



Ordinary Council Meeting

Minutes

24 March 2026



City of
Belmont

CITY OF BELMONT

Ordinary Council Meeting

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Alternative Formats

This document is available on the City of Belmont website and can be requested in alternative formats including electronic format by email, in hardcopy both in large and standard print and in other formats as requested. For further information please contact the Community Development team on (08) 9477 7219. For language assistance please contact TIS (Translating and Interpreting Service) on 131 450.

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

**Minutes of the Ordinary Council Meeting held in the Council Chamber,
City of Belmont Civic Centre, 215 Wright Street, Cloverdale on Tuesday
24 March 2026 commencing at 6:30pm.**

Minutes

Present

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

In attendance

Mr J Christie	Chief Executive Officer
Mr S Downing	Director Corporate and Governance
Mr W Loh	Director Development and Communities
Mr M Murphy	Director Infrastructure Services
Ms E Kania	Manager Governance and Legal
Ms E Nicholls	Coordinator Governance
Ms S Bell	Senior Governance Officer
Mr J Vidal (dep. 7:59pm, ret. 8:02pm)	IT Support Officer
Mr H Mahmood (dep. 7:59pm, ret. 8:02pm)	Desktop Support Officer

Members of the gallery

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

1 Official Opening

The Presiding Member will read aloud the Acknowledgement of Country.

Acknowledgement of Country

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

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

The Presiding Member invited Cr Sessions to read aloud the Affirmation of Civic Duty and Responsibility on behalf of Elected Members. Cr Sessions read aloud the affirmation.

Affirmation of Civic Duty and Responsibility

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

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

2 Apologies and leave of absence

Nil.

3 Declarations of interest that might cause a conflict

3.1 Financial Interests

Nil.

3.2 Disclosure of interest that may affect impartiality

Name	Item No and Title	Nature of Interest (and extent, where appropriate)
Mayor R Rossi	12.1 - Amendment No. 25 to Local Planning Scheme No. 15	I was a member of the former Belmont Historical Society and have been involved in efforts to save & preserve the Ascot Kilns and the heritage of the area.
Mayor R Rossi	12.2 - Council Policy Review 2025 - Tranche 2	I have previously provided input and contributed to changes in these policies.

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

4.1 Announcements

“On Saturday afternoon, around 4,500 people came along to the annual City of Belmont Harmony Festival, a celebration of our diverse community.

It was a chance to come together, connect and enjoy Belmont at its best.

Thank you to the staff, volunteers, performers, stallholders and sponsors who made the event possible.

Most importantly, thank you to the residents who came along and showed what our community is all about.”

4.2 Disclaimer

6:33pm The Presiding Member drew the public gallery's attention to the Disclaimer.

The Presiding Member advised the following:

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

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

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

5 Public question time

5.1 Responses to questions taken on notice

5.1.1 Ms L Hollands, Redcliffe

The following questions were taken on notice at the 24 February 2026 Ordinary Council Meeting. Ms Hollands was provided with a response on 12 March 2026. The response from the City is recorded accordingly:

1. I refer to the Council Policy, Elected Members – Communication, in particular point seven relating to guidelines for the use of social media. Having previously asked about Elected Members blocking residents on Facebook and other forms of social media without any reason:
 - a) Is this a breach of the City's Code of Conduct?
 - b) Can a complaint be made?
 - c) If a complaint cannot be made, why not?

Response

- a) **The City does not believe it is a breach of the City's Code of Conduct for Elected Members to manage their own social media including determining who can and who can't view it. Residents are not**

restricted to contacting or sharing information with Elected Members using social media such as Facebook. Residents can also email, write or use mobile phones to communicate with their ward representative or even make a time for a face-to-face meeting.

- b) The City does not believe a complaint can be made under the Code of Conduct in relation to 1 above.**
- c) The City does not believe a complaint can be made with the City under the Code of Conduct.**

5.1.2 Mr M Cardozo, Redcliffe

The following questions were taken on notice at the 24 February 2026 Ordinary Council Meeting. Mr Cardozo was provided with a response on 12 March 2026. The response from the City is recorded accordingly:

- 1. In relation to motions from Annual Electors' Meetings:
 - a) In the past 10 years, has Council resolved to support motions adopted at an Annual Electors Meeting?
 - b) Can the City identify the motion(s) and date(s) of relevant Council resolutions?

Response

Between February 2016 and February 2026, a total of 54 motions were carried at Electors' Meetings.

54 motions were presented to subsequent Council meetings, with Council noting that consideration had been given to the motions. One motion, arising from the Electors' meeting held 16 December 2020, was referred to an external entity for consideration at the February 2021 Ordinary Council Meeting as it fell outside the City's remit.

Minutes of Electors' Meetings, along with the minutes of Council Meetings in which electors' motions are presented, are publicly available on the City's website at www.belmont.wa.gov.au under Ordinary and Special Council Meetings.

- 2. At the 9 December 2025 Agenda Briefing Forum, a verbal submission was made on Item 12.1 – Draft Local Planning Policy No. 21 – Trees on Private Land. Can the City confirm that the published Agenda Briefing Forum Matrix contains no summary of the content of that verbal submission?

Response

The City can confirm that no summary of the verbal submission was published in the Agenda Briefing Forum Matrix. The Public Submission Time and Deputation proforma requires a written summary of a submission/deputation which is included in the Matrix of the ABF when provided.

The Matrix of the 9 December 2025 Agenda Briefing Forum provides an accurate summary of the proceedings and is fully consistent with applicable legislation.

3. Where no recorded summary of a verbal submission exists in a Matrix, how can Elected Members who are not present at an Agenda Briefing Forum access the content of a submission before making a decision at the Ordinary Council Meeting?

Response

Where Elected Members not present at the Agenda Briefing Forum believe they do not have sufficient information there are options to request information from officers prior to and at the meeting, or request to defer the item. Where submissions/deputations are provided in writing, the proforma will be included in the Agenda Briefing Forum Matrix, and therefore be available to Elected Members not in attendance.

5.1.3 Mr M Cardozo on behalf of Belmont East Ward Connect

The following questions were taken on notice at the 24 February 2026 Ordinary Council Meeting. Mr Cardozo was provided with a response on 12 March 2026. The response from the City is recorded accordingly:

3. The 15 December 2025 Annual Electors Meeting minutes include that 6 of the 9 Elected Members were not present.

Can the City confirm that those Elected Members have no recorded summary available to understand the reasoning presented by electors in support of the motions before being asked to vote them?

Response

Annual Electors' Meetings minutes are in accordance with the legislation. There is no requirement to record minutes verbatim.

Where Elected Members not present at the Annual Electors' Meeting believe they do not have sufficient information there are options to request information from officers prior to and at the meeting, or request to defer the item.

4. In the absence of any recorded elector reasoning, what mechanism ensures that Elected Members are not required to vote based solely on Officer reasoning, rather than on the reasoning of electors?

Response

There is an opportunity for Electors to attend the Agenda Briefing Forum following the Annual Electors' Meeting where motions are presented to give a submission/deputation providing a summary of their reasoning.

5.1.4 Mr L Rosolin, Belmont

The following question was taken on notice at the 24 February 2025 Ordinary Council Meeting. Mr Rosolin was provided with a response on 11 March 2026. The response from the City is recorded accordingly:

1. There was a book on prominent display at the Library which Library staff advised was placed on display to celebrate Ramadan. I would like the Bible to also be prominently displayed.
 - a) Where are the other religious books that are not being prominently displayed?

Response

The Library team will continue to monitor the collection and displays to support cultural relevance and encourage participation for all areas of the Belmont community, in accordance with the Ruth Faulkner Library Collection Management Guidelines.

5.1.5 Mr M Russell, Cloverdale

The following questions were taken on notice at the 24 February 2026 Ordinary Council Meeting. Mr Russell was provided with a response on 12 March 2026. The response from the City is recorded accordingly:

1. Does the City have a policy, either internal or external, regarding business case requirements for projects above a specified financial threshold, what is the threshold?

Response

There is no specific policy regarding business case requirements. The City does however utilise a Project Management Framework to deliver major capital projects. 'Upgrade' and 'New' projects undertake a business case as part of the Framework.

2. In relation to the EV chargers beneath Belmont Hub:

- a) What was the total capital cost for installation?
- b) How is the City monitoring return on investment and operational efficiency?

Response

- a) The cost for the EV charger installation was included as a consolidated electrical item in the contract for the construction of Belmont Hub and cannot be provided as an individualised cost.**
- b) The City is not undertaking specific return-on-investment or operational-efficiency monitoring for the electric vehicle charging infrastructure at this time. The chargers were installed as part of the original building works and contributed to the facility achieving a 6 Star Green Star rating. Their inclusion was intended to future-proof the site and ensure appropriate infrastructure was in place to support electric vehicles, rather than to deliver a defined financial return.**

3. In relation to hanging baskets:

- a) What are the total annual operating and maintenance costs?
- b) How was the ongoing costs factored into the original budget approval

Response

The annual operating and maintenance cost for the hanging baskets is \$83,472.

The original budget approval was for the supply and install of the baskets. The operating costs are funded from the existing Streetscape operational budgets.

4. Once executed, will the Belmont Senior Citizens Club lease be displayed on a publicly available register or be available by any other means?

Response

The new regulations governing property leases have not yet been proclaimed by the State Government, with no date for proclamation having been proposed by the Department of Local Government, Industry Regulation and Safety.

The draft regulations provide for a register of leases to include the following:

The regulations will require a leasing register to capture the details of lease, licences to occupy and tenancy agreements that the local government is party to the:

- **type of agreement (either a residential tenancy agreement, a retail shop agreement or another type of agreement)**
- **name of the parties to the agreement**
- **if the local government is the lessee or lessor**
- **address of that property or other details that identify the property**
- **a summary of the permitted use under the lease**
- **date the lease or licence was entered into**
- **details about when that lease might end, such as the original fixed expiry date, details of any extensions, or the grounds for which it might be terminated**
- **amount of rent payable on an annual basis for that lease or licence.**

5.2 Questions from members of the public

6:34pm The Presiding Member drew the public gallery's attention to the rules of Public Question Time as written in the Public Question Time Form.

In accordance with rule (I), the Mayor advised that he had registered 5 members of the public who had given prior notice to ask questions.

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

5.2.1 Ms L Hollands on behalf of Belmont Resident and Ratepayers Action Group

1. As the Mayor, in conjunction with the Chief Executive Officer, in the proposed amended Livestreaming Policy, can mute or exclude any part of a meeting considered inappropriate, can I be advised which section of the *Local Government Act 1995 (WA)* (the Act) or the *Local Government (Administration) Regulations 1996 (WA)* (the Regulations) allows for the livestream to be muted or excluded if considered inappropriate.

Response

The Chief Executive Officer stated that items that are discussed behind closed doors, or items that relate to confidential matters are referenced in the Act. There is a Council Livestreaming Policy being presented to Council tonight to deliberate on.

2. There was a Code of Conduct Matter in the Confidential Items for the 24 February 2026 Ordinary Council Meeting. In the minutes, there is only a record of the IT Officer departing the meeting. Can it be confirmed that the Councillor subject to the Code of Conduct complaint was not present in the Chamber when any decisions were made on the item?

Response

The Chief Executive Officer stated that the matter was discussed behind closed doors and was a confidential matter, and as such he is not at liberty to discuss the matter any further.

3. To state that an Alternative Councillor Motion was passed for this item does not provide any context to the public. Why was it not worded that the complaint was either unsubstantiated, substantiated, or whether a penalty was applied?

Response

The Chief Executive Officer stated that again, the matter was a confidential item discussed behind closed doors and that he is not at liberty to discuss the matter any further.

4. What section of the Act or Regulations allows for the minutes to exclude details of each decision, and to just state that Council just accepts or rejects Officer Recommendations or Alternative Councillor Motions?

Response

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

5.2.2 Ms L Hollands, Redcliffe

1. I have been asking about the removal of Councillors from Advisory Groups for some time, and received a response from the City that advised “while the Act does not expressly state that Elected Members cannot participate in Advisory Groups, it clearly defines the roles of the Chief Executive Officer and the Council”. Now that all the Elected Members are aware that they can participate in these groups, and any changes in the Act you were advised on do not prohibit you, when will a Councillor put up a motion to be put back on the groups?

Response

The Chief Executive Officer stated that as explained previously, there were changes to the *Local Government Act 1995 (WA)* and the *Advisory Groups Terms of Reference*. The *Advisory Groups* are considered *administrative in nature*, which is not the role of *Elected Members*.

2. Are you suggesting that the response I received on Advisory Groups and the Act from the City is not correct?

Response

The Chief Executive Officer stated that no, he is not suggesting the previous response is incorrect.

3. Schedule 2, section 13 of the Regulations requires that when a Chief Executive Officer has been employed for ten or more years that the contract goes to advertising. Given that the current Chief Executive Officer’s contract will reach ten years by September/October 2027 and the lengthy duration of Chief Executive Officer recruitment, when will be likely to see the position of Chief Executive Officer advertised? Will it be late this year, or early next year?

Response

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

4. The work on Belvidere Street is apparently about to commence:
- a) Will the underground power be done prior to the commencement of these works?
 - b) If not, what precisely will be done in stage one?
 - c) Will the work be re-done if the underground power goes in later?

Response

The Director Infrastructure Services stated that the underground power will not be done at the same time as stage one, but the City will be installing all the infrastructure in stage one to facilitate the installation of underground power afterwards.

5. In regard to properties that receive rate exemptions:
- a) Can I be provided the number of properties that receive rate exemptions?
 - b) Can I be provided with a breakdown, e.g properties that are state housing or properties that get exemptions for other reasons?
 - c) Could I also be provided the cost to ratepayers for these exemptions?

Response

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

5.2.3 Ms C Padua, Redcliffe

1. The rules for public submissions and deputations provides that submissions may be made verbally, and that written submissions are requested only where possible to assist with the recording of forum notes. Where in the Standing Orders Local Law or the rules for public submission time is it specified that a verbal submission will not be recorded or summarised as part of the public record?

Response

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

2. If there is no provision, then on what basis does the City determine that only written submissions are included in the public record?

Response

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

3. A previous provision within the City's Livestreaming Policy required decisions to mute or exclude parts of a recording to be reported to Council and reported and confirmed at a subsequent Ordinary Council Meeting, with Council able to revoke or change the decision. Can the City explain the Governance rationale for removing that Council oversight mechanism in the proposed amended Livestreaming Policy?

Response

The Mayor stated that this matter is up for Council decision tonight.

The Chief Executive Officer stated that the rationale behind this decision is that it is the Chief Executive Officer's responsibility for the preparation of minutes, which is an administrative function. The Chief Executive Officer concurred with the Mayor that this item will be considered by Council this evening.

4. How can Elected Members fulfil their oversight role in relation to the public record, where verbal submissions are not recorded and decisions affecting the recording of meetings are not available for Council review, and the reasons for not including these submissions are not part of public record?

Response

The Chief Executive Officer stated that this assertion is not correct, as Council endorse the Agenda Briefing Forum Matrix at each Ordinary Council Meeting as a true and accurate recording of the Agenda Briefing Forum meeting.

5.2.4 Mr M Cardozo, Redcliffe

1. In the City's response to my question at the 24 February 2026 Ordinary Council Meeting, the City advised 'no summary of verbal submission was published in the Agenda Briefing Forum matrix'. Given that the minutes of the Annual Electors Meetings do not include a summary of the reasoning provided by electors in support of motions, is it reasonable to expect residents to attend a subsequent Agenda Briefing Forum to repeat their reasoning so Elected Members can hear it?

Response

The Chief Executive Officer stated that he believes the response provided to Mr Cardozo is more than adequate, and that the previous response noted that there is an opportunity for electors to attend the Agenda Briefing Forum (ABF) and make a submission on the item presented to Council. Elected Members have an opportunity prior to, or after the meeting to seek further information on any matter that was raised at the Annual Electors Meeting. Elected Members also have the opportunity to defer the item if they do not believe they have sufficient information to make an informed decision.

2. If a community member returns to an ABF to provide further verbal submissions to explain reasoning of an elector motion from the Annual Electors Meeting, does the City recognise that in the absence of a written summary, that reasoning would not appear in the published matrix.

Response

The Chief Executive Officer stated that he would suggest if that submission was provided in writing that it would form part of the ABF Matrix.

3. Can Elected Members request and obtain from Officers a non-verbatim summary of a verbal submission at an ABF, so that all Elected Members have access to the same information prior to making a decision at the Ordinary Council Meeting?

Response

The Chief Executive Officer noted that Elected Members are entitled to request additional information regarding any agenda item prior to the ABF, during the ABF itself, or in the week preceding the Ordinary Council Meeting (OCM). Should an Elected Member seek details such as summary of submissions from an ABF, the City Administration will review these requests and provide relevant information where feasible. The Chief Executive Officer clarified that decisions at the OCM are made by Elected Members, not the public, and emphasised that the provided information is intended to support an informed decision-making process. After the AEM, Elected Members endorsed the Annual Electors' Meeting Minutes, indicating they felt adequately informed to make their decision.

4. The ABF Matrix is provided to Elected Members prior to the Ordinary Council Meeting, where the verbal submissions made at the Agenda Briefing Forum do not form part of the Matrix. Does the City consider that Elected Members who were not present at that Agenda Briefing Forum have access to the same information as the Elected Members who did attend?

Response

The Chief Executive Officer stated that the City provides information to Elected Members, including by way of the meeting agenda. If Elected Members feel there is insufficient information, or they require clarification on any items they are able to seek further information.

5.2.5 Mr M Cardozo on behalf of Belmont East Ward Connect

1. In response to a question I raised at the 24 February 2026 Ordinary Council Meeting, the City advised that 54 motions were carried at the Annual Electors' Meetings between February 2016 and February 2026.
 - a) When was the most recent instance of Council resolving to support or endorse a motion carried from an Electors' Meeting?
 - b) What was the wording of that motion?
 - c) What was the date of the Ordinary Council Meeting where this motion was adopted?

Response

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

2. How does the City define the term 'open proceeding' within its governance framework?

Response

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

3. Given that Agenda Briefing Forums (ABFs) are open for the public to attend and allow public submissions on agenda items, does the City consider ABFs to be an open proceedings for governance purposes?

Response

The Chief Executive Officer states that the City has responded to Mr Cardozo on this topic many times before, and reiterated that the City is fully compliant with the Act.

4. Given that ABFs are where the majority of discussion on Council decisions occur, how does Council consider that adopting the Livestreaming Policy without review supports its oversight role on the integrity of the public records of meetings?

Response

The Chief Executive Officer stated that he wished to clarify that although Mr Cardozo affirmed that the majority of discussion on agenda items occurs at ABFs, an ABF is an opportunity for Elected Members to ask questions on agenda items and for officers to present on agenda items. ABFs are not where discussion takes place on these items, the discussion occurs at Ordinary Council Meetings where Elected Members have the opportunity to speak for or against items. The Chief Executive Officer stated that the remainder of the question would be taken on notice.

5.2.6 Mr P Hitt, Belmont

1. How many Councillors have taken the time to walk through Severin Walk recently?

Response

The Mayor stated that he cannot speak for the Councillors, but noted that he has not recently.

2. What is being done by the City of Belmont to upgrade Severin Walk and make it a safe thoroughway for residents?

Response

The Chief Executive Officer noted that Severin Walk is a State Government asset owned by the Water Corporation.

The Director of Infrastructure Services reported that a section of Severin Walk is closed due to ongoing construction until September/October 2026. Subsequent to these construction works, the City will need time to tidy up the area. A recent landslide has also occurred, requiring collaboration with the Water Corporation to restore the embankment safely. Both parties are developing a Master Plan for Severin Walk's future, with the current partnership ending in 2029, prompting further discussions about next steps.

The Mayor stated that Mr Hitt's comments about safety and homeless people around Severin Walk has been heard by City Officers, who will investigate this matter.

3. With the new crossing on Fulham Street, there are concerns about safety because vehicles parked nearby obstruct drivers' views when pedestrians enter the crossing. Will Council investigate this?

Response

The Director Infrastructure Services stated that City Officers will investigate this, and noted that in relation to the Wright Street crossing there have also been concerns raised about vehicles not slowing down for pedestrians. A safety study will be done on both Fulham and Wright Street crossings so Mr Hitt's concerns will be investigated.

4. As a past Councillor, I am aware that Elected Members are provided a communication allowance to assist with responding to residents. I recently phoned a sitting Councillor to express my concerns, and I have not received a reply. Does Council endorse this poor communication between Elected Members and their residents?

Response

The Mayor asked if Mr Hitt left his name and contact information, noting that he often receives messages that are spam, lack contact details, have unclear contact information, or are not answered when he replies.

The Chief Executive Officer stated that he cannot comment on why an Elected Member may have not responded but concurred with the Mayor's statement. The Chief Executive Officer stated that the City does have a Customer Service Charter that Officers and Elected Members are expected to adhere to.

7:04pm As there were no further questions, the Presiding Member declared Public Question Time closed.

6 Confirmation of Minutes/receipt of Matrix

6.1 Matrix for the Agenda Briefing Forum held 17 March 2026

Officer Recommendation

Sekulla moved, Harris seconded

That the Matrix of the Agenda Briefing Forum held on Tuesday 17 March 2026, as printed and circulated to all Elected Members, be received and noted.

Carried Unanimously 9 votes to 0

For: Abedin, Davis, Harris, Kulczycki, Marks, Rossi, Ryan, Sekulla and Sessions

Against: Nil

6.2 Ordinary Council Meeting held 24 February 2026

Officer Recommendation

Sessions moved, Kulczycki seconded

That the Minutes of the Ordinary Council Meeting held on Tuesday 24 February 2026, as printed and circulated to all Elected Members, be confirmed as a true and accurate record.

Carried Unanimously 9 votes to 0

For: Abedin, Davis, Harris, Kulczycki, Marks, Rossi, Ryan, Sekulla and Sessions

Against: Nil

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

Nil.

8 Questions by members without notice

8.1 Responses to questions taken on notice

Nil.

8.2 Questions by members without notice

Nil.

9 Business adjourned from a previous meeting

Nil.

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

Nil.

11 Reports of committees

Nil.

12 Reports of administration

Withdrawn Items

Item 12.1 was withdrawn at the request of Mayor Rossi

Item 12.2 was withdrawn at the request of Cr Davis

Item 12.3 was withdrawn at the request of Cr Kulczycki

Sessions moved, Harris seconded

That with the exceptions of Items 12.1, 12.2, and 12.3, which are to be considered separately, the Officer Recommendations for Items 12.4, 12.5, 12.6, 12.7 and 12.8 be adopted en bloc by Absolute Majority.

Carried by Absolute Majority 9 votes to 0

For: Abedin, Davis, Harris, Kulczycki, Marks, Rossi, Ryan, Sekulla and Sessions

Against: Nil

Mayor Rossi disclosed at Item 3 of the Agenda "Disclosure of Interest" an Impartiality Interest in the following item in accordance with Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021 (WA)*.

12.1 Amendment No. 25 to Local Planning Scheme No. 15

Voting Requirement	: Simple Majority
Subject Index	: LPS15/025
Location/Property Index	: Various
Application Index	: N/A
Disclosure of any Interest	: Nil
Previous Items	: Golden Gateway Local Structure Plan: <ul style="list-style-type: none">• 28 August 2018 Ordinary Council Meeting Item 12.1.• 26 February 2019 Ordinary Council Meeting Item 12.6.• 23 June 2020 Ordinary Council Meeting Item 12.2.• 27 August 2024 Ordinary Council Meeting Item 12.2.• 25 February 2025 Ordinary Council Meeting Item 12.1.
Applicant	: N/A
Owner	: Various
Responsible Division	: Development and Communities

Council role

Legislative The making and adopting of local laws, local town planning schemes and Council policies.

Purpose of report

For Council to consider initiating Amendment No. 25 to Local Planning Scheme No. 15 (LPS 15) for public advertising.

Summary and key issues

- At the 25 February 2025 Ordinary Council Meeting, Council resolved to recommend that the Western Australian Planning Commission (WAPC)

approve the draft Golden Gateway Local Structure Plan (LSP), subject to modifications.

- On 10 September 2025 the WAPC considered the LSP and directed the City to make modifications to the LSP.
- The WAPC also directed the City to progress a corresponding amendment to the Local Planning Scheme to ensure the Scheme is aligned with the modified LSP.
- Progressing a Scheme Amendment at this stage is standard practice when advancing a Structure Plan.
- In response, Amendment No. 25 has been prepared to align with the modified LSP.
- It is recommended that Council initiate Amendment No. 25 as a 'Standard' amendment.

Note:

Mayor Rossi put forward the following Alternative Motion.

Alternative Motion

Sessions moved, Kulczycki seconded

That Council:

1. Pursuant to Section 75 of the *Planning and Development Act 2005 (WA)*, adopts for the purpose of advertising the following amendment to Local Planning Scheme No 15:
 - a) Deleting "There are no restricted uses which apply to the Scheme" from Clause 3.6 and Schedule No. 3 of the Scheme Text and introducing the following new provision within Schedule No. 3 – Restricted Uses:

No.	Description of Land	Restricted Use	Conditions
3	'Mixed Use' zoned land bound by Stoneham Street, Resolution Drive and	<ul style="list-style-type: none"> • Aged or Dependent Persons Dwelling • Amusement Facility • Amusement Parlour • Ancillary Dwelling • Art Gallery • Betting Agency 	Showrooms may only be approved where they abut Great Eastern

		<p>Great Eastern Highway and the 'Mixed Use' zoned portions of Lots 713, 237, 236 and 197 Grandstand Road, Ascot.</p>	<ul style="list-style-type: none"> • Car Park • Child Care Premises • Child Family Day Care • Civic Use • Club Premises • Community Home • Consulting Rooms • Convenience Store • Dry Cleaning Premises • Educational Establishment • Exhibition Centre • Grouped Dwelling • Health Centre • Health Studio • Home Business • Home Occupation • Hospital • Hosted Short Term Rental Accommodation • Hotel • Laundromat • Liquor Store – Small • Lunch Bar • Massage Parlour • Medical Centre • Mobile Phone Tower and Associated Facilities • Multiple Dwelling • Nursing Home • Office • Pet Day Care • Private Recreation • Place of Worship • Public Amusement • Reception Centre • Residential Building • Restaurant/Café • Showroom • Small Bar • Studio • Tavern • Telecommunications Infrastructure • Tourist and Visitor 	<p>Highway.</p>	
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		Accommodation <ul style="list-style-type: none"> • Unhosted Short Term Rental Accommodation • Veterinary Centre • Vet Consulting Rooms • Video Store 	
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- b) Deleting Additional Use 3 and renumbering Schedule 2 accordingly.
- c) Amending the Scheme Map to apply a 'Mixed Use' zone, Restricted Use (R3) designation and R-AC3 density code to the portions of Lots 713, 237, 236 and 197 Grandstand Road located outside the existing constructed road, and a 'Local Road' reservation to the constructed portion of Grandstand Road.
- d) Amending the Scheme Map to apply an R-AC0 density code and Restricted Use (R3) designation to the 'Mixed Use' zoned land bound by Stoneham Street, Resolution Drive and Great Eastern Highway.

2. Pursuant to Clause 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*, is of the view that Amendment No. 25 is a 'Standard' amendment for the following reasons:
 - a) The proposed amendment is consistent with the objective of the 'Mixed Use' zone as it will provide for a mix of varied but compatible uses.
 - b) The proposed amendment is consistent with the City of Belmont Local Planning Strategy.
 - c) The amendment will have minimal impact on land in the Scheme area that is not the subject of the amendment.
3. Forward the Amendment to the Environmental Protection Authority for assessment in accordance with Section 82 of the Planning and Development Act 2005 (WA), and to the Western Australian Planning Commission, pursuant to Clause 46A of the Planning and Development (Local Planning Schemes) Regulations 2015 (WA).
4. Subject to the Minister for Planning granting consent to advertise, advertise the Amendment for public comment for a period of 42 days in accordance with Clause 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*.
5. Note that this Scheme Amendment is being progressed at the direction of the Western Australian Planning Commission, to align with the modifications they have directed be made to the Draft Golden Gateway Structure Plan.
6. Note that in relation to the Ascot Kilns site, the Western Australian Planning Commission modified Golden Gateway Structure Plan and Scheme Amendment do not reflect Council's previous resolutions, which

include:

- a) A February 2025 resolution on the draft Golden Gateway Structure Plan that recommended a requirement for a separate, site specific Local Development Plan for the Ascot Kilns site.
 - b) A March 2020 resolution to write to the state requesting the kilns be restored and the site designated for tourist/recreational purposes.
 - c) A 2017 resolution on the now defunct draft Ascot Kilns Local Development Plan for a maximum building height of five storeys.
7. That all letters, advertising, and any form of public communication relating to the Scheme Amendment explicitly state that:
- a) The City has been directed by Western Australian Planning Commission to make modifications to the draft Golden Gateway Structure Plan. These directed modifications override the positions previously resolved by Council.
 - b) The City has been directed by the Western Australian Planning Commission to prepare a Scheme Amendment that is consistent with the Western Australian Planning Commission modified draft Golden Gateway Structure Plan.
 - c) All aspects of the amendment that change from Council's resolution on the draft Golden Gateway Structure Plan are clearly identified, so residents fully understand what has been altered.

Carried Unanimously 9 votes to 0

For: Abedin, Davis, Harris, Kulczycki, Marks, Rossi, Ryan, Sekulla and Sessions

Against: Nil

Reason

- Including these points ensures residents clearly understand what Council wanted, what has changed, and why.

Officer Recommendation

That Council:

1. Pursuant to Section 75 of the *Planning and Development Act 2005 (WA)*, adopts for the purpose of advertising the following amendment to Local Planning Scheme No 15:
 - a. Deleting "There are no restricted uses which apply to the Scheme" from Clause 3.6 and Schedule No. 3 of the Scheme Text and introducing the following new provision within Schedule No. 3 – Restricted Uses:

No.	Description of Land	Restricted Use	Conditions
3	'Mixed Use' zoned land bound by Stoneham Street, Resolution Drive and Great Eastern Highway and the 'Mixed Use' zoned portions of Lots 713, 237, 236 and 197 Grandstand Road, Ascot.	<ul style="list-style-type: none"> • Aged or Dependent Persons Dwelling • Amusement Facility • Amusement Parlour • Ancillary Dwelling • Art Gallery • Betting Agency • Car Park • Child Care Premises • Child Family Day Care • Civic Use • Club Premises • Community Home • Consulting Rooms • Convenience Store • Dry Cleaning Premises • Educational Establishment • Exhibition Centre • Grouped Dwelling • Health Centre • Health Studio • Home Business • Home Occupation • Hospital • Hosted Short Term Rental Accommodation • Hotel • Laundromat • Liquor Store – Small 	Showrooms may only be approved where they abut Great Eastern Highway.

			<ul style="list-style-type: none"> • Lunch Bar • Massage Parlour • Medical Centre • Mobile Phone Tower and Associated Facilities • Multiple Dwelling • Nursing Home • Office • Pet Day Care • Private Recreation • Place of Worship • Public Amusement • Reception Centre • Residential Building • Restaurant/Café • Showroom • Small Bar • Studio • Tavern • Telecommunications Infrastructure • Tourist and Visitor Accommodation • Unhosted Short Term Rental Accommodation • Veterinary Centre • Vet Consulting Rooms • Video Store 	
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b. Deleting Additional Use 3 and renumbering Schedule 2 accordingly.

c. Amending the Scheme Map to apply a 'Mixed Use' zone, Restricted Use (R3) designation and R-AC3 density code to the portions of Lots 713, 237, 236 and 197 Grandstand Road located outside the existing constructed road, and a 'Local Road' reservation to the constructed portion of Grandstand Road.

d. Amending the Scheme Map to apply an R-AC0 density code and Restricted Use (R3) designation to the 'Mixed Use' zoned land bound by Stoneham Street, Resolution Drive and Great Eastern Highway.

2. Pursuant to Clause 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*, is of the view that Amendment No. 25 is a 'Standard' amendment for the following reasons:

a. The proposed amendment is consistent with the objective of the 'Mixed

Use' zone as it will provide for a mix of varied but compatible uses.

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

c. The amendment will have minimal impact on land in the Scheme area that is not the subject of the amendment.

3. Forward the Amendment to the Environmental Protection Authority for assessment in accordance with Section 82 of the *Planning and Development Act 2005 (WA)*, and to the Western Australian Planning Commission, pursuant to Clause 46A of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*.
4. Subject to the Minister for Planning granting consent to advertise, advertise the Amendment for public comment for a period of 42 days in accordance with Clause 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*.

Location

The Amendment relates to land bound by Stoneham Street, Resolution Drive and Great Eastern Highway and Lots 713, 237, 236 and 197 Grandstand Road as outlined in red in Figure 1. These lots are subject to the draft LSP as discussed further in subsequent sections. While the Belmont Trust land is located within the Structure Plan area, it is not subject to this amendment as no changes are proposed to the land.



Figure 1: Location Plan – Subject land outlined in red

Consultation

No consultation has been undertaken on the proposed Amendment at this stage, as the first step is to obtain Council's consent to initiate the process to advertise the Amendment. While the WAPC has directed modifications to the LSP, it has not directed that these be advertised. As such, the City is unable to advertise the modified LSP. However, as the proposed Scheme Amendment reflects the modified LSP and will be formally advertised, the community will have an opportunity to provide feedback on the proposed planning framework through that process.

The *Planning and Development Act 2005 (WA)* requires scheme amendments to be advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)* (the Regulations). The details of this are outlined in the 'Statutory Environment' section of this report.

Strategic Community Plan implications

In accordance with the 2024 – 2034 Strategic Community Plan:

Key Performance Area: Place

Outcome: 6. Sustainable population growth with responsible urban planning.

Policy implications

There are no policy implications associated with this report.

Statutory environment

Statutory Planning Framework

Local Planning Scheme Amendments

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

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

When a local government resolves to amend a scheme, the proposed scheme amendment is required to be referred to the Department of Planning Lands and

Heritage (DPLH) to obtain consent to advertise. Where an amendment is deemed to have an environmental impact, it is also required to be referred to the Environmental Protection Authority.

Following consent to advertise, the responsible authority shall advertise the amendment in accordance with the Regulations by:

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

After the conclusion of the advertising period, Council is required to consider the submissions and pass a resolution to either support the amendment, with or without modification, or not support the amendment. After passing a resolution, the amendment is to be forwarded to the WAPC to review and provide a recommendation to the Minister for Planning.

Metropolitan Region Scheme

The subject land is zoned ‘Urban’ under the Metropolitan Region Scheme (MRS). The proposed Scheme Amendment aligns with the MRS zoning.

Local Planning Scheme No. 15 (LPS 15)

Land subject to Amendment No. 25 is currently zoned ‘Mixed Use’ and reserved ‘Local Road’ under LPS 15 as shown in Figure 2.

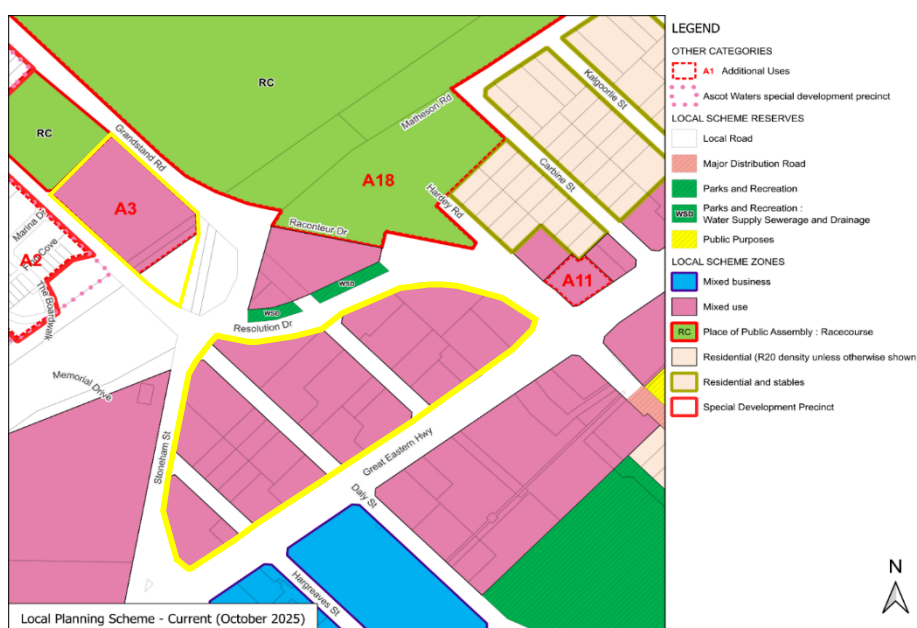


Figure 2: LPS 15 Zoning Map (amendment area outlined red)

The 'Mixed Use' zone has the following objective:

"The Mixed Use Zone is intended to allow for the development of a mix of varied but compatible land uses such as housing, offices, showrooms, amusement centres, eating establishments and appropriate industrial activities which do not generate nuisances detrimental to the amenity of the district or to the health, welfare and safety of its residents. Buildings should be of a high standard of architectural design set in pleasant garden surrounds with limited vehicular access from properties to primary roads.

To provide for a wide variety of active uses on street level which are compatible with residential and other non-active uses on upper levels."

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

- 'P' means the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme;
- 'D' means that the use is not permitted unless the local government has exercised its discretion by granting Development Approval;
- 'A' means the use is not permitted unless the local government has exercised its discretion by granting Development Approval after giving special notice in accordance with the provisions contained in Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2;
- 'X' means a use that is not permitted by the Scheme.

Clause 3.5 addresses Additional Uses and outlines that, regardless of the use class designation in the zoning table, land uses for areas specified in Schedule No. 2 can receive approval, subject to the specific conditions being met. Lots 713, 237 and 236 Grandstand Road are currently subject to the Additional Use of 'Shop' under LPS 15.

Schedule No. 3 of LPS 15 and Clause 3.6 relate to Restricted Uses. Clause 3.6 sets out the purpose of Restricted Uses as follows:

"Despite anything contained in the Zoning Table, the land specified in Schedule 3 may only be used for the specific use or uses that are listed and subject to the conditions set out in Schedule 3 with respect to that land."

There are currently no restricted uses under LPS 15.

Strategic Planning Framework

Perth and Peel @ 3.5 Million

The State's 'Perth and Peel @ 3.5 Million' impacts upon the statutory direction for the City.

The Perth and Peel region will need to accommodate significant population growth by 2050 with an additional 1.5 million people requiring approximately 800,000 new homes. The 'Perth and Peel @ 3.5 million' strategic planning framework requires 47% of this growth to be delivered through infill developments. It identifies that the City of Belmont population will increase from 37,360 to 60,260 people by 2050 and to accommodate that increase an additional 10,410 dwellings will be required.

Perth and Peel @ 3.5 Million promotes the concept of 'urban corridors' as a way of achieving integrated land use and transport outcomes. Great Eastern Highway is identified as an 'urban corridor' and abuts the draft LSP area. The framework suggests that land around urban corridors is appropriate for increased residential densities and mixed land uses.

City of Belmont Local Planning Strategy

The City of Belmont Local Planning Strategy is the strategic planning document that broadly sets out the long-term planning direction for the City. The Strategy also informed the preparation of LPS 15. The key objectives of the Local Planning Strategy and its supporting sub-strategies as relevant to the Golden Gateway precinct are as follows:

- Enhance the north-west entrance to the City.
- Encourage landmark development.
- Produce a Structure Plan and Implementation Plan for the locality.
- Utilise the development process to rationalise and improve traffic access to commercial properties along Great Eastern Highway.
- Provide for higher density residential development along Great Eastern Highway, in addition to mixed use, landmark buildings that create an entry statement and a high standard of urban amenity.
- Acknowledge that Ascot Racecourse and the Swan River are 'strategic tourism sites' of State significance to benefit future tourism development.
- Recognise the importance of the river for transport, commerce, tourism and leisure as well as its conservation values.

Draft Golden Gateway Local Structure Plan

The draft LSP has been prepared to guide the future subdivision, zoning and development of land in the Golden Gateway Precinct. At its Ordinary Council Meeting (OCM) on 25 February 2025, Council resolved to recommend that the WAPC approve the draft LSP and supporting technical appendices, subject to modifications. The draft LSP considered by Council is reflected in Figure 3.

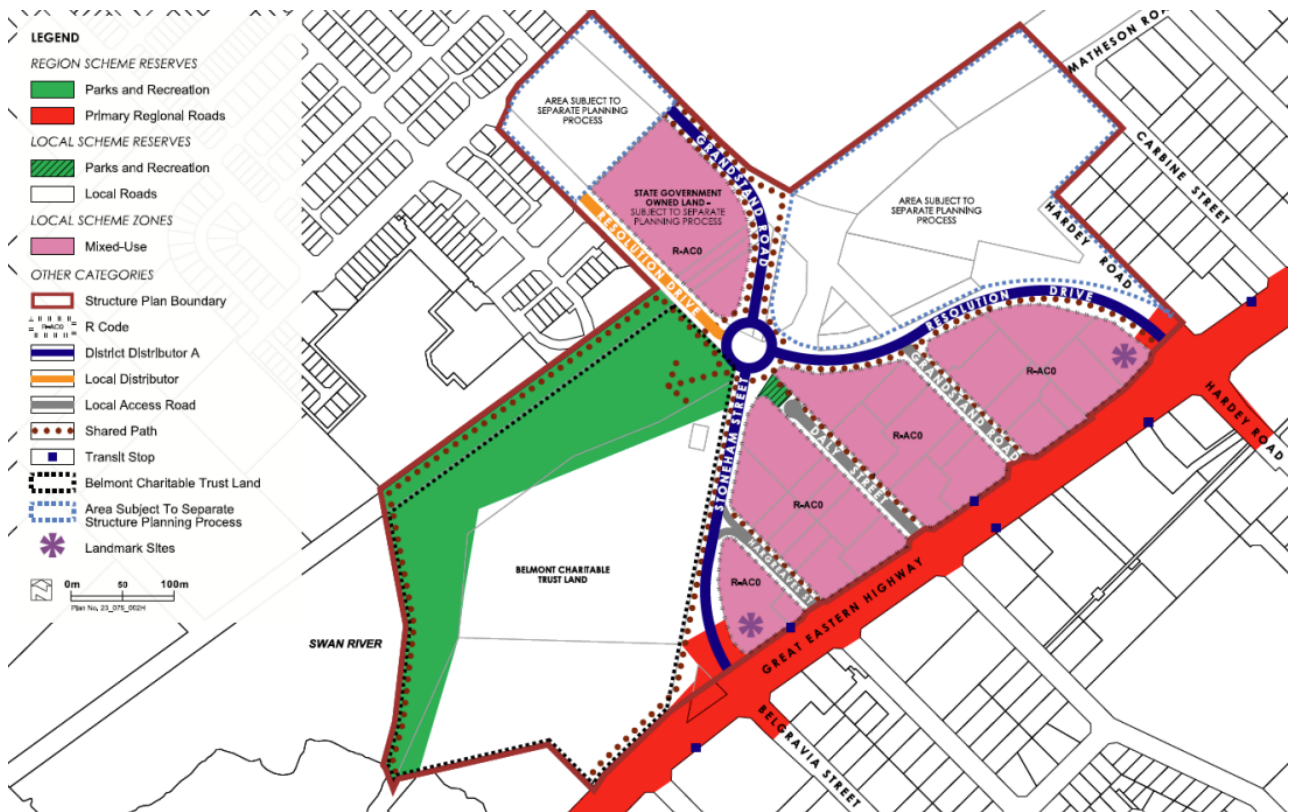


Figure 3: Draft Golden Gateway Local Structure Plan Map

The WAPC has since considered the draft LSP and resolved to require the City to undertake a number of modifications which are outlined in the 'Background' section.

Great Eastern Highway Urban Corridor Strategy

The Great Eastern Highway Urban Corridor Strategy was endorsed by Council at the 22 October 2024 OCM. The Strategy establishes a 'vision' for the Great Eastern Highway corridor and proposes a series of implementation strategies to deliver this. It identifies four precincts along the highway and provides guidance on their development. Precinct 2 includes the section of the highway between Belmont Avenue and Hardey Road, of which the northern side of the highway falls within the Golden Gateway precinct.

The Strategy identifies this area as an 'activity node', which is envisioned to be developed as a creative hub comprising a mixture of commercial uses, civic spaces, offices, professional and technical service uses. Cafes and restaurants are also envisaged to emerge as the local workforce grows and will also be supported by higher density residential development.

Background

At its 25 February 2025 Ordinary Council Meeting, Council resolved to recommend that the draft LSP be approved by the WAPC, subject to modifications.

Following WAPC consideration, the City has been directed to make the following modifications to the draft LSP:

Kilns Site

- Removing reference to a local development plan and instead applying an R-AC3 density code providing for buildings up to six storeys.
- Including a provision that provides for a potential two storey bonus where development demonstrates design excellence under State Planning Policy 7.0 – Design of the Built Environment and provides a measurable community benefit.
- Replacing the 10% public open space requirement with a more flexible provision requiring public open space to be delivered on the Kilns site, with a connection to the proposed Daly Street open space area.

Precinct Boundary

Updating the precinct boundary to exclude Perth Racing's landholdings. This change has no impact, as those landholdings are already subject to a separate planning process.

General Modifications

- Reformatting the document into a precinct structure plan.
- Including a provision that encourages amalgamation/rationalisation of lots to create potential for larger scale development and facilitate gradual transitioning of built form outcomes.

- Including a provision that encourages road links through private property if they improve connectivity and remove direct access from Great Eastern Highway.
- Updating precinct objectives so that they are more distinct from one another.
- Updating a variety of development controls such as removing provisions relating to minimum podium heights and maximum street setbacks and ensuring that minimum primary, secondary, side and rear setback provisions are included. It should be noted that these are peripheral matters that do not change the substantive height and development outcomes envisaged by the draft LSP supported by Council.

A detailed table of the modifications required by the WAPC is contained as Attachment 12.1.1.

Report

Scope of Decision

While officers have outlined the State-directed modifications to the draft LSP, it is important to clarify the requirements of these directions and the scope of this item.

The requirement to undertake the directed modifications to the LSP are mandatory under State legislation, and the City has no discretion to vary or omit them. The LSP is not open to further review or change by Council, and the current scheme amendment process does not provide an opportunity to revisit Council's previous resolution on the LSP or the WAPC's determination.

The purpose of this report is to initiate a Scheme Amendment to ensure that the Local Planning Scheme is aligned with the LSP, as directed to be modified by the WAPC. The Amendment must be consistent with the WAPC's directions and is an administrative step required by the State before the draft LSP can be finalised.

The modified LSP will be submitted to the WAPC for final consideration together with Amendment No. 25 following advertising and Council's final consideration of the Amendment.

Scope of Amendment

The Amendment does not capture all elements of the LSP as some of those matters are solely contained within that document. However, there are several key statutory matters that it must include. These are:

- Zoning
- Density codes
- Land use permissibility, including additional and restricted uses.

These aspects are further detailed below.

Zoning

Ascot Kilns Site

The Ascot Kilns site is currently partially zoned 'Mixed Use' and partially reserved 'Local Road' under LPS 15. As per the draft LSP, this is proposed to be rectified and a 'Mixed Use' zone applied to the entire site.

Land bound by Stoneham Street, Resolution Drive and Great Eastern Highway

While the draft LSP shows part of Daly Street as 'Parks and Recreation', the land will remain reserved as 'Local Road' for now. Development in the area will be monitored, and the road closure and reserve change will be initiated by the City once an appropriate level of development has occurred, particularly along Daly Street, which creates a need for additional publicly accessible open space within the precinct.

Density

Amendment No. 25 is required to ensure densities in the Scheme are consistent with the LSP, as modified in accordance with the WAPC's directions. It should be noted that these are broadly consistent with Council's previous resolution.

Ascot Kilns

To ensure alignment with the LSP, an R-AC3 density code is to be applied to the site.

Land bound by Stoneham Street, Resolution Drive and Great Eastern Highway

It is noted that the WAPC has not directed any modifications that affect the heights in Council's resolution on the LSP. Therefore, to provide for development in accordance with the LSP, a density code of R-AC0 is proposed to be applied. This density defers the built form outcomes to those set out in the LSP.

Additional Use

Lots 713, 237 and 236 Grandstand Road currently have an Additional Use of 'Shop' under LPS 15. Perth Racing has subsequently progressed its own Structure Plan, which has identified the future local centre as being located outside this precinct within the Perth Racing landholdings.

To ensure retail activity remains focused in the intended local centre and at an appropriate scale, the existing 'Shop' Additional Use is proposed to be removed from these lots.

Restricted Use

To restrict the establishment of undesirable land uses within the precinct, the Amendment proposes a Restricted Use area.

The Restricted Use provisions will apply to all land zoned 'Mixed Use' and will specify only those land uses that may be approved within the precinct. This means that certain uses that would ordinarily be capable of approval within the 'Mixed Use' zone will not be permitted unless specifically listed. Only the following uses can be considered within the precinct:

- Aged or Dependent Persons Dwelling
- Amusement Facility
- Amusement Parlour
- Ancillary Dwelling
- Art Gallery
- Betting Agency
- Car Park
- Child Care Premises
- Child Family Day Care
- Civic Use
- Club Premises
- Community Home
- Consulting Rooms
- Convenience Store
- Dry Cleaning Premises
- Educational Establishment
- Exhibition Centre
- Grouped Dwelling
- Health Centre
- Health Studio

- Home Business
- Home Occupation
- Hospital
- Hosted Short Term Rental Accommodation
- Hotel
- Laundromat
- Liquor Store – Small
- Lunch Bar
- Massage Parlour
- Medical Centre
- Mobile Phone Tower and Associated Facilities
- Multiple Dwelling
- Nursing Home
- Office
- Pet Day Care
- Private Recreation
- Place of Worship
- Public Amusement
- Reception Centre
- Residential Building
- Restaurant/Café
- Showroom
- Small Bar
- Studio
- Tavern
- Telecommunications Infrastructure
- Tourist and Visitor Accommodation
- Unhosted Short Term Rental Accommodation
- Veterinary Centre
- Vet Consulting Rooms
- Video Store.

The above uses are consistent with those previously considered by Council through the draft LSP and were not subject to modification by the WAPC.

While not subject to WAPC's requested modification, it is noted that the draft LSP is provided for 'Showroom' on all 'Mixed Use' zoned land. Following further consideration of the desired future character and amenity of the precinct, it is considered necessary to clarify that 'Showroom' may only be supported where it

directly abuts Great Eastern Highway. This ensures such uses are limited to locations with major road frontage and maintains the intended mixed-use and residential focus of the precinct. The officer recommendation includes this special condition for Showrooms under the Restricted Use list.

Scheme Amendment Classification

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

A standard amendment is identified by the Regulations as meaning:

- a) An amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
- b) An amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- c) An amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment;
- d) An amendment to the scheme to –
 - i. Include a provision in the scheme that a specified planning code is to be read as part of the scheme; or
 - ii. Provide for the modification of a planning code that is to be read as part of the scheme;
- e) An amendment to the scheme map that is consistent with a structure plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme does not currently include zones of all types that are outlined in the plan;
- f) An amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
- g) An amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- h) Any other amendment that is not a complex or basic amendment.

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

- The proposed amendment is consistent with the objective of the 'Mixed Use' zone as it will provide for a mix of varied but compatible uses.
- The proposed amendment is consistent with the City of Belmont Local Planning Strategy.
- The amendment will have minimal impact on land in the Scheme area that is not the subject of the amendment.

Conclusion

Amendment No. 25 to LPS 15 has been prepared to ensure the Scheme aligns with the modified Golden Gateway Local Structure Plan, as directed by the WAPC.

It is recommended that Council initiate Amendment No. 25 as a 'Standard' amendment for the purpose of public advertising.

Financial implications

Costs associated with advertising the Amendment will be covered by the Planning operational budget.

Environmental implications

There are no environmental implications evident at this time.

Social implications

There are no social implications evident at this time.

Attachment details

Attachment No and title
1. WAPC directed modifications to Golden Gateway Structure Plan [12.1.1 - 9 pages]

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Attachment 9

Note: Track changes in this document relate to clarifications made by DPLH officers as part of Agenda presented to WAPC.

