Ordinary Council Meeting

Minutes

12 December 2023

BELMONT
CITY OF OPPORTUNITY

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT

Ordinary Council Meeting Minutes

Table of Contents

12 December 2023

Item	Subject Heading	Page
1	**Official Opening**	**7**
2	**Apologies and leave of absence**	**7**
3	**Declarations of interest that might cause a conflict**	**7**
3.1	Financial Interests	7
3.2	Disclosure of interest that may affect impartiality	8
4	**Announcements by the Presiding Member (without discussion) and declarations by Members**	**9**
4.1	Announcements	9
4.2	Disclaimer	10
4.3	Declarations by Members who have not given due consideration to all matters contained in the business papers presently before the meeting	10
5	**Public question time**	**11**
5.1	Responses to questions taken on notice	11
5.1.1	Mr B O'Hara, Redcliffe	11
5.1.2	Mr A Bell, Redcliffe	11
5.1.3	Mr C Scali, Redcliffe	12
5.1.4	Dr D Mossenson, Redcliffe	12
5.1.5	Mr P Van Der Kooij, Redcliffe	13
5.1.6	Ms L Hollands, Redcliffe	14
5.1.7	Ms L Hollands on behalf of Belmont Resident and Ratepayer Action Group (BRRAG)	15
5.1.8	Ms B Scharfenstein, Redcliffe	16
5.1.9	Mr M Cardozo, Redcliffe	17

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

5.1.10 Ms J Gee, Cloverdale....17
5.2 Questions from members of the public....17
5.2.1 Mr A Richards, City Beach....18
5.2.2 Mr A Quek, Rivervale....18
5.2.3 Mr T Whiting, Redcliffe....18
5.2.4 Ms X Cao, Rivervale....19
5.2.5 Dr I Laing, Rivervale....20
5.2.6 Ms G Baxter, Rivervale....20
5.2.7 Mr A Bell, Redcliffe....21
5.2.8 Ms L Hollands on behalf of Belmont Resident and Ratepayer Action Group (BRRAG)....22
5.2.9 Ms L Hollands, Redcliffe....23
5.2.10 Mr M Cardozo, Redcliffe....24
5.2.11 Mr J Harris, Cloverdale....25
5.2.12 Ms J Gee, Cloverdale....26
6 Confirmation of Minutes/receipt of Matrix....28
6.1 Ordinary Council Meeting held 21 November 2023....28
6.2 Matrix for the Agenda Briefing Forum held 5 December 2023....28
7 Questions by Members on which due notice has been given (without discussion)....29
8 Questions by members without notice....29
8.1 Responses to questions taken on notice....29
8.2 Questions by members without notice....29
9 New business of an urgent nature approved by the person presiding or by decision....29
10 Business adjourned from a previous meeting....29
11 Reports of committees....30
11.1 Standing Committee (Audit and Risk) held 27 November 2023 (circulated under separate cover)....30
12 Reports of administration....30
12.1 Final Adoption - Amendment No. 21 to Local Planning Scheme No. 15 - Modifying the use class permissibility of land uses within the 'Town Centre' zone and introducing Additional Use 21....30

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12.2 Development Application for 9 Dwelling-Community Home (4 Storey) - Lot 100 (346) Abernethy Road, Cloverdale 58
12.3 Development Application for 'Brewery' and 'Tavern' - Lot 3 (100) Belmont Avenue, Rivervale 168
12.4 2023 - 2024 Consolidated Assurance Map 314
12.5 Internal Audit Plan 2023 / 2024 - 2025 / 2026 320
12.6 Internal Audit Report 328
12.7 Annual Report 2022-2023 361
12.8 Council Policies Review - Stage Two 415
12.9 Livestreaming Policy 594
12.10 Execution of Documents Policy 601
12.11 Accounts for Payment - November 2023 611
12.12 Monthly Financial Report for November 2023 621
13 Reports by the Chief Executive Officer 638
13.1 Request for leave of absence 638
13.2 Notice of motion 638
14 Matters for which the meeting may be closed 638
14.1 Nomination for Honorary Freeman of the City 639
15 Closure 639

Attachments Index

Attachment 12.1.1 – Item 12.1 refers
Attachment 12.1.2 – Item 12.1 refers
Attachment 12.1.3 – Item 12.1 refers
Attachment 12.2.1 – Item 12.2 refers
Attachment 12.2.2 – Item 12.2 refers
Attachment 12.2.3 – Item 12.2 refers
Attachment 12.2.4 – Item 12.2 refers
Attachment 12.2.5 – Item 12.2 refers
Attachment 12.2.6 – Item 12.2 refers
Attachment 12.3.1 – Item 12.3 refers
Attachment 12.3.2 – Item 12.3 refers
Attachment 12.3.3 – Item 12.3 refers
Attachment 12.3.4 – Item 12.3 refers
Attachment 12.3.5 – Item 12.3 refers
Attachment 12.3.6 – Item 12.3 refers
Attachment 12.3.7 – Item 12.3 refers
Attachment 12.3.8 – Item 12.3 refers
Attachment 12.3.9 – Item 12.3 refers
Attachment 12.4.1 – Item 12.4 refers

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Attachment 12.5.1 – Item 12.5 refers
Attachment 12.6.1 – Item 12.6 refers
Attachment 12.6.2 – Item 12.6 refers
Attachment 12.6.3 – Item 12.6 refers
Attachment 12.6.4 – Item 12.6 refers
Attachment 12.7.1 – Item 12.7 refers
Attachment 12.7.3 – Item 12.7 refers
Attachment 12.8.1 – Item 12.8 refers
Attachment 12.8.2 – Item 12.8 refers
Attachment 12.8.3 – Item 12.8 refers
Attachment 12.9.1 – Item 12.9 refers
Attachment 12.10.1 – Item 12.10 refers
Attachment 12.10.2 – Item 12.10 refers
Attachment 12.11.1 – Item 12.11 refers

Confidential Attachments Index
Confidential Attachment 12.7.2 – Item 12.7 refers
Confidential Attachment 12.7.4 – Item 12.7 refers
Confidential Attachment 14.1.1 – Item 14.1 refers

Alternative Formats

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

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Minutes of the Ordinary Council Meeting held in the Council Chamber of the City of Belmont Civic Centre, 215 Wright Street, Cloverdale on Tuesday 12 December 2023 commencing at 7.00pm.

Minutes

Present

Mayor R Rossi, JP (Presiding Member)	Mayor
Cr D Sessions (Deputy Mayor)	West Ward
Cr G Sekulla, JP	Central Ward
Cr Vijay	Central Ward
Cr B Ryan	East Ward
Cr P Marks	East Ward
Cr N Carter	South Ward
Cr J Davis	South Ward
Cr C Kulczycki	West Ward

In attendance

Mr J Christie	Chief Executive Officer
Mr S Downing	Director Corporate and Governance
Mr W Loh	Director Development and Communities
Mr M Murphy	Director Infrastructure Services
Ms A Bird	Manager Governance, Strategy and Risk
Ms L Chaplyn (dep. 8.23pm)	Coordinator Media and Communications
Mrs J Cherry-Murphy	Senior Governance Officer
Ms M Phillips	Governance Officer

Members of the gallery

There were 27 members of the public in the gallery and no press representatives.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

1 Official Opening

7.00pm The Presiding Member welcomed all those in attendance and declared the meeting open.

The Presiding Member read aloud the Acknowledgement of Country.

Acknowledgement of Country
Before I begin, I would like to acknowledge the Whadjuk Noongar people as the Traditional Owners of this land and pay my respects to Elders past, present and emerging. I further acknowledge their cultural heritage, beliefs, connection and relationship with this land which continues today.

The Presiding Member invited Cr Davis to read aloud the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers. Cr Davis read aloud the affirmation.

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

Nil.

3 Declarations of interest that might cause a conflict

3.1 Financial Interests

Nil.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

3.2 Disclosure of interest that may affect impartiality

Name	Item No and Title	Nature of Interest (and extent, where appropriate)
Cr N Carter	12.3 - Development Application for 'Brewery' and 'Tavern' - Lot 3 (100) Belmont Avenue, Rivervale	I am familiar with those who have a vested interest through my association as a life member of the Belmont Junior Football Club.
Cr D Sessions	12.3 - Development Application for 'Brewery' and 'Tavern' - Lot 3 (100) Belmont Avenue, Rivervale	I know Dr Laing who put in a submission against this item. I also know Mr Wooley who contacted Councillors in support of this motion.
Cr C Kulczycki	12.3 - Development Application for 'Brewery' and 'Tavern' - Lot 3 (100) Belmont Avenue, Rivervale	I have received a number of emails from individuals, including the applicant, promoting the benefits of the development if approved. I have read but not responded to these emails to maintain my impartiality.
Mayor R Rossi	14.1 – Nomination for Honorary Freeman of the City	I know the nominee.
Cr P Marks	14.1 – Nomination for Honorary Freeman of the City	I know the nominee.
Cr D Sessions	14.1 – Nomination for Honorary Freeman of the City	I know the nominee.
Cr C Kulczycki	14.1 – Nomination for Honorary	I know the nominee.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

	Freeman of the City	
Cr N Carter	14.1 – Nomination for Honorary Freeman of the City	I know the nominee.
Cr J Davis	14.1 – Nomination for Honorary Freeman of the City	I know the nominee.
Cr G Sekulla	14.1 – Nomination for Honorary Freeman of the City	I know the nominee.
Cr Vijay	14.1 – Nomination for Honorary Freeman of the City	I know the nominee.
Cr B Ryan	14.1 – Nomination for Honorary Freeman of the City	I know the nominee.

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

4.1 Announcements

"Per information circulated to Elected Members, there is an amended officer recommendation relating to item 12.8 Council Policies Review – Stage two.

The amended recommendation will be that Council endorse

- Part 1 – as per the published officer's recommendation
- Part 2 – as per the published officer's recommendation less the policy 'Access to legal services for Elected Members and Employees'; and
- Part 3 – as per the published officer's recommendation.

Further legal advice has been requested on the legal services policy and the Policy will be presented for consideration at the February 2024 OCM."

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

The Director Corporate and Governance provided the following update.

“Commencing from the 2023-2024 rating period, the City intends to introduce additional direct debit payment options for the payment of rates, pending Council approval and system functionality. The payment options available will be weekly and four-weekly and will be at no cost to the ratepayer, with no instalment administration charges or instalment interest applicable to any of the available instalment options. Council will be updated on the implementation and further specifics of these payment options throughout the annual budget process and further updates to ratepayers will be published via Belmont Connect prior to the issuing of rates.”

“Councillors and members of the public are advised that the start time for council meetings will change to 6:30pm in the new year.”

4.2 Disclaimer

7.05pm The Presiding Member drew the public gallery’s attention to the Disclaimer.

The Presiding Member advised the following:

‘I wish to draw attention to the Disclaimer Notice contained within the Agenda document and advise members of the public that any decisions made at the meeting tonight can be revoked, pursuant to the Local Government Act 1995.

Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received.’

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

Nil.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

5 Public question time

5.1 Responses to questions taken on notice

5.1.1 Mr B O'Hara, Redcliffe

The following question was taken on notice at the 21 November 2023 Ordinary Council Meeting. Mr O'Hara was provided with a response on 29 November 2023. The response from the City is recorded accordingly:

3. Bulong Avenue is classified as a minor road and as such is unsuitable for trucks and heavy vehicles. Boorn Street was widened and opened to enable access to Redcliffe Station. Given the low passenger numbers using the service at the railway station and the high number of non-station traffic through that intersection, would it be considered that Central Avenue could be shut and re-opened at a later stage?

Response

The matter of potentially closing Central Avenue was previously addressed at the 28 February 2023 Ordinary Council Meeting, Item 13.2.1. 'Investigate the temporary closure of the road at Central Ave after the entrance to the train station and before Dunreath Drive, once Tonkin Gap Project is finalised.'

5.1.2 Mr A Bell, Redcliffe

The following question was taken on notice at the 21 November 2023 Ordinary Council Meeting. Mr Bell was provided with a response on 29 November 2023. The response from the City is recorded accordingly:

1. Lyall Street and many other local residents here tonight are directly affected by the Stanton Road traffic calming decision-making process in terms of the likely traffic flow redirection onto side streets post installation. Does the City believe it has met their Engagement, Community and Stakeholders Policy given all affected residents were not consulted?

Response

A similar question was asked by Mr Cardozo at the 31 October 2023 Ordinary Council Meeting, Item 5.1.4.

The City's Engagement, Community and Stakeholders Policy has broad objectives and may not necessarily apply to some capital projects.

The Stakeholder Engagement Plan for the Stanton Road works has been reviewed and accepted by Main Roads as the sponsor of the Low-Cost Urban Road Safety program.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

All residents along Stanton Road and Second Street received a letter as they are directly impacted by the traffic calming works. The project is also posted on the City's website and is featured in the Belmont Bulletin.

The works will require the detour of traffic during construction and residents on these roads will be notified prior to the works proceeding.

5.1.3 Mr C Scali, Redcliffe

The following question was taken on notice at the 21 November 2023 Ordinary Council Meeting. Mr Scali was provided with a response on 29 November 2023. The response from the City is recorded accordingly:

1. I would like to know why the stop sign was taken away from the corner of Stanton Road and Moreing Street, and a give way sign was put in its place? The Traffic along Stanton Road is horrendous, we could be waiting five or more minutes to get out of our driveway onto Stanton Road. I feel this is a very dangerous situation and if it remains as a give way sign a serious accident could happen. What will the City do to rectify this problem?

Response

Main Roads WA are responsible for regulatory signs and line marking. The controls at the Stanton Road/ Moreing Street intersection were reviewed by Main Roads WA at the time plans were developed for the Moreing Street traffic calming project. The existing STOP sign was changed due to the sightline distance along the road being satisfactory for a GIVE WAY sign.

5.1.4 Dr D Mossenson, Redcliffe

The following questions were taken on notice at the 21 November 2023 Ordinary Council Meeting. Dr Mossenson was provided with a response 29 November 2023. The response from the City is recorded accordingly:

1. Could you please let me know if and when traffic counts were undertaken down Boulder Avenue particularly the portion between Brearley Avenue and Great Eastern Highway, Kanowna Road, Stanton Road, First Street and Coolgardie Avenue and will you make these results available to the public?

Response

Traffic Volume counts are currently being collected within the Redcliffe Area (21-29 November 2023).

Data Reports can be made available to the public from 4 December 2023.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2. Has any traffic modelling been done by the City for the Redcliffe Station Neighborhood Centre as part of the Activity Centre Planning Strategy within the last two years, if so when and who undertook the last traffic modelling, and can these reports be made available for public reference?

Response

The draft Activity Centre Planning Strategy serves as an overarching guide for the future planning and coordination of the City's activity centres. Due to the nature of the document, there is no requirement for traffic modelling to be undertaken. There was however a Transport Assessment prepared to inform the draft Redcliffe Station Precinct Activity Centre Plan. This Transport Assessment can be accessed on the City's website (Information, documentation and links | City of Belmont).

The Department of Planning, Lands and Heritage are now progressing an Improvement Scheme for the Development Area 6 precinct further to the draft Redcliffe Station Precinct Activity Centre Plan. The Improvement Scheme which will be informed by planning work previously prepared by the City.

3. Are you able to provide me with the exact dimensions and nature of the traffic calming measures proposed for Stanton Road e.g. height, width, depth?

Response

The dimensions of the measures are, mid-block plateau: 100mm (h), 10m (l) and width is subject to road width. Intersection raised platform: 100mm (h), length and width are subject to dimension of the intersection. Speed cushion: 100mm (h), 1.8m (w) and 3.2m (l) For more details please refer to https://www.mainroads.wa.gov.au/technical-commercial/technical-library/

5.1.5 Mr P Van Der Kooij, Redcliffe

The following question was taken on notice at the 21 November 2023 Ordinary Council Meeting. Mr Van Der Kooij was provided with a response on 29 November 2023. The response from the City is recorded accordingly:

2. Why can't we look into fining people?

Response

WA Police are solely responsible for speed compliance patrol activity and issue of infringements.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

5.1.6 Ms L Hollands, Redcliffe

The following questions were taken on notice at the 21 November 2023 Ordinary Council Meeting. Ms Hollands was provided with a response on 30 November 2023. The response from the City is recorded accordingly:

4. Has either the Federal or State Government given City staff proper training so that we can be sure that the interpretations are correct, and our clubs are not forced to shut down food fundraising events as a result of not complying to requirements that might not be necessary anyway?

Response

City Environmental Health Officers have attended training seminars and receive ongoing guidance from the WA Department of Health on all relevant legislative matters, including the current "in transition" implementation of Food Safety Standard 3.2.2A.

In this case they have interpreted the legislation correctly in particular to the definition of an "Exempted Food Business". The "in transition" changes to the Standards aim to improve food safety handling, knowledge and skills. The City would therefore disagree with the suggestion that complying with the requirements may not be necessary.

5. If we can't get these exemptions, will the City consider giving the seniors $30,000 a year so they can continue to provide the free lunches on Tuesdays?

Response

If an exemption is not applicable the Seniors Citizens Club, they would need to ensure compliance with the Standard by arranging the required food safety training. Training for food handlers is available free of charge online by the City. Food Safety Supervisor training is available through professional providers at a small cost (approximately $150/person). There is a reasonable expectation that one Food Safety Supervisor is available onsite during food preparation.

The Food Safety Supervisor training requirement is a national standard; it is not the City's responsibility to provide funding for free lunches.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

5.1.7 Ms L Hollands on behalf of Belmont Resident and Ratepayer Action Group (BRRAG)

The following questions were taken on notice at the 21 November 2023 Ordinary Council Meeting. Ms Hollands was provided with a response on 29 November 2023. The response from the City is recorded accordingly:

1. At the Agenda Briefing Forum, we were advised that the statistics show there are many roads in Belmont that have more accidents than the corner of Lyall Street and Stanton Road. Could I please have an example of such a road and in terms of ranking for safety that might be in comparison?

Response

Currently Stanton Road & Lyall Street is ranked 2123 (very - low) for all intersections within the City of Belmont, based on the number of crashes over a 5-year period.

The following intersections have equal ranking: Hardey Road/Alexander Road, Hardey Road & Gabriel Road, Abernethy Road & Campbell Street, Francisco Street & Armadale Road, Gabriel Road & Belmont Avenue, Fulham Street and Armadale Road, Gabriel Street & Belgravia Street, Belgravia Street & Keane Street.

Other intersections with a higher frequency of crashes for local roads with the same speed limit (50 km/h) are Belgravia Street & Wright Street, Hardey Road & Sydenham Street, Moreing Street & Victoria Street, Kooyong Road & Campbell Street, Wright Street & Armadale Road, Wheeler Street & Belgravia Street, Wright Street & Surrey Road, Fulham Street & Fisher Street, Frederick Street & Fairbrother Street, Kooyong Road & Alexander Road and Wright Street & Kooyong Road (Data provided by Main Roads WA Crash Ranking Chart for crash period 1/1/2018 to 31/12/2022).

2023 crash data will be released in April 2024.

3. Are we likely to get speed humps right across Redcliffe?

Response

At the 21 November Ordinary Council Meeting, Council has referred further discussion regarding traffic calming in Redcliffe to a future Information Forum.

4. At last month's Ordinary Council Meeting, I asked how residents were able to book facilities using SpacetoCo when there is a requirement to have an email address. I read out Section 62(2)(f) of the Equal Opportunity Act. The response I got was "SpacetoCo is an additional tool for managing bookings, the provision still remains for members of the public to either phone the bookings team or come into the Civic Centre where assistance will be provided." However, how can they come to the Civic Centre and how are you complying with the Equal Opportunity Act if a person does not have an email address and you also told me that having this programme came out as $57,000 and staff numbers are the same prior to having this programme. Are we just paying for SpacetoCo, and we are not getting any benefit from it, we are not saving money and we

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

have seniors who just can't use it if they don't have an email address and it is costing us $57,000?

Response

Since its implementation two years ago, the City has not received any complaints from residents to the effect that they have been disadvantaged by using SpacetoCo. In the rare event that someone does not have an email address, the Bookings team have always worked with the individual to ensure that they have the same access to hire Council facilities as everybody else.

SpacetoCo has provided the City with the opportunity to increase the utilisation of existing assets and provide greater visibility of the City's available spaces to the wider public. Since its implementation in 2021 revenue generated for using the City's facilities has increased from $197,632 in 2019-2020 and $219,310 in 2020-2021 to $345,701 in the last financial year.

5.1.8 Ms B Scharfenstein, Redcliffe

The following questions were taken on notice at the 21 November 2023 Ordinary Council Meeting. Ms Scharfenstein was provided with a response on 29 November 2023. The response from the City is recorded accordingly:

1. Are these speed humps in Stanton Road the same size width and dimensions that are in Armadale Road, the Wright Street end?

Response

The speed plateaus and cushions on Stanton Road are slightly different to the speed humps on Armadale Road.

Stanton Road is a bus route; the treatments are less abrupt and longer to accommodate Public Transport Authority bus movements and passenger comfort.

2. Can the traffic calming measures be installed on a non-permanent basis in case it turns out that the noise factor, height, and dimensions are a nuisance? How can we say that Central Avenue is going to be closed when it has always said on the plans that it will remain as an open road to the airport?

Response

Main Roads Western Australia (MRWA) have agreed to fund this project via their Low-Cost Urban Road Safety (LCURS) program and have approved measures for a permanent solution.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

5.1.9 Mr M Cardozo, Redcliffe

The following question was taken on notice at the 21 November 2023 Ordinary Council Meeting. Mr Cardozo was provided with a response on 29 November 2023. The response from the City is recorded accordingly:

3. Can the City confirm when and where their Warrant System has previously identified the need or exceeded the City's 70-point threshold to establish the need for traffic calming on a Local Access Road anywhere in the City of Belmont?

Response

The City's lowest trigger for consideration of Local Area Traffic Management (LATM) measures under the Warrant System is a total point score of between 36 and 60. On 5 January 2022 the warrant system assessment scored 63 points for consideration of LATM measures on Belgravia Street between Alexander Road and Wright Street.

5.1.10 Ms J Gee, Cloverdale

The following question was taken on notice at the 21 November 2023 Ordinary Council Meeting. Ms Gee was provided with a response on 29 November 2023. The response from the City is recorded accordingly:

4. Would it make sense to put speed humps in that could actually be taken out if we close Central Avenue and we don't need them anymore?

Response

Main Roads Western Australia (MRWA) have agreed to fund this project via their Low-Cost Urban Road Safety (LCURS) program and have approved measures for a permanent solution.

5.2 Questions from members of the public

7.07pm The Presiding Member drew the public gallery's attention to the rules of Public Question Time as written in the Public Question Time Form.

In accordance with rule (l), the Mayor advised that he had registered 11 members of the public who had given prior notice to ask questions.

The Presiding Member invited members of the public who had yet to register their interest to ask a question to do so. Two further registration were forthcoming.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

5.2.1 Mr A Richards, City Beach

1. In regard to item 12.2, condition 17 requires an easement over the crossover; we assume that this crossover can be lifted once the internal link road has been constructed?

Response

The Director Development and Communities stated that the easement will be required to remain in place after the Vehicle Access Plan has been formed.

As the Vehicle Access Plan remains on private property the easement will provide the legal ability for members of the public and neighbours to use the Vehicle Access Plan area once it has been established; it is envisaged that a similar easement will be established on neighbouring properties to provide reciprocal access among the properties.

5.2.2 Mr A Quek, Rivervale

1. In regard to item 12.3, I note there are measures in place to abide by the Environmental Protection (Noise) Regulations 1997 for the development. What penalties and enforcement mechanisms will be in place to ensure that these measures are effectively implemented and adhered to by the tavern management, particularly in cases where noise disturbances persist despite the implemented measures?

Response

The Chief Executive Officer stated that the *Environmental Protection (Noise) Regulations 1997* enable enforcement where there is excessive noise and impose penalties for breaching permitted limits, irrespective of the planning approval.

If the development is approved and conditioned to require compliance with the applicant's management plan, the City will have the authority under the Planning and Development Act 2005 to enforce this condition more broadly than breaches of the noise regulations.

5.2.3 Mr T Whiting, Redcliffe

1. Will the works on installing traffic calming measures on Stanton Road and Second Street start during the forthcoming school holiday break?

Response

The Director Infrastructure Services stated that the works will not start during school holidays.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2. Will the City give advance written notice to residents of Stanton Road, Second Street, Lyall Street and Moreing Street, DA6 and the two schools of when the installation project will begin, the details of the stages of the installation and how long the installation project will take to complete?

Response

The Director Infrastructure Services stated that the information will be on the website and the City will send out the information to local residents.

5.2.4 Ms X Cao, Rivervale

Dr Laing read out Ms Cao's questions on her behalf.

1. In regard to Item 12.3, does the proposed development conflict with the safety of the neighbourhood?

Response

The Director Development and Communities stated that there is no reason to indicate that the proposed development in itself will pose issues with safety of the neighbourhood.

2. Was there a strong and pressing need for the proposed development?

Response

The Director Development and Communities stated that planning assessment does not take into consideration whether there is a need or a business case for the proposed development. Landowners and applicants are entitled to submit development applications in accordance with their aspirations for the property.

3. What is the strategy plan of the proposed development to prevent excess noise and a potential neighbourhood crime rate rise?

Response

The Director Development and Communities stated that the applicant proposes management measures to limit hours and patron numbers to deal with the issue of noise, the officer report assesses the proposal in that regard. With regard to a rate rise in crime, as previously mentioned there is nothing to suggest that the development or land use in itself will lead to crime.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

5.2.5 Dr I Laing, Rivervale

1. Given the negative impact of this development with regard to increased noise, decreased safety, excess car parking, detriments to health, decreased property values and increase anti-social behaviour that are inherent with such a venue operating late every night of the week next door to a residential area. Is the Council prepared for the required investment in the substantial resources that will be required to manage these issues for our community, particularly after hours?

Response

The Director Development and Communities stated that there are a number of matters that the officer's assessment and report outlines, particularly with regard to noise, parking and the impact of the proposed development on the amenity of the locality. The Officer Recommendation is for Council to refuse the proposal. Council will weigh up matters outlined in the assessment as well as the points that Dr Laing has mentioned.

2. Why were those who made objections to this development application not informed or invited at all, or with sufficient notice, to the scheduled meetings where this application would be discussed or decided upon by Council members?

Response

The Director Development and Communities stated that the procedure is for the Planners to inform all those who have made a submission on the matter, whether they are supporting or objecting to the application. The records indicate that all 18 people who made submissions were informed of the Agenda Briefing Forum as well as the Council Meeting via email with a copy of the letter on 30 November 2023.

5.2.6 Ms G Baxter, Rivervale

Mr Baxter read out Ms Baxter's questions on her behalf.

1. How are you going to control noise pollution especially after children's bedtimes?

Response

The Director Development and Communities stated that the issue of noise pollution and whether the City or Council is going to rather than planning to control is a hypothetical as the decision is to be made at tonight's meeting. As far as control for noise, the Environmental Protection Noise Regulations can be enforced. If Council does approve the development, there would be conditions associated with the management plan, for example, restraints on hours of operation. At this point it is somewhat speculative as the City is not aware of what the decision may be.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2. How are you going to control after parties on the street?

Response

The Director Development and Communities stated that the issue of behaviour on the street and antisocial behaviour is a matter that should be referred to the Police. The Director stated that he is apprehensive in providing a response to this question as the decision has not been made yet.

3. What measures will be in place for protecting our access, gardens, lawns, and verges?

Response

The Director Development and Communities stated that the officer report does deal with the issue of car parking and the view is that there is in insufficient formalised parking spaces and that is one of the reasons that the officers have recommended refusal. It is not possible to answer as far as what Council is going to do about controlling parking until the decision has been made.

4. What measures will be in place for security of our cars and property?

Response

The Director Development and Communities stated that planning assessment deals with planning matters, the use in itself is not inherently linked to crime. It is not a matter that can be considered as far as the planning decision. The decision has yet to be made so the Director is unable to answer the question.

5.2.7 Mr A Bell, Redcliffe

1. In the past three months, has the City, Council or any Council Member entered into formal or informal discussions with any authority including Perth Airport about the full or partial closure of Central Avenue?

Response

The Director Infrastructure Services stated not to his knowledge.

2. Can the City publish the five-year crash statistics to 31 December 2022 for Stanton Road and Lyall Street?

Response

The Director Infrastructure Services stated yes that can be provided.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

3. Can the City publish the Warrant System worksheet and score for the 2023 Lyall Street traffic calming petition?

Response

The Director Infrastructure Services stated yes that can be provided.

4. We know that Council voted in February via an Alternate Motion to install temporary traffic calming on Stanton Road between Lyall Street and Epsom Avenue. Can the Council clarify if it has voted or passed any motion in favour of the permanent traffic calming being installed on the entire length of Stanton Road and Second Street and if so, can the reference be published?

Response

The Director Infrastructure Services stated that further to the resolution in February when the City contacted Main Roads in relation to funding which was one of the resolutions. Main Roads advised the City that Redcliffe and the Stanton Road area was highlighted already for a potential funding opportunity under the Low Cost Urban Road Safety Program. To be eligible under that program it would have to be a permanent traffic calming solution, and also considered across the entire length of Stanton Road up to Second Street as it was a main collector of that area of Redcliffe and therefore a more effective solution.

The Chief Executive Officer stated that even though the resolution may have said temporary and Main Roads have suggested a more permanent solution would be effective, the Chief Executive Officer suggested that although they seem to be permanent, they can be removed at some point in the future.

5.2.8 Ms L Hollands on behalf of Belmont Resident and Ratepayer Action Group (BRRAG)

1. On 26 November we wrote to the Chief Executive Officer regarding reimbursement of money under the policy, a letter was supposed to be sent for that reimbursement. Has that letter been sent yet and if not, when will the letter be sent?

Response

The Chief Executive Officer stated that the question would be taken on notice.

2. Have any further requests for financial assistance been applied for to the Chief Executive Officer?

Response

The Chief Executive Officer stated no there has not been.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

3. At the meeting last week, when livestreaming was talked about, staff said that cameras would be switched off and not affect residents in the gallery. The proposed policy states that 'it is intended standard camera positions will provide live and recorded vision of all members of the public who address a Council meeting and live and recorded audio when they speak. It should be noted those in the public gallery that do not address the meeting may also be captured.' Why was it stated last week that the cameras would not be on the public when the use of the word in the proposed policy is intent to do it and will Mayor Rossi lead the Council tonight by amending the motion on behalf of the residents to have a policy more like City of Melville, Town of Victoria Park, City of Mundaring, City of Wanneroo and City of Swan?

Response

The Chief Executive Officer stated that his recollection from last week was that after that was raised, the discussion in the Chamber was that it would be incidental capture of potential members in the gallery. The cameras would be positioned to not attempt to capture them, the screen will be rather small split into four and it would only be incidental. The City cannot guarantee that no one would be captured in that policy. The Chief Executive Officer stated that cameras will be positioned to limit any coverage of the gallery.

4. Qantas has been saying they are going to move to terminal one and two for a number of years. What was the first date that the City was made aware that Qantas would be moving and what is the latest update that has been provided as to when that would happen?

Response

The Chief Executive Officer stated that the first part of the question would be taken on notice. The second part of the question should be directed to the Perth Airport.

5.2.9 Ms L Hollands, Redcliffe

1. At the public meeting on Sunday, one resident suggested that cars could be parked on Lyall Street to slow the traffic, would it be allowed for people to park vehicles outside their houses?

Response

The Director Development and Communities stated that unless line marked or signed otherwise, residents or members of the public can park on public streets for up to 24 hours.

2. Would it be problematic if cars were parked staggered?

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Response

The Director Development and Communities stated as long as the vehicles are parked in a manner that does not obstruct the flow of traffic, that is permitted.

3. I note in tonight's meeting there is a confidential item regarding freeman of the City. I also note that the officer report supports the nomination. I have previously asked about confidential items and the voting, and I was told that as of June 2023 the *Local Government Act 1995* had been changed and Councillors who vote on any confidential item will have their name shown as either for or against the motion, it is now transparent, and we know who is voting for what. Can I please have clarification that at any time if we have a confidential item and a councillor makes an alternative motion to what officers have recommended will the motion, mover seconder and the votes all be recorded so that everyone can see what has transpired even if we cannot see all the details?

Response

The Director Corporate and Governance stated that the question would be taken on notice.

5.2.10 Mr M Cardozo, Redcliffe

1. The City in 2017 on page 27 of the Belmont on the move integrated movement network strategy document pledged to preference horizontal calming, favouring to not install vertical calming treatments like speed humps for improved resident amenity. Can the City name the access roads and/or local distributor roads within the City that have received speed hump treatment since 2017?

Response

The Director Infrastructure Services stated that the question would be taken on notice.

2. The City confirmed the crash ranking number at the intersection of Lyall Street and Stanton Road in the current agenda. Can the City obtain and publish the crash ranking number at the Moreing Street and Victoria Street intersection at or prior to the Moreing Street calming approval in 2021?

Response

The Director Infrastructure Services stated that the question would be taken on notice.

3. The City has decided to go into the Stanton Road roadworks with no traffic modelling, no temporary trial and inadequate community consultation. If the calming does not work

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

or has significant negative consequences on the surrounding streets, the City may need to remove these treatments. If the speed humps are required to be removed can the City estimate what the cost would be to remove the Stanton Road traffic calming works?

Response

The Director Infrastructure Services stated that the question would be taken on notice.

4. In the instance that the traffic calming devices are required to be removed, can the City confirm if the cost will fall upon the City and ratepayers?

Response

The Director Infrastructure Services stated that the question would be taken on notice.

7.37pm Kulczycki moved, Sessions seconded, that Public Question Time be extended.

Carried Unanimously 9 votes to 0

For: Carter, Davis, Kulczycki, Marks, Rossi, Ryan, Sekulla, Sessions and Vijay

Against: Nil

5.2.11 Mr J Harris, Cloverdale

1. Is the City aware that in the City of Vincent a low-cost urban road safety program included just one piece of road furniture and that, due to community opposition after being installed, was removed by the City at the cost of around $10,000, we are installing approximately 18 by my count?

Response

The Director Infrastructure Services stated that he was not aware but the City will investigate.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

5.2.12 Ms J Gee, Cloverdale

1. In regard to the rates announcement from the Director Corporate and Governance, we have discussed fortnightly and monthly, but you said weekly and four-weekly. The reason I asked for fortnightly and monthly is because that coincides with when people get paid. Is that going to be the case?

Response

The Director Corporate and Governance stated that he is happy to have a look at that again and come back to Council in due course.

2. The recent Councillor that was elected to the Committee for Japan, when will they be going to Japan?

Response

The Director Development and Communities stated that the delegation will leave on 9 January 2024.

Note: The delegation will leave on 10 January 2024.

3. I know from past experience you were elected to that committee sometime before you actually went to Japan. You took part in raising funds and getting to know students before you went, what has changed?

Response

The Director Development and Communities stated that he is not aware of any changes but the matter that Council determined at the last Council Meeting outlined the arrangement.

4. In regard to the development application on tonight's agenda for 100 Abernethy Road, how are you going to put the slip road in, as there is a verge and footpath, but it is not the 8 metres that you are supposed to have when putting in a slip road on that side of Abernethy Road?

Response

The Director Development and Communities stated that the officer report on page 67 of the agenda outlines the arrangement for the crossover and Vehicle Access Plan.

5. The staff party that is going to be held for Christmas, which Council building will that be in this year?

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Response

The Chief Executive Officer stated that the staff party will not be in any Council building. It will be at the Crown where it has been held for the last two years.

7.43pm As there were no further questions, the Presiding Member declared Public Question Time closed.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

6 Confirmation of Minutes/receipt of Matrix

6.1 Ordinary Council Meeting held 21 November 2023

Officer Recommendation

Sekulla moved, Sessions seconded

That the Minutes of the Ordinary Council Meeting held on 21 November 2023, as printed and circulated to all Councillors, be confirmed as a true and accurate record.

Carried Unanimously 9 votes to 0

For: Carter, Davis, Kulczycki, Marks, Rossi, Ryan, Sekulla, Sessions and Vijay

Against: Nil

6.2 Matrix for the Agenda Briefing Forum held 5 December 2023

Officer Recommendation

Carter moved, Vijay seconded

That the Matrix of the Agenda Briefing Forum held on 5 December 2023, as printed and circulated to all Councillors, be received and noted.

Carried Unanimously 9 votes to 0

For: Carter, Davis, Kulczycki, Marks, Rossi, Ryan, Sekulla, Sessions and Vijay

Against: Nil

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

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

Nil.

8 Questions by members without notice

8.1 Responses to questions taken on notice

Nil.

8.2 Questions by members without notice

Nil.

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

Nil.

10 Business adjourned from a previous meeting

Nil.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

11 Reports of committees

11.1 Standing Committee (Audit and Risk) held 27 November 2023 (circulated under separate cover)

Officer Recommendation

Kulczycki moved, Sekulla seconded

That the Minutes of the Standing Committee (Audit and Risk) held on 27 November 2023 as previously circulated to all Councillors, be received and noted.

Carried Unanimously 9 votes to 0

For: Carter, Davis, Kulczycki, Marks, Rossi, Ryan, Sekulla, Sessions and Vijay

Against: Nil

12 Reports of administration

Officer Recommendation

Sekulla moved, Davis seconded

The Officer or Committee Recommendations for Items 12.1, 12.4, 12.5, 12.6, 12.7, 12.10, 12.11 and 12.12 be adopted en bloc by an Absolute Majority decision.

Carried by Absolute Majority 9 votes to 0

For: Carter, Davis, Kulczycki, Marks, Rossi, Ryan, Sekulla, Sessions and Vijay

Against: Nil

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12.1 Final Adoption - Amendment No. 21 to Local Planning Scheme No. 15 - Modifying the use class permissibility of land uses within the 'Town Centre' zone and introducing Additional Use 21

Voting Requirement	:	Simple Majority
Subject Index	:	LPS15/021 – Modifying the use class permissibility of land uses within the 'Town Centre' zone and introducing Additional Use 21.
Location/Property Index	:	Various
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	25 July 2023 Ordinary Council Meeting Item 12.1
Applicant	:	Element Pty Ltd
Owner	:	Various
Responsible Division	:	Development and Communities

Council role

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

Purpose of report

For Council to consider final adoption of Amendment No. 21 to the City of Belmont Local Planning Scheme No 15 (LPS 15) following public advertising.

Summary and key issues

- Element Pty Ltd (the applicant) lodged a Scheme Amendment request on behalf of the owners of Belmont Forum (Perron Group) (Attachment 12.1.1). The Amendment sought to increase the number of uses capable of approval within the Town Centre Zone and exempt certain uses from requiring planning approval.
- Several of the applicant's requested changes to land use permissibility were not supported due to their inconsistency with the 'Town Centre' zone objectives or because they should not be exempted.
- At the 25 July 2023 Ordinary Council Meeting (Item 12.1), Council adopted a modified version of the applicant's Amendment for advertising (Attachment 12.1.2).
- The Amendment was advertised from 14 September 2023 to 26 October 2023. During this period no submissions were received.
- It is recommended that Council support Amendment No. 21 to LPS 15 (Attachment 12.1.2) without modification.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Officer Recommendation

That Council, pursuant to Regulation 50(3)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, support Amendment No. 21 to Local Planning Scheme No. 15 (Attachment 12.1.2) without modification, with a recommendation that the Amendment is approved by the Minister for Planning.

Officer Recommendation adopted en bloc by Absolute Majority - Refer to Resolution appearing at Item 12.

Location

The Amendment relates to the Belmont Town Centre as shown in Figure 1 below. The zoning of the subject lots and surrounding land is shown in Figure 2 below.

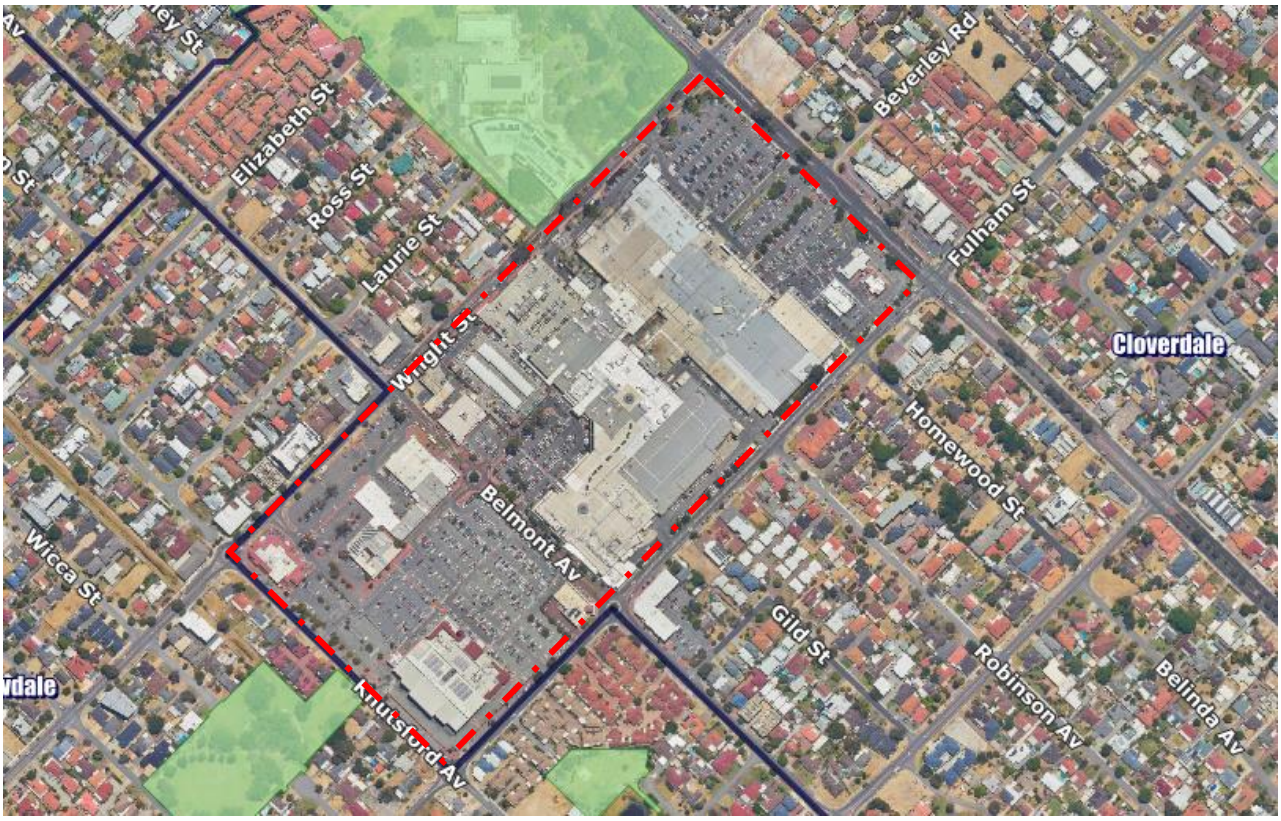


Figure 1: Location Plan - Town Centre outlined in Red (Source: IntraMaps)

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

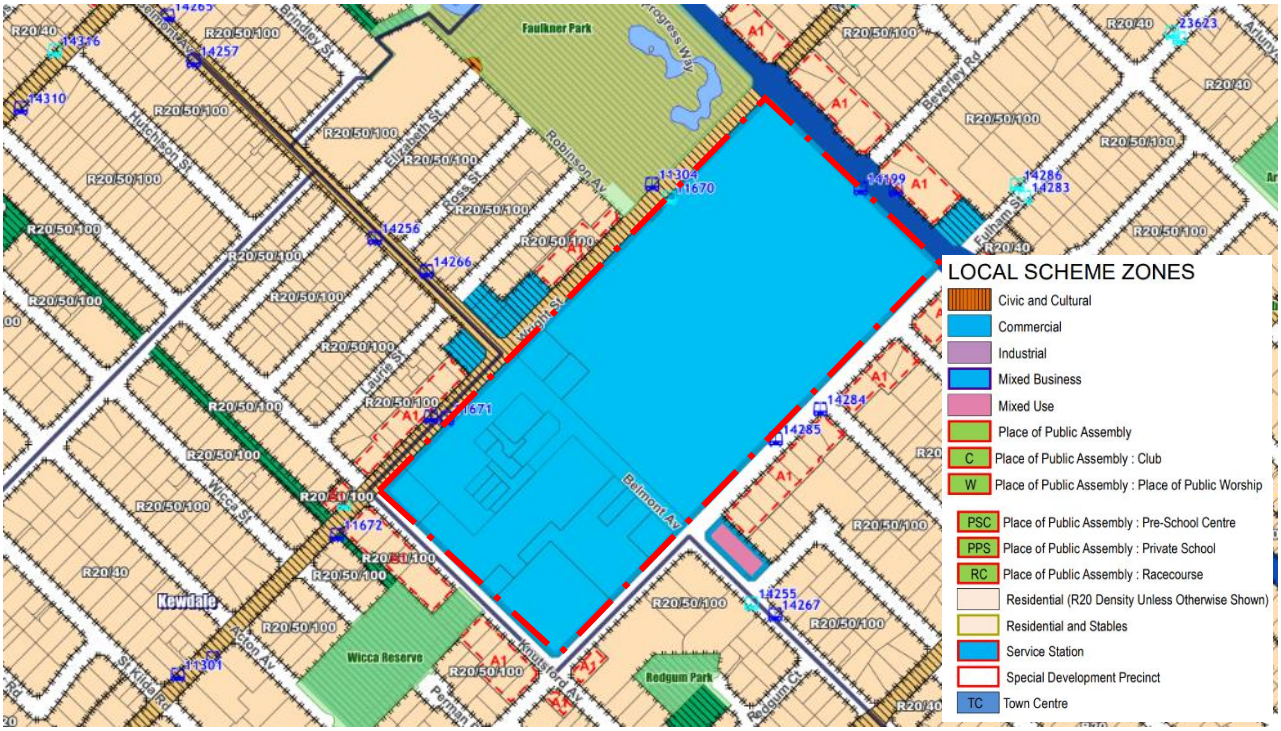


Figure 2: Existing zoning and reservation of land – Town Centre outlined in Red (Source: IntraMaps)

Consultation

In accordance with the *Planning and Development Act 2005*, Amendment No. 21 was referred to the Environmental Protection Authority (EPA) to determine whether environmental assessment was required prior to advertising. The EPA advised that an assessment was not required, and public advertising may proceed.

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), requires a 'standard' amendment to be advertised for 42 days. Amendment No. 21 was advertised for 42 days from 14 September 2023 to 26 October 2023, as follows:

- The Amendment and public notice were displayed on the City's website.
- A notice was published in the 14 September 2023 edition of the Perth Now newspaper.
- A public notice was displayed at the Civic Centre for the duration of advertising.

No submissions were received during the advertising period.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 1: Liveable Belmont

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Strategy: 1.2 Plan and deliver vibrant, attractive, safe and economically sustainable activity centres

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

Goal 5: Responsible Belmont

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

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

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

Policy implications

State Planning Policy 4.2 – Activity Centres for Perth and Peel

State Planning Policy 4.2 (SPP 4.2) guides the planning and development requirements of activity centres in the Perth and Peel region. Its main goal is to encourage a mix of suitable land uses, with a focus on retail activities. Belmont Town Centre is the City's highest-ranking activity centre and designated as a 'Secondary Centre' within the Policy.

The Amendment has been reviewed against SPP 4.2 to determine the appropriateness of the proposed modifications to land use permissibility.

City of Belmont Local Planning Strategy

The City's Local Planning Strategy recognises the importance of sustaining the long-term viability of its commercial centres. The Strategy aims to enhance the Town Centres functionality by allowing the expansion of retail spaces and promoting redevelopment in a main street format. The Strategy also specifically states that showrooms will only be permitted within the Town Centre if their design is consistent with a main street environment and design. The amendment has been reviewed against the City's Local Planning Strategy to determine the appropriateness of the proposed modifications to land use permissibility.

Statutory environment

Local Planning Scheme No. 15

The subject site is zoned 'Town Centre' under LPS 15. The 'Town Centre' zone has the following objective:

> "The Town Centre and Commercial Zones are intended to provide for the retail commercial function and entertainment."

Table 1 (Zoning Table) of LPS 15 sets out the permissibility of uses using the symbols of 'P','D', 'A', and 'X'. The meaning of the symbols is listed below:

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

‘P’ Means the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.

‘D’ Means that the use is not permitted unless the local government has exercised its discretion by granting Development Approval.

‘A’ Means that the use is not permitted unless the local government has exercised its discretion by granting Development Approval after giving special notice in accordance with the provisions contained in Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015 S*chedule 2.

‘X’ Means a use that is not permitted by the Scheme.

Schedule 1 of LPS 15 includes land use definitions for each use listed in the Zoning Table. The relevant definitions relating to this Amendment are contained within Attachment 12.1.3.

Clause 3.5 of LPS 15 addresses Additional Uses and outlines that, regardless of the use class designation in the zoning table, land uses for areas specified in Schedule 2 can receive approval, subject to the specific conditions being met. Currently, there are no Additional Uses applicable to the ‘Town Centre’ zone.

Clause 3.6 of LPS 15 relates to ‘Restricted Uses’ and outlines that only the uses contained within Schedule 3 (Restricted Use Table) can be considered. There are currently no ‘Restricted Uses’ which apply within the City of Belmont.

Local Planning Scheme Amendments

Section 75 of the *Planning and Development Act 2005* provides for an amendment to be made to a local planning scheme. The procedures for amending a local planning scheme, including public consultation requirements, 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). A standard amendment needs to be advertised for 42 days, and a complex amendment has a 60-day advertising period.

Irrespective of the classification of the amendment, where a local government has resolved to amend a scheme, the proposed amendment shall be forwarded to the EPA to determine whether it requires an environmental assessment.

Where no environmental assessment is required, the responsible authority shall advertise the amendment in accordance with the Regulations by:

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

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

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.

Exemptions from the need to obtain development approval

The Regulations exempts certain land uses from requiring development approval. This is subject to the use having a 'D' permissibility in the zone and where the relevant conditions outlined in the table below are met.

Land Use	Zone	Conditions
Consulting Rooms	Commercial, Centre or Mixed Use	No more than 60% of the glass surface of any window on the ground floor of the consulting rooms is obscured glass.
Office	Commercial, Centre or Mixed Use	Office is not located on the ground floor of a building.
Private Recreation	Commercial, Centre, Mixed Use or Light Industry Zone	(a) Premises are in the metropolitan region. (b) Net lettable area of any indoor area of the premises is no more than 300m^2. (c) No more than 60% of the glass surface of any window on the ground floor of a building on the premises is obscured glass.
Liquor Store – Small	Commercial, Centre or Mixed Use	Store is in the metropolitan region or Peel Region Scheme area.

Table 1: Exemptions from the need to obtain development approval provided within the Regulations

Background

Following a review of the applicant's amendment request, Officers considered the following:

- Several of the applicant's proposed changes to land use permissibility could be supported as they are consistent with the objective of the 'Town Centre' zone.
- Some of the applicant's requested 'P' uses were not considered appropriate, however were considered suitable as a 'D' use. This means that uses that benefit from 'D' permissibility exemptions under the Regulations do not require approval. However, where the exemption criteria are not met, the suitability of the use can be assessed through a development application.
- Two land uses could be supported as Additional Uses.
- Several land use permissibility changes were not supported, as they are not consistent with the objective of the 'Town Centre' zone or are already subject to the Regulations exemptions.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Having regard to the above-mentioned points, Council resolved to initiate a modified version of the applicant's amendment for public advertising at their 25 July 2023 meeting. The modified amendment (Amendment No. 21) proposes to:

1. Modify the Zoning Table in the Scheme Text to change the following use class permissibility's within the 'Town Centre' zone:
   - 'Cinema/Theatre' from an 'A' to a 'D'
   - 'Convenience Store' from an 'A' to a 'P'
   - 'Health Studio' from a 'D' to a 'P'
   - 'Private Recreation' from an 'X' to a 'D'
   - 'Restaurant/Café' from a 'D' to a 'P'
   - 'Shop' from a 'D' to a 'P'.
2. Introduce the following Additional Use within Schedule 2 of the Scheme Text:

No.	Location and Additional Uses
21	Within the 'Town Centre' zone, the local government may approve the following additional uses: • Motor Vehicle Wash • Studio. When considering development applications for the abovementioned land uses, the following requirements shall be met: • Motor Vehicle Wash uses shall be located within a • multi-storey parking structure, screened from view and be limited to a maximum gross floor area of 200m^2. Studio uses are to be integrated within the main shopping centre building and comprise a maximum work-room gross floor area of 30m^2.

3. Amend the Scheme Map to designate the 'Town Centre' zone as being subject to 'Additional Use 21' (A21).

Report

Amendment No. 21 will facilitate the following changes to land use permissibility's in the 'Town Centre' zone:

- Providing for 'Private Recreation' to be capable of approval through a 'D' designation. This use will be exempt from the need to obtain planning approval, subject to compliance with the conditions outlined in Table 1.
- Streamlining the approval process for 'Cinema/Theatre' by removing the 'A' use designation and replacing this with a 'D'.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Exempting ‘Convenience Store’, ‘Health Studio’, ‘Restaurant/Café’, and ‘Shop’ uses from the requirement to obtain planning approval (if the use complies with LPS 15 and has no works component) through a ‘P’ designation.
- Providing for the establishment of ‘Motor Vehicle Wash’ and ‘Studio’ land uses where they meet the relevant Additional Use No. 21 criteria.

It is considered that these changes will facilitate the establishment of appropriate land uses within the Town Centre, which contribute to the vibrancy and appeal of the area.

It is considered appropriate to progress the Scheme Amendment without modification. It is recommended that Council resolve to support Amendment No. 21 to LPS 15 with a recommendation that the Amendment be approved by the Minister for Planning.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

It is considered that the Amendment will assist in delivering a vibrant and attractive Town Centre that attracts public and private investment.

Attachment details

Attachment No and title
1. Amendment Sought by the Proponent [**12.1.1** - 3 pages]
2. Amendment Report - Scheme Amendment No. 21 [**12.1.2** - 15 pages]
3. Land Use Definitions [**12.1.3** - 1 page]

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Attachment 1 – Amendment Sought by the Proponent

- Update Table 1 (Zoning Table) as follows:

Use Class	***Existing Permissibility***	***Proponents Request***	***Justification for supported 'P' Use Class Permissibility Changes***
Art Gallery	D	P	
Cinema/Theatre	A	P	
Consulting Rooms	D	P	
Convenience Store	A	P	Historically, the definition of 'Convenience Store' included the retail sale of petrol which is the primary reason for it currently being an 'A' use. However, reference to the retail sale of petrol was removed from this definition through Amendment No. 7 to LPS 15. As a result of this and the fact that the use is consistent with the zone objective, it is considered appropriate for it to be designated as 'P' instead of 'A'.
Dry Cleaning Premises	D	P	
Educational Establishment	X	D	
Health Centre	X	P	
Health Studio	D	P	SPP 4.2 identifies health studios (gymnasiums) as an appropriate use that can generate activity outside of regular business hours.
Hospital	X	A	
Liquor Store – Small	A	P	This use is consistent with the objective of the 'Town Centre' zone and the intent of the City's Local Planning Strategy to support the continued expansion of retail floor space within this zone.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Massage Parlour	D	P	
Motel	X	D	
Motor Vehicle, Boat or Caravan Sales	X	D	
Motor Vehicle Hire	X	D	
Motor Vehicle Repair	X	A	
Motor Vehicle Wash	X	D	
Nursing Home	X	D	
Office	D	P	
Private Recreation	X	P	
Reception Centre	X	D	
Restaurant/Café	D	P	This use contributes to the entertainment function of the centre and is therefore consistent with the objective of the 'Town Centre' zone.
Serviced Apartments	X	P	
Shop	D	P	This use is consistent with the objective of the 'Town Centre' zone and the intent of the City's Local Planning Strategy to support the continued expansion of retail floor space within this zone.
Showroom	D	P	
Studio	X	P	
Veterinary Centre	X	A	

- Introduce the following Restricted Use Table within Schedule 3 of LPS 15:

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Table 2 – Proposed Restricted Use Table

No.	Description of Land	Restricted use	Conditions
R.U.1	All land bound by Wright Street, Abernethy Road, Belmont Avenue and Fulham Street, Cloverdale	• Hospital • Motel • Motor Vehicle, Boat or Caravan Sales • Motor Vehicle Hire • Motor Vehicle Repair • Office • Nursing Home • Reception Centre	a) Where development external from and separate to the shopping centre is proposed, the following development requirements will apply: i. Separate buildings shall have a minimum of one (1) activated frontage which has: 1. Minimum one pedestrian opening; and 2. Minimum 50% glazing on the ground floor. b) Motor vehicle hire and motor vehicle, boat or caravan sales uses shall be located within the shopping centre building or other mixed use building, otherwise are restricted to a maximum floorspace of 2,500m^2. c) Nursing home and motel use developments must be a minimum of three (3) storeys in height. d) A development application for a veterinary centre or motor vehicle repair use must be accompanied by an acoustic assessment demonstrating the ability to achieve compliance with the *Environmental Protection (Noise) Regulations 1997* (Noise Regulations) which may require restrictions on the permitted activities. e) Motor vehicle repair uses shall not be located directly abutting Belmont Avenue. f) Any reception centre use must be integrated with other multi-use development and cannot comprise a standalone building for a single use.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
Local Planning Scheme No. 15

Scheme Amendment No. 21

City of Belmont
215 Wright Street, Cloverdale Western Australia 6105
Locked Bag 379, Cloverdale Western Australia 6985
Open 8:30am - 4:45pm, Monday - Friday

9477 7222 belmont@belmont.wa.gov.au
9477 7224 (A/H) belmont.wa.gov.au

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Planning and Development Act 2005

RESOLUTION TO PREPARE AMENDMENT TO LOCAL PLANNING SCHEME

CITY OF BELMONT
LOCAL PLANNING SCHEME NO. 15

SCHEME AMENDMENT NO. 21

Resolved that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Modifying the Zoning Table in the Scheme Text to change the following use class permissibility's within the 'Town Centre' zone:

   - 'Cinema/Theatre' from an 'A' to a 'D'
   - 'Convenience Store' from an 'A' to a 'P'
   - 'Health Studio' from a 'D' to a 'P'
   - 'Private Recreation' from an 'X' to a 'D'
   - 'Restaurant/Café' from a 'D' to a 'P'
   - 'Shop' from a 'D' to a 'P'

2. Introducing the following Additional Use within Schedule 2 of the Scheme Text:

No.	Location and Additional Uses
21	Within the 'Town Centre' zone, the local government may approve the following additional uses: • Motor Vehicle Wash • Studio. When considering development applications for the abovementioned land uses, the following requirements shall be met: • Motor Vehicle Wash uses shall be located within a multi-storey parking structure, screened from view and be limited to a maximum gross floor area of 200m^2. • Studio uses are to be integrated within the main shopping centre building and comprise a maximum work-room gross floor area of 30m^2.

3. Amending the Scheme Map to designate the 'Town Centre' zone as being subject to 'Additional Use 21' (A21).

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- The proposed amendment relates to land zoned 'Town Centre' and is considered to be consistent with the objective of this zone.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- The proposed amendment is consistent with the City of Belmont Local Planning Strategy.
- The proposed amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this 25th day of July 2023.

CHIEF EXECUTIVE OFFICER

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Scheme Amendment Details

Item	Description	Details
1.	Local Authority	City of Belmont
2.	Description of Local Planning Scheme	Local Planning Scheme No. 15
3.	Type of Scheme	Local Zoning Scheme
4.	Scheme Amendment No.	Amendment No. 21
5.	Summary of Proposal	• Modify the Zoning Table in the Scheme Text to change the permissibility of certain uses within the 'Town Centre' zone. • Introduce new 'Additional Uses' within Schedule 2 of the Scheme Text. • Amend the Scheme Map to designate the 'Town Centre' zone as being subject to the additional uses.
6.	Classification	Standard

Planning Report

1. Introduction

Amendment No. 21 to Local Planning Scheme No. 15 (LPS 15) proposes to:

1. Modify the Zoning Table in the Scheme Text to change the following use class permissibility's within the 'Town Centre' zone:
   - 'Cinema/Theatre' from an 'A' to a 'D'
   - 'Convenience Store' from an 'A' to a 'P'
   - 'Health Studio' from a 'D' to a 'P'
   - 'Private Recreation' from an 'X' to a 'D'
   - 'Restaurant/Café' from a 'D' to a 'P'
   - 'Shop' from a 'D' to a 'P'
2. Introduce the following Additional Use within Schedule 2 of the Scheme Text:

No.	Location and Additional Uses
21	Within the 'Town Centre' zone, the local government may approve the following additional uses: • Motor Vehicle Wash • Studio. When considering development applications for the abovementioned land uses, the following requirements shall be met:

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

	• Motor Vehicle Wash uses shall be located within a multi-storey parking structure, screened from view and be limited to a maximum gross floor area of 200m^2. • Studio uses are to be integrated within the main shopping centre building and comprise a maximum work-room gross floor area of 30m^2.

3. Amend the Scheme Map to designate the 'Town Centre' zone as being subject to 'Additional Use 21' (A21).

2. Background

2.1 Location

The Amendment relates to the Belmont Town Centre as shown in Figure 1. The zoning of the subject lots and surrounding land is shown in Figure 2.

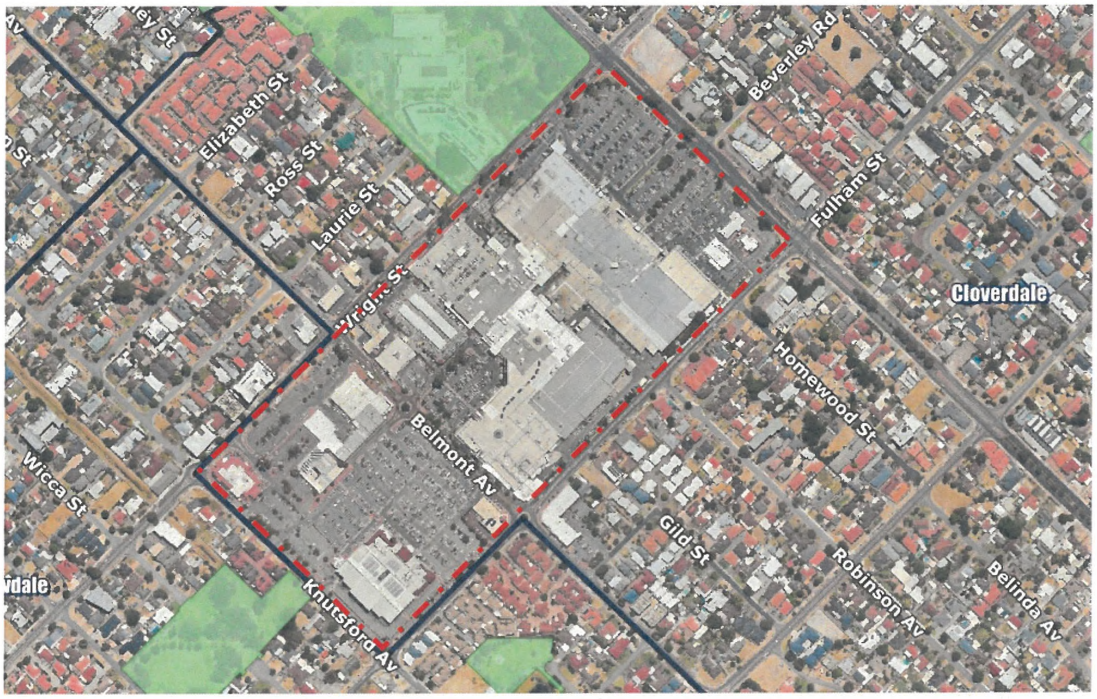


Figure 1: Location Plan - Town Centre outlined in Red (Source: IntraMaps)

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

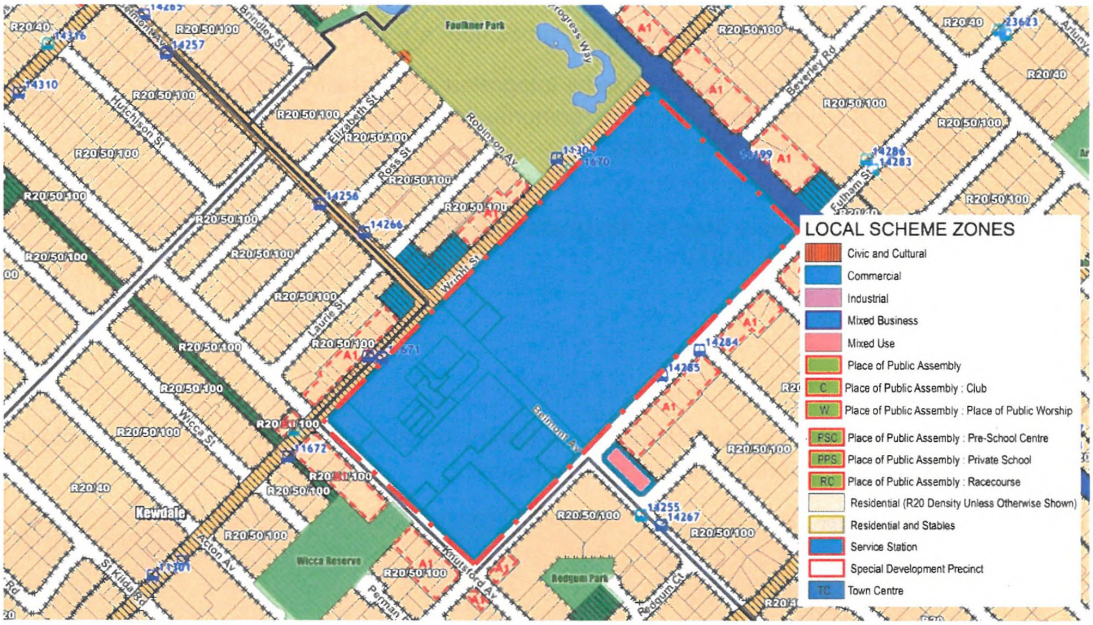


Figure 2: Existing zoning and reservation of land – Town Centre outlined in Red (Source: IntraMaps)

2.2 Proposed Amendment

The intent of the Amendment is to increase the number of uses capable of establishing within the 'Town Centre' zone and streamline approval processes for certain uses. The specific permissibility changes subject to this amendment are outlined in the below table:

Use Class	Existing Permissibility	Proposed Permissibility
Cinema/Theatre	A	D
Convenience Store	A	P
Health Studio	D	P
Private Recreation	X	D
Restaurant/Café	D	P
Shop	D	P

The amendment also seeks to introduce two additional uses within LPS 15 for 'Motor Vehicle Wash' and 'Studio' (Additional Use 21). These uses will remain as 'X' (not permitted) uses but will be capable approval subject to achieving compliance with the following conditions:

- Motor Vehicle Wash uses shall be located within a multi-storey parking structure, screened from view and be limited to a maximum gross floor area of 200m^2.
- Studio uses are to be integrated within the main shopping centre building and comprise a maximum work-room gross floor area of 30m^2.

The amendment also proposes to amend the Scheme Map to designate the 'Town Centre' zone as being subject to the above Additional Uses.

Justification for the proposed amendment is included in subsequent sections of this report.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2.3 Planning Context

Local Planning Scheme Amendments

Section 75 of the *Planning and Development Act 2005* provides for an amendment to be made to a local planning scheme. The procedures for amending a local planning scheme, including public consultation requirements, are set out within Part 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (The Regulations).

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 which specifies the amendment type and the reasons for the classification.

Each amendment has a different advertising requirement. A standard amendment needs to be advertised for 42 days, and a complex amendment has a 60-day advertising period.

Irrespective of the classification of the amendment, where a local government has resolved to amend a scheme, the proposed amendment shall be forwarded to the Environmental Protection Authority (EPA) to determine whether it requires an environmental assessment. Consent for advertising is also required from the Western Australian Planning Commission (WAPC).

Where no environmental assessment is required and subject to WAPC consent, the responsible authority shall advertise the amendment in accordance with the Regulations by:

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

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.

Local Planning Scheme No. 15

The subject site is currently zoned 'Town Centre' under LPS 15. The 'Town Centre' zone has the following objective:

> *"The Town Centre and Commercial Zones are intended to provide for the retail commercial function and entertainment."*

Table 1 (Zoning Table) of LPS 15 sets out the permissibility of uses using the symbols of 'P', 'D', 'A', and 'X'. The meaning of the symbols is listed below:

'P' Means the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.

'D' Means that the use is not permitted unless the local government has exercised its discretion by granting Development Approval.

'A' Means that the use is not permitted unless the local government has exercised its discretion by granting Development Approval after giving special notice in accordance

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

with the provisions contained in Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2.

'X' Means a use that is not permitted by the Scheme.

Schedule 1 of LPS 15 includes land use definitions for each use listed in the Zoning Table. The relevant definitions relating to this Amendment are contained within the below table:

Land Use Definitions	Meaning
Cinema/Theatre	means premises where the public may view a motion picture or theatrical production;
Convenience Store	means premises — a) used for the retail sale of convenience goods commonly sold in supermarkets, delicatessens or newsagents; and b) operated during hours which include, but may extend beyond, normal trading hours; and c) the floor area of which does not exceed 300 m^2 net lettable area;
Health Studio	means any land and building designed and equipped for physical exercise, recreation or sporting activities, but does not include the private recreation or public recreation use classes;
Motor Vehicle Wash	means premises where the primary use is the washing of motor vehicles;
Recreation Private	means premises that are — a) used for indoor or outdoor leisure, recreation or sport; and b) not usually open to the public without charge;
Restaurant/Café	restaurant/cafe means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including premises that are licenced under the Liquor Control Act 1988;
Shop	means premises other than a bulky goods showroom, a liquor store — large or a liquor store — small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services;
Studio	means a building or part of a building used as a work-room by a painter, photographer, sculptor or craftsperson in the conduct of his/her profession and includes incidental display and sale of things made, decorated or adapted therein;

Clause 3.5 of LPS 15 addresses Additional Uses and outlines that, regardless of the use class designation in the zoning table, land uses for areas specified in Schedule 2 can receive approval, subject to the specific conditions being met. Currently, there are no Additional Uses applicable to the 'Town Centre' zone.

Exemption from the Need to Obtain Development Approval

The Regulations exempt certain land uses from requiring development approval. This is subject to the use having a 'D' permissibility in the zone and where the relevant conditions are met. The exemption relevant to this amendment relates to 'Recreation – Private' as detailed in the below table:

Land Use	Zone	Conditions
Recreation – Private	Commercial, Centre, Mixed Use or Light Industry Zone	(a) Premises are in the metropolitan region.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Land Use	Zone	Conditions
		(b) Net lettable area of any indoor area of the premises is no more than 300 m^2. (c) No more than 60% of the glass surface of any window on the ground floor of a building on the premises is obscured glass.

State Planning Policy 4.2 – Activity Centres for Perth and Peel

State Planning Policy 4.2 (SPP 4.2) guides the planning and development requirements of activity centres in the Perth and Peel region. Its main goal is to encourage a mix of suitable land uses, with a focus on retail activities. Belmont Town Centre is the City's highest-ranking activity centre and designated as a 'Secondary Centre' within the Policy.

The amendment has been reviewed against SPP 4.2 to determine the appropriateness of the proposed modifications to land use permissibility.

City of Belmont Local Planning Strategy

The City's Local Planning Strategy recognises the importance of sustaining the long-term viability of its commercial centres. The Strategy aims to enhance the Town Centres functionality by allowing the expansion of retail spaces and promoting redevelopment in a main street format. The amendment has been reviewed against the City's Local Planning Strategy to determine the appropriateness of the proposed modifications to land use permissibility.

Metropolitan Region Scheme

The subject site is zoned 'Urban' under the Metropolitan Region Scheme (MRS). The proposed Scheme Amendment is able to be accommodated under the current MRS zoning.

3. Report

3.1 Proposed Use Class Permissibility Changes

Proposed Changes to 'P'

The following changes align with the objective of the 'Town Centre' zone, SPP 4.2, and the City's Local Planning Strategy, and relate to uses already permissible within this zone:

- 'Convenience Store' – 'A' to 'P'
- 'Restaurant/Café' – 'D' to 'P'
- 'Shop' – 'D' to 'P'
- 'Health Studio' – 'D' to 'P'.

The 'P' use class permissibility will allow these uses to establish without the need for development approval, provided they comply with LPS 15. Justification for each of these changes is included below:

Convenience Store

Historically, the definition of 'Convenience Store' included the retail sale of petrol which is the primary reason for it currently being an 'A' use. However, reference to the retail sale of petrol

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

was removed from this definition through a previous amendment to LPS 15. As a result of this and the fact that the use is consistent with the zone objective, it is considered appropriate for it to be designated as 'P' instead of 'A'.

Restaurant/Café

This use contributes to the entertainment function of the centre and is consistent with the objective of the 'Town Centre' zone. This change is therefore considered appropriate.

Shop

This use is consistent with the objective of the 'Town Centre' zone and the intent of the City's Local Planning Strategy to support the continued expansion of retail floor space within this zone. Therefore, it is appropriate for 'Shop' to be designated as 'P' within the zoning table.

Health Studio

SPP 4.2 identifies health studios (gymnasiums) as an appropriate use that can generate activity outside of regular business hours. This change in use permissibility is therefore considered appropriate.

Proposed Changes to 'D'

Recreation Private

It is considered that 'Recreation-Private' aligns with the 'Town Centre' zone objective and SPP 4.2 and for this reason is an appropriate land use. However, it is not appropriate for this use to be designated as 'P'. The reason for this is that the definition of 'Recreation-Private' in LPS 15 is broad and covers varying scales of the use. If a 'P' designation is applied, there would be no size limit on 'Recreation-Private' uses that could occur without requiring approval. This could lead to unintended poor outcomes for the Town Centre. To avoid this and ensure oversight through the development application process, a 'D' use permissibility should be applied.

Under a 'D' designation, the land use would still be exempt from requiring development approval under the Regulations, provided it does not occupy an area greater than 300m^2. However, proposals that exceed this size would require assessment to ensure the operations are suitable for their location.

Cinema/Theatre

This use contributes to the entertainment function of the Town Centre and is therefore consistent with the objective of the zone. It is however not appropriate to designate this use as 'P' because a parking standard is not contained within LPS 15. To allow for an assessment of car parking to be undertaken, it is appropriate for this use to be designated as 'D'. The existing 'A' designation, which requires advertising even for compliant proposals, is considered excessive. In cases where variations to LPS 15 are proposed, these could be suitably advertised to potentially affected parties. Accordingly, a 'D' designation is considered most appropriate.

3.2 Additional Uses

The Amendment proposes the introduction of 'Additional Use 21' within LPS 15 to provide for the approval of 'Motor Vehicle Wash' and 'Studio' where specific conditions are met as discussed below. It is worth noting that these additional uses would still maintain their current 'X' classification. In preparing the Amendment, the City of Belmont consulted with the

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Department of Planning Lands and Heritage (DPLH) who advised that additional uses are the appropriate mechanism in LPS 15 to achieve the intended outcome.

Motor Vehicle Wash

While the use can complement the function of the Town Centre zone, it is necessary for it to be regulated to ensure it remains complementary in nature and does not become a dominant use. The objective is for people to visit the Town Centre for a broader purpose and that car washing serves as an incidental part of their trip.

To ensure this occurs, it is proposed that the following criteria apply to the use:

- Located within a multi-storey parking structure and screened from view; and
- Limited to a maximum gross floor area (GFA) of 200m^2.

These measures ensure that the use is visually acceptable and complimentary to the primary function of the town centre.

Studio

The 'Studio' land use contains two elements, including artist work-room area and gallery/sale space. It is considered that the gallery aspect of the use is consistent with the objectives of the zone. However, there are concerns that if the work-room area aspect is not regulated, it could occur at a scale that is not consistent with the objectives of the zone.

To ensure the use occurs in an acceptable manner, it is proposed that the following criteria apply:

- Be integrated within the main shopping centre building; and
- Comprise a maximum work-room GFA of 30m^2.

These conditions ensure the use occurs in a manner that aligns with the objectives of the zone.

3.3 Scheme Amendment Classification

The Regulations specify three different types of scheme amendments, being 'basic', 'standard', and 'complex'.

A standard amendment is identified by the Regulations as meaning:

a) Amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;

b) An amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;

c) An amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area; other than an amendment that is a basic amendment;

d) An amendment to the scheme map that is consistent with a structure plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme does not currently include zones of all types that are outlined in the plan;

e) An amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;

f) An amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

g) Any other amendment that is not a complex or basic amendment.

The proposed amendment is considered to be a 'standard' amendment for the following reasons:

i. The proposed amendment relates to land zoned 'Town Centre' and is considered to be consistent with the objective of this zone.

ii. The proposed amendment is consistent with the City of Belmont Local Planning Strategy.

iii. The proposed amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

4. Conclusion

The amendment proposes to modify the permissibility of various land uses to increase the number of uses capable of establishing within the 'Town Centre' zone and streamline approval processes for certain uses. These changes align with the objective of the 'Town Centre' zone, SPP 4.2, and the City's Local Planning Strategy. For this reason, it is considered that the proposed amendment is appropriate.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Planning and Development Act 2005

CITY OF BELMONT
LOCAL PLANNING SCHEME NO. 15

SCHEME AMENDMENT NO. 21

The Council of the City of Belmont, under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005*, hereby amends the above Local Planning Scheme by

1. Modifying the Zoning Table in the Scheme Text to change the following use class permissibility's within the 'Town Centre' zone:

   - 'Cinema/Theatre' from an 'A' to a 'D'
   - 'Convenience Store' from an 'A' to a 'P'
   - 'Health Studio' from a 'D' to a 'P'
   - 'Private Recreation' from an 'X' to a 'D'
   - 'Restaurant/Café' from a 'D' to a 'P'
   - 'Shop' from a 'D' to a 'P'

2. Introducing the following Additional Use within Schedule 2 of the Scheme Text:

No.	Location and Additional Uses
21	Within the 'Town Centre' zone, the local government may approve the following additional uses: • Motor Vehicle Wash • Studio. When considering development applications for the abovementioned land uses, the following requirements shall be met: • Motor Vehicle Wash uses shall be located within a multi-storey parking structure, screened from view and be limited to a maximum gross floor area of 200m^2. • Studio uses are to be integrated within the main shopping centre building and comprise a maximum work-room gross floor area of 30m^2.

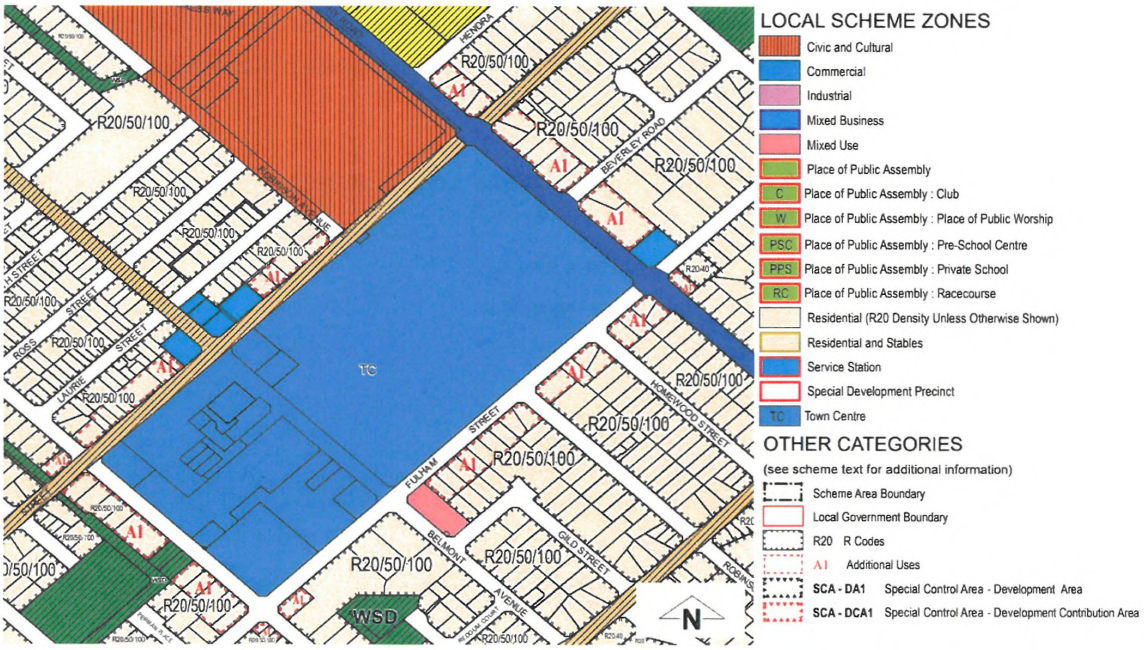
3. Amending the Scheme Map to designate the 'Town Centre' zone as being subject to 'Additional Use 21' (A21).

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

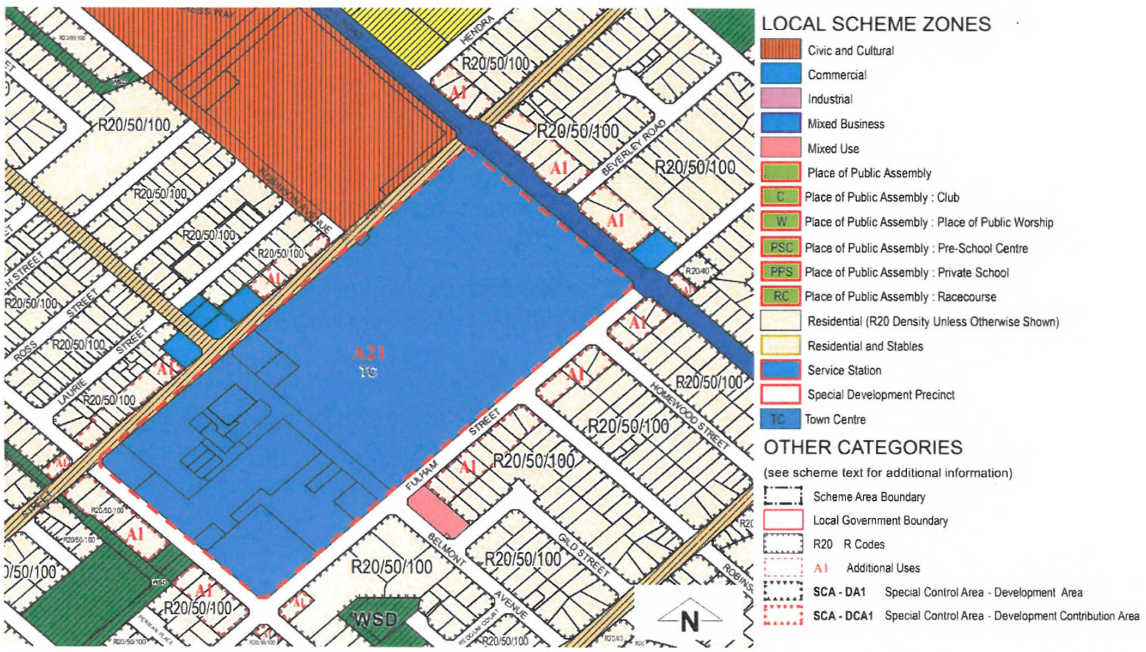
CITY OF BELMONT
LOCAL PLANNING SCHEME NO. 15

SCHEME AMENDMENT NO. 21

EXISTING SCHEME MAP



AMENDMENT MAP



Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

COUNCIL ADOPTION FOR ADVERTISING

Adopted for advertising by resolution of the Council of the City of Belmont at the Ordinary Meeting of the Council held on this 25th day of July 2023.

MAYOR

CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL

Supported for submission to the Minister for Planning for approval by resolution of the City of Belmont at the Ordinary Meeting of the Council held on this day of and the Common Seal of the City of Belmont was hereunto affixed by the authority of a resolution of the Council in the presence of:

MAYOR

CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDED/SUBMITTED FOR APPROVAL

DELEGATED UNDER S.16 OF
THE *PLANNING AND DEVELOPMENT ACT 2005*

DATE

APPROVAL GRANTED

MINISTER FOR PLANNING
S.87 OF THE *PLANNING AND DEVELOPMENT ACT 2005*

DATE

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Attachment 3 – Land Use Definitions

Land use definitions are included in Schedule 1 of LPS 15. The land use definitions relevant to Amendment No. 21 have been extracted from Schedule 1 and included below:

Land Use Definitions	Meaning
Cinema/Theatre	means premises where the public may view a motion picture or theatrical production;
Convenience Store	means premises — a) used for the retail sale of convenience goods commonly sold in supermarkets, delicatessens or newsagents; and b) operated during hours which include, but may extend beyond, normal trading hours; and c) the floor area of which does not exceed 300 m2 net lettable area;
Health Studio	means any land and building designed and equipped for physical exercise, recreation or sporting activities, but does not include the private recreation or public recreation use classes;
Motor Vehicle Wash	means premises where the primary use is the washing of motor vehicles;
Recreation Private	means premises that are — a) used for indoor or outdoor leisure, recreation or sport; and b) not usually open to the public without charge;
Restaurant/Café	restaurant/cafe means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including premises that are licenced under the Liquor Control Act 1988;
Shop	means premises other than a bulky goods showroom, a liquor store — large or a liquor store — small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services;
Studio	means a building or part of a building used as a work-room by a painter, photographer, sculptor or craftsperson in the conduct of his/her profession and includes incidental display and sale of things made, decorated or adapted therein;

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12.2 Development Application for 9 Dwelling-Community Home (4 Storey) - Lot 100 (346) Abernethy Road, Coverdale

Voting Requirement	:	Simple Majority
Subject Index	:	115/001 - Development/Subdivision/Strata - Applications and Application Correspondence
Location/Property Index	:	Lot 100 (346) Abernethy Road, Cloverdale
Application Index	:	246/2023
Disclosure of any Interest	:	Nil
Previous Items	:	OCM 22 June 2010 - Item 12.9 Draft Vehicle Access Plan
Applicant	:	Ashley Richards & Associates
Owner	:	KCL Group Pty Ltd
Responsible Division	:	Development and Communities

Council role

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 a Development Application for a 'Community Home' at Lot 100 (346) Abernethy Road, Cloverdale and amend the Vehicle Access Plan (VAP).

Summary and key issues

- The City has received an application for a 'Community Home' consisting of one
- On-site Overnight Assistance (OOA) unit, eight National Disability Insurance Scheme (NDIS) units and eight car parking spaces.
- The subject site is zoned Residential R20/50/100 under Local Planning Scheme No. 15 (LPS 15). Community Home is classified as a 'D' use within the Residential zone. This means the use is not permitted unless the City has exercised discretion by granting development approval.
- The application was advertised to the surrounding property owners and occupiers for comment. During the advertisement period, four submissions were received, all

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

objecting to the application. The objections raised concerns on the potential amenity impacts (visual privacy and overshadowing), concerns with the ongoing operation of the use, and the amendment to the VAP.

- The applicant presented the proposal to the City's Design Review Panel (DRP) on two separate occasions. The applicant has refined their proposal in response to comments made by the Panel.
- The proposed development aligns with the element objectives of the R-Codes, provisions of LPS 15, and criteria of Local Planning Policy No. 1 (LPP 1). The recommended conditions effectively address the concerns raised about visual privacy and the DRP's feedback on amenity and sustainability. It is recommended that the Council approves the application, subject to conditions.

Officer Recommendation

Carter moved, Sekulla seconded

That Council approve planning application 246/2023 as detailed in plans dated 19 September 2023 and 14 August 2023 submitted by Ashley Richards and Associates on behalf of the owner KCL Group Pty Ltd for the Community Home (nine dwellings) at Lot 100 (No 346) Abernethy Road subject to the following conditions:

1. Development/land use shall be in accordance with the attached approved plan(s) dated 19 September 2023 and 14 August 2023 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the City.
2. Prior to the lodgment of an application for a Building Permit, amended plans shall be submitted to address the following:
    - Balconies provided to Units 3 and 4, marked in 'RED' on the approved plans are to be provided with horizontal screening to a minimum height of 1.6m facing south-west towards the rear boundary;
    - Balconies provided to Units 6, 7, 8 and 9 marked in 'RED' on the approved plans are to be provided with horizontal screening to a minimum height of 1.3m facing south-west towards the rear boundary; and
    - The incorporation of roof cover to the bin store enclosure to the satisfaction of the City.
3. 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.
4. Prior to the commencement of any site works, all existing buildings and structures on the lots, including soakwells, leach drains, septic tanks, underground storage tanks,

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

stormwater drainage systems and wastewater disposal systems, shall be removed and the land levelled to the satisfaction of the City.

5. 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 a notification under Section 70A of the *Transfer of Land Act 1893*. The notification is to state as follows:

   "The lot is situated in the vicinity of a transport corridor and is currently affected, or may in the future be affected by transport noise."

   The notification and registration are at the full cost of the applicant.

6. Prior to lodging an application for a building permit, the applicant/owner shall submit a Sustainability Report to the satisfaction of the City, on the advice of the Design Review Panel. The Sustainability Report shall be prepared by a qualified sustainability/environmental consultant and demonstrate the measures to achieve a 7 star NatHERS rating and shall be thereafter implemented and maintained for the life of the development, to the satisfaction of the City.

7. 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.*

8. No services, such as air conditioners, fire boosters, meter service boards or water heaters shall be visible from the street.

9. Prior to occupation or use of the development, the external face of the boundary walls built on the boundary shall be finished in either:

   (a) face brick;

   (b) painted render; or

   (c) painted brick work.

   to the satisfaction of the City.

10. A storeroom shall be provided for each dwelling with a minimum internal area of 4m² and a minimum internal dimension of 1.5m. The storerooms shall be enclosed, lockable and accessible from outside the dwelling; the swing path of the storeroom's doors must not intrude into the 4m² minimum internal area.

11. Prior to the occupancy of the development, a lighting plan shall be submitted for approval and implemented to the satisfaction of the City. The plan must show lighting for the common property areas associating with the ground floor, first to third floors, landscaped areas, driveway and pedestrian access to the development.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12. All clothes drying devices and clothes drying areas shall be located and positioned to not be visible from the street or a public place.

13. Prior to occupation or use of the development, major openings and unenclosed outdoor active habitable spaces, which have a floor level of more than 0.5m above natural ground level and overlook any part of any other residential property behind its street setback line shall be provided with permanent screening to restrict views within the cone of vision from those major opening and/or unenclosed active habitable spaces, in accordance with Element 3.5 of the Residential Design Codes Volume 2, to the satisfaction of the City.

14. The applicant shall submit drawings and specifications detailing noise mitigation measures, in accordance with the submitted Residential Noise Assessment (*Acoustics and Audio Production 17 August 2023*) and the Western Australian Planning Commission's State Planning Policy 5.4 - Road and Rail Noise and the associated Guidelines. These drawings and specifications are to be endorsed as acceptable by an independent, qualified acoustic engineer, prior to lodgement of a Building Permit application and thereafter implemented to the satisfaction of the City.

15. 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) Australian Standard AS/NZS 2890 and AS/NZS 1428;

    (c) Schedule 7 of City of Belmont Local Planning Scheme No. 15; and

    (d) The City's engineering requirements and design guidelines.

    The areas must be sealed in concrete or brick paving in accordance with the City's specifications and thereafter maintained for the life of the development, to the satisfaction of the City.

16. Prior to the commencement of site works the applicant shall submit a Construction Management Plan to the City that outlines the following measures:

    i. Public safety and amenity;

    ii. Site plan and security;

    iii. Contact details of essential site personnel, construction period and operating hours;

    iv. Community information, consultation and complaints management procedures;

    v. Noise, vibration, air and dust management;

    vi. Dilapidation reports of nearby properties;

    vii. Traffic, access and parking management that accords with the requirements of AS1742 Pt3;

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

viii.. Waste management and materials re-use;

ix. Earthworks, excavation, land retention/piling methods and associated matters;

x. Street tree management and protection; and/or

xi. Any other matter deemed relevant by the City.

The plan shall thereafter be implemented to the satisfaction of the City.

17. To facilitate and coordinate the orderly movement of vehicular traffic associated with future development abutting Abernethy Road, an easement in gross is to be granted free of cost to the City of Belmont as a public access easement in the location/s marked in 'RED' on the approved plans. The easement documentation is to be prepared by the City's solicitors at the applicant/owner's full expense and registered on the certificate of title for the land prior to lodgement of an application for a building permit, unless otherwise agreed in writing by the City.

18. Prior to the occupation or use of the development, the part of Lot 100, the subject of any access easement shall be paved, kerbed and drained in accordance with the City's engineering requirements and design guidelines and thereafter maintained to a standard satisfactory to the City. Any construction and maintenance costs are to be borne by the owner. The maintenance obligation is to be stated in the grant of easement documentation.

19. Prior to the occupation of the development, the accessway(s) shall be constructed and drained in accordance with the City's engineering requirements and design guidelines and thereafter maintained to the satisfaction of the City.

20. Prior to occupation or use of the development, the owner / applicant shall, after having obtained written approval from the City (Infrastructure Services Clearance Application/Crossover Upgrade Application), construct a vehicle crossover in accordance with the approved plans and the City's engineering specifications to the satisfaction of the City.

21. Prior to occupation or use of the development, the redundant crossover/s to Lot 100, as shown on the approved plans, shall be removed and the verge and kerb reinstated in accordance with the City's Technical Specifications, to the satisfaction of the City.

22. All stormwater from roofed and paved areas shall be collected and disposed of

on-site in accordance with the City of Belmont's engineering requirements and design guidelines.

23. 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.

24. Bin storage areas shall be paved with an impervious material and must not drain to a stormwater drainage system or to the environment.

25. Bin storage areas be connected to sewer to the satisfaction of the City.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Carried 7 votes to 2

For: Davis, Kulczycki, Marks, Rossi, Ryan, Sessions and Vijay

Against: Carter and Sekulla

Location

The subject site is located on the southern side of Abernethy Road, approximately 50m east of the Belmont Forum (refer to Figure 1).

Figure 1 – Aerial Image showing 346 Abernethy Road (red)

Consultation

The application was advertised for a period of 14 days commencing 22 September 2023 and concluding 6 October 2023. A total of four written submissions were received during the advertising period. The content of three submissions were identical and made by the owners of Units 1-4/3 Homewood Street, Cloverdale.

Submissions received during public consultation are to be given due regard when determining whether to grant development approval. However, only planning related matters can be considered.

The relevant issues raised in submissions include the following:

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Concerns that the development will overshadow properties to the south.
- Concerns that the proposed development will overlook adjoining residential properties to the south.
- Concerns regarding the management of the Community Home.
- Concerns relating to the forming of the VAP.

The concerns raised in the submissions are addressed in the Report section.

A copy of the submissions table is available in Attachment 12.2.1.

Department of Planning, Lands and Heritage

The application was referred to the Department of Planning, Lands and Heritage (DPLH), as the site abuts Abernethy Road, which is reserved as an Other Regional Road in the Metropolitan Region Scheme (MRS).

The DPLH provided a response on the 11 August 2023 stating that they have no objection to the proposal.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 2: Connected Belmont

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

Goal 5: Responsible Belmont

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

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

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

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

Policy implications

State Planning Policy 5.4 – Road and Rail Noise

State Planning Policy 5.4 (SPP 5.4) seeks to minimise the adverse impact of road and rail noise on noise-sensitive land-uses. The SPP 5.4 provides criteria for new developments affected by road and rail noise to ensure an acceptable level of acoustic amenity is achieved.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

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 DRP has reviewed and provided comments on the subject proposal.

State Planning Policy 7.3 - Residential Design Codes Volume 2 - Apartments

While the land use aspect of the proposal guided by the Scheme requirements, due to the built form being reflective of a multi-dwelling development, the R-Codes Vol 2 has been used to assess the built form.

The R-Codes provide a comprehensive basis for the control of residential development throughout Western Australia. Volume 2 of the R-Codes specifically relates to multiple dwellings in areas coded R40 and above, within mixed use development and activity centres. The R-Codes include Acceptable Outcomes criteria and Element Objectives.

Applications for development approval need to demonstrate that the design achieves the Element Objectives within each design element.

The proposal has been assessed against all elements of the R-Codes Vol 2 with the exception of car parking, which has been assessed against Clause 4.16 of the LPS 15.

Local Planning Policy No 1 – Performance Criteria – Town Centre Density Bonus Requirements

This policy outlines the criteria (in addition to the provisions of the R-Codes and Local Planning Scheme) against which all residential applications will be assessed within the Town Centre Precinct, where the density proposed exceeds a R50 density.

The provisions of this Policy complement the R-Codes to achieve the highest standard of streetscape and quality living environments within the Town Centre Precinct.

The development has been proposed at an R80 density; therefore this policy applies.

Statutory environment

Local Planning Scheme No. 15

Local Planning Scheme No. 15 (LPS 15) states that the objective of the 'Residential' Zone is:

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

The ‘Community Home’ land use definition under the Scheme:

> “means a building used primarily for living purposes by a group of physically or intellectually handicapped or socially disadvantaged persons living together with or

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

without paid supervision or care and by a constituted community based organisation, a recognised voluntary, charitable or religious organisation, a government department or an agency or instrumentality of the State or a local government body"

The 'Community Home' land use is a 'D' use in the Residential zone, in accordance with Table 1 of LPS 15. Under Clause 3.3.2 of LPS 15, 'D' use means that the use is not permitted unless the City has exercised discretion by granting development approval.

Clause 4.7.3 of LPS 15 sets out development standards, which are to be applied when contemplating the development of land within any of the flexible coded areas above the base coding of R20. These provisions relate to design and built form requirements, such as dwelling orientation, incorporation of solar design principles and vehicle access.

Clause 4.7.6 of LPS 15 requires in addition to compliance with the requirements of 4.7.3, the development must have a high degree of compliance with the criteria contained within the relevant Local Planning Policies.

Planning and Development (Local Planning Schemes) Regulations 2015

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

"(a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;

(b) The requirements of orderly and proper planning;

(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;

ii. the character of the locality;

iii. any social impacts of the development.

(s) The adequacy of -

i. The proposed means of access to and egress from the site; and

ii. Arrangements for the loading, unloading, manoeuvring and parking of vehicles.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

(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;

(x) The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;

(y) Any submissions received on the application."

Deemed Refusal

Under Clause 75 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, an application is 'deemed to be refused' if it is not determined within a 90-day period. Once this period elapses, the applicant gains the right to appeal the decision. Importantly, if the applicant decides not to exercise their right to appeal, the City still maintains the ability to issue a subsequent determination on the application.

The deemed refusal date for this application passed on 1 November 2023 and the applicant already has deemed refusal rights. The applicant has corresponded with the City regarding the Council meeting dates, and has elected not to exercise their appeal rights, and instead allow the City to determine the matter.

Right of Review

Is there a right of review? ☒ Yes ☐ No

The applicant/owner may make 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.

Background

Lodgement Date:	10/08/2023	**Use Class:**	Community Home 'D'
Lot Area:	777m^2	**TPS Zoning:**	Residential R20/50/100
Estimated Cost of Development:	$3,000,000	**MRS:**	Urban

Site Description

The subject site contains a single house with existing vehicle access via Abernethy Road. The site is subject to an approved VAP; however this has not been implemented via an easement on the site to date.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

The site is adjoined by two single houses to the north-west and south-east, and shares a rear boundary with a grouped dwelling development consisting of four dwellings.

Development Proposal

The key aspects of the proposed 'Community Home' are as follows:

- The demolition of existing development on site.
- The construction of the 'Community Home' consisting of nine units that include:
  - Eight Specialist Disability Accommodation (SDA) units across levels 1 to 3;
  - One On-site Overnight Assistance (OOA) unit at ground floor;
  - Seven resident and one visitor car parking spaces;
  - Roof top communal open space;
  - Separate bin and bike stores at ground floor;
  - A dedicated pedestrian entry separate from the vehicle access; and
  - Landscaping around the building within the front setback, side boundaries, and on structure planting around the roof top communal areas.
- Access to the site and car parking areas is to be provided via a 6-metre wide crossover and driveway from Abernethy Road.
- Amending the location of the VAP crossover connection to Abernethy Road.

A copy of the development plans is provided under Attachment 12.2.2.

Design Review Panel

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 the 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 – 1 June 2023	Design Review Panel Score – 13 July 2023
Principle 1 – Context and Character		
Principle 2 – Landscape Quality		
Principle 3 – Built Form and Scale		
Principle 4 – Functionality and Built Quality		
Principle 5 - Sustainability		

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Design Quality Evaluation Principle:	Design Review Panel Score – 1 June 2023	Design Review Panel Score – 13 July 2023
Principle 6 - Amenity		
Principle 7 - Legibility		
Principle 8 – Safety		
Principle 9 - Community		
Principle 10 - Aesthetics		

Table 1 – Design Review Panel Scoring for the proposed development

A copy of the DRP comments are available in Attachment 12.2.3.

It is noted that the overall scoring of the application from the DRP improved between the two meetings, with the exception of the 'Sustainability' principle. In response to the second meeting, the applicant continued to refine their proposal and has provided the following amendments in response to DRP's comments.

Context and Character

The DRP was supportive of the direction the applicant had taken to improve the proposals presentation to the street, however commented that further improvements could be made regarding access and front fencing.

In accordance with DRP's recommendation the applicant made changes to the OOA on the ground floor is provided with direct access to the street via the courtyard.

Changes to the proposed front fencing were included by improving the visual permeability and landscaping which provides a better presentation to the street.

The City is satisfied that the comments made by the DRP on this matter have been adequately addressed.

Landscape

The DRP provided further comments and requested refinements to improve the landscaping across the site. The applicant has taken on board the suggestions made by the DRP by rationalising the pedestrian footpaths, which increases the total planting area across the site.

The applicant provided a Landscape Plan which outlines the proposed planting across the development. The extent of landscaping provided at the ground floor achieves the minimum deep soil requirements and accounts for the establishment of the VAP.

A condition is recommended to require the landscape plan be updated to provide details regarding irrigation methods, verge treatments and planting on structures in accordance with the specifications under Table 4.12 of the R-Codes. A separate condition is also recommended to require the installation of the plants and irrigation prior to occupation of the development.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

With the above conditions being imposed the landscape principle has been adequately addressed.

Built Form and Scale

The DRP provided comments on the built form and suggested improvements to the screening, and function of the bike, and bin storage areas.

The applicant has refined the design and addressed the screening of windows facing towards the sites side boundaries. However, the development seeks variation to the privacy setbacks for the rear balconies facing towards 3 Homewood Street. This is addressed within the Report section of this document.

The bike and bin storage areas were reconfigured and resized as per the recommendations made by the DRP.

The City is satisfied that the comments made by the DRP on built forma and scale have been adequately addressed.

Sustainability

The DRP recommended that to address the sustainability opportunities for the development, the project would benefit from input from a sustainability consultant.

The applicant provided a letter from an energy consultant who provided comment on the development. The consultant states that the development can achieve a 7 star sustainability score by incorporating double glazing, light weight wall cladding systems with bulk insulation, insulated suspended concrete floors, compliant solar access and cross ventilation, and a landscaped roof terrace.

In addition, a Solar PV system is proposed to assist in reducing the reliance on the power grid network.

A condition is recommended to require a Sustainability Consultant prepare a Sustainability Design Report which details the implementation of sustainability measures to ensure the development achieves a 7 star rating.

Subject to the above condition, the City is satisfied that the sustainability principle has been adequately addressed.

Amenity

The DRP made suggestions and minor improvements to optimise the amenity for future residents which included:

- Minor changes to window openings to improve solar access and ventilation;
- Relocation of air conditioning units;
- Revisiting the pedestrian access arrangement to the site to avoid potential conflict areas between pedestrians and vehicles; and
- Reducing the extent of shading over the communal area.

In addressing the DRP comments, the applicant has made the following adjustments:

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Additional openings have been included to improve the cross ventilation of the dwellings.
- Reconfigured the pedestrian and vehicular access to provide separate access.
- Incorporated louvered roofing to the communal open space to maintain solar access and useability of the area.

The City is satisfied that the comments made by the DRP in respect to amenity have been adequately addressed.

Legibility and Aesthetics

The DRP provided comments regarding the legibility and aesthetics of the proposal which included:

- The pedestrian street entry would be more legible if the stairs on the ground floor were aligned with the lobby;
- The foyer pedestrian gate is unnecessary as there is a secure door;
- Increasing visually permeable elements of the front fencing; and
- Incorporation visually appealing materials and broadening the colour pallet into the elevations.

In addressing the DRP comments on these design principles, the applicant has made the following adjustments:

- The pedestrian access to the site, lobby and foyer areas were redesigned to improve the legibility of the spaces.
- The front fencing was revised to increase visual permeability.
- Material and finishes were further refined and shown on the elevations.

In addition, a condition is recommended to require a a detailed schedule of external materials, finishes and colours to be used in the development to the satisfaction of the City.

The City is satisfied that the comments made by the DRP have been adequately addressed.

Report

The key planning considerations relating to the application are discussed below:

R-Codes Volume 2 – Apartments

It is necessary to consider that the R-Codes is a performance-based document that provides multiple pathways for developments to meet its ‘Element Objectives'.

In most instances, the default way of meeting the Element Objectives is by the development meeting the Acceptable Outcomes. Alternatively, the R-Codes acknowledges that there are

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

circumstances where the site conditions, streetscape and design approach mean that the Acceptable Outcome is not an appropriate measure, and alternative design solutions can be applied to meet the Element Objectives.

Side Setbacks

The Acceptable Outcome for side setbacks is 3m. The proposed development is generally setback 3m to both side boundaries with the exception of the northwest facing wall of the developments lift and staircase access which is provided with a 2.5m setback (Figure 2).

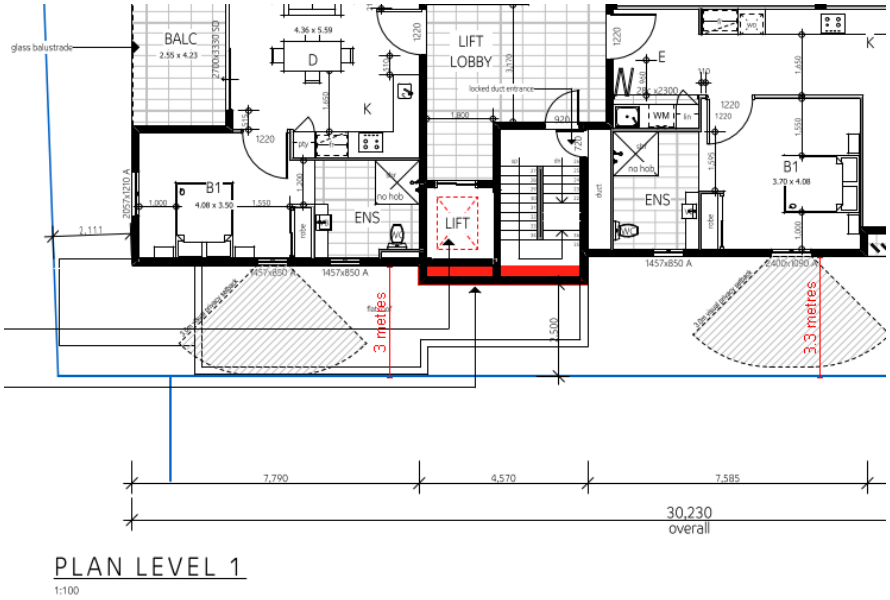


Figure 2 – Extract showing the setback variation highlighted in red.

The following table (Table 2) provides an assessment against the relevant Element Objectives:

Element Objective	Assessment Comments
O 2.4.1 Building boundary setbacks provide for adequate separation between neighboring properties.	The portion of the building encroaching into the side setback area is limited to a small area of the internal stairs and lift services, which is 4.5m wide. This portion of the elevation does not provide opportunity for overlooking as it is cladded with grey metal sheet finish. The location of the variation does not contribute to overshadowing from the development as it is located on the north-western elevation. The walls on either side of the lift and staircase are setback and incorporates window opening which provides depth to the building, reducing the bulk of the building. Given the above and the separation distance, it is considered that the element objective is met.
O 2.4.2 Building boundary setbacks are consistent with the existing	The existing streetscape is currently in transition with a mix of older single houses and newer multiple dwelling developments emerging in the Town Centre Precinct area.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Element Objective	Assessment Comments
streetscape pattern or the desired streetscape character	As the site is located within the Town Centre Precinct area, the site and residential blocks that surround the Belmont Forum are provided with R20/50/100 zoning. Given this flexible zoning arrangement the streetscape is expected to accommodate high density residential development. Therefore, the proposed building setback is consistent with the desired character of the area as envisaged through the local planning framework.
O 2.4.3 The setback of the development from side and rear boundaries enables retention of existing trees and provision of deep soil areas that reinforce the landscape character of the area, support tree canopy and assist with stormwater management.	The proposed setbacks provide opportunity for trees to be planted along both side boundaries. The proposed variation does not limit the ability to provide landscaping on the site. The development provides landscaping and deep soil area compliant with the requirements of the R-Codes. Furthermore, a condition is recommended to be included to require the provision of detailed landscaping plan.
O 2.4.4 The setback of the development from side and rear boundaries provides a transition between sites with different land uses or intensity of development.	Although the side boundary sites currently comprise of single storey houses, both sites are zoned Residential R20/50/100. Given this and the associated site area, if the adjoining sites are capable of redevelopment at a density that is similar to the proposal. The development is consistent with the diverse density mix present in the surrounding area.

Table 2 – Side Setback Element Objectives and Assessment

Visual Privacy

The Acceptable Outcomes specify a minimum setback of 7.5m from unenclosed private outdoor spaces.

The R-Codes does reduce this to a 6m setback if the adjoining site is zoned above R50 or above. The adjoining site is subject to a flexible density of R20/50/100. In such cases, the City has previously used the density of the existing development on the adjoining site to determine which setback applies. In this case the development on the rear property is under R50. Accordingly, the 7.5m setback has been applied.

The proposed development provides a 6m setbacks from the balcony to boundary of the rear lot and does not provide screening to prevent overlooking. This is shown in Figure 3 below.

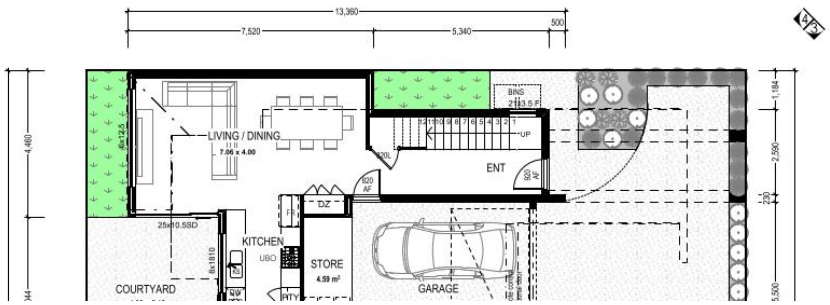
Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Figure 3 – Extract of the rear elevation showing the proposed balcony areas (clouded in red)

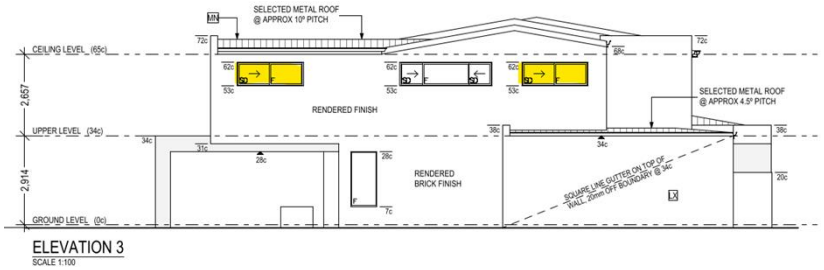
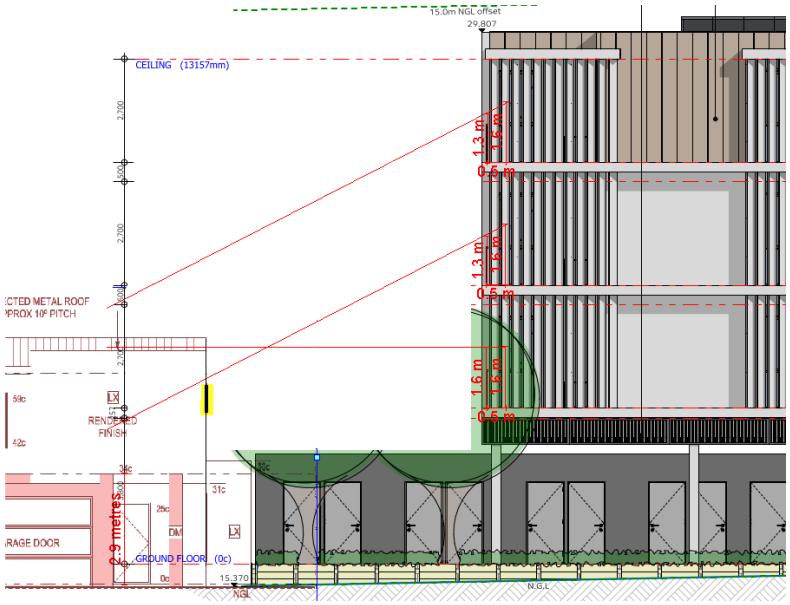
As this does not meet the 7.5m setback, it requires consideration against the Element Objectives.

Submissions received from the adjoining property to the rear (3 Homewood Street) expressed concerns with overlooking from the rear facing balconies.

In considering the proposed departure from the Acceptable Outcomes against the Element Objectives, the following points are relevant (Table 3):

Element Objective	Assessment
O3.5.1 The orientation and design of buildings, windows and balconies minimises direct overlooking of habitable rooms and private outdoor living areas within the site and of neighbouring properties, while maintaining daylight and solar access, ventilation and the external outlook of habitable rooms.	The cone of vision extending from the rear facing balconies neither encroaches into the major openings to habitable rooms nor the private outdoor living area of the adjoining property at 3 Homewood Street. Figure 4 shows an extract of the ground floor plan at Unit 4 of 3 Homewood Street, which indicates that there are no openings facing towards the subject site. In addition, the 1.5m encroachment of the vision cone does not extend into the private outdoor living area of Unit 4. 

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Element Objective	Assessment
	Figure 4 – Extract of the GF plan for Unit 4 at 3 Homewood Street Unit 4/3 Homewood Street provides two high sill bedroom openings and one high sill window to the stair access on the first floor facing towards the subject site. These windows are not major openings and can be seen highlighted in yellow in the Figure below.  *Figure 5 – Extract of rear elevation of Unit 4 at 3 Homewood Street* While these windows are not major openings, the bedroom window is to a habitable room, which is sensitive to overlooking. Therefore, it is recommended that a condition be included which requires a minimum of 1.6m high screening be provided to the level 1 rear units. For the remaining level 2 and level 3 rear units it is recommended that a 1.3m high screen be applied. This will ensure that no direct overlooking of the adjoining dwelling's habitable room windows would occur from the balconies from a standing position. Figure 6 below illustrates the angle of the sight lines when the recommended screening is applied, which demonstrates that the screening will effectively minimise direct overlooking onto the window of the adjoining dwelling from a standing position.  *Figure 6 – Extract of showing lines of sight from rear balconies with screening conditioned.* Figure 7 below shows the extent of screening to be conditioned in yellow. With the screening provided to the balconies each would maintain areas of

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Element Objective	Assessment
	unscreened openings to receive daylight and ventilation. In addition, the use of horizontal screening would enable the proposed units to maintain an outlook to the south-west while limiting the direct overlooking of the adjoining property. *Figure 7 – Extract of showing the extent of screening to be conditioned in yellow.*

Table 3 – Visual Privacy Element Objectives and Assessment

Therefore, it is considered that the recommended condition will ensure the visual privacy objectives of the R-Codes can be supported.

Overshadowing

Submissions received during the advertising period raised concerns about the potential overshadowing of the properties to the rear, particularly on the group dwelling located at 4/3 Homewood Street.

Under the LPP 1, Criteria 3 requires the shadow of a development not exceed 50% of an adjoining property at midday on 21 June.

For reference, 3 Homewood Street currently contains four two-storey group dwellings in a battle-axe arrangement. The rear unit comprises a site area of 194m^2 and the overshadowing projected over the site is 89.6m^2, which represents 46% of the affected site. This level of overshadowing complies with LPP 1.

Other Matters

There are several other matters that are not subject to the R-Codes but are relevant planning considerations. These are detailed below:

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Noise

The site is adjacent to Abernethy Road which is classified as Other Significant Freight/Traffic Route under SPP 5.4. The applicant has provided an Acoustic Report prepared by *AAP Acoustics and Audio Production* (Attachment 12.2.5).

The report provides an assessment of the proposal against the requirements of SPP 5.4, and outlines recommendations and measures to be incorporated to the proposed development to satisfy acoustic performance requirements. The recommendations put forward include measures such as construction standards, materials, insulation, glazing, flooring, services locations.

It is recommended that a condition be applied to require the applicant submit specifications detailing noise mitigation measures, in accordance with the submitted acoustic report SPP 5.4. These specifications are to be endorsed by the applicant's acoustic consultant.

Car Parking

Under Clause 4.16 of LPS 15, the 'Community Home' land use applies the following car parking rate:

> *'1 space per employee or staff member plus 1 space for every 3 beds.'*

The proposal requires a minimum of one bay for the onsite staff, and three bays for the eight single bedroom units totaling four spaces across the site.

The proposed development provides eight car parking spaces which complies with the car parking requirements of LPS 15.

Waste Management

The applicant submitted a Waste Management Plan prepared by *Associated Building Surveyors* (Attachment 12.2.6). The Waste Management Plan provides details on the ability for storage of 11 bins under the current two bin system.

The City will introduce the three bin system with the introduction of the Food Organics Garden Organics (FOGO) bin in 2024. The City's Waste Management services has calculated the development will require:

- 5 * 240L Waste bins collected weekly
- 2 * 240L FOGO bins collected weekly
- 4 * 360L Recycling bins collected fortnightly.

The bin store proposed provides adequate space for the storage of bins under a three bin system. The bin store will require drainage to sewer for bin cleaning.

Council kerb side collection will be used to empty the bins, with the street frontage providing adequate space to display all bins.

It is recommended that a condition be imposed to require amended plans indicating a roof to be incorporated to the bin store to prevent stormwater from entering the sewer.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Operation of the Community Home

One submission raised concerns with who would be staying at the premises, and who would be managing the Community Home once it has completed. The applicant provided a statement from the nominated operator (*GR8 Property)* who is a provider of specialist disability accommodation. In response to the submission, the following comments are provided:

- The operator intends to manage the facility as a whole.
- All nine units are designed to be compliant and exceed the NDIS requirements.
- The dwellings provide for one resident per unit and are designed for people that require high physical support.
- The units are not rented on a short term basis. People with disability historically are faced with extended care and changing abilities throughout their lifetime and once settled rarely move.
- The development includes one OOA for a permanent onsite staff/carer.

Vehicle Access Plan

The site is subject to a VAP which was adopted by Council at the 2 June 2010 Ordinary Council Meeting (OCM) (Attachment 12.2.4). Figure 4 shows an extract of the approved VAP with the subject site highlighted in yellow.

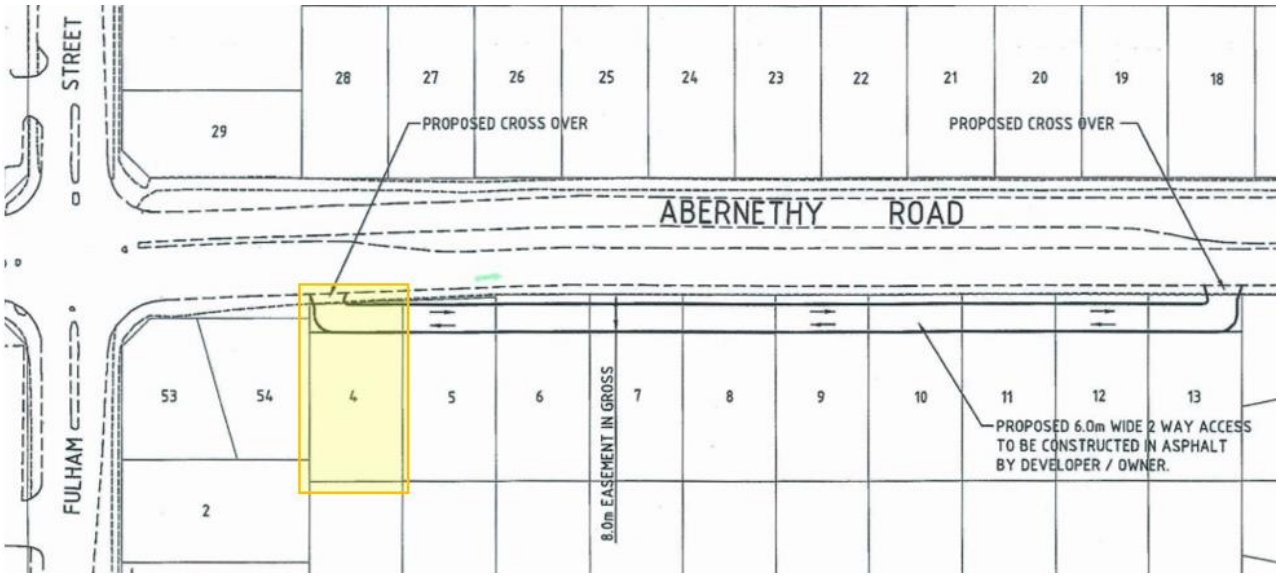


Figure 4 – Extract of the approved VAP with the subject site outlined in yellow

The VAP was approved to establish a future slip road to service the developments between 346 and 364 Abernethy Road. When individual lots choose to redevelop, the VAP requires an 8m wide easement in gross to safeguard the space to establish the future 6m wide 2-way access road. The portion of the VAP on the subject site is intended to provide access between the property and Abernethy Road on the northern side.

As part of this application the proponent is seeking to amend the VAP. The applicant seeks to shift the location of the crossover connection to Abernethy Road to the

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

north-eastern corner of the site (highlighted in green in Figure 5).

Council has previously approved the development of a multiple dwellings building, at the November 2016 OCM. As part of that application the development sought to amend the VAP to service the car parking spaces across 346-348 Abernethy Road.

Figure 5 shows an annotated version of the original VAP with the location of the proposed crossover highlighted in green, and previous amended location outlined with a dotted line.

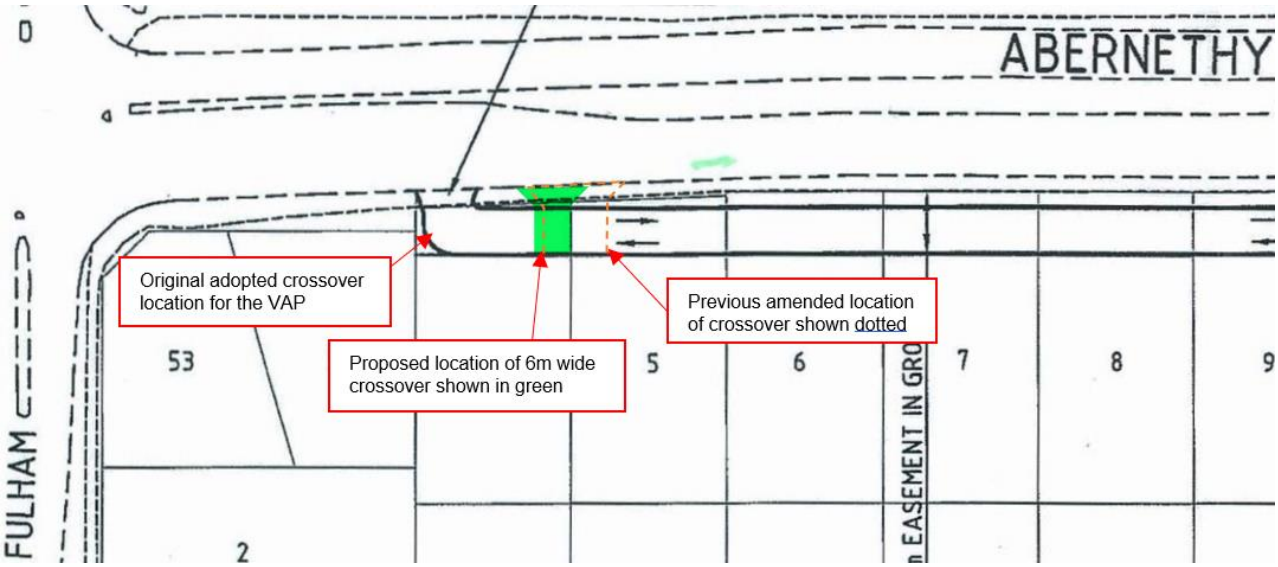


Figure 5 – Extract of the approved VAP with the amended crossover location highlighted in yellow

Given the above background, the proposed amendment to the VAP is recommended approval for the following reasons:

- The proposed development maintains the ability to set aside an 8m wide easement area which will accommodate the 6m wide crossover to enable the formalisation of the access and function of the future slip road for properties along Abernethy Road. A condition is recommended to create an easement in gross over the future access area to facilitate the future access arrangement.
- Figure 6 shows an extract of the applicant's architectural plans with the proposed future access which is highlighted in yellow.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

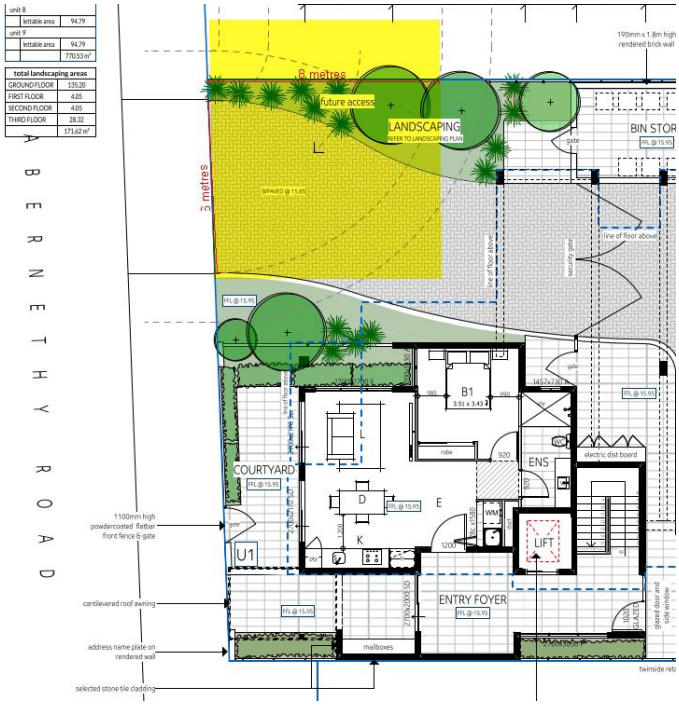


Figure 6 – Extract of the proposed plans with future access highlighted in yellow

- The future access would ultimately require the removal of some interim landscaping. However, it is noted that the remaining deep soil area outside of the VAP area accounts for 108.1m^2, which exceeds the minimum acceptable outcome of 77.7m^2.
- The proposed crossover location provides greater separation from the Abernethy Road and Fulham Street intersection. This results in ~55m distance from the intersection as opposed to the ~40m distance of the original VAP.
- The application was referred to DPLH who have no objection to the proposal.
- The proposed access arrangement does not compromise the overall intent of the VAP, with the future access still providing consolidated access to reduce the number of crossovers to Abernethy Road.

It is noted that access to the site may be challenging during the construction stage. Given this, it is recommended that a condition be imposed to require the provision of a Construction Management Plan to ensure that any potential disruptions to Abernethy Road during the construction are managed appropriately.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Social implications

There are no social implications associated with this report.

Conclusion

Having regard to the design of the development, the zoning of the area under LPS 15, achieving the R-Codes element objectives, and LPP 1 criteria, it is considered appropriate to approve the development subject to conditions.

Attachment details

Attachment No and title
1. Submission Table [**12.2.1** - 4 pages]
2. Development Plans [**12.2.2** - 16 pages]
3. Design Review Panel Comments [**12.2.3** - 5 pages]
4. Approved Vehicle Access Plan [**12.2.4** - 1 page]
5. Acoustic Report [**12.2.5** - 45 pages]
6. Waste Management Plan [**12.2.6** - 15 pages]

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
SCHEDULE OF SUBMISSIONS

Application Number: **246/2023**
Development Description: **Community Home**
Address of Development: **346 Abernethy Road CLOVERDALE 6105 (Lot 100 DIA 90833)**

No.	Name and Address	Description of Affected Property, Lot No., Street, etc.	Resume of Submission	Council Recommendation

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

1	**A Zhag – 4/3 Homewood St, Cloverdale**	**Unit 4 / 3 Homewood St, Cloverdale**	**1. Overshadowing** The overshadowing diagram provided is incorrect and misleading. The plan submitted shows overshadowing to the southern properties, however, provides the shadow based on the total lot area of 3 Homewood Street, rather than the individual strata lot area of the rear unit. The rear unit has an approximate site area of 194 square meters. A shadow of 89.6 square metres, results in 46% overshadowing of this northern property. The proposed shadow will cover aspects of the outdoor living area and all windows to habitable rooms that are located on the northern elevation of this property. Whilst some shadow is expected, the development proposed has made no consideration of the subdivision of the rear property and resulting impact the shadow will cast on to the rear unit of 3 Homewood Street. **2. Overlooking** The overlooking is largely a result of the varying zoning permitted under the City's local Planning Scheme. 346 Abernethy Road has a zoning of R20/50/100 which impacts on the deemed-to-comply requirements of Clause 5.4.1 Visual Privacy of the residential design codes. If the development was to be built to the R20 standards, a 7.5 meter setback would be required to the balconies. The development is being built to an assumed R100 standard which allows a balcony to only be setback of 6 meters. This difference is considered ridiculous in this context, particularly as an R20 development would result in a significantly lower number of dwellings than proposed by an R100 development, therefore, having a substantially lower impact. This development proposes six dwellings capable of overlooking the rear neighbouring properties. All dwellings are provided with clear glazing to their balconies and studies. This number of dwellings, combined with the large openings proposed, will all have a major impact 'on the amenity and privacy of the rear dwelling at 3 Homewood Street. Based on this, we respectfully request the applicant to make changes to the balconies to screen these, preventing the amount of overlooking. **3. Overall** The rear development- 3 Homewood St, has been constructed to a high standard and designed to ensure that the dwellings have a high internal standard, combined with the availability of natural light and ventilation. The dwellings were all designed to consider the development on the adjoining properties, and appropriate changes made to the plans to ensure that their impact was managed suitably. The development as proposed on 346 Abernethy Road has the ability to significantly impact the rear development, which without appropriate intervention now, will have ongoing implications. We therefore object the R-code variations of the above development and request that the impact of the overshadowing and overlooking problems to the rear neighbour be appropriately considered.	1. Under the LPP1, Criteria 3 requires a development to not shadow more than 50% of an adjoining property at midday 21 June. The proposed development provides shadow projection of 89.6m2 over the rear property. 3 Homewood Street currently contains a grouped dwelling development consisting of four two-storey dwellings in a one behind the other arrangement. The rear Unit is provided with a site area of 194m2. The shadow projected over the site is 46%, which complies with the requirements of LPP1. 2. The R-Codes Acceptable Outcomes specify a minimum setback of 7.5m from unenclosed private outdoor spaces to retain acceptable visual privacy. The proposed development provides 6m setbacks from the balcony to the rear boundary. The balconies facing towards the rear is not provided with screening along the rear elevation and therefore seeks a variation of 1.5m. The proposed arrangement of the balconies with a lesser setback, clear glass balustrading and no rear facing screening is not supported. The use of horizontal screening pivoted with an upwards angle if applied to the rear facing balconies would provide the dwellings with appropriate ventilation, solar access and outlook to the south-west, while preventing direct overlooking of the adjoining site to the rear. Screening of this nature would protect the visual privacy of adjoining properties. It is recommend that a condition be applied require amended plans that provide screening to the rear balconies to the satisfaction of the City. 3. The proposed development has been assessed against the City's LPS 15, LPP1 and the R-Codes Vol 2. The development complies with the requirements with the exception of two R-Code variations. The recommended conditions will ensure the privacy is retained for the properties to the south.
2	**B H Kwon, J Chua - 1-2/3 Homewood St, Cloverdale**	**Units 1-2 / 3 Homewood St, Cloverdale**	**Objection consistent with Submission 1**	**Objection consistent with Submission 1**

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

3	**W Ip – Unit 3/3 Homewood Street, Cloverdale**	**Unit 3/3 Homewood St, Cloverdale**	**Objection consistent with Submission 1**	**Objection consistent with Submission 1**
4	**V Erskine, 352 Abernethy Road, Cloverdale**	**352 Abernethy Road, Cloverdale**	1. When discussing this proposal with staff at the City of Belmont they were asked for information regarding who would be occupying in the proposed community home. Based on the response that was provided it is very clear that the City of Belmont have no knowledge of the type of persons that would be residing in this house. It was suggested that the property would be constructed using NDIS standards but not knowing the type of residents that would be living on the house is extremely concerning. We understand that every person is entitled to assistance however it is possible that residents could be defined as a NDIS recipient may include convicted criminals who have been arrested for a horrible crime and have used mental health issues as a reason for their crimes. 2. Is the community home proposed to be a short term stay accommodation /is it respite care or is it long term accommodation. This information was unable to be provided to us when asked. 3. The proposed development does not indicate the number of rooms per apartment. Is this to be for a single person, a couple or family? 4. Building a 4-storey apartment block for people with disabilities is a concern especially if they are physically impaired, how will they navigate a busy road such as Abernethy Road. 5. Parking facilities for guests/visitors/ medical staff and specialists. The proposed development indicates that there will be 7 parking bays for residence and 1 for the caretaker. It looks as though that parking for guests/visitors/ specialists/ medical staff has not been considered. Where will parking be for the above mentioned? 6. The intersection of Abernethy Road and Fulham Street is an extremely busy thoroughfare that often has traffic backed up passed Gabriel Street (on Abernethy Road) . For residents that live on Abernethy Road between Fulham and Gabriel Streets their ability to exit from their properties is somewhat compromised during these times. If the proposed development at 346 Abernethy Road Cloverdale is approved, it would be literally impossible to depart from this property without the creation of the proposed slip road. 7. We would also suggest that the location of the proposed community home is also inappropriate. Apart from the above-mentioned reason there are several businesses in that area that have a high volume of pedestrian traffic. These businesses include • medical centres • fast food restaurants • gym • Belmont Forum Shopping Centre • Small Offices	1. The applicant provided by email further details regarding the on going management of the community home after it has been constructed. *GR8 Corporation* will be managing the Specialist Disability Accommodation (SDA) and will provide Strata and SDA management services. The development has been designed to exceed the requirements for NDIS, with each unit capable to accommodate 1 resident per unit with requiring High Physical Support. 2. The application is for a Community Home, which is not a form of short term accommodation. The applicant confirmed the dwellings will be used by people who require a High Physical support. The future management will be *GR8 Corporatio*n who commented that people with disability historically are faced with extended care and changing abilities throughout their lifetime and once settled rarely move. 3. The proposed plans show that the apartments provide 1-bedroom and a small study. 4. The apartment has been design to the NDIS scheme and provide lift access to each level. The existing concrete footpath is being retained along Abernethy Road. 5. Under the LPS15, a community home requires: 1 space per employee or staff plus 1 space for every three beds. There is one OOA staff permanently on site, and 8 beds. This requires 4 carparking spaces. 8 car parking spaces are provided onsite which complies with the LPS 15 requirement.

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			8. The plan that was submitted as part of this proposal also included the 2010 approved slip road would have to be developed by the property developer. When this slip road was proposed by the City of Belmont, several residents objected to this proposal for a variety of reasons. Some of the reasons include: • The land for the creation of the slip road would not be purchased by the council therefore the slip road was to be as a private road with all maintenance paid for by the property owner. • The appeared to be no planning to include foot path along Abernethy Road once the slip road was developed. If the current footpath was used having pedestrians walk between Abernethy Road and the slip road would be extremely dangerous. If a footpath was not provided then pedestrians would walk along the slip road which is just as dangerous. • Drivers using the slip road to avoid traffic congestion. • Drivers parking along the slip road during busy shopping periods. Our objection to the proposed slip road was that the City of Belmont had recently approved the redevelopment of our property at 352 Abernethy Road, Cloverdale and when we were informed about this slip road, we were working with our builder to commence the proposed redevelopment. 9. One issue that was raised was the proximity of my house to Abernethy Road. If the slip road was approved our house would have to be demolished as had to go through the downstairs loungeroom and bedroom whilst the new upstairs living room and master bedroom were located above these areas. We then advised the Acting Mayor that the 2 houses located at 352 Abernethy Road Cloverdale were part of a single title therefore the developer would have to purchase both houses to build the slip road. We would also suggest that the rear house would also have to be demolished as both houses share a common carport/ garage structure which is also part of the second house. When advising the Acting Mayor of this he provided a simple shrug and told us not to worry as we should have at least 20 years to enjoy our upgraded home before there was a need to consider the slip road. With this in mind, the developer of the 'community house' would need to purchase our entire block of land for the slip road to be constructed.	6. The Vehicle Access Plan adopted by Council at OCM 22 June 2010 aims to reduce the total number of crossovers to Abernethy Road by creating a slip road with two crossovers to service properties between 346 and 364 Abernethy Road. Until such a time that all properties subject to the VAP have been developed, the slip road will not be established. When individual lots choose to redevelop, the VAP requires an 8m wide easement in gross to safeguard the space to establish the future 6m wide 2-way access road. The proposed development at 346 Abernethy Road will not impact the existing crossover arrangement at 352 Abernethy Road. For the VAP to be formed, 352 Abernethy Road will require redevelopment as the dwelling is currently located within the 8m wide area which will accommodate the slip road. Therefore the VAP cannot be formed until the owner of 352 Abernethy Road choses to redevelop their site. 7. The site is zoned Residential R20/50/100 under the LPS 15. 'Community Home' is listed as a 'D' use in this zone meaning the use can be considered as long as the Local Government has exercised its discretion. 8. The VAP is not being formed as part of this development application. The applicant is seeking to amend the location of the VAP crossover access to Abernethy Road which will be captured by an Easement in Gross to establish the access slip road in the future. The verge currently contains and existing pedestrian footpath which is being retained. As the VAP will be limiting the number of crossovers along Abernethy Roads, this will improve pedestrian safety using the footpath. 9. Refer to Submission 4, Item 6 *It is noted that reference made to the Acting Mayor refers to the mayor at the time of the original VAP approval at the 2 June 2010 OCM.

