Ordinary Council Meeting

Amended Agenda[1]

26 May 2026

City of Belmont

[1] The Agenda was amended on 21 May 2026 to include an Amended Officer Recommendation for Item 12.1 – Draft Local Planning Scheme at Page 15.

Notice of Meeting

An **Ordinary Council Meeting** will be held in the Council Chamber of the **City of Belmont Civic Centre,** 215 Wright Street, Cloverdale, on **Tuesday 26 May 2026,** commencing at 6:30pm.

John Christie
Chief Executive Officer

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CITY OF BELMONT

Ordinary Council Meeting

Agenda

Table of Contents

26 May 2026

Item	Subject Heading	Page
1	**Official Opening**	**6**
2	**Apologies and leave of absence**	**6**
3	**Declarations of interest that might cause a conflict**	**7**
3.1	Financial Interests	7
3.2	Disclosure of interest that may affect impartiality	7
4	**Announcements by the Presiding Member (without discussion) and declarations by Members**	**8**
4.1	Announcements	8
4.2	Disclaimer	8
4.3	Declarations by Members who have not given due consideration to all matters contained in the business papers presently before the meeting	8
5	**Public question time**	**9**
5.1	Responses to questions taken on notice	9
5.1.1	Ms L Hollands on behalf of Belmont Resident and Ratepayers Action Group	9
5.1.2	Ms L Hollands, Redcliffe	9
5.1.3	Mr M Cardozo, Redcliffe	10
5.1.4	Mr M Cardozo on behalf of Belmont East Ward Connect	10
5.2	Questions from members of the public	12
6	**Confirmation of Minutes/receipt of Matrix**	**12**
6.1	Matrix for the Agenda Briefing Forum held 19 May 2026	12
6.2	Ordinary Council Meeting held 28 April 2026	12

7 Questions by Members on which due notice has been given (without discussion) 12
8 Questions by members without notice 12
8.1 Responses to questions taken on notice 12
8.2 Questions by members without notice 12
9 Business adjourned from a previous meeting 12
10 New business of an urgent nature approved by the person presiding or by decision 12
11 Reports of committees 12
12 Reports of administration 13
12.1 Draft Local Planning Scheme 13
12.2 Asset Management Strategy 2026 - 2031 167
12.3 Active Recreation Strategy 2026 - 2031 276
12.4 Statutory Review Delegation Register 338
12.5 Council Policy Review 2025 - Tranche 2 581
12.6 Council Policy Review 2025 - Environmental Purchasing Policy 753
12.7 Council Policy Review 2025 - Urban Forest Policy 766
12.8 Council Policy Review 2025 - Livestreaming Policy 780
12.9 Accounts for Payment April 2026 791
12.10 Monthly Financial Report for April 2026 803
13 Reports by the Chief Executive Officer 823
13.1 Request for leave of absence 823
13.2 Notice of motion 823
14 Matters for which the meeting may be closed 823
14.1 Tender 09/2025 - Provision of Cleaning Services to Council Facilities 823
14.2 Tender 27/2025 - Management of Belmont Oasis Leisure Centre ... 823
15 Closure 823

Attachments Index

Attachment 12.1.1 – Item 12.1 refers
Attachment 12.1.2 – Item 12.1 refers
Attachment 12.1.3 – Item 12.1 refers
Attachment 12.1.4 – Item 12.1 refers
Attachment 12.1.5 – Item 12.1 refers
Attachment 12.1.6 – Item 12.1 refers
Attachment 12.1.7 – Item 12.1 refers
Attachment 12.1.8 – Item 12.1 refers
Attachment 12.2.1 – Item 12.2 refers
Attachment 12.2.2 – Item 12.2 refers
Attachment 12.2.3 – Item 12.2 refers
Attachment 12.2.4 – Item 12.2 refers
Attachment 12.3.1 – Item 12.3 refers
Attachment 12.3.2 – Item 12.3 refers
Attachment 12.4.1 – Item 12.4 refers
Attachment 12.4.2 – Item 12.4 refers
Attachment 12.5.1 – Item 12.5 refers
Attachment 12.5.2 – Item 12.5 refers
Attachment 12.5.3 – Item 12.5 refers
Attachment 12.6.1 – Item 12.6 refers
Attachment 12.6.2 – Item 12.6 refers
Attachment 12.7.1 – Item 12.7 refers
Attachment 12.7.2 – Item 12.7 refers
Attachment 12.8.1 – Item 12.8 refers
Attachment 12.8.2 – Item 12.8 refers
Attachment 12.9.1 – Item 12.9 refers
Attachment 12.10.1 – Item 12.10 refers

