2023	1,577,082.28
Trust Fund EFT	EF085304-EF085306	20,028.22
<b>Total Payments for July 2023</b>		<b>6,298,059.80</b>

A copy of the Authorised Payment Listing is included as 12.11.1.

### Financial implications

All expenditure included in the Authorised Payment Listing is in accordance with Council's Annual budget.

### Environmental implications

There are no environmental implications associated with this report.

### Social implications

There are no social implications associated with this report.

### Attachment details

Attachment No. and title
1. July 2023 payments [12.11.1 - 7 pages]

# Attachment 12.11.1 July 2023 payments



City of Belmont					
Accounts for Payment - July 2023					Compiled : 01/08/23 15:17
Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
<b>Contractors</b>					
EF085223	06/07/23	02411	Allsports Linemarking	\$572.00	Line Marking
EF085224	06/07/23	02844	Chandler Macleod Group Ltd	\$2,992.25	Labour/Personnel Hire
EF085225	06/07/23	03923	Rebecca Jane Flanagan	\$395.00	Library-Entertainment Expense
EF085226	06/07/23	04105	Cleanflow Environmental Solutions	\$1,004.30	Drainage Maintenance
EF085227	06/07/23	05493	Dapth	\$1,787.50	Computer Software Maintenance
EF085229	06/07/23	05801	Integrated Fuel Services & Solutions	\$718.19	Plant Parts & Repairs
EF085242	07/07/23	00608	Programmed Skilled Workforce Ltd	\$5,907.53	Labour/Personnel Hire
EF085243	07/07/23	00734	Mcintosh and Son WA	\$1,242.60	Plant Parts & Repairs
EF085244	07/07/23	00830	Canon Production Printing Australia Pty Ltd	\$168.07	Photocopy Expenses
EF085246	07/07/23	01090	St John Ambulance Australia Inc	\$522.50	First Aid Service
EF085251	07/07/23	01350	ACE Plus Plumbing	\$7,480.00	Plumbing Maintenance/Supplies
EF085252	07/07/23	01393	Comestibles	\$928.00	Catering/Catering Supplies
EF085253	07/07/23	01487	Belmont Junior Soccer Club Inc	\$350.00	Line Marking
EF085256	07/07/23	02216	Western Australia Police	\$85.00	Volunteer National Police Check
EF085258	07/07/23	02290	Belmont Potters Group Inc	\$1,000.00	Art Awards/Exhibition
EF085259	07/07/23	02303	Ultimo Catering and Events	\$3,830.00	Catering/Catering Supplies
EF085261	07/07/23	02387	Triton Electrical Contractors Pty Ltd	\$15,301.00	Electrical Contractor
EF085262	07/07/23	02418	Programmed Property Services Pty Ltd	\$5,643.00	Gardening Maintenance contract
EF085264	07/07/23	02629	Paperbark Technologies Pty Ltd	\$51,869.10	COB-Street Tree Inventory Analysis
EF085265	07/07/23	02844	Chandler Macleod Group Ltd	\$6,806.48	Labour/Personnel Hire
EF085267	07/07/23	02958	Yoshino Sushi	\$118.80	Catering/Catering Supplies
EF085268	07/07/23	03419	Gott Health	\$1,650.00	Community Exercise Classes
EF085271	07/07/23	04301	Michael Page - Page Personnel	\$505.38	Labour/Personnel Hire
EF085272	07/07/23	04579	Mills Recruitment	\$5,958.18	Labour/Personnel Hire
EF085274	07/07/23	04868	Rachel Watts	\$100.00	Library-Entertainment Expense
EF085275	07/07/23	05008	Boriana Todorova	\$200.00	Library-Entertainment Expense
EF085276	07/07/23	05190	Mark Foote	\$3,278.00	Building Maintenance-Partition Wall
EF085277	07/07/23	05283	IRP Pty Ltd	\$8,071.03	Labour/Personnel Hire
EF085279	07/07/23	05588	Stay Sharp Program	\$3,500.00	Community Exercise Classes
EF085281	07/07/23	05805	Nature Play Solutions Pty Ltd	\$3,338.50	Professional Fees - Design Volcano Park
EF085282	07/07/23	05819	Ritz Drycleaners	\$150.65	Cleaning Services
EF085284	07/07/23	06118	Attitudinal Healing Western Australia Inc	\$750.00	Community Exercise Classes
EF085285	07/07/23	06276	Efficient Site Services (WA)	\$2,552.00	Building Construction
EF085286	07/07/23	06282	Dell Financial Services Pty Ltd	\$9,148.61	Plant/Equipment Hire
EF085287	07/07/23	06286	Hi Voltage Entertainment	\$1,055.00	Music/Entertainment Expenses
EF085289	07/07/23	06302	Austcorp Consulting Pty Ltd	\$2,607.90	Labour/Personnel Hire
EF085290	07/07/23	06438	Marktlife Pty Ltd T/As Erin Madeley Consulting	\$8,756.00	Music/Entertainment Expenses
EF085291	07/07/23	06461	Kristy Nita Brown	\$938.00	Library-Entertainment Expense
EF085292	07/07/23	06462	Maxima Training Group (Aust) Ltd	\$9,311.21	Labour/Personnel Hire
EF085294	07/07/23	06520	Powerhouse Wiring Solutions Pty Ltd	\$8,244.50	Electrical Contractor
EF085307	14/07/23	00033	ATF Services Pty Ltd - Aust Temporary Fencing	\$1,463.00	Fencing Hire
EF085308	14/07/23	00118	Australia Post	\$2,448.59	Postage
EF085310	14/07/23	00195	Bin Bath Australia Pty Ltd	\$359.15	Cleaning Services
EF085312	14/07/23	00230	Jackson McDonald	\$11,860.20	Legal Expenses
EF085318	14/07/23	00608	Programmed Skilled Workforce Ltd	\$6,221.35	Labour/Personnel Hire
EF085320	14/07/23	00736	McLeods	\$388.52	Legal Expenses
EF085327	14/07/23	01712	Donegan Enterprises Pty Ltd	\$19,728.06	Various Parks Repairs and Maintenance
EF085328	14/07/23	01735	Air Roofing Co Pty Ltd	\$8,140.00	Building Construction
EF085329	14/07/23	01831	Mow Master Turf Equipment	\$210.00	Plant Parts & Repairs
EF085333	14/07/23	02172	Miss Maud	\$313.70	Catering/Catering Supplies
EF085334	14/07/23	02216	Western Australia Police	\$17.00	Volunteer National Police Check
EF085336	14/07/23	02290	Belmont Potters Group Inc	\$1,250.00	Art Awards/Exhibition
EF085338	14/07/23	02844	Chandler Macleod Group Ltd	\$6,279.52	Labour/Personnel Hire
EF085340	14/07/23	03092	VisAbility Limited	\$550.00	Interpreter Service
EF085341	14/07/23	03197	West Coast Turf	\$2,541.00	Turf Renovation
EF085342	14/07/23	03498	Talis Consultants Pty Ltd	\$6,600.00	Professional Fees - Design
EF085343	14/07/23	03504	Classic Tree Services	\$6,683.60	Tree Pruning Within CoB
EF085344	14/07/23	03882	APV Valuers & Asset Management	\$412.50	Valuation Expense
EF085345	14/07/23	03929	SparkA Design Pty Ltd	\$1,100.00	Art Awards/Exhibition
EF085346	14/07/23	04120	Randstad Pty Ltd	\$3,070.38	Labour/Personnel Hire
EF085347	14/07/23	04204	Guest Fine Art Services	\$1,045.00	Photography/Framing Expenses
EF085348	14/07/23	04301	Michael Page - Page Personnel	\$505.38	Labour/Personnel Hire
EF085349	14/07/23	04391	Lifeskills Australia	\$198.00	Professional Fees - Analysis
EF085350	14/07/23	04454	FM Contract Solutions Pty Ltd	\$694.36	Professional Fees - Analysis
EF085353	14/07/23	05283	IRP Pty Ltd	\$4,575.12	Labour/Personnel Hire
EF085355	14/07/23	05576	NPB Security Australia	\$606.41	Security Services
EF085356	14/07/23	05778	Stephen Carrick Architects Pty Ltd	\$600.00	Professional Fees - Planning
EF085358	14/07/23	06019	Centre for Accessibility Australia Ltd	\$110.00	Professional Fees - Analysis
EF085359	14/07/23	06203	Ngala Boodja Aboriginal Land Care	\$6,680.85	Maintenance of Natural Areas COB
EF085360	14/07/23	06260	Simon Vanyai - Taiko On	\$726.00	Music/Entertainment Expenses
EF085364	14/07/23	06347	Philip Lako	\$300.00	Library-Entertainment Expense
EF085367	14/07/23	06416	The Brand Agency Unit Trust	\$20,182.21	Professional Fees - Marketing Glasshouse Activation Community Market
EF085370	14/07/23	06464	Mich Haines Signpainter	\$4,400.00	Library-Entertainment Expense
EF085371	14/07/23	06491	Crisdale Recruitment Group	\$2,289.41	Labour/Personnel Hire
EF085372	14/07/23	06506	Midland Camera House	\$1,523.90	Photography/Framing Expenses

