



## Ordinary Council Meeting

# Agenda

22 February 2022

**BELMONT**  
CITY OF OPPORTUNITY



# Notice of Meeting

An **Ordinary Council Meeting** will be held on **Tuesday 22 February 2022**, commencing at 7pm.

**John Christie**  
**Chief Executive Officer**

**This meeting will be held electronically in accordance with Regulation 14D(2)(a) of the *Local Government (Administration) Regulations 1996***

Due to the State of Emergency declared in Western Australia on 15 March 2020 and the subsequent government directives with regard to public gatherings, this meeting will be held by electronic means only. The public are unable to attend this meeting, for the meeting to be considered open to the public, the minutes and audio recording of the meeting will be available on the City's website as soon as practicable after the meeting to meet the requirements of Regulation 14E(3)(b)(i) of the *Local Government (Administration) Regulations 1996*.

Public questions may be submitted via email to [belmont@belmont.wa.gov.au](mailto:belmont@belmont.wa.gov.au) by noon on the business day prior to the meeting. Further information and relevant forms are available on the City's website [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au)

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Any advice provided by an employee of the City on the operation of a written law, or the performance of a function by the City, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the City. Any advice on a matter of law, or anything sought to be relied upon as a representation by the City should be sought in writing and should make clear the purpose of the request. Any plans or documents in agendas and minutes may be subject to copyright.

# CITY OF BELMONT

## Ordinary Council Meeting

### Agenda

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**Councillors are reminded to retain the  
OCM attachments 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 Noongar Whadjuk 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.

### **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.

<b>Name</b>	<b>Item No and Title</b>	<b>Nature of Interest (and extent, where appropriate)</b>

### **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.

<b>Name</b>	<b>Item No and Title</b>	<b>Nature of Interest (and extent, where appropriate)</b>

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

The following questions were taken on notice at the 14 December 2021 Ordinary Council Meeting. Ms Hollands was provided with a response on 24 December 2021. The response from the City is recorded accordingly:

1. If there is such a risk of increased violence to members of the public, why does the City leave our names and addresses in the Minutes? If someone who is not a public figure asks a question during Public Question Time, when will the City start providing police or security escorts for the public when we leave meetings to ensure our safety and how much is it likely to cost?

#### **Response**



The City will be recording in the minutes the name and suburb of the person asking a question and will not be including the addresses of the individuals. However, per Standing Orders Local Law (Part 6.2) the public is required to state their name and address when asking questions. Since the standing orders are currently under review, administration would review this requirement as part of this review, until this is amended this requirement will be maintained.

The City does not believe there is a need to provide police or security escorts for residents asking questions during public question time. However, if anyone has specific security concerns, they should contact the Belmont Community Watch on 1300 655 011. To find out more go to [www.belmont.wa.gov.au/live/your-health-and-safety/crime-prevention/community-watch-security-patrols](http://www.belmont.wa.gov.au/live/your-health-and-safety/crime-prevention/community-watch-security-patrols).

2. Last month, a resident asked how many staff had left within the previous two years and what departments they came from. According to the Minutes, there was 13 redundancies due to the closure of Home and Community Care (HACC) there was also another redundancy in Executive Services. Why was a position on the Executive Leadership Team made redundant and if Annemarie was the HR person, do we have an existing HR person?

#### **Response**

**The City continues to undertake organisational reviews to optimise the City's organisational structure and meet future operational needs for business efficacy and best practice.**

**As part of the City's structure there is a Human Resources Team that reports to the CEO.**

3. We note that the local government is part of the federal system and receives federal grants. The Occupational Health Safety Policy review states, the City of Belmont will ensure all employees have safe workplace conditions and systems of work that minimise risk or injury to our people, including employees, contractors, labour hire, visitors, volunteers and customers and damage to council property and the environment. Why has this specific reference to the federal government legislative been removed from BEXB10.2 Occupational Health and Safety Policy?

#### **Response**

**The removal of the reference to Federal Government legislative requirements was identified by external auditors SGS Australia Pty Ltd in May 2021.**

**SGS certifies the City's Management systems (ISO 9001, AS/NZS 14001 and currently AS/NZS 4801).**

**The reason behind this is:**

- **The Commonwealth, states and territories regulate and enforce Work Health & Safety (WHS) laws in their jurisdictions.**

- The Federal WHS Act was passed in Parliament in June 2011, and most states and territories are governed by the WHS Act 2011, which is the model law that forms the basis of the WHS Acts.
- Western Australia (WA) is governed by the State's WA Occupational Safety & Health Act 1984. Hence why during the audit in 2021 it was identified by the external auditors for the removal of the Federal WHS legislation as this has not yet come into effect.
- In 2020, our state voted to adopt the WHS Act 2011 and replace the OSH Act 1984 with the WHS Act 2020 (WA). The law has been assented 10 November 2021 and is expected to come into full effect by early 2022 (Victoria is the only state that still enforces their OSH Act 2004.)

4. The Policy also mentions stakeholders but there are no definitions as to who these stakeholders are. Do we assume that the stakeholders are those I've just mentioned and if so, why is there no mention of Councillors, or members of the public gallery?

#### **Response**

The definition of the City's stakeholders is defined in our Business Management System (BMS) Manual Section 4.3-Interested Parties / Stakeholders.

#### **BMS Section 4.3-Interested Parties/Stakeholders**

A stakeholder is defined as a person or organisation that has an interest, involvement or investment in a project, organisation or business. Stakeholders are often defined by their ability to be affected either directly or indirectly by the decision or outcome of that project, organisation or business.

As a local government authority, the City has a wide array of stakeholders including but not limited to the following:

- Employees
- Volunteers
- Customers
- Suppliers/contractors
- Community Government - Australian Government and Government of Western Australia

The City's process for identifying and managing stakeholders is managed at a Departmental level, with a central register updated annually. Specific interested parties relevant to the Quality, Occupational Health & Safety and Environment (QHSE) Standards and communication to them are listed in the stakeholder register.

The BMS definition is aligned with the Policy statement:

The City of Belmont will ensure all employees have safe workplace conditions and systems of work that minimise risk of injury or illness to our people including, employees, contractors, labour hire, visitors, volunteers and customers and damage to Council property and the environment.

The objective of a workplace safety and health Act is to provide a framework to secure the health and safety of workers and workplaces.

### 5.1.2 Ms L Hollands, Redcliffe

The following questions were taken on notice at the 14 December 2021 Ordinary Council Meeting. Ms Hollands was provided with a response on 23 December 2021. The response from the City is recorded accordingly:

1. What sort of behaviour does the Code of Conduct provide for and does it provide for all public places like public events, clubs, hotels, taverns and restaurants and any place a Councillor attends in their personal life?

#### Response

**Under the Code of Conduct principles, a council member is to treat others with respect courtesy and fairness and respect and value diversity in the community. (point 5 of the principles). Under point 9 of the behaviours a council member is not to bully or harass another person in any way or use offensive or derogatory language when referring to another person.**

The Departmental Model Code of Conduct Guidelines available on the Department of Local Governments website through the following link <https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/priority-reforms/model-code-of-conduct> states that “It is the individual responsibility of council members, committee members and candidates to become familiar with the Model Code, these Guidelines and any relevant policies of their local government, and to follow the Code at all times”.

### 5.1.3 Mr R Broinowski, Rivervale

The following questions were taken on notice at the 14 December 2021 Ordinary Council Meeting. Mr Broinowski was provided with a response on 23 December 2021. The response from the City is recorded accordingly:

1. Could Council get some more information on Facebook and other internet spaces so people can become aware that Ibis carry diseases which could be a danger to their health and their life? Can something be done to alert the public on how to safeguard themselves and their families?

#### Response

**The interaction between people and any animal has some inherent risk and it is not the City’s role to broadcast or publish public health information which has not otherwise been approved by or is the responsibility of the State Government, primarily the Department of Health or Department of Biodiversity, Conservation and Attractions.**

**The City considers that Ibis present no more significant threat of disease to the public than most other wild, as well as domestic, birds and animals. The City would**

expect the community to engage in normal hygienic practices, such as hand washing, if they have been in contact with any animal or bird or have been outside their homes. In addition, the City will seek to update its electronic information on appropriate animal interactions, including warnings against feeding wildlife.

#### **5.1.4 Ms J Gee, Cloverdale**

The following questions were taken on notice at the 14 December 2021 Ordinary Council Meeting. Ms Gee was provided with a response on 23 December 2021. The response from the City is recorded accordingly:

1. Ratepayers' names are ok but, with regard to addresses, I would like to look at these being withheld. You are letting people know where we live and therefore are you putting us at risk? If I come to a Council Meeting and people know I come every meeting, then putting my name and address in there tells them I am going to be here. I don't mind giving my name and address to prove that I live in the City of Belmont. Why can't Council just print the names of the people asking questions but leave addresses out?

#### **Response**

The City will be recording in the minutes the name and suburb of the person asking a question and will not be including the addresses of the individuals. However, per *Standing Orders Local Law (Part 6.2)* the public is required to state their name and address when asking questions. Since the standing orders are currently under review, administration would review this requirement as part of this review, until this is amended this requirement will be maintained.

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

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

### **6.1 Ordinary Council Meeting held 15 February 2022**

#### **Officer Recommendation**

That the Minutes of the Ordinary Council Meeting held on 15 February 2022, as printed and circulated to all Councillors, be confirmed as a true and accurate record.

### **6.2 Matrix for the Agenda Briefing Forum held 7 December 2021**

## **Officer Recommendation**

That the Matrix of the Agenda Briefing Forum held on 7 December 2021, 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 Standing Committee (Audit and Risk) held 14 February 2022 (circulated under separate cover)**

## **Officer Recommendation**

That the Minutes of the Standing Committee (Audit and Risk) held on 14 February 2022 as previously circulated to all Councillors, be received and noted.

### **12 Reports of administration**

## 12.1 City of Belmont Local Planning Scheme No. 15 - Scheme Amendment No. 19 and Modifications to The Springs Development Contribution Plan

### Attachment details

#### Attachment No and title

1. The Springs Development Contribution Plan - Amended [12.1.1 - 39 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	116/077
Location/Property Index	:	Multiple
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Nil
Applicant	:	Nil
Owner	:	Various
Responsible Division	:	Development and Communities

### Council role

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** 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.

### Purpose of report

For Council to consider initiating Amendment No. 19 to Local Planning Scheme No. 15 (LPS 15), to extend the operation of the Springs Development Contribution Plan for a further five years.

## Summary and key issues

- The Springs Structure Plan was adopted in 2009 to guide future subdivision and development within the precinct.
- To support development and deliver a high level of amenity for residents and visitors, LandCorp (now Development WA) pre-funded planning and infrastructure works within The Springs precinct.
- A development contribution plan applies to The Springs precinct which provides for the coordination of infrastructure planning and delivery, whilst also ensuring that the associated costs are shared equitably amongst landowners.
- LPS 15 outlines that the Development Contribution Plan shall operate for a period of five years from the date of gazettal, being 7 February 2017. The Development Contribution Plan expires on 7 February 2022. There are 14 lots within The Springs precinct which have not been developed. These lots therefore have outstanding development contributions.
- To enable Development WA to be reimbursed for the infrastructure they delivered to the precinct, it is recommended that Council initiates Amendment No. 19 to LPS 15 to extend the operation of the Plan for a further five years.

## Location

The subject Development Contribution Plan and Scheme amendment relate to The Springs precinct which is bound by Great Eastern Highway, the Graham Farmer Freeway, Brighton Road and the Swan River as illustrated in Figure 1 below.



Figure 1: The Springs Precinct

## **Consultation**

There has been no specific consultation undertaken in respect to this matter. The *Planning and Development Act 2005* requires Scheme amendments to be advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (The Regulations).

## **Strategic Community Plan implications**

There are no Strategic Community Plan implications evident at this time.

## **Policy implications**

### **State Planning Policy 3.6 – Infrastructure Contributions**

State Planning Policy 3.6 – Infrastructure Contributions (SPP 3.6) sets out the requirements that apply to development contributions for the provision of infrastructure in new and established urban areas. SPP 3.6 outlines that a development contribution plan should operate for a period of 10 years, with a review being undertaken after five years. To extend the operation of a development contribution plan, an amendment to the local planning scheme is required to be progressed.

## **Statutory environment**

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

Land within The Springs is zoned ‘Special Development Precinct’ under the City of Belmont LPS 15. The Springs is also designated as a ‘Special Control Area – Development Contribution Area’ which is subject to a Development Contribution Plan. Schedule No. 11 of LPS 15 outlines that the Development Contribution Plan shall operate for a period of five years from the date of gazettal, subsequently expiring on 7 February 2022.

### **Development Contribution Plan**

The procedures for establishing, amending and extending a development contribution plan are outlined in Part 7 of the Regulations. The Regulations stipulate that any amendment to a development contribution area or plan is to be dealt with as a complex amendment to a local planning scheme.

Unless a development contribution plan is in place for an area, a local government cannot collect funds for the provision of infrastructure or facilities.

### **Scheme Amendment**

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 set out within Part 5 of the Regulations.



The Regulations specify three different types of Scheme amendments, being 'basic', 'standard' and 'complex'. The main differences between the amendment classifications are the differing advertising requirements, with a 'basic' amendment not having any advertising requirement unless otherwise required by the Western Australian Planning Commission (WAPC). Clause 35(2) of the Regulations requires a resolution of the local government specifying the type of amendment and the reasons for the classification.

Where a responsible authority (being the local government) has resolved to amend a Scheme, it shall be forwarded to the Environmental Protection Authority (EPA) to determine whether the amendment requires an environmental assessment. Where no environmental assessment is required, the responsible authority shall advertise the amendment for a period of 42 days, by way of:

- Publishing a notice in a newspaper circulating in the Scheme area.
- Displaying a copy of the notice in the offices of the local government for the period of making submissions set out in the notice.
- Giving a copy of the notice to each public authority that the local government considers is likely to be affected by the amendment.
- Publishing a copy of the notice and the amendment on the website of the local government.
- Advertising the amendment as directed by the WAPC and in any other way the local government considers appropriate.

After the conclusion of the advertising period, Council is required to consider the submissions and pass a resolution to either support the amendment, with or without modification, or not 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.

## **Background**

### **The Springs Structure Plan**

The Springs Structure Plan was endorsed by the Western Australian Planning Commission on 18 December 2009. The Structure Plan identifies future zoning, reservation and density of land and built-form controls to guide subdivision and development within the precinct.

To support development within the precinct, a range of infrastructure, representing a significant financial cost, needed to be delivered. To provide for the equitable distribution of these costs, The Springs Structure Plan incorporates a requirement for an infrastructure cost sharing mechanism, in the form of a development contribution plan to be prepared.

### **The Springs Development Contribution Plan**

A development contribution plan operates by requiring landowners to make a financial contribution towards infrastructure when undertaking subdivision and/or development. The collected funds are then expended in accordance with an adopted staging plan.

The Springs Development Contribution Plan is unique in that at the time of gazettal, all infrastructure works were complete as they were pre-funded by Development WA. The costs contained within the Development Contribution Plan are based on actual construction costs and are therefore not subject to the usual contingency allowances or annual reviews as they will not escalate.

Further information regarding the content of The Springs Development Contribution Plan is outlined below.

### **Works and Associated Costs**

The total cost for the purpose of calculating development contributions for The Springs precinct is \$14,061,286.91. This cost has been based on the following items:

1. Civil construction costs relating to the provision and upgrading of necessary and shared public infrastructure including:
  - Mobilisation
  - Siteworks
  - Retaining walls
  - Sewer reticulation
  - Stormwater and drainage
  - Water reticulation
  - Road works
2. Electrical infrastructure costs, including high voltage reinforcement where necessary.
3. Landscaping construction and remediation costs, specifically relating to:
  - Public open space
  - Streetscape and public realm
4. Professional and administrative fees relating to:
  - Environmental remediation
  - Civil engineering
  - Civil and landscaping design
  - Infrastructure upgrades
  - Hydrological and urban water management
  - Parking and traffic impact system
  - Urban water management
  - Landscape architecture
  - Civil construction

### **Operation**

Development WA pre-funded all planning and infrastructure works within the precinct. As Development WA does not have the authority to accept or manage payments for provision of community services and infrastructure, the City is responsible for administering the Development Contribution Plan.

Once a landowner develops or subdivides their property, they are required to make a development contribution in accordance with the Development Contribution Plan. Once the City receives a contribution it is subsequently provided to Development WA.

The Development Contribution Plan is operational for a period of five years from the date of gazettal and expires on 7 February 2022.

### Outstanding Contributions

At the time the Development Contribution Plan was prepared, 20 lots within The Springs precinct were privately owned, with the remaining lots owned by Development WA. The City's records indicate that 14 properties within the precinct are yet to develop and pay an associated development contribution, which amounts to \$3,502,943.42. These properties are shown in the image below.



Figure 2: Properties with outstanding development contributions

### Officer comment

Once the Development Contribution Plan for The Springs precinct expires on 7 February 2022, the City will no longer be able to collect contributions for the infrastructure and planning works which were pre-funded and delivered by Development WA. Given that there are a number of properties which are yet to develop and pay an associated contribution, it is considered appropriate to extend the operation of The Springs Development Contribution Plan for a further five years.

In light of the above it is recommended that Council resolve to initiate Amendment No. 19 to LPS 15 and adopt the modified Development Contribution Plan for the purposes of formal advertising in accordance with the Regulations.

## **Administrative Modifications**

In addition to extending the operation of the Development Contribution Plan, a number of administrative modifications are proposed including:

- Updating references to clauses within LPS 15 and SPP 3.6 as changes to clause references in these documents have been made since the Plan was gazetted in 2017.
- Noting that the landscaping works are now complete. The Development Contribution Plan currently references landscaping works as being part of stage 2 infrastructure. As this work has now been completed, the Development Contribution Plan is required to be upgraded to reflect this.

These items are considered to be minor administrative amendments, none of which impact the operation of the Development Contribution Plan.

## **Amendment Type**

The Regulations specify three different types of Scheme amendments, being 'basic', 'standard' and 'complex'. Clause 35(2) of the Regulations requires a resolution of the local government specifying the type of amendment and the reasons for the classification.

A complex amendment is identified by the Regulations as meaning an amendment:

- “(a) that is not consistent with a local planning strategy for the scheme that has been endorsed by the Commission.
- (b) that is not addressed by any local planning strategy.
- (c) relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality.
- (d) made to comply with an order made by the Minister under section 76 or 77A of the Act.
- (e) to identify or amend a development contribution area or to prepare or amend a development contribution plan.”

The proposed amendment is considered to be a 'complex' amendment as it relates to the amendment of a Development Contribution Plan.

In accordance with the requirements of the Regulations, a complex scheme amendment is required to be forwarded to the Western Australian Planning Commission to consider whether the amendment is suitable for advertising. On receipt of advice, the amendment is required to be advertised for a period of no less than 60 days and considered by Council within 90 days after the end of the submission period for the amendment.

## **Financial implications**

The City incurs costs with managing the Development Contribution Plan, as Development WA does not have the authority to accept or manage payments for provision of community services and infrastructure.

## Environmental implications

There are no environmental implications associated with this report.

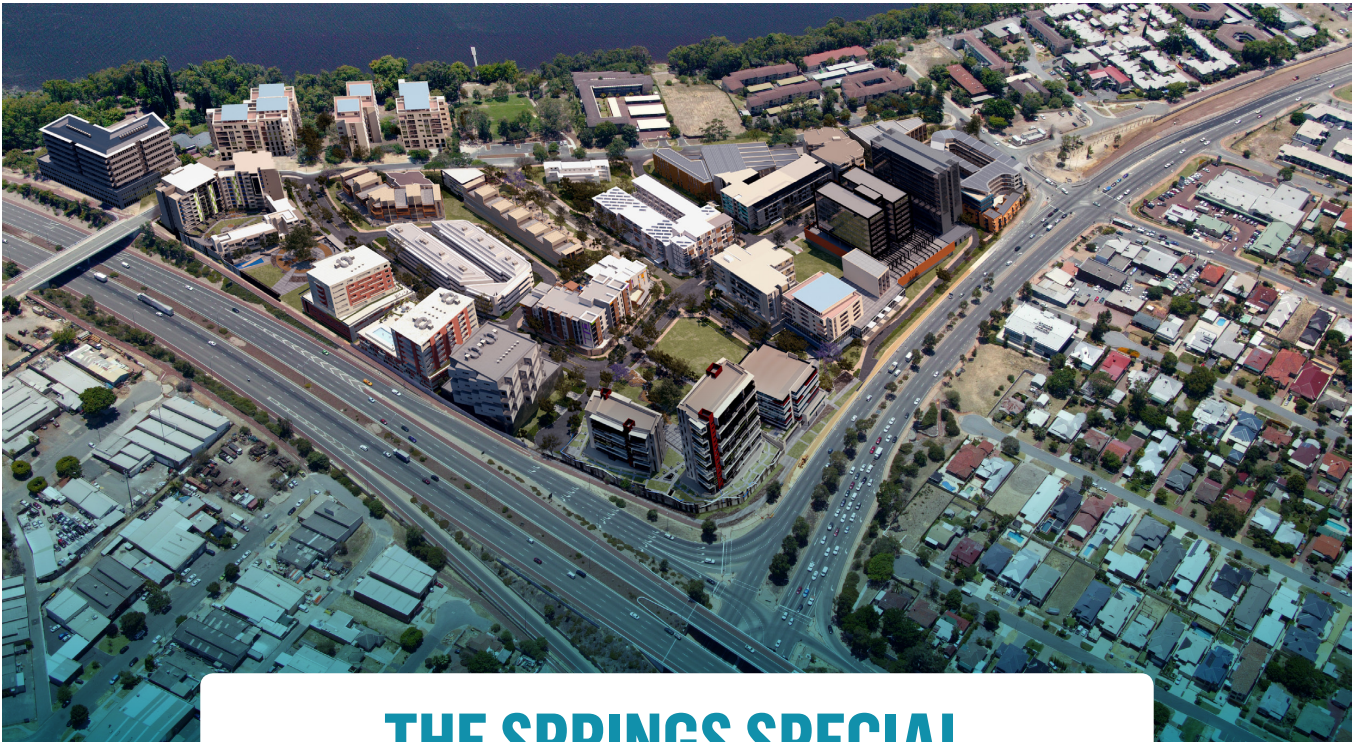
## Social implications

Infrastructure provided within The Springs precinct through the Development Contribution Plan has facilitated development and provided a high level of amenity for residents and visitors to the area.

## Officer Recommendation

That Council:

1. Pursuant to Section 75 of the *Planning and Development Act 2005*, adopts for the purpose of advertising the following amendment to Local Planning Scheme No. 15:
  - (i) Amending Schedule No. 11 of the Scheme Text to extend the operation of the Development Contribution Plan for a further five years.
2. Pursuant to Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, determines that Amendment No. 19 to Local Planning Scheme No. 15 is a 'complex' amendment as it proposes to modify a Development Contribution Plan.
3. Subject to the Western Australian Planning Commission's advice that it considers the amendment suitable for advertising and the Environmental Protection Authority determining that an environmental review is not required, resolves in accordance with Regulation 37 of the *Planning and Development (Local Planning Schemes) Regulations 2015* proceed to advertise the amendment in accordance with Regulation 38 of the Regulations.
4. Amends The Springs Special Development Precinct Development Contribution Plan report to undertake minor administrative changes (Attachment 12.1.1) and extend its period of operation for a further five years.



# THE SPRINGS SPECIAL DEVELOPMENT PRECINCT

(The Development Contribution Area (DCA) comprises all the land referred to as The Springs Special Development Precinct identified by scheme maps as DCA 1)



LANDCORP

APRIL 2017



**URBIS STAFF RESPONSIBLE FOR THIS REPORT WERE:**

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**Appendix B Stormwater Reticulation Plan**

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Figure 1 - Net Developable Area

Figure 2 - Roads and Road Network



## 1 Introduction

This report includes information relating to the proposed Development Contribution Plan (DCP) for The Springs DCP area, an area of approximately 9.5ha, generally bounded by the Swan River, Graham Farmer Freeway, Great Eastern Highway and Brighton Road.

The Springs is included within;

- Development Area 11 (DA11) within Schedule ~~14~~<sup>9</sup> of Local Planning Scheme 15 (LPS15), and
- Schedule ~~16~~<sup>11</sup> The Springs Special Development Precinct (DA11) as Development Contribution Area 1 (DCA1).

Traditionally a DCP is based on an estimate of infrastructure requirements; and consequently, an estimate of the associated construction costs. In this instance construction of the infrastructure included within 'The Springs' DCP has already occurred. This DCP report is therefore, a consolidation of previously written reports; whilst also incorporating the engineering construction drawings and importantly the actual costs that have been incurred.

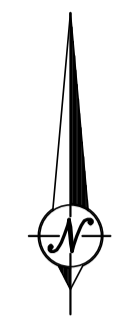
At the time of gazettal of this DCP Report, there are a number of lots that have subject to amalgamation and subdivision. These lots are captured within the Appendix F Land Owners Schedule with apportionments redistributed to reflect the current titles.

The area, subject to this DCP is shown in **Figure 1**.



**LEGEND**

- STRUCTURE PLAN AREA
- LAND EXCLUDED FROM DCP
- NET DEVELOPABLE AREA
- NET DEVELOPABLE AREA - POS
- PRIVATELY OWNED LOTS



0 10 20 40 60m  
SCALE 1:1000 @ ORIGINAL SHEET SIZE A1

PLAN  
SCALE 1:1000

**WARNING**  
**BWARE OF UNDERGROUND SERVICES.**  
The location of underground cables are approximate only and their exact position should be checked on site. No guarantee is given that all existing cables and services are shown. Locate all underground cables and services before commencement of work. Refer to Worksafe Regulation 3.21

**DIAL 1100**  
BEFORE YOU DIG

REV	DATE	DRAWN	CHECKED	APPROVED	ISSUED FOR INFORMATION
B	16/06/16	BS	DH		MINOR AMENDMENTS
A	02/06/16	BS	DH		ISSUED FOR INFORMATION

Plot By: bsenior Plot Date: 16/06/16 - 15:58 Cad File: I:\JDS10375\JDS10375\Drawings\DWG\JDS10375.2-SK29.dwg

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CLIENT: **LANDCORP**

PROJECT: **THE SPRINGS RIVERVALE**  
DRAWING TITLE: **NET DEVELOPABLE AREA**

DRAWN B. SENIOR	WAPC No. 135544/142091
DESIGNED B. SENIOR	SCALE 1:1000
PROJECT MANAGER D. HELLMUTH	DATUM AHD
JDSi PROJECT No. JDS10375.2	CO-ORDS NONE
DRAWING No. SK29	REVISION B

## 1 Purpose of Development Contribution Plans

DCPs provide a framework for the coordination of infrastructure planning and delivery for urban development projects, whilst also ensuring that the cost of infrastructure is shared equitably amongst landowners. DCPs are commonly used by local governments and other government agencies to determine and allocate the equitable sharing of infrastructure costs amongst landowners within large development areas.

From a landowner perspective, developer contributions represent an investment by the landowner/developer towards the infrastructure required to enable or enhance their development. Return from such an investment is provided through the ability to develop/redevelop and release land that would otherwise be constrained, as well as through any potential value uplift associated with the increase in land use intensity.

In this instance the DCP has enabled development by providing certainty that prefunding costs borne by LandCorp will be recovered from future development contributions. Landowners within The Springs have benefitted from the DCP as it has enabled the provision of key infrastructure that to support redevelopment of the land for residential and mixed use purposes only that would not have otherwise been viable for a single developer to construct.

The purpose of the DA11 DCP1 is to:

- Enable the application of development contributions to develop new infrastructure that is required to support development as identified in the Springs Structure Plan.
- Provide for the equitable sharing of the costs of key enabling infrastructure.
- Provide confidence to landowners that infrastructure can be provided and costs recovered.
- Facilitate betterment of the precinct as a whole, and create of a sense of place for residents.

### 1.1 PURPOSE OF DEVELOPMENT CONTRIBUTION PLAN REPORT

The report provides supporting information regarding the shared cost arrangement as required under State Planning Policy 3.6 Development Contributions for Infrastructure (SPP3.6).

This report has been prepared to set out in detail:

- The infrastructure and other items for which the development contributions are to be collected (and specifically those items to which contributions are not being collected).
- The provision of the cost of infrastructure and other items.
- The cost contribution rates applicable to land within the development contribution area.
- General operational of the DCP.
- The period of operation of the DCP.

This report seeks to provide a clear methodology and transparency with respect to those items included in the DCP. Only where there is a clear improvement or betterment to the precinct, and to all of the landowners, have items been included. Those items that would ordinarily be part of subdivision works specific to one individual landowner, such as individual lot servicing connections, have not been included.

Given the infill nature of The Springs, it is as equally important to state those items that are not included as it is to identify those items that are included.

### 1.2 RELEVANT DOCUMENTS

#### 1.2.1 THE SPRINGS STRUCTURE PLAN

The implementation measures of The Springs Structure Plan incorporated the requirement for an infrastructure cost sharing mechanism for landowners within The Springs (referred to as Amendment No 53 to Town Planning Scheme No 14 (TPS14) - this Amendment supersedes Amendment No 53 as TPS14 is no longer current).

The Structure Plan identified that shared costs may include infrastructure such as roads, public utility services, public open space, other public facilities normally required to be provided by the developer, and costs associated with creating and implementing the contribution scheme (including professional fees, administration costs, interest, statutory fees, auditing, etc). Part 7 of the Structure Plan acknowledged that the specific detail on the required infrastructure was yet to be settled at finalisation of the Structure Plan, however identifies the items that should typically be included as development costs.

#### 1.2.2 STATE GOVERNMENT POLICY

##### **State Planning Policy 3.6 (Developer Contributions for Infrastructure)**

The Western Australian Planning Commission (WAPC) has prepared State Planning Policy 3.6 (SPP3.6) to assist with the preparation and implementation of development contributions for infrastructure. SPP3.6 sets out the principles and considerations that apply to development contributions for the provision of infrastructure in new and established urban areas, so as to:

- Promote the efficient and effective provision of public infrastructure and facilities to meet the demands arising from new growth and development.
- Ensure that development contributions are necessary and relevant to the development to be permitted and are charged equitably among those benefiting from the infrastructure and facilities to be provided.
- Ensure consistency and transparency in the system for apportioning, collecting and spending development contributions.
- Ensure the social well-being of communities arising from, or affected by, development.

##### **SPP 3.6 states that the following principles are applied to development contributions:**

- Need and nexus – the infrastructure has a clearly demonstrated need and the connection between the demand and the development is clearly established.
- Transparency – method for calculating and its application is clear, transparent and simple to understand/administer.
- Equity – must be levied from all developments based on need.
- Certainty – contributions must be clearly identified and methods for accounting determined at the start of the process.
- Efficiency – contributions are justified on a whole of life capital cost consistent with maintaining financial discipline on service providers by precluding over recovery of costs.
- Consistency – uniformly applied across Development Contribution Area (DCA) and methods being consistent.
- Right of consultation and review – owners have the right to be consulted and have the Development Contribution Plan (DCP) reviewed by a third party if they consider it's not reasonable.
- Accountable – accountability is required in relation to the manner in which contributions are determined and expended.

**Local Planning Scheme No.14 - Scheme Amendment No. 2**

Amendment No.53 to Town Planning Scheme No.14 was abandoned upon gazettal of Local Planning Scheme No. 15. Scheme Amendment No. 2 to Local Planning Scheme No.15 identified The Springs Special Development Precinct as a Development Contribution Area by amending Schedule 16 of Local Planning Scheme No. 15 and updating the Scheme Map. As discussed in more detail in the section below, Scheme Amendment No. 2 to Local Planning Scheme No.15 was gazetted 7 February 2017.

## 2 Period and Operation of the DCP

### 2.1 DEVELOPMENT CONTRIBUTION PLAN

The proposed DCP1 for DA11 is included overleaf. The DCP has been prepared in accordance with SPP3.6 and modifications as requested by the City of Belmont.

### 2.2 PERIOD OF THE PLAN AND ANNUAL REVIEW

The DCP for DA11 shall operate for a period of 5 years, from gazettal, and may be reviewed when considered appropriate.

Whilst these statutory provisions are in place (as are standard in most DCP's), this DCP is somewhat unique in that at the time of gazettal and approval to the Cost Apportionment Schedule all infrastructure works are complete (having been pre-funded by LandCorp). The costs are therefore, all known. There is no need for a contingency allowance for potential shortfalls as this would only occur if working with estimates and not the actual costs.

### 2.3 OPERATION OF THE DCP

The collection of costs within The Springs is yet to occur. ~~In accordance with SPP3.6 Cl.5.4~~ does not allow the collection of payment until the DCP is in effect.

The DCP has been prepared in accordance with the provisions of SPP3.6 and came into effect on the 7 February, 2017, the date of gazettal of Amendment No.2.

The City of Belmont will administer the DCP. The items included in the DCP have been formulated through a collaborative and consultative approach between LandCorp, the City of Belmont, service providers, landowners and other stakeholders.

The Spring DCP is now in operation and the City of Belmont will now collect costs.

### 2.4 DEVELOPMENT CONTRIBUTION PLAN AREA OF OPERATION

This DCP relates to the area identified on The Springs Structure Plan Map within DA11 as described within the City of Belmont LPS15, as illustrated in **Figure 1**.

Attachment 12.1.1 The Springs Development Contribution Plan - Amended

Reference No.	Development Contribution <del>Plan</del> 1 Area
Area Name	The Springs Special Development Precinct (The Development Contribution Area <del>(DCA)</del> <sup>(SCA-DCA)</sup> comprises all the land referred to as The Springs Special Development Precinct identified by scheme maps as DCA 1).
Relationship to other planning instruments	The development contribution plan <del>has been prepared having regard to:</del> <sup>generally conforms to the following endorsed plans:</sup> <ul style="list-style-type: none"> <li>▪ City of Belmont Strategic Plan <del>2016-15</del>; <sup>2016-2036</sup></li> <li>▪ Local Planning Scheme No 15;</li> <li>▪ Western Australian Planning Commission State Planning Policy 3.6 (Development Contributions for Infrastructure); and</li> <li>▪ The Springs Structure Plan.</li> </ul>
Infrastructure and administrative costs to be funded	Contributions shall be made towards the following items by all landowners: <ol style="list-style-type: none"> <li>1. Civil construction costs relating to the provision and upgrading of necessary and shared public infrastructure, specifically: <ul style="list-style-type: none"> <li>▪ Mobilisation.</li> <li>▪ Site works.</li> <li>▪ Retaining walls.</li> <li>▪ Sewer reticulation.</li> <li>▪ Stormwater and Drainage.</li> <li>▪ Water reticulation.</li> <li>▪ Road works to existing roads (excluding Riversdale Road east of Rowe Avenue and west of Brighton Road).</li> </ul> </li> <li>2. Electrical infrastructure costs, including high voltage reinforcement where necessary.</li> <li>3. Landscaping construction and remediation costs, specifically: <ul style="list-style-type: none"> <li>▪ Public open space.</li> <li>▪ Streetscape and public realm.</li> </ul> </li> <li>4. Professional and administrative fees relating to: <ul style="list-style-type: none"> <li>▪ Environmental Remediation (remediation of public open space only).</li> <li>▪ Civil Engineering fees associated with: (relating to civil design and public utility upgrades).</li> <li>▪ Civil and landscaping design.</li> <li>▪ Infrastructure upgrades.</li> <li>▪ Hydrological and urban water management.</li> <li>▪ Parking &amp; Traffic Impact System.</li> <li>▪ Urban Water Management.</li> <li>▪ Landscape Architecture (associated with public open space, streetscape and public realm).</li> <li>▪ Civil Construction (relating to management of civil works).</li> </ul> </li> </ol>

Attachment 12.1.1 The Springs Development Contribution Plan - Amended

<p>Method for Calculating Contributions</p>	<p>The development contribution for each lot within The Springs shall be calculated on the basis of Infrastructure Costs + Electricity Upgrade Costs, as follows: The contributions outlined in this plan shall be derived based on the need for infrastructure generated by additional development in the Development Contribution Area.</p> <p>The development contribution for each lot within The Springs shall be calculated on the basis of Infrastructure Costs + Electricity Upgrade Costs, as follows:</p> <ul style="list-style-type: none"> <li>▪ Infrastructure Costs: The contribution for individual lots for Infrastructure Costs shall be apportioned pro-rata based on the square meterage of each lot;</li> <li>▪ Electricity Costs: The contribution for individual lots for Electricity Upgrade Costs shall be calculated pro-rata based on the anticipated demand generated by each lot (based on development potential) less the current electricity capacity; and</li> <li>▪ High Voltage Electricity Reinforcement: The contribution for high voltage electricity reinforcement shall be apportioned to lots designated as ‘Mixed Use’ under The Springs Structure Plan and calculated pro-rata based on the anticipated demand generated by each lot (based on development potential) less the current electricity capacity.</li> </ul> <p>The following areas shall be excluded from the land area calculations of both the total land area in the Development Contribution Area and the Owner’s land in the Development Contribution Area:</p> <ul style="list-style-type: none"> <li>▪ Roads designated under the Metropolitan Region Scheme as Primary Regional Roads and Other Regional Roads.</li> <li>▪ Existing public open space.</li> <li>▪ Drainage reserves.</li> <li>▪ Public utility sites.</li> <li>▪ Other land required for Infrastructure Works.</li> </ul>
<p>Period of operation</p>	<p>The Development Contribution Plan shall operate for a period of 5 years from the date of gazettal.</p>
<p>Priority and timing</p>	<p>Clearing and Earthworks (Complete)                  Drainage Basin Retaining Walls (Complete)                  Roads (Complete)                  Drainage (Complete)                  Water Reticulation (Complete)                  Sewer Reticulation (Complete)                  Street Lighting and Power (Complete)                  Landscaping (<del>Stage 2</del>) (Complete)</p>



## Attachment 12.1.1 The Springs Development Contribution Plan - Amended

Participants / Contributors	All landowners within Development Area 11 (The Springs) and the Development Contribution Area.
Review process	<p>The Development Contribution Plan shall be reviewed when considered appropriate having regard to the rate of subsequent development in the area since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Cost Contribution Schedule shall be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs referred to in Clause <del>6.3.11.3</del> of Local Planning Scheme No 15.</p> <p style="text-align: center;"><del>6.3.11.3</del> 5.2.11.3</p>

### 3 DCP Infrastructure Items

This section of the DCP report identifies the infrastructure items to be funded by development contributions collected from landowners with DA11. These items include:

- Civil Infrastructure Design and Construction
- Public Open Space Site Remediation and Landscaping Construction
- Professional Costs

#### 3.1 CIVIL INFRASTRUCTURE DESIGN AND CONSTRUCTION

The scope of works for the DCP includes the cost of all works associated with provision of civil infrastructure including design and construction as outlined in the Table 1 below:

Table 1 - Civil Infrastructure Design and Construction

SCOPE	DESCRIPTION	COST APPORTIONMENT METHODOLOGY
Roadworks	<p>The improvement to existing roads are shown in <b>Figure 2</b> and as outlined below:</p> <ul style="list-style-type: none"> <li>▪ Riversdale Road.</li> <li>▪ Rowe Avenue.</li> <li>▪ Brighton Road.</li> <li>▪ Hawksburn Road.</li> <li>▪ Nannine Place.</li> </ul> <p>The DCP does not include any costs associate with the construction of new roads including Roads 1, 2, 3 and 4.</p> <p>The roads identified for upgrading are for the betterment of the overall Springs development - they are the key roads providing the main access into and out of The Springs, or provide access to the existing and proposed open space amenity areas.</p>	Pro rata cost determined by proportion of Net Developable Area.
Sewer reticulation	<p>All lots within the structure plan are required to be serviced by an appropriately sized main to allow for ultimate sewer flows created by increased density.</p> <p>This required the majority of the existing sewers to be upgraded from 150mm dia. to 225mm diameter sized pipes, and extension of a 225mm dia. sewer to service sites north of Riversdale Road (west of Hawksburn Road). The sewer network also required reconfiguring to allow for the road layout changes. Refer <b>Appendix A, Sewer Reticulation Plans.</b></p> <p>Sewer connections for individual lots are not included in the DCP and are considered a standard subdivisional cost.</p>	
Stormwater drainage	<p>The existing stormwater pipes and storage were limited and did not meet Council's current minimum requirements. Water quality control was also identified as an issue as there is no pollution control infrastructure installed within the precinct.</p> <p>The stormwater drainage network has been completely redesigned to accommodate the stormwater catchment areas and to meet the requirements of the Urban Water Management Plan</p>	

## Attachment 12.1.1 The Springs Development Contribution Plan - Amended

	(UWMP), refer <b>Appendix B Stormwater Reticulation Plan.</b>  Stormwater connections for individual lots are not included in the DCP and are considered a standard subdivisional cost.	
Water reticulation	Although the existing lots had access to water services, the existing smaller water pipe sizes were not adequate to accommodate the proposed increased density and required upgrading.  A majority of the existing water mains have been upgraded to 150, 200 and 250mm diameter. pipe sizes to ensure appropriate pressure is supplied to accommodate development of all lots within the structure plan. Refer <b>Appendix C Water Reticulation Plan.</b>  Water connection points for individual lots are not included in the DCP and are considered a standard subdivisional cost.	
Mobilisation and Management	Required to progress the infrastructure works - includes but is not limited to the following cost items: <ul style="list-style-type: none"> <li>▪ Mobilisation of Machinery to site and establishment of site compound.</li> <li>▪ Construction water for dust management.</li> <li>▪ Survey and set out of works.</li> <li>▪ Location of existing services.</li> <li>▪ Contractor supervision and management.</li> <li>▪ Preparation of management plans.</li> <li>▪ Dilapidation surveys.</li> <li>▪ Traffic management.</li> </ul>	
Site works	<ul style="list-style-type: none"> <li>▪ Bulk Earthworks for upgrading roads, installing new roads and POS areas.</li> <li>▪ Stabilising areas for dust management.</li> <li>▪ Protection of existing trees.</li> </ul>	
Electrical infrastructure costs	<p>The existing electrical infrastructure was not sufficient for the proposed increased density and required significant upgrading to allow the provision of the ultimate power demand to individual sites. The electrical network has been rationalised and upgraded to include new high and low voltage cables, streetlights, switchgear and transformers.</p> <p>Power reinforcement is required to meet the ultimate power demands for development sites, to enable this high voltage feeders installed from the Rivervale Zone substation to connect into the internal electrical infrastructure, which then distributed power throughout the structure plan area.</p> <p>Given the higher proportion of demand generated by the mixed use sites, it was determined that the costs associated with the high voltage feeder extension would be most equitably shared by the mixed use sites only and not the whole of the development.</p> <p>Refer <b>Appendix D Underground Power Distribution Plan HV Master Plan.</b></p>	Based on the demand created by the proposed density of development of each of the proposed lots less the existing supply.

### NEED AND NEXUS - CIVIL INFRASTRUCTURE DESIGN AND CONSTRUCTION:

The existing road network and utilities were not of a sufficient standard to facilitate the scale of development contemplated by The Springs, and therefore required upgrading. In this area of fragmented ownership, sewer, stormwater, drainage, water reticulation and road works are undertaken to the benefit of the whole of the Development Area - without these works and upgrades, development at the scale and quality of betterment proposed

would not have been able to eventuate.

With fragmented ownership and limited financial or technical capacity of the individual landowners, inclusion of civil infrastructure works including design and construction, provides certainty for another party to prefund reconstruction of road or infrastructure upgrades and extensions, and enable the recovery of these costs at a later date. Civil infrastructure design and management of the construction is necessary to coordinate and facilitate the improvements on a holistic basis, and therefore, all aspects of design and construction is required to be included and shared amongst the Development Area.

New local roads within The Springs, comprising Roads 1, 2, 3 and 4, were considered to primarily provide access solely to the benefit of those lots created, and are under the ownership of LandCorp. These roads have, therefore, been excluded from the DCP.

These costs were identified within the Structure Plan which has been through an exhaustive public process.

### 3.2 PUBLIC OPEN SPACE SITE REMEDIATION AND LANDSCAPE CONSTRUCTION

The scope of works for the DCP includes the cost of all works associated with provision of landscape works within the public realm including design and construction as outlined in the Table 2 below:

TABLE 2 - PUBLIC OPEN SPACE SITE REMEDIATION AND LANDSCAPE CONSTRUCTION

SCOPE	DESCRIPTION	COST APPORTIONMENT METHODOLOGY
Landscaping	<p>The public open space (POS) within The Springs comprises:</p> <ul style="list-style-type: none"> <li>▪ Cracknell Park (existing).</li> <li>▪ New areas of POS, being Lots 8001, 8002 and 8003.</li> </ul> <p>Whilst typically included, in this instance the land for public open space is not included within the DCP, and has been gifted by LandCorp. Only the costs for the improvement to the POS are included in the DCP.</p> <p>The DCP includes the costs to landscape Lots 8001, 8002 and 8003 in accordance with The Springs Structure Plan and City of Belmont open space policies including:</p> <ul style="list-style-type: none"> <li>▪ Landscape and irrigation works including existing tree relocations.</li> <li>▪ Street furniture (including seating, bike racks, bin enclosures, drinking fountain, table, bbq, stairs).</li> <li>▪ Carparking.</li> <li>▪ Turf and paving works.</li> <li>▪ Retaining walls (including handrails and balustrades).</li> <li>▪ Maintenance until hand-over to Council.</li> </ul> <p>In accordance with The Springs Structure Plan, relocation of trees within various parts of The Springs that were worthy of retention, were relocated to nominated locations within the POS.</p>	<p>Pro rata cost determined by proportion of Net Developable Area.</p>

## Attachment 12.1.1 The Springs Development Contribution Plan - Amended

Remediation	<p>A large portion of the site required remediation prior to development, including the disposal of impacted material (such as topsoil containing bonded Asbestos Containing Material (ACM) fragments. The reinstatement of the site was then undertaken to facilitate its development. The total area remediated was 6.26ha.</p> <p>The land that was remediated was then developed for residential purposes (6.21 ha), and POS (0.49ha). The remediation costs have therefore, only been applied to the POS as a proportion of 0.49ha to the total 6.26ha.</p>	Pro rata determined by proportion of Net Developable Area.
-------------	--	--

### NEED AND NEXUS – LANDSCAPING CONSTRUCTION AND REMEDIATION COSTS:

POS within The Springs caters for local recreational needs and amenity for all residents, combined with fulfilling a drainage function. In accordance with WAPC Policy, the provision of POS can be in the form of land and/or contributions to the landscaping costs.

In the case of The Springs, the land for POS has been gifted by LandCorp at no cost, however, the costs for the items listed below are included, on the basis that the POS provides amenity benefits to all landowners, and is an asset in the DCP;

- Site remediation,
- Construction of POS; and
- Management and maintenance of POS until such time as it is handed over to the Council.

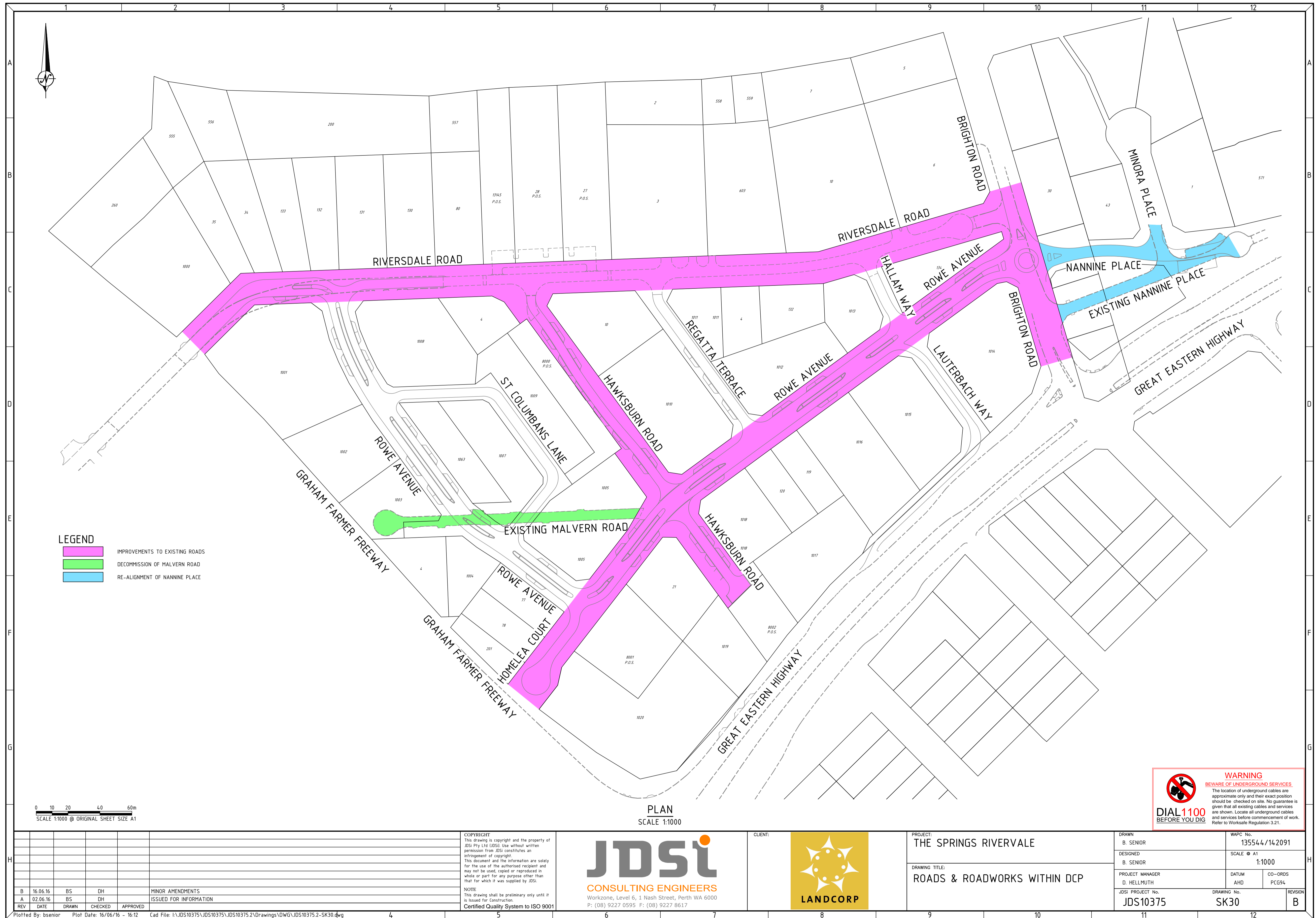
With fragmented ownership and limited financial or technical capacity of the individual landowners, inclusion of the landscape works, including design and construction, provides certainty for another party to prefund the landscaping and public realm works, and enable the recovery of these costs at a later date. A Landscape Concept Plan and identification of those items to be included within the DCP was included within the Structure Plan which has been through an exhaustive public process.

### 3.3 PROFESSIONAL COSTS

The scope of works for the DCP includes the cost of professional costs associated with the redevelopment as outlined in Table 4 below:

TABLE 3 - PROFESSIONAL COSTS

SCOPE	DESCRIPTION	COST APPORTIONMENT METHODOLOGY
Professional costs	Professional fees relating to: <ul style="list-style-type: none"> <li>▪ Environmental Remediation (remediation of public open space only).</li> <li>▪ Civil Engineering (relating to civil design and public utility upgrades).</li> <li>▪ Civil and landscaping design</li> <li>▪ Infrastructure upgrades</li> <li>▪ Hydrological and urban water management</li> <li>▪ Parking &amp; Traffic Impact System</li> <li>▪ Urban Water Management.</li> <li>▪ Landscape Architecture (associated with public open space, streetscape and public realm).</li> <li>▪ Civil Construction (relating to management of civil works).</li> </ul>	Pro rata cost determined by proportion of Net Developable Area.
<p><b>NEED AND NEXUS – PROFESSIONAL AND ADMINISTRATIVE COSTS:</b></p> <p>Provision has been made for a contribution towards a range of professional costs associated with the redevelopment. It is reasonable that professional costs be reimbursed for those tasks which contribute holistically to the overall redevelopment, function and betterment of the precinct.</p> <p>Given that LandCorp has prefunded all planning and infrastructure works; the costs associated with planning and design, and administration of the DCA, do not form part of the development contribution.</p>		



## 4 Development Contribution Calculations Methodology

Outlined below are the key principles and methodology for determining the development contributions applicable to the DCA, as nominated in the tables within Section 4.0.

### 4.1 COST APPORTIONMENT METHODOLOGY

A key objective of the cost apportionment methodology is the need to provide certainty to each landowner on their cost contribution and ensure costs are shared in a transparent and equitable manner. To achieve an equitable outcome, the development potential of each site has been determined in an equal and consistent manner.

As prescribed in SPP3.6, developer contributions should be calculated based on the need for new infrastructure that has been generated from demand within the development planning period.

In order for landowners to understand the costs applied to each lot, the methodology is described in more detail below with a greater explanation to those items that were a proportion of the pro rata cost determined as a proportion of Net Developable Area.

The apportionment of the costs for all infrastructure items is detailed in the **Cost Apportionment Schedule** included in **Appendix E**.

TABLE 4 – COST APPORTIONMENT METHODOLOGY

DCP ITEM	COST APPORTIONMENT METHODOLOGY
Pro rata cost determined by proportion of Net Developable Area	<p>The majority of the development contributions have been calculated as a proportion of Net Developable Area of any landholding; to the total Net Developable Area of the Development Contribution Area. This approach offers a simple solution to apportioning costs for land with equal development potential. This approach is consistent with the overarching principle 'beneficiary pays' of the WAPC's SPP3.6.</p> <p>A DCP charge (rate per square metre) has been applied to each square metre of net developable land.</p>
Public Open Space Site Remediation – Pro rata cost determined by proportion of Net Developable Area	<p>A large portion of the site required remediation prior to development, including the disposal of impacted material (such as topsoil containing bonded Asbestos Containing Material (ACM) fragments. The reinstatement of the site was then undertaken to facilitate its development. The total area remediated was 6.26ha.</p> <p>The land that was remediated was then developed for residential purposes (6.21ha), and public open space (POS) (0.49ha). The remediation costs have therefore, only been applied to the POS as a proportion of 0.49ha to the total 6.26ha.</p>
Electrical infrastructure costs (Internal to the development)	<p>At the time of development, lots within The Springs had an electrical supply; however, provision was based on low density, predominantly single residential development.</p> <p>The existing electrical infrastructure was, therefore, not sufficient for the proposed increased density and required significant upgrading to allow the provision of the ultimate power demand to individual sites. The electrical network was rationalised and upgraded to include new high and low voltage cables, streetlights, switchgear and transformers.</p> <p>The costs for the electrical infrastructure have, therefore, been calculated pro-rata based on the anticipated demand generated by each lot, less the pre-development electric capacity.</p> <p>There is no readily available public information in relation to the pre-development capacity. This information would only be available to individual landowners via billing history and therefore, at the time of making the contribution the onus will be on the existing landowners to demonstrate the pre-development capacity that will be deducted.</p>



<p>High voltage reinforcement (External to the development)</p>	<p>Power reinforcement was required to meet the ultimate power demands for development sites, to enable this high voltage feeders were installed from the Rivervale Zone substation to connect into the internal electrical infrastructure which then distributed power throughout the structure plan area.</p> <p>Whilst beneficial to all lots, it is intended that the "Mixed Use" lots gain the greatest benefit and therefore, this contribution only relates to Lots 119, 120, 21, 1014-1016 and 1018 Rowe Avenue, Lots 1017 and 888 Hawksburn Road and Lot 889 Road 8.</p>
---	---

#### 4.2 DEVELOPMENT CONTRIBUTIONS

Development contributions are calculated from developable land area only (per sq.m). The following areas have been excluded from the Development Contribution Area:

- Cracknell Park (Existing Public Open Space)
- Existing road reserves
- Proposed road reserves

The proposed public open space is included within the Net Developable Area (NDA). The NDA for DCP1 is included in **Figure 1**.

A DCP charge has been applied to each square metre of net developable land. The resultant landowner contribution has been calculated for guiding purposes and is included within **Appendix F**. For comparative purposes this includes both the costs as at 2012 (as advertised) and the currently proposed costs as at 2016. It should be noted that the landowner costs have reduced from those in 2012. As mentioned these are based on actual construction costs and therefore, will not be subject to the usual contingency allowances or annual reviews as they will not be subject to escalation.

#### 4.3 INFRASTRUCTURE ITEMS EXCLUDED FROM THE DCP

LandCorp has voluntarily not included a number of potential project costs, exclusively funding these items for the good will of the project. These include:

- Land for public open space, this has been gifted by LandCorp.
- Construction of new roads including Roads 1, 2, 3 and 4.
- The costs to prepare The Springs Structure Plan (notwithstanding that development would not have eventuated had this not been prepared, thereby benefitting all landowners within The Springs).
- All forward works (excluding remediation of the public open space).
- Costs associated with the road closure and amalgamation of Malvern and Hawksburn Road, which were essential to achieve the regularity of lot configuration, consolidation of lots and achieve the density of development proposed.
- Interest on the costs for the pre-funding of infrastructure.
- Administration by LandCorp of the construction of the DCP infrastructure.
- The cost of public art contained within public open space.

## Disclaimer

This report is dated April 2017 and incorporates information and events up to that date only and excludes any information arising, or event occurring, after that date which may affect the validity of Urbis Pty Ltd's (**Urbis**) opinion in this report. Urbis prepared this report on the instructions, and for the benefit only, of LandCorp (**Instructing Party**) for the purpose of The Springs Development Contribution Plan Report (**Purpose**) and not for any other purpose or use. To the extent permitted by applicable law, Urbis expressly disclaims all liability, whether direct or indirect, to the Instructing Party which relies or purports to rely on this report for any purpose other than the Purpose, and to any other person which relies or purports to rely on this report for any purpose whatsoever (including the Purpose).

In preparing this report, Urbis was required to make judgements which may be affected by unforeseen future events, the likelihood and effects of which are not capable of precise assessment.

All surveys, forecasts, projections and recommendations contained in or associated with this report are made in good faith and on the basis of information supplied to Urbis at the date of this report, and upon which Urbis relied. Achievement of the projections and budgets set out in this report will depend, among other things, on the actions of others over which Urbis has no control.

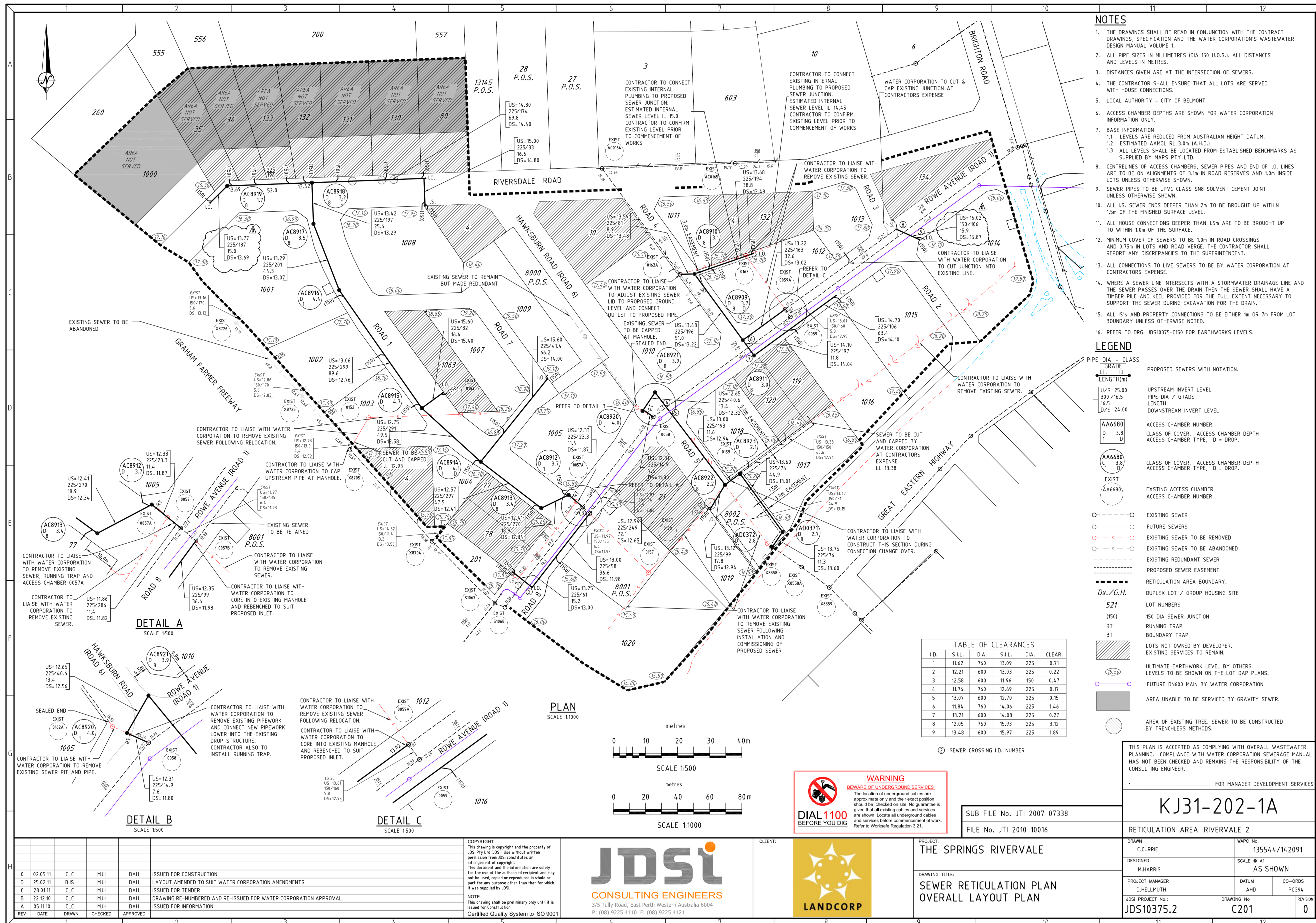
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This report has been prepared with due care and diligence by Urbis and the statements and opinions given by Urbis in this report are given in good faith and in the reasonable belief that they are correct and not misleading, subject to the limitations above.

## Appendix A

## Sewer Reticulation Plan



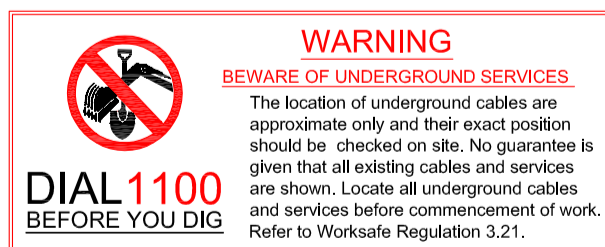
- NOTES**
- THE DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE CONTRACT DRAWINGS, SPECIFICATION AND THE WATER CORPORATION'S WASTEWATER DESIGN MANUAL VOLUME 1.
  - ALL PIPE SIZES IN MILLIMETRES (DIA 150 U.O.S.). ALL DISTANCES AND LEVELS IN METRES.
  - DISTANCES GIVEN ARE AT THE INTERSECTION OF SEWERS.
  - THE CONTRACTOR SHALL ENSURE THAT ALL LOTS ARE SERVED WITH HOUSE CONNECTIONS.
  - LOCAL AUTHORITY - CITY OF BELMONT
  - ACCESS CHAMBER DEPTHS ARE SHOWN FOR WATER CORPORATION INFORMATION ONLY.
  - BASE INFORMATION
    - LEVELS ARE REDUCED FROM AUSTRALIAN HEIGHT DATUM.
    - ESTIMATED AAMGL RL 3.0m (A.H.D.)
    - ALL LEVELS SHALL BE LOCATED FROM ESTABLISHED BENCHMARKS AS SUPPLIED BY MAPS PTY LTD.
  - CENTRELINES OF ACCESS CHAMBERS, SEWER PIPES AND END OF L.O. LINES ARE TO BE ON ALIGNMENTS OF 3.1m ROAD RESERVES AND 1.0m INSIDE LOTS UNLESS OTHERWISE SHOWN.
  - SEWER PIPES TO BE UPVC CLASS SBN SOLVENT CEMENT JOINT UNLESS OTHERWISE SHOWN.
  - ALL I.S. SEWER ENDS DEEPER THAN 2m TO BE BROUGHT UP WITHIN 1.5m OF THE FINISHED SURFACE LEVEL.
  - ALL HOUSE CONNECTIONS DEEPER THAN 1.5m ARE TO BE BROUGHT UP TO WITHIN 1.0m OF THE SURFACE.
  - MINIMUM COVER OF SEWERS TO BE 1.0m IN ROAD CROSSINGS AND 0.75m IN LOTS AND ROAD VERGE. THE CONTRACTOR SHALL REPORT ANY DISCREPANCIES TO THE SUPERINTENDENT.
  - ALL CONNECTIONS TO LIVE SEWERS TO BE BY WATER CORPORATION AT CONTRACTORS EXPENSE.
  - WHERE A SEWER LINE INTERSECTS WITH A STORMWATER DRAIN LINE AND THE SEWER PASSES OVER THE DRAIN THEN THE SEWER SHALL HAVE A TIMBER PILE AND KEEL PROVIDED FOR THE FULL EXTENT NECESSARY TO SUPPORT THE SEWER DURING EXCAVATION FOR THE DRAIN.
  - ALL I.S. AND PROPERTY CONNECTIONS TO BE EITHER 1m OR 7m FROM LOT BOUNDARY UNLESS OTHERWISE NOTED.
  - REFER TO DRG. JDS10375-C150 FOR EARTHWORKS LEVELS.

- LEGEND**
- PIPE DIA - CLASS GRADE LENGTH(m)
  - U/S 25.00 300 / 76.5 16.5 D/S 24.00
  - AA6680 D 3.8 1
  - AA6680 1 3.8 D
  - AA6680 1 3.8 D
  - EXISTING ACCESS CHAMBER ACCESS CHAMBER NUMBER.
  - EXISTING SEWER
  - FUTURE SEWERS
  - EXISTING SEWER TO BE REMOVED
  - EXISTING SEWER TO BE ABANDONED
  - EXISTING REDUNDANT SEWER
  - PROPOSED SEWER EASEMENT
  - RETICULATION AREA BOUNDARY.
  - Dx./G.H.
  - 521
  - (150)
  - RT
  - BT
  - LOTS NOT OWNED BY DEVELOPER. EXISTING SERVICES TO REMAIN.
  - ULTIMATE EARTHWORK LEVEL BY OTHERS LEVELS TO BE SHOWN ON THE LOT DAP PLANS.
  - FUTURE DN600 MAIN BY WATER CORPORATION
  - AREA UNABLE TO BE SERVICED BY GRAVITY SEWER.
  - AREA OF EXISTING TREE. SEWER TO BE CONSTRUCTED BY TRENCHLESS METHODS.

**TABLE OF CLEARANCES**

I.D.	S.I.L.	DIA.	S.I.L.	DIA.	CLEAR.
1	11.62	760	13.09	225	0.71
2	12.21	600	13.03	225	0.22
3	12.58	600	11.96	150	0.47
4	11.76	760	12.69	225	0.17
5	13.07	600	12.70	225	0.15
6	11.84	760	14.06	225	1.46
7	13.21	600	14.08	225	0.27
8	12.05	760	15.93	225	3.12
9	13.48	600	15.97	225	1.89

② SEWER CROSSING I.D. NUMBER



SUB FILE No. JTI 2007 07338  
FILE No. JTI 2010 10016

THIS PLAN IS ACCEPTED AS COMPLYING WITH OVERALL WASTEWATER PLANNING. COMPLIANCE WITH WATER CORPORATION SEWERAGE MANUAL HAS NOT BEEN CHECKED AND REMAINS THE RESPONSIBILITY OF THE CONSULTING ENGINEER.

FOR MANAGER DEVELOPMENT SERVICES

**KJ31-202-1A**

RETICULATION AREA: RIVERVALE 2

DRAWN C.CURRIE	WAPC No. 135544/142091
DESIGNED M.HARRIS	SCALE @ A1 AS SHOWN
PROJECT MANAGER D.HELLMUTH	DATUM AHD
JDSI PROJECT No. JDS10375.2	CO-ORDS PC094
DRAWING No. C201	REVISION 0

**JDSi**  
CONSULTING ENGINEERS

3/5 Tully Road, East Perth Western Australia 6004  
P: (08) 9225 4110 F: (08) 9225 4121



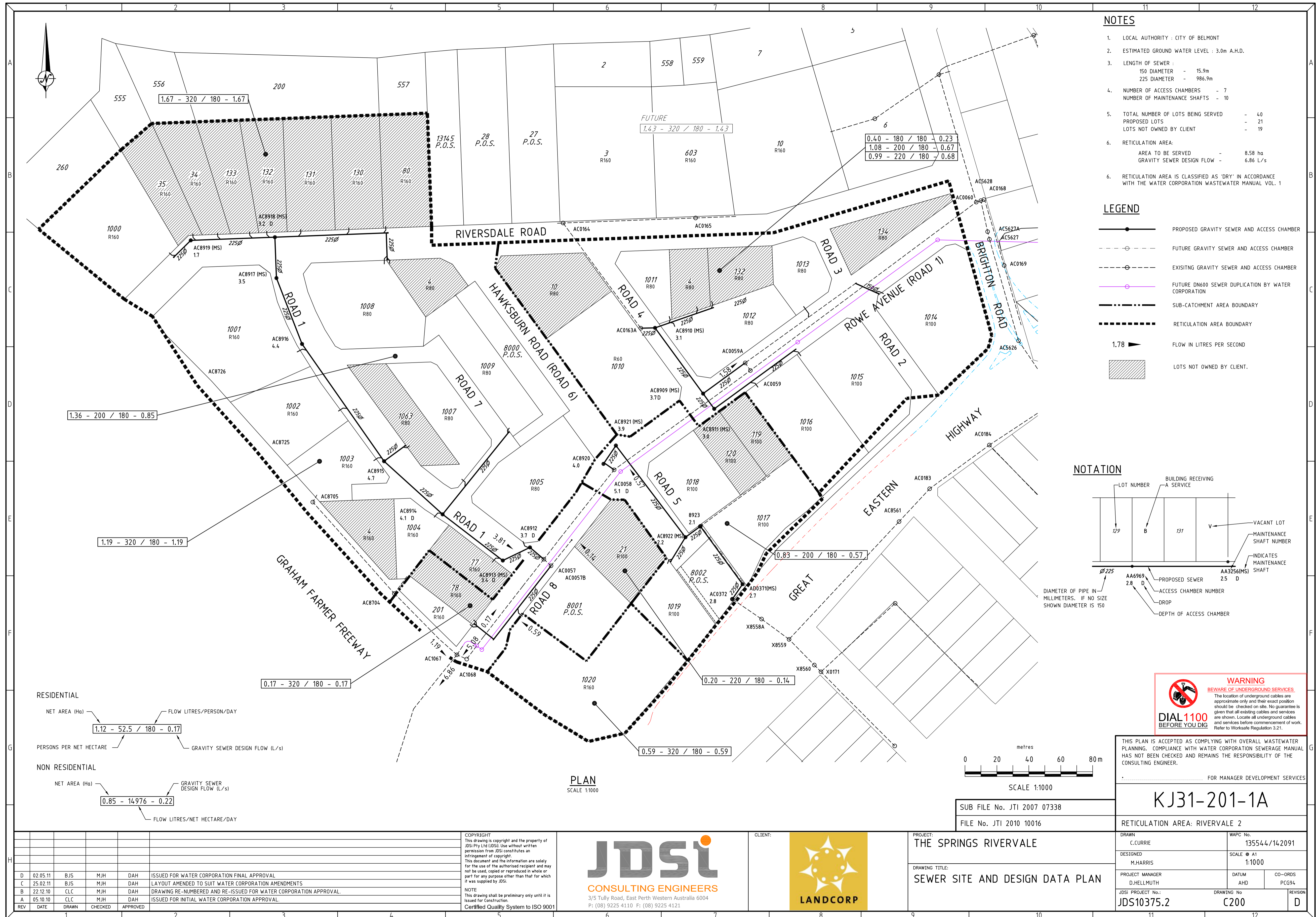
CLIENT: THE SPRINGS RIVERVALE

PROJECT TITLE: SEWER RETICULATION PLAN OVERALL LAYOUT PLAN

**REV**

REV	DATE	DRAWN	CHECKED	APPROVED	ISSUED FOR INFORMATION
0	02.05.11	CLC	MJH	DAH	ISSUED FOR CONSTRUCTION
D	25.02.11	BJS	MJH	DAH	LAYOUT AMENDED TO SUIT WATER CORPORATION AMENDMENTS
C	28.01.11	CLC	MJH	DAH	ISSUED FOR TENDER
B	22.12.10	CLC	MJH	DAH	DRAWING RE-NUMBERED AND RE-ISSUED FOR WATER CORPORATION APPROVAL.
A	05.11.10	CLC	MJH	DAH	ISSUED FOR INFORMATION.

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Certified Quality System to ISO 9001



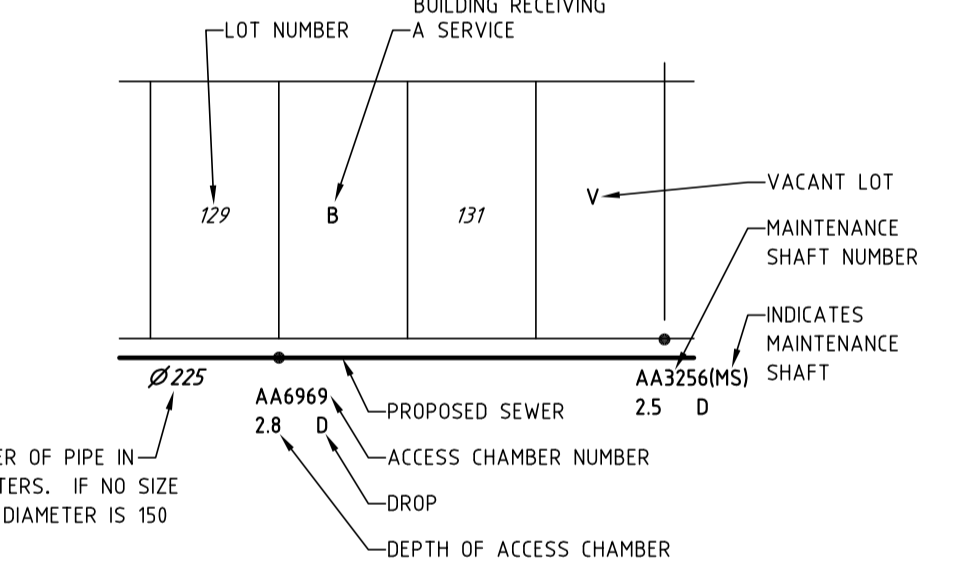
**NOTES**

- LOCAL AUTHORITY : CITY OF BELMONT
- ESTIMATED GROUND WATER LEVEL : 3.0m A.H.D.
- LENGTH OF SEWER :  
150 DIAMETER - 15.9m  
225 DIAMETER - 986.9m
- NUMBER OF ACCESS CHAMBERS - 7  
NUMBER OF MAINTENANCE SHAFTS - 10
- TOTAL NUMBER OF LOTS BEING SERVED - 40  
PROPOSED LOTS - 21  
LOTS NOT OWNED BY CLIENT - 19
- RETICULATION AREA:  
AREA TO BE SERVED - 8.58 ha  
GRAVITY SEWER DESIGN FLOW - 6.86 L/s
- RETICULATION AREA IS CLASSIFIED AS 'DRY' IN ACCORDANCE WITH THE WATER CORPORATION WASTEWATER MANUAL VOL. 1

**LEGEND**

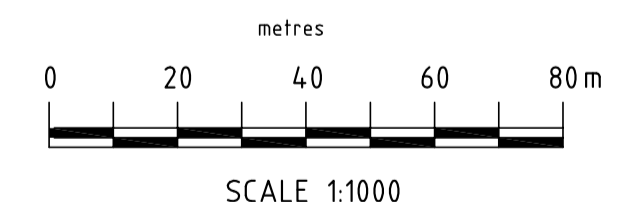
- PROPOSED GRAVITY SEWER AND ACCESS CHAMBER
- FUTURE GRAVITY SEWER AND ACCESS CHAMBER
- EXISTING GRAVITY SEWER AND ACCESS CHAMBER
- FUTURE DN600 SEWER DUPLICATION BY WATER CORPORATION
- SUB-CATCHMENT AREA BOUNDARY
- RETICULATION AREA BOUNDARY
- 1.78 FLOW IN LITRES PER SECOND
- LOTS NOT OWNED BY CLIENT

**NOTATION**



RESIDENTIAL	
NET AREA (Ha)	FLOW LITRES/PERSON/DAY
1.12 - 52.5 / 180 - 0.17	
PERSONS PER NET HECTARE	GRAVITY SEWER DESIGN FLOW (L/s)
NON RESIDENTIAL	
NET AREA (Ha)	GRAVITY SEWER DESIGN FLOW (L/s)
0.85 - 14.976 - 0.22	
	FLOW LITRES/NET HECTARE/DAY

PLAN SCALE 1:1000



**WARNING**  
BEWARE OF UNDERGROUND SERVICES  
The location of underground cables are approximate only and their exact position should be checked on site. No guarantee is given that all existing cables and services are shown. Locate all underground cables and services before commencement of work. Refer to Worksafe Regulation 3.21.

**DIAL 1100 BEFORE YOU DIG**

THIS PLAN IS ACCEPTED AS COMPLYING WITH OVERALL WASTEWATER PLANNING. COMPLIANCE WITH WATER CORPORATION SEWERAGE MANUAL HAS NOT BEEN CHECKED AND REMAINS THE RESPONSIBILITY OF THE CONSULTING ENGINEER.