Confidential Attachments Index

Confidential Attachment 14.1.1 – Item 14.1 refers
Confidential Attachment 14.1.2 – Item 14.1 refers
Confidential Attachment 14.2.1 – Item 14.2 refers
Confidential Attachment 14.2.2 – Item 14.2 refers

Alternative Formats

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

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

Affirmation of Civic Duty and Responsibility
I make this affirmation in good faith and declare that I will duly, faithfully, honestly, and with integrity fulfil the duties of my office for all the people in the City of Belmont according to the best of my judgement and ability. I will observe the City's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

2 Apologies and leave of absence

3 Declarations of interest that might cause a conflict

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

3.1 Financial Interests

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

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

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

3.2 Disclosure of interest that may affect impartiality

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

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

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

4.1 Announcements

4.2 Disclaimer

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

5 Public question time

5.1 Responses to questions taken on notice

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

The following question was taken on notice at the 28 April 2026 Ordinary Council Meeting. Ms Hollands was provided with a response on 14 May 2026. The response from the City is recorded accordingly:

2. How has the Chief Executive Officer complied with the *Local Government (Administration) Regulations 1996 (WA)* which require details of each decision to be required. Where is the detail for the Alternative Motion carried for this Code of Conduct item?

Response

The City of Belmont has complied with the requirements of the legislation in regard to this confidential matter that was considered behind closed doors in accordance with s. 5.23 of the *Local Government Act 1995 (WA)*.

5.1.2 Ms L Hollands, Redcliffe

The following questions were taken on notice at the 28 April 2026 Ordinary Council Meeting. Ms Hollands was provided with a response on 14 May 2026. The response from the City is recorded accordingly:

1. The Livestreaming Policy is meant to be on the agenda for next month's Ordinary Council Meeting. I have asked previously what section of the Local Government Act 1995 (WA) or the Local Government Administration Regulations 1996 (WA) requires residents be on camera during public question time. Please provide the relevant legislation that requires that residents be captured on camera during public question time.

Response

Reference is made to *Local Government (Administration) Regulations 1996 (WA),* regulation 14J and regulation 14I(2)(b). Regulation 14J requires a local government to inform attendees that the meeting is recorded thereby making individuals aware that their images and audio may be captured in the livestream. Regulation 14I(2)(b) requires a Band 1 local government to provide a quality of a recording sufficient to allow persons to effectively watch and listen to the deliberations and communications that are part of the meeting's proceedings. The proceedings include question time at a Council meeting.

4. The City has uploaded the requested Ordinary Council Meeting minutes from the year 2000 onwards to the City website. These are difficult to locate and search on the website. When will these be made easier to search and locate?

Response

The City will commence an upgrade of its website in the 2026-27 financial year. This will include the minutes webpage. Minutes from the year 2000 onwards are able to be searched by date range or key word.

5.1.3 Mr M Cardozo, Redcliffe

The following question was taken on notice at the 28 April 2026 Ordinary Council Meeting. Mr Cardozo was provided with a response on 14 May 2026. The response from the City is recorded accordingly:

1. Last Ordinary Council Meeting the livestream on the City's YouTube Channel did not have closed captions available. Is there a toggle which staff are switching off?

Response

Following investigation, no channel-level setting has been identified that disables closed captions. Captions may not appear immediately as YouTube requires time to process livestream recordings. The observed restoration of captions reflects this process rather than any manual action by staff.

5.1.4 Mr M Cardozo on behalf of Belmont East Ward Connect

The following questions were taken on notice at the 28 April 2026 Ordinary Council Meeting. Mr Cardozo was provided with a response on 14 May 2026. The response from the City is recorded accordingly:

1. Is the City aware of any Tier 1 local governments that opens Agenda Briefing Forums to the public, and allows for public submissions and deputations, but does not livestream or provide audio recording for the public record?

Response

A comparison has been undertaken against other Tier 1 local governments.