# Attachment 12.11.1 July 2023 payments

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF085374	14/07/23	06523	Premier Services Australia Pty Ltd	\$1,848.00	Building Maintenance
EF085376	14/07/23	06559	Foundation for Indigenous Sustainable Health	\$1,899.05	Plant/Equipment Hire
EF085378	14/07/23	99966	MAIA Financial Pty Ltd	\$19,491.53	Plant/Equipment Hire- Oasis Cardio
EF085382	14/07/23	01243	WARP Pty Ltd	\$1,612.96	Traffic Control
EF085383	14/07/23	04575	AMP Bank Ltd	\$25.00	Audit Confirmation Fee
EF085389	21/07/23	00390	Landgate	\$425.63	Title search fees
EF085390	21/07/23	00717	Main Roads Western Australia	\$1,979.19	Road Building Contractor
EF085393	21/07/23	00830	Canon Production Printing Australia Pty Ltd	\$1,296.79	Photocopy Expenses
EF085398	21/07/23	01507	The Pressure King	\$23,324.18	Graffiti Removal
EF085399	21/07/23	01508	Danish Patisserie - Cakes West Pty Ltd	\$217.80	Catering/Catering Supplies
EF085400	21/07/23	02844	Chandler Macleod Group Ltd	\$7,789.80	Labour/Personnel Hire
EF085402	21/07/23	02958	Yoshino Sushi	\$178.20	Catering/Catering Supplies
EF085405	21/07/23	04120	Randstad Pty Ltd	\$345.40	Labour/Personnel Hire
EF085406	21/07/23	04301	Michael Page - Page Personnel	\$506.97	Labour/Personnel Hire
EF085409	21/07/23	05133	Nami Osaki t/as namisartroom	\$540.00	Library-Entertainment Expense
EF085413	21/07/23	06122	Neil Coyne t/as Midn Marr	\$800.00	Music/Entertainment Expenses
EF085414	21/07/23	06129	AKJC Hospitality Group - 8 Yolks Cafe	\$500.00	Catering/Catering Supplies
EF085416	21/07/23	06302	Austcorp Consulting Pty Ltd	\$514.72	Labour/Personnel Hire
EF085417	21/07/23	06325	StemSmart	\$6,239.90	Library-Entertainment Expense
EF085418	21/07/23	06401	Flamingo Strings	\$350.00	Music/Entertainment Expenses
EF085419	21/07/23	06405	Lab Six Australia Pty Ltd	\$440.00	Library-Entertainment Expense
EF085421	21/07/23	06440	DOSE Movement Pty Ltd T/as DOSE Running	\$1,674.00	Community Exercise Classes
EF085422	21/07/23	06487	Warrang-Bridil	\$2,200.00	Music/Entertainment Expenses
EF085423	21/07/23	06491	Crisdale Recruitment Group	\$4,092.80	Labour/Personnel Hire
EF085425	21/07/23	06545	ALT WA	\$294.00	Library-Entertainment Expense
EF085426	21/07/23	06548	Brett Collard	\$500.00	Let's Celebrate Festival Expense
EF085427	21/07/23	06556	Onnifer	\$480.00	Library-Entertainment Expense
EF085442	28/07/23	00163	Bayswater Fire Protection	\$2,799.50	Fire Equipment/Service
EF085445	28/07/23	00195	Bin Bath Australia Pty Ltd	\$302.50	Cleaning Services
EF085447	28/07/23	00221	John Hughes Group	\$682.00	Plant Parts & Repair- Mathew Smith
EF085448	28/07/23	00230	Jackson McDonald	\$4,380.20	Legal Expenses
EF085451	28/07/23	00247	CAI Fences	\$92,389.00	Fencing- Tennis Club, Gerry Archer, Scott Street
EF085452	28/07/23	00251	Catalyse Pty Ltd	\$16,500.00	MARKYT Business Scorecard Fee
EF085456	28/07/23	00294	City of Canning	\$2,520.01	Rubbish Removals
EF085457	28/07/23	00295	Capital Recycling	\$5,037.12	Rubbish Removals
EF085458	28/07/23	00305	CJD Equipment Pty Ltd	\$965.80	Mower Parts & Repairs
EF085459	28/07/23	00346	Action Couriers	\$235.64	Courier Service
EF085460	28/07/23	00375	D4 Data Pty Ltd	\$223.47	Oasis- Pooltest Calibration
EF085462	28/07/23	00391	Chemistry Centre (WA) t/as ChemCentre	\$288.31	Professional Fees - Testing
EF085463	28/07/23	00412	Dowsing Group Pty Ltd	\$73,799.50	Concrete Contractor-Profiling and Concrete Various Locations
EF085466	28/07/23	00491	Fujifilm Business Innovation Australia	\$1,413.21	Photocopy Expenses
EF085467	28/07/23	00557	City Subaru	\$1,461.05	Plant Parts & Repairs
EF085468	28/07/23	00585	Hydroquip Pumps	\$4,928.00	Bore Drilling/ Maintenance
EF085470	28/07/23	00608	Programmed Skilled Workforce Ltd	\$9,592.07	Labour/Personnel Hire
EF085471	28/07/23	00613	Qualcon Laboratories Pty Ltd	\$2,094.40	Bore Drilling/ Maintenance
EF085472	28/07/23	00699	Marketforce Pty Ltd	\$21,643.91	Advertising & Printing
EF085473	28/07/23	00726	T-Quip	\$1,144.65	Plant Parts & Repairs
EF085474	28/07/23	00736	McLeods	\$4,174.52	Legal Expenses
EF085475	28/07/23	00783	iSentia Pty Ltd	\$1,925.00	Professional Fees - Marketing
EF085478	28/07/23	00815	New Town Toyota	\$2,691.50	Plant Parts & Repairs
EF085479	28/07/23	00830	Canon Production Printing Australia Pty Ltd	\$394.79	Photocopy Expenses
EF085481	28/07/23	00859	Parkland Mazda	\$1,860.70	Plant Parts & Repairs
EF085482	28/07/23	00917	Positive Auto Electrics	\$844.87	Plant Parts & Repairs
EF085483	28/07/23	00931	Sonic HealthPlus Pty Ltd	\$616.00	Medical Examinations
EF085484	28/07/23	00972	Repco Auto Parts	\$1,450.48	Plant Parts & Repairs
EF085487	28/07/23	01058	Slater-Gartrell Sports	\$506.00	Belmont Oasis- White Tape
EF085488	28/07/23	01074	Shred-X Pty Ltd	\$44.27	Rubbish Removals
EF085490	28/07/23	01112	Sunny Industrial Brushware	\$719.40	Plant Parts & Repairs
EF085491	28/07/23	01138	E & M J Rosher Pty Ltd	\$704.04	Plant Parts & Repairs
EF085492	28/07/23	01180	Position Partners	\$154.00	Survey Expenses
EF085493	28/07/23	01186	Zircodata Pty Ltd	\$1,972.54	Records Storage
EF085494	28/07/23	01201	Truckline	\$87.74	Plant Parts & Repairs
EF085496	28/07/23	01233	Stihl Shop Redcliffe	\$1,321.20	Tools/Tool Repairs
EF085498	28/07/23	01243	WARP Pty Ltd	\$78,166.93	Traffic Control
EF085500	28/07/23	01255	Wattleup Tractors	\$710.70	Plant Parts & Repairs
EF085501	28/07/23	01343	Moloney Asset Management Systems	\$440.00	Finance Modelling- Renewal 2023-2024
EF085502	28/07/23	01353	Aurion Corporation Pty Ltd	\$15,849.79	Computer Software Support 2023-2024
EF085503	28/07/23	01358	Kevrek Australia Pty Ltd	\$792.00	Plant Parts & Repairs
EF085506	28/07/23	01439	SGS Australia Pty Ltd	\$10,928.50	External Audit -Surveillance & Migration
EF085508	28/07/23	01533	WC Convenience Management	\$5,462.61	Building Maintenance
EF085512	28/07/23	01712	Donegan Enterprises Pty Ltd	\$31,337.11	Various Parks Repairs and Maintenance
EF085513	28/07/23	01713	M P Rogers and Associates	\$10,725.38	Professional Fees - Engineering Foreshore Stage 2 & Bilya Kard Boodja
EF085514	28/07/23	01714	Total Eden Pty Ltd - Nutrien Water	\$996.81	Reticulation Parts & Repairs
EF085515	28/07/23	01719	Jaycar Electronics Pty Ltd	\$345.90	Electrical Goods
EF085516	28/07/23	01731	Charter Plumbing and Gas	\$12,820.30	Plumbing Maintenance/Supplies
EF085517	28/07/23	01735	Air Roofing Co Pty Ltd	\$3,245.00	Building Construction
EF085518	28/07/23	01772	Data3 Limited	\$9,098.32	Computer Software Maintenance-Cisco ISE Support
EF085521	28/07/23	02023	YMCA of Perth Youth and Community Services Inc	\$76,325.98	Youth Services Expenses
EF085522	28/07/23	02050	Austraffica WA	\$3,540.90	Traffic Control