FOR MANAGER DEVELOPMENT SERVICES	
<b>KJ31-201-1A</b>	
RETICULATION AREA: RIVERVALE 2	
DRAWN C.CURRIE	WAPC No. 135544/142091
DESIGNED M.HARRIS	SCALE @ A1 1:1000
PROJECT MANAGER D.HELLMUTH	DATUM AHD
JDSI PROJECT No. JDS10375.2	CO-ORDS PC694
DRAWING No. C200	REVISION D

REV	DATE	DRAWN	CHECKED	APPROVED	DESCRIPTION
D	02.05.11	BJS	MJH	DAH	ISSUED FOR WATER CORPORATION FINAL APPROVAL
C	25.02.11	BJS	MJH	DAH	LAYOUT AMENDED TO SUIT WATER CORPORATION AMENDMENTS
B	22.12.10	CLC	MJH	DAH	DRAWING RE-NUMBERED AND RE-ISSUED FOR WATER CORPORATION APPROVAL
A	05.10.10	CLC	MJH	DAH	ISSUED FOR INITIAL WATER CORPORATION APPROVAL

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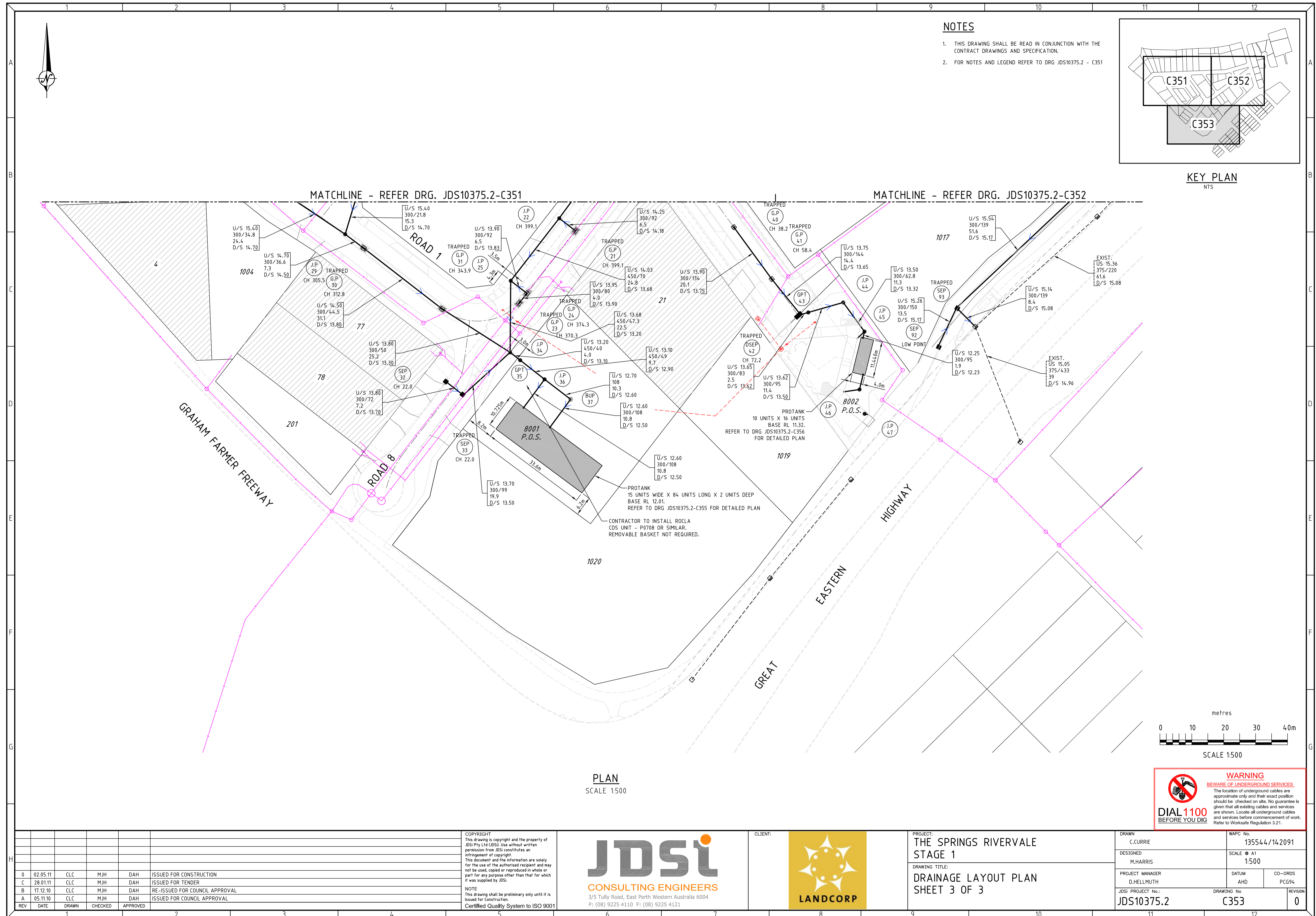
CLIENT: **LANDCORP**

PROJECT: **THE SPRINGS RIVERVALE**  
DRAWING TITLE: **SEWER SITE AND DESIGN DATA PLAN**

SUB FILE No. JTI 2007 07338  
FILE No. JTI 2010 10016

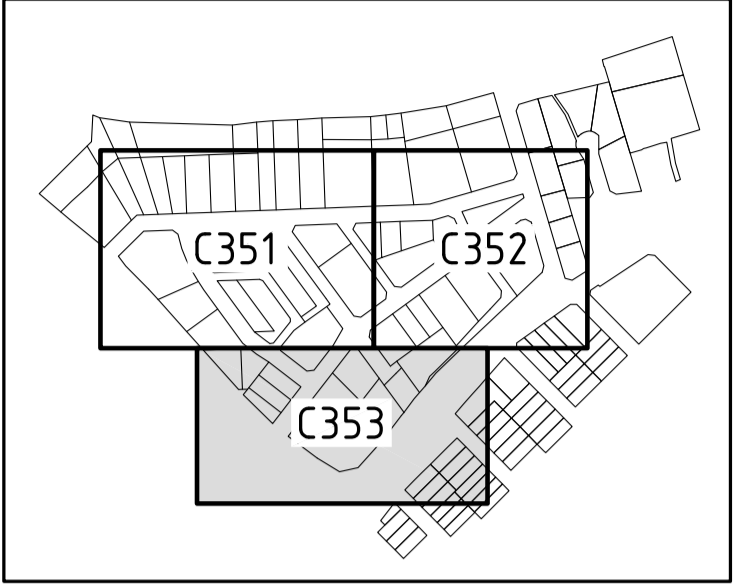
## Appendix B

## Stormwater Reticulation Plan



**NOTES**

1. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE CONTRACT DRAWINGS AND SPECIFICATION.
2. FOR NOTES AND LEGEND REFER TO DRG. JDS10375.2 - C351

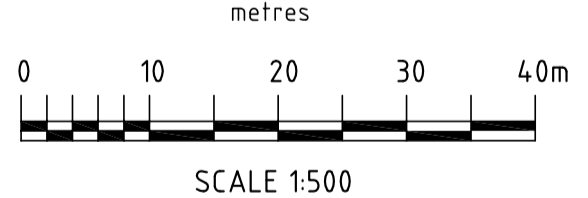


KEY PLAN

MATCHLINE - REFER DRG. JDS10375.2-C351

MATCHLINE - REFER DRG. JDS10375.2-C352

PLAN  
SCALE 1:500



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**DIAL 1100**  
BEFORE YOU DIG

REV	DATE	DRAWN	CHECKED	APPROVED	ISSUED FOR CONSTRUCTION
0	02.05.11	CLC	MJH	DAH	ISSUED FOR CONSTRUCTION
C	28.01.11	CLC	MJH	DAH	ISSUED FOR TENDER
B	17.12.10	CLC	MJH	DAH	RE-ISSUED FOR COUNCIL APPROVAL
A	05.11.10	CLC	MJH	DAH	ISSUED FOR COUNCIL APPROVAL

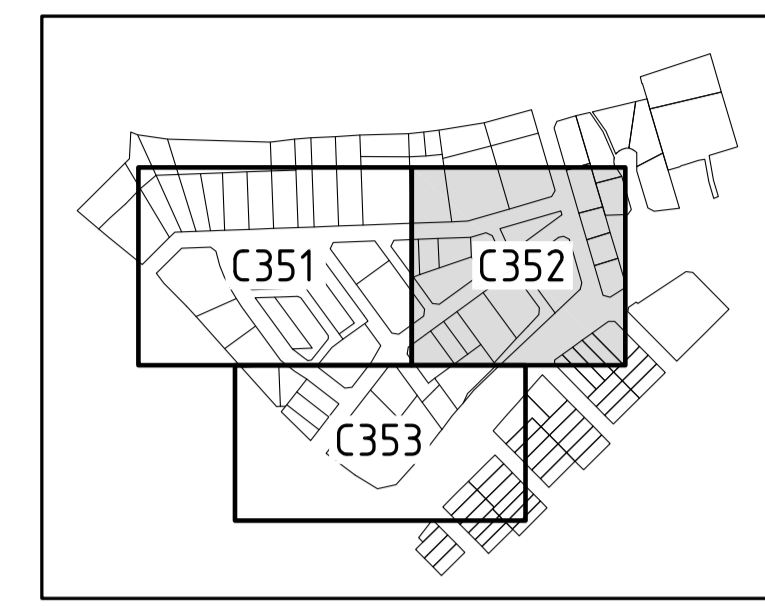
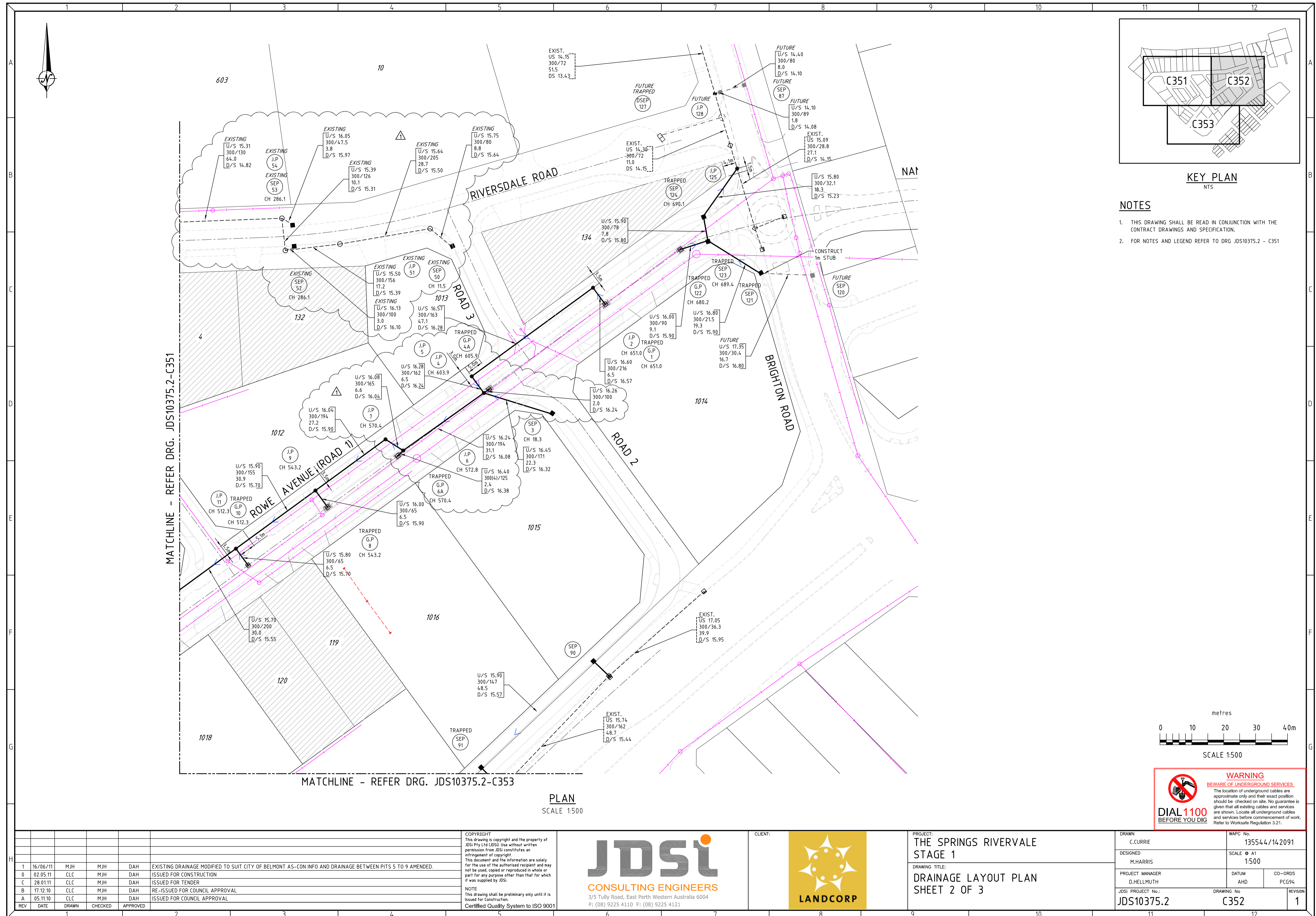
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P: (08) 9225 4110 F: (08) 9225 4121

CLIENT: **LANDCORP**

PROJECT: **THE SPRINGS RIVERVALE STAGE 1**  
DRAWING TITLE: **DRAINAGE LAYOUT PLAN SHEET 3 OF 3**

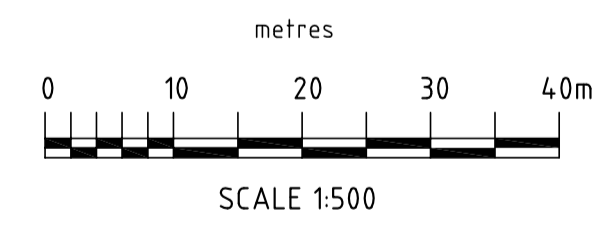
DRAWN: C.CURRIE	WAPC No: 135544/142091
DESIGNED: M.HARRIS	SCALE: A1 1:500
PROJECT MANAGER: D.HELLMUTH	DATUM: AHD
JDSi PROJECT No.: JDS10375.2	CO-ORDS: PCC94
DRAWING No: C353	REVISION: 0



KEY PLAN  
NTS

NOTES

1. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE CONTRACT DRAWINGS AND SPECIFICATION.
2. FOR NOTES AND LEGEND REFER TO DRG JDS10375.2 - C351



**WARNING**  
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**DIAL 1100**  
BEFORE YOU DIG

MATCHLINE - REFER DRG. JDS10375.2-C351

MATCHLINE - REFER DRG. JDS10375.2-C353

PLAN  
SCALE 1:500

REV	DATE	DRAWN	CHECKED	APPROVED	DESCRIPTION
1	16/06/11	MJH	MJH	DAH	EXISTING DRAINAGE MODIFIED TO SUIT CITY OF BELMONT AS-CON INFO AND DRAINAGE BETWEEN PITS 5 TO 9 AMENDED.
0	02/05/11	CLC	MJH	DAH	ISSUED FOR CONSTRUCTION
C	28/01/11	CLC	MJH	DAH	ISSUED FOR TENDER
B	17/12/10	CLC	MJH	DAH	RE-ISSUED FOR COUNCIL APPROVAL
A	05/11/10	CLC	MJH	DAH	ISSUED FOR COUNCIL APPROVAL

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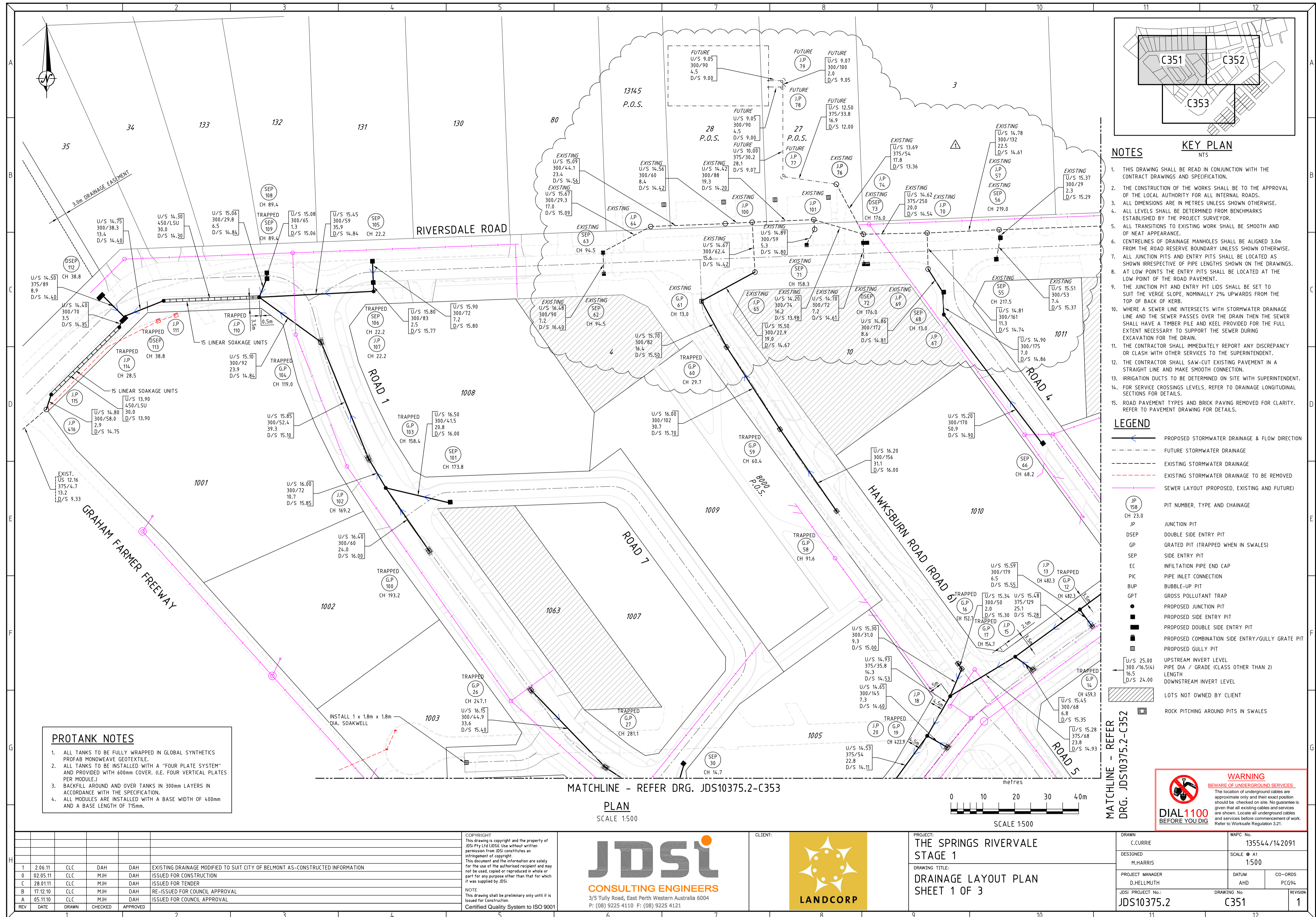
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CONSULTING ENGINEERS  
3/5 Tully Road, East Perth Western Australia 6004  
P: (08) 9225 4110 F: (08) 9225 4121

CLIENT: **LANDCORP**

PROJECT: **THE SPRINGS RIVERVALE STAGE 1**  
DRAWING TITLE: **DRAINAGE LAYOUT PLAN SHEET 2 OF 3**

DRAWN: C.CURRIE	WAPC No: 135544/142091
DESIGNED: M.HARRIS	SCALE: A1 1:500
PROJECT MANAGER: D.HELLMUTH	DATUM: AHD CO-ORDS: PCC694
JDSI PROJECT No.: JDS10375.2	DRAWING No: C352 REVISION: 1





- ### NOTES
- THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE CONTRACT DRAWINGS AND SPECIFICATION.
  - THE CONSTRUCTION OF THE WORKS SHALL BE TO THE APPROVAL OF THE LOCAL AUTHORITY FOR ALL INTERNAL ROADS.
  - ALL DIMENSIONS ARE IN METRES UNLESS SHOWN OTHERWISE.
  - ALL LEVELS SHALL BE DETERMINED FROM BENCHMARKS ESTABLISHED BY THE PROJECT SURVEYOR.
  - ALL TRANSITIONS TO EXISTING WORK SHALL BE SMOOTH AND OF NEAT APPEARANCE.
  - CENTRELINES OF DRAINAGE MANHOLES SHALL BE ALIGNED 3.0m FROM THE ROAD RESERVE BOUNDARY UNLESS SHOWN OTHERWISE.
  - ALL JUNCTION PITS AND ENTRY PITS SHALL BE LOCATED AS SHOWN IRRESPECTIVE OF PIPE LENGTHS SHOWN ON THE DRAWINGS.
  - AT LOW POINTS THE ENTRY PITS SHALL BE LOCATED AT THE LOW POINT OF THE ROAD PAVEMENT.
  - THE JUNCTION PIT AND ENTRY PIT LIDS SHALL BE SET TO SUIT THE VERGE SLOPE, NOMINALLY 2% UPWARDS FROM THE TOP OF BACK OF KERB.
  - WHERE A SEWER LINE INTERSECTS WITH STORMWATER DRAINAGE LINE AND THE SEWER PASSES OVER THE DRAIN THEN THE SEWER SHALL HAVE A TIMBER PILE AND KEEL PROVIDED FOR THE FULL EXTENT NECESSARY TO SUPPORT THE SEWER DURING EXCAVATION FOR THE DRAIN.
  - THE CONTRACTOR SHALL IMMEDIATELY REPORT ANY DISCREPANCY OR CLASH WITH OTHER SERVICES TO THE SUPERINTENDENT.
  - THE CONTRACTOR SHALL SAW-CUT EXISTING PAVEMENT IN A STRAIGHT LINE AND MAKE SMOOTH CONNECTION.
  - IRRIGATION DUCTS TO BE DETERMINED ON SITE WITH SUPERINTENDENT.
  - FOR SERVICE CROSSINGS LEVELS, REFER TO DRAINAGE LONGITUDINAL SECTIONS FOR DETAILS.
  - ROAD PAVEMENT TYPES AND BRICK PAVING REMOVED FOR CLARITY. REFER TO PAVEMENT DRAWING FOR DETAILS.

- ### LEGEND
- PROPOSED STORMWATER DRAINAGE & FLOW DIRECTION
  - FUTURE STORMWATER DRAINAGE
  - EXISTING STORMWATER DRAINAGE
  - EXISTING STORMWATER DRAINAGE TO BE REMOVED
  - SEWER LAYOUT (PROPOSED, EXISTING AND FUTURE)
  - PIT NUMBER, TYPE AND CHAINAGE
  - JUNCTION PIT
  - DOUBLE SIDE ENTRY PIT
  - GRATED PIT (TRAPPED WHEN IN SWALES)
  - SIDE ENTRY PIT
  - INFILTRATION PIPE END CAP
  - PIPE INLET CONNECTION
  - BUBBLE-UP PIT
  - GROSS POLLUTANT TRAP
  - PROPOSED JUNCTION PIT
  - PROPOSED SIDE ENTRY PIT
  - PROPOSED DOUBLE SIDE ENTRY PIT
  - PROPOSED COMBINATION SIDE ENTRY/GULLY GRATE PIT
  - PROPOSED GULLY PIT
  - UPSTREAM INVERT LEVEL
  - PIPE DIA / GRADE (CLASS OTHER THAN 2)
  - LENGTH
  - DOWNSTREAM INVERT LEVEL
  - LOTS NOT OWNED BY CLIENT
  - ROCK PITCHING AROUND PITS IN SWALES

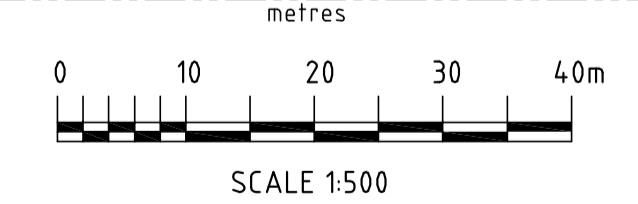
### PROTANK NOTES

- ALL TANKS TO BE FULLY WRAPPED IN GLOBAL SYNTHETICS PROFAB MONOWEAVE GEOTEXTILE.
- ALL TANKS TO BE INSTALLED WITH A "FOUR PLATE SYSTEM" AND PROVIDED WITH 600mm COVER, (I.E. FOUR VERTICAL PLATES PER MODULE.)
- BACKFILL AROUND AND OVER TANKS IN 300mm LAYERS IN ACCORDANCE WITH THE SPECIFICATION.
- ALL MODULES ARE INSTALLED WITH A BASE WIDTH OF 400mm AND A BASE LENGTH OF 75mm.

INSTALL 1 x 1.8m x 1.8m DIA. SOAKWELL

MATCHLINE - REFER DRG. JDS10375.2-C353

PLAN SCALE 1:500



MATCHLINE - REFER DRG. JDS10375.2-C352

**WARNING**  
BEWARE OF UNDERGROUND SERVICES.

The location of underground cables are approximate only and their exact position should be checked on site. No guarantee is given that all existing cables and services are shown. Locate all underground cables and services before commencement of work. Refer to Worksafe Regulation 3.21

**DIAL 1100 BEFORE YOU DIG**

REV	DATE	DRAWN	CHECKED	APPROVED	DESCRIPTION
1	2.06.11	CLC	DAH	DAH	EXISTING DRAINAGE MODIFIED TO SUIT CITY OF BELMONT AS-CONSTRUCTED INFORMATION
0	02.05.11	CLC	MJH	DAH	ISSUED FOR CONSTRUCTION
C	28.01.11	CLC	MJH	DAH	ISSUED FOR TENDER
B	17.12.10	CLC	MJH	DAH	RE-ISSUED FOR COUNCIL APPROVAL
A	05.11.10	CLC	MJH	DAH	ISSUED FOR COUNCIL APPROVAL

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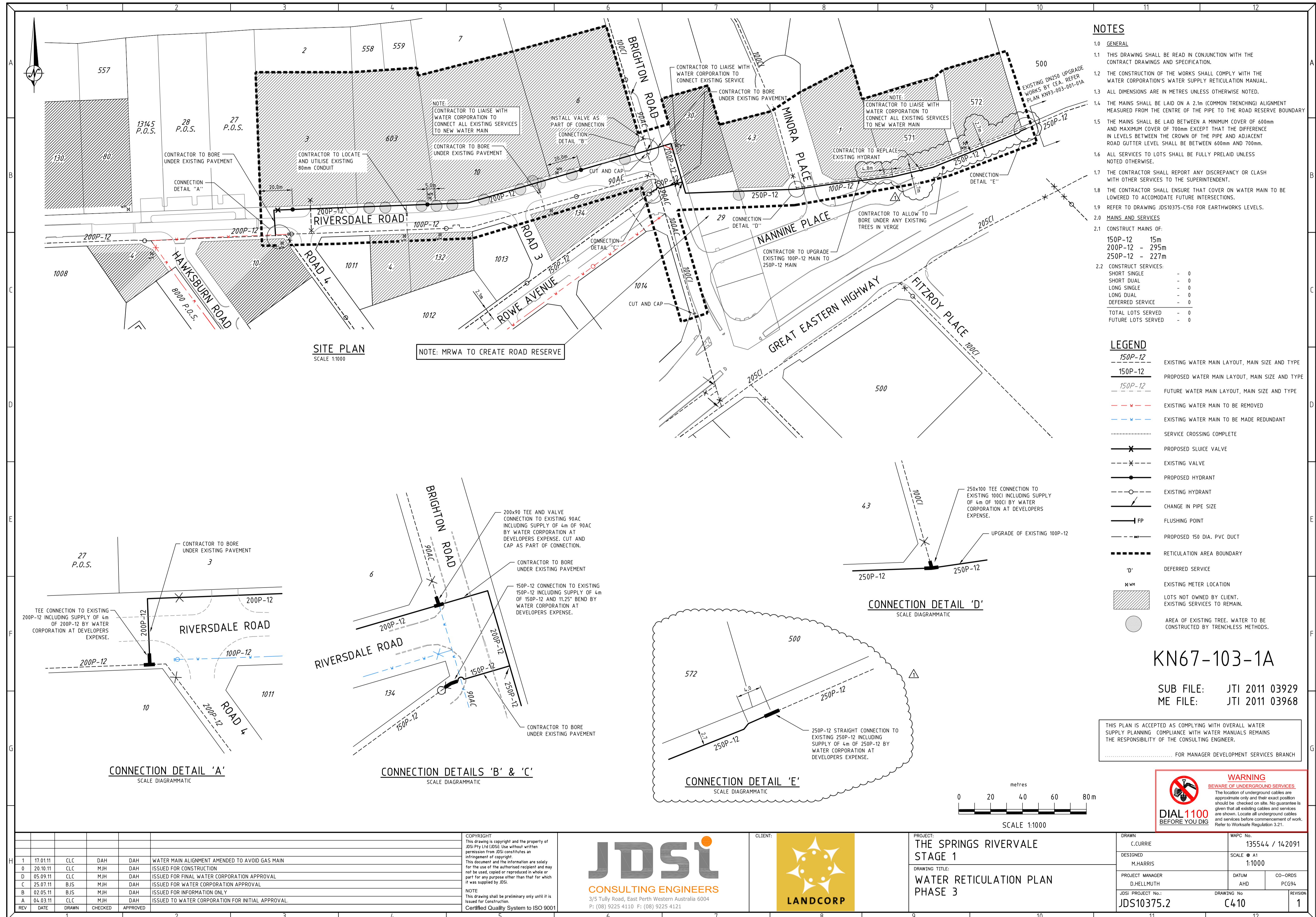
CLIENT:

PROJECT: THE SPRINGS RIVERVALE STAGE 1  
DRAWING TITLE: DRAINAGE LAYOUT PLAN SHEET 1 OF 3

DRAWN: C.CURRIE	WAPC No: 135544/142091
DESIGNED: M.HARRIS	SCALE: A1 1:500
PROJECT MANAGER: D.HELLMUTH	DATUM: AHD CO-ORDS: PCC694
JDSI PROJECT No: JDS10375.2	DRAWING No: C351 REVISION: 1

## Appendix C

## Water Reticulation Plan



- NOTES**
- 1.0 GENERAL
  - 1.1 THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE CONTRACT DRAWINGS AND SPECIFICATION.
  - 1.2 THE CONSTRUCTION OF THE WORKS SHALL COMPLY WITH THE WATER CORPORATION'S WATER SUPPLY RETICULATION MANUAL.
  - 1.3 ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE NOTED.
  - 1.4 THE MAINS SHALL BE LAID ON A 2.1m (COMMON TRENCHING) ALIGNMENT MEASURED FROM THE CENTRE OF THE PIPE TO THE ROAD RESERVE BOUNDARY.
  - 1.5 THE MAINS SHALL BE LAID BETWEEN A MINIMUM COVER OF 600mm AND MAXIMUM COVER OF 700mm EXCEPT THAT THE DIFFERENCE IN LEVELS BETWEEN THE CROWN OF THE PIPE AND ADJACENT ROAD GUTTER LEVEL SHALL BE BETWEEN 600mm AND 700mm.
  - 1.6 ALL SERVICES TO LOTS SHALL BE FULLY PRELAI D UNLESS NOTED OTHERWISE.
  - 1.7 THE CONTRACTOR SHALL REPORT ANY DISCREPANCY OR CLASH WITH OTHER SERVICES TO THE SUPERINTENDENT.
  - 1.8 THE CONTRACTOR SHALL ENSURE THAT COVER ON WATER MAIN TO BE LOWERED TO ACCOMMODATE FUTURE INTERSECTIONS.
  - 1.9 REFER TO DRAWING JDS10375-C150 FOR EARTHWORKS LEVELS.
  - 2.0 MAINS AND SERVICES
  - 2.1 CONSTRUCT MAINS OF:
    - 150P-12 15m
    - 200P-12 - 295m
    - 250P-12 - 227m
  - 2.2 CONSTRUCT SERVICES:
    - SHORT SINGLE - 0
    - SHORT DUAL - 0
    - LONG SINGLE - 0
    - LONG DUAL - 0
    - DEFERRED SERVICE - 0
    - TOTAL LOTS SERVED - 0
    - FUTURE LOTS SERVED - 0

- LEGEND**
- 150P-12 EXISTING WATER MAIN LAYOUT, MAIN SIZE AND TYPE
  - 150P-12 PROPOSED WATER MAIN LAYOUT, MAIN SIZE AND TYPE
  - 150P-12 FUTURE WATER MAIN LAYOUT, MAIN SIZE AND TYPE
  - EXISTING WATER MAIN TO BE REMOVED
  - EXISTING WATER MAIN TO BE MADE REDUNDANT
  - SERVICE CROSSING COMPLETE
  - PROPOSED SLUICE VALVE
  - EXISTING VALVE
  - PROPOSED HYDRANT
  - EXISTING HYDRANT
  - CHANGE IN PIPE SIZE
  - FLUSHING POINT
  - PROPOSED 150 DIA. PVC DUCT
  - RETICULATION AREA BOUNDARY
  - DEFERRED SERVICE
  - EXISTING METER LOCATION
  - LOTS NOT OWNED BY CLIENT, EXISTING SERVICES TO REMAIN.
  - AREA OF EXISTING TREE, WATER TO BE CONSTRUCTED BY TRENCHLESS METHODS.

**KN67-103-1A**

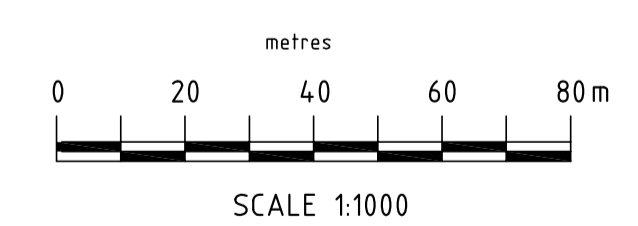
SUB FILE: JTI 2011 03929  
 ME FILE: JTI 2011 03968

THIS PLAN IS ACCEPTED AS COMPLYING WITH OVERALL WATER SUPPLY PLANNING COMPLIANCE WITH WATER MANUALS REMAINS THE RESPONSIBILITY OF THE CONSULTING ENGINEER.

FOR MANAGER DEVELOPMENT SERVICES BRANCH

**WARNING**  
 BEWARE OF UNDERGROUND SERVICES.  
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**DIAL 1100**  
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REV	DATE	DRAWN	CHECKED	APPROVED	DESCRIPTION
1	17.01.11	CLC	DAH	DAH	WATER MAIN ALIGNMENT AMENDED TO AVOID GAS MAIN
0	20.10.11	CLC	MJH	DAH	ISSUED FOR CONSTRUCTION
D	05.09.11	CLC	MJH	DAH	ISSUED FOR FINAL WATER CORPORATION APPROVAL
C	25.07.11	BJS	MJH	DAH	ISSUED FOR WATER CORPORATION APPROVAL
B	02.05.11	BJS	MJH	DAH	ISSUED FOR INFORMATION ONLY
A	04.03.11	CLC	MJH	DAH	ISSUED TO WATER CORPORATION FOR INITIAL APPROVAL

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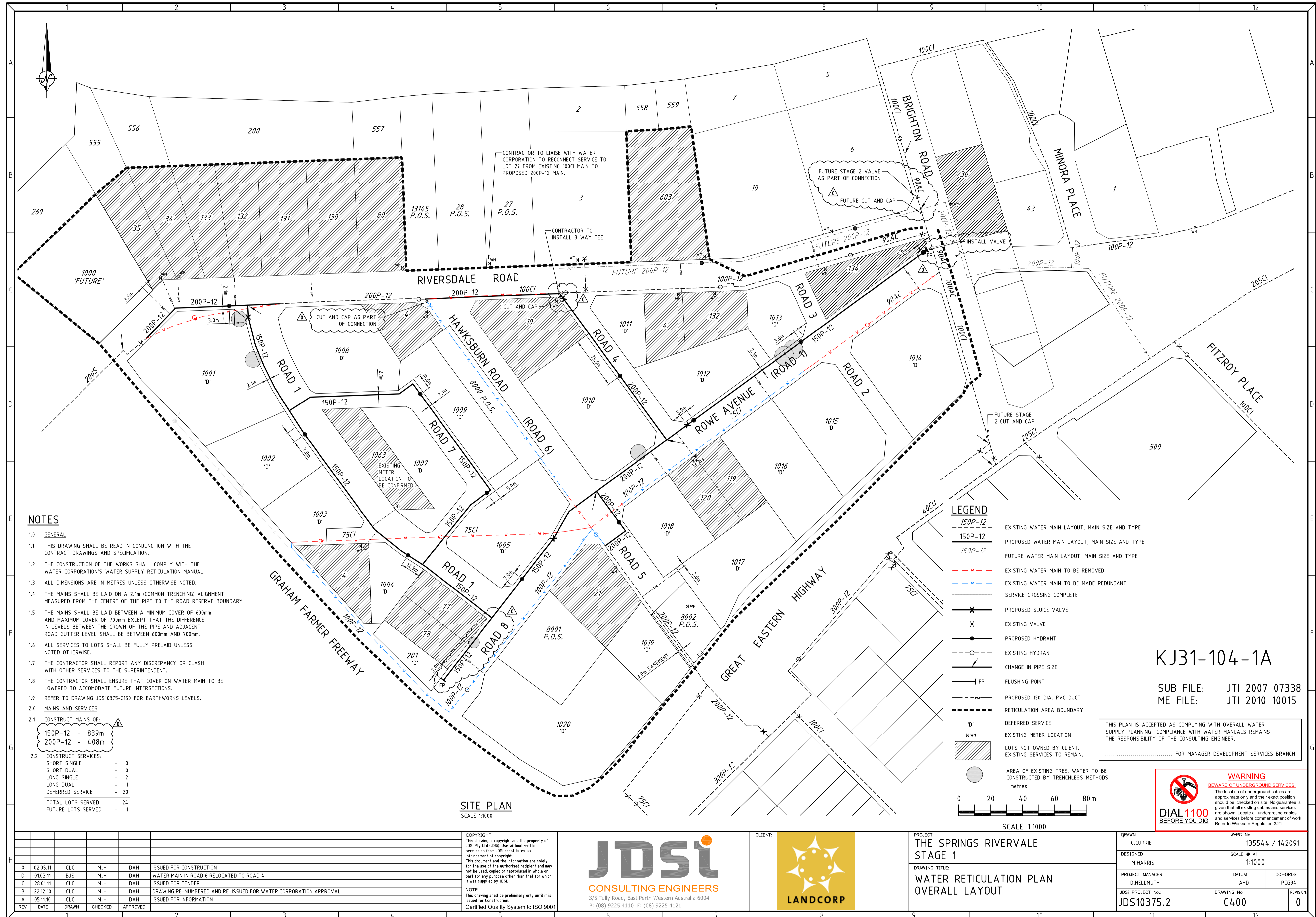
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 P: (08) 9225 4110 F: (08) 9225 4121

CLIENT: **LANDCORP**

PROJECT: **THE SPRINGS RIVERDALE STAGE 1**  
 DRAWING TITLE: **WATER RETICULATION PLAN PHASE 3**

DRAWN: C.CURRIE	WAPC No: 135544 / 142091
DESIGNED: M.HARRIS	SCALE: A1 1:1000
PROJECT MANAGER: D.HELLMUTH	DATUM: AHD CO-ORDS: PC694
JDSI PROJECT No: JDS10375.2	DRAWING No: C410 REVISION: 1



**NOTES**

- 1.0 GENERAL
- 1.1 THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE CONTRACT DRAWINGS AND SPECIFICATION.
- 1.2 THE CONSTRUCTION OF THE WORKS SHALL COMPLY WITH THE WATER CORPORATION'S WATER SUPPLY RETICULATION MANUAL.
- 1.3 ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE NOTED.
- 1.4 THE MAINS SHALL BE LAID ON A 2.1m (COMMON TRENCHING) ALIGNMENT MEASURED FROM THE CENTRE OF THE PIPE TO THE ROAD RESERVE BOUNDARY.
- 1.5 THE MAINS SHALL BE LAID BETWEEN A MINIMUM COVER OF 400mm AND MAXIMUM COVER OF 700mm EXCEPT THAT THE DIFFERENCE IN LEVELS BETWEEN THE CROWN OF THE PIPE AND ADJACENT ROAD GUTTER LEVEL SHALL BE BETWEEN 600mm AND 700mm.
- 1.6 ALL SERVICES TO LOTS SHALL BE FULLY PRELAIN UNLESS NOTED OTHERWISE.
- 1.7 THE CONTRACTOR SHALL REPORT ANY DISCREPANCY OR CLASH WITH OTHER SERVICES TO THE SUPERINTENDENT.
- 1.8 THE CONTRACTOR SHALL ENSURE THAT COVER ON WATER MAIN TO BE LOWERED TO ACCOMMODATE FUTURE INTERSECTIONS.
- 1.9 REFER TO DRAWING JDS10375-C150 FOR EARTHWORKS LEVELS.
- 2.0 MAINS AND SERVICES
- 2.1 CONSTRUCT MAINS OF:
  - 150P-12 - 839m
  - 200P-12 - 408m
- 2.2 CONSTRUCT SERVICES:
 

SHORT SINGLE	- 0
SHORT DUAL	- 0
LONG SINGLE	- 2
LONG DUAL	- 1
DEFERRED SERVICE	- 20
TOTAL LOTS SERVED	- 24
FUTURE LOTS SERVED	- 1

**SITE PLAN**  
SCALE 1:1000

**LEGEND**

- 150P-12 EXISTING WATER MAIN LAYOUT, MAIN SIZE AND TYPE
- 150P-12 PROPOSED WATER MAIN LAYOUT, MAIN SIZE AND TYPE
- 150P-12 FUTURE WATER MAIN LAYOUT, MAIN SIZE AND TYPE
- EXISTING WATER MAIN TO BE REMOVED
- EXISTING WATER MAIN TO BE MADE REDUNDANT
- SERVICE CROSSING COMPLETE
- PROPOSED SLUICE VALVE
- EXISTING VALVE
- PROPOSED HYDRANT
- EXISTING HYDRANT
- CHANGE IN PIPE SIZE
- FLUSHING POINT
- PROPOSED 150 DIA. PVC DUCT
- RETICULATION AREA BOUNDARY
- DEFERRED SERVICE
- EXISTING METER LOCATION
- LOTS NOT OWNED BY CLIENT, EXISTING SERVICES TO REMAIN.
- AREA OF EXISTING TREE, WATER TO BE CONSTRUCTED BY TRENCHLESS METHODS.

**KJ31-104-1A**  
SUB FILE: JTI 2007 07338  
ME FILE: JTI 2010 10015

THIS PLAN IS ACCEPTED AS COMPLYING WITH OVERALL WATER SUPPLY PLANNING COMPLIANCE WITH WATER MANUALS REMAINS THE RESPONSIBILITY OF THE CONSULTING ENGINEER.  
FOR MANAGER DEVELOPMENT SERVICES BRANCH

**WARNING**  
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**DIAL 1100**  
BEFORE YOU DIG

REV	DATE	DRAWN	CHECKED	APPROVED	
0	02.05.11	CLC	MJH	DAH	ISSUED FOR CONSTRUCTION
D	01.03.11	BJS	MJH	DAH	WATER MAIN IN ROAD 6 RELOCATED TO ROAD 4
C	28.01.11	CLC	MJH	DAH	ISSUED FOR TENDER
B	22.12.10	CLC	MJH	DAH	DRAWING RE-NUMBERED AND RE-ISSUED FOR WATER CORPORATION APPROVAL.
A	05.11.10	CLC	MJH	DAH	ISSUED FOR INFORMATION

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3/5 Tully Road, East Perth Western Australia 6004  
P: (08) 9225 4110 F: (08) 9225 4121

CLIENT: **LANDCORP**

PROJECT: **THE SPRINGS RIVERDALE STAGE 1**  
DRAWING TITLE: **WATER RETICULATION PLAN OVERALL LAYOUT**

DESIGNED	C.CURRIE	SCALE	A1 1:1000
PROJECT MANAGER	M.HARRIS	DATUM	AHD
JDSI PROJECT No:	JDS10375.2	CO-ORDS	PCG94
DRAWING No:	C400	REVISION	0

Appendix D

Underground Power Distribution Plan  
HV Master Plan

DRAWING SCHEDULE	
DRAWING	TITLE
DE-100	UNDERGROUND POWER DISTRIBUTION LOCALITY PLAN, LEGEND, NOTES & DETAILS
DE-200	STAGE 1 PHASE 1 - PART 'A' RELOCATION OF EXISTING BRIGHTON RD RMU
DE-300	STAGE 1 PHASE 1 - PART 'B' REMOVAL OF EXISTING ROWE AVENUE TRANSFORMER
DE-400	STAGE 1 PHASE 1 - PART 'C' UNDERGROUND POWER DISTRIBUTION
DE-401	STAGE 1 PHASE 1 - PART 'C' UNDERGROUND POWER DISTRIBUTION
DE-402	STAGE 1 PHASE 1 - PART 'C' UNDERGROUND POWER DISTRIBUTION
DE-403	STAGE 1 PHASE 1 - PART 'C' UNDERGROUND POWER DISTRIBUTION
DE-404	STAGE 1 PHASE 1 - PART 'C' UNDERGROUND POWER DISTRIBUTION
DE-405	STAGE 1 PHASE 1 - PART 'C' UNDERGROUND POWER DISTRIBUTION
DE-406	STAGE 1 PHASE 1 - PART 'C' UNDERGROUND POWER DISTRIBUTION
DE-500	STAGE 1 PHASE 2 - PART 'D' UNDERGROUND POWER DISTRIBUTION HAWKSURN ROAD WORKS
DE-501	STAGE 1 PHASE 2 - PART 'D' UNDERGROUND POWER DISTRIBUTION HAWKSURN ROAD WORKS
DE-502	STAGE 1 - SINGLE LINE DIAGRAM

**NOTE:**  
STAGE 1 - PHASE 1 - PART 'A' WORKS (REF: DE-200) TO BE UNDERTAKEN ONLY AFTER PART 'C' & PART 'D' WORKS ARE COMPLETE.

**NOTE:**  
CONTRACTOR AND WESTERN POWER TO ALLOW FOR PHASING OF THE STAGE 1 WORKS & PARTIAL HANDOVER TO WESTERN POWER TO MAINTAIN EXISTING POWER SUPPLIES. THE PHASING SEQUENCE AND TIMING TO APPROVAL

- 1.1 STAGE 1 PHASE 1 - PART A RELOCATION OF EXISTING BRIGHTON ROAD RMU DE-200
- 1.2 STAGE 1 PHASE 1 - PART B RELOCATION OF EXISTING TRANSFORMER ROWE AVENUE DE-300 (HANDOVER TO WP)
- 1.3 STAGE 1 PHASE 1 - PART C SUBDIVISION WORKS EXCLUDING HAWKSURN AVENUE DE-400 TO DE-406 (HANDOVER TO WP)
- 2.0 STAGE 1 PHASE 2 - PART D SUBDIVISION WORKS HAWKSURN ROAD DE-500 TO DE-502

**LEGEND**  
NOT TO SCALE

- DRAWING DEMARCATION LINE
- - - - - SCHEME BOUNDARY
- INDICATES PRIVATE LOTS (NON LANDCORP LOTS)
- INDICATES FUTURE HV FEEDER CABLE ROUTES TO RIVERVALE ZONE SUBSTATION REFER TO WESTERN POWER JOB REFERENCE MS014.179 (CURRENTLY UNDER DESIGN)

**NOTES:**

1. STREET LIGHTING TO BE WESTERN POWER DECORATIVE STREET LIGHTS. ALL STREET LIGHTS ARE TO BE INSTALLED ON THE CENTRELINE BETWEEN EACH LOT AT NOMINALLY 2700 OUT FROM PROPERTY BOUNDARIES AND NOT LESS THAN 1500 FROM THE KERB LINE UNLESS OTHERWISE SHOWN ON THE DRAWING. POLES SHALL BE INSTALLED CLEAR OF ANY PEDESTRIAN FOOTPATHS, TREES AND RAMPS.
2. ALL CABLES TO BE INSTALLED IN CONDUIT IF OUTSIDE WESTERN POWER 0-500 ALIGNMENT.
3. LOCATIONS OF THE EXISTING CABLES, JOINTS & EQUIPMENT SHOWN ON THE DRAWING ARE INDICATIVE ONLY. LOCATE AND HAND EXCAVATE THE EXISTING CABLES AND JOINTS.
4. ROAD CROSSING CONDUITS SHALL BE INSTALLED IN ROAD RESERVE BETWEEN WESTERN STANDARD 0-500 ALIGNMENT ON BOTH SIDES OF THE ROAD.
5. THE UDS DESIGN HAS BEEN BASED ON AND INCLUDES WESTERN POWER STANDARD EQUIPMENT INCLUDING SWITCHGEAR AND TRANSFORMER. THEREFORE FOR ANY NON STANDARD EQUIPMENT WRITTEN APPROVAL MUST BE OBTAINED FROM THE CONSULTING ENGINEER AND WESTERN POWER, AS STATED IN THE UDS MANUAL.
6. CONTRACTOR MUST ARRANGE AND ATTEND START UP MEETING WITH WESTERN POWER BEFORE COMMENCING CONSTRUCTION OF WORKS TO DISCUSS AND CONFIRM INSTALLATION DETAILS, PHASING AND CONSTRUCTION PROGRAM REQUIREMENTS.
7. CONTRACTOR MUST SUBMIT "AS CONSTRUCTED" UDS DRAWING (IN ELECTRONIC FORMAT) TO WESTERN POWER A MINIMUM TWO WEEKS PRIOR TO PRE-HANDOVER. PARTIAL "AS CONSTRUCTED" DRAWINGS WILL NEED TO BE SUBMITTED TO WESTERN POWER FOR EACH PARTIAL HANDOVER.
8. WHERE CABLE ROUTES ARE SHOWN PARALLEL TO RETAINING WALLS & FENCING CONTRACTOR TO INSTALL CABLES IN CONDUITS FOR THE ENTIRE LENGTH OF RETAINING WALL. REFER TO CIVIL ENGINEERING DRAWINGS FOR THE EXACT LOCATION AND LENGTH OF THE RETAINING WALLS AND EXISTING FENCING. CONFIRM CONDUIT ALIGNMENT WITH WESTERN POWER BEFORE INSTALLATION OF CONDUITS.
9. THE CONTRACTOR MUST COMPLY WITH ALL WP STANDARD REQUIREMENTS APPLICABLE TO ALL WORKS TO BE UNDERTAKEN AROUND AND NEAR ALL UNDERGROUND CABLES AND OVERHEAD LINES. THE CONTRACTOR MUST LODGE ALL APPLICATIONS AND ARRANGE FOR ALL NECESSARY WORK PERMITS AS REQUIRED BY WP BEFORE CONSTRUCTION COMMENCES.
10. WHERE SUBSTATION IS SET BACK FROM LOT BOUNDARY CONDUITS ARE TO BE INSTALLED TO ROAD RESERVE AS PER WESTERN POWER DRAWING DSM-6-01
11. SUBSTATION SITE MUST BE SURVEY PEGGED BEFORE INSTALLATION OF ANY EQUIPMENT WITHIN THE SITE. SURVEY PEGS MUST BE INSTALLED TO IDENTIFY SUBSTATION STANDARD AREA IN ADDITION TO ANY EXTENDED AREA REQUIRED TO ACCOMMODATE RETAINING/SCREENING WALL OR SUBSTATION SET BACK FROM ROAD RESERVE.

**WARNING**  
**BEWARE OF UNDERGROUND SERVICES**  
The location of underground cables are approximate only and their exact position should be checked on site. No guarantee is given that all existing cables and services are shown. Locate all underground cables and services before commencement of work. Refer to Worksafe Regulation 321.

**DIAL1100 BEFORE YOU DIG**

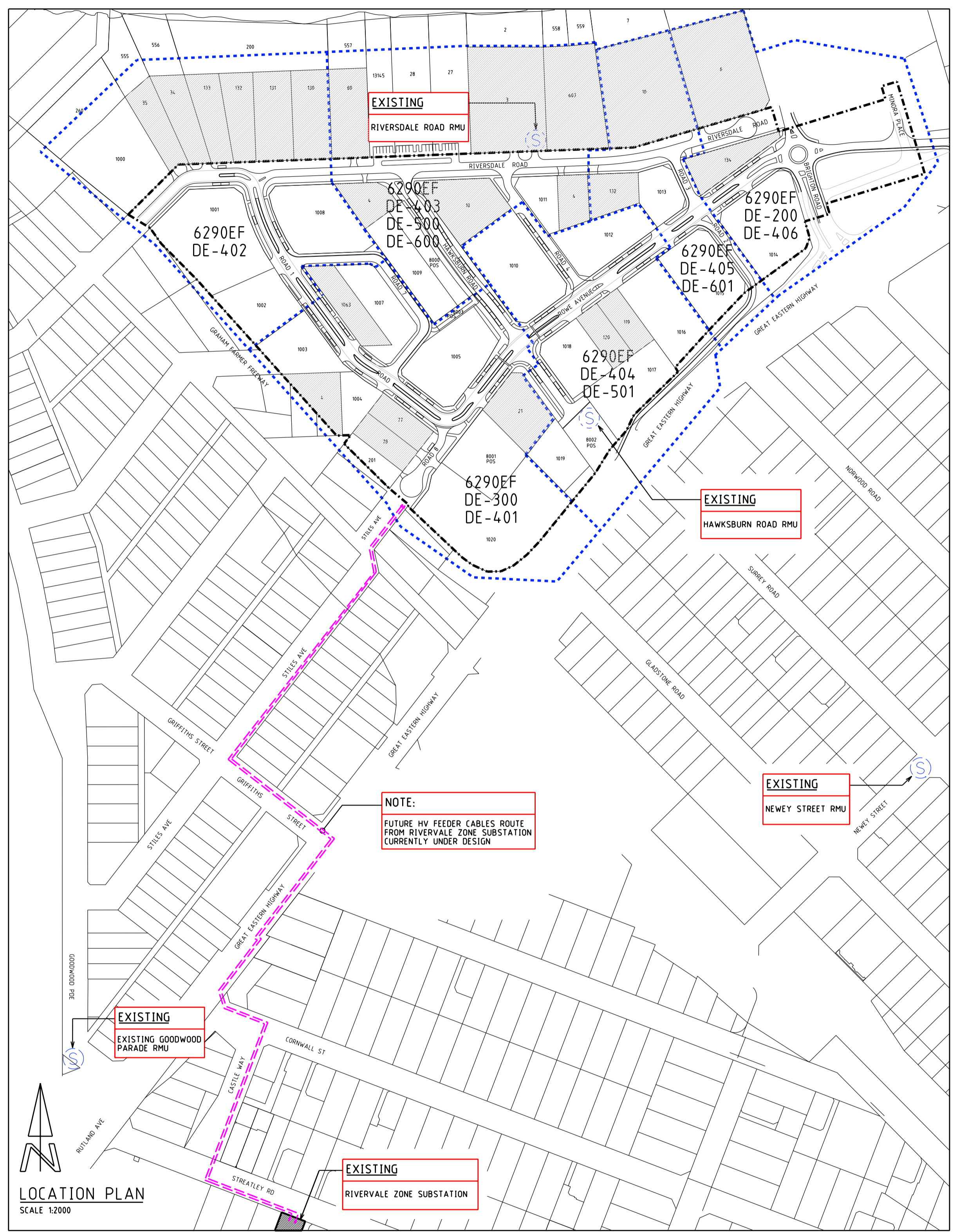
**AS CONSTRUCTED FULL - HANDOVER**  
**BRIERTY LIMITED**  
38 MANDARIN ROAD, MADDINGTON, WA, 6109  
PH: 9459 2855  
NAME: STUART POWELL

**WARNING**  
NO OTHER UTILITY SERVICES SHALL BE LOCATED WITHIN THE SERVICE PILLAR EXCLUSION ZONE 1500mm SEPARATION FROM WATER, GAS & SANITARY DRAINAGE AND 600mm FOR STORM WATER DRAINAGE. SEE UDS 5.3.6 FOR DETAILS.

**WARNING**  
IF WORKING IN THE VICINITY OF EXISTING OVERHEAD DISTRIBUTION OR TRANSMISSION LINES CONTRACTOR TO COMPLY WITH "WORKSAFE" CLEARANCES DURING CONSTRUCTION

**THE SPRINGS RIVERVALE DEVELOPMENT**  
**TOTAL LOAD: 3051kVA**  
BASED ON THE MINIMUM PROVISION OF 3.1kVA PER UNIT FOR RESIDENTIAL LOTS  
200kVA/ha FOR MIXED (RESIDENTIAL/COMMERCIAL USE) LOTS & LOT AREA

**NOTE:**  
ELECTRICAL POWER CONNECTIONS TO LOTS HAVE BEEN PROVIDED BASED ON THE MINIMUM POWER REQUIREMENTS. ULTIMATE POWER REQUIREMENT TO A LOT IF IN EXCESS OF THE POWER ALLOCATED UNDER THIS SCHEME WILL NEED TO BE ARRANGED THROUGH THE MAJOR PROJECT DESIGN SECTION OF WESTERN POWER.



Rev.	ISSUE OR REVISION	DESCRIPTION	DRN	CHKD	DESIGN	ENG	DATE
J	AS CONSTRUCTED - REVISED		B.H.	B.H.	E.F.	E.F.	05/06/12
I	AS CONSTRUCTED - FULL HANDOVER		B.H.	B.H.	E.F.	E.F.	21/03/12
H	GENERAL REVISION - DRAWINGS UPDATED TO INCLUDE PARTIAL HANDOVER WORKS		B.H.	B.H.	E.F.	E.F.	20/10/11
G	AS CONSTRUCTED - PARTIAL HANDOVER		B.H.	B.H.	E.F.	E.F.	16/09/11
F	REVISION WHILE UNDER CONSTRUCTION		B.H.	B.H.	E.F.	E.F.	06/06/11
	STAGING REVISED, DRAWINGS UPDATED TO SUIT						

**westernpower**  
**DISTRIBUTION ASSET INTEGRATION**

**ETC**  
Engineering Technology Consultants *ptc*  
41 Lotus Street, Leederville Western Australia 6007  
Phone: (08) 9328 5500 Fax: (08) 9328 5522 ACN 009 146 829 Email: etc@etcptc.com.au

**LOT DETAILS**  
Residential Lots: 13  
Group Housing: 7  
Mixed: 7  
Pos: 3  
Existing Lots: 12 (Non Landcorp)

**STREET SMART**  
Page: 374  
Map Ref: A3

**PROJECT NAME**  
THE SPRINGS RIVERVALE DEVELOPMENT - STAGE 1

**DRAWING TITLE**  
UNDERGROUND POWER DISTRIBUTION LOCATION PLAN, NOTES & DETAILS

**CLIENT / DEVELOPER**  
LANDCORP

**DESIGNER CONTACT DETAILS**  
Name: E.FRYDRYCH Tel: 9328 5500

**W.A.P.C. REFERENCE No.**  
14.2091, 135544

**WESTERN POWER REFERENCE No.**  
MS013978

**SCALE:** 1:1000

**DATE:** JULY 2010

**DRAWING No.**  
6290EF DE-100

**SHT 1 OF 13**

**REV**  
J

## Appendix E

## Cost Apportionment Schedule

The Springs			
Cost Item	Description	Cost Apportionment Methodology	Project total Cost
Civil Engineering Design - Refer to Table 1 of the Development Contribution Report			
Road Works	The roads identified for upgrading are for the betterment of the overall Springs development. This includes road providing multiple access points into and out of the Springs development as well as roads infrastructure required to access public open spaces. This includes Nannine Place realignment.	Pro-rata based net developable area (NDA)	\$2,006,498.99
Sewer reticulation	All lots within the structure plan were required to be serviced by an appropriately sized main to allow for ultimate sewer flows created by increased density. The sewer network also required reconfiguring to allow for the road layout changes. Sewer connections for individual lots are not included in the DCP and are considered a standard subdivisional cost.	Pro-rata based net developable area (NDA)	\$433,368.16
Stormwater and drainage	The stormwater drainage network was completely redesigned to accommodate the all stormwater catchment areas and to meet the requirements of the Urban Water Management Plan, Council minimum requirements and pollution controls. Stormwater connections for individual lots are not included in the DCP and are considered a standard subdivisional cost.	Pro-rata based net developable area (NDA)	\$755,271.88
Water reticulation	Although the existing lots had access to water services, the existing smaller water pipe sizes were not adequate to accommodate the proposed increased density and required upgrading. A majority of the existing water mains were upgraded to 150, 200 and 250mm dia. pipe sizes to ensure appropriate pressure was supplied to accommodate development of all lots within the structure plan. Water connection points for individual lots are not included in the DCP and are considered a standard subdivisional cost.	Pro-rata based net developable area (NDA)	\$368,149.90
Mobilisation & Management	Required to progress the infrastructure works includes but is not limited to the following cost items: <ul style="list-style-type: none"> <li>• Mobilisation of Machinery to site and establishment of site compound</li> <li>• Construction water for dust management</li> <li>• Survey and Setout of works</li> <li>• Location of existing services</li> <li>• Contractor Supervision and Management</li> <li>• Preparation and implementation of Management Plans including dust and traffic</li> <li>• Dilapidation Surveys</li> <li>• Bulk Earthworks for upgrading roads, installing new roads and POS areas</li> <li>• Protection of existing trees</li> </ul>	Pro-rata based net developable area (NDA)	\$1,430,432.67
Site Works	<ul style="list-style-type: none"> <li>• Bulk Earthworks for upgrading roads installing new roads and POS areas</li> <li>• stabilise areas for dust management</li> <li>• protection of existing trees</li> </ul>	Pro-rata based net developable area (NDA)	\$217,172.47
Electrical Reticulation	The existing electrical infrastructure was not sufficient for the proposed increased density and required significant upgrading to allow the provision of the ultimate power demand to individual sites. The electrical network was rationalised and upgraded to include new high and low voltage cables, streetlights, switchgear and transformers. Power reinforcement is required to meet the ultimate power demands for development sites, to enable this high voltage feeders installed from the Rivervale Zone substation to connect into the internal electrical infrastructure, which then distributed power throughout the structure plan area.	Based on the demand created by the proposed density of development of each of the proposed lots.	\$1,624,779.12
Electrical HV Reinforcement	Power reinforcement was required to meet the ultimate power demands for development sites, to enable this high voltage feeders were installed from the Rivervale Zone substation to connect into the internal electrical infrastructure which then distributed power throughout the structure plan area.	Based on the demand created by the proposed density of development of each of the proposed mixed use lots.	\$602,133.00



Retaining walls	Retaining walls only those associated with the underpass.	Pro-rata based net developable area (NDA)	\$170,615.10
Landscaping Construction and Remediation - Refer to Table 2 of the Development Contribution Report			
Landscaping	<p>The public open space within The Springs comprises:</p> <ul style="list-style-type: none"> <li>• Cracknell Park (existing)</li> <li>• New areas of public open space, being Lots 8001, 8002 and 8003</li> </ul> <p>Whilst typically included, in this instance the land for public open space is not included within the DCP, and has been gifted by LandCorp. Only the costs for the improvement to the open space are included as outlined below.</p> <p>The DCP includes the costs to landscape Lots 8001, 8002 and 8003 in accordance with The Springs Structure Plan and City of Belmont open space policies including:</p> <ul style="list-style-type: none"> <li>• Landscape and irrigation works</li> <li>• Street furniture (including seating, bike racks, bin enclosures, drinking fountain, table, bbq, stairs)</li> <li>• Carparking</li> <li>• Turf and paving works</li> <li>• Retaining walls (including handrails and balustrades)</li> </ul> <p>Relocation of trees within various part of The Springs that are worthy of retention to nominated locations within the public open space</p>	Pro-rata based net developable area (NDA)	\$3,478,326.91
Remediation	A total of 6.26ha was subject to remediation. Portion of the remediated land was developed for residential purposes (6.21ha), and portion of the land was developed for public open space (0.49ha). The remediation costs have therefore, only been applied to the POS as a proportion of 0.49ha to the total 6.26ha.	Pro rata cost based on the portion of the site comprising public open space as a proportion of the total land that was subject to remediation.	\$114,498.73
Professional and Administrative Costs - Refer to Table 4 of the Development Contribution Report			
Engineering Fees	<p>Professional and administrative fees relating to:</p> <ul style="list-style-type: none"> <li>• Environmental Remediation (remediation of public open space only).</li> <li>• Civil Engineering fees associated with: (relating to civil design and public utility upgrades).</li> <li>• Civil and landscaping design.</li> <li>• Infrastructure upgrades.</li> <li>• Hydrological and urban water management.</li> <li>• Parking &amp; Traffic Impact System.</li> <li>• Urban Water Management.</li> <li>• Landscape Architecture (associated with public open space, streetscape and public realm).</li> <li>• Civil Construction (relating to management of civil works)</li> </ul>	Pro-rata based net developable area (NDA)	\$1,082,923.78
Landscaping Architectural Fees		Pro-rata based net developable area (NDA)	\$462,646.23
Parking & Traffic Impact System		Pro-rata based net developable area (NDA)	\$55,552.00
Urban Water Management		Pro-rata based net developable area (NDA)	\$44,488.22
Totals			\$12,846,857.16

## Appendix F

## Landowner Contribution Schedule



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## 12.2 City of Belmont Submission on Draft Position Statement: Planning for Tourism

### Attachment details

#### Attachment No and title

1. Draft Position Statement: Planning for Tourism [12.2.1 - 10 pages]
2. Draft Planning for Tourism Guidelines [12.2.2 - 19 pages]
3. Position Statement and Guidelines Submission response [12.2.3 - 8 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	82/001- Policy/Directives and Policy Correspondence
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	:	Development and Communities

### Council Role

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** 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.

### Purpose of Report

For Council to consider the Draft Planning for Tourism Position Statement (Attachment 12.2.1) and associated Guidelines (Attachment 12.2.2), and provide a submission to the Department of Planning, Lands and Heritage (DPLH).

## Summary and Key Issues

- In 2018, the State Parliamentary Economics and Industry Standing Committee initiated an inquiry into short-stay accommodation in light of the emergence of online booking platforms and changing market trends.
- The Parliamentary Committee tabled a report in September 2019 which detailed the findings of the Inquiry and made recommendations in relation to short-stay accommodation.
- Following the Inquiry, a Planning for Tourism Position Statement and associated Guidelines have been prepared by the DPLH on behalf of the Western Australian Planning Commission (WAPC). These documents provide guidance on the appropriate location and management of tourism land uses through the planning framework.
- The Department of Local Government, Sport and Cultural Industries is also investigating the implementation of a new state-wide short-stay accommodation registration system. The State Government is seeking feedback on a proposed registration scheme concurrently with the Position Statement and Guidelines.
- The intent of the Position Statement and associated Guidelines is generally supported. However, a number of concerns and shortcomings of the policy measures have been identified, in particular regarding the proposed short-term rental exemptions.
- It is recommended that Council endorse the draft submission (Attachment 12.2.3) and provides this to the Department of Planning, Lands and Heritage.

## Location

Not applicable.

## Consultation

The DPLH commenced advertising of the Position Statement, Guidelines and registration scheme on 6 December 2021. Advertising concludes on 7 March 2022.

## Strategic Community Plan Implications

In accordance with the 2020 – 2040 Strategic Community Plan:

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

**Strategy:** 5.4 Advocate and provide for affordable and diverse housing choices

**Strategy:** 5.7 Engage in strategic planning and implement innovative solutions to manage growth in our City

## Policy Implications

The City may need to consider preparing a local planning policy for short-term accommodation, depending on the final policy measures contained within the Position Statement, Guidelines and registration scheme.

## Statutory Environment

Any modifications to the Model Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) would need to be considered through the City's Local Planning Scheme review project.

Any changes made to the Deemed Provisions of the LPS Regulations would automatically apply to the City, such as proposed short-term rental exemptions.

## Background

### Parliamentary Inquiry into Short-Stay Accommodation

In November 2018, the Legislative Assembly Economics and Industry Standing Committee commenced an Inquiry into short-stay accommodation. Following a public submission period, a report was tabled in September 2019 which detailed the findings of the Inquiry and made 10 key recommendations.

The inquiry differentiated between two key forms of short-stay accommodation: 'traditional accommodation' such as hotels, motels and licensed bed and breakfasts; and 'short-term rentals' such as holiday houses. Some of the key findings and recommendations include:

- In the last decade, short-term rental listings have increased significantly due to the emergence of online booking platforms, such as Airbnb.
- Growth in short-term rentals can affect the availability of long-term rentals and affordable housing without effective management and control. They can also cause a range of amenity impacts in residential areas, such as parking, creation and collection of rubbish, and noise and anti-social behaviour of guests.
- There is considerable variation across WA of how local governments deal with short-term rentals.
- There is a substantial burden on local governments and complainants to gather sufficient evidence to secure successful prosecution against unlawful short-term rentals.
- The existing land use definitions in the Model Provisions in the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) do not accurately reflect how residential properties are being used for short-term rentals. It was recommended that the Minister for Planning update the Model Provisions to amend the land use definitions.
- It was recommended that the Minister for Planning update planning guidance to align with amended land use definitions and provide greater direction to local governments about how to appropriately regulate short-term rentals.

- It was recommended that a state-wide registration scheme be introduced to monitor the sector and facilitate effective enforcement. The scheme should:
  - Be informed by an interdepartmental working group;
  - Require all online booking platforms to display a valid registration number; and
  - Allow local governments to set additional registration requirements within their boundaries.

### **Draft Position Statement and Guidelines**

The DPLH has prepared a Planning for Tourism Position Statement and associated Guidelines on behalf of the WAPC. The intent of the documents is to provide guidance to local governments on how to plan for and manage short-term accommodation through the planning framework. The Position Statement sets the WAPC's policy position and details proposed amendments to the LPS Regulations. The Guidelines are read in conjunction with the Position Statement and provide direction to local governments on the policy measures.

The key measures of the Position Statement and Guidelines are detailed below.

### **Local Planning Strategy Considerations**

This section of the Position Statement and Guidelines provides direction on how local governments should incorporate tourism considerations into local planning strategies. It outlines that:

- Local planning strategies should include a tourism component proportionate to the significance of tourism to the community and local economy.
- Strategic planning should ensure the long-term retention of caravan parks as a form of affordable short-stay accommodation, primarily for leisure tourists.
- Local governments may need to undertake a short-term rental accommodation supply and demand analysis and determine any pressures on the availability of long-term rentals and housing choice.
- Short-term rentals should be located taking into account access to tourist amenities, public transport routes and interface issues with surrounding uses.

### **Statutory Planning Considerations**

This section provides direction on how local governments should address short-term accommodation in local planning schemes and policies. It details:

- Local planning schemes should include a range of zonings and permissibility of uses to provide for a diverse tourism industry, as identified in a local planning strategy.
- Caravan Parks should be zoned as Special Use – Caravan Parks, and development and redevelopment should be encouraged in a manner that responds appropriately to the environment, economy and context.
- Considerations and mechanisms for regulating short-term rentals through local planning schemes and/or policies, such as: use of the zoning table and other location requirements; building design; car parking requirements; guest caps; preparation of a management plan; and time limited development approvals.



## New and Amended Definitions

The draft Position Statement and Guidelines outline the following proposed modifications to the short-term accommodation land uses contained within the LPS Regulations.

Land Use Term	Definition
Hosted Accommodation (new definition)	means a dwelling or ancillary dwelling, or a portion thereof, used for the purpose of short-term accommodation, with a permanent resident who is present overnight for the duration of the stay either in the dwelling or ancillary dwelling.
Holiday House (amended definition)	means a single dwelling used to provide short-term accommodation.
Holiday Unit (new definition)	means a grouped dwelling used to provide short-term accommodation.
Holiday Apartment (new definition)	means a multiple dwelling used to provide short-term accommodation.
Bed and Breakfast	Delete land use term
Holiday Accommodation	Delete land use term

## Exemptions

The WAPC is considering exempting certain forms of short-term rental accommodation from requiring development approval. This would be implemented through amendments to the LPS Regulations. The proposed exemptions are outlined in the table below.

Land Use Exemption	Justification
<u>Hosted Accommodation</u> uses located in a single house, ancillary dwelling, grouped dwelling or multiple dwelling, which does not exceed four adults or one family and two guest bedrooms.	<ul style="list-style-type: none"> <li>The rationale for exempting this form of accommodation is that it is of a low-scale and the host can manage any issues, should they arise, with guests immediately.</li> <li>The commercial use of the property is incidental to the permanent residential use.</li> <li>The cap of four adults and two bedrooms is the same as the existing Bed and Breakfast definition.</li> </ul>
<u>Unhosted Accommodation</u> uses (i.e. Holiday House, Holiday Unit, or Holiday Apartment) where it is let for no more than 60 days per calendar year.	<ul style="list-style-type: none"> <li>No reasoning for the proposed 60-day exemption has been provided.</li> </ul>

## Registration Scheme

The Department of Local Government, Sport and Cultural Industries (DLGSC) is investigating the implementation of a new state-wide registration scheme for providers of short-term rental accommodation. The system was a key recommendation of the Inquiry into short-stay accommodation.

Under the proposed registration system, providers of short-term rental accommodation within WA would need to register their property to operate and advertise, including on online booking platforms.

No further details on the system have been provided at this stage.

## **Officer comment**

The Draft Position Statement and associated Guidelines aim to modernise the planning framework to better respond to current tourist and short-term rental accommodation trends. The intent of the Position Statement and Guidelines is generally supported. However, there are a number of elements which are not supported, particularly the proposed short-term rental accommodation development exemptions.

The following key comments and feedback is provided within the draft submission contained as Attachment 12.2.3.

## **General Policy Approach and Criteria**

The intent of the Position Statement and Guidelines is to guide the appropriate location and management of tourism land uses through the planning framework. While the intent and objectives of the Position Statement and Guidelines are supported in principle, it is not considered that the draft documents deliver a cohesive policy response to planning for tourism.

An objective of the Position Statement is to recognise that commercial sustainability of tourism requires flexibility in product mix, and co-location of complementary tourism land uses. However, there is limited detail around planning for the commercial and recreational land uses that are important for tourist areas, and there is limited detail around traditional accommodation uses with the exception of caravan parks.

The inquiry into short-stay accommodation identified that short-stay rentals can have an impact on traditional accommodation. It is considered necessary to provide additional policy measures to ensure that local planning frameworks present a balanced approach between traditional accommodation and short-stay rentals.

It is also noted that many policy measures have been written with a clear focus towards regional tourist areas. It is unclear which policy measures the WAPC expects to apply to metropolitan local government areas.

## **Local Planning Strategy Considerations**

The Position Statement and Guidelines provide guidance on incorporating tourism considerations into local planning strategies. The level of detail and policy measures provided in this section are generally supported.

In preparing local housing strategies, it will be necessary for local governments to consider and manage the impact of short-term rentals on the availability of housing for long-term residents. Strategies will need to identify suitable locations for short-term rentals to be prioritised, permitted or avoided to further planning objectives.

It is considered that the Position Statement should provide more guidance about how the significance of tourism to a locality should be measured. In order to present a more balanced approach between traditional and short-term rental accommodation, policy measures should also identify the potential need for a broader Tourism Strategy, to inform a Local Planning Strategy. It is noted that this would likely create additional work, particularly for many metropolitan local governments that do not presently have a Tourism Strategy and that do not have easy access to tourist information.

The Position Statement outlines that local planning frameworks should ensure that caravan parks are retained to maintain affordable accommodation for leisure tourists. It is unclear if the WAPC intends to apply these measures to metropolitan caravan parks.

### **Statutory Planning Considerations**

The Position Statement and Guidelines provide guidance around how short-term rentals should be addressed in local planning schemes and policies. The policy measures are generally supported. It is acknowledged that many of the criteria and considerations to guide discretionary decision making are already utilised by the City in assessing development applications.

The Position Statement provides criteria for appropriate locations of short-term rentals and encourages this form of land use to occur within Tourism and Mixed Use zones. Within the City, however, short-term rentals most commonly occur within Residential zoned areas. It is unclear if the WAPC considers it appropriate for short-term rentals to be located on Residential zoned land, and it is recommended that further guidance be provided on this issue.

Policy measures are also necessary to address the mixing of permanent residential and short-term rental uses within a development. Historically, local governments may have given regard to the 2006 'Tourism Planning Taskforce Report'. Recommendations of this report may be pertinent to the Position Statement, such as setting maximum percentages of residential to short-term rental components depending on a site's location, and design principles to ameliorate any potential impacts on the tourism and/or residential experience.

### **Amendments to Land Use Definitions**

Existing land use definitions contained within the Local Planning Scheme Regulations are not adequately capturing contemporary forms of short-term rental accommodation. This has resulted in the City classifying proposals for short-term rentals as a 'Use Not Listed'. In light of this, the draft Position Statement and Guidelines propose a number of modifications to the existing land use definitions. Discussion on the key modifications follows.

### **Hosted Accommodation**

The Position Statement proposes that the land use 'Hosted Accommodation' be incorporated into the LPS Regulations. This definition will capture any accommodation types where a permanent resident remains onsite, such as Bed and Breakfast, and is supported in principle.

It is recommended that the definition be amended to reference the proposed maximum of four adults or one family and two guest bedrooms, and also clarify what 'permanent resident' means, to remove any ambiguity.

### **Unhosted Accommodation**

The Position Statement proposes to introduce the land use definitions of 'Holiday Unit' and 'Holiday Apartment'. 'Holiday Unit' and 'Holiday Apartment' provide land use classifications for short-term rentals which were not previously captured by any model definition. These land use terms will allow for differentiation between short-term rentals in Grouped and Multiple Dwellings through the zoning table and are in principle supported.

However, as these definitions, in addition to the 'Holiday House' definition do not clearly state that they are for unhosted accommodation, it is recommended that all three definitions be amended to include "...where guests have exclusive use of the dwelling" for clarity.

### **Bed and Breakfast**

The Position Statement proposes to delete the land use definition Bed and Breakfast from the Model Provisions, as it would be captured by the proposed Hosted Accommodation definition.

It is considered that the Bed and Breakfast land use classification has become less common since the emergence of online booking platforms, and as discussed above, the proposed 'Hosted Accommodation' land use provides a more flexible definition for short-term rentals where the host remains onsite. Deleting the definition of Bed and Breakfast is supported.

### **Proposed Exemptions**

The Position Statement is proposing that certain forms of short-term rental accommodation be exempt from requiring development approval. Discussion on the exemptions is provided below.

### **Hosted Accommodation**

It is proposed to exempt 'Hosted Accommodation' from the requirement to obtain development approval, where there are no more than four adults or one family occupying a maximum of two guest bedrooms.

In considering the appropriateness of exempting Hosted Accommodation, the following points are noted:

- The land use definition requires a permanent resident to be present overnight. This would allow for the host to manage any issues with guests immediately.
- The composition of four adults or one family is not dissimilar to the composition of a single household. Under the definition of Dwelling, households may accommodate a family or up to six persons who do not comprise a single family.
- Single Houses and Ancillary Dwellings are typically setback from adjoining properties, and do not contain common property or shared facilities.
- Grouped and Multiple Dwellings, by definition, contain common property. These dwellings typically share common facilities and have a more compact built form, which

may present an environment that is more sensitive to negative impacts if there are no suitable management procedures in place.

In light of the above, it is considered appropriate that Hosted Accommodation be exempted from requiring development approval in Single Houses and Ancillary Dwellings. However, it is not considered appropriate for Hosted Accommodation to be exempt from obtaining development approval where it is proposed in Grouped and Multiple Dwelling developments. This is due to the decision maker needing to more closely consider the built form, use of shared facilities, and implementation of management plans to mitigate potential negative impacts.

### **Unhosted Accommodation**

It is proposed to exempt Unhosted Accommodation uses from the requirement to seek development approval for 60 days per calendar year. Landowners that wish to let their properties for longer than 60 days would need to seek development approval.

In considering the appropriateness of exempting Unhosted Accommodation for a specified period of time, the following points are noted:

- In the City's experience, it has been found that development approvals can facilitate the effective management of short-term rentals, through the implementation of suitable property management plans, complaints procedures, and guest codes of conduct.
- The Position Statement sets out appropriate locations for short-term rentals, recommending that these uses be located in close proximity to tourist amenities, cultural and leisure attractions and public transport services. It also outlines that these uses should be located so as to minimise negative interface issues on surrounding land uses.
- The Position Statement acknowledges the impact that short-term rentals can have on the supply of housing for long-term residents and recommends that local governments put measures in place to mitigate impacts on overall housing supply and affordability.
- Under the National Construction Code (Building Code of Australia), residential apartments are classified as Class 2 while tourist accommodation buildings are generally classified as Class 3. There are differences between the building classes, such as safety standards, and it is important that these issues are identified prior to commencement of a short-term accommodation use.

If this form of development were exempt from obtaining approval, the abovementioned criteria and the appropriateness of the land use could not be assessed. It is therefore not considered appropriate for Unhosted Accommodation uses to be exempt from obtaining development approval.

Additionally, it would be extremely difficult for local governments to enforce the proposed 60 day, or any specified exemption timeframe. The responsibility for monitoring these timeframes would be the landowners' and lessors' or may fall to adjoining neighbours. Gathering sufficient evidence to prove non-compliance with the timeframe may be unachievable, and the exemption contradicts the findings of the inquiry into short-stay accommodation. It should therefore also be noted that this exemption is not supported.

### **Proposed Registration Scheme**

The Department of Local Government, Sport and Cultural Industries is investigating the implementation of a State-wide registration scheme for short-term rentals. In principle, a registration scheme for short-term rentals is supported. However, no details have been provided on the proposed registration scheme at this time, therefore it is not possible to provide specific comments.

The following are considered key inclusions necessary for effective operation of the scheme:

- A State Government authority should be responsible from implementation and administration of the scheme.
- Online booking platforms should be compelled to verify registrations before properties can be listed, as this may reduce the occurrence of unlawful short-term rentals.
- Both hosted and unhosted accommodation uses must be required to register.
- Data should be collected by the responsible authority and shared with local governments to assist with strategic planning.
- The registration process should require some form of certification from the local government that the property can lawfully operate as a short-term rental.
- The scheme must allow local governments to require registration fees to cover the cost of providing any associated services.

Before the Department of Local Government, Sport and Cultural Industries progresses legislation on the registration scheme, it is recommended that further consultation be undertaken with local governments.

## **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.

## **Officer Recommendation**

That Council:

1. Endorse the submission on the Draft Planning for Tourism Position Statement and Guidelines and Registration Scheme contained as Attachment 12.2.3; and
2. Direct the Chief Executive Officer to provide a copy of the submission to the

Department of Planning, Lands and Heritage and Department of Local Government, Sport and Cultural Industries for their consideration.

**DRAFT**

PUBLIC CONSULTATION



Department of Planning,  
Lands and Heritage



# Draft Position Statement: Planning for Tourism

December 2021

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Communications Branch.



## 1. Policy intent

The intent of this Position Statement is to guide the appropriate location and management of tourism land uses through the planning framework and:

- facilitate acceptable development of new and evolving tourism opportunities
- provide a high-level of amenity in tourism areas
- deliver quality land use planning outcomes.

## 2. Planning for tourism in Western Australia

Western Australia's many natural and man-made features and attractions provide substantial opportunities for tourism, which is a significant contributor to the State and local economies, particularly in regional areas.

Tourism encompasses an array of development types, sizes and locations, and includes accommodation, attractions, facilities, infrastructure and other ancillary services.

Appropriate planning and management of tourist areas and uses is necessary for their promotion and retention, to prevent encroachment from incompatible land uses, to protect the amenity, environmental and landscape values of tourist areas, and to address potential land use conflict. Planning for tourism must be capable of adapting to changes in the sector and the consideration of value-add opportunities.

Local governments are encouraged to consult with Tourism WA and other relevant State Government agencies, tourism associations, local operators and the local community when undertaking planning for tourism as described within this Position Statement.

## 3. Application of this Position Statement

This Position Statement applies to all tourism proposals within all regions of Western Australia and should be applied in conjunction with the draft Planning for Tourism Guidelines (the Guidelines), available [online](#).

In this Position Statement the term 'tourist accommodation' refers to all tourist accommodation land uses provided within the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) and this Position Statement (at Table 1). Where a land use definition within this Position Statement differs to that within the LPS Regulations, it is intended to update the LPS Regulations such that the land use definition is consistent with this Position Statement.

### Note for consultation:

This Position Statement will supersede and replace *Planning Bulletin 49 Caravan Parks 2014*, *Planning Bulletin 83 Planning for Tourism 2013* and *Planning Bulletin 99 Holiday Home Guidelines 2009*.

Land use definitions for short-term rental accommodation are either new or have been modified (refer to section 6 of this Position Statement). Notably, it is proposed to delete the 'bed and breakfast' land use definition from the model definitions of the LPS Regulations and combine it into a new land use definition for 'hosted accommodation'. Refer to Table 1 of this Position Statement for more information.

### 3.1 Exclusions

This Position Statement is not intended to capture the following forms of short-term and temporary accommodation, which are often subject to either alternative guidance and legislation or approaches by local government (further information available in section 4 of the Guidelines):

- house swapping and house sitting
- lodgers and boarders
- personal use of a holiday home or the sharing of a holiday home with the owner's family and friends
- student exchange accommodation
- workforce accommodation
- residential parks, park home parks, lifestyle villages.

## 4. Policy objectives

The policy objectives for planning for tourism are to:

- Provide a strategic approach to the sustainable development and management of tourism land uses by ensuring decision-making is guided by a local planning strategy which reflects the demand for local and regional tourism.
- Identify opportunities and protect locations, tourism precincts and sites (existing and potential) where demand for future tourism land use and development have been identified. The character, landscape, visual amenity, economic, social, cultural and environmental values of natural and/or built features that may have future tourism potential should be protected; any negative impacts minimised; and, where possible, values enhanced.
- Plan appropriate infrastructure and services necessary to support tourism development and ensure new and expanded tourism development has secure access to services/infrastructure.