- **Of the 22 Tier 1 local governments, 12 hold briefings on the Council Meeting agenda that are generally open to the public, including the City of Belmont.**
- **Of the 12 Tier 1 local governments that hold briefings on the agenda, generally open to the public:**
    - **One local government does not provide opportunity for public participation at briefings.**
    - **One local government livestreams agenda briefings only when they are held at the usual meeting location.**
    - **One local government provides an audio recording of agenda briefings.**
    - **Two local governments, including the City of Belmont, do not livestream or provide audio recordings of agenda briefings.**

Accordingly, the City is aware of at least one other Tier 1 local government that opens agenda briefings to the public, allows public participation, and does not livestream or provide an audio recording.

2. Is the City aware of any Tier 1 local governments that provides no summary of verbal submissions or deputations as part of the public record?

Response

A comparison has been undertaken against other Tier 1 local governments.

- **Of the 12 Tier 1 local governments that hold briefings on the agenda, generally open to the public:**
    - **11 local governments prepare a written record of the briefings, including the City of Belmont.**
    - **Four local governments prepare a separate written record of the briefing, including the City of Belmont.**
    - **Eight local governments do not provide a summary of verbal submissions or deputations in the written record of the briefing, including the City of Belmont.**
    - **Two local governments include written submissions received in the written record of the briefing, including the City of Belmont.**

Accordingly, the City is aware of multiple Tier 1 local governments that do not provide a summary of verbal submissions or deputations in the written record of the briefing.

5.2 Questions from members of the public

6 Confirmation of Minutes/receipt of Matrix

6.1 Matrix for the Agenda Briefing Forum held 19 May 2026

Officer Recommendation
That the Matrix of the Agenda Briefing Forum held on 19 May 2026, as printed and circulated to all Elected Members, be received and noted.

6.2 Ordinary Council Meeting held 28 April 2026

Officer Recommendation
That the Minutes of the Ordinary Council Meeting held on 28 April 2026, as printed and circulated to all Elected Members, be confirmed as a true and accurate record.

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

8 Questions by members without notice

8.1 Responses to questions taken on notice

8.2 Questions by members without notice

9 Business adjourned from a previous meeting

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

11 Reports of committees

Nil.

12 Reports of administration

12.1 Draft Local Planning Scheme

Voting Requirement	:	Simple Majority
Subject Index	:	116/135
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	• Report of Review – 27 October 2020 Ordinary Council Meeting Item 12.1 • Economic Development Strategy – 23 May 2023 Ordinary Council Meeting Item 12.2 • Local Heritage Survey and List – 27 June 2023 Ordinary Council Meeting Item 12.1 • Public Open Space Strategy – 25 July 2023 Ordinary Council Meeting Item 12.4 • Environment and Sustainability Strategy – 31 October 2023 Ordinary Council Meeting Item 12.4 • Activity Centre Planning Strategy – 27 February 2024 Ordinary Council Meeting Item 12.1 • Great Eastern Highway Urban Corridor Strategy – 22 October 2024 Ordinary Council Meeting Item 12.3 • Draft Local Housing Strategy and Draft Local Planning Strategy – 25 March 2025 Ordinary Council Meeting Item 12.1
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Development and Communities

Council role

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

Purpose of report

For Council to consider endorsing the draft Local Planning Scheme for advertising.

Summary and key issues

- The City's current Local Planning Scheme No. 15 (LPS 15) was gazetted in 2011.
- On 21 December 2020, the Western Australian Planning Commission (WAPC) endorsed Council's decision to repeal the existing Local Planning Scheme and Local Planning Strategy and prepare new documents to replace them.
- A new draft Local Planning Strategy has since been prepared and considered by the WAPC in April 2026 for consent to advertise, with no substantive issues raised.
- The draft Local Planning Scheme, comprising the Scheme Text (Attachment 12.1.1) and Scheme Maps (Attachment 12.1.2) has been prepared to give statutory effect to the strategic direction set out in the draft Local Planning Strategy and to reflect current State requirements for Schemes.
- Once gazetted, the new Local Planning Scheme will guide land use and development across the City of Belmont.
- It is recommended that Council endorse the draft Local Planning Scheme for advertising and referral to the WAPC for consent to advertise.