# Attachment 12.11.1 July 2023 payments

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF085524	28/07/23	02086	Pro AV Solutions (WA)	\$1,889.76	Electrical Contractor
EF085528	28/07/23	02207	Wilson Security	\$122,420.49	Security Services
EF085529	28/07/23	02234	Blackwell and Associates Pty Ltd	\$660.00	Professional Fees - Planning
EF085530	28/07/23	02298	Pelican Linemarking	\$2,310.00	Line Marking
EF085532	28/07/23	02370	Aha! Consulting	\$2,900.00	Professional Fees - Marketing
EF085533	28/07/23	02410	System Maintenance	\$3,322.38	Plumbing Maintenance/Supplies
EF085535	28/07/23	02425	Prestige Alarms	\$11,153.45	Security Services
EF085537	28/07/23	02451	Carlisle Events Hire Pty Ltd	\$6,537.30	Plant/Equipment Hire
EF085538	28/07/23	02589	Zenien	\$78,382.86	Security Services
EF085539	28/07/23	02629	Paperbark Technologies Pty Ltd	\$30,423.60	COB-Street Tree Inventory Analysis
EF085540	28/07/23	02672	Ruah Community Services	\$33,925.46	Preventive Domestic Violence Services
EF085541	28/07/23	02779	Natural Area Holdings Pty Ltd	\$6,512.72	Gardening - Plants/Supplies
EF085542	28/07/23	02837	GLG Greenlife Group	\$1,321.85	Mowing and Pruning
EF085543	28/07/23	02844	Chandler Macleod Group Ltd	\$6,907.26	Labour/Personnel Hire
EF085544	28/07/23	02849	Total Nissan and Kia - Total Autos (1990)	\$1,930.50	Plant Parts & Repairs
EF085545	28/07/23	03031	Retch Rubber	\$85,041.47	Interpreter Service
EF085546	28/07/23	03085	Edwina Forward Engraving	\$715.00	Engraving
EF085548	28/07/23	03161	NearMap Pty Ltd	\$28,600.00	Turf Renovated
EF085550	28/07/23	03194	Datatel Electrical and Communications	\$880.00	Electrical Contractor
EF085551	28/07/23	03366	Daimler Trucks Perth	\$24.19	Plant Parts & Repairs
EF085552	28/07/23	03419	Gott Health	\$1,320.00	Community Exercise Classes
EF085553	28/07/23	03464	Bridgestone Australia Ltd	\$2,691.77	Plant Parts & Repairs
EF085554	28/07/23	03498	Talis Consultants Pty Ltd	\$33,199.36	Professional Fees - Design
EF085555	28/07/23	03504	Classic Tree Services	\$14,217.50	Tree Pruning Within CoB
EF085556	28/07/23	03537	Mackay Urban Design	\$660.00	Professional Fees - Planning
EF085557	28/07/23	03567	Gardner Autos Pty Ltd t/as Gardner Isuzu	\$760.71	Plant Parts & Repairs
EF085558	28/07/23	03593	Philip Swain	\$770.00	Labour/Personnel Hire
EF085559	28/07/23	03599	Donald Cant Watts Corke (WA) Pty Ltd	\$8,250.00	Professional Fees - Building-Variation 2 - Project Superintendent Jan
EF085561	28/07/23	03684	Univerus Software Pty Ltd	\$32,532.76	Computer Software Maintenance- Annual License Fee
EF085562	28/07/23	03707	Access Unlimited International Pty Ltd	\$1,325.50	Plant Parts & Repairs
EF085563	28/07/23	03824	Konica Minolta	\$19,519.81	Photocopy Expenses
EF085565	28/07/23	03906	EPT Elec Power Technologies Pty Ltd	\$9,295.00	Computer Hardware Maintenance- Service Level Agreement 23/24
EF085566	28/07/23	03941	Metro Bee Services	\$165.00	Bee Removal
EF085568	28/07/23	04105	Cleanflow Environmental Solutions	\$4,139.45	Drainage Maintenance
EF085569	28/07/23	04125	Pressure Cleaner Shop WA/Industrial Cleaning Equipment	\$475.75	Plant Parts & Repairs
EF085571	28/07/23	04246	Bibliotheca Australia Pty Ltd	\$409.25	Computer Software Maintenance
EF085572	28/07/23	04302	Southern Cross Housing Ltd	\$21,892.11	Independent Living Units Management
EF085573	28/07/23	04391	Lifeskills Australia	\$297.00	Professional Fees - Analysis
EF085574	28/07/23	04474	Aquamonix	\$13,475.00	Gardening Contractor-Flow Meter Repairs
EF085575	28/07/23	04496	Azure Painting Pty Ltd	\$1,314.50	Painting Contractor
EF085576	28/07/23	04555	MG Group WA	\$10,654.05	Wilson Park Netball Courts Upgrade
EF085577	28/07/23	04584	ThinkProject Australia Pty Ltd	\$14,171.41	Computer Software Maintenance- Annual Fee 2023-2024
EF085578	28/07/23	04594	Website Weed and Pest W A Pty Ltd	\$21,214.56	Weed Control
EF085579	28/07/23	04689	Hempfield Small Motor Service	\$31.60	Plant Parts & Repairs
EF085580	28/07/23	04693	Allwest Plant Hire Australia Pty Ltd	\$10,017.85	Plant/Equipment Hire
EF085581	28/07/23	04723	Future Logic	\$151,806.79	Computer Software Maintenance- Cisco Replacement Switch
EF085583	28/07/23	04888	Database Consultants Australia	\$4,633.20	Computer Software Maintenance- Sentinel Sensors
EF085584	28/07/23	04917	Environmental Industries Pty Ltd	\$792.00	Gardening Contractor
EF085585	28/07/23	04941	Perth Pet Cremation - Lawnswood	\$31.25	Pound Expenses
EF085586	28/07/23	04963	Centigrade	\$19,505.70	Airconditioning/Refrigeration Maintenance
EF085587	28/07/23	04974	Turf Care WA Pty Ltd	\$17,347.85	Turf Renovation
EF085589	28/07/23	05127	Champion Music	\$423.50	Music/Entertainment Expenses
EF085590	28/07/23	05131	Perth City Skoda and Perth City Nissan	\$899.65	Plant Parts & Repairs
EF085591	28/07/23	05252	AAAC Towing Pty Ltd	\$1,155.00	Towing Vehicles
EF085593	28/07/23	05283	IRP Pty Ltd	\$10,310.85	Labour/Personnel Hire
EF085594	28/07/23	05294	Bardfield Engineering	\$825.00	Professional Fees - Engineering Wilson Park
EF085595	28/07/23	05339	Elliotts Filtration Pty Ltd	\$935.00	Reticulation Parts & Repairs
EF085596	28/07/23	05344	Veolia Recycling and Recovery Pty Ltd Suez	\$505,443.81	Rubbish Removals
EF085597	28/07/23	05427	Horizon West Landscape & Irrigation Pty Ltd	\$264.00	Gardening Contractor
EF085600	28/07/23	05493	Daph	\$1,897.50	Computer Software Maintenance
EF085601	28/07/23	05523	Go Doors Pty Ltd	\$39,038.34	Building Maintenance
EF085602	28/07/23	05558	BlueFit Pty Ltd	\$3,695.36	Oasis Expenses
EF085603	28/07/23	05589	Merit Consulting Group	\$1,023.00	Rubbish Removals
EF085604	28/07/23	05612	ASCON Survey and Drafting Pty Ltd	\$1,056.00	Survey Expenses
EF085605	28/07/23	05623	Tree Planting and Watering - Baroness Holdings	\$58,720.10	Trees Watering Services
EF085606	28/07/23	05692	Newground Water Services Pty Ltd	\$168,052.28	Reticulation Installation
EF085608	28/07/23	05771	Alsco Pty Ltd	\$193.59	Cleaning Services
EF085609	28/07/23	05776	Level 5 Design Pty Ltd	\$1,260.00	Professional Fees - Planning
EF085610	28/07/23	05809	Specialized Cleaning Group t/as Clean Sweep	\$5,104.00	Plant/Equipment Hire
EF085611	28/07/23	05819	Ritz Drycleaners	\$186.55	Cleaning Services
EF085612	28/07/23	05840	Commercial Aquatics Australia Pty Ltd	\$7,684.41	Oasis Expenses
EF085613	28/07/23	05862	Language and Culture Pty Ltd	\$8,855.00	Professional Fees - Cultural Awareness Sessions
EF085614	28/07/23	05883	Star Metal - Steelscape Nominees	\$495.00	Building Maintenance
EF085616	28/07/23	05892	Frontline Interiors	\$3,720.20	Building Maintenance
EF085617	28/07/23	05944	Delron Cleaning Pty Ltd - Ventia	\$91,969.73	Cleaning Services
EF085621	28/07/23	06067	TK Elevator Australia Pty Ltd	\$3,243.59	Building Maintenance
EF085623	28/07/23	06094	Boyan Electrical Services	\$47,418.02	Electrical Contractor
EF085624	28/07/23	06104	Flick Anticimex Pty Ltd	\$2,985.68	Pest Control



# Attachment 12.11.1 July 2023 payments

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF085626	28/07/23	06210	366 Solutions Pty Ltd	\$7,590.00	Computer Software Maintenance- Belnet Project
EF085628	28/07/23	06276	Efficient Site Services (WA)	\$5,747.50	Building Construction
EF085629	28/07/23	06282	Dell Financial Services Pty Ltd	\$6,259.37	Plant/Equipment Hire
EF085631	28/07/23	06293	Freo Fire Maintenance Services Pty Ltd	\$8,285.99	Fire Equipment/Service
EF085632	28/07/23	06304	Prestige Property Maintenance	\$5,119.40	Building Maintenance
EF085634	28/07/23	06326	Total Tools Kewdale	\$795.00	Tools/Tool Repairs
EF085635	28/07/23	06337	MowScape Pty Ltd	\$5,344.16	Turf Maintenance
EF085636	28/07/23	06345	SoCo Studios - Travis Hayto Photography	\$577.50	Photography/Framing Expenses
EF085637	28/07/23	06362	Marjan Partitions Pty Ltd t/as M & M Interiors	\$12,237.50	Building Construction- Renovation
EF085638	28/07/23	06377	Choiceone Pty Ltd	\$22,556.90	Labour/Personnel Hire
EF085639	28/07/23	06379	Diamond Chain Media	\$500.00	Music/Entertainment Expenses
EF085640	28/07/23	06389	Netstar Australia Pty Ltd	\$455.40	Security Services
EF085641	28/07/23	06393	Stantec Australia Pty Ltd	\$1,259.50	Professional Fees - Marketing
EF085643	28/07/23	06414	Complete Glass & Glazing Services	\$1,375.00	Road Building Contractor
EF085644	28/07/23	06415	Amore Landscapes Pty Ltd	\$910.00	Professional Fees - Landscaping
EF085647	28/07/23	06451	Evergreen Synthetic Grass	\$128,898.44	Belmont Bowling Club - Synthetic Green
EF085648	28/07/23	06458	ES2 Pty Ltd	\$2,268.75	Computer Software Maintenance
EF085649	28/07/23	06476	Lucid Consulting Engineers(WA) Pty Ltd	\$13,612.50	Professional Fees - Engineering
EF085650	28/07/23	06512	Polished Off WA	\$9,167.40	Painting Contractor
EF085651	28/07/23	06523	Premier Services Australia Pty Ltd	\$1,672.00	Building Maintenance
EF085652	28/07/23	06528	Diplomatik Pty Ltd	\$5,968.62	Professional Fees - Recruitment Services
EF085653	28/07/23	06537	Claire Billie Bushby	\$800.00	Art Awards/Exhibition
EF085654	28/07/23	06538	Lilly Blue	\$900.00	Art Awards/Exhibition
EF085656	28/07/23	06549	Perth Dishwashers	\$286.55	Plant Parts & Repairs
EF085657	28/07/23	06552	Iconic Security Services Pty Ltd	\$295.22	Security Services
EF085658	28/07/23	06557	Coordinated Art Projects	\$1,000.00	Professional Fees - Design
EF085659	28/07/23	06575	Tomato Lake Cafe	\$280.50	Catering/Catering Supplies
EF085660	28/07/23	06585	Police & Nurses Ltd	\$35.00	Audit Confirmation Fee
<b>Contractors Total</b>				<b>\$2,958,957.41</b>	
<b>Councillor Payments</b>					
EF085332	14/07/23	02145	Robert Rossi	\$229.45	Councillor Sitting Fee/Reimbursement
EF085352	14/07/23	05084	Jenny Davis	\$89.09	Councillor Sitting Fee/Reimbursement
EF085357	14/07/23	05828	Deborah Sessions	\$147.02	Councillor Sitting Fee/Reimbursement
<b>Councillor Payments Total</b>				<b>\$465.56</b>	
<b>Credit Card</b>					
EF085435	28/07/23	03526	QT Hotel	\$2,103.08	Conference Expenses
EF085435	28/07/23	03526	Google	\$9.24	Subscription
EF085435	28/07/23	03526	Uber	\$871.30	Conference Expenses
EF085436	28/07/23	05121	WA Local Government	\$2,592.00	Conference Expenses
EF085436	28/07/23	05121	McMahons POIAUS	\$103.00	Conference Expenses
EF085436	28/07/23	05121	Coles Supermarkets Aust Pty Ltd	\$207.00	Staff leaving gift
EF085436	28/07/23	05121	Avenue Northbourne ACT	\$2,760.00	Conference Expenses
EF085436	28/07/23	05121	Pa Barangaroo	\$92.41	Conference Expenses
EF085436	28/07/23	05121	Akiba Canberra	\$347.00	Conference Expenses
EF085436	28/07/23	05121	Marble Grain Canberra	\$322.48	Conference Expenses
EF085436	28/07/23	05121	Italian & Sons	\$235.00	Conference Expenses
EF085436	28/07/23	05121	QT Hotel	\$126.37	Conference Expenses
EF085436	28/07/23	05121	Department of Parliament House	\$41.80	Conference Expenses
EF085436	28/07/23	05121	Delaware North	\$11.80	Conference Expenses
EF085437	28/07/23	06342	Event Brite	\$6.78	Subscription
EF085437	28/07/23	06342	8 Yolks	\$117.00	Catering/Catering Supplies
EF085437	28/07/23	06342	Matterport	\$1,104.78	Subscription
EF085437	28/07/23	06342	Miss Maud	\$298.05	Catering/Catering Supplies
EF085437	28/07/23	06342	UES International	\$204.34	Plant Parts & Repairs
EF085437	28/07/23	06342	Facebook	\$1,859.03	Advertising
EF085437	28/07/23	06342	Adobe	\$39.59	Subscription
EF085437	28/07/23	06342	Campaign Monitor	\$1,373.90	Subscription
EF085437	28/07/23	06342	Microsoft	\$1,609.24	Subscription
EF085437	28/07/23	06342	News Ltd	\$28.00	Subscription
EF085437	28/07/23	06342	Paddle Net - Link Checker	\$32.57	Subscription
EF085437	28/07/23	06342	Artwork Archive Annual Subscription	\$542.32	Subscription
EF085437	28/07/23	06342	Twilio	\$31.09	Subscription
EF085437	28/07/23	06342	Wanewsditi	\$66.46	Subscription
EF085437	28/07/23	06342	LinkedIn	\$52.75	Advertising
EF085437	28/07/23	06342	Western Power	\$498.91	Light, Power, Gas
EF085438	28/07/23	06409	Our Community Pty	\$80.00	Training
EF085438	28/07/23	06409	Mantra Hotel	\$1,528.00	Conference Expenses
EF085438	28/07/23	06409	Qantas	\$2,616.38	Conference Expenses
EF085438	28/07/23	06409	Dan Murphy	\$297.78	Catering/Catering Supplies
EF085438	28/07/23	06409	Google	\$9.24	Subscription
EF085438	28/07/23	06409	Local Government Professionals Australia WA	\$50.00	Registration- Webinar
<b>Credit Card Total</b>				<b>\$22,268.69</b>	
<b>Fuels and Utilities</b>					
788862	07/07/23	00392	Department of Transport - Fleet Licensing	\$19.40	Vehicle Licences 2023-2024
EF085233	07/07/23	00042	Alinta Energy	\$164.20	Light, Power, Gas
EF085238	07/07/23	00323	John Christie	\$570.00	Phone/Internet expenses- CEO
EF085248	07/07/23	01252	Water Corporation	\$14,492.93	Water, Annual & Excess
EF085250	07/07/23	01274	Synergy	\$48,535.84	Light, Power, Gas
EF085263	07/07/23	02471	Western Power	\$1,320.00	Light, Power, Gas
EF085323	14/07/23	01252	Water Corporation	\$1,113.47	Water, Annual & Excess
EF085325	14/07/23	01274	Synergy	\$105,399.22	Light, Power, Gas
EF085337	14/07/23	02631	Ampol - Caltex	\$16,321.80	Fuel, Oil, Additives