Golden Gateway Local Structure Plan Schedule of Recommended Modifications

LSP Section	Recommended modifications	Justification
General/ Manner and Form	<p>1 (a) Rename the document to Precinct Structure Plan.</p> <p>(b) Reformat the document into a Precinct Structure Plan including, but not limited to the following:</p> <ul style="list-style-type: none"> • Include structure plan purpose/ vision and set of high-level objectives for the structure plan that are presented and align with the 10 design principles set within SPP7.0. Relevant objectives would include: <ul style="list-style-type: none"> ○ <i>Reducing car dependence by minimising the provision of car parking in new developments and support active and sustainability mode of transport.</i> ○ <i>Promote pedestrian and cycle network connectivity.</i> ○ <i>Improve people's connection to the Swan River.</i> ○ <i>Create accessible, quality public realm within the precinct, including private open space that is functional and contributes to activating streets and improving accessibility.</i> ○ <i>Ensure heritage values are retained.</i> ○ <i>Optimize value of strategic sites i.e. gateway sites.</i> ○ <i>Promote higher density development in the form of mixed multiple dwelling development.</i> ○ <i>Building heights consistent with the desired scale and form of the structure plans vision with a gradual transitioning of heights.</i> ○ <i>Provide for a diverse mix of uses at ground floor which are compatible with residential use to encourage employment opportunities and activity along streets.</i> ○ <i>Incorporating environmentally sustainable design and initiatives into all development that reduces energy consumptions, water, incorporates water sensitive urban design.</i> <p>(c) Include sub section that refers to relationships to other policies in particular R Codes .</p>	<p>The LSP primarily relates to built form controls (height, setbacks, building separation, plot ratio, etc) and includes additional density bonuses which is the role of a PSP.</p> <p>From a manner and form perspective, Part 1 should outline the structure plan purpose and key objectives to help inform future subdivision and development. This is particularly critical as the structure plan has built form controls/ development provisions relating to density bonuses that envisages exercise of discretion.</p> <p>The LSP refers to the Draft LDP however this is outdated, was not endorsed and recent policy such as SPP7.0 and SPP7.2 remove the need for specific provisions.</p>

1

OFFICIAL

Attachment 9

	<p>(d) Include sub section on exercise of discretion based on future development satisfying:</p> <ul style="list-style-type: none"> o the objectives of the plan (above); o is of good design quality, achieves SPP7 objectives, approved by design review panel; and o is consistent with intended scale and character, does impact heritage and local amenity. <p>(e) Remove all references to the Ascot Kilns LDP and update content to better align with the Ascot Racecourse Precinct Structure Plan (Ascot PSP).</p>	
Executive summary	<p>2. Review and modify the table to ensure it does not include items that are to be covered by Ascot PSP and the amount of POS reflects any designation of POS within the Ascot Kilns site.</p>	<p>It is noted the table includes data and items that relate to Ascot PSP such as retail floor space which should be removed.</p>
3. Staging	<p>3. (a) Review purpose and comments in the staging triggers table 1.</p> <p>(b) Delete reference to 'no subdivisions and or development to occur until planning framework is in effect for Ascot Kilns'; and "development may be permitted to occur prior to upgrades subject to contributions towards upgrade works in cash or in kind"</p> <p>(c) In Table 1 include practical timeframes (short/ medium/ long term) to upgrade roads over time as development occurs, land tenure/ assembly particularly in relation to Ascot Kilns.</p>	<p>Table 1 includes comments regarding <i>no subdivision or development to be approved on Ascot Kilns site until planning framework is in effect</i>; and for development to occur subject to contribution towards upgrades of road.</p> <p>Regarding Ascot Kilns this is likely referring to the need for an LDP which is no longer required.</p> <p>Regarding road upgrades there currently is no mechanism to impose cash contributions towards road upgrades.</p>
4. Subdivision and development requirements (General)	<p>4. Include subdivision requirements for guiding future subdivision that would facilitate development consistent with the objectives and visions (required as outlined above) of the structure plan such as:</p> <ul style="list-style-type: none"> o <i>Encourage amalgamation and / or rationalizing of boundaries of lots to create potential for larger scale development and facilitate gradual transitioning of built form outcomes</i> o <i>Discourage subdivision into smaller lots that would result in undesirable land uses and built form (for instance group</i> 	<p>The LSP consists of predominantly large irregular shaped lots in fragmented ownership but includes no objectives and or requirements that would inform future design of lots. The LSP would benefit from future subdivision to rationalize boundaries, to improve connectivity, remove the need for direct access from Great Eastern Highway and inform better built form outcomes and factor the need for gradual transitioning of heights.</p>

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<p>4.1.1.1 Mixed Use (R-ACO)</p>	<p><i>dwelling) and impact the ability for adjoining lots to be developed</i></p> <ul style="list-style-type: none"> o <i>Discourage subdivision of ascot kiln site</i> o <i>Encourage subdivision that create additional publicly accessible links that would improve connectivity and remove need for direct access off Great Eastern Highway</i> <p>5. Move and consolidate objectives into separate LSP objectives as discussed above.</p>	<p>As discussed above, objectives for the whole LSP and individual precincts are required rather than having an objective for a specific land use zoning. Further the objective for the provision of local retail and commercial facilities within the broader locality appears to be referring to Ascot PSP which has its own objectives and set of requirements.</p>
<p>4.1.1.1 Land Use permissibility</p>	<p>6. (a) On finalization of a Local scheme amendment, remove references to LPS 15 zoning and include guidance on preferred land uses for each precinct to supplement the scheme's land use permissibility.</p> <p>(b) Include provision that excludes land uses that would result in a built form inconsistent with the vision of the LSP such as group dwelling development.</p>	<p>The LSP provides no guidance on the types of preferred land use for each precinct. If the intent is for the different precincts to have distinguishing characteristics/ land-uses, then the structure plan should include further guidance. For instance, land uses fronting Great Eastern Highway will likely be different for land uses on Daly Street that has limited passing trade. The structure plan should factor the role of tourism sites due to proximity of river, racecourse and links to airport.</p> <p>Further the intent for the structure plan is to facilitate higher density mix use multi dwellings, however there is a risk that grouped dwellings will be more viable option for some of the smaller lots sized around 1000m² which would impact ability for creation of multiple dwellings on adjoining lots.</p>
<p>4.1.1.3 Density</p>	<p>7. Delete section.</p>	<p>This section is superfluous.</p>
<p>4.1.2 Park and Recreation</p>	<p>8. (a) Include requirement(s) that informs the creation of private open spaces such as it needing to be functional and contributes to activating streets and improving accessibility.</p> <p>(b) Include provision for some form of POS within the Ascot Kilns site that provides a connection to the proposed POS on Daly street and amend LSP plan 1 accordingly.</p>	<p>Noting the lack of POS and intent for development to provide publicly accessible private open space, which is generally supported, additional design requirements to inform this would be beneficial to ensure what is provided is accessible and functional.</p> <p>A green link from Daly street to Ascot Kilns should be formally acknowledged and there is scope for lots abutting the proposed POS</p>

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4.1.3 Local Roads	<p>9. Replace comment that no additional roads are anticipated and if introduced it would need to be 20m wide, with a requirement that encourages the creation of additional links if it improves connectivity, removes direct access off Great Eastern Highway, creates opportunity for public realm and or facilitate the servicing requirements for business premises.</p>	<p>on Daly Street to incorporate additional POS (via a density bonus) and or contribute to the development to make the space more functional. No major changes are proposed to the road network other than closing Daly Street. Whilst closing Daly Street converted into a cul-de-sac, is in line with the Main Roads Western Australia vehicle access strategy and provides an opportunity to create a POS, it does not improve connectivity and may create internal issues with vehicle manoeuvring and servicing / waste management.</p> <p>There is also scope for the structure plan to encourage indicative additional links to Grandstand Rd and/or Hargreaves St such as the creation of a loop road for vehicle access / servicing and or pedestrian access way (laneway development); and for improved pedestrian access to the future local centre within the Ascot PSP. Noting the concerns regarding private ownership of land there is scope for this to become a community benefit tied to density bonus if being retained.</p> <p>Requiring any potential future road to be a 20m wide road is not necessary particularly within a high-density mixed-use environment and limits the opportunity for small links such as laneway access.</p> <p>There is little to distinguish between most precincts and majority of statements could be incorporated into either the broader LSP objectives at the beginning of the document or more detailed development requirements which are lacking in the LSP.</p>
4.2.1 Precinct development requirements	<p>10. Rename to Precinct objectives and include more specific precinct objectives that distinguish the precincts for instance: Great Eastern Highway – preferred land uses, use of good quality footpaths on the corridor to encourage street activation, vehicle access from secondary streets, appropriate transitioning of building height and use of gateway sites.</p>	<p>Requiring any potential future road to be a 20m wide road is not necessary particularly within a high-density mixed-use environment and limits the opportunity for small links such as laneway access.</p> <p>There is little to distinguish between most precincts and majority of statements could be incorporated into either the broader LSP objectives at the beginning of the document or more detailed development requirements which are lacking in the LSP.</p>
Ascot Kilns	<p>11. (a) Remove reference to the LDP and include a set of precinct objectives and / design principles such as:</p> <ul style="list-style-type: none"> o Retention of the landmark values of Ascot Kilns through protection of significant views and vistas. o Ensure building heights respond to the character and proportions of the surrounding streets, public realm, and heritage structures. o Transitioning of height needs to factor landmark values of Ascot Kilns including protection of significant views and 	<p>The LSP refers to the Draft LDP however this is outdated, was not endorsed and recent policy such as SPP7.0 and SPP7.2 remove the need for specific provisions.</p> <p>The requirement for an LDP may still be deemed necessary if the site is to be subdivided.</p>

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<p>4.2.1.2 Precinct Standards and Requirement (Table 2)</p>	<p>vistas; and surrounding existing and proposed residential development. Lower scale development and landscape treatments around the kilns and chimney stacks, where adverse heritage impacts are better able to be minimised.</p> <ul style="list-style-type: none"> ○ Any carparking located outside of the significant view corridors. ○ Activation of the ground plane around the Kilns cluster to facilitate future interpretation and public access in or around the heritage artefacts. ○ Provide public access and connectivity through the Ascot Kilns site which align with existing routes. ○ Contribute to open space through the provision of a landscaped interface with adjacent areas. ○ Retained roof cover protection over the Kilns cluster. ○ Provision for bonus height for new development where it can be demonstrated to the satisfaction of the Heritage Council that sustainable conservation and activation of the Kilns site would be achieved through integrated development within the Kilns precinct area (for instance publicly access open space). ○ Suitable legal mechanisms may be required to ensure public access to the heritage structures is retained. <p>(b) that the term 'European heritage' should be revised to 'historic heritage' in the final document and that additional context is provided to articulate the statutory requirement for proposals affecting State Registered places to be referred to the Heritage Council for advice.</p> <p>12. (a) Rename to Precinct Primary controls</p> <p>(b) Amend Table 2 as follows:</p> <ul style="list-style-type: none"> ● Remove provisions relating to 'minimum' podium heights, max street setbacks. ● Update setbacks to ensure it captures primary and secondary street setbacks, rear and side setbacks. 	<p>The LSP refers to historic heritage throughout as 'European Heritage' and there is limited discussion on the statutory requirements applicable to heritage-protected places within the structure area.</p>
	<p>Table 2 includes requirements that are either superfluous (max setbacks), not specific (side and rear setbacks), limits development (minimum tower heights) and assumes that tower and podium is the only typology suitable for the site.</p> <p>Table 2 also refers to Ascot Kilns LDP which is proposed to be removed with suitable provisions that align with the intent of the LDP.</p>	

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	<ul style="list-style-type: none"> Where setbacks are varied from the R-Codes these should be specified at the beginning of the document under relationship to State Planning Frameworks. Remove reference to the requirement for podiums for buildings above 3 storeys. Include primary controls for Ascot Kilns and remove reference to the LDP. This is to include an R Coding of R-AC3; and base of height of 6 storeys and additional 2 storey bonus height. Remove reference for Ascot Kilns to provide 10% POS. Include footnote regarding consultation with Perth Airport regarding heights. 	<p>Regarding the reference to the provision of 10% POS for Ascot Kilns site it is understood that the City does not wish to manage POS and any publicly available private open in and around Kilns would require privately funded maintenance agreements--any POS for the site should be reflected in the Plan 1: Structure Plan Map and or allowed to be provided as a community benefit. Further need for POS is also somewhat negated by locality to river foreshore, Belmont charitable trust land- which is subject to further planning. Notwithstanding, the Ascot Kilns location provides the opportunity to create POS linking with the POS on Daly Street and the Belmont Charitable Trust land. This is to be included within 4.1.2 Park and Recreation, 4.2.1 Precinct objectives and LSP map (Plan 1).</p>
<p>4.2.2 General development requirements</p> <p>4.2.2.1 Parking</p>	<p>13. Amend paragraph to reflect the ability for the exercise of discretion in applying the LSP (PSP) provisions to be considered by the Responsible Authority if the LSP objectives are still met.</p> <p>14. (a) Include the provision of encouraging electric vehicle charging bays within the development; and / or provision of shared sustainable transport measures as a means of varying car parking provision.</p> <p>(b) Include additional guidance on the design of parking that factors the need to sleeve parking from street.</p>	<p>The LSP should generally not be advising of variations to standards and requirements of scheme provisions and relevant SPP's unless the provision specifically outlines a variation.</p> <p>No guidance provided on the design and location of car parking i.e. prevent parking at the front and encourage sleeving i.e. onsite parking located behind building façade and screen from public view.</p> <p>There is also the opportunity to include provisions relating to the provision electric vehicle charging bays and infrastructure within this section without mandating it as a requirement tied to density bonus noting the section already encourages 'innovative approaches to parking'.</p>
<p>4.2.2.2 Building Height</p>	<p>15. (a) Rename to 'Density Bonus'</p> <p>(b) Amend current text relating to building heights so that an additional 5 stories for the structure plan area (2 storeys for Ascot Kilns site) can be considered where:</p> <ul style="list-style-type: none"> A) A development is demonstrated to achieve the principles of good design as set out in State Planning Policy 7 – Design of the Built Environment, and demonstrably exceed at least one principle of most relevance to the site's context 	<p>The general intent of additional height, promoting design excellence and sustainability measure is supported however the criteria provided is too rigid and the proportionality between the development uplift value and the sustainability requirements has not been adequately demonstrated. This also does not factor the consultant's feasibility report submitted that indicates development to the base heights is not feasible in the short term.</p> <p>The lack of POS within the LSP area and ability for the provision of publicly accessible private realm for the larger scale lots should be</p>

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	<p>on the advice of the City of Belmont Design Review Panel; and/ or State Design Review Panel;</p> <p>AND</p> <ul style="list-style-type: none"> ○ B) A community benefit contribution is provided as part of a development; ○ <i>In relation to (B) a community benefit shall be agreed by the responsible authority and may include (but are not limited to) the following:</i> <ul style="list-style-type: none"> ▪ <i>provision of 10% public opens space and or publicly accessible private open space; or</i> ▪ <i>improve internal connectivity through the provision of additional roads and or public accessways that connect to existing roads.</i> <p>(c) Include a separate subsection to inform the provisions within Table 2 and which elaborates on the LSP objectives and addresses the need to:</p> <ul style="list-style-type: none"> ○ Transition heights and modulation for building form ○ Design guidance to inform additional heights for Ascot Kilns including: <ul style="list-style-type: none"> ▪ Demonstrating heights is not detrimental to the heritage and does not detract from the landmark status or interfere with key view corridors ○ Street setbacks support desire streetscape character and land-use ○ Provide a clear transitioning between public and private realm ○ Building setbacks achieve R code objectives for visual privacy, solar, building separation, provision landscaping, deep soil areas that support provision of trees.
<p>acknowledged as a true community benefit, in addition for the ability to improve connectivity within the site as previously discussed.</p> <p>There is nothing preventing the structure plan from incorporating objectives and provisions that encourage more sustainability requirements for instance R-Codes Volume 2: A4.15.1 (a) specifies to incorporate at least one significant energy efficiency initiative within the development that exceeds minimum practice. However, any proposed requirements would need to be flexible to factor different scales of development, site constraints, feasibility and or provision of other community benefits such as POS, additional linkages, and other in-kind payments.</p>	

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	(d) Include sub section and provisions relating to sustainability measures that are not tied specifically to bonus heights and could include a minimum sustainability certification. (e) Remove specific requirements for the provision of an additional tree, solar panels/ double glazing. 16. Delete section. 17. Delete section.		A scheme amendment will be required prior to the final WAPC endorsement and so this structure plan section will become redundant. The City advises it is not intending on establishing an appropriate funding strategy for the provision of infrastructure within the Structure Plan Area. SPP3.4 implies that establishing the need and nexus of additional infrastructure or uncertainty around future growth rate and delivery of infrastructure would make a Development Contribution Plan difficult to establish. The BMP was undertaken in 2018, notwithstanding it identifies that no area within the LSP (excluding Belmont Charitable trust land) is impacted and or would require any bushfire measures. No sites marked for future development would require a Notification on title or LDP as not within a bushfire prone area. The need to undertake a noise assessment is well understood and it is likely that most developments would require a noise assessment, building standards (such as double glazing). Therefore, would avoid including specific statements regarding singling out just one measure of SPP5.4 -the need for Notification on titles.
5.1 Scheme amendment			
5.2 Infrastructure Strategy			
5.3 Bush Fire	18. Delete this section.		
5.5 Noise	19. Amend to include a general statement that the site is located within the trigger distance of a road captured by SPP5.4 and therefore the policy provisions of SPP5.4 would apply.		
5.6 Design Review Panel	20. Relocate to section 4.2.2 General development requirements.		
6 Additional Information	21. Update table 4.		Review list of additional plans as some not required at subdivision stage (and in some cases even not at development stage) for instance foreshore management plan, fire management plan, local water management strategy (this has not been provided within the LSP), environmental assessment report, landscape plan.

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<p>Plan 1: Structure Plan Map</p>	<p>22. (a) Amend structure plan boundary to remove Ascot Racecourse land but include reference to subject to Ascot Racecourse PSP. (b) Allocate R Coding (R-AC3) for the Ascot Kilns site and remove reference to separate planning process for the site. (C) Include area of POS at southern end of Ascot Kilns providing a link to Belmont Trust Land and proposed POS at end of Daly street. * Note the WAPC would support the consolidation of this LSP and Ascot PSP as a one PSP for the whole area.</p>	<p>Ascot Racecourse land is subject to separate PSP which as a minimum should be referenced appropriately within the structure plan and Plan needs to be amended to factor no need for an LDP for Ascot Kilns site.</p>
<p>Plan 2: Precinct Plan</p>	<p>23. (a) Amend as per 22 (a and b) above in relation to references to Ascot Racecourse PSP and Ascot Kilns. (b) Amend the number and alignment of precinct boundaries as needed after taking into consideration precinct objectives.</p>	<p>Plan needs to be amended to factor the Ascot PSP and that there is no longer the need for an LDP. The number and configuration of precinct boundaries needs consideration as there is little to distinguish precincts 2, 3 and 4.</p>
<p>Plan 3: Building height plan</p>	<p>24. (a) Amend as per 22 (a and b) above in relation to references to Ascot Racecourse PSP and Ascot Kilns and remove references to minimum heights. (b) Amend to reflect change made to section Table 2 (c) Remove references to podium requirements for 3 storeys and more.</p>	<p>Including minimum heights on the Plan does not accurately reflect the vision and intent of the structure plan in terms of max heights and assumes that the current lot configuration dictates the difference of 10-15 storeys and doesn't factor the need for suitable transitioning of heights.</p>
<p>Part 2</p>	<p>25. Amend all of Part 2 and relevant technical reports (and include local Water Management Strategy) to factor changes made within Part 1 and to ensure it is up to date with current structure plan and not previous versions.</p>	<p>Content within Part 2 that is covered within Part 1 needs to be removed and or amended to reflect the modifications recommended for Part 1.</p>

Note: Track changes in this document relate to clarifications made by DPLH officers as part of Agenda presented to WAPC.

Mayor Rossi disclosed at Item 3 of the Agenda "Disclosure of Interest" an Impartiality Interest in the following item in accordance with Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021 (WA)*.

12.2 Council Policy Review 2025 - Tranche 2

Voting Requirement	:	Simple Majority
Subject Index	:	32/015 - Council Policy Manuals/Code of Conduct
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

Legislative The making and adopting of local laws, local town planning schemes and Council policies.

Purpose of report

To seek Council endorsement of the reviewed and amended policies (refer Attachment 12.2.1).

Summary and key issues

In accordance with Section 2.7(2)(b) of the *Local Government Act 1995 (WA)* (the Act), Council is to determine the local government's policies.

The second tranche of policies are proposed for amendment.

Note:

Cr Sekulla put forward the following Procedural Motion, in accordance with section 11.1(g) of the *City of Belmont Standing Orders Local Law 2017*.

Procedural Motion

Sekulla moved, Davis seconded

That Council defer the consideration of Item 12.2 - Council Policy Review 2025 - Tranche 2 to the 26 May 2026 Ordinary Council Meeting.

Carried 7 votes to 2

For: Abedin, Davis, Marks, Rossi, Ryan, Sekulla and Sessions

Against: Harris and Kulczycki

Reason

- To allow further exploration and consideration before Council is asked to formally endorse the Council Policies - Tranche 2.

Officer Recommendation

That Council:

1. Endorses the amended Electoral Caretaker Period Policy (refer Attachment 12.2.1);
2. Endorses the amended Attendance at Events Policy (refer Attachment 12.2.1);
3. Endorses the amended Elected Members – Contact with Employees Policy (refer Attachment 12.2.1);
4. Endorses the amended Risk Management Policy (refer Attachment 12.2.1);
5. Endorses the amended Payments to Employees in Addition to Contract or Industrial Agreement (refer Attachment 12.2.1);
6. Endorses the amended Work Health and Safety Policy (refer Attachment 12.2.1);

7. Endorses the amended Quality Policy (refer Attachment 12.2.1);
8. Endorses the amended Role of Acting Chief Executive Officer Policy (refer Attachment 12.2.1);
9. Endorses the amended Records Management Policy (refer Attachment 12.2.1);
10. Endorses the amended Street Numbering Policy (refer Attachment 12.2.1);
11. Endorses the amended Environmental Purchasing Policy (refer Attachment 12.2.1);
12. Endorses the amended Environment and Sustainability Policy (refer Attachment 12.2.1);
13. Endorses the amended Dangerous Trees Policy (refer Attachment 12.2.1);
14. Endorses the amended Urban Forest Policy (refer Attachment 12.2.1);
15. Endorses the amended Donations - Financial Assistance Policy (refer Attachment 12.2.1);
16. Endorses the amended Seasonal Hire - In kind Support Policy (refer Attachment 12.2.1);
17. Endorses the amended Honorary Freeman of the City Policy (refer Attachment 12.2.1);
18. Endorses the amended Civic Dinner – Community Guests Policy (refer Attachment 12.2.1);
19. Endorses the amended Engagement - Community and Stakeholders Policy (refer Attachment 12.2.1);
20. Endorses the amended Naming or Renaming of Roads, Parks and Reserves (refer Attachment 12.2.1);
21. Endorses the amended City Facilities – Naming Policy (refer Attachment 12.2.1);
22. Endorses the amended City Facilities - Personalisation by Users Policy (refer Attachment 12.2.1);
23. Endorses the amended Closed Circuit Television (CCTV) Video Analytics Policy (refer Attachment 12.2.1);
24. Endorses the amended Customer Complaints Management Policy (refer Attachment 12.2.1);
25. Endorses the amended Livestreaming Policy (refer Attachment 12.2.1);
26. Endorses the amended Execution of Documents Policy (refer Attachment 12.2.1);

27. Endorses the amended Tree Preservation Orders Policy (refer Attachment 12.2.1);
28. Authorises the Chief Executive Officer to make further minor administrative amendments/layout changes as required prior to publication on the City's website.

Location

Not applicable.

Consultation

Consultation was undertaken with the relevant Policy Owners, internal stakeholders, the Operational Leadership Team (OLT), the Executive Leadership Team (ELT) and Elected Members.

Strategic Community Plan implications

In accordance with the 2024–2034 Strategic Community Plan:

Key Performance Area: Performance

Outcome: 10. Effective leadership, governance and financial management.

Policy implications

Should Council endorse the amended policies, the City's website will be updated.

Statutory environment

The Act provides the basis for many of the City's policies, therefore consistency with this legislation has been reflected in the review, assessment and amendments proposed.

Section 2.7 of the *Local Government Act 1995 (WA)* outlines the role of Council.

Section 2.7(2)(b) requires the Council to determine the local government's policies.

Regulation 8.(2)(b) of the *Local Government (Model Code of Conduct Regulations) 2021 (WA)* requires council members to comply with all policies of the local government.

Background

The 2025 review of Council Policies commenced in June 2025.

Elected Members requested that the policies be presented to Council in two tranches.

A presentation was made to Elected Members at the 3 March 2026 Information Forum to review the policies in Tranche 2.

Further to queries from Elected Members in Tranche 1, Council Policy 17 - Attendance at Events had been removed from the Tranche 1 Review to provide an opportunity for significant changes to be made.

Report

A list of the policies proposed for amendment is provided at Attachment 12.2.2. This list also provides information on:

- the scale of changes made (minor, moderate or major),
- a summary of the changes made.

Further changes have been made to the policies to:

- ensure compliance with any legislative changes, including changes in the *Local Government Act 1995 (WA)*;
- use a consistent numbering system throughout all policies;
- cross-reference the use of policy names and numbers throughout all policies;
- amend any typographical errors;
- consistent formatting of all policies.

Attachment 12.2.3 tracks the changes made.

Where required, administrative changes (to address typographical errors or formatting issues) may be made following endorsement.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title
1. Council Policy Review Tranche Two - Clean Version [12.2.1 - 103 pages]
2. Summary of Changes - Tranche Two Council Policies [12.2.2 - 3 pages]
3. Council Policy Review Tranche Two - With Track Changes [12.2.3 - 104 pages]



Council Policy Review Tranche 2



Prepared for 24 March 2026 Ordinary Council Meeting

Electoral Caretaker Period

Policy Objective

1. This policy establishes protocols for the caretaker period, being the period leading up to, and ending immediately after the election day ensuring that major decisions which would bind an incoming Council are avoided where possible, preventing the use of public resources in ways that may be seen as advantageous to or promoting candidates.
2. The policy ensures 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.

This policy covers:

- a) decisions made by Council,
- b) promotional materials published by the City,
- c) discretionary community consultation,
- d) events and functions held by the City,
- e) use of the City's resources, and
- f) access to information held by the City.

1. Caretaker Period Protocols – Decision Making

1.1 Notice of Caretaker Period and Policy Requirements

- a) The CEO will ensure that:
 - i) Elected Members and employees are advised in writing of the impending caretaker period and policy requirements at least 30 days prior to the close of nominations of the commencement of a caretaker period.
 - ii) Candidates are provided with a copy of this policy at the time of their nomination for election, to ensure awareness of the policy requirements.

1.2 Managing CEO Employment

- a) A significant act includes the entering into, or renewing or terminating, the contract of employment of the CEO which must not be undertaken during a caretaker period.

- b) Nonetheless, Council in satisfaction of its obligations as the CEO's employer during a caretaker period may consider and determine matters in accordance with Council Policy 42 - Role of Acting Chief Executive Officer.

2. Caretaker Period Protocols – Candidates

2.1 Election Process Enquiries

- a) All election process enquiries from candidates, including Elected Members who have nominated for re-election, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

2.2 Access to Information

- a) Candidates, including Elected Members who have nominated for re-election, shall be provided with equitable access to the City's public information.
- b) 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 an Elected Member and limited to matters currently relevant to the City.
- c) 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.
- d) All requests for information and advice from the City will be reviewed by the CEO. Where the subject of the information or advice is considered to relate to an election campaign matter, the CEO will have absolute discretion to determine if the information or advice is or is not provided. Where information is provided to one candidate, the CEO may determine if that information is also to be provided to all candidates, including candidates who are not current Elected Members.

3. Candidate Electoral Materials

- 3.1 Candidates, including Elected Members who have nominated for re-election, shall not use the following items listed in a), b) or c) below, in any electoral materials (in any other form including but not limited to badge, nameplate, sticker, vehicle decoration, article of clothing or headwear, or social media post):

- a) any elements of the City's official corporate branding including the City's:
 - i) name,
 - ii) official crest,

- iii) logo,
 - iv) graphical devices (including "Joy", "River", "Star" and "Moon"), and/or
 - v) tagline "City of Opportunity".
- b) images of:
- i) the City's Civic Centre,
 - ii) the Hub,
 - iii) City community centres or similar infrastructure, or
 - iv) City signage bearing the City's name or logo or logo elements,
- in any medium including:
- i) photographs,
 - ii) video footage, or
 - iii) visual representations.
- c) the City's resources, which for Elected Members who have nominated for re-election also includes but is not limited to:
- i) their Elected Member email address,
 - ii) their Elected Member business card,
 - iii) their Elected Member badge,
 - iv) their "Councillor" title or abbreviation "Cr", or
 - v) photographs of them in their capacity as an Elected Member such as their portrait or when engaged in City business including but not limited to, attending Council meetings or Council events,
- so as to mimic or resemble the City's corporate brand or in any way represent ("pass off") such materials as being from, or the use of which has been approved by the City.

4. Media and Publicity

- a) All Elected Member requests for media advice or assistance during a caretaker period, will be referred to the CEO for review.
- b) The CEO will only authorise Elected Member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the City's objectives or operations and is not related to an election campaign purpose or issue, or to the elected member's candidacy or the candidacy of another person.

5. Elected Member Business Cards and City Printed Materials

- a) Elected Members must ensure that City business cards and printed materials are only used for purposes associated with their role as an Elected Member, in accordance with Section 2.10 of the *Local Government Act 1995 (WA)*.
- b) Elected Members are prohibited from using City business cards or City printed materials that are not available as a public document at any time, including times outside a caretaker period, for any election campaign purpose, either in support of their own candidacy or the candidacy of another person.

6. Elected Member Participation in External Events and Functions

During a caretaker period Elected Members may continue to fulfil their role through attendance at events and functions hosted by external bodies.

7. Elected Member Delegates to External Organisations

At any time, including times outside of a caretaker period, Elected Members who are the Council's appointed delegate to an external organisation, must not use their attendance at an external organisation's meeting, event or function for any purpose associated with an election campaign purpose, including recruiting campaign assistance or promoting their own candidacy or the candidacy of another person.

8. Elected Member Addresses/Speeches

- a) Excluding the Mayor and Deputy Mayor when fulfilling their functions prescribed in Sections 2.8 or 2.9 of the *Local Government Act 1995 (WA)*, 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.
- b) In any case, the Mayor, Deputy Mayor and Elected Members shall not use any official speech or address at any function or event during a caretaker period to promote an election campaign purpose.

9. Elected Member and Candidate Misuse of Local Government Resources

- a) Use of City resources by an Elected Member or candidate for the purpose of persuading electors to vote in a particular way is a "misuse of local government resources" and a breach of Clause 17 of the Code of Conduct for Council Members, Committee Members and Candidates (the Code).
- b) This prohibition on misuse of local government resources for electoral purposes applies at all times and is not only applicable to a caretaker period.

- c) For clarity, local government resources include, but are not limited to, employee time or expertise, equipment, stationery, hospitality, images, communications, services, reimbursements, vehicles and allowances provided by the City.
- d) If a complaint against an Elected Member or candidate for the alleged misuse of local government resources under this policy provision is to be made, then such a complaint is to be lodged as a minor breach or rule of conduct breach (Division 4) complaint under the Code.

10. City Publicity and Promotional Activities

- a) 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.
- b) All other publicity and promotional activities of City initiatives will be, where reasonably practicable, avoided during the caretaker period, including the announcement of a significant act made prior to the commencement of a caretaker period.

11. Civic Events and Functions

- a) The City will avoid scheduling civic events and functions during a caretaker period to prevent any actual or perceived electoral advantage that may be provided to Elected Members who have nominated for re-election.
- b) Civic events and functions organised by the City and held during the caretaker period:
 - i) will be limited to only those essential to the operation of the City,
 - ii) should not in any way be associated with issues considered topical and relevant to the election, and
 - iii) may be attended by Elected Members and Candidates, however if they attend, civic events and functions cannot be used as a forum for political canvassing.

12. City Website and Social Media Content

- a) The City's website and social media shall comply with the requirements of this policy.
- b) Website and social media content regarding Elected Members will be limited to elected member names, contact details, membership of committees and

Council appointments as City delegates on external committees and organisations.

- c) New website or social media content which relates to major policy decisions or election campaign issues will not be published during a caretaker period.
- d) Content posted by the public, candidates or Elected Members on the City's social media channels, which is considered by the CEO to be candidate election campaign material or to promote any candidate, will be removed.

13. Discretionary Community Consultation

Unless consultation is mandated under a written law or in accordance with Section 3.73 of the *Local Government Act 1995 (WA)*, public consultation relevant to a significant act 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 (WA)

Local Government (Administration) Regulations 1996 (WA)

Local Government (Model Code of Conduct) Regulations 2021 (WA)

Local Government (Elections) Regulation 1997(WA)

Code of Conduct for Council Members, Committee Members and Candidates

Reference to Internal Procedure

Work Instruction – Electoral Caretaker Period

Definitions

'**caretaker period**' is defined in Section 1.4A(1) of the *Local Government Act 1995 (WA)*.

'**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 (WA)* for the holding of any poll needed for an election, including but not limited to an extraordinary election.

'**electoral material**' means any sign, advertisement, handbill, pamphlet, written correspondence such as a notice, letter, email, social media post, article or other written or visual communication or imagery in any form that is used for electioneering and/or intended or calculated to influence or affect an election result, but does not include:

- a) an advertisement in a newspaper announcing the holding of a meeting (Section 4.87 (3) of the *Local Government Act 1995 (WA)*); or
- b) any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997 (WA)*; or
- c) 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.

'**significant act**' is defined in Section 3.73 (1) 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 (WA)*.

This Policy is supported by:		
Policy No:	CP11	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Chief Executive Officer	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
10/12/19	New	12.8
24/05/22	Review – Minor	12.7
12/12/23	Review - None	12.8
27/05/25	Review - Major	12.5

Attendance at Events

Policy Objective

To provide a framework as required by Section 5.90A of the *Local Government Act 1995 (WA)* (the Act) for Elected Member and Chief Executive Officer (CEO) attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid for by the local government.

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

To provide transparency about the attendance at events of Elected Members and the Chief Executive Officer, regardless of value (financial or conferral of benefit).

To provide clarity on the disclosure requirements consistent with the provisions of the Act.

Policy Detail

Attendance at events by Elected Members and the CEO will be administered in accordance with this policy. This policy provides criteria for:

1. Pre-Approved Events: does not require application for approval to attend.
2. Other Events: requires application for approval to attend.

1. Pre-Approved Events

1.1. Minimum Requirements for Pre-Approved Events

- a) Invitations and tickets to events must be received by the City inviting Elected Members and/or the CEO to attend in their official capacity. This means invitations and tickets are received directly by the CEO's Office and not by the Elected Member's email, private email, social media or postal address; and
- b) The event must be of benefit/relevance to the City and the community; and
- c) The event relates to:
 - i) advocacy, lobbying or Ministerial briefings,
 - ii) awards functions specifically related to local government,
 - iii) City hosted/sponsored ceremonies, functions, tournaments or events,
 - iv) community cultural events/festivals/art exhibitions,
 - v) industry and economic briefings,

- vi) the opening or launch of an event or facility within the City; or
- d) The event is hosted by:
 - i) clubs or not for profit organisations within the City,
 - ii) educational providers within the City,
 - iii) Local, State or Federal Government (excluding party political events or party political fundraisers),
 - iv) meetings of clubs and organisations within the City,
 - v) major professional bodies associated with government at a Local, State or Federal level; or
- e) Where Mayor or CEO representation has been formally requested.

2. Other Events

2.1 Application for Approval

- a) Where an Elected Member or the CEO receives an invitation or ticket to an event that does not meet the criteria of a pre-approved event (refer to Clause 1), approval may be sought to attend the event in accordance with this policy.
- b) The application must be:
 - i) in a form approved by the CEO, and
 - ii) include any invitations/tickets, and
 - iii) be submitted for approval prior to the acceptance of the invitation to the event and with sufficient time prior to the event for consideration of the application to be made.

2.2 Approval Criteria

- a) Approval must be sought prior to the event, with the applicant to provide the following in writing:
 - i) details of how the event is of benefit/relevance to the City and the community,
 - ii) the cost involved to attend (including incidentals, travel and/or accommodation),
 - iii) the role of the Elected Member or the CEO when attending the event (as a presenter, observer or participant), and
 - iv) any justification provided by the applicant with the application.
- b) Other considerations for approval include:
 - i) sufficient funds being available,

- ii) the number of Elected Members invited to attend, and
- iii) protocols during caretaker period (refer to Council Policy 11 – Electoral Caretaker Period).

2.3 Events that will Not be Approved

- a) Events that will not be considered for approval include:
 - i) political party events and fundraisers,
 - ii) entertainment events that do not have any relevance to the City or to the business of a local government,
 - iii) an event that benefits the Elected Member and/or CEO in a personal capacity, or
 - iv) a past event (no retrospective approval will be provided).

2.4 Authority for Approval

- a) Authority to consider and approve attendance at other events is as follows:
 - i) for Mayor acceptance and attendance, approval by the CEO,
 - ii) for Elected Member acceptance and attendance, approval by the Mayor, in consultation with the CEO; and
 - iii) for CEO acceptance and attendance, approval by the Mayor.

3. Attendance and Distribution of Tickets

- a) If there is a fee associated with a pre-approved event or an approved event, two Council/City representatives may attend. In order of distribution:
 - i) In the first instance, the Mayor and CEO will represent the City.
 - ii) The Mayor may authorise an alternative Elected Member to attend where appropriate.
 - iii) The CEO may authorise an alternative City officer to attend where appropriate.
- b) Where a set number of tickets or invitations are received by the City or where an entitlement to complimentary tickets or other benefit exists under a sponsorship agreement between the City and a third party, the Mayor and CEO shall allocate the invitations or tickets.
- c) Equity of opportunity will be considered for the distribution of tickets with a register maintained to ensure an equal allocation of tickets are offered to Elected Members.

4. Administration Process

- a) Registration for all conferences/events approved in accordance with this policy, including travel and accommodation, are to be organised by the CEO's office.

5. Payments in Respect to Attendance

- a) Costs associated in attending a pre-approved event or an approved event, 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 Council Policy 21 - Elected Member Training, Professional Development and Travel.
- b) Should an Elected Member or the CEO choose to receive reimbursement of expenses associated with attendance at a pre-approved event or an approved event in accordance with this policy, the request on the approved form, with supporting documentation, must be submitted within two months of the expense being incurred.

6. Disclosure Requirements

- a) If the event is a free event, no disclosures are required.
- b) If the event is a ticketed event and the value of the ticket is paid by the Elected Member or CEO, no disclosures are required.
- c) If the event is a ticketed event and a discounted or free ticket is provided, the Elected Member or CEO must adhere to gift disclosure and disclosure of interest requirements.
- d) Information on disclosure requirements for gifts and conflicts of interest are available in the Department of Local Government Operational Guidelines.

6.1 Gift Disclosure

- a) Elected Members and the CEO are statutorily obligated to disclose the receipt and acceptance of an event invitation (as a gift), should the value be \$300 or over (or cumulative in 12 months) in accordance with Section 5.87A and 5.87B, and the City's Gift Register will be updated accordingly.
- b) Approval of an event (pre-approved event or approved event) under this policy does not void this obligation.
- c) Gifts received shall be listed in the City's Gift Register in accordance with the requirements of the Act.

6.2 Disclosure of Interest (Conflict of Interest)

- a) A disclosure of impartiality interest is to be disclosed if the receipt of a gift to attend an event is approved under this policy, should the provider of the gift/event have an item before Council. Approval of an event (pre-approved

event or approved event) under this policy changes the type of disclosure required, from a financial interest to an impartiality interest.

- b) Elected Members are reminded of their obligations to ensure decisions remain free from influence by considering if the receipt of a gift to attend an event that has not been approved by this policy creates a financial interest requiring disclosure under Section 5.60A of the Act should the provider of the gift/event have an item before Council.

Reference/Associated Documents

Local Government Act 1995 (WA)

Local Government (Administration) Regulations 1996 (WA)

Code of Conduct for Council Members, Committee Members and Candidates

Code of Conduct for Employees

Council Policy 21 - Elected Member Professional Development and Authorised Travel

Council Policy 11 - Electoral Caretaker Period

Elected Member Event Approval Request Form

Elected Members and CEO Gift Disclosure Form

Department of Local Government Operational Guidelines - Disclosures of Interest

Department of Local Government Operational Guidelines - Disclosure of gifts and disclosure of interests relating to gifts

Reference to Internal Procedure

Work Instruction - Notification of Gift/Hospitality

Definitions

'approved event' means an event that meets the criteria and has been approved for attendance under Clause 2 of this policy.

'event' has the meaning given to it under Section 5.90A of the Act and includes a concert, conference, function, sporting event and an occasion prescribed for the purposes of this definition by the *Local Government (Administration) Regulations 1996 (WA)*. This is not an exhaustive list.

'free event' means an event where there are no associated costs that are of a financial benefit (including but not limited to entertainment, hospitality, catering etc.)

'gift' has the meaning given to it under Section 5.57 of the Act; a conferral of a financial benefit (including a disposition of property) made by one person in favour of

another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or a travel contribution.

'incidentals' means snacks/food that is consumed outside breakfast, lunch and dinner, drinks, laundry and dry cleaning, stationery, official telephone calls and internet.

'pre-approved event' means an event that meets the criteria listed under Clause 1 of this policy that exempts the recipient from disclosing an interest under Section 5.62(1B) of the Act.

'ticket' includes an admission ticket to an event or an invitation to attend an event, or complimentary registration to an event offered by a third party.

'ticketed event' means an event where admission is granted only upon obtaining a ticket that involves a financial cost.

This Policy is supported by:		
Policy No:	CP17	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
23/02/21	New Policy	12.7
24/05/22	Review - Minor	12.7
22/08/23	Review - Moderate	12.10
04/12/24	Administrative change to increase clarity in wording under Clause 2 g)	n/a

Elected Members Contact with Employees

Policy Objective

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

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 Elected Members and staff.

Policy Detail

1. 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 by appointment, subject to prior commitments and other contingencies. The Chief Executive Officer will ensure that (where appropriate) the views of Elected Members are passed on to other Elected Members and the Executive Leadership Team.
2. Where an Elected Member wishes to contact the administration regarding an operational matter, Elected Members are to contact the Chief Executive Officer or relevant member of the Executive Leadership Team. Elected Members are not permitted to contact other officers unless they have the express permission of the Chief Executive Officer or member of the Executive Leadership Team.
3. It is not appropriate for Elected Members to enter any of the employee areas of the City of Belmont unless at the specific invitation of, or in the company of, a member of the Executive Leadership Team.
4. If an Elected Member is approached by an employee who wishes to raise a matter, then the Elected Member should advise the employee to direct their concerns to the Chief Executive Officer or member of the Executive Leadership Team, and the Elected Member will advise the Chief Executive Officer of the matter raised by the employee as soon as practicable.
5. Elected Members attending the City's front customer reception area cannot discuss operational or work-related matters with officers and should direct their enquiry through the Chief Executive Officer or relevant member of the Executive Leadership Team.
6. Elected Members with a query in their own capacity as a resident of the City should direct their enquiry through the Chief Executive Officer or relevant member of the Executive Leadership Team.

Reference/Associated Documents

Local Government Act 1995 (WA), Part 2, Division 2

Code of Conduct for Council Members, Committee Members and Candidates

Elected Member Induction Manual

Reference to Internal Procedure

Nil.

Definitions

'**Executive Leadership Team**' means the Chief Executive Officer and Directors.

'**employee area**' includes any office, facility, depot, vehicle or event set-up managed or organised by the City.

This Policy is supported by:		
Policy No:	CP25	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
28/04/09		12.10
22/11/11		12.9
22/09/15	None	10.7
27/09/16	Review - Minor	12.9
10/12/19	Review - Minor	12.8
24/05/22	Review - None	12.7
22/08/23	Review - Minor	12.10

Risk Management

Policy Objective

1. To develop a culture, processes and systems that effectively manage potential opportunities and adverse effects within the City of Belmont, and to reduce the potential costs of risk through the maintenance of an organisation wide Risk Management Framework.
2. The City of Belmont is committed to managing opportunity and risk and will do so by aligning its Risk Management Framework in accordance with ISO 31000:2018 Risk Management – Guidelines. The Framework will include processes to identify, evaluate, treat, monitor, review and report risks.

Policy Detail

This policy covers all activities from the operational to the strategic planning activities.

1. Responsibility for Risk Management

1.1. Council

Approve the Risk Management Policy and the City's risk appetite levels and provide appropriate resourcing for risk management through the annual budget process.

1.2. Chief Executive Officer and Executive

- a) To establish effective risk management practices.
- b) Ensure the full implementation of a Risk Management Framework throughout the City.
- c) Monitor and promote the Risk Management Policy and procedures at strategic and operational levels.
- d) To act as a risk management committee to oversee and prioritise risks identified and allocate responsibility for risk treatments.

1.3. Coordinator Business Planning, Improvement & Risk

- a) Monitor and update the City's Risk Management Framework and other risk management related documents.
- b) Monitor the City's risk registers.
- c) Induct new employees in the principles of risk management and provide training as required.
- d) Report risk information to the Executive and relevant committees.

- 1.4. Risk and Business Continuity Officer
 - a) Maintain and enhance the risk management system and organisational risk registers.
 - b) Assist, advise and coach staff on risk management related processes, procedures and queries.
 - c) Providing training on the City's Risk Management Framework, tools and procedures.
 - d) Introduce new staff to the Risk Management Framework and promote the Framework across the organisation.
- 1.5. Management
 - a) Identify and assess potential risks in their area of responsibility, develop risk mitigation plans and implement risk reduction strategies.
 - b) Ensure potential and existing risks are reported to the Coordinator Business Planning, Improvement & Risk.
 - c) Allocate risk management responsibilities to employees.
- 1.6. Employees
 - a) Responsible for the effective management of risk including identifying potential and existing risks.
 - b) Comply with the City's Risk Management Policy and procedures.
 - c) Attend risk management training and participate in risk assessments in accordance with management instructions.

Reference/Associated Documents

ISO 31000: 2018 Risk Management - Guidelines
Risk Management Plan

Reference to Internal Procedure

System Procedure – Organisational Risk Assessment

Definitions

'**risk**' ISO 31000:2018 defines risk as "effect of uncertainty on objectives". A risk is often specified in terms of risk sources, potential events or circumstances and the consequences and likelihood that flow from it.

'**risk management**' ISO 31000:2018 defines risk management as "coordinated activities to direct and control an organisation with regard to risk".

'Risk Management Framework' – ISO Guide 73:2009 Risk Management - Vocabulary defines a risk management framework as a “set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation”.

This Policy is supported by:		
Policy No:	CP38	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Coordinator Business Planning, Improvement 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
24/05/22	Review - None	12.7
22/08/23	Review - Minor	12.10

Payments to Employees in Addition to Contract or Industrial Agreement

Policy Objective

To provide suitable recognition to departing employees who have lengthy periods of service with the City.

To adopt a policy for the purposes of section 5.50 of the *Local Government Act 1995 (WA)* (the Act). Section 5.50 of the Act 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 industrial agreement. A payment includes a disposition of property and the conferral of a financial benefit.

Policy Detail

1. Gifts to Employees

- a) Payment will be subject to approval by the Chief Executive Officer in accordance with this policy.
- b) Payments approved by the Chief Executive Officer must be taken in a non-cash form e.g. voucher.
- c) Gifts to Recognise Service

All employees who have been employed by the City for the following periods of continuous satisfactory service may be given a gift as follows:

On 20 year anniversary	Seven hundred and fifty dollars (\$750)
On 15 year anniversary	Five hundred dollars (\$500)
On 10 year anniversary	Two hundred and fifty dollars (\$250)

- d) Gifts to Departing Employees

Departing employees who have been employed by the City for not less than ten (10) years of continuous satisfactory service may be given a gift to the value of a maximum of five hundred dollars (\$500).

2. Payments in Addition to Amounts under this Policy

Any consideration to make a payment to a departing employee that exceeds an amount set out or calculated under this policy must be made in accordance with Section 5.50 of the Act and *Local Government (Administration) Regulations 1996 (WA)*.

Reference/Associated Documents

Local Government Act 1995 (WA)

Local Government (Administration) Regulations 1996 (WA)

Reference to Internal Procedure

Register of Delegations: DA 1.1.26 Discretionary Payments

Definitions

'**continuous**' means the period of employment at the City and excludes unauthorised absences, unpaid leave and unpaid authorised absence.

This Policy is supported by:		
Policy No:	CP39	
Strategic Community Plan:	There are no Strategic Community Plan implications evident at this time.	
Register of Delegations:	1.1.26 Discretionary Payments	
Service Area:	Executive Services	
Policy Owner:	Executive Manager People & Culture	
Policy Stakeholder:	People & Culture Business Partner	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
1/03/05		11.4.1
19/12/06		12.5.8
28/04/09		12.10
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	Review - Minor	12.4
22/09/15	Review - Minor	10.7
27/09/16	Review - Minor	12.9
22/08/17	Review - Minor	12.2
25/09/18	Review - Minor	12.5
10/12/19	Review - Minor	12.8
24/05/22	Review - Minor	12.7
22/08/23	Review - Major	12.10

Work Health and Safety

Policy Objective

1. To ensure all City workers have safe workplace conditions and systems of work that minimise risk of injury or illness to our people including, workers (contractors, labour hire and volunteers) visitors, and customers and minimise damage to Council property and the environment.
2. The City of Belmont will maintain an effective Safety Management System that incorporates a continual improvement philosophy and provides for maintenance of the highest Work Health and Safety standards to protect the wellbeing of our people and the environment reflective of ISO45001:2018 Occupational Health and Safety Management Systems – Requirements (the Standard) and applying recognised principles of best practice. The Safety Management System will continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and consultation with all workers and stakeholders.

Policy Detail

1. City of Belmont

The City of Belmont will:

- a) Comply with the *Work Health and Safety Act 2020 (WA)* and all relevant Regulations, Codes of Practice and Australian Standards.
- b) Ensure stakeholders understand and comply with their obligations regarding Work Health and Safety Legislation and the City's policies, procedures and safe systems of work.
- c) In consultation with stakeholders, manage all safety related matters to reduce risks in the workplace.
- d) Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.
- e) Provide induction and ongoing training, information and instructions to Workers and relevant stakeholders, regarding Work Health and Safety.
- f) Ensure that relevant purchasing programs, contracts, tenders, leasing, hiring systems and assets comply with and are maintained in line with the City's policies and procedures and Australian Standards in relation to the *Work Health and Safety Act 2020 (WA)*.
- g) Provide an effective system of incident/hazard reporting, investigation, and recording. Monitor the effectiveness of the City's Work Health and Safety performance.

2. Workers and Stakeholders

Workers and Stakeholders will:

- a) Comply with the *Work Health and Safety Act 2020 (WA)*, all relevant Regulations, Codes of Practice and Australian Standards.
- b) Report workplace hazards and incidents to supervisors/managers.
- c) Work in accordance with the policies, procedures, and safe systems of work of the City.
- d) Work in a safe manner that will not endanger the safety and health of themselves, their colleagues, the public, or the environment.
- e) Consult and cooperate with supervisors and management on matters relating to workplace health and safety.

3. Responsibility for the Work Health and Safety Policy

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 (WA) and related Regulations
Codes of Practice and Australian Standards

Reference to Internal Procedure

Related Work Instructions

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP40	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Executive Services	
Policy Owner:	Darren Trengove	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
27/09/05		11.5.9
26/09/06		11.5.5
11/12/07		12.5.8
21/10/08		12.10
27/07/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	Review - None	12.4
22/09/15	Review - None	10.7
27/09/16	Review - Minor	12.9
22/08/17	Review - None	12.2
25/09/18	Review - None	12.5
10/12/19	Review - Minor	12.8
14/12/21	Review - Minor	12.7
24/05/22	Review - Updated to Reflect legislative change to Work Health and Safety	12.7
12/12/23	Review - None	12.8
02/07/2025	Review - Minor	

Quality

Policy Objective

1. The City of Belmont will maintain and regularly review its Quality Management System for the purpose of delivering value to its community and stakeholders by determining their current and future needs and expectations.
2. The City 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.
3. 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.
4. The City will ensure a culture of continuous improvement by maintaining certification to the ISO 9001 Quality Management Systems - Requirements (the Standard) and applying recognised principles of best practice. This includes proactive planning, legislative compliance, sustainable development and risk management.

Policy Detail

1. This policy relates to all activities of the City including operational and strategic activities, and to all employees and contractors providing products and delivering services on behalf of the City.
2. The City's Business Management System (BMS) and BMS Manual define and interpret the principal requirements of a Quality Management System (QMS) under the Standard.

3. City of Belmont

The City will:

- a) Monitor and review internal and external issues that may affect the City's ability to achieve the intended outcomes of its BMS.
- b) 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.
- c) Comply with all relevant legislation.
- d) Benchmark our performance in relevant areas to assist in the continuous improvement process.
- e) Participate in the development of the local government sector and ensure due diligence through compliance to statutory and other selected standards.

- f) Ensure every employee understands they are expected to contribute to the continuous improvement of the City and they are to take responsibility for the quality of their own work, as well as the satisfaction of their customers, whether internal or external.
- g) Regularly measure organisational performance and the effectiveness of the business management system through a process of routine audits, assessments and reviews.
- h) Maintain certification to ISO 9001:2015 Quality Management Systems – Requirements.

4. Executive Leadership Team

The Executive Leadership Team will:

- a) Take accountability for the effectiveness of the QMS and ensure that the QMS policy and objectives are established in line with the context and strategic direction of the City.
- b) Ensure integration of the QMS requirements into the City's overall business processes and BMS documentation.
- c) Promote the use of the process approach and risk-based thinking.
- d) Ensure the resources needed for the QMS are available through the annual budget process.
- e) Ensure the QMS achieves its intended outcomes.
- f) Communicate the importance of an effective QMS and of conforming to the QMS requirements to all employees and relevant stakeholders.
- g) Promote an ethos of continuous improvement in the City through education and training of our people and engagement with stakeholders.

5. Responsibility for the Quality Policy

The implementation of this policy is the responsibility of the Chief Executive Officer, the Executive Leadership Team and the Operational Leadership Team. The application of this policy is the responsibility of all City employees and stakeholders.

Reference/Associated Documents

ISO 9001:2015 Quality management systems – Requirements

ISO 14001:2015 Environmental management systems – Requirements with guidance for use

ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use

ISO 31000:2018 – Risk management – Guidelines
 Australian Business Excellence Framework (ABEF)

Reference to Internal Procedure

Nil.

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP41	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Coordinator Business Planning, Improvement and Risk	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/11/11		12.9
25/06/13		12.8
27/09/16	Review - Major	12.9
10/12/19	Review – Major	12.8
14/12/21	Review – Minor	12.7
24/05/22	Review - None	12.7
12/12/23	Review - Minor	12.8

The Role of the Acting Chief Executive

Policy Objective

To determine how the position and duties of the Chief Executive Officer (CEO) will be undertaken on an acting basis as required.

To determine those employees that are considered to be suitably qualified to act in the position of CEO and provide clear guidelines for who will carry out the functions of the CEO on an acting basis in the absence of the CEO in accordance with the requirements of the *Local Government Act 1995 (WA)* (the Act).

Policy Detail

1. In accordance with Section 5.36(2)(a) of the Act, 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.
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 is deemed to be the Acting CEO.
5. In the event of an emergency where the Acting CEO is unable to fulfil their duties, the longest serving Director available at the time is deemed to be the Acting CEO.
6. Notwithstanding the above, in the CEO's absence, Council reserves its right under the Act 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 (WA)

Local Government (Administration) Regulations 1996 (WA)

Higher Duties Form

Reference to Internal Procedure

Nil.

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP42	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
23/06/2020	New Policy	12.7
24/05/2022	Review - None	12.7
12/12/2023	Review - Minor	12.8

Records Management

Policy Objective

To ensure that the City meets the legislated requirements set out in the *State Records Act 2000 (WA)*.

Policy Detail

1. To provide a framework for the reliable and systematic management of records, to ensure records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to the City's Recordkeeping Plan.

2. Application

This policy applies to all City staff, labour hire, volunteers, contractors and Elected Members.

3. Ownership

All records created or received while conducting business for the City, belong to the City and not to the individuals who created or received them.

4. Creation of Records

- a) There is a requirement that all records are created:
 - i) as evidence of communications and transactions
 - ii) to provide accountability for decisions made
 - iii) to show reasoning and context for decision making
 - iv) for future research and historical interest.
- b) All records created and received relating to the City's business, including social media, are to be captured at the point of creation (wherever possible), regardless of format, in accordance with the following:
 - i) *State Records Act 2000 (WA)*
 - ii) *Local Government Act 1995 (WA)*
 - iii) *Freedom of Information Act 1992 (WA)*
 - iv) *Electronic Transactions Act 2011 (WA)*
 - v) *Evidence Act 1906 (WA)*
 - vi) State Records Commission: Principals and Standards

vii) *Corruption and Crime Commission Act 2003 (WA)*

5. Security and Protection of Records

- a) All records are to be classified as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction.
- b) Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.
- c) 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, SharePoint), as these do not provide the necessary functionality to protect business information and records over time.

6. Access to Records

- a) Access to the City's records will be via security accesses as determined by the Coordinator Records, in conjunction with operational Managers.
- b) Elected Member access to the City's records will be via the Chief Executive Officer in accordance with the *Local Government Act 1995 (WA)*.
- c) General public access to the City's records will be in accordance with the *Local Government Act 1995 (WA)*, the *Freedom of Information Act 1992 (WA)*, the *Building Act 2011 (WA)* and other relevant legislation.

7. Appraisal, Retention and Disposal of Records

- a) All records maintained by the City are to be disposed of in accordance with the General Retention and Disposal Authority for Local Government Information (GRDALG), published by the State Records Commission of Western Australia.
- b) Records identified for destruction will be subject to review and approval by the Coordinator Records, the Manager of the business unit the records relate to, and the CEO.

8. Training and Education

- a) Training is available upon commencement with the City, and refresher training upon request. Guides and advice are available to staff on BelNet.
- b) Elected Members are made aware of their recordkeeping responsibilities during the Elected Member Induction process. Additional assistance will be provided upon request through the CEO.

Reference/Associated Documents

Nil.

Reference to Internal Procedure

Recordkeeping Plan 2021

Definitions

'**record**' is defined by the State Records Office (glossary) as "a record is any recorded information, in any format, created or received by a government organisation in the course of its business or conduct of its affairs.

A record provides evidence of activities.

Records may be in any format that can be read and understood, such as: any document, emails, spreadsheets, relational databases, photographs, handwritten notes and diaries, maps, audio and video recordings, messages on any messaging application, on mobile devices, and social media posts".

For the City, it has one or more of the following traits:

- a) It provides information as to decisions made by the City (the why and how of actions made)
 - i) decision making process
 - ii) provision of services
 - iii) matters of public safety
 - iv) courses of action
 - v) planning
 - vi) compliance with legislation and standards.
- b) Information that is of historic/cultural value.

'**CEO**' means the Chief Executive Officer.

This Policy is supported by:		
Policy No:	CP43	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Coordinator Records	
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
24/05/22	Review – Major Now Incorporates Roles and Responsibilities – Elected Members	12.7
22/08/23	Review - Moderate	12.10

Street Numbering

Policy Objective

To ensure correct and consistent street numbering which will allow clear and concise identification of all properties within the City of Belmont.

Policy Detail

1. All street numbers should be in accordance with Landgate guidelines and Australian/New Zealand Standard Rural and Urban Addressing. Where possible, street numbers should meet with the requirements of emergency service responders and other service providers. The main access from a road to a property (i.e. front door) determines the correct street address. Properties must have the street number clearly displayed and visible from the road.
2. The City may approve the re-numbering of City streets where it has valid community or emergency services requests. If any changes are approved, the house numbering will be reviewed and property owners notified of the outcome.
3. Once approved, the City will notify the relevant agencies where street re-numbering has occurred, including but not limited to:
 - a) Australian Electoral Commission
 - b) Australia Post
 - c) utility providers.
4. The City 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.
5. A request to re-number a property is to be submitted in writing.
6. The City 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.

7. 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 Clause 3 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.
8. The City will not compensate or bear any costs associated with the correction of reflective numbering installed on kerbs.

Reference/Associated Documents

Australian/New Zealand Standard AS/NZS 4819 2011

Reference to Internal Procedure

Policy 56 - Naming or Renaming of Streets, Parks and Reserves

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP44	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	Coordinator Rates	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/08/17	New Policy	12.2
10/12/19	Review – None	12.8
24/05/22	Review - None	12.7
12/12/23	Review - Moderate	12.8

Environmental Purchasing

Policy Objective

1. The City is committed to environmentally responsible and sustainable procurement that supports the protection and enhancement of the natural environment, social responsibility, and local economic development. This policy ensures that environmental, social, and economic sustainability considerations are embedded into all purchasing activities.
2. This policy supports and gives effect to the City's broader commitments under Council Policy 46 – Environment and Sustainability, including:
 - a) reducing pollution and emissions
 - b) eliminating unnecessary single-use plastics
 - c) promoting efficient resource use and recovery
 - d) supporting local and inclusive economic development
 - e) considering lifecycle impacts and climate resilience in procurement decisions.
3. To ensure that environmental purchasing is reflective of the ISO 14001 Environmental Management Systems standard (the Standard) and applying recognised principles of best practice.

Policy Detail

1. To support the policy objectives, the City may:
 - a) Give preference to environmentally preferable or sustainable products or services which may include:
 - i) products or services certified under a recognised scheme as containing certified products in recycled content or derived from sustainable sources, or
 - ii) products or services demonstrated to provide significant environmental performance outcomes in addressing resource and energy use (i.e. greater energy efficiency, water saving properties), or
 - iii) products or services demonstrated to reduce overall environmental impact, including use or raw materials, embedded energy and disposal requirements.
2. Environmental criteria must be considered for the following categories , even when a pricing premium is involved:
 - a) non-recyclable/non-biodegradable single use plastic,
 - b) paper-based stationary and other paper-based products,
 - c) photocopiers,

- d) water fixtures and fittings,
 - e) lighting.
3. Purchasing decisions will be considered in the context of the hierarchy for waste management with a view to reduce the overall environmental impact of the good or service.
- a) Reduce
 - i) Purchases that reduce the use of materials, reduce the impact on raw materials and reduce environmental impact will be favoured. For example, bulk purchases that reduce packaging, transport or material use.
 - b) Reuse
 - i) Items purchased are durable, have a long service life and are easy to maintain and upgrade, prolonging their asset/useful life.
 - 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.
 - c) Recycle
 - i) Where practical, purchase products that are recycled or re-manufactured, contain recycled materials or can be recycled at the end of use.
 - d) Recover
 - i) Consider products that result in conversion of waste into resources (i.e. electricity, heat, compost and fuel).

4. Other Considerations in Environmentally Preferable Goods and Services

- a) When assessing goods and/or services as part of any procurement process, the following criteria should be considered alongside operational performance:
 - i) Energy and water efficiency, with preference given to the highest rating available for the price, under a recognised labelling scheme
 - ii) Environmental impacts associated with the production, transportation, use, and disposal of the goods/services
 - iii) Reducing carbon emissions and fossil fuel reliance by choosing lower-emission alternatives and/or incorporating renewable energy where feasible
 - iv) Total Cost of Ownership (TCO), including operational and maintenance costs over the estimated useful life of the product or service, in addition to the initial purchase price and end-of-life disposal costs
 - v) Use of re-purposed, recycled, renewable or certified sustainable materials and avoidance of products which are known to contribute to habitat destruction

- vi) Potential for a product, material or service to pollute water, land, or air at any stage of their lifecycle
- vii) Exclusion of ozone-depleting substances unless no viable alternatives exist
- viii) Non-toxic materials and products that pose minimal risk to human health or the environment during use, maintenance, or disposal

5. Item/ product Specification and Continuous Improvement

5.1. 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.

5.2. Paper Based Products

- a) All copy paper (A3 and A4) purchased shall be made in Australia from:
 - i) virgin fibre, certified to either the Forest Stewardship Scheme (including FSC Mix) or Program for the Endorsement of Forestry Certifications (PEFC) standards, or
 - ii) post-consumer recycled certified to a recycled content standard and Processed Chlorine Free.
- b) Papers made from virgin fibre shall be either Elemental Chlorine Free (ECF), ECF Light, or Totally Chlorine Free (TCF).

5.3. All Other Paper

All other paper-based products will, at a minimum, be virgin fibre from a source certified to the Forest Stewardship Scheme (including FSC Mix) or the Program for the Endorsement of Forestry Certifications standards.

5.4. 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).