Officer Recommendation

That Council:

1. Resolves to adopt the draft City of Belmont Local Planning Scheme pursuant to regulation 19 of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA).*
2. Directs the Chief Executive Officer to:
   a. Publish a notice in accordance with regulation 76A of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA).*
   b. Provide a copy of the public notice to adjacent local governments and relevant public authorities in accordance with regulation 20(1)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*.
3. Authorise the Chief Executive Officer to make minor or administrative modifications to the draft City of Belmont Local Planning Scheme having regard for submissions received pursuant to referrals under regulation 20(1)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA).*
4. Resolves to seek approval from the Western Australian Planning Commission to advertise the proposed Scheme pursuant to regulation 21(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA*).

5. Refer the draft City of Belmont Local Planning Scheme to the Environmental Protection Authority to consider whether formal environmental assessment is required pursuant to section 48A of the *Environmental Protection Act 1986 (WA)*.

6. Subject to approval from the Western Australian Planning Commission, advertise the draft Local Planning Scheme in accordance with regulation 22 of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*.

Amended Officer Recommendation

That Council:

1. Resolves to adopt the draft City of Belmont Local Planning Scheme pursuant to regulation 19 of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*, subject to the following modification:

   a. Replace the text of clause 36A(10)(b) of the Draft Local Planning Scheme Text, as contained within attachment 12.1.1, with:

      (b) The development contribution plan report and the cost apportionment schedule shall set out in detail the calculation of the cost contribution for each owner in the development contribution area, based on the methodology provided in the development contribution plan, and shall take into account any proposed staging of the development.

2. Directs the Chief Executive Officer to:

   a. Publish a notice in accordance with regulation 76A of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA).*

   b. Provide a copy of the public notice to adjacent local governments and relevant public authorities in accordance with regulation 20(1)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*.

3. Authorise the Chief Executive Officer to make minor or administrative modifications to the draft City of Belmont Local Planning Scheme having regard for submissions received pursuant to referrals under regulation 20(1)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA).*

4. Resolves to seek approval from the Western Australian Planning Commission to advertise the proposed Scheme pursuant to regulation 21(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA*).

5. Refer the draft City of Belmont Local Planning Scheme to the Environmental Protection Authority to consider whether formal environmental assessment is required pursuant to section 48A of the *Environmental Protection Act 1986 (WA)*.
6. Subject to approval from the Western Australian Planning Commission, advertise the draft Local Planning Scheme in accordance with regulation 22 of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*.

Location

The draft Local Planning Scheme applies across the City of Belmont, except the Redcliffe Station Precinct, which is covered by draft Redcliffe Station Precinct Improvement Scheme No. 1.

Consultation

Consultation was undertaken as part of the development of the sub-strategies that informed the draft Local Planning Strategy and draft Local Planning Scheme. Should Council resolve to adopt the draft Local Planning Scheme, the resolution will be published in a public notice and referred to adjacent local governments and relevant public authorities in accordance with Regulation 20(1)(a) and (b) of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)* (the Regulations).

Following consideration of submissions received, the draft Local Planning Scheme will be forwarded to the WAPC and Minister for Planning to seek consent to advertise, subject to consideration by the Environmental Protection Authority (EPA).

Upon approval by the Minister for Planning, the draft Local Planning Scheme will then be advertised in accordance with the Regulations. Further details on advertising requirements is provided 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.

Key Performance Area: Performance
Outcome: 11. A happy, well informed and engaged community.

Policy implications

Local Planning Policies

The draft Local Planning Scheme will require a review of the City's existing local planning policies. This review will ensure policies align with the revised Scheme framework, including where matters are better addressed through policy and where existing policies are no longer required.

The review may result in existing policies being revoked, amended or replaced, and new policies being prepared where necessary.

The review will occur following advertising of the draft Scheme, once there is greater certainty regarding its final form. Any proposed policy changes will be subject to separate consideration by Council.

In the interim, existing local planning policies will remain in effect until the new Scheme is finalised and gazetted.

Perth and Peel @3.5 Million

The *Perth and Peel @3.5 Million* suite includes 4 sub-regional planning frameworks. These guide future land use and infrastructure for the Perth and Peel regions. Together, they plan for a population of 3.5 million by 2050.

The Central sub-regional planning framework focuses on the central metropolitan area. It seeks to improve connectivity and vibrancy. It also sets minimum infill housing targets for each local government.

The City of Belmont was required to provide an additional 1,860 dwellings between 2011 and 2016 and an additional 1,410 dwellings between 2016 and 2021. The City provided 2,346 and 1,901 dwellings during these periods, exceeding the targets by 486 and 491 dwellings respectively. This was largely due to development in The Springs precinct.

