



Ordinary Council Meeting

Agenda

24 May 2022

BELMONT
CITY OF OPPORTUNITY



Notice of Meeting

An **Ordinary Council Meeting** will be held in the Council Chamber of the **City of Belmont Civic Centre**, 215 Wright Street, Cloverdale, on **Tuesday 24 May 2022**, commencing at 7.00pm.

Melanie Reid
A/Chief Executive Officer

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CITY OF BELMONT

Ordinary Council Meeting

Agenda

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**Councillors are reminded to retain the
OCM attachments for discussion with the minutes.**

I Official Opening

The Presiding Member will read aloud the Acknowledgement of Country.

Acknowledgement of Country

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

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

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

Affirmation of Civic Duty and Responsibility

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

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

2 Apologies and leave of absence

3 Declarations of interest that might cause a conflict

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

3.1 Financial Interests

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

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

Name	Item No and Title	Nature of Interest (and extent, where appropriate)
Mr J Christie	Item 14.2 Staff Matter – Chief Executive Officer Contract Renewal	Direct Financial: Relates directly to the employment of the CEO and as CEO, Mr Christie will either gain or benefit from any decision made.

3.2 Disclosure of interest that may affect impartiality

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

Name	Item No and Title	Nature of Interest (and extent, where appropriate)
Mr J Christie	Item 14.1 Staff Matter – Chief Executive Officer Interim Review 2021-2022	Impartiality: Relates directly to the performance of the CEO and as CEO, Mr Christie will provide an update on the status of his KPI's.

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

4.1 Announcements

4.2 Disclaimer

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

5 Public question time

5.1 Responses to questions taken on notice

5.1.1 Ms S Carter, Ascot

The following question was taken on notice at the 26 April 2022 Ordinary Council Meeting. Ms Carter was provided with a response on 11 May 2022. The response from the City is recorded accordingly:

Note: Ms Carter's question was in relation to correspondence she received following the March 2022 Ordinary Council Meeting.

1. Could the CEO please provide his response to me at this meeting, or at the least table a copy of his reply to me with the April OCM Minutes?

Response

The Minutes of a Council Meeting are to record the meeting's proceedings. Responses to questions taken on notice are responded to and incorporated within the Agenda of the next meeting. Subsequent correspondence following the initial response is not recorded in Council Minutes.

5.1.2 Ms L Hollands on behalf of Belmont Resident and Ratepayer Action Group

The following question was taken on notice at the 26 April 2022 Ordinary Council Meeting. Ms Hollands was provided with a response on 11 May 2022. The response from the City is recorded accordingly:

Note: Ms Hollands question relates to the shopping area on Epsom Avenue.

1. There is a training centre next door to the shopping area. Did a planning application come before the City of Belmont and if so was the application for a training centre and if so, how many car parks were required?

Response

In 2012 the City approved an application for a "Education/Training Facility" at 154 Epsom Avenue. The proposal required 12 parking bays and those bays were provided.

5.2 Questions from members of the public

6 Confirmation of Minutes/receipt of Matrix

6.1 Ordinary Council Meeting held 26 April 2022

Officer Recommendation

That the Minutes of the Ordinary Council Meeting held on 26 April 2022, as printed and circulated to all Councillors, be confirmed as a true and accurate record.

6.2 Matrix for the Agenda Briefing Forum held 17 May 2022

Officer Recommendation

That the Matrix of the Agenda Briefing Forum held on 17 May 2022, as printed and circulated to all Councillors, be received and noted.

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

8 Questions by members without notice

8.1 Responses to questions taken on notice

8.2 Questions by members without notice

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

10 Business adjourned from a previous meeting

11 Reports of committees

Nil.

12 Reports of administration

12.1 Petition - My Coffee Cat - Wilson Park

Attachment details

Nil.

Voting Requirement	:	Simple Majority
Subject Index	:	11/010 - Petition
Location/Property Index	:	128-132 Kooyong Road Rivervale - Wilson Park
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	Mr R Chilwan
Owner	:	N/A
Responsible Division	:	Development and Communities Infrastructure Services

Council role

- | | | |
|-------------------------------------|-----------------------|--|
| <input type="checkbox"/> | Advocacy | When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency. |
| <input checked="" type="checkbox"/> | Executive | The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. |
| <input type="checkbox"/> | Legislative | Includes adopting local laws, local planning schemes and policies. |
| <input type="checkbox"/> | Review | When Council reviews decisions made by Officers. |
| <input type="checkbox"/> | Quasi-Judicial | When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal. |

Purpose of report

To consider a petition request for Council to amend Condition 4 (authorised dates of trade) of the Traders Permit for 'My Coffee Cat' (registration licence 6/2021/TRADER), prior to the expiry date of 31 July 2022.

Summary and key issues

On 21 March 2022, a petition conforming to the City's petition requirements bearing 59 elector signatures was received. The petition reads as follows:

"Gives permission for the Coffee Van (My Coffee Cat) to remain at Wilson Park on a Saturday morning during the Netball season. Belmont Netball sells pod coffee and an array of other food products. We only sell freshly roasted coffee beans and packaged cake slices. What we sell does not clash with netball or local businesses."

In alignment with the City's Mobile Food Trading Guideline, 'My Coffee Cat' has a Trader's Permit subject to compliance with the following conditions:

1. Trading is permitted at Wilson Park (Corner of Kooyong Road & Gerring Court) 128 Kooyong Road RIVERVALE 6103.
2. Trading must comply with the City of Belmont Consolidated Local Law 2020.
3. Trading must comply with conditions of the Food Business Registration issued by the City of Belmont.
4. Authorised date of trade is 7am to 1pm daily - 1st August 2021 - 31st July 2022. No trading permitted during Netball season.

The City's Mobile Food Trader Guidelines detail the requirements to be addressed by applicants. The Guidelines also assist City Officers in assessing and approving applications for the issue of a Trader's Permit.

The Mobile Food Trader Guidelines were developed with the objective to allow outdoor food trading activities in a manner that improves the access, usage, quality and image of the City's public spaces whilst managing the competing needs and interests of pedestrians, consumers and local business operators.

Location

The petition refers to Wilson Park, in particular the area closest to the corner of Kooyong Road and Gerring Court.



Consultation

Over the last two years numerous discussions have taken place between the City and the petitioner, Rudy Chilwan, regarding the food trading permit issued to trade at Wilson Park, Rivervale.

A meeting between City Officers, the Belmont Netball Association (the Association) and the petitioner took place on the 11 September 2020 to discuss the Association's concerns regarding the My Coffee Cat food truck's impact on canteen operations.

It was agreed by all parties that My Coffee Cat would not trade at the location during the Association's competition days held on Saturdays during the Winter season extending from April to September. Additionally, it was agreed that trading was not to take place on the Association's annual carnival day which has subsequently been in hiatus for the last two years due to COVID-19 restrictions.

In early April 2022, the Association reviewed the previously agreed arrangements and reconfirmed their position by highlighting the following:

- The negative impact on canteen sales as the Associations regular patrons purchase coffee from My Coffee Cat.
- Coffee and hot drinks are one of their largest profit makers at \$2.00-\$3.00 per cup.
- Profits made from canteen sales assist in keeping membership fees low.

Upon further discussions on the 21 April 2022, the petitioner has indicated to the City that no other location within the Wilson Park precinct will be suitable for trading. The petitioner also noted there was no intention to further liaise directly with the Association.

In May 2022, the Association indicated they would be content for 'My Coffee Cat' to trade on Saturdays from 1pm onwards. However, this proposed operating schedule would be deemed inconsequential as it does not address the request of the petition.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 1: Liveable Belmont

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

Goal 4: Creative Belmont

Strategy: 4.3 Support and collaborate with local schools and businesses.

Goal 5: Responsible Belmont

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

Policy implications

There are no policy implications associated with this report, however the City's Mobile Food Trader Guidelines were developed to provide guidance on the requirements for the operation of Mobile Food Traders across the City of Belmont.

Statutory environment

The *City of Belmont Standing Orders Local Law 2017* stipulates:

6.8 Petitions

1. A petition is to –
 - a. be addressed to the Mayor;
 - b. be made by electors of the district;
 - c. state the request on each page of the petition;
 - d. contain the name, address and signature of each elector making the request, and the date each elector signed;
 - e. contain a summary of the reasons for the request; and
 - f. state the name of the person to whom, and an address at which, notice to the petitioners can be given.
2. Upon receiving a petition, the local government is to submit the petition to the relevant employee to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subsection (3).
3. At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless –
 - a. the matter is the subject of a report included in the agenda; and
 - b. the Council has considered the issues raised in the petition.

The *City of Belmont Consolidated Local Law 2020* requires that vendors selling goods and services in a public place in the City must hold a Trader's Permit.

Background

The City's Mobile Food Traders Guidelines were first developed in 2018 to allow outdoor food trading activities to occur in a manner that improves the access, usage, quality, and image of the City of Belmont's public spaces whilst managing the competing needs and interests of pedestrians, consumers and local business operators.

As part of a review of the Guidelines in 2020, City Officers sought feedback from local sporting clubs to gauge their interest and support for mobile food traders to trade at reserves during sporting events. The feedback received from this consultation highlighted that some sporting clubs were in favour of mobile food trading whilst some were opposed.

It was identified that many sporting clubs are financially reliant on their canteen sales and subsequently expressed concern over the financial impact of competing with mobile food traders during the sporting season.

Taking this into consideration, the approval process addressed within the Guidelines was amended to consider unfair competition against local businesses as well as sporting clubs. As a result, potential traders are required to obtain a written letter of endorsement from the relevant sporting club committee where proposed trading times coincide with sporting club activities. This streamlined the approval process for permits whilst establishing an agreed arrangement between the sporting club and trader. Traders are required to seek the same approval on a seasonal basis to ensure the incoming sporting club committees support the ongoing arrangement.

My Coffee Cat received approval to trade in Wilson Park (corner Kooyong Road and Gerring Court), at varying times since September 2018.

In July 2020, the Association requested for the City to review My Coffee Cat's approval to trade at this location. Their concern was in relation to trading on competition days (Saturdays) and its impact on canteen sales as the committee had observed patrons who would normally purchase food and drink from the canteen, instead purchasing from My Coffee Cat.

A meeting between numerous City representatives, the Association and the owner of My Coffee Cat took place on 11 September 2020 to discuss concerns regarding the trader's impact on their canteen sales.

It was agreed by all parties that moving forward, My Coffee Cat would no longer trade at that location during the Association's Saturday competition days during the Winter season extending from April to September.

On 21 March 2022, a petition conforming to the City's petition requirements bearing 59 elector signatures was received. The petition reads as follows:

"Gives permission for the Coffee Van (My Coffee Cat) to remain at Wilson Park on a Saturday morning during the Netball season. Belmont Netball sells pod coffee and an array of other food products. We only sell freshly roasted coffee beans and packaged cake slices. What we sell does not clash with netball or local businesses."

Officer comment

The Mobile Food Trader Guidelines details the considerations to be addressed by applicants and the City in assessing and approving applications for the issue of a Trader's Permit.

In this instance, the proximity of My Coffee Cat (a commercial business) operating approximately 45 metres from the Association's canteen was a consideration when approving the Trader's Permit. Consequently, My Coffee Cat's Traders Permit for 2021-2022 was issued with a condition that trading at Wilson Park (corner Kooyong Road and Gerring Court) was permitted 7 days a week from 7am to 1pm subject to compliance

with no trading during the Netball Season. This permit condition restricts My Coffee Cat from trading on the Association's competition days for the current season which runs between 30 April 2022 to 17 September 2022 (not including school holidays and long weekends).

Notwithstanding, the City is aware of the positive social connections facilitated by My Coffee Cat and understands the community's value in their operation in the Rivervale Community. As such the City has on several occasions offered My Coffee Cat alternative sites within the Wilson Park precinct to allow the trader to continue to operate during the netball season. However, the petitioner has repeatedly declined the offer and indicated that no other location will be suitable.

The City has encouraged the petitioner to liaise directly with the Association in seeking a resolution however the petitioner has indicated that they will not liaise directly with the Association any further.

The Association recently held a committee meeting to revisit the issue and subsequently resolved to maintain the current arrangements with permit restrictions for game days in alignment with the City's current Mobile Food Traders Guidelines.

Whilst the City acknowledges the social value that mobile food traders can offer to the community, it also recognises that sporting clubs rely heavily on fundraising through canteen sales for their ongoing sustainability. In the case of the Association, funds generated through canteen sales has enabled them to maintain affordable membership fees for local families as well as to financially contribute towards infrastructure enhancements at Wilson Park that will benefit the wider community. Funds raised also go towards operating expenses such as facility hire which equated to \$4,201.50 for the 2021 winter season.

In comparison, in 2019-2020 My Coffee Cat paid a \$40 permit fee plus a \$1,000 annual trading fee to enable the operator to trade the requested days and times at Wilson Park. It should be noted that due to the COVID-19 pandemic, the trading fees for My Coffee Cat have been waived for the past two years. The Mobile Food Trader Guidelines were revised specifically to address the potential negative impact mobile traders could have on sporting clubs and, in particular, their ability to fundraise at sporting activities. The Guidelines remain an effective means to ensure the City's local sporting clubs are consulted prior to issuing Food Traders Permits.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

- The Association's loss of fundraising income may negatively impact membership fees for their 380 plus members.
- My Coffee Cat provides a place for wider community members to meet, creating social connections.
- The Belmont Netball Association has a historic connection with the City and instils community spirit and a sense of belonging.

Officer Recommendation

That Council:

1. Receive the petition on behalf of the petitioners requesting My Coffee Cat be given permission to continue to trade at Wilson Park on Saturday mornings during the Netball season.
2. Reject the petition request for Council to amend Condition 4 (authorised dates of trade) of the Traders Permit for 'My Coffee Cat' (registration licence 6/2021/TRADER), prior to the expiry date of 31 July 2022 due to the negative financial impact that trading on competition days has on the Belmont Netball Association.
3. Continue to implement the City of Belmont Mobile Food Trader Guidelines as best practice.

12.2 Belmont Community Watch Contract Extension

Attachment details

Attachment No and title

1. CONFIDENTIAL REDACTED - Tender 08-2021 - Contract Evaluation
(Confidential matter in accordance with Local Government Act 1995 Section 5.23(2)(c)(e)) [12.2.1 - 5 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	114/2021-08
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Development and Communities

Council role

- | | | |
|-------------------------------------|-----------------------|--|
| <input type="checkbox"/> | Advocacy | When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency. |
| <input checked="" type="checkbox"/> | Executive | The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. |
| <input type="checkbox"/> | Legislative | Includes adopting local laws, local planning schemes and policies. |
| <input type="checkbox"/> | Review | When Council reviews decisions made by Officers. |
| <input type="checkbox"/> | Quasi-Judicial | When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal. |

Purpose of report

To seek Council approval to extend the contract for Tender 08/2021 – Provision of Community Watch Security Services.

Summary and key issues

The *Local Government (Functions and General) Regulations 1996* allow for the renewal or extension of an existing contract that expires when a state of emergency is in force. Limitations include a requirement that the original contract must have less than three months remaining and the renewal or extension cannot be for more than twelve months.

This report evaluates the performance of the contractor, Wilson Security Pty Ltd, to date and includes a recommendation that the contract is extended for one year under Regulation 11(2)(ja) of the *Local Government (Functions and General) Regulations 1996*.

Location

Not applicable.

Consultation

There has been no specific consultation undertaken in respect to this matter.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 1: Liveable Belmont

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

Policy implications

BEXB7.1 – Purchasing

Policy Objective

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

The process associated with this tender was undertaken in accordance with policy requirements, therefore there are no policy implications.

Statutory environment

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

‘3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.'

and

The *Local Government (Functions and General) Regulations 1996* Regulation 11(2)(ja) which states:

'11. When tenders have to be publicly invited

- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (ja) the contract is a renewal or extension of the term of a contract (the original contract) where –
 - (i) the original contract is to expire within 3 months; and
 - (ii) the renewal or extension is for a term of not more than 12 months from the expiry of the original contract; and
 - (iii) the contract for renewal or extension is entered into at a time when there is in force a state of emergency declaration applying to the district, or part of the district, of the local government."

Delegation DA1.1.14 provides that the Chief Executive Officer can only authorise purchases that are exempt from tendering regulations where the purchase value is no more than \$250,000 per annum. The value of this contract is \$1,240,318.

Background

Tender 08/2021 – Provision of a Community Watch Security Service was awarded to Wilson Security Pty Ltd for a term of one year commencing 1 September 2021. This was pending the completion of a full review and report of the current Belmont Community Watch (BCW) and Ranger services.

This review is substantially completed, however additional input is required from the City's Human Resources Department. Due to the complexity and legalities pertaining to these issues further time is required to ensure they are adequately addressed.

As continuity of the BCW service is essential and a new tender/approval process could not be completed before the current contract expires, the proposal is to extend the contract for an additional 12 months. The proposed 12-month extension to the current contract will allow the review to be fully completed. The City will by then have a full understanding of what its security needs actually are and how to address and implement them.

In addition, the City has previously experienced difficulty in attracting providers with a similar or better capacity than the incumbent and with the current COVID-19 crisis these issues will likely be exacerbated.

Officer comment

The Contract Evaluation (refer Confidential Attachment 12.2.1) indicates that, overall, Wilson Security has been providing a service that meets the requirements of the contract and is valued by the community. There have been no issues of significance and the BCW officers and management collaborate well with City staff. There have also been a number of occasions when the BCW officers have acted proactively and commendably under some trying and difficult circumstances.

As continuity of the BCW service is essential and a new tender/approval process related to the security review could not be completed before the current contract expires, the proposal is to extend the contract for an additional 12 months.

The contractor has confirmed that they are able, and can continue, to provide these services for a further year. The City will by then have a much better understanding of what its security needs actually are, and how to address and implement them.

Financial implications

The annual lump sum for the provision of mobile patrol services and a static officer in the Faulkner Civic Precinct is \$1,240,318 excluding GST. Additional costs are incurred when security officers are required “ad hoc” for special events and to enforce COVID-19 mandates. These costs are distinct from the contract costs and are the budget responsibility of the City Department that requires the specific service.

The Contractor should be entitled to request a price review to allow for industry award increases and adjustments in line with the consumer price index on the anniversary date of the contract. The proposed budget for the 2022-2023 financial year is based on current costs plus a percentage increase to account for the estimated Consumer Price Index on the anniversary date of the contract. This will cover the labour costs for the mobile services (Belmont Community Watch), the static guard (who patrols the Faulkner Park precinct) and the lease of the Global Positioning System supplied by the Contractor and fitted to the City owned vehicles.

Environmental implications

There are no environmental implications associated with this report.

Social implications

The provision of a community watch service supports the City's objective to evoke feelings of wellbeing, security and safety within the community.

Officer Recommendation

That Council:

1. In accordance with the provisions of regulation 11(2)(ja) of the *Local Government (Functions and General) Regulations 1996*, extends the contract with Wilson Security Pty Ltd for Tender 08/2021 – Provision of Community Watch Security Services to 31 August 2023 subject to the State of Emergency being in place on 1 June 2022; and
2. Authorises the Coordinator Procurement to advise the Contractor by letter of the decision to extend the current arrangements under the same terms and conditions with the option to adjust their rates to allow for changes in the industry award and consumer price index.

12.3 Tender 03/2022 - Tree Maintenance and Removal within the City of Belmont

Attachment details

Attachment No and title	
1.	CONFIDENTIAL REDACTED - Tender 03-2022 - Evaluation Scorecard (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.3.1 - 1 page]
2.	CONFIDENTIAL REDACTED - Tender 03-2022 - Price Schedule (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.3.2 - 9 pages]
3.	CONFIDENTIAL REDACTED - Tender 03-2022 - Cost Comparison (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.3.3 - 1 page]

Voting Requirement	:	Absolute Majority
Subject Index	:	114/2022-03
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Infrastructure Services

Council role

<input type="checkbox"/>	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/>	Executive	The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/>	Legislative	Includes adopting local laws, local planning schemes and policies.
<input type="checkbox"/>	Review	When Council reviews decisions made by Officers.
<input type="checkbox"/>	Quasi-Judicial	When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Purpose of report

To seek Council's approval to award Tender 03/2022 – Tree Maintenance and Removal within the City of Belmont.

Summary and key issues

This report outlines the process undertaken to invite and evaluate the tenders received for Tender 03/2022 – Tree Maintenance and Removal within the City of Belmont and includes a recommendation to award the tender to Classic Tree Services in accordance with the requirements of the *Local Government Act 1995*.

The work required under this contract includes pruning, installation of support devices such as bracing and propping, removal of street and park trees, annual powerline pruning and any other tree works as required, including emergency call out services.

Location

Not applicable.

Consultation

There has been no specific consultation undertaken in respect to this matter.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 3: Natural Belmont

Strategy: 3.1 Protect and enhance our natural environment.

Policy implications

BEXB7.1 – Purchasing

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

The process associated with this tender was undertaken in accordance with policy requirements, therefore there are no policy implications.

NB3.2 – Urban Forest

This policy details the City of Belmont's commitment to preserving and enhancing the growth of the urban forest.

The work associated with this tender aligns with this policy, therefore there are no policy implications.

Statutory environment

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

‘3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.’

and

The *Local Government (Functions and General) Regulations 1996* Regulation 11(1) which states:

‘11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250,000 unless subregulation (2) states otherwise.’

and

The *Local Government (Functions and General) Regulations 1996* Regulation 20 which states:

‘20. Variation of requirements before entry into contract

- (1) If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.
- (2) If —
 - (a) the chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or

- (b) the local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement, that tenderer ceases to be the chosen tenderer and the local government may, instead of again inviting tenders, choose the tenderer, if any, whose tender the local government considered it would be the next most advantageous to it to accept.'

Background

An invitation to tender for the provision of tree maintenance and removal services was advertised in The West Australian on Saturday, 5 March 2022, closing on Tuesday, 22 March 2022 at 2pm.

Thirteen prospective tenderers downloaded the tender documents from the City's eTendering portal and three responses were received from:

- Classic Tree Services
- Tree Amigos Pty Ltd
- Trees Need Tree Surgeons.

Officer comment

The evaluation panel consisted of the City's Coordinator Parks, Arborist, Technical Assistant Parks and Coordinator Procurement. The Coordinator Procurement facilitated the evaluation process and ensured that the correct processes were adhered to.

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

The responses received were assessed on the selection criteria included with the invitation to tender, being:

	CRITERIA	WEIGHTING
1	Company Profile	20%
2	Experience	15%
3	Company Capacity	15%
4	Methodology	15%
5	Safety	15%
6	Price	20%

Confidential Attachment 12.3.1 – Evaluation Scorecard details the evaluation panel's scores and identifies Classic Tree Services as the tenderer that would be the most advantageous to the City.

The core business of Classic Tree Services is the provision of arboricultural services, including pruning trees in accordance with Australian Standards and providing professional

advice. This tenderer has a large workforce and have nominated two teams to undertake the works, with all nominated staff meeting the contract requirements in relation to qualifications. The tender response submitted by Classic Tree Services demonstrated that the tenderer has a thorough understanding of the services required and associated risks in relation to staff, the public and trees.

Financial implications

The rates submitted by the tenderers are detailed in Confidential Attachment 12.3.2 – Price Schedule. Confidential Attachment 12.3.3 – Cost Comparison estimates expenditure in the first year of the contract, based on the tendered rates and services required by the City in the last 12 months. The cost comparison indicates a 12.50% increase which could be attributed to the increase in fuel and insurance costs and compliance with the newly introduced Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022.

Classic Tree Services has indicated that during the term of the contract they will have to pass on the following additional costs:

- Additional fuel costs should the cost rise by 35% or more
- Removal of tree parts affected by Polyphagus Shot Hole Borer in accordance with Department of Primary Industries and Regional Development requirements
- Tip fees for disposal of palm tree parts which cannot be recycled.

Before entering into a contract, the City and Classic Tree Services will determine a methodology as to how the additional costs will be calculated. If an agreement cannot be reached with Classic Tree Services, the City recommends awarding the contract to Tree Amigos Pty Ltd in accordance with the *Local Government (Functions and General) Regulations 1996 Regulation 20*, as the next most advantageous tender.

At the end of each 12-month period of the Contract, the Contractor may apply for an increase in the Contract rates based on the annual CPI (Perth) at the March quarter.

The 2021-2022 budget for the various park and streetscape maintenance accounts includes sufficient allowance for tree maintenance based on the Price Schedule and the 2022-2023 budget will be increased to reflect the revised rates.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Officer Recommendation

That Council:

- 1) Accepts the tender submitted by Classic Tree Services for Tender 03/2022 – Tree Maintenance and Removal within the City of Belmont as the most advantageous and in accordance with the schedule of rates submitted for a period of five years, subject to an annual review in accordance with CPI.
- 2) Delegates authority to the Chief Executive Officer to negotiate the terms of the contract regarding:
 - a) The methodology for determining additional fuel costs should the cost rise by 35% or more
 - b) Costs associated with removal of tree parts affected by Polyphagus Shot Hole Borer in accordance with Department of Primary Industries and Regional Development requirements
 - c) Tip fees for disposal of palm tree parts which cannot be recycled.
- 3) In the event an agreement cannot be reached with Classic Tree Services on the terms of part 2 of the recommendation, accept the tender submitted by Tree Amigos Pty Ltd for Tender 03/2022 – Tree Maintenance and Removal within the City of Belmont as the second most advantageous and in accordance with the schedule of rates submitted for a period of five years, subject to an annual review in accordance with CPI.

****Absolute Majority required****

12.4 Tender 04/2022 - Grant of a Licence to Supply and Install Illuminated Advertising and Directional Street Name Signs

Attachment details

Attachment No and title	
1.	CONFIDENTIAL REDACTED - Tender 04-2022 Evaluation Scorecard (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.4.1 - 1 page]
2.	CONFIDENTIAL REDACTED - Tender 04-2022 Price Schedule (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.4.2 - 1 page]

Voting Requirement	:	Simple Majority
Subject Index	:	114/2022-04
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Infrastructure Services

Council role

<input type="checkbox"/>	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/>	Executive	The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/>	Legislative	Includes adopting local laws, local planning schemes and policies.
<input type="checkbox"/>	Review	When Council reviews decisions made by Officers.
<input type="checkbox"/>	Quasi-Judicial	When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Purpose of report

To seek Council approval to award Tender 04/2022 – Grant of a Licence to Supply and Install Illuminated Advertising and Directional Street Name Signs.

Summary and key issues

This report outlines the process undertaken to invite and evaluate the tenders received for Tender 04/2022 – Grant of a Licence to Supply and Install Illuminated Advertising and Directional Street Name Signs and includes a recommendation to award the tender to Claude Outdoor Pty Ltd in accordance with the requirements of the *Local Government Act 1995*.

Location

Not applicable.

Consultation

There has been no specific consultation undertaken in respect to this matter.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 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.

Policy implications

BEXB.7.1 - Purchasing

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

The process associated with this tender was undertaken in accordance with policy requirements, therefore there are no policy implications.

Statutory environment

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

‘3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.’

and

The *Local Government (Functions and General) Regulations 1996* Regulation 11(1) which states:

‘11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250,000 unless subregulation (2) states otherwise.’

Background

The City is seeking to enter into a Deed of Agreement to grant a licence to supply, install and maintain illuminated street name signs on streets under the control of the City. A condition of the Agreement is that the successful Tenderer is to be permitted to erect and display advertising signs attached to the illuminated street name signs. Such advertising is to comply with the requirements set out in City of Belmont Guidelines – Illuminated Street Advertising Signs and is to include directions to the location of the advertised business.

The successful Tenderer will, at its own cost and expense, erect, maintain and operate the signs in accordance with the conditions set out in the Deed of Agreement.

An invitation to tender was advertised in the *West Australian* on Saturday, 5 March 2022, closing on Tuesday, 22 March 2022 at 2pm.

Seven prospective tenderers downloaded the tender documents from the City’s eTendering portal and two responses were received from:

- Claude Outdoor Pty Ltd
- Directional Systems Australia Pty Ltd.

Officer comment

The evaluation panel consisted of Manager Works, Manager Planning Services and Coordinator Development and Infrastructure. The Coordinator Procurement coordinated the evaluation process to ensure the correct processes were adhered to.

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

The responses received were assessed on the selection criteria included with the invitation to tender, being:

	CRITERIA	WEIGHTING
1	Organisation Capabilities / Experience	15%
2	Design	20%
3	Maintenance / Ongoing Service	20%
4	Value Added Services	5%
5	Fee Structure	40%
	TOTAL	100%

Claude Outdoor has a long history installing and maintaining illuminated street signs and selling local based advertising to display on the signs. They are currently working with nine other local governments within Western Australia and more that 50 across Australia.

The design of their street signs is contemporary, and they propose to install new static electronic devices which will give the opportunity for multiple local businesses to advertise at the one location. As a value add, Claude Outdoor has offered the City the opportunity to utilise one rotation on the signs at no cost for community messaging and the utilisation of the entire static electronic network in the case of emergency, such as structural fires or COVID-19 outbreaks.

Claude Outdoor demonstrated that they have a robust maintenance programme with monthly inspections of the signs and annual audits. Damage to the signs can be reported to the company via phone, QR code or through their website.

Confidential Attachment 12.4.1 – Evaluation Scorecard details the evaluation panel's scores and identifies Claude Outdoor as the tenderer that would be the most advantageous to the City.

Financial implications

Confidential Attachment 12.4.2 – Price Schedule details the submitted prices. The score for the price criterion has been based on eight sign sign structures (being the current number of sign structures in place).

The current contract was for a term of ten years. Tenderers were asked to propose their preferred term and both submissions nominated a term of ten years with two, five-year extension options. The evaluation panel feels that twenty years would be too long for the life span of the signs and recommends that a term of fifteen years would give the successful tenderer security to install and maintain new signs with up-to-date technology.

An allowance has been made for income in the 2022-2023 annual budget to the value of \$24,000. At the end of each 12-month period of the Contract, the Licence Fee outlined in the schedule of rates will be subject to an increase based on the annual CPI (Perth) at the preceding quarter.

Environmental implications

The illuminated street signs can be operated using solar power thereby reducing energy use.

Social implications

The provision of advertising opportunities within the City supports local business which aligns with the City's Strategic Community Plan by supporting the retention, growth and prosperity of our local businesses.

The City from time to time receives correspondence from concerned residents in relation to their objections to the advertising of various products that could affect health and social behaviour based on their personal view. The City promotes and supports improved health and wellbeing outcomes via several initiatives within existing plans and strategies that may create a perception of conflict with certain advertising campaigns. Nonetheless, the advertising content on the signs within this contract is governed by State and Federal legislation and industry standards.

Officer Recommendation

That Council accepts the tender submitted by Claude Outdoor Pty Ltd for Tender 04/2022 – Grant of a Licence to Supply and Install Illuminated Advertising and Directional Street Name Signs as the most advantageous and in accordance with the schedule of rates submitted for a maximum period of fifteen years, subject to an annual review in accordance with CPI.

12.5 Tender 05/2022 - Wilson Park Netball Courts Upgrade

Attachment details

Attachment No and title	
1.	CONFIDENTIAL REDACTED - Tender 05-2022 - Evaluation Scorecard (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.5.1 - 1 page]
2.	CONFIDENTIAL REDACTED - Tender 05-2022 - Price Schedule (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(c)(e)) [12.5.2 - 8 pages]

Voting Requirement	:	Absolute Majority
Subject Index	:	114/2022-05
Location/Property Index	:	100 Norwood Road Rivervale (Lot 5522 Class A reserve 24052) 128 Kooyong Road, Rivervale (Lot 810 Reserve 24363)
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	23 February 2021 Ordinary Council Meeting Item 12.5 25 August 2020 Ordinary Council Meeting Item 12.4 23 June 2020 Ordinary Council Meeting Item 13.3
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Infrastructure Services

Council role

<input type="checkbox"/>	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/>	Executive	The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/>	Legislative	Includes adopting local laws, local planning schemes and policies.
<input type="checkbox"/>	Review	When Council reviews decisions made by Officers.
<input type="checkbox"/>	Quasi-Judicial	When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Purpose of report

To seek Council's approval to award Tender 05/2022 – Wilson Park Netball Courts Upgrade.

Summary and key issues

- This report outlines the process undertaken to invite and evaluate the tenders received for Tender 05/2022 – Wilson Park Netball Courts Upgrade.
- It is recommended to award the tender to MG Group WA Pty Ltd in accordance with the requirements of the *Local Government Act 1995*.
- A budget amendment is required to be endorsed by Council as the four (4) submissions received in response to the Request for Tender are all above the approved budget amount in the 2021-2022 Annual Budget due to increased costs associated with market conditions, supply of materials and labour shortages.
- The additional funds required have been identified to be transferred from the Property Development Reserve.
- The works are considered essential despite the cost increases due to the asset condition of the existing courts and the requirement for reconstruction to meet current standards.

Location

The site is located at Wilson Park, corner of Campbell Street and Surrey Road, Rivervale.



Consultation

In September 2018 a consultant (Place Laboratory) was engaged by the City to produce the 'Wilson Park Precinct – Masterplan and Public Consultation Report'. The process involved

extensive public consultation from September 2018 through to November 2018 from which the Wilson Park Precinct Masterplan was produced in February 2019.

In May 2021 an engineering consultant (Porters Engineering) was appointed to prepare technical specifications for the upgrade of the netball courts and associated sports lighting. Porters has subsequently been appointed as Superintendent for the contract and reviewed the tender responses to ensure compliance with the technical specification. The netball club was consulted as part of the design process to ensure the design would meet the required level of service for the club.

The netball club, local residents and nearby businesses will be engaged prior to works commencing, including:

- A letter drop by the City within a 400 metre radius of the site to inform residents and businesses of the intended works;
- A sign board will be displayed on-site outlining works to be undertaken and contractor contact details; and
- Prior to commencement of any works, the Contractor will undertake a photographic and written dilapidation survey report of the existing buildings, structures and facilities within 50 metres of the site.

Wilson Park is a Registered Aboriginal Site recognised as the country of the Whadjuk Noongar people. Section 18 of the *Aboriginal Heritage Act 1972* is relevant to the work being undertaken and a representative of the Whadjuk Noongar people will be engaged to be present for any excavation works.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 1: Liveable Belmont

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

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

Goal 3: Natural Belmont

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

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

Goal 5: Responsible Belmont

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

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

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

Policy implications

BEXB7.1 - Purchasing

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

The process associated with this tender was undertaken in accordance with policy requirements, therefore there are no policy implications.

BB1.1 – Asset Management

The policy aims to provide a framework for implementing asset management to enable a consistent, coordinated and strategic approach at all levels of Council, ensuring that appropriate planned maintenance regimes will be initiated in the most cost-effective manner to enable the City's assets to achieve effective economic lives.

The work associated with this tender aligns with this policy, therefore there are no policy implications.

Statutory environment

The recommendations of this report are governed by the *Local Government Act 1995*, in particular:

Section 3.57. Tenders for providing goods or services

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

(2) Regulations may make provision about tenders.'

Section 6.8. Expenditure from municipal fund not included in annual budget.

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –

- a. Is incurred in a financial year before the adoption of the annual budget by the local government; or
- b. Is authorised in advance by resolution; or
- c. Is authorised in advance by the mayor or president in an emergency.

and

The *Local Government (Functions and General) Regulations 1996* Regulation 11(1) which states:

'11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods

or services if the consideration under the contract is, or is expected to be, more, or worth more, that \$250,000 unless subregulation (2) states otherwise.'

Background

1. The Wilson Park Netball Courts were constructed over several stages, with the first stage commencing construction in 1974 and consisted of nine courts with sports lighting. An additional seven courts were constructed between 1981 and 1985.
2. Since that time, the courts have been fully resurfaced between 1995 and 2000, re-line marked in 2008 and resurfaced again with acrylic sports surfacing in 2011.
3. The primary user of the netball courts is the Belmont Netball Association (BNA), which consists of six affiliated clubs that use the facility for training and/or competitions.
4. Due to the original design of the netball courts and general age of the infrastructure, the facility no longer meets current standards for court layout, playing surface and sports lighting, and is now at the end of its useful asset life.
5. In 2018-2019 a draft master plan for the Wilson Park Precinct was developed which included a concept to reconfigure the netball courts to meet current standards for court design and layout.
6. Further work was undertaken in 2019-2020 that focused on scoping the required upgrade works for the netball courts, including detailed technical specifications for the court surface and lighting infrastructure requirements.
7. An invitation to tender for the upgrade of the Wilson Park netball courts was originally advertised in September 2021 with four submissions received.
8. The submissions identified that the expected timeframe to carry out the works was between 21-24 weeks which was significantly longer than the 16-week timeframe initially estimated. This timeframe would have had a significant impact on the BNA, including potential loss of revenue and members due to a requirement for the relocation of their activities during the season.
9. As soon as the impact on the BNA winter 2022 netball fixtures was identified, the City referred back to the BNA for direction.
10. On 16 December 2021 the City's Executive Leadership Team sought approval for the Chief Executive Officer to exercise his delegated authority (under Delegation 1.1.14 Tenders) to reject the four submissions received for Tender 12/2021 – Wilson Park Netball Courts Upgrade (Tender 12/2021).
11. The Chief Executive Officer exercised his delegated authority and declined all tender submissions for Tender 12/2021 Wilson Park Netball Courts Upgrade. Written notification was provided to the four tenderers, advising of the City's decision to decline all tender submissions.

12. A memo was sent to Councillors by the Director Infrastructure Services advising of the decision to reschedule the Wilson Park Netball Courts Upgrade project and the reasons which led to the decision.
13. A media release was posted on the City of Belmont Website on 21 December 2021 notifying the public of the decision to reschedule the Wilson Park Netball Court Upgrade to occur after the winter 2022 fixtures.
14. As the winter 2022 fixtures approached, the City re-initiated the project and began the tender process to ensure works could commence at the immediate close of the BNA winter season.

Officer comment

An invitation to tender for the upgrade of the Wilson Park Netball Courts was advertised in the West Australian on Wednesday, 2 March 2022, closing on Monday, 28 March 2022 at 2.00pm. Nineteen prospective tenderers downloaded the tender documents from the City's eTendering portal and four responses were received from:

- Allroads Pty Ltd
- Civcon Civil and Project Management
- MG Group
- Tracc Civil

The evaluation panel consisted of the Manager City Projects, Projects Officer and Coordinator Building Operations. The Coordinator Procurement facilitated the evaluation process and ensured that the correct processes were adhered to.

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

The responses received were assessed on the selection criteria included with the invitation to tender, being:

	CRITERIA	WEIGHTING
1	Experience	15%
2	Company Profile & Capacity	15%
3	Methodology	25%
4	Environment	5%
5	Safety	10%
6	Price	30%
	TOTAL	100%

Confidential Attachment 12.5.1 - Evaluation Scorecard details the evaluation panel's scores and identifies MG Group WA Pty Ltd as the tenderer that would be the most advantageous to the City.

MG Group WA have demonstrated previous experience delivering projects in similar scope, size, and complexity to the Wilson Park Netball Courts, including the ability to deliver netball court reconstruction works in a Local Government environment. MG Group, in partnership with West Coast Sports Surfaces, have identified a project team with the required level of technical experience to deliver the works to specification. The methodology provided meets the criteria to achieve the project outcomes.

MG Group have not identified a Whadjuk Noongar representative or on-site safety representative; however, this will be clarified in pre-contract negotiations or engaged directly by the City if required.

MG Group have provided a competitive price that reflects the risks they will have to carry with the delayed date for possession of site and the extremely volatile market conditions. The City has accounted for this by including a contingency sum in the project budget.

Financial implications

Confidential Attachment 12.5.2 – Price Schedule details the tendered prices.

At the 23 February 2021 Ordinary Council Meeting, Council approved acceptance of the Community Sporting and Recreation Facilities Fund grant funding of \$513,000 and the inclusion of \$926,000 (net expenditure) within the 2021-2022 Annual Budget process for the Wilson Park Netball Facility upgrade. Combined with the financial contribution of \$100,000 from the Belmont Netball Association, total funding for the project is \$1,539,000.

Since the adoption of the 2021-2022 Annual Budget a further \$279,213 from the Local Roads and Community Infrastructure Program Phase 3 has been allocated to the project, bringing the total funding to \$1,818,213.

Inclusive of consultancy services, Superintendent fees, capital works contract costs, contingency and site signage the current estimated cost of the project totals \$2,505,000 based on the recommended tenderer.

To fund the shortfall to meet the contract value of the recommended supplier a budget amendment of \$686,787, transferred from the Property Development Reserve, has been included in the officer recommendation.

Excluding costs associated with ordering of long lead time items, all approved funds will be carried forward into the 2022-2023 Annual Budget as construction works will not commence in the 2021-2022 Annual Budget year to allow for completion of the BNA winter season.

Environmental implications

A number of significant trees have been identified around the site. The Contractor will be required to take all necessary measures to adhere to the requirements of the Arboricultural Method Statement to ensure the protection of trees and roots.

The City's Parks Team will be engaged to ensure that all Contractor works adhere to the requirements.

MG Group have provided an environmental management plan to address environmental issues which impact this project including

- Noise and vibration;
- Waste management;
- Air quality;
- Landscaping;
- Working Hours;
- Traffic Management;
- Soil contamination;
- Disposal of demolished materials; and
- Flora and fauna including presence of snakes.

Where possible MG Group will reduce consumption of resources and recycle or reuse resources where practicable.

Social implications

The City has referred to the BNA for direction on the preferred timing of the works to minimise social implications on the Association, clubs and their members. The City received written confirmation and support from the BNA to reschedule the project until after the 2022 winter season.

The project will deliver ongoing community health and wellbeing outcomes by providing facilities that encourage a more active lifestyle, enhance a sense of community and the image of Rivervale.

Officer Recommendation

That Council:

1. Accept the tender submitted by MG Group WA Pty Ltd for Tender 05/2022 – Wilson Park Netball Courts Upgrade as specified for the lump sum of \$2,287,240.17 excluding GST, as the most advantageous;
2. Approve an amendment to the 2021-2022 Budget to increase CP2201 by \$686,787 in additional expenditure;
3. Approve the transfer of funds for \$686,787 from the Property Development Reserve to fund the additional expenditure;
4. Approve the total budget of \$2,505,000 for the project;
5. Authorise the Chief Executive Officer to execute the necessary agreements and

documentation through the Local Roads and Community Infrastructure Program to accept and administer grant funding; and

6. Delegates the Chief Executive Officer to approve contract variations that are in accordance with Regulation 21A of the *Local Government (Functions and General) Regulations 1996*.

****Absolute Majority required****

12.6 Proposed Differential Rates for 2022-2023

(Report to follow)

12.7 Council Policy Manual Review - 2021

Attachment details

Attachment No and title	
1.	Council Policy Manual 2021 Policy Amendments List [12.7.1 - 3 pages]
2.	Policy Manual 2021 Reviewed Track changes Only [12.7.2 - 235 pages]
3.	Policy Manual 2021 Reviewed Clean Version New Numbering [12.7.3 - 205 pages]

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	:	Item 12.7 - OCM 23 February 2021, Item 12.7 OCM 14 December 2021
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

- | | | |
|-------------------------------------|-----------------------|--|
| <input type="checkbox"/> | Advocacy | When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency. |
| <input type="checkbox"/> | Executive | The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. |
| <input checked="" type="checkbox"/> | Legislative | Includes adopting local laws, local planning schemes and policies. |
| <input type="checkbox"/> | Review | When Council reviews decisions made by Officers. |
| <input type="checkbox"/> | Quasi-Judicial | When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal. |

Purpose of report

To seek Council endorsement of the reviewed and amended Policy Manual for the City of Belmont (City) (refer Attachments 12.7.2 and 12.7.3).

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.

While endorsement of most policies contained in the Policy Manual do not require a majority decision, the adoption and amendment of policies for Attendance at Events (Policy 17) and Elected Member Professional Development (Policy 21) require an absolute majority decision.

An annual review of relevant policies contained in the Manual is undertaken in accordance with the interval determined by the rating associated with that policy's risk evaluation and to ensure policy content remains current. The finalisation of the 2021 review of the Policy Manual was delayed due to consideration of the templates and consistency in policy writing and is inclusive of policies requiring review annually, those scheduled for review in 2021 and the review, amendment and inclusion of any other policies as required by legislative or operational change.

A risk assessment of each Policy has not been undertaken on this occasion as this review was considered minor and all risk ratings are appropriate. A comprehensive risk assessment and update to the formatting of all Council policies will be undertaken during the 2022 review, commencing in May 2022.

Council endorsement is sought for the 2021 review of the Policy Manual.

Location

Not applicable.

Consultation

Consultation was undertaken with the relevant Policy owners, the Operational Leadership Team and the Executive Leadership Team.

The 2021 Policy Manual Review was presented to the 12 April 2022 Information Forum to discuss the proposed amendments and seek input and guidance from Councillors.

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

Council endorsement of the reviewed and amended policies will necessitate amendment of the City's current Council Policy Manual.

Statutory environment

The *Local Government Act 1995* 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.

Background

All policies in the Council Policy Manual have previously undergone a risk assessment and been allocated a risk rating. This risk rating has previously determined the regularity of review.

The 2021 review of the Policy Manual is a minor review of the Policies, including amendment to existing Policies as required by legislative or operational change, and deletion of Policies that are no longer required.

Officer comment

Policies in the City's Council Policy Manual have been given a new number as the previous Policy numbering system was referencing the Key Result Areas from the previous Strategic Community Plan and is no longer appropriate (refer Attachments 12.7.1 and 12.7.3). Recategorisation and numbering to facilitate ease of use will be considered in the upcoming 2022 review of the Manual.

Attachment 12.7.1 provides a list of policies where amendments have been made, policies proposed for deletion and policies proposed to become Operational Policies.

Major amendments

Previous Policy BEXB11.1 (including BEXB11.1.1 and BEXB11.1.2) – Operational Record Keeping (Roles and Responsibilities – Employees and Roles and Responsibilities – Elected Members).

- This Policy has now been split into two:-
 - Record Keeping – Elected Members
 - Record Keeping – Employees

Both Policies now include the Roles and Responsibilities within the amended Policy. The Policy for Elected Members is now numbered Policy 43 and the Policy for Employees is proposed to be removed and included in the Operational Policy Manual.

Previous Policy NB3.1 – Dangerous Trees (now Policy 47) has required a number of changes to:

- Remove wording that did not add value to its interpretation or intent
- Large areas of text removed and summarised within other sections of the Policy to effect better interpretation
- Removal of wording that was a repeat of information within an Act or Law.

The changes made do not undermine the Policy or weaken it in any way and ensures there is no confusion or vagueness to its application.

Previous Policies SB1.5 and SB1.2 have been combined into one Policy – Donations and Applications for Financial Assistance (now Policy 50).

Moderate amendments

Previous Policy BB1.1 (now Policy 1) – Asset Management has been amended to:

- Include reference to “whole of life cycle” considerations
- Include desired levels of service that are sustainable
- Confirm asset component service lives for application of depreciation
- Include the review and rationalisation of asset management systems.

Previous Policy BB2.1 (now Policy 2) – Street and Civic Lighting has been amended to:

- Include upgrading that supports Crime Prevention through Environmental Design (CPTED)
- Include consideration of smart features such as those that can detect sunlight, automatically dim, or connect to WiFi for simple and wireless lighting controls.

Previous Policy BB2.2 (now Policy 3) – Streetscape has been amended to:

- Encouraging tree-friendly infrastructure designs that facilitate successful establishment and long-term viability of street trees
- Include that underground power may trigger the requirement for new lighting installations
- Include that the City may carry out mowing of verges along key routes where there are safety concerns or hazards.

Minor amendments

A number of minor amendments have been made throughout the Council Policy Manual that include updates to formatting, spelling and grammar, organisational changes, rewording of sections to increase clarity, standardisation of terms used, updates to legislation references, updated to Delegated Authority Register references and updates to figures in line with Consumer Price Index (CPI) increases. These amendments are minor as they do not alter the purpose or objective of the Policy.

Other notable amendments

Previous Policy BEXB10.2 – Occupational Safety and Health has been updated to reflect the legislative change to Work Health and Safety and is now Policy 40 – Work, Health and Safety.

Previous Policy BEXB7.7 (now Policy 35) – Financial Hardship has had recent minor amendments including removal of the clause that all hardship applications be received by 31 October of that financial year. Ratepayers should be eligible to the Financial Hardship Policy anytime during the year and reflects the City’s understanding that people’s circumstances can change at any point in time.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Officer Recommendation

That Council endorse:

1. The policy amendments outlined in Attachment 12.7.1, specifically in relation to the following Policies:
 - Policy BB1.1 (now Policy 1) – Asset Management
 - Policy BB2.1 (now Policy 2) – Street and Civic Lighting
 - Policy BB2.2 (now Policy 3) – Streetscape Policy
 - Policy BEXB1.1 (now Policy 6) – Swearing in Ceremony – First Meeting After Election
 - Policy BEXB2.1 (now Policy 11) – Electoral Caretaker Period Policy
 - Policy BEXB2.2 (now Policy 12) – Governance Services to Elected members – Local Government Election Year

- Policy BEXB2.3 (now Policy 13) – Gifts to Departing Elected Members
- Policy BEXB3.2 (now Policy 15) – Council Delegates – Roles and Responsibilities
- Policy BEXB3.3 (now Policy 16) – Elected Member Attendance and Participation at Community Workshops
- Policy BEXB3.4 (now Policy 17) – Attendance at Events*
- Policy BEXB4.1 (now Policy 18) – Council Refreshment Facilities
- Policy BEXB5.1 (now Policy 20) – Elected members Fees, Allowances and Support
- Policy BEXB5.1 (now Policy 21) – Elected Member Professional Development and Authorised Travel*
- Policy BEXB5.4 (now Policy 23) – Elected Members – Communication
- Policy BEXB5.7 (now Policy 26) – Elected Member Disclosure of Interests Register
- Policy BEXB5.8 (now Policy 27) – Elected Member Registers – Other
- Policy BEXB6.1 – (now Policy 28) – Legal Representation for Elected Members and Employees
- Policy BEXB7.1 (now Policy 29) – Purchasing
- Policy BEXB7.2 (now Policy 30) – Corporate Credit and Debit Cards
- Policy BEXB7.3 (now Policy 31) – Investment of Funds
- BEXB7.4 (now Policy 32) – Collection of Rates
- Policy BEXB7.5 (now Policy 33) – Pensioner's Outstanding Refuse Charges
- Policy BEXB7.7 (now Policy 35) – Financial Hardship
- Policy BEXB8.1 (now Policy 36) – Compliance Management
- Policy BEXB9.1 (now Policy 37) – Business Continuity
- Policy BEXB10.1 (now Policy 39) – Gratuity Payments and Gifts to Employees
- Policy BEXB10.2 (now Policy 40) – Work Health and Safety
- Policy BEXB11.1 (now Policy 43) – Record Keeping – Elected Members
- Policy NB1.1 (now Policy 45) – Environmental Purchasing
- Policy NB3.1 (now Policy 47) – Dangerous Trees
- Policy NB3.2 (now Policy 48) – Urban Forest

- Policy SB1.2 (now Policy 50) – Donations and Applications for Financial Assistance
 - Policy SB2.2 (now Policy 54) – Civic Dinner – Community Guests
 - Policy SB3.2 (now Policy 56) – Naming or Renaming of Streets, Parks and Reserves
 - Policy SB4.1 (now Policy 59) – Closed Circuit Television (CCTV) Video Analytics
2. The removal of the following Policy for inclusion in the Operational Policy Manual:
- BEXB11.1.2 - Roles and Responsibilities - Employees
3. The deletion of the following Policies for the reasons set out in Attachment 12.7.1:
- SB1.5 – Applications for Council Assistance
 - BB4.2 – Authorised Person to Act in Relation to provisions relating to Land
 - BSB1.1 – Belmont Business Innovation Grant
 - BEXB1.2 – Procedure for Submission of Amended/Alternative Recommendations
 - SB3.4 – Memorials in Public Open Space
4. Any further minor administrative amendments/layout changes as required prior to publication of the Council Policy Manual.

*Absolute Majority decision required

****Absolute Majority required****

2021 POLICY MANUAL REVIEW

POLICIES REVIEWED

*Absolute Majority decision required

POLICY NAME	POLICY NUMBER	NEW POLICY NUMBER	POLICY OWNER	STAKEHOLDER	AMENDMENTS
Asset Management	BB1.1	1	Manager Design, Assets and Development		Moderate
Street and Civic Lighting	BB2.1	2	Manager Design, Assets and Development	Manager City Facilities and Property	Moderate
Streetscape Policy	BB2.2	3	Director Infrastructure Services		Moderate
Private Contributions to Drainage Works	BB3.1	4	Manager Design, Assets and Development		None
Improvements to Become the Property of the City	BB4.1	5	Manager City Facilities and Property		None
Swearing in Ceremony - First Meeting After Election	BEXB1.1	6	Manager Governance, Strategy and Risk		Minor
Council, Committee and Briefing Meeting Schedule	BEXB1.3	7	Manager Governance, Strategy and Risk		None
Appointment as Committee Members, Representatives and Delegates	BEXB1.4	8	Manager Governance, Strategy and Risk		None
Ordinary Council Meetings – Audio Recording	BEXB1.5	9	Manager Governance, Strategy and Risk		None
Quasi-Judicial Role	BEXB1.6	10	Manager Governance, Strategy and Risk		None
Electoral Caretaker Period Policy	BEXB2.1	11	Manager Governance, Strategy and Risk		Minor
Governance Services to Elected Members – Local Government Election Year	BEXB2.2	12	Manager Governance, Strategy and Risk		Minor
Gifts to Departing Elected Members	BEXB2.3	13	Manager Governance, Strategy and Risk	Principal Governance and Compliance Adviser	Minor
Western Australian Local Government Association (WALGA) – Requests for Nominations for State Government Committees	BEXB3.1	14	Manager Governance, Strategy and Risk	Principal Governance and Compliance Adviser	None
Council Delegates – Roles and Responsibilities	BEXB3.2	15	Manager Governance, Strategy and Risk		Minor
Elected Member Attendance and Participation at Community Workshops	BEXB3.3	16	Manager Governance, Strategy and Risk	Principal Governance and Compliance Adviser	Minor
Attendance at Events*	BEXB3.4	17	Manager Governance, Strategy and Risk		Minor
Council Refreshment Facilities	BEXB4.1	18	Manager Governance, Strategy and Risk	Principal Governance and Compliance Adviser	Minor
Councillor's Lounge - Public Access	BEXB4.2	19	Manager Governance, Strategy and Risk		None
Elected Members Fees, Allowances and Support	BEXB5.1	20	Manager Governance, Strategy and Risk		Minor
Elected Member Professional Development and Authorised Travel*	BEXB5.2	21	Manager Governance, Strategy and Risk		Minor
Rates and Other Debt Recovery – Elected Members	BEXB5.3	22	Manager Governance, Strategy and Risk	Coordinator Rates	None
Elected Members – Communication	BEXB5.4	23	Manager Governance, Strategy and Risk		Minor

2021 POLICY MANUAL REVIEW

POLICY NAME	POLICY NUMBER	NEW POLICY NUMBER	POLICY OWNER	STAKEHOLDER	AMENDMENTS
Attendance by Dignitaries at Civic Functions, Ceremonies and Receptions	BEXB5.5	24	Manager Governance, Strategy and Risk		None
Elected Members – Contact with Employees	BEXB5.6	25	Manager Governance, Strategy and Risk		None
Elected Member Disclosure of Interests Register	BEXB5.7	26	Manager Governance, Strategy and Risk		Minor
Elected member Registers - Other	BEXB5.8	27	Manager Governance, Strategy and Risk		Minor
Legal Representation for Elected Members and Employees	BEXB6.1	28	Manager Governance, Strategy and Risk		Minor
Purchasing	BEXB7.1	29	Manager Finance	Systems Accountant and Coordinator Procurement	Moderate
Corporate Credit and Debit Cards	BEXB7.2	30	Manager Finance		Minor
Investment of Funds	BEXB7.3	31	Manager Finance	Systems Accountant	Minor
Collection of Rates	BEXB7.4	32	Manager Finance	Coordinator Rates	Minor
Pensioner's Outstanding Refuse Charges	BEXB7.5	33	Manager Finance	Coordinator Rates	Minor
Pensioner/Senior Rates Arrears	BEXB7.6	34	Manager Finance	Coordinator Rates	None
Financial Hardship	BEXB7.7	35	Manager Finance	Coordinator Rates	Minor
Compliance Management	BEXB8.1	36	Manager Governance, Strategy and Risk		Minor
Business Continuity	BEXB9.1	37	Manager Governance, Strategy and Risk	Coordinator Business Continuity and Risk	Minor
Risk Management	BEXB9.2	38	Manager Governance, Strategy and Risk	Coordinator Business Continuity and Risk	None
Gratuity Payments and Gifts to Employees	BEXB10.1	39	Human Resources Manager		Minor
Work Health and Safety (formerly Occupational Safety and Health Policy)	BEXB10.2	40	Human Resources Manager	Coordinator OSH	Updated to reflect legislative change to Work Health and Safety
Quality	BEXB10.3	41	Manager Governance, Strategy and Risk	Business Improvement Coordinator	None - updated and endorsed by Council in December 2021
Role of Acting Chief Executive Officer	BEXB10.4	42	Manager Governance, Strategy and Risk		None
Organisational Record Keeping:	BEXB11.1	43	Manager Governance, Strategy and Risk	Coordinator Records	Combined into one document for Elected Members only - named Record Keeping - Elected Members
Roles and Responsibilities – Elected Members	BEXB11.1.1		Manager Governance, Strategy and Risk		
Street Numbering, Renumbering and Renaming	BEXB12.1	44	Manager Finance	Coordinator Rates and Rates Officer	None
Environmental Purchasing	NB1.1	45	Manager Parks, Leisure and Environment	Coordinator Environment	Minor
Environment and Sustainability	NB2.1	46	Manager Parks, Leisure and Environment	Coordinator Environment	None - updated and endorsed by Council in December 2021
Dangerous Trees	NB3.1	47	Manager Parks, Leisure and Environment	Coordinator Parks	Major
Urban Forest	NB3.2	48	Manager Parks, Leisure and Environment		Minor
Council Authority to Apply for Grants	SB1.1	49	Manager Finance	Grants and Business Support Officer	None

2021 POLICY MANUAL REVIEW

POLICY NAME	POLICY NUMBER	NEW POLICY NUMBER	POLICY OWNER	STAKEHOLDER	AMENDMENTS
Donations - Financial Assistance	SB1.2	50	Manager Economic and Community Development	Coordinator Community Cultural Engagement	Major - IS802 Applications for Funding has been included into this policy
Donation of Disused Equipment, Machinery and Other Materials	SB1.3	51	Manager Finance		None
Subsidised Organised Sport for Juniors in the City of Belmont	SB1.4	52	Manager Parks, Leisure and Environment	Coordinator Community Wellbeing	None
Honorary Freeman of the City	SB2.1	53	Manager Governance, Strategy and Risk	Principal Governance and Compliance Adviser	None
Civic Dinner – Community Guests	SB2.2	54	Manager Governance, Strategy and Risk		Minor
Communication and Consultation - Community and Stakeholders	SB3.1	55	Manager Governance, Strategy and Risk		None
Naming or Renaming of Streets, Parks and Reserves	SB3.2	56	Manager Planning Services		Minor
Naming of Council Facilities	SB3.3	57	Manager City Facilities and Property	Coordinator Community Wellbeing	None
Personalisation of Council Owned Buildings by User	SB3.5	58	Manager City Facilities and Property	Coordinator Community Wellbeing	None
Closed Circuit Television (CCTV) Video Analytics	SB4.1	59	Manager Safer Communities		Minor

POLICIES PROPOSED TO MOVE TO OPERATIONAL POLICY MANUAL

Operational Record Keeping	BEXB11.1		Manager Governance, Strategy and Risk	Coordinator Records	Proposed to move to Operational Policy Manual and combine into one policy
Roles and Responsibilities - Employees	BEXB11.1.2		Manager Governance, Strategy and Risk	Coordinator Records	

POLICIES PROPOSED FOR DELETION

Applications for Council Assistance	SB1.5		Coordinator Community Wellbeing		Included in SB1.2
Authorised Person to Act in Relation to provisions relating to Land	BB4.2		Director Infrastructure Services		Proposed for deletion as covered by the Regulations
Belmont Business Innovation Grants	BSB1.1		Manager Economic and Community Development		Proposed for deletion as covered under Guidelines, processes, procedures and delegations. Once review of all internal Council grants has been completed there may be a need for a more generic 'Grants' policy
Procedure for Submission of Amended/Alternative Recommendations	BEXB1.2		Manager Governance, Strategy and Risk		Proposed for deletion as not required.
Memorials in Public Open Space	SB3.4		Manager Parks, Leisure and Environment		Proposed for deletion as there is an Operational Policy



CITY OF BELMONT

Council Policy Manual

Prepared by the City of Belmont

Source: Governance

Updated: OCM **22 June 2021**

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Creating opportunities



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RISK MANAGEMENT

The City's Risk Management process is used to assess policies. The rating determines the frequency of review as follows:

Risk rating	Frequency of review
Low	2 years
Moderate	2 years
High	Annually
Extreme	Annually

~~Note: The frequency of review for policies assessed as "low" has been changed from three years to two years. All policies from 2019 will be reviewed annually or biennially as required.~~

~~COUNCIL POLICIES~~

~~SECTION ONE~~

~~POLICIES RELATING TO BUILT BELMONT (BB)~~

~~Built Belmont focuses on contributing to the quality of life of residents, the image of the City and the amenity of the City. It comprises:~~

- ~~• Achieve a planned City that is safe and meets the needs of the community.~~
- ~~• Maintain public infrastructure in accordance with sound asset management practices.~~
- ~~• Provide and maintain a safe and efficient transport infrastructure.~~

Policies Relating to Built Belmont
BB1.1

BB1.1 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 Statement

As part of the Asset Management Framework, the following statements reflect Council's commitment to developing a best practice approach to asset management.

Policy Detail

1. Asset Planning and Budgeting
 - i. All assets will be managed from a "whole of life" cycle perspective.
 - ii. Asset renewal and maintenance program requirements will be met prior to any new or additional assets being considered.
 - iii. 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.
 - iv. 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.
 - v. Capital works proposals will be evaluated and prioritised based on scheduled condition assessment surveys, and recorded infrastructure age and residual service life, in accordance with criteria outlined in the Project Management Process.
 - vi. Risk analysis at project initiation stages will be undertaken to mitigate future Council liability.
 - vii. Planned asset acquisitions, upgrades, renewal or disposals will only proceed if the proposed expenditure/income has been included-considered as part of Council's Asset Management Plans and included in the annual budget.
 - viii. A 10-year capital works program will be developed for each asset class and be subjected to an annual review to inform the as-part-of-the City's long term financial plan.

Policies Relating to Built Belmont
BB1.1

2. Asset Operations and Maintenance

- i. 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.
- ii. Maintenance plans will be prepared using the most appropriate techniques and incorporating a cost-benefit approach.
- iii. 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

- i. The City will keep detailed asset registers on all assets under its care and control.
- ii. Assets will be valued as deemed appropriate in accordance with the requirements of Australian Accounting Standards.
- iii. 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.
- iv. 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:

- i. Give consideration to the management of an asset over its whole life cycle.
- ii. Provide information on future maintenance, operational, upgrade, renewal and/or disposal requirements.
- iii. Identify the level of service that will be delivered by the asset and how the service will be monitored.
- iii-iv. Confirm the asset component service lives for the application of depreciation.
- iv-v. Provide the basis for financial planning of asset classes.

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.

~~Policies Relating to Built Belmont~~
BB1.1

7. Data Management

~~The City will ensure It will be the responsibility of the relevant asset custodian to provide~~ accurate information ~~is recorded~~ regarding the ~~inventory~~, condition, creation, acquisition, maintenance, renewal, refurbishment or disposal of assets for inclusion in Council's AMS.

Policies Relating to Built Belmont
BB1.1

Reference/Associated Documents

City's Asset Management Policy, Strategy and Plans.
IPWEA - International Infrastructure Management Manual 2015 Edition
IPWEA – Australian Infrastructure Financial Management Guidelines ~~2009~~ 2015
Edition
ISO 55000 - International Asset Management Standards 2014

Reference to Internal Procedure

Register of Delegations: DA - Disposal of ~~Assets~~ Property (other than land).

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate-Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – DISPOSAL OF ASSETS <u>PROPERTY (OTHER THAN LAND)</u>	
SERVICE AREA:	DESIGN, AND ASSETS AND DEVELOPMENT <u>INFRASTRUCTURE SERVICES</u>	
POLICY OWNER:	MANAGER DESIGN, AND ASSETS <u>AND DEVELOPMENT</u>	
<u>AMENDMENT STATUS</u>		
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
NEXT REVIEW DATE	2020 <u>2022</u>	

Policies Relating to Built Belmont
BB2.1

BB2.1 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, Collector/Local Distributor, Local 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

1. 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.
2. Special 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, the matter requests will be assessed by the City and determined on the merits of each case but generally will whilst seeking to be consistent with the lighting criteria established. If supported the request shall be referred to Western Power determined on the merits of each case but generally will be consistent with the lighting criteria established.
3. 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 required to be paid by Council. T, the City will continue to lobby Western Power to upgrade their City's 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.
4. Energy Efficiency

Policies Relating to Built Belmont
BB2.1

5. Subject to budget considerations ~~and Western Power approval,~~ the City supports the use of energy efficient luminaires for ~~street and 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.

Policies Relating to Built Belmont
BB2.1

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 [ModerateLow](#).

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – DISPOSAL OF ASSETS	
SERVICE AREA:	DESIGN, AND ASSETS AND DEVELOPMENTINFRASTRUCTURE SERVICES	
POLICY OWNER:	MANAGER DESIGN, AND ASSETS AND DEVELOPMENT	
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
NEXT REVIEW DATE	20202022	

Policies Relating to Built Belmont
BB2.2

BB2.2 STREETScape POLICY

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 Policy NB2.1 Environment and Sustainability Policy, NB1.1 Environmental Purchasing Policy, NB3.2 Urban Forest Policy and BB1.1 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:

1. Structures — footpaths, drainage systems, overhead power lines and utilities.
2. Surface Materials – concrete, asphalt, permeable material (including mulch) and block paving.
3. Plantings – street trees, medians, roundabout plantings, and entry statements.
4. 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).

Streetscape Operation

1. Street Tree Management

Street trees are regarded as community assets, and have a significant role in the provision of 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 liveable urban environments. Please refer to NB3.2 Urban Forest Policy.

The City encourages Alternative tree-friendly infrastructure designs that facilitate the successful establishment and long-term viability of street trees is encouraged. 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, having regard for function, durability, comfort and visual appeal.

~~Policies Relating to Built Belmont~~
BB2.2

Infrastructure components shall be consistent with the City's corporate colours.

Policies Relating to Built Belmont
BB2.2

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 BB2.1 Street and Civic Lighting.

Western Power Standards shall be adhered to for the provision of 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 an 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, so therefore the implementation of underground power can 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:

- i. Artistic elements, which recognise the unique value of elements of Aboriginal, heritage and significant features of the City of Belmont.
- ii. Precinct specific public art pieces.
- iii. 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.