- Recognise that the commercial sustainability of tourism may require flexibility in product mix, site design and risk mitigation approaches. Promote the co-location of complementary and compatible tourism land uses to create identifiable tourism precincts that benefit tourism amenity.
- Ensure land use impacts between tourism activities and other land uses (including residential areas) are appropriately managed.

## 5. Policy measures

Local government are best placed to plan for tourism within their communities, with local knowledge of tourism activity, opportunities, constraints, including potential impacts and what requirements, if any, should be placed on tourism proposals.

### 5.1 General measures

In general, strategic and statutory planning decisions should:

- Encourage a range of tourist accommodation choices and experiences as required.

- Encourage sustainable eco-tourism that recognises and complements Western Australia's unique and sensitive natural environment, heritage and Aboriginal culture.
- Give effect to this Position Statement and Guidelines, and the *State Government Strategy for Tourism in Western Australia 2020* (as amended).
- Be consistent in the use of tourism land use and accommodation definitions contained in this Position Statement, the LPS Regulations and *State Planning Policy 7.3: Residential Design Codes*.
- Promote the location of tourist accommodation in areas with the highest tourism amenity (for example beach access, views, facilities, availability of services) and adequate separation from, or management of, any interface with residential land uses.
- Ensure areas used exclusively for tourism sites and precincts are zoned as Tourism or Special Use.
- Ensure that new and proposed caravan parks are zoned Special Use - Caravan Park to provide long-term security as a caravan park use.

- Maintain and support existing tourism and special use sites. Rezoning should only be supported if it is demonstrated that a tourism site is unfeasible in the long-term because of a lack of tourism demand, sustainable tourism function and a long-term decline of all tourism activities and accommodation types in the region.
- The inclusion of any land uses other than tourism land uses on tourism zoned land should be considered on a case-by-case basis. Consideration should include whether there is appropriate infrastructure and a planning framework that supports uses other than tourism on tourism zoned sites. The inclusion of permanent residential uses requires close consideration to ensure tourism remains the primary use of a site and a quality tourism outcome is achieved in conjunction with any residential component.
- Where permitted, tourism uses on agricultural or rural land should be secondary to agricultural and/or rural uses to protect the primacy of the land for rural uses (for example farm stay, restaurant

at vineyard, farm gate sales) as provided by *State Planning Policy 2.5: Rural Planning*.

- Proposals in areas subject to natural hazards (bushfire, coastal, cyclone and flood prone areas) are to meet the requirements set out in the relevant State planning policies (2.6: *State Coastal Planning, draft 2.9 Planning for Water, 3.4: Natural Hazards and Disasters or 3.7: Planning in Bushfire Prone Areas*). The *Position Statement: Tourism land uses in bushfire prone areas* should also be given consideration in decision-making.
- Where coordination is required (for example across multiple sites, stages or for infrastructure provision), proposals within tourism precincts or sites should be informed by the preparation of a structure plan and/or local development plan as appropriate. These plans should be required prior to subdivision or development approval.

## 5.2 Local planning strategy considerations

The local planning strategy provides the long-term planning directions and actions to manage the change and

development of a local government area. The local planning strategy also provides the line-of-sight between state-wide strategic planning and policy to the local framework and decision-making.

Local government are encouraged to incorporate a tourism component to ensure strategic tourism needs are addressed. The extent to which tourism is examined within the local planning strategy should be proportionate to the significance of tourism to the community and local economy.

The tourism component of the local planning strategy should:

- Reflect on the existing planning framework (including the local planning scheme and relevant local planning policies) and whether it is fit-for-purpose and achieving the tourism outcomes being sought.
- Discuss current and emerging tourism trends and issues, including the provision of information on existing tourism, aspirations for long-term tourism and existing problems related to tourism.
- Where tourism is significant to the locality or region, it should include substantial detail on tourism such

as an accommodation supply and demand analysis, the rationale for determining future land allocation (site size and location), suitable planning controls and anticipated tourism infrastructure needs.

- Identify suitable tourism sites and precincts in accordance with locational criteria developed by the local government and ensure these are located appropriately to townsites and in proximity to the features and attractions they are intended to serve. Locations identified for tourism should be consistent with other existing policies.
- Outline suitable planning controls to guide and manage tourism uses that will need to be incorporated in the local planning scheme.
- Be consistent with this Position Statement.

### 5.2.1 Caravan parks

Caravan parks are a fundamental component of the tourism accommodation mix and can experience competing demands from short-term and long-term guests. In addition, the demand for land in tourist locations has

contributed to numerous caravan park closures throughout Western Australia.

Strategic planning for caravan parks should:

- Ensure development and long-term retention of caravan parks as a form of short-stay (affordable) accommodation primarily for leisure tourists.
- Recognise that the commercial sustainability of caravan parks requires some flexibility in product mix, site design and risk mitigation approaches.
- Ensure any new caravan parks are located appropriately for their context and intended market and function.

**5.2.2 Short-term rental accommodation**

Short-term rental accommodation is the collective name given to holiday homes, units or apartments (usually built for residential purposes) offered for short-term letting, often through an online booking platform or management agent. Short-term rentals are either hosted (where a permanent resident (host) is present) or unhosted (where guests have

exclusive use of an entire house, unit or apartment). Commonly, they can be:

- A family holiday home, periodically offered as a short-term rental.
- A property purchased for the sole intent of operating a short-term rental operation.
- Residents looking to let spare bedrooms on a short-term basis.

The success of online booking platforms offering short-term rental accommodation has seen a rapid increase in short-term rentals, with high concentrations occurring in popular tourist locations. In some cases, the rapid growth in the short-term rental market has placed management and compliance stress on local governments and can have a variety of negative flow on effects.

Local government should consider whether specific attention needs to be given to short-term rental accommodation in the local planning strategy. In areas where short-term rentals are in low demand and do not cause significant community concern, addressing the topic within the local planning strategy may be unnecessary.

**Note for consultation:**

Concurrent with the release of this draft Position Statement, the State Government is working towards implementation of a registration scheme for hosted and unhosted short-term rental accommodation, which was a key recommendation of the 2019 Economics and Industry Standing Committee's inquiry "Levelling the playing field: Managing the impact of the rapid increase of Short-Term Rentals in Western Australia". Further information on the registration scheme is available from <https://www.dlgsc.wa.gov.au/>.

**5.2.2.1 Supply, demand and pressures associated with short-term rental accommodation**

To help understand current and emerging trends and issues, local governments are encouraged to undertake a short-term rental accommodation supply and demand analysis. A supply and demand analysis should include consideration of the short-term rental market,

the relationship with permanent housing provisions and the traditional accommodation provision.

Considerations may include:

- Identification of the existing short-term rental accommodation supply.
- Assessment of current and future short-term rental demands informed by Tourism WA and Australian Bureau of Statistics data, local government data and other planning documents.
- Identification of short-term rental accommodation opportunities.

Evidence from other jurisdictions (and increasingly from tourism locations in the South West) indicates that a rapid growth in or high supply of short-term rentals may affect the availability of long-term rentals and housing choice for longer-term residents of a community.

Local governments with areas subject to a high supply of short-term rental accommodation and relatively stable housing growth are encouraged to monitor the situation in their communities and adjust policy settings as appropriate.

**5.2.2.2 Location of short-term rental accommodation**

Consideration should be given to the appropriate location of short-term rental accommodation; where it should be prioritised, permitted or avoided to further strategic planning objectives, enhance the tourism experience and avoid adverse impacts on surrounding land uses.

It is recognised that there is variation amongst local government in approaches taken, from broad acceptance of short-term rental accommodation in all residential areas, through to consideration in selective locations and/or prohibiting in others.

In seeking to guide the location of short-term rental accommodation, the following considerations may be relevant to the local government:

- Provision of and access to tourist amenity proximity to social, cultural, and leisure attractions, and accessibility to transport routes and public transport services.
- Adequate standard of services and infrastructure necessary, for example reticulated or drinking water supply and service, capacity of on-site solutions.

- Locations to minimise adverse interface issues, particularly amenity impacts on surrounding residential and other land uses (for example rural).
- Risk of natural hazards and the extent of measures which may need to be in place to address the level of risk.
- Any other relevant planning consideration and/or policy instruments within the planning framework.

**5.3 Statutory planning considerations**

The local planning scheme and supporting local planning instruments (such as local planning policies) give effect to local strategic planning through statutory land use and development control.

Local planning schemes and amendments should:

- Include a range of tourism and mixed-use zonings allowing for tourism development and the permissibility of land uses in each zone, to provide for a diverse tourism industry consistent with the local planning strategy.

- Utilise land use definitions as set out in this Position Statement and LPS Regulations.

To complement local planning scheme provisions and guide the exercise of discretion, local government may utilise local planning policy to inform land use and development decisions.

The Guidelines provide further guidance on statutory planning considerations and approaches.

**5.3.1 Caravan parks**

To support the policy objectives a local planning scheme should:

- Zone caravan parks as Special Use – Caravan Parks to provide long term security of use of the site as a caravan park.
- Identify caravan parks as a permitted (P) use in the Special Use – Caravan Parks and Tourism zones.
- Encourage the development and redevelopment of caravan parks in a manner that responds appropriately to the environment, economy and context.

The rezoning of Tourism or Special Use – Caravan Park zoned sites to residential, commercial or alike zones is generally considered inconsistent with the objectives of this Position Statement. However, if a rezoning is proposed it should be justified and assessed in context of this Position Statement, the Guidelines, and the relevant local planning strategy. Where it can be demonstrated that a caravan park site is no longer required, and this is supported by the Western Australian Planning Commission (WAPC) in consultation with relevant stakeholders, including long-stay tenants, the WAPC may recommend that the Minister for Planning approve the rezoning subject to all other relevant planning considerations.

**5.3.2 Short-term rental accommodation**

Short-term rental accommodation is divided into two categories: hosted and unhosted. Local planning schemes can control the desired location of short-term rental accommodation through a combination of zoning and land use permissibility. Development control measures can be set through local planning schemes and local planning policies to manage size, location and potential amenity impacts.

**Note for consultation:**

The WAPC is considering recommending to Government to exempt the following forms of low-scale short-term rental accommodation from the need to obtain development approval:

**Hosted accommodation**

Hosted accommodation in a single house (or ancillary dwelling), grouped or multiple dwelling, which does not exceed a maximum of four adult persons (or one family) and a maximum of two guest bedrooms. This form of short-term rental accommodation is considered low-scale because the host resides on site, can manage any issues with guests and the tourism/commercial use of the property is incidental to the permanent residential use.

The cap of a maximum of four adult persons (or one family) and a maximum of two guest bedrooms is the same cap currently provided within the model definition of 'bed and breakfast'. The 'bed and breakfast' land use definition is proposed to be deleted from Schedule 1 (Model Provisions) of the LPS Regulations.

**Unhosted accommodation**

Unhosted accommodation in a single house, grouped or multiple dwelling where it is let for no more than 60 days per calendar year.

Note: This exemption is for a change of use. Unhosted accommodation in a single house, grouped or multiple dwelling operating for more than 60 days per calendar year would be subject to the requirements of the relevant local government's local planning framework.

Subject to the results of consultation, amendments to the LPS Regulations may be undertaken to make hosted and unhosted accommodation, which meet the conditions outlined above, forms of development for which development approval is not required.

It is proposed that these forms of short-term rental accommodation would still be required to register with the state-wide registration scheme.

**5.3.2.1 Hosted accommodation**

For new schemes, scheme amendments and scheme reviews, local government should incorporate the land use definition for 'hosted accommodation' (refer to Table 1).

To regulate forms of hosted accommodation through the local planning scheme or local planning policy, the following considerations may be relevant:

- Locational factors which may assist in determining appropriate locations for hosted accommodation within residential areas (refer to the Guidelines for further information).
- Suitability of the premises with regards to building design and form.
- Minimum car parking requirements.
- Servicing requirements, such as access to drinking water and wastewater systems.
- Room and guest caps.
- Preparation and approval of a management plan.
- Time or frequency of use limits.

Other building or health licensing requirements may also apply outside of the planning system, such as provisions relating to swimming pools, the serving of food, the provision of fire safety equipment and evacuation measures.

**5.3.2.2 Unhosted short-term rental accommodation**

Local government has the flexibility to regulate unhosted short-term rental accommodation through its local planning framework to respond to local conditions (subject to regulatory processes). This Position Statement sets out considerations and approaches to achieve this.

It is acknowledged there are various approaches to the regulation of unhosted short-term rental accommodation currently undertaken across Western Australia. The regulatory and policy response of the local government should be proportional to the significance of the issues arising from unhosted short-term rental accommodation in their municipality. In determining the appropriate way to regulate unhosted short-term rental accommodation the following statutory planning mechanisms can be considered:

- Utilising the zoning table, land use permissibility and other scheme mechanisms to control the locations whereby unhosted short-term rental accommodation proposals may be designated either permitted, discretionary, discretionary with advertising, or prohibited.
- Capping guest numbers permitted within a holiday home, holiday unit or holiday apartment through local planning policy and/or condition of a planning approval, to respond to constraints such as availability of vehicle parking, capacity of infrastructure (such as onsite effluent disposal) or to maintain appropriate levels of amenity in line with expectations (such as concerns regarding party houses).
- Utilising a local planning policy to guide discretionary decision-making, which may include but not be limited to, any of the following matters:
  - locational factors which may assist in determining appropriate locations for unhosted forms of short-term rental accommodation within residential areas (refer to the Guidelines for further information)
  - limits to the number of guests and/or rooms
  - limits to nights the property can be made available for rental in any one year
  - provision of car parking
  - minimum services such as potable water and reticulated sewerage
  - preparation and approval of a Management Plan
  - waste management
  - whether pets of guests (such as dogs) are permitted
  - managing for potential noise nuisance.
- If appropriate, initial development approval can be granted for a limited period (for example 12 months) and renewed on a longer basis (for example three to five years, or permanently) to ensure there is appropriate management of potential impacts on the amenity of neighbouring properties.

**5.3.3 Other planning processes including structure plans, subdivisions and development applications**

**WAPC**

Where appropriate, the WAPC will consider the application of this Position Statement in the assessment of structure plans, subdivision, strata, community titles and development applications on sites zoned for tourism purposes or where tourism uses can be considered.

In assessing proposals on land zoned for tourism purposes the WAPC will, among other things (including adopted plans and policies) consider whether the proposal will:

- Facilitate the development of a quality, sustainable tourism facility.
- Incorporate those facilities associated with tourist accommodation developments such as recreation, entertainment and integrated management.
- Provide for current and future tourism demand.
- Have the capacity to accommodate the necessary services, management and

support facilities without compromising the character, development flexibility or tourism amenity of the site.

- Provide for the retention or enhancement of the strategic value of the site for tourism purposes, including the relationship between individual lots and areas of high tourism amenity and the potential to accommodate current and future tourism demand.
- Result in the subdivision of a large tourism lot (for example, to separate the residential component from the tourism). This may result in tourism lots remaining undeveloped and future pressure to approve further residential components to finance development.

In the case of subdivision of an existing caravan park, subdivision is generally not supported. Excising a portion of a caravan park site may be supported if the excised portion is proposed to be developed for a compatible tourism use. Strata or community titling of caravan parks is not permitted as provided by the *Strata Titles Act 1985* and *Community Titles Act 2018*.

**Local government**

Local government are encouraged to have regard to this Position Statement along with other relevant considerations in the assessment of development applications for tourism land uses and sites zoned for tourism purposes.

**6. Definitions**

The definitions for forms of tourist accommodation not included in Table 1 of this Position Statement are as per provided in Schedule 1 (Model Provisions) of the LPS Regulations.



Table 1: New and amended definitions

Proposed land use term	Proposed meaning	Dwelling type under the R-Codes
Hosted accommodation (Note: new definition)	<i>means a dwelling or ancillary dwelling, or a portion thereof, used for the purpose of short-term accommodation, with a permanent resident who is present overnight for the duration of the stay either in the dwelling or ancillary dwelling.</i>	Single house, ancillary dwelling, grouped dwelling or multiple dwelling.  <b>Note:</b> The WAPC considers the use of an ancillary dwelling for short-term accommodation (where the host resides in the main dwelling and the guest stays in the ancillary dwelling - or vice versa) is a hosted form of short-term rental accommodation.
Holiday house (Note: amended definition)	<i>means a single dwelling used to provide short-term accommodation</i>	Single house
Holiday unit (Note: new definition)	<i>means a grouped dwelling used to provide short-term accommodation</i>	Grouped dwelling
Holiday apartment (Note: new definition)	<i>means a multiple dwelling used to provide short-term accommodation</i>	Multiple dwelling

Land use term	Proposed meaning
Tourist development (Note: amended definition)	<i>means a building, or a group of buildings forming a complex, other than a caravan park, used to provide –</i> (a) <i>short-term accommodation for guests; and</i> (b) <i>onsite facilities for the use of guests; and</i> (c) <i>facilities for the management of the development</i>
Serviced apartment (Note: amended definition)	<i>means a group of units or apartments providing –</i> (a) <i>self-contained short-term accommodation for guests; and</i> (b) <i>any associated reception or recreational facilities</i>
<b>Note:</b> It is intended to delete the land use term 'bed and breakfast' from Schedule 1 (Model Provisions) of the LPS Regulations.	
<b>Note:</b> It is intended to delete the land use term 'holiday accommodation' from Schedule 1 (Model Provisions) of the LPS Regulations.	

General term	Proposed meaning
Short-term accommodation (Note: amended definition)	<i>means temporary accommodation provided on a commercial basis, either continuously or from time-to-time with no guest accommodated for periods totalling more than 3 months in any 12-month period.</i>



Department of **Planning,  
Lands and Heritage**



**DRAFT**  
PUBLIC CONSULTATION

# Draft Planning for Tourism Guidelines

December 2021

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

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## PURPOSE OF THESE GUIDELINES

These Guidelines should be read in conjunction with the draft Position Statement: Planning for Tourism (the Position Statement). They provide guidance on its implementation and aim to:

- provide context for planning and decision making on tourism development and land use
- encourage strategic planning that considers local tourism and its wider context
- assist local government in planning for tourism in its local planning strategy and local planning scheme
- encourage a consistent approach to tourism in local planning frameworks
- encourage flexible and adaptive design of tourism and mixed-use development suited to each local government area.

These Guidelines supersede and repeal *Tourism Planning Guidelines* (May 2014) and *Holiday Home Guidelines – short stay use of residential dwellings* (September 2009).

## BACKGROUND – PLANNING FOR TOURISM IN WESTERN AUSTRALIA

Tourism is a significant contributor to the national and state economy, particularly in regional areas. Western Australia has a diverse natural and cultural landscape which offers an array of unique experiences. The provision of sustainable facilities and businesses that serve tourists and strengthen and diversify the Western Australian economy are crucial to economic development. The *State Planning Strategy 2050* has additional information about tourism in Western Australia.

The planning system has an important role in facilitating investment in tourism in appropriate locations. Under or over supply of tourism facilities may be detrimental to local communities as well as the attractions and features which draw tourists.

Where tourism is considered significant within a locality or region, detailed tourism planning is advised. Planning should be undertaken in consultation with Tourism WA, State Government agencies, tourism associations, local operators and their local community, and take into consideration issues raised in the *State Planning Strategy 2050*, regional strategies, the Position Statement and these Guidelines.

## 1. LOCAL PLANNING STRATEGY CONSIDERATIONS

A local planning strategy provides the long-term planning directions and actions to manage the change and development of a local government area and informs the local planning scheme.

The strategy should be based on sound planning principles and provide the:

- rationale for future land allocation;
- planning controls; and
- infrastructure needs.

Where tourism is significant to a locality or region, a detailed tourism component should form part of the local planning strategy.

### 1.1 TOURISM COMPONENT OF THE LOCAL PLANNING STRATEGY

Further to section 5.2 of the Position Statement, local governments are encouraged to address tourism in the local planning strategy in a manner reflective of the importance of tourism in the municipality. Information that should be provided includes:

- Aims, visions and objectives for tourism development and land uses in the local government area.
- Description of current and potential roles for tourism in the local government area.



- Estimates of current and projected tourism demand for the local government area.
- Consideration, where appropriate, of existing and potential tourist zones, tourism precincts, tourism sites, tourism land requirements and opportunities for introducing new or specific tourism land uses.
- Guidance for assessing tourism proposals, including character and design measures, to achieve aspirational tourism development at particular locations.
- Identification of existing and potential tourism zones, tourism precincts and tourism sites through spatial/strategic mapping.
- Actions and timeframes to achieve the desired level of tourism.

The local planning strategy should be informed by available tourism statistics and may include:

- tourist visitation numbers
- an inventory of existing tourism uses and developments
- an inventory of the attractions and natural assets that draw tourists to an area
- local tourism activities
- actual and potential economic benefits of tourism to the local community
- any impacts and proposed treatment of issues (such as noise and waste) associated with tourism.

The *Local Planning Manual* (as amended) provides guidance on the preparation of local planning strategies and should be read in conjunction with these Guidelines.

### 1.2 SCOPE AND CONTENT

The tourism component of a local planning strategy should identify:

- tourism sites and assessment based on the capacity for quality, sustainable tourism, addressing current and future demands;
- a scope and process for additional detailed planning that may be required, to inform future local planning scheme amendments;
- criteria and principles to guide development of tourism precincts and sites;
- appropriate planning mechanisms to be introduced into the local planning framework, including the local planning scheme. This may include local planning policies, special control areas, specific tourism zones, detailed planning requirements (for example requiring preparation of a structure plan, or local development plan prior to subdivision or development), or incentives (for example a plot ratio bonus to encourage development or an increased scale of tourism within mixed use development); and
- key gaps and opportunities for tourism in a locality may be known or need to be identified in order to identify tourism precincts and sites.

#### 1.2.1 Tourism objectives

Tourism objectives should be consistent with the strategic vision to guide appropriate tourism development throughout the locality. In defining tourism objectives, the following may be addressed:

- The nature and importance of tourism to the local economy in strategic plans/policies.
- Support for tourism through local planning scheme zones and provisions.
- Facilitate a variety of holiday accommodation types including short-term rentals and existing caravan parks and camping grounds in preferred locations.
- Protection of tourism precincts and sites for future tourism development to meet estimated demand, and from incompatible and/or conflicting land uses.
- Innovative tourist accommodation and facilities that respond to market needs.
- Tourism growth and development that reinforces unique and local tourism identity and features.

A tourism objective should be clear, consistent with goals/vision of the local government strategic plan and tourism characteristics of each locality.

#### 1.2.2 State and regional planning context

A local planning strategy responds to the *State Planning Strategy 2050*, the *State Government Strategy for Tourism in Western Australia 2020* (as amended), and relevant regional and local factors. It should describe the role and importance of tourism in the area through analysis of existing State Government policy, assessment of local tourist attractions and features, contribution made to the local economy and any potential for expansion.



### 1.2.3 Local tourism profile

The local tourism profile should inform any proposed planning and recommendations for tourism in a local planning strategy. The profile may include an analysis of the characteristics of existing and potential tourism and identify the value of tourism to the local community. Existing, proposed and potential tourism development should be reviewed to establish tourist development needs.

This may include:

- Identification of new types of tourism.
- Justification for increasing the number of tourists accommodated overnight.
- The need for new or additional tourism facilities.

Visitor information statistics are helpful in determining the level of tourism that is occurring in a local government area. The following visitor information (where available) is recommended to be included in the background section of the local planning strategy:

- average length of stay (% overnight visitors);
- purpose of visit (holiday, business, specific attraction/event);
- accommodation selected (type, age, standard occupancy rates, peak periods/seasonality);
- mode of transport (to/from and within local area); and
- demographics (age, gender, international/interstate/intrastate).

Tourism WA and the Australian Bureau of Statistics are resources available to local governments for compiling visitor information.

#### Note for consultation:

Concurrent with the release of these Guidelines, the State Government is working towards implementation of a registration scheme for hosted and unhosted short-term rental accommodation. It is anticipated the registration scheme will be able to provide data on short-term rental accommodation. Further information on the registration scheme is available from <https://www.dlgsc.wa.gov.au/>

### 1.2.4 Local planning scheme review

As part of preparing a local planning strategy, a review of the existing local planning scheme should occur and consider whether:

- the local planning scheme adequately protects tourism/tourist uses at risk from other land use planning or zoning pressures;
- the existing planning framework influences location, design and type of tourism development;
- existing planning provisions and policies support and encourage the development of tourism facilities;
- growth and/or development of tourist accommodation, attractions, and/or facilities are influenced by the presence or absence of tourism policy and/or zones; and
- the local planning scheme includes tourism zones, and, if so, are non-tourism uses permissible or discretionary within the zone and if this has affected the development of tourism zoned land.

## 1.3 SITING AND DESIGN OF TOURIST DEVELOPMENT

### 1.3.1 Siting

Local governments have the opportunity to consider where tourism uses are best located and the amount of land required to service tourism through community consultation and the preparation or review of its local planning strategy, local planning scheme and local planning policies. The primary objective of a local planning strategy for tourism is the identification of tourism precincts and sites.

The tourism component of a local planning strategy may identify the locations which may be subject to future scheme amendments to cater for future tourism.

Tourism precincts and sites should be planned in locations which enhance the tourist experience and avoid or minimise interface/land use conflict with surrounding uses. Selection and justification of potential tourism locations should consider the following:

- the demand for a proposed tourism use, informed by the local tourism profile;
- access for pedestrians, vehicles and/or public transport;
- provision and access to tourist amenity (e.g. landscape, views, proximity to attractions);
- compatibility of tourism development with surrounding land uses;
- land constraints (e.g. steep slopes, coastal setbacks, water courses);
- vulnerability to natural hazards (e.g. bushfire, cyclone, flood, erosion);



- scale of tourism development and location suitability;
- infrastructure availability to service the proposed tourism uses; and
- for eco-tourism proposals, the use of education and conservation measures, construction materials, waste management, and energy efficiency.

**1.4 TOURISM PRECINCTS**

A tourism precinct is a defined area that has potential for the co-location of tourist accommodation, attractions, activities and/or amenities. Tourism precincts should be vibrant, attractive and inviting, offering a variety of uses within an accessible area. A tourism precinct could be an entire town centre or a street block, however it should be walkable. They can support detailed planning for specific tourist accommodation sites, complementary and supporting land uses, and the integration of tourism infrastructure.

The location and scale of a tourism precinct should be informed by the following factors:

- proximity to tourist attractions and facilities;
- be compatible with existing land uses and infrastructure;
- existing and potential tourist accommodation opportunities;
- desired or existing character and amenity;
- visitation statistics for the locality;
- access including transport opportunities; and
- capacity to accommodate a mix of uses that complement tourism development.

The local planning strategy should identify further detailed planning through the local planning scheme necessary to facilitate an identified tourism precinct.

**1.5 TOURISM SITES**

A tourism site may include an existing tourist development or non-tourism zoned land that has physical characteristics suited to tourism. Considerations for the selection and identification of tourism sites are provided in Table 1 of these Guidelines.

Future land use and development of tourism infrastructure can be introduced in a local planning strategy by identifying suitable tourism sites and detailing their significance to tourism. This will assist in determining the level of detailed planning to facilitate desired tourism development.

**1.6 TOURISM FACILITIES**

**1.6.1 Tourist attractions, activities and amenities**

The local planning strategy should include the following details on key tourist attractions, activities and amenities; including their size and the scale of the local tourism industry:

- details of the existing tourism market (for example is it event, cultural, sport, family, adventure, environmental, eco-tourism, health or agri-tourism based?);
- potential new or extended tourist markets to be explored;
- list the types of attractions and experiences (this may include national parks, coastal environments, winery region, cultural and sporting events);

**Table 1: Tourism sites - site selection**

Criteria	Considerations
Accessibility	Adequate existing or proposed transport links
Uniqueness	A prominent and/or unique landmark of significance
Setting	The site's views, or outlook that encourages recreational tourism activities and/or tourism character
Tourism activities and amenities	The site has or is within easy access of attractions and amenities that promote tours, fishing, historic sites, walk trails, environmental interpretation, cafes, restaurants, shops etc. or is capable of development for activities
Supply of land	The site represents a limited amount of land suitable for a significant tourism use



- type, capacity and number of tourism businesses and activities by tourism category (for example art galleries, breweries, theme parks);
- emerging tourism development opportunities (for example events and/or activities such as festivals, concerts, sporting events, underutilised areas of natural beauty, and adventure activities); and
- tourist amenity of public areas including town centres, streetscapes and public open space.

#### 1.6.2 Tourism infrastructure and services

A local planning strategy should consider infrastructure and services including:

- Identification of service capacity and infrastructure projects with potential to impact tourism growth or quality of visitor experience including access (for example roads, rail, airports), water, wastewater, telecommunications and power (along with potential impacts to other land uses).
- Consideration of tourist movement between accommodation and activities/attractions.
- Access to and from tourist destinations.
- Identification of infrastructure improvements related to tourism in the local government area (for example improve/expand road networks, increased capacity at a local airport to increase tourism access).

### 1.7 HERITAGE

#### 1.7.1 Historic (built) heritage

Tourism can play a key role in conserving historic heritage when initiated and managed appropriately. The development of heritage buildings and places for commercial tourism may offer a commercially viable option for securing their future. Heritage tourism can contribute to the rejuvenation of regional and urban areas and spread economic benefits across a wide geographical area, such as through themed trails and driving routes.

#### 1.7.2 Aboriginal heritage

Western Australia's rich and diverse Aboriginal heritage gives the State a unique point of difference over other holiday destinations. Aboriginal heritage includes both site and non-site specific values, experiences and activities in urban and regional areas. Tourism, if managed appropriately, can help preserve Aboriginal heritage by encouraging cultural site protection, environmental conservation, and the transfer of inter-generational cultural knowledge.

Tourism also represents a significant opportunity for Aboriginal people to secure sustainable economic, social and job outcomes. An example is the Camping with Custodians touring experience for travellers, which provides income, employment and training opportunities for Aboriginal communities across the Pilbara and Kimberley.

### 1.8 INTERIM MEASURES IN THE ABSENCE OF A LOCAL PLANNING STRATEGY

Where a local government does not have an endorsed local planning strategy, the assessment of a scheme amendment or development application which proposes a non-tourism use on an existing tourism site should consider the Position Statement, these Guidelines, the *Local Planning Manual* (as amended) and any relevant State and local policies.

For tourism sites within an existing or potential tourism precinct, assessment should consider issues and objectives relevant to the tourism precinct including the importance of tourism for the locality.

### 1.9 TOURISM RESOURCES

To inform economic development, environmental protection, resource management, housing provision and infrastructure (physical and social), liaison should be undertaken with relevant State agencies and the tourism industry. Tourism WA offers various resources to assist planning for tourism and should be consulted if preparing a local planning strategy for an area where tourism is important. Appropriate consultation should ensure the local planning strategy is relevant and reflective of the local community, industry expectations and wider Western Australian context.





## 2. GENERAL STATUTORY PLANNING CONSIDERATIONS

### 2.1 ZONING FOR TOURISM

A variety of tourism development can be accommodated within tourism, mixed use and special use zones. Uses permissible in each local planning scheme zone should reflect and be consistent with the intended tourism outcome. The *Planning and Development (Local Planning Scheme) Regulations 2015* (LPS Regulations) provide provisions for zones and land uses for the use of local government.

The objectives of the Tourism zone in the LPS Regulations are:

- To promote and provide for tourism opportunities.
- To provide for a variety of holiday accommodation styles and associated uses, including retail and service facilities where those facilities are provided in support of the tourist accommodation and are of an appropriate scale where they will not impact detrimentally on the surrounding or wider area.
- To allow limited residential uses where appropriate.
- To encourage the location of tourism facilities so that they may benefit from existing road services, physical service infrastructure, other tourist attractions, natural features and urban facilities.

In local government areas where tourism is economically significant, the local planning strategy may identify potential tourism zones for the local planning scheme where they do not already exist. Where a tourism site has different or additional objectives to the standard tourism and mixed-use zone objectives, the site may be considered as a special use zone to enable specific objectives unique to the site or tourism use to be included in the objectives for that zone/site only (for example caravan park).

#### 2.1.1 Land use considerations

The local planning scheme needs to determine appropriate use classes and permissibility of tourist development in each zone. Considerations may include:

- a) Tourist development should be given priority in tourism zones. Local planning schemes that allow residential development in tourism zones need to provide guiding objectives or principles to ensure development is consistent with the tourism purpose of the zone.
- b) In areas of strong or developing tourism industry, a focus on tourism land use and development is necessary in the local planning scheme.

### 2.2 DESIGN OF TOURIST DEVELOPMENT

The design principles supporting tourism development siting and design include:

- context and character
- landscape quality
- sustainability

- functionality and build quality
- community
- amenity
- legibility
- built form and scale
- safety
- aesthetics.

Key State policies that support design and assessment include:

- *Visual Landscape Planning in Western Australia – a manual for evaluation, assessment, siting and design (Visual Landscape Manual)*
- *State Planning Policy 7 Design of the built environment (SPP7 and SPP7.3).*

Both documents are to be considered, where relevant, for tourism proposals and their assessment.

### 2.3 TOURISM SITES

Identification of tourism sites in the local planning scheme can facilitate long-term protection of land for tourism purposes.

Specific planning controls are encouraged for each tourism site and precinct to set parameters for future planning, such as a structure plan or objectives for development or redevelopment.



The design principles of tourist development listed in these Guidelines (section 2.2) should be considered during site selection and planning. In prioritising tourism sites and to inform detailed planning, the following specific site values may be considered in Table 2 of these Guidelines.

**2.4 TOURIST DEVELOPMENT IN NON-TOURISM ZONES**

A local planning scheme Tourism zone is provided for in the LPS Regulations. Prior to the introduction of this zone, tourist accommodation and development may have been approved on land not zoned for tourism, including in residential, mixed use, rural and town centre zones. Where appropriate, the local planning strategy should

identify opportunities to rezone these sites to tourism in the local planning scheme review. Tourism uses can be encouraged in mixed use and town centre zones as this may assist in providing a mix and scale of development attractive to both tourists and residents.

**2.5 NON-TOURIST DEVELOPMENT IN TOURISM ZONES**

Careful consideration is required for any proposal to develop tourism zoned land for non-tourist development, or to re-zone tourism land to an alternate zone, given this may collectively lead to lost opportunities for quality tourism development in the most appropriate locations.

There is a need to consider applications and sites on an individual basis, taking into account particular locational issues, in addition to their potential strategic tourism value. Local government may consider developing assessment criteria to determine the significance of any proposed loss of tourism.

Some local governments have adopted a variety of approaches when dealing with non-tourist development and subdivision on tourism zoned land. Considerations include:

- Residential development should be secondary to the tourism use. See Appendix 1 for further information.
- Establishment of length of stay occupancy restrictions for residential uses.
- Proposals are to remain incidental to, and support, the proposed tourism use on the site.
- Demonstration that non-tourist development will not compromise or adversely impact the tourism zone objectives or surrounding uses.
- Development to incorporate facilities normally associated with tourist accommodation development such as recreation, entertainment facilities and integrated management facilities.

**Table 2: Tourism sites – criteria to inform detailed planning**

Criteria	Considerations
Suitability in a land use context	Is the tourism site located where potential tourism activity is likely to be limited by proximity to uses that might detract from the tourism character?
Capability	Is the site capable of being developed or expanded for tourism and associated servicing that will not impact its natural attributes or cause environmental damage (for example sewerage capacity, water supply and waste collection?). Preparing for climate change adaptation is important to the sustainability of many key tourism sites.
Size	Is the site of suitable size to sustain a proposed tourism development in terms of design, operation and function, without limiting future potential for expansion? Will development of the site contribute to the delivery of diversified and balanced tourism?
Function	Is the site suited to a particular type of tourist accommodation, certain tourism market needs or the desired range of tourist accommodation for the locality (e.g. beachfront caravan parks, school holiday camps, and Crown tourism leases?).



## 3. TOURISM USES

### 3.1 RURAL TOURISM

There has been a long-term trend of increasing demand for tourist accommodation in rural areas, with significant variation in the preferred type and form throughout the State. For example, in pastoral regions there is higher demand for 'station stays' as well as 'adventure tourism', whilst in the South West the demand is for holiday houses in rural settings.

Tourism uses should be incidental to a primary agricultural use. *State Planning Policy 2.5: Rural Planning* provides guidance on land use planning in rural areas.

#### 3.1.1 Strategic considerations

Rural tourism may be encouraged in areas with attractions, preferably with sealed road access. Opportunities may include small-scale caravan and camping grounds that are unlikely to compete with existing formal caravan parks as they offer a different experience, have minimal facilities, and are located in a rural setting.

Planning for rural tourism should be further informed by *draft State Planning Policy 2.9: Planning for Water*, *State Planning Policy 4.1 State Industrial Buffer Policy*, *Government Sewage Policy 2019*, *Department of Health Guidelines for separation of agricultural and residential land uses*, and *State Planning Policy 3.7 Planning in Bushfire Prone Areas*. The *Position Statement: Tourism in Bushfire Prone Areas* also provides relevant information.

#### 3.1.2 Statutory considerations

Where appropriate, small-scale tourist accommodation should generally be either a discretionary (D) or a discretionary with advertising (A) use in the zoning table of a local planning scheme to minimise potential land use conflicts and maintain the primacy of rural land uses.

### 3.2 ECO-TOURISM

Western Australia's environment and landscape character creates a unique and attractive holiday destination and ecotourism is one of the State's key tourism markets. Eco-tourism attractions are popular with locals and visitors alike, and include the coastline and waterways, mountain ranges and ancient landforms, unique karri, tingle and jarrah forests and native wildlife, as well as a range of nature-based activities such as hiking, rock climbing, swimming, kite surfing, bushwalking, four-wheel driving and caving.

#### 3.2.1 Strategic considerations

Many of the attractions that encourage tourism are located in regional and remote parts of the State. Some of these areas are prone to natural hazards, such as bushfires, flooding or waterlogging, coastal erosion or cyclones. *State Planning Policy 3.4: Natural Hazards and Disasters* (SPP3.4), *State Planning Policy 3.7: Planning in Bushfire Prone Areas* (SPP3.7) and *State Planning Policy 2.6: State Coastal Planning* (SPP2.6) provide detailed information on planning for vulnerable uses, such as tourist accommodation. The *Position Statement: Tourism in Bushfire Prone Areas* also provides pertinent information.

#### 3.2.2 Statutory considerations

Where relevant, eco-tourism proposals should consider the following:

- bushfire management in accordance with SPP3.7 and State bushfire guidance;
- consistency with relevant zone objectives;
- impact on natural landscape, environment and conservation values;
- appropriate servicing and infrastructure to accommodate the proposed use in an environmentally responsible manner;
- design guidelines and visual impact;
- coastal setbacks in accordance with relevant State planning policy;
- impact on social and cultural values of the area or site; and
- consistency with any relevant National, State and local policy and guidance.



## 4. TOURIST ACCOMMODATION

There are many different types of tourist accommodation available in Western Australia, and a variety of controls exist to manage their use. As referenced in section 3 of the Position Statement, the term tourist accommodation means short-term accommodation and includes traditional accommodation (for example chalet, serviced apartment, hotel) and short-term rentals (holiday house, holiday unit, holiday apartment, hosted accommodation).

### 4.1 EXCLUSIONS

Further to section 3.1 of the Position Statement, it is not intended to capture other forms of short-term and temporary accommodation which are:

- not associated with the issues resulting from short-term rental accommodation offered on a commercial basis; and/or
- subject to alternative guidance, legislation and approaches by local government.

The Position Statement and these Guidelines do not apply to the following forms of short-term and temporary accommodation:

1. *House swapping and housesitting*  
 House swapping is a mutual arrangement made between owners of separate properties to 'swap' homes for a temporary period and is often for holiday accommodation purposes. House swapping is commonly organised through specialised websites.

Housesitting is a mutual arrangement whereby a person stays and cares for a property whilst the owner is away. Housesitting can be a commercial or non-commercial form of accommodation and is commonly arranged through specialised websites.

2. *Lodgers and boarders*

A lodging house is defined under the *Health Act 1911* as any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than six persons, exclusive of the reward, not including the family or the keeper of the house. Common boarding arrangements include backpacker hostels, crisis accommodation, and student accommodation services.

The *Health Act 1911* requires boarding or lodging houses to be registered with a local government who may establish additional local laws for premises.

3. *Personal use of a holiday home or the sharing of a holiday home with the owner's family and friends*

Informal and infrequent sharing between family and friends, and the personal use of private holiday homes is considered a non-commercial arrangement.

4. *Student exchange accommodation*

This is temporary accommodation whereby students stay with a host family in their home whilst studying. These arrangements are commonly organised through student hosting organisations or educational establishments.

5. *Workforce accommodation*

Refers to premises, such as modular or relocatable buildings, used for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis, and for any

associated catering, sporting and recreation facilities for the occupants and authorised visitors. Workforce accommodation is regulated by local government, except where the *Mining Act 1978* and State Agreement Acts prevail (refer to the *Position Statement: Workforce accommodation* for more information).

Residential parks, park home parks and lifestyle villages are also excluded from the Position Statement and these Guidelines as they are forms of long-stay accommodation defined as 'park home park', and are dealt with by other policy and legislation.

### 4.2 GENERAL STRATEGIC CONSIDERATIONS FOR TOURIST ACCOMMODATION

The impact of tourist accommodation varies throughout the State depending on the importance and prevalence of tourism activity in the locality. The local circumstances should therefore guide management and control of the use. Areas that are known tourism 'hot spots' such as coastal locations may need special attention to ensure the location continues to grow in a controlled manner as a tourist destination.

#### 4.2.1 Land supply

If land supply pressures for tourist accommodation are evident or predicted in a local government area, the tourism component of the local planning strategy should be informed by an accommodation demand/supply study and analysis that forecast estimates of future tourism growth, including likely demand for tourist accommodation.



The detail of the accommodation demand/supply analysis should reflect the extent and importance of local tourism and land use/land supply pressures in the locality. Tourism accommodation sites are to be protected to ensure they cannot be developed exclusively as residential development. Refer to section 2.5 of these Guidelines for analysis considerations.

#### 4.2.2 Site assessment

A local planning strategy should include identification of suitable land and an assessment of its availability for future tourist accommodation. It should note private, Crown, and local government land currently used for tourist accommodation, the type of accommodation, lease/management arrangements, and future development opportunities.

The following questions should inform the consideration of sites suitable for tourist accommodation:

- Is the site identified in a report/study as having potential for tourism?
- Does the site contain existing tourist accommodation development?
- Is the site located in an area of high tourist amenity and of adequate size to develop tourism facilities?

For short-term rental accommodation, the local planning strategy may identify localities/suburbs where this form of tourist accommodation may be suitable.

### 4.3 TRADITIONAL ACCOMMODATION

Traditional Accommodation refers to the following land uses:

- cabin
- chalet
- caravan park
- hotel
- motel
- serviced apartment
- tourist development.

#### 4.3.1 Caravan parks

These Guidelines support sections 5.2.1 and 5.3.1 of the Position Statement to provide direction on matters to be taken into consideration when planning for caravan parks, including the development of new, or redevelopment of existing parks.

Caravan parks provide a range of accommodation and facilities that contribute to the diversity of Western Australia's tourist accommodation, particularly in regional areas. Caravan parks provide a comparatively affordable form of short-term accommodation serving caravanning and camping recreation and leisure needs.

Camping grounds, transit and informal camping sites are more likely to be in remote regional areas. Typically, these areas consist of cleared land with no or few facilities (for example toilets or bins). Transit sites may form part of a roadhouse or service station.

Separate to these Guidelines, the requirements of the *Caravan Parks and Camping Grounds Act 1995* and associated regulations, as administered by the Department of Local Government, Sport and Cultural Industries must be met.

Long term residential occupancy of a caravan park (for example residential parks, park home parks, lifestyle villages, transient workforce accommodation parks, and transit parks) is not addressed in these Guidelines.

#### 4.3.1.1 Strategic considerations

##### 4.3.1.1.1 Existing situation

The local planning strategy should identify existing and potential transit and informal camping sites and provide local governments with a sound rationale for determining the future land allocation, planning controls and infrastructure needs for caravan parks. The retention and development of caravan parks as affordable tourist accommodation is encouraged and subject to the following strategic considerations:

- the commercial sustainability of caravan parks and flexibility in product mix;
- facilitation of growth in the caravan park industry;
- the suitable separation of short and long-stay uses within a caravan park;
- development and redevelopment of caravan parks that responds to the site context, environment and economy; and
- caravan park locations and function based on market analysis.



Caravan parks experience competing demands and face many challenges including short-stay and long-stay demands, redevelopment pressures, regulatory requirements, ageing infrastructure and changing market demands. These demands and challenges have contributed to closures throughout the State.

#### 4.3.1.1.2 Considerations for the location and siting of caravan parks

The purpose and design of the caravan park should be justified in relation to its location and context. The purpose for a caravan park may include a stop-over/transit caravan park, and/or a destination caravan park for tourists. Details of land tenure and lease agreements should inform any high-level planning.

The local planning strategy should identify potential future caravan park sites in tourism areas where high occupancy rates occur throughout the year. Once identified, future caravan park sites are encouraged to be retained in public ownership and zoned Caravan Park as freehold land is at risk of rezoning for other purposes.

Where practical, caravan parks comprising a long-stay component should be located where there is access to urban facilities and amenities.

There is a presumption against caravan parks comprised of long-stay residents being in areas of high tourism value because it is preferable that these sites/locations are secured for tourism purposes.

#### 4.3.1.1.3 Topography, drainage, soils and vegetation

Caravan parks should not be located on flood prone or water-logged land, nor steep slopes unless suitable mitigation measures are demonstrated. Cleared sites are preferred and any clearing of vegetation for a caravan park development should be minimal and retain mature trees and vegetation.

Caravan parks are not supported in Priority 1 and Priority 2 water resource protection areas, however may be considered in Priority 3 areas provided deep sewerage is available.

Acid sulphate soils and other soil types may not be suitable for development as they are susceptible to slipping and slumping.

#### 4.3.1.1.4 Coastal or fire hazard constraints

Proposed new coastal caravan parks or the redevelopment of an existing caravan park adjacent to the coast must consider coastal processes, landform stability, coastal hazards, climate change and biophysical criteria as part of the application. They may require a coastal hazard risk management and adaptation plan and a foreshore management plan. A bushfire hazard assessment and/or bushfire management plan may be required to inform caravan parks at risk from bushfire hazards. Refer to SPP2.6 and SPP3.7.

#### 4.3.1.1.5 Visual impact

A proposed caravan park should consider impacts on the landscape character and visual amenity from scenic points to minimise visual impacts on high value public views (refer to the *Visual Landscape Planning in Western Australia – a manual for evaluation, assessment, siting and design*).

#### 4.3.1.2 Statutory considerations

In addition to section 5.3.1 of the Position Statement, local planning schemes should address the following in relation to caravan parks and camping:

- facilitate the long-term retention, of caravan parks and camping grounds as a form of affordable short-term accommodation primarily for leisure tourists;
- caravan parks should not be located on land at risk from natural hazards, for example steep slopes or coastal land, due to the temporary and vulnerable nature of accommodation typically found in caravan parks (for example tents, caravans, campervans);
- caravan parks should be flexibly designed to provide a range of accommodation options to facilitate long-term viability, however short-term accommodation options should be the predominant use;
- minimise potential for conflict between short-term and long-stay users of caravan parks through appropriate separation including separate facilities and access;
- park home parks should be identified as not permitted (X) in the Tourism or Special Use – Caravan Park zones;
- caravan parks should identify overflow areas for peak periods where additional space is likely to be required;
- suitable access and egress should be provided to ensure safety of pedestrians, vehicles and cyclists;
- caravan parks should be connected to appropriate services, such as electricity and wastewater supplies;
- the local planning strategy should identify existing and potential transit and informal camping sites; and



- green title subdivision of caravan parks is generally not supported to ensure retention of the caravan park use and avoid management issues associated with private park sites.

Appendix 2 provides further design considerations for local government when assessing proposals for new, or redevelopment of existing caravan parks.

#### 4.3.1.2.1 Accommodation products and permanent structures

Caravan parks may provide a range of accommodation products to meet visitor demand such as powered and unpowered camp sites, minimal service recreational vehicle (RV) sites, on-site vans, cabins, chalets and eco/safari tents. Caravan parks may also provide permanent structures including, but not limited to caretaker's dwelling/manager's residence, shop/office, café, games/recreation room, ablution facilities, camp kitchen and camp laundry. It should also be noted that not all of these accommodation types may be permitted under the *Caravan Parks and Camping Grounds Act 1995* administered by the Department of Local Government, Sport and Cultural Industries.

For the purposes of these Guidelines, constrained areas refer to a specific portion of land that may have restrictions in use due to environmental factors (for example flood plains, coastal land, bushfire prone areas).

#### 4.3.1.2.2 Redevelopment and reinvestment in caravan parks

If a caravan park is proposed to be redeveloped to cater for other forms of tourist accommodation, the range of existing facilities on offer should be retained. Converting entire caravan parks into other forms of tourist accommodation is discouraged. The local planning strategy may suggest a local development plan be prepared when caravan parks are proposed for significant changes. Refer to Appendix 2 Design assessment for proposed or redeveloped caravan parks.

#### 4.3.2 Hotels

Hotel developments are one of the more expensive tourist accommodation ventures and take a significant length of time to obtain a return on investment. Therefore, if a local government seeks to encourage development of a hotel in a tourism precinct or a particular tourism site, incentives to attract developers or measures to promote viability of a hotel or reduce costs may assist in drawing interest. Planning incentives may include plot ratio bonuses, facilitation of mixed-use outcomes and floor space and height inducements. Hotel developments also require other statutory approvals in addition to a development approval (for example liquor licence).

## 4.4 SHORT-TERM RENTAL ACCOMMODATION

Short-term rentals are the common name given to holiday homes, units or apartments (usually built for residential purposes in areas zoned for residential use) offered for short-term letting, usually through an online booking platform. The prevalence of residential properties being let as short-term rentals in residential areas has increased rapidly in Western Australia since the emergence of online e-commerce booking platforms.

Depending on the type and scale of the short-term rental accommodation proposed, a variety of controls may be applicable to manage the use. These Guidelines propose tailoring of local planning schemes and local planning policies to address the specific issues encountered by individual local governments around tourist accommodation.

Local government is best placed to know the needs of its community and what requirements may need to be placed on short-term rental accommodation providers. Local government is responsible for establishing local regulatory frameworks to manage short-term rental accommodation and for carrying out ongoing management and enforcement.

In addition to local government framework considerations addressed in section 5.2.2 of the Position Statement, the following statutory considerations will assist local governments to address short-term rental accommodation in their locality.



4.4.1 Statutory considerations

4.4.1.1 Zoning

**Table 3: Short-term rental zoning considerations**

Criteria	Considerations
Determine where short-term accommodation is best located within the local government area	Siting considerations may include: <ul style="list-style-type: none"> <li>• areas of high tourism amenity (e.g. beach access, views, facilities and availability of services)</li> <li>• natural hazards (for example bushfire, cyclone and floods).</li> </ul>
Determine appropriate use classes and permissibility in each zone	The following zoning options are suggested approaches for local government consideration: <ul style="list-style-type: none"> <li>• hosted accommodation – P use (exempt development 365 days of the year) in the Residential zone and any other zones deemed appropriate by a local government</li> <li>• all other forms of short-term rental accommodation – D use in local planning scheme and requires planning approval                             <ul style="list-style-type: none"> <li>– This could apply to all forms of short-term rental accommodation, different types of short-term rental accommodation or be differentiated based on scale such as number of individuals to be accommodated.</li> <li>– For accommodation offering sleeping arrangements for 6 or less, could be D use, for 7 or more could be an A use to allow for advertising.</li> </ul> </li> <li>• specific types of short-term rental accommodation – X use in local planning scheme.</li> </ul>

4.4.1.2 Local planning policies

Local planning policies can be prepared to inform land use and development control. Please refer to section 5.3.2 of the Position Statement for specific guidance on preparing local planning policies to outline local government’s approach to short-term rental accommodation.

4.4.2 Management plans

As referenced in section 5.3.2 of the Position Statement, where appropriate, local government may require the applicant to prepare a management plan to address

potential amenity impacts arising from short-term rental accommodation and necessary emergency protocols. A management plan may include, but not be limited to the following:

- Mitigation plan – To control anti-social behaviour, noise and any other potential conflicts a mitigation plan may be appropriate. Anti-social behaviour should be dealt with by local governments/police in the same manner as a property being used as a residential dwelling.

- Complaints management procedure – The manager of short-term accommodation should be contactable in the event that a complaint is made. The guest should have 24-hour access to the manager via phone, email or an online app. Some local governments may wish to receive from the operator a record of complaints made against short-term rentals and this should be reflected/included in the complaints management procedure.
- Guest check-in and check-out procedures Clear check-in and check-out procedures should be outlined in the management plan.
- Health and safety protocols Other legislation and standards govern the need to provide and maintain appropriate health and safety requirements in short-term rental accommodation. Local government may wish to advise short-term rental operators of these requirements in the management plan.
- Management and provision of car parking On-site parking provision should be considered to accommodate additional vehicles within the property boundary and should align with existing local government parking policies.
- Waste management Must specify the requirements of general waste and recycling, bin collection days and location of bins for collection.



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#### 4.4.3 Other local government considerations

Local governments may consider it appropriate to provide guidance to short-term rental accommodation operators on the variety of non-planning requirements necessary for the operation of short-term rental accommodation. This section outlines some non-planning requirements which may be relevant.

**Note:** The Department of Mines, Industry Regulation and Safety and the Real Estate Institute of Western Australia provide information for owners, real estate agents, property managers and purchasers, to address public health and safety, taxation, insurance and amenity requirements, as well as due-diligence processes for short-term rental operations. Further information can be found at [www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au).

##### 4.4.3.1 National Construction Code requirements

Short-term rental accommodation is provided for in a range of classifications used in the National Construction Code, available at [ncc.abcb.gov.au](http://ncc.abcb.gov.au).

##### 4.4.3.2 Insurance and liability

As many residential public liability insurance policies exclude the use of premises for short-term rentals, it is recommended that landowners/managers check this matter with their insurance providers.

##### 4.4.3.3 Health and safety standards

Other health and safety requirements may be applicable to the operation, such as standards for the serving of food and maintenance of aquatic facilities such as pools and spas.

## 5. LOCAL LAWS

### Note for consultation:

Concurrent with the release of the draft Position Statement and Guidelines, the State Government is working towards implementation of a registration scheme for hosted and unhosted short-term rental accommodation, which was a key recommendation of the 2019 Economics and Industry Standing Committee's inquiry "Levelling the playing field: Managing the impact of the rapid increase of Short-Term Rentals in Western Australia".

Some local governments currently have local laws requiring short-term rental accommodation operators register with the local government for an annual licence. How these existing local government registration systems will interact with or be superseded by the State registration scheme is currently under consideration. Further information on the registration scheme is available from <https://www.dlgsc.wa.gov.au/>

Under the *Local Government Act 1995*, a local government may create a local law when considered necessary.

As such, local governments may consider introducing a local law where individuals running short-term rental accommodation must meet certain requirements in order to register with the State's mandatory registration scheme. The local government could outline conditions of operation such as parking requirements, emergency evacuation plans, and number of guests. Requirements could apply to all forms of short-term rental accommodation, different types of accommodation or be differentiated based on scale such as the number of individuals to be accommodated.

## 6. STRATA AND COMMUNITY SCHEME DEVELOPMENT

Under the *Strata Titles Act 1985* and *Community Titles Act 2018* strata and community schemes are comprised of by-laws; the scheme plan (depicting lots); and upon registration, the strata company or community corporation.

The *Strata Titles Act 1985* requires subdivision approval by the WAPC under the *Planning and Development Act 2005* and *Strata Titles Act 1985* prior to the registration of a strata plan to create a strata scheme. Section 6 of the *Strata Titles Act 1985* allows a strata/survey-strata plan to legally restrict uses on strata land.

For strata schemes, the subdivider/developer can supplement the deemed by-laws and add restrictions regarding short-term letting. For community schemes, the community corporation can also apply by-laws to allow or restrict uses within the community scheme as a whole or for schemes within certain tiers. Planning approval for short-term rental accommodation within a strata or community scheme does not override the need for body corporate approval.

The *Community Titles Act 2018* requires WAPC approval of the community development statement, which governs the subdivision and development of land subject to a community scheme, and subdivision. Sections 25 and 43 of the *Community Titles Act 2018* allows a community titles scheme plan to legally restrict uses on community titled land or development.

**Note:** The applicable strata or community titles scheme plan for grouped and multiple dwellings should be checked for consistency prior to an approval being issued.



## 6.1 SHORT-TERM RENTAL ACCOMMODATION IN RESIDENTIAL STRATA AND COMMUNITY TITLES SCHEME DEVELOPMENT

The use of a residential strata or community titles scheme property (for example apartment, unit, villa, flat, townhouse) for tourist accommodation has additional obligations to a single house on a freehold lot.

Strata and community titles scheme complexes could be more susceptible to the potential negative impacts of short-term rental accommodation due to:

- the proximity of neighbours
- the reliance on shared facilities
- the high proportion of whole-premise short-term accommodation (i.e. un-hosted).

Where development approval is required and is supported by the strata company or community corporation, one or more units or an entire development may be approved by the strata company or community corporation for short-term rental accommodation, subject to conditional requirements or restrictions. Strata companies and community corporations are suitably positioned to address neighbour concerns rather than individual strata or community titles owners. The strata company or community corporation may also vote to:

- prohibit the use of strata/community titles units for tourist accommodation;
- allow the use of particular properties for short-term rental accommodation;

- apply restrictions and management plans; or
- allow the use of all strata/community titles units for short-term rental accommodation.

Under current strata laws, strata companies can adopt model by-laws which enable them to:

- manage some of the impacts that may arise from uses such as short-term rental accommodation, including management of common property; and
- require that an owner/occupier must notify the strata company of a change of use of that lot including if it is to be used for short-term rental accommodation.

Strata companies and community corporations can also formulate their own by-laws to:

- help manage the behaviour of owners/occupiers and invitees, noise, vehicle parking, the appearance of a lot and waste disposal;
- vary the insurance payable by owner/occupiers who short-term let; and
- restrict the use of tenancies for the purpose of short-stay rental accommodation.

The *Strata Titles Act 1985* and *Community Titles Act 2018* do not include model by-laws to prohibit or restrict short-term rental accommodation. However, a strata company or community corporation may vote to set their own by-laws to prohibit or restrict the use.

The requirements of the *Strata Titles Act 1985* and *Community Titles Act 2018* must be observed in all circumstances. If strata or community scheme by-laws do not permit the use and the strata company has not approved the use, the use remains illegal under the *Strata*

*Titles Act 1985* and *Community Titles Act 2018*. A planning approval does not override the need for an approval of the strata company or community corporation. Where it is proposed to use a strata or community titles property for short-term rental accommodation (or other form of tourist accommodation) the onus is on the owner to confirm the permissibility of the use under the relevant by-laws.

Landgate has prepared guidance to assist strata companies in managing short-term rentals in strata schemes. The Guide to Strata Titles can be found at [www.landgate.wa.gov.au](http://www.landgate.wa.gov.au).



### APPENDIX 1: MIXED USE RESIDENTIAL DEVELOPMENT

Factors to consider in determining the proportion of mixed use and/or residential development in areas of primary tourism.

- What are the tourism values of the site?
- What site, precinct and location factors support residential or mixed use of the tourism site?
- Is the site sufficiently large enough to cater for a residential component in addition to the intended sustainable tourism use?
- Is the proposed residential development appropriate and sustainable in the broader planning context?
- Isolated and new residential settlements should not be supported.
- What tourist accommodation facilities exist or are proposed in the area? Has the capacity for new tourism development and the projected demand and range of tourist accommodation been identified for the tourism site, precinct, locality and region?
- Residential development should complement tourism development.
- Tourism uses should be located in areas of greatest tourism amenity within a site (for example beachfront), not proposed residential uses.
- Residential dwellings should be designed and integrated into the tourism use and its management.
- Has a structure plan been prepared (or should it be) to integrate residential and tourism uses ensuring the proposed tourism use is enhanced and avoids potential land use conflict (for example noise from tourist accommodation impacting permanent residential amenity)?
- Do proposed residential lot sizes reflect and enhance the desired tourism use?
- Should length of stay residential occupancy restrictions be implemented?
- Are non-tourism land uses and development, and proposed tourism uses compatible in terms of proposed lot sizes, building heights, scale and character of development?
- Are there potential impacts to surrounding areas from combining tourism and residential uses?
- Relevant State and local government policies and guidelines should be considered in assessment.
- The design of the overall proposal should ensure ease of access in and around the site for tourists.
- Tourism uses should incorporate recreation, entertainment and integrated management traditionally provided in tourist accommodation (for example swimming pool, lookout area, cycle paths, barbecue area).
- Separate staging of tourism and mixed use/residential development is discouraged.
- Strata or community titling of tourist accommodation (including serviced apartments) should include an appropriate management statement to ensure tourist accommodation is restricted to short-term use, prohibit use as permanent accommodation and, preferably include on-site management.
- Proposing the inclusion of permanent residential accommodation into an existing tourism development should only be supported where it is demonstrated as facilitating a quality tourism outcome or benefit (for example major refurbishment of tourism use, increased capacity of tourist accommodation, renovation or development of new public space, new pool and restaurant facilities).



### APPENDIX 2: DESIGN ASSESSMENT FOR PROPOSED OR REDEVELOPED CARAVAN PARKS

Caravan parks should separate short-term from long-term accommodation to reduce risk of noise and anti-social behaviour. Separate facilities and access for long and short-term accommodation is encouraged.

Small portions of long-term accommodation may be considered in caravan parks provided that short-term accommodation (tourist accommodation) is located in areas where the highest tourism amenity occurs (for example the beachfront, proximity to shared ablution blocks).

Where relevant, overflow caravan parking locations should be included in caravan park proposals. Local governments endorse the provision of overflow facilities as part of licences required under the *Caravan Parks and Camping Grounds Act 1995*.

Design should consider:

- (a) **Access** – Suitable access and egress must be demonstrated in proposals to ensure traffic, cyclist and pedestrian safety within the caravan park. Secondary or alternative access routes should be included in proposals to cater for emergency evacuation (for example fire or flood). Internal roads should be designed to minimise potential conflict between pedestrians and vehicles and allow manoeuvring space for recreational vehicles and vehicles towing caravans.
- (b) **Amenity** – Vegetation and landscape plans that integrate the proposed caravan park into the surrounding landscape should be included and assessed as part of any application. Design minimising opportunity for crime, the use of complementary structure styles, colours, materials, suitable fencing, and separate recreational areas (for example playgrounds and pools) and quiet activity areas should be considered in proposals and their assessment.
- (c) **Services** – Utility services such as electricity, landline telephone or mobile phone network accessibility, demonstrable water supply and the proposed system for wastewater treatment should form part of any proposal. Written confirmation by service providers of the availability and capacity of services, particularly in peak season, is to be submitted with applications for proposed caravan parks.

If reticulated sewerage is not available, on-site wastewater disposal must be proposed and provided to the satisfaction of the Department of Health.

Caravan parks used for short-term accommodation must have facilities that accept waste from caravans. Known as chemical toilet dump points, they should be located away from accommodation in areas with no tourism amenity. If seeking an exemption from providing a dump point in the proposed caravan park, access to an alternative off-site dump point must be identified as part of the application. Waste from mobile toilet and sanitation fixtures is not permitted in dump points as it will interfere with the efficient operation of conventional onsite water disposal systems. Further information is available from the Department of Health.

If a caravan park is proposed to cater for both long and short-term accommodation consideration should be given to the provision of additional services and infrastructure. Long-term caravan park sites must be fitted with individual meters for electricity and water tap or connection.

**Attachment 3**

**Submission on Draft Position Statement: Tourism Accommodation and Draft Planning for Tourism Guidelines**

Questions for Feedback	Recommended Response
<b>Section 2: Hosted accommodation exemption questions</b>	
<p>9. Should hosted accommodation be exempt from development approval where it occurs in a single house (or ancillary dwelling)? (Position Statement, page 6)</p>	<p>Yes</p> <p>The definition of hosted accommodation requires a permanent resident to be present overnight for the duration of the stay. The Position Statement outlines that hosted accommodation within a dwelling cannot exceed two guest bedrooms or accommodate more than four adults or one family at any time.</p> <p>It is considered appropriate for hosted accommodation within a single house or ancillary dwelling to be exempt from development approval for the following reasons:</p> <ul style="list-style-type: none"> <li>• Given that only two guest bedrooms can be used by a maximum of four adults or one family it is considered that this set up is similar to the composition of a single household. Single houses are permitted to accommodate up to six persons who do not comprise a single family and are typically 'P' permitted land uses which are exempt from requiring development approval within the Residential zone.</li> <li>• Single houses do not contain any common property or facilities shared with other owners.</li> <li>• Due to a permanent resident needing to be present overnight, it is considered that any issues with guests can be addressed and managed immediately.</li> </ul>
<p>10. Should hosted accommodation be exempt from development approval where it occurs in a grouped dwelling? (Position Statement, page 6)</p>	<p>No.</p> <p>Grouped dwelling developments often contain shared facilities and services, such as driveways and visitor parking bays held in common property. This form of development also generally has a more compact built form. This may present an environment that is more sensitive to negative impacts from short-term accommodation, if there are no suitable management procedures in place.</p> <p>In light of this, it is considered appropriate that assessment of a development application be required. As an alternative to a development application, a formal process could be provided allowing for a management plan to be submitted to the local government for approval prior to the land use being permitted to operate.</p>
<p>11. Should hosted accommodation be exempt from development approval where it occurs in a</p>	<p>No.</p>

<p>multiple dwelling? (Position Statement, page 6)</p>	<p>Similar to grouped dwellings as discussed above, multiple dwelling developments contain shared facilities and have a more compact built form. This can present an environment that is more sensitive to negative impacts from short-term accommodation, if there are no suitable management procedures in place. management plans.</p> <p>In light of this, it is considered appropriate for a development application to be required.</p>
<p>12. Does the room and guest cap for hosted accommodation appropriately capture low-scale hosted accommodation? Are there any other considerations or criteria which may be relevant? (Position Statement, page 6)</p>	<p>Yes</p> <p>It is considered that the room and guest cap for hosted accommodation is appropriate. This is consistent with the existing Bed and Breakfast definition contained within the Model Provisions and does not result in dwellings being occupied in a dissimilar manner to the composition of a single household.</p>
<p><b>Section 2: Unhosted accommodation exemptions questions</b></p>	
<p>13. Should unhosted accommodation be exempt from development approval where it occurs in a single house? (Position Statement, page 6)</p>	<p>No</p> <p>It is not considered appropriate to exempt un-hosted accommodation from development approval where it occurs within a single house for the reasons outlined below.</p> <p><u>Management of use</u>                      Whilst it is acknowledged that a single house typically has greater separation from adjoining neighbours, in the past the City has received complaints in relation to unlawful short-term accommodation uses where there is no management plan in place. The City has found that where development approvals are in place requiring the implementation of a management plan with a complaints procedure and guest code of conduct, this has facilitated the appropriate management of this type of land use.</p> <p><u>Locational criteria</u>                      The Position Statement outlines that short-term accommodation should be located in close proximity to tourist amenity and social, cultural and leisure attractions, in addition to public transport services. Further, it outlines that this form of accommodation should be located to minimise adverse interface issues and amenity impacts on surrounding land uses.</p> <p>An assessment of the land use within its proposed location will not be possible if it is exempt from requiring development approval. It is considered necessary for a locational assessment to be undertaken and to subsequently determine whether the use is appropriate for a specific site. If the use is being undertaken at a site that is</p>

	<p>far from transport and amenities, it is questionable whether it should be supported.</p> <p><u>Impact on housing supply and affordability</u>                  The Position Statement acknowledges the impact that short-term rental accommodation can have on the supply of housing for long-term residents. Local Governments should determine appropriate locations for short-term rental accommodation and put measures in place to ensure that this will not impact on the overall supply and affordability of long-term rentals and owner-occupier housing. Such control measures may be ineffective should short-term rentals be exempt from requiring approval.</p>
<p>14. Should unhosted accommodation be exempt from development approval where it occurs in a grouped dwelling? (Position Statement, page 6)</p>	<p>No</p> <p>Grouped dwelling developments generally contain shared facilities in common property and a more compact built form, which can present an environment that is more sensitive to nuisances if not appropriately managed. Refer to response to question 13.</p>
<p>15. Should unhosted accommodation be exempt from development approval where it occurs in a multiple dwelling? (Position Statement, page 6)</p>	<p>No</p> <p>Multiple dwellings developments contain shared facilities and a more compact built form, which can present an environment more sensitive to nuisances if not appropriately managed.</p> <p>Refer to response to question 13.</p>
<p>16. What length of stay timeframe is appropriate for unhosted accommodation to be exempt from development approval? (Position Statement, page 6)</p>	<p>Other</p> <p>It is not considered appropriate to exempt any form of un-hosted accommodation from obtaining development approval, as discussed in the response to question 13.</p> <p>With regard to a specified exemption timeframe, it would be extremely difficult for Local Governments to manage and enforce un-hosted accommodation exemptions for a specific length of time. This would rely on landowners carrying out the land use for the permitted timeframe and then applying for development approval for a use that they have already commenced and may feel entitled to continue. The proposal is also considered contrary to the findings of the Inquiry into Short-Stay Accommodation which remarked on the difficulties of undertaking successful planning compliance for these land uses.</p> <p>It is acknowledged that the proposed short-stay accommodation registration scheme may assist with monitoring this timeframe, however limited detail has been provided about the scheme to provide assurance on this</p>

	<p>issue. Further, if the scheme is not implemented through the planning system as seemingly indicated, this would mean that monitoring of the planning exemption and compliance action may be contingent on third party legislation which is undesirable.</p>
<p>17. Do you have any additional comments on the proposed exemptions?</p>	<p>As outlined in the previous responses, the City is not supportive of a number of the proposed exemptions for both hosted and un-hosted accommodation uses. As such, it is recommended that any recommended exemptions are not legislated through the Deemed Provisions, and that the Position Statement and associated Guidelines instead detail policy measures to this effect to allow Local Governments to implement exemptions through the local planning framework where appropriate, i.e. local planning policies.</p>
<p><b>Section 3: Defining hosted accommodation and bed and breakfast</b></p>	
<p>18. Do you support the new land use definition for hosted accommodation? (Position Statement, table 1, page 9)</p>	<p>Yes</p> <p>The land use definition for hosted accommodation is generally supported.</p> <p>It is also acknowledged that the definition does not reference the maximum number of people or rooms that hosted accommodation can accommodate. It is recommended that the definition be amended to reference the proposed maximum of four adults or one family and two guest bedrooms, to remove ambiguity.</p> <p>It is also recommended to amend the definition or include a note to specify what 'permanent resident' means.</p>
<p>19. Do you support the deletion of the bed and breakfast definition from Schedule 1 (Model Provisions) of the Planning and Development (Local Planning Schemes) Regulations 2015? (Position Statement, Table 1, page 9)</p>	<p><del>Support</del>Yes</p> <p>It is considered that the Bed and Breakfast use has become less common and somewhat outdated, particularly since the emergence of online booking platforms. Landowners typically choose to rent out their entire dwelling on a short-term basis, or may not wish to provide breakfast for guests.</p> <p>The proposed Hosted Accommodation use provides a more flexible land use definition which captures the form of accommodation previously provided for by the Bed and Breakfast definition. Deletion of the Bed and Breakfast definition from the Model Provisions is supported.</p>
<p><b>Section 4: General policy approach to short-term rental accommodation</b></p>	
<p>20. Do you support criteria outlined in sections 5.2.2. and 5.3.2 of the draft Position Statement to guide local government in determining how to plan for, regulate and manage short-term</p>	<p>No position</p> <p>The criteria outlined in sections 5.2.2 and 5.3.2 are generally supported in principle, however there are several concerns which are captured in the answer to question 21 below.</p>



<p>rental accommodation? (Position Statement, page 3-5 and page 5-8)</p>	
<p><b>Section 5: General feedback</b></p>	
<p>21. Do you have any additional comments on the Position Statement or Guidelines?</p>	<p><b>Position Statement &amp; Guidelines</b></p> <p>Overall, the purpose and intent of the draft Position Statement is supported. The proposed changes to the planning framework will allow it to better respond to short-term rental accommodation. However, there are a number of elements which are not supported, and it is not considered that the draft documents provide a cohesive policy response for tourism land uses.</p> <p>Currently, for a document titled ‘Planning for Tourism’, its scope is limited. Amending the title to ‘Planning for Tourist and Short-Term Accommodation’ would offer more clarity on the Position Statement’s primary purpose.</p> <p>If it is intended to capture tourism land uses more generally, the policy measures need to consider the planning for commercial and recreational land uses, i.e. tourist attractions and services.</p> <p>The draft documents appear to have been written with a focus on the state’s key tourist regions, such as the South West. Some of the policy measures may be difficult to apply or prove inadequate or unnecessary in a metropolitan context. It is unclear if the Western Australian Planning Commission intends to impose all policy measures on metropolitan Local Government areas, in particular regarding Local Planning Strategies and caravan parks.</p> <p>Moreover, the Position Statement is currently not considered to adequately capture traditional tourism accommodation. The only form of traditional accommodation detailed in the policy measures are caravan parks.</p> <p>The Inquiry into Short-Stay Accommodation found that traditional accommodation providers (specifically in the South West) had experienced a drop in occupancy rates amidst the rise of short-term rentals. Whilst the changes to the planning framework will allow for more effective regulation of short-stay rentals, they may also result in the facilitation of these land uses. This may impact on traditional accommodation types such as hotels and motels given the more significant length of time for such developments to achieve a return on investment.</p> <p>Additional policy measures are necessary to ensure that local planning frameworks present a balanced approach</p>

	<p>between traditional accommodation and short-term rentals.</p> <p>In light of the above comments, it is questioned if one position statement for tourism land uses is the best approach. Similar to how the Inquiry into Short-Stay Accommodation categorised the types of accommodation as traditional accommodation and short-term rentals, breaking the position statement into these two types may enable a more complete policy response.</p> <p><u>Local Planning Strategy considerations</u> The level of detail and guidance contained within this section is generally supported, however there are some concerns.</p> <p>More guidance is requested about how the significance of tourism to a locality should be classified.</p> <p>As identified above, the policy measures are not considered to present a balanced approach between traditional and short-term rental accommodation. A supply and demand analysis may need to be undertaken as part of a broader Tourism Strategy, to inform a Local Planning Strategy. It is noted that this would create additional work for many metropolitan local governments that do not presently have a Tourism Strategy, and that do not have visitor centres that collect tourist information such as visitor numbers, length of stay, etc. Additional resources would likely be needed to undertake this additional work.</p> <p><u>Caravan Parks</u> Based on the Position Statement, it appears that the intent of the proposed policy measures is to protect and maintain caravan parks in major tourist areas.</p> <p>It is unclear if the WAPC intends to apply the same measures to metropolitan caravan parks outside of key tourist areas.</p> <p><u>Supply, demand and pressures associated with short-term rental accommodation</u> This section contains a statement: <i>'Evidence from other jurisdictions (and increasingly from tourism locations in the South West) indicates that a rapid growth in or high supply of short-term rentals may affect the availability of long-term rentals and housing choice for longer-term residents of a community.'</i> Based on this, it is questioned if the Policy Objectives should be amended to include a specific objective to ensure that key tourist areas achieve an appropriate balance between</p>
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	<p>tourist accommodation and housing choice for long-term residents.</p> <p><u>Statutory planning considerations</u> The guidance contained within this section is generally supported.</p> <p>Section 5.1 General measures encourages the use of tourism zoning which may not exist in metropolitan schemes, and that tourism land uses on non-tourism zoned land should be considered on a case-by-case basis. Section 5.3 goes on to say that schemes should include a range of tourism and mixed use zonings for tourism development. In the City’s experience, short-term rentals most commonly occur within the Residential zone. It is unclear if it is considered appropriate for short-term rentals to be located on Residential zoned land, and it is recommended that the WAPC form a position on this matter.</p> <p>Policy measures are also necessary to address the mixing of permanent residential and short-term rental accommodation within a development, i.e. Holiday Apartments and Multiple Dwellings within one building. Historically, local governments may have given regard to the 2006 ‘Tourism Planning Taskforce Report’. Some recommendations from this report may be of relevance to this Position Statement, such as setting desirable percentages of residential to short-term components within a development depending on a site’s location or zoning.</p> <p><u>Table 1 – Definitions</u> It is understood that Holiday House, Holiday Unit, and Holiday Apartment are ‘unhosted’ short-term accommodation uses. It is recommended that this be clarified in the definition.</p> <p>No reason was provided for the proposed deletion of the Holiday Accommodation land use definition. Should the land use classification be deleted, It is recommended that clarification be provided as to how multiple Holiday Units or Holiday Apartments within a development (i.e. on one parent lot) would be classified, i.e. in the policy measures or a figure to avoid ambiguity.</p> <p>Holiday house should be amended to state a ‘Single House’ (not dwelling) so as to specifically refer to the R-Codes definition, for clarity.</p> <p>It is recommended to use this opportunity to amend the name Serviced Apartment to ‘Service Apartment/Unit’ to</p>
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	clarify that the land use can also comprise a grouped dwelling unit.
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**Submission on Registration scheme for short-term rental accommodation**

Questions for Feedback	Recommended Response
<b>Section 1: Registration scheme for short-term rental accommodation comments</b>	
<p>9. If you have comment to provide on the development of the proposed registration scheme only, please supply below and your comments will be forwarded to the Department of Local Government, Sport and Cultural Industries.</p>	<p>In principle, a State-wide registration scheme for short-term rentals is supported. A requirement for online booking platforms to verify registrations before properties can be displayed will reduce the likelihood and quantity of unlawful short-term rentals. Such a system would also offer valuable data on short-term rentals to assist with managing the land use and any pressures on local housing supply.</p> <p>However, no details have been provided about the proposed registration scheme at this time, therefore it is not possible to provide specific comments.</p> <p>Prior to implementing the scheme, further consultation should be undertaken with local government.</p> <p>It is recommended that the scheme include the following:</p> <ul style="list-style-type: none"> <li>• Implementation and administration by a State Government authority.</li> <li>• The registration of both hosted and unhosted accommodation uses.</li> <li>• Requirement to submit some form of certification from the local government that the property can lawfully operate as a short-term rental, such as a copy of a development approval, or a certificate process akin to a Section 40 under the Liquor Control Act.</li> <li>• Booking platforms must be compelled to verify that a property is registered prior to displaying a listing online.</li> <li>• The scheme should be set up in such a way that allows local government to require registration fees to cover the cost of providing any associated services.</li> </ul>

## 12.3 Development Application– Four-storey Carpark and Office – Lot 288 (137) Kewdale Road, Kewdale

### Attachment details

#### Attachment No and title

1. Development plans [12.3.1 - 17 pages]
2. DRP Minutes [12.3.2 - 5 pages]
3. Traffic Impact Assessment [12.3.3 - 16 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	115/001
Location/Property Index	:	Lot 288 (137) Kewdale Road, Kewdale
Application Index	:	513/2021
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	Waywinga Pty Ltd and Pengana Pty Ltd
Owner	:	Waywinga Pty Ltd and Pengana Pty Ltd
Responsible Division	:	Development and Communities

### Council role

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** 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.

### Purpose of report

For Council to determine an application for a four-storey Carpark and Office building at Lot 288 (137) Kewdale Road, Kewdale.

## Summary and key issues

- The applicant seeks approval for a four-storey 'Carpark' and 'Office' building (refer Attachment 12.3.1).
- The proposal comprises 251 car bays, nine motorcycle and six bicycle bays. The 'Office' component is located on the third floor and comprises 854m<sup>2</sup> of gross floor area.
- The subject site fronts Kewdale Road and Fenton Street in the Kewdale Industrial Estate and is zoned 'Industrial' under Local Planning Scheme No. 15 (LPS 15). Under Table 1 of LPS 15, the 'Carpark' and 'Office' are designated as 'D' uses in the 'Industrial' zone, which means it is not permitted unless the local government has exercised its discretion by granting planning approval.
- The following variations to LPS 15 are proposed:
  - The vehicle access ramp has a nil setback to the secondary street (Fenton Street) in lieu of 9 metres; and
  - Landscaping width of 1.5 metres in lieu of 2 metres along the street frontage.
- To address the above variations the proposal incorporates the following:
  - A curved parking ramp with integrated vertical blades to provide visual interest and articulation. There is potential for this be integrated as part of the public art contribution to further improve the streetscape amenity; and
  - Additional landscaping within the primary street setback area and the perimeter of the proposed building, which complements and emphasises soft landscaping within the streetscape.
- It is considered that proposal is consistent with the objectives of the LPS 15 and can be approved subject to conditions.

## Location

The subject site is located at the intersection of Kewdale Road and Fenton Street in Kewdale. The property has an area of 1.77 hectares and contains an existing 'Office', 'Carpark' and 'Tavern'.



Figure 1 – Aerial map (Source: Intramaps)

## Consultation

Category C applications are those that need external referrals from third parties such as the Environmental Protection Authority, Western Australian Planning Commission, Swan River Trust, Heritage Council etc. Category C applications may also require statutory advertising, referral to neighbours or consideration by Council.

### Department of Planning, Lands and Heritage:

As Kewdale Road is a Category 2 Other Regional Road under the control of Department of Planning, Lands and Heritage (DPLH), the application was referred to DPLH for comment.

The DPLH advised that they consider the proposed development is likely to be a significant traffic generator and that they require a transport report to be submitted for review.