5.5. Water and Lighting Fixtures and Fittings

- a) All new water fixtures and fittings installed shall have a 'better than' 3 WELS rating.
- b) Where appropriate, all new light fittings shall be LED or an alternative with equal/ higher energy efficiency.
- c) When water or energy using devices reach the end of their working life replace with a higher rated device to ensure continuous improvement in the level of efficiency.

Reference/Associated Documents

Council Policy 29 - Purchasing

Council Policy 46 - Environment and Sustainability

Reference to Internal Procedure

Nil.

Definitions

'**LED**' means Light Emitting Diode

'**WELS**' means Water Efficiency Labelling and Standards Scheme

This Policy is supported by:		
Policy No:	CP45	
Strategic Community Plan:	Key Performance Area: Planet Outcome: 4. Healthy and sustainable ecosystems.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Environment	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
23/07/02		8.1.1
01/04/08		12.5.1
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	Review - None	12.4
22/09/15	Review - None	10.7
27/09/16	Review - Minor	12.9
22/08/17	Review - Minor	12.2
25/09/18	Review - Major	12.5
10/12/19	Review - Minor	12.8
24/05/22	Review - Minor	12.7
22/08/23	Review - Major	12.10

Environment and Sustainability

Policy Objective

The City is committed to the protection and enhancement of the natural environment. Our operations seek to improve the natural environment whilst addressing the risk of pollution and significant environmental impact. Our community is informed and active in addressing their own environmentally sustainable futures.

Policy Detail

1. The City is committed to:
 - a) Enhancing the City's environmental performance through the continual implementation and improvement of an Environmental Management System.
 - b) Protecting the natural environment and ecological values within the City through the implementation of enhancement plans for remnant bushlands, wetlands, river foreshores and waterways.
 - c) Preventing pollution and ecosystem damage by addressing operational risks and environmental impacts.
 - d) Reducing waste to landfill through efficient resource use and improved resource recovery.
 - e) Reducing the City's corporate carbon emissions by increasing the use of zero emission alternatives.
 - f) Banning single use disposable plastics through Council Policy 45 - Environmental Purchasing and consideration of life cycle impacts in procurement.
 - g) Implementing measures to 'future proof' City operations against the predicted impacts of climate change.
 - h) Complying with relevant environmental legislation and other compliance obligations.
 - i) Ensuring that its environment and sustainability practices are reflective of the ISO 14001 Environmental Management Systems standard (the Standard) and that the City applies recognised principles of best practice.
2. The City will:
 - a) Review its environmental aspects and associated environmental impacts as they relate to the organisational structure and scope, identifying significant environmental aspects to be addressed by organisational controls.
 - b) Maintain an organisation-wide Environment and Sustainability Strategy and Implementation Plan to document strategic objectives, targets and indicators and assign responsibilities, timeframes, and resource requirements to achieve them.

- c) Monitor environmental performance against significant environmental aspects, compliance obligations and environmental objectives, reporting on outcomes to management.
- d) Consider environmental risks and opportunities in City operations, procurement, decision-making and the development of corporate policies, strategies and plans.
- e) Ensure future environmental impacts are considered through appropriate land use planning and development controls.
- f) Maintain organisational awareness of current and emerging environmental issues relevant to the City of Belmont.
- g) Maintain a compliance obligation register, communicating environmental legislative requirements to appropriate employees.
- h) Communicate the City's environmental performance and achievements to the community through Council's Annual Report to influence behaviour change and the uptake of environmental initiatives.

3. Responsibilities

- a) The development of the Environmental Management System and this policy is the responsibility of the Executive Leadership Team.
- b) Its implementation is the responsibility of the Chief Executive Officer.
- c) 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

Council Policy 40 – Work Health and Safety

Council Policy 38 - Risk Management

Council Policy 41 - Quality

Council Policy 45 - Environmental Purchasing

Reference to Internal Procedure

BelNet Related Process Maps and Work Instructions

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP46	
Strategic Community Plan:	Key Performance Area: Planet Outcome: 4. Healthy and sustainable ecosystems. Outcome: 5. Climate resilience. Key Performance Area: Place Outcome: 6. Sustainable population growth with responsible urban planning. Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance Executive Services Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator 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 (implemented 01/07/18)	12.4
10/12/19	Review - None	12.8
23/02/21	Review - None	12.7
24/05/22	Review - None	12.7
22/08/23	Review - Major	12.10

Dangerous Trees

Policy Objective

To ensure the most appropriate, effective, and sustainable action is taken regarding trees on private property in an unsafe condition, while supporting the City's broader goals for urban forest protection, biodiversity, and climate resilience.

Policy Detail

1. Where concern is raised regarding the safety of a tree on private property, a City officer will, at the earliest opportunity, arrange for a qualified Arborist to conduct a visual inspection of the tree.
 - a) 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 (WA)* (the Act), take action to reduce the risk, with or without consent of the owner or occupier of the land.
 - b) 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', but 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 of the Act, and shall include 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.
 - a) The City will advise the original complainant of the outcome of the inspection.
 - b) 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 (Cth)*, the City will either:
 - i) Obtain the required approval, or

- ii) Provide information in the notice issued to the owner or occupier advising them of the legislative requirement and request a copy of the approval once obtained.

Reference/Associated Documents

Local Government Act 1995 (WA), Section 3.27(1) Schedule 3.2(7) Section 3.25(1) Schedule 3.1(8) and (9)

QTRA: Quantified Tree Risk Assessment Version 5

Reference to Internal Procedure

Process Map - Parks - Dangerous Tree Removal

Delegation Register

Definitions

'Serious and immediate danger' defined as: a tree assessed by a qualified Arborist using QTRA methodology as presenting an unacceptable risk of significant harm requiring immediate action.

'Low and tolerable risk' defined as: A QTRA qualified arborist assessed a tree at an elevated but not unacceptable risk.

And where the tolerability of the risk depends on the costs and benefits of risk reduction. (Whether the benefits of risk control are sufficient to justify their cost).

This Policy is supported by:		
Policy No:	CP47	
Strategic Community Plan:	Key Performance Area: People Outcome: 1. A safe, healthy community. Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Parks	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
27/07/04		10.1.1
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
28/10/14	Minor	12.4
27/09/16	Review - Major	12.9
22/08/17	None	12.2
24/04/18	Major	12.4 (from 1 July 2018)
10/12/19	Review - None	12.8
24/05/22	Review - Major	12.7
12/12/23	Review - None	12.8

Urban Forest

Policy Objective

To detail the City of Belmont's commitment to preserving and enhancing the growth of the urban forest.

Policy Detail

1. Tree Planting

- a) The City shall implement the key objectives of the Urban Forest Strategy 2025-2030.
- b) The City shall develop and implement an annual tree planting programme with the view to increase tree numbers and canopy cover within streetscapes and City managed lands.
- c) Tree selection will be location dependent and appropriate for the environmental context and in accordance with the objectives of the Urban Forest Strategy 2025-2030.
- d) Objections to planting trees for reasons such as nuisance, attracting wildlife, unapproved property development, verge treatments, shading, unproven health issues, tenant requests, or verge parking will not be a sufficient basis for the City not to proceed with a verge tree planting.
- e) The City shall maintain an inventory of City street trees as per a recognised arboricultural methodology or standard, including but not limited to information pertaining to:
 - i) individual amenity value (in Australian Dollars) as calculated by a qualified Arborist using the Helliwell System or other recognised form of amenity value calculation,
 - ii) arboricultural and physical attributes such as lifecycle, tree structure, tree health, useful life expectancy and canopy cover, and
 - iii) the number, location and species of street trees removed and planted annually.

2. Tree Retention and Protection

- a) All trees within City managed lands and areas under the City's control will be protected and managed as per this policy.
- b) Regarding City trees, the City's preference, in order of priority, is:
 - i) avoid impact: through appropriate design or construction methodologies, or
 - ii) minimise impact: the City will require that the risk to the tree is minimised

- c) Where works, including development, are likely to have a significant impact on a City Tree, the applicant shall:
 - i) 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,
 - ii) where works are undertaken within a Tree Protection Zone, an Arborist Method Statement will be required, and
 - iii) Demonstrate that tree protection methods have been put in place prior to commencement and for the duration of works.
- d) Where design options or construction methodologies result in unavoidable tree loss, the City shall require tree removal and replacement as per Clause 5, City Trees and Developments - Offset and Cost Recovery.

3. Tree Pruning

- a) Pruning of City trees will be undertaken in compliance with AS 4373-2007 - Pruning of Amenity Trees and will only be considered:
 - i) to promote and increase canopy cover,
 - ii) to support or extend the tree's useful life expectancy,
 - iii) to mitigate an unacceptable risk of harm or damage to infrastructure, property or safety,
 - iv) where the maintenance is to comply with legislation, or
 - v) where the pruning is approved by the City's Arborist and is performed as per AS 4373-2007 Pruning of Amenity Trees.
- b) The City will not prune City Trees:
 - i) for aesthetic purposes,
 - ii) to maintain or create viewsapes,
 - iii) to reduce shading of solar panels outdoor areas, pools, gardens, lawns or any other surface, or
 - iv) to reduce leaf litter, nut drop or for any other nuisance factors.
- c) The Chief Executive Officer may authorise pruning of a City Tree for additional reasons under exceptional circumstances, following consideration of a request received in writing.

4. Tree Removal and Replacement

- 4.1. 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.
- 4.2. 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.
- 4.3. 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 the City shall determine the species of replacement trees dependent on the locality.

5. City Trees and Developments - Offset and Cost Recovery

- a) If a City Tree has been approved for removal, the City shall require pre-payment for:
 - i) works to be undertaken by the City (i.e. tree removal and stump grinding), and
 - ii) the provision of replacement trees to be planted by the City, or
 - iii) with agreement with the developer, the amenity value of the tree to be removed.
- b) Where a City Tree is removed, replacement planting shall be undertaken at a ratio of 1:3 (removed: replaced).
- c) Where a City Tree is removed, pruned or is damaged without authorisation on City managed land, the City, at its discretion may:

- i) take action under Regulation 5(1) of the *Local Government (Uniform Local Provisions) Regulations 1996 (WA)* 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, and
- iv) undertake replacement planting as per this Policy.

Reference/Associated Documents

Urban Forest Strategy 2025-2030

Environment and Sustainability Strategy

Tree Protection Fact Sheet

Street Trees Fact Sheet

Reference to Internal Procedure

Application for Street Tree Assessment through Development Application, Building Permit or Crossover Application

Processing Infrastructure Services Clearance and Crossover Assessments

Dealing with Street Tree Roots Causing a Disturbance or Damage to Infrastructure

Definitions

'**amenity value**' means monetary value representing the visual amenity provided by individual trees as calculated by a qualified Arborist using an internationally accepted arboricultural method.

'**canopy cover**' means broad crown of a tree/s providing shade and cover.

'**City tree**' means tree with the entirety or majority of its trunk located within lands owned, vested or managed by the City.

'**street tree**' means tree located within a road reserve.

'**streetscapes**' means the appearance or view of a street/ road reserve.

'**tree**' means a woody plant inclusive of its roots, canopy, stems and trunk(s) that is capable of growing taller than 4m in height at maturity.

'**urban forest**' means the sum of all trees and vegetation within the urban environment.

'**useful life expectancy**' means the number of years the tree is expected to continue to mature and provide canopy prior to going into decline.

This Policy is supported by:		
Policy No:	CP48	
Strategic Community Plan:	<p>Key Performance Area: People Outcome: 1. A safe, healthy community. Outcome: 2. A strong sense of pride, belonging and creativity.</p> <p>Key Performance Area: Planet Outcome: 4. Healthy and sustainable ecosystems. Outcome: 5. Climate resilience.</p> <p>Key Performance Area: Place Outcome: 7. Attractive and welcoming places.</p> <p>Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management. Outcome: 11. A happy, well informed and engaged community.</p>	
Register of Delegations:	n/a	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Parks	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
16/04/19	New Policy	12.5
10/12/19	Review – Minor	12.8
23/02/21	Review – Minor	12.7
24/05/22	Review – Minor	12.7
22/08/23	Review – None	12.10

Donations – Financial Assistance

Policy Objective

To direct the process of administering financial assistance to the local community, including not for profit groups, local schools, sporting, and recreational clubs and disaster relief appeals.

The aim of the financial assistance is to provide a direct benefit to residents of the City of Belmont and to allow for additional flexibility to respond to the changing needs of the community*.

Policy Detail

1. The City will consider administering financial assistance and donations under one of the following programs:
 - a) Community Contribution Fund,
 - b) Specific Donations (through formal Memoranda of Understanding or Funding Agreements),
 - c) In Kind Donations (use of Council community facilities), or
 - d) Other Donations/Financial Assistance via grants.
2. Requests for financial assistance will only be considered where it is determined that the financial assistance will provide a direct benefit to the City's community by service provision that is reflective of community needs*.
3. To ensure the administration of funds meet the changing needs of the community and are subject to continuous improvement, the above programs have guidelines and/or templates which are maintained, reviewed, and modified at an operational level. The Executive Leadership Team are responsible for approving or rejecting proposed changes to program guidelines and templates.
4. Any applications for funding which meet the associated program guidelines or templates will go through the process of assessment, review, and recommendations by the responsible Officer of the related program in conjunction with the relevant Manager, or an assessment panel where relevant.

5. Asset Improvement Requests

- a) The replacement of City-owned assets is typically funded and undertaken as part of renewal programs identified through Asset Management Plans. Where an application relates to the upgrade and/or replacement of existing City-owned assets nearing the end of their useful life, and the project will significantly increase the useful life of the asset, the City may consider an increased level of contribution. Authority for approval of requests for financial assistance shall be in accordance with the City's Delegation Register.

- b) Where an application relates to financial support from external grant funding opportunities for developing new or upgraded infrastructure not currently scheduled for renewal through the City's Asset Management Plans (including fixed equipment/assets and sports lighting), the application will be considered based on a ratio of up to a maximum of one third of the costs contributed by Council and two thirds being the responsibility of the applicant. The contributions from the applicant may take the form of a grant, self-help, or cash (including external grants).

**The only occurrence where recipients/communities outside the City of Belmont could be eligible to receive financial assistance is when supporting disaster relief appeals.*

Reference/Associated Documents

Regulation 29G - *Local Government (Administration) Regulations 1996 (WA)*

Reference to Internal Procedure

WI – Administer funds to local organisations for provision of sand and turf line marking paint.

WI – Community Contribution Fund

Community Contribution Fund Guidelines

Community Contribution Fund Application Form

Community Sporting and Recreation Facilities Fund Guidelines

Sporting and Cultural Donations Guidelines

Hall Hire in Kind Donations Application Form

Reimbursement for Sand or Turf Line Marking Paint Application Form

Your Neighbour Community Grant Application Form

Belmont Business Innovation Grant Application Form

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP50	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Development and Communities Infrastructure Services	
Policy Owner:	Manager Economic and Community Development	
Policy Stakeholder:	Coordinator Community Development Coordinator Leisure Services Coordinator Business Continuity and Risk Coordinator Arts and Place	
Amendment Status:		
Date of Amendment	Status 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	Review - Major	12.8
24/05/22	Review - Major	12.7
22/08/23	Review - Moderate	12.10

Seasonal Hire In-Kind Support

Policy Objective

To provide a framework to support local seasonal hire sporting clubs via in-kind support from the City.

Policy Detail

1. As one of various strategies to support the sustainability of local not-for-profit sporting clubs to provide organised sport for the community, the City will provide the following in-kind support.
 - 1.1. Junior Sport - Subsidy
 - a) The City will not apply a member fee hire charge for 'Junior' members for the use of sporting reserves managed under a seasonal hire arrangement with the City.
 - b) All other charges will apply including, but not limited to:
 - i) seasonal facility hire charge,
 - ii) sport lighting charges, and
 - iii) casual bookings (where applicable).
 - 1.2. Club Promotional/Fundraiser Activities
 - a) To provide in-kind support for sporting clubs using reserves/facilities under a seasonal hire arrangement, all sporting clubs may:
 - i) Request for up to two free bookings at their usual seasonal hire reserve/facility for the purposes of club related activities such as registration days, club development days, fundraiser events and club wind ups. Should the club's usual reserve/facility be unavailable or deemed unsuitable, alternative options will be offered.
 - ii) Use their usual seasonal hire reserve/facility for the purposes of their monthly committee meetings and their Annual General Meeting (where available).

2. Record Keeping

Any decision to waive fee (in-kind support) must be recorded in a register including the value. Note: only those officers with delegated authority may make a decision.

Reference/Associated Documents

Seasonal Hire Application Form and Conditions

Reference to Internal Procedure

Nil.

Definitions

'City' means the City of Belmont.

'Junior' means a member of a City of Belmont sporting club under the age of 18 years.

This Policy is supported by:		
Policy No:	CP52	
Strategic Community Plan:	Key Performance Area: People Outcome: 1. A safe, healthy community.	
Register of Delegations:	n/a	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Community Wellbeing	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
15/07/08		12.9
28/04/09		12.10
22/11/11		12.9
28/08/12		12.3
22/09/15	Review - None	10.7
27/09/16	Minor	12.9
25/09/18	Review - Minor	12.5
24/05/22	Review - None	12.7
22/08/23	Review - Major	12.10

Honorary Freeman of the City

Policy Objective

To provide a framework for Council to bestow the title of Honorary Freeman of the City on a person to formally recognise outstanding and meritorious service to the City of Belmont community.

Policy Detail

1. Council may bestow the title of Honorary Freeman of the City upon any person who has served the City community on a continuous basis for a minimum of 20 years in an outstanding and meritorious manner that stands above contributions made by most other persons, and whose activities have contributed significantly to the wellbeing of the City's citizens and advancement of the City's strategic direction.

2. Eligibility

- a) Contribution to the City's community must be:
 - i) significant in that the person's time serving the Belmont community has been on a continuous basis for a minimum of 20 years,
 - ii) significant in that it has been spent improving the quality of life of the community,
 - iii) outstanding in that it can be seen to stand above the contributions of most other persons, and
 - iv) a consistent display of commendable conduct.
- b) A contribution can be given by a person in a voluntary capacity or by an elected member whose dedication and contribution to the Belmont community is significantly above that usually expected from their role as an elected member.
- c) Eligibility does not arise from contribution at a State, National or International level, unless a significant contribution in line with Clause 2.a) above.

3. Entitlements

- a) Any person upon whom the title Honorary Freeman of the City has been conferred may designate themselves 'Honorary Freeman of the City of Belmont'.
- b) The recipient shall be presented with a name badge which identifies them as Freeman of the City along with a plaque and certificate to commemorate receiving the award.

4. Nomination Procedure

- a) Nominations must be made in writing addressed to the Chief Executive Officer in the strictest confidence.
- b) Nominations for an 'Honorary Freeman of the City of Belmont' must include a chronological outline of the history of community service of the person being nominated.

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 (WA)*.

- c) If the nomination is approved by Council, the Chief Executive Officer will seek the nominee's acceptance of the title, prior to its formal presentation and announcement.
- d) The successful nomination will remain confidential until officially bestowed on the nominee at a Bestowal Ceremony.

5. Bestowal of Title

A Bestowal Ceremony where the citation will be read, and the plaque and certificate will be presented to the recipient is to be scheduled within two months, or as soon as possible after the recipient's acceptance of the title.

Reference/Associated Documents

Local Government Act 1995 (WA)

Reference to Internal Procedure

Work Instruction – Honorary Freeman of the City

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP53	
Strategic Community Plan:	Key Performance Area: People Outcome: 2. A strong sense of pride, belonging and creativity.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Coordinator Governance	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
08/02/05		11.3.4
28/04/09		12.10
22/11/11		12.9
22/09/15	Review – Minor	10.7
27/09/16	Minor	12.9
10/12/19	Review – None	12.8
24/05/22	Review - None	12.7
12/12/23	Review – Minor	12.8

Civic Dinner Community Guests

Policy Objective

To recognise the contribution of members of the community through invitations to the Civic Dinner.

Policy Detail

1. Elected Members

- a) Elected Members may nominate up to four people to be invited to the annual Civic Dinner.
- b) The persons nominated by Elected Members should have contributed to the positive wellbeing of the City and Elected Members are required, when submitting their nominations, to include a summary of that contribution.

2. Freeman of the City

All Freeman of the City will be invited as guests to the Civic Dinner.

3. Other Invitees

Community Service Award and NAIDOC Community Award recipients and other community representatives will be invited as guests to the Civic Dinner.

4. Approval

All invitations to the Civic Dinner are subject to the endorsement of the Mayor and CEO.

Reference/Associated Documents

Elected Member Civic Dinner Guest Nomination Form

Reference to Internal Procedure

Work Instruction – Managing Civic Functions

Definitions

'City' means the City of Belmont.

'**Civic Dinner**' is a civic function held by the City to recognise community service during the year.

'**Community Service Award**' is an award to recognise outstanding community service during the year.

'**NAIDOC Community Award**' is an award to recognise the personal achievements of an Aboriginal and/or Torres Strait Islander community member during the year.

'**Freemen of the City**' are persons who have had the title of Freeman bestowed upon them by the City of Belmont.

This Policy is supported by:		
Policy No:	CP54	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 11. A happy, well informed and engaged community.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager PR and Stakeholder Engagement	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
19/03/02		8.1.1
05/07/05		11.3.3
28/04/09		12.10
22/11/11		12.9
22/09/15	Review – Minor	10.7
27/09/16	Minor	12.9
10/12/19	Review – None	12.8
24/05/22	Review - Minor	12.7
12/12/23	Review – None	21.8

Engagement – Community and Stakeholders

Policy Objective

To foster and support an engagement culture that keeps people informed on matters that affect them and respects and encourages the participation of community and stakeholders in decision-making processes.

Policy Detail

1. The City embraces a positive approach to engaging with the community and stakeholders, promoting understanding and involvement to achieve better outcomes for the community.
2. The City will:
 - a) Strive to keep the community informed of matters that affect them.
 - b) Engage with the community and stakeholders when it is valuable to inform decision-making, as well as when it is required by legislation.
 - c) Engage with relevance, noting engagements will be designed at an appropriate level and may be broad or targeted depending on the nature of the project or decision.
 - d) Identify barriers to engagement and try to include people who are hard to reach.
 - e) Provide the community and stakeholders with the information they need to participate in a meaningful way.
 - f) Include the results of engagement activities within decision-making processes.
 - g) After an engagement activity the City will close the loop to let people know the outcomes of the engagement.
 - h) Review the City's engagement processes on a regular basis.
3. The results of engagement activities inform, but do not replace, the decision-making role of the City and Council. Unless it is an aspect of the engagement activity, decisions are at the discretion of Council or the relevant decision maker.
4. Engagement will not occur when there is no scope for community or stakeholder involvement to influence a decision. For example, where legislative or policy provision gives a clear right to an outcome.

Reference/Associated Documents

Local Government Act 1995 (WA)

Local Government (Administration) Regulations 1996 (WA)

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

Strategic Community Plan 2024-2034
Access and Inclusion Plan 2022-2026
City of Belmont Engagement Strategy 2023 & Beyond

Reference to Internal Procedure

SP05 Communications - External

Definitions

'City' means the City of Belmont.

'community' means individual and groups of people who reside, interact, or do business within the City of Belmont, this includes our residents, ratepayers, business owners, community groups, customers, employees, and frequent visitors.

'engagement' means the process for interacting with our community or stakeholders to seek their input, to help inform decision-making.

'stakeholder' means individuals, a group of individuals, organisations, or a political entity with a specific stake in the outcome of City decisions.

This Policy is supported by:		
Policy No:	CP55	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 11. A happy, well informed and engaged community.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager PR and Stakeholder Engagement	
Policy Stakeholder:	n/a	
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
24/05/22	Review - None	12.7
22/08/23	Review - Major	12.10

Naming or Renaming of Roads, Parks, and Reserves

Policy Objective

To ensure the naming or renaming of roads, parks and reserves within the City conform to accepted criteria.

To outline the City's preferred sources of names for roads, parks and reserves.

To outline the process for the naming of roads, parks and reserves within the City of Belmont.

Policy Detail

1. General Naming Criteria

- a) This policy is to be read in conjunction with the requirements listed in Landgate's Policies and Standards for Geographical Naming in Western Australia.
- b) Names for roads, parks and reserves can be drawn from the Schedule of Names (attached) which has been endorsed by Council. Community consultation for the application of these names is required in accordance with Landgate's Policies and Standards for the Geographical Naming of Western Australia.
- c) If a name is proposed which is not included on the Schedule of Names, it shall be drawn from the following sources, unless determined by resolution of Council:
 - i) Surnames of people, who in the opinion of Council, made an outstanding contribution to the community of the City of Belmont by extensive time volunteering, participation in service organisations, or by their philanthropy.
 - ii) Aboriginal (Noongar) and common names of places, flora and fauna that has been or is currently existing in the City of Belmont.
 - iii) Horses that have won two or more major racing events.
- d) When considering a proposed name the following should be noted:
 - i) The surnames of pioneering families, who originally lived in the City of Belmont prior to 1955 for an extended period can only be considered for parks and reserves.
 - ii) The use of horse names shall only apply to the suburb of Ascot.
 - iii) Military Service will not be a criterion for naming or renaming a park, road or reserve. (There have been so many men and women called to serve their country because of war and not only in the field of battle. The names of those Belmont residents who served in the theatre of war will be honoured with plaques on the war memorial remembrance walls).

- iv) When using a commemorative name, there is a preference to use the name of a person who had a relationship to the location.

2. Renaming of Roads

- a) In regard to the renaming of roads:
 - i) The City will not be responsible for costs associated with stationery changes relating to business names and addresses.
 - ii) The City will provide three months' notice prior to the installation of road signage to enable the correction of stationery and business advertisement signage.
 - iii) Where a request from the community or emergency services is received regarding segmented sections of a road, the City may coordinate the re-naming of the segmented portions after seeking comments from all property owners within the affected road sections.
 - iv) Where a road, or portion of a road, is to be renamed, the original road name shall be applied to the longest segmented length(s) of road(s).

3. Process

- a) On receipt of a request to name or rename a road, park or reserve the City's officers shall:
 - i) Propose a primary and secondary preferred name sourced from the Schedule of Names or the sources identified in Clause 1.c) of this policy.
 - ii) Ensure the preferred names comply with the requirements of Landgate's Policies and Standards for Geographic Naming in Western Australia.
 - iii) Present the preferred names to Council for consent to advertise.
 - iv) Undertake public advertising in accordance with Landgate's requirements.
 - v) Following consideration of any submissions received, refer the matter to Council for final endorsement.
 - vi) Refer endorsed names to Landgate for consideration and adoption.

Schedule of Names for Roads, Parks and Reserves

Name	Road	Park/Reserve
Bettridge (Basil J Bettridge)	✓	✓
Caisley	✓	✓
Corlett	✓	✓
Daba Karn (Noongar for 'take it easy')		✓
Dowding (Frederick T Dowding)	✓	✓
Elliott (Clive Elliot)		✓
Haimes (Harold W Haimes)	✓	✓
Hop Wah		✓
Liepa (Vera and Edmund Liepa)	✓	✓
Lloyd (Ralph Lloyd)		✓
Maali (Noongar for 'Swan')	✓	✓
Marshall (Aino Marshall)		✓
Milne (Mary A Milne) (Henry Milne)		✓
Moore (Frank (Tiger) Moore)		✓
Mullane (Leslie Mullane)	✓	✓
Mutard	✓	✓
Mutzig		✓
Oberne (Thomas Oberne)	✓	✓
Oliver		✓
Parnham (Harold Parnham)	✓	✓
Riedel	✓	✓

Name	Road	Park/Reserve
Saligari		✓
Venables	✓	✓
Walkerden	✓	✓
Wandjoo (Noongar for 'Welcome')		✓
Yee Hop		✓

Reference/Associated Documents

Landgate's Policies and Standards for Geographical Naming in Western Australia
 City of Belmont Origin of Road Names

Reference to Internal Procedure

Process map - Request to Name a Street or Park

Process map - Inclusion of a Name on the Schedule of Names Reserved for Streets and Parks

Work instructions - Request to Name or Rename a Street, Park or Reserve

Work instructions - Inclusion of a Name on the Schedule of Names Reserved for Streets and Parks

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP56	
Strategic Community Plan:	Key Performance Area: People Outcome: 2. A strong sense of pride, belonging and creativity.	
Register of Delegations:	n/a	
Service Area:	Development and Communities	
Policy Owner:	Manager Planning Services	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/12/05		11.1.6
11/03/08		12.1.2
15/07/08		12.6
22/09/09		12.3
23/03/10		12.3
27/07/10		12.9
22/11/11		12.9
25/06/13		12.8
22/04/14		12.1
28/10/14	Review – Major	12.4
27/09/16	Review – Major	12.9
25/09/18	Review – None	12.5
10/12/19	Review – Minor	12.8
24/05/22	Review – Minor	12.7
22/08/23	Review - Major	12.10
23/04/24	Addition of name	12.3

City Facilities – Naming

Policy Objective

To establish guidelines for the naming of City Facilities, to recognise persons who have given notable service to the Belmont community.

Policy Detail

1. Requests to rename an entire City Facility will not be approved, however meeting rooms, clubrooms, pavilions and other structures located within a City Facility may be considered. Such requests will be considered in accordance with the following guidelines.

2. Application

- a) The naming of streets, parks and reserves is excluded from this policy and is subject to Council Policy 56 – Naming or Renaming of Roads, Parks and Reserves.
- b) Names for City facilities can be drawn from the Schedule of Names (attached) which has been endorsed by Council.
- c) An application to rename parts of a City Facility, by the addition of a commemorative plaque may be made by any member of the Belmont community.
- d) Applications must be made in writing and demonstrate that the person/s being honoured has either:
 - i) delivered outstanding service to the Belmont community over an extended period, and
 - ii) has made exceptional contributions to user groups of the nominated facility, or
 - iii) has a significant connection with the facility proposed for naming.

3. Assessment

- a) Upon an application being received, those organisations/users that lease or hire the affected City Facility are to be advised and requested to make a submission on the proposal within 14 days.
- b) Only one City Facility can be nominated to be named in honour of the individual.
- c) Selection and application of names to specific venues is at the sole discretion and determination of the City. However, upon reviewing the application and

submission, the Chief Executive Officer shall inform Elected Members of the proposed decision.

- d) Elected Members will have a seven-day period in which the matter can be requested to be placed before Council for a resolution on the matter.

4. Implementation

- a) Costs associated with the purchase, engraving, installation and maintenance of plaques are to be borne by the City of Belmont.
- b) The City retains the right to remove or relocate the plaque should it be impacted by future redevelopment or is no longer deemed suitable.

Schedule of Names Reserved for City Facilities

Name
Bass (Margie M Bass)
Belton (Raymond (Ray) J Belton)
Bettridge (Basil J Bettridge)
Blair (Marion H Blair)
Caisley
Daba Karn (Noongar for 'take it easy')
Dans (Frances (Frank) L Dans)
Doney (Glyn R Doney)
Dowding (Frederick T Dowding)
Duncan (G H Duncan) (H G Duncan)
Ellery (Reginald (Reg) E Ellery)

Elliott (Clive Elliot)
Godsell (Michael (Mike) C Godsell)
Parkin (Peggy (Peg) P Parkin JP AM)
Parnham (Harold Parnham)
Passeri (Peter R Passeri JP)
Powell (David L Powell)
Rich (Charles Rich)
Richardson (Alan T Richardson JP)
Riedel
Saligari
Sharples (W Sharples)
Simone McMahon
Swann (Ronald (Ron) T Swann)
Symonds (Diane J Symonds)
Teasdale (Edward (Ted) T Teasdale)
Van Garderen (Eric V Van Garderen)
Venables
Walkerden
Wandjoo (Noongar for 'Welcome')

Wilson (Colin S Wilson)
Wright (P A Wright) (W H Wright)
Yee Hop

Reference/Associated Documents

Council Policy 56 – Naming or Renaming of Roads, Parks and Reserves
Naming of Council Facilities Application Form and Guidelines

Reference to Internal Procedure

Nil.

Definitions

'City' means the City of Belmont.

'City Facility' means community facility (e.g. Community Centres) or any structures located in a facility owned by the City.

This Policy is supported by:		
Policy No:	CP57	
Strategic Community Plan:	Key Performance Area: People Outcome: 2. A strong sense of pride, belonging and creativity.	
Register of Delegations:	n/a	
Service Area:	Infrastructure Services	
Policy Owner:	Manager City Facilities and Property	
Policy Stakeholder:	Coordinator Leisure Services	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
31/10/07		12.5.5
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15		10.7
27/09/16	Review – Minor	12.9
25/09/18	Review – None	12.5
24/05/22	Review - None	12.7
22/08/23	Review - Major	12.10
23/04/24	Addition of name	12.3

City Facilities - Personalisation by Users

Policy Objective

To ensure that City owned facilities can be utilised to their full potential by managing the personalisation of facilities by users.

Policy Detail

1. The City shall be responsible for determining the paint colour palette, furniture and equipment for the use by hirers of City facilities.
2. Requests made by hirers for sporting club memorabilia, equipment and/or furniture shall be managed in accordance with this policy.

3. Sporting Club Memorabilia

- a) The installation of sporting club memorabilia requires approval in writing from the City.
- b) Requests for specialised colours to represent user groups, including sporting clubs will not be approved.
- c) The permanent fixing of sporting club memorabilia is to be limited to one wall per club. Requests are to be made in writing with images showing the proposed memorabilia and location.
- d) The memorabilia to be displayed must:
 - i) be presented in a neat and organised manner,
 - ii) not detract from the facility, and
 - iii) not cause any potential hazard to other users.
- e) Sporting clubs are solely responsible for insuring any memorabilia.

4. Furniture and Equipment

- a) The installation of private furniture or equipment of hirers (outside of allocated storage areas) requires approval in writing from the City.
- b) Private furniture or equipment will need to be of a sufficient standard to not detract from the facility or negatively impact other users.
- c) The user is solely responsible for insuring any furniture and equipment.

Reference/Associated Documents

Nil.

Reference to Internal Procedure

Nil.

Definitions

'City' means the City of Belmont.

This Policy is supported by:		
Policy No:	CP58	
Strategic Community Plan:	Key Performance Area: Place Outcome: 7. Attractive and welcoming places.	
Register of Delegations:	n/a	
Service Area:	Infrastructure Services	
Policy Owner:	Manager City Facilities and Property	
Policy Stakeholder:	Coordinator Leisure Services	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
1/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14	Minor	12.4
22/09/15	Review – None	10.7
25/09/18	Review – Minor	12.5
24/05/22	Review - None	12.7
22/08/23	Review - Moderate	12.10

Closed Circuit Television (CCTV) Video Analytics

Policy Objective

To provide parameters controlling the use of the City's CCTV analytics software and provision of recorded footage and data.

Policy Detail

1. The City's CCTV system and analytics software will only be accessed by authorised City Community Safety Officers and approved contractors.
2. Original recordings or data will not be released unless requested under a warrant, court summons or by a State or Federal law enforcement agency.
3. Original recordings or data may be released to a third party under exceptional circumstances and only at the discretion of the Chief Executive Officer.
4. Western Australian Police (Belmont Station) can view the City's CCTV livestream from selected cameras but are not permitted to download any CCTV footage.
5. Western Australian Police (State Operations Intelligence Hub) can access ANPR data from the City's CCTV system through a formalised Release of Information Deed only.
6. The City may use CCTV footage in the investigation of Local Law or other relevant legislative breaches.
7. Metadata sourced from analytics software can be used to provide demographic information to assist in the efficient use and management of City facilities.
8. The feature recognition capability of the analytics software will not be activated or used by the City.
9. The City would consider temporarily activating the feature recognition capability of the analytics software if requested or instructed by law enforcement, in the event of a significant emergency, such as a missing child.

Reference/Associated Documents

Australian Standard 4806.2 - 2006 - (R2015) Closed Circuit Television (CCTV)

Privacy Act 1988 (Cth) (and the Australian Privacy Principles) (The Privacy Act 1988 is federal law and does not apply to local, state or territory government agencies. The City however supports the intent and principles outlined in the Act).

Privacy and Responsible Information Sharing Act 2024 (WA)

Surveillance Devices Act 1998 (WA)

Reference to Internal Procedure

Closed Circuit Television (CCTV) Management and Operations Manual

Definitions

'ANPR' means Automatic Number Plate Recognition

'CCTV' means Closed Circuit Television

'Metadata' means a set of data that describes and gives information about other data

'City' means the City of Belmont.

This Policy is supported by:		
Policy No:	CP59	
Strategic Community Plan:	Key Performance Area: People Outcome: 1. A safe, healthy community.	
Register of Delegations:	n/a	
Service Area:	Development and Communities	
Policy Owner:	Manager Safer Communities	
Policy Stakeholder:	Coordinator Community Safety	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
25/08/20	New Policy	12.7
24/05/22	Review - Minor	12.7
22/08/23	Review - Moderate	12.10

Customer Complaints Management

Policy Objective

1. To establish the City's position and approach to be taken in resolving customer complaints.
2. The City is committed to managing complaints in a manner that is unbiased and consistent with Australian Standard Guidelines and the WA Ombudsman.
3. The City recognises the right of customers to complain when dissatisfied with the service provided and undertakes to resolve these complaints in an accountable, transparent, and timely manner.

Policy Detail

1. What this Policy Covers

- a) This policy applies to all Elected Members, employees and contractors engaged to provide services to the City or on behalf of the City.
- b) For the purposes of this policy, a complaint is an expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required.
- c) For the purposes of this policy, the following are not classified as a complaint:
 - i) employment related complaints made by City employees,
 - ii) feedback obtained during stakeholder and community engagement processes,
 - iii) enquiries and requests for specific information,
 - iv) a request for service or action by the City (unless there was inaction or an unsatisfactory response to the initial request for service),
 - v) matters currently being dealt with or previously dealt with by a court, tribunal or external complaints agency,
 - vi) the lodging of an appeal or objection in accordance with a statutory or regulatory function,
 - vii) reports concerning neighbours or neighbouring property,
 - viii) complaints about individual Elected Members*,
 - ix) petitions, or
 - x) issues over 12 months old.

** Complaints about Elected Members and related processes are captured in the adopted Code of Conduct for Council Members, Committee Members and Candidates and Council Policy 60 - Complaint Investigation – Behaviour Complaints.*

2. Making a Complaint

- a) General guidelines for the lodgement and management of complaints will be published on the City's website.
- b) Sufficient relevant information must be provided to the City in order for the complaint to be investigated and responded to in an appropriate and timely manner.

3. Timeliness

- a) All complaints received will be acknowledged within five normal working days.
- b) Complainants will be notified if their complaint cannot be resolved within the prescribed timeframes of the City's Customer Service Charter. Complainants will be advised of the reasons for any delay and expected timeframe for resolution.

4. Risk

- a) Risk factors associated with each complaint will be considered when managing complaints. Priority will be given to complaints with high risk factors which include but are not limited to:
 - i) public safety,
 - ii) seriousness of the complaint,
 - iii) frequency of occurrence, and
 - iv) need for immediate attention.

5. Confidentiality

- a) Complainants have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to any complaint will be kept confidential and the City will only disclose complainant information to third parties as follows:
 - i) with the consent of the complainant, expressed or implied,
 - ii) as required by law, or
 - iii) in order to complete the purpose or function for the which the information was provided.

6. Anonymous Complaints

- a) The City will investigate or action anonymous complaints where reasonable and sufficient information is provided and which, in the opinion of the City, represent:
 - i) a breach of statutory provisions,
 - ii) a breach of an approval, licence or permit,
 - iii) a matter for which the City is obligated to act as prescribed in the *Local Government Act 1995 (WA)*, *Corruption, Crime and Misconduct Act 2003 (WA)*, *Public Interest Disclosure Act 2003 (WA)* or any other written law, or
 - iv) a matter which could constitute a risk to the public health and safety of persons, animals or the environment.

7. Request for Internal Review

Where a Complainant is not satisfied with how a complaint is resolved in the first instance, they can request an internal review. The review will be undertaken by the relevant Manager or Director.

8. External Review

- a) Where a Complainant is not satisfied with the outcome of the City's processes, the Complainant may be able to escalate the matter to an external agency for external review, such as:
 - i) WA Ombudsman,
 - ii) WorkSafe WA,
 - iii) Department of Local Government, Industry Regulation and Safety, or
 - iv) Public Sector Commission.
- b) The City will cooperate with external agencies to assist with their processes.

9. Unreasonable Customer Conduct

- a) Unreasonable customer conduct (UCC) is any behaviour by a customer which, because of its nature or frequency raises substantial health, safety, resource, or equity issues for the City as an organisation, the City's employees, Elected Members, other service users or the customer.
- b) UCC can be grouped into five categories:
 - i) Unreasonable persistence: continued, incessant and unrelenting conduct by a customer that has a disproportionate and unreasonable impact on the City's services, time and/or resources (including employees and Elected Members).

- ii) Unreasonable demands: demands (express or implied) made by a customer that have a disproportionate and unreasonable impact on the City's services, time and/or resources (including employees and Elected Members).
- iii) Unreasonable lack of cooperation: unwillingness and/or inability of a customer to cooperate with the City, its representatives, or systems and processes that result in a disproportionate and unreasonable use of the City's services, time and/or resources (including employees and Elected Members).
- iv) Unreasonable arguments: includes any arguments that are not based in reason or logic, that are incomprehensible, false, inflammatory, trivial or vexatious and that disproportionately and unreasonably impact on the City's services, time and/or resources (including employees and Elected Members).
- v) Unreasonable behaviours: conduct that is unreasonable in all circumstances, regardless of how stressed, angry or frustrated the customer is, because it unreasonably compromises the health, safety or security of the City's employees, Elected Members, other services users or the customer.

9.1. Dealing with UCC

- a) Incidents of UCC will be reported to the CEO (or appointed delegate), who may determine it is appropriate to implement measures whereby the customer's access to the City will be limited, and/or to adapt the way the City interacts with or delivers services to the customer. Measures may include restricting:
 - i) who the customer has contact with at the City,
 - ii) what the customer can raise with the City,
 - iii) when the customer can have contact with the City,
 - iv) where the customer can make contact with the City, and
 - v) how the customer can make contact.
- b) The rationale and decision to implement restrictive measures will be documented and the customer will be advised in writing of the reasons for the decision, what restrictions apply and for what period. Restrictive measures will be reviewed as required, but at a minimum on an annual basis.
- c) If a customer is unsatisfied with the City's decision regarding UCC, they can request the City to reconsider its decision by presenting any information to support their request. In the event the decision remains the same, the customer will be advised that they may be able to refer their complaint to the WA Ombudsman.

- d) The CEO will inform Council of any customer who a decision has been made to have shown UCC, under which category they were deemed to have shown UCC, and of any restrictions of access to the City, or services provided by the City, to the customer subject to any legal constraints.
- e) All customers are permitted to attend public meetings of Council subject to any restrictions of access to the City that are in place, legal restrictions, court orders, determinations made by the Presiding Member and applicable Standing Orders.
- f) The City may limit access by the customer to City services or to any City premises for a customer deemed to have shown UCC, dependent on the degree of UCC. However, the City will not totally withdraw access to its services or to the City itself, except where the misconduct of the customer involves physical or verbal abuse or threats.

9.2. Immediate Threats

- a) The City values its employees and customers, and work health and safety is forefront to this commitment. Therefore, City employees have the discretion to terminate any interaction with a customer if the employee reasonably perceives that they are at risk and particularly where the employee is being threatened, or the conduct of the complainant or customer is aggressive or abusive.
- b) Where necessary, WA Police will be contacted. Threats made to, and aggressive or abusive behaviour towards employees, Elected Members and third parties will be reported to WA Police.

Reference/Associated Documents

Managing Unreasonable Complainant Conduct: Practice Manual (2009) published by Ombudsman Western Australia.

Reference to Internal Procedure

Customer Complaint Management Procedure

Customer Service Charter

Definitions

'**CEO**' means the Chief Executive Officer of the City.

'**City**' means the City of Belmont, being a local government established as a body corporate under Section 2.5 of the *Local Government Act 1995 (WA)* (the Act).

'**complainant**' means a person, organisation, or its representative, making a complaint.

'customer' means a person using the services of the City, or a person having contact with the City.

'Elected Member' means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

'employee' means a person:

- a) employed by the City under Section 5.36(1) of the Act, or
- b) engaged by the City under a contract for services.

'limit access' means to place restrictions in relation to:

- a) the Officers the customer may have contact with,
- b) the type of matter or issue the customer can raise,
- c) the appointed times a customer can make contact,
- d) the location where a customer may have contact, and
- e) the method in which the contact may take place.

This Policy is supported by:		
Policy No:	CP61	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	n/a	
Amendment Status:		
	Status of Amendment	Minute Item Reference
28/03/2023	New Policy	12.6
12/12/2023	Review – None	12.8

Livestreaming

Policy Objective

To provide guidance in relation to the livestreaming and recording of Council Meetings consistent with Section 5.23A of the *Local Government Act 1995 (WA)* (the Act).

To ensure open and transparent engagement with the community and accessibility to Council decision-making through the recording and livestreaming of Council meetings.

Policy Detail

1. This policy applies to the livestreaming and recording of Council meetings held in the Council Chamber, including but not limited to:
 - a) Ordinary Council Meetings
 - b) Special Council Meetings
 - c) Any other Council meeting as determined by Council.
2. The livestream shall:
 - a) Be made available through the City's YouTube Channel and website as soon as practical following the meeting. It is to be noted that should any unforeseen technical difficulties arise, the audio or video recording may not be available or delayed.
 - b) Provide an unedited broadcast of the council meeting proceedings, including the discussion and decision-making process.
 - c) Include audio and visual components, capturing Elected Members, employees, members of the public and any relevant presentation materials or exhibits.
 - d) Remain accessible to the public through the City's website in accordance with relevant requirements under the Regulations.
3. The Presiding Member will make an announcement at the start of meetings to remind attendees that the meeting will be livestreamed and recorded, and signs will be prominently displayed in the Council Chamber.
4. It is intended that standard camera positions will provide live and recorded vision of all members of the public who address a Council meeting, and live and recorded audio when they speak. It should be noted that those in the public gallery who do not address the meeting may be captured.
5. Members of the public when addressing the meeting will be required to provide their name and suburb only but will still be required to provide full contact details on the Public Question Time Submission Form in order that responses can be provided to them for any questions taken on notice.
6. Consistent with the Regulations, confidential matters in accordance with Section 5.23 of the Act will not be livestreamed or made available to the public.

7. Consistent with the Act, no protection will be afforded to Elected Members, employees or the public for comments and statements made during the livestreaming of meetings which are subsequently challenged in a court of law and determined to be slanderous or defamatory.
8. The onus is on those in attendance at the meeting to ensure that their conduct, content and language are appropriate for the audience. The Presiding Member is responsible for maintaining the orderly proceedings of the meeting.
9. Notwithstanding the provisions of the Act, following any meeting, the Chief Executive Officer, in concurrence with the Presiding Member, may mute/exclude all or part of any recording considered inappropriate/offensive to be published. Elected Members will be notified of the decision and the reasons to mute/exclude any part of the recording..

Reference/Associated Documents

Local Government Act 1995 (WA)

City of Belmont Standing Orders Local Law 2017

Code of Conduct for Council Members, Committee members and Candidates

Code of Conduct for Employees

Reference to Internal Procedure

Work Instruction – Livestreaming

Definitions

'City' means the City of Belmont.

'Livestreaming' means electronic broadcasting as defined in Section 5.23A(1) of the Act as 'broadcasting by way of the internet or other electronic means'.

'Council meeting' means a meeting of a council or committee as defined by Section 5.23A the Act.

'Regulations' means the *Local Government (Administration) Regulations 1996 (WA)*.

This Policy is supported by:		
Policy No:	CP62	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Senior Governance Officer	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
12/12/2023	New Policy	12.9

Execution of Documents

Policy Objective

To ensure that the City's documents are executed in accordance with Section 9.49A of the *Local Government Act 1995* (WA) (the Act).

Policy Detail

1. Execution of Documents

- 1.1. Section 9.49A(1) of the Act provides that a document is duly executed by a local government if:
 - a) the common seal of the local government as authorised by the local government is affixed to it in the presence of:
 - i) The Mayor or President, and
 - ii) The CEO or a senior employee authorised by the CEO,
each of whom must sign the document to attest the common seal was affixed (Section 9.49A(1)(a)), or
 - b) It is signed on behalf of the local government by a person authorised by the Council (by resolution) to do so (s9.49A(1)(b)).
- 1.2. This policy categorises documents as falling within certain categories and provides the appropriate method of execution for each category.
- 1.3. The following take precedent, in order, over this policy in the event of an inconsistency:
 - a) legislation,
 - b) the formal requirements of a Commonwealth or State department, authority or agency, and
 - c) a Council decision expressly specifying a particular way in which a document is to be executed.
- 1.4. This policy applies to all officers preparing documents for execution or who have been authorised under this policy to execute documents on behalf of the City.

2. Category 1A & 1B Documents – By Council Resolution

- a) Section 9.49A(2) of the Act provides that the common seal shall be affixed only as authorised by Council.

- b) Category 1A & 1B documents require at least two specific resolutions of Council:
 - i) The decision to do the act or enter the agreement, and
 - ii) The approval to execute the document related to the above decision in accordance with this policy, or
- c) Documents to enact a decision made under delegated authority as detailed and referenced in the Delegation Register.

2.1. The below table lists Category 1A & 1B Documents

Category 1A – Common Seal Required	
Creation of Local Laws and amendments to Local Laws	
Creation of Local Planning Schemes and amendments to Local Planning Schemes	
Financing documents, mortgages, loans and debentures documents	
Power of attorney to act for and on behalf of the City	
State and Commonwealth Grants and Funding Agreements which require the Common Seal to be affixed	
Legal documents to enact a decision made under delegated authority as detailed and referenced in the Delegation Register that requires the common seal to be affixed	
Any document, which in the opinion of the CEO or a Director, is sufficiently complex, high risk or of such significance to the City to warrant the affixing of the Common Seal	
Category 1B – Common Seal Not Required	
Document Type	Authority to Execute
Documents to enact a Council decision which does not require the Common Seal	CEO, or as determined by the Council decision

3. Category 2 Documents - Under Delegated or Sub Delegated Authority

- a) Under Section 9.49A(4) of the Act, Council authorises those officers listed in the table below to sign documents on behalf of the City.
- b) Details of officers authorised by Council (and any conditions of the authorisation) to sign documents on behalf of the City are noted in the Delegation Register.
- c) Category 2 documents cannot require the Common Seal to be affixed.

3.1. The below table lists Category 2 Documents

Category 2	
Document Type	Authority to Execute
Documents to enact a decision made under delegated (and sub-delegated) authority as detailed and referenced in the Delegation Register	CEO, or officer with delegated authority
Document required for management (excluding Disposal) of land owned by the City or Crown land where the City has management authority	CEO
Ceremonial certificates	CEO and Mayor (no common seal required)
Grant Application to State Government/Agencies, Federal Government, Agencies and Philanthropy Organisation	CEO, or responsible Director where the documents concern subject matter wholly within their Directorate
Documents that are part of the ordinary operations of the City which are: a) not a Council decision, and b) not a Category 1 document	

4. Category 3 Documents - Ordinary Course of Business

- a) Category 3 documents are created in the normal and routine course of business and meet all the following requirements:
 - i) not a Category 1A, Category 1B or Category 2 document,
 - ii) required to carry out or complete a determination or Council decision made by a Category 1A, Category 1B or Category 2 document,
 - iii) required to enable an officer to discharge the duties of an officer,
 - iv) does not have a formal execution clause, and
 - v) does not require the City's common seal to be affixed.
- b) Category 3 documents are to be executed by a Director or Manager, or an Officer with delegated authority (per Delegation Register).

Reference/Associated Documents

Local Government Act 1995 (WA)

Reference to Internal Procedure

Work Instruction – Document for Execution

Form Documents for Execution – Officer Declaration

Delegation Register (as updated)

Definitions

'**CEO**' means the Chief Executive Officer of the City.

'**City**' means the City of Belmont.

'**Council decision**' means decision of Council, Council committee or Development Assessment Panel

'**Director**' means a division director of the City.

'**disposal**' means to sell, lease or otherwise dispose of property as defined in s3.58 of the Act.

This Policy is supported by:		
Policy No:	CP63	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Legal Counsel	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
12/12/2023	New Policy	12.10

Tree Preservation Orders

Policy Objective

To provide for the protection of significant trees through Tree Preservation Orders.

Policy Detail

1. Eligibility Criteria for Application and Serving of a Tree Preservation Order

- a) A landowner may apply for a Tree Preservation Order to protect a tree on their land.
- b) A neighbouring landowner may apply for a Tree Preservation Order to protect a tree on the adjacent property if the canopy of that tree overhangs into their property.
- c) The City may serve a Tree Preservation Order upon a landowner for the protection of a tree on their land or a tree that overhangs their land.

2. Assessment Criteria for Significant Trees

- 2.1. For a tree to be considered significant and worthy of protection through a Tree Preservation Order, it must meet one or more of the following criteria:
 - a) Scientific, Environmental or Biological Significance
 - i) is remnant native vegetation, was not planted or propagated and is of a local native species, or
 - ii) is recognised by relevant State or Federal legislation as rare or endangered but may be exempt from requiring a clearing permit,
 - iii) is connected with native fauna assemblages that are recognised as at risk by relevant State or Federal legislation, or
 - iv) has significant horticultural value.
 - b) Cultural or Historical Significance
 - i) is located on the City of Belmont Local Heritage Survey or Local Heritage List,
 - ii) is associated with or attached to a listed heritage site and directly relates to the heritage value of the site, or
 - iii) is connected to or within an Aboriginal Heritage Site but is not protected under law.
 - c) Landscape or Amenity Significance
 - i) represents a curious growth form that significantly contributes to the landscape and has become a unique and widely renowned specimen, or

- ii) occurs in a unique and prominent location and acts as a landmark to the local area.

3. Tree condition, impacts and locational attributes

- a) The tree's condition and locational attributes will also be assessed to determine whether a Tree Preservation Order may be supported.
- b) The following information will be taken into consideration as part of this assessment:
 - i) The tree's current useful life expectancy (in years) and age class (maturity/life cycle).
 - ii) Description of current and future growth habit, including root structure, and any existing or future risk of structural damage or encroachment to buildings, property boundaries, or other structures.
 - iii) Existing health and structural integrity or known risks associated with the tree (i.e. presence of any growth or physical defects, pest or disease).
 - iv) Current and expected (at maturity) height, canopy and crown width (in metres) and trunk diameter at 1m above ground level (in millimetres).
 - v) Works required and ongoing management requirements if evident.
 - vi) Assessment of potential risk of harm as assessed using a Quantified Tree Risk Assessment (QTRA) or International Society of Arboriculture Hazard Rating.

4. Review of Trees Protected by a Tree Preservation Order

- a) A tree protected through a Tree Preservation Order will be reviewed by the City's certified arborist at the City's cost:
 - i) a minimum of every year, against this policy,
 - ii) where emergency works have been undertaken, or
 - iii) where the tree may result in damage to property or personal injury.
- b) A Tree Preservation Order shall include requirements for:
 - i) The owner/occupant of the property on which the tree is situated providing City officers with reasonable and adequate access to the property to undertake an inspection of a tree.
 - ii) A landowner/occupant notifying the City of any issues associated with a tree which may result in damage to property or injury to persons.
 - iii) The applicant/landowner/occupant bearing all costs associated with maintenance.

- c) A review of the tree may result in the modification or revocation of a Tree Preservation Order as per Clause 4 of this policy.
- d) The City's Parks section will maintain a publicly available register for inspection.

5. Modifying or Revoking of a Tree Preservation Order

- 5.1. The City can determine to modify or revoke a Tree Preservation Order and request that the Registrar of Titles remove or amend the memorandum from a property title(s).
 - a) The City will consider modifying a Tree Preservation Order where:
 - i) natural changes in the trees structure results in the Tree Preservation Order needing to be added or removed from property titles, or
 - ii) a boundary line and property title, through subdivision, amalgamation or otherwise, has changed requiring the addition or removal of the Tree Preservation Order to property titles.
 - b) The City will consider revoking a Tree Preservation Order where the tree:
 - i) is or will be deemed dangerous and requires removal,
 - ii) is deceased and requires removal,
 - iii) may result in damage to property or personal injury, or
 - iv) no longer meets the criteria for which it was originally protected (Clause 1 and 2 of this policy).

6. Instances where Tree Preservation Orders may not be considered

- 6.1. A Tree Preservation Order may not be applied to trees in the following instances:
 - a) Trees that are currently protected or subject to management requirements under local, state or federal legislation, may not be considered. This includes, but is not limited to:
 - i) *Energy Operators (Powers) Act 1979 (WA)*,
 - ii) *Bush Fires Act 1954 (WA)*,
 - iii) *Environmental Protection (Environmentally Sensitive Areas) Notice 2005 (WA)*, or
 - iv) *Main Roads Act 1930 (WA)*.
 - b) Trees which are:
 - i) dead or considered non-viable,

- ii) structurally unsound and present an unacceptable risk to property or life that cannot be mitigated without removing the tree, or
- iii) a noxious or declared weed.

Reference/Associated Documents

City of Belmont Local Planning Scheme No. 15
Adopted Fees and Charges
Tree Preservation Order Nomination Form

Reference to Internal Procedure

Process Map – Tree Preservation Orders

Definitions

'certified arborist' means an arborist who is certified by a professional organization like the International Society of Arboriculture (ISA).

'owner' has the same meaning given in the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*.

'tree' means a woody plant inclusive of its roots, canopy, stems and trunk(s) that is capable of growing taller than 4m in height at maturity.

'trees structure' means its physical stature, including trunk, branches, roots, and foliage and growth habit, including direction of growth.