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

Policies Relating to Built Belmont
BB2.2

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 householders/property owners – should take responsibility for the presentation of their properties, which includes maintenance of verges.

- i. *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.
- ii. *Verge Treatments:* Householders/Property owners are encouraged to beautify the verge adjacent to their property, and take responsibility for the maintenance of the verge, 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*.
- iii. *Mowing:* Mowing of verges is generally to be undertaken by the householder/adjacent property owner. ~~City employees~~The City will carry out verge mowing in some circumstances, including of key routes taking into consideration safety 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:

- a. Primary Distributor Roads (Great Eastern Highway and, Orrong Road ~~and Brearley Avenue~~).
- b. District Distributor Roads A (Belgravia Street/Fairbrother Street/Abernethy Road, Kewdale Road, Stoneham Street, Grandstand Road and Resolution Drive).
- c. District Distributor B (Hardey Road, Alexander Road, and Belmont Avenue).
- d. 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. ~~The colouring of concrete crossovers is encouraged as a method of enhancing the streetscape. To achieve this, for concrete crossovers, the City will only provide a subsidy on crossovers that are coloured in earthy tones.~~

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

Policies Relating to Built Belmont
BB2.2

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 ~~(labour and financial cost)~~ 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. ~~Comment—do we typically meet this response timeframe?~~

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
NB1.1 Environmental Purchasing Policy
NB2.1 Environment and Sustainability Policy
NB3.2 -Urban Forest Policy
BB1.1 Asset Management
City of Belmont Street Tree Plan

Reference to Internal Procedure

N/A

Definitions

N/A

Policies Relating to Built Belmont
BB2.2

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:	INFRASTRUCTURE SERVICES
POLICY OWNER:	DIRECTOR INFRASTRUCTURE SERVICES

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

NEXT REVIEW DATE	202 13
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Policies Relating to Built Belmont
BB3.1

BB3.1 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 Statement

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.

Policy Detail

Contributions are to be paid by developers for developments or subdivisions which require the discharge of storm water runoff off site to a City 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

Policies Relating to Built Belmont
BB3.1

Monitoring, Evaluation and Review

There are low financial and operational risks associated with the policy.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	INFRASTRUCTURE SERVICES
POLICY OWNER:	MANAGER <u>INFRASTRUCTURE DESIGN, ASSETS AND DEVELOPMENT</u>

AMENDMENT STATUS		MINUTE ITEM REFERENCE
DATE OF AMENDMENT		
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

NEXT REVIEW DATE	202 <u>02</u>
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Policies Relating to Built Belmont
BB4.1

BB4.1 IMPROVEMENTS TO BECOME THE PROPERTY OF THE CITY

Policy Objective

To maintain a high standard of appearance of City property.

Policy Statement

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 is 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.

Policies Relating to Built Belmont
BB4.1

Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A
SERVICE AREA: ~~CITY FACILITIES AND PROPERTY~~ INFRASTRUCTURE SERVICES
POLICY OWNER: MANAGER CITY FACILITIES AND PROPERTY

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

NEXT REVIEW DATE 20202

Policies Relating to Built Belmont
BB4.2

BB4.2 — AUTHORIZED PERSON TO ACT IN RELATION TO PROVISIONS RELATING TO LAND

Policy Objective

To expressly authorise the Chief Executive Officer to exercise the Council's powers in relation to certain provisions relating to land.

Policy Statement

The policy will allow the exercising of Council's powers to enter privately owned land to undertake necessary works due to safety concerns and where the property owner has failed to comply with a notice given. Where applicable, the cost of any necessary works shall be recovered from the owner/occupier of the land failing to carry out the work in the notice.

Policy Detail

The *Local Government Act 1995* contains certain provisions relating to land that is privately owned. Council is able to exercise some powers in relation to privately owned land, for example serve notice for work to be carried out or enter the land for the purpose of carrying out work the subject of a notice. Council is required to expressly authorise a person to exercise those powers and accordingly delegates authority to the Chief Executive Officer to exercise powers under Part 3, Division 1, Subdivision 2 of the *Local Government Act 1995*. This delegation extends to serving any necessary notices on the owner or occupier, authorising entry of the land to be made with such equipment and assistants as considered necessary and recovering any costs associated with work on the land due to the owner/occupier failing to carry out the work in the notice.

Reference/Associated Documents

~~*Local Government Act 1995*, s3.24, s3.25, s3.26, s3.28, s3.30, s3.32.~~

Reference to Internal Procedure

Register of Delegations: ~~DA – Powers of Entry~~

Definitions

N/A

~~Policies Relating to Built Belmont~~
~~BB4.2~~

~~Monitoring, Evaluation and Review~~

~~This policy has been risk assessed as low.~~

~~The policy will be reviewed every two years.~~

~~THIS POLICY IS SUPPORTED BY:~~

REGISTER OF DELEGATIONS	DA – POWERS OF ENTRY
SERVICE AREA:	INFRASTRUCTURE SERVICES
POLICY OWNER:	DIRECTOR INFRASTRUCTURE SERVICES

~~AMENDMENT STATUS~~

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW – NONE	10.7
10/12/19		

NEXT REVIEW DATE	2021
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~~Policies Relating to Business Belmont~~

~~**COUNCIL POLICIES**~~

~~**SECTION TWO**~~

~~**POLICIES RELATING TO BUSINESS BELMONT (BSB)**~~

~~This section is about achieving outcomes for the business community, including attracting greater business investment.~~

- ~~• Maximise business development opportunities.~~
- ~~• Maximise the regional benefits to the City.~~
- ~~• Achieve and maintain an image of Belmont as an ideal location for business growth and opportunities.~~

~~Policies Relating to Business Excellence~~
~~BSB1.1~~

~~BSB1.1 — BELMONT BUSINESS INNOVATION GRANTS~~

~~Policy Objective~~

~~To direct the process of administering financial assistance to the local small business community. The aim of the financial assistance is to:~~

- ~~1. Support the research and development of innovative approaches to new business activity in the City of Belmont.~~
- ~~2. Promote the City of Belmont as a Local Government that supports and encourages innovation and in the business environment.~~

~~Policy Statement~~

~~The City of Belmont will consider administering financial assistance for donations related to small businesses under the program Belmont Business Innovation Grant.~~

~~The program listed above has guidelines, which may be reviewed and modified on an operational level, in order to continuously improve the administration of the funds to meet the needs of the small business community. The Executive Leadership Team has the responsibility of approving or rejecting any proposed changes to the program guidelines.~~

~~This policy and Reference/Associated documents outline the process of how all grant applications are assessed and administered.~~

~~Policy Detail~~

~~In considering all of the applications for funding, successful applications will clearly demonstrate an innovative approach to new business activity.~~

~~Applications will open and will close in accordance with the Belmont Business Innovation Grant Guidelines. Where appropriate and possible, a review of the applications received may be undertaken by an Independent Review Panel. The Executive Leadership Team of the City of Belmont will be responsible for all final determinations.~~

~~The Chief Executive Officer has Delegated Authority to award amounts up to the maximum of \$10,000 per application.~~

~~Applications must meet the necessary assessment criteria and applicants must agree to all Terms and Conditions of the Belmont Business Innovation Grant.~~

~~Policies Relating to Business Excellence~~
BSB1.1

~~Reference/Associated Documents~~

~~Belmont Business Innovation Grant Guidelines
Belmont Business Innovation Grant Application Form
Grant Schedule
Belmont Business Innovation Grants Application Evaluation form
Belmont Business Innovation Grants BBAG Review form
Belmont Business Innovation Grants ELT Assessment form
Successful Grant letter template
Unsuccessful Grant letter template~~

~~Reference to Internal Procedure~~

~~WI – Belmont Business Innovation Grant Assessment Process
PM – Belmont Business Innovation Grant Assessment Process
Register of Delegations – Belmont Business Innovation Grants~~

~~Definitions~~

~~N/A~~

~~Monitoring, Evaluation and Review~~

~~This policy has been risk assessed as Low.~~

~~The policy will be reviewed every two years.~~

~~THIS POLICY IS SUPPORTED BY:~~

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE <u>DEVELOPMENT AND COMMUNITIES</u>
POLICY OWNER:	MANAGER PROPERTY AND ECONOMIC <u>AND COMMUNITY DEVELOPMENT</u>

~~AMENDMENT STATUS~~

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/10/14	NEW POLICY	12.4
27/09/16	REVIEW – NONE	12.9
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE	2020<u>2</u>
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~~Policies Relating to Business Excellence~~

COUNCIL POLICIES

SECTION THREE

~~POLICIES RELATING TO BUSINESS EXCELLENCE (BEXB)~~

~~For the community to receive the best value from their local government, the organisation must achieve an exemplary level of business excellence.~~

~~This section contains policies which aim to assist the City to achieve the following objectives:~~

- ~~• Achieve excellence in the management and operation of the local government.~~
- ~~• Apply sound and sustainable business management principles.~~
- ~~• Maximise organisational effectiveness and reputation as an organisation, employer and a community.~~

Policies Relating to Business Excellence
BEXB1.1

BEXB1.1 SWEARING IN CEREMONY – FIRST MEETING AFTER ELECTION

Policy Objective

To have facilitated a well organised and professional initial meeting following the local government election and to capture the significance of this democratic process.

Policy Statement

The first meeting after an election will incorporate the “Swearing In” ceremony for new and returning Elected Members; the election of the Mayor and Deputy Mayor, the appointment of Council’s Standing Committees; and the appointment of Elected Member delegates to various other groups.

Policy Detail

It is recognised that the first meeting after the election is not an ordinary meeting of Council. As a Special Council Meeting there is a need to establish the Order of Business which recognises that those successful at the election cannot participate in the transaction of business until they have made the Elected Member declaration. It is important for this meeting to be scheduled for the first suitable occasion following the elections, preferably the Monday evening following Election Day.

After the conclusion of the Special Council Meeting a dinner will be held for Elected Members and partners to mark the special occasion. The Chief Executive Officer, Divisional Directors and relevant employees shall also be invited to attend the dinner.

Reference/Associated Documents

[Local Government Act 1995](#), Division 2, Section 5.8 and Schedule 2.3

Reference to Internal Procedure

Swearing in of Elected Members and election of Mayor and Deputy Mayor

Definitions

Section 2.29 “Declaration”, [Local Government Act 1995](#)

~~Policies Relating to Business Excellence~~
BEXB1.1

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

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 GOVERNANCE, ~~STRATEGY AND RISK~~

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
19/02/02		8.1.1
28/04/09		12.10
22/11/11		12.9
22/09/15	MINOR	10.7
27/09/16	NONE	12.9
25/09/18	REVIEW - MINOR	12.5

NEXT REVIEW DATE 202~~0~~2

Policies Relating to Business Excellence
BEXB1.2

BEXB1.2 — PROCEDURE FOR SUBMISSION OF AMENDED/ALTERNATIVE RECOMMENDATIONS

Policy Objective

To facilitate a best practice process to support Elected Members in submitting amended or alternative recommendations for consideration.

Policy Statement

It is considered that a minimum 24 hours' notice of such proposed amendments or alternatives, will provide Elected Members and employees with sufficient opportunity to consider and research implications, and subsequently ensure broad debate.

Policy Detail

In order to provide the best opportunity for considered debate and effective decision making processes, Elected Members are encouraged to ensure that any amended or alternative recommendations proposed are distributed prior to the meeting at which the matter is to be considered, including where possible, details of supporting arguments to:

1. Elected Members
2. The Chief Executive Officer

Reference/Associated Documents

City of Belmont Standing Orders Local Law 2017

Reference to Internal Procedure

N/A

Definitions

N/A

~~Policies Relating to Business Excellence~~
~~BEXB1.2~~

~~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:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

~~AMENDMENT STATUS~~

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
24/02/04		10.1.5
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—MINOR	12.2
10/12/19	REVIEW—MINOR	12.8

NEXT REVIEW DATE	2021
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BEXB1.3 COUNCIL, COMMITTEE AND BRIEFING MEETING SCHEDULE

Policy Objective

To provide a guideline to assist in establishing the annual Council meeting schedule.

Policy Statement

The Council Meeting Schedule outlines the frequency and rotation order that meetings of Council are held.

Policy Detail

The meetings of Council covered by the Council Meeting Schedule are:

1. Information Forum
2. Agenda Briefing Forum
3. Ordinary Council Meeting
4. Annual Electors' Meeting
5. Executive Committee
6. Standing Committees:
 - Audit and Risk
 - Community Vision
 - Environmental

A monthly cycle of meetings is to be conducted commencing in February of every calendar year. The Agenda Briefing Forum is held every third Tuesday and the Ordinary Council Meeting on the subsequent Tuesday. On all other available Tuesdays an Information Forum is held. The cycle is to be repeated and will conclude in December with at least one Ordinary Council Meeting held in December of each calendar year.

Where a public holiday falls on a Tuesday the respective Meeting of Council will be held on the following working day or as determined by the Mayor in liaison with the Chief Executive Officer.

Special Council Meetings will be scheduled as decided by the Mayor or Council.

The Annual Electors' Meetings will be conducted on the second Wednesday in December of each calendar year. Where this date is not suitable due to the required information not being available, the Chief Executive Officer under Delegated Authority is to determine and convene a meeting at an alternative date.

Standing Committee Meetings are to be scheduled on an as required basis.

Policies Relating to Business Excellence
BEXB1.3

Reference/Associated Documents

[Local Government Act 1995](#), Part 5, Section. 5.4(b)

Reference to Internal Procedure

Register of Delegations: DA – Authorised Officers – Variation of meeting date –
Annual Electors Meeting.

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – AUTHORISED OFFICERS – VARIATION OF MEETING DATE – ANNUAL ELECTORS MEETING
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
12/12/07		12.5
16/12/08		12.13
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE	2024
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Policies Relating to Business Excellence
BEXB1.4

BEXB1.4 APPOINTMENT AS COMMITTEE MEMBERS, REPRESENTATIVES AND DELEGATES

Policy Objective

To prescribe the terms of office of members of committees and other groups.

Policy Statement

Elected Members may be appointed to committees and other groups other than Standing Committees as Elected Member representatives or delegates of Council.

Policy Detail

This policy sets down the term of appointment as follows:

That appointment shall be made as follows:

1. At the Special Council Meeting following the ordinary biennial elections for existing positions.
2. At the first meeting of Council which is practical for new positions.

It is considered that there may be benefit in appointing community members to a selection of Council Advisory Groups and Panels. Where such a position is deemed appropriate, the appointment(s) shall be made as outlined within the relevant Terms of Reference.

Reference/Associated Documents

Elected Member Representatives on Committees and Other Groups

Policies Relating to Business Excellence
BEXB1.4

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.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A
SERVICE AREA: CORPORATE AND GOVERNANCE
POLICY OWNER: MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
12/12/07		12.5
16/12/08		12.13
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 – MINOR	12.8

NEXT REVIEW DATE 20213

BEXB1.5 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 Statement

This Policy will outline the manner in which Ordinary Council Meetings (Meetings) will be recorded and sets out the procedures for access to these recordings.

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 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.

Policies Relating to Business Excellence
BEXB1.5

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.

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:	<u>CORPORATE AND</u> GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE, <u>STRATEGY AND RISK</u>

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/10/18	NEW POLICY	12.1
10/12/19	MAJOR	12.8

NEXT REVIEW DATE	202 <u>4</u> 3
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BEXB1.6 QUASI-JUDICIAL ROLE

Policy Objective

To ensure that Elected Members and employees of the City of Belmont (City) who are making decisions of a quasi-judicial nature act in a manner that is consistent with the principles of natural justice and their legal objectives.

Examples of Quasi-Judicial Role in Local Government are:

1. Determining applications for planning approvals, statutory licences or permits and the like;
2. Determining objections and reviews of City decisions; and
3. Other determinations which Council is advised are quasi-judicial in nature.

The Quasi-Judicial Role involves functions which require the exercise of discretion, and require a part of the decision making process to be conducted in a judicial manner.

The Quasi-Judicial Role requires the decision-maker to determine the relevant facts, to identify any applicable legal or other relevant principles including any relevant statutory regime, and to apply those principles and laws to the relevant facts to arrive at a decision.

Policy Statement

Elected Members and employees when acting in a Quasi-Judicial Role need to recognise their special decision making responsibilities.

Policy Detail

1. City of Belmont Employees' Responsibilities
City employees are to identify in Council reports the role the City will be acting in when considering the matter that is subject to the report.

The report will specifically identify when Elected Members or employees are acting in the Quasi-Judicial Role.

Any employee who is required to gather information or evidence from an applicant or other interested party will ensure that they do not attend on site or meet with any interested party other than in the presence of another City employee. A file note must be kept of any such site visit or meeting.

2. Elected Member Responsibilities
Elected Members must not actively gather information when acting in a Quasi-Judicial Role. Elected Members may be approached by an applicant or other interested party wishing to discuss an application before Council. The following guidelines provide Elected Members with the appropriate method of handling such enquiries.

Policies Relating to Business Excellence
BEXB1.6

3. Contact by the Applicant or other Interested Parties

Should an applicant or other interested party contact an Elected Member to discuss a matter that is before Council, or likely to come before Council, then the Elected Member should:

- Listen and understand the reason for the applicant or other interested party making contact.
- Ensure that the applicant or other interested party is aware of the Elected Member's role as a member of the decision making body (Council).
- Inform the applicant or other interested party that the Council will be considering their application and an officer report at a Council meeting.

Should an applicant or other interested party wish to continue discussing the matter and provide the Elected Member with additional information or opinions then the Elected Member should:

- Advise the person that the most appropriate method for them to make a submission is through an Agenda Briefing Forum, a written submission or a site visit so that all Elected Members can receive the same information.
- Inform the person of the processes for making a verbal submission at the relevant Agenda Briefing Forum or for making a written submission.
- Inform the person of the process for arranging a site visit, if the person requests the Elected Member to attend the site.

If an Elected Member becomes aware of additional information through contact with an applicant or other interested party through either of the above processes then the following should occur:

- i. An Elected Member who becomes aware of additional relevant information when acting in the Quasi-Judicial Role must bring that information to the attention of all other Elected Members:
 - a) at a briefing session; or
 - b) through a written notice to the Chief Executive Officer who will bring this additional information to the attention of the Council.
- ii. Where an Elected Member provides additional information, the Chief Executive Officer may provide advice or commentary on the additional information or request a relevant employee to provide such advice or commentary.

4. Additional Information

An Elected Member wishing to obtain additional information whilst acting in the Quasi-Judicial Role must request the additional information through the Chief Executive Officer, either at the relevant Agenda Briefing Forum or by written request.

The Chief Executive Officer will consider any requests for additional information in light of the relevance of the additional information requested and the organisation's resources and capacity to provide the required information.

When City employees are to meet with an applicant, for the purpose of obtaining further information on a quasi-judicial item, the Mayor or a proxy must be present where this is considered appropriate by the CEO.

Policies Relating to Business Excellence
BEXB1.6

5. Site Visits

Elected Members must not conduct site visits whilst acting in the Quasi-Judicial Role. Elected Members wishing to arrange site visits must request such a visit at the relevant Agenda Briefing Forum. The Chief Executive Officer will then arrange a site visit as required.

The Chief Executive Officer is to advise the property owner or occupier of a proposed site visit and invite the owner or occupier to be part of the onsite visit. The Chief Executive Officer must ensure that the relevant Director or other appropriate employees are present at the site visit and that a file note is made of the site visit.

An Elected Member need not attend a site visit if the Elected Member:

- i. is familiar with the site; or
- ii. considers they have adequate information with which to make a decision without attending a site visit.

6. External Viewings

Elected Members when acting in a Quasi-Judicial Role may pass by a site for the purpose of conducting an external viewing of a relevant site or location.

An Elected Member who conducts such a viewing:

- i. must not enter the premises; and
- ii. must not discuss the matter with the applicant or another interested party whilst conducting the viewing. Further discussions should not be initiated by the Elected Member, and should be politely declined if offered by the applicant or other interested party.

Committee members performing a Quasi-Judicial Role should comply with the above policy provisions.

Reference/Associated Documents

Code of Conduct [for Council Members, Committee Members and Candidates](#)

Reference to Internal Procedure

N/A

Policies Relating to Business Excellence
BEXB1.6

Definitions

Quasi-Judicial

When Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice.

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	<u>CORPORATE AND GOVERNANCE</u>
POLICY OWNER:	MANAGER GOVERNANCE, <u>STRATEGY AND RISK</u>

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/05/06		11.5.7
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

NEXT REVIEW DATE	2024 3
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BEXB2.1

BEXB2.1 ELECTORAL CARETAKER PERIOD POLICY

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.

Policy Statement

To ensure the City's activities, and those of ~~elected members~~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~~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.

1. Caretaker Period Protocols – Decision Making

i. Notice of Caretaker Period and Policy requirements

The CEO will ensure that:

- a) ~~Elected members~~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.

ii. 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.

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BEXB2.1

- 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.

iii. 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.

2. Caretaker Period Protocols – Candidates

i. Election process enquiries

All election process enquiries from candidates, including ~~elected members~~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.

ii. Access to Information

Candidates, including ~~elected members~~Elected Members who have nominated for re-election, shall be provided with equitable access to the City's public information.

~~Elected members~~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~~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.

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BEXB2.1

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.

iii. Candidate Electoral Materials

Candidates, including ~~elected members~~Elected Members who have nominated for re-election, are prohibited from using the City's official crest or logo in any Electoral Materials.

iv. 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.

v. Elected member business cards and City printed materials

~~Elected members~~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 members~~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.

vi. Elected Member participation in Events and Functions

During a Caretaker Period ~~elected members~~Elected Members may continue to fulfil their role through attendance at Events and Functions hosted by external bodies.

vii. Elected member delegates to external organisations

At any time, including times outside of a Caretaker Period, ~~elected members~~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.

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viii. 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~~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~~Elected Members shall not use any official speech or address during a Caretaker Period to promote an election campaign purpose.

ix. 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. ~~Regulation 8 of the Local Government (Rules of Conduct) Regulations 2007.~~

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 BEXB2.2 – 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:

- i. 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
- ii. 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.

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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 ~~elected members~~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

- i. The City's website and social media shall comply with the requirements of this Policy.

Website and social media content regarding ~~elected members~~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.

- ii. 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.

- iii. Content posted by the public, candidates or ~~elected members~~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 (~~Rules of Conduct~~) ~~Regulations 2007~~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 BEXB2.2 – Governance Services to Elected Members – Local Government Election Year

Reference to Internal Procedure

Work Instruction

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:

1. an advertisement in a newspaper announcing the holding of a meeting (s.4.87 (3) of the *Local Government Act 1995*); or
2. any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; or
3. 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:

1. incur adverse legal, financial or reputational consequences;
2. increase legal, financial or reputational risk; or
3. cause detriment to the strategic objectives of the City.

‘Major Policy Decision’ means any decision:

1. 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.
2. 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.
3. Relating to the City entering into a commercial enterprise as defined by section 3.59 of the *Local Government Act 1995*.

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4. 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.
5. To prepare a report, initiated by an ~~elected member~~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.
6. Initiated through a notice of motion by an ~~elected member~~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.
7. 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.
8. 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*.

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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:	CHIEF EXECUTIVE'S OFFICE EXECUTIVE SERVICES
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
10/12/19	NEW	12.8

NEXT REVIEW DATE	202 4 3
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BEXB2.2

BEXB2.2 GOVERNANCE SERVICES TO ELECTED MEMBERS – LOCAL GOVERNMENT ELECTION YEAR

Policy Objective

To ensure transparency and appropriateness of governance services to sitting Elected Members in the lead up period to Local Government Elections.

Policy Statement

The provision of governance services to sitting Elected Members in the six month lead-up to Local Government Elections ensures transparency and equality amongst all sitting Elected Members.

Policy Detail

1. Elected Members will not be permitted to utilise any services or resources of the City, which could or may be perceived to benefit them (and/or other sitting Elected Members) electorally, during the lead up period to local government elections, with the exception of council endorsed activities (e.g. receptions/community functions; council related publicity).
2. In the lead up period to local government elections, all Elected Members will be required to obtain approval of the Chief Executive Officer for access to any services or resources to be used in the course of their duties as an Elected Member. Approval will not be given for any undertaking that could reasonably be construed as being part of the electoral/campaigning process. Below mentioned is a non-exhaustive list of activities that are not permitted to be supplied as a Council funded activity:
 - i. Photocopying (other than for specific activities that have prior Council endorsement [e.g. Activities of a committee on which the Elected Member has a role which would involve them being required to organise photocopying]).
 - ii. Secretarial services (other than for specific activities that have prior Council endorsement [e.g. Activities of a committee on which the Elected Member has a role which would involve them being required to organise secretarial services]).
 - iii. Research (other than for specific activities that have prior Council endorsement or for an activity which is a normal function of the City).
 - iv. Preparation, printing or distribution of information/newsletters.
 - v. Free use of City facilities for meetings, etc. (other than for normal meetings of Council endorsed groups). Council facilities normally available for public hire can be accessed through the normal business channels.
 - vi. Distribution of City of Opportunity marketing paraphernalia (other than for promotional activities approved by Council and associated with the normal schedule of events for the city).
 - vii. Display/promotional materials and information for City approved innovations and developments (unless forming part of an approved Council display).
 - viii. Use of computers, facsimile machines or telephones for electoral purposes (other than the use of the Council supplied computers, facsimile machines

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- or telephones [to individual Elected Members] within the funding or consumables supply limitations outlined in their relevant policies).
 - ix. Elected Member business cards (other than in the normal course of the Elected Members role in servicing their electorate and as outlined in (point 3) below).
 - x. Elected Members will ensure that they are scrupulous in ensuring that their use of any resources or services provided by the City of Belmont are strictly in accordance with the guidelines set out in the Code of Conduct [for Council Members, Committee Members and Candidates](#) – specifically use of City of Belmont resources and the requirements of the *Local Government (Elections) Regulations 1997*.
3. The supply of Council business cards to Elected Members will be restricted to 250 cards per Elected Member, during the lead up period (six months prescribed above) to local government elections. Elected Member business cards are to be used for Council business only and it is not permitted that they be used for electioneering purposes.
 4. Where candidates (potential or actual) or community members distribute or publicise information that could reasonably be considered to be designed to influence electors in the lead up period to a local government election, Council will not undertake any action to refute or rebut the details unless it was significant and it is considered the misinformation was published in an effort to “deceitfully” influence a reasonable person’s vote. Should such information be considered to be adverse to the electoral process, then the Chief Executive Officer shall report the occurrence directly to the City’s Returning Officer or the State Electoral Commissioner prior to initiating any action to redress.
 5. The entitlement for the supply of electoral rolls will be as per the detail outlined in the *Local Government (Elections) Regulations 1997*, which states that, “the Chief Executive Officer is to supply a copy of a roll for an election, free of charge to:
 - i. Each candidate in the election; and,
 - ii. Any member of the Council who asks for a copy.”

The regulations also state that if additional rolls are to be provided, they must be provided in a consistent manner to all candidates. Therefore, in order to consistently deal with this issue, provided they are for their own use, each candidate will receive free of charge (at their choice) one copy of the “consolidated roll” for all of the City of Belmont’s three wards and one copy of the “consolidated roll” for the ward they are contesting their election in.

Note: these rolls may be supplied in either electronic format (disk) or hard copy, again at the individual Elected Member’s (or candidates) discretion.

Street order rolls are not produced by the City of Belmont for sale to the general public.

6. Elected Members who undertake distribution of election material encouraging residents to either advise of any concerns or seek additional information, will be responsible for communicating responses resulting from such campaigning, directly to residents. The Chief Executive Officer will ensure that where appropriate, issues and concerns relevant to the safety of residents or the normal operations of the City, are dealt with in the routine course of business.

6-

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BEXB2.2

7. When leaving election campaign material (leaflets) at unattended residential properties, Elected Members are to be mindful of the City's support of community safety initiatives (i.e. not to leave this information in a visible position, for instance, on the front door, as this can indicate the property is temporarily vacant).
8. Elected Members appointed to community groups and organisations as representatives of the City may not use their attendance at meetings of such groups/organisations to either recruit assistance with electoral campaigning or to promote their personal or other Elected Members electoral campaigns.
9. The City's crest and opportunity logo are not to be reproduced by Elected Members as part of that person's electoral campaign.

Note: *Local Government (Elections) Regulations 1997* 30C outlines that gifts are to be declared from the period commencing six months before the date of the election – this rule applies for both sitting Elected Members anticipating re-nomination, as well as new candidates.

Reference/Associated Documents

[Local Government \(Administration\) Regulations 1996](#)
[Local Government \(Election\) Regulations 1997](#)

Reference to Internal Procedure

N/A

Definitions

Lead up period: In line with the disclosure of gifts clauses of the *Local Government (Elections) Regulations 1997*, the "lead up period" is the period commencing six months prior to the biennial Election Day, until the close of the polling hours on Election Day.

Electoral Interest: the definition from the *Local Government (Administration) Regulations 1996* (of an "interest affecting impartiality") is considered to suitably reflect the intent of this policy. Namely, consideration to a question relating to the upholding of this policy will rely on whether "it could reasonably be believed" [by others] that a particular issue is either within, or outside, the policy.

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BEXB2.2

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 GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
18/02/06		9.1.3
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15	REVIEW – NONE	10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW – MINOR	12.2
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE 20213

Policies Relating to Business Excellence
BEXB2.3

BEXB2.3 GIFTS TO DEPARTING ELECTED MEMBERS

Policy Objective

To establish guidelines on the value of gifts to retiring Elected Members.

Policy Statement

Council shall make a presentation, generally at the Annual Civic Dinner, to departing Elected Members in recognition of their service to the City and as a lasting memento of the period served as an Elected Member.

Policy Detail

The value of the gift to be provided to the retiring Elected Member is to be determined in accordance with [S5s5.100A](#) of the *Local Government Act 1995* and [R34Regulation 34.AC](#) of the *Local Government (Administration) Regulations 1996*.

Current at 1 July 2017 the relevant amount is \$100 per year of service to a maximum of \$1000.

A retiring Elected Member may choose to retain as a gift any furniture and equipment already in possession with a residual value less than the prescribed amount.

Any additional gift purchased will need to fall within the prescribed amount taking into consideration the value of any furniture and equipment being retained.

The Chief Executive Officer is to liaise with either the Mayor or the Elected Member concerned and arrange the purchase of a suitable gift (as part of the arrangements for the Annual Civic Dinner), noting that excluding a gift voucher, the gift must not be made in a monetary form (except if the Elected Member requests that the gift instead be given to a charitable organisation).

A gift may only be provided where an Elected Member has served at least one full four year term of office.

Reference/Associated Documents

[Local Government Act 1995 s5.100A](#)
[Local Government \(Administration\) Regulations 1996 s34AC](#)

Reference to Internal Procedure

N/A

Policies Relating to Business Excellence
BEXB2.3

Definitions

s.5.100A “Prescribed Amount”, the [Local Government Act 1995](#)

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

HEAD OF POWER	DISCRETIONARY
REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	PRINCIPAL GOVERNANCE AND COMPLIANCE ADVISOR <u>MANAGER GOVERNANCE, STRATEGY AND RISK</u>

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/07/10		12.9
26/07/11		12.6
22/11/11		12.9
22/09/15	REVIEW – NONE	10.7
27/09/16	MINOR	12.9
22/08/17	MINOR	12.2
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE 20213

Policies Relating to Business Excellence
BEXB3.1

**BEXB3.1 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) –
REQUESTS FOR NOMINATIONS FOR STATE GOVERNMENT COMMITTEES**

Policy Objective

To provide a process by which nominations for a position on a State Government committee, trust or similar body are forwarded to WALGA in a timely coordinated manner.

Policy Statement

Elected Members may hold positions on a State Government committee, trust or similar body. The nomination process is to be carried out by the Chief Executive Officer in conjunction with WALGA.

Policy Detail

1. Invitations to submit nominations will be distributed to Elected Members.
2. Elected Members will be asked to submit an expression of interest within the required time frame.
3. In the event that only one nomination is received, then this nomination will be deemed by the Chief Executive Officer as the Council nomination. Elected Members will be advised accordingly via the Councillor Portal.
4. The successful nominee will then be required to complete the appropriate nomination paper.
5. In the event that more than one nomination is received by the due date, subject to the closing date for nominations to WALGA, all names will be considered at the next Ordinary Council Meeting.
6. In recognition that there is not always sufficient time for Council to endorse nominations to State Government Committees, trusts and similar bodies, the Chief Executive Officer is authorised to submit nominations directly to WALGA if the closing date falls prior to the next Ordinary Council Meeting and subsequently to advise Council of the nomination, so that it can be considered through the normal process.
7. If no nomination is received from an Elected Member, the Chief Executive Officer may, if appropriate, invite an employee to nominate for the vacancy.
8. Should WALGA rules permit, Elected Members may nominate directly for WALGA Committees. All other invitations for representation on external bodies should be submitted to Council for determination.

Reference/Associated Documents

N/A

Reference to Internal Procedure

N/A

~~Policies Relating to Business Excellence~~
BEXB3.1

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE EXECUTIVE SERVICES
POLICY OWNER:	PRINCIPAL GOVERNANCE AND COMPLIANCE ADVISORMANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
08/12/05		11.3.4
12/12/07		12.5
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE	20243
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BEXB3.2 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 either Council determination or at the next Special Council Meeting following the ordinary biennial elections, to ensure that the purpose and integrity of Council's participation in the external organisation is maintained.

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BEXB3.2

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:-
 - i. Firstly, resolutions of Council dealing specifically with the matter at hand.
 - ii. Secondly, resolutions of Council dealing generally with the matter at hand.
 - iii. Thirdly, relevant statements of the Council's position contained in adopted Council policies or the City's Strategic Community Plan.
 - iv. 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.

Policies Relating to Business Excellence
BEXB3.2

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 BEXB11.1 Organisational Record Keeping 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:-
 - i. As a matter of courtesy seek the prior consent of the external organisation's Presiding Member before attending as an observer.
 - ii. Act within the meeting protocols as established by the external organisation.
 - iii. 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.
 - iv. Act in accordance with the standards set out in the City's Code of Conduct.
 - v. Matters relating to the Development Assessment Panel fall outside the scope of this policy.

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BEXB3.2

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:-
- i. Act within the meeting protocols as established by the external organisation.
 - ii. Make clear to the meeting that opinions or positions stated are their own and not those of the City.
 - iii. Not reflect adversely on a decision of the Council or a committee.
 - iv. 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](#).
BEXB11.1 Organisational Record Keeping

Reference to Internal Procedure

N/A

Definitions

Definition: *External Organisation* - An external organisation, statutory corporation, incorporated association, regional local government, committee, working or special interest group, or governmental advisory group.

~~Policies Relating to Business Excellence~~
BEXB3.2

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: ~~CHIEF EXECUTIVE'S OFFICE~~ EXECUTIVE SERVICES
POLICY OWNER: MANAGER GOVERNANCE, ~~STRATEGY AND RISK~~

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

NEXT REVIEW DATE 202~~13~~

Policies Relating to Business Excellence
BEXB3.3

BEXB3.3 ELECTED MEMBER ATTENDANCE AND PARTICIPATION AT COMMUNITY WORKSHOPS

Policy Objective

To provide clarification to Elected Members on the role expected of them at community workshops and public meetings.

Policy Statement

In order for Elected Members to be clear about their particular roles at community workshops or public meetings, the Chief Executive Officer will ensure that employees provide relevant advice to Elected Members at the time Elected Members are informed of these events.

A memo template (containing the information below) to Elected Members has been designed to assist employees when providing advice on the level of participation required of Elected Members.

Policy Detail

1. Public Meetings

The Chair may be the Mayor, Deputy Mayor, an Elected Member or an employee who will manage the meeting in accordance with an agenda.

Employees and Elected Members may be required to give presentations.

If an Elected Member is required to give a presentation, the relevant Manager and/or employee will provide suitable background information and briefing notes including a Power-Point presentation (if required).

2. Onsite meetings with quasi-judicial matters

These meetings will be coordinated by an employee with all Elected Members being invited to attend. If discussion occurs with the applicant, Elected Members may ask questions to assist their understanding of matters under consideration. However, not under any circumstances should Elected Members venture an opinion.

3. Workshops

Elected Members may be asked to act as facilitator at a table or participate as observers only.

In some cases, Elected Members may be asked to NOT attend workshops. This is because participants sometimes object to being 'observed'.

~~Policies Relating to Business Excellence~~
BEXB3.3

Reference/Associated Documents

N/A

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.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	PRINCIPAL GOVERNANCE AND COMPLIANCE ADVISOR MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
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

NEXT REVIEW DATE	202 1 3
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BEXB3.4 ATTENDANCE AT EVENTS

Policy Objective

To provide a framework for Elected Member and Chief Executive Officer (CEO) attendance at events.

Policy Statement

This policy is developed in accordance with the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996* and sets out requirements for Elected Members and the CEO in relation to attendance at events.

Policy Detail

There are certain Events where attendance by Elected Members and/or the CEO provides a clear benefit to the City, the community and/or the professional development of the respective Elected Member or the CEO, and due to this benefit the respective Elected Member and/or the CEO are encouraged to attend.

In accordance with Section 5.90A of the Act Council must consider the purpose of the Event and the benefits for the community from Elected Members or the CEO attending events.

Attendance at Events by Elected Members and the CEO will be administered in accordance with the following guidelines and procedures.

1. Criteria for Attendance at Events

The following criteria are required to be met for attendance at Events by Elected Members and/or the CEO:

- a) Invitations and tickets to events are to be received by the City;
- b) Must be of benefit and relevance to the City and the community; and
- c) Must align with the City's Strategic Community Plan, Long Term Financial Plan and Corporate Business Plan.

2. Pre-approved Events

- a) The Council approves attendance by Elected Members and the CEO at the following Events:
 - i. Advocacy lobbying or Ministerial briefings.
 - ii. Awards functions specifically related to local government.
 - iii. City hosted ceremonies, functions, tournaments or events.
 - iv. Community cultural events/festivals/art exhibitions.
 - v. Events hosted by clubs or not for profit organisations within the City to which the Elected Member or CEO are officially invited.
 - vi. Events run by schools or universities within the City.
 - vii. Events run by Local, State or Federal Government.

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BEXB3.4

- viii. Industry and economic briefings, specifically related to the function of local government.
 - ix. Meetings of clubs and organisations.
 - x. Events run by major professional bodies associated with government at a local, state or federal level.
 - xi. Opening or launch of an event or facility within the City.
 - xii. Where Mayor or CEO representation has been formally requested.
- b) All Elected Members and the CEO are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event two Council/City representatives may attend. In the first instance the Mayor and CEO will represent the City. The Mayor may delegate an alternative Elected Member to attend where appropriate. The CEO may delegate an alternative City officer to attend where appropriate. The fee including the attendance of a partner will be paid for by the City out of the City's budget by way of reimbursement, unless the event is a conference which is dealt with under Policy BEXB5.2 Elected Member Training, Professional Development and Travel.
- c) Where a set number of tickets or invitations are received by the City, the Mayor and CEO shall allocate the invitations or tickets. A register of an allocation of Events will be maintained to ensure an equal allocation of tickets are offered to Elected Members.

3. Approval Process

- a) Where an invitation is received to an Event that is not pre-approved under clause 2, it may be submitted for approval by completing the Elected Member Event Approval Request Form. Approval to attend or accept will be considered as follows:
- i. For Mayor acceptance and attendance, approval by the CEO;
 - ii. For Elected Member acceptance and attendance, approval by the Mayor; and
 - iii. For CEO acceptance and attendance, approval by the Mayor.
- b) The Event should satisfy the requirements set under clause 1, with consideration to be given of the following prior to approval:
- i. The cost involved for attendance (including incidentals, travel or accommodation);
 - ii. The role of the Elected Member or CEO when attending the Event (as a presenter, observer or participant);
 - iii. The numbers of Elected Members invited to attend; and
 - iv. Any justification provided by the applicant with the application.

4. Events that are not Approved

- a) If the Event is a free event to the public, no action is required.
- b) If the Event is ticketed and the Elected Member or CEO pays the full ticketed price and does not seek reimbursement, no action is required.
- c) Where an invitation is received to an Event that is not pre-approved under clause 2, clause 3 or is not received by the City it is a non-approved Event.

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BEXB3.4

Consideration is to be given of the requirement to disclose receipt of the tickets as a gift** and any future disclosure of interest requirements.

- d) If the Event is ticketed and the Elected Member or CEO pays a discounted rate or is provided with a free ticket it is a non-approved Event and consideration is to be given of the requirement to disclose receipt of the tickets as a gift** and any future disclosure of interest requirements.

5. Gifts (including Hospitality) excluded from Conflict of Interest provisions (Excluded Gifts)

- a) Any gift, or multiple gifts, over \$300 received during the course of a year by an Elected Member, or the CEO is specifically excluded from being considered a closely associated person (conflict of interest disclosure) if the gift relates to attendance at an Event when attendance has been approved in accordance with clauses 2 and 3 or made by specified entities under section 5.62(1B)(b) of the Act and Regulation 20B of the *Local Government (Administration) Regulations 1996* being –

- a) (a) WALGA;
- b) (b) Australian Local Government Association Limited (ABN 31 008 613 876);
- c) (c) Local Government Professionals Australia WA (ABN 91 208 607 072);
- ca) (ca) [LG Professionals Australia \(ABN 895 004 221 818\)](#);
- d) (d) a department of the Public Service;
- e) (e) a government department of another State, a Territory or the Commonwealth;
- f) (f) a local government or regional local government.

- b) **Elected Members or the CEO should note that attendance at pre-approved Events under clause 2 and clause 3 and Events held by entities outlined in clause 5(a) are still considered a gift**** and, when received in the capacity of Elected Member or CEO must be disclosed and published on the City's Gift Register. Conflict of Interest provisions do not apply in relation to these gifts.

** Refer to Disclosure of Gift requirements as set out in the *Local Government Act 1995* s5.87A, s5.87B and s5.87C and the City of Belmont Code of Conduct.

More information on the Gifts Framework is available on the Department of Local Government, Sport and Cultural Industries [Gifts and Conflicts of Interest Frequently Asked Questions](#) sheet.

Policies Relating to Business Excellence
BEXB3.4

Reference/Associated Documents

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)

Elected Member Event Approval Request Form

Elected Members and CEO Gift Disclosure Form

City of Belmont Code of Conduct [for Council Members, Committee Members and Candidates](#)

Reference to Internal Procedure

Work Instruction - Notification of Gift/Hospitality

Definitions

1. Incidentals
Includes snacks/food that is consumed outside breakfast, lunch and dinner, drinks, laundry and dry cleaning, stationery, official telephone calls and internet.
2. Events
In accordance with section 5.90A of the Act events includes concerts, conferences, functions, sporting events and any other hospitality occasions.

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	<u>CORPORATE AND GOVERNANCE</u>
POLICY OWNER:	MANAGER GOVERNANCE, <u>STRATEGY AND RISK</u>

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/02/2021	NEW POLICY	12.7

NEXT REVIEW DATE	ANNUALLY
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Policies Relating to Business Excellence
BEXB4.1

BEXB4.1 COUNCIL REFRESHMENT FACILITIES

Policy Objective

To provide guidelines on the use of council refreshment facilities by Elected Members.

Policy Statement

Council refreshment facilities are to be used for Council related business.

Policy Detail

The [bar-refreshment facilities](#) shall be made available to provide hospitality to Elected Members and visitors who are present in the Civic Centre on Council business. Any Elected Member present in these circumstances may open the [bar-refreshment facilities](#) and offer refreshments on behalf of Council. In the absence of an Elected Member, the Chief Executive Officer or the Chief Executive Officer's nominee is authorised to offer hospitality to appropriate visitors.

In relation to Council related functions, Mayoral approval is required for the use of [bar refreshment facilities](#).

Where the Mayor is not in attendance or has departed then the person responsible for the exercise of the powers of the Mayor under this policy shall be determined in the following order:

1. the Deputy Mayor;
2. a person appointed by the Mayor to exercise the powers of the Mayor under this policy for that specific occasion; or
3. a person appointed by the Deputy Mayor to exercise the powers of the Mayor under this policy for that specific occasion.

The use of [bar-refreshment facilities](#) shall be in accordance with the principles of the responsible service of alcohol.

The Chief Executive Officer's approval is sufficient for staff-related functions where the Mayor's approval cannot be obtained at short notice.

Reference/Associated Documents

Responsible Service of Alcohol - [Liquor Control Act 1988](#)

Reference to Internal Procedure

N/A

Definitions

N/A

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BEXB4.1

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A
SERVICE AREA: ~~CHIEF EXECUTIVE'S OFFICE~~EXECUTIVE SERVICES
POLICY OWNER: ~~PRINCIPAL GOVERNANCE AND COMPLIANCE~~
ADVISOR~~MANAGER GOVERNANCE, STRATEGY AND RISK~~

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
07/02/06		11.1.5
28/04/09		12.10
22/11/11		12.9
28/10/14	REVIEW - NONE	12.4
27/09/16	MINOR	12.9
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE 2020~~2~~

BEXB4.2 COUNCILLOR'S LOUNGE – PUBLIC ACCESS

Policy Objective

To outline the accessibility of and etiquette required of attendees when they are present, following a meeting of Council or an official Council function in the:

1. Council Reception Area; and
2. Councillor's Lounge.

Policy Statement

Elected Members who extend invitations to members of the public to attend either the Council Reception Area or Councillor's Lounge must adhere to the accessibility and etiquette requirements as set out in the policy.

Policy Detail

1. Council Reception Area

Members of the public do not have access to the Council Reception Area unless they are specifically invited following a Council meeting or attending an official Council function.

The Mayor may extend an invitation to the general public and the press in attendance at a meeting to join the Mayor and Elected Members in the Council Reception Area.

Individual Elected Members are welcome to invite up to a maximum of two members of the public to the Council Reception Area for thirty minutes following the Council meeting or official function, on condition that the Elected Member will:

- i. act as host for guest(s) (e.g. provide them with refreshments);
- ii. take full responsibility for their actions;
- iii. not invite the same guest(s) for two consecutive Council meetings unless they obtain prior approval from the Mayor; and
- iv. escort their guest from the Council Reception Area when their guest wishes to leave or when the allotted time expires, and secure the premises.

It is expected that the Elected Member will remain in the Council Reception Area until their guest(s) depart.

2. Councillor's Lounge

Members of the public do not have access to the Councillor's Lounge following a Council meeting or an official Council function.

At the Mayor's discretion invitations may be extended to a special guest(s).

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The Councillor's Lounge should be reserved for Elected Members, ~~and~~ employees and their families only, and Elected Member's guests should be entertained in the Council Reception Area in accordance with Part A of this policy.

3. **Etiquette**

No person shall remain in the Councillor's Reception Area or Councillor's Lounge if they fail to maintain an acceptable dress code or they engage in antagonistic or antisocial behaviour.

The Mayor shall be the sole judge of a breach of etiquette and is authorised to expel a person from the Reception Area or Lounge for such a breach.

Where the Mayor is not in attendance or has departed then the person responsible for the exercise of the powers of the Mayor under this policy shall be determined in the following order:

- i. the Deputy Mayor;
- ii. a person appointed by the Mayor to exercise the powers of the Mayor under this policy for that specific occasion;
- iii. a person appointed by the Deputy Mayor to exercise the powers of the Mayor under this policy for that specific occasion.

The Chief Executive Officer may authorise the use of the Councillors Lounge and Reception area for times when not in use by Elected Members. However, the Mayor has "absolute" authority regarding access to the Councillor's Lounge.

Reference/Associated Documents

Responsible Service of Alcohol – [Liquor Control Act 1988](#)

Reference to Internal Procedure

Register of Delegations: N/A

Definitions

N/A

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BEXB4.2

Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE EXECUTIVE SERVICES
POLICY OWNER:	PRINCIPAL GOVERNANCE AND COMPLIANCE ADVISORMANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
07/02/09		11.5.5
28/04/09		12.10
22/11/11		12.9
22/09/15	NONE	10.7
27/09/16	REVIEW - MINOR	12.9

NEXT REVIEW DATE	2020 <u>2</u>
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BEXB5.1 ELECTED MEMBERS FEES, ALLOWANCES AND SUPPORT

Policy Objective

To provide Elected Members with an appropriate level of remuneration and support so that they are able to effectively fulfill their role.

Policy Statement

This policy sets out Elected Member entitlements to:

1. receive fees, allowances and reimbursement of expenses; and
2. access equipment and other entitlements.

Policy Detail

1. Fees and Allowances

i. Mayoral Allowance

Section 5.98(5) of the *Local Government Act 1995* and Section 7B of the *Salaries and Allowances Act 1975*

The Mayoral Allowance is determined to be at the maximum level set within the appointed band allocation of the City of Belmont as set out by the Salaries and Allowances Tribunal from time to time.

The City of Belmont will provide for the full private and Council use of the Mayor, a motor vehicle in accordance with the organisation's Fleet Policy with standard Council accessories. Private use cost of this vehicle is to be reimbursed by way of an annual deduction from payments of the Mayoral Allowance.

The conditions of use of the Mayoral Vehicle are in accordance with Mayoral vehicle use agreement.

The City of Belmont will meet all costs of taxes/charges (e.g. goods and services tax, fringe benefits tax, etc.) repairs, insurance, services and fuel/oil in respect of that vehicle.

The City of Belmont will replace this vehicle with a new model at approximately the completion of 60,000kms, or three years, whichever occurs earlier, or after an extended period beyond ~~three~~^{two} years if usage is low and considered appropriate by the Mayor.

When the Mayor is on leave of absence and does not require the use of the Mayoral Vehicle, then the Deputy Mayor may use the vehicle – in accordance with the conditions of this policy.

The Mayoral Allowance is to be paid quarterly in arrears.

Policies Relating to Business Excellence
BEXB5.1

ii. Mayoral Meeting Attendance Fee

Section 5.99 of the *Local Government Act 1995* and Section 7B of the *Salaries and Allowances Act 1975*

The Mayoral meeting attendance fee is determined to be at the maximum level set within the appointed band allocation of the City of Belmont as set out by the Salaries and Allowances Tribunal from time to time.

The Mayoral Meeting Attendance is to be paid quarterly in arrears.

iii. Deputy Mayoral Allowance

Section 5.98A of the *Local Government Act 1995* and Section 7B of the *Salaries and Allowances Act 1975*

The Deputy Mayor is entitled to a Deputy Mayoral allowance as which is the percentage of the Mayoral Allowance as determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975*, to be paid quarterly in arrears (currently 25% as at 1 July 2019).

iv. Annual Meeting Attendance Fee in Lieu of Meeting Fees

Section 5.99 of the *Local Government Act 1995* and Section 7B of the *Salaries and Allowances Act 1975*

The Elected Member meeting attendance fee is determined to be at the maximum level set within the appointed band allocation of the City of Belmont as set out by the Salaries and Allowances Tribunal from time to time.

The Elected Member Meeting Attendance fee is to be paid quarterly in arrears.

v. Information and Communications Technology Allowance

Section 7B of the *Salaries and Allowances Act 1975*

An Elected Member is entitled to an annual allowance in lieu of reimbursement of information and communications technology expenses at the maximum level as set out by the Salaries and Allowances Tribunal from time to time, to be paid quarterly in arrears.

The Information Technology Allowance is an allowance in lieu of reimbursement. This Allowance covers the expenses incurred by Elected Members in performing a function under the express authority of the City or in performing a function in the Elected Member's official capacity for:

- a) rental charges to telephone;
- b) mobile phone devices, rental and call charges;
- c) internet connection charges;
- d) ongoing internet service charges;
- e) internet usage including downloads related to Council business;
- f) additional software not included in the City's standard configuration; and
- g) consumables including, but not limited to, paper and ink cartridges.

Policies Relating to Business Excellence
BEXB5.1

- vi. Reimbursement of Expenses
Section 5.98(2) of the *Local Government Act 1995* and *Local Government (Administration) Regulations 31*

The Mayor and Deputy Mayor are to be provided, by the City of Belmont, a mobile phone which meets the technical requirements of the City that is separate to this allowance in order to ensure contact can be made at all times.

2. Child Care Expenses

An Elected Member has a statutory entitlement to be reimbursed for child care expenses incurred by the Elected Member as a result of attendance at a Council meeting or a meeting of a committee of which he or she is member. The City of Belmont will reimburse child care expenses, verified by sufficient information, in accordance with an Elected Member's statutory entitlement and as determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* from time to time.

3. Statutory Travel Expenses

An Elected Member has a statutory entitlement to be reimbursed for travel expenses incurred by the Elected Member as a result of attendance at a Council meeting or a meeting of a committee of which he or she is member. The City of Belmont will reimburse travel expenses, verified by sufficient information, in accordance with an Elected Member's statutory entitlement.

4. Reimbursement of Other Expenses

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 Council;
- ii. by reason of being accompanied by no more than one other person while performing an official function where the Council considers it to be appropriate; or
- iii. in performing a function in the Elected Member's official capacity; and the expense is verified by sufficient information.

Travelling expenses and child care costs not covered by statutory entitlement. Travelling expenses and child care costs incurred by an Elected Member travelling to and from or attending:

- i. any professional development;
- ii. any official function that the Elected Member is invited to attend in their capacity as an Elected Member;
- iii. any official function, meeting or event that the Council requests the Elected Member to attend; or
- iv. any meeting of a group or body on which the Elected Member is a delegate or representative.

Policies Relating to Business Excellence
BEXB5.1

5. Carer's Costs

Where an Elected Member personally cares for a person who has a disability, mental illness, chronic condition or who is frail aged, the costs of a replacement carer incurred by an Elected Member from attending:

- i. any conference;
- ii. any Council or committee meeting;
- iii. ~~any official function that the Elected Member is invited to attend in their capacity as an Elected Member;~~
- iv. any official function, meeting or event that the Council requests the Elected Member to attend; or
- v. ~~any meeting of a group or body on which the Elected Member is a delegate or representative.~~

6. Sundry Expenses

The actual Sundry Expenses incurred by an Elected Member to a maximum value of \$1,500 (ex GST) per annum for each Elected Member.:

- i. clothing, footwear and suit hire*;
- ii. personal grooming*;
- iii. dry cleaning*;

*The sundry expenses as mentioned above may only be claimed by an Elected Member in receipt of a pension.

- iv. costs of attending official functions; and
- v. protocol gifts.

7. General – Council Support

i. Supply and Setup of Personal Computing and Telecommunications Equipment

The City will supply and install personal computing and telecommunications equipment that provides sufficient capability to enable Elected Members to fulfill their role. The equipment will be configured in accordance with the City's requirements and standard configuration at the time of issue. This configuration will include, but is not necessarily limited to, word processing, spreadsheet, virus scanning, e-mail (Councillor email address) and internet browsing software.

Any additional personal software required by an Elected Member may be purchased using the Elected Member's Information and Communications Technology Allowance if related to performing an Elected Member function. The City will install the personal software when it does not conflict with Council's installed software.

Each Elected Member must make arrangements with their own internet service provider, including set up and configuration, for connection to the internet. Elected Members must consider the security and cost implications of engaging a particular internet service provider.

~~Policies Relating to Business Excellence~~
BEXB5.1

- ii. Ownership of Equipment
The City retains ownership of equipment installed under this policy.
- iii. Maintenance
The City's designated support provider will maintain the Elected Member's equipment unless the need for maintenance arises from the use of software that has not been installed by the City.
- iv. Disposal or Purchase of Equipment
If an Elected Member ceases to be an Elected Member, or if City owned equipment installed under this policy becomes obsolete or malfunctions, then the Elected Member may:
 - a) purchase the equipment from the City at its written down value; or
 - b) return the equipment to the City within 30 days of either the Elected Member ceasing to be Elected Member or replacement equipment being installed.

The written down value of the equipment is to be calculated as the purchase price of the equipment depreciated using the prime cost method by:

 - a) 50% in the first year;
 - b) 30% in the second year; and
 - c) 20 % in the third year

If a piece of equipment has been fully depreciated then the Elected Member may elect to keep the equipment at no cost.
- v. Access Key and Security Card
Each Elected Member will be provided with an access key and security card providing access to the Councillor Lounge, Councillor Office and Council Chamber as soon as possible following election to office.

All Elected Member's must return their access key and security card within 7 days of ceasing to be an Elected Member.
- vi. Access to Information
Requests for information by Elected Members must be directed to the Chief Executive Officer or the Chief Executive Officer's nominee.
- vii. Business Cards
Each Elected Member will be allocated a maximum of 1,000 business cards after each local government ordinary election. The business cards will be printed in accordance with the City's Corporate Style Guide. Business cards must be used for Council business only and must not be used for electioneering purposes.

~~Policies Relating to Business Excellence~~
BEXB5.1

- viii. Additional Support
The Chief Executive Officer must refer to Council any request by an Elected Member for equipment, supplies, information, support, fees, allowances or reimbursement of expenses that is additional to or outside of the requirements of this policy.

Reference/Associated Documents

[Local Government Act 1995](#), ("the Act")
[Local Government \(Administration\) Regulations 1996](#), ("the Regulations")
[Salaries and Allowances Act 1975](#)

Reference to Internal Procedure

N/A

Definitions

N/A

Policies Relating to Business Excellence
BEXB5.1

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

NOTE: This policy is to be reviewed annually under Section 7B of the *Salaries and Allowances Act 1975*.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A
SERVICE AREA: FINANCE CORPORATE AND GOVERNANCE
POLICY OWNER: MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
08/02/05		11.3.4
03/04/07		12.5.7
28/04/09		12.10
24/08/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
23/07/13		12.7
28/10/14	REVIEW - MINOR	12.4
22/09/15	REVIEW - NONE	10.7
23/02/16	MINOR	12.7
27/09/16	REVIEW - MINOR	12.9
22/08/17		12.2
25/09/18	REVIEW – MINOR	12.5
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE ANNUALLY

~~Policies Relating to Business Excellence~~
BEXB5.2

BEXB5.2 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.

Policy Statement

~~is developed in~~ accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* ~~and this policy~~ sets out requirements for Elected Member mandatory training, professional development and travel. The policy outlines Elected Member entitlements to receive an appropriate level of professional development as well as establish what constitutes authorised travel on behalf of the City of Belmont.

Policy Detail

1. TRAINING AND PROFESSIONAL DEVELOPMENT

1.1. Elected Member Mandatory Training

- a) An Elected Member must complete the 'Council Member Essentials' course, in accordance 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.

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 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.

Policies Relating to Business Excellence
BEXB5.2

1.4. Budget for Professional Development

This policy establishes a limit for travel, accommodation and registration expenses for 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 '*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.

1.5. 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.

1.6. Reimbursement of Other Expenses

In accordance with section 5.98 of the Act and Regulation 32 of the *Local Government (Administration) Regulations 1996* 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.

Policies Relating to Business Excellence
BEXB5.2

TYPE OF EXPENSE PROFESSIONAL DEVELOPMENT EXPENSES	PROFESSIONAL DEVELOPMENT <ul style="list-style-type: none"> 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. <p><i>Note: See Policy item 1.3 for budget limit</i></p>
SUNDRY EXPENSES	
Breakfast expenses	The actual expense incurred to a maximum value of \$40 a day
Lunch expenses	The actual expense incurred to a maximum value of \$60 a day
Dinner expenses	The actual expense incurred to a maximum value of \$80 a day
Other expenses	Drinks Mini-bar Non business telephone calls Dry cleaning Personal grooming The actual expense incurred to a maximum value of \$50 a day

1.7. 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.

1.8. Approval Process

The Mayor will consider all Elected Member requests to attend professional development opportunities, and, the Mayor's requests will be determined by the Chief Executive Officer.

Policies Relating to Business Excellence
BEXB5.2

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.

1.9. 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:

- i. is entitled to be reimbursed in accordance with this policy for any expenses incurred in excess of the cash advance;
- ii. must use the cash advance for expenses that are reimbursable under this policy only;
- iii. must verify with sufficient information that the cash advance has been spent on Professional Development expenses; and
- iv. must refund the City if the amount of reimbursement claims is less than the cash advance.

1.10. Report

An Elected Member or 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

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:

- i. in relation to Council business; or
- ii. to enable Elected Members to be accompanied by their partner or spouse whilst on Council business.

Policies Relating to Business Excellence
BEXB5.2

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.

2.5 Carbon Offsets

The City will offset the carbon emissions caused by all interstate or overseas air travel by purchasing carbon offsets at the time of flight booking.

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.

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

1. 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.
- 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.

Policies Relating to Business Excellence
BEXB5.2

2. Interstate Professional Development

Reference to an interstate professional development event 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.

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

NOTE: This policy is to be reviewed annually under Section 7B of the *Salaries and Allowances Act 1975*.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A
SERVICE AREA: FINANCE CORPORATE AND GOVERNANCE
POLICY OWNER: MANAGER FINANCE

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

NEXT REVIEW DATE ANNUALLY

~~Policies Relating to Business Excellence~~
BEXB5.3

BEXB5.3 RATES AND OTHER DEBT RECOVERY – ELECTED MEMBERS

Policy Objective

To demonstrate to the community and employees that Elected Members are to be treated in the same way as other customers in relation to operational matters.

Policy Statement

The collection of rates and charges is a responsibility vested in the Chief Executive Officer. The collection of rates and charges from Elected Members should be carried out on a consistent basis using the same policies and processes as those used for all other ratepayers.

Policy Detail

Elected Members are expected to set an example to the community and pay rates and other Council related debts by their due date.

In the event that amounts outstanding are not paid, normal recovery action for indebtedness shall be taken against an Elected Member without reference to Council unless this is in the normal course of any recovery action.

Reference/Associated Documents

[Local Government Act 1995](#), Section 6.44

Reference to Internal Procedure

Rates - PM - Debt Collection - Rates
BEXB7.4 – Collection of Rates
Register of Delegations: DA – Recovery of Unpaid Rates

Definitions

N/A

Policies Relating to Business Excellence
BEXB5.3

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – RECOVERY OF UNPAID RATES
SERVICE AREA:	FINANCE CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
19/02/02		8.1.1
28/04/09		12.10
22/11/11		12.9
28/10/14		12.4
27/09/16	REVIEW – MINOR	12.9
10/12/19	REVIEW – NONE	12.8

NEXT REVIEW DATE	2024 3
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BEXB5.4 ELECTED MEMBERS – COMMUNICATION

Policy Objective

To provide a policy position in respect to the expectation of Elected Members when engaging in communications, whether verbal, written, electronic or via social media, as an Elected Member of the City of Belmont and, in some circumstances, a personal capacity.

Policy Statement

As a representative of the community, Elected Members need to be responsive to community views, questions and queries, but ensure all communications either as an individual Elected Member or that of a decision of Council are communicated in good faith and not adversely reflect on Council decisions.

This Policy is not intended to discourage nor unduly limit an Elected Member's personal expression or other communications; however this Policy does identify certain obligations and requirements that apply as a result of an Elected Member's status as a public officer whose conduct is governed by the statutory framework which applies to local government.

Policy Detail

1. Spokespeople
Only the Mayor and the CEO (if authorised by the Mayor), can make official comments on behalf of the City of Belmont.
2. Mayoral Letterhead
Mayoral letterhead will be available for the Mayor for responses to civic invitations, functions and the like. In the event that the Mayor receives correspondence relevant to the business of the City, the Mayor may use mayoral letterhead to acknowledge receipt and advise that the City will respond to the matter raised.

Where the Mayor is providing technical information to correspondents, the Chief Executive Officer will be requested to draft the correspondence or that section of the correspondence for the Mayor.

3. Correspondence – Print
Correspondence generated and received by Elected Members that relates to the business of the City is subject to the *State Records Act 2000*, the City's Records Management Policy and Recordkeeping Plan, and as such must be retained within the City's corporate recordkeeping system.

Policies Relating to Business Excellence
BEXB5.4

4. Email

Each Elected Member is provided with a City of Belmont email address and this email must be used for all electronic correspondence between the community, stakeholders and the Elected Member when it relates to the business of the City.

Each Elected Member will be provided with an e-mail signature block that must be applied to all emails.

Email correspondence generated and received by Elected Members that relates to the business of the City is subject to the *State Records Act 2000*, the City's Records Management Policy and Recordkeeping Plan, and as such must be retained within the City's corporate recordkeeping system.

5. Electronic Equipment

Electronic equipment, such as computers, tablets, mobile phones etc., utilised by any Elected Member, is subject to Council policy, the conditions of use and any service agreement between Elected Members and the City.

6. Social Media

The City of Belmont recognises that Elected Members may wish to use social media to promote the activities of the City to their communities online.

In this regard, Elected Members should be cognisant of the fact that statutory obligations apply to their social media platforms in exactly the same way as they do to any other form of communication.

Social Media can be used as a positive avenue to:

- i. Increase resident's access to Council information.
- ii. Increase the level of trust in Council.
- iii. Reach targeted audiences on specific issues, events and programs.
- iv. Provide effective, fast communication channels to a large population very quickly when needed.

Guidelines for using Social Media:

- i. Be credible; accurate, fair, thorough and transparent.
- ii. Be respectful, cordial, honest and professional at all times.
- iii. Be responsive and share information where appropriate.
- iv. Behave with honesty and integrity.

Elected Members are personally responsible for the content they publish in a personal or professional capacity on any form of social media or digital platform, and in this regard must personally ensure that they understand their legal obligations.

As with other electronic communication channels, what is said on social media platforms is likely to be permanent and public.

Policies Relating to Business Excellence
BEXB5.4

When using social media in a private capacity Elected Members are equally bound by this Policy and its legal obligations, in certain circumstances, if they are identifiable as an Elected Member of the City of Belmont.

7. Local Government Elections

During a Local Government election period some communications including electronic and social media may fall into the category of 'election material'. Election material is any material which is published in any format which is intended to affect the result of the election.

All election material must contain the name and the address of the person who authorises the material. Therefore any communications including social media and email, which may in some way comment on candidates or Council during an election campaign must meet the requirements of the *Local Government Act 1995* and associated Regulations (*Local Government (Elections) Regulations 1997*).

8. Communications General

Communications by Elected Members should:

- i. Only disclose publicly available information. No comment should be made regarding confidential, private or legal matters.
- ii. Remember that Council decision making is by majority. There may be decisions you disagree with, but once a decision is made, all communications including email and social media posts are to be consistent and respectful of this decision. Once Council has made a decision, you will recognise your collegiate duty and support that decision, irrespective of your own opinions.
- iii. Ensure that no copyrighted or trademarked material is published without permission.
- iv. Ensure that communications are not illegal, libellous, discriminatory, defamatory, abusive, or obscene.
- v. Ensure that communications do not infringe the City of Belmont *Code of Conduct*.
- vi. Any request for comment or communications in regards to a quasi-judicial decision made by Council can only be made by the City's official spokesperson.
- vii. Not make any statements expressing an opinion on matters before Council which may indicate bias or a predetermined voting position.
- viii. Adhere to the City of Belmont's *Customer Service Charter* by responding to requests within 10 normal working days and complaints within 5 days. If a request cannot be finalised within 10 normal working days, notification of the reasons why and the expected timeframes for completion is required.
- ix. Not release CCTV footage without the permission of the Chief Executive Officer.
- x. Provide relevant, accurate, fair and thorough information.
- xi. In particular to social media, create 'Engagement Guidelines' for your social media platforms to ensure a framework is in place to manage your social media network. Refer to City of Belmont's Facebook Engagement Guidelines as an example.
 - a) Ensure regular monitoring of social media account/s to ensure adherence to engagement guidelines.
 - b) Ensure records are kept according to the *State Records Act 2000*.
 - c) Elected Members must not use personal accounts to make adverse comments about the Council or its programs, services, projects, other

Policies Relating to Business Excellence
BEXB5.4

Elected Members, Employees, Volunteers, Community Members or decisions.