The applicant has prepared a Traffic Impact Statement (TIS) which was referred to the DPLH.

### Perth Airport:

As the site is within the airport height referral area, the application was referred to Perth Airport for comment.

In response, Perth Airport recommended conditions to ensure the maximum height of 35 metres AHD is not exceeded, which is applicable to the proposed building and any structures/ cranes required to undertake construction. The proposed maximum height is 14.6 metres, which is within the requirement.

## **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 2: Connected Belmont**

**Strategy:** 2.3 Facilitate a safe, efficient and reliable transport network.

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

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

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

### **Goal 4: Creative Belmont**

**Strategy:** 4.1 Promote the growth of arts and culture.

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

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

**Strategy:** 5.7 Engage in strategic planning and implement innovative solutions to manage growth in our City.

## **Policy implications**

State Planning Policy 3.7 – Planning in bushfire prone areas

This document intends to implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.

While the area has been built out, there are trees along the western boundary of the Kewdale Freight Terminal that are mapped as bushfire prone. As the 100m setback from this vegetation falls onto the proposed development footprint, it is necessary for SPP 3.7 to be considered.

### **State Planning Policy 5.1 – Land use planning in the vicinity of Perth Airport**

The objectives of this document are to:

Protect Perth Airport from unreasonable encroachment by incompatible (noise-sensitive) development, to provide for its ongoing development and operation.

Minimise the impact of airport operations on existing and future communities with reference to aircraft noise.

The proposed 'Carpark and Office' are identified as 'Acceptable' land uses under SPP 5.1. Therefore, noise insulation is not required.

### **State Planning Policy 7.0 – Design of the Built Environment**



State Planning Policy 7.0 – Design of the Built Environment (SPP 7) seeks to address design quality and built form outcomes in Western Australia. In doing so, it provides a broad framework for design assessment to all levels of the planning framework. In accordance with the recommendations of SPP 7, the City of Belmont Design Review Panel (DRP) has reviewed the subject proposal.

### **Local Planning Policy No. 11 (Public Art Contribution)**

Local Planning Policy No. 11 (LPP 11) requires a public art contribution of 1% for developments in identified precincts that have a construction cost in excess of \$4.5 million. The subject site falls within Precinct 9 – Kewdale Industrial Precinct of LPP 11 and the development has an estimated construction cost of \$5 million. The application will therefore be subject to a requirement to provide public art on the site with a cost that is equivalent to 1% of the cost of the development.

## **Statutory environment**

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

Local Planning Scheme No. 15 provides the following land use definitions:

“Carpark means premises used primarily for parking vehicles whether open to the public or not but does not include –

- (a) any part of a public road used for parking or for a taxi rank; or
- (b) any premises in which cars are displayed for sale”

“Office means premises used for administration, clerical, technical, professional or other like business activities.”

The Carpark and Office land uses are ‘D’ (Discretionary) uses within the Industrial Zone. Therefore, the uses are not permitted unless the local government has exercised its discretion by granting Development Approval.

Under LPS 15, the objective of the Industrial zone is to:

“provide for the industrial development of the Kewdale Industrial Estate and the Redcliffe Industrial Estate. The significance of the Kewdale Industrial Estate as a transport and logistics hub as part of the Kewdale-Hazelmere Integrated Masterplan is acknowledged. The local government may approve a wide range of industrial activities within this zone subject to conditions designed to achieve a high standard of industrial environment”.

Clause 4.13 of LPS 15 sets out development standards, which are applicable to all development applications within the Industrial Zone. These provisions relate to design and built form requirements, such as building setbacks, site coverage, pedestrian and garden areas.

Clause 4.5.1 of LPS 15 states that the local government may, despite the non-compliance with development standards, approve the application subject to such conditions.

Clause 4.5.3 states that the power of Clause 4.5.1 may only be conferred where:

- (a) approval of the proposed development would be appropriate having regard to the criteria set out in Clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2; and
- (b) the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

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

Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Deemed Provisions outlines the matters to be considered by the local government in determining an application for development approval. The following provisions are relevant 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...;
- (c) any approved State planning policy;
- (g) any local planning policy for the Scheme area;
- (m) the compatibility of the development with its setting including –
  - (i) the compatibility of the development with the desired future character of its setting; and
  - (ii) the relationship of the development to development on adjoining land or on other land in the locality, including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following:
  - (i) environmental impacts of the development;
  - (ii) the character of the locality; and
  - (iii) social impacts of the development.
- (s) the adequacy of:
  - (i) the proposed means of access and egress from the site; and
  - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles.
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety; and

- (za) the comments or submissions received from any authority consulted under clause 66;”

### Deemed Refusal

Under Clause 75 of the Deemed Provisions, the local government is taken to have refused to grant development approval if an application is not determined within 90 days from lodgement.

The deemed refusal date for this application is on 31 January 2022. However, the applicant has agreed to the application being determined at the Ordinary Council Meeting on 22 February 2022.

### 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 November 2021	<b>Use Class:</b>	Carpark, Office
<b>Lot Area:</b>	1.77 hectares	<b>TPS Zoning:</b>	Industrial
<b>Estimated Cost of Development:</b>	\$5,000,000	<b>MRS:</b>	Industrial

The subject site currently features three existing buildings:

- A ‘Tavern and Liquor Store’ building at the northern corner of the site, which was constructed in 2009.
- An ‘Office’ building at the western portion of the site fronting Kewdale Road and Fenton Street. This building was constructed in 2008 and now includes a ‘Café, Medical Centre and Warehouse’, which were subsequently incorporated between 2009 and 2013.
- A car parking shade structure at the south-eastern corner of the site, which was constructed in 2013.

### Proposal

The application seeks approval for a four-storey Carpark and Office building. The application proposes:

- Demolition of the existing car parking and shade structure, which currently provides 93 car parking bays.
- The construction of a building with 14.6 metres maximum height, which is to be constructed with pre-cast concrete, steel frames and glazing. The building features aluminium blades and balustrade along the Fenton Street elevation.
- Office at the top floor with 854m<sup>2</sup> of gross floor area.
- 251 car parking bays across the building inclusive of four ACROD bays and 12 Electric Vehicle bays.
- Six bicycle bays and nine motorcycle bays.
- The provision of landscaping within the street setback area, perimeter of the building at the ground floor and balcony area to the office.
- Vehicle access via the existing crossover along Fenton Street, which is 8.5 metres wide.

### Design Review Panel Advice

The proposal was referred to the City of Belmont’s DRP on two occasions to review and provide comment in accordance with the 10 principles of design as set out by SPP 7.

As reflected in Table 1 below, the DRP adopts a red, orange, and green ‘traffic light’ system to indicate which elements of the design are acceptable (green), requires attention (orange), or requires rework (red).

Design Quality Evaluation Principle:	Design Review Panel Score – Meeting 1	Design Review Panel Score – Meeting 2
Principle 1 – Context & character	Red	Green
Principle 2 – Landscape quality	Red	Red
Principle 3 – Built form & scale	Yellow	Yellow
Principle 4 – Functionality and build quality	Yellow	Green
Principle 5 – Sustainability	Yellow	Yellow
Principle 6 – Amenity	Red	Yellow
Principle 7 – Legibility	Red	Yellow
Principle 8 – Safety	Yellow	Yellow
Principle 9 – Community	Yellow	Yellow
Principle 10 – Aesthetics	Red	Yellow

*Table 1: Design Review Panel Scoring for Subject Application*

In the first meeting, the applicant did not score ‘green’ for any of the principles. The comments received in this meeting relate mostly to the lack of consideration to the context of the area, landscaping details and unresolved aesthetics.

In response, the applicant provided additional information and made further refinements that were presented at the second meeting. As shown in the scores, there was a general improvement across the ten design principles. While most scores are orange, it is noted that the key principles of context and functionality both scored green. After the meeting the applicant outlined measures to address several of the orange scores. These are as follows:

- Four bays have been removed to improve staff amenity and replaced with a breakout area and landscaping;
- The use of Colorbond Coolmax™ sheeting, which assists to reduce roof temperatures and keep the building cooler;
- The ground floor pedestrian link has now been covered, thus increasing weather protection for users;
- The addition of a wayfinding signage panel in front of the lift at the ground floor level;
- The removal of several bays that were creating safety concerns for pedestrians, due to poor visibility and manoeuvrability; and
- Provided additional detail for the size and colour scheme of the blades on the access ramp. The length of the blades has been increased and the colour scheme now ties in with blades featured on the main building.

After the second meeting only landscape quality remained as 'red'. This score was largely due to the applicant not having engaged a landscape architect prior to the meeting. In response, the applicant has now engaged a landscape architect to prepare a detailed landscaping plan and has requested that the landscaping details to be provided as a condition of the approval. For a project of this nature, it is considered that this is an appropriate outcome. The clearance of the proposed landscaping condition will provide the City the opportunity to ensure that the level of landscaping and species is satisfactory.

Having due regard for the DRP comments, the proposal is capable of approval as it satisfies the relevant Scheme and Policy requirements, with justified variations as discussed officer comment section below.

## **Officer comment**

The key planning considerations relating to the application are discussed below, in conjunction with the comments made by the DRP in the second meeting held on 13 January 2022 (refer Attachment 12.3.2)

### **Land Use**

In accordance with Table 1 of LPS 15, a 'Carpark' and 'Office' are designated as a 'D' land use which means that the use is not permitted unless the local government has exercised its discretion by granting approval.

As indicated in Figure 2, the subject site is located within the Kewdale Industrial Estate and is adjacent to the Kewdale Freight Terminal.



*Figure 2 – Locality map (Source: Intramaps)*

Under LPS 15, the objective of the Industrial zone is to:

“provide for the industrial development of the Kewdale Industrial Estate and the Redcliffe Industrial Estate. The significance of the Kewdale Industrial Estate as a transport and logistics hub as part of the Kewdale-Hazelmere Integrated Masterplan is acknowledged. The local government may approve a wide range of industrial activities within this zone subject to conditions designed to achieve a high standard of industrial environment”.

The proposed building supports the objectives of the Industrial zone by providing sufficient car parking to existing and future employees on site. The proposed office provides additional areas for commercial/ industrial based businesses to conduct administrative work.

### **Context and Character of Locality**

The visual amenity and character of locality is a matter that requires assessment. As the subject site is central to the Kewdale Industrial Estate, the immediate locality is characterised by a mix of office, service station or warehouse buildings with building heights that range between 5 metres (2 Fenton Street) to 10 metres (135 Kewdale Road). The finishing of these buildings is predominantly metal with very little to no articulations.

The proposed building incorporates pre-cast concrete, steel frames, glazing and coloured aluminium blades/ balustrades as materials. In addition, the building addresses the street with curved ramps that extend across the ground to the second floor as a form of visual articulation to the otherwise linear frontage.

As a result, the DRP noted that the abovementioned design features and materials are consistent with the existing structures on site. On this basis, it is considered that the carpark and office building is consistent with the industrial character of the area.

### Built Form and Scale

Under LPS 15, development within the 'Industrial' zone requires a 9 metres average setback to Fenton Street as it is the secondary street. The application seeks a variation to this setback with a nil setback along the secondary street frontage of Fenton Street.

The portion of the building closest to Fenton Street is the car parking ramp, which is approximately 26 metres wide. It is noted that the portion of the car parking ramp with nil setback is approximately 6 metres wide, whereas the remainder of the ramp is setback up to 10 metres from Fenton Street, as indicated in Figure 3. It is also necessary to consider that the 26m width of the ramp is located on a street boundary that is approximately 73 metres long.

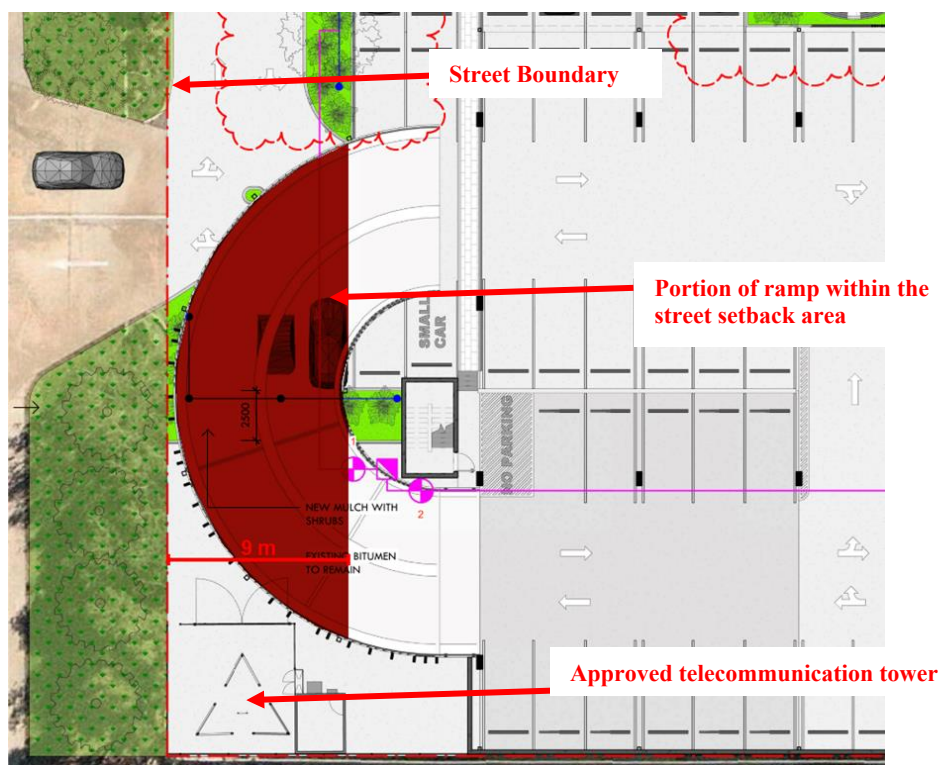
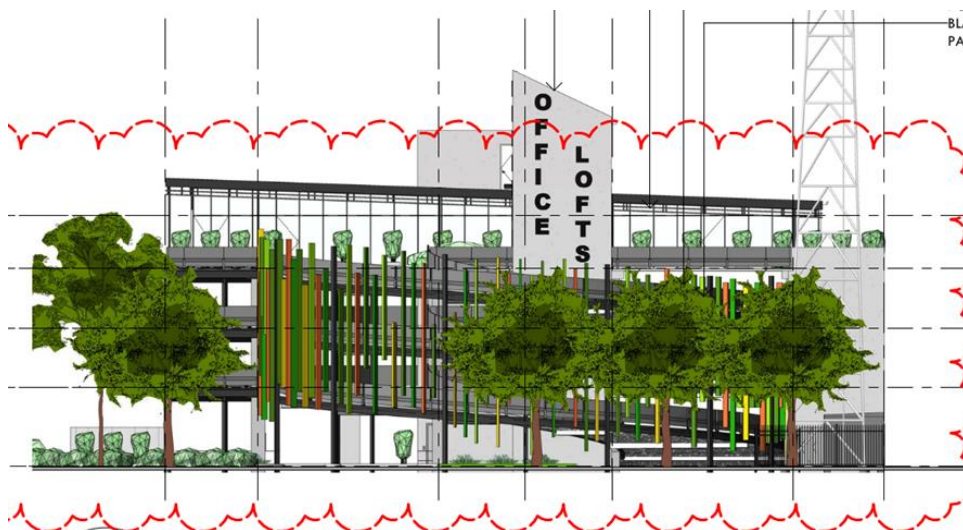


Figure 3 – Floor plan showing car parking ramp and 9m setback distance

The curvature of the ramp is moderated with the use of aluminium blades as indicated in Figure 4. In response to the DRP comments, the vertical blades have been further refined in the form of various length and colours to create a cascading effect that reduces the visual scale of the ramp and provides visual interest.

As indicated in Figure 4, the building presents to the street as an open structure with minimal concrete and walls. This further minimises the overall scale of the building on the street, which also means that there is greater emphasis on the vertical blades, balustrades and columns that account for the remainder of the street façade.

In light of the above, it is considered that the setback variation can be supported. Whilst the plan notes indicative materials to be used, a standard building materials/ finishes condition shall be imposed to ensure the building is finished to an appropriate standard.



*Figure 4 – Southern elevation as viewed from Fenton Street*

## **Landscaping**

Under LPS 15, at least 2 metres of the street setback area must be set aside for landscaping. The application seeks a variation with a 1.5 metres wide landscaping area proposed along the secondary street frontage of Fenton Street.

The DRP raised concerns regarding the landscaping on-site and the level of detail of the species and types of plants provided. In response, the applicant proposes additional street trees within the verge and the incorporation of a breakout area at the ground floor, which comprises a seating area, landscaping and tree.

Although not adjacent to the street frontage, the proposal also includes a 2.5 metres wide landscaping area, which is setback 7 metres from the street frontage. This further enhances the landscaping amenity of the proposal from street view.

With regards to the proposed 'Office', the applicant has also incorporated potted plants to ensure the landscaping on the third floor can be reasonably maintained for the duration of the development.

In relation to the DRP's comments on the lack of landscaping detail, the applicant has engaged a landscape architect and advised that they will provide a detailed landscaping plan as a condition of approval. Accordingly, standard conditions will be imposed to ensure the planting of the street trees and landscaping details are submitted and implemented to the satisfaction of the City.



## **Traffic and Parking**

Under LPS 15, a total of 476 car parking bays are required to be provided on the subject site. As a result of the proposal, a total of 479 bays will be available on site, leaving a surplus of three bays.

The applicant has submitted a TIS in support of the application (refer Attachment 12.3.3).

In summary, the TIS notes the following:

- The proposed office would generate 85 additional trips per day via the Fenton Street access.
- As a result of the proposed development, the expected increase of traffic on Fenton Street and Kewdale Road will be less than 1% of the road capacities.
- This would not give rise to road safety issues as Fenton Street and Kewdale Road will continue to operate within the road capacities.

In regards to traffic, the projected increase of a maximum of 85 daily vehicle trips is considered acceptable in the context of Fenton Street as an access road and Kewdale Road as a district distributor road. It is also noted that primary access to the building is to be provided via the existing crossover on Fenton Street. This is a 8.5 metres wide accessway that is connected to a 6.5 metres wide internal laneway providing access to the rear of the building. Access and egress is considered to be acceptable and is supported.

Under the LPS 15, a total of six bicycle bays, six lockers and two showers (one male and one female) are required for the 'Office'. Six bicycle bays are to be provided on the northern side of the building at the ground floor level and there are sufficient internal spaces within the office to accommodate the lockers and showers. Accordingly, the standard end of trip condition shall be imposed with respect to specifications outlined in Australian Standard 2890.3:2015 to the satisfaction of the City.

The vehicle access, manoeuvring areas and parking bays have been designed to ensure the carpark functions efficiently. Accordingly, a standard condition shall be imposed to ensure the car parking and vehicle manoeuvring spaces are constructed in accordance with the City's engineering guidelines and requirements.

## **Public Art Contribution**

The LPP 11 requires public art to be included as part of the proposal. The cost for the public art shall be at least 1% of the cost of the proposed development and in this case, at least \$50,000.

The DRP considered that the ramp could potentially be an architecture feature of the building that could be integrated into the overall public art contribution. The DRP recommended the applicant to consider engaging an artist to achieve this.

Therefore, it is recommended that a condition be included to provide public art to a minimum value of \$50,000.

## **Conclusion**

The proposed 'Carpark and Office' building is consistent with the locality which is typically characterised by warehouse buildings and industrial land uses. It provides sufficient car parking that services the existing buildings and additional office space on site. This accords with the City's Local Planning Scheme No. 15 and supports the objectives of the Industrial zone.

In summary, it is considered that the variations are acceptable and therefore it is recommended that Council approve the application subject to conditions.

### **Financial implications**

Should Council determine to refuse the application, the applicant may seek to exercise their right of review by the State Administrative Tribunal. There would be costs associated with the City addressing the review.

### **Environmental implications**

The incorporation of 12 electric vehicle charging bays contribute to energy efficiency and reduce carbon emissions.

The use of a colorbond roof on the top floor maintains high solar and heat reflectance to improve energy efficiency.

### **Social implications**

There are no social implications associated with this report.

### **Officer Recommendation**

That Council approve planning application 513/2021 as detailed in the plans dated 25 January 2022 submitted by Waywinga Pty Ltd and Pengana Pty Ltd at Lot 288 (137) Kewdale Road, Kewdale subject to the following conditions:

1. Development/land use shall be in accordance with the attached approved plan(s) dated 25 January 2022 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.
2. Prior to lodging an application for a building permit, a detailed schedule of external materials, finishes and colours to be used in the construction of the development shall be submitted for approval and implemented to the satisfaction of the City.
3. Prior to lodging an application for a building permit, a detailed landscaping plan

for the subject site and/or the road verge(s) shall be submitted for approval and implemented to the satisfaction of the City. The plan must include the landscaping of:

- (a) all areas of the property visible from the street;
- (b) communal open spaces; and
- (c) the street verge in compliance with the Consolidated Local Law 2020.

4. Prior to occupation or use of the development, landscaping, plants, verge treatment and/or irrigation are to be installed and thereafter maintained in accordance with the approved landscaping and irrigation plan to the satisfaction of the City. Any species which fail to establish within the first two planting seasons following implementation must be replaced in consultation with and to the satisfaction of the City.
5. Existing turf, irrigation, verge treatment or street trees located within the verge are City of Belmont assets and as such must not be damaged, removed or interfered with during the course of the development.
6. Prior to commencement of development, including demolition, the Applicant shall pre-pay fees in accordance with the Annual Fees and Charges for the planting of three (3) new street trees to be undertaken by the City.
7. Prior to lodging an application for a building permit, the proprietor must consent to the City lodging for registration on the Certificate of Title for the land notifications under Section 70A of the *Transfer of Land Act 1893*. The notifications are to state as follows:

This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and may be subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land.

8. The existing stormwater drainage system and grading at the site must be modified such that:
  - (a) There are no stormwater pits, pipes or other stormwater devices within or beneath the proposed building/extension; and
  - (b) Stormwater runoff will not flow into the proposed building/extension from the surrounding area.

The applicant must provide confirmation of the above to the City, to the satisfaction of the City, prior to commencement of any development works hereby approved.

9. All stormwater from roofed and paved areas shall be collected and disposed of via piped connection to the existing system on the site in accordance with the City of Belmont's engineering requirements and design guidelines. All new and existing drains, drainage pits and soakwells shall be maintained in a clean and

clear condition free of obstruction.

10. Prior to lodging an application for a building permit, the owner/applicant shall seek approval from the City of Belmont for an artist to provide public art on the development site to a minimum value of \$50,000 (exclusive GST) to the satisfaction of the City.
11. Prior to occupation, the approved concept/strategy shall be implemented and the artwork constructed, in accordance with Condition 10. The artwork shall be maintained for the life of the development to the satisfaction of the City.
12. Prior to occupation or use of the development, the owner / applicant shall, after having obtained written approval from the City (Crossover Upgrade Application), upgrade the Fenton Street vehicle crossover in accordance with the City's engineering specifications to the satisfaction of the City.
13. Prior to occupation or use of the development, vehicle parking, manoeuvring and circulation areas shall be designed, constructed, sealed, drained, line marked and kerbed in accordance with:
  - (a) The approved plan;
  - (b) Schedule 11 of City of Belmont Local Planning Scheme No. 15; and
  - (c) Council's engineering requirements and design guidelines.

The areas must be sealed in bitumen or concrete in accordance with the City of Belmont specifications, unless otherwise approved by the City. All parking bays must be clearly line marked.
14. All access ways, parking areas and hard stand areas shall be maintained in accordance with the City's engineering requirements and design guidelines.
15. Prior to occupation of the development, a minimum of 6 bicycle bays, 6 ventilated equipment lockers, and 1 male and 1 female showers (or 1 unisex showers) are to be installed and thereafter maintained for the course of the development, to the specifications outlined within *Austrroads Guide AP-R527-16-Bicycle Parking Facilities Guidelines for Design and Installation* and AS2890.3:2015 to the satisfaction of the City.
16. Bin storage areas shall be paved with an impervious material and must not drain to a stormwater drainage system or to the environment.

# KEWDALE CENTRAL MULTI LEVEL CAR PARK DEVELOPMENT APPLICATION

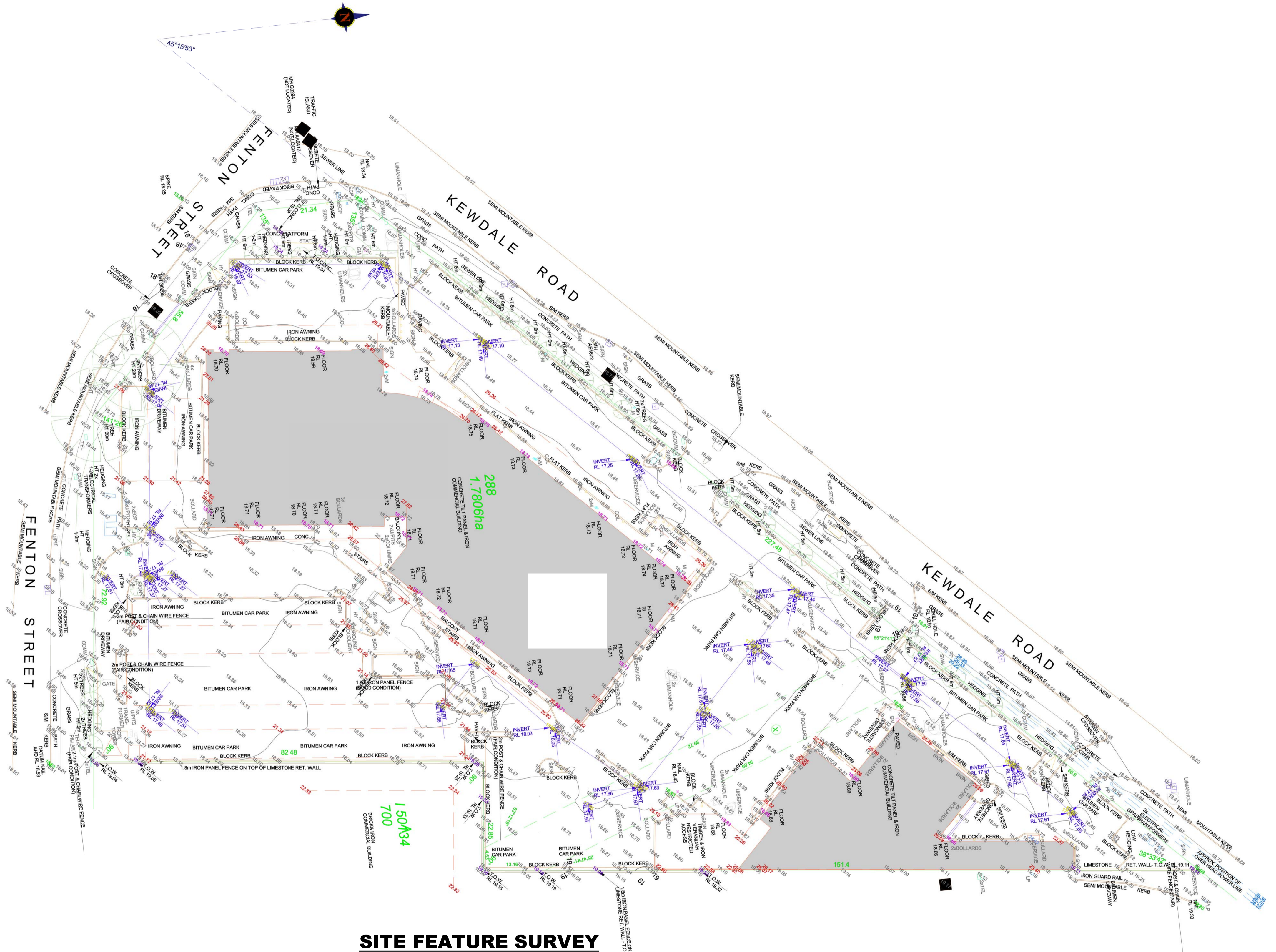


REV	RE-ISSUED FOR DA	City of Belmont	06/12/2021
E	RESPONSE TO DR3	City of Belmont	21/12/2021
F	FURTHER RESPONSE TO DRP	City of Belmont	18/01/2022
Rev	Revision Description	Issued to	Date

CITY OF BELMONT  
RECEIVED  
25/01/2022  
Application No: 513/2021

<p><b>COXON GROUP</b> OF COMPANIES</p> <p>office: Suite 8A, Kewdale Central 137 Kewdale Road KEWDALE 6105 postal: PO BOX 447 WELSHPOOL DC 6996 tel: (08) 6272 5700 email: admin@coxongroup.com.au</p>	<p><b>COVER PAGE</b></p>	<p><b>Kewdale Central</b></p>	<p>Address: <b>Lot 288, No. 137 &amp; 139 Kewdale Road, Kewdale 6105</b></p>	<p>Sheet: A1 Scale:</p>	<p>Date: 18/01/2022</p>	<p>Drawing: <b>DA00</b></p>	<p>Rev: <b>F</b></p>

SERVICE LEGEND	
<b>DRAINAGE</b>	
COMBO FIT	[Symbol]
GRATE	[Symbol]
SIDE ENTRY PIT	[Symbol]
STORM WATER MANHOLE	[Symbol]
<b>ELECTRICITY</b>	
CABLE MANHOLE	[Symbol]
CABLE PIT / BOX	[Symbol]
CABLE DOME	[Symbol]
CONSUMER POLE	[Symbol]
LIGHT POLE	[Symbol]
POWER POLE	[Symbol]
STAY POLE	[Symbol]
STAY WIRE ANCHOR	[Symbol]
OH POWER LINE	[Symbol]
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TEL / COMM	[Symbol]
POWER	[Symbol]
QRT	[Symbol]
SERVICES MARKED CONFIRM REQUIRE BUILDER / CLIENT TO CONFIRM POSITION AND/OR AVAILABILITY ON SITE.	



**SITE FEATURE SURVEY**  
SCALE 1 : 400 @ A1

CITY OF BELMONT  
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Rev	Description	Issued to	Date
D	RE-ISSUED FOR DA	City of Belmont	06/12/2021
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OF COMPANIES



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**FEATURE SURVEY PLAN**

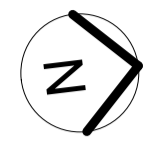
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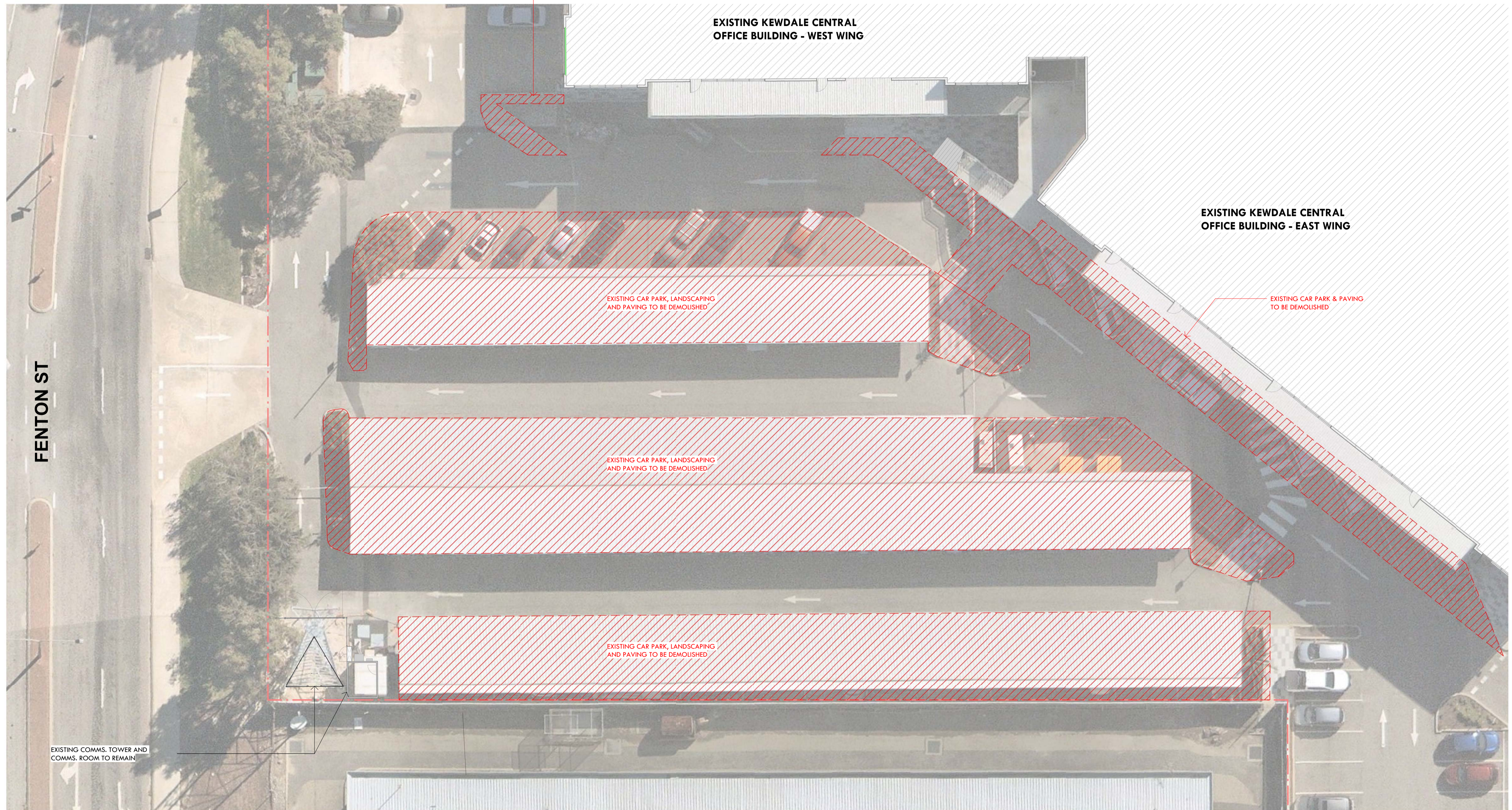
Address: **Lot 288, No. 137 & 139 Kewdale Road, Kewdale 6105**

Drawn by: QCH  
Checked by: LEN  
Project Status: **DEVELOPMENT APPLICATION**  
Date: 18/01/2022

Sheet: A1  
Scale: 1 : 400  
Drawing: **DA01**  
Rev: **F**



**LEGEND:**  
 EXISTING TO BE DEMOLISHED



**DEMOLITION PLAN**

SCALE 1 : 150 @ A1

**CITY OF BELMONT  
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 25/01/2022  
 Application No: 513/2021**

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 tel: (08) 6272 5700  
 email: admin@coxongroup.com.au

**DEMOLITION PLAN**

**Kewdale Central**

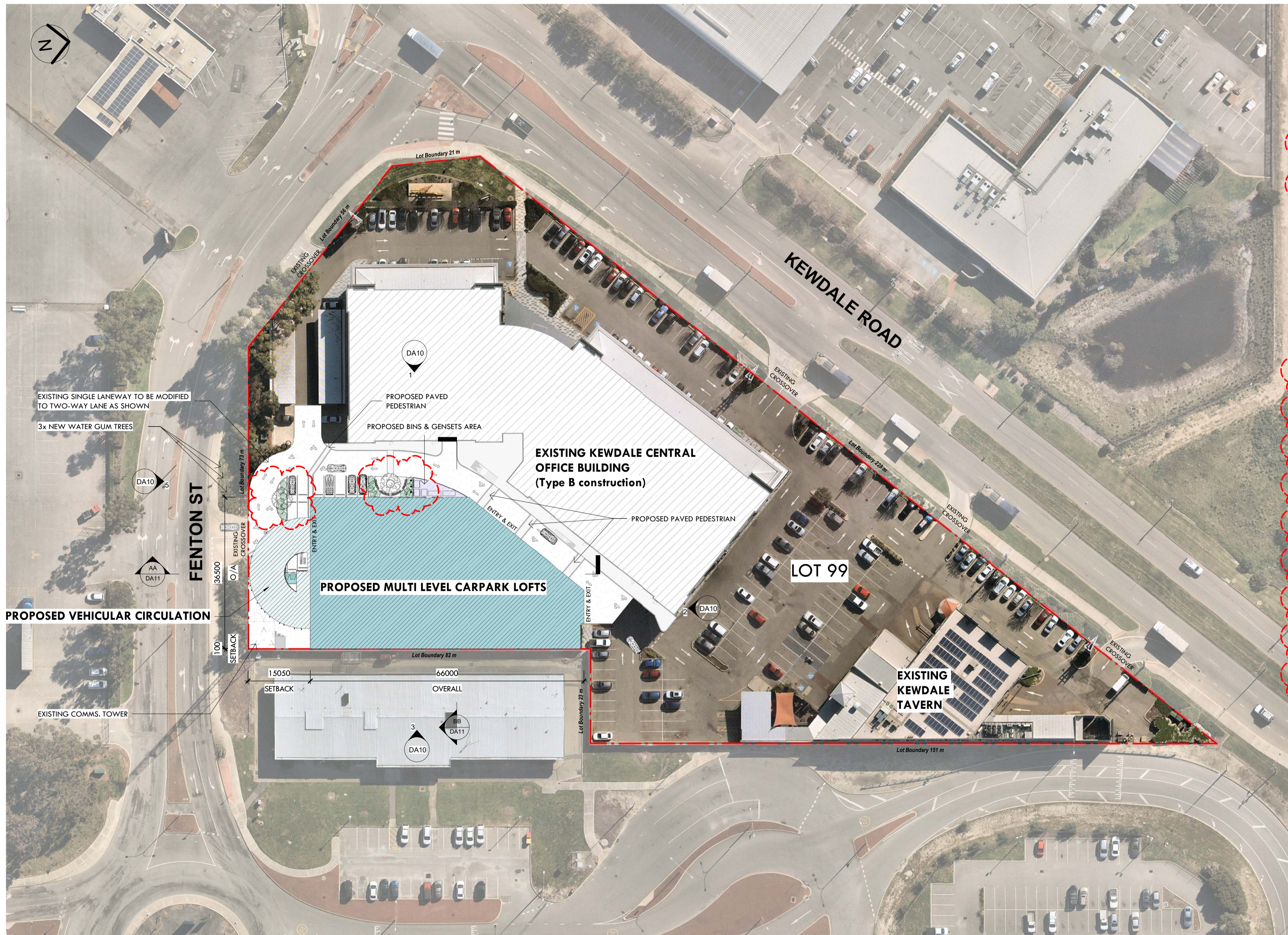
Address: **Lot 288, No. 137 & 139 Kewdale Road, Kewdale 6105**

Sheet: Scale:  
 A1 1 : 150

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Drawn by: QCH	Checked by: LEN	Project Status: <b>DEVELOPMENT APPLICATION</b>	Date: 18/01/2022	Drawing: <b>DA02</b>	Rev: <b>F</b>
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28/01/2022 3:47:28 PM



LOT NUMBER: LOT 99  
 LPS 15 ZONE: INDUSTRIAL  
 SITE AREA: 17,796m<sup>2</sup>  
 SITE COVER: 39%  
 PROPOSED USES: CAR PARK (CLASS. 7a)  
 OFFICE (CLASS. 5)

TOTAL CAR BAYS PROPOSED: 251  
 (INCL. 4 ACROD & 12 EV BAYS)  
 TOTAL MOTORCYCLE BAYS PROPOSED: 9  
 TOTAL BICYCLE BAYS PROPOSED: 6

FLOOR AREAS PROPOSED:  
 GROUND FLOOR : 2,087m<sup>2</sup> (EXCL. RAMP)  
 CAR PARK LEVEL 01: 2,087m<sup>2</sup> (EXCL. RAMP)  
 CAR PARK LEVEL 02: 2,087m<sup>2</sup> (EXCL. RAMP)  
 CAR PARK LEVEL 03: 2,087m<sup>2</sup> (EXCL. RAMP)  
 (INCL. 854m<sup>2</sup> OFFICE)

Kewdale Central Site - Proposed Multi-Level Carpark - Sustainability and Contribution to the reduction of urban heat island (UHI) impact:

The proposed Multi-Level Carpark will replace 2,090sqm of black asphalt and standard colorbond roofing with 1,370sqm of landscaping and Colorbond Coolmax Roofing :  
 "Urban forestry and cool roofs are two of the most effective ways to reduce the intensity of UHIs: light coloured COLORBOND® steel with Thermatech® technology can be used to create cool roofs because it has high solar reflectance and thermal emittance".

The roof is designed to generate 120 KW of solar power to provide power to the building and electric car chargers.

**SITE PLAN**  
 SCALE 1 : 500 @ A1

CITY OF BELMONT  
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 25/01/2022  
 Application No: 513/2021

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**OVERALL SITE PLAN**

**Kewdale Central**

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 Checked by: LEN

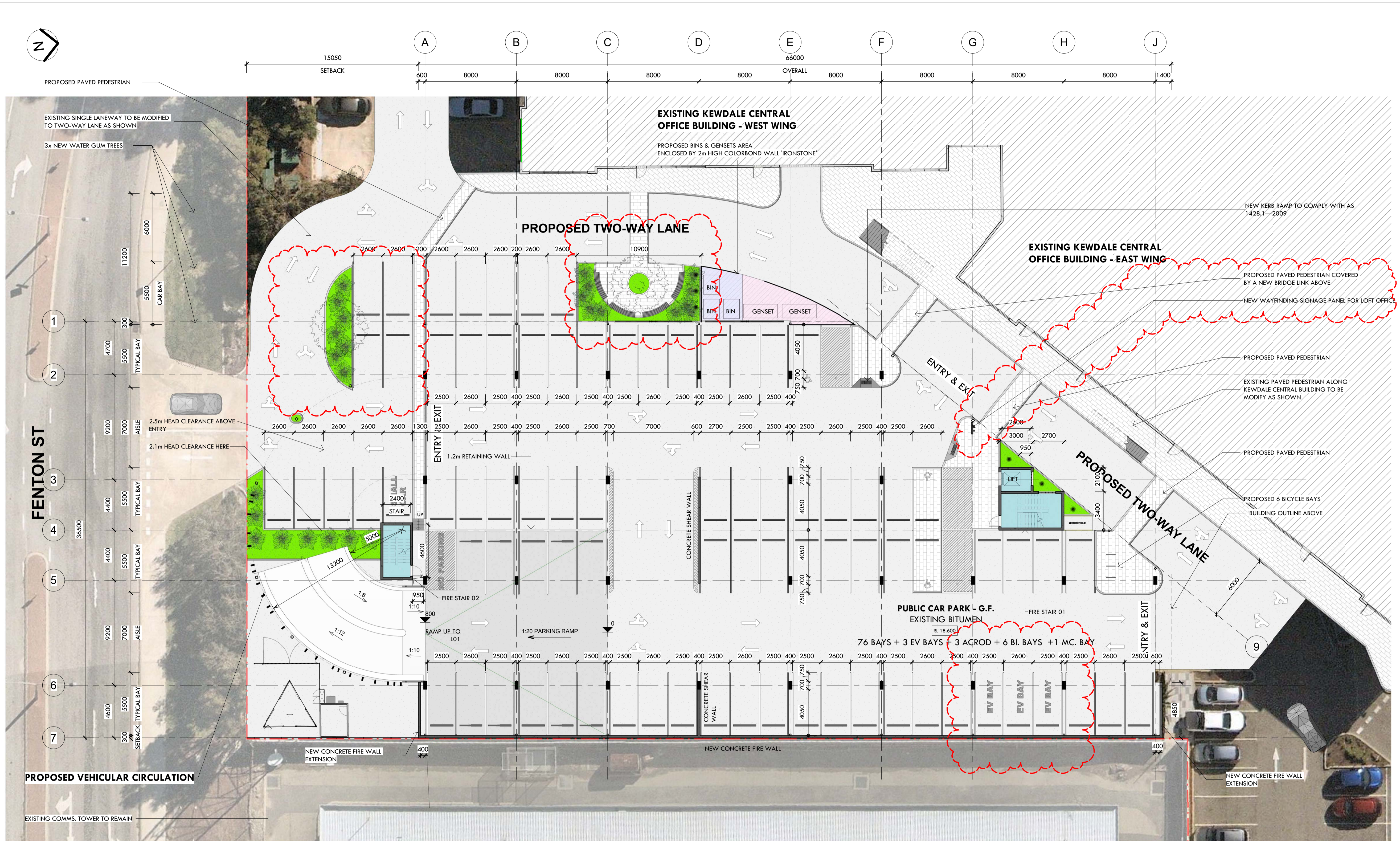
Project Status: **DEVELOPMENT APPLICATION**

Date: 18/01/2022

Sheet: A1  
 Scale: 1 : 500

Drawing: **DA03**  
 Rev: **F**





Note: All Landscaping shown on this drawing is subject to the detailed landscaping plan by Kelsie Davis Landscape and Architecture

**GROUND FLOOR**  
SCALE 1 : 150 @ A1

CITY OF BELMONT  
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25/01/2022  
Application No: 513/2021

Rev	Revision Description	Issued to	Date
D	RE-ISSUED FOR DA	City of Belmont	06/12/2021
E	RESPONSE TO DR3	City of Belmont	21/12/2021
F	FURTHER RESPONSE TO DRP	City of Belmont	18/01/2022

**COXON GROUP**  
OF COMPANIES



office: Suite 8A, Kewdale Central  
137 Kewdale Road  
KEWDALE 6105  
postal: PO BOX 447  
WELLSHPOOL DC 6986  
tel: (08) 6272 5700  
email: admin@coxongroup.com.au

**CAR PARK - GF**

**Kewdale Central**

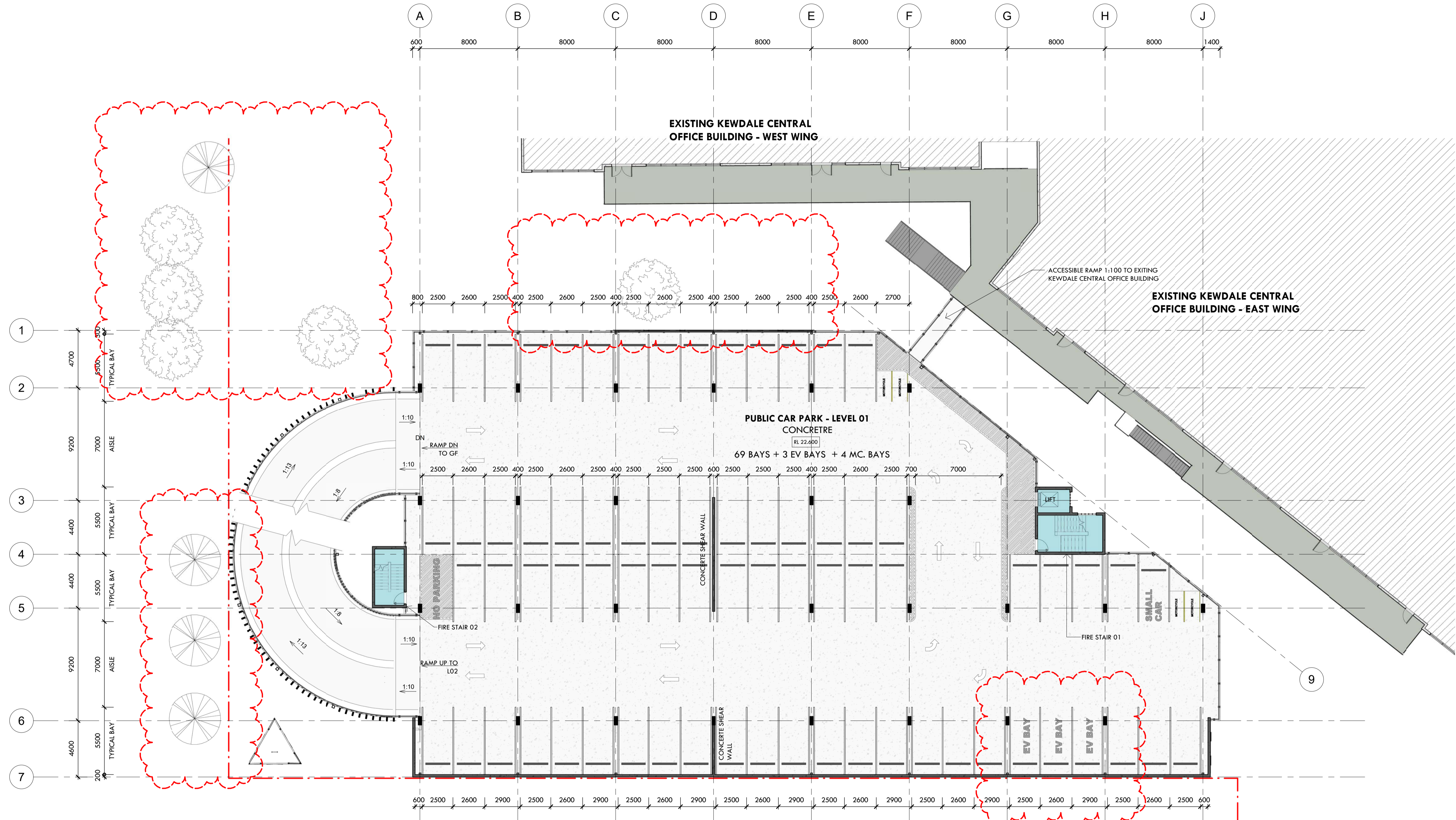
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Project Status: **DEVELOPMENT APPLICATION**

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A1 1 : 150

Date: 18/01/2022  
Drawing: **DA04**  
Rev: **F**



Note: All Landscaping shown on this drawing is subject to the detailed landscaping plan by Kelsie Davis Landscape and Architecture

**CAR PARK LEVEL 01**  
SCALE 1 : 150 @ A1

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**CAR PARK - L01**

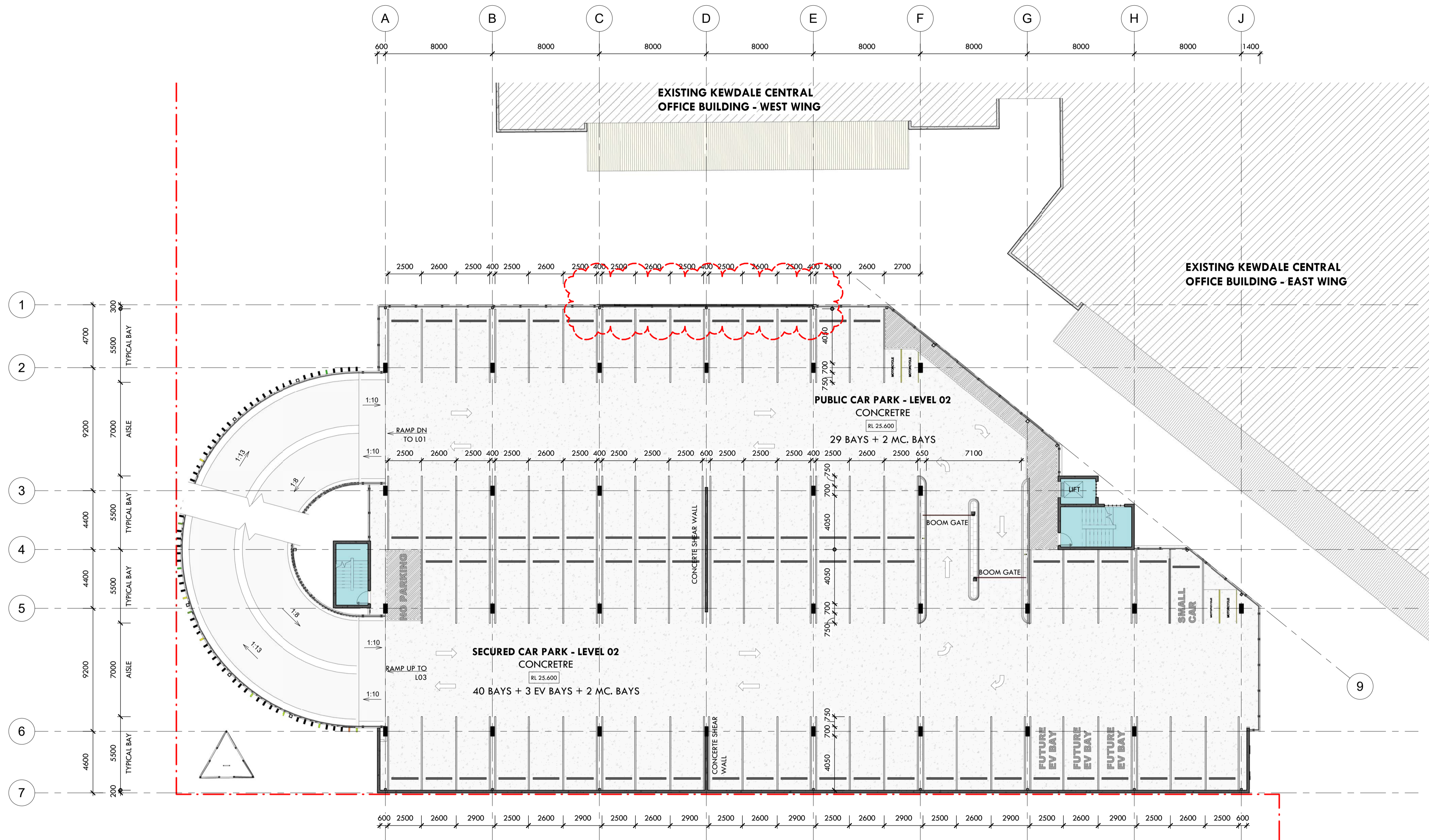
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**CAR PARK LEVEL 02**  
SCALE 1 : 150 @ A1

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**CAR PARK - L02**

**Kewdale Central**

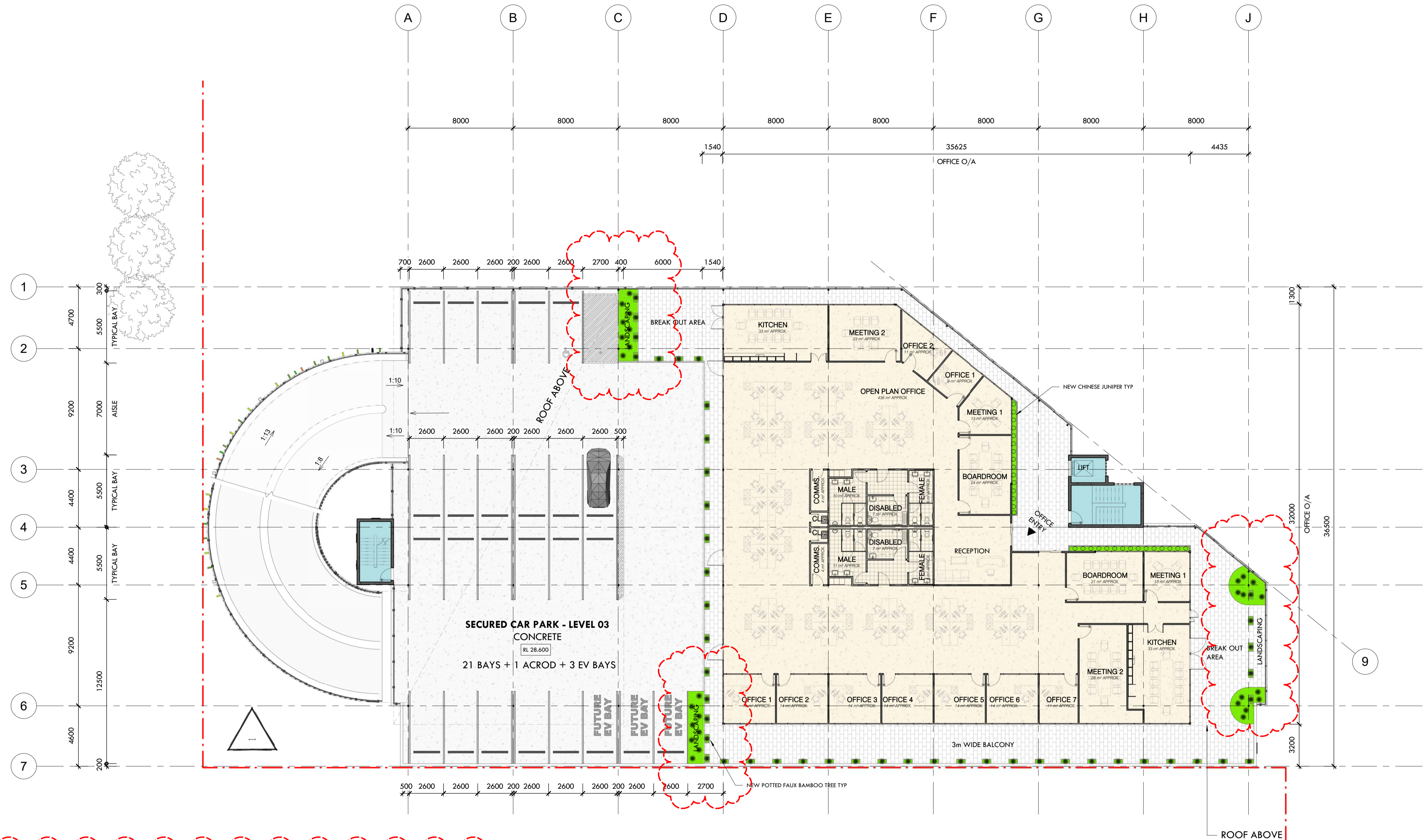
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A1 1 : 150

Date: 18/01/2022  
Drawing: **DA06**  
Rev: **F**



**Note:**

- All Landscaping shown on this drawing is subject to the detailed landscaping plan by Kelsie Davis Landscape and Architecture
- Internal office layout indicative only and subject to future tenant requirements

**CARPARK L03**  
 SCALE 1 : 150 @ A1  
 TOTAL OFFICE AREA ON LEVEL 03 - 854m2

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**CAR PARK & OFFICE - L03**

**Kewdale Central**

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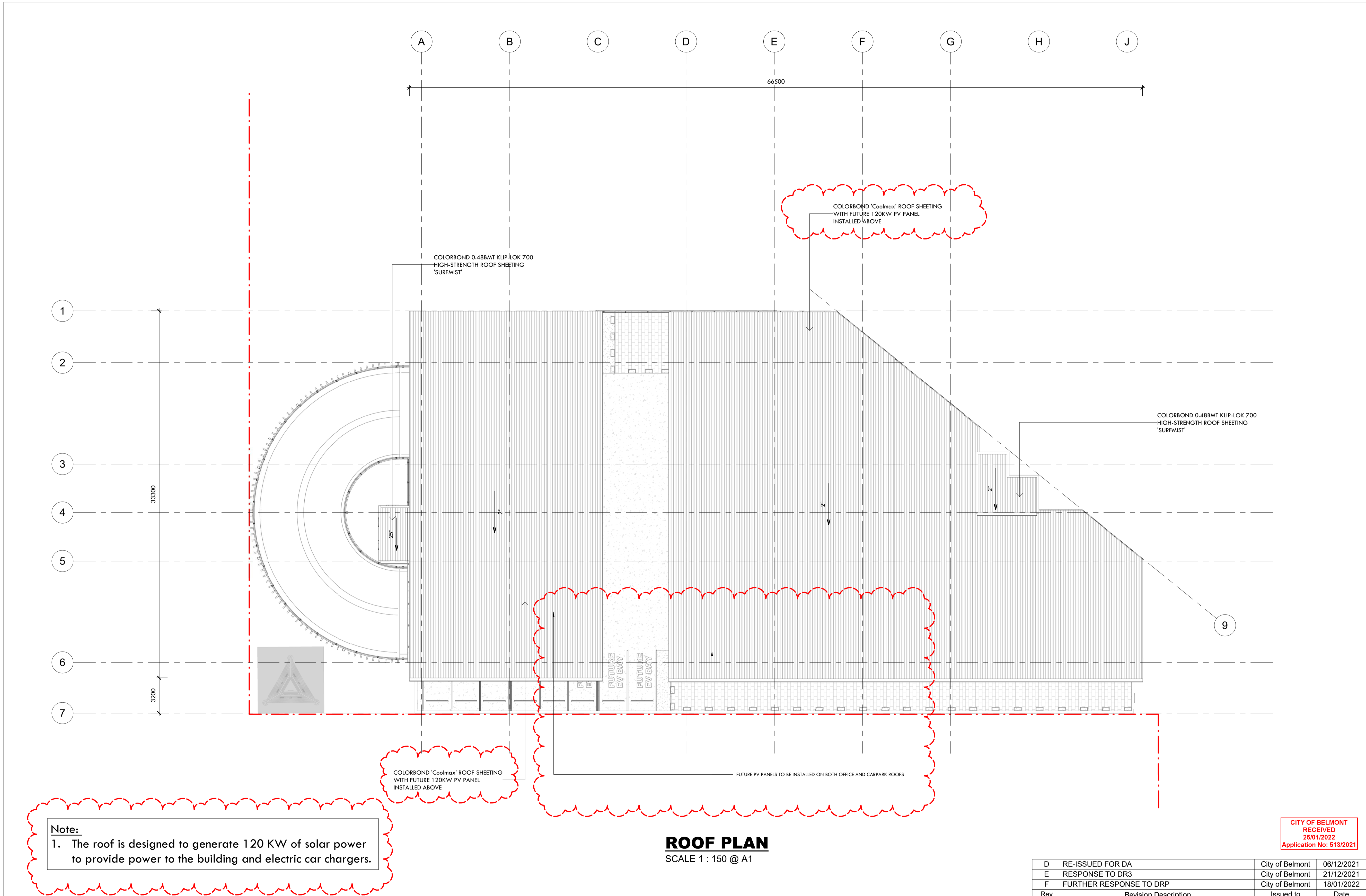
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Drawn by: QCH  
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Project Status: **DEVELOPMENT APPLICATION**

Date: 18/01/2022

Sheet:	Scale:
A1	1 : 150
Rev:	F



**Note:**  
1. The roof is designed to generate 120 KW of solar power to provide power to the building and electric car chargers.

**ROOF PLAN**  
SCALE 1 : 150 @ A1

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**ROOF PLAN**

**Kewdale Central**

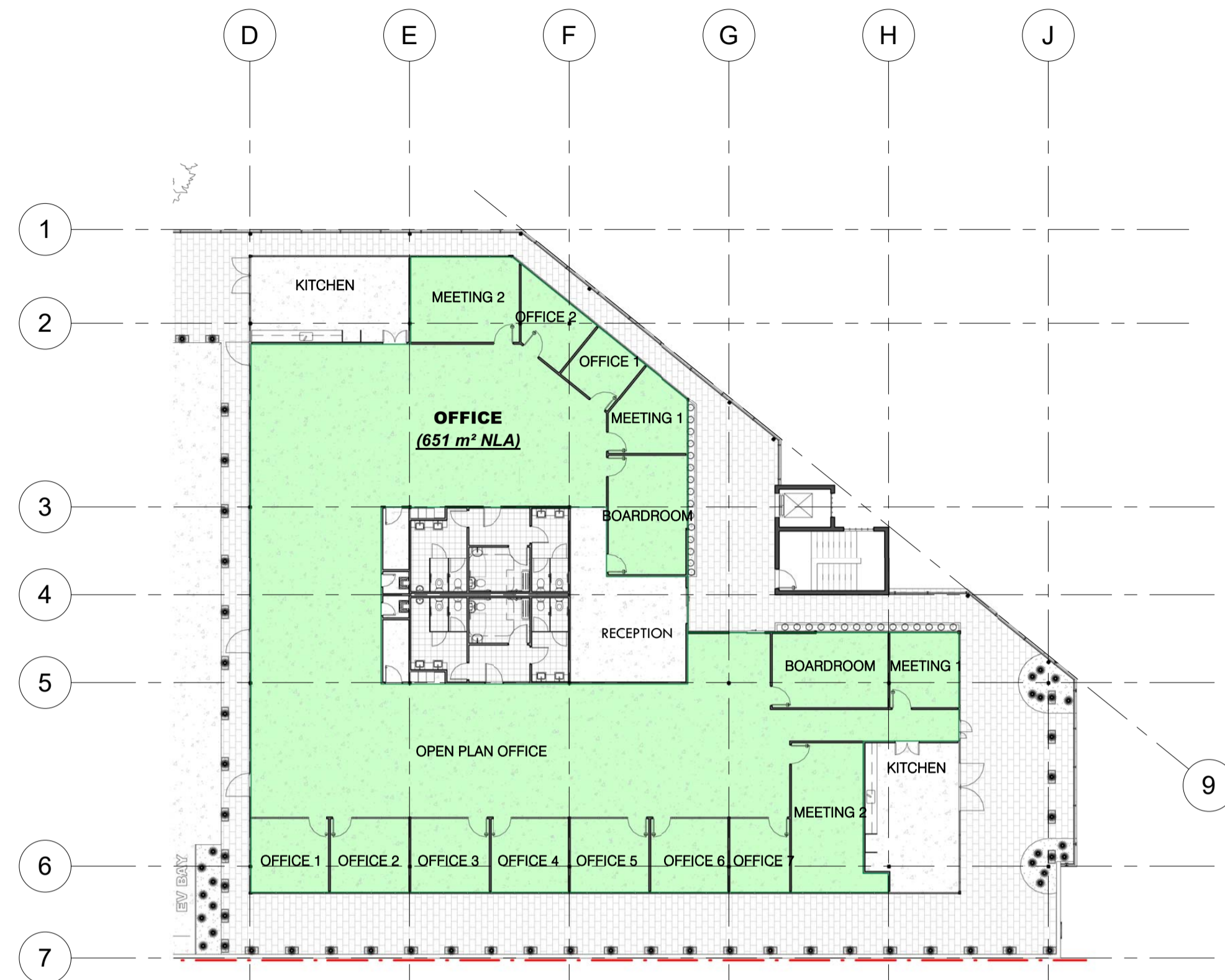
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Sheet: A1  
Scale: 1 : 150

Date: 18/01/2022  
Drawing: **DA08**  
Rev: **F**

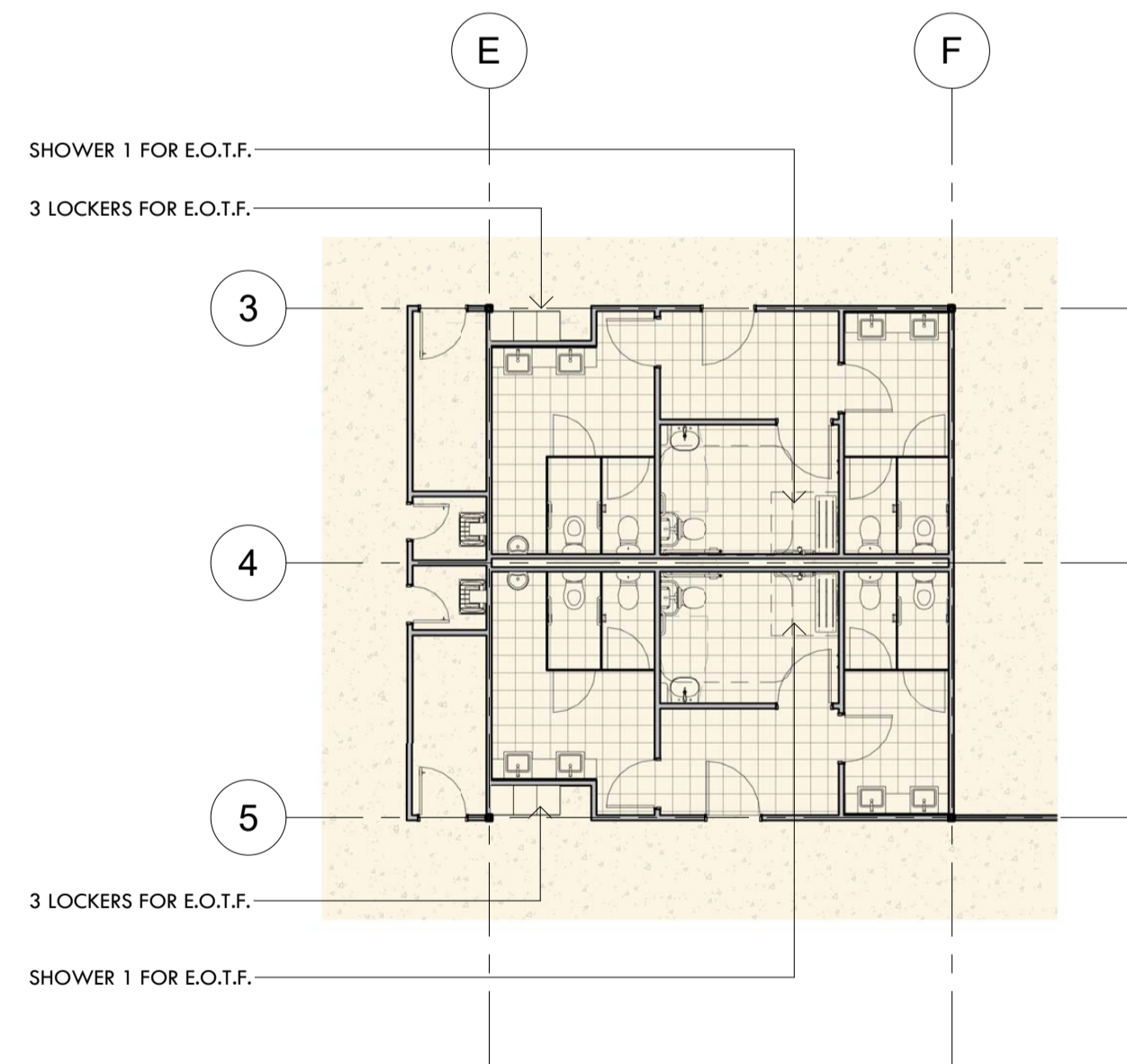


**OFFICE FLOOR PLAN - NLA**  
SCALE 1 : 200 @ A1

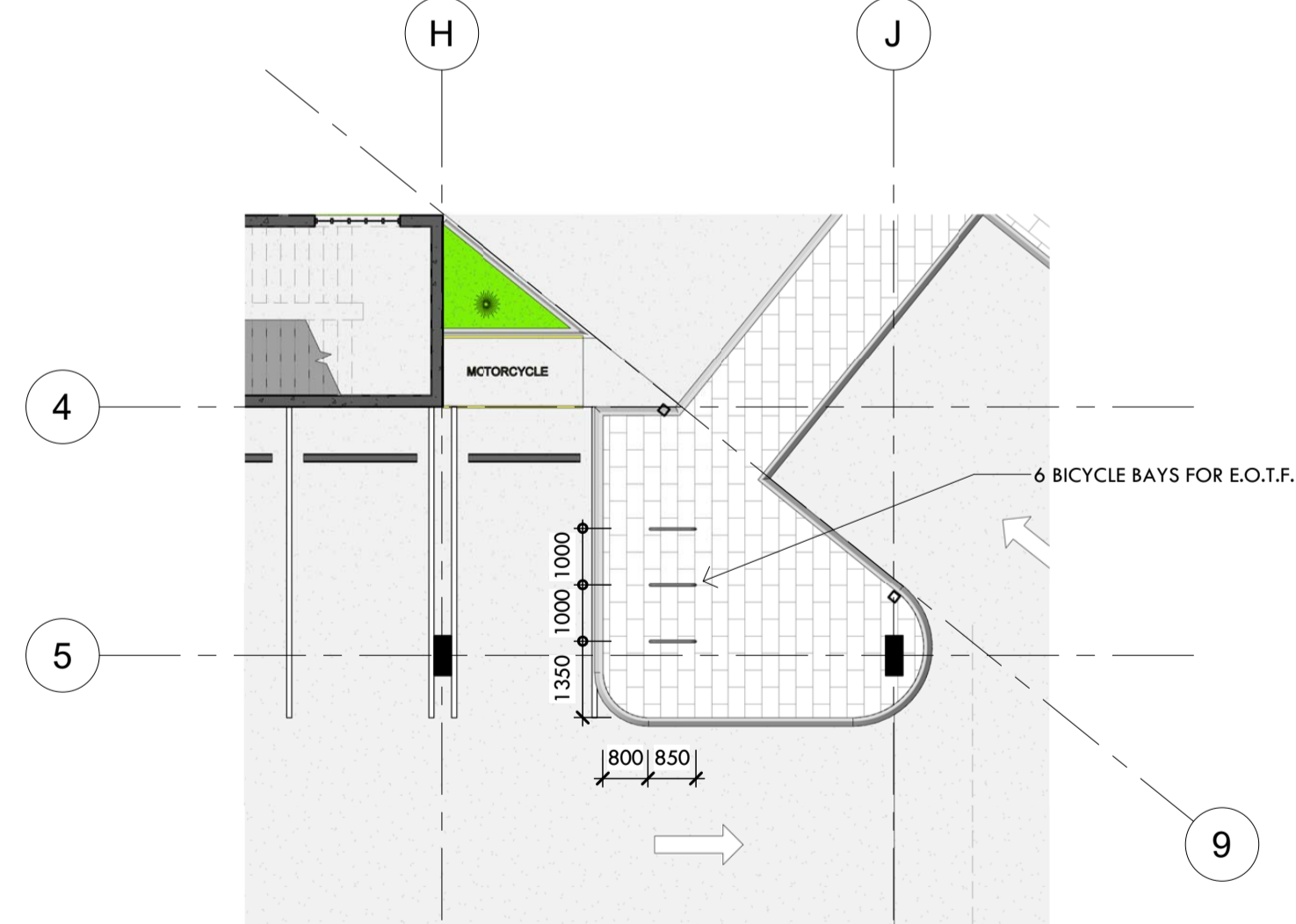


**OFFICE FLOOR PLAN - GLA**  
SCALE 1 : 200 @ A1

**Note:**  
1. Office and Amenities Floor plans are indicative only and subject to future tenant fitout



**LEVEL 03 - AMENITIES LAYOUT**  
SCALE 1 : 100 @ A1



**GROUND FLOOR - BICYCLE BAYS**  
SCALE 1 : 100 @ A1

CAR PARKING BAYS CALCULATION (NLA) - OFFICE		
AREA (NLA)	OFFICE CAR BAYS REQUIRED (1 space per 30m <sup>2</sup> NLA)	
OFFICE 651 m <sup>2</sup>	21.7	
<b>TOTAL CAR BAYS REQUIRED FOR OFFICE:</b>	<b>21.7</b>	
<b>TOTAL CAR BAYS REQUIRED ON SITE: 337</b>		
<ul style="list-style-type: none"> <li>TOTAL CAR BAYS REQUIRED FOR THE PROPOSED OFFICE ON LEVEL 03: 22</li> <li>TOTAL CAR BAYS REQUIRED FOR THE EXISTING OFFICE BUILDING'S LAVERN: 315 (AS PER DA APPROVAL 00/9018)</li> </ul>		
<b>TOTAL CAR BAYS PROVIDED ON SITE: 479 (INCL. 7 ACROD)</b>		
<ul style="list-style-type: none"> <li>EXISTING CAR BAYS ON SITE: 345 (INCL. 3 ACROD AS PER 80/2018)</li> <li>EXISTING CAR BAYS TO BE DEMOLISHED IN THIS APPLICATION: 117</li> <li>NEW CAR BAYS TO BE ADDED IN THIS APPLICATION: 251 (INCL. 4 ACROD)</li> </ul>		
<b>TOTAL CAR BAYS SURPLUS ON SITE: 142</b>		
<b>PLUS 12 DRIVETHROUGH BAYS ON SITE</b>		

BICYCLE BAYS CALCULATION (GFA) - OFFICE		
NAME	AREA (GFA)	OFFICE BICYCLE BAYS REQUIRED (1 per 200m <sup>2</sup> GFA + 1 per 750m <sup>2</sup> GFA)
OFFICE	854 m <sup>2</sup>	5.4
<b>TOTAL BICYCLE BAYS REQUIRED FOR OFFICE:</b>		<b>5.4</b>
<b>TOTAL BICYCLE BAYS REQUIRED FOR THE PROPOSED OFFICE ON LEVEL 03: 6</b>		
<b>TOTAL BICYCLE BAYS PROVIDED IN THIS APPLICATION: 6</b>		

**END OF TRIP FACILITIES**  
**TOTAL LOCKERS PROVIDED IN THE PROPOSED AMENITIES ON LEVEL 03: 6**  
**TOTAL SHOWERS PROVIDED IN THE PROPOSED AMENITIES ON LEVEL 03: 2**  
**TOTAL BICYCLE BAYS PROVIDED ON THE GROUND FLOOR OF PROPOSED CAR PARK: 6**

**CITY OF BELMONT RECEIVED 25/01/2022 Application No: 613/2021**

Rev	Revision Description	Issued to	Date
D	RE-ISSUED FOR DA	City of Belmont	06/12/2021
E	RESPONSE TO DR3	City of Belmont	21/12/2021
F	FURTHER RESPONSE TO DRP	City of Belmont	18/01/2022

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**CAR & BICYCLE BAYS CALCULATION**

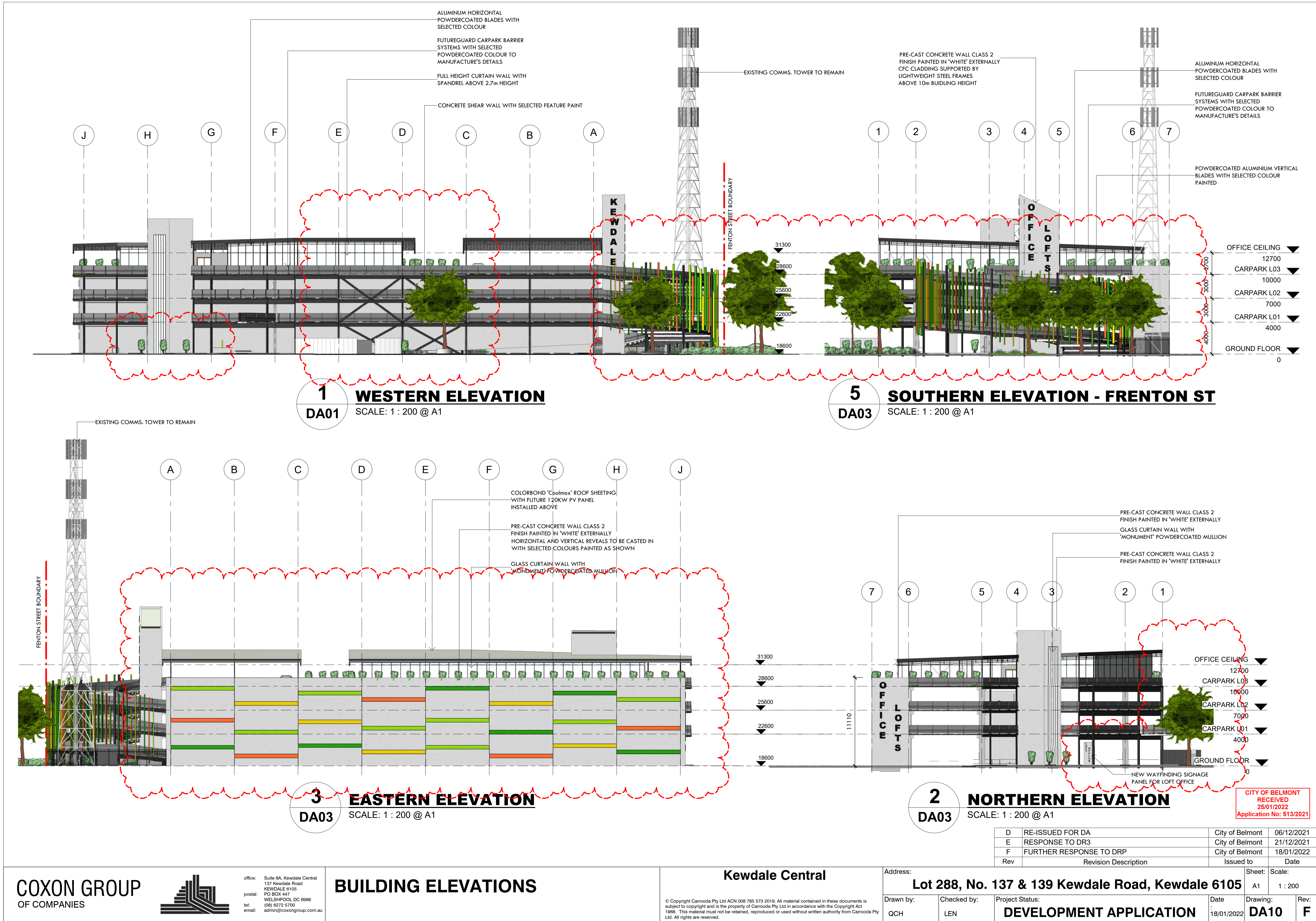
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**BUILDING ELEVATIONS**

**Kewdale Central**

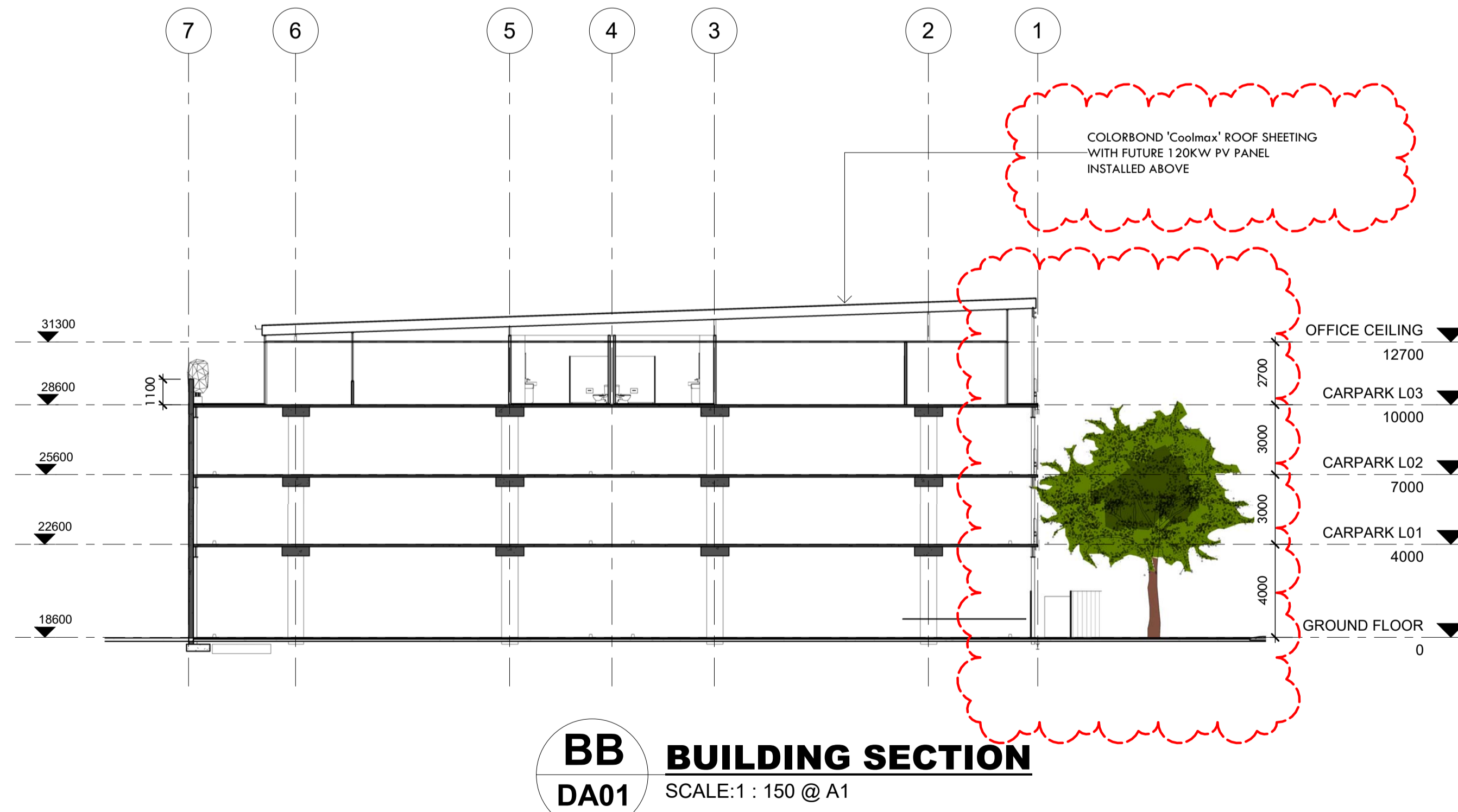
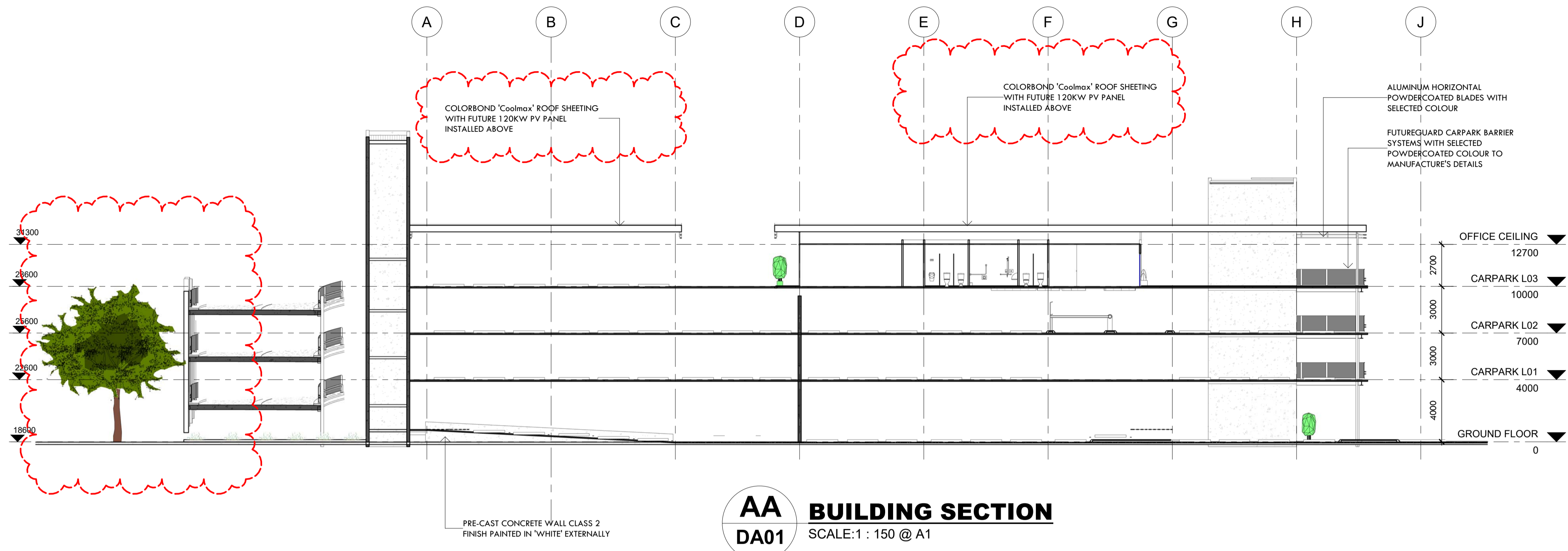
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Sheet: Scale:  
A1 1 : 200

Date: 18/01/2022  
Drawing: **DA10**  
Rev: **F**



CITY OF BELMONT  
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Application No: 513/2021

Rev	Revision Description	Issued to	Date
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**BUILDING SECTIONS**

**Kewdale Central**

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A1 1 : 150

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26/01/2022 3:48:20 PM





**LEGEND**

- SITE BOUNDARY
- NEW KIMBERLY RED MULCH
- SOLENOID VALVE
- RETIC CONTROL BOX
- MAIN RETIC FEED LINE
- SPRINKLER FEED LINE
- SPRINKLER
- NEW CALOTHAMNUS HIRSUTUS (18 SHRUBS)
- NEW WATER GUM TREE (5 TREES)
- EXISTING TREE TO BE RETAINED

**KIMBERLY RED MULCH**

- Crushed bark and wood waste are blended and then coloured.
- The colourants used are highly resistant to UV fading.