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346 ABERNETHY ROAD
CLOVERDALE

CITY OF BELMONT
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19/09/2023
Application No: 246/2023

client:
Ashley Richards & Associates

address:
346 ABERNETHY ROAD
CLOVERDALE

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REVISION DESCRIPTION	REV	REV. DATE
Initial DA plans for review	00	14-06-23
AR Plan Review	01	22-06-23
Issue for DRP meeting	02	03-07-23
Issued for DA	03	23-07-23
Overshadowing diagram added	04	19-09-23

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reference: COVER SHEET
sheet no: A-00
scale: 1:100 @ A3
date drawn: 19/09/2023

job no: M0302

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City of Belmont
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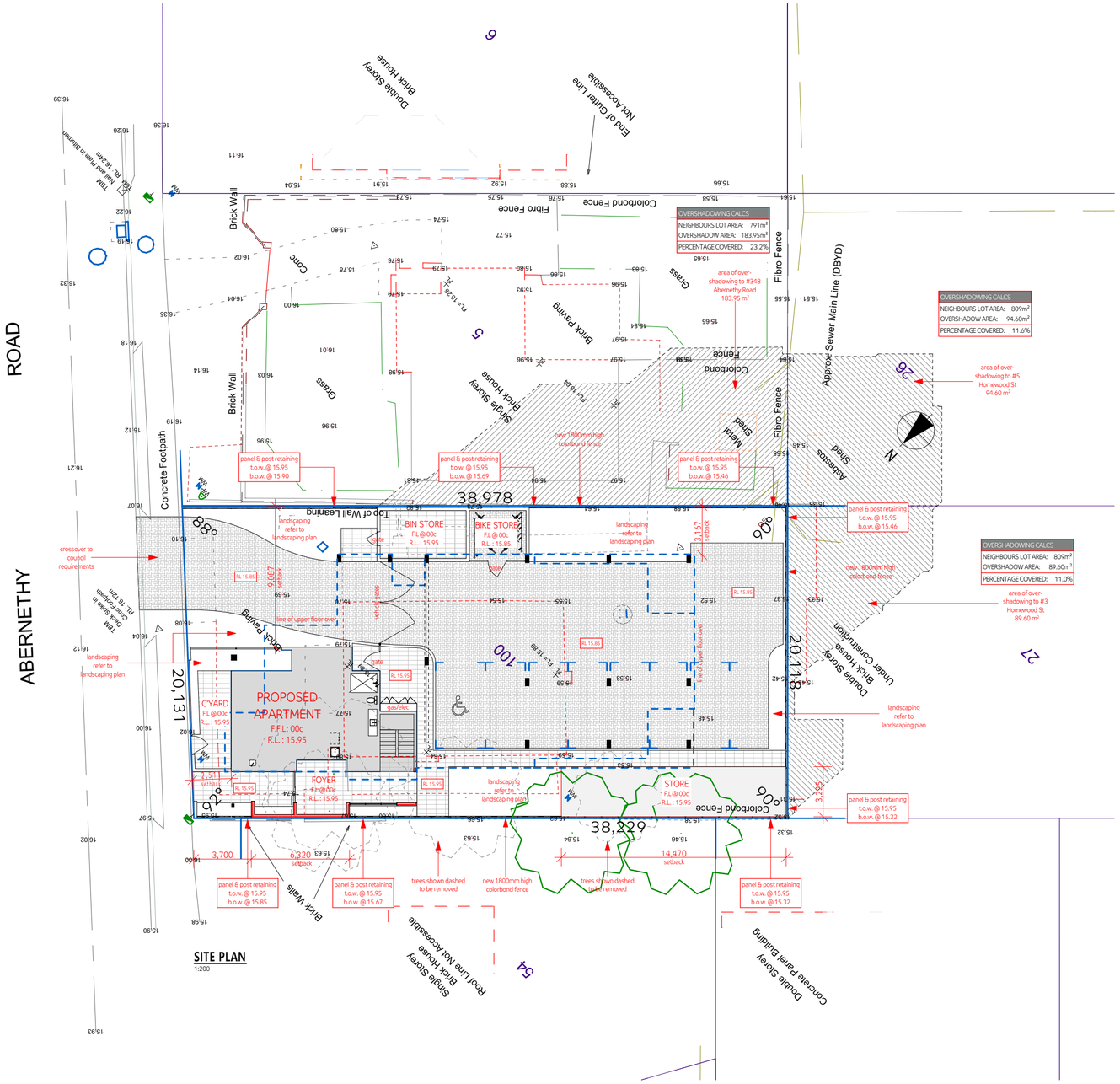
Paving Areas	
courtyard	13.98
foyer	22.19
parking	368.17
pathway	63.60
	467.94 m²



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CLOVERDALE

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Paving Areas	
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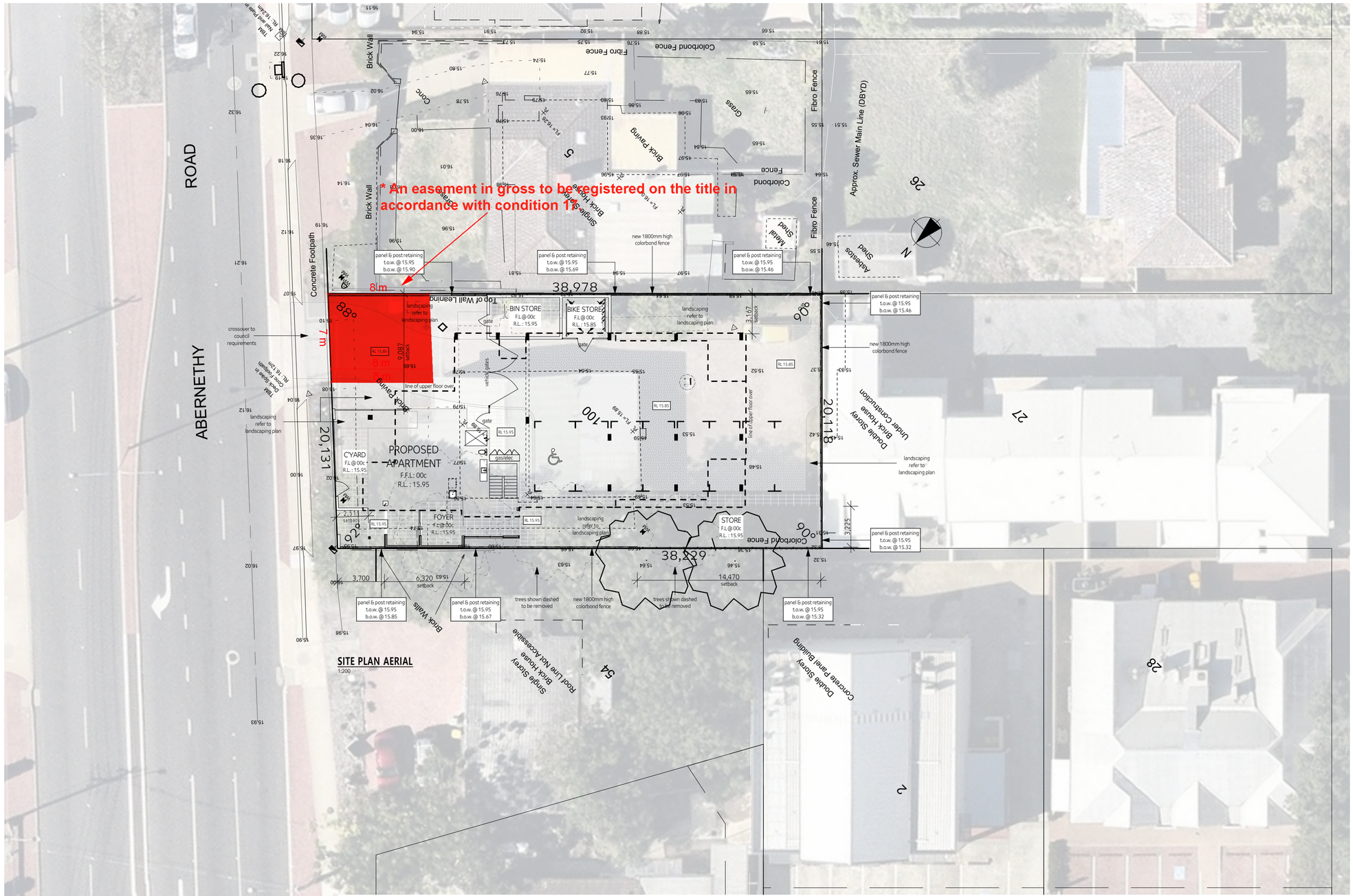
foyer	22.19
parking	368.17
pathway	63.60
	467.94 m²



SITE PLAN AERIAL
1:200

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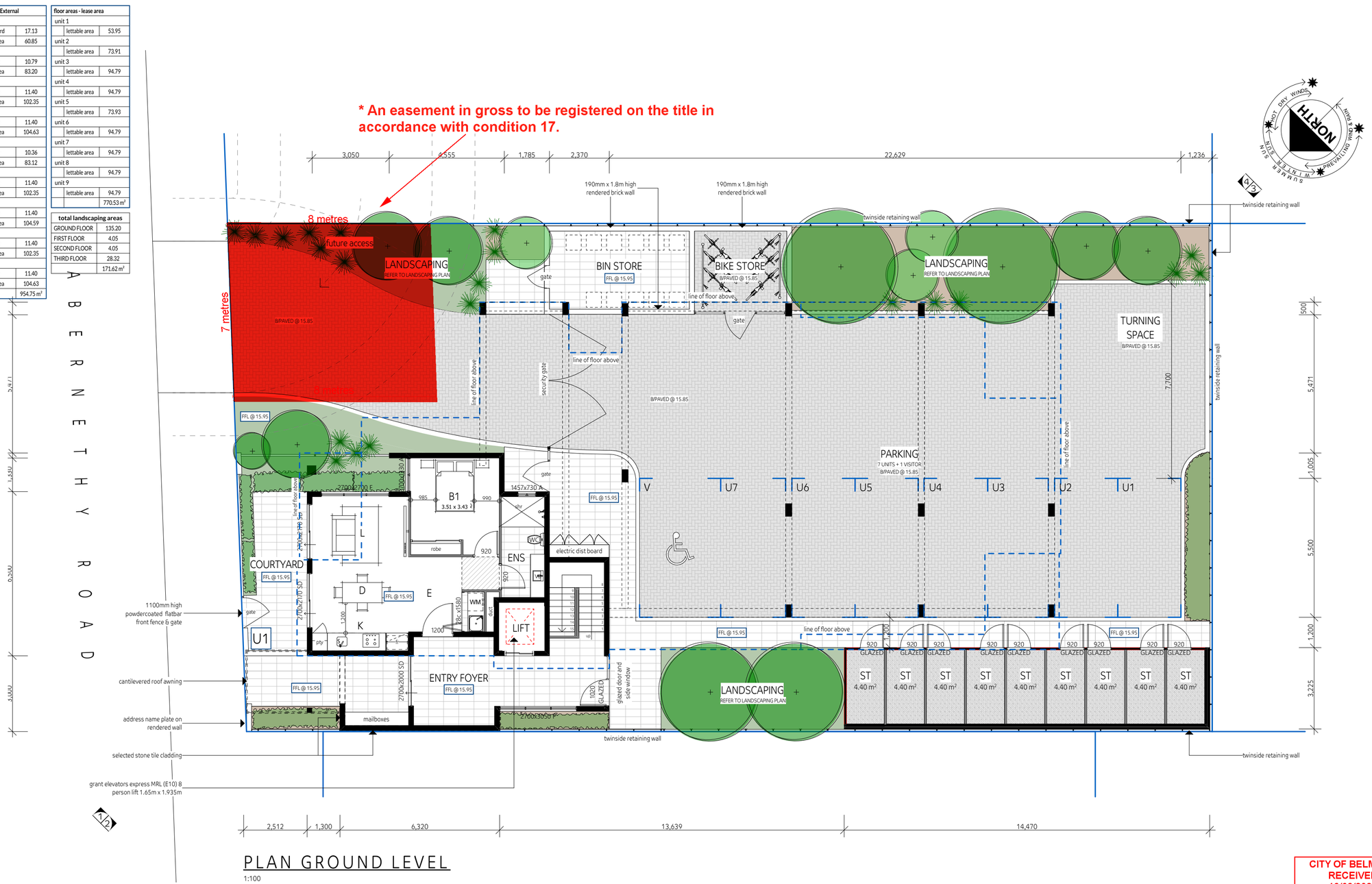
Floor Areas - External		
unit 1		
	courtyard	17.13
	floor area	60.85
unit 2		
	balcony	10.79
	floor area	83.20
unit 3		
	balcony	11.40
	floor area	102.35
unit 4		
	balcony	11.40
	floor area	104.63
unit 5		
	balcony	10.36
	floor area	83.12
unit 6		
	balcony	11.40
	floor area	102.35
unit 7		
	balcony	11.40
	floor area	104.59
unit 8		
	balcony	11.40
	floor area	102.35
unit 9		
	balcony	11.40
	floor area	104.63
		954.75 m²

floor areas - lease area		
unit 1		
	lettable area	53.95
unit 2		
	lettable area	73.91
unit 3		
	lettable area	94.79
unit 4		
	lettable area	94.79
unit 5		
	lettable area	73.93
unit 6		
	lettable area	94.79
unit 7		
	lettable area	94.79
unit 8		
	lettable area	94.79
unit 9		
	lettable area	94.79
		770.53 m²

total landscaping areas	
GROUND FLOOR	135.20
FIRST FLOOR	4.05
SECOND FLOOR	4.05
THIRD FLOOR	28.32
	171.62 m²



PLAN GROUND LEVEL

1:100

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Application No: 246/2023

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346 ABERNETHY ROAD
CLOVERDALE

REVISION DESCRIPTION	REV	REV. DATE
Initial DA plans for review	00	14-06-23
AR Plan Review	01	22-06-23
Issue for DRP meeting	02	03-07-23
Issued for DA	03	23-07-23
Overshadowing diagram added	04	19-09-23

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Floor Areas - External		
unit 1		
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	floor area	60.85
unit 2		
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	floor area	83.20
unit 3		
	balcony	11.40
	floor area	102.35
unit 4		
	balcony	11.40
	floor area	104.63
unit 5		
	balcony	10.36
	floor area	83.12
unit 6		
	balcony	11.40
	floor area	102.35
unit 7		
	balcony	11.40
	floor area	104.59
unit 8		
	balcony	11.40
	floor area	102.35
unit 9		
	balcony	11.40
	floor area	104.63
		954.75 m²

floor areas - lease area		
unit 1		
	lettable area	53.95
unit 2		
	lettable area	73.91
unit 3		
	lettable area	94.79
unit 4		
	lettable area	94.79
unit 5		
	lettable area	73.93
unit 6		
	lettable area	94.79
unit 7		
	lettable area	94.79
unit 8		
	lettable area	94.79
unit 9		
	lettable area	94.79
		770.53 m²

total landscaping areas	
GROUND FLOOR	135.20
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SECOND FLOOR	4.05
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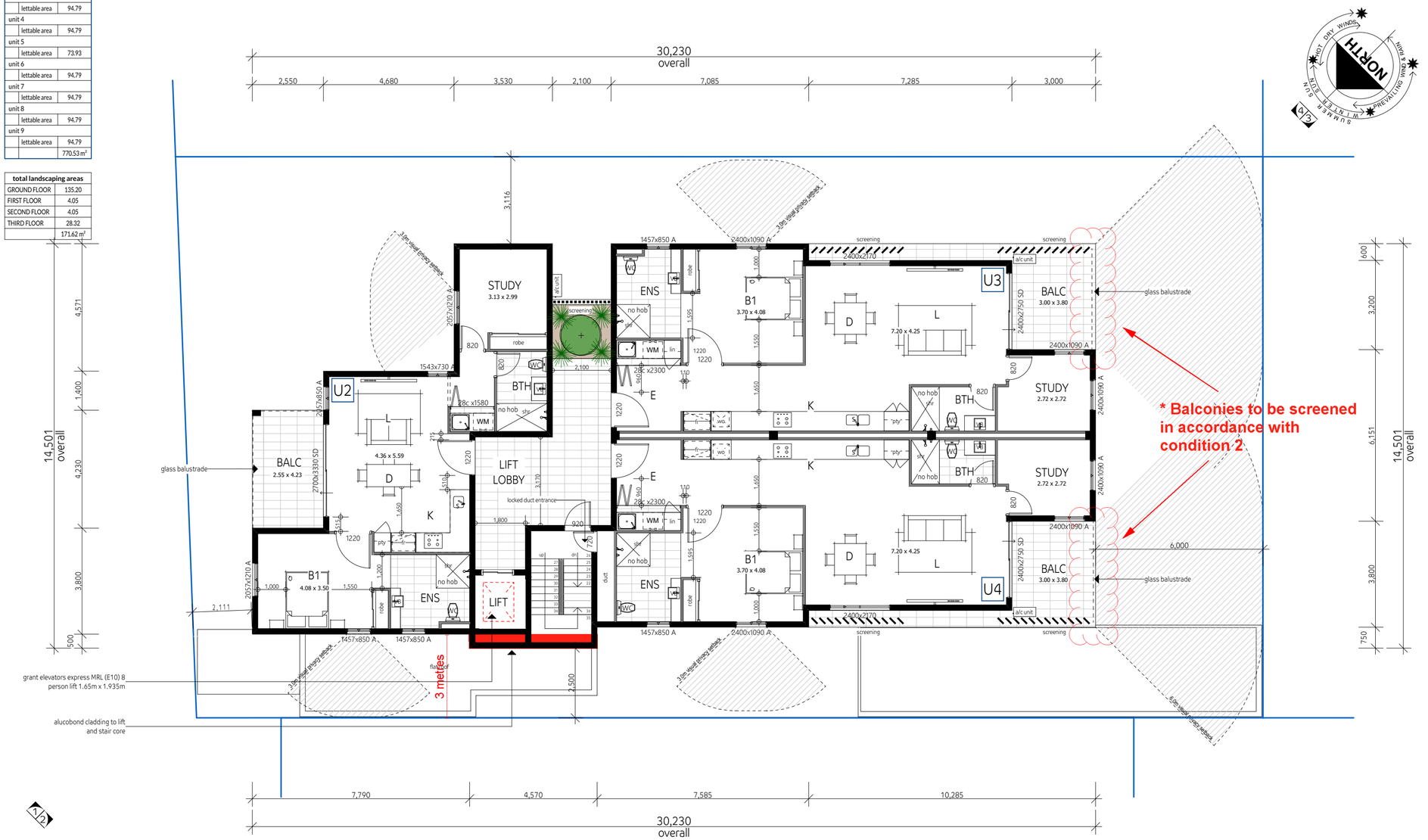

PLAN LEVEL 1

1:100

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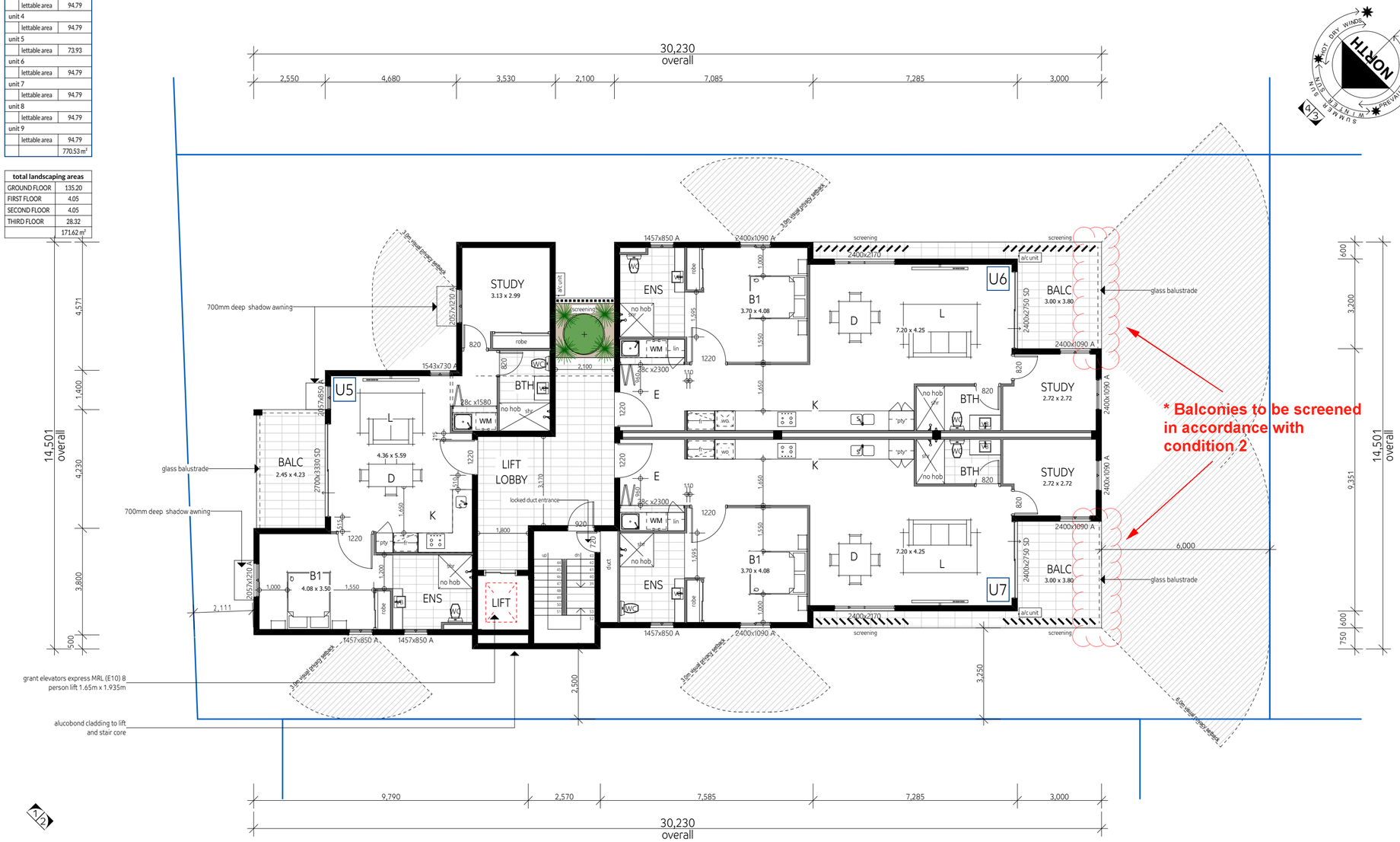
Floor Areas - External		
unit 1		
	courtyard	17.13
	floor area	60.85
unit 2		
	balcony	10.79
	floor area	83.20
unit 3		
	balcony	11.40
	floor area	102.35
unit 4		
	balcony	11.40
	floor area	104.63
unit 5		
	balcony	10.36
	floor area	83.12
unit 6		
	balcony	11.40
	floor area	102.35
unit 7		
	balcony	11.40
	floor area	104.59
unit 8		
	balcony	11.40
	floor area	102.35
unit 9		
	balcony	11.40
	floor area	104.63
		954.75 m²

floor areas - lease area		
unit 1		
	lettable area	53.95
unit 2		
	lettable area	73.91
unit 3		
	lettable area	94.79
unit 4		
	lettable area	94.79
unit 5		
	lettable area	73.93
unit 6		
	lettable area	94.79
unit 7		
	lettable area	94.79
unit 8		
	lettable area	94.79
unit 9		
	lettable area	94.79
		770.53 m²

total landscaping areas	
GROUND FLOOR	135.20
FIRST FLOOR	4.05
SECOND FLOOR	4.05
THIRD FLOOR	28.32
	171.62 m²



PLAN LEVEL 2

1:100

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client:

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346 ABERNETHY ROAD
CLOVERDALE

REVISION DESCRIPTION	REV	REV. DATE
Initial DA plans for review	00	14-06-23
AR Plan Review	01	22-06-23
Issue for DRP meeting	02	03-07-23
Issued for DA	03	23-07-23
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unit 5		
	balcony	10.36
	floor area	83.12
unit 6		
	balcony	11.40
	floor area	102.35
unit 7		
	balcony	11.40
	floor area	104.59
unit 8		
	balcony	11.40
	floor area	102.35
unit 9		
	balcony	11.40
	floor area	104.63
		954.75 m²

floor areas - lease area		
unit 1		
	lettable area	53.95
unit 2		
	lettable area	73.91
unit 3		
	lettable area	94.79
unit 4		
	lettable area	94.79
unit 5		
	lettable area	73.93
unit 6		
	lettable area	94.79
unit 7		
	lettable area	94.79
unit 8		
	lettable area	94.79
unit 9		
	lettable area	94.79
		770.53 m²

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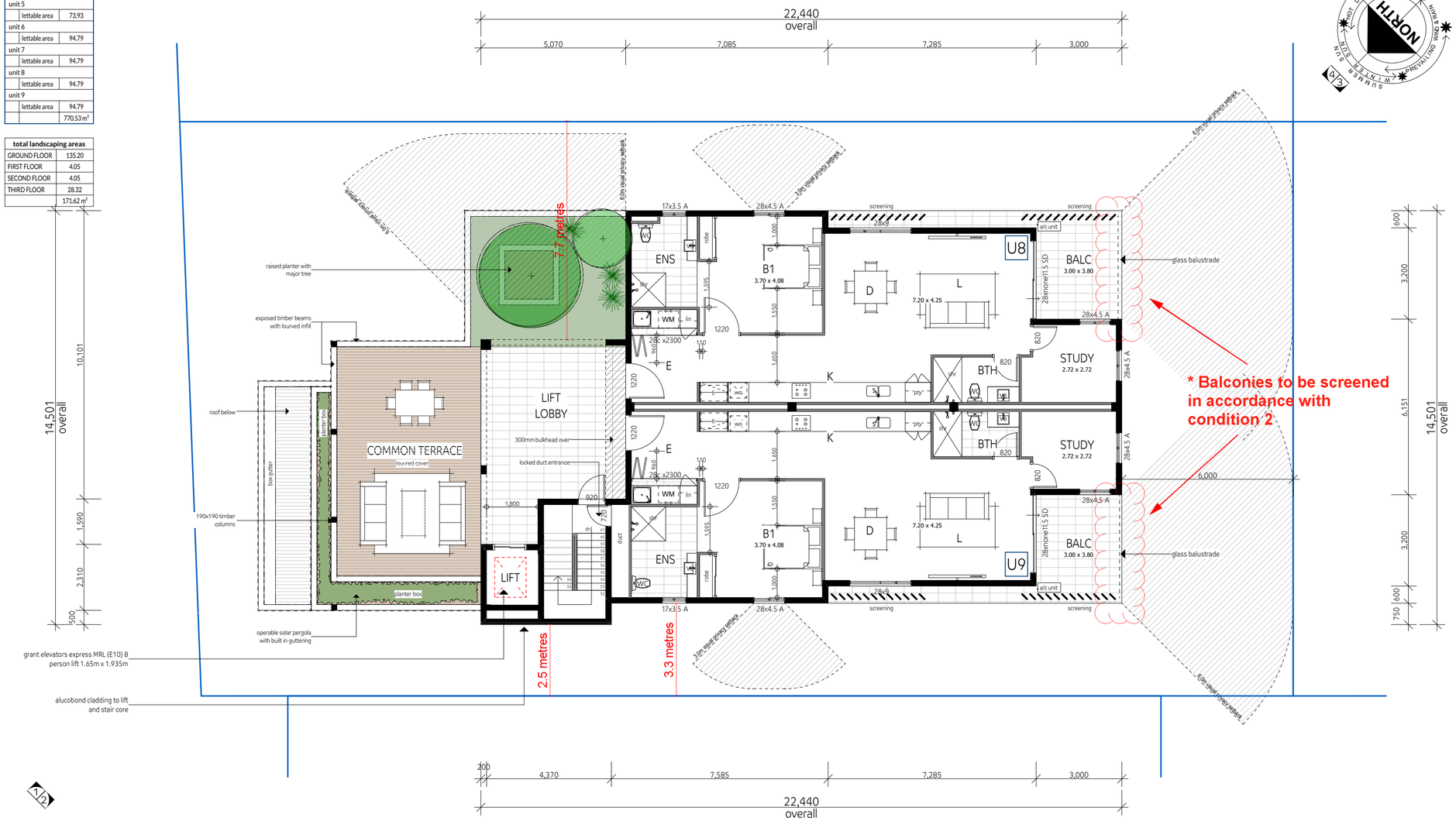

1/2

PLAN LEVEL 3

1:100

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	floor area	102.35
unit 9		
	balcony	11.40
	floor area	104.63
		954.75 m²

floor areas - lease area		
unit 1		
	lettable area	53.95
unit 2		
	lettable area	73.91
unit 3		
	lettable area	94.79
unit 4		
	lettable area	94.79
unit 5		
	lettable area	73.93
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	lettable area	94.79
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	lettable area	94.79
		770.53 m²

total landscaping areas	
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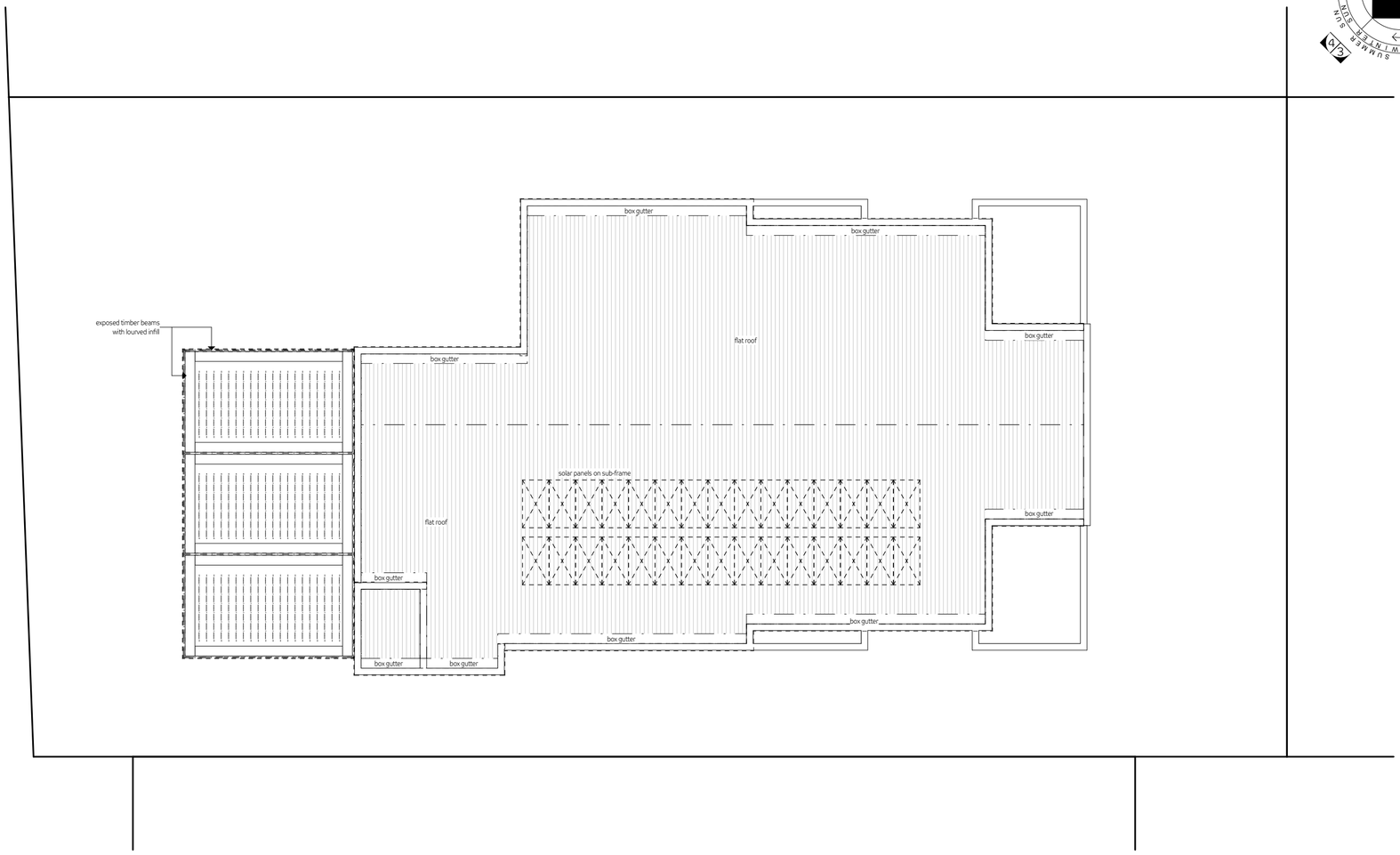

1/2

ROOF PLAN

1:100

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Initial DA plans for review	00	14-06-23
AR Plan Review	01	22-06-23
Issue for DRP meeting	02	03-07-23
Issued for DA	03	23-07-23
Overshadowing diagram added	04	19-09-23

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scale: 1:1, 1:100 @ A2
date drawn: 19/09/2023

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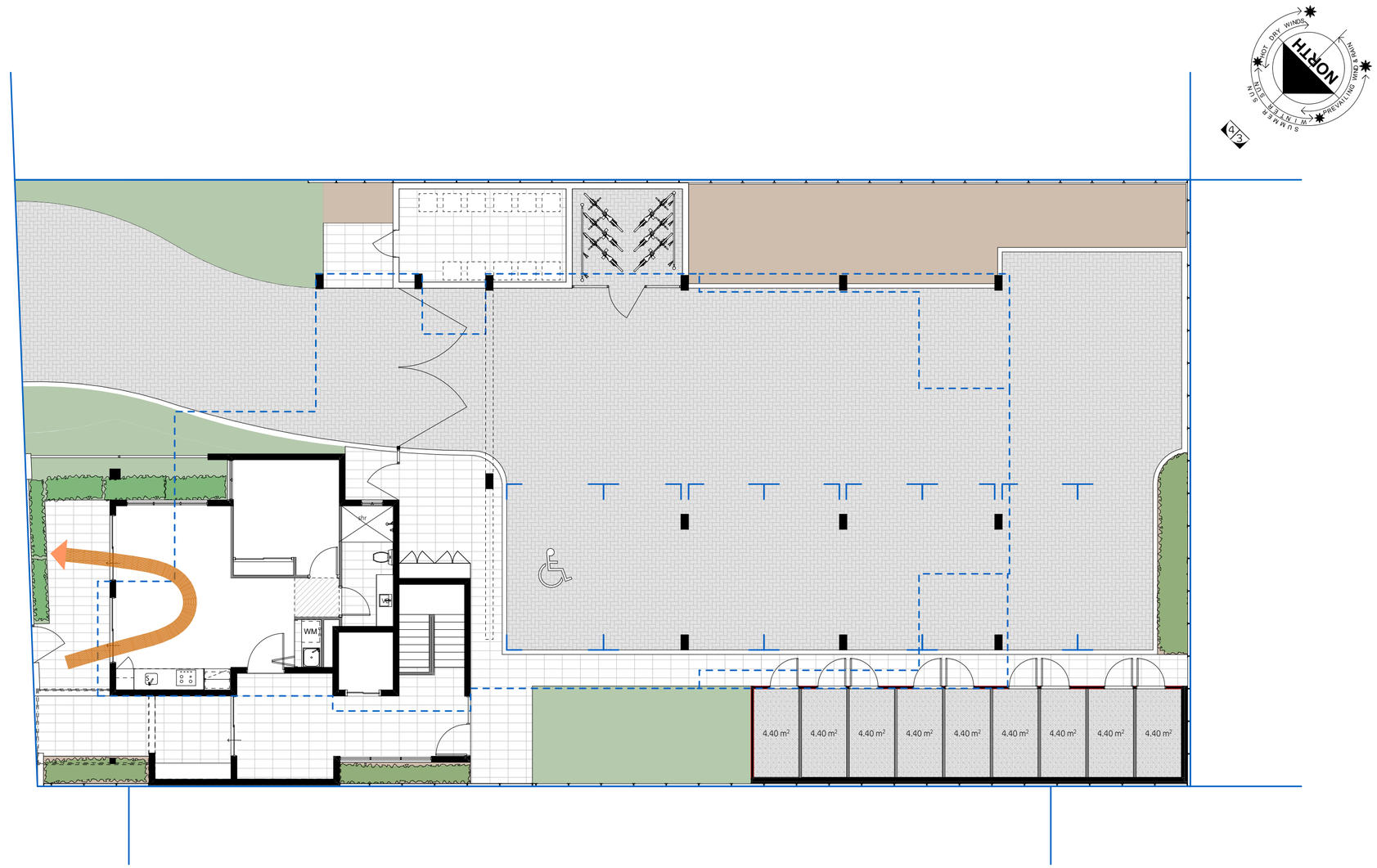

PLAN GROUND LEVEL (AF)

1:100

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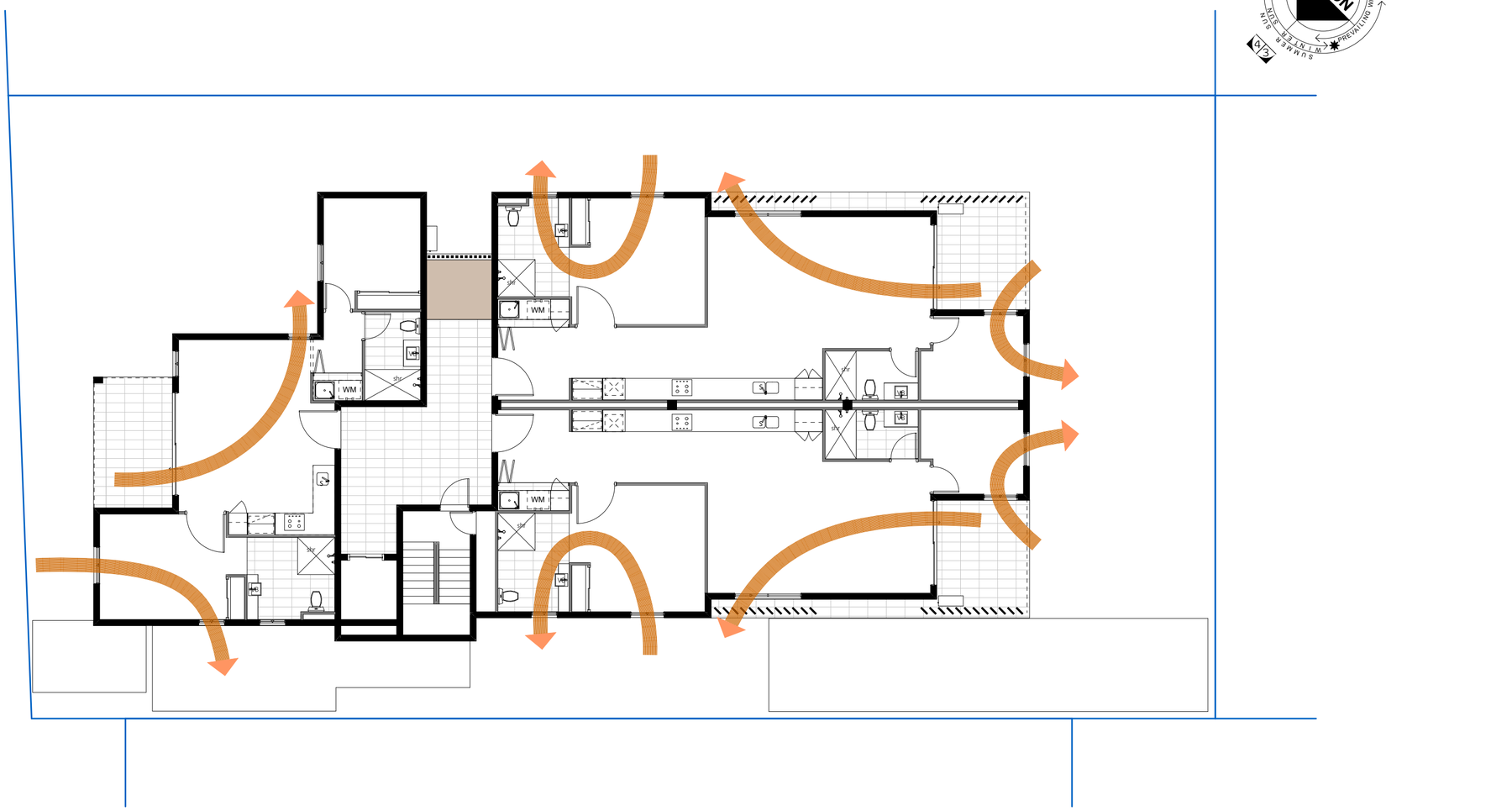

PLAN LEVEL 1 (AF)

1:100

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sheet no: A-09
scale: 1:100 @ A2
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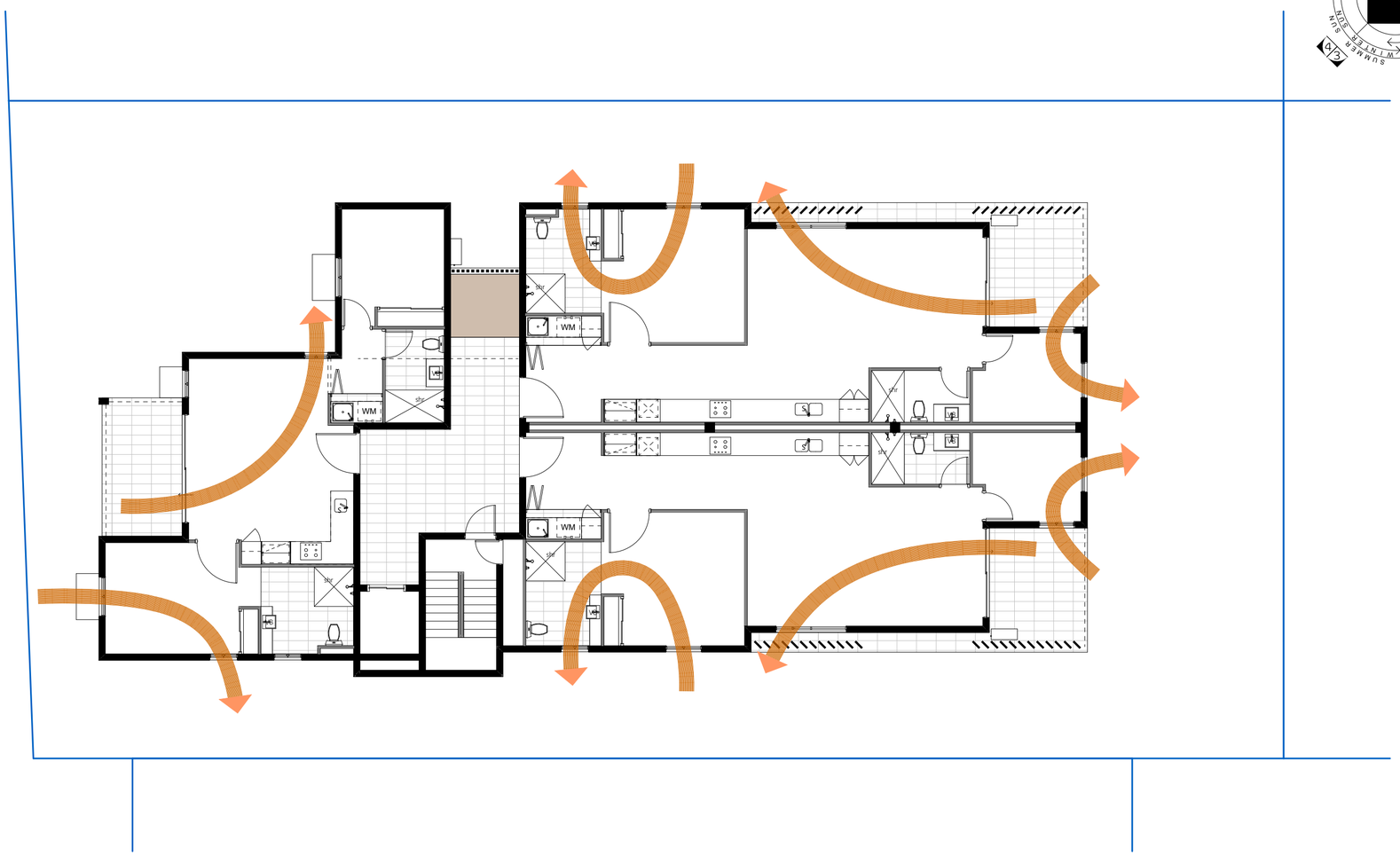
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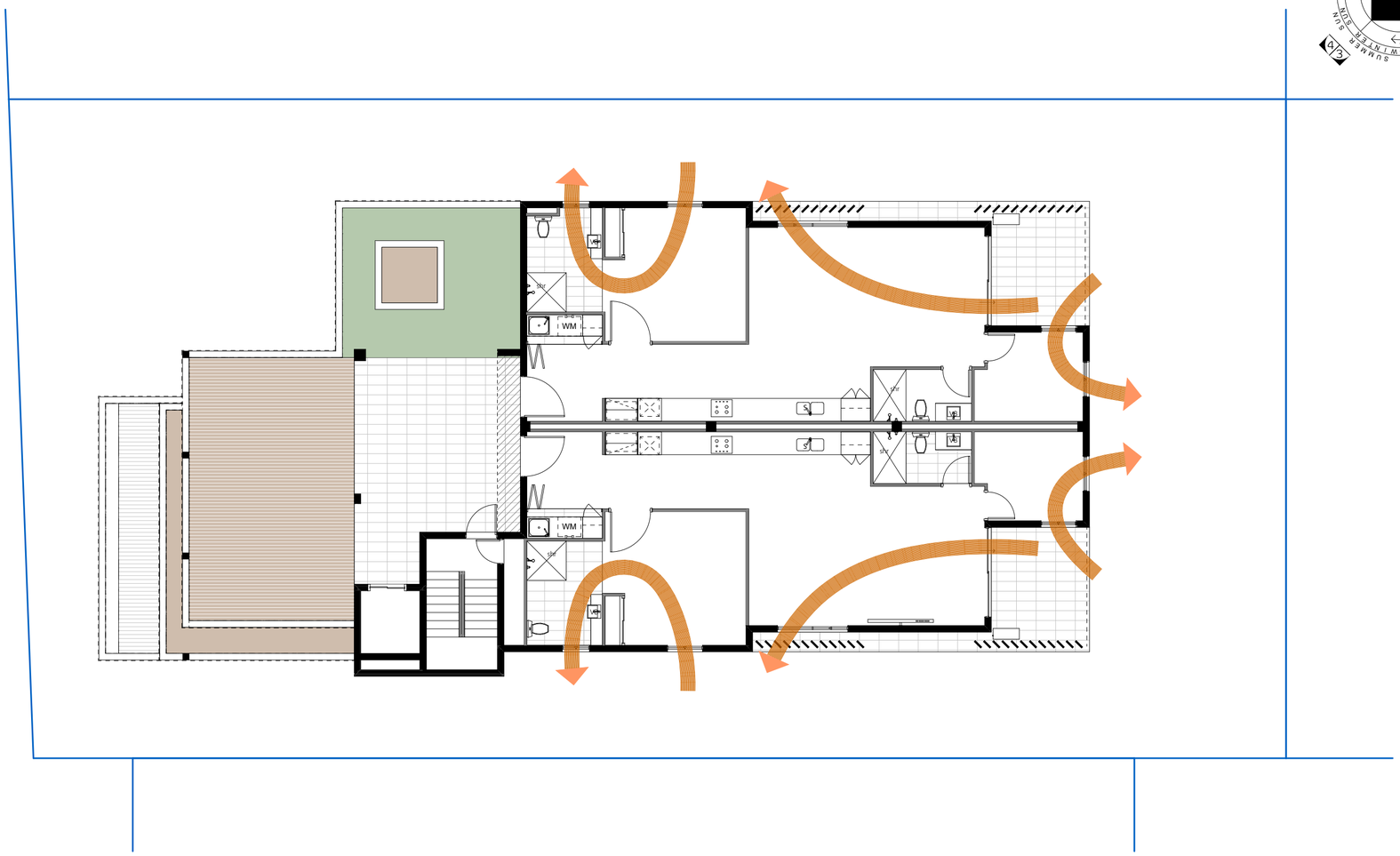

PLAN LEVEL 3 (AF)

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ELEVATION 1
1:100

ELEVATION 2
1:100

MATERIAL LEGEND

1. James Hardie Fine Texture cladding on selected stud wall - White paint finish
2. James Hardie Fine Texture cladding on selected stud wall - Dark Grey paint finish
3. James Hardie Scyon Axon 400m board on selected stud wall - JH Khaki Brown
4. Powder-coated laser cut screening (design to future detail)
5. Glass balustrade with flatbar balustrade posts
6. Selected stone tile cladding
7. Alucobond meatl sheet cladding to lift core - medium grey

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job no: DM0302

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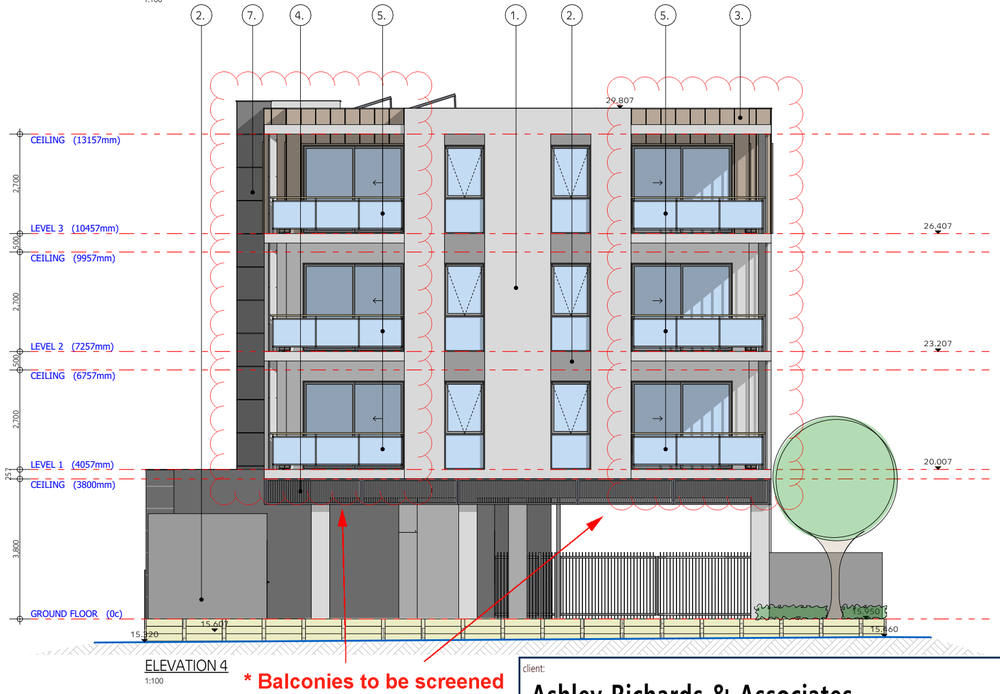
ELEVATION 3
1:100



ELEVATION 4
1:100

*** Balconies to be screened in accordance with condition 2**

MATERIAL LEGEND

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sheet no: A-13
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BIRDSEYE - EAST

STREETVIEW - NORTH

STREET VIEW - NORTH-EAST

STREET VIEW - SOUTH

client:
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sheet no: A-14
scale: 1:2.56 @ A2
date drawn: 19/09/2023

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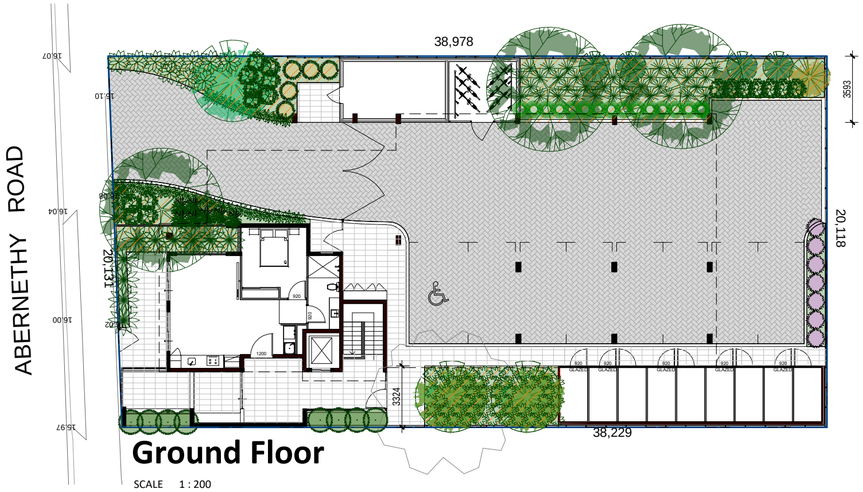
SURFACE LEGEND

- HERB GARDEN
- ALL PAVING BY BUILDER
- GARDEN AREAS
- PROPOSED DEEP SOIL AREAS 123m²

LANDSCAPE NOTES

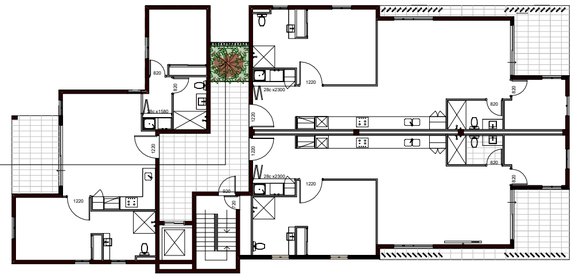
1. AUTOMATIC RETICULATION SYSTEMS OFF THE MAINS WATER SUPPLY. SYSTEM TO HAVE A RAIN SENSOR OVERIDE. SYSTEM TO WATER LAWN AND GARDENS SEPERATELY. POP-UPS TO ALL LAWN AREAS.
2. ALL GARDEN BEDS TO BE MULCHED.
3. PROVIDE 100MM SLEEVES UNDER PAVING FOR RETICULATION BY BUILDER.
4. PAVED AREAS ARE TO BE GRADED SO THAT STORMWATER IS DIRECTED TO GARDEN/LAWNED AREAS.



Ground Floor

SCALE 1 : 200

1. ENSURE SUFFICIENT DRAINAGE, WATERPROOFING, SATURATED SOIL LOADING TO ENGINEER'S DTLS.
2. INSTALL ECLIPSE LIGHTWEIGHT ROOFTOP SOIL MIX.
3. PROVIDE WATER CONNECTION FOR IRRIGATION; BATTERY OPERATED CONTROLLER.



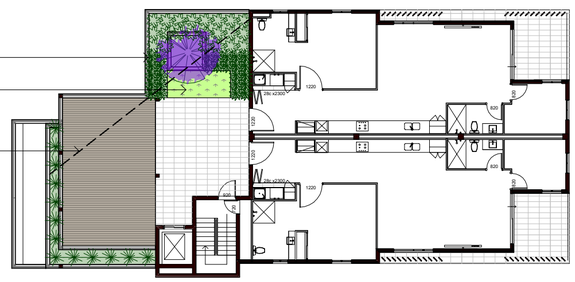
1st & 2nd Floor

SCALE 1 : 200

1. ENSURE SUFFICIENT DRAINAGE, WATERPROOFING, SATURATED SOIL LOADING TO ENGINEER'S DTLS.
2. INSTALL ECLIPSE LIGHTWEIGHT ROOFTOP SOIL MIX.
3. PROVIDE WATER & POWER CONNECTION FOR IRRIGATION.
4. DRIP IRRIGATION & BUBBLERS ON TREE.

LOW PLANTER WITH HERBS.

SLEEVE FOR IRRIGATION WATER & SOLENOID CABLE.



3rd Floor

SCALE 1 : 200

NORTH

PLANTS LEGEND

SYMBOL	SPECIES	SPCING CTRS	POT SIZE	#
	TRISTANIOPSIS LUSCIOUS		200l	3
	EUCALYPTUS VICTRIX		200l	1
	TRANSPLANT OR ADVANCED FRANGIPANI		200l	1
	ELAEOCARPUS RETICULATUS		90l	2
	VIBURNUM ODORATISSIMUM		90l	4
	LEMON TREE		90l	1
	SYZYGIUM PINNACLE / UNDERPLANT WITH TRACHELOSPERMUM TRICOLOR	1000mm	175mm	8 16
	RHAPHIOLEPIS SNOW MAIDEN	1000mm	175mm	48
	MURRAYA PANICULATA	1000mm	175mm	10
	LOMANDRA TANIKA	500mm	140mm	61
	PITTOSPORUM GOLF BALL	1000mm	175mm	18
	WESTRINGIA AUSSIE BOX	700mm	175mm	7
	WESTRINGIA MUNDI	700mm	175mm	16
	CASUARINA COUSIN IT	1000mm	175mm	10
	RICINOCARPOS PINIFOLIUS	1000mm	175mm	5
	PHILODENDRON XANADU	700mm	140mm	79
	CALLISTEMON SLIM	1000mm	175mm	7
	DRACAENA MARGINATA TRICOLOR		175mm	1
	PHILODENDRON ROJO CONGO AND VIOLA HEDERACEA	700mm 500mm	140mm 140mm	8 12

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LANDSCAPING PLANS

City of Belmont
AMENDED PLANS
RECEIVED 14/08/2023
Application No: 246/2023

No.	Description	Date
1	Issue for DA	14.08.23

DWG L101

SCALE @ A2 1 : 200

PROJECT **2348**

REVISION **1**

12/08/2023 5:30:03 PM

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	DR3 – Design review report and recommendations (Part 1)
Local government	City of Belmont
Item no.	346 Abernethy Road CLOVERDALE 6105 - 9 Multiple Dwellings - 1/2023/DRP
Date and Time	1st Meeting – 1 June 2023 2nd Meeting – 13 July 2023
Location	Teams Meeting
Panel members	1st Meeting – 1 June 2023 at 9am Emma Williamson – Chair Tony Blackwell Malcolm Mackay Peter Damen 2nd Meeting – 13 July 2023 Emma Williamson Tony Blackwell Malcolm Mackay
Local government officers	Planning Officer, Brandon Pang
Proponent/s	Ashley Richards – Ashley Richards & Associates
Observer/s	Caroline Wyder-Saunders – City of Belmont
Briefings	
Development assessment overview	Planning Officer, Brandon Pang
Design review	
Proposed development	9 Multiple Dwellings
Property address	346 Abernethy Road CLOVERDALE 6105 (Lot 100 DIA 90833)
Background	The application was previously considered by the Panel at its 1 June 2023 meeting.
Proposal	[succinct summary of proposal]
Applicant/representative address to the design review panel	Ashley Richards – Ashley Richards & Associates
Key issues/recommendations	The Panel are encouraged with the direction this project is taking and has the potential to be a good development.
Chair signature	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

DR3 – Design review report and recommendations (Part 2)		
Design quality evaluation		
		Supported
		Pending further attention
		Not supported
Principle 1 - **Context and character**		*Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.*
		1a. The Panel is supportive of the interface of the proposal with the street resulting from the relocation of the ground floor apartment to the street. 1b. The Panel commented that providing the OOA with direct access to the street from the courtyard would enhance the streetscape interface. 1c. The Panel recognises that the context will change over time with the first stage of development interfacing more directly with Abernethy Road and the verge. This should be described in the drawings by plans showing 'before and after' the shared access road. 1d. The Panel commented that the front fence is an important component of the response to context and further detailing/articulation and development is required.
Principle 2 - **Landscape quality**		*Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*
		2a. The Panel recommends the provision of a landscape plan which maximises the extent of landscaping in stage one (prior to the access road) as well as providing for stage two. This plan should also include the verge and a more versatile approach to the roof deck landscape. 2b. The Panel suggested replacing the paving at both the front and rear of the OOA apartment with a greener landscaped finish, ie incorporating more planting. 2c. The Panel suggested considering the use of permeable paving in the area that sits outside the line of the building at the rear to create a landscaped carpark giving the sense of a shared space and enhancing the appearance of this area. 2d. The Panel considered that there might be further opportunities to simplify the paving layout to the landscape in the south east corner of the car park, gaining a little more low planting space where the swept path would only include the vehicle overhang. 2e. The Panel suggested deleting the 'lift lobby planter' on level 2, including the slab 'overhang', to allow a more generous space for any planting located in the level 1 planter below. 2f. The Panel considers that there might be an additional opportunity to improve the car park by providing appropriate climbing species and a frame for them to climb on at the end of the car park aisle.
Principle 3 - **Built form and scale**		*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.*
		3a. The Panel noted possible compliance issues with the privacy setbacks of the rear balconies based on the current density of the rear development. This could have a significant impact on the design. Enclosed balconies are not supported. 3b. The Panel also noted there may be a compliance issued with the window of the dining areas of Units 3 and Unit 4 where the cone of vision extends over neighbouring properties.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Principle 4 - **Functionality and build quality**		*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.*
		4a. The Panel queried the need for the ground floor ramps, as it appears that these could be avoided altogether with the appropriate earthworks and adjustments to the carpark levels, and it requests clarification. If this is possible then this space could be better utilised, say for more conveniently accessed, secure bike storage and the existing bike storage could then be repurposed as an extension of the current adjoining landscape. 4b. The Panel noted that the bin stores appear oversized. Refinement of this area based on what is required (including FOGO bins) may free up additional space for landscape. 4c. The Panel sought clarification in relation to the location of the mailboxes as these are inside the lobby. 4d. The Panel suggested security/doors to the bike storage area. 4e. The Panel noted the narrow edge setback paving on the balconies and to consider how this will be managed in relation to water run-off, the potential for staining and the build-up of dirt over time.
Principle 5 - **Sustainability**		*Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.*
		5a. The Panel noted the project would benefit from the input of a sustainability consultant to respond to the various opportunities. This should include consideration of material choices, the benefits of permeable paving to the retention of water on site, cross ventilation, and the inclusion of PV cells and EV charges.
Principle 6 - **Amenity**		*Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.*
		6a. The Panel suggested a window/door from the bedroom to the balcony in Unit 2 (level 1) and likewise for Unit 3 and Unit 4 from the Study and Living area to the balcony. This also enables cross ventilation to these rooms. 6b. The Panel is supportive of the communal area on level 3. 6c. The Panel requires clarity in relation to the way the air conditioning condensers will be integrated successfully into the design without compromising the amenity of the users. If the hot air is blowing onto the balcony and if the condensers impact the amount of usable space on the balconies to below that specified in the R Codes, this is considered a poor outcome and would not be supported. 6d. The Panel questioned the safety and amenity challenges with waste vehicles entering and leaving the site and the future vehicle access plan. Clarification is sought. 6e. The Panel encourages the applicant to consider somewhat reducing the extent of the shading over the communal outdoor space creating an openness and opportunity for increased landscaping (herb garden or the like). 6f. The Panel suggested that there might be further opportunities in the northwestern apartments living areas to include more fenestration to make better use of the solar orientation of these apartments (including appropriately sized awnings). 6g. Consideration should be given to possible noise issues resulting from the close proximity of the roof deck, communal open space to the level three apartments.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

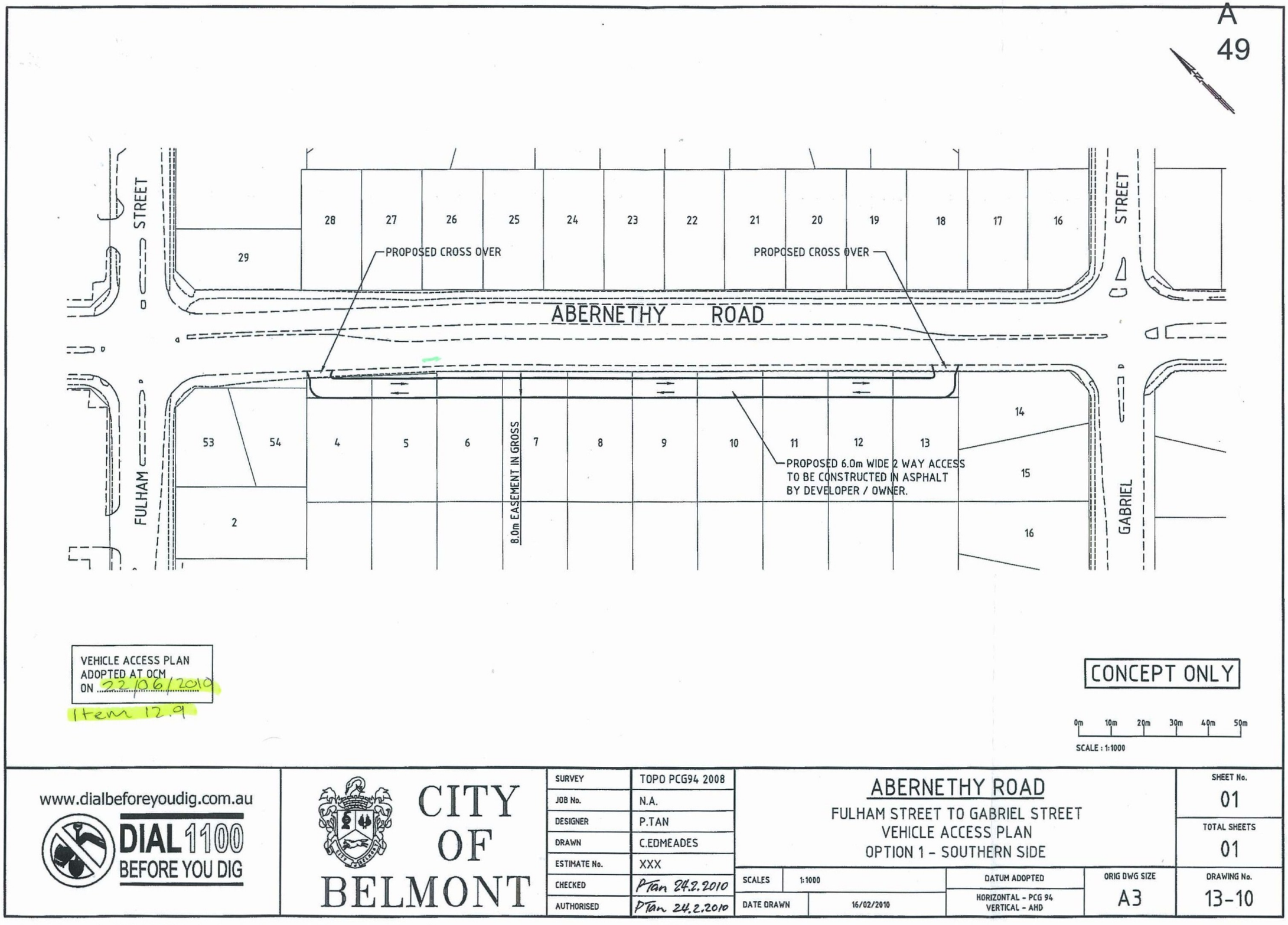
Principle 7 - **Legibility**		*Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.*
		7a. The Panel commented that the pedestrian street entry would be more legible if the stairs from the ground floor were oriented toward the lobby. 7b. The Panel commented that the front foyer pedestrian gate is unnecessary as there is a secure door and this space could be used as landscaping, which with the appropriate pavement treatments, would make the entry sequence more welcoming and increase the opportunity to make it a focal point through landscape. It would also provide an opportunity to locate another window in the OAA bedroom on the south eastern side. 7c. The Panel suggested changes to the direct stair access from the car park to the lobby. This area should be more inviting. 7d. The Panel commented that there is an opportunity to create a sense of identity for the entries to the upper-level apartments through the introduction of a small bulkhead over the doorways.
Principle 8 - **Safety**		*Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*
		8a. The Panel notes that by changing the design, this has solved most of the previous concerns about safety issues. 8b. Clarification is still required and regard to the waste collection arrangements.
Principle 9 - **Community**		*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.*
		9a. The Panel commented that the communal areas are an asset to the development and encourages the applicant to explore the true amenity of the space through developed layouts of on-structure landscape and furniture.
Principle 10 **Aesthetics**		*Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.*
		10a. The Panel suggested incorporating more visually appealing materials into the elevations and broadening the colour palette, suggesting that this may be achieved by painting the communal area pergola. 10b. The Panel commented that the street facing fence forms a key part of the aesthetics of the project, and it requires further refinement, as this is the primary interface at street level. 10c. The Panel noted on the elevations there are decorative laser cut panels which hide services to the building. The Panel commented that the language of this element sits outside the rest of the aesthetics of the building and suggests looking for a more consistent language.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

DR3 – Design review report and Recommendations (Part 3)			
Design review progress			
	Supported		
	Pending further action		
	Not Supported		
	DR1 1 June 2023	*DR2 13 July 2023*	*DR3*
Principle 1- **Context and character**			
Principle 2 - **Landscape Quality**			
Principle 3 - **Built form and scale**			
Principle 4 - **Functionality and build quality**			
Principle 5 - **Sustainability**			
Principle 6 - **Amenity**			
Principle 7 – **Legibility**			
Principle 8 – **Safety**			
Principle 9 – **Community**			
Principle 10- **Aesthetics**			

DR3 – Design review report and recommendations (Part 4)			
Recommendations summary			
DR1 Recommendations	**DR 2 Response**	**DR2 Recommendations**	**DR3 Response**
1.	[SUPPORTED / PENDING FURTHER ATTENTION / NOT SUPPORTED] [explanatory text]		[SUPPORTED / PENDING FURTHER ATTENTION / NOT SUPPORTED] [explanatory text]
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024



Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

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Ref: ARAA002.2023
17th August 2023

RESIDENTIAL NOISE ASSESSMENT

346 ABERNETHY ROAD, CLOVERDALE WA 6105
PROPOSED 9 UNIT RESIDENTIAL APARTMENT DEVELOPMENT

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

CONTENTS

Introduction *Page 3*
Summary *Page 4*
- *State Planning Policy 5.4*
- *State Planning Policy 5.1*

Site Location *Page 5*

ROAD TRAFFIC NOISE *Page 5*

Acoustic Criteria – State Planning Policy 5.4
- *WAPC Planning Policy*
- *SPP5.4 Assessment Criterion*

Existing Acoustical Environment *Page 8*
- *Noise Monitoring*

Measured Noise Levels *Page 8*
Modelling – Road Traffic Noise Intrusion *Page 9*
Assessment – SPP5.4 Criterion *Page 9*

AIRCRAFT NOISE *Page 10*

Acoustic Criteria – State Planning Policy 5.1
- *Building Site Acceptability*
- *Indoor Design Sound Levels – Aircraft Noise Reduction*
- *Notification About Aircraft Noise to be Placed on Title*

Assessment – SPP5.1 Criterion *Page 13*
Notification on Title *Page 14*
AS/NZS 2107:2016 'Acoustics – Recommended Design Sound Levels and Reverberation Times for Building Interiors' *Page 14*
Conclusion *Page 15*

APPENDIX A – Glossary of Terms
APPENDIX B – Acoustic Performance Requirements and Construction Examples
APPENDIX C – Proposed Site Plans

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19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

INTRODUCTION

Acoustics & Audio Production has been engaged to undertake a noise assessment for the proposed residential 9-unit residential apartment development, located at 346 Abernethy Road, CLOVERDALE WA 6105.

The purpose of this assessment was to assess both the existing ambient noise environment from the current traffic noise experienced from Abernethy Road and to calculate future traffic noise expected to be experienced at the site. The assessment also addresses noise intrusion from airplanes arriving and departing from Perth Airport and assess the results against the State Planning Policy 5.1.

This report has been conducted to determine if exceedances within the stated criteria are found, and to establish the attenuation measures required in order to control both the existing future projected noise intrusion to an acceptable level. The traffic noise assessment has been carried out in accordance with the WAPC State Planning Policy 5.4 "*Road and Rail Transportation Noise and Freight Consideration in Land Use Planning*".

As part of the assessment, the following was carried out:

- Assess the current and future acoustical environment against the State Planning Policy 5.4.
- For future traffic flows, determine noise levels that would be received at each dwelling within the proposed residential 9-unit residential apartment development from vehicles traveling along Abernethy Road.
- Assess the predicted noise levels for compliance with the appropriate criteria based on both the existing acoustical environment and future traffic noise calculated.
- Assess the current and projected future acoustical environment against the State Planning Policy 5.1.
- Determine the ANEF of the site and provide the minimum acoustical performance requirements in order to comply with the State Planning Policy 5.1.
- If exceedances to the Policies are identified, comment on noise mitigation options for compliance with the appropriate criteria.
- Ensure that each unit is adequately acoustically separated in order to adhere to the National Construction Code.

Figure 1: Proposed development layout, front view.

CITY OF BELMONT
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19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

SUMMARY

STATE PLANNING POLICY 5.4

Under the Western Australian Planning Commission (WAPC) '*Road and Rail Transportation Noise and Freight Consideration in Land Use Planning*' (SPP5.4), I believe that the appropriate criteria for this assessment are listed below for 'Noise Targets'.

EXTERNAL

$L_{Aeq(Day)}$ of 55dB(A); and
$L_{Aeq(Night)}$ of 50dB(A).

INTERNAL

$L_{Aeq(Day)}$ of 40dB(A) in living and work areas; and
$L_{Aeq(Night)}$ of 35dB(A) in bedrooms.

Noise received at an outdoor area should also be reduced as far as practicable, with the aim of achieving a L_{Aeq} of 50dB during the night period and a L_{Aeq} of 55dB during the day period.

Without any mitigation, noise received at the site has been calculated to exceed the day 'Noise Target' by up to 9dB(A). As noise received at the proposed site has been calculated to exceed the State Planning Policy 5.4 'Noise Target', therefore notifications on the title of each proposed unit is required. With the implementation of the recommendations put forth in this report (see ***Appendix B***), the proposed development is expected to achieve the State Planning Policy 5.4 acoustic performance requirements.

STATE PLANNING POLICY 5.1

Under the Western Australian Planning Commission (WAPC) State Planning Policy 5.1, the appropriate indoor noise criteria for this assessment are listed below for 'Noise Targets'.

Table 1: Indoor Noise Criteria – State Planning Policy 5.1

Habitable Area	Indoor design sound level*, dB(A)
Sleeping areas, dedicated lounges	50
Other habitable spaces	55
Bathroom, toilets, laundries	60

The existing ambient noise environment at the site was found to be received at the residence associated with aircraft traffic flyovers has been found to be L_{Aeq} 64.8dB(A) and L_{Amax} 79.5dB(A) at this location. Currently the proposed site experiences 20 to 50 fly-overs per day, however this is expected to be reduced to less than 10 per day (see figure 3) once the new runway is opens (expected 2025). The site has also been identified as being located within the ANEF of less than 20, therefore in accordance with the State Planning Policy 5.1 is deemed acceptable for residential developments.

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

SITE LOCATION

Figure 2 below, shows the site location of the proposed residential three grouped dwelling development.

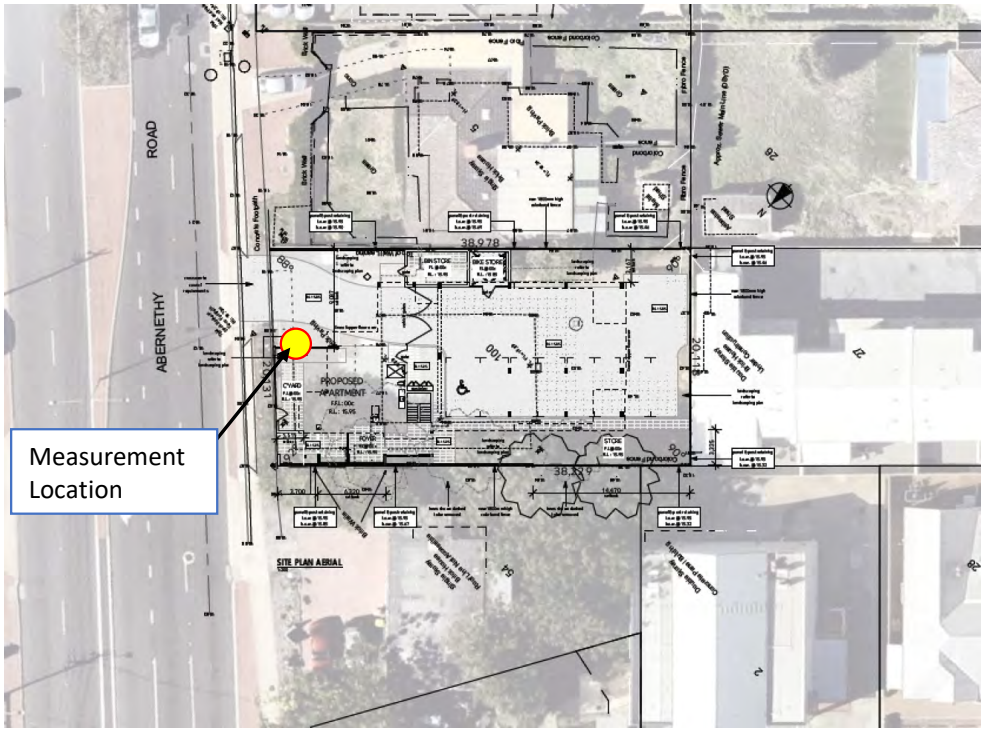


Figure 2: Proposed Site (ground floor plan) and Measurement Location

ROAD TRAFFIC NOISE

ACOUSTIC CRITERIA – STATE PLANNING POLICY 5.4

WAPC PLANNING POLICY

The Western Australian Planning Commission (WAPC) released on 22 September 2009 State Planning Policy 5.4 "*Road and Rail Transportation Noise and Freight Consideration in Land Use Planning*". Section 5.3 – Noise Criteria, which outlines the acoustic criteria, states:

"5.3 – NOISE CRITERIA

Table 1 sets out the outdoor noise criteria that apply to proposals for new noise-sensitive development or new major roads and railways assessed under this policy.

These criteria do not apply to –

- *Proposals for redevelopment of existing major roads or railways, which are dealt by a separate approach as described in section 5.4.1; and*
- *Proposals for new freight handling facilities, for which a separate approach is described in section 5.4.2.*

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

The outdoor noise criteria set out in Table 2.1 below apply to the emissions of road and rail transport noise as received at a noise-sensitive land use. These noise levels apply at the following locations –

- *For new road and rail infrastructure proposals, at 1m from the most exposed, habitable façade of the building receiving the noise, at ground level only; and*
- *For new noise-sensitive proposals, at 1m from the most exposed, habitable façade of the proposed building, at each floor level, and within at least one outdoor living area on each residential lot.*

**Further information is provided in the guidelines.*

Table 2.1: State Planning Policy 5.4 Noise Criteria

Proposals	New/upgrade	Noise criteria			Where outdoor criteria must be met
		Outdoor		Indoor	
		Day ($L_{Aeq(Day)}$ dB) (6am – 10pm)	Night ($L_{Aeq(Night)}$ dB) (10pm – 6am)	($L_{Aeq(Day)}$ or $L_{Aeq(Night)}$ dB)	
Noise sensitive land use and/or development	New noise sensitive land use and/or development within the trigger distance of an existing/proposed transport corridor	55	50	40 (living and work areas) 35 (bedrooms)	Outdoor all floors

The 5 dB differences between the outdoor noise target and the outdoor noise limit, as prescribed in Table 1, represents an acceptable margin for compliance. In most situations in which either the noise-sensitive land use or the major road or railway exists, it should be practicable to achieve outdoor levels within the acceptable margin.

Because the range of noise amelioration measures available for implementation is dependent upon the type of proposal being considered, the application of the noise criteria will vary slightly for each different type. Policy interpretation of the criteria for each type of proposal is outlined in sections 5.3.1 and 5.3.2. The noise criteria were developed after consideration of road and rail transport noise criteria in Australia and overseas, and after a series of case studies to assess whether the levels were practicable.

The noise criterion takes into account the considerable body of research into the effects of noise on humans, particularly community annoyance, sleep disturbance, long-term effects on cardiovascular health, effects on children's learning performance, and impacts on vulnerable groups such as children and the elderly.

5.3.1 interpretation and application for noise-sensitive development proposals

In the application of these outdoor noise criteria to new noise-sensitive developments, the objective of this policy is to achieve –

- *Acceptable indoor noise levels in noise-sensitive areas (for example, bedrooms and living rooms of houses, and school classrooms); and*
- *A reasonable degree of acoustic amenity in at least one outdoor living area on each residential lot*[1].

[1] For non-residential noise-sensitive developments, (e.g. schools and child care centres) consideration should be given to providing a suitable outdoor area that achieves the noise target, where this is appropriate to the type of use.

If a noise-sensitive development takes place in an area where outdoor noise levels will meet the noise target, no further measures are required under this policy.

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

In areas where the noise target is likely to be exceeded, but noise levels are likely to be within the 5 dB margin, mitigation measures should be implemented by the developer with a view of achieving the target levels in at least one outdoor living area on each residential lot[1]. Where indoor spaces are planned to be facing any outdoor area in the margin, noise mitigation measures should be implemented to achieve acceptable indoor noise levels in those spaces. In this case, compliance with this policy can be achieved for residential buildings through implementation of the deemed-to-comply measures detailed in the guidelines.

In areas where the outdoor noise limit is likely to be exceeded (i.e. above $L_{Aeq(Day)}$ of 55 dB(A) or $L_{Aeq(Night)}$ of 50 dB(A)), a detailed noise assessment in accordance with the guidelines should be undertaken by the developer. Customized noise mitigation measures should be implemented with a view of achieving the noise target in at least one outdoor living or recreation area on each noise-sensitive lot or, if this is not practicable, within the margin. Where indoor spaces will face outdoor areas that are above the noise limit, mitigation measures should be implemented to achieve acceptable indoor noise levels in those spaces, as specified in the following paragraphs.

For residential buildings, acceptable indoor noise levels are $L_{Aeq(Day)}$ of 40 dB(A) in living and work areas and $L_{Aeq(Night)}$ of 35 dB (A) in all bedrooms[2]. For all other noise sensitive buildings, acceptable indoor noise under this policy comprise of noise levels that meet the recommended design sound levels in Table 1 of Australian Standard AS 2107:2016 Acoustics – Recommended design sound levels and reverberation times for building interiors.

These requirements also apply in the case of new noise-sensitive developments in the vicinity of a major transport corridor where there is no existing railway or major road (bearing in mind the policy's 15 to 20-year planning horizon).
In these instances, the developer should engage in dialogue with the relevant infrastructure provider to develop a noise management plan to ascertain individual responsibilities, cost sharing arrangements and construction time frame.

If the policy objectives for noise sensitive developments are not achievable, best practicable measures should be implemented, having regard to section 5.8 and the guidelines."

The Policy, under Section 5.7, also provides information regarding "Notifications on Titles".

[2] For residential buildings, indoor noise levels are not set for utility spaces such as bathrooms. This policy encourages effective "quiet house" design, which positions these non-sensitive spaces to shield the more sensitive spaces from transport noise (see guidelines for further information).

TABLE 2.2: State Planning Policy 5.4
Policy Requirements for noise sensitive land use and/or development

Forecast Excess Noise Level	Exposure Category	Policy requirements for noise sensitive land-use and/or development
0 or less	-	No further measures
1 to 3	A	Noise-sensitive land-use and/or development is acceptable, subject to: Mitigation measures in accordance with an approved noise management plan; Or quiet house package as specified
-	*A+	
4 to 7	B	
-	*B+	
8 to 11	C	
-	*C+	
12 to 15	D	Noise-sensitive land-use and/or development is not recommended. There is no default quiet house option due to excessive forecast noise: professional design input is required in order to achieve compliance with relevant criteria. If noise-sensitive land-use is unavoidable, an approved noise management plan is required to demonstrate with the noise target (see Table 1.1)
16+	E	

* Assists to mitigate short term noise events from freight rail.

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

SPP5.4 ASSESSMENT CRITERION

Based on the above, the following criteria are proposed for this development:

EXTERNAL

Day	Maximum of 55 dB(A) L_{Aeq}
Night	Maximum of 50 dB(A) L_{Aeq}

INTERNAL

Sleeping Areas	35 dB(A) $L_{Aeq(night)}$
Living Areas	40 dB(A) $L_{Aeq(day)}$

*This is a suggested noise level; noise is to be reduced as far as practicable possible.

EXISTING ACOUSTICAL ENVIRONMENT

NOISE MONITORING

A Cirrus CR171 Type 1 Sound Level Meter was used at the proposed property boundary of 346 Abernethy Road, CLOVERDALE WA 6105 (see image 2 below). closest to the transport noise corridor of Abernethy Road. The purpose of this was to measure the existing traffic noise levels currently experienced at the from Abernethy Road.

The monitor was located in a free field position, with the microphone approximately 1.4m above the ground surface level. Noise monitoring was conducted generally in accordance with both the Australian Standard AS2702-1984 *'Acoustics - Methods for measuring road traffic noise'* and the Australian Standard AS2021:2015 *'Acoustics – Aircraft noise intrusion – Building siting and construction*. Calibration of the sound level meter was conducted before and after noise measurements were taken. No significant drift was determined.

All sound levels, both measured and calculated, have been assessed in accordance with both the *SPP5.1* and *SPP5.4*.

MEASURED NOISE LEVELS

Table 3 below, shows the measured noise levels from the attended noise survey conducted at the proposed site.

Table 3: Noise Measurement Results at Logger dB(A).

Parameter	Measured Level, dB(A)*	Difference between $L_{A10(18hour)}$ and $L_{Aeq(parameter)}$
$L_{A10\ (18\ hour)}$	63.8	N/A
$L_{Aeq,\ day\ (6am\ to\ 10pm)}$	61.7	= 2.1
$L_{Aeq,\ night\ (10pm\ to\ 6am)}$	54.4	= 9.4

*It is normal practice to quote decibels to the nearest whole number, however they are maintained here to minimise and cumulative rounding error

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

MODELLING – ROAD TRAFFIC NOISE INTRUSION

Modelling of future noise received at the proposed residential development from Abernethy Road was carried out using SoundPlan, which uses the Calculation of Road Traffic Noise (CoRTN) algorithms. The input data for the model included:

- Increased traffic volume, assuming 2% growth over 20 years.
- A +2.5dB adjustment to allow for façade reflection.

Table 4 below shows the future traffic count by calculations are based off current traffic data provided by Main Roads WA.

Table 4 – Summary of Future Traffic Data 2043

Parameter	Abernethy Road (West of Leach Highway)
Current Traffic Flow (vpd)	32,577
Future Traffic Flow (vpd)	48,100*
Percentage Heavy Vehicles (%)	9.0%
Speed (km/h)	60km

*Rounded to the nearest 100vpd

For this assessment, we note that the difference between the $L_{Aeq,8hr(night)}$ and the $L_{Aeq,16hr(day)}$ for the noise associated with Abernethy Road has been determined to be 8dB(A). It is expected that the difference between the $L_{Aeq,8hr}$ and the $L_{Aeq,16hr}$ will continue for each proposed dwelling in the future and as such, achieving compliance to the day period criteria will also achieve compliance to the night period criteria.

The summary of the future traffic noise modelling results for the proposed residential sub-development are shown in Table 5 below, with topography, distance and has been considered in our assessment.

Table 5 – Summary of Future Calculated Traffic Noise 2043

LOCATION	Calculated Level, SPL L_{Aeq}, (dB)	
346 Abernethy Road, CLOVERDALE WA 6105	Day	64
	Night	56

ASSESSMENT – STATE PLANNING 5.4 CRITERION

In accordance with the WAPC State Planning Policy 5.4, an assessment of the noise expected to be received within the proposed residential development from both current and future vehicles travelling along Abernethy Road has been undertaken.

In accordance with the policy, the following would be the acoustic criterions applicable to the project:

EXTERNAL

Day	Maximum of 55 dB(A) L_{Aeq}
Night	Maximum of 50 dB(A) L_{Aeq}

INTERNAL

Sleeping Areas	35 dB(A) $L_{Aeq(night)}$
Living Areas	40 dB(A) $L_{Aeq(day)}$

We note that the difference between the $L_{Aeq,8hr(night)}$ and the $L_{Aeq,16hr(day)}$ noise from Abernethy Road, is calculated to be 8dB(A), therefore achieving compliance within the day-time criteria will also result in achieving compliance with the night-time criteria.

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Without any noise amelioration, future traffic noise expected to be received by the proposed units exceeds both the day-time and night time external 'Noise Targets' of $L_{Aeq(daytime)}$ 55 dB(A) and $L_{Aeq(night-time)}$ 50 dB(A) by 9dB(A) and 6dB(A), respectively. As traffic noise levels (both current and future) has been found to exceed the external noise targets outlined within the State Planning Policy 5.4, notification on the titles are to be provided.

The minimum acoustic performance requirements for the proposed development have been outlined in ***Appendix B*** of this report.

AIRCRAFT NOISE

ACOUSTIC CRITERIA – STATE PLANNING POLICY 5.1

BUILDING SITE ACCEPTABILITY

The State Planning Policy 5.1 guidelines for building site acceptability based on ANEF Zones is shown in Table 6 below.

Table 6: Building Site Acceptability
(Adapted from AS2021, Table 2.1: Building Site Acceptability Based on ANEF Zones)

Building Type	Forecast Noise Exposure Level			
	Less than 20 ANEF	20 to 25 ANEF	25 to 30 ANEF	30 to 35 ANEF
House, home, flat, unit, caravan park	Acceptable	Conditionally Acceptable	Unacceptable (Note 4) (Note 5)	Unacceptable (Note 4) (Note 5)
School, University	Acceptable	Conditionally Acceptable	Unacceptable (Note 4) (Note 5)	Unacceptable (Note 4) (Note 5)
Hospital, nursing home	Acceptable	Conditionally Acceptable	Unacceptable (Note 4) (Note 5)	Unacceptable (Note 4) (Note 5)
Hotel, motel, hostel	Acceptable	Acceptable	Conditionally Acceptable	Unacceptable (Note 4) (Note 5)
Public building	Acceptable	Conditionally Acceptable	Conditionally Acceptable	Unacceptable (Note 4) (Note 5)
Commercial building	Acceptable	Acceptable	Conditionally Acceptable	Conditionally Acceptable
Light industrial	Acceptable	Acceptable	Acceptable	Conditionally Acceptable
Other residential	Acceptable	Acceptable	Acceptable	Acceptable

Relevant notes from Table 2.1 of AS2021:

1. The actual location of the 20 ANEF contour is difficult to define accurately, mainly because of variations in flight paths. Therefore, the procedure of Clause 2.3.2 of AS2021 may be followed for building sites outside but near 20 ANEF contour.

2. Within 20 ANEF to 25 ANEF, some people may find that the land is not compatible with residential or educational uses. Land use authorities may consider that the incorporation of noise control features in the construction of residences or schools is appropriate.

3. There will be cases where a building of a particular type will contain spaces used for activities that would generally be found in a different type of building (e.g. an office in an industrial building). In these cases, Table 2.1 should be used to determine site acceptability, but internal design noise levels within the specific spaces should be determined by Table 3.3 (Table 7 below).

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

4. This Standard does not recommend development in unacceptable areas. However, where there is relevant planning authority determines that any development may be necessary within existing built up areas designated as unacceptable. It is recommended that such development should achieve the required ANR determined according to Clause 3.2 of AS2021. For residences, schools, etc., the effect of aircraft noise on outdoor areas associated with the buildings should be considered.

5. In no case should new development take place in greenfield sites deemed unacceptable because such development may impact airport operations.

INDOOR DESIGN SOUND LEVELS – AIRCRAFT NOISE REDUCTION

Table 7: Indoor Design Sound Levels for the Determination of Aircraft Noise Reduction (Excerpt from AS2021: Table 3.3)*

Building type and activity	Indoor design sound level*, dB(A)
Houses, home units, flats, caravan parks	
Sleeping areas, dedicated lounges	50
Other habitable spaces	55
Bathroom, toilets, laundries	60

Notes from Table 3.3 of AS2021:

* These indoor design sound levels are not intended to be used for measurement adequacy of construction. For measurement of the adequacy of construction against the intrusion (see Appendix D of AS2021).

1. The indoor design sound levels in column 2 are hypothesised values based on Australian experience. A design sound level is the maximum level (dB(A)) from the aircraft flyover which, when heard inside a building by the average listener, will be judged as not intrusive or annoying by the listener while carrying out the specified activity. Owning to the variability of subjective responses to aircraft noise, these figures will not provide sufficiently low interior noise levels or occupants who have a particular sensitivity to aircraft noise.

2. Some of these levels, because of the short duration of individual aircraft flyovers, exceed some other criteria published by the Standards Australia for indoor background noise levels (see AS2107).

3. The indoor design sound levels are intended for the sole purpose of designing adequate construction against aircraft noise intrusion and are not intended to be used for assessing the effects of noise. Land use planning authorities may have their own internal noise level requirements which may be used in place of the levels.

4. The provisions of this standard relating to different internal design sound levels for different indoor spaces could result in the use of different construction materials in contiguous spaces and require the construction of substantial barriers between habitable spaces, e.g. heavy self-closing internal doors, detracting from the amenity of the building. Therefore, consideration should be given to a uniform perimeter insulation approach.

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

NOTIFICATION ABOUT AIRCRAFT NOISE TO BE PLACED ON PROPERTY TITLE

NOTIFICATION: *This property is in the vicinity of Perth Airport and is currently affected or may be in the future affected by aircraft noise. Noise exposure levels are likely to increase in the future as a result of an increase in aircraft using that airport, changes in aircraft type or other operational changes. Further information about aircraft noise is available from the Perth Airport website. Information regarding development restrictions and noise insulation requirements for noise-affected property is available upon request from the relevant local government offices.*

The site in question is situated within flight path for planes arriving and departing Perth Airport. Data compiled from the Perth Airport indicates that 20 to 50 flyover events are expected to occur per day over the Cloverfield area and based on the current N65 contour (see figure 3 below. With the new runway projected for 2025, reducing the number of expected flyovers over the vicinity to less than 10 per day. The site has also been identified as being located in an ANEF zone less than 20, therefore in accordance with the State Planning Policy 5.1 this site is deemed 'acceptable' for residential developments.

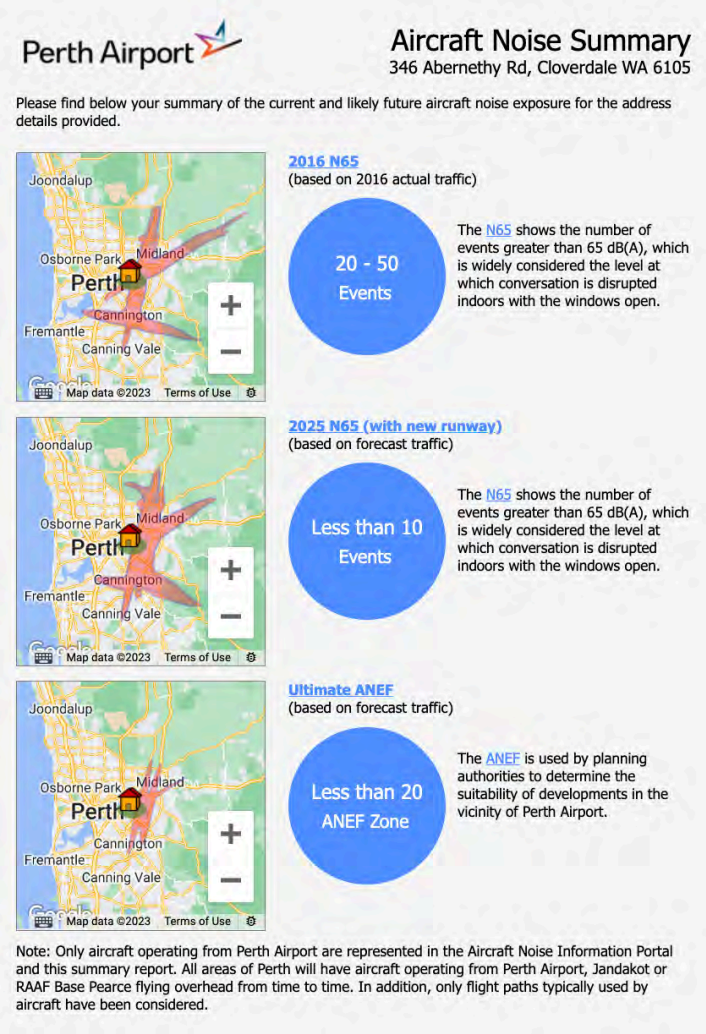


Figure 3: Aircraft Noise Summary for the Proposed Site
(Source: Perth Airport Portal - https://aircraftnoise.perthairport.com.au/)

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

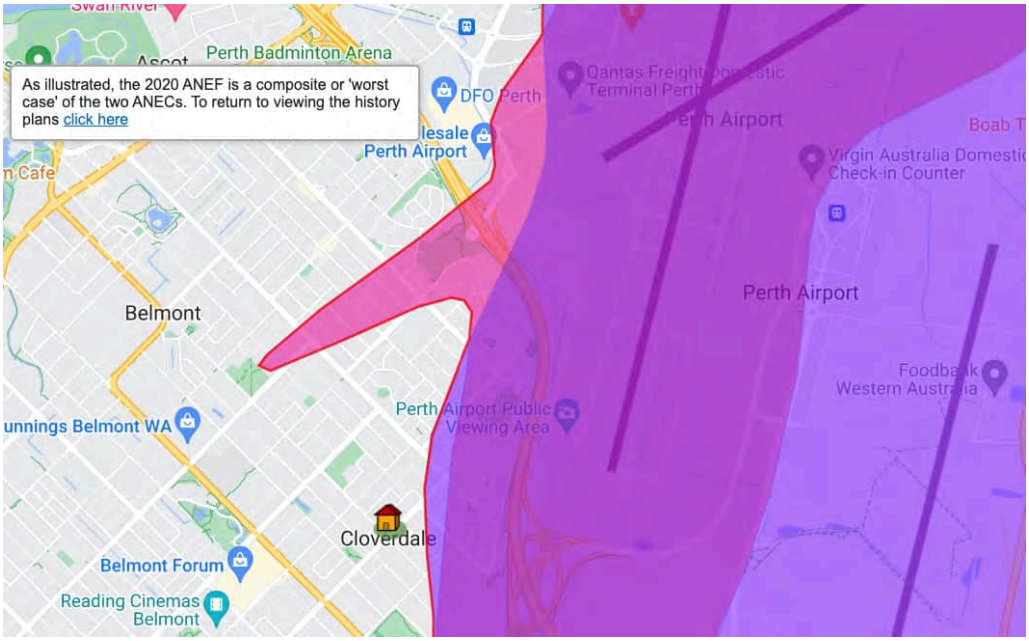


Figure 4: ANEF Aircraft Noise Contour Forecast
(Source: Perth Airport Portal - https://aircraftnoise.perthairport.com.au/)

ASSESSMENT – STATE PLANNING 5.1 CRITERION

In accordance with the WAPC State Planning Policy 5.1, an assessment of both current and future noise expected to be received within the site from planes departing and arriving at Perth Airport have been undertaken.

In accordance with the policy, the following would be the acoustic criteria applicable to the project:

Table 8: State Planning 5.1 Acoustical Criteria

Habitable Area	Indoor design sound level*, dB(A)
Sleeping areas, dedicated lounges	50
Other habitable spaces	55
Bathroom, toilets, laundries	60

With the implementation of the recommendations put forth within this report, internal noise target levels stipulated within the State Planning Policy 5.1 are expected to be achieved. Information regarding the acoustic performance requirements for this project is provided within ***Appendix B*** of this report.

According the Perth Airports' *Aircraft Noise Management Summary* the proposed site located in an ANEF of less than 20 with an Ultimate N65 Contour reducing from 20 to 50 flyovers per day to less than 10 once the new runway is opened (expected 2025). Consideration of aircraft noise has been incorporated in the recommendations provided within this report.

Table 9 below identifies the noise levels experienced at the site during airplane flyovers. It is expected that the noise levels received at this location during fly-overs will continue in the future.

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Table 9: Onsite Aircraft Flyover Noise Measurement Results

Aircraft Flyover Event	Measured Sound Pressure Level	
	Average SPL dB(A); L_{Aeq} dB(A)	Maximum Peak SPL dB(A); L_{Amax} dB(A)
1	64.3	78.9
2	64.9	79.2
3	65.2	80.4
4	64.8	79.4
Average, dB(A)	64.8	79.5

NOTIFICATION ON TITLE

In accordance with both State Planning Policy.4, the proposed site requires a notification on title. An example of a suitable Notification on Title is provided below.

'This lot is situated in the vicinity of Abernethy Road and is currently affected, and / or may in the future be affected by transport noise.'

AS/NZS 2107:2016 'ACOUSTICS - RECOMMENDED DESIGN SOUND LEVELS AND REVERBERATION TIMES FOR BUILDING INTERIORS

Recommended ambient noise levels and reverberation times for internal spaces are given in a number of publications including Table 1 of Australian / New Zealand Standard 2107:2016 "Acoustics - Recommended design sound levels and reverberation times for building interiors". Unlike the previous version of this Standard, this latest edition recommends a range with lower and upper levels (rather than "satisfactory" and "maximum" internal noise levels) for building interiors based on room designation and location of the development relative to external noise sources.

This change has occurred due to the fact that sound levels below 'satisfactory' could be interpreted as desirable, but the opposite may in fact be the case. Levels below those which were listed as 'satisfactory' can lead to inadequate acoustic masking resulting in loss of acoustic isolation and speech privacy. Internal noise levels due to the combined contributions of external noise intrusion and mechanical ventilation plant should not exceed the maximum levels recommended in this Standard. The levels for areas relevant to this development are given in Table 10 below.

Table 10 – Recommended design sound levels for apartments near major roads

Type of occupancy / activity	Design Sound Level Range
Living Areas	35 to 45
Sleeping Areas (night time)	35 to 40
Work Areas	35 to 45
Apartment Common Areas	45 to 50

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

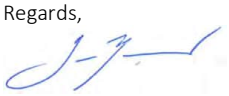
CONCLUSION

With the implementation of the acoustic recommendations provided within this report compliance to both the State Planning Policy 5.1, 5.4 and the National Construction Code is expected to be achieved at all units within the proposed development.

Note: Alternative constructions to those listed in Appendix B of this report are acceptable, provided they are assessed and a report submitted by a suitable qualified acoustical consultant.

I trust the above meets your requirements on the matter. Should you have any queries do not hesitate to contact our office.

Regards,



Ian Burman
(A.A.A.S)
ACOUSTICS & AUDIO PRODUCTION

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

APPENDIX A: GLOSSARY OF TERMS

dB	Decibel The unit of sound level Expressed as a logarithmic ratio of sound pressure P relative to a reference pressure of Pr = 20 µPa i.e. dB = 20 x log (P/Pr).
dB(A)	The unit of sound level which has its frequency characteristics modified by a filter (A-weighted) so as to more closely represent the frequency bias of the human ear.
A-weighting	The process by which noise levels are corrected to adjust for the non-linear frequency response of the human ear.
$L_{Aeq(t)}$	The equivalent continuous (time-averaged) A-weighted sound level. This is often referred to the averaged noise level. The suffix "t" represents the measurement time period; e.g. an (8h) represents a measurement period for 8 hours, (15min) represents a measurement period of 15 minutes and (2200 to 0700) represents a measurement period between 10pm and 7am.
$L_{A10(t)}$	The A-weighted noise level equalled or exceeded for 10% of the total measurement period. This is often referred to as the background noise level. The suffix "t" represents the measurement time period.
$L_{A1(t)}$	The A-weighted noise level equalled or exceeded for 90% of the total measurement period. This is often referred to as the background noise level. The suffix "t" represents the measurement time period.
L_{Amax}	The A-weighted maximum noise level. The highest noise level that occurred during the measurement period.

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

APPENDIX B: ACOUSTICAL PERFORMANCE REQUIREMENTS & CONSTRUCTION EXAMPLES

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

ACOUSTIC PERFORMANCE REQUIREMENTS

The following outlines the acoustic performance requirements of the proposed residential apartment development.

Acoustic Performance Requirements

The minimum acoustic requirements for perimeter walls, windows and doors for the proposed site are outlined in Table 11 below.

Table 11 – Minimum Acoustic Performance Requirements

Situation	Acoustical Requirement
Walls	Rw + Ctr 50
Walls separating a wet area of a unit from a habitable room of another unit	Rw + Ctr 50 + Discontinuous construction
Walls to public corridors, lobbies, stairs, or parts of a different classification	Rw 50
Walls between ducts and habitable rooms	Rw + Ctr 40
Walls between ducts and wet areas	Rw + Ctr 25
All external windows	Rw + Ctr 33
All external doors	Rw + Ctr 32

1. **External walls**

In accordance with the State Planning Policy 5.4 the external walls of the development are to achieve a minimum Rw + Ctr 50

Example Construction:

- Double brick: 2 leaves of 90mm clay brick masonry with;
  - A 50mm cavity between leaves;
  - 50mm glass wool (11kg/m^3) or 50mm polyester (14kg/m^3) cavity insulation.

- Double brick: 2 leaves 110mm clay brick masonry with;
  - A 50mm cavity between leaves;
  - 50mm glass wool (11kg/m^3) or 50mm polyester (14kg/m^3) cavity insulation.

- Single leaf of 90mm clay brick masonry with:
  - A row of 70mm x 35mm timber studs or 64mm steel studs at 600mm centres;
  - A cavity of 25mm between leaves;
  - 50mm glass wool or polyester insulation (R2.0+) between studs; and
  - 1 layer of 10mm plasterboard fixed to the inside face.

- Single leaf of 220mm brick masonry with 13mm render on each face.

- Any agreed performance solution.

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2. **Walls separating units**

As per Part F5.5(a)(i), the walls between the units must achieve a minimum sound reduction of Rw + Ctr 50.

Example Construction:

- Steel framed double stud wall consisting of 1 layer of `16mm GTEK™ fire plasterboard + minimum 92 mm frame studs with 75mm glasswool insulation (14kg/m$^2$) between studs + 20mm gap + 75mm glasswool insulation (14kg/m$^2$) + 1 layer of `16mm GTEK™ fire plasterboard;
- 125mm concrete panel with a row of 64mm steel studs at 600mm centres, spaced 20mm from the concrete panel + 70mm polyester insulation with a density of 9kg/m^3, positioned between the studs + 1 layer of 13mm plasterboard fixed to the outside face of the studs
- Minimum 150 mm concrete panel wall (eg AFS 162);
- Dual stud wall consisting of 2 layers of 13 mm fire-rated plasterboard + minimum 64 mm studs with 75 mm glasswool insulation + 20 mm gap + minimum 64 mm studs + 2 layers of 13 mm firerated plasterboard (this is a deemed to satisfy construction);
- Dual stud wall consisting of 2 layers of 13 mm fire-rated plasterboard + minimum 64 mm studs with 75 mm glasswool insulation + 20 mm gap + minimum 64 mm studs with 75 mm glasswool insulation + 1 layer of 13 mm fire-rated plasterboard;
- 2 layers of 13 mm fire-rated plasterboard + 92 mm Rondo Quietstuds + 90 mm glasswool insulation + 2 layers of 13 mm fire-rated plasterboard; and,
- Any agreed performance solution.

These walls must go full-height to effectively seal to the underside of the concrete slab or roof sheeting above.

3. **Discontinuous wall construction separating a wet area of one unit from a habitable room of an adjacent unit**

A discontinuous wall construction is required where a wet area of one unit abouts a habitable room of an adjacent unit. Part F5.3(c) defines discontinuity as being a minimum 20 mm cavity/gap between two separate leaves.

Construction Examples

- Steel framed double stud wall consisting of 1 layer of `16mm GTEK™ fire plasterboard + minimum 92 mm frame studs with 75mm glasswool insulation (14kg/m$^2$) between studs + 20mm gap + 75mm glasswool insulation (14kg/m$^2$) + 1 layer of `16mm GTEK™ fire plasterboard;
- 9mm Duratex + 2 layers 16mm GTEK™ Fire and Wet Area plasterboard on the outside face + 92mm steel frame + 90mm glasswool (14kg/m^3) insulation + 1 layer of 10mm GTEK™ Wall plasterboard on the inside face;
- Dual stud wall consisting of 2 layers of 13 mm fire-rated plasterboard + minimum 64 mm studs with 75 mm glass-wool insulation + 20 mm gap + minimum 64 mm studs + 2 layers of 13 mm fire-rated plasterboard (this is a deemed to satisfy construction);
- Dual stud wall consisting of 2 layers of 13 mm fire-rated plasterboard + minimum 64 mm studs with 75 mm glass-wool insulation + 20 mm gap + minimum 64 mm studs with 75 mm glass-wool insulation + 1 layer of 13 mm fire-rated plasterboard (this is a deemed to satisfy construction);

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

- Concrete panel wall + 20 mm gap + minimum 64 mm studs with 75 mm glass-wool insulation + 1 layer of 13 mm fire-rated plasterboard. It is critical that the 20 mm gap is not bridged in anyway; and,
- Any agreed performance solution.

These walls must go full-height to effectively to the underside of the concrete slab or roof sheeting above.

4. Walls onto the public corridors, lobbies or stairs

As per Part F5.5(a)(ii), the walls of units onto the public corridors, lobbies, stairs, and parts of a different classification shall achieve a sound reduction of Rw 50.

Construction Examples

- 9mm Duratex + 2 layers 16mm GTEK^{TM} Fire and Wet Area plasterboard on the outside face + 92mm steel frame + 90mm glasswool (14kg/m^3) insulation + 1 layer of 10mm GTEK^{TM} Wall plasterboard on the inside face;
- 2 layers of 13 mm plasterboard + 76 mm stud frame with 75 mm glass-wool insulation + 2 layers of 13 mm plasterboard; and,
- 2 layers of 13 mm fire-rated plasterboard + 92 mm studs with 75 mm glass-wool insulation + 1 layer of 13 mm fire-rated plasterboard; and,
- Any agreed performance solution.

5. General detailing of walls around proposed units

Specification F5.2(2) of the BCA establishes the following detailing requirements:

- Services must not be chased into concrete or masonry elements. Note – This statement does not apply to fully grouted electrical conduits.
- Electrical outlets – Within masonry/concrete walls electrical outlets must be offset by more than 100 mm. In stud framed walls electrical outlets must be offset by at least 300 mm, or a vertical stud must be positioned between the electrical outlets of adjacent rooms.
- Sheeting of stud walls – If one layer of plasterboard is required on each side of the studs, then it must be fastened to the studs with joints staggered on opposite sides. Where two layers of plasterboard are required on one side of a stud then the second layer must be fastened over the first layers so the joints do not coincide with those of the first layer. Joints between sheets and between sheets and adjoining construction must be taped and sealed.
- Steel framed construction – Perimeter framing members must be securely fixed to the adjoining structure, and bedded in resilient compound, or the joints must be caulked so that there are no voids between the framing members and the adjoining structure.
- The glasswool insulation shall have a minimum density of 14 kg/m3 (eg Bradford Acoustigard). If polyester insulation is to be used then it must achieve a minimum Noise Reduction Coefficient (NRC) of 0.9 at 75 mm thickness.

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

6. External Windows

All external windows are to achieve a minimum $R_W + C_{tr}$ 33dB and are to be comprised of minimum 6.38mm thick laminated or greater with acoustic or resilient flap weather seals to frames. Using sealed awning or casement frames is recommended.

All external glass windows must have a silicon based weatherproof seal to restrict air infiltration, fitted to each edge of an operable window

7. External Doors of Units

As per Clause F5.5(b) of the BCA, the entry doors to each unit shall achieve a minimum sound reduction of Rw 32. This can be achieved by specifying 40 mm solid core doors with full-perimeter heavy duty acoustic seals (eg Raven Rp 24 and Rp38 seals). Door grilles are not permitted in these doors.

Glazed external doors are to achieve a minimum R_W 32. This can be achieved via 6.38mm toughened safety glass unit including frames, ensuring all external doors must have compressible silicon-based rubber seals to the full perimeter and a drop-down seal to provide an airtight seal when closed.

All external doors must have the following:

1. Within doors or fixed framing, glazing must be set and sealed using an airtight arrangement of non-hardening sealant, soft rubber (elastomer) gasket and/or glazing tape, or be verified by manufacturer or otherwise approved person that the construction system as to be installed complies with the relevant $R_w + C_{tr}$ value; and

2. All external doors must have compressible silicon-based rubber seals to the full perimeter and a drop-down seal to provide an airtight seal when closed.

8. Floor construction

The BCA Part F5.4(a) sets out the acoustic requirement for the floors in terms of both air-borne and structure-borne (impact) noise transmission. The requirements are:

- Airborne sound insulation rating Rw + Ctr 50; and,
- Impact sound insulation rating L'nT,w not greater than 62 dB(A).

The BCA establishes the following deemed-to-satisfy floor constructions for achieving the above requirements:

- 200 mm solid concrete slab with carpet on underlay; and,

- Minimum 150 mm concrete slab + 28 mm furring channels on resilient mounts + 65 mm fibrous insulation (density > 8 kg/m3) + 13 mm plasterboard ceiling.

- Minimum 125 mm concrete slab + 28 mm furring channels on resilient mounts/hangers + with minimum 20cm airspace + 65 mm fibrous insulation (density > 11 kg/m^3) + 2 layers of 13 mm plasterboard ceiling + non-hardening caulk at perimeter of plasterboard (see figure 2.2 below).

  Above concrete floor within units (see Figure 2 below) are to have the following;

  - Resilient perimeter board to be installed at junction of wall and floor;

  - Trim to be attached to the wall above perimeter board, ensuring there is no contact with concrete slab below; and

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Resilient underlay pad to be laid on top of concrete slab (minimum 5mm thickness).

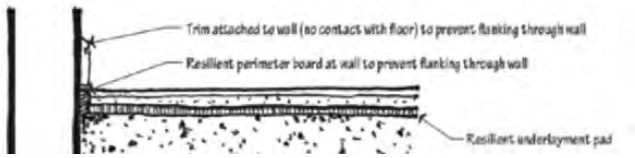


Figure 2.1: Floor acoustic decoupling example construction

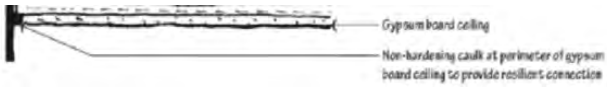


Figure 2.2: Non-hardening caulk application, providing resilient connections

Specification F5.2 of the BCA does not allow services to be chased into concrete or masonry elements. As such, soil and waste pipes must not be embedded or encased in the concrete slab.

9. Plumbing ducts and hydraulic services above ceilings

Part F5.6 of the BCA establishes acoustic requirements where building services serve or pass through more than one unit. This includes ducts, waste pipes, water supply pipes, and rain water pipes.

The acoustic requirements are detailed below:

10. Duct walls onto habitable rooms of the units (Rw + Ctr 40 construction)

Where a common duct (ie plumbing duct) adjoins a habitable room of a unit, the duct wall must achieve a minimum sound reduction of Rw + Ctr 40. Options include:

- Pipe lagged with Pyrotek Soundlag 4525) + duct wall consisting of minimum 64 mm studs (with 75 mm glass-wool partition batts) + 13 mm plasterboard lining. Please note that the BCA requires a minimum 10 mm clearance between lagged pipes and the studs/plasterboard lining; or,

- Rehau Raupiano Plus piping + duct wall consisting of minimum 64 mm studs (with 75 mm glass-wool partition batts) + 13 mm plasterboard lining.

- 9mm Duratex + 2 layers 16mm GTEK^{TM} Fire and Wet Area plasterboard on the outside face + 92mm steel frame + 90mm glasswool (14kg/m^3) insulation + 1 layer of 10mm GTEK^{TM} Wall plasterboard on the inside face.

NOTE – If the plumbing riser is continuous down the building (ie the concrete slab does not close off the riser at each level), then the plasterboard lining of the riser will need to be upgraded to 13 mm fire rated plasterboard in order to maintain Rw + Ctr 50 separation.

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

As per Specification F5.2(2)(e)(iii), a water supply pipe must –

- Only be installed within a cavity of a discontinuous construction; and,
- In the case of a pipe that serves only one unit, not be fixed to the wall leaf on the side adjoining any other sole-occupancy unit and have a clearance not less than 10 mm to the other wall leaf.

Note – the above requirements also apply to the enclosed storm-water pipes.

11. Duct walls onto wet-areas of units (Rw + Ctr 25 construction)

Where a common duct (ie plumbing duct) adjoins a wet-area of another unit, the duct wall must achieve a minimum sound reduction of Rw + Ctr 25. This can be achieved by the same constructions outlined in Section 3.2.1, but without insulation between the studs.

NOTE – If the plumbing riser is continuous down the building (ie the concrete slab does not close of the riser at each level), then the riser wall will need to consist of stud with 75 mm glass-wool insulation lined with 13 mm fire-rated plasterboard, in order to maintain Rw + Ctr 50 separation between the vertically stacked apartments.

As per Specification F5.2(2)(e)(iii), a water supply pipe must –

- Only be installed within a cavity of a discontinuous construction; and,
- In the case of a pipe that serves only one unit, not be fixed to the wall leaf on the side adjoining any other unit and have a clearance not less than 10 mm to the other wall leaf.

Note – the above requirements also apply to the enclosed storm-water pipes.

Construction Examples:

- 13mm GTEK™ Wall + 64mm Steel Studs + 13mm GTEK™ Wall; or

- Any agreed performance solution.

12. Services located above ceilings of habitable areas

Where soil and waste pipes of one unit are located above the ceilings of a habitable area of another unit, the Rw + Ctr 40 requirements must be met. This can be achieved by the following options:

- Wrap the pipe with Pyrotek Soundlag 4525 + install 75 mm glasswool insulation blanket above the ceiling within a minimum 1500 mm zone each side of the pipe; or,
- Use Rehau Raupiano Plus piping + install 75 mm glasswool insulation above the ceiling within a minimum 1500 mm zone each side of the pipe.

13. Services located above ceilings of wet-areas

Where soil and waste pipes of one unit are located above the ceilings of a wet-area of another unit, the Rw + Ctr 25 requirements must be met. Options include:

- Lag the PVC pipes with Bradford Acoustilag 45 or Pyrotek Soundlag 4525; or,
- Use Rehau Raupiano Plus piping; or,
- Unlagged PVC pipe + 13 mm plasterboard ceiling with 75 mm glass-wool insulation over (ceiling insulation within a1500 mm zone either side of the pipe)

CITY OF BELMONT
RECEIVED
19/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

14. Lift Core Treatments

Recommendations to minimize lift core noise is as follows:

1. Maximize stiffness of lift cores to minimum vibration levels. Minimum 150mm thick in-situ concrete or 190mm thick core filled wall.

2. Locate lift rail mounts on stiffest part of lift core structure: i.e. where shaft wall and floor slabs meet fixings to be located on the centre line of the floor slab.

3. Discontinuous floor, wall and ceiling construction.

Typical Construction types are detailed in Table 8 below:

Table 12: Proposed construction of apartments adjacent to/above lifts cores.

Item	Typical Construction
Wall	Two layers of 13mm fire rated plasterboard on 76mm steel studs with 40mm gap to shaft wall. 75mm insulation in cavity.
Floor	200mm thick concrete slab (floating floor construction) with tiles on resilient layer to minimize transmission of noise from operation of lift and car park lift roller shutters.
Ceiling	Isolation mounted with insulated (75mm acoustic insulation) and suspended plasterboard. Down lights to be acoustically sealed and treated.

15. Bathroom exhausts

From an acoustics point of view, the best approach is to have individual in-line exhaust fans for each unit, ducted to an external louvre/grille. Where an exhaust fan will serve several separate units, it is critical that the shared ductwork does not compromise the sound reduction requirement of Rw + Ctr 50 between the units.

16. Mechanical Ventilation Requirements

Mechanical ventilation requirements will need to comply with *AS 1668.2 – The use of mechanical ventilation and air conditioning within buildings*. Fresh intake and relief paths will need to be fully ducted to allow windows to be closed and be located in positions furthest from the traffic noise source where practicable.

If a ventilation system is provided in addition to operable windows, on all sides facing or side on to the transport noise corridor it must either provide:

- Evaporative systems require attenuated ceiling air vents to allow closed windows;
- Refrigerant based systems need to be designed to achieve fresh air ventilation requirements;
- Acoustically rated ductwork to achieve a minimum sound reduction performance of R_W 40dB into sensitive spaces;
- Openings such as eaves, vents and air inlets must be acoustically treated, closed or relocated to building sides facing away from the transport noise corridor;

17. Sound insulation of pumps

A flexible coupling must be used at the point of connection between the service pipes in a building and any circulating or other pump.

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18. Construction

Works are to be carried out in accordance with Australian Standard AS 2436-2010 *Guide to noise and vibration control on construction; maintenance and demolition sites*.

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APPENDIX C: PROPOSED SITE PLANS

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346 ABERNETHY ROAD
CLOVERDALE

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REVISION DESCRIPTION	REV	REV. DATE
Initial DA plans for review	00	14-06-23
AR Plan Review	01	22-06-23
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Issued for DA	03	23-07-23

S:\designhaus\#JOB FOLDER\#M0302 ARA - 346 Abernethy Road, Cloverdale\#2. DA APPLICATION\#REVO3\#M0302 ARA DA REV03.pln

reference: COVER SHEET
sheet no: A-00
scale: 1:100 @ A3
date drawn: 24/07/2023

JOB NO: M0302

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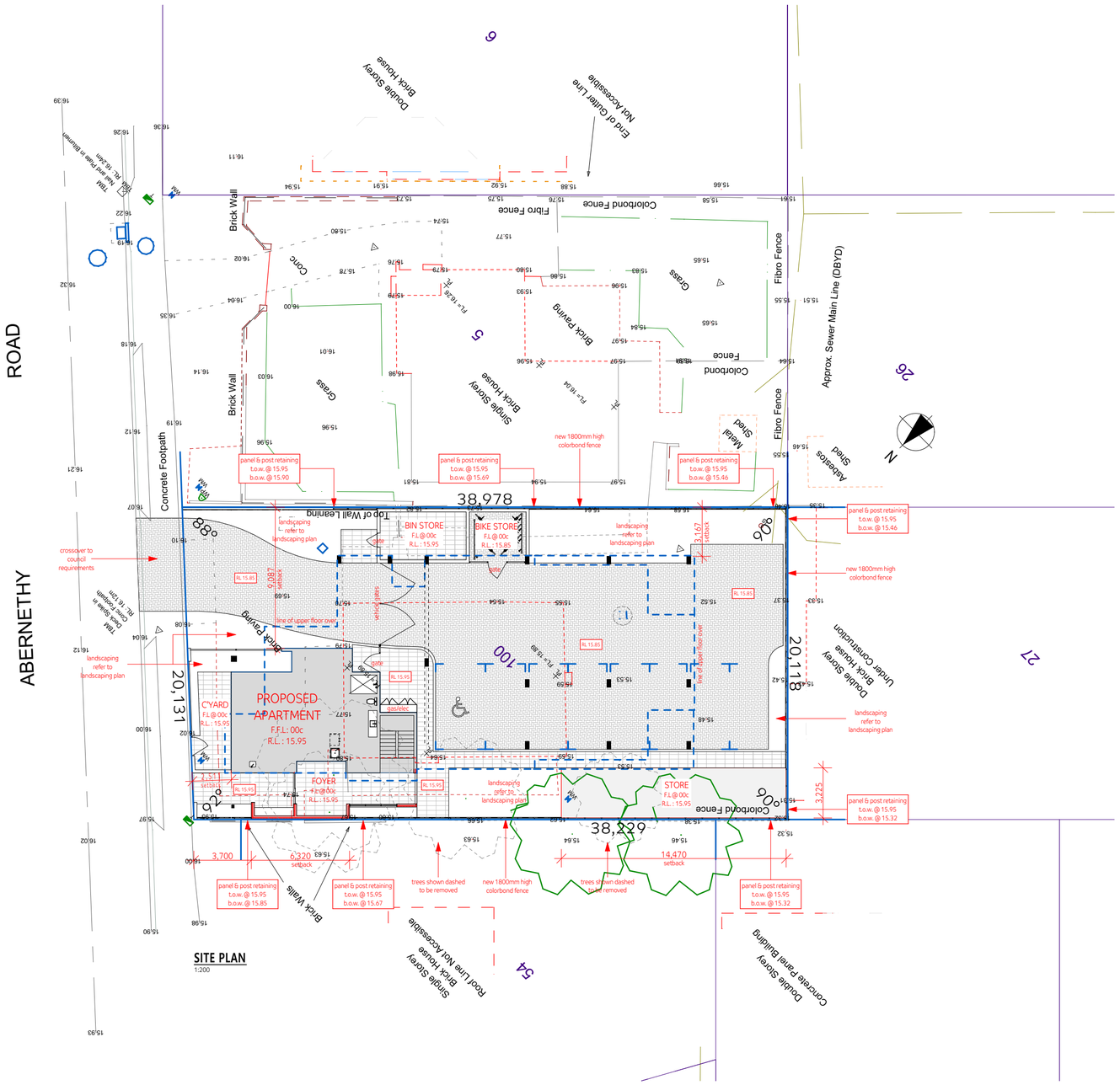
Paving Areas	
courtyard	13.98
foyer	22.19
parking	368.17
pathway	63.60
	467.94 m²



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REVISION DESCRIPTION	REV	REV. DATE
Initial DA plans for review	00	14-06-23
AR Plan Review	01	22-06-23
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Issued for DA	03	23-07-23

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sheet no: A-01
scale: 1:200 @ A2
date drawn: 24/07/2023
job no: M0302

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Paving Areas	
courtyard	13.98
foyer	22.19
parking	368.17
pathway	63.60
	467.94 m²

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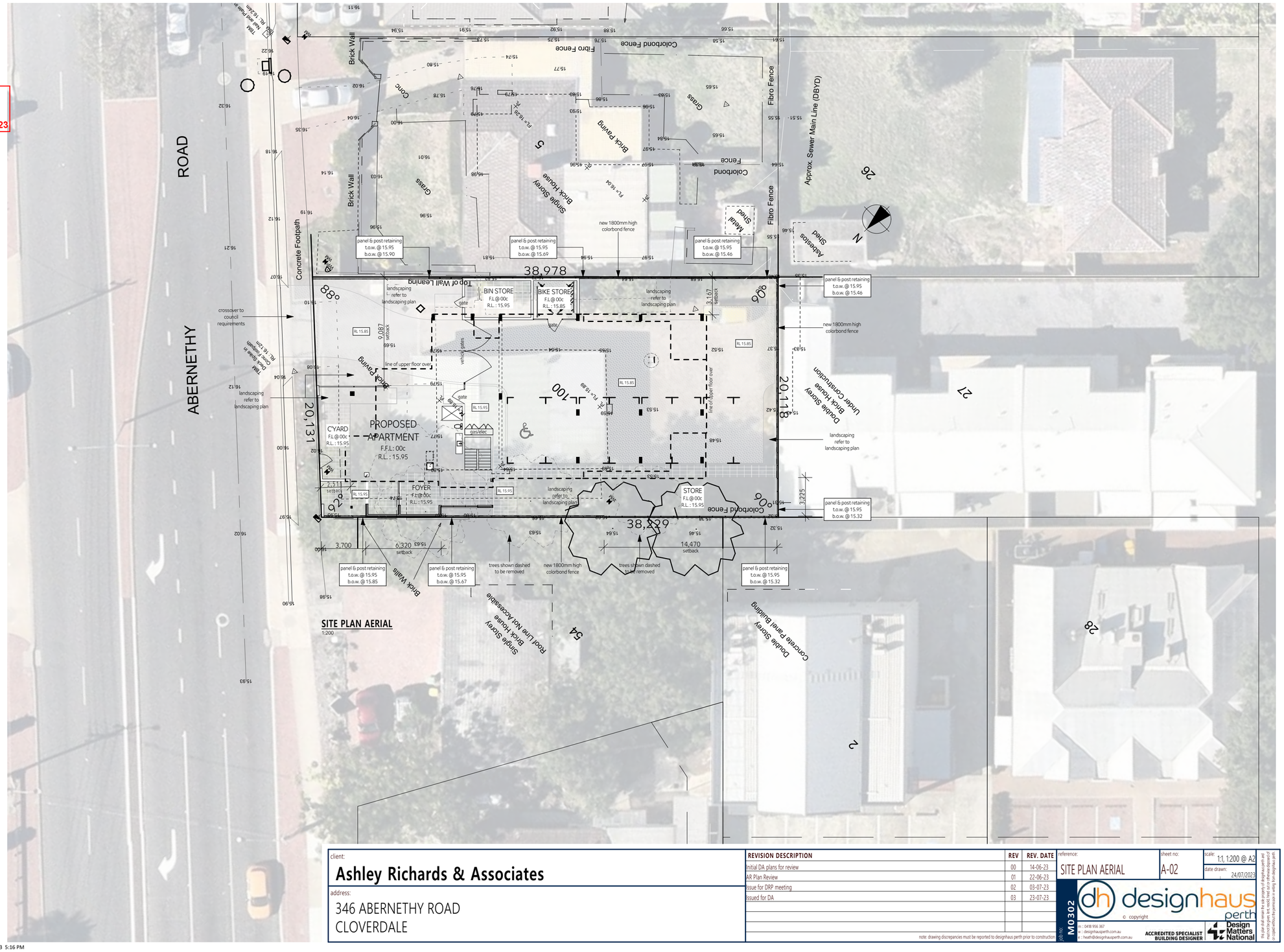

SITE PLAN AERIAL
1:200

client:
Ashley Richards & Associates

address:
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REVISION DESCRIPTION	REV	REV. DATE
Initial DA plans for review	00	14-06-23
AR Plan Review	01	22-06-23
Issue for DRP meeting	02	03-07-23
Issued for DA	03	23-07-23

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sheet no: A-02
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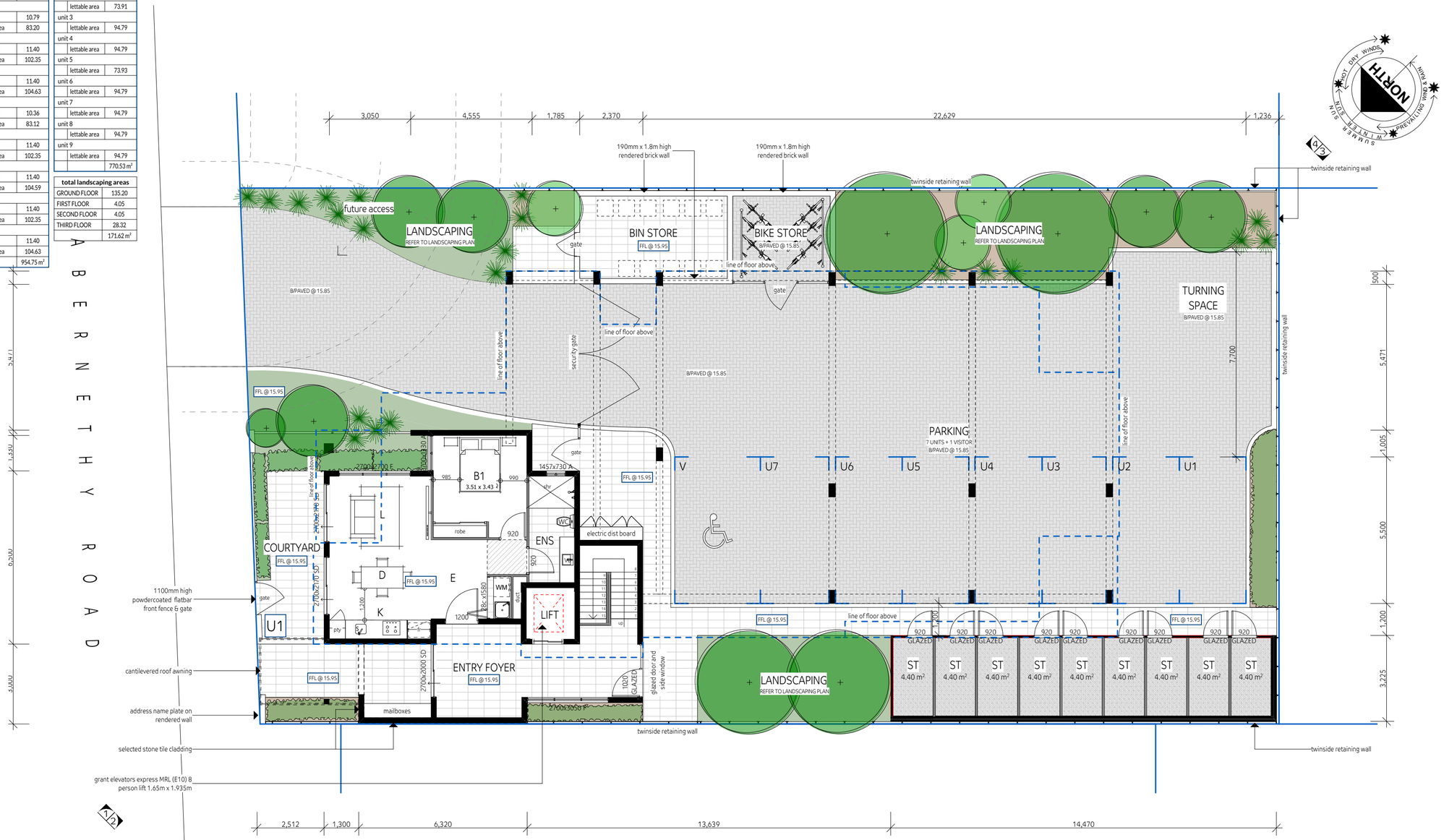
Floor Areas - External		
unit 1		
	courtyard	17.13
	floor area	60.85
unit 2		
	balcony	10.79
	floor area	83.20
unit 3		
	balcony	11.40
	floor area	102.35
unit 4		
	balcony	11.40
	floor area	104.63
unit 5		
	balcony	10.36
	floor area	83.12
unit 6		
	balcony	11.40
	floor area	102.35
unit 7		
	balcony	11.40
	floor area	104.59
unit 8		
	balcony	11.40
	floor area	102.35
unit 9		
	balcony	11.40
	floor area	104.63
		954.75 m²

floor areas - lease area		
unit 1		
	lettable area	53.95
unit 2		
	lettable area	73.91
unit 3		
	lettable area	94.79
unit 4		
	lettable area	94.79
unit 5		
	lettable area	73.93
unit 6		
	lettable area	94.79
unit 7		
	lettable area	94.79
unit 8		
	lettable area	94.79
unit 9		
	lettable area	94.79
		770.53 m²

total landscaping areas	
GROUND FLOOR	135.20
FIRST FLOOR	4.05
SECOND FLOOR	4.05
THIRD FLOOR	28.32
	171.62 m²



PLAN GROUND LEVEL

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sheet no: A-03
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unit 1		
	courtyard	17.13
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lettable area	94.79
unit 9	
lettable area	94.79
	770.53 m²

total landscaping areas	
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SECOND FLOOR	4.05
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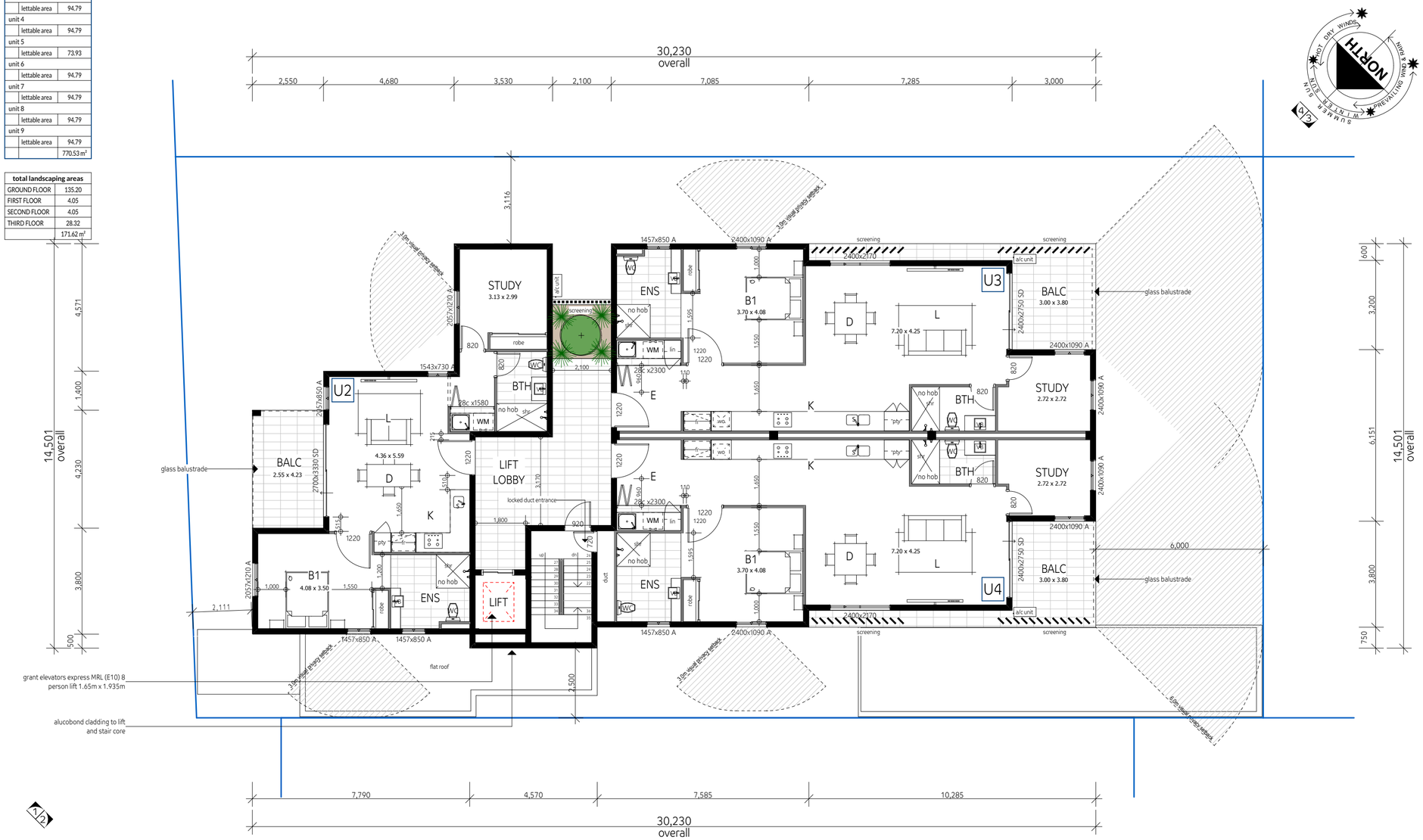
	171.62 m²



PLAN LEVEL 1

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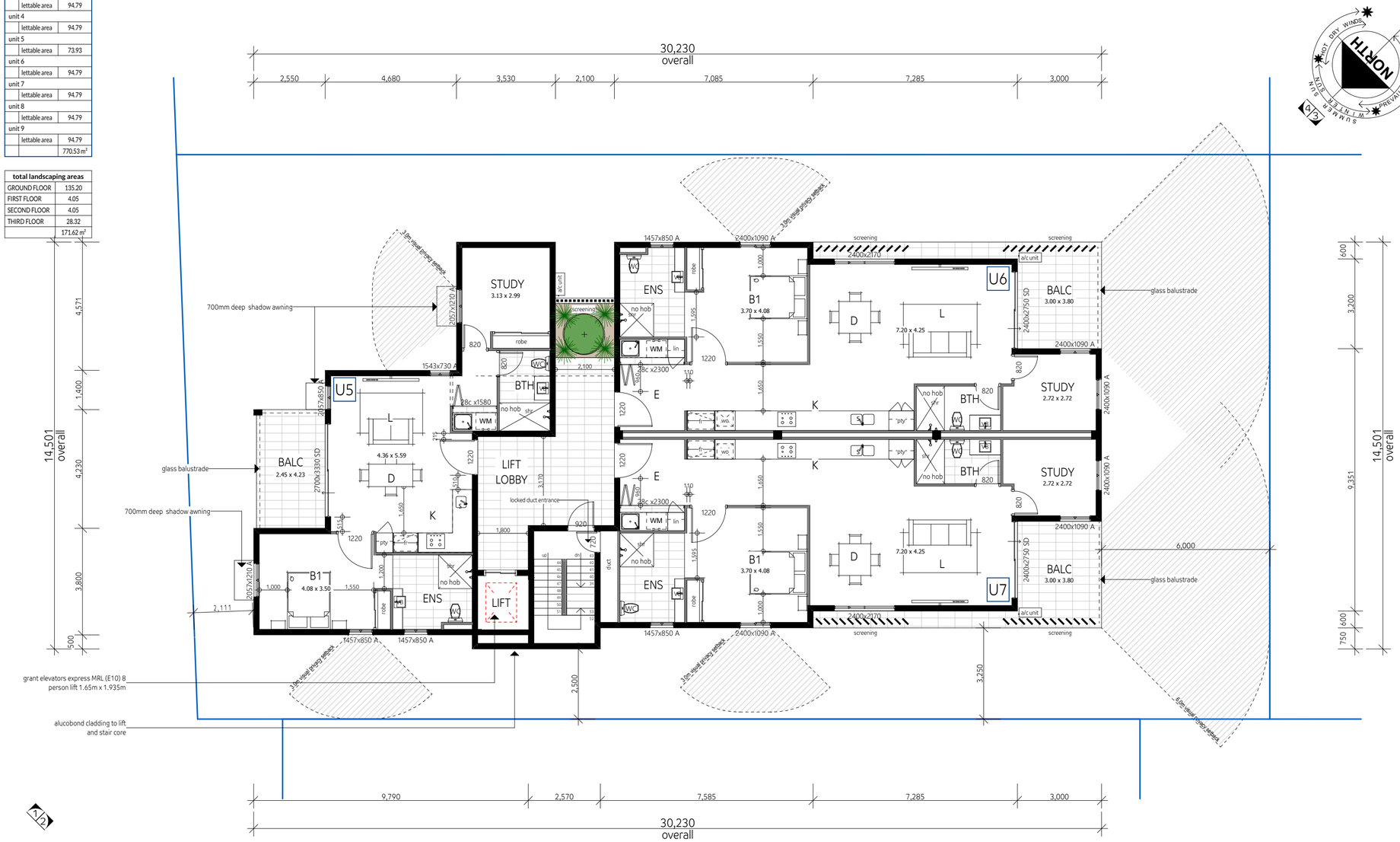

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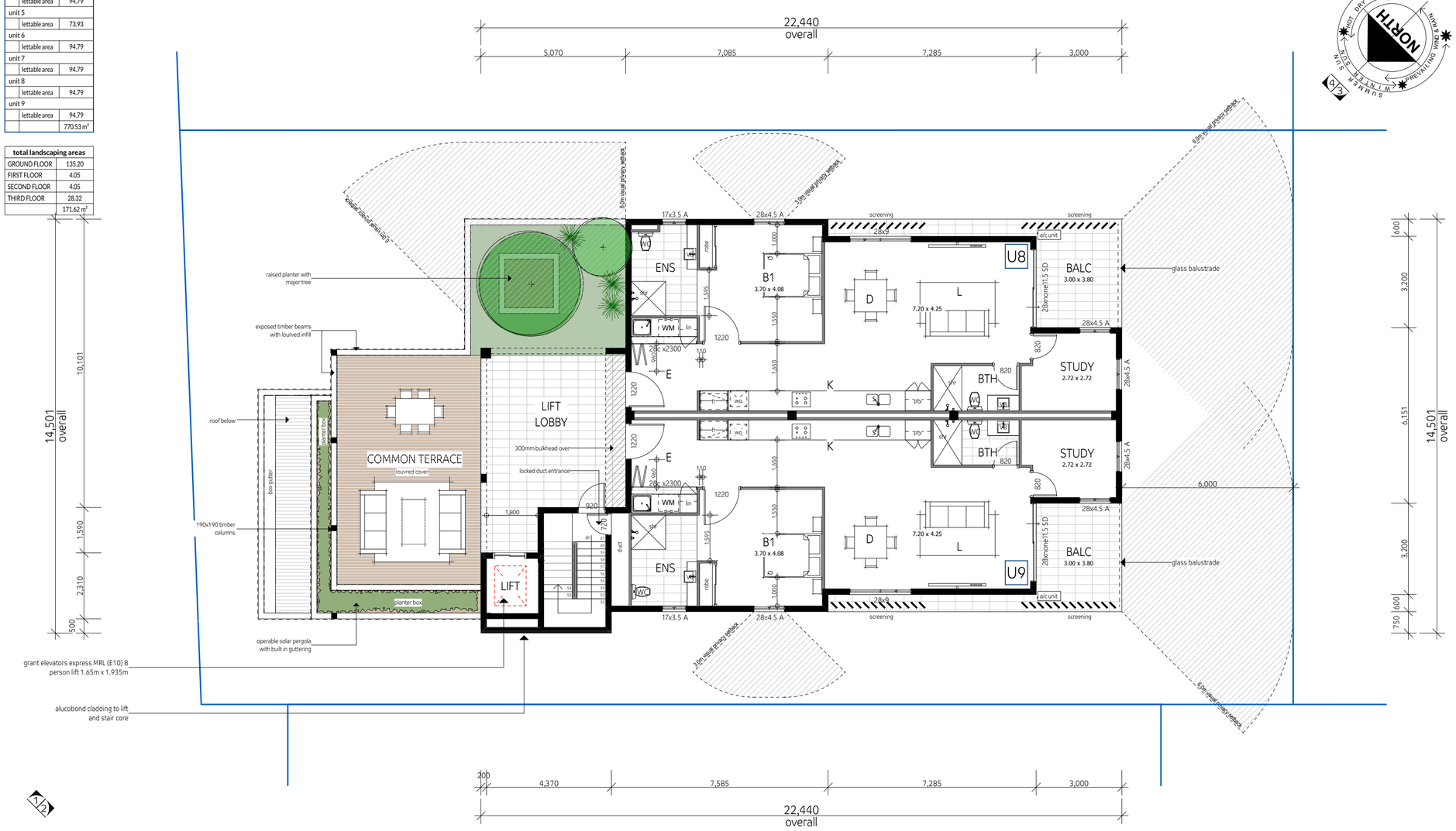

PLAN LEVEL 3

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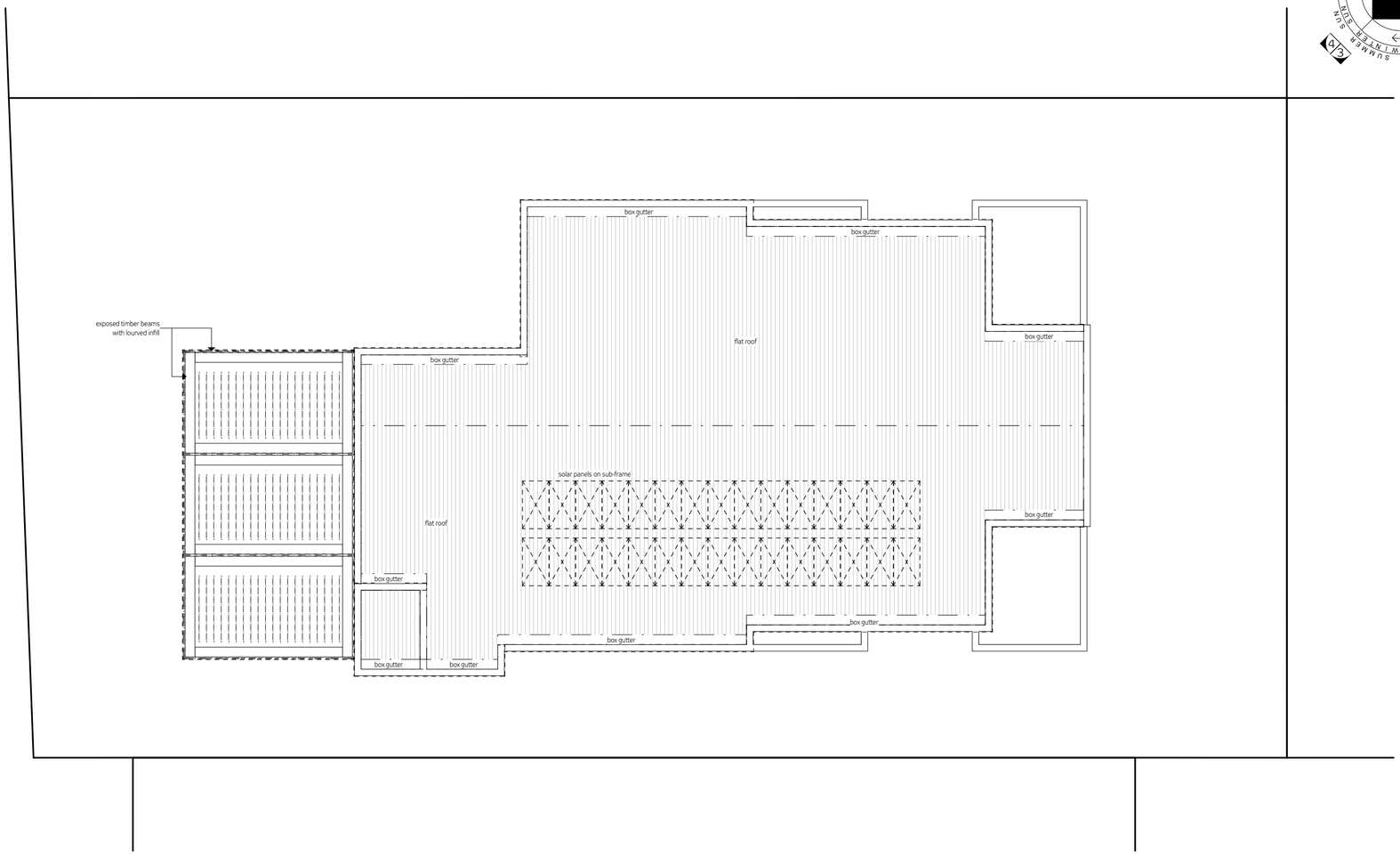

1/2

ROOF PLAN

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date drawn: 24/07/2023

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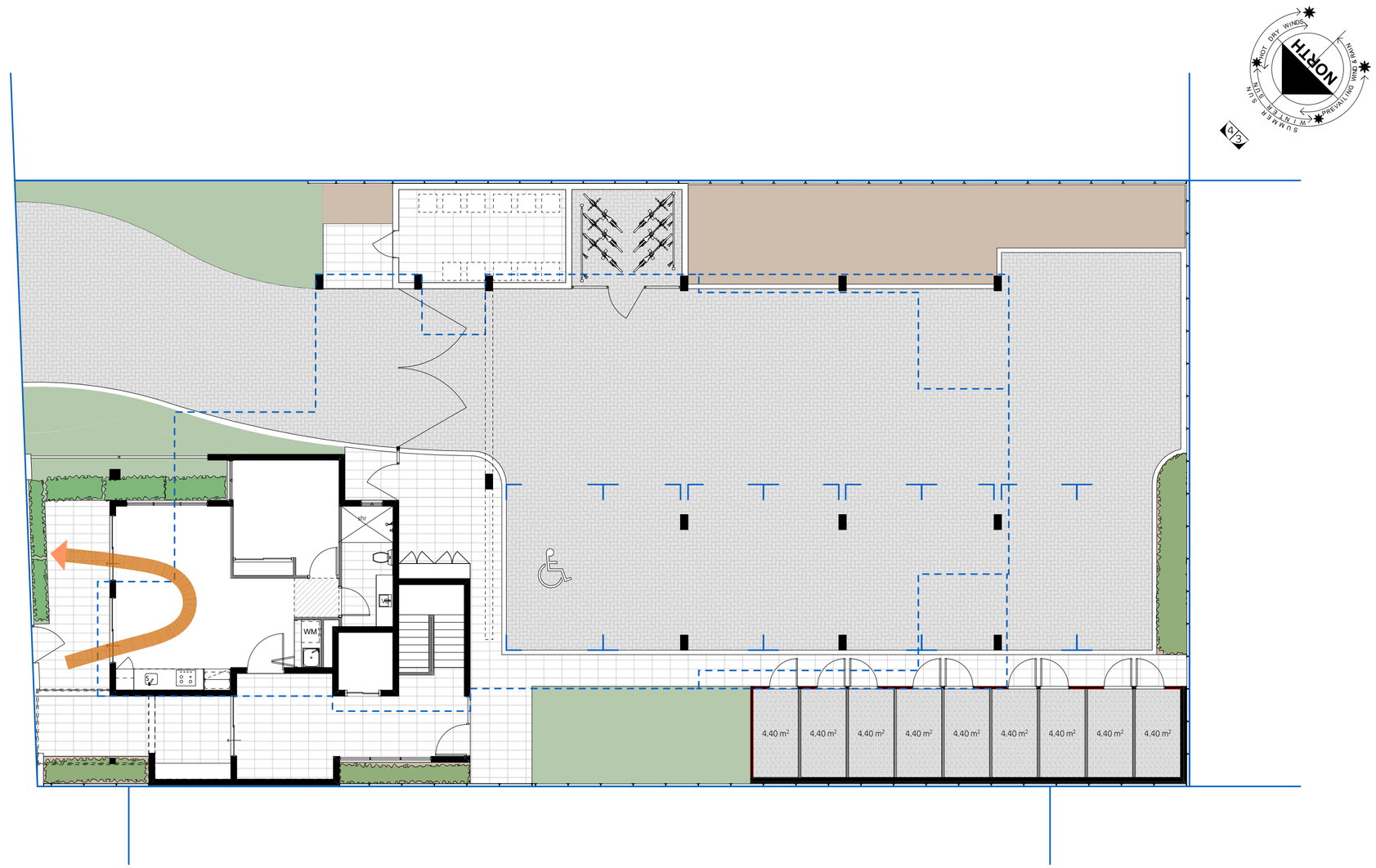

PLAN GROUND LEVEL (AF)

1:100

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sheet no: A-08
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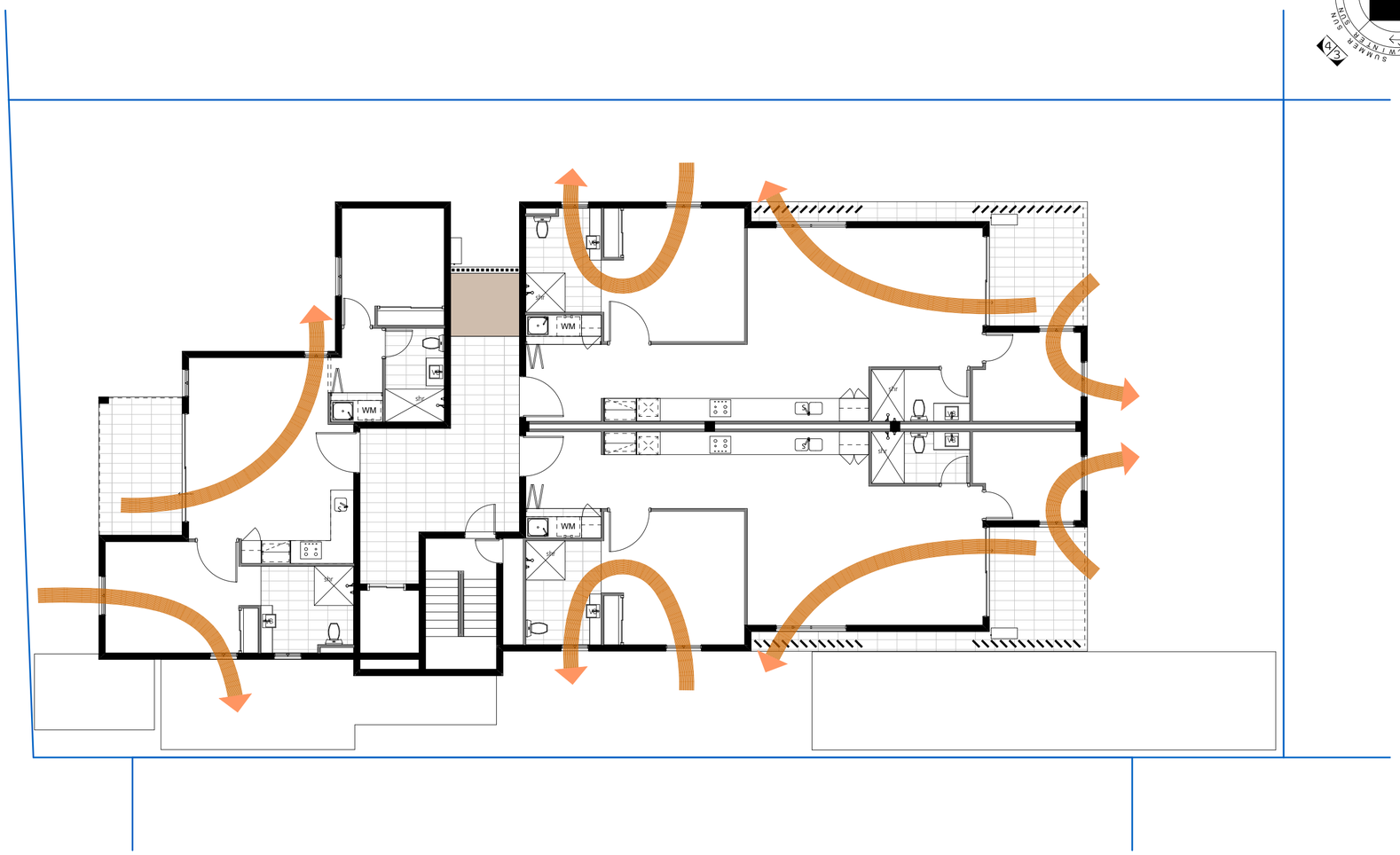
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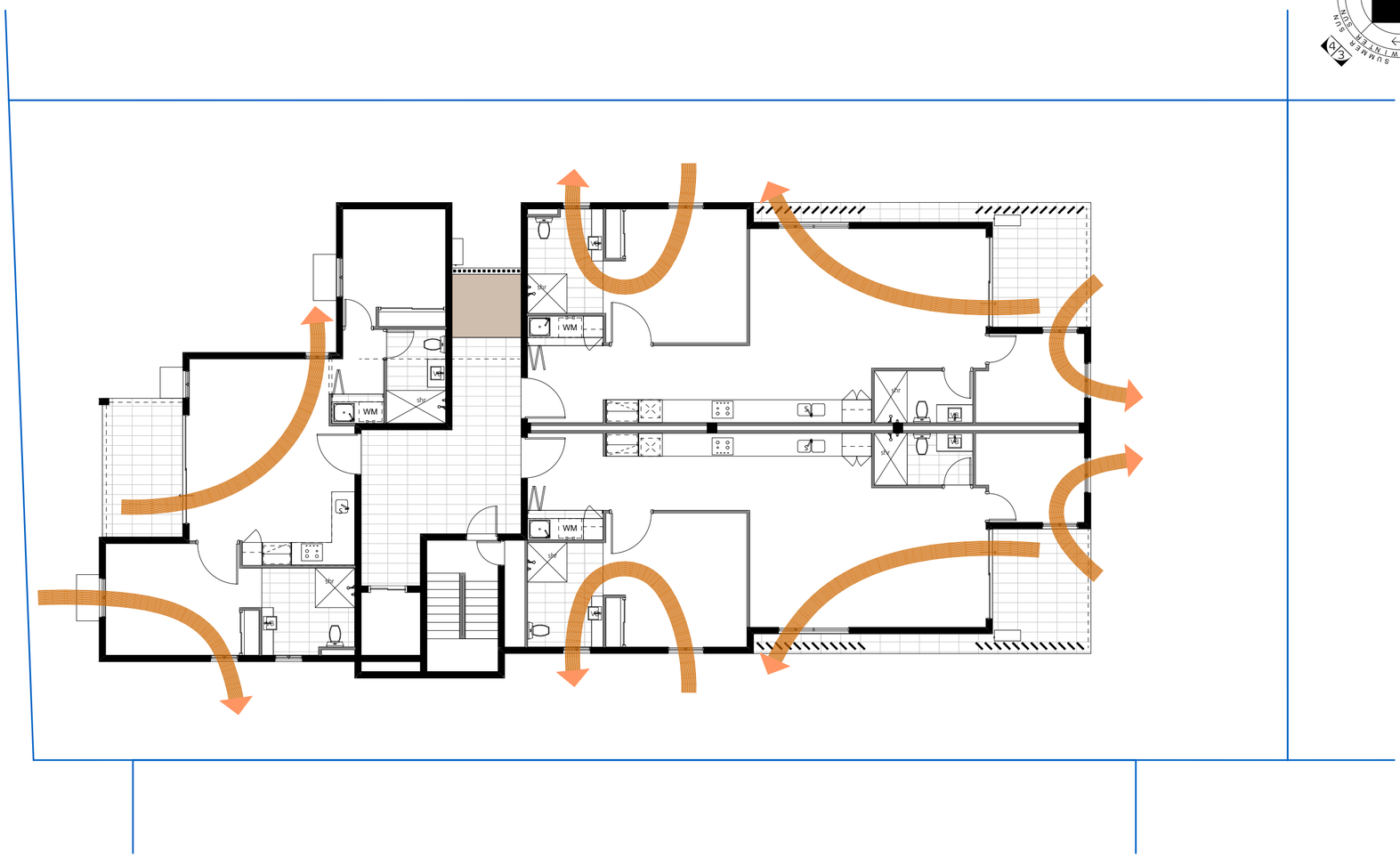
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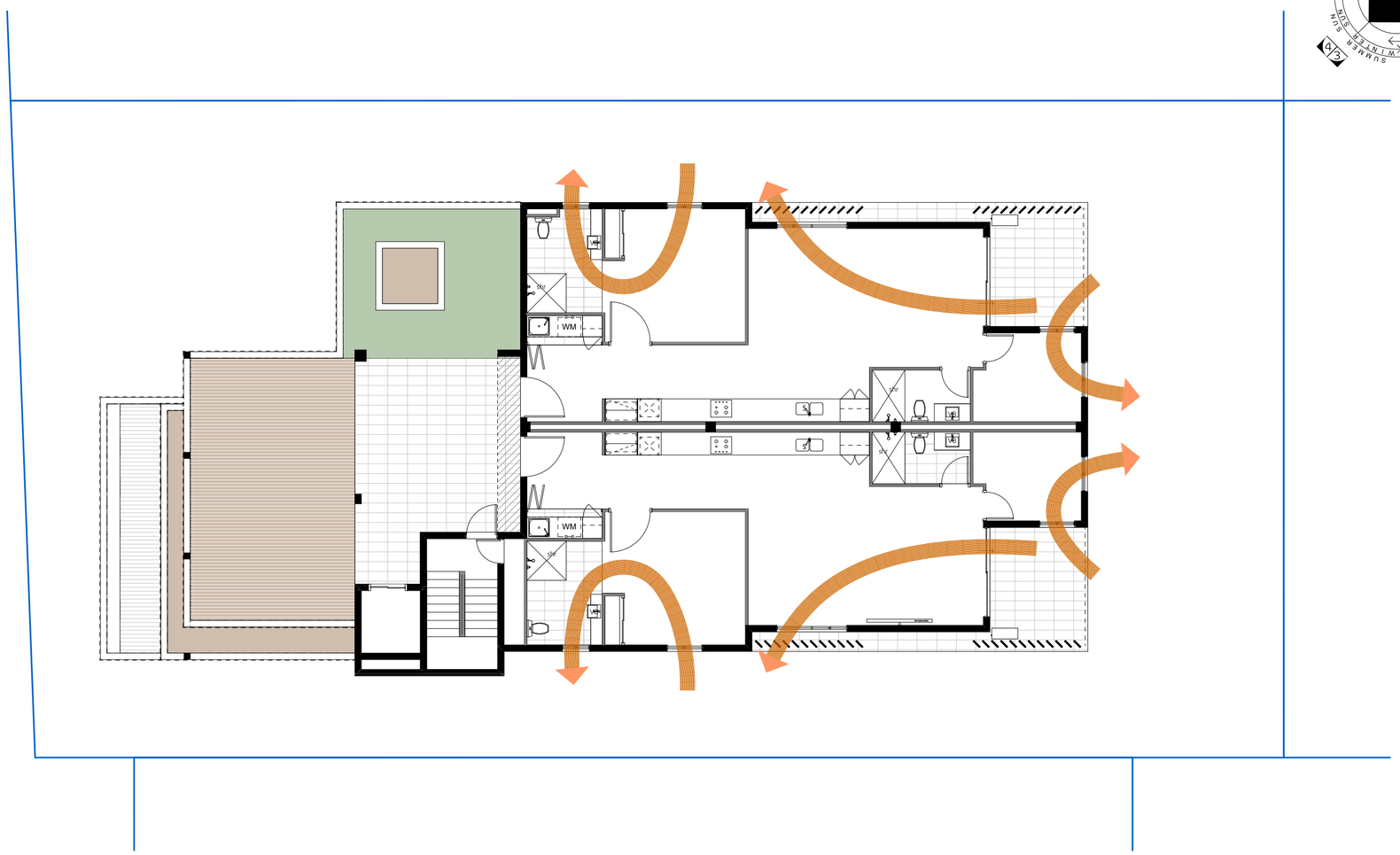

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CLOVERDALE

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scale: 1:100 @ A2
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ELEVATION 1
1:100

ELEVATION 2
1:100

MATERIAL LEGEND

1. James Hardie Fine Texture cladding on selected stud wall - White paint finish
2. James Hardie Fine Texture cladding on selected stud wall - Dark Grey paint finish
3. James Hardie Scyon Axon 400m board on selected stud wall - JH Khaki Brown
4. Powder-coated laser cut screening (design to future detail)
5. Glass balustrade with flatbar balustrade posts
6. Selected stone tile cladding
7. Alucobond meatl sheet cladding to lift core - medium grey

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19/08/2023
Application No: 246/2023

client:
Ashley Richards & Associates

address:
346 ABERNETHY ROAD
CLOVERDALE

REVISION DESCRIPTION	REV	REV. DATE
Initial DA plans for review	00	14-06-23
AR Plan Review	01	22-06-23
Issue for DRP meeting	02	03-07-23
Issued for DA	03	23-07-23

note: drawing discrepancies must be reported to designhaus perth prior to construction

reference: ELEVATIONS
sheet no: A-12
scale: 1:100 @ A2
date drawn: 24/07/2023

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2019 M0302
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ELEVATION 3
1:100

ELEVATION 4
1:100

MATERIAL LEGEND

1. James Hardie Fine Texture cladding on selected stud wall - White paint finish
2. James Hardie Fine Texture cladding on selected stud wall - Dark Grey paint finish
3. James Hardie Scyon Axon 400m board on selected stud wall - JH Khaki Brown
4. Powder-coated laser cut screening (design to future detail)
5. Glass balustrade with flatbar balustrade posts
6. Selected stone tile cladding
7. Alucobond meatl sheet cladding to lift core - medium grey

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346 ABERNETHY ROAD
CLOVERDALE

BIRDSEYE - EAST

STREETVIEW - NORTH

STREET VIEW - NORTH-EAST

STREET VIEW - SOUTH

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AR Plan Review	01	22-06-23
Issue for DRP meeting	02	03-07-23
Issued for DA	03	23-07-23

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reference: 3D VIEWS
sheet no: A-14
scale: 1:2.56 @ A2
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job no: MO302

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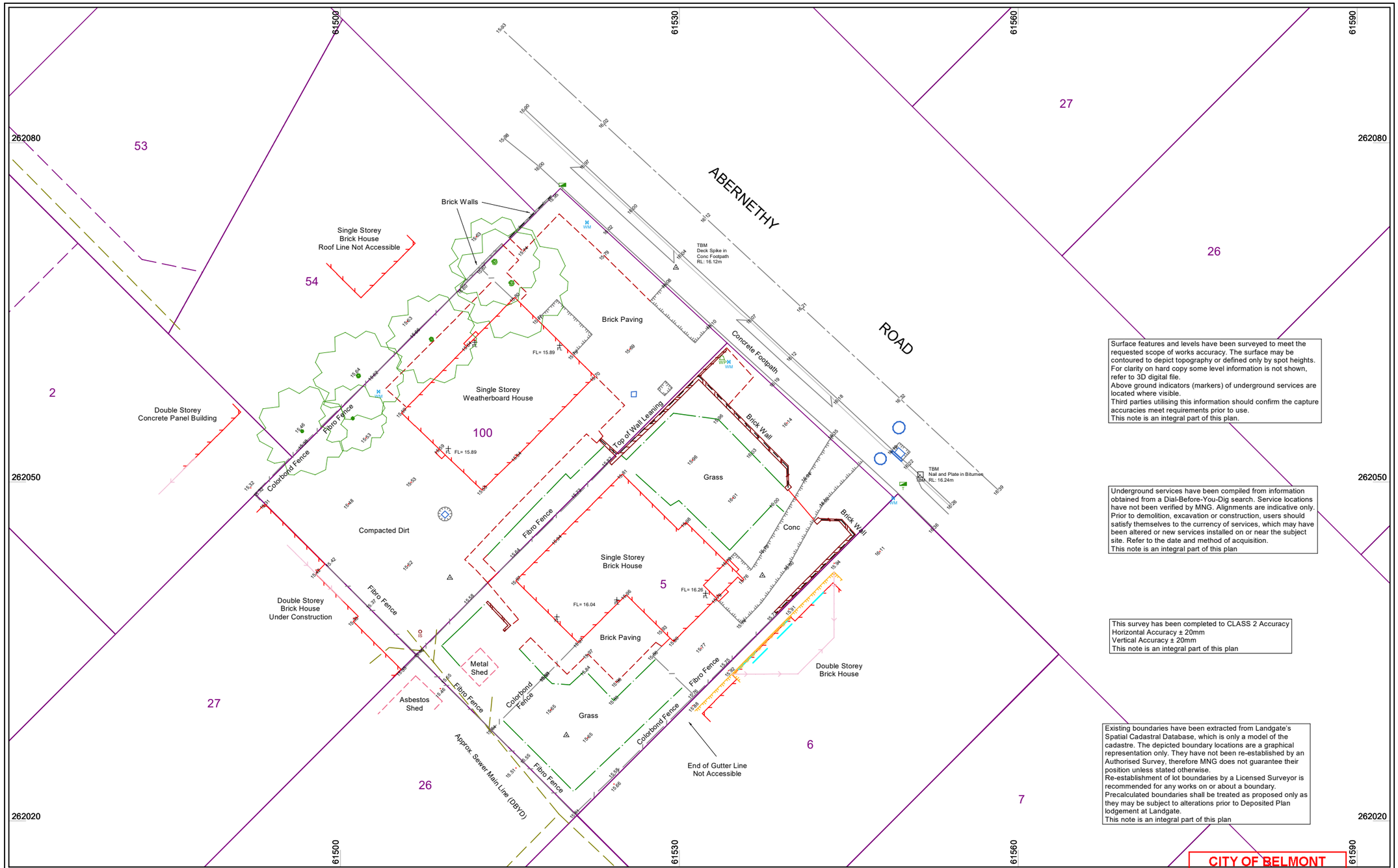

Surface features and levels have been surveyed to meet the requested scope of works accuracy. The surface may be contoured to depict topography or defined only by spot heights. For clarity on hard copy some level information is not shown, refer to 3D digital file.
Above ground indicators (markers) of underground services are located where visible.
Third parties utilising this information should confirm the capture accuracies meet requirements prior to use.
This note is an integral part of this plan.