Non-compliance with this Policy by Elected Members will be managed through the relevant Code of Conduct and disciplinary processes.

Reference to Internal Procedure and State Government Act/s

There are various statutory requirements relevant to Elected Member communications as follows:

1. *State Records Act 2000* requires that all correspondence, including email and social media posts and comments, relating to the business of the City and the Council must be retained in the official records of the City.
2. Sections 2.8(1)(d) and 5.41(f) of the *Local Government Act 1995*, provides that only the Mayor may speak on behalf of the City (or the CEO if authorised by the Mayor to do so).
3. *Freedom of Information Act 1992* requires the preservation of correspondence and its availability for Freedom of Information purposes.
4. Section 5.93 of the *Local Government Act 1995* provides that an Elected Member (as well as employees) must not make improper use of any information acquired.
5. Regulation ~~6-21~~ of the *Local Government (Rules of Conduct) Model Code of Conduct Regulations 2007-2021* provides for Elected Members to maintain confidentiality.
6. City of Belmont Policy BEXB11.1.1 - Roles and Responsibilities - Elected Members, in regards to record keeping.
7. City of Belmont *Code of Conduct* also provides further guidance to communication.

Definitions

Communication, relates to any comments made verbally, by letter, memo, by email, on social media, blogs, websites etc.

Social Media is a set of online technologies, websites and practices which are used to share opinions, experiences and perspectives. Social Media tools include, but are not limited Facebook, Twitter, YouTube, Instagram, Snap Chat, Wickr Me, Websites and Blogs.

Electronic / Digital Communication includes email, social media, blogs, websites, YouTube etc.

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BEXB5.4

Record, is defined as any record of information including:

1. anything on which there is writing or Braille;
2. a map, plan, diagram or graph;
3. a drawing, pictorial or graphic work, or photograph;
4. anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
5. anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
6. anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Refer to the [State Records Office Fact Sheet for Local Government Elected Members Records](#).

Monitoring, Evaluation and Review

This policy has been risk assessed as High.

This Policy will be reviewed annually.

The Chief Executive Officer will report to Council on the outcome of the review and make recommendations for amendment, alteration or a substitution of a new Policy if considered necessary.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE EXECUTIVE SERVICES
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/02/18	NEW POLICY	12.5
25/09/18	REVIEW – NONE	12.5
10/12/19	REVIEW – NONE	12.8

NEXT REVIEW DATE	ANNUALLY
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Policies Relating to Business Excellence
BEXB5.5

BEXB5.5 ATTENDANCE BY DIGNITARIES AT CIVIC FUNCTIONS, CEREMONIES AND RECEPTIONS

Policy Objective

To provide guidance on attendance by dignitaries at Civic Functions, Ceremonies and Receptions.

Policy Statement

To fulfil its civic objectives and to create a sense of community the City of Belmont hosts and coordinates a number of Civic functions, ceremonies and receptions each year which range from high profile functions such as the Mayoral Dinner and Citizenship Ceremonies to smaller gatherings such as morning teas and lunches held specifically by the Mayor.

The City uses functions as a stakeholder management tool as they help recognise and strengthen existing relationships and establish new ones.

Policy Detail

Invitations should be sent to dignitaries as detailed in the schedule below for the following City functions:

Function	Political Representation (to include partners where appropriate)
Mayoral Dinner	<ul style="list-style-type: none"> Minister for Local Government Federal Member for Swan Member for Belmont Members for the East Metropolitan Region State and Federal Government Ministers who are key stakeholders relevant to the City's current or future strategic objectives Commonwealth Members of Parliament who are elected representatives for the municipality (e.g. Senators) Mayors and Presidents representing local governments adjoining the City's boundaries

Policies Relating to Business Excellence
BEXB5.5

Civic Dinner	<ul style="list-style-type: none"> • Freemen of the City of Belmont • Immediate past Elected Members following a local government election • Member for Belmont • Member for Swan
Volunteer Recognition Events	<ul style="list-style-type: none"> • Member for Belmont
Pioneers Function	<ul style="list-style-type: none"> • Freemen of the City of Belmont • Member for Belmont
Sister City Functions	<ul style="list-style-type: none"> • Consul General of Japan
Citizenship Ceremonies	<ul style="list-style-type: none"> • Federal Member for Swan • Member for Belmont • Members for the East Metropolitan Region • Minister for Immigration
Official Openings of Major Council Facilities	<ul style="list-style-type: none"> • Freemen of the City of Belmont • Appropriate Federal and/or State Ministers in accordance with grant funding if applicable • Federal Member for Swan • Member for Belmont • Members for the East Metropolitan Region
Other Civic Receptions, Appreciation Functions	<ul style="list-style-type: none"> • Dignitaries of specific relevance to the function and in line with predetermined requirements such as grant funding etc.
Ministerial/Cabinet Visits	<ul style="list-style-type: none"> • As determined by the relevant Ministerial Office
Other Miscellaneous Functions such as Launches etc.	<ul style="list-style-type: none"> • Dignitaries of specific relevance to the function and in line with predetermined requirements such as grant funding etc.

The Mayor has discretion to vary the invitation list according to the requirements of the City's current operations.

Reference/Associated Documents

N/A

Reference to Internal Procedure

N/A

Definitions

N/A

Policies Relating to Business Excellence
BEXB5.5

Monitoring, Evaluation and Review

This policy has been risk assessed as low.

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 GOVERNANCE, <u>STRATEGY AND RISK</u>

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/09/15	NEW	10.7
23/02/16	MINOR	12.8
27/09/16	MINOR	12.9
22/08/17	MAJOR	12.2
10/12/19	REVIEW – NONE	12.8

NEXT REVIEW DATE	202 4 3
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BEXB5.6 ELECTED MEMBERS – CONTACT WITH EMPLOYEES

Policy Objective

To provide clear guidelines on the communication between Elected Members and employees at the City of Belmont.

Policy Statement

To establish clear and open communication between Elected Members, the Chief Executive Officer and the Executive Leadership Team and to avoid potential conflict by recognising the respective roles of Councillors and staff.

Policy Detail

The Chief Executive Officer will liaise with the Mayor on a regular and as needed basis, and is also available to Elected Members during the day other than when prior commitments make this impossible. Where Elected Members have a particular need to see the Chief Executive Officer then an appointment can be made. The Chief Executive Officer is to ensure that (where appropriate) the views of Elected Members are passed on to other Elected Members and the Executive Leadership Team.

Where items are of an operational matter, contact may be permitted with the relevant Director, however Elected Members will not make contact with employees directly unless with the expressed permission of the Chief Executive Officer or the relevant Director.

It is not appropriate for Elected Members to enter any of the employee areas of the City of Belmont unless at the specific invitation of, or in the company of, a senior employee.

If an Elected Member is approached by an employee who wishes to raise an employee matter then the Elected Member should point out that the employee's concerns will be referred to the Chief Executive Officer and the Elected Member will as soon as practicable, advise the Chief Executive Officer of the matter raised so that the issue may be addressed.

Reference/Associated Documents

[Local Government Act 1995](#), Part 2, Division 2
City of Belmont Code of Conduct
Elected Member Induction Manual

Reference to Internal Procedure

N/A

Policies Relating to Business Excellence
BEXB5.6

Definitions

Executive Leadership Team – Chief Executive Officer, Directors and Executive Manager People and Organisational Development.

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE <u>EXECUTIVE SERVICES</u>
POLICY OWNER:	MANAGER GOVERNANCE, <u>STRATEGY AND RISK</u>

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
22/09/15	NONE	10.7
27/09/16	REVIEW - MINOR	12.9
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE	2024 3
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~~Policies Relating to Business Excellence~~
BEXB5.7

BEXB5.7 ELECTED MEMBER DISCLOSURE OF INTERESTS REGISTER

Policy Objective

To provide clear guidelines on the publication of the City of Belmont Elected Member Disclosure of Interest Register on the City's Website.

Policy Statement

To provide the highest standards in openness and accountability the City of Belmont will, in addition to the requirements of the *Local Government Act 1995* and the *Local Government (Rules-Model Code of Conduct) Regulations 2007-2021* in relation to the keeping of a register of interests disclosed, publish a register of the Elected Member disclosures of interest on the City of Belmont website.

Policy Detail

In accordance with the *Local Government Act 1995* and the *Local Government (Rules-Model Code of Conduct) Regulations 2007-2021*, the Chief Executive Officer will keep a register of elected member disclosures of interest.

The following detail is to be published on the City's website:

1. the name of the Elected Member;
2. the date of the meeting;
3. the meeting type;
4. the item number and heading; and
5. the type of interest.

The published register will be updated monthly.

Reference / Associated Documents

Local Government Act 1995

Local Government (Rules-Model Code of Conduct) Regulations 2007-2021, Regulation 4422

City of Belmont Code of Conduct [for Council Members, Committee Members and Candidates](#)

Form – Disclosure of Interests

Reference to Internal Procedure

Nil

~~Policies Relating to Business Excellence~~
BEXB5.7

Definitions

Interest – as defined in Section 5.60 of the *Local Government Act 1995* and Regulation ~~44~~22 of the *Local Government (Rules Model Code of Conduct) Regulations ~~2007~~2021*.

Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

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 GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
22/08/17	REVIEW - MINOR	12.2

NEXT REVIEW DATE	2020 2
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BEXB5.8 ELECTED MEMBER REGISTERS - OTHER

Policy Objective

To establish a protocol for keeping and publishing registers of Elected Member disclosures of:

1. attendance at meetings;
2. training undertaken;
3. travel and conferences;
4. attendance at functions and events;
5. membership of a Political Party;
6. membership of a Community Group; and
7. ~~full residential address~~ being a permanent resident in the City of Belmont.

Policy Statement

The City of Belmont aims to provide the highest standards in openness and accountability by requiring disclosures of Elected Member travel and conferences, training undertaken, attendance at functions and events, political party membership, community group membership and full residential address and the publication of these on the City's website.

Policy Detail

1. Recording of Disclosures

- i. The CEO will on a monthly basis update Elected Member attendance at meetings.
- ii. An Elected Member must disclose any Council related travel, conference or training attendances.
- iii. An Elected Member must disclose to the Mayor's office their prior intention to attend any function or event that occurs on weekends or weeknights. Subsequent attendance to be verified with the Mayor's office by the Elected Member concerned.
- iv. An Elected Member must disclose their:
 - i. membership of a Political Party;
 - ii. membership of a Community Group; and
 - iii. ~~full residential address.~~

Disclosure is to be on the prescribed form and lodged with the Annual Return to the CEO annually or within 10 days of change of circumstances.

2. Disclosures Register

The Chief Executive Officer is to maintain a register of the disclosures as set out in Part 1 and publish them on the City's website.

The register will be updated monthly.

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BEXB5.8

Reference/Associated Documents

Elected Member Conference Report Form
Elected Member Disclosures – Contact Details and Memberships Form
Elected Member Professional Development and Authorised Travel Nomination Form
Travel Contribution Disclosure Form – Elected Members
Webform – Functions and Events Attendance Form
Elected Member Representatives on Committees and Other Groups
[Council Policy BEXB3.4 – Attendance at Events](#).

Reference to Internal Procedure

WI – Manage Council Policy BEXB5.8 - Elected Member Registers- Other

Definitions

<i>meeting</i>	Means council, special council, agenda briefing forum, information forum, annual electors, committees or workshops but does not include other committees and groups as detailed in the Elected Member Representatives on Committees and Other Groups document.
<i>travel</i>	Means any travel funded, or partially funded by a third party.
<i>conference</i>	Any conference undertaken in relation to Council activities.
<i>Functions, events and other</i>	Means any function, event or other gathering attended in the capacity as, or associated with being an elected member that is approved, or pre-approved in accordance with Council Policy BEXB3.4 – Attendance at Events .
<i>membership</i>	Means being a member of a particular group, whether financial or not.
<i>Training</i>	Any course (full or part), seminar or other training undertaken in relation to Council activities.
<i>verified</i>	Means so as to comply with the definition of functions and events and physical attendance.

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BEXB5.8

Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

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 GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/08/17	REVIEW - MAJOR	12.2
25/09/18	MINOR	12.5

NEXT REVIEW DATE 20202

Policies Relating to Business Excellence
BEXB6.1

BEXB6.1 LEGAL REPRESENTATION FOR ELECTED MEMBERS AND EMPLOYEES

Policy Objective

To define the circumstances in which the City would consider the provision of financial assistance to Elected Members and employees who require legal representation arising out of the performance of their official functions and duties.

Policy Statement

This policy is designed to set out circumstances in which the City may provide financial assistance to Elected Members and employees who require legal representation arising out of the performance of their official functions and duties.

In each case it will be necessary to determine whether assistance with legal expenses is within the general function of the City to provide for the good government of persons in its district under section 3.1(1) of the *Local Government Act 1995* and otherwise justified with reference to the requirements of this policy.

Policy Detail

Where legal representation is required by an Elected Member or an employee of the City arising out of the performance of their official duties and functions, the Elected Member or employee may apply to the City for financial assistance toward legal expenses in accordance with this policy.

1. Eligible persons

A person is eligible to make application for financial assistance under this policy if that person is an Elected Member or an employee of the City.

2. Form of application

An application under this policy shall:

- i. be in writing;
- ii. provide full details of the nature and extent of the legal representation anticipated to be required and when they are required;
- iii. provide details of the lawyer (or law firm) that is proposed to provide the legal representation required;
- iv. in the event that the application is not made in advance – provide details of the services previously provided and the explanation for there being no application made in advance;
- v. indicate if the applicant considers that the application is urgent and the applicant's reasons;
- vi. contain sufficient details to explain how the financial assistance is required in relation to the performance of the official duties and functions of the applicant so as to be within the general function of the City to provide for the good government of persons in its district; and

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BEXB6.1

- vii. be accompanied by a statement that the applicant:
 - a) has read and understood the terms of this Policy;
 - b) acknowledges and agrees that repayment of financial assistance may be required in accordance with clause 11; and
 - c) acknowledges and agrees that financial assistance required to be repaid may be recovered by the City in accordance with clause 11; and
 - d) warrants that the circumstances in respect of which legal representation is required do not involve actions of the applicant that are illegal, improper, dishonest, against the interests of the City, or in bad faith.
- 3. Who determines an application
 - i. The CEO may determine an application seeking financial assistance not exceeding an amount of \$5,000.00.
 - ii. Notwithstanding subclause (i), the CEO may refer any application to the Council for determination.
 - iii. All applications seeking financial assistance exceeding \$5,000 shall be determined by the Council.
- 4. Determination of an application
 - i. The CEO under clause 3(i) or Council may determine an application by:
 - a) refusing the application;
 - b) approving the application; or
 - c) approving the application subject to any condition the CEO or Council (as the case may be) sees fit.
- 5. Council Informed of CEO Determination

Any decision by the CEO to provide financial assistance under this policy is to be reported to the Council by way of the CEO's ~~monthly~~ weekly information ~~report~~bulletin.
- 6. Formal agreement to be executed
 - i. A person to whom financial assistance is to be provided shall be required to execute a formal agreement with the City, prepared by the City's solicitors, setting out the terms and conditions upon which the assistance is offered.
 - ii. The terms of the agreement required under subclause (i) shall include but not be limited to requirements for:
 - a) repayment of financial assistance provided in accordance with clause 11; and
 - b) recovery of financial assistance required to be repaid in accordance with clause 12.
 - iii. The person shall be required to execute the agreement prior to any financial assistance being provided.

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BEXB6.1

7. Preconditions to the provision of financial assistance
- i. Financial assistance for the provision of legal representation for an Elected Member or employee will only be provided in relation to a matter:
 - a) that relates to the performance of the official duties and functions of the applicant as an Elected Member or employee (as the case may be) and not to the applicant's personal affairs;
 - b) that does not involve any action on the part of the applicant that is illegal, improper, dishonest, in bad faith or otherwise contrary to the interests of the City;
 - c) in respect of which legal representation is reasonably be required; and
 - d) that relates to the good government of persons in its district.
 - ii. Without detracting from subclause (i), and subject to satisfaction of subclauses (i)(a)-(d) inclusive in each case, financial assistance for legal representation may be provided to an Elected Member or employee in the following circumstances:
 - a) in the case of an Inquiry where the Elected Member or employee is the subject of inquiry or is required to give evidence;
 - b) in the case of the consideration of a complaint by the Standards Panel where the Elected Member or employee is the subject of complaint or otherwise required to give evidence;
 - c) in the case of other legal proceedings where:
 - (i) legal action has been taken or is likely to be taken against the Elected Member or employee in relation to the performance of their official duties or functions; or
 - (ii) the Elected Member or employee is required to give evidence in relation to the performance of their official duties or functions;
 - d) in exceptional circumstances, where defamatory statements have been made in relation to an Elected Member or employee in connection with the discharge of their official functions or duties and the defamatory statements:
 - (i) have not been withdrawn or retracted upon request;
 - (ii) unreasonably disparage the Elected Member or employee or subject them to hatred, ridicule or contempt; and
 - (iii) are likely to unreasonably lessen public confidence of the community in the local government.
 - e) in exceptional circumstances, where an Elected Member or employee seeks to obtain a restraining order against a person due to threatening or intimidatory behaviour towards the Elected Member or employee in connection with the discharge of their official functions or duties.

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BEXB6.1

8. No pledging of the City's credit
Nothing in this policy is intended to represent that any person has authority to pledge the City's credit or otherwise commit the City to any liability for legal expenses whatsoever.
9. CEO may continue to seek legal advice
Nothing in this Policy derogates from the ability of the CEO or other employees of the City to seek legal representation concerning the business and affairs of the City from the City's solicitors.
10. Applications by the CEO
Where the employee seeking financial assistance is the CEO, then the matter is to be referred to Council for determination, in accordance with the provisions of this policy.
11. Repayment of financial assistance
 - i. Provision of financial assistance shall cease and any financial assistance already paid by the City shall be repaid by the Elected Member or employee where:
 - a) a finding is made in the report of an inquiry or in Court proceedings that the Elected Member or employee has acted illegally, improperly, dishonestly, against the interests of the City or in bad faith;
 - b) information provided in the application is materially false or misleading; or
 - c) an action for which financial assistance has been provided is successful and the legal costs of the applicant are to be met by an order for costs or an award of damages and only so that there is no financial detriment to the applicant.
 - ii. Where any financial assistance becomes repayable under subclause (i), repayment shall be made within 30 days of written demand by the City, or such longer period as the Council permits.
12. Recovery
The City may take action to recover any financial assistance required to be repaid under clause 11 by:
 - i. commencing proceedings in a court of competent civil jurisdiction; or
 - ii. deducting the amount of such assistance from any allowance or salary payable by the City to the applicant.

Reference/Associated Documents

N/A

Reference to Internal Procedure

Register of Delegations: DA – Determination of Applications for Legal Representation for Council Members and Employees.

Definitions

“Act” means the *Local Government Act 1995*.

“Department Inquiry” means an inquiry initiated under section 8.3 of the *Local Government Act 1995*.

“employee” means a past or present employee of the City.

“Inquiry” means:

- (a) a Department Inquiry;
- (b) a Panel Inquiry;
- (c) an inquiry by the Corruption and Crime Commission; or
- (d) any other form of government inquiry affecting local government.

“legal expenses” means the cost of an applicant’s own legal representative to provide legal representation as well as court fees, witness fees or other approved costs.

“legal representation” means the provision of legal services for advice or representation in connection with court proceedings, or any inquiry or other investigation, hearing or adjudication dealing with the conduct of a member or employee.

“Elected Member” means a past or present member of the Council of the City or a Council Committee.

“Panel Inquiry” means an inquiry instituted under section 8.16 of the Act.

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BEXB6.1

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS DA – DETERMINATION OF APPLICATIONS FOR LEGAL REPRESENTATION FOR COUNCIL MEMBERS AND EMPLOYEES

SERVICE AREA: ~~CORPORATE AND~~ GOVERNANCE

POLICY OWNER: MANAGER GOVERNANCE, ~~STRATEGY AND RISK~~

AMENDMENT STATUS

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
23/05/06		11.5.2
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

NEXT REVIEW DATE 202~~13~~

Corporate and Governance Division
CP—CG401BEXB7.1

BEXB7.1 PURCHASING

Policy Objective

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

Policy Statement

The Policy:

1. Establishes a framework of operational standards for contracts to purchase goods and services;
2. Sets out the requirements for acceptable forms of quotation, and the recording of documents and information, for contracts to purchase goods and services; and
3. Is designed to ensure that the City receives value for money as a result of its purchasing activities.

Policy Detail

All prices/values quoted in this policy are exclusive of GST.

1. Purchasing Requirements – Specific Classes of Goods, Services, Suppliers and Contracts

i. Use of WALGA Preferred Suppliers of State Government Contracts

a) Lawyers

The City utilises the WALGA preferred supplier contract for legal services. A preferred supplier(s) of legal services is to be nominated and is to be utilised. However, where circumstances necessitate seeking legal services other than those of the chosen preferred supplier then the approval of the Chief Executive Officer or the Manager Governance will be required. Quotations in these circumstances may be required and should be discussed with the Manager Governance before securing these services. Approval for seeking legal services is to be recorded in writing.

b) Contract Employment Agencies

The appointment of contract staff engaged through agencies in liaison with the People and Organisational Development Department, and requiring assessment of potential candidates, including a formal or informal interview process, prior to acceptance of the candidate by the City ~~are~~is exempt from the requirement for quotations if a WALGA preferred supplier is used.

All other agency labour appointments should be considered as individual contracts and assessed in accordance with the quotation or tender requirements based on the total expected cost of each appointment.

a)

c) Advertising

___No quotation is required where advertising is being purchased through the WALGA media and advertising portal.

d) Graphic Design, Printing and Marketing

At least one written quotation is required where graphic design, printing and marketing services are purchased through WALGA or CUA preferred suppliers who hold current branding styles formats and layouts established in accordance with the City's Style Guide.

In all other circumstance, standard quotation requirements apply.

e) Purchase of Stationery and Office Supplies

___No quotation is required where stationery or office supplies are to be purchased from WALGA or CUA preferred suppliers.

f) Purchase of Fleet

___One written quotation is required where light fleet is to be purchased from WALGA or State Government Common Use Arrangements (CUA) preferred suppliers.

ii. Software and Specifically Associated Hardware

No quotations are required for contracts for the provision, maintenance or support of software and specifically associated hardware where:

~~b)~~a) the value of the contract for the whole term is less than or equal to the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*, and;

~~e)~~b) the responsible officer has good reason to believe that because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier or;

~~d)~~c) the supply relates to maintenance and support, by the software supplier or their recommended contractor, of software and specifically associated hardware currently licensed for use by the City.

iii. Banking Services

No quotations are required for contracts for the provision of banking services where:

a) the value of the contract is less than or equal to the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*, and;

b) a biennial review of fees is conducted to ensure the current provider's rates remain advantageous to the City.

iv. Contracts for Construction Projects

One written quotation must be obtained for construction projects where the value of the contract is less than or equal to \$20,000.

Two or more written quotations must be obtained for construction projects where the value of the contract is more than \$20,000 but less than or equal to the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*.

“Construction project” means substantial building construction, building alteration, building maintenance, road construction, landscaping, playground or drainage projects but excludes minor or routine works.

v. Other Exemptions

No quotations are required in the following cases:

- a) Fees associated with the sale or purchase of property, plant and equipment.
- b) Purchases from a specific supplier as determined by Council Resolution. This includes Council's Memoranda of Understanding.
- c) Contributions towards the ongoing operations and maintenance of Council's aged accommodation including contributions towards the Faulkner Park Retirement Village Board of Management.
- d) Goods or services supplied by an Australian Disability Enterprise where a value for money assessment demonstrates benefits to achieve the City's strategic and operational objectives.
- e) Where State owned Service Authorities or their nominated contractor/partner is the only party permitted to maintain, renew, upgrade or relocate infrastructure controlled or owned by them.
- f) Audit of the Annual Financial Report as carried out by the Office of the Auditor General.
- g) Goods or services supplied by a business person registered on the current Aboriginal Business Directory WA (produced published by the Small Business Development Corporation) Chamber of Commerce and Industry of Western Australia Ltd or with the Australian Indigenous Minority Supplier Office Ltd (trading a Supply Nation) only where:
 - (i) the contract value is worth \$250,000 or less, and
 - (ii) a best and sustainable value assessment demonstrates benefits for the achievement of the City's strategic and operational objectives.

It should be noted that payments made to third parties that don't reflect a purchase of goods or services (e.g. grants to community groups, donations, refunds of unused grants, rates refunds, etc.) are exempt from this policy.

vi. Local Business Purchasing Preference

When assessing the relative merits of quotations and tenders the City of Belmont shall give preference for the supply of goods and/or services in the following priority provided that the price, service, environmental impact and quality of these goods and/or services are considered equal:

Corporate and Governance Division
CP—CG401BEXB7.1

First	Local (City of Belmont) Products and/or Services;
Second	State Products and/or Services;
Third	Australian Products and/or Services;
Fourth	Products and/or Services elsewhere

A 10% premium is available to support local businesses (i.e. trading from an address within the City of Belmont) which should be considered.

2. Other Policies

When purchasing goods and services consideration should also be given to:

CP – IS501 Environmental Purchasing Policy

The Environmental Purchasing Policy (NB1.1) clarifies the principles, considerations and responsibilities for considering life cycle environmental impacts when purchasing or procuring goods and services, relating to:

- i. waste
- ii. energy and water efficiency and climate change
- iii. habitat destruction
- iv. pollution
- v. soil degradation

CP – IS501 sets an acceptable premium cost of 15% for environmentally preferable products or services above the cost of equivalent, non-preferable products or services.

3. All Other Contracts to Purchase Goods and Services – Purchasing Thresholds

When purchasing goods or services consideration should be given to obtaining the best value for money by ensuring that where possible individual purchases can be collectively purchased and quoted.

For all other contracts to purchase goods and services the following requirements apply.

- i. No quotations are required where the value of the contract is less than or equal to \$5,000.
- ii. Two or more verbal quotations must be obtained where the value of the contract is more than \$5,000 but less than or equal to \$15,000.
- iii. Two or more written quotations must be obtained where the value of the contract is more than \$15,000 but less than or equal to \$25,000.
- iv. Three or more written quotations must be obtained where the value of the contract is more than \$25,000 but less than or equal to \$50,000.
- v. Three or more written quotations must be obtained, and a formal assessment undertaken, where the value of the contract is more than \$50,000 but less than or equal to the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*.

The above requirements apply to WALGA or CUA preferred suppliers only to the extent that there are sufficient suppliers in either agreement to achieve the required number of quotations. If there are less suppliers, then quotations are required only up to the number of available suppliers. This does not restrict the City from seeking additional quotations from outside WALGA or CUA to meet the requirements below.

Regardless of the value of the contract, if the contract could have significant financial or reputational consequences, a formal assessment should be undertaken.

Where obtaining the required number of quotes is not practical (e.g. limited number of suppliers) then best endeavours must be used to obtain as many quotes as is possible.

If it is not possible to ~~obtain~~ invite the number of quotations required under this policy then:

- i. a Quotation Waiver Form is to be completed, detailing why it is impractical;
- ii. the respective Director's or Chief Executive Officer's approval not to seek further quotes is required; and
- iii. the Quotation Waiver Form is recorded on the purchase requisition (Attachments Field) and in ECM.

iii. If officers have made a genuine attempt to follow this policy and the invitation to quote has been sent to the required number of suitable suppliers, a quotation form, signed by the appropriate officer with the necessary purchasing authority, can be completed and attached to the purchase requisitions, regardless of the number of responses received.

4. Contracts over the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*.

Where the value of a contract for the provision of any goods or services is more than the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*, then the tender provisions of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* apply.

A contract for the purchase of goods and services in excess of the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996* may be exempt from the requirement to tender in accordance

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~~CP—CG401BEXB7.1~~

with regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*.

5. Form of Quotations

~~Both a verbal and written request for~~ A quotation must include:

- a) details of the goods and services required;
- b) the time when the goods and services are required; and
- c) a date by which the quotation must be submitted.

~~i. Verbal~~

~~Where a verbal quotation is required under this policy then both the request for quotation, and the submission of a quotation, may occur verbally or in writing.~~

~~ii.i. Written~~

~~Where a written quotation is required under this policy then b~~ Both the request for quotation, and the submission of a quotation, must occur in writing.

~~iii.ii. Formal Assessment~~

Operational areas are required to provide:

- a) sufficiently detailed written specifications which accurately identify the goods / services required; and
- b) the relevant selection criteria

to the Coordinator Procurement.

The Coordinator Procurement will coordinate the quote documentation, the closing time through the tender box and the formal assessment process.

6. Amendments to a Contract

The City may only make minor amendments to a contract after the quotations have been received but before a contract is entered into.

Any major amendments to the scope of a contract must be treated as a separate supply and dealt with under this policy as if it were a new contract.

7. Assessment and Decision Making

i. Formal Assessment

Where a formal assessment is required under this policy then a written evaluation must be undertaken by a group of at least two persons and reviewed by a person holding a position not less than Director.

ii. Decision Making

When considering quotations submitted under this policy a decision may be taken either to:

- a) not accept any quotation; or
- b) accept the quotation which will be most advantageous for the City to accept.

iii. Record Keeping

Where a Quotation Waiver Form has been used this must be stored in the City's purchasing system as an attachment to the purchase requisition.

~~iv. Verbal Quotes~~

~~Where a verbal quotation is required under this policy then the following information must be recorded on a Quotation Form and stored in the City's purchasing system as an attachment to the purchase requisition:~~

- ~~a) details of the goods and services required;~~
- ~~b) the name of any supplier who has been requested to provide a quotation and the date on which it was requested; and~~
- ~~c) the name of any supplier who submitted the quotation and the amount of the quotation.~~

~~v. iv. Written Quotes~~

~~Where a written quotation is required under this policy then t~~The written request for quotation and any written submission of quotation must be recorded in the City's records system and a Quotation Form completed and stored in the City's purchasing system as an attachment to the purchase requisition.

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~~vi~~.v. Formal Assessment

Where a formal assessment is required under this policy then, in addition to the written quote requirements, the quotation form must also be countersigned by the relevant Director and a written record must be made of the formal assessment.

~~vii~~.vi. Tender

The tender number, as ascertained by the Coordinator Procurement, must be noted in the comments field of the purchase requisition.

~~viii~~.vii. Exempt Contracts

Where the City enters into a contract for the provision of goods and services which are exempt from tender or the requirements of this policy, then a note must be included in the attachments field of the requisition indicating that the purchase is exempt and the reasons for that exemption.

~~ix~~.viii. Contract Splitting Prohibited

It is a breach of this policy to enter into 2 or more contracts in circumstances such that the desire to avoid the requirements of this policy is a significant reason for not dealing with the matter in a single contract.

~~x~~.ix. Meaning of a Contract

The City may use the same supplier to supply goods and services to the City from time to time. In this situation, each separate supply will be treated as a separate contract unless:

- a) there is an intention for that supplier to supply similar goods and services on a regular basis;
- b) there is an understanding that the supplier will offer the City discounted rates in expectation that the supplier will be engaged to provide goods and services on a regular basis;
- c) the supplier is providing goods or services under an existing tender; or
- d) a relationship develops over any period of time that evidences an intention to purchase goods and services from the supplier on a regular basis;

in which case the estimated value of the purchases over a three year period should be considered when applying this policy.

~~xi~~.x. Raising of Purchase (Requisitions) Orders

When ordering goods and services the purchase order must be provided to the supplier, which is to be based on the agreed schedules of rates, which effectively contracting the City to the purchase of that supply. This includes those supplies purchased under a tender or preferred supplier arrangement. Other than emergency situations, if an employee commits the City to the purchase of goods and services without a valid purchase order, that employee will be in breach of this policy.

A purchase order (nor quote) is not required for the 'ordering' of goods and services in the following circumstances although may still be required for the processing of invoices through Accounts Payable:

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- a) utilities including water, electricity, gas and telephone;
- b) insurances;
- c) payments made through payroll;
- d) fees and Payments that are statutory, this includes development contributions and bank fees;
- e) other statutory damages, infringements and penalties;
- f) loan repayments;
- g) contributions to the Faulkner Park Retirement Village Board of Management;
- h) payments that are required in advance of the supply of goods and services, this includes membership renewals and subscriptions; or
- i) purchases or reimbursements which are more practically served by other internal forms. This includes but is not limited to petty cash reimbursements, conference and approved council activity reimbursements and other reimbursements such as rate and bond refunds.

xii.xi. Blanket Orders

Blanket orders should be used when there are repetitive and pre-specified purchases from the same supplier. This would be the case where there is a contract in place and the units and nature of the goods/services ordered are known or can be reliably estimated. Blanket orders should be raised for the full financial year and reflect the expected cost over the financial year. In some situations, specifically significant construction contracts, the duration of the order may reflect the life of the contract.

Reference/Associated Documents

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#) - Section 11.

[Local Government \(Function and General\) Regulations 1996](#) – Divisions 1 and 2.

Reference to Internal Procedure

SP16 - Procurement
Provide Purchasing Services
Contract Variation Following Award of Contract
Raising a Requisition
Register of Delegations DA Tenders

Definitions

N/A

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Monitoring, Evaluation and Review

This policy has been risk assessed as High.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS DA - TENDERS
SERVICE AREA: CORPORATE AND GOVERNANCE ~~FINANCE~~
POLICY OWNER: MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
03/04/07		12.5.8
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
28/10/14	REVIEW - MINOR	12.4
22/09/15	MAJOR	10.7
27/09/16	REVIEW - MAJOR	12.9
22/08/17	REVIEW - MAJOR	12.2
25/09/18	REVIEW - MAJOR	12.5
10/12/19	REVIEW – MAJOR	12.8

NEXT REVIEW DATE ANNUALLY

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BEXB7.2 CORPORATE CREDIT AND DEBIT CARDS

Policy Objective

To facilitate the implementation and appropriate internal controls for the use of Council issued corporate credit/debit cards.

Policy Statement

Appropriate internal controls are in place regarding the management and use of corporate credit/debit cards.

Policy Detail

The use of corporate credit/debit cards has a number of advantages including:

1. An additional purchasing method that at times is more appropriate than paying by cheque, cash or EFT.
2. Useful resource in an emergency situation.
3. Reduces the need for additional cash to be kept on the premises that has its own security and administrative benefits.
4. If used effectively can reduce administration costs.
5. Provides an effective audit trail.

In order to ensure that credit/debit cards benefit the City they must be subject to appropriate internal controls:

1. The cardholder must agree in writing that they fully understand and will comply with the corporate credit/debit card policy.
2. Corporate credit/debit cards should only be issued with the express authorisation of the Chief Executive Officer. A formal written request, including reasons for the request, to the CEO is required. This will require a clear business case.
3. Limits for both credit and debit cards should be authorised by the Chief Executive Officer.
4. Corporate credit/debit cards must only be issued to an employee of the City.
5. Card information including card numbers and pin numbers are to be kept confidential and not shared other than the primary corporate credit card.
6. Utilisation of the primary corporate credit card held by the Director Corporate and Governance (DCG) requires the completion and authorisation of the 'Credit Card Payment Request Form'. In cases where the DCG uses the corporate credit card then the form is to be counter signed by the Chief Executive Officer.
7. Cardholders are required to retain all documentation including tax invoices and provide an approved monthly reconciliation to Finance immediately following the end of month and within five working days.
8. In the event a credit/debit card is lost or misplaced this needs to be immediately reported to the Manager Finance.
9. All credit/debit cards are to be returned to the Manager Finance upon notification prior to -of termination of employment and subsequently destroyed.
10. All credit/debit cards should be held by the Manager Finance during times of extended leave.
11. Reward schemes should be used to the benefit of the City.
12. Credit/debit cards should only be used for the purchasing of goods and services on behalf of the City and should not be used for personal expenditure.
13. Credit/debit cards should not be used for cash advances.

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Reference/Associated Documents

[Local Government Act 1995](#)
[Local Government \(Financial Management\) Regulations 1996](#)

Reference to Internal Procedure

Register of Delegations DA – Municipal Fund Procedures and Payments

Definitions

N/A

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 DA – MUNICIPAL FUND PROCEDURES AND PAYMENTS
SERVICE AREA: ~~CORPORATE AND GOVERNANCE~~ **FINANCE**
POLICY OWNER: MANAGER FINANCE

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

NEXT REVIEW DATE 2024~~3~~

BEXB7.3 INVESTMENT OF FUNDS

Policy Objective

To provide for controlled investment of surplus funds and delegated power to the Chief Executive Officer, to invest monies surplus to immediate cash flow requirements on behalf of Council.

Policy Statement

This policy recognises the role of the Council in ensuring adequate control over the investment of surplus funds by providing guidance for employees through this policy, which establishes a framework for selection of quality investments that give consideration to the risk, return and liquidity requirements of the Council.

Policy Detail

1. Investment Objectives

- i. To provide a framework for the optimum investment of Council's Funds at the most favourable rate of interest available to it at the time and maximising returns, whilst having due consideration of risk, liquidity and security for its investments.
- ii. To take a conservative approach to investments, but with a focus to meet performance benchmarks through prudent investment of funds.
- iii. Preservation of the amount invested through investing within the limits set by the policy.
- iv. To have investments structured in such a manner as to meet all of Council's cash flow requirements, without penalty.
- v. To generate income from the investment that exceeds the performance benchmarks.
- vi. To comply with relevant legislative requirements.

2. Policy Guidelines/Authority for Investment

All investments are to be made in accordance with:

- i. *Local Government Act 1995* - Section 6.14.
- ii. *The Trustees Amendment Act 1997* - Point 6, re: Part III Investments.
- iii. *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 28, and Regulation 49.
- iv. Australian Accounting Standards.

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

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3. Ethics and Conflicts of Interest

Employees shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires employees to disclose any conflict of interest to the CEO.

Independent advisors are also to declare that they have no actual or perceived conflicts of interest and receive no inducements in relation to Council's investments, except as fully and promptly rebated to Council.

4. Authorised Investments

The following table lists those approved investment types for new investments subsequent to the release of *Local Government (Financial Management) Amendment Regulations 2012* and its 2017 update.

The overall asset mix will depend on Council'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.

Importantly, investment decisions should be consistent with 'prudent person' obligations as set out in the regulation.

City of Belmont– Approved Investment Types	
1.	<u>Deposits with an ADI or WATC with a maturity of 3 years or less</u>
2.	<u>Bonds that are guaranteed by the Commonwealth or a State or Territory Government with a maturity of 3 years or less.</u>

5. Prohibited Investments

This investment policy prohibits any investment carried out for speculative purposes including:

- i. Derivative based instruments;
- ii. Principal only investments or securities that likely provide potentially nil or negative cash flow;
- iii. Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind;
- iv. Investments for any speculative purpose; and
- v. 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.

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6. Audit and Investment Holdings

All Council's investments must be held in either the City's name or held via an acceptable safe custody arrangement with Council as the beneficial owner. A statement is to be provided by the safe custody provider at each month end, verifying the holdings of Council. There must also be a comprehensive and transparent audit trail of investments placed, with appropriate internal controls over Council's investment portfolio. A separate register of investments must be maintained by employees and this register should be reconciled on a monthly basis.

For audit purposes, confirmation certificates must be provided independently, directly to the City's auditors by institutions and fund managers confirming the amounts of investment held on the City's behalf at 30 June each year. These may also be required from time to time as part of an internal audit review.

7. Investment Strategy

Council's investment strategy will comply with this policy and will be periodically reviewed with the approved investment adviser on an ongoing basis.

8. Reporting

A regular report should be provided to Council, detailing the allocation of the investment portfolio and performance.

9. Investment Advisor

The local government's investment advisor must be approved by Council and 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 other than commissions or benefits rebated in full to the City.

'Providing the funds are being invested in a term deposit and within the terms and conditions of this policy the City's officers can invest without seeking a recommendation from the Investment Advisor.'

10. Risk Management

Investments obtained are to be considered in light of the following key criteria:

- i. **Preservation of Capital** – the requirement for preventing losses in an investment portfolio's total value.
- ii. **Credit Risk** – The risk that a party or guarantor to a transaction will fail to fulfil its obligations; risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment.
- iii. **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.
- iv. **Fidelity and Legal** – fraud, malpractice or misappropriation of funds; failure to obtain title over assets; litigation.
- v. **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.

- vi. **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.
- vii. **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.
- viii. **Rollover Risk** – the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future.
- ix. **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.
- x. **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.
- 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. Council will not undertake investments likely to be subject to forced sale under anticipated regulatory changes.
- v. Inclusion of fixed rate term investment.
- vi. "Best execution" test, use of collective purchasing power, documented procedures and use of regulated counterparties and issuers.
- vii. Independent advice and Committee supervision.
- 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.

This section explains the factors that must be taken into consideration in making decisions about investments so as to manage risk prudently and accountably.

11. 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 Standard and Poor's. Standard and Poor's 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.

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Investments held by Council 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:

- i. Australia and New Zealand Banking Group Limited;
- ii. Commonwealth Bank of Australia;
- iii. National Australia Bank Limited;
- iv. Westpac Banking Corporation;

including ADI subsidiaries ~~(such as Bank of Western Australia Ltd)~~ whether or not explicitly guaranteed, and ~~brandssub brands (such as St George)~~.

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.

12. 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	30%
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 falling outside deposit guarantees for at least part of the investment term.

Investments that are downgraded ~~below an outside~~ the acceptable rating benchmark will be divested as soon as practicable only ~~if recommended by~~ after taking advice from Council's independent fund advisor.

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13. Investment Horizon Limits

Council's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

"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.

Once the primary aim of liquidity is met, Council 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 Council's income. However, Council always retains the flexibility to invest as short as required by internal requirements or the economic outlook.

The factors and/or information used by Council to determine minimum allocations to the shorter durations include:

- i. Council's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies.
- ii. Medium term financial plans and major capex forecasts.
- iii. Known grants, asset sales or similar one-off inflows.
- iv. Seasonal patterns to Council's investment balances – especially having regard to the heavy seasonality of the Municipal portfolio.

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%

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, Council 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 in that funds can be placed at call or for a designated period and

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they are linked to a respective operational bank account enabling real time transacting. Respective CDA accounts have been created for this purpose.

14. **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.

15. **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 taking into account its risks, liquidity and other benefits of the investment.

Council will seek information about both current and historical reward for the investments contemplated in its Strategy – where insufficient, it will hold cash and not seek to outperform, as to do so mandates risk-seeking at times of minimal reward.

It is also expected that Council will take due steps to ensure that any investment, notwithstanding a yield above the benchmark rate, is executed at the best pricing reasonably possible.

Investment Category	Investment	Performance Benchmark	Time Horizon
Working Capital	Business Online Account, Notice Accounts, short dated bills, deposits issued by an ADI.	AusBond Bank Bill Index (BBI)	3 months or less
Short Term Funds	Term Deposits of appropriate horizon issued by an ADI.	AusBond Bank Bill Index (BBI)	3 to 12 months
Medium Term Funds	Term Deposits of appropriate horizon issued by an ADI.	AusBond Bank Bill Index (BBI)	12 months to 3 years

Reference/Associated Documents

[Local Government Act 1995](#)

[Local Government \(Financial Management\) Regulations 1996](#)

[Trustees Act 1962.](#)

Reference to Internal Procedure

[Process Map - Investments](#)

Register of Delegations: DA – Investments

Definitions

Act	<i>Local Government Act (1995).</i>
ADI	Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the <i>Banking Act 1959</i> to take deposits from customers.
Asset Allocation	Asset Allocation is Council's term allocation to different asset types, where prescribed by the Investment Policy Statement, to ensure that the portfolio is diversified across particular sectors of the investment market.
AusBond BBI	Formerly the UBS BBI. 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.
Bill of Exchange	A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.
BBSW	The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily.
Council Funds	Surplus monies that are invested by Council in accordance with section 6.14 of the Act
Debenture	A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders.
DLGC	Department of Local Government and Communities, including any previous or successor Departments of the WA State Government with responsibility for Local Government.
Grandfathered	Investments acquired or engaged under previous legislation and are therefore subject to those rules.
IPS	The Investment Policy Statement (IPS) provides the general investment goals and objectives of Council and describes the strategies that must be employed to meet these objectives. Specific information on matters such as asset allocation, risk tolerance, and liquidity requirements are also included in the IPS.
LGR	<i>Local Government (Financial Management) Regulations 1996 (WA) Regulations 19, 28 and 49</i>
Maturity Profile	Maturity Profile is Council's positioning of the maturity profile of the portfolio to meet Council's liquidity and return objectives.
NCD	A short term investment where the term of the security is usually for a period of 185 days or less (sometimes up to 2 years). NCDs are generally discount securities, meaning they are issued and on-sold to investors at a discount to their face value.
Prudent Person Test	The investment should be managed with the care, diligence and skill that a <i>prudent person</i> would exercise.

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WATC Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.

Monitoring, Evaluation and Review

This policy has been risk assessed as High.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS DA - INVESTMENTS
SERVICE AREA: CORPORATE AND GOVERNANCE FINANCE
POLICY OWNER: MANAGER FINANCE

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

NEXT REVIEW DATE ANNUALLY

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BEXB7.4 COLLECTION OF RATES

Policy Objective

To provide guidance to the Chief Executive Officer in relation to his duty to collect rates on behalf of the Council.

Policy Statement

The aim of the Council in relation to the collection of rates and charges is that rates should be collected within the instalment periods as per Council's adopted budget.

Policy Detail

The Chief Executive Officer is requested to make necessary arrangements for procedures which will pursue this aim. In addition the Council is of the view that extensions of time should only be granted to owners of commercial, industrial or non-owner occupied residential properties past the final instalment date of that rating year in extenuating circumstances. ~~For those respective owners the end payment date cannot be extended past the final instalment date of that rating year.~~

In regards to owner occupied residential properties the end payment date can only be extended past 30 June of that rating year the final instalment date in extenuating circumstances ~~and cannot be extended past 30 June of that rating year.~~ Financial information if requested must be provided in regard to substantiating extenuating circumstances.

All requests for an extension of time to pay rates are required to be in writing without exception. Payment by direct debit is preferred as a payment method when an extension of time has been granted or when pre-paying rates.

Rates received through the direct debit process in advance or in excess of the amount due will be credited to the assessment and only refunded when requested in writing subject to financial hardship.

An administration charge as adopted in the Annual Budget will apply. In addition to this, penalty interest will be charged at Council's budgeted penalty interest rate until the debt is cleared.

Council supports the use of legal action where necessary.

Where rates are outstanding for a period of three years and there is no entitlement to deferment, then at this point the matter should be reported to Council for attention.

Council approval shall be required prior to any action to sell a property in order to recover unpaid rates noting that goods and land warrants can be initiated before three years rates are outstanding.

Any ratepayer requesting a waiver of interest on outstanding rates are to be advised that while their circumstances are regrettable, Council is unable to waive penalty interest accruing on the outstanding debt. The waiver of interest can only occur where a ratepayer has been incorrectly charged.

| ~~Policies Relating to Business Excellence~~
BEXB7.4

Policies Relating to Business Excellence
BEXB7.4

Where a ratepayer believes and can evidence that a decision on the collection of their outstanding rates is in breach of legislation or Council policy, then the matter is to be referred to Council for consideration on receipt of a written request detailing the nature of their concern.

Due to privacy considerations, a property owner's written approval is required to enable City employees to discuss any aspect of the owner's account with any other person. This requirement applies to all queries relating to a specific account, including those made by a "partner/family member" ringing on behalf of a ratepayer.

Those properties that have been granted rates exemption status will be reviewed every three years to ensure the exemption still applies and the collection of rates is not required.

Reference/Associated Documents

[Local Government Act 1995](#), Part 6 Division 6 Subdivision 5.

Reference to Internal Procedure

Process Maps - Debt Collection Rates
Issuing Rates Notices
Work Instruction - Rent Seizure
Register of Delegations: DA – Recovery of Unpaid Rates

Definitions

N/A

Policies Relating to Business Excellence
BEXB7.4

Monitoring, Evaluation and Review

This policy has been risk assessed as High.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS DA – RECOVERY OF UNPAID RATES
 SERVICE AREA: **CORPORATE AND GOVERNANCE**
 POLICY OWNER: **FINANCE**
 MANAGER FINANCE

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		12.6
25/06/13		12.8
28/10/14	REVIEW – MINOR	12.4
22/09/15	REVIEW – MINOR	10.7
27/09/16	REVIEW - MAJOR	12.9
22/08/17	REVIEW – NONE	12.2
25/09/18	REVIEW – MINOR	12.5
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE ANNUALLY

~~Policies Relating to Business Excellence~~
BEXB7.6

BEXB7.5 PENSIONER'S OUTSTANDING REFUSE CHARGES

Policy Objective

To ensure that charges for refuse collection are met in the year they are levied.

Policy Statement

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. This policy extends to entitled pensioners as is the case with all other ratepayers.

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 ~~settled when the property eventually changes ownership~~
property related debt 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 ~~a pensioner rebate or their ability to~~ defer their rates.

Reference/Associated Documents

[Local Government Act 1995, Section 6.38.](#)

Reference to Internal Procedure

N/A

Definitions

N/A

~~Policies Relating to Business Excellence~~
BEXB7.6

Monitoring, Evaluation and Review

There are minor financial and reputation risks associated with the policy.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A
SERVICE AREA: ~~CORPORATE AND GOVERNANCE~~ FINANCE
POLICY OWNER: MANAGER FINANCE

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
22/08/17	REVIEW – NONE	12.2

NEXT REVIEW DATE 20202

Policies Relating to Business Excellence
BEXB7.6

BEXB7.6 PENSIONER/SENIOR RATES ARREARS

Policy Objective

To assist ratepayers who become eligible to obtain Pensioner/Senior status but have rate arrears.

Policy Statement

Ratepayers may obtain Pensioner/Senior status and therefore become entitled to a pensioner rebate and be able to defer rates. The arrears situation of the ratepayer needs to be considered before an entitlement is recognised.

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, Section 6.38](#)

Reference to Internal Procedure

Register of Delegations: DA – Recovery of Unpaid Rates

Policies Relating to Business Excellence
BEXB7.6

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – RECOVERY OF UNPAID RATES
SERVICE AREA:	<u>CORPORATE AND GOVERNANCE</u> FINANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE 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	REVIEW - MINOR	10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW - MINOR	12.2
10/12/19	REVIEW – NONE	12.8

NEXT REVIEW DATE	2024
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~~Policies Relating to Business Excellence~~
BEXB7.7

BEXB7.7 FINANCIAL HARDSHIP POLICY

Policy Objective

To give effect to Council's commitment to support ratepayers to meet the challenges arising from financial hardship.

This Policy is intended to ensure that the City offers fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding. Financial hardship may have occurred as a result of (but is not limited to) ~~Covid~~[COVID-19](#).

Policy Statement

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. This policy is intended to apply to all ratepayers experiencing financial hardship.

Policy Detail

Application of Policy:

This policy has precedence over *BEXB7.4 Collection of Rates*.

Eligibility:

Eligible ratepayers are ratepayers suffering financial hardship [and are unable to pay their rates by any of the current payment methods and date ranges as shown on stated on the annual rate notice](#).

Evidence of Financial Hardship:

While evidence of hardship will be required, the City recognises that not all circumstances are alike. The City will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- a. Current unemployment or under-employment
- b. sickness or recovery from sickness
- c. low income or loss of income
- d. unanticipated circumstances such as caring for and supporting extended family.
- e. [Other difficult circumstances](#)

Possible evidence required may include [but not limited](#) to:

- Individuals (i.e. residential) - Evidence ~~Jobkeeper~~[Centrelink](#) allowances are currently being received for an extended period (i.e. 3 months or more).

Policies Relating to Business Excellence
BEXB7.7

- Companies and other entities (i.e. commercial and industrial) - Evidence by way of recent Business Activity Statement returns that evidences a loss of income of at least 50% over a quarter.

Effects:

For ratepayers eligible under the criteria outlined above the Chief Executive Officer should consider the following mechanisms to assist the applicant:

- No interest on outstanding rates for the respective financial year.
- No interest charged on outstanding Emergency Services Levy if in accordance with State Government guidance.
- No additional charge (including by way of interest and admin charges) charged for payments by instalments or payment arrangements.
- Payment terms extended -for rates and charges as included on the Rate Notice with the final payment due by the issue date of the following rating year.

Applications are to be made on an annual basis and only valid for that respective financial year. Applications are to be received by 31 October each year

Any other debts to the City and complying with the eligibility conditions of this policy shall be addressed in accordance with *DA09 – Waiver or Concessions – Granting*.

The maximum available concession is to be in accordance with the limitations in place for DA09 - Waiver or Concessions - Granting.

Reference/Associated Documents

[Local Government Act 1995, Part 6 Division 6 Subdivision 5.](#)

Reference to Internal Procedure

Financial Hardship Application Form

Definitions

Not applicable.

Policies Relating to Business Excellence
BEXB7.7

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE FINANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
26/05/2020	NEW POLICY	12.7
22/06/2021	MAJOR	12.8

NEXT REVIEW DATE	2024 3
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Policies Relating to Business Excellence
BEXB8.1

BEXB8.1 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.

Policy Statement

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 Programs.

Policy Detail

Compliance is supported and managed through convergence with the following City of Belmont Management Plans:

1. Compliance Management Plan
2. Risk Management Plan
3. [Audit 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:

1. Statutory Requirements
2. Industry Codes and Standards; and
3. 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.

Policies Relating to Business Excellence
BEXB8.1

Reference/Associated Documents

Australian Standard AS 19600-2015 Compliance Programs
Compliance Management Plan
Risk Management Plan
[Audit Plan](#)[Consolidated Assurance Map](#)
Code of Conduct
Business Management Systems Manual

Reference to Internal Procedure

N/A

Definitions

N/A

Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

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 GOVERNANCE, [STRATEGY AND RISK](#)

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

NEXT REVIEW DATE 2020~~2~~

Policies Relating to Business Excellence
BEXB9.1

BEXB9.1 BUSINESS CONTINUITY

Policy Objective

To ensure the City is well prepared, in the event of significant business disruption, to maintain availability of activities and resources critical to achieving business objectives~~City is well prepared to respond to significant business disruptions in order to support the continuing availability of critical activities and resources to achieve its business objectives.~~

Policy Statement

The City of Belmont is committed to building resilience within the organisation, providing the capability for an effective response to crisis that safeguards the interests of the City, its community, stakeholders and reputation. It will do so by maintaining Business Continuity processes in accordance with ISO 22301:2012 Societal Security – Business Continuity Management Systems – Requirements, ISO 22301:2019 Security and resilience – Business continuity management systems – Requirements.

Policy Detail

Scope - This policy covers all City activities from operational activities to strategic planning.

Responsibility for Business Continuity:

1. Council
To approve the Business Continuity Policy.
2. Chief Executive Officer and Executive
 - i. Ensure the full implementation of Business Continuity practices throughout the City.
 - ii. Monitor and promote Business Continuity policies and procedures at a strategic level.
3. Coordinator Business Continuity and Risk
 - i. Monitor and update the City's Business Continuity Plans and other Business Continuity related documents.
 - ii. Provide training as required.
 - iii. Report on Business Continuity information to the Executive and relevant committees.
4. Management
 - i. Identify and assess critical activities in their area of responsibility.
 - ii. Develop continuity strategies for the critical activities.
 - iii. Identify resource requirements to support the strategies.
 - iv. Ensure business changes that could impact critical activities, related strategies and resource requirements, are reported to the Coordinator Business Continuity and Risk.
 - v. Allocate Business Continuity responsibilities to employees.

~~Policies Relating to Business Excellence~~
BEXB9.1

5. Employees

- i. Responsible for the effective operation of critical activities.
- ii. Comply with the City's Business Continuity policy and procedures.
- iii. Attend Business Continuity training and participate in activity assessments in accordance with management instructions.

Reference/Associated Documents

~~ISO 22301:2012 Societal Security — Business Continuity Management Systems — Requirements.~~
ISO 22301:2019 Security and resilience – Business continuity management systems – Requirements.

Reference to Internal Procedure

N/A

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

The policy will be reviewed every two years.

Changes or updates made to ~~ISO 22301:2012 Societal Security — Business Continuity Management Systems — Requirements~~ ISO 22301:2019 Security and resilience – Business continuity management systems – Requirements.
_may require this policy to be reviewed and amended.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	COORDINATOR BUSINESS CONTINUITY AND RISK <u>MANAGER GOVERNANCE, STRATEGY AND RISK</u>

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/09/15	NEW	10.7
27/09/16	MINOR	12.9
25/09/18	REVIEW – NONE	12.5

~~Policies Relating to Business Excellence~~
BEXB9.1

NEXT REVIEW DATE	2023 20
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BEXB9.2 RISK MANAGEMENT

Policy Objective

To develop a culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects within the City and to reduce the potential costs of risk through the implementation of an organisation wide risk management framework.

Policy Statement

The City of Belmont is committed to managing risk and will do so by maintaining a Risk Management framework in accordance with AS/NZS ISO 31000:2018 Risk Management – Guidelines. The framework will include systems to identify, evaluate, treat, monitor, review and report risks.

Policy Detail

Scope - This policy covers all activities of the City from Strategic Planning and Corporate Governance to operational activities and specific projects.

Responsibility for Risk Management:

1. Council
Approve the Risk Management Policy and risk tolerance levels.
2. Chief Executive Officer and Executive
 - i. To establish a risk tolerance level for the City.
 - ii. Ensure the full implementation of a Risk Management framework throughout the City.
 - iii. Monitoring and promoting of risk management policies and procedures at a strategic level.
 - iv. To act as a Risk Management committee to oversee and prioritise risks identified and allocate responsibility for risk treatments.
3. Coordinator Business Continuity and Risk
 - i. Monitor and update the City's Risk Management Plan and other risk management related documents.
 - ii. Monitor the City's risk registers within RMSS.
 - iii. Induct new employees in the principles of risk management and provide training as required.
 - iv. Report risk information to the Executive and relevant committees.

Policies Relating to Business Excellence
BEXB9.2

4. Risk and Business Continuity Officer

- i. Managing the maintenance of the overall organisational risk registers through the 'Risk Manager' module of the RMSS software.
- ii. Providing assistance, advice and coaching to staff on risk management related processes, procedures and queries.
- iii. Providing training on the City's risk management framework, tools and procedures.
- iv. Introducing new staff to the Risk Management framework. Promote across the organisation.

5. Management

- i. Identifying and assessing potential risks in their area of responsibility and for the development of risk mitigation plans and the implementation of risk reduction strategies.
- ii. Ensuring that potential and existing risks are reported to the Coordinator Business Continuity and Risk.
- iii. Allocating of risk management responsibilities to employees.

6. Employees

- i. Responsible for the effective management of risk including the identification of potential and existing risks.
- ii. Complying with the City's risk management policies and procedures.
- iii. Attending risk management training and participating in risk assessments in accordance with management instructions.

Reference/Associated Documents

[ISO 31000: 2018 Risk Management - Guidelines](#)
Risk Management Plan

Reference to Internal Procedure

SP10 - Organisational Risk Assessment

Definitions

N/A

Policies Relating to Business Excellence
BEXB9.2

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years or upon revision of the ISO Standard, whichever comes first.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A
SERVICE AREA: CORPORATE AND GOVERNANCE
POLICY OWNER: ~~COORDINATOR BUSINESS CONTINUITY AND RISK~~ MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
07/11/06		11.5.7
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW – NONE	12.2
25/09/18	MINOR	12.5
10/12/19	REVIEW – NONE	12.8

NEXT REVIEW DATE 2024~~3~~

Policies Relating to Business Excellence
BEXB10.1

BEXB10.1 GRATUITY PAYMENTS AND GIFTS TO EMPLOYEES

Policy Objective

To provide suitable recognition to departing employees who have lengthy periods of service with the City and adopt a policy for the purposes of section 5.50 of the *Local Government Act 1995*.

Policy Statement

Section 5.50 of the *Local Government Act 1995* requires the City to adopt a policy that sets out the circumstances in which the City makes payments to a departing employee that are over and above what the employee is entitled to under their contract of employment or award. A payment includes a disposition of property and the conferral of a financial benefit. This policy has been advertised in accordance with section 5.50 of the *Local Government Act 1995*, and complies with the *Australian Fair Work Act 2009*.

Policy Detail

Gratuity Payments

In recognition of longstanding and satisfactory service, employees will be entitled to consideration of a gratuity payment upon retirement due to age or ill health in accordance with conditions specified in their relevant Industrial Agreement. For those employees where no Agreement exists, payment will be in accordance with the relevant conditions applying to either 'Inside Staff' or 'Outside Staff' as outlined below.

1.0 Eligibility:

1.1.1 Gratuity payments can either be 'Capped' or 'Uncapped' with eligibility dependent upon date of commencement with the City as follows:

- (a) Inside Staff: Staff employed prior to 25 November 2004 will have access to the 'Uncapped Gratuity Payment' as per Clause 1.1.2 (1). Staff employed from 25 November 2004 will only have access to the 'Capped Gratuity Payment' as per Clause 1.1.2 (2) with a maximum payout of \$~~289,015~~ ~~84,759~~ as at the September quarter ~~2018~~ ~~2021~~.
- (b) Outside Staff: Staff employed prior to 3 April 2006 will have access to the 'Uncapped Gratuity Payment' as per Clause 1.1.2 (1). Staff employed from 3 April 2006 will only have access to the 'Capped Gratuity Payment' as per Clause 1.1.2 (2) with a maximum payout of \$~~26,525~~ ~~27,337~~ as at the March quarter ~~2019~~ ~~2021~~.

Policies Relating to Business Excellence
BEXB10.1

Operation:

The two schemes will operate as outlined below:

1.1.2 (1) Uncapped Gratuity Payment

(a) Payment will be subject to approval by the Chief Executive Officer by delegated authority of Council, in accordance with the following criteria:
Employees with a minimum of ten (10) years satisfactory service who also qualify as follows:

- a. retiring at age 55 or over; or
- b. age 55 or over and retiring through ill health

(b) Where these requirements are met, the gratuity shall not be less than one (1) week's pay for each year of service at the rate of pay applicable at the cessation of employment.

1.1.2 (2) Capped Gratuity Payments

(a) This scheme will operate as per Clause 1.1.2 (a) however Clause 1.1.2 (b) will not apply. The following Clause replaces it in its entirety:

- (i) Where these requirements are met, the gratuity shall not be less than one (1) week's pay for each year of service at the rate of pay applicable at the cessation of employment, with a maximum payout capped at the applicable amount for 'Inside' or 'Outside' staff as per Clause 1.1.1. This amount is to be reviewed annually and shall reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to the anniversary of the date of registration of the relevant Industrial Agreement.

Gifts to Employees

Payment will be subject to approval by the Chief Executive Officer in accordance with the following criteria:

- (i) All employees who have been employed by the City for not less than twenty (20) years of continuous satisfactory service may be given a gift to the value of a maximum of six hundred and ~~five-fifty~~ **five-fifty** ~~teen~~ **teen** dollars (~~\$6056450~~), as at 31 December ~~20182020~~ **20182020**, with the value to be indexed annually to reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to 1 January.
- (ii) Departing employees who have been employed by the City for not less than five (5 years) continuous satisfactory service may be given a gift to the value of a maximum of one hundred and ~~eighty-five-ninety two~~ **eighty-five-ninety two** dollars (~~\$18018592~~), as at 31 December ~~20182020~~ **20182020**, with the value to be indexed annually to reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to 1 January.

Policies Relating to Business Excellence
BEXB10.1

- (iii) Departing employees serving less than five (5) years of continuous satisfactory service may receive a gift upon authorisation of the Chief Executive Officer, who shall also set the value of the gift, which shall be below the value set for employees with five (5) or more years of continuous service (see point ii above).

Gifts approved by the Chief Executive Officer under this clause must be taken in a non-cash form e.g. voucher.

Payments in addition to amounts under this policy

Any consideration by Council to make a payment or give a gift that exceeds an amount set out or calculated under this policy must be made in accordance with Section 5.50 of the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

Reference/Associated Documents

[Local Government Act 1995](#)

City of Belmont Certified Agreement (2004) - Inside Staff
Certified Agreement (Operations) 2006

[Australian Fair Work Act 2009](#)

Individual Employment Contracts

Reference to Internal Procedure

Register of Delegations: DA – Gratuity Payments

Definitions

N/A

Policies Relating to Business Excellence
BEXB10.1

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed annually with respect to gratuity payment.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS
SERVICE AREA:

DA – GRATUITY PAYMENTS

~~PEOPLE & ORGANISATIONAL
DEVELOPMENT~~ EXECUTIVE SERVICES

POLICY OWNER:

~~EXECUTIVE MANAGER PEOPLE AND ORGANISATIONAL
DEVELOPMENT~~ HUMAN RESOURCES MANAGER

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
01/03/05		11.4.1
19/12/06		12.5.8
28/04/09		12.10
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	REVIEW - MINOR	12.4
22/09/15	REVIEW - MINOR	10.7
27/09/16	REVIEW - MINOR	12.9
22/08/17	REVIEW - MINOR	12.2
25/09/18	REVIEW - MINOR	12.5
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE ANNUALLY

BEXB10.2 OCCUPATIONAL SAFETY AND HEALTH WORK HEALTH AND SAFETY POLICY**Policy Objective**

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 staff and stakeholders.

Policy Statement

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

Policy DetailThe City of Belmont will:

1. Comply with the *West Australian Occupational Safety and Health Act 1984*, all relevant Regulations, Codes of Practice and Australian Standards.
2. Ensure stakeholders understand and comply with their obligations regarding relevant Occupational Safety and Health Legislation and the City's policies, procedures and safe systems of work.
3. In consultation with stakeholders, manage all safety related matters to reduce risks in the workplace.
4. Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.
5. Provide induction and ongoing training, information and instructions to staff and relevant stakeholders, regarding Occupational Safety and Health.
6. 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 *Occupational Safety and Health Act 1984 (WA)*.
7. Provide an effective system of accident/incident reporting, investigation and recording.
8. Monitor the effectiveness of the City's Occupational Safety and Health performance.

Staff and Stakeholders will:

1. Comply with the *Occupational Safety and Health Act 1984 (WA)*, , all relevant Regulations, Codes of Practice and Australian Standards.
2. Report workplace hazards and incidents to supervisors/manager.