The Central sub-regional planning framework sets the following dwelling targets for the City:

- 6,100 dwellings by 2031
- 10,410 dwellings by 2050.

To continue meeting these targets, the draft Local Planning Scheme promotes residential development in strategic locations as further detailed within the Report section.

State Planning Policy 4.2 – Activity Centres

State Planning Policy 4.2 – Activity Centres (SPP 4.2) provides guidance on the form and function of activity centres across the Perth and Peel region.

A key objective of SPP 4.2, is that activity centres should be a focus for well-designed medium and higher density residential and mixed-use development.

The Policy sets residential density targets per gross urban zone hectare within the walkable catchment of activity centres. These targets are as follows:

- Secondary Centres (i.e. Belmont Town Centre) – 25 dwellings per urban zone hectare within a 400-metre walkable catchment and 40 dwellings per urban zone hectare within 800m-1200m.
- Neighbourhood Centres (e.g. Eastgate Neighbourhood Centre) – 25 dwellings per urban zone hectare within a 200m catchment.
- Local Centres (e.g. Love Street Local Centre) – 25 dwellings per urban zone hectare within a 200m catchment.

The draft Local Planning Scheme proposes density codes within and surrounding activity centres to meet these targets, as discussed further in the Report section.

State Planning Policy 5.1 – Land Use Planning in the Vicinity of Perth Airport

State Planning Policy 5.1 – Land Use Planning in the Vicinity of Perth Airport (SPP 5.1) applies to land near Perth Airport within the Cities of Canning, Gosnells, Kalamunda, Belmont, Swan and the Shire of Mundaring. It applies to land that is, or may be, affected by aircraft noise.

The policy provides guidance on appropriate zoning and development and subdivision outcomes for land within specified aircraft noise exposure forecast (ANEF) contours, as determined by Airservices Australia.

Additionally, SPP 5.1 provides guidance regarding recommended density codes, while allowing for variation where considered appropriate. Key considerations for decision-makers include protecting Perth Airport from encroachment by incompatible development and minimising the impact of airport operations on existing and future communities.

Statutory environment

Planning and Development Act 2005 (WA)

The *Planning and Development Act 2005 (WA)* (the Act) establishes the statutory framework for land use planning and development in Western Australia. Part 5 of the Act sets out the powers and responsibilities of the WAPC, local government and the Minister for Planning in the preparation, amendment, approval and administration of local planning schemes.

Once a resolution to advertise a scheme is made, the Act requires the scheme to be referred to the EPA to determine whether an environmental review is required.

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

The Regulations require local governments to prepare both a Local Planning Strategy and a Local Planning Scheme, with the Strategy setting the long-term planning framework and the Scheme providing the statutory implementation mechanism. The Regulations also prescribe the requirements and process to be followed for the preparation, advertisement and finalisation of a local planning scheme. Further information on this is outlined below.

Content and Structure

Regulation 8 outlines the documents that comprise a local planning scheme, including:

- Scheme Map
- Scheme Text
- Any supporting plans, maps, diagrams and illustrations.

Schedule 1 contains the Model Provisions for local planning schemes. The Model Provisions provide the form and content for all local planning schemes. Variations to the Model Provisions are not generally supported, however can be considered by the Minister for Planning subject to justification.

Local Government Resolution and WAPC and Minister Consideration

Part 4, Regulation 19 requires a resolution of a local government to prepare a local planning scheme. After passing a resolution, Regulation 20 requires this to be advertised by:

- Publishing a notice on the City's website, Civic Centre and in a newspaper circulating the locality.
- Providing a copy of the published notice to adjacent local governments and relevant public authorities.

Part 4, Regulation 21, requires that following the preparation of a proposed scheme, a local government must resolve:

(a) To proceed to seek approval to advertise the proposed scheme; or

(b) To proceed to modify the proposed scheme and to seek approval to advertise the modified proposed scheme; or

(c) Not to proceed with the proposed scheme.

Regulation 21 requires that within 21 days of a resolution under Clause (a) and (b) above, a copy shall be provided to the WAPC along with a copy of the scheme. Within 90 days of receiving the scheme, or a longer period approved by the Minister, the WAPC must make a recommendation to the Minister as to whether the proposed scheme should be approved for advertising and/or whether any modifications are required. The Minister may also require modifications be undertaken before providing consent to advertise.