Underground services have been compiled from information obtained from a Dial-Before-You-Dig search. Service locations have not been verified by MNG. Alignments are indicative only. Prior to demolition, excavation or construction, users should satisfy themselves to the currency of services, which may have been altered or new services installed on or near the subject site. Refer to the date and method of acquisition.
This note is an integral part of this plan

This survey has been completed to CLASS 2 Accuracy
Horizontal Accuracy ± 20mm
Vertical Accuracy ± 20mm
This note is an integral part of this plan

Existing boundaries have been extracted from Landgate's Spatial Cadastral Database, which is only a model of the cadastre. The depicted boundary locations are a graphical representation only. They have not been re-established by an Authorised Survey, therefore MNG does not guarantee their position unless stated otherwise.
Re-establishment of lot boundaries by a Licensed Surveyor is recommended for any works on or about a boundary.
Precalculated boundaries shall be treated as proposed only as they may be subject to alterations prior to Deposited Plan lodgement at Landgate.
This note is an integral part of this plan

Rev.	Description	Drawn	Date	Checked
A	Initial Issue	PLJ	18/03/2022	RR

SCALE 1:300 @ A3
0 5 10 15
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Surveyor:- PLJ
Survey Date:- 16/03/2022
Precal/Cad:- SCDB

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ABN 90 009 363 311

346 AND 348 ABERNETHY ROAD, CLOVERDALE
Lot 100 on D90833 and Lot 5 on P7055
Feature Survey

CLIENT: *CHALLANGE DEVELOPMENTS*

Project Mngr	Rob Rhodes	Datum	PCG94 / AHD

104763 - DE - 001 - A
Job Number | Type | Plan Number | Revision

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26/07/2023
Application No: 246/2023

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ROAD FEATURES
- Traffic Junction Box
- Traffic Signals - 1 Aspect
- Traffic Signals - 2 Aspect
- Traffic Signals - 3 Aspect
- Traffic Signals - 4 Aspect
- Pedestrian Signals
- Sign On One Pole
- Sign Multiple Poles
- Overhead Sign
- Traffic Controller Box
- Finger Sign
- Traffic Earth Pit
- Police Traffic Camera
- Guide Post
- Km Marker
- Traffic Count

ELECTRICAL
- Earth Pit
- Electrical Pillar
- Electrical Dome
- Light Pole - Directional
- Power Pole
- Transformer Single Pole
- Stay Pole
- Steel Wire Anchor
- High Mast Lighting
- Electrical Cable Marker
- MRWA Cable Marker
- MRWA Electrical Cable Box
- Electrical Cable Pit/Box
- MRWA Distribution Board
- High Tension Power Pole
- Electrical Supply Pole
- Ground Floodlight
- MRWA Electrical Manhole
- Meter Box
- Power Meter Box
- Electrical Transformer
- MRWA Light Pole
- MRWA Multiple Light Pole

COMMUNICATION
- Telstra Pit
- Telstra Pillar
- Telstra Marker
- Telstra Pole
- Telephone Booth
- Emergency Phone
- Antenna
- Telstra Elevated Joint
- Cable Marker (Optus)
- Telstra Tower
- Communication Manhole

WATER
- Water Meter
- Water Stop Valve
- Hydrant (Ground Level)
- Hydrant (Pillar)
- Water Bore
- Stand Pipe
- Reticulation Sprinkler
- Reticulation Control Valve
- Well
- Water Main Marker
- Water Tap
- Flushing Point
- Air Valve
- Peizometer
- Hydrant Booster Box

GAS
- Gas Marker
- Gas Valve
- Gas Test Valve
- LPG Tank
- Gas Test Pit
- Gas Manhole

DRAINAGE
- Invert Level
- Overt Level
- Flood Level
- Water Line
- Flood Level Indicator
- Storm Water Grate
- Drainage Gully
- Drainage Manhole
- Drainage Headwall

SEWER
- Sewer Vent
- Sewer Line Marker
- Sewer Inspection Shaft
- Sewer Inspection Opening
- Sewer Manhole

RAIL
- Rail Traffic Signals
- Rail Traffic Control Box
- Rail Telephone Box
- Rail Cable Pit
- Rail Cable Marker
- Rail SLK Post
- Manhole - Rail Cable

STRUCTURE
- Deck Level
- Floor Level
- Column Centre

GENERAL
- Clothes Hoist
- Air Conditioner
- Marker Unk/Undefined
- Undefined Manhole
- Control Of Access Sign
- Count Station
- Advertising Sign
- Windmill
- Stock Trough
- Litter Bin
- Mail Box
- Parking Meter
- Bus Stop
- Ticket Machine
- Borehole
- Flag Pole
- Bollard
- Fuel Bowser
- Underground Filler
- Diesel Tank
- Oil Main Marker
- Security Post
- Tank

GROUND FEATURES
- Natural Surface
- Aerial Survey Marker

VEGETATION
- Tree Details - Canopy & Trunk
- Tree 0.1m-0.3m Trunk Diameter
- Tree 0.3m-0.5m Trunk Diameter
- Tree 0.5m-1.0m Trunk Diameter
- Tree > 1.0m Trunk Diameter
- Bush
- Die Back Area - Marker
- Nesting Tree
- Tree Trunk / Stump
- Grass Tree

SURVEY CONTROL
- Star Iron Picket
- Trig Point
- SSM
- Bench Mark
- Photo Point
- Cadastral Peg/Post
- Reference Peg
- Alignment Control
- Spring Head Nail
- Spike
- TBM
- Peg Placed / Found

ROAD FEATURES
- Edge Of Bitumen
- Road Shoulder
- Edge Of Unsealed Road
- On Road
- Centre Of Road
- Kerb Top
- Kerb Bottom
- Cattle Grid
- Centre Of Driveway
- Edge Of Driveway
- Pedestrian Ramp
- Pedestrian Crosswalk
- Track
- Parking Bay
- Line Markings 1m Line & 1m Gap
- Line Markings 1m Line & 3m Gap
- Line Markings 3m Line & 9m Gap
- Lane Marking (9m*3m GAP)
- Lane Markings - Audible
- Shared Pathway - Guide Line 900mm*300mm GAP
- Footpath/Shared Path - Give Way 200mm*200mm GAP
- Giveway/Hold/Turn Lines 600mm*600mm GAP
- Double Barrier Line
- Overtaking Lane Left
- Overtaking Lane Right
- Single Solid Line
- Arrow Straight
- Arrow Straight/Left
- Arrow Straight/Right
- Arrow Left
- Arrow Right
- Arrow 3 Ways
- Arrow Right & Left
- Arrow U-Turn
- Arrow Merge
- Painted Lettering On Seal
- Painted Bicycle Traffic Signal Detector
- Guardrail - W Beam
- Guardrail - Thrie
- Barrier Concrete
- Barrier Steel Rope
- Barrier - Single Rail
- Barrier - Double Rail
- Barrier Triple Rail
- Bridge Barrier - (All Types)
- Bridge Expansion Joints
- Bridge - Outside Of Deck
- Soffit String

STRUCTURE
- Bridge
- Abutment
- Columns
- Piers
- Underpass
- Ramp
- Steps/Stairs
- Edge Of Concrete
- Bus Shelter
- Memorial
- Ruin
- Building / Structure
- Awning
- Shed
- Verandah
- Door Opening
- Window
- Roof Gutter Line
- Roof Ridge Line
- Top Of Wall
- Brick Wall
- Concrete Wall
- Livestock Grid

GENERAL
- Swimming Pool
- Tank Perimeter
- Mine Shaft
- Mine Workings
- Koppa Logging Fence
- Fence/Gate
- Wall
- Top Of Barrier / Wall etc
- Retaining Wall
- Boundary Line
- Footpath
- Gas Cylinder/Tank
- Brick Paving
- Bike Rack
- Bench Seating
- Handrail

GROUND FEATURE
- Major Contour
- Minor Contour
- Bank Bottom
- Bank Top
- Line Of Levels
- Levee Top
- Levee Bottom
- Rock Outcrop
- Ridge Line
- Borrow Pit
- Earthworks Area
- Ground Subsidence
- Rock Pitching

VEGETATION
- Tree Line/Canopy
- Bush Line
- Hedge
- Garden Bed
- Lawn Area
- Vineyard
- Plantation
- Orchard
- Nursery
- Market Garden
- Recreational Area
- Trunk Circumference Circle
- Tree-line Face Of Trunks

CADASTRAL
- MNG Precal/Re Established
- (SCDB) - State Cadastral Data Base
- Cadastre By Others

ELECTRICAL
- Varible Message Sign
- Electrical Structure String
- Overhead Powerlines - Null Height
- Overhead Powerlines - True Height
- High Tension Power Lines - Null Height
- High Tension Power Lines - True Height

COMMUNICATION
- Unidentifed Service Pit
- Telstra Cable
- Amcom Cable

WATER
- Water Pipe

GAS
- Gas Line

DRAINAGE
- Drainage Pipe
- Drainage Culvert
- Floodway
- Drain
- Edge Of Drain
- Sump
- Waters Edge
- Swamp
- Dam
- Edge Of Creek/Water
- Centre Of Channel
- Wet Area
- Flood Level Line
- Waterways Cross Section

SEWER
- Sewer Pressure Main
- Sewer Pipe

RAIL
- Railway Platform
- On Rail
- Rail Boom Gate
- Rail Underground Cable
- Dual Gauge Rail
- Narrow Gauge Rail
- Cross Setion - Rail
- Standard Gauge Rail
- Rail U/G Cable

UNDERGROUND SERVICES

UNDERGROUND SERVICES - DIRECT MEASUREMENT - CLASS A

- (PQA) Underground Amcom/Vocus Cable
- (PQC) Underground Drainage Pipe
- (PQE) Underground Electrical Cable
- (PQF) Underground Western Power Comms
- (PQG) Underground Gas Line
- (PQH) Underground MRWA Comms
- (PQI) Underground MRWA Power
- (PQJ) Underground NBN Comms
- (PQK) Underground TPG /Pipe Networks
- (PQN) Underground Next Gen Comms
- (PQO) Underground Optus Fibre_Optic
- (PQP) Underground Optus Copper
- (PQR) Underground Rail Services
- (PQS) Underground Sewer Pipe
- (PQT) Underground Telstra Copper
- (PQU) Underground Unknown Service
- (PQV) Underground Telstra Optic_Fibre
- (PQW) Underground Water Pipe
- (PQX) Underground Reticulation Pipe

(MAIN ROADS - SURFACE LOCATION) - CLASS B
POINT MEASRUED AT GROUND LEVEL DIRECTLY ABOVE TRACED SERVICE

- (HA) (HA) AMCOM/VOCUS Cable - Surface Location
- (HC) (HC) Drainage Pipe / Stormwater - Surface Location
- (HE) (HE) Electrical Cable - Surface Location
- (HF) (HF) Western Power Communication - Surface Location
- (HG) (HG) Gas Line - Surface Location
- (HH) (HH) MRWA Communication - Surface Location
- (HI) (HI) MRWA Power - Surface Location
- (HJ) (HJ) Underground NBN Fibre - Surface Location
- (HK) (HK) Underground TPG/Pipe Networks Surface Location
- (HN) (HN) Next Gen Communication - Surface Location
- (HO) (HO) Optus Optic_Fibre - Surface Location
- (HP) (HP) Optus Copper - Surface Location
- (HR) (HR) Rail Services - Surface Location
- (HS) (HS) Sewer Pipe - Surface Location
- (HT) (HT) Telstra Copper - Surface Location
- (HU) (HU) Unknown Service - Surface Location
- (HV) (HV) Telstra Optic_Fibre - Surface Location
- (HW) (HW) Water Pipe - Surface Location
- (HX) (HX) Reticulation - Surface Location
- (PZS) Located Point Using Indirect Measure

(MAIN ROADS - UNVERIFIED, NO MEASURMENT) DBYD COMPILED - CLASS C AND D

- (QA) AMCOM/VOCUS Cable - Unverified, No Measurement
- (QC) Drainage Pipe / Stormwater - Unverified, No Measurement
- (QE) Electrical Cable - Unverified, No Measurement
- (QF) Western Power Communication - Unverified, No Measurement
- (QG) Gas Line - Unverified, No Measurement
- (QH) MRWA Communication - Unverified, No Measurement
- (QI) MRWA Power- Unverified, No Measurement
- (QJ) Underground NBN Comms - Unverified, No Measurement
- (QK) Underground TPG/Pipe Networks - Unverified, No Measurement
- (QN) Next Gen Communication - Unverified, No Measurement
- (QO) Optus Optic_Fibre - Unverified, No Measurement
- (QP) Optus Copper - Unverified, No Measurement
- (QT) Telstra Copper - Unverified, No Measurement
- (QV) Telstra Optic_Fibre - Unverified, No Measurement
- (QR) Rail Services - Unverified, No Measurement
- (QS) Sewer Pipe - Unverified, No Measurement
- (QU) Unknown Service - Unverified, No Measurement
- (QW) Water Pipe - Unverified, No Measurement
- (QX) Reticulation - Unverified, No Measurement

Rev.	Description	Drawn	Date	Checked
E	Underground Services Updated	SAH	11/02/2020	TKI
D	Cadastre Added	SAH	7/11/2019	DRD
C	Underground NBN Fibre Added	SAH	12/03/2018	TKI
B	Feature Codes Revised	SAH	22/08/2017	DCK
A	Initial Issue	SAH	30/06/2016	SAH

SCALE 1:1000 @ A3
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Surveyor:- MNG
Survey Date-22/08/2017
Precal/Cad- N/A

bsi. ISO 9001 Quality Management FS 565311
AS/NZS 4801:2001 Occupational Health and Safety Management OSH 591267

N

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McMULLEN NOLAN GROUP
FEATURE SURVEY - GENERAL LEGEND

CLIENT: N/A

Project Mngr	MNG	Datum	LOCAL

95465 - DOC-012 - E

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Appendix 5 - Photographs

View of rear lot building from subject site

View of rear lot building from Homewood Street.

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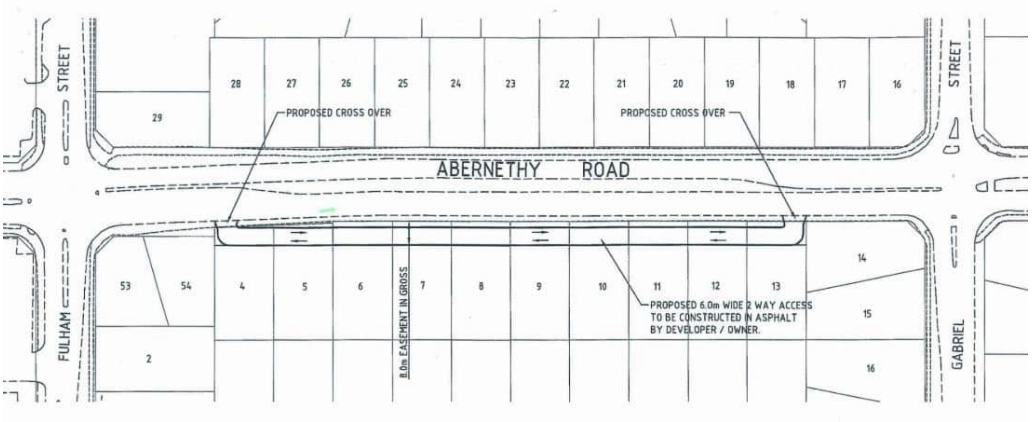
Future Internal Road off Abernethy Road, Cloverdale



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Associated Building Surveyors

Waste Management Plan

346 Abernethy Road, Cloverdale WA 6105

Friday, 14 July 2023

ABSTRACT

The purpose of this report is to assess the waste management techniques that are recommended to be implemented to meet the development approval conditions for the proposed development.

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DOCUMENT CONTROL

DATE:	PREPARED BY:	SIGNED:
14 July 2023	Associated Building Surveyors Pty. ltd. ABN 620 342 725 BSC2071 level 1 Unit 1/4 Mountain View, Kelmscott WA 611 (08) 9455 4289 info@absau.au	

REVISION SCHEDULE

REVISION №	DESCRIPTION:	DATE:	APPROVED BY:
rev_0	Draft	24-Jul-23	Mitch Torpy
rev_1	Issued for comment	01-Aug-23	Mitch Torpy
		Click or tap to enter a date.	

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Document Set ID: 5813330
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Table of Contents

1| Executive Summary 3
2| Introduction 4
2.1| Objectives & Scope 4
3| Waste Generation 5
3.1| Proposed Tenancies 5
3.2| Waste Generation Rates 5
3.3| Waste Generation Volumes 5
4| Waste Storage 6
4.1| Bin Storage 6
4.1.1| Access 6
4.1.2| Bin Size 6
4.1.3| Bin Storage Area Size 6
4.1.4| Bin Storage Area Design 6
4.1.5| Vermin Control 7
5| Waste Collection 8
5.1| Bulk Waste Collection 8
6| Conclusion 9
7| References 10
8| Glossary of Terms 11
SITE LOCALITY 0
SITE BIN LAYOUT 0
BIN STORAGE AREA LAYOUT 0

Schedule of Tables

Figure 1 - Proposed Waste Collection 3
Figure 2 - Proposed Tenancies 5
Figure 3 - Waste Generation Volumes 5
Figure 4 - Bin Size 6
Figure 5 - Bin Storage Area Requirements 6

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1| Executive Summary

This Waste Management Plan (WMP) has been produced on behalf of the client, Ashley Richards Architect for the Development Approval of a multi-level residential property proposed to be located at 346 Abernethy Road, Cloverdale WA 6105. Noting the WMP is based on Refuse / Recycling only.

As a condition for the Development Approval, the City of Belmont requires the submission of a Waste Management Plan (WMP). As such, Ashely Richards Architect has engaged *Associated Building Surveyors Pty Ltd* to prepare a Waste Management Plan a part of the Development Approval.

Below is a summary of the; size of bins required, frequency of collection and the method of collection for the proposed development.

Figure 1 - Proposed Waste Collection

Waste Type	№ of Bins	Bin Size (L)	Collection Frequency	Collection Responsibility
Refuse	7	240L	Weekly	Local Government
Recycling	6	240L	Fortnightly	Local Government

The Local Government waste collection vehicles will be responsible for the collection of the bins from the property via the verge. If required, a chosen representative will move the bins from the storage area to the place from which they are to be collected from. This person is to be determined by the client.

Noting this WMP is based on Refuse / Recycling only. No allowance for Organic Waste Collection.*

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2| Introduction

Ashley Richards Architect is currently seeking Development Approval from the City of Belmont for a proposed development located at 346 Abernethy Road, Cloverdale WA 6105. The Site is bordered by residential properties on both side. Refer to Appendix 1 *Site Plan*.

As a condition of the Development Approval, the City of Belmont requires the submission of a Waste Management Plan, which henceforth *Associated Building Surveyors Pty Ltd* have been engaged to prepare on the client's behalf.

2.1| Objectives & Scope

The objective of this Waste Management Plan is to establish the procedures and equipment required to manage the waste – both refuse and recyclable material – to be collected from the proposed development. Specifically, this Waste Management Plan will establish that;

- The storage systems suggested will be adequate to store the quantities of waste for the required period of time between the previous and next collection,
- The storage areas will be sufficient to store the bins required, and
- Ensure collection of the waste storage systems is efficient and effective, specifically in regard to access by the waste collection systems chosen for the development.

The scope of this Waste Management Plan is as follows;

- Waste Generation (Section 3)
- Waste Storage (Section 4)
- Waste Collection (Section 5)
- Waste Management (Section 6)
- Conclusion (Section 7)

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3| Waste Generation

This section relates to the specifics of estimated waste generation of the proposed development. The Western Australian Local Government Association's (WALGA) *Multiple Dwelling Waste Management Guidelines* (2014), the WALGA *Commercial and Industrial Waste Management Plan Guidelines* (2014) and the City of Belmont, were also consulted for relevant information.

3.1| Proposed Tenancies

The quantities of waste anticipated to be produced at the proposed development are estimates based upon the number of individual tenancies within development. The proposal consists of the following tenancy types;

Figure 2 - Proposed Tenancies

Type of Tenancy	Number of Tenancies	Total Floor Area of Tenancies (m^2)
Residential Tenancies	9	770.53

3.2| Waste Generation Rates

The anticipated quantity of waste – both refuse & recyclable material – is based upon (*WALGA) Multiple Dwelling Waste Management Guidelines (2014)*, waste and recycling generation rates. Additionally, information from other sources (Cities and Shire) was reviewed to ensure that rates estimated were comparable to that of the LGA's standards, as well as the *Local Government Waste Plan – City of Belmont.*

3.3| Waste Generation Volumes

Waste produced within the residential development is measured by the volume (L) produced per residence per collection period. The estimated waste generate is shown in the table below.

Figure 3 - Waste Generation Volumes

Type of Tenancy	Number of Tenancies	1 Bed	2 Bed	Waste Generation/Tenancy	Total Waste/Collection Period
	Refuse				
General Waste	1	80L/week		80L/week	80
	8		160L/week	1280L/week	1280
				Total	1360L/week
	Recycling				
Comingled recycling	1	80L/ Fortnight		80L/Fortnight	80
	8		120L/ Fortnight	960L/Fortnight	960
				Total	1040L/Fortnight
	Organic				
Organic/food waste					N/A
				Total	

CITY OF BELMONT
RECEIVED
09/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

4| Waste Storage

Between collection periods, waste must be stored appropriately, to ensure that a Bin Storage Area is to be established which is easy to access and is large enough to hold the required number of bins.

4.1| Bin Storage

The Bin Storage Area layout is shown in Appendix [2]

4.1.1| Access

Access to the Bin Storge Area is achieved by a single door opening inward. The Bin store will be kept closed when not in use. This will be achieved through tenant education and signage at the entrance as well as mechanical door closer. It also suggested the store is well ventilated to ensure no build-up of odours, as the design has no roof cover this will allow for adequate ventilation.

4.1.2| Bin Size

The Size of the required bins is outlined in the table below.

Figure 4 - Bin Size

Bin Size (L)	Waste Stream	Dimensions	Bin Footprint Req.
240L	Refuse	740mm x 535mm x 1070mm	800mm x 600mm
240L	Recycling	740mm x 535mm x 1070mm	800mm x 600mm

4.1.3| Bin Storage Area Size

The Bin Storage Area's size is outlined below. This is to accommodate the size and number of bins, based upon waste generate per collection period.

Figure 5 - Bin Storage Area Requirements

Waste Stream	Waste Generation (L/week - Fortnight)	Number of Bins Required	
		240L	240L
Refuse	1360 (w)	6	
Recycling	1040 (f)		5

4.1.4| Bin Storage Area Design

The Bin Storage Area should include the following as part of is design;

- Adequate room for Bin storage, access and manoeuvring of bins,
- A tap and drain for washing and cleaning of bins and Bin Storage Area,
- The Bin Storage Area is secure,
- The Bin Storage Area should be designed to ensure stormwater can be drained,
- If not open aired, ventilation should be available,
- Appropriate signage.
- Impervious floors draining to the sewer.
- A tap for washing of receptacles and Bin Storage Area as required.
- Receptacles are not visible from the property boundary.

CITY OF BELMONT
RECEIVED
09/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Observing that the bin storage area design will need to contain the following number of receptacles 11 x 0.48m^2 (5.28m^2) of designated footprint area, allowing for path of travel the total allocated area of 21.47m2 will be sufficient for the storage of all bins.

4.1.5| Vermin Control

In the first instance, vermin control should be adequately managed with preventative measures, through tenant education and signage.

- Ensure Bins are not left open.
- Area is kept clean and free of loose debris.
- Bins are regularly cleaned.
- Addition of baits. (After advice from pest management consultant)

Infestation of flies, cockroaches, rats, mice, or ants may result in external pest control measures being implemented.

CITY OF BELMONT
RECEIVED
09/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

5| Waste Collection

The Local Government will provide the tenancies with six (6) 240L bins for refuse, five (5) 240L bins for recycling. These will be collected by Local Government waste collection vehicle on a Fortnightly & Weekly basis. (While the current WMP does not include organic waste at this time, the organic waste will still be placed in standard refuse bins.)

The Waste will be collected from the property via the verge, the nominated verge space is $1m^2$ per 240lt bin. It has been suggested a representative will move the bins from the storage area to the place from which they are to be collected from. This person is to be determined by the client or strata management.

5.1| Bulk Waste Collection

The City of Belmont does not have bulk waste verge collection however, *most households within the City of Belmont are eligible for at least one 3m3 bulk bin each financial year, depending on the size of the property and available verge space*. These services must be booked with the City of Belmont. The city provides residents with information via website and pamphlets.

CITY OF BELMONT
RECEIVED
09/08/2023
Application No: 246/2023

6| Conclusion

This Waste Management Plan outlines the necessary required quantity and size of bins for the proposed development.

This Plan concludes that the following will be sufficient to ensure correct waste storage and collection is achieved by the development:

- 9 Residential Apartments
  Six 240L refuse receptacles collected once each week; and
  Five 240L recycling receptacles collected once each fortnight.

The bin storage area meets all requirements for keeping the bins within a safe and secured area behind closed doors, this will also reduce the issue of odours and unsightly bins around the building.

A manager or similar person will be engaged to ensure bins are placed on the verge for collection on the appropriate collection days as well as return the bins to storage and ensure they are cleaned.

CITY OF BELMONT
RECEIVED
09/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

7| References

[1] Western Australian Local Government Association's Multiple Dwelling Waste Management Guidelines (2014)

[2] Western Australian Local Government Association's Commercial and Industrial Waste Management Plan Guidelines (2014)

[3] City of Belmont Waste and Recycling guides online.

[4] City of Belmont Information - Waste Collection

CITY OF BELMONT
RECEIVED
09/08/2023
Application No: 246/2023

8| Glossary of Terms

Building Management: The legal entity in charge of services of the structure such as; waste management, landscaping, cleaning, security, etc. on behalf of the owners/tenants of the building.

Recyclable: A material that can be converted into a new material.

Recycling: The Process of converting waste into a new product.

Reuse: Using a product after it has become unwanted or is not of use to its current owner.

Waste: any materials not accepted by the local government.

Waste Minimisation: A process of minimising the amount of waste produced, limiting the requirement of waste management and disposal facilities and services.

Total Waste Stream: The combination of recyclables, waste, and compostable materials.

LGA's: Local Government Areas - City of Belmont

CITY OF BELMONT
RECEIVED
09/08/2023
Application No: 246/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

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Application No: 246/2023

Associated Building Surveyors
Waste Management Plan

CLIENT	DATE
Ashley Richards Architect	31 July 2023
ADDRESS	
346 Abernethy Road, Cloverdale WA 6105	

SITE LOCALITY

DISCLAIMER

DO NOT SCALE FROM THIS DRAWING
ERRORS AND OMMISIONS EXCEPTED

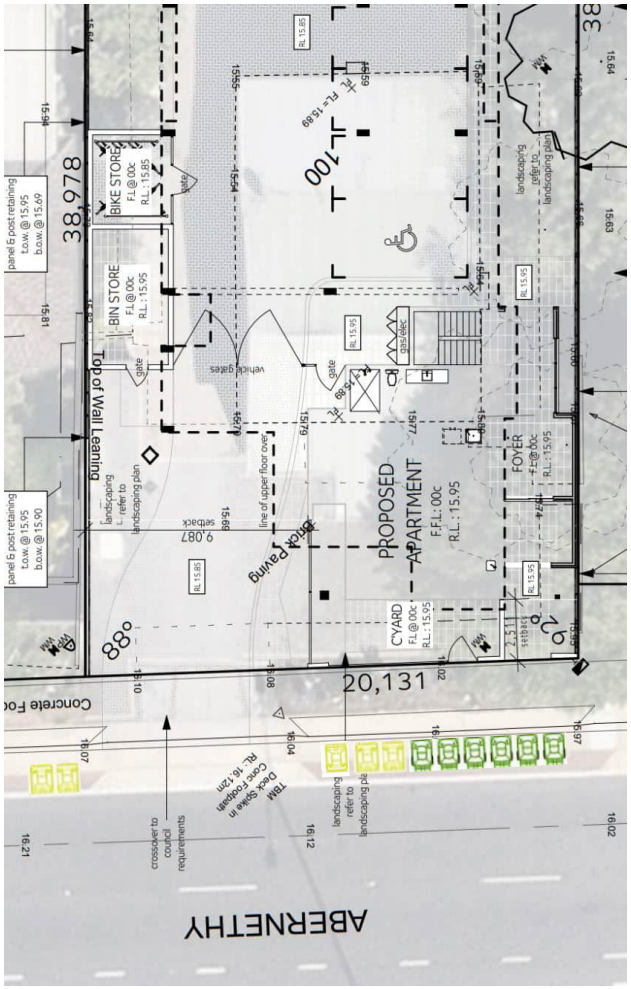
Please note that while care was taken to prepare these plans, adhering to relevant AS's, BCA's & relevant government bodies, all plans should be checked before commencing work to ensure accuracy. Discrepancies should be noted and resolved immediately.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

LEGEND

Site Boundary

LOCALITY



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Application No: 246/2023

Associated Building Surveyors
Waste Management Plan

CLIENT	DATE
Ashley Richards Architect	31 July 2023

ADDRESS

346 Abernethy Road, Cloverdale WA 6105

SITE BIN LAYOUT

DISCLAIMER

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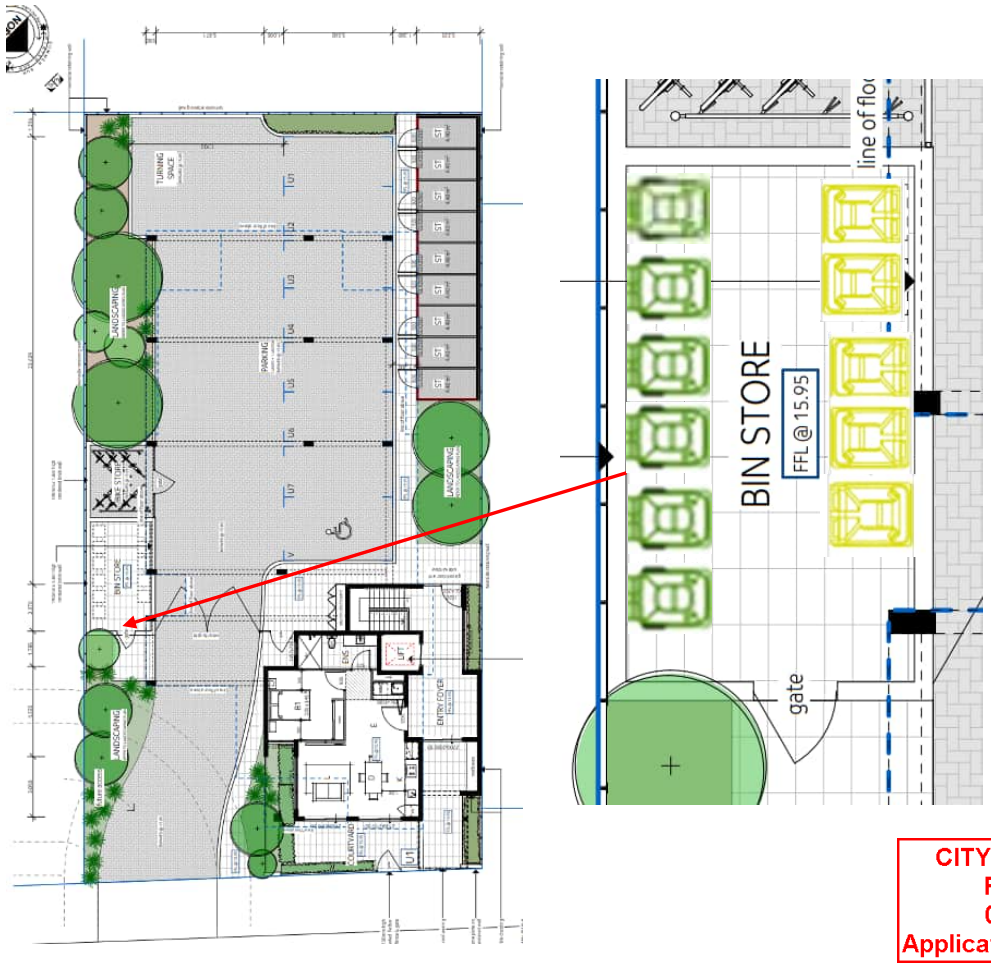
Version: 1, Version Date: 08/04/2024

LEGEND

Site Boundary

LOCALITY



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Associated Building Surveyors
Waste Management Plan

CLIENT	DATE
Ashley Richards Architect	31 July 2023

ADDRESS

346 Abernethy Road, Cloverdale WA 6105

BIN STORAGE AREA LAYOUT

DISCLAIMER

DO NOT SCALE FROM THIS DRAWING
ERRORS AND OMMISIONS EXCEPTED

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Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Cr Carter, Cr Sessions, Cr Kulczycki disclosed at Item 3 of the Agenda "Disclosure of Interest" an Impartiality Interest in the following item in accordance with Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021*.

12.3 Development Application for 'Brewery' and 'Tavern' - Lot 3 (100) Belmont Avenue, Rivervale

Voting Requirement	:	Simple Majority
Subject Index	:	115/001
Location/Property Index	:	Lot 3 (100) Belmont Avenue, Rivervale
Application Index	:	170/2023
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	Graham Downs
Owner	:	G. P. and S. L. Downs
Responsible Division	:	Development and Communities

Council role

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 'Brewery' and 'Tavern' at Lot 3 (100) Belmont Avenue, Rivervale.

Summary and key issues

- The subject site is zoned 'Mixed Business' under the Local Planning Scheme No. 15 (LPS 15). 'Brewery' is a Use Not Listed, and 'Tavern' is designated as a 'D' use in the zone.
- The proposal seeks approval for a 'Change of Use' of Unit 3 from 'Warehouse' and 'Showroom' to a 'Brewery' and 'Tavern'. The facility consists of the following key elements:
  - A 202m^2 'Brewery' area.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

  - A ‘Tavern’ space with a 161m^2 ground floor and a 114m^2 first floor.
  - Hours of operation of 11.00am to 10pm on Sunday to Thursday; and 11.00am to 12 midnight on Friday to Saturday.
  - A maximum patron capacity of 275 people.
- The application was advertised to the surrounding property owners and occupiers for comment. During the advertisement period, 18 submissions were received. Two submissions were in support of the application, and 16 submissions raised objections. The objections raised concerns with the following:
  - Impacts on the amenity of the area relating to noise, parking, lighting, odour and safety;
  - Impacts resulting from the proposed parking shortfall;
  - Potential increase to anti-social behaviour resulting from the use;
  - Impacts on the operation of other businesses onsite; and
  - The proposed use being incompatible with the area.
- There are nine parking bays allocated to Unit 3. This results in a parking shortfall of 72 bays. The proposal seeks to address this via the use of public bays, ride-share services, and management strategies.
- The applicant has submitted an acoustic report alongside management measures aimed at limiting impacts on local amenity.
- The proposal's dependence on public parking bays and other tenancies bays to offset its significant parking deficit could impact nearby areas and unfairly restrict access to these bays for other users on the site and broader area.
- The proposal is near residential areas and is considered incompatible with amenity of the locality. This proximity presents inherent challenges that cannot be reasonably mitigated.
- It is recommended that the Council refuse the proposal.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Officer Recommendation

Carter moved, Sekulla seconded

That Council refuse planning application 170/2023 as detailed in plans dated 6 November 2023 submitted by Graham Downs on behalf of the owner G. P. and S. L. Downs for Brewery and Tavern at Lot 100 (No 3) Belmont Avenue, Rivervale for the reasons:

1. Having regard for Clause 67 (2)(n) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Clause 1.6 (f) of Local Planning Scheme No. 15, the use would adversely impact the character and amenity of the locality.
2. Having regard for Clause 67 (2)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, approval would be contrary to proper and orderly planning, and would set an undesirable precedent.
3. Having regard for Clause 4.16 of the Local Planning Scheme No. 15, the proposed car parking shortfall will adversely impact the amenity of the locality and would set an undesirable precedent.

Carried 8 votes to 1

For: Davis, Kulczycki, Marks, Rossi, Ryan, Sekulla, Sessions and Vijay

Against: Carter

Location

The subject site contains a five-unit development which accommodates a variety of land uses such as ‘Warehouse’, ‘Showroom’ and ‘Office’.

The subject site is located at the edge of the ‘Mixed Business’ Zone, with street frontage to Belmont Avenue to the north-east. The site adjoins the Esther Street road reserve which currently contains 15 public parking bays.

The broader surrounding area contains a mix of businesses operating from similar unit developments to the north-east and north-west. Development to the south-west and south-east are primarily ‘Single House’ and ’Grouped Dwellings’ on land zoned Residential R20/40.

Figure 1 shows an extract of the LPS 15 Zoning map with the subject site outlined in red. Figure 2 shows an aerial image of the subject site outlined in red and the surrounding areas.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

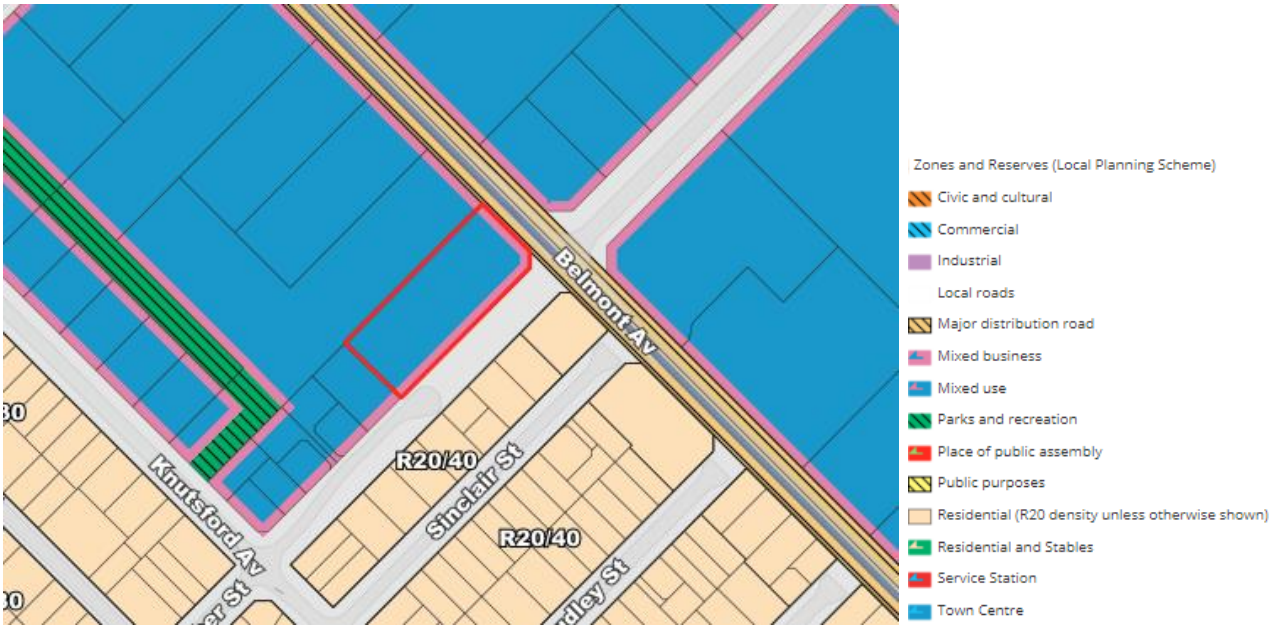

Figure 1: Extract of the LPS 15 Zoning map with the subject site outlined in red

Figure 2: Aerial image showing the subject site outlined in red

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Consultation

The application was advertised in accordance with Clause 64(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 to all landowners and occupiers within a 200m radius of the site for a period of 28 days. The period started on the 18 September 2023 and concluded on the 16 October 2023.

Eighteen (18) submissions were received during the advertising period. Two submissions were in support of the application, and 16 submissions objecting to the proposal.

Submissions received during public consultation are to be given due regard when determining whether to grant development approval. However, only matters related to the planning framework can be considered. Matters such as property values and matters requiring the police fall outside the planning framework.

The relevant issues raised in submissions include the following:

- Impacts on the amenity of the area relating to noise parking, lighting, odour and safety;
- Impacts resulting from the proposed parking shortfall;
- Potential increase to anti-social behaviour resulting from the use;
- Impacts on the operation of other businesses onsite; and
- The proposed use being incompatible with the area.

The concerns raised in the submissions are addressed in the Submission Table (Attachment 12.3.1) and in the Officer Comment section of this report.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 1: Liveable Belmont

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

Goal 5: Responsible Belmont

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

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

Policy implications

There are no policy implications associated with this report.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Statutory environment

Local Planning Scheme No. 15

Local Planning Scheme (LPS) No. 15 provides the following definition of 'Brewery' and 'Taven':

> "**Brewery** means premises the subject of a producer's licence authorising the production of beer, cider or spirits granted under the *Liquor Control Act 1988*";
>
> "**Tavern** means premises the subject of a tavern licence granted under the *Liquor Control Act 1988.*"

The subject site is zoned 'Mixed Business' under the LPS 15. The land use 'Brewery' is a Use Not Listed in Table 1 – Zoning Table of the LPS 15. The 'Tavern' land use is listed as a 'D' use in the Mixed Business zone.

Under Clause 3.4.2 of LPS 15, if a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may:

"(a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;

(b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures contained in Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2; or

(c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted."

A land use listed as 'D' within Table 1 of the LPS 15 means that the use is not permitted unless the local government has exercised its discretion by granting Development Approval.

Regarding this proposal both the 'Brewery' and 'Tavern' land uses are appropriate to be applied as:

- The proposal is seeking to produce alcohol within the onsite distillery which the 'brewery' land use is the most appropriate use applied where production is involved;
- The applicant will seek to obtain a 'Tavern Licence' from the *Department of Local Government, Sport and Culture Industries (Racing, Gaming and Liquor)* should the application be approved; and
- The 'Tavern' land use is appropriate due to the seated meals and drink aspects included in the proposal.

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

> "The 'Mixed Business' zone is intended to allow for the development of a mix of varied but compatible business uses such as offices, showrooms, amusement centres,

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

eating establishments and appropriate industrial activities which do not generate nuisances detrimental to the amenity of the district or to the health, welfare and safety of residents and workforce. Uses can mix on adjacent lots of land or on the same lot and uses may mix horizontally on the same or separate lots and/or vertically in buildings. Buildings should be of a high standard of architectural design set in pleasant garden surrounds with limited vehicular access from properties to primary roads.

Planning and Development (Local Planning Schemes) Regulations 2015

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

"(a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;

(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;

(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;

(iii) social impacts of the development;

(s) The adequacy of -

(i) The proposed means of access to and egress from the site; and

(ii) Arrangements for the loading, unloading, manoeuvring and parking of vehicles.

(x) The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals.

(y) Any submissions received on the application."

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Deemed Refusal

Under Clause 75 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, an application is 'deemed to be refused' if it is not determined within a 90-day period. Once this period elapses, the applicant may elect to appeal the decision. Importantly, if the applicant decides not to exercise their right to appeal, the City still maintains the ability to issue a subsequent determination on the application.

The deemed refusal date for this application passed on 5 November 2023 and the applicant already has deemed refusal rights. The applicant has corresponded with the City regarding the Council meeting dates, and has elected not to exercise their appeal rights, and instead allow the City to determine the matter.

Right of Review

Is there a right of review? ☒ Yes ☐ No

The applicant/owner may make 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.

Background

Lodgement Date:	17 May 2023	**Use Class:**	Brewery & Tavern
Lot Area:	Full Site Area: 4057m^2 Strata Plan Area: 602m^2 (including allocated parking bays).	**TPS Zoning:**	Mixed Business
Estimated Cost of Development:	$195,000	**MRS:**	Industrial

Proposal

The applicant seeks approval for the change of use to 'Brewery' and 'Tavern' to operate at 3/100 Belmont Avenue, Rivervale. The application specifically proposes the following:

- Proposed brewery/distillery area (~202m^2) which produces alcohol and bottles for consumption onsite and for export offsite.
- Ground floor (161m^2) and first floor (114m^2) Tavern areas for seated meals and consumption of brewed products onsite.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Hours of operation include 11.00am to 10.00pm on Sunday to Thursday; and 11.00am to 12 midnight on Friday to Saturday.
- The venue will offer space for functions with a capacity of 275 patrons.
- Staff numbers will fluctuate as brewing will take place during the day, and additional serving staff will be required in the evenings. The average maximum staff onsite is expected to be seven inclusive of a chef, kitchen hands, bar staff and a brewer/distiller.
- There are 36 parking spaces onsite, with nine allocated to Unit 3. A designated ridesharing drop-off/pick-up area is proposed within the common property driveway area to the front of the site.

A copy of the development plans can be found at Attachment 12.3.2.

In addition to the development plans, the applicant has submitted the following documents to support the proposal:

- An Acoustic Report prepared by Herring Storer Acoustics (Attachment 12.3.3);
- A Traffic Impact Assessment and Parking Survey prepared by KC Traffic and Transport Pty Ltd (Attachment 12.3.4);
- A Management Statement prepared by Aromatic Brewhouse and Distillery (Attachment 12.3.5);
- Summary – Distance to Venues (Attachment 12.3.6);
- External Lighting Images (Attachment 12.3.7);
- Waste Management Plan prepared by Aromatic Brewhouse and Distillery (Attachment 12.3.8); and
- Owner/tenant letters supporting use of onsite parking bays (Attachment 12.3.9).

Report

The key planning considerations relating to the application are discussed below.

Amenity Impacts

When assessing the potential impacts of the proposed land use on the amenity of the locality, it is necessary consider the following:

- Defining the locality;
- Evaluating the existing and likely future amenity of that locality;
- The likely impacts of the proposal on the existing and likely future amenity of the locality; and

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- If those impacts could be reasonably managed or mitigated.

An assessment of these matter is set out below.

Defining the locality

In planning terms, the 'locality' refers to the general area that may be affected by the proposal. This includes not only the immediate vicinity of the proposed site, but also adjacent areas.

It is considered that the primary amenity impacts arising from the proposal relate to parking and noise. The areas considered to be potentially impacted by these factors, and therefore constituting the 'locality', are shown in Figure 3 below.

Figure 3: Image showing the immediate locality around the site

Existing and likely future amenity of the locality

Next it is necessary to determine the current and likely future amenity of the locality.

Properties within the 'Mixed Business' section of the locality are predominantly occupied by commercial businesses and offices. Activities within these properties are standard business operations that have limited off site amenity impacts. These activities primarily

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

occur within traditional 8.00am – 5pm business hours; outside office hours most of those businesses are closed.

The residential properties on Esther and Sinclair Streets are generally characterised by a residential level of amenity. An exception exists for properties on Esther Street adjoining the Mixed Business zone, which may experience some noise from adjacent commercial activities during the day. However, given the operational hours of businesses in the 'Mixed Business' zone, the amenity of these residential areas after 5.00pm aligns with that of a typical residential neighbourhood.

It is also noted that the streets are both cul-de-sacs meaning they are primarily used for residents only, and that there is no associated through traffic.

In terms of the likely future amenity, it is considered that this is likely to remain the same. This is on the basis that it is the established boundary between the 'Mixed Business' and the 'Residential' zones, and that there no current intention to change the boundary or the zonings.

The likely impacts of the proposal on the existing and likely future amenity of the locality

The likely impacts of the proposal on the existing and future amenity of the locality are primarily associated with the 'Tavern' component. The anticipated amenity impacts are as follows:

- Noise from potentially 250 patrons at the property;
- Noise from patrons arriving and leaving the site;
- Noise from functions and music; and
- Noise from cars, people waiting for ride share, and car doors opening and closing.

When evaluating the potential impacts, it is important to consider them within the context of the tavern's proposed operating hours of 11.00am to 10.00pm from Sunday to Thursday, and 11.00am to 12 midnight on Fridays and Saturdays.

The proximity of these residences to the site, coupled with the extended operating hours, could significantly affect the amenity of the residential properties within the locality.

Can the impacts be reasonably managed or mitigated?

The applicant has submitted an Acoustic Report and Management Statement to address the potential noise impacts of the proposal.

The applicant's Acoustic Report submits that that the venue can comply with the Assigned Noise Level stipulated by the Environmental Protection (Noise) Regulations 1997, subject to implementation of the following measures:

- Limiting internal music to a maximum of 80 dB(A); and
- Keeping external doors closed at all times.

The applicant's Management Statement also puts forward the following measures:

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Sound measuring devices will be monitored by staff to ensure an 80db limit is maintained.
- Any DJ or live musicians will be advised of the 80db limit and monitored. Musicians will be acoustic singers or duets, not bands.
- Ridesharing will be directed to the front area of the site.
- A sign at the exit to the venue will be posted requesting our patrons respect our neighbours and leave quietly.

While the compliance with the above measures purports compliance with the Noise Regulations, it is necessary to consider the below:

- The acoustic report does not cover noise generated by patrons exiting the venue or by car doors, which are significant considerations for residential amenity, particularly at late hours.
- There is an established planning principle that meeting the Noise Regulations does not automatically mean a proposal is acceptable from a planning amenity perspective.
- Reliance on a strict range of management measures for compliance can be tacit acknowledgment of the land use's inherent unsuitability in its context. It also raises concerns about practical implementation. With a capacity of up to 250 people, ensuring strict adherence to these measures becomes increasingly challenging. It is considered unreasonable to rely on such strict compliance to be acceptable.
- Setting aside the Noise Regulations, the proposed land use introduces potential amenity impacts that extend into hours when residential uses are most sensitive. The site's proximity to residential properties represents an inherent and unalterable issue.

Overall, the proposal is assessed to have unacceptable amenity impacts on nearby residential properties, especially during evening hours. Given the site's inherent proximity to these homes, it is considered that the use and its proposed operating hours are fundamentally unsuited for this location.

Car Parking

The LPS 15 provides the following car parking rates which are applicable to the proposed development.

For the ‘Tavern’ land use the following applies:

> ‘Tavern – 1 space for every 2m^2 of bar and lounge floor area (1 space for every 4m^2 of seating only areas)’.

In terms of a car parking standard for the ‘Brewery’ component, the LPS 15 does not specify / provide a standard for a 'Brewery' use. In lieu of this, Clause 4.16.4(1) stipulates:

> "The number of spaces to be provided in respect of any particular site shall be determined by the local government, having regard to the nature of the use and the known or likely volume of goods, material or people moving to and from the site..."

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

The 'Brewery' land use is considered to most closely align with the 'Industry-Light' land use, which has the following parking rate:

> Industry Light – 1 space for every 50m^2 of open space used for industrial purposes, plus space for every 50m^2 of GFA; or 1 space for each employee, whichever is greater.

Table 1 below shows a breakdown of the parking required in accordance with the LPS 15:

Land Use	Floor Area	Parking Required
Brewery (light industry)	202m^2	4.04
Tavern (Bar Area)	15m^2	7.5
Tavern (Seating Area)	275m^2	68.75
	Total Parking required	80.29 (81) parking spaces required

Table 1: Parking requirements in accordance with the LPS 15

Unit 3 has a total of nine bays allocated for its exclusive use. This means that there is a 72-bay parking shortfall. This is a variation to the LPS 15 parking requirements and requires consideration.

The applicant submitted a Traffic Impact Assessment and Parking Survey to support this variation. This includes the following information:

- A parking survey conducted across four separate days (Wednesday, Friday, Saturday and Sunday) at 11.00am to 2.30pm and 5.00pm – 9.00pm that included public bays within 400m of the site. Table 2 below provides a summary of the Parking Survey's findings:

Day	11am-2.30pm	5pm-9pm	Average Available parking
Wednesday (02/08/2023)	94	244	177
Friday (04/08/2023)	100	244	180
Saturday (05/08/2023)	107	255	249
Sunday (06/08/2023)	255	258	257

Table 2: Parking Survey Average Parking Availability Summaries

- The survey found that 1.30pm on Friday was when public parking availability was at its lowest, however there was still 74 public bays available within 400m of the site at this time. On average, 139 public bays are available during the day, and 215 public bays available at night within 400m of the site.
- The applicant considers that 1/3 of patrons will use ride-share to arrive and leave the venue. A drop-off/pick-up location has been proposed to the front of the site in front of Units 1 and 2.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- The applicant has provided signed submissions from the owners of Units 1 and 5, and tenants of Units 2 and 4 which give permission to use onsite parking after 5.00pm on week days, and all-day on weekends and public holidays.

The applicant considers that the above factors sufficiently account for the onsite parking shortfall.

Although the applicant has demonstrated numerical availability of public bays within the 'Mixed Business' area and other measures that respond to the shortfall, officers are not satisfied that the parking shortfall can be supported for the following reasons:

- While there is likely availability of sufficient public parking spaces, these are ultimately for the benefit of all businesses in the zone. The extent the proposal relies on these bays is considered inequitable.
- The reliance on public bays prejudices the ability for other businesses to access these bays if they were to operate with similar operating hours.
- Unit 3 has nine allocated bays. While consent has been obtained from some tenants and owners, there has not been a position put forward by the strata on the matter and use of common property areas.
- Parking conflicts between the use and the other businesses operating onsite is likely to occur and impact the functionality of the site. This is particularly the case in the day, it can also prejudice the ability for other businesses on the site to operate after hours or on weekends.
- The significant onsite parking shortfall means that there is a likelihood that the nearby Esther and Sinclair Streets would be impacted by street parking.
- While it is accepted that some people may use rideshare, the statement in respect to 1/3 of patrons is anecdotal and not substantiated to the extent that it could reasonably be used to justify the shortfall, or part thereof.

Based on the above, the car parking shortfall will place an unreasonably high dependency on public parking bays and therefore the parking shortfall is not supported.

Other Venue Examples

The applicant has referred to examples of other venues within the City of Belmont and other Perth metropolitan areas in relation to their proximity to residential properties. This includes the following examples

- The Belmont Tavern;
- The Sporting Globe;
- Round the Corner Bar and Grill; and
- W XYZ Bar.

The examples raised in Belmont fall within the Town Centre, the Belvidere Main Street Special Development Precinct and The Springs Special Development Precinct zones.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

The context of these other venues differs from the proposed site at 100 Belmont Avenue, as the example locations are within precincts with different amenity and activity outside normal business hours are generally expected. As outlined in this report, the current amenity around the subject site would likely be impacted by the proposal.

Conclusion

Based on the potential impact on the amenity of the area and parking shortfall, it is recommended that Council refuses this application.

Financial implications

Should the applicant exercise their right of review by the State Administrative Tribunal, the City will incur expenses in responding to the application at the Tribunal. These expenses are generally accommodated in the Planning Department's annual budget.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title
1. Submission Table [**12.3.1** - 27 pages]
2. Development Plans [**12.3.2** - 12 pages]
3. Acoustic Report [**12.3.3** - 15 pages]
4. Traffic Impact Assessment [**12.3.4** - 34 pages]
5. Management Statement [**12.3.5** - 7 pages]
6. Summary - Distances to Venues [**12.3.6** - 19 pages]
7. External Lighting Images [**12.3.7** - 4 pages]
8. Waste Management Plan [**12.3.8** - 9 pages]
9. Owner- Tenant Parking letter [**12.3.9** - 4 pages]

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
SCHEDULE OF SUBMISSIONS

Application Number: **170/2023**
Development Description: **Brewery and Restaurant**
Address of Development: **3/100 Belmont Avenue RIVERVALE 6103 (St Lot 3 SP 47579)**

No.	Name and Address	Description of Affected Property, Lot No., Street, etc.	Resume of Submission	Council Recommendation
1.	**A. Steenberg – 88 Knutsford Ave, Rivervale**	**88 Knutsford Ave, Rivervale**	1. I disagree with any development that will allow any traffic or access via the described route3/movement 2 Ester Street. We already have problems with people racing down Knutsford street. No Traffic controls in this area. Druck people will see this as a "Backstreet" Exit to try and avoid a booze bus. Additional traffic flows not welcome and I am sure the people living in Ester Street will encounter issues with parking since as indicated on the transport assessment page 9 and page 10 there is a short fall of 72 parking bays.	1.1 Concerns with the potential use of Esther Street for parking by people associated with the use is noted. Parking on the verge illegally is a matter that is addressed by Rangers. Patrons drinking and driving is not a matter that can be addressed by planning. This is a matter to be addressed by the police if occurs. The City has assessed the car parking requirements of the proposed use and does not support the shortfall. Further details are provided in the OCM Officer Report.
2.	**D. & C. Emerson – 111 Knutsford Ave, Rivervale**	**111 Knutsford Ave, Rivervale**	1. We **support** the activation of the industrial precinct bound by Knutsford and Belmont Ave, with uses that residence can enjoy. The proposal appears modest in scope and scale. Noise, traffic and associated issues appear to have been adequately considered. The description in the introduction to the proposal mentions "Families welcome" with no elaboration. It would be good if there was something for kids to do at the Aro. It would make it more attractive for families in the area. Blasta Brewery does this quite well with a kids play area. We attend Blasta and Seasonal in Maylands, and would support a similar venture as proposed.	2.1 Submission of support noted.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

3.	**Refer to Electoral Act 1907, Section 51B**	**Refer to of Electoral Act 1907, Section 51B**	1. Amenity – Currently the effect of businesses at 100 Belmont Ave has only a small impact on the amenity of residents in Sinclair Street from things such as movement, noise, traffic, parking, waste, manufacturing to name a few. These impacts occur mainly during daylight hours Monday to Friday. As an example, I can hear workers talking as they walk to their cars in the afternoon from my kitchen window, I can hear the vehicles enter and drive off from the premises during the day. The proposal will change this dynamic to include movement, noise, parking and other activity until at least 11pm Monday to Thursday and until midnight Friday and Saturday nights. As there are no other brewing, restaurant, entertainment businesses in the immediate area, this change has the potential to result in the inability of myself and other residents of Sinclair Street in particular to enjoy the peace and quiet of their properties after 6pm daily, this peace and quiet will now not occur until well after 11pm daily. The suggested solution to this issue in the proposal is a sign advising customers of the premises to be courteous of neighbours. Persons in high spirits or boisterous mood after a restaurant meal, live music and the consumption of alcohol are more predisposed to continue that behaviour upon leaving the premises and are likely to ignore the sign. This solution is not sufficient and given such a significant change to the amenity of the area, I believe it is incumbent of the proposer to address all possible impacts on nearby residents in greater detail. 2. Parking – The proposal details a comprehensive analysis of parking options around the premises. It fails to include the possibility of on street parking in both Esther Street (west of Belmont Ave) and Sinclair Street. Human nature suggests customers will want to park as close as possible to the premises. The cul-de-sac of Sinclair Street and Belmont Ave is approximately 70 metres from the entrance to the premises and is likely to be used for parking by customers, the proposal provides no solution to this issue. Sinclair Street is a narrow street with no marked parking bays, vehicles parked on one side of the street will make access to residential driveways more difficult, should vehicles park on both sides of Sinclair Street access to residential driveways will be nearly impossible depending on the size of vehicles parked. A solution to this issue is to prevent street parking on Sinclair Street altogether, this would be a disadvantage to residents. Another option would be to erect signage that restricts street parking at certain times such as 11am till 11pm to residents only under a permit system, this again is a disadvantage to residents and would require enforcement.	3.1 The amenity impacts on the locality, particularly outside of ordinary business hours have been noted and discussed in detail in the OCM Officer report. In summary the City is not supportive of the potential impact on amenity, and are not satisfied that the proposed management measures and justifications would protect the amenity of the area to an acceptable standard. 3.2 The City has assessed the car parking requirements of the proposed use and does not support the car parking shortfall. The proposals reliance of public bays, management measures and ride-share are not supported. Further details are provided in the OCM Officer Report.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

			Further to this, any street parking in Sinclair Street will add additional foot and vehicle traffic in the street from 11am until 11pm adding to the noise and disruption of residents that they currently do not experience. 3. Noise – The proposal includes an Acoustics report that is only theoretical, no practical assessment of noise impact has been made. Practical testing could simply involve creating the expected noises such as people speaking loudly, car doors opening and closing, glass bottles being tipped into bins from the premises at a variety of times such as 6pm on the hour until 11pm on different nights of the week and measure the impact including the decibel level at the affected residences on Sinclair Street directly opposite the proposed premises. The test should include measurement of the current status of no noise from that premises at the same times/days to compare the two and assess the impact on the amenity of residents. The proposal states the noise from brewing and distilling has not been considered by the Acoustics report but goes on to state "noise levels associated with this equipment is inconsequential from a noise perspective". A practical assessment of a similar facility would provide greater certainty in this regard. The proposal states that live music will be provided at the venue. Live music venues are a regular source of complaint across the Perth metropolitan area to local councils with multiple reports in the media of venues being required to install sound reducing materials to lower the adverse impact on nearby residents of those venues or banning live music altogether. Without a practical test of live music in this premises and its impact on the residential area, those impacts remain impossible to predict. The two suggested solutions to this noise in the proposal are to limit music in the internal area to 80dB(A) and to keep doors closed. Limiting the noise to 80dB(A) will require a staff member to regularly assess this level, given the small number of staff on hand at any time and multiple other duties being undertaken by those staff this may be easily forgotten. Keeping the doors closed, fails to account for customers entering and leaving the premises at the start and end of their night, to obtain fresh air, to smoke, to speak in private and any other number of reasons. Given a capacity of 275 persons and each person entering and leaving once and once again to obtain fresh air that is 4 x 275 openings being 1100 times the door opens, if each opening takes 10 seconds that is 11,000 seconds or 183.33 minutes. Live music may expect to be played from say 7pm until11pm 4 hours or 240 minutes, this means the door may be open for approximately 76% of the time live music is being played if a capacity crowd is present during that time. (If I reduce the door open time to 5 seconds this still equates to 90 minutes of possible live music noise leakage over the same period)	3.3 The concerns relating to noise associated with the proposed use are noted, and have been detailed further in the OCM Officers Report. The applicant has states that brewing processes would occur during traditional business hours during the day. The noise associated with the brewery is likely to be consistent with the amenity of the area during the day.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

			Other solutions to reduce this noise issue have not been mentioned in the proposal. I can suggest several: 1) Prevent live music altogether 2) Change the entrance to the northern side of the premises so that it does not directly impact the residential area 3) Install an entry structure with two doors, where the internal door is kept closed whilst the external door is open and turn the external door 90 degrees so that it faces Belmont Ave (not Sinclair Street) 4) Install suitable acoustic panelling throughout the entire premises on the walls and roof to eliminate noise leakage 5) Install a suitable acoustic reflecting structure on the fence line between the premises and the residential properties on Sinclair Street Installing suitable acoustic panelling and or other noise reducing technologies and redirecting the external door to face Belmont Ave would seem to be the most appropriate solution as it allows for live music to be played and limits noise leakage from all source's music/people/kitchen/brewery/distillery 4. Lighting – External lighting on the venue is not mentioned in the proposal. The current entrance set up faces the residential properties on Sinclair Street any additional lighting will add unwanted light spill to those properties. Lighting may include security lighting, entrance lighting to assist customers or coloured/flashing advertising signage lighting. The design, direction and intensity of any installed lights need to take into account the close relationship to nearby residential properties where nearby residents will be trying to reduce lighting impacts so they may be able to sleep after 8pm. 5. Smoking – No provision has been made for customers leaving the premises to smoke, no designated smoking area is provided and no process of enforcement explained. Should customers arbitrarily move to the fence line or even the laneway between the premises and the rear of residential houses on Sinclair Street, this may expose those residents to unwanted cigarette smoke/litter adversely impacting their amenity. 6. Brewing and Distilling – The brewing and distilling activities as proposed will introduce manufacturing type noise and activity in an area that is predominately showroom/warehouse at the moment. The proposal indicates expansion to export to China brewed/distilled products, this has the potential for this company to operate 24 hours a day 7 days a week to meet demand. The solution in the proposal is an undertaking not to brew/distil at night or on the weekends.	3.4 The applicant has provided details regarding the current lighting onsite. The applicant suggest that no further lighting would be required. Signage does not form part of this application, and would need to be applied for in a separate development application. 3.5 Noted. Patrons leaving the premises are likely to smoke in close proximity to the entrance. It is unlikely that cigarette smoke will impact on the amenity of the area, however potential noise and litter are potential adverse impact son the amenity of the area. 3.6 Refer to point 3.3

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

			I would suggest that a formal condition be applied to limit brewing/distilling to a specified number of hours each weekday. 7. Waste, Smell/Odour – The brewing and distilling process produces strong smells, beer brewing of hops in particular produce a strong sickly odour. I have visited breweries and distilleries in the past and am only able to remain in the vicinity of them for a short period of time as the odour makes me feel sick in the stomach. The release of this odour into the near vicinity has the potential to adversely impact my personal health and enjoyment of the outdoor areas of my residence. The proposal does not specify if these smells will be vented into the atmosphere, contained in house or ameliorated in some other manner. I believe it is incumbent on the company to ensure a solution to contain and treat any such odour is a condition of operation prior to approval. The proposal includes a commercial kitchen to prepare food for the restaurant, kitchen fumes are generally vented through the roof space to the outside environment. The proposal does not indicate how the volume of this venting on a commercial scale may impact nearby residents over an extended period from 11am to 11pm daily. I would suggest that a solution that contains and treats such waste also be a condition prior to approval. 8. Unruly behaviour – Unruly behaviour is addressed in the proposal, as the proposal clearly expects there to be an increase in unruly behaviour I will not explain in further details as to why unruly behaviour will increase around a premises with a liquor license. The suggested solutions to this expected increase in unruly behaviour need to be addressed as they are not all sufficient or suitable in the circumstance. The proposal states: 1) Patrons will be monitored by staff 2) Responsible Service of alcohol (RSA) guidelines will be followed 3) Water will be available 4) Identified patrons at risk will be removed 5) Local police, Belmont Security Watch, on site security will be engaged 6) Cameras will be installed to capture unruly behaviour With a capacity crowd of 275 persons and an expected maximum staff of 7 at any time, that is each staff member being responsible for 39 patrons each. Even if every staff member is trained in RSA, de-escalation behaviours and self-defence on top of their actual employed position of kitchen staff/waiter/brewer, it is difficult to expect each staff member to monitor and control 39 patrons.	3.7 The applicant has not provided an assessment regarding odour, however has acknowledged that odour created by the brewing process is minimal, and not impact on the amenity of the area particularly given the scale proposed. The applicant has provided a Waste Management plan which outlines how waste is managed onsite. The bin storage and pick up locations will utilise the rear loading area, which is screened from the nearby residential dwellings by the existing building onsite. 3.8 The concerns raised regarding anti-social behaviour is not a matter for consideration by Planning. Issues with anti-social behaviour are a matter for the Police. The potential impact on the amenity of the area is noted. The cumulative impacts of the proposal are noted and detailed further in the OCM officer report.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

			RSA and water will assist and will also be a requirement of any subsequent liquor license. Identified persons of risk will be removed. The only lawful authority to detain and remove to a place of safety an intoxicated person is held by WA Police. Where a person is intoxicated to such an extent that police would use this power would mean the RSA guidelines were not followed. So, police are more than likely to issue a "Move on Notice". Either way this process of removing the person of risk simply moves the person from the licensed premises into the community. The local community is then exposed to the subsequent unruly behaviour and expected to deal with it. Local police will be called to assist, current tasking levels for non-life-threatening emergencies response times is set at 60 minutes, recent police reporting show these response time targets are not met, this means the community in the vicinity will have to accept the unruly behaviour for up to 60 minutes before it is resolved, this is not acceptable. Belmont Security Watch will be called to assist. These staff have no lawful authority to intervene on private property or licensed premises and simply provide a visual deterrent or an ability to report on any unruly behaviour, this will not stop or remove the unruly behaviour. On site security will be engaged, these persons are required to be trained in their lawful authorities under the Liquor Licensing Act and are very limited in their power to remove persons from a licensed premises under specific circumstances, their authority ceases once the person has been removed. This does not stop or alter the unruly behaviour it just removes it from occurring on the licensed premises and moves it to the community where it may continue to adversely impact nearby residents. Nearby residents will have to call the police and wait for their response to resolve any issue. Cameras will be installed. This simply will record the behaviour occurring and does nothing to stop or eliminate the behaviour in the first place. The proposal by its own admission expects to create unruly behaviour and its solution is to remove the persons causing such behaviour into the community absolving itself of any further responsibility, this is not acceptable. The causes of unruly behaviour, the effects of alcohol on a person and their subsequent decision-making ability are a very complex issue to navigate and resolve and short of banning alcohol altogether, I do not have the solution. Other possible solutions to this issue are not considered such as employing a minimum number of full-time security officers at all times. National health guidelines suggest than no more than 2 standard drinks containing alcohol should be drunk per day, this could be a condition of entry? limiting alcohol consumption to being seated and only whilst eating could be considered. Live music invites dancing, dancing invites people bumping into each other this could lead to conflict, a no dancing rule may be required. The list of possibilities is endless. Any unruly behaviour in or around this premises is unacceptable and local residents who currently do not have to experience this type of behaviour should not be expected to put up with it because of this proposal.	
4	**K. Chiaradonna**	**20 Sinclair Street, Rivervale**	As much as I would like to enjoy having this local and in the vicinity of my neighbourhood, I have to protest as this will bring many issues such as parking, the safety of my family, noise and more. Living in a residential area this is not something my family wants to experience. In addition to this, having a licensed alcohol company in our neighbourhood poses many risks with intoxicated people being around. I will have to protest against this!	4.1 Refer to points 3.1 and 3.2.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

5	**R. and F. Kotz**	**3/116 Knutsford Avenue, Rivervale**	We object to the proposed development on the following grounds: 1. The proposed change of use from warehouse to a brewery and restaurant will generate nuisances detrimental to the amenity of the district as outlines in Council's policy of a mixed business zone. We note the following uses are contrary to the Council's policy of landuse in a mixed business zone: Lunchbar x – hotel A – Liquor store x – small bar x. 2. All of these uses are mentioned in the development application. We strong object to our property being negatively impacted in terms of noise. As noted in the development application the maximum noise is 80db, this puts the noise emitted in the loud to very loud range. We object to the impact of the extra traffic the development application proposes and note that the site parking demand will impact significantly the surrounding road network and will be high impact as per WAPC guidelines. In summary the development application is not compatible with the use/development in the locality.	5.1 The proposal is for a 'Brewery' and 'Tavern' landuse. The subject site is zoned 'Mixed Business' under the LPS 15. The land use 'brewery' is a Use Not Listed in Table 1 – Zoning Table of the LPS 15. The 'Tavern' landuse is listed as a 'D' use in the Mixed Business zone. The proposed development can be considered on the site. 5.2 Refer to point 3.2
6	**A. Bloom**	**Lot 1, 100 Belmont Ave, Rivervale**	1. Delivery truck movement in out of the shared access laneway with 98 Belmont Avenue is busy every day operating from 7.30am to 4.30pm Monday to Friday. A Brewery (Tavern within the building will vastly increase truck movement with ongoing and regular food, supplies and waste collection, let alone the potential Patron traffic, via car, bike or ride share. 2. Waste Management - Where will the Unit 3 rubbish bins be stored, as they can't be stored over the limited car bays that already exist for 100 Belmont Ave property? The site plan drawing shows 2 waste bins; however, the waste management plan shows 5 waste storage. Where will this be stored and how often it will be emptied? This obviously means more trucks within the 100 Belmont Ave site. 3. Delivery truck movement on Lot 2 side of the building could become hazardous with increased pedestrian foot, bike and car traffic. Unit 1 Roller door is only metres from the front door of Unit 3 and the potential Brewery (Tavern. Units 3, 4 and 5 also receive regular deliveries on this side of the building, even though their Roller doors are situated on the other side of the building. The proposed installation of 13 new bike bays (subject to Strata approval), so close to Lot 2 and with regular daily truck movements for Units 3, 4 and 5 is quite dangerous and could lead to injury for patrons of the brewery. 4. Parking during business hours is already tight in the precinct Monday to Friday. We see this pressure increased particularly on Friday midday when the Islamic prayer house is in full use. We have had previous parking pressure experience when the MMA Gym was operating at 98 Belmont Ave. Their customers were continually parking in our bays during business hours, no matter how much we tried to work with the gym. A brewery / Tavern will only increase the truck & Uber Eats collection vehicles in the shared laneway. According to the submission, 'Parking is available on site and within 400 meters'...however Unit 3 has 9 allocated parking spaces, which would be taken up by the staff themselves, leaving virtually none for patrons. They then would of course park as close to the venue as possible, which means all of building at 100 Belmont Ave will be impacted. I also note that the submission on page 5 mentions Boston Brewing which is situated in a retail precinct and the Old Synagogue in Fremantle, also in a retail/pub/restaurant precinct.	6.1 Unit 3 has equitable access to utilise the shared laneway for deliveries. The applicants Traffic Impact Assessment provided details regarding traffic movements which are actable for the site. 6.2 The applicant has provided a Waste Management Plan and details that waste will be stored within the building with puck up taking place in the laneway. 6.3 The conflicts between patrons during the day and business activities are noted. The proponent suggest that their peak times will be outside of the normal business hours. 6.4 Refer to point 3.2

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

			5. Unruly Behaviour afterhours and on weekends is a concern, as our premises will be empty during these times. 6. Units 1, 2 and 4 back onto Unit 3, so noise will have to be maintained at less than 80dB. These units have been run as non-retail businesses for 15 to 20 years without the pressure of retail Brewery/Tavern, wishing to seat up to 275 patrons. We have real concerns how this will be monitored, particularly Monday to Friday 11am to 5pm? 7. Waste smoke Flue will typically have oil and grease carry over - this has the potential to contaminate the roof Solar cells and lower their output. 8. Increased water use will impact all owners as the water meter is a single meter for the 5 units. Unit 3 will have to have a dedicated water meter (Strata). Electrical mains to each unit is limited to around 65Amps, albeit 3 phase, if the electrical load increases in Unit 3, then the main switchboard may have to be replaced with a current standard electrical protection and metering switchboard (Strata). Increased electrical load could also have an impact on surrounding homes. I do not support the development application for a Brewery/Tavern within 100 Belmont Ave strata building. For the past 20 years, the occupying business have all been a mix of wholesale. Engineering, showroom, and light manufacturing and a retail Brewery/Tavern is just not suitable for this location.	6.5 Refer to point 3.8 6.6 Refer to point 6.3. The parking management for the site is not supported. 6.7 Noted, this is not a matter for Planning to address, however waste generated by the development must be managed onsite and without nuisance to other business. 6.8 The applicant would need to address this with the strata, and potentially require separate meters to be installed.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

7	**P. & B. Todkill**	**Lot 2 (1/100) Belmont Avenue, Rivervale**	1. Lot 2 Office Hours a. Distillery Management Statement Page 6 'signage' "The adjacent tenancies will be signed to show that parking from 9 - 5 Monday to Friday is for the exclusive use of those tenancies.' In the case of LOT 2, this needs to be corrected to reflect our flexible work hours as normal business operation, conducted at LOT 2, is 7.30am to 7.00pm Monday to Friday. 2. Parking onsite 100 Belmont Avenue Drawing - Site Plan DAOO Rev 4 highlights a Visitor bay and a new bay to be added at the front right of the property. The plan involves reassigning the existing ACROD parking bay as a visitor bay and removing existing letlerboxes and landscaping to create an additional visitor bay. These changes to parking bays have not been presented nor approved by the Strata owners and therefore should not be shown on the DA Site Plan. 3. Lot 2 Workshop and Warehouse Operation The LOT 2 workshop access is within 7 metres of the main pedestrian entrance of Unit 3. Shipments in and out the LOT 2 Workshop at times requires forklifts and loading/unloading onto semi-trailers. As owners and operators of LOT 2 for 15 years, our concern is increased societal risk with patrons of the proposed Brewery/Distillery moving around mobile equipment. Our Public Liability would not cover such situations and transport would likely avoid deliveries due to the increased risk of injuries. 4. On Street Parking The parking survey contained in the DA does not consider the increased traffic and overload parking already experienced in the vicinity of 100 Belmont Ave particularly during Islamic Friday prayers at the corner of Esther and Robinson Streets. 5. Site Plan drawing DA03 Rev 3 shows 2 waste bins but the Waste management plans state 5 Waste storage types. The DA plan should be updated to include 'internal' storage of all waste types documented in the DA: - General waste 660L bin - Recycle Waste 660L bin - Brewery waste 1000l bin - Green waste not shown - Cooking oil – stainless steel storage 6. Adjoining Premises Impact 98 Belmont Avenue Historically 98 Belmont Avenue was occupied by an MMA business, this led to significant issues with parking on 100 Belmont Avenue and access to the rear of 100 Belmont Ave via the shared laneway. The DA plan should consider the shared access way between 98 Belmont Ave and 100 Belmont Avenue Lot 1, U3, U4 and U5 warehouses as potential contribution to challenges in transport vehicle movements. 7. Rideshare drop off and pick up point Brewery Distillery management Plan page 5 - There is no designated drop off point only what is assumed will become the main drop off and pick up point. As owners and occupiers of LOT 2 the use of the loop driveway has become problematic with delivery trucks, the rideshare drop off/pick up would exacerbate the situation.	7.1 Noted, Refer to point 6.3**.** The parking management for the site is not supported, further details are provided within the OCM Officer Report. 7.2 The relocation of the ACROD Bay and letter boxes will require Strata approval. 7.3 Noted, Refer to point 6.3**.** The parking management for the site is not supported, further details are provided within the OCM Officer Report. 7.4 Refer to point 3.2, the parking management for the site is not supported, further details are provided within the OCM Officer Report. 7.5 Refer to point 6.7. 7.6 Refer to point 3.2, the parking management for the site is not supported, further details are provided within the OCM Officer Report. 7.7 Refer to point 3.2, the parking management for the site is not supported, further details are provided within the OCM Officer Report.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

			8. Fire Detection and Alarm A distillery requires significant energy to commence the endothermic process and there are many recent incidents of Distillery Stills exploding due to over pressure and excess heat. The DA should include risk assessments and hazard prevention mitigations to prevent these dangerous scenarios. Worksafe WA WHS requirements and Distillery operation staff competencies should also be addressed in the DA. 9. Local Electrical Supply The DA does not mention any impact on electrical energy consumption with the inclusion of the kitchen, distillery and brewery. An electrical analysis needs to be included as there may be impact on the main feeder cables and transformer reducing the available voltage across premises and residents in the vicinity of 100 Belmont Ave. An upgraded main substation may be required. 10. Lot 2 Driveway into Workshop The business operating in Lot 2 (Hero Engineering) is recipient of several Belmont Council awards, one of which is Environmental achievers. As part of our continued stewardship in energy reduction is the installation of an EV charging station inside the premises of Lot 2 near the Workshop roller door. The EV charging station is for use by all Lot 2 staff and will require the roller door to remain open and cars parked in the driveway whilst charging. The Lot 2 open roller door may lead to patrons of the Brewery gaining unauthorised access into the electrical workshop and coming in contact with electrical test equipment which could result in injury or harm. 11. Noise The acoustic consultant has rightly highlighted a maximum noise level of 80dB, the proponent has stated the noise will be 'monitored'. As Lot 2 adjoins U3, monitoring by installation of noise sensors into Lot 2 may be required due to the nature of the electrical engineering consultancy work and HAZOP workshops that are regularly conducted for BHP, Woodside, etc. 12. Ablutions a. The number of ablution amenities appears to be an insufficient ratio to cater for the maximum number of 275 patrons and 7 staff. b. The area shown in the Site Plan for the Unit 3 ablutions is a central connection to the main sewerage and wastewater for U1, U2 and U3. The DA should include verification by a registered civil engineer to ensure the main waste can handle the proposed increase in waste load in heavy rain events. 13. Bicycle parking The DA states that staff will be encouraged to walk, ride or rideshare, however there is no provision in the Site Plan for male and female change and shower facilities.	7.8 Refer to point 6.8 7.9 Refer to point 6.8 7.10 Noted. This is not a matter to be addressed by Planning. Trespassing into private property should be dealt by the Police. 7.11 Noted, the noise monitoring will occur within the proposed venue. The applicant has also indicated that the peak times would be outside of the existing businesses operating hours. 7.12 Detailed engineering plans would be required prior to the realise of a Building Permit, where ethe developer would be required to detail services and amenities are sufficient. 7.13 The tavern landuse requires 1 bicycle bay per25m^2 of bar area and 1 per 100m^2 lounge, dining or function area. The proposal provides compliant parking pays. End trip facilities can be conditioned on the approval, however would be at the discretion of council.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

8	**P. Quilty**	**78 Knutsford Ave, Rivervale**	I am objecting to the application based on the fact there are enough speeding vehicles that go up and down Knutsford Ave day and night, add the additional traffic that this brewery & restaurant will create and the fact their patrons would have been drinking concerns me, also having a primary school around there corner there are a lot of children in the area that could be hurt by the increased traffic and alcohol. I don't think it would be a good decision to grant them the application.	8.1 Refer to point 1.1

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

9.	**P Kiely**	**122 Belmont Ave, Rivervale**	I support the application as it is in keeping with the surrounding land use and will add diversity and a desirable service to the local community.	**Noted**

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

10	**R. Headifen**	**4/100 Belmont Ave, Rivervale**	I write in response to the above planning application from Unit 3/100 Belmont Ave. Objections to this application are listed below. 1) Parking: As it is stated, "The 4 existing owners/tenants have provided permission letters for The Aro's patrons to use their parking during those expected busy periods." However, it would appear the busy period could also include lunch, as the parking survey was conducted of a 4 day period between 11am and 2.30pm then 5pm to 9pm, so it did include the lunch period. There is some question as to what the permission letter signed by the current tenant in unit 4 specifies in respect to the brewery hours of trading compared to what is in the planning application. Furthermore, it is not reasonable to obtain permission from the tenant who may be short term and leaving at the end of their lease. The 17 May 2023 dated cover letter to the application states, "The other four businesses on site are not open at these peak times so there are no cars on site currently." This is only based on a current situation. Future tenant(s) may find this unsuitable. Permission should have been obtained from owners who have a longer term view. Unit 4 is down the drive from unit 3 and the driveway is narrow there. Filling that area with cars and other vehicles will restrict employee access to the carpark bays and also customers visiting unit 4's business. It is unrealistic to believe that all visitors to the brewery will obey parking signs. At the rear of unit 4, the laneway is narrow and access to the real roller door needs to be maintained for smooth business operation. At the brewery/restaurant there will be a high number of delivery vehicles restricting access. Plus it is highly likely that their customers will park in the laneway. 2) Drawing - Site Plan DA00 Rev 4 highlights a Visitor bay and a new bay to be added at the front right of the property. The plan involves reassigning the existing ACROD parking bay as a visitor bay and removing existing letterboxes and landscaping to create an additional visitor bay. These changes to parking bays have not been presented nor approved by the Strata owners. 3) Regarding on street parking, the parking survey contained in the DA does not consider the increased traffic and overload parking already experienced in the vicinity of 100 Belmont Ave due to Islamic Friday prayers at the corner of Esther and Robinson Streets. 4) Unruly behaviour afterhours and on weekends is a concern. We also have concerns regarding a very likely increase in litter and potential vandalism as well; as unfortunately these behaviours are common near drinking establishments. 5) Waste smoke Flue will typically have oil and grease carry over – this has the potential significantly lower our property values.	10.1 Refer to point 3.2 10.2 Refer to Point 6.8 10.3 refer to Point 3.2 10.4 Refer to Point 3.8 10.5 Refer to Point 6.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

			6) Regarding waste management, site Plan drawing DA03 Rev 3 shows 2 waste bins; however, the Waste management plans state 5 Waste storage types. The DA plan should be updated to include 'in closed premises' storage of all waste types documented in the DA: i. General Waste 660 litre bin ii. Recycle Waste 660 litre bin iii. Brewery Waste 1000 litre bin iv. Green Waste not shown v. Cooking Oil – stainless Steel storage. Where will these be stored and how often it will they be emptied? This obviously means more trucks within the 100 Belmont Ave site. 7) Units 1, 2 and 4 back onto Unit 3, so noise will have to be maintained at less than 80dB. These units have been run as non-retail businesses for 15 to 20 years without the pressure of retail Brewery/Tavern, wishing to seat up to 275 patrons. We have real concerns as to how this will be monitored, particularly Monday to Friday 11am to 5pm. 8) Increased water use will impact all owners as the water meter is a single meter for the 5 units. Unit 3 will have to have a dedicated water meter (Strata) In light of the above, I do not support the development application for a Brewery/Tavern within the 100 Belmont Ave strata building. For the past 20 years, the occupying businesses have all been a mix of wholesale, engineering, showroom, and light manufacturing and a retail Brewery/Tavern is just not suitable for this location	10.6 Refer to point 6.7 10.7 Refer to point 7.11 10.8 Refer to point 6.8

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

11	**D. Taylor**	**108 Belmont Ave and Esther St carpark**	I strongly object to this going ahead. The parking will use every available spot in the entire area as they don't have enough of their own. The area is not an entertainment precinct and will bring an unsavoury element into the area, with the patrons wandering the streets after hours. I think the brewery should go somewhere more suited and have spoken to the residents of Sinclair Street and we all think it is a bad idea.	Refer to points 3.2 and 3.8

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12	**Dr I. Laing, Mr P. Hutchison and Mr R. Hutchison**	**35 Esther St, Rivervale**	We are owners and occupiers at the above address in Rivervale, which is less than 100 metres from the proposed development address. I have lived at this address for 19 years and my husband, and his son, for 5 years. I bought the house at this address because it was located in a quiet cul-de-sac. I was aware of the light industrial zoning that bordered the end of my street but expected that those businesses would be operating during normal business hours (approximately 8am-6pm Monday – Friday and possible 8am-12noon on Saturdays). This has been the case and even during their operating hours the businesses near us have resulted in almost no noise or disturbance to our residential street. At no stage was it anticipated that a hospitality business would be permitted to operate in this light industrial area at all, let alone until late every night of the week. Of note this location is not facing Belmont avenue, and is a middle unit of a block of units that extends away from Belmont avenue, backing onto the end of our residential cul-de-sac. We would like to STRONGLY OBJECT to this development being approved at ALL for the following reasons. **1. Noise** The proposed development documents state that this business intends to have up to 275 customers plus staff, will operate until late every night of the week and will cater to functions/events and also have live music. The stated noise level will apparently be up to 80db, similar to a truck passing. However, it won't be equivalent to a track passing since it will be constant noise, particularly in the evenings and all weekend. The venue will be unlikely to limit the noise in consideration of us and neither will their patrons as they arrive and leave the premises (which could be significantly later than closing). Furthermore, therea are several residents in our street who work shift work and need quiet to sleep at all hours of the day. The amount of noise likely to be generated by the proposed development will severely disturb our homes and our families in this street. This is unacceptable for a residential area. **2. Car parking** Although some patrons will most probably be catching rideshare services, it's also likely that a large proportion of patrons will drive to the venue and require parking. There are too few parking places (maximum ~40 places at the premises and nearby City of Belmont parking) for this number of patrons. Patrons will quite likely park in the surrounding streets including Esther St. Our street has a significant number of young families living in the street. Since our street is a cul-de-sac, children often play, ride bikes and scooters in our street. All the residents are aware of this and drive very slowly down the street for the safety of the children in the street as well as pets and other residents. Brewery patrons driving down our street looking for parking will represent an unacceptable risk of injury to our residents. **3. Safety** It is well known that a percentage of people attending any licensed premises will represent at safety risk to other patrons and the nearby community. Our street already has issues of safety regarding the security of our homes from non-residents walking down our street to the path at the end of the street. We have a history of packages and other outdoor items being stolen. It is highly likely that anit-social behaviour will significantly increase with a large licensed premises nearby.	12.1 Refer to point 3.1 12.2 Refer to point 3.2 12.3 Refer to point 3.8

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

			4. Property values The close proximity of such a large capacity, noisy, licensed premises at the end of our street that is operating late every night will almost certainly significantly decrease the value of our nearby homes. **5. Health** I was born with a genetic condition that has led to several chronic health conditions. In the time I have lived in the City of Belmont, I have had to undergo two organ transplants. My husband has recently taken care of me during the second of these. The quiet, peaceful environment of our home has helped me to recover from these surgeries and helps me to maintain my health. Sources of stress and anxiety are very likely to have a deleterious effect on my health. I anticipate that having a hospitality venue such as the one proposed in this development application will considerably contribute to stress for us and further deterioration of my health. Since I only work part-time, I am not in a position to move. We believe that if this development is approved, our street and neighbourhood will be extremely negatively impacted and there are insufficient external support services available from the City of Belmont to handle complaints about this proposed business, particularly after hours. There is a large light industrial area in the City of Belmont where they are other sites that would be more suitable to a venue such as described in this development application that it doesn't seem reasonable or necessary to have one so close to a residential area. Please consider rejecting this development application in favour of a location further away from City of Belmont residential areas.	12.4 Property values are not a matter for planning consideration during the assessment of an application. 12.5 Health conditions are not planning matters for consideration as part of the assessment of a development application, however impact on amenity is. Refer to Point 3.1.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

13	**T. Walker**	**9 Sinclair St, Rivervale**	When I moved here in December 2020, I was specifically looking for somewhere safe. This small, quiet street has been perfect and I plan to live here ongoing. On either side of the house, on both Sinclair St and Esther St, you can hear a whisper outside at 11pm. That's how quiet it is in our streets at night. 1. A tavern that close (57m from the back fence) is a dramatic change. This isn't just due to the live music which would already add a lot of noise. 275 patrons make a lot of noise both inside trying to be heard over one another and when coming and going from the venue. Particularly as the closest place many of these patrons will have to park will be in the Esther St cul-de-sac. The tavern mentions specifically in their application that it will not be rowdy. While I believe it likely that many of their patrons may have other ideas, if they are going to be drinking less, they will be driving more. To suggest that 36 parking spots maximum on the premise with only 15 more in community parking is enough for all of the possible 275 patrons is unrealistic. The other parking around will be street parking, with the closest streets to the venue being Esther St and surrounding cul-de-sacs. This will lead to a large increase in the currently near-non-existent vehicle and foot traffic. This then leads to more noise concerns and safety concerns. Having more people going up and down these cul-de-sacs takes away from the safety of the streets. Particularly people who are likely intoxicated. Even if the majority of the patrons are careful, there is still a significant probability of people getting drunk. When people are drinking they are less predictable and more likely to cause disturbances. I, like many people, have learned to be scared of loud voices in the night. I do not want to be scared in my own home every night. This is my biggest concern. I have lived in places where I had to be afraid all the time and I moved here so that wouldn't need to be. These little streets almost never have people around at night and this would be a significant negative change. This community is important to me and while I like to support the businesses in our area, a tavern of 275 patrons, with live music and events, open until "late" being so close to residents is unfair to the people living here. This tavern would bring about many negative changes and would ultimately make our streets less comfortable and less safe to live in.	13.1 Refer to points 3.1, 3.2 and 3.8.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

14	**L. McAskill**	**9 Sinclair St, Rivervale**	Concerned for their health and wellbeing, and that of their neighbours and community. Concerns for self: The location of my house and the proposed Brewery and Restaurant is shown in the map on the next page. As you can see, the proposed Brewery and Restaurant is only 50m (approx.) from my back fence line. I see the opening of a large Brewery and Restaurant close by affecting me in the following ways: **1.** **Noise**: As I suffer from severe anxiety and sleep conditions I am very sensitive to loud noises and even more so of noise made by people and music. Regular commercial noise from the area is currently very mild and is strictly limited to working hours. I would like to point out that 3/100 Belmont Ave is positioned far back from the main road and entirely faces residents just 20m away. If a large Brewery and Restaurant were to open every day till late just fifty-odd metres from my back fence, my health would be likely severely impacted. **2.** **Safety and Nuisance**: Any drinking establishment is likely to be a risk to public safety even with cameras and the cooperation of local police. With up to 275 patrons entering and exiting the venue I fear the spillover onto local streets to be an unfair burden on local residents. Our streets (Sinclair & Esther St) do not have footpaths and personally I fear the disturbance of alcohol-affected patrons along both the front and rear of my fence line. **3.** **Parking**: Compounding the issues of both noise and safety is the significant lack of onsite parking. The application acknowledges that the venue would be heavily reliant on public parking making special mention of the car park at the end of the Esther St. cul-de-sac. This carpark, being the closest public parking, would inevitably become very busy and extend the noise and safety risk far beyond the doors of the venue. Concerns re application: **4.** The application has proposed some methods to mitigate the impact on residents that I believe to be grossly inadequate. As for noise, music levels are to be kept to 80db, "Doors [are] to remain closed at all times" and ridesharing services are to be directed to the parking lot. 80db is uncharacteristic of this neighbourhood, particularly at the peak times the venue expects -after regular business hours and on weekends. As for the doors, the natural reality is that they must inevitably be opened repeatedly as people come and go. **5.** Furthermore, there is no proposed mechanism to enforce rideshare drivers servicing patrons at the venue's proposed designated drop-off location. It is my experience that rideshare drivers and their customers are often confused by the specific layout of Esther St. I fear this issue would be drastically exacerbated by the addition of this Brewery and Restaurant with drivers and patrons arriving and awaiting on the Esther St Cul-de-sac behind my house. **6.** The application has noted it would alert the police and the Belmont Security Watch of unruly behavior but there is no substantial mitigation strategy to deter such behavior and other disturbances by exiting patrons like slamming car doors and loitering chatter beyond the installation of a sign "requesting our patrons respect our neighbours and leave quietly". Perhaps this is beyond the scope of their capacity which, if so, brings no comfort.	14.1 Refer to Point 3.1 14.2 Refer to point 3.8 14.3 Refer to Point 3.2 14.4 Refer to Point 3.1 14.5 Refer to points 3.1 and 3.2 14.6 Noted, refer to point 3.2

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

			7. According to the application's Parking Survey, there has been no attention made to the impact of street parking and parking on green areas on the west side of Belmont Ave closest to residents. The exception being the public parking bay on Esther St. accessible via Belmont Ave. Patrons are likely to park as close as possible to the venue (itself on the west side of Belmont Ave). The proximity of parking availability and in this instance, its burden on residents, I believe to be at least equivalent in value to the total number of available parking spots located within an arbitrary radius of 400m. The large verge/green space behind my house and along Esther St. is therefore likely to become a de facto parking lot. **8.** As a community member more broadly, I would be disappointed in the opening of such a venue in its currently proposed location as it challenges the very nature of this neighbourhood. This is a quiet area a few hundred metres from the local Rivervale Primary school and one that families and their children treasure for its safety and slow-paced, sheltered streets. Fundamentally, the development, which is proposed to be in a 'mixed business use zone', simply has too much potential to negatively impact on neighbouring residents in a 'residential zone' given the development virtually borders on the residential zone. The nature of residential zone in Belmont seriously needs to be taken into consideration in deciding the appropriateness of this application. On the basis explained above, I honestly do not believe that this development together with its proposed mitigants is one which "does not generate nuisances detrimental to the amenity of the district or to the health, welfare and safety of residents and the workforce" as required for a "Mixed Business Zone" development.	14.7 Refer to point 3.2 14.8 Noted, Refer to point 5.1 and 3.1

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

15	**A, J, and L Quek**	**38 Esther Street, Rivervale**	I am raising my concerns for developing a Brewery and Restaurant adjacent from where we live. 1. We are a young family and we concerned about the night openings till late (11pm) and all day and night during the weekends (12am). I understand that you have conducted studies that conclude that the excess parking that the surroundings is accounted for and the noise level will be within regulation - there will still be music and crowd noise until such late hours every night, and that would further extend to the crowd dispersing into their parked cars and waiting to be sober to drive. We have a young 19 month old that is sensitive to noise while taking her nap during the day and sleeping at a reasonable time for a baby, 7-7:30pm. I'm afraid the music and crowd noise will affect our little daughter, Luna, the quality sleep she deserves to have as a resident here. Please consider us when deciding whether this development will go ahead, as it will disrupt our lives.	15.1 Refer to point 3.1

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

16	**L. and I. Bell**	**17 Sinclair Street, Rivervale**	Objection 1. Noise – the venue is 50m from their bedroom with only carpark and open space between. Our back patio area is the same distance. Noise from this proposed venue would make both areas unusable during their opening hours. 2. Vehicle movement and parking – the portion of Esther Street that fronts this building is not a road it is a carpark. The nearest street on the venue side of Belmont Ave is Sinclair Street and it seems obvious this will be preferred parking as the onsite parking is inadequate. 3. Brewery's by the very nature produce a strong odour that will impact our use of outdoor areas. 4. This area is very quiet and there is nothing around us to suggest this venue will fit in with the existing character of the area. These facilities encourage an excess of drinking and the only entrance directly faces our home. I would expect intoxicated patrons to be urinating in the car park and being generally noisy as they exit the venue. 5. Generally this proposal would have a negative impact on the lives of Sinclair Street residents. If it was to be approved I believe the minimum conditions should be: 1) Brick fence at least 1800mm high replaces the current wire fence 2) CCTV on the Esther St carpark 3) Control of patrons parking on Sinclair Street	16.1 Refer to point 3.1 16.2 Refer to point 3.2 16.3 Refer to point 3.7 16.4 Refer to point 3.1 16.5 Noted.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

17	**N. Khalid**	**37 Esther St, Rivervale**	Objection • Quiet calm area • Kids play outside the property premises but more cars coming and going from the road would be dangerous for them • Due to more and more people passing through the road will also disturb us as all kids are school age and need noise less atmosphere to sleep and study. • We came here because it is a no through road so we will maintain privacy and enjoy a peaceful life. • Music will also disturb our peaceful nights as we are also working during the day.	17.1 Refer to Points 3.1 and 3.2

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

18	**J. Vassiliou**	**25 Esther Street, Rivervale**	**1. Noise Pollution:** Licenced premises are known for generating noise, especially during peak operating hours. This would not only disrupt the peaceful environment of our neighbourhood but could also lead to disturbances late into the night, affecting the well-being and rest of nearby residents. Of concern is the intended hours of operation every day of the week from morning to 11 pm all nights, except for Friday and Saturdays when trade would extend to midnight. I, like most residents, built or bought in the immediate vicinity of the proposed development knowing that the residential envelope abutted a commercial/ showroom area that operated during normal hours of business. There was an acceptance that noise levels associated with such commerce would cease in the evenings and weekends providing respite and some quality of life. The application before the City under 'Function and Capacity' 'Aro' [the proposed business] intends to run comedy nights, birthday/engagements parties, office parties etc. from time to time that will be predominantly held after hours and on weekends. The fallout of this, in addition to Aro's intended trading hours, would increase the noise emissions from the entertainment provided. This would include passing patronage to and from the venue. The indicated capacity of 275 patrons is of further concern to me and this alone would increase the likelihood of being disturbed by passing patronage on foot. The City should consider that leaving patronage are likely to be intoxicated, thus increasing the likelihood of unruly behaviour and the neighbourhood disturbed by this noise. Under 'Acoustics' in the submission and of concern is the reference to performances by DJs, live musicians and acoustic singers or duets. It does not exclude performances by live bands. There is an indication of a 80 db level being set however, this appears to be 'self-policed' with a measuring device and this provides little reassurance or comfort to me against the background that it will be a licensed premise, operating late into the night, on every night. I ask that the City to consider this. Furthermore, the building itself is clearly constructed as a commercial warehouse/showroom and there is little in the application to address noise abatement or any conformity to such (outside of keeping the premises shut-up) or compliance to regulatory building codes that ensure noise 'leakage' is minimised for the intended activities. Of concern the two main apertures of the building, being the roller door and main entrance, face directly out to the residential area and do not show as fit for purpose to dampen or abate noise. In addition to this, patrons leaving and entering via the main entrance would allow noise to 'escape'. As there are no open areas, smokers have no alternative but to regularly exit and enter the premises, increasing the likelihood of noise omitting and encouraging noise from people gathering outside.	18.1 Refer to point 3.1

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

			The Acoustic Report attached to the development submission appears to be based on modelling and is predictive only, and did not show any simulated trials from within the premises and the actual impact on residents in the immediate vicinity. Of note the values provided are only compliant to EPA (Noise) Regulations if the venue remains 'shut' and music is kept to 80db inside. It appears that the 80 db limit is the only noise control option. The report did not consider other factors that would impact modeling including the roller door, entry and exit of patrons or emission from 200+ patron capacity. The report did not address the possibility of annoyance to the surrounding residents at nighttime when the perception of sound is greater when background levels lower. An open source search via the internet shows that 80 db is equal to the level of an operating family sized vacuum cleaner. It is clear in anyone's experience a gathering of 275 patrons, a performing DJ and live acoustic singers or duets would exceed this level. Against this, there is no amount of planning or mitigation shown in Aro's submission that would provide comfort to the City that Aro's activities would not negatively impact the residents on the issue of noise. If this development was granted, it has the potential of providing little respite to the neighbourhood every day of the week from early morning to very late in the night. It would impact adversely on the wellbeing of the residents. I appeal to the City to consider in their deliberations that noise pollution has been recognised as one of the major threats to the health of urban residents. **2. Traffic and Parking Issues:** The increased traffic flow and parking demands associated with a tavern would create congestion and safety hazards in our residential area. This is particularly concerning for families with children who play in the vicinity. The small enclave of Esther Street alone has 5 families with children that currently use the safe street to play. The development submission overtly recognises there is a gross shortfall for parking. Aro's reliance on a 'commonplace' acceptance that other venues around Perth have similar issues, appears to be generalised. There is no detail before the City regarding why other venues were permitted to operate with little or no onsite parking and how this was addressed. The Parking Survey attached to the development submission, only identified bonafide parking bays in and around the proposed venue in a radius of 400 metres. It did not address patrons driving to the venue using nearby road reserves and verges to park. My concern is, as Esther Street is a cul-de-sac, very close to the proposed venue, with a large road verge/reserve, it will become a spill-over area for vehicles.	18.2 Refer to points 3.2 and 3.1

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

			The City only needs to look at a similar business model- Blasta Brewery in Burswood to see the impact of insufficient parking near a venue in a light industrial area. This is in spite of the venue being adjacent to a train station and close to the same bus routes indicated in the current application before the City. The likelihood that Esther Street cul-de-sac would become a quasi car park for the venue would negatively impact all residents in the street by increasing the danger of children playing and compete with the current take-up by the residents and their visitors. If the City were to assist residents in managing this issue by regulatory measures of signage and enforcement, I argue that this would become a burden on the City's resources and in particular outside of normal operating hours when the proposed venue will be at its peak business. The proposition that share ride will be utilised is anecdotal and at best is expected to account for 30% of the patronage. This position alone has foreseeable issues as there is no allocated pick-up and drop off rank/zone and intends to utilise the existing small car park as the thoroughfare. It does not address the potential of 275 patrons leaving en masse and how this number of people will egress from the area. This proposition lends itself to people milling around waiting and the City only needs to look at James Street~ Northbridge on a Friday/Saturday night to see the resulting impact of share ride operators on traffic flow and public safety. **18.3 Public Safety Concerns:** Taverns often attract large crowds, and with alcohol consumption, there is an increased potential for disorderly behaviour and incidents that may compromise the safety of our community. There is not a licensed premises of this type in Western Australia that has 'zero' incidents of reported offending. The application speaks about working in partnership with agencies to ensure public safety and shows no detail how this is to be achieved. The erection of signs by the venue in the submission to notify the patrons leave to be considerate to the surrounding residents give me no comfort and frankly is tokenism at best. **Incompatibility with the Neighbourhood:** The proposed tavern is inconsistent with the character and purpose of our residential neighbourhood. Introducing such an establishment would disrupt the harmony and sense of community that currently exists. I request that the council carefully consider the concerns of the residents who will be directly affected by this decision. I believe it is crucial to prioritise the well-being and safety of the community over the interests of a commercial establishment. I kindly urge you to reject the development application for the establishment of the tavern near my residence. I appreciate your attention to this matter and trust that you will make the decision that best serves the interests of the community.	18.3 Refer to point 3.8 and 3.1 18.4 Refer to Point 3.1

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Attachment 12.3.1 Submission Table

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Parking is available on site, but The Aro will be expecting and encouraging residents and workers to use public transport, walk or rideshare as we do not encourage drinking and driving. The expected busy periods are after 5pm weekdays and weekends. The other four businesses on site are not open at these peak times so there are no cars on site currently. Most of the surrounding businesses in the area are also not open, leaving ample public parking options nearby during the expected peak times. The existing tenants have provided permission letters for The Aro's patrons to use their parking during the expected busy periods. Ample bicycle racks are also being installed to encourage staff and locals to leave their cars at home. The traffic consultant's report states that there **is** enough parking based on the 400 meter radius of the commercial area surveyed.

Whilst we acknowledge there is a parking shortfall onsite based on an arbitrary formula, this is commonplace around Perth with venues like Bright Tank Brewing in East Perth having no onsite customer parking, Boston Brewing in East Victoria Park and the Old Synagogue in Fremantle having no onsite parking, and Blasta Brewing in Burswood having limited onsite parking.

Looking at ridesharing statistics, The Aro's target clientele has had the largest increase in users of Ridesharing:

> Re Uber; the app is popular with 35 – 49 year olds, with the number of users increasing by 142% or 717,000 new users in that age group. At 25.7%, Western Australians used Uber most of all.
>
> https://www.moneyaustralia.net/uber-statistics/
>
> 74 percent of rideshare users said they had used the service to visit a restaurant or a bar.
>
> https://www.statista.com/topics/9632/ridesharing-in-australia/#topicOverview
>
> Thanks to the rise and success of services such as Uber and increasing awareness of climate issues, the ridesharing market is experiencing continued growth globally, and this growth is predicted to continue at an exponential rate, **more than doubling by 2026**.
>
> https://www.ibisworld.com/au/industry/ridesharing-services/5540/#:~:text=Revenue%20for%20rideshare%20services%20is,be%201.9%25

The only liquor license that will allow a brewery, restaurant and packaged liquor sales (cellar door) is a Seating Tavern License. Packaged liquor sales will **only** be the products produced onsite. Patrons can try our Gin, Vodka, Whiskey etc. and purchase a bottle either onsite or via the internet to take home. West Australian Distillery will be producing a unique spirit with the aim of exporting to China in the future, but aimed at the local and national Chinese market initially.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

To produce food onsite a commercial kitchen will be constructed. To produce beer a 3 three vessel 10 HL brewhouse will be used with Fermenters (Unitanks) for maturation and fermentation. Spirits wash will be produced with the same equipment then distilled in a still with 250 to 500 litre capacity.

Staff required are a chef, kitchen hands (2) bar staff (3) and a brewer/distiller. Staff levels will fluctuate as brewing will not occur every day or at night and weekends and prep chefs will work at different times to service. More servers and bar staff will be required after hours when the brewer is not there, meaning the average maximum staff level would be 7. There will be a focus on local staff so that walking, riding and public transport options can be encouraged.

The Aro, like all venues, will offer functions such as birthdays, engagement parties, office parties etc. These will be held after hours and on weekends when more parking is available. The maximum number of patrons requested is 275. Regarding noise 90% of the time there will be light background music. On the odd occasion music is played louder it will be turned down later at night to respect our neighbours and managed to always be below the threshold set by the acoustic engineer.

Mental health is a real issue for the community. Despite more technology than ever many people are isolated and lonely. The Aro will add to the community a place for people to meet friends to share face-to-face experiences over a meal, coffee or drinks. This socialising is proven to be a vital step in maintaining mental health, a common issue for all communities.

At nights and weekends there are no people in the area, leading to crime and a feeling of insecurity for some residents walking around. A resident of Ester Street mentioned that the addition of people in the commercial precinct at nights and weekends will add to the security of the area.

Walkability to services increases the value of a property, the addition of the Aro as a venue in the area will have a positive effect on the amenity of the area, both residential and commercial.

The Aro will be looking to attract local and international tourists, as a destination on the way from Crown to the Swan Valley as well as those staying in the many hotels in the city. When choosing accommodation, Rivervale and the City of Belmont will be more attractive with an additional venue to experience unique food and beverages.

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To support this application please find attached the following documentation:

- Introduction Letter
- Application for Development Approval
- MRS Form 1
- Drawings
- Acoustics Report
  - Acoustic Engineers comment Re functions and music
- Transport Impact Assessment
  - Transport Impact Assessment (Appendix 1)
  - Transport Impact Assessment (Appendix 2)
  - Transport Impact Assessment (Appendix 3)
- Management Statement
- Distances to Venues
- External Lighting
- Waste Management Plan
- Parking Permission Letters (4)
- Certificate of Title
- Checklist

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BREWPUB AND DISTILLERY

UNIT 3 / 100 BELMONT AVENUE, RIVERVALE 6103

|

DRAWING LIST

DRAWING NUMBER	DRAWING TITLE	CURRENT REVISION	ISSUE DATE
DA00	SITE PLAN	4	06.06.23
DA01	DEMOLITION PLAN - GROUND FLOOR	3	15.05.23
DA02	DEMOLITION PLAN - FIRST FLOOR	3	15.05.23
DA03	PLAN - GROUND FLOOR	3	15.05.23
DA04	PLAN - FIRST FLOOR	3	15.05.23
DA05	REFLECTED CEILING PLAN - GROUND FLOOR	3	15.05.23
DA06	REFLECTED CEILING PLAN - FIRST FLOOR	3	15.05.23
DA07	EXTERNAL ELEVATIONS	3	15.05.23
DA08	SECTIONS	3	15.05.23

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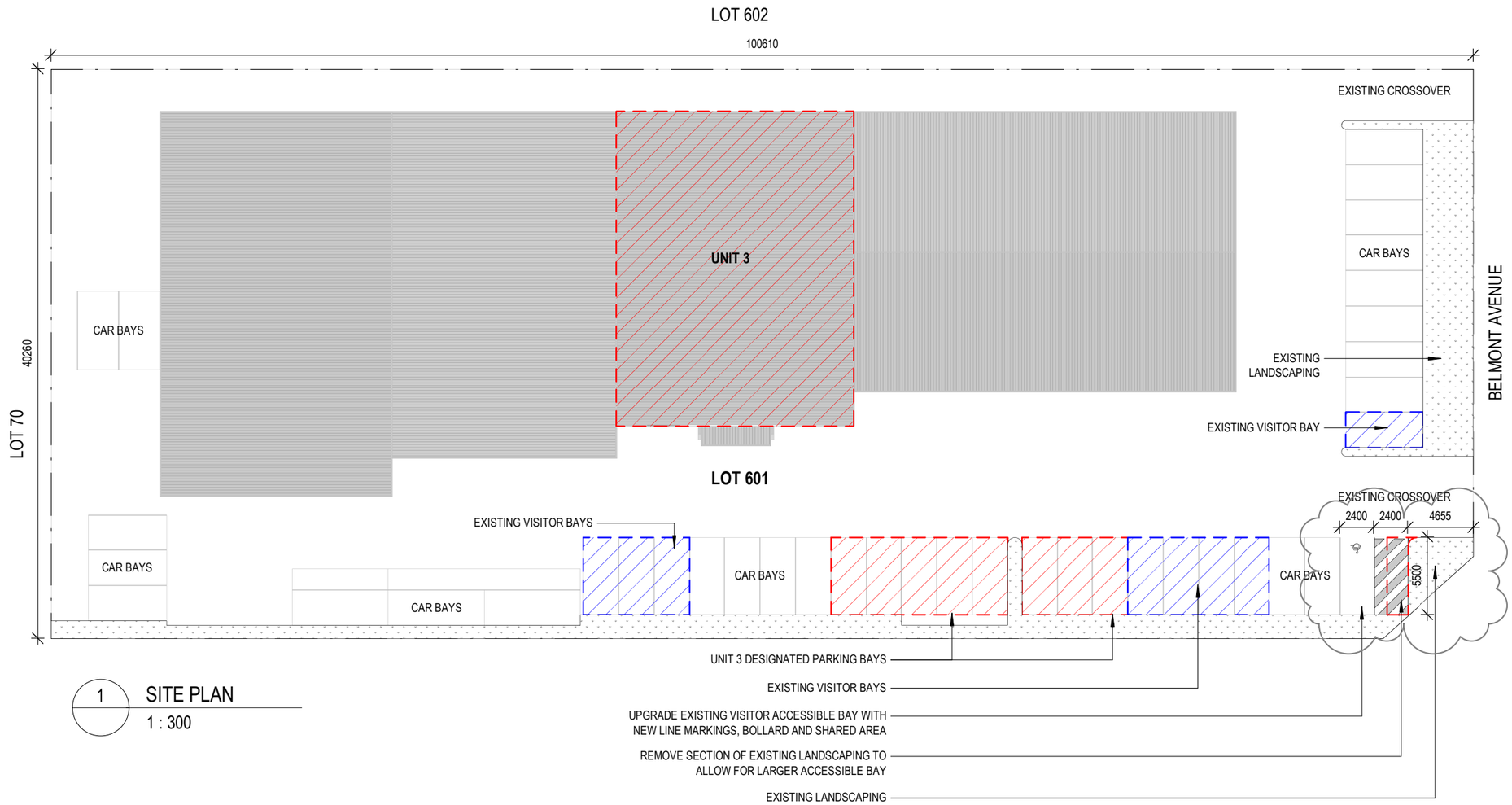

1 SITE PLAN
1 : 300

REV	DATE	STATUS	ISSUED
1	05.05.23	CLIENT REVIEW	SP
2	10.05.23	APPROVAL	SP
3	15.05.23	DEVELOPMENT APPLICATION	SP
4	06.06.23	DEVELOPMENT APPLICATION	SP

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P.A.I.D Interiors Pty Ltd ACN 609 278 453

Client: **GRAHAM DOWNS**

Project: **UNIT 3 / 100 BELMONT AVENUE RIVERVALE**

Drawing Title: **SITE PLAN**

Scale:	Dr:	Chk:	Appvd:
1 : 300 @ A3	SP	PH	PH

Job No:	Drawing No:	Rev:
PAR0110	DA00	4

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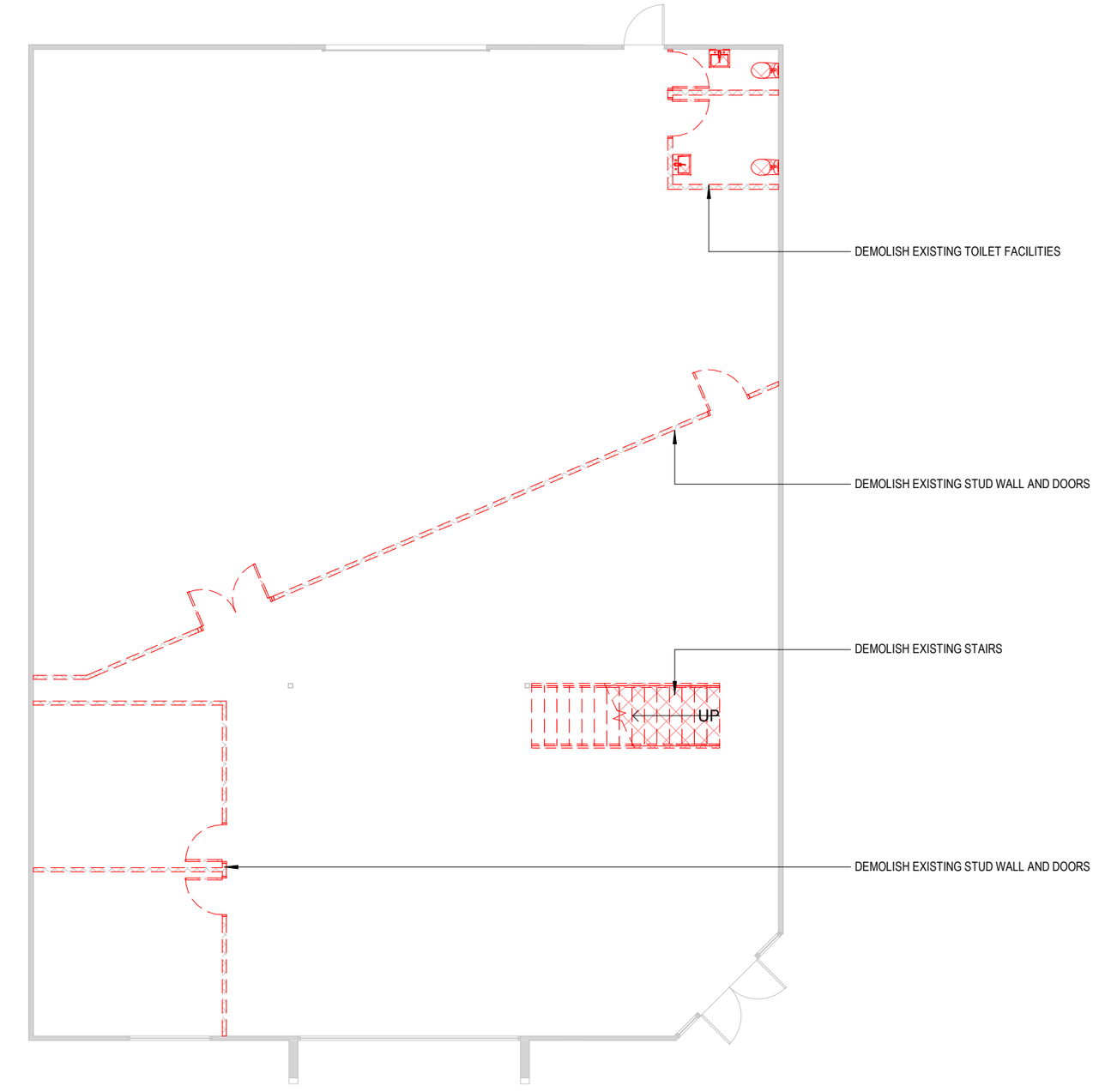

1 DEMOLITION PLAN - GROUND FLOOR
1 : 100

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

REV	DATE	STATUS	ISSUED
1	05.05.23	CLIENT REVIEW	SP
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Client: **GRAHAM DOWNS**

Project: **UNIT 3 / 100 BELMONT AVENUE RIVERVALE**

Drawing Title: **DEMOLITION PLAN - GROUND FLOOR**

Scale:	Dr:	Chk:	Appvd:
1 : 100 @ A3	SP	PH	PH

Job No:	Drawing No:	Rev:
PAR0110	DA01	3

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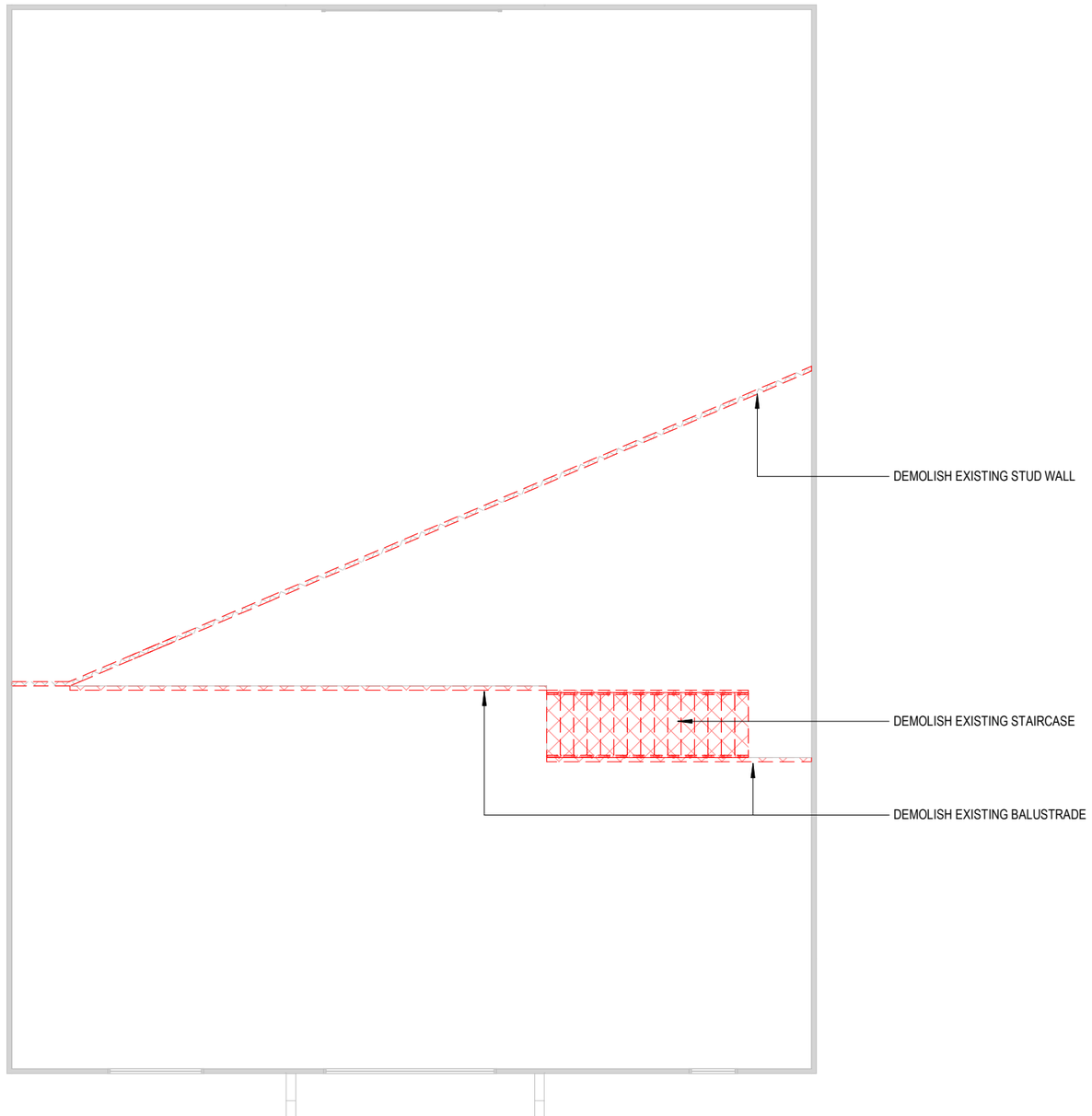

1 DEMOLITION PLAN - FIRST FLOOR
1 : 100

City of Belmont
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RECEIVED 06/11/2023
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P.A.I.D Interiors Pty Ltd ACN 609 278 453

Client: **GRAHAM DOWNS**

Project: **UNIT 3 / 100 BELMONT AVENUE RIVERVALE**

Drawing Title: **DEMOLITION PLAN - FIRST FLOOR**

Scale:	Dr:	Chk:	Appvd:
1 : 100 @ A3	SP	PH	PH

Job No:	Drawing No:	Rev:
PAR0110	DA02	3

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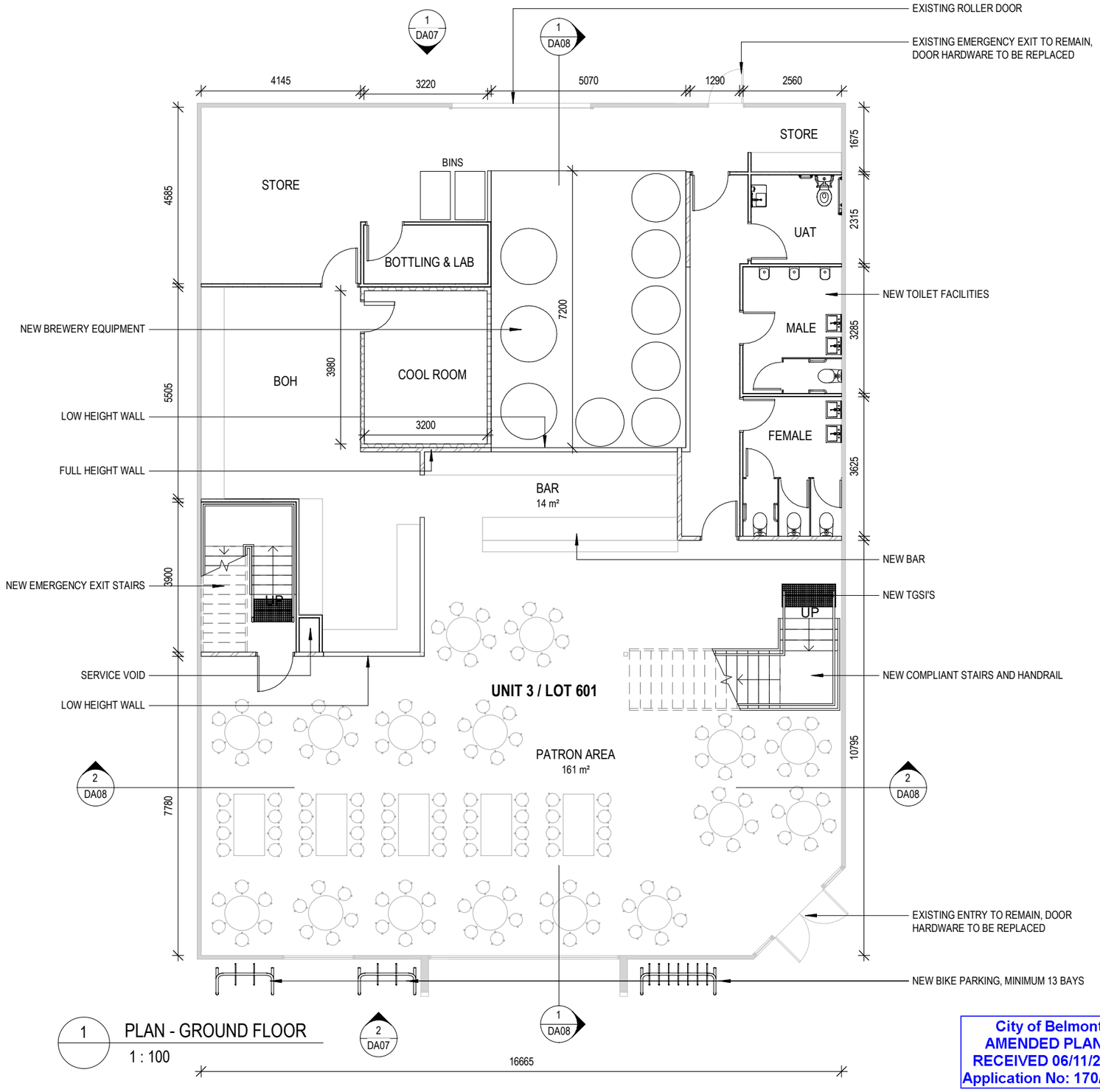

1 PLAN - GROUND FLOOR
1 : 100

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

REV	DATE	STATUS	ISSUED
1	05.05.23	CLIENT REVIEW	SP
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3	15.05.23	DEVELOPMENT APPLICATION	SP

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P.A.I.D Interiors Pty Ltd ACN 609 278 453

Client: **GRAHAM DOWNS**

Project: **UNIT 3 / 100 BELMONT AVENUE RIVERVALE**

Drawing Title: **PLAN - GROUND FLOOR**

Scale:	Dr:	Chk:	Appvd:
1 : 100 @ A3	SP	PH	PH

Job No:	Drawing No:	Rev:
PAR0110	DA03	3

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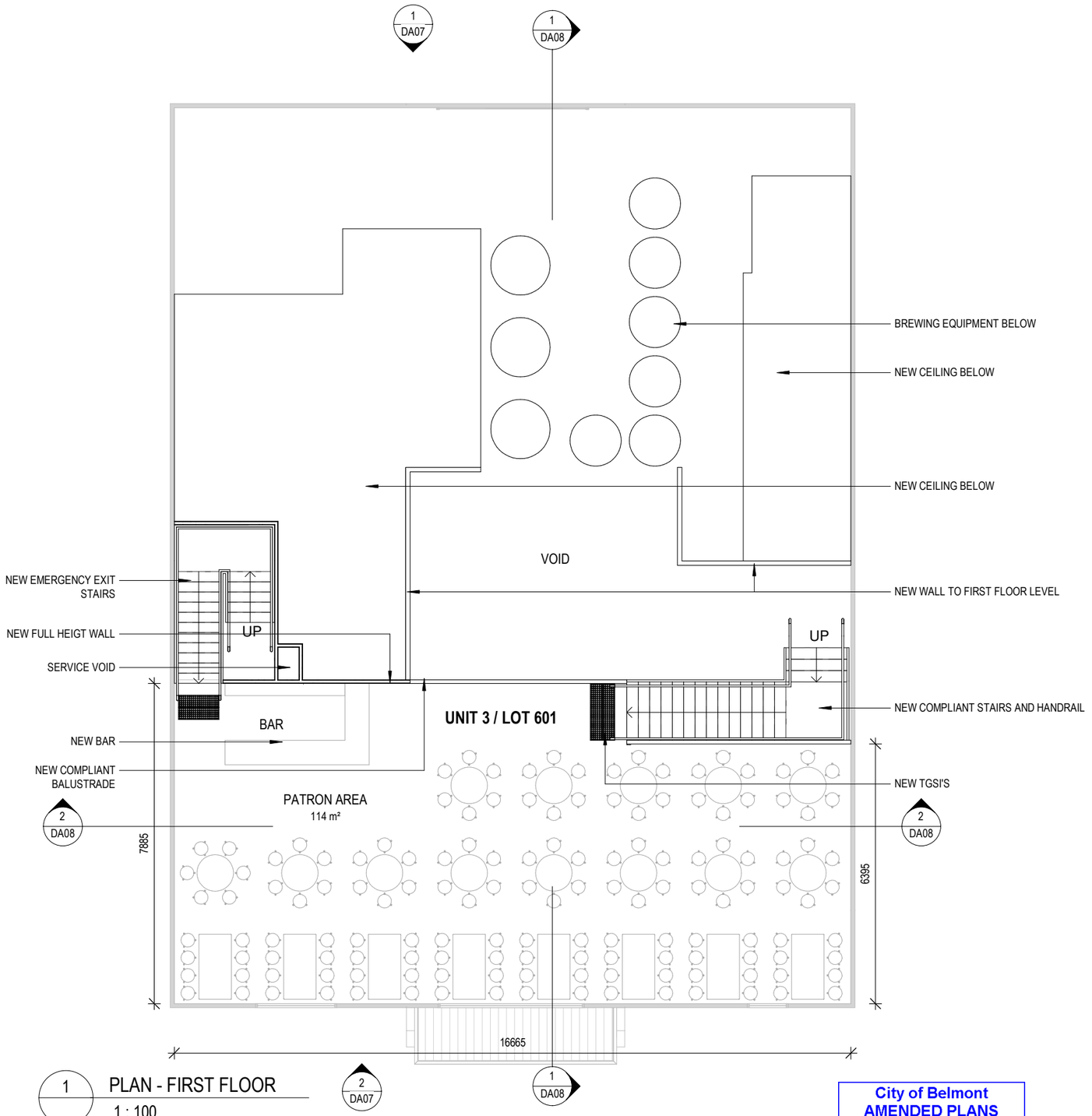

1 PLAN - FIRST FLOOR
1 : 100

City of Belmont
AMENDED PLANS
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Client: **GRAHAM DOWNS**

Project: **UNIT 3 / 100 BELMONT AVENUE RIVERVALE**

Drawing Title: **PLAN - FIRST FLOOR**

Scale:	Dr:	Chk:	Appvd:
1 : 100 @ A3	SP	PH	PH

Job No:	Drawing No:	Rev:
PAR0110	DA04	3

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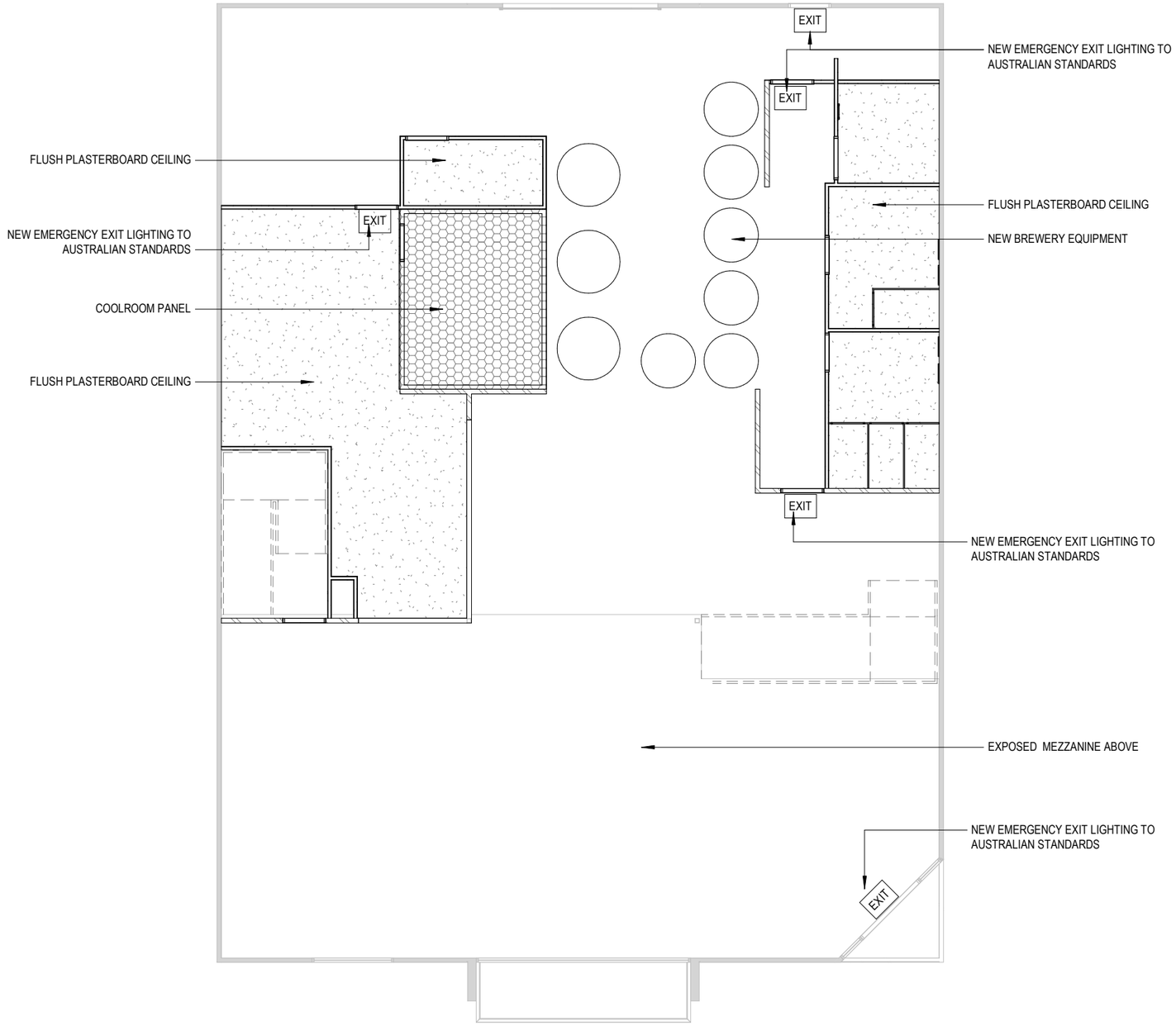

1 RCP - GROUND FLOOR
1 : 100

City of Belmont
AMENDED PLANS
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Application No: 170/2023

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Client: **GRAHAM DOWNS**

Project: **UNIT 3 / 100 BELMONT AVENUE RIVERVALE**

Drawing Title: **REFLECTED CEILING PLAN - GROUND FLOOR**

Scale:	Dr:	Chk:	Appvd:
1 : 100 @ A3	SP	PH	PH

Job No:	Drawing No:	Rev:
PAR0110	DA05	3

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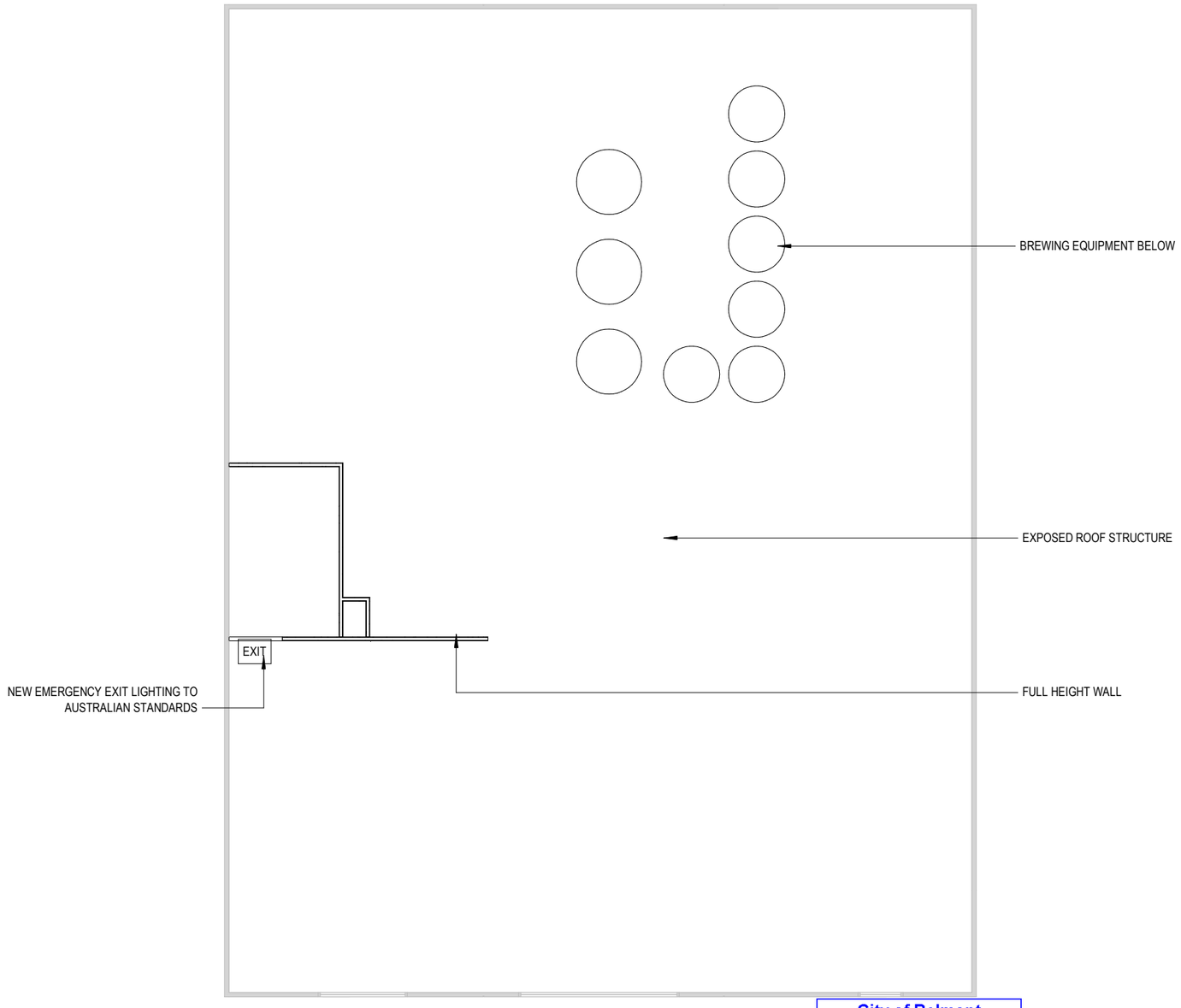

1 RCP - FIRST FLOOR
1 : 100

City of Belmont
AMENDED PLANS
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Client: **GRAHAM DOWNS**

Project: **UNIT 3 / 100 BELMONT AVENUE RIVERVALE**

Drawing Title: **REFLECTED CEILING PLAN - FIRST FLOOR**

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1 : 100 @ A3	SP	PH	PH

Job No:	Drawing No:	Rev:
PAR0110	DA06	3

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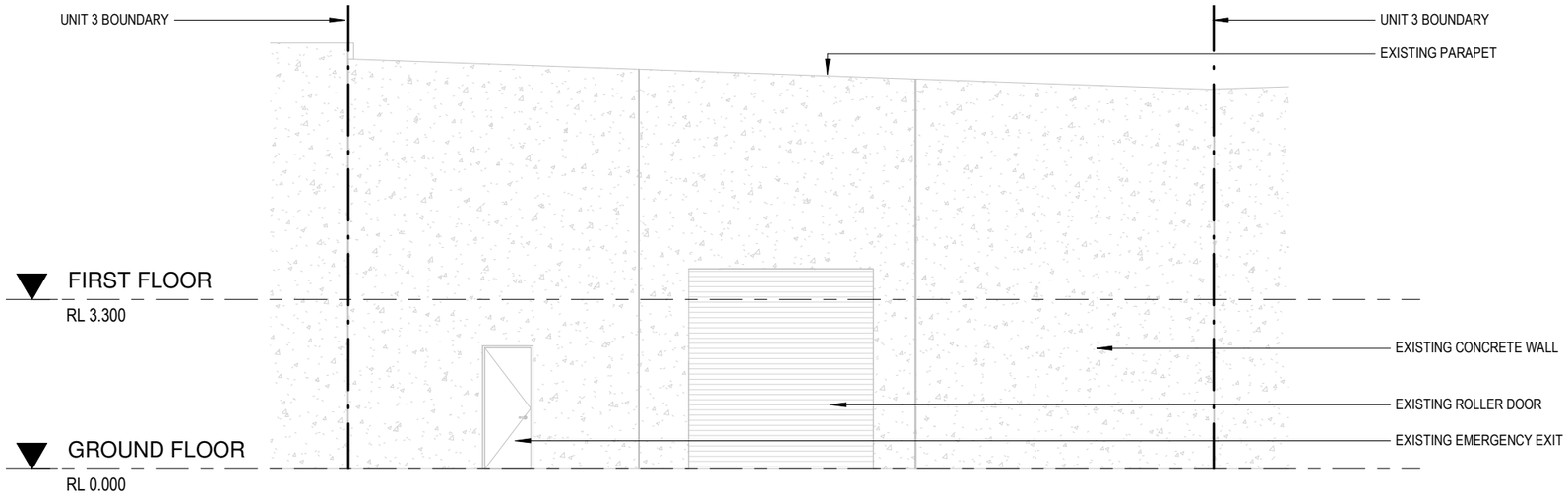
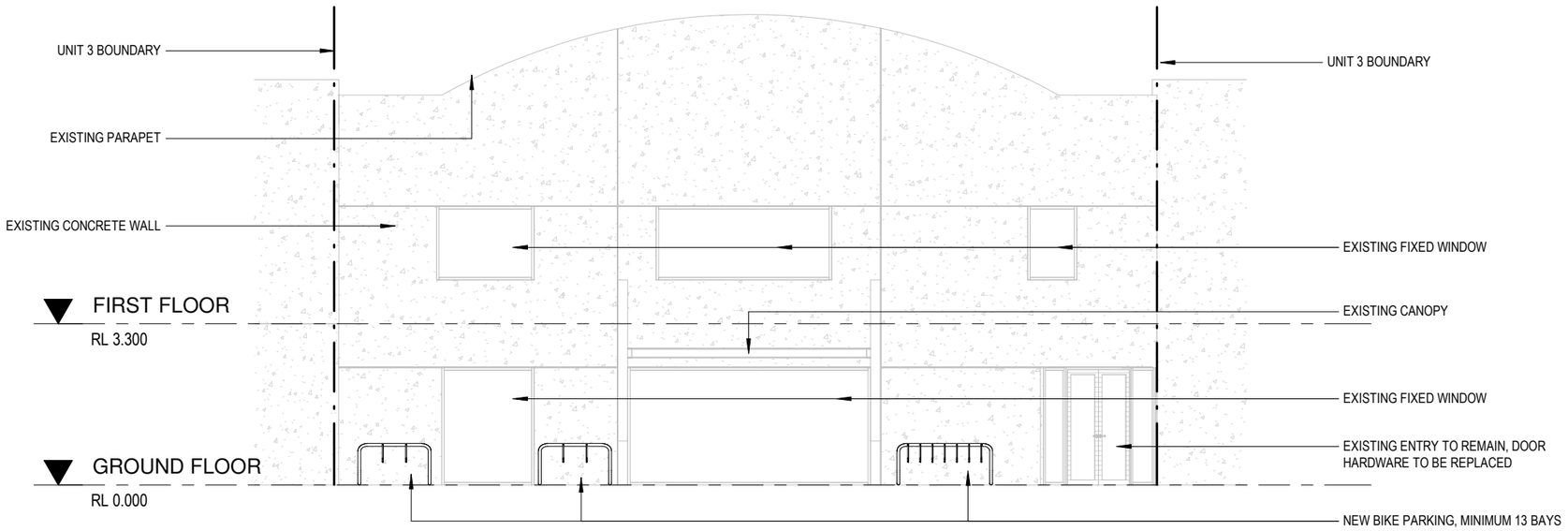


1 / DA03 ELEVATION - NORTH
1 : 100



2 / DA03 ELEVATION - SOUTH
1 : 100

City of Belmont
AMENDED PLANS
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Client: **GRAHAM DOWNS**

Project: **UNIT 3 / 100 BELMONT AVENUE RIVERVALE**

Drawing Title: **EXTERNAL ELEVATIONS**

Scale:	Dr:	Chk:	Appvd:
1 : 100 @ A3	SP	PH	PH

Job No:	Drawing No:	Rev:
PAR0110	DA07	3

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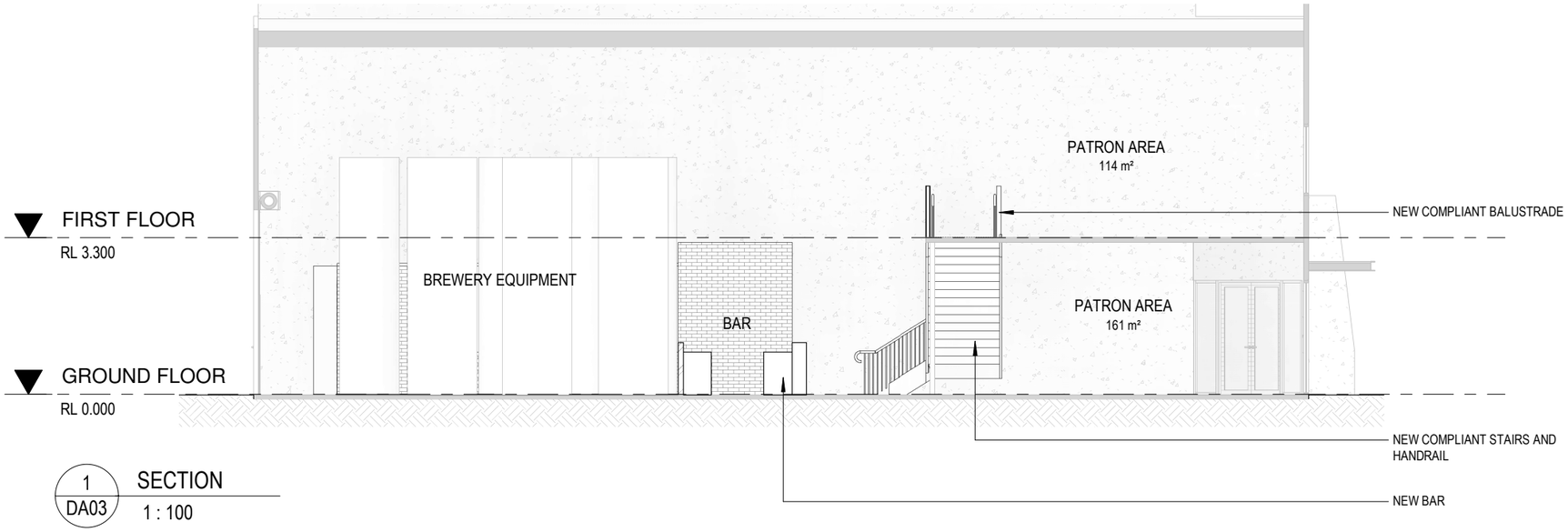
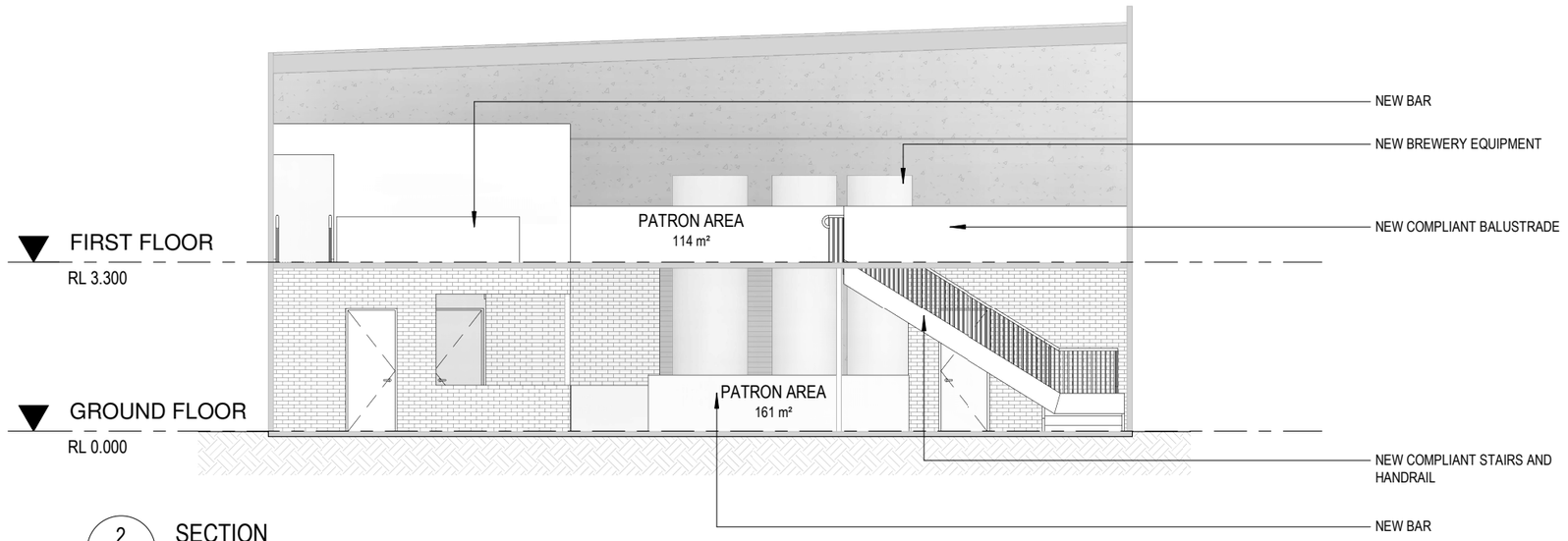


1 / DA03 SECTION
1 : 100



2 / DA03 SECTION
1 : 100

City of Belmont
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Client: **GRAHAM DOWNS**

Project: **UNIT 3 / 100 BELMONT AVENUE RIVERVALE**

Drawing Title: **SECTIONS**

Scale:	Dr:	Chk:	Appvd:
1 : 100 @ A3	SP	PH	PH

Job No:	Drawing No:	Rev:
PAR0110	DA08	3

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HERRING STORER ACOUSTICS

PAID GROUP

PROPOSED BREWPUB/DISTILLERY
RIVERVALE

ACOUSTIC ASSESSMENT

MAY 2023

OUR REFERENCE: 30842-3-23076

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City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

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DOCUMENT CONTROL PAGE

ACOUSTIC ASSESSMENT

PROPOSED BREWPUB/DISTILLERY
RIVERVALE

Job No: 23076

Document Reference: 30842-3-23076

DOCUMENT INFORMATION			
Author:	George Watts	**Checked By:**	Tim Reynolds
Date of Issue:	29 March 2023		

REVISION HISTORY

Revision	Description	Date	Author	Checked
1	Revision of wall thickness	3/4/2023	GW	
2	Updated Development Application drawings	16/5/2023	GW	

DOCUMENT DISTRIBUTION

Copy No.	Version No.	Destination	Hard Copy	Electronic Copy
1	2	Paid Group Attn: Scott Pickering Email: spickering@paid-group.com		✓

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CONTENTS

1.0	INTRODUCTION	2
2.0	CRITERIA	2
3.0	NOISE MODELLING AND RESULTS	5
4.0	ASSESSMENT	6
5.0	CONCLUSION	7

APPENDICIES

A	Development Plans

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

EXECUTIVE SUMMARY

Herring Storer Acoustics have been commissioned by Paid Group, to carry out an acoustical assessment of noise emissions associated with the proposed brewpub venue at Unit 3/100 Belmont Ave, Rivervale.