Policies Relating to Business Excellence
BEXB10.2

- ~~3. Work in accordance with the policies, procedures and safe systems of work of the City of Belmont.~~
- ~~4. Work in a safe manner that will not endanger the safety and health of themselves, their colleagues, the public or the environment.~~
- ~~5. Consult and cooperate with supervisors and management on matters relating to workplace safety and health.~~

Responsibilities

~~The development of the Safety Management Program and this policy is the responsibility of the Executive Leadership Team. Its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of all City employees and stakeholders.~~

Policy Objective

~~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 Statement

~~The City of Belmont will ensure all 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.~~

Policy Detail

~~The City of Belmont will:~~

- ~~1. Comply with the West Australian *Work Health and Safety Act 2020*, all relevant Regulations, Codes of Practice and Australian Standards.~~
- ~~2. 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.~~
- ~~3. In consultation with stakeholders, manage all safety related matters to reduce risks in the workplace.~~
- ~~4. Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.~~
- ~~5. Provide induction and ongoing training, information and instructions to Workers and relevant stakeholders, regarding Work Health and Safety.~~
- ~~6. 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)*.~~
- ~~7. 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:~~

- ~~1. Comply with the *Work Health and Safety Act 2020 (WA)*, all relevant Regulations, Codes of Practice and Australian Standards.~~
- ~~2. 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.~~

Policies Relating to Business Excellence
BEXB10.2

4. Work in a safe manner that will not endanger the safety and health of themselves, their colleagues, the public or the environment.
5. 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

~~Occupational Safety and Health Act 1984 (WA),~~
Work Health and Safety Act 2020

Work Health and Safety Act 2011, and related Regulations
Codes of Practice and Australian Standards

Reference to Internal Procedure

BelNet Related Work Instructions

Definitions

N/A

Policies Relating to Business Excellence
BEXB10.2

Monitoring, Evaluation and Review

This policy has been risk assessed as low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A
 SERVICE AREA: EXECUTIVE SERVICES
 POLICY OWNER: HUMAN RESOURCES MANAGER

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
NEXT REVIEW DATE	2023	

BEXB10.3 QUALITY POLICY

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.

Policy Statement

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, applying the principles of Business Excellence and best practice, including 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 Executive Leadership Team will:

- 4.9. Take accountability for the effectiveness of the Quality Management System (QMS).
- 2.10. Ensure that the QMS policy and objectives are established in line with the context and strategic direction of the City of Belmont.
- 3.11. Ensure integration of the QMS requirements into the City of Belmont's overall business processes and Business Management System documentation.
- 4.12. Promote the use of the process approach and risk-based thinking.
- 5.13. Ensure that the resources needed for the QMS are available.
- 6.14. Ensure that the QMS achieves its intended outcomes.
- 7.15. Communicate the importance of an effective QMS and of conforming to the QMS requirements to all staff and relevant stakeholders.
- 8.16. 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:

1. Monitor and review internal and external issues that may affect the City's ability to achieve the intended outcomes of its Business Management Systems.
2. 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.

Policies Relating to Business Excellence
BEXB10.3

3. Comply with all relevant Legislation.
4. Benchmark our performance in relevant areas to assist in the continuous improvement process.
5. Participate in the development of the local government industry and ensure due diligence through compliance to statutory and other selected standards.
6. 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.
7. Regularly measure organisational performance and the effectiveness of business management systems through a process of routine audits, assessments and reviews.
8. Maintain certification to ISO 9001 Quality 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
AS/NZS 4801:2001 Occupational health and safety management systems – Specification with guidance for use
ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use
AS/NZS ISO 31000:2009 – Risk management – Principles and guidelines

Reference to Internal Procedure

N/A

Definitions

N/A

Policies Relating to Business Excellence
BEXB10.3

Monitoring, Evaluation and Review

This policy has been risk assessed as Low

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A	
SERVICE AREA:	<u>BUSINESS PLANNING AND IMPROVEMENT</u> <u>CORPORATE AND GOVERNANCE</u>	
POLICY OWNER:	DIRECTOR CORPORATE AND GOVERNANCE	
<u>AMENDMENT STATUS</u>		
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
NEXT REVIEW DATE	2023	

BEXB10.4 ROLE OF ACTING CHIEF EXECUTIVE OFFICER

Policy Objective

1. To determine how the position and duties of the Chief Executive Officer will be undertaken on an acting basis as required; and
2. To determine those employees that are considered to be suitably qualified to act in the position of Chief Executive Officer.

Policy Statement

To 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

1. 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.
2. 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.
3. The CEO is to advise all Elected Members in writing of which Director will be Acting CEO and the period covered.
4. 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.
5. Notwithstanding 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.

Policies Relating to Business Excellence
BEXB10.4

Reference/Associated Documents

Local Government Act 1995
Local Government (Administration) Regulations 1996
Operational Policy - Decision Making Policy (BEXB32)
Higher Duties Form

Reference to Internal Procedure

N/A

Definitions

N/A

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 GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/06/2020	NEW POLICY	12.7

NEXT REVIEW DATE 2022

BEXB11.1 — ORGANISATIONAL RECORD KEEPING

Policy Objective

The purpose of this Policy is to define the principles that underpin the City's record keeping functions and to clarify the roles and responsibilities for record keeping within the City of Belmont.

This policy establishes a framework for the reliable and systematic management of the City's records and ensures records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to best practice standards.

Policy Statement

This policy applies to organisational records created or received in the course of fulfilling a duty or activity on behalf of the City by an employee, contractor, or an organisation performing outsourced services on behalf of the City, regardless of their physical format, storage, location or date of creation.

The City is bound by a range of statutory obligations which influence record keeping, including but not limited to the *State Records Act 2000*. The City's Compliance Management Plan assists in the management of compliance with these statutory requirements.

Records are recognised as an important information resource within the City of Belmont and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

The effective management of records will also:

1. Protect the interests of the City of Belmont and the rights of its employees, customers and stakeholders.
2. Support informed decision-making.
3. Provide evidence of achievements.
4. Increase efficiency in administration and service delivery across the organisation.

Policy Detail

1. Application

This Policy applies to all City of Belmont Employees, Elected Members, and Contractors.

2. Ownership

All records created or received during the course of business belong to the City of Belmont and not to the individuals who created them.

All contractual arrangements will ensure the City's ownership of records.

Policies Relating to Business Excellence
BEXB11.1

~~3. Creation of Records~~

~~All employees, contractors and elected members will ensure that full and accurate records are created to provide evidence of business transactions and decisions and that these records will be registered in the City of Belmont's recordkeeping system.~~

~~Full and accurate records will be created, in the appropriate format (preferably in an electronic format), in accordance with approved policies and procedures.~~

~~Where an original hard copy record exists and has been captured electronically, it is required that the original hard copy record is provided to Records Services for retention appraisal and physical location requirements.~~

~~4. Capture and Control of Records~~

~~All records created and received in the course of the City's business are to be captured at the point of creation (wherever possible), regardless of format, with required metadata, into the recordkeeping system or appropriate business system.~~

~~Records created when using social media applications will also be captured in the City of Belmont's recordkeeping system.~~

~~Records will not be maintained in email folders, shared drives, personal drives, external storage media or personal cloud services (such as Dropbox, OneDrive, Box, Google Drive), as these lack the necessary functionality to protect business information and records over time.~~

~~5. Security and Protection of Records~~

~~All records are to be classified as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction.~~

~~Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.~~

~~Records are not to be removed from Council buildings unless in accordance with the approved retention and disposal schedule, or in the custody of an employee performing their official business. It is preferred that wherever possible only copies of records are removed by those officers performing official business.~~

~~6. Access to Records~~

~~Access to the City's records will be in accordance with designated and approved access and security classifications and in accordance with the requirements of their role.~~

~~General public access to the City's records will be in accordance with the *Local Government Act 1995*, the *Freedom of Information Act 1992* and other relevant policies.~~

~~Elected Member access to the City's records will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.~~

~~7. Appraisal, Retention and Disposal of Records~~

~~All records maintained by the City of Belmont are to be disposed of in accordance with the General Disposal Authority (GDA) for Local Government Records, published by the State Records Commission of Western Australia.~~

Policies Relating to Business Excellence
BEXB11.1

~~Employees who wish to initiate the archiving or disposal of records are required to contact the Record Section for the correct procedures.~~

~~Records identified for destruction will be subject to review and approval by the Coordinator Records, the Manager of the business unit the records relate to, and the Chief Executive Officer.~~

Policies Relating to Business Excellence
BEXB11.1.1

~~BEXB11.1.1 ROLES AND RESPONSIBILITIES – ELECTED MEMBERS~~

~~Elected Members will create and keep records of communications or transactions which convey information relating to the City's business or functions. These records will be forwarded to the Chief Executive Officer for assessment and capture into the City's recordkeeping system.~~

~~The Information Commissioner has decided that for the purpose of the *Freedom of Information Act 1992*, certain records created or received by Elected Members are City records. Elected Members must consider the following factors before deciding whether records should be forwarded to the Chief Executive Officer for inclusion in the City's corporate record.~~

~~Factors Indicating Records Must be Included in the City's Corporate Record:~~

- ~~1. Elected Members may create or receive records in their official capacity that relate to their administrative and decision-making functions.~~
- ~~2. Some records held by Elected Members may contain vital information for accountability purposes and evidentiary purposes.~~
- ~~3. Some records held by Elected Members, if not included in the City's corporate records, may leave significant gaps in the City's record series.~~
- ~~4. Some records held by Elected Members, if not included in the City's corporate records, would mean that certain aspects of the City's business were conducted without adequate records, resulting in a lack of accountability.~~
- ~~5. There is a public interest in the City retaining a complete record of its activities and this must include relevant records created or received by Elected Members.~~

~~In conducting an assessment of a record for inclusion in the City's corporate record an Elected Member must consider all the factors listed above which are relevant to the specific record. Once an Elected Member has assessed a record against the above criteria and has concluded that it should form part of the City's corporate records then the Elected Member must forward that record to the Chief Executive Officer.~~

Policies Relating to Business Excellence
BEXB11.1.2

BEXB11.1.2 ROLES AND RESPONSIBILITIES – EMPLOYEES

~~1. Chief Executive Officer:~~

~~The Chief Executive Officer is to ensure that there is a system for the maintenance and management of records that is compliant with relevant legislation, including but not limited to *State Records Act 2000*, this policy and best practice standards.~~

~~Chief Executive Officer's Obligations – the Chief Executive Officer shall ensure that records received from Elected Members are assessed for inclusion in the City's record keeping system in accordance with the City's Recordkeeping Plan.~~

~~2. Executive and Managers:~~

~~Executive and Managers will ensure that all staff (and contractors) under their supervision comply with this policy, associated records management procedures/guidelines and the City of Belmont's Recordkeeping Plan.~~

~~Executive and Managers have a responsibility to ensure all new employees are inducted and trained as to their record keeping responsibilities.~~

~~3. All Employees and Contractors:~~

~~All employees (including contractors) will create and receive records relating to the business activities they perform and are required to:~~

- ~~i. Make records to document and support business activities.~~
- ~~ii. Ensure that records are captured and registered into the recordkeeping system or appropriate business system.~~
- ~~iii. Ensure that records are secure at all times.~~

~~Refer to the Recordkeeping Guidelines for detailed procedures.~~

Legislation and Standards

Legislation and standards applicable to recordkeeping in Western Australian Local Government organisations include:

- ~~1. *State Records Act 2000*~~
- ~~2. *Corruption and Crime Commission Act 2003*~~
- ~~3. *Criminal Code Compilation Act 1913*~~
- ~~4. *Electronic Transactions Act 2011*~~
- ~~5. *Evidence Act 1906*~~
- ~~6. *Freedom of Information Act 1992*~~
- ~~7. *Interpretation Act 1984*~~
- ~~8. *Local Government Act 1995*~~
- ~~9. *State Records Commission: Principles and Standards*~~
- ~~10. *Australian Standard on Records Management: AS ISO 15489*~~

Reference to Internal Procedures

~~SP17 Records Management.~~

~~Individual WI available on BelNet for Record Keeping procedures.~~

~~Recordkeeping Guidelines Recordkeeping Plan 2016.~~

Definitions**1. ~~Record~~**

~~A record is information recorded in any form that is created, received and maintained by an organisation in the course of conducting its business activities and kept as evidence of such activity.~~

~~A record may have any or all of the following attributes:~~

- ~~i. information which is of evidentiary or historical value and is not recorded elsewhere;~~
- ~~ii. formal communications and/or transactions between officers or between an officer and another party; or~~
- ~~iii. it may document the rationale behind organisational policy, decisions or directives~~

~~A 'Record' is defined in the *State Records Act 2000* s3 Interpretation, as having the following meaning:-~~

~~"record" means any record of information however recorded and includes -~~

- ~~i. any thing on which there is writing or Braille;~~
- ~~ii. a map, plan, diagram or graph;~~
- ~~iii. a drawing, pictorial or graphic work, or photograph;~~
- ~~iv. any thing on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;~~
- ~~v. anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and~~
- ~~vi. any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically;~~

2. ~~Metadata~~

~~Metadata is 'data about data'—that is, the data that must be captured alongside an electronic record that provides contextual information and supports its management and use. Examples of metadata include: date and time of creation and registration, author/customer, document name, links to records related to the same sequence of business activity and directory trees.~~

3. ~~Recordkeeping Plan~~

~~The Recordkeeping Plan ensures that records are created, managed and maintained over time and disposed in accordance with legislation. It is the primary means of providing evidence of compliance with the *State Records Act 2000*. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.~~

4. ~~General Disposal Authority for Local Government Records (GDA)~~

~~The General Disposal Authority for Local Government records (the schedule) is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.~~

Policies Relating to Business Excellence
BEXB11.1.2

Monitoring, Evaluation and Review

~~This policy has been risk assessed as Low.~~

~~The policy will be reviewed every two years.~~

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/06/04		9.1
19/12/06		12.5.7
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW — NONE	10.7
27/09/16	MINOR	12.9
10/12/19	REVIEW — MAJOR	12.8

NEXT REVIEW DATE	2021
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BEXB 11.1 RECORD KEEPING – ELECTED MEMBERS

Policy Objective

The purpose of this Policy is to define the principles that underpin the City's record keeping functions and to clarify the roles and responsibilities for record keeping within the City of Belmont.

This policy establishes a framework for the reliable and systematic management of the City's records and ensures records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to best practice standards.

Policy Statement

This policy applies to records created or received in the course of fulfilling a duty or activity on behalf of the City by an Elected Member, regardless of their physical format, storage, location or date of creation.

Records created or received in the course of Elected Members' local government duties that fall within the ambit of the State Records Commission Policy on Local Government Elected Members (2009) are government records and as such are subject to the same legislative requirements as any other government record.

The City is bound by a range of statutory obligations which influence record keeping, including but not limited to the *State Records Act 2000*. The City's Compliance Management Plan assists in the management of compliance with these statutory requirements.

Records are recognised as an important information resource within the City of Belmont and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

The effective management of records will also:

1. Protect the interests of the City of Belmont and the rights of its elected members, employees, customers and stakeholders.
2. Support informed decision making.
3. Provide evidence of achievements.
4. Increase efficiency in administration and service delivery across the organisation.

Policy Detail

1. Application

This Policy applies to all City of Belmont Elected Members.

2. Ownership

All records created or received during the course of business belong to the City of Belmont and not to the individuals who created them.

Policies Relating to Business Excellence
BEXB11.1.2

All contractual arrangements will ensure the City's ownership of records.

3. Creation of Records

All Elected members will ensure that records are created properly and accurately record the performance of member functions, to provide evidence of communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business and that these records will be registered in the City of Belmont's recordkeeping system.

Full and accurate records will be created, in the appropriate format, preferably in an electronic format, and where an original hard copy record exists and has been captured electronically, it is required that the original hard copy record is provided to the Chief Executive Officer for retention, appraisal and physical location requirements.

4. Capture and Control of Records

All records created and received in the course of the City's business are to be captured at the point of creation (wherever possible), regardless of format, with required metadata, into the recordkeeping system or appropriate business system.

Records created when using social media applications will also be captured in the City of Belmont's recordkeeping system.

Records will not be maintained in email folders, shared drives, personal drives, external storage media or personal cloud services (such as Dropbox, OneDrive, Box, Google Drive), as these lack the necessary functionality to protect business information and records over time.

5. Security and Protection of Records

All records are to be classified as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction.

Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

6. Access to Records

Elected Member access to the City's records will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

General public access to the City's records will be in accordance with the *Local Government Act 1995*, the *Freedom of Information Act 1992* and other relevant policies.

7. Appraisal, Retention and Disposal of Records

All records maintained by the City of Belmont are to be disposed of in accordance with the General Disposal Authority for Local Government Records (GDALG), published by the State Records Commission of Western Australia.

Elected Members who wish to initiate the archiving or disposal of records are required to contact the **Record Section Director Corporate & Governance** for the correct procedures.

Records identified for destruction will be subject to review and approval by the

Policies Relating to Business Excellence
BEXB11.1.2

Coordinator Records, the Manager of the business unit the records relate to, and the Chief Executive Officer.

Roles and Responsibilities

Elected Members will create and keep records of communications or transactions which convey information relating to the City's business or functions and forwarded to the Chief Executive Officer's office.

The Information Commissioner has decided that for the purpose of the *Freedom of Information Act 1992*, certain records created or received by Elected Members are City records. Elected Members must consider the following factors before deciding whether records should be forwarded to the Chief Executive Officer for inclusion in the City's corporate record.

Factors Indicating Records Must be Included in the City's Corporate Record:

1. Elected Members may create or receive records in their official capacity that relate to their administrative and decision making functions.
2. Some records held by Elected Members may contain vital information for accountability purposes and evidentiary purposes.
3. Some records held by Elected Members, if not included in the City's corporate records, may leave significant gaps in the City's ~~record series~~ corporate knowledge.
4. Some records held by Elected Members, if not included in the City's corporate records, would mean that certain aspects of the City's business were conducted without adequate records, resulting in a lack of accountability.
5. There is a public interest in the City retaining a complete record of its activities and this must include relevant records created or received by Elected Members.

In conducting an assessment of a record for inclusion in the City's corporate record an Elected Member must consider all the factors listed above which are relevant to the specific record. Once an Elected Member has assessed a record against the above criteria and has concluded that it should form part of the City's corporate records then the Elected Member must forward that record to the Chief Executive Officer.

Legislation and Standards

Legislation and standards applicable to recordkeeping in Western Australian Local Government organisations include:

1. *State Records Act 2000*
2. *Corruption and Crime Commission Act 2003*
3. *Criminal Code Compilation Act 1913*
4. *Electronic Transactions Act 2011*
5. *Evidence Act 1906*
6. *Freedom of Information Act 1992*
7. *Interpretation Act 1984*
8. *Local Government Act 1995*
9. *Limitation Act 2005*
10. *State Records Commission: Principles and Standards*

11. Australian Standard on Records Management: AS ISO 15489

Reference to Internal Procedures

[SP17 Records Management](#)

[Individual WI available on BelNet for Record Keeping procedures](#)

[Recordkeeping Guidelines](#)

[Recordkeeping Plan 202116](#)

Definitions

1. Record

A record is information recorded in any form that is created, received and maintained by an organisation in the course of conducting its business activities and kept as evidence of such activity.

A record may have any or all of the following attributes:

- i. information which is of evidentiary or historical value and is not recorded elsewhere;
- ii. formal communications and/or transactions between officers or between an officer and another party; or
- iii. it may document the rationale behind organisational policy, decisions or directives

A 'Record' is defined in the *State Records Act 2000* s3 Interpretation, as having the following meaning:-

"record" means any record of information however recorded and includes -

- i. any thing on which there is writing or Braille;
- ii. a map, plan, diagram or graph;
- iii. a drawing, pictorial or graphic work, or photograph;
- iv. any thing on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- v. anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- vi. any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically;

2. Metadata

Metadata is 'data about data' – that is, the data that must be captured alongside an electronic record that provides contextual information and supports its management and use. Examples of metadata include: date and time of creation and registration, author, customer, document name, property and links to records related to the same sequence of business activity.

3. Recordkeeping Plan

The Recordkeeping Plan ensures that records are created, managed and maintained over time and disposed in accordance with legislation. It is the primary means of providing evidence of compliance with the *State Records Act 2000*. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.

Policies Relating to Business Excellence
BEXB11.1.2

4. General Disposal Authority for Local Government Records (GDALG)

The General Disposal Authority for Local Government Records is designed to provide consistent disposal decisions throughout Local Government. It is the official and continuing authority for the disposal and archival of local government records in WA.

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

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 GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
DATE OF AMENDMENT		
22/06/04		9.1
19/12/06		12.5.7
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW – NONE	10.7
27/09/16	MINOR	12.9
10/12/19	REVIEW – MAJOR	12.8
NEXT REVIEW DATE	2022	13

BEXB12.1 STREET NUMBERING, RENUMBERING AND RENAMING

Policy Objective

1. To ensure the correct street addressing and clear identification of all properties within the City of Belmont.
2. To allocate a street address that is unique, clear, logical and unambiguous.
3. To outline the process and procedure of addressing, re-naming and re-numbering properties within the City of Belmont.

Policy Statement

1. To introduce procedures for dealing with the addressing, re-naming and re-numbering of the streets that have been segmented for traffic control purposes.
2. To retain the original street name for the longest segmented length(s) of road(s).

Policy Detail

To all properties that are 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

a) Determining the Street Address

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.

b) 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 and owners will be notified by mail. City of Belmont reserves the

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BEXB12.1

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.

ii. Instigation methods for street re-naming and re-numbering

a) Council Resolution

Where Council has in its opinion sufficient community or government emergency services agencies requests 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.

b) 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.

c) 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.

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BEXB12.1

d) 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.

iii. 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.

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.

2. Advice to Owners

i. Residential

The City will notify only the following agencies where street re-naming and re-numbering has occurred:

a) Australian Electoral Commission

b) Synergy

c) Water Corporation

d) Landgate

e) Telstra

f) Atco Gas

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BEXB12.1

- 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.

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.

ii. Commercial/Industrial

For commercial and industrial properties the five items listed for residential properties are applicable along with the following additional items:

- a) Council will not be responsible for the costs associated with stationery changes relating to the business name and address.
- b) Council will not be responsible for the installation of revised advertisement signage on the property.
- c) Council will not provide any revised or additional street numbers other than as listed for residential properties.
- d) Council will provide three months’ notice prior to the installation of street signage to enable the correction of stationery and business

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advertisement signage.

Reference/Associated Documents

Australian/New Zealand Standard AS/NZS 4819 2011

Reference to Internal Procedure

Proposed Street Numbering and Renaming Questionnaire
SB3.2 Naming or Renaming of Streets, Parks and Reserves

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

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: **FINANCE**
MANAGER FINANCE

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

NEXT REVIEW DATE 202**13**

COUNCIL POLICIES

SECTION FOUR

POLICIES RELATING TO NATURAL BELMONT (NB)

This section relates to the Natural Belmont key result area which is about achieving sustainable outcomes for the natural environment and for the community. These policies are aimed at assisting the City to achieve the following objectives:

- Protect and enhance our natural environment.
- Enhance the City's environmental sustainability through the efficient use of natural resources and minimise the City's carbon footprint.
- Ensure future resilience to a changing climate.

Policies Relating to Natural Belmont
NB1.13

NB1.1 ENVIRONMENTAL PURCHASING POLICY

Policy Objective

The objectives of the City of Belmont's Environmental Purchasing Policy are to:

1. Clarify the principles, considerations and responsibilities for considering life cycle environmental impacts when purchasing or procuring goods and services; and
2. Provide commitment to the waste reduction hierarchy and reducing single use disposable plastics; and
3. Provide specifications for purchase of nominated goods and services; and
4. Ensure that the intent of this ~~policy~~ Policy is observed across all of the City's purchasing and procurement activities. This policy seeks to ensure that all employees who make purchasing decisions have access to information that ensures environmental considerations can be easily incorporated into the decision making process.

Policy Statement

The acceptable premium cost for environmentally preferable or sustainable products or services is generally set at 15% above the cost of equivalent, non-preferable (~~non-certified or generic~~) products or services. ~~Variations may be acceptable, depending on the significance of the environmental impact, budget availability and absolute value of the price difference.~~

As outlined below, specifications apply to nominated goods and services (irrespective of pricing premium) including:

1. straws, cups, takeaway containers and cutlery
2. copy paper (A3 and A4)
3. all other paper
4. photocopiers
5. water fixtures and fittings
6. lighting

Policy Detail

~~1. Waste~~

Purchasing decisions will be considered in the context of the reduce, reuse and recycle and recover hierarchy for waste management, and the following points will form part of the purchasing consideration. Namely:

2.1. Reduce

- i. Purchases should only be made once it has been determined that particular goods or services are necessary.
- ii. That inappropriate levels of goods are not held in council stores.
- iii. Purchases that reduce the use of materials will be favoured. For example, bulk purchases that reduce packaging or printers that print double sided.

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NB1.13

3.2. Reuse

- i. Ensure items purchased are durable, have a long service life and are easy to maintain and upgrade.
- ii. Using the same item more than once and extending the useful life of products and equipment by ensuring appropriate maintenance and repairs where appropriate.

4.3. Recycle

Where practical, purchase products that are recycled or re-manufactured ~~or~~ contain recycled materials or can be recycled at the end of use.

5.4. Recover

Consider products that result in conversion of waste into resources (ie. electricity, heat, compost and fuel),

6.5. Energy and water efficiency and climate change

- i. Check that the energy and water rating and efficiency features are the best available for the price.
- ~~ii. When water or e~~
- ~~iii-ii.~~ When water or energy using devices reach the end of their working life replace with a higher rated device to ensure continuous improvement in the level of efficiency.
- ~~iv-iii.~~ In addition to operational performance, consider the lifecycle requirements of a product during its production, transportation and eventual disposal.
- ~~v-iv.~~ Where possible, reduce reliance on fossil fuels and consider renewable or lower polluting alternatives.
- ~~vi-v.~~ Consider the total cost of a product over its lifetime so that operational energy and water costs are considered along with the purchase price.

7.6. Habitat destruction

- i. Where practical, purchase paper based and wood products obtained from recycled, plantation, salvaged or renewable sources.
- ii. If possible, avoid the purchase of products that threaten the preservation of biodiversity.

8.7. Pollution

- i. Purchase products materials and services that have minimal potential to pollute water, land or air at any stage of its life cycle.
- ii. Avoid where possible, the purchase of materials containing ozone-depleting substances.
- iii. Where possible, purchase materials and products that are free of toxic or polluting materials.

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NB1.13

9.8. Soil degradation

Where possible, purchase products, materials and services that will minimise the risk of salinity, degrade or pollute the soil, or result in erosion through their use.

10.9. Item/product specification

i. Single use plastic items

The City is committed to progressively reduce or phase out single use disposable plastics in City- occupied buildings and for events, involving use of alternatives for items including, but not limited to straws, cups, takeaway containers and cutlery.

ii. Paper

All copy paper (A3 and A4) purchased shall be made in Australia from either virgin fibre from a source certified to either the FSC (Forest Stewardship Scheme) ~~(including FSC Mix)~~ or PEFC (Program for the Endorsement of Forestry Certifications) standards; or post-consumer recycled certified to a recycled content standard;

~~and bleached using a minimum of chlorine.~~ Recycled content paper shall be Processed Chlorine Free. Papers made from virgin fibre shall be either Elemental Chlorine Free (ECF), ECF Light or Totally Chlorine Free (TCF).

iii. All other paper

All other paper items purchased will, at a minimum, be virgin fibre from a source certified to either the FSC (Forest Stewardship Scheme) (including FSC Mix) or PEFC (Program for the Endorsement of Forestry Certifications) standards.

iv. Copiers

All copiers will be capable of printing double sided, from a supplier with a 'No landfill' policy i.e. recyclable at end of life and will accept use of recycled paper (i.e. without voiding warranty).

v. Water fixtures and fittings

All new water fixtures and fittings installed shall have a "better than" 3 WELS rating.

vi. Lighting

~~Where appropriate, All new light fittings installed~~ shall be LED or an alternative with equal/ higher energy efficiency.

Reference/Associated Documents

BEXB7.1 Purchasing
 NB2.1 Environment and Sustainability Policy

Reference to Internal Procedure

N/A

Policies Relating to Natural Belmont
NB1.13

Definitions

LED= Light Emitting Diode

WELS = Water Efficiency Labelling and Standards Scheme.

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

Note: The policy will be reviewed annually as per ISO 14001 accreditation.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS

N/A

SERVICE AREA:

~~PARKS AND ENVIRONMENT~~ INFRASTRUCTURE SERVICES

POLICY OWNER:

~~COORDINATOR ENVIRONMENT~~ MANAGER PARKS, LEISURE AND ENVIRONMENT

AMENDMENT STATUS

DATE OF AMENDMENT

STATUS OF AMENDMENT

MINUTE ITEM REFERENCE

23/07/02

8.1.1

01/04/08

12.5.1

28/04/09

12.10

27/07/10

12.9

22/11/11

12.9

24/07/12

12.6

25/06/13

12.8

28/10/14

REVIEW - NONE

12.4

22/09/15

REVIEW - NONE

10.7

27/09/16

REVIEW - MINOR

12.9

22/08/17

REVIEW - MINOR

12.2

25/09/18

REVIEW - MAJOR

12.5

10/12/19

REVIEW – MINOR

12.8

NEXT REVIEW DATE

ANNUALLY

NB2.1 ENVIRONMENT AND SUSTAINABILITY POLICY

Policy Objective

The City of Belmont will maintain an effective Environmental Management System that incorporates a continuous improvement philosophy to protect and enhance the natural environment.

While focusing on operations, the City will also engage with the wider Belmont residential and business community to promote and encourage involvement in environmental programmes, sustainable behaviour change and minimise risk of pollution incidence.

The Environmental Management System shall continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and communication to staff and those working under the City's control.

Policy Statement

The City of Belmont is committed to:

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

Policy Detail

The City of Belmont will

1. Develop, implement and regularly review an organisation-wide Environment and Sustainability Strategy and Implementation Plan.
2. Set objectives, targets and indicators to monitor environmental performance and review and report on outcomes.

Policies Relating to Natural Belmont
NB2.13

3. Identify strategic actions to achieve objectives, assigning responsibilities, timeframes and budget requirements, monitoring progress of implementation.
4. Consider environmental implications in project and event management, procurement, decision-making and development of strategies and plans.
5. Ensure the impact of future development on the environment is considered through land use planning and development control.
6. Maintain awareness of current and emerging environmental issues relevant to the City of Belmont.
7. Manage potential environmental impacts associated with City operations ("environmental" risks) and predicted impacts of climate change ("climate change" risks) as specified under City of Belmont Policy BEXB 9.2 Risk Management.
8. Ensure awareness of and communication of environmental legislative requirements relevant to Department activities to employees.

Responsibilities

The development of the Environmental Management System and this policy is the responsibility of the Executive Leadership Team. Its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of all City employees and those working under the City's control.

Reference/Associated Documents

AS/ NZS ISO 14001- Environmental Management Systems standards
BEXB 10.2 Occupational Safety and Health
BEXB 9.2 Risk Management
BEB 10.3 Quality Policy
NB 1.1 Environmental Purchasing Policy

Reference to Internal Procedure

BelNet Related Process Maps and Work Instructions

Definitions

N/A

Policies Relating to Natural Belmont
NB2.13

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

Note: The policy will be reviewed annually as per ISO 14001 accreditation.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A	
SERVICE AREA:	PARKS, LEISURE AND ENVIRONMENT <u>INFRASTRUCTURE SERVICES</u>	
POLICY OWNER:	COORDINATOR ENVIRONMENT <u>MANAGER PARKS, LEISURE AND ENVIRONMENT</u>	
AMENDMENT STATUS		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/09/16	REVIEW – MINOR	12.9
22/08/17	REVIEW – NONE	12.2
24/04/18	REVIEW – MAJOR (IMPLEMENTED 01/07/18)	12.4
10/12/19	REVIEW – NONE	12.8
23/02/21	REVIEW – NONE	12.7
14/12/21	REVIEW – MINOR	12.7
NEXT REVIEW DATE	ANNUALLY	

Policies Relating to Natural Belmont
NB3.1

NB3.1 DANGEROUS TREES

Policy Objective

To ensure the most appropriate and effective action is taken with regard to trees on private property in an unsafe condition.

Policy Statement

It is Council's view that in the interest of public safety and in accordance with the *Local Government Act 1995* the City will, where notified ~~by residents~~, play an active role in the management of potentially dangerous trees on private property.

Policy Detail

Where ~~a resident raises~~ concern is raised with regard to the safety of a tree on private property, ~~an employee from the City's Parks, Leisure and Environment Department 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 ~~by a City employee~~ reveals a tree is a 'serious and immediate danger' and therefore requires immediate ~~action intervention to alleviate the risk~~, the City will ~~as per~~, in accordance with Section 3.27(1) Schedule 3.2(7) of the *Local Government Act 1995*, take action to ~~make safe the tree~~ 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 ~~Where a visual inspection by a City employee reveals a tree to be potentially dangerous but not a~~ 'serious and immediate danger', however exceeds the QTRA risk tolerability threshold of 1/10 000, the City 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, in accordance with~~ Section 3.25(1) Schedule 3.1(8) and (9) of the *Local Government Act 1995*, ~~including the right to object/ appeal~~ issue a notice requiring the owner or occupier to remove all or part of a tree to ensure the tree is made safe.
 - 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*

Policies Relating to Natural Belmont
NB3.1

2004 (WA) or the *Environmental Protection and Biodiversity Conservation Act 1999* (Cwth), the City will either;

1. obtain the required approval; or
2. 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

~~A notice issued to an owner or occupier will include advice, in accordance with s9.1 to 9.9 of the Act, which outlines the right to object/appeal, noting that an objection in this regard, requires the owner or occupier to provide a written report from a suitably qualified expert in the field of Arboriculture to the contrary of the City's original assessment.~~

~~Where a visual inspection by a City employee does not clearly identify that the tree poses a danger, then the City's Arborist will make the necessary assessment and provide a written report. If the Arborist is not available, then the City will engage the services of a suitably qualified expert.~~

~~Where a written report determines that the tree poses a danger, then the City, in accordance with Section 3.25(1) Schedule 3.1(8) and (9) of the Act, will issue a notice requiring the owner or occupier to remove all or part of a tree to ensure the tree is made safe.~~

~~Where an owner or occupier is unable to comply with the Notice due to financial constraints, the City will offer to undertake the associated works necessary in making the tree safe and offer the owner or occupier the option of paying the City in instalments. Any property owner or occupier 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.~~

~~Where the report determines that the tree does not pose a danger then the City would take no further action.~~

~~If a notice recipient fails to comply with the notice, then the City will, in accordance with Section 3.26(2) and (3), take whatever action is considered necessary to achieve the intent and purpose of the original notice. Costs incurred by such action will be recovered as a debt from the notice recipient.~~

~~The City will not investigate or arbitrate concerns of residents regarding trees, which may be considered 'nuisance' in nature i.e. leaf and branch litter, root damage, etc. Where overgrown or large trees/shrubs are identified as causing structural damage either to dividing fences or structures on adjoining properties, the matter is to be referred to the Building Section for assessment in accordance with the *Dividing Fences Act 1961* or *Local Government (Miscellaneous Provisions) Act 1995*.~~

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](#)
[Dividing Fence Act 1961](#) Section 3.26(2) and (3)

~~Policies Relating to Natural Belmont~~
NB3.1

Reference to Internal Procedure

PM - Parks - Dangerous Tree Removal
Register of Delegations: DA – Powers of Entry

Definitions

Serious and immediate danger – defined as: a tree assessed by a qualified Arborist using QTRA methodology as presenting an ~~unacceptable~~ intolerable 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).~~

~~Potentially dangerous defined as: a tree assessed by a qualified Arborist using QTRA methodology as presenting an unacceptable risk of significant harm requiring urgent action.~~

~~Policies Relating to Natural Belmont~~
NB3.1

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS
SERVICE AREA:
POLICY OWNER:

DA – POWERS OF ENTRY
~~PARKS AND ENVIRONMENT~~ INFRASTRUCTURE SERVICES
~~COORDINATOR PARKS~~ MANAGER PARKS, LEISURE AND ENVIRONMENT

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

NEXT REVIEW DATE

202~~13~~

~~Policies Relating to Natural Belmont~~
NB3.2

NB3.2 URBAN FOREST POLICY

To detail the City of Belmont's commitment to preserving and enhancing the growth of the urban forest.

Policy Statement

The City of Belmont recognises the importance of the urban forest as a community asset that when applied equitably and consistently:

1. Provides multiple social, environmental, ecological and economic benefits.
2. Reduces and mitigates the Urban Heat Island Effect.
3. Supports urban liveability and healthy communities.
4. Helps build the City's identity and improves the aesthetics and amenity of streetscapes and public spaces.
5. Contributes to the objectives of the Strategic Community Plan.

Therefore, the City is committed to:

1. Engaging and working collaboratively with the community and key stakeholders to implement its urban forest vision.
2. Managing trees as a collective (rather than as individuals) to achieve the retention and enhancement of a diverse, healthy, fit for purpose, low risk and sustainable urban forest.
3. Adopting a design philosophy for City projects that places priority on pedestrian amenity, landscaping and shade trees.
4. Increasing canopy cover within streetscapes, public open space and City managed land.
5. Ensuring that, through the implementation of current industry best practices and standards, all trees are able to grow to their full arboricultural potential.
6. No net loss of canopy cover on City managed land.

Policy Detail

1. Tree Planting

- i. The City shall implement the key objectives of the Urban Forest Strategy and the actions of the Canopy Plan.
- ii. The City shall develop and implement an annual tree planting programme with the view to increase tree numbers and canopy cover within streetscapes and City managed lands.
 - a) Tree selection will be location dependent and appropriate for the environmental context and in accordance with the City's Street Tree Plan.
 - b) The City shall maintain an inventory of City street trees as per a recognised arboricultural methodology or standard, including but not limited to information pertaining to:
 - (i) individual amenity value (in Australian Dollars) as calculated by a qualified Arborist using the Helliwell System or other recognised form of amenity value calculation;

~~Policies Relating to Natural Belmont~~
NB3.2

- (ii) arboricultural and physical attributes such as lifecycle, tree structure, tree health, useful life expectancy and canopy cover; and
- (iii) the number, location and species of street trees removed and planted annually.

2. Tree Retention and Protection

- i. All trees within City managed lands and areas under the City's control will be protected and managed as per this Policy.
- ii. In regard to City trees, the City's preference, in order of priority, is:
 - a) avoid impact - through appropriate design or construction methodologies; or
 - b) minimise impact - the City will require that the risk to the tree is minimised ~~as per subclause 2 iii of this Policy~~
- ~~iii. Where works, including development, are likely to have a significant impact on a City Tree, the applicant shall:~~
 - ~~a) have tree protection methods in place as recommended within AS 4970-2009 Protection of Trees on Development Sites and to the satisfaction of the City; and~~
 - ~~b) where works are undertaken within a Tree Protection Zone, an Arborist Method Statement will be required; and~~
 - ~~c) demonstrate that tree protection methods have been put in place prior to commencement and for the duration of works.~~
- ~~iv. Where design options or construction methodologies result in unavoidable tree loss, the City shall require tree removal and replacement as per Clause 5 of this Policy.~~

3. Tree Pruning

- i. Pruning of City trees will be undertaken in compliance with AS 4373-2007 - Pruning of Amenity Trees and will only be considered to:
 - a) promote and increase canopy cover;
 - b) support or extend the tree's useful life expectancy;
 - c) mitigate an unacceptable risk of harm or damage to infrastructure, property or safety;
 - d) alleviate a significant negative impact to adjacent properties.
- ii. The City will not prune City Trees:
 - a) for aesthetic purposes;
 - b) to maintain or create viewsapes;
 - c) to reduce shading of solar panels;

~~Policies Relating to Natural Belmont~~
NB3.2

- d) to reduce shading of outdoor areas, pools, gardens, lawns or any other surface;
 - e) to reduce leaf litter, nut drop or for any other nuisance factors.
 - iii. The Chief Executive Officer may authorise pruning of a City Tree for additional reasons under exceptional circumstances, following consideration of a request received in writing.
- 4. Tree Removal and Replacement
 - i. Removal of a City Tree will only be considered where the tree:
 - a) is dead, dying, diseased or is structurally unsound;
 - b) was planted without authorisation from the City or is self-sown and is deemed an inappropriate tree;
 - c) presents an unacceptable risk of harm:
 - (i) to human life; or
 - (ii) to nearby infrastructure (and is supported by a Quantified Tree Risk Assessment methodology by a qualified Arborist);
 - d) is required to be removed through the approval of a crossover or development application;
 - e) presents an unacceptable liability or legal risk to the City if retained;
 - f) is strategically removed and replaced to achieve a net increase in canopy cover;
 - g) directly contributes to or results in ongoing detrimental health impacts that are confirmed by a medical specialist as being attributed solely to that particular tree and alternative options for managing the issue are not feasible; or
 - h) is strategically removed and replaced to facilitate a City Project that provides a broader community benefit.
 - ii. The Chief Executive Officer may authorise removal of a City Tree for additional reasons under exceptional circumstances, following consideration of a request received in writing.
 - iii. Replacement tree planting shall occur at the site of removal and/ or at the closest suitable location. Tree planting is to be undertaken in accordance with this Policy and whereby the City shall determine the species of replacement trees dependent on the locality.
- 5. City Trees and Developments - Offset and Cost Recovery
 - i. If a City Tree has been approved for removal ~~as part of a City project or crossover or development application~~, the City shall require pre-payment for:
 - a) works to be undertaken by the City (i.e. tree removal and stump grinding); and

Policies Relating to Natural Belmont

NB3.2

- (i) the provision of replacement trees to be planted by the City ~~or, (with agreement with the developer); or~~
- (ii) ~~with agreement with the developer, the a~~ Amenity value of the tree to be removed.

- ii. Where a City Tree is removed, replacement planting shall be undertaken at a ratio of 1:3 (removed: replaced).
6. Where a City Tree is removed, pruned or is damaged without authorisation on City managed land, the City, at its discretion may:
- a) take action under Regulation 5(1) of the *Local Government (Uniform Local Provisions) Regulations 1996* or other applicable legislation (including the issue of infringement notices);
 - b) recover costs associated with the removal (if applicable) and replacement tree/s as per the City's Schedule of Fees and Charges;
 - c) recover costs equivalent to the Amenity Value of the tree;
 - d) undertake replacement planting as per this Policy.

Reference/Associated Documents

Internal Documents

Urban Forest Strategy
Street Tree Plan
Environment and Sustainability Strategy
Belmont on the Move
Canopy Plan
[Trees in Development Information Sheet?](#)

City of Belmont Policies

NB2.1 Environment and Sustainability Policy
BB2.2 Streetscape Policy
NB3.1 Dangerous Trees

Legislation

Environmental Protection Act 1986
Local Government Act 1995
Local Government (Uniform Local Provisions) Regulations 1996
Planning and Development (Local Planning Schemes) Regulations 2015

Planning and Development Controls

City of Belmont Local Planning Scheme No. 15

Australian Standards

~~Policies Relating to Natural Belmont~~
NB3.2

AS 4373-2007 Pruning of Amenity Trees
AS 4970-2009 Protection of Trees on Development Sites

Policies Relating to Natural Belmont
NB3.2

Definitions

For the purpose of this Policy, the following definitions apply:

‘Arboricultural Potential’ -	Optimal health, size and maturity of a tree as expressed by its individual arboricultural characteristics and its local conditions i.e. soil volume, water, nutrients, management requirements.
‘Amenity Value’ -	monetary value representing the visual amenity provided by individual trees as calculated by a qualified Arborist using an internationally accepted arboricultural method.
‘Canopy cover’ -	broad crown of a tree/s providing shade and cover.
‘City Tree’ -	tree with the entirety or majority of its trunk located within lands owned, vested or managed by the City.
‘Significant Negative Impact’ -	as a result of a City tree the occupant’s use, access, comfort or enjoyment of private property is detrimentally impeded or impaired.
‘Street Tree’ -	tree located within a road reserve.
‘Streetscapes’ -	The appearance or view of a street/ road reserve.
‘Tree’ -	a woody plant inclusive of its roots, canopy, stems and trunk(s) that is capable of growing taller than 4m in height at maturity.
‘Urban Forest’ -	the sum of all trees and vegetation within the urban environment.
‘Urban Heat Island Effect’ -	the exacerbated thermal radiation (heat) retention within the urban environment due to a higher proportion of hard/ constructed materials.
‘Useful Life Expectancy’ -	the number of years the tree is expected to continue to mature and provide canopy prior to going into decline.

~~Policies Relating to Natural Belmont~~
NB3.2

Monitoring, Evaluation and Review

This policy has been risk assessed as High.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	INFRASTRUCTURE SERVICES
POLICY OWNER:	MANAGER PARKS, LEISURE AND ENVIRONMENT

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
16/04/19	NEW POLICY	12.5
10/12/19	REVIEW - MINOR	12.8
23/02/21	REVIEW – MINOR	12.7

NEXT REVIEW DATE	ANNUALLY
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~~COUNCIL POLICIES~~

~~SECTION FIVE~~

~~POLICIES RELATING TO SOCIAL BELMONT (SB)~~

~~The Social Belmont key result area is about achieving outcomes for the residential community. These policies are aimed at assisting the City to fulfil the following objectives:~~

- ~~• The City will take a key leadership role to ensure access to services and facilities and developing collaborative partnerships that enable greater accessibility for a changing community.~~
- ~~• Develop community capacity and self-reliance.~~
- ~~• Encourage a high standard of community health and wellbeing.~~
- ~~• Create a City that leads to feelings of wellbeing, security and safety.~~
- ~~• Ensure that the cultural and historical significance of the City is identified and captured.~~

SB1.1 COUNCIL AUTHORITY TO APPLY FOR GRANTS

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

Policies Relating to Social Belmont
SB1.1

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: FINANCE 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

NEXT REVIEW DATE 2024~~13~~

Policies Relating to Social Belmont
SB1.2

SB1.2 DONATIONS AND APPLICATIONS – FOR FINANCIAL ASSISTANCE

Policy Objective

To direct the process of administering financial assistance to the local community including not for profit groups, local schools, sporting and recreational clubs and disaster relief appeals. The aim of the financial assistance is to provide a direct benefit to the residents of the City of Belmont and to allow for additional flexibility to respond to the changing needs of the community*.

**The only occurrence where recipients/communities outside the City of Belmont could be eligible to receive financial assistance is when supporting disaster relief appeals.*

Policy Statement

The City of Belmont will consider administering financial assistance for donations under one of the following programs:

1. Community Contribution Fund
2. Specific Donations (through formal Memorandums of Understanding)
3. In Kind Donations (use of Council community facilities)
4. Other Donations/Financial Assistance (Sand and Turf Line Marking Paint, Sporting/Cultural, Your Neighbour Community Grants, Community Sporting and Recreation Facilities Fund and other grant funding opportunities that may arise).

Each program listed above has guidelines or templates, which may be reviewed and modified on an operational level, in order to continuously improve the administration of the funds to meet the changing needs of the community. The Executive Leadership Team has the responsibility of approving or rejecting any proposed changes to the program guidelines or templates.

This policy outlines the process of how all requests for financial support are assessed and administered. Requests for financial assistance will only be considered where it is determined that the financial assistance will provide a direct benefit to the City of Belmont communities by service provision that is reflective of community needs*.

Policy Detail

In considering all of the applications for funding, all associated program guidelines or templates will clearly demonstrate that there is a direct benefit to the City of Belmont residents and communities*.

Any applications for funding which meet the associated program guidelines or templates will go through the process of assessment, review and recommendations by the respective responsible Officer of the program in conjunction with the relevant Manager.

Where an application relates to financial support for external grant funding opportunities for the development of new facilities or the upgrading of facilities not

Policies Relating to Social Belmont
SB1.2

currently scheduled for renewal through the City's Asset Management Plans (including fixed equipment/assets and sports lighting) or creating new infrastructure, the application will be considered on the basis of up to a maximum of one third contribution by Council and two thirds being the responsibility of the applicant. The contributions from the applicant may take the form of a grant, self-help or cash (including external grants).

The replacement of City owned aged assets is typically funded and undertaken by the City as part of renewal programs identified through Asset Management Plans. If the application relates to the upgrade and/or replacement of existing assets owned by the City which are nearing the end of their useful life, and the project will significant increase the useful life for the asset, the City may consider an increased level of contribution.

The following Delegated Authority exists for requests for financial assistance under this policy:

1. up to \$5,000 per application - Chief Executive Officer
2. more than \$5,000 per application - Council

Reference / Associated Documents

N/A

Reference to Internal Procedure

WI – Administer funds to local organisations for provision of sand and turf line marking paint.

WI – Community Contribution Fund

Community Contribution Fund Guidelines

Community Contribution Fund Application Form

[Community Sporting and Recreation Facilities Fund Guidelines](#)

[Sporting and Cultural Donations Guidelines](#)

Hall Hire In Kind Donations Application Form

Reimbursement for Sand or Turf Line Marking Paint Application Form

[Your Neighbour Community Grant Application Form](#)

[Belmont Business Innovation Grant Application Form](#)

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as ~~moderate~~Low.

The policy will be reviewed every two years.

~~Policies Relating to Social Belmont~~
SB1.2

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A
 SERVICE AREA: DEVELOPMENT AND COMMUNITIES
 POLICY OWNER: ~~COORDINATOR COMMUNITY DEVELOPMENT~~ MANAGER
 ECONOMIC AND COMMUNITY DEVELOPMENT

AMENDMENT STATUS

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
01/03/05		11.4.1
05/08/06		11.5.5
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
28/08/12		12.3
25/06/13		12.8
29/10/13		12.7
28/10/14	MINOR	12.4
27/09/16	REVIEW – MAJOR	12.9
25/09/18	REVIEW – MAJOR	12.5
10/12/19	MAJOR	12.8

NEXT REVIEW DATE 2023~~4~~

SB1.3 DONATION OF DISUSED EQUIPMENT, MACHINERY AND OTHER MATERIALS

Policy Objective

Provide guidelines for the donation of disused equipment, machinery and other materials to non-profit community organisations.

Policy Statement

The City has numerous items of low value equipment, machinery and other materials which periodically become surplus to requirements, disused or have passed their effective life. These items may be of benefit to non-profit community organisations and the donation of these items to such organisations needs to be properly administered.

Policy Detail

1. The City will, when considered appropriate, invite non-profit community organisations to indicate whether goods available would benefit them in the pursuit of their objectives and from the responses received, donate items accordingly.
2. A register will be kept of goods that have been donated for the purpose of ensuring an equitable distribution over time.
3. For the purpose of this policy a “non-profit community organisation” is defined as any non-profit group, agency or service whose primary aims are to improve the quality of life to the community (or part thereof) or provide targeted welfare support. This may also include the provision of recreation and sporting opportunities.
4. The priority for allocating the donation of goods shall be in the following order:
 - i. Community Groups (local)
Located within the City and providing a service specifically dedicated to assisting residents of the City. The service provides a benefit to the general community or to a specific section of the community.
 - ii. Community Groups (regional)
Located within the City and providing a service dedicated to assisting the wider community, including residents of the City. The service provides a benefit to the general community or to a specific section of the community.
 - iii. Sporting or Cultural Organisations
 - a) Sporting:
A club or organisation located within the City whose primary aims are to advance the recreation, leisure or sporting needs of its members and/or the community.
 - b) Cultural:
A group or organisation located within the City whose primary aims are to advance the cultural and artistic needs of its members and/or the community.

Policies Relating to Social Belmont
SB1.3

5. Elected Members will be given first option when they cease to be an Elected Member, to purchase their equipment.
6. The City will not provide any warranty, consumables or technical support for equipment, machinery or other materials that have been donated by, or purchased from, the City.

Reference/Associated Documents

[Local Government \(Functions in General\) Regulations 1996](#), Regulation 30(3)

Reference to Internal Procedure

Register of Delegations: DA – Disposal of Assets

Definitions

N/A

Policies Relating to Social Belmont
SB1.3

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS DA – DISPOSAL OF ASSETS
SERVICE AREA: **FINANCE**CORPORATE AND GOVERNANCE
POLICY OWNER: MANAGER FINANCE

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	REVIEW - MINOR	12.9
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE 202**13**

Policies Relating to Social Belmont
SB1.4

SB1.4 SUBSIDISED ORGANISED SPORT FOR JUNIORS IN THE CITY OF BELMONT

Policy Objective

To support the City of Belmont sporting clubs and in particular young people engaged in organised sport. The term 'juniors' in organised sport is reclassified to include any member of a sporting club under the age of 18 who is a registered player with a City of Belmont sporting club.

Policy Statement

One of the ways the City supports young people engaged in organised sport is to waive the member seasonal reserve hire charge for juniors.

Policy Detail

Charges can place a burden on the City's sporting clubs and particularly junior clubs as their members tend to not be financially independent. This financial burden can affect families, particularly those who have more than one child, leading to declines in participation rates. It is recognised that the transition from junior into senior sport is very much influenced by cost and that the dropout rate is high in 16 – 18 year olds across most sports.

Club affiliation fees have and continue to increase to ensure the appropriate insurance coverage is provided for. This cost has a flow on effect on participation rates as increased costs lead to increase membership fees.

Reference/Associated Documents

N/A

Reference to Internal Procedure

N/A

Definitions

Junior- a member of a City of Belmont sporting club under the age of 18 years.

~~Policies Relating to Social Belmont~~
SB1.4

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years, with funding contribution to be indexed according to CPI.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A
SERVICE AREA: ~~PARKS & ENVIRONMENT~~ INFRASTRUCTURE SERVICES
POLICY OWNER: ~~COORDINATOR COMMUNITY WELLBEING~~ MANAGER PARKS, LEISURE AND ENVIRONMENT

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
15/07/08		12.9
28/04/09		12.10
22/11/11		12.9
28/08/12		12.3
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9
25/09/18	REVIEW - MINOR	12.5

NEXT REVIEW DATE 20202

Policies Relating to Social Belmont
SB1.5

~~SB1.5 APPLICATIONS FOR COUNCIL ASSISTANCE~~

~~Policy Objective~~

~~To establish the way in which Council will consider requests made by sporting clubs and community groups for facility upgrades for the benefit of the respective club(s), community group(s) and the City.~~

~~Policy Statement~~

~~All applications from non-profit, sporting and other community bodies, for Council's assistance in upgrading facilities will be considered on a basis of up to a maximum of one third contribution by Council and two thirds being the responsibility of the applicant.~~

~~Policy Detail~~

~~The contributions from the applicant may take the form of a grant, self-help, self-supporting loan or cash (including external grants).~~

~~The contribution by Council will be determined by having regard to the ability of the applicant to arrange funds, and subject to availability may take the form of works and services or funds.~~

~~Reference/Associated Documents~~

~~N/A~~

~~Reference to Internal Procedure~~

~~Register of Delegations: N/A~~

~~Definitions~~

~~Upgrading — to improve (equipment, machinery, etc.) especially by replacing components (The Australian Concise Oxford Dictionary, 4th Edition)~~

~~— Facilities — an establishment set up to fulfil a particular function or provide a particular service (The Australian Concise Oxford Dictionary, 4th Edition)~~

Policies Relating to Social Belmont
SB1.5

~~Monitoring, Evaluation and Review~~

~~There is a low operational risk associated with the policy.~~

~~The policy will be reviewed every two years.~~

~~THIS POLICY IS SUPPORTED BY:~~

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	PARKS & ENVIRONMENT
POLICY OWNER:	COORDINATOR COMMUNITY WELLBEING

~~AMENDMENT STATUS~~

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
22/11/11		12.9
28/10/14	REVIEW — MINOR	12.4
22/09/15	MINOR	10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW — NONE	12.2
10/12/19	MINOR	12.8

NEXT REVIEW DATE	2020
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SB2.1 HONORARY FREEMAN OF THE CITY

Policy Objective

To provide a process by which Council can formally recognise outstanding and meritorious service to the City of Belmont community.

Policy Statement

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 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.

Policy Detail

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;
 - 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 badge which identifies them as Freeman of the City along with a plaque and certificate to commemorate receiving the award.

Policies Relating to Social Belmont
SB2.1

Nomination Procedure

1. Nominations for an 'Honorary Freeman of the City of Belmont' should include an 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 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 of the recipient's acceptance of the title.

Reference/Associated Documents

[Local Government Act 1995](#)

Reference to Internal Procedure

N/A

Definitions

N/A

~~Policies Relating to Social Belmont~~
SB2.1

Monitoring, Evaluation and Review

This policy has been risk assessed as low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A
 SERVICE AREA: ~~CHIEF EXECUTIVE'S OFFICE~~EXECUTIVE SERVICES
 POLICY OWNER: ~~PRINCIPAL GOVERNANCE AND COMPLIANCE~~
 ADVISOR~~MANAGER GOVERNANCE, STRATEGY AND RISK~~

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

NEXT REVIEW DATE 202~~1~~3

SB2.2 CIVIC DINNER – COMMUNITY GUESTS

Policy Objective

To recognise the contribution of members of the community who work for the good of the City of Belmont.

Policy Statement

There are many people who contribute to the betterment of the district. In an effort to show gratitude to these community members this policy provides for an opportunity to show appreciation through an invitation to the City's 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.

~~Past Elected Members~~

~~Past Elected Members can be invited as guests or as community representatives to the Civic Dinner.~~

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

N/A

Reference to Internal Procedure

N/A

Policies Relating to Social Belmont
SB2.2**Definitions**

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A
 SERVICE AREA: ~~CHIEF EXECUTIVE'S OFFICE~~ EXECUTIVE SERVICES
 POLICY OWNER: MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE 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

NEXT REVIEW DATE 2024~~3~~

Policies Relating to Social Belmont
SB3.1

SB3.1 COMMUNICATION AND CONSULTATION – COMMUNITY AND STAKEHOLDERS

Policy Objective

To foster and support a culture of communication and consultation that acknowledges and values the role of all stakeholders; keeps the community informed, promotes understanding and engages stakeholders to participate in and contribute to decision-making processes on identified matters of importance.

Policy Statement

Background

Local government is guided by a range of statutory requirements that define minimum levels for communication and consultation with our community and stakeholders and ensure that the basis of decision making is transparent.

The City embraces a positive and proactive approach to communicating with our community and stakeholders; promoting understanding and involvement in decision making in order to achieve the following principles of benefits:

1. Increased community satisfaction in services
2. Increased likelihood of policy/program acceptance
3. Reduced conflict
4. Improved relationships with the community
5. Improved public image
6. Stronger sense of community
7. Reinforced legitimacy in the decision making process
8. Actual or potential problems revealed
9. Excellence in the City's planning outcomes
10. Long term financial savings to the Council

Policy Detail

1. Outcomes

The following key outcomes for communication and consultation are expected:

- i. Confidence and Consistency - The City's communication and consultation processes shall be designed and periodically reviewed to adequately gain stakeholder input into short and long term City planning to support the vision of the City of Belmont as a desirable place to live, recreate and work.
- ii. The City will undertake the most appropriate levels of communication and consultation within the bounds of available resources, targeting as a priority those projects or decisions which demonstrate the greatest potential for impact on our community and stakeholders.

Policies Relating to Social Belmont
SB3.1

All communication and consultation will be designed to meet the needs of:

- The Community – keeping residents, ratepayers and community groups informed through the City's numerous media mediums; promote understanding and inclusion through consultation and involvement in Council events and activities, support and encourage opportunities for participation in and with the community at all levels;
- The City – through implementing processes that enable the City to identify the type and extent of communication/consultation appropriate for each decision allocating resources as required and retaining a workable balance between addressing matters of importance and avoiding potential for intensive resource consumption on matters of insignificance or which have limited potential for effective community/stakeholder involvement.
- City employees - acknowledging that the needs of the community and the City take precedence, it remains important that processes which drive communication and consultation enable employees to deliver a consistent approach which is cognisant of the requirements of this policy, statutory requirements and resource limitations.
- Decision Making - In determining an outcome or decision the results of communication and/or consultation shall be represented in the Decision Making process.

Irrespective of consultation undertaken, determination of any decision will be at the discretion of Council or the relevant decision maker and in accordance with the City's Corporate Decision Making Policy.

Consultation will not occur (unless exceptional circumstances prevail) in circumstances where legislative or policy provision gives a clear right to an outcome. An instance where this might prevail may be a planning application, where the application complies with the relevant Scheme requirements, Residential Design Codes and other planning legislation – even where the development proposed may have the potential to impact upon the community.

Reference/Associated Documents

City of Belmont Consultation and Engagement Strategy
SP03 Communications - Internal and External
City of Belmont Communication Strategy
(Particular projects may have legislative consultation requirements. For details, refer to the relevant statute or policy)

Reference to Internal Procedure

WI - Consultation
PM - Manage Online Engagement (Belmont Connect)
PM - Manage Social Media (Facebook)
PM - Manage Social Media (Twitter)
WI - Belmont Connect Project Creation
WI - Facebook

Policies Relating to Social Belmont
SB3.1

Definitions

The City defines consultation as follows:

Consultation in the City of Belmont involves notification (to publicise the matter to be consulted on), consultation (a two-way flow of information and opinion exchange) as well as participation (involving interest groups in the drafting of policy or legislation).

Monitoring, Evaluation and Review

Details of the results of strategies implemented, noting feedback received, to be considered and assessed.

(E.g. Public meeting held, 30 people attended, positive reaction and support for project gathered. Notes from meeting are registered and in project file).

Feedback to the community is provided via various communication methods. The effectiveness of future consultation is influenced by past consultation and decisions. Communities want to be told about subsequent decision making, including delays, and if so the reason for them. Communicate to them the issues and opinions raised by others, the decision made and the reasons for it.

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:	MARKETING AND COMMUNICATIONS <u>CORPORATE AND GOVERNANCE</u>
POLICY OWNER:	MANAGER GOVERNANCE, <u>STRATEGY AND RISK</u>

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
12/04/05		11.3.2
25/07/06		11.5.2
28/04/09		12.10
22/11/11		12.9
24/07/12		12.6
28/10/14		12.4
22/09/15	MINOR	10.7
27/09/16	REVIEW – MINOR	12.9
25/09/18	REVIEW – MINOR	12.5
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE 202~~4~~3

SB3.2 NAMING OR RENAMING OF STREETS, PARKS AND RESERVES

Policy Objective

To ensure the naming or renaming of streets, parks and reserves within the City conform to accepted criteria.

To retain the original street name for the longest segmented length(s) of road(s).

Policy Statement

1. This policy is to be read in conjunction with the requirements listed in Landgate's Policies and Standards for Geographical Naming in Western Australia.
2. The Planning Department will be responsible for recommendations to Council that relate to the naming or renaming of all streets, parks and reserves within the City. Such recommendations shall have regard to Landgate's Policies and Standards for Geographical Naming in Western Australia or justification be provided for any exception to the Guidelines that is likely to be acceptable to the Geographic Names Committee.
3. Unless otherwise determined by resolution of the Council, names shall be drawn from the following sources:
 - i. Elected Members who have completed service to the community for a minimum of two terms and who have continued to make significant contributions to the community.
 - ii. Persons, who in the opinion of the Council, have made an outstanding contribution to the community of the City of Belmont by extensive time volunteering, participation in service organisations, or by their philanthropy.
 - iii. Surnames of pioneering families, who originally lived in the City of Belmont prior to 1955 for an extended period.
 - iv. Aboriginal names of places, flora and fauna, as well as their locally understood names. The flora and fauna to have been, or currently existing in the City of Belmont.
 - v. Horses that have been winners of two or more major racing events.
4. Military Service will **not** be considered as a criterion for naming or renaming a park, road or reserve. *(There have been so many men and women called to serve their country because of war and not only in the field of battle. The names of those Belmont residents who served in the theatre of war will be honoured with plaques on the war memorial remembrance walls).*

Policies Relating to Social Belmont
SB3.2

Priority for Use of Names

5. The use of a name shall be determined by where the person resided. The use of horse names to shall apply to the suburb of Ascot.
6. ~~5. The review shall also update the Schedule of Names to determine possible categories based on whether a nominated name relates to a person living or deceased.~~ The City's Planning Department is to prepare an annual report item for Council to consider requests for names to be included in the Schedule of Names. The review shall also update the Schedule of Names to determine possible categories based on whether a nominated name relates to a person living or deceased.
7. ~~6.~~ All new persons listed within the Schedule of Names, be first consulted (or where relevant their next of kin) to ensure their written consent is given.

Policy Detail

1. Renaming of Streets

In regard to the renaming of streets:

1. To enable the process to continue and be completed there is to be 75% support from the affected owners for the proposed change.
2. The City will not be responsible for costs associated with stationery changes relating to business names and addresses.
3. The City will provide three months' notice prior to the installation of street signage to enable the correction of stationary and business advertisement signage.
4. Where the City has in its opinion sufficient community or government emergency services agencies requests for the rectification of problems associated with segmented sections of a street, the City may coordinate the re-naming 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 for the proposed change.

Where a street, or portion of a street, is to be renamed, the original street name shall be applied to the longest segmented length(s) of road(s).

Policies Relating to Social Belmont
SB3.2

2. Schedule of Names Reserved for Streets and Parks

- Note 1: Commemorative plaque – name can be used to name a City public facility (community halls, meeting rooms, clubrooms, etc.) Refer to Council Policy SB3.3 Naming of Council Facilities.
- Note 2: The names of living persons cannot be used to name a road or park.
- Note 3: Denotes a name that has been used multiple times in the Metropolitan Region or is in close proximity in an adjoining Local Government for roads and is not eligible for consideration as a road name in the City of Belmont.