# Attachment 12.11.1 July 2023 payments

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF085368	14/07/23	06424	Telstra Limited	\$3,928.90	Phone/Internet expenses
788865	21/07/23	00392	Department of Transport - Fleet Licensing	\$40,279.75	Vehicle Licences 2023-2024
EF085387	21/07/23	00042	Alinta Energy	\$164.00	Light, Power, Gas
EF085396	21/07/23	01252	Water Corporation	\$7,847.45	Water, Annual & Excess
EF085397	21/07/23	01274	Synergy	\$622.19	Light, Power, Gas
EF085404	21/07/23	03592	Steven Harling	\$137.00	Fuel, Oil, Additives
EF085420	21/07/23	06424	Telstra Limited	\$13,547.37	Phone/Internet expenses
EF085429	21/07/23	06581	Joseph Evans	\$114.69	Fuel, Oil, Additives
EF085439	28/07/23	00042	Alinta Energy	\$2,806.15	Light, Power, Gas
EF085476	28/07/23	00788	Motorcharge - WEX Fuel Cards Australia Ltd	\$15,200.18	Fuel, Oil, Additives
EF085499	28/07/23	01252	Water Corporation	\$695.80	Water, Annual & Excess
EF085534	28/07/23	02422	Connect Call Centre Services	\$628.93	Phone/Internet expenses
EF085633	28/07/23	06322	Code Research Pty Ltd t/as PWD	\$146.30	Phone/Internet expenses
EF085645	28/07/23	06424	Telstra Limited	\$11,984.94	Phone/Internet expenses
		<b>Fuels and Utilities Total</b>		<b>\$286,040.51</b>	
		<b>Materials</b>			
EF085220	06/07/23	00185	Benara Nurseries	\$143.86	Gardening - Assorted Tress
EF085221	06/07/23	00317	Coles Supermarkets Aust Pty Ltd	\$331.91	Groceries
EF085222	06/07/23	01547	Big W	\$585.70	Prizes- Events
EF085228	06/07/23	05790	One Shade Sails	\$5,500.00	Gardening - Plants/Supplies Nursery Shade cloth
EF085235	07/07/23	00203	BOC Gases Australia Ltd	\$141.51	Welding Equipment/Supplies
EF085236	07/07/23	00231	Bunnings Group Ltd	\$10,467.02	Hardware
EF085237	07/07/23	00317	Coles Supermarkets Aust Pty Ltd	\$290.88	Groceries
EF085240	07/07/23	00480	Forestvale Trees Pty Ltd	\$1,617.00	Gardening - Assorted Tress
EF085245	07/07/23	01083	SERCUL South East Regional Centre for Urban Landcare	\$792.00	Gardening - Plants/Supplies
EF085249	07/07/23	01265	Westbooks	\$243.49	Books/CDs/DVDs
EF085255	07/07/23	02201	Neverfail Springwater Limited	\$108.70	Beverages
EF085266	07/07/23	02862	James Bennett Pty Ltd	\$632.04	Books/CDs/DVDs
EF085269	07/07/23	03660	Safe T Card Australia Pty Ltd	\$44.00	Safety Clothing/Equipment
EF085273	07/07/23	04763	Merchandising Libraries Pty Ltd	\$504.19	Books/CDs/DVDs
EF085280	07/07/23	05770	Kwik Kopy Perth CBD	\$226.16	Stationery & Printing
EF085288	07/07/23	06288	Perth Materials Blowing Pty Ltd	\$5,271.42	Maintenance of Natural Areas COB
EF085309	14/07/23	00185	Benara Nurseries	\$16,492.71	Gardening - Assorted Tress
EF085311	14/07/23	00220	Burswood Trophies	\$88.00	Badges & Pendants
EF085313	14/07/23	00231	Bunnings Group Ltd	\$2,030.18	Hardware
EF085315	14/07/23	00317	Coles Supermarkets Aust Pty Ltd	\$299.61	Groceries
EF085319	14/07/23	00664	Kmart Australia Limited	\$159.00	Stationery & Printing
EF085324	14/07/23	01265	Westbooks	\$27.89	Books/CDs/DVDs
EF085326	14/07/23	01547	Big W	\$700.00	Prizes- Events
EF085331	14/07/23	01945	Rynat Industries Australia	\$127.60	Building Material
EF085351	14/07/23	04767	Slimline Warehouse Display Shops	\$78.42	Craft/Display Materials
EF085354	14/07/23	05432	Bloomin Boxes	\$75.00	Flowers
EF085363	14/07/23	06346	Southern Chronicles	\$650.00	Publications/Newspapers
EF085366	14/07/23	06406	Kulbardi Pty Ltd	\$455.54	Stationery & Printing
EF085369	14/07/23	06455	Kit Bag	\$420.00	Safety Clothing/Equipment
EF085375	14/07/23	06535	ActiveXchange Pty Ltd	\$5,494.50	Computer Software
EF085386	21/07/23	00009	Cafe Corporate	\$555.00	Groceries
EF085388	21/07/23	00317	Coles Supermarkets Aust Pty Ltd	\$50.65	Groceries
EF085391	21/07/23	00778	Modern Teaching Aids Pty Ltd	\$1,743.34	Books/CDs/DVDs
EF085394	21/07/23	01202	Tudor House (WA) Pty Ltd	\$1,200.00	Flags- NAIDOC
EF085401	21/07/23	02862	James Bennett Pty Ltd	\$206.90	Books/CDs/DVDs
EF085408	21/07/23	05011	Bullet Produce (was WA Fresh)	\$468.50	Groceries
EF085410	21/07/23	05432	Bloomin Boxes	\$75.00	Flowers
EF085412	21/07/23	06084	Asphaltch Pty Ltd	\$2,019.36	Road/Drainage Material- COB, Various Locations
EF085440	28/07/23	00132	Bolinda Publishing Pty Ltd	\$307.57	Books/CDs/DVDs
EF085444	28/07/23	00185	Benara Nurseries	\$57,912.73	Gardening - Assorted Tress
EF085446	28/07/23	00220	Burswood Trophies	\$220.00	Badges & Pendants
EF085449	28/07/23	00231	Bunnings Group Ltd	\$191.94	Hardware
EF085450	28/07/23	00233	Bunzl Limited	\$2,347.51	Cleaning Products
EF085453	28/07/23	00261	Atom Supply	\$43.26	Metal Goods
EF085454	28/07/23	00278	Chefmaster Australia	\$556.98	Cleaning Products
EF085464	28/07/23	00414	Dulux Australia	\$4,762.69	Paint & Accessories
EF085480	28/07/23	00850	Pacific Safety Wear Malaga	\$963.38	Safety Clothing/Equipment
EF085485	28/07/23	00976	Richgro Garden Products & Amazon Soils	\$169.95	Gardening - Plants/Supplies
EF085489	28/07/23	01093	SAI Global Limited	\$1,190.10	Publications/Newspapers
EF085495	28/07/23	01214	Visimax	\$321.50	Safety Clothing/Equipment
EF085497	28/07/23	01238	WA Library Supplies Pty Ltd	\$37.50	Stationery & Printing
EF085504	28/07/23	01398	Winc Australia Pty Ltd	\$2,475.86	Stationery & Printing
EF085507	28/07/23	01474	Natsync Environmental	\$1,335.00	Gardening - Plants/Supplies
EF085509	28/07/23	01570	Blackwoods	\$337.46	Hardware
EF085520	28/07/23	02009	Parchem Construction Supplies	\$427.41	Hardware
EF085523	28/07/23	02067	Grasstrees Australia	\$2,689.50	Gardening - Assorted Plants
EF085525	28/07/23	02088	Lock Stock & Farrell Locksmith	\$1,590.55	Hardware
EF085526	28/07/23	02139	Ulverscroft Large Print Books Ltd	\$467.19	Books/CDs/DVDs
EF085527	28/07/23	02168	Ergolink	\$625.25	Stationery & Printing
EF085531	28/07/23	02320	Ambius Indoor Plants	\$527.91	Gardening - Plants/Supplies
EF085536	28/07/23	02431	ASB Branded Merchandise - ASB Marketing Pty Ltd	\$7,000.95	Promotional Items
EF085547	28/07/23	03144	COS Complete Office Supplies Pty Ltd	\$1,322.29	Stationery & Printing
EF085560	28/07/23	03660	Safe T Card Australia Pty Ltd	\$44.00	Safety Clothing/Equipment
EF085564	28/07/23	03856	SEM Distribution - newspaper delivery	\$291.52	Publications/Newspapers
EF085567	28/07/23	04053	Totally Workwear TWW	\$2,275.58	Safety Clothing/Equipment
EF085570	28/07/23	04145	T J Depiazzi and Sons	\$7,909.00	Gardening - Plants/Supplies