This Policy is supported by:		
Policy No:	CP64	
Strategic Community Plan:	Key Performance Area: Planet Outcome: 4. Healthy and sustainable ecosystems.	
Register of Delegations:	n/a	
Service Area:	Development and Communities & Infrastructure Services	
Policy Owner:	Manager Planning Services & Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Planning Services & Coordinator Environment	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
26/04/24	New Policy	12.1

Attachment 12.2.2 Summary of Changes - Tranche Two Council Policies

POLICY NAME	CHANGES	Summary of Changes
Electoral Caretaker Period Policy	Moderate changes	<ul style="list-style-type: none"> • Reference to CP 42 - Role of Acting CEO under Clause 1.2 Managing CEO Employment. • Clarity on use of City branding, images and resources in electoral materials (Clause 3). • Reference to complaint process. • Clarity on attendance at Civic Events and Functions during Electoral Caretaker Period. • Formatting and grammatical changes.
Attendance at Events	Major changes	<ul style="list-style-type: none"> • Policy rewritten. • Provisions from current policy reordered and additional information provided for clarity. • Clarity on what is a pre-approved event: <ul style="list-style-type: none"> ◦ splits the list in the current policy between what the event relates to, and who is hosting the event. ◦ addition of City sponsored events and specifying that event organisers are to be within the City. • Criteria for other events: <ul style="list-style-type: none"> ◦ specifying what is to be provided by the applicant ◦ clear criteria for assessment ◦ reference to the Electoral Caretaker Period Policy (note: this does not prevent attendance, but attendance cannot be used for electioneering). ◦ List of events that are not eligible for approval (consistent with other local governments) • Equity for the distribution of tickets. • Clarity on the administration of tickets (via the CEO's office). • Clarity on disclosure requirements, splitting between gift disclosures and disclosures of interest (relevance to excluded gifts, which does not exclude all disclosure requirements). • Additional definitions. • Formatting and grammatical changes.
Elected Members – Contact with Employees	Minor changes	<ul style="list-style-type: none"> • Consistency in terminology when referencing City employees. • Clarity on how Elected Members contact the City in their own capacity as a resident. • Formatting and grammatical changes.
Risk Management	Minor changes	<ul style="list-style-type: none"> • Updated to use consistent terminology. • Formatting and grammatical changes. • Reference to additional relevant legislation
Payments to Employees in Addition to Contract or Industrial Agreement	Moderate changes	<ul style="list-style-type: none"> • Previously titled Gifts to Employees, renamed reflective of policy content and to be consistent with legislation. • Provisions from current policy reordered and additional information provided for clarity. • Gift to recognise service provided as allocation dependent on anniversary of continuous satisfactory service (Clause 1.c). • Gift to recognise service provided as a set amount (Clause 1.d). • Removal of CPI proportionate increase (increase may occur as part of policy review, as applicable). • Clarity of definitions. • Formatting and grammatical changes.

Attachment 12.2.2 Summary of Changes - Tranche Two Council Policies

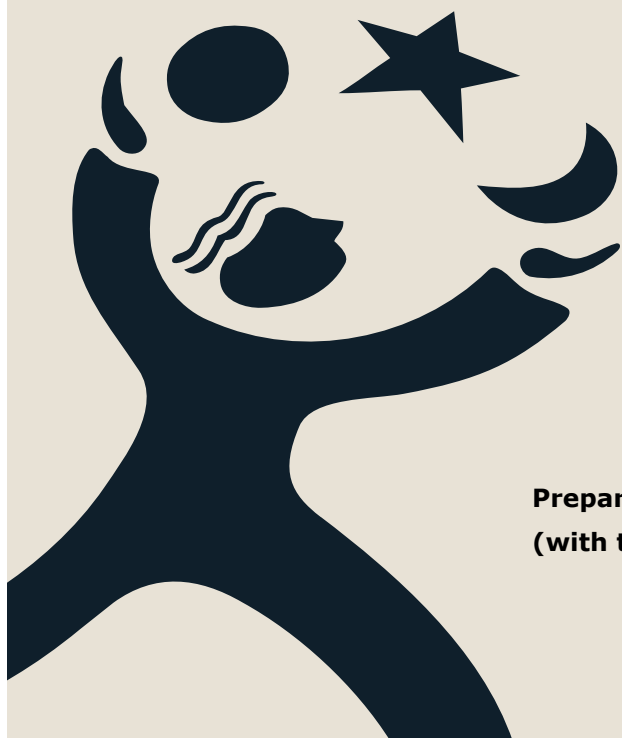
POLICY NAME	CHANGES	Summary of Changes
Work Health and Safety	Minor changes	<ul style="list-style-type: none"> Reference included to relevant ISO Standard. Formatting and grammatical changes.
Quality	Minor changes	<ul style="list-style-type: none"> Formatting and grammatical changes.
Role of Acting Chief Executive Officer	Minor changes	<ul style="list-style-type: none"> Formatting and grammatical changes.
Records Management	Minor changes	<ul style="list-style-type: none"> Updated officer titles. Policy application broadened. Reference to additional relevant legislation and updated document titles Clarity of definitions. Formatting and grammatical changes.
Street Numbering	Minor changes	<ul style="list-style-type: none"> Updated to consistently reference the City. Formatting and grammatical changes.
Environmental Purchasing	Moderate changes	<ul style="list-style-type: none"> Updated policy objectives, capturing the intent of the policy provisions. Reference included to relevant ISO Standard. Clarity on how the policy will be implemented including a minimum weighting and exemption criteria (Clause 1) Formatting and grammatical changes.
Environment and Sustainability	Minor changes	<ul style="list-style-type: none"> Reference included to relevant ISO Standard. Formatting and grammatical changes.
Dangerous Trees	Minor changes	<ul style="list-style-type: none"> Updated policy objective, capturing the intent of the policy provisions. Formatting and grammatical changes.
Urban Forest	Moderate changes	<ul style="list-style-type: none"> Reference to updated document titles. Clarity on what objections will not be sufficient (Clause 1.d). Clarity on requirements for the applicant where there may be significant impact (Clause 2.c) or loss (Clause 2.d). Reference to legislation and relevant ISO Standard (Clause 3.a). Clarity of definitions. Formatting and grammatical changes.
Donations - Financial Assistance	Minor changes	<ul style="list-style-type: none"> Financial assistance and donations broadened so an exhaustive list of grants is not included. Reference to Delegation Register. Formatting and grammatical changes. Updated officer titles.
Seasonal Hire - In kind Support	Minor changes	<ul style="list-style-type: none"> Updated policy objective, capturing the intent of the policy provisions. Inclusion of record keeping requirements. Formatting and grammatical changes.
Honorary Freeman of the City	Minor changes	<ul style="list-style-type: none"> Clear criteria for eligibility (Clause 2). Clarity on nomination procedure (Clause 4). Formatting and grammatical changes.
Civic Dinner – Community Guests	Minor changes	<ul style="list-style-type: none"> Clarity on nomination procedure (Clause 1). Addition of NAIDOC Community Award recipients and community representatives as other invitees (Clause 3.a). Addition of Mayor and CEO endorsement of invitation list consistent with current practice (Clause 3.b). Clarity of definitions. Formatting and grammatical changes.

Attachment 12.2.2 Summary of Changes - Tranche Two Council Policies

POLICY NAME	CHANGES	Summary of Changes
Engagement - Community and Stakeholders	Minor changes	<ul style="list-style-type: none"> Updated to use consistent terminology. Addition of 'closing the loop' consistent with current practice (Clause 2.g). Reference to updated document titles. Formatting and grammatical changes.
Naming or Renaming of Roads, Parks and Reserves	Minor changes	<ul style="list-style-type: none"> Formatting and grammatical changes.
City Facilities - Naming	Minor changes	<ul style="list-style-type: none"> Updated to consistently reference the City. Clarity of definitions. Formatting and grammatical changes. Updated officer titles.
City Facilities - Personalisation by Users	Minor changes	<ul style="list-style-type: none"> Updated to consistently reference the City. Formatting and grammatical changes. Updated officer titles.
Closed Circuit Television (CCTV) Video Analytics	Minor changes	<ul style="list-style-type: none"> Updated to consistently reference the City. Formatting and grammatical changes. Reference to additional relevant legislation
Customer Complaints Management Policy	Minor changes	<ul style="list-style-type: none"> Updated to consistently reference the City. Reference to additional relevant legislation, updated document titles and Government departments. Clarity of definitions. Formatting and grammatical changes.
Livestreaming Policy	Minor changes	<ul style="list-style-type: none"> Provisions include reference to legislation. Clarity of definitions. Formatting and grammatical changes.
Execution of Documents Policy	Moderate changes	<ul style="list-style-type: none"> Provisions include reference to legislation. Clarity on document categories: <ul style="list-style-type: none"> splits Category 1 into 1A & 1B to distinguish the use of the common seal (Clause 2.1 Table). removes examples from Category 2 as it is not an exhaustive list (Clause 3.1 Table). Minimum requirements for Category 3 documents (Clause 4). Clarity of definitions. Formatting and grammatical changes.
Tree Preservation Orders	Minor changes	<ul style="list-style-type: none"> Updated to consistently reference the City. Formatting and grammatical changes.



Council Policy Review Tranche 2



**Prepared for 24 March 2026 Ordinary Council Meeting
(with track changes)**

Electoral Caretaker Period

Policy Objective

1. This policy establishes protocols for the caretaker period, being the period leading up to, and ending immediately after the election day ensuring that major decisions which would bind an incoming Council are avoided where possible, preventing the use of public resources in ways that may be seen as advantageous to or promoting candidates.
2. The policy ensures 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.

~~This policy and~~ covers:

~~notices of Motion submitted by Elected Members,~~

- a) decisions made by Council,
- b) promotional materials published by the City,
- c) discretionary community consultation,
- d) events and functions held by the City,
- e) use of the City's resources, and
- f) access to information held by the City.

1. Caretaker Period Protocols – Decision Making

1.1 Notice of Caretaker Period and Policy Requirements

- a) The CEO will ensure that:
 - i) Elected Members and employees are advised in writing of the impending caretaker period and policy requirements at least 30 days prior to the close of nominations of the commencement of a caretaker period.
 - ii) Candidates are provided with a copy of this policy at the time of their nomination for election, to ensure awareness of the policy requirements.

1.2 Managing CEO Employment

- a) A significant act includes the entering into, or renewing or terminating, the contract of employment of the CEO which must not be undertaken during a caretaker period.
- b) Nonetheless, Council in satisfaction of its obligations as the CEO's employer during a caretaker period may consider and determine matters in accordance with Council Policy 42 - Role of Acting Chief Executive Officer.
 - ~~a. appointment of an Acting CEO, where necessary,~~
 - ~~b. the CEO's leave applications, or~~
 - ~~c. any other incidental employment matter associated with the CEO including finalisation of the CEO Annual Performance Appraisal process.~~

2. Caretaker Period Protocols – Candidates

2.1 Election Process Enquiries

- a) All election process enquiries from candidates, including Elected Members who have nominated for re-election, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

2.2 Access to Information

- a) Candidates, including Elected Members who have nominated for re-election, shall be provided with equitable access to the City's public information.
- b) 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 an Elected Member and limited to matters currently relevant to the City.
- c) 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.
- d) All requests for information and advice from the City will be reviewed by the CEO. Where the subject of the information or advice is considered to relate to an election campaign matter, the CEO will have absolute discretion to determine if the information or advice is or is not provided. Where information is provided to one candidate, the CEO may determine if that information is also to be provided to all candidates, including candidates who are not current Elected Members.

3. Candidate Electoral Materials

3.1 Candidates, including Elected Members who have nominated for re-election, shall not use the following items listed in a), b) or c) below, in any electoral materials (in any other form including but not limited to badge, nameplate, sticker, vehicle decoration, article of clothing or headwear, or social media post):

a) any of the following elements comprising of the City's official corporate branding including the City's:

i) name,

ii) official crest,

iii) logo,

iv) graphical devices (including "Joy", "River", "Star" and "Moon"), and/or

v) tagline "City of Opportunity".

b) images of:

i) the City's Civic Centre,

ii) the Hub,

iii) City community centres or similar infrastructure, or

iv) City signage bearing the City's name or logo or logo elements,

in any medium including:

i) photographs,

ii) video footage, or

iii) visual representations.

c) the City's resources, which for Elected Members who have nominated for re-election also includes but is not limited to:

i) their Elected Member email address,

ii) their Elected Member business card,

iii) their Elected Member badge,

iv) their "Councillor" title or abbreviation "Cr", or

v) photographs of them in their capacity as an Elected Member such as their portrait or when engaged in City business including but not limited to, attending Council meetings or Council events,

so as to mimic or resemble the City's corporate brand in any Electoral Materials and any other form including but not limited to badge, nameplate, sticker, vehicle decoration, article of clothing or headwear; or in any way

~~falsely~~ represent ("pass off") such materials as being from, or the use of which has been approved by ~~or belonging to~~ the City ~~of Belmont~~.

4. Media and Publicity

- a) All Elected Member requests for media advice or assistance during a caretaker period, will be referred to the CEO for review.
- b) The CEO will only authorise Elected Member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the City's objectives or operations and is not related to an election campaign purpose or issue, or to the elected member's candidacy or the candidacy of another person.

5. Elected Member Business Cards and City Printed Materials

- a) Elected Members must ensure that City business cards and printed materials are only used for purposes associated with their role as an Elected Member of a Councillor, in accordance with Section 2.10 of the *Local Government Act 1995 (WA)*.
- b) Elected Members are prohibited from using City business cards or City printed materials that are not available as a public document at any time, including times outside a caretaker period, for any election campaign purpose, either in support of their own candidacy or the candidacy of another person.

6. Elected Member Participation in External Events and Functions

During a caretaker period Elected Members may continue to fulfil their role through attendance at events and functions hosted by external bodies.

7. Elected Member Delegates to External Organisations

At any time, including times outside of a caretaker period, Elected Members who are the Council's appointed delegate to an external organisation, must not use their attendance at an external organisation's meeting, event or function for any purpose associated with an election campaign purpose, including recruiting campaign assistance or promoting their own candidacy or the candidacy of another person.

8. Elected Member Addresses/Speeches

- a) Excluding the Mayor and Deputy Mayor when fulfilling their functions prescribed in Sections 2.8 or 2.9 of the *Local Government Act 1995 (WA)*, 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.

- b) In any case, the Mayor, Deputy Mayor and Elected Members shall not use any official speech or address at any function or event during a caretaker period to promote an election campaign purpose.

9. Elected Member and Candidate Misuse of Local Government Resources

- a) Use of City resources by an Elected Member or candidate for the purpose of persuading electors to vote in a particular way is a "misuse of local government resources" and a breach of Clause 17 of the Code of Conduct for Council Members, Committee Members and Candidates (the Code).
- b) This prohibition on misuse of local government resources for electoral purposes applies at all times and is not only applicable to a caretaker period.
- c) For clarity, local government resources include, but are not limited to, employee time or expertise, equipment, stationery, hospitality, images, communications, services, reimbursements, vehicles and allowances provided by the City.
- e)d) If a complaint against an Elected Member or candidate for the alleged misuse of local government resources under this policy provision is to be made, then such a complaint is to be lodged as a minor breach or rule of conduct breach (Division 4) complaint under the Code.

10. City Publicity and Promotional Activities

- a) 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.
- b) All other publicity and promotional activities of City initiatives will be, where reasonably practicable, avoided during the caretaker period, including the announcement of a significant act made prior to the commencement of a caretaker period.

11. Civic Events and Functions

- a) The City will avoid ~~the scheduling of~~ civic events and functions during a caretaker period to prevent any actual or perceived electoral advantage that may be provided to Elected Members who have nominated for re-election.
- b) Civic events and functions organised by the City and held during the caretaker period:
 - i) ~~will be reduced limited~~ to only those essential to the operation of the City.

ii) ~~and~~ should not in any way be associated with ~~any~~ issues considered topical and relevant to the election, ~~and~~

iii) ~~may be attended by Elected Members and Candidates, however if they attend, civic events and functions cannot~~ or be used as a forum for political canvassing.

12. City Website and Social Media Content

- a) The City's website and social media shall comply with the requirements of this policy.
- b) Website and social media content regarding Elected Members will be limited to elected member names, contact details, membership of committees and Council appointments as City delegates on external committees and organisations.
- c) New website or social media content which relates to major policy decisions or election campaign issues will not be published during a caretaker period.
- d) Content posted by the public, candidates or Elected Members on the City's social media channels, which is considered by the CEO to be candidate election campaign material or to promote any candidate, will be removed.

13. Discretionary Community Consultation

Unless consultation is mandated under a written law or in accordance with Section 3.73 of the *Local Government Act 1995 (WA)*, public consultation relevant to a significant act 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 (WA)

Local Government (Administration) Regulations 1996 (WA)

Local Government (Model Code of Conduct) Regulations 2021 (WA)

Local Government (Elections) Regulation 1997(WA)

Code of Conduct for Council Members, Committee Members and Candidates

Reference to Internal Procedure

Work Instruction – Electoral Caretaker Period

Definitions

'**caretaker period**' is defined in Section 1.4A(1) of the *Local Government Act 1995 (WA)*.

'**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 (WA)* for the holding of any poll needed for an election, including but not limited to an extraordinary election.

'**electoral material**' means any sign, advertisement, handbill, pamphlet, written correspondence such as a notice, letter, email, social media post, article or other written or visual communication or imagery in any form that is used for electioneering and/or intended or calculated to influence or affect an election result, but does not include:

- a) an advertisement in a newspaper announcing the holding of a meeting (Section 4.87 (3) of the *Local Government Act 1995 (WA)*); or
- b) any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997 (WA)*; or
- c) 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.

'**significant act**' is defined in Section 3.73 (1) 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 (WA)*.

This Policy is supported by:		
Policy No:	CP11	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Chief Executive Officer	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
10/12/19	New	12.8
24/05/22	Review – Minor	12.7
12/12/23	Review - None	12.8
27/05/25	Review - Major	12.5

Attendance at Events

Policy Objective

To provide a framework as required by Section 5.90A of the *Local Government Act 1995 (WA)* (the Act) for Elected Member and Chief Executive Officer (CEO) attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid for by the local government.

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

To provide transparency about the attendance at events of Elected Members and the Chief Executive Officer, regardless of value (financial or conferral of benefit).

To provide clarity on the disclosure requirements consistent with the provisions of the Act.

Policy Detail

Attendance at events by Elected Members and the CEO will be administered in accordance with this policy. This policy provides criteria for:

1. Pre-Approved Events: does not require application for approval to attend.
2. Other Events: requires application for approval to attend.

1. Pre-Approved Events

1.1. Minimum Requirements for Pre-Approved Events

- a) Invitations and tickets to events must be received by the City inviting Elected Members and/or the CEO to attend in their official capacity. This means invitations and tickets are received directly by the CEO's Office and not by the Elected Member's email, private email, social media or postal address; and
- b) The event must be of benefit/relevance to the City and the community; and
- c) The event relates to:
 - i) advocacy, lobbying or Ministerial briefings,
 - ii) awards functions specifically related to local government,
 - iii) City hosted/sponsored ceremonies, functions, tournaments or events,
 - iv) community cultural events/festivals/art exhibitions,
 - v) industry and economic briefings,

- vi) the opening or launch of an event or facility within the City; or
- d) The event is hosted by:
 - i) clubs or not for profit organisations within the City,
 - ii) educational providers within the City,
 - iii) Local, State or Federal Government (excluding party political events or party political fundraisers),
 - iv) meetings of clubs and organisations within the City,
 - v) major professional bodies associated with government at a Local, State or Federal level; or
- e) Where Mayor or CEO representation has been formally requested.

2. Other Events

2.1 Application for Approval

- a) Where an Elected Member or the CEO receives an invitation or ticket to an event that does not meet the criteria of a pre-approved event (refer to Clause 1), approval may be sought to attend the event in accordance with this policy.
- b) The application must be:
 - i) in a form approved by the CEO, and
 - ii) include any invitations/tickets, and
 - iii) be submitted for approval prior to the acceptance of the invitation to the event and with sufficient time prior to the event for consideration of the application to be made.

2.2 Approval Criteria

- a) Approval must be sought prior to the event, with the applicant to provide the following in writing:
 - i) details of how the event is of benefit/relevance to the City and the community,
 - ii) the cost involved to attend (including incidentals, travel and/or accommodation),
 - iii) the role of the Elected Member or the CEO when attending the event (as a presenter, observer or participant), and
 - iv) any justification provided by the applicant with the application.
- b) Other considerations for approval include:
 - i) sufficient funds being available,

- ii) the number of Elected Members invited to attend, and
- iii) protocols during caretaker period (refer to Council Policy 11 – Electoral Caretaker Period).

2.3 Events that will Not be Approved

- a) Events that will not be considered for approval include:
 - i) political party events and fundraisers,
 - ii) entertainment events that do not have any relevance to the City or to the business of a local government,
 - iii) an event that benefits the Elected Member and/or CEO in a personal capacity, or
 - iv) a past event (no retrospective approval will be provided).

2.4 Authority for Approval

- a) Authority to consider and approve attendance at other events is as follows:
 - i) for Mayor acceptance and attendance, approval by the CEO,
 - ii) for Elected Member acceptance and attendance, approval by the Mayor, in consultation with the CEO; and
 - iii) for CEO acceptance and attendance, approval by the Mayor.

3. Attendance and Distribution of Tickets

- a) If there is a fee associated with a pre-approved event or an approved event, two Council/City representatives may attend. In order of distribution:
 - i) In the first instance, the Mayor and CEO will represent the City.
 - ii) The Mayor may authorise an alternative Elected Member to attend where appropriate.
 - iii) The CEO may authorise an alternative City officer to attend where appropriate.
- b) Where a set number of tickets or invitations are received by the City or where an entitlement to complimentary tickets or other benefit exists under a sponsorship agreement between the City and a third party, the Mayor and CEO shall allocate the invitations or tickets.
- c) Equity of opportunity will be considered for the distribution of tickets with a register maintained to ensure an equal allocation of tickets are offered to Elected Members.

4. Administration Process

- a) Registration for all conferences/events approved in accordance with this policy, including travel and accommodation, are to be organised by the CEO's office.

5. Payments in Respect to Attendance

- a) Costs associated in attending a pre-approved event or an approved event, 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 Council Policy 21 - Elected Member Training, Professional Development and Travel.
- b) Should an Elected Member or the CEO choose to receive reimbursement of expenses associated with attendance at a pre-approved event or an approved event in accordance with this policy, the request on the approved form, with supporting documentation, must be submitted within two months of the expense being incurred.

6. Disclosure Requirements

- a) If the event is a free event, no disclosures are required.
- b) If the event is a ticketed event and the value of the ticket is paid by the Elected Member or CEO, no disclosures are required.
- c) If the event is a ticketed event and a discounted or free ticket is provided, the Elected Member or CEO must adhere to gift disclosure and disclosure of interest requirements.
- d) Information on disclosure requirements for gifts and conflicts of interest are available in the Department of Local Government Operational Guidelines.

6.1 Gift Disclosure

- a) Elected Members and the CEO are statutorily obligated to disclose the receipt and acceptance of an event invitation (as a gift), should the value be \$300 or over (or cumulative in 12 months) in accordance with Section 5.87A and 5.87B, and the City's Gift Register will be updated accordingly.
- b) Approval of an event (pre-approved event or approved event) under this policy does not void this obligation.
- c) Gifts received shall be listed in the City's Gift Register in accordance with the requirements of the Act.

6.2 Disclosure of Interest (Conflict of Interest)

- a) A disclosure of impartiality interest is to be disclosed if the receipt of a gift to attend an event is approved under this policy, should the provider of the gift/event have an item before Council. Approval of an event (pre-approved

event or approved event) under this policy changes the type of disclosure required, from a financial interest to an impartiality interest.

- b) Elected Members are reminded of their obligations to ensure decisions remain free from influence by considering if the receipt of a gift to attend an event that has not been approved by this policy creates a financial interest requiring disclosure under Section 5.60A of the Act should the provider of the gift/event have an item before Council.

Reference/Associated Documents

Local Government Act 1995 (WA)

Local Government (Administration) Regulations 1996 (WA)

Code of Conduct for Council Members, Committee Members and Candidates

Code of Conduct for Employees

Council Policy 21 - Elected Member Professional Development and Authorised Travel

Council Policy 11 – Electoral Caretaker Period

Elected Member Event Approval Request Form

Elected Members and CEO Gift Disclosure Form

Department of Local Government Operational Guidelines – Disclosures of Interest

Department of Local Government Operational Guidelines - Disclosure of gifts and disclosure of interests relating to gifts

Reference to Internal Procedure

Work Instruction - Notification of Gift/Hospitality

Definitions

'approved event' means an event that meets the criteria and has been approved for attendance under Clause 2 of this policy.

'event' has the meaning given to it under Section 5.90A of the Act and includes a concert, conference, function, sporting event and an occasion prescribed for the purposes of this definition by the *Local Government (Administration) Regulations 1996 (WA)*. This is not an exhaustive list.

'free event' means an event where there are no associated costs that are of a financial benefit (including but not limited to entertainment, hospitality, catering etc.)

'gift' has the meaning given to it under Section 5.57 of the Act; a conferral of a financial benefit (including a disposition of property) made by one person in favour of

another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or a travel contribution.

'incidentals' means snacks/food that is consumed outside breakfast, lunch and dinner, drinks, laundry and dry cleaning, stationery, official telephone calls and internet.

'pre-approved event' means an event that meets the criteria listed under Clause 1 of this policy that exempts the recipient from disclosing an interest under Section 5.62(1B) of the Act.

'ticket' includes an admission ticket to an event or an invitation to attend an event, or complimentary registration to an event offered by a third party.

'ticketed event' means an event where admission is granted only upon obtaining a ticket that involves a financial cost.

This Policy is supported by:		
Policy No:	CP17	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
23/02/21	New Policy	12.7
24/05/22	Review - Minor	12.7
22/08/23	Review - Moderate	12.10
04/12/24	Administrative change to increase clarity in wording under Clause 2 g)	n/a

Elected Members Contact with Employees

Policy Objective

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

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 Elected Members and staff.

Policy Detail

1. 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 by appointment, subject to prior commitments and other contingencies. The Chief Executive Officer will ensure that (where appropriate) the views of Elected Members are passed on to other Elected Members and the Executive Leadership Team.
2. Where an Elected Member wishes to contact the administration regarding an operational matter, Elected Members are to contact the ~~relevant Director or~~ Chief Executive Officer or relevant member of the Executive Leadership Team. Elected Members are not permitted to contact other officers unless they have the express permission of the Chief Executive Officer or member of the Executive Leadership Team~~relevant Director~~.
3. It is not appropriate for Elected Members to enter any of the employee areas of the City of Belmont unless at the specific invitation of, or in the company of, a member of the Executive Leadership Team.
- 3.4. ~~—~~If an Elected Member is approached by an ~~employee~~officer who wishes to raise a matter, then the Elected Member should advise the employee to direct their concerns to the Chief Executive Officer or member of the Executive Leadership Team~~Director~~, and the Elected Member will advise the Chief Executive Officer of the matter raised by the ~~officer~~employee as soon as practicable.
- 4.5. Elected Members attending the City's front customer reception area cannot discuss operational or work-related matters with officers and should direct their enquiry through the Chief Executive Officer or relevant member of the Executive Leadership Team~~Directors~~.
- 5.6. ~~—~~As a resident, Elected Members can submit their own resident enquiries to and discuss them with, officers, however any interaction with officers must be their capacity as a resident only and not as an Elected Member. Elected Members with a query in their own capacity as a resident of the City should direct their enquiry through the Chief Executive Officer or relevant member of the Executive Leadership Team.

Reference/Associated Documents

Local Government Act 1995 (WA), Part 2, Division 2

Code of Conduct for Council Members, Committee Members and Candidates

Elected Member Induction Manual

Reference to Internal Procedure

Nil.

Definitions

'Executive Leadership Team' means the Chief Executive Officer and Directors.

'employee area' includes any office, facility, depot, vehicle or event set-up managed or organised by the City.

This Policy is supported by:		
Policy No:	CP25	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
28/04/09		12.10
22/11/11		12.9
22/09/15	None	10.7
27/09/16	Review - Minor	12.9
10/12/19	Review - Minor	12.8
24/05/22	Review - None	12.7
22/08/23	Review - Minor	12.10

Risk Management

Policy Objective

1. To develop a culture, processes and ~~structures systems~~ that ~~are directed towards the effectively~~ management of potential opportunities and adverse effects within the City of Belmont, and to reduce the potential costs of risk through the ~~implementation maintenance~~ of an organisation wide ~~rRisk mManagement~~ ~~F~~framework.
2. The City of Belmont is committed to managing ~~opportunity and~~ risk and will do so by ~~aligning its maintaining a~~ Risk Management ~~f~~Framework in accordance with ~~AS/NZS~~ ISO 31000:2018 Risk Management – Guidelines. The ~~F~~framework will include ~~systems processes~~ to identify, evaluate, treat, monitor, review and report risks.

Policy Detail

This policy covers all activities ~~from the operational to the of the City from S~~strategic ~~P~~planning ~~and Corporate Governance to operational activities and specific projects~~.

1. Responsibility for Risk Management

1.1. Council

Approve the Risk Management Policy and ~~the City's~~ risk ~~tolerance appetite~~ levels and provide appropriate resourcing for risk management through the annual budget process.

1.2. Chief Executive Officer and Executive

- a) To establish ~~effective risk management practices a risk tolerance level for the City~~.
- b) Ensure the full implementation of a Risk Management ~~F~~framework throughout the City.
- c) Monitoring and promoting ~~ing of the rRisk Mmanagement~~ ~~P~~olicies and procedures at ~~a~~ strategic ~~and operational~~ levels.
- d) To act as a risk management committee to oversee and prioritise risks identified and allocate responsibility for risk treatments.

1.3. Coordinator Business Planning, Improvement & Risk

- a) Monitor and update the City's Risk Management ~~FrameworkPlan~~ and other risk management related documents.
- b) Monitor the City's risk registers ~~within RMSS~~.
- c) Induct new employees in the principles of risk management and provide training as required.
- d) Report risk information to the Executive and relevant committees.

1.4. Risk and Business Continuity Officer

- a) ~~Maintain and enhance~~ of the risk management system and overall organisational risk registers ~~through the 'Risk Manager' module of the RMSS software.~~
- b) ~~Provide a~~Assistance, ~~advise~~ and ~~coaching to~~ staff on risk management related processes, procedures and queries.
- c) Providing training on the City's Risk Management Framework, tools and procedures.
- d) Introduce new staff to the Risk Management Framework and promote the Framework across the organisation.

1.5. Management

- a) Identify and assess potential risks in their area of responsibility, develop risk mitigation plans and implement risk reduction strategies.
- b) Ensure potential and existing risks are reported to the Coordinator Business Planning, Improvement & Risk.
- c) Allocate risk management responsibilities to employees.

1.6. Employees

- a) Responsible for the effective management of risk including the identifying ~~cation of~~ potential and existing risks.
- b) Comply with the City's Risk Management Policy and procedures.
- c) Attend risk management training and participate in risk assessments in accordance with management instructions.

Reference/Associated Documents

ISO 31000: 2018 Risk Management - Guidelines
Risk Management Plan

Reference to Internal Procedure

System Procedure – Organisational Risk Assessment

Definitions

~~'risk' – AS/NZS~~ ISO 31000:2018 defines risk as "effect of uncertainty on objectives". A risk is often specified in terms of risk sources, potential events or circumstances and the consequences and likelihood that flow from it.

~~'risk management' – AS/NZS~~ ISO 31000:2018 defines risk management as "coordinated activities to direct and control an organisation with regard to risk".

'Risk Management Framework' – ISO Guide 73:2009 Risk Management - Vocabulary defines a risk management framework as a “set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation”.

This Policy is supported by:		
Policy No:	CP38	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Coordinator Business Planning, Improvement 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
24/05/22	Review - None	12.7
22/08/23	Review - Minor	12.10

Payments to Employees in Addition to Contract or Industrial Agreement

Policy Objective

To provide suitable recognition to departing employees who have lengthy periods of service with the City.

~~and~~To adopt a policy for the purposes of section 5.50 of the *Local Government Act 1995 (WA)* (~~the Act~~). Section 5.50 of the Act 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 industrial agreement 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 (WA).~~

Policy Detail

1. ~~Departing~~ Gifts to Employees

- a) Payment will be subject to approval by the Chief Executive Officer in accordance with ~~this policy following criteria~~:
- b) Payments approved by the Chief Executive Officer must be taken in a non-cash form e.g. voucher.
- c) Gifts to Recognise Service

All employees who have been employed by the City for the following periods of not less than twenty (20) years of continuous satisfactory service may be given a gift to the value of a maximum of seven hundred and three dollars (\$703), as at 31 December 2022, with the value to be indexed annually to reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to 1 January as follows:-

<u>On 20 year anniversary</u>	<u>Seven hundred and fifty dollars (\$750)</u>
<u>On 15 year anniversary</u>	<u>Five hundred dollars (\$500)</u>
<u>On 10 year anniversary</u>	<u>Two hundred and fifty dollars (\$250)</u>

- d) Gifts to Departing Employees

Departing employees who have been employed by the City for not less than five ten (510 years) years of continuous satisfactory service may be given a gift to the value of a maximum of two five hundred and seven dollars (\$500207),¹⁷ as at 31 December 2022, with the value to be indexed annually to reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to 1 January.

~~Departing employees serving less than five (5) years of continuous satisfactory service may receive a gift upon authorisation of the Chief Executive Officer, who shall also set the value of the gift, which shall be below the value set for employees with five (5) or more years of continuous service (see point ii above).~~

~~Gifts approved by the Chief Executive Officer under this clause must be taken in a non-cash form e.g. voucher.~~

2. Payments in Addition to Amounts under this Policy

Any consideration ~~by Council~~ to make a payment ~~to a departing employee 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 (WA)~~ and *Local Government (Administration) Regulations 1996 (WA)*.

Reference/Associated Documents

Local Government Act 1995 (WA)

Local Government (Administration) Regulations 1996 (WA)

Reference to Internal Procedure

Register of Delegations: DA 1.1.26 Discretionary Payments

Definitions

~~Nil.~~ **'continuous'** means the period of employment at the City and excludes unauthorised absences, unpaid leave and unpaid authorised absence.

This Policy is supported by:		
Policy No:	CP39	
Strategic Community Plan:	There are no Strategic Community Plan implications evident at this time.	
Register of Delegations:	1.1.26 Discretionary Payments	
Service Area:	Executive Services	
Policy Owner:	Executive Manager People & Culture	
Policy Stakeholder:	People & Culture Business Partner	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
1/03/05		11.4.1
19/12/06		12.5.8
28/04/09		12.10
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	Review - Minor	12.4
22/09/15	Review - Minor	10.7
27/09/16	Review - Minor	12.9
22/08/17	Review - Minor	12.2
25/09/18	Review - Minor	12.5
10/12/19	Review - Minor	12.8
24/05/22	Review - Minor	12.7
22/08/23	Review - Major	12.10

Work Health and Safety

Policy Objective

1. To ensure all City of Belmont workers have safe workplace conditions and systems of work that minimise risk of injury or illness to our people including, workers (contractors, labour hire and volunteers) visitors, and customers and minimise damage to Council property and the environment.
2. The City of Belmont will maintain an effective Safety Management System that incorporates a continual improvement philosophy and provides for maintenance of the highest Work Health and Safety standards to protect the wellbeing of our people and the environment reflective of ISO45001:2018 Occupational Health and Safety Management Systems – Requirements (the Standard) and applying recognised principles of best practice. The Safety Management System will continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and consultation with all workers and stakeholders.

Policy Detail

1. City of Belmont

The City of Belmont will:

- a) Comply with the *Work Health and Safety Act 2020 (WA)* and all relevant Regulations, Codes of Practice and Australian Standards.
- b) Ensure stakeholders understand and comply with their obligations regarding Work Health and Safety Legislation and the City's policies, procedures and safe systems of work.
- c) In consultation with stakeholders, manage all safety related matters to reduce risks in the workplace.
- d) Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.
- e) Provide induction and ongoing training, information and instructions to Workers and relevant stakeholders, regarding Work Health and Safety.
- f) Ensure that relevant purchasing programs, contracts, tenders, leasing, hiring systems and assets comply with and are maintained in line with the City's policies and procedures and Australian Standards in relation to the *Work Health and Safety Act 2020 (WA)*.
- g) Provide an effective system of incident/hazard reporting, investigation, and recording. Monitor the effectiveness of the City's Work Health and Safety performance.

2. Workers and Stakeholders

Workers and Stakeholders will:

- a) Comply with the *Work Health and Safety Act 2020 (WA)*, all relevant Regulations, Codes of Practice and Australian Standards.
- b) Report workplace hazards and incidents to supervisors/managers.
- c) Work in accordance with the policies, procedures, and safe systems of work of the City.
- d) Work in a safe manner that will not endanger the safety and health of themselves, their colleagues, the public, or the environment.
- e) Consult and cooperate with supervisors and management on matters relating to workplace health and safety.

3. Responsibility for the Work Health and Safety Policy

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 (WA) and related Regulations
Codes of Practice and Australian Standards

Reference to Internal Procedure

Related Work Instructions

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP40	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Executive Services	
Policy Owner:	Darren Trengove	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
27/09/05		11.5.9
26/09/06		11.5.5
11/12/07		12.5.8
21/10/08		12.10
27/07/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	Review - None	12.4
22/09/15	Review - None	10.7
27/09/16	Review - Minor	12.9
22/08/17	Review - None	12.2
25/09/18	Review - None	12.5
10/12/19	Review - Minor	12.8
14/12/21	Review - Minor	12.7
24/05/22	Review - Updated to Reflect legislative change to Work Health and Safety	12.7
12/12/23	Review - None	12.8
02/07/2025	Review - Minor	

Quality

Policy Objective

1. 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~~stakeholders by determining their current and future needs and expectations.
2. The City 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.
3. 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.
4. The City will ensure a culture of continuous improvement by maintaining certification to the ISO 9001 Quality Management Systems - Requirements (the Standard) and applying recognised principles of best practice. This includes proactive planning, legislative compliance, sustainable development and risk management.

Policy Detail

1. This policy relates to all activities of the City including operational and strategic activities, and to all employees and contractors providing products and delivering services on behalf of the City.
2. The City's Business Management System (BMS) and BMS Manual define and interpret the principal requirements of a Quality Management System (QMS) under the Standard.

3. City of Belmont

The City ~~of Belmont~~ will:

- a) Monitor and review internal and external issues that may affect the City's ability to achieve the intended outcomes of its BMS.
- b) 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.
- c) Comply with all relevant legislation.
- d) Benchmark our performance in relevant areas to assist in the continuous improvement process.
- e) Participate in the development of the local government ~~sector industry~~ and ensure due diligence through compliance to statutory and other selected standards.

- f) 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.
- g) Regularly measure organisational performance and the effectiveness of the business management system through a process of routine audits, assessments and reviews.
- h) Maintain certification to ISO 9001:2015 Quality Management Systems – Requirements.

4. Executive Leadership Team

The Executive Leadership Team will:

- a) Take accountability for the effectiveness of the QMS and ensure that the QMS policy and objectives are established in line with the context and strategic direction of the City.
- b) Ensure integration of the QMS requirements into the City's overall business processes and BMS documentation.
- c) Promote the use of the process approach and risk-based thinking.
- d) Ensure ~~that~~ the resources needed for the QMS are available through the annual budget process.
- e) Ensure ~~that~~ the QMS achieves its intended outcomes.
- f) Communicate the importance of an effective QMS and of conforming to the QMS requirements to all employees and relevant stakeholders.
- g) Promote an ethos of continuous improvement in the City through education and training of our people and engagement with ~~relevant interested parties~~ stakeholders.

5. Responsibility for the Quality Policy

The implementation of this policy is the responsibility of the Chief Executive Officer, the Executive Leadership Team and the Operational Leadership Team. The application of this policy is the responsibility of all City employees and stakeholders.

Reference/Associated Documents

ISO 9001:2015 Quality management systems – Requirements

ISO 14001:2015 Environmental management systems – Requirements with guidance for use

ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use

ISO 31000:2018 – Risk management – Guidelines

Australian Business Excellence Framework (ABEF)

Reference to Internal Procedure

Nil.

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP41	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Coordinator Business Planning, Improvement and Risk	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/11/11		12.9
25/06/13		12.8
27/09/16	Review - Major	12.9
10/12/19	Review – Major	12.8
14/12/21	Review – Minor	12.7
24/05/22	Review - None	12.7
12/12/23	Review - Minor	12.8

The Role of the Acting Chief Executive

Policy Objective

To determine how the position and duties of the Chief Executive Officer (CEO) will be undertaken on an acting basis as required.

To determine those employees that are considered to be suitably qualified to act in the position of CEO and provide clear guidelines for who will carry out the functions of the CEO on an acting basis in the absence of the CEO in accordance with the requirements of the *Local Government Act 1995 (WA)* (the Act).

Policy Detail

1. In accordance with Section 5.36(2)(a) of 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 is deemed to be the Acting CEO.
5. In the event of an emergency where the Acting CEO is unable to fulfil their duties, the longest serving Director available at the time is deemed to be the Acting CEO.
6. Notwithstanding the above, in the CEO's absence, Council reserves its right under the Act 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 (WA)

Local Government (Administration) Regulations 1996 (WA)

Higher Duties Form

Reference to Internal Procedure

Nil.

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP42	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
23/06/2020	New Policy	12.7
24/05/2022	Review - None	12.7
12/12/2023	Review - Minor	12.8

Records Management

Policy Objective

To ensure that the City meets the legislated requirements set out in the *State Records Act 2000 (WA)*.

Policy Detail

1. To provide a framework for the reliable and systematic management of records, to ensure records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to the City's Recordkeeping Plan.

2. Application

This policy applies to all City ~~of Belmont~~ staff, labour hire, volunteers, contractors and Elected Members.

3. Ownership

All records created or received during while conducting business for ~~a staff member, contractor or Elected Member belong to~~ the City, belong to the City of Belmont and not to the individuals who created or received them.

4. Creation of Records

- a) ~~All staff, contractors and Elected Members will ensure that records are created and accurately record the performance of their functions~~There is a requirement that all records are created:
 - i) as evidence of communications and transactions
 - ii) to provide accountability for decisions made
 - iii) to show reasoning and context for decision making
 - iv) for future research and historical interest.
- b) All records created and received relating to the City's business, including social media, are to be captured at the point of creation (wherever possible), regardless of format, in accordance with the following:
 - i) *State Records Act 2000 (WA)*
 - ii) *Local Government Act 1995 (WA)*
 - iii) *Freedom of Information Act 1992 (WA)*
 - iv) *Electronic Transactions Act 2011 (WA)*

- v) *Evidence Act 1906 (WA)*
- vi) State Records Commission: Principals and Standards
- vii) *Corruption and Crime Commission Act 2003 (WA)*

5. Security and Protection of Records

- a) All records are to be classified as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction.
- b) Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.
- c) 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, SharePoint), as these do not provide the necessary functionality to protect business information and records over time.

6. Access to Records

- a) Access to the City's records ~~by staff and contractors~~ will be via ~~their~~ security accesses as determined by the ~~Records~~ Coordinator Records, in conjunction with operational Managers.
- b) Elected Member access to the City's records will be via the Chief Executive Officer in accordance with the *Local Government Act 1995 (WA)*.
- c) General public access to the City's records will be in accordance with the *Local Government Act 1995 (WA)*, the *Freedom of Information Act 1992 (WA)*, the Building Act 2011 (WA) and other relevant ~~policies~~ legislation.

7. Appraisal, Retention and Disposal of Records

- a) All records maintained by the City ~~of Belmont~~ are to be disposed of in accordance with the General Retention and Disposal Authority for Local Government Records-Information (GRDALG), published by the State Records Commission of Western Australia.
- b) Records identified for destruction will be subject to review and approval by the Coordinator Records, the Manager of the business unit the records relate to, and the CEO.

8. Training and Education

- a) Training ~~for staff and contractors~~ is available upon commencement with the City, and refresher training upon request. Guides and advice are available to staff on BelNet.

- b) Elected Members are made aware of their recordkeeping responsibilities during the Elected Member Induction process. Additional assistance will be provided upon request through the CEO.

Reference/Associated Documents

Nil.

Reference to Internal Procedure

Recordkeeping Plan 2021

Definitions

~~'record' is defined by in the State Records Act 2000 (WA) s3, for the City it has one or more of the following traits:-~~ State Records Office (glossary) as "a record is any recorded information, in any format, created or received by a government organisation in the course of its business or conduct of its affairs.

A record provides evidence of activities.

Records may be in any format that can be read and understood, such as: any document, emails, spreadsheets, relational databases, photographs, handwritten notes and diaries, maps, audio and video recordings, messages on any messaging application, on mobile devices, and social media posts".

For the City, it has one or more of the following traits:

- a) It provides information as to decisions made by the City (the why and how of actions made)
 - i) decision making process
 - ii) provision of services
 - iii) matters of public safety
 - iv) courses of action
 - v) planning
 - vi) compliance with legislation and standards.

- b) Information that is of historic/cultural value.

'CEO' means the Chief Executive Officer.

This Policy is supported by:		
Policy No:	CP43	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Coordinator Records	
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
24/05/22	Review – Major Now Incorporates Roles and Responsibilities – Elected Members	12.7
22/08/23	Review - Moderate	12.10

Street Numbering

Policy Objective

To ensure correct and consistent street numbering which will allow clear and concise identification of all properties within the City of Belmont.

Policy Detail

1. All street numbers should be in accordance with Landgate guidelines and Australian/New Zealand Standard Rural and Urban Addressing. Where possible, street numbers should meet with the requirements of emergency service responders and other service providers. The main access from a road to a property (i.e. front door) determines the correct street address. Properties must have the street number clearly displayed and visible from the road.
2. ~~The City Council~~ may approve the re-numbering of City streets where it has ~~valid~~ sufficient community or emergency services requests. If any changes are approved, the house numbering will be reviewed and property owners notified of the outcome.
3. Once approved, the City will notify the ~~following relevant~~ agencies where street re-numbering has occurred, ~~including but not limited to~~:
 - a) Australian Electoral Commission
 - ~~b) Synergy~~
 - ~~c) Water Corporation~~
 - ~~d) Landgate~~
 - ~~e) Telstra~~
 - ~~f) Atco Gas~~
 - ~~g) Kleenheat~~
 - ~~h) b) Australia Post~~
 - ~~i) c) Alinta Gas utility providers.~~
4. ~~The City 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.
5. A request to re-number a property is to be submitted in writing.
6. ~~The City 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.
7. 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 c- Clause 3~~ 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.
8. The City will not compensate or bear any costs associated with the correction of reflective numbering installed on kerbs.

Reference/Associated Documents

Australian/New Zealand Standard AS/NZS 4819 2011

Reference to Internal Procedure

Policy 56 - Naming or Renaming of Streets, Parks and Reserves

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP44	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	Coordinator Rates	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/08/17	New Policy	12.2
10/12/19	Review – None	12.8
24/05/22	Review - None	12.7
12/12/23	Review - Moderate	12.8

Environmental Purchasing

Policy Objective

~~This policy seeks to ensure that the environmental and lifecycle impacts of goods or services are assessed prior to procurement and that the most environmentally preferable option is considered favourable.~~

- ~~1. The City is committed to environmentally responsible and sustainable procurement that supports the protection and enhancement of the natural environment, social responsibility, and local economic development. This policy ensures that environmental, social, and economic sustainability considerations are embedded into all purchasing activities.~~
- ~~2. This policy supports and gives effect to the City's broader commitments under Council Policy 46 – Environment and Sustainability, including:~~
 - ~~a) reducing pollution and emissions~~
 - ~~b) eliminating unnecessary single-use plastics~~
 - ~~c) promoting efficient resource use and recovery~~
 - ~~d) supporting local and inclusive economic development~~
 - ~~e) considering lifecycle impacts and climate resilience in procurement decisions.~~
- ~~3. To ensure that environmental purchasing is reflective of the ISO 14001 Environmental Management Systems standard (the Standard) and applying recognised principles of best practice.~~

Policy Statement Detail

~~"Environmentally preferable" means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.~~

- ~~1. To support the policy objectives, the City may:~~

~~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.~~

- ~~a) Give preference to E~~environmentally preferable or sustainable products or services ~~which may include therefore shall be:~~
 - ~~i) products or services C~~certified under a recognised scheme as containing certified products in recycled content or derived from sustainable sources, or
 - ~~ii) products or services d~~Demonstrated to provide significant environmental performance outcomes in addressing resource and energy use (i.e. greater energy efficiency, water saving properties), or

- iii) ~~products or services d~~Demonstrated to reduce overall environmental impact, including use or raw materials, embedded energy and disposal requirements.

~~1.2. Environmental criteria must be considered for the following categories. The above specifications are to apply to the below nominated goods and services, irrespective of even when a pricing premium is involved:~~

- a) non-recyclable/non-biodegradable single use ~~straws, cups, takeaway containers and cutlery plastic,~~
- b) paper-based stationary and other paper-based products,
- c) photocopiers,
- d) water fixtures and fittings,
- e) lighting.

~~Policy Detail~~

~~2.3. Purchasing decisions will be considered in the context of the hierarchy for waste management with a view to reduce the overall environmental impact of the good or service.~~

~~Purchases should only be made once it has been determined that goods or services are necessary.~~

- a) Reduce
 - i) Purchases that reduce the use of materials, reduce the impact on raw materials and reduce environmental impact will be favoured. For example, bulk purchases that reduce packaging, transport or material use.
- b) Reuse
 - i) Items purchased are durable, have a long service life and are easy to maintain and upgraded, prolonging their asset/useful life.
 - 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.
- c) Recycle
 - i) Where practical, purchase products that are recycled or re-manufactured, contain recycled materials or can be recycled at the end of use.
- d) Recover
 - i) Consider products that result in conversion of waste into resources (i.e. electricity, heat, compost and fuel).

4. Other Considerations in Environmentally Preferable Goods and Services

- a) When assessing goods and/or services as part of any procurement process, the following criteria should be considered alongside operational performance:

- i) Energy and water efficiency, with preference given to the highest rating available for the price, under a recognised labelling scheme
- ii) Environmental impacts associated with the production, transportation, use, and disposal of the goods/services
- iii) Reducing carbon emissions and fossil fuel reliance by choosing lower-emission alternatives and/or incorporating renewable energy where feasible
- iv) Total Cost of Ownership (TCO), including operational and maintenance costs over the estimated useful life of the product or service, in addition to the initial purchase price and end-of-life disposal costs
- v) Use of re-purposed, recycled, renewable or certified sustainable materials and avoidance of products which are known to contribute to habitat destruction
- vi) Potential for a product, material or service to pollute water, land, or air at any stage of their lifecycle
- vii) Exclusion of ozone-depleting substances unless no viable alternatives exist
- viii) Non-toxic materials and products that pose minimal risk to human health or the environment during use, maintenance, or disposal

5. Item/ product Specification and Continuous Improvement

5.1. 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. ~~This involves the use of alternative items including, but not limited to, straws, cups, takeaway containers, and cutlery.~~

5.2. Paper Based Products

- a) All copy paper (A3 and A4) purchased shall be made in Australia from:
 - i) virgin fibre, certified to either the Forest Stewardship Scheme (including FSC Mix) or Program for the Endorsement of Forestry Certifications (PEFC) standards, or
 - ii) post-consumer recycled certified to a recycled content standard and Processed Chlorine Free.
- b) Papers made from virgin fibre shall be either Elemental Chlorine Free (ECF), ECF Light, or Totally Chlorine Free (TCF).

5.3. All Other Paper

All other paper-based products will, at a minimum, be virgin fibre from a source certified to the Forest Stewardship Scheme (including FSC Mix) or the Program for the Endorsement of Forestry Certifications standards.

5.4. 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).

5.5. Water and Lighting Fixtures and Fittings

- a) All new water fixtures and fittings installed shall have a 'better than' 3 WELS rating.
- b) Where appropriate, all new light fittings shall be LED or an alternative with equal/ higher energy efficiency.
- c) When water or energy using devices reach the end of their working life replace with a higher rated device to ensure continuous improvement in the level of efficiency.

Reference/Associated Documents

Council Policy 29 - Purchasing

Council Policy 46 - Environment and Sustainability

Reference to Internal Procedure

Nil.

Definitions

'**LED**' means Light Emitting Diode

'**WELS**' means Water Efficiency Labelling and Standards Scheme

This Policy is supported by:		
Policy No:	CP45	
Strategic Community Plan:	Key Performance Area: Planet Outcome: 4. Healthy and sustainable ecosystems.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Environment	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
23/07/02		8.1.1
01/04/08		12.5.1
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	Review - None	12.4
22/09/15	Review - None	10.7
27/09/16	Review - Minor	12.9
22/08/17	Review - Minor	12.2
25/09/18	Review - Major	12.5
10/12/19	Review - Minor	12.8
24/05/22	Review - Minor	12.7
22/08/23	Review - Major	12.10

Environment and Sustainability

Policy Objective

The City ~~of Belmont~~ is committed to the protection and enhancement of the natural environment. Our operations seek to improve the natural environment whilst addressing the risk of pollution and significant environmental impact. Our community is informed and active in addressing their own environmentally sustainable futures.

Policy ~~Statement~~Detail

1. The City ~~of Belmont~~ is committed to:
 - a) Enhancing the City's environmental performance through the continual implementation and improvement of an Environmental Management System.
 - b) Protecting the natural environment and ecological values within the City ~~of Belmont~~ through the implementation of enhancement plans for remnant bushlands, wetlands, river foreshores and waterways.
 - c) Preventing pollution and ecosystem damage by addressing operational risks and environmental impacts.
 - d) Reducing waste to landfill through efficient resource use and improved resource recovery.
 - e) Reducing the City's corporate carbon emissions by increasing the use of zero emission alternatives.
 - f) Banning single use disposable plastics through ~~its Council Policy 45 -~~ Environmental Purchasing ~~Policy~~ and consideration of life cycle impacts in procurement.
 - g) Implementing measures to 'future proof' City operations against the predicted impacts of climate change.
 - h) Complying with relevant environmental legislation and other compliance obligations.
 - i) Ensuring that its environment and sustainability practices are reflective of the ISO 14001 Environmental Management Systems standard (the Standard) and that the City applies recognised principles of best practice.

~~Policy~~ Detail

2. The City ~~of Belmont~~ will:
 - a) Review its environmental aspects and associated environmental impacts (~~"environmental" risks~~) as they relate to the organisational structure and scope, identifying significant environmental aspects to be addressed by organisational controls.

- b) ~~Develop~~ Maintain an organisation-wide Environment and Sustainability Strategy and Implementation Plan to document strategic objectives, targets and indicators and assign responsibilities, timeframes, and resource requirements to achieve them.
- c) Monitor environmental performance against significant environmental aspects, compliance obligations and environmental objectives, reporting on outcomes to management.
- d) Consider environmental risks and opportunities in City operations, procurement, decision-making and the development of corporate policies, strategies and plans.
- e) Ensure future environmental impacts are considered through appropriate land use planning and development controls.
- f) Maintain organisational awareness of current and emerging environmental issues relevant to the City of Belmont.
- g) Maintain a compliance obligation register, communicating environmental legislative requirements to appropriate employees.
- h) Communicate the City's environmental performance and achievements to the community through Council's Annual Report to influence behaviour change and the uptake of environmental initiatives.

3. Responsibilities

- a) The development of the Environmental Management System and this policy is the responsibility of the Executive Leadership Team.
- b) Its implementation is the responsibility of the Chief Executive Officer.
- c) 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

Council Policy 40 – Work Health and Safety

Council Policy 38 - Risk Management

Council Policy 41 - Quality

Council Policy 45 - Environmental Purchasing

Reference to Internal Procedure

BelNet Related Process Maps and Work Instructions

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP46	
Strategic Community Plan:	<p>Key Performance Area: Planet Outcome: 4. Healthy and sustainable ecosystems. Outcome: 5. Climate resilience.</p> <p>Key Performance Area: Place Outcome: 6. Sustainable population growth with responsible urban planning.</p> <p>Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.</p>	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance Executive Services Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator 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 (implemented 01/07/18)	12.4
10/12/19	Review - None	12.8
23/02/21	Review - None	12.7
24/05/22	Review - None	12.7
22/08/23	Review - Major	12.10

Dangerous Trees

Policy Objective

To ensure the most appropriate, effective, and sustainable action is taken regarding trees on private property in an unsafe condition, while supporting the City's broader goals for urban forest protection, biodiversity, and climate resilience.~~To ensure the most appropriate and effective action is taken regarding trees on private property in an unsafe condition.~~

Policy Detail

1. Where concern is raised regarding the safety of a tree on private property, a City officer will, at the earliest opportunity, arrange for a qualified Arborist to conduct a visual inspection of the tree.
 - a) 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 (WA)* (the Act), take action to reduce the risk, with or without consent of the owner or occupier of the land.
 - b) 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 but~~ 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 Act, and shall include~~ing~~ 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.
 - a) The City will advise the original complainant of the outcome of the inspection.
 - b) 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 (Cth)*, the City will either:
 - i) Obtain the required approval, or

- ii) Provide information in the notice issued to the owner or occupier advising them of the legislative requirement and request a copy of the approval once obtained.

Reference/Associated Documents

Local Government Act 1995 (WA), Section 3.27(1) Schedule 3.2(7) Section 3.25(1) Schedule 3.1(8) and (9)

QTRA: Quantified Tree Risk Assessment Version 5

Reference to Internal Procedure

Process Map - Parks - Dangerous Tree Removal

Delegation Register

Definitions

'Serious and immediate danger' defined as: a tree assessed by a qualified Arborist using QTRA methodology as presenting an unacceptable risk of significant harm requiring immediate action.

'Low and tolerable risk' defined as: A QTRA qualified arborist assessed a tree at an elevated but not unacceptable risk.

And where the tolerability of the risk depends on the costs and benefits of risk reduction. (Whether the benefits of risk control are sufficient to justify their cost).

This Policy is supported by:		
Policy No:	CP47	
Strategic Community Plan:	Key Performance Area: People Outcome: 1. A safe, healthy community. Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Parks	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
27/07/04		10.1.1
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
28/10/14	Minor	12.4
27/09/16	Review - Major	12.9
22/08/17	None	12.2
24/04/18	Major	12.4 (from 1 July 2018)
10/12/19	Review - None	12.8
24/05/22	Review - Major	12.7
12/12/23	Review - None	12.8

Urban Forest

Policy Objective

To detail the City of Belmont's commitment to preserving and enhancing the growth of the urban forest.

Policy Detail

1. Tree Planting

- a) The City shall implement the key objectives of the Urban Forest Strategy 2025-2030 and the actions of the Canopy Plan.
- b) The City shall develop and implement an annual tree planting programme with the view to increase tree numbers and canopy cover within streetscapes and City managed lands.
- c) Tree selection will be location dependent and appropriate for the environmental context and in accordance with the objectives of the Urban Forest Strategy 2025-2030 City's Street Tree Plan.
- d) Objections to planting trees for reasons such as nuisance, attracting wildlife, unapproved property development, verge treatments, shading, unproven health issues, tenant requests, or verge parking will not be a sufficient basis for the City not to proceed with a verge tree planting.
- e) The City shall maintain an inventory of City street trees as per a recognised arboricultural methodology or standard, including but not limited to information pertaining to:
 - i) individual amenity value (in Australian Dollars) as calculated by a qualified Arborist using the Helliwell System or other recognised form of amenity value calculation,
 - ii) arboricultural and physical attributes such as lifecycle, tree structure, tree health, useful life expectancy and canopy cover, and
 - iii) the number, location and species of street trees removed and planted annually.