NAME	POSSIBLE USE
Bass (Margie M Bass)	Commemorative Plaque (refer Notes 1 and 2)
Belton (Raymond (Ray) J Belton)	Commemorative Plaque (refer Notes 1 and 2)
Bettridge (Basil J Bettridge – Deceased)	Road, Park or Commemorative Plaque (Note 1)
Blair (Marion H Blair)	Commemorative Plaque (refer Notes 1 and 2)
Caisley	Road, Park or Commemorative Plaque (Refer Note 1)
Coops (Lynette M Coops)	Commemorative Plaque (refer Notes 1 and 2)
Corlett	Road, Park or Commemorative Plaque (Note 1)
Daba Karn (Noongar for Take it easy)	Park or Commemorative Plaque (refer Note 1)
Dans (Frances (Frank) L Dans)	Commemorative Plaque (refer Notes 1 and 2)
Doney (Glyn R Doney)	Commemorative Plaque (refer Notes 1 and 2)
Dowding (Frederick T Dowding - Deceased)	Road, Park or Commemorative Plaque (Note 1)
Duncan (G H Duncan – Deceased) (H G Duncan – Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Ellery (Reginald (Reg) E Ellery - Deceased)	Road, Park or Commemorative Plaque (Note 1)
Elliott (Clive Elliot - Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Godsell (Michael (Mike) C Godsell)	Commemorative Plaque (refer Notes 1 and 2)

Policies Relating to Social Belmont
SB3.2

NAME	POSSIBLE USE
Haimes (Harold W Haimes – Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
Hardingham (J G Hardingham)	Commemorative Plaque (refer Notes 1 and 2)
Henderson (Thomas (Tom) H Henderson - Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Hop Wah	Park or Commemorative Plaque (refer Note 1)
Liepa (Vera and Edmund Liepa - Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
Lloyd (Ralph Lloyd – Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Maali (Noongar for Swan)	Road, Park or Commemorative Plaque (refer Note 1)
Marshall (Aino)	Commemorative Plaque (refer Notes 1, 2 and 3)
McDonald (Donald (Brian) McDonald - Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Milne (Mary A Milne – Deceased) (Henry Milne – Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Moore (Frank (Tiger) Moore - Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Mullane (Leslie Mullane – Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
Murfin (Andrew P Murfin)	Commemorative Plaque (Refer Notes 1 and 2)
Mutard	Road, Park or Commemorative Plaque (refer Note 1)
Mutzig	Park or Commemorative Plaque (refer Notes 1 and 2)
Oberne (Thomas Oberne – Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
Oliver	Park or Commemorative Plaque (refer Notes 1 and 3)

Policies Relating to Social Belmont
SB3.2

NAME	POSSIBLE USE
Parkin (Peggy (Peg) P Parkin JP AM)	Commemorative Plaque (refer Notes 1 and 2)
Parnham (Harold Parnham - Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
Passeri (Peter R Passeri JP)	Commemorative Plaque (refer Notes 1 and 2)
Powell (David L Powell – Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Rich (Charles Rich)	Commemorative Plaque (refer Notes 1 and 2)
Richardson (Alan T Richardson JP)	Commemorative Plaque (refer Notes 1, 2 and 3)
Riedel	Road, Park or Commemorative Plaque (refer Note 1)
Saligari	Road, Park or Commemorative Plaque (refer Note 1)
Sharples (W Sharples – Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
Swann (Ronald (Ron) T Swann)	Commemorative Plaque (refer Notes 1, 2 and 3)
Symonds (Diane J Symonds)	Commemorative Plaque (refer Notes 1 and 2)
Teasdale (Edward (Ted) T Teasdale)	Commemorative Plaque (refer Notes 1 and 2)
Van Garderen (Eric V Van Garderen)	Commemorative Plaque (refer Notes 1 and 2)
Venables	Road, Park or Commemorative Plaque (refer Note 1)
Walkerden	Road, Park or Commemorative Plaque (refer Note 1)
Wandjoo (Welcome)	Park or Commemorative Plaque (refer Note 1)
Wilson (Colin S Wilson)	Commemorative Plaque (refer Notes 1, 2 and 3)
Wright (P A Wright) (W H Wright)	Commemorative Plaque (refer Notes 1, 2 and 3)
Yee Hop	Park or Commemorative Plaque (refer Note 1)

Policies Relating to Social Belmont
SB3.2

Reference/Associated Documents

List of Names of Streets/Roads, Suburbs, Parks, Perth Airport and Schools (available on the City of Belmont website, under Corporate Documents) for further information on the history of the names provided.

Landgate's Geographic Names Committee – Policies and Standards for Geographical Naming in Western Australia (available from Landgate's web site: <http://www.landgate.wa.gov.au/corporate.nsf/web/Western+Australian+Place+Names+and+Addressing>)

Reference to Internal Procedure

Inclusion of a Name on the Schedule of Names Reserved for Streets and Parks
Request to Name a Street or Park

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

The Schedule of Names Reserved for Streets and Parks will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	PLANNING DEVELOPMENT AND COMMUNITIES
POLICY OWNER:	MANAGER PLANNING SERVICES

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/12/05		11.1.6
11/03/08		12.1.2
15/07/08		12.6
22/09/09		12.3
23/03/10		12.3
27/07/10		12.9
22/11/11		12.9
25/06/13		12.8
22/04/14		12.1
28/10/14	REVIEW – MAJOR	12.4
27/09/16	REVIEW – MAJOR	12.9
25/09/18	REVIEW – NONE	12.5
10/12/19	MINOR	12.8

NEXT REVIEW DATE	2020 2
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SB3.3 NAMING OF COUNCIL FACILITIES

Policy Objective

To establish guidelines for the naming of the City's public facilities, to recognise persons who have given notable service to the Belmont Community.

Policy Statement

Council will consider requests for the naming of the City's public facilities, to recognise persons who have given notable service to the Belmont community.

Policy Detail

Consideration will be based on the following guidelines: -

1. Public facilities may include community halls, meeting rooms, clubrooms, pavilions and other structures as determined by Council. The naming of streets, parks and reserves is subject to policy SB3.2.
2. Application to name a City public facility, or part thereof, may be made by any member of the Belmont community.
3. Applications should include: -
 - i. the person/s name being proposed;
 - ii. an outline of their history of service to the City;
 - iii. the preferred location/venue for application of the name;
 - iv. the significance or relevance of the proposed location/venue to the person/s proposed; and
 - v. suggested wording for a naming plaque, using simple language and limited to a maximum of 30 words
4. Selection and application of names to specific venues is at the sole discretion and determination of the City of Belmont.
5. Costs associated with the purchase, engraving and maintenance of plaques are to be borne by the City of Belmont.

Policies Relating to Social Belmont
SB3.3

1. Selection Criteria

- i. Demonstrated outstanding service to the Belmont community over an extended period of time.
- ii. Exceptional contributions by individuals to user groups of a particular facility and/or the facility itself.
- iii. Significance of the person's connection with the facility proposed for naming.

Recognition plaques and naming signage will be installed by the City at the relevant venue as required

Council by its resolution, retains the right to:-

- i. rename a venue or part thereof;
- ii. remove any plaque; or
- iii. relocate any plaque.

2. Naming Plaque Removal

A naming plaque can only be removed by Council resolution, initiated either by the City's administration or on the written request of:-

- i. existing users;
- ii. the person after whom the venue was named or a member of their immediate family; or
- iii. a user group.

3. Honour Board Installation

An Honour Board will be provided by the City in each facility that is named in accordance with this policy to maintain a permanent record of all the people honoured with a "naming" plaque.

The Honour Board will record: the name of each person and a summary of their service to the community.

4. Decision Making Process

That upon an application being received, those organisations that lease or hire the affected facility for a period greater than two years are to be advised and requested to make a submission on the proposal within 14 days.

At the conclusion of the submission period an item is to be placed on the Councillor Portal providing all the information received and informing Elected Members of the Chief Executive Officer's proposed decision on the matter.

Elected Members will then have a seven day period in which the matter can be requested to be placed before Council for a resolution on the matter.

Reference/Associated Documents

SB3.2 Naming or Renaming of Streets, Parks and Reserves

Policies Relating to Social Belmont
SB3.3

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.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A

SERVICE AREA: PARKS AND ENVIRONMENT INFRASTRUCTURE SERVICES
POLICY OWNER: COORDINATOR COMMUNITY WELLBEING MANAGER CITY
FACILITIES AND PROPERTY

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
31/10/07		12.5.5
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15		10.7
27/09/16	REVIEW – MINOR	12.9
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE 20202

Policies Relating to Social Belmont
SB3.4

~~SB3.4~~ — MEMORIALS IN PUBLIC OPEN SPACE

~~Policy Objective~~

~~To provide guidance for the establishment of private memorials in public reserves within the City of Belmont.~~

~~Policy Statement~~

~~Council may permit the establishment of private memorials in recreation reserves and public parks in accordance with the City's operational policy.~~

~~Policy Detail~~

~~The CEO has responsibility for the management of an operational policy which gives clear direction on how this policy will be implemented.~~

~~Monitoring, Evaluation and Review~~

~~This policy has been risk assessed as low.~~

~~The policy will be reviewed every two years.~~

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	PARKS AND ENVIRONMENT
POLICY OWNER:	MANAGER PARKS AND ENVIRONMENT

AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
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 — MINOR	12.9
25/09/18	MAJOR	12.5
10/12/19	REVIEW — MINOR	12.8

<u>NEXT REVIEW DATE</u>	2024
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SB3.5 PERSONALISATION OF COUNCIL OWNED BUILDINGS BY USERS

Policy Objective

To limit and control the application of specialised painting, fixing memorabilia and installing private furniture or equipment in Council owned buildings.

Policy Statement

To ensure that Council owned facilities can be utilised to their full potential by the widest variety of users, it is intended to limit the application of specialised painting (eg Club colours or logos), the permanent mounting of Club memorabilia and the installation of inappropriate furniture and equipment.

Policy Detail

Requests for specialised painting (eg Club colours or logos) to external or internal walls will not be approved as most of Council's facilities including sporting facilities are community facilities and are required to be available for usage by a wide variety of users.

The permanent fixing of Club/s memorabilia is to be limited to one wall per club within the facility as negotiated with the Club/s. The memorabilia is to be displayed to the satisfaction of the City. The neat and organised display of memorabilia is not to distract from the facility and allow it to be used by a wide variety of users.

The installation of private Club furniture or equipment requires approval in writing from the City. Private furniture or equipment will need to be of a sufficient standard as to not detract from the facility or negatively impact on all users.

Having these community facilities available for a variety of users will enhance the City's capability of maximising the return on a significant investment.

Reference/Associated Documents

N/A

Reference to Internal Procedure

N/A

~~Policies Relating to Business Belmont~~
SB3.5

Definitions

Specialised painting (eg Club colours or logos).

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A
SERVICE AREA: ~~PARKS & ENVIRONMENT~~ INFRASTRUCTURE SERVICES
POLICY OWNER: ~~COORDINATOR COMMUNITY WELLBEING~~ MANAGER CITY FACILITIES AND PROPERTY

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	MINOR	12.4
22/09/15	REVIEW – NONE	10.7
25/09/18	REVIEW – MINOR	12.5

NEXT REVIEW DATE 20202

Policies Relating to Business Belmont
SB4.1

SB4.1 CLOSED CIRCUIT TELEVISION (CCTV) VIDEO ANALYTICS POLICY

Policy Objective

To detail parameters governing the use of the City's CCTV analytics software and access to recorded footage and data.

Policy Statement

The City will continue to design, use and implement CCTV and video analytics software and programs to that enhance the safety, security and wellbeing in of the community. ~~The use of CCTV and video analytics software will increase the community's feelings of security, safety and wellbeing.~~

Policy Detail

- (a) The City's CCTV system and analytics software will only be accessed by City of Belmont Community Safety Officers.
- (b) Original recordings or data will not be released unless requested under a search warrant, court summons or by a ~~recognised~~ State or Federal law enforcement agency.
- (c) The City of Belmont may use footage in the investigation of ~~breaches of its Local Laws~~ or other relevant legislative ~~breaches~~.
- (d) Metadata from analytics software ~~will can~~ be used to provide demographic information to assist in the efficient use and management of the City's facilities.
- ~~(e)~~ The facial recognition capability of ~~the~~ analytics software will not be activated or used by the City.
- ~~(e)(f)~~ The City would consider temporarily activating the facial recognition capability of the analytics software if requested by law enforcement, in the event of a significant emergency, such as a missing child.

Reference/Associated Documents

[Surveillance Devices Act 1998 \(WA\)](#)
[Privacy Act 1988](#) ~~(Whilst the~~ The Privacy Act 1988 is a federal law and does not apply to local, state or territory government agencies. However, the City supports the intent and principles outlined in this Act).~~)~~

Reference to Internal Procedure

City of Belmont CCTV Management and Operations Manual.

Definitions

N/A

~~Policies Relating to Business Belmont~~
SB4.1

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: DEVELOPMENT AND COMMUNITIES
POLICY OWNER: MANAGER SAFER COMMUNITIES

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
25/08/20	NEW POLICY	12.7

NEXT REVIEW DATE 2022



CITY OF BELMONT

Council Policy Manual

Prepared by the City of Belmont

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Creating opportunities



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RISK MANAGEMENT

The City's Risk Management process is used to assess policies. The rating determines the frequency of review as follows:

Risk rating	Frequency of review
Low	2 years
Moderate	2 years
High	Annually
Extreme	Annually

1. 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 Statement

As part of the Asset Management Framework, the following statements reflect Council's commitment to developing a best practice approach to asset management.

Policy Detail

1. Asset Planning and Budgeting
 - i. All assets will be managed from a "whole of life" cycle perspective.
 - ii. Asset renewal and maintenance program requirements will be met prior to any new or additional assets being considered.
 - iii. 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.
 - iv. 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.
 - v. Capital works proposals will be evaluated and prioritised based on scheduled condition assessment surveys, infrastructure age and residual service life.
 - vi. Risk analysis at project initiation stages will be undertaken to mitigate future Council liability.
 - vii. 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.
 - viii. 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.

Asset Management

2. Asset Operations and Maintenance

- i. 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.
- ii. Maintenance plans will be prepared using the most appropriate techniques and incorporating a cost-benefit approach.
- iii. 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

- i. The City will keep detailed asset registers on all assets under its care and control.
- ii. Assets will be valued as deemed appropriate in accordance with the requirements of Australian Accounting Standards.
- iii. 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.
- iv. 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:

- i. Give consideration to the management of an asset over its whole life cycle.
- ii. Provide information on future maintenance, operational, upgrade, renewal and/or disposal requirements.
- iii. Identify the level of service that will be delivered by the asset and how the service will be monitored.
- iv. Confirm the asset component service lives for the application of depreciation.
- v. Provide the basis for financial planning of asset classes.

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.

Asset Management

Reference/Associated Documents

City's Asset Management Policy, Strategy and Plans.
 IPWEA - International Infrastructure Management Manual 2015 Edition
 IPWEA – Australian Infrastructure Financial Management Guidelines 2015 Edition
 ISO 55000 - International Asset Management Standards 2014

Reference to Internal Procedure

Register of Delegations: DA - 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.

THIS POLICY IS SUPPORTED BY:		
REGISTER OF DELEGATIONS	DA – DISPOSAL OF PROPERTY (OTHER THAN LAND)	
SERVICE AREA:	INFRASTRUCTURE SERVICES	
POLICY OWNER:	MANAGER DESIGN, ASSETS AND DEVELOPMENT	
<u>AMENDMENT STATUS</u>		
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
NEXT REVIEW DATE	2022	

2. 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

1. 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.
2. 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.
3. 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.

Street and Civic Lighting

5. 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.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS

SERVICE AREA:	INFRASTRUCTURE SERVICES
POLICY OWNER:	MANAGER DESIGN, ASSETS AND DEVELOPMENT

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

NEXT REVIEW DATE	2022
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3. 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:

1. Structures – footpaths, drainage systems, overhead power lines and utilities.
2. Surface Materials – concrete, asphalt, permeable material (including mulch) and block paving.
3. Plantings – street trees, medians, roundabout plantings and entry statements.
4. 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).

Streetscape Operation

1. Street Tree Management

Street trees are regarded as community assets and have a significant role in the provision of 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, having regard for function, durability, comfort and visual appeal.

Streetscape

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 the provision of 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 an 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:

- i. Artistic elements, which recognise the unique value of elements of Aboriginal, heritage and significant features of the City of Belmont.
- ii. Precinct specific public art pieces.
- iii. 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.

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

Streetscape

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.

- i. *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.
- ii. *Verge Treatments*: Property owners are encouraged to beautify the verge adjacent to their property, and take responsibility for the maintenance of the verge, 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*.
- iii. *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:

- i. Primary Distributor Roads (Great Eastern Highway and Orrong Road).
- ii. District Distributor Roads A (Belgravia Street/Fairbrother Street/Abernethy Road, Kewdale Road, Stoneham Street, Grandstand Road and Resolution Drive).
- iii. District Distributor B (Hardey Road, Alexander Road, and Belmont Avenue).
- iv. 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 considered through a rigorous assessment prior to the instigation of any enhancement works.

Streetscape

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 49 - Urban Forest
Policy 1 - Asset Management
City of Belmont Street Tree Plan

Reference to Internal Procedure

N/A

Definitions

N/A

Streetscape

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:	INFRASTRUCTURE SERVICES
POLICY OWNER:	DIRECTOR INFRASTRUCTURE SERVICES

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

NEXT REVIEW DATE	2023
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4. 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 Statement

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.

Policy Detail

Contributions are to be paid by developers for developments or subdivisions which require the discharge of storm water runoff off site to a City 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

Private Contributions to Drainage Works

Monitoring, Evaluation and Review

There are low financial and operational risks associated with the policy.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	INFRASTRUCTURE SERVICES
POLICY OWNER:	MANAGER DESIGN, ASSETS AND DEVELOPMENT

AMENDMENT STATUS

DATE 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

NEXT REVIEW DATE	2022
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Improvements to Become the Property of the City

5. IMPROVEMENTS TO BECOME THE PROPERTY OF THE CITY

Policy Objective

To maintain a high standard of appearance of City property.

Policy Statement

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 is 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.

Improvements to Become the Property of the City

Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	INFRASTRUCTURE SERVICES
POLICY OWNER:	MANAGER CITY FACILITIES AND PROPERTY

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

NEXT REVIEW DATE	2022
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Swearing-In Ceremony – First Meeting after Election

6. SWEARING-IN CEREMONY – FIRST MEETING AFTER ELECTION

Policy Objective

To have facilitated a well organised and professional initial meeting following the local government election and to capture the significance of this democratic process.

Policy Statement

The first meeting after an election will incorporate the “Swearing In” ceremony for new and returning Elected Members; the election of the Mayor and Deputy Mayor, the appointment of Council’s Standing Committees; and the appointment of Elected Member delegates to various other groups.

Policy Detail

It is recognised that the first meeting after the election is not an ordinary meeting of Council. As a Special Council Meeting there is a need to establish the Order of Business which recognises that those successful at the election cannot participate in the transaction of business until they have made the Elected Member declaration. It is important for this meeting to be scheduled for the first suitable occasion following the elections, preferably the Monday evening following Election Day.

After the conclusion of the Special Council Meeting a dinner will be held for Elected Members and partners to mark the special occasion. The Chief Executive Officer, Divisional Directors and relevant employees shall also be invited to attend the dinner.

Reference/Associated Documents

[Local Government Act 1995](#), Division 2, Section 5.8 and Schedule 2.3

Reference to Internal Procedure

Swearing-In of Elected Members and election of Mayor and Deputy Mayor

Definitions

Section 2.29 “Declaration”, [Local Government Act 1995](#)

Swearing-In Ceremony – First Meeting after Election

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

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 GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
19/02/02		8.1.1
28/04/09		12.10
22/11/11		12.9
22/09/15	MINOR	10.7
27/09/16	NONE	12.9
25/09/18	REVIEW - MINOR	12.5

NEXT REVIEW DATE	2022
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7. COUNCIL, COMMITTEE AND BRIEFING MEETING SCHEDULE

Policy Objective

To provide a guideline to assist in establishing the annual Council meeting schedule.

Policy Statement

The Council Meeting Schedule outlines the frequency and rotation order that meetings of Council are held.

Policy Detail

The meetings of Council covered by the Council Meeting Schedule are:

1. Information Forum
2. Agenda Briefing Forum
3. Ordinary Council Meeting
4. Annual Electors' Meeting
5. Executive Committee
6. Standing Committees:
 - Audit and Risk
 - Community Vision
 - Environmental

A monthly cycle of meetings is to be conducted commencing in February of every calendar year. The Agenda Briefing Forum is held every third Tuesday and the Ordinary Council Meeting on the subsequent Tuesday. On all other available Tuesdays an Information Forum is held. The cycle is to be repeated and will conclude in December with at least one Ordinary Council Meeting held in December of each calendar year.

Where a public holiday falls on a Tuesday the respective Meeting of Council will be held on the following working day or as determined by the Mayor in liaison with the Chief Executive Officer.

Special Council Meetings will be scheduled as decided by the Mayor or Council.

The Annual Electors' Meetings will be conducted on the second Wednesday in December of each calendar year. Where this date is not suitable due to the required information not being available, the Chief Executive Officer under Delegated Authority is to determine and convene a meeting at an alternative date.

Standing Committee Meetings are to be scheduled on an as required basis.

Council, Committee and Briefing Meeting Schedule

Reference/Associated Documents[Local Government Act 1995](#), Part 5, Section. 5.4(b)**Reference to Internal Procedure**

Register of Delegations: DA – Authorised Officers – Variation of meeting date –
Annual Electors Meeting.

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:		
REGISTER OF DELEGATIONS	DA – AUTHORISED OFFICERS – VARIATION OF MEETING DATE – ANNUAL ELECTORS MEETING	
SERVICE AREA:	CORPORATE AND GOVERNANCE	
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
12/12/07		12.5
16/12/08		12.13
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9
10/12/19	REVIEW – MINOR	12.8
NEXT REVIEW DATE	2023	

Appointment as Committee Members, Representatives and Delegates

8. APPOINTMENT AS COMMITTEE MEMBERS, REPRESENTATIVES AND DELEGATES

Policy Objective

To prescribe the terms of office of members of committees and other groups.

Policy Statement

Elected Members may be appointed to committees and other groups other than Standing Committees as Elected Member representatives or delegates of Council.

Policy Detail

This policy sets down the term of appointment as follows:

That appointment shall be made as follows:

1. At the Special Council Meeting following the ordinary biennial elections for existing positions.
2. At the first meeting of Council which is practical for new positions.

It is considered that there may be benefit in appointing community members to a selection of Council Advisory Groups and Panels. Where such a position is deemed appropriate, the appointment(s) shall be made as outlined within the relevant Terms of Reference.

Reference/Associated Documents

Elected Member Representatives on Committees and Other Groups

Appointment as Committee Members, Representatives and Delegates

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.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
12/12/07		12.5
16/12/08		12.13
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 – MINOR	12.8

NEXT REVIEW DATE	2023
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9. 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 Statement

This Policy will outline the manner in which Ordinary Council Meetings (Meetings) will be recorded and sets out the procedures for access to these recordings.

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.

Ordinary Council Meetings – Audio Recording

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.

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 GOVERNANCE, STRATEGY AND RISK	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/10/18	NEW POLICY	12.1
10/12/19	MAJOR	12.8
NEXT REVIEW DATE	2023	

Quasi-Judicial Role

10. QUASI-JUDICIAL ROLE

Policy Objective

To ensure that Elected Members and employees of the City of Belmont (City) who are making decisions of a quasi-judicial nature act in a manner that is consistent with the principles of natural justice and their legal objectives.

Examples of Quasi-Judicial Role in Local Government are:

1. Determining applications for planning approvals, statutory licences or permits and the like;
2. Determining objections and reviews of City decisions; and
3. Other determinations which Council is advised are quasi-judicial in nature.

The Quasi-Judicial Role involves functions which require the exercise of discretion and require a part of the decision-making process to be conducted in a judicial manner.

The Quasi-Judicial Role requires the decision-maker to determine the relevant facts, to identify any applicable legal or other relevant principles including any relevant statutory regime, and to apply those principles and laws to the relevant facts to arrive at a decision.

Policy Statement

Elected Members and employees when acting in a Quasi-Judicial Role need to recognise their special decision-making responsibilities.

Policy Detail

1. City of Belmont Employees' Responsibilities
City employees are to identify in Council reports the role the City will be acting in when considering the matter that is subject to the report.

The report will specifically identify when Elected Members or employees are acting in the Quasi-Judicial Role.

Any employee who is required to gather information or evidence from an applicant or other interested party will ensure that they do not attend on site or meet with any interested party other than in the presence of another City employee. A file note must be kept of any such site visit or meeting.

2. Elected Member Responsibilities
Elected Members must not actively gather information when acting in a Quasi-Judicial Role. Elected Members may be approached by an applicant or other interested party wishing to discuss an application before Council. The following guidelines provide Elected Members with the appropriate method of handling such enquiries.

Quasi-Judicial Role

3. Contact by the Applicant or other Interested Parties

Should an applicant or other interested party contact an Elected Member to discuss a matter that is before Council, or likely to come before Council, then the Elected Member should:

- i. Listen and understand the reason for the applicant or other interested party making contact.
- ii. Ensure that the applicant or other interested party is aware of the Elected Member's role as a member of the decision-making body (Council).
- iii. Inform the applicant or other interested party that the Council will be considering their application and an officer report at a Council meeting.

Should an applicant or other interested party wish to continue discussing the matter and provide the Elected Member with additional information or opinions then the Elected Member should:

- i. Advise the person that the most appropriate method for them to make a submission is through an Agenda Briefing Forum, a written submission or a site visit so that all Elected Members can receive the same information.
- ii. Inform the person of the processes for making a verbal submission at the relevant Agenda Briefing Forum or for making a written submission.
- iii. Inform the person of the process for arranging a site visit if the person requests the Elected Member to attend the site.

If an Elected Member becomes aware of additional information through contact with an applicant or other interested party through either of the above processes, then the following should occur:

- i. An Elected Member who becomes aware of additional relevant information when acting in the Quasi-Judicial Role must bring that information to the attention of all other Elected Members:
 - a) at a briefing session; or
 - b) through a written notice to the Chief Executive Officer who will bring this additional information to the attention of the Council.
- ii. Where an Elected Member provides additional information, the Chief Executive Officer may provide advice or commentary on the additional information or request a relevant employee to provide such advice or commentary.

4. Additional Information

An Elected Member wishing to obtain additional information whilst acting in the Quasi-Judicial Role must request the additional information through the Chief Executive Officer, either at the relevant Agenda Briefing Forum or by written request.

The Chief Executive Officer will consider any requests for additional information in light of the relevance of the additional information requested and the organisation's resources and capacity to provide the required information.

When City employees are to meet with an applicant, for the purpose of obtaining further information on a quasi-judicial item, the Mayor or a proxy must be present where this is considered appropriate by the CEO.

Quasi-Judicial Role

5. Site Visits

Elected Members must not conduct site visits whilst acting in the Quasi-Judicial Role. Elected Members wishing to arrange site visits must request such a visit at the relevant Agenda Briefing Forum. The Chief Executive Officer will then arrange a site visit as required.

The Chief Executive Officer is to advise the property owner or occupier of a proposed site visit and invite the owner or occupier to be part of the onsite visit. The Chief Executive Officer must ensure that the relevant Director or other appropriate employees are present at the site visit and that a file note is made of the site visit.

An Elected Member need not attend a site visit if the Elected Member:

- i. is familiar with the site; or
- ii. considers they have adequate information with which to make a decision without attending a site visit.

6. External Viewings

Elected Members when acting in a Quasi-Judicial Role may pass by a site for the purpose of conducting an external viewing of a relevant site or location.

An Elected Member who conducts such a viewing:

- i. must not enter the premises; and
- ii. must not discuss the matter with the applicant or another interested party whilst conducting the viewing. Further discussions should not be initiated by the Elected Member and should be politely declined if offered by the applicant or other interested party.

Committee members performing a Quasi-Judicial Role should comply with the above policy provisions.

Reference/Associated Documents

Code of Conduct for Council Members, Committee Members and Candidates

Reference to Internal Procedure

N/A

Quasi-Judicial Role

Definitions

Quasi-Judicial

When Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice.

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

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 GOVERNANCE, STRATEGY AND RISK	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/05/06		11.5.7
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
NEXT REVIEW DATE	2023	

Electoral Caretaker Period

11. 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.

Policy Statement

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.

1. Caretaker Period Protocols – Decision Making

i. 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.

ii. 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.

Electoral Caretaker Period

- 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.

- iii. 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.

2. Caretaker Period Protocols – Candidates

- i. 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.

- ii. 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.

Electoral Caretaker Period

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.

iii. 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.

iv. 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.

v. 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.

vi. 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.

vii. 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.

viii. 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

Electoral Caretaker Period

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.

ix. 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:

- i. 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
- ii. 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.

Electoral 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 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

- i. The City's website and social media shall comply with the requirements of this Policy.

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.

- ii. 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.

- iii. 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

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:

1. an advertisement in a newspaper announcing the holding of a meeting (s.4.87 (3) of the *Local Government Act 1995*); or
2. any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; or
3. 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:

1. incur adverse legal, financial or reputational consequences;
2. increase legal, financial or reputational risk; or
3. cause detriment to the strategic objectives of the City.

‘Major Policy Decision’ means any decision:

1. 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.
2. 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.
3. Relating to the City entering into a commercial enterprise as defined by section 3.59 of the *Local Government Act 1995*.

Electoral Caretaker Period

4. 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.
5. 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.
6. 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.
7. 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.
8. 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*.

Electoral Caretaker Period

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:	EXECUTIVE SERVICES	
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
10/12/19	NEW	12.8
NEXT REVIEW DATE	2023	

12. GOVERNANCE SERVICES TO ELECTED MEMBERS – LOCAL GOVERNMENT ELECTION YEAR

Policy Objective

To ensure transparency and appropriateness of governance services to sitting Elected Members in the lead up period to Local Government Elections.

Policy Statement

The provision of governance services to sitting Elected Members in the six-month lead-up to Local Government Elections ensures transparency and equality amongst all sitting Elected Members.

Policy Detail

1. Elected Members will not be permitted to utilise any services or resources of the City, which could or may be perceived to benefit them (and/or other sitting Elected Members) electorally, during the lead up period to local government elections, with the exception of council endorsed activities (e.g. receptions/community functions; council related publicity).
2. In the lead up period to local government elections, all Elected Members will be required to obtain approval of the Chief Executive Officer for access to any services or resources to be used in the course of their duties as an Elected Member. Approval will not be given for any undertaking that could reasonably be construed as being part of the electoral/campaigning process. Below mentioned is a non-exhaustive list of activities that are not permitted to be supplied as a Council funded activity:
 - i. Photocopying (other than for specific activities that have prior Council endorsement [e.g. Activities of a committee on which the Elected Member has a role which would involve them being required to organise photocopying]).
 - ii. Secretarial services (other than for specific activities that have prior Council endorsement [e.g. Activities of a committee on which the Elected Member has a role which would involve them being required to organise secretarial services]).
 - iii. Research (other than for specific activities that have prior Council endorsement or for an activity which is a normal function of the City).
 - iv. Preparation, printing or distribution of information/newsletters.
 - v. Free use of City facilities for meetings, etc. (other than for normal meetings of Council endorsed groups). Council facilities normally available for public hire can be accessed through the normal business channels.
 - vi. Distribution of City of Opportunity marketing paraphernalia (other than for promotional activities approved by Council and associated with the normal schedule of events for the city).
 - vii. Display/promotional materials and information for City approved innovations and developments (unless forming part of an approved Council display).
 - viii. Use of computers, facsimile machines or telephones for electoral purposes (other than the use of the Council supplied computers, facsimile machines

- or telephones [to individual Elected Members] within the funding or consumables supply limitations outlined in their relevant policies).
- ix. Elected Member business cards (other than in the normal course of the Elected Members role in servicing their electorate and as outlined in (point 3) below).
 - x. Elected Members will ensure that they are scrupulous in ensuring that their use of any resources or services provided by the City of Belmont are strictly in accordance with the guidelines set out in the Code of Conduct for Council Members, Committee Members and Candidates – specifically use of City of Belmont resources and the requirements of the *Local Government (Elections) Regulations 1997*.
3. The supply of Council business cards to Elected Members will be restricted to 250 cards per Elected Member, during the lead up period (six months prescribed above) to local government elections. Elected Member business cards are to be used for Council business only and it is not permitted that they be used for electioneering purposes.
4. Where candidates (potential or actual) or community members distribute or publicise information that could reasonably be considered to be designed to influence electors in the lead up period to a local government election, Council will not undertake any action to refute or rebut the details unless it was significant and it is considered the misinformation was published in an effort to “deceitfully” influence a reasonable person’s vote. Should such information be considered to be adverse to the electoral process, then the Chief Executive Officer shall report the occurrence directly to the City’s Returning Officer or the State Electoral Commissioner prior to initiating any action to redress.
5. The entitlement for the supply of electoral rolls will be as per the detail outlined in the *Local Government (Elections) Regulations 1997*, which states that, “the Chief Executive Officer is to supply a copy of a roll for an election, free of charge to:
- i. Each candidate in the election; and,
 - ii. Any member of the Council who asks for a copy.”

The regulations also state that if additional rolls are to be provided, they must be provided in a consistent manner to all candidates. Therefore, in order to consistently deal with this issue, provided they are for their own use, each candidate will receive free of charge (at their choice) one copy of the “consolidated roll” for all of the City of Belmont’s three wards and one copy of the “consolidated roll” for the ward they are contesting their election in.

Note: these rolls may be supplied in either electronic format (disk) or hard copy, again at the individual Elected Member’s (or candidates) discretion.

Street order rolls are not produced by the City of Belmont for sale to the general public.

6. Elected Members who undertake distribution of election material encouraging residents to either advise of any concerns or seek additional information, will be responsible for communicating responses resulting from such campaigning, directly to residents. The Chief Executive Officer will ensure that where appropriate, issues and concerns relevant to the safety of residents or the normal operations of the City, are dealt with in the routine course of business.

Governance Services to Elected Members – Local Government Election Year

7. When leaving election campaign material (leaflets) at unattended residential properties, Elected Members are to be mindful of the City's support of community safety initiatives (i.e. not to leave this information in a visible position, for instance, on the front door, as this can indicate the property is temporarily vacant).
8. Elected Members appointed to community groups and organisations as representatives of the City may not use their attendance at meetings of such groups/organisations to either recruit assistance with electoral campaigning or to promote their personal or other Elected Members electoral campaigns.
9. The City's crest and opportunity logo are not to be reproduced by Elected Members as part of that person's electoral campaign.

Note: *Local Government (Elections) Regulations 1997* 30C outlines that gifts are to be declared from the period commencing six months before the date of the election – this rule applies for both sitting Elected Members anticipating re-nomination, as well as new candidates.

Reference/Associated Documents

[Local Government \(Administration\) Regulations 1996](#)
[Local Government \(Election\) Regulations 1997](#)

Reference to Internal Procedure

N/A

Definitions

Lead up period: In line with the disclosure of gifts clauses of the *Local Government (Elections) Regulations 1997*, the "lead up period" is the period commencing six months prior to the biennial Election Day, until the close of the polling hours on Election Day.

Electoral Interest: the definition from the *Local Government (Administration) Regulations 1996* (of an "interest affecting impartiality") is considered to suitably reflect the intent of this policy. Namely, consideration to a question relating to the upholding of this policy will rely on whether "it could reasonably be believed" [by others] that a particular issue is either within, or outside, the policy.

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 GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
18/02/06		9.1.3
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15	REVIEW – NONE	10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW – MINOR	12.2
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE	2023
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13. GIFTS TO DEPARTING ELECTED MEMBERS

Policy Objective

To establish guidelines on the value of gifts to retiring Elected Members.

Policy Statement

Council shall make a presentation, generally at the Annual Civic Dinner, to departing Elected Members in recognition of their service to the City and as a lasting memento of the period served as an Elected Member.

Policy Detail

The value of the gift to be provided to the retiring Elected Member is to be determined in accordance with s5.100A of the *Local Government Act 1995* and Regulation 34AC of the *Local Government (Administration) Regulations 1996*.

The current amount is \$100 per year of service to a maximum of \$1000.

A retiring Elected Member may choose to retain as a gift any furniture and equipment already in possession with a residual value less than the prescribed amount.

Any additional gift purchased will need to fall within the prescribed amount taking into consideration the value of any furniture and equipment being retained.

The Chief Executive Officer is to liaise with either the Mayor or the Elected Member concerned and arrange the purchase of a suitable gift (as part of the arrangements for the Annual Civic Dinner), noting that excluding a gift voucher, the gift must not be made in a monetary form (except if the Elected Member requests that the gift instead be given to a charitable organisation).

A gift may only be provided where an Elected Member has served at least one full four-year term of office.

Reference/Associated Documents

[Local Government Act 1995 s5.100A](#)

[Local Government \(Administration\) Regulations 1996](#)

Reference to Internal Procedure

N/A

 Gifts to Departing Elected Members

Definitions

s5.100A "Prescribed Amount", the [Local Government Act 1995](#)

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

HEAD OF POWER	DISCRETIONARY
REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/07/10		12.9
26/07/11		12.6
22/11/11		12.9
22/09/15	REVIEW – NONE	10.7
27/09/16	MINOR	12.9
22/08/17	MINOR	12.2
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE	2023
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14. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) – REQUESTS FOR NOMINATIONS FOR STATE GOVERNMENT COMMITTEES

Policy Objective

To provide a process by which nominations for a position on a State Government committee, trust or similar body are forwarded to WALGA in a timely coordinated manner.

Policy Statement

Elected Members may hold positions on a State Government committee, trust or similar body. The nomination process is to be carried out by the Chief Executive Officer in conjunction with WALGA.

Policy Detail

1. Invitations to submit nominations will be distributed to Elected Members.
2. Elected Members will be asked to submit an expression of interest within the required time frame.
3. In the event that only one nomination is received, then this nomination will be deemed by the Chief Executive Officer as the Council nomination. Elected Members will be advised accordingly via the Councillor Portal.
4. The successful nominee will then be required to complete the appropriate nomination paper.
5. In the event that more than one nomination is received by the due date, subject to the closing date for nominations to WALGA, all names will be considered at the next Ordinary Council Meeting.
6. In recognition that there is not always sufficient time for Council to endorse nominations to State Government Committees, trusts and similar bodies, the Chief Executive Officer is authorised to submit nominations directly to WALGA if the closing date falls prior to the next Ordinary Council Meeting and subsequently to advise Council of the nomination, so that it can be considered through the normal process.
7. If no nomination is received from an Elected Member, the Chief Executive Officer may, if appropriate, invite an employee to nominate for the vacancy.
8. Should WALGA rules permit, Elected Members may nominate directly for WALGA Committees. All other invitations for representation on external bodies should be submitted to Council for determination.

Reference/Associated Documents

N/A

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.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	EXECUTIVE SERVICES
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
08/12/05		11.3.4
12/12/07		12.5
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE	2023
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15. 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 either Council determination or at the next Special Council Meeting following the ordinary biennial elections, to ensure that the purpose and integrity of Council's participation in the external organisation is maintained.

Council Delegates – Roles and Responsibilities

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:-
 - i. Firstly, resolutions of Council dealing specifically with the matter at hand.
 - ii. Secondly, resolutions of Council dealing generally with the matter at hand.
 - iii. Thirdly, relevant statements of the Council's position contained in adopted Council policies or the City's Strategic Community Plan.
 - iv. 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.

Council Delegates – Roles and Responsibilities

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 - Record Keeping – 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 (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:-
 - i. As a matter of courtesy seek the prior consent of the external organisation's Presiding Member before attending as an observer.
 - ii. Act within the meeting protocols as established by the external organisation.
 - iii. 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.
 - iv. Act in accordance with the standards set out in the City's Code of Conduct.
 - v. Matters relating to the Development Assessment Panel fall outside the scope of this policy.

Council Delegates – Roles and Responsibilities

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:-
- i. Act within the meeting protocols as established by the external organisation.
 - ii. Make clear to the meeting that opinions or positions stated are their own and not those of the City.
 - iii. Not reflect adversely on a decision of the Council or a committee.
 - iv. 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

N/A

Definitions

Definition: *External Organisation* - An external organisation, statutory corporation, incorporated association, regional local government, committee, working or special interest group, or governmental advisory group.

Council Delegates – Roles and Responsibilities

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:	EXECUTIVE SERVICES
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

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

NEXT REVIEW DATE	2023
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16. ELECTED MEMBER ATTENDANCE AND PARTICIPATION AT COMMUNITY WORKSHOPS

Policy Objective

To provide clarification to Elected Members on the role expected of them at community workshops and public meetings.

Policy Statement

In order for Elected Members to be clear about their particular roles at community workshops or public meetings, the Chief Executive Officer will ensure that employees provide relevant advice to Elected Members at the time Elected Members are informed of these events.

A memo template (containing the information below) to Elected Members has been designed to assist employees when providing advice on the level of participation required of Elected Members.

Policy Detail

1. Public Meetings

The Chair may be the Mayor, Deputy Mayor, an Elected Member or an employee who will manage the meeting in accordance with an agenda.

Employees and Elected Members may be required to give presentations.

If an Elected Member is required to give a presentation, the relevant Manager and/or employee will provide suitable background information and briefing notes including a Power-Point presentation (if required).

2. Onsite meetings with quasi-judicial matters

These meetings will be coordinated by an employee with all Elected Members being invited to attend. If discussion occurs with the applicant, Elected Members may ask questions to assist their understanding of matters under consideration. However, not under any circumstances should Elected Members venture an opinion.

3. Workshops

Elected Members may be asked to act as facilitator at a table or participate as observers only.

In some cases, Elected Members may be asked to NOT attend workshops. This is because participants sometimes object to being 'observed'.

Elected Member Attendance and Participation at Community Workshops

Reference/Associated Documents

N/A

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.

THIS POLICY IS SUPPORTED BY:		
REGISTER OF DELEGATIONS	N/A	
SERVICE AREA:	CORPORATE AND GOVERNANCE	
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT		MINUTE ITEM REFERENCE
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
NEXT REVIEW DATE	2023	

Attendance at Events

17. ATTENDANCE AT EVENTS

Policy Objective

To provide a framework for Elected Member and Chief Executive Officer (CEO) attendance at events.

Policy Statement

This policy is developed in accordance with the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996* and sets out requirements for Elected Members and the CEO in relation to attendance at events.

Policy Detail

There are certain Events where attendance by Elected Members and/or the CEO provides a clear benefit to the City, the community and/or the professional development of the respective Elected Member or the CEO, and due to this benefit the respective Elected Member and/or the CEO are encouraged to attend.

In accordance with Section 5.90A of the Act Council must consider the purpose of the Event and the benefits for the community from Elected Members or the CEO attending events.

Attendance at Events by Elected Members and the CEO will be administered in accordance with the following guidelines and procedures.

1. Criteria for Attendance at Events

The following criteria are required to be met for attendance at Events by Elected Members and/or the CEO:

- i. Invitations and tickets to events are to be received by the City;
- ii. Must be of benefit and relevance to the City and the community; and
- iii. Must align with the City's Strategic Community Plan, Long Term Financial Plan and Corporate Business Plan.

2. Pre-approved Events

- i. The Council approves attendance by Elected Members and the CEO at the following Events:
 - a) Advocacy lobbying or Ministerial briefings.
 - b) Awards functions specifically related to local government.
 - c) City hosted ceremonies, functions, tournaments or events.
 - d) Community cultural events/festivals/art exhibitions.
 - e) Events hosted by clubs or not for profit organisations within the City to which the Elected Member or CEO are officially invited.
 - f) Events run by schools or universities within the City.
 - g) Events run by Local, State or Federal Government.

Attendance at Events

- h) Industry and economic briefings, specifically related to the function of local government.
 - i) Meetings of clubs and organisations.
 - j) Events run by major professional bodies associated with government at a local, state or federal level.
 - k) Opening or launch of an event or facility within the City.
 - l) Where Mayor or CEO representation has been formally requested.
- ii. All Elected Members and the CEO are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event two Council/City representatives may attend. In the first instance the Mayor and CEO will represent the City. The Mayor may delegate an alternative Elected Member to attend where appropriate. The CEO may delegate an alternative City officer to attend where appropriate. The fee including the attendance of a partner will be paid for by the City out of the City's budget by way of reimbursement, unless the event is a conference which is dealt with under Policy 21 - Elected Member Training, Professional Development and Travel.
- iii. Where a set number of tickets or invitations are received by the City, the Mayor and CEO shall allocate the invitations or tickets. A register of an allocation of Events will be maintained to ensure an equal allocation of tickets are offered to Elected Members.

3. Approval Process

- i. Where an invitation is received to an Event that is not pre-approved under clause 2, it may be submitted for approval by completing the Elected Member Event Approval Request Form. Approval to attend or accept will be considered as follows:
 - a) For Mayor acceptance and attendance, approval by the CEO;
 - b) For Elected Member acceptance and attendance, approval by the Mayor; and
 - c) For CEO acceptance and attendance, approval by the Mayor.
- ii. The Event should satisfy the requirements set under clause 1, with consideration to be given of the following prior to approval:
 - a) The cost involved for attendance (including incidentals, travel or accommodation);
 - b) The role of the Elected Member or CEO when attending the Event (as a presenter, observer or participant);
 - c) The numbers of Elected Members invited to attend; and
 - d) Any justification provided by the applicant with the application.

4. Events that are not Approved

- i. If the Event is a free event to the public, no action is required.
- ii. If the Event is ticketed and the Elected Member or CEO pays the full ticketed price and does not seek reimbursement, no action is required.
- iii. Where an invitation is received to an Event that is not pre-approved under clause 2, clause 3 or is not received by the City it is a non-approved Event.

Attendance at Events

Consideration is to be given of the requirement to disclose receipt of the tickets as a gift** and any future disclosure of interest requirements.

- iv. If the Event is ticketed and the Elected Member or CEO pays a discounted rate or is provided with a free ticket it is a non-approved Event and consideration is to be given of the requirement to disclose receipt of the tickets as a gift** and any future disclosure of interest requirements.

5. Gifts (including Hospitality) excluded from Conflict of Interest provisions (Excluded Gifts)

- i. Any gift, or multiple gifts, over \$300 received during the course of a year by an Elected Member, or the CEO is specifically excluded from being considered a closely associated person (conflict of interest disclosure) if the gift relates to attendance at an Event when attendance has been approved in accordance with clauses 2 and 3 or made by specified entities under section 5.62(1B)(b) of the Act and Regulation 20B of the *Local Government (Administration) Regulations 1996* being –
 - (a) WALGA;
 - (b) Australian Local Government Association Limited (ABN 31 008 613 876);
 - (c) Local Government Professionals Australia WA (ABN 91 208 607 072);
 - (ca) LG Professionals Australia (ABN 895 004 221 818);
 - (d) a department of the Public Service;
 - (e) a government department of another State, a Territory or the Commonwealth;
 - (f) a local government or regional local government.
- ii. **Elected Members or the CEO should note that attendance at pre-approved Events under clause 2 and clause 3 and Events held by entities outlined in clause 5(a) are still considered a gift**** and, when received in the capacity of Elected Member or CEO must be disclosed and published on the City's Gift Register. Conflict of Interest provisions do not apply in relation to these gifts.

** Refer to Disclosure of Gift requirements as set out in the *Local Government Act 1995* s5.87A, s5.87B and s5.87C and the City of Belmont Code of Conduct.

More information on the Gifts Framework is available on the Department of Local Government, Sport and Cultural Industries [Gifts and Conflicts of Interest Frequently Asked Questions](#) sheet.

Attendance at Events

Reference/Associated Documents[Local Government Act 1995](#)[Local Government \(Administration\) Regulations 1996](#)

Elected Member Event Approval Request Form

Elected Members and CEO Gift Disclosure Form

City of Belmont Code of Conduct for Council Members, Committee Members and Candidates

Reference to Internal Procedure

Work Instruction - Notification of Gift/Hospitality

Definitions

1. Incidentals
Includes snacks/food that is consumed outside breakfast, lunch and dinner, drinks, laundry and dry cleaning, stationery, official telephone calls and internet.
2. Events
In accordance with section 5.90A of the Act events includes concerts, conferences, functions, sporting events and any other hospitality occasions.

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/02/2021	NEW POLICY	12.7

NEXT REVIEW DATE	ANNUALLY
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Council Refreshment Facilities

18. COUNCIL REFRESHMENT FACILITIES

Policy Objective

To provide guidelines on the use of council refreshment facilities by Elected Members.

Policy Statement

Council refreshment facilities are to be used for Council related business.

Policy Detail

The refreshment facilities shall be made available to provide hospitality to Elected Members and visitors who are present in the Civic Centre on Council business. Any Elected Member present in these circumstances may open the refreshment facilities and offer refreshments on behalf of Council. In the absence of an Elected Member, the Chief Executive Officer or the Chief Executive Officer's nominee is authorised to offer hospitality to appropriate visitors.

In relation to Council related functions, Mayoral approval is required for the use of refreshment facilities.

Where the Mayor is not in attendance or has departed then the person responsible for the exercise of the powers of the Mayor under this policy shall be determined in the following order:

1. the Deputy Mayor;
2. a person appointed by the Mayor to exercise the powers of the Mayor under this policy for that specific occasion; or
3. a person appointed by the Deputy Mayor to exercise the powers of the Mayor under this policy for that specific occasion.

The use of refreshment facilities shall be in accordance with the principles of the responsible service of alcohol.

The Chief Executive Officer's approval is sufficient for staff-related functions where the Mayor's approval cannot be obtained at short notice.

Reference/Associated Documents

Responsible Service of Alcohol - [Liquor Control Act 1988](#)

Reference to Internal Procedure

N/A

Definitions

N/A

Council Refreshment Facilities

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	EXECUTIVE SERVICES
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
07/02/06		11.1.5
28/04/09		12.10
22/11/11		12.9
28/10/14	REVIEW - NONE	12.4
27/09/16	MINOR	12.9
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE	2022
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19. COUNCILLOR'S LOUNGE – PUBLIC ACCESS

Policy Objective

To outline the accessibility of and etiquette required of attendees when they are present, following a meeting of Council or an official Council function in the:

1. Council Reception Area; and
2. Councillor's Lounge.

Policy Statement

Elected Members who extend invitations to members of the public to attend either the Council Reception Area or Councillor's Lounge must adhere to the accessibility and etiquette requirements as set out in the policy.

Policy Detail

1. Council Reception Area

Members of the public do not have access to the Council Reception Area unless they are specifically invited following a Council meeting or attending an official Council function.

The Mayor may extend an invitation to the general public and the press in attendance at a meeting to join the Mayor and Elected Members in the Council Reception Area.

Individual Elected Members are welcome to invite up to a maximum of two members of the public to the Council Reception Area for thirty minutes following the Council meeting or official function, on condition that the Elected Member will:

- i. act as host for guest(s) (e.g. provide them with refreshments);
- ii. take full responsibility for their actions;
- iii. not invite the same guest(s) for two consecutive Council meetings unless they obtain prior approval from the Mayor; and
- iv. escort their guest from the Council Reception Area when their guest wishes to leave or when the allotted time expires, and secure the premises.

It is expected that the Elected Member will remain in the Council Reception Area until their guest(s) depart.

2. Councillor's Lounge

Members of the public do not have access to the Councillor's Lounge following a Council meeting or an official Council function.

At the Mayor's discretion invitations may be extended to a special guest(s).

Councillor's Lounge – Public Access

The Councillor's Lounge should be reserved for Elected Members, employees and their families only, and Elected Member's guests should be entertained in the Council Reception Area in accordance with Part A of this policy.

3. Etiquette

No person shall remain in the Councillor's Reception Area or Councillor's Lounge if they fail to maintain an acceptable dress code or they engage in antagonistic or antisocial behaviour.

The Mayor shall be the sole judge of a breach of etiquette and is authorised to expel a person from the Reception Area or Lounge for such a breach.

Where the Mayor is not in attendance or has departed then the person responsible for the exercise of the powers of the Mayor under this policy shall be determined in the following order:

- i. the Deputy Mayor;
- ii. a person appointed by the Mayor to exercise the powers of the Mayor under this policy for that specific occasion;
- iii. a person appointed by the Deputy Mayor to exercise the powers of the Mayor under this policy for that specific occasion.

The Chief Executive Officer may authorise the use of the Councillors Lounge and Reception area for times when not in use by Elected Members. However, the Mayor has "absolute" authority regarding access to the Councillor's Lounge.

Reference/Associated Documents

Responsible Service of Alcohol – [Liquor Control Act 1988](#)

Reference to Internal Procedure

Register of Delegations: N/A

Definitions

N/A

Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	EXECUTIVE SERVICES
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
07/02/09		11.5.5
28/04/09		12.10
22/11/11		12.9
22/09/15	NONE	10.7
27/09/16	REVIEW - MINOR	12.9

NEXT REVIEW DATE	2022
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20. ELECTED MEMBERS FEES, ALLOWANCES AND SUPPORT

Policy Objective

To provide Elected Members with an appropriate level of remuneration and support so that they are able to effectively fulfill their role.

Policy Statement

This policy sets out Elected Member entitlements to:

1. receive fees, allowances and reimbursement of expenses; and
2. access equipment and other entitlements.

Policy Detail

1. Fees and Allowances

i. Mayoral Allowance

Section 5.98(5) of the *Local Government Act 1995* and Section 7B of the *Salaries and Allowances Act 1975*

The Mayoral Allowance is determined to be at the maximum level set within the appointed band allocation of the City of Belmont as set out by the Salaries and Allowances Tribunal from time to time.

The City of Belmont will provide for the full private and Council use of the Mayor, a motor vehicle in accordance with the organisation's Fleet Policy with standard Council accessories. Private use cost of this vehicle is to be reimbursed by way of an annual deduction from payments of the Mayoral Allowance.

The conditions of use of the Mayoral Vehicle are in accordance with Mayoral vehicle use agreement.

The City of Belmont will meet all costs of taxes/charges (e.g. goods and services tax, fringe benefits tax, etc.) repairs, insurance, services and fuel/oil in respect of that vehicle.

The City of Belmont will replace this vehicle with a new model at approximately the completion of 60,000kms, or three years, whichever occurs earlier, or after an extended period beyond three years if usage is low and considered appropriate by the Mayor.

When the Mayor is on leave of absence and does not require the use of the Mayoral Vehicle, then the Deputy Mayor may use the vehicle – in accordance with the conditions of this policy.

The Mayoral Allowance is to be paid quarterly in arrears.

Elected Members Fees, Allowances and Support

ii. Mayoral Meeting Attendance Fee

Section 5.99 of the *Local Government Act 1995* and Section 7B of the *Salaries and Allowances Act 1975*

The Mayoral meeting attendance fee is determined to be at the maximum level set within the appointed band allocation of the City of Belmont as set out by the Salaries and Allowances Tribunal from time to time.

The Mayoral Meeting Attendance is to be paid quarterly in arrears.

iii. Deputy Mayoral Allowance

Section 5.98A of the *Local Government Act 1995* and Section 7B of the *Salaries and Allowances Act 1975*

The Deputy Mayor is entitled to a Deputy Mayoral allowance as which is the percentage of the Mayoral Allowance as determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975*, to be paid quarterly in arrears (currently 25% as at 1 July 2019).

iv. Annual Meeting Attendance Fee in Lieu of Meeting Fees

Section 5.99 of the *Local Government Act 1995* and Section 7B of the *Salaries and Allowances Act 1975*

The Elected Member meeting attendance fee is determined to be at the maximum level set within the appointed band allocation of the City of Belmont as set out by the Salaries and Allowances Tribunal from time to time.

The Elected Member Meeting Attendance fee is to be paid quarterly in arrears.

v. Information and Communications Technology Allowance

Section 7B of the *Salaries and Allowances Act 1975*

An Elected Member is entitled to an annual allowance in lieu of reimbursement of information and communications technology expenses at the maximum level as set out by the Salaries and Allowances Tribunal from time to time, to be paid quarterly in arrears.

The Information Technology Allowance is an allowance in lieu of reimbursement. This Allowance covers the expenses incurred by Elected Members in performing a function under the express authority of the City or in performing a function in the Elected Member's official capacity for:

- a) rental charges to telephone;
- b) mobile phone devices, rental and call charges;
- c) internet connection charges;
- d) ongoing internet service charges;
- e) internet usage including downloads related to Council business;
- f) additional software not included in the City's standard configuration; and
- g) consumables including, but not limited to, paper and ink cartridges.

Elected Members Fees, Allowances and Support

- vi. Reimbursement of Expenses
Section 5.98(2) of the *Local Government Act 1995* and *Local Government (Administration) Regulations 31*

The Mayor and Deputy Mayor are to be provided, by the City of Belmont, a mobile phone which meets the technical requirements of the City that is separate to this allowance in order to ensure contact can be made at all times.

2. Child Care Expenses

An Elected Member has a statutory entitlement to be reimbursed for child care expenses incurred by the Elected Member as a result of attendance at a Council meeting or a meeting of a committee of which he or she is member. The City of Belmont will reimburse child care expenses, verified by sufficient information, in accordance with an Elected Member's statutory entitlement and as determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* from time to time.

3. Statutory Travel Expenses

An Elected Member has a statutory entitlement to be reimbursed for travel expenses incurred by the Elected Member as a result of attendance at a Council meeting or a meeting of a committee of which he or she is member. The City of Belmont will reimburse travel expenses, verified by sufficient information, in accordance with an Elected Member's statutory entitlement.

4. Reimbursement of Other Expenses

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 Council;
- ii. by reason of being accompanied by no more than one other person while performing an official function where the Council considers it to be appropriate; or
- iii. in performing a function in the Elected Member's official capacity; and the expense is verified by sufficient information.

Travelling expenses and child care costs not covered by statutory entitlement. Travelling expenses and child care costs incurred by an Elected Member travelling to and from or attending:

- i. any professional development;
- ii. any official function that the Elected Member is invited to attend in their capacity as an Elected Member;
- iii. any official function, meeting or event that the Council requests the Elected Member to attend; or
- iv. any meeting of a group or body on which the Elected Member is a delegate or representative.

Elected Members Fees, Allowances and Support

5. Carer's Costs

Where an Elected Member personally cares for a person who has a disability, mental illness, chronic condition or who is frail aged, the costs of a replacement carer incurred by an Elected Member from attending:

- i. any conference;
- ii. any Council or committee meeting;
- iii. any official function that the Elected Member is invited to attend in their capacity as an Elected Member;
- iv. any official function, meeting or event that the Council requests the Elected Member to attend; or
- v. any meeting of a group or body on which the Elected Member is a delegate or representative.

6. Sundry Expenses

The actual Sundry Expenses incurred by an Elected Member to a maximum value of \$1,500 (ex GST) per annum for each Elected Member.:

- i. clothing, footwear and suit hire*;
- ii. personal grooming*;
- iii. dry cleaning*;

*The sundry expenses as mentioned above may only be claimed by an Elected Member in receipt of a pension.

- iv. costs of attending official functions; and
- v. protocol gifts.

7. General – Council Support

i. Supply and Setup of Personal Computing and Telecommunications Equipment

The City will supply and install personal computing and telecommunications equipment that provides sufficient capability to enable Elected Members to fulfill their role. The equipment will be configured in accordance with the City's requirements and standard configuration at the time of issue. This configuration will include, but is not necessarily limited to, word processing, spreadsheet, virus scanning, e-mail (Councillor email address) and internet browsing software.

Any additional personal software required by an Elected Member may be purchased using the Elected Member's Information and Communications Technology Allowance if related to performing an Elected Member function. The City will install the personal software when it does not conflict with Council's installed software.

Each Elected Member must make arrangements with their own internet service provider, including set up and configuration, for connection to the internet. Elected Members must consider the security and cost implications of engaging a particular internet service provider.

Elected Members Fees, Allowances and Support

- ii. Ownership of Equipment
The City retains ownership of equipment installed under this policy.
- iii. Maintenance
The City's designated support provider will maintain the Elected Member's equipment unless the need for maintenance arises from the use of software that has not been installed by the City.
- iv. Disposal or Purchase of Equipment
If an Elected Member ceases to be an Elected Member, or if City owned equipment installed under this policy becomes obsolete or malfunctions, then the Elected Member may:
 - a) purchase the equipment from the City at its written down value; or
 - b) return the equipment to the City within 30 days of either the Elected Member ceasing to be Elected Member or replacement equipment being installed.

The written down value of the equipment is to be calculated as the purchase price of the equipment depreciated using the prime cost method by:

 - a) 50% in the first year;
 - b) 30% in the second year; and
 - c) 20 % in the third year

If a piece of equipment has been fully depreciated then the Elected Member may elect to keep the equipment at no cost.
- v. Access Key and Security Card
Each Elected Member will be provided with an access key and security card providing access to the Councillor Lounge, Councillor Office and Council Chamber as soon as possible following election to office.

All Elected Member's must return their access key and security card within 7 days of ceasing to be an Elected Member.
- vi. Access to Information
Requests for information by Elected Members must be directed to the Chief Executive Officer or the Chief Executive Officer's nominee.
- vii. Business Cards
Each Elected Member will be allocated a maximum of 1,000 business cards after each local government ordinary election. The business cards will be printed in accordance with the City's Corporate Style Guide. Business cards must be used for Council business only and must not be used for electioneering purposes.

Elected Members Fees, Allowances and Support

viii. Additional Support

The Chief Executive Officer must refer to Council any request by an Elected Member for equipment, supplies, information, support, fees, allowances or reimbursement of expenses that is additional to or outside of the requirements of this policy.

Reference/Associated Documents

[Local Government Act 1995](#), (*"the Act"*)

[Local Government \(Administration\) Regulations 1996](#), (*"the Regulations"*)

[Salaries and Allowances Act 1975](#)

Reference to Internal Procedure

N/A

Definitions

N/A

Elected Members Fees, Allowances and Support

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

NOTE: This policy is to be reviewed annually under Section 7B of the *Salaries and Allowances Act 1975*.

The policy will be reviewed annually.

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
08/02/05		11.3.4
03/04/07		12.5.7
28/04/09		12.10
24/08/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
23/07/13		12.7
28/10/14	REVIEW - MINOR	12.4
22/09/15	REVIEW - NONE	10.7
23/02/16	MINOR	12.7
27/09/16	REVIEW - MINOR	12.9
22/08/17		12.2
25/09/18	REVIEW – MINOR	12.5
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE	ANNUALLY
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21. 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.

Policy Statement

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 to receive an appropriate level of professional development as well as establish what constitutes authorised travel on behalf of the City of Belmont.

Policy Detail

1. TRAINING AND PROFESSIONAL DEVELOPMENT

- i. Elected Member Mandatory Training
 - a) An Elected Member must complete the 'Council Member Essentials' course, in accordance 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.
- ii. 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 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.

Elected Member Professional Development and Authorised Travel

iii. Budget for Professional Development

This policy establishes a limit for travel, accommodation and registration expenses for 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 '*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.

iv. 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;

- a) the Mayor, or the Deputy Mayor; and
- b) 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.

v. Reimbursement of Other Expenses

In accordance with section 5.98 of the Act and Regulation 32 of the *Local Government (Administration) Regulations 1996* 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.

Elected Member Professional Development and Authorised Travel

TYPE OF EXPENSE PROFESSIONAL DEVELOPMENT EXPENSES	PROFESSIONAL DEVELOPMENT <ul style="list-style-type: none"> 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. <p><i>Note: See Policy item 1.3 for budget limit</i></p>
SUNDRY EXPENSES	
Breakfast expenses	The actual expense incurred to a maximum value of \$40 a day
Lunch expenses	The actual expense incurred to a maximum value of \$60 a day
Dinner expenses	The actual expense incurred to a maximum value of \$80 a day
Other expenses	Drinks Mini-bar Non-business telephone calls Dry cleaning Personal grooming The actual expense incurred to a maximum value of \$50 a day

vi. 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:

- 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.

vii. Approval Process

The Mayor will consider all Elected Member requests to attend professional development opportunities, and, the Mayor's requests will be determined by the Chief Executive Officer.

Elected Member Professional Development and Authorised Travel

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.

viii. 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.

ix. Report

An Elected Member or 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

i. 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.

ii. 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.

iii. 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.

Elected Member Professional Development and Authorised Travel

iv. 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.

v. Carbon Offsets

The City will offset the carbon emissions caused by all interstate or overseas air travel by purchasing carbon offsets at the time of flight booking.

vi. 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.

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

1. 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.
- 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.

Elected Member Professional Development and Authorised Travel

2. Interstate Professional Development

Reference to an interstate professional development event 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.

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

NOTE: This policy is to be reviewed annually under Section 7B of the *Salaries and Allowances Act 1975*.

The policy will be reviewed annually.

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
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

NEXT REVIEW DATE	ANNUALLY
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22. RATES AND OTHER DEBT RECOVERY – ELECTED MEMBERS

Policy Objective

To demonstrate to the community and employees that Elected Members are to be treated in the same way as other customers in relation to operational matters.

Policy Statement

The collection of rates and charges is a responsibility vested in the Chief Executive Officer. The collection of rates and charges from Elected Members should be carried out on a consistent basis using the same policies and processes as those used for all other ratepayers.

Policy Detail

Elected Members are expected to set an example to the community and pay rates and other Council related debts by their due date.

In the event that amounts outstanding are not paid, normal recovery action for indebtedness shall be taken against an Elected Member without reference to Council unless this is in the normal course of any recovery action.

Reference/Associated Documents

[Local Government Act 1995](#), Section 6.44

Reference to Internal Procedure

Rates - PM - Debt Collection - Rates

Policy 32 – Collection of Rates

Register of Delegations: DA – Recovery of Unpaid Rates

Definitions

N/A

Rates and Other Debt Recovery – Elected Members

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – RECOVERY OF UNPAID RATES
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
19/02/02		8.1.1
28/04/09		12.10
22/11/11		12.9
28/10/14		12.4
27/09/16	REVIEW – MINOR	12.9
10/12/19	REVIEW – NONE	12.8

NEXT REVIEW DATE	2023
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23. ELECTED MEMBERS – COMMUNICATION

Policy Objective

To provide a policy position in respect to the expectation of Elected Members when engaging in communications, whether verbal, written, electronic or via social media, as an Elected Member of the City of Belmont and, in some circumstances, a personal capacity.

Policy Statement

As a representative of the community, Elected Members need to be responsive to community views, questions and queries, but ensure all communications either as an individual Elected Member or that of a decision of Council are communicated in good faith and not adversely reflect on Council decisions.

This Policy is not intended to discourage nor unduly limit an Elected Member's personal expression or other communications; however, this Policy does identify certain obligations and requirements that apply as a result of an Elected Member's status as a public officer whose conduct is governed by the statutory framework which applies to local government.

Policy Detail

1. Spokespeople
Only the Mayor and the CEO (if authorised by the Mayor), can make official comments on behalf of the City of Belmont.
2. Mayoral Letterhead
Mayoral letterhead will be available for the Mayor for responses to civic invitations, functions and the like. In the event that the Mayor receives correspondence relevant to the business of the City, the Mayor may use mayoral letterhead to acknowledge receipt and advise that the City will respond to the matter raised.

Where the Mayor is providing technical information to correspondents, the Chief Executive Officer will be requested to draft the correspondence or that section of the correspondence for the Mayor.
3. Correspondence – Print
Correspondence generated and received by Elected Members that relates to the business of the City is subject to the *State Records Act 2000*, the City's Records Management Policy and Recordkeeping Plan, and as such must be retained within the City's corporate recordkeeping system.

Elected Members - Communication

4. Email

Each Elected Member is provided with a City of Belmont email address and this email must be used for all electronic correspondence between the community, stakeholders and the Elected Member when it relates to the business of the City.

Each Elected Member will be provided with an e-mail signature block that must be applied to all emails.

Email correspondence generated and received by Elected Members that relates to the business of the City is subject to the *State Records Act 2000*, the City's Records Management Policy and Recordkeeping Plan, and as such must be retained within the City's corporate recordkeeping system.

5. Electronic Equipment

Electronic equipment, such as computers, tablets, mobile phones etc., utilised by any Elected Member, is subject to Council policy, the conditions of use and any service agreement between Elected Members and the City.

6. Social Media

The City of Belmont recognises that Elected Members may wish to use social media to promote the activities of the City to their communities online.

In this regard, Elected Members should be cognisant of the fact that statutory obligations apply to their social media platforms in exactly the same way as they do to any other form of communication.

Social Media can be used as a positive avenue to:

- i. Increase resident's access to Council information.
- ii. Increase the level of trust in Council.
- iii. Reach targeted audiences on specific issues, events and programs.
- iv. Provide effective, fast communication channels to a large population very quickly when needed.

Guidelines for using Social Media:

- i. Be credible; accurate, fair, thorough and transparent.
- ii. Be respectful, cordial, honest and professional at all times.
- iii. Be responsive and share information where appropriate.
- iv. Behave with honesty and integrity.

Elected Members are personally responsible for the content they publish in a personal or professional capacity on any form of social media or digital platform, and in this regard must personally ensure that they understand their legal obligations.