This assessment considers noise levels associated with the patron/music noise of the development within the venue. It is noted that there are no external alfresco areas proposed for the venue.

Noise level emissions associated with the proposed extension can comply with the Assigned Noise Level stipulated by the *Environmental Protection (Noise) Regulations 1997* however, the following control options need to be introduced:

- Music to the internal area to be limited to 80 dB(A) throughout.
- Doors to remain closed at all times (i.e. not propped open).

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

1.0 INTRODUCTION

Herring Storer Acoustics have been commissioned by Paid Group, to carry out an acoustical assessment of noise emissions associated with the proposed brewpub/distillery at Unit 3, 100 Belmont Avenue, Rivervale.

This is understood to have been requested to accompany the development application for the project.

The objectives of the study were to:

- Construct a predictive noise model for noise levels associated with the proposed venue.
- Assess the predicted noise levels received at the closest noise sensitive premises, for compliance with the *Environmental Protection (Noise) Regulations 1997*.
- If exceedances are predicted, investigate possible noise control options that will reduce noise emissions to achieve compliance with the regulations.

For reference, development plans are attached in Appendix A.

2.0 CRITERIA

The *Environmental Protection (Noise) Regulations 1997* stipulate the allowable noise levels at any noise sensitive premises from other premises. The allowable noise level is determined by the calculation of an influencing factor, which is added to the baseline criteria set out in Table 1 of the Regulations. The baseline assigned noise levels are listed in Table 2.1.

TABLE 2.1 – ASSIGNED NOISE LEVELS

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		$L_{A\ 10}$	$L_{A\ 1}$	$L_{A\ max}$
Noise sensitive premises within 15 metres of a dwelling	0700 - 1900 hours Monday to Saturday	45 + IF	55 + IF	65 + IF
	0900 - 1900 hours Sunday and Public Holidays	40 + IF	50 + IF	65 + IF
	1900 - 2200 hours all days	40 + IF	50 + IF	55 + IF
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	35 + IF	45 + IF	55 + IF
Commercial Premises	All Hours	60	75	80

Note: The L_{A10} noise level is the noise that is exceeded for 10% of the time.
The L_{A1} noise level is the noise that is exceeded for 1% of the time.
The L_{Amax} noise level is the maximum noise level recorded.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

It is a requirement that noise from the site be free of annoying characteristics (tonality, modulation and impulsiveness) at other premises, defined below as per Regulation 9.

"impulsiveness" means a variation in the emission of a noise where the difference between L_{Apeak} and $L_{Amax\ Slow}$ is more than 15dB when determined for a single representative event;

"modulation" means a variation in the emission of noise that –

(a) is more than 3dB $L_{A\ Fast}$ or is more than 3dB $L_{A\ Fast}$ in any one-third octave band;

(b) is present for more at least 10% of the representative assessment period; and

(c) is regular, cyclic and audible;

"tonality" means the presence in the noise emission of tonal characteristics where the difference between –

(a) the A-weighted sound pressure level in any one-third octave band; and

(b) the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands,

is greater than 3 dB when the sound pressure levels are determined as $L_{Aeq,T}$ levels where the time period T is greater than 10% of the representative assessment period, or greater than 8 dB at any time when the sound pressure levels are determined as $L_{A\ Slow}$ levels.

Where the above characteristics are present and cannot be practicably removed, the following adjustments are made to the measured or predicted level at other premises.

TABLE 2.2 – ADJUSTMENTS FOR ANNOYING CHARACTERISTICS

Where tonality is present	Where modulation is present	Where impulsiveness is present
+ 5 dB	+ 5 dB	+ 10 dB

Where the noise emission is music, then any measured level is adjusted according to Table 2.3 below.

TABLE 2.3 – ADJUSTMENTS TO MEASURED MUSIC NOISE LEVELS

Where **impulsiveness** is not present	Where **impulsiveness** is present
+10 dB(A)	+15 dB(A)

The allowable noise levels are external to premises. When measurements are recorded/calculated inside a premise, the resultant noise level measurements are to be adjusted in accordance with Table 2.4 below.

TABLE 2.4 – INSIDE MEASUREMENTS

Where external windows and doors are **open**	Where external windows and doors are **shut**
+10 dB(A)	+15 dB(A)

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

The nearest noise sensitive premises considered in our assessment are as shown in Figure 1 below.

FIGURE 1 – DEVELOPMENT LOCATION AND SURROUNDS

The influencing factor at the identified noise sensitive premises has been determined as 6 dB.

The influencing factor calculation has been based on the following:

Secondary Road within inner circle;	
Belmont Ave	+ 2 dB
Commercial Premises within the inner circle;	
40 %	+ 2 dB
Commercial Premises within the outer circle;	
40 %	+ 2 dB
Total IF	**+ 6 dB**

Therefore, the assigned noise levels are listed in Tables 2.5.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

TABLE 2.5 - ASSIGNED OUTDOOR NOISE LEVELS

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		$L_{A\ 10}$	$L_{A\ 1}$	$L_{A\ max}$
Noise sensitive premises within 15 metres of a dwelling	0700 - 1900 hours Monday to Saturday	51	61	71
	0900 - 1900 hours Sunday and Public Holidays	46	56	71
	1900 - 2200 hours all days	46	56	61
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	41	51	61
Commercial Premises	All Hours	60	75	80

Note: The L_{A10} noise level is the noise that is exceeded for 10% of the time.
The L_{A1} noise level is the noise that is exceeded for 1% of the time.
The L_{Amax} noise level is the maximum noise level recorded.

3.0 NOISE MODELLING AND RESULTS

From information provided, a noise model was developed of the proposed development, which consists of refurbishing the interior of the commercial unit to consist of both a brewing area and a patron area.

Noise emissions associated with the brewing/distilling equipment has not been considered in this assessment, as, based on previous work of this type, the noise levels associated with this equipment is inconsequential from a noise perspective.

Noise levels associated within music within the premises, based upon preliminary noise modelling, was set at 80 dB(A) throughout.

No alfresco areas are noted in the proposed development, and the doors to the proposed venue have been considered to be normally shut, and are not to be propped open.

Internal noise levels at the adjacent commercial premises have been calculated based upon an assumed separation construction of 125mm thick concrete.

Noise levels at the identified noise sensitive premises, and commercial premises are listed in Table 3.1. It is noted that all floors of the identified premises have been considered, however, only the noisiest calculated levels have been included in Table 3.1.

TABLE 3.1 – CALCULATED NOISE LEVELS AT NEARBY PREMISES

Location	Calculated Noise Level dB(A)
R1	21
R2	17
R3	16
R4	19
R5	12
R6	9
C1	35
C2	35

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

4.0 ASSESSMENT

The noise levels calculated at the adjacent commercial premises are internal, whereas the assigned noise levels are external noise levels – hence, the calculated noise levels within the commercial premises require a + 15 dB adjustment, in accordance with the Regulations to reflect the location of the noise levels.

Additionally, noise levels at all locations, whilst unlikely, may be considered music. Hence, a +10 dB adjustment is also applicable to all calculated noise levels.

Hence, the assessable noise levels are as listed in Table 4.1 below.

TABLE 4.1 – CALCULATED NOISE LEVELS AT NEARBY PREMISES

Location	Calculated Noise Level dB(A)
R1	31
R2	27
R3	26
R4	29
R5	22
R6	19
C1	60
C2	60

Therefore, Table 4.2 summarises the assessment of the assessable noise levels against the pertinent Assigned Noise Levels.

TABLE 4.2 – ASSESSMENT

Location	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable L_{A10} Assigned Level (dB)	Exceedance to Assigned Noise Level (dB)
R1	31	Day	51	Complies
		Sunday / Public Holiday Day Period	46	Complies
		Evening	46	Complies
		Night	41	Complies
R2	27	Day	51	Complies
		Sunday / Public Holiday Day Period	46	Complies
		Evening	46	Complies
		Night	41	Complies
R3	26	Day	51	Complies
		Sunday / Public Holiday Day Period	46	Complies
		Evening	46	Complies
		Night	41	Complies
R4	29	Day	51	Complies
		Sunday / Public Holiday Day Period	46	Complies
		Evening	46	Complies
		Night	41	Complies
R5	22	Day	51	Complies
		Sunday / Public Holiday Day Period	46	Complies
		Evening	46	Complies
		Night	41	Complies
R6	19	Day	51	Complies
		Sunday / Public Holiday Day Period	46	Complies
		Evening	46	Complies
		Night	41	Complies
C1	60	All Hours	60	Complies
C2	60	All Hours	60	Complies

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

As can be seen from the above tables, noise levels associated with the proposed brewpub are calculated to comply with the relevant assigned noise levels. The following summarises the conditions that are deemed necessary:

- Music to the internal area to be limited to 80 dB(A) throughout.
- Doors to remain closed at all times (i.e. not propped open).

We note that with the inclusion of the above, compliance is achieved at all times.

5.0 CONCLUSION

Based on the above assessment, noise level emissions associated with the proposed venue can comply with the Assigned Noise Level stipulated by the *Environmental Protection (Noise) Regulations 1997*, however, noise control measures are required to be introduced.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

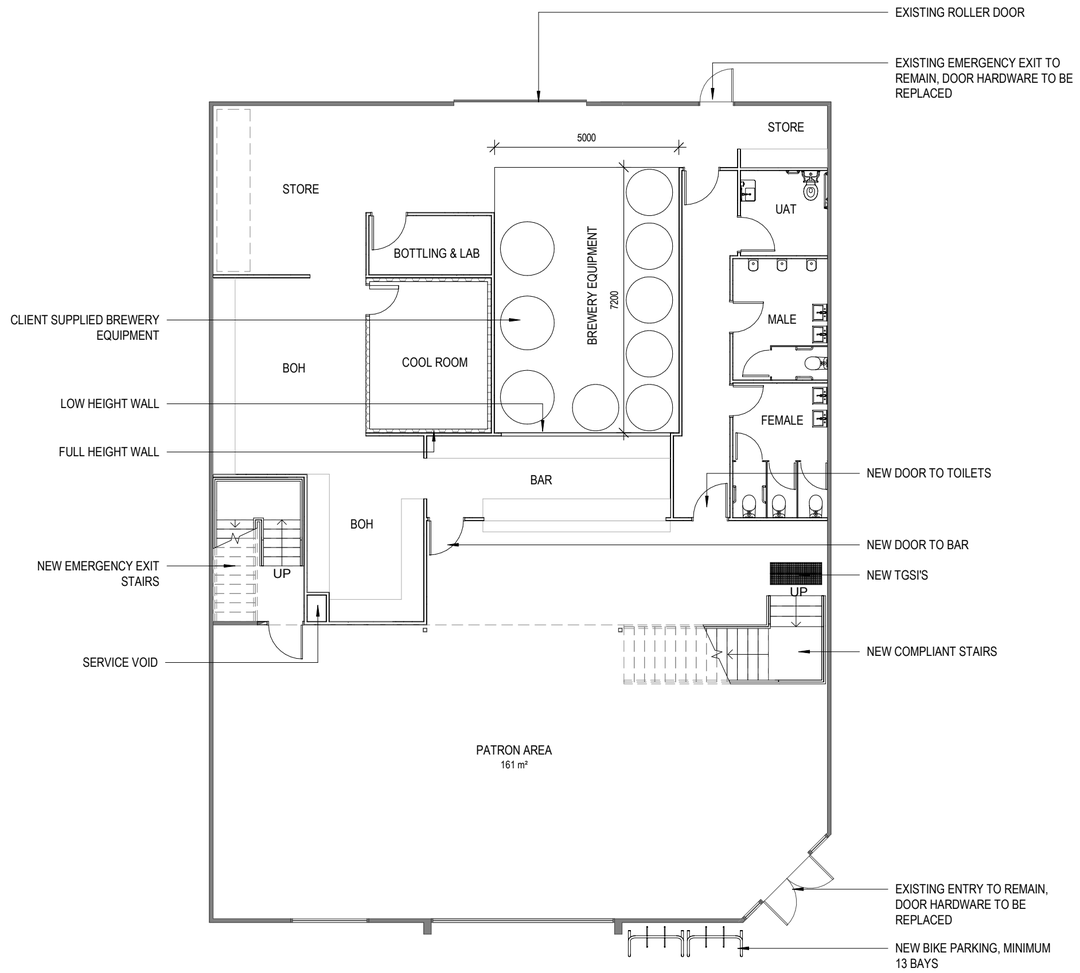
Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

APPENDIX A

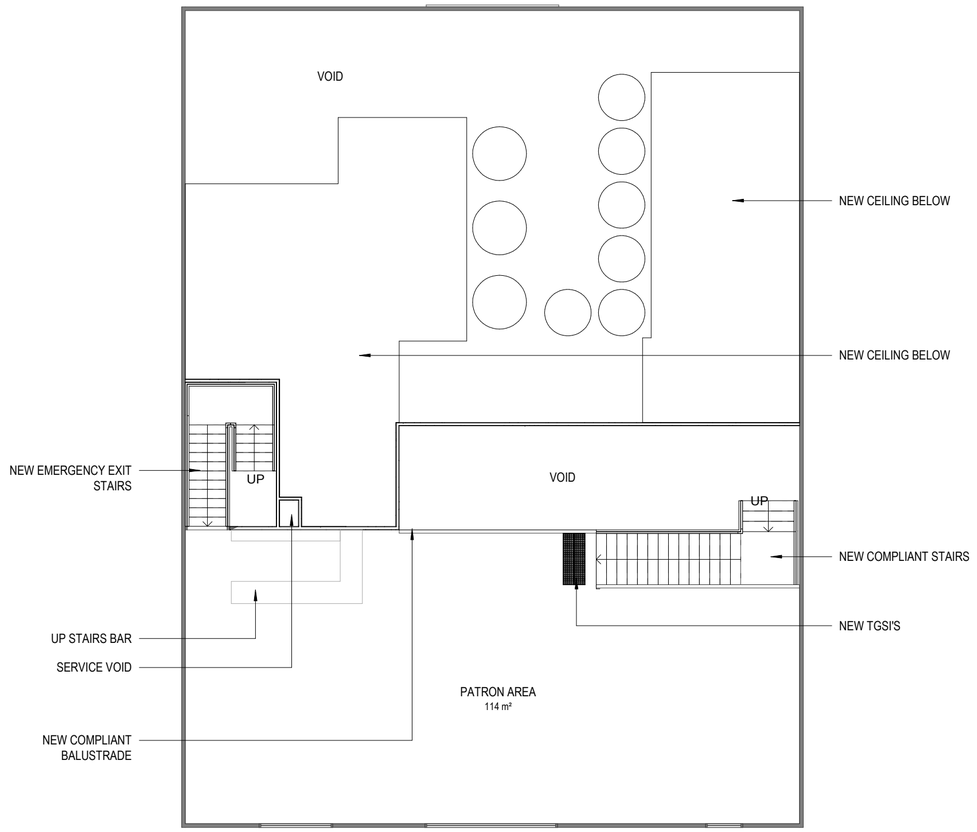
Development Plans

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024



2 PLAN - GROUND FLOOR
1 : 100



1 PLAN - FIRST FLOOR
1 : 100

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

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E info@paid-group.com
W www.paid-group.com
A PO BOX 425 Leederville, WA 6902
PAID Architecture Pty Ltd ACN 609 278 444
PAID Interiors Pty Ltd ACN 609 278 453

REV	DATE	STATUS	ISSUED
1	12.03.23	CONSULTANT REVIEW	SP
2	16.03.23	CLIENT REVIEW	SP
3	22.03.23	CLIENT REVIEW	SP
4	28.03.23	CLIENT REVIEW	SP
5	20.04.23	APPROVAL	SP

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Scale	1 : 100 @ A2	Project	3 / 100 BELMONT AVE
Dr: SP / Chk: PH / Appvd: PH		Client	GRAHAM DOWNS
Drawing Title	CONCEPT		
Job No	PAR0110	Drawing No	SK01

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

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City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Graham Downs

From: spickering@paid-group.com
Sent: Tuesday, 22 August 2023 12:09 PM
To: Graham Downs
Subject: FW: Fee Proposal - 3 / 100 Belmont Ave Rivervale

Hi Graham,

See below comments from the acoustic engineer.

Regards

Scott Pickering | Director
E spickering@paid-group.com | **M** 041 551 5399 | **W** www.paid-group.com
A PO BOX 425 Leederville, Western Australia 6902

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From: George Watts (Herring Storer Acoustics) <george@hsacoustics.com.au>
Sent: Tuesday, August 22, 2023 12:07 PM
To: spickering@paid-group.com
Subject: RE: Fee Proposal - 3 / 100 Belmont Ave Rivervale

Hi Scott,

80 dB(A) throughout the internal area of the venue should generally align with acoustic music/duos. The location of the acoustic set/duo would need to be considered (i.e. not directly at the front door) but should be manageable.

Regards,

George Watts

HERRING STORER ACOUSTICS
Suite 34, 11 Preston St, COMO WA 6152

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Tel 9367 6200
www.hsacoustics.com.au

From: spickering@paid-group.com <spickering@paid-group.com>
Sent: Wednesday, August 16, 2023 3:27 PM
To: George Watts (Herring Storer Acoustics) <george@hsacoustics.com.au>
Subject: RE: Fee Proposal - 3 / 100 Belmont Ave Rivervale

Hi George,

Have you had a chance to look at this one yet.
We just want to make sure that the music he is proposing would sit within the allowed DB range (generally)

Regards

Scott Pickering | Director
E spickering@paid-group.com | **M** 041 551 5399 | **W** www.paid-group.com
A PO BOX 425 Leederville, Western Australia 6902

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From: spickering@paid-group.com <spickering@paid-group.com>
Sent: Friday, August 11, 2023 4:19 PM
To: 'George Watts (Herring Storer Acoustics)' <george@hsacoustics.com.au>
Subject: RE: Fee Proposal - 3 / 100 Belmont Ave Rivervale

Hi George,

I hope you are well.
We are still going through council with this project and slowly making progress.

We just wanted to check with you a question from the client and if what he is proposing (see below) would likely sit within the allowed 80 dB noted in the acoustic report

Acoustics:

I anticipate more acoustic music or duo's as background music rather than rock bands as such.

Functions would be birthdays, work Christmas parties and engagements etc.

Please ask the acoustic engineer to comment.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

2.6 Traffic Volumes

Road Name	Location of Traffic Count	Vehicles Per Day (VPD)	Vehicles per Peak Hour (VPH)				Heavy Vehicle %	Date of Traffic Count	*If older than 3 years multiply with a growth rate*
			AM Peak Time	AM Peak VPH	PM Peak Time	PM Peak VPH	*If HV count is Not Available, are HV likely to be in higher volumes than generally expected?*		
			Weekday						
Belmont Avenue	East of Great Eastern Highway	9,293	11:45 – 698		16:15 – 854		7.8%	21/22	-
	East of Francisco Street	9,703	11:45 – 821		16:15 – 880		11.1%	18/19	11,248
	South of Alexander Road	9,347	11:45 – 852		12:00 – 872		11.2%	18/19	10,835
	Esther to Campbell Belmont*	10,346	08:00 – 792		16:00 – 890		6.3%	Feb 2023	-
Robinson Avenue	Between Kew Street & cul-de-sac Cloverdale*	106	08:00 – 8		18:00 – 11		4.9%	Feb 2023	-
	Belmont Oval Entry Cloverdale*	37	11:00 – 5		17:00 – 6		13.2%	Feb 2023	-
Alexander Road	West of Abernethy Road	10,251	11:45 – 763		16:15 – 909		9.3%	18/19	11,883
			Weekend						
Belmont Avenue	East of Great Eastern Highway	5,776	11:45 – 556		12:00 – 551		3.2%	21/22	-
	East of Francisco Street	5,633	11:30 – 599		12:00 – 591		5.7%	18/19	6,530
	South of Alexander Road	7,376	11:30 – 829		12:00 – 799		7.8%	18/19	8,550
	Esther to Campbell Belmont*	7,061	11:00 - 664		12:00 – 706		6.3%	Feb 2023	-
Robinson Avenue	Between Kew Street & cul-de-sac Cloverdale*	165	10:00 – 10		18:00 – 14		4.9%	Feb 2023	-

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Road Name	Location of Traffic Count	Vehicles Per Day (VPD)	Vehicles per Peak Hour (VPH)				Heavy Vehicle %	Date of Traffic Count	*If older than 3 years multiply with a growth rate*
			AM Peak Time	AM Peak VPH	PM Peak Time	PM Peak VPH	*If HV count is Not Available, are HV likely to be in higher volumes than generally expected?*		
	Belmont Oval Entry Cloverdale*	31	10:00 – 9		17:00 – 4		13.2%	Feb 2023	-
Alexander Road	West of Abernethy Road	7,670	11:45 – 741		12:00 – 730		4.4%	18/19	8,891

*Note * - These traffic counts have been received from the City of Belmont.*

2.7 Vehicular Crash Information

Is Crash Data Available on Main Roads WA website?	YES
If YES, nominate important survey locations:	
Location 1	Belmont Avenue [1.0 – 1.4]
Period of crash data collection	01/01/2017 - 31/12/2021

Road Name	SLK	Road Hierarchy	Speed Limit	Crash Statistics			
				No of KSI Crashes	No of Medical Attention Crashes	No of PDO Major Crashes	No of PDO Minor Crashes
Belmont Avenue	1.0-1.4	Distributor B	60kph	0	0	1	2

MR Type	Involving Overtaking	Involving Parking	Involving Animal	Involving Pedestrian	Entering / Leaving Driveway	Other / Unknown
Count	0	0	0	0	1	2

No of MVKT Travelled at Location	approximately 10,500 VPD * 365 * 5 years * 0.4 km = 7.67 MVKT
KSI Crash Rate	0 KSI crashes / 7.67 MVKT = 0 KSI crashes/MVKT
All Crash Rate	3 crashes / 7.67 MVKT = 0.39 crashes/MVKT
Comparison with Crash Density and Crash Rate Statistics	0.39 crashes/MVKT is lower than the network average of 0.95 crashes/MVKT for midblock crashes on local roads

The following tables shows crash rates and crash densities in Perth Metropolitan area on local roads and state roads for the period from 2017 to 2022, as obtained from Main Roads WA on the 31st May 2022 by email request:

Crash Density and Crash Rate on Metropolitan Local Roads Network only

	All Crashes		Serious Injury Crashes (Fatal+Hospital)	
	Average Annual Crash Density (All Crashes/KM)	Average Annual Crash Rate (All Crashes/MVKT)	Average Annual Crash Density (Ser. Inj. Crashes/KM)	Average Annual Crash Rate (Ser. Inj. Crashes/MVKT)
Metro Local Roads - Midblock	2.51	0.95	0.12	0.05
Metro Local Roads - All	5.23	1.98	0.24	0.09

Note: Based on 5-years data for the period 2017 to 2021.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2.8 Vehicular Parking

Local Government	City of Belmont
Local Government Document Utilised	Local Planning Scheme No 15
Description of Parking Requirements in accordance with Scheme:	
Tavern - 1 space for every 2m² of bar and lounge floor area (1 space for every 4m² of seating only areas) *Industry – Light - 1 space for every 50m² of open space used for industrial purposes, plus 1 space for every 50m² of GFA; or 1 space for each employee, whichever is the greater.*	

Calculation of Parking

Land Use	Requirements	Yield	Total Parking
Brewery	*1 space for every 50m² of GFA*	202 m²	4.04
Tavern – bar area	*1 space for every 2m² of bar area*	15 m²	7.5
Tavern – seating area	*1 space for every 4m² of seating only areas*	275 m²	68.75
	Total Car Parking Requirement		**81**
	Total Volume of Parking Provided by Proponent		**9**

Justification

Unit 3 has nine (9) car parking spaces allocated onsite, while the entire complex has 36 parking bays (according to the aerial image). Therefore, the proposed development would have a parking shortfall of 72 parking bays.

A public car park with 15 parking bays is located immediately south of the proposed development. Although it is likely that up to one-third of patrons will use ride-share services and not require a parking bay, the development will have a significant shortfall (over 35%), even if it relies entirely upon public parking and parking within the complex.

Tavern land use will have different peak hours to other neighbouring land uses. Proponents should consider reciprocal agreements for after-hours parking with neighbouring properties. This type of arrangement would ensure the subject site parking demand does not significantly impact the surrounding road network. Furthermore, a proponent should consider offering incentives to customers using ride share or not driving.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2.9 Parking survey

Was a parking survey required?	YES – conducted independently by the client
Time and date	Peak hours: • 11:30-14:30 • 17:00-21:00 Dates of survey: • Wednesday 2 August, 2023 • Friday 4 August, 2023 • Saturday 5 August, 2023 • Sunday 6 August, 2023
Results of survey	The lowest amount of parking available during the entirety of the survey was Friday at 13:30. At this time there were still 74 bays available not including A1 and 79 bays including A1. In the expected busy times of the proposed venue (Friday and Saturday night) there was more than 270 bays available.

Based on the results of the survey it appears that the calculated parking shortfall of 72 bay can be easily accomodated within the available bays in the local area.

Refer to Appendix 3 for detailed survey information and result.

2.10 Bicycle Parking

Local Government	City of Belmont
Reference Document Utilised	Local Planning Scheme No 15

Description of Parking Requirements in accordance with Scheme:

Industry - Light Workshop/Factory:

- *Employee spaces - 2 per 1000m² NLA*
- *Visitor spaces – N/A*

Tavern:

- *Employee spaces - 1 per 25m2 bar area*
- *Visitor spaces - 1 per 100m2 lounge, dining and function area*

Parking Requirement in accordance with regulatory documents

Land Use	Requirement	Yield	Total Bicycle Parking requirement	
			Minimum Long-term Parking Employee Resident Spaces	Minimum Short-term Parking Visitor/Shopper spaces
Brewery	*E - 2 per 1000m² NLA*	202 m²	1	0
Tavern – bar area	*E - 1 per 25m² bar area*	15 m²	1	0
Tavern – seating area	*V - 1 per 100m2 lounge, dining and function area*	275 m²	0	3
Total Bicycle Parking Requirement			**2**	**3**

Total Volume of Bicycle Parking Provided by Proponent	**13**

Justification

The proposed development will provide 13 bicycle parking spaces.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2.11 ACROD Parking

Class of Building	Class 6 & 8
Does this building class require specific provision of ACROD Parking?	YES
Reference Document Utilised	Building Code of Australia
Description of Parking Requirements:	
Class 6 — (a) Up to 1000 carparking spaces - 1 space for every 50 carparking spaces or part thereof. (b) for each additional 100 carparking spaces or part thereof in excess of 1000 carparking spaces. - 1 space.	
Class 8 — 1 space for every 100 carparking spaces or part thereof.	

Parking Requirement in accordance with regulatory documents

Land Use	Requirements	Yield	Total Parking
Proposed development	*1 space for every 50 carparking spaces or part thereof*	9	1
		Total Volume of ACROD Parking Required	**1**
		Total Volume of ACROD Parking Provided by Proponent	**1**

Justification

One of the existing ACROD bays onsite will be upgraded to current standards and assigned to the proposed development.

2.12 Delivery and Service Vehicles

Guideline Document used as reference	NSW RTA Guide to Traffic Generating Developments
Requirements	
Wholesale, Industrial (< 8,000m2 GFA) - 1 space per 800m2	

Parking Requirement in accordance with regulatory documents

Land Use	Minimum Requirements	Yield	Total Parking
Proposed development	*1 space per 800m2*	492m2	1
	Total Volume of Service and Delivery Parking Required		1
	Total Volume of Service and Delivery Parking Provided by Proponent		N/A

Justification

Loading area is located at the back of the building. The access to the loading area is provided via a two-way circulation roadway.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2.13 Calculation of Development Generated / Attracted Trips

What are the likely hours of operation?	Assumed hours of operation – 11:00-22:00
What are the likely peak hours of operation?	11:00 – 12:00 AM 18:00 – 19:00 PM
Do the development generated peaks coincide with existing road network peaks?	NO - This type of land use attracts the most patronage on weekends and off working hours during the week, therefore, the peaks will not coincide with that of the surrounding road network.
Guideline Document Used	NSW RTA Guide to Traffic Generating Developments
Rates from above document:	***Restaurants*** *Evening peak hour vehicle trips = 5 per 100 m2 gross floor area.* *Daily vehicle trips = 60 per 100m2 gross floor area.* *(RTA surveys indicate that the mean gross floor area per seat was 2.1 m2, while the mean eating floor space per seat was 1.5 m2. The mean staffing ratio was 9.7 seats / staff.)* ***Factories*** *Daily vehicle trips = 5 per 100 m2 gross floor area* *Evening peak hour vehicle trips = 1 per 100 m2 gross floor area.* ***Warehouses*** *Daily vehicle trips = 4 per 100m2 gross floor area* *Morning peak hour vehicle trips = 0.5 per 100m2 gross floor area*

The NSW rate for restaurants is not applicable in this case as the ratio per seat differs from the proposed ratio of 0.75m^2 per patron. Therefore, KCTT will base the traffic rate on maximum occupancy and experience from previous similar projects.
The proposed development is likely to be visited in couples or groups. On average, there would be around 3.3 persons per vehicle. Visitors would make one vehicular trip entering the subject site and one vehicular trip leaving the subject site. A directional split of 50%IN/50% OUT for both the AM and PM peaks is adopted.

Proposed Land Use Type	Rate above	Yield	Daily Traffic Generation	Peak Hour Traffic Generation - PM
Brewery	*5 VPD / 100m^2 GFA* *1 VPH / 100m^2 GFA*	202 m^2	10	2
Tavern (Bar + Patrons area)	*2 VPD / 3.3 visitors* *1 VPH / 3.3 visitors*	387 patrons	234	117
Total Traffic from the Proposed Development (A):			**244**	**119**
Existing Land Use Type	**Rate above**	**Yield**	**Daily Traffic Generation**	**Peak Hour Traffic Generation - PM**
Warehouse	*4 VPD / 100m^2 GFA* *0.5 VPH / 100m^2 GFA*	492 m^2	20	2
Total Traffic from the Existing Land Uses (B):			**20**	**2**
Total Additional Traffic on the Road Network (A-B)			**244**	**117**

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

What is the total impact of the new proposed development?	The proposed development would generate 244 daily vehicular trips and 119 vehicular trips in peak hours. Having in mind the existing land uses, the additional traffic on the road network would be up to 264 daily vehicular trips and 121 vehicular trips in the peak hours. This is considered a high impact per WAPC Guidelines.

2.14 Traffic Flow Distribution

How many routes are available for access/egress to the site?	2 routes
Route 1 / Movement 1	
Provide details for Route No 1	To/from the northwest via Belmont Avenue
Percentage of Vehicular Movements via Route No 1	55%

Route 2 / Movement 2	
Provide details for Route No 2	To/from the southeast via Belmont Avenue
Percentage of Vehicular Movements via Route No 2	40%

Route 3 / Movement 2	
Provide details for Route No 2	To/from the east via Esther Street
Percentage of Vehicular Movements via Route No 2	5%

Note - It is expected that the southern crossover would be mostly used by patrons (95% of total traffic) while the northern is primarily used for service vehicles (5% of total traffic) and patrons of the adjoining lot to the north.

2.15 Vehicle Crossover Requirements

Are vehicle crossovers required on existing road networks?	YES
How many existing crossovers?	Two existing crossovers on Belmont Avenue – to be retained. It is expected that patrons would mostly use the southern crossover while the northern is primarily used for service vehicles and patrons of the adjoining lot to the north.
How many proposed crossovers?	None

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2.16 Warrants for BA, AU and CH Turn Treatments

Warrants for auxiliary lanes have been examined for PM traffic flow for the following intersection(s):

- Belmont Avenue / Southern Crossover

in accordance with *MRWA Supplement to Austroads Guide to Road Design - Part 4, Appendix A Intersections - General* section A.8.

As per MRWA methodology the following equation should be used to determine the turning treatment warranted:

$$x = \frac{1}{471.50} \times Q_M^{0.912} \times Q_i^{1/2.46} \times (1 + 0.75 \times \%HV/100)$$

where:

1. Q_M is calculated based on Austroads GTM Part 6 – 2017, Figure 2.27.
2. %HV, calculated as the weighted average % heavy vehicles for Q_M.
3. Q_i is either Q_R or Q_L.
4. If Q_i is less than 3, only a basic treatment is warranted.
5. For four-lane and six-lane single carriageways, refer to *Austroads Guide to Traffic Management Part 6*, (2017), Figure 2.27, for adjustments to Q_M:
   " On four- or six-lane two-way roads: the major road traffic volume parameter (QM) for right turns uses the full opposing flow QT2 and only the traffic flow in the nearest lane of the following flow QT1. For left turns, the major road traffic volume parameter (QM) uses only the traffic flow in the leftmost through lane of the following flow QT2"

Belmont Avenue has a speed limit of 60kph in this location i.e. the design speed would be 70kph. Therefore, the following formula is used:

For Design Speeds 70 km/h ≤ Design Speed < 100 km/h

- If x < 1.5, only a BAR / BAL treatment is warranted
- If 1.5 ≤ x < 3.3, an AUR / AUL(S) treatment is warranted
- If x ≥ 3.3, a CHR / (AUL or CHL) treatment is warranted

"Warrants limited to five turning vehicles per hour. AUR treatment not available for dual carriageways."

The left and right-turn warrants have been analysed for the expected year of completion of the proposed development, 2024 (with the highly optimistic assumption that the proposed development reaches full traffic generation in the same year).

The expected peak hours of the development are 18:00-19:00 in the PM peak on weekdays and on weekends.

Passing traffic volumes for 2024 used to determine the warrants are the directional traffic data from the MRWA traffic map.

In period 18:00-19:00, traffic on Belmont Avenue is 439 VPH in the PM peak on weekdays and 225VPH on weekends. These figures have been increased using a 3% growth rate per annum to assess the warrants in the opening year of the proposed development - 2024.

Additionally, to assess the current traffic turning into the subject lot KCTT has done a rough calculation of existing land use traffic generation. All the existing land uses are assumed to function as Office land uses with a PM peak generation rate of 2VPH/100m^2 and a total yield of 1,500m^2. These rates assume that 80% of employees leave the site in the evening peak hour.

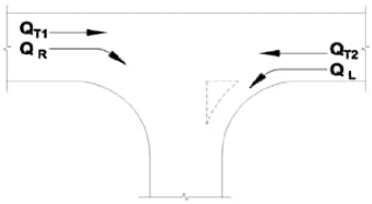
Therefore, the existing traffic calculates to 30 vehicular trips in the PM peak, with 20% turning into the subject lot ie. 6 VPH. Traffic flow distribution is applied as per Section 2.12.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Guide to Traffic Management Part 6: Intersections, Interchanges and Crossings

Figure 2.27: Calculation of the major road traffic volume Q_M



Road type	Turn type	Splitter island	Q_M (veh/h)
Two-lane two-way	Right	No	$= Q_{T1} + Q_{T2} + Q_L$
		Yes	$= Q_{T1} + Q_{T2}$
	Left	Yes or no	$= Q_{T2}$
Four-lane two-way	Right	No	$= 50\% \times Q_{T1} + Q_{T2} + Q_L$
		Yes	$= 50\% \times Q_{T1} + Q_{T2}$
	Left	Yes or no	$= 50\% \times Q_{T2}$
Six-lane two-way	Right	No	$= 33\% \times Q_{T1} + Q_{T2} + Q_L$
		Yes	$= 33\% \times Q_{T1} + Q_{T2}$
	Left	Yes or no	$= 33\% \times Q_{T2}$

Source: TMR (2016a).

Calculation of turn treatment warrants

	Two-lane two way	
	Belmont Avenue / Southern Crossover	
	2024	
	Weekday PM	Weekend PM
Q_{T1}	249	121
HV% - Q_{T1}	8.1	5.8
Q_R	34	34
HV% - Q_R	0.0	0.0
Q_{T2}	270	142
HV% - Q_{T2}	4.8	3.3
Q_L	28	28
HV% - Q_L	0.0	0.0
$Q_{M\text{-RIGHT TURN no splitter island for left turns}}$	546	291
HV% - Q_{MR} no splitter island for left turns	4.29	3.03
$Q_{M\text{-LEFT TURN}}$	270	142
HV% - Q_{ML}	4.82	3.31
$X_{R\text{ no splitter island for left turns}}$	2.89	1.61
X_L	1.41	0.77
Right turn treatment no splitter island for left turns	AUR	AUR
Left turn treatment	BAL	BAL

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Table 5.2: Deceleration distances required for cars on a level grade

Design speed of approach road (km/h)	Length of deceleration D – including diverge taper *T* (m)										Diverge length L_d[3] for lane widths (m)	
	Stop condition[1] (m)		Design speed of exit curve (km/h)[2]									
	0	0	20	30	40	50	60	70	80	90	3.5 m[4]	3.0 m[4]
	Comfortable 2.5 m/s²	Maximum 3.5 m/s²	Comfortable average rate of deceleration 2.5 m/s²									
50	40	30	30	25	15						33	27
60	55	40	50	40	30	15					40	33
70	75	55	70	60	50	40	20				47	40
80	100	70	95	85	75	60	45	25			54	44
90	125	90	120	110	100	85	70	50	25		60	50
100	155	110	150	140	130	115	100	80	55	30	67	57
110	185	135	180	175	160	150	130	110	90	60	74	62

The preliminary calculations suggest that the proposed land uses would warrant an auxiliary right turn lane on Belmont Avenue of 70m. However, since the parking area cannot accommodate patronage, not all visitors to the proposed development will be expected to use it. Therefore, the warrant can be revisited when further parking arrangements are known.

The existing painted median island likely performs the right-turn auxiliary lane function.

2.17 Public Transport Accessibility

How many bus routes are within 400 metres of the subject site?			3 routes
How many rail routes are within 800 metres of the subject site?			None
Bus Route	Description	Peak Frequency	Off-Peak Frequency
270	High Wycombe Station – Perth via Kewdale & Belmont Forum Shop Centre	24 minutes	1 hour
935	Redcliffe Station - Kings Park via Belmont Forum Shop Centre & Perth	10 minutes	30 minutes

Is the development in a Greenfields area?	NO

2.18 Pedestrian Infrastructure

Describe existing local pedestrian infrastructure within a 400m radius of the site:

Classification	Road Name
" Other Shared Path (Shared by Pedestrians and Cyclists)"	Belmont Avenue, Esther Street
Does the site have existing pedestrian facilities	YES
Does the site propose to improve pedestrian facilities?	NO
What is the Walk Score Rating?	
69	Somewhat Walkable. Some errands can be accomplished on foot.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2.19 Cyclist Infrastructure

Are there any PBN Routes within an 800m radius of the subject site?	YES
If YES, describe:	
Classification	**Road Name**
" Other Shared Path (Shared by Pedestrians and Cyclists)"	Francisco Street, Fairbrother Street, Abernethy Road, St Kilda Road, Belmont Avenue, Esther Street
" Good Road Riding Environment"	Francisco Street, Knutsford Street
" Perth Bicycle Network - Continuous Signed Routes"	SE16- Roberts Road – Acton Street – Esther Street – Cowcher Place – Boulter Place – Chester Street
" Bicycle Lanes or Sealed Shoulder Either Side"	Alexander Road, Belmont Avenue (east of Alexander Road)
Are there any PBN Routes within a 400m radius of the subject site?	YES
If YES, describe:	
Classification	**Road Name**
" Other Shared Path (Shared by Pedestrians and Cyclists)"	Belmont Avenue, Esther Street
" Good Road Riding Environment"	Knutsford Street
" Perth Bicycle Network - Continuous Signed Routes"	SE16 – Esther Street
" Bicycle Lanes or Sealed Shoulder Either Side"	Alexander Road
Does the site have existing cyclist facilities?	YES
Does the site propose to improve cyclist facilities?	NO

2.20 Site-Specific Issues and Proposed Remedial Measures

How many site-specific issues need to be discussed?	One
Site-Specific Issue No 1	**Parking demand / Parking provision**
Remedial Measure / Response	The proposed land use requires 81 parking bays, while the unit has 9 parking bays allocated within the complex of 36 bays. Based on the results of a conducted parking survey it appears that the calculated parking shortfall of 72 bay can be easily accomodated within the available bays in the local area.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Appendix 1

The Layout of the Proposed Development

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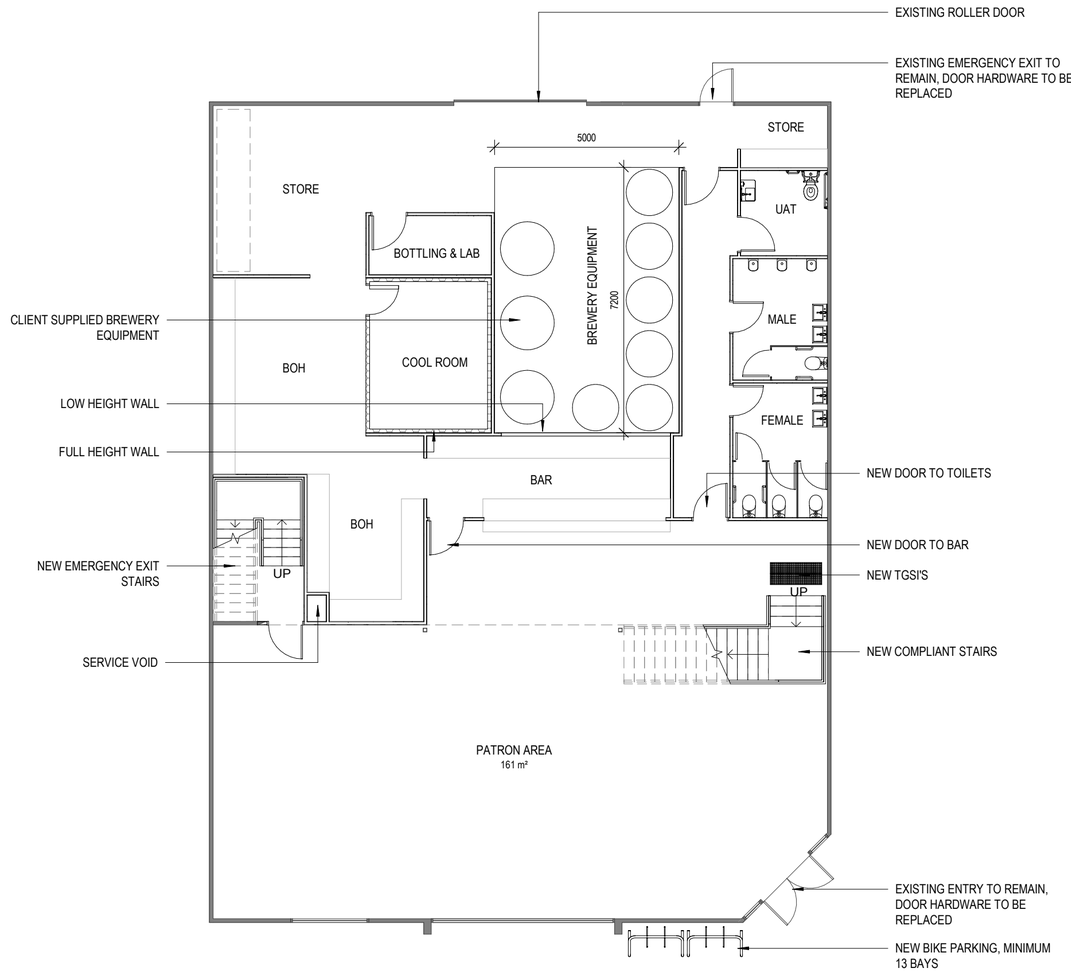
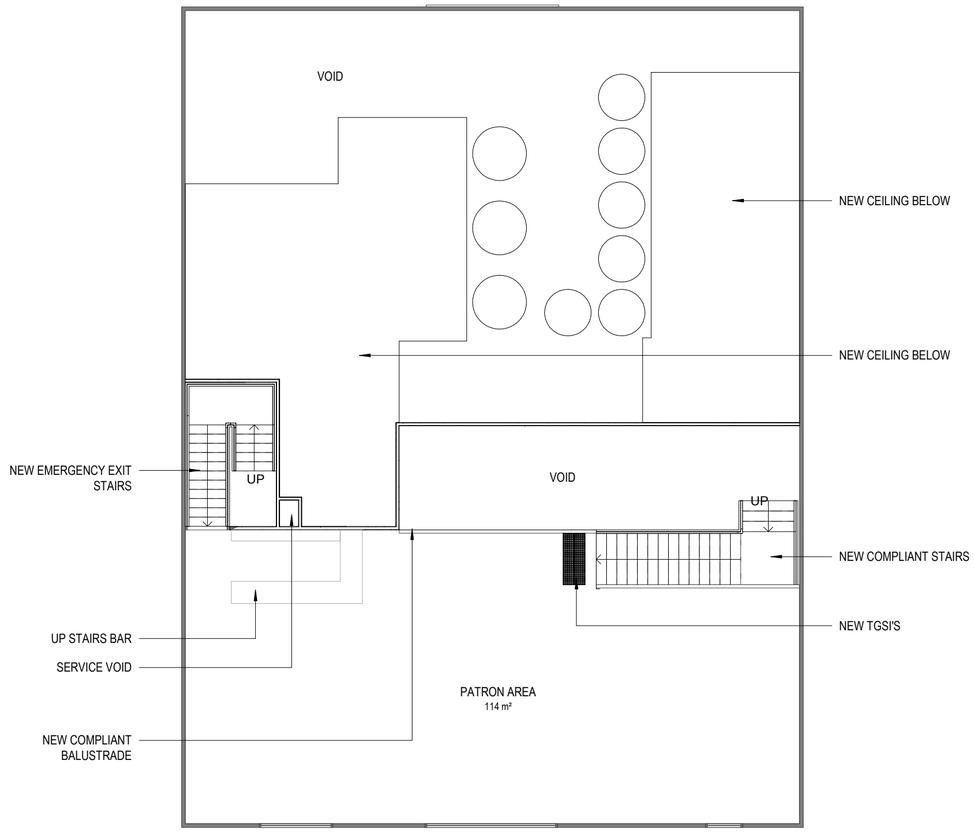
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024



2 PLAN - GROUND FLOOR
1 : 100



1 PLAN - FIRST FLOOR
1 : 100

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P.A.I.D
E info@paid-group.com
W www.paid-group.com
A PO BOX 425 Leederville, WA 6902
PAID Architecture Pty Ltd ACN 609 278 444
PAID Interiors Pty Ltd ACN 609 278 453

REV	DATE	STATUS	ISSUED
1	12.03.23	CONSULTANT REVIEW	SP
2	16.03.23	CLIENT REVIEW	SP
3	22.03.23	CLIENT REVIEW	SP
4	28.03.23	CLIENT REVIEW	SP
5	20.04.23	APPROVAL	SP

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Scale: **1 : 100 @ A2**
Dr: SP | Chk: PH | Appvd: PH
Project: **3 / 100 BELMONT AVE**
Client: **GRAHAM DOWNS**
Drawing Title: **CONCEPT**
Job No: **PAR0110**
Drawing No: **SK01**

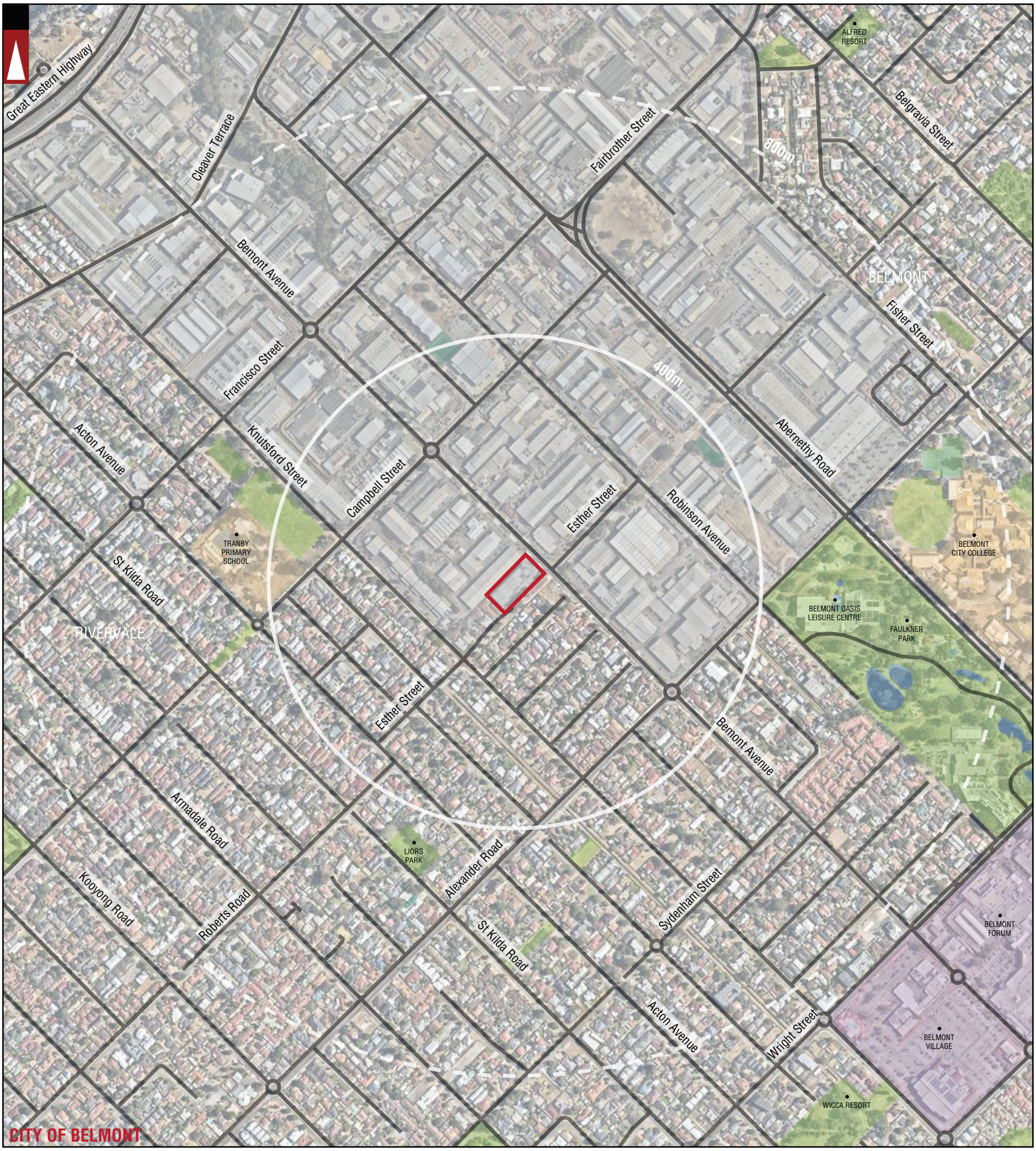
Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Appendix 2

Transport Planning and Traffic Plans

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024



			PROJECT: UNIT 3, 100 BELMONT AVENUE, RIVERVALE	DRAWN BY: A.M.
			TITLE: LOCALITY PLAN - 800M RADIUS	
A	06-03-2023	ISSUED FOR REVIEW	DRAWING NUMBER: KC01553.000_ S01	
No	DATE	AMENDMENT		

Civil & Traffic Engineering Consultants
KCTT (Trading as KC Traffic and Transport Pty Ltd)
PO Box 1456 Scarborough WA 6922
PH: 08 94[illegible] 2700
WEB: www.kctt.com.au

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Application No: 170/2023

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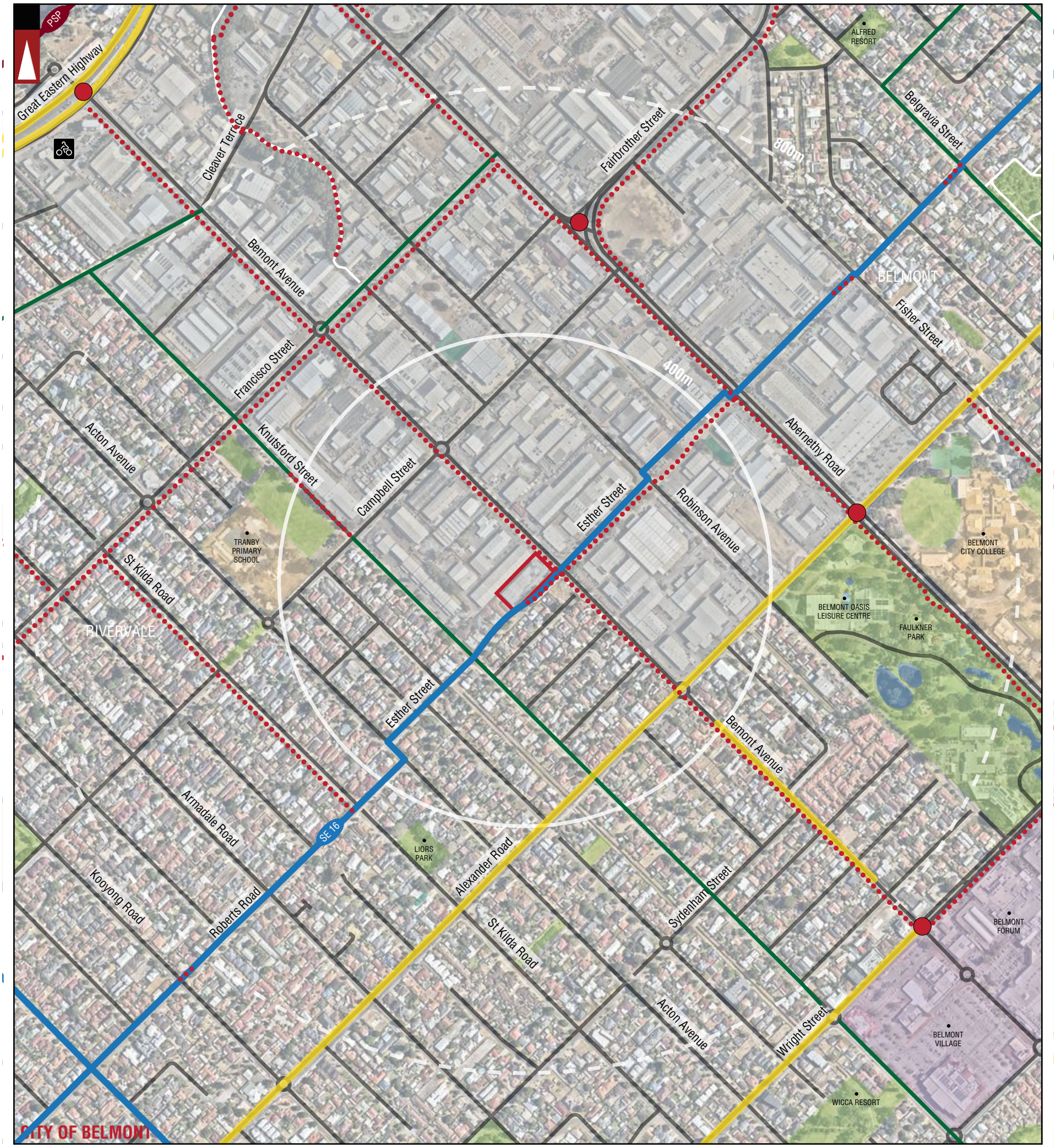

			PROJECT: UNIT 3, 100 BELMONT AVENUE, RIVERVALE	DRAWN BY:
			TITLE: BICYCLE NETWORK PLAN - 800M RADIUS	A.M.
A	06-03-2023	ISSUED FOR REVIEW	DRAWING NUMBER: KC01553.000_ S02	
No	DATE	AMENDMENT		

Civil & Traffic Engineering Consultants
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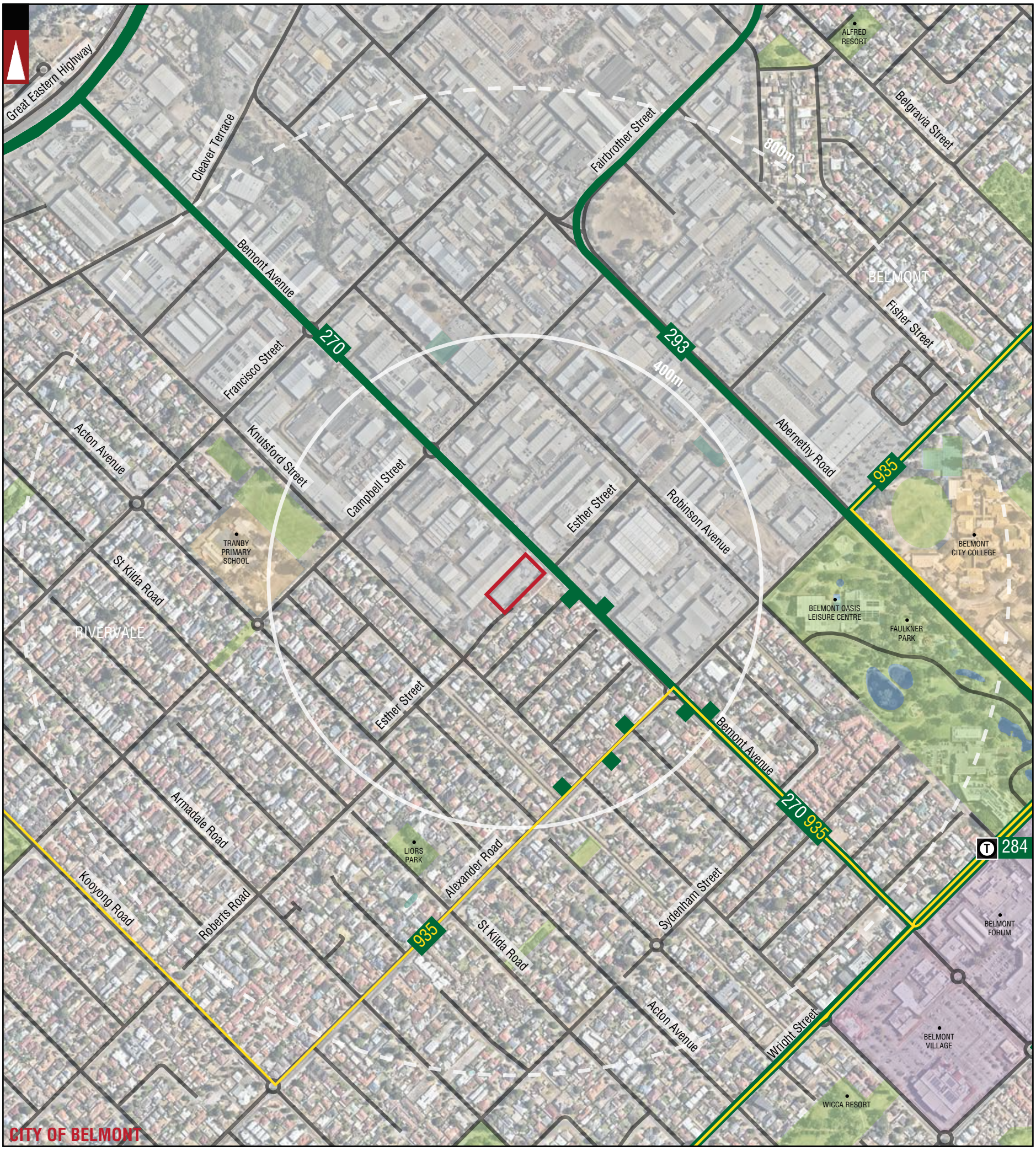

			PROJECT: UNIT 3, 100 BELMONT AVENUE, RIVERVALE	DRAWN BY:
			TITLE: PUBLIC TRANSPORT PLAN - 800M RADIUS	A.M.
A	06-03-2023	ISSUED FOR REVIEW	DRAWING NUMBER: KC01553.000_ S03	
No	DATE	AMENDMENT		

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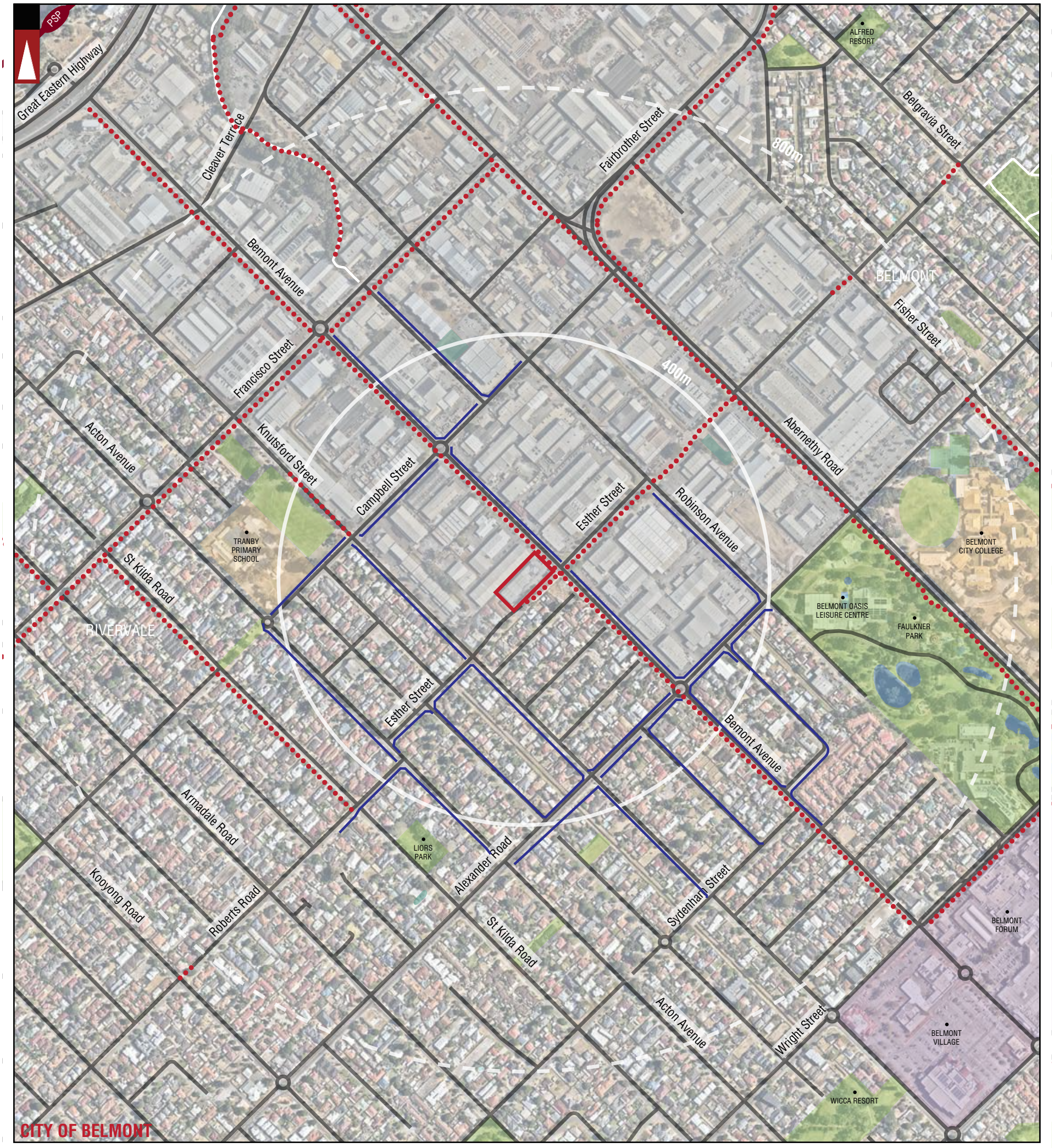
Version: 1, Version Date: 08/04/2024



No	DATE	AMENDMENT
A	06-03-2023	ISSUED FOR REVIEW

PROJECT: UNIT 3, 100 BELMONT AVENUE, RIVERVALE

TITLE: PEDESTRIAN PATHS PLAN - 800M RADIUS

DRAWING NUMBER: KC01553.000_ S04

DRAWN BY: A.M.

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Application No: 170/2023

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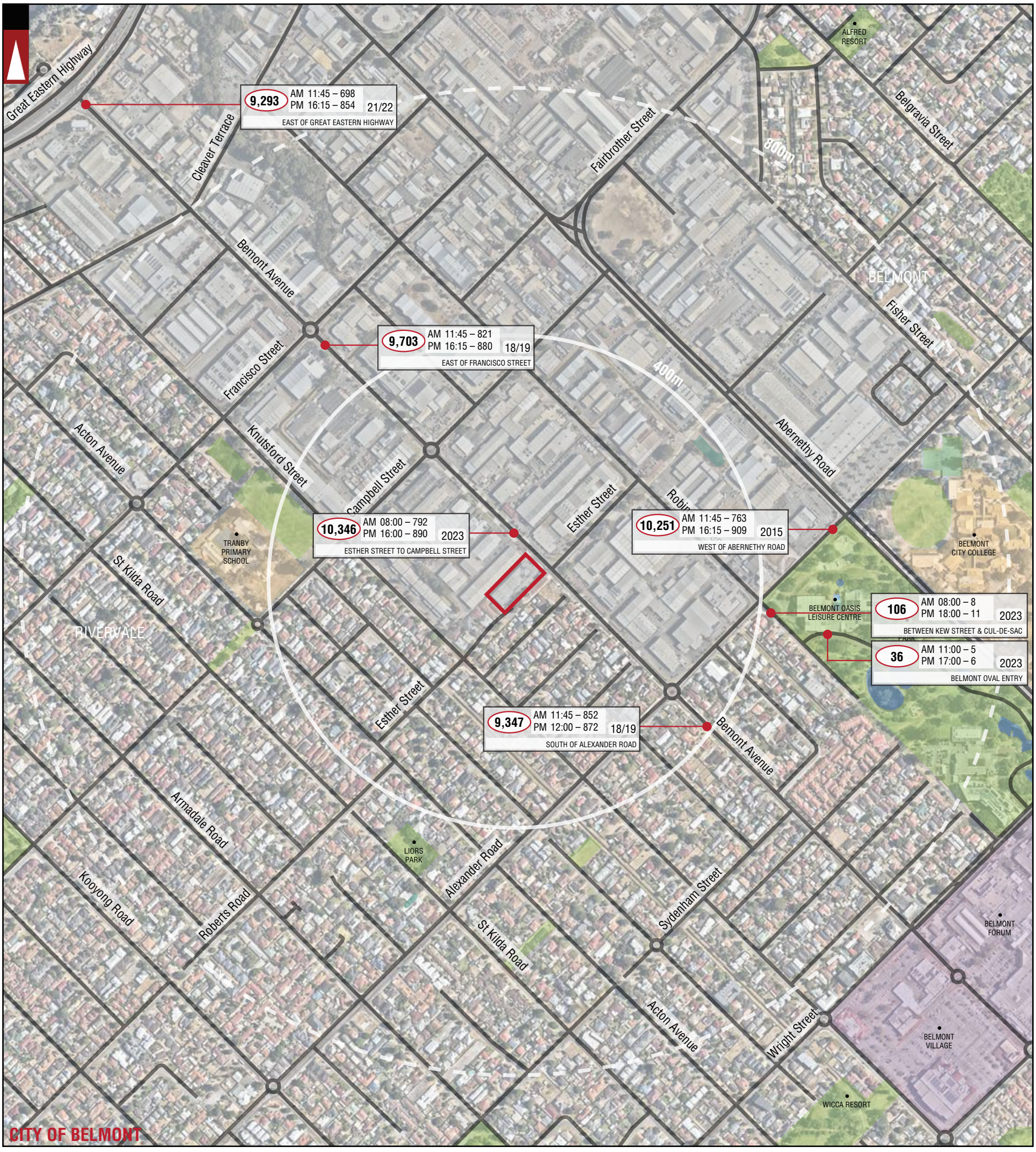
Version: 1, Version Date: 08/04/2024



No	DATE	AMENDMENT
B	21-04-2023	INFORMATION UPDATED
A	06-03-2023	ISSUED FOR REVIEW

PROJECT: UNIT 3, 100 BELMONT AVENUE, RIVERVALE

TITLE: EXISTING TRAFFIC COUNTS - 800M RADIUS

DRAWING NUMBER: KC01553.000_ S05

DRAWN BY: A.M.

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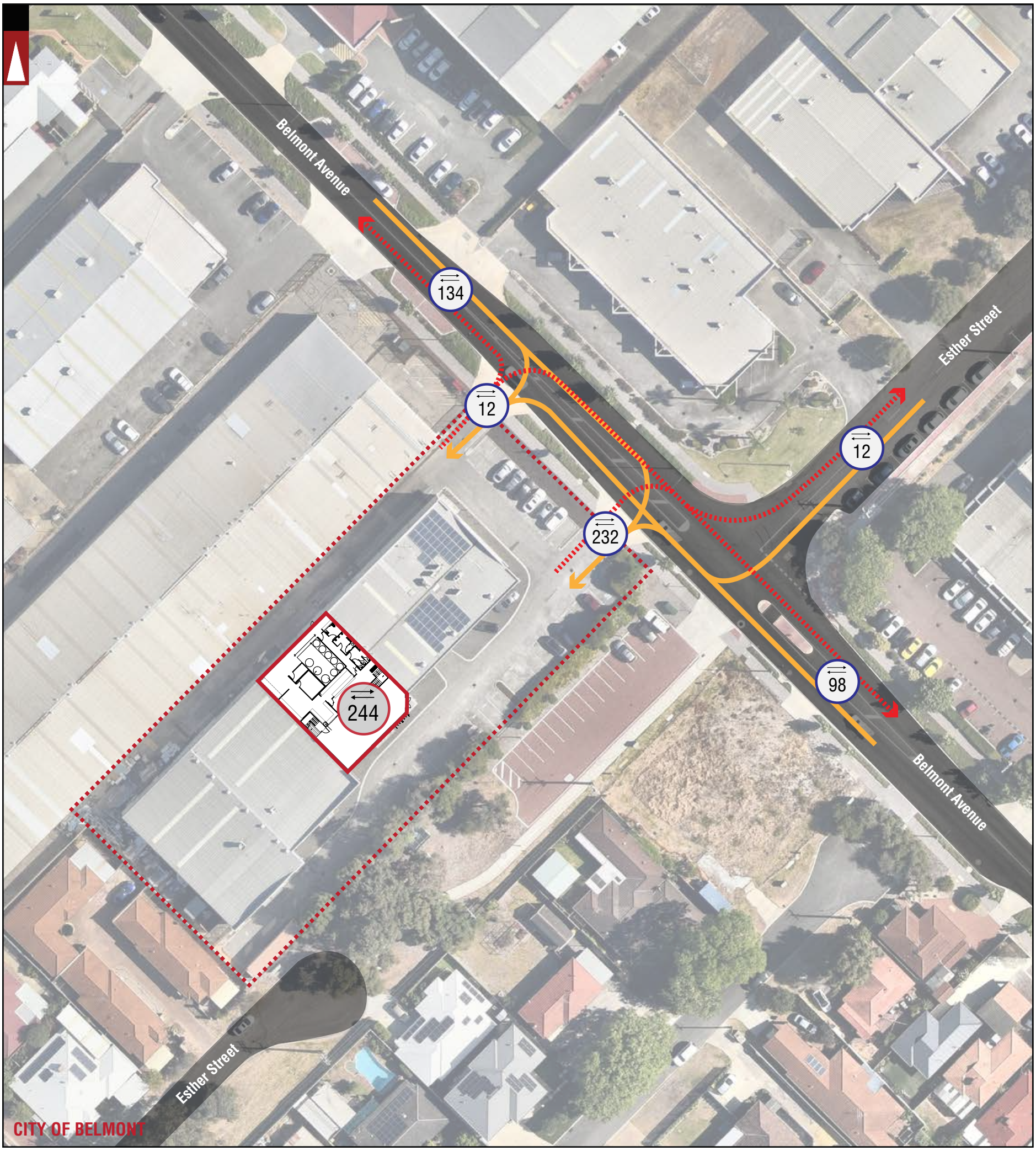

SUBJECT SITE BOUNDARY

LOT BOUNDARY

ROAD (VARIED WITH ROAD WIDTH)

Lewis Road ROAD NAME

1,389 Total Expected Traffic Generation from the proposed development

503 Total Expected Traffic Generation from Subject Site on the specific section of road - **IN and OUT direction**

Traffic Flow IN Direction

Traffic Flow OUT Direction

NOTE: THE PLAN IS COURTEOUSY OF PAID GROUP

LEGEND

No	DATE	AMENDMENT
A	21-04-2023	PROPOSED LAYOUT AMENDED
A	17-03-2023	ISSUED FOR REVIEW

PROJECT: UNIT 3, 100 BELMONT AVENUE, RIVERVALE

TITLE: TRAFFIC FLOW DIAGRAM

DRAWING NUMBER: KC01553.000_S06

DRAWN BY: A.M.

Civil & Traffic Engineering Consultants
KCTT (Trading as KC Traffic and Transport Pty Ltd)
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Application No: 170/2023

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Version: 1, Version Date: 08/04/2024

SUBJECT SITE BOUNDARY

LOT BOUNDARY

ROAD (VARIED WITH ROAD WIDTH)

Lewis Road ROAD NAME

000 / 000 / 000 / 000 Traffic Flow IN Direction

000 / 000 / 000 / 000 Traffic Flow OUT Direction

1,389 Total Expected Traffic Generation from the proposed development - PM peak

NOTE: THE PLAN IS COURTEOUSY OF PAID GROUP

LEGEND

No	DATE	AMENDMENT
A	21-04-2023	PROPOSED LAYOUT AMENDED
A	17-03-2023	ISSUED FOR REVIEW

PROJECT: UNIT 3, 100 BELMONT AVENUE, RIVERVALE

TITLE: TRAFFIC FLOW DIAGRAM - PM PEAK

DRAWING NUMBER: KC01553.000_S07

DRAWN BY: A.M.

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KCTT (Trading as KC Traffic and Transport Pty Ltd)
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Version: 1, Version Date: 08/04/2024

Appendix 3

Parking Survey

City of Belmont
AMENDED PLANS
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Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

AROMATIC BREWHOUSE AND DISTILLERY

PARKING SURVEY

August 2023

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Aromatic conducted a survey of the street parking bays located within 400 meters of 3/100 Belmont Avenue Belmont. A map is supplied at attachment 1.

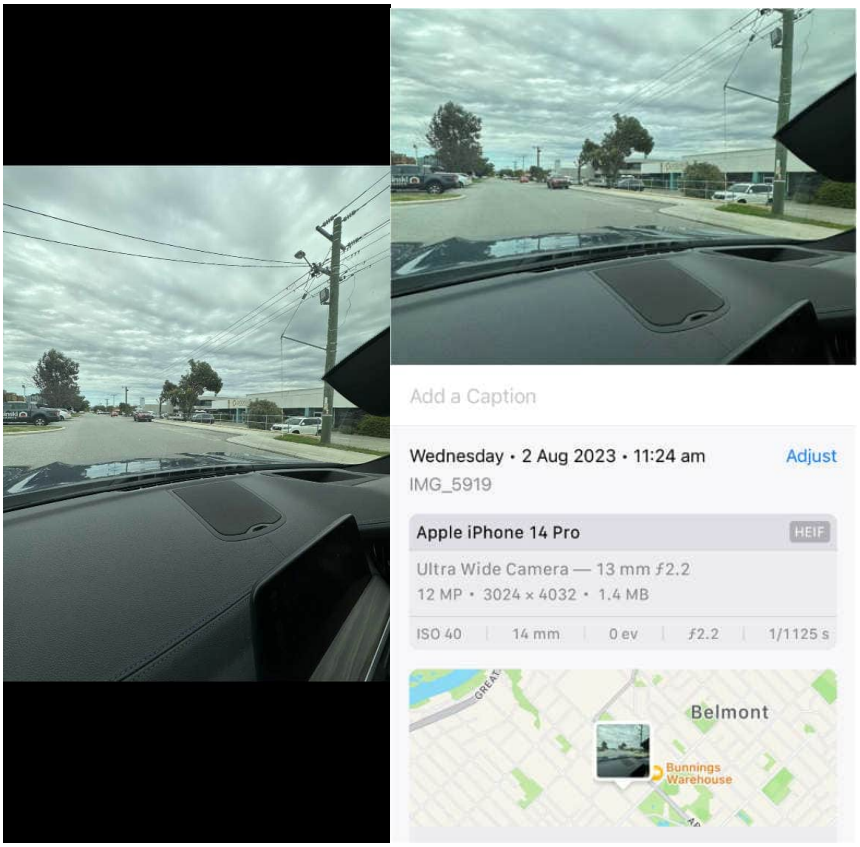
The Survey was conducted of a 4 day period between 11am and 2.30pm then 5pm to 9pm.

The survey was completed by identifying the available street parking bays on a map and giving each set of bays an identifier (letter or number). This is provided in attachment 2.

At the relevant time the bays were driven past and the number of vehicles parked were counted.

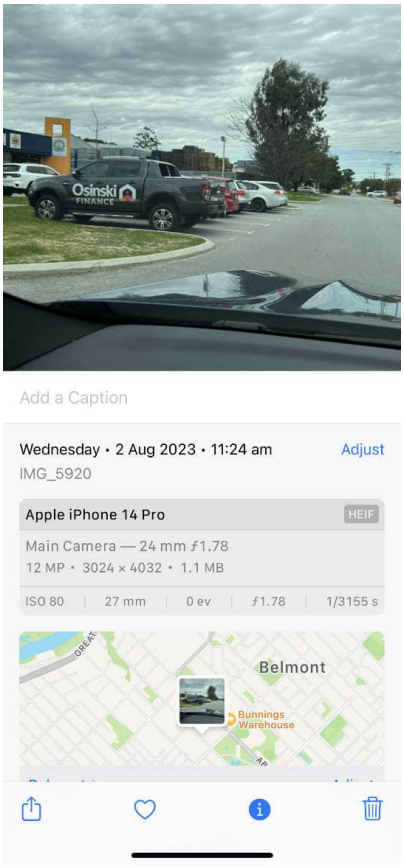
To prove the data a photograph was taken of every bay location at every time. These photographs were taken with an iPhone 14 Pro which collects GPS data on the location of the photo and stamps the date and time taken. These photographs (approximately 1868 taken) form evidence of the survey's accuracy.

Example photos:



City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024



Each photo can be zoomed in on for clarity and any day and time mentioned in the data can be provided on request.

The data was collated into a table which is provided at attachment 3. The survey shows that the average number of bays available are as follows:

	Average Available Bays		
	11am - 2.30pm	5pm - 9pm	Day Average
Wednesday 02/08/2023	94	244	177
Friday 04/08/2023	100	244	180
Saturday 05/08/2023	107	255	249
Sunday 06/08/2023	255	258	257

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Whilst not included in the table, the area 445sqm away was also surveyed. This area was never completely full and for most time slots there were many additional bays available also.

The lowest amount of parking available during the entirety of the survey was Friday at 1.30pm. At this time there were still 74 bays available not including A1 and 79 bays including A1.

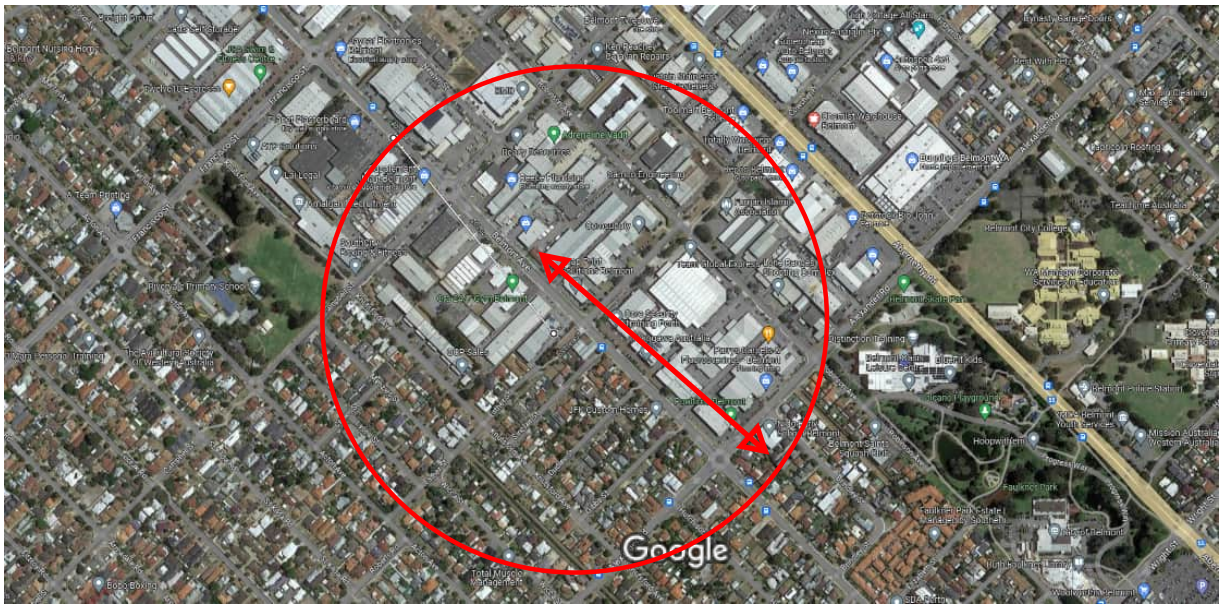
In the expected busy times of the proposed venue (Friday and Saturday night) there was more than 270 bays available.

Based on the above we believe parking will not be an issue and that the 72 bay shortfall the council has calculated can be taken up by the available bays in the local area. We also believe the 72 bays is an overestimate and does not accurately account for the expected rideshare use of patrons.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Google Maps



Imagery ©2023 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2023 100 m

Measure distance
Total distance: 400.25 m (1,313.16 ft)

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

	Average Available Bays		
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City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Map Label	Location	Bays	Distance from 3/100 in Meters
A	Belmont Ave South East	8	215
B	Belmont Ave South East	2	150
C	Cnr Belmont Ave and Esther Street	15	38
D	Belmont Ave	2	62
E	Belmont Ave	3	101
F	Belmont Ave	2	151
G	Belmont Ave	2	207
H	Belmont Ave incl 1 opposite	4	358
I	Belmont Ave incl 2 opposite	4	400
J	Campbell Street	2	304
K	Campbell Street	1	290
L	Campbell Street	1	284
M	Campbell Street	13	282
N	Campbell Street	12	278
O	Campbell Street	6	311
P	Campbell Street	3	326
Q	Campbell Street	4	340
R	Campbell Street	3	354
S	Campbell Street	4	373
T	Esther Street	9	98
U	Esther Street	2	162
V1	Ester Street	17	310
V	Newlyn Street North	4	400
W	Newlyn Street South Side	20	388
X	Newlyn Street	3	379
Y	Newlyn Street	4	356
1	Robinson Ave	4	361
2	Robinson Ave	4	330
3	Robinson Ave	2	313
4	Robinson Ave	1	292
5	Robinson Ave	5	297
6	Robinson Ave	5	284
7	Robinson Ave	6	269
7a	Robinson Ave	1	269
8	Robinson Ave	7	279
9	Robinson Ave	2	280
10	Robinson Ave	4	291
11	Robinson Ave	2	301
12	Robinson Ave	11	323
13	Robinson Ave	4	338
14	Robinson Ave	4	339
15	Robinson Ave	6	351
16	Robinson Ave	2	373
17	Robinson Ave	6	377
Total		226	
A1	Campbell Street	21	445
3/100	Belmont Ave	36	0

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

	Number of vehicles	Wednesday 02/08/2023								
Bay Location	**Capacity**	11am	12pm	1.30pm	2.30pm	5pm	6pm	7pm	8pm	9pm
A	**8**	1	2	1	2	0	0	0	0	0
B	**2**	0	0	0	0	0	0	0	0	0
C	**15**	13	13	13	12	9	0	0	0	0
D	**2**	0	0	0	0	1	1	0	0	0
E	**3**	3	3	1	3	1	3	0	0	0
F	**2**	0	1	2	1	0	1	0	0	0
G	**2**	2	2	2	2	1	0	0	0	0
H	**4**	4	4	3	4	2	0	0	0	0
I	**4**	4	4	3	3	3	0	0	0	0
J	**2**	2	2	2	1	1	0	0	0	0
K	**1**	1	0	0	0	0	0	0	0	0
L	**1**	1	1	1	1	1	0	0	0	0
M	**13**	9	8	8	11	5	5	0	0	0
N	**12**	4	3	7	5	3	3	2	2	2
O	**6**	6	5	4	5	0	0	0	0	0
P	**3**	3	3	3	3	1	0	0	0	0
Q	**4**	4	4	4	3	0	0	0	0	0
R	**3**	2	1	1	1	0	0	0	0	0
S	**4**	2	2	2	1	1	0	1	0	0
T	**9**	9	9	9	6	3	1	0	0	0
U	**2**	2	0	0	0	0	0	0	0	0
V	**4**	1	1	1	1	0	0	0	0	0
V1	**17**	17	13	16	15	0	0	0	0	0
W	**20**	13	20	16	20	3	0	0	1	0
X	**3**	3	3	3	3	0	1	0	0	0
Y	**4**	4	4	2	2	0	1	1	0	0
1	**4**	1	1	2	1	2	2	1	1	0
2	**4**	4	4	4	2	2	1	0	0	0
3	**2**	1	1	2	1	1	0	0	0	0
4	**1**	0	0	0	0	0	0	0	0	0
5	**5**	4	4	4	2	0	0	0	0	0
6	**5**	3	5	4	3	0	0	0	0	0
7	**6**	5	5	5	2	0	1	0	1	0
7a	**1**	1	1	1	1	2	1	0	0	0
8	**7**	5	5	4	4	2	0	0	1	1
9	**2**	1	1	1	1	0	0	3	0	0
10	**4**	0	0	0	0	0	0	0	0	0
11	**2**	2	0	0	0	0	0	3	0	0
12	**11**	1	1	2	2	0	0	0	0	0
13	**4**	1	0	0	0	0	0	0	0	0
14	**4**	1	0	3	0	0	0	0	0	0
15	**6**	6	6	5	4	3	0	0	0	0
16	**2**	1	2	1	0	0	1	0	0	0
17	**6**	1	1	1	1	0	0	1	0	0
A1	**21**	20	15	15	13	3	0	0	0	0
3/100	**36**	27	27	27	27	1	0	0	0	0

Total Bays	262									
		175	172	170	156	48	22	12	6	3
Available Bays (Excludes A1)		87	90	92	106	214	240	250	256	259
Including A1 - 445m		88	96	98	114	232	261	271	277	280

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Bay Location	Number of vehicles Capacity	Friday 04/08/2023 11am	12pm	1.30pm	2.30pm	5pm	6pm	7pm	8pm	9pm
A	**8**	2	2	8	2	0	1	0	0	0
B	**2**	1	0	2	1	1	0	0	0	0
C	**15**	10	10	14	7	3	0	0	0	0
D	**2**	1	1	1	0	1	0	0	0	0
E	**3**	3	3	3	2	2	0	0	0	0
F	**2**	0	1	1	1	0	0	0	0	0
G	**2**	2	2	2	2	1	0	0	0	0
H	**4**	3	3	3	2	0	0	0	0	0
I	**4**	3	3	2	2	0	0	0	0	0
J	**2**	1	1	0	1	1	2	0	0	0
K	**1**	1	1	0	0	0	0	0	0	0
L	**1**	1	1	1	1	0	0	0	0	0
M	**13**	9	9	10	9	8	1	0	0	0
N	**12**	7	7	8	5	2	2	2	2	2
O	**6**	5	6	4	4	2	0	0	0	0
P	**3**	1	2	2	2	0	0	0	0	0
Q	**4**	0	1	4	2	0	0	0	0	0
R	**3**	2	1	1	0	0	0	0	0	0
S	**4**	0	0	1	0	0	0	0	0	0
T	**9**	9	8	9	7	1	1	0	0	0
U	**2**	1	0	1	0	0	0	0	0	0
V	**4**	1	1	0	0	0	0	0	0	0
V1	**17**	16	16	16	13	3	0	0	0	0
W	**20**	14	10	16	12	2	0	1	0	0
X	**3**	3	3	3	3	0	0	0	0	0
Y	**4**	0	0	0	1	0	0	1	0	0
1	**4**	3	2	3	0	4	3	0	0	0
2	**4**	4	3	3	3	4	2	1	0	0
3	**2**	1	1	1	0	1	2	0	0	0
4	**1**	1	1	0	0	0	2	0	0	0
5	**5**	5	5	5	1	2	2	0	0	0
6	**5**	3	3	5	2	0	0	0	0	0
7	**6**	5	5	5	4	0	2	0	0	0
7a	**1**	1	1	1	1	0	0	0	0	0
8	**7**	5	5	6	6	4	2	1	1	1
9	**2**	1	2	1	1	0	0	0	0	0
10	**4**	0	0	1	0	0	0	0	0	0
11	**2**	0	0	1	0	0	0	0	0	0
12	**11**	0	0	3	2	0	0	0	0	0
13	**4**	1	3	4	1	0	0	0	0	0
14	**4**	0	3	2	2	1	0	0	0	0
15	**6**	5	6	4	4	4	0	0	0	0
16	**2**	2	2	2	2	0	1	0	0	0
17	**6**	1	2	2	0	0	0	2	0	0
A1	**21**	15	15	16	15	7	0	0	0	0
3/100	**36**	27	27	27	27	5	1	1	0	0

Total Bays 262

Parked Vehicles counted	161	163	188	135	52	24	9	3	3
Available Bays (Excludes A1)	101	99	74	127	210	238	253	259	259
Including A1 - 445m	107	105	79	133	224	259	274	280	280

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Bay Location	Number of vehicles Capacity	Saturday 05/08/2023 11am	12pm	1.30pm	2.30pm	5pm	6pm	7pm	8pm	9pm
A	**8**	0	0	0	0	0	0	0	0	0
B	**2**	0	0	0	0	0	0	0	0	0
C	**15**	0	0	0	0	0	0	0	0	0
D	**2**	1	0	0	0	0	0	0	0	0
E	**3**	3	2	0	0	0	0	0	0	0
F	**2**	0	0	0	0	0	0	0	0	0
G	**2**	2	1	0	0	0	0	0	0	0
H	**4**	0	0	0	0	0	0	0	0	0
I	**4**	0	0	0	0	0	0	0	0	0
J	**2**	2	2	0	0	0	0	0	0	0
K	**1**	1	0	0	0	0	0	0	0	0
L	**1**	1	0	0	0	0	0	0	0	0
M	**12**	2	6	0	0	0	0	0	0	0
N	**12**	5	2	2	2	1	2	2	2	2
O	**6**	1	1	1	1	1	1	0	0	0
P	**3**	0	0	0	0	0	0	0	0	0
Q	**4**	0	0	0	0	0	0	0	0	0
R	**2**	0	0	0	0	0	0	0	0	0
S	**4**	0	0	0	0	0	0	0	0	0
T	**9**	0	0	0	0	0	0	0	0	0
U	**2**	0	0	0	0	0	0	0	0	0
V1	**17**	6	0	0	0	0	0	0	0	0
V	**4**	0	0	0	0	0	0	0	0	0
W	**20**	0	0	0	0	0	0	0	0	0
X	**3**	0	0	0	0	0	0	0	0	0
Y	**4**	0	0	0	0	0	0	0	0	0
1	**4**	0	0	0	0	0	0	0	0	0
2	**4**	1	1	1	1	0	0	0	0	0
3	**2**	1	0	0	0	0	0	0	0	0
4	**1**	0	0	0	0	0	0	0	0	0
5	**5**	0	0	0	0	0	0	0	0	0
6	**5**	0	0	0	0	0	0	0	0	0
7	**6**	0	0	0	0	0	0	0	0	0
7a	**1**	0	0	0	0	0	0	0	0	0
8	**7**	2	1	1	1	2	3	5	2	4
9	**2**	0	0	0	0	0	0	0	0	0
10	**4**	0	0	0	0	0	1	1	0	0
11	**2**	0	0	0	0	0	0	0	0	0
12	**11**	0	0	0	0	0	0	0	0	0
13	**4**	0	0	0	2	0	0	0	0	0
14	**4**	1	1	3	1	0	0	0	0	0
15	**6**	5	6	3	6	4	0	0	0	0
16	**2**	0	0	1	0	0	0	1	0	0
17	**6**	0	0	0	0	1	0	0	0	0
A1	**21**	0	0	0	0	1	0	0	0	0
3/100	**36**	1	0	0	0	0	0	0	0	0

Total Bays 262

Parked Vehicles counted	35	23	12	14	9	7	9	4	6
Available Bays (Excludes A1)	227	239	250	248	253	255	253	258	256
Including A1 - 445m	248	260	271	269	273	276	274	279	277

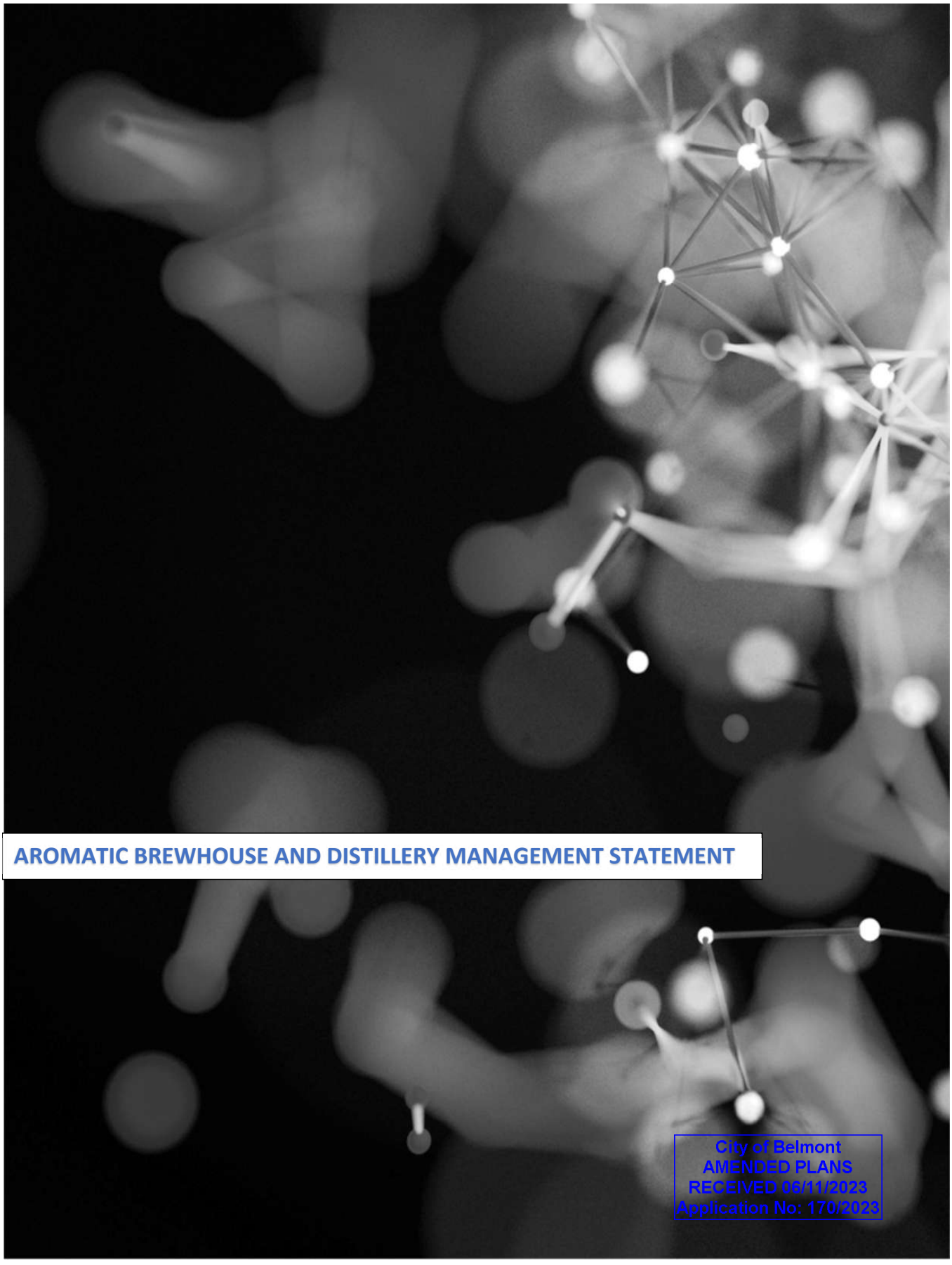
City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Bay Location	Number of vehicles Capacity	Sunday 06/08/2023 11am	12pm	1.30pm	2.30pm	5pm	6pm	7pm	8pm	9pm
A	8	0	0	0	0	0	0	0	0	0
B	2	0	0	0	0	0	0	0	0	0
C	15	0	0	0	0	0	0	0	0	0
D	2	0	0	0	0	0	0	0	0	0
E	3	0	0	0	0	0	0	0	0	0
F	2	0	0	0	0	0	0	0	0	0
G	2	0	0	0	0	0	0	0	0	0
H	4	0	0	0	0	0	0	0	0	0
I	4	0	0	0	0	0	0	0	0	0
J	2	0	0	0	0	0	0	0	0	0
K	1	0	0	0	0	0	0	0	0	0
L	1	0	0	0	0	0	0	0	0	0
M	12	0	0	0	0	0	0	0	0	0
N	12	1	1	1	1	1	1	1	1	1
O	6	0	0	0	0	0	0	0	0	0
P	3	0	0	0	0	0	0	0	0	0
Q	4	0	0	0	0	0	0	0	0	0
R	2	0	0	0	0	0	0	0	0	0
S	4	0	0	0	0	0	0	0	0	0
T	9	0	0	0	0	0	0	0	0	0
U	2	0	0	0	0	0	0	0	0	0
V1	17	0	0	0	0	0	0	0	0	0
V	4	0	0	0	0	0	0	0	0	0
W	20	0	0	0	0	0	0	0	0	0
X	3	0	0	0	0	0	0	0	0	0
Y	4	0	0	0	0	0	0	0	0	0
1	4	0	0	0	0	0	0	0	0	0
2	4	0	0	0	0	2	1	0	0	0
3	2	1	1	0	0	0	0	0	0	0
4	1	0	0	0	0	0	0	0	0	0
5	5	0	0	0	0	0	0	0	0	0
6	5	0	0	0	0	0	0	0	0	0
7	6	0	0	0	0	0	0	0	0	0
7a	1	0	0	0	0	0	0	0	0	0
8	7	1	1	1	1	0	0	0	0	0
9	2	0	0	0	0	1	3	1	1	1
10	4	0	0	0	0	0	0	0	0	0
11	2	0	0	0	0	0	0	0	0	0
12	11	0	0	0	0	0	0	0	0	0
13	4	0	0	0	0	0	0	0	0	0
14	4	0	0	0	0	1	0	0	0	0
15	6	6	5	2	4	2	0	0	0	0
16	2	0	0	0	0	0	0	0	0	0
17	6	0	0	0	0	0	0	0	0	0
A1	21	0	0	0	0	0	0	0	0	0
3/100	36	0	0	0	0	0	0	0	0	0
Total Bays	262									
Parked Vehicles counted		9	8	4	6	7	5	2	2	2
Available Bays (Excludes A1)		253	254	258	256	255	257	260	260	260
Including A1 - 445m		274	275	279	277	276	278	281	281	281

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024



Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Aromatic Brewhouse and Distillery Management Statement

Introduction	4
Description	4
Parking	4
Ridesharing	5
Signage	6
Liquor Sales and License	6
Staffing	6
Functions & Capacily	7
Acoustics	7
Unruly Behaviour	7

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Aromatic Brewhouse and Distillery

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City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
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Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Introduction

Aromatic Brewhouse and Distillery “The Aro” is to be a new brewhouse and distillery with up market restaurant. Manufacturing and serving Craft Beer and Craft Spirits (under the name Western Australian Distillery) the venue is to be a unique alternative to the current offerings within the city of Belmont.

Behind “The Aro” is Graham Downs. Graham attended Kewdale Junior Primary, Kewdale Primary and Kewdale High schools and has lived in Kewdale, Belmont, Redcliffe and currently lives in Rivervale.

Owner of three commercial properties within the City of Belmont and proprietor at Downs Accounting in Rivervale, Graham owned and founded Just Cuts at Belmont Forum which he sold recently. A Belmont local, he became an Automotive Technician, Automotive Mechanical Engineer then completed a Law Degree and Accounting Degree and is a Chartered Accountant. Graham has owned many businesses and currently owns three. More recently he is studying for a diploma in Brewing, Distilling and Cellaring.

Description

The Aro will be a seated only venue over two levels giving residents and employees a place to relax, unwind and enjoy unique beverages and food produced in-house in a relaxed setting. The Aro will be a premium offering, not a place for cheap drinks and rowdiness. Target clientele is 30 to 50 years old, with families welcome.

There will be a dress code after 5pm weekdays and on weekends to ensure the premium feel. The hours of operation are intended to be 11am till late Monday to Sunday. Late will be 10 or 11pm Sunday to Thursday and 12pm Friday and Saturday.

Parking

Parking is available on site and within 400 meters, but The Aro will be expecting nearby residents and local workers to use public transport, walk, ride or rideshare as we do not encourage drinking and driving. The expected busy periods are after 5pm weekdays and weekends. The other four businesses on site are not open at these peak times, so there are no cars on site currently. The majority of surrounding businesses in the area are also not open, leaving hundreds of public parking options within that 400 meters during the expected peak times.

The 4 existing owners/tenants have provided permission letters for The Aro’s patrons to use their parking during those expected busy periods. These letters have been provided to the council.

Installation of ample bicycle racks is proposed to encourage staff and locals to leave their cars at home.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

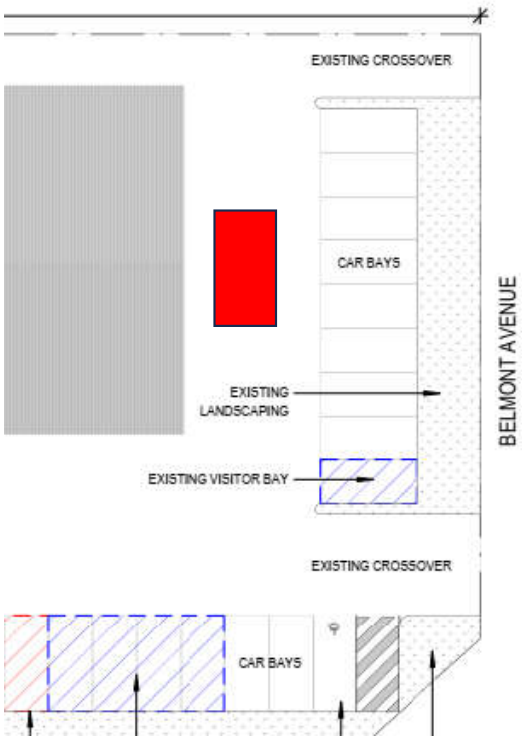
Whilst we acknowledge there is a parking shortfall onsite based on an arbitrary formula onsite, this is commonplace around Perth with venues like Bright Tank Brewing in East Perth having no onsite customer parking, Boston Brewing in East Victoria Park and the Old Synagogue in Fremantle having no onsite parking, and Seasonal Brewing in Maylands having limited onsite parking. The parking consultants have advise there is more than enough parking based on the 400 meter survey of the commercial area.

Ridesharing

Looking at ridesharing statistics, The Aro's target clientele has had the largest increase in users of Ridesharing. From the small amount of available data and anecdotal evidence from other venue owners, 30% of people are expected to rideshare. In addition, patrons will be encouraged to rideshare rather than drive and if parking becomes an issue, rewards will be offered for ridesharing, walking, or riding to increase participation rates.

The management team will work with the rideshare companies to ensure the pick up and drop off location is at the front of the premises (see figure 1 area marked in red) where there is a loop for easy drop of and pick up via the two existing crossovers without the need to turn around. A dedicated bay is not needed, and it is our belief this would not be used.

Figure 1.



City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Signage

The adjacent tenancies will be signed to show that parking from 9 – 5 Monday to Friday is for the exclusive use of those tenancies. This will be managed by requesting patrons move their vehicle if parked in an incorrect bay. If the problem becomes a persistence one, the other proprietors' bays will be signed as a tow away zone between 9 – 5 Monday to Friday to enable a strong deterrent, and a mechanism to deal with any persistent offenders. The Aro does not believe this last step will be necessary, but it is an option to ensure good neighbourly relations with the other 4 businesses on site.

Liquor Sales and License

The only liquor license that will allow a brewery, restaurant and packaged liquor sales (cellar door) is a Seating Tavern License. Packaged liquor sales will only be the products produced onsite. Patrons can try our Gin, Vodka, Whiskey etc. and purchase a bottle either onsite or via the internet to take home. No liquor will be sold for take away that is not produced by The Aro or West Australian Distillery. The intention is to be cellar door, not bottle shop.

West Australian Distillery will be producing a unique spirit with the aim of exporting to China in the future, but aimed at the local and national Chinese market initially. To produce food onsite a commercial kitchen will be constructed. To produce beer a 3 three vessel 10 HL brewhouse will be used with Fermenters (Unitanks) for maturation and fermentation. Spirits wash will be produced with the same equipment then distilled in a still with 250 to 500 litre capacity.

Staffing

Staff required are a chef, kitchen hands (2) bar staff (3) and a brewer/distiller. Staff levels will fluctuate as brewing will not occur every day or at night and weekends and prep chefs will work at different times to service. More servers and bar staff will be required after hours when the brewer is not there, meaning the average maximum staff level would be 7. There will be a focus on local staff so that walking, riding and public transport options can be encouraged.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Functions and capacity

The Aro will occasionally run functions such as comedy nights, Karaoke, quiz nights, birthday parties, engagement parties, office parties etc. These will predominantly be held after hours and on weekends when a lot of parking is available.

It is unlikely the venue will be full very often (if ever) even with functions running but the capacity allows the regular clientele to still attend when an area of the venue has been set aside for a specific purpose, such as a function.

The maximum number of patrons requested is 275.

Acoustics

The Acoustic Assessment will be adhered to regarding 80db and any music can be reduced further as necessary at certain times. A sound measuring device will be used to ensure compliance with the limit.

Any DJ or live musicians will be advised of the 80db limit and monitored. Musicians will be acoustic singers or duets, not bands.

Ridesharing will be directed to the front area as marked within figure 1. This area is not near to any residential neighbours reducing any impact on them.

Due to Ester Street near the residential area not being easily accessible from Belmont Ave near the site, we do not expect patrons to use this area for parking as only local would know to park there, whom would more likely walk down.

A sign at the exit to the venue will be posted requesting our patrons respect our neighbours and leave quietly.

Any food pickup services will be directed to the rear of the venue – this is a dedicated services laneway and will not impact any nearby residential residents.

Unruly Behaviour

Patrons will be carefully monitored by management and staff at all times re unruly behaviour. The responsible service of alcohol guidelines will be followed with drinking water available for free to patron and always accessible.

Should a patron propose a risk, The Aro will work with the Police and Belmont Security Watch to safely remove the patron and ensure they are not a threat to themselves or the general public post leaving the venue. Where deemed necessary, on-site security will be engaged.

Cameras will be installed both inside and outside the venue to capture any potential unruly behaviour also.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Summary – Distances to venues.

Carlisle Hotel and Distillery (Carlisle)

35 meters from houses

Empire Bar (Lathlain)

21 and 23 meters from houses

Belmont Tavern (Cloverdale)

28, 29, 30 and 33 meters from houses

The Sporting Globe – outdoor area (Cloverdale)

39 and 46 meters from houses

Round the Corner Bar and Grill (Belmont)

28 and 32 meters from houses

W XYZ Bar (Rivervale)

19 meters from apartment building

Victoria Park Hotel (Vic Park)

24 meters from houses

The Beaufort (Highgate)

15 meters from houses

Si Paradiso – Open to 1am (Highgate)

35 meters from houses

Aromatic

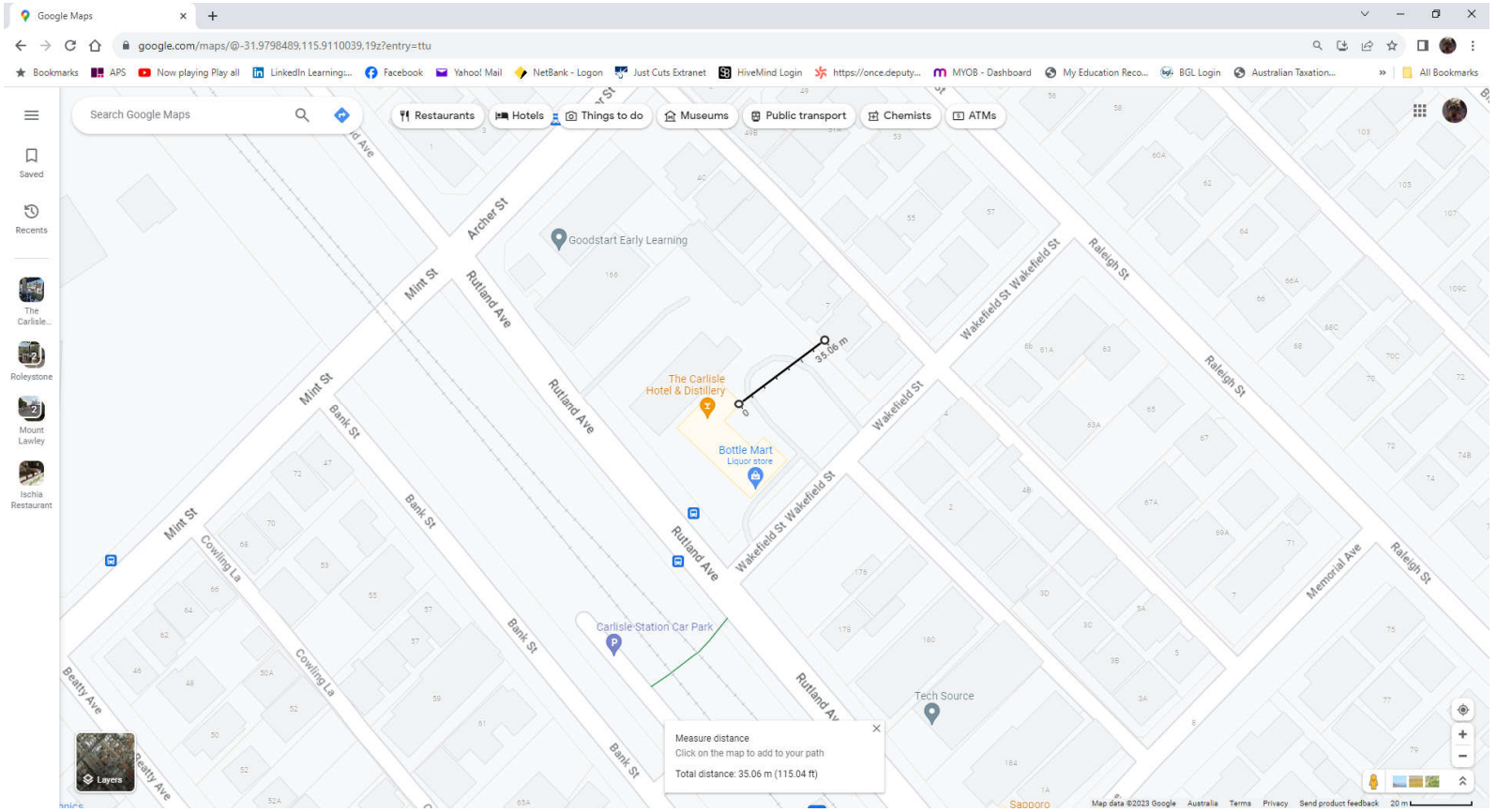
32, 37, and 42 meters from houses

From the summary on the left and below maps it can be seen that many venues operate within the city and nearby councils at distances closer to houses, or similar, than the proposed venue. Every one of these have dedicated street parking outside those houses. What Aromatic is asking for is not unusual nor different to other existing venues, except there is no dedicated street parking outside the closest houses to the Aro. The existing houses were purchased in the flight path of the east west airport runway, less than 200 meters from Belmont Fire Station and knowingly next to an industrial area. Even so, the Acoustic report states that the Aro can meet the regulations for noise with minimal management.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

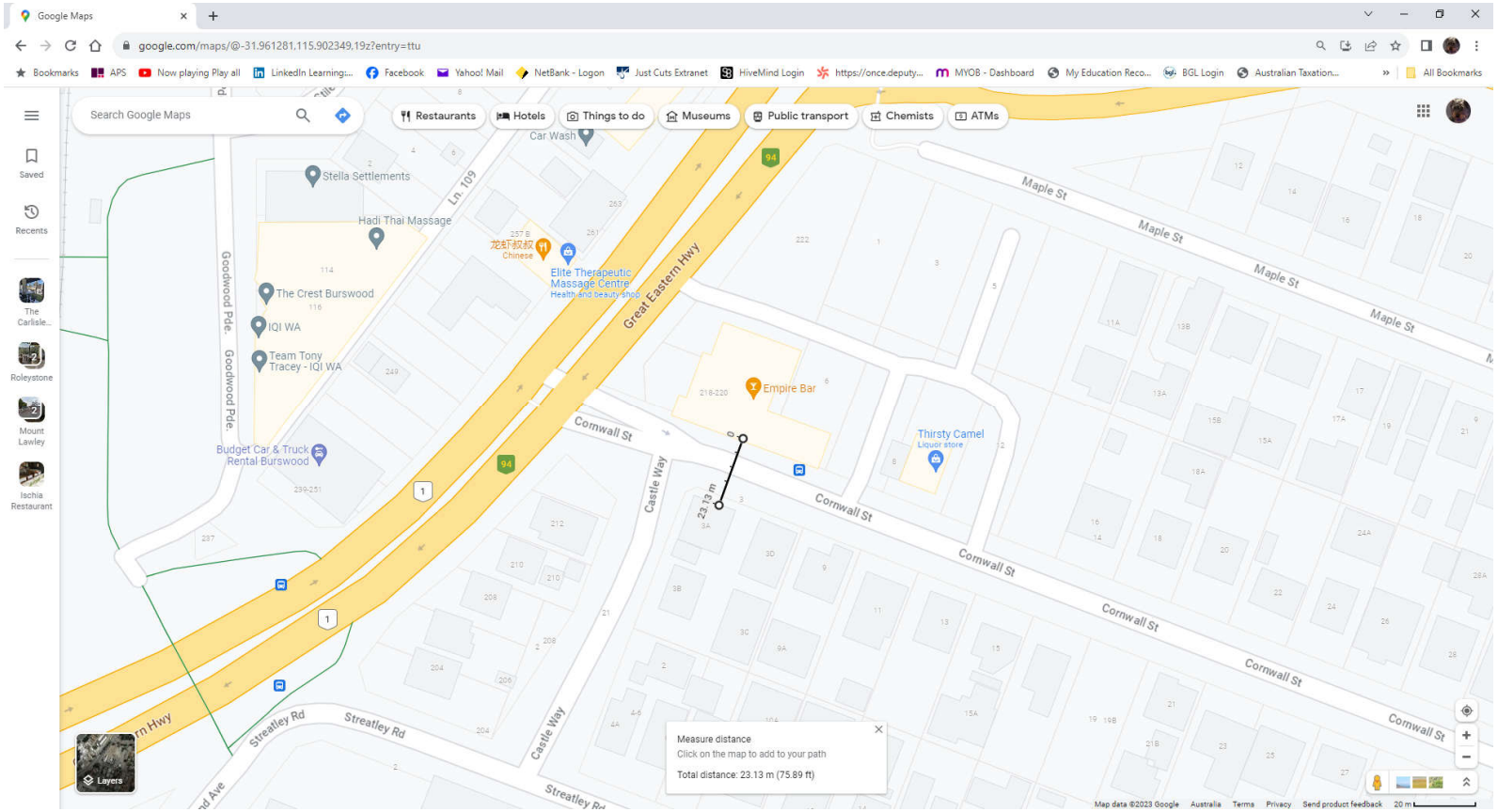
Carlisle Hotel and Distillery.



City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

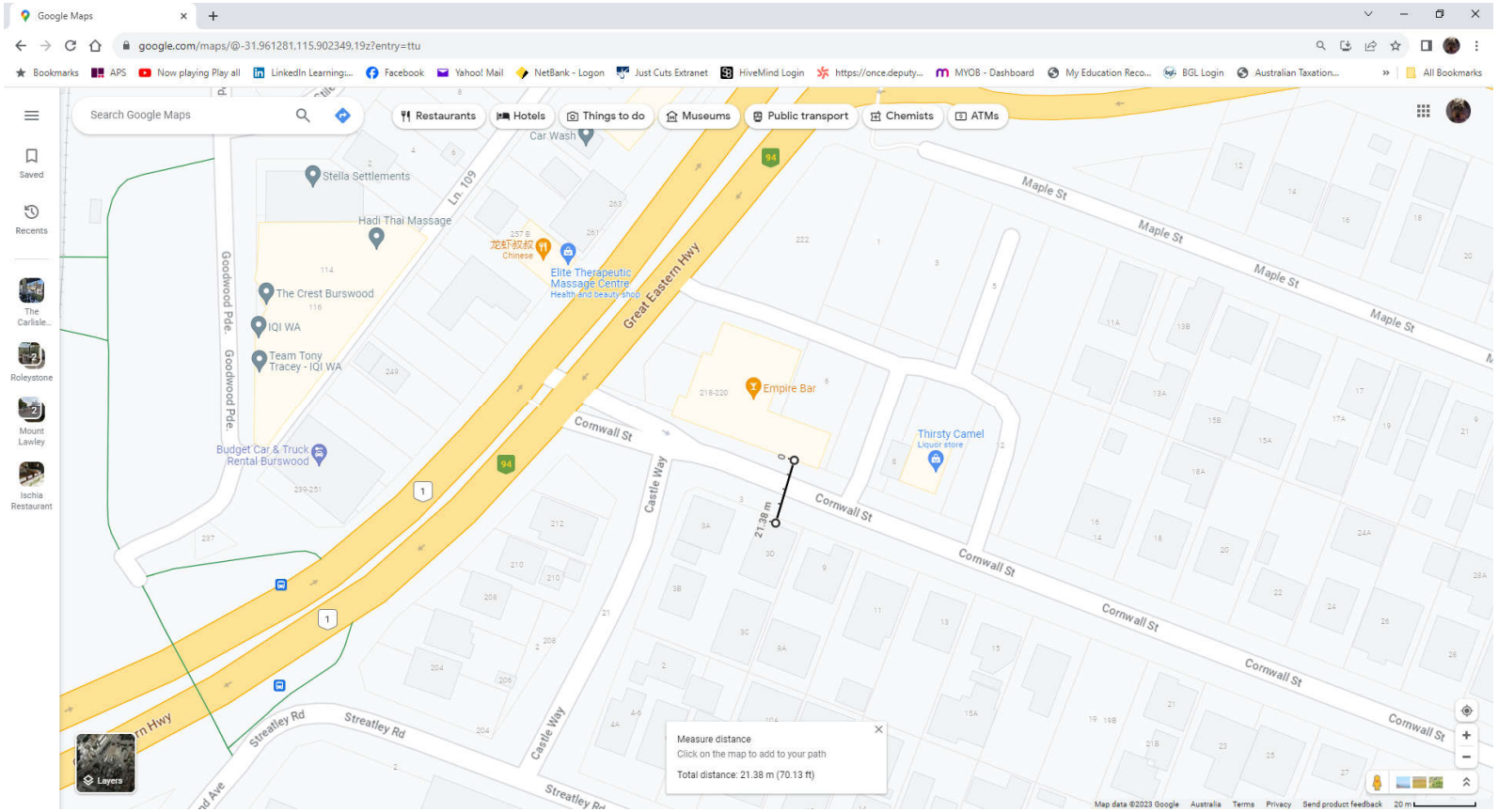
Empire Bar



City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

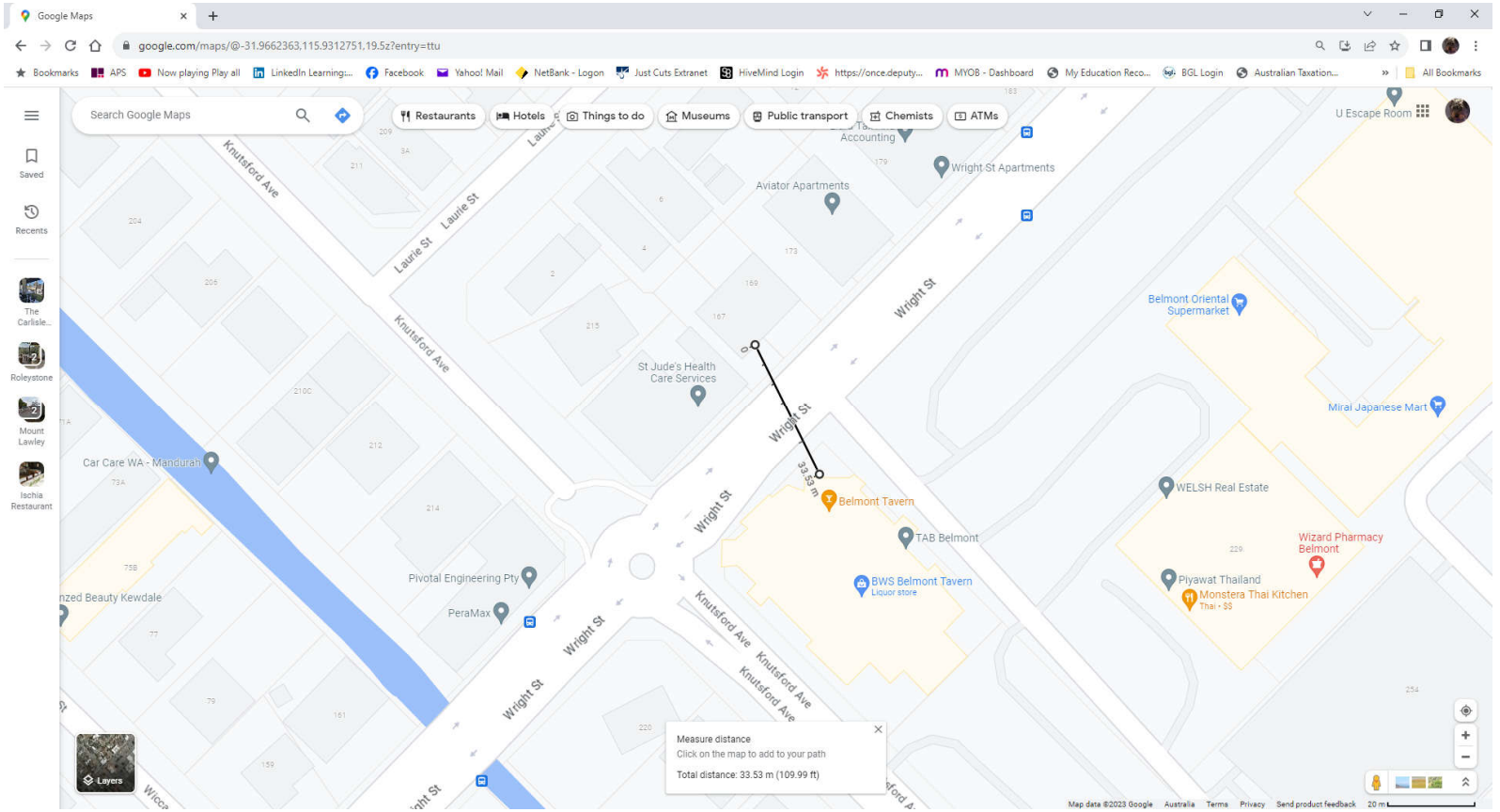
Attachment 12.3.6 Summary - Distances to Venues



City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Belmont Tavern



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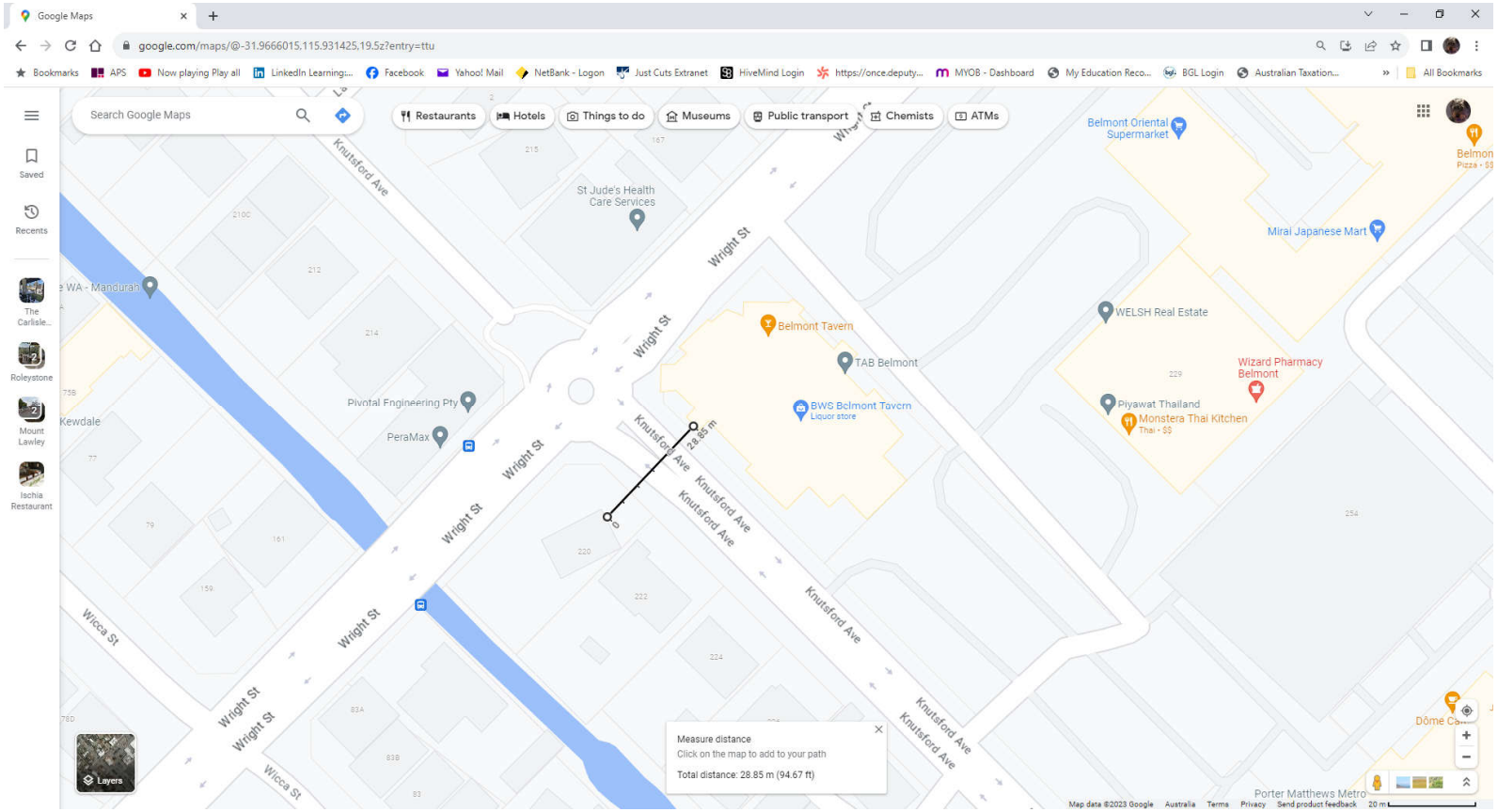

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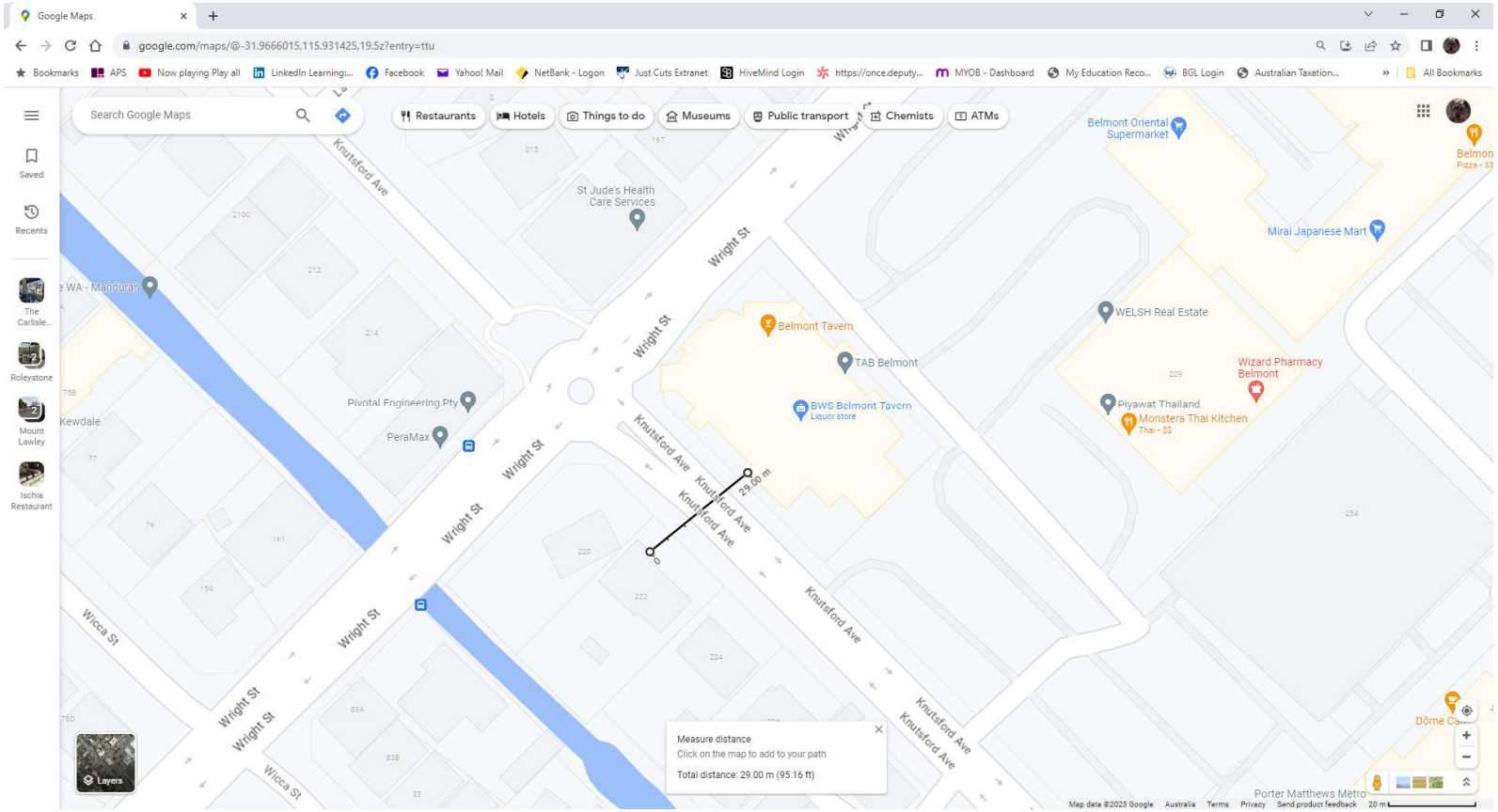

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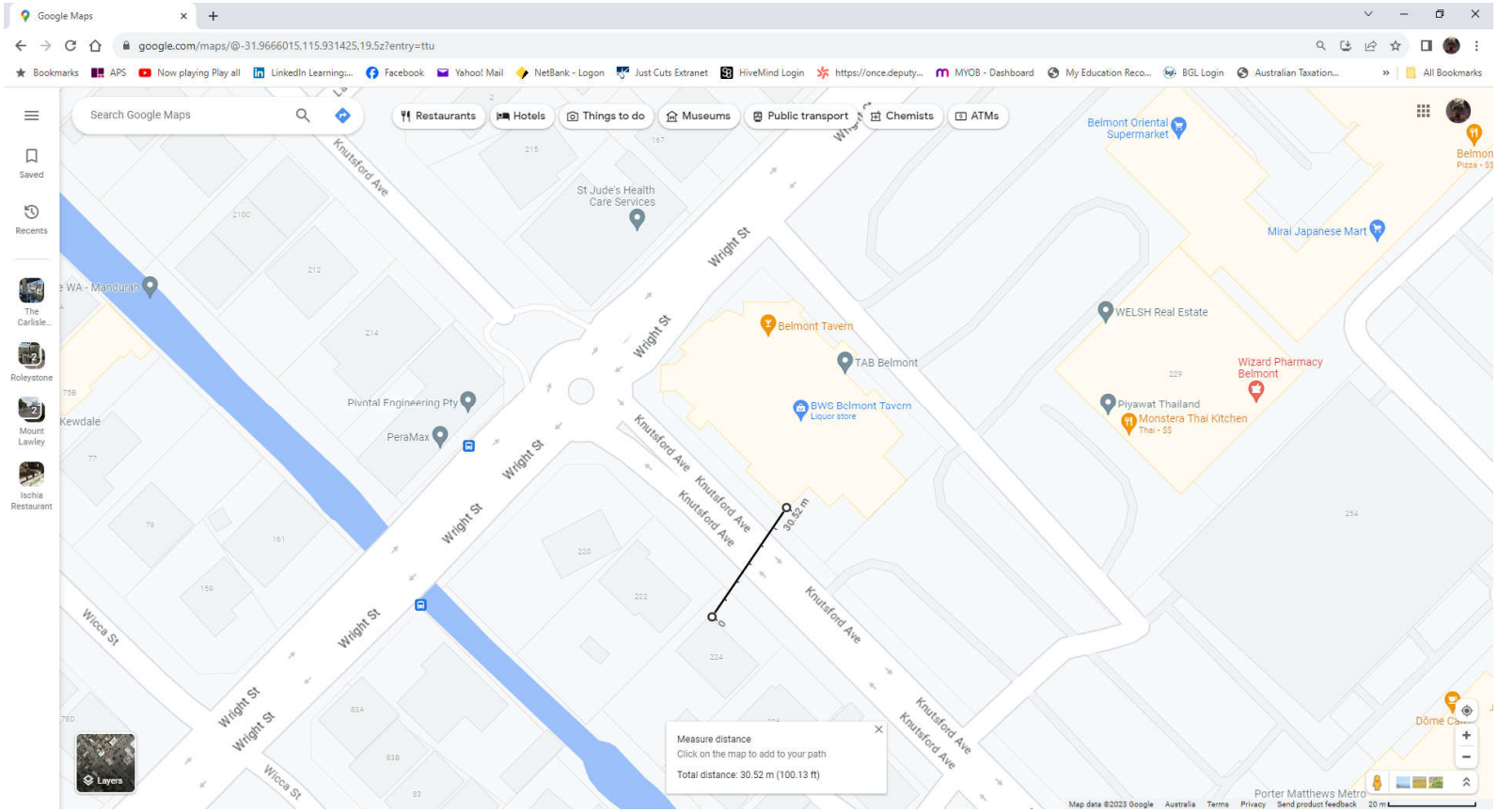
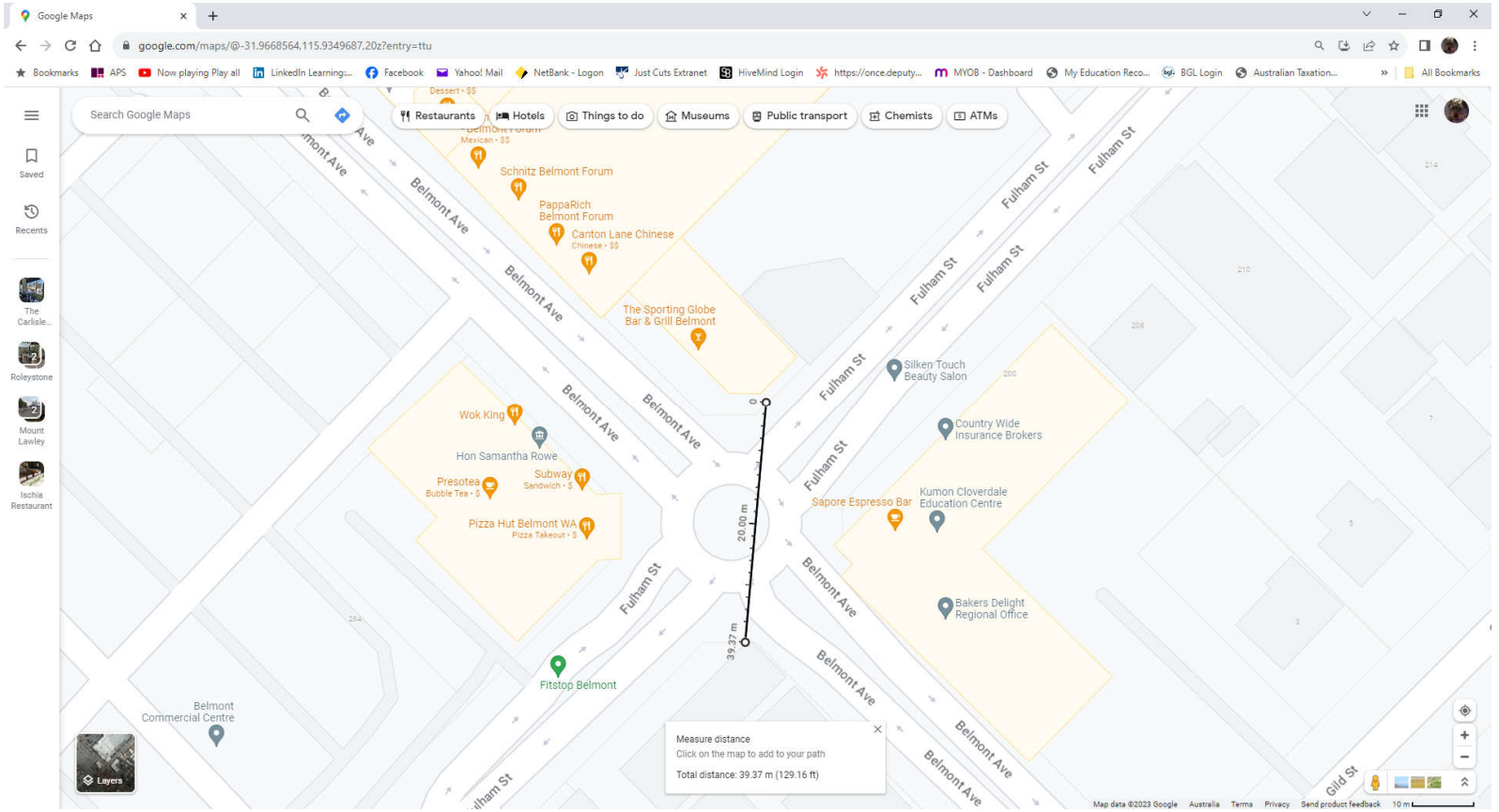


City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

The Sporting Globe – outdoor area.