**CALOTHAMNUS HIRSUTUS**

- Low shrub to 60cm high x 1.5m across
- Red flowers inside bush in spring and summer
- Full sun to full shade
- All soils
- Drought tolerant
- Origin: WA



**WATER GUM**

- Scientific Name: *Tristaniopsis laurina*
- Family: Myrtaceae
- Common Name: Water Gum
- Height: 5 ~ 15 metres
- Width: 3 ~ 6 metres
- Flower Colour: Yellow
- Flowering Time: Spring, Summer
- Plant Environment: Low maintenance garden, Coastal garden, Drought resistant
- Growth Habit: Evergreen, Spreading
- Propagation Method: Seed
- Special Uses: Street tree, Erosion control, Pollution tolerant, Fast growing



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**Note:**

1. All Landscaping shown on this drawing is subject to the detailed landscaping plan by Kelsie Davis Landscape and Architecture.

**LANDSCAPING PLAN**

SCALE 1 : 150 @ A1

Rev	Revision Description	Issued to	Date
D	RE-ISSUED FOR DA	City of Belmont	06/12/2021
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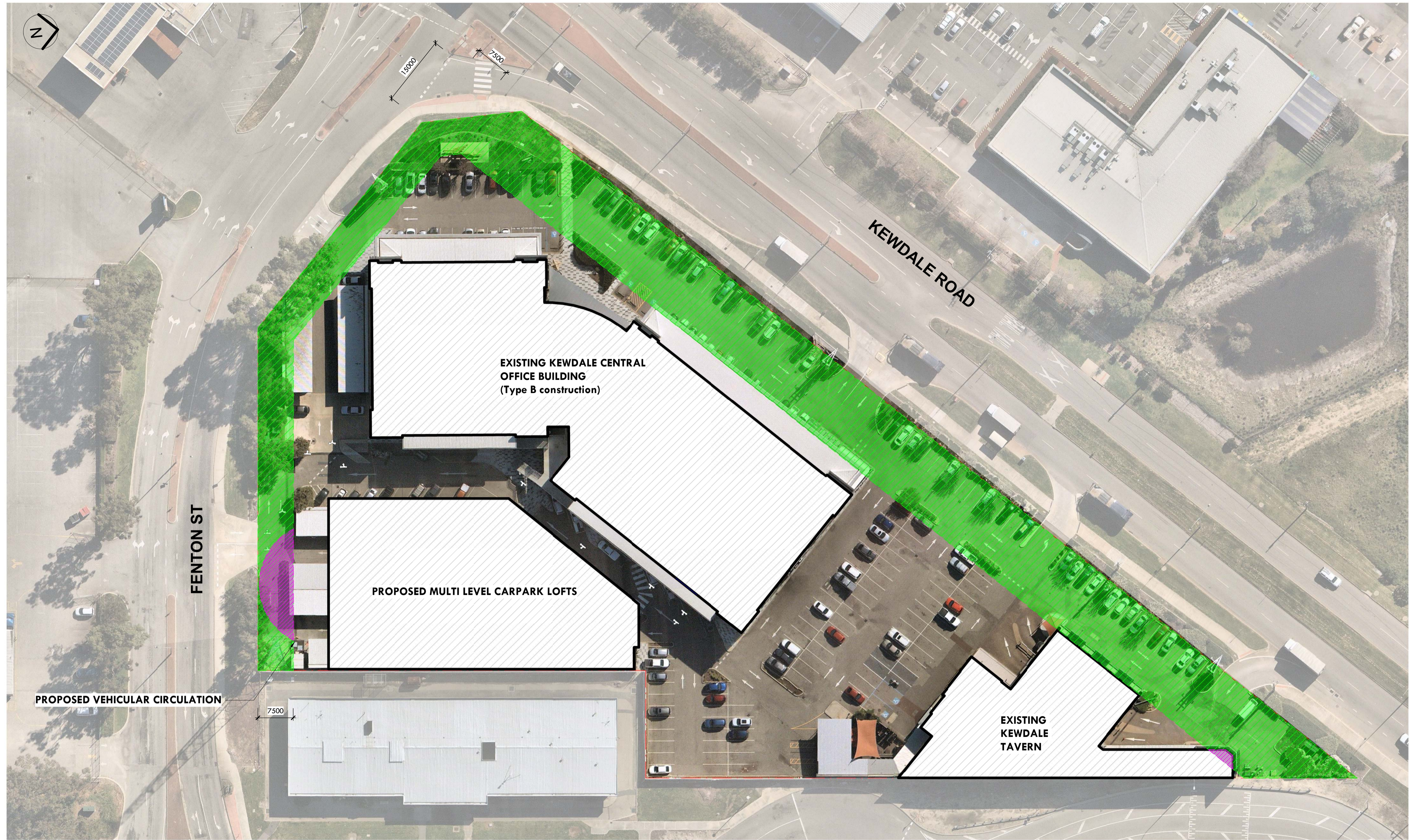
**LANDSCAPING PLAN**

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**LEGEND:**

- ▨ REQUIRED SETBACK AREA
- ▨ SETBACK AREA ENCROACHED

**SETBACK ASSESSMENT**

REQUIRED SETBACK AREA: 4,335m<sup>2</sup> approx.  
 SETBACK AREA ENCROACHED: 132m<sup>2</sup> approx.

**PERCENTAGE OF ENCROACHMENT: 3%**

**SITE PLAN**  
 SCALE 1 : 400 @ A1

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**SETBACK ASSESSMENT**

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LEVEL 03 OFFICE VIEW FROM CAR PARK



VIEW FROM KEWDALE TAVERN



VIEW TO BREAK OUT AREA

K  
E  
W  
M  
D  
U  
A  
L  
T  
E

L  
C  
A  
R  
P  
A  
R  
K



WESTERN FACADE - FACING KEWDALE CENTRAL BUILDING



FLY THROUGH TO EASTERN FACADE

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**3D IMPRESSIONS & MONTAGES**

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Checked by:  
LEN

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Date:  
18/01/2022

Sheet:  
**DA14**

Rev:  
**F**

28/01/2022 3:02:21 PM



MONTAGE ON FENTON STREET TOWARDS TERMINAL ROAD

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**MONTAGE ON FENTON STREET  
TOWARDS TERMINAL ROAD**

**Kewdale Central**

Address: **Lot 288, No. 137 & 139 Kewdale Road, Kewdale 6105**

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MONTAGE ON FENTON STREET TOWARDS KEWDALE ROAD

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Rev	Revision Description	Issued to	Date

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**MONTAGE ON FENTON STREET  
TOWARDS KEWDALE ROAD**

**Kewdale Central**



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	<b>DR3 – Design review report and recommendations (Part 1)</b>
Local government	City of Belmont
Item no.	137 Kewdale Road KEWDALE 6105 Multi-Storey Car Park & Office Building - 513/2021/DRP
Date and Time	13 January 2022 2:00 PM
Location	Online Zoom Meeting
Panel members	<ul style="list-style-type: none"> <li>• Emma Williamson</li> <li>• Jane Wetherall</li> <li>• Malcolm Mackay</li> <li>• Peter Damen</li> </ul>
Local government officers	<ul style="list-style-type: none"> <li>• Brandon Pang, Planning Officer</li> <li>• Caroline Wyder-Saunders, Clerical Assistant Planning</li> </ul>
Proponent/s	<ul style="list-style-type: none"> <li>• Luke Endacott, Coxon Group of Companies</li> <li>• Sheldon Coxon, Coxon Group of Companies</li> <li>• Qi Chen, Coxon Group of Companies</li> <li>• Peter Coxon, Coxon Group of Companies</li> <li>• Detlev Heintz, Coxon Group of Companies</li> </ul>
Observer/s	<ul style="list-style-type: none"> <li>• Alex Bott, Coordinator Planning, City of Belmont</li> <li>• Chantelle Gilbert, Coordinator Planning Projects, City of Belmont</li> <li>• Belinda Hill, Planning Officer, City of Belmont</li> </ul>
<b>Briefings</b>	
Development assessment overview	Brandon Pang, Senior Planning Officer
Technical issues	
<b>Design review</b>	
Proposed development	Multi-Storey Car Park & Office Building
Property address	137 Kewdale Road KEWDALE 6105 (Lot 288 PL 9521)
Background	This development application was previously considered at the 9 December 2021 DRP Meeting.
Proposal	[Multi-Storey Car Park & Office Building
Applicant/representative address to the design review panel	<ul style="list-style-type: none"> <li>• Detlev Heintz, Coxon Group of Companies</li> </ul>
Key issues/recommendations	<p>The Panel noted that a large part of the basis of its assessment on issues such as landscape and sustainability was the information provided in the verbal presentation by the Applicant and the Applicant is strongly encouraged to follow through with the enhanced design elements that were presented so that these are evident in the design.</p> <p>The Panel strongly encourage the Applicant to engage a landscape architect on the team. Landscaping is the most significant remaining design element that will lift the quality of the development and provide a quality space for the community.</p>
Chair signature	

<b>DR3 – Design review report and recommendations (Part 2)</b>	
<b>Design quality evaluation</b>	
	<i>Supported</i>
	<i>Pending further attention</i>
	<i>Not supported</i>
<b>Principle 1 - Context and character</b>	<i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i>
	<p>1a. The Panel thanked the Applicant for their presentation and for explaining the commitment to the site and the additional information in relation to the broader context, and the relevance of the design to both the past and future character of the area.</p> <p>1b. The Panel noted that the design features and materials and scale is coherent with what is on site.</p>
<b>Principle 2 - Landscape quality</b>	<i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i>
	<p>2a. The Panel advised the Applicant to engage a landscape architect to assist with and improve the current plans.</p> <p>2b. The Panel reiterated that landscaping is key to lifting this project and contributing positively to the broader community alongside the community of people that work on the site.</p> <p>2c. The Panel noted that the render is starting to suggest a density of planting that is desired. Having a landscape plan, prepared by a professional, to back this up is critical.</p> <p>2d. The Panel agreed that offsetting the car parking bays that are currently proposed at the ground level adjacent to the laneway (including 3 small car bays) to create a landscaped staff breakout area would assist in mediating between the carpark and office building, adding amenity for staff. Consideration should be given to the provision of shading to this area.</p> <p>2e. The Panel noted the addition of 6 more street trees to Fenton Street.</p> <p>2f. The Panel agreed that the best outcome will be to improve the overall heat load off the site with reflective Colorbond roof sheeting (combined with solar PV) with more landscaping and trees, which will positively contribute to the area.</p> <p>2g. The Panel commented that more substantial planting is required to mediate the space between the upper-level carpark and proposed office, and that shading should be integrated to the design of the staff break out area in this location.</p>
<b>Principle 3 - Built form and scale</b>	<i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i>
	3a. The Panel maintains concerns in relation to the lack of provision for a covered pedestrian access from the carpark to the proposed office tenancy.
<b>Principle 4 - Functionality and build quality</b>	<i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i>
	<p>4a. The Panel suggested that boom gates are old inefficient technology and an alternate mechanism to control access (e.g. ANPR) should be considered.</p> <p>4b. The Panel was supportive of the raised walkways and change to some layout of the car park to integrate solar and smart lighting.</p> <p>4c. The Panel note the interior design of the office will be subject to a separate design process.</p>

Principle 5 - <b>Sustainability</b>	<i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i>
	<p>5a. The Panel noted that the EV car parking bays was a good green initiative.</p> <p>5b. The Panel encouraged the use of PV roof panels over the top deck of the carpark.</p> <p>5c. The Panel suggested that consideration be given to the use of 'green' concrete in non-structural parts of the building to deliver a more sustainable outcome.</p> <p>5d. The Panel queried the need for the solid concrete wall on the east, suggesting that it may be possible to reduce the extent of concrete through the reconsideration of this design- for example, through the use of bracing to achieve structural rigidity.</p> <p>5e. The Panel supported the intent to incorporate smart lighting into the facility to reduce the amount of energy use.</p>
Principle 6 - <b>Amenity</b>	<i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i>
	<p>6a. The Panel supported the location of the office and the views that it offers, but also raised the question of what screening this may require.</p> <p>6b. The Panel expressed concern in relation to the amenity of the proposed tenancy including the need to design shading for the outdoor communal space as well as a strategy for controlling light and heat penetration into the building because of poorly oriented, full height glazing.</p>
Principle 7 - <b>Legibility</b>	<i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i>
	<p>7a. The Panel suggested the Applicant engage a signage and branding expert to ensure the branding of the building and legibility of the carpark and office are integrated into the overall design.</p>
Principle 8 - <b>Safety</b>	<i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i>
	<p>8a. The Panel expressed concern in relation to the safety of the car bays located at the ground floor adjacent to the laneway, outside the carpark. These are considered to have poor visibility and manoeuvrability and are located at a point where pedestrian conflicts are likely. The small bays adjacent to the bin stores, as well as those standard size bays adjacent to the walkway are all of concern.</p>
Principle 9 - <b>Community</b>	<i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i>
	<p>9a. The Panel reiterated that landscaping is the area that can lift this project and quality space for the community.</p> <p>9b. The Panel suggest the applicant engage a public artist as soon as possible to ensure this is integrated into the design response. It may be possible to integrate this into the treatment of the ramp as it will help to create a more prominent and nuanced response to context.</p>
Principle 10 <b>Aesthetics</b>	<i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i>
	<p>10a. The Panel agreed that the curved ramp could be used as an architectural feature and encourage the applicant to consider the opportunity that engaging a public artist.</p> <p>10b. The Panel noted the blades on the ramp are an interesting feature, noting that these require further refinement, looking at how these are viewed from several angles and developing the response to be sensitive to context.</p> <p>10c. The Panel was supportive of the change in colour scheme and suggested the colour scheme could be further enhanced by connecting in some way to the established palette on the site (e.g. on the front of the existing development). The brand and identity consultants may assist in this regard.</p> <p>10d. The Panel commented on the need to develop a more sophisticated response to the integration of the landscape with structure, including the consideration of designed planter boxes.</p>



<b>DR3 – Design review report and Recommendations (Part 3)</b>			
<b>Design review progress</b>			
	Supported		
	Pending further action		
	Not Supported		
	<i>DR1 – 9 December 2021</i>	<i>DR2 – 13 January 2022</i>	<i>DR3</i>
Principle 1- <b>Context and character</b>			
Principle 2 - <b>Landscape Quality</b>			
Principle 3 - <b>Built form and scale</b>			
Principle 4 - <b>Functionality and build quality</b>			
Principle 5 - <b>Sustainability</b>			
Principle 6 - <b>Amenity</b>			
Principle 7 – <b>Legibility</b>			
Principle 8 – <b>Safety</b>			
Principle 9 – <b>Community</b>			
Principle 10- <b>Aesthetics</b>			

<b>DR3 – Design review report and recommendations (Part 4)</b>			
<b>Recommendations summary</b>			
<b>DR1 Recommendations</b>	<b>DR 2 Response</b>	<b>DR2 Recommendations</b>	<b>DR3 Response</b>
1.	[SUPPORTED / PENDING FURTHER ATTENTION / NOT SUPPORTED] [explanatory text]		[SUPPORTED / PENDING FURTHER ATTENTION / NOT SUPPORTED] [explanatory text]
1.			
2.			
3.			
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7.			
8.			
9.			

PARKD  
137 KEWDALE ROAD, KEWDALE  
PROPOSED OFFICE AND CAR PARK  
TRAFFIC STATEMENT  
January 2022



Riley Consulting (WA) Pty Ltd  
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Issued on	21 January 2022	Amendments
Version	Draft	
Reference	1111	

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## 1. EXECUTIVE SUMMARY

- 1.1. Riley Consulting has been commissioned through Parkd to consider the traffic and transport impacts of developing an office and car park at 137 Kewdale Road, Kewdale. The key findings of the traffic review are:
- 1.1.1. The subject site is developed as an office / commercial hub and is home to the Kewdale Tavern. The site is located within an industrial precinct with little off site parking opportunity.
  - 1.1.2. It is understood that issue are occurring on site in regard to a lack of car parking. To address the matter, the proponent is proposing to construct a multi level car park and 854m<sup>2</sup> of additional office accommodation.
  - 1.1.3. An assessment of the current parking requirements under the City of Belmont's Town Planning Scheme has been undertaken and identifies that the current parking provision is lower than would be expected (if the current land uses were assessed as new). It is most likely that historically, the tavern was considered to utilise reciprocal parking with tavern generally expected to have peak demands outside of normal business hours.
  - 1.1.4. From a traffic engineering perspective it is considered therefore that the proposed car park would not generate significant additional vehicle movements in its own right. However, the additional office floor space will generate additional traffic.
  - 1.1.5. Based on recognised trip generation rates, the proposed office is forecast to generate 85 new vehicle movements per day with 17 movements in the peak periods. The level of traffic generated is deemed to have no material traffic impact under the WAPC's Transport Assessment Guidelines.
  - 1.1.6. The proposed car park will provide additional on site parking and it is calculated that the number of bays will be close to the City's TPS car parking requirement. As a result, the existing on site parking issues should be ameliorated.

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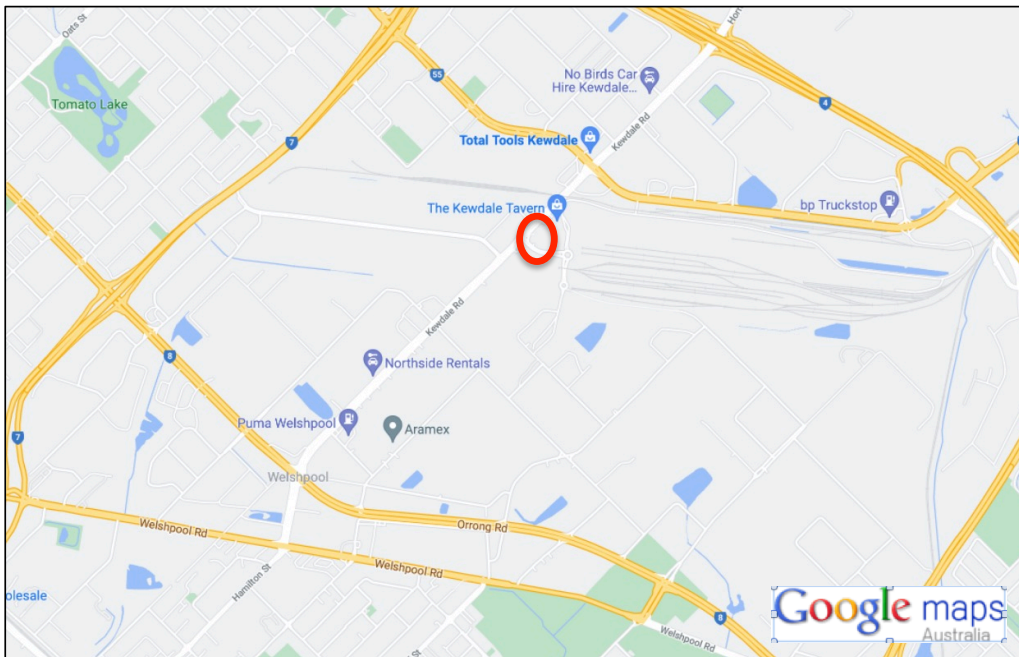
**2. CHECKLIST**

Item	Comments/Proposals
<b>Proposed development</b>	
proposed land uses	Office and car parking
existing land uses	Office / commercial / tavern
context with surrounds	Industrial precinct
<b>Vehicular access and parking</b>	
access arrangements	No change
public, private, disabled parking set down / pick up	No change
<b>Service vehicles</b>	
access arrangements	No change
rubbish collection and emergency vehicle access	No change
Hours of operation (non-residential only)	Normal business hours
<b>Traffic volumes</b>	
daily or peak traffic volumes	+85vpd – 17 peak movements
type of vehicles (eg cars, trucks)	Predominantly cars
<b>Traffic management on frontage streets</b>	
<b>Public transport access</b>	
nearest bus stops/train stations	Within 200m
pedestrian/cycle links to bus stops/train station	Acceptable
<b>Pedestrian access/facilities</b>	
existing pedestrian facilities within the development (if any)	As required
proposed pedestrian facilities within development	No change
existing pedestrian facilities on surrounding roads	Adequate
proposals to improve pedestrian access	No change
<b>Cycle access/facilities</b>	
existing cycle facilities within the development (if any)	Unknown
proposed cycle facilities within development	EoT associated with new office
existing cycle facilities on surrounding roads	Minimal
proposals to improve cycle access	N/A
<b>Site specific issues</b>	None
<b>Safety issues</b>	None

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**3. INTRODUCTION**

- 3.1. The subject site is located at 137 Kewdale Road, Kewdale. Figure 1 shows the location of the subject site and Figure 2 shows an aerial image of the site.
- 3.2. Roads of importance are discussed below.



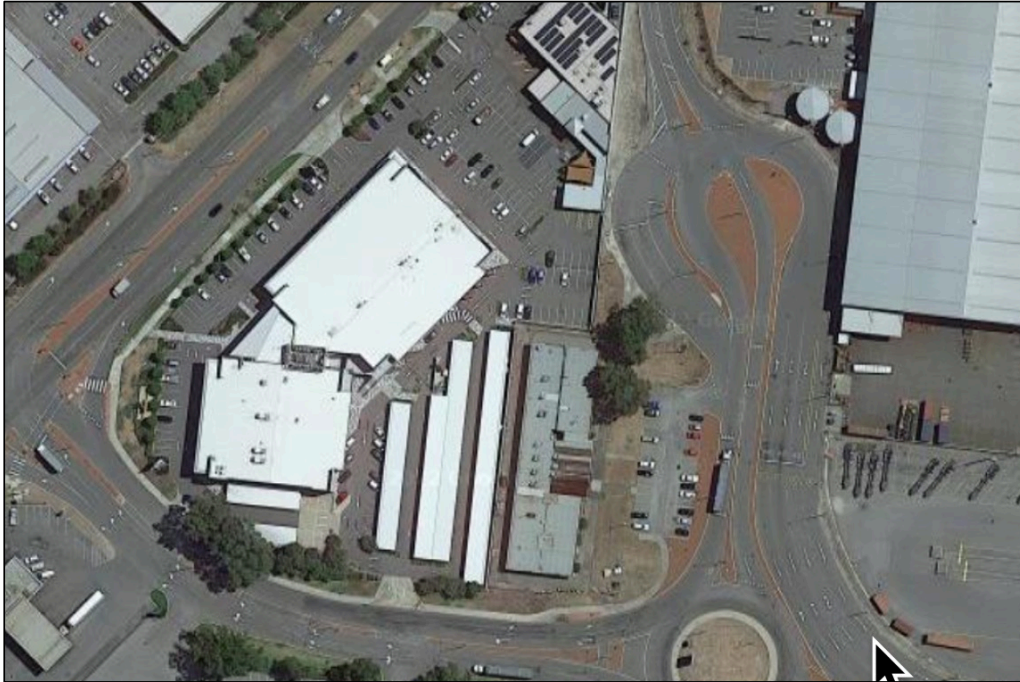
**Figure 1 Subject Site Location**

**Kewdale Road**

- 3.3. Kewdale Road is classified as district distributor A road in the Main Roads *Functional Road Hierarchy*. It is also designated as an “Other” regional road (Blue Road) in the Metropolitan Region Scheme. It is constructed as a four lane divided road between Welshpool Road and Tonkin Highway. It has a posted speed limit of 70km/h.
- 3.4. Traffic data sourced from the Main Roads website indicates 15,364 vehicles per day (vpd) south of the Tonkin Highway with 35.6% trucks and 11.064vpd north of Orrong Road, 26% trucks. The data is attached at Appendix A. Reference to the vehicle type data indicates the majority of trucks are class 4 and 5 (11% of total) with class 9 being 7% and Class 11 trucks equating 1.5% of the daily demand.
- 3.5. Traffic signals control the intersection of Kewdale Road and Fenton Street.
- 3.6. Reference to Appendix B indicates Kewdale Road would have capacity to carry 40,500vpd operating at a Level of Service D. Actual capacity is therefore

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highway. Based on the current traffic demands, Kewdale Road is operating at a Level of Service A.



**Figure 2 Aerial Imagery**

**Fenton Street**

3.7. Fenton Street provides primary access to the Kewdale freight terminal and is classified as an access street in the Main Roads *Functional Road Hierarchy*. It is constructed as a four lane divided road. A large roundabout is located approximately 200 metres form the Kewdale Road traffic signals to service the freight terminal.

3.8. Traffic data is available form the traffic signals at Kewdale Road that indicate

3.9. Reference to Appendix B indicates Fenton Street would have capacity to carry 40,500vpd operating at a Level of Service D. Based on the current traffic demands Fenton Street is operating at a Level of Service A.

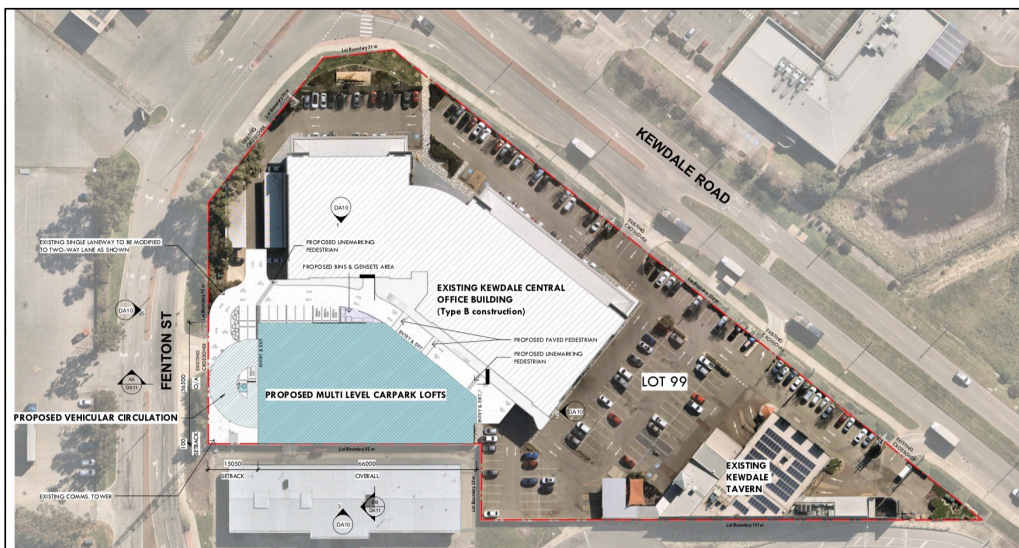
**4. PROPOSED DEVELOPMENT**

4.1. The subject site is currently occupied by an office building with commercial land uses and the Kewdale tavern.

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- 4.2. It is proposed to construct a multi level car park on the subject site and provide an additional 854m<sup>2</sup> GFA of office accommodation. Figure 3 shows the development concept plan.
- 4.3. The purpose of the larger car park is to cater for existing car parking demands occurring throughout the day and address current levels of inappropriate parking on-site.
- 4.4. As suggested, the proposed car park is intended to cater for current car parking demand on the subject site, which is causing some issues. A site inspection indicates that the car park is well utilised and there is evidence of on-street verge parking in the immediate area<sup>1</sup>.



**Figure 3 Indicative Site Concept Plan (refer to DA for detail)**

**5. VEHICLE ACCESS AND PARKING**

- 5.1. Access to the subject land is already provided and comprises of three cross overs to Kewdale Road and two cross overs to Fenton Street. Access to Kewdale Road has a left in only access to the north east of the site and a left out only about 60 metres further south. Approximately midway along the site frontage a full movement access to Kewdale Road is provided.
- 5.2. Access arrangements will not change as a result of this development application.

<sup>1</sup> The parking is not confirmed to be related to the subject site.

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- 5.3. Car parking currently provided on site is separated to the area adjacent to the tavern and commercial ground floor land uses and a private parking area to the rear of the upper level office land use.
- 5.4. In total there are 345 bays on site.
- 5.5. The proposed new car park will remove 117 existing bays and create 251 bays. The proposed car will therefore increase on site car parking by 134 bays and provide a total of 479 on site car parking bays.

**Methodology for Traffic Assessment**

- 5.6. As discussed, the land-owner is proposing to build 854m<sup>2</sup> of office accommodation and a multi level car park. From a traffic engineering perspective it is typically the use of the land that will attract vehicle movements, not the ability to park vehicles.
- 5.7. To assess the potential attraction of the car park, reference is made to the City of Belmont's Town Planning Scheme (TPS) car parking requirements. From a traffic engineering perspective, if the current level of car parking meets the expected needs of the current land uses, then additional car parking may attract additional traffic movement. If however, the current level of car parking is less than the prescribed needs of the land uses, then existing traffic movements would not be expected to change, except where additional land uses are provided.
- 5.8. Table 1 provides a breakdown of the current land uses and the car parking required under the City of Belmont's TPS. The figures are approximate and should be used as a guide only<sup>2</sup>.
- 5.9. Table 1 suggests that the current land uses, if considered in isolation, could require up to 454 parking bays. It can be seen therefore that with 345 existing parking bays, an under supply would be considered to exist.

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<sup>2</sup> NLA figures were not available for this report

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**Table 1 Car Parking On-site**

Land Use	Area	Parking Required	Bays*
Office	4,550	1 space for every 30m <sup>2</sup> of NLA or 1 space for each employee, whichever is greater	152
Café (s)	188  @ 90 seats	6 spaces for every 100m <sup>2</sup> of NLA  OR 1 space for every 4 seats	12  OR 23 bays
Medical Centre 14 practitioners + 120m <sup>2</sup> public	515	4 spaces for every practitioner plus 1 bay per 20m <sup>2</sup> GFA available to the public	56 + 6
Tavern 40% seating	342m <sup>2</sup> + 187m <sup>2</sup> outdoor	1 space for every 2m <sup>2</sup> of bar and lounge floor area (1 space for every 4m <sup>2</sup> of seating only areas)	159 + 53
Warehouse	423m <sup>2</sup>	1 space for every 100m <sup>2</sup> of GFA	5
Total Parking Requirement			454

\*Number of bays rounded up

**Additional land Uses**

- 5.10. As indicated, it is proposed to construct a multi level car park with 854m<sup>2</sup> office space. Reference to the City of Belmont’s TPS identifies a requirement to provide 1 parking bay for every 30m<sup>2</sup> NLA. Reference to the design plans indicates the NLA is 657m<sup>2</sup> (a 22% reduction to the GFA).
- 5.11. Based on 657m<sup>2</sup> an additional 22 parking bays would be deemed required.

**Resulting Car Parking**

- 5.12. Table 1 indicates that the existing land uses on the site could be required to provide up to 454 car parking bays if proposed as a development today. Indicatively the existing car parking provision of 345 bays could be considered to have a shortfall of 109 bays.
- 5.13. The car parking requirements may have changed since the original development was approved and thus there is a difference in parking provided and the TPS requirement. Further, it is suspected that the Kewdale Tavern may have been considered to utilise a high level of reciprocal parking, given that taverns would typically be expected to have peak occupancy outside of normal business hours. Since refurbishment, the tavern now attracts a higher daytime demand, which is most likely leading to the on site car parking issues.
- 5.14. In total the proposed development will provide 479 parking bays, which meets the indicative current need for 454 bays and the development requirement for 22 additional bays (476 bays in total).

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**6. PROVISION FOR SERVICE VEHICLES**

6.1. No changes to current truck servicing are proposed as part of this development application.

**7. HOURS OF OPERATION**

7.1. No changes to the current operation hours of the office land use and Tavern land use are proposed by the development application.

**8. DAILY TRAFFIC VOLUMES AND VEHICLE TYPES**

- 8.1. As indicated, the site is presently developed and provides for a multitude of land uses. The only change to current land uses will be the addition of 854m<sup>2</sup> of office accommodation.
- 8.2. Reference to the RTA *Guide to Traffic Generating Developments* indicates that a commercial office can be expected to generate 10 trips per 100m<sup>2</sup> per day with 2 trips per 100m<sup>2</sup> during the peak periods.
- 8.3. Based on 854m<sup>2</sup> (GFA) of new office, the site would generate (854/100 x 10) 85 additional trips per day with 17 additional peak trips.
- 8.4. As has been shown, the existing car park could be deemed to have a significant parking shortfall when all land uses are considered in isolation and as a result, additional car parking would not be expected to increase the current traffic movements associated with existing operations.
- 8.5. Table 2 shows the anticipated changes to traffic based on the proposed office development on the subject site.

**Table 2 Forecast Traffic Movements**

Use	AM	PM	Daily
Office 854m <sup>2</sup>	17	17	85

**Distribution**

- 8.6. Traffic generated by the proposed development will be drawn predominantly from Fenton Street to the new multi level car park.
- 8.7. 80% of vehicle movements would be expected to enter the site in the morning peak and the reverse in the evening peak.
- 8.8. All traffic would take access to Kewdale Road and would be split as per existing traffic movements.
- 8.9. Appendix A indicates that 70% of traffic would approach / depart the site via Kewdale Road north.

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**9. TRAFFIC MANAGEMENT ON FRONTAGE STREETS**

9.1. Reference to the WAPC Transport Assessment Guidelines for Developments states that:

*“As a general guide, an increase in traffic of less than 10% of capacity would not normally be likely to have a material impact on any particular section of road, but increases over 10% may. All sections of road with an increase greater than 10% of capacity should therefore be included in the analysis. For ease of assessment, an increase of 100 vehicles per hour for any lane can be considered as equating to around 10% of capacity. Therefore any section of road where traffic would increase flows by more than 100 vehicles per hour for any lane should be included in the analysis. An intersection may be considered materially affected if flows on any leg increase by more than 10% or any individual movement by more than 20%”.*

9.2. Table 3 considers the traffic impact of the development based on the generated daily traffic demands.

**Table 3 Daily Traffic Impacts**

Approach	Capacity*	Development	% Capacity
Fenton Street	40,500	+85	<1%
Kewdale Road North 70%	40,500	+60	<1%
Kewdale Road south 30%	40,500	+25	<1%

\*Capacity is based on reaching Level of Service D or LN threshold for residential streets.

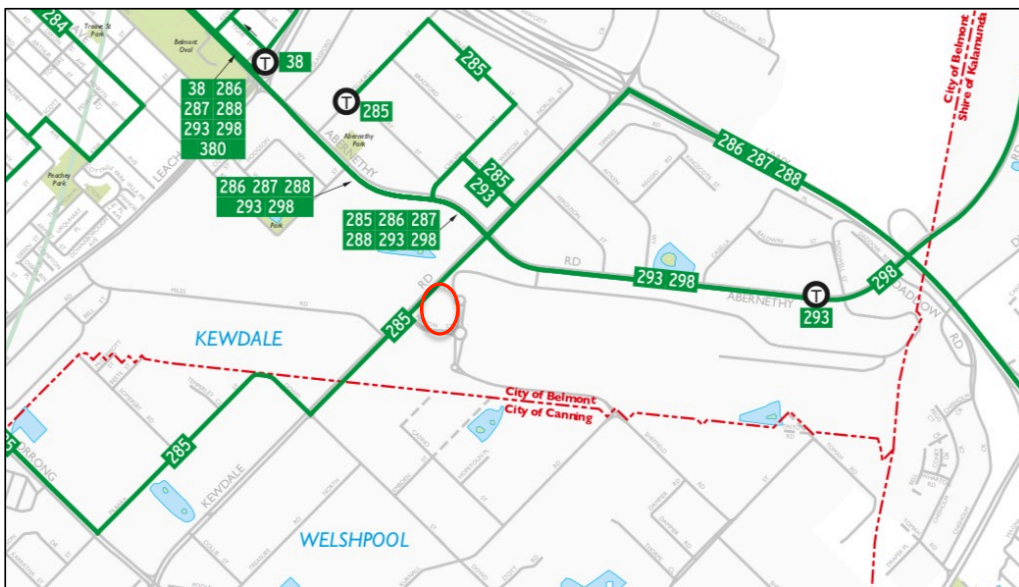
9.3. Table 3 indicates the proposed development can be expected to increase traffic on surrounding streets by less than 1% of the road capacity. The forecast traffic flow changes are less than 10% of capacity and based on the WAPC *Transport Assessment Guidelines for Developments*, the proposed development would be deemed to have no material traffic impact.

9.4. During the peak periods of site activity the proposed development would generate less than 10 vehicle movements to any external traffic lane or turn lane. As the change is less than 10 vehicles no further assessment is warranted.

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**10. PUBLIC TRANSPORT ACCESS**

- 10.1. Reference to the Transperth web site shows that route 285 passes the subject land on Kewdale Road. Figure 4 shows the current bus services in the locality.
- 10.2. Route 285 is an infrequent service running between Kewdale and Oats Street railway station. There are 3 morning services to Kewdale and 3 afternoon services to Oats Street.
- 10.3. The bus stops on Kewdale Road are located adjacent to the site frontage and are within 100 metres of most land uses. However, the northbound traffic lane stop can only be accessed by crossing Kewdale Road, which would incur an additional 200 – 300 metre walk if using the traffic signals at Fenton Street.



**Figure 4 Public Transport Accessibility**

**11. PEDESTRIAN ACCESS**

- 11.1. No changes to pedestrian access to the site are proposed as part of the development application.

**12. CYCLE ACCESS**

- 12.1. No changes to bicycle access are proposed as part of the development application.
- 12.2. The new office area is required to provide cycle parking of 1 bay (rack) per 200m<sup>2</sup> for staff and 1 bay per 750m<sup>2</sup> for visitors. Four office and 1 visitor bay would be required.

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- 12.3. An additional 6 cycle parking bays are shown to be provided to meet the cycle parking requirement. Shower facilities are shown to be provided within the new office area.
- 12.4. Given the industrial nature of the surrounding road network and the high percentage of large vehicle movements, cycle access is not considered to be safe. There is a dedicated cycle lane adjacent to Tonkin Highway, but on-street (footpath) cycling occurs elsewhere.

### **13. SITE SPECIFIC ISSUES**

- 13.1. There are no site-specific issues arising from the proposed development application.

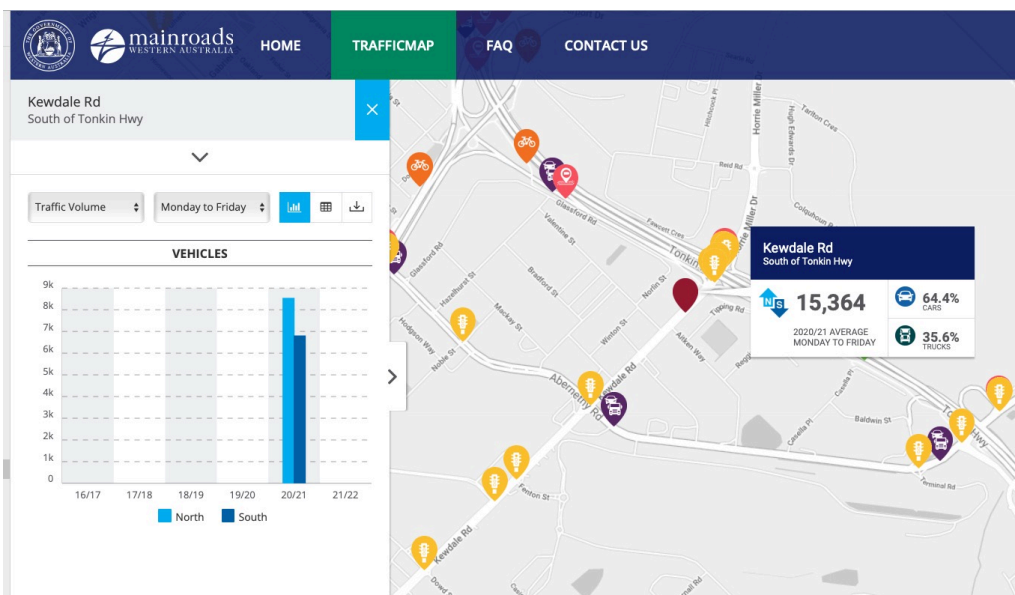
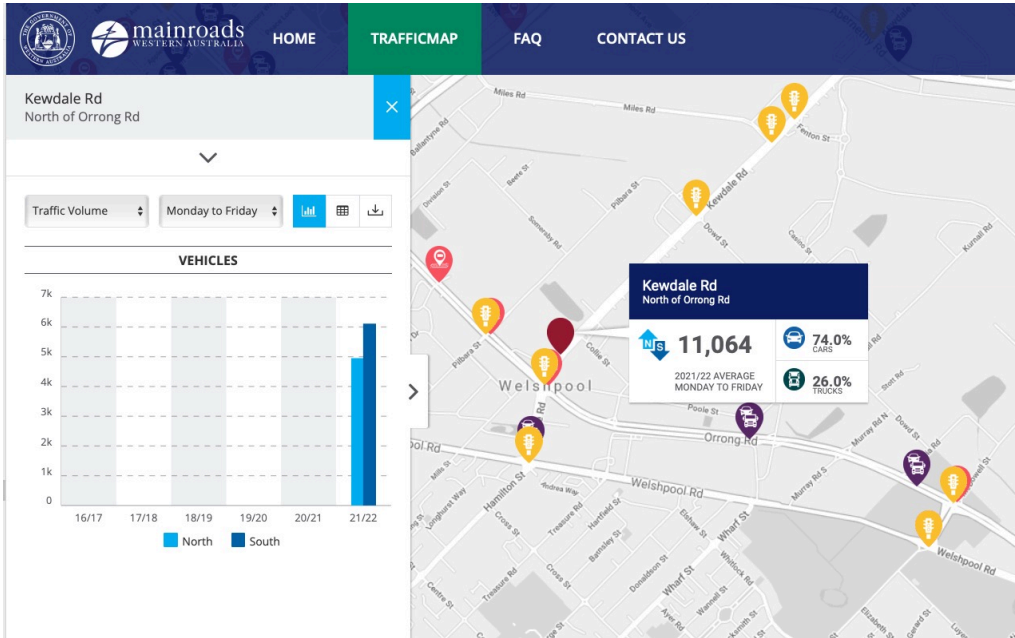
### **14. SAFETY ISSUES**

- 14.1. The level of increased traffic movements would not be considered to give rise to a road safety issue. All roads will continue to operate well within their capacity.
- 14.2. Traffic demands on Fenton Street are very low and the additional 17 peak vehicle movements are considered to have no noticeable impact to current peak hour operation.
- 14.3. The traffic assessment has not identified any road safety issues as a result of the proposed development.





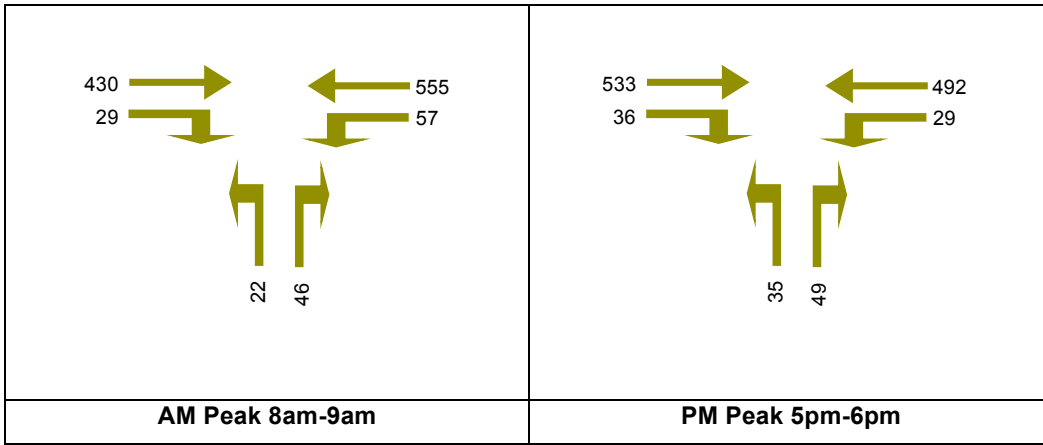
**APPENDIX A TRAFFIC DATA**



**CITY OF BELMONT  
RECEIVED  
25/01/2022  
Application No: 513/2021**



137 Kewdale Road, Kewdale



**Peak Turning Demands Fenton Street / Kewdale Road**

**CITY OF BELMONT  
 RECEIVED  
 25/01/2022  
 Application No: 513/2021**

**APPENIX B DAILY LEVELS OF SERVICE**

LOS	Single Carriageway	2-Lane Boulevard	Dual Carriageway (4-Lanes)	Dual Carriageway (4-lane Clearway)
A	2,400vpd	2,600vpd	24,000vpd	27,000vpd
B	4,800vpd	5,300vpd	28,000vpd	31,500vpd
C	7,900vpd	8,700vpd	32,000vpd	36,000vpd
D	13,500vpd	15,000vpd	36,000vpd	40,500vpd
E	22,900vpd	25,200vpd <sup>4</sup>	40,000vpd	45,000vpd
F	>22,900vpd	>25,200vpd <sup>4</sup>	>40,000vpd	>45,000vpd

Levels of Service and Capacity are based on Austroads

The actual capacity of any road is greater than shown in the above table. However, a Level of Service D is used as the capacity to provide acceptable operating conditions.

**CITY OF BELMONT  
RECEIVED  
25/01/2022  
Application No: 513/2021**

## 12.4 Safe School Project - Positive Engagement Programme Support

### Attachment details

Nil.

Voting Requirement	:	Absolute Majority
Subject Index	:	123/011, 123/002
Location/Property Index	:	275 Abernethy Road, Cloverdale 6105
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	N/A
Applicant	:	Belmont City College
Owner	:	City of Belmont
Responsible Division	:	Development and Communities

### Council role

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** 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.

### Purpose of report

This report requests short-term financial assistance for the continuation of the Positive Engagement Program (PEP) to support vulnerable members of the Belmont community, in this instance, marginalised high school students. The program resulted from a Federal grant opportunity in 2020, which was expended in 2021. Following a successful pilot of the PEP, an opportunity now exists to formally confirm all parties' commitment to the program and the contribution of a small amount of funding.

## Summary and key issues

Belmont City College has committed to continue the Positive Engagement Program for the duration of 2022, however, have requested assistance from the City of Belmont with the costs associated with an off-site location.

It is recommended the City provides \$19,391 in funding for 2022, confirmed through a Memorandum of Understanding (MOU). This would limit funding to one year, and request that Belmont City College explore alternative funding and/ or locations for the program.

## Location

Belmont Youth and Family Services Centre, 275 Abernethy Road, Cloverdale 6105

## Consultation

There has been ongoing and extensive consultation throughout 2021 regarding this pilot project and its future. Partners in this project include The Y WA (formally known as The YMCA), Department of Education, and Belmont City College. Furthermore, broader consultation has occurred throughout the Pilot Program with a range of stakeholders, including Local Member of Parliament Cassie Rowe, District Leadership Group (made up of senior State Government and Local Government representatives), and WA Police.

## 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

## Policy implications

Funding and Memorandum of Understanding to be in line with Council policy SB1.2 – Donations.

## Statutory environment

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

## Background

In February 2020 the City received a grant allocation of \$280,432 from the Federal Government's Safer Communities Fund to run the Safe School Project. The pilot project started in February 2021 and involved close collaboration with Belmont City College (BCC) and The Y WA. Students engaged in the program renamed it 'Cultural Rivers'. Federal funding for the project concluded in December 2021.

The project aims included:

- Keep at-risk youth engaged in education and divert them away from anti-social and disruptive behaviour in the community;
- Identify and meet the often complex social and emotional needs of at-risk young people to improve wellbeing and life-course trajectory.

BCC signed a lease with the City for a term of one year plus a one-year option in early 2021 (expiring at the end of 2022). This lease provided for Peppercorn rental and for BCC to pay the cost of outgoing. At the time it was intended that the grant funding would be used for outgoing costs for the facility. Having explored this matter with the Commonwealth funding body the request to expend funds in this way were initially denied by the funder, though this is still under discussion with the Commonwealth.

Belmont City College has advised it is budgeting to provide the teaching component and other school-based costs to keep the project running in 2022. To allow this to occur BCC has requested the City of Belmont continue to provide youth worker support through The Y WA and financial assistance associated with the offsite location. Youth worker support is covered as part of the ongoing contract the City of Belmont maintains with The Y WA.

In addition, Belmont City College has requested that costs for outgoing (electricity, insurance, cleaning etc.) of the off-site location (training room and one office at 275 Abernethy Road) be donated by the City of Belmont. The costs to the City are approximately \$15,191 in annual facility costs and an additional \$4,200 in cleaning costs, a total of \$19,391. To ensure transparency it is proposed to provide these funds to BCC as a grant. Belmont City College would then pay the appropriate fees and charges for outgoing to the City of Belmont via the Facilities and Property Department. Peppercorn rental for 2021 and 2022 is already incorporated within the existing lease.

If the City of Belmont resolves to continue to provide this level of support for 2022, these costs will need to be recognised to demonstrate the actual cost of providing the ongoing support for the program and the outcomes achieved, this will be detailed in the MOU.

## Officer comment

It is recommended the City continue to provide the funding support for this program in the form of an MOU between the City of Belmont and the BCC. This MOU would be for one year only and would recognise the funding of the outgoing of the Family and Youth Centre training room and one office. The MOU would specify the following conditions:

- Belmont City College continues with ongoing evaluation of the program.

- The program only accepts young people from the City of Belmont Local Government Area.
- Belmont City College to investigate alternative funding sources to continue the PEP.
- Belmont City College to determine, independent of the City of Belmont, whether they will pursue an alternative site that meets their specific needs.

Should the program not continue the associated risks include:

- Potential for the program to cease and program benefits to be lost; once the program stops it would likely be very difficult to re-establish the program and short-term successes would therefore also cease.
- Subsequent roll-on impact such as community safety and crime prevention on City and community initiatives.
- Reduced program effectiveness if the program continues but is not located offsite (due to reduced flexibility to meet student needs).
- Scrutiny and criticism from stakeholders.

These risks are mitigated by:

- Providing financial support for the Safe School Project, and
- Through an MOU detailing the conditions under which the support is provided.

The PEP has had a positive impact on the lives of Belmont students and the wider community in 2021 with the average student attendance increasing by over 25% as a result of the program. Continuation of this program is considered to assist with improving the lives of both young people and the wider Belmont community.

## **Financial implications**

Any costs not covered by the Commonwealth grant funding for the 2021 calendar year will be dealt with through a variation in the upcoming 2021-2022 March budget review within the Safer Communities Department budget (approx \$5,000).

Funding support for the PEP for the 2022 calendar year is required to be provided across two financial years. This funding support will allow Belmont City College to pay the outgoings for the Belmont Youth and Family Services Centre back to the City of Belmont.

It is proposed to make a variation in the upcoming 2021-2022 March budget review for \$9,695 to support the program for the first six months of 2022.

In the 2022-2023 Annual Budget it is proposed to include an allocation for expenditure of \$19,391. This will ensure the program can continue for the 2022 calendar year. This will also make an allowance for the first six months of 2023 should the City wish to support the program into 2023 and Belmont City College meet the conditions of its MOU.

Approval is therefore sought for the continuation of the PEP of \$29,086, with the inclusion of \$9,695 in the 2021-2022 March budget review and \$19,391 in the 2022–2023 Annual Budget.

## Cost of Outgoings

	2021-2022 March Budget Review	2022-2023 Annual Budget
Outgoings for 2021 Calendar Year not funded by the Commonwealth	Approx. \$5,000	
Outgoings for 2022 Calendar Year	\$9,695	\$9,695
Outgoings for 2023 first six months 2023 Calendar Year		\$9,695 *

\*Subject to continuation of program and Belmont City College meeting conditions of MOU.

## Environmental implications

There are no environmental implications associated with this report.

## Social implications

Key outcomes of the project to date include a reduction in disruptive student behaviour at Belmont City College, an overall increase in student attendance and an overall decrease in incidents resulting in student suspension. It has been assessed that, on average, student attendance has increased by over 25% as a result of the program.

Teaching Staff, Youth Work Support Staff, and broader stakeholders in the community have reported that, *relative to mainstream school*, there have been:

- Noticeable improvement in young people's ability to self-regulate – and as a consequence there has been a decline in the number of suspensions/exclusions and discipline issues.
- A positive impact on student's social and emotional wellbeing.

There is a perception amongst stakeholders that antisocial behaviour is reduced in the community and there is less disruption at the school (BCC) as a consequence of the program. If the program was discontinued, it was reported that:

- Highly disengaged young people would be further disengaged from education.
- The Belmont community (and students themselves) would lose a genuine education option - a community where an alternative education program is deemed to be critically needed.
- Some young people see it as a positive education choice and without the program decreased engagement and school drop-out become a stronger possibility.
- Disruption at the BCC school site would increase.
- There would be an increase in anti-social behaviour within the community during school hours.

## Officer Recommendation

That Council:

1. Approve the inclusion of \$9,695.50 in the 2021-2022 March budget review to support the Positive Engagement Program for the first six months of 2022 through a Memorandum of Understanding between the City of Belmont and Belmont City College.
2. Approve the inclusion of \$19,391 in the 2022-2023 Annual Budget to support the Positive Engagement Program for the 2022-2023 financial year through a Memorandum of Understanding between the City of Belmont and Belmont City College.

**\*\*\*Absolute Majority Required**



## 12.5 Quotation Q48/2021 - Playground Renewal at Garvey Park

### Attachment details

#### Attachment No and title

- |    |  |
|----|--|
| 1. | CONFIDENTIAL REDACTED - Evaluation Matrix (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.5.1 - 1 page]           |
| 2. | CONFIDENTIAL REDACTED - Active Discovery Option 2 (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.5.2 - 30 pages] |
| 3. | CONFIDENTIAL REDACTED - Price Schedule (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.5.3 - 2 pages]             |

Voting Requirement	:	Simple Majority
Subject Index	:	135/2021-48
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

- |                                     |                       |  |
|-------------------------------------|-----------------------|--|
| <input type="checkbox"/>            | <b>Advocacy</b>       | When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.   |
| <input checked="" type="checkbox"/> | <b>Executive</b>      | The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.  |
| <input type="checkbox"/>            | <b>Legislative</b>    | Includes adopting local laws, local planning schemes and policies.   |
| <input type="checkbox"/>            | <b>Review</b>         | When Council reviews decisions made by Officers.   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | 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. |

#### Purpose of report

To seek Council approval to award Quotation Q48/2021 – Playground Renewal at Garvey Park.

## Summary and key issues

This report outlines the process undertaken to invite and evaluate quotations received for Q48/2021 and includes a recommendation to award the contract to Active Discovery in accordance with the requirements of the *Local Government Act 1995*.

The scope of the works includes the design, supply and installation of new play equipment.

## Location

Garvey Park is located at 1 Fauntleroy Avenue, Ascot.



## Consultation

In accordance with the City's Consultation and Engagement Strategy, community consultation was undertaken with the feedback used to inform the outcomes required from the quotation process. The City requested that the playground designers responding to the Invitation to Quote consider the following:

- Equipment must predominately accommodate children aged between 0-12 years of age.
- Creative separation of toddler equipment from footpath and river access.
- Equipment shall be accessible to a range of abilities.
- "Themed" elements should be avoided.
- Equipment must provide a variety of play opportunities such as, but not limited to; swinging, sliding, balancing, climbing, adventure play and problem solving.
- Must include at least one set of double swings or multiple swing opportunities

## Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

### Goal 3: Natural Belmont

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

### 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

### BEXB7.1 – Purchasing

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

The process associated with this tender was undertaken in accordance with 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.'

and the Local Government (Functions and General) Regulations 1996 Regulation 11(2)(b) which states:

'11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
  - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or

- (aa) the supply of the goods or services is associated with a state of emergency;  
or
- (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or ..'

The supplier has been sourced through the WALGA Preferred Supplier Program.

For the purpose of clarity, this procurement process did not follow a public tender process, quotations were requested from suppliers listed on a panel of pre-qualified suppliers on the WALGA Preferred Supply Arrangements Panel for Parks and Gardens. The term "quotation" has therefore been used throughout this process. The use of the word quotation instead of tender is not considered to be material in this instance, as there is no requirement to undertake a publicly invited tender process due to the use of the WALGA Preferred Supplier Program whereby suppliers from the program are invited to quote rather than tender.

The use of a panel of suppliers on the WALGA Panel ensures that the suppliers have already undertaken a fully compliant procurement process within the local government sector.

## **Background**

Under the *Local Government (Functions and General) Regulations 1996* Regulation 11(2)(b), tenders are not required to be publicly invited if the supply of the services is to be obtained through the West Australian Local Government Association (WALGA) Preferred Supplier Program.

WALGA has established a panel for Parks and Gardens. Seven members of this panel were invited to submit a quotation with four responses being received from:

- A Space Australia Pty Ltd
- Active Discovery
- Forpark Australia
- Nature Based Play Pty Ltd.

Active Discovery submitted four different playground options which were each evaluated separately.

The response submitted by Nature Based Play Pty Ltd was non-conforming and was not evaluated.

## **Officer comment**

The evaluation panel consisted of the Acting Manager Parks, Leisure and Environment, Coordinator Parks and Parks Technical Officer. Each panel member has signed a Declaration of Confidentiality and Impartiality Form confirming that they have no known conflict of interest to disclose. The Coordinator Procurement coordinated the evaluation

process, to ensure that the correct processes were adhered to and provided a fourth and independent score.

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	15%
2	Methodology	25%
3	Suitability	20%
4	Safety	10%
5	Price	30%
	<b>TOTAL</b>	<b>100%</b>

Confidential Attachment 12.5.1 – Evaluation Matrix details the evaluation panel’s assessments of the tender submissions.

Active Discovery is the preferred supplier as they have provided good examples of playgrounds of a similar size and prestige that they have recently designed and constructed. Their methodology and safety responses also demonstrated that they have established processes and procedures in place.

Active Discovery offered four different options, all of which are under budget. Although Option 2 (refer Confidential Attachment 12.5.2 – Active Discovery Option 2) is the most expensive option of the four options proposed by Active Discovery, the evaluation panel felt that it best met the requirements of the community providing a number of swings, a good range of activities for a wide age range, good wheelchair access and activities and plenty of interactive play.

### **Financial implications**

The 2021-2022 budget currently includes \$360,000 for the upgrade of the playground at Garvey Park, with \$300,000 allocated to the supply and installation of new equipment and the balance for removal of the old equipment, site preparation and softfall installation.

Confidential Attachment 12.5.3 – Price Schedule details the tendered prices.

### **Environmental implications**

The awarded Contractor is responsible for the protection of the public, property and environment during construction. This extends to them being responsible for the removal of all rubbish, debris and waste resulting from the Contractor’s activities (to be undertaken considering best practice in relation to waste management).

### **Social implications**

The services under this contract will enhance a sense of community and the image of Belmont. Garvey Park is a highly valued regional park, attracting visitors from within and

outside of the City of Belmont. This playground upgrade is considered in line with the park's use and purpose to provide regional recreation opportunities.

## **Officer Recommendation**

That Council:

1. Accepts the quotation for Option 2 submitted by Active Discovery for Quotation Q48/2021 – Playground Renewal at Garvey Park as specified for the lump sum of \$278,405.00 excluding GST, as the most advantageous.
2. Delegates the Chief Executive Officer to approve contract variations that are in accordance with Regulation 21A of the Local Government (Functions and General) Regulations 1996.

## 12.6 Petition - Traffic Concerns - Lyall Street, Redcliffe

### Attachment details

#### Attachment No and title

1. CONFIDENTIAL REDACTED - Petition - Lyall Street (Confidential Matter in Accordance with Local Government Act 1995 Section 5.23(2)(b) [12.6.1 - 2 pages]
2. Lyall Street Slow Points - Photos [12.6.2 - 1 page]

Voting Requirement	:	Simple Majority
Subject Index	:	11/010 - Petition
Location/Property Index	:	Lyall Street, Redcliffe
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Nil
Applicant	:	Ms N Celenza
Owner	:	N/A
Responsible Division	:	Infrastructure Services

### Council role

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** 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.

### Purpose of report

To consider a petition received regarding concerns with the increase in traffic speeds and volume in Lyall Street, Redcliffe (refer Confidential Attachment 12.6.1).

## Summary and key issues

On 12 October 2021, a petition conforming to the City’s petition requirements (Confidential Attachment 12.6.1) bearing eight elector signatures was received.

Whilst a second page of signatures was received, it did not conform to the City’s petition requirements and was deemed invalid. The petition reads as follows:

“We the residents on Lyall Street Redcliffe want action taken to reduce the volume of traffic on Lyall Street. We also want slow points and/or speed humps (like on Moreing Street) to reduce the speed at which vehicles travel. Closure of Lyall Street at the nursing home would be helpful.”

## Location

The petition refers specifically to Lyall Street, Redcliffe as highlighted in red in the plan below.



## Consultation

There have been ongoing communications between the City and the petitioner over the last two years on traffic issues in Lyall Street, Redcliffe.

## Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

### Goal 2: Connected Belmont

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

### Goal 5: Responsible Belmont



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

## **Policy implications**

There are no policy implications associated with this report.

## **Statutory environment**

The *City of Belmont Standing Orders Local Law 2017* stipulates:

### 6.8 Petitions

- (1) A petition is to –
  - (a) be addressed to the Mayor;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the local government is to submit the petition to the relevant employee to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subsection (3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless –
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

## **Background**

On 12 October 2021, a petition conforming to the City’s petition requirements (Confidential Attachment 12.6.1) bearing eight elector signatures was received. Whilst a second page of signatures was received, it did not conform to the City’s petition requirements (on the basis the second page did not include a statement outlining what the petition related to and contained non-electors) and was deemed invalid. It is relevant to note that while the second page was deemed invalid, this determination did not influence the process followed in considering the petition. The petition reads as follows:

“We the residents on Lyall Street Redcliffe want action taken to reduce the volume of traffic on Lyall Street. We also want slow points and/or speed humps (like on Moreing Street) to reduce the speed at which vehicles travel. Closure of Lyall Street at the nursing home would be helpful.”

Following receipt of the petition, the City’s Design Team contacted the lead petitioner and arranged for traffic counters to be placed in Lyall Street in November 2021. The results of the traffic survey are included in the Officer comment below.

## Officer comment

### Existing Traffic Environment for Lyall Street

Lyall Street between Great Eastern Highway and Stanton Road is designated as an “Access Road” as per the Main Roads WA road hierarchy. A default speed limit of 50km/h applies to this section of road. There are two existing slow points: one between O’Neile Parade to Victoria Street, and the other between Drummond Street and Stanton Road, both were installed circa 1992, refer site photos in Attachment 12.6.2.

The City has been monitoring traffic volumes, mix (proportion of cars and commercial) and speeds along Lyall Street since 2018. The traffic volumes are expressed as Average Weekday Traffic (AWT) for movements on Tuesday, Wednesday and Thursday. The traffic data recorded to date for three discrete sections along Lyall Street is detailed below.

Lyall Street: Great Eastern Highway to Miller Avenue				
Year	AWT(vehicles/day)	85%ile speed km/h	Commercial%	Date
2021	2196	43.9	8.53%	26/11/2021
2020	1470	43.9	5.18%	28/10/2020
2019	1498	43.6	4.33%	25/10/2019
2018	1559	50.13	3.40%	5/11/2018
Lyall Street: Victoria Street to Smiths Avenue				
Year	AWT(vehicles/day)	85%ile speed km/h	Commercial%	Date
2021	1871	54.7	6.09%	26/11/2021
2020	1092	53.3	4.97%	28/10/2020
2019	1145	53.8	4.91%	25/10/2019
2018	1219	54.54	4.00%	5/11/2018
Lyall Street: Drummond Street to Stanton Road				
Year	AWT(vehicles/day)	85%ile speed km/h	Commercial%	Date
2021	1913	40.9	4.89%	26/11/2021
2020	1085	41	5.13%	28/10/2020
2019	1178	40.7	5.33%	25/10/2019
2018	1232	40.68	3.50%	5/11/2018

The traffic count data indicates that the standard measure of speed, 85<sup>th</sup> percentile speed (speed at or below which 85 percent of the drivers will travel) along Lyall Street currently varies from 40km/h to 54km/h. The traffic volumes on Lyall Street have increased around 35% since data capture in 2018 (average of 655 vehicles/day).

There have been seven (7) crashes in total over the last five years along Lyall Street between Great Eastern Highway and Stanton Road. Three (3) crashes occurred at the intersections and four (4) occurred at mid blocks. All crashes were minor and property damage in nature.

### Traffic Engineering Analysis

The existing traffic speeds along Lyall Street are either below or marginally exceed the urban street default limit of 50 km/hr (54km/hr for the Victoria Street to Smiths Avenue section). This lower regime of speeds can be attributed in part to the presence of the two slow points.

The existing maximum traffic volume on Lyall Street (2196 on the section between Great Eastern Highway and Miller Street) is well below the desirable volume capacity of 3000 vehicles/ day for a road of this type, in accordance with the Main Roads hierarchy criteria.

Traffic volumes have increased on Lyall Street, which may be a consequence in part, to a corresponding decrease of volumes on the adjacent Moreing Street, following the installation of speed humps in mid-2021. Speed humps are designed to slow down traffic and not deter drivers from their normal travel route. The traffic data recorded to date for Moreing Street is detailed below.

#### Moreing Street: Great Eastern Hwy to Miller Avenue

Year	AWT(vehicles/day)	85 <sup>th</sup> ile speed km/h	Commercial%	Date
2021	462	41.4	7.96%	26/11/2021
2020	869	54.5	5.91%	28/10/2020
2019	1302	55.3	4.18%	25/10/2019
2018	1126	55.17	5.80%	5/11/2018

#### Moreing Street: Victoria Street to Smiths Avenue

Year	AWT(vehicles/day)	85 <sup>th</sup> ile speed km/h	Commercial%	Date
2021	398	40	5.23%	26/11/2021
2020	708	56.7	6.69%	28/10/2020
2019	1393	57.6	3.37%	25/10/2019
2018	943	58.5	3.80%	18/06/2018

#### Moreing Street: Smiths Avenue to Stanton Road

Year	AWT(vehicles/day)	85 <sup>th</sup> ile speed km/h	Commercial%	Date
2021	365	38.7	5.04%	26/11/2021
2020	821	57.1	5.79%	28/10/2020
2019	1289	55.6	2.23%	25/10/2019

The data indicates that the standard measure of speed, 85<sup>th</sup> percentile speed (speed at or below which 85 percent of the drivers will travel) along Moreing Street is currently around 40km/h. Traffic volumes have decreased around 60% since data capture in 2018 (average

of 711 vehicles/day), which is comparable to the corresponding increase for traffic on Lyall Street (average of 655 vehicles/day).

Shown below by way of comparison are traffic (volume and speed) data for other roads in the City network that have the same Main Roads WA hierarchical “access road” status as Lyall Street and Moreing Street:

Traffic data comparisons with other roads in the City’s road network						
Road	Location	Speed Limit	85th percentile speed	Traffic Volume AWT	Count Date	Main Roads WA Hierarchy
Keymer St	Stanley St to Raleigh St	50	57.8	1462	Dec-20	Access Road
Scott St	Abernethy Rd to Trink St	50	59.8	1418	Aug-20	Access Road
Belgravia St	Exeldia Pl to Keady St	50	56.7	5314	Apr-21	Access Road
Belgravia St	Sydenham St to Oswell St	50	57.8	5005	Apr-21	Access Road
Belgravia St	Wright St to Oswell St	50	58	5067	Apr-21	Access Road
Belmont Ave	Gild St to Redgum Ct	50	54.5	7531	Jun-20	Access Road
Belmont Ave	Gabriel St to Keane St	50	55	3316	Nov-19	Access Road
Keane St	Fisher St to Trink St	50	58.9	4504	Dec-21	Access Road
Robinson Ave	Scott St to Kew St	50	58.7	508	Jun-20	Access Road

The data shows that there are numerous roads in the City’s network which have significantly higher traffic volumes than either Lyall Street (or Moreing Street), with an 85<sup>th</sup> percentile speed approaching 60 km/hr, while none of these roads have any speed control measures such as speed humps or slow points installed.

The petition has proposed either closure of the connection of Lyall Street with Great Eastern Highway or a cul de sac configuration at Stanton Road. Neither of these suggestions are desirable as they will have a consequence of adversely impacting the convenience of access for local residents and/or shifting traffic load movements to elsewhere on the network.

## Conclusions

The existing traffic environment has been assessed for Lyall Street and indicates that the current 85<sup>th</sup> percentile speeds are either below or marginally above the default 50 km/hr speed limit (54 km/hr for the Victoria Street to Smiths Avenue section). There are two slow points installed on Lyall Street which assist in limiting speeds.

Traffic volumes on Lyall Street have increased since 2018, however the maximum count of 2196 (Great Eastern Highway to Miller Avenue section) is well below the desirable volume capacity of 3000 vehicles/ day for an “access road”, in accordance with the Main Roads hierarchy criteria.

There has been a reduction of traffic volumes since 2018 on Moreing Street, with a close corresponding increase in traffic on Lyall Street. As the speed humps were only installed in May 2021, it is too early to assess their impact on the potential diversion of traffic or preference for travelling on Lyall Street as an alternative.

A comparative analysis with other roads in the City’s network of the same Main Roads WA hierarchical “access road” status, has found that they carry significantly higher traffic volumes than Lyall Street, along with an 85<sup>th</sup> percentile speed approaching 60 km/hr, while none of these roads have any speed control measures such as speed humps or slow points installed.

In summary, the implementation of additional speed limiting traffic engineering devices such as speed humps or slow points are not warranted at Lyall Street based on the existing speed data, while the traffic volumes are well within the desirable capacity for this “access road” as classified under Main Roads hierarchy criteria.

Closure of the connection of Lyall Street with Great Eastern Highway or a cul de sac configuration at Stanton Road is not desirable as they will have a consequence of adversely impacting the convenience of access for local residents and/or shifting traffic load movements to elsewhere on the network.

## 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.

## Officer Recommendation

That Council:

1. Receive the petition on behalf of the petitioners regarding concerns with traffic volumes and speeds on Lyall Street, Redcliffe, along with various suggestions to improve the situation.
2. Direct the Chief Executive Officer advise the lead petitioner that based on the results of the November 2021 traffic survey and analysis of crash data, no traffic engineering works on Lyall Street are warranted at this time.
3. Direct the Chief Executive Officer to advise the lead petitioner that ongoing monitoring of traffic behaviour and re-assessment following receipt of the 2022 traffic survey data will be undertaken to determine whether the implementation of any additional measures is justified.

**Attachment Two: Slow Points on Lyall St**



Lyall Street: Existing Slow Point west of Victoria Street.



Lyall Street: Existing Slow Point west of Stanton Rd.

## 12.7 Consolidated Local Law Amendment Local Law 2022 - Purpose and Effect

### Attachment details

#### Attachment No and title

1. Consolidated Local Law Amendment Local Law 2022 [12.7.1 - 4 pages]
2. CONFIDENTIAL REDACTED - Letter from JSCDL requesting Undertaking (Confidential matter in accordance with Local Government Act 1995 section 5.23 (2)(d)) [12.7.2 - 7 pages]
3. CONFIDENTIAL REDACTED - Letter of Undertaking to JSCDL Consolidated Local Law 2020 with Minutes Extract (Confidential matter in accordance with Local Government Act 1995 section 5.23 (2)(d)) [12.7.3 - 8 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	76/018
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Item 12.1 OCM 24 March 2020 Item 12.4 OCM 27 October 2020 Item 13.3 – OCM 22 June 2021
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

### Council role

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** 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.



## **Purpose of report**

To give notice of the purpose and effect of the proposed *Consolidated Local Law Amendment Local Law 2022* (Attachment 12.7.1) in accordance with Regulation 3 of the *Local Government (Functions and General) Regulations 1996*.

## **Summary and key issues**

The *City of Belmont Consolidated Local Law 2020* (Consolidated Local Law) was gazetted on the 14 January 2021. On 16 June 2021, the Joint Standing Committee on Delegated Legislation (the Committee) wrote to the City of Belmont (the City) seeking an undertaking from Council to make requisite changes to the Consolidated Local Law.

At its Ordinary Council Meeting on 22 June 2021, Council resolved for the Mayor to write to the Committee acknowledging the required undertaking to make the requested amendments and provide additional information.

In compliance with the procedures for making local laws as required under section 3.12 of the *Local Government Act 1995* (the Act) this report is for Council to resolve the purpose and effect for the *Consolidated Local Law Amendment Local Law 2022* to make the requisite changes to amend the *Consolidated Local Law*.

## **Location**

Not applicable.

## **Consultation**

Public consultation of the drafted changes is a legislative requirement. A period of six weeks consultation is required to allow the public to make submissions on the proposed *Consolidated Local Law Amendment Local Law 2022*. Any submissions from the public received during the consultation period will be assessed and a report will be presented to Council.

## **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

There are no policy implications associated with this report.

## Statutory environment

In order to make the requested changes the City must amend the local law in accordance with section 3.12 of the Act. Any changes to a published law, no matter how small, must be made by way of a new amendment local law which requires full compliance with the same steps involved in making any new local law.

In accordance with Regulation 3 of the *Local Government (Functions and General) Regulations 1996* the process of making a local law commences with the requirement that the Presiding Member must give notice of the purpose and effect of a local law at a Council meeting, and for the agenda and minutes to reflect the local law purpose and effect.

## Background

On 27 October 2020, Council resolved to adopt the Consolidated Local Law and to proceed with gazettal. The Consolidated Local Law was consequently gazetted on 14 January 2021.

The procedure for making local laws required the Consolidated Local Law to be sent to the Committee after gazettal. Under its Terms of Reference, the Committee scrutinises regulations and other legislative instruments made by government agencies, departments, local governments and statutory authorities. As part of that process, the Committee may seek an undertaking to amend a regulation or other instrument. There is no provision in the process for the Committee to give advice on Local Laws prior to gazettal.

The gazetted version of the Consolidated Local Law, Explanatory Memorandum and supporting material were sent to the Committee on 29 January 2021.

By letter addressed to the Mayor on 16 June 2021 (refer Confidential Attachment 12.7.2), the Committee has requested that the letter remain confidential, and that the City provide an undertaking to, within six months, make consequential amendments to the Consolidated Local Law and to provide further information to the Committee.

Council resolved the following at its Ordinary Council Meeting held on 22 June 2021:

‘The Council resolves that the Mayor write to the Joint Standing Committee on Delegated Legislation to undertake that:

1. Within six months, the City will:
  - a) delete clause 1.7;
  - b) insert the words 'by resolution' after 'may' in the first line of clause 11.8; and
  - c) correct the typographical errors.
2. Clauses 1.7 and 11.8 will not be used contrary to undertaking 1.
3. All consequential amendments arising from the undertaking will be made.

4. Where the City of Belmont Consolidated Local Law 2020 is made publicly available by the City, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.
5. Information will be provided to the Joint Standing Committee on Delegated Legislation on:
  - a) access to standards;
  - b) why the local law does not make any reference to election signs;
  - c) the incorporation of the fees schedule in the local law; and
  - d) why the procedure set out in clause 13.4 departs from the equivalent clause in the WALGA template.'

The Mayor responded to the Committee on 25 June 2021 with the undertaking as resolved by Council and further information as requested by the Committee. (Confidential Attachment 12.7.3)

## Officer comment

In the letter of 25 June 2021, the following amendments were agreed to in response to the Committees requirements or proposed to address the areas of further information required by the Committee.

- Delete clause 1.7 – Delegation – this is to ensure that unintentional undermining of the heads of power of the Act does not occur.
- Amend clauses:
  - 11.8 – Determine parking bays and parking stations to include the word “by resolution” after ‘may’
  - 12.7(b) – Duties of owner or occupier to correct typographical errors.
- Amendment of clause 8.1 to include reference to election sign and provide a definition for election sign as per the WALGA template. Subclause 8.5(2) has been inserted to outline how the signs are to be regulated.
- Amend clause 13.4 - Procedure for making a determination - to align with the WALGA Template Local Government Property Local Law procedures for making a determination.