2. Tree Retention and Protection

- a) All trees within City managed lands and areas under the City's control will be protected and managed as per this policy.
- b) Regarding City trees, the City's preference, in order of priority, is:
 - i) avoid impact: through appropriate design or construction methodologies, or
 - ii) minimise impact: the City will require that the risk to the tree is minimised

- c) Where works, including development, are likely to have a significant impact on a City Tree, the applicant shall:
 - i) 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.
 - ii) where works are undertaken within a Tree Protection Zone, an Arborist Method Statement will be required, and
 - iii) Demonstrate that tree protection methods have been put in place prior to commencement and for the duration of works.
- d) Where design options or construction methodologies result in unavoidable tree loss, the City shall require tree removal and replacement as per Clause 5, City Trees and Developments - Offset and Cost Recovery.

3. Tree Pruning

- a) Pruning of City trees will be undertaken in compliance with AS 4373-2007 - Pruning of Amenity Trees and will only be considered ~~to~~:
 - i) to promote and increase canopy cover,
 - ii) to support or extend the tree's useful life expectancy,
 - iii) to mitigate an unacceptable risk of harm or damage to infrastructure, property or safety,
alleviate a significant negative impact to adjacent properties.
 - iv) where the maintenance is to comply with legislation, or
 - v) where the pruning is approved by the City's Arborist and is performed as per AS 4373-2007 Pruning of Amenity Trees.
- b) The City will not prune City Trees:
 - i) for aesthetic purposes,
 - ii) to maintain or create viewscales,
 - iii) ~~to reduce shading of solar panels;~~
 - iii) to reduce shading of outdoor areas, pools, gardens, lawns or any other surface, or
 - iv) to reduce leaf litter, nut drop or for any other nuisance factors.
- c) The Chief Executive Officer may authorise pruning of a City Tree for additional reasons under exceptional circumstances, following consideration of a request received in writing.

4. Tree Removal and Replacement

- 4.1. 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.
- 4.2. 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.
- 4.3. Replacement tree planting shall occur at the site of removal and/ or at the closest suitable location. Tree planting is to be undertaken in accordance with this policy and ~~whereby~~ the City shall determine the species of replacement trees dependent on the locality.

5. City Trees and Developments - Offset and Cost Recovery

- a) If a City Tree has been approved for removal, the City shall require pre-payment for:
 - i) works to be undertaken by the City (i.e. tree removal and stump grinding), and
 - ii) the provision of replacement trees to be planted by the City, or
 - iii) with agreement with the developer, the amenity value of the tree to be removed.

- b) Where a City Tree is removed, replacement planting shall be undertaken at a ratio of 1:3 (removed: replaced).
- c) Where a City Tree is removed, pruned or is damaged without authorisation on City managed land, the City, at its discretion may:
 - i) take action under Regulation 5(1) of the *Local Government (Uniform Local Provisions) Regulations 1996 (WA)* 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, and
 - iv) undertake replacement planting as per this Policy.

Reference/Associated Documents

Urban Forest Strategy [2025-2030](#)

~~Street Tree Plan~~

Environment and Sustainability Strategy

~~Belmont on the Move~~

~~Canopy Plan~~

Tree Protection Fact Sheet

Street Trees Fact Sheet

Reference to Internal Procedure

Application for Street Tree Assessment through [Development Application](#), Building [Permit License](#) or Crossover Application

Processing Infrastructure Services Clearance and Crossover Assessments

Dealing with Street Tree Roots Causing a Disturbance or Damage to Infrastructure

Definitions

~~For the purpose of this Policy, the following definitions apply:~~

~~'Arboricultural Potential' means Optimal health, size and maturity of a tree as expressed by its individual arboricultural characteristics and its local conditions i.e. soil volume, water, nutrients, management requirements.~~

'amenity value' means monetary value representing the visual amenity provided by individual trees as calculated by a qualified Arborist using an internationally accepted arboricultural method.

'canopy cover' means broad crown of a tree/s providing shade and cover.

'City tree' means tree with the entirety or majority of its trunk located within lands owned, vested or managed by the City.

~~**'Significant Negative Impact'** means as a result of a City tree the occupant's use, access, comfort or enjoyment of private property is detrimentally impeded or impaired.~~

'street tree' means tree located within a road reserve.

'streetscapes' means the appearance or view of a street/ road reserve.

'tree' means a woody plant inclusive of its roots, canopy, stems and trunk(s) that is capable of growing taller than 4m in height at maturity.

'urban forest' means the sum of all trees and vegetation within the urban environment.

~~**'Urban Heat Island Effect'** means the exacerbated thermal radiation (heat) retention within the urban environment due to a higher proportion of hard/ constructed materials.~~

'useful life expectancy' means the number of years the tree is expected to continue to mature and provide canopy prior to going into decline.

This Policy is supported by:		
Policy No:	CP48	
Strategic Community Plan:	<p>Key Performance Area: People Outcome: 1. A safe, healthy community. Outcome: 2. A strong sense of pride, belonging and creativity.</p> <p>Key Performance Area: Planet Outcome: 4. Healthy and sustainable ecosystems. Outcome: 5. Climate resilience.</p> <p>Key Performance Area: Place Outcome: 7. Attractive and welcoming places.</p> <p>Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management. Outcome: 11. A happy, well informed and engaged community.</p>	
Register of Delegations:	n/a	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Parks	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
16/04/19	New Policy	12.5
10/12/19	Review – Minor	12.8
23/02/21	Review – Minor	12.7
24/05/22	Review – Minor	12.7
22/08/23	Review – None	12.10

Donations – Financial Assistance

Policy Objective

To direct the process of administering financial assistance to the local community, including not for profit groups, local schools, sporting, and recreational clubs and disaster relief appeals.

The aim of the financial assistance is to provide a direct benefit to residents of the City of Belmont and to allow for additional flexibility to respond to the changing needs of the community*.

Policy Detail

1. The City ~~of Belmont~~ will consider administering financial assistance and donations under one of the following programs:
 - a) Community Contribution Fund,
 - b) Specific Donations (through formal Memorandums of Understanding or Funding Agreements),
 - c) In Kind Donations (use of Council community facilities), or
 - d) Other Donations/Financial Assistance via grants ~~(Sand and Turf Line-Marking Painting; Sporting/Cultural; Your Neighbour Community Grants; Community Sporting and Recreation Facilities Fund; and other grant funding opportunities that may arise).~~
2. Requests for financial assistance will only be considered where it is determined that the financial assistance will provide a direct benefit to the City's ~~of Belmont~~ communities by service provision that is reflective of community needs*.
3. To ensure the administration of funds meet the changing needs of the community and are subject to continuous improvement, the above programs have guidelines and/or templates which are maintained, reviewed, and modified at an operational level. The Executive Leadership Team are responsible for approving or rejecting proposed changes to program guidelines and templates.
4. Any applications for funding which meet the associated program guidelines or templates will go through the process of assessment, review, and recommendations by the responsible Officer of the related program in conjunction with the relevant Manager, or an assessment panel where relevant.

5. Asset Improvement Requests

- ~~a)~~ The replacement of City-owned assets is typically funded and undertaken as part of renewal programs identified through Asset Management Plans. Where an application relates to the upgrade and/or replacement of existing City-owned assets nearing the end of their useful life, and the project will significantly increase the useful life of the asset, the City may consider an increased level of

contribution. ~~The following Delegated Authority for approval of exists for requests for financial assistance shall be in accordance with the City's Delegation Register. under this policy:~~

~~b) up to \$5,000 per application – Chief Executive Officer~~

~~c)a) _____ more than \$5,000 per application – Council~~

~~d)b) _____~~ Where an application relates to financial support from external grant funding opportunities for developing new or upgraded infrastructure not currently scheduled for renewal through the City's Asset Management Plans (including fixed equipment/assets and sports lighting), the application will be considered based on a ratio of up to a maximum of one third of the costs contributed by Council and two thirds being the responsibility of the applicant. The contributions from the applicant may take the form of a grant, self-help, or cash (including external grants).

**The only occurrence where recipients/communities outside the City of Belmont could be eligible to receive financial assistance is when supporting disaster relief appeals.*

Reference/Associated Documents

~~Nil.~~ Regulation 29G - Local Government (Administration) Regulations 1996 (WA)

Reference to Internal Procedure

WI – Administer funds to local organisations for provision of sand and turf line marking paint.

WI – Community Contribution Fund

Community Contribution Fund Guidelines

Community Contribution Fund Application Form

Community Sporting and Recreation Facilities Fund Guidelines

Sporting and Cultural Donations Guidelines

Hall Hire in Kind Donations Application Form

Reimbursement for Sand or Turf Line Marking Paint Application Form

Your Neighbour Community Grant Application Form

Belmont Business Innovation Grant Application Form

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP50	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Development and Communities Infrastructure Services	
Policy Owner:	Manager Economic and Community Development	
Policy Stakeholder:	Coordinator Community Development Coordinator Leisure Services-Community Wellbeing Coordinator Business Continuity and Risk Coordinator Arts and Place	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
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05/08/06		11.5.5
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
28/08/12		12.3
25/06/13		12.8
29/10/13		12.7
28/10/14	Minor	12.4
27/09/16	Review - Major	12.9
25/09/18	Review - Major	12.5
10/12/19	Review - Major	12.8
24/05/22	Review - Major	12.7
22/08/23	Review - Moderate	12.10

Seasonal Hire In-Kind Support

Policy Objective

To provide a framework to support local seasonal hire sporting clubs via in-kind support from the City in their activities and to assist clubs in providing low-cost membership fees for their members.

Policy Detail

1. As one of various strategies to support the sustainability of local not-for-profit sporting clubs to provide organised sport for the community, the City will provide the following in-kind support.
 - 1.1. Junior Sport - Subsidy
 - a) The City will not apply a member fee hire charge for 'Junior' members for the use of sporting reserves managed under a seasonal hire arrangement with the City.
 - b) All other charges will apply including, but not limited to:
 - i) seasonal facility hire charge,
 - ii) sport lighting charges, and
 - iii) casual bookings (where applicable).
 - 1.2. Club Promotional/Fundraiser Activities
 - a) To provide in-kind support for sporting clubs using reserves/facilities under a seasonal hire arrangement, all sporting clubs may:
 - i) Request for up to two free bookings at their usual seasonal hire reserve/facility for the purposes of club related activities such as registration days, club development days, fundraiser events and club wind ups. Should the club's usual reserve/facility be unavailable or deemed unsuitable, alternative options will be offered.
 - ii) Use their usual seasonal hire reserve/facility for the purposes of their monthly committee meetings and their Annual General Meeting (where available).

2. Record Keeping

Any decision to waive fee (in-kind support) must be recorded in a register including the value. Note: only those officers with delegated authority may make a decision.

Reference/Associated Documents

Seasonal Hire Application Form and Conditions

Reference to Internal Procedure

Nil.

Definitions

'City' means the City of Belmont.

'Junior' means a member of a City of Belmont sporting club under the age of 18 years.

This Policy is supported by:		
Policy No:	CP52	
Strategic Community Plan:	Key Performance Area: People Outcome: 1. A safe, healthy community.	
Register of Delegations:	n/a	
Service Area:	Infrastructure Services	
Policy Owner:	Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Community Wellbeing	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
15/07/08		12.9
28/04/09		12.10
22/11/11		12.9
28/08/12		12.3
22/09/15	Review - None	10.7
27/09/16	Minor	12.9
25/09/18	Review - Minor	12.5
24/05/22	Review - None	12.7
22/08/23	Review - Major	12.10

Honorary Freeman of the City

Policy Objective

To provide a framework for Council to bestow the title of Honorary Freeman of the City on a person to formally recognise outstanding and meritorious service to the City of Belmont community.

Policy Detail

1. Council may bestow the ~~honorary~~ title of Honorary Freeman of the City upon any person who has served the City ~~of Belmont~~ community on a continuous basis for a minimum of 20 years in an outstanding and meritorious manner that stands above contributions made by most other persons, and whose activities have contributed significantly to the wellbeing of the City's citizens and advancement of the City's strategic direction.

2. Eligibility

- a) Contribution to the City's ~~of Belmont's~~ community must ~~be involve the following~~:
 - i) significant ~~in that contribution of~~ the person's time ~~in~~ serving the Belmont community ~~has been~~ on a continuous basis for a minimum of 20 years,
 - ii) significant ~~in that it has been spent contribution to~~ improving the quality of life of the ~~community citizens of the City of Belmont~~,
 - iii) ~~contribution must be~~ outstanding in that it can be seen to stand above the contributions of most other persons, and
 - iv) a consistent display of commendable conduct.
- b) A contribution ~~can shall~~ be given by a person in a voluntary capacity, ~~but this shall not preclude an or by an~~ elected member, whose dedication and contribution to the Belmont community is significantly above that usually expected from their role as an elected member.
- c) Eligibility does not ~~arise from include~~ contribution at a State, National or International level, unless a significant contribution in line with Clause 2.a) above ~~prevails~~.

3. Entitlements

- a) Any person upon whom the title Honorary Freeman of the City has been conferred may designate themselves 'Honorary Freeman of the City of Belmont'.

- b) The recipient shall be presented with a name badge which identifies them as Freeman of the City along with a plaque and certificate to commemorate receiving the award.

4. Nomination Procedure

- a) Nominations must be made in writing addressed to the Chief Executive Officer in the strictest confidence.
- b) Nominations for an 'Honorary Freeman of the City of Belmont' ~~should~~ must include a chronological outline of the history of community service of the person being nominated.

~~Nominations must be made in writing to the Chief Executive Officer in the strictest confidence.~~ 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 (WA)*.
- c) If the nomination is approved by Council, the Chief Executive Officer will seek the nominee's acceptance of the ~~title~~ honour, prior to its formal presentation and announcement.
- d) The successful nomination will remain confidential until officially bestowed on the nominee at a Bestowal Ceremony.

5. Bestowal of Title

A Bestowal Ceremony (where the citation will be read, and the plaque and certificate will be presented to the recipient) is to be scheduled within two months, or as soon as possible after the recipient's acceptance of the title.

Reference/Associated Documents

Local Government Act 1995 (WA)

Reference to Internal Procedure

Nil. Work Instruction – Honorary Freeman of the City

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP53	
Strategic Community Plan:	Key Performance Area: People Outcome: 2. A strong sense of pride, belonging and creativity.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Coordinator Governance	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
08/02/05		11.3.4
28/04/09		12.10
22/11/11		12.9
22/09/15	Review – Minor	10.7
27/09/16	Minor	12.9
10/12/19	Review – None	12.8
24/05/22	Review - None	12.7
12/12/23	Review – Minor	12.8

Civic Dinner Community Guests

Policy Objective

To recognise the contribution of members of the community through invitations to the Civic Dinner.

Policy Detail

1. ~~Current~~ Elected Members

- a) Elected Members may nominate up to four people to be invited to the annual Civic Dinner.
- b) The persons nominated by Elected Members should have contributed to the positive wellbeing of the ~~district~~ City and Elected Members are required, when submitting their 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.~~

2. Freeman of the City

All Freeman of the City will be invited as guests to the Civic Dinner.

3. Other Invitees

Community Service Award and NAIDOC Community Award recipients and other community representatives will be invited as guests to the Civic Dinner.

4. Approval

All invitations to the Civic Dinner are subject to the endorsement of the Mayor and CEO.

Reference/Associated Documents

Elected Member Civic Dinner Guest Nomination Form

Reference to Internal Procedure

Work Instruction – Managing Civic Functions

Definitions

'City' means the City of Belmont.

'Civic Dinner' is a civic function held by the City to recognise community service during the year.

'Community Service Award' is an award to recognise outstanding community service during the year.

'NAIDOC Community Award' is an award to recognise the personal achievements of an Aboriginal and/or Torres Strait Islander community member during the year.

'Freemen of the City' are persons who have had the title of Freeman bestowed upon them by the City of Belmont.

This Policy is supported by:		
Policy No:	CP54	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 11. A happy, well informed and engaged community.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager PR and Stakeholder Engagement	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
19/03/02		8.1.1
05/07/05		11.3.3
28/04/09		12.10
22/11/11		12.9
22/09/15	Review – Minor	10.7
27/09/16	Minor	12.9
10/12/19	Review – None	12.8
24/05/22	Review - Minor	12.7
12/12/23	Review – None	21.8

Engagement – Community and Stakeholders

Policy Objective

To foster and support an engagement culture that keeps people informed on matters that affect them and respects and encourages the participation of community and stakeholders in decision-making processes.

Policy Detail

1. The City embraces a positive approach to engaging with ~~the our~~ community and stakeholders, promoting understanding and involvement to achieve better outcomes for ~~our the whole~~ community.
2. ~~We The City~~ will:
 - a) Strive to keep ~~our the~~ community informed of matters that affect them.
 - b) Engage with ~~our the~~ community and stakeholders when it is valuable to inform decision-making, as well as when it is required by legislation.
 - c) Engage with relevance, noting engagements will be designed at an appropriate level and may be broad or targeted depending on the nature of the project or decision.
 - d) Identify barriers to engagement and try to include people who are hard to reach.
 - e) Provide ~~our the~~ community and stakeholders with the information they need to participate in a meaningful way.
 - f) Include the results of engagement activities within decision-making processes.
 - g) After an engagement activity the City will close the loop to let people know the outcomes of the engagement.
 - h) Review the City's engagement processes on a regular basis.
3. The results of engagement activities inform, but do not replace, the decision-making role of the City and Council. Unless it is an aspect of the engagement activity, decisions are at the discretion of Council or the relevant decision maker.
4. Engagement will not occur when there is no scope for community or stakeholder involvement to influence a decision. For example, where legislative or policy provision gives a clear right to an outcome.

Reference/Associated Documents

Local Government Act 1995 (WA)

Local Government (Administration) Regulations 1996 (WA)

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

Strategic Community Plan 202~~04~~-2034~~0~~

Access and Inclusion Plan 2022-2026

City of Belmont ~~Consultation and~~ Engagement Strategy 2023 & Beyond

~~City of Belmont Communication Strategy~~

Reference to Internal Procedure

SP0~~3~~5 Communications - ~~Internal and~~ External

~~PM - Manage Online Engagement (Belmont Connect)~~

~~WI - Consultation~~

~~WI - Belmont Connect Project Creation~~

Definitions

'City' means the City of Belmont.

'community' means individual and groups of people who reside, interact, or do business within the City of Belmont, this includes our residents, ratepayers, business owners, community groups, customers, employees, and frequent visitors.

'engagement' means the process for interacting with our community or stakeholders to seek their input, to help inform decision-making.

'stakeholder' means individuals, a group of individuals, organisations, or a political entity with a specific stake in the outcome of City decisions.

This Policy is supported by:		
Policy No:	CP55	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 11. A happy, well informed and engaged community.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager PR and Stakeholder Engagement	
Policy Stakeholder:	n/a	
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
24/05/22	Review - None	12.7
22/08/23	Review - Major	12.10

Naming or Renaming of Roads, Parks, and Reserves

Policy Objective

To ensure the naming or renaming of roads, parks and reserves within the City conform to accepted criteria.

To outline the City's preferred sources of names for roads, parks and reserves.

To outline the process for the naming of roads, parks and reserves within the City of Belmont.

Policy Detail

1. General Naming Criteria

- a) This policy is to be read in conjunction with the requirements listed in Landgate's Policies and Standards for Geographical Naming in Western Australia.
- b) Names for roads, parks and reserves can be drawn from the Schedule of Names (attached) which has been endorsed by Council. Community consultation for the application of these names is required in accordance with Landgate's Policies and Standards for the Geographical Naming of Western Australia.
- c) If a name is proposed which is not included on the Schedule of Names, it shall be drawn from the following sources, unless determined by resolution of Council:
 - i) Surnames of people, who in the opinion of Council, made an outstanding contribution to the community of the City of Belmont by extensive time volunteering, participation in service organisations, or by their philanthropy.
 - ii) Aboriginal (Noongar) and common names of places, flora and fauna that has been or is currently existing in the City of Belmont.
 - iii) Horses that have won two or more major racing events.
- d) When considering a proposed name the following should be noted:
 - i) The surnames of pioneering families, who originally lived in the City of Belmont prior to 1955 for an extended period, ~~that meet the criteria outlines in 3(i)~~, can only be considered for parks and reserves.
 - ii) The use of horse names shall only apply to the suburb of Ascot.
 - iii) Military Service will not be ~~considered as~~ a criterion for naming or renaming a park, road or reserve. (There have been so many men and women called to serve their country because of war and not only in the field of battle. The names of those Belmont residents who served in the theatre of war will be honoured with plaques on the war memorial remembrance walls).

- iv) When using a commemorative name, there is a preference to use the name of a person who had a relationship to the location.

2. Renaming of Roads

- a) In regard to the renaming of roads:
 - i) The City will not be responsible for costs associated with stationery changes relating to business names and addresses.
 - ii) The City will provide three months' notice prior to the installation of road signage to enable the correction of stationery and business advertisement signage.
 - iii) Where a request from the community or emergency services is received regarding segmented sections of a road, the City may coordinate the re-naming of the segmented portions after seeking comments from all property owners within the affected road sections.
 - iv) Where a road, or portion of a road, is to be renamed, the original road name shall be applied to the longest segmented length(s) of road(s).

3. Process

- a) On receipt of a request to name or rename a road, park or reserve the City's officers shall:
 - i) Propose a primary and secondary preferred name sourced from the Schedule of Names or the sources identified in [part 3 Clause 1.c](#) of this policy.
 - ii) Ensure the preferred names comply with the requirements of Landgate's Policies and Standards for Geographic Naming in Western Australia.
 - iii) Present the preferred names to Council for consent to advertise.
 - iv) Undertake public advertising in accordance with Landgate's requirements.
 - v) Following consideration of any submissions received, refer the matter to Council for final endorsement.
 - vi) Refer endorsed names to Landgate for consideration and adoption.

Schedule of Names for Roads, Parks and Reserves

Name	Road	Park/Reserve
Bettridge (Basil J Bettridge -- Deceased)	✓	✓
Caisley	✓	✓
Corlett	✓	✓
Daba Karn (Noongar for 'take it easy')		✓
Dowding (Frederick T Dowding -- Deceased)	✓	✓
Elliott (Clive Elliot -- Deceased)		✓
Haimes (Harold W Haimes -- Deceased)	✓	✓
Hop Wah		✓
Liepa (Vera and Edmund Liepa -- Deceased)	✓	✓
Lloyd (Ralph Lloyd -- Deceased)		✓
Maali (Noongar for 'Swan')	✓	✓
Marshall (Aino Marshall)		✓
Milne (Mary A Milne -- Deceased) (Henry Milne -- Deceased)		✓
Moore (Frank (Tiger) Moore -- Deceased)		✓
Mullane (Leslie Mullane -- Deceased)	✓	✓
Mutard	✓	✓
Mutzig		✓
Oberne (Thomas Oberne -- Deceased)	✓	✓
Oliver		✓
Parnham (Harold Parnham -- Deceased)	✓	✓
Riedel	✓	✓

Name	Road	Park/Reserve
Saligari		✓
Venables	✓	✓
Walkerden	✓	✓
Wandjoo (Noongar for 'Welcome')		✓
Yee Hop		✓

Reference/Associated Documents

Landgate's Policies and Standards for Geographical Naming in Western Australia
 City of Belmont Origin of Road Names

Reference to Internal Procedure

Process map - Request to Name a Street or Park

Process map - Inclusion of a Name on the Schedule of Names Reserved for Streets and Parks

Work instructions - Request to Name or Rename a Street, Park or Reserve

Work instructions - Inclusion of a Name on the Schedule of Names Reserved for Streets and Parks

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP56	
Strategic Community Plan:	Key Performance Area: People Outcome: 2. A strong sense of pride, belonging and creativity.	
Register of Delegations:	n/a	
Service Area:	Development and Communities	
Policy Owner:	Manager Planning Services	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/12/05		11.1.6
11/03/08		12.1.2
15/07/08		12.6
22/09/09		12.3
23/03/10		12.3
27/07/10		12.9
22/11/11		12.9
25/06/13		12.8
22/04/14		12.1
28/10/14	Review – Major	12.4
27/09/16	Review – Major	12.9
25/09/18	Review – None	12.5
10/12/19	Review – Minor	12.8
24/05/22	Review – Minor	12.7
22/08/23	Review - Major	12.10
23/04/24	Addition of name	12.3

Council-City Facilities – Naming

Policy Objective

To establish guidelines for the naming of ~~the Council-City~~ Facilities, to recognise persons who have given notable service to the Belmont community.

Policy Detail

1. Requests to rename an entire ~~Council-City~~ Facility will not be approved, however meeting rooms, clubrooms, pavilions and other structures located within a ~~Council-City~~ Facility may be considered. Such requests will be considered in accordance with the following guidelines.

2. Application

- a) The naming of streets, parks and reserves is excluded from this policy and is subject to Council Policy 56 – Naming or Renaming of Roads, Parks and Reserves.
- b) Names for City facilities can be drawn from the Schedule of Names (attached) which has been endorsed by Council.
- c) An application to rename parts of a ~~Council-City~~ Facility, by the addition of a commemorative plaque may be made by any member of the Belmont community.
- d) Applications must be made in writing and demonstrate that the person/s being honoured has either:
 - i) delivered outstanding service to the Belmont community over an extended period, and
 - ii) has made exceptional contributions to user groups of the nominated facility, or
 - iii) has a significant connection with the facility proposed for naming.

3. Assessment

- a) Upon an application being received, those organisations/users that lease or hire the affected ~~Council-City~~ Facility are to be advised and requested to make a submission on the proposal within 14 days.
- b) Only one ~~Council-City~~ Facility can be nominated to be named in honour of the ~~an~~ individual/s.
- c) Selection and application of names to specific venues is at the sole discretion and determination of the City. However, upon reviewing the application and

submission, the Chief Executive Officer shall inform Elected Members of the proposed decision.

- d) Elected Members will have a seven-day period in which the matter can be requested to be placed before Council for a resolution on the matter.

4. Implementation

- a) Costs associated with the purchase, engraving, installation and maintenance of plaques are to be borne by the City of Belmont.
- b) The City retains the right to remove or relocate the plaque should it be impacted by future redevelopment or is no longer deemed suitable.

Schedule of Names Reserved for ~~Council~~ City Facilities

Name
Bass (Margie M Bass)
Belton (Raymond (Ray) J Belton)
Bettridge (Basil J Bettridge – Deceased)
Blair (Marion H Blair)
Caisley
Daba Karn (Noongar for 'take it easy')
Dans (Frances (Frank) L Dans)
Doney (Glyn R Doney)
Dowding (Frederick T Dowding – Deceased)
Duncan (G H Duncan – Deceased) (H G Duncan – Deceased)
Ellery (Reginald (Reg) E Ellery – Deceased)

Elliott (Clive Elliot -- Deceased)
Godsell (Michael (Mike) C Godsell)
Parkin (Peggy (Peg) P Parkin JP AM)
Parnham (Harold Parnham -- Deceased)
Passeri (Peter R Passeri JP)
Powell (David L Powell -- Deceased)
Rich (Charles Rich)
Richardson (Alan T Richardson JP)
Riedel
Saligari
Sharples (W Sharples -- Deceased)
Simone McMahon
Swann (Ronald (Ron) T Swann)
Symonds (Diane J Symonds)
Teasdale (Edward (Ted) T Teasdale)
Van Garderen (Eric V Van Garderen)
Venables
Walkerden
Wandjoo (Noongar for 'Welcome')

Wilson (Colin S Wilson)
Wright (P A Wright) (W H Wright)
Yee Hop

Reference/Associated Documents

Council Policy 56 – Naming or Renaming of Roads, Parks and Reserves
Naming of Council Facilities Application Form and Guidelines

Reference to Internal Procedure

Nil.

Definitions

'**City**' means the City of Belmont.

'**Council City Facility**' means community facility (e.g. Community Centres) or any structures located in a facility owned by the City ~~of Belmont~~.

This Policy is supported by:		
Policy No:	CP57	
Strategic Community Plan:	Key Performance Area: People Outcome: 2. A strong sense of pride, belonging and creativity.	
Register of Delegations:	n/a	
Service Area:	Infrastructure Services	
Policy Owner:	Manager City Facilities and Property	
Policy Stakeholder:	Coordinator Leisure Services Community Wellbeing	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
31/10/07		12.5.5
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15		10.7
27/09/16	Review – Minor	12.9
25/09/18	Review – None	12.5
24/05/22	Review - None	12.7
22/08/23	Review - Major	12.10
23/04/24	Addition of name	12.3

Council-City Facilities - Personalisation by Users

Policy Objective

To ensure that Council-City owned facilities can be utilised to their full potential by managing the personalisation of facilities by users.

Policy Detail

1. The City shall be responsible for determining the paint colour palette, furniture and equipment for the use by hirers of Council-City facilities.
2. Requests made by hirers for sporting club memorabilia, equipment and/or furniture shall be managed in accordance with this policy as follows:

3. Sporting Club Memorabilia

- a) The installation of sporting club memorabilia requires approval in writing from the City.
- b) Requests for specialised colours to represent user groups, including sporting clubs will not be approved.
- c) The permanent fixing of sporting club memorabilia is to be limited to one wall per club. Requests are to be made in writing with images showing the proposed memorabilia and location.
- d) The memorabilia to be displayed must:
 - i) be presented in a neat and organised manner,
 - ii) not detract from the facility, and
 - iii) not cause any potential hazard to other users.
- e) Sporting clubs are solely responsible for insuring any memorabilia.

4. Furniture and Equipment

- a) The installation of private furniture or equipment of hirers (outside of allocated storage areas) requires approval in writing from the City.
- b) Private furniture or equipment will need to be of a sufficient standard to not detract from the facility or negatively impact other users.
- c) The user is solely responsible for insuring any furniture and equipment.

Reference/Associated Documents

Nil.

Reference to Internal Procedure

Nil.

Definitions

'City' means the City of Belmont.

This Policy is supported by:		
Policy No:	CP58	
Strategic Community Plan:	Key Performance Area: Place Outcome: 7. Attractive and welcoming places.	
Register of Delegations:	n/a	
Service Area:	Infrastructure Services	
Policy Owner:	Manager City Facilities and Property	
Policy Stakeholder:	Coordinator Leisure Services Community Wellbeing	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
1/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14	Minor	12.4
22/09/15	Review – None	10.7
25/09/18	Review – Minor	12.5
24/05/22	Review - None	12.7
22/08/23	Review - Moderate	12.10

Closed Circuit Television (CCTV) Video Analytics

Policy Objective

To provide parameters controlling the use of the City's CCTV analytics software and provision of recorded footage and data.

Policy Detail

1. The City's CCTV system and analytics software will only be accessed by authorised City of Belmont Community Safety Officers and approved contractors.
2. Original recordings or data will not be released unless requested under a warrant, court summons or by a State or Federal law enforcement agency.
3. Original recordings or data may be released to a third party under exceptional circumstances and only at the discretion of the Chief Executive Officer.
4. Western Australian Police (Belmont Station) can view the City's CCTV livestream from selected cameras but are not permitted to download any CCTV footage.
5. Western Australian Police (State Operations Intelligence Hub) can access ANPR data from the City's CCTV system through a formalised Release of Information Deed only.
6. The City of Belmont may use CCTV footage in the investigation of Local Law or other relevant legislative breaches.
7. Metadata sourced from analytics software can be used to provide demographic information to assist in the efficient use and management of City facilities.
8. The feature recognition capability of the analytics software will not be activated or used by the City.
9. The City would consider temporarily activating the feature recognition capability of the analytics software if requested or instructed by law enforcement, in the event of a significant emergency, such as a missing child.

Reference/Associated Documents

Australian Standard 4806.2 - 2006 - (R2015) Closed Circuit Television (CCTV)

Privacy Act 1988 (Cth) (and the Australian Privacy Principles) (The Privacy Act 1988 is federal law and does not apply to local, state or territory government agencies. The City however supports the intent and principles outlined in the Act).

[Privacy and Responsible Information Sharing Act 2024 \(WA\)](#)

Surveillance Devices Act 1998 (WA)

Reference to Internal Procedure

Closed Circuit Television (CCTV) Management and Operations Manual

Definitions

'ANPR' means Automatic Number Plate Recognition

'CCTV' means Closed Circuit Television

'Metadata' means a set of data that describes and gives information about other data

'City' means the City of Belmont.

This Policy is supported by:		
Policy No:	CP59	
Strategic Community Plan:	Key Performance Area: People Outcome: 1. A safe, healthy community.	
Register of Delegations:	n/a	
Service Area:	Development and Communities	
Policy Owner:	Manager Safer Communities	
Policy Stakeholder:	Coordinator Community Safety	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
25/08/20	New Policy	12.7
24/05/22	Review - Minor	12.7
22/08/23	Review - Moderate	12.10

Customer Complaints Management

Policy Objective

1. To establish the City ~~of Belmont~~'s position and approach to be taken in resolving customer complaints.
2. The ~~City of Belmont (the City)~~ is committed to managing complaints in a manner that is unbiased and consistent with Australian Standard Guidelines and the WA Ombudsman.
3. The City ~~of Belmont~~ recognises the right of customers to complain when dissatisfied with the service provided and undertakes to resolve these complaints in an accountable, transparent, and timely manner.

Policy Detail

1. What this Policy Covers

- a) This policy applies to all Elected Members, employees and contractors engaged to provide services to the City or on behalf of the City.
- b) ~~For the purposes of this policy, The Australian Standard for Complaints Management (ISO 10002:2014) defines~~ a complaint ~~as~~ any "expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required".
- c) For the purposes of this policy, the following are not classified as a complaint:
 - i) employment related complaints made by City employees,
 - ii) feedback obtained during stakeholder and community engagement processes,
 - iii) enquiries and requests for specific information,
 - iv) a request for service or action by the City (unless there was inaction or an unsatisfactory response to the initial request for service),
 - v) matters currently being dealt with or previously dealt with by a court, tribunal or external complaints agency,
 - vi) the lodging of an appeal or objection in accordance with a statutory or regulatory function,
 - vii) reports concerning neighbours or neighbouring property,
 - viii) complaints about individual Elected Members*,
 - ix) petitions, or
 - x) issues over 12 months old.

** Complaints about Elected Members and related processes are captured in the adopted Code of Conduct for Council Members, Committee Members and Candidates and Council Policy 60 - Complaint Investigation – Behaviour Complaints.*

2. Making a Complaint

- a) General guidelines for the lodgement and management of complaints will be published on the City's website.
- b) Sufficient relevant information must be provided to the City in order for the complaint to be investigated and responded to in an appropriate and timely manner.

3. Timeliness

- a) All complaints received will be acknowledged within five normal working days.
- b) Complainants will be notified if their complaint cannot be resolved within the prescribed timeframes of the City's Customer ~~Service Charter~~ **Complaint Management Procedure**. Complainants will be advised of the reasons for any delay and expected timeframe for resolution.

4. Risk

- a) Risk factors associated with each complaint will be considered when managing complaints. Priority will be given to complaints with high risk factors which include but are not limited to:
 - i) public safety,
 - ii) seriousness of the complaint,
 - iii) frequency of occurrence, and
 - iv) need for immediate attention.

5. Confidentiality

- a) Complainants have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to any complaint will be kept confidential and the City will only disclose complainant information to third parties as follows:
 - i) with the consent of the complainant, expressed or implied,
 - ii) as required by law, or
 - iii) in order to complete the purpose or function for the which the information was provided.

6. Anonymous Complaints

- a) The City will investigate or action anonymous complaints where reasonable and sufficient information is provided and which, in the opinion of the City, represent:
 - i) a breach of statutory provisions,
 - ii) a breach of an approval, licence or permit,
 - iii) a matter for which the City is obligated to act as prescribed in the *Local Government Act 1995 (WA)*, *Corruption, Crime and Misconduct Act 2003 (WA)*, *Public Interest Disclosure Act 2003 (WA)* or any other written law, or
 - iv) a matter which could constitute a risk to the public health and safety of persons, animals or the environment.

7. Request for Internal Review

Where a Complainant is not satisfied with how a complaint is resolved in the first instance, they can request an internal review. The review will be undertaken by the relevant Manager or Director.

8. External Review

- a) Where a Complainant is not satisfied with the outcome of the City's processes, the Complainant may be able to escalate the matter to an external agency one of the following agencies for external review, such as:
 - i) WA Ombudsman,
 - ii) WorkSafe WA,
 - iii) Department of Local Government, Industry Regulation and SafetySport & Cultural Industries, or
 - iv) Public Sector Commission.
- b) The City will cooperate with ~~these~~ external agencies to assist with their processes.

9. Unreasonable Customer Conduct

- a) Unreasonable customer conduct (UCC) is any behaviour by a customer which, because of its nature or frequency raises substantial health, safety, resource, or equity issues for the City as an organisation, the City's employees, Elected Members, other service users or the customer.
- b) UCC can be grouped into five categories:
 - i) Unreasonable persistence: continued, incessant and unrelenting conduct by a customer that has a disproportionate and unreasonable impact on the

City's services, time and/or resources (including employees and Elected Members).

- ii) Unreasonable demands: demands (express or implied) made by a customer that have a disproportionate and unreasonable impact on the City's services, time and/or resources (including employees and Elected Members).
- iii) Unreasonable lack of cooperation: unwillingness and/or inability of a customer to cooperate with the City, its representatives, or systems and processes that result in a disproportionate and unreasonable use of the City's services, time and/or resources (including employees and Elected Members).
- iv) Unreasonable arguments: includes any arguments that are not based in reason or logic, that are incomprehensible, false, inflammatory, trivial or vexatious and that disproportionately and unreasonably impact on the City's services, time and/or resources (including employees and Elected Members).
- v) Unreasonable behaviours: conduct that is unreasonable in all circumstances, regardless of how stressed, angry or frustrated the customer is, because it unreasonably compromises the health, safety or security of the City's employees, Elected Members, other services users or the customer.

9.1. Dealing with UCC

- a) Incidents of UCC will be reported to the CEO (or appointed delegate), who may determine it is appropriate to implement measures whereby the customer's access to the City will be limited, and/or to adapt the way the City interacts with or delivers services to the customer. Measures may include restricting:
 - i) who the customer has contact with at the City,
 - ii) what the customer can raise with the City,
 - iii) when the customer can have contact with the City,
 - iv) where the customer can make contact with the City, and
 - v) how the customer can make contact.
- b) The rationale and decision to implement restrictive measures will be documented and the customer will be advised in writing of the reasons for the decision, what restrictions apply and for what period. Restrictive measures will be reviewed as required, but at a minimum on an annual basis.
- c) If a customer is unsatisfied with the City's decision regarding UCC, they can request the City to reconsider its decision by presenting any information to support their request. In the event the decision remains the same, the

customer will be advised that they may be able to refer their complaint to the WA Ombudsman.

- d) The CEO will inform Council of any customer who a decision has been made to have shown UCC, under which category they were deemed to have shown UCC, and of any restrictions of access to the City, or services provided by the City, to the customer subject to any ~~legislative-legal~~ constraints.
- e) All customers are permitted to attend public meetings of Council subject to any restrictions of access to the City that are in place, legal restrictions, court orders, determinations made by the Presiding Member and applicable Standing Orders ~~or other legislative constraints~~.
- f) The City may limit access by the customer to ~~its-City~~ services or to ~~the-any~~ City ~~itself-premises~~ for a customer deemed to have shown UCC, dependent on the degree of UCC. However, the City will not totally withdraw access to its services or to the City itself, except where the misconduct of the customer involves physical or verbal abuse or threats.

9.2. Immediate Threats

- a) The City values its employees and customers, and work health and safety is forefront to this commitment. Therefore, City employees have the discretion to terminate any interaction ~~in the event that~~ with a customer if the employee reasonably perceives that they are at risk and particularly where the employee is being threatened, or the conduct of the complainant or customer is aggressive or abusive.
- b) Where necessary, WA Police will be contacted. Threats made to, and aggressive or abusive behaviour towards employees, Elected Members and third parties will be reported to WA Police ~~where appropriate~~.

Reference/Associated Documents

Managing Unreasonable Complainant Conduct: Practice Manual (2009) published by Ombudsman Western Australia.

Reference to Internal Procedure

Customer Complaint Management Procedure

Customer Service Charter

Definitions

'CEO' means the Chief Executive Officer of the City.

'City' means the City of Belmont, being a local government established as a body corporate under Section 2.5 of the *Local Government Act 1995 (WA)* (the Act).

'complainant' means a person, organisation, or its representative, making a complaint.

'customer' means a person using the services of the City, or ~~any other~~ person having contact with the City.

'Elected Member' means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

'employee' means a person:

- a) employed by the City under Section 5.36(1) of the Act, or
- b) engaged by the City under a contract for services.

'limit access' means to place restrictions in relation to:

- a) the Officers the customer may have contact with,
- b) the type of matter or issue the customer can raise,
- c) the appointed times a customer can make contact,
- d) the location where a customer may have contact, and
- e) the method in which the contact may take place.

This Policy is supported by:		
Policy No:	CP61	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	n/a	
Amendment Status:		
	Status of Amendment	Minute Item Reference
28/03/2023	New Policy	12.6
12/12/2023	Review – None	12.8

Livestreaming

Policy Objective

To provide guidance in relation to the livestreaming and recording of ~~Ordinary Council Meetings and Special Council Meetings~~ consistent with Section 5.23A of the Local Government Act 1995 (WA) (the Act).

To ensure open and transparent engagement with the community and accessibility to Council decision-making through the recording and livestreaming of Council meetings.

Policy Detail

1. This policy applies to the livestreaming and recording of Council meetings held in the Council Chamber, including but not limited to:
 - a) Ordinary Council Meetings
 - b) Special Council Meetings
 - c) Any other Council meeting as determined by Council.
2. The ~~video recording of the~~ livestream shall:
 - a) Be made available through the City's YouTube Channel and website as soon as practical following the meeting. It is to be noted that should any unforeseen technical difficulties arise, the audio or video recording may not be available or delayed.
 - b) Provide an unedited broadcast of the council meeting proceedings, including the discussion and decision-making process.
 - c) Include audio and visual components, capturing ~~council-Elected M~~members, ~~staffemployees~~, members of the public and any relevant presentation materials or exhibits.
 - d) Remain accessible to the public through the City's website in accordance with relevant requirements under the Regulations.
3. The Presiding Member will make an announcement at the start of meetings to remind attendees that the meeting will be livestreamed and recorded, and signs will be prominently displayed in the Council Chamber.
4. It is intended that standard camera positions will provide live and recorded vision of all members of the public who address a Council meeting, and live and recorded audio when they speak. It should be noted that those in the public gallery who do not address the meeting may be captured.
5. Members of the public when addressing the meeting will be required to provide their name and suburb only but will still be required to provide full contact details on the Public Question Time Submission Form in order that responses can be provided to them for any questions taken on notice.

6. ~~Consistent with the Regulations, C~~confidential matters in accordance with Section 5.23 of the ~~Act Local Government Act 1995 (WA)~~ will not be livestreamed or made available to the public.
7. ~~Consistent with the Act, N~~no protection will be afforded to Elected Members, ~~staff employees~~ or the public for comments and statements made during the livestreaming of meetings which are subsequently challenged in a court of law and determined to be slanderous or defamatory.

~~As a general principle, the City will not edit recordings of Council meetings. This is to ensure open and transparent government.~~

8. The onus is on those in attendance at the meeting to ensure that their conduct, content and language are appropriate for the audience. The Presiding Member is responsible for maintaining the orderly proceedings of the meeting.
9. ~~Notwithstanding the provisions of the Act, F~~following any meeting, the Chief Executive Officer, in concurrence with the Presiding Member, may mute/exclude all or part of any ~~meeting~~-recording considered inappropriate/~~offensive~~ to be published. ~~The Elected Members will be notified of the decision and the reasons to muteing/exclud~~ing of any part of the ~~meeting~~-recording, ~~must be reported and confirmed to the Council at the next available Ordinary Council Meeting whereby the Council may revoke or change the decision.~~

Reference/Associated Documents

Local Government Act 1995 (WA)

City of Belmont Standing Orders Local Law 2017

Code of Conduct for Council Members, Committee members and Candidates

Code of Conduct for Employees

Reference to Internal Procedure

Work Instruction – Livestreaming

Definitions

'City' means the City of Belmont.

~~'Livestreaming'~~ means ~~electronic broadcasting as defined in Section 5.23A(1) of the Act as 'broadcasting by way of the internet or other electronic means', the real-time transmission of council meetings over the internet, allowing remote viewers to observe the proceedings.~~

~~'Council meeting'~~ means a meeting of a council or committee as defined by Section 5.23A the Act.

~~'Regulations'~~ means the ~~Local Government (Administration) Regulations 1996 (WA).~~

This Policy is supported by:		
Policy No:	CP62	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Senior Governance Officer	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
12/12/2023	New Policy	12.9

Execution of Documents

Policy Objective

To ensure that the City's ~~common seal is used and~~ documents are executed in accordance with Section 9.49A of the Local Government Act 1995 (WA) (~~the Act~~).

Policy Detail

1. Execution of Documents

- 1.1. Section 9.49A(1) of the Act provides that a document is duly executed by a local government if:
 - a) the common seal of the local government as authorised by the local government is affixed to it in the presence of:
 - i) The Mayor or President, and
 - ii) The CEO or a senior employee authorised by the CEO,
each of whom must sign the document to attest the common seal was affixed (Section 9.49A(1)(a)), or
 - b) It is signed on behalf of the local government by a person authorised by the Council (by resolution) to do so (s9.49A(1)(b)).
- 1.2. This policy categorises documents as falling within certain categories and provides the appropriate method of execution for each category.
- 1.3. The following take precedent, in order, over this policy in the event of an inconsistency:
 - a) legislation,
 - b) the formal requirements of a Commonwealth or State department, authority or agency, and
 - c) a Council decision expressly specifying a particular way in which a document is to be executed.
- 1.4. This policy applies to all officers preparing documents for execution or who have been authorised under this policy to execute documents on behalf of the City.

2. Category 1A & 1B Documents – By Council Resolution

- a) Section 9.49A(2) of the Act provides that the common seal shall be affixed only as authorised by Council. ~~Category 1 documents require the City's common seal to be affixed.~~

- b) Category 1A & 1B documents require at least two specific resolutions of Council:
 - i) The decision to do the act or enter the agreement, and
 - ii) The approval to execute the document related to the above decision in accordance with this policy, or
- c) Documents to enact a decision made under delegated authority as detailed and referenced in the Delegation Register.

2.1. The below table lists Category 1A & 1B Documents:-

Category 1A – Common Seal Required	
<u>Creation of Local Laws and amendments to Local Laws</u>	
<u>Creation of Local Planning Schemes and amendments to Local Planning Schemes</u>	
<u>Financing documents, Mortgages, loans and debentures documents</u>	
<u>Power of attorney to act for and on behalf of the City</u>	
<u>State and Commonwealth Grants and Funding Agreements which require the Common Seal to be affixed (as required)</u>	
<u>Legal documents to enact a decision made under delegated authority as detailed and referenced in the Delegation Register that requires the common seal to be affixed</u>	
<u>Any document, which in the opinion of the CEO or a Director, are is sufficiently complex, high risk or of such significance to the City in nature to warrant the affixing of the Common Seal</u>	
Category 1B – Common Seal Not Required	
Document Type	Authority to Execute
<u>Documents to enact a Council decision which does not require the Common Seal</u>	<u>CEO, or as determined by the Council decision</u>

3. Category 2 Documents - Under Delegated or Sub Delegated Authority

~~Category 2 documents do not require the City’s common seal to be affixed.~~

- a) Under Pursuant to Section 9.49A(4) of the Act, Council authorises those officers listed in the table below to sign documents on behalf of the City.
- b) Details of officers authorised by Council (and any conditions of the authorisation) to sign documents on behalf of the City are noted in the Delegation Register.
- c) Category 2 documents cannot require the Common Seal to be affixed.

3.1. The below table lists Category 2 Documents

Category 2	
Document Type	Authority to Execute
Documents required to enact a decision of Council, Council Committee or Development Assessment Panel that are not Category 1 documents – for example procurement contracts, sale/purchase of land, leases and licences and memorandums of understanding	CEO or responsible Director where the documents concerns subject matter wholly within their Directorate.
Documents required to enact a decision made under delegated <u>(and sub-delegated)</u> authority <u>as detailed and referenced in the Delegation Register</u> – for example leases, caveats, restricted covenants and s70A notifications	CEO, or officer with delegated authority
Document required <u>in the for</u> management <u>(excluding Disposal)</u> of land <u>owned by the City or Crown land where the City has management authority</u> as landowner or management body – for example development application, building permit application and easement	CEO
Ceremonial certificates	CEO and Mayor (no common seal required)
<u>Grant Application to State Government/Agencies, Federal Government, Agencies and Philanthropy Organisation</u>	<u>CEO, or responsible Director where the documents concern subject matter wholly within their Directorate</u>
Documents that are not the subject of a Council decision but are part of the ordinary operations that are not category 1 documents – for example hire agreements, procurement contracts, sponsorship agreements, memorandums of understanding	CEO or responsible Director where the documents concerns subject matter wholly within their Directorate.
<u>Documents that are part of the ordinary operations of the City which are:</u> a) <u>not a Council decision, and</u> b) <u>not a Category 1 document</u>	

4. **Category 3 Documents - Ordinary Course of Business**

- a) Category 3 documents are created in the normal and routine course of business ~~and meet all the following requirements: to discharge the duties of an officer. They do not include anything with an execution clause.~~
- i) not a Category 1A, Category 1B or Category 2 document,
 - ii) required to carry out or complete a determination or Council decision made by a Category 1A, Category 1B or Category 2 document,
 - iii) required to enable an officer to discharge the duties of an officer,
 - iv) does not have a formal execution clause, and
 - v) does not require the City's common seal to be affixed.
- b) Category 3 documents are to be executed by a Director or Manager, or an Officer with delegated authority (per Delegation Register) ~~where the authority has been extended to that Officer through a delegation, City policy or work instruction.~~

Reference/Associated Documents

Local Government Act 1995 (WA)

Reference to Internal Procedure

Work Instruction – Document for Execution ~~(tbc)~~

Form Documents for Execution – Officer Declaration ~~(tbc)~~

Delegation Register (as updated)

Definitions

'**CEO**' means the Chief Executive Officer of the City.

'**City**' means the City of Belmont.

'**Council decision**' means decision of Council, Council committee or Development Assessment Panel

'**Director**' means a division director of the City.

'**disposal**' means to sell, lease or otherwise dispose of property as defined in s3.58 of the Act.

This Policy is supported by:		
Policy No:	CP63	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	Legal Counsel	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
12/12/2023	New Policy	12.10

Tree Preservation Orders

Policy Objective

To provide for the protection of significant trees through Tree Preservation Orders.

Policy Detail

1. Eligibility Criteria for Application and Serving of a Tree Preservation Order

- a) A landowner may apply for a Tree Preservation Order to protect a tree on their land.
- b) A neighbouring landowner may apply for a Tree Preservation Order to protect a tree on the adjacent property if the canopy of that tree overhangs into their property.
- c) The City of Belmont may serve a Tree Preservation Order upon a landowner for the protection of a tree on their land or a tree that overhangs their land.

2. Assessment Criteria for Significant Trees

- 2.1. For a tree to be considered significant and worthy of protection through a Tree Preservation Order, it must meet one or more of the following criteria:
 - a) Scientific, Environmental or Biological Significance
 - i) is remnant native vegetation, was not planted or propagated and is of a local native species, or
 - ii) is recognised by relevant State or Federal legislation as rare or endangered but may be exempt from requiring a clearing permit,
 - iii) is connected with native fauna assemblages that are recognised as at risk by relevant State or Federal legislation, or
 - iv) has significant horticultural value.
 - b) Cultural or Historical Significance
 - i) is located on the City of Belmont Local Heritage Survey or Local Heritage List,
 - ii) is associated with or attached to a listed heritage site and directly relates to the heritage value of the site, or
 - iii) is connected to or within an Aboriginal Heritage Site but is not protected under law.
 - c) Landscape or Amenity Significance
 - i) represents a curious growth form that significantly contributes to the landscape and has become a unique and widely renowned specimen, or

- ii) occurs in a unique and prominent location and acts as a landmark to the local area.

3. Tree condition, impacts and locational attributes

- a) The tree's condition and locational attributes will also be assessed to determine whether a Tree Preservation Order may be supported.
- b) The following information will be taken into consideration as part of this assessment:
 - i) The tree's current useful life expectancy (in years) and age class (maturity/life cycle).
 - ii) Description of current and future growth habit, including root structure, and any existing or future risk of structural damage or encroachment to buildings, property boundaries, or other structures.
 - iii) Existing health and structural integrity or known risks associated with the tree (i.e. presence of any growth or physical defects, pest or disease).
 - iv) Current and expected (at maturity) height, canopy and crown width (in metres) and trunk diameter at 1m above ground level (in millimetres).
 - v) Works required and ongoing management requirements if evident.
 - vi) Assessment of potential risk of harm as assessed using a Quantified Tree Risk Assessment (QTRA) or International Society of Arboriculture Hazard Rating.

4. Review of Trees Protected by a Tree Preservation Order

- a) A tree protected through a Tree Preservation Order will be reviewed by the City's certified arborist at the City's cost:
 - i) a minimum of every year, against this policy,
 - ii) where emergency works have been undertaken, or
 - iii) where the tree may result in damage to property or personal injury.
- b) A Tree Preservation Order shall include requirements for:
 - i) The owner/occupant of the property on which the tree is situated providing City officers with reasonable and adequate access to the property to undertake an inspection of a tree.
 - ii) A landowner/occupant notifying the City of any issues associated with a tree which may result in damage to property or injury to persons.
 - iii) The applicant/landowner/occupant bearing all costs associated with maintenance.

- c) A review of the tree may result in the modification or revocation of a Tree Preservation Order as per Clause 4 of this policy.
- d) The City's Parks section will maintain a publicly available register for inspection.

5. Modifying or Revoking of a Tree Preservation Order

- 5.1. The City Council can determine to modify or revoke a Tree Preservation Order and request that the Registrar of Titles remove or amend the memorandum from a property title(s).
 - a) The City Council will consider modifying a Tree Preservation Order where:
 - i) natural changes in the trees structure results in the Tree Preservation Order needing to be added or removed from property titles, or
 - ii) a boundary line and property title, through subdivision, amalgamation or otherwise, has changed requiring the addition or removal of the Tree Preservation Order to property titles.
 - b) The City Council will consider revoking a Tree Preservation Order where the tree:
 - i) is or will be deemed dangerous and requires removal,
 - ii) is deceased and requires removal,
 - iii) may result in damage to property or personal injury, or
 - iv) no longer meets the criteria for which it was originally protected (Clause 1 and 2 of this policy).

6. Instances where Tree Preservation Orders may not be considered

- 6.1. A Tree Preservation Order may not be applied to trees in the following instances:
 - a) Trees that are currently protected or subject to management requirements under local, state or federal legislation, may not be considered. This includes, but is not limited to:
 - i) *Energy Operators (Powers) Act 1979 (WA)*,
 - ii) *Bush Fires Act 1954 (WA)*,
 - iii) *Environmental Protection (Environmentally Sensitive Areas) Notice 2005 (WA)*, or
 - iv) *Main Roads Act 1930 (WA)*.
 - b) Trees which are:
 - i) dead or considered non-viable,

- ii) structurally unsound and present an unacceptable risk to property or life that cannot be mitigated without removing the tree, or
- iii) a noxious or declared weed.

Reference/Associated Documents

City of Belmont Local Planning Scheme No. 15

[Adopted Fees and Charges](#)

[Tree Preservation Order Nomination Form](#)

Reference to Internal Procedure

Process Map – Tree Preservation Orders ~~–To be developed~~

Definitions

'certified arborist' means an arborist who is certified by a professional organization like the International Society of Arboriculture (ISA).

'owner' has the same meaning given in the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*.

'tree' means a woody plant inclusive of its roots, canopy, stems and trunk(s) that is capable of growing taller than 4m in height at maturity.

'trees structure' means its physical stature, including trunk, branches, roots, and foliage and growth habit, including direction of growth.

This Policy is supported by:		
Policy No:	CP64	
Strategic Community Plan:	Key Performance Area: Planet Outcome: 4. Healthy and sustainable ecosystems.	
Register of Delegations:	n/a	
Service Area:	Development and Communities & Infrastructure Services	
Policy Owner:	Manager Planning Services & Manager Parks, Leisure and Environment	
Policy Stakeholder:	Coordinator Planning Services & Coordinator Environment	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
26/04/24	New Policy	12.1

12.3 Response to WALGA Electoral Report Discussion Paper

Voting Requirement	:	Simple Majority
Subject Index	:	119/001
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

Strategic

Planning strategically for the future of the City or providing strategic direction to the CEO e.g. approving the Strategic Community Plan, advocating to another level of government/body/agency.

Purpose of report

The purpose of this item is for Council to consider and endorse the City's response to the Western Australian Local Government Association (WALGA) Electoral Reform Discussion Paper.

Summary and key issues

The Minister for Local Government has raised in statements the possibility of local government electoral reform that may include –

- Full spill elections every 4 years; and
- Compulsory voting at local government elections.

However, no formal proposals have been provided by the State Government.

WALGA has circulated an electoral reform discussion paper to obtain early sector feedback to ensure its position reflects current sector views on the possible proposals, and to enable timely and well-informed engagement to occur, should the reforms be formally proposed.

Feedback is requested by Friday 27 March 2026.

Note:

The Presiding Member determined that Item 12.3 - Response to WALGA Electoral Report Discussion Paper would have each part voted on separately.

Cr Kulczycki put forward the following Alternative Motion.

Alternative Councillor Motion

Kulczycki moved, Sessions seconded

That Council, in response to the Western Australian Local Government Association's invitation to comment on proposed electoral reforms –

1. DOES NOT SUPPORT full spill elections every 4 years;

Carried 6 votes to 3

For: Davis, Harris, Kulczycki, Marks, Ryan, Sekulla

Against: Abedin, Rossi, Sessions

Alternative Councillor Motion

Kulczycki moved, Sessions seconded

That Council, in response to the Western Australian Local Government Association's invitation to comment on proposed electoral reforms –

2. SUPPORTS compulsory voting for local government elections; and

Carried 5 votes to 4

For: Davis, Harris, Kulczycki, Rossi, Sekulla

Against: Abedin, Marks, Ryan, Sessions

Alternative Councillor Motion

Kulczycki moved, Sessions seconded

That Council, in response to the Western Australian Local Government Association's invitation to comment on proposed electoral reforms –

3. Requests the Chief Executive Officer provide a copy of the City of Belmont submission reflective of Council's recommendation as provided in Attachment 12.3.2, to the Western Australian Local Government Association.