# Attachment 12.11.1 July 2023 payments

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF085582	28/07/23	04759	StrataGreen	\$3,247.76	Gardening - Plants/Supplies
EF085588	28/07/23	05082	Accidental Health and Safety Perth	\$1,728.06	Medical/First Aid Supplies
EF085592	28/07/23	05265	BCJ Plastic Products	\$563.20	Hardware
EF085598	28/07/23	05432	Bloomin Boxes	\$430.00	Flowers
EF085599	28/07/23	05465	QBD Books	\$3,156.86	Books/CDs/DVDs
EF085607	28/07/23	05701	Bing Technologies Pty Ltd	\$6,434.88	Stationery & Printing
EF085615	28/07/23	05890	Living Turf	\$32,208.00	Turf Renovation
EF085619	28/07/23	05966	Light Application Pty Ltd	\$915.20	Lights & Light Fittings
EF085620	28/07/23	05992	Corsign WA	\$4,101.90	Signs
EF085622	28/07/23	06084	Asphaltch Pty Ltd	\$1,208.59	Road/Drainage Material- COB, Various Locations
EF085625	28/07/23	06120	de Greenhouse - Floraplants Pty Ltd	\$77.44	Gardening - Plants/Supplies
EF085627	28/07/23	06234	Brandworx Australia	\$8,160.97	Uniforms
EF085630	28/07/23	06288	Perth Materials Blowing Pty Ltd	\$4,581.50	Maintenance of Natural Areas COB
EF085655	28/07/23	06546	CG Signage	\$4,400.00	Signs
		<b>Materials Total</b>		<b>\$229,876.02</b>	
<b>Other</b>					
EF085230	06/07/23	06287	The Grants Hub Pty Ltd	\$313.20	Subscription
EF085232	06/07/23	99998	Wuzhi Zhou	\$500.34	Subsidy Payment
788863	07/07/23	00893	Petty Cash - Library	\$336.55	Petty Cash Recoup
788864	07/07/23	00894	Petty Cash - Operations Centre Stores	\$187.90	Petty Cash Recoup
EF085239	07/07/23	00355	Council of the Ageing (WA) Inc	\$825.00	Supporter Contribution July - Dec 23
EF085241	07/07/23	00530	Natasha Griggs	\$212.20	Staff Reimbursements
EF085247	07/07/23	01098	St Augustines Primary School	\$300.00	Community Contribution Fund
EF085278	07/07/23	05311	Australian Airports Association Ltd	\$3,575.00	Membership Fee- Annual 2023-2024
EF085283	07/07/23	05934	Linda Abu Lashin	\$230.90	Staff Reimbursements
EF085293	07/07/23	06478	Carly Grapes	\$287.35	Staff Reimbursement
EF085295	07/07/23	06568	Janine Hauck	\$111.68	Staff Reimbursement
EF085299	07/07/23	99998	Julia Hafenschner	\$58.15	Waste Disposable Fee
EF085300	07/07/23	99998	Kingman Visual	\$47.00	Application Refund
EF085301	07/07/23	99998	Stephen Harris	\$400.00	Sports Donation
EF085302	07/07/23	99998	Deasy Sutedja	\$800.00	Sports Donation
EF085303	07/07/23	99998	Wolodymer Lubtschenko	\$400.00	Sports Donation
EF085314	14/07/23	00242	Cabcharge Australia Pty Ltd	\$63.63	Conference Expenses
EF085321	14/07/23	00795	LGISWA	\$500.00	LGISWA Liability Protection Scheme 23-24
EF085339	14/07/23	03071	Department of Transport - Vehicle Owner Searches	\$250.10	Vehicle Ownership Searches
EF085361	14/07/23	06309	Anthea Bird	\$927.00	Staff Reimbursement
EF085365	14/07/23	06395	Connectivity Traumatic Brain Injury Australia Ltd	\$4,950.00	Grants General
EF085373	14/07/23	06516	Alan Lee	\$12.42	Staff Reimbursement
EF085377	14/07/23	06571	Gerard Brien	\$87.12	Staff Reimbursement
EF085379	14/07/23	99998	Ashleigh Baildham	\$400.00	Sports Donation
EF085380	14/07/23	99998	Jacqueline Ralph	\$501.77	Rates Refund
EF085381	14/07/23	99998	Buildinglines Approvals	\$63.07	BSL Refund
EF085385	19/07/23	01236	Department of Fire and Emergency Services	\$28,377.16	Emergency Services Levy
EF085392	21/07/23	00793	LGIS Insurance Broking - JLT	\$685.39	Insurance Premiums
EF085403	21/07/23	03453	Clare Bridges	\$1,629.08	Staff Reimbursements
EF085407	21/07/23	04595	Copyright Agency Limited	\$5,227.22	Subscription
EF085411	21/07/23	05934	Linda Abu Lashin	\$434.85	Staff Reimbursements
EF085415	21/07/23	06279	Ginnetta Boliver	\$1,752.72	Staff Reimbursement
EF085433	21/07/23	99998	Aliceville Pty Ltd	\$685.65	Subsidy Payment
EF085434	21/07/23	99998	Lucas Vladich- Mckenzie	\$800.00	Sports Donation
EF085441	28/07/23	00140	Australian Library & Information Association	\$740.00	Membership Fee 2023-2024
EF085443	28/07/23	00169	Belmont Business Enterprise Centre Inc	\$451.00	50% Auditor Fee Jan-June2023
EF085455	28/07/23	00285	City of Armadale	\$1,300.62	Printing Services
EF085477	28/07/23	00795	LGISWA	\$542,797.32	LGISWA Liability Protection Scheme 23-24
EF085510	28/07/23	01599	WA Rangers Association Inc	\$50.00	Membership Fee
EF085661	28/07/23	99998	Erina Tan	\$400.00	Sports Donation
EF085662	28/07/23	99998	Ashley Clayton	\$800.00	Sports Donation
EF085663	28/07/23	99998	Teagan Scott	\$400.00	Sports Donation
EF085664	28/07/23	99998	Joe Scott	\$400.00	Sports Donation
		<b>Other Total</b>		<b>\$603,271.39</b>	
<b>Property, Plant &amp; Equipment</b>					
EF085260	07/07/23	02310	Exteria Pty Ltd - Landmark Engineering	\$15,081.00	Street Furniture
EF085428	21/07/23	06578	Interstudio Pty Ltd	\$4,482.50	Office Furniture
EF085461	28/07/23	00377	Dell Australia Pty Ltd	\$5,016.00	Computer Hardware
EF085549	28/07/23	03183	Landmark Products Ltd	\$13,860.00	Street Furniture
EF085618	28/07/23	05962	Active Discovery	\$89,443.20	Playground Equipment- Tomato Lake
EF085642	28/07/23	06400	4Park Pty Ltd T/A Forpark Australia	\$156,193.40	Playground Equipment- Tomato Lake
		<b>Property, Plant &amp; Equipment Total</b>		<b>\$284,076.10</b>	
<b>Salaries/Wages</b>					
EF085219	04/07/23	99971	SuperChoice	\$125,841.20	Superannuation Contribution
SL050723	06/07/23	COB	City of Belmont Payroll	\$696,612.47	Salaries/Wages
EF085296	07/07/23	99952	Child Support Agency	\$1,011.33	Salaries/Wages
EF085297	07/07/23	99954	City of Belmont Social Club	\$380.00	Salaries/Wages
EF085298	07/07/23	99962	LGRCEU - WA Shire Councils Union	\$132.00	Salaries/Wages
SL130723	13/07/23	COB	City of Belmont Payroll	\$4,699.92	Salaries/Wages
WG130723	13/07/23	COB	City of Belmont Payroll	\$132,694.90	Salaries/Wages
EF085384	18/07/23	99971	SuperChoice	\$129,301.62	Superannuation Contribution
SL190723	20/07/23	COB	City of Belmont Payroll	\$609,436.84	Salaries/Wages
EF085430	21/07/23	99952	Child Support Agency	\$1,011.33	Salaries/Wages
EF085431	21/07/23	99954	City of Belmont Social Club	\$375.00	Salaries/Wages
EF085432	21/07/23	99962	LGRCEU - WA Shire Councils Union	\$132.00	Salaries/Wages
WG260723	27/07/23	COB	City of Belmont Payroll	\$133,638.15	Salaries/Wages

# Attachment 12.11.1 July 2023 payments

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
<b>Salaries/Wages Total</b>				<b>\$1,835,266.76</b>	
<b>Training and Conferences</b>					
EF085231	06/07/23	06558	Australian Housing and Urban Research Institute	\$1,375.00	Conference Expenses
EF085254	07/07/23	02127	The Royal Life Saving Society WA Inc	\$920.00	Training
EF085234	07/07/23	00110	Australian Institute of Management	\$49.00	Training
EF085257	07/07/23	02280	Juliette Gillan	\$1,140.00	Conference Expenses
EF085270	07/07/23	03675	WA Institute of Public Administration Australia	\$1,815.00	Training
EF085316	14/07/23	00571	Melissa Stretch	\$935.06	Conference Expenses
EF085317	14/07/23	00602	Local Government Professionals Australia WA	\$531.00	Conference Expenses
EF085322	14/07/23	01240	WA Local Government Association	\$2,735.11	Training
EF085330	14/07/23	01854	Melanie Watts	\$795.81	Conference Expenses
EF085335	14/07/23	02280	Juliette Gillan	\$439.94	Conference Expenses
EF085362	14/07/23	06331	Mathew Smith	\$990.47	Conference Expenses
EF085395	21/07/23	01240	WA Local Government Association	\$638.00	Training
EF085424	21/07/23	06517	Clarity Communications	\$3,597.00	Training
EF085465	28/07/23	00429	Economic Development Australia Ltd	\$990.00	Training
EF085469	28/07/23	00602	Local Government Professionals Australia WA	\$3,831.00	Conference Expenses
EF085486	28/07/23	01043	City of Swan	\$5,888.00	Conference Expenses
EF085505	28/07/23	01413	Parks & Leisure Australia	\$55.00	Conference Expenses
EF085511	28/07/23	01609	First 5 Minutes Pty Ltd	\$783.75	Training
EF085519	28/07/23	01919	Infor Public Sector User Forum Inc	\$2,250.00	Conference Expenses
EF085646	28/07/23	06443	Social Pinpoint Pty Ltd	\$28,050.00	Training
<b>Training and Conferences Total</b>				<b>\$57,809.14</b>	
<b>MUNI Total</b>				<b>\$6,278,031.58</b>	
<b>Trust Funds</b>					
EF085304	13/07/23	150748	Building and Construction Industry Training Fund	\$75.75	Building and Construction Industry Training Fund
EF085305	13/07/23	154102	Building and Energy - Building Services Levy	\$19,703.47	Building and Energy - Building Services Levy
EF085306	13/07/23	164040	Department of Planning DAP fees	\$249.00	Department of Planning DAP fees
<b>Trust Funds Total</b>				<b>\$20,028.22</b>	
<b>TRUST Total</b>				<b>\$20,028.22</b>	
<b>Grand Total</b>				<b>\$6,298,059.80</b>	
				\$6,298,059.80	
				Breakdown - Cheques :	\$40,823.60
				EFT :	\$6,257,236.20

## 12.12 Monthly Activity Statement for July 2023

Voting Requirement	:	Absolute Majority
Subject Index	:	32/009 Financial Operating Statements
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

### Council role

**Review** When Council reviews decisions made by Officers.

### Purpose of report

To provide Council with relevant monthly financial information for the 2023-2024 financial year.

### Summary and key issues

The following report includes a concise list of material variances for the month ending July 2023.

It should be noted that the comparative figures contained within this report for the period ending 30 June 2023 remain subject to finalisation of end of financial year processing and financial audit.

This report also contains a budget amendment relating to the refurbishment of three of the City's Independent Living Units, proposing a budget amendment to fund these repairs from the City's Aged Person's Housing Reserve.

In addition, this report contains a disposal of property in accordance with Section 3.58 of the *Local Government Act 1995* relating to duplicate assets identified.



## Officer Recommendation

That Council:

1. Receives the Monthly Financial Reports as at 31 July 2023 as included in Attachment 12.12.1.
2. Adopts the following amendment to the 2023-2024 budget relating to refurbishment of vacated Independent Living Units:

Account	Account Desc.	Current Budget	Proposed Budget	Movement
BB2406-30-1279	Gabriel Gardens – Refurbish vacated units	0	85,000	85,000
BB2406-00-6822	Aged Persons Housing Reserve	0	(85,000)	(85,000)
BB2407-30-1279	Orana Village – Refurbish vacated units	0	52,000	52,000
BB2407-00-6822	Aged Persons Housing Reserve	0	(52,000)	(52,000)
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

3. Endorse the disposal of duplicate asset PA00155, Faulkner Park Fencing, valued at a depreciated value of \$23,421.

**An absolute majority of Council is required**

### Location

Not applicable.