## Purpose and Effect

The purpose of the proposed *Consolidated Local Law Amendment Local Law 2022* is to amend clauses 1.7, 8.1, 11.8, 12.7, and 13.4 of the Consolidated Local Law in accordance with the undertakings provided to the Joint Standing Committee on Delegated Legislation.

The effect of the proposed *Consolidated Local Law Amendment Local Law 2022* is to ensure that appropriate oversight and good governance of the local government decision making process is maintained.

## 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.

## **Officer Recommendation**

That in accordance with the provisions of the *Local Government Act 1995* Council gives notice of the purpose and effect of the proposed *City of Belmont Consolidated Local Law Amendment Local Law 2022* (Attachment 12.7.1).

## LOCAL GOVERNMENT ACT 1995

*City of Belmont*

### CITY OF BELMONT CONSOLIDATED LOCAL LAW AMENDMENT LOCAL LAW 2022

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Belmont resolved on ..... to make the following local law.

**1. Citation**

This local law may be cited as the *City of Belmont Consolidated Local Law Amendment Local Law 2022*.

**2. Commencement**

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

**3. Principal local law amended**

This local law amends the *City of Belmont Consolidated Local Law 2020* as published in the *Government Gazette* on 14 January 2021.

**4. Clause 1.7 deleted**

Delete clause 1.7 Delegation.

**5. Clause 8.1 amended**

Insert the words 'including election sign' after the word 'device' in the definition for ***advertising sign***.

Insert the definition:

***election sign*** means a sign or poster which advertises any aspect of a forthcoming Federal, State or Local Government election;

**6. Clause 8.5 amended**

Amend and insert subclauses

**8.5 Advertising signs**

- (1) A person must not, without the permission of the local government –
- (a) erect or place an advertising sign; or
  - (b) post any bill or paint, place or affix any advertising sign; or

- (c) place any other sign whatsoever, on local government property.

Insert after subclause (1):

- (2) If local government approves an application to erect or place an advertising sign on local government property, the approval of the application is subject to the sign –
  - (a) being erected at least 50m from any intersection; and
  - (b) being free standing, and not affixed to any existing post, sign, light or power pole or any similar structure; and
  - (c) not create a nuisance or interfere, obstruct, impede vehicular or pedestrian traffic, or any access to a place by any person; and
  - (d) being kept clean and free from unsightly matter including any offensive words or representations; and
  - (e) being securely installed and maintained in a good condition; and
  - (f) not being placed within 100m of any works on footpaths; and
  - (g) has a maximum of 2 facing sides; and
  - (h) being erected so as not to be moveable by wind or natural forces; and
  - (i) not being –
    - (i) illuminated, rotating, flashing; or
    - (ii) incorporate reflective or fluorescent materials; or
    - (iii) displayed on a carriageway, median strip or roundabout; or
    - (iv) attached to any street furniture or natural feature including trees; or
    - (v) attached to or obstruct any other sign; or
    - (vi) in any other location where, in the opinion of local government, the sign is likely to obstruct lines of sight along a street or cause danger to any person using the street.

**7. Clause 11.8 amended**

Insert the words 'by resolution' after 'may' in the first line.

**8. Clause 12.7 amended**

Insert the word 'to' before 'ensure that' in the last line of (b).

**9. Clause 13.4 amended**

Insert after subclause (1):

- (2A) The local public notice referred to in subclause (1) is to state that –
  - (a) The local government intends to make a determination, the purpose and effect of which is summarised in the notice;
  - (b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and

- (c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.
- (2B) Council is to consider submissions received, if any, and decide to:
  - (a) give local public notice that the proposed determination has effect as a determination on and from the date of publication;
  - (b) amend the proposed determination, in which case subclause (2C) will apply; or
  - (c) not continue with the proposed determination.
- (2C) If the Council decides to amend the proposed determination, it is to give local public notice –
  - (a) of the effect of the amendments; and
  - (b) that the proposed determination has effect as a determination on and from the date of publication.

**10. Clause 13.4 (2) amended**

Amend subclause 13.4(2) to insert the words 'in accordance with (2B) or (2C)' after the word 'given'.

**11. Clause 13.4 amended**

Insert:

- (6) A decision under subclause (3) or (4) is not to be delegated by the Council.

---

Dated:

The common seal of the City of Belmont            )  
was affixed by the authority of the Council        )  
in the presence of –                                        )

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JOHN CHRISTIE  
CHIEF EXECUTIVE OFFICER

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PHIL MARKS  
MAYOR



## **12.8 Formal Adoption of the Annual Report 2020-2021**

(Report to follow)

## 12.9 Local Government Reform - City of Belmont Responses

### Attachment details

#### Attachment No and title

1. DLGSC Fact Sheets LG Reform Consultation [12.9.1 - 6 pages]
2. Local Government Reform Summary of Proposed Reforms February 2022 [12.9.2 - 32 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	39/002 DLGSC
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

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** 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.

### Purpose of report

This report seeks Council's endorsement of the City of Belmont submission to the Department of Local Government, Sport and Cultural Industries (DLGSC) on the proposed reforms that were announced on 10 November 2021.

## Summary and key issues

The DLGSC is inviting comments from local governments and the wider community to inform implementation of proposed reforms.

The proposed reforms are based on six themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

A submission for the City of Belmont has been prepared and is for Council consideration and endorsement (refer Attachment 12.9.2).

## Location

Not applicable.

## Consultation

The DLGSC is inviting comments from local governments and the wider community to inform implementation of the proposed local government reforms. The Executive Leadership Team (ELT) and the Organisational Leadership Team (OLT) have provided input to the submission. Councillors have been provided an opportunity to submit comments and the proposed responses were discussed at an Information Forum on 1 February 2022.

## Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

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

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

**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**

The *Local Government Act 1995* provides the framework for Western Australian local government. Local governments are created by the Act which sets out the functions, responsibilities and powers of local government. This review and reform process may have long term impacts of beneficial or other nature for the community, councils and the administration.

## **Background**

In 2017 the State Government announced a review of the *Local Government Act 1995*. Stages 1 and 2 of the review were progressed with several amendments implemented in recent years across local government.

The Minister for Local Government announced another significant package of major reforms for local government in Western Australia. These reforms are the most significant reforms since the *Local Government Act 1995* was passed more than 25 years ago.

The package is based on six major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

Fact sheets have been prepared by the DLGSC summarising the proposed reforms in line with the six themes (refer Attachment 12.9.1).

The reforms are based on consultation undertaken by the DLGSC over the past five years with consideration given to the Local Government Review Panel Final Report, a number of other reports relevant to local government within Western Australia, other State Acts and industry consultation.

On 10 November 2021, the DLGSC announced the reform package and released a summary of the proposed reforms inviting feedback from local governments and the wider community to inform the implementation of the proposed reforms.

WALGA is also consulting with Western Australian local government to obtain feedback on the proposed reforms to collate the responses and inform a WALGA submission to the DLGSC.

## **Officer comment**

The DLGSC announced on 7 December 2021 that the date for submissions to be provided had been extended to 25 February 2022 and WALGA have extended its timeframe to 28 January 2022. At the 14 December 2021 Ordinary Council Meeting it was resolved:

“ROSSI MOVED, SESSIONS SECONDED

That Council defer consideration of the City’s response to the Local Government Proposed Reform to the 22 February 2022 Ordinary Council Meeting subject to further discussion at the 1 February 2022 Information Forum.

CARRIED 9 VOTES TO 0”

A memo was sent to Councillors on 20 December 2021 requesting comment on the proposed reforms by Friday 22 January 2022. All comments collated were included for discussion at the Information Forum held on 1 February 2022.

Responses to the proposed reforms have been prepared in consultation with Departmental Managers at the City (Organisational Leadership Team), the Executive (Executive Leadership Team) and incorporate Councillor feedback from discussion at the Information Forum. The City’s responses as included in Attachment 12.9.2 are for Council consideration.

### **Financial implications**

There are a range of financial implications that may arise through the outcomes of this reform process. Presently none of these are quantifiable.

### **Environmental implications**

There are no environmental implications associated with this report.

### **Social implications**

There are no social implications associated with this report.

## **Officer Recommendation**

That Council:

1. Endorse the City of Belmont’s Submission to the Department of Local Government, Sport and Cultural Industries (DLGSC) in response to the proposed reforms announced on 10 November 2021 (Attachment 12.9.2).



Department of  
**Local Government, Sport  
and Cultural Industries**

## Local Government Reform

# Earlier intervention, effective regulation and stronger penalties

Problems, disputes and dysfunction within local government impacts upon ratepayers, local businesses, and local government services.

Complaints relating to local governments should be resolved quickly to reduce the risk of damage that may be done when there are serious problems in how a local government is functioning.

Local government oversight needs to be focused on targeting and fixing significant problems and stopping misconduct.



### The Local Government Inspector

A new oversight Inspector for local government will be appointed to handle complaints, manage investigations, and coordinate the proactive resolution of significant problems identified within local governments. The Inspector will have the authority to receive complaints about local government CEOs.



### Local Government Monitors

Specialist independent Monitors appointed by the Inspector will visit and work with local governments to fix problems, to provide for faster resolution where problems are identified.



### Stronger Penalties

Stronger penalties will be imposed by a new Conduct Panel. This will include short-term disqualification or withholding of allowances for elected members who have been found to be in breach of the Local Government Act or Regulations.



### Mandatory Training

Elected members who do not complete mandatory training within a certain time will not be eligible for any allowances or sitting fees. They will also be liable for other penalties.



### Rapid Red Card Resolutions

Mayors and Presidents will have consistent powers to eject anyone who disrupts a council meeting, with appropriate checks and balances by the Local Government Inspector, to prevent the misuse of these powers. This reform will also be supported by mandatory audio or video recording of council meetings.



### Other Amendments

Other amendments may further strengthen oversight of local government. Early intervention and oversight reforms will also be supported by the other reforms, especially new transparency and democratic decision-making reforms.

To provide your feedback on these reforms, please email your comments to [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au) by 4 February 2022.





Department of  
**Local Government, Sport  
and Cultural Industries**

## Local Government Reform

# Reducing red tape, increasing consistency and simplicity

The State Government is reducing unnecessary red tape to help facilitate delivery of small projects and support small business. Changes to the *Local Government Act 1995* and associated legislation will include a streamlined approach to facilitating alfresco dining, minor signage, and driveway approvals.

Improving the efficiency and consistency of local government will deliver significant benefits for small businesses, community organisations, and residents and ratepayers.



### Standardised Meeting Procedures across all Local Governments

The procedures for all council meetings, including for public question time, will be standardised across the State. This will improve consistency, and make engaging with council decisions simpler and easier.



### Greater Consistency for Small Business

Reforms will introduce standard approvals for key local government regulations and approvals, including:

- alfresco and outdoor dining
- minor small business signage rules
- community events

Many of these reforms build on the planning reforms already implemented by the State Government. They also complement the ongoing innovations by local governments, and initiatives by the Small Business Development Corporation and StreamlineWA.



### Streamlining Local Laws

Local laws will be streamlined to create greater consistency and reduce the complexity of regulation, particularly for rules about installing minor signage for small business, and the planning of community events. There will be new, simple model local laws that local governments can easily adopt.



### Creating Flexibility to Enable Resource-Sharing

Legislation will specifically enable and encourage local governments to share resources, including CEOs and senior employees. For instance, it will be easier for two or three local governments to hire one shared CEO.



### Standardising Residential Crossovers/Driveways on Local Roads

Reforms to standardise and simplify the approval of crossovers (the part of driveways connecting to the road) for residential developments on local roads as part of the Phase 2 Planning and Local Government Reforms, announced jointly by the Minister for Planning and the Minister for Local Government, will be implemented.

To provide your feedback on these reforms, please email your comments to [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au) by 4 February 2022.





Department of  
**Local Government, Sport  
and Cultural Industries**

## Local Government Reform

# Greater transparency and accountability

Ratepayers and the public expect local government decision making to be clear and transparent. During the COVID-19 pandemic, councils across the State demonstrated how online engagement can bolster public participation in local government decision-making.



### Mandatory Recording of Council Meetings

Large local governments will be required to livestream meetings, and post recordings online. Smaller local governments will be required to record and publish audio recordings.



### Guidance for Confidential Meeting Items

Clear rules will define the types of decisions that can be made by councils in confidential meetings, and recordings of those decisions will be required to be stored as permanent records.



### Transparency and Accountability through Online Registers

There will be new state-wide standards for reporting of important local government transactions online, including:

- a Lease Register about the leases the local government is party to (either as lessor or lessee)
- a Community Grants Register to outline all grants and funding provided by the local government
- a Contracts Register that discloses all contracts or procurement with a value of \$100,000 or more
- an Interest Disclosure Register which collates all disclosures made by elected members about their interests related to matters considered by council
- an Applicant Contribution Register accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space or car parking



### Transparency of CEO Key Performance Indicators

The Key Performance Indicators (KPI) used to measure the performance of the CEO will be made publicly available, and the results will also be reported. The CEO will also have the right to publish comments to provide context to the results.



### Consistent Recording of all Votes

To provide consistent transparency of decision-making across all local governments, all votes cast by all councillors for all decisions on council will be required to be reported in council minutes.

To provide your feedback on these reforms, please email your comments to [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au) by 4 February 2022.







Department of  
**Local Government, Sport  
and Cultural Industries**

## Local Government Reform

# Stronger local democracy and community engagement

Election and community engagement reforms are proposed to empower ratepayers to participate in local democracy and decision-making.



### Direct Election of the Mayor or President

All electors in large local governments will be able to vote directly for the Mayor or President, giving ratepayers more power to choose the leadership of their council. This reflects a broader trend, with councils such as Stirling and Rockingham already having moved to a public vote for the election of their Mayors.



### Preferential Voting

Local government elected members will be elected by preferential voting, which is the same as State and Federal elections. Preferential voting ensures the elected council best reflects community views.



### Consistent Number of Elected Members

To increase consistency, the number of elected members on any council will be set based upon the population within that local government. The Local Government Panel Report recommended a number of elected members as follows:

- population of up to 5,000 – 5 councillors (including the President)
- population of between 5,000 and 75,000 – 5 to 9 councillors (including the Mayor/President)
- population of above 75,000 – 9 to 15 councillors (including the Mayor)



### No Wards for Small Local Governments

Wards in small local governments can cover very limited areas, with small populations. This means that councillors are more likely to be elected unopposed, or with a very small number of votes. In line with a broader trend, it is proposed that wards for all small local governments be abolished.



### Reforms to Ensure Valid Candidate and Voter Eligibility

Rules for who is eligible to vote or run for council will be tightened, ensuring that only legitimate residents or businesses will be eligible. New laws will prevent candidates from using sham leases in council elections. The basis for why a candidate is eligible to run will also be required to be publicly disclosed.



### Community Engagement Charter

Local governments will be required to establish a Charter which sets out how it will engage with ratepayers and the community about the local government's proposed policies, initiatives, and projects. A model Charter will be published to assist local governments who wish to adopt a standard Charter.



### Other Amendments

There are also more reforms proposed to further enhance local government democracy and community engagement, including proposed minor changes to the annual meeting.

To provide your feedback on these reforms, please email your comments to [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au) by 4 February 2022.





Department of  
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# Local Government Reform

## Clearer Roles and Responsibilities

The *Local Government Act 1995* (the Act) outlines the role of council, elected members and the Chief Executive Officer (CEO). Ambiguity in these roles can be a source of dispute within local governments. Amendments to further define these roles and responsibilities in the Act will help to address this.

### Principles

New principles will be included in the Act to foster a culture of better practice, based on the recommendations of the Local Government Review Panel Report. New principles will include:

-  recognition of the unique status of Aboriginal Western Australians
-  recognition of tiers (based on SAT bands)
-  guidance for community engagement
-  guidance for financial management



### Communication agreements

Local governments will be required to introduce a communications agreement outlining communications process between councillors and the CEO.



### Elected members

Elected members will only be able to use the title of their local government position while performing their role in an official capacity.



### Statewide Caretaker Period

A statewide caretaker period for local governments is proposed. This means that all local governments across the State will have the same clearly defined election period, during which all councils operate on a caretaker basis.



### Superannuation allowances

Local governments will be able to decide to make superannuation contributions for elected members. Councils will also be able to decide to cover tuition fees for elected members who undertake further study related to local government.



### CEO recruitment

DLGSC will establish an approved panel of CEO recruitment panel members for the role of independent person on a recruitment and selection panel. Local governments will be able to appoint people outside of the designated panel with approval from the Local Government Inspector.



### The role of CEOs

Roles will be further defined, providing a greater understanding of the CEO's responsibilities and clear delineation between the functions of council and the CEO, as leader of the administration.



In accordance with the Local Government Review Panel Report's recommendation, WALGA will no longer be constituted under the *Local Government Act 1995*. This will provide clarity that WALGA is not a State Government entity.

To provide your feedback on these reforms, please email your comments to [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au) by 4 February 2022.





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# Local Government Reform

## Improved financial management and reporting

Clear and accurate financial management and reporting is critical for public confidence in local government. Currently, local governments across Western Australia have to comply with the same financial reporting requirements, even though local governments range from less than 200 residents to a population of more than 200,000 people.



### Model Financial Statements

New standardised templates will be established for local government financial statements:

- Large (band 1 and 2) local governments will have financial statements similar to those already used, with minor amendments and streamlining where possible
- Smaller (band 3 and 4) local governments will have more streamlined standard financial statements, reflecting the generally less complex operations of smaller local governments



### Rates and Revenue Policy

All local governments will adopt a short Rates and Revenue Policy. The Policy will provide greater clarity for ratepayers by linking the cost of services and the maintenance of assets (such as roads and recreation facilities) to the setting of rates.



### Reforms for Financial Ratios

The financial metrics reported on the MyCouncil website will be reviewed and adjusted to ensure they best reflect the underlying financial position of the local government.



### Credit Card Statements Publicly Reported to Council

New reforms will introduce a requirement that employee credit card statements are to be provided to council at meetings on a monthly basis.



### Other Minor Reforms

Other changes to the legislation will provide for general improvements for financial management:

- Changes to require Audit and Risk Committees to bolster local government oversight, and allowing regional local governments to share Audit and Risk Committees to reduce costs
- Reforms will allow local governments to provide fixed-interest loans to building owners to fund specific building upgrade finance, such as for green energy investments, and for heritage preservation works
- The cost of waste collection services provided to a property will be required to be separately stated on any rates notice for that property. This provides ratepayers with clear transparency for what waste collection services cost

The State Government is also considering potential further reform for regional subsidiaries, and other financial and risk management initiatives.

To provide your feedback on these reforms, please email your comments to [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au) by 4 February 2022.





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# Local Government Reform – Summary of Proposed Reforms

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## Local Government Reform – Consultation on Proposed Reforms

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Local government benefits all Western Australians. It is critical that local government works with:

- a culture of openness to innovation and change
- continuous focus on the effective delivery of services
- respectful and constructive policy debate and democratic decision-making
- an environment of transparency and accountability to ensure effective public engagement on important community decisions.

Since first coming to office in 2017, the McGowan Government has already progressed reforms to improve specific aspects of local government performance. This includes new laws that work to improve transparency, cut red tape, and support jobs growth and economic development - ensuring that local government works for the benefit of local communities.

Based on the significant volume of research and consultation undertaken over the past five years, the Minister for Local Government has now announced the most significant package of major reforms to local government in Western Australia since the Local Government Act 1995 was passed more than 25 years ago. The package is based on six major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

A large focus on the new reform is oversight and intervention where there are significant problems arising within a local government. The introduction of new intermediate powers for intervention will increase the number of tools available to more quickly address problems and dysfunction within local governments. The proposed system for early intervention has been developed based on similar legislation in place in other jurisdictions, including Victoria and Queensland.

This will deliver significant benefits for small business, residents and ratepayers, industry, elected members and professionals working in the sector.

### Local Government Reforms

These reforms are based on extensive consultation undertaken over the last five years, and have been developed considering:

- The Local Government Review Panel Final Report (mid 2020)
- The City of Perth Inquiry Report (mid 2020)
- Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The Victorian Local Government Act 2020 and other State Acts
- The Parliament's Select Committee Report into Local Government (late 2020)
- Western Australian Local Government Association (WALGA) Submissions
- Direct engagement with local governments
- Correspondence and complaints
- Miscellaneous past reports.

**Consultation**

Comments on these proposed reforms are invited. Comments can be made against each proposed reform in this document. For details on how to make a submission, please visit [www.dlgsc.wa.gov.au/lgactreform](http://www.dlgsc.wa.gov.au/lgactreform).

Local Government Reform – Consultation on Proposed Reforms

**Theme 1: Early Intervention, Effective Regulation and Stronger Penalties**

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<b>1.1 Early Intervention Powers</b>		
<ul style="list-style-type: none"> <li>• The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to:                             <ul style="list-style-type: none"> <li>○ Suspend or dismiss councils</li> <li>○ Appoint Commissioners</li> <li>○ Suspend or, order remedial action (such as training) for individual councillors.</li> </ul> </li> <li>• The Act also provides the Director General with the power to:                             <ul style="list-style-type: none"> <li>○ Conduct Authorised Inquiries</li> <li>○ Refer allegations of serious or recurrent breaches to the State Administrative Tribunal</li> <li>○ Commence prosecution for an offence under the Act.</li> </ul> </li> <li>• Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government.</li> <li>• The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed to establish a Chief Inspector of Local Government (the <b>Inspector</b>), supported by an Office of the Local Government Inspector (the <b>Inspectorate</b>).</li> <li>• The Inspector would receive minor and serious complaints about elected members.</li> <li>• The Inspector would oversee complaints relating to local government CEOs.</li> <li>• Local Governments would still be responsible for dealing with minor behavioural complaints.</li> <li>• The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified.</li> <li>• The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the <i>Corruption, Crime and Misconduct Act 2003</i>, the <i>Occupational Safety and Health Act 1984</i>, the <i>Building Act 2011</i>, and other legislation.</li> <li>• The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism.</li> <li>• The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations.</li> <li>• The Inspector would be supported by a panel of <b>Local Government Monitors</b> (see item 1.2).</li> <li>• The existing Local Government Standards Panel would be replaced with a new <b>Conduct Panel</b> (see item 1.3).</li> <li>• <b>Penalties</b> for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4).</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>The City supports early intervention and monitoring of potentially disruptive behaviours and the appointment of an oversight inspector within the DLGSC, Monitors, and replacement of the Standards Panel with a Conduct Panel.</p> <p>A clear outline of the inspector and monitor roles is required following consultation with local governments.</p> <p>The City requests an amendment to remove the responsibility for local governments to deal with behavioural complaints.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> <li>• These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6).</li> </ul>	
<b>1.2 Local Government Monitors</b>		
<ul style="list-style-type: none"> <li>• There are currently no legislative powers for the provision of monitors/ temporary advisors.</li> <li>• The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases.</li> </ul>	<ul style="list-style-type: none"> <li>• A panel of <b>Local Government Monitors</b> would be established.</li> <li>• Monitors could be appointed by the Inspector to go into a local government and try to resolve problems.</li> <li>• The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence.</li> <li>• Monitors would be qualified specialists, such as:                             <ul style="list-style-type: none"> <li>○ Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators</li> <li>○ Dispute resolution experts - to address the breakdown of professional working relationships</li> <li>○ Certified Practicing Accountants and other financial specialists - to assist with financial management and reporting issues</li> <li>○ Governance specialists and lawyers - to assist councils resolve legal issues</li> <li>○ HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction.</li> </ul> </li> <li>• Only the Inspector would have the power to appoint Monitors.</li> <li>• Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose.</li> </ul> <p><b>Monitor Case Study 1 – Financial Management</b></p> <p>The Inspector receives information that a local government is not collecting rates correctly under the <i>Local Government Act 1995</i>. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises</p>	<p><b>City of Belmont Response:</b></p> <p>The City supports the establishment of Local Government Monitors to support the oversight inspector.</p>



Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers.</p> <p><b>Monitor Case Study 2 – Dispute Resolution</b></p> <p>The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council.</p> <p>The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council’s code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.</p>	
<b>1.3 Conduct Panel</b>		
<ul style="list-style-type: none"> <li>• The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour.</li> <li>• Currently, the Panel makes findings about alleged breaches based on written submissions.</li> <li>• The City of Perth Inquiry report made various recommendations that functions of</li> </ul>	<ul style="list-style-type: none"> <li>• The Standards Panel is proposed to be replaced with a new Local Government <b>Conduct Panel</b>.</li> <li>• The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel.</li> <li>• The Inspector would provide evidence to the Conduct Panel for adjudication.</li> <li>• The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>The City supports the replacement of the Standards Panel with a <b>Conduct Panel</b>, and the power to impose stronger penalties.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<p>the Local Government Standards Panel be reformed.</p>	<p>councillors for up to three months, with an appeal mechanism.</p> <ul style="list-style-type: none"> <li>For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts.</li> <li>Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision.</li> </ul>	
<p><b>1.4 Review of Penalties</b></p>		
<ul style="list-style-type: none"> <li>There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act.</li> </ul>	<ul style="list-style-type: none"> <li>Penalties for breaching the Local Government Act are proposed to be strengthened.</li> <li>It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion.</li> <li>Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address).</li> <li>It is proposed that a councillor who is suspended multiple times may become disqualified from office.</li> <li>Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances.</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>The City supports strengthening of penalties.</p>
<p><b>1.5 Rapid Red Card Resolutions</b></p>		
<ul style="list-style-type: none"> <li>Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1).</li> <li>It is proposed that Presiding Members have the power to “red card” any attendee (including councillors) who</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>The City supports standardisation of Standing Orders.</p> <p>The City supports the concept proposed for the Presiding</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings.</li> <li>Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings.</li> </ul>	<p>unreasonably and repeatedly interrupt council meetings. This power would:</p> <ul style="list-style-type: none"> <li>Require the Presiding Member to issue a clear first warning</li> <li>If the disruptions continue, the Presiding Member will have the power to “red card” that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions</li> <li>If the person continues to be disruptive, the Presiding Member can instruct that they leave the meeting.</li> </ul> <ul style="list-style-type: none"> <li>Any Presiding Member who uses the “red card” or ejection power will be required to notify the Inspector.</li> <li>Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector.</li> </ul>	<p>Member to issue a clear first warning and prohibit further involvement in a Council Meeting by any attendee. A process or term other than the use of a ‘red card’ is recommended such as ‘Out of Order’ resolutions. How the resolutions can be applied would need to be set out clearly for consistent application across local government.</p>
<p><b>1.6 Vexatious Complaint Referrals</b></p>		
<ul style="list-style-type: none"> <li>No current provisions.</li> <li>The Act already provides a requirement for Public Question Time at council meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government’s operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner.</li> <li>Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person’s query.</li> <li>It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person’s complaints to the</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>The City supports the ability for a local government CEO to refer communications and complaints of a repeated and vexatious nature to an Inspector for assessment.</p> <p>The City supports establishment of a clear guide or definition of what constitutes a vexatious query. Recommend that the proposal be amended to ‘that if a person</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>Inspectorate, which after assessment of the facts may then rule the complaint vexatious.</p>	<p>makes repeated complaints to a local government CEO or any officer that are vexatious, the CEO will have the power to refer that person's complaints to the Inspectorate, which after assessment of the facts may then rule the complaint vexatious.'</p>
<p><b>1.7 Minor Other Reforms</b></p>		
<ul style="list-style-type: none"> <li>• Other minor reforms are being considered to enhance the oversight of local government.</li> <li>• Ministerial Circulars have traditionally been used to provide guidance to the local government sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential other reforms to strengthen guidance for local governments are being considered.</li> <li>• For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed.</li> <li>• It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations.</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>The City supports sector wide and individual local government guidance notices being issued by the Minister or Inspector.</p>

Local Government Reform – Consultation on Proposed Reforms

**Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>2.1 Resource Sharing</b>		
<ul style="list-style-type: none"> <li>The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs.</li> <li>Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing.</li> </ul>	<ul style="list-style-type: none"> <li>Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees.</li> <li>Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1.</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>The City supports amendments to encourage and enable resource sharing.</p>
<b>2.2 Standardisation of Crossovers</b>		
<ul style="list-style-type: none"> <li>Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor differences.</li> <li>This can create confusion and complexity for homeowners and small businesses in the construction sector.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to amend the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> to standardise the process for approving crossovers for residential properties and residential developments on local roads.</li> <li>A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this.</li> <li>The DLGSC will work with the sector to develop standardised design and construction standards.</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>Supported.</p>
<b>2.3 Introduce Innovation Provisions</b>		
<ul style="list-style-type: none"> <li>The <i>Local Government Act 1995</i> currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket).</li> </ul>	<ul style="list-style-type: none"> <li>New provisions are proposed to allow exemptions from certain requirements of the <i>Local Government Act 1995</i>, for:                             <ul style="list-style-type: none"> <li>Short-term trials and pilot projects</li> <li>Urgent responses to emergencies.</li> </ul> </li> </ul>	<p><b>City of Belmont Response:</b></p> <p>The City supports the proposal to allow certain exemptions if clear guidance is included on acceptable exemption types / situations.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>2.4 Streamline Local Laws</b>		
<ul style="list-style-type: none"> <li>Local laws are required to be reviewed every eight years.</li> <li>The review of local laws (especially when they are standard) has been identified as a burden for the sector.</li> <li>Inconsistency between local laws is frustrating for residents and business stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that local laws would only need to be reviewed by the local government every 15 years.</li> <li>Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer applicable.</li> <li>Local governments adopting Model Local Laws will have reduced advertising requirements.</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>The City supports an extended timeframe requirement for local law review.</p> <p>The City does not support local laws lapsing if not reviewed in the required timeframe.</p> <p>The City supports an amended process for adoption of local laws to involve the Joint Standing Committee on Delegated Legislation prior to gazettal.</p>
<b>2.5 Simplifying Approvals for Small Business and Community Events</b>		
<ul style="list-style-type: none"> <li>Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities.</li> </ul>	<ul style="list-style-type: none"> <li>Proposed reforms would introduce greater consistency for approvals for:                             <ul style="list-style-type: none"> <li>alfresco and outdoor dining</li> <li>minor small business signage rules</li> <li>running community events.</li> </ul> </li> </ul>	<p><b>City of Belmont Response:</b></p> <p>The City Supports greater consistency of approvals.</p>
<b>2.6 Standardised Meeting Procedures, Including Public Question Time</b>		
<ul style="list-style-type: none"> <li>Local governments currently prepare individual standing order local laws.</li> <li>The <i>Local Government Act 1995</i> and regulations require local governments to</li> </ul>	<ul style="list-style-type: none"> <li>To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>Supported.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>allocate time at meetings for questions from the public.</p> <ul style="list-style-type: none"> <li>Inconsistency among the meeting procedures between local governments is a common source of complaints.</li> </ul>	<p>meetings, including for public question time, are standardised across the State.</p> <ul style="list-style-type: none"> <li>Regulations would introduce standard requirements for public question time, and the procedures for meetings generally.</li> <li>Members of the public across all local governments would have the same opportunities to address council and ask questions.</li> </ul>	
<p><b>2.7 Regional Subsidiaries</b></p>		
<ul style="list-style-type: none"> <li>Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal “organisations of councils”, such as NEWROC and WESROC.</li> <li>These initiatives typically have to be managed by a lead local government.</li> <li>In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with the <i>Local Government (Regional Subsidiaries) Regulations 2017</i>.</li> <li>So far, no Regional Subsidiary has been formed.</li> </ul>	<ul style="list-style-type: none"> <li>Work is continuing to consider how Regional Subsidiaries can be best established to:                             <ul style="list-style-type: none"> <li>Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments</li> <li>Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds</li> <li>Where appropriate, facilitate financing of initiatives by Regional Subsidiaries within a reasonable and defined limit of risk</li> <li>Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments.</li> </ul> </li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>

Local Government Reform – Consultation on Proposed Reforms

**Theme 3: Greater Transparency & Accountability**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>3.1 Recordings and Live-Streaming of All Council Meetings</b>		
<ul style="list-style-type: none"> <li>• Currently, local governments are only required to make written minutes of meetings.</li> <li>• While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings.</li> <li>• Complaints relating to behaviours and decisions at meetings constitute a large proportion of complaints about local governments.</li> <li>• Local governments are divided into bands with the largest falling in bands 1 and 2, and smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors<sup>1</sup> such as:                         <ul style="list-style-type: none"> <li>○ Growth and development</li> <li>○ Strategic planning issues</li> <li>○ Demands and diversity of services provided to the community</li> <li>○ Total expenditure</li> <li>○ Population</li> <li>○ Staffing levels.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed that all local governments will be required to record meetings.</li> <li>• Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives.</li> <li>• Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment.</li> <li>• Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives.</li> <li>• Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings.</li> <li>• Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used.</li> <li>• Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to livestream or video record meetings.</li> <li>• All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all</li> </ul>	<p><b>City of Belmont Response:</b> Not supported.</p> <p>If legislated, Council requests further support and safeguards be provided for those attending the meetings. This includes provision for restrictions on disclosure of residential addresses on publicly available documents and the introduction of IT Safety protocols such as password protected log ins.</p> <p>Part of Council's role is to perform legislative functions, the introduction of parliamentary privilege for local government Councillors is recommended.</p>

<sup>1</sup> See page 3 of the [2018 Salaries and Allowance Tribunal Determination](#)



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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	confidential items would also need to be submitted to the DLGSC for archiving.	
<b>3.2 Recording All Votes in Council Minutes</b>		
<ul style="list-style-type: none"> <li>A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting.</li> <li>The existing provision does not mandate transparency.</li> </ul>	<ul style="list-style-type: none"> <li>To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber.</li> <li>Regulations would prescribe how votes are to be consistently minuted.</li> </ul>	<p><b>City of Belmont Response:</b> Supported. The City currently records individual votes cast by all councillors for council resolutions that are not unanimous.</p>
<b>3.3 Clearer Guidance for Meeting Items that may be Confidential</b>		
<ul style="list-style-type: none"> <li>The Act currently provides broad definitions of what type of matters may be discussed as a confidential item.</li> <li>There is limited potential for review of issues managed as confidential items under the current legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances.</li> <li>It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public.</li> <li>Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector.</li> <li>All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC.</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>
<b>3.4 Additional Online Registers</b>		
<ul style="list-style-type: none"> <li>Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included.</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>Consistent online publication of information can substitute for certain material in annual reports.</li> <li>Consistency in online reporting across the sector will provide ratepayers with better information.</li> <li>These registers supplement the simplification of financial statements in Theme 6.</li> </ul>	<p>The following new registers, each updated quarterly, are proposed:</p> <ul style="list-style-type: none"> <li><b>Lease Register</b> to capture information about the leases the local government is party to (either as lessor or lessee)</li> <li><b>Community Grants Register</b> to outline all grants and funding provided by the local government</li> <li><b>Interests Disclosure Register</b> which collates all disclosures made by elected members about their interests related to matters considered by council</li> <li><b>Applicant Contribution Register</b> accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking</li> <li><b>Contracts Register</b> that discloses all contracts above \$100,000.</li> </ul>	
<b>3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published</b>		
<ul style="list-style-type: none"> <li>It is a requirement of the <i>Local Government Act 1995</i> that CEO performance reviews are conducted annually.</li> <li>The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria.</li> <li>Additional performance criteria can be used for performance review by agreement between both parties.</li> </ul>	<ul style="list-style-type: none"> <li>To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs:                             <ul style="list-style-type: none"> <li>Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period)</li> <li>The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period)</li> <li>The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs).</li> </ul> </li> </ul>	<p><b>City of Belmont Response:</b></p> <p>The Council does not support KPI's or results at the end of the performance period being published. The CEO employment is a contract between the Council and the CEO and is confidential between the two parties. The Strategic Community Plan details the aspiration of the Community. The Corporate Business Plan details the actions set by Council to deliver on the Community's expectations. The progress of these are the ultimate responsibility of the CEO. Both</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		these documents are publicly available.

**Theme 4: Stronger Local Democracy and Community Engagement**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>4.1 Community and Stakeholder Engagement Charters</b>		
<ul style="list-style-type: none"> <li>There is currently no requirement for local governments to have a specific engagement charter or policy.</li> <li>Many local governments have introduced charters or policies for how they will engage with their community.</li> <li>Other States have introduced a specific requirement for engagement charters.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community.</li> <li>A model Charter would be published to assist local governments who wish to adopt a standard form.</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>
<b>4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)</b>		
<ul style="list-style-type: none"> <li>Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers.</li> <li>These surveys provide valuable data on the performance of local governments.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey.</li> <li>Results would be required to be reported publicly at a council meeting and published on the local government's website.</li> <li>All local governments would be required to publish a response to the results.</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>
<b>4.3 Introduction of Preferential Voting</b>		
<ul style="list-style-type: none"> <li>The current voting method for local government elections is first past the post.</li> </ul>	<ul style="list-style-type: none"> <li>Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections.</li> </ul>	<p><b>City of Belmont Response:</b> Not supported. First past the post voting is preferred.</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>The existing first-past-the-post does not allow for electors to express more than one preference.</li> <li>The candidate with the most votes wins, even if that candidate does not have a majority.</li> <li>Preferential voting better captures the precise intentions of voters and as a result may be regarded as a fairer and more representative system. Voters have more specific choice.</li> </ul>	<ul style="list-style-type: none"> <li>In preferential voting, voters number candidates in order of their preferences.</li> <li>Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect.</li> <li>All other states use a form of preferential voting for local government.</li> </ul>	
<p><b>4.4 Public Vote to Elect the Mayor and President</b></p>		
<ul style="list-style-type: none"> <li>The Act currently allows local governments to have the Presiding Member (the Mayor or President) elected either:                             <ul style="list-style-type: none"> <li>by the electors of the district through a public vote; or</li> <li>by the council as a resolution at a council meeting.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Mayors and Presidents of all local governments perform an important public leadership role within their local communities.</li> <li>Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4.</li> <li>Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system.</li> <li>A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham.</li> </ul>	<p><b>City of Belmont Response:</b> Not supported. The current provisions in the Act allow for election by the community or by the electors which is appropriate.</p>
<p><b>4.5 Tiered Limits on the Number of Councillors</b></p>		
<ul style="list-style-type: none"> <li>The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to limit the number of councillors based on the population of the entire local government.</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>Government Advisory Board, and if approved by the Minister.</p> <ul style="list-style-type: none"> <li>The Panel Report recommended electoral reforms to improve representativeness.</li> </ul>	<ul style="list-style-type: none"> <li>Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers.</li> <li>The <a href="#">Local Government Panel Report</a> proposed:                             <ul style="list-style-type: none"> <li>For a population of up to 5,000 – five councillors (including the President)</li> <li>population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President)</li> <li>population of above 75,000 – nine to fifteen councillors (including Mayor).</li> </ul> </li> </ul>	
<p><b>4.6 No Wards for Small Councils (Band 3 and 4 Councils only)</b></p>		
<ul style="list-style-type: none"> <li>A local government can make an application to be divided into wards, with councillors elected to those wards.</li> <li>Only about 10% of band 3 and 4 local governments currently have wards.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that the use of wards for councils in bands 3 and 4 is abolished.</li> <li>Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government’s election.</li> <li>In smaller local governments, the population of wards can be very small.</li> <li>These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes.</li> <li>There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards.</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>

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<b>4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility</b>		
<ul style="list-style-type: none"> <li>• A person with a lease in a local government district is eligible to nominate as a candidate in that district.</li> <li>• A person with a lease in a local government district is eligible to apply to vote in that district.</li> <li>• The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections, and subsequently their legitimacy as councillors.</li> </ul>	<ul style="list-style-type: none"> <li>• Reforms are proposed to prevent the use of “sham leases” in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council.</li> <li>• The City of Perth Inquiry Report identified sham leases as an issue.</li> <li>• Electoral rules are proposed to be strengthened:                             <ul style="list-style-type: none"> <li>○ A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council.</li> <li>○ Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address.</li> <li>○ Clarifying the minimum criteria for leases eligible to register a person to vote or run for council.</li> </ul> </li> <li>• The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases.</li> <li>• The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors.</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>
<b>4.8 Reform of Candidate Profiles</b>		
<ul style="list-style-type: none"> <li>• Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words.</li> </ul>	<ul style="list-style-type: none"> <li>• Further work will be undertaken to evaluate how longer candidate profiles could be accommodated.</li> <li>• Longer candidate profiles would provide more information to electors, potentially through publishing profiles online.</li> <li>• It is important to have sufficient information available to assist electors make informed decisions when casting their vote.</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>
<b>4.9 Minor Other Electoral Reforms</b>		

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<ul style="list-style-type: none"> <li>• Other minor reforms are proposed to improve local government elections.</li> </ul>	<ul style="list-style-type: none"> <li>• Minor other electoral reforms are proposed to include:                             <ul style="list-style-type: none"> <li>○ The introduction of standard processes for vote recounts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a recount will always be required)</li> <li>○ The introduction of more specific rules concerning local government council candidates' use of electoral rolls.</li> </ul> </li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>
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**Theme 5: Clear Roles and Responsibilities**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>5.1 Introduce Principles in the Act</b>		
<ul style="list-style-type: none"> <li>The Act does not currently outline specific principles.</li> <li>The Act contains a short “Content and Intent” section only.</li> <li>The Panel Report recommended greater articulation of principles</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to include new principles in the Act, including:                             <ul style="list-style-type: none"> <li>The recognition of Aboriginal Western Australians</li> <li>Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal)</li> <li>Community Engagement</li> <li>Financial Management.</li> </ul> </li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>
<b>5.2 Greater Role Clarity</b>		
<ul style="list-style-type: none"> <li>The Act provides for the role of council, councillor, mayor or president and CEO.</li> <li>The role of the council is to:                             <ul style="list-style-type: none"> <li>govern the local government’s affairs</li> <li>be responsible for the performance of the local government’s functions.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The <a href="#">Local Government Act Review Panel</a> recommended that roles and responsibilities of elected members and senior staff be better defined in law.</li> <li>It is proposed that these roles and responsibilities are further defined in the legislation.</li> <li>These proposed roles will be open to further consultation and input.</li> <li>These roles would be further strengthened through <b>Council Communications Agreements</b> (see item 5.3).</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>
	<p><b>5.2.1 - Mayor or President Role</b></p> <ul style="list-style-type: none"> <li>It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President.</li> <li>While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for:                             <ul style="list-style-type: none"> <li>Representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council</li> <li>Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act</li> </ul> </li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>



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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> <li>○ Developing and maintaining professional working relationships between councillors and the CEO</li> <li>○ Performing civic and ceremonial duties on behalf of the local government</li> <li>○ Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government.</li> </ul>	
	<p><b>5.2.2 - Council Role</b></p> <ul style="list-style-type: none"> <li>● It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President.</li> <li>● While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council is responsible for:                             <ul style="list-style-type: none"> <li>○ Making significant decisions and determining policies through democratic deliberation at council meetings</li> <li>○ Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council</li> <li>○ Providing a safe working environment for the CEO;</li> <li>○ Providing strategic direction to the CEO;</li> <li>○ Monitoring and reviewing the performance of the local government.</li> </ul> </li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>
	<p><b>5.2.3 - Elected Member (Councillor) Role</b></p> <ul style="list-style-type: none"> <li>● It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors.</li> <li>● While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for:</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> <li>○ Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward)</li> <li>○ Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council</li> <li>○ Applying relevant law and policy in contributing to the decision-making of the council</li> <li>○ Engaging in the effective forward planning and review of the local governments’ resources, and the performance of its operations, services, and functions</li> <li>○ Communicating the decisions and resolutions of council to stakeholders and the public</li> <li>○ Developing and maintaining professional working relationships with all other councillors and the CEO</li> <li>○ Maintaining and developing their knowledge and skills relevant to local government</li> <li>○ Facilitating public engagement with local government.</li> <li>● It is proposed that elected members should not be able to use their title (e.g. “Councillor”, “Mayor”, or “President”) and associated resources of their office (such as email address) unless they are performing their role in their official capacity.</li> </ul>	
	<p><b>5.2.4 - CEO Role</b></p> <ul style="list-style-type: none"> <li>● The <i>Local Government Act 1995</i> requires local governments to employ a CEO to run the local government administration and implement the decisions of council.</li> <li>● To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs.</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> <li>• While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for:                             <ul style="list-style-type: none"> <li>○ Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions</li> <li>○ Facilitating the implementation of council decisions</li> <li>○ Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council</li> <li>○ Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council</li> <li>○ Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3)</li> <li>○ Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council</li> <li>○ Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council.</li> </ul> </li> </ul>	
<b>5.3 Council Communication Agreements</b>		
<ul style="list-style-type: none"> <li>• The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the member in their functions.</li> <li>• The availability of information is sometimes a source of conflict within local governments.</li> </ul>	<ul style="list-style-type: none"> <li>• In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided.</li> <li>• It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO.</li> <li>• These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided.</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> <li>A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election.</li> </ul>	
<p><b>5.4 Local Governments May Pay Superannuation Contributions for Elected Members</b></p>		
<ul style="list-style-type: none"> <li>Elected members are eligible to receive sitting fees or an annual allowance.</li> <li>Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund.</li> <li>Councils should be reflective and representative of the people living within the district. Local governments should be empowered to remove any barriers to the participation of gender and age diverse people on councils.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances.</li> <li>Superannuation is widely recognised as an important entitlement to provide long term financial security.</li> <li>Other states have already moved to allow councils to make superannuation contributions for councillors.</li> <li>Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people.</li> <li>Providing superannuation to councillors recognises that the commitment to elected office can reduce a person’s opportunity to undertake employment and earn superannuation contributions.</li> </ul>	<p><b>City of Belmont Response:</b> Not supported. Councillors are not employees of the local government and therefore not entitled to superannuation.</p>
<p><b>5.5 Local Governments May Establish Education Allowances</b></p>		
<ul style="list-style-type: none"> <li>Local government elected members must complete mandatory training.</li> <li>There is no specific allowance for undertaking further education.</li> </ul>	<ul style="list-style-type: none"> <li>Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council.</li> <li>Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members.</li> </ul>	<p><b>City of Belmont Response:</b> Supported. The City currently has a policy and allowance.</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> <li>Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government.</li> <li>Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors.</li> </ul>	
<b>5.6 Standardised Election Caretaker period</b>		
<ul style="list-style-type: none"> <li>There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures.</li> <li>This is commonly a point of public confusion.</li> </ul>	<ul style="list-style-type: none"> <li>A statewide caretaker period for local governments is proposed.</li> <li>All local governments across the State would have the same clearly defined election period, during which:                             <ul style="list-style-type: none"> <li>Councils do not make major decisions with criteria to be developed defining 'major'</li> <li>Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities.</li> <li>There are consistent election conduct rules for all candidates.</li> </ul> </li> </ul>	<p><b>City of Belmont Response:</b></p> <p>Supported. Councillors should be able to continue the duties as a Councillor during the caretaker period. i.e attendance at Council Meetings, voting on items etc.</p> <p>Definition would be required on 'not represent the local government' as included in the proposed reforms.</p> <p>Code of Conduct provides consistent rules for all candidates.</p>
<b>5.7 Remove WALGA from the Act</b>		
<ul style="list-style-type: none"> <li>The Western Australian Local Government Association (WALGA) is constituted under the <i>Local Government Act 1995</i>.</li> <li>The Local Government Panel Report and the Select Committee Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>The <a href="#">Local Government Panel Report</a> recommended that WALGA not be constituted under the <i>Local Government Act 1995</i>.</li> <li>Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity.</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>Consideration should be given to implications for current procurement provisions.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>5.8 CEO Recruitment</b>		
<ul style="list-style-type: none"> <li>Recent amendments introduced provisions to standardise CEO recruitment.</li> <li>The recruitment of a CEO is a very important decision by a local government.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels.</li> <li>Councils will be able to select an independent person from the approved list.</li> <li>Councils will still be able to appoint people outside of the panel with the approval of the Inspector.</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>

Local Government Reform – Consultation on Proposed Reforms

**Theme 6: Improved Financial Management and Reporting**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>6.1 Model Financial Statements and Tiered Financial Reporting</b>		
<ul style="list-style-type: none"> <li>The financial statements published in the Annual Report is the main financial reporting currently published by local governments.</li> <li>Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity.</li> <li>The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information.</li> </ul>	<ul style="list-style-type: none"> <li>The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government.</li> <li>It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects.</li> <li>Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments.</li> <li>The Office of the Auditor General has identified opportunities to improve financial reporting, to make statements clearer, and reduce unnecessary complexity.</li> <li>Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments.</li> <li>It is proposed to establish standard templates for <b>Annual Financial Statements</b> for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4.</li> <li><b>Online Registers</b>, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments.</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>Supported. Does DLGSCI have the resources and skills to provide these templates? The roll-out plan of these templates is required.</p>

Local Government Reform – Consultation on Proposed Reforms

	<ul style="list-style-type: none"> <li>• <b>Simpler Strategic and Financial Planning</b> (item 6.2) would also improve the budgeting process.</li> </ul>	
<p><b>6.2 Simplify Strategic and Financial Planning</b></p>		
<ul style="list-style-type: none"> <li>• Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations.</li> <li>• There is also the Integrated Planning and Reporting (IPR) framework.</li> <li>• While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments.</li> </ul>	<ul style="list-style-type: none"> <li>• Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making.</li> <li>• The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public.</li> <li>• In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers.</li> <li>• Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments.</li> <li>• It is proposed that the plans that are required are:             <ul style="list-style-type: none"> <li>○ Simplified <b>Council Plans</b> that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC</li> <li>○ Simplified <b>Asset Management Plans</b> to consistently forecast costs of maintaining the local government’s assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape</li> <li>○ Simplified <b>Long Term Financial Plans</b> will outline any long term financial management and sustainability issues, and any investments and debts. A template will</li> </ul> </li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>



Local Government Reform – Consultation on Proposed Reforms

	<p>be provided, and these plans will be required to be reviewed in detail at least every four years</p> <ul style="list-style-type: none"> <li>○ A new <b>Rates and Revenue Policy</b> (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years)</li> <li>○ The use of simple, one-page <b>Service Proposals</b> and <b>Project Proposals</b> that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become <b>Service Plans</b> and <b>Project Plans</b> added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments.</li> </ul>	
<p><b>6.3 Rates and Revenue Policy</b></p>		
<ul style="list-style-type: none"> <li>• Local governments are not required to have a rates and revenue policy.</li> <li>• Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>• The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure.</li> <li>• A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services.</li> <li>• The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs.</li> <li>• A template would be published for use or adaption by all local governments.</li> <li>• The <a href="#">Local Government Panel Report</a> included this recommendation.</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>
<p><b>6.4 Monthly Reporting of Credit Card Statements</b></p>		

Local Government Reform – Consultation on Proposed Reforms

<ul style="list-style-type: none"> <li>• No legislative requirement.</li> <li>• Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds.</li> </ul>	<ul style="list-style-type: none"> <li>• The statements of a local government’s credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis.</li> <li>• This provides oversight of incidental local government spending.</li> </ul>	<p><b>City of Belmont Response:</b> Supported. The City currently reports credit card payment information to Council on a monthly basis.</p>
<p><b>6.5 Amended Financial Ratios</b></p>		
<ul style="list-style-type: none"> <li>• Local governments are required to report seven ratios in their annual financial statements.</li> <li>• These are reported on the MyCouncil website.</li> <li>• These ratios are intended to provide an indication of the financial health of every local government.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial ratios will be reviewed in detail, building on work already underway by the DLGSC.</li> <li>• The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful.</li> </ul>	<p><b>City of Belmont Response:</b> Supported.</p>
<p><b>6.6 Audit Committees</b></p>		
<ul style="list-style-type: none"> <li>• Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members.</li> <li>• The Audit Committee is to guide and assist the local government in carrying out the local government’s functions in relation to audits conducted under the Act.</li> <li>• The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government.</li> <li>• Audit Committees would also need to consider proactive risk management.</li> <li>• To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees.</li> <li>• The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson.</li> </ul>	<p><b>City of Belmont Response:</b> The City supports an increased number of independent members on the Audit Committee. The appointment of the Chair should remain the responsibility of Committee to determine. By excluding elected members from fulfilling the role of Chair of a Committee of Council disenfranchises the member and is contrary to the roles and responsibilities of a councillor (s.2.10 of the Local Government Act).</p> <p>The City supports Audit Committees requiring a risk management focus.</p> <p>The City does not support having the majority of independent members on the Audit Committee.</p>

Local Government Reform – Consultation on Proposed Reforms

<b>6.7 Building Upgrade Finance</b>		
<ul style="list-style-type: none"> <li>The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements.</li> <li>This is not currently provided for under the Act.</li> <li>The Local Government Panel Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures.</li> <li>This would allow local governments to lend funds to improve buildings within their district.</li> <li>Limits and checks and balances would be established to ensure that financial risks are proactively managed.</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>The City supports local governments providing loans to Sporting and Community Groups. The City does not support local governments providing loans to property owners.</p>
<b>6.8 Cost of Waste Service to be Specified on Rates Notices</b>		
<ul style="list-style-type: none"> <li>No requirement for separation of waste charges on rates notice.</li> <li>Disclosure will increase ratepayer awareness of waste costs.</li> <li>The Review Panel Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service).</li> <li>This would provide transparency and awareness of costs for ratepayers.</li> </ul>	<p><b>City of Belmont Response:</b></p> <p>Supported. The City already shows the waste charges separately on rates notices.</p>

## 12.10 Delegated Authority Register 2021-2022 - Amendment to Planning Delegations 9.2.1 and 9.2.2

### Attachment details

#### Attachment No and title

- |    |   |
|----|---|
| 1. | Proposed Amendments to Planning Delegations Tracked Changes [12.10.1 - 5 pages] |
| 2. | Proposed Amendments to Planning Delegations Clean [12.10.2 - 5 pages]           |

Voting Requirement	:	Absolute Majority
Subject Index	:	11/005 Delegations and Authorisations
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	22 June 2021 OCM - Item 12.6
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

### Council role

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council e.g., adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** 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 (e.g., under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

### Purpose of report

To seek Council endorsement of amendments to delegations 9.2.1 Development Applications and 9.2.2 Preliminary and Final Built Strata Approval as detailed in Attachment 12.10.2 as part of the Delegation Register 2021-2022.

## Summary and key issues

The Delegation Register 2021-2022 was adopted by Council at its Ordinary Council Meeting on 22 June 2021.

This report is for Council consideration to amend delegations 9.2.1 Development Applications and 9.2.2 Preliminary and Final Built Strata Approval following the change in position title of the Coordinator Design Projects to Coordinator Planning Projects.

Council approval is required as these two delegations contain direct delegations from Council to the Coordinator Design Projects position.

## 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:** 5.6 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

The following sections of the *Local Government Act 1995* are applicable when considering delegations:

- s5.16 Delegation of some powers and duties to certain committees
- s5.17 Limits on delegation of powers and duties to certain committees
- s5.18 Register of delegations to committees
- s5.42 Delegation of some powers and duties to CEO
- s5.43 Limits on delegations to CEO
- s5.44 CEO may delegate powers and duties to other employees
- s5.45 Other matters relevant to delegations under this division

- s5.46 Register of, and records relevant to, delegations to CEO and employees.

A number of other pieces of legislation allow for delegation in Western Australia.

Those which are relevant to the City's Delegated Authority Register in addition to the *Local Government Act 1995* are listed below:

- *Building Act 2011*
- *Bush Fires Act 1954*
- *Cat Act 2011*
- *Dog Act 1976*
- *Food Act 2008*
- *Health Act 1911*
- *Public Health Act 2016*
- *Main Roads Act 1930*
- *Planning and Development Act 2005*
- *Strata Titles Act 1985*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Functions and General) Regulations 1996*
- *Local Government Act (Uniform Local Provisions) Regulations 1996.*

## **Background**

The Delegated Authority Register was reviewed at the Ordinary Council Meeting of 22 June 2021 - Item 12.9.

Following a review of the Coordinator Design Projects position, the title was amended to Coordinator Planning Projects to more accurately reflect the work undertaken by the position. The change to position title requires the Delegation Register 2021-2022 to be amended to ensure that the power to delegate is accurate.

## **Officer comment**

A copy of the proposed delegation amendments is attached (Attachment 12.10.1) with the proposed amendments showing as tracked changes.

The proposed amendment is to update the position title change for Coordinator Planning Projects and is applicable to the following delegations

- 9.2.1 Development Applications
- 9.2.2 Preliminary and Final Built Strata Approval

## **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.

### **Officer Recommendation**

That Council endorse:

- The update to the position title of Coordinator Design Projects to Coordinator Planning Projects as detailed in Attachment 1,
- The inclusion of the amendments as detailed in Attachment 2 into the Delegation Register 2021-2022 and
- Any required administrative changes to the Delegation Register 2021-2022 following the inclusion.

## 9.2 Local Planning Scheme 15– Council to CEO

### 9.2.1 Development Applications

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2, Part 10, s 82(1) Delegations by local government
<b>Express Power or Duty Delegated:</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2</i> s 68 Determination of applications s 70 Form and date of determination s 77 Amending or cancelling applications  Planning and Development (Development Assessment Panel) Regulations 2011 17A Amendment or cancellation of development approval by responsible authority.
<b>Delegate:</b>	Chief Executive Officer
<b>Function:</b> This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Interpret and apply the provisions of Local Planning Scheme No. 15 and any relevant statutory planning framework, including Local and State Planning Policies.  To determine development applications by issuing refusals, deemed refusals, approvals with relevant conditions and amendments to development approvals in respect of applications determined under delegated authority.
<b>Council Conditions on this Delegation:</b>	Any person proposing to exercise a power under delegated authority shall comply with the <a href="#">Standard Conditions of Delegation</a> and the following specific additional conditions for this delegation.  <b>Additional Conditions:</b>  This delegation must not be exercised by the delegated officer where: <ul style="list-style-type: none"> <li>• The estimated cost of development, excluding any development undertaken by the City, exceeds \$5 million.</li> <li>• The City, or an authorised party acting on behalf of the City, is proposing development, unless the development is on land owned or under the care and control of the City and its estimated cost does not exceed \$2 million.</li> </ul>

Delegation Register 2021-2022





	<ul style="list-style-type: none"> <li>• The development proposal has a strategic impact and as a result involves issues in which Council has a direct interest.</li> <li>• A significant variation to the development standards listed in Local Planning Scheme No. 15 is evident.</li> <li>• A significant variation to a Local Planning Policy is evident and the variation is not consistent with the objectives of the Local Planning Policy.</li> <li>• A development application proposes a use which is a use that is not listed in the Local Planning Scheme No. 15 Zoning Table and the use has not previously been determined by Council.</li> <li>• A formal written objection has been received during the advertising of an application, unless in the opinion of the Chief Executive Officer or his delegate:             <ul style="list-style-type: none"> <li>a. The proposal is consistent with the objectives and intent of Local Planning Scheme No.15, the Residential Design Codes and any relevant Council Policy; and</li> <li>b. The objection can be overcome by imposing a condition on any approval granted, or modifying the design of the development; or</li> <li>c. The objection does not relate to the matter for which it has been referred and/or does not relate to valid planning and development considerations associated with the proposal; or</li> <li>d. The application is refused.</li> </ul> </li> <li>• A development application proposes a variation to the Deemed-to-Comply provisions (Part 5) or the Element Objectives and/or Acceptable Outcomes (Part 6) of the Residential Design Codes and that variation does not satisfy the related Design Principles (Part 5 only).</li> <li>• The height of a proposed residential development exceeds three storeys or other height specified by Local Planning Scheme No. 15 or other statutory planning framework.</li> </ul>
<b>Specific Delegation to</b>	Director Development and Communities Manager Planning Services Coordinator Planning Coordinator <del>Design- Planning</del> Projects
<b>Function:</b>	<b>Amendments and Cancellations to Previously Approved Development</b>

Delegation Register 2021-2022



	Authority is granted to determine applications to amend or cancel previously Council approved developments, and Development Assessment Panel Form 2 Applications
<b>Specific Delegation to</b>	Director Development and Communities Manager Planning Services
<b>Function:</b>	<b>Approvals for Development Applications – Use Not Listed – Types Previously Determined by Council</b>  Authority granted to make determinations on development applications for “Use Not Listed” types that have previously been determined by Council.
<b>Express Power to Sub-Delegate:</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Part 10 s 83(1) Local government CEO may delegate powers.

<b>Compliance Links:</b>	<a href="#">Planning and Development Act 2005</a> <a href="#">Planning and Development (Local Planning Schemes) Regulations 2015</a>  <a href="#">City of Belmont Consolidated Local Law 2020</a>  Note –Decisions under this delegation may be referred for review by the State Administration Tribunal  Operational Policy: BEXB32 Decision Making Policy – Decision Level 4 (Extract below).
<b>Record Keeping:</b>	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996</i> r 19.  Records of exercise of delegated authority to be retained in ECM index:11/005.  Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.

**Version Control:**

1	Formerly DA21 Development Applications in 2020-2021 Delegation Register
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Delegation Register 2021-2022

### 9.2.2 Preliminary and Final Built Strata Approval

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Planning and Development Act 2005</i> s16 (3) (e) Delegation by Commission
<b>Express Power or Duty Delegated:</b>	<i>Planning and Development Act 2005</i> s16 (3) (e) Delegation by Commission  <i>Strata Titles Act 1985</i> s15 s21 s22 s25 Certificate of Commission; and s27 Review of Commission decision
<b>Delegate:</b>	Director Development and Communities Manager Planning Services Coordinator Planning Services Coordinator <del>Design</del> <u>Planning</u> Projects Senior Planning Officer
<b>Function:</b> This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Determine applications for preliminary built strata approval, and final built strata approval and endorse the applicable Form 26 after the conditions preliminary strata plan approval have been fulfilled, as delegated by the Western Australian Planning Commission.
<b>Council Conditions on this Delegation:</b>	Any person proposing to exercise a power under delegated authority shall comply with the <a href="#">Standard Conditions of Delegation</a> and the following specific additional conditions for this delegation.  <b>Additional Conditions:</b> This delegation must not be exercised by the delegated officer for applications that: <ul style="list-style-type: none"> <li>• Propose the creation of a vacant lot;</li> <li>• Propose vacant air stratas in multi-tiered strata scheme developments; and</li> <li>• Where, in the opinion of the WAPC as notified to the relevant local government as notified to the WAPC in writing, relate to a type of development and/or land within an area which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the</li> </ul>

Delegation Register 2021-2022



	application.
<b>Express Power to Sub-Delegate:</b>	Nil

<b>Compliance Links:</b>	<p><a href="#">Planning and Development Act 2005</a> Delegation 2020/01 (Refer Delegation 10.2.3)</p> <p><a href="#">Strata Titles Act 1985</a></p> <p>Note –Decisions under this delegation may be referred for review by the State Administration Tribunal</p>
<b>Record Keeping:</b>	<p>Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996</i> r 19.</p> <p>Records of exercise of delegated authority to be retained in ECM index:11/005.</p> <p>Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.</p>

**Version Control:**

1	Formerly DA22 Preliminary and Final Built Strata in 2020-2021 Delegation Register
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## 9.2 Local Planning Scheme 15– Council to CEO

### 9.2.1 Development Applications

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2, Part 10, s 82(1) Delegations by local government
<b>Express Power or Duty Delegated:</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2</i> s 68 Determination of applications s 70 Form and date of determination s 77 Amending or cancelling applications  Planning and Development (Development Assessment Panel) Regulations 2011 17A Amendment or cancellation of development approval by responsible authority.
<b>Delegate:</b>	Chief Executive Officer
<b>Function:</b> This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Interpret and apply the provisions of Local Planning Scheme No. 15 and any relevant statutory planning framework, including Local and State Planning Policies.  To determine development applications by issuing refusals, deemed refusals, approvals with relevant conditions and amendments to development approvals in respect of applications determined under delegated authority.
<b>Council Conditions on this Delegation:</b>	Any person proposing to exercise a power under delegated authority shall comply with the <a href="#">Standard Conditions of Delegation</a> and the following specific additional conditions for this delegation.  <b>Additional Conditions:</b>  This delegation must not be exercised by the delegated officer where: <ul style="list-style-type: none"> <li>• The estimated cost of development, excluding any development undertaken by the City, exceeds \$5 million.</li> <li>• The City, or an authorised party acting on behalf of the City, is proposing development, unless the development is on land owned or under the care and control of the City and its estimated cost does not exceed \$2 million.</li> </ul>

Delegation Register 2021-2022



	<ul style="list-style-type: none"> <li>• The development proposal has a strategic impact and as a result involves issues in which Council has a direct interest.</li> <li>• A significant variation to the development standards listed in Local Planning Scheme No. 15 is evident.</li> <li>• A significant variation to a Local Planning Policy is evident and the variation is not consistent with the objectives of the Local Planning Policy.</li> <li>• A development application proposes a use which is a use that is not listed in the Local Planning Scheme No. 15 Zoning Table and the use has not previously been determined by Council.</li> <li>• A formal written objection has been received during the advertising of an application, unless in the opinion of the Chief Executive Officer or his delegate:             <ul style="list-style-type: none"> <li>a. The proposal is consistent with the objectives and intent of Local Planning Scheme No.15, the Residential Design Codes and any relevant Council Policy; and</li> <li>b. The objection can be overcome by imposing a condition on any approval granted, or modifying the design of the development; or</li> <li>c. The objection does not relate to the matter for which it has been referred and/or does not relate to valid planning and development considerations associated with the proposal; or</li> <li>d. The application is refused.</li> </ul> </li> <li>• A development application proposes a variation to the Deemed-to-Comply provisions (Part 5) or the Element Objectives and/or Acceptable Outcomes (Part 6) of the Residential Design Codes and that variation does not satisfy the related Design Principles (Part 5 only).</li> <li>• The height of a proposed residential development exceeds three storeys or other height specified by Local Planning Scheme No. 15 or other statutory planning framework.</li> </ul>
<b>Specific Delegation to</b>	Director Development and Communities Manager Planning Services Coordinator Planning Coordinator Planning Projects
<b>Function:</b>	<b>Amendments and Cancellations to Previously Approved Development</b>

Delegation Register 2021-2022

	Authority is granted to determine applications to amend or cancel previously Council approved developments, and Development Assessment Panel Form 2 Applications
<b>Specific Delegation to</b>	Director Development and Communities Manager Planning Services
<b>Function:</b>	<b>Approvals for Development Applications – Use Not Listed – Types Previously Determined by Council</b>  Authority granted to make determinations on development applications for “Use Not Listed” types that have previously been determined by Council.
<b>Express Power to Sub-Delegate:</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Part 10 s 83(1) Local government CEO may delegate powers.

<b>Compliance Links:</b>	<a href="#">Planning and Development Act 2005</a> <a href="#">Planning and Development (Local Planning Schemes) Regulations 2015</a>  <a href="#">City of Belmont Consolidated Local Law 2020</a>  Note –Decisions under this delegation may be referred for review by the State Administration Tribunal  Operational Policy: BEXB32 Decision Making Policy – Decision Level 4 (Extract below).
<b>Record Keeping:</b>	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996</i> r 19.  Records of exercise of delegated authority to be retained in ECM index:11/005.  Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.

**Version Control:**

1	Formerly DA21 Development Applications in 2020-2021 Delegation Register
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Delegation Register 2021-2022

### 9.2.2 Preliminary and Final Built Strata Approval

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Planning and Development Act 2005</i> s16 (3) (e) Delegation by Commission
<b>Express Power or Duty Delegated:</b>	<i>Planning and Development Act 2005</i> s16 (3) (e) Delegation by Commission  <i>Strata Titles Act 1985</i> s15 s21 s22 s25 Certificate of Commission; and s27 Review of Commission decision
<b>Delegate:</b>	Director Development and Communities Manager Planning Services Coordinator Planning Services Coordinator Planning Projects Senior Planning Officer
<b>Function:</b> This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Determine applications for preliminary built strata approval, and final built strata approval and endorse the applicable Form 26 after the conditions preliminary strata plan approval have been fulfilled, as delegated by the Western Australian Planning Commission.
<b>Council Conditions on this Delegation:</b>	Any person proposing to exercise a power under delegated authority shall comply with the <a href="#">Standard Conditions of Delegation</a> and the following specific additional conditions for this delegation.  <b>Additional Conditions:</b> This delegation must not be exercised by the delegated officer for applications that: <ul style="list-style-type: none"> <li>• Propose the creation of a vacant lot;</li> <li>• Propose vacant air stratas in multi-tiered strata scheme developments; and</li> <li>• Where, in the opinion of the WAPC as notified to the relevant local government as notified to the WAPC in writing, relate to a type of development and/or land within an area which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the</li> </ul>

Delegation Register 2021-2022





	application.
<b>Express Power to Sub-Delegate:</b>	Nil

<b>Compliance Links:</b>	<p><a href="#">Planning and Development Act 2005</a> Delegation 2020/01 (Refer Delegation 10.2.3)</p> <p><a href="#">Strata Titles Act 1985</a></p> <p>Note –Decisions under this delegation may be referred for review by the State Administration Tribunal</p>
<b>Record Keeping:</b>	<p>Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996</i> r 19.</p> <p>Records of exercise of delegated authority to be retained in ECM index:11/005.</p> <p>Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.</p>

**Version Control:**

1	Formerly DA22 Preliminary and Final Built Strata in 2020-2021 Delegation Register
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## 12.11 Tender 01/2022 - Provision of IT Hardware

### Attachment details

#### Attachment No and title

1. CONFIDENTIAL REDACTED - Price Schedule (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.11.1 - 1 page]
2. CONFIDENTIAL REDACTED - Evaluation Matrix (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.11.2 - 1 page]

Voting Requirement	:	Absolute Majority
Subject Index	:	114/2022-01
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

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** 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.

### Purpose of report

To seek Council approval to award Tender 01/2022 – Provision of IT Hardware.

## Summary and key issues

This report outlines the process undertaken to invite and evaluate the tenders received for Tender 01/2021 – Provision of IT Hardware and includes a recommendation to award the tender to Data#3 Limited in accordance with the requirement of the *Local Government Act 1995*.

## 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

### BEXB7.1–Purchasing

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

The process associated with this tender was undertaken in accordance with policy requirements, therefore there are no policy implications.

### BB1.1- Asset Management

The policy aims to provide a framework for implementing asset management to enable a consistent, co-ordinated and strategic approach at all levels of Council, ensuring that appropriate planned maintenance regimes will be initiated in the most cost-effective manner to enable the City's assets to achieve effective economic lives.

## 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.’

and

The *Local Government (Functions and General) Regulations 1996* Regulation 11(1) which states:

‘11. When tenders have to be publicly invited

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.’

## **Background**

It is necessary for the City to purchase new Servers and related equipment to ensure currency of warranties and to reduce any potential risk associated with the current ageing equipment.

An invitation to tender was therefore issued for the supply and installation of:

- 6x Dell PowerEdge R650x Servers
- 4x Dell EMC S5248F-ON Switches
- 2x PowerStore Smart Value Flexi PS500T
- 1x Dell DataDomain Controller DD6900
- 1x Dell DataDomain Shelf.

The City will be responsible for:

- Recycling redundant hardware
- Transferring data to the new servers with both systems running side by side during this process so that there will be no down time.

The invitation to tender for the Provision of IT Hardware was advertised in the West Australian on Wednesday, 12 January 2022, closing on Tuesday, 25 January 2022 at 2pm.

Twenty-five prospective tenderers downloaded the tender documents from the City’s eTendering portal and two responses were received from:

- Data#3 Limited

- Winthrop Australia.

### Officer comment

The evaluation panel consisted of the Manager Information Technology, Manager Finance and System Administrator. The Coordinator Procurement coordinated the evaluation process to ensure the correct processes were adhered to.

The responses received were assessed on the selection criteria included with the invitation to tender, being:

	<b>CRITERIA</b>	<b>WEIGHTING</b>
1	Company Profile	10%
2	Experience	10%
3	Price	80%
	<b>TOTAL</b>	<b>100%</b>

Both Data#3 Limited and Winthrop Australia demonstrated that they have the experience and capability to provide the required services. However, price was the overriding factor in selecting the preferred supplier. Confidential Attachment 12.11.1 -Price Schedule details the tendered prices and Confidential Attachment 12.11.2 – Evaluation Matrix shows the evaluation panel’s scoring and identifies Data#3 Limited as the preferred supplier.

### Financial implications

As the City will be purchasing this equipment rather than leasing, the Manager IT has completed a budget variation as part of the Budget review in March 2022, which will allow for \$527,336 (ex GST) expenditure for the purchase of this equipment.

This project currently has an approved budget of \$380,000 (\$170,000 in IT Operating Budget for leasing expenses, and an additional \$210,000 in IT Capital Budget for some hardware components the City is unable to lease). Upon further evaluation, the decision was made to purchase all assets outright as opposed to leasing a portion, as it was more cost effective to do so and provided the best value to the City. As a result, a shift of the approved \$170,000 of funding from the IT operational budget into the IT capital budget is required. This variation allows \$380,000 of capital budget for this project, which is \$147,336 short of the required \$527,336 required. The Manager IT has identified a cost saving of \$150,000 from another IT Capital Project item (Belnet Intranet Redevelopment) which will cover the shortfall, and therefore no additional funds will be required. The Manager IT has negotiated the terms of trade with the supplier, ensuring a 30-day payment term, as opposed to a 14-day payment term.

## Environmental implications

In line with the City's Environment and Sustainability Strategy, the redundant equipment will be recycled once all data has been securely removed. The responsible disposal of redundant IT equipment will be coordinated with the City's Coordinator Waste Management to explore options to achieve maximum resource recovery and diversion from landfill, and appropriate reporting.

## Social implications

There are no social implications associated with this report.

## Officer Recommendation

That Council:

1. Accept the tender submitted by Data#3 Limited for Tender 01/2022 – Provision of IT Hardware as specified for the lump sum of \$527,336.40 excluding GST as the most advantageous.
2. Approve an amendment to the 2021-2022 Budget to relocate \$170,000 from operating budget into capital budget for expenditure on the provision of IT Hardware through the March 2022 Budget Review.

**\*\*\*Absolute Majority Required**

## 12.12 Accounts for Payment - December 2021

### Attachment details

#### Attachment No. and title

- |  |
|--|
| 1. Accounts for Payment - December 2021 [12.12.1 - 16 pages] |
|--|

Voting Requirement	:	Simple Majority
Subject Index	:	54/007-Creditors-Payment Authorisations
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

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** 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.

### Purpose of report

To present to Council the list of expenditure paid for the period 1 December 2021 to 31 December 2021 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*.

## 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.

## Officer comment

The following summary of payments are recommended for confirmation and endorsement.

Payment type	Payment reference	\$
Municipal Fund Cheques	788755 to 788764	30,255.59
Municipal Fund EFTs	EF076650 to EF077124	4,252,173.74
Municipal Fund Payroll	December 2021	1,734,196.62
Trust Fund EFTs	EF077224 to EF077225	20,339.69
<b>Total Payments for December 2021</b>		<b>6,036,965.64</b>

A copy of the Authorised Payment Listing is included at Attachment 12.9.1.

## Financial implications

All expenditure included in the Authorised payment 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.

## **Officer Recommendation**

That the Authorised Payment Listing for December 2021 as provided under Attachment 12.9.2 be received.