Carried unanimously 9 votes to 0

For: Abedin, Davis, Harris, Kulczycki, Marks, Rossi, Ryan, Sekulla and Sessions

Against: Nil

Officer Recommendation

That Council, in response to the Western Australian Local Government Association's invitation to comment on proposed electoral reforms –

1. SUPPORTS/DOES NOT SUPPORT full spill elections every 4 years;
2. SUPPORTS/DOES NOT SUPPORT compulsory voting for local government elections; and
3. Requests the Chief Executive Officer provide a copy of the City of Belmont submission reflective of Council's recommendation as provided in Attachment 12.3.3, to the Western Australian Local Government Association.

Location

Not applicable.

Consultation

Elected Members were provided the opportunity to respond to the WALGA Discussion Paper. Seven (7) responses were provided.

No external consultation with the community has been undertaken.

Strategic Community Plan implications

In accordance with the 2024–2034 Strategic Community Plan:

Key Performance Area: Performance

Outcome: 10. Effective leadership, governance and financial management.

Policy implications

There are no policy implications associated with this report.

Statutory environment

Part 2 of the *Local Government Act 1995* (Constitution of Local Government)

- *Local Government (Constitution) Regulations 1998*
- Part 4 of the *Local Government Act 1995* (Elections and voting)
- *Local Government (Elections) Regulations 1997.*

Background

The Minister for Local Government has raised in statements possible electoral reform that concerns –

- full spill elections every 4 years; and
- compulsory voting at local government elections.

Please note that no formal proposal has been provided from the Minister to date on whether such reforms are to be implemented.

As a consequence of these statements, WALGA has circulated a Discussion Paper (Attachment 12.3.1) to the sector undertaking early engagement to ensure that its advocacy position aligns with the current views of the sector on the above expected reform.

Report

The purpose of the Discussion Paper is to request Council feedback to inform WALGA's advocacy position to the local government electoral reforms that are expected to be proposed by the State Government.

The Discussion Paper lists 8 guidance questions for Council to consider in providing feedback.

The Discussion Paper does not provide any options in terms of the specific drafting of reform legislation, focusing primarily on the overarching principles of electoral reform as indicated in the Minister's statements.

To inform the City's submission, City officers requested feedback from Elected Members on their position to the guidance questions contained within the Discussion Paper.

Seven (7) Elected Members have provided responses. These responses have been collated and will inform the attached submission to WALGA (Attachment 12.3.3). This attachment, where indicated, will be updated after Council has made its determination at the March 2026 Ordinary Council Meeting.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title	
1.	Discussion Paper - Electoral Reform - WALGA [12.3.1 - 11 pages]
2.	Response to WALGA Electoral Reform Discussion Paper [12.3.2 - 1 page]



Electoral Reform Discussion Paper

1. Background

1.1. Purpose

The purpose of this discussion paper is to request Council-endorsed Local Government feedback to inform WALGA's advocacy on Local Government electoral reforms expected to be proposed by the State Government, specifically:

- full spill elections every 4 years; and
- compulsory voting at Local Government elections

These options have been raised in statements by the Minister for Local Government, Hon Hannah Beazley MLA, but no formal proposals have yet been provided for consultation. While WALGA has relevant advocacy positions (discussed further below), the purpose of this discussion paper is to undertake early sector engagement to ensure WALGA's positions reflect the sector's current views and enable timely, well-informed and effective engagement with the anticipated State Government reform proposals.

1.2. WALGA existing advocacy positions

1.2.1. Elections

WALGA has established advocacy positions reflecting the sector's support of voluntary voting and elections of half the offices on Council every two years. These advocacy positions are provided in Appendix 1.

In late 2024 WALGA conducted a review of its Elections Advocacy Positions to ensure they reflected the sector's contemporary view.

Local Government responses at that time indicated strong (98%) support for half spills every two years, which was reflected in the adopted Advocacy Position [2.5.16 Elections](#).

While voluntary voting was supported by an overall majority of responses (74%), compulsory voting was supported by a majority (64%) of metropolitan respondents and a majority (61%) of Class 1 and 2 respondents.

State Council requested that the WALGA secretariat undertake further investigation of the implications of compulsory and voluntary participation in Local Government elections before reporting back to State Council.

In the interim, Advocacy Position [2.5.15 Participation in Local Government Elections](#) was retained, expressing support for voluntary voting with a note that further work was being undertaken.

This investigation was ongoing when the Minister for Local Government raised the prospect of further Local Government election reform.

A State by State comparison of electoral statistics is provided in Appendix 2.



1.2.2. Election costs

In 2024, WALGA conducted a review of five Local Government biennial election cycles up to and including the 2023 Local Government elections. The review demonstrated significant cost increases and concerns about the lack of transparency in costings provided by the Western Australian Electoral Commission (WAEC).

In September 2024, State Council adopted Advocacy Position [2.5.18 Local Government Elections Analysis 2015-2023](#), calling for an independent audit of the WAEC's cost allocation methods and the introduction of Service Level Agreements to ensure transparency of costing methodology.

Cost implications are a relevant consideration in assessing the appropriateness of any proposed electoral reform. However, the current lack of transparency in costing methodology makes it impossible to confidently forecast cost impacts.

This discussion paper seeks to identify the factors associated with each reform proposal that may affect election costs. This is further complicated by the interaction of possible reform options and external economic factors.

WALGA has requested that the Department of Local Government, Regulation and Industry Safety (LGIRS) and the Western Australian Electoral Commission, undertake modelling to identify the cost implications of any proposed reforms.

A comparison of available electoral costs data, State by State, is included as Table 4 in Appendix 2.

WALGA has contacted other Local Government associations to ask if they have experienced changes in costs associated with [compulsory four-year, all-in all-out](#), local government elections. As this has been the approach in most jurisdictions for some time, responses were largely unable to address changes in cost.

2. Election Frequency

Current situation

Western Australia holds biennial elections, with half of the offices on Council elected every two years for four-year terms. All other Australian jurisdictions hold full spill elections every four years (four-year terms).

Considerations

Considerations include:

- Voter participation and fatigue
- Continuity, knowledge retention and mentorship for new Council Members
- Stable whole-of-Council mandate and collective accountability
- Capacity for candidate recruitment
- Administrative requirements
- Extraordinary vacancies and backfilling
- Timing and transitional arrangements

Re-election rates



WALGA has analysed the composition of Councils following the last two Local Government elections in other Australian jurisdictions, all of which have full spill elections. A comparison of available data on re-election rates is included as Table 2 in Appendix 2.

This data suggests that on average, re-elected Council Members make up between 47% and 57% of Council following full spill elections.

By comparing over 700 consecutive ordinary election results, the review identified nine occasions when the membership of Council following an ordinary election was 100% different from the Council following the previous ordinary election. However, four of these local governments held mid-term extraordinary elections, meaning the changes in membership occurred over two or more elections within a four-year period.

Costs

In one respect, a change to a four-year cycle would reduce costs by reducing the number of elections. However, the cost of each election may increase. The WAEC uses the number of vacancies to inform quotations for the conduct of elections. Full spill elections would double the number of vacancies, with possible increased costs associated with printing and postage and increased staffing for the count.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of a change in election frequency may also vary between Local Governments.

Questions

1. Does your Local Government support half spill elections every two years or full spill elections every four years?
2. What are the key considerations informing this view?
3. If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?
4. Any other comments?

3. Compulsory or Voluntary Voting

Current situation

Voting in Local Government elections is voluntary in Western Australia and South Australia. All other Australian jurisdictions have compulsory voting.

Considerations

Considerations include:

- Voter participation and democratic legitimacy
- Voter engagement, awareness and/or fatigue
- Administrative and enforcement requirements
- Application to owner and occupier rolls

Participation rates

A comparison of available participation data is included as Table 3 in Appendix 1.

Costs



The WAEC uses expected participation rates to inform quotations for the conduct of elections. It is likely that an increased participation rate would increase election costs through higher reply-paid charges and increased staffing for the count. However, in-person elections become more cost effective than postal elections at higher participation rates.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of compulsory voting may also be different for each Local Government depending on their current participation rates and methods for holding elections, and whether these would change significantly.

Tasmania implemented compulsory voting in Local Government elections in 2022. Local Government Association Tasmania (LGAT) advised that this resulted in reasonably significant cost increases. The Tasmanian Electoral Commission reported a \$9.32 per elector cost for the first compulsory Local Government elections in 2022, a 35% increase from \$6.92 in 2018. An analysis of the factors contributing to this increase is not available and it may be challenging to draw direct comparisons between Tasmania and WA.

It is likely that the cost impact of compulsory voting would be moderated if elections also transition to a 4 yearly cycle.

DRAFT



Questions

5. Does your Local Government support compulsory voting or voluntary voting in Local Government elections?
6. If the frequency of Local Government elections were changed to every 4 years, would your Local Government support compulsory or voluntary voting?
7. What are the key considerations informing this view?
8. Any other comments?

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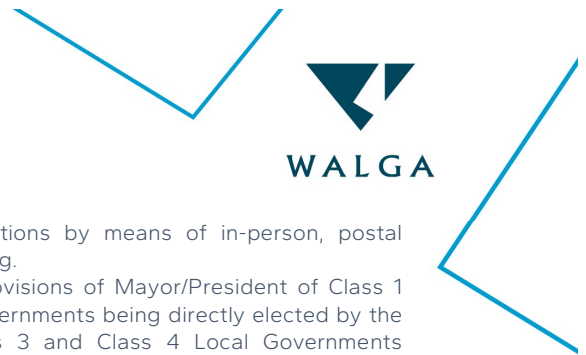
Appendix 1- WALGA Elections Advocacy Positions

2.5.15 Participation in Local Government Elections

Position Statement	<p>The Local Government sector supports voluntary participation in Local Government elections.</p> <p><i>Noting that State Council at its 6 December 2024 State Council meeting resolved that the WALGA Secretariat further investigate implications of compulsory and voluntary participation in Local Government elections and report back to State Council.</i></p>
Background	<p>Voluntary participation in Local Government elections is a long-established position of the Local Government sector, and was confirmed as a result of sector feedback received during the Local Government reform process.</p>
State Council Resolution	<p>December 2024 - 090.5/2024</p> <p>February 2022 – 312.1/2022</p> <p>December 2020 – 142.6/2020</p> <p>March 2019 – 06.3/2019</p> <p>December 2017 – 121.6/2017</p> <p>October 2008 – 427.5/2008</p>
Supporting Documents	<p>Advocacy Positions for a New Local Government Act</p> <p>WALGA submission: Local Government Reform Proposal (February 2022)</p>

2.5.16 Elections

Position Statement	<p>The Local Government sector supports:</p> <ol style="list-style-type: none">1. Councillors serve four-year terms with elections every two years and half of the Council positions spilled at each election.2. First-Past-The-Post (FPTP) voting system for Local Government elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections.3. First-Past-The-Post (FPTP) voting system for internal Council elections.
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4. Councils holding elections by means of in-person, postal and/or electronic voting.
5. Current legislative provisions of Mayor/President of Class 1 and Class 2 Local Governments being directly elected by the community and Class 3 and Class 4 Local Governments determining whether its Mayor or President is elected by the Council or by the community.

Background

The sector positions on Local Government elections have been long-established. This was confirmed as a result of sector feedback received during the Local Government reform process.

Following the 2023 Local Government Elections where legislative reforms to Local Government elections processes were first implemented, sector wide consultation was conducted on key elements of the elections advocacy positions to determine if they accurately reflected the sector's contemporary view.

State Council Resolution

- December 2024 - 091.5/2024
- February 2022 – 312.1/2022
- December 2020 – 142.6/2020
- March 2019 – 06.3/2019
- December 2017 – 121.6/2017
- October 2008 – 427.5/2008

2.5.18 Local Government Elections Analysis 2015-2023

Position Statement

That WALGA advocate to the State Government:

1. For an independent Local Government election audit, focusing on the Western Australia Electoral Commission's (WAEC) service delivery and cost allocation methods and costing applications used, to confirm that marginal cost recovery principles are applied and that the costing program is being effectively managed.
2. For the requirement for the WAEC to develop and implement Service Level Agreements with Local Governments, similar to those agreements currently used in New South Wales and Victorian Local Government elections and that includes:
 - a. transparency of costing methodology,
 - b. direct engagement with Local Governments pre and post elections, and
 - c. the roles and responsibilities of the WAEC and Local Governments in the conduct of elections.



3. For a review of the legislative framework that would allow for more than one election services provider to conduct Local Government elections.
4. For a mandated WAEC Report to Parliament specific to Local Government elections post each election cycle, outlining costs, results, voter turnout and matters for improvement both in the conduct of elections and the legislation, if relevant.

Background

A comprehensive review and analysis of five election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process in Western Australia was carried out by WALGA.

With a focus on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), the analysis has found evidence of the rising cost and reduced service level of conducting Local Government elections in Western Australia.

Elected Member feedback, costs vs service comparisons and engagement by the sector with WALGA's governance services over the 2023 Local Government election period, are the basis for the position outlined above.

State Council Resolution

September 2024 - 065.4/2024

Appendix 2 - Election Statistics

The data in the following tables is derived from publicly available reports issued by the respective State Electoral Commissions for the elections they conducted. The different content and format of reporting in each jurisdiction can make direct comparisons challenging.

Table 1: Comparative overview

Jurisdiction	Compulsory/optional voting	Frequency	Postal/In Person
Western Australia	Optional	Half spill every 2 years	Postal or in person
South Australia	Optional	Full spill every 4 years.	Postal.
Northern Territory	Compulsory	Full spill every 4 years	Postal or in person.
Queensland	Compulsory	Full spill every 4 years.	Postal or in person.
New South Wales	Compulsory	Full spill every 4 years.	In person.
Victoria	Compulsory	Full spill every 4 years.	Postal
Tasmania	Compulsory	Full spill every 4 years.	Postal

Table 2: Average percentage of returning Council Members (at individual Council level)

States with full spills only. Calculated using publicly reported ordinary election results including elections conducted by private providers.

State	Most recent election year Average % of Council Members who were Council Members the previous term	Previous election year Average % of Council Members who were Council Members the previous term
Queensland	2024 47%	2021 49%
New South Wales	2024 54%	2021 49%
Victoria	2024 46%	2020 47%
South Australia	2022 57%	2018 48%
Tasmania	2022 53%	2018 54%



Table 3: Percentage of all elected candidates who were returning Council Members (at State level)

States with full spills only. Official state level percentage reported by electoral commissions for elections they conducted.

State	Most recent election year % of returning Council Members	Previous election year % of returning Council Members
Queensland	2024 43.2%	2021 46.0%
New South Wales	2021 56.8%	2016/17 (amalgamations) 60.6%
Victoria	2024 43.0%	2020 51.9%
South Australia	2022 50.0%	2018 55.3%
Tasmania	2022 46.0%	2018 48.0%

Table 4: Election participation rates

State	Election Year	Election Year	Election Year
WA	2023 31.2%	2021 30.2%	2019 29.1%
NSW	2024 84.54%	2021 (2020 postponed) 83.56%	2016/2017 (amalgamations) 2017: 79.58% 2016: 79.27%
NT	2025 <i>Official report not yet available.</i>	2021 61.3%	2017 58.5%
QLD	2024 82.31%	2020 (COVID impacted) 77.71%	2016 83.04%
SA	2022 32.9%	2018 31.6%	2014 31.99%
TAS	2022 (First election with compulsory voting) 84.79%	2018 58.72%	2014 54.58%
VIC	2024 81.46%	2020 81.47%	2016 72.15%

Table 5: Election costs

Election costs invoiced to Local Governments.

State	Election Year	Election Year	Election Year
WA	2023 <i>postal elections only</i> \$5.17 per elector 1,763,392 electors (115 districts)	2021 <i>postal elections only</i> \$4.06 per elector 1,727,712 electors (92 districts)	2019 <i>postal elections only</i> \$3.70 per elector 1,619,431 electors (86 districts)
NSW	2024 \$55.67million 5,242,086 electors (125 councils)	2021 \$46million (<i>budgeted</i>) 4,838,137 electors (122 councils)	2016/2017 2017 \$19.17 million 2.73 million electors (45 councils) 2016 \$14.11 million 1.97million electors (76 councils)
NT	2025 NA	2021 \$1,864,193 142,546 electors	2017 \$1,593,775 133,927 electors
SA	2022 \$8.93million (ex GST) \$6.93 per elector (ex GST)	2018 \$6.57million (ex GST) \$5.41 per elector (ex GST)	2014 \$4.36million (ex GST) \$3.77 per elector (ex GST)
TAS	2022 <i>voting became compulsory</i> \$9.32 per elector 410,975 electors	2018 \$6.92 per elector 356,810 electors	2014 <i>first all-in all-out</i> \$5.59 per elector 375,355 electors

Note: Data in this table is taken from reports published by the relevant Electoral Commissions. Due to differences in the ways electoral costs are apportioned, a per elector cost is only provided if it was reported. Data for QLD and VIC is not clearly discernible in Election Reports, and therefore not presented in this table.

Attachment 12.3.2 Response to WALGA Electoral Reform Discussion Paper

Attachment 3

City of Belmont Submission

Response to WALGA Electoral Reform Discussion Paper

QUESTION	ANSWER YES/NO	COMMENTS
Election Frequency		
1. Does your local government support half spill elections every two years or full spill elections every four years?	This will be updated after Council has made its decision at the March OCM.	This will be updated after Council has made its decision at the March OCM.
2. What are the key considerations informing this view?		
3. If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?		
4. Any other comments?		
Compulsory or voluntary voting		
5. Does your local government support compulsory voting or voluntary voting in local government elections?	This will be updated after Council has made its decision at the March OCM.	This will be updated after Council has made its decision at the March OCM.
6. If the frequency of local government elections were changed to every 4 years, would your local government support compulsory or voluntary voting?	This will be updated after Council has made its decision at the March OCM.	This will be updated after Council has made its decision at the March OCM.
7. What are the key considerations informing this view?		
8. Any other comments?		

12.4 Local Government Reform - Amendment to Code of Conduct for Council Members, Committee Members and Candidates and Review of Council Policy 60 - Complaint Investigation - Behaviour Complaints

Voting Requirement	:	Absolute Majority
Subject Index	:	24/003
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	12.8 OCM 28 February 2023
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

Legislative

The making and adopting of local laws, local town planning schemes and Council policies.

Purpose of report

For Council to consider amendments required to the Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct), and associated Council policy and forms, and to review Council Policy 60 – Complaint Investigation – Behaviour Complaints to ensure compliance with the amendments made to the *Local Government (Model Code of Conduct) Regulations 2021 (WA)* as prescribed.

Summary and key issues

Amendment was made to the *Local Government (Model Code of Conduct) Regulations 2021 (WA)* effective 1 January 2026. Local governments are required to update their Code of Conduct within 3 months of these amendments coming into operation.

The City is required to amend its Code of Conduct, and Council Policy 60 - Complaint Investigation – Behaviour Complaints by 31 March 2026 to align with the regulatory amendment.

The Complaint Form has also been amended to align with statutory requirements and is required to be approved by Council in accordance with clause 11(2)(a) of the Code of Conduct.

Officer Recommendation

That Council:

1. Adopts the amended Code of Conduct for Council Members, Committee Members, and Candidates (refer Attachment 12.4.1).
2. Endorses the amended Council Policy Complaint Investigation – Behaviour Complaints (refer Attachment 12.4.2).
3. Approves the updated City of Belmont Complaint of Alleged Code of Conduct Breach Form (refer Attachment 12.4.3).

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

Location

Not applicable.

Consultation

There has been no specific consultation undertaken in respect to this matter as the amendments are required under legislation.

Strategic Community Plan implications

In accordance with the 2024–2034 Strategic Community Plan:

Key Performance Area: Performance

Outcome: 10. Effective leadership, governance and financial management.

Policy implications

Should Council endorse the amended Council Policy 60 - Complaint Investigation – Behaviour Complaints, the City’s website will be updated.

Statutory environment

Section 5.104(2) of the *Local Government Act 1995 (WA)* (the Act) requires a local government to update their Code of Conduct within three months of any amendments to the *Local Government (Model Code of Conduct) Regulations 2021 (WA)* (the Regulations) taking effect (absolute majority required).

Amendments were made to the Regulations in December 2025 which commenced on 1 January 2026.

Section 2.7 of the *Local Government Act 1995 (WA)* outlines the role of Council. Section 2.7(2)(b) requires the Council to determine the local government's policies.

Background

Code of Conduct

The City of Belmont has an adopted Code of Conduct for Council Members, Committee Members and Candidates which incorporates the Regulations as required under Section 5.104 of the Act.

In December 2025, Part 6 of the *Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025 (WA)*, (SL2025/208) amended the Regulations. The amendments were required to make provision for the commencement of the Local Government Inspector and the ability for the Inspector to receive complaints directly from the public in relation to behaviour, conduct and specified breaches as well as general complaints.

Council Policy 60 – Complaints Investigation - Behaviour Complaints

Complaints relating to behaviour, conduct and specified breaches and general complaints were previously dealt with by the City or an external State government agency, depending on the nature of the breach/complaint. With the commencement of the Local Government Inspector, powers and functions were conferred to the Inspector to assess, triage, refer, investigate, or close complaints. Complaints may be referred to the Public Sector Commission, Corruption and Crime Commission or Police should the matter fall within their purview.

Behavioural breaches can be received by the Inspector and referred to the relevant local government or submitted by a member of the public directly to the local government.

It is necessary for each local government to authorise at least one person to receive and withdraw behaviour complaints and to approve the City's Complaint Form. Council Policy 60 – Complaints Investigation - Behaviour Complaints

provides authorisation to the Director Corporate and Governance and Manager Governance and Legal to be the Behaviour Complaints Officer.

Report

Code of Conduct

As the City of Belmont had previously adopted the Model Code of Conduct as contained in Schedule 1 of the Regulations, the City is now required to amend its Code of Conduct to reflect these changes.

A review of the Code of Conduct was undertaken by officers at the City and the legislated amendments incorporated. Council is required to amend the Code of conduct by an absolute majority decision. This will ensure compliance with the legislation. All amendments need to be made by 31 March 2026.

Attachment 12.4.4 provides a track changed version of the Code of Conduct.

Council Policy 60 – Complaints Investigation - Behaviour Complaints

Council Policy 60 – Complaints Investigation - Behaviour Complaints provides details of the process for receiving and investigating complaints to contribute to procedural fairness, unbiased decision making, integrity and good governance.

The adopted Policy has also been amended to reflect changes in the legislative environment and the commencement of the Local Government Inspector, as well as changes proposed by City officers. Attachment 12.4.5 provides a track changed version of the Policy. Changes include:

- Clarity on the receipt of a complaint directly to the City or referral from the Inspector (Clause 3.a)
- Clause 10. Finding of Alleged Breach included to reference Clauses of the Code of Conduct and the requirement that Council must resolve to make a finding, unless the complaint has been withdrawn
- Clause 12. Reporting updated to reference legislation and the requirement for the City to maintain a record of information about conduct
- Use of consistent terminology
- Formatting and grammatical changes.

Alleged Breach Form

The Complaint – Alleged Breach Form has been amended to include a section for the complainant to specify the clause of the Code of Conduct that is alleged to be breached. Attachment 12.4.6 provides a track changed version of the form.

Financial implications

There are no financial implications evident at this time to make the amendments.

However, the policy provides for the use of an external contractor for the investigation of a complaint. A simple investigation and report are estimated at \$3,000 with more complex investigation estimated at \$10,000. The cost of each investigation is variable depending on the nature of the investigation required. A budget allocation is available should the appointment of an external contractor be deemed necessary depending upon criteria included in the policy.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title

1. Code of Conduct for Council Members Committee Members and Candidates [12.4.1 - 15 pages]
2. CP60 Complaint Investigation Behaviour Complaints Policy [12.4.2 - 7 pages]
3. Complaint of Alleged Code of Conduct Breach Form [12.4.3 - 2 pages]
4. Code of Conduct for Council Members Committee Members and Candidate - Track Changes [12.4.4 - 16 pages]
5. Reviewed Council Policy 60 - Complaint Investigation Behaviour Complaints - Track Changes [12.4.5 - 8 pages]
6. Complaint of Alleged Code of Conduct Breach Form - Track Changes [12.4.6 - 4 pages]



Code of Conduct for Council Members, Committee Members and Candidates



Publication date: 00/00/00

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Message from the Mayor and Chief Executive Officer

This Code of Conduct (Code) is to guide the decisions, actions and behaviours of Council Members, Committee Members and Candidates.

This Code is complementary to the legislative objectives of the *Local Government Act 1995*, which provide for:

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The City of Belmont continues to consolidate its position as one of the State’s most progressive and sustainable local government authorities and strives to deliver excellent services and projects to the Belmont community. To be able to respond to the requirements of the community and adapt with a professional approach it is necessary for all members and candidates to act in the manner outlined within this Code.

The Code underpins the City’s Corporate Values and supports the good governance of the City. It is important that all Council Members, Committee Members and Candidates are familiar with the Code and the responsibilities outlined within it. The principles outlined in the Code define how Council Members, Committee Members and Candidates will interact with one another, any other person and team members within the City.



Robert Rossi
MAYOR



John Christie
CHIEF EXECUTIVE OFFICER

The City of Belmont Vision

City of Opportunity

Council's Vision for the City of Belmont:

We will be home to a diverse and harmonious community, thriving from the opportunities of our unique, riverside City.

City of Belmont values

The City of Belmont Corporate Business Plan outlines the following values that guide the attitudes and behaviours in everything the City does. Council Members, Committee Members and Candidates are expected to apply these values in all activities associated with the business of the City.

	<h2>Teamwork</h2> <p>People building relationships to work together to achieve common goals.</p>
	<h2>Leadership</h2> <p>To focus and inspire people to achieve.</p>
	<h2>Integrity</h2> <p>To act in an honest, professional, open and accountable manner.</p>
	<h2>Innovation</h2> <p>To create new, innovative and alternative ways of working.</p>
	<h2>People Focus</h2> <p>To work safely. To communicate and consult in order to understand people's needs.</p>

Division 1 - Preliminary provisions

1. Citation

This is the *City of Belmont Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 - General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 - Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government; and
 - (c) must dress in a manner that recognises the importance of their position, in particular when attending meetings or representing the City in an official capacity; and

- (d) must treat all people equally and respect diversity within the City to ensure everyone has the same opportunities in their dealings with the City.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

When making decisions, Council is exercising either its legislative role or its executive role (also known as administrative role). Its executive role may be an exercise of quasi-judicial, review or advocacy functions.

The quasi-judicial function is not specifically identified in the [Local Government Act 1995](#) but is clearly dictated by various responsibilities of Council to determine applications or matters directly affecting a person's rights or interests. In exercising these responsibilities, Council is required to comply with the principles of procedural fairness (also known as the rules of natural justice). These principles require higher standards than apply to other aspects of the Council's Code of Conduct for Council Members, Committee Members and Candidates 8 executive role. Clause 4 of this Code – Personal Integrity, outlines the general principles to guide council members in their decision making processes.

10.1 Quasi-judicial role

When acting in a quasi-judicial role council members will recognise that this is a decision making function and not an information gathering function. Members will make each decision based on pertinent information provided to all relevant decision makers.

When acting in a quasi-judicial role, members will not gather information by liaising with applicants or opponents or conducting site visits, other than through an official site visit or briefing endorsed by the Chief Executive Officer or Council. Council members will ensure that the City's adopted policy is abided by when acting in a quasi-judicial role.

If a council member considers that not enough information has been provided to make an informed decision then further information may be requested. Additional information will be provided subject to its availability and the administration's capability to provide the additional information.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within one month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise one or more persons to receive complaints and withdrawals of complaints.
- (4) A complaint must be dealt with under clauses 12 to 15 unless —
 - (a) the complaint is referred to the Inspector in accordance with subclause (5); and
 - (b) the Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.
- (5) If the *Local Government (Model Code of Conduct) Regulations 2021* regulation 3A applies to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.
- (6) A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Local Government Inspector) Regulations 2025* regulation 6.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Note for this subclause:

See also clause 14A in relation to the appointment of a monitor to assist the local government to deal with matters raised by a complaint.

- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4)

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

14A. Appointment of monitor

- (1) The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.
- (2) If the Inspector appoints a monitor —
 - (a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and
 - (b) the local government must comply with the direction.

14B. Performance of local government's functions under cl. 12 and 13

- (1) The local government's functions under clauses 12 and 13 must be performed by the council.
- (2) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.
- (3) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —
 - (a) a member of the council of any local government;
 - (b) a member of the governing body of any regional subsidiary;
 - (c) an employee of any local government or regional subsidiary;
 - (d) an employee of WALGA or the Local Government Professionals Australia (WA);
 - (e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —
 - (i) local governments;
 - (ii) members of councils;
 - (iii) employees of local governments.
- (4) A resolution made under subclause (3) must include the following —
 - (a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;

- (b) an explanation as to why the council is satisfied as referred to in paragraph (a);
 - (c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.
- (5) Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.
- (3) Clauses 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

Note for this clause:

See also section 5.105(4) and (5) of the Act for restrictions on the activities of a person who makes a complaint or who is alleged to have breached a requirement set out in this Division.

Division 4 - Rules of conduct

Notes for this Division:

- 1. Under section 8A.3(1) of the Act, a council member commits a conduct breach if the council member contravenes a rule of conduct. Section 8A.3(2) of the Act extends this to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A conduct breach is dealt with under Part 8A Division 5 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and

- (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
 - local government employee** means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

21. Disclosure of information

- (1) In this clause —

closed meeting

- (a) means a part of a council or committee meeting that is closed to members of the public under section 5.23(2), (3) or (4) of the Act; and
- (b) includes a council or committee meeting held before 1 January 2026, or a part of a council or committee meeting held before 1 January 2026, that was closed to members of the public under section 5.23(2) of the Act as in force before 1 January 2026;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
- interest** —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest—
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Enquiries regarding this Code should be directed to the Mayor or the Chief Executive Officer.

Signed Declaration

Code of Conduct Declaration
<p>Declaration:</p> <p>I _____ have read and understand the City of Belmont Code of Conduct for Council Members, Committee Members and Candidates and agree to abide by its terms.</p> <p>Date: _____</p> <p>Signed: _____</p> <p>Note: Please sign and date this declaration and return to the Chief Executive Officer.</p>

TRANCHE 2 – 2025 Review

Changes in response to legislated amendments

Complaint Investigation – Behaviour Complaints



Policy Objective

1. To establish the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Code of Conduct as required by Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021 (WA)* and the Code of Conduct.
2. This policy is intended to:
 - a) contribute to procedural fairness, unbiased decision-making, integrity and good governance, and
 - b) provide guidance on the key matters to be considered in preparing, and investigating alleged breaches of the Code of Conduct.
3. Upon the City receiving a complaint under Clause 11 of the Code of Conduct, this policy then applies to council members, committee members, candidates and any person who submits a complaint under this policy.
4. This policy does not apply to the investigation of complaints or breaches undertaken by other authorities or agencies.

Policy Detail

1. As required by Section 5.104 of the *Local Government Act 1995 (WA)* (the Act), every Western Australian local government is to adopt a prescribed code of conduct to be observed by council members, committee members and candidates.

2. Persons Authorised to Receive Complaints and Withdrawals

In accordance with Clause 11(3) of the Code of Conduct, the Director Corporate and Governance and Manager Governance and Legal are authorised as Behaviour Complaints Officers to receive complaints and withdrawals under the Code of Conduct.

3. Assessment of Complaint

- a) In accordance with Clause 11(2) of the Code of Conduct, a complaint provided directly to the City must be made:
 - i) in writing on the form available on the City's website, and
 - ii) to a Behaviour Complaints Officer as outlined above, and

- iii) within one month after the occurrence of the alleged breach.
- b) Where a complaint is referred to the City by other agencies or authorities, the complaint will be accepted based on the requirements of that agency/authority.
- c) In dealing with a complaint under the Code of Conduct, one or all of the following factors will be considered in assessing a complaint.
 - i) Whether an alternative and satisfactory means of redress is available,
 - ii) Whether the complaint is trivial, frivolous or vexatious,
 - iii) How serious the complaint is and the significance it has for the complainant and the City,
 - iv) Whether it indicates the existence of a systemic problem, or
- v) Where a complaint is one of a series of complaints about the same individual, indicating a pattern of conduct, the Behaviour Complaints Officer listed under Clause 6 of this policy must refer the complaint to the Inspector under with Section 5.105(3) of the Act..

4. Nature of the Investigation

- a) An investigation into a complaint, may be conducted by the Behaviour Complaints Officer listed under Clause 6 of this policy or an external contractor, mediator, or arbitrator appointed by the Behaviour Complaints Officer (or an employee or external contractor appointed by the CEO where the complainant is the Behaviour Complaints Officer) depending upon:
 - i) the nature of the complaint,
 - ii) the resources needed to conduct an investigation, and/or
 - iii) whether any additional authorisations from Council are required.
- b) Subject to the matters detailed in Clause 8(a), additional resources are authorised by Council to investigate a complaint, including the referral of the complaint to a third party.
- c) All investigations must be conducted without any bias, and in an impartial and objective manner without any actual or perceived conflict of interest.

5. Powers of Investigation

- a) The Behaviour Complaints Officers listed under Clause 6 of this policy are authorised to commence an investigation and given the necessary powers and authority to oversee an investigation process under the Code of Conduct and in line with this policy, and any other supporting complaint investigation procedures.

- b) Any person appointed to perform an investigation into a complaint made under the Code of Conduct has the necessary powers to:
 - i) inquire with all parties relevant to a complaint to provide any evidence or statements relevant to the matter, and the subject of the complaint; and
 - ii) obtain any information from other parties in relation to policies, procedures and practices including access to relevant records and witness statements.

6. Evidence

- a) For the purposes of an investigation into a complaint, evidence can take the form of:
 - i) oral or written evidence (recollections), and
 - ii) documentary evidence (records), and
 - iii) expert evidence (technical advice), and
 - iv) site inspections.
- b) The person or persons appointed under Clause 6 are to maintain a central investigation file detailing any documentary evidence obtained, and that file is to be maintained in the City's record keeping system with restricted access to ensure confidentiality.
- c) If legal proceedings arise at some future stage, evidence should be gathered in accordance with the rules of evidence, under the *Evidence Act 1906 (WA)*.

7. Appropriate Standard of Proof

In any investigation into a complaint, all allegations must be proved "on the balance of probabilities", that is, it must be more probable for a reasonable person than not, that the allegations of the subject of the complaint are substantiated.

8. Procedural Fairness

- a) All investigations of a complaint are to observe due process and procedural fairness.
- b) Procedural fairness for an investigation shall include:
 - i) ability for a person or persons that is the subject of a complaint an opportunity to respond,
 - ii) all parties given a reasonable opportunity to put forward their case, whether in writing, in person, or otherwise,
 - iii) the careful consideration of all evidence obtained during the course of the investigation,

- iv) inquiries or an investigation being made before the making of a decision,
 - v) taking into account all relevant factors including mitigating and aggravating factors,
 - vi) ensuring any conflicts of interest are managed appropriately,
 - vii) acting fairly and without bias, and
 - viii) conducting the investigation without undue delay.
- c) All parties to a complaint are to maintain confidentiality and not disclose any element of a complaint during the complaint process or after any decision of Council. After the finalisation of a complaint, information relating to the complaint can only be disclosed if required under written law.
- d) The respondent to a complaint and the complainant are entitled to have a support person present whilst providing any oral evidence. The role of a support person is to provide emotional and practical support during the meeting. A support person cannot act as an advocate or argue on behalf of the complainant or respondent to a complaint. A support person cannot be a nominated witness to the complaint.

9. Investigation Report

- a) At the conclusion of the investigation a confidential report is to be presented to Council detailing:
- i) the substance of the complaint,
 - ii) the nature and extent of the investigation into the complaint,
 - iii) the evidence obtained during the investigation into the complaint,
 - iv) the recommended finding in relation to the complaint,
 - v) any recommended action plan prepared to address the behaviour of the person to whom the complaint relates.

10. Findings of the Alleged Breach

Council must resolve to make a finding as to whether the alleged breach has occurred in accordance with Clause 12 and 13 of the Code of Conduct, unless the complaint has been withdrawn under Clause 14 of the Code of Conduct.

11. Management of Actions

All findings made in contravention of the Code of Conduct, and any associated actions, will be monitored and managed by the officers listed in Clause 6 of this policy and Clause 11(3) of the Code of Conduct.

12. Reporting

A record of information about conduct will be maintained in accordance with Section 5.96C of the Act.

Reference/Associated Documents

Local Government Act 1995 (WA)

Local Government (Model Code of Conduct) Regulations 2021 (WA)

City of Belmont Standing Orders Local Law 2017 (WA)

City of Belmont Code of Conduct for Council Members, Committee Members and Candidates

Council Policy 61 – Customer Complaints Management

Reference to Internal Procedure

Guideline – Complaint Investigation and Management - Behaviour Complaints

Definitions

'**Act**' means the *Local Government Act 1995*.

'**breach**' means a breach of Division 3 of the City of Belmont Code of Conduct for Council Members, Committee Members and Candidates.

'**candidate**' means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under Section 4.49 of the Act. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with Section 4.77 of the Act.

'**CEO**' means the Chief Executive Officer of the City.

'**City**' means the City of Belmont, being a local government established as a body corporate under Section 2.5 of the Act.

'**Code of Conduct**' means the City of Belmont Code of Conduct for Council Members, Committee Members and Candidates.

'**committee member**' means a council member, employee of the City of Belmont or other person who has been appointed by the Council to be a member of a Committee in accordance with Section 5.10(1) of the Act. A person is a committee member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

'**complaint**' means a complaint submitted under Clause 11(1) of the Code of Conduct.

'complainant' means a person who has submitted a Complaint in accordance with this Policy.

'conflict of interest' means:

'actual conflict of interest' means when there is a conflict between a person's official duties and responsibilities in serving the public interest, and their personal interest.

'perceived conflict of interest' means when a reasonable person, knowing the facts would consider that a conflict of interest may exist.

'Council' means the Council of the City of Belmont.

'council member' means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

'employee' means a person:

- a) employed by the City under Section 5.36(1) of the Act; or
- b) engaged by the City under a contract for services.

'finding' means a finding made in accordance with Clause 12(1) of the Code of Conduct as to whether the alleged breach has or has not occurred.

'plan' means a plan that may be prepared and implemented under Clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a finding has been made that a breach has occurred.

'vexatious complaint' means a complaint that is not supported by any evidence and there is other evidence to suggest that the complaint was made primarily for the purpose of causing annoyance.

This Policy is supported by:		
Policy No:	CP6-	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
28/02/2023	New Policy	12.8
22/08/2023	Review - Minor	12.10



Complaint of Alleged Code of Conduct Breach

s11(2)(a) of the Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct)

Note to person making the complaint:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct

The complaint is to be specific about the alleged breach and include the relevant section/subsection of the Code of Conduct that is alleged to have been breached.

The complaint must be made within one month after the alleged breach occurred.

This form is only to be used when submitting a Complaint of Alleged Code of Conduct Breach directly to the City of Belmont. The Local Government Inspector is also able to receive Complaints of Alleged Code of Conduct Breach.

Signed complaint form is to be forwarded to:

Behaviour Complaints Officer
 City of Belmont
 LMB 379
 CLOVERDALE WA 6985
 Email: Belmont@belmont.wa.gov.au

Details of person who is making the complaint:			
Surname		First Name	
Address:			Postcode: <input type="text"/>
Email:	<input type="text"/>		
Contact Number:	<input type="text"/>		
Name of council member, committee member or candidate alleged to have committed the breach:			
<input type="text"/>			
What is your complaint. State the appropriate section(s) (including subsections) of the Code of Conduct that you feel has been breached:			
<input type="text"/>			
Date of alleged breach:		<input type="text"/>	

WHAT HAPPENED? State the full details of the alleged breach. Attach any supporting evidence to your complaint form. (Please attach additional pages if required)

Signed	Complainant's signature:	
	Date of signing:	

Received by Authorised Officer	
Authorised Officer's Name:	
Authorised Officer's Signature:	
Date received:	

Note: Complaints must remain confidential unless authorised for disclosure (refer s8A.36 of the Act. Disclosure or use of information either directly or indirectly, of the complaint made or information relating to the complaint without authorisation is an offence.

Penalty : \$10,000 Fine



Code of Conduct for Council Members, Committee Members and Candidates



Publication date: [00/00/00]

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Message from the Mayor and Chief Executive Officer

This Code of Conduct (Code) is to guide the decisions, actions and behaviours of Council Members, Committee Members and Candidates.

This Code is complementary to the legislative objectives of the *Local Government Act 1995*, which provide for:

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The City of Belmont continues to consolidate its position as one of the State's most progressive and sustainable local government authorities and strives to deliver excellent services and projects to the Belmont community. To be able to respond to the requirements of the community and adapt with a professional approach it is necessary for all members and candidates to act in the manner outlined within this Code.

The Code underpins the City's Corporate Values and supports the good governance of the City. It is important that all Council Members, Committee Members and Candidates are familiar with the Code and the responsibilities outlined within it. The principles outlined in the Code define how Council Members, Committee Members and Candidates will interact with one another, any other person and team members within the City.



Robert Rossi
MAYOR



John Christie
CHIEF EXECUTIVE OFFICER

The City of Belmont Vision

City of Opportunity

Council's Vision for the City of Belmont:

We will be home to a diverse and harmonious community, thriving from the opportunities of our unique, riverside City.

City of Belmont values

The City of Belmont Corporate Business Plan outlines the following values that guide the attitudes and behaviours in everything the City does. Council Members, Committee Members and Candidates are expected to apply these values in all activities associated with the business of the City.



Teamwork

People building relationships to work together to achieve common goals.



Leadership

To focus and inspire people to achieve.



Integrity

To act in an honest, professional, open and accountable manner.



Innovation

To create new, innovative and alternative ways of working.



People Focus

To work safely. To communicate and consult in order to understand people's needs.

Division 1 - Preliminary provisions

1. Citation

This is the *City of Belmont Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 - General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

(1) A council member, committee member or candidate should —

- (a) treat others with respect, courtesy and fairness; and
- (b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 - Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and

- (b) must comply with all policies, procedures and resolutions of the local government; and
- (c) must dress in a manner that recognises the importance of their position, in particular when attending meetings or representing the City in an official capacity; and
- (d) must treat all people equally and respect diversity within the City to ensure everyone has the same opportunities in their dealings with the City.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

When making decisions, Council is exercising either its legislative role or its executive role (also known as administrative role). Its executive role may be an exercise of quasi-judicial, review or advocacy functions.

The quasi-judicial function is not specifically identified in the [Local Government Act 1995](#) but is clearly dictated by various responsibilities of Council to determine applications or matters directly affecting a person's rights or interests. In exercising these responsibilities, Council is required to comply with the principles of procedural fairness (also known as the rules of natural justice). These principles require higher standards than apply to other aspects of the Council's Code of Conduct for Council Members, Committee Members and Candidates 8 executive role. Clause 4 of this Code – Personal Integrity, outlines the general principles to guide council members in their decision making processes.

10.1 Quasi-judicial role

When acting in a quasi-judicial role council members will recognise that this is a decision making function and not an information gathering function. Members will make each decision based on pertinent information provided to all relevant decision makers.

When acting in a quasi-judicial role, members will not gather information by liaising with applicants or opponents or conducting site visits, other than through an official site visit or briefing endorsed by the Chief Executive Officer or Council. Council members will ensure that the City's adopted policy is abided by when acting in a quasi-judicial role.

If a council member considers that not enough information has been provided to make an informed decision then further information may be requested. Additional information will be provided subject to its availability and the administration's capability to provide the additional information.

11. Complaint about alleged breach

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

(2) A complaint must be made –

- (a) in writing in the form approved by the local government; and
- (b) to a person authorised under subclause (3); and
- (c) within one month after the occurrence of the alleged breach.

(3) The local government must, in writing, authorise one or more persons to receive complaints and withdrawals of complaints.

(4) A complaint must be dealt with under clauses 12 to 15 unless –

(a) the complaint is referred to the Inspector in accordance with subclause (5); and

(b) the Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.

(5) If the *Local Government (Model Code of Conduct) Regulations 2021* regulation 3A applies to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.

(6) A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Local Government Inspector) Regulations 2025* regulation 6.

12. Dealing with complaint

(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Note for this subclause:

See also clause 14A in relation to the appointment of a monitor to assist the local government to deal with matters raised by a complaint.

~~(1)~~

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may —

- (a) take no further action; or
- (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —

- (a) engage in mediation;
- (b) undertake counselling;
- (c) undertake training;
- (d) take other action the local government considers appropriate.

(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —

- (a) its finding and the reasons for its finding; and
- (b) if its finding is that the alleged breach has occurred — its decision under subclause (4)

13. Dismissal of complaint

(1) The local government must dismiss a complaint if it is satisfied that —

- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

(2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

(1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

(2) The withdrawal of a complaint must be —

- (a) in writing; and
- (b) given to a person authorised under clause 11(3).

14A. Appointment of monitor

(1) The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.

(2) If the Inspector appoints a monitor —

(a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and

(b) the local government must comply with the direction.

14B. Performance of local government's functions under cl. 12 and 13

(1) The local government's functions under clauses 12 and 13 must be performed by the council.

(2) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.

(3) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —

(a) a member of the council of any local government;

(b) a member of the governing body of any regional subsidiary;

(c) an employee of any local government or regional subsidiary;

- (d) an employee of WALGA or the Local Government Professionals Australia (WA);
- (e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —
- (i) local governments;
- (ii) members of councils;
- (iii) employees of local governments.
- (4) A resolution made under subclause (3) must include the following —
- (a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;
- (b) an explanation as to why the council is satisfied as referred to in paragraph (a);
- (c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.
- (5) Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.
- (3) Clauses 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

Note for this clause:

See also section 5.105(4) and (5) of the Act for restrictions on the activities of a person who makes a complaint or who is alleged to have breached a requirement set out in this Division

Division 4 - Rules of conduct

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.*
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.*

1. Under section 8A.3(1) of the Act, a council member commits a conduct breach if the council member contravenes a rule of conduct. Section 8A.3(2) of the Act extends this to the contravention of a rule of conduct that occurred when the council member was a candidate.

2. A conduct breach is dealt with under Part 8A Division 5 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
- (b) services provided, or paid for, by a local government.

- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —

- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
- (b) to cause detriment to the local government or any other person.

- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

(1) In this clause —

local government employee means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

(2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
- (c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
- (b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

21. Disclosure of information

(1) In this clause —

closed meeting

~~means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;~~

~~(a) means a part of a council or committee meeting that is closed to members of the public under section 5.23(2), (3) or (4) of the Act; and~~

~~(b) includes a council or committee meeting held before 1 January 2026, or a part of a council or committee meeting held before 1 January 2026, that was closed to members of the public under section 5.23(2) of the Act as in force before 1 January 2026;~~

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

(2) A council member must not disclose information that the council member —

- (a) derived from a confidential document; or
- (b) acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subclause (2) does not prevent a council member from disclosing information —

- (a) at a closed meeting; or
- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

(1) In this clause —

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

(2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest—

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —

- (a) that they had an interest in the matter; or
- (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Enquiries regarding this Code should be directed to the Mayor or the Chief Executive Officer.

Signed Declaration

Code of Conduct Declaration

Declaration:

I _____ have read and understand the City of Belmont Code of Conduct for Council Members, Committee Members and Candidates and agree to abide by its terms.

Date: _____

Signed: _____

Note: Please sign and date this declaration and return to the Chief Executive Officer.

TRANCHE 2 – 2025 Review

Changes in response to legislated amendments

Complaint Investigation – Behaviour Complaints



Policy Objective

1. To establish, ~~in accordance with Clause 15(2) of the Local Government (Model Code of Conduct) Regulations 2021 (WA) and the City of Belmont Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct),~~ the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Code of Conduct ~~as required by Clause 15(2) of the Local Government (Model Code of Conduct) Regulations 2021 (WA) and the Code of Conduct.~~
2. ~~Details the high-level consideration and investigation of complaints in support of the mechanism for dealing with complaints detailed in the Code of Conduct.~~ This policy is intended to:
 - a) contribute to procedural fairness, unbiased decision-making, integrity and good governance, ~~and.~~
 - b) provide guidance on the key matters to be considered in ~~the preparation,~~ and ~~in the course of an~~ investigation ~~in relation to alleged~~ breaches of the Code of Conduct.
3. ~~Upon the City receiving a complaint under Clause 11 of the Code of Conduct, T~~his policy ~~then~~ applies to council members, committee members, candidates and any person who submits a complaint ~~in accordance with~~ ~~under~~ this policy, ~~where a complaint has been received by the City in accordance with Clause 11 of the Code of Conduct.~~
4. This policy does not apply to the investigation of complaints ~~or breaches undertaken by other authorities or agencies involving allegations of serious improper conduct, corruption, fraud or other criminal conduct which must be referred to the appropriate authority.~~

Policy Detail

5. ~~In accordance with~~ ~~As required by~~ Section 5.104 of the *Local Government Act 1995 (WA)* (the Act), every Western Australian local government is to adopt a prescribed code of conduct to be observed by council members, committee members and candidates.
6. ~~The City's Code of Conduct has been adopted for this purpose and sets out principles and standards of behaviour council members, committee members and candidates must observe and the considerations for dealing with complaints detailed in the Code of Conduct. This policy is intended to promote accountable, ethical and unbiased decision-making and consistent conduct.~~

7.6. Persons Authorised to Receive Complaints and Withdrawals

In accordance with Clause 11(3) of the Code of Conduct, the Director Corporate and Governance and Manager Governance and Legal are authorised as Behaviour Complaints Officers to receive complaints and withdrawals under the Code of Conduct.

8.7. Assessment of Complaint

- a) In accordance with Clause 11(2) of the Code of Conduct, a complaint [provided directly to the City](#) must be made:
 - i) in writing on the form available on the City's website, and
 - ii) to a Behaviour Complaints Officer as outlined above, and
 - iii) within one month after the occurrence of the alleged breach.
- b) [Where a complaint is referred to the City by other agencies or authorities, the complaint will be accepted based on the requirements of that agency/authority.](#)
- b)c) In dealing with a complaint under the Code of Conduct, one or all of the following factors will be considered in assessing a complaint.
 - i) Whether an alternative and satisfactory means of redress is available,
 - ii) Whether the complaint is trivial, frivolous or vexatious,
 - iii) How serious the complaint is and the significance it has for the complainant and the City,
 - iv) Whether it indicates the existence of a systemic problem [throughout the Council](#), or
 - v) ~~Whether~~ [Where a complaint it](#) is one of a series of complaints about the same ~~individual council member~~, indicating a pattern of conduct, [the Behaviour Complaints Officer listed under Clause 6 of this policy must refer the complaint to the Inspector under with Section 5.105\(3\) of the Act.](#) ~~or a continuous problem.~~

9.8. Nature of the Investigation

- a) An investigation into a complaint, may be conducted by [the Behaviour Complaints Officer listed under Clause 6 of this policy](#) ~~an employee~~ or an external contractor, mediator, or arbitrator appointed by the Behaviour Complaints Officer (or an employee or external contractor appointed by the CEO where the complainant is the Behaviour Complaints Officer) depending upon:
 - i) the nature of the complaint,
 - ii) the resources needed to conduct an investigation, [and/or](#)

- iii) whether any additional authorisations from Council are required.
- b) Subject to the matters detailed in Clause 58(a), additional resources are authorised by Council to investigate a complaint, including the referral of the complaint to a third party.
- c) All investigations must be conducted without any bias, and in an impartial and objective manner without any actual or perceived conflict of interest.

10.9. Powers of Investigation

- a) The [Behaviour Complaints Officers listed under employees detailed in Clause 3 6 of this policy](#) are authorised to commence an investigation and given the necessary powers and authority to oversee an investigation process under the Code of Conduct and in line with this policy, and any other supporting complaint investigation procedures.
- b) Any ~~employee or other~~ person appointed to perform an investigation into a complaint made under the Code of Conduct has the necessary powers to:
 - i) inquire with all parties relevant to a complaint to provide any evidence or statements relevant to the matter, and the subject of the complaint; and
 - ii) obtain any information from other parties in relation to policies, procedures and practices including access to relevant records and witness statements.

11.10. Evidence

- a) For the purposes of an investigation into a complaint, evidence can take the form of:
 - i) oral or written evidence (recollections), and
 - ii) documentary evidence (records), and
 - iii) expert evidence (technical advice), and
 - iv) site inspections.
- b) The person or persons appointed under Clause 3-6 are to maintain a central investigation file detailing any documentary evidence obtained, and that file is to be maintained in the City's record keeping system with restricted access to ensure confidentiality.
- c) If legal proceedings arise at some future stage, evidence should be gathered in accordance with the rules of evidence, under the *Evidence Act 1906 (WA)*.

12.11. Appropriate Standard of Proof

In any investigation into a complaint, all allegations must be proved "on the balance of probabilities", that is, it must be more probable for a reasonable person than not, that the allegations of the subject of the complaint are substantiated.

13.12. Procedural Fairness

- a) All investigations of a complaint are to observe due process and procedural fairness.
- b) Procedural fairness for an investigation shall include:
 - i) ability for a person or persons that is the subject of a complaint an opportunity to respond,
 - ii) all parties given a reasonable opportunity to put forward their case, whether in writing, in person, or otherwise,
 - iii) the careful consideration of all evidence obtained during the course of the investigation,
 - iv) inquiries or an investigation being made before the making of a decision,
 - v) taking into account all relevant factors including mitigating and aggravating factors,
 - vi) ensuring any conflicts of interest are managed appropriately,
 - vii) acting fairly and without bias, and
 - viii) conducting the investigation without undue delay.
- c) All parties to a complaint are to maintain confidentiality and not disclose any element of a complaint during the complaint process or after any decision of Council. After the finalisation of a complaint, information relating to the complaint can only be disclosed if required under written law.
- d) The [subject of respondent to](#) a complaint and the complainant are entitled to have a support person present whilst providing any oral evidence. The role of a support person is to provide emotional and practical support during the meeting. A support person cannot act as an advocate or argue on behalf of the complainant or [subject of respondent to](#) a complaint. A support person cannot be a nominated witness to the complaint.

14.13. Investigation Report

- a) At the conclusion of the investigation a confidential report is to be [prepared presented to Council](#) detailing:
 - i) the substance of the complaint,
 - ii) the nature and extent of the investigation into the complaint,
 - iii) the evidence obtained during the investigation into the complaint,

- iv) the recommended finding in relation to the complaint,
- v) any recommended action plan prepared to address the behaviour of the person to whom the complaint relates.

14. Findings of the Alleged Breach

Council must resolve to make a finding as to whether the alleged breach has occurred in accordance with Clause 12 and 13 of the Code of Conduct, unless the complaint has been withdrawn under Clause 14 of the Code of Conduct.

15. Management of Actions

All findings made in contravention of the Code of Conduct, and any associated actions, will be monitored and managed by ~~the officers listed persons detailed in~~ Clause ~~3-6~~ of this policy and Clause 11(3) of the Code of Conduct.

16. Reporting

~~The City will maintain a register of complaints lodged with those persons authorised under Clause 3 and dealt with under the Code of Conduct. Complaints will only be included on the register if a finding has been made following completion of any investigation and Council consideration. The register is not required to be made public. A record of information about conduct will be maintained in accordance with Section 5.96C of the Act.~~

Reference/Associated Documents

Local Government Act 1995 (WA)

Local Government (Model Code of Conduct) Regulations 2021 (WA)

City of Belmont Standing Orders Local Law 2017 (WA)

City of Belmont Code of Conduct for Council Members, Committee Members and Candidates

Council Policy 61 – Customer Complaints Management

Reference to Internal Procedure

Guideline – Complaint Investigation and Management - Behaviour Complaints

Definitions

'Act' means the *Local Government Act 1995*.

'breach' means a breach of Division 3 of the City of Belmont Code of Conduct for Council Members, Committee Members and Candidates.

'candidate' means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under Section 4.49 of the Act. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with Section 4.77 of the Act.

'CEO' means the Chief Executive Officer of the City.

'City' means the City of Belmont, being a local government established as a body corporate under Section 2.5 of the Act.

'Code of Conduct' means the City of Belmont Code of Conduct for Council Members, Committee Members and Candidates.

'committee member' means a council member, employee of the City of Belmont or other person who has been appointed by the Council to be a member of a Committee in accordance with Section 5.10(1) of the Act. A person is a committee member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

'complaint' means a complaint submitted under Clause 11(1) of the Code of Conduct.

'complainant' means a person who has submitted a Complaint in accordance with this Policy.

'conflict of interest' means:

'actual conflict of interest' means when there is a conflict between a person's official duties and responsibilities in serving the public interest, and their personal interest.

'perceived conflict of interest' means when a reasonable person, knowing the facts would consider that a conflict of interest may exist.

'Council' means the Council of the City of Belmont.

'council member' means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

'employee' means a person:

- a) employed by the City under Section 5.36(1) of the Act; or
- b) engaged by the City under a contract for services.

'finding' means a finding made in accordance with Clause 12(1) of the Code of Conduct as to whether the alleged breach has or has not occurred.

'plan' means a plan that may be prepared and implemented under Clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a finding has been made that a breach has occurred.

'vexatious complaint' means a complaint that is not supported by any evidence and there is other evidence to suggest that the complaint was made primarily for the purpose of causing annoyance.

Attachment 12.4.5 Reviewed Council Policy 60 - Complaint Investigation Behaviour
Complaints - Track Changes

This Policy is supported by:		
Policy No:	CP6-	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
28/02/2023	New Policy	12.8
22/08/2023	Review - Minor	12.10



Complaint ~~Complaint of~~ Alleged Code of Conduct Breach Form

[s11(2)(a) of the Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct)]~~Code of conduct for council members~~Members, committee members and candidates****

Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021 (WA)

A complaint about an alleged breach must be made —

- (a) in writing in the form approved by the local government
- (b) to an authorised person
- (c) within one month after the occurrence of the alleged breach.

Note to person making the complaint:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct ~~for Council Members, Committee Members and Candidates (Code of Conduct)~~.

The complaint is to be specific about the alleged breach and include the relevant **clause section/subsection** of the Code of Conduct that is alleged to have been breached.

The complaint must be made within one month after the alleged breach occurred.

This form is only to be used when submitting a Complaint of Alleged Code of Conduct Breach directly to the City of Belmont. The Local Government Inspector is also able to receive Complaints of Alleged Code of Conduct Breach.