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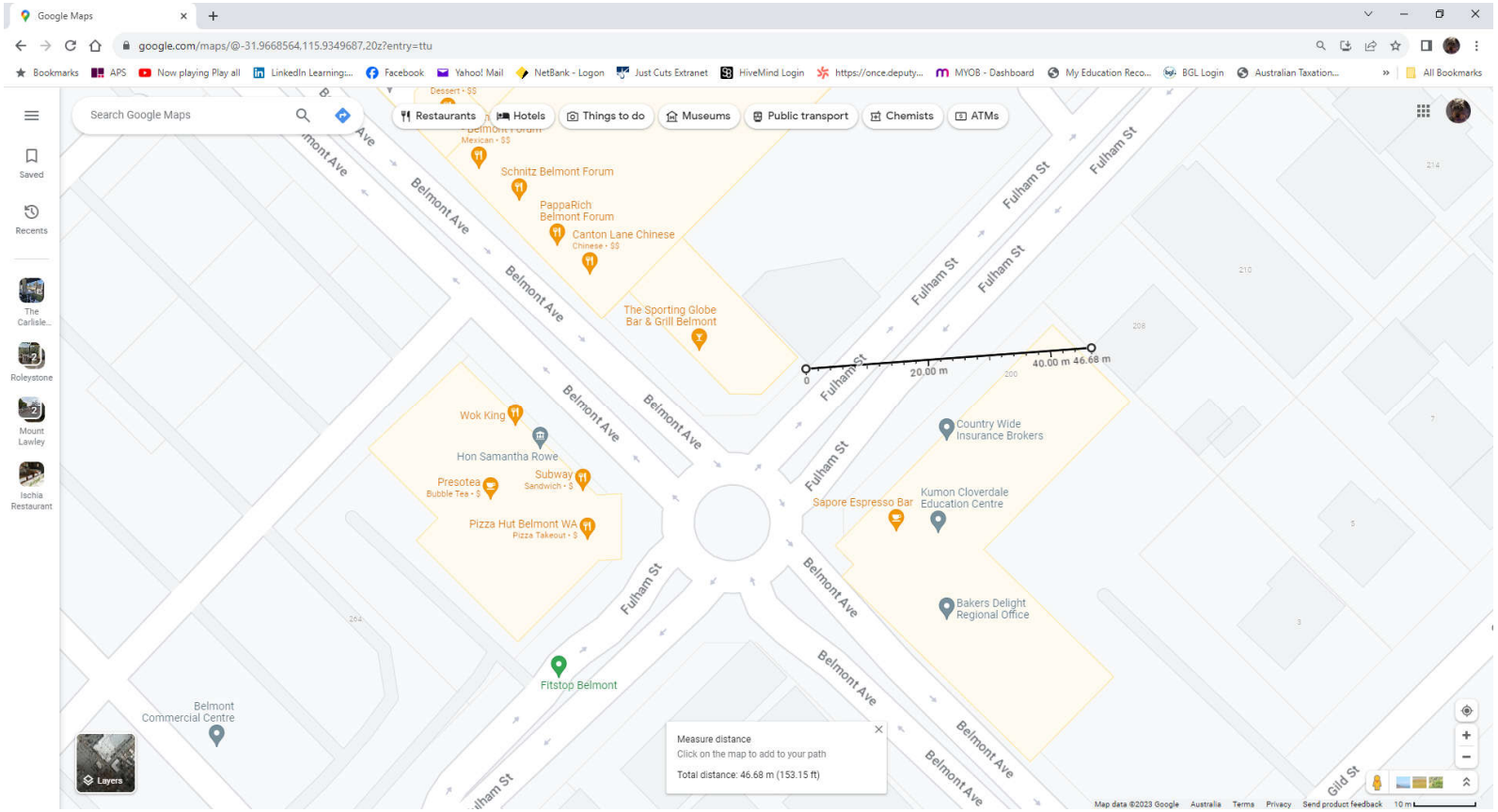
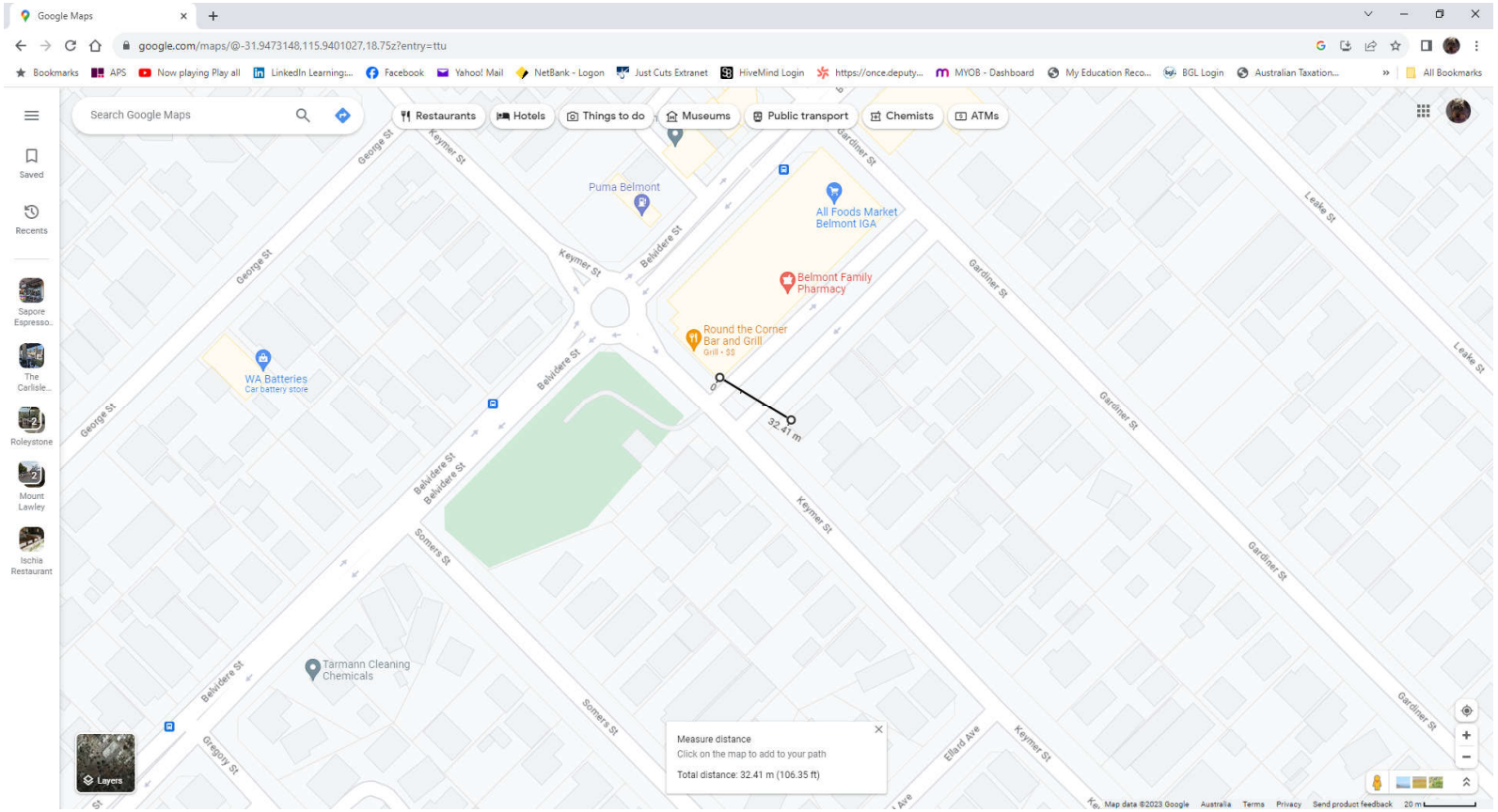


City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

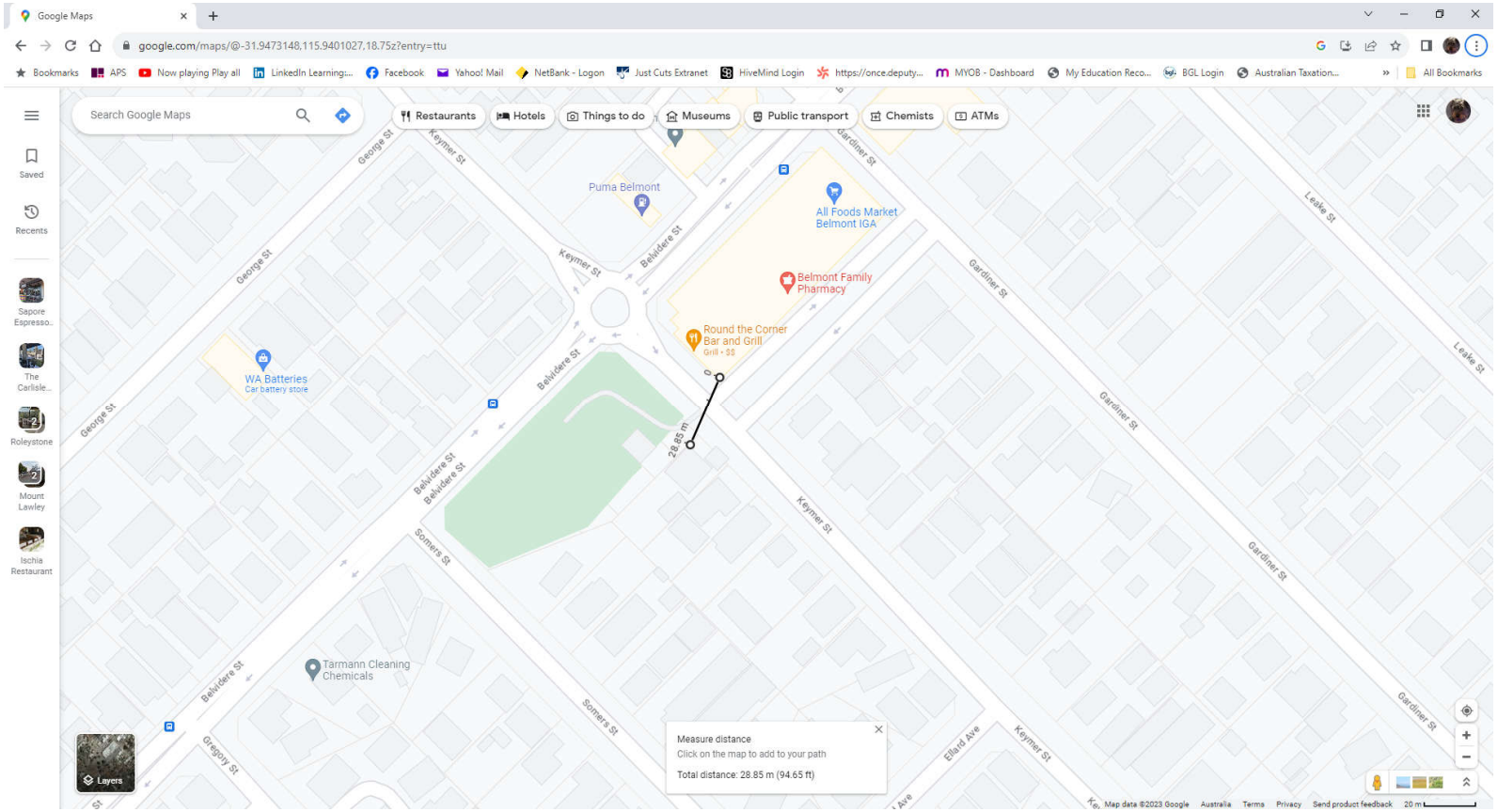
Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Round the Corner Bar and Grill.



City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

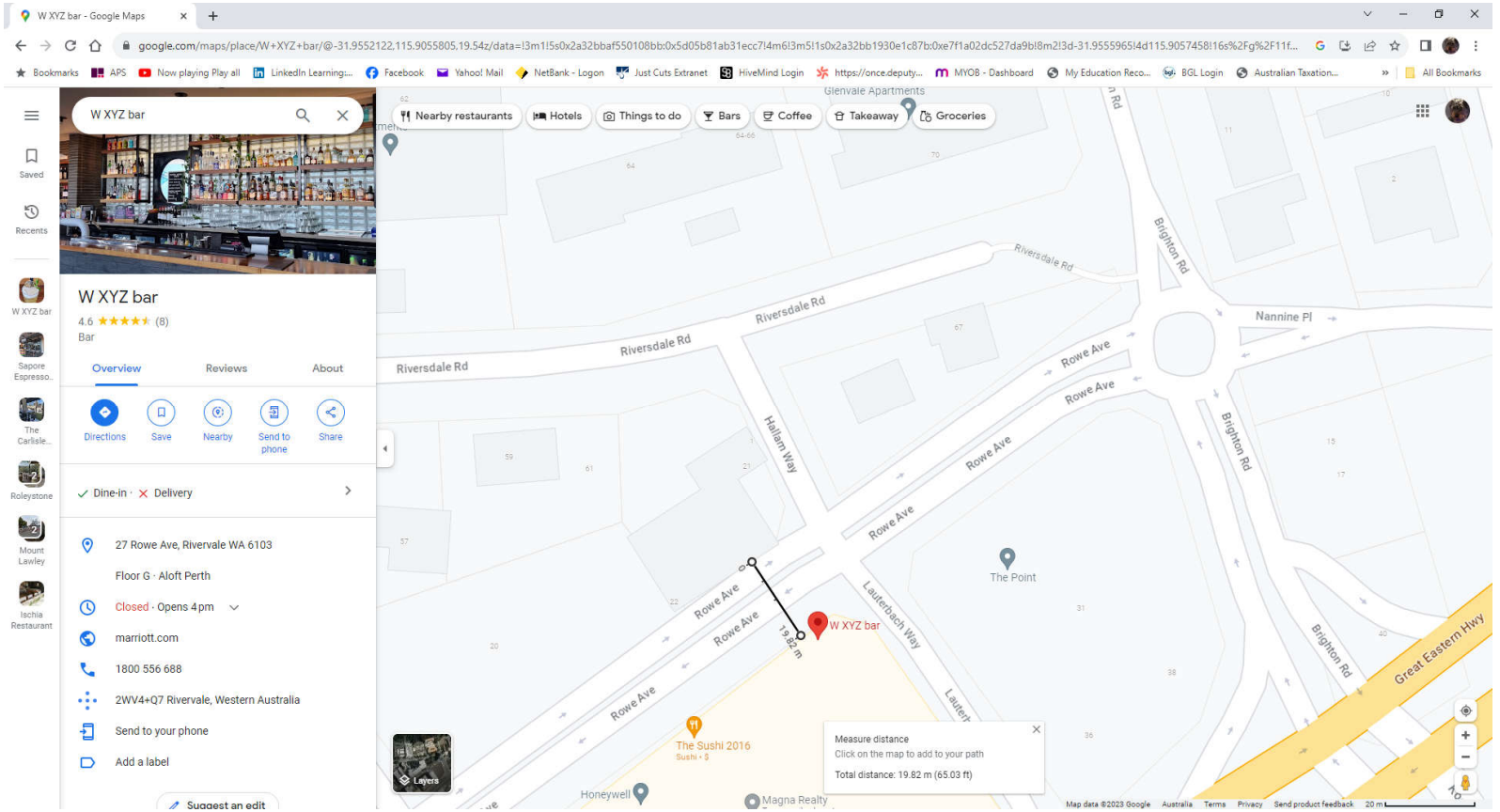
Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024



City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

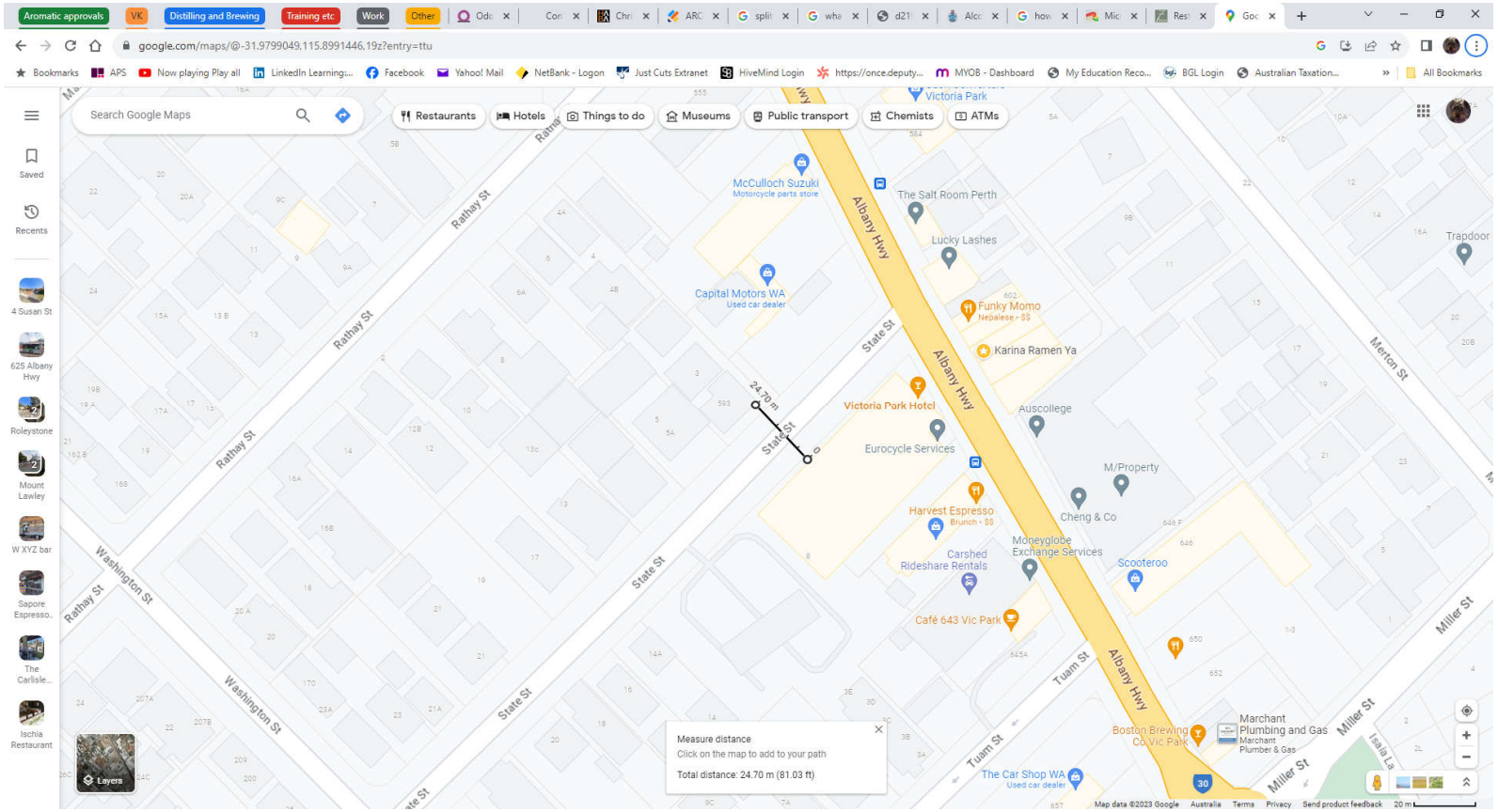
W XYZ Bar



City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Victoria Park Hotel



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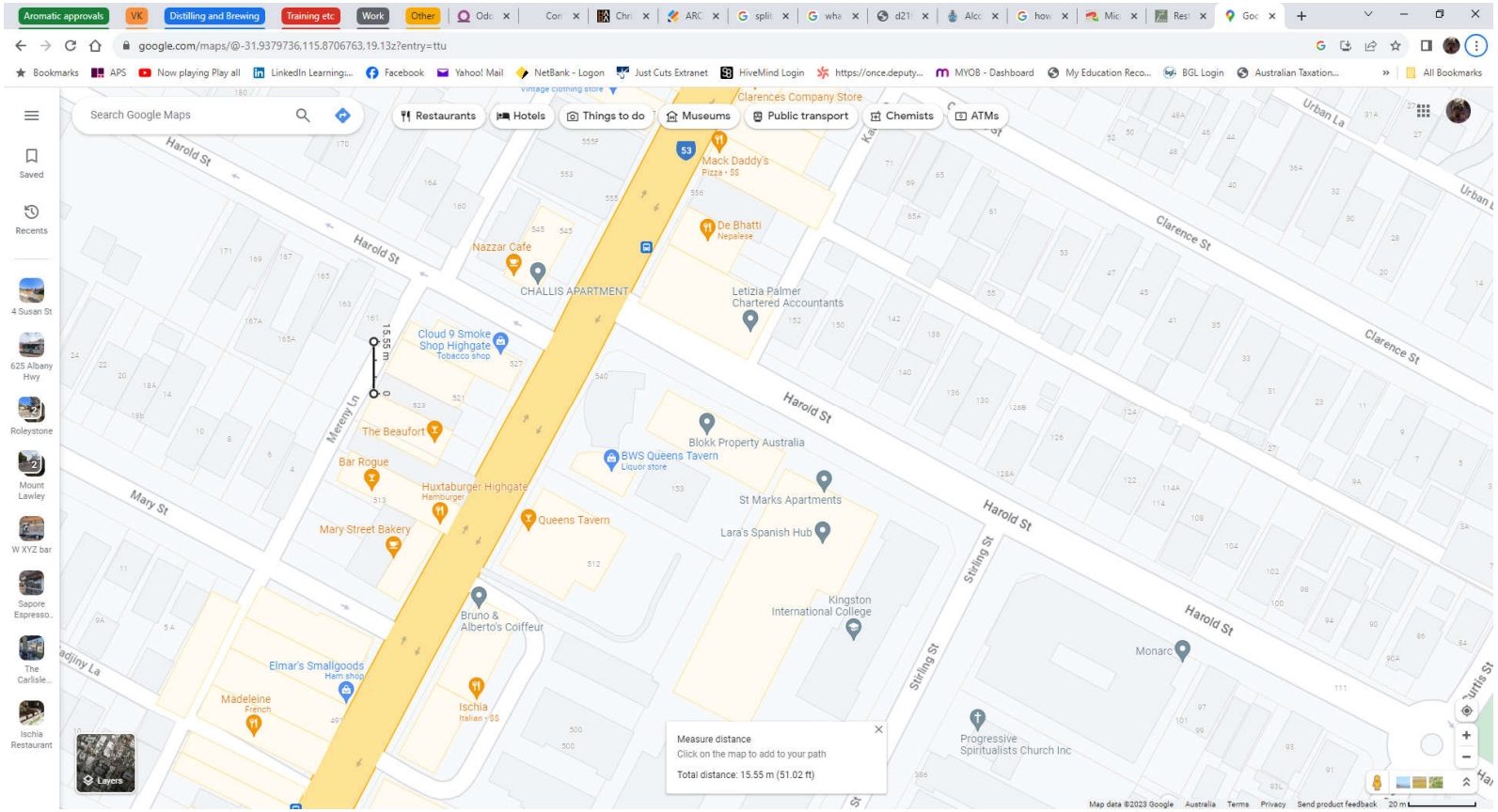
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

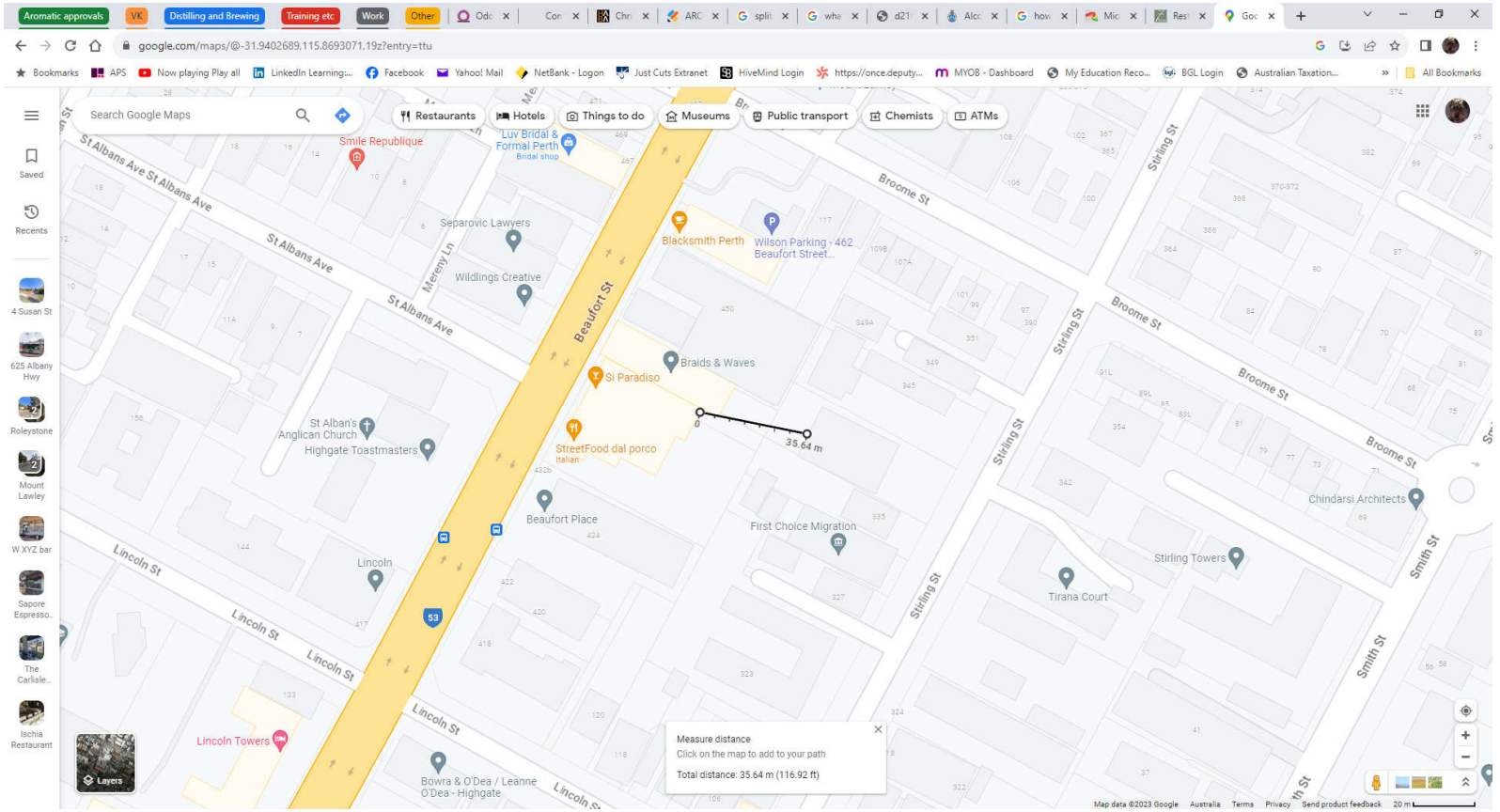
The Beaufort



City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

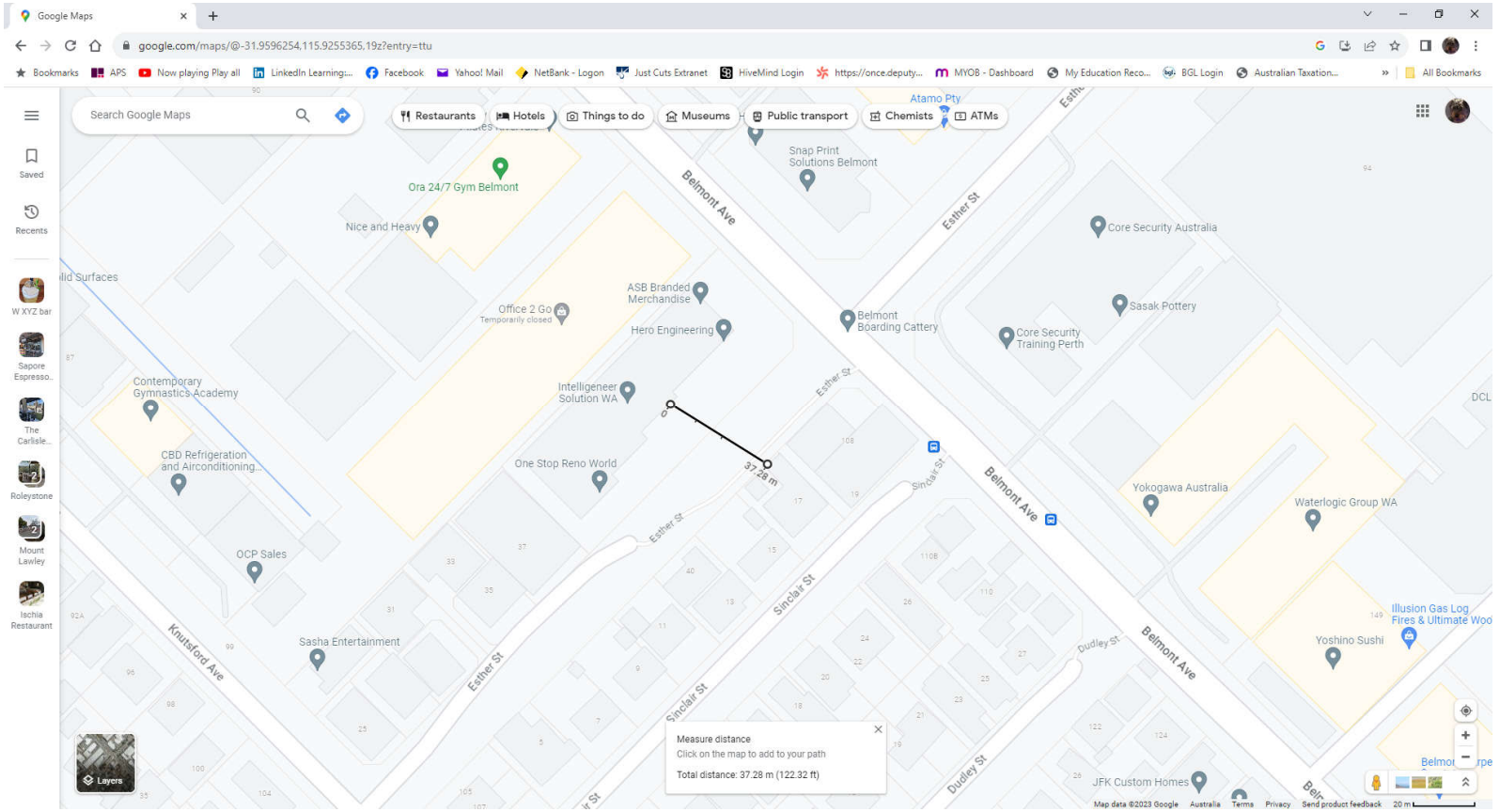
Si Paradiso – Open to 1am



City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Aromatic



City of Belmont
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Application No: 170/2023

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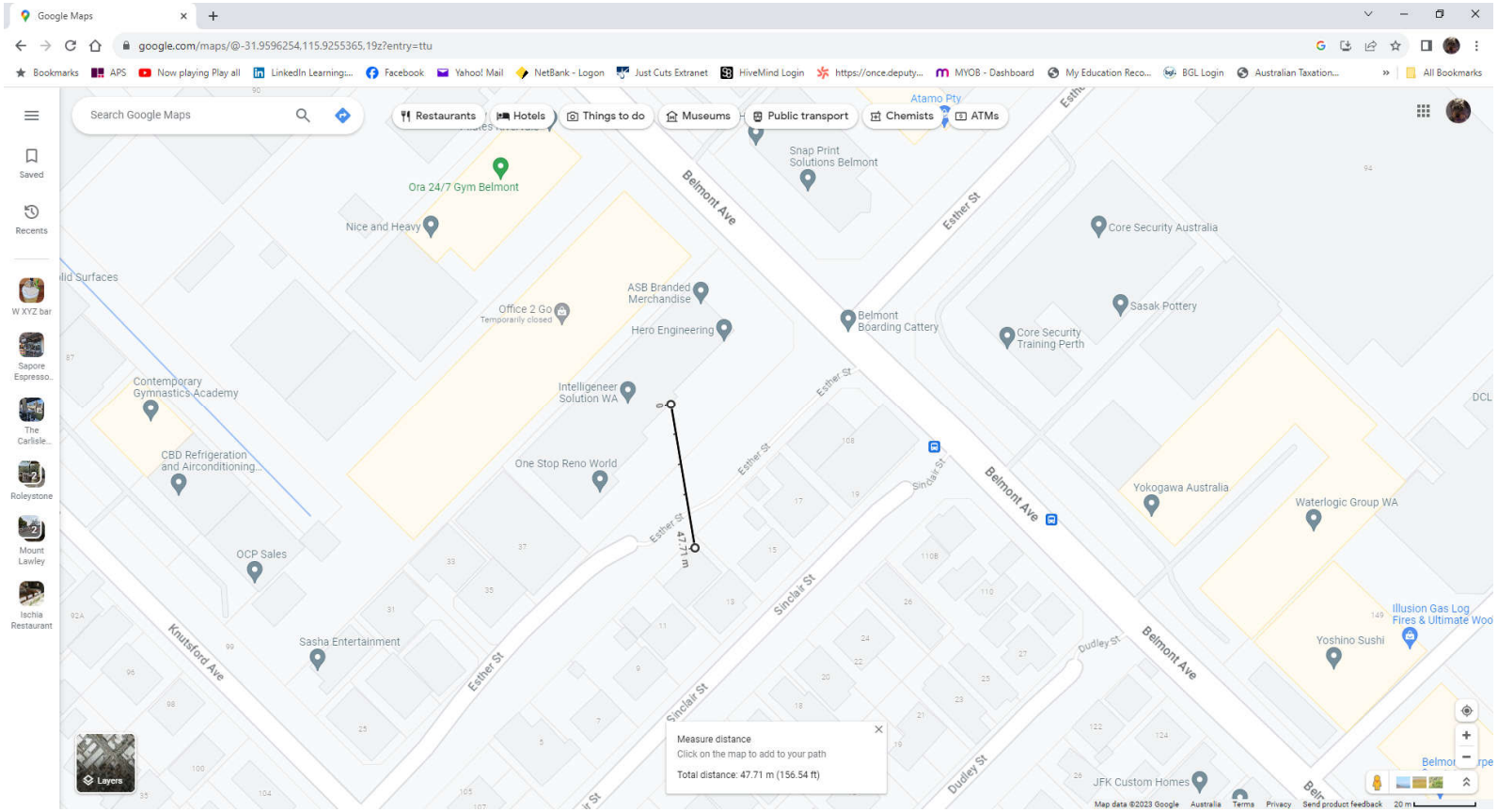

City of Belmont
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Application No: 170/2023

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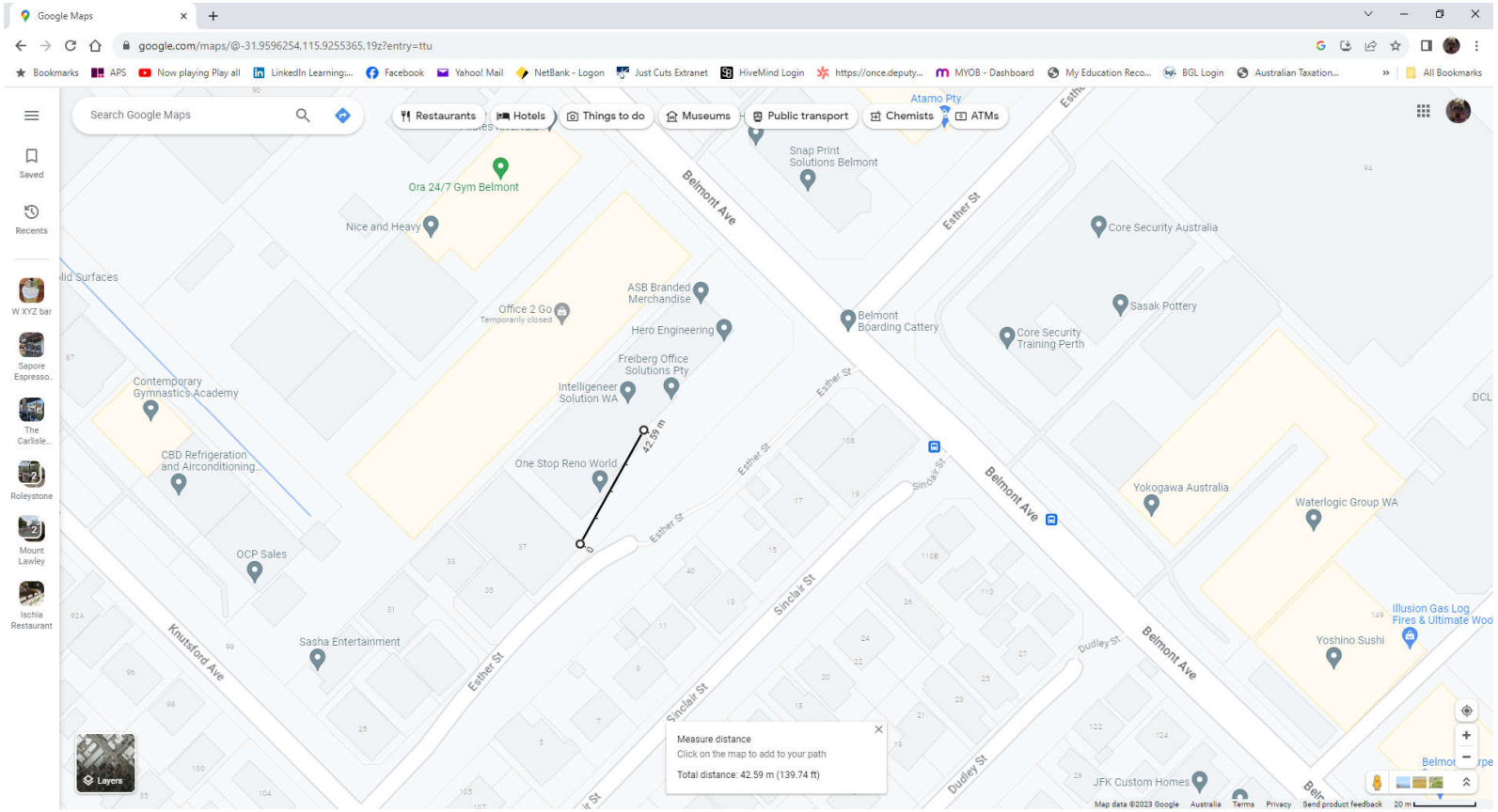

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

External Lighting

The following pictures were taken at 9pm. They show that no addition lighting is required for 100 Belmont Ave and that the brightest lights are those on the adjacent council carpark, which is closer to residents.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

City of Belmont
AMENDED PLANS
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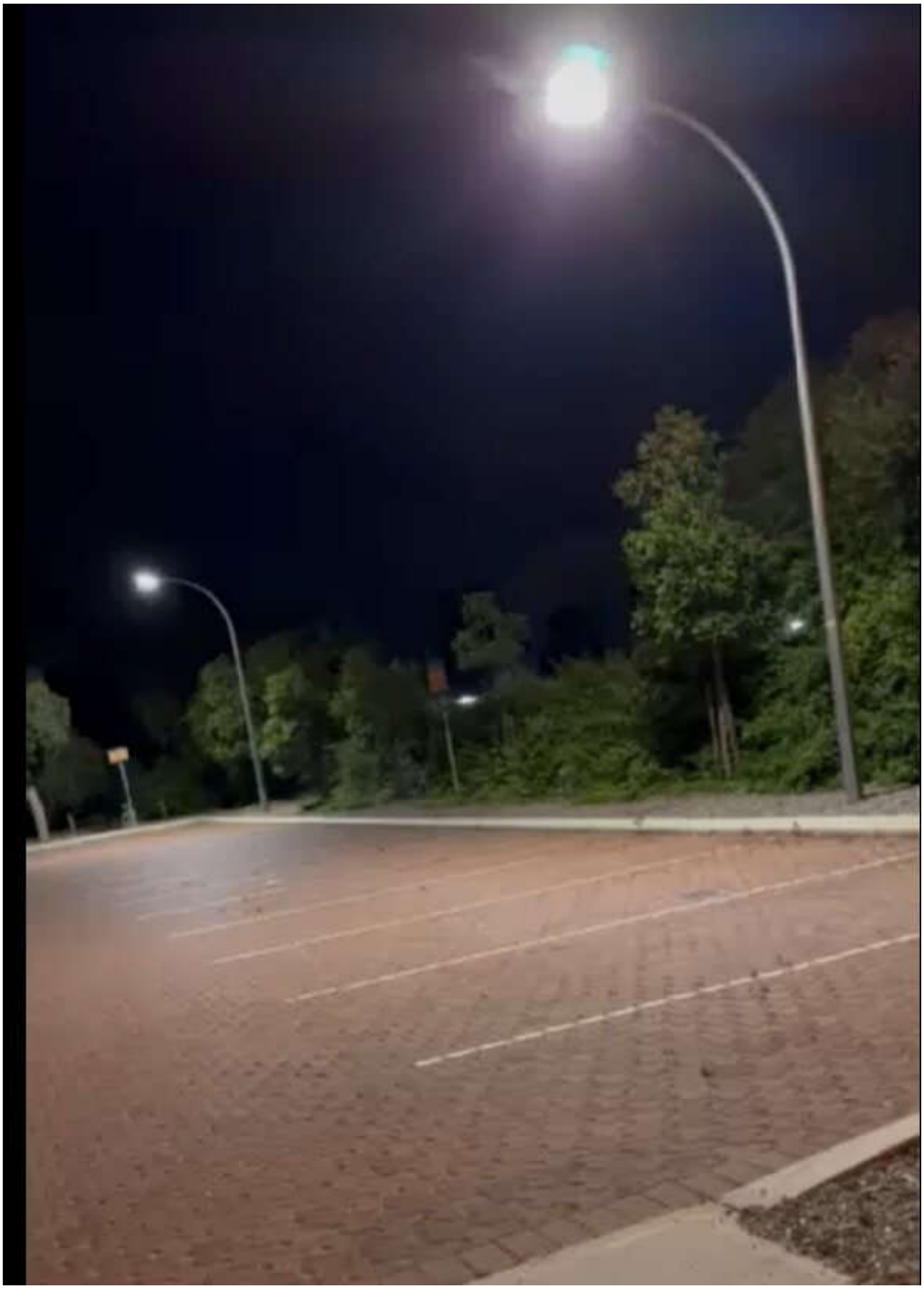

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

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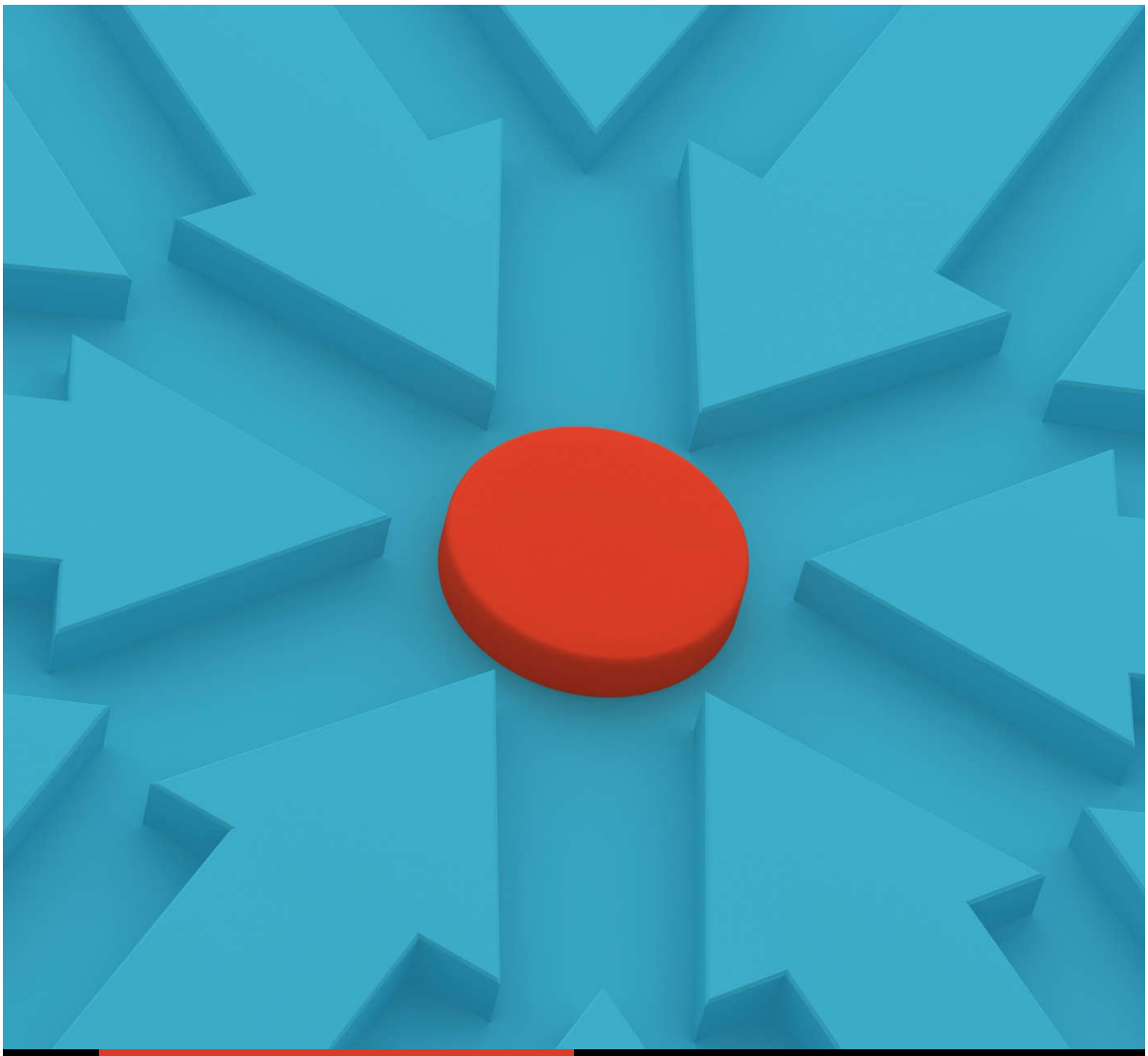
Version: 1, Version Date: 08/04/2024



AROMATIC BREWHOUSE AND DISTILLERY

WASTE MANAGEMENT PLAN

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

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CONTENTS

Introduction	4
Site Details	4
Waste Factors	4
Recycling of Waste	5
Packaged Products	6
Locally Sourced Foods	6
Renewable Energy	6
Efficient Energy	6
Food Donations	6
Anticipated Waste Generation	6
General Waste	6
Recyclable Waste	6
Brewery Waste	7
Green Waste	7
Kitchen Cooking Oil	7
Wastewater	7
Glass Bottles	7
Site Waste Removal	7
Waste Management Procedure	8
References	9
Resources	9

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Aromatic Brewhouse and Distillery

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City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

AROMATIC

Introduction

Aromatic Brewhouse and Distillery (The Aro) is a new Brewhouse and Distillery with restaurant proposed for 3/100 Belmont Avenue Belmont. The Aro recognises that the operations of the business will impact the environment and it will work to actively reduce it footprint by using best practice recycling and waste initiatives.

Site details

3/100 Belmont Avenue Rivervale, certificate of title number 2589, Folio 574 Diagram/Plan SP47579 is an existing warehouse and showroom of 492sqm. It consists of a 131.93sqm mezzanine and 360sqm ground floor area. The Aro proposes to change the use to 'Brewery' and 'Restaurant'. The sit down patron eating and drinking area will make up 275sqm and the back of house components 217 sqm.

Waste Factors

Waste can exert diverse effects on the environment, leading to potential contamination, visual disturbances, and health repercussions. The subject site may generate various types of waste, encompassing:

- Debris, including packaging from food and beverages and Brewing operations.
- General waste stemming from patrons' activities.
- Recyclable waste originating from patrons, the kitchen and Brewing.
- Waste arising from maintenance operations, such as cleaning.
- Paper and cardboard waste from office equipment and packaging.
- It is crucial that all waste and litter stemming from maintenance endeavours remain contained within the subject site. This involves utilising designated bins and adhering to the waste management plan. It is imperative that waste generated by the business activities does not impact the surrounding premises or environments.

The production and disposal of waste can create substantial environmental repercussions for several reasons, including:

- The resources, materials, and energy invested in the production, packaging, and transportation of products are squandered when these products are disposed of in landfills.
- Landfills occupy significant amounts of land and can emit noise, odours, and be unsightly. They often render the surrounding land unusable for extended periods.
- Waste materials in landfills can take an extended period, ranging from months to centuries, to decompose or might remain intact indefinitely. Consequently, the environmental impacts of landfills can extend across generations.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- The decomposition of waste in landfills can generate pollutants and toxins, which have the potential to contaminate groundwater, surface water, and the atmosphere.
- The transportation involved in waste collection results in emissions of greenhouse gases and other air pollutants. Enhancing transport efficiency can yield positive environmental outcomes by reducing greenhouse gas emissions and air pollutants.

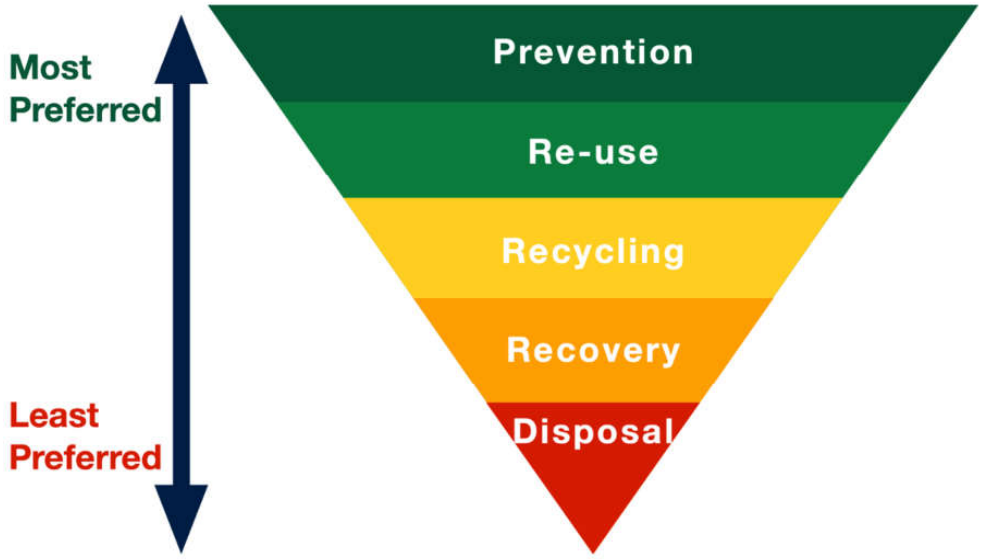
The Aro is dedicated to the principles of waste reduction, reuse, and recycling. Any residual non-recyclable and hazardous waste is managed responsibly during disposal. The company actively seeks partnerships to achieve mutually beneficial outcomes for stakeholders, the environment, and the community.

Recycling of Waste

The core principle underlying waste management is to minimize the environmental and public impact of waste whenever feasible. The waste management hierarchy implemented (per figure 1) comprises the following steps[1]:

a) Prevention - Avoiding waste generation through alternative designs and streamlined procurement systems.
b) Reuse - Identifying secondary uses for waste products.
c) Recycling - Repurposing waste products through alternative applications, including reprocessing.
d) Recovery - Directing materials away from landfills for processing into feedstock for the waste-to-energy sector.
e) Disposal - Managing waste disposal by categorizing it into relevant classes for specific landfill sites.

Figure 1.



City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Packaged Products

The Aro will ensure that its packaging practices align with environmental sustainability. Paper packaging will be sourced from recycled materials where practical, and the brewery's output to authorised liquor vendors will be limited to 50-litre reusable kegs or aluminium cans exclusively. Recyclable glass bottles will be sourced for the distillery.

Locally Sourced Foods

The Aro is a staunch supporter of local suppliers in Perth. We aim to highlight the finest locally produced produce. The team is committed to sourcing a substantial portion of fresh, organic, and local food products. Menus will also adapt seasonally to bolster these endeavours.

Renewable Energy

The Aro has made a commitment to invest in renewable energy once the business achieves stability and viability. Solar energy stands as a preferred investment choice due to its positive environmental influence and associated cost savings. Numerous breweries across Australia operate on 100% renewable energy, garnering significant support from both the community and patrons.

Efficient Energy

The establishment will incorporate energy-efficient equipment and lighting, including the widespread use of LED bulbs throughout the premises. Energy efficiency ratings of equipment will be taken into account during the design and procurement phases.

Food Donations

All high-quality food waste will be donated to local food banks and charitable organisations. Initiatives like these play a critical role in safeguarding the most vulnerable residents of Perth.

Anticipated Waste Generation

Based on existing publicly available information for similar breweries and The WALGA Commercial and Industrial Waste Management Plan Guidelines (2018)[2], the Aro has determined the below waste output and requirements:

General Waste

50L per 100sqm = 2.75 x 50L. Total per day 137.5L
Days of operation 7, Bin size 660L that conforms to AS 4123
Days of collection – 2 per week by local contractor

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Recyclable Waste

50L per 100sqm = 2.75 x 50L. Total per day 137.5L
Days of operation 7, Bin size 660L that conforms to AS 4123
Days of collection – 2 per week by local contractor

Brewery Waste

250L per Brew = 1 x 250L. Total per day 250L
Days of operation 4, 1 brew per day, Bin size 1000L that conforms to AS 4123
Daily collection on brew days by local farmer where possible, or local contractor.

Yeast and yeast trub will be stored in separate sealed 20L containers and provided to farmers for collection. It will not be combined as it can reduce the shelf life of the spent grain[4]. Approx 40 Litres per
Brew. Some “viable” yeast is collected and reused where possible.

Green Waste

Kitchen waste that is suitable for stock feed will be added to the brew waste bin and collected per Brewery waste for consumption by farm animals.

Kitchen Cooking Oil

Used cooking oil will be stored in a specialised, food grade, stainless steel oil storage unit. Auscol will collect the used cooking oil and they recycle the oil to be used again for things like Biodiesel.

Wastewater

Wastewater will be directed through an appropriately sized grease trap. The preferred method of brewery waste (per the Agribusiness Development Guidelines Wastewater planning for small breweries[4]) is via connection to a sewer. An appropriate trade waste permit will be obtained and maintained from the Water Corporation to facilitate this.

Glass bottles

Glass bottles will be moved during the day to reduce the noise created by glass-on-glass contact. Where the bottles have a recyclable value, they will be separated for redemption. Where there is no value, they will be placed into the recycling waste for collection.

Site Waste Removal

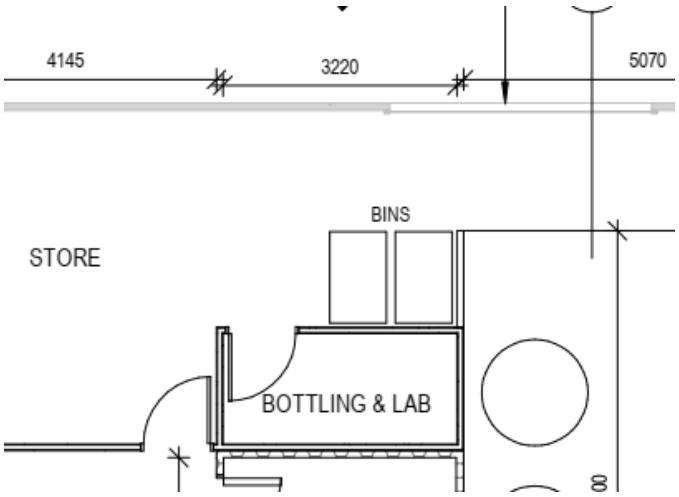
Waste will be collected from the rear laneway roller door area, rolled out day of collection. A third-party contractor will be used for collections over and above the council collections. Additional collections can be arranged where necessary.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Bins will be stored in the bin store area marked on the plan per below:

Figure 2.



The trucks used will be class 4, three axle per Austroads vehicle classification or smaller[5].
Hot and cold taps for cleaning the bins and bin store area will be located nearby to the bin storage area.

Waste management Procedure

The management team at the Aro are committed to ensuring all staff and patrons take an active role in the reduction of waste and the correct disposal and recycling of waste per the waste management plan.

The team will separate waste into correct categories and utilising the bins and containers provided to dispose of waste. Bins will be clearly labelled to enable easy identification of which waste is to be placed in each.

The management team will review the waste management plan and contractors used with the staff on a regular basis to ensure that the most effective and efficient methods are being followed. Should it be noticed a compactor or waste bailer will be effective in management of the waste then they will be acquired and added to the waste management plan.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

References

1. What is waste management hierarchy:

https://axil-is.com/blogs-articles/waste-management-hierarchy/#:~:text=The%20Waste%20Management%20Hierarchy%20Explained&text=It%20gives%20top%20priority%20to,what's%20best%20for%20the%20environment.

2. Agribusiness Development Guidelines - Wastewater planning for small breweries

https://www.agric.wa.gov.au/sites/gateway/files/ABD%20Guidelines_Wastewater%20Planning%20for%20Small%20Breweries.pdf

Resources

3. WALGA Guideline for commercial and industrial waste:

https://www.wastenet.net.au/Profiles/wastenet/Assets/ClientData/Document-Centre/WAL2707_Commercial_and_Industrial_waste_A4_singles_WEB.pdf

4. Brewery Wastewater Design

https://brewerywastewater.com/

5. Austroads Vehicle Classifications:

https://austroads.com.au/publications/pavement/agpt04k/austroads-vehicle-classification

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

heroengineering
valued solutions

Tel: 9479 7708 | Fax: 9479 5509
www.heroengineering.com.au
Unit 1/100 Belmont Avenue
Belmont WA 6104
Hero Engineering a Division of
Controls & Interface Engineering Pty Ltd
ABN 47 068 732 543

City of Belmont (Planning)

Locked Bag 379

Cloverdale Western Australia 6985

Date 11th May 2023

To Whom It May Concern

RE: 3/100 BELMONT AVENUE BELMONT PLANNING APPLICATION (PARKING)

We are the Owner of 1/100 Belmont Avenue, Belmont and have been made aware that a planning submission will be made for the above property for the creation of a Restaurant and Brewhouse.

We are aware that the expected busy times of operation are weekends and evenings with some lunch trade during the week. The lunch trade is expected to be locals and businesses that would walk to the venue.

We hereby give our permission for the use of our parking bays after 5pm every day and all-day Saturdays and Sundays/Public Holidays by the proposed venue.

Should you have any queries please feel free to contact myself.

Kind regards,

P. Todkill

Philip Todkill

Managing Director

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

One Stop Reno world PL
Alex
5/100 Belmont Avenue
RIVERVALE WA 6103

City of Belmont (Planning)
Locked Bag 379
Cloverdale Western Australia 6985

To Whom It May Concern

RE: 3/100 BELMONT AVENUE BELMONT PLANNING APPLICATION (PARKING)

We are the owner/lessee of 5/100 Belmont Avenue, Belmont and have been made aware that a planning submission will be made for the above property for the creation of a Restaurant and Brewhouse.

We are aware that the expected busy times of operation are weekends and evenings with some lunch trade during the week. The lunch trade is expected to be locals and businesses that would walk to the venue.

We hereby give our permission for the use of our parking bays after 5pm every day and all-day Saturdays and Sundays/Public Holidays by the proposed venue.

Should you have any queries please contact me.

Kind regards

Begamovic

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0435 936 125.

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

ASB
Nick Heaton
2/100 Belmont Avenue
RIVERVALE WA 6103

City of Belmont (Planning)
Locked Bag 379
Cloverdale Western Australia 6985

To Whom It May Concern

RE: 3/100 BELMONT AVENUE BELMONT PLANNING APPLICATION (PARKING)

We are the Tennant of 2/100 Belmont Avenue, Belmont and have been made aware that a planning submission will be made for the above property for the creation of a Restaurant and Brewhouse.

We are aware that the expected busy times of operation are weekends and evenings with some lunch trade during the week. The lunch trade is expected to be locals and businesses that would walk to the venue.

We hereby give our permission for the use of our parking bays after 5pm every day and all-day Saturdays and Sundays/Public Holidays by the proposed venue.

Should you have any queries please contact me.

Kind regards

Nick Heaton

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Intelligineer Solution
Kevin Shang
4/100 Belmont Avenue
RIVERVALE WA 6103

City of Belmont (Planning)
Locked Bag 379
Cloverdale Western Australia 6985

To Whom It May Concern

RE: 3/100 BELMONT AVENUE BELMONT PLANNING APPLICATION (PARKING)

We are the lessee of 4/100 Belmont Avenue, Belmont and have been made aware that a planning submission will be made for the above property for the creation of a Restaurant and Brewhouse.

We are aware that the expected busy times of operation are weekends and evenings with some lunch trade during the week. The lunch trade is expected to be locals and businesses that would walk to the venue.

We hereby give our permission for the use of our parking bays after 5pm every day and all-day Saturdays and Sundays/Public Holidays by the proposed venue.

Should you have any queries please contact me.

Kind regards

Kevin Shang

City of Belmont
AMENDED PLANS
RECEIVED 06/11/2023
Application No: 170/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12.4 2023 - 2024 Consolidated Assurance Map

Voting Requirement	:	Simple Majority
Subject Index	:	19/003 Audit and Risk Committee
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Item 12.5 OCM 28 February 2023
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Executive Services

Council role

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

Purpose of report

To submit the 2023 - 2024 Consolidated Assurance Map to Council for endorsement. Refer Attachment 12.4.1.

Summary and key issues

The Standing Committee (Audit and Risk) reviewed the 2023 - 2024 Consolidated Assurance Map at their meeting on 27 November 2023.

The Institute of Internal Auditors defines an assurance map as “a high level document that identifies the holistic risk coverage across the organisation by a range of assurance providers. It helps to identify gaps and duplication of assurance coverage.”

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Committee Recommendation

That Council endorses the City of Belmont's 2023 - 2024 Consolidated Assurance Map at Attachment 12.4.1.

Committee Recommendation adopted en bloc by Absolute Majority - Refer to Resolution appearing at Item 12.

Location

Not applicable.

Consultation

Assurance providers have advised timing of assurance activities.

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

Section 7.2 of the *Local Government Act 1995* requires annual financial audits.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that a compliance audit for the period 1 January to 31 December is completed each year in a form approved by the Minister.

Regulation 17 of the *Local Government (Audit) Regulations 1996* states the following:

17. CEO to review certain systems and procedures.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3)The CEO is to report to the audit committee the results of that review.

Regulation 5(2) of the Local Government (Financial Management) Regulations 1996 states the following:

(2) The CEO is to —

(a) ensure that the resources of the local government are effectively and efficiently managed; and

(b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and

(c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

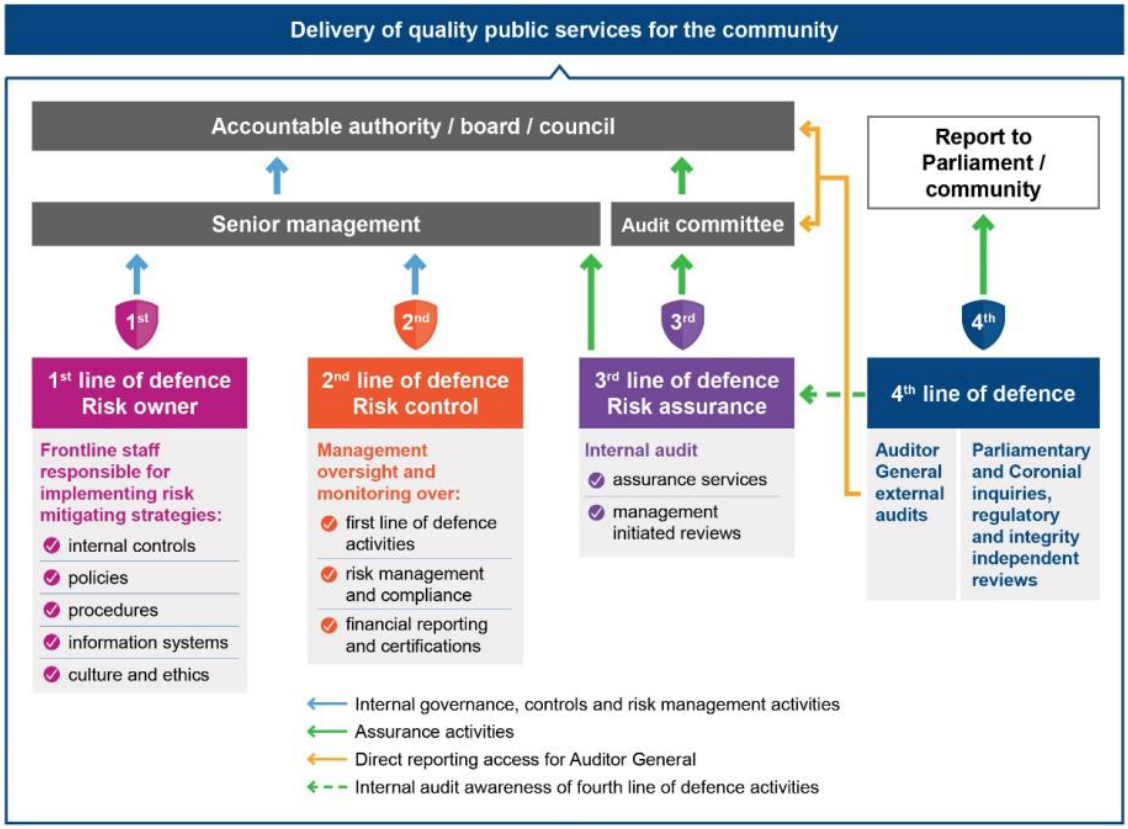
In addition, under the International Standard ISO 9001:2015, Quality Management Systems, the City is required to conduct an annual program of internal and external audits to maintain certification of ISO Standards.

Background

The 2023 - 2024 Consolidated Assurance Map (at Attachment 12.4.1) provides an overview of the audits and reviews planned for financial year 2023 - 2024 and was reviewed by the Standing Committee (Audit and Risk) at their meeting on 27 November 2023.

Referencing in the Consolidated Assurance Map reflects the WA Public Sector Audit Committees – Better Practice Guide, issued by the Office of The Auditor General (25 June 2020) "Lines of Defence Model" as shown in Figure 1 below.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024



Source: OAG

Report

The 2023 - 2024 Consolidated Assurance Map gives Council oversight of scope and focus of assurance activities for financial year 2023 - 2024.

Assurance drivers are requirements for:

- Internal control and legislative compliance.
- Statutory external audit requirements.
- External certifications of Quality, Environmental and Occupational Health & Safety management systems.
- The need to support the City's chosen governance approach.
- The requirement to provide a comprehensive solution that can be undertaken with existing resources.

There are a number of focus audits that any area of the City could be subject to each year.

These could be conducted as internal audits or reviews, operational comparison reports, or by external third parties, the Department of Local Government, Sport and Cultural Industries, the Corruption and Crime Commission, Public Sector Commission or the Western Australian Office of the Auditor General. As these audits are carried out as required, they are not identified on the Consolidated Assurance Map.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title
1. 2023-2024 Consolidated Assurance Map SCAR [**12.4.1** - 1 page]

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

City of Belmont

2023 - 2024 - Consolidated Assurance Map

	2023 - 2024 FINANCIAL YEAR											
	Jul	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
Organisational Reviews												
Line Staff and Management	MGT											
BMS Review	BMS											
System Procedures	SP											
Corporate & Governance							CAR	CAR			MSCA	
Public Relations and Stakeholder Engagement							CAR	CAR			MSCA	
Finance				OAG			CAR	CAR	IA - (RFC)	OAG	MSCA	IA (CNCA)
Governance, Strategy and Risk							CAR	CAR		IA - (GC)	MSCA	
Information Technology		OAG				IA (OAG)	CAR	CAR			MSCA	
Development & Communities							CAR	CAR			MSCA	
Economic and Community Development							CAR	CAR			MSCA	
Library, Culture and Place							CAR	CAR			MSCA	
Planning Services							CAR	CAR			MSCA	
Safer Communities		IA - (CSSR)	IA - (CEH)				CAR	CAR			MSCA	
Executive Services							CAR	CAR			MSCA	
People and Culture					IA - (PSR)		CAR	CAR			MSCA	
Work Health and Safety							CAR	CAR			MSCA	
Infrastructure Services							CAR	CAR			MSCA	
City Facilities and Property				IA - (BAM)			CAR	CAR			MSCA	
City Projects							CAR	CAR			MSCA	
Design, Assets and Development							CAR	CAR			MSCA	
Parks, Leisure and Environment	IA (WHS)						CAR	CAR	IA (PAM)		MSCA	IA (CCA)
Works					IA (RFDM)	IA - (RFDC)	CAR	CAR			MSCA	

Legend

1st line of defence - Risk and Control Owner	
MGT	Line Staff and Management
2nd line of defence	
CAR	Statutory Compliance Audit Return
BMS	Business Management System Review
SP	System Procedures
3rd line of defence	
IA	Internal Audit
4th line of defence	
OAG	Office of the Auditor General (OAG) - Financial Audit
MSCA	Systems Certification - ISO Quality, OHS, Environment

Note 1. OAG Operational Comparison audits are not identified on the Assurance Map as they are carried out by OAG as determined.

Note 2. Management System Certification Audits (MSCA) are external certifications for compliance with ISO quality, OHS and environment management systems and the May 2024 audits are re-certification audits.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12.5 Internal Audit Plan 2023 / 2024 - 2025 / 2026

Voting Requirement	:	Simple Majority
Subject Index	:	19/006
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	Item 12.11 OCM 27 September 2022
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Executive Services

Council role

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

Purpose of report

To submit the draft three year forward "Internal Audit Plan 2023 / 2024 - 2025 / 2026" to Council for endorsement. Refer Attachment 12.5.1.

Summary and key issues

The "Terms of Reference - Internal Audit" requires the internal audit activity present "annual and longer term risk based internal audit plans" to the Standing Committee (Audit and Risk) for review prior to recommendation to Council. The Committee reviewed the plans at their meeting on 27 November 2023.

The plan at Attachment 12.5.1, records:

- Audits planned and completed this financial year (2023 / 2024) to date.
- Audits planned for the future financial years 2024 / 2025 – 2025 / 2026.

For historical information the plan also records 2022 / 2023 audits planned and completed.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Committee Recommendation
That Council endorses the draft three year forward “Internal Audit Plan 2023 / 2024 - 2025 / 2026”, at Attachment 12.5.1. **Committee Recommendation adopted en bloc by Absolute Majority - Refer to Resolution appearing at Item 12.**

Location

Not applicable.

Consultation

The development of the “Internal Audit Plan 2023 / 2024 – 2025 / 2026” was reviewed by:

- All department managers.
- All division directors.
- The CEO.
- Executive Leadership Team.

Comments provided have been considered and incorporated in the draft plan.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

Policy implications

There are no policy implications associated with this report.

Statutory environment

Local Government Act 1995

7.1A Audit Committee

(1) A local Government is to establish an audit committee of three or more persons to exercise the powers and discharge the duties conferred on it.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Local Government (Audit) Regulations 1996

16. Functions of audit committee

An audit committee has the following functions —

(a) to guide and assist the local government in carrying

out —

(i) its functions under Part 6 of the Act; and

(ii) its functions relating to other audits and other matters related to financial management.

(b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;

(c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —

(i) report to the council the results of that review; and

(ii) give a copy of the CEO's report to the council.

(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —

(i) regulation 17(1); and

(ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);

(e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;

(f) to oversee the implementation of any action that the local government —

(i) is required to take by section 7.12A(3); and

(ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and

(iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and

(iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

(g) to perform any other function conferred on the audit committee by these regulations or another written law.

[Regulation 16 inserted: Gazette 26 Jun 2018 p. 2386-7.]

Background

The City of Belmont's internal audit activity commenced in June 2021 and the first internal audit plan for the three year forward period 2022 / 2023 – 2024 / 2025 was submitted to Council in September 2022.

This is the second internal audit plan submitted to Council and covers the three year forward period 2023 / 2024 – 2025 / 2026.

There was slippage against the 2022 / 2023 plan. 16 audits were planned and 11 audits were completed. The plan at Attachment 12.5.1 records the audits not completed and rolled over to future years.

The slippage was caused by a number of reasons including:

- Some audits taking longer to complete than planned.
- Auditors productive time was less than planned.
- City staff turnover and related staff unavailability to assist with audits.

The approach of auditing higher risk audits more regularly than lower risk audits is maintained.

The internal audit activity has been promoting the three lines of defence model. The three lines of defence model is described as:

First Line of Defence – Management

The first line of defence is the responsibility of business and process owners. It is the responsibility of management to maintain effective internal controls, assess the control measures in place and mitigate risks.

Second Line of Defence – Risk Management and Compliance

The second line of defence supports management to ensure risk and control measures are effectively monitored and managed. The City has established various risk management and compliance functions to assist business and process owners to ensure the first line of defence is effective and is reviewed on a regular basis.

Third Line of Defence - Internal Audit

The third line of defence, provides assurance to senior management that the first and second lines of defence are in place, have been implemented and are effective. The internal audit function is responsible for ensuring independence and objectivity when assessing the effectiveness of the controls. The Internal Audit function has reporting independence to the Chief Executive Officer (CEO), the Standing Committee (Audit and Risk) and Council.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

External Auditors

External Auditors, such as the Office of the Auditor General (OAG) are often referred as a fourth line of defence. External Auditors are responsible for expressing their opinion on financial statements, focus audits, and the effectiveness of related controls. External Auditors provide a level of assurance to the CEO, the Standing Committee (Audit and Risk) and Council in relation to the effectiveness of controls and legislative compliance.

A robust three or four lines of defence capability is believed to support a sound governance, risk and control environment.

Internal Audit Plan - Methodology

The draft internal audit plan was developed using the following steps:

- Corporate Business Plan review.
- Organisation charts review.
- Operating and capital budgets review.
- Previous OAG reports review.
- Meeting with City department managers to identify their operations, key objectives, key risks, new developments and related City strategies.
- Meeting with Division Directors and the CEO to identify need for additional audits.

The Institute of Internal Auditors (IIA) Supplemental Guidance paper “Developing a Risk Based Internal Audit Plan” was also used as a reference to develop the draft plan.

When each audit is commenced a detailed engagement plan is completed and discussed with management to ensure areas of current risk are identified.

Report

The attached three year forward Internal Audit Plan 2023 / 2024 – 2025 / 2026 provides a base line for the two internal audit staff to review the city’s activities using a risk based approach.

The key objectives of internal audits are to:

- understand best practices, actual practices and promote improvements where possible.
- confirm compliance with existing procedures.
- Promote the improvement of the first line of defence (who are the risk and control owners) to improve risks and controls.
- Promote second line of defence (e.g. corporate functions) to provide contemporary risk control frameworks and assurance oversight.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Internal audit coverage will also assist the city maintain its ISO quality, OHS and environment certifications.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title
1. Internal Audit Plan 2023 24 to 2025 26 Drafted 20 October 2023 SCAR [**12.5.1** - 2 pages]

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

INTERNAL AUDIT PLAN 2023 - 2024 TO 2025 - 2026 (FINANCIAL YEARS)

C of B PLANS		AUDIT UNIVERSE			AUDIT TYPE				AUDIT NAME	CONSEQUENCE	INTERNAL AUDIT COVERAGE			
1	2	3	4	5	6	7	8		9	10	11	12	13	14
CORPORATE BUSINESS PLAN (CBP) PRIMARY GOALS	RELATED CBP STRATEGIES	ORGANISATION CHART STRUCTURE LEVEL 1	ORGANISATION CHART STRUCTURE LEVEL 2	INTERNAL AUDIT COVERAGE	BAU = BUSINESS AS USUAL				(note: column 8 shows audit priority for 2023 - 2024 audits)	RISK LEVELS	YEAR 1 2022 - 2023 LAST YEAR	YEAR 2 2023 - 2024 CURRENT YR	YEAR 3 2024 - 2025 FUTURE YR	YEAR 4 2025 - 2026 FUTURE YR
											TIME RECORDED IN WEEKS			
		DEVELOPMENT AND COMMUNITIES												
RESPONSIBLE BELMONT	STRATEGY 5.7, 5.1	PLANNING SERVICES		YES	BAU AUDIT	1			**Development Applications / Projects**	Major	4		4	
RESPONSIBLE BELMONT	STRATEGY 5.7	SAFER COMMUNITIES	BUILDING SURVEYING	YES	BAU AUDIT	2			**Building License Approvals**	Major	4		4	
LIVEABLE BELMONT	STRATEGY 1.2		ENVIRONMENTAL HEALTH	YES	BAU AUDIT	3		4	**Community Environmental Health**	Major	4	4		4
LIVEABLE BELMONT	STRATEGY 1.2		COMMUNITY SAFETY	YES	BAU AUDIT	4		3	**Surveillance and Ranger Activities**	Major	4	4		4
LIVEABLE BELMONT	STRATEGY 1.4	ECONOMIC & COMMUNITY DEV	ECONOMIC DEVELOPMENT	YES	BAU AUDIT	5			**Economic Development Programs**	Moderate				4
LIVEABLE BELMONT	STRATEGY 1.5, 1.3		COMMUNITY DEVELOPMENT	YES	BAU AUDIT	6			**Community Development Programs**	Moderate				4
LIVEABLE BELMONT	STRATEGY 1.1		CULTURAL ENGAGEMENT	YES	BAU AUDIT	7			**Community & Cultural Engagement Programs**	Moderate				4
LIVEABLE BELMONT	STRATEGY 1.1, 1.2	LIBRARY CULTURE AND PLACE	LIBRARY AND MUSEUM HUB	YES	BAU AUDIT	8			**Belmont Hub Library and Museum Services**	Moderate				4
CREATIVE BELMONT	STRATEGY 4.1		ARTS AND PLACE	YES	BAU AUDIT	9			**Art and Place Promotion**	Moderate				4
		INFRASTUCTURE SERVICES												
RESPONSIBLE BELMONT	STRATEGY 5.2	DESIGN, ASSETS & DEVELOPMENT	ASSET MANAGEMENT	YES	BAU AUDIT	10			**Drains - Asset Management**	Moderate				4
RESPONSIBLE BELMONT	STRATEGY 5.2		ASSET MANAGEMENT	YES	BAU AUDIT	11			**Roads - Asset Management**	Moderate				4
RESPONSIBLE BELMONT	STRATEGY 5.2		DESIGN	YES	BAU AUDIT	12			**Development Applications**	Moderate			4	
CONNECTED BELMONT	STRATEGIES 2.1 - 2.4		DESIGN	YES	BAU AUDIT	13			**Sustainable Transport**	Moderate			4	
RESPONSIBLE BELMONT	STRATEGY 5.2	CITY PROJECTS		YES	PROJECT AUDIT	14			**Construction Contract Audit**	Major	4		4	
				YES	PROJECT AUDIT	15			**Construction Contract Audit**	Major	4			4
RESPONSIBLE BELMONT	STRATEGY 5.2	CITY FACILITIES AND PROPERTY	BUILDING & FACILITIES OPERATIONS	YES	BAU AUDIT	16		5	**Buildings - Asset Management**	Moderate		4		
RESPONSIBLE BELMONT	STRATEGY 5.2		BUILDING & FACILITIES OPERATIONS	YES	PROJECT AUDIT	17			**Construction Contract Audit**	Major	4		4	
RESPONSIBLE BELMONT	STRATEGY 5.2	WORKS	WORKS	YES	BAU AUDIT	18		9	**Roads, Footpaths & Drains Maintenance**	Moderate		4		
RESPONSIBLE BELMONT	STRATEGY 5.2		WORKS	YES	BAU AUDIT	19		10	**Roads, Footpaths & Drains Construction**	Moderate		4		
RESPONSIBLE BELMONT	STRATEGY 5.2		FLEET AND PLANT	YES	BAU AUDIT	20			**Fleet and Plant Maintenance**	Minor				4
NATURAL BELMONT	STRATEGY 3.3, 3.5		WASTE MANAGEMENT	YES	BAU AUDIT	21			**Waste Management**	Major	4		4	
NATURAL BELMONT	STRATEGY 3.4	PARKS LEISURE AND ENVIRON.	PARKS	YES	BAU AUDIT	22		11	**Parks - Asset Management & Maintenance**	Moderate		4		
RESPONSIBLE BELMONT	STRATEGY 5.2		PARKS	YES	BAU AUDIT	23		2	**Parks - WHS**	Major	4	4		4
NATURAL BELMONT	STRATEGY 3.5		ENVIRONMENT	YES	BAU AUDIT	24			**Water Management**	Moderate			4	
NATURAL BELMONT	STRATEGY 3.2		ENVIRONMENT	YES	PROJECT AUDIT	25		8	**Construction Contract Audit**	Major		4		4
LIVEABLE BELMONT	STRATEGY 1.2		COMMUNITY WELLBEING	YES	BAU AUDIT	26			**Leisure and Wellbeing - Oasis Contract Audit**	Moderate			4	
RESPONSIBLE BELMONT	STRATEGY 5.2	**EXECUTIVE SERVICES**	INTERNAL AUDIT	YES	BAU AUDIT	27		13	**Internal Audit Quality Assurances**	Major	2	2	2	2
RESPONSIBLE BELMONT	STRATEGY 5.2		INTERNAL AUDIT	YES	BAU AUDIT	28		1	**Strategic Audit Plan**	Major		4	2	2
RESPONSIBLE BELMONT	STRATEGY 5.2		PEOPLE AND CULTURE	YES	BAU AUDIT	29			**Human Resource Planning and Management**	Moderate			4	
RESPONSIBLE BELMONT	STRATEGY 5.2		PEOPLE AND CULTURE	YES	BAU AUDIT	30		12	**Payroll System Reliability**	Moderate		4		
RESPONSIBLE BELMONT	STRATEGY 5.2		WORK HEALTH & SAFETY	YES	BAU AUDIT	31			**WHS legislation Compliance**	Major	4		4	
		CORPORATE AND GOVERNANCE												
RESPONSIBLE BELMONT	STRATEGY 5.2	INFORMATION TECHNOLOGY	BUSINESS APPLICATIONS	YES	BAU AUDIT	32		14	**OAG Follow up**	Major	4	4	2	2
RESPONSIBLE BELMONT	STRATEGY 5.2		BUSINESS APPLICATIONS	YES	BAU AUDIT	33			**Applications and General controls**	Major				4
RESPONSIBLE BELMONT	STRATEGY 5.2		BUSINESS APPLICATIONS	YES	BAU AUDIT	34			**Cybersecurity and Disaster Recovery**	Major				4
RESPONSIBLE BELMONT	STRATEGY 5.2		BUSINESS APPLICATIONS	YES	PROJECT AUDIT	35		15	**Performance Indicators Development**	Major	4		4	
RESPONSIBLE BELMONT	STRATEGY 5.2	FINANCE	REVENUE	YES	BAU AUDIT	36		6	**Revenue & Funding cycle**	Moderate		4		
RESPONSIBLE BELMONT	STRATEGY 5.2		PROCUREMENT	YES	BAU AUDIT	37			**Procurement & Expenditure cycle**	Major	4		4	
RESPONSIBLE BELMONT	STRATEGY 5.2		ASSETS	YES	BAU AUDIT	38		7	**Current & Non Current Assets**	Moderate		4		
RESPONSIBLE BELMONT	STRATEGY 5.2		LIABILITIES	YES	BAU AUDIT	39			**Current and Non Current Liabilities**	Moderate			4	
RESPONSIBLE BELMONT	STRATEGY 5.2		REPORTING	NO (OAG)	BAU AUDIT	40			**Statutory Financial Reporting**	Moderate				
RESPONSIBLE BELMONT	STRATEGY 5.5	PUBLIC RELATIONS & STAKE.	MARKETING	YES	BAU AUDIT	41			**Marketing & Communications**	Moderate				4
RESPONSIBLE BELMONT	STRATEGY 5.2	GOVERNANCE, STRAT & RISK	BUSINESS CONTINUITY AND RISK	YES	BAU AUDIT	42			**Risk Management, Business Continuity, Fraud**	Major	4		4	
RESPONSIBLE BELMONT	STRATEGY 5.2		GOVERNANCE AND COMPLIANCE	YES	BAU AUDIT	43		16	**Governance and Compliance**	Moderate		4		
RESPONSIBLE BELMONT	STRATEGY 5.2		BUSINESS PLANNING & IMPROVE	YES	BAU AUDIT	44			**Business Planning and Improvement**	Major	4		4	
									TOTAL ANNUAL WORK WEEKS		62	58	70	70
									AUDITS COMPLETED ON TIME					
									AUDITS NOT COMPLETED ON TIME / ROLLED OVER.					

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

INTERNAL AUDIT PLAN 2023 - 2024 TO 2025 - 2026 (FINANCIAL YEARS)

	AUDIT NAME	DEPARTMENT BACKGROUND	RISK	AUDIT OBJECTIVES	RELATED STRATEGY	CONSEQUENCE RISK LEVELS			
	1	2	3	4	5	6			
						STRATEGIC IMPACT	OPERATIONAL IMPACT	COMPLIANCE IMPACT	FINANCIAL IMPACT
	DEVELOPMENT AND COMMUNITIES								
1	**Development Applications / Projects**	Manages DA's, Projects Planning, non compliant "R" codes. Checks compliance generaly.	Planning approvals process incorrect .	Check DA 's / Projects legal compliance, non compliant R code plans approved.	5.1, 5.7	Major	Minor	Moderate	Moderate
2	**Building License Approvals**	Manages approval of Building Licences and issue of Occupancy Certificates	Completed building not compliant	Check correct approval of buliding licenses and occupancy certificates	5.7	Major	Minor	Minor	Moderate
3	**Community Environmental Health**	Manages environment risks e.g. noise, vermin, dust, food in the community	Environment hazards	Check environment plans and controls are timely and effective.	1.2	Major	Minor	Moderate	Moderate
4	**Surveillance and Ranger Activities**	Manages community vehicle patrols, CCTV monitoring, emergency management	Injury to public	Check vehicle patrols and ranger plans and controls are timely and effective.	1.2	Major	Minor	Minor	Moderate
5	**Economic Development Programs**	Actively engages with the business community to promote business retention, growth	Business performance is poor.	Programs are performance measured and actively managed as necessary.	1.4	Moderate	Minor	Moderate	Moderate
6	**Community Development Programs**	Actively engages with community to promote "Liveable Belmont"	Community groups not supported.	Programs are performance measured and actively managed as necessary.	1.3,1.5	Moderate	Minor	Moderate	Moderate
7	**Community & Cultural Engage Progs**	Actively engages with community to promote "Liveable Belmont"	Community groups not supported.	Programs are performance measured and actively managed as necessary.	1.1	Moderate	Minor	Moderate	Moderate
8	**Belmont Hub Library and Museum Services**	Manages Belmont Hub to deliver services that meet community needs. NFP leases.	Facilities underutilised	Programs are performance measured and actively managed as necessary.	1.1, 1.2	Moderate	Minor	Moderate	Moderate
9	**Art and Place Promotion Programs**	Actively engages with community to promote art and "Creative Belmont"	Placemaking not maximised	Programs are performance measured and actively managed as necessary.	4.1	Moderate	Minor	Moderate	Moderate
	INFRASTUCTURE SERVICES								
10	**Drains - Asset Management**	Manages drains asset management plans including maintenance	Drains fail.	Check asset management plans including maintenance are timely and effective	5.2	Moderate	Moderate	Moderate	Moderate
11	**Roads - Asset Management**	Manages roads, paths asset management plans including design and maintenance	Roads, paths fail	Check asset managemt plans including design, maintenance timely and effective	5.2	Moderate	Moderate	Moderate	Moderate
12	**Development Applications**	Reviews development plans e.g traffic / pedestrian traffic managed.	Non Compliance / rework	Check development plans are correctly reviewed	5.2	Moderate	Moderate	Moderate	Moderate
13	**Sustainable Transport**	Support Sustainable Transport by promoting walking, cycling, public transport, to reduce cars	Program not effective	Programs are performance measured and actively managed as necessary.	2.1, 2.4	Moderate	Moderate	Moderate	Moderate
14	**Construction Contract Audit**	Manages one off, high value, complex high risk projects	Project fails to meet all expectations	Check tender, time, cost, quality, environment, OHS, variations are managed	5.2	Major	Moderate	Moderate	Moderate
15	**Construction Contract Audit**	Manages one off, high value, complex high risk projects	Project fails to meet all expectations	Check tender, time, cost, quality, environment, OHS, variations are managed	5.2	Major	Moderate	Moderate	Moderate
16	**Buildings - Asset Management**	Manages Buildings asset management plans including maintenance and leasing	Buildings not fully operational	Check asset management plans including maintenance are timely and effective	5.2	Moderate	Moderate	Moderate	Moderate
17	**Construction Contract Audit**	Manages major upgrades to C of B facilities and property	Project fails	Check tender, time, cost, quality, environment, OHS, variations are managed	5.2	Major	Moderate	Moderate	Moderate
18	**Roads, Footpaths & Drains Maintenance**	Develops budgets and maintains roads, footpaths, and drains owned by the C of B	Roads etc not fully operational	Check maintenance plans are timely and effective	5.2	Moderate	Moderate	Moderate	Moderate
19	**Roads, Footpaths & Drains Construction**	Develops budgets and constructs new roads, footpaths, drains. Traffic Management.	Project fails to meet all expectations	Check tender, time, cost, quality, environment, OHS, variations are managed	5.2	Moderate	Moderate	Moderate	Moderate
20	**Fleet and Plant Maintenance**	Manages C of B fleet and plant maintenance	Plant and equipment fails	Check maintenance plans are timely and effective	5.2	Minor	Minor	Minor	Minor
21	**Waste Management**	Manages C of B contract with SUEZ for waste disposal	Environmental non compliance	Check contract and envronmental conditions are met	3.3, 3.5	Major	Moderate	Moderate	Moderate
22	**Parks - Asset Management & Maintenance**	Manages Parks asset management plans including maintenance, irrigation	Parks etc. not fully operational	Check asset management plans including maintenance are timely and effective	3.4	Moderate	Moderate	Moderate	Moderate
23	**Parks - WHS**	Manages Parks asset management plans including maintenance	Park employees or public injured	Check compliance with OHS Act, Regulations, Policy	5.2	Major	Major	Major	Major
24	**Water Management**	Manages water useage	Excess water useage or pollution.	Check envronmetal conditions are met	3.5	Moderate	Moderate	Moderate	Moderate
25	**Construction Contract Audit**	Manages Parks projects	Project fails to meet all expectations	Check tender, time, cost, quality, environment, OHS, variations are managed	3.2	Major	Moderate	Moderate	Moderate
26	**Leisure and Wellbeing**	Manages community leisure facilities	Leisure facilities not fully operational	Check maintenance plans are timely and effective. Check Blufit - Oasis contract	1.2	Moderate	Moderate	Moderate	Moderate
	EXECUTIVE SERVICES								
27	**Internal Audit Quality Assurances**	Manages internal audit function.	3rd Line of assurance not effective	Check internal audit reports results of Quality Assurance annually and 5 yearly	5.2	Major	Moderate	Moderate	Moderate
28	**Strategic Audit Plan**	Manages internal audit function.	3rd Line of assurance not effective	Plan Audits	5.2	Major	Moderate	Moderate	Moderate
29	**Human Resource Planning and Management**	Manages H R. Partners business, drives ethics, culture and talent management.	Strategic plans not effectively resourced	Check Strategic plans inform resource planning, ethics, culture and talent managmt.	5.2	Moderate	Moderate	Moderate	Moderate
30	**Payroll System Reliability**	Manages payroll	Unauthorised input, processing delays	Check payroll input authorised and control reports independently approved.	5.2	Minor	Minor	Minor	Moderate
31	**WHS legislation Compliance**	Manages OHS.	Non compliance with act, injuries	Check adequacy of policies and compliance monitoring across all City functions.	5.2	Major	Major	Major	Major
	CORPORATE AND GOVERNANCE								
32	**OAG Follow up**	Manages IT Applications and Servers	Business Applications not Available	Check outstanding OAG recommendations are implemented	5.2	Moderate	Moderate	Moderate	Major
33	**Applications and General controls**	Manages IT Applications and Servers	Business Applications not Available	Check Applications and General controls meet statndards	5.2	Moderate	Moderate	Moderate	Major
34	**Cybersecurity and Disaster Recovery**	Manages IT Applications and Servers	Business Applications not Available	Check Cybersecurity and Disaster Recovery controls meet standards	5.2	Moderate	Moderate	Moderate	Major
35	**Performance Indicators Development**	Manages management reporting	Management reporting not reliable	Management reporting timely, reliable, effective & supports Reg 5 & 17 attestations.	5.2	Major	Moderate	Moderate	Major
36	**Revenue & Funding cycle**	Manages revenue and grants collection	Revenue collections not maximised.	Check revenue sources identified, invoiced and collected	5.2	Moderate	Moderate	Moderate	Moderate
37	**Procurement & Expenditure cycle**	Manages procurement procedures and resulting payments.	Expenditures not authorised	Check adequate segregation of duties and delegations of authorities.	5.2	Major	Moderate	Moderate	Major
38	**Current & Non Current Assets**	Manages financial records and reconciliations. Check Bank Reconciliation	Assets lost	Check financial records are reliable, reconciled to data and physical assets.	5.2	Moderate	Moderate	Moderate	Moderate
39	**Current and Non Current Liabilities**	Manages financial records and reconciliations	Liabilities not managed	Check financial records are reliable, reconciled to data and discharged on time	5.2	Moderate	Moderate	Moderate	Moderate
40	**Statutory Reporting**	Manages statutory reporting	Statutory reporting not reliable.	Statutory reporting reviewed by the OAG, not reviewed by internal audit.	5.2	Moderate	Moderate	Moderate	Moderate
41	**Marketing & Communications**	Manages promotion of "City of Opportunity" branding to all stakeholders	City branding not optimised	Programs are performance measured and actively managed as necessary.	5.5	Moderate	Moderate	Moderate	Moderate
42	**Risk Management, Business Continuity, Fraud**	Manages risk identification & mitigation, business continuity, Fraud policy	Business interuption	Check business risks including fraud are managed within risk appetite and tolerances	5.2	Major	Major	Major	Major
43	**Governance and Compliance**	Manages administrative and legal support to council.	Council not effective	Check administration & compliance objectives e.g. Compliance Return met.	5.2	Moderate	Moderate	Moderate	Moderate
44	**Business Planning and Improvement**	Manages Strategic Community Plan (SCP) & Corporate Business Plan performance	SCP outcomes not met on time.	Programs are performance measured and actively managed as necessary.	5.2	Major	Major	Moderate	Moderate

RMSS Consequence Categories
Catastropic
Major
Moderate
Minor
insignificant

COMMENTS ON INTERNAL AUDIT PLANS

1. The internal audit plan page 1 , column 9, identifies audits that may be completed to assist the C of B meet strategies and achieve objectives.
2. The internal audit plan page 1 columns 11- 14 sets out potential audit coverage for each audit based on 2-3 staff. The amount of audit coverage over the four years is fully variable in response to resouces allocated to internal audit.
3. The compliance driver for the plan is the "Terms of Reference for Internal Audit" which requires the internal audit activity to develop risk based plans for CEO, Audit and Risk Committee and Council approval.
4. The Institute of Internal Auditors Supplemental Guidance paper "Developing a Risk Based Internal Audit Plan" was used as a primary reference to develop this plan.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12.6 Internal Audit Report

Voting Requirement	:	Simple Majority
Subject Index	:	19/006
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Executive Services

Council role

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

Purpose of report

To submit four completed internal audit reports to Council. These audits have been completed in accordance with the Council approved 2022 / 2023 internal audit plan.

Summary and key issues

The Standing Committee (Audit and Risk) reviewed these reports at their meeting on 27 November 2023. Findings for the four completed audits are detailed below.

Development and Communities Division – Community Safety, Surveillance and Ranger Activities (report issued 27 September 2023)

Findings:

- Timelines had not been established to obtain approvals for the draft Community Safety Strategy for the period 2024 – 2029.
- The division will need to monitor a contract awarded to Wilson Security in June 2023 for provision of Community Security Watch Services, to ensure contract obligations are identified and met.
- The division had not recently checked that risk register controls were operating.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Development and Communities Division – Development Applications (report issued 20 September 2023)

Findings:

- The form used to approve development applications internally by City of Belmont positions under delegated authority (Delegation register 9.2.1) could list checks completed to support approvals.

Infrastructure Services Division – Waste Management (report issued 7 August 2023)

Findings:

- A new contract for the City's waste collection and disposal services including FOGO implementation will need to be awarded in a timely manner to allow for continuation of services after 01/11/23.
- The division will need to monitor the above new contract to ensure contract obligations are identified and met.
- The division needs to improve controls for issuing waste disposal vouchers to eligible city residents.

Corporate and Governance Division – Risk Management – (report issued 3 August 2023)

Findings:

- The City has not obtained formal approvals for risk appetite or risk tolerances
- Risk registers do not identify controls as being preventive, detective or corrective in nature to allow an informed opinion on control effectiveness.
- Risk Registers do not plan / record timing of control checks to be performed by first and second lines of defence.
- Risk registers do not reference approvals given for risk tolerances falling outside approved limits e.g. high residual risks on risk registers.
- Risk registers are not cross referenced to the Fraud Control Plan.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Committee Recommendation

That Council:

1. Receives the report (Attachment 12.6.1) titled Internal Audit – Community Safety, Surveillance and Ranger Activities.
2. Receives the report (Attachment 12.6.2) titled Internal Audit – Development Applications.
3. Receives the report (Attachment 12.6.3) titled Internal Audit – Waste Management.
4. Receives the report (Attachment 12.6.4) titled Internal Audit – Risk Management.
5. Notes the City of Belmont management comments in Attachments 12.6.1, 12.6.2, 12.6.3, and 12.6.4 and actions to be undertaken in response to the internal audit recommendations.

Committee Recommendation adopted en bloc by Absolute Majority - Refer to Resolution appearing at Item 12.

Location

Not applicable.

Consultation

All internal audit reports were reviewed by relevant staff, managers, directors, and the CEO before being issued for action.

This ensures collective agreement on findings, recommendations, and management actions.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

Policy implications

There are no policy implications associated with this report.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Statutory environment

Local Government Act 1995

7.1A. Audit committee

(1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

Local Government (Audit) Regulations 1996

16. Functions of audit committee

An audit committee has the following functions —

(a) to guide and assist the local government in carrying out —

  (i) its functions under Part 6 of the Act; and
  (ii) its functions relating to other audits and other matters related to financial management.

(b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;

(c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —

  (i) report to the council the results of that review; and
  (ii) give a copy of the CEO's report to the council.

(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —

  (i) regulation 17(1); and
  (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);

(e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;

(f) to oversee the implementation of any action that the local government —

  (i) is required to take by section 7.12A(3); and

  (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and

  (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and

  (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

(g) to perform any other function conferred on the audit committee by these regulations or another written law.

[Regulation 16 inserted: Gazette 26 Jun 2018 p. 2386-7.]

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
(3) The CEO is to report to the audit committee the results of that review.

[Regulation 17 inserted: Gazette 8 Feb 2013 p. 868;

amended: Gazette 26 Jun 2018 p. 2387.]

Local Government (Financial Management) Regulations 1996

5(2) CEO's duties as to financial management

(c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

Background

The internal audit function operates in accordance with Council approved Terms of Reference (TOR) and Council approved annual internal audit plans.

The TOR requires the Internal Auditor to be functionally accountable to the CEO and Council via the Standing Committee (Audit and Risk).

The TOR also requires final engagement audit reports be issued to the CEO and Council via the Standing Committee (Audit and Risk) as directed.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Report

Development and Communities Division – Community Safety, Surveillance and Ranger Activities (report issued 27 September 2023)

The audit objectives were to ensure:

- The Community Safety Strategy 2018 - 2021 key objective “maximising the built in safety in the City” was met through effective use of Surveillance CCTV and Belmont Community Watch vehicles.

- Rangers’ activities were effective.

The conclusion is safety and rangers’ activities were effectively managed.

Findings / Management Responses:

- Timelines had not been established to obtain approvals for the draft Community Safety Strategy for the period 2024 – 2029.

  Management has agreed to set milestones / timelines for the approval process.

- The division will need to monitor a contract awarded to Wilson Security in June 2023 for provision of Community Security Watch Services, to ensure contract obligations are identified and met.

  Management agreed to include contract obligations in risks registers for risk assessment and management of controls.

- The division had not recently checked that risk register controls were operating.

  Management has agreed to ensure all required internal controls are in place and effective in mitigating extreme or high inherent risks activities to acceptable levels.

Development and Communities Division – Development Applications (report issued 20 September 2023)

The audit objectives were to ensure development applications were assessed and approved in compliance with legislation and internal procedures.

The conclusion is development applications were assessed and approved in compliance with legislation and internal procedures.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Findings / Management Responses:

- The form used to approve development applications internally by City of Belmont positions under delegated authority (Delegation register 9.2.1) could list checks completed to support approvals.
  Management has agreed to update the form to included checks undertaken to support approvals.

- The same form needs to include a template of information contained in the manual form “Record of Exercise of Delegated Authority”.

  Management has agreed to update the form to include a template of information contained in the manual form “Record of Exercise of Delegated Authority”.

- The same form also needs to include a new section to evidence when the Manager Planning Services conducts a “test” check” on the supporting information and approval / non approval decisions made.
  Management has agreed to update the form to include a new section to record evidence of quality checks on decisions made.

Infrastructure Services Division – Waste Management (report issued 7 August 2023)

The audit objectives were to ensure legal compliance, effective waste contract management and residents’ satisfaction with services.

The conclusion is waste management was effectively managed.

Findings / Management Responses:

- A new contract for the City’s waste collection and disposal services including FOGO implementation will need to be implemented in a timely manner to allow for continuation of services after 01/11/23.

  Management agreed to award the contract in a timely manner.

- The division will need to monitor this new contract to ensure contract obligations are identified and met.

  Management agreed to include contract obligations in risks registers and comply with recently issued System Procedure SP 23 “Contract Management” and SP 24 “Management of Contract Variations” as appropriate.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- The division needs to improve controls for issuing waste disposal vouchers to eligible city residents.

  Management agreed to independently check management of waste disposal vouchers quarterly.

Corporate and Governance Division – Risk Management – (report issued 3 August 2023)

The audit objectives were to identify the maturity of the risk management framework and opportunities for further development.

The conclusion is the existing risk management framework adds value to operations but there is an opportunity to progress the maturity of the framework to drive the City's second line of defence function more effectively.

Findings / Management Responses:

- The City has not obtained formal approvals for risk appetite or risk tolerances.

  Management agreed to obtain Council approvals for risk appetite and risk tolerances.

- Risk registers do not identify controls as being preventive, detective or corrective in nature to allow an informed opinion on control effectiveness.

  Management agreed to expand risk registers to identify the types of controls.

- Risk Registers do not plan / record timing of control checks to be performed by first and second lines of defence.

  Management agreed risk registers will record checks to be performed by first and second lines of defence.

- Risk registers do not reference approvals given for risk tolerances falling outside approved limits e.g. high residual risks on risk registers.

  Management agreed risk registers will reference approvals for risk tolerances (i.e. residual risk ratings) operating outside predefined limits.

- Risk registers are not cross referenced to the Fraud Control Plan.

  Management agreed to cross reference risk register risks to the Fraud Control Plan.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title
1. Internal Audit Report CS Surveillance Ranger Activities SCAR [**12.6.1** - 6 pages]
2. Internal Audit Report Development Applications SCAR [**12.6.2** - 5 pages]
3. Internal Audit Report Waste Management SCAR [**12.6.3** - 6 pages]
4. Internal Audit Report Risk Management SCAR [**12.6.4** - 7 pages]

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT

27/09/2023

Internal Audit Report – Community Safety, Surveillance & Ranger Activities

Internal Audit Team

Darrel Teoh – Internal Auditor.

Management Team

Kevin Davidson – Manager Safer Communities.
Bruce Mentz – Coordinator Community Safety.
Kylie Smyth – Senior Ranger.
Hamed Abo El Atta - Community Safety & Crime Prevention Officer.
Shane Blanchard - Community Safety & Crime Prevention Officer.

Audit Date

Audit Entry Meeting - 18/07/2023 with Manager Safer Communities, Coordinator Community Safety, Senior Ranger, Community Safety & Crime Prevention Officers, and Internal Auditor.

Audit Exit Meeting – 04/09/2023 with Director Development & Communities, Manager Safer Communities, Coordinator Community Safety, Community Safety & Crime Prevention Officers, Community Safety & Emergency Management Officer, Senior Internal Auditor, and Internal Auditor.

Audit Objectives

The audit objectives were as follows:

- To ensure the Community Safety Strategy 2018 – 2021 key objective “Maximising the built in safety of the City” was met through the effective use of Surveillance CCTV and Belmont Community Watch vehicles.

- To verify the achievement of targets for Rangers' activities as outlined in section 4.2 of the "Safer Communities Operational Plan 2020 – 2023."

Audit Risk

- The key audit risk was the Community Safety Strategy 2018 – 2021 key objective “Maximising the built in safety of the City” through the effective use of Surveillance CCTV and Belmont Community Watch vehicles was not met.

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Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Audit Scope

Department: Safer Communities Department.
Section: Community Safety.
Processes: CCTV Footage Management, Belmont Community Watch contract management, and Rangers' activities.

Audit Materiality

The 2023 - 2024 budget was approved at OCM 27 June 2023 and the budget preamble mentioned the City plans to spend $300,000 on new equipment (CCTV) and $100,000 on ongoing maintenance and upgrades to the existing CCTV network.

A new fleet of seven (7) vehicles is on order for Rangers of which four (4) have been supplied.

The detailed 2023 - 2024 budget recorded:

- Rangers net expenditure / net capital expenditure $1,244,706.
- Belmont Community Watch net expenditure / net capital expenditure $1,594,058. (Includes security contract $1,541,548).
- Community Safety & Crime Prevention net expenditure / net capital expenditure $1,244,484.

Link to Strategic Objectives

Strategic Community Plan 2020-2040:

- Goal 1: Liveable Belmont
  Strategy 1.2: Plan and deliver vibrant, attractive, safe, and economically sustainable activity centres.

Corporate Business Plan 2023 - 2027:

- Review and implement Safer Communities Operational Plan 2020 - 2023.
- Review and implement Community Safety Strategy 2018 - 2021.

Background

Community Safety is an essential function that aims to enhance the safety and security of the local community and visitors to the City. This function involves a range of activities and strategies to prevent and address various safety concerns and risks which typically include but not limited to:

- Crime Prevention: Work to prevent crime through various initiatives such as community policing, community watch programs, and public awareness campaigns. Community Safety collaborates with WA Police to develop strategies that target specific crime hotspots and address the root causes of criminal behaviour.

- Community Engagement: Engaging with the community is a key function of Community Safety. The City facilitates dialogue between residents, businesses, community organisations, and public to identify safety concerns and develop solutions collaboratively.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

These involve community meetings, workshops, surveys, and other forms of public participation.

- Data Analysis and Research: Effective community safety strategies are data driven. The City collects and analyses statistics on CCTV, security appraisals, graffiti etc. to identify trends, patterns, and areas of concern. This information helps in allocating resources and designing targeted interventions.

- Collaboration with External Stakeholders: The City collaborates with various external stakeholders, including WA Police, schools, government agencies, and businesses. These partnerships enhance the effectiveness of community safety initiatives by pooling resources and expertise.

- Public Awareness Campaigns: The City runs public awareness campaigns to educate residents about safety issues and prevention methods. These campaigns help empower the community to take proactive steps to enhance their own safety and security.

- Enforcement of Regulations: Rangers are responsible for local laws and regulations related to cat and dog control, parking enforcement, and bush fire hazard management. Ranger functions encompass a diverse range of tasks, including issuing infringements and overseeing compliance in cases of various violations such as littering, illegal dumping, unauthorised parking, and issues concerning cats and dogs.

Good Practices Observed

- The City's Community Safety Section has well documented procedures and processes for managing core work activities. Coordinator Community Safety has developed a draft five-year Community Safety Strategy for implementation in 2024.

- Community Safety & Crime Prevention officers and Rangers responded promptly to service requests and demonstrated a strong commitment to customer satisfaction. They have good understanding of the needs and expectations of the City's community and key stakeholders.

- The Senior Ranger's proactive collaboration with IT Department has enhanced operational efficiency through the utilisation of Pathway Request System, enabling monitoring and generation of reports related to cat and dog control measures.

Conclusion

Audit testing confirmed:

- Actions supporting the strategic objective "Maximising the Built-in Safety of the City" were implemented by the Community Safety & Crime Prevention section.

- Targets outlined in section 4.2 of the "Safer Communities Operational Plan 2020 – 2023" have been consistently achieved by the Rangers.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

The Coordinator Community Safety conducts regular performance reviews for the contract Tender 08/2021 - Provision of Community Security Watch Services by Wilson Security.

As a general comment, the Community Safety activities undertaken by the City's internal staff tend to be measured by actual activity levels rather than setting a target and measuring actual performance against that target.

The City is progressing the development of performance indicators for reporting purposes using Microsoft Power BI program.

Observations

1. Lines of Defence Model – First Line

The first line of defence comprises Manager Safer Communities, Coordinator Community Safety, and Senior Ranger. Coordinator Community Safety is responsible for the City's Community Safety & Crime Prevention and Rangers functions and reports to Manager Safer Communities. Recommendation # 2 below relates to improving first line of defence controls.

2. Lines of Defence Model – Second Line

The second line of defence is usually sourced from corporate support functions, e.g. the Corporate and Governance or Executive Services Divisions e.g. procurement, finance, compliance, risk management, WHS or environment functions to provide oversight.

The contract award process for the new Tender 02/2023 – Provision of Community Security Watch Services to Wilson Security was coordinated by Procurement & Contracts function. Risk Management, WHS and Environment functions reviewed and approved the risk assessment during the pre-tender stage.

3. Lines of Defence Model – Third Line

This audit conducted by Executive Services Division's Internal Audit function represents the third line of defence which independently confirms governance, risk management and control effectiveness, and recommends improvements.

In theory most oversight resources are at the first line, reduced resources are at the second line and minimal resources are at the third line.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Audit Recommendations

1. Community Safety Strategy 2024 - 2029

- The Coordinator Community Safety has developed a draft Community Safety Strategy for the period 2024 to 2029. This strategy will be presented to the City's management for approval before it is submitted to the Council for endorsement. The anticipated implementation of this strategy is set to commence in the year 2024.

- The risk is delay in the implementation of the Strategy to achieve its planned objectives.

- The recommendation is to establish a timeline for the approval process to ensure implementation of the Community Safety Strategy 2024 – 2029, starting in 2024.

The Coordinator Community Safety to note that the City is in the process of developing Service Plans through the Governance, Strategy and Risk department, while also collaborating with the Information Technology department to formulate performance indicators for reporting purposes. The outcomes of these initiatives will have an impact on the future strategic and operational planning of the City.

Consequence Risk Level: Moderate
Directors Advice: Agreed / ~~Not Agreed~~
Responsible Officer: Manager Safer Communities
Completion Date: 31/12/2023

2. Contractual Obligations

- Tender no.02/2023 – Provision of Community Security Watch Services was awarded to Wilson Security in June 2023 for a period of three years commencing 1 September 2023.

- The risk is contractual obligations including performance criteria and key performance indicators are not monitored and/or fulfilled.

- The recommendation is contractual obligations to be included in risk registers, risks assessed for review and monitoring of controls and operation of performance indicators over the contract period. The Coordinator Business Planning, Improvement and Risk is available for consultation with use of risk registers.

Consequence Risk Level: Moderate
Directors Advice: Agreed / ~~Not Agreed~~
Responsible Officer: Manager Safer Communities
Completion Date: 30/11/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

3. Risk Management – Ranger Activities

- The RMSS Risk Register identified several internal controls to mitigate the extreme inherent risks activities performed by Rangers.

- The risk is Rangers may be operating outside predefined risk levels if the required internal controls are not in place e.g., having a two-way communication equipment while working alone attending to Bush Fire Hazard Control and Dog Offence / Dog Barking Nuisance complaints.

- The recommendation is Risk Owner to ensure all required internal controls are in place and effective in mitigating extreme or high inherent risks activities to acceptable levels. The Coordinator Business Planning, Improvement and Risk is available for consultation on risk mitigation.

Consequence Risk Level: Moderate
Directors Advice: Agreed / ~~Not Agreed~~
Responsible Officer: Manager Safer Communities
Completion Date: 31/01/2024

Signed Darrel Teoh,
Internal Auditor

27 September 2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT

20/09/2023

Internal Audit Report – Development Applications

Internal Audit Team

Brent Godfrey – Senior Internal Auditor.

Management Team

Wilmot Loh - Manager Planning Services.
Alex Bott – Coordinator Planning.

Audit Date

Audit Entry Meeting - 6/04/2023 with Manager Planning Services and 12/04/2023 Director Development and Communities.

Audit Exit Meeting – 11/8/2023 with Acting Director Development and Communities Division (Wilmot Loh) and Coordinator Planning.

Audit Objectives

To confirm development applications were assessed and approved in compliance with legislation and internal procedures.

Audit Risks

Development applications were not assessed and approved in compliance with legislation and internal procedures resulting in developments that do not meet state or city requirements.

Audit Scope

Department: Planning Services.
Section: Planning.

- Area of focus was on development applications for grouped dwelling developments approved internally by City of Belmont positions under delegated authority (Delegation Register 9.2.1.).

Link to Strategic Objectives

- **Strategic Community Plan 2020-2040:**
  Goal No.5: Responsible Belmont.

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Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

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

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

Currently the City of Belmont considers and approves development applications in accordance with Schedule 2, Part 9, Clause 68(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The process for considering and approving development applications is mapped in the city's "Pathway" application. Planning officers log on to Pathway and complete pre-formatted documents which are automatically saved to ECM (the city's record management system) on completion.

Therefore, Pathway promotes a consistent approach for processing development applications.

When development applications are received they may be processed internally via the following control points, depending on complexity:

- Development Control Group (Internal CoB officers, including Planning, Environmental Health and Design & Assets).
- Design Review Panel (panel including external subject experts reporting to CoB).
- Where delegation is not exercised, determination by CoB Council.

The City recorded 258 development applications lodged 9 months to 31 March 2023.

The state government announced planning reforms in February 2023. The intention is to introduce lower thresholds so applicants for all developments over $2 million in value can choose either the state government's Development Assessment Panel (DAP) pathway or seek approval through their local government.

The A/Manager Planning Services advised this may not impact the City's workloads because:

- Applicants may continue to seek approval through the City.
- DAP fees exceed Local Government fees.
- If applicants elect to use the DAP pathway the City is still required to assess the proposal and prepare a Responsible Authority Report for the DAP.

Conclusion

In terms of the audit objectives the conclusion is development applications are assessed and approved in compliance with legislation and internal procedures.

Implementation of Audit Recommendation # 2 regarding use of information contained in the manual form "Record of Exercise of Delegated Authority" will assist evidencing compliance.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Good Practices Observed

The use of Pathway to map process for considering and approving development applications with automatic saving to ECM is seen as a significant initiative to promote process controls.

The City has also developed a comprehensive Work Instruction titled “Manage Development Applications: New and/or Amendments/Extensions of Time”, which includes a large number of Pathway screen shots to guide planning officers through the approval process.

Observations

1. Lines of Defence Model – First Line

The first line of defence is staff and managers who are the risk and control owners. Audit Recommendation # 1 in this report below relates to improving first line of defence checks.

2. Lines of Defence Model – Second Line

The second line of defence could include the City’s risk function, given this function has oversight of risk registers and importantly key mitigating controls. The City’s risk function is aware of this requirement and has a 12 month vision to commence checking key controls across the CoB.

3. Lines of Defence Model – Third Line

This audit conducted by the Internal Audit section represents the third line of defence.

Audit Recommendations

1. Development Control Group (DCG) Form / Decision Record – Potential New Information Fields.

The Development Control Group DCG Form / Decision Record (Pathway) used to record development application decisions approved / not approved could include additional information to support decisions e.g.

- Declaration of conflict of interest field to be included for “Delegated Officer”.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Listing of control points checked by Delegated Officer. E.g.,
    - Work Instruction titled “Manage Development Applications: New and/or Amendments/Extensions of Time”, **Key Step,** page 10/242, Delegated Officer to check Form 1 Application, Assessment Plans, Assessment Sheet, DCG Notes/ Delegated Authority Form, DRP input, Council Minutes, draft decision letter, and final decision plans.
    - Work Instruction titled “Manage Development Applications: New and/or Amendments/Extensions of Time”, **Key Step,** page 7/242, Delegated Officer to check if site inspection needs to be conducted.
    - Delegated Officer to check all other Declarations of Interest on form have been completed.
- Decision to refer development application to Council and reasons by Delegated Officer.

Consequence Risk Level: Moderate. (Senior Internal Auditor’s opinion only)
Directors Advice: Agreed / ~~Not Agreed~~
Responsible Officer: Coordinator Planning.
Completion Date: 31/10/2023

2. Development Control Group (DCG) Form / Decision Record – Section Delegated Officer

- The Development Control Group DCG Form / Decision Record (Pathway) – section titled “Delegated Officer” used to record development application decisions approved / not approved does not mirror the manual form “Record of Exercise of Delegated Authority” which is used for manual system approvals and reflects compliance requirements with Local Government (Administration) Regulations 1996 s 19.
- The risk is non-compliance with Local Government (Administration) Regulations 1996 s 19. E.g. s 19 (c) which requires identification of persons directly affected by decision.
- The recommendation is to delete the section titled “Delegated Officer” and replace it with a template of information contained in the manual form “Record of Exercise of Delegated Authority”.
- Also Delegated Officer to sign using digital signature.

Consequence Risk Level: Moderate.
Directors Advice: Agreed / ~~Not Agreed~~
Responsible Officer: Coordinator Planning.
Completion Date: 31/10/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

3. Development Control Group (DCG) Form / Decision Record – Quality Control

- The Development Control Group DCG Form / Decision Record (Pathway) does not have a section to evidence when the Manager Planning Services conducts a “test” quality check on the supporting information and the decision.

- The risk is “test” quality checks are not evidenced.

- New section to be created on form for Manager Planning Services to sign to evidence “test” checks.

Consequence Risk Level: Moderate.
Directors Advice: Agreed / ~~Not Agreed~~
Responsible Officer: Coordinator Planning.
Completion Date: 31/10/2023

Signed Brent Godfrey
Senior Internal Auditor
20 September 2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT

7/08/2023

Internal Audit 2022/23 – Waste Management

Internal Audit Team

Darrel Teoh – Internal Auditor.

Management Team

Steve Morrison – Manager Works.
Clinton Shepherd – Coordinator Waste Management.
Simone Howard – Admin Officer Infrastructure Services.

Audit Date

Audit Entry Meeting - 02/05/2023 with Manager Works, Coordinator Waste Management, Admin Officer Infrastructure Services, Senior Internal Auditor, and Internal Auditor.

Audit Exit Meeting – 12/07/2023 with Manager Works, Coordinator Waste Management, Admin Officer Infrastructure Services, Senior Internal Auditor, and Internal Auditor.

Audit Objectives

The audit objectives were to ensure following controls were in place to manage risk causes:

- Relevant legislation and regulations are identified and complied with.
- Residents are consulted for their feedback and expectations for effective refuse disposal.
- The Refuse Collection & Recycling Services contract is effectively managed.

Audit Risk

- Non-compliance with laws resulting in fines.
- Residents are not satisfied with the services, resulting in complaints.
- SUEZ (Veolia) contract not effectively managed. The consequences are contractor and City performance measures not met e.g. hazardous waste, oil or other materials not disposed of correctly resulting in the contamination of groundwater, stormwater, or soil.

Audit Scope

Department: Works Department.
Section: Waste Management.
Processes: Refuse collection and recycling services, compliance with legal, and contractual requirements.

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Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Audit Materiality

The Annual 2023 – 2024 Budget approved by Council at OCM 27 June 2023 forecast the following expenditures.

Sanitation operating expenditure including waste service costs for collection, processing, and disposal $6,802,097 which is fully recovered from sanitation charges (income).

FOGO implementation expenditure $2,396,180 funded by transfer of funds from the Waste Management Reserve $2,257,485 and State Government grant (New Better Bins) $138,695.

Link to Strategic Objectives

- **Strategic Community Plan 2020-2040:**

  Goal No.1: Liveable Belmont.
  Strategy 1.5 - Encourage and educate the community to embrace sustainable and healthy lifestyles.

  Goal No.3: Natural Belmont
  Strategy 3.3 - Keep our City clean.
  Strategy 3.5 - Promote energy and water efficiency, renew able energy sources and reduce emissions and waste.

  Goal No.5: Responsible Belmont
  Strategy 5.2 - Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community.
  Strategy: 5.3 - Invest in services and facilities for our growing community.

- **Corporate Business Plan 2023 - 2027:**
  Projects / Initiatives: Waste Plan (Aligned with Strategy 3.3 and 3.5).

Background

The Waste Avoidance and Resource Recovery Act 2007 (WARR Act 2007) is the principal legislation for waste management in Western Australia. The primary purpose of the WARR Act 2007 is to contribute to sustainability, and the protection of human health and the environment in the State, with a focus on moving toward a waste-free society.

As required by the Act, the Waste Authority developed the WARR Strategy 2030 in October 2019 with the following set targets:

- All Perth and Peel LGA's will have a FOGO service by 2025.
- Material recovery rates of 65% by 2025.
- Material recovery rates of 70% by 2030.
- Recover energy only from Residual Waste.
- No more than 15% of Perth and Peel region's waste is disposed to landfill.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

The WARR Strategy key objectives are the implementation of three bin FOGO service as a priority for the State Government and that Local Government entities are to prepare waste plans.

The intent of a Waste Plan is to provide a link between the targets and objectives of the WARR Strategy and local government waste management activities while monitoring progress on achievement towards the set targets for reduced waste and increased materials recovery.

The City's Waste Plan 2020, endorsed at the OCM on 24/11/20, states that a FOGO service will be implemented for single unit dwellings in the second half of 2022. Subsequently the Department of Water & Environmental Regulation (DWER) was notified that the expected implementation date for FOGO has changed to align with the City's new waste contract which commences in November 2023.

Good Practices Observed

- The waste management team is customer-oriented, work collaboratively with the contractor and DWER. They responded to customers' service requests and feedback in a timely manner.
- They possessed good knowledge of current work processes and understanding of the City's key stakeholders' needs and expectations.

Conclusion

The waste management function is obligated to adhere to several legislations, primarily the WARR Act 2007. Additionally, there are other pertinent laws and regulations including the WHS Act 2020, WHS Regulations 2022, LG Act 1995, Public Health Act 2016, Environmental Protection Act 1986, Road Traffic Act 2000, and local law.

The community expectation regarding waste management is high due to growing environmental awareness and concerns about sustainability. A qualitative analysis of feedback within the 2022 Catalyse Community Perception Survey revealed that many residents would like the City to implement a third bin for organics.

The City's current two waste management contracts will conclude on 31/10/2023 and the process of awarding a new single contract for continuation of the service is planned for August 2023. The City recently advertised Tender no.06/2023 on 01/07/23, inviting bids for Waste Management Services, as well as the provision and delivery of new municipal garbage bins specifically for FOGO implementation. The tender is scheduled to close on 27/07/2023, allowing interested parties to submit their proposals for consideration.

Observations

1. Process Improvement

Managing the City's waste services is a complex and administratively demanding process that demands extensive coordination and thorough documentation. Given the nature of this

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

undertaking, there are valuable opportunities to review the administrative process and establish comprehensive documentation for core service processes e.g., FOGO management.

2. Lines of Defence Model – First Line

The first line of defence comprises Manager Works, Coordinator Waste Management, and the Waste Services Contractor. Coordinator Waste Management is responsible for the City's waste collection and disposal services management and reports to Manager Works. The coordinator liaises with DWER on reporting of waste data requirements and ensures that contractor's invoices are checked and approved for payment.

3. Lines of Defence Model – Second Line

The second line of defence is usually sourced from corporate support functions, e.g. the Corporate and Governance or Executive Services Divisions e.g. procurement, finance, compliance, risk management, WHS or environment functions to provide oversight.
The tender and contract award process for Tender no.06/2023 is coordinated by Procurement & Contracts function in the Finance Department. Risk Management, WHS and Environment functions reviewed and approved the risk assessment for collection, waste disposal and bin supply & delivery during the pre-tender stage.

4. Lines of Defence Model – Third Line

This audit conducted by Executive Services Division's Internal Audit function represents the third line of defence which independently confirms governance, risk management and control effectiveness, and recommends improvements.

In theory most oversight resources are at the first line, reduced resources are at the second line and minimal resources are at the third line.

Audit Recommendations

1. New Refuse Contract Commencement

- The current Tender no.14/018 – Refuse Collection & Recycling Services and Q11/2023 – Provision of Waste Management Facilities contracts end on 31/10/23. The City will award a single new contract for Waste Collection and Disposal including a third bin collection service for FOGO in August 2023 for continuation of service from 01/11/23.

- The risk is disruption of waste collection and disposal services if award of the new contract is delayed.

- The recommendation is to ensure award of the new contract in a timely manner for continuation of the City's waste collection and disposal services including FOGO implementation commencing 01/11/23.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Consequence Risk Level: Major (note: consequence risk levels are the auditor's opinion only)
Directors Advice: Agreed / ~~Not Agreed~~
Responsible Officer: Manager Works
Completion Date: 01/11/2023

2. Contractual Obligations

- Tender no.06/2023 – Waste Collection Services for the City's waste management services and supply and deliver new municipal garbage bins for FOGO implementation will be awarded in August 2023.

- The risk is contractual obligations including performance criteria and key performance indicators are not monitored and/or fulfilled.

- The recommendation is contractual obligations to be risk assessed for review and monitoring of controls and operation of performance indicators over the contract period.

  Risk registers to be updated with above information and second line of defence position, Coordinator Business Planning, Improvement and Risk, be requested to provide input to updated registers.

  Recently issued System Procedures SP 23, "Contract Management" and SP 24 "Management of Contract Variations" to be applied as appropriate.

Consequence Risk Level: Moderate
Directors Advice: Agreed / ~~Not Agreed~~
Responsible Officer: Manager Works
Completion Date: 29/03/2024

3. Management of Waste Disposal Vouchers

- A work instruction is in place for recording and issuance of waste disposal vouchers to eligible residents in the City of Belmont. It was observed that control of physical vouchers and the spreadsheet for recording could be improved by regular reconciliation and protection against unauthorised users respectively.

- The risk is loss of vouchers (valued at $100.00 each) and data on the recording spreadsheet being uncontrolled and unaccountable, resulting in financial loss to the City.

- Review the current work instruction, reinforce / implement internal controls, and redeploy to all relevant staff managing the Waste Disposal Vouchers. Quarterly independent check to be conducted by Coordinator Waste Management.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Consequence Risk Level: Low
Directors Advice: Agreed / ~~Not Agreed~~
Responsible Officer: Manager Works
Completion Date: 30/11/2023

Signed Darrel Teoh,
Internal Auditor

7 August 2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT

2/08/2023

Internal Audit Report 2022/23 – Risk Management

Internal Audit Team

Brent Godfrey – Senior Internal Auditor.

Management Team

Anthea Bird - Manager Governance, Strategy and Risk.
Greg Dally – Coordinator Business Planning, Improvement and Risk.

Audit Date

Audit Entry Meeting - 15/09/2022 with Manager Governance, Strategy and Risk; Coordinator Business Planning, Improvement & Risk; and Senior Internal Auditor.

Audit Exit Meeting - 01/03/2023 with Manager Governance, Strategy and Risk; Coordinator Business Planning, Improvement & Risk; Senior Internal Auditor; and Internal Auditor.

The initial audit entry meeting on 15/9/2022 resulted in management requesting the audit be deferred because risk systems were being developed. The Senior Internal Auditor subsequently met with ELT which advised all audits are to be progressed as planned.

An email was sent to the management team on 6 October 2022 advising ELT's request and a copy of the internal audit plan was attached for comments. The email also advised the Senior Internal Auditor was commencing the desirable control model for the audit.

Audit Objectives

To identify maturity of the risk management framework and opportunity for further development.

Please Note: "Terms of Reference - Internal Audit " are on Belnet - Corporate Documents.

Audit Risks

The City of Belmont does not have an appropriate risk management framework to manage risks.

Audit Scope

Department: Governance, Strategy and Risk.
Section: Business Planning, Improvement and Risk.

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Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Areas of focus include risk management, business planning, business continuity and fraud management.

Link to Strategic Objectives

- **Strategic Community Plan 2020-2040:**
  Goal No.5: Responsible Belmont.

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

- **Corporate Business Plan 2022 - 2026:**

  Projects / Initiatives:
  - Organisational Performance Measurement and Monitoring.
  - Fraud Control Strategy and Policy.
  - Integrated Planning and reporting.
  - Strategic Community Plan.

Background

The current Local Government Act 1995 does not comprehensively address the subject of risk management. However the reform proposals for new act, available on the Department of Local Government, Sport and Cultural Industries web site has identified "that Audit Committees should be expanded to provide improved risk management."

Local Government (Audit) Regulations 1996 Regulation 17(1) require the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- Risk management.
- Internal control.
- Legislative compliance.

Local Government (Audit) Regulations 1996 Regulation 16 (c) requires the Audit Committee to review a report given to it by the CEO under regulation 17(3) and provide a copy to Council.

The Terms of Reference for the Standing Committee (Audit and Risk) provide for an oversight on risk management.

Two widely used reference documents on risk management are:

- AS / ISO 31000: 2018 – Risk Management – Guidelines.
- Committee of Sponsoring Organisations of the Treadway Commission (COSO) Enterprise Risk Management / Internal Control.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

AS / ISO 31000: 2018 defines risk as “effect of uncertainty on objectives”. Given AS / ISO 31000: 2018 is a guideline (not a requirement) organisations do not have their risk management systems assessed and certified as meeting that standard.

COSO makes a comment “the organisation needs to specify objectives with sufficient clarity to enable the identification and assessment of risks relating to objectives.”

COSO also makes a subtle distinction between strategic objectives and business objectives and says business objectives put strategy into place. COSO goes on to say business objectives can be three types:

- Operations.
- Reporting.
- Compliance.

Thus there is a suggestion that understanding business objectives is a pre-requisite to understanding risks.

Risk management policies at Cities of Melville and Kwinana make reference to the term “risk appetite” and have developed risk management framework documents.

The City of Melville requires the CEO to approve risk appetite and risk tolerances and the City of Kwinana requires their Council to approve both.

Kwinana’s “Risk Management Strategy” document is 40 pages long which reflects the growing complexity of risk management. At page 17 of the document it comments “Failure to incorporate risk management in the integrated planning process significantly reduces its effectiveness”.

The Australian Government has recently issued “Commonwealth Risk Management Policy”, 1 January 2023 and comments:

- Element 2. An Entity’s risk management framework should include a risk management policy and a risk appetite statement.

- Element 5. Entities should ensure that:

    - The controls in place are effective and proportionate to the level of risk to be managed.
    - That preventative, detective or corrective controls are in place.
    - Each control has a clearly designated owner who regularly reports on the implementation, testing, and effectiveness of the control.

- Element 9. An entity’s risk management approach must be regularly reviewed.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Conclusion

The City's existing risk management framework adds value to operations but there is an opportunity to progress the maturity of the framework to drive the City's second line of defence function more effectively.

Good Practices Observed

The City has developed the following documents:

- Risk Management Policy.
- System Procedure 10 - Organisational Risk.
- Risk Definition and Classification (BelNet Document).
- Risk Management Plan. (BelNet Document).
- Risk Management Framework – Process Map.
- RMSS User Guides.
- Business Continuity Policy.
- Business Continuity Plan.
- Fraud Control Plan.

A significant amount of effort has been input to the City's risk documentation and risk registers.

Observations

1. Regulation 17 Review

The Local Government (Audit) Regulations 1996 Regulation 17(1) review was completed by Paxon Business and Financial Services Pty Ltd, during May 2022 and recommendations from that review have been recorded in the Audit Log for closeout.

The Audit Log at 20 January 2023 records the following information will be included in the City's risk application, RMSS:

- Linking of strategic and operational risks.
- Inherent risk ratings.
- Control effectiveness ratings.

2. Development of Integrated Planning and Risk Management

The Coordinator Business Planning, Improvement & Risk has advised business as usual objectives will be identified in Service Level Plans and these objectives will be used to assist risk identification.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

3. Fraud Control Plan

Governance, Strategy and Risk are currently assessing the recently released Auditor General's *Fraud Risk Management - Better Practice Guide* which references the recent AS 8001:2021 - *Fraud and corruption control* standard and will implement as appropriate for the City subject to available resources.

4. Lines of Defence Model – First Line

The first line of defence is staff and managers who are the risk and control owners.

5. Lines of Defence Model – Second Line

The second line of defence could include the City's risk function, given this function has oversight of risk registers and importantly key mitigating controls.

6. Lines of Defence Model – Third Line

This audit conducted by the Internal Audit section represents the third line of defence.

Audit Recommendations

1. Approvals for Risk Appetite and Risk Tolerances.

- The City has not obtained formal approvals for risk appetite or risk tolerances.
- The risk is the City may be taking unacceptable risks.
- The City to obtain Council approvals for risk appetite and risk tolerances.

Consequence Risk Level: Moderate (consequence risk levels are auditor's opinion only)
Directors Advice: Agreed / ~~Not Agreed~~
Responsible Officer: Coordinator Business Planning, Improvement and Risk
Completion Date: 30/6/2024

2. Control Effectiveness

- City of Belmont risk registers do not identify controls as being preventive, detective or corrective in nature to allow an informed opinion on control effectiveness.
- The risks are controls may not be effective.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- The recommendations are to expand risks registers to identify controls as being preventive, detective or corrective.

Consequence Risk Level: Moderate
Directors Advice: Agreed / ~~Not Agreed~~
Responsible Officer: Coordinator Business Planning, Improvement and Risk
Completion Date: 30/06/24

3. Managing the Lines of Defence Model.

- The City of Belmont Risk Registers do not plan/record timing of control checks to be performed by first and second lines of defence.

- The risk is controls may not be checked to confirm they are operating effectively. If controls are not effective then the residual risk ratings are not valid i.e. there is a reversion to inherent risk levels which are higher risk.

- The recommendation is for risk registers to plan/record and manage checks to be performed by first and second lines of defence.

Consequence Risk Level: Moderate
Directors Advice: Agreed ~~/ Not Agreed~~ / **Responsible Officer**: Coordinator Business Planning, Improvement and Risk
Completion Date: 30/6/2024

4. Managing Tolerance Levels

- City of Belmont risk registers do not reference approvals given for risk tolerances falling outside approved limits e.g. high residual risks on risk registers.

- The risk is the City may be operating outside predefined risk levels.

- The recommendation is to expand risk registers to reference approvals for risk tolerances (i.e. residual risk ratings) operating outside predefined limits.

Consequence Risk Level: Moderate
Directors Advice: Agreed ~~/ Not Agreed~~
Responsible Officer: Coordinator Business Planning, Improvement and Risk
Completion Date: 30/6/2024

5. Referencing Risk Registers to Fraud Control Plan.

- The RMSS risk register is not cross referenced to the Fraud Control Plan.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Risks identified in the RMSS Risk Register may not be addressed in the Fraud Control Plan.

- The recommendation is to consider risks in the RMSS risk register and reference them to the Fraud Control Plan as required.

Consequence Risk Level: Moderate
Directors Advice: Agreed ~~/ Not Agreed~~
Responsible Officer: Coordinator Business Planning, Improvement and Risk
Completion Date: 30/6/2024

Signed Brent Godfrey,

Senior Internal Auditor

2 August 2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12.7 Annual Report 2022-2023

Voting Requirement	:	Absolute Majority
Subject Index	:	32/001 - Operational/Strategic Planning-Originals
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

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

Purpose of report

To adopt the City of Belmont Annual Report for Financial Year 2022-2023.

Summary and key issues

The statutory Annual Report is prepared to advise the community on the activities of the local government and includes the audited Annual Financial Report. The Annual Report also contains an overview of the Plan for the Future.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Officer Recommendation

That Council:

1. Accept the City of Belmont 2022-2023 Annual Report, including the Annual Financial Report and Independent Auditors Report, as included in Attachment 12.7.1.
2. Endorse any further minor administrative amendments/layout changes as required prior to publication of the Annual Report 2022-2023.
3. Directs the Chief Executive Officer to ensure the availability of the Annual Report is advertised in accordance with Section 5.55 of the *Local Government Act 1995.*
4. Directs the Chief Executive Officer to ensure the Annual Report is available for distribution to members of the public at the Annual Meeting of Electors on Monday, 5 February 2024, and copies are available for inspection by the public as soon as practicable after this meeting.
5. Accept the Auditors Management Letter (Information Systems Audit) for the year ended 30 June 2023 at Confidential Attachment 12.7.4).
6. Endorse the City of Belmont Action Plan (Confidential Attachment 12.7.2 and Attachment 12.7.3) addressing the recommendations from the Information Systems Audit.
7. Directs the Chief Executive Officer to provide a copy of this report and the Action Plan to the Minister for Local Government in accordance with section 7.12A(4)(b) of the *Local Government Act 1995*.

Amended Officer Recommendation

That Council:

1. Accept the City of Belmont 2022-2023 Annual Report, including the Annual Financial Report and Independent Auditors Report, as included in Attachment 12.7.1.
2. Endorse any further minor administrative amendments/layout changes as required prior to publication of the Annual Report 2022-2023.
3. Directs the Chief Executive Officer to ensure the availability of the Annual Report is advertised in accordance with Section 5.55 of the *Local Government Act 1995.*
4. Directs the Chief Executive Officer to ensure the Annual Report is available for distribution to members of the public at the Annual Meeting of Electors on

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Monday, 5 February 2024, and copies are available for inspection by the public as soon as practicable after this meeting.

5. Accept the Auditors Management Letter (Information Systems Audit) for the year ended 30 June 2023 at Confidential Attachment 12.7.4).
6. Endorse the City of Belmont Action Plan (Confidential Attachment 12.7.2 and Attachment 12.7.3) addressing the recommendations from the Information Systems Audit.
7. Directs the Chief Executive Officer to provide a copy of this report and the Action Plan to the Minister for Local Government in accordance with section 7.12A(4)(b) of the *Local Government Act 1995*.

Amended Officer Recommendation adopted en bloc by Absolute Majority - Refer to Resolution appearing at Item 12.

Location

Not applicable.

Consultation

No public consultation was required on this matter. The Annual Financial Report and Audit Report for the financial year ended 30 June 2023 have been considered and accepted by the Standing Committee (Audit and Risk).

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 5.53(1) of the Act prescribes that a local government must prepare an Annual Report and Section 5.53(2) sets out what must be contained within the Annual Report.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Section 5.54 of the Act prescribes that the Annual Report be accepted (Absolute Majority required) by the Local Government by 31 December after that financial year however, if the Auditor's Report is not available in time for acceptance by 31 December, then it must be accepted within two months after the receipt of the Auditor's Report.

Section 5.55 of the Act prescribes that local public notice is to be given as soon as practicable as to the availability of the Annual Report after its acceptance by the Local Government.

Section 7.12A of the Act provides further detail with respect to audits including that the auditor must meet with the local government at least once every financial year, and that the local government is to report to the Minister addressing any findings identified as significant by the auditor and stating what action the local government has taken or intends to take with respect to those matters. S.7.12(4)(b) requires a copy of the report to be provided to the Minister within 3 months of the audit report being received by the local government.

Section 29(2) of the *Disability Services Act 1993* requires a Local Government with a Disability Services Plan to report via its Annual Report on the implementation of this Plan.