 <b>City of Belmont</b>					
<b>Accounts for Payment - December 2021</b>					Compiled : 18/01/22 11:47
Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
<b>Contractors</b>					
EF076650	03/12/21	00163	Bayswater Fire Protection	385.00	Fire Equipment/Service
EF076652	03/12/21	00346	Action Couriers	109.59	Courier Service
EF076653	03/12/21	00699	Marketforce Pty Ltd	2,013.00	Advertising
EF076654	03/12/21	00830	Canon Production Printing Australia Pty Ltd	220.00	Photocopy Expenses
EF076655	03/12/21	01002	RAC Businesswise Vehicle Breakdowns	636.00	Plant Parts & Repairs
EF076656	03/12/21	01090	St John Ambulance Australia Inc	1,390.40	First Aid Service
EF076658	03/12/21	01243	WARP Pty Ltd	3,300.00	Traffic Control
EF076660	03/12/21	01714	Total Eden Pty Ltd - Nutrien Water	164.59	Reticulation Parts & Repairs
EF076662	03/12/21	01772	Data3 Limited	140,248.71	Annual Computer Software Licence
EF076663	03/12/21	02172	Miss Maud	525.30	Seniors Week afternoon tea catering
EF076665	03/12/21	02290	Belmont Potters Group Inc	500.00	Art work for Belmont Hub retail shop
EF076667	03/12/21	02741	Spare Parts Puppet Theatre Inc	10,230.00	Big Light Out performance
EF076668	03/12/21	02837	GLG Greenlife Group	4,311.10	Gardening Contractor
EF076669	03/12/21	03197	West Coast Turf	1,408.00	Gardening Contractor
EF076670	03/12/21	03419	Gott Health	2,002.00	Community Exercise Classes
EF076671	03/12/21	03737	Josh Byrne & Associates Pty Ltd	2,904.00	Professional Fees - Landscaping
EF076672	03/12/21	03941	Metro Bee Services	825.00	Bee Removal
EF076673	03/12/21	04391	Lifeskills Australia	1,089.00	Professional Fees
EF076674	03/12/21	04400	The Freedom Fairies	1,831.50	Performers in the Park face painting
EF076675	03/12/21	04413	Gerry Azor, Musician	550.00	Club Volunteer Function performance
EF076676	03/12/21	04454	FM Contract Solutions Pty Ltd	991.75	Professional Fees - Facilities Audit
EF076677	03/12/21	04489	Trisley Hydraulic Services Pty Ltd	330.00	Building Maintenance
EF076678	03/12/21	04779	One 20 Productions	11,400.96	Performers in the Park equipment hire
EF076680	03/12/21	05059	Antony and Vanessa Papallo	720.00	Performers in the Park musicians
EF076681	03/12/21	05101	De Lage Landen Pty Ltd	13,473.99	Lease of gym equipment
EF076682	03/12/21	05307	David Broadway Photographer	770.00	Photography/Framing Expenses
EF076683	03/12/21	05370	OKMG Pty Ltd	2,483.00	Photography/Framing Expenses
EF076684	03/12/21	05576	NPB Security Australia	6,270.28	Security Services
EF076685	03/12/21	05670	RID Australia	9,038.70	Pest Control

## Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF076686	03/12/21	05729	James Clive Kearing - Nyoona	1,000.00	Welcome to Country - Belvidere Street Party
EF076687	03/12/21	05923	Hudson Global Resources (Aust) Pty Ltd	4,045.59	Labour/Personnel Hire
EF076688	03/12/21	06138	Cake Twist by Kim	375.00	Catering/Catering Supplies
EF076689	03/12/21	06151	Peter Beanham	120.00	Seniors Week concert
EF076690	03/12/21	06159	Macrame By Amala	248.00	Art work for Belmont Hub retail shop
EF076691	03/12/21	06161	Sonya Broughton - Chuditch Glass Studio	139.00	Art work for Belmont Hub retail shop
EF076710	03/12/21	00818	Morries Backhoe & Plant Hire	3,025.50	Plant/Equipment Hire
EF076735	10/12/21	05991	Kobi Arthur Morrison	500.00	Music/Entertainment Expenses
EF076738	10/12/21	00411	Drake Australia Pty Ltd	3,985.67	Labour/Personnel Hire
EF076739	10/12/21	00412	Dowsing Group Pty Ltd	24,117.28	Concrete Contractor
EF076741	10/12/21	00608	Programmed Integrated Workforce Ltd	12,608.00	Labour/Personnel Hire
EF076742	10/12/21	00699	Marketforce Pty Ltd	1,276.00	Advertising
EF076743	10/12/21	00707	LoGo Appointments	12,562.99	Labour/Personnel Hire
EF076744	10/12/21	00884	Perth Expo Hire & Furniture Group	1,551.00	Plant/Equipment Hire
EF076746	10/12/21	01318	Flexi Staff Pty Ltd	7,966.44	Labour/Personnel Hire
EF076747	10/12/21	01476	Hays Specialist Recruitment	28,354.32	Labour/Personnel Hire
EF076749	10/12/21	01838	Redman Solutions Pty Ltd	1,650.00	Computer Software Maintenance
EF076750	10/12/21	02290	Belmont Potters Group Inc	500.00	Art work for Belmont Hub retail shop
EF076751	10/12/21	02393	Zipform Pty Ltd	3,706.05	Rates Notices and Postage
EF076752	10/12/21	02614	Monsterball Amusements & Hire	890.00	Belmont Hub First Birthday Inflatable
EF076753	10/12/21	02627	Dunbar Services WA Pty Ltd	3,122.35	Cleaning Services
EF076755	10/12/21	02711	CPG Research and Advisory Pty Ltd	1,375.00	Professional Fees - Analysis
EF076756	10/12/21	02844	Chandler Macleod Group Ltd	7,529.01	Labour/Personnel Hire
EF076759	10/12/21	03197	West Coast Turf	13,860.00	Gardening Contractor
EF076760	10/12/21	03614	Julie's Boarding Kennels & Cattery	2,413.50	Pound Expenses
EF076762	10/12/21	04032	Gina Williams & Guy Ghouse, Wanjoo Pty Ltd	1,600.00	Kambarang Festival performance
EF076763	10/12/21	04120	Randstad Pty Ltd	28,295.26	Labour/Personnel Hire
EF076764	10/12/21	04287	Labourforce Impex Personnel Pty Ltd	17,799.22	Labour/Personnel Hire
EF076766	10/12/21	04579	Mills Recruitment - Octet Finance Pty Ltd	9,451.23	Labour/Personnel Hire
EF076767	10/12/21	04779	One 20 Productions	21,011.66	Performers in the Park equipment hire
EF076769	10/12/21	05016	Cyclus Pty Ltd	8,113.26	Labour/Personnel Hire
EF076770	10/12/21	05023	Skyline Landscape Services Group	7,722.88	Gardening Contractor
EF076771	10/12/21	05127	Champion Music	4,224.00	Music/Entertainment Expenses
EF076772	10/12/21	05150	PACT Construction Pty Ltd	11,033.00	Building Construction

Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF076773	10/12/21	05283	IRP Pty Ltd	23,566.57	Labour/Personnel Hire
EF076774	10/12/21	05293	Bellrock Cleaning Services	1,859.00	Cleaning Services
EF076775	10/12/21	05307	David Broadway Photographer	770.00	Civic Dinner photography
EF076776	10/12/21	05394	DFP Recruitment Services Pty Ltd	3,011.67	Labour/Personnel Hire
EF076777	10/12/21	05493	Dapth	2,409.00	Computer Software Maintenance
EF076778	10/12/21	05564	Alice Kearing - Mungart Yongah Indigenous Arts	750.00	Welcome to Country - Mayoral Dinner
EF076779	10/12/21	05576	NPB Security Australia	5,922.40	Security Services
EF076780	10/12/21	05595	Jon Madd	900.00	Belvidere Street Party magician
EF076781	10/12/21	05604	Pierre Ulric Mysteries	750.00	Performers in the Park magician
EF076782	10/12/21	05623	Tree Planting and Watering - Baroness Holdings	40,477.80	Gardening Contractor
EF076783	10/12/21	05758	Branch Arboriculture	1,600.00	Gardening Contractor
EF076785	10/12/21	05782	Jane Wetherall	490.50	Professional Fees - Planning
EF076786	10/12/21	05904	Pinnacle People	2,034.55	Labour/Personnel Hire
EF076787	10/12/21	05923	Hudson Global Resources (Aust) Pty Ltd	1,353.28	Labour/Personnel Hire
EF076788	10/12/21	05930	Classic Contractors Pty Ltd	44,380.19	Building Refurbishment - Belmont Oasis Leisure Centre
EF076789	10/12/21	05974	Stuart Hayward	2,250.00	Performers in the Park master of ceremony
EF076791	10/12/21	06127	Jag Demolition - North Beach Nominees Pty Ltd	14,053.65	Demolition 7 Belvidere Street
EF076792	10/12/21	06128	Perth Staff Parties	5,720.00	Performers in the Park musicians
EF076793	10/12/21	06130	Amalgam Recruitment	10,363.11	Labour/Personnel Hire
EF076794	10/12/21	06134	Bioscience Pty Ltd	1,100.00	Plant root sample analysis
EF076795	10/12/21	06148	Fothergill Enterprises Pty Ltd t/as Kubarz	434.50	Catering/Catering Supplies
EF076796	10/12/21	06152	Amber Mic Productions	1,078.00	Belvidere Street Party musicians
EF076797	10/12/21	06156	Reddingius Media Pty Ltd	3,740.00	Advertising
EF076798	10/12/21	06158	Big 5 Food Truck	1,293.60	Club Volunteer Function catering
EF076799	10/12/21	06160	SEEK Limited	1,223.84	Advertising
EF076768	10/12/21	05010	Kyocera Document Solutions Australia	367.07	Printer Repairs
EF076745	10/12/21	00964	Flexipole Industries Pty Ltd	456.50	Bollards
EF076784	10/12/21	05769	Stylecraft Australia Pty Ltd	486.20	Office Furniture Repairs
EF076803	14/12/21	00083	Ascot Veterinary Hospital	40.00	Pound Expenses
EF076807	14/12/21	00346	Action Couriers	60.24	Courier Service
EF076808	14/12/21	00390	Landgate	539.24	Title Searches
EF076809	14/12/21	00391	Chemistry Centre (WA) t/as ChemCentre	4,092.58	Professional Fees - Testing
EF076810	14/12/21	00394	Child & Adolescent Health Service - Dept of Health WA	1,402.54	Immunisation Expenses
EF076812	14/12/21	00943	Cirrena Pty Ltd	1,980.00	Computer Software Maintenance

## Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF076813	14/12/21	01002	RAC Businesswise Vehicle Breakdowns	1,586.70	Vehicle Breakdown Service
EF076814	14/12/21	01186	ZircoDATA Pty Ltd	2,132.79	Records Storage
EF076818	14/12/21	01499	Porter Consulting Engineers	3,850.00	Professional Fees - Design
EF076819	14/12/21	01507	The Pressure King	20,225.67	Graffiti Removal
EF076824	14/12/21	02023	YMCA of Perth Youth and Community Services Inc	72,636.94	Youth Services Expenses
EF076825	14/12/21	02216	Western Australia Police	83.50	Volunteer National Police Check
EF076826	14/12/21	02303	Ultimo Catering and Events	6,920.30	Catering Council dinners and East Metro Zone dinner
EF076827	14/12/21	02316	Ayres Tyre Service	415.00	Plant Parts & Repairs
EF076831	14/12/21	02672	Ruah Community Services	14,626.70	Preventive Domestic Violence Services Contribution
EF076833	14/12/21	03419	Gott Health	1,540.00	Community Exercise Classes
EF076836	14/12/21	03593	Philip Swain	960.00	Labour/Personnel Hire
EF076838	14/12/21	04302	Southern Cross Housing Ltd	6,374.74	Independent Living Units Management Fee November 2021
EF076839	14/12/21	04400	The Freedom Fairies	803.00	Children's Week Playdate face painting
EF076840	14/12/21	04482	Allan Davies & Trevor Chudleigh Architects	7,961.25	Architectural Services - The Glasshouse and Belmont Park Tennis Club
EF076841	14/12/21	04489	Trisley Hydraulic Services Pty Ltd	4,840.00	Building Maintenance
EF076842	14/12/21	04529	Southern Cross Care (WA) Inc	5,361.00	Independent Living Units Management Fee November 2021
EF076847	14/12/21	05154	Tanks for Hire	1,315.60	Plant/Equipment Hire
EF076848	14/12/21	05190	Mark Foote	242.00	Building Maintenance
EF076850	14/12/21	05540	Objective Corporation Ltd	25,025.00	Annual Computer Software Licence
EF076851	14/12/21	05732	SoftCopy	2,450.00	Computer Software Maintenance
EF076853	14/12/21	05819	Ritz Drycleaners	487.30	Cleaning Services
EF076855	14/12/21	05855	Rock-n Boptots - Candice Watson	200.00	Library Teddy Bears Picnic Musical Session
EF076857	14/12/21	06004	Maria Opalina Yip	150.00	Library Learn to Play Board Games Session
EF076859	14/12/21	06164	Brianology	360.00	Mobile Phone Repairs
EF076861	14/12/21	06188	Cannington Retravision	2,386.00	Electrical Goods
EF076882	16/12/21	00608	Programmed Integrated Workforce Ltd	9,324.70	Labour/Personnel Hire
EF076883	16/12/21	00815	New Town Toyota	378.20	Plant Parts & Repairs
EF076884	16/12/21	01243	WARP Pty Ltd	72,598.03	Traffic Control
EF076887	16/12/21	01734	Chemwest	169.50	Plant Parts & Repairs
EF076889	16/12/21	05083	Dent Dismissal	220.00	Plant Parts & Repairs
EF076891	16/12/21	05131	Perth City Skoda and Perth City Nissan	2,576.90	Plant Repairs & Maintenance
EF076892	16/12/21	05729	James Clive Kearing - Nyoonaie	500.00	Welcome to Country - Carols in the Park
EF076927	16/12/21	00033	ATF Services Pty Ltd - Aust Temporary Fencing	459.64	Fencing Hire

## Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF076929	16/12/21	00198	Battery World Belmont (WA)	40.00	Plant Parts & Repairs
EF076931	16/12/21	00230	Jackson McDonald	41,472.19	Legal Expenses
EF076933	16/12/21	00247	CAI Fences	24,277.00	Fencing
EF076934	16/12/21	00294	City of Canning	1,530.00	Rubbish Removals
EF076935	16/12/21	00295	Capital Recycling	18,197.01	Rubbish Removals
EF076936	16/12/21	00313	Coates Hire Operations Pty Ltd	919.53	Plant/Equipment Hire
EF076940	16/12/21	00411	Drake Australia Pty Ltd	4,033.08	Labour/Personnel Hire
EF076941	16/12/21	00412	Dowsing Group Pty Ltd	96,761.85	Concrete Contractor
EF076943	16/12/21	00424	Eastern Metropolitan Regional Council	17,343.00	Soil Removal
EF076945	16/12/21	00471	Filters Plus	67.32	Plant Parts & Repairs
EF076946	16/12/21	00491	Fujifilm Business Innovation Australia	3,299.01	Photocopy Expenses
EF076948	16/12/21	00585	Hydroquip Pumps	8,539.08	Bore Drilling/ Maintenance
EF076950	16/12/21	00608	Programmed Integrated Workforce Ltd	1,183.32	Labour/Personnel Hire
EF076952	16/12/21	00613	Qualcon Laboratories Pty Ltd	1,095.60	Bore Drilling/ Maintenance
EF076954	16/12/21	00665	Kennards Hire Pty Ltd	191.40	Plant/Equipment Hire
EF076955	16/12/21	00679	LD Total	418.00	Gardening Contractor
EF076957	16/12/21	00699	Marketforce Pty Ltd	34,789.80	Advertising and Printing
EF076958	16/12/21	00715	Mad Cow Entertainment	4,245.00	Let's Celebrate Festival event equipment hire
EF076959	16/12/21	00718	Major Motors Pty Ltd	1,914.80	Plant Repairs & Maintenance
EF076960	16/12/21	00726	T-Quip	744.05	Plant Parts & Repairs
EF076961	16/12/21	00734	McIntosh and Son WA	4.42	Plant Parts & Repairs
EF076962	16/12/21	00736	McLeods	15,227.37	Legal Expenses
EF076963	16/12/21	00738	Lloyd George Acoustics Pty Ltd	2,376.00	Professional Fees - Noise Management Plan
EF076964	16/12/21	00783	iSentia Pty Ltd	1,925.00	Professional Fees - Marketing
EF076966	16/12/21	00815	New Town Toyota	1,043.40	Plant Repairs & Maintenance
EF076967	16/12/21	00830	Canon Production Printing Australia Pty Ltd	220.00	Photocopy Expenses
EF076969	16/12/21	00855	Pacific Biologics Pty Ltd	26,969.12	East Swan River Contiguous Local Authorities Group (CLAG) Mosquito Control
EF076971	16/12/21	00917	Positive Auto Electrics	2,299.53	Plant Repairs & Maintenance
EF076972	16/12/21	00931	Sonic HealthPlus Pty Ltd	1,331.00	Medical Examinations
EF076973	16/12/21	00962	Ricoh Australia Pty Ltd	23.76	Photocopy Expenses
EF076974	16/12/21	00972	Repco Auto Parts	159.91	Plant Parts & Repairs
EF076975	16/12/21	00988	Reece Australia Pty Ltd	1,207.96	Plumbing Maintenance/Supplies
EF076976	16/12/21	01059	Sledgehammer Concrete Cutting Service	1,276.15	Concrete Contractor

## Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF076977	16/12/21	01090	St John Ambulance Australia Inc	1,651.10	First Aid Service
EF076978	16/12/21	01112	Sunny Industrial Brushware	376.20	Plant Parts & Repairs
EF076980	16/12/21	01138	E & M J Rosher Pty Ltd	208.56	Plant Parts & Repairs
EF076983	16/12/21	01180	Position Partners	896.50	Survey Expenses
EF076985	16/12/21	01233	Stihl Shop Redcliffe	770.70	Tools/Tool Repairs
EF076986	16/12/21	01243	WARP Pty Ltd	15,202.60	Traffic Control
EF076987	16/12/21	01255	Wattleup Tractors	1,448.28	Plant Parts & Repairs
EF076991	16/12/21	01289	Wayne's Windscreens Pty Ltd	2,114.00	Plant Parts & Repairs
EF076992	16/12/21	01317	WA Hino Sales & Service	5,385.35	Plant Repairs & Maintenance
EF076993	16/12/21	01395	Saferoads Pty Ltd	2,318.80	Traffic Control
EF076995	16/12/21	01476	Hays Specialist Recruitment	19,691.19	Labour/Personnel Hire
EF076996	16/12/21	01507	The Pressure King	7,986.67	Graffiti Removal
EF076997	16/12/21	01533	WC Convenience Management	5,462.61	Building Maintenance
EF076999	16/12/21	01712	Donegan Enterprises Pty Ltd	8,725.20	Gardening Contractor
EF077000	16/12/21	01713	M P Rogers and Associates	13,467.43	Design Development - Bilya Kard Boodja Lookout
EF077001	16/12/21	01714	Total Eden Pty Ltd - Nutrien Water	6,979.78	Reticulation Parts & Repairs
EF077002	16/12/21	01731	Charter Plumbing and Gas	7,392.46	Plumbing Maintenance/Supplies
EF077005	16/12/21	01789	Allcom Communications	15,381.30	Two Way Radios & Licence Fees
EF077008	16/12/21	02207	Wilson Security	113,331.64	Security Services
EF077010	16/12/21	02298	Pelican Linemarking	2,585.00	Line Marking
EF077011	16/12/21	02330	Tomato Lake Cafe - Xing Guang Rao	94.50	Catering/Catering Supplies
EF077012	16/12/21	02387	Triton Electrical Contractors Pty Ltd	572.00	Electrical Contractor
EF077013	16/12/21	02411	Allsports Linemarking	1,078.00	Line Marking
EF077014	16/12/21	02425	Prestige Alarms	11,126.50	Security Services
EF077016	16/12/21	02451	Carlisle Events Hire Pty Ltd	2,039.40	Plant/Equipment Hire
EF077019	16/12/21	02589	Zenien	12,714.96	CCTV and Security Car Maintenance
EF077021	16/12/21	02640	Visual Inspirations Australia Pty Ltd	9,360.18	External Tree Christmas Lights and Decorations
EF077022	16/12/21	02779	Natural Area Holdings Pty Ltd	9,972.49	Gardening Contractor
EF077023	16/12/21	02837	GLG Greenlife Group	4,540.30	Gardening Contractor
EF077024	16/12/21	02844	Chandler Macleod Group Ltd	4,065.89	Labour/Personnel Hire
EF077025	16/12/21	02849	Total Nissan and Kia - Total Autos (1990)	1,553.00	Plant Repairs & Maintenance
EF077027	16/12/21	02941	Taman Tools - Quality Nominees Pty Ltd	783.75	Tools/Tool Repairs
EF077029	16/12/21	03361	All Fence U Rent Pty Ltd	10,275.05	Fencing Hire
EF077030	16/12/21	03366	Daimler Trucks Perth	3,588.85	Plant Repairs & Maintenance



## Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077032	16/12/21	03464	Bridgestone Australia Ltd	925.52	Plant Parts & Repairs
EF077033	16/12/21	03504	Classic Tree Services	37,816.17	Gardening Contractor
EF077035	16/12/21	03567	Gardner Autos Pty Ltd t/as Gardner Isuzu	395.00	Plant Repairs & Maintenance
EF077036	16/12/21	03584	Devco Builders	19,162.00	Building Maintenance
EF077038	16/12/21	03794	Testel Australia Pty Ltd	99.00	Electrical Contractor
EF077040	16/12/21	04046	Beacon Equipment	37.10	Plant Parts & Repairs
EF077042	16/12/21	04105	Cleanflow Environmental Solutions	14,017.21	Drainage Maintenance
EF077043	16/12/21	04120	Randstad Pty Ltd	2,699.86	Labour/Personnel Hire
EF077045	16/12/21	04146	JB Hi-Fi Group Commercial Account	2,163.00	Electrical Goods
EF077046	16/12/21	04211	Advance Scanning Services	660.00	Survey Expenses
EF077047	16/12/21	04246	Bibliotheca Australia Pty Ltd	1,021.41	Computer Software Maintenance
EF077048	16/12/21	04301	Michael Page - Page Personnel	7,866.72	Labour/Personnel Hire
EF077049	16/12/21	04320	ABM Landscaping	3,209.25	Bricks/Bricklaying
EF077050	16/12/21	04352	FSA (WA) Pty Ltd	1,240.51	Fire Equipment/Service
EF077051	16/12/21	04400	The Freedom Fairies	3,311.00	Belvidere Street Party and Kambarang
EF077052	16/12/21	04489	Trisley Hydraulic Services Pty Ltd	2,841.66	Building Maintenance
EF077054	16/12/21	04496	Azure Painting Pty Ltd	20,729.50	Painting Contractor
EF077055	16/12/21	04538	Sitech (WA) Pty Ltd	4,620.00	Plant Repairs & Maintenance
EF077056	16/12/21	04579	Mills Recruitment - Octet Finance Pty Ltd	4,655.79	Labour/Personnel Hire
EF077057	16/12/21	04645	Instant Products Hire	14,130.25	Plant/Equipment Hire
EF077058	16/12/21	04675	Bindi Bindi Dreaming	660.00	Kambarang Festival MC
EF077059	16/12/21	04693	Allwest Plant Hire Australia Pty Ltd	18,625.75	Plant/Equipment Hire
EF077060	16/12/21	04723	Future Logic	22,190.30	Annual Computer Software Licence and maintenance
EF077061	16/12/21	04779	One 20 Productions	8,568.12	Plant/Equipment Hire
EF077062	16/12/21	04888	Database Consultants Australia	110.00	Printer Repairs
EF077063	16/12/21	04917	Environmental Industries Pty Ltd	3,296.00	Professional Fees - Landscaping
EF077064	16/12/21	04941	Perth Pet Cremation - Lawnswood	78.00	Pound Expenses
EF077065	16/12/21	04963	Centigrade	11,042.17	Airconditioning/Refrigeration Maintenance
EF077066	16/12/21	04974	Turf Care WA Pty Ltd	103,891.04	Gardening Contractor
EF077067	16/12/21	05016	Cyclus Pty Ltd	1,503.44	Labour/Personnel Hire
EF077068	16/12/21	05101	De Lage Landen Pty Ltd	7,275.29	Plant/Equipment Hire
EF077069	16/12/21	05143	David Gray & Co Pty Ltd	1,400.00	Pest Control
EF077070	16/12/21	05175	SJR Civil Consulting Pty Ltd	3,696.00	Professional Fees - Civil Design
EF077071	16/12/21	05252	AAAC Towing Pty Ltd	627.00	Towing Vehicles

## Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077073	16/12/21	05283	IRP Pty Ltd	17,643.18	Labour/Personnel Hire
EF077074	16/12/21	05293	Bellrock Cleaning Services	33,103.10	Cleaning Services
EF077075	16/12/21	05336	West-Sure Group Pty Ltd	544.01	Security Services
EF077076	16/12/21	05339	Elliotts Filtration Pty Ltd	4,116.75	Reticulation Parts & Repairs
EF077077	16/12/21	05344	SUEZ Recycling and Recovery Pty Ltd	285,087.16	Rubbish Removals
EF077078	16/12/21	05401	Creative Spaces	2,095.50	Professional Fees - Design
EF077079	16/12/21	05427	Horizon West Landscape & Irrigation Pty Ltd	3,146.00	Reticulation Installation
EF077081	16/12/21	05493	Dapth	1,787.50	Computer Software Maintenance
EF077082	16/12/21	05523	Go Doors Pty Ltd	6,576.35	Building Maintenance
EF077084	16/12/21	05558	BlueFit Pty Ltd	7,885.08	Belmont Oasis Facility Management Fee
EF077085	16/12/21	05568	Allstate Kerbing and Concrete	15,419.69	Kerbing Contractor
EF077086	16/12/21	05612	ASCON Survey and Drafting Pty Ltd	4,972.00	Survey Expenses
EF077087	16/12/21	05682	Rinske Car, Denmark River Textile Conservation Studio	1,950.00	Conservation of Museum artefacts
EF077089	16/12/21	05739	Geared Construction Pty Ltd	393,370.12	Building Refurbishment - The Glasshouse
EF077091	16/12/21	05758	Branch Arboriculture	1,600.00	Gardening Contractor
EF077092	16/12/21	05771	Alsco Pty Ltd	188.32	Catering/Catering Supplies
EF077093	16/12/21	05783	Emma Williamson	942.50	Professional Fees - Planning
EF077094	16/12/21	05789	Resolve Surveying Services	715.00	Survey Expenses
EF077096	16/12/21	05798	Wesco Electrics	4,740.89	Electrical Contractor
EF077097	16/12/21	05816	Branch Creative Pty Ltd	550.00	Professional Fees - Marketing
EF077098	16/12/21	05863	Fire and Safety WA Pty Ltd	504.50	Fire Equipment/Service
EF077099	16/12/21	05883	Star Metal - Steelscape Nominees	1,642.30	Building Maintenance
EF077100	16/12/21	05897	HopgoodGanim Lawyers	1,499.65	Legal Expenses
EF077101	16/12/21	05904	Pinnacle People	3,470.08	Labour/Personnel Hire
EF077102	16/12/21	05920	Boults Black and White Light	16,681.66	Electrical Contractor
EF077103	16/12/21	05944	Delron Cleaning Pty Ltd	23,000.67	Cleaning Services
EF077104	16/12/21	05964	High Voltage Performers Boutique	2,585.00	Carols in the Park performance
EF077106	16/12/21	06018	LP Visuals	2,180.00	Videography Expenses
EF077108	16/12/21	06067	TK Elevator Australia Pty Ltd	930.52	Building Maintenance
EF077110	16/12/21	06094	Boyan Electrical Services	14,586.71	Electrical Contractor
EF077111	16/12/21	06095	The Bin Experts	921.80	Cleaning Services
EF077112	16/12/21	06104	Flick Anticimex Pty Ltd	2,128.80	Pest Control
EF077113	16/12/21	06108	Lee Hecht Harrison Pty Ltd	2,450.00	Professional Fees - Consultancy Services

## Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077114	16/12/21	06129	AKJC Hospitality Group - 8 Yolks Cafe	4,013.10	International Volunteer Day Function catering
EF077115	16/12/21	06130	Amalgam Recruitment	1,630.27	Labour/Personnel Hire
EF077117	16/12/21	06155	Crowd Barriers WA	435.16	Plant/Equipment Hire
EF077118	16/12/21	06171	Mizko Pty Ltd t/as Macs American Diner	1,089.00	Club Volunteer Function catering
EF077119	16/12/21	06172	Redz Zoo Pty Ltd	855.60	Kambarang Festival zoo display
EF077120	16/12/21	06177	Gregory John Watson	500.00	Human Library Event Facilitator
EF076949	16/12/21	00595	Industrial Foundation for Accident Prevention IFAP	4,752.00	Gap Analysis Work Health and Safety Act & ISO45001
EF076970	16/12/21	00877	People Solutions Australasia Pty Ltd	2,750.00	Professional fees - Human Resources
EF076917	21/12/21	02672	Ruah Community Services	14,626.70	Preventive Domestic Violence Services
EF076918	21/12/21	04228	The Lulus	1,320.00	Carols in the Park performance
EF076919	21/12/21	04482	Allan Davies & Trevor Chudleigh Architects	13,200.00	Architectural Services - The Glasshouse
EF076920	21/12/21	05352	Eco Faeries	200.00	Library Christmas Storytime
EF076921	21/12/21	05576	NPB Security Australia	737.55	Security Services
EF076922	21/12/21	05860	HIPHOP101 - Optamus Downsyde	10,417.00	Hip Hop Ed program facilitation
EF076923	21/12/21	06141	West Coast Fireworks Pty Ltd	11,000.00	Let's Celebrate Festival Fireworks
EF076924	21/12/21	06143	Bravo Marine Services	2,016.36	Plant Repairs & Maintenance
<b>Contractors Total</b>				<b>2,787,796.11</b>	
<b>Councillor Payments</b>					
EF076898	16/12/21	00158	Margie Bass	8,794.50	Councillor Sitting Fee/Reimbursement
EF076900	16/12/21	01369	Philip Marks	34,317.25	Councillor Sitting Fee/Reimbursement
EF076901	16/12/21	01520	Stephen Wolff	8,794.50	Councillor Sitting Fee/Reimbursement
EF076902	16/12/21	02145	Robert Rossi	13,367.46	Councillor Sitting Fee/Reimbursement
EF076903	16/12/21	03912	Lauren Cayoun	1,529.47	Councillor Sitting Fee/Reimbursement
EF076904	16/12/21	03916	Bernard Ryan	8,794.50	Councillor Sitting Fee/Reimbursement
EF076905	16/12/21	05084	Jenny Davis	8,794.50	Councillor Sitting Fee/Reimbursement
EF076906	16/12/21	05085	George Sekulla	9,892.01	Councillor Sitting Fee/Reimbursement
EF076907	16/12/21	05828	Deborah Sessions	7,169.43	Councillor Sitting Fee/Reimbursement
EF076909	16/12/21	06162	Natalie Carter	7,169.43	Councillor Sitting Fee/Reimbursement
<b>Councillor Payments Total</b>				<b>108,623.05</b>	
<b>Fuels and Utilities</b>					
788747	03/12/21	01252	Water Corporation	1,061.47	Water, Annual & Excess
EF076657	03/12/21	01142	Telstra Corporation Limited	7,496.62	Phone/Internet expenses
EF076659	03/12/21	01488	Zettagrid Pty Ltd	439.87	Phone/Internet expenses
EF076709	03/12/21	00042	Alinta Energy	44.70	Light, Power, Gas

## Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF076711	03/12/21	01274	Synergy	2,839.36	Light, Power, Gas
EF076730	10/12/21	00042	Alinta Energy	3,198.59	Light, Power, Gas
EF076733	10/12/21	01274	Synergy	88,462.62	Light, Power, Gas
EF076754	10/12/21	02631	Ampol	18,670.12	Fuel, Oil, Additives
EF076829	14/12/21	02422	Connect Call Centre Services	797.50	Phone/Internet expenses
788756	16/12/21	01252	Water Corporation	20,579.99	Water, Annual & Excess
EF076878	16/12/21	00042	Alinta Energy	11,338.00	Light, Power, Gas
EF076885	16/12/21	01274	Synergy	4,766.23	Light, Power, Gas
EF076899	16/12/21	00788	Motorcharge Ltd (Wright Express Aust)	16,784.76	Fuel, Oil, Additives
EF076981	16/12/21	01142	Telstra Corporation Limited	123.01	Phone/Internet expenses
EF077018	16/12/21	02471	Western Power	1,320.00	Light, Power, Gas
EF077020	16/12/21	02635	MessageMedia - Message4U Pty Ltd	33.00	Phone/Internet expenses
<b>Fuels and Utilities Total</b>				<b>177,955.84</b>	
<b>Materials</b>					
EF076661	03/12/21	01732	Kosmic Sound - Dale Cleves Music Pty Ltd	59.00	Guitar stand
EF076651	03/12/21	00220	Burswood Trophies	286.00	Badges & Door Signs
EF076664	03/12/21	02201	Neverfail Springwater Limited	27.00	Beverages
EF076679	03/12/21	05036	Smedia Pty Ltd	500.00	Books/CDs/DVDs
EF076712	03/12/21	04491	Woolworths Group	390.22	Groceries
EF076737	10/12/21	00185	Benara Nurseries	340.44	Gardening - Plants/Supplies
EF076740	10/12/21	00475	Saferight Pty Ltd	10,763.39	Safety Clothing/Equipment
EF076748	10/12/21	01547	Big W	299.99	Craft/Display Materials
EF076757	10/12/21	03066	Kingsize Menswear	415.95	Uniforms
EF076758	10/12/21	03144	COS Complete Office Supplies Pty Ltd	136.30	Stationery & Printing
EF076761	10/12/21	03856	SEM Distribution	264.52	Newspapers
EF076765	10/12/21	04471	Booktopia	367.99	Books/CDs/DVDs
EF076790	10/12/21	06084	Asphaltech Pty Ltd	23,430.14	Road/Drainage Material
EF076856	14/12/21	05982	CarterScott Pty Ltd t/a Function	242.00	Stationery & Printing
EF076804	14/12/21	00162	ExBo Visual - Bokay Signage	938.19	Signs
EF076805	14/12/21	00220	Burswood Trophies	119.90	Badges & Door Signs
EF076811	14/12/21	00664	Kmart Australia Limited	398.50	Stationery, books and toys
EF076816	14/12/21	01263	West Australian Newspapers Ltd	293.37	Newspapers
EF076817	14/12/21	01325	Poolegrave Signs and Engraving	1,512.50	Signs
EF076820	14/12/21	01547	Big W	667.00	Gift cards, books and groceries

## Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF076822	14/12/21	01906	Frazzcon Enterprises	618.84	Signs
EF076823	14/12/21	01983	Whistlers Products Pty Ltd	396.00	Groceries
EF076830	14/12/21	02431	ASB Branded Merchandise	9,161.90	Promotional Items
EF076834	14/12/21	03431	Shop for Shops Pty Ltd	150.00	Stationery & Printing
EF076835	14/12/21	03542	WA Distributors Pty Ltd	232.65	Groceries
EF076843	14/12/21	04607	Ink Station	597.68	Stationery & Printing
EF076844	14/12/21	04705	Quality Press	1,133.00	Stationery & Printing
EF076845	14/12/21	04864	iSubscribe Pty Ltd	3,043.46	Books/CDs/DVDs
EF076846	14/12/21	05011	WA Fresh Delivered	1,558.00	Groceries
EF076849	14/12/21	05465	QBD Books	251.98	Books/CDs/DVDs
EF076852	14/12/21	05770	Kwik Kopy Perth CBD	161.26	Stationery & Printing
EF076858	14/12/21	06157	Fix8 Systems	4,995.00	Hanging track for artworks
EF076860	14/12/21	06167	In Store Technologies Pty Ltd	28.38	Headphones
EF076837	14/12/21	04079	Belmont Men's Shed Inc	500.00	Wooden Craft for Belmont Hub retail shop
EF076879	16/12/21	00174	Cellarbrations at Belmont	750.83	Beverages
EF076880	16/12/21	00233	Bunzl Limited	2,298.64	Cleaning Products
EF076881	16/12/21	00278	Chefmaster Australia	1,232.80	Cleaning Products
EF076886	16/12/21	01570	Blackwoods	1,900.81	Hardware
EF076888	16/12/21	04053	Totally Workwear TWW	7,872.92	Safety Clothing/Equipment
EF076890	16/12/21	05124	ASP Products - Alloy & Stainless Products Pty Ltd	250.67	Metal Goods
EF076893	16/12/21	06069	Wheatbelt Services Pty Ltd	1,376.10	Signs
EF076928	16/12/21	00185	Benara Nurseries	4,627.82	Gardening - Plants/Supplies
EF076930	16/12/21	00203	BOC Gases Australia Ltd	13.50	Welding Equipment/Supplies
EF076932	16/12/21	00231	Bunnings Group Ltd	6,075.74	Hardware
EF076937	16/12/21	00314	Coca-Cola Amatil (Aust) Pty Ltd	396.92	Beverages
EF076939	16/12/21	00406	Domus Nursery	308.00	Gardening - Plants/Supplies
EF076942	16/12/21	00422	Elizabeth Richards Pty Ltd	74.52	Books/CDs/DVDs
EF076944	16/12/21	00438	Thermo Fisher Scientific Aust Pty Ltd	744.42	Gardening - Plants/Supplies
EF076953	16/12/21	00627	Jason Signmakers	367.42	Signs
EF076956	16/12/21	00697	Nutrien AG Solutions Ltd	537.57	Gardening - Plants/Supplies
EF076965	16/12/21	00804	Amgrow Australia Pty Ltd (was Nuturf Pty Ltd)	1,375.00	Gardening - Plants/Supplies
EF076968	16/12/21	00850	Pacific Safety Wear Malaga	160.77	Safety Clothing/Equipment
EF076979	16/12/21	01119	Sunny Sign Company Pty Ltd - Octet Finance Pty Ltd	627.00	Bollards
EF076982	16/12/21	01173	Global Spill Control	338.58	Cleaning Products

## Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF076984	16/12/21	01183	Total Packaging (WA) Pty Ltd	6,864.00	Cleaning Products
EF076988	16/12/21	01261	Wesfarmers Kleenheat Gas Pty Ltd	153.78	Welding Equipment/Supplies
EF076989	16/12/21	01265	Westbooks	1,061.45	Books/CDs/DVDs
EF076994	16/12/21	01398	Winc Australia Pty Ltd	1,502.03	Stationery & Printing
EF077004	16/12/21	01780	Bodycare Workplace Solutions - Healthworks	300.58	Publications/Newspapers
EF077006	16/12/21	02088	Lock Stock & Farrell Locksmith	161.30	Hardware
EF077007	16/12/21	02201	Neverfail Springwater Limited	27.00	Beverages
EF077015	16/12/21	02431	ASB Branded Merchandise - ASB Marketing Pty Ltd	855.25	Promotional Items
EF077017	16/12/21	02459	A1 Steel & Alloy	528.00	Metal Goods
EF077026	16/12/21	02862	James Bennett Pty Ltd	2,084.95	Books/CDs/DVDs
EF077028	16/12/21	02973	The Goods	308.00	Cleaning Products
EF077034	16/12/21	03528	Plantrite	352.00	Gardening - Plants/Supplies
EF077037	16/12/21	03660	Safe T Card Australia Pty Ltd	44.00	Safety Clothing/Equipment
EF077041	16/12/21	04053	Totally Workwear TWW	837.86	Safety Clothing/Equipment
EF077044	16/12/21	04145	T J Depiazzi and Sons	8,414.34	Gardening - Plants/Supplies
EF077053	16/12/21	04491	Woolworths Group	451.88	Groceries
EF077072	16/12/21	05265	BCJ Plastic Products	526.02	Hardware
EF077080	16/12/21	05432	Bloomin Box Co	75.00	Flowers
EF077088	16/12/21	05701	Bing Technologies Pty Ltd	16.78	Stationery & Printing
EF077090	16/12/21	05744	TCD Services Australia - TC Drainage (WA) Pty Ltd	6,413.00	Drainage Materials
EF077095	16/12/21	05790	One Shade Sails	3,058.00	Shade Sails
EF077105	16/12/21	06005	MDM Entertainment Pty Ltd	221.07	Books/CDs/DVDs
EF077109	16/12/21	06084	Asphaltech Pty Ltd	73,118.03	Road/Drainage Material
EF077116	16/12/21	06144	Timabare Embroidery	739.20	Uniforms
EF077121	16/12/21	06179	Snap Kewdale	198.00	Stationery & Printing
<b>Materials Total</b>				<b>203,922.10</b>	
<b>Other</b>					
788748	03/12/21	99999	Rita Margaret Francis	88.78	Rates Refund
788749	03/12/21	99999	Concetta Iannolo	927.29	Rates Refund
788750	03/12/21	99999	Dorothy Mary Maslin	496.79	Rates Refund
788751	03/12/21	99999	Halina Thomas	534.50	Rates Refund
788752	03/12/21	99999	David Andrew Wholohan	545.19	Rates Refund
EF076692	03/12/21	99998	Thamali Galgamuw Arachchillage	90.00	Hall Hire Fee Refund
EF076693	03/12/21	99998	Mayayali Association of Perth	243.10	Hall Hire Fee Refund

## Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF076694	03/12/21	99998	Paper Craft Associatiion of WA Inc	94.00	Hall Hire Fee Refund
EF076695	03/12/21	99998	Terrence Bafford	45.00	Hall Hire Fee Refund
EF076696	03/12/21	99998	John Weadley	208.79	Rates Refund
EF076697	03/12/21	99998	Derek Ming Hong Chia	338.19	Council Crossover Subsidy
EF076698	03/12/21	99998	Vanessa Chia	562.88	Council Crossover Subsidy
EF076699	03/12/21	99998	Y D Van Dommelen	667.12	Council Crossover Subsidy
EF076700	03/12/21	99998	Hanh Nguyen	368.30	Council Crossover Subsidy
EF076701	03/12/21	99998	Michael Joyce	203.84	Council Crossover Subsidy
EF076702	03/12/21	164536	Mozaic Church	349.00	Bond Payment/Refund
EF076703	03/12/21	166737	Genet Girmay	400.00	Bond Payment/Refund
EF076704	03/12/21	166866	Mayayali Association of Perth	400.00	Bond Payment/Refund
EF076705	03/12/21	166956	Terence Bafford	400.00	Bond Payment/Refund
EF076706	03/12/21	167201	Thamali Galgamuw Arachchillage	400.00	Bond Payment/Refund
EF076707	03/12/21	167208	Paper Craft Association of WA Inc	400.00	Bond Payment/Refund
EF076708	03/12/21	167218	Pin Chen	400.00	Bond Payment/Refund
788753	10/12/21	00889	Petty Cash - Finance	1,231.15	Petty Cash Recoup
788754	10/12/21	00893	Petty Cash - Library	172.75	Petty Cash Recoup
EF076719	10/12/21	164948	Community Physiotherapy Services	200.00	Bond Payment/Refund
EF076720	10/12/21	166764	Dementia Australia	400.00	Bond Payment/Refund
EF076721	10/12/21	166905	Proactive Strata Management	400.00	Bond Payment/Refund
EF076722	10/12/21	167203	Romeo's Rabbit Rescue	400.00	Bond Payment/Refund
EF076723	10/12/21	167211	Brendon Lazaroo	400.00	Bond Payment/Refund
EF076724	10/12/21	167223	Australian Labor Party	400.00	Bond Payment/Refund
EF076725	10/12/21	167225	Hamza Ahmed	400.00	Bond Payment/Refund
EF076726	10/12/21	167226	Perth Inflight Catering	750.00	Bond Payment/Refund
EF076727	10/12/21	167227	Claire Ditri	400.00	Bond Payment/Refund
EF076728	10/12/21	167229	High Voltage All Stars	400.00	Bond Payment/Refund
EF076729	10/12/21	167230	Malayali Association of Perth	400.00	Bond Payment/Refund
EF076731	10/12/21	00242	Cabcharge Australia Pty Ltd	76.60	Taxi Fares
EF076734	10/12/21	03453	Clare Bridges	1,300.93	Reimbursement - Staff Reward & Recognition Epicurean Crown Perth
EF076736	10/12/21	00181	Belmont City College	112,197.68	Participation Education Program (PEP) Grant and Memorandum of Understanding Contribution
EF076800	10/12/21	06184	Christy Ho	145.00	Reimbursement - Civic Dinner staff uniforms
EF076801	10/12/21	99998	Starline Building Co	500.34	Council Crossover Subsidy

## Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF076854	14/12/21	05836	Community Matrix Inc	4,801.00	Community Contribution Fund
EF076806	14/12/21	00296	City of Gosnells	9,494.49	Long Service Leave
EF076828	14/12/21	02421	illion Australia Pty Ltd	880.00	Subscription
EF076832	14/12/21	03071	Department of Transport	86.10	Vehicle Ownership Searches
EF076863	14/12/21	03526	City of Belmont Corporate Card Executive Assistant Mayor/CEO	2,278.95	Property Council Industry Lunch, Staff Farewell Gift Vouchers and Stationery
EF076864	14/12/21	05121	City of Belmont Corporate Card CEO	59.74	Parking expenses
EF076865	14/12/21	05430	City of Belmont Corporate Card Director Corporate and Governance	11,289.39	Computer Software Maintenance, Australian Institute Building Surveyors webinar, Brochure Display Holder, Civic Dinner Liquor Licence
EF076866	14/12/21	05727	City of Belmont Corporate Card Manager Governance	5,104.92	Facebook Advertising, Perth Airport ASIC Renewal, Subscriptions and Computer Software Maintenance
EF076867	14/12/21	06181	City of Belmont Corporate Card Principal Governance and Compliance Adviser	212.81	Computer Software Maintenance
788755	16/12/21	00894	Petty Cash - Operations Centre Stores	161.35	Petty Cash Recoup
788758	16/12/21	99999	Tatana Fraser	737.61	Rates Refund
788759	16/12/21	99999	Iole Di Candilo	534.50	Rates Refund
788760	16/12/21	99999	Margaret Passante	522.19	Rates Refund
788761	16/12/21	99999	John William & Barbara Dawn Greasley	967.58	Rates Refund
788762	16/12/21	99999	Glenys May Thompson	522.19	Rates Refund
788763	16/12/21	99999	Florence Ruth Mason	520.17	Rates Refund
788764	16/12/21	99999	William John Dixon	652.09	Rates Refund
EF076868	16/12/21	165415	EH Holden Car Club of WA Inc	400.00	Bond Payment/Refund
EF076869	16/12/21	165485	Bupa Wellness	400.00	Bond Payment/Refund
EF076870	16/12/21	166807	West Australian Maldivian Association Inc	400.00	Bond Payment/Refund
EF076871	16/12/21	167007	The Joking Cloggers Club	400.00	Bond Payment/Refund
EF076872	16/12/21	167200	Sands Fridge Lines	400.00	Bond Payment/Refund
EF076873	16/12/21	167212	Shylesh Pillai	400.00	Bond Payment/Refund
EF076874	16/12/21	167219	Raquel Harris	1,000.00	Bond Payment/Refund
EF076875	16/12/21	167224	Jyoti Gulati	400.00	Bond Payment/Refund
EF076876	16/12/21	167228	Australian Arab Association	400.00	Bond Payment/Refund
EF076877	16/12/21	167236	Imtiaz Madni	400.00	Bond Payment/Refund
EF076908	16/12/21	05934	Linda Abu Lashin	201.12	Reimbursement - Kamarang Festival expenses
EF076910	16/12/21	99998	Michele Susan Smith	585.50	Rates Refund
EF076911	16/12/21	99998	Laura Appleby	298.47	Rates Refund



## Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF076912	16/12/21	99998	Kylie Middleton and Jeremy Middleton	120.00	Rates Refund
EF076913	16/12/21	99998	Gibson Raison Settlements	760.10	Rates Refund
EF076914	16/12/21	99998	Joseph Mutea Mitheo	337.38	Rates Refund
EF076915	16/12/21	01236	Department of Fire and Emergency Services	732,601.64	Emergency Services Levy
EF076951	16/12/21	00610	ID Consulting Pty Ltd	13,090.00	Subscription
EF076990	16/12/21	01270	Perth Racing - WA Turf Club	2,291.67	Grandstand Road irrigation contribution
EF077031	16/12/21	03380	Belmont Netball Association Inc	3,000.00	Community Contribution Fund
EF077039	16/12/21	03823	Remplan - Compelling Economics Pty Ltd	4,895.00	Subscription
EF077083	16/12/21	05534	Nations Church Inc	3,901.57	Community Contribution Fund
EF077107	16/12/21	06022	JSA Gym - Lee Jamrozy	1,000.00	Belmont Business Innovation Grant
EF076925	21/12/21	99998	Kevin Vincent Hill	72.01	Rates Refund
EF076926	21/12/21	99998	Christopher Morgan	191.51	Your Neighbour Grant
EF077122	22/12/21	165888	Joy Intervencion	1,000.00	Bond Payment/Refund
EF077123	22/12/21	166510	Perth T20 Cricket League	400.00	Bond Payment/Refund
EF077124	22/12/21	167217	Gareth Weinbrecht	400.00	Bond Payment/Refund
<b>Other Total</b>				<b>936,908.27</b>	
<b>Property, Plant &amp; Equipment</b>					
EF076732	10/12/21	00815	New Town Toyota	56,755.64	Plant Purchases
EF077003	16/12/21	01772	Data3 Limited	2,778.92	Computer Hardware
EF076938	16/12/21	00377	Dell Australia Pty Ltd	3,650.90	Computer Hardware
EF077009	16/12/21	02254	PLE Computers	99.00	Computer Hardware
<b>Property, Plant &amp; Equipment Total</b>				<b>63,284.46</b>	
<b>Salaries/Wages</b>					
WG081221	02/12/21	COB	City of Belmont Payroll	103,801.67	Salaries/Wages
EF076713	03/12/21	99950	Australian Services Union	51.80	Salaries/Wages
EF076714	03/12/21	99952	Child Support Agency	359.23	Salaries/Wages
EF076715	03/12/21	99954	City of Belmont Social Club	320.00	Salaries/Wages
EF076716	03/12/21	99962	LGRCEU - WA Shire Councils Union	112.76	Salaries/Wages
SL081221	09/12/21	COB	City of Belmont Payroll	600,218.13	Salaries/Wages
EF076802	10/12/21	99971	SuperChoice	114,516.06	Superannuation Contribution
WG101221	10/12/21	COB	City of Belmont Payroll	25,422.61	Salaries/Wages
EF076894	16/12/21	99950	Australian Services Union	51.80	Salaries/Wages
EF076895	16/12/21	99952	Child Support Agency	359.23	Salaries/Wages
EF076896	16/12/21	99954	City of Belmont Social Club	310.00	Salaries/Wages

Attachment 12.12.1 Accounts for Payment - December 2021

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF076897	16/12/21	99962	LGRCEU - WA Shire Councils Union	71.76	Salaries/Wages
WG151221	16/12/21	COB	City of Belmont Payroll	122,338.66	Salaries/Wages
EF076916	20/12/21	99971	SuperChoice	114,429.88	Superannuation Contribution
SL221221	22/12/21	COB	City of Belmont Payroll	550,822.67	Salaries/Wages
WG291221	22/12/21	COB	City of Belmont Payroll	101,010.36	Salaries/Wages
<b>Salaries/Wages Total</b>				<b>1,734,196.62</b>	
<b>Training and Conferences</b>					
EF076666	03/12/21	02719	Aveling	55.00	Staff Safety Inductions
EF076815	14/12/21	01240	WA Local Government Association	1,365.00	Elected Member online eLearning
EF076821	14/12/21	01660	Local Government Planners Association	70.00	Train Tour of the Fremantle Line
EF076947	16/12/21	00501	Infor Global Solutions (ANZ) Pty Ltd	1,809.50	Interims Training for Rates Staff
EF076998	16/12/21	01605	ATM Australian Training Management	640.00	Confined Space Entry Safety Training
<b>Training and Conferences Total</b>				<b>3,939.50</b>	
<b>MUNI Total</b>				<b>6,016,625.95</b>	
<b>Trust Funds</b>					
EF076717	08/12/21	150748	Building and Construction Industry Training Fund	1,439.54	Building and Construction Industry Training Fund
EF076718	08/12/21	154102	Building and Energy - Building Services Levy	13,199.15	Building and Energy - Building Services Levy
EF076862	14/12/21	164040	Department of Planning	5,701.00	Department of Planning DAP fees
<b>Trust Funds Total</b>				<b>20,339.69</b>	
<b>TRUST Total</b>				<b>20,339.69</b>	
<b>Grand Total</b>				<b>6,036,965.64</b>	
				6,036,965.64	
			Breakdown - Cheques :	30,255.59	
			EFT :	6,006,710.05	
<b>Total of all outstanding Creditor accounts as at 31 December 2021</b>				<b>1,381,312.14</b>	

## 12.13 Accounts for Payment - January 2022

### Attachment details

#### Attachment No. and title

1. Accounts for Payment - January 2022 [12.13.1 - 15 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	54/007-Creditors-Payment Authorisations
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

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** 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.

### Purpose of report

To present to Council the list of expenditure paid for the period 1 January 2022 to 31 January 2022 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*.

## 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.

## Officer comment

The following summary of payments are recommended for confirmation and endorsement.

Payment type	Payment reference	\$
Municipal Fund Cheques	788765 to 788778	28,859.44
Municipal Fund EFTs	EF077125 to EF077576	2,847,421.35
Municipal Fund Payroll	January 2022	1,612,553.45
Trust Fund EFTs	EF077224 to EF077225	20,499.70
<b>Total Payments for January 2022</b>		<b>4,509,333.94</b>

A copy of the Authorised Payment Listing is included at Attachment 12.13.1

## Financial implications

All expenditure included in the Authorised payment 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.

## **Officer Recommendation**

That the Authorised Payment Listing for January 2022 as provided under Attachment 12.13.1 be received.

Attachment 12.13.1 Accounts for Payment - January 2022

 <b>City of Belmont</b>						
<b>Accounts for Payment - January 2022</b>						Compiled : 02/02/22 11:38
Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description	
<b>Contractors</b>						
EF077126	05/01/22	00118	Australia Post	2,157.14	Postage	
EF077143	07/01/22	00830	Canon Production Printing Australia Pty Ltd	678.37	Photocopy Expenses	
EF077148	10/01/22	00033	ATF Services Pty Ltd - Aust Temporary Fencing	132.00	Fencing	
EF077151	10/01/22	00251	Catalyse Pty Ltd	31,452.85	Community and Business Perceptions Survey	
EF077152	10/01/22	00491	Fujifilm Business Innovation Australia	250.78	Photocopy Expenses	
EF077153	10/01/22	00557	City Subaru	2,717.40	Plant Repairs & Maintenance	
EF077155	10/01/22	00686	Listech Pty Ltd	1,089.00	Annual Computer Software Licence	
EF077156	10/01/22	00717	Main Roads Western Australia	2,561.81	Road Building Contractor	
EF077157	10/01/22	00736	McLeods	6,534.41	Legal Expenses	
EF077158	10/01/22	00815	New Town Toyota	470.50	Plant Repairs & Maintenance	
EF077159	10/01/22	00859	Parkland Mazda	971.85	Plant Repairs & Maintenance	
EF077160	10/01/22	01074	Shred-X Pty Ltd	10.12	Rubbish Removals	
EF077162	10/01/22	01233	Stihl Shop Redcliffe	124.00	Tool Repairs	
EF077164	10/01/22	01243	WARP Pty Ltd	1,865.60	Traffic Control	
EF077165	10/01/22	01268	Western Australian Electoral Commission	104,811.35	Local Government Ordinary Election	
EF077168	10/01/22	01507	The Pressure King	6,285.13	Graffiti Removal	
EF077169	10/01/22	01712	Donegan Enterprises Pty Ltd	13,323.20	Gardening Contractor	
EF077170	10/01/22	01714	Total Eden Pty Ltd - Nutrien Water	1,273.48	Reticulation Parts & Repairs	
EF077171	10/01/22	01772	Data3 Limited	19,830.50	Computer Hardware Maintenance and Support	
EF077172	10/01/22	02050	Austraffic WA	12,072.50	Traffic Control	
EF077176	10/01/22	02387	Triton Electrical Contractors Pty Ltd	236.50	Electrical Contractor	
EF077177	10/01/22	02458	Technology One Ltd	5,390.00	Computer Software Maintenance	
EF077179	10/01/22	02779	Natural Area Holdings Pty Ltd	116.60	Gardening Contractor	
EF077181	10/01/22	03504	Classic Tree Services	21,852.13	Gardening Contractor	
EF077182	10/01/22	03619	Kidsafe WA	3,525.50	Playground Inspections/Repairs	
EF077184	10/01/22	03930	The Good Guys	639.10	Electrical Goods	
EF077185	10/01/22	03941	Metro Bee Services	660.00	Bee Removal	
EF077186	10/01/22	04002	Ray White Urban Springs	2,035.00	Professional Fees - Property Management	
EF077187	10/01/22	04026	HK Calibration Technologies Pty Ltd	165.00	Food Thermometer	
EF077188	10/01/22	04106	Effects Picture Framing	25.00	Local History Photo Plaque	

## Attachment 12.13.1 Accounts for Payment - January 2022

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077190	10/01/22	04489	Trisley Hydraulic Services Pty Ltd	6,123.32	Building Maintenance
EF077191	10/01/22	04772	ATM Advanced Traffic Management	780.56	Plant/Equipment Hire
EF077192	10/01/22	05127	Champion Music	1,908.50	Carols in the Park master of ceremony, Civic Dinner and Volunteer Function music performances
EF077193	10/01/22	05257	CODE Group Pty Ltd	687.50	Changing Places Accreditation Service
EF077194	10/01/22	05293	Bellrock Cleaning Services	2,783.00	Cleaning Services
EF077195	10/01/22	05344	SUEZ Recycling and Recovery Pty Ltd	189,303.63	Rubbish Removals
EF077196	10/01/22	05370	OKMG Pty Ltd	2,406.47	Photography/Video Expenses
EF077197	10/01/22	05427	Horizon West Landscape & Irrigation Pty Ltd	11,660.00	Reticulation Maintenance
EF077198	10/01/22	05523	Go Doors Pty Ltd	259.05	Building Maintenance
EF077199	10/01/22	05614	Culture Counts (Australia) Pty Ltd	5,000.00	Annual Computer Software Licence
EF077200	10/01/22	05623	Tree Planting and Watering - Baroness Holdings	32,382.24	Gardening Contractor
EF077201	10/01/22	05692	Newground Water Services Pty Ltd	14,325.30	Reticulation Flow Meter Verification
EF077202	10/01/22	05739	Geared Construction Pty Ltd	166,044.05	Building Refurbishment - The Glasshouse
EF077203	10/01/22	05768	Osprey Creative Pty Ltd	5,500.00	Photography/Video Expenses
EF077204	10/01/22	05798	Wesco Electrics	11,246.16	Electrical Contractor
EF077205	10/01/22	05923	Hudson Global Resources (Aust) Pty Ltd	5,826.22	Labour/Personnel Hire
EF077206	10/01/22	05944	Delron Cleaning Pty Ltd	421.52	Cleaning Services
EF077207	10/01/22	06091	Engineering Technology Consultants	2,744.50	Street Lighting Design
EF077208	10/01/22	06094	Boyan Electrical Services	1,561.23	Electrical Contractor
EF077209	10/01/22	06096	TABEC Pty Ltd	10,239.08	Belvidere Street Utilities Assessment
EF077210	10/01/22	06116	Perth Harmony Chorus	150.00	Library Christmas Carols performance
EF077211	10/01/22	06117	ELM (WA) Pty Ltd	8,701.00	Gardening Contractor
EF077213	10/01/22	06169	Lucid Economics Pty Ltd	12,320.00	Economic Development Strategy Facilitation
EF077228	13/01/22	00221	John Hughes Group	735.13	Plant Repairs & Maintenance
EF077229	13/01/22	00230	Jackson McDonald	21,071.60	Legal Expenses
EF077231	13/01/22	00391	Chemistry Centre (WA) t/as ChemCentre	1,863.18	Professional Fees - Water sampling testing
EF077232	13/01/22	00699	Marketforce Pty Ltd	808.50	Advertising
EF077233	13/01/22	00707	LoGo Appointments	14,823.92	Labour/Personnel Hire
EF077234	13/01/22	00736	McLeods	1,669.80	Legal Expenses
EF077236	13/01/22	00855	Pacific Biologics Pty Ltd	1,362.10	Mosquito Control
EF077239	13/01/22	00988	Reece Australia Pty Ltd	441.25	Plumbing Maintenance/Supplies
EF077240	13/01/22	01002	RAC Businesswise	508.00	Vehicle Breakdown Service
EF077241	13/01/22	01318	Flexi Staff Pty Ltd	8,006.06	Labour/Personnel Hire



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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077242	13/01/22	01393	Comestibles	20,500.25	Catering for Civic Dinner and Mayor's Christmas Tree Presentation morning tea
EF077243	13/01/22	01476	Hays Specialist Recruitment	50,719.54	Labour/Personnel Hire
EF077244	13/01/22	01507	The Pressure King	8,005.15	Graffiti Removal
EF077245	13/01/22	01714	Total Eden Pty Ltd - Nutrien Water	14,842.64	Reticulation Flow Meter Verification
EF077246	13/01/22	02207	Wilson Security	205.87	Security Services
EF077247	13/01/22	02216	Western Australia Police	50.10	Volunteer National Police Check
EF077248	13/01/22	02393	Zipform Pty Ltd	4,878.08	Rates Notices printing and postage
EF077251	13/01/22	02595	Dinghy World	99.00	Plant Parts & Repairs
EF077252	13/01/22	02640	Visual Inspirations Australia Pty Ltd	25,000.00	Christmas Decorations hire and installation
EF077255	13/01/22	03419	Gott Health	3,212.00	Community Exercise Classes
EF077257	13/01/22	03537	Mackay Urban Design	2,999.98	Professional Fees - Planning
EF077258	13/01/22	03567	Gardner Autos Pty Ltd t/as Gardner Isuzu	451.95	Plant Repairs & Maintenance
EF077260	13/01/22	04026	HK Calibration Technologies Pty Ltd	258.50	Equipment Calibration
EF077261	13/01/22	04120	Randstad Pty Ltd	10,515.24	Labour/Personnel Hire
EF077262	13/01/22	04287	Labourforce Impex Personnel Pty Ltd	11,737.38	Labour/Personnel Hire
EF077263	13/01/22	04301	Michael Page - Page Personnel	4,096.07	Labour/Personnel Hire
EF077264	13/01/22	04454	FM Contract Solutions Pty Ltd	991.75	Professional Fees - Facilities Audit
EF077265	13/01/22	04565	Heritage Conservation Solutions - Dr Ian MacLeod	671.00	Professional Fees - Heritage Assessment
EF077266	13/01/22	04876	Kott Gunning Lawyers	11,573.50	Legal Expenses
EF077267	13/01/22	05205	N and H Sanders	9,785.00	Floor Coverings
EF077268	13/01/22	05283	IRP Pty Ltd	37,069.02	Labour/Personnel Hire
EF077270	13/01/22	05555	The Organising School	350.00	Organise Your Home workshop -Library
EF077271	13/01/22	05776	Level 5 Design Pty Ltd	1,560.00	Professional Fees - Planning
EF077272	13/01/22	05782	Jane Wetherall	1,417.00	Professional Fees - Planning
EF077273	13/01/22	05783	Emma Williamson	4,808.20	Professional Fees - Planning
EF077274	13/01/22	05923	Hudson Global Resources (Aust) Pty Ltd	2,777.78	Labour/Personnel Hire
EF077278	13/01/22	06130	Amalgam Recruitment	5,322.35	Labour/Personnel Hire
EF077279	13/01/22	06170	Museumly	1,477.00	Museum Conservation Treatment
EF077302	13/01/22	00118	Australia Post	3,154.72	Postage
EF077303	13/01/22	00346	Action Couriers	37.03	Courier Service
EF077227	13/01/22	00179	Belmont Sports and Recreation Club (Inc)	460.00	CountUSin lawn bowls event and hall hire fee
EF077253	13/01/22	02985	Bank of IDEAS	750.00	Age Friendly Forum keynote speaker
EF077322	21/01/22	00411	Drake Australia Pty Ltd	4,398.21	Labour/Personnel Hire
EF077323	21/01/22	00613	Qualcon Laboratories Pty Ltd	490.60	Bore Drilling/ Maintenance

## Attachment 12.13.1 Accounts for Payment - January 2022

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077324	21/01/22	00715	Mad Cow Entertainment	680.00	Movies in the Park equipment hire
EF077326	21/01/22	00830	Canon Production Printing Australia Pty Ltd	372.79	Photocopy Expenses
EF077327	21/01/22	01090	St John Ambulance Australia Inc	651.75	First Aid Service
EF077329	21/01/22	01243	WARP Pty Ltd	9,454.24	Traffic Control
EF077331	21/01/22	01476	Hays Specialist Recruitment	16,183.58	Labour/Personnel Hire
EF077332	21/01/22	01507	The Pressure King	22,153.52	Graffiti Removal
EF077336	21/01/22	02837	GLG Greenlife Group	16,309.38	Gardening Contractor
EF077337	21/01/22	02844	Chandler Macleod Group Ltd	11,591.93	Labour/Personnel Hire
EF077338	21/01/22	03571	Perrott Painting Maintenance Contracts	1,619.20	Painting Contractor
EF077339	21/01/22	03593	Philip Swain	984.00	Labour/Personnel Hire
EF077342	21/01/22	04105	Cleanflow Environmental Solutions	2,109.25	Drainage Maintenance
EF077344	21/01/22	04917	Environmental Industries Pty Ltd	28,500.91	Gardening Contractor
EF077345	21/01/22	05023	Skyline Landscape Services Group	1,541.54	Gardening Contractor
EF077346	21/01/22	05101	De Lage Landen Pty Ltd	7,275.29	Lease of gym equipment
EF077347	21/01/22	05401	Creative Spaces	13,447.50	Professional Fees - Design
EF077348	21/01/22	05463	International Solutions Group Pty Ltd - ISG Cleaning	1,609.30	Cleaning Services
EF077351	21/01/22	06138	Cake Twist by Kim	577.50	Catering/Catering Supplies
EF077352	21/01/22	06185	Wesley Mission Queensland (NICSS)	376.64	Carols in the Park Auslan Interpreting
EF077353	21/01/22	06189	Desmond Blurton	600.00	Little Library Artist
EF077363	25/01/22	00210	Littergrabber - Seaview Orthotics	258.00	Tools/Tool Repairs
EF077366	25/01/22	00608	Programmed Integrated Workforce Ltd	8,870.11	Labour/Personnel Hire
EF077367	25/01/22	00815	New Town Toyota	289.00	Plant Repairs & Maintenance
EF077368	25/01/22	01180	Position Partners	2,189.00	Allday RTK Survey subscription service
EF077369	25/01/22	01233	Stihl Shop Redcliffe	314.00	Tools/Tool Repairs
EF077370	25/01/22	01243	WARP Pty Ltd	58,398.76	Traffic Control
EF077372	25/01/22	01714	Total Eden Pty Ltd - Nutrien Water	190.30	Reticulation Parts & Repairs
EF077373	25/01/22	02059	Western Resource Recovery Pty Ltd	253.00	Rubbish Removals
EF077377	25/01/22	05090	Elan Energy Matrix Pty Ltd	874.28	Rubbish Removals
EF077379	25/01/22	05809	Specialized Cleaning Group t/as Clean Sweep	16,475.25	Plant/Equipment Hire
EF077374	25/01/22	02254	PLE Computers	147.00	Computer Equipment
EF077380	28/01/22	00013	Air-Met Scientific Pty Ltd	962.28	Plant Parts & Repairs
EF077384	28/01/22	00187	Statewide Bearings	21.58	Plant Parts & Repairs
EF077385	28/01/22	00198	Battery World Belmont (WA)	66.38	Plant Parts & Repairs
EF077388	28/01/22	00221	John Hughes Group	1,211.07	Plant Repairs & Maintenance
EF077392	28/01/22	00294	City of Canning	630.00	Rubbish Removals

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077393	28/01/22	00295	Capital Recycling	3,430.46	Rubbish Removals
EF077395	28/01/22	00390	Landgate	426.16	Title Searches
EF077396	28/01/22	00412	Dowsing Group Pty Ltd	19,510.70	Concrete Contractor
EF077398	28/01/22	00471	Filters Plus	63.59	Plant Parts & Repairs
EF077400	28/01/22	00491	Fujifilm Business Innovation Australia	2,179.76	Photocopy Expenses
EF077401	28/01/22	00501	Infor Global Solutions (ANZ) Pty Ltd	71.50	Computer Software Maintenance
EF077402	28/01/22	00557	City Subaru	5,964.50	Plant Repairs & Maintenance
EF077403	28/01/22	00585	Hydroquip Pumps	1,380.50	Bore Drilling/ Maintenance
EF077405	28/01/22	00606	International Rehabilitation & Soilstabilisation	2,970.00	Gardening Contractor
EF077406	28/01/22	00608	Programmed Integrated Workforce Ltd	5,580.23	Labour/Personnel Hire
EF077407	28/01/22	00613	Qualcon Laboratories Pty Ltd	385.00	Bore Drilling/ Maintenance
EF077410	28/01/22	00665	Kennards Hire Pty Ltd	670.32	Plant/Equipment Hire
EF077411	28/01/22	00679	LD Total	418.00	Gardening Contractor
EF077413	28/01/22	00699	Marketforce Pty Ltd	9,253.27	Advertising and Printing
EF077414	28/01/22	00707	LoGo Appointments	7,329.01	Labour/Personnel Hire
EF077415	28/01/22	00734	McIntosh and Son WA	942.58	Plant Repairs & Maintenance
EF077416	28/01/22	00736	McLeods	5,065.61	Legal Expenses
EF077417	28/01/22	00783	iSentia Pty Ltd	1,925.00	Professional Fees - Marketing
EF077419	28/01/22	00815	New Town Toyota	1,065.90	Plant Repairs & Maintenance
EF077420	28/01/22	00859	Parkland Mazda	528.50	Plant Parts & Repairs
EF077421	28/01/22	00917	Positive Auto Electrics	1,862.16	Plant Repairs & Maintenance
EF077422	28/01/22	00931	Sonic HealthPlus Pty Ltd	891.00	Medical Examinations
EF077423	28/01/22	00943	Cirrena Pty Ltd	1,980.00	Computer Software Maintenance
EF077424	28/01/22	00962	Ricoh Australia Pty Ltd	34.96	Photocopy Expenses
EF077425	28/01/22	00972	Repco Auto Parts	289.30	Plant Parts & Repairs
EF077426	28/01/22	01059	Sledgehammer Concrete Cutting Service	214.63	Concrete Contractor
EF077427	28/01/22	01074	Shred-X Pty Ltd	40.48	Rubbish Removals
EF077428	28/01/22	01088	Sports Turf Technology Pty Ltd	2,233.00	Gardening Contractor
EF077429	28/01/22	01112	Sunny Industrial Brushware	719.40	Plant Parts & Repairs
EF077430	28/01/22	01118	SuperSealing Pty Ltd	1,347.50	Asphalt Repairs
EF077432	28/01/22	01138	E & M J Rosher Pty Ltd	1,209.73	Plant Parts & Repairs
EF077434	28/01/22	01149	The Lifting Company Pty Ltd	4,801.50	Chain, Sling Testing and Certification
EF077435	28/01/22	01170	Relay Concrete	880.00	Concrete Contractor
EF077436	28/01/22	01180	Position Partners	530.75	Survey Expenses
EF077437	28/01/22	01186	ZircoDATA Pty Ltd	1,732.90	Records Storage

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077438	28/01/22	01233	Stihl Shop Redcliffe	176.50	Tools/Tool Repairs
EF077439	28/01/22	01243	WARP Pty Ltd	14,746.61	Traffic Control
EF077440	28/01/22	01255	Wattleup Tractors	113.44	Plant Parts & Repairs
EF077443	28/01/22	01317	WA Hino Sales & Service	344.85	Plant Parts & Repairs
EF077446	28/01/22	01476	Hays Specialist Recruitment	2,056.62	Labour/Personnel Hire
EF077447	28/01/22	01533	WC Convenience Management	5,462.61	Building Maintenance
EF077449	28/01/22	01712	Donegan Enterprises Pty Ltd	10,142.00	Gardening Contractor
EF077450	28/01/22	01713	M P Rogers and Associates	979.51	Professional Fees - Engineering
EF077451	28/01/22	01714	Total Eden Pty Ltd - Nutrien Water	10,532.02	Reticulation Parts & Repairs
EF077452	28/01/22	01731	Charter Plumbing and Gas	9,176.22	Plumbing Maintenance/Supplies
EF077455	28/01/22	02023	YMCA of Perth Youth and Community Services Inc	72,636.94	Youth Services Expenses
EF077456	28/01/22	02050	Austraffic WA	1,012.00	Traffic Data Collection Service
EF077457	28/01/22	02086	Pro AV Solutions (WA)	5,555.00	Electrical Contractor
EF077459	28/01/22	02136	Underground Power Development Pty Ltd	5,187.44	Professional Fees - Wilson Park design costs
EF077461	28/01/22	02207	Wilson Security	113,736.87	Security Services
EF077462	28/01/22	02303	Ultimo Catering and Events	2,843.50	Council Dinner Catering
EF077463	28/01/22	02316	Ayres Tyre Service	1,045.00	Plant Parts & Repairs
EF077465	28/01/22	02387	Triton Electrical Contractors Pty Ltd	143.00	Electrical Contractor
EF077466	28/01/22	02411	Allsports Linemarking	2,695.00	Line Marking
EF077467	28/01/22	02425	Prestige Alarms	6,781.50	Security Services
EF077469	28/01/22	02451	Carlisle Events Hire Pty Ltd	4,321.90	Plant/Equipment Hire
EF077471	28/01/22	02589	Zenien	2,126.34	CCTV Maintenance
EF077473	28/01/22	02640	Visual Inspirations Australia Pty Ltd	5,414.97	Civic Dinner Decoration Hire
EF077476	28/01/22	02779	Natural Area Holdings Pty Ltd	13,244.00	Gardening Contractor
EF077477	28/01/22	02837	GLG Greenlife Group	6,672.60	Gardening Contractor
EF077479	28/01/22	03031	Retech Rubber	728.75	Playground Softfall installation
EF077481	28/01/22	03194	Datatel Electrical and Communications	3,544.38	Electrical Contractor
EF077482	28/01/22	03197	West Coast Turf	7,426.10	Gardening Contractor
EF077483	28/01/22	03361	All Fence U Rent Pty Ltd	1,800.04	Carols in the Park fencing hire
EF077484	28/01/22	03366	Daimler Trucks Perth	2,189.45	Plant Repairs & Maintenance
EF077485	28/01/22	03464	Bridgestone Australia Ltd	132.00	Plant Parts & Repairs
EF077486	28/01/22	03504	Classic Tree Services	16,596.57	Gardening Contractor
EF077487	28/01/22	03567	Gardner Autos Pty Ltd t/as Gardner Isuzu	1,886.65	Plant Repairs & Maintenance
EF077488	28/01/22	03619	Kidsafe WA	7,051.00	Playground Inspections/Repairs
EF077490	28/01/22	03689	Landmann IT Consulting Pty Ltd	279.13	Computer Hardware Maintenance

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077491	28/01/22	03707	Access Unlimited International Pty Ltd	137.50	Plant Parts & Repairs
EF077492	28/01/22	03906	EPT Elec Power Technologies Pty Ltd	1,595.00	Computer Hardware Maintenance
EF077493	28/01/22	03941	Metro Bee Services	165.00	Bee Removal
EF077495	28/01/22	04105	Cleanflow Environmental Solutions	1,296.03	Drainage Maintenance
EF077496	28/01/22	04115	Denada Surveys Pty Ltd	550.00	Survey Expenses
EF077498	28/01/22	04146	JB Hi-Fi Group Commercial Account	159.00	Electrical Goods
EF077499	28/01/22	04211	Advance Scanning Services	1,650.00	Survey Expenses
EF077500	28/01/22	04246	Bibliotheca Australia Pty Ltd	1,251.98	Computer Software Maintenance
EF077501	28/01/22	04302	Southern Cross Housing Ltd	6,374.74	Independent Living Units Management Fee December 2021
EF077502	28/01/22	04320	ABM Landscaping	3,759.25	Bricks/Bricklaying
EF077503	28/01/22	04352	FSA (WA) Pty Ltd	2,617.09	Fire Equipment/Service
EF077504	28/01/22	04391	Lifeskills Australia	297.00	Professional Fees
EF077506	28/01/22	04454	FM Contract Solutions Pty Ltd	694.36	Professional Fees - Facilities Audit
EF077508	28/01/22	04529	Southern Cross Care (WA) Inc	5,361.00	Independent Living Units Management Fee December 2021
EF077509	28/01/22	04579	Mills Recruitment - Octet Finance Pty Ltd	18,621.37	Labour/Personnel Hire
EF077510	28/01/22	04594	Website Weed and Pest W A Pty Ltd	20,950.20	Weed Control
EF077511	28/01/22	04645	Instant Products Hire	2,009.72	Carols in the Park Equipment Hire
EF077512	28/01/22	04677	3 Monkeys Audiovisual	421.01	Plant Parts & Repairs
EF077513	28/01/22	04693	Allwest Plant Hire Australia Pty Ltd	1,593.63	Plant/Equipment Hire
EF077515	28/01/22	04723	Future Logic	1,056.00	Computer Software Maintenance
EF077517	28/01/22	04772	ATM Advanced Traffic Management	487.85	Plant/Equipment Hire
EF077518	28/01/22	04963	Centigrade	12,822.92	Airconditioning/Refrigeration Maintenance
EF077519	28/01/22	04974	Turf Care WA Pty Ltd	30,553.28	Gardening Contractor
EF077520	28/01/22	04976	CEA Air and Power	4,810.34	Plant Repairs & Maintenance
EF077522	28/01/22	05016	Cyclus Pty Ltd	981.76	Labour/Personnel Hire
EF077523	28/01/22	05023	Skyline Landscape Services Group	1,541.54	Gardening Contractor
EF077525	28/01/22	05252	AAAC Towing Pty Ltd	495.00	Towing Vehicles
EF077526	28/01/22	05283	IRP Pty Ltd	19,758.50	Labour/Personnel Hire
EF077527	28/01/22	05293	Bellrock Cleaning Services	3,300.00	Cleaning Services
EF077528	28/01/22	05336	West-Sure Group Pty Ltd	1,036.20	Security Services
EF077529	28/01/22	05339	Elliotts Filtration Pty Ltd	896.50	Reticulation Parts & Repairs
EF077530	28/01/22	05370	OKMG Pty Ltd	6,105.00	Photography/Video Expenses
EF077531	28/01/22	05394	DFP Recruitment Services Pty Ltd	8,394.91	Labour/Personnel Hire

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077532	28/01/22	05427	Horizon West Landscape & Irrigation Pty Ltd	21,633.59	Gardening Contractor
EF077533	28/01/22	05493	Dapth	1,787.50	Computer Software Maintenance
EF077534	28/01/22	05523	Go Doors Pty Ltd	1,486.65	Building Maintenance
EF077535	28/01/22	05558	BlueFit Pty Ltd	9,845.08	Belmont Oasis Facility Management Fee
EF077536	28/01/22	05568	Allstate Kerbing and Concrete	4,962.65	Kerbing Contractor
EF077537	28/01/22	05642	Steve's Sand Sifting for Playground Services	4,269.10	Playground Inspections/Repairs
EF077538	28/01/22	05729	James Clive Kearing - Nyoonaie	500.00	Welcome to Country - Citizenship Ceremony
EF077540	28/01/22	05771	Alsco Pty Ltd	235.40	Linen hire and drycleaning
EF077541	28/01/22	05819	Ritz Drycleaners	305.35	Linen drycleaning
EF077542	28/01/22	05867	TES Electrical	1,050.50	Electrical Contractor
EF077544	28/01/22	05904	Pinnacle People	3,300.67	Labour/Personnel Hire
EF077545	28/01/22	05920	Boults Black and White Light	2,531.22	Electrical Contractor
EF077546	28/01/22	05930	Classic Contractors Pty Ltd	5,355.42	Building Construction
EF077547	28/01/22	05945	Motorola Solutions Australia Pty Ltd	908.82	Two Way Radio Expenses
EF077550	28/01/22	06018	LP Visuals	2,310.00	Photography/Video Expenses
EF077551	28/01/22	06062	Profiling West Pty Ltd	25,787.88	Profiling various road projects
EF077552	28/01/22	06067	TK Elevator Australia Pty Ltd	4,164.52	Building Maintenance
EF077554	28/01/22	06094	Boyan Electrical Services	6,773.28	Electrical Contractor
EF077555	28/01/22	06104	Flick Anticimex Pty Ltd	1,961.97	Hygiene Service
EF077556	28/01/22	06117	ELM (WA) Pty Ltd	18,117.00	Gardening Contractor
EF077558	28/01/22	06150	Harvest Digital Planning Pty Ltd	11,000.00	Annual Computer Software Licence
EF077559	28/01/22	06160	SEEK Limited	1,754.91	Advertising
EF077560	28/01/22	06175	Gillian Oliver	600.00	Little Library Artist
EF077561	28/01/22	06183	CCR Commercial	528.00	Appliance repair service
EF077399	28/01/22	00475	Saferight Pty Ltd	495.00	Height Safety Equipment Inspection
<b>Contractors Total</b>				<b>1,978,889.53</b>	
<b>Fuels and Utilities</b>					
788766	05/01/22	01252	Water Corporation	3,292.32	Water, Annual & Excess
EF077125	05/01/22	00042	Alinta Energy	31,949.49	Light, Power, Gas
EF077127	05/01/22	01274	Synergy	5,636.17	Light, Power, Gas
EF077161	10/01/22	01142	Telstra Corporation Limited	270.00	Phone/Internet expenses
788768	13/01/22	00392	Department of Transport	431.85	Vehicle Licences
788769	13/01/22	01252	Water Corporation	12,708.70	Water, Annual & Excess
EF077230	13/01/22	00323	John Christie	555.00	Reimbursement of Internet expenses
EF077249	13/01/22	02422	Connect Call Centre Services	761.20	Phone/Internet expenses

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077301	13/01/22	00042	Alinta Energy	3,132.28	Light, Power, Gas
EF077304	13/01/22	01274	Synergy	78,555.75	Light, Power, Gas
EF077305	13/01/22	02631	Ampol - Caltex	17,486.71	Fuel, Oil, Additives
EF077235	13/01/22	00798	Iain Hamilton	92.74	Reimbursement - vehicle fuel
788771	20/01/22	01252	Water Corporation	880.00	Water, Annual & Excess
EF077321	21/01/22	00042	Alinta Energy	36,610.40	Light, Power, Gas
EF077325	21/01/22	00788	Motorcharge - WEX Fuel Cards Australia Ltd	16,166.29	Fuel, Oil, Additives
EF077328	21/01/22	01142	Telstra Corporation Limited	24,805.08	Phone/Internet expenses
EF077330	21/01/22	01274	Synergy	17,739.25	Light, Power, Gas
EF077335	21/01/22	02666	Vic Bijl	111.76	Reimbursement - vehicle fuel
788774	28/01/22	01252	Water Corporation	3,435.19	Water, Annual & Excess
EF077381	28/01/22	00042	Alinta Energy	390.30	Light, Power, Gas
EF077391	28/01/22	00264	Castrol Australia Pty Ltd	671.86	Fuel, Oil, Additives
EF077433	28/01/22	01142	Telstra Corporation Limited	206.13	Phone/Internet expenses
EF077472	28/01/22	02635	MessageMedia - Message4U Pty Ltd	33.00	Phone/Internet expenses
<b>Fuels and Utilities Total</b>				<b>255,921.47</b>	
<b>Materials</b>					
EF077146	07/01/22	04053	Totally Workwear	1,900.43	Safety Clothing/Equipment
EF077149	10/01/22	00203	BOC Gases Australia Ltd	150.65	Welding Equipment/Supplies
EF077150	10/01/22	00231	Bunnings Group Ltd	83.15	Hardware
EF077154	10/01/22	00627	Jason Signmakers	213.43	Signs
EF077166	10/01/22	01325	Poolegrave Signs and Engraving	1,529.00	Signs
EF077167	10/01/22	01398	Winc Australia Pty Ltd	68.12	Stationery & Printing
EF077173	10/01/22	02088	Lock Stock & Farrell Locksmith	87.60	Hardware
EF077175	10/01/22	02320	Ambius Indoor Plants	5,217.30	Gardening - Plants/Supplies
EF077180	10/01/22	03144	COS Complete Office Supplies Pty Ltd	3,272.46	Stationery & Printing
EF077183	10/01/22	03660	Safe T Card Australia Pty Ltd	44.00	Safety Clothing/Equipment
EF077189	10/01/22	04145	T J Depiazzi and Sons	1,284.69	Gardening - Plants/Supplies
EF077212	10/01/22	06165	The Green Life Soil Co	175.00	Gardening - Plants/Supplies
EF077215	10/01/22	06174	Commercial Property (WA) - Ray White Commercial WA	4,400.00	Custom Market Research Report
EF077226	13/01/22	00009	Cafe Corporate	401.80	Groceries
EF077250	13/01/22	02570	Prime Trophies	154.00	Badges & Pendants
EF077254	13/01/22	03144	COS Complete Office Supplies Pty Ltd	19.71	Stationery & Printing
EF077259	13/01/22	03856	SEM Distribution	226.12	Newspapers
EF077269	13/01/22	05465	QBD Books	129.96	Books/CDs/DVDs

## Attachment 12.13.1 Accounts for Payment - January 2022

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077275	13/01/22	06025	Shaun Chambers	3,000.00	Craft/Display Materials
EF077276	13/01/22	06035	Colonial Jarrah Enterprises	203.50	Museum Conservation Treatment
EF077333	21/01/22	01547	Big W	109.30	Storage and Cleaning Goods
EF077334	21/01/22	01955	Image Bollards - Image Extra	1,796.85	Traffic Cones
EF077340	21/01/22	03956	Sunhawk Pty Ltd	660.00	Gardening - Plants/Supplies
EF077343	21/01/22	04607	Ink Station	222.00	Stationery & Printing
EF077349	21/01/22	06069	Wheatbelt Services Pty Ltd	709.50	Road signage bi-pod legs
EF077362	25/01/22	00135	Australian Therapeutic Supplies Pty Ltd	93.80	Safety Clothing/Equipment
EF077364	25/01/22	00233	Bunzl Limited	2,845.63	Cleaning Products
EF077365	25/01/22	00278	Chefmaster Australia	232.00	Cleaning Products
EF077371	25/01/22	01570	Blackwoods	1,378.89	Hardware
EF077375	25/01/22	04053	Totally Workwear	2,834.39	Safety Clothing/Equipment
EF077376	25/01/22	04491	Woolworths Group	591.46	Groceries
EF077378	25/01/22	05419	Top End Importers Pty Ltd	772.20	Safety Clothing/Equipment
EF077382	28/01/22	00162	ExBo Visual - Bokay Signage	119.03	Signs
EF077383	28/01/22	00185	Benara Nurseries	483.45	Gardening - Plants/Supplies
EF077386	28/01/22	00203	BOC Gases Australia Ltd	155.20	Welding Equipment/Supplies
EF077387	28/01/22	00220	Burswood Trophies	55.00	Badges & Pendants
EF077389	28/01/22	00231	Bunnings Group Ltd	967.99	Hardware
EF077390	28/01/22	00261	Atom Supply	747.31	Metal Goods
EF077394	28/01/22	00311	Cloverdale Hardware and Western Supply	50.75	Hardware
EF077397	28/01/22	00414	Dulux Australia	1,299.92	Paint & Accessories
EF077408	28/01/22	00627	Jason Signmakers	632.72	Signs
EF077409	28/01/22	00634	Johns Building Supplies Pty Ltd	344.12	Building Material
EF077412	28/01/22	00697	Nutrien AG Solutions Ltd	5,030.08	Gardening - Plants/Supplies
EF077418	28/01/22	00804	Amgrow Australia Pty Ltd (was Nuturf Pty Ltd)	280.50	Gardening - Plants/Supplies
EF077431	28/01/22	01119	Sunny Sign Company Pty Ltd - Octet Finance Pty Ltd	1,210.00	Signs
EF077441	28/01/22	01265	Westbooks	588.05	Books/CDs/DVDs
EF077444	28/01/22	01325	Poolegrave Signs and Engraving	165.00	Signs
EF077445	28/01/22	01398	Winc Australia Pty Ltd	2,721.03	Stationery & Printing
EF077448	28/01/22	01547	Big W	185.64	Craft/Display Materials
EF077453	28/01/22	01906	Frazzcon Enterprises	2,458.92	Signs
EF077454	28/01/22	02021	RSEA Pty Ltd	161.46	Safety Clothing/Equipment
EF077458	28/01/22	02088	Lock Stock & Farrell Locksmith	170.00	Hardware
EF077460	28/01/22	02168	Ergolink	62.15	Stationery & Printing