As with other electronic communication channels, what is said on social media platforms is likely to be permanent and public.

Elected Members - Communication

When using social media in a private capacity Elected Members are equally bound by this Policy and its legal obligations, in certain circumstances, if they are identifiable as an Elected Member of the City of Belmont.

7. Local Government Elections

During a Local Government election period some communications including electronic and social media may fall into the category of 'election material'. Election material is any material which is published in any format which is intended to affect the result of the election.

All election material must contain the name and the address of the person who authorises the material. Therefore, any communications including social media and email, which may in some way comment on candidates or Council during an election campaign must meet the requirements of the *Local Government Act 1995* and associated Regulations (*Local Government (Elections) Regulations 1997*).

8. Communications General

Communications by Elected Members should:

- i. Only disclose publicly available information. No comment should be made regarding confidential, private or legal matters.
- ii. Remember that Council decision making is by majority. There may be decisions you disagree with, but once a decision is made, all communications including email and social media posts are to be consistent and respectful of this decision. Once Council has made a decision, you will recognise your collegiate duty and support that decision, irrespective of your own opinions.
- iii. Ensure that no copyrighted or trademarked material is published without permission.
- iv. Ensure that communications are not illegal, libellous, discriminatory, defamatory, abusive, or obscene.
- v. Ensure that communications do not infringe the City of Belmont *Code of Conduct*.
- vi. Any request for comment or communications in regard to a quasi-judicial decision made by Council can only be made by the City's official spokesperson.
- vii. Not make any statements expressing an opinion on matters before Council which may indicate bias or a predetermined voting position.
- viii. Adhere to the City of Belmont's *Customer Service Charter* by responding to requests within 10 normal working days and complaints within 5 days. If a request cannot be finalised within 10 normal working days, notification of the reasons why and the expected timeframes for completion is required.
- ix. Not release CCTV footage without the permission of the Chief Executive Officer.
- x. Provide relevant, accurate, fair and thorough information.
- xi. In particular to social media, create 'Engagement Guidelines' for your social media platforms to ensure a framework is in place to manage your social media network. Refer to City of Belmont's Facebook Engagement Guidelines as an example.
 - a) Ensure regular monitoring of social media account/s to ensure adherence to engagement guidelines.
 - b) Ensure records are kept according to the *State Records Act 2000*.
 - c) Elected Members must not use personal accounts to make adverse comments about the Council or its programs, services, projects, other

Elected Members - Communication

Elected Members, Employees, Volunteers, Community Members or decisions.

Non-compliance with this Policy by Elected Members will be managed through the relevant Code of Conduct and disciplinary processes.

Reference to Internal Procedure and State Government Act/s

There are various statutory requirements relevant to Elected Member communications as follows:

1. *State Records Act 2000* requires that all correspondence, including email and social media posts and comments, relating to the business of the City and the Council must be retained in the official records of the City.
2. Sections 2.8(1)(d) and 5.41(f) of the *Local Government Act 1995*, provides that only the Mayor may speak on behalf of the City (or the CEO if authorised by the Mayor to do so).
3. *Freedom of Information Act 1992* requires the preservation of correspondence and its availability for Freedom of Information purposes.
4. Section 5.93 of the *Local Government Act 1995* provides that an Elected Member (as well as employees) must not make improper use of any information acquired.
5. Regulation 21 of the *Local Government (Model Code of Conduct) Regulations 2021* provides for Elected Members to maintain confidentiality.
6. City of Belmont Policy 43 – Record Keeping - Elected Members, in regard to record keeping.
7. City of Belmont *Code of Conduct* also provides further guidance to communication.

Definitions

Communication, relates to any comments made verbally, by letter, memo, by email, on social media, blogs, websites etc.

Social Media is a set of online technologies, websites and practices which are used to share opinions, experiences and perspectives. Social Media tools include, but are not limited Facebook, Twitter, YouTube, Instagram, Snap Chat, Wickr Me, Websites and Blogs.

Electronic / Digital Communication includes email, social media, blogs, websites, YouTube etc.

Elected Members - Communication

Record, is defined as any record of information including:

1. anything on which there is writing or Braille;
2. a map, plan, diagram or graph;
3. a drawing, pictorial or graphic work, or photograph;
4. anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
5. anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
6. anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Refer to the [State Records Office Fact Sheet for Local Government Elected Members Records](#).

Monitoring, Evaluation and Review

This policy has been risk assessed as High.

This Policy will be reviewed annually.

The Chief Executive Officer will report to Council on the outcome of the review and make recommendations for amendment, alteration or a substitution of a new Policy if considered necessary.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	EXECUTIVE SERVICES
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/02/18	NEW POLICY	12.5
25/09/18	REVIEW – NONE	12.5
10/12/19	REVIEW – NONE	12.8

NEXT REVIEW DATE	ANNUALLY
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24. ATTENDANCE BY DIGNITARIES AT CIVIC FUNCTIONS, CEREMONIES AND RECEPTIONS**Policy Objective**

To provide guidance on attendance by dignitaries at Civic Functions, Ceremonies and Receptions.

Policy Statement

To fulfil its civic objectives and to create a sense of community the City of Belmont hosts and coordinates a number of Civic functions, ceremonies and receptions each year which range from high profile functions such as the Mayoral Dinner and Citizenship Ceremonies to smaller gatherings such as morning teas and lunches held specifically by the Mayor.

The City uses functions as a stakeholder management tool as they help recognise and strengthen existing relationships and establish new ones.

Policy Detail

Invitations should be sent to dignitaries as detailed in the schedule below for the following City functions:

Function	Political Representation (to include partners where appropriate)
Mayoral Dinner	<ul style="list-style-type: none"> • Minister for Local Government • Federal Member for Swan • Member for Belmont • Members for the East Metropolitan Region • State and Federal Government Ministers who are key stakeholders relevant to the City's current or future strategic objectives • Commonwealth Members of Parliament who are elected representatives for the municipality (e.g. Senators) • Mayors and Presidents representing local governments adjoining the City's boundaries

Attendance by Dignitaries at Civic Functions, Ceremonies and Receptions

Civic Dinner	<ul style="list-style-type: none"> • Freemen of the City of Belmont • Immediate past Elected Members following a local government election • Member for Belmont • Member for Swan
Volunteer Recognition Events	<ul style="list-style-type: none"> • Member for Belmont
Pioneers Function	<ul style="list-style-type: none"> • Freemen of the City of Belmont • Member for Belmont
Sister City Functions	<ul style="list-style-type: none"> • Consul General of Japan
Citizenship Ceremonies	<ul style="list-style-type: none"> • Federal Member for Swan • Member for Belmont • Members for the East Metropolitan Region • Minister for Immigration
Official Openings of Major Council Facilities	<ul style="list-style-type: none"> • Freemen of the City of Belmont • Appropriate Federal and/or State Ministers in accordance with grant funding if applicable • Federal Member for Swan • Member for Belmont • Members for the East Metropolitan Region
Other Civic Receptions, Appreciation Functions	<ul style="list-style-type: none"> • Dignitaries of specific relevance to the function and in line with predetermined requirements such as grant funding etc.
Ministerial/Cabinet Visits	<ul style="list-style-type: none"> • As determined by the relevant Ministerial Office
Other Miscellaneous Functions such as Launches etc.	<ul style="list-style-type: none"> • Dignitaries of specific relevance to the function and in line with predetermined requirements such as grant funding etc.

The Mayor has discretion to vary the invitation list according to the requirements of the City's current operations.

Reference/Associated Documents

N/A

Reference to Internal Procedure

N/A

Definitions

N/A

Attendance by Dignitaries at Civic Functions, Ceremonies and Receptions

Monitoring, Evaluation and Review

This policy has been risk assessed as low.

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 GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/09/15	NEW	10.7
23/02/16	MINOR	12.8
27/09/16	MINOR	12.9
22/08/17	MAJOR	12.2
10/12/19	REVIEW – NONE	12.8

NEXT REVIEW DATE	2023
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25. ELECTED MEMBERS – CONTACT WITH EMPLOYEES

Policy Objective

To provide clear guidelines on the communication between Elected Members and employees at the City of Belmont.

Policy Statement

To establish clear and open communication between Elected Members, the Chief Executive Officer and the Executive Leadership Team and to avoid potential conflict by recognising the respective roles of Councillors and staff.

Policy Detail

The Chief Executive Officer will liaise with the Mayor on a regular and as needed basis, and is also available to Elected Members during the day other than when prior commitments make this impossible. Where Elected Members have a particular need to see the Chief Executive Officer then an appointment can be made. The Chief Executive Officer is to ensure that (where appropriate) the views of Elected Members are passed on to other Elected Members and the Executive Leadership Team.

Where items are of an operational matter, contact may be permitted with the relevant Director, however Elected Members will not make contact with employees directly unless with the expressed permission of the Chief Executive Officer or the relevant Director.

It is not appropriate for Elected Members to enter any of the employee areas of the City of Belmont unless at the specific invitation of, or in the company of, a senior employee.

If an Elected Member is approached by an employee who wishes to raise an employee matter, then the Elected Member should point out that the employee's concerns will be referred to the Chief Executive Officer and the Elected Member will as soon as practicable, advise the Chief Executive Officer of the matter raised so that the issue may be addressed.

Reference/Associated Documents

[Local Government Act 1995](#), Part 2, Division 2
City of Belmont Code of Conduct
Elected Member Induction Manual

Reference to Internal Procedure

N/A

Elected Members – Contact with Employees

Definitions

Executive Leadership Team – Chief Executive Officer, Directors and Executive Manager People and Organisational Development.

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:		
REGISTER OF DELEGATIONS	N/A	
SERVICE AREA:	EXECUTIVE SERVICES	
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
22/09/15	NONE	10.7
27/09/16	REVIEW - MINOR	12.9
10/12/19	REVIEW – MINOR	12.8
NEXT REVIEW DATE	2023	

26. ELECTED MEMBER DISCLOSURE OF INTERESTS REGISTER

Policy Objective

To provide clear guidelines on the publication of the City of Belmont Elected Member Disclosure of Interest Register on the City's Website.

Policy Statement

To provide the highest standards in openness and accountability the City of Belmont will, in addition to the requirements of the *Local Government Act 1995* and the *Local Government (Model Code of Conduct) Regulations 2021* in relation to the keeping of a register of interests disclosed, publish a register of the Elected Member disclosures of interest on the City of Belmont website.

Policy Detail

In accordance with the *Local Government Act 1995* and the *Local Government (Model Code of Conduct) Regulations 2021*, the Chief Executive Officer will keep a register of elected member disclosures of interest.

The following detail is to be published on the City's website:

1. the name of the Elected Member;
2. the date of the meeting;
3. the meeting type;
4. the item number and heading; and
5. the type of interest.

The published register will be updated monthly.

Reference / Associated Documents

Local Government Act 1995
Local Government (Model Code of Conduct) Regulations 2021, Regulation 22
City of Belmont Code of Conduct for Council Members, Committee Members and Candidates
Form – Disclosure of Interests

Reference to Internal Procedure

Nil

Elected Member Disclosure of Interests Register

Definitions

Interest – as defined in Section 5.60 of the *Local Government Act 1995* and Regulation 22 of the *Local Government (Rules Model Code of Conduct) Regulations 2021*.

Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

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 GOVERNANCE, STRATEGY AND RISK	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT		MINUTE ITEM REFERENCE
22/08/17	REVIEW - MINOR	12.2
NEXT REVIEW DATE	2022	

27. ELECTED MEMBER REGISTERS - OTHER

Policy Objective

To establish a protocol for keeping and publishing registers of Elected Member disclosures of:

1. attendance at meetings;
2. training undertaken;
3. travel and conferences;
4. attendance at functions and events;
5. membership of a Political Party; and
6. membership of a Community Group;

Policy Statement

The City of Belmont aims to provide the highest standards in openness and accountability by requiring disclosures of Elected Member travel and conferences, training undertaken, attendance at functions and events, political party membership, community group membership and full residential address and the publication of these on the City's website.

Policy Detail

1. Recording of Disclosures

- i. The CEO will on a monthly basis update Elected Member attendance at meetings.
- ii. An Elected Member must disclose any Council related travel, conference or training attendances.
- iii. An Elected Member must disclose to the Mayor's office their prior intention to attend any function or event that occurs on weekends or weeknights. Subsequent attendance to be verified with the Mayor's office by the Elected Member concerned.
- iv. An Elected Member must disclose their:
 - a) membership of a Political Party; and
 - b) membership of a Community Group;

Disclosure is to be on the prescribed form and lodged with the Annual Return to the CEO annually or within 10 days of change of circumstances.

2. Disclosures Register

The Chief Executive Officer is to maintain a register of the disclosures as set out in Part 1 and publish them on the City's website.

The register will be updated monthly.

Elected Member Registers - Other

Reference/Associated Documents

Elected Member Conference Report Form
 Elected Member Disclosures – Contact Details and Memberships Form
 Elected Member Professional Development and Authorised Travel Nomination Form
 Travel Contribution Disclosure Form – Elected Members
 Webform – Functions and Events Attendance Form
 Elected Member Representatives on Committees and Other Groups
 Policy 17 – Attendance at Events.

Reference to Internal Procedure

WI – Manage Council Policy 27 - Elected Member Registers- Other

Definitions

<i>meeting</i>	Means council, special council, agenda briefing forum, information forum, annual electors, committees or workshops but does not include other committees and groups as detailed in the Elected Member Representatives on Committees and Other Groups document.
<i>travel</i>	Means any travel funded, or partially funded by a third party.
<i>conference</i>	Any conference undertaken in relation to Council activities.
<i>Functions, events and other</i>	Means any function, event or other gathering attended in the capacity as, or associated with being an elected member that is approved, or pre-approved in accordance with Council Policy 17 – Attendance at Events.
<i>membership</i>	Means being a member of a particular group, whether financial or not.
<i>Training</i>	Any course (full or part), seminar or other training undertaken in relation to Council activities.
<i>verified</i>	Means so as to comply with the definition of functions and events and physical attendance.

Elected Member Registers - Other

Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

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 GOVERNANCE, STRATEGY AND RISK	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/08/17	REVIEW - MAJOR	12.2
25/09/18	MINOR	12.5
NEXT REVIEW DATE	2022	

28. LEGAL REPRESENTATION FOR ELECTED MEMBERS AND EMPLOYEES

Policy Objective

To define the circumstances in which the City would consider the provision of financial assistance to Elected Members and employees who require legal representation arising out of the performance of their official functions and duties.

Policy Statement

This policy is designed to set out circumstances in which the City may provide financial assistance to Elected Members and employees who require legal representation arising out of the performance of their official functions and duties.

In each case it will be necessary to determine whether assistance with legal expenses is within the general function of the City to provide for the good government of persons in its district under section 3.1(1) of the *Local Government Act 1995* and otherwise justified with reference to the requirements of this policy.

Policy Detail

Where legal representation is required by an Elected Member or an employee of the City arising out of the performance of their official duties and functions, the Elected Member or employee may apply to the City for financial assistance toward legal expenses in accordance with this policy.

1. Eligible persons

A person is eligible to make application for financial assistance under this policy if that person is an Elected Member or an employee of the City.

2. Form of application

An application under this policy shall:

- i. be in writing;
- ii. provide full details of the nature and extent of the legal representation anticipated to be required and when they are required;
- iii. provide details of the lawyer (or law firm) that is proposed to provide the legal representation required;
- iv. in the event that the application is not made in advance – provide details of the services previously provided and the explanation for there being no application made in advance;
- v. indicate if the applicant considers that the application is urgent and the applicant's reasons;
- vi. contain sufficient details to explain how the financial assistance is required in relation to the performance of the official duties and functions of the applicant so as to be within the general function of the City to provide for the good government of persons in its district; and

Legal Representation for Elected Members and Employees

- vii. be accompanied by a statement that the applicant:
 - a) has read and understood the terms of this Policy;
 - b) acknowledges and agrees that repayment of financial assistance may be required in accordance with clause 11; and
 - c) acknowledges and agrees that financial assistance required to be repaid may be recovered by the City in accordance with clause 11; and
 - d) warrants that the circumstances in respect of which legal representation is required do not involve actions of the applicant that are illegal, improper, dishonest, against the interests of the City, or in bad faith.
- 3. Who determines an application
 - i. The CEO may determine an application seeking financial assistance not exceeding an amount of \$5,000.00.
 - ii. Notwithstanding subclause (i), the CEO may refer any application to the Council for determination.
 - iii. All applications seeking financial assistance exceeding \$5,000 shall be determined by the Council.
- 4. Determination of an application
 - i. The CEO under clause 3(i) or Council may determine an application by:
 - a) refusing the application;
 - b) approving the application; or
 - c) approving the application subject to any condition the CEO or Council (as the case may be) sees fit.
- 5. Council Informed of CEO Determination

Any decision by the CEO to provide financial assistance under this policy is to be reported to the Council by way of the CEO's weekly information report.
- 6. Formal agreement to be executed
 - i. A person to whom financial assistance is to be provided shall be required to execute a formal agreement with the City, prepared by the City's solicitors, setting out the terms and conditions upon which the assistance is offered.
 - ii. The terms of the agreement required under subclause (i) shall include but not be limited to requirements for:
 - a) repayment of financial assistance provided in accordance with clause 11; and
 - b) recovery of financial assistance required to be repaid in accordance with clause 12.
 - iii. The person shall be required to execute the agreement prior to any financial assistance being provided.

Legal Representation for Elected Members and Employees

7. Preconditions to the provision of financial assistance

- i. Financial assistance for the provision of legal representation for an Elected Member or employee will only be provided in relation to a matter:
 - a) that relates to the performance of the official duties and functions of the applicant as an Elected Member or employee (as the case may be) and not to the applicant's personal affairs;
 - b) that does not involve any action on the part of the applicant that is illegal, improper, dishonest, in bad faith or otherwise contrary to the interests of the City;
 - c) in respect of which legal representation is reasonably be required; and
 - d) that relates to the good government of persons in its district.
- ii. Without detracting from subclause (i), and subject to satisfaction of subclauses (i)(a)-(d) inclusive in each case, financial assistance for legal representation may be provided to an Elected Member or employee in the following circumstances:
 - a) in the case of an Inquiry where the Elected Member or employee is the subject of inquiry or is required to give evidence;
 - b) in the case of the consideration of a complaint by the Standards Panel where the Elected Member or employee is the subject of complaint or otherwise required to give evidence;
 - c) in the case of other legal proceedings where:
 - (i) legal action has been taken or is likely to be taken against the Elected Member or employee in relation to the performance of their official duties or functions; or
 - (ii) the Elected Member or employee is required to give evidence in relation to the performance of their official duties or functions;
 - d) in exceptional circumstances, where defamatory statements have been made in relation to an Elected Member or employee in connection with the discharge of their official functions or duties and the defamatory statements:
 - (i) have not been withdrawn or retracted upon request;
 - (ii) unreasonably disparage the Elected Member or employee or subject them to hatred, ridicule or contempt; and
 - (iii) are likely to unreasonably lessen public confidence of the community in the local government.
 - e) in exceptional circumstances, where an Elected Member or employee seeks to obtain a restraining order against a person due to threatening or intimidatory behaviour towards the Elected Member or employee in connection with the discharge of their official functions or duties.

Legal Representation for Elected Members and Employees

8. No pledging of the City's credit
Nothing in this policy is intended to represent that any person has authority to pledge the City's credit or otherwise commit the City to any liability for legal expenses whatsoever.
9. CEO may continue to seek legal advice
Nothing in this Policy derogates from the ability of the CEO or other employees of the City to seek legal representation concerning the business and affairs of the City from the City's solicitors.
10. Applications by the CEO
Where the employee seeking financial assistance is the CEO, then the matter is to be referred to Council for determination, in accordance with the provisions of this policy.
11. Repayment of financial assistance
 - i. Provision of financial assistance shall cease and any financial assistance already paid by the City shall be repaid by the Elected Member or employee where:
 - a) a finding is made in the report of an inquiry or in Court proceedings that the Elected Member or employee has acted illegally, improperly, dishonestly, against the interests of the City or in bad faith;
 - b) information provided in the application is materially false or misleading; or
 - c) an action for which financial assistance has been provided is successful and the legal costs of the applicant are to be met by an order for costs or an award of damages and only so that there is no financial detriment to the applicant.
 - ii. Where any financial assistance becomes repayable under subclause (i), repayment shall be made within 30 days of written demand by the City, or such longer period as the Council permits.
12. Recovery
The City may take action to recover any financial assistance required to be repaid under clause 11 by:
 - i. commencing proceedings in a court of competent civil jurisdiction; or
 - ii. deducting the amount of such assistance from any allowance or salary payable by the City to the applicant.

Reference/Associated Documents

N/A

Legal Representation for Elected Members and Employees

Reference to Internal Procedure

Register of Delegations: DA – Determination of Applications for Legal Representation for Council Members and Employees.

Definitions

“Act” means the *Local Government Act 1995*.

“Department Inquiry” means an inquiry initiated under section 8.3 of the *Local Government Act 1995*.

“employee” means a past or present employee of the City.

“Inquiry” means:

- (a) a Department Inquiry;
- (b) a Panel Inquiry;
- (c) an inquiry by the Corruption and Crime Commission; or
- (d) any other form of government inquiry affecting local government.

“legal expenses” means the cost of an applicant’s own legal representative to provide legal representation as well as court fees, witness fees or other approved costs.

“legal representation” means the provision of legal services for advice or representation in connection with court proceedings, or any inquiry or other investigation, hearing or adjudication dealing with the conduct of a member or employee.

“Elected Member” means a past or present member of the Council of the City or a Council Committee.

“Panel Inquiry” means an inquiry instituted under section 8.16 of the Act.

Legal Representation for Elected Members and Employees

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – DETERMINATION OF APPLICATIONS FOR LEGAL REPRESENTATION FOR COUNCIL MEMBERS AND EMPLOYEES
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
23/05/06		11.5.2
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

NEXT REVIEW DATE	2023
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Purchasing

29. PURCHASING

Policy Objective

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

Policy Statement

The Policy:

1. Establishes a framework of operational standards for contracts to purchase goods and services;
2. Sets out the requirements for acceptable forms of quotation, and the recording of documents and information, for contracts to purchase goods and services; and
3. Is designed to ensure that the City receives value for money as a result of its purchasing activities.

Policy Detail

All values quoted in this policy are exclusive of GST.

1. Purchasing Requirements – Specific Classes of Goods, Services, Suppliers and Contracts

i. Use of WALGA Preferred Suppliers of State Government Contracts

a) Lawyers

The City utilises the WALGA preferred supplier contract for legal services. A preferred supplier(s) of legal services is to be nominated and is to be utilised. However, where circumstances necessitate seeking legal services other than those of the chosen preferred supplier then the approval of the Chief Executive Officer or the Manager Governance, Strategy and Risk will be required. Quotations in these circumstances may be required and should be discussed with the Manager Governance, Strategy and Risk before securing these services. Approval for seeking legal services is to be recorded in writing.

b) Contract Employment Agencies

The appointment of contract staff engaged through agencies in liaison with the People and Organisational Development Department, and requiring assessment of potential candidates, including a formal or informal interview process, prior to acceptance of the candidate by the City is exempt from the requirement for quotations if a WALGA preferred supplier is used.

All other agency labour appointments should be considered as individual contracts and assessed in accordance with the quotation or tender requirements based on the total expected cost of each appointment.

c) Advertising

Purchasing

No quotation is required where advertising is being purchased through the WALGA media and advertising portal.

- d) **Graphic Design, Printing and Marketing**
At least one written quotation is required where graphic design, printing and marketing services are purchased through WALGA or CUA preferred suppliers who hold current branding styles formats and layouts established in accordance with the City's Style Guide.

In all other circumstance, standard quotation requirements apply.

- e) **Purchase of Stationery and Office Supplies**
No quotation is required where stationery or office supplies are to be purchased from WALGA or CUA preferred suppliers.
- f) **Purchase of Fleet**
One written quotation is required where light fleet is to be purchased from WALGA or State Government Common Use Arrangements (CUA) preferred suppliers.

- ii. **Software and Specifically Associated Hardware**

No quotations are required for contracts for the provision, maintenance or support of software and specifically associated hardware where:

- a) the value of the contract for the whole term is less than or equal to the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*, and;
- b) the responsible officer has good reason to believe that because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier or;
- c) the supply relates to maintenance and support, by the software supplier or their recommended contractor, of software and specifically associated hardware currently licensed for use by the City.

- iii. **Banking Services**

No quotations are required for contracts for the provision of banking services where:

- a) the value of the contract is less than or equal to the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*, and;
- b) a biennial review of fees is conducted to ensure the current provider's rates remain advantageous to the City.

Purchasing

iv. Contracts for Construction Projects

One written quotation must be obtained for construction projects where the value of the contract is less than or equal to \$20,000.

Two or more written quotations must be obtained for construction projects where the value of the contract is more than \$20,000 but less than or equal to the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*.

“Construction project” means substantial building construction, building alteration, building maintenance, road construction, landscaping, playground or drainage projects but excludes minor or routine works.

v. Other Exemptions

No quotations are required in the following cases:

- a) Fees associated with the sale or purchase of property, plant and equipment.
- b) Purchases from a specific supplier as determined by Council Resolution. This includes Council's Memoranda of Understanding.
- c) Contributions towards the ongoing operations and maintenance of Council's aged accommodation including contributions towards the Faulkner Park Retirement Village Board of Management.
- d) Goods or services supplied by an Australian Disability Enterprise where a value for money assessment demonstrates benefits to achieve the City's strategic and operational objectives.
- e) Where State owned Service Authorities or their nominated contractor/partner is the only party permitted to maintain, renew, upgrade or relocate infrastructure controlled or owned by them.
- f) Audit of the Annual Financial Report as carried out by the Office of the Auditor General.
- g) Goods or services supplied by a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Ltd or with the Australian Indigenous Minority Supplier Office Ltd (trading a Supply Nation) only where:
 - (i) the contract value is worth \$250,000 or less, and
 - (ii) a best and sustainable value assessment demonstrates benefits for the achievement of the City's strategic and operational objectives.

It should be noted that payments made to third parties that don't reflect a purchase of goods or services (e.g. grants to community groups, donations, refunds of unused grants, rates refunds, etc.) are exempt from this policy.

vi. Local Business Purchasing Preference

When assessing the relative merits of quotations and tenders the City of Belmont shall give preference for the supply of goods and/or services in the following priority provided that the price, service, environmental impact and quality of these goods and/or services are considered equal:

First Local (City of Belmont) Products and/or Services;

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Second	State Products and/or Services;
Third	Australian Products and/or Services;
Fourth	Products and/or Services elsewhere

A 10% premium is available to support local businesses (i.e. trading from an address within the City of Belmont) which should be considered.

2. Other Policies

When purchasing goods and services consideration should also be given to:

CP – IS501 Environmental Purchasing Policy

The Environmental Purchasing Policy clarifies the principles, considerations and responsibilities for considering life cycle environmental impacts when purchasing or procuring goods and services, relating to:

- i. waste
- ii. energy and water efficiency and climate change
- iii. habitat destruction
- iv. pollution
- v. soil degradation

CP – IS501 sets an acceptable premium cost of 15% for environmentally preferable products or services above the cost of equivalent, non-preferable products or services.

3. All Other Contracts to Purchase Goods and Services – Purchasing Thresholds

When purchasing goods or services consideration should be given to obtaining the best value for money by ensuring that where possible individual purchases can be collectively purchased and quoted.

For all other contracts to purchase goods and services the following requirements apply.

- i. No quotations are required where the value of the contract is less than or equal to \$5,000.
- ii. Two or more verbal quotations must be obtained where the value of the contract is more than \$5,000 but less than or equal to \$15,000.
- iii. Two or more written quotations must be obtained where the value of the contract is more than \$15,000 but less than or equal to \$25,000.
- iv. Three or more written quotations must be obtained where the value of the contract is more than \$25,000 but less than or equal to \$50,000.
- v. Three or more written quotations must be obtained, and a formal assessment undertaken, where the value of the contract is more than \$50,000 but less than or equal to the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*.

The above requirements apply to WALGA or CUA preferred suppliers only to the extent that there are sufficient suppliers in either agreement to achieve the required number of quotations. If there are less suppliers, then quotations are required only up to the number of available suppliers. This does not restrict the City from seeking additional quotations from outside WALGA or CUA to meet the requirements below.

Purchasing

Regardless of the value of the contract, if the contract could have significant financial or reputational consequences, a formal assessment should be undertaken.

Where obtaining the required number of quotes is not practical (e.g. limited number of suppliers) then best endeavours must be used to obtain as many quotes as is possible.

If it is not possible to invite the number of quotations required under this policy then:

- i. a Quotation Waiver Form is to be completed, detailing why it is impractical;
- ii. the respective Director's or Chief Executive Officer's approval not to seek further quotes is required; and
- iii. the Quotation Waiver Form is recorded on the purchase requisition (Attachments Field) and in ECM.

If officers have made a genuine attempt to follow this policy and the invitation to quote has been sent to the required number of suitable suppliers, a quotation form, signed by the appropriate officer with the necessary purchasing authority, can be completed and attached to the purchase requisitions, regardless of the number of responses received.

4. Contracts over the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*.

Where the value of a contract for the provision of any goods or services is more than the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*, then the tender provisions of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* apply.

A contract for the purchase of goods and services in excess of the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996* may be exempt from the requirement to tender in accordance with regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*.

5. Form of Quotations

A quotation must include:

- i. details of the goods and services required;
- ii. the time when the goods and services are required; and
- iii. a date by which the quotation must be submitted.
 - a) Written
Both the request for quotation, and the submission of a quotation, must occur in writing.
 - b) Formal Assessment
Operational areas are required to provide:
 - (i) sufficiently detailed written specifications which accurately identify the goods / services required; and
 - (ii) the relevant selection criteria to the Coordinator Procurement.

Purchasing

The Coordinator Procurement will coordinate the quote documentation, the closing time through the tender box and the formal assessment process.

6. Amendments to a Contract

The City may only make minor amendments to a contract after the quotations have been received but before a contract is entered into.

Any major amendments to the scope of a contract must be treated as a separate supply and dealt with under this policy as if it were a new contract.

7. Assessment and Decision Making

i. Formal Assessment

Where a formal assessment is required under this policy then a written evaluation must be undertaken by a group of at least two persons and reviewed by a person holding a position not less than Director.

ii. Decision Making

When considering quotations submitted under this policy a decision may be taken either to:

- a) not accept any quotation; or
- b) accept the quotation which will be most advantageous for the City to accept.

iii. Record Keeping

Where a Quotation Waiver Form has been used this must be stored in the City's purchasing system as an attachment to the purchase requisition.

iv. Written Quotes

The written request for quotation and any written submission of quotation must be recorded in the City's records system and a Quotation Form completed and stored in the City's purchasing system as an attachment to the purchase requisition.

v. Formal Assessment

Where a formal assessment is required under this policy then, in addition to the written quote requirements, the quotation form must also be countersigned by the relevant Director and a written record must be made of the formal assessment.

vi. Tender

The tender number, as ascertained by the Coordinator Procurement, must be noted in the comments field of the purchase requisition.

vii. Exempt Contracts

Where the City enters into a contract for the provision of goods and services which are exempt from tender or the requirements of this policy, then a note must be included in the attachments field of the requisition indicating that the purchase is exempt and the reasons for that exemption.

Purchasing

viii. Contract Splitting Prohibited

It is a breach of this policy to enter into 2 or more contracts in circumstances such that the desire to avoid the requirements of this policy is a significant reason for not dealing with the matter in a single contract.

ix. Meaning of a Contract

The City may use the same supplier to supply goods and services to the City from time to time. In this situation, each separate supply will be treated as a separate contract unless:

- a) there is an intention for that supplier to supply similar goods and services on a regular basis;
- b) there is an understanding that the supplier will offer the City discounted rates in expectation that the supplier will be engaged to provide goods and services on a regular basis;
- c) the supplier is providing goods or services under an existing tender; or
- d) a relationship develops over any period of time that evidences an intention to purchase goods and services from the supplier on a regular basis;

in which case the estimated value of the purchases over a three year period should be considered when applying this policy.

x. Raising of Purchase (Requisitions) Orders

When ordering goods and services the purchase order must be provided to the supplier, which is to be based on the agreed schedules of rates, effectively contracting the City to the purchase of that supply. This includes those supplies purchased under a tender or preferred supplier arrangement. Other than emergency situations, if an employee commits the City to the purchase of goods and services without a valid purchase order, that employee will be in breach of this policy.

A purchase order (nor quote) is not required for the 'ordering' of goods and services in the following circumstances although may still be required for the processing of invoices through Accounts Payable:

- a) utilities including water, electricity, gas and telephone;
- b) insurances;
- c) payments made through payroll;
- d) fees and Payments that are statutory, this includes development contributions and bank fees;
- e) other statutory damages, infringements and penalties;
- f) loan repayments;
- g) contributions to the Faulkner Park Retirement Village Board of Management;
- h) payments that are required in advance of the supply of goods and services, this includes membership renewals and subscriptions; or
- i) purchases or reimbursements which are more practically served by other internal forms. This includes but is not limited to petty cash reimbursements, conference and approved council activity reimbursements and other reimbursements such as rate and bond refunds.

Purchasing

xi. Blanket Orders

Blanket orders should be used when there are repetitive and pre-specified purchases from the same supplier. This would be the case where there is a contract in place and the units and nature of the goods/services ordered are known or can be reliably estimated. Blanket orders should be raised for the full financial year and reflect the expected cost over the financial year. In some situations, specifically significant construction contracts, the duration of the order may reflect the life of the contract.

Reference/Associated Documents

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#) - Section 11.

[Local Government \(Function and General\) Regulations 1996](#) – Divisions 1 and 2.

Reference to Internal Procedure

SP16 - Procurement

Provide Purchasing Services

Contract Variation Following Award of Contract

Raising a Requisition

Register of Delegations DA Tenders

Definitions

N/A

Purchasing

Monitoring, Evaluation and Review

This policy has been risk assessed as High.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:		
REGISTER OF DELEGATIONS	DA - TENDERS	
SERVICE AREA:	CORPORATE AND GOVERNANCE	
POLICY OWNER:	MANAGER FINANCE	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
03/04/07		12.5.8
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
28/10/14	REVIEW - MINOR	12.4
22/09/15	MAJOR	10.7
27/09/16	REVIEW - MAJOR	12.9
22/08/17	REVIEW - MAJOR	12.2
25/09/18	REVIEW - MAJOR	12.5
10/12/19	REVIEW – MAJOR	12.8
NEXT REVIEW DATE	ANNUALLY	

30. CORPORATE CREDIT AND DEBIT CARDS

Policy Objective

To facilitate the implementation and appropriate internal controls for the use of Council issued corporate credit/debit cards.

Policy Statement

Appropriate internal controls are in place regarding the management and use of corporate credit/debit cards.

Policy Detail

The use of corporate credit/debit cards has a number of advantages including:

1. An additional purchasing method that at times is more appropriate than paying by cheque, cash or EFT.
2. Useful resource in an emergency situation.
3. Reduces the need for additional cash to be kept on the premises that has its own security and administrative benefits.
4. If used effectively can reduce administration costs.
5. Provides an effective audit trail.

In order to ensure that credit/debit cards benefit the City they must be subject to appropriate internal controls:

1. The cardholder must agree in writing that they fully understand and will comply with the corporate credit/debit card policy.
2. Corporate credit/debit cards should only be issued with the express authorisation of the Chief Executive Officer. A formal written request, including reasons for the request, to the CEO is required
3. Limits for both credit and debit cards should be authorised by the Chief Executive Officer.
4. Corporate credit/debit cards must only be issued to an employee of the City.
5. Card information including card numbers and pin numbers are to be kept confidential and not shared other than the primary corporate credit card.
6. Utilisation of the primary corporate credit card held by the Director Corporate and Governance (DCG) requires the completion and authorisation of the 'Credit Card Payment Request Form'. In cases where the DCG uses the corporate credit card then the form is to be counter signed by the Chief Executive Officer.
7. Cardholders are required to retain all documentation including tax invoices and provide an approved monthly reconciliation to Finance immediately following the end of month and within five working days.
8. In the event a credit/debit card is lost or misplaced this needs to be immediately reported to the Manager Finance.
9. All credit/debit cards are to be returned to the Manager Finance prior to termination of employment and subsequently destroyed.
10. All credit/debit cards should be held by the Manager Finance during times of extended leave.
11. Reward schemes should be used to the benefit of the City.
12. Credit/debit cards should only be used for the purchasing of goods and services on behalf of the City and should not be used for personal expenditure.
13. Credit/debit cards should not be used for cash advances.

Corporate Credit and Debit Cards

Reference/Associated Documents[Local Government Act 1995](#)[Local Government \(Financial Management\) Regulations 1996](#)**Reference to Internal Procedure**

Register of Delegations DA – Municipal Fund Procedures and Payments

Definitions

N/A

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	DA – MUNICIPAL FUND PROCEDURES AND PAYMENTS	
SERVICE AREA:	CORPORATE AND GOVERNANCE	
POLICY OWNER:	MANAGER FINANCE	
<u>AMENDMENT STATUS</u>		
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
NEXT REVIEW DATE	2023	

Investment of Funds

31. INVESTMENT OF FUNDS

Policy Objective

To provide for controlled investment of surplus funds and delegated power to the Chief Executive Officer, to invest monies surplus to immediate cash flow requirements on behalf of Council.

Policy Statement

This policy recognises the role of the Council in ensuring adequate control over the investment of surplus funds by providing guidance for employees through this policy, which establishes a framework for selection of quality investments that give consideration to the risk, return and liquidity requirements of the Council.

Policy Detail

1. Investment Objectives

- i. To provide a framework for the optimum investment of Council's Funds at the most favourable rate of interest available to it at the time and maximising returns, whilst having due consideration of risk, liquidity and security for its investments.
- ii. To take a conservative approach to investments, but with a focus to meet performance benchmarks through prudent investment of funds.
- iii. Preservation of the amount invested through investing within the limits set by the policy.
- iv. To have investments structured in such a manner as to meet all of Council's cash flow requirements, without penalty.
- v. To generate income from the investment that exceeds the performance benchmarks.
- vi. To comply with relevant legislative requirements.

2. Policy Guidelines/Authority for Investment

All investments are to be made in accordance with:

- i. *Local Government Act 1995* - Section 6.14.
- ii. *The Trustees Amendment Act 1997* - Point 6, re: Part III Investments.
- iii. *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 28, and Regulation 49.
- iv. Australian Accounting Standards.

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Investment of Funds

3. Ethics and Conflicts of Interest

Employees shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires employees to disclose any conflict of interest to the CEO.

Independent advisors are also to declare that they have no actual or perceived conflicts of interest and receive no inducements in relation to Council's investments, except as fully and promptly rebated to Council.

4. Authorised Investments

The following table lists those approved investment types for new investments subsequent to the release of *Local Government (Financial Management) Amendment Regulations 2012* and its 2017 update.

The overall asset mix will depend on Council'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.

Importantly, investment decisions should be consistent with 'prudent person' obligations as set out in the regulation.

City of Belmont– Approved Investment Types	
1.	<u>Deposits with an ADI or WATC with a maturity of 3 years or less</u>
2.	<u>Bonds that are guaranteed by the Commonwealth or a State or Territory Government with a maturity of 3 years or less.</u>

5. Prohibited Investments

This investment policy prohibits any investment carried out for speculative purposes including:

- i. Derivative based instruments;
- ii. Principal only investments or securities that likely provide potentially nil or negative cash flow;
- iii. Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind;
- iv. Investments for any speculative purpose; and
- v. 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.

Investment of Funds

6. Audit and Investment Holdings

All Council's investments must be held in either the City's name or held via an acceptable safe custody arrangement with Council as the beneficial owner. A statement is to be provided by the safe custody provider at each month end, verifying the holdings of Council. There must also be a comprehensive and transparent audit trail of investments placed, with appropriate internal controls over Council's investment portfolio. A separate register of investments must be maintained by employees and this register should be reconciled on a monthly basis.

For audit purposes, confirmation certificates must be provided independently, directly to the City's auditors by institutions and fund managers confirming the amounts of investment held on the City's behalf at 30 June each year. These may also be required from time to time as part of an internal audit review.

7. Investment Strategy

Council's investment strategy will comply with this policy and will be periodically reviewed with the approved investment adviser on an ongoing basis.

8. Reporting

A regular report should be provided to Council, detailing the allocation of the investment portfolio and performance.

9. Investment Advisor

The local government's investment advisor must be approved by Council and 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 other than commissions or benefits rebated in full to the City.

'Providing the funds are being invested in a term deposit and within the terms and conditions of this policy the City's officers can invest without seeking a recommendation from the Investment Advisor.'

10. Risk Management

Investments obtained are to be considered in light of the following key criteria:

- i. **Preservation of Capital** – the requirement for preventing losses in an investment portfolio's total value.
- ii. **Credit Risk** – The risk that a party or guarantor to a transaction will fail to fulfil its obligations; risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment.
- iii. **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.
- iv. **Fidelity and Legal** – fraud, malpractice or misappropriation of funds; failure to obtain title over assets; litigation.
- v. **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.

Investment of Funds

- vi. **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.
- vii. **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.
- viii. **Rollover Risk** – the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future.
- ix. **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.
- x. **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.
- 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. Council will not undertake investments likely to be subject to forced sale under anticipated regulatory changes.
- v. Inclusion of fixed rate term investment.
- vi. "Best execution" test, use of collective purchasing power, documented procedures and use of regulated counterparties and issuers.
- vii. Independent advice and Committee supervision.
- 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.

This section explains the factors that must be taken into consideration in making decisions about investments so as to manage risk prudently and accountably.

11. 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 Standard and Poor's. Standard and Poor's 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.

Investment of Funds

Investments held by Council 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:

- i. Australia and New Zealand Banking Group Limited;
- ii. Commonwealth Bank of Australia;
- iii. National Australia Bank Limited;
- iv. Westpac Banking Corporation;

including 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.

12. 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	30%
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 falling 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 Council's independent fund advisor.

Investment of Funds

13. Investment Horizon Limits

Council's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

"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.

Once the primary aim of liquidity is met, Council 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 Council's income. However, Council always retains the flexibility to invest as short as required by internal requirements or the economic outlook.

The factors and/or information used by Council to determine minimum allocations to the shorter durations include:

- i. Council's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies.
- ii. Medium term financial plans and major capex forecasts.
- iii. Known grants, asset sales or similar one-off inflows.
- iv. Seasonal patterns to Council's investment balances – especially having regard to the heavy seasonality of the Municipal portfolio.

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%

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, Council 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 in that funds can be placed at call or for a designated period and

Investment of Funds

they are linked to a respective operational bank account enabling real time transacting. Respective CDA accounts have been created for this purpose.

14. 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.

15. 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 taking into account its risks, liquidity and other benefits of the investment.

Council will seek information about both current and historical reward for the investments contemplated in its Strategy – where insufficient, it will hold cash and not seek to outperform, as to do so mandates risk-seeking at times of minimal reward.

It is also expected that Council will take due steps to ensure that any investment, notwithstanding a yield above the benchmark rate, is executed at the best pricing reasonably possible.

Investment Category	Investment	Performance Benchmark	Time Horizon
Working Capital	Business Online Account, Notice Accounts, short dated bills, deposits issued by an ADI.	AusBond Bank Bill Index (BBI)	3 months or less
Short Term Funds	Term Deposits of appropriate horizon issued by an ADI.	AusBond Bank Bill Index (BBI)	3 to 12 months
Medium Term Funds	Term Deposits of appropriate horizon issued by an ADI.	AusBond Bank Bill Index (BBI)	12 months to 3 years

Reference/Associated Documents

[Local Government Act 1995](#)

[Local Government \(Financial Management\) Regulations 1996](#)

[Trustees Act 1962.](#)

Investment of Funds

Reference to Internal Procedure[Process Map - Investments](#)

Register of Delegations: DA – Investments

Definitions

Act	<i>Local Government Act (1995).</i>
ADI	Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the <i>Banking Act 1959</i> to take deposits from customers.
Asset Allocation	Asset Allocation is Council's term allocation to different asset types, where prescribed by the Investment Policy Statement, to ensure that the portfolio is diversified across particular sectors of the investment market.
AusBond BBI	Formerly the UBS BBI. 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.
Bill of Exchange	A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.
BBSW	The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily.
Council Funds	Surplus monies that are invested by Council in accordance with section 6.14 of the Act
Debenture	A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders.
DLGC	Department of Local Government and Communities, including any previous or successor Departments of the WA State Government with responsibility for Local Government.
Grandfathered	Investments acquired or engaged under previous legislation and are therefore subject to those rules.
IPS	The Investment Policy Statement (IPS) provides the general investment goals and objectives of Council and describes the strategies that must be employed to meet these objectives. Specific information on matters such as asset allocation, risk tolerance, and liquidity requirements are also included in the IPS.
LGR	<i>Local Government (Financial Management) Regulations 1996 (WA)</i> Regulations 19, 28 and 49
Maturity Profile	Maturity Profile is Council's positioning of the maturity profile of the portfolio to meet Council's liquidity and return objectives.
NCD	A short term investment where the term of the security is usually for a period of 185 days or less (sometimes up to 2 years). NCDs are generally discount securities, meaning they are issued and on-sold to investors at a discount to their face value.
Prudent Person Test	The investment should be managed with the care, diligence and skill that a <i>prudent person</i> would exercise.

Investment of Funds

WATC Western Australian Treasury Corporation established by the
Western Australian Treasury Corporation Act 1986.

Monitoring, Evaluation and Review

This policy has been risk assessed as High.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA - INVESTMENTS
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER FINANCE

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

NEXT REVIEW DATE	ANNUALLY
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32. COLLECTION OF RATES

Policy Objective

To provide guidance to the Chief Executive Officer in relation to his duty to collect rates on behalf of the Council.

Policy Statement

The aim of the Council in relation to the collection of rates and charges is that rates should be collected within the instalment periods as per Council's adopted budget.

Policy Detail

The Chief Executive Officer is requested to make necessary arrangements for procedures which will pursue this aim. In addition, the Council is of the view that extensions of time should only be granted to owners of commercial, industrial or non-owner occupied residential properties past the final instalment date of that rating year in extenuating circumstances.

In regard to owner occupied residential properties the end payment date can only be extended past 30 June of that rating year in extenuating circumstances. Financial information if requested must be provided in regard to substantiating extenuating circumstances.

All requests for an extension of time to pay rates are required to be in writing without exception. Payment by direct debit is preferred as a payment method when an extension of time has been granted or when pre-paying rates.

Rates received through the direct debit process in advance or in excess of the amount due will be credited to the assessment and only refunded when requested in writing subject to financial hardship.

An administration charge as adopted in the Annual Budget will apply. In addition to this, penalty interest will be charged at Council's budgeted penalty interest rate until the debt is cleared.

Council supports the use of legal action where necessary.

Where rates are outstanding for a period of three years and there is no entitlement to deferment, then at this point the matter should be reported to Council for attention.

Council approval shall be required prior to any action to sell a property in order to recover unpaid rates noting that goods and land warrants can be initiated before three years rates are outstanding.

Any ratepayer requesting a waiver of interest on outstanding rates are to be advised that while their circumstances are regrettable, Council is unable to waive penalty interest accruing on the outstanding debt. The waiver of interest can only occur where a ratepayer has been incorrectly charged.

Collection of Rates

Where a ratepayer believes and can evidence that a decision on the collection of their outstanding rates is in breach of legislation or Council policy, then the matter is to be referred to Council for consideration on receipt of a written request detailing the nature of their concern.

Due to privacy considerations, a property owner's written approval is required to enable City employees to discuss any aspect of the owner's account with any other person. This requirement applies to all queries relating to a specific account, including those made by a "partner/family member" ringing on behalf of a ratepayer.

Those properties that have been granted rates exemption status will be reviewed every three years to ensure the exemption still applies and the collection of rates is not required.

Reference/Associated Documents

[Local Government Act 1995](#), Part 6 Division 6 Subdivision 5.

Reference to Internal Procedure

Process Maps - Debt Collection Rates

Issuing Rates Notices

Work Instruction - Rent Seizure

Register of Delegations: DA – Recovery of Unpaid Rates

Definitions

N/A

Collection of Rates

Monitoring, Evaluation and Review

This policy has been risk assessed as High.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – RECOVERY OF UNPAID RATES
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER FINANCE

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		12.6
25/06/13		12.8
28/10/14	REVIEW – MINOR	12.4
22/09/15	REVIEW – MINOR	10.7
27/09/16	REVIEW - MAJOR	12.9
22/08/17	REVIEW – NONE	12.2
25/09/18	REVIEW – MINOR	12.5
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE	ANNUALLY
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Pensioner's Outstanding Refuse Charges

33. PENSIONER'S OUTSTANDING REFUSE CHARGES

Policy Objective

To ensure that charges for refuse collection are met in the year they are levied.

Policy Statement

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. This policy extends to entitled pensioners as is the case with all other ratepayers.

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, Section 6.38.](#)

Reference to Internal Procedure

N/A

Definitions

N/A

Pensioner's Outstanding Refuse Charges

Monitoring, Evaluation and Review

There are minor financial and reputation risks associated with the policy.

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	
<u>AMENDMENT STATUS</u>		
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
22/08/17	REVIEW – NONE	12.2
NEXT REVIEW DATE	2022	

34. PENSIONER/SENIOR RATES ARREARS

Policy Objective

To assist ratepayers who become eligible to obtain Pensioner/Senior status but have rate arrears.

Policy Statement

Ratepayers may obtain Pensioner/Senior status and therefore become entitled to a pensioner rebate and be able to defer rates. The arrears situation of the ratepayer needs to be considered before an entitlement is recognised.

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, Section 6.38](#)

Reference to Internal Procedure

Register of Delegations: DA – Recovery of Unpaid Rates

Pensioner/Senior Rates Arrears

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – RECOVERY OF UNPAID RATES
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE 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	REVIEW - MINOR	10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW - MINOR	12.2
10/12/19	REVIEW – NONE	12.8

NEXT REVIEW DATE	2023
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35. FINANCIAL HARDSHIP

Policy Objective

To give effect to Council's commitment to support ratepayers to meet the challenges arising from financial hardship.

This Policy is intended to ensure that the City offers fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding. Financial hardship may have occurred as a result of (but is not limited to) COVID-19.

Policy Statement

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. This policy is intended to apply to all ratepayers experiencing financial hardship.

Policy Detail

Application of Policy:

This policy has precedence over Policy 32 - Collection of Rates.

Eligibility:

Eligible ratepayers are ratepayers suffering financial hardship and are unable to pay their rates by any of the current payment methods and date ranges as stated on the annual rate notice.

Evidence of Financial Hardship:

While evidence of hardship will be required, the City recognises that not all circumstances are alike. The City will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- i. Current unemployment or under-employment
- ii. Sickness or recovery from sickness
- iii. Low income or loss of income
- iv. Unanticipated circumstances such as caring for and supporting extended family.
- v. Other difficult circumstances

Possible evidence required may include but not limited to:

- i. Individuals (i.e. residential) - Evidence Centrelink allowances are currently being received for an extended period (i.e. 3 months or more).

Financial Hardship

- ii. Companies and other entities (i.e. commercial and industrial) - Evidence by way of recent Business Activity Statement returns that evidences a loss of income of at least 50% over a quarter.

Effects:

For ratepayers eligible under the criteria outlined above the Chief Executive Officer should consider the following mechanisms to assist the applicant:

- i. No interest on outstanding rates for the respective financial year.
- ii. No interest charged on outstanding Emergency Services Levy if in accordance with State Government guidance.
- iii. No additional charge (including by way of interest and admin charges) charged for payments by instalments or payment arrangements.
- iv. Payment terms extended -for rates and charges as included on the Rate Notice with the final payment due by the issue date of the following rating year.

Applications are to be made on an annual basis and only valid for that respective financial year.

Any other debts to the City and complying with the eligibility conditions of this policy shall be addressed in accordance with *DA09 – Waiver or Concessions – Granting*.

The maximum available concession is to be in accordance with the limitations in place for DA09 - Waiver or Concessions - Granting.

Reference/Associated Documents

[Local Government Act 1995, Part 6 Division 6 Subdivision 5.](#)

Reference to Internal Procedure

Financial Hardship Application Form

Definitions

Not applicable.

Financial Hardship

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:		
REGISTER OF DELEGATIONS	N/A	
SERVICE AREA:	CORPORATE AND GOVERNANCE	
POLICY OWNER:	MANAGER FINANCE	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
26/05/2020	NEW POLICY	12.7
22/06/2021	MAJOR	12.8
NEXT REVIEW DATE	2023	

36. 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.

Policy Statement

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 Programs.

Policy Detail

Compliance is supported and managed through convergence with the following City of Belmont Management Plans:

1. Compliance Management Plan
2. Risk Management Plan
3. 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:

1. Statutory Requirements
2. Industry Codes and Standards; and
3. 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.

Compliance Management

Reference/Associated Documents

Australian Standard AS 19600-2015 Compliance Programs
 Compliance Management Plan
 Risk Management Plan
 Consolidated Assurance Map
 Code of Conduct
 Business Management Systems Manual

Reference to Internal Procedure

N/A

Definitions

N/A

Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

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 GOVERNANCE, STRATEGY AND RISK

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

NEXT REVIEW DATE	2022
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37. BUSINESS CONTINUITY

Policy Objective

To ensure the City is well prepared, in the event of significant business disruption, to maintain availability of activities and resources critical to achieving business objectives.

Policy Statement

The City of Belmont is committed to building resilience within the organisation, providing the capability for an effective response to crisis that safeguards the interests of the City, its community, stakeholders and reputation. It will do so by maintaining Business Continuity processes in accordance with ISO 22301:2019 Security and resilience – Business continuity management systems – Requirements.

Policy Detail

Scope - This policy covers all City activities from operational activities to strategic planning.

Responsibility for Business Continuity:

1. Council
To approve the Business Continuity Policy.
2. Chief Executive Officer and Executive
 - i. Ensure the full implementation of Business Continuity practices throughout the City.
 - ii. Monitor and promote Business Continuity policies and procedures at a strategic level.
3. Coordinator Business Continuity and Risk
 - i. Monitor and update the City's Business Continuity Plans and other Business Continuity related documents.
 - ii. Provide training as required.
 - iii. Report on Business Continuity information to the Executive and relevant committees.
4. Management
 - i. Identify and assess critical activities in their area of responsibility.
 - ii. Develop continuity strategies for the critical activities.
 - iii. Identify resource requirements to support the strategies.
 - iv. Ensure business changes that could impact critical activities, related strategies and resource requirements, are reported to the Coordinator Business Continuity and Risk.
 - v. Allocate Business Continuity responsibilities to employees.

Business Continuity

5. Employees

- i. Responsible for the effective operation of critical activities.
- ii. Comply with the City's Business Continuity policy and procedures.
- iii. Attend Business Continuity training and participate in activity assessments in accordance with management instructions.

Reference/Associated Documents

ISO 22301:2019 Security and resilience – Business continuity management systems – Requirements.

Reference to Internal Procedure

N/A

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

The policy will be reviewed every two years.

Changes or updates made to ISO 22301:2019 Security and resilience – Business continuity management systems – Requirements may require this policy to be reviewed and amended.

THIS POLICY IS SUPPORTED BY:		
REGISTER OF DELEGATIONS	N/A	
SERVICE AREA:	CORPORATE AND GOVERNANCE	
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/09/15	NEW	10.7
27/09/16	MINOR	12.9
25/09/18	REVIEW – NONE	12.5
NEXT REVIEW DATE	2022	

38. RISK MANAGEMENT

Policy Objective

To develop a culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects within the City and to reduce the potential costs of risk through the implementation of an organisation wide risk management framework.

Policy Statement

The City of Belmont is committed to managing risk and will do so by maintaining a Risk Management framework in accordance with AS/NZS ISO 31000:2018 Risk Management – Guidelines. The framework will include systems to identify, evaluate, treat, monitor, review and report risks.

Policy Detail

Scope - This policy covers all activities of the City from Strategic Planning and Corporate Governance to operational activities and specific projects.

Responsibility for Risk Management:

1. Council
Approve the Risk Management Policy and risk tolerance levels.
2. Chief Executive Officer and Executive
 - i. To establish a risk tolerance level for the City.
 - ii. Ensure the full implementation of a Risk Management framework throughout the City.
 - iii. Monitoring and promoting of risk management policies and procedures at a strategic level.
 - iv. To act as a Risk Management committee to oversee and prioritise risks identified and allocate responsibility for risk treatments.
3. Coordinator Business Continuity and Risk
 - i. Monitor and update the City's Risk Management Plan and other risk management related documents.
 - ii. Monitor the City's risk registers within RMSS.
 - iii. Induct new employees in the principles of risk management and provide training as required.
 - iv. Report risk information to the Executive and relevant committees.

Risk Management

4. Risk and Business Continuity Officer

- i. Managing the maintenance of the overall organisational risk registers through the 'Risk Manager' module of the RMSS software.
- ii. Providing assistance, advice and coaching to staff on risk management related processes, procedures and queries.
- iii. Providing training on the City's risk management framework, tools and procedures.
- iv. Introducing new staff to the Risk Management framework. Promote across the organisation.

5. Management

- i. Identifying and assessing potential risks in their area of responsibility and for the development of risk mitigation plans and the implementation of risk reduction strategies.
- ii. Ensuring that potential and existing risks are reported to the Coordinator Business Continuity and Risk.
- iii. Allocating of risk management responsibilities to employees.

6. Employees

- i. Responsible for the effective management of risk including the identification of potential and existing risks.
- ii. Complying with the City's risk management policies and procedures.
- iii. Attending risk management training and participating in risk assessments in accordance with management instructions.

Reference/Associated Documents

[ISO 31000: 2018 Risk Management - Guidelines](#)
Risk Management Plan

Reference to Internal Procedure

SP10 - Organisational Risk Assessment

Definitions

N/A

Risk Management

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years or upon revision of the ISO Standard, whichever comes first.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
07/11/06		11.5.7
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW – NONE	12.2
25/09/18	MINOR	12.5
10/12/19	REVIEW – NONE	12.8

NEXT REVIEW DATE	2023
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39. GRATUITY PAYMENTS AND GIFTS TO EMPLOYEES

Policy Objective

To provide suitable recognition to departing employees who have lengthy periods of service with the City and adopt a policy for the purposes of section 5.50 of the *Local Government Act 1995*.

Policy Statement

Section 5.50 of the *Local Government Act 1995* requires the City to adopt a policy that sets out the circumstances in which the City makes payments to a departing employee that are over and above what the employee is entitled to under their contract of employment or award. A payment includes a disposition of property and the conferral of a financial benefit. This policy has been advertised in accordance with section 5.50 of the *Local Government Act 1995* and complies with the *Australian Fair Work Act 2009*.

Policy Detail

Gratuity Payments

In recognition of longstanding and satisfactory service, employees will be entitled to consideration of a gratuity payment upon retirement due to age or ill health in accordance with conditions specified in their relevant Industrial Agreement. For those employees where no Agreement exists, payment will be in accordance with the relevant conditions applying to either 'Inside Staff' or 'Outside Staff' as outlined below.

1.0 Eligibility:

- 1.1.1 Gratuity payments can either be 'Capped' or 'Uncapped' with eligibility dependent upon date of commencement with the City as follows:
- (a) Inside Staff: Staff employed prior to 25 November 2004 will have access to the 'Uncapped Gratuity Payment' as per Clause 1.1.2 (1). Staff employed from 25 November 2004 will only have access to the 'Capped Gratuity Payment' as per Clause 1.1.2 (2) with a maximum payout of \$29,759 as at the September quarter 2021.
 - (b) Outside Staff: Staff employed prior to 3 April 2006 will have access to the 'Uncapped Gratuity Payment' as per Clause 1.1.2 (1). Staff employed from 3 April 2006 will only have access to the 'Capped Gratuity Payment' as per Clause 1.1.2 (2) with a maximum payout of \$27,337 as at the March quarter 2021.

Gratuity Payments and Gifts to Employees

Operation:

The two schemes will operate as outlined below:

1.1.2 (1) Uncapped Gratuity Payment

- i. Payment will be subject to approval by the Chief Executive Officer by delegated authority of Council, in accordance with the following criteria:
Employees with a minimum of ten (10) years satisfactory service who also qualify as follows:
 - a) retiring at age 55 or over; or
 - b) age 55 or over and retiring through ill health
- ii. Where these requirements are met, the gratuity shall not be less than one (1) week's pay for each year of service at the rate of pay applicable at the cessation of employment.

1.1.2 (2) Capped Gratuity Payments

- i. This scheme will operate as per Clause 1.1.2 (a) however Clause 1.1.2 (b) will not apply. The following Clause replaces it in its entirety:
 - a) Where these requirements are met, the gratuity shall not be less than one (1) week's pay for each year of service at the rate of pay applicable at the cessation of employment, with a maximum payout capped at the applicable amount for 'Inside' or 'Outside' staff as per Clause 1.1.1. This amount is to be reviewed annually and shall reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to the anniversary of the date of registration of the relevant Industrial Agreement.

Gifts to Employees

Payment will be subject to approval by the Chief Executive Officer in accordance with the following criteria:

- i. All employees who have been employed by the City for not less than twenty (20) years of continuous satisfactory service may be given a gift to the value of a maximum of six hundred and fifty dollars (\$650), as at 31 December 2020, with the value to be indexed annually to reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to 1 January.
- ii. Departing employees who have been employed by the City for not less than five (5 years) continuous satisfactory service may be given a gift to the value of a maximum of one hundred and ninety two dollars (\$192), as at 31 December 2021, with the value to be indexed annually to reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to 1 January.

Gratuity Payments and Gifts to Employees

- iii. Departing employees serving less than five (5) years of continuous satisfactory service may receive a gift upon authorisation of the Chief Executive Officer, who shall also set the value of the gift, which shall be below the value set for employees with five (5) or more years of continuous service (see point ii above).

Gifts approved by the Chief Executive Officer under this clause must be taken in a non-cash form e.g. voucher.

Payments in addition to amounts under this policy

Any consideration by Council to make a payment or give a gift that exceeds an amount set out or calculated under this policy must be made in accordance with Section 5.50 of the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

Reference/Associated Documents

[Local Government Act 1995](#)

City of Belmont Certified Agreement (2004) - Inside Staff
Certified Agreement (Operations) 2006

[Australian Fair Work Act 2009](#)

Individual Employment Contracts

Reference to Internal Procedure

Register of Delegations: DA – Gratuity Payments

Definitions

N/A

Gratuity Payments and Gifts to Employees

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed annually with respect to gratuity payment.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – GRATUITY PAYMENTS
SERVICE AREA:	EXECUTIVE SERVICES
POLICY OWNER:	HUMAN RESOURCES MANAGER

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
01/03/05		11.4.1
19/12/06		12.5.8
28/04/09		12.10
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	REVIEW - MINOR	12.4
22/09/15	REVIEW - MINOR	10.7
27/09/16	REVIEW - MINOR	12.9
22/08/17	REVIEW - MINOR	12.2
25/09/18	REVIEW - MINOR	12.5
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE	ANNUALLY
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40. WORK HEALTH AND SAFETY

Policy Objective

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 Statement

The City of Belmont will ensure all 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.

Policy Detail

The City of Belmont will:

1. Comply with the West Australian *Work Health and Safety Act 2020*, all relevant Regulations, Codes of Practice and Australian Standards.
2. 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.
3. In consultation with stakeholders, manage all safety related matters to reduce risks in the workplace.
4. Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.
5. Provide induction and ongoing training, information and instructions to Workers and relevant stakeholders, regarding Work Health and Safety.
6. 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)*.
7. 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:

1. Comply with the *Work Health and Safety Act 2020 (WA)*, all relevant Regulations, Codes of Practice and Australian Standards.
2. 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.
4. Work in a safe manner that will not endanger the safety and health of themselves, their colleagues, the public or the environment.

Work Health and Safety

5. 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

Work Health and Safety

Monitoring, Evaluation and Review

This policy has been risk assessed as low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	EXECUTIVE SERVICES
POLICY OWNER:	HUMAN RESOURCES MANAGER

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

NEXT REVIEW DATE	2023
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Quality

41. 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.

Policy Statement

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, applying the principles of Business Excellence and best practice, including 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 Executive Leadership Team will:

9. Take accountability for the effectiveness of the Quality Management System (QMS).
10. Ensure that the QMS policy and objectives are established in line with the context and strategic direction of the City of Belmont.
11. Ensure integration of the QMS requirements into the City of Belmont's overall business processes and Business Management System documentation.
12. Promote the use of the process approach and risk-based thinking.
13. Ensure that the resources needed for the QMS are available.
14. Ensure that the QMS achieves its intended outcomes.
15. Communicate the importance of an effective QMS and of conforming to the QMS requirements to all staff and relevant stakeholders.
16. 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:

1. Monitor and review internal and external issues that may affect the City's ability to achieve the intended outcomes of its Business Management Systems.
2. 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.

Quality

3. Comply with all relevant Legislation.
4. Benchmark our performance in relevant areas to assist in the continuous improvement process.
5. Participate in the development of the local government industry and ensure due diligence through compliance to statutory and other selected standards.
6. 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.
7. Regularly measure organisational performance and the effectiveness of business management systems through a process of routine audits, assessments and reviews.
8. Maintain certification to ISO 9001 Quality 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
AS/NZS 4801:2001 Occupational health and safety management systems – Specification with guidance for use
ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use
AS/NZS ISO 31000:2009 – Risk management – Principles and guidelines

Reference to Internal Procedure

N/A

Definitions

N/A

Quality

Monitoring, Evaluation and Review

This policy has been risk assessed as Low

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:	DIRECTOR CORPORATE AND GOVERNANCE	
<u>AMENDMENT STATUS</u>		
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
NEXT REVIEW DATE	2023	

42. ROLE OF ACTING CHIEF EXECUTIVE OFFICER

Policy Objective

1. To determine how the position and duties of the Chief Executive Officer will be undertaken on an acting basis as required; and
2. To determine those employees that are considered to be suitably qualified to act in the position of Chief Executive Officer.

Policy Statement

To 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

1. 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.
2. 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.
3. The CEO is to advise all Elected Members in writing of which Director will be Acting CEO and the period covered.
4. 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.
5. Notwithstanding 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

Role of Acting Chief Executive Officer

Reference to Internal Procedure

N/A

Definitions

N/A

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 GOVERNANCE, STRATEGY AND RISK	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/06/2020	NEW POLICY	12.7
NEXT REVIEW DATE	2022	

43. RECORD KEEPING – ELECTED MEMBERS

Policy Objective

The purpose of this Policy is to define the principles that underpin the City's record keeping functions and to clarify the roles and responsibilities for record keeping within the City of Belmont.

This policy establishes a framework for the reliable and systematic management of the City's records and ensures records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to best practice standards.

Policy Statement

This policy applies to records created or received in the course of fulfilling a duty or activity on behalf of the City by an Elected Member, regardless of their physical format, storage, location or date of creation.

Records created or received in the course of Elected Members' local government duties that fall within the ambit of the State Records Commission Policy on Local Government Elected Members (2009) are government records and as such are subject to the same legislative requirements as any other government record.