Principle 6 of the State Records Principles and Standards 2002 (*State Records Act 2000)* requires that the City's Annual Report include evidence of the efficiency and effectiveness of the City's Record Keeping Plan, training, and induction programs.

Section 94 of the *Freedom of Information Act 1992* requires the City to provide an "Information Statement" that outlines the structure of the City, access to information and a range of other information. The City provides details of the "Information Statement" in the Annual Report.

Regulation 19B of the *Local Government (Administration) Regulations* prescribes what information is to be included in the Annual Report.

Background

The Annual Report is to be accepted prior to the 31 December of the financial year being reported on, subject to availability of the Auditor's Report. The Auditor's Report was signed on 28 November 2023 following acceptance by the Standing Committee (Audit and Risk).

The local government is required to prepare, adopt, and advertise its Annual Report prior to the Elector's Meeting. The Annual General Meeting of Electors is to be held not more than 56 days after the local government accepts the annual report for the previous financial year (s5.27(2) of the *Local Government Act 1995*). The Annual Electors' Meeting will therefore be scheduled for Monday 5 February 2024.

A presentation and the Annual Audited Financial Statements were provided to the Standing Committee (Audit and Risk) at its meeting on Monday 27 November 2023. Representatives of the Office of the Auditor General attended the Standing Committee meeting and discussed the Auditor's Report.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Report

The Annual Report contains:

- Reports from the Mayor and Chief Executive Officer together with reports from individual Committee Presiding Members;
- A copy of the Financial Statements including the Auditor's Report;
- An overview of the Plan for the Future;
- Report on the City's Disability Access and Inclusion Plan achievements;
- Details of the City's Freedom of Information Act - Information Statement; and
- Report on the status of the City's Record Keeping Plan.

Further additional information included within the Annual Report is as follows:

- Councillor demographics (required by regulations);
- Attendance by Councillors at council and committee meetings (required by regulations);
- Corporate Governance/Code of Conduct (including Complaints);
- Salary ranges (required by regulations); and
- CEO Remuneration (required by regulations).

It should be noted that the following information is to be provided for the first time this year following changes to the *Local Government (Administration) Regulations 1996*, regs 19BB, 19BC, 19BD and 19BE.

- Major trading undertakings (n/a this year)
- Major land transactions (n/a this year)
- Capital grants for the renewal of assets (included)
- Payments to each elected member (included)

In accordance with Council Policy 21 *Elected Member Professional Development and Authorised Travel*, a table is included which discloses the total expenditure on Councillor Professional Development activities for the year being reported on. The listed expenditure does not include expenditure for mandatory training or Council Nominated Professional Development and Authorised Travel as defined in the Policy.

A copy of the Annual Report has been provided (refer Attachment 12.7.1) and a final "published" version will be prepared following acceptance by Council and will be circulated to all Elected Members when available.

Copies of the Annual Report will be available for members of the public at the Annual Electors' Meeting and includes the Annual Financial Statements, however a copy will be made available for public inspection as soon as practicable following Council's resolution on this report.

The appropriate advertising will be carried out once the Annual Report has been accepted.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Financial implications

There are no significant financial implications evident at this time other than the costs associated with the publication of the Annual Report and statutory advertising.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title
1. City of Belmont Annual Report 2022-2023 [**12.7.1** - 47 pages]
2. CONFIDENTIAL - IS Action Plan (Confidential matter in accordance with Local Government Act Section 5.23(2)(f)(ii)) [**12.7.2** - 1 page]
3. IS Action Plan (Public) [**12.7.3** - 1 page]
4. CONFIDENTIAL - 2023 City of Belmont GCC IS Audit Management Letter Final (Confidential matter in accordance with Local Government Act Section 5.23(2)(f)(ii)) [**12.7.4** - 22 pages]

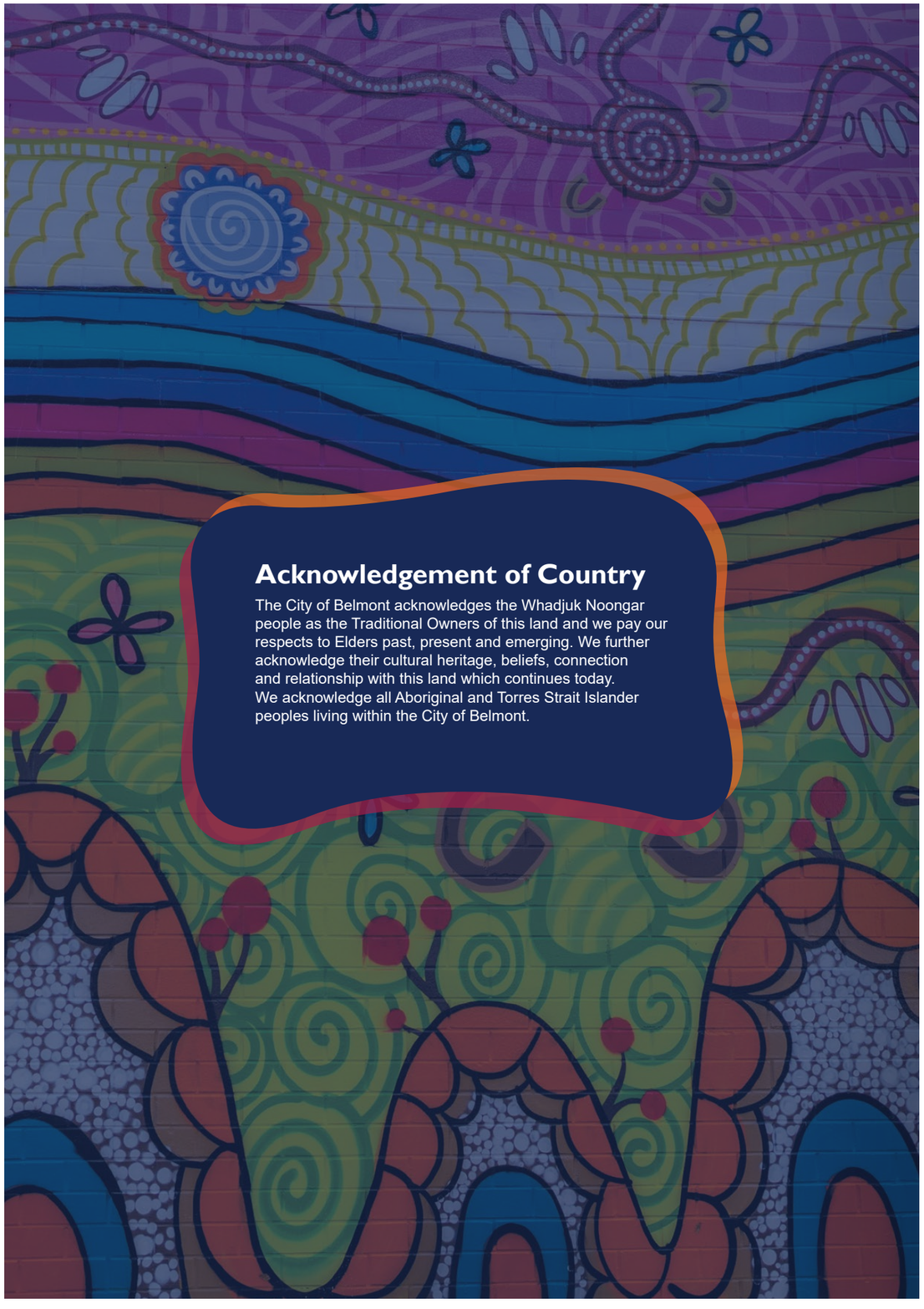
Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT

Annual Report 2022-2023

BELMONT
CITY OF OPPORTUNITY

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024



Acknowledgement of Country

The City of Belmont acknowledges the Whadjuk Noongar people as the Traditional Owners of this land and we pay our respects to Elders past, present and emerging. We further acknowledge their cultural heritage, beliefs, connection and relationship with this land which continues today. We acknowledge all Aboriginal and Torres Strait Islander peoples living within the City of Belmont.

Contents

History of Belmont	2
City of Belmont Councillors	3
Belmont in Brief	4
Mayor's Report	5
Chief Executive Officer's Report	6
Executive Committee Report	7
Standing Committee (Audit and Risk) Report	8
Standing Committee (Community Vision) Report	9
Standing Committee (Environmental) Report	10
Disability Access and Inclusion Plan Progress to Date	11
Environment and Sustainability Strategy 2016-2021	13
Urban Forest Strategy	17
Record Keeping Report	18
Freedom of Information	20
Plan for the Future	21
Executive Responsibilities	29
Salary Ranges	30
Membership of Committees	31
Councillor Attendance at Council and Committee Meetings	32
Councillor Professional Development	33
Payments to Elected Members	34
Capital Grants for the Renewal of Assets	35
Financial Report	36
Independent Auditor's Report	85
CEO Remuneration	88
Corporate Governance/Code of Conduct	88

Alternative Formats

This document is available on the City of Belmont website and can be requested in alternative formats including electronic format by email, in hardcopy both in large and standard print and in other formats as requested.
For further information please contact the City of Belmont team on (08) 9477 7222.

For language assistance please contact TIS (Translating and Interpreting Service) on 131 450.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

History of Belmont

For tens of thousands of years, the First Australians knew the Belmont area as Goorgyp.

First Australians moved through different areas through different seasons to follow food at the optimum times of the year, in a way that did not interfere with breeding cycles or populations of their food sources.

A well established track through the area was mimicked by what we now recognise as the Great Eastern Highway.

At the time of the Swan River Colony, Goorgyp was under the stewardship of the Beeloo Clan under Munday.

Most land grants of the early settlement were granted along the Swan and Canning Rivers. By 1830, nearly all the river frontage from Perth to Guildford had been divided into grants including land located in the current City of Belmont.

In 1848, the first horse race was held at Grove Farm. TRC Walters then donated land from his adjoining property for a permanent racetrack, now known as Ascot Racecourse. The West Australian Turf Club was established in 1852.

The Gold Rush in the 1890s brought people through the Belmont district, as people travelled up the Great Eastern Highway (then Guildford Road) to the goldfields. In response to this growing market, general stores, boarding houses and hotels sprung up along the route.

As people returned from the Gold Rush, housing developments grew in the area, prompting churches and schools to be built. This also meant the popularity of horse racing grew and in 1897, two new railway bridges and a station next to the racecourse were built.

Food production also boomed to address the demands of a growing population, and dairies, piggeries, poultry farms and Chinese market gardens flourished.

The Belmont Road Board was established in 1898, the precursor to our current City of Belmont.

In early 1942 the area now known as Perth Airport was converted from a golf course to an RAAF base which operated until the end of World War II. It became Guildford Aerodrome and later changed it's name to Perth Airport in 1952.

Belmont became a Shire in 1961 and Road Board Chairman P.J. Faulkner became the district's first Shire President.

The Civic and Administration Building on Wright Street was officially opened on 17 February 1979 by the Governor of Western Australia Sir Wallace Kyle. During this ceremony he declared Belmont a city.

Today, the City of Belmont is a thriving municipality with extensive parklands, commercial, industrial, retail and residential areas.

The history of the City of Belmont is woven from the countless stories of those who have called this place home.

From our First Nations communities who nurtured the land for thousands of years to new arrivals seeking new opportunities, each have contributed their unique traditions, struggles and triumphs to make the City of Belmont what it is today.

To find out more about the many stories of our City, visit or contact the Belmont Museum.

Date of Publication: November 2023

City of Belmont Councillors

East Ward

Cr Phil MARKS
MAYOR

M 0417 998 229
E CrMarks@belmont.wa.gov.au
Term expires: 21 October 2023

Cr Bernie RYAN

M 0418 941 328
E CrRyan@belmont.wa.gov.au
Term expires: 18 October 2025

Cr Margie BASS

Retired: 22 May 2023

West Ward

Cr Robert ROSSI JP
DEPUTY MAYOR

M 0408 693 584
E CrRossi@belmont.wa.gov.au
Term expires: 21 October 2023

Cr Deborah SESSIONS

M 0403 907 856
E CrSessions@belmont.wa.gov.au
Term expires: 18 October 2025

Cr George SEKULLA JP

M 0431 963 660
E CrSekulla@belmont.wa.gov.au
Term expires: 18 October 2025

South Ward

Cr Jenny DAVIS

M 0413 579 390
E CrDavis@belmont.wa.gov.au
Term expires: 18 October 2025

Cr Natalie CARTER

M 0409 885 956
E CrCarter@belmont.wa.gov.au
Term expires: 18 October 2025

Cr Steve WOLFF

M 0401 822 553
E CrWolff@belmont.wa.gov.au
Term expires: 21 October 2023

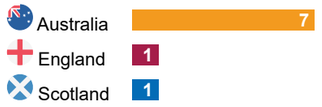
Councillor Demographics

4 female

5 male

Ages

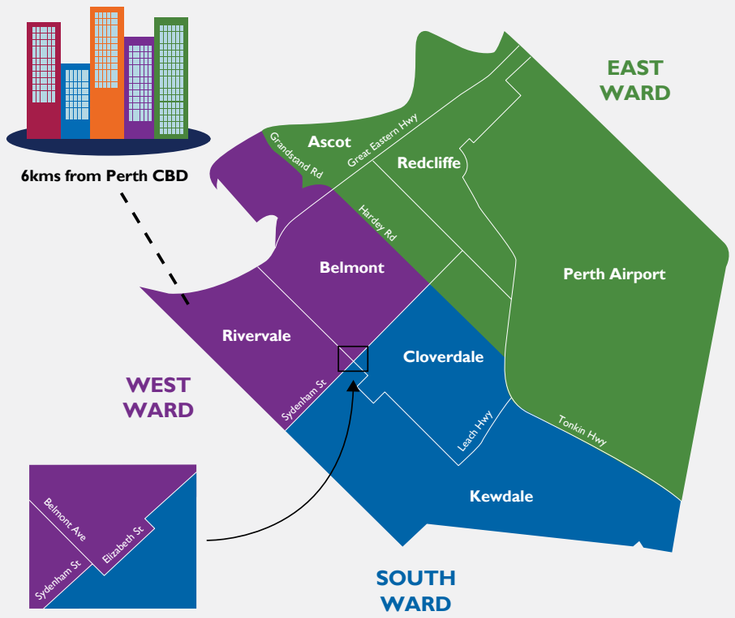
Country of birth



Languages spoken at home

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Belmont in Brief



40 km²
total area

43,873
population (approx.)

6 kms
from Perth

27,038
eligible electors

309 ha
parks and gardens

21,501
rates assessments

234 kms
of roads

22,643
dwellings (forecast)

Figures shown as at 30 June 2022. To find more demographic information visit profile.id.com.au/belmont

Mayor's Report

It is with great pleasure I present the 2022-2023 Annual Report for the City of Belmont. I am proud of our continued work to make the City of Belmont a safe, vibrant, and thriving place.

Our investment in community places reflects our devotion to the happiness and well-being of our residents, businesses, and visitors. In the past year, we have seen considerable investment in public places including the playground renewal project at Garvey Park, Wilson Park Netball Courts and lighting upgrades and continuing the continuing the objectives of the Urban Forest Strategy to improve public places for leisure, recreation and play.

We have dedicated resources to various capital works projects, spanning roads, buildings, parks, environment, streetscapes, footpaths, and drainage systems. These essential improvements ensure the sustainable growth and liveability of our city.

I am delighted to see the overwhelming success of the Belmont Hub and the Belmont Museum, attracting new visitors to our city. These establishments serve as central meeting places for our community to learn, share, and grow together.

Crime prevention, safety, and security have remained priorities for our city with further expansion of our state-of-the-art CCTV network. Additionally, our unwavering commitment to the Community Safety Taskforce and Community Safety Alliance has played a pivotal role in tackling community safety concerns and addressing the perception of crime issues.

Throughout the year, we have extended support to the people and businesses of the City of Belmont. Our commitment to community well-being is evident in the continued funding for local family and domestic violence support, youth engagement initiatives, seniors' programs, reconciliation initiatives, access and inclusion programs, community grants, City events and business support grants.

Our City's strength lies in collaboration. We have worked in partnership with community groups, partner organisations, local businesses and government bodies to pursue our strategic goals.

With changes impacting Local Governments, we also reviewed our ward representation and set the scene for a popular Mayoral election at the October 2023 elections.

As we move forward, I am confident that the City of Belmont will remain the City of Opportunity.

Thank you for your support. Let us continue working together to make the City of Belmont an even better place for generations to come.

Cr Phil Marks
Mayor

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Chief Executive Officer's Report

I am delighted to present the City of Belmont's Annual Report for 2022-23, which demonstrates another successful year serving the needs and aspirations of our community.

This report reflects our commitment to delivering excellent services, creating remarkable facilities, and implementing projects that matter most to our residents, ratepayers and valued stakeholders.

We are guided in our actions by our Integrated Planning Framework which includes our Strategic Community Plan, that reflects our community aspirations for the future, and our Corporate Business Plan, with tangible actions on how we will achieve those aspirations.

Transparency and accountability remain at the core of our approach. Our community perceptions scorecard in 2022 showed an 88 per cent positive rating for residents satisfied with the City as a governing organisation, and a 95 per cent positive rating for residents satisfied with the City of Belmont as a place to live. We were also identified as an industry leader in ten community areas including value for money for rates and the openness and transparency of Council processes.

Many of the projects we started in the last financial year will be the building blocks for our year ahead. We have further capital investment planned for the Wilson Park precinct, Faulkner Civic Precinct renewal, Belvidere Street revitalisation, playground and park renewals, Abernethy Road Rehabilitation, upgrades to our path networks, Middleton Park sports lighting and disability access improvements to City buildings.

Our highly valued community services will continue including waste collection and the introduction of a third bin for food organics and garden organics more commonly known as FOGO, community safety, community and cultural development, planning and development, library and museum services, City events and environmental initiatives, to name just a few.

None of this would be possible without the unwavering support and dedication of our remarkable team. I'd like to acknowledge the work of Council, my fellow Executive Team, City staff and our community volunteers and advisors.

I look forward to continuing our journey together. Together, with our shared vision and unwavering commitment, we will continue to achieve great things for our community.

Thank you for your ongoing support as we strive to make the City of Belmont the City of Opportunity.

John Christie
Chief Executive Officer

Executive Committee Report

The Executive Committee is responsible for making recommendations to Council on Chief Executive Officer (CEO) appointments, contract reviews/ renewals, performance and remuneration reviews and assessments and the processing of complaints against the CEO, Councillors and the Mayor as prescribed in Council's Complaints Management Procedure.

During 2022-2023 the Executive Committee met on two occasions; in July 2022 to conduct the CEO's 2021-2022 performance appraisal and to set goals and targets for 2022-2023 and in February 2023 to conduct the CEO's Interim Review for 2022-2023.

The Committee was not required to meet about any complaints against the Chief Executive Officer, Mayor or Councillors.

I would like to thank the members of the Committee including Cr Rossi (Deputy Presiding Member), Cr Wolff, and Cr Davis, as well as the Chief Executive Officer and staff for their assistance during the year and the support I have received as Presiding Member.

Report By

Cr Phil Marks
Presiding Member
Executive Committee

KidzFest 2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Standing Committee (Audit and Risk) Report

In the year under review the Standing Committee (Audit and Risk) met four times.

The purpose of the Committee is to assist the Council to discharge its responsibilities with regard to exercising due care and diligence in relation to the reporting of financial information, the application of accounting policies, and the management of the financial affairs of the City in accordance with the provisions of the Local Government Act 1995 and associated Regulations including an assessment of the management of risk.

The Committee provides guidance and assistance to the City of Belmont in carrying out its functions in relation to audits carried out under *Part 7 of the Local Government Act 1995*.

The Committee considered the City's Annual Audited Financial Report to 30 June 2022 and recommended its adoption by Council prior to the Annual Meeting of Electors.

The Committee considered four internal audit reports conducted on:

- Procurement and Expenditure Cycle
- WHS Legislation Compliance
- OAG June 2021, IT Audit Follow Up
- Building Permit Approvals

These reports were recommended to Council for noting.

The Committee monitors audit logs which record recommendations from and progress made on previous Office of the Auditor General and other audits.

The Committee also received the 2022 Compliance Audit Return.

I would like to thank the members of the Committee including Cr Bass (Deputy Presiding Member until May 2023), Cr Marks, Cr Rossi and Mr Ron Back (Independent Member) as well as staff for their assistance and support during the year.

Report By

Cr Jenny Davis
Presiding Member
Standing Committee (Audit and Risk)

KidzFest 2023

Standing Committee (Community Vision) Report

The Standing Committee (Community Vision) is responsible for considering and making recommendations to Council on matters of strategic importance and relevance to the City of Belmont that relate to community social priorities.

The primary objective of the Standing Committee (Community Vision) is to act as a catalyst for social change that is driven by the community and designed to foster resilience and sustainability.

During 2022-2023 the Standing Committee (Community Vision) met once in August 2022 to receive the nominations and recommend to Council for endorsement of recipients of the 2022 Community Service Awards.

I would like to thank the members of the Committee including Mayor, Cr Marks, Cr Ryan (Deputy Presiding Member), and Cr Carter as well as the Chief Executive Officer, John Christie, and staff for their assistance during the year and the support I received as Presiding Member.

Report By

Cr George Sekulla
Presiding Member
Standing Committee (Community Vision)

Community Markets 2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Standing Committee (Environmental) Report

The purpose of the Standing Committee (Environmental) is to consider and recommend to Council on matters of strategic environmental importance and relevance to the City of Belmont.

In accordance with the Terms of Reference, the Committee meets as required to provide guidance and assistance to facilitate effective management of the City of Belmont's environmental responsibilities through:

- Development and recommendation of Council environmental policies
- Annual review of the Environment and Sustainability Strategy
- Review of the outcomes of actions implemented from the Environment and Sustainability Strategy requiring Council approval / endorsement.

The Committee did not meet during 2022-2023 whilst the development of the Environment and Sustainability Strategy 2023-2033 was under development.

Report By

Cr Steve Wolff
Presiding Member
Standing Committee (Environmental)

Free Trees for Residents 2022

Disability Access and Inclusion Plan Progress to Date

The City's Access and Inclusion Plan 2022-2026 has guided the development and implementation of projects and activities during this reporting period. The City is proud of its achievements in creating a more accessible and inclusive community and will continue to strive to meet the needs of all those who work, live and play in the City. A summary of the past year's achievements, aligned to the Access and Inclusion Plan's eight defined Outcomes, are highlighted below:

Outcome 1: People with disabilities have the same opportunities as other people to access services of, and any events organised by the City of Belmont.

The City holds a number of regular annual events and continues to seek opportunities to improve access and inclusion. To understand some of the potential barriers to our events, the City engaged a disability consultant to visit the City's Kidzfest event held in April 2023 as a 'mystery shopper'. Living with cerebral palsy, the consultant uses a wheelchair and was able to provide the City with insightful suggestions.

The City has undertaken work to ensure easy information on how to locate and travel to events. Examples include the Let's Celebrate Guide offering clear locations of events and public transport options, and improved location information in the Eventbrite booking system.

The City has delivered a range of programs throughout the reporting period to support people living with disability and to raise greater awareness in the broader community including:

- A partnership with Food Bank to offer two nutrition workshops to people living with disability. This was delivered in the new demonstration kitchen in Belmont Hub which allowed interactive learning by participants.
- Podcast training by DRN1 for people living with disability to gain confidence in sharing their story.
- The 'You Can Ask That' panel session as part of International Day of People with Disability (IDPwD) offered participants the opportunity to hear the panel's personal stories of disability and to ask questions to increase awareness and understanding.

Outcome 2: People with disabilities have the same opportunities as other people to access the buildings and facilities of the City of Belmont.

The City's annual playground renewal program gives consideration to increasing access and inclusion in all upcoming projects. For this reporting period a number of accessible features have been added to these community assets. The flying fox at Volcano Park which is part of the City's Faulkner Park precinct has been upgraded to provide second accessible seated option. Tomato Lake playground was upgraded to include a range of accessible features, including the 'all abilities wheelchair seesaw' which will be the first installed in Western Australia.

The City continues to upgrade existing facilities to improve accessibility including Automatic doors installed at the Belmont Recreation Centre and the Forster Park Clubrooms, and an accessible ramp installed at the Belmont Tennis Club.

Outcome 3: People with disabilities receive information from the City of Belmont in a format that will enable them to access the information as readily as other people access it.

The City has undertaken an extensive community engagement process in the development of its new Engagement Strategy. As part of community feedback, Access and Inclusion received a significant number of comments resulting in one of the 5 themes being "Accessible and Inclusive: We will encourage an understanding of diverse groups throughout the City. We make things easy to understand and ensure a variety of ways to connect."

This has resulted in the development of key actions including the translation of key messages into Plain and Easy English. To build capacity within the City a total of 9 staff attended an 'Accessible Communications' workshop with 17 other stakeholders in June 2023 facilitated by the Centre for Accessibility Australia. An example of improving the ease of access to information can be demonstrated in the navigation of the Trees for Residents Guide on the City website, including images and an easy to use drop down box.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Outcome 4: People with disabilities receive the same level and quality of service from the staff of the City of Belmont as other people receive from the City.

The City continues to commit to annual staff training for City of Belmont staff with a total of 21 staff participating in February 2023. The training offered the opportunity for participants to gain new knowledge and reflect on their own role and how they can assist the City's commitment to access and inclusion.

Outcome 5: People with disabilities have the same opportunities as other people to make complaints to the City of Belmont.

The City engaged Visibility WA to translate the City's complaints page to Easy English to provide increased access to information.

Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation by the City of Belmont.

The City's Access and Inclusion Advisory Group continued to meet quarterly, offering the opportunity for community and service provider representatives to provide feedback on issues and projects, and advice on progressing implementation of the Access and Inclusion Plan.

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the City of Belmont.

The City continues to encourage people with disabilities to explore a career at the City and to contact us if additional support or adjustments are required whilst applying for a vacancy or being interviewed.

Outcome 8: Raise awareness in the broader community on Access and Inclusion in the City of Belmont.

The City continued to partner with the Belmont Forum and Valued Lives to deliver the International Day of People with Disability program. This included space for service providers to engage with Forum visitors, disability social enterprises offering market style shopping and a range of activities held on a central stage including interviews with sporting celebrities and a display of accessible ballroom dancing.

The City's Accessible Business Program continued to encourage businesses to be conscious of accessibility, offering friendly opt-in audits to recommend improvements and recognise participating businesses that achieve accessibility excellence.

Accessible Business Program

Environment and Sustainability Strategy 2016-2021

During 2022-2023, the City has spent significant time in reviewing our environmental strategic goals and objectives as part of developing a new draft Environment and Sustainability Strategy. Once endorsed by Council, the Strategy will provide a new framework to support best practice and continuous improvement.

Notwithstanding, the City has continued to implement the Environment and Sustainability Strategy 2016–2021 with several achievements reported during the 2022-2023 financial year, these include:

- Planting 16,071 native trees and understory plants in revegetation projects along the Swan River Foreshore and in various parks and urban bushlands.
- With the purchase of 100% green electricity at seven of our highest consuming sites, the City has prevented the emission of 1,096 tonnes of CO_2.
- The City's workshop located at the Operations Centre retained Greenstamp Advantage accreditation.
- Over 10 environment focused events and workshops held within the City of Belmont.
- The City has been a Waterwise Council since 2001, maintaining Gold status since 2021.

Community awareness, engagement and behaviour change

After the lifting of COVID-19 restrictions, the City commenced reinstating a number of environmental events and workshops, including:

- Community planting day at Garvey Park
- School planting day at Signal Hill Bushland
- 'Grab a Gladi' volunteer weeding day at Signal Hill Bushland
- Trees for Residents
- Free mulch day
- Plastic Free July with Lindsay Miles
- Turtle Tracking with Saving Our Snake Necked Turtles
- Wicking Beds workshop
- Night Stalk by Natsync Environmental
- National Recycling Week workshop
- Gardening with microbes and microsopes workshop.

The City partnered with Saving Our Snake Necked Turtles (SOSNT), which is a research and conservation project to help save the WA native species of Snake Necked Turtles. This partnership allowed residents to help track our local turtle population within Tomato Lake.

The City also partnered with Keep Australia Beautiful Council and Clean-Up Australia to support local residents in conducting volunteer rubbish clean-up events in parks and natural areas.

As part of the Business Environmental Assessment Project, 33 inspections and visits to premises were conducted, aimed at improving environmental practices and minimising risk of pollution incidence.

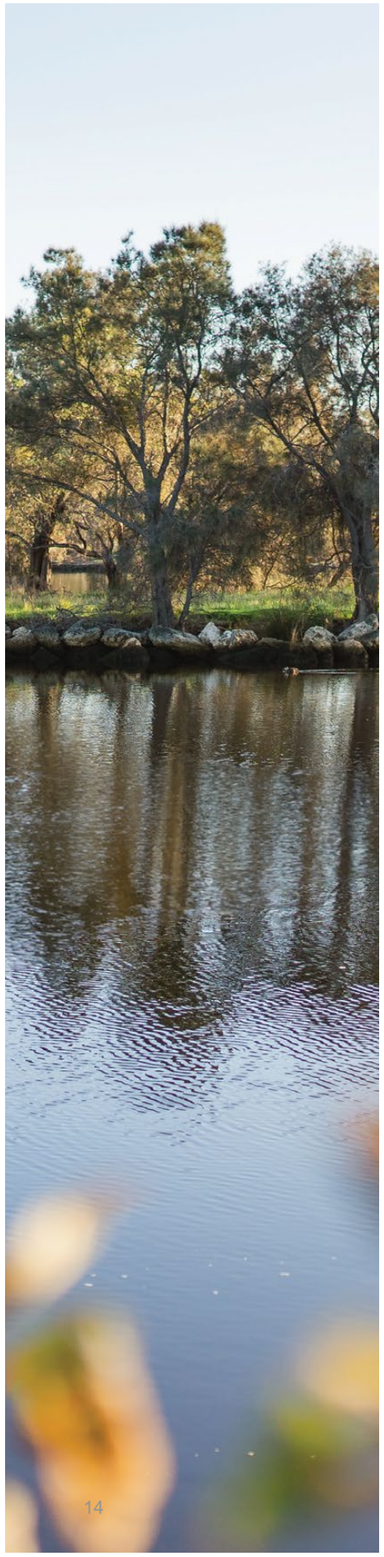
The City continued participation in Switch your Thinking, with local residents and businesses eligible for a range of programs, initiatives and offers to inspire sustainable action. To find out more visit www.switchyourthinking.com

Natural environment and biodiversity

A total of 16,071 native trees and understory plants were planted throughout the City, including at Tomato Lake, Garvey Park, Signal Hill Bushland, Centenary Park, Severin Walk, Swan River Foreshore, and Dod Reserve.

Foreshore stabilisation and wetland enhancement was implemented with 3,580 sedges being planted at Tomato Lake and Centenary Park.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024



Water efficiency

Throughout the 2022-2023 irrigation season, public open space was managed in accordance with the City's Licence to Take Groundwater. In conjunction with water efficient hydro zoned systems, the application of monthly water budgets for each irrigated park enabled the City to maintain optimal levels of water delivery during the drier months and uphold park quality.

The City's progress towards water efficiency goals and targets is shown in the table below.

Table 1: Progress towards water efficiency goals and targets

Goal	2022-2023 Outcomes
Maintain irrigation delivery to below the Department of Water and Environmental Regulation (DWER) Licensed Allocation	For 2022-2023 the City's reported total abstraction volume – which is the sum of the metered extraction from all City bores – was below the licensed allocation.
Maintain Waterwise Council recognition for 2022-2023	Achieved
Maintain corporate scheme water use to within 10% of 72,878 kilolitres (kL) (2014-2015 consumption) by 2021	Achieved. In 2022-2023 the City's corporate scheme water use was 78,966 kL
Maintain water consumption below 125 kL per person	Achieved. Residential water use per capita is 84.0 kL (total consumption 3,719,385kL, population of 44,258 as estimated by the ABS for 2022)

Energy management and carbon

Electricity use at the City's contestable sites (those consuming greater than 50,000 units per year) in 2022-2023 was reviewed (Table 2). There was an overall increase of 2.7% in comparison to 2021-2022.

As of May 2022, the City purchased 100% renewable energy for its contestable sites through the WALGA Sustainable Energy Project. The estimated CO2 offset based on the total green electricity purchased by the City from 1 May 2022 to 31 May 2023 was 1,096 tonnes.

Table 2: Electricity use (kWh) for contestable sites in —2022-2023 and comparison to previous years

Site Name	2019-2020	2020-2021	2021-2022	2022-2023
Centenary Park	85,162	77,642	78,097	66,058
Civic Centre, Library and Community Centre	1,224,054	1,400,528	1,461,221	1,489,053
Operations Centre	163,424	133,383	106,038	141,197
Youth and Family Services	128,267	115,442	111,038	107,338
TOTAL	**1,600,907**	**1,726,995**	**1,756,394**	**1,803,646**

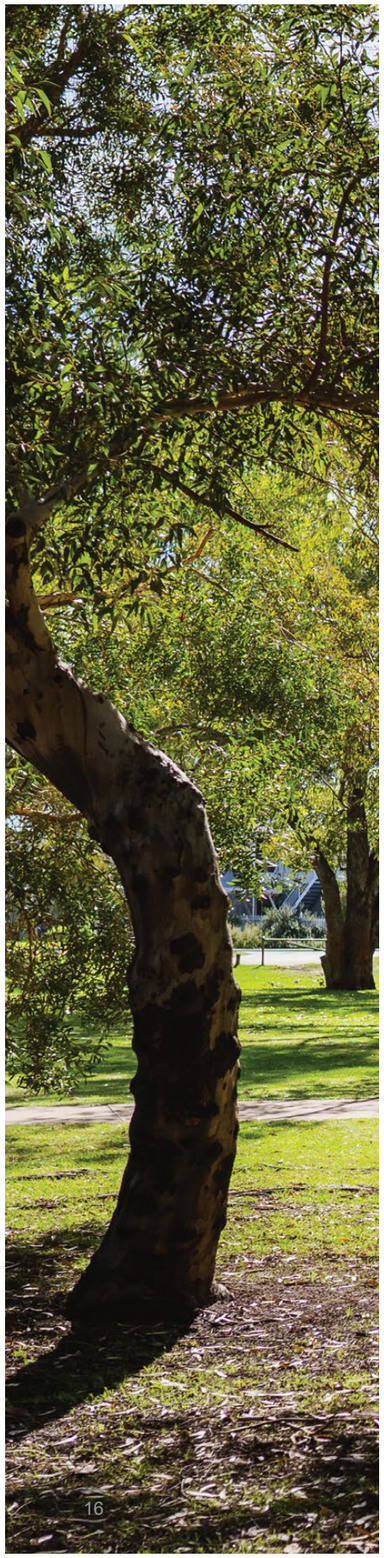
*Note: figures are adjusted to correlate to 365 days per year with some figures updated where utility providers have confirmed estimated bills (updates to historical data)

The City's progress towards energy management and carbon goals for 2022-2023 is shown in Table 3 below.

Table 3: Progress towards energy and carbon goals for 2022-2023

Goal	2022-2023 Outcomes
Maintain annual energy consumption per full time equivalent (FTE) at the Operations Centre to within 10% of 2015-2016 levels until 2021	A 1.80% decrease was observed (from 3048 to 2993 kWh / FTE).
Reduce the average 'CO2 tailpipe emissions rating' of the City's light vehicle fleet between 2016 and 2021	The average for 2022 to 2023 was 188 CO2/ km. This has remained stable with the average from June 2016 of 188 CO2/ km.
Reduce annual electricity consumption at Harman Park Community Centre by 10%, from 2014-2015 levels by 2020-2021	Due to the change in service provision at the Centre and the installed PV system, the electricity consumption from the grid in 2022-2023 was 0 KwH.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024



Waste reduction

The City of Belmont provides a range of waste services to its residential and commercial customers including kerbside waste and recycling collections as well as bulk collections for hard waste and green waste.

The community generated a total of 15,669 tonnes(t) of waste which was disposed of in landfill.

This included 620t of residual waste after processing recyclables and 1,632t from the bulk hard waste (blue) skip bin service.

Waste generation and recovery rates are consistent with previous years with 34% of materials recovered from hard waste including mixed metals, untreated timber, cardboard, sand, and rubble fines.

The fortnightly kerbside recycling service after processing recovered 77% commodity materials including aluminium cans, paper, cardboard, glass and plastics.

While this rate is reasonable it does show that there is still 23% contamination in the yellow top bins.

823t of bulk green waste was recovered via the green skip bin service.

The City is progressing towards an enhanced education program in advance of the introduction of a third bin to recover food organics and garden organics (FOGO).

This combined with the transport of residual waste to the Waste to Energy facility will increase recovery rates and divert a significant volume of waste from landfill.

Conclusion

The Environment and Sustainability Strategy 2016–2021 has guided the City in achieving positive outcomes with businesses and the community over the past seven years. Once endorsed, the City's new Environment and Sustainability Strategy 2023-2033 will provide an updated framework to guide the City over the next ten years, continuing to promote and encourage involvement in environmental initiatives, improve our natural areas, and prevent pollution incidents within the City.

Urban Forest Strategy

Community Planting Day 2022

During the Winter 2023 planting program, the City planted a total of 2,629 trees within parks and road reserves which exceeded the City's specified target of 1,000 trees per year.

In addition to the planting program, the City gave away 300 native trees to ratepayers as part of its "Trees for Residents "initiative which provides residents with the opportunity to request one free tree for planting within their private property.

The City continues to work with external stakeholders to meet our future needs in relation to high quality tree stock that has been grown to Australian Standard AS 2303.2018.

A comprehensive review of the City's Street Tree Inventory is currently being undertaken which will also identify opportunities to plant additional street trees within verges across the City.

As part of the Urban Forest Strategy, the City is reviewing and updating its canopy mapping data between November 2023 and January 2024. This will provide valuable insight into the City's canopy coverage.

Overall, the year was a great success in relation to the City's Urban Forest Strategy. The City's continued focus on the delivery of outcomes within this Strategy will support the growth of the City's tree canopy into the future.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Record Keeping Report

The City manages its Records in accordance with the legislative requirements of the *State Records Act 2000* and recognised industry standards.

Records are a key information asset of the City, all staff and elected members are expected to keep records as part of their day-to-day tasks and responsibilities.

Evaluation of the Recordkeeping System

The City's first Recordkeeping Plan was approved in March 2005, the current Recordkeeping Plan gained approval from the State Records Commission in November 2021. The current plan will be reviewed in 2026.

New scanning equipment has been purchased in order to comply with the State Records General Disposal Authority for Source Records which will see a reduction in hard copy records being sent offsite for storage.

User acceptance testing of a new interface for the City's Electronic Document and Records Management System is underway with the expected rollout of the program to occur in early 2024.

Internal corporate documents relating to Records Management are regularly updated and made available to staff.

Recordkeeping Induction Program

All new staff members are required to attend induction training regarding records management at the City, regardless of their role.

This induction covers topics such as:

- Legislation covering the City's recordkeeping responsibilities
- Legal deposit
- Staff responsibilities concerning management of records
- Access to records
- Benefits to good recordkeeping
- Where to find documentation or staff to help them when needed

Recordkeeping Training Program

All new staff who have access to the City's Electronic Document and Records Management System (ECM) are required to attend new user training.

This training covers:

- Registration
- Searching
- Tasking
- Versioning.

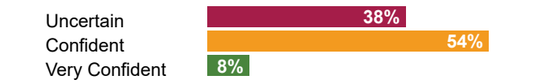
Current staff can request refresher training in any of these areas when required. All training in this field is provided by the Records Section in a variety of ways – group sessions, one on one and via online meeting platforms.

In the 2022/2023 financial year there were 64 new users trained (all of which included induction training), 11 staff received refresher training and induction training was provided to 16 staff who do not access ECM.

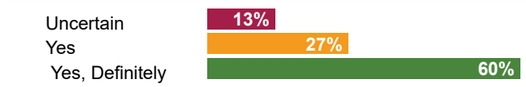
Evaluation of the Training Program

Feedback forms are completed by participants to gauge value of training sessions with 37 forms submitted during the relevant period. Participant responses were as follows:

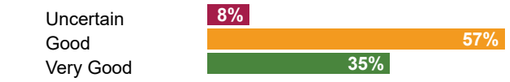
Confidence searching and registering ECM



Did their skills improve due to the training received?



How did they find the training content?



This shows that there is room for improvement particularly in the induction part of the training, which is being reworked and broken down into three separate parts.

This recordkeeping report was created under the terms required by the State Records Commission Standard 2, Principle 6.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Freedom of Information

Rewind Quiz Night 2023

In accordance with the *Freedom of Information Act 1992* the City publishes a Freedom of Information Statement on the City's website. The statement gives details on:

- Our Strategic Vision and Values
- Functions of the City
- The Organisational Structure
- Community Participation
- Access to Documents
- The Freedom of Information Act and Process

The *Freedom of Information Act 1992* (FOI Act) provides a general right of access for the public to the City's documents. There are limitations to that right for access, for example any document that is either already publicly available or can be made available for a fee must be sourced by that method.

The FOI Act also recognises that some documents require a level of protection. This applies to documents that meet the exemption criteria in Schedule 1 of the FOI Act, in the form of redactions, refusal of release or access via inspection.

During 2022/2023, the City received 12 valid applications for access to records via the FOI Application process, one was withdrawn, so 11 applications were completed by the end of the financial year. The 11 completed applications were processed and completed within an average of 39 days.

Plan for the Future

Plan for the Future

Integrated planning and reporting

How We Plan and Report

The Strategic Community Plan (SCP) and Corporate Business Plan (CBP) are part of the Integrated Planning and Reporting (IPR) Framework and are a legislative requirement of Local Governments.

The City's Strategic Community Plan 2020 – 2040 was adopted by Council at its Ordinary Council Meeting held on 28 April 2020. A minor review was completed in 2022.

The City's Corporate Business Plan 2022 – 2026 was adopted by Council at its Ordinary Council Meeting held on 28 June 2022.

An updated Corporate Business Plan 2023 to 2027 applying from 1 July 2023 was adopted by Council at its Ordinary Council Meeting held on 27 June 2023.

City of Belmont's Integrated Planning and Reporting Framework

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Strategic Plans

Strategic Community Plan 2020-2040

The City's Strategic Community Plan 2020-2040 presents the vision and aspirations for the future of our community. It sets out the key strategies required to achieve these. It provides the City of Belmont, and others, with a clear understanding of what matters most to the community and guides the way in which we plan for the future and deliver services.

Corporate Business Plan 2022 - 2026

The Corporate Business Plan guides the implementation of our Strategic Community Plan. The Corporate Business Plan translates the aspirations and strategies of the Strategic Community Plan into operational priorities and indicates how they will be resourced over a four-year period. The Corporate Business Plan articulates how the Strategic Community Plan will be delivered through services, capital works, projects and activities.

Informing Plans

The City's IPR Framework includes informing plans that address financial and non-financial resources required over the life of the Corporate Business Plan. The plans were in place for the year ended 30 June 2023:

Workforce Plan

The City's Workforce Plan 2023-2026 shapes the direction of how the City will build workforce and organisational capacity and capability. The plan has been designed to ensure the right people – those with the skills and capabilities necessary – are available in the right numbers, in the right place and at the right time to deliver organisational objectives. This is balanced with the need to attract and retain the right people in a competitive labour market.

Asset Management Plans

It is necessary to plan for the effective and sustainable management of our assets to meet current and future needs and to optimise return on investment. Directed by an Asset Management Strategy, Asset Management Plans (AMPs) define the levels of service and operational requirements for the various classes of assets. They also highlight the processes used to manage the associated assets and how they will be sustainably renewed, upgraded or disposed at the most appropriate standard, time, place and cost. The AMPs inform the long-term financial plan and associated capital works program.

Long Term Financial Plan

The Long-Term Financial Plan (LTFP) has been developed as part of the City's ongoing financial planning to ensure continued long-term financial sustainability while providing sufficient funding for future workforce, services, and infrastructure to the community.

KidzFest 2023

Reporting and Performance

Monitoring our performance and reporting on progress is an important part of ensuring the success of the plans.

Performance Reporting

Monitoring and reporting on the progress of actions listed in the Corporate Business Plan took place throughout the financial year. In addition, a number of other performance related reports were submitted to Council Committees and Council during 2022-2023.

Below are key achievements and progress during 2022-23 against the plans, and priorities for the future. There are five sections representing the 5 Goals Areas of the Strategic Community Plan.

LIVEABLE BELMONT

We are vibrant, desirable and liveable.

CONNECTED BELMONT

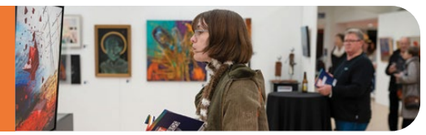
We can all get where we want to go.

NATURAL BELMONT

We care for and enjoy our environment.

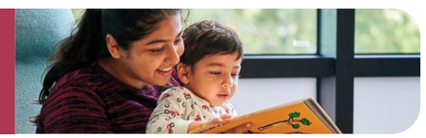
CREATIVE BELMONT

We are innovative, creative and progressive.



RESPONSIBLE BELMONT

We are inclusive, engaging and act with integrity.



Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Goal 1: Liveable Belmont

We are vibrant, desirable and liveable.

Outcome	Strategies
• Our neighbourhoods are well serviced by local activity centres which are exciting and attractive. • All ages can live, work and play in the City. • Business is attracted to the City, creating more local jobs.	1.1 Respect, protect and celebrate our shared living histories and embrace our heritage 1.2 Plan and deliver vibrant, attractive, safe and economically sustainable activity centres 1.3 Ensure activity centres have a thriving economy 1.4 Attract public and private investment and businesses to our City and support the retention, growth and prosperity of our local businesses 1.5 Encourage and educate the community to embrace sustainable and healthy lifestyles

Corporate Business Plan Achievements 2022-23

- ✓Adoption of the Economic Development Strategy
- ✓Adoption of the Recreation Strategy
- ✓Multicultural advisory group, Age-Friendly Advisory Group, Aboriginal Advisory Group and Access and Inclusion Advisory Group continued to meet throughout the year
- ✓Youth Strategy continued to be delivered. Highlights included: higher attendance rates from January – June 2023, ongoing collaboration with Belmont Police, School engagement and supporting young people with housing applications, Medicare and navigating online services.
- ✓Aboriginal Advisory Group continued to meet with departments regularly, consulting on projects, events and several other new initiatives
- ✓Food Safari held on 23 June for Refugee Week featuring Turkish cuisine and culture
- ✓Stay Sharp Seniors eight weeks program run in partnership with Umbrella Community Care
- ✓'Feel Safe & Secure' workshop held in June in partnership with Belmont Police
- ✓Extended the Noongar Outreach Services contract for 2023/24 financial year
- ✓Delivered CCTV upgrades to Epsom Avenue, Peet Park, the Glasshouse, the Hub, Tomato Lake, Wright Street carpark and Miles Road/ Ballantyne Road

Projects Looking Forward

- ✓Development of a new First Nations Strategy
- ✓Development of a new Public Health Plan

Goal 2: Connected Belmont

We can all get to where we want to go.

Outcome	Strategies
• People of all abilities are able to move freely, safely and sustainably around the City. • People and goods are able to move sustainably in and out of the City. • The City's bike paths are connected and easy to ride on. • The City is a leader in transportation with advanced traffic planning that maximises efficiency of current infrastructure and encourages transport alternatives. • Supports the City's liveability by enabling seamless connections between people and places.	2.1 Design our City so that it is accessible by people of all ages and abilities 2.2 Make our City more enjoyable, connected and safe for walking and cycling 2.3 Facilitate a safe, efficient and reliable transport network 2.4 Promote alternative forms of transport

Corporate Business Plan Achievements 2022-23

- ✓Adoption of the Community Infrastructure Plan 2022 – 2040
- ✓2,629 trees planted as part of the Urban Forest Strategy

Projects Looking Forward

- ✓Implement the Community Infrastructure Plan 2022 – 2040
- ✓Development of a new Road Safety Management Plan

Harmony Week Festival 2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Goal 3: Natural Belmont

We care for and enjoy our environment.

Outcome	Strategies
• Belmont has an abundance of natural features including the river, parks and gardens which are colourful and focus on nature. • Tree lined streets create shade, facilitate walking and riding and give health and environmental benefits. • Highly rated as place to live. • Planning and development will have a focus on sustainability.	3.1 Protect and enhance our natural environment 3.2 Improve our river and waterways 3.3 Keep our City clean 3.4 Provide green spaces for recreation, relaxation and enjoyment 3.5 Promote energy and water efficiency, renewable energy sources and reduce emissions and waste 3.6 Encourage sustainable development to guide built form

Corporate Business Plan Achievements 2022-23

- ✓Maintained Waterwise accreditation and reduced overall water use through approved maintenance practices
- ✓Continued to implement the Urban Forest Strategy
- ✓Adopted the Streetscape Enhancement Strategy
- ✓Adopted the Public Open Space Strategy

Projects Looking Forward

- ✓Plan ahead for future foreshore stabilisation projects
- ✓Commencing FOGO three bin system

Carols in the Park 2022

Goal 4: Creative Belmont

We are innovative, creative and progressive.

Outcome	Strategies
• There is a strong focus on arts and culture in the City. • The City works with local schools and businesses to run programs. • There is a wide variety of public art in the City. • The City runs awards programs for arts and innovation. • Innovative businesses look to Belmont as a preferred location close to the airport and with links to universities.	4.1 Promote the growth of arts and culture 4.2 Embrace technology, creativity and innovation to solve complex problems and improve our City 4.3 Support and collaborate with local schools and businesses

Corporate Business Plan Achievements 2022-23

- ✓All spaces at Belmont Hub successfully leased
- ✓2022 Art Awards held
- ✓Museum exhibitions: City of Belmont Rewind and Travelling Through Time

Projects Looking Forward

- ✓Development of new Arts and Culture Strategy
- ✓Wright Street Entrance Public Art project
- ✓Review the Public Art policies and Percent for Art Scheme

Belmont Museum Traveling Through Time Exhibition Launch 2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Goal 5: Responsible Belmont

We are inclusive, engaging and act with integrity.

Outcome	Strategies
• The community is actively involved in decision making through engagement. • Engagement is a part of everything the City does. • There are housing opportunities for everyone. • The community has a high level of trust in the Council and the City of Belmont. • The City is well governed and acts with the highest level of integrity	5.1 Support collaboration and partnerships to deliver key outcomes for our City 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community 5.3 Invest in services and facilities for our growing community 5.4 Advocate and provide for affordable and diverse housing choices 5.5 Engage and consult the community in decision-making 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations 5.7 Engage in strategic planning and implement innovative solutions to manage growth in our City

Corporate Business Plan Achievements 2022-23

✓Endorsed the Corporate Business Plan 2023 – 2027

✓City's Workforce Plan reviewed

Projects Looking Forward

✓Finalise the City's Engagement Strategy

✓Major Review of the Strategic Community Plan

✓Major Projects:

- Faulkner Civic Precinct – Ornamental Lakes
- Wilson Park Precinct Redevelopment
- Belvidere Streetscape Revitalisation
- Abernethy Sporting Precinct Redevelopment

Continuous Improvement

The City is committed to continuous improvement and utilises the Australian Business Excellence Framework (ABEF) and ISO audit and accreditation process as tools to drive continuous improvement. ABEF has been incorporated into the City of Belmont's Integrated Planning and Reporting Framework to identify and drive improvement in business practice and performance; Executives, Managers and other staff are trained in the principles of the ABEF.

The City of Belmont aims to provide quality products and services and has been internationally certified in the areas of ISO 9001 for Quality, ISO 14001 for Environment and ISO 45001 for Occupational Health and Safety.

The City sought certification to ensure that its processes achieve the right outcomes for the community and to improve consistency in these outcomes.

Community and Stakeholder Feedback

The City is committed to keeping our community informed and seeking regular feedback on our projects, programs and services. We use a number of different methods to understand community sentiment and how the City has progressed towards achieving our vision and strategic objectives. These include surveys, workshops, face to face engagement and a range of online tools.

Executive Responsibilities

(as at 30 June 2023)

John Christie
Chief Executive Officer

- Overall responsibility for the management of Council's affairs
- People and Culture
- Internal Audit
- Work, Health and Safety

Juliette Gillan
Director Development and Communities

- Economic and Community Development
- Planning Services
- Safer Communities
- Library, Culture and Place

From 21 November 2022

Stuart Downing
Director Corporate and Governance

- Governance, Strategy and Risk
- Finance
- Information Technology
- Public Relations and Stakeholder Engagement

Until 26 May 2023

Melanie Reid
Director Infrastructure Services

- Works
- Parks, Leisure and Environment
- Design, Assets and Development
- City Projects
- City Facilities and Property

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Salary Ranges

The number of employees of the Council, in bands of $10,000, entitled to an annual salary of $130,000 or more is as follows.

Salary range	2023	2022	2021
130,000 - 139,999	5	7	5
140,000 – 149,999	2	1	1
150,000 – 159,999	1	0	4
160,000 – 169,999	4	3	0
170,000 – 179,999	4	4	2
180,000 – 189,999	0	1	1
190,000 – 199,999	1	3	5
200,000 – 209,999	4	0	3
210,000 – 219,999	0	0	0
220,000 – 229,999	0	1	0
230,000 – 239,999	1	0	0
240,000 – 249,999	0	0	1
250,000 – 259,999	0	1	0
260,000 – 269,999	1	0	0
270,000 – 279,999	0	0	0
280,000 – 289,999	0	0	0
290,000 – 299,999	0	0	0
300,000 – 399,999	0	0	0
310,000 – 319,999	0	0	1
320,000 – 329,999	1	1	0
Total	**24**	**22**	**23**

Membership of Committees

Committee membership as at 30 June 2023

EXECUTIVE COMMITTEE

- Cr Phil Marks – Mayor*
- Cr Robert Rossi, JP – Deputy Mayor**
- Cr Jenny Davis – Presiding Member – Standing Committee (Audit and Risk)
- Cr George Sekulla, JP – Presiding Member – Standing Committee (Community Vision)
- Cr Steve Wolff – Presiding Member – Standing Committee (Environmental)

STANDING COMMITTEE

AUDIT AND RISK

- Cr Phil Marks – Mayor (Ex Officio)
- Cr Jenny Davis*
- Cr Margie Bass (retired: 22 May 2023)
- Cr Robert Rossi, JP
- Mr Ron Back – Independent Member

ENVIRONMENTAL

- Cr Phil Marks – Mayor (Ex Officio)
- Cr Steve Wolff*
- Cr Bernie Ryan**
- Cr Deborah Sessions

COMMUNITY VISION

- Cr Phil Marks – Mayor (Ex Officio)
- Cr George Sekulla, JP*
- Cr Bernie Ryan**
- Cr Natalie Carter

* Presiding Member
** Deputy Presiding Member

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Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Councillor Attendance at Council and Committee Meetings

(1 July 2022 – 30 June 2023)

	Ordinary Council Meeting	Special Council Meeting	Annual / Special Electors' Meeting	Agenda Briefing Forum	Information Forum / Special Information Forum
No. of Meetings	**11**	**2**	**1**	**11**	**16**
Cr Marks	11	2	1	9	16
Cr Rossi	11	2	0	10	12
Cr Bass*	6	1	0	5	8
Cr Carter	11	2	0	10	15
Cr Davis	10	2	0	9	12
Cr Ryan	11	2	1	9	15
Cr Sekulla	4	0	0	4	5
Cr Sessions	10	2	1	9	14
Cr Wolff	10	2	1	10	12

	Standing Committee (Environmental)		Standing Committee (Audit & Risk)		Standing Committee (Community Vision)		Executive Committee	
No. of Meetings		**0**		**4**		**1**		**2**
Cr Marks			4	M	1	M	2	M
Cr Rossi			3	M	1	O	2	M
Cr Bass*			0	M	1	O	0	-
Cr Carter			2	O	1	M	0	-
Cr Davis			4	M	0	-	2	M
Cr Ryan			1	P	1	M	2	O/P
Cr Sekulla			0	-	1	M	1	M
Cr Sessions			1	O	1	O	1	O
Cr Wolff			0		0	-	2	M

*Retired May 2023

M Committee Member
P Committee Member Proxy
O Observer

Councillor Professional Development

Council Policy 21 – Elected Member Professional Development and Authorised Travel provides all Councillors with an allocation of $5,000 per year for their four-year terms to cover professional development costs. This allocation can be utilised at any point during their term, provided that total professional development costs do not exceed $20,000 over the four-year term of office. Expenses associated with legislated mandatory training and the Western Australian Local Government Week event are excluded from the $20,000 allocation

Councillor	Election Term	4YR Term Allocation Balance remaining as at 1/7/2022	Expenditure 1/7/2022-30/6/2023	Allocation Remaining as at 30/6/2023	Mandatory Training Expenses 2022-2023
Cr Bass*	Oct 2019 – Oct 2023	19,663	0	19,663	0
Cr Carter	Oct 2021 – Oct 2025	20,000	3,369	16,631	0
Cr Davis	Oct 2021 – Oct 2025	20,000	6,473	13,527	0
Cr Marks	Oct 2019 – Oct 2023	18,846	0	18,846	0
Cr Rossi	Oct 2019 – Oct 2023	19,936	0	19,936	0
Cr Ryan	Oct 2021 – Oct 2025	20,000	0	20,000	1,400
Cr Sekulla	Oct 2021 – Oct 2025	18,085	12,405	5,680	1,440
Cr Sessions	Oct 2021 – Oct 2025	20,000	7,561	12,439	0
Cr Wolff	Oct 2019 – Oct 2023	20,000	0	20,000	0
Total		**176,530**	**29,808**	**146,722**	**2,840**

* Retired 22 May 2023.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Payments to Elected Members

Elected Member Remuneration Fees, expenses and allowances paid or reimbursed to elected members.	Actual $
Mayor - Cr Phil Marks	
Mayor's annual allowance	91,997
Mayor's meeting attendance fees	48,704
Mayor's annual allowance for ICT expenses	3,500
	144,201
Deputy Mayor - Cr Robert Rossi	
Deputy Mayor's annual allowance	23,000
Deputy Mayor's meeting attendance fees	32,470
Deputy Mayor's other expenses	16
Deputy Mayor's annual allowance for ICT expenses	3,500
	58,986
Cr Margie Bass	
Meeting attendance fees	29,042
Annual allowance for ICT expenses	3,131
	32,173
Cr Natalie Carter	
Meeting attendance fees	32,470
Annual allowance for ICT expenses	3,500
	35,970
Cr Jenny Davis	
Meeting attendance fees	32,470
Other expenses	84
Annual allowance for ICT expenses	3,500
	36,054
Cr Bernie Ryan	
Meeting attendance fees	32,470
Annual allowance for ICT expenses	3,500
	35,970
Cr George Sekulla	
Meeting attendance fees	32,470
Annual allowance for ICT expenses	3,500
	35,970
Cr Deborah Sessions	
Meeting attendance fees	32,470
Child care expenses	838
Other expenses	34
Annual allowance for ICT expensesw	3,500
	36,842
Cr Steve Wolff	
Meeting attendance fees	32,470
Annual allowance for ICT expenses	3,500
	35,970
	452,136

Capital Grants for the Renewal of Assets

Income from capital grants, subsidies and contributions and capital grants, subsidies and contributions

	2023 Actual $	2022 Actual $	2021 Actual $
Law, order and public safety	139,095	0	540,000
Community amenities	52,955	59,116	228,539
Recreation and culture	206,058	42,025	540,284
Transport	1,322,304	1,119,706	1,087,685
Economic services	162,544	1,993,756	43,070
Other property and services	688,122	0	0
	2,571,078	**3,214,603**	**2,439,578**

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Financial Report

FOR THE YEAR ENDED 30 JUNE 2023

Statement by Chief Executive Officer	37
Statement of Comprehensive Income	38
Statement of Financial Position	39
Statement of Changes in Equity	40
Statement of Cash Flows	41
Statement of Financial Activity	42
Index of Notes to the Financial Report	43
Independent Auditor's Report	85

The City of Belmont conducts the operations of a local government with the following community vision:

Belmont
The City of Opportunity

Our Vision is to be home to a diverse and harmonious community, thriving from the opportunities of our unique, riverside City.

Principal place of business:
215 Wright Street
Cloverdale WA 6105

CITY OF BELMONT
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

STATEMENT BY CEO

The accompanying financial report of the City of Belmont has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2023 and the financial position as at 30 June 2023.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 27th day of November 2023

Chief Executive Officer

John Christie
Chief Executive Officer

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2023

	NOTE	2023 Actual	2023 Budget	2022 Actual
		$	$	$
Revenue				
Rates	2(a),27	53,168,844	52,688,720	50,815,805
Grants, subsidies and contributions	2(a)	3,228,805	1,145,436	3,188,546
Fees and charges	2(a)	9,298,507	8,794,833	8,966,901
Interest revenue	2(a)	3,108,718	992,507	847,287
Other revenue	2(a)	1,364,996	621,641	746,910
		70,169,870	64,243,137	64,565,449
Expenses				
Employee costs	2(b)	(23,126,544)	(25,610,406)	(21,738,145)
Materials and contracts		(27,231,232)	(28,942,669)	(24,739,844)
Utility charges		(1,530,315)	(1,309,672)	(1,378,332)
Depreciation		(11,423,543)	(8,959,935)	(9,211,639)
Finance costs	2(b)	(528,441)	(571,292)	(639,089)
Insurance		(811,990)	(703,922)	(887,392)
Other expenditure	2(b)	(1,702,211)	(1,241,872)	(2,023,616)
		(66,354,276)	(67,339,768)	(60,618,057)
		3,815,594	(3,096,631)	3,947,392
Capital grants, subsidies and contributions	2	2,571,078	3,038,018	3,214,603
Profit on asset disposals		28,535	113,901	316,392
Loss on asset disposals		(2,149,490)	(3,548)	(132,271)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	9,215	0	9,992
		459,338	3,148,371	3,408,716
Net result for the period	26(b)	**4,274,932**	**51,740**	**7,356,108**
Other comprehensive income for the period				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus	17	46,497,340	0	8,648,787
Total other comprehensive income for the period	17	**46,497,340**	**0**	**8,648,787**
Total comprehensive income for the period		**50,772,272**	**51,740**	**16,004,895**

This statement is to be read in conjunction with the accompanying notes.

CITY OF BELMONT
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2023

	NOTE	2023	2022
		$	$
CURRENT ASSETS			
Cash and cash equivalents	3	12,671,468	10,777,740
Trade and other receivables	5	24,316,200	2,950,289
Other financial assets	4(a)	33,253,360	45,853,256
Inventories	6	246,770	231,185
Other assets	7	2,533,328	1,222,089
TOTAL CURRENT ASSETS		73,021,126	61,034,559
NON-CURRENT ASSETS			
Trade and other receivables	5	457,172	20,869,931
Other financial assets	4(b)	31,226,126	15,410,808
Property, plant and equipment	8	343,924,427	298,601,795
Infrastructure	9	291,318,360	294,204,896
Right-of-use assets	11(a)	275,307	231,580
Intangible assets	12	145,828	171,548
TOTAL NON-CURRENT ASSETS		667,347,220	629,490,558
TOTAL ASSETS		740,368,346	690,525,117
CURRENT LIABILITIES			
Trade and other payables	13	5,743,434	5,940,721
Other liabilities	14	1,400,503	1,273,292
Lease liabilities	11(b)	118,561	106,263
Borrowings	15	618,111	595,217
Employee related provisions	16	4,428,402	4,734,207
TOTAL CURRENT LIABILITIES		12,309,011	12,649,700
NON-CURRENT LIABILITIES			
Other liabilities	14	165,134	173,427
Lease liabilities	11(b)	162,469	125,364
Borrowings	15	11,618,252	12,236,361
Employee related provisions	16	366,690	365,745
TOTAL NON-CURRENT LIABILITIES		12,312,545	12,900,897
TOTAL LIABILITIES		24,621,556	25,550,597
NET ASSETS		715,746,790	664,974,518
EQUITY			
Retained surplus		202,240,918	205,424,749
Reserve accounts	30	61,681,377	54,222,614
Revaluation surplus	17	451,824,495	405,327,155
TOTAL EQUITY		715,746,790	664,974,518

This statement is to be read in conjunction with the accompanying notes.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2023

	NOTE	RETAINED SURPLUS	RESERVE ACCOUNTS	REVALUATION SURPLUS	TOTAL EQUITY
		$	$	$	$
Balance as at 1 July 2021		**201,599,814**	**50,691,441**	**396,678,368**	**648,969,623**
Comprehensive income for the period					
Net result for the period		7,356,108	0	0	7,356,108
Other comprehensive income for the period	17	0	0	8,648,787	8,648,787
Total comprehensive income for the period		7,356,108	0	8,648,787	16,004,895
Transfers from reserve accounts	30	3,534,661	(3,534,661)	0	0
Transfers to reserve accounts	30	(7,065,834)	7,065,834	0	0
Balance as at 30 June 2022		**205,424,749**	**54,222,614**	**405,327,155**	**664,974,518**
Comprehensive income for the period					
Net result for the period		4,274,932	0	0	4,274,932
Other comprehensive income for the period	17	0	0	46,497,340	46,497,340
Total comprehensive income for the period		4,274,932	0	46,497,340	50,772,272
Transfers from reserve accounts	30	2,918,262	(2,918,262)	0	0
Transfers to reserve accounts	30	(10,377,025)	10,377,025	0	0
Balance as at 30 June 2023		**202,240,918**	**61,681,377**	**451,824,495**	**715,746,790**

This statement is to be read in conjunction with the accompanying notes.

CITY OF BELMONT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2023

	NOTE	2023 Actual	2022 Actual
		$	$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates		53,069,237	50,554,553
Grants, subsidies and contributions		2,374,596	3,045,426
Fees and charges		9,298,507	8,966,901
Interest revenue		3,108,718	847,287
Goods and services tax received		3,488,170	3,369,136
Other revenue		1,596,152	746,910
		72,935,380	67,530,213
Payments			
Employee costs		(23,160,779)	(22,810,635)
Materials and contracts		(29,006,171)	(24,730,405)
Utility charges		(1,530,315)	(1,378,332)
Finance costs		(528,441)	(639,089)
Insurance paid		(811,990)	(887,392)
Goods and services tax paid		(3,555,392)	(3,267,381)
Other expenditure		(1,623,711)	(1,306,626)
		(60,216,799)	(55,019,860)
Net cash provided by (used in) operating activities	18(b)	12,718,581	12,510,353
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchase of property, plant & equipment		(2,108,638)	(4,398,449)
Payments for construction of infrastructure	9(a)	(7,899,265)	(4,775,274)
Payments for intangible assets	12	(39,000)	0
Capital grants, subsidies and contributions		2,289,330	2,933,964
Proceeds for financial assets at amortised cost		(3,206,206)	(7,202,560)
Proceeds from sale of property, plant & equipment		850,259	905,234
Net cash provided by (used in) investing activities		(10,113,520)	(12,537,085)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings	29(a)	(595,215)	(578,761)
Payments for principal portion of lease liabilities	29(b)	(116,118)	(100,532)
Net cash provided by (used in) financing activities		(711,333)	(679,293)
Net increase (decrease) in cash held		1,893,728	(706,025)
Cash at beginning of year		10,777,740	11,483,765
Cash and cash equivalents at the end of the year	18(a)	12,671,468	10,777,740

This statement is to be read in conjunction with the accompanying notes.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2023

	NOTE	2023 Actual	2023 Budget	2022 Actual
		$	$	$
OPERATING ACTIVITIES				
Revenue from operating activities				
General rates	27	39,946,826	40,039,890	38,514,675
Rates excluding general rates	8	13,222,018	12,648,830	12,301,130
Grants, subsidies and contributions		3,228,805	1,145,436	3,188,546
Fees and charges		9,298,507	8,794,833	8,966,901
Interest revenue		3,108,718	992,507	847,287
Other revenue		1,364,996	621,641	746,910
Profit on asset disposals		28,535	113,901	316,392
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	9,215	0	9,992
		70,207,620	64,357,038	64,891,833
Expenditure from operating activities				
Employee costs		(23,126,544)	(25,610,406)	(21,738,145)
Materials and contracts		(27,231,232)	(28,942,669)	(24,739,844)
Utility charges		(1,530,315)	(1,309,672)	(1,378,332)
Depreciation		(11,423,543)	(8,959,935)	(9,211,639)
Finance costs		(528,441)	(571,292)	(639,089)
Insurance		(811,990)	(703,922)	(887,392)
Other expenditure		(1,702,211)	(1,241,872)	(2,023,616)
Loss on asset disposals		(2,149,490)	(3,548)	(132,271)
		(68,503,766)	(67,343,316)	(60,750,328)
Non-cash amounts excluded from operating activities	28(a)	12,820,728	8,192,882	9,049,635
Amount attributable to operating activities		14,524,582	5,206,604	13,191,140
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		2,571,078	3,038,018	3,214,603
Proceeds from disposal of assets		850,259	792,940	905,234
		3,421,337	3,830,958	4,119,837
Outflows from investing activities				
Purchase of property, plant and equipment	8(a)	(1,495,112)	(4,331,321)	(4,398,449)
Purchase and construction of infrastructure	9(a)	(8,651,885)	(11,564,115)	(4,775,274)
Payments for intangible assets	12	(39,000)	0	0
		(10,185,997)	(15,895,436)	(9,173,723)
Non-cash amounts excluded from investing activities	28(b)	139,096	0	83,807
Amount attributable to investing activities		(6,625,564)	(12,064,478)	(4,970,079)
FINANCING ACTIVITIES				
Inflows from financing activities				
Transfers from reserve accounts	30	2,918,262	4,337,782	3,534,661
		2,918,262	4,337,782	3,534,661
Outflows from financing activities				
Repayment of borrowings	29(a)	(595,215)	(595,216)	(584,352)
Payments for principal portion of lease liabilities	29(b)	(116,118)	0	(100,532)
Transfers to reserve accounts	30	(10,377,025)	(1,361,206)	(7,065,834)
		(11,088,358)	(1,956,422)	(7,750,718)
Amount attributable to financing activities		(8,170,096)	2,381,360	(4,216,057)
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year	28(c)	12,223,720	4,976,514	8,218,716
Amount attributable to operating activities		14,524,582	5,206,604	13,191,140
Amount attributable to investing activities		(6,625,564)	(12,064,478)	(4,970,079)
Amount attributable to financing activities		(8,170,096)	2,381,360	(4,216,057)
Surplus or deficit after imposition of general rates	28(c)	**11,952,642**	**500,000**	**12,223,720**

This statement is to be read in conjunction with the accompanying notes.

CITY OF BELMONT
FOR THE YEAR ENDED 30 JUNE 2023
INDEX OF NOTES TO THE FINANCIAL REPORT

Note 1	Basis of Preparation	44
Note 2	Revenue and Expenses	45
Note 3	Cash and Cash Equivalents	47
Note 4	Other Financial Assets	47
Note 5	Trade and Other Receivables	48
Note 6	Inventories	49
Note 7	Other Assets	50
Note 8	Property, Plant and Equipment	51
Note 9	Infrastructure	53
Note 10	Fixed Assets	55
Note 11	Leases	57
Note 12	Intangible Assets	59
Note 13	Trade and Other Payables	60
Note 14	Other Liabilities	61
Note 15	Borrowings	62
Note 16	Employee Related Provisions	63
Note 17	Revaluation Surplus	64
Note 18	Notes to the Statement of Cash Flows	65
Note 19	Contingent Liabilities	66
Note 20	Capital Commitments	66
Note 21	Related Party Transactions	67
Note 22	Investment in Associates	69
Note 23	Financial Risk Management	70
Note 24	Events Occurring After the End of the Reporting Period	74
Note 25	Other Significant Accounting Policies	75
Note 26	Function and Activity	76

Information required by legislation

Note 27	Rating Information	78
Note 28	Determination of Surplus or Deficit	79
Note 29	Borrowing and Lease Liabilities	80
Note 30	Reserve accounts	82
Note 31	Trust Funds	84

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

1. BASIS OF PREPARATION

The financial report of the City of Belmont, a Class 1 local government, comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The local government reporting entity
All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 31 of the financial report.

Judgements and estimates
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, and infrastructure.
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

Initial application of accounting standards
During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- *AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments*
- *AASB 2020-6 Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current – Deferral of Effective Date*
- *AASB 2021-7a Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [general editorials]*
- *AASB 2022-3 Amendments to Australian Accounting Standards - Illustrative Examples for Not-for-Profit Entities accompanying AASB 15*

These amendments have no material impact on the current annual financial report

New accounting standards for application in future years
The following new accounting standards will have application to local government in future years:

- *AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
- *AASB 2020-1 Amendments to Australian Accounting* Standards - *Classification of Liabilities as Current or Non-current*
- *AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates*
  This standard will result in a terminology change for significant accounting policies
- *AASB 2021-7c Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*
- *AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback*
- *AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants*
- *AASB 2022-7 Editorial Corrections to Australian Accounting Standards and Repeal of Superseded and Redundant Standards*
- *AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*
  The amendment may result in changes to the fair value of non-financial assets. The impact is yet to be quantified.

Except as described above these amendments are not expected to have any material impact on the financial report on initial application.

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers
Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/ Warranties	Timing of revenue recognition
Grants - contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Grants, subsidies or contributions for the construction of non-financial assets.	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Grants, subsidies or contributions with no contractual commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	When assets are controlled
Fees and charges - licences, registrations & approvals	Building, planning, development and animal management, having the same nature as a licence	Single point in time	Full payment prior to issue	None	On payment of the licence, registration or application
Fees and charges - pool inspections	Compliance safety check	Single point in time	Equal proportion based on equal annually fee	None	Output method based on provision of service
Fees and charges - other inspections	Regulatory food, health and safety	Single point in time	Full payment prior to inspection	None	Upon issue of invoice
Fees and charges - waste management	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Output method based on provision of service
Fees and charges - fines	Fines issued for breaches of local laws	Single point in time	Payment in full within defined time	None	When notice is paid
Fees and charges - property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refunded (less amendment fee) if event cancelled within 5 working days	At time of booking or collection of keys
Reinstatements and private works	Reinstatements and private works	Single point in time	Majority of payment in full in advance	Refunds when applicable	Output method based on provision of service or completion of works
Other revenue - reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	When claim is agreed

Consideration from contracts with customers is included in the transaction price.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Revenue Recognition
Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

For the year ended 30 June 2023

Nature	Contracts with customers	Capital grant/ contributions	Statutory Requirements	Other	Total
	$	$	$	$	$
Rates	0	0	53,168,844	0	53,168,844
Grants, subsidies and contributions	666,093	0	0	2,562,712	3,228,805
Fees and charges	1,591,176	0	7,497,359	209,972	9,298,507
Interest revenue	0	0	261,674	2,847,044	3,108,718
Other revenue	756,830	0	0	608,166	1,364,996
Capital grants, subsidies and contributions	0	2,571,078	0	0	2,571,078
Total	3,014,099	2,571,078	60,927,877	6,227,894	72,740,948

For the year ended 30 June 2022

Nature	Contracts with customers	Capital grant/ contributions	Statutory Requirements	Other	Total
	$	$	$	$	$
Rates	0	0	50,815,805	0	50,815,805
Grants, subsidies and contributions	811,123	0	0	2,377,423	3,188,546
Fees and charges	1,938,205	0	6,862,403	166,293	8,966,901
Interest revenue	0	0	247,035	600,252	847,287
Other revenue	567,542	0	0	179,368	746,910
Capital grants, subsidies and contributions	0	3,214,603	0	0	3,214,603
Total	3,316,870	3,214,603	57,925,243	3,323,336	67,780,052

	2023 Actual	2022 Actual
	$	$
Assets and services acquired below fair value		
Contributed assets	139,096	83,807
	139,096	83,807
Interest revenue		
Interest on reserve account funds	1,472,387	466,813
Trade and other receivables overdue interest	261,674	247,035
Other interest revenue	1,374,657	133,439
	3,108,718	847,287
The 2023 original budget estimate in relation to:		
Trade and other receivables overdue interest of $234,867		
Fees and charges relating to rates receivable		
Charges on instalment plan	108,040	111,600
The 2023 original budget estimate in relation to:		
Charges on instalment plan of $115,078		

(b) Expenses

Auditors remuneration		
- Audit of the Annual Financial Report	69,850	58,200
- Other services	4,140	4,066
	73,990	62,266
Employee Costs		
Employee benefit costs	22,654,342	20,983,489
Other employee costs	472,202	754,656
	23,126,544	21,738,145
Finance costs		
Interest and financial charges paid/payable for lease liabilities and financial liabilities not at fair value through profit or loss	520,951	639,089
	520,951	639,089
Impairment losses on trade receivables	78,500	0
Movement in receivable from EMRC	0	611,311
Sundry expenses	1,623,711	1,412,305
	1,702,211	2,023,616

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

3. CASH AND CASH EQUIVALENTS

	Note	2023	2022
		$	$
Cash at bank and on hand		5,546,464	5,777,740
Term deposits		7,125,004	5,000,000
Total cash and cash equivalents	18(a)	12,671,468	10,777,740
Held as			
- Unrestricted cash and cash equivalents		3,265,853	7,324,681
- Restricted cash and cash equivalents	18(a)	9,405,615	3,453,059
		12,671,468	10,777,740

SIGNIFICANT ACCOUNTING POLICIES
Cash and cash equivalents
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

Restricted financial assets
Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

4. OTHER FINANCIAL ASSETS

	Note	2023	2022
		$	$
(a) Current assets			
Financial assets at amortised cost		33,253,360	45,853,256
		33,253,360	45,853,256
Other financial assets at amortised cost			
Term deposits		33,253,360	45,853,256
		33,253,360	45,853,256
Held as			
- Unrestricted other financial assets at amortised cost		12,000,000	10,300,000
- Restricted other financial assets at amortised cost	18(a)	21,253,360	35,553,256
		33,253,360	45,853,256
(b) Non-current assets			
Financial assets at amortised cost		31,022,402	15,216,299
Financial assets at fair value through profit or loss		203,724	194,509
		31,226,126	15,410,808
Financial assets at amortised cost			
Term deposits		31,022,402	15,216,299
		31,022,402	15,216,299
Financial assets at fair value through profit or loss			
Units in Local Government House Trust - opening balance		194,509	184,517
Movement attributable to fair value increment		9,215	9,992
Units in Local Government House Trust - closing balance		203,724	194,509

Fair value of financial assets at fair value through profit or loss is determined from the net asset value of the units held in the Trust at balance date as compiled by WALGA.

SIGNIFICANT ACCOUNTING POLICIES
Other financial assets at amortised cost
The City classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierachy (see Note 25 (i)) due to the observable market rates).

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit or loss
The City has elected to classify the following financial assets at fair value through profit or loss:
- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the City has elected to recognise as fair value gains and losses through profit or loss.

Impairment and risk
Information regarding impairment and exposure to risk can be found at Note 23.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

5. TRADE AND OTHER RECEIVABLES

	Note	2023	2022
		$	$
Current			
Rates and statutory receivables		2,251,527	2,083,361
Trade receivables		422,154	227,016
GST receivable		551,405	484,183
Receivables for employee related provisions	16	241,995	155,729
Allowance for credit losses of trade receivables	23(b)	(78,500)	0
EMRC receivable*		20,927,619	0
		24,316,200	2,950,289
Non-current			
Rates and statutory receivables		359,969	383,522
EMRC receivable*		0	20,389,206
Receivable for employee related provisions		97,203	97,203
		457,172	20,869,931

* EMRC Receivable
The City was a participant in the Eastern Metropolitan Regional Council (EMRC) and had voting rights of 1/6th and the interest in the assets and liabilities of the EMRC (refer note 22(a) for further details).

Disclosure of opening and closing balances related to contracts with customers

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:	Note	30 June 2023 Actual	30 June 2022 Actual	1 July 2021 Actual
		$	$	$
Trade and other receivables from contracts with customers		418,178	188,797	104,079
Allowance for credit losses of trade receivables	5	(78,500)	0	0
Total trade and other receivables from contracts with customers		339,678	188,797	104,079

SIGNIFICANT ACCOUNTING POLICIES
Rates and statutory receivables
Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables
Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations as part of the ordinary course of business.

Other receivables
Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers including grants for the construction of recognisable non financial assets.

Measurement
Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement
Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the City measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

Impairment and risk exposure
Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 23.

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

6. INVENTORIES

	Note	2023	2022
		$	$
Current			
Fuel and materials		246,770	231,185
		246,770	231,185
The following movements in inventories occurred during the year:			
Balance at beginning of year		231,185	207,875
Additions to inventory		15,585	23,310
Balance at end of year		246,770	231,185

SIGNIFICANT ACCOUNTING POLICIES
General
Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

7. OTHER ASSETS

	2023	2022
	$	$
Other assets - current		
Prepayments	401,535	262,441
Accrued income	2,131,793	959,648
	2,533,328	1,222,089

SIGNIFICANT ACCOUNTING POLICIES
Other current assets
Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land	Buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Work in Progress	Total property, plant and equipment
	$	$	$	$	$	$	$
Balance at 1 July 2021	165,631,900	124,752,617	290,384,517	3,209,454	4,347,259	392,977	298,334,207
Additions*	0	1,105,933	1,105,933	380,450	298,668	2,697,205	4,482,256
Disposals	0	0	0	(75,619)	(597,984)	0	(673,603)
Depreciation	0	(2,277,252)	(2,277,252)	(1,100,915)	(162,898)	0	(3,541,065)
Transfers	0	319,719	319,719	73,258	0	(392,977)	0
Balance at 30 June 2022	165,631,900	123,901,017	289,532,917	2,486,628	3,885,045	2,697,205	298,601,795
Comprises:							
Gross balance amount at 30 June 2022	165,631,900	148,368,355	314,000,255	10,305,288	7,252,885	2,697,205	334,255,633
Accumulated depreciation at 30 June 2022	0	(24,467,338)	(24,467,338)	(7,818,660)	(3,367,840)	0	(35,653,838)
Balance at 30 June 2022	165,631,900	123,901,017	289,532,917	2,486,628	3,885,045	2,697,205	298,601,795
Additions*	0	47,625	47,625	480,024	640,004	327,459	1,495,112
Disposals	(1,877,040)	(52,277)	(1,929,317)	(49,131)	(240,144)	0	(2,218,592)
Revaluation increments / (decrements) transferred to revaluation surplus	49,308,100	549,830	49,857,930	0	0	0	49,857,930
Depreciation	0	(2,428,309)	(2,428,309)	(1,195,593)	(187,916)	0	(3,811,818)
Transfers	0	2,233,420	2,233,420	463,785	0	(2,697,205)	0
Balance at 30 June 2023	213,062,960	124,251,306	337,314,266	2,185,713	4,096,989	327,459	343,924,427
Comprises:							
Gross balance amount at 30 June 2023	213,062,960	181,977,208	395,040,168	11,042,654	7,470,356	327,459	413,880,637
Accumulated depreciation at 30 June 2023	0	(57,725,902)	(57,725,902)	(8,856,941)	(3,373,367)	0	(69,956,210)
Balance at 30 June 2023	213,062,960	124,251,306	337,314,266	2,185,713	4,096,989	327,459	343,924,427
* Asset additions received at substantially less than fair value:							
During the year ended 30 June 2022	0	0	0	83,807	0	0	83,807
During the year ended 30 June 2023	0	0	0	0	139,096	0	139,096

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Land and buildings					
Land	2	Market approach using recent sales evidence of similar or reference assets	Independent Valuation	April 2023	Level 2 valuation inputs were used to value land in freehold title as well as land used for special purposes which are restricted in use under current zoning rules. Sales prices of comparable land sites in close proximity are adjusted for differences in key attributes such as property size. The most significant inputs into this valuation approach are price per square metre.
Buildings	3	Cost approach using current replacement cost	Independent Valuation	May 2023	This required estimating the replacement costs for each building by componentising the buildings into significant parts with different useful lives and taking into account a range of factors. Other inputs such as residual value, useful life, pattern of consumption and asset condition required extensive professional judgement and impacted significantly on the final determination.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

(ii) Cost					
Furniture and equipment	Cost	Cost	N/A		Cost
Plant and equipment	Cost	Cost	N/A		Cost

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads	Infrastructure - Reserve Improvements	Infrastructure - Footpath Network	Infrastructure - Drainage Network	Infrastructure - Carparks	Work in Progress	Total Infrastructure
	$	$	$	$	$	$	$
Balance at 1 July 2021	155,105,926	38,972,190	17,328,754	69,798,160	4,213,070	926,562	286,344,662
Additions	3,271,285	513,505	231,946	227,924	0	530,614	4,775,274
(Disposals)	0	(47,510)	0	0	0	0	(47,510)
Revaluation increments / (decrements) transferred to revaluation surplus	8,334,400	0	0	0	314,387	0	8,648,787
Depreciation	(2,555,917)	(1,313,988)	(557,177)	(1,006,443)	(82,792)	0	(5,516,317)
Transfers	638,439	191,711	26,059	62,260	0	(918,469)	0
Balance at 30 June 2022	164,794,133	38,315,908	17,029,582	69,081,901	4,444,665	538,707	294,204,896
Comprises:							
Gross balance at 30 June 2022	189,066,599	49,311,404	26,831,138	93,442,853	6,734,734	538,707	365,925,435
Accumulated depreciation at 30 June 2022	(24,272,466)	(10,995,496)	(9,801,556)	(24,360,952)	(2,290,069)	0	(71,720,539)
Balance at 30 June 2022	164,794,133	38,315,908	17,029,582	69,081,901	4,444,665	538,707	294,204,896
Additions	2,969,285	3,553,307	444,797	380,609	0	1,303,887	8,651,885
(Disposals)	0	(752,620)	0	0	0	0	(752,620)
Revaluation increments / (decrements) transferred to revaluation surplus	(27,718,107)	1,568,178	17,084,427	6,185,552	(480,640)	0	(3,360,590)
Depreciation	(4,295,807)	(1,392,551)	(571,041)	(1,012,934)	(152,878)	0	(7,425,211)
Transfers	135,507	403,199	0	0	0	(538,706)	0
Balance at 30 June 2023	135,885,011	41,695,421	33,987,765	74,635,128	3,811,147	1,303,888	291,318,360
Comprises:							
Gross balance at 30 June 2023	203,017,824	52,907,542	53,565,249	109,165,146	6,861,154	1,303,888	426,820,803
Accumulated depreciation at 30 June 2023	(67,132,813)	(11,212,121)	(19,577,484)	(34,530,018)	(3,050,007)	0	(135,502,443)
Balance at 30 June 2023	135,885,011	41,695,421	33,987,765	74,635,128	3,811,147	1,303,888	291,318,360

9. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Infrastructure - Roads	3	Cost approach using depreciated replacement cost	Independent Valuation	June 2023	While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other unobservable inputs (such as estimates of useful life, and asset condition) were also required (level 3).
Infrastructure - Reserve Improvements	3	Cost approach using depreciated replacement cost	Independent Valuation	May 2023	Cost guides and recent City project costs have been utilitsed to determine the gross replacement cost to construct a modern equivalent asset (level 2), recommended useful lives are primarily informed by industry experience through reliable and trusted industry sources (Level 3).
Infrastructure - Reserve Improvements	3	Cost approach using current replacement cost	Management Valuation	May 2023	Current replacement costs as included in current City contracts.
Infrastructure - Footpath Network	3	Cost approach using depreciated replacement cost	Independent Valuation	June 2023	While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other unobservable inputs (such as estimates of useful life, and asset condition) were also required (level 3).
Infrastructure - Drainage Network	3	Cost approach using depreciated replacement cost	Independent Valuation	June 2023	While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other unobservable inputs (such as estimates of useful life, and asset condition) were also required (level 3).
Infrastructure - Carparks	3	Cost approach using depreciated replacement cost	Independent Valuation	June 2023	While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other unobservable inputs (such as estimates of useful life, and asset condition) were also required (level 3).

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

10. FIXED ASSETS

(a) Depreciation

Depreciation rates
Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Land - freehold land	Not depreciated
Buildings	25 - 80 years
Sub Structure	30 - 96 years
Envelope	25 - 80 years
Roof	20 - 64 years
Floor Coverings	20 - 40 years
Internal Fitout	30 - 48 years
Services - Mechanical	30 - 48 years
Services - Fire	30 - 48 years
Services - Electrical	30 - 64 years
Services - Hydraulic	32 - 64 years
Services - Other & Security & Transport	36 - 48 years
Furniture and equipment	3 - 20 years
Plant and equipment	3 - 15 years
Right-of-use assets - plant and equipment	2 - 5 years
Infrastructure - Roads	25 - 70 years
Access Roads	
Surface	35 - 70 years
Subbase	70 years
Formation	Not depreciated
Distributor Roads	
Surface	25 - 70 years
Subbase	50 years
Formation	Not depreciated
Infrastructure - Reserve Improvements	5 - 80 years
Irrigation	5 - 30 years
Playgrounds	10 - 15 years
Park furniture	10 - 20 years
Other structures	20 - 80 years
Turf	Not depreciated
Infrastructure - Footpath Network	20 - 50 years
Asphalt	20 years
Paved	35 years
Concrete	50 years
Infrastructure - Drainage Network	
Pits	77 years
Pipes	100 years
Sumps	200 years
Infrastructure - Carparks	35 - 70 years
Intangible assets	3 years

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

10. FIXED ASSETS (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets
Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value (as indicated), less any accumulated depreciation and impairment losses.

Initial recognition and measurement for assets held at cost
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost, the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for indicators of impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value
Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties acquired between scheduled revaluation dates of the asset class in accordance with the City's revaluation policy, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next revaluation date consistent with *Financial Management Regulation 17A(4)*.

Revaluation
The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the City.

At the end of each period, the carrying amount for each asset class is reviewed and, where appropriate, the fair value is updated to reflect current market conditions consistent with *Financial Management Regulation 17A(2)* which requires land, buildings infrastructure, investment properties and vested improvements to be shown at fair value.

Revaluation (continued)
For property, plant and equipment and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss. Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation
The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Depreciation on revaluation
When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

(i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset.

(ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Amortisation
All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within depreciation in the Statement of Comprehensive Income and in Note 10(a).

Impairment
An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposal
Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the Statement of Comprehensive Income in the period in which they arise.

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

11. LEASES

(a) Right-of-Use Assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.	Note	Right-of-use assets - plant and equipment	Right-of-use assets Total
		$	$
Balance at 1 July 2021		105,683	105,683
Additions		226,475	226,475
Depreciation		(100,578)	(100,578)
Balance at 30 June 2022		231,580	231,580
Additions		165,521	165,521
Depreciation		(121,794)	(121,794)
Balance at 30 June 2023		275,307	275,307

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:		2023 Actual	2022 Actual
		$	$
Depreciation on right-of-use assets		(121,794)	(100,578)
Finance charge on lease liabilities	29(b)	(6,038)	(1,046)
Total amount recognised in the statement of comprehensive income		(127,832)	(101,624)
Total cash outflow from leases		(122,156)	(101,578)

(b) Lease Liabilities

Current		118,561	106,263
Non-current		162,469	125,364
	29(b)	281,030	231,627

Secured liabilities and assets pledged as security
Lease liabilities are effectively secured, as the rights to the leased assets recognised in the financial statements revert to the lessor in the event of default.

SIGNIFICANT ACCOUNTING POLICIES

Leases
At inception of a contract, the City assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be determined. If that rate cannot be readily determined, the City uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Details of individual lease liabilities required by regulations are provided at Note 29(b).

Right-of-use assets - measurement
Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not recognised in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 under revaluation for details on the significant accounting policies applying to vested improvements.

Right-of-use assets - depreciation
Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the City anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

11. LEASES (Continued)

(c) Lessor - Property, Plant and Equipment Subject to Lease

	2023 Actual $	2022 Actual $
The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.		
Less than 1 year	886,871	855,057
1 to 2 years	264,172	244,599
2 to 3 years	233,523	135,210
3 to 4 years	140,494	129,022
4 to 5 years	140,494	126,960
> 5 years	272,801	304,701
	1,938,355	1,795,549
Amounts recognised in profit or loss for Property, Plant and Equipment Subject to Lease		
Rental income	829,423	888,458

The City leases property to tenants, with rentals payable monthly. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets. The aged persons housing are considered a joint operation and are not considered investment property as the primary purpose is provision of community housing.

Lease payments for some contracts include CPI increases, but there are no other variable lease payments that depend on an index or rate. Although the City is exposed to changes in the residual value at the end of the current leases, the City typically enters into new operating leases and therefore will not immediately realise any reduction in residual value at the end of these leases. Expectations about the future residual values are reflected in the fair value of the properties.

SIGNIFICANT ACCOUNTING POLICIES
The City as Lessor
Upon entering into each contract as a lessor, the City assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the City applies AASB 15 to allocate the consideration under the contract to each component.

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

12. INTANGIBLE ASSETS

	2023 Actual $	2022 Actual $
Intangible assets		
Non-current		
Intangible assets - Corporate website	307,396	268,396
Less: Accumulated amortisation	(161,568)	(96,848)
	145,828	171,548
Movements in balances of computer software during the financial year are shown as follows:		
Balance at 1 July	171,548	225,227
Recognition of computer software	39,000	0
Amortisation	(64,720)	(53,679)
Balance at 30 June	145,828	171,548
TOTAL INTANGIBLE ASSETS	145,828	171,548

SIGNIFICANT ACCOUNTING POLICIES
Corporate Website
Costs associated with planning, administrative and other general overhead expenditure are recognised as an expense when incurred. The application, graphical design and content development costs that are directly attributable to preparing the web site to operate in the manner requested by management, and the website meets the recognition criteria in AASB 138.21 and AASB 138.57 are recognised as intangible assets.

Similarly the operating website costs are recognised as intangible assets when it meets the recognition criteria set out in AASB 138.18, where it is demonstrated that the intangible asset will generate probable future economic benefits when the asset is ready for use.

Computer software
Costs associated with maintaining software programmes are recognised as an expense as incurred. Development costs that are directly attributable to the design and testing of identifiable and unique software products controlled by the City are recognised as intangible assets where the following criteria are met:
- it is technically feasible to complete the software so that it will be available for use;
- management intends to complete the software and use or sell it;
- there is an ability to use or sell the software;
- it can be demonstrated how the software will generate probable future economic benefits;
- adequate technical, financial and other resources to complete the development and to use or sell the software are available; and
- the expenditure attributable to the software during its development can be reliably measured.

Directly attributable costs that are capitalised as part of the software include employee costs and an appropriate portion of relevant overheads. Capitalised development costs are recorded as intangible assets and amortised from the point at which the asset is ready for use.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

13. TRADE AND OTHER PAYABLES

	2023	2022
	$	$
Current		
Sundry creditors	950,814	1,014,564
Prepaid rates	1,011,448	966,439
Accrued payroll liabilities	595,031	389,212
Accrued Expenses	3,108,862	3,444,256
Accrued Interest	77,279	126,250
	5,743,434	5,940,721

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities
Financial liabilities are initially recognised at fair value when the City becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables
Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates
Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises income for the prepaid rates that have not been refunded.

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

14. OTHER LIABILITIES

	2023	2022
	$	$
Current		
Contract liabilities	79,883	35,775
Capital grant/contributions liabilities	453,553	596,205
Bonds and deposits held	230,537	91,008
Emergency Services Levy	366,298	353,155
Other Liabilities	11,923	7,943
Payable to other Councils	258,309	189,206
	1,400,503	1,273,292
Non-current		
Emergency Services Levy (Deferred)	62,747	66,743
Payable to other Councils	102,387	106,684
	165,134	173,427
Reconciliation of changes in contract liabilities		
Opening balance	35,775	81,056
Additions	79,883	35,775
Revenue from contracts with customers included as a contract liability at the start of the period	(35,775)	(81,056)
	79,883	35,775
The City expects to satisfy the performance obligations, from contracts with customers unsatisfied at the end of the reporting period, within the next 12 months.		
Reconciliation of changes in capital grant/contribution liabilities		
Opening balance	596,205	793,037
Additions	343,518	543,250
Revenue from capital grant/contributions held as a liability at the start of the period	(486,170)	(740,082)
	453,553	596,205
Expected satisfaction of capital grant/contribution liabilities		
Less than 1 year	453,553	596,205
	453,553	596,205

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities
Contract liabilities represent the City's obligation to transfer goods or services to a customer for which the City has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant/contribution liabilities
Capital grant/contribution liabilities represent the City's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the City which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

Fair values for non-current capital grant/contribution liabilities not expected to be extinguished within 12 months, are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 25(i)) due to the unobservable inputs, including own credit risk.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

15. BORROWINGS

	Note	2023 Current	2023 Non-current	2023 Total	2022 Current	2022 Non-current	2022 Total
Secured		$	$	$	$	$	$
Bank overdrafts		0	0	0	0	0	0
Bank loans		618,111	11,618,252	12,236,363	595,217	12,236,361	12,831,578
Debentures		0	0	0	0	0	0
Other loans		0	0	0	0	0	0
Other borrowings [describe]		0	0	0	0	0	0
Total secured borrowings	29(a)	618,111	11,618,252	12,236,363	595,217	12,236,361	12,831,578

Secured liabilities and assets pledged as security
Debentures, bank overdrafts and bank loans are secured over general funds of the City of Belmont.
Other loans relate to transferred receivables. Refer to Note 5.

The City of Belmont has complied with the financial covenants of its borrowing facilities during the 2023 and 2022 years.

SIGNIFICANT ACCOUNTING POLICIES
Borrowing costs
The City has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierachy (see Note 25(i)) due to the unobservable inputs, including own credit risk.

Risk
Details of individual borrowings required by regulations are provided at Note 29(a).

Information regarding exposure to risk can be found at Note 23.

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

16. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

	2023	2022
Current provisions	$	$
Employee benefit provisions		
Annual leave	1,889,953	2,109,017
Long service leave	2,090,449	2,143,696
Other employee leave provisions	170,589	192,117
	4,150,991	4,444,830
Employee related other provisions		
Employment on-costs	277,411	289,377
	277,411	289,377
Total current employee related provisions	4,428,402	4,734,207
Non-current provisions		
Employee benefit provisions		
Long service leave	366,690	365,745
	366,690	365,745
Total non-current employee related provisions	366,690	365,745
Total employee related provisions	4,795,092	5,099,952

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	Note	2023	2022
Amounts are expected to be settled on the following basis:		$	$
Less than 12 months after the reporting date		2,584,027	2,847,437
More than 12 months from reporting date		2,211,065	2,252,515
		4,795,092	5,099,952
Expected reimbursements of employee related provisions from other WA local governments included within other receivables	5	(339,198)	(252,932)

SIGNIFICANT ACCOUNTING POLICIES
Employee benefits
The City's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits
Provision is made for the City's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages and salaries.
Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The City's obligations for short-term employee benefits such as wages and salaries are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits
Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

17. REVALUATION SURPLUS

	2023 Opening Balance	Total Movement on Revaluation	2023 Closing Balance	2022 Opening Balance	Total Movement on Revaluation	2022 Closing Balance
	$	$	$	$	$	$
Revaluation surplus - Land - freehold land	168,084,087	49,308,100	217,392,187	168,084,087	0	168,084,087
Revaluation surplus - Buildings	62,124,143	549,830	62,673,973	62,124,143	0	62,124,143
Revaluation surplus - Infrastructure - Roads	80,188,429	(27,718,107)	52,470,322	71,854,029	8,334,400	80,188,429
Revaluation surplus - Infrastructure - Reserve Improvements	19,790,831	1,568,178	21,359,009	19,790,831	0	19,790,831
Revaluation surplus - Infrastructure - Footpath Network	12,631,102	17,084,427	29,715,529	12,631,102	0	12,631,102
Revaluation surplus - Infrastructure - Drainage Network	55,123,404	6,185,552	61,308,956	55,123,404	0	55,123,404
Revaluation surplus - Infrastructure - Carparks	3,184,231	(480,640)	2,703,591	2,869,844	314,387	3,184,231
	401,126,227	46,497,340	447,623,567	392,477,440	8,648,787	401,126,227
Revaluation surplus - Share from investments in associates	4,200,928	0	4,200,928	4,200,928	0	4,200,928
	405,327,155	46,497,340	451,824,495	396,678,368	8,648,787	405,327,155

18. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2023 Actual	2022 Actual
		$	$
Cash and cash equivalents	3	12,671,468	10,777,740
Restrictions			
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	9,405,615	3,453,059
- Financial assets at amortised cost	4	52,275,762	50,769,555
		61,681,377	54,222,614
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	30	61,681,377	54,222,614
Total restricted financial assets		61,681,377	54,222,614

(b) Reconciliation of Net Result to Net Cash Provided By Operating Activities

Net result	4,274,932	7,356,108
Non-cash items:		
Adjustments to fair value of financial assets at fair	(9,215)	(9,992)
Depreciation/amortisation	11,423,543	9,211,639
(Profit)/loss on sale of asset	2,120,955	(184,121)
Movement in receivable from EMRC	(538,413)	611,310
Assets received for substantially less than fair value	(139,096)	(83,807)
Changes in assets and liabilities:		
(Increase)/decrease in trade and other receivables	(414,739)	(352,091)
(Increase)/decrease in other assets	(1,311,239)	225,421
(Increase)/decrease in inventories	(15,585)	(23,310)
Increase/(decrease) in trade and other payables	(197,290)	(63,516)
Increase/(decrease) in employee related provisions	(304,860)	(1,106,890)
Increase/(decrease) in other liabilities	118,918	(136,434)
Capital grants, subsidies and contributions	(2,289,330)	(2,933,964)
Net cash provided by/(used in) operating activities	12,718,581	12,510,353

(c) Undrawn Borrowing Facilities

Credit Standby Arrangements		
Bank overdraft limit	200,000	200,000
Credit card limit	60,000	60,000
Credit card balance at balance date	(1,036)	(6,662)
Total amount of credit unused	258,964	253,338
Loan facilities		
Loan facilities - current	618,111	721,468
Loan facilities - non-current	11,618,252	12,236,361
Total facilities in use at balance date	12,236,363	12,957,829
Unused loan facilities at balance date	0	0

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

19. CONTINGENT LIABILITIES

a) Contaminated Sites

The City has one site with possible contamination at 5 Resolution Drive, Ascot and one classified as 'Contaminated – Restricted Use' at Peachey Park (400 Acton Ave and 50 Peachey Ave, Kewdale). Regarding 5 Resolution Drive, until the City conducts an investigation to determine the presence and scope of contamination, assesses the risk, and agrees with the respective state government authorities on the need and criteria for remediation, the City is unable to estimate the potential costs associated with the remediation works.

Two lots within Peachey Park are classified as 'Contaminated- Restricted Use', as they are suitable for public open space and recreational use, but may not be suitable for a more sensitive land use.

b) Springs Development Contribution Plan

n February 2017 the Springs Development Contribution Plan (DCP) was established which required landowners to make a financial contribution towards infrastructure when undertaking any subdivision or development within the area, with the funds collected by the City used to reimburse Development WA.

This future reimbursement by the City is a contingent liability of which the amount and timing of the development is uncertain. The previous DCP expired in February 2022 and the City sought an extension of the DCP through an amendment to Local Planning Scheme No. 15. This Amendment was approved by the Minister for Planning and notice of the approval was published in the 14 February 2023 Government Gazette. The Minister approved an extension of the Development Contribution Plan until 7 February 2027.

20. CAPITAL COMMITMENTS

	2023	2022
	$	$
Contracted for:		
- capital expenditure projects	3,575,707	3,192,734
- plant & equipment purchases	590,533	904,276
	4,166,240	4,097,010
Payable:		
- not later than one year	4,166,240	4,097,010

The capital expenditure projects outstanding at the end of the current reporting period represent various projects including CCTV installation at various locations, irrigation and park asset renewals, network hardware assets and various replacement of fleet and plant assets for which delivery has been delayed.

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

21. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Fees, expenses and allowances to be paid or reimbursed to elected council members.	Note	2023 Actual	2023 Budget	2022 Actual
		$	$	$
Mayor's annual allowance		91,997	91,997	86,253
Mayor's meeting attendance fees		48,704	48,704	47,516
Mayor's annual allowance for ICT expenses		3,500	3,667	3,500
		144,201	144,368	137,269
Deputy Mayor's annual allowance		23,000	23,000	22,499
Deputy Mayor's meeting attendance fees		32,470	32,470	31,678
Deputy Mayor's other expenses		16	0	0
Deputy Mayor's ICT expenses		3,500	3,667	3,500
		58,986	59,137	57,677
All other council member's meeting attendance fees		223,862	227,276	220,446
All other council member's child care expenses		838	0	174
All other council member's expenses		118	0	58
All other council member's annual allowance for ICT expenses		24,131	25,666	25,608
		248,949	252,942	246,286
	21(b)	452,136	456,447	441,232

(b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the City during the year are as follows:	Note	2023 Actual	2022 Actual
		$	$
Short-term employee benefits		1,145,545	1,047,368
Post-employment benefits		122,436	117,349
Employee - other long-term benefits		120,993	75,969
Employee - termination benefits		233,069	210,420
Council member costs	21(a)	452,136	441,232
		2,074,179	1,892,338

Short-term employee benefits
These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits
These amounts are the current-year's cost of the City's superannuation contributions made during the year.

Other long-term benefits
These amounts represent annual leave and long service leave entitlements accruing during the year.

Termination benefits
These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Council member costs
These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

21. RELATED PARTY TRANSACTIONS

Transactions with related parties

Transactions between related parties and the City are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:	2023 Actual $	2022 Actual $
Payments made to Faulkner Park Board of Management	144,913	151,487
Income received by the City from the Belmont Retirement Villages Board of Management	298,308	159,745

Related Parties

The City's main related parties are as follows:

i. Key management personnel
Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel and are detailed in Notes 21(a) and 21(b)

ii. Other Related Parties
Short-term employee benefits related to an associate person of Key Management Personnel who was employed by the City under normal employment terms and conditions.

Outside of normal citizen type transactions with the City, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

iii. Entities subject to significant influence by the City
There were no such entities requiring disclosure during the current or previous year.

The City of Belmont has two elected members and the CEO on the Board of the Belmont Retirement Villages Board of Management (BRVBM). As the City is represented by three of the seven Board members this would illustrate significant influence although it is not an investee/investor relationship and the City cannot benefit financially from this arrangement. The City makes a contribution to the ongoing management of the Board and receives a percentage of sales income from unit sales within the Faulkner Park Retirement Village that is placed into specific reserves.

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

22. INVESTMENT IN ASSOCIATES

Investment in associates
Set out below are the associates of the City. All associates are measured using the equity method. Western Australia is the principal place of business for all associates.

(a) Share of investment in EMRC
The City was a participant in the Eastern Metropolitan Regional Council (EMRC), with voting rights and interest in assets and liabilities of the EMRC equal to 1/6th of the total. The City's interest in the EMRC was calculated to be 11.31% as at 30 June 2021, representing a share of net assets equal to $21,000,517. On the 23 December 2020 the City issued its Notice of Withdrawal from the EMRC, effective from 1 July 2021, with the City's interest in the EMRC as at 30 June 2021 to be payable on 1 July 2023. This value was discounted and incorporated as a non current receivable from the EMRC for the year ended 30 June 2022.

As of October 2023, the City's equity entitlement remains subject to a valuation methodology and subsequent payment of the City's share of net assets. The amount of $21,000,517 has therefore been discounted to the present value as at 30 June 2023 and reclassified from a non current to a current asset receivable (refer note 5).

(b) Other investments
The City also holds a minor interest in jointly controlled assets (land and buildings) with the Housing Authority for aged accommodation purposes. Included in Property, Plant and Equipment the total value of the City's share of jointly controlled assets at 30 June 2023 is $2,254,476 (2022: $2,093,142).

SIGNIFICANT ACCOUNTING POLICIES
Investments in associates
An associate is an entity over which the City has significant influence, that is it has the power to participate in the financial and operating policy decisions of the investee but not control or joint control of those policies.

Investments in associates are accounted for using the equity method. The equity method of accounting, is whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associate. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

23. FINANCIAL RISK MANAGEMENT

This note explains the City's exposure to financial risks and how these risks could affect the City's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rates	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The City does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance department under policies approved by Council. The finance department identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents
The City's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the City to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the City to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents, term deposits, and Treasury bonds held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	$	$	$	$
2023					
Cash and cash equivalents	2.84%	12,671,468	7,125,004	5,542,314	4,150
Financial assets at amortised cost - term deposits	6.22%	64,275,762	64,275,762	0	0
2022					
Cash and cash equivalents	0.31%	10,777,740	5,000,000	5,773,498	4,242
Financial assets at amortised cost - term deposits	0.83%	61,069,555	61,069,555	0	0

Sensitivity
Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2023	2022
	$	$
Impact of a 1% movement in interest rates on profit or loss and equity*	55,423	57,735

* Holding all other variables constant

Borrowings
Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The City manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The City does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 29(a).

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

23. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables
The City's major trade and other receivables comprise contractual non-statutory user fees and charges, grants, contributions and reimbursements. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The City manages this risk by monitoring outstanding debt and employing debt recovery policies.

Credit risk on rates and annual charges is minimised by the ability of the City to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The City is able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to council monthly and benchmarks are set and monitored for acceptable collection performance.

The City applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade and other receivables. To measure the expected credit losses, receivables from grants, contributions and reimbursements are separated from other trade receivables due to the difference in payment terms and security.

The expected loss rates are based on the payment profiles of trade and other receivables over a period of 36 months before 1 July 2022 or 1 July 2023 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of users to settle the receivables.

The loss allowance as at 30 June 2023 and 30 June 2022 was determined as follows for trade and other receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2023					
Trade receivables					
Expected credit loss	0.00%	0.00%	0.00%	27.03%	
Gross carrying amount	14,492	5,388	111,823	290,451	422,154
Loss allowance	0	0	0	78,500	78,500
Other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	339,198	0	0	0	339,198
Loss allowance	0	0	0	0	0
30 June 2022					
Trade receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	199,303	7,022	9,717	10,974	227,016
Loss allowance	0	0	0	0	0
Other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	252,932	0	0	0	252,932
Loss allowance	0	0	0	0	0

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

23. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

The loss allowances for trade, other receivables and contract assets as at 30 June reconcile to the opening loss allowances as follows:

	Trade receivables		Other receivables		Contract Assets	
	2023 Actual	2022 Actual	2023 Actual	2022 Actual	2023 Actual	2022 Actual
	$	$	$	$	$	$
Opening loss allowance as at 1 July	0	0	0	0	0	0
Increase in loss allowance recognised in profit or loss during the year	78,500	0	0	0	0	0
Receivables written off during the year as uncollectible	0	0	4,233	0	0	0
Unused amount reversed	0	0	(4,233)	0	0	0
Closing loss allowance at 30 June	78,500	0	0	0	0	0

Trade, other receivables and contract assets are written off where there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with the City, and a failure to make contractual payments for a period of greater than 120 days past due.

Impairment losses on rates and statutory receivables, trade, other receivables and contract assets are presented as net impairment losses within other expenditure. Subsequent recoveries of amounts previously written off are credited against the same line item.

Contract Assets

The City's contract assets represent work completed, which have not been invoiced at year end. This is due to the City not having met all the performance obligations in the contract which give an unconditional right to receive consideration. The City applies the simplified approach to measure expected credit losses which uses a lifetime expected loss allowance for all contract assets. To measure the expected credit losses, contract assets have been grouped based on shared credit risk characteristics and the days past due. Contract assets have substantially the same risk characteristics as the trade receivables for the same types of contracts. The City has therefore concluded that the expected loss rates for trade receivables are a reasonable approximation of the loss rates for the contract assets.

23. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The City manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 18(c).

The contractual undiscounted cash flows of the City's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
2023	$	$	$	$	$
Trade and other payables	5,666,155	0	0	5,666,155	5,666,155
Borrowings	1,162,305	4,604,038	11,119,338	16,885,681	12,236,363
Other liabilities	500,769	106,994	0	607,763	603,156
Lease liabilities	59,135	324,972	7,901	392,008	281,030
	7,388,364	5,036,004	11,127,239	23,551,607	18,786,704
2022					
Trade and other payables	5,814,471	0	0	5,814,471	5,814,471
Borrowings	1,166,508	4,622,569	12,263,112	18,052,189	12,831,578
Other liabilities	288,157	112,104	0	400,261	394,841
Lease liabilities	113,272	134,865	0	248,137	231,627
	7,382,408	4,869,538	12,263,112	24,515,058	19,272,517

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

24. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There has been no material post balance sheet event after 30 June 2023

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

25. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification
The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operational cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the City's intentions to release for sale.

c) Rounding off figures
All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures
Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

e) Budget comparative figures
Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation
The City contributes to a number of Superannuation Funds on behalf of employees. All funds to which the City contributes are defined contribution plans.

g) Fair value of assets and liabilities
Fair value is the price that the City would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest revenue
Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy
AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1
Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques
The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets
In accordance with Australian Accounting Standards the City's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

26. FUNCTION AND ACTIVITY

(a) Service objectives and descriptions

City operations as disclosed in this financial report encompass the following service orientated functions and activities.

Objective	Description
Governance To provide a decision making process for the efficient allocation of scarce resources	All costs associated with the elected members of Council, together with all costs associated with the general governance of the district. Includes all costs generated by the full allocation of administration costs in accordance with the principles of Activity Based Costing.
General purpose funding To collect revenue to allow for the provision of services	Includes the cost of collecting rates revenue and all general purpose funding e.g. Grants Commission funding.
Law, order, public safety To provide services to help ensure a safer and environmentally conscious community.	The control and prevention of fire. Administration of all matters relating to the control of animals, mainly dogs and all general law, order and public safety matters administered by City Rangers.
Health To provide an operational framework for environmental and community	The administration of maternal and infant health through child health clinics. The administration of preventative services such as: immunisation, inspection of food premises and pest control.
Education and welfare To provide services to disadvantages persons, the elderly, children and youth	The provision of children services, the care of the aged and disabled through aged and disabled services and senior citizen centres. The provision of some pre-school education facilities, but not the delivery of education.
Housing To provide and maintain elderly residents housing	The provision of aged housing facilities throughout the district.
Community amenities To provide services required by the community	Includes sanitation (household refuse); stormwater drainage; town and regional planning and development; the provision of rest rooms and protection of the environment.
Recreation and culture To establish and effectively manage infrastructure and resources which will help the social well being of the community	The provision of facilities and support of organisations concerned with leisure time activities and sport. The provision and maintenance of a public library. The provision of a cultural centre and a historical museum.
Transport To provide safe, effective and efficient transport services to the community	Construction and maintenance of streets, roads, footpaths, cycleways and Council Operations Centre. The control of street parking and the control of traffic management of local streets.
Economic services To help promote the local government and its economic wellbeing	The management of local tourism and area promotion. The provision of building approvals, control and any other economic services.
Other property and services To monitor and control operating accounts	Private works, public work overheads, plant operations. A summary of salaries and wages total costs and any other miscellaneous activities that cannot otherwise be classified in the above.

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

26. FUNCTION AND ACTIVITY (Continued)

(b) Income and expenses

	2023 Actual $	2022 Actual $
Income excluding grants, subsidies and contributions and capital grants, subsidies and contributions		
Governance	269,626	235,069
General purpose funding	58,114,002	52,880,245
Law, order and public safety	236,099	173,681
Health	92,627	102,885
Education and welfare	12,449	2,109
Housing	369,407	347,507
Community amenities	6,905,144	6,761,299
Recreation and culture	515,283	674,749
Transport	25,488	302,159
Economic services	358,288	85,937
Other property and services	80,402	137,647
	66,978,815	61,703,287
Income from grants, subsidies and contributions and capital grants, subsidies and contributions		
Governance	24,869	188,937
General purpose funding	1,415,239	1,199,086
Law, order and public safety	242,702	199,804
Health	51,330	62,427
Education and welfare	69,519	71,873
Housing	407,989	0
Community amenities	197,685	481,560
Recreation and culture	246,871	95,647
Transport	2,253,603	2,053,906
Economic services	162,544	1,993,756
Other property and services	727,532	56,153
	5,799,883	6,403,149
Total Income	72,778,698	68,106,436
Expenses		
Governance	(8,975,745)	(9,687,680)
General purpose funding	(4,529,134)	(3,442,697)
Law, order, public safety	(3,785,886)	(3,771,179)
Health	(1,419,890)	(1,299,181)
Education and welfare	(2,727,907)	(2,793,733)
Housing	(800,391)	(556,033)
Community amenities	(8,992,894)	(7,731,944)
Recreation and culture	(17,876,318)	(15,338,970)
Transport	(12,150,224)	(9,348,249)
Economic services	(3,531,256)	(3,404,422)
Other property and services	(3,714,121)	(3,376,240)
Total expenses	(68,503,766)	(60,750,328)
Net result for the period	4,274,932	7,356,108

(c) Total Assets

Governance	5,327,396	4,766,870
General purpose funding	205,685,371	161,209,427
Law, order, public safety	952,597	669,644
Health	2,521,446	3,135,735
Education and welfare	3,686,135	4,363,155
Housing	6,428,279	5,112,820
Community amenities	22,678,187	21,565,087
Recreation and culture	116,190,999	112,600,384
Transport	264,690,767	270,419,240
Economic services	21,384,260	19,889,964
Other property and services	13,935,610	14,750,987
Unallocated	76,887,299	72,041,804
	740,368,346	690,525,117

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

27. RATING INFORMATION

(a) General Rates

RATE TYPE Rate Description	Basis of valuation	Rate in $	Number of Properties	2022/23 Actual Rateable Value* $	2022/23 Actual Rate Revenue $	2022/23 Actual Interim Rates $	2022/23 Actual Total Revenue $	2022/23 Budget Rate Revenue $	2022/23 Budget Interim Rate $	2022/23 Budget Total Revenue $	2021/22 Actual Total Revenue $
Residential Rate	Gross rental valuation	0.069069	14,482	256,558,985	17,744,493	71,923	17,816,416	17,656,317	154,000	17,810,317	17,118,237
Commercial Rate	Gross rental valuation	0.072951	846	137,715,652	10,086,036	(51,379)	10,034,657	10,037,554	3,535	10,041,089	9,696,164
Industrial Rate	Gross rental valuation	0.073149	464	124,941,858	9,099,066	45,739	9,144,805	9,139,372	73,932	9,213,304	8,848,668
Total general rates			15,792	519,216,495	36,929,595	66,283	36,995,878	36,833,243	231,467	37,064,710	35,663,069
		Minimum Payment $									
Minimum payment											
Residential Rate	Gross rental valuation	885	5,213	59,230,233	4,613,505	0	4,613,505	4,623,240	0	4,623,240	4,454,550
Commercial Rate	Gross rental valuation	1,040	185	1,440,980	192,400	0	192,400	192,400	0	192,400	187,935
Industrial Rate	Gross rental valuation	1,060	9	89,679	9,540	0	9,540	9,540	0	9,540	9,225
Total minimum payments			5,407	60,760,892	4,815,445	0	4,815,445	4,825,180	0	4,825,180	4,651,710
Total general rates and minimum payments			21,199	579,977,387	41,745,040	66,283	41,811,323	41,658,423	231,467	41,889,890	40,314,779
		Rate in $									
Ex-gratia Rates											
Airport Rates		0.072951			12,940,805	178,142	13,118,947	12,563,830	0	12,563,830	12,205,012
Other Rates in Lieu					103,071	0	103,071	85,000	0	85,000	96,118
Total amount raised from rates (excluding general rates)					13,043,876	178,142	13,222,018	12,648,830	0	12,648,830	12,301,130
Discounts							(1,864,497)			(1,850,000)	(1,800,104)
Total Rates							53,168,844			52,688,720	50,815,805
Rate instalment interest							140,345			140,000	139,347
Rate overdue interest							114,542			91,367	107,688

The rate revenue was recognised from the rate record as soon as practicable after the City resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

*Rateable Value at time of raising of rate.

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

28. DETERMINATION OF SURPLUS OR DEFICIT

	Note	2022/23 (30 June 2023 Carried Forward) $	2022/23 Budget (30 June 2023 Carried Forward) $	2021/22 (30 June 2022 Carried Forward) $
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32.*				
Adjustments to operating activities				
Less: Profit on asset disposals		(28,535)	(113,901)	(316,392)
Less: Fair value adjustments to financial assets at fair value through profit or loss		(9,215)	0	(9,992)
Add: Loss on disposal of assets		2,149,490	3,548	132,271
Add: Depreciation	10(a)	11,423,543	8,959,935	9,211,639
Non-cash movements in non-current assets and liabilities:				
Financial assets at amortised cost				
Asset additions at substantially less than fair value:		(139,096)	0	(83,807)
Pensioner deferred rates		19,557	0	17,650
Employee benefit provisions		(44,305)	(656,700)	(478,972)
Movement in receivable from EMRC		(538,413)	0	611,311
Movement in current lease liability		(12,298)	0	(34,073)
Non-cash amounts excluded from operating activities		12,820,728	8,192,882	9,049,635
(b) Non-cash amounts excluded from investing activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32.*				
Adjustments to investing activities				
Property, plant and equipment received for substantially less than fair value	8(a)	139,096	0	83,807
Non-cash amounts excluded from investing activities		139,096	0	83,807
(c) Surplus or deficit after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/ (deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Reserve accounts	30	(61,681,377)	(50,367,903)	(54,222,614)
Add: Financial assets at amortised cost		31,022,402	10,701,227	15,216,299
Less: Current assets not expected to be received at end of year				
- EMRC receivable	5	(20,927,619)	0	0
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	15	618,111	595,216	595,217
- Current portion of lease liabilities	11(b)	118,561	0	106,263
- Employee benefit provisions		2,090,449	2,212,503	2,143,696
Total adjustments to net current assets		(48,759,473)	(36,858,957)	(36,161,139)
Net current assets used in the Statement of Financial Activity				
Total current assets		73,021,126	61,069,130	61,034,559
Less: Total current liabilities		(12,309,011)	(8,532,433)	(12,649,700)
Less: Total adjustments to net current assets		(48,759,473)	(36,858,957)	(36,161,139)
Surplus or deficit after imposition of general rates		11,952,642	15,677,740	12,223,720

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

29. BORROWING AND LEASE LIABILITIES

(a) Borrowings

		Actual							Budget			
Purpose	Note	Principal at 1 July 2021	New Loans During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022	New Loans During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023	Principal at 1 July 2022	New Loans During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023
		$	$	$	$	$	$	$	$	$	$	$
New Community Centre		13,404,748	0	(573,170)	12,831,578	0	(595,215)	12,236,363	12,831,578	0	(595,216)	12,236,362
Total		13,404,748	0	(573,170)	12,831,578	0	(595,215)	12,236,363	12,831,578	0	(595,216)	12,236,362

Borrowing Finance Cost Payments

Purpose	Note	Loan Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2023	Budget for year ending 30 June 2023	Actual for year ending 30 June 2022
						$	$	$
New Community Centre		183	WATC*	3.81%	May 2038	(514,913)	(571,292)	(638,043)
Total						(514,913)	(571,292)	(638,043)
Total Finance Cost Payments						(514,913)	(571,292)	(638,043)

* WA Treasury Corporation

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

29. BORROWING AND LEASE LIABILITIES (Continued)

(b) Lease Liabilities

		Actual							Budget			
Purpose	Note	Principal at 1 July 2021	New Leases During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022	New Leases During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023	Principal at 1 July 2022	New Leases During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023
Cardio Equipment		22,788	27,975	(50,763)	0	0	0	0	0	0	0	0
Gym Equipment		17,039	0	(11,745)	5,294	0	(5,294)	0	0	0	0	0
Parking Sensors		65,856	1,913	(31,640)	36,129	160,798	(39,946)	156,981	0	0	0	0
Cardio Equipment		0	196,587	(6,384)	190,204	4,723	(70,878)	124,049	0	0	0	0
Total Lease Liabilities	11(b)	105,683	226,475	(100,532)	231,627	165,521	(116,118)	281,030	0	0	0	0

Lease Finance Cost Payments

Purpose	Note	Lease Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2023	Budget for year ending 30 June 2023	Actual for year ending 30 June 2022	Lease Term
						$	$	$	
Cardio Equipment		1/2	De Lage Landen	0.43%	31/03/2022	0	0	(50)	48 months
Gym Equipment		3A/3B	De Lage Landen	0.43%	31/12/2022	0	0	(125)	36 months
Parking Sensors		20200618	Database Consultants	0.35%	2/04/2023	0	0	(167)	24 months
Cardio Equipment		E6TEC63884	MAIA	3.82%	25/05/2025	(6,038)	0	(704)	36 months
Total Finance Cost Payments						(6,038)	0	(1,046)	

Attachment 12.7.1 City of Belmont Annual Report 2022-2023
City of Belmont | Ordinary Council Meeting - 12 December 2023 | 408
City of Belmont Annual Report 2022 - 2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

30. RESERVE ACCOUNTS

		2023 Actual Opening Balance	2023 Actual Transfer to	2023 Actual Transfer (from)	2023 Actual Closing Balance	2023 Budget Opening Balance	2023 Budget Transfer to	2023 Budget Transfer (from)	2023 Budget Closing Balance	2022 Actual Opening Balance	2022 Actual Transfer to	2022 Actual Transfer (from)	2022 Actual Closing Balance
		$	$	$	$	$	$	$	$	$	$	$	$
	Restricted by council												
(a)	Administration building Reserve	239,634	6,507	0	246,141	239,557	2,875	0	242,432	237,447	2,187	-	239,634
(b)	Aged Accommodation - Homeswest Reserve	885,276	43,435	0	928,711	903,390	40,808	0	944,198	862,342	22,934	-	885,276
(c)	Aged Community Care Reserve	222,284	6,036	0	228,320	222,213	2,667	0	224,880	220,256	2,028	-	222,284
(d)	Aged persons housing Reserve	827,337	22,466	(137,046)	712,757	783,661	9,404	(179,521)	613,544	960,586	8,846	(142,095)	827,337
(e)	Aged Services Reserve	1,081,309	29,362	0	1,110,671	1,080,964	12,972	0	1,093,936	1,071,442	9,867	-	1,081,309
(f)	Ascot Waters Marina Maintenance & Restoration Reserve	1,029,636	27,959	0	1,057,595	979,308	11,752	(50,000)	941,060	1,020,241	9,395	-	1,029,636
(g)	Belmont District Band Reserve	47,688	1,295	0	48,983	47,673	572	0	48,245	47,253	435	-	47,688
(h)	Belmont Oasis Refurbishment Reserve	4,203,056	114,132	0	4,317,188	4,201,716	50,421	0	4,252,137	4,164,704	38,352	-	4,203,056
(i)	Belmont Trust Reserve	1,615,026	43,855	(28,311)	1,630,570	1,510,878	18,131	(186,443)	1,342,566	1,683,144	15,500	(83,618)	1,615,026
(j)	Building maintenance Reserve	4,704,009	399,185	0	5,103,194	4,217,349	50,608	(100,000)	4,167,957	5,677,933	52,288	(1,026,212)	4,704,009
(k)	Car Parking Reserve	62,887	1,708	0	64,595	62,867	754	0	63,621	62,313	574	-	62,887
(l)	District valuation Reserve	289,617	7,864	(274,566)	22,915	264,549	88,175	(250,000)	102,724	212,659	76,958	-	289,617
(m)	Election expenses Reserve	77,514	62,591	0	140,105	78,473	50,942	0	129,415	126,350	51,164	(100,000)	77,514
(n)	Environment Reserve	834,284	679,620	0	1,513,904	1,048,656	12,584	0	1,061,240	102,743	731,541	-	834,284
(o)	Faulkner Park Retirement Village Buy Back Reserve	2,389,463	64,885	0	2,454,348	2,444,463	49,178	0	2,493,641	2,367,659	21,804	-	2,389,463
(p)	Faulkner Park Retirement Village Owners Maintenance Reserve	571,077	119,727	0	690,804	610,029	67,476	0	677,505	552,877	18,200	-	571,077
(q)	History Reserve	168,844	4,585	0	173,429	144,790	1,737	0	146,527	167,303	1,541	-	168,844
(r)	Information Technology Reserve	1,402,132	38,074	0	1,440,206	1,346,305	16,156	(130,000)	1,232,461	1,575,305	14,507	(187,680)	1,402,132
(s)	Land acquisition Reserve	9,352,961	871,475	0	10,224,436	9,319,979	111,840	(130,000)	9,301,819	9,267,616	85,345	-	9,352,961
(t)	Long Service Leave Reserve - Salaries	1,901,632	440,892	(444,604)	1,897,920	2,015,680	24,188	(240,060)	1,799,808	2,196,162	330,649	(625,179)	1,901,632
(u)	Long Service Leave Reserve - Wages	275,917	57,474	(90,025)	243,366	394,266	4,731	(38,800)	360,197	409,278	3,769	(137,130)	275,917
(v)	Miscellaneous Entitlements Reserve	449,609	1,198,984	(863,193)	785,400	480,046	5,761	0	485,807	175,837	751,619	(477,847)	449,609
(w)	Plant replacement Reserve	1,419,598	227,753	(506)	1,646,845	791,032	9,492	(232,220)	568,304	820,895	598,703	-	1,419,598
(x)	Property development Reserve	11,757,970	4,577,642	(968,547)	15,367,065	11,986,560	143,839	(968,547)	11,161,852	9,427,754	2,834,567	(504,351)	11,757,970
(y)	Public Art Reserve	401,446	10,901	0	412,347	401,317	4,816	0	406,133	397,783	3,663	-	401,446
(z)	Ruth Faulkner library Reserve	46,625	1,266	0	47,891	46,611	559	0	47,170	46,200	425	-	46,625
(aa)	Streetscapes Reserve	499,542	13,565	0	513,107	499,383	5,993	0	505,376	494,984	4,558	-	499,542
(ab)	Urban Forest Strategy Management Reserve	117,964	3,203	0	121,167	117,927	1,415	0	119,342	116,888	1,076	-	117,964
(ac)	Waste Management Reserve	5,946,452	1,262,518	0	7,208,970	5,601,544	543,320	(1,832,191)	4,312,673	4,588,191	1,358,261	-	5,946,452
(ad)	Workers Compensation/Insurance Reserve	1,401,825	38,066	(111,464)	1,328,427	1,503,293	18,040	0	1,521,333	1,637,296	15,078	(250,549)	1,401,825
		54,222,614	10,377,025	(2,918,262)	61,681,377	53,344,479	1,361,206	(4,337,782)	50,367,903	50,691,441	7,065,834	(3,534,661)	54,222,614
		54,222,614	10,377,025	(2,918,262)	61,681,377	53,344,479	1,361,206	(4,337,782)	50,367,903	50,691,441	7,065,834	(3,534,661)	54,222,614

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

30. RESERVE ACCOUNTS (CONTINUED)

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

	Name of reserve account	Purpose of the reserve account
	Restricted by council	
(a)	Administration building Reserve	This reserve is used to fund the refurbishment of the City's administration building
(b)	Aged Accommodation - Homeswest Reserve	This reserve is used to provide for the long term maintenance of Gabriel Gardens and Orana aged housing units.
(c)	Aged Community Care Reserve	This reserve is used to fund the provision of aged care community services within the City.
(d)	Aged persons housing Reserve	This reserve is used to manage the surplus/deficit position and capital improvements of the City's aged housing centres.
(e)	Aged Services Reserve	This reserve is used to fund the provision of aged services within the City.
(f)	Ascot Waters Marina Maintenance & Restoration Reserve	This reserve is used to provide for the ongoing maintenance and future redevelopment needs of the marina at Ascot Waters.
(g)	Belmont District Band Reserve	This reserve is used to provide funds for the replacement and acquisition of instruments for the Belmont District Band.
(h)	Belmont Oasis Refurbishment Reserve	This reserve is used to fund the future refurbishment of the Belmont Oasis Leisure Centre.
(i)	Belmont Trust Reserve	This reserve is used to fund costs in relation to the Belmont Trust land.
(j)	Building maintenance Reserve	This reserve is used to provide funds for the refurbishment and maintenance of the City's buildings.
(k)	Car Parking Reserve	This reserve is used to fund any activities that create or enhance car parks and includes funds received as cash in lieu for this purpose.
(l)	District valuation Reserve	This reserve is used to spread the costs of the 3 yearly revaluation of properties for rating purposes.
(m)	Election expenses Reserve	This reserve is used to spread the biennial cost of postal voting for elections over two years.
(n)	Environment Reserve	This reserve is used to fund environmental programs.
(o)	Faulkner Park Retirement Village Buy Back Reserve	This reserve is used to fund the future buy-back of the Faulkner Park Retirement Village from existing residents.
(p)	Faulkner Park Retirement Village Owners Maintenance Reserve	This reserve is used to provide for the future major maintenance and refurbishment requirements at the Faulkner Park Retirement Village.
(q)	History Reserve	This reserve is used to provide for the future costs associated with the acquisition, recording, preservation and display of articles and information
(r)	Information Technology Reserve	This reserve is used for the replacement and enhancement of the City's core business hardware and software requirements.
(s)	Land acquisition Reserve	This reserve is used for the acquisition and/or redevelopment of land and buildings and receives the proceeds of any land or building sales.
(t)	Long Service Leave Reserve - Salaries	This reserve is used to part fund the long service leave liability of the City's salaried staff.
(u)	Long Service Leave Reserve - Wages	This reserve is used to part fund the long service leave liability of the City's waged staff.
(v)	Miscellaneous Entitlements Reserve	This reserve is used to provide funding for unforeseen expenditures relating to staff and entitlements.
(w)	Parks Development Reserve	This reserve is used to provide for future development of the City's Parks including playgrounds and irrigation.
(w)	Plant replacement Reserve	This reserve is used to fund the shortfall between income generated through plant operation recoveries and replacement costs of the City's heavy plant.
(x)	Property development Reserve	This reserve is used to fund any property development within the City.
(y)	Public Art Reserve	This reserve is used to fund future acquisitions of public art for display in the City.
(z)	Ruth Faulkner library Reserve	This reserve is used for capital improvements to the City's library.
(aa)	Streetscapes Reserve	This reserve is used to fund shopping centre revitalisation and streetscape enhancements.
(ab)	Urban Forest Strategy Management Reserve	This reserve is used to fund the management and retention of the urban forest.
(ac)	Waste Management Reserve	This reserve is used to fund waste management initiatives and activities.
(ad)	Workers Compensation/Insurance Reserve	This reserve is used to fund self insurance expenses and major fluctuations in insurance premiums.

CITY OF BELMONT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

31. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2022	Amounts Received	Amounts Paid	30 June 2023
	$	$	$	$
BCITF Levy	14,593	118,939	(130,178)	3,354
Building Services Levy	36,527	253,421	(236,851)	53,097
Cash in Lieu of Public Open Space	1,303,865	0	0	1,303,865
Development Assessment Panels	0	70,873	(70,873)	0
	1,354,985	443,233	(437,902)	1,360,316

Auditor General

INDEPENDENT AUDITOR'S REPORT
2023
City of Belmont

To the Council of the City of Belmont

Opinion

I have audited the financial report of the City of Belmont (City) which comprises:

- the Statement of Financial Position as at 30 June 2023, and the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows and Statement of Financial Activity for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the City for the year ended 30 June 2023 and its financial position at the end of that period.
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2023, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report, or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to

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Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the City is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the City's ability to continue as a going concern.
- disclosing, as applicable, matters related to going concern.
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the City.

The Council is responsible for overseeing the City's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality management relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the City of Belmont for the year ended 30 June 2023 included in the annual report on the City's website. The City's management is responsible for the integrity of the City's website. This audit does not provide assurance on the integrity of the City's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the City to confirm the information contained in the website version.

Sandra Labuschagne
Deputy Auditor General
Delegate of the Auditor General for Western Australia
Perth, Western Australia
28 November 2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CEO Remuneration

The total remuneration paid to the Chief Executive Officer in the financial year ended 30 June 2023 under the Salaries and Allowances Act 1975, including salary, superannuation, private use of a motor vehicle and allowances, was $393,664.67.

Corporate Governance/Code of Conduct

Local Laws

The *Local Government Act 1995* and other legislation allows Western Australian local governments to make local laws considered necessary for the good government of the district. The City of Belmont currently has the following local laws in place:

- Consolidated Local Law 2020
- Health Local Laws 2002
- Standing Orders Local Law 2017

The *City of Belmont Consolidated Local Law 2020* was gazetted in January 2021 and amendments are currently being progressed following an undertaking requested by the Joint Standing Committee on Delegated Legislation. The amendments were submitted to the Joint Standing Committee on Delegated Legislation in November 2022.

Code of Conduct

The *Local Government Act 1995* was amended in 2020-2021 requiring all WA local governments to adopt two codes of conduct: one for Elected Members, Committee Members, and local government election candidates, and one for employees.

The codes set out the standards of behaviour which must be observed when performing a person's respective duties and are intended to promote accountable and ethical decision-making.

The Code of Conduct for Council Members, Committee Members and Candidates was adopted by Council on 27 April 2021 and the new Code of Conduct for Employees was finalised in 2022.

Gift Disclosures

Elected Members are required to disclose any gifts over $300 that were received in their official capacity in writing to the Chief Executive Officer within 10 days of receipt of the gift. This is in accordance with the *Local Government Act 1995* and includes any contributions to travel. The Chief Executive Officer is also required to disclose such gifts in writing to the Mayor.

A register is maintained by the Chief Executive Officer and published on the City's website and is available for public inspection at the City of Belmont Administration Building on request.

Elected Members are also required to make a disclosure of any gifts received from a person who is requiring a decision of the Council. The disclosure must be in writing to the Chief Executive Officer before the meeting, or at the meeting where the matter will be discussed. The Chief Executive Officer must also make such disclosures.

Complaints Register

There were no Complaints under Section 5.121 of the *Local Government Act 1995* entered on the Register of Complaints during the 2022-2023 financial year.

Four complaints were lodged under the Code of Conduct for Council Members, Committee Members and Candidates during the 2022-2023 financial year.

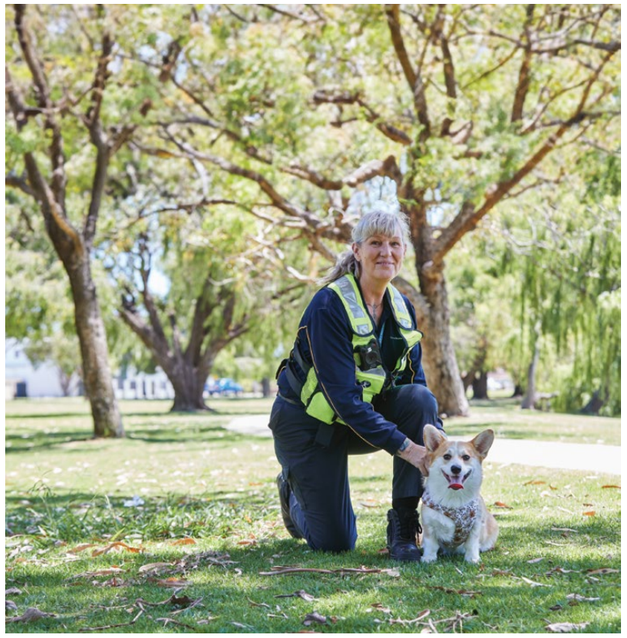
Compliance Audit Return

The *Local Government (Audit) Regulations 1996* requires local governments to carry out an annual compliance audit for the period 1 January to 31 December. The return includes a number of compliance requirements that are to be met by local governments as follows:

- Commercial Enterprises by Local Government;
- Delegation of Power / Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Integrated Planning and Reporting;
- Local Government Employees;
- Official Conduct;
- Optional Questions – Pertaining to Financial Management and Policy; and
- Tenders for Providing Goods and Services.

In the 2022 Compliance Audit Return the City identified one non-compliance. The non-compliance resulted from a miscalculation of time in the opening of a tender due to a public holiday. The tender was open for 13 days rather than the 14 days as required by regulations.

The 2022 Compliance Audit Return was adopted by Council on 23 March 2023 and a certified copy of the return along with an extract of the Minutes including the Council resolution was submitted to the Department of Local Government, Sport and Cultural Industries.



Delegation of Authority

The *Local Government (Audit) Regulations 1996* allows a local government to delegate some of its powers or discharge duties to the Chief Executive Officer. The Act also allows for the Chief Executive Officer to delegate some of those powers to another employee. These Delegations are recorded in the Delegated Authority Register.

The aim of the register is to provide for a best practice approach to the City's operations and for efficiency in the delivery of strategic outcomes within the constraints allowed by the relevant legislation and Council. The Delegations are required to be reviewed annually to ensure appropriateness and to enable an effective decision-making process. The Delegated Authority Register was reviewed and endorsed by Council in 2022-2023 at the April 2023 Ordinary Council Meeting.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

BELMONT
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City of Belmont

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BelmontCouncilWA
City-of-Belmont-WA
City of Belmont

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT

IS AUDIT ACTION PLAN

AUDIT DETAIL	ACTION	OWNER	EXPECTED COMPLETION
TOPIC: Information Security To ensure security strategies and implemented technologies align with, and support business objectives. Senior executives should implement appropriate frameworks and management structures. Management should ensure good security practices and controls are implemented and continuously monitored.	**1. Review OAG recommendations from 2023 IS Audit.** **2. Complete annual risk assessments to identify opportunities to further strengthen and manage information security general controls and practices** **3. Implement, or finalise the implementation of new systems and technologies to further strengthen the City's security posture.**	Manager Information Technology	**30/04/2024**
TOPIC: IT Operations Local government entities should use good practice standards and frameworks as a reference to implement good controls for IT operations. Entities should have appropriate policies and procedures in place to manage incidents. IT risks, information security and business continuity. Additionally, entities should ensure IT strategic plans and objectives support their overall business strategies and objectives.	**1. Update and inform relevant strategies, policies, procedures and plans** **2. Review and update processes to continuously monitor and improve information security, business continuity, IT risks, IT operations, change management and physical security of IT infrastructure and assets**	Manager Information Technology	**30/04/2024**

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12.8 Council Policies Review - Stage Two

Voting Requirement	:	Absolute Majority
Subject Index	:	32/015 - Council Policy Manuals/Code of Conduct
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

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

Purpose of report

To seek Council endorsement of the reviewed and amended policies and those recommended for deletion (refer Attachment 12.8.1).

Summary and key issues

In accordance with section 2.7(2)(b) of the *Local Government Act 1995* (the Act), Council is to determine the local government's policies.

A number of policies have been proposed for amendment or deletion.

Officer Recommendation

That Council endorse:

1. The deletion of the following Policies for the reasons set out in Attachment 12.8.1:
    - Pensioner's Outstanding Refuse Charges.
    - Pensioner/Senior Rates Arrears
    - Compliance Management
    - Council Authority to Apply for Grants

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2. The amended policies (refer Attachment 12.8.3), specifically in relation to the following:
    - Asset Management
    - Street and Civic Lighting
    - Streetscape Policy
    - Private Contributions to Drainage Works
    - Improvements to Become the Property of the City
    - Ordinary Council Meetings – Audio Recording
    - Electoral Caretaker Period
    - Council Delegate – Roles and Responsibilities
    - Elected Member Professional Development and Authorised Travel
    - Access to Legal Services for Elected Members and Employees
    - Corporate Credit Cards
    - Investment of Funds
    - Work Health and Safety
    - Quality
    - Role of Acting Chief Executive Officer
    - Street Numbering
    - Dangerous Trees
    - Honorary Freeman of the City
    - Civic Dinner – Community Guests
    - Customer Complaints Management
3. Any further minor administrative amendments/layout changes as required prior to publication on the City's website.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Amended Officer Recommendation

Sessions moved, Davis seconded

That Council endorse:

1. The deletion of the following Policies for the reasons set out in Attachment 12.8.1:
    - Pensioner's Outstanding Refuse Charges.
    - Pensioner/Senior Rates Arrears
    - Compliance Management
    - Council Authority to Apply for Grants
2. The amended policies (refer Attachment 12.8.3), specifically in relation to the following:
    - Asset Management
    - Street and Civic Lighting
    - Streetscape Policy
    - Private Contributions to Drainage Works
    - Improvements to Become the Property of the City
    - Ordinary Council Meetings – Audio Recording
    - Electoral Caretaker Period
    - Council Delegate – Roles and Responsibilities
    - Elected Member Professional Development and Authorised Travel
    - Corporate Credit Cards
    - Investment of Funds
    - Work Health and Safety
    - Quality
    - Role of Acting Chief Executive Officer
    - Street Numbering
    - Dangerous Trees
    - Honorary Freeman of the City
    - Civic Dinner – Community Guests
    - Customer Complaints Management

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

3. Any further minor administrative amendments/layout changes as required prior to publication on the City's website.

Carried Unanimously 9 votes to 0

For: Carter, Davis, Kulczycki, Marks, Rossi, Ryan, Sekulla, Sessions and Vijay

Against: Nil

Location

Not applicable.

Consultation

Consultation was undertaken with the relevant Policy Owners, internal stakeholders, the Operational Leadership Team (OLT), the Executive Leadership Team (ELT) and Elected Members.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

Policy implications

Should Council endorse the amended policies, the City's website will be updated, and policies will be listed and published individually in alphabetical order, making it easier to search the website for a particular policy.

Statutory environment

The Act provides the basis for many of the City's policies, therefore consistency with this legislation has been reflected in the review, assessment and amendments proposed.

Section 2.7 of the *Local Government Act 1995* outlines the role of Council.

Section 2.7(2) (b) requires the Council to determine the local government's policies.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Section 5.128 requires amendment of the Elected Member Professional and Authorised Travel Policy to be an absolute majority decision. The policy must be reviewed after each ordinary election (section 5.128(5)(a)).

Background

At the 22 August 2023 Ordinary Council Meeting, Council adopted Stage 1 of the City's Council Policy review.

Stage 2 of the Policy review commenced in July 2023. A presentation was made to Councillors at the 10 October 2023 Information Forum following which Councillors were provided with further time to provide feedback.

A further presentation was made to Councillors at the 6 November 2023 Information Forum where queries received from Councillors were discussed.

Report

A list of the policies proposed for deletion/amendment is provided at Attachment 12.8.1. This list also provides information on:

- the scale of changes made (delete, minor, moderate or major)
- the reason for proposed deletion and comments on the changes made.

Further changes have been made to the policies to:

- use a consistent numbering system throughout all policies;
- cross-reference the use of policy names and numbers throughout all policies;
- amended any typographical errors;
- consistent formatting of all policies.

Attachment 12.8.2 is the tracked changed version of amended policies and Attachment 12.8.3 is the clean version of all policies for endorsement. As the policy for *Legal Services for Elected Members and Employees* has been rewritten, no track changes version is provided.

Following endorsement, the City will engage the services of a copywriter to ensure the policies are written clearly and concisely and the wording is consistent across all policies.

The Ordinary Council Meetings – Audio Recording Policy will be revoked following the full implementation of livestreaming and the policy is no longer required.