### Consultation

There has been no specific consultation undertaken in respect to this matter.

### Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

#### Goal 5: Responsible Belmont

**Strategy:** 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community.

## Policy implications

There are no policy implications associated with this report.

## Statutory environment

Section 6.4 of the *Local Government Act 1995* in conjunction with the *Local Government (Financial Management) Regulations 1996* requires monthly financial reports to be presented to Council.

Regulation 34(1) requires a monthly Statement of Financial Activity reporting on revenue and expenditure.

Regulation 34(5) determines the mechanism required to ascertain the definition of material variances which are required to be reported to Council as a part of the monthly report.

## Background

*Local Government (Financial Management) Regulations 1996* prescribe that a Local Government is to prepare each month a Statement of Financial Activity.

Regulation 34(2) requires the Statement of Financial Activity to be accompanied by documents containing:

1. Explanation for each material variance identified between year to date budgets and actuals
2. Any other supporting information considered relevant by the Local Government.

*Local Government (Financial Management) Regulations 1996* - Regulation 34 (5) states "Each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards, to be used in statements of financial activity for reporting material variances."

This regulation requires Council to annually set a materiality threshold for the purpose of disclosing budget variances within monthly financial reporting.

The materiality threshold has been set by Council at \$100,000 for the 2023-24 financial year (FY23).

## Report

At the June 2023 Ordinary Council Meeting, Council adopted the materiality threshold for the 2023-2024 financial year as \$100,000. The below table provides a summary of significant variations based on this materiality threshold. The detailed financial activity report is included at Attachment 12.12.1.

<b>Report Section</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>Report Comments</b>
<b>Operating Activities</b>			
<b>Revenue from operating activities (excluding rates)</b>			
<b>Interest earnings</b>			
Finance	227,948	349,302	Increased interest resulting from higher rates on investments and increased balances
<b>Expenditure from operating activities</b>			
<b>Materials and contracts</b>			
Information Technology	(231,057)	(359,170)	TechOne fee for SaaS and maintenance/support invoiced earlier than expected
Works	(602,954)	(17,111)	Invoices for July to be received for some locations
Parks, Leisure & Environment	(599,420)	(126,430)	Materials costs are in line with seasonal works
City Facilities & Property	(175,010)	2,616	Income from recovery of HUB expenses greater than expenses incurred
Safer Communities	(218,513)	(36,321)	Underspends predominantly due to late monthly invoicing
<b>Insurance expenses</b>			
Governance, Strategy & Risk	(6,064)	(239,317)	Variance due to timing and ABC allocations
City Facilities & Property	(114,433)	Nil	Invoices yet to be received for 23/24
<b>Other expenditure</b>			
City Facilities & Property	(3,833)	(154,332)	Belmont Hub drainage defects carried over from 22/23
<b>Investing Activities</b>			
<b>Payments for construction of infrastructure</b>			
City Projects	(141,542)	(15,755)	July invoices not yet received
Parks, Leisure & Environment	(407,964)	(137,954)	Construction delayed as a result of weather conditions
<b>Financing Activities</b>			
<b>Amount raised from general rates</b>	<b>43,338,672</b>	<b>43,971,750</b>	Variance as a result of timing of rates discount applied on payment

## Budget Amendment

Three of the City's Independent Living Units, managed by Southern Cross Care, have recently become vacant after being tenanted by patrons for in excess of 10 years. Two of the properties in question are located in Gabriel Gardens, with the third being located in Orana Village. Given the lengthy previous tenancy, these units are in need of refurbishment prior to being re-tenanted.

The Aged Persons Housing Reserve has been established to manage the capital improvements of the City's aged housing centres, and it is therefore appropriate to utilise these funds for the refurbishment of these properties. In order to minimise the period these units remain vacant, a budget amendment to fund these repairs from the City's Aged Person's Housing Reserve is proposed now rather than to wait for the October Budget Review.

Following these amendments, the Aged Person's Housing Reserve will have an estimated closing balance of \$535,876 for the 2023-2024 year.

## Asset Disposal

As part of the 2023 revaluation process, a duplication of the Faulkner Park Fencing asset was identified on the City's asset register. The depreciated value of the asset is \$23,421, and the approval of Council is therefore required in order to process the disposal of the asset from the asset register.

## Financial implications

The presentation of these reports to Council ensures compliance with the *Local Government Act 1995* and associated Regulations, and also ensures that Council is regularly informed as to the status of its financial position.

## Environmental implications

There are no environmental implications associated with this report.

## Social implications

There are no social implications associated with this report.

## Attachment details

Attachment No and title
1. Monthly Financial Report - July [12.12.1 - 11 pages]

**CITY OF BELMONT**  
**MONTHLY FINANCIAL REPORT**  
**For the period ended 31 July 2023**

*LOCAL GOVERNMENT ACT 1995*  
*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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***Statements required by regulation***

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# Attachment 12.12.1 Monthly Financial Report - July

## CITY OF BELMONT STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2023

	Supplementary Information	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
Rates		56,523,628	43,338,672	43,971,750	633,078	1.46%	▲
Grants, subsidies and contributions		1,352,213	16,447	66,133	49,686	302.10%	▲
Fees and charges		9,427,966	6,869,374	7,194,288	324,914	4.73%	▲
Interest revenue		3,216,102	227,948	349,302	121,354	53.24%	▲
Other revenue		652,442	32,924	94,312	61,388	186.45%	▲
Profit on asset disposals		145,298	0	0	0	0.00%	
		<b>71,317,649</b>	<b>50,485,365</b>	<b>51,675,785</b>	1,190,420	2.36%	
<b>Expenditure from operating activities</b>							
Employee costs		(27,827,054)	(2,497,183)	(2,126,506)	370,677	14.84%	▲
Materials and contracts		(31,435,088)	(2,228,855)	(997,992)	1,230,863	55.22%	▲
Utility charges		(1,734,423)	(12,783)	(42,325)	(29,542)	(231.10%)	
Depreciation		(11,400,000)	(950,000)	(950,000)	0	0.00%	
Finance costs		(544,195)	0	(43,167)	(43,167)	0.00%	
Insurance		(853,263)	(330,063)	(240,681)	89,382	27.08%	
Other expenditure		(1,387,515)	(49,447)	(195,140)	(145,693)	(294.64%)	▼
		<b>(75,181,538)</b>	<b>(6,068,331)</b>	<b>(4,595,811)</b>	1,472,520	24.27%	
Non-cash amounts excluded from operating activities	Note 2(b)	11,319,524	950,000	932,984	(265,381)	(27.93%)	
<b>Amount attributable to operating activities</b>		<b>7,455,635</b>	<b>45,367,034</b>	<b>48,012,958</b>	2,397,559	5.28%	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions		2,152,794	833	0	(833)	(100.00%)	
Proceeds from disposal of assets		1,083,340	0	29,168	29,168	0.00%	
		<b>3,236,134</b>	<b>833</b>	<b>29,168</b>	28,335	3401.54%	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	2	(4,345,040)	(46,258)	(143,694)	(97,436)	(210.63%)	
Payments for construction of infrastructure	2	(9,482,917)	(546,147)	(210,459)	335,688	61.46%	▲
<b>Amount attributable to investing activities</b>		<b>(10,591,823)</b>	<b>(591,572)</b>	<b>(324,985)</b>	266,587	45.06%	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	1	3,644,575	0	0	0	0.00%	
		<b>3,644,575</b>	<b>0</b>	<b>0</b>	0	0.00%	
<b>Outflows from financing activities</b>							
Repayment of borrowings		(618,110)	0	0	0	0.00%	
Payments for principal portion of lease liabilities		(67,308)	0	0	0	0.00%	
Transfer to reserves	1	(6,956,761)	0	0	0	0.00%	
		<b>(7,642,179)</b>	<b>0</b>	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(3,997,604)</b>	<b>0</b>	<b>0</b>	0	0.00%	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		7,559,492	7,559,492	11,106,888	3,547,396	46.93%	▲
Amount attributable to operating activities		7,455,635	45,367,034	48,012,958	2,645,958	5.83%	▲
Amount attributable to investing activities		(10,591,823)	(591,572)	(324,985)	266,587	45.06%	▲
Amount attributable to financing activities		(3,997,604)	0	0	0	0.00%	
<b>Surplus or deficit after imposition of general rates</b>		<b>425,700</b>	<b>52,334,954</b>	<b>58,794,861</b>	6,211,543	12.34%	▲

### KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

\* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**CITY OF BELMONT**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 JULY 2023**

	Supplementary Information	30 June 2023	31 July 2023
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents		10,046,464	4,782,220
Trade and other receivables		3,558,312	62,218,350
Other financial assets		66,900,766	66,900,766
Inventories		246,770	253,132
Other assets		1,680,052	1,928,417
<b>TOTAL CURRENT ASSETS</b>		<b>82,432,364</b>	<b>136,082,885</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		21,457,689	21,440,673
Other financial assets		203,724	203,724
Property, plant and equipment		344,830,703	344,930,413
Infrastructure		298,033,775	297,309,051
Right-of-use assets		231,580	231,580
Intangible assets		156,972	156,972
<b>TOTAL NON-CURRENT ASSETS</b>		<b>664,914,443</b>	<b>664,272,413</b>
<b>TOTAL ASSETS</b>		<b>747,346,807</b>	<b>800,355,298</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables		5,201,896	2,066,206
Other liabilities		971,025	10,182,334
Lease liabilities		106,263	106,263
Borrowings		821,639	821,639
Employee related provisions		4,428,402	4,387,984
<b>TOTAL CURRENT LIABILITIES</b>		<b>11,529,225</b>	<b>17,564,426</b>
<b>NON-CURRENT LIABILITIES</b>			
Other liabilities		173,427	66,743
Lease liabilities		125,364	125,364
Borrowings		11,618,252	11,618,252
Employee related provisions		366,690	366,690
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>12,283,733</b>	<b>12,177,049</b>
<b>TOTAL LIABILITIES</b>		<b>23,812,958</b>	<b>29,741,475</b>
<b>NET ASSETS</b>		<b>723,533,849</b>	<b>770,613,823</b>
<b>EQUITY</b>			
Retained surplus		207,933,895	255,013,869
Reserve accounts	1	60,964,699	60,964,699
Revaluation surplus		454,635,255	454,635,255
<b>TOTAL EQUITY</b>		<b>723,533,849</b>	<b>770,613,823</b>

This statement is to be read in conjunction with the accompanying notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2023**