The City is bound by a range of statutory obligations which influence record keeping, including but not limited to the *State Records Act 2000*. The City's Compliance Management Plan assists in the management of compliance with these statutory requirements.

Records are recognised as an important information resource within the City of Belmont and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

The effective management of records will also:

1. Protect the interests of the City of Belmont and the rights of its elected members, employees, customers and stakeholders.
2. Support informed decision making.
3. Provide evidence of achievements.
4. Increase efficiency in administration and service delivery across the organisation.

Policy Detail

1. Application

This Policy applies to all City of Belmont Elected Members.

2. Ownership

All records created or received during the course of business belong to the City of Belmont and not to the individuals who created them.

All contractual arrangements will ensure the City's ownership of records.

Record Keeping – Elected Members

3. Creation of Records

All Elected members will ensure that records are created properly and accurately record the performance of member functions, to provide evidence of communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business and that these records will be registered in the City of Belmont's recordkeeping system.

Full and accurate records will be created, in the appropriate format, preferably in an electronic format, and where an original hard copy record exists and has been captured electronically, it is required that the original hard copy record is provided to the Chief Executive Officer for retention, appraisal and physical location requirements.

4. Capture and Control of Records

All records created and received in the course of the City's business are to be captured at the point of creation (wherever possible), regardless of format, with required metadata, into the recordkeeping system or appropriate business system.

Records created when using social media applications will also be captured in the City of Belmont's recordkeeping system.

Records will not be maintained in email folders, shared drives, personal drives, external storage media or personal cloud services (such as Dropbox, OneDrive, Box, Google Drive), as these lack the necessary functionality to protect business information and records over time.

5. Security and Protection of Records

All records are to be classified as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction.

Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

6. Access to Records

Elected Member access to the City's records will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

General public access to the City's records will be in accordance with the *Local Government Act 1995*, the *Freedom of Information Act 1992* and other relevant policies.

7. Appraisal, Retention and Disposal of Records

All records maintained by the City of Belmont are to be disposed of in accordance with the General Disposal Authority for Local Government Records (GDALG), published by the State Records Commission of Western Australia.

Elected Members who wish to initiate the archiving or disposal of records are required to contact the Director Corporate & Governance for the correct procedures.

Records identified for destruction will be subject to review and approval by the Coordinator Records, the Manager of the business unit the records relate to, and the Chief Executive Officer.

Roles and Responsibilities

Elected Members will create and keep records of communications or transactions which convey information relating to the City's business or functions and forwarded to the Chief Executive Officer's office.

The Information Commissioner has decided that for the purpose of the *Freedom of Information Act 1992*, certain records created or received by Elected Members are City records. Elected Members must consider the following factors before deciding whether records should be forwarded to the Chief Executive Officer for inclusion in the City's corporate record.

Factors Indicating Records Must be Included in the City's Corporate Record:

1. Elected Members may create or receive records in their official capacity that relate to their administrative and decision-making functions.
2. Some records held by Elected Members may contain vital information for accountability purposes and evidentiary purposes.
3. Some records held by Elected Members, if not included in the City's corporate records, may leave significant gaps in the City's corporate knowledge.
4. Some records held by Elected Members, if not included in the City's corporate records, would mean that certain aspects of the City's business were conducted without adequate records, resulting in a lack of accountability.
5. There is a public interest in the City retaining a complete record of its activities and this must include relevant records created or received by Elected Members.

In conducting an assessment of a record for inclusion in the City's corporate record an Elected Member must consider all the factors listed above which are relevant to the specific record. Once an Elected Member has assessed a record against the above criteria and has concluded that it should form part of the City's corporate records then the Elected Member must forward that record to the Chief Executive Officer.

Legislation and Standards

Legislation and standards applicable to recordkeeping in Western Australian Local Government organisations include:

1. *State Records Act 2000*
2. *Corruption and Crime Commission Act 2003*
3. *Criminal Code Compilation Act 1913*
4. *Electronic Transactions Act 2011*
5. *Evidence Act 1906*
6. *Freedom of Information Act 1992*
7. *Interpretation Act 1984*
8. *Local Government Act 1995*
9. *Limitation Act 2005*
10. *State Records Commission: Principles and Standards*
11. *Australian Standard on Records Management: AS ISO 15489*

Reference to Internal Procedures

Recordkeeping Plan 2021

Definitions

1. Record

A record is information recorded in any form that is created, received and maintained by an organisation in the course of conducting its business activities and kept as evidence of such activity.

A record may have any or all of the following attributes:

- i. information which is of evidentiary or historical value and is not recorded elsewhere;
- ii. formal communications and/or transactions between officers or between an officer and another party; or
- iii. it may document the rationale behind organisational policy, decisions or directives

A 'Record' is defined in the *State Records Act 2000* s3 Interpretation, as having the following meaning:-

"record" means any record of information however recorded and includes -

- i. any thing on which there is writing or Braille;
- ii. a map, plan, diagram or graph;
- iii. a drawing, pictorial or graphic work, or photograph;
- iv. any thing on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- v. anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- vi. any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically;

2. Metadata

Metadata is 'data about data' – that is, the data that must be captured alongside an electronic record that provides contextual information and supports its management and use. Examples of metadata include: date and time of creation and registration, author, customer, document name, property and links to records related to the same sequence of business activity.

3. Recordkeeping Plan

The Recordkeeping Plan ensures that records are created, managed and maintained over time and disposed in accordance with legislation. It is the primary means of providing evidence of compliance with the *State Records Act 2000*. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.

Record Keeping – Elected Members

4. General Disposal Authority for Local Government Records (GDALG)

The General Disposal Authority for Local Government Records is designed to provide consistent disposal decisions throughout Local Government. It is the official and continuing authority for the disposal and archival of local government records in WA.

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

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 GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/06/04		9.1
19/12/06		12.5.7
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW – NONE	10.7
27/09/16	MINOR	12.9
10/12/19	REVIEW – MAJOR	12.8

NEXT REVIEW DATE	2023
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44. STREET NUMBERING, RENUMBERING AND RENAMING

Policy Objective

1. To ensure the correct street addressing and clear identification of all properties within the City of Belmont.
2. To allocate a street address that is unique, clear, logical and unambiguous.
3. To outline the process and procedure of addressing, re-naming and re-numbering properties within the City of Belmont.

Policy Statement

1. To introduce procedures for dealing with the addressing, re-naming and re-numbering of the streets that have been segmented for traffic control purposes.
2. To retain the original street name for the longest segmented length(s) of road(s).

Policy Detail

To all properties that are 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

- a) Determining the Street Address

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.

- b) 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 and owners will be notified by mail. City of Belmont reserves the

Street Numbering, Renumbering and Renaming

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.

ii. Instigation methods for street re-naming and re-numbering

a) Council Resolution

Where Council has in its opinion sufficient community or government emergency services agencies requests 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.

b) 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.

c) 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.

Street Numbering, Renumbering and Renaming

d) 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.

iii. 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.

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.

2. Advice to Owners

i. Residential

The City will notify only the following agencies where street re-naming and re-numbering has occurred:

- a) Australian Electoral Commission
- b) Synergy
- c) Water Corporation
- d) Landgate
- e) Telstra
- f) Atco Gas
- g) Kleenheat

Street Numbering, Renumbering and Renaming

- 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.

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.

ii. Commercial/Industrial

For commercial and industrial properties, the five items listed for residential properties are applicable along with the following additional items:

- a) Council will not be responsible for the costs associated with stationery changes relating to the business name and address.
- b) Council will not be responsible for the installation of revised advertisement signage on the property.
- c) Council will not provide any revised or additional street numbers other than as listed for residential properties.
- d) Council will provide three months' notice prior to the installation of street signage to enable the correction of stationery and business advertisement signage.

Street Numbering, Renumbering and Renaming

Reference/Associated Documents

Australian/New Zealand Standard AS/NZS 4819 2011

Reference to Internal Procedure

Proposed Street Numbering and Renaming Questionnaire
Policy 56 - Naming or Renaming of Streets, Parks and Reserves

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

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	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/08/17	NEW POLICY	12.2
10/12/19	REVIEW – NONE	12.8
NEXT REVIEW DATE	2023	

45. ENVIRONMENTAL PURCHASING

Policy Objective

The objectives of the City of Belmont's Environmental Purchasing Policy are to:

1. Clarify the principles, considerations and responsibilities for considering life cycle environmental impacts when purchasing or procuring goods and services; and
2. Provide commitment to the waste reduction hierarchy and reducing single use disposable plastics; and
3. Provide specifications for purchase of nominated goods and services; and
4. Ensure that the intent of this Policy is observed across all of the City's purchasing and procurement activities. This policy seeks to ensure that all employees who make purchasing decisions have access to information that ensures environmental considerations can be easily incorporated into the decision-making process.

Policy Statement

The acceptable premium cost for environmentally preferable or sustainable products or services is generally set at 15% above the cost of equivalent non-preferable (non-certified or generic) products or services.

As outlined below, specifications apply to nominated goods and services (irrespective of pricing premium) including:

1. straws, cups, takeaway containers and cutlery
2. copy paper (A3 and A4)
3. all other paper
4. photocopiers
5. water fixtures and fittings
6. lighting

Policy Detail

Purchasing decisions will be considered in the context of the reduce, reuse and recycle and recover hierarchy for waste management, and the following points will form part of the purchasing consideration. Namely:

1. Reduce
 - i. Purchases should only be made once it has been determined that particular goods or services are necessary.
 - ii. That inappropriate levels of goods are not held in council stores.
 - iii. Purchases that reduce the use of materials will be favoured. For example, bulk purchases that reduce packaging or printers that print double sided.
2. Reuse
 - i. Ensure items purchased are durable, have a long service life and are easy to maintain and upgrade.

Environmental Purchasing

- ii. Using the same item more than once and extending the useful life of products and equipment by ensuring appropriate maintenance and repairs where appropriate.

3. Recycle

Where practical, purchase products that are recycled or re-manufactured, contain recycled materials or can be recycled at the end of use.

4. Recover

Consider products that result in conversion of waste into resources (ie. electricity, heat, compost and fuel),

5. Energy and water efficiency and climate change

- i. Check that the energy and water rating and efficiency features are the best available for the price.
- ii. When water or energy using devices reach the end of their working life replace with a higher rated device to ensure continuous improvement in the level of efficiency.
- iii. In addition to operational performance, consider the lifecycle requirements of a product during its production, transportation and eventual disposal.
- iv. Where possible, reduce reliance on fossil fuels and consider renewable or lower polluting alternatives.
- v. Consider the total cost of a product over its lifetime so that operational energy and water costs are considered along with the purchase price.

6. Habitat destruction

- i. Where practical, purchase paper based and wood products obtained from recycled, plantation, salvaged or renewable sources.
- ii. If possible, avoid the purchase of products that threaten the preservation of biodiversity.

7. Pollution

- i. Purchase products materials and services that have minimal potential to pollute water, land or air at any stage of its life cycle.
- ii. Avoid where possible, the purchase of materials containing ozone-depleting substances.
- iii. Where possible, purchase materials and products that are free of toxic or polluting materials.

Environmental Purchasing

8. Soil degradation

Where possible, purchase products, materials and services that will minimise the risk of salinity, degrade or pollute the soil, or result in erosion through their use.

9. Item/product specification

i. Single use plastic items

The City is committed to progressively reduce or phase out single use disposable plastics in City- occupied buildings and for events, involving use of alternatives for items including, but not limited to straws, cups, takeaway containers and cutlery.

ii. Paper

All copy paper (A3 and A4) purchased shall be made in Australia from either virgin fibre from a source certified to either the FSC (Forest Stewardship Scheme, including FSC Mix) or PEFC (Program for the Endorsement of Forestry Certifications) standards; or post-consumer recycled certified to a recycled content standard; Recycled content paper shall be Processed Chlorine Free. Papers made from virgin fibre shall be either Elemental Chlorine Free (ECF), ECF Light or Totally Chlorine Free (TCF).

iii. All other paper

All other paper items purchased will, at a minimum, be virgin fibre from a source certified to either the FSC (Forest Stewardship Scheme) (including FSC Mix) or PEFC (Program for the Endorsement of Forestry Certifications) standards.

iv. Copiers

All copiers will be capable of printing double sided, from a supplier with a 'No landfill' policy i.e. recyclable at end of life and will accept use of recycled paper (i.e. without voiding warranty).

v. Water fixtures and fittings

All new water fixtures and fittings installed shall have a "better than" 3 WELS rating.

vi. Lighting

Where appropriate, all new light fittings shall be LED or an alternative with equal/ higher energy efficiency.

Reference/Associated Documents

Policy 29 - Purchasing

Policy 46 - Environment and Sustainability

Reference to Internal Procedure

N/A

Environmental Purchasing

Definitions

LED= Light Emitting Diode

WELS = Water Efficiency Labelling and Standards Scheme.

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

Note: The policy will be reviewed annually as per ISO 14001 accreditation.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS

N/A

SERVICE AREA:

INFRASTRUCTURE SERVICES

POLICY OWNER:

MANAGER PARKS, LEISURE AND ENVIRONMENT

AMENDMENT STATUS

DATE OF AMENDMENT

STATUS OF AMENDMENT

MINUTE ITEM REFERENCE

23/07/02

8.1.1

01/04/08

12.5.1

28/04/09

12.10

27/07/10

12.9

22/11/11

12.9

24/07/12

12.6

25/06/13

12.8

28/10/14

REVIEW - NONE

12.4

22/09/15

REVIEW - NONE

10.7

27/09/16

REVIEW - MINOR

12.9

22/08/17

REVIEW - MINOR

12.2

25/09/18

REVIEW - MAJOR

12.5

10/12/19

REVIEW – MINOR

12.8

NEXT REVIEW DATE

ANNUALLY

46. ENVIRONMENT AND SUSTAINABILITY

Policy Objective

The City of Belmont will maintain an effective Environmental Management System that incorporates a continuous improvement philosophy to protect and enhance the natural environment.

While focusing on operations, the City will also engage with the wider Belmont residential and business community to promote and encourage involvement in environmental programmes, sustainable behaviour change and minimise risk of pollution incidence.

The Environmental Management System shall continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and communication to staff and those working under the City's control.

Policy Statement

The City of Belmont is committed to:

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

Policy Detail

The City of Belmont will

1. Develop, implement and regularly review an organisation-wide Environment and Sustainability Strategy and Implementation Plan.
2. Set objectives, targets and indicators to monitor environmental performance and review and report on outcomes.

Environment and Sustainability

3. Identify strategic actions to achieve objectives, assigning responsibilities, timeframes and budget requirements, monitoring progress of implementation.
4. Consider environmental implications in project and event management, procurement, decision-making and development of strategies and plans.
5. Ensure the impact of future development on the environment is considered through land use planning and development control.
6. Maintain awareness of current and emerging environmental issues relevant to the City of Belmont.
7. Manage potential environmental impacts associated with City operations ("environmental" risks) and predicted impacts of climate change ("climate change" risks) as specified under City of Belmont Policy 38 - Risk Management.
8. Ensure awareness of and communication of environmental legislative requirements relevant to Department activities to employees.

Responsibilities

The development of the Environmental Management System and this policy is the responsibility of the Executive Leadership Team. Its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of all City employees and those working under the City's control.

Reference/Associated Documents

AS/ NZS ISO 14001- Environmental Management Systems standards
Policy 40 – Work Health and Safety
Policy 38 - Risk Management
Policy 41 - Quality
Policy 45 - Environmental Purchasing

Reference to Internal Procedure

BelNet Related Process Maps and Work Instructions

Definitions

N/A

Environment and Sustainability

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

Note: The policy will be reviewed annually as per ISO 14001 accreditation.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A	
SERVICE AREA:	INFRASTRUCTURE SERVICES	
POLICY OWNER:	MANAGER PARKS, LEISURE AND ENVIRONMENT	
AMENDMENT STATUS		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/09/16	REVIEW – MINOR	12.9
22/08/17	REVIEW – NONE	12.2
24/04/18	REVIEW – MAJOR	12.4
	(IMPLEMENTED 01/07/18)	
10/12/19	REVIEW – NONE	12.8
23/02/21	REVIEW – NONE	12.7
14/12/21	REVIEW – MINOR	12.7
NEXT REVIEW DATE	ANNUALLY	

Dangerous Trees

47. DANGEROUS TREES

Policy Objective

To ensure the most appropriate and effective action is taken with regard to trees on private property in an unsafe condition.

Policy Statement

It is Council's view that in the interest of public safety and in accordance with the *Local Government Act 1995* the City will, where notified, play an active role in the management of potentially dangerous trees on private property.

Policy Detail

Where concern is raised with regard to 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;

1. obtain the required approval; or
2. 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

Dangerous Trees

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

PM - Parks - Dangerous Tree Removal
Register of Delegations: DA – 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).

Dangerous Trees

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – POWERS OF ENTRY
SERVICE AREA:	INFRASTRUCTURE SERVICES
POLICY OWNER:	MANAGER PARKS, LEISURE AND ENVIRONMENT

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

NEXT REVIEW DATE	2023
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Urban Forest

48. URBAN FOREST

Policy Objective

To detail the City of Belmont's commitment to preserving and enhancing the growth of the urban forest.

Policy Statement

The City of Belmont recognises the importance of the urban forest as a community asset that when applied equitably and consistently:

1. Provides multiple social, environmental, ecological and economic benefits.
2. Reduces and mitigates the Urban Heat Island Effect.
3. Supports urban liveability and healthy communities.
4. Helps build the City's identity and improves the aesthetics and amenity of streetscapes and public spaces.
5. Contributes to the objectives of the Strategic Community Plan.

Therefore, the City is committed to:

1. Engaging and working collaboratively with the community and key stakeholders to implement its urban forest vision.
2. Managing trees as a collective (rather than as individuals) to achieve the retention and enhancement of a diverse, healthy, fit for purpose, low risk and sustainable urban forest.
3. Adopting a design philosophy for City projects that places priority on pedestrian amenity, landscaping and shade trees.
4. Increasing canopy cover within streetscapes, public open space and City managed land.
5. Ensuring that, through the implementation of current industry best practices and standards, all trees are able to grow to their full arboricultural potential.
6. No net loss of canopy cover on City managed land.

Policy Detail

1. Tree Planting

- i. The City shall implement the key objectives of the Urban Forest Strategy and the actions of the Canopy Plan.
- ii. The City shall develop and implement an annual tree planting programme with the view to increase tree numbers and canopy cover within streetscapes and City managed lands.
 - a) Tree selection will be location dependent and appropriate for the environmental context and in accordance with the City's Street Tree Plan.
 - b) The City shall maintain an inventory of City street trees as per a recognised arboricultural methodology or standard, including but not limited to information pertaining to:

Urban Forest

- (i) individual amenity value (in Australian Dollars) as calculated by a qualified Arborist using the Helliwell System or other recognised form of amenity value calculation;
- (ii) arboricultural and physical attributes such as lifecycle, tree structure, tree health, useful life expectancy and canopy cover; and
- (iii) the number, location and species of street trees removed and planted annually.

2. Tree Retention and Protection

- i. All trees within City managed lands and areas under the City's control will be protected and managed as per this Policy.
- ii. In regard to City trees, the City's preference, in order of priority, is:
 - a) avoid impact - through appropriate design or construction methodologies; or
 - b) minimise impact - the City will require that the risk to the tree is minimised

Where works, including development, are likely to have a significant impact on a City Tree, the applicant shall have tree protection methods in place as recommended within AS 4970-2009 Protection of Trees on Development Sites and to the satisfaction of the City.

3. Tree Pruning

- i. Pruning of City trees will be undertaken in compliance with AS 4373-2007 - Pruning of Amenity Trees and will only be considered to:
 - a) promote and increase canopy cover;
 - b) support or extend the tree's useful life expectancy;
 - c) mitigate an unacceptable risk of harm or damage to infrastructure, property or safety;
 - d) alleviate a significant negative impact to adjacent properties.
- ii. The City will not prune City Trees:
 - a) for aesthetic purposes;
 - b) to maintain or create viewsapes;
 - c) to reduce shading of solar panels;
 - d) to reduce shading of outdoor areas, pools, gardens, lawns or any other surface;
 - e) to reduce leaf litter, nut drop or for any other nuisance factors.
- iii. The Chief Executive Officer may authorise pruning of a City Tree for additional reasons under exceptional circumstances, following consideration of a request received in writing.

Urban Forest

4. Tree Removal and Replacement

- i. Removal of a City Tree will only be considered where the tree:
 - a) is dead, dying, diseased or is structurally unsound;
 - b) was planted without authorisation from the City or is self-sown and is deemed an inappropriate tree;
 - c) presents an unacceptable risk of harm:
 - (i) to human life; or
 - (ii) to nearby infrastructure (and is supported by a Quantified Tree Risk Assessment methodology by a qualified Arborist);
 - d) is required to be removed through the approval of a crossover or development application;
 - e) presents an unacceptable liability or legal risk to the City if retained;
 - f) is strategically removed and replaced to achieve a net increase in canopy cover;
 - g) directly contributes to or results in ongoing detrimental health impacts that are confirmed by a medical specialist as being attributed solely to that particular tree and alternative options for managing the issue are not feasible; or
 - h) is strategically removed and replaced to facilitate a City Project that provides a broader community benefit.
- ii. The Chief Executive Officer may authorise removal of a City Tree for additional reasons under exceptional circumstances, following consideration of a request received in writing.
- iii. Replacement tree planting shall occur at the site of removal and/ or at the closest suitable location. Tree planting is to be undertaken in accordance with this Policy and whereby the City shall determine the species of replacement trees dependent on the locality.

5. City Trees and Developments - Offset and Cost Recovery

- i. If a City Tree has been approved for removal, the City shall require pre-payment for:
 - a) works to be undertaken by the City (i.e. tree removal and stump grinding); and
 - (i) the provision of replacement trees to be planted by the City, or
 - (ii) with agreement with the developer, the amenity value of the tree to be removed.
- ii. Where a City Tree is removed, replacement planting shall be undertaken at a ratio of 1:3 (removed: replaced).

Urban Forest

6. Where a City Tree is removed, pruned or is damaged without authorisation on City managed land, the City, at its discretion may:
 - i. take action under Regulation 5(1) of the *Local Government (Uniform Local Provisions) Regulations 1996* or other applicable legislation (including the issue of infringement notices);
 - ii. recover costs associated with the removal (if applicable) and replacement tree/s as per the City's Schedule of Fees and Charges;
 - iii. recover costs equivalent to the Amenity Value of the tree;
 - iv. undertake replacement planting as per this Policy.

Reference/Associated Documents

Internal Documents

Urban Forest Strategy
Street Tree Plan
Environment and Sustainability Strategy
Belmont on the Move
Canopy Plan
Trees in Development Information Sheet?

City of Belmont Policies

Policy 47 - Environment and Sustainability
Policy 3 - Streetscape
Policy 48 - Dangerous Trees

Legislation

Environmental Protection Act 1986
Local Government Act 1995
Local Government (Uniform Local Provisions) Regulations 1996
Planning and Development (Local Planning Schemes) Regulations 2015

Planning and Development Controls

City of Belmont Local Planning Scheme No. 15

Australian Standards

AS 4373-2007 Pruning of Amenity Trees
AS 4970-2009 Protection of Trees on Development Sites

Urban Forest

Definitions

For the purpose of this Policy, the following definitions apply:

‘Arboricultural Potential’ -	Optimal health, size and maturity of a tree as expressed by its individual arboricultural characteristics and its local conditions i.e. soil volume, water, nutrients, management requirements.
‘Amenity Value’ –	monetary value representing the visual amenity provided by individual trees as calculated by a qualified Arborist using an internationally accepted arboricultural method.
‘Canopy cover’ –	broad crown of a tree/s providing shade and cover.
‘City Tree’ –	tree with the entirety or majority of its trunk located within lands owned, vested or managed by the City.
‘Significant Negative Impact’ -	as a result of a City tree the occupant’s use, access, comfort or enjoyment of private property is detrimentally impeded or impaired.
‘Street Tree’ –	tree located within a road reserve.
‘Streetscapes’ –	The appearance or view of a street/ road reserve.
‘Tree’ –	a woody plant inclusive of its roots, canopy, stems and trunk(s) that is capable of growing taller than 4m in height at maturity.
‘Urban Forest’ –	the sum of all trees and vegetation within the urban environment.
‘Urban Heat Island Effect’ –	the exacerbated thermal radiation (heat) retention within the urban environment due to a higher proportion of hard/ constructed materials.
‘Useful Life Expectancy’ -	the number of years the tree is expected to continue to mature and provide canopy prior to going into decline.

Urban Forest

Monitoring, Evaluation and Review

This policy has been risk assessed as High.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	INFRASTRUCTURE SERVICES
POLICY OWNER:	MANAGER PARKS, LEISURE AND ENVIRONMENT

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
16/04/19	NEW POLICY	12.5
10/12/19	REVIEW - MINOR	12.8
23/02/21	REVIEW – MINOR	12.7

NEXT REVIEW DATE	ANNUALLY
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49. COUNCIL AUTHORITY TO APPLY FOR GRANTS

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

Council Authority to Apply for Grants

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

NEXT REVIEW DATE	2023
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50. DONATIONS AND APPLICATIONS FOR FINANCIAL ASSISTANCE

Policy Objective

To direct the process of administering financial assistance to the local community-including not for profit groups, local schools, sporting and recreational clubs and disaster relief appeals. The aim of the financial assistance is to provide a direct benefit to the residents of the City of Belmont and to allow for additional flexibility to respond to the changing needs of the community*.

**The only occurrence where recipients/communities outside the City of Belmont could be eligible to receive financial assistance is when supporting disaster relief appeals.*

Policy Statement

The City of Belmont will consider administering financial assistance for donations under one of the following programs:

1. Community Contribution Fund
2. Specific Donations (through formal Memorandums of Understanding)
3. In Kind Donations (use of Council community facilities)
4. Other Donations/Financial Assistance (Sand and Turf Line Marking Paint, Sporting/Cultural, Your Neighbour Community Grants, Community Sporting and Recreation Facilities Fund and other grant funding opportunities that may arise).

Each program listed above has guidelines or templates, which may be reviewed and modified on an operational level, in order to continuously improve the administration of the funds to meet the changing needs of the community. The Executive Leadership Team has the responsibility of approving or rejecting any proposed changes to the program guidelines or templates.

This policy outlines the process of how all requests for financial support are assessed and administered. Requests for financial assistance will only be considered where it is determined that the financial assistance will provide a direct benefit to the City of Belmont communities by service provision that is reflective of community needs*.

Policy Detail

In considering all of the applications for funding, all associated program guidelines or templates will clearly demonstrate that there is a direct benefit to the City of Belmont residents and communities*.

Any applications for funding which meet the associated program guidelines or templates will go through the process of assessment, review and recommendations by the respective responsible Officer of the program in conjunction with the relevant Manager.

Where an application relates to financial support for external grant funding opportunities for the development of new facilities or the upgrading of facilities not

Donations and Applications for Financial Assistance

currently scheduled for renewal through the City's Asset Management Plans (including fixed equipment/assets and sports lighting) or creating new infrastructure, the application will be considered on the basis of up to a maximum of one third contribution by Council and two thirds being the responsibility of the applicant. The contributions from the applicant may take the form of a grant, self-help or cash (including external grants).

The replacement of City owned aged assets is typically funded and undertaken by the City as part of renewal programs identified through Asset Management Plans. If the application relates to the upgrade and/or replacement of existing assets owned by the City which are nearing the end of their useful life, and the project will significantly increase the useful life for the asset, the City may consider an increased level of contribution. The following Delegated Authority exists for requests for financial assistance under this policy:

1. up to \$5,000 per application - Chief Executive Officer
2. more than \$5,000 per application - Council

Reference / Associated Documents

N/A

Reference to Internal Procedure

WI – Administer funds to local organisations for provision of sand and turf line marking paint.

WI – Community Contribution Fund

Community Contribution Fund Guidelines

Community Contribution Fund Application Form

Community Sporting and Recreation Facilities Fund Guidelines

Sporting and Cultural Donations Guidelines

Hall Hire in Kind Donations Application Form

Reimbursement for Sand or Turf Line Marking Paint Application Form

Your Neighbour Community Grant Application Form

Belmont Business Innovation Grant Application Form

Definitions

N/A

Donations and Applications for Financial Assistance

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:	DEVELOPMENT AND COMMUNITIES	
POLICY OWNER:	MANAGER ECONOMIC AND COMMUNITY DEVELOPMENT	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT		MINUTE ITEM REFERENCE
01/03/05		11.4.1
05/08/06		11.5.5
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
28/08/12		12.3
25/06/13		12.8
29/10/13		12.7
28/10/14	MINOR	12.4
27/09/16	REVIEW – MAJOR	12.9
25/09/18	REVIEW – MAJOR	12.5
10/12/19	MAJOR	12.8
NEXT REVIEW DATE	2023	

51. DONATION OF DISUSED EQUIPMENT, MACHINERY AND OTHER MATERIALS

Policy Objective

Provide guidelines for the donation of disused equipment, machinery and other materials to non-profit community organisations.

Policy Statement

The City has numerous items of low value equipment, machinery and other materials which periodically become surplus to requirements, disused or have passed their effective life. These items may be of benefit to non-profit community organisations and the donation of these items to such organisations needs to be properly administered.

Policy Detail

1. The City will, when considered appropriate, invite non-profit community organisations to indicate whether goods available would benefit them in the pursuit of their objectives and from the responses received, donate items accordingly.
2. A register will be kept of goods that have been donated for the purpose of ensuring an equitable distribution over time.
3. For the purpose of this policy a “non-profit community organisation” is defined as any non-profit group, agency or service whose primary aims are to improve the quality of life to the community (or part thereof) or provide targeted welfare support. This may also include the provision of recreation and sporting opportunities.
4. The priority for allocating the donation of goods shall be in the following order:
 - i. Community Groups (local)
Located within the City and providing a service specifically dedicated to assisting residents of the City. The service provides a benefit to the general community or to a specific section of the community.
 - ii. Community Groups (regional)
Located within the City and providing a service dedicated to assisting the wider community, including residents of the City. The service provides a benefit to the general community or to a specific section of the community.
 - iii. Sporting or Cultural Organisations
 - a) Sporting:
A club or organisation located within the City whose primary aims are to advance the recreation, leisure or sporting needs of its members and/or the community.
 - b) Cultural:
A group or organisation located within the City whose primary aims are to advance the cultural and artistic needs of its members and/or the community.

Donation of Disused Equipment, Machinery and Other Materials

5. Elected Members will be given first option when they cease to be an Elected Member, to purchase their equipment.
6. The City will not provide any warranty, consumables or technical support for equipment, machinery or other materials that have been donated by, or purchased from, the City.

Reference/Associated Documents

[Local Government \(Functions in General\) Regulations 1996](#), Regulation 30(3)

Reference to Internal Procedure

Register of Delegations: DA – Disposal of Assets

Definitions

N/A

Donation of Disused Equipment, Machinery and Other Materials

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – DISPOSAL OF ASSETS
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER FINANCE

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	REVIEW - MINOR	12.9
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE	2023
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52. SUBSIDISED ORGANISED SPORT FOR JUNIORS IN THE CITY OF BELMONT

Policy Objective

To support the City of Belmont sporting clubs and in particular young people engaged in organised sport. The term 'juniors' in organised sport is reclassified to include any member of a sporting club under the age of 18 who is a registered player with a City of Belmont sporting club.

Policy Statement

One of the ways the City supports young people engaged in organised sport is to waive the member seasonal reserve hire charge for juniors.

Policy Detail

Charges can place a burden on the City's sporting clubs and particularly junior clubs as their members tend to not be financially independent. This financial burden can affect families, particularly those who have more than one child, leading to declines in participation rates. It is recognised that the transition from junior into senior sport is very much influenced by cost and that the dropout rate is high in 16 – 18 year olds across most sports.

Club affiliation fees have and continue to increase to ensure the appropriate insurance coverage is provided for. This cost has a flow on effect on participation rates as increased costs lead to increase membership fees.

Reference/Associated Documents

N/A

Reference to Internal Procedure

N/A

Definitions

Junior- a member of a City of Belmont sporting club under the age of 18 years.

Subsidised Organised Sport for Juniors in the City of Belmont

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years, with funding contribution to be indexed according to CPI.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	INFRASTRUCTURE SERVICES
POLICY OWNER:	MANAGER PARKS, LEISURE AND ENVIRONMENT

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
15/07/08		12.9
28/04/09		12.10
22/11/11		12.9
28/08/12		12.3
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9
25/09/18	REVIEW - MINOR	12.5

NEXT REVIEW DATE	2022
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53. HONORARY FREEMAN OF THE CITY

Policy Objective

To provide a process by which Council can formally recognise outstanding and meritorious service to the City of Belmont community.

Policy Statement

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 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.

Policy Detail

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;
 - 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 badge which identifies them as Freeman of the City along with a plaque and certificate to commemorate receiving the award.

Honorary Freeman of the City

Nomination Procedure

1. Nominations for an 'Honorary Freeman of the City of Belmont' should include an 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 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 of the recipient's acceptance of the title.

Reference/Associated Documents

[Local Government Act 1995](#)

Reference to Internal Procedure

N/A

Definitions

N/A

Honorary Freeman of the City

Monitoring, Evaluation and Review

This policy has been risk assessed as low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:		
REGISTER OF DELEGATIONS	N/A	
SERVICE AREA:	EXECUTIVE SERVICES	
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK	
<u>AMENDMENT STATUS</u>		
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
NEXT REVIEW DATE	2023	

54. CIVIC DINNER – COMMUNITY GUESTS

Policy Objective

To recognise the contribution of members of the community who work for the good of the City of Belmont.

Policy Statement

There are many people who contribute to the betterment of the district. In an effort to show gratitude to these community members this policy provides for an opportunity to show appreciation through an invitation to the City's 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

N/A

Reference to Internal Procedure

N/A

Civic Dinner – Community Guests

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	EXECUTIVE SERVICES
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE 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

NEXT REVIEW DATE	2023
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55. COMMUNICATION AND CONSULTATION – COMMUNITY AND STAKEHOLDERS

Policy Objective

To foster and support a culture of communication and consultation that acknowledges and values the role of all stakeholders; keeps the community informed, promotes understanding and engages stakeholders to participate in and contribute to decision-making processes on identified matters of importance.

Policy Statement

Background

Local government is guided by a range of statutory requirements that define minimum levels for communication and consultation with our community and stakeholders and ensure that the basis of decision making is transparent.

The City embraces a positive and proactive approach to communicating with our community and stakeholders; promoting understanding and involvement in decision making in order to achieve the following principles of benefits:

1. Increased community satisfaction in services
2. Increased likelihood of policy/program acceptance
3. Reduced conflict
4. Improved relationships with the community
5. Improved public image
6. Stronger sense of community
7. Reinforced legitimacy in the decision-making process
8. Actual or potential problems revealed
9. Excellence in the City's planning outcomes
10. Long term financial savings to the Council

Policy Detail

1. Outcomes

The following key outcomes for communication and consultation are expected:

- i. Confidence and Consistency - The City's communication and consultation processes shall be designed and periodically reviewed to adequately gain stakeholder input into short and long term City planning to support the vision of the City of Belmont as a desirable place to live, recreate and work.
- ii. The City will undertake the most appropriate levels of communication and consultation within the bounds of available resources, targeting as a priority those projects or decisions which demonstrate the greatest potential for impact on our community and stakeholders.

All communication and consultation will be designed to meet the needs of:

- i. The Community – keeping residents, ratepayers and community groups informed through the City's numerous media mediums; promote understanding and inclusion through consultation and involvement in Council events and activities, support and encourage opportunities for participation in and with the community at all levels.
- ii. The City – through implementing processes that enable the City to identify the type and extent of communication/consultation appropriate for each decision allocating resources as required and retaining a workable balance between addressing matters of importance and avoiding potential for intensive resource consumption on matters of insignificance or which have limited potential for effective community/stakeholder involvement.
- iii. City employees - acknowledging that the needs of the community and the City take precedence, it remains important that processes which drive communication and consultation enable employees to deliver a consistent approach which is cognisant of the requirements of this policy, statutory requirements and resource limitations.
- iv. Decision Making - In determining an outcome or decision the results of communication and/or consultation shall be represented in the Decision-Making process.

Irrespective of consultation undertaken, determination of any decision will be at the discretion of Council or the relevant decision maker and in accordance with the City's Corporate Decision-Making Policy.

Consultation will not occur (unless exceptional circumstances prevail) in circumstances where legislative or policy provision gives a clear right to an outcome. An instance where this might prevail may be a planning application, where the application complies with the relevant Scheme requirements, Residential Design Codes and other planning legislation – even where the development proposed may have the potential to impact upon the community.

Reference/Associated Documents

City of Belmont Consultation and Engagement Strategy
SP03 Communications - Internal and External
City of Belmont Communication Strategy
(Particular projects may have legislative consultation requirements. For details, refer to the relevant statute or policy)

Reference to Internal Procedure

WI - Consultation
PM - Manage Online Engagement (Belmont Connect)
PM - Manage Social Media (Facebook)
PM - Manage Social Media (Twitter)
WI - Belmont Connect Project Creation
WI - Facebook

Definitions

The City defines consultation as follows:

Consultation in the City of Belmont involves notification (to publicise the matter to be consulted on), consultation (a two-way flow of information and opinion exchange) as well as participation (involving interest groups in the drafting of policy or legislation).

Monitoring, Evaluation and Review

Details of the results of strategies implemented, noting feedback received, to be considered and assessed.

(E.g. Public meeting held, 30 people attended, positive reaction and support for project gathered. Notes from meeting are registered and in project file).

Feedback to the community is provided via various communication methods. The effectiveness of future consultation is influenced by past consultation and decisions. Communities want to be told about subsequent decision making, including delays, and if so the reason for them. Communicate to them the issues and opinions raised by others, the decision made and the reasons for it.

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 GOVERNANCE, STRATEGY AND RISK	
AMENDMENT STATUS		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
12/04/05		11.3.2
25/07/06		11.5.2
28/04/09		12.10
22/11/11		12.9
24/07/12		12.6
28/10/14		12.4
22/09/15	MINOR	10.7
27/09/16	REVIEW – MINOR	12.9
25/09/18	REVIEW – MINOR	12.5
10/12/19	REVIEW – MINOR	12.8
NEXT REVIEW DATE	2023	

56. NAMING OR RENAMING OF STREETS, PARKS AND RESERVES

Policy Objective

To ensure the naming or renaming of streets, parks and reserves within the City conform to accepted criteria.

To retain the original street name for the longest segmented length(s) of road(s).

Policy Statement

1. This policy is to be read in conjunction with the requirements listed in Landgate's Policies and Standards for Geographical Naming in Western Australia.
2. The Planning Department will be responsible for recommendations to Council that relate to the naming or renaming of all streets, parks and reserves within the City. Such recommendations shall have regard to Landgate's Policies and Standards for Geographical Naming in Western Australia or justification be provided for any exception to the Guidelines that is likely to be acceptable to the Geographic Names Committee.
3. Unless otherwise determined by resolution of the Council, names shall be drawn from the following sources:
 - i. Elected Members who have completed service to the community for a minimum of two terms and who have continued to make significant contributions to the community.
 - ii. Persons, who in the opinion of the Council, have made an outstanding contribution to the community of the City of Belmont by extensive time volunteering, participation in service organisations, or by their philanthropy.
 - iii. Surnames of pioneering families, who originally lived in the City of Belmont prior to 1955 for an extended period.
 - iv. Aboriginal names of places, flora and fauna, as well as their locally understood names. The flora and fauna to have been, or currently existing in the City of Belmont.
 - v. Horses that have been winners of two or more major racing events.
4. Military Service will **not** be considered as a criterion for naming or renaming a park, road or reserve. *(There have been so many men and women called to serve their country because of war and not only in the field of battle. The names of those Belmont residents who served in the theatre of war will be honoured with plaques on the war memorial remembrance walls).*

Naming or Renaming of Streets, Parks and Reserves

Priority for Use of Names

5. The use of a name shall be determined by where the person resided. The use of horse names shall apply to the suburb of Ascot.
6. The City's Planning Department is to prepare an annual report item for Council to consider requests for names to be included in the Schedule of Names. The review shall also update the Schedule of Names to determine possible categories based on whether a nominated name relates to a person living or deceased.
7. All new persons listed within the Schedule of Names, be first consulted (or where relevant their next of kin) to ensure their written consent is given.

Policy Detail

1. Renaming of Streets

In regard to the renaming of streets:

- i. To enable the process to continue and be completed there is to be 75% support from the affected owners for the proposed change.
- ii. The City will not be responsible for costs associated with stationery changes relating to business names and addresses.
- iii. The City will provide three months' notice prior to the installation of street signage to enable the correction of stationary and business advertisement signage.
- iv. Where the City has in its opinion sufficient community or government emergency services agencies requests for the rectification of problems associated with segmented sections of a street, the City may coordinate the re-naming 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 for the proposed change.

Where a street, or portion of a street, is to be renamed, the original street name shall be applied to the longest segmented length(s) of road(s).

Naming or Renaming of Streets, Parks and Reserves

2. Schedule of Names Reserved for Streets and Parks

Note 1: Commemorative plaque – name can be used to name a City public facility (community halls, meeting rooms, clubrooms, etc.) Refer to Council Policy 57 - Naming of Council Facilities.

Note 2: The names of living persons cannot be used to name a road or park.

Note 3: Denotes a name that has been used multiple times in the Metropolitan Region or is in close proximity in an adjoining Local Government for roads and is not eligible for consideration as a road name in the City of Belmont.

NAME	POSSIBLE USE
Bass (Margie M Bass)	Commemorative Plaque (refer Notes 1 and 2)
Belton (Raymond (Ray) J Belton)	Commemorative Plaque (refer Notes 1 and 2)
Bettridge (Basil J Bettridge – Deceased)	Road, Park or Commemorative Plaque (Note 1)
Blair (Marion H Blair)	Commemorative Plaque (refer Notes 1 and 2)
Caisley	Road, Park or Commemorative Plaque (Refer Note 1)
Coops (Lynette M Coops)	Commemorative Plaque (refer Notes 1 and 2)
Corlett	Road, Park or Commemorative Plaque (Note 1)
Daba Karn (Noongar for Take it easy)	Park or Commemorative Plaque (refer Note 1)
Dans (Frances (Frank) L Dans)	Commemorative Plaque (refer Notes 1 and 2)
Doney (Glyn R Doney)	Commemorative Plaque (refer Notes 1 and 2)
Dowding (Frederick T Dowding - Deceased)	Road, Park or Commemorative Plaque (Note 1)
Duncan (G H Duncan – Deceased) (H G Duncan – Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Ellery (Reginald (Reg) E Ellery - Deceased)	Road, Park or Commemorative Plaque (Note 1)
Elliott (Clive Elliot - Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Godsell (Michael (Mike) C Godsell)	Commemorative Plaque (refer Notes 1 and 2)

Naming or Renaming of Streets, Parks and Reserves

NAME	POSSIBLE USE
Haimes (Harold W Haimes – Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
Hardingham (J G Hardingham)	Commemorative Plaque (refer Notes 1 and 2)
Henderson (Thomas (Tom) H Henderson - Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Hop Wah	Park or Commemorative Plaque (refer Note 1)
Liepa (Vera and Edmund Liepa - Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
Lloyd (Ralph Lloyd – Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Maali (Noongar for Swan)	Road, Park or Commemorative Plaque (refer Note 1)
Marshall (Aino)	Commemorative Plaque (refer Notes 1, 2 and 3)
McDonald (Donald (Brian) McDonald - Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Milne (Mary A Milne – Deceased) (Henry Milne – Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Moore (Frank (Tiger) Moore - Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Mullane (Leslie Mullane – Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
Murfin (Andrew P Murfin)	Commemorative Plaque (Refer Notes 1 and 2)
Mutard	Road, Park or Commemorative Plaque (refer Note 1)
Mutzig	Park or Commemorative Plaque (refer Notes 1 and 2)
Oberne (Thomas Oberne – Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
Oliver	Park or Commemorative Plaque (refer Notes 1 and 3)

Naming or Renaming of Streets, Parks and Reserves

NAME	POSSIBLE USE
Parkin (Peggy (Peg) P Parkin JP AM)	Commemorative Plaque (refer Notes 1 and 2)
Parnham (Harold Parnham - Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
Passeri (Peter R Passeri JP)	Commemorative Plaque (refer Notes 1 and 2)
Powell (David L Powell – Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
Rich (Charles Rich)	Commemorative Plaque (refer Notes 1 and 2)
Richardson (Alan T Richardson JP)	Commemorative Plaque (refer Notes 1, 2 and 3)
Riedel	Road, Park or Commemorative Plaque (refer Note 1)
Saligari	Road, Park or Commemorative Plaque (refer Note 1)
Sharples (W Sharples – Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
Swann (Ronald (Ron) T Swann)	Commemorative Plaque (refer Notes 1, 2 and 3)
Symonds (Diane J Symonds)	Commemorative Plaque (refer Notes 1 and 2)
Teasdale (Edward (Ted) T Teasdale)	Commemorative Plaque (refer Notes 1 and 2)
Van Garderen (Eric V Van Garderen)	Commemorative Plaque (refer Notes 1 and 2)
Venables	Road, Park or Commemorative Plaque (refer Note 1)
Walkerden	Road, Park or Commemorative Plaque (refer Note 1)
Wandjoo (Welcome)	Park or Commemorative Plaque (refer Note 1)
Wilson (Colin S Wilson)	Commemorative Plaque (refer Notes 1, 2 and 3)
Wright (P A Wright) (W H Wright)	Commemorative Plaque (refer Notes 1, 2 and 3)
Yee Hop	Park or Commemorative Plaque (refer Note 1)

Naming or Renaming of Streets, Parks and Reserves

Reference/Associated Documents

List of Names of Streets/Roads, Suburbs, Parks, Perth Airport and Schools (available on the City of Belmont website, under Corporate Documents) for further information on the history of the names provided.

Landgate's Geographic Names Committee – Policies and Standards for Geographical Naming in Western Australia (available from Landgate's web site: <http://www.landgate.wa.gov.au/corporate.nsf/web/Western+Australian+Place+Names+and+Addressing>)

Reference to Internal Procedure

Inclusion of a Name on the Schedule of Names Reserved for Streets and Parks
Request to Name a Street or Park

Definitions

N/A

 Naming or Renaming of Streets, Parks and Reserves

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

The Schedule of Names Reserved for Streets and Parks will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS

N/A

SERVICE AREA:

DEVELOPMENT AND COMMUNITIES

POLICY OWNER:

MANAGER PLANNING SERVICES

AMENDMENT STATUS

DATE OF AMENDMENT

STATUS OF AMENDMENT

MINUTE ITEM REFERENCE

22/12/05

11.1.6

11/03/08

12.1.2

15/07/08

12.6

22/09/09

12.3

23/03/10

12.3

27/07/10

12.9

22/11/11

12.9

25/06/13

12.8

22/04/14

12.1

28/10/14

REVIEW – MAJOR

12.4

27/09/16

REVIEW – MAJOR

12.9

25/09/18

REVIEW – NONE

12.5

10/12/19

MINOR

12.8

NEXT REVIEW DATE

2022

57. NAMING OF COUNCIL FACILITIES

Policy Objective

To establish guidelines for the naming of the City's public facilities, to recognise persons who have given notable service to the Belmont Community.

Policy Statement

Council will consider requests for the naming of the City's public facilities, to recognise persons who have given notable service to the Belmont community.

Policy Detail

Consideration will be based on the following guidelines: -

1. Public facilities may include community halls, meeting rooms, clubrooms, pavilions and other structures as determined by Council. The naming of streets, parks and reserves is subject to Policy 56 – Naming or Renaming of Streets, Parks and Reserves.
2. Application to name a City public facility, or part thereof, may be made by any member of the Belmont community.
3. Applications should include: -
 - i. the person/s name being proposed;
 - ii. an outline of their history of service to the City;
 - iii. the preferred location/venue for application of the name;
 - iv. the significance or relevance of the proposed location/venue to the person/s proposed; and
 - v. suggested wording for a naming plaque, using simple language and limited to a maximum of 30 words
4. Selection and application of names to specific venues is at the sole discretion and determination of the City of Belmont.
5. Costs associated with the purchase, engraving and maintenance of plaques are to be borne by the City of Belmont.

Naming of Council Facilities

1. Selection Criteria

- i. Demonstrated outstanding service to the Belmont community over an extended period of time.
- ii. Exceptional contributions by individuals to user groups of a particular facility and/or the facility itself.
- iii. Significance of the person's connection with the facility proposed for naming.

Recognition plaques and naming signage will be installed by the City at the relevant venue as required

Council by its resolution, retains the right to:-

- i. rename a venue or part thereof;
- ii. remove any plaque; or
- iii. relocate any plaque.

2. Naming Plaque Removal

A naming plaque can only be removed by Council resolution, initiated either by the City's administration or on the written request of:-

- i. existing users;
- ii. the person after whom the venue was named or a member of their immediate family; or
- iii. a user group.

3. Honour Board Installation

An Honour Board will be provided by the City in each facility that is named in accordance with this policy to maintain a permanent record of all the people honoured with a "naming" plaque.

The Honour Board will record: the name of each person and a summary of their service to the community.

4. Decision Making Process

That upon an application being received, those organisations that lease or hire the affected facility for a period greater than two years are to be advised and requested to make a submission on the proposal within 14 days.

At the conclusion of the submission period an item is to be placed on the Councillor Portal providing all the information received and informing Elected Members of the Chief Executive Officer's proposed decision on the matter.

Elected Members will then have a seven day period in which the matter can be requested to be placed before Council for a resolution on the matter.

Reference/Associated Documents

Policy 56 - Naming or Renaming of Streets, Parks and Reserves

Naming of Council Facilities

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.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	INFRASTRUCTURE SERVICES
POLICY OWNER:	MANAGER CITY FACILITIES AND PROPERTY

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
31/10/07		12.5.5
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15		10.7
27/09/16	REVIEW – MINOR	12.9
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE	2022
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58. PERSONALISATION OF COUNCIL OWNED BUILDINGS BY USERS

Policy Objective

To limit and control the application of specialised painting, fixing memorabilia and installing private furniture or equipment in Council owned buildings.

Policy Statement

To ensure that Council owned facilities can be utilised to their full potential by the widest variety of users, it is intended to limit the application of specialised painting (eg Club colours or logos), the permanent mounting of Club memorabilia and the installation of inappropriate furniture and equipment.

Policy Detail

Requests for specialised painting (eg Club colours or logos) to external or internal walls will not be approved as most of Council's facilities including sporting facilities are community facilities and are required to be available for usage by a wide variety of users.

The permanent fixing of Club/s memorabilia is to be limited to one wall per club within the facility as negotiated with the Club/s. The memorabilia is to be displayed to the satisfaction of the City. The neat and organised display of memorabilia is not to distract from the facility and allow it to be used by a wide variety of users.

The installation of private Club furniture or equipment requires approval in writing from the City. Private furniture or equipment will need to be of a sufficient standard as to not detract from the facility or negatively impact on all users.

Having these community facilities available for a variety of users will enhance the City's capability of maximising the return on a significant investment.

Reference/Associated Documents

N/A

Reference to Internal Procedure

N/A

 Personalisation of Council Owned Buildings by Users

Definitions

Specialised painting (eg Club colours or logos).

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	INFRASTRUCTURE SERVICES
POLICY OWNER:	MANAGER CITY FACILITIES AND PROPERTY

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	MINOR	12.4
22/09/15	REVIEW – NONE	10.7
25/09/18	REVIEW – MINOR	12.5

NEXT REVIEW DATE	2022
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59. CLOSED CIRCUIT TELEVISION (CCTV) VIDEO ANALYTICS

Policy Objective

To detail parameters governing the use of the City's CCTV analytics software and access to recorded footage and data.

Policy Statement

The City will continue to design, use and implement CCTV and video analytics software and programs to enhance the safety, security and wellbeing of the community.

Policy Detail

- (a) The City's CCTV system and analytics software will only be accessed by City of Belmont Community Safety Officers.
- (b) Original recordings or data will not be released unless requested under a search warrant, court summons or by a State or Federal law enforcement agency.
- (c) The City of Belmont may use footage in the investigation of Local Law or other relevant legislative breaches.
- (d) Metadata from analytics software can be used to provide demographic information to assist in the efficient use and management of the City's facilities.
- (e) The facial recognition capability of the analytics software will not be activated or used by the City.
- (f) The City would consider temporarily activating the facial recognition capability of the analytics software if requested by law enforcement, in the event of a significant emergency, such as a missing child.

Reference/Associated Documents

[Surveillance Devices Act 1998 \(WA\)](#)

[Privacy Act 1988](#) (The *Privacy Act 1988* is a federal law and does not apply to local, state or territory government agencies. However, the City supports the intent and principles outlined in this Act).

Reference to Internal Procedure

City of Belmont CCTV Management and Operations Manual.

Definitions

N/A

Closed Circuit Television (CCTV) Video Analytics

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: DEVELOPMENT AND COMMUNITIES
POLICY OWNER: MANAGER SAFER COMMUNITIES

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
25/08/20	NEW POLICY	12.7

NEXT REVIEW DATE 2022

12.8 Accounts for Payment - April 2022

Attachment details

Attachment No. and title

- | |
|--|
| 1. Accounts for Payment - April 2022 [12.8.1 - 16 pages] |
|--|

Voting Requirement	:	Simple Majority
Subject Index	:	54/007-Creditors-Payment Authorisations
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

- | | | |
|-------------------------------------|-----------------------|--|
| <input type="checkbox"/> | Advocacy | When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency. |
| <input checked="" type="checkbox"/> | Executive | The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. |
| <input type="checkbox"/> | Legislative | Includes adopting local laws, local planning schemes and policies. |
| <input type="checkbox"/> | Review | When Council reviews decisions made by Officers. |
| <input type="checkbox"/> | Quasi-Judicial | When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal. |

Purpose of report

To present to Council the list of expenditure paid for the period 1 April 2022 to 30 April 2022 under delegated authority.

Summary and key issues

A list of payments is presented to the Council each month for confirmation and endorsement in accordance with the *Local Government (Financial Management) Regulations 1996*.

Location

Not applicable.

Consultation

There has been no specific consultation undertaken in respect to this matter.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

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

Policy implications

There are no policy implications associated with this report.

Statutory environment

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* states:

“If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.”

(3) A list prepared under sub regulation (1) is to be presented to Council at the next ordinary meeting of Council after the list is prepared; and recorded in the minutes of that meeting.

Background

Council has delegated to the Chief Executive Officer under Delegation 1.1.18 to make payment from the Municipal and Trust Fund account. In accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, where this power has been delegated, a list of payments each month is to be compiled and presented to Council.

Officer comment

The following summary of payments are recommended for confirmation and endorsement.

Payment type	Payment reference	\$
Municipal Fund Cheques	788793 to 788797	7,589.50
Municipal Fund EFTs	EF078307 to EF078733	5,701,438.49
Municipal Fund Payroll	April 2022	1,661,631.36
Trust Fund EFTs	EF078447 to EF078448	10,583.23
Total Payments for April 2022		7,381,242.58

A copy of the Authorised Payment Listing is included as Attachment 12.8.1.

Financial implications

All expenditure included in the Authorised Payment Listing is in accordance with Council's Annual budget.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Officer Recommendation

That the Authorised Payment Listing for April 2022 as provided under Attachment 12.8.1 be received.

					
City of Belmont					
Accounts for Payment - April 2022					
Compiled : 03/05/22 12:07					
Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
Contractors					
EF078307	04/04/22	06222	SmartDeploy	8,457.21	Computer Software Licence
EF078309	05/04/22	00230	Jackson McDonald	40,820.90	Legal Expenses
EF078310	05/04/22	00491	Fujifilm Business Innovation Australia	99.24	Photocopy Expenses
EF078311	05/04/22	00665	Kennards Hire Pty Ltd	500.75	Plant/Equipment Hire
EF078312	05/04/22	00784	Bucher Municipal	103.18	Plant Parts & Repairs
EF078313	05/04/22	00815	New Town Toyota	440.00	Plant Parts & Repairs
EF078314	05/04/22	00943	Cirrena Pty Ltd	3,960.00	Computer Software Maintenance
EF078315	05/04/22	00962	Ricoh Australia Pty Ltd	65.56	Photocopy Expenses
EF078317	05/04/22	01243	WARP Pty Ltd	9,295.00	Traffic Control
EF078321	05/04/22	01476	Hays Specialist Recruitment	42,507.64	Labour/Personnel Hire
EF078322	05/04/22	01507	The Pressure King	3,261.50	Graffiti Removal
EF078323	05/04/22	01731	Charter Plumbing and Gas	708.13	Plumbing Maintenance/Supplies
EF078324	05/04/22	02059	Western Resource Recovery Pty Ltd	192.50	Rubbish Removals
EF078325	05/04/22	02138	Thomson Reuters (Professional) Aust Ltd	1,806.33	Computer Software Maintenance
EF078327	05/04/22	02425	Prestige Alarms	7,155.50	Security Services
EF078328	05/04/22	02849	Total Nissan and Kia - Total Autos (1990)	1,341.00	Plant Repairs & Maintenance
EF078331	05/04/22	03794	Testel Australia Pty Ltd	747.78	Electrical Contractor
EF078332	05/04/22	04026	HK Calibration Technologies Pty Ltd	671.00	Plant Parts & Repairs
EF078334	05/04/22	04105	Cleanflow Environmental Solutions	4,218.02	Drainage Maintenance
EF078335	05/04/22	04211	Advance Scanning Services	5,698.00	Survey Expenses
EF078337	05/04/22	04301	Michael Page - Page Personnel	13,049.18	Labour/Personnel Hire
EF078338	05/04/22	04676	Solution 4 Building Pty Ltd	170,597.90	Belmont Park Tennis Club Roof Replacement
EF078339	05/04/22	04689	Hempfield Small Motor Service	685.55	Plant Parts & Repairs
EF078341	05/04/22	04963	Centigrade	11,405.35	Airconditioning/Refrigeration Maintenance
EF078342	05/04/22	04974	Turf Care WA Pty Ltd	5,431.17	Gardening Contractor
EF078343	05/04/22	05293	Bellrock Cleaning Services	4,062.85	Cleaning Services

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078345	05/04/22	05394	DFP Recruitment Services Pty Ltd	3,212.44	Labour/Personnel Hire
EF078346	05/04/22	05523	Go Doors Pty Ltd	225.23	Building Maintenance
EF078347	05/04/22	05944	Delron Cleaning Pty Ltd	26,775.85	Cleaning Services
EF078348	05/04/22	06062	Profiling West Pty Ltd	11,964.37	Profiling - Francisco Street
EF078349	05/04/22	06067	TK Elevator Australia Pty Ltd	1,414.52	Building Maintenance
EF078350	05/04/22	06094	Boyan Electrical Services	2,842.16	Electrical Contractor
EF078351	05/04/22	06103	Hocking Heritage and Architecture	4,950.00	Local Heritage Survey and Review
EF078352	05/04/22	06104	Flick Anticimex Pty Ltd	12,089.00	Pest Control
EF078353	05/04/22	06205	Find Wise Location Services	935.00	Survey Expenses
EF078385	12/04/22	00033	ATF Services Pty Ltd - Aust Temporary Fencing	56.93	Fencing
EF078388	12/04/22	00613	Qualcon Laboratories Pty Ltd	385.00	Bore Drilling/ Maintenance
EF078389	12/04/22	00707	LoGo Appointments	16,231.24	Labour/Personnel Hire
EF078390	12/04/22	01170	Relay Concrete	880.00	Concrete Contractor
EF078391	12/04/22	01243	WARP Pty Ltd	4,950.00	Traffic Control
EF078395	12/04/22	01476	Hays Specialist Recruitment	9,915.57	Labour/Personnel Hire
EF078396	12/04/22	01507	The Pressure King	25,308.27	Graffiti Removal
EF078399	12/04/22	02161	Supercrane Service Parts & Training Pty Ltd	580.80	Plant Parts & Repairs
EF078402	12/04/22	02335	Frame-ography	450.00	Photo Frames
EF078403	12/04/22	02425	Prestige Alarms	682.00	Security Services
EF078408	12/04/22	03504	Classic Tree Services	58,187.83	Gardening Contractor
EF078410	12/04/22	03593	Philip Swain	1,200.00	Labour/Personnel Hire
EF078413	12/04/22	04287	Labourforce Impex Personnel Pty Ltd	7,258.53	Labour/Personnel Hire
EF078414	12/04/22	04454	FM Contract Solutions Pty Ltd	991.75	Professional Fees - Facilities Audit
EF078416	12/04/22	04876	Kott Gunning Lawyers	4,400.00	Legal Expenses
EF078417	12/04/22	04974	Turf Care WA Pty Ltd	2,485.59	Gardening Contractor
EF078418	12/04/22	05038	Swan Blinds	548.90	Window Treatments
EF078419	12/04/22	05283	IRP Pty Ltd	30,842.97	Labour/Personnel Hire
EF078420	12/04/22	05344	SUEZ Recycling and Recovery Pty Ltd Veolia	402,413.99	Rubbish Removals
EF078422	12/04/22	05493	Dapth	3,492.50	Computer Software Maintenance
EF078423	12/04/22	05739	Geared Construction Pty Ltd	335,935.60	Building Refurbishment - The Glasshouse
EF078424	12/04/22	05809	Specialized Cleaning Group t/as Clean Sweep	7,844.38	Street and car park sweeping

Attachment 12.8.1 Accounts for Payment - April 2022

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078425	12/04/22	05908	Ritechoice Painting Contractors	913.00	Painting Contractor
EF078426	12/04/22	05923	Hudson Global Resources (Aust) Pty Ltd	2,336.19	Labour/Personnel Hire
EF078428	12/04/22	06218	Indigenous Professional Services IPS	14,901.70	Aboriginal Engagement Strategy
EF078412	12/04/22	04079	Belmont Men's Shed Inc	4,500.00	Six Little Libraries with Steel Posts
EF078451	22/04/22	00118	Australia Post	3,120.07	Postage
EF078452	22/04/22	00230	Jackson McDonald	49,182.65	Legal Expenses
EF078453	22/04/22	00394	Child & Adolescent Health Service	2,103.82	Immunisation Expenses
EF078454	22/04/22	00608	Programmed Integrated Workforce Ltd	5,189.91	Labour/Personnel Hire
EF078455	22/04/22	00715	Mad Cow Entertainment	495.00	Carols in the Park equipment hire
EF078457	22/04/22	00855	Pacific Biologics Pty Ltd	2,717.37	Pest Control
EF078458	22/04/22	01002	RAC Businesswise Vehicle Breakdowns	99.00	Plant Parts & Repairs
EF078462	22/04/22	01476	Hays Specialist Recruitment	20,545.94	Labour/Personnel Hire
EF078463	22/04/22	01499	Porter Consulting Engineers	4,730.00	Professional Fees - Design
EF078464	22/04/22	01507	The Pressure King	9,219.31	Graffiti Removal
EF078465	22/04/22	02086	Pro AV Solutions (WA)	27,119.52	Electrical Contractor
EF078469	22/04/22	02589	Zenien	64,923.70	Security Services
EF078470	22/04/22	03435	Radrock Mobile Climbing	1,430.00	Belvidere Street Party Equipment Hire
EF078471	22/04/22	03504	Classic Tree Services	31,165.17	Gardening Contractor
EF078472	22/04/22	03614	Julie's Boarding Kennels & Cattery	5,560.00	Pound Expenses
EF078474	22/04/22	03737	Josh Byrne & Associates Pty Ltd	2,904.00	Professional Fees - Landscaping
EF078475	22/04/22	04026	HK Calibration Technologies Pty Ltd	165.00	Thermometer
EF078476	22/04/22	04120	Randstad Pty Ltd	10,456.78	Labour/Personnel Hire
EF078477	22/04/22	04645	Instant Products Hire	652.45	Plant/Equipment Hire
EF078479	22/04/22	05228	Office of the Auditor General	68,492.60	Audit Fees
EF078480	22/04/22	05394	DFP Recruitment Services Pty Ltd	6,219.63	Labour/Personnel Hire
EF078481	22/04/22	05463	ISG Cleaning	508.20	Cleaning Services
EF078483	22/04/22	06067	TK Elevator Australia Pty Ltd	930.52	Building Maintenance
EF078484	22/04/22	06147	CrowdPleaser Pty Ltd	150.00	Carols in the Park performance
EF078485	22/04/22	06207	Amber Moffat	457.00	Library Writers Workshop Guest Speaker
EF078491	28/04/22	00163	Bayswater Fire Protection	869.00	Fire Equipment/Service
EF078492	28/04/22	00187	Statewide Bearings	11.95	Plant Parts & Repairs

Attachment 12.8.1 Accounts for Payment - April 2022

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078494	28/04/22	00221	John Hughes Group	2,048.86	Plant Repairs & Maintenance
EF078498	28/04/22	00294	City of Canning	1,800.00	Rubbish Removals
EF078499	28/04/22	00295	Capital Recycling	6,014.36	Rubbish Removals
EF078502	28/04/22	00404	Paragon Window Tinting, Signage & Graphics	354.00	Window Treatments
EF078503	28/04/22	00411	Drake Australia Pty Ltd	12,718.95	Labour/Personnel Hire
EF078504	28/04/22	00412	Dowsing Group Pty Ltd	1,928.55	Concrete Contractor
EF078505	28/04/22	00413	Drive Straight Alignment & Brake Services	275.00	Plant Parts & Repairs
EF078506	28/04/22	00442	Dial Before You Dig WA Limited	110.00	Survey Expenses
EF078507	28/04/22	00491	Fujifilm Business Innovation Australia	3,772.48	Photocopy Expenses
EF078508	28/04/22	00585	Hydroquip Pumps	48,521.00	Bore Drilling/ Maintenance
EF078510	28/04/22	00613	Qualcon Laboratories Pty Ltd	3,249.40	Bore Drilling/ Maintenance
EF078511	28/04/22	00665	Kennards Hire Pty Ltd	382.80	Plant/Equipment Hire
EF078512	28/04/22	00679	LD Total	418.00	Gardening Contractor
EF078513	28/04/22	00699	Marketforce Pty Ltd	43,000.47	Advertising and Printing
EF078514	28/04/22	00718	Major Motors Pty Ltd	1,375.54	Plant Repairs & Maintenance
EF078515	28/04/22	00734	McIntosh and Son WA	1,352.58	Plant Repairs & Maintenance
EF078516	28/04/22	00736	McLeods	10,286.51	Legal Expenses
EF078517	28/04/22	00738	Lloyd George Acoustics Pty Ltd	4,752.00	Professional Fees - Testing
EF078519	28/04/22	00783	iSentia Pty Ltd	1,925.00	Professional Fees - Marketing
EF078520	28/04/22	00815	New Town Toyota	1,803.20	Plant Repairs & Maintenance
EF078521	28/04/22	00830	Canon Production Printing Australia Pty Ltd	220.00	Photocopy Expenses
EF078523	28/04/22	00917	Positive Auto Electrics	2,860.50	Plant Repairs & Maintenance
EF078524	28/04/22	00927	Professional Glass & Maintenance	430.00	Reglaze Window
EF078525	28/04/22	00931	Sonic HealthPlus Pty Ltd	817.98	Medical Examinations
EF078526	28/04/22	00943	Cirrena Pty Ltd	1,980.00	Computer Software Maintenance
EF078527	28/04/22	00972	Repco Auto Parts	462.83	Plant Parts & Repairs
EF078528	28/04/22	00988	Reece Australia Pty Ltd	2,934.16	Plumbing Maintenance/Supplies
EF078529	28/04/22	01074	Shred-X Pty Ltd	10.44	Rubbish Removals
EF078530	28/04/22	01082	Sparks Refrigeration and Airconditioning	8,490.00	Airconditioning/Refrigeration Maintenance
EF078531	28/04/22	01110	Downer EDI Works Pty Ltd	403,197.13	Road Building Project - Abernethy Road
EF078533	28/04/22	01138	E & M J Rosher Pty Ltd	190.55	Plant Parts & Repairs