Financial implications

There are no financial implications evident at this time.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title
1. Council Policies Review List 2nd stage [**12.8.1** - 3 pages]
2. Policies Track Changes [**12.8.2** - 91 pages]
3. Policies Clean Versions [**12.8.3** - 79 pages]

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

LIST OF POLICY AMENDMENTS - STAGE TWO REVIEW

POLICY NAME	POLICY NUMBER	POLICY OWNER	STAKEHOLDER	AMENDMENTS MADE
Asset Management	1	Manager Design, Assets and Development		Climate change recognition and updated IPWEA document references to latest 2020 editions.
Street and Civic Lighting	2	Manager Design, Assets and Development	Manager City Facilities and Property	No updates required.
Streetscape Policy	3	Manager Parks, Leisure and Environment		No updates required.
Private Contributions to Drainage Works	4	Manager Design, Assets and Development		Minor update, reference to the City's.
Improvements to Become the Property of the City	5	Manager City Facilities and Property		Removed "Policy Statement" Title Only
Ordinary Council Meetings – Audio Recording	9	Manager Governance, Strategy and Risk		No updates required - will be replaced by Livestreaming Policy
Electoral Caretaker Period Policy	11	Manager Governance, Strategy and Risk		Leave as is until LG reforms finalised.
Council Delegates – Roles and Responsibilities	15	Manager Governance, Strategy and Risk		Minor changes and clarifications
Elected Member Professional Development and Authorised Travel	21	Manager Governance, Strategy and Risk		Moderate. Delete cash advance section, generic reference to legislation as changes coming with LG reforms.
Access to Legal Services for Elected Members and Employees (changed to Legal Representation for Elected members and Employees)	28	Manager Governance, Strategy and Risk		Re-written in line with Department of LG guidelines. Has been reviewed by the City's lawyers.
Corporate Credit and Debit Cards (change of name to Corporate Credit Cards)	30	Manager Finance		Removed reference to debit cards as these are no longer issued. Included approval by the Mayor of CEO's application for credit card and expenditure. Included timeline for completion of reconciliation.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

LIST OF POLICY AMENDMENTS - STAGE TWO REVIEW

Investment of Funds	31	Manager Finance	Financial Accountant	Increased counterparty limit for AA Category from 30% to 40% due to current instabilities with overseas banking sector.
Pensioner's Outstanding Refuse Charges	33	Manager Finance	Coordinator Rates	Propose deletion of this policy as payment of refuse services are to be paid in the year they are raised and any requests for financial hardship should be in accordance with Financial Hardship Policy
Pensioner/Senior Rates Arrears	34	Manager Finance	Coordinator Rates	Propose deletion of this policy and creation of Payment Arrangement Guidelines
Compliance Management	36	Manager Governance, Strategy and Risk		Propose deletion of this - adequately covered by legislation, Quality policy, general convention.
Work Health and Safety	40	Manager WHS	Coordinator WHS	No changes required.
Quality	41	Manager Governance, Strategy and Risk	Coordinator Business Planning, Improvement and Risk	Minor changes to assist an external reader
Role of Acting Chief Executive Officer	42	Manager Governance, Strategy and Risk		Add scenario for Acting CEO being unwell/unavailable.
Street Numbering, Renumbering and Renaming (change of name to Street Numbering)	44	Manager Finance	Coordinator Rates and Rates Officer	Amended to cover only street numbering as the remainder was a duplicate of Naming and Renaming of Roads, Parks and Reserves' Policy. Have also renamed to Street Numbering
Dangerous Trees	47	Manager Parks, Leisure and Environment	Coordinator Parks	No updates required.
Council Authority to Apply for Grants	49	Manager Finance	Grants and Business Support Officer	Propose deletion of this policy as detail is covered in the *Local Government Act 1995* 6.15 (1)(b)(ii) and 6.8 (1)

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

LIST OF POLICY AMENDMENTS - STAGE TWO REVIEW

Honorary Freeman of the City	53	Manager Governance, Strategy and Risk	Governance and Compliance Adviser	Minor changes, increase 10 years to 20 years.
Civic Dinner – Community Guests	54	Manager PR and Stakeholder Engagement		No updates required.
Customer Complaints Management Policy	61	Manager Governance, Strategy and Risk	Governance and Compliance Adviser	No changes only recently adopted.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Asset Management

Policy Objective

The objectives of the policy are to:

1. Provide a framework for implementing asset management to enable a consistent, co-ordinated and strategic approach at all levels of Council.
2. Apply best asset management practices as appropriate to the City of Belmont.
3. Allocate corporate responsibility for asset management and the necessary resources to deliver the Asset Management Strategy.
4. Facilitate continuous improvement and innovation of delivering service by achieving service standards that benefit the community.
5. Provide a framework which quantifies risk and incorporate it into the decision-making process.
6. Provide guidance to staff responsible for asset management.

Policy Detail

As part of the Asset Management Framework, the following statements reflect Council's commitment to developing a best practice approach to asset management.

Asset Planning and Budgeting

- All assets will be managed from a "whole of life" cycle perspective.
- Asset renewal and maintenance program requirements will be met prior to any new or additional assets being considered.
- Distribution of the renewal allocation for capital works is to reflect the level of service that each asset class provides to the community. The desired level of service will be reviewed over time with adjustment in response to customer survey results, technical analysis, along with budget affordability and sustainability.
- All capital expenditure will be judged on a life cycle cost approach with capital expenditure only being approved in conjunction with appropriate recurrent expenditure budgets (maintenance and operations). Alternative options will be considered to deliver the desired level of service as specified in the Asset Management Plans via asset creation/acquisitions, upgrade, renewal or disposal.
- Capital works proposals will be evaluated and prioritised based on scheduled condition assessment surveys, infrastructure age and residual service life.
- Risk analysis at project initiation stages will be undertaken to mitigate future Council liability.
- Planned asset acquisitions, upgrades, renewal or disposals will only proceed if the proposed expenditure/income has been considered as part of Council's Asset Management Plans and included in the annual budget.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- A 10-year capital works program will be developed for each asset class and be subjected to an annual review to inform the City's long term financial plan.
- Integrate climate change considerations into the design, construction and management of City assets.

Asset Operations and Maintenance

- Appropriate planned maintenance regimes will be initiated in the most cost-effective manner to enable the City's assets to achieve effective and optimal economic lives.
- Maintenance plans will be prepared using the most appropriate techniques and incorporating a cost-benefit approach.
- All activities under planned or reactive maintenance regimes will be captured within the City's Asset Management Systems. This information will assist in the analysis of current and future maintenance programs and the development of capital expenditure programs.

Risk Assessment and Management

A risk assessment process will assist in determining priorities when developing maintenance and capital expenditure programs.

Asset Accounting and Costing

- The City will keep detailed asset registers on all assets under its care and control.
- Assets will be valued as deemed appropriate in accordance with the requirements of Australian Accounting Standards.
- Effective economic lives will be given to each asset class with the written down and depreciation values determined in accordance with the Australian Accounting Standards.
- The City will determine the cost of asset service delivery on a full cost recovery basis, which as a minimum includes the appropriate distribution of costs and overheads (including administration and finance charges, operation, maintenance and depreciation).

Asset Management Strategy and Plans

The City has developed an Asset Management Strategy and Plans that applies to all asset classes under its care and control. The Asset Management Strategy and Plans will:

- Give consideration to the management of an asset over its whole life cycle.
- Provide information on future maintenance, operational, upgrade, renewal and/or disposal requirements.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Identify the level of service that will be delivered by the asset and how the service will be monitored.
- Confirm the asset component service lives for the application of depreciation.
- Provide the basis for financial planning of asset classes.

Information Systems

The City will review and implement Asset Management Systems (AMS) relevant to individual asset classes. Over time, consideration will be given to rationalising the number of AMS across the various asset classes.

Data Management

The City will ensure accurate information is recorded regarding the inventory, condition, creation, acquisition, maintenance, renewal, refurbishment or disposal of assets for inclusion in Council's AMS.

Reference/Associated Documents

City's Asset Management Policy, Strategy and Plans.

IPWEA - International Infrastructure Management Manual 2020~~15~~ Edition

IPWEA – Australian Infrastructure Financial Management Guidelines 2020~~15~~ Edition

ISO 55000 - International Asset Management Standards 2014

Reference to Internal Procedure

Register of Delegations: ~~DA~~ 1.1.17 - Disposal of Property (other than land).

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:	
Policy No:	CP01 ~~(number will be added by Governance)~~
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
Delegation Register:	1.1.17 Disposal of Property (other than land0 ~~(Insert No. & Title) or n/a~~
Service Area:	Infrastructure Services
Policy Owner:	Manager Design, Assets and Development
Policy Stakeholder:	~~(Insert title of Officer(s)~~M~~M~~anager ~~of~~ Works Manager City Facilities and Property Manager Parks L~~l~~eisure and Environment Manager Finance Coordinator Assets

Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
27/09/05		11.5.8
28/04/09		12.10
22/11/11		12.9
28/10/14	Review - Minor	12.4
27/09/16	Review – Minor	12.9
25/09/18	Review – Minor	12.5
24/05/22	Review - Moderate	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Street and Civic Lighting

Policy Objective

To set standards for lighting throughout the City.

Policy Statement

The City supports the extensive use of street lighting for the safety of all road users. The Chief Executive Officer has delegated authority to establish appropriate standards for City owned street and civic lighting which shall have the following components:

- Establish suitable lighting criteria for the City's road network components including District Distributor, Local Distributor, Access, 4way intersections, T junctions, roundabouts, traffic signals, traffic management devices and cul-de-sacs.
- Establish lighting criteria for entrances to public access ways, shopping precincts, entrances to hotels, publicly owned amenities and schools.
- Establish a program for illumination of pavilion buildings, car parks and playgrounds on Council controlled reserves with the standard of lighting to be in accordance with relevant Australian Standards.

Policy Detail

Switch Off Time

The City is of the view that it is important for street lighting to be switched on during the hours of darkness. Switch off time for street lighting shall be at dawn.

Requests – Western Power Lighting Infrastructure

On the basis Western Power owns the bulk of the street lighting network, special requests for street lighting installation and/or upgrading to improve roadway lighting and support Crime Prevention Through Environmental Design (CPTED) principles, requests will be assessed by the City and determined on the merits of each case whilst seeking to be consistent with the lighting criteria established. If supported the request shall be referred to Western Power.

Street Lighting Improvement Program

Any street lighting improvement program initiated by Western Power will be encouraged in progressive stages provided no capital costs are incurred by Council. The City will continue to lobby Western Power to upgrade their street lighting network. Any anticipated increased annual running costs as a result of improvements, if they are outside the budget provisions, are to be approved by the City prior to the commencement of the works.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

The City reserves to itself the right to set priorities for improvements to street lighting. Where capital costs are required to be incurred, then prior authority of the City must be obtained by Western Power.

Energy Efficiency

Subject to budget considerations the City supports the use of energy efficient luminaires for civic lighting and will lobby Western Power to upgrade the street lighting network to energy efficient LED luminaires. Consideration shall also be given to lighting with smart features such as those that can detect sunlight, automatically dim, or connect to Wi FI for simple and wireless lighting controls.

Reference/Associated Documents

Australian Standards AS1175

Reference to Internal Procedure

N/A

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:	
Policy No:	CP02 ~~(number will be added by Governance)~~
Strategic Community Plan:	**Goal 1: Liveable Belmont** **Strategy:** 1.2 Plan and deliver vibrant, attractive, safe and economically sustainable activity centres **Goal 2: Connected Belmont** **Strategy:** 2.1 Design our City so that it is accessible by people of all ages and abilities **Strategy:** 2.2 Make our City more enjoyable, connected and safe for walking and cycling **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:** 5.7 Engage in strategic planning and implement innovative solutions to manage growth in our City
Delegation Register:	~~(Insert No. & title) or~~ n/a
Service Area:	Infrastructure Services
Policy Owner:	Manager Design Assets and Development
Policy Stakeholder:	~~(Insert title of Officer(s)~~Coordinator Assets

Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15	Minor	10.7
27/09/16	Review - Minor	12.9
25/09/18	Review – None	12.5
24/05/22	Review - Moderate	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Streetscape

Policy Objective

To provide streetscapes that support multiple modes of transport and community interaction by creating a streetscape environment that is safe, attractive, functional and vibrant.

Policy Statement

All streetscape works shall be developed in consideration of Policies 47 - Environment and Sustainability, 46 - Environmental Purchasing, 49 Urban Forest and 1 - Asset Management.

Policy Detail

The City of Belmont streetscape enhancement and maintenance shall be in accordance with consistent themes for asset categories.

Themes and standards shall be developed for:

- Structures – footpaths, drainage systems, overhead power lines and utilities.
- Surface Materials – concrete, asphalt, permeable material (including mulch) and block paving.
- Plantings – street trees, medians, roundabout plantings and entry statements.
- Amenities – street infrastructure components (bins, bollards and bus shelters etc), lighting, signage and banners, and public art.

Different categories shall be considered for an overall city-wide approach, for key distributor routes and key destinations, as well as for individual precinct areas (such as residential, industrial, the Ascot stables area and shopping centres).

Street Tree Management

Street trees are regarded as community assets and have a significant role in providing attractive and welcoming streetscapes. It is the City's position that the protection and enhancement of existing street trees and tree canopy cover contributes to the ongoing development of sustainable and highly livable urban environments. Please refer to Policy 48 - Urban Forest.

The City encourages tree-friendly infrastructure designs that facilitate the successful establishment and long-term viability of street trees. This includes infrastructure within the streetscape and immediate interface, such as permeable pavement, tree cells and suspended boundary front fences/ no fence.

Infrastructure Components

Standards shall be set to guide the provision of streetscape infrastructure throughout the City, considering function, durability, comfort and visual appeal.

Infrastructure components shall be consistent with the City's corporate colours.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Lighting

Street lighting is typically a Western Power owned asset provided for the safety of all road users, according to set standards. This is to be undertaken in conjunction with Policy 2 - Street and Civic Lighting.

Western Power Standards shall be adhered to for theme lighting in various locations throughout the City; such as new developments, at entry statements and central medians.

Underground Power

The systematic replacement of overhead power lines by underground cables or, where this is not feasible, by Aerial Bundled Cables (ABC) is supported and should be progressed wherever possible.

Where an opportunity to replace overhead powerlines has been identified, the City will survey residents to ascertain their interest in contributing to the cost of undertaking such work. Where there is interest greater than 50% from residents in the selected area, the City will consider the financial implications of making an application for funds from the State Government (if available).

Power poles can also provide infrastructure support for the provision of lighting; therefore the implementation of underground power may trigger the requirement for new lighting installations.

The City will lobby the State Government to seek support for increased levels of funding in comparison to higher socioeconomic areas in the Perth metropolitan area, on the basis of the City consisting of extensive areas of lower socioeconomic demographics and public housing.

Public Art

Public art shall be incorporated into the streetscape environment, including roundabouts and median islands, where possible, taking into consideration:

a) Artistic elements, which recognise the unique value of elements of Aboriginal, heritage and significant features of the City of Belmont.
b) Precinct specific public art pieces.
c) Public safety for all road users.

Banners are considered a form of public art and shall be developed for both functionality and for aesthetics.

Signage on Road Reserves

The erecting of directional signage on road reserves to facilitate access to community facilities is supported. Control is to be exercised over the functionality and aesthetics of these signs; with a standard to be set regarding the size and lettering style on the signs. Standards shall be developed for all other signage

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

displayed within the streetscape; aside from traffic or regulatory signage determined by Main Roads Western Australia.

The progressive replacement of “No Parking” signs throughout the City by “yellow lines” to indicate no standing areas (as outlined in the WA Road Traffic Code 2000) shall be progressed where deemed to be appropriate. When new parking restrictions are installed, consideration shall be given to the appropriateness of them being marked by a yellow line, rather than the installation of a “No Standing” sign. The use of yellow lines will improve the City’s streetscapes by reducing the number of signs in the road reserve and overall visual ‘clutter’, whilst clearly marking out areas where parking is not permitted.

Verge Maintenance

The City is of the view that property owners should take responsibility for the presentation of their properties, which includes maintenance of verges.

- *Levelling: Other* than in association with programmed City works, material shall only be provided to level/fill verges where there is an identifiable hazard to traffic or pedestrians, or where a drainage problem exists.
- *Verge Treatments:* Property owners are encouraged to beautify the verge adjacent to their property and take responsibility for its maintenance as an extension of their property. All works undertaken on the verge are to be in accordance with the City’s *Consolidated Local Law 2020*.
- *Mowing:* Mowing of verges is generally to be undertaken by the adjacent property owner. The City will carry out verge mowing in some circumstances, including of key routes and where a safety concern or hazard exists. A hazard is identified as being a fire hazard under the *Bush Fire Act 1954* or where the height of the verge covering may be a sight obstruction by exceeding 750mm (height as nominated in the City’s *Consolidated Local Law 2020*).

Focus will be given by Council to the following key routes into the City:

- Primary Distributor Roads (Great Eastern Highway and Orrong Road).
- District Distributor Roads A (Belgravia Street/Fairbrother Street/Abernethy Road, Kewdale Road, Stoneham Street, Grandstand Road and Resolution Drive).
- District Distributor B (Hardey Road, Alexander Road, and Belmont Avenue).
- Selected Local Distributor Roads (Francisco Street, Kooyong Road, Epsom Avenue, and Oats Street/Gabriel Street).

Consideration will also be given to other Local Distributor Roads, particularly those leading to the Airport, the City Centre and Local Shopping Areas.

Crossovers

The City supports a uniform approach to the construction of crossovers as per the City of Belmont Crossover Specifications.

Any redundant crossover is to be removed at the time of redevelopment of any lot and at the time of installation of a new crossover.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Streetscape Maintenance

Appropriately planned maintenance regimes will be initiated in the most cost-effective manner whilst achieving an aesthetic streetscape taking Council and community expectations into consideration. Ongoing maintenance requirements will be calculated and considered through a rigorous assessment prior to the instigation of any enhancement works.

The City of Belmont is committed to preserving the appearance of the streetscapes by removing graffiti from public and private property within 48 hours of the initial report and removal of offensive graffiti on the same day it is reported.

Risk Assessment and Management

A risk assessment process will assist in determining priorities when developing capital expenditure and maintenance programs.

Risk analysis at project initiation stages will be undertaken to mitigate future City liability.

All employees responsible for and involved in activities associated with the management of the City's streetscape assets will be trained to an appropriate level to ensure that appropriate asset and risk management practices are applied.

Reference/Associated Documents

Local Government Act 1995.

Consolidated Local Law 2020

Policy 46 - Environmental Purchasing

Policy 47 - Environment and Sustainability

Policy 48 - Urban Forest

Policy 1 - Asset Management

City of Belmont Street Tree Plan

Reference to Internal Procedure

N/A

Definitions

N/A

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP03	
Strategic Community Plan:	**Goal 3: Natural Belmont** **Strategy:** 3.1 Protect and enhance our natural environment **Strategy:** 3.4 Provide green spaces for recreation, relaxation and enjoyment	
Delegation Register:	n/a	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Parks Leisure and Environment	
Policy Stakeholder:		
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
07/11/06		11.1.4
28/04/09		12.10
22/11/11		12.9
28/10/14	Review - Minor	12.4
27/09/16	Minor	12.9
22/08/17	Review - Major	12.2
25/09/18	Minor	12.5
10/12/19	Review – Major	12.8
23/02/21	Minor	12.7
24/05/22	Review - Moderate	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Private Contribution to Drainage Works

Policy Objective

To ensure that developments which need to discharge storm water off site make suitable contribution toward the City's drainage system.

Policy Detail

The policy allows developers to contribute towards the cost of upgrading Council's drainage system in order to facilitate subdivision and development of land by providing an effective stormwater disposal system.

Contributions are to be paid by developers for developments or subdivisions which require the discharge of storm water runoff off site to ~~a~~the City's street drainage system. The Chief Executive Officer is authorised to assess developments or subdivisions and calculate and levy a drainage contribution. The amount of cost contribution shall be determined from the total cost of drainage upgrading works based on a pro rata runoff contribution for the catchment.

Reference/Associated Documents

Local Government Act 1995, s6.17

Reference to Internal Procedure

Annual Drainage Works Programme

WI - Private Drainage Connection.

Stormwater Management Plan

Definitions

N/A

Monitoring, Evaluation and Review

There are low financial and operational risks associated with the policy.

The policy will be reviewed every two years.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP04 ~~(number will be added by Governance)~~	
Strategic Community Plan:	**Goal 2: Connected Belmont** **Strategy:** 2.2 Make our City more enjoyable, connected and safe for walking and cycling **Strategy:** 2.3 Facilitate a safe, efficient and reliable transport network **Goal 5: Responsible Belmont** **Strategy:** 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community **Strategy:** 5.3 Invest in services and facilities for our growing community	
Delegation Register:	~~(Insert DA No.) or n/a~~N/A	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Design, Assets and Development	
Policy Stakeholder:	~~(Insert title of Officer(s)~~Development & Infrastructure Advisor	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14		12.4
27/09/16	Minor	12.9
22/08/17	Review - None	12.2
24/05/22	Review - None	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Improvements to become the Property of the City

Policy Objective

To maintain a high standard of appearance of City property.

Any approved improvement to City property which is a fixture shall automatically become part of that property irrespective of the party responsible for the cost of that improvement, whether tenant, lessee, user group or other source.

Policy Detail

At times the groups mentioned above request permission to install fixtures to benefit their occupation of the facility at their cost. If permission is granted it must be notified to the applicant that the fixture will, at installation, become the property of the City.

Reference/Associated Documents

N/A

Reference to Internal Procedure

N/A

Definitions

'A fixture': for the purposes of this policy means an improvement which is not moveable and requires structural and/or service alterations for the installation or would leave some defect either physical or aesthetic to the property by its removal.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP05 ~~(number will be added by Governance)~~	
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	
Delegation Register:	(Insert DA No.) or n/a	
Service Area:	Infrastructure Services	
Policy Owner:	Manager City Facilities and Property	
Policy Stakeholder:	(Insert title of Officer(s)	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14	Review - Minor	12.4
27/09/16	Minor	12.9
22/08/17	Review – None	12.2
24/05/22	Review - None	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Ordinary Council Meetings - Audio Recording

Policy Objective

To provide guidelines for the process of audio recording Ordinary Council Meetings to assist with verification of the Minutes and to outline accessibility to audio recordings.

Minutes will continue to be prepared in accordance with the requirements of the *Local Government Act 1995.*

Policy Detail

1. Recording

i. Meetings shall be audio recorded.

ii. At the commencement of each Meeting the Presiding Member shall advise:
   a) That the Meeting is being audio recorded.
   b) No person present at the Meeting is to use any electronic, visual or audio recording device or instrument to record the proceedings of a Meeting without the written permission of Council. (The *City of Belmont Standing Orders Local Law 2017*, section 8.17 refers).

iii. Any part of a Meeting which is closed to the public in accordance with the provisions of the *Local Government Act 1995* or any other legislation will not be audio recorded.

2. Access to Recordings

The recordings of Ordinary Council Meetings will be made available on the City's website on the day the Minutes are published and will be available for 12 months from the date of confirmation of the Minutes.

3. Recordings subject to copyright

Any recording of Meeting proceedings is subject to copyright of the City of Belmont and is not to be copied or shared with third parties without permission of the City first being obtained.

4. Retention of Recordings

All recordings are to be retained as part of the City's records in accordance with the *State Records Act 2000* and the State Records Office of Western Australia General Disposal Authority for Local Government.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Reference/Associated Documents

Local Government Act 1995
City of Belmont Standing Orders Local Law 2017
State Records Act 2000

Reference to Internal Procedure

Work Instruction - OCM Meeting Preparation
Work Instruction – OCM Minutes Production

Definitions

Not applicable.

This Policy is supported by:		
Policy No:	CP09	
Strategic Community Plan:	**Goal 5: Responsible Belmont** **Strategy:** 5.5 Engage and consult the community in decision-making **Strategy:** 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Delegation Register:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
23/10/18	New Policy	12.1
10/12/19	Major	12.8
24/05/22	Review - None	12.7
12/12/23	Review – None	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Electoral Caretaker Period

Policy Objective

This Policy establishes protocols for the purpose of preventing actual and perceived advantage or disadvantage to a candidate in a local government election due to the use of public resources or from decisions made by the Council or administration on behalf of the City during the period immediately prior to an election.

To ensure the City's activities, and those of Elected Members who are candidates in local government elections, are undertaken in a manner that supports a high standard of integrity during local government election periods.

Policy Detail

This policy applies to Elected Members, electoral candidates and employees of the City during a Caretaker Period and covers:

- Decisions made by the Council.
- Promotional materials published by the City.
- Discretionary community consultation.
- Events and Functions held by the City.
- Use of the City's resources.
- Access to information held by the City.

Caretaker Period Protocols – Decision Making

1. Notice of Caretaker Period and Policy requirements

   The CEO will ensure that:

   a) Elected Members and employees are advised in writing of the impending Caretaker Period and Policy requirements at least 30 days prior to the commencement of a Caretaker Period.

   b) Candidates are provided with a copy of this Policy at the time of their nomination for election, to ensure their awareness of the Policy requirements.

2. Scheduling Major Policy Decisions

   The CEO will use reasonable endeavours to ensure that during a Caretaker Period, unless Extraordinary Circumstances apply:

   a) Council or Committee agendas do not include any report or recommendation that if adopted would constitute a Major Policy Decision.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

b) Council forums, workshops or briefings, do not list for discussion any matter that relates to any Major Policy Decision.

The CEO shall use reasonable endeavours to ensure that, unless Extraordinary Circumstances apply, Major Policy Decisions are either:

a) Considered by the Council prior to the Caretaker Period; or
b) Scheduled for determination by the incoming Council following the Election Day.

3. Managing CEO Employment

Major Policy Decisions relating to the recruitment or termination of the CEO shall not be taken during a Caretaker Period.

Nonetheless, Council in satisfaction of its obligations as the CEO's employer during a Caretaker Period:

a) May consider and determine:

(i) appointment of an Acting CEO, where necessary;
(ii) suspension or termination of the current CEO, but only where appropriate in all the circumstances and in accordance with the terms of the CEO's contract;
(iii) the CEO's leave applications; or
(iv) any other incidental employment matter associated with the CEO including finalisation of the CEO Annual Performance Appraisal process.

b) May not initiate a new CEO recruitment process.

Caretaker Period Protocols – Candidates

1. Election process enquiries

All election process enquiries from candidates, including Elected Members who have nominated for re-election, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

2. Access to Information

Candidates, including Elected Members who have nominated for re-election, shall be provided with equitable access to the City's public information.

Elected Members nominating for re-election, may access information and assistance regarding the City's operations and Council matters during a Caretaker Period, but only to the extent necessary to perform their role as a Councillor and limited to matters currently relevant to the City.

Candidates, including Elected Members who have nominated for re-election, will not use or access City information, resources or employee resources and expertise for the purpose of gaining electoral advantage or disadvantage relevant to their own candidacy or any other person's candidacy.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

All requests for information and advice from the City will be reviewed by the CEO. Where the subject of the information or advice is considered to relate to an election campaign matter, the CEO will have absolute discretion to determine if the information or advice is or is not provided. Where information is provided to one candidate, the CEO may determine if that information is also to be provided to all candidates, including candidates who are not current Elected Members.

3. Candidate Electoral Materials

   Candidates, including Elected Members who have nominated for re-election, are prohibited from using the City's official crest or logo in any Electoral Materials.

4. Media and Publicity

   All elected member requests for media advice or assistance during a Caretaker Period, will be referred to the CEO for review.

   The CEO will only authorise elected member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the City's objectives or operations and is not related to an election campaign purpose or issue or to the elected member's candidacy or the candidacy of another person.

5. Elected member business cards and City printed materials

   Elected Members must ensure that City business cards and printed materials are only used for purposes associated with their role of a Councillor, in accordance with section 2.10 of the Local Government Act 1995.

   Elected Member are prohibited from using City business cards or City printed materials that are not available as a public document at any time, including times outside a Caretaker Period, for any election campaign purpose, either in support of their own candidacy or the candidacy of another person.

6. Elected Member participation in Events and Functions

   During a Caretaker Period Elected Members may continue to fulfil their role through attendance at Events and Functions hosted by external bodies.

7. Elected member delegates to external organisations

   At any time, including times outside of a Caretaker Period, Elected Members who are the Council's appointed delegate to an external organisation, must not use their attendance at an external organisation's meeting, event or function for any purpose associated with an election campaign purpose, including recruiting campaign assistance or promoting their own candidacy or the candidacy of another person.

8. Elected member addresses/speeches

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Excluding the Mayor and Deputy Mayor when fulfilling their functions prescribed in sections 2.8 or 2.9 of the Local Government Act 1995, Elected Members who have nominated for re-election, are not permitted to make speeches or addresses during a Caretaker Period at events or functions organised or sponsored by the City, unless expressly authorised by the CEO.

In any case, the Mayor, Deputy Mayor and Elected Members shall not use any official speech or address during a Caretaker Period to promote an election campaign purpose.

9. Elected member misuse of local government resources

Use of City resources by an elected member for the purpose of persuading electors to vote in a particular way is a “misuse of Local Government resources” and a breach of Regulation 17 of the Local Government (Model Code of Conduct) Regulations 2021.

This prohibition on misuse of local government resources for electoral purposes applies at all times and is not only applicable to a Caretaker Period.

For clarity, local government resources include, but are not limited to, employee time or expertise, equipment, stationery, hospitality, images, communications, services, reimbursements and allowances provided by the City.

Note: Refer also to Policy 12 – Governance Services to Elected Members – Local Government Election Year.

City Publicity, Promotional and Civic Activities

Publicity campaigns and promotional activities during a Caretaker Period may be undertaken only for the purposes of:

a) Promoting City services and activities, where such promotion does not relate to an electoral campaign matter and would otherwise be undertaken as part of normal operations; and

b) Conducting the election and promoting elector participation in the election.

All other publicity and promotional activities of City initiatives will be, where reasonably practicable, avoided during the Caretaker Period, including the announcement of Major Policy Decisions made prior to the commencement of a Caretaker Period or proposed to be made after a Caretaker Period.

The CEO may determine if Extraordinary Circumstances apply and if a Major Policy Decision announcement is necessary during a Caretaker Period.

Civic Events and Functions

The City will avoid the scheduling of Civic Events and Functions during a Caretaker Period, so as to prevent any actual or perceived electoral advantage that may be provided to

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Elected Members who have nominated for re-election, with the exception of the Annual Mayoral Dinner.

Civic Events and Functions organised by the City and held during the Caretaker Period will be reduced to only those essential to the operation of the City and should not in any way be associated with any issues considered topical and relevant to the election or be used as a forum for political canvassing.

City Website and Social Media Content

a) The City's website and social media shall comply with the requirements of this Policy.

b) Website and social media content regarding Elected Members will be limited to: elected member names, contact details, membership of committees and Council appointments as City delegates on external committees and organisations.

c) New website or social media content which relates to Major Policy Decisions or election campaign issues will not be published during a Caretaker Period, unless Extraordinary Circumstances apply.

d) Content posted by the public, candidates or Elected Members on the City's social media channels, which is considered by the CEO to be candidate election campaign material or to promote any candidate, will be removed.

Community Consultation

Unless consultation is mandated under a written law or Extraordinary Circumstances apply, Public Consultation relevant to Major Policy Decisions or potentially contentious election campaign issues will not be initiated in a manner that results in the consultation period being conducted immediately prior to, throughout or concluding during, a Caretaker Period.

Reference/Associated Documents

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Local Government (Model Code of Conduct) Regulations 2021

Local Government (Elections) Regulation 1997

City of Belmont Code of Conduct for Council Members, Committee Members and Candidates

Policy 12 – Governance Services to Elected Members – Local Government Election Year

Reference to Internal Procedure

Work Instruction – Electoral Caretaker Period – Process during year of Elections

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Definitions

'**Caretaker Period**' means the period of time prior to an Election Day, specifically being the period from the close of nominations (37 days prior to the Election Day in accordance with s.4.49(a) of the Local Government Act 1995) until 6.00pm on Election Day.

'**CEO**' means the Chief Executive Officer of the City.

'**City**' means the City of Belmont.

'**Election Day**' means the day fixed under the Local Government Act 1995 for the holding of any poll needed for an election, including but not limited to an extraordinary election.

'Electoral Material' means any advertisement, handbill, pamphlet, notice, letter, email, social media post, article or other communication that is intended or calculated to affect an election result, but does not include:

- an advertisement in a newspaper announcing the holding of a meeting (s.4.87 (3) of the *Local Government Act 1995*); or
- any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; or
- any materials produced by the City relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

'Events and Functions' means gatherings for the purpose of discussion, review, acknowledgement, communication, consultation, celebration or promotion, of any matter relevant to the City or its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions, including gatherings coordinated or facilitated by the City or an external entity.

'Extraordinary Circumstances' means a circumstance that requires the Council to make or announce a Major Policy Decision during the Caretaker Period because, in the CEO's opinion, delaying the decision or announcement to occur after the Caretaker Period has reasonable potential to:

- incur adverse legal, financial or reputational consequences;
- increase legal, financial or reputational risk; or
- cause detriment to the strategic objectives of the City.

'Major Policy Decision' means any decision:

- Relating to the recruitment or termination of the CEO other than a decision to appoint an Acting CEO, or suspend the current CEO in accordance with the terms of any applicable contract of employment.
- Relating to the City entering into a sponsorship arrangement with a total City contribution that would constitute Significant Expenditure, unless the expenditure is included in the current approved annual budget.
- Relating to the City entering into a commercial enterprise as defined by section 3.59 of the *Local Government Act 1995*.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- That would commit the City to Significant Expenditure or actions that, in the CEO's opinion, are significant to the City's operations, strategic objectives or will have significant impact on the community and funds have not been allocated in the annual budget.
- To prepare a report, initiated by an Elected Member, candidate or member of the public that, in the CEO's opinion, may be perceived as or is actually an election campaign issue.
- Initiated through a notice of motion by an Elected Member, where the effect of that motion will change the status quo or, in the CEO's opinion, may be relevant to the circumstances described in Clauses 1 to 5 above.
- That would adopt a new policy, service or service level or significantly amends an existing policy, service or service level, unless the decision is necessary to comply with legislation or the requirements of a public authority.
- That initiates or adopts a new local planning scheme, amendment to a local planning scheme or planning policy.

but does NOT include any decision necessary in response to an emergency, declared by either the State or Federal Government or by the Mayor in accordance with s.6.8(1)(c) of the *Local Government Act 1995*.

'Public Consultation' means a process which involves an invitation to individuals, groups, organisations or the wider community to provide comment on a matter, proposed action or proposed policy, but does not include statutory consultation or submission periods prescribed in a written law.

'Returning Officer' means the returning officer appointed under section 4.20 of the *Local Government Act 1995*.

'Significant Expenditure' means expenditure that exceeds the tender threshold as prescribed in regulation 11(1) the *Local Government (Functions and General) Regulations 1996.*

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP11	
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	
Register of Delegations:	n/a	
Service Area:	Executive Services	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Governance and Compliance Advisor	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
10/12/19	New	12.8
24/05/22	Review - Minor	12.7
12/12/23	Review – None	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Council Delegates - Roles and Responsibilities

Policy Objective

To prescribe the manner by which delegates nominated by Council as members of external committees or organisations may fulfil their representative role.

Policy Statement

The City provides delegate representation on a range of external organisations and bodies including but not limited to those outlined in the City of Belmont – Elected Member Representatives on Committees and Other Groups document.

This policy sets out the roles and responsibilities delegates must adhere to when fulfilling their role as a delegate.

Policy Detail

Where an Elected Member or employee has been endorsed as Council's nominated representative member on an external committee, body or organisation, the delegate shall:-

1. Understand that their appointment/membership is as a representative of the Council and is by right of their position with Council or the City of Belmont (the City).

2. Ensure their availability to attend scheduled meetings, and where they are unable to do so, provide prior apology to the respective Presiding Member. Apology must also be provided to external meetings for periods where approved leave of absence is granted from Council or the City.

   Delegates are responsible for ensuring that there is a quorum for meetings and that the City is represented at external group meetings. Where a delegate is unable to attend a meeting in which they have been appointed, they are to advise their deputies in order of seniority to ensure that they will be replaced at the meeting.

   It is preferable that at least twenty-four (24) hours' notice is afforded.

   Delegates are also to advise the Chief Executive Officer (or the relevant Director) of the arrangements made and the name of the delegate who will be attendance.

   Where a delegate has failed to attend three successive external organisation meetings, with or without apology, during a period where leave of absence has not been granted, the Council shall consider appointing a replacement delegate at the next possible meeting of Council ~~either Council determination~~ or ~~at the next~~ Special Council Meeting, ~~following the ordinary biennial elections~~, to

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

ensure that the purpose and integrity of Council's participation in the external organisation is maintained.

If a delegate is unable to fulfil their commitment to an external organisation then the delegate must advise the Chief Executive Officer so that Council consideration of appointing a replacement delegate can be facilitated and subsequent formal advice to the external organisation attended to.

3. Ensure that where Council has nominated a proxy or deputy delegate, that the proxy is provided with early advice and adequate information to facilitate their attendance and participation in meetings where the delegate is unable to attend.

4. Ensure that in participating and contributing to decision making of the external organisation the delegate communicates and is cognisant of Council's determined position, if any, determined from:-

   a) Firstly, resolutions of Council dealing specifically with the matter at hand.

   b) Secondly, resolutions of Council dealing generally with the matter at hand.

   c) Thirdly, relevant statements of the Council's position contained in adopted Council policies or the City's Strategic Community Plan.

   d) Lastly, if Council has not previously established a position, the Delegate should give due consideration to the potential sensitivity and/or risk inherent to the matter i.e. potential for negative environmental or social impact, or risk of community conflict.

   Where the delegate evaluates potential for a significant level of sensitivity or risk then, prior to committing to a position, the Chief Executive Officer is to be requested to prepare a report for Council's consideration. The Delegate may provide a position statement for inclusion in the report; however, officers must provide professional opinion, advice and a recommendation for Council determination.

   Delegates must ensure that this occurs where a decision by the external organisation may require a commitment of Council resources.

5. Voting Rights - An Elected Member or employee appointed as a delegate may have to participate in the decision-making process of the external organisation. The delegate may also be entitled to vote on matters coming before the external body.

   The delegate will have a fiduciary duty to the external organisation to participate in decision making processes and vote in accordance with the obligations to act in good faith for the purposes for which the external organisation was established.

   Council recognises that whilst it can require a delegate to communicate the City's position to the external organisation, it is not appropriate to attempt to bind

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

the delegate's vote on any particular matter. The delegate will have the benefit of discussion around the decision-making table and must vote in accordance with their good faith obligation to the external organisation.

However, this does not entitle a delegate to substitute their personal beliefs for Council's position. Where it is possible for a delegate aware of their obligations to act in good faith for the purposes of the external body, to vote in accordance with Council's stated position, then Council expects that a delegate will vote accordingly.

Where a delegate votes in good faith, in a manner which is opposed to a Council position, the delegate must provide a Delegates Report to the next Council meeting informing of the decision and the factors which influenced the outcome.

6. Perform the functions and duties of a delegate in accordance with the standards set out in the City's **Code of Conduct.**

7. Ensure that a copy of minutes is provided to the City for record keeping purposes and that the record keeping responsibilities outlined in the *State Records Act 2000* and Policy 43 - Records ~~Keeping~~Management ~~– Elected Members~~ are fulfilled. Where confidentiality requirements exist over either Council or the external organisation's business the delegate must ensure that confidentiality is appropriately maintained and protected.

8. Keep Council informed of the activities and achievements of the external organisation via a verbal report to the next Information Forum.

9. Elected Members or employees who attend meetings of external organisations, as observers of the City (n~~N~~ot the appointed Council delegate), where access is not generally available to the public, need be cognisant of the fact that they remain representatives of the City and therefore shall:-

   a) As a matter of courtesy seek the prior consent of the external organisation's Presiding Member before attending as an observer.

   b) Act within the meeting protocols as established by the external organisation.

   c) Communicate with the meeting only through Council's nominated delegate or only at the request of the Presiding Member of that meeting, being mindful of not interfering with due process or the role of Council's nominated delegate.

   d) Act in accordance with the standards set out in the City's **Code of Conduct**.

Matters relating to the Metro Inner-South Joint Development Assessment Panel fall outside the ~~—~~scope of this policy.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

10. Elected Members or employees who attend meetings of external organisations, in a private capacity (n~~N~~ot the appointed Council delegate or an observer), where access to the meeting is generally available to the public need be cognisant of the fact that they remain through their positions as representatives of the City and therefore shall:-

    a) Act within the meeting protocols as established by the external organisation.

    b) Make clear to the meeting that opinions or positions stated are their own and not those of the City.

    c) Not reflect adversely on a decision of the Council or a committee.

    d) Act in accordance with the standards set out in the City's Code of Conduct.

Reference/Associated Documents

Local Government Act 1995, Part 5, Section.s5.17

City of Belmont Code of Conduct for Council Members, Committee Members and Candidates

City of Belmont Code of Conduct

Elected Member Representatives on Committees and Other Groups

State Records Act 2000.

Policy 43 – Record Keeping – Elected Members

Reference to Internal Procedure

Nil.

Definitions

'**External Organisation**' means an external organisation, statutory corporation, incorporated association, regional local government, committee, working or special interest group, or governmental advisory group.

'Code of Conduct' means the *Code of Conduct for Council Members, Committee Members and Candidates* or *Code of Conduct for Employees* as applicable.

Document Set ID: 5813330
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This Policy is supported by:		
Policy No:	CP15 ~~(number will be added by Governance)~~	
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	
Delegation Register:	N/A	
Service Area:	Executive Services	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
07/11/06		11.5.9
28/04/09		12.10
28/07/09		12.15
27/07/10		12.9
22/11/11		12.9
25/06/13		12.8
22/09/15	None	10.7
27/09/16	Review - Minor	12.9
25/09/18	Review - Minor	12.5
10/12/19	Review – Minor	12.8
24/05/22	Review - Minor	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Elected Member Professional Development and Authorised Travel

Policy Objective

To provide guidelines for Elected Member training, professional development and travel to ensure Elected Members are provided with appropriate skills and knowledge to effectively fulfill their role.

I~~N~~n accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* this policy sets out requirements for Elected Member mandatory training, professional development and travel. The policy outlines Elected Member entitlements as well as establish what constitutes authorised travel on behalf of the City of Belmont.

The Policy must be reviewed by Council after each ordinary election.

All monetary values in this policy exclude GST.

Policy Detail

1. Training and professional development

1.1. Elected Member Mandatory Training

a) An Elected Member must complete any training prescribed ~~the 'Council Member Essentials' course, in accordance~~ by ~~with~~ section 5.126(1) of the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996*, within a period of twelve months of being elected.

b) In accordance with section 5.127 of the Act, the City must prepare a report for each financial year on the mandatory training completed by Elected Members during the financial year. The report must be published on the City's website within one month ~~of~~ after the end of the financial year to which the report relates.

~~b)~~

1.2. Continuous Professional Development

a) In accordance with section 5.128 of the Act, Elected Members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness and address skill gaps as required.

b) As the needs of individual Elected Members may vary, each Elected Member is encouraged to seek the assistance of the CEO and Mayor in

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

analysing their particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

c) In determining the professional development activities for individuals, Elected Members should consider the current or future strategic direction and activities of the City and its priorities and the skills that will be needed to give effect to the direction.

1.3. Budget for Professional Development

This policy establishes a limit for travel, accommodation and registration expenses for ~~Each~~ Elected Members. Each Elected Member is to be allocated $5,000 for each year of their term for travel, accommodation and registration expenses for professional development. In the first three years of the term an Elected Member may draw on amounts exceeding the $5,000 per year, but any amount greater than the $5,000 reduces the allocation available in subsequent years. In the final year of an Elected Member's term the lesser of the remaining balance or $5,000 may not be exceeded.

An Elected Member may agree to personally fund any short fall in Professional Development expenses in the event that costs would exceed the set budget amount.

The costs associated with ~~the~~ mandatory training under the Act ~~'Council Member Essentials' for newly elected Members~~ will be funded outside of the Elected Members Professional Development budget allocation outlined above. ~~This includes any actual costs (including registration, accommodation, meals and travel) which have been incurred.~~

1.4. Council Nominated Professional Development and Authorised Travel Events

The costs of attendance at Council nominated Professional Development and Authorised Travel listed in this policy, or to which Council resolves to send an Elected Member as a delegate, are not to be deducted from the Professional Development budget limit for that Elected Member. These events include Australian Local Government Association events, Australian Mayoral Aviation Council events and the receipt of awards or approved lobbying on behalf of the City of Belmont.

Unless otherwise resolved by Council;

i. the Mayor, or the Deputy Mayor; and
ii. the CEO or the CEO's nominee will be the Council delegate for attendance at these events.

The costs of attendance at the Western Australian Local Government Week event and any legislated/mandatory training are not to be included as a cost to an Elected Member's Professional Development Allowance.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

1.5. Reimbursement of Other Expenses

In accordance with section 5.98 of the Act and Regulation 32 of the *Local Government (Administration) Regulations 199*6 an Elected Member is to be reimbursed for the following types of expenses to the extent set for each type of expense where the expense is incurred:

a) in performing a function under the express authority of the City;
b) by reason of being accompanied by no more than one other person while performing an official function where the City considers it to be appropriate; or
c) in performing a function in the Elected Member's official capacity; and the expense is verified by sufficient information.

The table below outlines standard expenses and limits.

Type of expense	Professional development
Professional development expenses	For Professional Development opportunities **outside** of the Perth metropolitan area, an Elected Member is entitled to be reimbursed for registration, travel, accommodation and sundry expenses. For Professional Development opportunities **within** the Perth metropolitan area, an Elected Member is entitled to be reimbursed for registration, travel and sundry expenses. Accommodation expenses are excluded, not claimable, under this policy. *Note: See Policy item 1.3 for budget limit*
Sundry expenses	-Breakfast expenses: The actual expense incurred to a maximum value of $40 ~~a~~per day Lunch expenses: The actual expense incurred to a maximum value of $60 ~~a~~per day Dinner expenses: The actual expense incurred to a maximum value of $80 ~~a~~per day Other expenses: *(i.e., Drinks, Mini-bar, ~~non-business telephone calls,~~ Dry cleaning, Personal grooming)* The actual expense incurred to a maximum value of $50 ~~a~~per day Regardless of limits, sufficient supporting documentation is required.

1.6. Accompaniment by Spouse

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

If an Elected Member wishes to be accompanied by their spouse or partner then the Elected Member must cover the cost of all expenses of being accompanied by their spouse or partner other than:

a) the cost of attending an official dinner or equivalent function; and
b) accommodation costs where the spouse or partner stays in the same room as the Elected Member.

In some circumstances it will be more efficient and effective for the City to make arrangements for a spouse or partner and pay for travel, accommodation and registration costs. In this instance, the Elected Member must reimburse the City for any of these costs. When necessary, reimbursement will be deducted from the Elected Member's sitting fees.

1.7. Approval Process

The Mayor will consider and assess all Elected Member requests to attend professional development opportunities, and, the Mayor's requests will be ~~determined~~assessed by the Chief Executive Officer.

Any request by an Elected Member for professional development or reimbursement of expenses that is additional to or outside of the requirements of this policy will be referred to Council for further consideration.

~~1.8. Cash Advance~~

~~Section 5.102 of the Act~~

~~An Elected Member is entitled to a cash advance of up to $100 a day when attending a Professional Development event outside the Perth metropolitan area. An application for a cash advance must be made to the Chief Executive Officer at least seven days prior to departing for the event.~~

~~An Elected Member:~~

~~a) is entitled to be reimbursed in accordance with this policy for any expenses incurred in excess of the cash advance;~~
~~b) must use the cash advance for expenses that are reimbursable under this policy only;~~
~~c) must verify with sufficient information that the cash advance has been spent on Professional Development expenses; and~~
~~d) must refund the City if the amount of reimbursement claims is less than the cash advance.~~

~~1.9.~~1.8. Report

~~An~~ Elected Members ~~or Members~~ will provide a brief presentation to the next available Information Forum upon returning from any Professional Development attended.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

A summary of expenses for Professional Development of each Elected Member will be reported in the City of Belmont Annual Report each year.

2. Travel

2.1. Travel, Accommodation and Registration

The City will pay the cost of Elected Member travel, accommodation and registration at professional development events under this policy up to the limit determined in this policy. If an Elected Member pays for travel, accommodation and registration at a professional development event then the Elected Member is entitled to reimbursement up to the limits determined in this policy.

2.2. Standard of Travel and Accommodation

All Elected Member travel is to be economy class.

Hotel accommodation may be provided at the professional development event venue or if not available at the event venue then accommodation is to be at a mid-range hotel as close as practicable to the venue.

2.3. Frequent Flyer Points

Where possible, any frequent flyer points earned from flights undertaken whilst on Council business shall be applied:

a) in relation to Council business; or
b) to enable Elected Members to be accompanied by their partner or spouse whilst on Council business.

2.4. Interstate and Overseas Professional Development Events

Overseas travel will be subject to Council approval.

Unless otherwise resolved by Council, a maximum of two Elected Members shall attend an interstate Professional Development event, unless otherwise resolved by Council. Should there be more than two nominees; the Mayor will have complete discretion on the selection of approved attendees.

Consideration will also be given as to whether attendance at events will impede a quorum at any scheduled Council or Committee meetings, and available budget.

2.5. Carbon Offsets

The City will offset the carbon emissions ~~caused by~~for all interstate or overseas air travel by purchasing carbon offsets at the time of flight booking.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2.6. Travelling whilst Interstate and Overseas (other than air travel)

Elected Members shall endeavour to use the most cost effective and environmentally friendly method of travelling when interstate and overseas. When travelling within a region, an Elected Member will endeavour to travel by public transport or, if this is not practicable, then by taxi. An Elected Member may request cab charge vouchers in advance of travelling interstate.

When relevant, Elected Members are expected to share transport.

The use of a hire car must be approved in advance by the Chief Executive Officer.

Reference/Associated Documents

Local Government Act 1995
Local Government (Administration) Regulations 1996

Reference to Internal Procedure

N/A

Definitions

'**CEO**' means the Chief Executive Officer of the City.

'**City**' means the City of Belmont.

'Interstate Professional Development' means an interstate professional development event and includes those held in New Zealand.

~~i. Authorised Travel includes:~~
~~a) Receiving of a National Award; and~~
~~b) Approved lobbying on behalf of the City of Belmont.~~

'Professional Development' includes conferences, congresses, study tours, seminars, training courses, lectures, workshops or similar events.

~~Note:~~
~~i. Professional Development events held **outside** of the Perth Metropolitan area, including intrastate, interstate and New Zealand are to be deducted from the Elected Member allocation, as detailed in the expense table under items 1 and 2.~~

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

~~ii. Professional Development events **within** the Perth Metropolitan area (which are within 100kms of CBD) are also deducted from the Elected Member allocation, but exclude accommodation, as this is not a claimable expense under this policy.~~

This Policy is supported by:		
Policy No:	CP21 ~~(number will be added by Governance)~~	
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	
Delegation Register:	~~(Insert DA No.) or~~ n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	~~(Insert title of Officer(s)~~n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
08/02/05		11.3.4
03/04/07		12.5.7
28/04/09		12.10
24/08/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	Review – Major	12.4
22/09/15	Review – None	10.7
27/09/16	Review – Minor	12.9
22/08/17	Review – Minor	12.2
25/09/18	Review – None	12.5
10/12/19	Review – Minor	12.8

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

23/02/21	Review – Major	12.7
24/05/22	Review - Minor	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Corporate Credit Cards

Policy Objective

To ensure appropriate controls are in place for the issue and use of corporate credit cards and to outline appropriate use by City officers.

Policy Detail

Controls for the issue of corporate credit cards

A corporate credit card will only be issued where there is a demonstrated advantage to the City which may include:

- An additional purchasing method that is more appropriate than paying by cheque, cash or electronic fund transfer (EFT).
- A useful resource in an emergency situation.
- A reduction in the need for cash to be kept on the premises resulting in security and administrative benefits.
- A reduction in administration costs.
- Facilitating regular online fixed subscriptions for services such as internet service providers.

Application for corporate credit cards

- The cardholder shall agree in writing that they fully understand and will comply with the Corporate Credit Card Custodian agreement.
- Corporate credit cards shall only be issued to permanent City employees.
- Corporate credit cards shall only be issued following authorisation by the Chief Executive Officer (CEO).
- Corporate credit cards to be issued to the CEO shall only be issued following authorisation by the Mayor.
- Limits for credit cards shall be determined by the CEO.

Conditions of use of corporate credit cards

- Card information including card numbers and pin numbers are to be kept confidential.
- Use of credit cards shall not contravene the Purchasing policy.
- Cardholders are required to retain all documentation including tax invoices for all transactions.
- A credit card reconciliation form is to be completed, approved and submitted to Finance with all substantiating documents within 15 working days of the end of each month.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Credit card reconciliation forms are to be reviewed and approved by the cardholder's immediate supervisor. In the case of the CEO, the card reconciliation form should be reviewed and approved by the ~~Mayor.~~Director Corporate and Governance.
- A lost or misplaced credit card must be reported immediately to the Manager Finance.
- All credit cards are to be returned to the Manager Finance prior to termination of employment and are to be destroyed promptly.
- All credit cards shall be held by the Manager Finance during times of extended leave (2 months).
- Reward schemes should not be used in conjunction with credit cards.
- Credit cards shall only be used for the purchasing of goods and services on behalf of the City and shall not be used for personal expenditure.
- Credit cards must not be used for cash advances.

Register of corporate credit cards

A register of all issued corporate credit cards shall be maintained by the Manager Finance.

Misuse of corporate credit cards

Intentional misuse of corporate credit cards may result in the withdrawal of the use of the card and disciplinary action.

Using corporate credit cards for the following is considered misuse:

- Any personal expenditure.
- Cash withdrawals.
- Personal benefit from any reward programs.
- Any purchase not in accordance with this policy

Reference/Associated Documents

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Purchasing Policy

Corporate Credit Card Custodian agreement

Credit Card Reconciliation form

Credit Card Payment Request form

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Reference to Internal Procedure

N/A

Definitions

N/A

This Policy is supported by:		
Policy No:	CP30	
Strategic Community Plan Strategy:	**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	
Register of Delegations:	1.1.18 Municipal or Trust Funds: Payments and Procedures	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	**Status of Amendment**	**Minute Item Reference**
22/11/11		12.9
25/06/13		12.8
22/09/15	Minor	10.7
27/09/16	Review - Minor	12.9
25/09/18	Review – Minor	12.5
10/12/19	Review – Minor	12.8
24/05/22	Review - Minor	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Investment of Funds

Policy Objective

To provide a framework for the controlled investment of City funds surplus to immediate cash flow requirements.

Policy Detail

1. Investment Objectives

a) To provide a framework for the optimum investment of City funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk, liquidity and security for its investments
b) To take a conservative approach to investments, but with a focus to meet performance benchmarks through prudent investment of funds
c) To ensure preservation of the funds through investing within the limits set by this policy
d) To have investments structured in such a manner as to meet all the City's cash flow requirements, without penalty
e) To generate income from the investment that exceeds the performance benchmarks
f) To comply with relevant legislative requirements.

2. Policy Guidelines/Authority for Investment

All investments are to be made in accordance with:

a) *Local Government Act 1995* - Section 6.14 (1) and (2A).
b) *The Trustees Amendment Act 1997* - Point 6, re: Part III Investments.
c) *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 28, and Regulation 49.
d) Australian Accounting Standards.

The investments will be managed with the care, diligence and skill that a prudent person would exercise. Investment portfolios are to be managed in accordance with the spirit of this Investment Policy to safeguard the portfolios, and not for speculative purposes.

3. Ethics and Conflicts of Interest

Employees shall refrain from personal activities that would conflict with the proper execution and management of the City's investment portfolio. This policy requires employees to disclose any conflict of interest to the Chief Executive Officer.

Independent advisors are also to declare that they have no actual or perceived conflicts of interest and receive no inducements in relation to the City's investments.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

4. Authorised Investments

The following table lists investment types approved for new investments in accordance with the *Local Government (Financial Management) Regulations 1996*.

The overall asset mix will depend on the City's view (taking into consideration professional advice) on liquidity needs, security of capital, level and timing of income and general risk management parameters as set out in this policy.

City of Belmont– Approved Investment Types	
1.	Deposits with an authorised deposit-taking institution (ADI) or the Western Australian Treasury Corporation (WATC) with a maturity of 3 years or less
2.	Bonds that are guaranteed by the Commonwealth or a State or Territory Government with a maturity of 3 years or less.

5. Prohibited Investments

This investment policy prohibits any investment carried out for speculative purposes including:

a) Derivative based instruments
b) Principal only investments or securities that provide potentially nil or negative cash flow
c) Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind
d) Investments for any speculative purpose
e) Other investments excluded by Regulations

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

However, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the spending occurring.

6. Audit and Investment Holdings

All City investments must be held in either the City's name or held via an acceptable safe custody arrangement with the City as the beneficial owner. A statement is to be provided by the safe custody provider at each month end, verifying the holdings of the City. There must also be a comprehensive and transparent audit trail of investments placed, with appropriate internal controls over the City's investment portfolio. A separate register of investments must be maintained and be reconciled on a monthly basis.

For audit purposes, confirmation certificates must be provided independently, directly to the City's auditors by institutions and fund managers confirming the amounts of

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

investment held on the City's behalf at 30 June each year. These may also be required from time to time as part of an internal audit review.

7. Reporting

A regular report should be provided to Council, detailing the allocation of the investment portfolio and performance.

8. Investment Advisor

The City's investment advisor must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent party who is free to choose the most appropriate product within the terms and conditions of the investment policy.

The advisor must be independent and must confirm in writing when submitting a quote/tender application that they have no actual or potential conflict of interest in relation to investment products being recommended. This includes receiving no commissions or other benefits (e.g. broking fees) in relation to the investments being recommended.

9. Risk Management

Investments are to be considered using the following criteria:

a) Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value
b) Credit Risk – The risk that a party or guarantor to a transaction will fail to fulfil its obligations, and the risk of loss due to the failure of an institution/entity that holds an investment to pay the interest and/or repay the principal of an investment
c) Diversification – the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market
d) Fidelity and Legal – fraud, malpractice or misappropriation of funds, failure to obtain title over assets, and litigation
e) Liquidity Risk – the risk an investor runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby incurs additional costs or is unable to execute its spending plans
f) Market Risk – the risk that fair value or future cash flows will fluctuate due to changes in market prices, or benchmark returns will unexpectedly overtake the investment's return
g) Maturity Risk – the risk relating to the length of term to maturity of the investment (the longer the term, the greater the length of exposure and risk to market volatilities)
h) Rollover Risk – the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future
i) Regulatory Risk – risk of changes to regulation forcing disposal on adverse terms, or imposing compliance costs or costs associated with a failure to comply with regulation

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

j) Transaction Risk – the risk that transactions do not complete as expected or are not conducted on fair arms-length terms

Mitigants include:

k) Counterparty limits based on credit ratings, as well as directing investments to investments subject to guarantees, prudential supervision, or which are senior and/or secured
l) Cash buffer, monitoring of seasonal and specific purpose cashflows, availability of liquid assets, matching of investment horizons
m) Maintaining adequate diversification by counterparty, term, maturity and type of investment (more so for lower rated investments) and matching maturities to investment horizons to minimise realisation risk
n) Regulation, including any changes, override the policy. The City will not undertake investments likely to be subject to forced sale under anticipated regulatory changes.
o) Inclusion of fixed rate term investment
p) Use of collective purchasing power, documented procedures and use of regulated counterparties and issuers
q) Independent advice
r) Insurance, separation of duties for settlement, reporting, decision-making, audit and valuation, suitable custodian or direct title over assets
s) Controls over signatories and direction of funds

The above explains the factors that must be taken into consideration in making decisions about investments in order to manage risk prudently and accountably.

10. Credit Quality

Credit ratings estimate the risk of financial loss associated with an investment (generally only at the full term of the investment) or an institution. There are different rating systems for investments that are long term (generally more than 12 months) and short term (generally 12 months or less).

The ratings used in this policy are those of the international credit rating service S&P Global. S&P Global is the major credit rating institution operating in Australia, and the most common provider of ratings for the investments used by local government. The equivalent Moody's or Fitch ratings may also be used.

However, the primary control of credit quality is the prudential supervision and government support of the ADI sector, not ratings.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Investments held by the City must be consistent with the credit rating requirements as per the limits set out in the following table. Short-term ratings are only considered where there is no long-term rating on a security.

Long Term Rating Range*	Maximum Holding
AAA Category	100%
AA Category or Major Banks	100%
A Category	80%
BBB Category or Unrated ADIs	60%

For the purpose of this Policy, "Major Banks" are currently defined as the ADI deposits issued by the major Australian banking groups:

a) Australia and New Zealand Banking Group Limited
b) Commonwealth Bank of Australia
c) National Australia Bank Limited
d) Westpac Banking Corporation

This can include ADI subsidiaries whether or not explicitly guaranteed, and sub brands.

Similarly, with other ADI groups owning multiple banking licences, rating categories are based on the parent bank even if the subsidiary is not explicitly rated.

11. Counterparty Limits

Exposure to individual counterparties/financial institutions will be restricted by their rating so that single entity exposure is limited, as detailed in the table below. It excludes any government guaranteed investments.

Long Term Rating Range*	Limit
AAA Category[1]	50%
AA Category or Major Banks	40%
A Category	25%
BBB Category	20%
Unrated Category[2]	5%

**or equivalent short-term rating, where applicable*

[1] 100% Commonwealth Government debt and Government-guaranteed deposits are included in this category, but without any upper limit applying to the government as counterparty.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

[2] This category includes unrated ADI's such as some Credit Unions and Building Societies where they fall outside deposit guarantees for at least part of the investment term.

Investments that are downgraded outside the acceptable rating benchmark will be divested as soon as practicable only after taking advice from the City's independent fund advisor.

12. Investment Horizon Limits

The City's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

Once the primary aim of liquidity is met, the City will ordinarily diversify its' maturity profile as this will ordinarily be a low-risk source of additional return as well as reducing the volatility of the City's income. However, the City always retains the flexibility to invest as short as required by internal requirements or the economic outlook.

The factors and/or information used by the City to determine minimum allocations to the shorter durations include:

a) The City's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies.
b) Medium term financial plans and major capex forecasts.
c) Known grants, asset sales or similar one-off inflows.
d) Seasonal patterns to the City's investment balances – especially having regard to the heavy seasonality of the Municipal portfolio.

13. Municipal Portfolio

Investment Horizon Description	Investment Horizon - Maturity Date	Minimum Allocation	Maximum Allocation
Working capital funds	0-3 months	20%	100%
Short term funds	3-12 months	n/a	100%

14. Reserve Portfolio

Investment Horizon Description	Investment Horizon - Maturity Date	Minimum Allocation	Maximum Allocation
Working capital funds	0-3 months	n/a	50%
Short term funds	3-12 months	n/a	100%
Medium term Funds	1 – 3 years	n/a	100%

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Within these broad ranges, the City relies upon assumptions of expected investment returns and market conditions that have been examined with its' investment advisor.

Investments involving Trust or the Belmont Trust (Reserve) accounts are invested through the use of a Cash Deposit Account (CDA) with the City's designated ADI. As the funds may be required to be called upon during the year the CDA offers greater flexibility.

15. Environmental Impact

The City of Belmont acknowledges climate change and attempts to reduce its investments that fund the fossil fuel industry and contribute to greenhouse gas emissions.

Providing the cost is no more than 5 basis points and the associated risks within those limits provided in this policy then preference can be given to those ADI's not involved with new investing in, or lending to the fossil fuel industry.

16. Performance Benchmarks

The performance of each investment will be assessed against the benchmarks listed in the table below. The expected performance of each investment will be greater than or equal to the applicable benchmark by sufficient margin to justify the investment considering its' risks, liquidity and other benefits of the investment.

Council will seek information about both current and historical reward for the investments contemplated in its Strategy – where insufficient, it will hold cash and not seek to outperform, as to do so mandates risk-seeking at times of minimal reward.

It is also expected that Council will take due steps to ensure that any investment, notwithstanding a yield above the benchmark rate, is executed at the best pricing reasonably possible.

Investment Category	Investment	Performance Benchmark	Time Horizon
Working Capital	Business Online Account, Notice Accounts, short dated bills, deposits issued by an ADI.	AusBond Bank Bill Index (BBI)	3 months or less
Short Term Funds	Term Deposits of appropriate horizon issued by an ADI.	AusBond Bank Bill Index (BBI)	3 to 12 months
Medium Term Funds	Term Deposits of appropriate horizon issued by an ADI.	AusBond Bank Bill Index (BBI)	12 months to 3 years

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Reference/Associated Documents

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Trustees Act 1962.

Reference to Internal Procedure

Process Map - Investments

Delegation Register 1.1.20 Investments

Definitions

'Act' means Local Government Act (1995).

'ADI' means Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the *Banking Act 1959* to take deposits from customers.

'AusBond Bank Bill Index' (Formerly the UBS BBI) means the UBS Australia index family was acquired by Bloomberg from Q3 2014, and while branding changed the benchmark is unaltered. It represents the performance of a notional rolling parcel of bills averaging 45 days and is the widely used benchmark for local councils.

'City' means the City of Belmont.

'City Funds' surplus monies that are invested by the City in accordance with section 6.14 of the Act

'Horizon' represents the intended minimum term of the investment; it is open for an Investment Strategy to define a target date for sale of a liquid investment.

'Maturity Profile' means the City's positioning of the investment portfolio to meet liquidity and return objectives.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP31	
Strategic Community Plan Strategy:	**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	
Register of Delegations:	1.1.20 - Investments	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	(Insert title of Officer(s)	
Amendment Status:		
Date of Amendment	**Status of Amendment**	**Minute Item Reference**
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
24/07/12		12.9

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

25/06/13		12.8
28/10/14	Review – Minor	12.4
22/09/15	Review – Minor	10.7
27/09/16	Review – Major	12.9
22/08/17	Review – Major	12.2
25/09/18	Review – Minor	12.5
10/12/19	Review – Minor	12.8
24/05/22	Review - Minor	12.7
22/08/2023	Review – Minor	12.10

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Pensioner's Outstanding Refuse Charges **FOR DELETION**

Policy Objective

Although under legislation entitled pensioners are able to defer payment of their rates whilst they remain entitled pensioners, this does not extend to charges levied for refuse collection services. It is Council policy that charges for refuse services are to be paid for in the year in which they are raised by Council.

Policy Detail

Entitled pensioners that are not in a position to pay refuse charges due to financial hardship will not be pursued legally for the recovery of outstanding monies as all outstanding monies are a secured and is recoverable when the property is sold.

Entitled pensioners that have outstanding refuse charges due to financial hardship, will not be prejudiced in relation to their entitlement to defer their rates.

Reference/Associated Documents

Local Government Act 1995

Local Government (Administration) Regulations 1996

Reference to Internal Procedure

Nil.

Definitions

Nil.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP (number will be added by Governance)	
Strategic Community Plan Strategy:	5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	1.1.21 – Recovery of Unpaid Rates	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	Coordinator Rates	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
This section will be updated by Governance		

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Pensioner Senior Rates Arrears **FOR DELETION**

Policy Objective

To assist ratepayers who become eligible to obtain Pensioner/Senior status but have rate arrears.

Policy Detail

Ratepayers that have arrears from previous years and cannot pay them prior to the 30 June are not entitled to a rebate or deferral unless they enter into a repayment arrangement that must be agreed in writing to clear the arrears to the satisfaction of the City and continue to meet the agreed payments within the prescribed time frame approved.

The repayment programme, depending on the extent of the arrears and ratepayers demonstrated financial circumstances may extend beyond the 30 June.

All conditions relating to penalties will still apply until such as the arrears are cleared.

Should the ratepayer default on the payment arrangement, then the entitlement to a rebate and/or deferral may be withdrawn at the City's discretion.

Reference/Associated Documents

Local Government Act 1995

Local Government (Administration) Regulations 1996

Reference to Internal Procedure

Delegations Register

Definitions

Nil.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP (number will be added by Governance)	
Strategic Community Plan Strategy:	5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	1.1.21 - Recovery of Rates	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	Coordinator Rates	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
This section will be updated by Governance		

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Compliance Management

Policy Objective

The City recognises that its organisational value of INTEGRITY is a prerequisite to the City being able to act to achieve its Vision.

The objective of this policy is to provide a framework that supports the City in identifying, applying and monitoring compliance requirements across the City's activities and services.

The City commits to developing and maintaining work processes that support the administration and Elected Members in meeting and maintaining a regime of compliance in accordance with the guidelines provided in Australian Standard AS 19600-2015 Compliance Programmes.

Policy Detail

Compliance is supported and managed through convergence with the following City of Belmont Management Plans:

- Compliance Management Plan
- Risk Management Plan
- Consolidated Assurance Map

Compliance responsibilities are assigned to individual Process Owners, with the compliance management framework expressed through the City's Business Management System.

The Chief Executive Officer, employees and Elected Members recognise their individual responsibilities to work cooperatively and proactively within this framework to achieve compliance with:

- Statutory Requirements
- Industry Codes and Standards; and
- Organisational Standards (policies and procedures)

All parties must monitor activities, seek out relevant information, report proposals for improvements and/or where evident non-compliance, in order to achieve and maintain a positive culture of compliance.

Fair, consistent and effective approaches are used in the application of the City's compliance management framework. Non-compliance is managed in graduated measures in accordance with Council's Code of Conduct.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Reference/Associated Documents

Australian Standard AS 19600-2015 Compliance Programs
Compliance Management Plan
Risk Management Plan
Consolidated Assurance Map
Code of Conduct for Council Members, Committee Members and Candidates
Code of Conduct for Employees
Business Management Systems Manual

Reference to Internal Procedure

N/A

Definitions

N/A

This Policy is supported by:		
Policy No:	CP (number will be added by Governance)	
Strategic Community Plan Strategy:	There are no Strategic Community Plan implications evident at this time.	
Delegation Register:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
20/12/05		11.5.1
28/04/09		12.10
22/11/11		12.9
28/10/14	Review - Minor	12.4
22/08/17	Review – Minor	12.2
24/05/22	Review - Minor	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Work Health and Safety

Policy Objective

To ensure all City of Belmont workers have safe workplace conditions and systems of work that minimise risk of injury or illness to our people including, Workers (contractors, labour hire & volunteers) visitors, and customers and damage to Council property and the environment.

The City of Belmont will maintain an effective Safety Management System that incorporates a continual improvement philosophy and provides for maintenance of the highest occupational safety and health standards to protect the wellbeing of our people and the environment. The Safety Management System will continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and consultation with all Workers and stakeholders.

Policy Detail

The City of Belmont will:

- Comply with the West Australian Work Health and Safety Act 2020, all relevant Regulations, Codes of Practice and Australian Standards.
- Ensure stakeholders understand and comply with their obligations regarding Work Health and Safety Legislation and the City's policies, procedures and safe systems of work.
- In consultation with stakeholders, manage all safety related matters to reduce risks in the workplace.
- Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.
- Provide induction and ongoing training, information and instructions to Workers and relevant stakeholders, regarding Work Health and Safety.
- Ensure that relevant purchasing programs, contracts, tenders, leasing, hiring systems and assets comply with and are maintained in line with the City's policies and procedures and Australian Standards in relation to the Work Health and Safety Act 2020 (WA).
- Provide an effective system of accident/incident reporting, investigation, and recording. 8. Monitor the effectiveness of the City's Work Health and Safety performance.

Workers and Stakeholders will:

- Comply with the Work Health and Safety Act 2020 (WA), all relevant Regulations, Codes of Practice and Australian Standards.
- Report workplace hazards and incidents to supervisors/manager.
- 3. Work in accordance with the policies, procedures, and safe systems of work of the City of Belmont.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Work in a safe manner that will not endanger the safety and health of themselves, their colleagues, the public or the environment.
- Consult and cooperate with supervisors and management on matters relating to workplace safety and health.

Responsibilities

The development of the Safety Management System and this policy is the responsibility of the Executive Leadership Team. Its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of all City Workers and stakeholders.

Reference/Associated Documents

Work Health and Safety Act 2020, and related Regulations

Codes of Practice and Australian Standards

Reference to Internal Procedure

BelNet Related Work Instructions

Definitions

N/A

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP40 ~~(number will be added by Governance)~~	
Strategic Community Plan Strategy:	**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	
Register of Delegations:	N/A	
Service Area:	Executive Services	
Policy Owner:	Manager Work Health and Safety	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
27/09/05		11.5.9
26/09/06		11.5.5
11/12/07		12.5.8
21/10/08		12.10
27/07/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	Review - None	12.4
22/09/15	Review – None	10.7
27/09/16	Review – Minor	12.9
22/08/17	Review – None	12.2
25/09/18	Review – None	12.5
10/12/19	Review – Minor	12.8
14/12/21	Review – Minor	12.7
24/05/22	Review – Updated to Reflect legislative	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

	change to Work Health and Safety	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Quality

Policy Objective

The City of Belmont will maintain and regularly review its Quality Management System for the purpose of delivering value to its community and interested parties by determining their current and future needs and expectations.

The City of Belmont will learn, innovate, adapt for change and empower all employees to participate and contribute to organisational improvement to meet new challenges and requirements as they arise.

The leadership and commitment of management together with the competency of our people will provide quality products and services to the customers of the City of Belmont.

The City of Belmont will ensure a culture of continuous improvement by maintaining certification to the ISO 9001 Quality Management System (the Standard)~~,~~ and applying ~~the~~recognised principles ~~of Business Excellence and~~ of best practice. This ~~,~~ includ~~inges~~ proactive planning, legislative compliance, sustainable development and risk management.

Policy Detail

This policy relates to all activities of the City including Strategic and Operational activities, and to all employees and contractors providing products and delivering services on behalf of the City.

The City's Business Management System (BMS) and BMS Manual define and interpret the principle requirements of a Quality Management System (QMS) under the Standard.

The Executive Leadership Team will:

- ~~—~~Take accountability for the effectiveness of the QMS~~.~~ and ~~uality Management System (QMS).~~
- ~~E~~ensure that the QMS policy and objectives are established in line with the context and strategic direction of the City of Belmont.
- Ensure integration of the QMS requirements into the City of Belmont's overall business processes and BMS~~usiness Management System~~ documentation.
- Promote the use of the process approach and risk-based thinking.
- Ensure that the resources needed for the QMS are available through the annual budget process.
- Ensure that the QMS achieves its intended outcomes.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Communicate the importance of an effective QMS and of conforming to the QMS requirements to all ~~staff~~employees and relevant stakeholders.
- Promote an ethos of continuous improvement in the City through education and training of our people and engagement with relevant interested parties.

The City of Belmont will:

- Monitor and review internal and external issues that may affect the City's ability to achieve the intended outcomes of its BMS.~~usiness Management Systems.~~
- Achieve the core objectives of the Strategic Community Plan through effective implementation of the Corporate Business Plan, continuous improvement and the maintenance of appropriate management systems.
- Comply with all relevant ~~L~~legislation.
- Benchmark our performance in relevant areas to assist in the continuous improvement process.
- Participate in the development of the local government industry and ensure due diligence through compliance to statutory and other selected standards.
- Ensure every employee understands that they are expected to contribute to the continuous improvement of the City and that they are to take responsibility for the quality of their own work, as well as the satisfaction of their customers, whether internal or external.
- Regularly measure organisational performance and the effectiveness of business management system~~s~~ through a process of routine audits, assessments and reviews.
- Maintain certification to ISO 9001:2015 Quality management systems – Requirements.~~Management System.~~

Responsibility for the Quality Policy:

The implementation of this policy is the responsibility of the Chief Executive Officer, the Executive Leadership Team and the Operational Leadership Team. The application of this policy is the responsibility of all City employees and stakeholders.

Reference/Associated Documents

ISO 9001:2015 Quality management systems – Requirements
~~Australian Business Excellence Framework (ABEF)~~

ISO 14001:2015 Environmental management systems – Requirements with guidance for use

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use

~~AS/NZS~~ ISO 31000:2018 – Risk management – Guidelines

Australian Business Excellence Framework (ABEF)

Reference to Internal Procedure

N/A

Definitions

N/A

This Policy is supported by:		
Policy No:	CP41 ~~(number will be added by Governance)~~	
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	
Delegation Register:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy & Risk	
Policy Stakeholder:	Coordinator Business Planning, Improvement and Risk	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/11/11		12.9

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

25/06/13		12.8
27/09/16	Review - Major	12.9
10/12/19	Review – Major	12.8
14/12/21	Review – Minor	12.7
24/05/22	Review - None	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Role of Acting Chief Executive Officer

Policy Objective

To determine how the position and duties of the Chief Executive Officer will be undertaken on an acting basis as required; and

To determine those employees that are considered to be suitably qualified to act in the position of Chief Executive Officer and provide clear guidelines for who will carry out the functions of the Chief Executive Officer (CEO) on an acting basis in the absence of the CEO in accordance with the requirements of the *Local Government Act 1995*.

Policy Detail

In accordance with Section 5.36(2)(a) of the *Local Government Act 1995 (*the Act*),* the Council has determined that all persons appointed as the permanent incumbent to the position of a Director at the City are considered to be suitably qualified to act in the role of CEO as required.

Directors will undertake the functions and duties of the CEO on a temporary basis as Acting CEO. This is to be on a rotational basis at the discretion of the CEO, dependent on availability and operational requirements and for a defined period and shall be made in writing. The period is not to exceed one year.

The CEO is to advise all Elected Members in writing of which Director will be Acting CEO and the period covered.

In the event of an emergency where the CEO is not able to determine which Director will undertake the role of Acting CEO, the longest serving Director at the City of Belmont is deemed to be the Acting CEO.

In the event of an emergency where the Acting CEO is unable to fulfil their duties, the longest serving Director available at the time is deemed to be the Acting CEO.

Notwithstanding the above, ~~parts 1 to 4~~, in the CEO's absence, Council reserves its right under the *Local Government Act 1995* to determine which Director is to carry out the functions of the CEO, for any period not exceeding one year.

Reference/Associated Documents

Local Government Act 1995
Local Government (Administration) Regulations 1996
~~Operational Policy - Decision Making (BEXB32)~~
Higher Duties Form

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Reference to Internal Procedure

N/A

Definitions

N/A

This Policy is supported by:		
Policy No:	CP42 ~~(number will be added by Governance)~~	
Strategic Community Plan:	There are no Strategic Community Plan implications evident at this time.	
Delegation Register:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:		
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
23/06/2020	New Policy	12.7
24/05/2022	Review - None	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Street Numbering

Policy Objective

To ensure correct and consistent street numbering which will allow clear and concise identification of all properties within the City of Belmont

Policy Detail

~~To all properties that are with within Council boundaries that require street numbering or street re-naming including those streets divided into two or more sections~~

~~1. Methods and Procedures~~
~~i. Street Addressing~~

~~Determining the Street Address~~

All street numbers should be in accordance with Landgate guidelines and Australian/New Zealand Standard Rural and Urban Addressing. Where possible, street numbers should meet with the requirements of Emergency Service responders and other service providers. The main access from a road to a property (i.e. front door) determines the correct street address. Properties must have the street number clearly displayed and visible from the road. ~~This is in accordance with Landgate guidelines, Australian and New Zealand Standards for Rural and Urban addressing and to meet with the requirements of Emergency Service responders and other service providers.~~

~~Street Addressing Patterns~~

~~(i) Street addresses must be consecutive and where a street address has been allocated to a property, then that address must be used.~~
~~(ii) Odd house numbers will be allocated to the left hand side of the road and even numbers to the right hand side, commencing from the starting point as listed in the standards~~
~~(iii) Every Lot will be allocated a street address. Spare numbers will be set aside to allow for future development of certain lots.~~
~~(iv) A corner property will be addressed based upon the main access way or location of letter boxes.~~
~~(v) All street addresses will be sequential, ranging from the lowest to the highest e.g. 1, 1A, 2, 2A, 3, 4, 5, 6, 7 etc.~~
~~(vi) Street Addresses for subdivisions and amalgamations will be allocated when approval is granted by the Planning Department~~

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

~~and owners will be notified by mail. City of Belmont reserves the right to retain any street addresses not used, as it deems appropriate.~~

~~A. Single houses and grouped dwellings may be required to share a street number.~~
~~B. If the property containing a retained existing dwelling/building is redeveloped with an additional dwelling/building at the rear, then the existing dwelling will retain its original street number and the new dwelling will be allocated a suffix of the original house number.~~
~~C. If the existing lot is developed and split adjacent to the road into two or more separate lots with direct road frontage, the following provision will be applied:~~
- ~~Where available, whole street numbers will be allocated~~
- ~~Where there is only one street number available, the lot closest to the road starting point will retain the original street number and thereafter number with suffixes will be applied sequentially.~~

~~D. Where there is only one number available for example at House number 1, new developments will be allocated suffixes such as 1A, 1B, 1C and 1D. If there are more than four units, they will be allocated numeric prefix e.g. 1/1, 2/1, 3/1 etc.~~

~~Instigation methods for street re-naming and re-numbering~~
~~a. Council Resolution~~

Council may approve the re-naming of City streets w~~W~~here ~~Council~~ it has ~~in its opinion~~ sufficient community or ~~government~~ emergency services ~~agencies~~ requests. If any changes are approved, the house numbering will be reviewed and property owners notified of the outcome. ~~for the rectification of problems associated with segmented sections of a street, the Council may instigate the re-naming and re- numbering of the segmented portions after seeking comments from all property owners within the affected street sections.~~

~~To enable the process to continue and be completed there is to be 75% support from the affected owners of the proposed change.~~

~~Federal and State Government Agencies (other than Geographic Names Committee and Minister for Lands)~~

~~Where a Federal or State government agency requests Council to consider the re-naming and/or re-numbering of segmented sections of a street due to problems that they are experiencing the matter shall be referred to Council for consideration in line with clause 1.1.~~

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

~~Emergency Services Agencies~~

~~Where an emergency service agency has notified Council that it is experiencing difficulties with segmented sections of a street, all options available to assist will be considered included improved street signage which clearly defines the house numbers in the segmented portion.~~

~~b. Property Owners~~

~~Where a property owner provides a written request for the re-naming of the section of street in which they own property or reside, the property owner shall be requested to produce to the Council written confirmation from 75% or more of the other property owners in the street that they support the re-naming and re-numbering of the section of the street in question.~~

~~The Council will provide free of charge to the initial requestor the contact names and addresses of the other property owners to assist in the collection of the comments.~~

~~The Proposed Street Numbering and Re-naming Questionnaire shall be the format used for seeking comment of property owners on street re-naming and re-numbering.~~

~~1. Procedures for re-naming and re-numbering~~

~~a. Suggested street name(s) selected from the "Schedule of Names Reserved for Streets and Parks" list (as amended) are to be presented to Council for consideration.~~

~~b. Council's recommendation of the street name is to be presented to the Geographic Names Committee for endorsement.~~

~~c. The proposed street name shall not be used for more than one section of a segmented street.~~

~~d. All renamed streets will have new numbers allocated to each property.~~

~~e. The re-numbering sequence shall follow the Australian/New Zealand Standard AS/NZS 4819 2011.~~

~~f. Following the endorsement by the Minister for Lands of the new street name a dual street sign will be installed and retained as a dual sign for a period of not less than 12 months by the City.~~

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

~~g. Wherever practical, the selection and endorsement of the new street name is to be finalised and submitted to the Geographic Names Committee by the end of March to enable print for the following year street directory.~~

~~**Advice to Owners**~~

Once approved, ~~Residential~~
t~~T~~he City will notify ~~only~~ the following agencies where street ~~re-naming and~~ re-numbering has occurred:

- Australian Electoral Commission
- Synergy
- Water Corporation
- Landgate
- Telstra
- Atco Gas
- Kleenheat
- Australia Post
- Alinta Gas

Council will not consider requests for street number changes, which are based on the following:

- A number is considered “unlucky”.
- Religious reasons.
- To improve the “feng shui” of a property.
- Personal preferences.
- The number is not good for business.
- The property is difficult to sell.
- The number/address “devalues” the property.

A request to re-number a property is to be submitted in writing.

Council will only consider changing a number where there will be no effect on the sequencing of numbers, the ability to allow further allocation of numbers to properties where future development can occur and where the change will not require the installation of alphabetical lettering after the number.

The property owner will be responsible for:

- Notifying occupants of the proposed changes where they are not the owner/occupier.
- Removing the existing street number and installing the new number.
- Notifying all other agencies not listed in item 1 above.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- Changing at their expense any individual property signage that reflects the existing street name and numbering.
- Notifying all personal contacts regarding the change of address.
- Notifying all other agencies associated with the owner external to Australia.
- Alterations to personal/ business stationery etc.

The City will not compensate or bear any costs associated with the correction of reflective numbering installed on kerbs.

~~Commercial/Industrial~~

~~For commercial and industrial properties, the five items listed for residential properties are applicable along with the following additional items:~~

- ~~Council will not be responsible for the costs associated with stationery changes relating to the business name and address.~~
- ~~Council will not be responsible for the installation of revised advertisement signage on the property.~~
- ~~Council will not provide any revised or additional street numbers other than as listed for residential properties.~~
- ~~Council will provide three months' notice prior to the installation of street signage to enable the correction of stationery and business advertisement signage.~~

Reference/Associated Documents

Australian/New Zealand Standard AS/NZS 4819 2011

Reference to Internal Procedure

N/A

~~Proposed Street Numbering and Renaming Questionnaire~~

Policy 56 - Naming or Renaming of Streets, Parks and Reserves

Definitions

~~N/A~~

N/A

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP44 ~~(number will be added by Governance)~~	
Strategic Community Plan Strategy:	**Goal 5: Responsible Belmont** **5.6** Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	Coordinator Rates	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/08/17	New Policy	12.2
10/12/19	Review – None	12.8
24/05/22	Review - None	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Dangerous Trees

Policy Objective

To ensure the most appropriate and effective action is taken regarding trees on private property in an unsafe condition.

Policy Detail

Where concern is raised regarding the safety of a tree on private property, a City officer will, at the earliest opportunity, arrange for a qualified Arborist to conduct a visual inspection of the tree.

1. Where a visual inspection reveals a tree is a 'serious and immediate danger' and therefore requires immediate intervention, the City will as per Section 3.27(1) Schedule 3.2(7) of the Local Government Act 1995, take action to reduce the risk, with or without consent of the owner or occupier of the land.

    a) Costs incurred by such action will be recovered as a debt from the property owner.

2. If the tree does not present a 'serious and immediate danger', however exceeds the QTRA risk tolerability threshold of 1/10 000 the Arborist will prepare a report and the City will issue a notice requiring the owner to reduce the risk.

    a) The notice shall be issued under Section 3.25(1) Schedule 3.1(8) and (9) of the Local Government Act 1995, including the right to object/ appeal.
    b) Where an owner is unable to comply with the Notice due to financial constraints, the City will offer to undertake the associated works, and offer the property owner the option of paying the City in instalments. Any property owner requesting payment terms will be recorded and managed by use of the "Arrangements to Pay" option, with a maximum term of up to 12 months.
    c) If a property owner fails to comply, the City will, in accordance with Section 3.26(2) and (3) undertake the required works. Costs incurred by such action will be recovered as a debt from the property owner.

3. If the assessment identifies a low and tolerable risk, no further action is taken.

    The City will advise the original complainant of the outcome of the inspection.

    Where approval to remove the tree is required under any legislation, including but not limited to the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 (WA) or the Environmental Protection and Biodiversity Conservation Act 1999 (Cwth), the City will either;

    a) obtain the required approval; or

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

b) provide information in the notice issued to the owner or occupier advising them of the legislative requirement and request a copy of the approval once obtained.

Reference/Associated Documents

Local Government Act 1995, Section 3.27(1) Schedule 3.2(7) Section 3.25(1) Schedule 3.1(8) and (9)

QTRA: Quantified Tree Risk Assessment Version 5

Reference to Internal Procedure

Process Map - Parks - Dangerous Tree Removal

Delegation Register – DA02 – Powers of Entry

Definitions

'Serious and immediate danger' – defined as: a tree assessed by a qualified Arborist using QTRA methodology as presenting an unacceptable risk of significant harm requiring immediate action.

'Low and tolerable risk' – defined as: A QTRA qualified arborist assessed a tree at an elevated but not unacceptable risk.

And where the tolerability of the risk depends on the costs and benefits of risk reduction. (Whether the benefits of risk control are sufficient to justify their cost).

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP47 ~~(number will be added by Governance)~~	
Strategic Community Plan Strategy:	**Goal 3: Natural Belmont** **Strategy:** 3.1 Protect and enhance our natural environment	
Delegation Register:	~~(Insert No. & Title) or N/A~~ DA02 – Powers of Entry	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Parks	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
27/07/04		10.1.1
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
28/10/14	Minor	12.4
27/09/16	Review - Major	12.9
22/08/17	None	12.2
24/04/18	Major	12.4 (from 1 July 2018)
10/12/19	Review – None	12.8
24/05/22	Review - Major	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

49. COUNCIL AUTHORITY TO APPLY FOR GRANTS FOR DELETION

Policy Objective

Ensure that a responsible process is in place to accommodate the application and acceptance of grants and subsidies.

Policy Statement

Council encourages the application for funds that will have benefit to the community. The Chief Executive Officer has authority to make submissions for grants/subsidies subject to their purpose falling within the Council's overall Strategic Community Plan.

Policy Detail

The Chief Executive Officer can accept grants/subsidies, except in the following cases, which require specific Council authorisation:

1. Grants/subsidies that require an unbudgeted co-payment of funds resulting in additional net expenditure not authorised as part of the budget process.

2. Grants/subsidies where the amount varies significantly from that which has been identified and authorised as part of the budget process.

Reference/Associated Documents

Local Government Act 1995 Sections 6.15 (b) (ii) and 6.8 (1) (c)

Reference to Internal Procedure

Work Instruction - Grant Application Procedure
Process Map – Grant Application Process

Register of Delegations: N/A

Definitions

N/A

Document Set ID: 5801703
Version: 6.1, Version Date: 25/08/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:		
REGISTER OF DELEGATIONS	N/A	
SERVICE AREA:	CORPORATE AND GOVERNANCE	
POLICY OWNER:	MANAGER FINANCE	
AMENDMENT STATUS		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/10/04		10.5.1
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15		10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW – NONE	12.2
10/12/19	REVIEW - MINOR	12.8
24/05/22	REVIEW - NONE	12.7
NEXT REVIEW DATE	2023	

Document Set ID: 5604703
Version: 6, Version Date: 25/08/2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Honorary Freeman of the City

Policy Objective

To provide a framework for Council to bestow the title of Honorary Freeman of the City on a person to formally recognise outstanding and meritorious service to the City of Belmont community.

Policy Detail

Council may bestow the honorary title of Honorary Freeman of the City upon any person who has served the City of Belmont community on a continuous basis for a minimum of ~~10~~20 years in an outstanding and meritorious manner that stands above contributions made by most other persons, and whose activities have contributed significantly to the wellbeing of the City's citizens and advancement of the City's strategic direction.

Eligibility

1. Contribution to the City of Belmont's community must involve the following:
    i. significant contribution of the person's time in serving the Belmont community on a continuous basis for a minimum of ~~10~~20 years;
    ii. significant contribution to improving the quality of life of the citizens of the City of Belmont;
    iii. contribution must be outstanding in that it can be seen to stand above the contributions of most other persons; and
    iv. a consistent display of commendable conduct.
2. A contribution shall be given by a person in a voluntary capacity, but this shall not preclude an elected member, whose dedication and contribution to the Belmont community is significantly above that usually expected from their role as an elected member.
3. Eligibility does not include contribution at a State, National or International level, unless a significant contribution in line with (1) above prevails.

Entitlements

1. Any person upon whom the title Honorary Freeman of the City has been conferred may designate themselves 'Honorary Freeman of the City of Belmont'.
2. The recipient shall be presented with a ~~special~~ name badge which identifies them as Freeman of the City along with a plaque and certificate to commemorate receiving the award.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Nomination Procedure

1. Nominations for an 'Honorary Freeman of the City of Belmont' should include a chronological ~~n~~ outline of the history of community service of the person being nominated ~~in chronological order.~~.
2. Nominations must be made in writing to the Chief Executive Officer in the strictest confidence.
3. The Chief Executive Officer will submit a ~~Confidential~~ confidential ~~Report~~ report to a meeting of Council, which will be considered behind closed doors in accordance with section 5.23 (2) (b) of the *Local Government Act 1995*.
4. If the nomination is approved by Council, the Chief Executive Officer will seek the nominee's acceptance of the honour, prior to its formal presentation and announcement.
5. The successful nomination will remain confidential until officially bestowed on the nominee at a Bestowal Ceremony.

Bestowal of Title

A Bestowal Ceremony (where the citation will be read, and the plaque and certificate will be presented to the recipient) is to be scheduled within two months, or as soon as possible after ~~of~~ the recipient's acceptance of the title.

Reference/Associated Documents

Local Government Act 1995

Reference to Internal Procedure

Nil.

Definitions

Nil.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP53 ~~(number will be added by Governance)~~	
Strategic Community Plan Strategy:	**Goal 5: Responsible Belmont** **Strategy:** 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Executive Services	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Governance and Compliance Adviser	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
08/02/05		11.3.4
28/04/09		12.10
22/11/11		12.9
22/09/15	Review – Minor	10.7
27/09/16	Minor	12.9
10/12/19	Review – None	12.8
24/05/22	Review - None	12.7

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Civic Dinner – Community Guests

Policy Objective

To recognise the contribution of members of the community through invitations to the Civic Dinner.

Policy Detail

Current Elected Members

Elected Members may nominate up to four people to be invited to the annual Civic Dinner.

The persons nominated should have contributed to the wellbeing of the district and nominations are to include a summary of that contribution, a brief precis of which is to be included in an attendee list provided to Councillors prior to the function.

Freeman of the City

All Freeman of the City will be invited as guests to the Civic Dinner.

Other Invitees

Community Service Award recipients will be invited as guests to the Civic Dinner.

Reference/Associated Documents

Elected Member Civic Dinner Guest Nomination Form

Reference to Internal Procedure

Work Instruction – Managing Civic Functions

Definitions

‘**City**’ means the City of Belmont.

‘**Civic Dinner’** is a civic function held by the City to recognise community service during the year.

‘**Community Service Award**’ is an award to recognise outstanding community service during the year.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

'**Freemen of the City**' are persons who have had the title of Freeman bestowed upon them by the City of Belmont.

This Policy is supported by:		
Policy No:	CP (number will be added by Governance)	
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	
Delegation Register:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager PR & Stakeholder Engagement	
Policy Stakeholder:		
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
This section will be updated by Governance		

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Customer Complaints Management

Policy Objective

To establish the City of Belmont's position and approach to be taken in resolving customer complaints.

The City of Belmont (the City) is committed to managing complaints in a manner that is unbiased and consistent with Australian Standard Guidelines and the WA Ombudsman.

The City of Belmont recognises the right of customers to complain when dissatisfied with the service provided and undertakes to resolve these complaints in an accountable, transparent, and timely manner.

Policy Detail

This policy applies to all Elected Members, employees and contractors engaged to provide services to the City or on behalf of the City.

The Australian Standard for Complaints Management (ISO 10002:2014) defines a complaint as any *"expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required*".

For the purposes of this policy, the following are NOT classified as a complaint;

- Employment related complaints made by City employees;
- Feedback obtained during stakeholder and community engagement processes;
- Enquiries and requests for specific information;
- A request for service or action by the City (unless there was inaction or an unsatisfactory response to the initial request for service);
- Matters currently being dealt with or previously dealt with by a court, tribunal or external complaints agency;
- The lodging of an appeal or objection in accordance with a statutory or regulatory function;
- Reports concerning neighbours or neighbouring property;
- Complaints about individual Elected Members*;
- Petitions; and
- Issues over 12 months old.

*Complaints about Elected Members and related processes are captured in the adopted Code of Conduct for Council Members, Committee Members and Candidates and Council Policy *Complaint Investigation – Behaviour Complaints*.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Making a complaint

General guidelines for the lodgement and management of complaints will be published on the City's website.

Sufficient relevant information must be provided to the City in order for the complaint to be investigated and responded to in an appropriate and timely manner.

Timeliness

All complaints received will be acknowledged within five normal working days.

Complainants will be notified if their complaint cannot be resolved within the prescribed timeframes of the City's Customer Complaint Management Procedure. Complainants will be advised of the reasons for any delay and expected timeframe for resolution.

Risk

Risk factors associated with each complaint will be considered when managing complaints. Priority will be given to complaints with high risk factors which include but are not limited to;

- Public safety;
- Seriousness of the complaint;
- Frequency of occurrence; and
- Need for immediate attention.

Confidentiality

Complainants have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to any complaint will be kept confidential and the City will only disclose complainant information to third parties as follows:

- With the consent of the complainant, expressed or implied;
- As required by law; or
- In order to complete the purpose or function for the which the information was provided.

Anonymous complaints

The City will investigate or action anonymous complaints where reasonable and sufficient information is provided and which, in the opinion of the City, represent:

- A breach of statutory provisions;
- A breach of an approval, licence or permit;

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- A matter for which the City is obligated to act as prescribed in the *Local Government Act 1995, Corruption, Crime and Misconduct Act 2003, Public Interest Disclosure Act 2003* or any other written law; or
- A matter which could constitute a risk to the public health and safety of persons, animals or the environment.

Request for internal review

Where a Complainant is not satisfied with how a complaint is resolved in the first instance, they can request an internal review. The review will be undertaken by the relevant Manager or Director.

External review

Where a Complainant is not satisfied with the outcome of the City's processes, the Complainant may be able to escalate the matter to one of the following agencies for external review:

- WA Ombudsman;
- WorkSafe WA;
- Department of Local Government, Sport & Cultural Industries; or
- Public Sector Commission.

The City will cooperate with these external agencies to assist with their processes.

Unreasonable customer conduct

Unreasonable customer conduct (UCC) is any behaviour by a customer which, because of its nature or frequency raises substantial health, safety, resource, or equity issues for the City as an organisation, the City's employees, Elected Members, other service users or the customer.

UCC can be grouped into five categories:

1. Unreasonable persistence – continued, incessant and unrelenting conduct by a customer that has a disproportionate and unreasonable impact on the City's services, time and/or resources (including employees and Elected Members).

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

2. Unreasonable demands – demands (express or implied) made by a customer that have a disproportionate and unreasonable impact on the City's services, time and/or resources (including employees and Elected Members).

3. Unreasonable lack of cooperation – unwillingness and/or inability of a customer to cooperate with the City, its representatives, or systems and processes that result in a disproportionate and unreasonable use of the City's services, time and/or resources (including employees and Elected Members).

4. Unreasonable arguments – includes any arguments that are not based in reason or logic, that are incomprehensible, false, inflammatory, trivial or vexatious and that disproportionately and unreasonably impact on the City's services, time and/or resources (including employees and Elected Members).

5. Unreasonable behaviours – conduct that is unreasonable in all circumstances - regardless of how stressed, angry or frustrated the customer is - because it unreasonably compromises the health, safety or security of the City's employees, Elected Members, other services users or the customer.

Dealing with UCC

Incidents of UCC will be reported to the CEO (or appointed delegate), who may determine it is appropriate to implement measures whereby the customer's access to the City will be limited, and/or to adapt the way the City interacts with or delivers services to the customer. Measures may include restricting:

- Who the customer has contact with at the City;
- What the customer can raise with the City;
- When the customer can have contact with the City;
- Where the customer can make contact with the City; and
- How the customer can make contact.

The rationale and decision to implement restrictive measures will be documented and the customer will be advised in writing of the reasons for the decision, what restrictions apply and for what period. Restrictive measures will be reviewed as required, but at a minimum on an annual basis.

If a customer is unsatisfied with the City's decision regarding UCC, they can request the City to reconsider its decision by presenting any information to support their request. In the event the decision remains the same, the customer will be advised that they may be able to refer their complaint to the WA Ombudsman.

The CEO will inform Council of any customer who a decision has been made to have shown UCC, under which category they were deemed to have shown UCC, and of any restrictions of access to the City, or services provided by the City, to the customer subject to any legislative constraints.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

All customers are permitted to attend public meetings of Council subject to determinations made by the Presiding Member and applicable Standing Orders or other legislative constraints.

The City may *limit access* to its services or to the City itself for a customer deemed to have shown UCC, dependent on the degree of UCC. However, the City will not totally withdraw access to its services or to the City itself, except where the misconduct of the customer involves physical or verbal abuse.

Immediate threats

The City values its employees and customers, and work health and safety is forefront to this commitment. Therefore, City employees have the discretion to terminate any interaction in the event that the employee reasonably perceives that they are at risk and particularly where the employee is being threatened, or the conduct of the complainant or customer is aggressive or abusive.

Where necessary, WA Police will be contacted. Threats made to employees, Elected Members and third parties will be reported to WA Police where appropriate.

Reference/Associated Documents

Managing unreasonable complainant conduct: Practice manual (2009) published by Ombudsman Western Australia.

Reference to Internal Procedure

Customer Complaint Management Procedure
Customer Service Charter

Definitions

CEO means the Chief Executive Officer of the City.

City means the City of Belmont, being a local government established as a body corporate under section 2.5 of the Act.

Complainant means a person, organisation, or its representative, making a complaint.

Customer means a person using the services of the City, or any other person having contact with the City.

Elected Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Employee means a person:
(a) employed by the City under section 5.36(1) of the Act; or

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

(b) engaged by the City under a contract for services.

Limit access means

a) The Officers the customer may have contact with;
b) The type of matter or issue the customer can raise;
c) The appointed times a customer can make contact;
d) The location where a customer may have contact; and
e) The method in which the contact may take place.

This Policy is supported by:		
Policy No:	CP61	
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	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Governance and Compliance Adviser	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
28/03/2023	New Policy	12.6

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Asset Management

Policy Objective

The objectives of the policy are to:

a) Provide a framework for implementing asset management to enable a consistent, co-ordinated and strategic approach at all levels of Council.
b) Apply best asset management practices as appropriate to the City of Belmont.
c) Allocate corporate responsibility for asset management and the necessary resources to deliver the Asset Management Strategy.
d) Facilitate continuous improvement and innovation of delivering service by achieving service standards that benefit the community.
e) Provide a framework which quantifies risk and incorporate it into the decision-making process.
f) Provide guidance to staff responsible for asset management.

Policy Detail

As part of the Asset Management Framework, the following statements reflect Council's commitment to developing a best practice approach to asset management.

1. Asset Planning and Budgeting

a) All assets will be managed from a "whole of life" cycle perspective.
b) Asset renewal and maintenance program requirements will be met prior to any new or additional assets being considered.
c) Distribution of the renewal allocation for capital works is to reflect the level of service that each asset class provides to the community. The desired level of service will be reviewed over time with adjustment in response to customer survey results, technical analysis, along with budget affordability and sustainability.
d) All capital expenditure will be judged on a life cycle cost approach with capital expenditure only being approved in conjunction with appropriate recurrent expenditure budgets (maintenance and operations). Alternative options will be considered to deliver the desired level of service as specified in the Asset Management Plans via asset creation/acquisitions, upgrade, renewal or disposal.
e) Capital works proposals will be evaluated and prioritised based on scheduled condition assessment surveys, infrastructure age and residual service life.
f) Risk analysis at project initiation stages will be undertaken to mitigate future Council liability.
g) Planned asset acquisitions, upgrades, renewal or disposals will only proceed if the proposed expenditure/income has been considered as part of Council's Asset Management Plans and included in the annual budget.
h) A 10-year capital works program will be developed for each asset class and be subjected to an annual review to inform the City's long term financial plan.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

i) Integrate climate change considerations into the design, construction and management of City assets.

2. Asset Operations and Maintenance

a) Appropriate planned maintenance regimes will be initiated in the most cost-effective manner to enable the City's assets to achieve effective and optimal economic lives.
b) Maintenance plans will be prepared using the most appropriate techniques and incorporating a cost-benefit approach.
c) All activities under planned or reactive maintenance regimes will be captured within the City's Asset Management Systems. This information will assist in the analysis of current and future maintenance programs and the development of capital expenditure programs.

3. Risk Assessment and Management

A risk assessment process will assist in determining priorities when developing maintenance and capital expenditure programs.

4. Asset Accounting and Costing

a) The City will keep detailed asset registers on all assets under its care and control.
b) Assets will be valued as deemed appropriate in accordance with the requirements of Australian Accounting Standards.
c) Effective economic lives will be given to each asset class with the written down and depreciation values determined in accordance with the Australian Accounting Standards.
d) The City will determine the cost of asset service delivery on a full cost recovery basis, which as a minimum includes the appropriate distribution of costs and overheads (including administration and finance charges, operation, maintenance and depreciation).

5. Asset Management Strategy and Plans

The City has developed an Asset Management Strategy and Plans that applies to all asset classes under its care and control. The Asset Management Strategy and Plans will:

a) Give consideration to the management of an asset over its whole life cycle.
b) Provide information on future maintenance, operational, upgrade, renewal and/or disposal requirements.
c) Identify the level of service that will be delivered by the asset and how the service will be monitored.
d) Confirm the asset component service lives for the application of depreciation.
e) Provide the basis for financial planning of asset classes.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

6. Information Systems

The City will review and implement Asset Management Systems (AMS) relevant to individual asset classes. Over time, consideration will be given to rationalising the number of AMS across the various asset classes.

7. Data Management

The City will ensure accurate information is recorded regarding the inventory, condition, creation, acquisition, maintenance, renewal, refurbishment or disposal of assets for inclusion in Council's AMS.

Reference/Associated Documents

City's Asset Management Policy, Strategy and Plans.

IPWEA - International Infrastructure Management Manual 2020 Edition

IPWEA – Australian Infrastructure Financial Management Guidelines 2020 Edition

ISO 55000 - International Asset Management Standards 2014

Reference to Internal Procedure

Register of Delegations: 1.1.17 - Disposal of Property (other than land).

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP01	
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	
Delegation Register:	1.1.17 Disposal of Property (other than land)	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Design, Assets and Development	
Policy Stakeholder:	Manager Works Manager City Facilities and Property Manager Parks Leisure and Environment Manager Finance Coordinator Assets	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
27/09/05		11.5.8
28/04/09		12.10
22/11/11		12.9
28/10/14	Review - Minor	12.4
27/09/16	Review – Minor	12.9
25/09/18	Review – Minor	12.5
12/12/23	Review – Minor	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Street and Civic Lighting

Policy Objective

To set standards for lighting throughout the City.

Policy Statement

The City supports the extensive use of street lighting for the safety of all road users. The Chief Executive Officer has delegated authority to establish appropriate standards for City owned street and civic lighting which shall have the following components:

1. Establish suitable lighting criteria for the City's road network components including District Distributor, Local Distributor, Access, 4way intersections, T junctions, roundabouts, traffic signals, traffic management devices and cul-de-sacs.
2. Establish lighting criteria for entrances to public access ways, shopping precincts, entrances to hotels, publicly owned amenities and schools.
3. Establish a program for illumination of pavilion buildings, car parks and playgrounds on Council controlled reserves with the standard of lighting to be in accordance with relevant Australian Standards.

Policy Detail

Switch Off Time

The City is of the view that it is important for street lighting to be switched on during the hours of darkness. Switch off time for street lighting shall be at dawn.

Requests – Western Power Lighting Infrastructure

On the basis Western Power owns the bulk of the street lighting network, special requests for street lighting installation and/or upgrading to improve roadway lighting and support Crime Prevention Through Environmental Design (CPTED) principles, requests will be assessed by the City and determined on the merits of each case whilst seeking to be consistent with the lighting criteria established. If supported the request shall be referred to Western Power.

Street Lighting Improvement Program

Any street lighting improvement program initiated by Western Power will be encouraged in progressive stages provided no capital costs are incurred by Council. The City will continue to lobby Western Power to upgrade their street lighting network. Any anticipated increased annual running costs as a result of improvements, if they are outside the budget provisions, are to be approved by the City prior to the commencement of the works.

The City reserves to itself the right to set priorities for improvements to street lighting. Where capital costs are required to be incurred, then prior authority of the City must be obtained by Western Power.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Energy Efficiency

Subject to budget considerations the City supports the use of energy efficient luminaires for civic lighting and will lobby Western Power to upgrade the street lighting network to energy efficient LED luminaires. Consideration shall also be given to lighting with smart features such as those that can detect sunlight, automatically dim, or connect to Wi FI for simple and wireless lighting controls.

Reference/Associated Documents

Australian Standards AS1175

Reference to Internal Procedure

N/A

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP02	
Strategic Community Plan:	**Goal 1: Liveable Belmont** **Strategy:** 1.2 Plan and deliver vibrant, attractive, safe and economically sustainable activity centres. **Goal 2: Connected Belmont** **Strategy:** 2.1 Design our City so that it is accessible by people of all ages and abilities. **Strategy:** 2.2 Make our City more enjoyable, connected and safe for walking and cycling. **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:** 5.7 Engage in strategic planning and implement innovative solutions to manage growth in our City.	
Delegation Register:	N/A	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Design Assets and Development	
Policy Stakeholder:	Coordinator Assets	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15	Minor	10.7
27/09/16	Review - Minor	12.9
25/09/18	Review – None	12.5
24/05/22	Review - Moderate	12.7
12/12/23	Review - None	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Streetscape

Policy Objective

To provide streetscapes that support multiple modes of transport and community interaction by creating a streetscape environment that is safe, attractive, functional and vibrant.

Policy Statement

All streetscape works shall be developed in consideration of Policies 47 - Environment and Sustainability, 46 - Environmental Purchasing, 49 Urban Forest and 1 - Asset Management.

Policy Detail

The City of Belmont streetscape enhancement and maintenance shall be in accordance with consistent themes for asset categories.

Themes and standards shall be developed for:

a) Structures – footpaths, drainage systems, overhead power lines and utilities.
b) Surface Materials – concrete, asphalt, permeable material (including mulch) and block paving.
c) Plantings – street trees, medians, roundabout plantings and entry statements.
d) Amenities – street infrastructure components (bins, bollards and bus shelters etc), lighting, signage and banners, and public art.

Different categories shall be considered for an overall city-wide approach, for key distributor routes and key destinations, as well as for individual precinct areas (such as residential, industrial, the Ascot stables area and shopping centres).

1. Street Tree Management

Street trees are regarded as community assets and have a significant role in providing attractive and welcoming streetscapes. It is the City's position that the protection and enhancement of existing street trees and tree canopy cover contributes to the ongoing development of sustainable and highly livable urban environments. Please refer to Policy 48 - Urban Forest.

The City encourages tree-friendly infrastructure designs that facilitate the successful establishment and long-term viability of street trees. This includes infrastructure within the streetscape and immediate interface, such as permeable pavement, tree cells and suspended boundary front fences/ no fence.

2. Infrastructure Components

Standards shall be set to guide the provision of streetscape infrastructure throughout the City, considering function, durability, comfort and visual appeal.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Infrastructure components shall be consistent with the City's corporate colours.

3. Lighting

Street lighting is typically a Western Power owned asset provided for the safety of all road users, according to set standards. This is to be undertaken in conjunction with Policy 2 - Street and Civic Lighting.

Western Power Standards shall be adhered to for theme lighting in various locations throughout the City; such as new developments, at entry statements and central medians.

4. Underground Power

The systematic replacement of overhead power lines by underground cables or, where this is not feasible, by Aerial Bundled Cables (ABC) is supported and should be progressed wherever possible.

Where an opportunity to replace overhead powerlines has been identified, the City will survey residents to ascertain their interest in contributing to the cost of undertaking such work. Where there is interest greater than 50% from residents in the selected area, the City will consider the financial implications of making an application for funds from the State Government (if available).

Power poles can also provide infrastructure support for the provision of lighting; therefore the implementation of underground power may trigger the requirement for new lighting installations.

The City will lobby the State Government to seek support for increased levels of funding in comparison to higher socioeconomic areas in the Perth metropolitan area, on the basis of the City consisting of extensive areas of lower socioeconomic demographics and public housing.

5. Public Art

Public art shall be incorporated into the streetscape environment, including roundabouts and median islands, where possible, taking into consideration:

a) Artistic elements, which recognise the unique value of elements of Aboriginal, heritage and significant features of the City of Belmont.
b) Precinct specific public art pieces.
c) Public safety for all road users.

Banners are considered a form of public art and shall be developed for both functionality and for aesthetics.

6. Signage on Road Reserves

The erecting of directional signage on road reserves to facilitate access to community facilities is supported. Control is to be exercised over the functionality and aesthetics of these signs; with a standard to be set regarding the size and lettering style on the signs. Standards shall be developed for all other signage displayed within the streetscape; aside from traffic or regulatory signage determined by Main Roads Western Australia.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

The progressive replacement of “No Parking” signs throughout the City by “yellow lines” to indicate no standing areas (as outlined in the WA Road Traffic Code 2000) shall be progressed where deemed to be appropriate. When new parking restrictions are installed, consideration shall be given to the appropriateness of them being marked by a yellow line, rather than the installation of a “No Standing” sign. The use of yellow lines will improve the City’s streetscapes by reducing the number of signs in the road reserve and overall visual ‘clutter’, whilst clearly marking out areas where parking is not permitted.

7. Verge Maintenance

The City is of the view that property owners should take responsibility for the presentation of their properties, which includes maintenance of verges.

a) *Levelling: Other* than in association with programmed City works, material shall only be provided to level/fill verges where there is an identifiable hazard to traffic or pedestrians, or where a drainage problem exists.
b) *Verge Treatments:* Property owners are encouraged to beautify the verge adjacent to their property and take responsibility for its maintenance as an extension of their property. All works undertaken on the verge are to be in accordance with the City’s *Consolidated Local Law 2020*.
c) *Mowing:* Mowing of verges is generally to be undertaken by the adjacent property owner. The City will carry out verge mowing in some circumstances, including of key routes and where a safety concern or hazard exists. A hazard is identified as being a fire hazard under the *Bush Fire Act 1954* or where the height of the verge covering may be a sight obstruction by exceeding 750mm (height as nominated in the City’s *Consolidated Local Law 2020*).

Focus will be given by Council to the following key routes into the City:

d) Primary Distributor Roads (Great Eastern Highway and Orrong Road).
e) District Distributor Roads A (Belgravia Street/Fairbrother Street/Abernethy Road, Kewdale Road, Stoneham Street, Grandstand Road and Resolution Drive).
f) District Distributor B (Hardey Road, Alexander Road, and Belmont Avenue).
g) Selected Local Distributor Roads (Francisco Street, Kooyong Road, Epsom Avenue, and Oats Street/Gabriel Street).

Consideration will also be given to other Local Distributor Roads, particularly those leading to the Airport, the City Centre and Local Shopping Areas.

8. Crossovers

The City supports a uniform approach to the construction of crossovers as per the City of Belmont Crossover Specifications.

Any redundant crossover is to be removed at the time of redevelopment of any lot and at the time of installation of a new crossover.

9. Streetscape Maintenance

Appropriately planned maintenance regimes will be initiated in the most cost-effective manner whilst achieving an aesthetic streetscape taking Council and community expectations into consideration. Ongoing maintenance requirements will be calculated and

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

considered through a rigorous assessment prior to the instigation of any enhancement works.

The City of Belmont is committed to preserving the appearance of the streetscapes by removing graffiti from public and private property within 48 hours of the initial report and removal of offensive graffiti on the same day it is reported.

10. Risk Assessment and Management

A risk assessment process will assist in determining priorities when developing capital expenditure and maintenance programs.

Risk analysis at project initiation stages will be undertaken to mitigate future City liability.

All employees responsible for and involved in activities associated with the management of the City's streetscape assets will be trained to an appropriate level to ensure that appropriate asset and risk management practices are applied.

Reference/Associated Documents

Local Government Act 1995.

Consolidated Local Law 2020

Policy 46 - Environmental Purchasing

Policy 47 - Environment and Sustainability

Policy 48 - Urban Forest

Policy 1 - Asset Management

City of Belmont Street Tree Plan

Reference to Internal Procedure

N/A

Definitions

N/A

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Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP03	
Strategic Community Plan:	**Goal 3: Natural Belmont** **Strategy:** 3.1 Protect and enhance our natural environment **Strategy:** 3.4 Provide green spaces for recreation, relaxation and enjoyment	
Delegation Register:	N/A	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Parks Leisure and Environment	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
07/11/06		11.1.4
28/04/09		12.10
22/11/11		12.9
28/10/14	Review - Minor	12.4
27/09/16	Minor	12.9
22/08/17	Review - Major	12.2
25/09/18	Minor	12.5
10/12/19	Review – Major	12.8
23/02/21	Minor	12.7
24/05/22	Review - Moderate	12.7
12/12/23	Review – None	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Private Contributions to Drainage Works

Policy Objective

To ensure that developments which need to discharge storm water off site make suitable contribution toward the City's drainage system.

Policy Detail

The policy allows developers to contribute towards the cost of upgrading Council's drainage system in order to facilitate subdivision and development of land by providing an effective stormwater disposal system.

Contributions are to be paid by developers for developments or subdivisions which require the discharge of storm water runoff off site to the City's street drainage system. The Chief Executive Officer is authorised to assess developments or subdivisions and calculate and levy a drainage contribution. The amount of cost contribution shall be determined from the total cost of drainage upgrading works based on a pro rata runoff contribution for the catchment.

Reference/Associated Documents

Local Government Act 1995, s6.17

Reference to Internal Procedure

Annual Drainage Works Programme

WI - Private Drainage Connection.

Stormwater Management Plan

Definitions

N/A

Monitoring, Evaluation and Review

There are low financial and operational risks associated with the policy.

The policy will be reviewed every two years.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP 04	
Strategic Community Plan:	**Goal 2: Connected Belmont** **Strategy:** 2.2 Make our City more enjoyable, connected and safe for walking and cycling **Strategy:** 2.3 Facilitate a safe, efficient and reliable transport network **Goal 5: Responsible Belmont** **Strategy:** 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community **Strategy:** 5.3 Invest in services and facilities for our growing community	
Delegation Register:	N/A	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Design, Assets and Development	
Policy Stakeholder:	Development & Infrastructure Advisor	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14		12.4
27/09/16	Minor	12.9
22/08/17	Review - None	12.2
24/05/22	Review - None	12.7
12/12/23	Review – Minor	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Improvements to become the Property of the City

Policy Objective

To maintain a high standard of appearance of City property.

Any approved improvement to City property which is a fixture shall automatically become part of that property irrespective of the party responsible for the cost of that improvement, whether tenant, lessee, user group or other source.

Policy Detail

At times the groups mentioned above request permission to install fixtures to benefit their occupation of the facility at their cost. If permission is granted it must be notified to the applicant that the fixture will, at installation, become the property of the City.

Reference/Associated Documents

N/A

Reference to Internal Procedure

N/A

Definitions

'A fixture': for the purposes of this policy means an improvement which is not moveable and requires structural and/or service alterations for the installation or would leave some defect either physical or aesthetic to the property by its removal.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP05	
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	
Delegation Register:	N/A	
Service Area:	Infrastructure Services	
Policy Owner:	Manager City Facilities and Property	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14	Review - Minor	12.4
27/09/16	Minor	12.9
22/08/17	Review – None	12.2
24/05/22	Review - None	12.7
12/12/23	Review – Minor	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Ordinary Council Meetings - Audio Recording

Policy Objective

To provide guidelines for the process of audio recording Ordinary Council Meetings to assist with verification of the Minutes and to outline accessibility to audio recordings.

Minutes will continue to be prepared in accordance with the requirements of the *Local Government Act 1995.*

Policy Detail

Recording

1. Meetings shall be audio recorded.

   a) At the commencement of each Meeting the Presiding Member shall advise:
      (i) That the Meeting is being audio recorded.
      (ii) No person present at the Meeting is to use any electronic, visual or audio recording device or instrument to record the proceedings of a Meeting without the written permission of Council. (The *City of Belmont Standing Orders Local Law 2017*, section 8.17 refers).

   b) Any part of a Meeting which is closed to the public in accordance with the provisions of the *Local Government Act 1995* or any other legislation will not be audio recorded.

Access to Recordings

The recordings of Ordinary Council Meetings will be made available on the City's website on the day the Minutes are published and will be available for 12 months from the date of confirmation of the Minutes.

Recordings subject to copyright

Any recording of Meeting proceedings is subject to copyright of the City of Belmont and is not to be copied or shared with third parties without permission of the City first being obtained.

Retention of Recordings

All recordings are to be retained as part of the City's records in accordance with the *State Records Act 2000* and the State Records Office of Western Australia General Disposal Authority for Local Government.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Reference/Associated Documents

Local Government Act 1995
City of Belmont Standing Orders Local Law 2017
State Records Act 2000

Reference to Internal Procedure

Work Instruction - OCM Meeting Preparation
Work Instruction – OCM Minutes Production

Definitions

Not applicable.

This Policy is supported by:		
Policy No:	CP09	
Strategic Community Plan:	**Goal 5: Responsible Belmont** **Strategy:** 5.5 Engage and consult the community in decision-making **Strategy:** 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Delegation Register:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
23/10/18	New Policy	12.1
10/12/19	Major	12.8
24/05/22	Review - None	12.7
12/12/23	Review – None	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Electoral Caretaker Period

Policy Objective

This Policy establishes protocols for the purpose of preventing actual and perceived advantage or disadvantage to a candidate in a local government election due to the use of public resources or from decisions made by the Council or administration on behalf of the City during the period immediately prior to an election.

To ensure the City's activities, and those of Elected Members who are candidates in local government elections, are undertaken in a manner that supports a high standard of integrity during local government election periods.

Policy Detail

This policy applies to Elected Members, electoral candidates and employees of the City during a Caretaker Period and covers:

a) Decisions made by the Council.
b) Promotional materials published by the City.
c) Discretionary community consultation.
d) Events and Functions held by the City.
e) Use of the City's resources.
f) Access to information held by the City.

1. Caretaker Period Protocols – Decision Making

a) Notice of Caretaker Period and Policy requirements

The CEO will ensure that:

(i) Elected Members and employees are advised in writing of the impending Caretaker Period and Policy requirements at least 30 days prior to the commencement of a Caretaker Period.
(ii) Candidates are provided with a copy of this Policy at the time of their nomination for election, to ensure their awareness of the Policy requirements.

b) Scheduling Major Policy Decisions

The CEO will use reasonable endeavours to ensure that during a Caretaker Period, unless Extraordinary Circumstances apply:

(i) Council or Committee agendas do not include any report or recommendation that if adopted would constitute a Major Policy Decision.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

(ii) Council forums, workshops or briefings, do not list for discussion any matter that relates to any Major Policy Decision.

The CEO shall use reasonable endeavours to ensure that, unless Extraordinary Circumstances apply, Major Policy Decisions are either:

(iii) Considered by the Council prior to the Caretaker Period; or
(iv) Scheduled for determination by the incoming Council following the Election Day.

c) Managing CEO Employment

Major Policy Decisions relating to the recruitment or termination of the CEO shall not be taken during a Caretaker Period.

Nonetheless, Council in satisfaction of its obligations as the CEO's employer during a Caretaker Period:

(i) May consider and determine:

- appointment of an Acting CEO, where necessary;
- suspension or termination of the current CEO, but only where appropriate in all the circumstances and in accordance with the terms of the CEO's contract;
- the CEO's leave applications; or
- any other incidental employment matter associated with the CEO including finalisation of the CEO Annual Performance Appraisal process.

(ii) May not initiate a new CEO recruitment process.

2. Caretaker Period Protocols – Candidates

a) Election process enquiries

All election process enquiries from candidates, including Elected Members who have nominated for re-election, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

b) Access to Information

Candidates, including Elected Members who have nominated for re-election, shall be provided with equitable access to the City's public information.

Elected Members nominating for re-election, may access information and assistance regarding the City's operations and Council matters during a Caretaker Period, but only to the extent necessary to perform their role as a Councillor and limited to matters currently relevant to the City.

Candidates, including Elected Members who have nominated for re-election, will not use or access City information, resources or employee resources and expertise for the

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

purpose of gaining electoral advantage or disadvantage relevant to their own candidacy or any other person's candidacy.

All requests for information and advice from the City will be reviewed by the CEO. Where the subject of the information or advice is considered to relate to an election campaign matter, the CEO will have absolute discretion to determine if the information or advice is or is not provided. Where information is provided to one candidate, the CEO may determine if that information is also to be provided to all candidates, including candidates who are not current Elected Members.

c) Candidate Electoral Materials

Candidates, including Elected Members who have nominated for re-election, are prohibited from using the City's official crest or logo in any Electoral Materials.

d) Media and Publicity

All elected member requests for media advice or assistance during a Caretaker Period, will be referred to the CEO for review.

The CEO will only authorise elected member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the City's objectives or operations and is not related to an election campaign purpose or issue or to the elected member's candidacy or the candidacy of another person.

e) Elected member business cards and City printed materials

Elected Members must ensure that City business cards and printed materials are only used for purposes associated with their role of a Councillor, in accordance with section 2.10 of the Local Government Act 1995.

Elected Member are prohibited from using City business cards or City printed materials that are not available as a public document at any time, including times outside a Caretaker Period, for any election campaign purpose, either in support of their own candidacy or the candidacy of another person.

f) Elected Member participation in Events and Functions

During a Caretaker Period Elected Members may continue to fulfil their role through attendance at Events and Functions hosted by external bodies.

g) Elected member delegates to external organisations

At any time, including times outside of a Caretaker Period, Elected Members who are the Council's appointed delegate to an external organisation, must not use their attendance at an external organisation's meeting, event or function for any purpose associated with an election campaign purpose, including recruiting campaign assistance or promoting their own candidacy or the candidacy of another person.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

h) Elected member addresses/speeches

Excluding the Mayor and Deputy Mayor when fulfilling their functions prescribed in sections 2.8 or 2.9 of the Local Government Act 1995, Elected Members who have nominated for re-election, are not permitted to make speeches or addresses during a Caretaker Period at events or functions organised or sponsored by the City, unless expressly authorised by the CEO.

In any case, the Mayor, Deputy Mayor and Elected Members shall not use any official speech or address during a Caretaker Period to promote an election campaign purpose.

i) Elected member misuse of local government resources

Use of City resources by an elected member for the purpose of persuading electors to vote in a particular way is a “misuse of Local Government resources” and a breach of Regulation 17 of the Local Government (Model Code of Conduct) Regulations 2021.

This prohibition on misuse of local government resources for electoral purposes applies at all times and is not only applicable to a Caretaker Period.

For clarity, local government resources include, but are not limited to, employee time or expertise, equipment, stationery, hospitality, images, communications, services, reimbursements and allowances provided by the City.

Note: Refer also to Policy 12 – Governance Services to Elected Members – Local Government Election Year.

3. City Publicity, Promotional and Civic Activities

Publicity campaigns and promotional activities during a Caretaker Period may be undertaken only for the purposes of:

a) Promoting City services and activities, where such promotion does not relate to an electoral campaign matter and would otherwise be undertaken as part of normal operations; and

b) Conducting the election and promoting elector participation in the election.

All other publicity and promotional activities of City initiatives will be, where reasonably practicable, avoided during the Caretaker Period, including the announcement of Major Policy Decisions made prior to the commencement of a Caretaker Period or proposed to be made after a Caretaker Period.

The CEO may determine if Extraordinary Circumstances apply and if a Major Policy Decision announcement is necessary during a Caretaker Period.

4. Civic Events and Functions

The City will avoid the scheduling of Civic Events and Functions during a Caretaker Period, so as to prevent any actual or perceived electoral advantage that may be provided to

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Elected Members who have nominated for re-election, with the exception of the Annual Mayoral Dinner.

Civic Events and Functions organised by the City and held during the Caretaker Period will be reduced to only those essential to the operation of the City and should not in any way be associated with any issues considered topical and relevant to the election or be used as a forum for political canvassing.

5. City Website and Social Media Content

a) The City's website and social media shall comply with the requirements of this Policy.

b) Website and social media content regarding Elected Members will be limited to: elected member names, contact details, membership of committees and Council appointments as City delegates on external committees and organisations.

c) New website or social media content which relates to Major Policy Decisions or election campaign issues will not be published during a Caretaker Period, unless Extraordinary Circumstances apply.

d) Content posted by the public, candidates or Elected Members on the City's social media channels, which is considered by the CEO to be candidate election campaign material or to promote any candidate, will be removed.

6. Community Consultation

Unless consultation is mandated under a written law or Extraordinary Circumstances apply, Public Consultation relevant to Major Policy Decisions or potentially contentious election campaign issues will not be initiated in a manner that results in the consultation period being conducted immediately prior to, throughout or concluding during, a Caretaker Period.

Reference/Associated Documents

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Local Government (Model Code of Conduct) Regulations 2021

Local Government (Elections) Regulation 1997

City of Belmont Code of Conduct for Council Members, Committee Members and Candidates

Policy 12 – Governance Services to Elected Members – Local Government Election Year

Reference to Internal Procedure

Work Instruction – Electoral Caretaker Period – Process during year of Elections

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Definitions

'**Caretaker Period**' means the period of time prior to an Election Day, specifically being the period from the close of nominations (37 days prior to the Election Day in accordance with s.4.49(a) of the Local Government Act 1995) until 6.00pm on Election Day.

'**CEO**' means the Chief Executive Officer of the City.

'**City**' means the City of Belmont.

'**Election Day**' means the day fixed under the Local Government Act 1995 for the holding of any poll needed for an election, including but not limited to an extraordinary election.

'Electoral Material' means any advertisement, handbill, pamphlet, notice, letter, email, social media post, article or other communication that is intended or calculated to affect an election result, but does not include:

- an advertisement in a newspaper announcing the holding of a meeting (s.4.87 (3) of the *Local Government Act 1995*); or
- any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; or
- any materials produced by the City relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

'Events and Functions' means gatherings for the purpose of discussion, review, acknowledgement, communication, consultation, celebration or promotion, of any matter relevant to the City or its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions, including gatherings coordinated or facilitated by the City or an external entity.

'Extraordinary Circumstances' means a circumstance that requires the Council to make or announce a Major Policy Decision during the Caretaker Period because, in the CEO's opinion, delaying the decision or announcement to occur after the Caretaker Period has reasonable potential to:

- incur adverse legal, financial or reputational consequences;
- increase legal, financial or reputational risk; or
- cause detriment to the strategic objectives of the City.

'Major Policy Decision' means any decision:

- Relating to the recruitment or termination of the CEO other than a decision to appoint an Acting CEO, or suspend the current CEO in accordance with the terms of any applicable contract of employment.
- Relating to the City entering into a sponsorship arrangement with a total City contribution that would constitute Significant Expenditure, unless the expenditure is included in the current approved annual budget.
- Relating to the City entering into a commercial enterprise as defined by section 3.59 of the *Local Government Act 1995*.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

- That would commit the City to Significant Expenditure or actions that, in the CEO's opinion, are significant to the City's operations, strategic objectives or will have significant impact on the community and funds have not been allocated in the annual budget.
- To prepare a report, initiated by an Elected Member, candidate or member of the public that, in the CEO's opinion, may be perceived as or is actually an election campaign issue.
- Initiated through a notice of motion by an Elected Member, where the effect of that motion will change the status quo or, in the CEO's opinion, may be relevant to the circumstances described in Clauses 1 to 5 above.
- That would adopt a new policy, service or service level or significantly amends an existing policy, service or service level, unless the decision is necessary to comply with legislation or the requirements of a public authority.
- That initiates or adopts a new local planning scheme, amendment to a local planning scheme or planning policy.

but does NOT include any decision necessary in response to an emergency, declared by either the State or Federal Government or by the Mayor in accordance with s.6.8(1)(c) of the *Local Government Act 1995*.

'Public Consultation' means a process which involves an invitation to individuals, groups, organisations or the wider community to provide comment on a matter, proposed action or proposed policy, but does not include statutory consultation or submission periods prescribed in a written law.

'Returning Officer' means the returning officer appointed under section 4.20 of the *Local Government Act 1995*.

'Significant Expenditure' means expenditure that exceeds the tender threshold as prescribed in regulation 11(1) the *Local Government (Functions and General) Regulations 1996.*

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP11	
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	
Register of Delegations:	N/A	
Service Area:	Executive Services	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Governance and Compliance Advisor	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
10/12/19	New	12.8
24/05/22	Review - Minor	12.7
12/12/23	Review – None	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Council Delegates - Roles and Responsibilities

Policy Objective

To prescribe the manner by which delegates nominated by Council as members of external committees or organisations may fulfil their representative role.

Policy Statement

The City provides delegate representation on a range of external organisations and bodies including but not limited to those outlined in the City of Belmont – Elected Member Representatives on Committees and Other Groups document.

This policy sets out the roles and responsibilities delegates must adhere to when fulfilling their role as a delegate.

Policy Detail

Where an Elected Member or employee has been endorsed as Council's nominated representative member on an external committee, body or organisation, the delegate shall:-

1. Understand that their appointment/membership is as a representative of the Council and is by right of their position with Council or the City of Belmont (the City).

2. Ensure their availability to attend scheduled meetings, and where they are unable to do so, provide prior apology to the respective Presiding Member. Apology must also be provided to external meetings for periods where approved leave of absence is granted from Council or the City.

   Delegates are responsible for ensuring that there is a quorum for meetings and that the City is represented at external group meetings. Where a delegate is unable to attend a meeting in which they have been appointed, they are to advise their deputies in order of seniority to ensure that they will be replaced at the meeting.

   It is preferable that at least twenty-four (24) hours' notice is afforded.

   Delegates are also to advise the Chief Executive Officer (or the relevant Director) of the arrangements made and the name of the delegate who will be attendance.

   Where a delegate has failed to attend three successive external organisation meetings, with or without apology, during a period where leave of absence has not been granted, the Council shall consider appointing a replacement delegate at the next possible meeting of Council or Special Council Meeting, , to ensure that the purpose and integrity of Council's participation in the external organisation is maintained.

   If a delegate is unable to fulfil their commitment to an external organisation then the delegate must advise the Chief Executive Officer so that Council consideration of

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

appointing a replacement delegate can be facilitated and subsequent formal advice to the external organisation attended to.

3. Ensure that where Council has nominated a proxy or deputy delegate, that the proxy is provided with early advice and adequate information to facilitate their attendance and participation in meetings where the delegate is unable to attend.

4. Ensure that in participating and contributing to decision making of the external organisation the delegate communicates and is cognisant of Council's determined position, if any, determined from:-

   a) Firstly, resolutions of Council dealing specifically with the matter at hand.

   b) Secondly, resolutions of Council dealing generally with the matter at hand.

   c) Thirdly, relevant statements of the Council's position contained in adopted Council policies or the City's Strategic Community Plan.

   d) Lastly, if Council has not previously established a position, the Delegate should give due consideration to the potential sensitivity and/or risk inherent to the matter i.e. potential for negative environmental or social impact, or risk of community conflict.

   Where the delegate evaluates potential for a significant level of sensitivity or risk then, prior to committing to a position, the Chief Executive Officer is to be requested to prepare a report for Council's consideration. The Delegate may provide a position statement for inclusion in the report; however, officers must provide professional opinion, advice and a recommendation for Council determination.

   Delegates must ensure that this occurs where a decision by the external organisation may require a commitment of Council resources.

5. Voting Rights - An Elected Member or employee appointed as a delegate may have to participate in the decision-making process of the external organisation. The delegate may also be entitled to vote on matters coming before the external body.

   The delegate will have a fiduciary duty to the external organisation to participate in decision making processes and vote in accordance with the obligations to act in good faith for the purposes for which the external organisation was established.

   Council recognises that whilst it can require a delegate to communicate the City's position to the external organisation, it is not appropriate to attempt to bind the delegate's vote on any particular matter. The delegate will have the benefit of discussion around the decision-making table and must vote in accordance with their good faith obligation to the external organisation.

   However, this does not entitle a delegate to substitute their personal beliefs for Council's position. Where it is possible for a delegate aware of their obligations to act in good faith for the purposes of the external body, to vote in accordance with Council's stated position, then Council expects that a delegate will vote accordingly.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Where a delegate votes in good faith, in a manner which is opposed to a Council position, the delegate must provide a Delegates Report to the next Council meeting informing of the decision and the factors which influenced the outcome.

6. Perform the functions and duties of a delegate in accordance with the standards set out in the City's **Code of Conduct.**

7. Ensure that a copy of minutes is provided to the City for record keeping purposes and that the record keeping responsibilities outlined in the *State Records Act 2000* and Policy 43 - Records Management are fulfilled. Where confidentiality requirements exist over either Council or the external organisation's business the delegate must ensure that confidentiality is appropriately maintained and protected.

8. Keep Council informed of the activities and achievements of the external organisation via a verbal report to the next Information Forum.

9. Elected Members or employees who attend meetings of external organisations, as observers of the City (not the appointed Council delegate), where access is not generally available to the public, need be cognisant of the fact that they remain representatives of the City and therefore shall:-

    a) As a matter of courtesy seek the prior consent of the external organisation's Presiding Member before attending as an observer.

    b) Act within the meeting protocols as established by the external organisation.

    c) Communicate with the meeting only through Council's nominated delegate or only at the request of the Presiding Member of that meeting, being mindful of not interfering with due process or the role of Council's nominated delegate.

    d) Act in accordance with the standards set out in the City's **Code of Conduct**.

Matters relating to the Joint Development Assessment Panel fall outside the scope of this policy.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

10. Elected Members or employees who attend meetings of external organisations, in a private capacity (not the appointed Council delegate or an observer), where access to the meeting is generally available to the public need be cognisant of the fact that they remain through their positions as representatives of the City and therefore shall:-

    a) Act within the meeting protocols as established by the external organisation.

    b) Make clear to the meeting that opinions or positions stated are their own and not those of the City.

    c) Not reflect adversely on a decision of the Council or a committee.

    d) Act in accordance with the standards set out in the City's Code of Conduct.

Reference/Associated Documents

Local Government Act 1995, Part 5, Section.s5.17

City of Belmont Code of Conduct for Council Members, Committee Members and Candidates

City of Belmont Code of Conduct

Elected Member Representatives on Committees and Other Groups

State Records Act 2000.

Policy 43 – Record Keeping – Elected Members

Reference to Internal Procedure

Nil.

Definitions

'**External Organisation**' means an external organisation, statutory corporation, incorporated association, regional local government, committee, working or special interest group, or governmental advisory group.

'Code of Conduct' means the *Code of Conduct for Council Members, Committee Members and Candidates* or *Code of Conduct for Employees* as applicable.

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This Policy is supported by:		
Policy No:	CP22	
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	
Delegation Register:	N/A	
Service Area:	Executive Services	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
07/11/06		11.5.9
28/04/09		12.10
28/07/09		12.15
27/07/10		12.9
22/11/11		12.9
25/06/13		12.8
22/09/15	None	10.7
27/09/16	Review - Minor	12.9
25/09/18	Review - Minor	12.5
10/12/19	Review – Minor	12.8
24/05/22	Review - Minor	12.7
12/12/23	Review - Minor	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Elected Member Professional Development and Authorised Travel

Policy Objective

To provide guidelines for Elected Member training, professional development and travel to ensure Elected Members are provided with appropriate skills and knowledge to effectively fulfill their role.

In accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* this policy sets out requirements for Elected Member mandatory training, professional development and travel. The policy outlines Elected Member entitlements as well as establish what constitutes authorised travel on behalf of the City of Belmont.

The Policy must be reviewed by Council after each ordinary election.

All monetary values in this policy exclude GST.

Policy Detail

1. Training and professional development

a) Elected Member Mandatory Training
   (i) An Elected Member must complete any training prescribed by section 5.126(1) of the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996*, within a period of twelve months of being elected.

   (ii) In accordance with section 5.127 of the Act, the City must prepare a report for each financial year on the mandatory training completed by Elected Members during the financial year. The report must be published on the City's website within one month after the end of the financial year to which the report relates.

b) Continuous Professional Development
   (i) In accordance with section 5.128 of the Act, Elected Members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness and address skill gaps as required.

   (ii) As the needs of individual Elected Members may vary, each Elected Member is encouraged to seek the assistance of the CEO and Mayor in analysing their particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

   (iii) In determining the professional development activities for individuals, Elected Members should consider the current or future strategic direction and activities of the City and its priorities and the skills that will be needed to give effect to the direction.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

c) Budget for Professional Development

This policy establishes a limit for travel, accommodation and registration expenses for Elected Members. Each Elected Member is to be allocated $5,000 for each year of their term for travel, accommodation and registration expenses for professional development. In the first three years of the term an Elected Member may draw on amounts exceeding the $5,000 per year, but any amount greater than the $5,000 reduces the allocation available in subsequent years. In the final year of an Elected Member's term the lesser of the remaining balance or $5,000 may not be exceeded.

An Elected Member may agree to personally fund any short fall in Professional Development expenses in the event that costs would exceed the set budget amount.

The costs associated with mandatory training under the Act will be funded outside of the Elected Members Professional Development budget allocation outlined above.

d) Council Nominated Professional Development and Authorised Travel Events

The costs of attendance at Council nominated Professional Development and Authorised Travel listed in this policy, or to which Council resolves to send an Elected Member as a delegate, are not to be deducted from the Professional Development budget limit for that Elected Member. These events include Australian Local Government Association events, Australian Mayoral Aviation Council events and the receipt of awards or approved lobbying on behalf of the City of Belmont.

Unless otherwise resolved by Council;

i. the Mayor, or the Deputy Mayor; and
ii. the CEO or the CEO's nominee will be the Council delegate for attendance at these events.

The costs of attendance at the Western Australian Local Government Week event and any legislated/mandatory training are not to be included as a cost to an Elected Member's Professional Development Allowance.

e) Reimbursement of Other Expenses

In accordance with section 5.98 of the Act and Regulation 32 of the *Local Government (Administration) Regulations 199*6 an Elected Member is to be reimbursed for the following types of expenses to the extent set for each type of expense where the expense is incurred:

i. in performing a function under the express authority of the City;
ii. by reason of being accompanied by no more than one other person while performing an official function where the City considers it to be appropriate; or

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

iii. in performing a function in the Elected Member's official capacity; and the expense is verified by sufficient information.

The table below outlines standard expenses and limits.

Type of expense	Professional development
Professional development expenses	For Professional Development opportunities **outside** of the Perth metropolitan area, an Elected Member is entitled to be reimbursed for registration, travel, accommodation and sundry expenses. For Professional Development opportunities **within** the Perth metropolitan area, an Elected Member is entitled to be reimbursed for registration, travel and sundry expenses. Accommodation expenses are excluded, not claimable, under this policy. *Note: See Policy item 1.3 for budget limit*
Sundry expenses	Breakfast expenses: The actual expense incurred to a maximum value of $40 per day Lunch expenses: The actual expense incurred to a maximum value of $60 per day Dinner expenses: The actual expense incurred to a maximum value of $80 per day Other expenses: *(i.e., Drinks, Mini-bar, Dry cleaning, Personal grooming)* The actual expense incurred to a maximum value of $50 per day Regardless of limits, sufficient supporting documentation is required.

f) Accompaniment by Spouse

If an Elected Member wishes to be accompanied by their spouse or partner then the Elected Member must cover the cost of all expenses of being accompanied by their spouse or partner other than:

i. the cost of attending an official dinner or equivalent function; and
ii. accommodation costs where the spouse or partner stays in the same room as the Elected Member.

In some circumstances it will be more efficient and effective for the City to make arrangements for a spouse or partner and pay for travel, accommodation and registration costs. In this instance, the Elected Member must reimburse the City for any of these costs. When necessary, reimbursement will be deducted from the Elected Member's sitting fees.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

g) Approval Process
The Mayor will consider and assess all Elected Member requests to attend professional development opportunities, and, the Mayor's requests will be assessed by the Chief Executive Officer.

Any request by an Elected Member for professional development or reimbursement of expenses that is additional to or outside of the requirements of this policy will be referred to Council for further consideration.

h) Report
Elected Members will provide a brief presentation to the next available Information Forum upon returning from any Professional Development attended.

A summary of expenses for Professional Development of each Elected Member will be reported in the City of Belmont Annual Report each year.

2. Travel

a) Travel, Accommodation and Registration
The City will pay the cost of Elected Member travel, accommodation and registration at professional development events under this policy up to the limit determined in this policy. If an Elected Member pays for travel, accommodation and registration at a professional development event then the Elected Member is entitled to reimbursement up to the limits determined in this policy.

b) Standard of Travel and Accommodation
All Elected Member travel is to be economy class.

Hotel accommodation may be provided at the professional development event venue or if not available at the event venue then accommodation is to be at a mid-range hotel as close as practicable to the venue.

c) Frequent Flyer Points
Where possible, any frequent flyer points earned from flights undertaken whilst on Council business shall be applied:
(i) in relation to Council business; or
(ii) to enable Elected Members to be accompanied by their partner or spouse whilst on Council business.

d) Interstate and Overseas Professional Development Events
Overseas travel will be subject to Council approval.

Unless otherwise resolved by Council, a maximum of two Elected Members shall attend an interstate Professional Development event, unless otherwise resolved by Council. Should there be more than two nominees; the Mayor will have complete discretion on the selection of approved attendees.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Consideration will also be given as to whether attendance at events will impede a quorum at any scheduled Council or Committee meetings, and available budget.

e) Carbon Offsets
The City will offset the carbon emissions for all interstate or overseas air travel by purchasing carbon offsets at the time of flight booking.

f) Travelling whilst Interstate and Overseas (other than air travel)
Elected Members shall endeavour to use the most cost effective and environmentally friendly method of travelling when interstate and overseas. When travelling within a region, an Elected Member will endeavour to travel by public transport or, if this is not practicable, then by taxi. An Elected Member may request cab charge vouchers in advance of travelling interstate.

When relevant, Elected Members are expected to share transport. The use of a hire car must be approved in advance by the Chief Executive Officer.

Reference/Associated Documents

Local Government Act 1995
Local Government (Administration) Regulations 1996

Reference to Internal Procedure

N/A

Definitions

'**CEO**' means the Chief Executive Officer of the City.

'**City**' means the City of Belmont.

'Interstate Professional Development' means an interstate professional development event and includes those held in New Zealand.

i. Authorised Travel includes:
   a) Receiving of a National Award; and
   b) Approved lobbying on behalf of the City of Belmont.

'Professional Development' includes conferences, congresses, study tours, seminars, training courses, lectures, workshops or similar events.

Note:
i. Professional Development events held **outside** of the Perth Metropolitan area, including intrastate, interstate and New Zealand are to be deducted from the Elected Member allocation, as detailed in the expense table under items 1 and 2.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

ii. Professional Development events **within** the Perth Metropolitan area (which are within 100kms of CBD) are also deducted from the Elected Member allocation, but exclude accommodation, as this is not a claimable expense under this policy.

This Policy is supported by:		
Policy No:	CP21	
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	
Delegation Register:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
08/02/05		11.3.4
03/04/07		12.5.7
28/04/09		12.10
24/08/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	Review – Major	12.4
22/09/15	Review – None	10.7
27/09/16	Review – Minor	12.9
22/08/17	Review – Minor	12.2
25/09/18	Review – None	12.5
10/12/19	Review – Minor	12.8
23/02/21	Review – Major	12.7
24/05/22	Review - Minor	12.7
12/12/23	Review - Moderate	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Legal Representation for Elected Members and Employees

Policy Objective

To provide guidance on circumstances in which the City would consider the provision of financial assistance to Elected Members and employees who require Legal Services arising out of the performance of their official functions.

In each case it will be necessary to determine whether assistance with Legal Services is justified for the good government of persons in the City's district.

This policy does not apply to Legal Services required in the ordinary course of the City's business.

Policy Detail

Where Legal Services are required by an Elected Member or an Employee of the City arising out of the performance of their official functions, the Elected Member or Employee may apply to the City for financial assistance in accordance with this policy.

1. Criteria

The City may provide financial assistance for Legal Services of an Elected Member or Employee based on the following criteria:

a) the requirement for Legal Services arises from and assists the performance by an Elected Member or Employee of their lawful functions;
b) the Legal Services' costs must be for Legal Proceedings that have been, or may be, commenced;
c) in performing their functions, the Elected Member or Employee must have acted reasonably, in good faith, and in accordance with the requirements of the Code of Conduct, the Act, any relevant subsidiary legislation, and other written laws applicable to the Elected Member or Employee; and
d) the Legal Services costs do not relate to a matter that is of a personal or private nature.

Matters outside these criteria may be referred to the Chief Executive Officer (CEO) and/or Council for consideration.