**1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

**Judgements and estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

**SIGNIFICANT ACCOUNTING POLICES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 July 2023

# Attachment 12.12.1 Monthly Financial Report - July

## CITY OF BELMONT NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2023

### 2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 July 2023
<b>(a) Net current assets used in the Statement of Financial Activity</b>			
<b>Current assets</b>			
Cash and cash equivalents	11,451,932	10,046,464	4,782,220
Trade and other receivables	1,717,407	3,558,312	62,218,350
Other financial assets	39,012,440	66,900,766	66,900,766
Inventories	177,335	246,770	253,132
Other assets	336,836	1,680,052	1,928,417
	52,695,950	82,432,364	136,082,885
<b>Less: current liabilities</b>			
Trade and other payables	(5,539,964)	(5,201,896)	(2,066,206)
Other liabilities	(969,598)	(971,025)	(10,182,334)
Lease liabilities	(58,056)	(106,263)	(106,263)
Borrowings	(641,884)	(821,639)	(821,639)
Employee related provisions	(4,542,090)	(4,428,402)	(4,387,984)
Other provisions	(102,912)	0	0
	(11,854,504)	(11,529,225)	(17,564,426)
<b>Net current assets</b>	<b>40,841,446</b>	<b>70,903,139</b>	<b>118,518,459</b>
<b>Less: Total adjustments to net current assets</b>			
<b>Closing funding surplus / (deficit)</b>	<b>500,000</b>	<b>11,106,888</b>	<b>58,546,496</b>
	Note 2(c)		
	(40,341,446)	(59,796,251)	(59,971,963)

#### (b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash amounts excluded from operating activities</b>			
	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(145,298)	0	0
Add: Depreciation	11,400,000	950,000	950,000
Add: Accruals	0	0	0
Movement in non-current employee provisions	64,822	0	0
- Pensioner deferred rates	0	0	(17,016)
<b>Total non-cash amounts excluded from operating activities</b>	<b>11,319,524</b>	<b>950,000</b>	<b>932,984</b>

#### (c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 July 2023
	\$	\$	\$
<b>Adjustments to net current assets</b>			
Less: Reserve accounts	(44,568,885)	(60,964,699)	(61,140,411)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	641,884	821,639	821,639
- Current portion of lease liabilities	58,056	106,263	106,263
- Current portion of employee benefit provisions held in reserve	3,527,499	240,546	240,546
<b>Total adjustments to net current assets</b>	<b>(40,341,446)</b>	<b>(59,796,251)</b>	<b>(59,971,963)</b>
	Note 2(a)		

#### CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

# Attachment 12.12.1 Monthly Financial Report - July

## CITY OF BELMONT NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2023

### 3 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 actual materially.  
The material variance adopted by Council for the 2023-24 year is \$100,000.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>Rates</b>	633,078	1.46%	▲
Variance relating to timing of rates processing		Timing	
<b>Fees and charges</b>	324,914	4.73%	▲
Various fees and charges above budget by amounts below material variance threshold		Timing	
<b>Interest revenue</b>	121,354	53.24%	▲
Finance - Increased interest resulting from higher rates on investments and increased balances		Permanent	
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	370,677	14.84%	▲
Salaries are below budget due to vacancies currently being recruited		Permanent	
<b>Materials and contracts</b>	1,230,863	55.22%	▲
Information Technology - TechOne fee for SaaS and Maintenance/Support invoiced earlier than expected - (\$128,113)		Timing	
Works - Invoices for July to be received for some locations - \$585,843		Timing	
Parks, Leisure & Environment - Materials costs are in line with seasonal works - \$472,990		Timing	
City Facilities & Property - Income from recovery of HUB expenses greater than expenses incurred -\$177,625		Permanent	
Safer Communities - Underspends predominantly due to late monthly invoicing - \$182,192		Timing	
<b>Other expenditure</b>	(145,693)	(294.64%)	▼
City Facilities & Property - Belmont Hub drainage defects carried over from 22/23 - (\$150,498)		Permanent	
<b>Outflows from investing activities</b>			
<b>Payments for construction of infrastructure</b>	335,688	61.46%	▲
City Projects - July invoices not yet received - \$125,787		Timing	
Parks, Leisure & Environment - Construction delayed as a result of weather conditions - \$270,011			
<b>Surplus or deficit at the start of the financial year</b>	3,547,396	46.93%	▲
Various underspends in prior year. Figure remains subject to finalisation of end of year adjustments and end of financial year audit		Timing	
<b>Surplus or deficit after imposition of general rates</b>	6,211,543	11.87%	▲
Due to variances described above		Permanent	



**CITY OF BELMONT**  
**SUPPLEMENTARY INFORMATION**

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# Attachment 12.12.1 Monthly Financial Report - July

**CITY OF BELMONT  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JULY 2023**

**1 RESERVE ACCOUNTS**

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual
	Opening	Interest	Transfers In	Transfers	Closing	Opening	Interest	Transfers In	Transfers	YTD
	Balance	Earned	(+)	Out (-)	Balance	Balance	Earned	(+)	Out (-)	Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Administration building Reserve	245,980	9,792	0	0	255,772	240,546	0	0	0	240,546
Aged Accommodation - Homeswest Reserve	908,719	38,124	7,469	0	954,312	888,647	0	0	0	888,647
Aged Community Care Reserve	228,170	9,084	0	0	237,254	223,131	0	0	0	223,131
Aged persons housing Reserve	849,246	32,088	6,915	(43,096)	845,153	830,488	0	0	0	830,488
Aged Services Reserve	1,109,943	44,208	0	0	1,154,151	1,085,426	0	0	0	1,085,426
Ascot Waters Marina Maintenance & Restoration	1,006,902	40,104	0	(50,000)	997,006	1,033,557	0	0	0	1,033,557
Belmont District Band Reserve	48,952	1,944	0	0	50,896	47,870	0	0	0	47,870
Belmont Oasis Refurbishment Reserve	4,314,360	171,828	0	0	4,486,188	4,219,060	0	0	0	4,219,060
Belmont Trust Reserve	1,471,352	61,896	0	0	1,533,248	1,592,865	0	0	0	1,592,865
Building maintenance Reserve	6,279,107	212,820	0	(321,450)	6,170,477	4,993,370	0	0	0	4,993,370
Capital Projects Reserve	0	0	3,775,211	0	3,775,211	0	0	0	0	0
Car Parking Reserve	64,553	2,568	0	0	67,121	63,126	0	0	0	63,126
District valuation Reserve	132,287	14,232	85,000	0	231,519	16,154	0	0	0	16,154
Election expenses Reserve	139,567	5,604	35,000	0	180,171	138,295	0	0	0	138,295
Environment Reserve	1,513,342	42,660	0	(656,965)	899,037	1,494,425	0	0	0	1,494,425
Faulkner Park Retirement Village Buy Back Reserve	2,452,738	100,692	20,000	0	2,573,430	2,398,561	0	0	0	2,398,561
Faulkner Park Retirement Village Owners Maintenance Reserve	586,200	27,300	61,000	0	674,500	677,471	0	0	0	677,471
History Reserve	173,315	5,952	0	0	179,267	169,487	0	0	0	169,487
Information Technology Reserve	1,309,262	55,116	0	0	1,364,378	1,407,471	0	0	0	1,407,471
Land acquisition Reserve	10,020,640	381,168	0	(100,000)	10,301,808	10,006,073	0	0	0	10,006,073
Long Service Leave Reserve - Salaries	1,453,419	82,308	0	(63,264)	1,472,463	1,853,524	0	0	0	1,853,524
Long Service Leave Reserve - Wages	229,306	15,996	0	0	245,302	236,925	0	0	0	236,925
Miscellaneous Entitlements Reserve	1,216,695	59,436	553,603	(20,000)	1,809,734	1,206,500	0	0	0	1,206,500
Plant replacement Reserve	1,284,971	23,760	0	(132,315)	1,176,416	1,613,702	0	0	0	1,613,702
Property development Reserve	15,888,740	616,236	0	0	16,504,976	15,092,553	0	0	0	15,092,553
Public Art Reserve	412,077	16,416	0	0	428,493	402,974	0	0	0	402,974
Ruth Faulkner library Reserve	47,859	1,908	0	0	49,767	46,803	0	0	0	46,803
Streetscapes Reserve	512,770	20,424	0	0	533,194	501,444	0	0	0	501,444
Urban Forest Strategy Management Reserve	121,087	4,824	0	0	125,911	118,414	0	0	0	118,414
Waste Management Reserve	6,503,125	248,400	4,307	(2,257,485)	4,498,347	7,070,139	0	0	0	7,070,139
Workers Compensation/Insurance Reserve	1,438,947	61,368	0	0	1,500,315	1,295,698	0	0	0	1,295,698
	<b>61,963,631</b>	<b>2,408,256</b>	<b>4,548,505</b>	<b>(3,644,575)</b>	<b>65,275,817</b>	<b>60,964,699</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60,964,699</b>

**CITY OF BELMONT  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JULY 2023**

**INVESTING ACTIVITIES**

**2 CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	100,000	0	0	0
Buildings - non-specialised	2,081,850	21,342	14,816	(6,525)
Furniture and equipment	399,000	24,917	45,556	20,640
Plant and equipment	1,714,190	0	83,321	83,321
Other property, plant and equipment	50,000	0	0	0
<b>Acquisition of property, plant and equipment</b>	<b>4,345,040</b>	<b>46,258</b>	<b>143,694</b>	<b>97,436</b>
Infrastructure - Roads	2,503,611	17,982	15,721	(2,261)
Infrastructure - Reserves Improvements	6,225,359	528,165	153,709	(374,456)
Infrastructure - Footpath Network	449,036	0	0	0
Infrastructure - Drainage Network	304,910	0	41,029	41,029
<b>Acquisition of infrastructure</b>	<b>9,482,917</b>	<b>546,147</b>	<b>210,459</b>	<b>(335,688)</b>
<b>Total capital acquisitions</b>	<b>13,827,957</b>	<b>592,405</b>	<b>354,153</b>	<b>(238,252)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	2,152,794	833	0	(833)
Other (disposals & C/Fwd)	1,083,340	0	29,168	29,168
Reserve accounts				
Building maintenance Reserve	321,450	0	0	0
Environment Reserve	656,965	0	0	0
Plant replacement Reserve	132,315	0		
Contribution - operations	9,613,408	591,572	324,985	(266,587)
<b>Capital funding total</b>	<b>13,960,272</b>	<b>592,405</b>	<b>354,153</b>	<b>(238,252)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

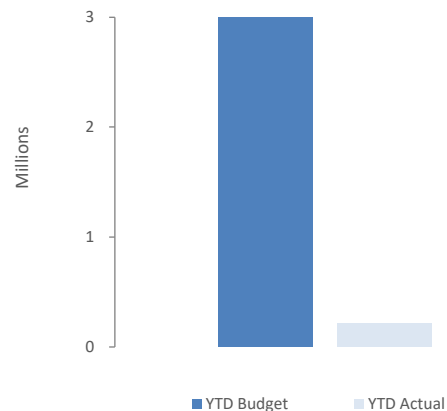
**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

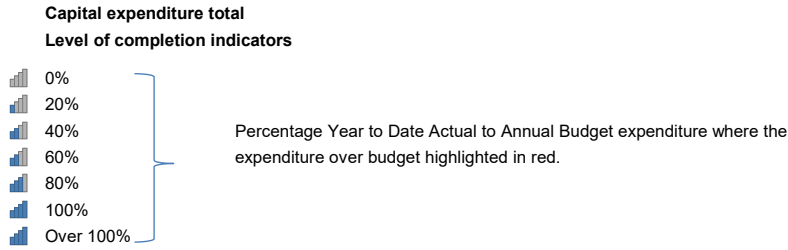
**Payments for Capital Acquisitions**



**CITY OF BELMONT  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JULY 2023**

**INVESTING ACTIVITIES**

**2 CAPITAL ACQUISITIONS - DETAILED**



*Level of completion indicator, please see table at the end of this note for further detail.*

Account Description	Amended			Variance (Under)/Over
	Budget	YTD Budget	YTD Actual	
	\$	\$	\$	\$
City Projects	1,353,406	141,542	15,755	125,787
Parks and Environment	4,928,053	407,964	137,954	270,011
Buildings and facilities	2,025,750	0	14,816	(14,816)
Infrastructure Capital Works	3,257,558	17,982	56,750	(38,768)
Furniture and equipment	399,000	24,917	45,556	(20,640)
Plant and equipment	1,714,190	0	83,321	(83,321)
Other	150,000	0	0	0
	<b>13,827,957</b>	<b>592,405</b>	<b>354,153</b>	<b>238,252</b>

# Attachment 12.12.1 Monthly Financial Report - July

**CITY OF BELMONT  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JULY 2023**

### 3 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
<b>Budget adoption</b>						500,000
Tender 04 2023 Civic Centre Chiller Unit Replacement	June OCM - 12.10	Capital expenses	0	0	(74,300)	425,700
				0	(74,300)	(74,300)



## 12.13 Tender 06-2023 - Waste Collection Services

Voting Requirement	:	Simple Majority
Subject Index	:	114/2023-06
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Infrastructure Services

### Council role

**Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### Purpose of report

To seek Council approval to award Tender 06/2023 – Waste Collection Services.