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078535	28/04/22	01169	Altronics	148.95	Electrical Goods
EF078536	28/04/22	01186	ZircoDATA Pty Ltd	1,677.27	Records Storage
EF078538	28/04/22	01233	Stihl Shop Redcliffe	555.50	Tools/Tool Repairs
EF078539	28/04/22	01237	Wren Oil	929.50	Rubbish Removals
EF078542	28/04/22	01243	WARP Pty Ltd	100,527.94	Traffic Control
EF078543	28/04/22	01255	Wattleup Tractors	108.83	Plant Parts & Repairs
EF078546	28/04/22	01277	UTS Soiltec Pty Ltd	550.00	Survey Expenses
EF078547	28/04/22	01289	Wayne's Windscreens Pty Ltd	1,065.00	Plant Repairs & Maintenance
EF078548	28/04/22	01318	Flexi Staff Pty Ltd	14,206.15	Labour/Personnel Hire
EF078551	28/04/22	01533	WC Convenience Management	5,462.61	Building Maintenance
EF078554	28/04/22	01614	Maxwell Robinson & Phelps	202.00	Pest Control
EF078555	28/04/22	01712	Donegan Enterprises Pty Ltd	7,877.10	Gardening Contractor
EF078556	28/04/22	01713	M P Rogers and Associates	41,965.11	Bilya Kard Boodja Lookout Foreshore Stabilisation and Landscaping Works
EF078557	28/04/22	01714	Total Eden Pty Ltd - Nutrien Water	1,944.62	Reticulation Parts & Repairs
EF078558	28/04/22	01731	Charter Plumbing and Gas	5,911.94	Plumbing Maintenance/Supplies
EF078560	28/04/22	01797	Green Skills (Ecojobs)	5,219.78	Labour/Personnel Hire
EF078564	28/04/22	02023	YMCA of Perth Youth and Community Services	72,636.94	Youth Services Expenses
EF078565	28/04/22	02059	Western Resource Recovery Pty Ltd	809.60	Rubbish Removals
EF078568	28/04/22	02207	Wilson Security	120,179.35	Security Services
EF078569	28/04/22	02216	Western Australia Police	16.70	Volunteer National Police Check
EF078570	28/04/22	02298	Pelican Linemarking	660.00	Line Marking
EF078571	28/04/22	02303	Ultimo Catering and Events	2,893.00	Catering/Catering Supplies
EF078572	28/04/22	02411	Allsports Linemarking	1,617.00	Line Marking
EF078573	28/04/22	02424	Naylor	308.00	Window Treatments
EF078574	28/04/22	02425	Prestige Alarms	42,047.50	Security Services
EF078576	28/04/22	02451	Carlisle Events Hire Pty Ltd	2,323.20	Plant/Equipment Hire
EF078578	28/04/22	02672	Ruah Community Services	29,253.40	Preventive Domestic Violence Services
EF078579	28/04/22	02711	CPG Research and Advisory Pty Ltd	1,512.50	Professional Fees - Analysis
EF078580	28/04/22	02779	Natural Area Holdings Pty Ltd	4,744.30	Gardening Contractor
EF078581	28/04/22	02837	GLG Greenlife Group	4,540.30	Gardening Contractor
EF078586	28/04/22	03464	Bridgestone Australia Ltd	3,718.78	Plant Repairs & Maintenance

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078587	28/04/22	03537	Mackay Urban Design	2,639.98	Professional Fees - Planning
EF078588	28/04/22	03567	Gardner Autos Pty Ltd t/as Gardner Isuzu	2,577.85	Plant Repairs & Maintenance
EF078589	28/04/22	03571	Perrott Painting Maintenance Contracts	20,301.60	Painting Contractor
EF078590	28/04/22	03584	Devco Builders	1,694.00	Building Maintenance
EF078592	28/04/22	03683	Core Business Australia	12,421.42	Professional Fees - Building
EF078594	28/04/22	03930	The Good Guys	245.10	Electrical Goods
EF078595	28/04/22	03941	Metro Bee Services	165.00	Bee Removal
EF078597	28/04/22	04046	Beacon Equipment	942.50	Plant Parts & Repairs
EF078599	28/04/22	04067	Taylor Burrell Barnett	616.00	Professional Fees - Planning
EF078600	28/04/22	04105	Cleanflow Environmental Solutions	1,931.72	Drainage Maintenance
EF078601	28/04/22	04131	Total Green Recycling Pty Ltd	170.50	Rubbish Removals
EF078603	28/04/22	04137	Greive Panelbeaters	1,000.00	Plant Parts & Repairs
EF078604	28/04/22	04146	JB Hi-Fi Group Commercial Account	1,649.60	Electrical Goods
EF078605	28/04/22	04211	Advance Scanning Services	1,306.25	Survey Expenses
EF078606	28/04/22	04246	Bibliotheca Australia Pty Ltd	9,434.10	Computer Software Maintenance
EF078607	28/04/22	04256	CT63 Hydraulics	120.00	Plant Parts & Repairs
EF078608	28/04/22	04301	Michael Page - Page Personnel	2,307.54	Labour/Personnel Hire
EF078609	28/04/22	04302	Southern Cross Housing Ltd	6,374.74	Independent Living Units Management
EF078610	28/04/22	04320	ABM Landscaping	3,392.95	Bricks/Bricklaying
EF078611	28/04/22	04352	FSA (WA) Pty Ltd	1,385.71	Fire Equipment/Service
EF078612	28/04/22	04372	Hawk Concrete Floor Coatings	2,777.50	Concrete Contractor
EF078613	28/04/22	04391	Lifeskills Australia	594.00	Professional Fees
EF078614	28/04/22	04482	Allan Davies & Trevor Chudleigh Architects	7,961.25	Professional Fees - Architect
EF078615	28/04/22	04496	Azure Painting Pty Ltd	17,435.00	Painting Contractor
EF078616	28/04/22	04499	Zanzara - John Bonella	80.00	Pest Control
EF078617	28/04/22	04529	Southern Cross Care (WA) Inc	5,361.00	Independent Living Units Management
EF078618	28/04/22	04579	Mills Recruitment - Octet Finance Pty Ltd	21,809.40	Labour/Personnel Hire
EF078619	28/04/22	04584	ThinkProject Australia Pty Ltd	1,595.00	Computer Software Maintenance
EF078620	28/04/22	04594	Website Weed and Pest W A Pty Ltd	20,950.20	Weed Control
EF078622	28/04/22	04723	Future Logic	1,056.00	Computer Software Maintenance
EF078625	28/04/22	04780	Sarah Moore Wellness	440.00	Community Nutrition Classes

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078626	28/04/22	04868	Rachel Watts	225.00	Library Writers Workshop Guest Speaker
EF078627	28/04/22	04963	Centigrade	39,060.97	Airconditioning/Refrigeration Maintenance
EF078628	28/04/22	04974	Turf Care WA Pty Ltd	2,054.98	Gardening Contractor
EF078630	28/04/22	05074	Brook & Marsh Pty Ltd	2,970.00	Survey Expenses
EF078632	28/04/22	05101	De Lage Landen Pty Ltd	1,076.59	Plant/Equipment Hire
EF078633	28/04/22	05190	Mark Foote	13,035.00	Building Maintenance
EF078634	28/04/22	05252	AAAC Towing Pty Ltd	1,485.00	Towing Vehicles
EF078635	28/04/22	05283	IRP Pty Ltd	11,604.51	Labour/Personnel Hire
EF078636	28/04/22	05293	Bellrock Cleaning Services	52,758.59	Cleaning Services
EF078637	28/04/22	05336	West-Sure Group Pty Ltd	569.91	Security Services
EF078638	28/04/22	05339	Elliotts Filtration Pty Ltd	896.50	Reticulation Parts & Repairs
EF078639	28/04/22	05344	SUEZ Recycling and Recovery Pty Ltd	42,805.82	Rubbish Removals
EF078640	28/04/22	05401	Creative Spaces	247.50	Faces of Belmont Exhibition Design
EF078641	28/04/22	05427	Horizon West Landscape & Irrigation Pty Ltd	291.50	Gardening Contractor
EF078644	28/04/22	05493	Daph	1,787.50	Computer Software Maintenance
EF078645	28/04/22	05523	Go Doors Pty Ltd	4,916.73	Building Maintenance
EF078646	28/04/22	05558	BlueFit Pty Ltd	7,885.08	Belmont Oasis Facility Management Fee
EF078647	28/04/22	05612	ASCON Survey and Drafting Pty Ltd	2,359.50	Survey Expenses
EF078648	28/04/22	05623	Tree Planting and Watering - Baroness Holdings	56,656.16	Gardening Contractor
EF078649	28/04/22	05692	Newground Water Services Pty Ltd	8,929.80	Reticulation Installation
EF078650	28/04/22	05703	Auslan (WA) t/as Vital Interpreting Personnel	209.00	Library Storytime Auslan Service
EF078651	28/04/22	05732	SoftCopy	768.75	Computer Software Maintenance
EF078654	28/04/22	05771	Alsco Pty Ltd	246.22	Catering/Catering Supplies
EF078655	28/04/22	05819	Ritz Drycleaners	18.05	Cleaning Services
EF078656	28/04/22	05867	TES Electrical	20,908.25	Electrical Contractor
EF078657	28/04/22	05904	Pinnacle People	2,656.31	Labour/Personnel Hire
EF078659	28/04/22	05944	Delron Cleaning Pty Ltd	25,062.45	Cleaning Services
EF078663	28/04/22	06020	CyberCX Pty Ltd	27,272.52	Annual Computer Software Licence and Maintenance
EF078664	28/04/22	06062	Profiling West Pty Ltd	12,127.78	Profiling - Abernethy Road
EF078666	28/04/22	06075	Micro Products Australia	615.60	Electrical Goods
EF078668	28/04/22	06094	Boyan Electrical Services	27,706.84	Electrical Contractor

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078669	28/04/22	06104	Flick Anticimex Pty Ltd	4,730.49	Pest Control
EF078670	28/04/22	06114	Technologically Speaking	250.00	Library Education Workshop - My Health Record
EF078671	28/04/22	06117	ELM (WA) Pty Ltd	16,792.93	Gardening Contractor
EF078672	28/04/22	06202	The Resources Hub	5,363.16	Labour/Personnel Hire
EF078673	28/04/22	06204	Big Ass Fans Australia Pty Ltd	15,400.00	Electrical Goods
EF078677	28/04/22	06226	Modus Compliance Pty Ltd	2,574.00	Labour/Personnel Hire
EF078678	28/04/22	06228	Wunjo Arts	440.00	Library Botanical Illustration Workshop
EF078687	29/04/22	00346	Action Couriers	149.44	Courier Service
EF078688	29/04/22	00390	Landgate	5,387.40	Title Searches
EF078689	29/04/22	00412	Dowsing Group Pty Ltd	133,716.90	Concrete works - Abernethy Road
EF078690	29/04/22	01201	Truckline	411.51	Plant Parts & Repairs
EF078693	29/04/22	01476	Hays Specialist Recruitment	4,015.68	Labour/Personnel Hire
EF078695	29/04/22	02589	Zenien	4,067.68	Security Services
EF078696	29/04/22	02849	Total Nissan and Kia - Total Autos (1990)	1,977.95	Plant Repairs & Maintenance
EF078699	29/04/22	03794	Testel Australia Pty Ltd	242.00	Electrical Contractor
EF078700	29/04/22	04120	Randstad Pty Ltd	2,916.39	Labour/Personnel Hire
EF078702	29/04/22	05190	Mark Foote	1,431.69	Building Maintenance
EF078703	29/04/22	05344	SUEZ Recycling and Recovery Pty Ltd	474,715.60	Rubbish Removals
EF078704	29/04/22	05455	Brajovich Demolition & Salvage (WA) Pty Ltd	43,560.00	Asbestos Removal - The Glasshouse
EF078707	29/04/22	05923	Hudson Global Resources (Aust) Pty Ltd	2,222.22	Labour/Personnel Hire
EF078708	29/04/22	05944	Delron Cleaning Pty Ltd	2,098.80	Cleaning Services
EF078710	29/04/22	06062	Profiling West Pty Ltd	11,169.96	Road Building Contractor
EF078711	29/04/22	06094	Boyan Electrical Services	228.26	Electrical Contractor
EF078712	29/04/22	06104	Flick Anticimex Pty Ltd	154.00	Pest Control
EF078713	29/04/22	06146	SpacetoCo Pty Ltd	8,580.00	Computer Software Licence
Contractors Total				3,964,636.68	
Fuels and Utilities					
EF078308	05/04/22	00042	Alinta Energy	39,692.49	Light, Power, Gas
EF078316	05/04/22	01142	Telstra Corporation Limited	27,501.80	Phone/Internet expenses
EF078318	05/04/22	01252	Water Corporation	6,846.32	Water, Annual & Excess
EF078320	05/04/22	01274	Synergy	81,017.58	Light, Power, Gas

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078329	05/04/22	03592	Steven Harling	123.03	Fuel Reimbursement
EF078336	05/04/22	04289	Melinda Lymon	189.91	Fuel Reimbursement
EF078358	05/04/22	99998	Michael Molyneux	150.21	Fuel Reimbursement
EF078359	05/04/22	99998	Bruce Mentz	194.36	Fuel Reimbursement
EF078380	05/04/22	99998	Joseph Evans	90.34	Fuel Reimbursement
EF078381	05/04/22	99998	Jodi Ogilvie	98.57	Fuel Reimbursement
EF078386	12/04/22	00042	Alinta Energy	5,564.00	Light, Power, Gas
EF078392	12/04/22	01252	Water Corporation	7,995.41	Water, Annual & Excess
EF078393	12/04/22	01274	Synergy	75,641.13	Light, Power, Gas
EF078404	12/04/22	02631	Ampol - Caltex	11,267.34	Fuel, Oil, Additives
EF078409	12/04/22	03592	Steven Harling	108.29	Fuel, Oil, Additives
EF078440	12/04/22	99998	Mike Hayward	189.41	Fuel Reimbursement
EF078405	12/04/22	02666	Vic Bijl	129.56	Fuel Reimbursement
EF078450	22/04/22	00042	Alinta Energy	1,671.48	Light, Power, Gas
EF078456	22/04/22	00788	Motorcharge - WEX Fuel Cards Australia Ltd	12,255.87	Fuel, Oil, Additives
EF078460	22/04/22	01252	Water Corporation	14,519.58	Water, Annual & Excess
EF078461	22/04/22	01274	Synergy	4,179.40	Light, Power, Gas
EF078466	22/04/22	02422	Connect Call Centre Services	1,092.30	Phone/Internet expenses
EF078467	22/04/22	02471	Western Power	26,151.00	Light, Power, Gas
EF078468	22/04/22	02474	Digital Marketing Australia - Captivate Connect	1,320.00	Phone/Internet expenses
788796	28/04/22	00902	Department of Transport - Jetty Licences	42.95	Vehicle Licences
EF078577	28/04/22	02635	MessageMedia - Message4U Pty Ltd	33.00	Phone/Internet expenses
EF078683	29/04/22	00042	Alinta Energy	32,939.36	Light, Power, Gas
EF078691	29/04/22	01252	Water Corporation	16,138.02	Water, Annual & Excess
EF078692	29/04/22	01274	Synergy	1,404.93	Light, Power, Gas
EF078697	29/04/22	02966	David Richards	103.70	Fuel Reimbursement
EF078701	29/04/22	04510	David Maher	252.53	Fuel Reimbursement
Fuels and Utilities Total				368,903.87	
Materials					
EF078333	05/04/22	04053	Totally Workwear	69.31	Safety Clothing/Equipment
EF078340	05/04/22	04705	Quality Press	121.00	Stationery & Printing

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078387	12/04/22	00220	Burswood Trophies	159.50	Badges & Pendants
EF078394	12/04/22	01398	Winc Australia Pty Ltd	222.89	Stationery & Printing
EF078397	12/04/22	01547	Big W	145.50	Books/CDs/DVDs
EF078411	12/04/22	03856	SEM Distribution	207.00	Newspapers
EF078415	12/04/22	04491	Woolworths Group	363.00	Groceries
EF078427	12/04/22	06208	GRW Barama Pty Ltd	631.95	Gardening - Plants/Supplies
EF078478	22/04/22	04763	Merchandising Libraries Pty Ltd	759.28	Library Signage
EF078534	28/04/22	01158	8M Media & Communications	35.20	Books/CDs/DVDs
EF078490	28/04/22	00152	Baileys Fertilisers	8,500.80	Gardening - Plants/Supplies
EF078493	28/04/22	00203	BOC Gases Australia Ltd	201.97	Welding Equipment/Supplies
EF078495	28/04/22	00231	Bunnings Group Ltd	910.43	Hardware
EF078496	28/04/22	00233	Bunzl Limited	4,127.99	Cleaning Products
EF078497	28/04/22	00278	Chefmaster Australia	1,510.50	Cleaning Products
EF078500	28/04/22	00332	A D Coote & Co Sheetmetal Pty Ltd	935.00	Metal Goods
EF078501	28/04/22	00403	Boral Construction Materials Group Ltd	329.97	Road/Drainage Material
EF078518	28/04/22	00778	Modern Teaching Aids Pty Ltd	137.34	Toys
EF078532	28/04/22	01115	All Foods Belmont IGA Belvidere Street	164.67	Groceries
EF078537	28/04/22	01206	Access Icon Pty Ltd t/a Cascada	6,264.50	Concrete Products
EF078540	28/04/22	01238	WA Library Supplies Pty Ltd	192.11	Stationery & Printing
EF078544	28/04/22	01265	Westbooks	279.59	Books/CDs/DVDs
EF078549	28/04/22	01398	Winc Australia Pty Ltd	4,719.12	Stationery & Printing
EF078550	28/04/22	01529	Safemaster Safety Products Pty Ltd	440.00	Safety Clothing/Equipment
EF078552	28/04/22	01570	Blackwoods	2,941.91	Hardware
EF078559	28/04/22	01780	Bodycare Workplace Solutions - Healthworks	300.58	Publications/Newspapers
EF078561	28/04/22	01906	Frazzcon Enterprises	1,644.76	Signs
EF078562	28/04/22	01955	Image Bollards - Image Extra	4,389.00	Bollards
EF078563	28/04/22	02021	RSEA Pty Ltd	128.20	Safety Clothing/Equipment
EF078566	28/04/22	02088	Lock Stock & Farrell Locksmith	476.65	Hardware
EF078567	28/04/22	02168	Ergolink	299.26	Stationery & Printing
EF078575	28/04/22	02431	ASB Branded Merchandise	5,940.00	Medical/First Aid Supplies
EF078582	28/04/22	02862	James Bennett Pty Ltd	637.99	Books/CDs/DVDs

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078583	28/04/22	02946	Asphalt in a Bag	1,787.50	Road/Drainage Material
EF078585	28/04/22	03144	COS Complete Office Supplies Pty Ltd	898.65	Stationery & Printing
EF078591	28/04/22	03630	Direct Trades Supply Pty Ltd	463.43	Safety Clothing/Equipment
EF078593	28/04/22	03856	SEM Distribution	60.52	Newspapers
EF078596	28/04/22	04036	CleverPatch Pty Ltd	374.61	Craft/Display Materials
EF078598	28/04/22	04053	Totally Workwear TWW	905.42	Safety Clothing/Equipment
EF078621	28/04/22	04607	Ink Station	1,241.80	Stationery & Printing
EF078623	28/04/22	04767	Slimline Warehouse Display Shops	1,154.27	Craft/Display Materials
EF078624	28/04/22	04777	Dolphin Lighting Pty Ltd	19,354.50	Lights & Light Fittings
EF078629	28/04/22	05011	WA Fresh Delivered	1,520.00	Groceries
EF078631	28/04/22	05082	Accidental Health and Safety Perth	6,600.00	Medical/First Aid Supplies
EF078642	28/04/22	05465	QBD Books	25.49	Books/CDs/DVDs
EF078652	28/04/22	05744	TCD Services Australia - TC Drainage (WA)	2,255.00	Drainage Materials
EF078653	28/04/22	05770	Kwik Kopy Perth CBD	572.00	Signs
EF078658	28/04/22	05910	Team Systems (WA) Pty Ltd	576.40	Stationery & Printing
EF078661	28/04/22	05980	Finishing WA	297.00	Stationery & Printing
EF078662	28/04/22	06005	MDM Entertainment Pty Ltd	459.54	Books/CDs/DVDs
EF078665	28/04/22	06069	Wheatbelt Services Pty Ltd	620.40	Signs
EF078667	28/04/22	06084	Asphaltech Pty Ltd	48,113.96	Road/Drainage Material
EF078675	28/04/22	06216	Axon Public Safety Australia Pty Ltd	2,695.00	Safety Clothing/Equipment
EF078714	29/04/22	06164	Brianology	210.00	iPad Screen Protectors
EF078684	29/04/22	00220	Burswood Trophies	44.00	Badges & Pendants
EF078685	29/04/22	00231	Bunnings Group Ltd	19.00	Hardware
EF078698	29/04/22	02980	Choice - Australian Consumers Association	1,100.00	Library Online Subscription
EF078705	29/04/22	05465	QBD Books	585.00	Books/CDs/DVDs
EF078706	29/04/22	05521	Bilby Publishing & Consulting	28.00	Books/CDs/DVDs
Materials Total				140,148.46	
Other					
EF078319	05/04/22	01270	Perth Racing - WA Turf Club	2,291.67	Grandstand Road Irrigation Contribution
EF078326	05/04/22	02377	Faulkner Park Board Management	13,500.00	Retirement Village contribution for April - June 2022
EF078330	05/04/22	03602	Carlisle Rivervale Little Athletics Club	350.00	Turf Line Marking Paint Reimbursement

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078344	05/04/22	05348	Belmont Cricket Club	290.40	Turf Line Marking Paint Reimbursement
EF078360	05/04/22	99998	Xingjin Wang	194.27	Rates Refund
EF078361	05/04/22	99998	Hayley Jean Sewell	1,248.38	Rates Refund
EF078362	05/04/22	99998	Craig and Stacey Myles	513.35	Rates Refund
EF078363	05/04/22	99998	Wendy Pelich	563.23	Rates Refund
EF078364	05/04/22	99998	Avenue Conveyancing	50.00	Orders and Requisitions Service Refund
EF078365	05/04/22	99998	Birman and Ride Trust Account	50.00	Orders and Requisitions Service Refund
EF078366	05/04/22	99998	BKS Conveyancing WA	50.00	Orders and Requisitions Service Refund
EF078367	05/04/22	99998	Challenge Settlement Service	50.00	Orders and Requisitions Service Refund
EF078368	05/04/22	99998	First Choice Conveyancing	50.00	Orders and Requisitions Service Refund
EF078369	05/04/22	99998	First Choice Conveyancing	50.00	Orders and Requisitions Service Refund
EF078370	05/04/22	99998	Focus Settlement	50.00	Orders and Requisitions Service Refund
EF078371	05/04/22	99998	Exclusive Conveyancing	50.00	Orders and Requisitions Service Refund
EF078372	05/04/22	99998	Landmark Settlements (Australia)	50.00	Orders and Requisitions Service Refund
EF078373	05/04/22	99998	Neo Settlements	50.00	Orders and Requisitions Service Refund
EF078374	05/04/22	99998	Resolve Conveyancing	50.00	Orders and Requisitions Service Refund
EF078375	05/04/22	99998	Stella Settlements	50.00	Orders and Requisitions Service Refund
EF078376	05/04/22	99998	Stella Settlements	50.00	Orders and Requisitions Service Refund
EF078377	05/04/22	99998	Strategic Settlements	50.00	Orders and Requisitions Service Refund
EF078378	05/04/22	99998	WA Settlement Services	50.00	Orders and Requisitions Service Refund
EF078379	05/04/22	99998	Bunbury Settlement Services	50.00	Orders and Requisitions Service Refund
EF078382	11/04/22	03526	City of Belmont Corporate Card Executive Assistant Mayor/CEO	428.40	Staff Farewell and Staff 20 Year Service Gift Vouchers
EF078383	11/04/22	05430	City of Belmont Corporate Card Director Corporate	853.73	Computer Software Maintenance
EF078384	11/04/22	06181	City of Belmont Corporate Card Principal Governance	6,752.94	Computer Software Maintenance, Facebook Advertising, Electrical Goods and Subscriptions
788793	12/04/22	00889	Petty Cash - Finance	1,043.60	Petty Cash Recoup
788794	12/04/22	00893	Petty Cash - Library	374.00	Petty Cash Recoup
788795	12/04/22	01730	Department of Finance RevenueWA	5,282.95	Rates Refund
EF078398	12/04/22	01599	WA Rangers Association Inc	250.00	Membership Fee
EF078400	12/04/22	02202	Australian Institute of Company Directors	687.50	Membership Fee

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078406	12/04/22	03377	City of Belmont RSL Sub Branch	5,250.00	Australia Day and Citizenship Ceremony Sponsorship
EF078407	12/04/22	03453	Clare Bridges	2,387.74	iPhone purchase, Australian Human Resources Institute membership fee and Fuel Reimbursement
EF078421	12/04/22	05400	Lisa Bretnall	36.00	Certificate Frames reimbursement
EF078429	12/04/22	99998	Perth One Real Estate	775.80	Rates Refund
EF078430	12/04/22	99998	KDD Conveyancing Service	50.00	Orders and Requisitions Service Refund
EF078431	12/04/22	99998	Anjia Settlements	50.00	Orders and Requisitions Service Refund
EF078432	12/04/22	99998	Wembley Settlements	50.00	Orders and Requisitions Service Refund
EF078433	12/04/22	99998	Dolphin Settlements	50.00	Orders and Requisitions Service Refund
EF078434	12/04/22	99998	James Chong Lawyers	50.00	Orders and Requisitions Service Refund
EF078435	12/04/22	99998	West Perth Property Settlements	50.00	Orders and Requisitions Service Refund
EF078436	12/04/22	99998	Assured Settlement Services	50.00	Orders and Requisitions Service Refund
EF078437	12/04/22	99998	Stirling Conveyancing Services	50.00	Orders and Requisitions Service Refund
EF078438	12/04/22	99998	Daily Conveyancing	50.00	Orders and Requisitions Service Refund
EF078439	12/04/22	99998	Neo Settlements	50.00	Orders and Requisitions Service Refund
EF078441	12/04/22	164429	West Coast Commodores	243.00	Bond Payment/Refund
EF078442	12/04/22	165185	Perth Football Club	400.00	Bond Payment/Refund
EF078443	12/04/22	165245	Carlisle Football Club	350.00	Bond Payment/Refund
EF078444	12/04/22	166494	Owlkeyme Ltd	400.00	Bond Payment/Refund
EF078445	12/04/22	166782	Combined Torana Car Club of WA	400.00	Bond Payment/Refund
EF078446	12/04/22	166843	D & L Lemaic	400.00	Bond Payment/Refund
EF078449	19/04/22	01236	Department of Fire and Emergency Services	543,929.92	Emergency Services Levy
EF078459	22/04/22	01244	Western Australian Treasury Corporation	539,241.69	Loan Repayment
EF078482	22/04/22	06002	Arts Hub Australia Pty Ltd	220.00	Membership Fee
EF078486	22/04/22	99998	Daniel & Sunila Makarounas	694.91	Council Crossover Subsidy
EF078487	22/04/22	99998	Andrew and Beverley Hinton	788.70	Rates Refund
EF078509	28/04/22	00610	ID Consulting Pty Ltd	16,500.00	Subscription
EF078522	28/04/22	00878	Perth Airports Municipalities Group Inc	500.00	Membership Fee
EF078545	28/04/22	01270	Perth Racing - WA Turf Club	2,291.67	Grandstand Road Irrigation Contribution
EF078584	28/04/22	03071	Department of Transport	117.90	Vehicle Ownership Searches

Attachment 12.8.1 Accounts for Payment - April 2022

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078694	29/04/22	01908	Urban Development Institute of Australia WA	1,210.00	UDIA National Awards Entry Fee
788797	29/04/22	00889	Petty Cash - Finance	846.00	Petty Cash Recoup
EF078686	29/04/22	00292	City of Belmont State Emergency Service Inc	5,812.30	State Emergency Services Expense
EF078709	29/04/22	06002	Arts Hub Australia Pty Ltd	120.00	Membership Fee
EF078715	29/04/22	99998	Eric George Brittain	510.92	Rates Refund
EF078716	29/04/22	99998	Jan Mary Keen	292.48	Rates Refund
EF078717	29/04/22	99998	Valma Snowden	118.00	HACC support refund
EF078718	29/04/22	99998	Kevin Suiter	14.00	HACC support refund
EF078719	29/04/22	99998	Li Guo	146.30	Rates Refund
EF078720	29/04/22	99998	Chang Lee Tjan	149.19	Rates Refund
EF078721	29/04/22	99998	Delaware North Retail Services	140.00	Application Fee Refund
EF078722	29/04/22	99998	Delaware North Retail Services	72.60	Application Fee Refund
EF078723	29/04/22	99998	Emma Edbrooke	200.00	Rates Refund
EF078724	29/04/22	99998	2 Left Feet Dancers	45.00	Hall Hire Fee Refund
EF078725	29/04/22	99998	David John Robinson	830.64	Rates Refund
EF078726	29/04/22	021181	Jaxon Constructions Pty Ltd (In Liquidation)	500.00	Bond Payment/Refund
EF078727	29/04/22	030017	Jaxon Constructions Pty Ltd (In Liquidation)	400.00	Bond Payment/Refund
EF078728	29/04/22	030998	Jaxon Constructions Pty Ltd (In Liquidation)	500.00	Bond Payment/Refund
EF078729	29/04/22	150685	Jaxon Constructions Pty Ltd (In Liquidation)	500.00	Bond Payment/Refund
EF078730	29/04/22	150686	Jaxon Constructions Pty Ltd (In Liquidation)	500.00	Bond Payment/Refund
EF078731	29/04/22	153390	Jaxon Constructions Pty Ltd (In Liquidation)	550.00	Bond Payment/Refund
EF078732	29/04/22	153392	Jaxon Constructions Pty Ltd (In Liquidation)	550.00	Bond Payment/Refund
EF078733	29/04/22	155184	Jaxon Constructions Pty Ltd (In Liquidation)	550.00	Bond Payment/Refund
Other Total				1,165,409.18	
Property, Plant & Equipment					
EF078602	28/04/22	04132	Castledex Pty Ltd	284.90	Office Furniture
EF078660	28/04/22	05962	Active Discovery	32,828.40	Playground Equipment
EF078676	28/04/22	06224	a_space Australia	28,600.00	Playground Equipment
Property, Plant & Equipment Total				61,713.30	
Salaries/Wages					
EF078354	05/04/22	99950	Australian Services Union	51.80	Salaries/Wages

Attachment 12.8.1 Accounts for Payment - April 2022

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF078355	05/04/22	99952	Child Support Agency	359.23	Salaries/Wages
EF078356	05/04/22	99954	City of Belmont Social Club	300.00	Salaries/Wages
EF078357	05/04/22	99962	LGRCEU - WA Shire Councils Union	82.76	Salaries/Wages
EF078488	05/04/22	99971	SuperChoice	114,442.08	Superannuation Contribution
SL000604	07/04/22	COB	City of Belmont Payroll	115,327.26	Salaries/Wages
SL001304	13/04/22	COB	City of Belmont Payroll	584,263.92	Salaries/Wages
SL002704	13/04/22	COB	City of Belmont Payroll	2,955.43	Salaries/Wages
WG020422	21/04/22	COB	City of Belmont Payroll	94,916.46	Salaries/Wages
EF078489	22/04/22	99971	SuperChoice	208,147.62	Superannuation Contribution
EF078679	28/04/22	99950	Australian Services Union	103.60	Salaries/Wages
EF078680	28/04/22	99952	Child Support Agency	359.23	Salaries/Wages
EF078681	28/04/22	99954	City of Belmont Social Club	590.00	Salaries/Wages
EF078682	28/04/22	99962	LGRCEU - WA Shire Councils Union	93.76	Salaries/Wages
SL270422	28/04/22	COB	City of Belmont Payroll	539,638.21	Salaries/Wages
Salaries/Wages Total				1,661,631.36	
Training and Conferences					
EF078401	12/04/22	02280	Juliette Gillan	193.00	Staff Farewell Gift Voucher
EF078473	22/04/22	03675	WA Institute of Public Administration Australia	909.00	Integrity and Accountability: Moving to a Stronger Future seminar
EF078541	28/04/22	01240	WA Local Government Association	799.50	Elected Member online eLearning
EF078553	28/04/22	01605	ATM Australian Training Management	265.00	Safe Quick Cut Saw Operation course
EF078643	28/04/22	05468	Department of Health WA	1,210.00	Mosquito Management course
EF078674	28/04/22	06210	366 Solutions Pty Ltd	4,840.00	Microsoft Teams and 365 workshop
Training and Conferences Total				8,216.50	
MUNI Total				7,370,659.35	
Trust Funds					
EF078447	12/04/22	150748	Building and Construction Industry Training Fund	469.49	Building and Construction Industry Training Fund
EF078448	12/04/22	154102	Building and Energy - Building Services Levy	10,113.74	Building and Energy - Building Services Levy
Trust Funds Total				10,583.23	
TRUST Total				10,583.23	
Grand Total				7,381,242.58	

Attachment 12.8.1 Accounts for Payment - April 2022

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
			Breakdown - Cheques :	7,589.50	
			EFT :	7,373,653.08	
				7,381,242.58	
Total of all outstanding Creditor accounts as at 30 April 2022				732,052.33	

12.9 Monthly Activity Statement as at 30 April 2022

Attachment details

Attachment No and title
1. Monthly Activity Statement as at 30 April 2022 [12.9.1 - 10 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	32/009- Financial Operating Statements
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

- | | | |
|-------------------------------------|-----------------------|--|
| <input type="checkbox"/> | Advocacy | When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency. |
| <input checked="" type="checkbox"/> | Executive | The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. |
| <input type="checkbox"/> | Legislative | Includes adopting local laws, local planning schemes and policies. |
| <input type="checkbox"/> | Review | When Council reviews decisions made by Officers. |
| <input type="checkbox"/> | Quasi-Judicial | When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal. |

Purpose of report

To provide Council with relevant monthly financial information for the period ending 30 April 2022.

Summary and key issues

The following report includes a concise list of material variances and a Reconciliation of Net Current Assets for the month ending 30 April 2022.

Location

Not applicable.

Consultation

There has been no specific consultation undertaken in respect to this matter.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

Policy implications

There are no policy implications associated with this report.

Statutory environment

Section 6.4 of the *Local Government Act 1995* in conjunction with Regulations 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires monthly financial reports to be presented to Council.

Regulation 34(1) requires a monthly Statement of Financial Activity reporting on revenue and expenditure.

Regulation 34(5) determines the mechanism required to ascertain the definition of material variances which are required to be reported to Council as a part of the monthly report. It also requires Council to adopt a “percentage or value” for what it will consider to be material variances on an annual basis. Further clarification is provided in the Officer Comments section.

Background

The *Local Government (Financial Management) Regulations 1996* requires that financial statements are presented on a monthly basis to Council. Council has adopted 10% of the budgeted closing balance as the materiality threshold.

Officer comment

The Statutory Monthly Financial Report is to consist of a Statement of Financial Activity reporting on revenue and expenditure as set out in the Annual Budget. It is required to include:

- Annual budget estimates
- Budget estimates to the end of the reporting month
- Actual amounts to the end of the reporting month
- Material variances between comparable amounts
- Net current assets as at the end of the reporting month.

Previous amendments to the Regulations fundamentally changed the reporting structure which requires reporting of information consistent with the “cash” component of Council's budget rather than being “accrual” based.

The monthly financial report is to be accompanied by:

- An explanation of the composition of the net current assets, less committed* and restricted** assets
- An explanation of material variances***
- Such other information as is considered relevant by the local government.

*Revenue unspent but set aside under the annual budget for a specific purpose.

**Assets which are restricted by way of externally imposed conditions of use e.g. tied grants.

***Based on a materiality threshold of 10%.

In order to provide more details regarding significant variations as included in Attachment 12.9.1 the following summary is provided.

<i>Report Section</i>	<i>Budget YTD</i>	<i>Actual YTD</i>	<i>Comment</i>
Expenditure - Capital			
Computing	658,334	78,643	Variance due to disaster recovery to Cloud project and redevelopment of Belnet yet to commence.
City Facilities & Property	118,333	Nil	Purchase of equipment for Glasshouse project yet to occur and consultancy project associated with land asset management yet to commence.
Town Planning	90,500	Nil	Purchase of new fleet yet to occur and timing variance for Springs

<i>Report Section</i>	<i>Budget YTD</i>	<i>Actual YTD</i>	<i>Comment</i>
			development contribution.
Environment	605,251	124,767	Esplanade Foreshore Stabilisation project and Garvey Park Section 2 project carried forward to 2022-2023 budget.
Ruth Faulkner Library	181,223	79,723	Variance attributed to phasing of temporary Art Exhibition and Interactive Museum projects.
Grounds Operations	1,632,849	458,378	Timing variance due to playground replacement projects for Miles Park and Middleton Park, and various irrigation and drainage projects.
Road Works	3,083,735	2,604,336	Budget variance due to timing of receipt invoices for road works on Abernethy Road and other minor variances.
Streetscapes	208,491	118,393	Phasing of renewal of irrigation/landscaping work for Forster Park to Abernethy Rd and the timing of bus shelter renewal program has resulted in variances.
Footpath Works	235,843	175,246	Variances due to some minor projects yet to commence
Drainage Works	80,808	142,759	Variance due to Side Entry Pit Upgrades Project completed ahead of schedule.
Operations Centre	187,772	68,548	Variance due to timing of replacement of plant.
Building Operations	3,058,451	2,376,643	Variance due to budget timing of the Glass House Project and Belmont Tennis Club Lighting Upgrade Project.
City Projects	104,217	43,958	Variance relates to Wilson Park Netball Court project. The commencement date of the project has been deferred to 2022-2023.
Expenditure - Operating			
Finance Department	1,758,730	1,692,881	Variance attributed to salaries due to vacancies and auditing fees not yet invoiced.

Report Section	Budget YTD	Actual YTD	Comment
Computing	2,523,985	2,323,571	Software licenses and subscription invoices have not been received yet.
Marketing & Communications	1,931,868	1,476,326	Salaries are below budget due to vacancies.
Reimbursements	204,027	261,825	Variance due to timing of COVID related expenditure for protective equipment.
Insurance	896,823	982,385	Additional workers compensation adjustment for 2018 - 2020 based on actual performance.
Executive Services	1,257,123	1,179,271	Salaries are below budget due to vacancies.
Chief Executive Officer	747,149	801,024	Variance is due to the payment of accrued leave benefits associated with employee resignation.
Records Management	679,870	627,568	Salaries are below budget due to vacancies.
Human Resources	1,492,613	1,319,784	Salaries are below budget due to vacancies.
Organisational Development	776,943	616,963	Salaries are below budget due to vacancies.
Governance	2,830,612	2,597,694	Variances due to timing of Activity Based Costing allocations and vacancies.
Belmont Trust	135,000	68,050	Variance due to timing of legal and consultancy costs.
Accommodation Costs	602,190	544,084	Cleaning costs and equipment maintenance are lower than anticipated.
Rates	2,609,127	2,536,766	Salaries are below budget due to vacancies.
City Facilities & Property	771,158	688,552	Variance due to the new on-line booking system (fees for the system are now deducted straight from the booking fee for each venue) and salaries are below budget due to vacancies.
Belmont Community	1,125,916	986,019	Variance due to outstanding

Report Section	Budget YTD	Actual YTD	Comment
Watch			invoices for security services.
Crime Prevention & Comm Safety	833,622	776,722	Variance due to timing of reimbursement of positive engagement grant funds.
Health	1,314,011	1,247,922	Salaries are below budget due to vacancies.
Engagement Strategies	1,359,614	1,204,226	Variance for salaries and other services.
Gabriel Gardens	91,089	37,789	Invoices for Gabriel Garden's buildings maintenance yet to be received.
Town Planning	2,439,192	2,230,080	Variances for salaries, legal and consultancy costs.
Sanitation Charges	4,391,209	4,334,175	Variance due to outstanding invoices relating to Rubbish services and deferment of FOGO implementation program to 2022-2023.
Marketing & Communications	621,650	309,667	Variance due to cancellation of community events (Kidz Fest, Harmony Day) because of COVID-19.
Public Facilities Operations	178,296	56,888	Various due to minor timing variances for outstanding invoices and salaries due to vacancies.
Ruth Faulkner Library	2,614,616	2,450,000	Salaries are below budget due to vacancies.
Community Place Making	134,384	30,276	Delay of various Art Programs due to current restrictions.
Community Development	525,137	415,027	Variance due to the spread of donations and project management costs.
Grounds Operations	4,988,366	4,247,879	Variance relates to budget phasing of consultancy costs and environmental services.
Grounds - Active Reserves	1,144,680	1,050,247	Variance relates to timing of invoices for various parks maintenance works.
Grounds Overheads	1,317,277	1,229,151	Variance relates to salaries, wages, and superannuation costs because

<i>Report Section</i>	<i>Budget YTD</i>	<i>Actual YTD</i>	<i>Comment</i>
			of vacancies
Streetscapes	1,836,236	1,319,761	Variance relates to budget timing of various budget lines and savings in wages due to vacancies.
Building Operations	1,143,017	1,063,238	Variance due to salaries, activity-based costing allocations and consultancy costs.
Public Works Overheads	1,166,015	1,081,437	Variance due to salaries, activity-based costing allocations and consulting costs.
Plant Operating Costs	817,918	727,707	Wages below budget due to vacancies.
Technical Services	2,224,792	2,069,113	Variance due to budget phasing of consultancy costs and agency staff.
City Projects	641,171	466,577	Variance due to budget phasing of consultancy costs.
Other Public Works	706,226	656,055	Street lighting costs are paid one month in arrears.
Revenue - Capital			
Human Resources	(172,075)	(33,975)	Variance due to timing of Transfers from Miscellaneous Entitlements Reserve, this will take place in June 2022.
Crime Prevention & Comm Safety	(57,673)	Nil	Grant income yet to be received.
Environment	(93,392)	112,071	Variance due to income being incorrectly allocated, journal has been processed in May to correct the allocation issue.
Grounds Operations	Nil	(53,650)	Grant income received earlier than expected.
Road Works	(1,463,106)	(925,443)	Roads to Recovery grant for Miles St not yet claimed.
Building Operations	(315,536)	365,431	Variance due to income being incorrectly allocated, journal has been processed in May to correct the allocation issue.
Revenue - Operating			

Report Section	Budget YTD	Actual YTD	Comment
Finance Department	(1,782,209)	(1,692,880)	Activity Based Costing (ABC's) recoveries are currently below budget.
Computing	(2,687,914)	(2,306,919)	Activity Based Costing (ABC's) recoveries are currently below budget.
Insurance	(866,689)	(970,188)	Insurance reimbursements are higher than expected.
Records Management	(686,242)	(627,568)	ABC recoveries are currently below budget.
Human Resources	(1,257,806)	(1,319,784)	ABC recoveries are currently above budget.
Rates	(52,857,913)	(52,999,255)	Variance due to favourable interim rating.
General Purpose Income	(352,431)	(1,081,609)	Financial Assistance Grant for 2022/23 received in advance.
City Facilities & Property	(1,340,984)	(1,393,915)	Some outgoings recoveries are currently above budget.
Financing Activities	(371,530)	(282,763)	Variance relates to timing of investment income.
Town Planning	(979,278)	(912,980)	ABC recoveries are currently below budget.
Sanitation Charges	(7,064,996)	(6,661,727)	Variance due to timing of Better Bin Grant.
Grounds Overheads	(1,166,612)	(1,087,491)	Wages overhead recovery currently below budget.
Road Works	(203,500)	(739,489)	Grants received ahead of budget.
Streetscapes	(120,000)	(55,023)	Contribution for Orrong Road Maintenance behind schedule.
Public Works Overheads	(1,130,462)	(1,005,149)	Wages overhead recovery currently below budget.
Plant Operating Costs	(835,413)	(716,456)	Recovery for Plant usage currently below budget.

In accordance with *Local Government (Financial Management) Regulations 1996*, Regulation 34 (2)(a) the following table explains the composition of the net current assets as of 30 April 2022 and which appears at the end of the attached report.

Reconciliation of Nett Current Assets to Statement of Financial Activity		
Current Assets as at 30 April 2022	\$	Comment
Cash and investments	78,456,566	Includes municipal and reserves
- less non rate setting cash	(50,691,444)	Reserves
Receivables	3,122,592	Rates levied yet to be received and Sundry Debtors
ESL Receivable	(419,399)	ESL Receivable
Stock on hand	210,482	
Total Current Assets	30,678,797	
Current Liabilities		
Creditors and provisions	(9,756,600)	Includes ESL and deposits
- less non rate setting creditors & provisions	3,116,287	Cash Backed LSL, current loans & ESL
Total Current Liabilities	(6,640,313)	
Nett Current Assets 30 April 2022	24,038,484	
Nett Current Assets as Per Financial Activity Report	24,038,484	
Less Committed Assets	(23,538,484)	All other budgeted expenditure
Estimated Closing Balance	500,000	

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.

Officer Recommendation

That the Monthly Financial Reports as at 30 April 2022 as included in Attachment 12.9.1 be received.

City of Belmont

Monthly Financial Activity Statement for the Period Ending April 2022

Note: Material variances have been identified in accordance with the Local Government (Financial Management) Regulations 34(1)(d) and Australian Accounting Standards (AASB 1031). A variance on the budgeted closing balance has been applied in the determination of material variances.
M=Material Variance

Budget: 22CLRBD2, Actual: 22CLACT

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	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
1. Expenditure					
Capital					
Governance					
Computing	790,000	658,334	78,643	579,691	88.05% M
Transfer To Reserve	5,067,760	0	0	0	0.00%
Executive Services	44,875	44,875	0	44,875	100.00%
Belmont Trust	6,712	0	0	0	0.00%
Total Governance	5,909,347	703,209	78,643	624,566	88.82%
General purpose funding					
City Facilities & Property	142,000	118,333	0	118,333	100.00% M
Financing Activities	573,170	573,170	573,170	0	0.00%
Total General purpose funding	715,170	691,503	573,170	118,333	17.11%
Law, order and public safety					
Rangers	357,120	0	0	0	0.00%
Crime Prevention & Comm Safety	175,351	64,000	50,400	13,600	21.25%
Total Law, order and public safety	532,471	64,000	50,400	13,600	21.25%
Health					
Health	77,875	44,875	41,286	3,589	8.00%
Total Health	77,875	44,875	41,286	3,589	8.00%
Education and welfare					
Engagement Strategies	0	0	21,112	-21,112	0.00%
Total Education and welfare	0	0	21,112	-21,112	0.00%
Housing					
Wahroonga Housing	50,000	50,000	38,979	11,021	22.04%
Orana Aged Housing	36,156	0	0	0	0.00%
Faulkner Park Retirement Vill.	108,000	0	0	0	0.00%
Total Housing	194,156	50,000	38,979	11,021	22.04%
Community amenities					
Town Planning	103,000	90,500	0	90,500	100.00% M
Sanitation Charges	1,295,298	0	0	0	0.00%
Environment	940,806	605,251	124,767	480,484	79.39% M
Total Community amenities	2,339,104	695,751	124,767	570,984	82.07%
Recreation and culture					
Belmont Oasis	33,000	32,828	32,828	0	0.00%
Ruth Faulkner Library	181,223	181,223	79,723	101,500	56.01% M
Community Place Making	10,000	5,000	0	5,000	100.00%
Community Wellbeing	33,000	0	0	0	0.00%
Grounds Operations	2,360,051	1,632,849	458,378	1,174,470	71.93% M
Grounds Overheads	66,000	33,000	0	33,000	100.00%

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Total Recreation and culture	2,683,274	1,884,899	570,929	1,313,970	69.71%
Transport					
Road Works	4,267,455	3,083,735	2,604,336	479,399	15.55% M
Streetscapes	307,158	208,491	118,393	90,099	43.21% M
Footpath Works	456,998	235,843	175,246	60,596	25.69% M
Drainage Works	375,000	80,808	142,759	-61,951	-76.66% M
Operations Centre	526,332	187,772	68,548	119,224	63.49% M
Total Transport	5,932,943	3,796,649	3,109,282	687,368	18.10%
Economic services					
Building Operations	4,046,469	3,058,451	2,376,643	681,808	22.29% M
City Projects	1,539,000	104,217	43,958	60,260	57.82% M
Total Economic services	5,585,469	3,162,669	2,420,601	742,068	23.46%
Total Capital	23,969,809	11,093,555	7,029,168	4,064,387	36.64%

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Operating					
Governance					
Finance Department	2,187,122	1,758,730	1,692,881	65,850	3.74% M
Computing	3,058,822	2,523,985	2,323,571	200,414	7.94% M
Marketing & Communications	2,354,972	1,931,868	1,476,326	455,542	23.58% M
Reimbursements	257,369	204,027	261,825	-57,798	-28.33% M
Insurance	897,740	896,823	982,385	-85,562	-9.54% M
Executive Services	1,553,730	1,257,123	1,179,271	77,852	6.19% M
Chief Executive Officer	918,606	747,149	801,024	-53,875	-7.21% M
Records Management	837,015	679,870	627,568	52,303	7.69% M
Human Resources	1,775,669	1,492,613	1,319,784	172,829	11.58% M
Organisational Development	953,053	776,943	616,963	159,981	20.59% M
Governance	3,406,963	2,830,612	2,597,694	232,918	8.23% M
Belmont Trust	180,000	135,000	68,050	66,950	49.59% M
Accommodation Costs	727,163	602,190	544,084	58,106	9.65% M
Total Governance	19,108,224	15,836,934	14,491,426	1,345,508	8.50%
General purpose funding					
Rates	2,788,841	2,609,127	2,536,766	72,362	2.77% M
General Purpose Income	3,050	2,542	4,051	-1,510	-59.40%
City Facilities & Property	970,110	771,158	688,552	82,607	10.71% M
Financing Activities	602,365	601,532	552,283	49,249	8.19%
Total General purpose funding	4,364,365	3,984,359	3,781,652	202,707	5.09%
Law, order and public safety					
Belmont Community Watch	1,350,331	1,125,916	986,019	139,896	12.43% M
Belmont Neighbourhood Watch	593	494	471	23	4.58%
Criminal Damage	206,606	170,269	147,997	22,273	13.08%
Rangers	1,030,881	842,033	825,268	16,765	1.99%
Crime Prevention & Comm Safety	1,002,899	833,622	776,722	56,899	6.83% M
State Emergency Service	101,160	88,002	84,597	3,405	3.87%
Total Law, order and public safety	3,692,470	3,060,336	2,821,074	239,262	7.82%
Health					
Health	1,588,690	1,314,011	1,247,922	66,089	5.03% M
Immunisation	21,484	17,904	15,646	2,258	12.61%
Total Health	1,610,174	1,331,915	1,263,568	68,347	5.13%
Education and welfare					
City Facilities & Property	316,918	264,098	253,904	10,195	3.86%
Engagement Strategies	1,594,944	1,359,614	1,204,226	155,388	11.43% M
Community Place Making	670,338	556,615	531,309	25,306	4.55%
Volunteers Programs	81,277	68,848	60,058	8,791	12.77%
Belmont HACC Services	4,651	3,876	6,901	-3,025	-78.05%
Youth Services General	805,098	605,923	598,969	6,954	1.15%
Pre-Schools & Kindys	6,204	4,351	3,516	835	19.19%
Total Education and welfare	3,479,431	2,863,326	2,658,883	204,443	7.14%
Housing					
Ascot Close Housing	50,303	42,634	39,060	3,575	8.38%
Wahroonga Housing	47,084	39,416	36,818	2,597	6.59%
Orana Aged Housing	69,920	58,132	49,041	9,091	15.64%
Gabriel Gardens	100,037	91,089	37,789	53,301	58.51% M
Faulkner Park Retirement Vill.	126,000	103,000	139,602	-36,602	-35.54%

Attachment 12.9.1 Monthly Activity Statement as at 30 April 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Total Housing	393,344	334,271	302,310	31,961	9.56%
Community amenities					
Regional Development	20,148	14,790	9,418	5,372	36.32%
Town Planning	3,047,251	2,439,192	2,230,080	209,112	8.57% M
Sanitation Charges	7,674,861	4,391,209	4,334,175	57,034	1.30% M
Technical Services	163,394	132,783	112,715	20,068	15.11%
Total Community amenities	10,905,655	6,977,975	6,686,388	291,587	4.18%
Recreation and culture					
Computing	0	0	13,360	-13,360	0.00%
Marketing & Communications	823,250	621,650	309,667	311,983	50.19% M
Donations and Grants	0	0	0	0	0.00%
Belmont Trust	6,101	5,083	6,441	-1,358	-26.71%
Public Facilities Operations	187,756	178,296	56,888	121,409	68.09% M
Belmont Oasis	578,843	385,708	340,331	45,377	11.76%
Youth & Family Services Centre	174,114	149,185	141,029	8,156	5.47%
Ruth Faulkner Library	3,160,123	2,614,616	2,450,000	164,615	6.30% M
Engagement Strategies	19,650	3,317	4,283	-966	-29.14%
Community Place Making	180,621	134,384	30,276	104,108	77.47% M
Community Wellbeing	563,857	440,699	398,935	41,764	9.48%
Community Development	616,233	525,137	415,027	110,110	20.97% M
Building - Active Reserves	739,882	602,803	557,541	45,262	7.51%
Building Operations	66,331	49,094	47,849	1,244	2.53%
Streetscapes	30,000	25,000	22,000	3,000	12.00%
Grounds Operations	5,995,877	4,988,366	4,247,879	740,487	14.84% M
Grounds - Active Reserves	1,354,886	1,144,680	1,050,247	94,434	8.25% M
Grounds Overheads	1,530,547	1,317,277	1,229,151	88,125	6.69% M
Total Recreation and culture	16,028,069	13,185,295	11,320,906	1,864,389	14.14%
Transport					
Road Works	1,277,204	1,027,812	983,916	43,896	4.27%
Streetscapes	2,192,630	1,836,236	1,319,761	516,475	28.13% M
Footpath Works	263,182	215,317	227,502	-12,185	-5.66%
Drainage Works	382,959	277,465	279,997	-2,532	-0.91%
Operations Centre	846,964	706,440	749,079	-42,639	-6.04%
Grounds Operations	152,475	127,055	94,360	32,695	25.73%
Total Transport	5,115,414	4,190,326	3,654,616	535,710	12.78%
Economic services					
City Facilities & Property	780,271	654,028	609,853	44,174	6.75%
Building Control	845,463	692,395	663,550	28,845	4.17%
Customer Service	608,615	510,691	497,819	12,872	2.52%
Building Operations	1,405,055	1,143,017	1,063,238	79,779	6.98% M
Building Overheads	97,293	82,994	66,686	16,308	19.65%
Streetscapes	12,995	8,497	5,108	3,389	39.89%
Total Economic services	3,749,692	3,091,622	2,906,254	185,368	6.00%
Other property and services					
Building Operations	4,678	3,050	4,653	-1,603	-52.54%
Public Works Overheads	1,380,103	1,166,015	1,081,437	84,579	7.25% M
Plant Operating Costs	960,881	817,918	727,707	90,211	11.03% M
Technical Services	2,718,523	2,224,792	2,069,113	155,678	7.00% M
City Projects	835,439	641,171	466,577	174,594	27.23% M
Other Public Works	850,854	706,226	656,055	50,171	7.10% M
Total Other property and services	6,750,479	5,559,172	5,005,542	553,630	9.96%
Total Operating	75,197,318	60,415,529	54,892,618	5,522,911	9.14%

Attachment 12.9.1 Monthly Activity Statement as at 30 April 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<u>Total 1. Expenditure</u>	99,167,127	71,509,084	61,921,786	9,587,298	13.41%

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
2. Revenue					
Capital					
Governance					
Finance Department	-70,000	-16,667	0	-16,667	100.00%
Computing	-491,455	0	0	0	0.00%
Insurance	-29,149	0	0	0	0.00%
Executive Services	-80,413	-31,413	0	-31,413	100.00%
Records Management	-13,525	0	0	0	0.00%
Human Resources	-303,457	-172,075	-33,975	-138,100	80.26% M
Organisational Development	-29,749	0	0	0	0.00%
Governance	-99,000	0	0	0	0.00%
Belmont Trust	-187,224	0	0	0	0.00%
Total Governance	-1,303,972	-220,155	-33,975	-186,180	84.57%
General purpose funding					
City Facilities & Property	-130,000	0	0	0	0.00%
Financing Activities	-10,000	-8,333	0	-8,333	100.00%
Total General purpose funding	-140,000	-8,333	0	-8,333	100.00%
Law, order and public safety					
Rangers	-97,024	0	0	0	0.00%
Crime Prevention & Comm Safety	-103,666	-57,673	0	-57,673	100.00% M
Total Law, order and public safety	-200,690	-57,673	0	-57,673	100.00%
Health					
Health	-57,615	-34,515	-34,545	30	-0.09%
Total Health	-57,615	-34,515	-34,545	30	-0.09%
Education and welfare					
Community Place Making	-24,382	0	0	0	0.00%
Total Education and welfare	-24,382	0	0	0	0.00%
Housing					
Ascot Close Housing	-50,774	0	0	0	0.00%
Wahroonga Housing	-97,714	0	0	0	0.00%
Gabriel Gardens	-39,747	0	0	0	0.00%
Total Housing	-188,235	0	0	0	0.00%
Community amenities					
Town Planning	-71,000	-37,500	0	-37,500	100.00%
Sanitation Charges	-1,524,458	0	0	0	0.00%
Environment	-112,071	-93,392	112,071	-205,463	220.00% M
Total Community amenities	-1,707,529	-130,892	112,071	-242,963	185.62%
Recreation and culture					
Ruth Faulkner Library	-58,443	-33,378	-19,045	-14,332	42.94%

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Community Wellbeing	-33,386	0	0	0	0.00%
Grounds Operations	-298,468	0	-53,650	53,650	0.00% M
Grounds Overheads	-174,721	-21,783	0	-21,783	100.00%
Total Recreation and culture	-565,018	-55,161	-72,695	17,535	-31.79%
Transport					
Road Works	-1,476,225	-1,463,106	-925,443	-537,663	36.75% M
Drainage Works	-50,000	0	0	0	0.00%
Operations Centre	-908,541	-72,998	-74,545	1,547	-2.12%
Total Transport	-2,434,766	-1,536,104	-999,988	-536,116	34.90%
Economic services					
Customer Service	-72,450	0	0	0	0.00%
Building Operations	-3,470,918	-315,536	365,431	-680,966	215.81% M
Building Overheads	-15,873	0	0	0	0.00%
City Projects	-894,760	0	0	0	0.00%
Total Economic services	-4,454,001	-315,536	365,431	-680,966	215.81%
Other property and services					
Public Works Overheads	-17,800	0	0	0	0.00%
Plant Operating Costs	-37,762	0	0	0	0.00%
Technical Services	-88,863	0	-31,364	31,364	0.00%
Total Other property and services	-144,425	0	-31,364	31,364	0.00%
Total Capital	-11,220,632	-2,358,368	-695,067	-1,663,301	70.53%

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Operating					
Governance					
Finance Department	-2,138,650	-1,782,209	-1,692,880	-89,328	5.01% M
Computing	-3,225,496	-2,687,914	-2,306,919	-380,995	14.17% M
Marketing & Communications	-4,000	-3,333	0	-3,333	100.00%
Reimbursements	-257,369	-204,474	-198,690	-5,785	2.83%
Insurance	-868,591	-866,689	-970,188	103,499	-11.94% M
Chief Executive Officer	0	0	-1,975	1,975	0.00%
Records Management	-823,490	-686,242	-627,568	-58,674	8.55% M
Human Resources	-1,509,367	-1,257,806	-1,319,784	61,979	-4.93% M
Governance	0	0	-1,698	1,698	0.00%
Belmont Trust	-6,712	0	0	0	0.00%
Accommodation Costs	-556,840	-464,033	-493,314	29,281	-6.31%
Total Governance	-9,390,515	-7,952,699	-7,613,015	-339,684	4.27%
General purpose funding					
Rates	-52,861,621	-52,857,913	-52,999,255	141,342	-0.27% M
General Purpose Income	-469,908	-352,431	-1,081,609	729,178	-206.90% M
City Facilities & Property	-1,609,181	-1,340,984	-1,393,915	52,931	-3.95% M
Financing Activities	-445,842	-371,530	-282,763	-88,768	23.89% M
Total General purpose funding	-55,386,552	-54,922,858	-55,757,541	834,682	-1.52%
Law, order and public safety					
Criminal Damage	-18,000	-15,000	-9,504	-5,496	36.64%
Rangers	-129,177	-107,647	-136,894	29,247	-27.17%
Crime Prevention & Comm Safety	-98,410	-82,008	-98,410	16,402	-20.00%
State Emergency Service	-88,884	-65,737	-89,219	23,482	-35.72%
Total Law, order and public safety	-334,471	-270,392	-334,027	63,635	-23.53%
Health					
Health	-449,524	-387,133	-370,844	-16,290	4.21%
Immunisation	0	0	-18	18	0.00%
Total Health	-449,524	-387,133	-370,862	-16,272	4.20%
Education and welfare					
City Facilities & Property	-2,500	-2,083	-4,167	2,083	-100.00%
Engagement Strategies	-1,259	-1,049	-7,939	6,890	-656.71%
Community Place Making	-11,916	0	-11,916	11,916	0.00%
Youth Services General	-65,000	-48,958	-65,054	16,096	-32.88%
Total Education and welfare	-80,675	-52,091	-89,075	36,985	-71.00%
Housing					
Orana Aged Housing	-100,500	-8,390	0	-8,390	100.00%
Gabriel Gardens	-50,500	-42,083	0	-42,083	100.00%
Faulkner Park Retirement Vill.	-234,000	-175,500	-213,096	37,596	-21.42%
Total Housing	-385,000	-225,973	-213,096	-12,878	5.70%

Attachment 12.9.1 Monthly Activity Statement as at 30 April 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Community amenities					
Regional Development	-6,675	-5,563	-6,675	1,113	-20.00%
Town Planning	-1,175,133	-979,278	-912,980	-66,298	6.77% M
Sanitation Charges	-7,083,251	-7,064,996	-6,661,727	-403,269	5.71% M
Technical Services	-1,500	-1,250	-3,636	2,386	-190.91%
Total Community amenities	-8,266,559	-8,051,086	-7,585,019	-466,068	5.79%
Recreation and culture					
Marketing & Communications	-110,000	-84,167	-115,000	30,833	-36.63%
Public Facilities Operations	-202,225	-168,547	-171,198	2,651	-1.57%
Belmont Oasis	-9,000	0	0	0	0.00%
Youth & Family Services Centre	-72,000	-60,000	-49,662	-10,338	17.23%
Ruth Faulkner Library	-54,898	-47,240	-33,894	-13,346	28.25%
Community Place Making	-10,000	-8,333	-4,085	-4,248	50.98%
Community Wellbeing	-1,000	-750	-1,073	323	-43.03%
Community Development	-4,969	-4,969	-4,969	0	0.00%
Building - Active Reserves	0	0	-21,755	21,755	0.00%
Streetscapes	0	0	-9,782	9,782	0.00%
Grounds Operations	-9,748	-9,457	-18,119	8,662	-91.60%
Grounds Overheads	-1,401,545	-1,166,612	-1,087,491	-79,121	6.78% M
Total Recreation and culture	-1,875,385	-1,550,074	-1,517,028	-33,047	2.13%
Transport					
Road Works	-267,000	-203,500	-739,489	535,989	-263.39% M
Streetscapes	-120,000	-120,000	-55,023	-64,977	54.15% M
Operations Centre	0	0	-981	981	0.00%
Total Transport	-387,000	-323,500	-795,493	471,993	-145.90%
Economic services					
City Facilities & Property	0	0	-4,683	4,683	0.00%
Building Control	-132,966	-110,805	-101,973	-8,832	7.97%
Customer Service	-539,438	-449,531	-497,819	48,288	-10.74%
Building Overheads	-81,421	-51,483	-36,062	-15,421	29.95%
Total Economic services	-753,825	-611,820	-640,536	28,716	-4.69%
Other property and services					
Public Works Overheads	-1,397,028	-1,130,462	-1,005,149	-125,313	11.09% M
Plant Operating Costs	-1,018,178	-835,413	-716,456	-118,957	14.24% M
Technical Services	-426,393	-355,328	-325,435	-29,893	8.41%
Other Public Works	-76,680	-49,943	-83,760	33,817	-67.71%
Total Other property and services	-2,918,279	-2,371,146	-2,130,799	-240,347	10.14%
Total Operating	-80,227,785	-76,718,773	-77,046,490	327,717	-0.43%
Total 2. Revenue	-91,448,417	-79,077,141	-77,741,557	-1,335,584	1.69%

3. Opening/Closing Funds**Operating**

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
P&L Clearing					
Opening Balance - Budget Only	-8218713	0	0	0	0.00%
Closing Balance - Budget Only	500,000	0	0	0	0.00%
Total P&L Clearing	-7,718,713	0	0	0	0.00%
Total 3. Opening/Closing Funds	-7,718,713	0	0	0	0.00%
	-3	-7,568,057	-15,819,771	8,251,714	15.10% M

Add Opening Balance:	-8,218,713
Nett Current Assets:	-24,038,484

I 3 Reports by the Chief Executive Officer

I 3.1 Request for leave of absence

I 3.2 Notice of motion

Nil.

I 4 Matters for which the meeting may be closed

I 4.1 Staff Matter - Chief Executive Officer Interim Review 2021-2022

This report is included in the Ordinary Council Meeting – Confidential Matters Agenda in accordance with Section 5.23(2) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to the following:

- (a) a matter affecting an employee or employees; and

Committee Recommendation

That Council:

- 1. Note the information provided by the Chief Executive Officer on interim progress against the Goals and Targets set by Council for the Officer for the 2021-2022 review year.**

****Absolute Majority required****

I 4.2 Staff Matter - Chief Executive Officer Contract Renewal

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- a. a matter affecting an employee or employees;

Officer Recommendation

That Council:

- 1. Approves the arrangements for the Chief Executive Officer's contract renewal as detailed in Option 1 as contained within the confidential report.**

I 5 Closure

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