Signed complaint form is to be forwarded to:

Behaviour Complaints Officer
City of Belmont
LMB 379
CLOVERDALE WA 6985

Email: Belmont@belmont.wa.gov.au

Name Details of person who is making the complaint:

Name: Surname	First Name
Given Name(s)	Family Name

Contact details of person making the complaint:

Address:	Postcode:	
Address:	Postcode:	
Email:		

Contact Number:	
------------------------	--

Name of council member, committee member or candidate alleged to have committed the breach:

What is your complaint. State the appropriate section(s) (including subsections) of the Code of Conduct that you feel has been breached; Select the appropriate Clause(s) of the Code of Conduct relevant to the alleged breach:

Date of alleged breach:	
--------------------------------	--

8. Personal Integrity

<p>(1) A council member, committee member or candidate –</p> <p style="padding-left: 20px;">a. Must ensure that their use of social media and other forms of communication complies with this code.</p> <p style="padding-left: 20px;">b.a. _____ Must only publish material that is factually correct.</p>	<input type="checkbox"/> <input type="checkbox"/>
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<p>(2) A council member or committee member –</p> <p style="padding-left: 20px;">a. Must not be impaired by alcohol or drugs in the performance of their official duties;</p> <p style="padding-left: 20px;">b. Must comply with all policies, procedures and resolutions of the local government;</p> <p style="padding-left: 20px;">c. Must dress in a manner that recognises the importance of their position, in particular when attending meetings or representing the City in an official capacity;</p> <p style="padding-left: 20px;">d.b. _____ Must treat all people equally and respect diversity within the City to ensure everyone has the same opportunities in their dealings with the City.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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9. Relationship with others

<p>A council member, committee member or candidate –</p> <p style="padding-left: 20px;">a. Must not bully or harass another person in any way.</p> <p style="padding-left: 20px;">b. Must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government.</p> <p style="padding-left: 20px;">c. Must not use offensive or derogatory language when referring to another person.</p> <p style="padding-left: 20px;">d. Must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.</p> <p style="padding-left: 20px;">e.a. _____ Must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
--	--

10. Council or committee meetings

<p>When attending a council or committee meeting, a council member, committee member or candidate –</p> <p style="padding-left: 20px;">a. must not act in an abusive or threatening manner towards another person.</p> <p style="padding-left: 20px;">b. Must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading.</p>	<input type="checkbox"/> <input type="checkbox"/>
---	--

<p>c. Must not repeatedly disrupt the meeting.</p> <p>d. Must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings.</p> <p>e. Must comply with any direction given by the person presiding at the meeting.</p> <p>f.a. Must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.</p>	<p></p> <p></p> <p></p> <p></p>
<p>10.1 Quasi-judicial role</p>	<p></p>

WHAT HAPPENED? State the full details of the alleged breach. Attach any supporting evidence to your complaint form. (Please attach additional pages if required)

Date of alleged breach

--	--

Signed

Complainant's signature:

Date of signing:

Received by Authorised Officer

Authorised Officer's Name:

Authorised Officer's Signature:

Date received:

A

Note: Complaints must remain confidential unless authorised for disclosure (refer s8A.36 of the Act. Disclosure or use of information either directly or indirectly, of the complaint made or information relating to the complaint without authorisation is an offence. Penalty : \$10,000 Fine

~~The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.~~

~~Signed complaint form is to be forwarded to:~~

~~Behaviour Complaints Officer
City of Belmont
L of the Act MB-379
CLOVERDALE WA 6985~~

~~Email: Belmont@belmont.wa.gov.au~~

12.5 March Budget Review

Voting Requirement	:	Absolute Majority
Subject Index	:	54/004 Budget Documentation Council
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

Overseeing Overseeing the allocation of the City's finances and resources e.g. setting the annual budget, accepting tenders, determining what services and facilities the City is to provide, annual reports, selecting the CEO and reviewing the CEO's performance.

Purpose of report

The purpose of this report is to present the March 2026 Budget Review and to seek Council's authorisation of the proposed budget amendments arising from the review.

Summary and key issues

In keeping with sound financial management practices, a further review of the 2025-26 budget has been conducted. A review of the budget provides the City an opportunity to measure its financial performance against the current budget and also to review projections to the end of the financial year. Initial assumptions and estimations are reviewed, and current economic and environmental conditions taken into consideration.

The budget remains in balance and a list of adjustments has been included at Attachment 12.5.2.

Officer Recommendation

That Council, in accordance with *Local Government (Financial Management) Regulations 1996 (WA)* Regulation 33A, adopts the amendments contained in the 2025-26 Budget Review (Attachment 12.5.1) including amendments to the capital expenditure budget.

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

Location

Not applicable.

Consultation

There has been no specific consultation undertaken in respect to this matter other than internal staff.

Strategic Community Plan implications

In accordance with the 2024–2034 Strategic Community Plan:

Key Performance Area: Performance

Outcome: 10. Effective leadership, governance and financial management.

Policy implications

There are no policy implications associated with this report.

Statutory environment

Regulation 33A of the *Local Government (Financial Management) Regulations 1996 (WA)* requires a local government to carry out a review of its budget between 1 January and the last day of February each year, report it to Council on or before 31 March, and then report the outcome of the review to the Department of Local Government, Industry Regulation and Safety within 14 days.

Background

In keeping with Council’s ongoing budget control and financial management, a number of adjustments are required to ensure Council’s Budget continues to reflect an accurate position.

The March Budget Review process is predominantly aimed at addressing the following issues:

- Ensuring the City’s financial position remains on track in the lead up to the end of the financial year
- Decisions of Council requiring funding
- New items arising following the October Budget Review

Report

Opening Balance

As has been the case in previous Budget Reviews, one of the issues to be addressed relates to the estimated opening balance. The opening balance is predicted early in the budget process to enable budget preparation and rate modelling to proceed and is a best estimate at that point in time. This surplus position is finalised when the City’s audit has been completed.

At the time of the October Budget Review, the opening surplus for the 2025-26 financial year remained subject to the finalisation of audit. With the finalisation of the audit in November 2025, the opening surplus has now been confirmed.

The following summarises the movement in the opening surplus position for this review:

Adopted budgeted opening surplus	\$6,034,392
Decrease in opening surplus	(\$5,473,434)
Estimated opening surplus position	
- October Budget Review	\$560,958
Increase in opening surplus	\$84,567
Confirmed opening surplus	\$645,525

The increased surplus of \$85K is attributable to end of financial year adjustments relating to lease liabilities.

Budget Amendments

The detail of the proposed budget review is included in the following documents:

- Statement of Financial Activity (Attachment 12.5.1); and
- Budgeted Reserve Balances for the year ending 30 June 2026 (Attachment 12.5.2).

The updated Statement of Financial Activity at Attachment 12.5.1 compares the proposed March budget review to the current budget. A summary of the movements is as follows, with material adjustments included below.

	Movement
Budgeted closing surplus	\$350,000
Increased opening surplus	\$84,567
Reduced revenue	(\$781,077)
Increased expenditure	(\$184,473)
Reduced non-cash	(\$1,786,111)
Increased capital grants	\$765,905
Increased capital expenditure	(\$893,815)
Increased reserve transfers	\$2,795,004
Closing surplus	\$350,000

Please note, the narration below adopts the term "K" as a substitute for the word/term thousands so \$5,000 or \$5,323 would be summarised as \$5K. Similarly, the narration below adopts the term "M" as a substitute for the word/term millions so \$5,000,000 or \$5,323,000 would be summarised as \$5.3M.

The closing surplus for the 2025-26 budget remains unchanged at \$350K.

Revenue from operating activities has decreased by \$781,077, primarily due to decreased interest revenue of \$1M as a result of declining investment rates (including \$745K municipal and \$279K reserve funds).

Expenditure from operating activities (excluding non-cash items) has increased by \$184,473 as a result of various minor amendments in line with current trends.

Amounts attributable to investing activities have increased by \$127,910, including an increase in capital expenditure of \$893,815 and a corresponding increase in capital funding (including grants) of \$765,905). These changes include the following amendments:

- Inclusion of advanced MRRG funded project for Fairbrother Street from Abernethy Road to Belgravia Street \$478K (increase in funding of \$317K also included)
- Increase for intersection improvements at Stanton Road and Moreing and Lyall Streets \$340K (increase in funding of \$280K also included)
- Increase for advancement of intersection safety measures First Street from Central Ave to Bulong Ave \$146K
- Increase for Belvidere Street Revitalisation Project to reflect funds transferred from project reserve \$2.5M (reduction in funding of \$949K also included)
- Inclusion of new funds to undertake Hub repairs for Belmont Hub Major Defects Rectification \$650K
- Increase for Brearley Avenue Living Stream project \$390K (increase in funding of \$500K also included)
- Reduction for Peet Park Revitalisation with funds transferred to project reserve \$200K
- Reduction for Esplanade Foreshore Stabilisation due to construction rescheduled for 2026-27 \$750K
- Reduction for Wilson Park Precinct Redevelopment to reflect updated project milestones, with funds transferred to project reserve \$1.6M

Amounts attributable to financing activities have increased by \$2,795,004 as a result of reserve transfers associated with various capital projects.

Financial implications

The presentation of these reports to Council ensures compliance with the *Local Government Act 1995 (WA)* and associated Regulations and also ensures that Council is regularly informed as to the status of its financial position.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title

1. Statement of Financial Activity [**12.5.1** - 2 pages]
2. Budgeted Reserve Balances for the year ended 30 June 2026 [**12.5.2** - 1 page]

City of Belmont

Statement of Financial Activity for March Budget Review 2025/26

Budget: 26CLRBD1, Actual: 26CLACT

	Adopted Budget	October Review	March Review	Movement
OPERATING ACTIVITIES				
Revenue from operating activities				
Rates	62,356,757	63,219,787	63,194,067	(25,720)
Grants, subsidies and contributions	2,408,129	2,438,054	2,557,504	119,450
Fees and charges	11,451,293	11,600,079	11,597,325	(2,754)
Interest revenue	7,419,213	6,076,426	5,052,244	(1,024,182)
Other revenue	706,669	763,092	915,221	152,129
Profit on asset disposals	34,012	34,012	34,012	0
	84,376,073	84,131,450	83,350,373	(781,077)
Expenditure from operating activities				
Employee costs	(32,027,342)	(31,456,945)	(30,554,276)	(902,669)
Materials and contracts	(38,310,590)	(39,253,105)	(39,561,481)	308,376
Utility charges	(2,558,408)	(2,558,408)	(2,520,128)	(38,280)
Depreciation	(12,617,330)	(12,617,330)	(13,072,998)	455,668
Finance Costs	(488,408)	(488,408)	(488,408)	0
Insurance	(969,162)	(896,361)	(902,026)	5,665
Other expenditure	(1,580,552)	(1,579,802)	(1,935,515)	355,713
Loss on asset disposals	0	0	0	0
	(88,551,792)	(88,850,359)	(89,034,833)	184,473
Non-cash amounts excluded from operating activities	12,637,894	12,637,894	10,851,783	1,786,111
Amount attributable to operating activities	8,462,174	7,918,985	5,167,324	2,751,661
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions	7,041,351	6,582,066	7,240,344	(658,278)
Proceeds from disposal of assets	661,489	661,492	769,119	(107,627)
Outflows from investing activities				
Purchase of property, plant and equipment	(4,786,016)	(4,872,509)	(5,407,443)	534,935
Payments for construction of infrastructure	(19,051,576)	(21,071,299)	(21,430,179)	358,880
Amount attributable to investing activities	(16,134,752)	(18,700,250)	(18,828,159)	127,910

City of Belmont

Statement of Financial Activity for March Budget Review 2025/26

Budget: 26CLRBD1, Actual: 26CLACT

	Adopted Budget	October Review	March Review	Movement
FINANCING ACTIVITIES				
Inflows from financing activities				
Transfers from reserve accounts	28,065,103	35,715,607	35,912,181	(196,574)
Outflows from financing activities				
Repayment of borrowings	(666,574)	(666,573)	(666,573)	0
Payments for principal portion of lease facilities	(39,341)	(39,341)	(39,341)	0
Transfers to reserve accounts	(25,371,002)	(24,439,386)	(21,840,956)	(2,598,430)
Amount attributable to financing activities	1,988,186	10,570,307	13,365,311	(2,795,004)
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year	6,034,392	560,958	645,525	(84,567)
Amount attributable to operating activities	8,462,174	7,918,985	5,167,324	2,751,661
Amount attributable to investing activities	(16,134,752)	(18,700,250)	(18,828,159)	127,910
Amount attributable to financing activities	1,988,186	10,570,307	13,365,311	(2,795,004)
Surplus or deficit at the end of the financial year	350,000	350,000	350,000	(0)

Attachment 12.5.2 Budgeted Reserve Balances for the year ended 30 June 2026

CITY OF BELMONT ESTIMATED CLOSING RESERVE BALANCE FOR THE YEAR ENDED 30 JUNE 2026

RESERVE ACCOUNTS	Opening Balance	Transfer to	Transfer from	Closing Balance
	\$	\$	\$	\$
Administration Building Reserve	269,135	0	(269,135)	0
Aged Accommodation Reserve	1,049,911	49,758	0	1,099,669
Aged Community Care Reserve	249,649	11,831	0	261,480
Aged persons housing Reserve	315,479	14,951	0	330,430
Aged Services Reserve	1,156,701	54,819	0	1,211,520
Ascot Waters Marina Maintenance & Restoration Reserve	1,155,801	54,776	(50,000)	1,160,577
Belmont District Band Reserve	53,561	2,538	(56,099)	0
Belmont Oasis Refurbishment Reserve	12,279,947	581,977	(203,163)	12,658,761
Belmont Trust Reserve	1,686,073	79,907	(222,324)	1,543,656
Building Reserve	9,764,967	749,567	(771,427)	9,743,107
Capital Projects Reserve	5,195,085	1,250,000	(2,572,344)	3,872,741
Car Parking Reserve	70,632	3,347	0	73,979
Carry Forward Projects Reserve	1,362,715	600,000	(456,975)	1,505,740
District valuation Reserve	119,745	5,675	(125,420)	0
Election expenses Reserve	83,879	103,975	(183,148)	4,706
Employee Entitlements Reserve	0	3,195,073	(1,272,848)	1,922,225
Environment Reserve	969,567	45,950	(58,095)	957,422
Faulkner Park Retirement Village Buy Back Reserve	3,036,050	143,886	0	3,179,936
Faulkner Park Retirement Village Owners Maintenance Reserve	562,135	26,641	(200,000)	388,776
History Reserve	189,628	8,987	(198,615)	0
Information Technology Reserve	1,574,755	66,251	(200,000)	1,441,006
Infrastructure Reserve	0	1,186,160	0	1,186,160
Insurance Reserve	1,481,646	70,219	0	1,551,865
Land acquisition Reserve	11,535,626	0	(11,535,626)	0
Long Service Leave Reserve - Salaries	1,970,332	0	(1,970,332)	0
Long Service Leave Reserve - Wages	319,943	0	(319,943)	0
Miscellaneous Entitlements Reserve	760,227	0	(760,227)	0
Parks Development Reserve	0	0	0	0
Plant replacement Reserve	1,820,649	499,862	(1,526,152)	794,359
Property development Reserve	15,218,474	12,803,568	(12,354,302)	15,667,740
Public Art Reserve	435,650	449,192	(24,000)	860,842
Ruth Faulkner library Reserve	52,366	0	(52,366)	0
Streetscapes Reserve	0	0	0	0
Urban Forest Strategy Management Reserve	1,132,489	0	(1,132,489)	0
Waste Management Reserve	6,397,433	477,721	(157,378)	6,717,776
Underground Power Reserve	0	64,552	0	64,552
	82,270,250	22,601,183	(36,672,408)	68,199,025

12.6 Accounts for Payment February 2026

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

Overseeing Overseeing the allocation of the City's finances and resources e.g. setting the annual budget, accepting tenders, determining what services and facilities the City is to provide, annual reports, selecting the CEO and reviewing the CEO's performance.

Purpose of report

To present to Council the list of expenditure paid for the period 01 February 2026 to 28 February 2026 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 (WA)*.

Officer Recommendation

That the Authorised Payment Listing for February 2026 as provided under Attachment 12.6.1 be received.

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

Location

Not applicable.

Consultation

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

Strategic Community Plan implications

In accordance with the 2024–2034 Strategic Community Plan:

Key Performance Area: Performance

Outcome: 10. Effective leadership, governance and financial management.

Outcome: 11. A happy, well informed and engaged community.

Policy implications

There are no policy implications associated with this report.

Statutory environment

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996 (WA)* states:

“If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.”

(3) A list prepared under sub regulation (1) is to be presented to Council at the next ordinary meeting of Council after the list is prepared; and recorded in the minutes of that meeting.

Regulation 13A of the *Local Government (Financial Management) Regulations 1996 (WA)* effective from 1 September 2023 states:

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
 - (a) the payee’s name;
 - (b) the amount of the payment;
 - (c) the date of the payment;
 - (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Background

Council has delegated to the Chief Executive Officer under Delegation 1.1.18 to make payment from the Municipal and Trust Fund account. In accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996 (WA)*, where this power has been delegated, a list of payments each month is to be compiled and presented to Council.

Report

The following summary of payments are recommended for confirmation and endorsement.

Payment type	Payment reference	\$
Municipal Fund Cheques	788905	344.50
Municipal Fund EFTs	EF100452-EF100899	3,539,643.53
Municipal Fund Payroll	February 2026	1,590,165.79
Trust Fund EFT	EF100565	7,649.70
Total Payments for February 2026		5,137,803.52

A copy of the Authorised Payment Listing is included as Attachment 12.6.1.

Financial implications

All expenditure included in the Payment Listing is in accordance with Council's Annual budget.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title
1. February 2026 Payments [12.6.1 - 7 pages]

Attachment 12.6.1 February 2026 Payments



City of Belmont

Accounts for Payment - February 2026

Compiled : 27/02/26 15:26

Pmnt Ref	Date	CR Code	Supplier	Pmnt Amnt	Description
Contractors					
EF100458	06/02/26	00230	Jackson McDonald	7,563.60	Legal Expenses
EF100463	06/02/26	00346	Action Couriers	219.38	Courier Service
EF100466	06/02/26	00501	Infor Global Solutions (ANZ) Pty Ltd	8,901.75	Computer Software Maintenance - Pathway Upgrade
EF100469	06/02/26	00707	LoGo Appointments	3,749.88	Labour/Personnel Hire
EF100470	06/02/26	00734	McIntosh and Son WA	42.67	Plant Parts & Repairs
EF100471	06/02/26	00815	New Town Toyota	140,334.45	Plant Parts & Repairs - Plant Purchase
EF100472	06/02/26	00830	Canon Production Printing Australia Pty Ltd	270.89	Photocopy Expenses
EF100476	06/02/26	01002	RAC Businesswise Vehicle Breakdowns	297.00	Plant Parts & Repairs
EF100477	06/02/26	01006	Ron Fullers Air	852.50	Plant Parts & Repairs
EF100478	06/02/26	01074	Shred - X Pty Ltd	12.14	Rubbish Removals
EF100479	06/02/26	01180	Aptella Pty Ltd	1,177.00	Survey Expenses
EF100480	06/02/26	01233	Stihl Shop Redcliffe	1,173.10	Tools/Tool Repairs
EF100481	06/02/26	01237	Wren Oil	203.50	Rubbish Removals
EF100485	06/02/26	01289	Wayne's Windscreens Pty Ltd	954.00	Plant Parts & Repairs
EF100486	06/02/26	01318	Flexi Staff Group Pty Ltd	1,206.98	Labour/Personnel Hire
EF100492	06/02/26	01773	Industrial Biomedical Electronic Services	426.25	Electrical Contractor
EF100493	06/02/26	01976	Ecoscape Australia Pty Ltd	12,190.20	Professional Fees - Wilson Park Zone 2
EF100494	06/02/26	02023	YMCA of Perth Youth and Community Services Inc	7,871.65	Provision of Youth Services - Dec 2025
EF100497	06/02/26	02298	Pelican Linemarking	660.00	Line Marking
EF100499	06/02/26	02741	Spare Parts Puppet Theatre Inc	781.00	Music/Entertainment Expenses - Workshop
EF100500	06/02/26	02958	Yoshino Sushi	265.76	Catering/Catering Supplies - Citizenship Ceremony
EF100504	06/02/26	03194	Datatel Electrical and Communications	4,645.08	Electrical Contractor - Library - Run Data Cables
EF100505	06/02/26	03504	Classic Tree Services	14,789.75	Tree Pruning Within CoB
EF100506	06/02/26	03543	Labyrinth Constructions	2,200.00	Building Construction - Garvey Park
EF100507	06/02/26	03593	Philip Swain	1,031.25	Labour/Personnel Hire
EF100509	06/02/26	03941	Metro Bee Services	165.00	Bee Removal
EF100512	06/02/26	04400	Freedom Fairies Pty Ltd	937.76	Music/Entertainment Expenses - Citizenship Ceremony
EF100513	06/02/26	04544	SirsiDynix Pty Ltd	2,501.40	Computer Software Maintenance - Subscription
EF100515	06/02/26	04693	Allwest Plant Hire Australia Pty Ltd	4,384.28	Plant/Equipment Hire - Dec 2025
EF100516	06/02/26	05016	Cyclus Pty Ltd	242.00	Labour/Personnel Hire
EF100520	06/02/26	05127	Champion Music	605.00	Music/Entertainment Expenses - Citizenship Ceremony
EF100521	06/02/26	05133	Nami Osaki t/as namisartroom	800.00	Library - Workshop entertainment Expense
EF100522	06/02/26	05205	N and H Sanders	14,025.00	Floor Coverings - Redcliffe Community Hall
EF100523	06/02/26	05252	AAAC Towing Pty Ltd	331.10	Towing Vehicles
EF100525	06/02/26	05336	West - Sure Group Pty Ltd	542.36	Security Services
EF100526	06/02/26	05427	Horizon West Landscape & Irrigation Pty Ltd	12,705.00	Gardening Maintenance - Various Locations
EF100527	06/02/26	05523	Go Doors Pty Ltd	242.00	Building Maintenance
EF100528	06/02/26	05572	Pack & Send Welshpool	154.75	Postage
EF100529	06/02/26	05642	Steve's Sand Sifting for Playground Services	5,651.20	Sand Sifting - Various Parks
EF100531	06/02/26	05950	Perth Slashing - DJ and TM Luckin	660.00	Gardening Contractor - Whipper Shipping COB
EF100532	06/02/26	06031	Williams Creative Company PL tas Proof The Band	1,375.00	Music/Entertainment Expenses - Anzac Day
EF100533	06/02/26	06293	Freo Fire Maintenance Services Pty Ltd	1,065.26	Fire Equipment/Service
EF100534	06/02/26	06316	Anne Liedel T/as Perlamel Emporium	200.00	Refurbish Little Library
EF100537	06/02/26	06527	Jurovich Surveying	1,078.00	Survey Expenses - Gerring Court
EF100538	06/02/26	06528	Diplomatik Pty Ltd	1,006.62	Professional Fees - Recruitment Services
EF100541	06/02/26	06753	Theme Group	382.80	Cleaning Services
EF100543	06/02/26	06928	Integrity Staffing	5,859.37	Labour/Personnel Hire
EF100544	06/02/26	06960	Phase 3 Landscape Construction	33,134.71	Professional Fees - Wilson Park Zone 2
EF100546	06/02/26	07043	Kinglarp Pty Ltd T/A The Pressure King	23,849.65	Graffiti Removal - Various Locations
EF100547	06/02/26	07104	Aboriginal Land Care (Ngala - Boodja) Pty Ltd	2,062.50	Gardening Contractor
EF100551	06/02/26	07238	EHO Consulting Australia Pty Ltd	10,599.60	Environmental Expenses - EHO Relief Work
EF100566	13/02/26	00013	Air - Met Scientific Pty Ltd	234.52	Plant Parts & Repairs
EF100568	13/02/26	00118	Australia Post	1,765.19	Postage
EF100572	13/02/26	00391	Chemistry Centre (WA) t/as ChemCentre	3,978.21	Professional Fees - Testing
EF100575	13/02/26	00707	LoGo Appointments	3,080.78	Labour/Personnel Hire
EF100578	13/02/26	00859	Cannington Mazda(Prev Parkland Mazda)	534.95	Plant Parts & Repairs
EF100580	13/02/26	01097	Dept of the Premier & Cabinet	404.67	Advertising - Public Notices
EF100585	13/02/26	01721	Fulton Hogan Industries	1,093.88	Road Building Contractor - Asphalt
EF100586	13/02/26	02050	Austraffic WA	6,779.30	Traffic Control - ATD Survey
EF100588	13/02/26	02424	Naylor	1,185.53	Window Treatments
EF100589	13/02/26	02425	Prestige Alarms	739.75	Security Services
EF100592	13/02/26	03419	Gott Health	440.00	Community Exercise Classes
EF100593	13/02/26	03543	Labyrinth Constructions	84,275.13	Building Construction - Civic Centre Walkway Demolition
EF100596	13/02/26	03824	Konica Minolta	2,508.44	Photocopy Expenses
EF100597	13/02/26	04106	Effects Picture Framing	620.00	Photography/Framing Expenses
EF100598	13/02/26	04120	Randstad Pty Ltd	1,950.64	Labour/Personnel Hire
EF100601	13/02/26	04529	Southern Cross Care (WA) Inc	4,728.52	Independent Living Units Management - Management Fee
EF100603	13/02/26	05128	Allcycling Pty Ltd	478.50	Plant Parts & Repairs
EF100604	13/02/26	05190	Mark Foote	4,073.74	Building Maintenance - COB
EF100605	13/02/26	05283	IRP Pty Ltd	5,799.20	Labour/Personnel Hire
EF100606	13/02/26	05493	Dapth	67,897.50	Computer Software Maintenance - Website Support & K12 to XbyK Upgrade
EF100607	13/02/26	05502	United in Diversity WA Inc	2,000.00	Data Evaluation and Reporting - Project
EF100608	13/02/26	05854	Com - Al Windows Pty Ltrd	21,961.50	Window Treatments - Remove & Replace Sliding Door
EF100609	13/02/26	05944	Delron Cleaning Pty Ltd - Ventia	1,823.86	Cleaning Services - Various Locations
EF100610	13/02/26	06094	Boyan Electrical Services	198.00	Electrical Contractor - COB
EF100611	13/02/26	06148	Fothergill Enterprises Pty Ltd t/as Kubarz	1,867.75	Catering/Catering Supplies - Centenary Park Event
EF100612	13/02/26	06160	SEEK Limited	2,188.56	Advertising
EF100613	13/02/26	06293	Freo Fire Maintenance Services Pty Ltd	1,385.34	Fire Equipment/Service
EF100614	13/02/26	06362	Marjan Partitions Pty Ltd t/as M & M Interiors	39,485.03	Building Construction - Centenary Park Change Room
EF100615	13/02/26	06438	Marketlife Pty Ltd T/As Erin Madeley Consulting	374.00	Printing - Flyers Wilson Park Opening

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF100616	13/02/26	06452	INSPECWEST PTY LTD	500.00	Building Maintenance - Inspection
EF100618	13/02/26	06528	Diplomatik Pty Ltd	1,006.62	Professional Fees - Recruitment Services
EF100619	13/02/26	06592	Grosvenor Engineering Group	144.52	Electrical Contractor - COB
EF100620	13/02/26	06719	CHS Healthcare Pty Ltd	1,026.30	Building Maintenance
EF100621	13/02/26	06726	PJA Holdings (Australia) Pty Ltd	4,400.00	Audit Fee
EF100623	13/02/26	06816	Jacob Kötze	2,100.00	Library - Entertainment Expense - Workshop
EF100624	13/02/26	06871	Mobile Sentinel T/A Little Rippers Technology	9,385.20	Cleaning Services
EF100625	13/02/26	06884	McLeods Lawyers	3,608.44	Legal Expenses
EF100628	13/02/26	07043	Kinglarp Pty Ltd T/A The Pressure King	825.00	Graffiti Removal - Various Locations
EF100629	13/02/26	07052	Jiggle Jam	473.00	Library - Entertainment Expense - Public Session
EF100630	13/02/26	07119	Maxey Plumbing Pty Ltd	344.03	Plumbing Maintenance/Supplies
EF100631	13/02/26	07145	Airline Laundry Services Australia Pty Ltd	542.65	Cleaning Services
EF100634	13/02/26	07235	UGC Holdings Pty Ltd	11,409.55	Building Maintenance - Verge Mowing
EF100636	13/02/26	07260	Radio Industries Australia Pty Ltd	8,495.30	Two Way Radio Expenses
EF100637	13/02/26	07261	Wesbar Vanquip Pty Ltd	380.00	Plant Parts & Repairs
EF100649	20/02/26	00613	Qualcon Laboratories Pty Ltd	467.50	Core Analysis and Asphalt Testing
EF100652	20/02/26	01002	RAC Businesswise Vehicle Breakdowns	110.00	Plant Parts & Repairs
EF100654	20/02/26	01097	Dept of the Premier & Cabinet	617.46	Advertising - Public Notices
EF100657	20/02/26	01289	Wayne's Windscreens Pty Ltd	90.00	Plant Parts & Repairs
EF100658	20/02/26	01318	Flexi Staff Group Pty Ltd	12,254.35	Labour/Personnel Hire
EF100660	20/02/26	02216	Western Australia Police	52.80	Volunteer National Police Check
EF100662	20/02/26	02410	System Maintenance T/A Systems By Ballantyne	8,319.94	Plumbing Maintenance/Supplies - Garvey Park - Sewer Pump Station
EF100665	20/02/26	03593	Philip Swain	1,781.25	Labour/Personnel Hire
EF100666	20/02/26	03599	Donald Cant Watts Corke (WA) Pty Ltd	8,690.00	Superintendency Service - Wilson Park Zone2
EF100667	20/02/26	03603	Victoria Park Belmont Baseball Club	5,000.00	Line Marking - Community Contribution Fund
EF100668	20/02/26	04246	Bibliotheca Australia Pty Ltd	7,450.32	Computer Software Maintenance - Subscription
EF100669	20/02/26	04391	Lifeskills Australia	242.00	Professional Fees - Analysis
EF100670	20/02/26	04454	FM Contract Solutions Pty Ltd	2,348.50	Professional Fees - Auditing of Sites
EF100671	20/02/26	04524	Moore Australia WA Pty Ltd	3,421.00	Workshop
EF100673	20/02/26	04917	Environmental Industries Pty Ltd	19,665.78	Landscape Maintenance for Ascot Waters
EF100674	20/02/26	05016	Cyclus Pty Ltd	257.13	Labour/Personnel Hire
EF100675	20/02/26	05031	Owlkeyme Ltd	770.00	Community Exercise Classes - Wilson Park Event
EF100676	20/02/26	05190	Mark Foote	5,390.00	Building Maintenance - COB
EF100679	20/02/26	05950	Perth Slashing - DJ and TM Luckin	2,090.00	Gardening Contractor - Whipper Snipping COB
EF100680	20/02/26	06032	Acrobatch	4,125.00	Music/Entertainment Expenses - Wilson Park Event
EF100681	20/02/26	06122	Neil Coyne t/as Midn Marr	3,575.00	Music/Entertainment Expenses - Wilson Park Event
EF100685	20/02/26	06528	Diplomatik Pty Ltd	2,516.56	Professional Fees - Recruitment Services
EF100686	20/02/26	06573	Orikan Australia Pty Ltd	44,979.00	Computer Software Maintenance - Annual Fee
EF100687	20/02/26	06602	Perth Symphony Orchestra	165.00	Art Awards/Exhibition
EF100688	20/02/26	06815	Deborah Anne Eldridge	450.00	Music/Entertainment Expenses - Workshop
EF100689	20/02/26	06875	Jimbu4J	154.00	Catering/Catering Supplies - Workshop
EF100690	20/02/26	06884	McLeods Lawyers	192.50	Legal Expenses
EF100691	20/02/26	06928	Integrity Staffing	2,870.21	Labour/Personnel Hire
EF100693	20/02/26	07043	Kinglarp Pty Ltd T/A The Pressure King	15,153.34	Graffiti Removal - Various Locations
EF100694	20/02/26	07101	Aeroklas Asia Pacific Group Pty Ltd - TJM	1,849.99	Tools/Tool Repairs
EF100695	20/02/26	07119	Maxey Plumbing Pty Ltd	398.96	Plumbing Maintenance/Supplies
EF100696	20/02/26	07161	Ashleigh Jane Whyte	720.00	Public Art Project Consultancy
EF100697	20/02/26	07162	Katherine Parker	720.00	Public Art Project Consultancy
EF100699	20/02/26	07218	V & M Canvas & Machining Services	2,046.00	Plant Parts & Repairs
EF100700	20/02/26	07228	RAD Architecture Pty Ltd	792.00	Building Maintenance
EF100701	20/02/26	07238	EHO Consulting Australia Pty Ltd	5,626.50	Environmental Expenses - EHO Relief Work
EF100702	20/02/26	07249	Curious Legends Ltd	7,425.00	Library - Entertainment Expense - Harmony Week
EF100703	20/02/26	07273	Mindrazor Pty Ltd	1,650.00	MindRazr Workplace Wellbeing Platform
EF100724	26/02/26	00195	Bin Bath Australia Pty Ltd	1,169.89	Cleaning Services
EF100726	26/02/26	00221	John Hughes Group	42,087.55	Plant Parts & Repairs - Plant Purchase
EF100727	26/02/26	00230	Jackson McDonald	7,150.00	Legal Expenses
EF100731	26/02/26	00295	Capital Recycling	8,551.23	Rubbish Removals
EF100734	26/02/26	00412	Dowsing Group Pty Ltd	100,535.63	Concrete Contractor - Profiling and Concrete Various Locations
EF100735	26/02/26	00496	Garrards Pty Ltd	3,355.55	Pest Control
EF100737	26/02/26	00557	City Subaru	2,101.85	Plant Parts & Repairs
EF100738	26/02/26	00585	Hydroquip Pumps	18,401.90	Pump Maintenance - Various Parks
EF100739	26/02/26	00613	Qualcon Laboratories Pty Ltd	4,851.00	Core Analysis and Asphalt Testing
EF100740	26/02/26	00665	Kennards Hire Pty Ltd	647.60	Plant/Equipment Hire
EF100742	26/02/26	00699	Marketforce Pty Ltd	273.90	Advertising
EF100743	26/02/26	00707	LoGo Appointments	11,879.78	Labour/Personnel Hire
EF100744	26/02/26	00718	Major Motors Pty Ltd	3,086.14	Plant Parts & Repairs
EF100745	26/02/26	00734	McIntosh and Son WA	3,625.58	Plant Parts & Repairs
EF100746	26/02/26	00830	Canon Production Printing Australia Pty Ltd	1,600.39	Photocopy Expenses
EF100748	26/02/26	00859	Cannington Mazda(Prev Parkland Mazda)	1,178.45	Plant Parts & Repairs
EF100750	26/02/26	00917	Positive Auto Electrics	3,093.94	Plant Parts & Repairs
EF100751	26/02/26	00931	Sonic HealthPlus Pty Ltd	358.60	Pre Employment Medicals
EF100754	26/02/26	00983	R M Surveys	27,236.00	Topographic Survey
EF100755	26/02/26	00988	Reece Australia Pty Ltd	12,531.24	Plumbing Maintenance/Supplies - COB Irrigation Fittings
EF100757	26/02/26	01059	Sledgehammer Concrete Cutting Service	1,899.24	Concrete Contractor
EF100758	26/02/26	01090	St John Ambulance Australia Inc	542.30	First Aid Service - Event
EF100759	26/02/26	01138	E & M J Rosher Pty Ltd	664.52	Plant Parts & Repairs
EF100760	26/02/26	01149	The Lifting Company Pty Ltd	2,062.50	Plant Parts & Repairs
EF100761	26/02/26	01186	ZircoDATA Pty Ltd	2,056.45	Records Storage
EF100762	26/02/26	01243	WARP Pty Ltd	153,103.15	Traffic Control - Various Locations
EF100764	26/02/26	01255	Wattleup Tractors	13,708.84	Plant Parts & Repairs
EF100769	26/02/26	01289	Wayne's Windscreens Pty Ltd	790.00	Plant Parts & Repairs
EF100770	26/02/26	01317	WA Hino Sales & Service	396.65	Plant Parts & Repairs
EF100772	26/02/26	01358	Kevrek Australia Pty Ltd	726.00	Plant Parts & Repairs
EF100775	26/02/26	01533	WC Convenience Management	5,462.61	Various Parks Repairs and Maintenance
EF100778	26/02/26	01712	Donegan Enterprises Pty Ltd	51,827.63	Various Parks Repairs and Maintenance

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EF100779	26/02/26	01721	Fulton Hogan Industries	74,469.50	Road Building Contractor - Asphalt
EF100781	26/02/26	01976	Ecoscape Australia Pty Ltd	14,404.50	Professional Fees - Wilson Park Zone 2
EF100782	26/02/26	02000	Hames Sharley (WA) Pty Ltd	11,903.10	Professional Fees - Belmont Oasis Development Concept
EF100783	26/02/26	02023	YMCA of Perth Youth and Community Services Inc	86,588.10	Provision of Youth Services - January 2026
EF100786	26/02/26	02161	Supercrane Service Parts & Training Pty Ltd	640.20	Plant Parts & Repairs
EF100787	26/02/26	02172	Miss Maud	39.35	Catering/Catering Supplies - Elected Member
EF100788	26/02/26	02207	Wilson Security	146,513.22	Security Services - December 2025
EF100789	26/02/26	02298	Pelican Linemarking	880.00	Line Marking
EF100791	26/02/26	02387	Triton Electrical Contractors Pty Ltd	1,837.00	Electrical Contractor
EF100792	26/02/26	02393	Zipform Pty Ltd	3,575.18	Postage - Rates Notice
EF100793	26/02/26	02410	System Maintenance T/A Systems By Ballantyne	10,857.32	Plumbing Maintenance/Supplies
EF100794	26/02/26	02411	Allsports Linemarking	3,786.64	Line Marking
EF100795	26/02/26	02425	Prestige Alarms	14,706.45	Security Services
EF100798	26/02/26	02627	Dunbar Services WA Pty Ltd	2,902.90	Cleaning Services
EF100799	26/02/26	02779	Natural Area Holdings Pty Ltd	29,636.70	Gardening Contractor - COB Revegetation Watering
EF100801	26/02/26	02941	Taman Tools - Quality Nominees Pty Ltd	618.20	Tools/Tool Repairs
EF100802	26/02/26	02958	Yoshino Sushi	263.89	Catering/Catering Supplies - Internal Event
EF100803	26/02/26	03031	Retech Rubber	275.00	Plant Parts & Repairs
EF100806	26/02/26	03464	Bridgestone Australia Ltd	1,683.23	Plant Parts & Repairs
EF100807	26/02/26	03567	Gardner Autos Pty Ltd t/as Gardner Isuzu	784.80	Plant Parts & Repairs
EF100808	26/02/26	03599	Donald Cant Watts Corke (WA) Pty Ltd	2,083.88	Superintendency Service - The Esplanade & Wilson Park Zone2
EF100811	26/02/26	03707	Access Unlimited International Pty Ltd	508.86	Plant Parts & Repairs
EF100812	26/02/26	03772	Open Windows Australia Pty Ltd	1,914.00	Computer Software Maintenance - Open Windows UI Upgrade
EF100813	26/02/26	03824	Konica Minolta	2,958.95	Photocopy Expenses
EF100814	26/02/26	03941	Metro Bee Services	395.00	Bee Removal
EF100815	26/02/26	04026	HK Calibration Technologies Pty Ltd	170.50	Plant Parts & Repairs
EF100818	26/02/26	04320	ABM Landscaping	4,400.00	Bricks/Bricklaying
EF100819	26/02/26	04391	Lifeskills Australia	1,936.00	Professional Fees - EAP Consultation
EF100822	26/02/26	04467	Rent a Fence Pty Ltd	55.24	Fencing
EF100823	26/02/26	04474	Aquamonix	12,650.00	Gardening Contractor - Nance Park
EF100824	26/02/26	04496	Azure Painting Pty Ltd	6,490.00	Painting Contractor - COB Footpath
EF100825	26/02/26	04529	Southern Cross Care (WA) Inc	12,974.40	Independent Living Units Management - Management Fee
EF100826	26/02/26	04693	Allwest Plant Hire Australia Pty Ltd	8,525.00	Plant/Equipment Hire
EF100827	26/02/26	04917	Environmental Industries Pty Ltd	19,665.78	Landscape Maintenance for Ascot Waters
EF100829	26/02/26	05190	Mark Foote	2,024.00	Building Maintenance - COB
EF100830	26/02/26	05252	AAAC Towing Pty Ltd	3,892.90	Towing Vehicles
EF100831	26/02/26	05339	Elliotts Filtration Pty Ltd	1,133.00	Reticulation Parts & Repairs
EF100832	26/02/26	05375	Urbaqua Ltd	5,500.00	Golden Gateway LWMS - Reporting
EF100833	26/02/26	05427	Horizon West Landscape & Irrigation Pty Ltd	20,345.21	Gardening Maintenance - Various Locations
EF100834	26/02/26	05523	Go Doors Pty Ltd	7,663.83	Building Maintenance
EF100835	26/02/26	05558	BlueFit Pty Ltd	76,053.26	Oasis Management Subsidy - Jan 2026
EF100836	26/02/26	05568	Allstate Kerbing and Concrete	11,739.86	Kerbing Contractor - Alexander Road
EF100837	26/02/26	05590	Toolmart Australia Pty Ltd	9.90	Tools/Tool Repairs
EF100838	26/02/26	05623	Tree Planting and Watering - Baroness Holdings	207,466.12	Street Tree Watering Services for CoB
EF100840	26/02/26	05726	Pool Robotics Perth	189.20	Plant Parts & Repairs
EF100841	26/02/26	05771	AlSCO Pty Ltd	191.18	Cleaning Services
EF100842	26/02/26	05840	Commercial Aquatics Australia Pty Ltd	12,452.00	Oasis Expenses - Monthly Maintenance
EF100843	26/02/26	05897	HopgoodGanim Lawyers	400.95	Legal Expenses
EF100844	26/02/26	05944	Delron Cleaning Pty Ltd - Ventia	105,965.49	Cleaning Services - Various Locations
EF100848	26/02/26	06056	Artisan Alley Pty Ltd t/as Gather Foods	6,325.00	Catering/Catering Supplies - Wilson Park Event
EF100849	26/02/26	06094	Boyan Electrical Services	43,718.96	Electrical Contractor - COB
EF100850	26/02/26	06105	Rocksolid Corporation Pty Ltd T/A Hawkeye Services	2,750.00	Survey Expenses - Redcliffe Street
EF100851	26/02/26	06230	Art Jam WA	660.00	Community Art Classes - Workshop
EF100853	26/02/26	06276	Efficient Site Services (WA)	22,726.00	Building Construction
EF100854	26/02/26	06282	Dell Financial Services Pty Ltd	6,828.56	Computer Hardware - Lease Costs Jan 2026
EF100855	26/02/26	06293	Free Fire Maintenance Services Pty Ltd	2,535.50	Fire Equipment/Service
EF100856	26/02/26	06304	Prestige Property Maintenance	48,073.41	Gardening Maintenance - Landscaping
EF100857	26/02/26	06326	Total Tools Kewdale	309.80	Tools/Tool Repairs
EF100858	26/02/26	06339	Focus Consulting WA Pty Ltd	5,500.00	Electrical Contractor - Peet Park Flood Light
EF100859	26/02/26	06345	SoCo Studios - Travis Hayto Photography	1,237.50	Photography/Framing Expenses
EF100860	26/02/26	06377	Choiceone Pty Ltd	32,007.19	Labour/Personnel Hire
EF100861	26/02/26	06389	Netstar Australia Pty Ltd	286.00	Security Services
EF100863	26/02/26	06414	Complete Glass & Glazing Services	3,295.00	Road Building Contractor
EF100864	26/02/26	06469	Element Advisory Pty Ltd	292.60	Professional Fees - Building
EF100865	26/02/26	06528	Diplomatik Pty Ltd	3,937.68	Professional Fees - Recruitment Services
EF100867	26/02/26	06580	Omnicom Media Group	6,842.94	Advertising
EF100869	26/02/26	06592	Grosvenor Engineering Group	11,188.08	Electrical Contractor - COB
EF100872	26/02/26	06712	Ozpond Solutions	8,800.00	Gardening Maintenance
EF100873	26/02/26	06773	Evolve Talent	7,162.32	Labour/Personnel Hire
EF100874	26/02/26	06833	First Choice Gates (WA)	396.00	Fencing
EF100875	26/02/26	06847	Trayd Australia Pty Ltd	199.98	Building Maintenance
EF100876	26/02/26	06857	Arion Service	770.00	Building Maintenance
EF100877	26/02/26	06861	Mode Design Corp	8,506.30	Professional Fees - Building
EF100878	26/02/26	06884	McLeods Lawyers	22,572.14	Legal Expenses
EF100879	26/02/26	06888	Veolia Water Operations Pty Ltd T/A Allpipe Technologies	32,841.57	Building Maintenance - COB
EF100880	26/02/26	06900	AMS Installation & Maintenance Solutions	9,535.11	Airconditioning/Refrigeration Maintenance - COB
EF100881	26/02/26	06929	Brett David Investments T/A Successful Projects	1,443.57	Professional Fees - Superintendency Service - Belvidere St
EF100882	26/02/26	06934	Positively Green Pty Ltd	8,323.30	BSRC Bowling Green Maintenance
EF100883	26/02/26	06996	Newground Facilities Management Pty Ltd	2,904.00	Gardening Contractor
EF100884	26/02/26	07043	Kinglarp Pty Ltd T/A The Pressure King	7,683.65	Graffiti Removal - Various Locations
EF100885	26/02/26	07045	Burgess Enterprises Australia T/A Kalamunda Electrics	44,440.00	Electrical Contractor - Ascot Waters Lighting & Assessment
EF100886	26/02/26	07049	Bricktastic Plastic	250.00	Library - Entertainment Expense - Lego Club
EF100888	26/02/26	07104	Aboriginal Land Care (Ngala - Boodja) Pty Ltd	5,395.50	Gardening Contractor
EF100889	26/02/26	07119	Maxey Plumbing Pty Ltd	117,261.68	Plumbing Maintenance/Supplies
EF100890	26/02/26	07120	REALMSTUDIOS Pty Ltd	10,732.70	Professional Fees - Belmont Trust Land Masterplan Design

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EF100892	26/02/26	07182	Brightmark Group Pty Ltd	6,325.55	Gutter Cleaning - COB January 2026
EF100893	26/02/26	07218	V & M Canvas & Machining Services	319.00	Plant Parts & Repairs
EF100894	26/02/26	07245	Little People Play	994.40	Plant/Equipment Hire - Wiggles & Giggles
EF100895	26/02/26	07290	Dynamic Asset Consulting Pty Ltd	4,674.99	Professional Fees - Advisory Fees
Contractors Total				2,742,422.21	
Councillor Payments					
EF100487	06/02/26	01369	Philip Marks	3,248.15	Elected Member Remuneration
EF100495	06/02/26	02145	Robert Rossi	13,102.13	Elected Member Remuneration
EF100508	06/02/26	03916	Bernard Ryan	3,248.15	Elected Member Remuneration
EF100518	06/02/26	05084	Jenny Davis	3,248.15	Elected Member Remuneration
EF100519	06/02/26	05085	George Sekulla	3,248.15	Elected Member Remuneration
EF100530	06/02/26	05828	Deborah Sessions	5,342.13	Elected Member Remuneration
EF100540	06/02/26	06704	Christopher John Kulczycki	3,248.15	Elected Member Remuneration
EF100545	06/02/26	06968	Jarod Harris	3,248.15	Elected Member Remuneration
EF100550	06/02/26	07225	Khandoker Abedin	3,248.15	Elected Member Remuneration
EF100678	20/02/26	05828	Deborah Sessions	105.00	Elected Member Expense Reimbursement
Councillor Payments Total				41,286.31	
Credit Card 2310					
EF100716	20/02/26	03526	Institute of Public Works Australia	379.61	Membership
EF100716	20/02/26	03526	LGCOG	920.00	Registration - Conference
EF100716	20/02/26	03526	Coles Supermarkets Aust Pty Ltd	220.00	Gratuity Gift
EF100716	20/02/26	03526	JB HI FI	400.00	Gratuity Gift
EF100716	20/02/26	03526	Coles Supermarkets Aust Pty Ltd	344.00	Gratuity Gift
EF100716	20/02/26	03526	Coles Supermarkets Aust Pty Ltd	220.00	Gratuity Gift
EF100716	20/02/26	03526	Cruncyroll	139.99	Subscription
EF100716	20/02/26	03526	Kmart	2.25	Stationery
EF100716	20/02/26	03526	Playstation Network	187.95	Subscription
EF100716	20/02/26	03526	Nintendo	54.95	Subscription
EF100716	20/02/26	03526	Coles Supermarkets Aust Pty Ltd	230.00	Gratuity Gift
Credit Card 2310 Total				3,098.75	
Credit Card 4739					
EF100719	20/02/26	06409	Google	12.98	Subscription
EF100719	20/02/26	06409	Dan Murphy	450.66	Beverages
EF100719	20/02/26	06409	Chat GPT	31.05	Subscription
EF100719	20/02/26	06409	Chat GPT	31.05	Subscription
EF100719	20/02/26	06409	ASIC	20.00	Company Search
EF100719	20/02/26	06409	Wilson Parking	17.00	Parking
EF100719	20/02/26	06409	Australian Financial Services Authority	15.00	Company Search
EF100719	20/02/26	06409	Australian Financial Services Authority	15.00	Company Search
EF100719	20/02/26	06409	News	36.00	Subscription
EF100719	20/02/26	06409	Dept of Justice	194.30	Legal Expenses
EF100719	20/02/26	06409	News	36.00	Subscription
EF100719	20/02/26	06409	AICD	1,860.00	Membership
EF100719	20/02/26	06409	Wotif	1,096.87	Accommodation - Conference
EF100719	20/02/26	06409	Qantas	763.10	Airfare - Conference
EF100719	20/02/26	06409	Chat GPT	30.78	Subscription
EF100719	20/02/26	06409	ChatGPT	30.78	Subscription
EF100719	20/02/26	06409	CPA Australia	898.80	Membership
EF100719	20/02/26	06409	Dept of Justice	194.30	Legal Expenses
EF100719	20/02/26	06409	Dept of Justice	194.30	Legal Expenses
EF100719	20/02/26	06409	Google	12.98	Subscription
EF100719	20/02/26	06409	News	36.00	Subscription
EF100719	20/02/26	06409	ASIC	20.00	Company Search
EF100719	20/02/26	06409	Dept of Justice	194.30	Legal Expenses
EF100719	20/02/26	06409	Chat GPT	31.75	Subscription
EF100719	20/02/26	06409	ChatGPT	31.75	Subscription
EF100719	20/02/26	06409	Ticketek	-2,797.00	Registration Cancellation
EF100719	20/02/26	06409	City of Perth	21.20	Parking
EF100719	20/02/26	06409	Google	12.98	Subscription
EF100719	20/02/26	06409	Landgate	216.60	Application Fee
EF100719	20/02/26	06409	Intertek	1,153.33	Purchase of AS4000
EF100719	20/02/26	06409	Dept of Justice	194.30	Legal Expenses
Credit Card 4739 Total				5,056.16	
Credit Card 7563					
EF100720	20/02/26	06834	Australia Post	87.00	ID Check
EF100720	20/02/26	06834	SP The House of Honey	124.50	Adachi Gifts
EF100720	20/02/26	06834	Aspects Kings Park	54.70	Adachi Gifts
EF100720	20/02/26	06834	SP The House of Honey	210.00	Adachi Gifts
EF100720	20/02/26	06834	SP Bits of Australia	104.50	Adachi Gifts
EF100720	20/02/26	06834	Urban Development	3,164.00	Registration - UDIA 2026
EF100720	20/02/26	06834	Diversity Tokyo Plaza	11.87	Adachi Student Delegation - Coffee
Credit Card 7563 Total				3,756.57	
Credit Card 7996					
EF100717	20/02/26	05121	Wilson Parking	22.00	Parking
Credit Card 7996 Total				22.00	
Credit Card 8380					
EF100718	20/02/26	06342	Facebook	68.00	Advertising
EF100718	20/02/26	06342	PLE Computers	348.00	Computer Hardware's
EF100718	20/02/26	06342	Facebook	560.21	Advertising
EF100718	20/02/26	06342	Apple	14.99	Subscription
EF100718	20/02/26	06342	Google	37.02	Subscription
EF100718	20/02/26	06342	Twilio	34.35	Subscription
EF100718	20/02/26	06342	Apple	14.99	Subscription
EF100718	20/02/26	06342	Whitehorse City Council	994.00	Conference Expenses
EF100718	20/02/26	06342	Socoal Status	1,383.12	Subscription

Attachment 12.6.1 February 2026 Payments

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF100718	20/02/26	06342	Adobe	43.99	Subscription
EF100718	20/02/26	06342	Microsoft	3,176.71	Subscription
EF100718	20/02/26	06342	Facebook	52.87	Advertising
EF100718	20/02/26	06342	Campaign Monitor	1,680.80	Subscription
EF100718	20/02/26	06342	Virgin Australia	850.26	Airfare - Conference
EF100718	20/02/26	06342	Dominos	316.91	Catering - EMT
EF100718	20/02/26	06342	Miss Maud	44.00	Internal Catering
EF100718	20/02/26	06342	Miss Maud	65.00	Internal Catering
EF100718	20/02/26	06342	Miss Maud	76.80	Internal Catering
EF100718	20/02/26	06342	Apple	14.99	Subscription
EF100718	20/02/26	06342	Facebook	68.00	Advertising
EF100718	20/02/26	06342	Apple	14.99	Subscription
EF100718	20/02/26	06342	Facebook	68.00	Advertising
EF100718	20/02/26	06342	Facebook	68.00	Advertising
EF100718	20/02/26	06342	Microsoft	3,319.71	Subscription
EF100718	20/02/26	06342	Squarespace	118.80	Subscription
EF100718	20/02/26	06342	Facebook	32.98	Advertising
EF100718	20/02/26	06342	Campaign Monitor	1,680.80	Subscription
EF100718	20/02/26	06342	Adobe	43.99	Subscription
EF100718	20/02/26	06342	Dept of Racing	129.50	Licence
EF100718	20/02/26	06342	Twilio	33.77	Subscription
EF100718	20/02/26	06342	Apple	14.99	Subscription
EF100718	20/02/26	06342	Facebook	1,008.02	Advertising
EF100718	20/02/26	06342	Google	72.02	Subscription
EF100718	20/02/26	06342	Facebook	68.00	Advertising
EF100718	20/02/26	06342	Apple	14.99	Subscription
Credit Card 8380 Total				16,533.57	
Credit Card 8670					
EF100721	20/02/26	06849	8 Yolks	32.38	Team Meeting
Credit Card 8670 Total				32.38	
Fuels and Utilities					
EF100455	06/02/26	00042	Alinta Energy	670.50	Light, Power, Gas
EF100483	06/02/26	01252	Water Corporation	3,020.30	Water, Annual & Excess
EF100484	06/02/26	01274	Synergy	10,040.47	Light, Power, Gas
EF100536	06/02/26	06424	Telstra Limited	3,939.04	Phone/Internet expenses
EF100567	13/02/26	00042	Alinta Energy	139.70	Light, Power, Gas
EF100581	13/02/26	01252	Water Corporation	6,950.03	Water, Annual & Excess
EF100583	13/02/26	01274	Synergy	103,713.82	Light, Power, Gas
EF100590	13/02/26	02631	Ampol - Caltex	20,231.12	Fuel, Oil, Additives
EF100594	13/02/26	03592	Steven Harling	138.24	Fuel, Oil, Additives
EF100646	20/02/26	00042	Alinta Energy	1,551.95	Light, Power, Gas
EF100655	20/02/26	01252	Water Corporation	16,408.42	Water, Annual & Excess
EF100656	20/02/26	01274	Synergy	56,349.60	Light, Power, Gas
EF100664	20/02/26	03592	Steven Harling	109.12	Fuel, Oil, Additives
EF100683	20/02/26	06424	Telstra Limited	21,586.49	Phone/Internet expenses
EF100722	26/02/26	00042	Alinta Energy	690.80	Light, Power, Gas
EF100763	26/02/26	01252	Water Corporation	29,595.82	Water, Annual & Excess
EF100768	26/02/26	01274	Synergy	5,280.21	Light, Power, Gas
EF100870	26/02/26	06614	Oracle Customer Management Solutions	9,852.73	Phone/Internet expenses
EF100871	26/02/26	06707	Motorpass - 9969 - Ampol, Cloverdale	112.65	Fuel, Oil, Additives
Fuels and Utilities Total				300,857.47	
Materials					
EF100454	06/02/26	00009	Cafe Corporate	324.50	Groceries
EF100456	06/02/26	00099	Ausrecord Pty Ltd	335.50	Stationery & Printing
EF100457	06/02/26	00203	BOC Gases Australia Ltd	122.05	Welding Equipment/Supplies
EF100459	06/02/26	00231	Bunnings Group Ltd	1,810.00	Hardware
EF100462	06/02/26	00317	Coles Supermarkets Aust Pty Ltd	336.83	Groceries
EF100464	06/02/26	00414	Dulux Australia	2,036.54	Paint & Accessories
EF100468	06/02/26	00664	Kmart Australia Limited	302.00	Stationery & Printing
EF100473	06/02/26	00832	Officeworks	523.18	Stationery & Printing
EF100488	06/02/26	01398	Winc Australia Pty Ltd	34.97	Stationery & Printing
EF100489	06/02/26	01474	Natsync Environmental	970.00	Workshop - Two night Walks
EF100490	06/02/26	01547	Big W	348.50	Craft/Display Materials
EF100496	06/02/26	02201	Neverfall Springwater Limited	78.50	Beverages
EF100498	06/02/26	02320	Ambius Indoor Plants	3,137.42	Gardening - Plants/Supplies
EF100502	06/02/26	03104	Rawlinsons WA	5,610.00	Redcliffe Community Centre Changeroom Refurbishment
EF100503	06/02/26	03144	COS Complete Office Supplies Pty Ltd	278.10	Stationery & Printing
EF100510	06/02/26	04036	CleverPatch Pty Ltd	397.28	Craft/Display Materials
EF100511	06/02/26	04394	JB Hi - Fi Belmont Forum - Library purchases	2,744.82	Books/CDs/DVDs - AV Resources and Phone
EF100514	06/02/26	04545	Mixed Media Pty Ltd	1,320.00	Craft/Display Materials
EF100517	06/02/26	05036	Smedia Pty Ltd	500.00	Books/CDs/DVDs - Subscription
EF100535	06/02/26	06365	Spice Digital Imaging Pty Ltd	2,717.00	Stationery & Printing
EF100542	06/02/26	06873	City Rubber Stamps & Trophies	226.75	Badges & Pendants
EF100548	06/02/26	07190	Green Plant Enterprises Pty Ltd - Bloomin Boxes	82.50	Flowers
EF100569	13/02/26	00203	BOC Gases Australia Ltd	21.23	Welding Equipment/Supplies
EF100570	13/02/26	00220	Burswood Trophies	48.40	Badges & Pendants
EF100571	13/02/26	00317	Coles Supermarkets Aust Pty Ltd	924.69	Groceries
EF100576	13/02/26	00778	Modern Teaching Aids Pty Ltd	1,121.78	Workshop - Curious Kids
EF100577	13/02/26	00832	Officeworks	477.40	Stationery & Printing
EF100579	13/02/26	01083	SERCUL South East Regional Centre for Urban Landcare	4,970.93	Gardening - Water Quality Monitoring Program
EF100582	13/02/26	01263	West Australian Newspapers Ltd	209.99	Publications/Newspapers
EF100599	13/02/26	04425	Games World	79.99	Toys
EF100600	13/02/26	04491	Woolworths Group - Functions/Catering only	168.82	Groceries
EF100622	13/02/26	06800	The Avish Family Trust T/as Fruit Break	2,697.78	Groceries
EF100627	13/02/26	07015	Supagas Pty Ltd	66.50	Welding Equipment/Supplies