### Summary and key issues

This report outlines the process undertaken to invite quotations and evaluate the responses received for Tender 06/2023 – Waste Collection Services and includes a recommendation to award the contract to Veolia Environmental Services Pty Ltd in accordance with the requirements of the *Local Government Act 1995*.

The Scope of Work for this Contract includes:

The City of Belmont requires a suitably qualified and experienced contractor(s) to undertake the supply of Waste Management Services and the supply and delivery of new municipal garbage bins for General Waste and Food Organics Garden Organics (FOGO) implementation.

The contract has two separable portions which may be awarded together or separately according to what was assessed as best value for the City. Separable Portion 1 includes the specified waste collection, transport, recycling and disposal services. Separable Portion 2 is solely for the bin supply and delivery for FOGO and new bins for general waste. The period for the contract for Separable Portion 1 is five (5) years with the option of a five-year (5) extension at the sole discretion of the Principal.

## Officer Recommendation

That Council awards, subject to finalisation of contract negotiations, quotation Tender 06/2023 – Waste Collection Services to Veolia Environmental Services for both Separable Portions 1 & 2 in accordance with the Schedule of Rates submitted for a period of five years commencing 1 November 2023, with the option of a five (5) year extension, at the sole discretion of the City of Belmont.

## Location

Not applicable.

## Consultation

There has been no specific consultation undertaken in respect to this matter.

## Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

### **Goal 3: Natural Belmont**

**Strategy:** 3.3 Keep our City clean.

### **Goal 5: Responsible Belmont**

**Strategy:** 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community.

**Strategy:** 5.3 Invest in services and facilities for our growing community.

## Policy implications

Council Policy Manual: Policy 29 – Purchasing

This policy aims to deliver a high level of accountability whilst providing a flexible, efficient and effective procurement framework.

Council Policy Manual: Policy 45 - Environmental Purchasing

This policy aims to clarify the principles, considerations and responsibilities for considering life cycle environmental impacts when purchasing or procuring goods and services.

The process associated with this quotation was undertaken in accordance with these policy requirements, therefore there are no policy implications.

## Statutory environment

This issue is governed in the main by the *Local Government Act 1995*, in particular Section 3.57 which states:

‘3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders’

## Background

The release of the State Government Waste Avoidance and Resource Recovery Strategy 2030 (The Strategy) forecast fundamental changes to how the City is to undertake waste management practices into the future by preparing a Waste Plan.

The City’s Waste Plan was endorsed by Council at its Ordinary Council Meeting on 24 November 2020.

The Strategy contains targets for reducing waste generated per capita and for recovery of resources from waste generated by 2025.

To assist in achieving these targets and to include a third bin for the collection of organics the City decided to align its waste collection, processing and disposal contracts. Aligning all three components allows for increased service efficiency, material recovery and accountability.

This contract allows the City to continue providing its residents with new and existing services (listed below), to the same high standard, with some changes to the frequency of collection for general waste.

- Kerbside collections for FOGO, Recycling and General Waste.
- Collections for multi-unit and high-density dwellings.
- Processing of recyclables and FOGO.
- Servicing of public litter bins.
- Transport of waste to the East Rockingham Waste to Energy Facility.
- Bulk bin provision for hard waste and green waste (skip bin service).
- Processing of hard waste and green waste with residual waste disposal.
- On demand collections service for various specific items.
- Introduction of E-waste collection in line with State Government legislation and ban of material going to landfill.

The City’s residents use the above services which generates 16,151 tonnes of waste annually (based on the 2021/2022 year).

The new services of FOGO collection and the transport of residual waste, to be converted to energy (9,436t), will divert 14,096 tonnes of waste from landfill, 4,660t of which will be directly recovered from FOGO processing.

The remaining 2,055t of bulk residual hard waste may be taken to landfill or waste to energy depending on processing capabilities.

Tonnages will vary from year to year depending on waste generation, recovery and behavioural change habits.

A public invitation to tender for the City of Belmont Waste Collection Services was advertised in the West Australian on Saturday, 1 July 2023 closing on Thursday, 27 July 2023 at 2.00pm. The City received submissions from respondents as follows:

Portion 1.

- Veolia Environmental Services Pty Ltd
- Cleanaway
- Resource Recovery Group

The rates quoted by the respondents for Separable Portion 1 are detailed in Confidential Attachment 12.13.1 – Separable Portion 1 Price Schedule.

The submission from the Resource Recovery Group was deemed non-compliant for portion one as it only provided waste processing services.

Portion 2.

- Veolia Environmental Services Pty Ltd
- Cleanaway
- Mastec Australia Pty Ltd

The rates quoted by the respondents for Separable Portion 2 are detailed in Confidential Attachment 12.13.2 – Separable Portion 2 Price Schedule.

## **Report**

The Evaluation Panel consisted of the Manager Works, Coordinator Waste Management and Manager Finance. Each panel member has signed a Declaration of Confidentiality and Impartiality form confirming that they have no known conflict of interest to disclose.

The Procurement and Contracts Officer coordinated the evaluation process to ensure that the correct processes were adhered to.

The responses received were assessed on the same selection criteria included with the Invitation to Quote, being:

	<b>CRITERIA</b>	<b>WEIGHTING</b>
1	Experience	10%
2	Company Capacity	10%
3	Methodology	10%
3	Environment	15%
4	Value Adding	5%
5	Safety	10%
6	Price	40%
	<b>TOTAL</b>	<b>100%</b>

The Scope of Works was divided into two separable portions:

- Portion 1 - Waste collection, transport, recycling and disposal services.
- Portion 2 - Bin Supply and Delivery for FOGO.

In evaluating the responses, the Evaluation Panel assessed all separable portions of the scope of works.

Confidential Attachment 12.13.3 – Separable Portion 1 Evaluation Matrix details the evaluation panel’s assessment of the submission and based on the weighted selection criteria, demonstrates that the response from Veolia Environmental Services Pty Ltd satisfied the criteria requirements.

Veolia’s submission details their experience, capacity and methodology to provide all collection, processing and disposal activities to a high standard and efficiency to achieve the targets for waste minimisation and resource recovery in the City’s waste plan.

Confidential Attachment 12.13.4 – Separable Portion 2 Evaluation Matrix details the evaluation panel’s assessment of the submission and based on the weighted selection criteria demonstrates that the response from Veolia Environmental Services Pty Ltd satisfied the criteria.

The evaluation panel placed a heavy emphasis on the methodology to execute the bin rollout to achieve a positive experience for customers with a prompt delivery, retrieval and commencement of service process within the shortest period.

Veolia distinguished itself over its competitors through a superior methodology for roll out that meets the City’s expectations.



## **Financial implications**

Confidential Attachment 12.13.1 details the rates submitted for Separable Portion 1 and provides a comparison of costs between the respondents based on estimated bin lifts, processing, disposal and transport of waste to energy annually.

Confidential Attachment 12.13.2 details the rates submitted for Separable Portion 2 also showing a comparison of costs for the supply and delivery of bins, kitchen caddies and bin liners associated with the third bin for FOGO.

This contract was offered in two separable portions to maximise the financial benefit to the City.

Veolia Environmental Pty Ltd has made a submission that provides the most advantageous outcome for Separable Portions 1 and 2 which when combined adds a layer of efficiency and accountability for the overall service.

The current budget has sufficient capacity to cover the costs incurred from Separable Portions 1 and 2 for 2023/2024.

Budget allocations for all waste services are based on cost recovery and will consider changes in rates based on a rise and fall clause within the contract including CPI and State Government levies.

## **Environmental implications**

This contract provides for the introduction of a third bin for organics (FOGO) and the transfer of residual waste to energy.

The combination of both services will divert 14,096 tonnes of waste from landfill reducing the City's contribution towards the production of harmful leachate and gases.

The 4,660t of FOGO material when processed into organic soil conditioner will be available to assist in the regeneration of soils and landscaped areas.

## **Social implications**

There are no social implications associated with this report.

## Attachment details

Attachment No and title	
1.	CONFIDENTIAL REDACTED - Tender 06-2023 – Separable Portion 1 Price Schedule (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.13.1 - 3 pages]
2.	CONFIDENTIAL REDACTED - Tender 06-2023 – Separable Portion 2 Price Schedule (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.13.2 - 1 page]
3.	CONFIDENTIAL REDACTED - Tender 06-2023 – Separable Portion 1 Evaluation Matrix (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.13.3 - 1 page]
4.	CONFIDENTIAL REDACTED - Tender 06-2023 – Separable Portion 2 Evaluation Matrix (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.13.4 - 1 page]

## **I3 Reports by the Chief Executive Officer**

### **I3.1 Request for leave of absence**

### **I3.2 Notice of motion**

Nil.

## **I4 Matters for which the meeting may be closed**

### **I4.1 Code of Conduct Matter**

This report is included in the Ordinary Council Meeting – Confidential Matters Agenda Part 1 in accordance with Section 5.23(2) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to the following:

(h) such other matters as may be prescribed

#### **Officer Recommendation**

That Council:

1. Note the complaint – Alleged Breach Form submitted on 28 April 2023 as set out in the Confidential Attachment (14.1.1)
2. Note the investigation report on the alleged breach as set out in the Confidential Attachment (14.1.2)
3. Make a finding that either: (a) the alleged breach has been substantiated or (b) the alleged breach has not been substantiated
4. If the alleged breach has been substantiated, determine any further actions to be required
5. Request the Director Corporate and Governance to write to both parties advising them of the outcome of the investigation and Council's decision regarding the alleged complaint

## **14.2 Staff Matter Chief Executive Officer Annual Performance Appraisal 2022-2023**

This report is included in the Ordinary Council Meeting – Confidential Matters Agenda Part 2 in accordance with Section 5.23(2) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to the following:

- (a) a matter affecting an employee or employees

### **Committee Recommendation**

That Council:

1. Endorse the Executive Committee's assessment of the CEO's performance for the period 01 July 2022 to 30 June 2023.
2. Endorse the CEO's Key Performance Indicators and Annual Goals and Targets as determined for the next review period ending 30 June 2024

## **15 Closure**