## Attachment 12.13.1 Accounts for Payment - January 2022

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077464	28/01/22	02382	Perth Timber Co Pty Ltd	5,447.20	Building Material
EF077468	28/01/22	02431	ASB Branded Merchandise	6,050.00	Safety Alarms for residents
EF077470	28/01/22	02459	A1 Steel & Alloy	671.00	Metal Goods
EF077478	28/01/22	02862	James Bennett Pty Ltd	1,461.75	Books/CDs/DVDs
EF077480	28/01/22	03144	COS Complete Office Supplies Pty Ltd	283.14	Stationery & Printing
EF077489	28/01/22	03660	Safe T Card Australia Pty Ltd	44.00	Safety Clothing/Equipment
EF077494	28/01/22	04053	Totally Workwear	351.92	Safety Clothing/Equipment
EF077497	28/01/22	04145	T J Depiazzi and Sons	1,284.69	Gardening - Plants/Supplies
EF077505	28/01/22	04394	JB Hi-Fi Belmont Forum	2,008.32	Books/CDs/DVDs
EF077514	28/01/22	04705	Quality Press	559.90	Stationery & Printing
EF077516	28/01/22	04759	StrataGreen	405.00	Safety Clothing/Equipment
EF077521	28/01/22	05011	WA Fresh Delivered	1,492.50	Groceries
EF077524	28/01/22	05082	Accidental Health and Safety Perth	1,564.33	Medical/First Aid Supplies
EF077539	28/01/22	05744	TCD Services Australia - TC Drainage (WA) Pty Ltd	2,662.00	Drainage Materials
EF077543	28/01/22	05890	Living Turf	10,032.00	Gardening - Plants/Supplies
EF077548	28/01/22	05980	Finishing WA	99.00	Bookbinding Council Minute Books
EF077549	28/01/22	06005	MDM Entertainment Pty Ltd	156.86	Books/CDs/DVDs
EF077553	28/01/22	06084	Asphaltech Pty Ltd	124,992.64	Road/Drainage Material
EF077557	28/01/22	06120	de Greenhouse	63.54	Gardening - Plants/Supplies
<b>Materials Total</b>				<b>212,325.05</b>	
<b>Other</b>					
788765	05/01/22	00894	Petty Cash - Operations Centre Stores	87.30	Petty Cash Recoup
788767	05/01/22	01730	Department of Finance RevenueWA	20.51	Rates Refund
EF077128	05/01/22	04726	Helen O'Sullivan	127.79	Reimbursement - Catering for Access and Inclusion Forum and Age Friendly Forum
EF077133	07/01/22	164810	Pamela Joyce Dumps	400.00	Bond Payment/Refund
EF077134	07/01/22	165486	Glenys Godfrey	350.00	Bond Payment/Refund
EF077135	07/01/22	165784	Afghan Australia Cultural Council Inc	400.00	Bond Payment/Refund
EF077136	07/01/22	167043	Amardeep Kaur Chahal	400.00	Bond Payment/Refund
EF077137	07/01/22	167093	Alexia Forte	400.00	Bond Payment/Refund
EF077138	07/01/22	167231	Brendan Mahoney	400.00	Bond Payment/Refund
EF077139	07/01/22	167234	Shy-Yin Huang	400.00	Bond Payment/Refund
EF077140	07/01/22	167239	MD Nuruzzaman	400.00	Bond Payment/Refund
EF077141	07/01/22	167241	Jane Casia Fernandez	1,000.00	Bond Payment/Refund
EF077142	07/01/22	167245	Tahira Samim	400.00	Bond Payment/Refund

## Attachment 12.13.1 Accounts for Payment - January 2022

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077144	07/01/22	02126	Treenet Inc	1,600.00	Membership Fee
EF077145	07/01/22	02377	Faulkner Park Board Management	27,000.00	Retirement Village quarterly contributions for September 2021 and January 2022
EF077147	07/01/22	06196	Vanisha Govender	745.00	Reimbursement - CPA membership fee
EF077163	10/01/22	01236	Department of Fire and Emergency Services	87,132.28	Emergency Services Levy
EF077214	10/01/22	06173	Dads Group Inc	2,550.00	Community Contribution Fund
EF077216	10/01/22	99998	J E Farr	472.54	Council Crossover Subsidy Fee
EF077217	10/01/22	99998	Stan and Charlotte O'Connor	648.59	Council Crossover Subsidy Fee
EF077218	10/01/22	99998	Kate and Jason Richards	500.34	Council Crossover Subsidy Fee
EF077219	10/01/22	99998	Robin and Michelle Welsh	685.65	Council Crossover Subsidy Fee
EF077220	10/01/22	99998	Robin and Michelle Welsh	685.65	Council Crossover Subsidy Fee
EF077221	10/01/22	99998	Barbara Williams	648.59	Council Crossover Subsidy Fee
EF077222	10/01/22	99998	Cameron Williams	676.38	Council Crossover Subsidy Fee
EF077256	13/01/22	03453	Clare Bridges	791.31	Reimbursement - Star Awards gift vouchers, Christmas decorations and parking fees
EF077280	13/01/22	99998	Danmill Nom & Santara Pty Ltd	720.00	Application Fee Refund
EF077281	13/01/22	99998	Caner Kilinc	200.00	Application Fee Refund
EF077282	13/01/22	99998	Joshua Hong Walsh	346.62	Application Fee Refund
EF077283	13/01/22	99998	Majestic Vision Pty Ltd	1,492.50	Application Fee Refund
EF077284	13/01/22	99998	Mohamed Mahmoud Ayad	389.65	Application Fee Refund
EF077285	13/01/22	99998	Connor Stephen Griffiths	265.60	Application Fee Refund
EF077286	13/01/22	99998	Graeme Patrick Smith	279.63	Application Fee Refund
EF077287	13/01/22	99998	Richard Kato	360.00	Hall Hire Refund
EF077288	13/01/22	99998	Leek Kia Kho	552.00	Hall Hire Refund
EF077289	13/01/22	99998	Marie Patcheapen	779.00	Hall Hire Refund
EF077290	13/01/22	99998	Nepali Association of WA	234.00	Hall Hire Refund
EF077291	13/01/22	99998	Stirling Conveyancing Services	356.50	Rates Refund
EF077292	13/01/22	99998	Vicki Philipoff Settlements	355.40	Rates Refund
EF077293	14/01/22	165675	Perth Bengal Club	400.00	Bond Payment/Refund
EF077294	14/01/22	166006	Muslim Women Support Centre	400.00	Bond Payment/Refund
EF077295	14/01/22	166958	Danielle Michelle Richmond	400.00	Bond Payment/Refund
EF077296	14/01/22	167233	PratishPty Ltd	400.00	Bond Payment/Refund
EF077297	14/01/22	167235	Richard Kato	400.00	Bond Payment/Refund
EF077298	14/01/22	167243	Leek Kia Kho	1,000.00	Bond Payment/Refund
EF077299	14/01/22	167244	Marie Patcheapen	1,000.00	Bond Payment/Refund

Attachment 12.13.1 Accounts for Payment - January 2022

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077300	14/01/22	167249	Chryselda Paradela	400.00	Bond Payment/Refund
EF077310	18/01/22	01236	Department of Fire and Emergency Services	211,860.81	Emergency Services Levy
788770	20/01/22	00889	Petty Cash - Finance	1,277.95	Petty Cash Recoup
788772	20/01/22	99999	Department of Communities	4,289.75	Rates Refund
788773	20/01/22	99999	Cecil McLelland Nominees	291.05	Rates Refund
EF077311	20/01/22	167043	Amardeep Kaur Chahal	400.00	Bond Payment/Refund
EF077312	20/01/22	167073	Nepali Association of Western Australia (NAWA)	1,000.00	Bond Payment/Refund
EF077313	20/01/22	167246	Deepak Chaudhari	400.00	Bond Payment/Refund
EF077314	20/01/22	167248	Rejoice Caro	1,000.00	Bond Payment/Refund
EF077315	20/01/22	167250	Yvonne Joyce	400.00	Bond Payment/Refund
EF077316	20/01/22	167251	Sze Wan Sham	400.00	Bond Payment/Refund
EF077341	21/01/22	04079	Belmont Men's Shed Inc	13,750.00	Accommodation Support Contribution July to September 2021
EF077355	21/01/22	06200	Para and Ability Dance WA	2,630.89	Community Contribution Fund
EF077356	21/01/22	99998	Vicki Westcott	206.85	Your Neighbour Grant
EF077357	21/01/22	99998	Samantha Aerts	207.38	Your Neighbour Grant
EF077358	21/01/22	99998	Chetan Kaushal	270.00	Hall Hire Refund
EF077359	21/01/22	99998	Deepak Chaudhari	137.50	Hall Hire Refund
EF077360	21/01/22	99998	Reshma Maria Mathias	387.16	Application Fee Refund
EF077361	21/01/22	99998	Foundation Housing Ltd	4,455.05	Rates Refund
788775	28/01/22	00894	Petty Cash - Operations Centre Stores	112.65	Petty Cash Recoup
788776	28/01/22	99999	Kenneth Critchley	526.22	Rates Refund
788777	28/01/22	99999	Victor Linton & Penelope Suzanne Humann	939.38	Rates Refund
788778	28/01/22	99999	Majorie Gloria Riley	566.57	Rates Refund
EF077442	28/01/22	01270	Perth Racing - WA Turf Club	2,291.67	Grandstand Road irrigation contribution
EF077562	28/01/22	99998	Rory Burrows	546.66	Council Crossover Subsidy Fee
EF077563	28/01/22	99998	Ashley James MacAulay	500.00	Rates Refund
EF077564	28/01/22	99998	Lisa Catherine Kelly	1,107.00	Application Fee Refund
EF077565	28/01/22	99998	Jasbir Singh	413.00	Hall Hire Refund
EF077566	28/01/22	99998	Para and Ability Dance WA	216.00	Hall Hire Refund
EF077567	28/01/22	99998	Ali Noori	360.00	Hall Hire Refund
EF077568	28/01/22	166607	Jasbir Singh	1,000.00	Bond Payment/Refund
EF077569	28/01/22	166907	Network Teach Inc	400.00	Bond Payment/Refund
EF077570	28/01/22	167214	Para and Ability Dance WA Inc	400.00	Bond Payment/Refund
EF077571	28/01/22	167238	Joshua Harding	400.00	Bond Payment/Refund

Attachment 12.13.1 Accounts for Payment - January 2022

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF077572	28/01/22	167247	Ali Noori	400.00	Bond Payment/Refund
EF077573	28/01/22	167252	Janice Belmonte	400.00	Bond Payment/Refund
EF077574	28/01/22	167257	AATM Pty Ltd	400.00	Bond Payment/Refund
EF077575	28/01/22	167258	Shanice Stacey	400.00	Bond Payment/Refund
EF077576	28/01/22	167260	Jacqueleen Jackson	400.00	Bond Payment/Refund
EF077404	28/01/22	00600	Institute of Public Works Engineering WA	1,309.00	Membership Fee
EF077474	28/01/22	02666	Vic Bijl	181.50	Reimbursement - Quantified Tree Risk Assessment registration renewal fee
<b>Other Total</b>				<b>396,286.87</b>	
<b>Property, Plant &amp; Equipment</b>					
EF077174	10/01/22	02310	Exteria Pty Ltd - Landmark Engineering	5,900.40	Street Furniture
EF077354	21/01/22	06198	Rackman Australia	3,057.47	Operations Centre Shelving
<b>Property, Plant &amp; Equipment Total</b>				<b>8,957.87</b>	
<b>Salaries/Wages</b>					
EF077129	05/01/22	99950	Australian Services Union	51.80	Salaries/Wages
EF077130	05/01/22	99952	Child Support Agency	359.23	Salaries/Wages
EF077131	05/01/22	99954	City of Belmont Social Club	315.00	Salaries/Wages
EF077132	05/01/22	99962	LGRCEU - WA Shire Councils Union	71.76	Salaries/Wages
SL050122	06/01/22	COB	City of Belmont Payroll	548,192.26	Salaries/Wages
EF077223	12/01/22	99971	SuperChoice	133,314.29	Superannuation Contribution
EF077306	13/01/22	99952	Child Support Agency	359.23	Salaries/Wages
EF077307	13/01/22	99954	City of Belmont Social Club	10.00	Salaries/Wages
EF077308	13/01/22	99962	LGRCEU - WA Shire Councils Union	71.76	Salaries/Wages
WG120121	13/01/22	COB	City of Belmont Payroll	104,481.68	Salaries/Wages
EF077309	17/01/22	99971	SuperChoice	114,466.26	Superannuation Contribution
EF077317	20/01/22	99950	Australian Services Union	51.80	Salaries/Wages
EF077318	20/01/22	99952	Child Support Agency	359.23	Salaries/Wages
EF077319	20/01/22	99954	City of Belmont Social Club	305.00	Salaries/Wages
EF077320	20/01/22	99962	LGRCEU - WA Shire Councils Union	71.76	Salaries/Wages
SL190122	20/01/22	COB	City of Belmont Payroll	609,567.96	Salaries/Wages
WG280122	27/01/22	COB	City of Belmont Payroll	100,504.43	Salaries/Wages
<b>Salaries/Wages Total</b>				<b>1,612,553.45</b>	
<b>Training and Conferences</b>					
EF077178	10/01/22	02719	Aveling	220.00	Responsible Service of Alcohol course and Staff Safety Inductions



## 12.14 Monthly Activity Statement as at 31 December 2021

### Attachment details

#### Attachment No and title

1. Monthly Activity Statement as at December 2021 [12.14.1 - 9 pages]

Voting Requirement : Simple Majority  
Subject Index : 32/009-Financial Operating Statements  
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

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** 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.

### Purpose of report

To provide Council with relevant monthly financial information for the period ending 31 December 2021.

### Summary and key issues

The following report includes a concise list of material variances and a Reconciliation of Net Current Assets at the end of the reporting month.

## **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 Regulations 34 (1) of 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. It also requires Council to adopt a “percentage or value” for what it will consider to be material variances on an annual basis. Further clarification is provided in the Officer Comments section.

## **Background**

The *Local Government (Financial Management) Regulations 1996* requires that financial statements are presented on a monthly basis to Council. Council has adopted 10% of the budgeted closing balance as the materiality threshold.

## Officer comment

The Statutory Monthly Financial Report consists of a Statement of Financial Activity reporting on revenue and expenditure as set out in the Annual Budget. It is required to include:

- Annual budget estimates
- Budget estimates to the end of the reporting month
- Actual amounts to the end of the reporting month
- Material variances between comparable amounts
- Net current assets as at the end of the reporting month.

Previous amendments to the Regulations fundamentally changed the reporting structure which requires reporting of information consistent with the “cash” component of Council’s budget rather than being “accrual” based.

The monthly financial report is to be accompanied by:

- An explanation of the composition of the net current assets, less committed\* and restricted\*\* assets
- An explanation of material variances\*\*\*
- Such other information as is considered relevant by the local government.

\*Revenue unspent but set aside under the annual budget for a specific purpose.

\*\*Assets which are restricted by way of externally imposed conditions of use e.g. tied grants.

\*\*\*Based on a materiality threshold of 10%.

In order to provide more details regarding significant variations as included at Attachment 12.14.1 the following summary is provided.

Report Section	Budget YTD	Actual YTD	Comment
<b>Expenditure - Capital</b>			
Computing	325,000	52,446	Variance relates to timing of payments for business applications and equipment.
City Facilities & Property	71,000	-	Variance relates to timing of purchases of equipment for Glasshouse.
Crime Prevention & Community Safety	92,311	-	Variance relates to the timing of purchases of fleet and equipment, which has not yet occurred.
Technical Services	167,347	-	Esplanade Foreshore Stabilisation project yet to commence.



Report Section	Budget YTD	Actual YTD	Comment
Environment	135,385	68,519	Garvey Park Section 2 project delayed due to scope of work and design considerations
Grounds Operations	775,835	352,072	Some irrigation projects yet to commence.
Road Works	1,725,883	1,396,451	Budget variance relates to timing of various projects and delays in receipt of outstanding invoices.
Footpath Works	353,376	171,307	Some footpath projects yet to commence.
Drainage Works	160,488	18,753	Variance mainly due to Ascot Waters Irrigation Project as project timeline has been amended.
Operations Centre	254,730	56,338	Variance due to timing of replacement of plant.
Building Operations	2,056,769	1,323,629	Variance due to timing of the Glass House Project and the timing of invoice payments for the Oasis Leisure Centre.
City Projects	107,000	31,713	Variance relates to Wilson Park Netball Court project. This project has been deferred to 2022/2023, amended in March 2022 budget review.
<b>Expenditure – Operating</b>			
Marketing & Communications	1,210,563	888,825	Salaries below budget due to vacancies.
Executive Services	703,879	777,516	Variance relates to timing of employee costs.
Chief Executive Officer	443,181	495,228	Employee and Consultants costs are ahead of the budget spread.
Human Resources	995,400	924,733	Employee and consultancy costs are behind the budget spread.
Governance	1,797,441	969,344	Variances due to timing of Activity Based Costing allocations and budget spread of election expenditure.
Belmont Trust	90,000	31,863	Variance due to timing of legal and consultancy costs.
Accommodation Costs	321,883	260,525	The actual cleaning costs are lower than anticipated.

Report Section	Budget YTD	Actual YTD	Comment
Engagement Strategies	804,488	724,922	Employee and other services costs are behind the budget spread.
Town Planning	1,528,749	1,392,204	Favourable variance for agency staff costs and Activity Based Costing allocations.
Community Place Making	92,028	18,828	Timing variance related Arts and Place projects.
Community Development	354,436	256,743	Favourable variance mainly due to the timing of donations and project management costs.
Building - Active Reserves	390,607	325,812	Variance due to timing of building maintenance project costs.
Grounds Operations	2,743,479	2,608,393	Favourable variance relates to employee costs and Activity Based Costing allocations.
Grounds - Active Reserves	738,049	685,378	Timing variance due to budget phasing of park maintenance projects.
Grounds Overheads	794,064	868,083	Variance relates mainly to employee entitlement costs, adjusted in March 2022 budget review.
Streetscapes	1,133,857	589,545	Variance due to timing of the Street tree maintenance programs .
Building Operations	664,065	590,318	Variance due to timing of Emergency Service Levy payment on City owned properties.
City Projects	406,353	301,830	Favourable variance due to budget phasing of consultancy costs.
Other Public Works	423,091	365,660	Street lighting costs are paid one month in arrears.
<b>Revenue – Capital</b>			
Human Resources	(140,617)	(33,975)	Miscellaneous Entitlements Reserve below budget spread.
Environment	(56,035)	0	Foreshore stabilisation project funding has not yet been received
Grounds Operations	0	(53,650)	Grant Income for Gerry Archer turf was received ahead of budget.
Operations Centre	(310,186)	0	Sale of Fleet & Plant has yet to occur.
City Projects	(228,250)	0	Timing variance regarding grant income for Wilson Park project.

Report Section	Budget YTD	Actual YTD	Comment
<b>Revenue – Operating</b>			
Insurance	(862,873)	(915,770)	Insurance reimbursements higher than expected.
Human Resources	(754,683)	(924,733)	Activity Based Costing recoveries are above budget spread.
Finance	(1,069,325)	76,840	Variance is mainly due to timing of Activity Based costing.
Rates	(52,599,161)	(52,499,298)	Variance due to timing of interim rating.
City Facilities & Property	(786,442)	(852,936)	Lease income is higher than anticipated.
Health	(212,262)	(265,937)	Mosquito Control contribution received ahead of budget spread.
Streetscapes	(60,000)	0	Contribution income for Orrong road is expected to be received later in the financial year.
Customer Service	(269,719)	(349,155)	Activity Based Costing recoveries are above budget, adjusted in March 2022 budget review.
Public Works Overheads	(652,200)	(588,412)	Overhead recoveries variance due timing variance.

In accordance with *Local Government (Financial Management) Regulations 1996*, Regulation 34 (2)(a) the following table explains the composition of the net current assets amount which appears at the end of the attached report.

<b>Reconciliation of Nett Current Assets to Statement of Financial Activity</b>		
Current Assets as at 31 December 2021	\$	Comment
Cash and investments	75,179,871	Includes municipal and reserves
Less: Non rate setting cash	(51,135,124)	Reserves
Receivables	22,091,637	Rates levied yet to be received and Sundry Debtors
Emergency Services Levy Receivable	(1,922,249)	Emergency Services Levy Receivable
Stock on hand	231,317	
<b>Total Current Assets</b>	<b>44,445,451</b>	

<b>Reconciliation of Nett Current Assets to Statement of Financial Activity</b>		
<b>Current Liabilities</b>		
Creditors and provisions	(11,445,342)	Includes Emergency Services Levy and deposits
Less: Non rate setting creditors and provisions	5,023,662	Cash Backed Long Service Levy, current loans & Emergency Services Levy
<b>Total Current Liabilities</b>	<b>(6,421,680)</b>	
<b>Nett Current Assets 31 December 2021</b>	<b>38,023,771</b>	
Nett Current Assets as Per Financial Activity Report	38,023,771	
Less Committed Assets	<b>(37,523,771)</b>	All other budgeted expenditure
<b>Estimated Closing Balance</b>	<b>500,000</b>	

### **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.

### **Officer Recommendation**

That the Monthly Financial Reports as at 31 December, 2021 as included in Attachment 12.14.1 be received.

## City of Belmont

### Monthly Financial Activity Statement for the Period Ending December 2021

Note: Material variances have been identified in accordance with the Local Government (Financial Management) Regulations 34(1)(d) and Australian Accounting Standards (AASB 1031). A variance on the budgeted closing balance has been applied in the determination of material variances.  
M=Material Variance

Budget: 22CLRBD1, Actual: 22CLACT

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	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>1. Expenditure</b>					
<b>Capital</b>					
<b>Governance</b>					
Computing	694,875	325,000	52,446	272,554	83.86% M
Transfer To Reserve	2,775,791	0	0	0	0.00%
Executive Services	44,875	0	0	0	0.00%
Human Resources	44,875	0	0	0	0.00%
Belmont Trust	6,712	0	0	0	0.00%
<b>Total Governance</b>	<b>3,567,128</b>	<b>325,000</b>	<b>52,446</b>	<b>272,554</b>	<b>83.86%</b>
<b>General purpose funding</b>					
City Facilities & Property	142,000	71,000	0	71,000	100.00% M
Financing Activities	573,170	283,881	283,881	0	0.00%
<b>Total General purpose funding</b>	<b>715,170</b>	<b>354,881</b>	<b>283,881</b>	<b>71,000</b>	<b>20.01%</b>
<b>Law, order and public safety</b>					
Crime Prevention & Comm Safety	145,811	92,311	0	92,311	100.00% M
<b>Total Law, order and public safety</b>	<b>145,811</b>	<b>92,311</b>	<b>0</b>	<b>92,311</b>	<b>100.00%</b>
<b>Health</b>					
Health	77,875	44,875	41,286	3,589	8.00%
<b>Total Health</b>	<b>77,875</b>	<b>44,875</b>	<b>41,286</b>	<b>3,589</b>	<b>8.00%</b>
<b>Education and welfare</b>					
Engagement Strategies	77,875	0	21,112	-21,112	0.00%
<b>Total Education and welfare</b>	<b>77,875</b>	<b>0</b>	<b>21,112</b>	<b>-21,112</b>	<b>0.00%</b>
<b>Housing</b>					
Wahroonga Housing	50,000	50,000	38,979	11,021	22.04%
Orana Aged Housing	36,156	0	0	0	0.00%
Faulkner Park Retirement Vill.	108,000	0	0	0	0.00%
<b>Total Housing</b>	<b>194,156</b>	<b>50,000</b>	<b>38,979</b>	<b>11,021</b>	<b>22.04%</b>
<b>Community amenities</b>					
Town Planning	100,925	25,000	0	25,000	100.00%
Sanitation Charges	973,468	0	0	0	0.00%
Technical Services	669,385	167,347	0	167,347	100.00% M
Environment	270,771	135,385	68,519	66,866	49.39% M
<b>Total Community amenities</b>	<b>2,014,549</b>	<b>327,732</b>	<b>68,519</b>	<b>259,213</b>	<b>79.09%</b>
<b>Recreation and culture</b>					
Computing	0	0	14,421	-14,421	0.00%
Belmont Oasis	33,000	33,000	32,828	172	0.52%
Ruth Faulkner Library	181,223	61,923	68,412	-6,489	-10.48%
Community Place Making	10,000	5,000	0	5,000	100.00%
Community Wellbeing	33,000	0	0	0	0.00%
Grounds Operations	2,401,360	775,835	352,072	423,763	54.62% M
Grounds Overheads	66,000	0	0	0	0.00%
<b>Total Recreation and culture</b>	<b>2,724,583</b>	<b>875,758</b>	<b>467,732</b>	<b>408,025</b>	<b>46.59%</b>
<b>Transport</b>					
Road Works	4,994,042	1,725,883	1,396,451	329,433	19.09% M
Streetscapes	343,183	129,000	87,127	41,873	32.46%
Footpath Works	881,828	353,376	171,307	182,069	51.52% M

Attachment 12.14.1 Monthly Activity Statement as at December 2021

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Drainage Works	629,532	160,488	18,753	141,735	88.32% <b>M</b>
Operations Centre	742,210	254,730	56,338	198,392	77.88% <b>M</b>
<b>Total Transport</b>	<b>7,590,796</b>	<b>2,623,477</b>	<b>1,729,974</b>	<b>893,502</b>	<b>34.06%</b>
<b>Economic services</b>					
Building Operations	4,340,322	2,056,769	1,323,629	733,140	35.65% <b>M</b>
City Projects	1,539,000	107,000	31,713	75,288	70.36% <b>M</b>
<b>Total Economic services</b>	<b>5,879,323</b>	<b>2,163,770</b>	<b>1,355,341</b>	<b>808,428</b>	<b>37.36%</b>
<b>Other property and services</b>					
Technical Services	167,625	0	0	0	0.00%
<b>Total Other property and services</b>	<b>167,625</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Capital</b>	<b>23,154,890</b>	<b>6,857,803</b>	<b>4,059,272</b>	<b>2,798,531</b>	<b>40.81%</b>

## Attachment 12.14.1 Monthly Activity Statement as at December 2021

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>Operating</b>					
<b>Governance</b>					
Finance Department	2,142,750	1,059,138	1,033,780	25,358	2.39%
Computing	3,225,496	1,609,467	1,610,681	-1,215	-0.08%
Marketing & Communications	2,354,972	1,210,563	888,825	321,738	26.58% <b>M</b>
Reimbursements	257,369	128,685	139,669	-10,984	-8.54%
Insurance	897,740	894,990	875,447	19,543	2.18%
Executive Services	1,462,730	703,879	777,516	-73,638	-10.46% <b>M</b>
Chief Executive Officer	921,920	443,181	495,228	-52,047	-11.74% <b>M</b>
Records Management	823,490	391,212	394,193	-2,980	-0.76%
Human Resources	1,780,271	995,400	924,733	70,667	7.10% <b>M</b>
Organisational Development	923,304	439,452	428,009	11,443	2.60%
Governance	3,412,963	1,797,441	969,344	828,097	46.07% <b>M</b>
Belmont Trust	180,000	90,000	31,863	58,137	64.60% <b>M</b>
Accommodation Costs	643,352	321,883	260,525	61,358	19.06% <b>M</b>
<b>Total Governance</b>	<b>19,026,358</b>	<b>10,085,291</b>	<b>8,829,813</b>	<b>1,255,478</b>	<b>12.45%</b>
<b>General purpose funding</b>					
Rates	2,704,628	2,230,838	2,219,118	11,720	0.53%
General Purpose Income	3,050	1,525	1	1,524	99.91%
City Facilities & Property	961,091	454,293	418,742	35,551	7.83%
Financing Activities	602,365	304,004	255,360	48,644	16.00%
<b>Total General purpose funding</b>	<b>4,271,133</b>	<b>2,990,660</b>	<b>2,893,221</b>	<b>97,438</b>	<b>3.26%</b>
<b>Law, order and public safety</b>					
Belmont Community Watch	1,321,271	660,755	648,403	12,353	1.87%
Belmont Neighbourhood Watch	593	296	6	291	98.11%
Criminal Damage	226,606	111,342	88,621	22,722	20.41%
Rangers	1,055,672	507,018	473,544	33,474	6.60%
Crime Prevention & Comm Safety	967,034	501,111	540,327	-39,216	-7.83%
State Emergency Service	92,407	50,093	50,834	-742	-1.48%
<b>Total Law, order and public safety</b>	<b>3,663,583</b>	<b>1,830,615</b>	<b>1,801,734</b>	<b>28,881</b>	<b>1.58%</b>
<b>Health</b>					
Health	1,622,690	781,612	796,204	-14,592	-1.87%
Immunisation	21,484	10,742	8,195	2,548	23.72%
<b>Total Health</b>	<b>1,644,174</b>	<b>792,355</b>	<b>804,398</b>	<b>-12,044</b>	<b>-1.52%</b>
<b>Education and welfare</b>					
City Facilities & Property	316,918	158,459	164,226	-5,767	-3.64%
Engagement Strategies	1,690,288	804,488	724,922	79,567	9.89% <b>M</b>
Community Place Making	680,441	347,567	343,328	4,239	1.22%
Volunteers Programs	80,777	38,719	36,765	1,955	5.05%
Belmont HACC Services	0	0	4,068	-4,068	0.00%
Youth Services General	807,098	337,516	332,257	5,259	1.56%
Pre-Schools & Kindys	6,249	3,926	2,113	1,813	46.19%
<b>Total Education and welfare</b>	<b>3,581,772</b>	<b>1,690,676</b>	<b>1,607,679</b>	<b>82,998</b>	<b>4.91%</b>
<b>Housing</b>					
Ascot Close Housing	50,774	27,421	27,191	230	0.84%
Wahroonga Housing	47,714	25,644	26,184	-540	-2.10%
Orana Aged Housing	64,344	34,418	29,551	4,867	14.14%
Gabriel Gardens	90,247	33,298	24,150	9,148	27.47%
Faulkner Park Retirement Vill.	92,000	46,000	74,227	-28,227	-61.36%
<b>Total Housing</b>	<b>345,079</b>	<b>166,782</b>	<b>181,303</b>	<b>-14,521</b>	<b>-8.71%</b>
<b>Community amenities</b>					
Regional Development	30,148	20,074	401	19,673	98.00%
Town Planning	3,059,989	1,528,749	1,392,204	136,545	8.93% <b>M</b>
Sanitation Charges	7,674,861	2,417,346	2,407,218	10,127	0.42%
Technical Services	163,394	78,091	69,325	8,766	11.23%
<b>Total Community amenities</b>	<b>10,928,393</b>	<b>4,044,260</b>	<b>3,869,149</b>	<b>175,111</b>	<b>4.33%</b>

Attachment 12.14.1 Monthly Activity Statement as at December 2021

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>Recreation and culture</b>					
Computing	0	0	13,360	-13,360	0.00%
Marketing & Communications	823,250	317,550	275,415	42,135	13.27%
Belmont Trust	7,224	3,614	2,541	1,073	29.69%
Public Facilities Operations	187,756	60,378	33,230	27,147	44.96%
Belmont Oasis	552,772	255,913	211,268	44,645	17.45%
Youth & Family Services Centre	143,684	64,243	69,686	-5,444	-8.47%
Ruth Faulkner Library	3,157,197	1,530,160	1,493,407	36,753	2.40%
Engagement Strategies	56,150	28,400	200	28,200	99.30%
Community Place Making	287,500	92,028	18,828	73,200	79.54% <b>M</b>
Community Wellbeing	567,692	258,998	227,648	31,349	12.10%
Community Development	606,728	354,436	256,743	97,693	27.56% <b>M</b>
Building - Active Reserves	767,532	390,607	325,812	64,795	16.59% <b>M</b>
Building Operations	90,153	39,912	36,365	3,547	8.89%
Streetscapes	30,000	15,000	13,983	1,017	6.78%
Grounds Operations	5,492,513	2,743,479	2,608,393	135,086	4.92% <b>M</b>
Grounds - Active Reserves	1,383,516	738,049	685,378	52,670	7.14% <b>M</b>
Grounds Overheads	1,434,694	794,064	868,083	-74,019	-9.32% <b>M</b>
<b>Total Recreation and culture</b>	<b>15,588,361</b>	<b>7,686,832</b>	<b>7,140,342</b>	<b>546,489</b>	<b>7.11%</b>
<b>Transport</b>					
Road Works	1,100,290	523,065	564,919	-41,854	-8.00%
Streetscapes	2,228,260	1,133,857	589,545	544,313	48.01% <b>M</b>
Footpath Works	263,182	131,590	107,987	23,603	17.94%
Drainage Works	382,959	166,479	195,587	-29,108	-17.48%
Operations Centre	837,469	440,649	436,613	4,037	0.92%
Grounds Operations	108,940	54,466	65,888	-11,422	-20.97%
<b>Total Transport</b>	<b>4,921,101</b>	<b>2,450,107</b>	<b>1,960,540</b>	<b>489,568</b>	<b>19.98%</b>
<b>Economic services</b>					
City Facilities & Property	770,701	409,276	394,456	14,820	3.62%
Building Control	838,320	409,607	433,104	-23,496	-5.74%
Customer Service	592,532	315,501	349,155	-33,654	-10.67%
Building Operations	1,354,076	664,065	590,318	73,747	11.11% <b>M</b>
Building Overheads	97,294	55,981	32,636	23,345	41.70%
Streetscapes	16,026	9,790	4,884	4,905	50.11%
<b>Total Economic services</b>	<b>3,668,948</b>	<b>1,864,221</b>	<b>1,804,553</b>	<b>59,668</b>	<b>3.20%</b>
<b>Other property and services</b>					
Building Operations	4,678	811	2,048	-1,237	-152.50%
Public Works Overheads	1,406,828	760,906	735,368	25,539	3.36%
Plant Operating Costs	926,026	516,130	502,058	14,072	2.73%
Technical Services	2,703,149	1,298,064	1,310,097	-12,033	-0.93%
City Projects	787,218	406,353	301,830	104,523	25.72% <b>M</b>
Other Public Works	851,625	423,091	365,660	57,431	13.57% <b>M</b>
<b>Total Other property and services</b>	<b>6,679,525</b>	<b>3,405,355</b>	<b>3,217,060</b>	<b>188,296</b>	<b>5.53%</b>
<b>Total Operating</b>	<b>74,318,427</b>	<b>37,007,155</b>	<b>34,109,794</b>	<b>2,897,361</b>	<b>7.83%</b>
<b>Total 1. Expenditure</b>	<b>97,473,317</b>	<b>43,864,958</b>	<b>38,169,066</b>	<b>5,695,892</b>	<b>12.99%</b>



## Attachment 12.14.1 Monthly Activity Statement as at December 2021

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>2. Revenue</b>					
<b>Capital</b>					
<b>Governance</b>					
Finance Department	-29,117	0	0	0	0.00%
Computing	-491,455	0	0	0	0.00%
Insurance	-29,149	0	0	0	0.00%
Executive Services	-31,413	0	0	0	0.00%
Human Resources	-340,829	-140,617	-33,975	-106,642	75.84% M
Governance	-110,000	0	0	0	0.00%
Belmont Trust	-187,224	0	0	0	0.00%
<b>Total Governance</b>	<b>-1,219,187</b>	<b>-140,617</b>	<b>-33,975</b>	<b>-106,642</b>	<b>75.84%</b>
<b>General purpose funding</b>					
City Facilities & Property	-154,693	0	0	0	0.00%
Financing Activities	-10,000	-5,000	0	-5,000	100.00%
<b>Total General purpose funding</b>	<b>-164,693</b>	<b>-5,000</b>	<b>0</b>	<b>-5,000</b>	<b>100.00%</b>
<b>Law, order and public safety</b>					
Crime Prevention & Comm Safety	-73,161	-27,168	0	-27,168	100.00%
<b>Total Law, order and public safety</b>	<b>-73,161</b>	<b>-27,168</b>	<b>0</b>	<b>-27,168</b>	<b>100.00%</b>
<b>Health</b>					
Health	-51,020	-27,920	-34,545	6,625	-23.73%
<b>Total Health</b>	<b>-51,020</b>	<b>-27,920</b>	<b>-34,545</b>	<b>6,625</b>	<b>-23.73%</b>
<b>Education and welfare</b>					
Engagement Strategies	-44,749	0	0	0	0.00%
Community Place Making	-34,485	0	0	0	0.00%
<b>Total Education and welfare</b>	<b>-79,234</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Housing</b>					
Ascot Close Housing	-50,774	0	0	0	0.00%
Wahroonga Housing	-97,714	0	0	0	0.00%
Gabriel Gardens	-39,747	0	0	0	0.00%
<b>Total Housing</b>	<b>-188,235</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Community amenities</b>					
Town Planning	-96,111	-30,205	0	-30,205	100.00%
Sanitation Charges	-1,524,458	0	0	0	0.00%
Environment	-112,071	-56,035	0	-56,035	100.00% M
<b>Total Community amenities</b>	<b>-1,732,640</b>	<b>-86,241</b>	<b>0</b>	<b>-86,241</b>	<b>100.00%</b>
<b>Recreation and culture</b>					
Ruth Faulkner Library	-52,050	-4,950	-19,045	14,095	-284.76%
Community Wellbeing	-23,100	0	0	0	0.00%
Grounds Operations	-276,472	0	-53,650	53,650	0.00% M
Grounds Overheads	-75,215	0	0	0	0.00%
<b>Total Recreation and culture</b>	<b>-426,837</b>	<b>-4,950</b>	<b>-72,695</b>	<b>67,745</b>	<b>-1368.59%</b>
<b>Transport</b>					
Road Works	-1,476,225	-555,993	-534,655	-21,338	3.84%
Drainage Works	-50,000	0	0	0	0.00%
Operations Centre	-693,097	-310,186	0	-310,186	100.00% M

Attachment 12.14.1 Monthly Activity Statement as at December 2021

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>Total Transport</b>	<b>-2,219,322</b>	<b>-866,179</b>	<b>-534,655</b>	<b>-331,524</b>	<b>38.27%</b>
<b>Economic services</b>					
Customer Service	-57,867	0	0	0	0.00%
Building Operations	-3,541,606	-304,915	-315,536	10,621	-3.48%
Building Overheads	-15,873	0	0	0	0.00%
City Projects	-894,760	-228,250	0	-228,250	100.00% <b>M</b>
<b>Total Economic services</b>	<b>-4,510,106</b>	<b>-533,165</b>	<b>-315,536</b>	<b>-217,630</b>	<b>40.82%</b>
<b>Other property and services</b>					
Public Works Overheads	-17,800	0	0	0	0.00%
Plant Operating Costs	-51,991	0	0	0	0.00%
Technical Services	-120,786	0	0	0	0.00%
<b>Total Other property and services</b>	<b>-190,577</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Capital</b>	<b>-10,855,012</b>	<b>-1,691,240</b>	<b>-991,406</b>	<b>-699,834</b>	<b>41.38%</b>

Attachment 12.14.1 Monthly Activity Statement as at December 2021

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>Operating</b>					
<b>Governance</b>					
Finance Department	-2,138,650	-1,069,325	76,840	-1,146,165	107.19% M
Computing	-3,225,496	-1,612,748	-1,610,681	-2,067	0.13%
Marketing & Communications	-4,000	-2,000	0	-2,000	100.00%
Reimbursements	-257,369	-122,685	-118,795	-3,890	3.17%
Insurance	-868,591	-862,873	-915,770	52,897	-6.13% M
Chief Executive Officer	0	0	-1,975	1,975	0.00%
Records Management	-823,490	-411,745	-394,193	-17,552	4.26%
Human Resources	-1,509,367	-754,683	-924,733	170,050	-22.53% M
Governance	0	0	-1,651	1,651	0.00%
Belmont Trust	-6,712	0	0	0	0.00%
Accommodation Costs	-556,840	-278,420	-229,107	-49,313	17.71%
<b>Total Governance</b>	<b>-9,390,515</b>	<b>-5,114,479</b>	<b>-4,120,064</b>	<b>-994,415</b>	<b>19.44%</b>
<b>General purpose funding</b>					
Rates	-52,863,621	-52,599,161	-52,499,298	-99,862	0.19% M
General Purpose Income	-443,500	-221,750	-234,955	13,205	-5.95%
City Facilities & Property	-1,572,884	-786,442	-852,936	66,494	-8.46% M
Financing Activities	-473,842	-236,918	-217,034	-19,884	8.39%
<b>Total General purpose funding</b>	<b>-55,353,847</b>	<b>-53,844,271</b>	<b>-53,804,223</b>	<b>-40,048</b>	<b>0.07%</b>
<b>Law, order and public safety</b>					
Criminal Damage	-18,000	-9,000	-6,276	-2,724	30.26%
Rangers	-119,177	-59,588	-70,505	10,917	-18.32%
Crime Prevention & Comm Safety	-112,000	-56,000	-98,410	42,410	-75.73%
State Emergency Service	-88,884	-39,442	-44,937	5,495	-13.93%
<b>Total Law, order and public safety</b>	<b>-338,061</b>	<b>-164,030</b>	<b>-220,128</b>	<b>56,098</b>	<b>-34.20%</b>
<b>Health</b>					
Health	-424,524	-212,262	-265,937	53,675	-25.29% M
Immunisation	0	0	-6	6	0.00%
<b>Total Health</b>	<b>-424,524</b>	<b>-212,262</b>	<b>-265,943</b>	<b>53,681</b>	<b>-25.29%</b>
<b>Education and welfare</b>					
City Facilities & Property	-2,500	-1,250	-2,500	1,250	-100.00%
Engagement Strategies	0	0	-1,231	1,231	0.00%
Community Place Making	-11,916	0	-11,916	11,916	0.00%
Youth Services General	-65,000	-32,500	-32,680	180	-0.55%
<b>Total Education and welfare</b>	<b>-79,416</b>	<b>-33,750</b>	<b>-48,327</b>	<b>14,577</b>	<b>-43.19%</b>
<b>Housing</b>					
Orana Aged Housing	-100,500	-8,390	0	-8,390	100.00%
Gabriel Gardens	-50,500	-25,250	0	-25,250	100.00%
Faulkner Park Retirement Vill.	-200,000	-100,000	-127,731	27,731	-27.73%
<b>Total Housing</b>	<b>-351,000</b>	<b>-133,640</b>	<b>-127,731</b>	<b>-5,909</b>	<b>4.42%</b>
<b>Community amenities</b>					
Regional Development	0	0	-6,675	6,675	0.00%
Town Planning	-1,140,133	-570,067	-561,312	-8,755	1.54%
Sanitation Charges	-7,113,251	-6,399,279	-6,361,170	-38,109	0.60%
Technical Services	-1,500	-750	-3,636	2,886	-384.85%
<b>Total Community amenities</b>	<b>-8,254,884</b>	<b>-6,970,095</b>	<b>-6,932,793</b>	<b>-37,302</b>	<b>0.54%</b>

Attachment 12.14.1 Monthly Activity Statement as at December 2021

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>Recreation and culture</b>					
Marketing & Communications	-110,000	-52,500	-24,000	-28,500	54.29%
Public Facilities Operations	-281,650	-140,851	-121,929	-18,922	13.43%
Belmont Oasis	-9,000	0	0	0	0.00%
Youth & Family Services Centre	-72,000	-36,000	-25,241	-10,759	29.89%
Ruth Faulkner Library	-54,598	-21,825	-20,899	-926	4.24%
Community Place Making	-27,500	-5,000	-1,807	-3,193	63.87%
Community Wellbeing	-1,000	-500	-1,655	1,155	-230.91%
Community Development	0	0	-4,969	4,969	0.00%
Building - Active Reserves	0	0	-3,385	3,385	0.00%
Streetscapes	0	0	-9,782	9,782	0.00%
Grounds Operations	-9,748	-6,773	-10,694	3,921	-57.89%
Grounds Overheads	-1,401,545	-696,595	-696,597	2	0.00%
<b>Total Recreation and culture</b>	<b>-1,967,041</b>	<b>-960,044</b>	<b>-920,957</b>	<b>-39,087</b>	<b>4.07%</b>
<b>Transport</b>					
Road Works	-267,000	-140,000	-148,298	8,298	-5.93%
Streetscapes	-120,000	-60,000	0	-60,000	100.00% M
Operations Centre	0	0	-981	981	0.00%
<b>Total Transport</b>	<b>-387,000</b>	<b>-200,000</b>	<b>-149,279</b>	<b>-50,721</b>	<b>25.36%</b>
<b>Economic services</b>					
City Facilities & Property	0	0	-4,583	4,583	0.00%
Building Control	-164,466	-82,233	-69,025	-13,208	16.06%
Customer Service	-539,438	-269,719	-349,155	79,436	-29.45% M
Building Overheads	-81,421	-34,351	-30,777	-3,574	10.41%
<b>Total Economic services</b>	<b>-785,325</b>	<b>-386,303</b>	<b>-453,540</b>	<b>67,237</b>	<b>-17.41%</b>
<b>Other property and services</b>					
Public Works Overheads	-1,397,028	-652,200	-588,412	-63,788	9.78% M
Plant Operating Costs	-1,018,178	-500,652	-458,692	-41,960	8.38%
Technical Services	-426,393	-213,197	-204,673	-8,524	4.00%
Other Public Works	-76,680	-27,990	-38,257	10,267	-36.68%
<b>Total Other property and services</b>	<b>-2,918,279</b>	<b>-1,394,039</b>	<b>-1,290,034</b>	<b>-104,005</b>	<b>7.46%</b>
<b>Total Operating</b>	<b>-80,249,892</b>	<b>-69,412,913</b>	<b>-68,333,018</b>	<b>-1,079,895</b>	<b>1.56%</b>
<b>Total 2. Revenue</b>	<b>-91,104,904</b>	<b>-71,104,153</b>	<b>-69,324,425</b>	<b>-1,779,728</b>	<b>2.50%</b>

**3. Opening/Closing Funds**

**Operating**

**P&L Clearing**

Opening Balance - Budget Only	-6868412	0	0	0	0.00%
Closing Balance - Budget Only	500,000	0	0	0	0.00%
<b>Total P&amp;L Clearing</b>	<b>-6,368,412</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total 3. Opening/Closing Funds</b>	<b>-6,368,412</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

1 -27,239,195 -31,155,359 3,916,164 15.49% M

Add Opening Balance:	-6,868,412
<b>Nett Current Assets:</b>	<b>-38,023,771</b>

Attachment 12.14.1 Monthly Activity Statement as at December 2021

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %

## 12.15 Monthly Activity Statement as at 31 January 2022

### Attachment details

#### Attachment No and title

1. Monthly Activity Statement as at 31 January 2022 [12.15.1 - 9 pages]

Voting Requirement : Simple Majority  
Subject Index : 32/009-Financial Operating Statements  
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

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** 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.

### Purpose of report

To provide Council with relevant monthly financial information for the period ending 31 January 2022.

### Summary and key issues

The following report includes a concise list of material variances and a Reconciliation of Net Current Assets at the end of the reporting month.

## **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 Regulations 34 (1) of 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. It also requires Council to adopt a “percentage or value” for what it will consider to be material variances on an annual basis. Further clarification is provided in the Officer Comments section.

## **Background**

The *Local Government (Financial Management) Regulations 1996* requires that financial statements are presented on a monthly basis to Council. Council has adopted 10% of the budgeted closing balance as the materiality threshold.

## Officer comment

The Statutory Monthly Financial Report is to consist of a Statement of Financial Activity reporting on revenue and expenditure as set out in the Annual Budget. It is required to include:

- Annual budget estimates
- Budget estimates to the end of the reporting month
- Actual amounts to the end of the reporting month
- Material variances between comparable amounts
- Net current assets as at the end of the reporting month.

Previous amendments to the Regulations fundamentally changed the reporting structure which requires reporting of information consistent with the “cash” component of Council’s budget rather than being “accrual” based.

The monthly financial report is to be accompanied by:

- An explanation of the composition of the net current assets, less committed\* and restricted\*\* assets
- An explanation of material variances\*\*\*
- Such other information as is considered relevant by the local government.

\*Revenue unspent but set aside under the annual budget for a specific purpose.

\*\*Assets which are restricted by way of externally imposed conditions of use e.g. tied grants.

\*\*\*Based on a materiality threshold of 10%.

In order to provide more details regarding significant variations as included in Attachment 12.15.1 the following summary is provided.

Report Section	Budget YTD	Actual YTD	Comment
<b>Expenditure - Capital</b>			
Computing	379,167	72,126	Timing issue regarding the payment of business applications and equipment.
City Facilities & Property	82,833	Nil	Timing variance relates to purchase of equipment for Glasshouse.
Crime Prevention & Community Safety	101,228	Nil	Purchase of fleet and equipment has not yet occurred.



Report Section	Budget YTD	Actual YTD	Comment
Technical Services	251,020	Nil	Esplanade Foreshore Stabilisation project yet to commence.
Environment	135,385	69,410	Garvey Park Section 2 project delayed due to scope of work and design considerations
Grounds Operations	952,420	340,327	Variance due to timing of some irrigation projects.
Road Works	2,129,344	1,613,348	Variance due to timing of various project and delays in receipt of outstanding invoices.
Streetscapes	157,750	97,864	Belvidere Street Precinct Revitalisation project delayed, awaiting input from Western Power.
Footpath Works	420,876	173,197	Some footpath projects yet to commence.
Drainage Works	160,488	29,415	Variance relates to timing of some drainage and improvement programs.
Operations Centre	299,890	56,338	Variance due to timing of replacement of plant.
Building Operations	2,789,481	1,351,875	Variance due to timing of the Glass House Project and the timing of invoice payments for the Oasis leisure centre.
City Projects	365,000	43,958	Variance relates to Wilson Park Netball Court project. This project has been deferred to 2022/2023 and amended in March 2022 budget review.
<b>Expenditure - Operating</b>			
Finance Department	1,212,315	1,159,250	Variance due to auditing fees not yet invoiced.
Computing	1,862,118	1,763,947	Variance due to Leasing fees not yet incurred.

Report Section	Budget YTD	Actual YTD	Comment
Marketing & Communications	1,386,177	1,117,638	Salaries below budget due to vacancies.
Human Resources	1,110,219	1,025,809	Employee costs and consultancy costs are behind the budget spread.
Governance	2,066,452	1,838,975	Variances mainly due to timing of Activity Based Costing allocations and budget spread of sitting fees.
Belmont Trust	90,000	36,863	Variance due to timing of legal and consultancy costs.
Accommodation Costs	352,586	301,231	Cleaning costs less than anticipated.
Belmont Community Watch	770,469	654,002	Variance due to outstanding invoices for security services not yet received.
Engagement Strategies	920,919	817,741	Favourable variance for salaries and other services costs.
Faulkner Park Retirement Village	46,000	126,102	Higher than anticipated costs, adjusted in March budget review.
Town Planning	1,753,593	1,589,910	Favourable variances for salaries, legal and consultancy costs.
Sanitation Charges	2,952,725	2,460,255	Variance due to outstanding invoices relating to Rubbish services.
Belmont Oasis	283,982	230,710	Timing variance regarding the spread of building maintenance costs.
Ruth Faulkner Library	1,756,215	1,695,827	Various minor timing variances due to outstanding invoices?.
Engagement Strategies	54,900	200	Sister City activities not proceeding, amended at March 2022 budget review.
Community Place Making	99,186	20,437	Arts and Place projects timing variance.

Report Section	Budget YTD	Actual YTD	Comment
Community Development	396,368	293,094	Favourable variance mainly due to the spread of donations and project management costs.
Building - Active Reserves	443,815	357,410	Timing variance relating to building maintenance projects.
Grounds Operations	3,177,777	3,069,281	Variance relates to budget phasing of consultancy costs and environmental services.
Grounds Overheads	898,868	997,908	Variance relates to employee retirements costs, to be adjusted in March 2022 budget review.
Road Works	609,539	677,922	Street sweeping costs are higher than anticipated, addressed in March 2022 budget review.
Streetscapes	1,315,044	758,335	Variance due to seasonal street tree maintenance programs, adjusted at March Budget review.
City Projects	478,667	329,993	Favourable variance due to budget phasing of consultancy costs.
Other Public Works	494,114	438,475	Street lighting costs are paid one month in arrears.
<b>Revenue - Capital</b>			
Human Resources	(157,825)	(33,975)	Miscellaneous Entitlements Reserve are below budget spread.
Environment	(65,374)	Nil	Grant income yet to be received
Grounds Operations	Nil	(53,650)	Grant Income for Gerry Archer turf was received ahead of budget.
Road Works	(933,779)	(534,655)	Variance for grant income due to capital scheduling being amended.
Operations Centre	(313,986)	(23,636)	Sale of Fleet & Plant has yet to occur.

Report Section	Budget YTD	Actual YTD	Comment
City Projects	(228,250)	Nil	Timing variance regarding grant income for Wilson Park project.
<b>Revenue operating</b>			
Finance Department	(1,247,546)	(1,159,249)	Activity Based Costing (ABC's) recoveries are currently below budget.
Computing	(1,881,539)	(1,763,947)	Activity Based Costing (ABC's) recoveries are currently below budget.
Insurance	(863,824)	(917,908)	Insurance reimbursements are higher than expected.
Human Resources	(880,464)	(1,025,809)	Activity Based Costing recoveries are above budget phasing.
Accommodation Costs	(324,823)	(260,474)	Activity Based Costing recoveries are currently below budget.
Rates	(52,671,816)	(52,754,916)	Variance due to timing of interim rating.
City Facilities & Property	(917,516)	(1,005,021)	Lease income higher than anticipated.
Financing Activities	(276,405)	(225,122)	Bank interest is lower than anticipated, budget amended in March budget review.
Faulkner Park Retirement Village	(100,000)	(213,096)	Higher than anticipated sales.
Streetscapes	(120,000)	(4,383)	Contribution income for Orrong road is expected to be received later in the financial year.
Customer Service	(314,672)	(381,477)	ABC recoveries are above budget.
Public Works Overheads	(744,322)	(693,331)	Overhead recovery below budget.
Plant Operating Costs	(579,811)	(525,948)	Plant utilisation recovery below budget

In accordance with *Local Government (Financial Management) Regulations 1996*, Regulation 34 (2)(a) the following table explains the composition of the net current assets amount which appears at the end of the attached report.

<b>Reconciliation of Nett Current Assets to Statement of Financial Activity</b>		
<b>Current Assets as at 31 January 2022</b>	<b>\$</b>	<b>Comment</b>
Cash and investments	86,824,360	Includes municipal and reserves
- less non rate setting cash	(50,691,444)	Reserves
Receivables	5,923,213	Rates levied yet to be received and Sundry Debtors
ESL Receivable	(1,244,103)	ESL Receivable
Stock on hand	206,114	
<b>Total Current Assets</b>	<b>41,018,140</b>	
<b>Current Liabilities</b>		
Creditors and provisions	(10,338,651)	Includes ESL and deposits
- less non rate setting creditors & provisions	4,823,254	Cash Backed LSL, current loans & ESL
<b>Total Current Liabilities</b>	<b>(5,515,397)</b>	
<b>Nett Current Assets 31 January 2022</b>	<b>35,502,743</b>	
<b>Nett Current Assets as Per Financial Activity Report</b>		
Nett Current Assets as Per Financial Activity Report	35,502,743	
Less Committed Assets	<b>(35,002,743)</b>	All other budgeted expenditure
<b>Estimated Closing Balance</b>	<b>500,000</b>	

## 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.

## **Officer Recommendation**

That the Monthly Financial Reports as at 31 January 2022 as included in Attachment 12.15.1 be received.

## City of Belmont

### Monthly Financial Activity Statement for the Period Ending January 2022

Note: Material variances have been identified in accordance with the Local Government (Financial Management) Regulations 34(1)(d) and Australian Accounting Standards (AASB 1031). A variance on the budgeted closing balance has been applied in the determination of material variances.  
M=Material Variance

Budget: 22CLRBD1, Actual: 22CLACT

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	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>1. Expenditure</b>					
<b>Capital</b>					
<b>Governance</b>					
Computing	694,875	379,167	72,126	307,040	80.98% M
Transfer To Reserve	2,775,791	0	0	0	0.00%
Executive Services	44,875	0	0	0	0.00%
Human Resources	44,875	0	0	0	0.00%
Belmont Trust	6,712	0	0	0	0.00%
<b>Total Governance</b>	<b>3,567,128</b>	<b>379,167</b>	<b>72,126</b>	<b>307,040</b>	<b>80.98%</b>
<b>General purpose funding</b>					
City Facilities & Property	142,000	82,833	0	82,833	100.00% M
Financing Activities	573,170	283,881	283,881	0	0.00%
<b>Total General purpose funding</b>	<b>715,170</b>	<b>366,714</b>	<b>283,881</b>	<b>82,833</b>	<b>22.59%</b>
<b>Law, order and public safety</b>					
Crime Prevention & Comm Safety	145,811	101,228	0	101,228	100.00% M
<b>Total Law, order and public safety</b>	<b>145,811</b>	<b>101,228</b>	<b>0</b>	<b>101,228</b>	<b>100.00%</b>
<b>Health</b>					
Health	77,875	44,875	41,286	3,589	8.00%
<b>Total Health</b>	<b>77,875</b>	<b>44,875</b>	<b>41,286</b>	<b>3,589</b>	<b>8.00%</b>
<b>Education and welfare</b>					
Engagement Strategies	77,875	0	21,112	-21,112	0.00%
<b>Total Education and welfare</b>	<b>77,875</b>	<b>0</b>	<b>21,112</b>	<b>-21,112</b>	<b>0.00%</b>
<b>Housing</b>					
Wahroonga Housing	50,000	50,000	38,979	11,021	22.04%
Orana Aged Housing	36,156	0	0	0	0.00%
Faulkner Park Retirement Vill.	108,000	0	0	0	0.00%
<b>Total Housing</b>	<b>194,156</b>	<b>50,000</b>	<b>38,979</b>	<b>11,021</b>	<b>22.04%</b>
<b>Community amenities</b>					
Town Planning	100,925	25,000	0	25,000	100.00%
Sanitation Charges	973,468	28,468	0	28,468	100.00%
Technical Services	669,385	251,020	0	251,020	100.00% M
Environment	270,771	135,385	69,410	65,975	48.73% M
<b>Total Community amenities</b>	<b>2,014,549</b>	<b>439,873</b>	<b>69,410</b>	<b>370,463</b>	<b>84.22%</b>
<b>Recreation and culture</b>					
Computing	0	0	14,421	-14,421	0.00%
Belmont Oasis	33,000	33,000	32,828	172	0.52%
Ruth Faulkner Library	181,223	61,923	72,912	-10,989	-17.75%
Community Place Making	10,000	5,000	0	5,000	100.00%
Community Wellbeing	33,000	0	0	0	0.00%
Grounds Operations	2,401,360	952,420	340,327	612,093	64.27% M
Grounds Overheads	66,000	0	0	0	0.00%
<b>Total Recreation and culture</b>	<b>2,724,583</b>	<b>1,052,343</b>	<b>460,488</b>	<b>591,855</b>	<b>56.24%</b>
<b>Transport</b>					
Road Works	4,994,042	2,129,344	1,613,348	515,996	24.23% M
Streetscapes	343,183	157,750	97,864	59,886	37.96% M
Footpath Works	881,828	420,876	173,197	247,679	58.85% M

Attachment 12.15.1 Monthly Activity Statement as at 31 January 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Drainage Works	629,532	160,488	29,415	131,072	81.67% M
Operations Centre	742,210	299,890	56,338	243,552	81.21% M
<b>Total Transport</b>	<b>7,590,796</b>	<b>3,168,348</b>	<b>1,970,162</b>	<b>1,198,186</b>	<b>37.82%</b>
<b>Economic services</b>					
Building Operations	4,340,322	2,789,481	1,351,875	1,437,606	51.54% M
City Projects	1,539,000	365,000	43,958	321,043	87.96% M
<b>Total Economic services</b>	<b>5,879,323</b>	<b>3,154,482</b>	<b>1,395,833</b>	<b>1,758,649</b>	<b>55.75%</b>
<b>Other property and services</b>					
Technical Services	167,625	0	0	0	0.00%
<b>Total Other property and services</b>	<b>167,625</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Capital</b>	<b>23,154,890</b>	<b>8,757,029</b>	<b>4,353,277</b>	<b>4,403,753</b>	<b>50.29%</b>



## Attachment 12.15.1 Monthly Activity Statement as at 31 January 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>Operating</b>					
<b>Governance</b>					
Finance Department	2,142,750	1,212,315	1,159,250	53,065	4.38% M
Computing	3,225,496	1,862,118	1,763,947	98,171	5.27% M
Marketing & Communications	2,354,972	1,386,177	1,117,638	268,539	19.37% M
Reimbursements	257,369	139,685	148,120	-8,435	-6.04%
Insurance	897,740	895,448	875,447	20,001	2.23%
Executive Services	1,462,730	812,527	859,346	-46,819	-5.76%
Chief Executive Officer	921,920	514,280	552,836	-38,557	-7.50%
Records Management	823,490	454,429	444,827	9,602	2.11%
Human Resources	1,780,271	1,110,219	1,025,809	84,410	7.60% M
Organisational Development	923,304	509,868	471,870	37,998	7.45%
Governance	3,412,963	2,066,452	1,838,975	227,477	11.01% M
Belmont Trust	180,000	90,000	36,863	53,137	59.04% M
Accommodation Costs	643,352	352,586	301,511	51,074	14.49% M
<b>Total Governance</b>	<b>19,026,358</b>	<b>11,406,103</b>	<b>10,596,438</b>	<b>809,665</b>	<b>7.10%</b>
<b>General purpose funding</b>					
Rates	2,704,628	2,308,795	2,340,019	-31,225	-1.35%
General Purpose Income	3,050	1,779	1	1,778	99.92%
City Facilities & Property	961,091	524,314	478,797	45,517	8.68%
Financing Activities	602,365	304,421	255,360	49,060	16.12%
<b>Total General purpose funding</b>	<b>4,271,133</b>	<b>3,139,308</b>	<b>3,074,178</b>	<b>65,130</b>	<b>2.07%</b>
<b>Law, order and public safety</b>					
Belmont Community Watch	1,321,271	770,469	654,042	116,427	15.11% M
BelmontNeighbourhood Watch	593	346	325	21	6.04%
Criminal Damage	226,606	129,657	104,786	24,871	19.18%
Rangers	1,055,672	589,053	559,761	29,292	4.97%
Crime Prevention & Comm Safety	967,034	572,133	616,199	-44,066	-7.70%
State Emergency Service	92,407	55,681	57,156	-1,475	-2.65%
<b>Total Law, order and public safety</b>	<b>3,663,583</b>	<b>2,117,339</b>	<b>1,992,268</b>	<b>125,071</b>	<b>5.91%</b>
<b>Health</b>					
Health	1,622,690	906,546	907,023	-477	-0.05%
Immunisation	21,484	12,533	10,765	1,767	14.10%
<b>Total Health</b>	<b>1,644,174</b>	<b>919,079</b>	<b>917,788</b>	<b>1,291</b>	<b>0.14%</b>
<b>Education and welfare</b>					
City Facilities & Property	316,918	184,869	174,753	10,115	5.47%
Engagement Strategies	1,690,288	920,919	817,741	103,178	11.20% M
Community Place Making	680,441	393,110	387,502	5,609	1.43%
Volunteers Programs	80,777	44,993	42,795	2,198	4.88%
Belmont HACC Services	0	0	4,652	-4,652	0.00%
Youth Services General	807,098	405,711	399,753	5,958	1.47%
Pre-Schools & Kindys	6,249	3,979	2,116	1,862	46.81%
<b>Total Education and welfare</b>	<b>3,581,772</b>	<b>1,953,581</b>	<b>1,829,312</b>	<b>124,269</b>	<b>6.36%</b>
<b>Housing</b>					
Ascot Close Housing	50,774	30,572	30,172	399	1.31%
Wahroonga Housing	47,714	28,726	28,864	-138	-0.48%
Orana Aged Housing	64,344	38,057	33,295	4,762	12.51%
Gabriel Gardens	90,247	36,820	27,515	9,305	25.27%
Faulkner Park Retirement Vill.	92,000	46,000	126,102	-80,102	-174.14% M
<b>Total Housing</b>	<b>345,079</b>	<b>180,175</b>	<b>245,949</b>	<b>-65,774</b>	<b>-36.51%</b>
<b>Community amenities</b>					
Regional Development	30,148	20,086	481	19,605	97.60%
Town Planning	3,059,989	1,753,593	1,589,910	163,683	9.33% M
Sanitation Charges	7,674,861	2,952,725	2,460,255	492,470	16.68% M
Technical Services	163,394	90,886	80,447	10,439	11.49%
<b>Total Community amenities</b>	<b>10,928,393</b>	<b>4,817,290</b>	<b>4,131,093</b>	<b>686,198</b>	<b>14.24%</b>

Attachment 12.15.1 Monthly Activity Statement as at 31 January 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>Recreation and culture</b>					
Computing	0	0	13,360	-13,360	0.00%
Marketing & Communications	823,250	336,950	287,512	49,438	14.67%
Belmont Trust	7,224	4,216	2,541	1,675	39.73%
Public Facilities Operations	187,756	65,082	44,245	20,837	32.02%
Belmont Oasis	552,772	283,982	230,710	53,272	18.76% <b>M</b>
Youth & Family Services Centre	143,684	71,976	77,897	-5,921	-8.23%
Ruth Faulkner Library	3,157,197	1,756,215	1,695,827	60,388	3.44% <b>M</b>
Engagement Strategies	56,150	54,900	200	54,700	99.64% <b>M</b>
Community Place Making	287,500	99,186	20,437	78,749	79.40% <b>M</b>
Community Wellbeing	567,692	313,915	281,332	32,582	10.38%
Community Development	606,728	396,368	293,094	103,274	26.05% <b>M</b>
Building - Active Reserves	767,532	443,815	357,410	86,405	19.47% <b>M</b>
Building Operations	90,153	40,794	39,245	1,549	3.80%
Streetscapes	30,000	17,500	17,992	-492	-2.81%
Grounds Operations	5,492,513	3,177,777	3,073,641	104,135	3.28% <b>M</b>
Grounds - Active Reserves	1,383,516	840,885	791,547	49,338	5.87%
Grounds Overheads	1,434,694	898,868	989,328	-90,460	-10.06% <b>M</b>
<b>Total Recreation and culture</b>	<b>15,588,361</b>	<b>8,802,429</b>	<b>8,216,319</b>	<b>586,110</b>	<b>6.66%</b>
<b>Transport</b>					
Road Works	1,100,290	609,539	677,922	-68,384	-11.22% <b>M</b>
Streetscapes	2,228,260	1,315,044	758,815	556,228	42.30% <b>M</b>
Footpath Works	263,182	153,522	123,655	29,867	19.45%
Drainage Works	382,959	194,226	230,064	-35,838	-18.45%
Operations Centre	837,469	499,927	525,277	-25,351	-5.07%
Grounds Operations	108,940	63,544	77,798	-14,254	-22.43%
<b>Total Transport</b>	<b>4,921,101</b>	<b>2,835,801</b>	<b>2,393,531</b>	<b>442,269</b>	<b>15.60%</b>
<b>Economic services</b>					
City Facilities & Property	770,701	452,398	419,742	32,656	7.22%
Building Control	838,320	474,453	488,522	-14,069	-2.97%
Customer Service	592,532	357,082	381,477	-24,395	-6.83%
Building Operations	1,354,076	782,078	732,197	49,881	6.38%
Building Overheads	97,294	62,426	36,963	25,463	40.79%
Streetscapes	16,026	10,203	5,108	5,095	49.94%
<b>Total Economic services</b>	<b>3,668,948</b>	<b>2,138,641</b>	<b>2,064,009</b>	<b>74,632</b>	<b>3.49%</b>
<b>Other property and services</b>					
Building Operations	4,678	811	2,830	-2,019	-248.91%
Public Works Overheads	1,406,828	864,380	824,656	39,725	4.60%
Plant Operating Costs	926,026	582,363	573,013	9,349	1.61%
Technical Services	2,703,149	1,502,115	1,515,128	-13,013	-0.87%
City Projects	787,218	478,667	329,993	148,674	31.06% <b>M</b>
Other Public Works	851,625	494,114	438,475	55,640	11.26% <b>M</b>
<b>Total Other property and services</b>	<b>6,679,525</b>	<b>3,922,450</b>	<b>3,684,095</b>	<b>238,356</b>	<b>6.08%</b>
<b>Total Operating</b>	<b>74,318,427</b>	<b>42,232,194</b>	<b>39,144,979</b>	<b>3,087,216</b>	<b>7.31%</b>
<b>Total 1. Expenditure</b>	<b>97,473,317</b>	<b>50,989,224</b>	<b>43,498,255</b>	<b>7,490,968</b>	<b>14.69%</b>

## Attachment 12.15.1 Monthly Activity Statement as at 31 January 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>2. Revenue</b>					
<b>Capital</b>					
<b>Governance</b>					
Finance Department	-29,117	0	0	0	0.00%
Computing	-491,455	0	0	0	0.00%
Insurance	-29,149	0	0	0	0.00%
Executive Services	-31,413	0	0	0	0.00%
Human Resources	-340,829	-157,825	-33,975	-123,850	78.47% M
Governance	-110,000	0	0	0	0.00%
Belmont Trust	-187,224	0	0	0	0.00%
<b>Total Governance</b>	<b>-1,219,187</b>	<b>-157,825</b>	<b>-33,975</b>	<b>-123,850</b>	<b>78.47%</b>
<b>General purpose funding</b>					
City Facilities & Property	-154,693	0	0	0	0.00%
Financing Activities	-10,000	-5,833	0	-5,833	100.00%
<b>Total General purpose funding</b>	<b>-164,693</b>	<b>-5,833</b>	<b>0</b>	<b>-5,833</b>	<b>100.00%</b>
<b>Law, order and public safety</b>					
Crime Prevention & Comm Safety	-73,161	-27,168	0	-27,168	100.00%
<b>Total Law, order and public safety</b>	<b>-73,161</b>	<b>-27,168</b>	<b>0</b>	<b>-27,168</b>	<b>100.00%</b>
<b>Health</b>					
Health	-51,020	-27,920	-34,545	6,625	-23.73%
<b>Total Health</b>	<b>-51,020</b>	<b>-27,920</b>	<b>-34,545</b>	<b>6,625</b>	<b>-23.73%</b>
<b>Education and welfare</b>					
Engagement Strategies	-44,749	0	0	0	0.00%
Community Place Making	-34,485	0	0	0	0.00%
<b>Total Education and welfare</b>	<b>-79,234</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Housing</b>					
Ascot Close Housing	-50,774	0	0	0	0.00%
Wahroonga Housing	-97,714	0	0	0	0.00%
Gabriel Gardens	-39,747	0	0	0	0.00%
<b>Total Housing</b>	<b>-188,235</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Community amenities</b>					
Town Planning	-96,111	-31,073	0	-31,073	100.00%
Sanitation Charges	-1,524,458	0	0	0	0.00%
Environment	-112,071	-65,374	0	-65,374	100.00% M
<b>Total Community amenities</b>	<b>-1,732,640</b>	<b>-96,448</b>	<b>0</b>	<b>-96,448</b>	<b>100.00%</b>
<b>Recreation and culture</b>					
Ruth Faulkner Library	-52,050	-4,950	-19,045	14,095	-284.76%
Community Wellbeing	-23,100	0	0	0	0.00%
Grounds Operations	-276,472	0	-53,650	53,650	0.00% M
Grounds Overheads	-75,215	0	0	0	0.00%
<b>Total Recreation and culture</b>	<b>-426,837</b>	<b>-4,950</b>	<b>-72,695</b>	<b>67,745</b>	<b>-1368.59%</b>
<b>Transport</b>					
Road Works	-1,476,225	-933,779	-534,655	-399,124	42.74% M
Drainage Works	-50,000	0	0	0	0.00%
Operations Centre	-693,097	-313,986	-23,636	-290,350	92.47% M

Attachment 12.15.1 Monthly Activity Statement as at 31 January 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>Total Transport</b>	<b>-2,219,322</b>	<b>-1,247,765</b>	<b>-558,291</b>	<b>-689,474</b>	<b>55.26%</b>
<b>Economic services</b>					
Customer Service	-57,867	0	0	0	0.00%
Building Operations	-3,541,606	-304,915	-315,536	10,621	-3.48%
Building Overheads	-15,873	0	0	0	0.00%
City Projects	-894,760	-228,250	0	-228,250	100.00% <b>M</b>
<b>Total Economic services</b>	<b>-4,510,106</b>	<b>-533,165</b>	<b>-315,536</b>	<b>-217,630</b>	<b>40.82%</b>
<b>Other property and services</b>					
Public Works Overheads	-17,800	0	0	0	0.00%
Plant Operating Costs	-51,991	0	0	0	0.00%
Technical Services	-120,786	0	0	0	0.00%
<b>Total Other property and services</b>	<b>-190,577</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Capital</b>	<b>-10,855,012</b>	<b>-2,101,074</b>	<b>-1,015,043</b>	<b>-1,086,031</b>	<b>51.69%</b>

Attachment 12.15.1 Monthly Activity Statement as at 31 January 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>Operating</b>					
<b>Governance</b>					
Finance Department	-2,138,650	-1,247,546	-1,159,249	-88,297	7.08% M
Computing	-3,225,496	-1,881,539	-1,763,947	-117,593	6.25% M
Marketing & Communications	-4,000	-2,333	0	-2,333	100.00%
Reimbursements	-257,369	-143,132	-143,579	447	-0.31%
Insurance	-868,591	-863,824	-917,908	54,085	-6.26% M
Chief Executive Officer	0	0	-1,975	1,975	0.00%
Records Management	-823,490	-480,369	-444,827	-35,542	7.40%
Human Resources	-1,509,367	-880,464	-1,025,809	145,345	-16.51% M
Governance	0	0	-1,651	1,651	0.00%
Belmont Trust	-6,712	0	0	0	0.00%
Accommodation Costs	-556,840	-324,823	-260,474	-64,349	19.81% M
<b>Total Governance</b>	<b>-9,390,515</b>	<b>-5,824,031</b>	<b>-5,719,418</b>	<b>-104,613</b>	<b>1.80%</b>
<b>General purpose funding</b>					
Rates	-52,863,621	-52,671,816	-52,754,916	83,100	-0.16% M
General Purpose Income	-443,500	-221,750	-234,955	13,205	-5.95%
City Facilities & Property	-1,572,884	-917,516	-1,005,021	87,505	-9.54% M
Financing Activities	-473,842	-276,405	-225,122	-51,283	18.55% M
<b>Total General purpose funding</b>	<b>-55,353,847</b>	<b>-54,087,486</b>	<b>-54,220,013</b>	<b>132,527</b>	<b>-0.25%</b>
<b>Law, order and public safety</b>					
Criminal Damage	-18,000	-10,500	-7,468	-3,032	28.88%
Rangers	-119,177	-69,520	-84,302	14,782	-21.26%
Crime Prevention & Comm Safety	-112,000	-65,333	-98,410	33,077	-50.63%
State Emergency Service	-88,884	-46,016	-67,078	21,062	-45.77%
<b>Total Law, order and public safety</b>	<b>-338,061</b>	<b>-191,369</b>	<b>-257,258</b>	<b>65,889</b>	<b>-34.43%</b>
<b>Health</b>					
Health	-424,524	-247,639	-291,728	44,089	-17.80%
Immunisation	0	0	-18	18	0.00%
<b>Total Health</b>	<b>-424,524</b>	<b>-247,639</b>	<b>-291,746</b>	<b>44,107</b>	<b>-17.81%</b>
<b>Education and welfare</b>					
City Facilities & Property	-2,500	-1,458	-2,917	1,458	-100.00%
Engagement Strategies	0	0	-1,365	1,365	0.00%
Community Place Making	-11,916	0	-11,916	11,916	0.00%
Youth Services General	-65,000	-32,708	-48,854	16,145	-49.36%
<b>Total Education and welfare</b>	<b>-79,416</b>	<b>-34,167</b>	<b>-65,051</b>	<b>30,884</b>	<b>-90.39%</b>
<b>Housing</b>					
Orana Aged Housing	-100,500	-8,390	0	-8,390	100.00%
Gabriel Gardens	-50,500	-29,458	0	-29,458	100.00%
Faulkner Park Retirement Vill.	-200,000	-100,000	-213,096	113,096	-113.10% M
<b>Total Housing</b>	<b>-351,000</b>	<b>-137,848</b>	<b>-213,096</b>	<b>75,247</b>	<b>-54.59%</b>
<b>Community amenities</b>					
Regional Development	0	0	-6,675	6,675	0.00%
Town Planning	-1,140,133	-665,078	-655,888	-9,190	1.38%
Sanitation Charges	-7,113,251	-6,415,725	-6,401,392	-14,333	0.22%
Technical Services	-1,500	-875	-3,636	2,761	-315.58%
<b>Total Community amenities</b>	<b>-8,254,884</b>	<b>-7,081,678</b>	<b>-7,067,591</b>	<b>-14,086</b>	<b>0.20%</b>

Attachment 12.15.1 Monthly Activity Statement as at 31 January 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>Recreation and culture</b>					
Marketing & Communications	-110,000	-52,917	-74,000	21,083	-39.84%
Public Facilities Operations	-281,650	-164,326	-123,628	-40,698	24.77%
Belmont Oasis	-9,000	0	0	0	0.00%
Youth & Family Services Centre	-72,000	-42,000	-35,402	-6,598	15.71%
Ruth Faulkner Library	-54,598	-36,286	-23,866	-12,420	34.23%
Community Place Making	-27,500	-5,833	-2,570	-3,263	55.94%
Community Wellbeing	-1,000	-500	-1,073	573	-114.54%
Community Development	0	0	-4,969	4,969	0.00%
Building - Active Reserves	0	0	-21,755	21,755	0.00%
Streetscapes	0	0	-9,782	9,782	0.00%
Grounds Operations	-9,748	-9,019	-17,901	8,881	-98.47%
Grounds Overheads	-1,401,545	-814,100	-790,732	-23,368	2.87%
<b>Total Recreation and culture</b>	<b>-1,967,041</b>	<b>-1,124,980</b>	<b>-1,105,677</b>	<b>-19,303</b>	<b>1.72%</b>
<b>Transport</b>					
Road Works	-267,000	-140,000	-148,298	8,298	-5.93%
Streetscapes	-120,000	-120,000	-4,383	-115,617	96.35% M
Operations Centre	0	0	-981	981	0.00%
<b>Total Transport</b>	<b>-387,000</b>	<b>-260,000</b>	<b>-153,661</b>	<b>-106,339</b>	<b>40.90%</b>
<b>Economic services</b>					
City Facilities & Property	0	0	-4,583	4,583	0.00%
Building Control	-164,466	-95,939	-77,697	-18,242	19.01%
Customer Service	-539,438	-314,672	-381,477	66,805	-21.23% M
Building Overheads	-81,421	-40,741	-36,062	-4,679	11.48%
<b>Total Economic services</b>	<b>-785,325</b>	<b>-451,351</b>	<b>-499,818</b>	<b>48,467</b>	<b>-10.74%</b>
<b>Other property and services</b>					
Public Works Overheads	-1,397,028	-744,322	-693,331	-50,991	6.85% M
Plant Operating Costs	-1,018,178	-579,811	-525,948	-53,863	9.29% M
Technical Services	-426,393	-248,729	-237,556	-11,173	4.49%
Other Public Works	-76,680	-35,948	-67,380	31,432	-87.44%
<b>Total Other property and services</b>	<b>-2,918,279</b>	<b>-1,608,810</b>	<b>-1,524,215</b>	<b>-84,595</b>	<b>5.26%</b>
<b>Total Operating</b>	<b>-80,249,892</b>	<b>-71,049,359</b>	<b>-71,117,544</b>	<b>68,185</b>	<b>-0.10%</b>
<b>Total 2. Revenue</b>	<b>-91,104,904</b>	<b>-73,150,433</b>	<b>-72,132,587</b>	<b>-1,017,846</b>	<b>1.39%</b>

**3. Opening/Closing Funds**

**Operating**

**P&L Clearing**

Opening Balance - Budget Only	-6868412	0	0	0	0.00%
Closing Balance - Budget Only	500,000	0	0	0	0.00%
<b>Total P&amp;L Clearing</b>	<b>-6,368,412</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total 3. Opening/Closing Funds</b>	<b>-6,368,412</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

1 -22,161,209 -28,634,331 6,473,122 16.08% M

Add Opening Balance:	-6,868,412
<b>Nett Current Assets:</b>	<b>-35,502,743</b>

Attachment 12.15.1 Monthly Activity Statement as at 31 January 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %

## **13 Reports by the Chief Executive Officer**

### **13.1 Request for leave of absence**

### **13.2 Notice of motion**

Nil.

## **14 Matters for which the meeting may be closed**

## **15 Closure**