Attachment 12.6.1 February 2026 Payments

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF100635	13/02/26	07252	Trellis Technologies Pty Ltd	22,228.37	Computer Software - Emissions Data Mgmt System
EF100647	20/02/26	00317	Coles Supermarkets Aust Pty Ltd	384.25	Groceries
EF100650	20/02/26	00664	Kmart Australia Limited	80.00	Stationery & Printing
EF100653	20/02/26	01073	Spotlight Pty Ltd	590.47	Craft/Display Materials
EF100659	20/02/26	02168	Ergolink	3,190.80	Furniture - Chairs
EF100661	20/02/26	02320	Ambius Indoor Plants	1,667.95	Gardening - Plants/Supplies
EF100677	20/02/26	05465	QBD Books	1,201.71	Books/CDs/DVDs
EF100682	20/02/26	06234	Brandworx Australia	262.21	Uniforms
EF100684	20/02/26	06484	Gould Genealogy & History	44.65	Books/CDs/DVDs
EF100692	20/02/26	06957	Booktopia Direct	120.86	Books/CDs/DVDs
EF100698	20/02/26	07190	Green Plant Enterprises Pty Ltd - Bloomin Boxes	82.50	Flowers
EF100725	26/02/26	00203	BOC Gases Australia Ltd	138.93	Welding Equipment/Supplies
EF100728	26/02/26	00231	Bunnings Group Ltd	2,339.77	Hardware
EF100729	26/02/26	00233	Bunzl Limited	305.93	Cleaning Products
EF100730	26/02/26	00285	City of Armadale	980.09	Stationery & Printing
EF100732	26/02/26	00317	Coles Supermarkets Aust Pty Ltd	266.74	Groceries
EF100736	26/02/26	00555	Challenge Chemicals Australia	127.38	Cleaning Products
EF100741	26/02/26	00697	Nutrien AG Solutions Ltd	1,128.60	Gardening - Plants/Supplies
EF100747	26/02/26	00850	Pacific Safety Wear Malaga	368.50	Safety Clothing/Equipment
EF100749	26/02/26	00883	The Perth Mint	1,771.00	Badges & Pendants - Citizenship Coins
EF100756	26/02/26	01040	Sheridans Badges & Engraving	290.40	Badges & Pendants
EF100765	26/02/26	01263	West Australian Newspapers Ltd	396.00	Publications/Newspapers
EF100766	26/02/26	01265	Westbooks	622.61	Books/CDs/DVDs
EF100771	26/02/26	01325	Poolegrave Signs and Engraving	275.00	Signs
EF100773	26/02/26	01398	Winc Australia Pty Ltd	1,202.44	Stationery & Printing
EF100774	26/02/26	01529	Safemaster Safety Products Pty Ltd	1,320.00	Safety Clothing/Equipment
EF100776	26/02/26	01570	Blackwoods	4,987.49	Hardware
EF100780	26/02/26	01955	Image Extra - Starmix Holdings Pty Ltd	5,555.00	Building Material
EF100784	26/02/26	02088	Lock Stock & Farrell Locksmith	2,366.20	Hardware
EF100785	26/02/26	02139	Ulverscroft Large Print Books Ltd	1,401.60	Books/CDs/DVDs
EF100790	26/02/26	02320	Ambius Indoor Plants	694.98	Gardening - Plants/Supplies
EF100796	26/02/26	02431	Look Brilliant Pty Ltd	1,754.50	Promotional Items
EF100797	26/02/26	02498	City of South Perth	5,695.55	Impound Fee - Dogs & Cats
EF100800	26/02/26	02862	James Bennett Pty Ltd	2,982.06	Books/CDs/DVDs
EF100804	26/02/26	03117	Six Axis Nominees T/A OCP Sales	450.45	Safety Clothing/Equipment - Subscription
EF100805	26/02/26	03144	COS Complete Office Supplies Pty Ltd	2,492.54	Stationery & Printing
EF100809	26/02/26	03660	Safe T Card Australia Pty Ltd	53.90	Safety Clothing/Equipment
EF100816	26/02/26	04053	Totally Workwear TWW	391.30	Safety Clothing/Equipment
EF100817	26/02/26	04145	T J Depiazzi and Sons	10,539.10	Gardening Maintenance
EF100820	26/02/26	04394	JB Hi - Fi Belmont Forum - Library purchases	2,981.95	Books/CDs/DVDs - Phone & Accessories
EF100821	26/02/26	04425	Games World	216.90	Toys
EF100828	26/02/26	05082	Accidental Health and Safety Perth	2,499.23	Medical/First Aid Supplies
EF100839	26/02/26	05701	Bing Technologies Pty Ltd	741.38	Stationery & Printing
EF100845	26/02/26	05966	Light Application Pty Ltd	445.50	Lights & Light Fittings
EF100846	26/02/26	05992	Corsign WA	6,589.00	Signs
EF100847	26/02/26	06005	MDM Entertainment Pty Ltd	315.74	Books/CDs/DVDs
EF100866	26/02/26	06550	Australian Agribusiness (Holdings) Pty Ltd T/As Nuturf	550.00	Gardening - Plants/Supplies
EF100868	26/02/26	06589	OverDrive Australia Pty Ltd	708.31	Books/CDs/DVDs
EF100887	26/02/26	07096	Melbourne Bicycle Centre Prahran	3,000.00	Safety Clothing/Equipment
EF100891	26/02/26	07167	Khodal Krupa WA	116.90	Publications/Newspapers
		Materials Total		133,940.69	
Other					
EF100453	05/02/26	167300	WA Treeworks	10,000.00	Bond Payment/Refund
788905	06/02/26	00893	Petty Cash - Library	344.50	Petty Cash Recoup
EF100461	06/02/26	00292	City of Belmont State Emergency Service Inc	2,186.84	State Emergency Services Expense
EF100474	06/02/26	00898	Property Council of Australia WA Division	2,480.00	Workshop - Membership Fee
EF100501	06/02/26	03071	Department of Transport - Vehicle Owner Searches	443.70	Vehicle Ownership Searches
EF100539	06/02/26	06613	Host Tel	145.00	State Emergency Services Expense
EF100549	06/02/26	07209	Bijay Humagain	68.73	Staff Reimbursement - ASIC & Parking
EF100552	06/02/26	07267	Prasad Dharmadhikari	8.25	Staff Reimbursement - Stationery
EF100557	06/02/26	99998	Sungwan Cho	27.00	Lost Item Refund
EF100558	06/02/26	99998	Designer Home Extensions	216.50	Application Fee Refund
EF100559	06/02/26	99998	Betony Dawson	295.00	Application Fee Refund
EF100560	06/02/26	99998	DSC Steel Holdings Pty Ltd	78.50	Application Fee Refund
EF100561	06/02/26	99998	J & V Pellegrini	928.03	Vendor Pensioner Rebate
EF100562	06/02/26	99998	Valerie Duggan	735.05	Vendor Pensioner Rebate
EF100563	06/02/26	99998	Verna Dehring	564.84	Vendor Pensioner Rebate
EF100564	06/02/26	99998	Georgina Harvey	250.00	Your Neighbour Grant
EF100602	13/02/26	05076	Belmont Saints Squash & Sports Club	3,976.55	Community Contribution Fund
EF100633	13/02/26	07186	Craig O'Halloran	44.00	Staff Reimbursement - Licence Renewal
EF100639	13/02/26	99998	Katie & Jacob Gordin	67.56	Cloth Nappy Rebate
EF100640	13/02/26	99998	Rd & ME Walsh	100.00	Cloth Nappy Rebate
EF100641	13/02/26	99998	Squash WA	959.22	Application Fee Refund
EF100642	13/02/26	99998	Sonia Maria Nascimento	11.00	Working With Children
EF100643	13/02/26	99998	Faye Lynette Stone	651.04	Vendor Pensioner Rebate
EF100644	19/02/26	01236	Department of Fire and Emergency Services	104,280.19	Emergency Services Levy - January 2026
EF100663	20/02/26	03071	Department of Transport - Vehicle Owner Searches	571.20	Vehicle Ownership Searches
EF100672	20/02/26	04901	Perth Irish Rugby Football Club Inc	3,523.70	Community Contribution Fund
EF100708	20/02/26	99998	Kane Ryan	854.10	Crossover Subsidy
EF100709	20/02/26	99998	Nicola Guglielmino	760.50	Crossover Subsidy
EF100710	20/02/26	99998	Janina Bogacki	619.54	Vendor Pensioner Rebate
EF100711	20/02/26	99998	Rob & MM Degenhardt	871.65	Crossover Subsidy
EF100712	20/02/26	99998	Blackburn Property Management Trust	871.50	Rates Refund
EF100713	20/02/26	99998	Allan Franco	100.00	Cloth Nappy Rebate
EF100714	20/02/26	99998	David Buck	327.95	Employee Assistance

12.7 Monthly Financial Report for February 2026

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

Overseeing Overseeing the allocation of the City's finances and resources e.g. setting the annual budget, accepting tenders, determining what services and facilities the City is to provide, annual reports, selecting the CEO and reviewing the CEO's performance.

Purpose of report

To provide Council with relevant monthly financial information for the 2025-26 financial year.

Summary and key issues

The following report includes a concise list of material variances for the month ending February 2026.

Officer Recommendation

That the Monthly Financial Reports as at 28 February 2026 as included in Attachment 12.7.1 be received.

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

Location

Not applicable.

Consultation

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

Strategic Community Plan implications

In accordance with the 2024–2034 Strategic Community Plan:

Key Performance Area: Performance

Outcome: 10. Effective leadership, governance and financial management.

Policy implications

There are no policy implications associated with this report.

Statutory environment

Section 6.4 of the *Local Government Act 1995 (WA)* (the Act) in conjunction with Regulations 34 (1) of the *Local Government (Financial Management) Regulations 1996 (WA)* (the Regulations) requires monthly financial reports to be presented to Council.

Regulation 34(1) requires a monthly Statement of Financial Activity reporting on revenue and expenditure.

Regulation 34(5) determines the mechanism required to ascertain the definition of material variances which are required to be reported to Council as a part of the monthly report.

Background

The Regulations prescribe that a Local Government is to prepare each month a Statement of Financial Activity.

Regulation 34(2) requires the Statement of Financial Activity to be accompanied by documents containing:

1. Explanation for each material variance identified between year to date budgets and actuals

2. Any other supporting information considered relevant by the Local Government.

Regulation 34 (5) states that “Each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards, to be used in statements of financial activity for reporting material variances.”

This regulation requires Council to annually set a materiality threshold for the purpose of disclosing budget variances within monthly financial reporting.

The materiality threshold has been set by Council at \$100,000 for the 2025-26 financial year.

Report

At the June 2025 Ordinary Council Meeting, Council adopted the materiality threshold for the 2025-26 financial year as \$100,000. The table below provides a summary of significant variances based on this materiality threshold. The detailed financial activity report is included at Attachment 12.7.1.

Report Section	Actual YTD	YTD Variance	Report Comments
OPERATING ACTIVITIES			
Revenue from operating activities			
Operating grants, subsidies and contributions			
Finance	499,394	137,337	Financial Assistance Grant received earlier than anticipated in adopted budget.
Works	342,223	162,445	Various grants and income received in advance of the adopted budget.
Fees and charges			
City Facilities & Property	999,931	100,671	Increase in rent for a number of City properties and higher than expected usage of community facilities.

Interest earnings			
Finance	5,032,893	718,560	Variance reflects interest amounts earned on amounts not spent when budgeted.
<i>Expenditure from operating activities</i>			
Employee costs			
Finance	(1,932,258)	271,319	Timing difference as a result of the allocation of timecard employees to jobs prior to payroll processing. Amounts will be cleared following the end of the month.
Parks, Leisure & Environment	(2,717,494)	(281,635)	Salaries are below budget due to vacancies which are currently being recruited by the City.
Materials and contracts			
Governance, Strategy & Risk	(517,984)	(200,066)	Cost to engage WAEC to conduct the Local Government elections not yet incurred.
Information Technology	(2,644,626)	666,270	Microsoft licensing invoiced earlier than expected as well as unexpected software subscription price increases.
Works	(4,955,196)	(1,056,934)	Waste invoices for February yet to be received.
Parks, Leisure & Environment	(4,628,320)	(2,667,048)	Variance reflects revised works programming and invoices not yet received.
City Facilities & Property	(2,864,483)	271,409	Variance is as a result of additional maintenance expenses including the replacement of the main switchboard at Ascot Marina.
Economic & Community Development	(1,203,039)	(486,333)	Expenditure associated with several community and economic programs and events are yet to commence.

INVESTING ACTIVITIES			
<i>Inflows from investing activities</i>			
Non-Operating grants, subsidies and contributions			
City Projects	2,914,076	(1,774,501)	Grant milestone payment for Peet Park Revitalisation lighting upgrades and Wilson Park Zone 2 processed earlier than budgeted.
City Facilities & Property	202,340	(115,172)	Grant Payment received in arrears for Middleton Park Lighting works carried out in 2024-25.
Planning Services	251,448	(218,114)	Received Development Contribution payment for a development within the Springs Special Development Precinct (Development Contribution Area).
<i>Outflows from investing activities</i>			
Payments for property, plant and equipment			
Information Technology	(283,711)	(886,289)	Capital projects rescheduled due to changes in IT hardware.
Design, Assets & Development	(471,687)	133,693	Mowers were purchased in advance and will be amended in the March budget review.
City Facilities & Property	(409,511)	(343,252)	Delivery times on some projects have been impacted by scheduling conflicts and the availability of materials.
Payments for construction of infrastructure			
Works	(3,233,333)	178,435	Various projects completed ahead of their budget allocation to be amended in the March budget review.

City Projects	(5,492,065)	(2,218,769)	Wilson Park Zone 2 was completed under budget, and the remaining funds will be returned in the March budget review.
Parks, Leisure & Environment	(1,737,215)	(1,666,755)	Variance reflects revised works programming and invoices not yet received.

Financial implications

The presentation of these reports to Council ensures compliance with the Act and associated Regulations, and also ensures that Council is regularly informed as to the status of its financial position.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title

1. Monthly Financial Statement February 2026 [**12.7.1** - 12 pages]

CITY OF BELMONT
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 28 February 2026

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Attachment 12.7.1 Monthly Financial Statement February 2026

CITY OF BELMONT STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2026

Note	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	63,219,787	62,918,211	62,755,133	(163,078)	(0.26%)	▼
Grants, subsidies and contributions	2,438,054	789,035	1,259,569	470,534	59.63%	▲
Fees and charges	11,585,080	10,237,775	10,449,811	212,036	2.07%	▲
Interest revenue	6,091,426	4,314,334	5,044,623	730,289	16.93%	▲
Other revenue	754,365	475,647	861,329	385,682	81.09%	▲
Profit on asset disposals	34,012	(30,677)	4,960	35,637	116.17%	▲
	84,122,724	78,704,325	80,375,425	1,671,100	2.12%	
Expenditure from operating activities						
Employee costs	(31,456,949)	(20,630,082)	(20,826,057)	(195,975)	(0.95%)	▼
Materials and contracts	(39,253,111)	(26,306,569)	(22,403,097)	3,903,472	14.84%	▲
Utility charges	(2,558,409)	(1,765,660)	(1,619,576)	146,084	8.27%	▲
Depreciation	(12,617,329)	(8,411,552)	(8,649,946)	(238,394)	(2.83%)	▼
Finance costs	(488,408)	(246,827)	(247,459)	(632)	(0.26%)	▼
Insurance	(896,361)	(896,361)	(867,528)	28,833	3.22%	▲
Other expenditure	(1,579,803)	(929,476)	(866,081)	63,395	6.82%	▲
Loss on asset disposals	0	0	(25,757)	(25,757)	0.00%	▼
	(88,850,370)	(59,186,527)	(55,505,501)	3,681,026	6.22%	
Non cash amounts excluded from operating activities	2(c) 12,646,636	8,442,229	8,699,215	256,986	3.04%	▲
Amount attributable to operating activities	7,918,990	27,960,027	33,569,139	5,609,112	20.06%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	6,582,066	2,016,571	4,055,497	2,038,926	101.11%	▲
Proceeds from disposal of assets	661,489	661,489	146,628	(514,861)	(77.83%)	▼
	7,243,555	2,678,060	4,202,125	1,524,065	56.91%	
Outflows from investing activities						
Acquisition of property, plant and equipment	(5,070,672)	(2,508,702)	(1,419,588)	1,089,114	43.41%	▲
Acquisition of infrastructure	(20,873,136)	(14,080,535)	(10,331,573)	3,748,962	26.63%	▲
	(25,943,808)	(16,589,237)	(11,751,161)	4,838,076	29.16%	
Amount attributable to investing activities	(18,700,253)	(13,911,177)	(7,549,036)	6,362,141	45.73%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	36,475,834	0	0	0	0.00%	
	36,475,834	0	0	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(39,341)	0	0	0	0.00%	
Repayment of borrowings	(666,575)	(330,142)	(330,142)	0	0.00%	
Transfer to reserves	(25,199,613)	0	0	0	0.00%	
	(25,905,529)	(330,142)	(330,142)	0	0.00%	
Amount attributable to financing activities	10,570,305	(330,142)	(330,142)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 560,958	560,958	(532,987)	(1,093,945)	(195.01%)	▼
Amount attributable to operating activities	7,918,990	27,960,027	33,569,139	5,609,112	20.06%	▲
Amount attributable to investing activities	(18,700,253)	(13,911,177)	(7,549,036)	6,362,141	45.73%	▲
Amount attributable to financing activities	10,570,305	(330,142)	(330,142)	0	0.00%	
Surplus or deficit after imposition of general rates	350,000	14,279,666	25,156,974	10,877,308	76.17%	▲

KEY INFORMATION

- ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
 - ▲ Indicates a variance with a positive impact on the financial position.
 - ▼ Indicates a variance with a negative impact on the financial position.
- Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

CITY OF BELMONT
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 28 FEBRUARY 2026

	Actual 30 June 2025	Actual as at 28 February 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	4,466,071	3,055,067
Trade and other receivables	4,214,595	8,536,541
Other financial assets	85,941,157	100,438,716
Inventories	239,454	247,455
Contract assets	260,661	0
Other assets	3,604,985	4,129,402
TOTAL CURRENT ASSETS	98,726,923	116,407,181
NON-CURRENT ASSETS		
Trade and other receivables	415,855	387,383
Property, plant and equipment	340,667,856	339,487,162
Infrastructure	300,802,125	304,990,676
Right-of-use assets	166,998	166,998
Intangible assets	136,843	98,418
TOTAL NON-CURRENT ASSETS	642,189,677	645,130,637
TOTAL ASSETS	740,916,600	761,537,818
CURRENT LIABILITIES		
Trade and other payables	11,062,651	3,599,376
Contract liabilities	67,053	67,053
Capital grant/contributions liabilities	368,476	0
Other liabilities	1,038,346	1,145,788
Lease liabilities	84,567	84,567
Borrowings	666,573	336,431
Employee related provisions	5,160,838	4,862,156
TOTAL CURRENT LIABILITIES	18,448,504	10,095,371
NON-CURRENT LIABILITIES		
Other liabilities	127,197	127,197
Lease liabilities	52,499	52,499
Borrowings	10,309,794	10,309,794
Employee related provisions	553,045	553,045
TOTAL NON-CURRENT LIABILITIES	11,042,535	11,042,535
TOTAL LIABILITIES	29,491,039	21,137,906
NET ASSETS	711,425,561	740,399,912
EQUITY		
Retained surplus	181,531,744	210,506,095
Reserve accounts	82,270,250	82,270,250
Revaluation surplus	447,623,567	447,623,567
TOTAL EQUITY	711,425,561	740,399,912

This statement is to be read in conjunction with the accompanying notes.

**CITY OF BELMONT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 28 February 2026

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

CITY OF BELMONT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2026

2 NET CURRENT ASSETS INFORMATION

	Amended Budget		Actual as at 28 February 2026
	Opening 1 July 2025	30 June 2025	
(a) Net current assets used in the Statement of Financial Activity			
Current assets			
Cash and cash equivalents	14,829,264	4,466,071	3,055,067
Trade and other receivables	3,722,485	4,214,595	8,536,541
Other financial assets	52,496,278	85,941,157	100,438,716
Inventories	234,387	239,454	247,455
Contract assets	50,000	260,661	0
Other assets	3,574,704	3,604,985	4,129,402
	74,907,118	98,726,923	116,407,181
Less: current liabilities			
Trade and other payables	(1,919,484)	(11,062,651)	(3,599,376)
Other liabilities	(1,345,261)	(1,038,346)	(1,145,788)
Lease liabilities	(9,948)	(84,567)	(84,567)
Borrowings	(692,211)	(666,573)	(336,431)
Employee related provisions	(4,791,653)	(5,160,838)	(4,862,156)
Other provisions	(744,717)	0	0
	(9,503,274)	(18,012,975)	(10,028,318)
Net current assets	65,403,844	80,713,948	106,378,863
Less: Total adjustments to net current assets	2(b) (80,964,173)	(81,246,935)	(81,221,889)
Closing funding surplus / (deficit)	(15,560,329)	(532,987)	25,156,974
(b) Current assets and liabilities excluded from budgeted deficiency			
Adjustments to net current assets			
Less: Reserve accounts	(82,270,250)	(82,267,210)	(82,267,210)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	9,948	84,567	84,567
- Current portion of borrowings	692,211	666,573	336,431
- Current portion of employee benefit provisions held in reserve	603,918	269,135	624,323
Total adjustments to net current assets	2(a) (80,964,173)	(81,246,935)	(81,221,889)
(c) Non-cash amounts excluded from operating activities			
Adjustments to operating activities			
Less: Profit on asset disposals	(34,012)	30,677	(4,960)
Add: Loss on asset disposals	0	0	25,757
Add: Depreciation	12,617,329	8,411,552	8,649,946
Non-cash movements in non-current assets and liabilities:			
- Pensioner deferred rates	0	0	28,472
- Employee provisions	63,319	0	0
Total non-cash amounts excluded from operating activities	12,646,636	8,442,229	8,699,215

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

CITY OF BELMONT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$100,000 .

Description	Var. \$	Var. %
	\$	%
Revenue from operating activities		
Grants, subsidies and contributions	470,534	59.63% ▲
Finance - Financial Assistance Grant instalment received in November rather than December as budgeted -(\$137,337)		Timing
Works - Various grants and income received in advance.-(\$162,445)		Timing
Fees and charges	212,036	1.70% ▲
City Facilities & Property-Increase in rent for some properties and higher than expected useage of community facilities .- (\$ 100,671)		Timing
Interest revenue	730,289	16.93% ▲
Finance - Variance reflects interest amounts earned on amounts not spent when budgeted. Overall return on investments is below that expected as a result of declining interest rates. - (\$718,560)		Timing
Expenditure from operating activities		
Employee costs	(195,975)	(0.95%) ▼
Salaries are below budget due to vacancies which are currently being recruited by the City - \$281,635		Permanent
Finance - Timing difference as a result of allocation of timecard employees to jobs prior to payroll processing. Amounts will be cleared following end of month. - (\$271,319)		Timing
Materials and contracts	3,903,472	14.84% ▲
Governance, Strategy & Risk - Cost to engage WAEC to conduct the Local Government elections not yet incurred.- \$200,066		Timing
Information Technology - Microsoft licensing invoiced earlier than expected as well as unexpected software subscription price increases. - (\$666,270)		Timing
Works - Waste invoices for February are yet to be received. - \$1,056,934		Timing
Parks, Leisure & Environment -Variance reflects revised works programming and invoices not yet received.- \$2,667,048		Timing
City Facilities & Property -Variance is as a result of the expenses involved in replacing the main switchboard at Ascot Marina. - (\$271,409)		Timing
Economic & Community Development - Expenditure associated with several community and economic programs and events are yet to commence. - \$486,333		Timing
Inflows from investing activities		
Proceeds from capital grants, subsidies and contributions	2,038,926	101.11% ▲
City Projects - Grant milestone payment for Peet Park Revitalisation lighting upgrades and Wilson Park Zone 2 processed earlier than budgeted. - \$1,774,501		Timing
City Facilities & Property - Grant payment received in arrears for Middleton Park lighting works carried out in 24/25 - \$115,172		Timing
Planning Services -Received Development Contribution payment for a development within the Springs Special Development Precinct (Development Contribution Area).- \$218,114		Timing
Acquisition of property, plant and equipment	1,089,114	43.41% ▲
Information Technology -Capital projects rescheduled due to changes in IT hardware.- \$886,289		Timing
Design, Assets & Development - Mowers were purchased in advance and will be amended in the March budget review. - (\$133,693)		Timing
City Facilities & Property - Delivery times on some projects have been impacted by scheduling conflicts and the availability of materials. - \$343,252		Timing
Acquisition of infrastructure	3,748,962	26.63% ▲
Works - Various projects completed ahead of their budget allocation to be amended in the March budget review. -(\$178,435)		Timing
City Projects - Wilson Park Zone 2 was completed under budget, and the remaining funds will be returned in the March budget review.- \$2,218,769		Timing
Parks, Leisure & Environment -Variance reflects revised works programming due to minor delays in project delivery. - \$1,666,755		Timing

CITY OF BELMONT
SUPPLEMENTARY INFORMATION
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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

Attachment 12.7.1 Monthly Financial Statement February 2026

**CITY OF BELMONT
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

1 CASH AND FINANCIAL ASSETS

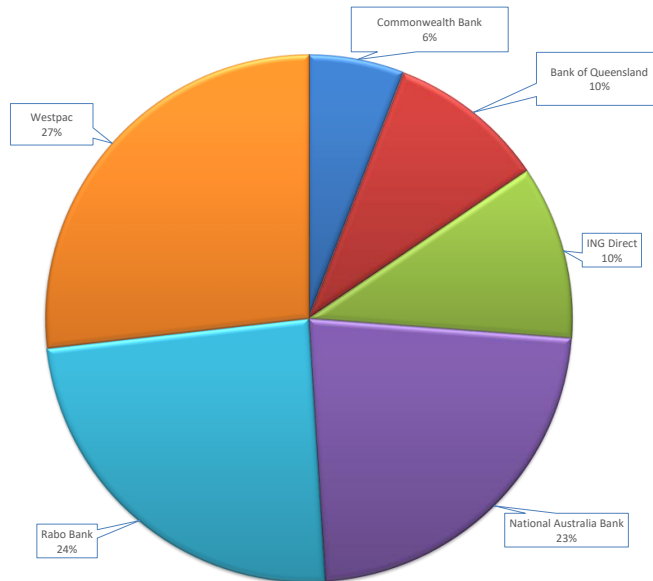
BY INVESTMENT HOLDINGS

	Municipal \$	Reserve \$	Trust-Reserve \$	Total \$	Total %
Municipal Account	41,046	-	-	41,046	0%
On-Call Account	3,010,306	-	-	3,010,306	3%
Term Deposits	20,500,000	79,739,667	(0)	100,239,667	97%
	23,551,352	79,739,667	(0)	103,291,020	100.00%

BY INSTITUTION

	Rating	Municipal \$	Reserve \$	Trust-Reserve \$	Total \$	Total %	Policy Max %
Commonwealth Bank		6,051,353	-	-	6,051,353	6%	40%
Bank of Queensland		-	10,000,000	-	10,000,000	10%	30%
ING Direct		-	10,999,808	-	10,999,808	11%	30%
National Australia Bank		7,000,000	16,557,050	-	23,557,050	23%	40%
Rabo Bank		10,500,000	14,482,366	-	24,982,366	24%	30%
Westpac		-	27,700,443	-	27,700,443	27%	40%
		23,551,353	79,739,667	-	103,291,020	100.00%	

Investment Institutions



BY CREDIT RATINGS

Rating	Municipal \$	Reserve \$	Trust Reserve \$	Total \$	Total %	Policy Max %
AAA	-	-	-	-	0%	100%
AA	13,051,353	44,257,493	-	57,308,846	55%	100%
A	10,500,000	35,482,174	-	45,982,174	45%	80%
BBB / NR	-	-	-	-	0%	60%
	23,551,353	79,739,667	-	103,291,020	100.00%	

Attachment 12.7.1 Monthly Financial Statement February 2026

**CITY OF BELMONT
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

2 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by legislation								
Other provisions [describe]	70,632	4,511	0	75,143	67,592	0	0	67,592
Reserve accounts restricted by Council								
Administration building Reserve	269,135	17,187	(286,322)	0	269,135	0	0	269,135
Aged Accommodation Reserve	1,049,911	67,435	0	1,117,346	1,049,911	0	0	1,049,911
Aged Community Care Reserve	249,649	15,943	0	265,592	249,649	0	0	249,649
Aged persons housing Reserve	315,479	16,344	0	331,823	315,479	0	0	315,479
Aged Services Reserve	1,156,701	77,555	0	1,234,256	1,156,701	0	0	1,156,701
Ascot Waters Marina Maintenance & Restoration	1,155,801	73,811	(50,000)	1,179,612	1,155,801	0	0	1,155,801
Belmont District Band Reserve	53,561	3,420	(56,981)	0	53,561	0	0	53,561
Belmont Oasis Refurbishment Reserve	12,279,947	301,458	(243,163)	12,338,242	12,279,947	0	0	12,279,947
Belmont Trust Reserve	1,686,073	112,196	(222,324)	1,575,945	1,686,073	0	0	1,686,073
Building Reserve	9,764,967	374,132	(403,471)	9,735,628	9,764,967	0	0	9,764,967
Capital Projects Reserve	5,195,085	5,250,000	(1,580,828)	8,864,257	5,195,085	0	0	5,195,085
Carry Forward Projects Reserve	1,362,715	0	(1,097,493)	265,222	1,362,715	0	0	1,362,715
District valuation Reserve	119,745	1,580	(121,325)	0	119,745	0	0	119,745
Election expenses Reserve	83,879	567	(84,446)	0	83,879	0	0	83,879
Employee Entitlements Reserve	0	3,267,756	(162,678)	3,105,078	0	0	0	0
Environment Reserve	969,567	61,918	(808,095)	223,390	969,567	0	0	969,567
Faulkner Park Retirement Village Buy Back Reserve	3,036,050	171,380	0	3,207,430	3,036,050	0	0	3,036,050
Faulkner Park Retirement Village Owners Maintenance Reserve	562,135	35,042	(200,000)	397,177	562,135	0	0	562,135
History Reserve	189,628	12,110	(201,738)	0	189,628	0	0	189,628
Information Technology Reserve	1,574,755	100,566	(70,000)	1,605,321	1,574,755	0	0	1,574,755
Infrastructure Reserve	0	1,176,781	0	1,176,781	0	0	0	0
Insurance Reserve	1,481,646	94,620	0	1,576,266	1,481,646	0	0	1,481,646
Land Acquisition Reserve	11,535,626	0	(11,535,626)	0	11,535,626	0	0	11,535,626
Long Service Leave Reserve - Salaries	1,970,332	0	(1,970,332)	0	1,970,332	0	0	1,970,332
Long Service Leave Reserve - Wages	319,943	0	(319,943)	0	319,943	0	0	319,943
Miscellaneous Entitlements Reserve	760,227	0	(760,227)	0	760,227	0	0	760,227
Plant replacement Reserve	1,820,649	110,123	(1,368,476)	562,296	1,820,649	0	0	1,820,649
Property development Reserve	15,218,474	13,445,007	(13,524,656)	15,138,825	15,218,474	0	0	15,218,474
Public Art Reserve	435,650	27,859	(24,000)	439,509	435,650	0	0	435,650
Ruth Faulkner library Reserve	52,366	3,344	(55,710)	0	52,366	0	0	52,366
Urban Forest Strategy Management Reserve	1,132,489	0	(1,132,489)	0	1,132,489	0	0	1,132,489
Waste Management Reserve	6,397,433	320,873	(195,511)	6,522,795	6,397,433	0	0	6,397,433
Underground Power Reserve	0	56,095	0	56,095	0	0	0	0
	82,270,250	25,199,613	(36,475,834)	70,994,029	82,267,210	0	0	82,267,210

Attachment 12.7.1 Monthly Financial Statement February 2026

CITY OF BELMONT SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 28 FEBRUARY 2026

INVESTING ACTIVITIES

3 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	2,032,196	816,930	511,893	(305,037)
Furniture and equipment	1,620,000	1,326,000	435,800	(890,200)
Plant and equipment	1,368,476	337,994	471,895	133,901
Other property, plant and equipment	50,000	27,778	0	(27,778)
Acquisition of property, plant and equipment	5,070,672	2,508,702	1,419,588	(1,089,114)
Infrastructure - roads	4,704,029	2,437,071	2,528,896	91,825
Infrastructure - Reserve Improvements	15,110,668	11,025,637	7,098,212	(3,927,425)
Infrastructure - Footpath Network	718,865	533,660	506,903	(26,757)
Infrastructure - Drainage Network	339,574	84,167	197,562	113,395
Acquisition of infrastructure	20,873,136	14,080,535	10,331,573	(3,748,962)
Total capital acquisitions	25,943,808	16,589,237	11,751,161	(4,838,076)
Capital Acquisitions Funded By:				
Capital grants and contributions	6,582,066	2,016,571	0	(2,016,571)
Other (disposals & C/Fwd)	661,489	661,489	146,628	(514,861)
Reserve accounts				
Administration building Reserve	286,322	0	0	0
Ascot Waters Marina Maintenance & Restoration	50,000	0	0	0
Belmont District Band Reserve	56,981	0	0	0
Belmont Oasis Refurbishment Reserve	243,163	0	0	0
Belmont Trust Reserve	222,324	0	0	0
Building Reserve	403,471	0	0	0
Capital Projects Reserve	1,580,828	0	0	0
Carry Forward Projects Reserve	1,097,493	0	0	0
District valuation Reserve	121,325	0	0	0
Election expenses Reserve	84,446	0	0	0
Environment Reserve	808,095	0	0	0
Employee Entitlements Reserve	162,678	0	0	0
Faulkner Park Retirement Village Owners Maintenance R	200,000	0	0	0
History Reserve	201,738	0	0	0
Information Technology Reserve	70,000	0	0	0
Land Acquisition Reserve	11,535,626	0	0	0
Long Service Leave Reserve - Salaries	1,970,332	0	0	0
Long Service Leave Reserve - Wages	319,943	0	0	0
Miscellaneous Entitlements Reserve	760,227	0	0	0
Plant replacement Reserve	1,368,476	0	0	0
Property development Reserve	13,524,656	0	0	0
Public Art Reserve	24,000	0	0	0
Ruth Faulkner library Reserve	55,710	0	0	0
Urban Forest Strategy Management Reserve	1,132,489	0	0	0
Waste Management Reserve	195,511	0	0	0
Contribution - operations	18,413,931	13,911,177	11,604,533	(2,306,644)
Capital funding total	62,133,320	16,589,237	11,751,161	(4,838,076)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the City's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

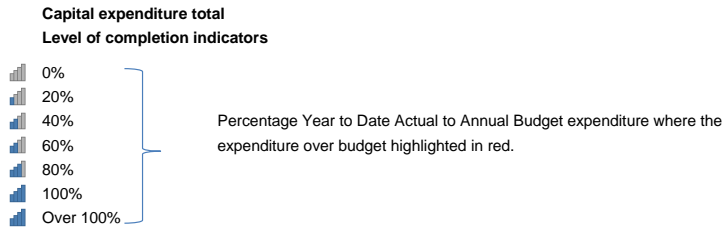
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

**CITY OF BELMONT
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

INVESTING ACTIVITIES

3 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED



Account Description	Amended		YTD Actual	Variance (Under)/Over
	Budget	YTD Budget		
City Projects	9,166,347	7,710,834	5,492,069	2,218,765
Parks and Environment	6,142,484	3,403,970	1,737,214	1,666,756
Buildings and facilities	1,834,033	727,763	380,822	346,941
Infrastructure Capital Works	5,762,468	3,054,898	3,233,361	(178,463)
Furniture and equipment	1,620,000	1,326,000	435,800	890,200
Plant and equipment	1,368,476	337,994	471,895	(133,901)
Other	50,000	27,778	0	27,778
	25,943,808	16,589,237	11,751,161	4,838,076

Attachment 12.7.1 Monthly Financial Statement February 2026

**CITY OF BELMONT
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

4 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						350,000
October Budget Review	October OCM#12.3	Opening surplus(deficit)	0	0	(5,473,434)	(5,123,434)
October Budget Review	October OCM#12.3	Operating revenue	0	0	(244,623)	(5,368,057)
October Budget Review	October OCM#12.3	Operating expenses	0	0	(298,567)	(5,666,624)
October Budget Review	October OCM#12.3	Capital grants	0	0	(459,285)	(6,125,909)
October Budget Review	October OCM#12.3	Capital expenses	0	0	(2,106,212)	(8,232,121)
October Budget Review	October OCM#12.3	Non cash item	0	0	8,582,121	350,000
			0	0	0	350,000

12.8 Internal Audit Report 2026

Voting Requirement	:	Simple Majority
Subject Index	:	19/006
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	:	Executive Services

Council role

Overseeing Overseeing the allocation of the City's finances and resources e.g. setting the annual budget, accepting tenders, determining what services and facilities the City is to provide, annual reports, selecting the CEO and reviewing the CEO's performance.

Purpose of report

To submit three completed internal audit reports to Council. These audits have been completed in accordance with the Council approved 2025-26 internal audit plan.

Summary and key issues

At the Audit, Risk and Improvement Committee Meeting held on 16 February 2026, the Internal Audit Report 2026 was endorsed for recommendation to Council. Findings for the completed audits are detailed below.

Corporate and Governance Division – Marketing and Communications (report issued 14 November 2025)

Good practices observed:

- Appropriate security measures including restricted permissions and two factor authentication are in place for social media and website access.
- Systems and processes for other media and communications tasks are also in place to ensure quality and accuracy.

Findings:

Internal audit noted the following out of date documents on the City website:

- Delegations Register 2024-25.
- Canopy Plan 2019-24.
- Supplier Terms and Conditions 2023-24.

Although the Marketing and Communications Team are the gatekeeper for all edit approvals, review of website information to ensure accuracy and currency is only performed by the Team on an ad hoc basis.

Development and Communities Division – Surveillance and Ranger Activities (report issued 8 December 2025)

Good practices observed:

- Appropriate security measures in place to ensure CCTV footage is only accessed by authorized officers and approved external parties.
- Appropriate processes in place to effectively manage the City's CCTV network.
- Body cameras worn by Rangers.
- Online reporting of graffiti and other damage to City property via the City's website.

Findings:

- Internal Audit identified that invoices processed through the Kentico system were approved using incorrect unit rates due to oversight following changes in the invoice calculation methodology commencing 1 August 2021.
- The City's CCTV Management and Operations Manual (published September 2025) requires updating and the CCTV Manual requires removal from the City's website.
- CCTV Activity Registers are required to be scanned and registered in the City's ECM as records. Internal Audit observed that the most recent registration in ECM corresponds to an activity dated 19 December 2018.

Corporate and Governance Division – Customer Service Response Times (report issued 15 January 2026)

Good practices observed:

- Pathway system's use of priority levels promotes timely resolution of service requests.
- Integration of Pathway data into Power BI dashboards enables efficient and insightful performance monitoring, supporting data-driven decision-making.
- Establishment of a cross-functional working group to review service delivery and system functionality.

Findings:

- Customer service requests received:
 - via telephone, in person or through a councillor e-mail are registered in Pathway.
 - via the City's website generic e-mail or postal mail are registered in Enterprise Content Management (ECM). Analysis of customer service management and reporting functionality identified limitations in ECM.
- Analysis of customer feedback functionality identified deficiencies in both Pathway and ECM online systems. Pathway has a 'Date Completed' field, but this does not always appear to be the date the customer was responded to.
- Although reporting processes are in place, Internal Audit noted the following scope limitations:
 - Pathway: Power BI Organisational Performance Report – information is limited to the number of service requests not completed (by business unit) exceeding 10 days.
 - ECM: Incomplete Tasks Exceeding 10 Days Report - information is limited to the number of tasks (by business unit) exceeding 10 days.

Without the ability to extract a report containing details such as:

- 'Is Feedback Required'
- 'Date Customer Response Provided'

Internal Audit had to manually select a sample of Pathway requests and review the associated notes to complete the data analysis. This manual review revealed several inconsistencies.

- During consultations and review of Pathway data, Internal Audit noted:

- Pathway general notes are inconsistent, making it difficult to determine whether customers were responded to within 10 working days when feedback was required.
- Closure of service requests varies across departments, with differing interpretations of when a request is considered complete.

Existing Pathway Work Instructions (Doc. IDs 1475008, 1552814) do not specifically:

- Outline when Pathway requests can or cannot be closed.
- Outline minimum requirements for Pathway 'General or Feedback' notes.
- Define 'Date Completed'.

Officer Recommendation

That Council:

1. Receives the report (Confidential Attachment 12.8.1) titled Internal Audit – Marketing and Communications.
2. Receives the report (Confidential Attachment 12.8.2) titled Internal Audit – Surveillance and Rangers.
3. Receives the report (Confidential Attachment 12.8.3) titled Internal Audit – Customer Service Response Times.
4. Notes the City of Belmont management comments in Confidential Attachments 12.8.1, 12.8.2 and 12.8.3 and actions to be undertaken in response to the internal audit recommendations.

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

Location

Not applicable.

Consultation

All draft internal audit reports were reviewed by relevant staff, Managers, Directors and the CEO before being issued for action.

Strategic Community Plan implications

In accordance with the 2024–2034 Strategic Community Plan:

Key Performance Area: Performance

Outcome: 10. Effective leadership, governance and financial management.

Policy implications

There are no policy implications associated with this report.

Statutory environment

Local Government Act 1995 (WA)

7.1A. Establishment of audit, risk and improvement committee

- (1) A local government must establish a committee of its council under section 5.8 to be called the audit, risk and improvement committee.

Local Government (Audit) Regulations 1996 (WA)

16. Functions of audit, risk and improvement committee

An audit, risk and improvement committee has the following functions -

- (a) to receive and review reports on, and recommend to the council actions to be taken in relation to —
 - (i) audits under Part 7 of the Act; and
 - (ii) compliance audits; and
 - (iii) reviews under regulation 17;
- (b) to otherwise receive and review reports on the appropriateness and effectiveness of, and recommend to the council improvements to, the local government's systems and procedures in relation to -
 - (i) financial management; and
 - (ii) legislative compliance; and
 - (iii) risk management;
- (c) to receive and review reports on, and recommend to the council improvements to, the implementation of any actions that the local government -
 - (i) is required to take under section 7.12A(3); and

- (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has otherwise decided to take in response to a report or recommendation referred to in paragraph (a) or (b); and
 - (iv) has stated it has done or proposes to do in written advice prepared under section 8.6(1)(a) or 8.23(4)(a);
- (d) any other function conferred on the audit, risk and improvement committee under these regulations or another written law.
17. CEO to review certain systems and procedures
- (1) The CEO must review the appropriateness and effectiveness of the local government's systems and procedures in relation to the following matters -
- (a) financial management;
 - (b) legislative compliance;
 - (c) risk management.
- (2) Under subregulation (1), the CEO may review any or all of the matters referred to in subregulation (1)(a) to (c) at any time but must review each of those matters not less than once in every 4 financial years.
- (3) The CEO must report to the audit, risk and improvement committee the results of each review carried out under subregulation (1).

Local Government (Financial Management) Regulations 1996 (WA)

- (2) CEO's duties as to financial management
- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

Note: At the time the audit was conducted, this clause was relevant, it has since been repealed

Background

The internal audit function operates in accordance with Council approved Terms of reference (TOR) and Council approved annual internal audit plans.

The TOR requires the Senior Internal Auditor to be functionally accountable to the CEO and Council via the Audit, Risk and Improvement Committee.

The TOR also requires final engagement audit reports to be issued to the CEO and Council via the Audit, Risk and Improvement Committee.

Report

Corporate and Governance Division – Marketing and Communications (report issued 14 November 2025)

Audit objectives were:

- Determine if appropriate controls are in place to ensure public communications are accurate, complete and timely.
- Assess whether social media policies, monitoring, staff training, and escalation procedures are effectively implemented to manage reputational risks.
- Determine compliance with the Business Management Systems (BMSs).

Scope included:

- Strategic alignment
 - Engagement Strategy 2023 & Beyond.
 - Engagement Strategy 2023 & Beyond Implementation Plan.
 - Performance Reporting (Power BI dashboard) against the Engagement Strategy 2023 & Beyond.
- Public communications
 - Digital (i.e. social media, website, e-newsletter).
 - Print (i.e. Bulletin).
 - Media enquiries.
- Business Management Systems
 - Crisis Communication Management.
 - Manage Communications – External.
 - Manage the Media.
 - Marketing and Communications Master Process.

Findings and Management Responses

Internal audit noted the following out of date documents on the City website:

- Delegations Register 2024-25.
- Canopy Plan 2019-24.
- Supplier Terms and Conditions 2023-24.

Although the Marketing and Communications Team are the gatekeeper for all edit approvals, review of website information to ensure accuracy and currency is only performed by the Team on an ad hoc basis.

Management has agreed to the following:

- Nominated responsible officers to ensure a 'web end publish date' is added to ECM, so that documents are removed from the website once they become outdated.
- Marketing and Communications Team to send out quarterly reminders to editor users regarding their content review responsibilities.

Development and Communities Division – Surveillance and Ranger Activities (report issued 8 December 2025)

Audit objectives were:

- Determine the effectiveness of the City's CCTV management framework in supporting community safety outcomes, ensure compliance with legislative requirements, and maintaining data security.
- Assess the effectiveness and efficiency of Ranger Services in enforcing legislation, local laws, and policies consistently, and supporting the City's strategic and operational community safety objectives.
- Determine whether community safety related contracts are managed to ensure compliance with contractual obligations, KPIs, and service level agreements.

Scope included:

- CCTV Management
 - Governance and policy framework for CCTV management.
 - Compliance with relevant legislation, regulations, and internal policies.
 - Processes for CCTV installation, maintenance, upgrades, and decommissioning.
 - Access, use, and monitoring of CCTV footage, including data security and privacy controls.

- Performance reporting on effectiveness, including incident response and performance measures.
- Ranger Services
 - Ranger operations in animal control, parking enforcement, and local law compliance.
 - Incident response, recording, and follow-up procedures.
 - Resource allocation, rostering, and deployment practices.
 - Reporting to management on community safety and service performance.
 - Integration with technologies such as Pathway, RAPID, CCTV and two-way radio systems.
- Contact Management
 - Tender 02/2023 – Provision of Community Watch Services
 - Tender 07/2025 – Supply, Installation and Maintenance of CCTV Systems
 - Tender 01/2023 – Provision of Criminal Damage (Graffiti) and Maintenance of Infrastructure
 - Quotation 31/2023 – Provision of Call Centre – Community Watch Security Services
- Business Management Systems
 - Safer Communities Operational Plan 2025 - 2028.
 - Community Safety Strategy 2025 – 2030
 - CCTV Management and Operations Manual.
 - Policies, system procedures, process maps, and work instructions.

Findings and Management Responses

- Internal Audit identified that invoices processed through the Kentico system were approved using incorrect unit rates due to oversight following changes in the invoice calculation methodology commencing 01/08/2021.

Management has agreed to:

- Recover the overpayments from the contractor.
- Implement system controls or conduct periodic independent reviews of invoice calculations to ensure unit rates are accurately verified.

- The City’s CCTV Management and Operations Manual (published September 2025) requires updating and the CCTV Manual requires removal from the City’s website.

Management has agreed to:

- Make the required updates to the CCTV Manual.
- Remove the CCTV Manual from the City’s website.
- CCTV Activity Registers are required to be scanned and registered in the City’s ECM as records. Internal Audit observed that the most recent registration in ECM corresponds to an activity dated 19 December 2018.

Management has agreed to:

- Scan completed CCTV Activity Registers and register in ECM promptly.
- Investigate the feasibility of using the e-Pathway request form for all external parties (including WA Police) to request and view CCTV footage.

Corporate and Governance Division – Customer Service Response Times (report issued 15 January 2026)

Audit objectives were:

- Determine if customer requests are recorded in Pathway and/or registered in ECM and responded to within 10 working days.
- Determine if appropriate staff awareness, training and accountability processes are in place.

Scope included:

- Analysis and sampling of Pathway service requests data generated from the Pathway System for the period 1 January 2025 to 30 June 2025.
- Analysis and sampling of written customer requests registered in ECM for the period 1 January 2025 to 30 June 2025.
- Review of the complaints log to identify any complaints where service requests were not managed in Pathway and/or in ECM.
- Review of processes in place to support staff awareness, training and accountability.

Findings and Management Responses

- Customer service requests received:
 - via telephone, in person or through a councillor e-mail are registered in Pathway.

- via the City's website generic e-mail or postal mail are registered in Enterprise Content Management (ECM).
- Analysis of customer service management and reporting functionality identified limitations in ECM.
- Management has agreed to investigate the feasibility of using Pathway in the management of all service requests.
- Analysis of customer feedback functionality identified deficiencies in both Pathway and ECM online systems.

Pathway has a 'Date Completed' field, but this does not always appear to be the date the customer was responded to.

Although reporting processes are in place, Internal Audit noted the following scope limitations:

- Pathway: Power BI Organisational Performance Report – information is limited to the number of service requests not completed (by business unit) exceeding 10 days.
- ECM: Incomplete Tasks Exceeding 10 Days Report - information is limited to the number of tasks (by business unit) exceeding 10 days.

Without the ability to extract a report containing details such as:

- 'Is Feedback Required'
- 'Date Customer Response Provided',

Internal Audit had to manually select a sample of Pathway requests and review the associated notes to complete the data analysis. This manual review revealed several inconsistencies.

Management has agreed to configure Pathway so that the 'Is Feedback Required' and 'Date Customer Response Provided' fields are easily retrievable for real-time monitoring and reporting.

- During consultations and review of Pathway data, Internal Audit noted:
 - Pathway general notes are inconsistent, making it difficult to determine whether customers were responded to within 10 working days when feedback was required.
 - Closure of service requests varies across departments, with differing interpretations of when a request is considered complete.
- Existing Pathway Work Instructions (Doc. IDs 1475008, 1552814) do not specifically:
 - Outline when Pathway requests can or cannot be closed.

- Outline minimum requirements for Pathway 'General or Feedback' notes.
- Define 'Date Completed'.

Management has agreed to:

- Update existing Work Instructions and/or develop a Pathway training toolkit.
- Expand staff training program to incorporate the process improvements noted in this audit report.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title

1. CONFIDENTIAL REDACTED - Internal Audit 2025 - Audit Report (Marketing and Communications) (Confidential Matter in Accordance with Local Government Act 1995 Section 5.23(4)(e)) [**12.8.1** - 9 pages]
2. CONFIDENTIAL REDACTED - Internal Audit 2025 - Audit Report (Surveillance and Ranger Activities) (Confidential Matter in Accordance with Local Government Act 1995 Section 5.23(4)(e)) [**12.8.2** - 13 pages]
3. CONFIDENTIAL REDACTED - Internal Audit 2025 - Audit Report (Customer Service Response Times) (Confidential Matter in Accordance with Local Government Act 1995 Section 5.23(4)(e)) [**12.8.3** - 8 pages]

13 Reports by the Chief Executive Officer

13.1 Request for leave of absence

Nil.

13.2.1 Notice of Motion - Advocacy for Local Government Election Online Voting - Cr Davis

Voting Requirement	:	Simple Majority
Subject Index	:	35/002
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

Strategic	Planning strategically for the future of the City or providing strategic direction to the CEO e.g. approving the Strategic Community Plan, advocating to another level of government/body/agency.
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Purpose of report

For Council to consider the Notice of Motion received from Councillor (Cr) Davis on whether to support advocating for online voting for future local government elections.

Summary and key issues

A request has been received from Cr Davis for Council to consider advocating for online voting for local government elections.

Officer Recommendation

Davis moved, Sekulla seconded

That Council:

1. Directs the CEO to write to the Minister for Local Government and the Western Australian State Government requesting legislative reform to enable secure and accessible online voting options for Local Government elections in Western Australia.
2. Directs the CEO to write to the Western Australian Local Government Association (WALGA) to consider supporting and advocating for the introduction of online voting as an additional voting method for local governments.

Lost 2 votes to 7

For: Davis and Sekulla

Against: Abedin, Harris, Kulczycki, Marks, Rossi, Ryan and Sessions

Location

Not applicable.

Consultation

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

Strategic Community Plan implications

In accordance with the 2024–2034 Strategic Community Plan:

Key Performance Area: Performance

Outcome: 10. Effective leadership, governance and financial management.

Policy implications

There are no policy implications associated with this report.

Statutory environment

Division 3 of the *Local Government Act 1995 (WA)* (the Act) provides for ordinary elections Division 4 provides for extraordinary elections. Section 4.61 of the Act details the choice of methods of conducting an election.

The *Local Government (Elections) Regulations 1997 (WA)* provide further detail on the conduct of elections.

Background

A Notice of Motion received from Cr Davis reads as follows:

That Council:

1. Directs the CEO to write to the Minister for Local Government and the Western Australian State Government requesting legislative reform to enable secure and accessible online voting options for Local Government elections in Western Australia.
2. Directs the CEO to write to the Western Australian Local Government Association (WALGA) to consider supporting and advocating for the introduction of online voting as an additional voting method for local governments.

Reasons

- Online voting has the potential to improve accessibility, increase voter participation, and modernise electoral processes, particularly for people with disability, remote residents, and those unable to attend polling places or utilise postal voting effectively.
- Online voting can integrate reminders, instructions, and ballot access into a single user-friendly process.
- Online voting systems can integrate these more directly than traditional voting methods, improving turnout.

Report

Western Australian Local Government Election Voting Methods

Current legislation provides that local government elections in Western Australia may be held 'in person' or as a 'postal election'.

Generally, postal elections result in higher voter turnout. In 2023, in-person elections across Western Australia had a participation rate of 19.13% and the

postal elections had a participation rate of 31.59%. The 2025 report from the Western Australian Electoral Commission has not yet been released.

Voter turnout rate for recent Belmont local government elections:

Election	
2025 Ordinary Election	25.77%
2024 Extraordinary Election	25.88%
2023 Ordinary Election	29.11%
2021 Ordinary Election	27.38%
2019 Ordinary Election	27.32%

Alternative Voting Methods

Alternative voting methods are used in some Australian jurisdictions, including mobile voting, telephone voting and online voting.

The Australian Electoral Commission provides options of mobile voting and telephone voting for Federal Elections for specific circumstances:

“Mobile AEC mobile voting teams visit many voters who are not able to get to a polling place. Mobile voting teams will visit most residential aged care homes, and some mental health facilities and remote areas of Australia, as well as certain homeless shelters, prisons, and other locations. Mobile voting is carried out around Australia during the election or referendum period.

Voters who are blind or have low vision can use telephone voting to cast a vote using our dedicated phone service from any location.”

ACT Legislative Assembly elections use ‘eVACS’, however, electors are required to attend a polling place to use an electronic voting booth.

New South Wales has previously used ‘iVote’ for State and local elections. The Electoral Commissioner determined that technology assisted voting would not be available for the 2023 NSW State election and has not been used since with a determination to be made if it will be used for the 2027 NSW State election.

The Western Australian Electoral Commission does not currently provide for alternate mobile, telephone, or online voting.

Local Government Reform – Elections

As part of the Local Government Reform program, a significant number of changes were introduced through *the Local Government Amendment Act 2023 (WA)* and the *Local Government (Elections) Amendment Regulations 2025 (WA)* to ensure that key election-related reforms were in place for the 2023 and 2025 local government elections.

During the voting period for the 2025 local government election, the State Government publicly indicated that it may consider introducing compulsory voting and transitioning to four-year full-spill elections for future local government elections. The introduction of online voting or alternative voting methods was not referenced in these statements.

It is understood that the State Government does not currently have an appetite for pursuing online or electronic voting for local government elections.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title
Nil

14 Matters for which the meeting may be closed

Note:

The Presiding Member advised that in accordance with Section 5.23(4)(c) of the *Local Government Act 1995 (WA)* in order to discuss Confidential Item 14.1, Council will need to go behind closed doors.

7:59pm Sessions moved, Harris seconded that in accordance with section 5.23(2) of the *Local Government Act 1995 (WA)*, the meeting proceed behind closed doors to discuss Confidential Item 14.1 - Tender 22/2025 - Supply, Installation and Maintenance of Bores and Pumps.

Carried 9 votes to 0

For: Abedin, Davis, Harris, Kulczycki, Marks, Rossi, Ryan, Sekulla and Sessions

Against: Nil

7:59pm Members of the public gallery departed the meeting.

7:59pm The IT Support Officer and Desktop Support Officer departed the meeting.

14.1 Tender 22/2025 - Supply, Installation and Maintenance of Bores and Pumps

Officer Recommendation

Sessions moved, Sekulla seconded

That Council accepts the Officer Recommendation in relation to this item.

Carried 9 votes to 0

For: Abedin, Davis, Harris, Kulczycki, Marks, Rossi, Ryan, Sekulla and Sessions

Against: Nil

8:02pm The meeting came out from behind closed doors. Two members of the public returned to the meeting.

15 Closure

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 8:03pm.