2. Exclusions

The City will not provide financial assistance to an Elected Member or Employee for Legal Services in relation to:

a) Matters where the City is unable to provide financial assistance by any legislation;

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

b) The initiation of defamation proceedings by an Elected Member or Employee without approval from the CEO; or
c) A complaint of serious or minor misconduct under the *Corruption, Crime and Misconduct Act 2003.*

3. Types of costs that may be approved

a) Without limitation, the City may provide financial assistance for the following types of Legal Services:

(i) Legal Proceedings brought by Elected Members and Employees to enable them to carry out their functions under the Act and subsidiary legislation (e.g. where a Member or Employee seeks a banning order or a misconduct or violence restraining order against a person who has used threatening or inappropriate language or behaviour); or
(ii) Legal Proceedings brought against Elected Members or Employees in their individual capacity but by reason of a decision made either by Council or its delegate and which has caused an aggrieved person to commence legal action (e.g. an action or defamation or negligence); or
(iii) Legal Proceedings brought against Elected Members or Employees where their conduct in carrying out their function is considered detrimental to a third party (e.g. defending defamation actions); or
(iv) Statutory or other inquiries where representation or attendance of an Elected Member or Employee is either compulsory or justified; or
(v) Attendance at Legal Proceedings as a witness in circumstances like those described above.

b) Notwithstanding clause 3 a) above, the City in its absolute discretion, may pay or reimburse legal fees for Legal Proceedings taken by Elected Members or Employees in extreme cases for substantial, unwarranted and ongoing comments or criticisms levelled at their conduct in their respective roles. Such Legal Proceedings may include action in defamation and/or steps taken to stop bullying.

Examples include:
(i) Where a person or organisation is potentially lessening the confidence of the community in the City by publicly making adverse personal comments about Elected Members or Employees; or
(ii) Where the adverse personal comments by a person or organisation about Elected Members or Employees are resulting in an unsafe workplace

4. Application for Legal Services and Payment

a) An Elected Member or Employee is to make a written application requesting financial assistance for Legal Services to the CEO.

b) If a request is made, it is to be lodged with the CEO as soon as possible/practical and it must give details of:

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

(i) the matter for which Legal Services are sought; and
(ii) how the matter relates to the functions of the Elected Member or Employee making the application; and
(iii) the nature of the Legal Services sought (e.g., advice, preparation of a document or Legal Proceedings); and
(iv) the estimated cost of the Legal Services; and
(v) why the City should pay for the Legal Services.

c) The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

d) As far as possible, the application is to be made before commencement of the Legal Services to which the application relates.

e) The application is to be accompanied by a signed written statement by the applicant that he or she:

i. Has read, and understands the terms of this policy;
ii. Acknowledges that any approval of Legal Services costs is conditional upon the repayment provisions in clause 7 and any other conditions to which the approval is subject; and
iii. Undertakes to repay to the City any Legal Services costs in accordance with clause 7.

f) If the Legal Services are instigated prior to approval being obtained from the CEO or the Council, the City will require the Elected Member or Employee to provide to the City copies of all documents (except for documents subject to client professional privilege) created prior to the approval of the CEO or the Council. In the case of Elected Members, the approval of Council will be required for the reimbursement of expenses incurred without prior approval.

d) The City will determine the law firm from which the Legal Services are to be obtained. Subject to section 6 below, the City's insurer may direct which law firm is to be used. The City will not fund 'forum shopping' for further Legal Services in the event the Elected Member or Employee does not accept or agree with the legal advice provided, including legal advice previously sought on the same subject matter.

5. Assessment and determination of applications

a) The payment of Legal Services costs to an Elected Member or Employee, in respect of each application up to $10,000 can be approved by the CEO. Any amount over $10,000 requires approval by Council.

b) The CEO or Council may approve, refuse or grant subject to conditions an application for payment of Legal Services.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

c) Conditions under 5(b) may include, but are not restricted to, a financial limit and/or a requirement to enter a formal agreement, including a security agreement, relating to payment, and repayment, of Legal Services costs.

d) When considering the request for financial assistance for Legal Services, the CEO or the Council may consider the following:

(i) whether alternate actions/means are available to resolve the matter.
(ii) whether prior legal advice has been received on the matter.
(iii) the seriousness of the matter; and
(iv) any history relevant to the matter.

e) In the event an Elected Member's request for financial assistance to obtain Legal Services is declined by the CEO, the Elected Member may take the request to Council in the form of a notice of motion for it to determine the request for financial assistance for Legal Services.

f) Where there is a conflict in respect of an application, the Mayor replaces the CEO.

g) Where appropriate, the CEO will report Legal Services costs obtained by Elected Members and Employees including details of the action and payments made under this policy on a periodic basis.

6. Insured risk

a) In assessing an application, the CEO is to have regard to whether the Legal Proceedings are within an insured risk and must be referred to the City's insurer in the first instance.
b) It will be at the CEO's discretion as to whether to take any action to either grant or decline financial assistance until the matter has been reviewed by the City's insurer.

7. Repayment of costs for Legal Services

Assistance to an Elected Member or an Employee will be withdrawn, and that Elected Member or Employee will be required to repay any costs for Legal Services incurred by the City where the CEO or Council determines, upon legal advice, that the Elected Member or Employee has:

a) not acted reasonably, in good faith, and in accordance with the Code of Conduct, the Act, any relevant subsidiary legislation, and any other applicable written laws; and/or
b) given false or misleading information in respect of the application for financial assistance from the City; and/or
c) failed to comply with the conditions of approval; and/or
d) not followed advice or direction of the Council or CEO.

Any monies that the Elected Member or Employee is paid by way of costs, damages or settlement, if successful in Legal Proceedings in respect of a matter for which the

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

City has covered the costs of Legal Services, the City will require the Elected Member or Employee to reimburse the City the costs for the Legal Services incurred by the City.

Reference/Associated Documents

Local Government Act 1995 (WA)

Reference to Internal Procedure

To be advised.

Definitions

'Act' means the *Local Government Act 1995*.

'Code of Conduct', in relation to an Elected Member, means the Code of Conduct for Council Members, Committee Members and Candidates and, in relation to an Employee, means the Code of Conduct for Employees.

'Employee' means a current or former employee of the City.

'Legal Proceedings' means civil, criminal, or investigative proceedings brought in a court, tribunal, or authorised body within the jurisdiction of Western Australia.

'Legal Services' includes advice, required attendance at Legal Proceedings or inquiries, Legal Proceedings representation or documentation, witness fees or other approved costs under this Policy.

'Legal Representation' means the provision of Legal Services for advice or representation in connection with Legal Proceedings dealing with the conduct of an Elected Member or Employee.

'Elected Member' means a current or former member of the Council of the City or a Council Committee.

'Subsidiary Legislation' means any subsidiary legislation made under the Act and as amended from time to time, including but not limited to regulations and Local Laws.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP28	
Strategic Community Plan Strategy:	**Goal 5: Responsible Belmont** **Strategy:** 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	1.1.27 Determination of Applications for Legal Representation for Elected Members and Employees	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	**Status of Amendment**	**Minute Item Reference**
23/05/06		12.10
22/11/11		12.9
22/09/15	Review - None	10.7
27/09/16	Minor	12.9
10/12/19	Review – Major	12.8
24/05/22	Review - Minor	12.7
22/08/23	Review – Major	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Corporate Credit Cards

Policy Objective

To ensure appropriate controls are in place for the issue and use of corporate credit cards and to outline appropriate use by City officers.

Policy Detail

1. Controls for the issue of corporate credit cards

A corporate credit card will only be issued where there is a demonstrated advantage to the City which may include:

a) An additional purchasing method that is more appropriate than paying by cheque, cash or electronic fund transfer (EFT).
b) A useful resource in an emergency situation.
c) A reduction in the need for cash to be kept on the premises resulting in security and administrative benefits.
d) A reduction in administration costs.
e) Facilitating regular online fixed subscriptions for services such as internet service providers.

2. Application for corporate credit cards

a) The cardholder shall agree in writing that they fully understand and will comply with the Corporate Credit Card Custodian agreement.
b) Corporate credit cards shall only be issued to permanent City employees.
c) Corporate credit cards shall only be issued following authorisation by the Chief Executive Officer (CEO).
d) Corporate credit cards to be issued to the CEO shall only be issued following authorisation by the Mayor.
e) Limits for credit cards shall be determined by the CEO.

3. Conditions of use of corporate credit cards

a) Card information including card numbers and pin numbers are to be kept confidential.
b) Use of credit cards shall not contravene the Purchasing policy.
c) Cardholders are required to retain all documentation including tax invoices for all transactions.
d) A credit card reconciliation form is to be completed, approved and submitted to Finance with all substantiating documents within 15 working days of the end of each month.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

e) Credit card reconciliation forms are to be reviewed and approved by the cardholder's immediate supervisor. In the case of the CEO, the card reconciliation form should be reviewed and approved by the Mayor.
f) A lost or misplaced credit card must be reported immediately to the Manager Finance.
g) All credit cards are to be returned to the Manager Finance prior to termination of employment and are to be destroyed promptly.
h) All credit cards shall be held by the Manager Finance during times of extended leave (2 months).
i) Reward schemes should not be used in conjunction with credit cards.
j) Credit cards shall only be used for the purchasing of goods and services on behalf of the City and shall not be used for personal expenditure.
k) Credit cards must not be used for cash advances.

4. Register of corporate credit cards

A register of all issued corporate credit cards shall be maintained by the Manager Finance.

5. Misuse of corporate credit cards

Intentional misuse of corporate credit cards may result in the withdrawal of the use of the card and disciplinary action.

Using corporate credit cards for the following is considered misuse:

a) Any personal expenditure.
b) Cash withdrawals.
c) Personal benefit from any reward programs.
d) Any purchase not in accordance with this policy

Reference/Associated Documents

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Purchasing Policy

Corporate Credit Card Custodian agreement

Credit Card Reconciliation form

Credit Card Payment Request form

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Reference to Internal Procedure

N/A

Definitions

N/A

This Policy is supported by:		
Policy No:	CP30	
Strategic Community Plan Strategy:	**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	
Register of Delegations:	1.1.18 Municipal or Trust Funds: Payments and Procedures	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	**Status of Amendment**	**Minute Item Reference**
22/11/11		12.9
25/06/13		12.8
22/09/15	Minor	10.7
27/09/16	Review - Minor	12.9
25/09/18	Review – Minor	12.5
10/12/19	Review – Minor	12.8
24/05/22	Review - Minor	12.7
12/12/23	Review - Minor	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Investment of Funds

Policy Objective

To provide a framework for the controlled investment of City funds surplus to immediate cash flow requirements.

Policy Detail

1. Investment Objectives

a) To provide a framework for the optimum investment of City funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk, liquidity and security for its investments
b) To take a conservative approach to investments, but with a focus to meet performance benchmarks through prudent investment of funds
c) To ensure preservation of the funds through investing within the limits set by this policy
d) To have investments structured in such a manner as to meet all the City's cash flow requirements, without penalty
e) To generate income from the investment that exceeds the performance benchmarks
f) To comply with relevant legislative requirements.

2. Policy Guidelines/Authority for Investment

All investments are to be made in accordance with:

a) *Local Government Act 1995* - Section 6.14 (1) and (2A).
b) *The Trustees Amendment Act 1997* - Point 6, re: Part III Investments.
c) *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 28, and Regulation 49.
d) Australian Accounting Standards.

The investments will be managed with the care, diligence and skill that a prudent person would exercise. Investment portfolios are to be managed in accordance with the spirit of this Investment Policy to safeguard the portfolios, and not for speculative purposes.

3. Ethics and Conflicts of Interest

Employees shall refrain from personal activities that would conflict with the proper execution and management of the City's investment portfolio. This policy requires employees to disclose any conflict of interest to the Chief Executive Officer.

Independent advisors are also to declare that they have no actual or perceived conflicts of interest and receive no inducements in relation to the City's investments.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

4. Authorised Investments

The following table lists investment types approved for new investments in accordance with the *Local Government (Financial Management) Regulations 1996*.

The overall asset mix will depend on the City's view (taking into consideration professional advice) on liquidity needs, security of capital, level and timing of income and general risk management parameters as set out in this policy.

City of Belmont– Approved Investment Types	
1.	Deposits with an authorised deposit-taking institution (ADI) or the Western Australian Treasury Corporation (WATC) with a maturity of 3 years or less
2.	Bonds that are guaranteed by the Commonwealth or a State or Territory Government with a maturity of 3 years or less.

5. Prohibited Investments

This investment policy prohibits any investment carried out for speculative purposes including:

a) Derivative based instruments
b) Principal only investments or securities that provide potentially nil or negative cash flow
c) Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind
d) Investments for any speculative purpose
e) Other investments excluded by Regulations

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

However, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the spending occurring.

6. Audit and Investment Holdings

All City investments must be held in either the City's name or held via an acceptable safe custody arrangement with the City as the beneficial owner. A statement is to be provided by the safe custody provider at each month end, verifying the holdings of the City. There must also be a comprehensive and transparent audit trail of investments placed, with appropriate internal controls over the City's investment portfolio. A separate register of investments must be maintained and be reconciled on a monthly basis.

For audit purposes, confirmation certificates must be provided independently, directly to the City's auditors by institutions and fund managers confirming the amounts of investment held on the City's behalf at 30 June each year. These may also be required from time to time as part of an internal audit review.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

7. Reporting

A regular report should be provided to Council, detailing the allocation of the investment portfolio and performance.

8. Investment Advisor

The City's investment advisor must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent party who is free to choose the most appropriate product within the terms and conditions of the investment policy.

The advisor must be independent and must confirm in writing when submitting a quote/tender application that they have no actual or potential conflict of interest in relation to investment products being recommended. This includes receiving no commissions or other benefits (e.g. broking fees) in relation to the investments being recommended.

9. Risk Management

Investments are to be considered using the following criteria:

a) Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value
b) Credit Risk – The risk that a party or guarantor to a transaction will fail to fulfil its obligations, and the risk of loss due to the failure of an institution/entity that holds an investment to pay the interest and/or repay the principal of an investment
c) Diversification – the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market
d) Fidelity and Legal – fraud, malpractice or misappropriation of funds, failure to obtain title over assets, and litigation
e) Liquidity Risk – the risk an investor runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby incurs additional costs or is unable to execute its spending plans
f) Market Risk – the risk that fair value or future cash flows will fluctuate due to changes in market prices, or benchmark returns will unexpectedly overtake the investment's return
g) Maturity Risk – the risk relating to the length of term to maturity of the investment (the longer the term, the greater the length of exposure and risk to market volatilities)
h) Rollover Risk – the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future
i) Regulatory Risk – risk of changes to regulation forcing disposal on adverse terms, or imposing compliance costs or costs associated with a failure to comply with regulation
j) Transaction Risk – the risk that transactions do not complete as expected or are not conducted on fair arms-length terms
   Mitigants include:
   (i) Counterparty limits based on credit ratings, as well as directing investments to investments subject to guarantees, prudential supervision, or which are senior and/or secured
   (ii) Cash buffer, monitoring of seasonal and specific purpose cashflows, availability of liquid assets, matching of investment horizons

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

(iii) Maintaining adequate diversification by counterparty, term, maturity and type of investment (more so for lower rated investments) and matching maturities to investment horizons to minimise realisation risk
(iv) Regulation, including any changes, override the policy. The City will not undertake investments likely to be subject to forced sale under anticipated regulatory changes.
(v) Inclusion of fixed rate term investment
(vi) Use of collective purchasing power, documented procedures and use of regulated counterparties and issuers
(vii) Independent advice
(viii) Insurance, separation of duties for settlement, reporting, decision-making, audit and valuation, suitable custodian or direct title over assets
(ix) Controls over signatories and direction of funds

The above explains the factors that must be taken into consideration in making decisions about investments in order to manage risk prudently and accountably.

10. Credit Quality

Credit ratings estimate the risk of financial loss associated with an investment (generally only at the full term of the investment) or an institution. There are different rating systems for investments that are long term (generally more than 12 months) and short term (generally 12 months or less).

The ratings used in this policy are those of the international credit rating service S&P Global. S&P Global is the major credit rating institution operating in Australia, and the most common provider of ratings for the investments used by local government. The equivalent Moody's or Fitch ratings may also be used.

However, the primary control of credit quality is the prudential supervision and government support of the ADI sector, not ratings.

Investments held by the City must be consistent with the credit rating requirements as per the limits set out in the following table. Short-term ratings are only considered where there is no long-term rating on a security.

Long Term Rating Range*	Maximum Holding
AAA Category	100%
AA Category or Major Banks	100%
A Category	80%
BBB Category or Unrated ADIs	60%

For the purpose of this Policy, "Major Banks" are currently defined as the ADI deposits issued by the major Australian banking groups:

a) Australia and New Zealand Banking Group Limited
b) Commonwealth Bank of Australia
c) National Australia Bank Limited

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

d) Westpac Banking Corporation

This can include ADI subsidiaries whether or not explicitly guaranteed, and sub brands.

Similarly, with other ADI groups owning multiple banking licences, rating categories are based on the parent bank even if the subsidiary is not explicitly rated.

11. Counterparty Limits

Exposure to individual counterparties/financial institutions will be restricted by their rating so that single entity exposure is limited, as detailed in the table below. It excludes any government guaranteed investments.

Long Term Rating Range*	Limit
AAA Category[1]	50%
AA Category or Major Banks	40%
A Category	25%
BBB Category	20%
Unrated Category[2]	5%

**or equivalent short-term rating, where applicable*

[1] 100% Commonwealth Government debt and Government-guaranteed deposits are included in this category, but without any upper limit applying to the government as counterparty.

[2] This category includes unrated ADI's such as some Credit Unions and Building Societies where they fall outside deposit guarantees for at least part of the investment term.

Investments that are downgraded outside the acceptable rating benchmark will be divested as soon as practicable only after taking advice from the City's independent fund advisor.

12. Investment Horizon Limits

The City's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

Once the primary aim of liquidity is met, the City will ordinarily diversify its' maturity profile as this will ordinarily be a low-risk source of additional return as well as reducing the volatility of the City's income. However, the City always retains the flexibility to invest as short as required by internal requirements or the economic outlook.

The factors and/or information used by the City to determine minimum allocations to the shorter durations include:

a) The City's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies.
b) Medium term financial plans and major capex forecasts.
c) Known grants, asset sales or similar one-off inflows.
d) Seasonal patterns to the City's investment balances – especially having regard to the heavy seasonality of the Municipal portfolio.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

13. Municipal Portfolio

Investment Horizon Description	Investment Horizon - Maturity Date	Minimum Allocation	Maximum Allocation
Working capital funds	0-3 months	20%	100%
Short term funds	3-12 months	n/a	100%

14. Reserve Portfolio

Investment Horizon Description	Investment Horizon - Maturity Date	Minimum Allocation	Maximum Allocation
Working capital funds	0-3 months	n/a	50%
Short term funds	3-12 months	n/a	100%
Medium term Funds	1 – 3 years	n/a	100%

Within these broad ranges, the City relies upon assumptions of expected investment returns and market conditions that have been examined with its' investment advisor.

Investments involving Trust or the Belmont Trust (Reserve) accounts are invested through the use of a Cash Deposit Account (CDA) with the City's designated ADI. As the funds may be required to be called upon during the year the CDA offers greater flexibility.

15. Environmental Impact

The City of Belmont acknowledges climate change and attempts to reduce its investments that fund the fossil fuel industry and contribute to greenhouse gas emissions.

Providing the cost is no more than 5 basis points and the associated risks within those limits provided in this policy then preference can be given to those ADI's not involved with new investing in, or lending to the fossil fuel industry.

16. Performance Benchmarks

The performance of each investment will be assessed against the benchmarks listed in the table below. The expected performance of each investment will be greater than or equal to the applicable benchmark by sufficient margin to justify the investment considering its' risks, liquidity and other benefits of the investment.

Council will seek information about both current and historical reward for the investments contemplated in its Strategy – where insufficient, it will hold cash and not seek to outperform, as to do so mandates risk-seeking at times of minimal reward.

It is also expected that Council will take due steps to ensure that any investment, notwithstanding a yield above the benchmark rate, is executed at the best pricing reasonably possible.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Investment Category	Investment	Performance Benchmark	Time Horizon
Working Capital	Business Online Account, Notice Accounts, short dated bills, deposits issued by an ADI.	AusBond Bank Bill Index (BBI)	3 months or less
Short Term Funds	Term Deposits of appropriate horizon issued by an ADI.	AusBond Bank Bill Index (BBI)	3 to 12 months
Medium Term Funds	Term Deposits of appropriate horizon issued by an ADI.	AusBond Bank Bill Index (BBI)	12 months to 3 years

Reference/Associated Documents

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Trustees Act 1962.

Reference to Internal Procedure

Process Map - Investments

Delegation Register 1.1.20 Investments

Definitions

'Act' means Local Government Act (1995).

'ADI' means Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the *Banking Act 1959* to take deposits from customers.

'AusBond Bank Bill Index' (Formerly the UBS BBI) means the UBS Australia index family was acquired by Bloomberg from Q3 2014, and while branding changed the benchmark is unaltered. It represents the performance of a notional rolling parcel of bills averaging 45 days and is the widely used benchmark for local councils.

'City' means the City of Belmont.

'City Funds' surplus monies that are invested by the City in accordance with section 6.14 of the Act

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

'Horizon' represents the intended minimum term of the investment; it is open for an Investment Strategy to define a target date for sale of a liquid investment.

'Maturity Profile' means the City's positioning of the investment portfolio to meet liquidity and return objectives.

This Policy is supported by:		
Policy No:	CP31	
Strategic Community Plan Strategy:	**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	
Register of Delegations:	1.1.20 - Investments	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	**Status of Amendment**	**Minute Item Reference**
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
24/07/12		12.9
25/06/13		12.8
28/10/14	Review – Minor	12.4
22/09/15	Review – Minor	10.7
27/09/16	Review – Major	12.9
22/08/17	Review – Major	12.2
25/09/18	Review – Minor	12.5
10/12/19	Review – Minor	12.8
24/05/22	Review - Minor	12.7
22/08/23	Review – Minor	12.10
12/12/23	Review – Minor	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Work Health and Safety

Policy Objective

To ensure all City of Belmont workers have safe workplace conditions and systems of work that minimise risk of injury or illness to our people including, Workers (contractors, labour hire & volunteers) visitors, and customers and damage to Council property and the environment.

The City of Belmont will maintain an effective Safety Management System that incorporates a continual improvement philosophy and provides for maintenance of the highest occupational safety and health standards to protect the wellbeing of our people and the environment. The Safety Management System will continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and consultation with all Workers and stakeholders.

Policy Detail

The City of Belmont will:

a) Comply with the West Australian Work Health and Safety Act 2020, all relevant Regulations, Codes of Practice and Australian Standards.
b) Ensure stakeholders understand and comply with their obligations regarding Work Health and Safety Legislation and the City's policies, procedures and safe systems of work.
c) In consultation with stakeholders, manage all safety related matters to reduce risks in the workplace.
d) Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.
e) Provide induction and ongoing training, information and instructions to Workers and relevant stakeholders, regarding Work Health and Safety.
f) Ensure that relevant purchasing programs, contracts, tenders, leasing, hiring systems and assets comply with and are maintained in line with the City's policies and procedures and Australian Standards in relation to the Work Health and Safety Act 2020 (WA).
g) Provide an effective system of accident/incident reporting, investigation, and recording. 8. Monitor the effectiveness of the City's Work Health and Safety performance.

Workers and Stakeholders will:

h) Comply with the Work Health and Safety Act 2020 (WA), all relevant Regulations, Codes of Practice and Australian Standards.
i) Report workplace hazards and incidents to supervisors/manager.
j) Work in accordance with the policies, procedures, and safe systems of work of the City of Belmont.
k) Work in a safe manner that will not endanger the safety and health of themselves, their colleagues, the public or the environment.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

l) Consult and cooperate with supervisors and management on matters relating to workplace safety and health.

Responsibilities

The development of the Safety Management System and this policy is the responsibility of the Executive Leadership Team. Its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of all City Workers and stakeholders.

Reference/Associated Documents

Work Health and Safety Act 2020, and related Regulations

Codes of Practice and Australian Standards

Reference to Internal Procedure

BelNet Related Work Instructions

Definitions

N/A

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP40	
Strategic Community Plan Strategy:	**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	
Register of Delegations:	N/A	
Service Area:	Executive Services	
Policy Owner:	Manager Work Health and Safety	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
27/09/05		11.5.9
26/09/06		11.5.5
11/12/07		12.5.8
21/10/08		12.10
27/07/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	Review - None	12.4
22/09/15	Review – None	10.7
27/09/16	Review – Minor	12.9
22/08/17	Review – None	12.2
25/09/18	Review – None	12.5
10/12/19	Review – Minor	12.8
14/12/21	Review – Minor	12.7
24/05/22	Review – Updated to Reflect legislative change to Work Health and Safety	12.7
12/12/23	Review - None	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Quality

Policy Objective

The City of Belmont will maintain and regularly review its Quality Management System for the purpose of delivering value to its community and interested parties by determining their current and future needs and expectations.

The City of Belmont will learn, innovate, adapt for change and empower all employees to participate and contribute to organisational improvement to meet new challenges and requirements as they arise.

The leadership and commitment of management together with the competency of our people will provide quality products and services to the customers of the City of Belmont.

The City of Belmont will ensure a culture of continuous improvement by maintaining certification to the ISO 9001 Quality Management System (the Standard) and applying recognised principles of best practice. This includes proactive planning, legislative compliance, sustainable development and risk management.

Policy Detail

This policy relates to all activities of the City including Strategic and Operational activities, and to all employees and contractors providing products and delivering services on behalf of the City.

The City's Business Management System (BMS) and BMS Manual define and interpret the principle requirements of a Quality Management System (QMS) under the Standard.

The Executive Leadership Team will:

a) Take accountability for the effectiveness of the QMS and ensure that the QMS policy and objectives are established in line with the context and strategic direction of the City of Belmont.
b) Ensure integration of the QMS requirements into the City of Belmont's overall business processes and BMS documentation.
c) Promote the use of the process approach and risk-based thinking.
d) Ensure that the resources needed for the QMS are available through the annual budget process.
e) Ensure that the QMS achieves its intended outcomes.
f) Communicate the importance of an effective QMS and of conforming to the QMS requirements to all employees and relevant stakeholders.
g) Promote an ethos of continuous improvement in the City through education and training of our people and engagement with relevant interested parties.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

The City of Belmont will:

h) Monitor and review internal and external issues that may affect the City's ability to achieve the intended outcomes of its BMS.
i) Achieve the core objectives of the Strategic Community Plan through effective implementation of the Corporate Business Plan, continuous improvement and the maintenance of appropriate management systems.
j) Comply with all relevant legislation.
k) Benchmark our performance in relevant areas to assist in the continuous improvement process.
l) Participate in the development of the local government industry and ensure due diligence through compliance to statutory and other selected standards.
m) Ensure every employee understands that they are expected to contribute to the continuous improvement of the City and that they are to take responsibility for the quality of their own work, as well as the satisfaction of their customers, whether internal or external.
n) Regularly measure organisational performance and the effectiveness of business management system through a process of routine audits, assessments and reviews.
o) Maintain certification to ISO 9001:2015 Quality management systems – Requirements.

Responsibility for the Quality Policy:

The implementation of this policy is the responsibility of the Chief Executive Officer, the Executive Leadership Team and the Operational Leadership Team. The application of this policy is the responsibility of all City employees and stakeholders.

Reference/Associated Documents

ISO 9001:2015 Quality management systems – Requirements

ISO 14001:2015 Environmental management systems – Requirements with guidance for use

ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use

ISO 31000:2018 – Risk management – Guidelines

Australian Business Excellence Framework (ABEF)

Reference to Internal Procedure

N/A

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Definitions

N/A

This Policy is supported by:		
Policy No:	CP41	
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	
Delegation Register:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy & Risk	
Policy Stakeholder:	Coordinator Business Planning, Improvement and Risk	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/11/11		12.9
25/06/13		12.8
27/09/16	Review - Major	12.9
10/12/19	Review – Major	12.8
14/12/21	Review – Minor	12.7
24/05/22	Review - None	12.7
12/12/23	Review - Minor	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Role of Acting Chief Executive Officer

Policy Objective

To determine how the position and duties of the Chief Executive Officer will be undertaken on an acting basis as required; and

To determine those employees that are considered to be suitably qualified to act in the position of Chief Executive Officer and provide clear guidelines for who will carry out the functions of the Chief Executive Officer (CEO) on an acting basis in the absence of the CEO in accordance with the requirements of the *Local Government Act 1995*.

Policy Detail

In accordance with Section 5.36(2)(a) of the *Local Government Act 1995 (*the Act*),* the Council has determined that all persons appointed as the permanent incumbent to the position of a Director at the City are considered to be suitably qualified to act in the role of CEO as required.

Directors will undertake the functions and duties of the CEO on a temporary basis as Acting CEO. This is to be on a rotational basis at the discretion of the CEO, dependent on availability and operational requirements and for a defined period and shall be made in writing. The period is not to exceed one year.

The CEO is to advise all Elected Members in writing of which Director will be Acting CEO and the period covered.

In the event of an emergency where the CEO is not able to determine which Director will undertake the role of Acting CEO, the longest serving Director at the City of Belmont is deemed to be the Acting CEO.

In the event of an emergency where the Acting CEO is unable to fulfil their duties, the longest serving Director available at the time is deemed to be the Acting CEO.

Notwithstanding the above, in the CEO's absence, Council reserves its right under the *Local Government Act 1995* to determine which Director is to carry out the functions of the CEO, for any period not exceeding one year.

Reference/Associated Documents

Local Government Act 1995
Local Government (Administration) Regulations 1996
Higher Duties Form

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Reference to Internal Procedure

N/A

Definitions

N/A

This Policy is supported by:		
Policy No:	CP42	
Strategic Community Plan:	There are no Strategic Community Plan implications evident at this time.	
Delegation Register:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
23/06/2020	New Policy	12.7
24/05/2022	Review - None	12.7
12/12/2023	Review - Minor	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Street Numbering

Policy Objective

To ensure correct and consistent street numbering which will allow clear and concise identification of all properties within the City of Belmont

Policy Detail

All street numbers should be in accordance with Landgate guidelines and Australian/New Zealand Standard Rural and Urban Addressing. Where possible, street numbers should meet with the requirements of Emergency Service responders and other service providers. The main access from a road to a property (i.e. front door) determines the correct street address. Properties must have the street number clearly displayed and visible from the road.

Council may approve the re-naming of City streets where it has sufficient community or emergency services requests. If any changes are approved, the house numbering will be reviewed and property owners notified of the outcome.

Once approved, the City will notify the following agencies where street re-numbering has occurred:

a) Australian Electoral Commission
b) Synergy
c) Water Corporation
d) Landgate
e) Telstra
f) Atco Gas
g) Kleenheat
h) Australia Post
i) Alinta Gas

Council will not consider requests for street number changes, which are based on the following:

a) A number is considered “unlucky”.
b) Religious reasons.
c) To improve the “feng shui” of a property.
d) Personal preferences.
e) The number is not good for business.
f) The property is difficult to sell.
g) The number/address “devalues” the property.

A request to re-number a property is to be submitted in writing.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Council will only consider changing a number where there will be no effect on the sequencing of numbers, the ability to allow further allocation of numbers to properties where future development can occur and where the change will not require the installation of alphabetical lettering after the number.

The property owner will be responsible for:

a) Notifying occupants of the proposed changes where they are not the owner/occupier.
b) Removing the existing street number and installing the new number.
c) Notifying all other agencies not listed in item 1 above.
d) Changing at their expense any individual property signage that reflects the existing street name and numbering.
e) Notifying all personal contacts regarding the change of address.
f) Notifying all other agencies associated with the owner external to Australia.
g) Alterations to personal/ business stationery etc.

The City will not compensate or bear any costs associated with the correction of reflective numbering installed on kerbs.

Reference/Associated Documents

Australian/New Zealand Standard AS/NZS 4819 2011

Reference to Internal Procedure

N/A

Policy 56 - Naming or Renaming of Streets, Parks and Reserves

Definitions

N/A

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP44	
Strategic Community Plan Strategy:	**Goal 5: Responsible Belmont** **5.6** Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	Coordinator Rates	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/08/17	New Policy	12.2
10/12/19	Review – None	12.8
24/05/22	Review - None	12.7
12/12/23	Review - Moderate	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Dangerous Trees

Policy Objective

To ensure the most appropriate and effective action is taken regarding trees on private property in an unsafe condition.

Policy Detail

Where concern is raised regarding the safety of a tree on private property, a City officer will, at the earliest opportunity, arrange for a qualified Arborist to conduct a visual inspection of the tree.

1. Where a visual inspection reveals a tree is a 'serious and immediate danger' and therefore requires immediate intervention, the City will as per Section 3.27(1) Schedule 3.2(7) of the Local Government Act 1995, take action to reduce the risk, with or without consent of the owner or occupier of the land.

    a) Costs incurred by such action will be recovered as a debt from the property owner.
2. If the tree does not present a 'serious and immediate danger', however exceeds the QTRA risk tolerability threshold of 1/10 000 the Arborist will prepare a report and the City will issue a notice requiring the owner to reduce the risk.

    a) The notice shall be issued under Section 3.25(1) Schedule 3.1(8) and (9) of the Local Government Act 1995, including the right to object/ appeal.
    b) Where an owner is unable to comply with the Notice due to financial constraints, the City will offer to undertake the associated works, and offer the property owner the option of paying the City in instalments. Any property owner requesting payment terms will be recorded and managed by use of the "Arrangements to Pay" option, with a maximum term of up to 12 months.
    c) If a property owner fails to comply, the City will, in accordance with Section 3.26(2) and (3) undertake the required works. Costs incurred by such action will be recovered as a debt from the property owner.
3. If the assessment identifies a low and tolerable risk, no further action is taken.

    The City will advise the original complainant of the outcome of the inspection.

    Where approval to remove the tree is required under any legislation, including but not limited to the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 (WA) or the Environmental Protection and Biodiversity Conservation Act 1999 (Cwth), the City will either;

    a) obtain the required approval; or
    b) provide information in the notice issued to the owner or occupier advising them of the legislative requirement and request a copy of the approval once obtained.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Reference/Associated Documents

Local Government Act 1995, Section 3.27(1) Schedule 3.2(7) Section 3.25(1) Schedule 3.1(8) and (9)

QTRA: Quantified Tree Risk Assessment Version 5

Reference to Internal Procedure

Process Map - Parks - Dangerous Tree Removal

Delegation Register

Definitions

'Serious and immediate danger' – defined as: a tree assessed by a qualified Arborist using QTRA methodology as presenting an unacceptable risk of significant harm requiring immediate action.

'Low and tolerable risk' – defined as: A QTRA qualified arborist assessed a tree at an elevated but not unacceptable risk.

And where the tolerability of the risk depends on the costs and benefits of risk reduction. (Whether the benefits of risk control are sufficient to justify their cost).

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP47	
Strategic Community Plan Strategy:	**Goal 3: Natural Belmont** **Strategy:** 3.1 Protect and enhance our natural environment	
Delegation Register:	N/A	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Parks	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
27/07/04		10.1.1
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
28/10/14	Minor	12.4
27/09/16	Review - Major	12.9
22/08/17	None	12.2
24/04/18	Major	12.4 (from 1 July 2018)
10/12/19	Review – None	12.8
24/05/22	Review - Major	12.7
12/12/23	Review - None	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Honorary Freeman of the City

Policy Objective

To provide a framework for Council to bestow the title of Honorary Freeman of the City on a person to formally recognise outstanding and meritorious service to the City of Belmont community.

Policy Detail

Council may bestow the honorary title of Honorary Freeman of the City upon any person who has served the City of Belmont community on a continuous basis for a minimum of 20 years in an outstanding and meritorious manner that stands above contributions made by most other persons, and whose activities have contributed significantly to the wellbeing of the City's citizens and advancement of the City's strategic direction.

1. **Eligibility**
   a) Contribution to the City of Belmont's community must involve the following:
      (i) significant contribution of the person's time in serving the Belmont community on a continuous basis for a minimum of 20 years;
      (ii) significant contribution to improving the quality of life of the citizens of the City of Belmont;
      (iii) contribution must be outstanding in that it can be seen to stand above the contributions of most other persons; and
      (iv) a consistent display of commendable conduct.
   b) A contribution shall be given by a person in a voluntary capacity, but this shall not preclude an elected member, whose dedication and contribution to the Belmont community is significantly above that usually expected from their role as an elected member.
   c) Eligibility does not include contribution at a State, National or International level, unless a significant contribution in line with (1) above prevails.
2. **Entitlements**
   a) Any person upon whom the title Honorary Freeman of the City has been conferred may designate themselves 'Honorary Freeman of the City of Belmont'.
   b) The recipient shall be presented with a name badge which identifies them as Freeman of the City along with a plaque and certificate to commemorate receiving the award.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

3. Nomination Procedure

a) Nominations for an 'Honorary Freeman of the City of Belmont' should include a chronological outline of the history of community service of the person being nominated.
b) Nominations must be made in writing to the Chief Executive Officer in the strictest confidence.
c) The Chief Executive Officer will submit a confidential report to a meeting of Council, which will be considered behind closed doors in accordance with section 5.23 (2) (b) of the *Local Government Act 1995*.
d) If the nomination is approved by Council, the Chief Executive Officer will seek the nominee's acceptance of the honour, prior to its formal presentation and announcement.
e) The successful nomination will remain confidential until officially bestowed on the nominee at a Bestowal Ceremony.

4. Bestowal of Title

A Bestowal Ceremony (where the citation will be read, and the plaque and certificate will be presented to the recipient) is to be scheduled within two months, or as soon as possible after the recipient's acceptance of the title.

Reference/Associated Documents

Local Government Act 1995

Reference to Internal Procedure

Nil.

Definitions

Nil.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP53	
Strategic Community Plan Strategy:	**Goal 5: Responsible Belmont** **Strategy:** 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Executive Services	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Governance and Compliance Adviser	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
08/02/05		11.3.4
28/04/09		12.10
22/11/11		12.9
22/09/15	Review – Minor	10.7
27/09/16	Minor	12.9
10/12/19	Review – None	12.8
24/05/22	Review - None	12.7
12/12/23	Review – Minor	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Civic Dinner - Community Guests

Policy Objective

To recognise the contribution of members of the community through invitations to the Civic Dinner.

Policy Detail

Current Elected Members

Elected Members may nominate up to four people to be invited to the annual Civic Dinner.

The persons nominated should have contributed to the wellbeing of the district and nominations are to include a summary of that contribution, a brief precis of which is to be included in an attendee list provided to Councillors prior to the function.

Freeman of the City

All Freeman of the City will be invited as guests to the Civic Dinner.

Other Invitees

Community Service Award recipients will be invited as guests to the Civic Dinner.

Reference/Associated Documents

Elected Member Civic Dinner Guest Nomination Form

Reference to Internal Procedure

Work Instruction – Managing Civic Functions

Definitions

'**City**' means the City of Belmont.

'**Civic Dinner'** is a civic function held by the City to recognise community service during the year.

'**Community Service Award**' is an award to recognise outstanding community service during the year.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

'**Freemen of the City**' are persons who have had the title of Freeman bestowed upon them by the City of Belmont.

This Policy is supported by:		
Policy No:	CP54	
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	
Delegation Register:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager PR & Stakeholder Engagement	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
19/03/02		8.1.1
05/07/05		11.3.3
28/04/09		12.10
22/11/11		12.9
22/09/15	Review – Minor	10.7
27/09/16	Minor	12.9
10/12/19	Review – None	12.8
24/05/22	Review - Minor	12.7
12/12/23	Review – None	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Customer Complaints Management

Policy Objective

To establish the City of Belmont's position and approach to be taken in resolving customer complaints.

The City of Belmont (the City) is committed to managing complaints in a manner that is unbiased and consistent with Australian Standard Guidelines and the WA Ombudsman.

The City of Belmont recognises the right of customers to complain when dissatisfied with the service provided and undertakes to resolve these complaints in an accountable, transparent, and timely manner.

Policy Detail

This policy applies to all Elected Members, employees and contractors engaged to provide services to the City or on behalf of the City.

The Australian Standard for Complaints Management (ISO 10002:2014) defines a complaint as any *"expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required*".

For the purposes of this policy, the following are NOT classified as a complaint;

a) Employment related complaints made by City employees;
b) Feedback obtained during stakeholder and community engagement processes;
c) Enquiries and requests for specific information;
d) A request for service or action by the City (unless there was inaction or an unsatisfactory response to the initial request for service);
e) Matters currently being dealt with or previously dealt with by a court, tribunal or external complaints agency;
f) The lodging of an appeal or objection in accordance with a statutory or regulatory function;
g) Reports concerning neighbours or neighbouring property;
h) Complaints about individual Elected Members*;
i) Petitions; and
j) Issues over 12 months old.

*Complaints about Elected Members and related processes are captured in the adopted Code of Conduct for Council Members, Committee Members and Candidates and Council Policy *Complaint Investigation – Behaviour Complaints*.

1. Making a complaint

General guidelines for the lodgement and management of complaints will be published on the City's website.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Sufficient relevant information must be provided to the City in order for the complaint to be investigated and responded to in an appropriate and timely manner.

2. Timeliness

All complaints received will be acknowledged within five normal working days.

Complainants will be notified if their complaint cannot be resolved within the prescribed timeframes of the City's Customer Complaint Management Procedure. Complainants will be advised of the reasons for any delay and expected timeframe for resolution.

3. Risk

Risk factors associated with each complaint will be considered when managing complaints. Priority will be given to complaints with high risk factors which include but are not limited to;

a) Public safety;
b) Seriousness of the complaint;
c) Frequency of occurrence; and
d) Need for immediate attention.

4. Confidentiality

Complainants have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to any complaint will be kept confidential and the City will only disclose complainant information to third parties as follows:

a) With the consent of the complainant, expressed or implied;
b) As required by law; or
c) In order to complete the purpose or function for the which the information was provided.

5. Anonymous complaints

The City will investigate or action anonymous complaints where reasonable and sufficient information is provided and which, in the opinion of the City, represent:

a) A breach of statutory provisions;
b) A breach of an approval, licence or permit;
c) A matter for which the City is obligated to act as prescribed in the *Local Government Act 1995, Corruption, Crime and Misconduct Act 2003, Public Interest Disclosure Act 2003* or any other written law; or
d) A matter which could constitute a risk to the public health and safety of persons, animals or the environment.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

6. Request for internal review

Where a Complainant is not satisfied with how a complaint is resolved in the first instance, they can request an internal review. The review will be undertaken by the relevant Manager or Director.

7. External review

Where a Complainant is not satisfied with the outcome of the City's processes, the Complainant may be able to escalate the matter to one of the following agencies for external review:

a) WA Ombudsman;
b) WorkSafe WA;
c) Department of Local Government, Sport & Cultural Industries; or
d) Public Sector Commission.

The City will cooperate with these external agencies to assist with their processes.

8. Unreasonable customer conduct

Unreasonable customer conduct (UCC) is any behaviour by a customer which, because of its nature or frequency raises substantial health, safety, resource, or equity issues for the City as an organisation, the City's employees, Elected Members, other service users or the customer.

UCC can be grouped into five categories:

a) Unreasonable persistence – continued, incessant and unrelenting conduct by a customer that has a disproportionate and unreasonable impact on the City's services, time and/or resources (including employees and Elected Members).

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

b) Unreasonable demands – demands (express or implied) made by a customer that have a disproportionate and unreasonable impact on the City's services, time and/or resources (including employees and Elected Members).

c) Unreasonable lack of cooperation – unwillingness and/or inability of a customer to cooperate with the City, its representatives, or systems and processes that result in a disproportionate and unreasonable use of the City's services, time and/or resources (including employees and Elected Members).

d) Unreasonable arguments – includes any arguments that are not based in reason or logic, that are incomprehensible, false, inflammatory, trivial or vexatious and that disproportionately and unreasonably impact on the City's services, time and/or resources (including employees and Elected Members).

e) Unreasonable behaviours – conduct that is unreasonable in all circumstances - regardless of how stressed, angry or frustrated the customer is - because it unreasonably compromises the health, safety or security of the City's employees, Elected Members, other services users or the customer.

Dealing with UCC

Incidents of UCC will be reported to the CEO (or appointed delegate), who may determine it is appropriate to implement measures whereby the customer's access to the City will be limited, and/or to adapt the way the City interacts with or delivers services to the customer. Measures may include restricting:

- Who the customer has contact with at the City;
- What the customer can raise with the City;
- When the customer can have contact with the City;
- Where the customer can make contact with the City; and
- How the customer can make contact.

The rationale and decision to implement restrictive measures will be documented and the customer will be advised in writing of the reasons for the decision, what restrictions apply and for what period. Restrictive measures will be reviewed as required, but at a minimum on an annual basis.

If a customer is unsatisfied with the City's decision regarding UCC, they can request the City to reconsider its decision by presenting any information to support their request. In the event the decision remains the same, the customer will be advised that they may be able to refer their complaint to the WA Ombudsman.

The CEO will inform Council of any customer who a decision has been made to have shown UCC, under which category they were deemed to have shown UCC, and of any restrictions of access to the City, or services provided by the City, to the customer subject to any legislative constraints.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

All customers are permitted to attend public meetings of Council subject to determinations made by the Presiding Member and applicable Standing Orders or other legislative constraints.

The City may *limit access* to its services or to the City itself for a customer deemed to have shown UCC, dependent on the degree of UCC. However, the City will not totally withdraw access to its services or to the City itself, except where the misconduct of the customer involves physical or verbal abuse.

Immediate threats

The City values its employees and customers, and work health and safety is forefront to this commitment. Therefore, City employees have the discretion to terminate any interaction in the event that the employee reasonably perceives that they are at risk and particularly where the employee is being threatened, or the conduct of the complainant or customer is aggressive or abusive.

Where necessary, WA Police will be contacted. Threats made to employees, Elected Members and third parties will be reported to WA Police where appropriate.

Reference/Associated Documents

Managing unreasonable complainant conduct: Practice manual (2009) published by Ombudsman Western Australia.

Reference to Internal Procedure

Customer Complaint Management Procedure
Customer Service Charter

Definitions

CEO means the Chief Executive Officer of the City.

City means the City of Belmont, being a local government established as a body corporate under section 2.5 of the Act.

Complainant means a person, organisation, or its representative, making a complaint.

Customer means a person using the services of the City, or any other person having contact with the City.

Elected Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Employee means a person:
(a) employed by the City under section 5.36(1) of the Act; or
(b) engaged by the City under a contract for services.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Limit access means

a) The Officers the customer may have contact with;
b) The type of matter or issue the customer can raise;
c) The appointed times a customer can make contact;
d) The location where a customer may have contact; and
e) The method in which the contact may take place.

This Policy is supported by:		
Policy No:	CP61	
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	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Governance and Compliance Adviser	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
28/03/2023	New Policy	12.6
12/12/2023	Review – None	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12.9 Livestreaming Policy

Voting Requirement	:	Simple Majority
Subject Index	:	32/024 BelNet - Current Documentation
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

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

Purpose of report

For Council to consider the adoption of the proposed Livestreaming Policy.

Summary and key issues

Livestreaming of Council meetings has been legislated by the State Government. The City of Belmont is planning to commence livestreaming for the Ordinary Council meeting in February 2024. A Livestreaming policy is required to provide guidance in relation to the recording and live streaming of Council meetings.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Note:

Cr Sekulla put forward the following Alternative Motion.

Alternative Councillor Motion

Sekulla moved, Davis seconded

That Council

1. Adopt the Livestreaming Policy as per attachment 12.9.1; and
2. Commence livestreaming from 1 January 2025 as required per *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* part 2A.

Lost 4 votes to 5

For: Carter, Davis, Ryan and Sekulla

Against: Kulczycki, Marks, Rossi, Sessions and Vijay

Officer Recommendation

Sessions moved, Marks seconded

That Council adopt the Livestreaming Policy as per Attachment 12.9.1.

Carried 5 votes to 4

For: Kulczycki, Marks, Rossi, Sessions and Vijay

Against: Carter, Davis, Ryan and Sekulla

Location

Not applicable.

Consultation

There has been no specific consultation undertaken in respect to this matter. A review of similar policies at other Local Governments has been completed.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 4: Creative Belmont

Strategy: 4.2 Embrace technology, creativity and innovation to solve complex problems and improve our City

Goal 5: Responsible Belmont

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

Policy implications

The City of Belmont Council policy webpage will be updated to include the Livestreaming policy.

Statutory environment

Part 2A of the *Local Government (Administration) Regulations 1996* requires class 1 and 2 local governments to broadcast council meetings publicly from 1 January 2025.

The City of Belmont is a class 1 local government per Schedule 2 of the *Local Government (Constitution) Regulations 1998*.

Background

Through the current Local Government Reforms, the livestreaming of meetings of council has been legislated under the *Local Government Act 1995* for all class 1 and 2 Councils. As a class 1 Council, the City of Belmont will be required to livestream meetings from 1 January 2025.

Report

Livestreaming equipment was installed in the Council Chamber in November 2023. Subject to completion of testing and training of employees and Elected Members, the City anticipates livestreaming of Ordinary and Special Council Meetings with effect from February 2024.

A policy has been drafted to provide guidance in relation to the livestreaming of Council meetings and is attached for consideration (Refer Attachment 12.9.1).

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title
1. CP62 Livestreaming Policy [**12.9.1** - 3 pages]

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Livestreaming

Policy Objective

To provide guidance in relation to the livestreaming of Ordinary Council Meetings and Special Council Meetings.

To ensure open and transparent engagement with the community and accessibility to Council decision-making through the recording and livestreaming of Council meetings.

Policy Detail

This policy applies to the livestreaming and recording of Council meetings held in the Council Chamber, including but not limited to:

- Ordinary Council Meetings
- Special Council Meetings
- Any other Council meeting as determined by Council

The video recording of the livestream shall:

- Be made available through the City's YouTube Channel and website as soon as practical following the meeting. It is to be noted that should any unforeseen technical difficulties arise, the audio or video recording may not be available or delayed.
- Provide an unedited broadcast of the council meeting proceedings, including the discussion and decision-making process.
- Include audio and visual components, capturing council members, staff, members of the public and any relevant presentation materials or exhibits.
- Remain accessible to the public through the City's website in accordance with relevant requirements under the Regulations.

The Presiding Member will make an announcement at the start of meetings to remind attendees that the meeting will be livestreamed, and signs will be prominently displayed in the Council Chamber.

It is intended that standard camera positions will provide live and recorded vision of all members of the public who address a Council meeting, and live and recorded audio when they speak. It should be noted that those in the public gallery who do not address the meeting may be captured.

Members of the public when addressing the meeting will be required to provide their name and suburb only but will still be required to provide full contact details on the Public Question Time Submission Form in order that responses can be provided to them for any questions taken on notice.

Confidential matters in accordance with *Section 5.23 of the Local Government Act 1995* will not be livestreamed or made available to the public.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

No protection will be afforded to Elected Members, Staff or the public for comments and statements made during the livestreaming of meetings which are subsequently challenged in a court of law and determined to be slanderous or defamatory.

As a general principle, the City will not edit recordings of Council meetings. This is to ensure open and transparent government. The onus is on those in attendance at the meeting to ensure that their conduct, content and language are appropriate for the audience. The Presiding Member is responsible for maintaining the orderly proceedings of the meeting.

Following any meeting, the Chief Executive Officer, in concurrence with the Presiding Member, may mute/exclude all or part of any meeting recording considered inappropriate to be published. The muting/excluding of any part of the meeting recording must be reported and confirmed to the Council at the next available Ordinary Council Meeting whereby the Council may revoke or change the decision.

Reference/Associated Documents

Local Government Act 1995

City of Belmont Standing Orders Local Law 2017

Code of Conduct for Council Members, Committee members and Candidates

Code of Conduct for Employees

Reference to Internal Procedure

Work Instruction – Livestreaming (to be created)

Definitions

'**City**' means the City of Belmont.

'Livestreaming' means the real-time transmission of council meetings over the internet, allowing remote viewers to observe the proceedings.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP62	
Strategic Community Plan:	**Goal 5: Responsible Belmont** **Strategy:** 5.5 Engage and consult the community in decision-making **Strategy:** 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Senior Governance Officer	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
12/12/2023	New Policy	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12.10 Execution of Documents Policy

Voting Requirement	:	Simple Majority
Subject Index	:	N/A
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Nil
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

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

Purpose of report

For Council to endorse the Execution of Documents Policy (Attachment 12.10.1) and associated changes to the Delegations Register 2023-2024.

Summary and key issues

The Execution of Documents Policy (the Policy) has been drafted to provide guidance to Elected Members and employees on appropriate methods of execution of legal documents.

The Policy has been drafted to assist compliance with the *Local Government Act* 1995 and is consistent with other Local Governments.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Officer Recommendation

That Council;

1. Endorse the Execution of Documents Policy (Attachment 12.10.1).
2. Authorise the proposed change to the Delegations Register 2023-2024 outlined in attachment 12.10.2; and
3. Authorise the deletion of reference to Operational Policy: BEX32 – Decision Making Policy and insert reference to CP63– Execution of Documents to the Delegations Register 2023-2024, and any other administrative changes required to enact the Execution of Documents Policy.

Officer Recommendation adopted en bloc by Absolute Majority - Refer to Resolution appearing at Item 12.

Location

Not applicable.

Consultation

Policies at other Local Governments have been reviewed during the drafting of the Execution of Documents Policy.

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

The City of Belmont Council policy webpage will be updated to include the Execution of Documents policy. A suite of supporting internal documents have been drafted and approved to assist compliance with the Policy.

Statutory environment

Section 2.7(2)(b) of the *Local Government Act 1995* requires the Council to determine the local government's policies.

Section 9.49A of the *Local Government Act 1995*

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

(1) A document is duly executed by a local government if —

(a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or

(b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.

(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.

(3) The common seal of the local government is to be affixed to a document in the presence of —

(a) the mayor or president; and

(b) the CEO,

each of whom is to sign the document to attest that the common seal was so affixed.

(4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

(5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.

(6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.

(7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

Background

Most local governments have an execution of documents policy. The need for this type of policy arises because of section 9.49A of the *Local Government Act 1995*. The section provides that a document is duly executed by a local government where:

- The common seal is affixed; or
- It is signed on behalf of the local government by a person authorised by the Council to do so.

The City's delegation register does not currently authorise any Officers other than the Chief Executive Officer to execute documents. This places administrative burden on Officers of the City and can delay execution of minor or standard documentation.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Report

The purpose of the Policy is to categorise documents and provide the appropriate method of execution to ensure documents are duly signed in a consistent manner. As the Policy creates overarching authorisations to various officers, this will mean that the administrative burden of having the common seal affixed is reduced for documents of less significance or already approved by Council or under delegation.

The Policy categorises documents appropriate to the method of execution.

Category 1 documents require the common seal to be applied. These documents either:

- require the common seal to be affixed under legislation; or
- are sufficiently complex, high risk or significant to warrant the common seal to be affixed.

Category 2 documents allow either the CEO or responsible Director to execute the documents.

These documents include documents required to enact a decision of Council, a decision made under delegated authority and documents that are part of the ordinary operations. The reason for this is self-evident, namely Council has already made the decision to enter the document or given an officer delegated authority to enter the document. These authorisations are consistent with the CEO's functions under the Act, namely that the CEO causes Council decision to be implemented and manages the day-to-day operations of the local government (section 5.41(c) and (d) of the Act).

Category 2 documents also include ceremonial certificates and documents required in the management of land as landowner or management body. These have been included in category 2 as they do not have the complexity, risk or significance to be classified as a Category 1 document.

Category 3 documents are documents without an execution clause that are created in the normal course of business to discharge the duties of an officer. Category 3 documents can be signed by the relevant officer in accordance with a City delegation, policy or work instruction.

Subject to endorsement of the Execution of Documents Policy, the Delegations Register 2023-2024 will require the following amendments to be made;

1) Insertion of Attachment 12.10.2 as section 1.3 Council Authorisations
2) Removal of reference to Operational Policy BEXB32 *Decision Making Policy* throughout the document
3) Insertion of reference to CP63 – Execution of Document throughout the document.

It should be noted that Operational Policy BEXB32 *Decision Making Policy* is not subject to Council approval nor oversight.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title
1. Execution of Documents [**12.10.1** - 4 pages]
2. Council Authorisations [**12.10.2** - 1 page]

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Execution of Documents

Policy Objective

To ensure that the City's common seal is used and documents are executed in accordance with the *Local Government Act 1995* (WA) ('Act').

Policy Detail

Section 9.49A of the Act provides that a document is duly executed by a local government if -

- The common seal of the local government is affixed to it in the presence of;
    - The Mayor or President; and
    - The CEO or a senior employee authorised by the CEO.

  each of whom must sign the document to attest the common seal was affixed.
- It is signed on behalf of the local government by a person authorised by the Council to do so.

This policy identifies documents as falling within certain categories which provides for the appropriate method of execution.

The following take precedent over this policy in the event of an inconsistency:

- Legislation;
- The formal requirements of a Commonwealth or State department, authority or agency; and
- A Council decision expressly specifying a particular way in which a document is to be executed.

This policy applies to all officers preparing documents for execution or who have been authorised under this policy to execute documents on behalf of the City.

Category 1 documents

Category 1 documents require the City's common seal to be affixed.

Category 1 documents require at least two specific resolutions of Council:

- The decision to do the act or enter the agreement; and
- The approval to execute the document related to the above decision in accordance with this policy.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

The below table lists Category 1 documents:

Category 1
Local laws and amendments to
Local planning schemes and amendments to
Mortgages, loans and debentures documents
Power of attorney to act for the City
State and Commonwealth Grants and Funding agreements (as required)
Any document, which in the opinion of the CEO or a Director, are sufficiently complex, high risk or significant in nature to warrant the affixing of the seal

Category 2 documents

Category 2 documents do not require the City's common seal to be affixed.

Pursuant to section 9.49A(4) of the Act, Council authorises those officers listed in the table below to sign documents on behalf of the City.

The below table lists Category 2 documents:

Category 2	Authority to Execute
Documents required to enact a decision of Council, Council Committee or Development Assessment Panel that are not Category 1 documents– for example procurement contracts, sale/purchase of land, leases and licences and memorandums of understanding	CEO or responsible Director where the documents concerns subject matter wholly within their Directorate
Documents required to enact a decision made under delegated authority – for example leases, caveats, restricted covenants and s70A notifications	CEO or officer with delegated authority
Document required in the management of land as landowner or management body – for example development application, building permit application and easement	CEO
Ceremonial certificates	CEO and Mayor (no common seal required)

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Documents that are not the subject of a Council decision but are part of the ordinary operations that are not category 1 documents – for example hire agreements, procurement contracts, sponsorship agreements, memorandums of understanding	CEO or responsible Director where the documents concerns subject matter wholly within their Directorate

Category 3 documents

Category 3 documents are created in the normal course of business to discharge the duties of an officer. They do not include anything with an execution clause.

Category 3 documents are to be executed by a Director or Manager, or an Officer where the authority has been extended to that Officer through a delegation, City policy or work instruction.

Reference/Associated Documents

Local Government Act 1995

Reference to Internal Procedure

Work Instruction – Documents for Execution (tbc)

– Form Documents for Execution – Officer Declaration (tbc)

Definitions

'**CEO**' means the Chief Executive Officer of the City.

'**City**' means the City of Belmont.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

This Policy is supported by:		
Policy No:	CP63	
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	
Register of Delegations:	(Insert No. & Title) or n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Legal Advisor	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
12/12/2023	New Policy	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

1.3 Council Authorisations

1.3 Authorisation for Execution of Documents

Authoriser: Power / Duty assigned in legislation to:	Council
Express Power or Duty being Authorised:	*Local Government Act 1995*: s 9.49A (4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation. s
Function: This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	The authority to execute various classes of documents on behalf of the local government
Authorisation	Execution to be in accordance with the City of Belmont Execution of Documents Policy
Council Conditions on this Authorisation	A Council resolution or decision under delegated authority is required prior to executing documents

Compliance Links:	*Local Government Act 1995* Execution of Documents Policy
Record Keeping:	All uses of the common seal are to be recorded in a register

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12.11 Accounts for Payment - November 2023

Voting Requirement	:	Simple Majority
Subject Index	:	54/007-Creditors-Payment Authorisations
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	NIL
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	Surpreet Kaur
Responsible Division	:	Corporate and Governance

Council role

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

Purpose of report

To present to Council the list of expenditure paid for the period 01 November 2023 to 26 November 2023 under delegated authority.

Summary and key issues

A list of payments is presented to the Council each month for confirmation and endorsement in accordance with the *Local Government (Financial Management) Regulations 1996*.

Officer Recommendation

That the Authorised Payment Listing for November 2023 as provided under 12.11.1 be received.

Officer Recommendation adopted en bloc by Absolute Majority - Refer to Resolution appearing at Item 12.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

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.

Regulation 13A of the *Local Government (Financial Management) Regulations 1996* effective from 1 September 2023 states:

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment;

(d) sufficient information to identify the payment.

(2) A list prepared under subregulation (1) must be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

Background

Council has delegated to the Chief Executive Officer under Delegation 1.1.18 to make payment from the Municipal and Trust Fund account. In accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996,* where this power has been delegated, a list of payments each month is to be compiled and presented to Council.

Report

The following summary of payments are recommended for confirmation and endorsement.

Payment type	Payment reference	$
Municipal Fund Cheques	788874	31.10
Municipal Fund EFTs	EF086986-EF087493 EF087101-EF087528	3,612,789.00
Municipal Fund Payroll	November 2023	1,881,772.32
Trust Fund EFT	EF087189-EF087191	26,424.33
Total Payments for November 2023		**5,521,016.75**

A copy of the Authorised Payment Listing is included as 12.11.1.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Financial implications

All expenditure included in the Authorised Payment Listing is in accordance with Council's Annual budget.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No. and title
1. November 2023 payments [**12.11.1** - 6 pages]

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

City of Belmont

Accounts for Payment - 01/11/2023 to 26/11/2023

Compiled : 27/11/23 12:54

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
Contractors					
EF086986	01/11/23	04974	Turf Care WA Pty Ltd	$50,909.77	Turf Renovation -Various Parks
EF086994	06/11/23	00195	Bin Bath Australia Pty Ltd	$646.25	Cleaning Services
EF086996	06/11/23	00221	John Hughes Group	$49,485.69	Plant purchase
EF087000	06/11/23	00295	Capital Recycling	$880.00	Rubbish Removals
EF087002	06/11/23	00358	Hoseco (WA) Pty Ltd	$397.88	Plant Parts & Repairs
EF087004	06/11/23	00391	Chemistry Centre (WA) t/as ChemCentre	$1,759.67	Professional Fees - Testing
EF087006	06/11/23	00412	Dowsing Group Pty Ltd	$21,901.30	Concrete Contractor-Profiling and Concrete Belgravia Street
EF087009	06/11/23	00585	Hydroquip Pumps	$62,565.80	Pump Maintenance - Various Parks
EF087010	06/11/23	00608	Programmed Skilled Workforce Ltd	$3,469.68	Labour/Personnel Hire
EF087011	06/11/23	00613	Qualcon Laboratories Pty Ltd	$440.00	Bore Drilling/ Maintenance
EF087012	06/11/23	00638	Leederville Cameras	$215.00	Photography/Framing Expenses
EF087013	06/11/23	00665	Kennards Hire Pty Ltd	$294.00	Plant/Equipment Hire
EF087014	06/11/23	00699	Marketforce Pty Ltd	$17,234.17	Advertising & Printing
EF087015	06/11/23	00707	LoGo Appointments	$2,439.87	Labour/Personnel Hire
EF087016	06/11/23	00736	McLeods	$15,396.49	Legal Expenses
EF087017	06/11/23	00815	New Town Toyota	$2,316.96	Plant Parts & Repairs
EF087018	06/11/23	00830	Canon Production Printing Australia Pty Ltd	$242.00	Photocopy Expenses
EF087019	06/11/23	00856	John Papas Trailers Pty Ltd	$1,595.00	Plant Parts & Repairs
EF087020	06/11/23	00910	The Poster Girls - Flyer Distribution Co	$577.50	Labour/Personnel Hire
EF087021	06/11/23	00931	Sonic HealthPlus Pty Ltd	$1,047.20	Pre Employment Medicals
EF087022	06/11/23	00972	Repco Auto Parts	$444.40	Plant Parts & Repairs
EF087023	06/11/23	00988	Reece Australia Pty Ltd	$787.57	Plumbing Maintenance/Supplies
EF087024	06/11/23	01002	RAC Businesswise Vehicle Breakdowns	$105.00	Plant Parts & Repairs
EF087026	06/11/23	01059	Sledgehammer Concrete Cutting Service	$734.02	Concrete Contractor
EF087028	06/11/23	01082	Sparks Refrigeration and Airconditioning	$356.40	Airconditioning/Refrigeration Maintenance
EF087030	06/11/23	01112	Sunny Industrial Brushware	$719.40	Plant Parts & Repairs
EF087031	06/11/23	01186	ZircoDATA Pty Ltd	$1,802.10	Records Storage
EF087033	06/11/23	01233	Stihl Shop Redcliffe	$6,770.70	Tools/Tool Repairs
EF087035	06/11/23	01243	WARP Pty Ltd	$63,062.43	Traffic Control-Various Locations
EF087036	06/11/23	01251	Wurth Australia Pty Ltd	$403.75	Plant Parts & Repairs
EF087045	06/11/23	01507	The Pressure King	$9,218.00	Graffiti Removal-Various Location
EF087046	06/11/23	01533	WC Convenience Management	$5,462.61	Building Maintenance
EF087050	06/11/23	01731	Charter Plumbing and Gas	$4,439.87	Plumbing Maintenance/Supplies
EF087051	06/11/23	01976	Ecoscape Australia Pty Ltd	$21,527.00	Landscaping - Wilson Park Precinct
EF087052	06/11/23	02023	YMCA of Perth Youth and Community Services Inc	$80,752.93	Provision of Youth Services - September 2023
EF087053	06/11/23	02049	NVMS - Noise and Vibration Measurement Systems	$253.00	Plant Parts & Repairs
EF087055	06/11/23	02116	Swan Valley Cuddly Animal Farm	$659.00	Library-Children's week Playdate
EF087058	06/11/23	02207	Wilson Security	$145,228.05	Security Services
EF087059	06/11/23	02303	Ultimo Catering and Events	$367.00	Catering- Mayoral Dinner
EF087062	06/11/23	02387	Triton Electrical Contractors Pty Ltd	$8,867.32	Electrical Contractor
EF087063	06/11/23	02410	System Maintenance T/A Systems By Ballantyne	$4,242.94	Plumbing Maintenance/Supplies
EF087064	06/11/23	02418	Programmed Property Services Pty Ltd	$11,411.40	Gardening Maintenance Contract
EF087067	06/11/23	02458	Technology One Ltd	$295.63	Computer Software Maintenance
EF087069	06/11/23	02477	AKA Events Hire	$8,580.00	Equipment Hire - Bleacher Stands
EF087072	06/11/23	02779	Natural Area Holdings Pty Ltd	$5,720.00	Gardening - Plants/Supplies
EF087073	06/11/23	02837	GLG Greenlife Group	$9,354.84	Verge Mowing - Various Parks
EF087074	06/11/23	02844	Chandler Macleod Group Ltd	$5,212.71	Labour/Personnel Hire
EF087076	06/11/23	02958	Yoshino Sushi	$118.80	Catering/Catering Supplies
EF087077	06/11/23	03032	Hisco Pty Ltd/Reward Hospitality	$105.95	Catering/Catering Supplies
EF087078	06/11/23	03085	Edwina Forward Engraving	$47.30	Engraving
EF087080	06/11/23	03197	West Coast Turf	$950.00	Turf Maintenance
EF087083	06/11/23	03464	Bridgestone Australia Ltd	$2,251.17	Plant Parts & Repairs
EF087084	06/11/23	03504	Classic Tree Services	$8,628.40	Tree Pruning Within CoB
EF087085	06/11/23	03567	Gardner Autos Pty Ltd t/as Gardner Isuzu	$1,477.00	Plant Parts & Repairs
EF087087	06/11/23	03593	Philip Swain	$1,177.00	Labour/Personnel Hire
EF087088	06/11/23	03824	Konica Minolta	$1,645.01	Photocopy Expenses
EF087091	06/11/23	04105	Cleanflow Environmental Solutions	$3,138.54	Drainage Maintenance-Various Locations
EF087092	06/11/23	04131	Total Green Recycling Pty Ltd	$1,043.18	Rubbish Removals
EF087094	06/11/23	04246	Bibliotheca Australia Pty Ltd	$328.13	Computer Software Maintenance
EF087095	06/11/23	04301	Michael Page - Page Personnel	$3,282.32	Labour/Personnel Hire
EF087096	06/11/23	04320	ABM Landscaping	$2,084.95	Bricks/Bricklaying
EF087097	06/11/23	04353	Zap Circus	$3,300.00	Imaginarium- Circus
EF087100	06/11/23	04496	Azure Painting Pty Ltd	$2,365.00	Painting Contractor
EF087102	06/11/23	04579	Mills Recruitment	$3,443.14	Labour/Personnel Hire
EF087103	06/11/23	04693	Allwest Plant Hire Australia Pty Ltd	$9,601.43	Plant/Equipment Hire
EF087104	06/11/23	04917	Environmental Industries Pty Ltd	$19,752.63	Landscape Maintenance - Ascot Waters
EF087105	06/11/23	04963	Centigrade	$6,104.12	Airconditioning/Refrigeration Maintenance
EF087106	06/11/23	04974	Turf Care WA Pty Ltd	$122,715.11	Turf Renovation -Various Parks
EF087109	06/11/23	05143	David Gray & Co Pty Ltd	$1,485.00	Pest Control
EF087111	06/11/23	05283	IRP Pty Ltd	$5,403.20	Labour/Personnel Hire
EF087113	06/11/23	05308	Modern Motor Trimmers	$188.87	Plant Parts & Repairs
EF087114	06/11/23	05339	Elliotts Filtration Pty Ltd	$998.80	Reticulation Parts & Repairs
EF087115	06/11/23	05344	Veolia Recycling and Recovery Pty Ltd (Previously Suez)	$296,985.15	Rubbish Removals
EF087116	06/11/23	05370	OKMG Pty Ltd	$1,925.00	Photography/Framing Expenses
EF087117	06/11/23	05427	Horizon West Landscape & Irrigation Pty Ltd	$264.00	Gardening Contractor-Assorted Plants
EF087120	06/11/23	05523	Go Doors Pty Ltd	$7,022.86	Building Maintenance-Various Locations
EF087121	06/11/23	05568	Allstate Kerbing and Concrete	$9,188.89	Kerbing Contractor
EF087122	06/11/23	05607	Jez Watts	$800.00	Music/Entertainment Expenses-Imaginarium
EF087123	06/11/23	05651	Shane Hansen	$1,800.00	Public Art Work Commission
EF087124	06/11/23	05692	Newground Water Services Pty Ltd	$51,900.20	Reticulation Installation-Ascot Freshwater Lake Park
EF087126	06/11/23	05771	Alsco Pty Ltd	$183.77	Cleaning Services
EF087128	06/11/23	05809	Specialized Cleaning Group t/as Clean Sweep	$13,317.70	Weekly Service - Belmont Carparks
EF087129	06/11/23	05819	Ritz Drycleaners	$444.55	Cleaning Services
EF087130	06/11/23	05840	Commercial Aquatics Australia Pty Ltd	$5,683.32	Oasis Expenses- Monthly Maintenance
EF087131	06/11/23	05944	Delron Cleaning Pty Ltd - Ventia	$1,704.59	Cleaning Services
EF087132	06/11/23	06067	TK Elevator Australia Pty Ltd	$2,114.24	Building Maintenance
EF087134	06/11/23	06092	Aquastream Pty Ltd	$2,467.49	Plumbing Maintenance/Supplies
EF087135	06/11/23	06094	Boyan Electrical Services	$3,206.50	Electrical Contractor
EF087136	06/11/23	06104	Flick Anticimex Pty Ltd	$5,891.16	Pest Control
EF087137	06/11/23	06203	Ngala Boodja Aboriginal Land Care	$12,157.75	Maintenance of Natural Areas COB
EF087138	06/11/23	06210	366 Solutions Pty Ltd	$5,060.00	Computer Software Maintenance- Belnet Project
EF087139	06/11/23	06230	Art Jam WA	$500.00	Community Art Classes
EF087140	06/11/23	06276	Efficient Site Services (WA)	$15,708.00	Building Maintenance-Carpark
EF087142	06/11/23	06282	Dell Financial Services Pty Ltd	$6,259.37	Plant/Equipment Hire October 2023
EF087143	06/11/23	06284	Talent International	$4,270.27	Labour/Personnel Hire
EF087144	06/11/23	06293	Freo Fire Maintenance Services Pty Ltd	$2,266.00	Fire Equipment/Service
EF087145	06/11/23	06304	Prestige Property Maintenance	$4,224.00	Landscape Maintenance -Various Locations

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF087146	06/11/23	06337	MowScape Pty Ltd	$8,017.16	Turf Maintenance
EF087147	06/11/23	06345	SoCo Studios - Travis Hayto Photography	$1,870.00	Photography/Framing Expenses-Various Events
EF087148	06/11/23	06377	Choiceone Pty Ltd	$21,162.32	Labour/Personnel Hire
EF087150	06/11/23	06389	Netstar Australia Pty Ltd	$192.50	Security Services
EF087152	06/11/23	06422	Art Display Hire	$10,940.00	Art Awards/Exhibition-Screens
EF087154	06/11/23	06472	Overall Perth Gutter Cleaning	$200.00	Cleaning Services
EF087155	06/11/23	06476	Lucid Consulting Engineers(WA) Pty Ltd	$4,083.20	Professional Fees - Engineering
EF087158	06/11/23	06481	NPO Kissako Cha Know You	$250.00	Library-Entertainment Expense
EF087160	06/11/23	06512	Polished Off WA	$400.00	Painting Contractor
EF087161	06/11/23	06523	Premier Services Australia Pty Ltd	$2,128.50	Building Maintenance-Civic Centre
EF087162	06/11/23	06527	Jurovich Surveying	$7,500.00	Survey Expenses-Wilson Park
EF087163	06/11/23	06528	Diplomatik Pty Ltd	$4,375.63	Professional Fees - Recruitment Services
EF087164	06/11/23	06543	Jo Darbyshire	$1,500.00	Art Awards/Exhibition-Mentor
EF087165	06/11/23	06580	Omnicom Media Group	$10,231.02	Advertising
EF087166	06/11/23	06582	AKT Constructions (WA) Pty Ltd	$10,648.41	Pergola Works-Epsom Park
EF087167	06/11/23	06592	Grosvenor Engineering Group	$6,305.63	AC Maintenance-Various Locations September 2023
EF087168	06/11/23	06610	Resource Recovery Group	$4,395.00	Records Storage
EF087170	06/11/23	06641	KCTT	$1,342.00	Professional Fees - Planning Faulkner Park Parking
EF087171	06/11/23	06642	Event Artillery Pty Ltd	$300.00	Catering/Catering Supplies
EF087173	06/11/23	06654	Billi Australia Pty Ltd	$597.48	Office Equipment Maintenance
EF087174	06/11/23	06659	Workzone Pty Ltd	$4,378.00	Bowling Green-Line Marking
EF087175	06/11/23	06674	LG Solutions Pty Ltd	$7,122.50	Subscription-Fee & Charges Software
EF087176	06/11/23	06691	Wood Recruitment Pty Ltd	$876.98	Labour/Personnel Hire
EF087179	06/11/23	06700	Paula Hart	$385.00	Art Awards 2023- Guest Speaker
EF087070	06/11/23	02498	City of South Perth	$9,186.97	Impound Cats & Dogs - Aug 2023 & Sept 2023
EF087269	10/11/23	01731	Charter Plumbing and Gas	$140.51	Plumbing Maintenance/Supplies
EF087272	10/11/23	02216	Western Australia Police	$17.00	Volunteer National Police Check-May23
EF087273	10/11/23	02303	Ultimo Catering and Events	$1,749.00	Catering-Council Dinner
EF087276	10/11/23	02393	Zipform Pty Ltd	$3,877.89	Outstanding Rates Mailout
EF087277	10/11/23	02410	System Maintenance T/A Systems By Ballantyne	$1,005.80	Plumbing Maintenance/Supplies
EF087279	10/11/23	02640	Visual Inspirations Australia Pty Ltd	$13,200.00	CoB Civic Centre & The Hub- Christmas Decoration
EF087282	10/11/23	03419	Gott Health	$2,200.00	Community Exercise Classes
EF087284	10/11/23	03855	Invarion RapidPlan Pty Ltd	$935.00	Computer Software Maintenance
EF087285	10/11/23	04109	Heroes Framing & Memorabilia	$373.05	Photography/Framing Expenses
EF087287	10/11/23	04391	Lifeskills Australia	$209.00	Professional Fees - Analysis
EF087289	10/11/23	04544	SirsiDynix Pty Ltd	$70,523.74	Computer Software Maintenance-LMS Annual Support 2023/2024
EF087290	10/11/23	04806	BirdLife Australia - WA Branch	$1,127.50	Library-Aussie Birdcount
EF087291	10/11/23	05016	Cyclus Pty Ltd	$7,336.32	Labour/Personnel Hire
EF087293	10/11/23	05127	Champion Music	$2,106.50	Music/Entertainment Expenses-Mayoral Dinner
EF087294	10/11/23	05283	IRP Pty Ltd	$5,403.20	Labour/Personnel Hire
EF087295	10/11/23	05729	James Clive Kearing - Nyoonagie	$500.00	Music/Entertainment Expenses-Citizenship Ceremony
EF087296	10/11/23	05795	Alerton Australia	$914.10	Airconditioning/Refrigeration Maintenance
EF087299	10/11/23	06243	Daniel Delby	$3,080.00	Music/Entertainment Expenses
EF087302	10/11/23	06358	The Event Mill Pty Ltd	$2,953.50	Plant/Equipment Hire
EF087303	10/11/23	06362	Marjan Partitions Pty Ltd t/as M & M Interiors	$39,886.02	Building Construction-ILU Refurbishment
EF087305	10/11/23	06414	Complete Glass & Glazing Services	$7,472.55	Glass Replacement-Various Sites
EF087306	10/11/23	06491	Crisdale Recruitment Group	$4,793.36	Labour/Personnel Hire
EF087308	10/11/23	06564	Jessica Taylor	$2,004.12	Imaginarium Workshop
EF087309	10/11/23	06582	AKT Constructions (WA) Pty Ltd	$1,045.00	Bus Shelter Repair-Saint Kilda Road
EF087310	10/11/23	06592	Grosvenor Engineering Group	$2,918.37	AC Maintenance-Various Locations September 2023
EF087311	10/11/23	06624	Ardent Artiste Productions	$1,500.00	Imaginarium Festival Performance
EF087312	10/11/23	06639	Aria Scarlett	$1,500.00	Music/Entertainment Expenses-Imaginarium
EF087313	10/11/23	06658	CSE Crosscom Pty Ltd	$4,085.40	Two Way Radio Expenses
EF087315	10/11/23	06697	Common Ground Trails Pty Ltd	$4,266.90	Professional Fees - Garvey Park Trail Plan
EF087326	17/11/23	00118	Australia Post	$8,082.88	Postage
EF087329	17/11/23	00230	Jackson McDonald	$15,257.55	Legal Expenses
EF087332	17/11/23	00295	Capital Recycling	$2,137.81	Rubbish Removals
EF087333	17/11/23	00346	Action Couriers	$68.93	Courier Service
EF087334	17/11/23	00390	Landgate	$354.75	Title Searches
EF087335	17/11/23	00394	Child & Adolescent Health Service - Dept of Health WA	$721.86	Immunisation Expenses
EF087336	17/11/23	00608	Programmed Skilled Workforce Ltd	$5,373.82	Labour/Personnel Hire
EF087338	17/11/23	00707	LoGo Appointments	$4,807.41	Labour/Personnel Hire
EF087339	17/11/23	00738	Lloyd George Acoustics Pty Ltd	$1,848.00	Imaginarium - Consulting Service
EF087340	17/11/23	00858	Park Motor Body Builders	$14,300.00	Plant Parts & Repairs- Vehicle Modification
EF087341	17/11/23	01002	RAC Businesswise Vehicle Breakdowns	$54.60	Plant Parts & Repairs
EF087349	17/11/23	01411	Award Irrigation Pty Ltd - Award Contracting	$825.00	Reticulation Installation
EF087351	17/11/23	01731	Charter Plumbing and Gas	$1,834.80	Plumbing Maintenance/Supplies
EF087352	17/11/23	02091	The Mighty Booths	$110.00	Photography/Framing Expenses
EF087354	17/11/23	02161	Supercrane Service Parts & Training Pty Ltd	$863.50	Plant Parts & Repairs
EF087360	17/11/23	02672	Ruah Community Services	$16,962.73	Preventive Domestic Violence Services
EF087361	17/11/23	02711	CPG Research and Advisory Pty Ltd	$1,558.33	Advisory Fees - Oct 2023
EF087362	17/11/23	02844	Chandler Macleod Group Ltd	$5,968.54	Labour/Personnel Hire
EF087364	17/11/23	02958	Yoshino Sushi	$118.80	Catering/Catering Supplies
EF087366	17/11/23	03246	Window Wipers	$3,811.50	Cleaning Services
EF087367	17/11/23	03361	All Fence U Rent Pty Ltd	$5,944.13	Fencing-The Imaginarium
EF087369	17/11/23	03537	Mackay Urban Design	$720.00	Professional Fees - Planning
EF087372	17/11/23	04301	Michael Page - Page Personnel	$475.29	Labour/Personnel Hire
EF087373	17/11/23	04302	Southern Cross Housing Ltd	$26,421.59	Independent Living Units -Management Fess
EF087377	17/11/23	04529	Southern Cross Care (WA) Inc	$30,515.05	Independent Living Units -Management Fees
EF087378	17/11/23	04579	Mills Recruitment	$2,578.13	Labour/Personnel Hire
EF087379	17/11/23	04713	Festoon Lighting Perth	$4,184.79	Plant/Equipment Hire-Civic Dinner
EF087380	17/11/23	04742	Oliver's Reupholstery Service	$1,577.40	Office Equipment Maintenance
EF087382	17/11/23	04779	One 20 Productions	$3,940.20	Plant/Equipment Hire-Mayoral Dinner
EF087383	17/11/23	04806	BirdLife Australia - WA Branch	$300.00	Library-Entertainment Expense
EF087385	17/11/23	04967	Cockburn Party Hire	$2,025.30	Plant/Equipment Hire-The Imaginarium
EF087387	17/11/23	05016	Cyclus Pty Ltd	$1,337.62	Labour/Personnel Hire
EF087388	17/11/23	05090	Elan Energy Matrix Pty Ltd	$1,716.83	Rubbish Removals
EF087389	17/11/23	05091	Shaun Chandran- Coco Bros	$600.00	Music/Entertainment Expenses-Imaginarium
EF087390	17/11/23	05127	Champion Music	$121.00	Music/Entertainment Expenses-Mayoral Dinner
EF087392	17/11/23	05326	Lunar Circus Pty Ltd	$13,475.00	Music/Entertainment Expenses-Imaginarium
EF087393	17/11/23	05328	Fliptease Pty Ltd	$3,300.00	Music/Entertainment Expenses-Imaginarium
EF087394	17/11/23	05330	Sugar Blue Burlesque Pty Ltd	$3,300.00	Music/Entertainment Expenses-Imaginarium
EF087395	17/11/23	05336	West-Sure Group Pty Ltd	$546.32	Security Services
EF087396	17/11/23	05375	Urbaqua Ltd	$5,803.60	Professional Fees -Nutrient and Irrigation Management Plan
EF087397	17/11/23	05395	M3Property Australia Pty Ltd	$4,125.00	Valuation Expense
EF087398	17/11/23	05401	Creative Spaces	$2,816.00	Professional Fees - Design
EF087400	17/11/23	05493	Dapth	$9,982.50	Computer Software Maintenance
EF087401	17/11/23	05540	Objective Corporation Ltd	$26,276.25	Computer Software Maintenance- Licence 2023/2024
EF087402	17/11/23	05597	Proud Entertainment Group	$1,200.00	Music/Entertainment Expenses-Imaginarium
EF087403	17/11/23	05651	Shane Hansen	$5,000.00	Public Art Work Commission
EF087404	17/11/23	05657	Erin Royer - Perth Sax Rockers	$1,500.00	Music/Entertainment Expenses-Imaginarium

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF087405	17/11/23	05776	Level 5 Design Pty Ltd	$1,620.00	Professional Fees - Planning
EF087406	17/11/23	05819	Ritz Drycleaners	$218.60	Cleaning Services
EF087408	17/11/23	05974	Stuart Hayward	$2,400.00	Music/Entertainment Expenses-Imaginarium
EF087410	17/11/23	06032	Acrobatch	$3,850.00	Music/Entertainment Expenses-Imaginarium
EF087411	17/11/23	06037	Luke Bolland	$800.00	Music/Entertainment Expenses-Imaginarium
EF087412	17/11/23	06039	James Hancox	$1,500.00	Music/Entertainment Expenses-Imaginarium
EF087413	17/11/23	06160	SEEK Limited	$2,722.72	Advertising
EF087414	17/11/23	06188	Cannington Retravision	$649.00	Electrical Goods
EF087416	17/11/23	06240	CAJ Entertainment	$2,500.00	Music/Entertainment Expenses-Imaginarium
EF087417	17/11/23	06253	Pop Magic	$1,200.00	Music/Entertainment Expenses-Imaginarium
EF087418	17/11/23	06261	Sally Newman - First Line Productions	$1,200.00	Music/Entertainment Expenses-Imaginarium
EF087419	17/11/23	06263	Showman Perth - Matthew Pegdon	$315.00	Music/Entertainment Expenses-Imaginarium
EF087420	17/11/23	06283	defiNET Pty Ltd	$13,200.00	Computer Software Maintenance-GIS Consulting
EF087421	17/11/23	06304	Prestige Property Maintenance	$2,520.10	Landscape Maintenance -Various Locations
EF087423	17/11/23	06374	Vaughn Mcguire	$605.00	Music/Entertainment Expenses
EF087425	17/11/23	06491	Crisdale Recruitment Group	$6,360.42	Labour/Personnel Hire
EF087426	17/11/23	06522	Kieran Togher T/as Toppo Digital	$165.00	Computer Software Maintenance
EF087427	17/11/23	06561	Pinyo Fordham	$880.00	Professional Fees - Marketing
EF087428	17/11/23	06580	Omnicom Media Group	$2,130.24	Advertising
EF087431	17/11/23	06623	Glen Flood Group Pty Ltd T/as GFG Consulting	$4,532.88	Volcano Playground - Detailed Design
EF087432	17/11/23	06625	Floeur Alder	$1,910.00	Imaginarium Festival Performance
EF087433	17/11/23	06631	Scott Henman	$1,200.00	Imaginarium Festival Performance
EF087434	17/11/23	06638	Corsairs Cove Media	$1,500.00	Music/Entertainment Expenses-Imaginarium
EF087435	17/11/23	06648	Reece's Event Hire	$2,137.74	Plant/Equipment Hire-Imaginarium
EF087436	17/11/23	06649	Sancar T/A Electrical Consultancy WA	$498.91	Electrical Contractor
EF087437	17/11/23	06650	Eisha Ryden-Hale	$2,400.00	Music/Entertainment Expenses-Imaginarium
EF087438	17/11/23	06652	Buenviaje T/A Olio's Fine Food	$3,361.60	Catering/Catering Supplies-Council Dinner
EF087439	17/11/23	06660	Rehbein Consulting Pty Ltd	$1,375.00	Imaginarium festival
EF087440	17/11/23	06665	YIP YIP Circus T/A B.A Kotovski-Steele & J Smart	$1,547.70	Music/Entertainment Expenses-Imaginarium
EF087441	17/11/23	06667	Back Door Productions	$1,500.00	Music/Entertainment Expenses-Imaginarium
EF087442	17/11/23	06668	Andrew James Read	$800.00	Music/Entertainment Expenses-Imaginarium
EF087443	17/11/23	06670	Mathew Barnaby Penny	$1,200.00	Music/Entertainment Expenses-Imaginarium
EF087444	17/11/23	06673	Cece Desist	$2,000.00	Music/Entertainment Expenses-Imaginarium
EF087445	17/11/23	06680	Gillian Cordiner	$800.00	Music/Entertainment Expenses-Imaginarium
EF087447	17/11/23	06691	Wood Recruitment Pty Ltd	$4,794.10	Labour/Personnel Hire
EF087448	17/11/23	06692	Luke Newman	$800.00	Music/Entertainment Expenses
EF087449	17/11/23	06705	Cool Breeze Rentals Pty Ltd	$644.60	Plant/Equipment Hire
EF087450	17/11/23	06706	TLS Productions	$908.60	Music/Entertainment Expenses
EF087358	17/11/23	02498	City of South Perth	$3,934.84	Impound Cats & Dogs - Oct 2023
EF087469	24/11/23	00294	City of Canning	$630.00	Rubbish Removals
EF087473	24/11/23	00608	Programmed Skilled Workforce Ltd	$562.82	Labour/Personnel Hire
EF087478	24/11/23	01074	Shred-X Pty Ltd	$22.14	Rubbish Removals
EF087481	24/11/23	01243	WARP Pty Ltd	$8,309.60	Traffic Control-Various Locations
EF087486	24/11/23	02172	Miss Maud	$455.95	Catering/Catering Supplies
EF087489	24/11/23	02303	Ultimo Catering and Events	$23,161.70	Catering- Mayoral Dinner
EF087490	24/11/23	02451	Carlisle Events Hire Pty Ltd	$6,799.45	Plant/Equipment Hire-Imaginarium
EF087492	24/11/23	02844	Chandler Macleod Group Ltd	$10,369.24	Labour/Personnel Hire
EF087495	24/11/23	03906	EPT Elec Power Technologies Pty Ltd	$1,710.50	Computer Hardware Maintenance
EF087496	24/11/23	04105	Cleanflow Environmental Solutions	$1,004.30	Drainage Maintenance-Various Locations
EF087497	24/11/23	04120	Randstad Pty Ltd	$9,820.98	Labour/Personnel Hire
EF087498	24/11/23	04161	Play Check	$19,250.00	Playgrounds Inspections/Repairs-COB
EF087499	24/11/23	04400	The Freedom Fairies	$302.50	Music/Entertainment Expenses
EF087500	24/11/23	04579	Mills Recruitment	$8,796.03	Labour/Personnel Hire
EF087503	24/11/23	05016	Cyclus Pty Ltd	$413.60	Labour/Personnel Hire
EF087506	24/11/23	05283	IRP Pty Ltd	$7,627.84	Labour/Personnel Hire
EF087507	24/11/23	05299	Sidekicker	$4,335.34	Labour/Personnel Hire
EF087509	24/11/23	05463	International Solutions Group Pty Ltd - ISG Cleaning	$3,558.50	Cleaning Services
EF087510	24/11/23	05606	Whisky A'More Entertainment	$2,000.00	Music/Entertainment Expenses-Imaginarium
EF087511	24/11/23	05692	Newground Water Services Pty Ltd	$26.40	Reticulation Installation-Various Locations
EF087512	24/11/23	05708	AssetVal Pty Ltd	$126,500.00	Infrastructure Valuation Expense
EF087513	24/11/23	05729	James Clive Kearing - Nyoonagie	$1,250.00	Music/Entertainment Expenses-Welcome to Country
EF087514	24/11/23	05778	Stephen Carrick Architects Pty Ltd	$960.00	Professional Fees - Planning
EF087515	24/11/23	05782	Jane Wetherall	$660.00	Professional Fees - Planning
EF087516	24/11/23	05819	Ritz Drycleaners	$236.20	Cleaning Services
EF087518	24/11/23	06017	Sharon Giltrow - Giltrow Family Trust	$223.00	Library-Entertainment Expense
EF087519	24/11/23	06109	McDowall Affleck Consulting Engineers	$1,320.00	Professional Fees - Building
EF087520	24/11/23	06129	AKJC Hospitality Group - 8 Yolks Cafe	$50.00	Catering/Catering Supplies
EF087521	24/11/23	06284	Talent International	$6,170.68	Labour/Personnel Hire
EF087522	24/11/23	06296	Sarah Kearing - Djurpin Djindas	$1,000.00	Music/Entertainment Expenses
EF087523	24/11/23	06297	Swan Cafe	$385.00	Catering/Catering Supplies
EF087524	24/11/23	06337	MowScape Pty Ltd	$5,344.16	Turf Maintenance
EF087527	24/11/23	06491	Crisdale Recruitment Group	$4,203.41	Labour/Personnel Hire
EF087529	24/11/23	06523	Premier Services Australia Pty Ltd	$14,410.00	Building Maintenance-Various locations
EF087530	24/11/23	06528	Diplomatik Pty Ltd	$6,822.52	Professional Fees - Recruitment Services
EF087532	24/11/23	06561	Pinyo Fordham	$380.00	Professional Fees - Marketing
EF087534	24/11/23	06579	Custom Built Saunas	$22,209.00	Building Maintenance-Belmont Oasis Sauna
EF087535	24/11/23	06591	Blue Tang (WA) T/A The Reef Unit Trust	$16,500.00	Professional Fees - Design Faulkner Park Civic Precinct
EF087536	24/11/23	06592	Grosvenor Engineering Group	$1,095.38	AC Maintenance-Various Locations September 2023
EF087537	24/11/23	06619	Baaz Security Services Pty Ltd	$21,123.37	Security Services
EF087538	24/11/23	06624	Ardent Artiste Productions	$2,500.00	Imaginarium Festival Performance
EF087539	24/11/23	06626	Kiara Macri	$1,500.00	Imaginarium Festival Performance
EF087540	24/11/23	06630	Glam Funk Pty Ltd	$1,500.00	Imaginarium Festival Performance
EF087541	24/11/23	06632	Red Top Creations Pty Ltd	$1,760.00	Music/Entertainment Expenses-Imaginarium
EF087542	24/11/23	06635	West to West Group	$14,171.04	Building Maintenance-The Glass House Roller Blinds
EF087543	24/11/23	06655	4Healthcare Pty Ltd T/A Aidacare	$797.50	Plumbing Maintenance/Supplies
EF087544	24/11/23	06666	Tavistock Huddington Pty Ltd	$5,500.00	Music/Entertainment Expenses-Imaginarium
EF087545	24/11/23	06669	DJ Incredable	$800.00	Music/Entertainment Expenses-Imaginarium
EF087546	24/11/23	06671	Brass Party	$1,500.00	Music/Entertainment Expenses-Imaginarium
EF087547	24/11/23	06677	Wild Spirit Aerial Arts	$2,000.00	Music/Entertainment Expenses-Imaginarium
EF087548	24/11/23	06678	Nicola Macri	$800.00	Music/Entertainment Expenses-Imaginarium
EF087549	24/11/23	06691	Wood Recruitment Pty Ltd	$2,397.05	Labour/Personnel Hire
EF087550	24/11/23	06698	Live History	$1,200.00	Music/Entertainment Expenses
	Contractors Total			**$2,297,034.35**	
Councillor Payments					
EF087056	06/11/23	02145	Robert Rossi	$133.98	Councillor Reimbursement-Sister City Conference
EF087297	10/11/23	05828	Deborah Sessions	$100.13	Councillor Reimbursements - Travel Expense
EF087551	24/11/23	06704	Christopher John Kulczycki	$24.00	Councillor Reimbursements - Parking
	Councillor Payments Total			**$258.11**	
Credit Card 2310					
EF087462	23/11/23	03526	Facebook	$2,120.58	Advertising
EF087462	23/11/23	03526	Try Booking	$304.00	Registration-Conference
EF087462	23/11/23	03526	Eventbrite	$139.98	Subscription

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF087462	23/11/23	03526	Office National	$289.00	Stationery & Printing
EF087462	23/11/23	03526	Myer	$1,000.00	Elected Member Expenses
EF087462	23/11/23	03526	Local Government	$50.00	Registration-ESP Network Webinar
EF087462	23/11/23	03526	Coles Supermarkets Aust Pty Ltd	$200.00	Employee Expenses
EF087462	23/11/23	03526	Holiday Inn	$795.76	Accommodation-Sister City Conference
EF087462	23/11/23	03526	Courtyard Marriott	$1,010.94	Accommodation-National Housing Conference
EF087462	23/11/23	03526	Google	$9.24	Subscription
EF087462	23/11/23	03526	CBA	($2,952.04)	CBA- Disputed Amount Refund
	Credit Card 2310 Total			**$2,967.46**	
Credit Card 2977					
EF087463	23/11/23	06342	Wilson Parking	$4.00	Parking
EF087463	23/11/23	06342	Beaconatac Lite	$243.03	Subscription
EF087463	23/11/23	06342	Facebook	$3,181.12	Advertising
EF087463	23/11/23	06342	Google	$3,145.74	Advertising
EF087463	23/11/23	06342	Eventbrite	$188.97	Subscription
EF087463	23/11/23	06342	Perth Airport	$240.00	License
EF087463	23/11/23	06342	Campaign Monitor	$1,373.90	Subscription
EF087463	23/11/23	06342	Microsoft	$1,679.51	Subscription
EF087463	23/11/23	06342	Oxlade Bros.	$109.04	Art Supplies
EF087463	23/11/23	06342	Ausgifts	$205.00	Employee Expenses
EF087463	23/11/23	06342	LinkedIn	$446.50	Advertising
EF087463	23/11/23	06342	Paddle Net-Link Checker	$34.10	Subscription
EF087463	23/11/23	06342	Adobe	$39.59	Subscription
EF087463	23/11/23	06342	Twilio	$32.54	Subscription
EF087463	23/11/23	06342	Squarespace	$300.00	Subscription
EF087463	23/11/23	06342	News Ltd	$28.00	Subscription
EF087463	23/11/23	06342	DRISAP Orderfind	$674.30	Subscription
	Credit Card 2977 Total			**$11,925.34**	
Credit Card 4739					
EF087464	23/11/23	06409	Crown Melbourne	$1,166.83	Conference Expense-All Energy Australia
EF087464	23/11/23	06409	Qantas Airways	$1,982.94	Conference Expense-All Energy Australia
EF087464	23/11/23	06409	Chat GPT	$64.92	Subscription
EF087464	23/11/23	06409	DMIRS	$140.00	Information Statement Lodgement
EF087464	23/11/23	06409	Google	$9.24	Subscription
EF087464	23/11/23	06409	Gaming and Wagering	$80.50	Application Fee
	Credit Card 4739 Total			**$3,444.43**	
Fuels and Utilities					
EF086988	06/11/23	00042	Alinta Energy	$169.35	Light, Power, Gas
EF087037	06/11/23	01252	Water Corporation	$3,227.29	Water, Annual & Excess
EF087040	06/11/23	01274	Synergy	$3,216.38	Light, Power, Gas
EF087065	06/11/23	02422	Connect Call Centre Services	$790.90	Phone/Internet expenses
EF087068	06/11/23	02471	Western Power	$1,320.00	Light, Power, Gas
EF087086	06/11/23	03592	Steven Harling	$89.81	Fuel, Oil, Additives
EF087153	06/11/23	06424	Telstra Limited	$11,582.92	Phone/Internet expenses
EF087255	10/11/23	00042	Alinta Energy	$537.65	Light, Power, Gas
EF087264	10/11/23	01252	Water Corporation	$18,818.48	Water, Annual & Excess
EF087266	10/11/23	01274	Synergy	$15,796.32	Light, Power, Gas
EF087325	17/11/23	00042	Alinta Energy	$1,326.00	Light, Power, Gas
EF087347	17/11/23	01252	Water Corporation	$263.50	Water, Annual & Excess
EF087348	17/11/23	01274	Synergy	$37,551.94	Light, Power, Gas
EF087359	17/11/23	02631	Ampol - Caltex	$21,780.61	Fuel, Oil, Additives
EF087424	17/11/23	06424	Telstra Limited	$3,928.90	Phone/Internet expenses
EF087465	24/11/23	00042	Alinta Energy	$38.05	Light, Power, Gas
EF087482	24/11/23	01252	Water Corporation	$5,944.06	Water, Annual & Excess
EF087483	24/11/23	01274	Synergy	$157,189.39	Light, Power, Gas
EF087494	24/11/23	03592	Steven Harling	$103.51	Fuel, Oil, Additives
EF087526	24/11/23	06424	Telstra Limited	$13,485.74	Phone/Internet expenses
EF087552	24/11/23	06707	Motorpass 1617- BP Welshpool	$84.83	Fuel, Oil, Additives
	Fuels and Utilities Total			**$313,653.99**	
Materials					
EF086987	06/11/23	00009	Cafe Corporate	$760.00	Groceries
EF086990	06/11/23	00132	Bolinda Publishing Pty Ltd	$50.49	Books/CDs/DVDs
EF086991	06/11/23	00152	Baileys Fertilisers	$8,500.80	Gardening Maintenance
EF086993	06/11/23	00185	Benara Nurseries	$4,528.24	Gardening - Assorted Tress
EF086995	06/11/23	00203	BOC Gases Australia Ltd	$137.54	Welding Equipment/Supplies
EF086997	06/11/23	00233	Bunzl Limited	$3,592.15	Cleaning Products
EF086998	06/11/23	00278	Chefmaster Australia	$551.98	Cleaning Products
EF087001	06/11/23	00317	Coles Supermarkets Aust Pty Ltd	$837.07	Groceries
EF087005	06/11/23	00406	Domus Nursery	$16,608.35	Gardening - Assorted Plants
EF087007	06/11/23	00475	Saferight Pty Ltd	$2,662.00	6 Monthly Equipment Inspection and Recertification
EF087008	06/11/23	00555	Challenge Chemicals Australia	$118.14	Cleaning Products
EF087025	06/11/23	01040	Sheridans Badges & Engraving	$625.24	Badges & Pendants
EF087027	06/11/23	01066	Snap Belmont - Belsnap Pty Ltd	$313.35	Stationery & Printing
EF087029	06/11/23	01083	SERCUL South East Regional Centre for Urban Landcare	$1,578.03	Gardening Maintenance
EF087032	06/11/23	01206	Access Icon Pty Ltd t/a Cascada	$13,640.00	Concrete Products
EF087038	06/11/23	01263	West Australian Newspapers Ltd	$293.37	Publications/Newspapers
EF087041	06/11/23	01325	Poolegrave Signs and Engraving	$467.50	Signs- Entry Decal
EF087043	06/11/23	01398	Winc Australia Pty Ltd	$1,024.87	Stationery & Printing
EF087047	06/11/23	01547	Big W	$797.65	Gift Vouchers for Volunteers
EF087048	06/11/23	01570	Blackwoods	$1,001.78	Hardware
EF087054	06/11/23	02088	Lock Stock & Farrell Locksmith	$2,270.25	Hardware
EF087057	06/11/23	02168	Ergolink	$2,995.80	Stationery & Printing
EF087061	06/11/23	02320	Ambius Indoor Plants	$527.91	Gardening - Plants Maintenance
EF087066	06/11/23	02431	ASB Branded Merchandise - ASB Marketing Pty Ltd	$3,132.25	Promotional Items
EF087071	06/11/23	02592	Environmental Health Australia (SA) Inc	$174.30	Publications/Newspapers
EF087075	06/11/23	02862	James Bennett Pty Ltd	$1,177.97	Books/CDs/DVDs
EF087079	06/11/23	03144	COS Complete Office Supplies Pty Ltd	$965.70	Stationery & Printing
EF087081	06/11/23	03362	L E D Signs Pty Ltd	$451.00	Signs
EF087089	06/11/23	03856	SEM Distribution - newspaper delivery	$291.52	Publications/Newspapers
EF087090	06/11/23	04053	Totally Workwear TWW	$815.57	Safety Clothing/Equipment
EF087093	06/11/23	04145	T J Depiazzi and Sons	$9,924.05	Gardening - Plants/Supplies
EF087098	06/11/23	04394	JB Hi-Fi Belmont Forum - Library purchases	$858.32	Books/CDs/DVDs
EF087099	06/11/23	04491	Woolworths Group - Functions/Catering only	$253.16	Groceries
EF087107	06/11/23	05011	Bullet Produce (was WA Fresh)	$433.50	Groceries
EF087108	06/11/23	05055	Statewide Cleaning Supplies	$462.25	Cleaning Products
EF087110	06/11/23	05265	BCJ Plastic Products	$132.00	Hardware
EF087118	06/11/23	05432	Bloomin Boxes	$362.00	Flowers
EF087119	06/11/23	05465	QBD Books	$260.97	Books/CDs/DVDs
EF087125	06/11/23	05770	Kwik Kopy Perth CBD	$265.69	Stationery & Printing
EF087127	06/11/23	05790	One Shade Sails	$5,940.00	Maintenance of Natural Areas COB
EF087133	06/11/23	06084	Asphaltech Pty Ltd	$10,761.96	Road/Drainage Material-Asphalt
EF087149	06/11/23	06385	Belmont Liquor Store (Cellarbrations at Belmont)	$4,338.00	Beverages-Mayoral Dinner

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF087177	06/11/23	06694	Grasstrees Australia (WA) Pty Ltd	$847.00	Gardening - Plants/Supplies
EF087178	06/11/23	06695	Animal Companions INC.	$50.00	Medical/First Aid Supplies
EF087256	10/11/23	00203	BOC Gases Australia Ltd	$115.36	Welding Equipment/Supplies
EF087257	10/11/23	00220	Burswood Trophies	$487.08	Badges & Pendants
EF087258	10/11/23	00231	Bunnings Group Ltd	$1,027.97	Hardware
EF087261	10/11/23	00664	Kmart Australia Limited	$308.00	Stationery & Printing
EF087265	10/11/23	01265	Westbooks	$542.44	Books/CDs/DVDs
EF087267	10/11/23	01509	Arboriculture Australia	$1,039.50	Training
EF087270	10/11/23	01906	Frazzcon Enterprises	$1,007.40	Signs-Street Sign Maintenance
EF087271	10/11/23	02201	Neverfail Springwater Limited	$29.90	Beverages
EF087278	10/11/23	02570	Prime Trophies	$180.00	Badges & Pendants
EF087280	10/11/23	02862	James Bennett Pty Ltd	$659.56	Books/CDs/DVDs
EF087286	10/11/23	04373	Reach Communications Pty Ltd	$359.00	Publications/Newspapers
EF087288	10/11/23	04491	Woolworths Group - Functions/Catering only	$414.49	Groceries
EF087292	10/11/23	05036	Smedia Pty Ltd	$500.00	Books/CDs/DVDs
EF087298	10/11/23	06005	MDM Entertainment Pty Ltd	$410.79	Books/CDs/DVDs
EF087304	10/11/23	06408	LOTE Libraries Direct Pty Ltd	$3,274.98	Books/CDs/DVDs
EF087268	10/11/23	01683	Sally De La Cruz	$472.65	Groceries
EF087324	17/11/23	00009	Cafe Corporate	$950.00	Groceries
EF087327	17/11/23	00203	BOC Gases Australia Ltd	$142.66	Welding Equipment/Supplies
EF087328	17/11/23	00220	Burswood Trophies	$801.90	Badges & Pendants
EF087330	17/11/23	00231	Bunnings Group Ltd	$807.90	Hardware
EF087337	17/11/23	00664	Kmart Australia Limited	$269.75	Stationery & Printing
EF087342	17/11/23	01073	Spotlight Pty Ltd	$60.00	Craft/Display Materials
EF087346	17/11/23	01238	WA Library Supplies Pty Ltd	$1,055.14	Stationery & Printing
EF087355	17/11/23	02168	Ergolink	$1,359.50	Stationery & Printing
EF087363	17/11/23	02862	James Bennett Pty Ltd	$192.30	Books/CDs/DVDs
EF087370	17/11/23	03660	Safe T Card Australia Pty Ltd	$46.20	Safety Clothing/Equipment
EF087374	17/11/23	04394	JB Hi-Fi Belmont Forum - Library purchases	$1,727.00	Books/CDs/DVDs
EF087375	17/11/23	04471	Booktopia	$309.23	Books/CDs/DVDs
EF087376	17/11/23	04491	Woolworths Group - Functions/Catering only	$225.52	Groceries
EF087381	17/11/23	04763	Merchandising Libraries Pty Ltd	$125.07	Books/CDs/DVDs
EF087384	17/11/23	04864	iSubscribe Pty Ltd	$1,636.54	Books/CDs/DVDs
EF087386	17/11/23	05011	Bullet Produce (was WA Fresh)	$867.00	Groceries
EF087391	17/11/23	05144	Tangibility Pty Ltd	$5,139.75	Stationery & Printing
EF087399	17/11/23	05432	Bloomin Boxes	$75.00	Flowers
EF087409	17/11/23	05980	Finishing WA	$484.00	Stationery & Printing
EF087415	17/11/23	06201	C-Wise	$3,713.60	Gardening - Plants/Supplies
EF087429	17/11/23	06589	OverDrive Australia Pty Ltd	$158.92	Books/CDs/DVDs
EF087446	17/11/23	06684	CADplanners Pty Ltd T/A EventDraw	$3,294.50	Software Licence - Floorplan November 2023 to November 2024
EF087466	24/11/23	00148	Bladon WA Pty Ltd	$1,078.00	Promotional Items
EF087467	24/11/23	00185	Benara Nurseries	$258.18	Gardening - Assorted Tress
EF087470	24/11/23	00303	City of Subiaco	$315.19	Books/CDs/DVDs
EF087471	24/11/23	00317	Coles Supermarkets Aust Pty Ltd	$413.10	Groceries
EF087474	24/11/23	00664	Kmart Australia Limited	$68.50	Stationery & Printing
EF087476	24/11/23	00967	Red Dot Stores - Belmont	$187.88	Craft/Display Materials
EF087477	24/11/23	01066	Snap Belmont - Belsnap Pty Ltd	$680.90	Stationery & Printing
EF087487	24/11/23	02201	Neverfail Springwater Limited	$59.80	Beverages
EF087502	24/11/23	05011	Bullet Produce (was WA Fresh)	$433.50	Groceries
EF087504	24/11/23	05082	Accidental Health and Safety Perth	$133.96	Medical/First Aid Supplies
EF087505	24/11/23	05144	Tangibility Pty Ltd	$5,020.95	Stationery & Printing
EF087508	24/11/23	05432	Bloomin Boxes	$82.50	Flowers
EF087517	24/11/23	05966	Light Application Pty Ltd	$330.00	Lights & Light Fittings
EF087525	24/11/23	06346	Southern Chronicles	$1,020.00	Publications/Newspapers
EF087531	24/11/23	06560	Eco Solar Lighting	$1,237.50	Lights & Light Fittings
EF087533	24/11/23	06577	Timplates	$1,237.50	Computer Software
	Materials Total			**$152,607.78**	
Other					
788874	06/11/23	00894	Petty Cash - Operations Centre Stores	$31.10	Petty Cash Recoup
EF086992	06/11/23	00181	Belmont City College	$40,000.00	Grants General
EF086999	06/11/23	00285	City of Armadale	$1,069.33	Printing Services
EF087034	06/11/23	01236	Department of Fire and Emergency Services	$94,205.94	Emergency Services Levy
EF087039	06/11/23	01270	Perth Racing - WA Turf Club	$2,520.84	Line Marking Sponsorship Reimbursements
EF087042	06/11/23	01396	Volunteering WA	$550.00	Membership Fee
EF087141	06/11/23	06279	Ginnetta Boliver	$316.00	Staff Reimbursement
EF087151	06/11/23	06407	Danica Costley	$39.65	Reimbursements
EF087156	06/11/23	06477	Bruce Mentz	$55.85	Staff Reimbursement
EF087157	06/11/23	06478	Carly Grapes	$19.40	Staff Reimbursement
EF087169	06/11/23	06613	Host Tel	$65.00	State Emergency Services Expense
EF087172	06/11/23	06653	Forget-Me-Not Dementia Support Inc	$4,675.00	CCF Grant-Dementia Support
EF087180	06/11/23	06708	Amy Usher	$58.70	Staff Reimbursement
EF087181	06/11/23	06710	Jason Nonis	$44.50	Staff Reimbursement
EF087182	06/11/23	06714	Hayley Thompson	$101.11	Staff Reimbursement
EF087186	06/11/23	99998	Profound Half Price Group	$147.00	Application Fee Refund
EF087187	06/11/23	99998	Clare Porter	$250.00	Your Neighbourhood Grant
EF087259	10/11/23	00530	Natasha Griggs	$82.50	Staff Reimbursement
EF087275	10/11/23	02366	Jacaranda Community Centre Inc	$5,000.00	CCF Grant for NAIDOC Event
EF087281	10/11/23	02939	Public Libraries WA Inc	$350.00	Membership Fee
EF087283	10/11/23	03453	Clare Bridges	$335.12	Staff Reimbursements
EF087314	10/11/23	06661	Inspire Community Services	$4,683.80	CCF Grant-Inspire Community Service
EF087316	10/11/23	06716	Steven Reeves	$189.28	Staff Reimbursement
EF087317	10/11/23	99998	Eilish Burns	$535.29	Rates Refund
EF087318	10/11/23	99998	Audrey Stott	$99.85	Cloth Nappy Rebate
EF087319	10/11/23	99998	Justin Quah	$96.50	Cloth Nappy Rebate
EF087320	10/11/23	99998	Simone Davey	$15.00	Art Award 2023
EF087321	10/11/23	99998	Design Synergy	$110.00	Application Fee
EF087322	10/11/23	99998	Lyn Soh Conveyancing	$531.60	Rates Refund
EF087331	17/11/23	00292	City of Belmont State Emergency Service Inc	$4,633.53	State Emergency Services Expense
EF087343	17/11/23	01099	St Maria Gorettis Catholic School	$4,200.00	Donation-Community Contribution
EF087353	17/11/23	02142	Carlisle Primary School	$2,000.00	Grants General-Pastoral Care Support
EF087356	17/11/23	02377	Faulkner Park Board Management	$14,842.39	Faulkner Park Board Management Monthly Contribution
EF087365	17/11/23	03071	Department of Transport - Vehicle Owner Searches	$48.40	Vehicle Ownership Searches
EF087371	17/11/23	04079	Belmont Men's Shed Inc	$2,280.00	Grants for Little Libraries
EF087430	17/11/23	06615	Stuart Downing	$1,079.82	Staff Reimbursement
EF087451	17/11/23	06728	Kylie Smyth	$100.46	Staff Reimbursement
EF087452	17/11/23	06730	Sophie Moore	$316.05	Staff Reimbursement
EF087456	17/11/23	99998	Janine Sheridan	$150.29	Your Neighbourhood Grant
EF087457	17/11/23	99998	Shelley Clements	$400.00	Sport Donation
EF087458	17/11/23	99998	Wayne Ross Mcconkey	$400.00	Sport Donation
EF087459	17/11/23	99998	JVW Superfund	$4,767.08	Rates Refund
EF087460	17/11/23	99998	MRMP(Perth)	$1,642.16	Rates Refund
EF087461	17/11/23	01236	Department of Fire and Emergency Services	$457,848.50	Emergency Services Levy

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF087468	24/11/23	00242	Cabcharge Australia Pty Ltd	$534.05	Taxi Fares
EF087475	24/11/23	00952	Redcliffe Primary School	$2,000.00	Donation-Pastoral Care Support
EF087479	24/11/23	01196	Rivervale Primary School (was Tranby Primary)	$2,000.00	Donation-Pastoral Care Support
EF087484	24/11/23	01425	Belmay Primary School	$2,000.00	Donation-Mou 2023/224
EF087488	24/11/23	02220	Belmont Toy Library Inc	$300.00	Community Contribution Fund
EF087501	24/11/23	04726	Helen O'Sullivan	$321.62	Staff Reimbursement
EF087553	24/11/23	06714	Hayley Thompson	$72.50	Staff Reimbursement
EF087554	24/11/23	06728	Kylie Smyth	$133.29	Staff Reimbursement
EF087555	24/11/23	99998	D Figliomeni	$759.77	Crossover Subsidy
EF087556	24/11/23	99998	Poh Choo Tan	$481.81	Crossover Subsidy
EF087557	24/11/23	99998	Martin & Julie Cardozo	$787.57	Crossover Subsidy
EF087558	24/11/23	99998	Mark Stieler	$685.65	Crossover Subsidy
EF087559	24/11/23	99998	Rent Choice Pty Ltd	$900.40	Rates Refund
EF087560	24/11/23	99998	Shayne A Sleath	$1,958.00	Fencing Repair
	Other Total			**$663,821.70**	
Property, Plant & Equipment					
EF087003	06/11/23	00377	Dell Australia Pty Ltd	$55,840.40	Powerstore Upgrades
EF087060	06/11/23	02310	Exteria Pty Ltd - Landmark Engineering	$11,004.40	Street Furniture-Parkway & Wilson Park
EF087082	06/11/23	03424	The Chair Doctor WA Pty Ltd	$607.00	Office Furniture
EF087274	10/11/23	02310	Exteria Pty Ltd - Landmark Engineering	$4,931.30	Street Furniture-Wilson Park
EF087407	17/11/23	05962	Active Discovery	$27,274.50	Outdoor Exercise Equipment- Brearley Ave South
EF087422	17/11/23	06332	New Eagle International Pty Ltd T/A UMart	$916.00	Computer Hardware
EF087493	24/11/23	03424	The Chair Doctor WA Pty Ltd	$482.00	Office Furniture
	Property, Plant & Equipment Total			**$101,055.60**	
Salaries/Wages					
WG011123	02/11/23	COB	City of Belmont Payroll	$134,810.56	Salaries/Wages
EF087183	06/11/23	99952	Child Support Agency	$1,697.10	Salaries/Wages
EF087184	06/11/23	99954	City of Belmont Social Club	$365.00	Salaries/Wages
EF087185	06/11/23	99962	LGRCEU - WA Shire Councils Union	$132.00	Salaries/Wages
EF087188	08/11/23	99971	SuperChoice	$135,969.67	Superannuation Contribution
SL091123	09/11/23	COB	City of Belmont Payroll	$667,138.29	Salaries/Wages
EF087323	15/11/23	99971	SuperChoice	$136,019.83	Superannuation Contribution
WG161123	16/11/23	COB	City of Belmont Payroll	$138,716.18	Salaries/Wages
EF087453	17/11/23	99952	Child Support Agency	$1,697.10	Salaries/Wages
EF087454	17/11/23	99954	City of Belmont Social Club	$365.00	Salaries/Wages
EF087455	17/11/23	99962	LGRCEU - WA Shire Councils Union	$132.00	Salaries/Wages
SL231123	23/11/23	COB	City of Belmont Payroll	$664,729.59	Salaries/Wages
	Salaries/Wages Total			**$1,881,772.32**	
Training and Conferences					
EF087101	06/11/23	04524	Moore Australia WA Pty Ltd	$1,155.00	Training
EF086989	06/11/23	00108	Australian Institute of Building Surveyors	$140.00	Training
EF087044	06/11/23	01413	Parks & Leisure Australia	$253.00	Conference Expenses
EF087049	06/11/23	01609	First 5 Minutes Pty Ltd	$783.75	Training
EF087112	06/11/23	05285	Chamber of Arts and Culture WA Inc	$660.00	Training
EF087159	06/11/23	06492	Colin Mok	$1,125.00	Conference Expenses
EF087260	10/11/23	00602	Local Government Professionals Australia WA	$255.00	Conference Expenses
EF087262	10/11/23	00953	Planning Institute of Australia Limited	$300.00	Training
EF087263	10/11/23	01197	Helloworld Travel Belmont WA	$41,885.40	Flights & Accommodation-Sister City Conference Tokyo
EF087300	10/11/23	06319	Lara Lynch	$55.69	Conference Expenses
EF087301	10/11/23	06336	Adam Strelein	$144.59	Conference Expenses
EF087307	10/11/23	06492	Colin Mok	$250.00	Conference Expenses
EF087344	17/11/23	01178	Kelyn Training Services	$250.00	Training
EF087345	17/11/23	01197	Helloworld Travel Belmont WA	$186.43	Flights & Accommodation-Sister City Conference
EF087350	17/11/23	01726	ATI-Mirage Pty Ltd	$4,840.00	Training
EF087357	17/11/23	02439	Down to Earth Training & Assessing	$5,690.00	Training
EF087368	17/11/23	03521	Robert Henwood	$185.00	Conference Expenses
EF087472	24/11/23	00602	Local Government Professionals Australia WA	$140.00	Conference Expenses
EF087480	24/11/23	01197	Helloworld Travel Belmont WA	$4,329.48	Flights & Accommodation-Sister City Conference
EF087485	24/11/23	01660	Local Government Planners Association	$255.00	Training
EF087491	24/11/23	02719	Aveling	$2,178.00	Training
EF087528	24/11/23	06517	Clarity Communications	$990.00	Training
	Training and Conferences Total			**$66,051.34**	
MUNI Total				**$5,494,592.42**	
Trust Funds					
EF087189	10/11/23	150748	Building and Construction Industry Training Fund	$170.95	Building and Construction Industry Training Fund
EF087190	10/11/23	154102	Building and Energy - Building Services Levy	$20,250.38	Building and Energy - Building Services Levy
EF087191	10/11/23	164040	Department of Planning DAP fees	$6,003.00	Department of Planning DAP fees
	Trust Funds Total			**$26,424.33**	
TRUST Total				**$26,424.33**	
Grand Total				**$5,521,016.75**	
				$5,521,016.75	
			Breakdown - Cheques :	$31.10	
			EFT :	$5,520,985.65	

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

12.12 Monthly Financial Report for November 2023

Voting Requirement	:	Absolute Majority
Subject Index	:	Financial Operating Statements
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

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

Purpose of report

To provide Council with relevant monthly financial information for the 2023-2024 financial year.

Summary and key issues

The following report includes a concise list of material variances and the net current assets position for the month ending 30 November 2023.

This report also contains a budget amendment relating to the Student Delegation to Adachi, Japan in January 2024.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Officer Recommendation

That Council:

1. Receives the Monthly Financial Reports as at 30 November 2023 as included in Attachment 12.12.1.
2. Adopts the following amendment to the 2023-2024 budget relating to the Student Delegation to Adachi, Japan in January 2024.

Account	Account Desc.	Current Budget	Proposed Budget	Movement
921501-00-1371	Sister City	43,918	53,918	10,000
999800-00-1997	Closing Balance	(400,000)	(390,000	(10,000)
			TOTAL	0

Officer Recommendation adopted en bloc by Absolute Majority - Refer to Resolution appearing at Item 12.

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.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

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.

Background

Local Government (Financial Management) Regulations 1996 prescribe that a Local Government is to prepare each month a Statement of Financial Activity.

Regulation 34(2) requires the Statement of Financial Activity to be accompanied by documents containing:

1. Explanation for each material variance identified between year to date budgets and actuals
2. Any other supporting information considered relevant by the Local Government.

Local Government (Financial Management) Regulations 1996 - Regulation 34 (5) states "Each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards, to be used in statements of financial activity for reporting material variances."

This regulation requires Council to annually set a materiality threshold for the purpose of disclosing budget variances within monthly financial reporting.

The materiality threshold has been set by Council at $100,000 for the 2023-2024 financial year.

Report

At the June 2023 Ordinary Council Meeting, Council adopted the materiality threshold for the 2023-2024 financial year as $100,000. The below table provides a summary of significant variances based on this materiality threshold. The detailed financial activity report is included at Attachment 12.12.1.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Report Section	YTD Budget	YTD Actual	Report Comments
Operating Activities			
Revenue from operating activities (excluding rates)			
Fees and charges			
Works	6,683,105	6,785,922	Minor variances across various fee types.
Planning Services	173,542	308,576	Several high-value development applications have been submitted, with their fees based on these values.
Interest earnings			
Finance	1,969,825	2,589,823	Higher interest resulting from higher rates on investments and increased balances.
Expenditure from Operating activities			
Employee costs			
Governance, Strategy & Risk	(1,056,094)	(815,513)	Salaries are below budget due to vacancies which are currently being recruited by the City.
Safer Communities	(1,434,875)	(1,230,131)	
Economic & Community Development	(593,222)	(479,312)	
Materials and contracts			
Governance, Strategy & Risk	(416,642)	(143,210)	Variance due to election expenses budgeted in October but not yet received.
Information Technology	(1,313,623)	(1,652,406)	Microsoft licencing charges incurred earlier than budgeted.
Parks, Leisure & Environment	(2,114,621)	(2,400,444)	Expenditure ahead of budget due to changes to works program.
City Facilities & Property	(1,118,148)	(993,632)	Higher than budgeted recovery of building maintenance Costs for the Hub.
Safer Communities	(1,122,838)	(950,993)	November Community Watch expense yet to be incurred.
Library, Culture & Place	(1,172,344)	(1,069,142)	Let's Celebrate Fair rescheduled to December.
Depreciation on non-current assets	(4,750,000)	(4,885,365)	Higher depreciation following FY2023 asset revaluation.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Report Section	YTD Budget	YTD Actual	Report Comments
Insurance expenses			
Governance, Strategy & Risk	(268,640)	(153,470)	Final Workers Compensation insurance instalment due in January 2024.
Other expenditure			
Non-cash amounts excluded from operating activities	4,750,001	5,038,659	Higher depreciation following FY2023 asset revaluation.
Investing Activities			
Non-operating grants, subsidies and contributions			
City Projects	205,000	460,969	Funding for Esplanade Foreshore Stabilisation received from DBCA in FY2023.
Parks, Leisure & Environment	443,723	200,579	Funding for Esplanade Foreshore Stabilisation from DBCA allocated to City Projects, budget to be reallocated.
City Facilities & Property	9,456	239,707	LRCIP funding received for Tomato Lake Activation.
Payments for property, plant and equipment			
City Facilities & Property	(270,266)	(25,830)	Works to Old Library Workroom now expected to be completed in January 2024.
Payments for construction of infrastructure			
Works	(1,469,153)	(1,152,150)	Road programme underway, with various timing variances including Miles Road completed in early December ($283k).
City Projects	(464,736)	(161,106)	Projects are in progress with some timing variances, including Wilson Park Precinct Zone 2 ($71k) and Faulkner Civic Precinct ($60k).
Parks, Leisure & Environment	(2,415,601)	(1,493,409)	Irrigation program deferred to January 2024
Proceeds from disposal of assets			
Financing Activities			
Amount raised from general rates	**56,327,279**	**56,430,023**	Higher than budgeted interim rating issued to date

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Budget Amendment

At the November meeting of Council, Council resolved for Item 12.2 to:

4. Direct the Chief Executive Officer to present a budget amendment to the December 2023 Ordinary Council Meeting to facilitate the Student Delegation to Adachi, Japan in January 2024.

As a result of this resolution, an increase of $10,000 will be required, reducing the overall budgeted surplus for the 2023-2024 budget to $390,000.

Financial implications

The presentation of these reports to Council ensures compliance with the *Local Government Act 1995* and associated Regulations, and also ensures that Council is regularly informed as to the status of its financial position.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title
1. Monthly Financial Report - November [**12.12.1** - 11 pages]

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT

MONTHLY FINANCIAL REPORT
For the period ended 30 November 2023

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statements required by regulation

Statement of Financial Activity		2
Statement of Financial Position		3
Note 1	Basis of Preparation	4
Note 2	Statement of Financial Activity Information	5
Note 3	Explanation of Material Variances	6

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

	Supplementary Information	Amended Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
Rates		56,495,635	56,327,279	**56,430,024**	102,745	0.18%	▲
Grants, subsidies and contributions		2,572,530	453,616	**431,952**	(21,664)	(4.78%)	
Fees and charges		9,641,453	8,068,266	**8,382,936**	314,670	3.90%	▲
Interest revenue		4,793,452	1,969,825	**2,600,551**	630,726	32.02%	▲
Other revenue		673,313	254,944	**479,374**	224,430	88.03%	▲
Profit on asset disposals		76,289	0	**11,293**	11,293	0.00%	
		74,252,672	**67,073,930**	**68,336,130**	1,262,200	1.88%	
Expenditure from operating activities							
Employee costs		(27,290,266)	(11,419,213)	**(10,582,144)**	837,069	7.33%	▲
Materials and contracts		(33,286,449)	(12,071,129)	**(11,763,630)**	307,499	2.55%	▲
Utility charges		(1,746,344)	(722,408)	**(637,729)**	84,679	11.72%	
Depreciation		(11,400,000)	(4,750,001)	**(4,885,367)**	(135,366)	(2.85%)	▼
Finance costs		(544,195)	(233,103)	**(233,103)**	0	0.00%	
Insurance		(855,284)	(855,019)	**(743,588)**	111,431	13.03%	▲
Other expenditure		(1,721,618)	(843,269)	**(778,211)**	65,058	7.71%	
		(76,844,156)	**(30,894,142)**	**(29,623,772)**	1,270,370	4.11%	
Non-cash amounts excluded from operating activities	Note 2(b)	11,388,533	4,750,001	**5,038,659**	288,658	6.08%	▲
Amount attributable to operating activities		**8,797,049**	**40,929,789**	**43,751,017**	2,821,228	6.89%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		3,391,835	1,675,668	**1,595,733**	(79,935)	(4.77%)	
Proceeds from disposal of assets		1,240,739	1,240,739	**11,293**	(1,229,446)	(99.09%)	▼
		4,632,574	**2,916,407**	**1,607,026**	(1,309,381)	(44.90%)	
Outflows from investing activities							
Payments for property, plant and equipment	2	(4,812,964)	(1,016,604)	**(716,931)**	299,673	29.48%	▲
Payments for construction of infrastructure	2	(12,388,234)	(4,310,384)	**(2,796,547)**	1,513,837	35.12%	▲
Amount attributable to investing activities		**(12,568,624)**	**(2,410,581)**	**(1,906,452)**	504,129	20.91%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	1	5,012,809	0	**0**	0	0.00%	
		5,012,809	**0**	**0**	0	0.00%	
Outflows from financing activities							
Repayment of borrowings		(618,110)	(306,139)	**(306,139)**	0	0.00%	
Payments for principal portion of lease liabilities		(67,308)	0	**0**	0	0.00%	
Transfer to reserves	1	(12,169,756)	0	**0**	0	0.00%	
		(12,855,174)	**(306,139)**	**(306,139)**	0	0.00%	
Amount attributable to financing activities		**(7,842,365)**	**(306,139)**	**(306,139)**	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		12,113,940	12,113,940	**11,952,642**	(161,298)	(1.33%)	▼
Amount attributable to operating activities		8,797,049	40,929,789	**43,751,017**	2,821,228	6.89%	▲
Amount attributable to investing activities		(12,568,624)	(2,410,581)	**(1,906,452)**	504,129	20.91%	▲
Amount attributable to financing activities		(7,842,365)	(306,139)	**(306,139)**	0	0.00%	
Surplus or deficit after imposition of general rates		**500,000**	**50,327,009**	**53,491,068**	3,164,059	6.29%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

	Supplementary Information	30 June 2023	30 November 2023
		$	$
CURRENT ASSETS			
Cash and cash equivalents		12,671,468	12,875,014
Trade and other receivables		24,316,200	36,658,315
Other financial assets		33,253,360	61,165,042
Inventories		246,770	296,613
Other assets		2,533,328	2,657,923
TOTAL CURRENT ASSETS		73,021,126	113,652,907
NON-CURRENT ASSETS			
Trade and other receivables		457,172	431,284
Other financial assets		31,226,126	31,226,126
Property, plant and equipment		343,596,968	343,700,489
Infrastructure		291,645,819	289,985,815
Right-of-use assets		275,308	275,308
Intangible assets		145,828	140,181
TOTAL NON-CURRENT ASSETS		667,347,221	665,759,203
TOTAL ASSETS		740,368,347	779,412,110
CURRENT LIABILITIES			
Trade and other payables		5,743,434	2,704,855
Other liabilities		1,400,503	3,646,277
Lease liabilities		118,561	118,561
Borrowings		618,111	311,971
Employee related provisions		4,428,402	4,365,399
TOTAL CURRENT LIABILITIES		12,309,011	11,147,063
NON-CURRENT LIABILITIES			
Other liabilities		165,134	62,747
Lease liabilities		162,469	162,469
Borrowings		11,618,252	11,618,252
Employee related provisions		366,690	366,690
TOTAL NON-CURRENT LIABILITIES		12,312,545	12,210,158
TOTAL LIABILITIES		24,621,556	23,357,221
NET ASSETS		**715,746,791**	**756,054,889**
EQUITY			
Retained surplus		202,240,918	242,549,011
Reserve accounts	1	61,681,377	61,681,383
Revaluation surplus		451,824,495	451,824,495
TOTAL EQUITY		**715,746,790**	**756,054,889**

This statement is to be read in conjunction with the accompanying notes.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996,* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY
All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:
- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES
Significant acccounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 30 November 2023

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 November 2023
Current assets		**$**	**$**	**$**
Cash and cash equivalents		11,451,932	12,671,468	12,875,014
Trade and other receivables		1,717,407	24,316,200	36,658,315
Other financial assets		39,012,440	33,253,360	61,165,042
Inventories		177,335	246,770	296,613
Other assets		336,836	2,533,328	2,657,923
		52,695,950	73,021,126	113,652,907
Less: current liabilities				
Trade and other payables		(5,539,964)	(5,743,434)	(2,704,855)
Other liabilities		(969,598)	(1,400,503)	(3,646,277)
Lease liabilities		(58,056)	(118,561)	(118,561)
Borrowings		(641,884)	(618,111)	(311,971)
Employee related provisions		(4,542,090)	(4,428,402)	(4,365,399)
Other provisions		(102,912)	0	0
		(11,854,504)	(12,309,011)	(11,147,063)
Net current assets		**40,841,446**	**60,712,115**	**102,505,844**
Less: Total adjustments to net current assets	2(c)	(40,341,446)	(48,759,473)	(49,014,776)
Closing funding surplus / (deficit)		**500,000**	**11,952,642**	**53,491,068**

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities	Amended Budget	YTD Budget (a)	YTD Actual (b)
	$	**$**	**$**
Adjustments to operating activities			
Less: Profit on asset disposals	(76,289)	0	(11,293)
Add: Depreciation	11,400,000	4,750,001	4,885,367
Movement in non-current employee provisions	64,822	0	0
- Pensioner deferred rates	0	0	(25,888)
- Employee provisions	0	0	190,473
Total non-cash amounts excluded from operating activities	**11,388,533**	**4,750,001**	**5,038,659**

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 November 2023
		$	**$**	**$**
Adjustments to net current assets				
Less: Reserve accounts		(44,568,885)	(61,681,377)	(61,681,377)
Add: Financial assets at amortised cost		0	31,022,402	31,022,402
- EMRC receivable		0	(20,927,619)	(20,927,619)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings		641,884	618,111	311,971
- Current portion of lease liabilities		58,056	118,561	118,561
- Current portion of employee benefit provisions held in reserve		3,527,499	2,090,449	2,141,286
Total adjustments to net current assets	2(a)	**(40,341,446)**	**(48,759,473)**	**(49,014,776)**

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the City's operational cycle.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2023-24 year is $100,000.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Rates Higher than budgeted interim rating issued to date	**102,745**	**0.18%** Timing	▲
Fees and charges Various fees and charges above budget by amounts above material variance threshold	**314,670**	**3.90%** Timing	▲
Interest revenue Finance -Higher interest resulting from higher rates on investments and increased balances	**630,726**	**32.02%** Permanent	▲
Other revenue Various activity based costing variances below material variance threshold	**224,430**	**88.03%** Timing	▲
Expenditure from operating activities			
Employee costs Salaries are below budget due to vacancies currently being recruited by the City	**837,069**	**7.33%** Permanent	▲
Materials and contracts Governance, Strategy & Risk - Variance due to election expenses budgeted in October but not yet received - $273,432 Information Technology - Microsoft licencing charges incurred earlier than anticipated - ($338,782) Parks, Leisure & Environment - Expenditure ahead of budget due to changes to works program - ($285,823) City Facilities & Property - Higher than budgeted recovery of building maintenance Costs for the Hub - $124,516 Safer Communities - October Community Watch expense yet to be incurred - $171,845 Library, Culture & Place - Lets Celebrate Fair rescheduled to December - $103,202	**307,499**	**2.55%** Timing Timing Timing Timing Timing Timing	▲
Depreciation Higher depreciation following FY2023 asset revaluation	**(135,366)**	**(2.85%)** Permanent	▼
Insurance Governance, Strategy & Risk - Final Workers Compensation insurance installment due in January 2024	**111,431**	**13.03%** Timing	▲
Non-cash amounts excluded from operating activities Higher depreciation following FY2023 asset revaluation - $135,366	**288,658**	**6.08%** Permanent	▲
Inflows from investing activities			
Proceeds from disposal of assets Delay in proceeds of disposal relating to replacement of various assets.	**(1,229,446)**	**(99.09%)** Timing	▼
Outflows from investing activities			
Payments for property, plant and equipment City Facilities & Property - Work to Old Library workroom yet to commence. Completion now expected January 2024	**299,673**	**29.48%** Timing	▲
Payments for construction of infrastructure Works - Road programme underway, with various timing variances including Miles Road completed in early December - $283k City Projects - LRCIP funding received for Tomato Lake Activation - $60k Parks, Leisure & Environment - Irrigation program deferred to January 2024 - $922,191	**1,513,837**	**35.12%** Timing Timing Timing	▲
Surplus or deficit at the start of the financial year Variance as a result of audit adjustments to prior year made after October budget review	**(161,298)**	**(1.33%)** Permanent	▼
Surplus or deficit after imposition of general rates Due to variances described above	**3,164,059**	**6.29%**	▲

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT

SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Reserve Accounts	8
2	Capital Acquisitions	9
3	Budget Amendments	11

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

1 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$	$
Restricted by Council										
Administration building Reserve	245,980	11,266	0	0	257,246	246,141	(39)	39	0	246,141
Aged Accommodation - Homeswest Reserve	908,719	42,529	7,469	0	958,717	928,711	(148)	148	0	928,711
Aged Community Care Reserve	228,170	10,450	0	0	238,620	228,320	(36)	36	0	228,320
Aged persons housing Reserve	849,246	32,478	6,915	(180,096)	708,543	712,756	(113)	113	0	712,756
Aged Services Reserve	1,109,943	50,836	0	0	1,160,779	1,110,671	(177)	177	0	1,110,671
Ascot Waters Marina Maintenance & Restoration	1,006,902	48,407	0	(50,000)	1,005,309	1,057,595	(169)	169	0	1,057,595
Belmont District Band Reserve	48,952	2,242	0	0	51,194	48,983	(8)	8	0	48,983
Belmont Oasis Refurbishment Reserve	4,314,360	197,601	0	0	4,511,961	4,317,189	(688)	688	0	4,317,189
Belmont Trust Reserve	1,471,352	74,602	0	0	1,545,954	1,630,570	(260)	260	0	1,630,570
Building maintenance Reserve	6,279,107	233,866	0	(321,450)	6,191,523	5,103,194	(815)	815	0	5,103,194
Capital Projects Reserve	0	0	4,753,012	0	4,753,012	0	0	0	0	0
Car Parking Reserve	64,553	2,957	0	0	67,510	64,594	(10)	10	0	64,594
District valuation Reserve	132,287	757	85,000	0	218,044	22,916	(3)	3	0	22,916
Election expenses Reserve	139,567	6,477	35,000	(138,000)	43,044	140,105	(23)	23	0	140,105
Environment Reserve	1,513,342	69,992	0	(911,965)	671,369	1,513,904	(244)	244	0	1,513,904
Faulkner Park Retirement Village Buy Back Reserve	2,452,738	112,337	20,000	0	2,585,075	2,454,347	(391)	391	0	2,454,347
Faulkner Park Retirement Village Owners Maintenance Reserve	586,200	31,730	61,000	0	678,930	690,804	(111)	111	0	690,804
History Reserve	173,315	7,938	0	0	181,253	173,429	(28)	28	0	173,429
Information Technology Reserve	1,309,262	65,919	0	(60,000)	1,315,181	1,440,206	(230)	230	0	1,440,206
Land acquisition Reserve	10,020,640	468,638	0	(100,000)	10,389,278	10,224,437	(1,633)	1,633	0	10,224,437
Long Service Leave Reserve - Salaries	1,453,419	86,810	0	(326,933)	1,213,296	1,897,920	(302)	302	0	1,897,920
Long Service Leave Reserve - Wages	229,306	11,096	0	(19,969)	220,433	243,366	(39)	39	0	243,366
Miscellaneous Entitlements Reserve	1,216,695	36,293	553,603	(20,000)	1,786,591	785,398	(126)	126	0	785,398
Plant replacement Reserve	1,284,971	75,578	0	(242,250)	1,118,299	1,646,845	(263)	263	0	1,646,845
Property development Reserve	15,888,740	706,865	3,813,873	0	20,409,478	15,367,065	(2,463)	2,463	0	15,367,065
Public Art Reserve	412,077	18,873	0	(14,000)	416,950	412,347	(66)	66	0	412,347
Ruth Faulkner library Reserve	47,859	2,192	0	0	50,051	47,892	(8)	8	0	47,892
Streetscapes Reserve	512,770	23,485	0	0	536,255	513,107	(82)	82	0	513,107
Urban Forest Strategy Management Reserve	121,087	5,546	0	0	126,633	121,167	(19)	19	0	121,167
Waste Management Reserve	6,503,125	331,133	4,307	(2,409,041)	4,429,524	7,208,971	(1,154)	1,154	0	7,208,971
Workers Compensation/Insurance Reserve	1,438,947	60,684	0	(219,105)	1,280,526	1,328,427	(211)	211	0	1,328,427
	61,963,631	**2,829,577**	**9,340,179**	**(5,012,809)**	**69,120,578**	**61,681,377**	**(9,859)**	**9,859**	**0**	**61,681,377**

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT **INVESTING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

2 CAPITAL ACQUISITIONS

Capital acquisitions	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$
Land - freehold land	100,000	0	0	0
Buildings - non-specialised	2,255,256	276,624	23,729	(252,895)
Furniture and equipment	776,628	269,853	251,264	(18,589)
Plant and equipment	1,631,080	457,627	441,938	(15,689)
Other property, plant and equipment	50,000	12,500	0	(12,500)
Acquisition of property, plant and equipment	**4,812,964**	**1,016,604**	**716,931**	**(299,673)**
Infrastructure - Roads	3,215,798	1,247,595	834,837	(412,758)
Infrastructure - Reserves Improvements	8,072,466	2,841,231	1,644,380	(1,196,851)
Infrastructure - Footpath Network	713,336	63,611	53,587	(10,024)
Infrastructure - Drainage Network	386,634	157,947	263,743	105,796
Acquisition of infrastructure	**12,388,234**	**4,310,384**	**2,796,547**	**(1,513,837)**
Total capital acquisitions	**17,201,198**	**5,326,988**	**3,513,478**	**(1,813,510)**
Capital Acquisitions Funded By:				
Capital grants and contributions	3,391,835	1,675,668	0	(1,675,668)
Other (disposals & C/Fwd)	1,240,739	1,240,739	11,293	(1,229,446)
Reserve accounts				
Building maintenance Reserve	321,450	0	0	0
Election expenses Reserve	138,000	0	0	0
Environment Reserve	911,965	0	0	0
Information Technology Reserve	60,000	0	0	0
Long Service Leave Reserve - Wages	19,969	0	0	0
Plant replacement Reserve	242,250	0	0	0
Public Art Reserve	14,000	0	0	0
Workers Compensation/Insurance Reserve	219,105	0	0	0
Contribution - operations	11,197,209	2,410,581	3,502,185	1,091,604
Capital funding total	**17,756,522**	**5,326,988**	**3,513,478**	**(1,813,510)**

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)* . These assets are expensed immediately.

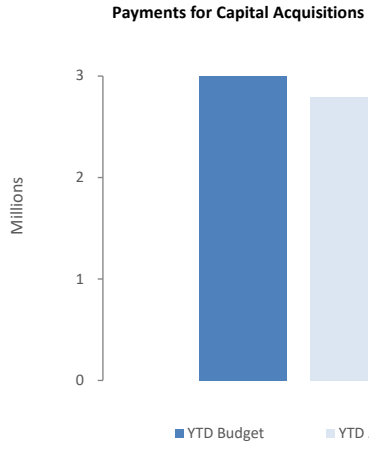
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.



Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

2 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total
Level of completion indicators

- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	$	$	$	$
City Projects	3,649,749	464,737	161,106	(303,631)
Parks and Environment	4,480,817	2,415,602	1,493,411	(922,191)
Buildings and facilities	2,197,156	251,516	21,329	(230,187)
Infrastructure Capital Works	4,315,772	1,469,153	1,152,167	(316,986)
Furniture and equipment	776,628	269,853	251,264	(18,589)
Plant and equipment	1,631,080	457,627	441,938	(15,689)
Other	150,000	12,500	0	(12,500)
	17,201,202	**5,340,988**	**3,521,215**	**(1,819,773)**

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

CITY OF BELMONT
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

3 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			$	$	$	$
Budget adoption						500,000
T04/2023 Civic Centre Chiller Unit Replacement	June OCM #12.10	Capital expenses	0	0	(74,300)	425,700
Independent Living Units	August OCM #12.12	Capital expenses	0	0	(137,000)	288,700
Independent Living Units	August OCM #12.12	Capital revenue	0	137,000	0	425,700
October Budget Review	October OCM #12.5	Opening surplus(deficit)	4,554,448	0	0	4,980,148
October Budget Review	October OCM #12.5	Operating revenue	0	2,935,023	0	7,915,171
October Budget Review	October OCM #12.5	Operating expenses	0	0	(1,662,615)	6,252,556
October Budget Review	October OCM #12.5	Capital revenue	0	2,372,673	0	8,625,229
October Budget Review	October OCM #12.5	Capital expenses	0	0	(8,194,238)	430,991
October Budget Review	October OCM #12.5	Non cash item	0	69,009	0	500,000
T07/2023 Esplanade Foreshore Works	November OCM #12.5	Capital expenses	0	0	(255,000)	245,000
T07/2023 Esplanade Foreshore Works	November OCM #12.5	Capital expenses	0	255,000	0	500,000
				5,768,705	**(10,323,153)**	**(4,554,448)**

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

13 Reports by the Chief Executive Officer

13.1 Request for leave of absence

Nil.

13.2 Notice of motion

Nil.

14 Matters for which the meeting may be closed

Note:

The Presiding Member advised that in accordance with Section 5.23(2)(b) of the *Local Government Act 1995* in order to discuss Confidential Item 14.1, Council will need to go behind closed doors.

8.22pm Davis moved, Sessions seconded that in accordance with Section 5.23(2) of the Local Government Act 1995, the meeting proceed behind closed doors to discuss Confidential Item 14.1 - Nomination for Honorary Freeman of the City.

Carried Unanimously 9 votes to 0

For: Carter, Davis, Kulczycki, Marks, Rossi, Ryan, Sekulla, Sessions and Vijay

Against: Nil

8.22pm Members of the public gallery departed the meeting.

8.22pm The Coordinator Media and Communications departed the meeting and did not return.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Mayor Rossi, Cr Carter, Cr Davis, Cr Kulczycki, Cr Marks, Cr Ryan, Cr Sekulla, Cr Sessions and Cr Vijay disclosed at Item 3 of the Agenda "Disclosure of Interest" an Impartiality Interest in the following item in accordance with Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021*.

14.1 Nomination for Honorary Freeman of the City

Officer Recommendation

That Council:

1. Bestow the title of 'Honorary Freeman of the City' upon the Nominee for services to the City of Belmont.
2. Request that the Nominee remain Confidential until after the Bestowal Ceremony.

The motion was lost due to the want of a mover

9.13pm Kulczycki moved, Sekulla seconded, that the meeting again be open to the public.

Carried Unanimously 9 votes to 0

For: Carter, Davis, Kulczycki, Marks, Rossi, Ryan, Sekulla, Sessions and Vijay

Against: Nil

9.13pm The meeting came out from behind closed doors. Nine members of the public returned to the meeting.

15 Closure

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 9.14pm.

Document Set ID: 5813330
Version: 1, Version Date: 08/04/2024

Minutes confirmation certification

The undersigned certifies that these Minutes of the Ordinary Council Meeting held on 12 December 2023 were confirmed as a true and accurate record at the Ordinary Council Meeting held 27 February 2024:

Signed by the Person Presiding: _____

PRINT name of the Person Presiding: **ROBERT ROSSI**

Document Set ID: 5813330
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