Advertising

Following approval to advertise, the Scheme must be advertised by notice in a local newspaper, on the local government's website, and by referral to affected public authorities. The draft Scheme may also be advertised through other methods considered appropriate. Advertising must occur for a minimum of 90 days, unless a longer period is approved by the WAPC.

Post Advertising

Following the close of advertising, submissions and the draft Scheme must be reviewed by officers. A report must then be presented to Council within 120 days, or within a longer period approved by the WAPC.

Council is required to resolve whether to support the draft Scheme, with or without modifications, or not support the Scheme. Any modifications must only be for the purposes of responding to issues raised in submissions.

Following Council's resolution, the draft Scheme is to be submitted to the WAPC for final consideration. The WAPC must provide its recommendation to the Minister within 120 days of receiving the proposed Scheme, or within a longer period approved by the Minister.

Local Planning Strategy

The existing City of Belmont Local Planning Strategy was prepared to guide the development of LPS 15. The Strategy was supported by several background documents and sub strategies.

Since then, several new sub-strategies have been developed. These include the Public Open Space Strategy, Economic Development Strategy, Great Eastern Highway Urban Corridor Strategy, Environment Strategy, Activity Centre Planning Strategy and draft Local Housing Strategy.

Together, these documents have informed the preparation of a new draft Local Planning Strategy and draft Local Planning Scheme.

Background

On 27 October 2020, Council approved a Report of Review and recommended to the WAPC that:

(a) The City of Belmont Local Planning Strategy be repealed and a new Local Planning Strategy be prepared in its place.

(b) The City of Belmont LPS 15 be repealed and a new scheme prepared in its place.

On 21 December 2020, the WAPC endorsed Council's Report of Review.

At its 25 March 2025 Ordinary Council Meeting, Council endorsed the draft Local Planning Strategy and draft Local Housing Strategy for advertising.

On 15 April 2026, the WAPC considered the draft Local Planning Strategy and requested minor modifications. The modifications include:

- Administrative changes.
- Removing reference to a structure plan for Development Area 4, 5 and 7 and lots on the northern side of Great Eastern Highway in Rivervale.
- Including reference to Local Planning Policy No. 8 – Invercloy Estate and Local Planning Policy No. 10 – Residential land uses in the Mixed Business zone being revoked.

These modifications are currently being made prior to the Strategy being resubmitted to the WAPC for final consent to advertise. Importantly, no substantive issues were raised with the overall strategic direction of the document.

While the draft Local Planning Strategy has not yet been advertised, it is appropriate to progress the draft Local Planning Scheme. The WAPC's consideration of the draft Strategy provides certainty that the draft Strategy aligns with the State's planning objectives. This sequencing has been discussed with the Department of Planning, Lands and Heritage (DPLH), who did not raise any concerns with progressing the Scheme in parallel.

Report

The draft Local Planning Scheme establishes a contemporary planning framework aligned with current State requirements and the City's strategic direction. Key changes include:

- Alignment with the Model Provisions of the Regulations, including changes to zone and reserve names and definitions
- Updates to residential density codes
- New and modified development provisions

These updates are outlined in further detail below.

Reserves

Several reserve names have been updated to align with the Model Provisions, as outlined in Table 1. These changes result in reserve names better reflecting their purpose.

Current LPS 15 Reserve Name	Proposed Reserve Name(s) – New Scheme
Local Road	Local Road
Major Distribution Road	Local Distributor Road or District Distributor Road
Parks and Recreation	Public Open Space Environmental Conservation
Parks and Recreation – Water Supply Sewerage and Drainage	Drainage/Waterways
Public Purposes: Ambulance Depot	Emergency Services
Public Purposes: Civil Defence	N/A
Public Purposes: Police	Emergency Services
Public Purposes: Primary School	Education
Public Purposes: Telstra	Infrastructure Services
Public Purposes: Transport Depot	Public Purposes
Public Purposes: Water Authority of WA	Infrastructure Services
Civic and Cultural	Civic and Community
N/A	Railways

Table 1 – Proposed changes to reserve names

While several reserve names are proposed to be updated, their intent and spatial application remains largely unchanged.

Zones

Existing and Proposed Zones

Changes to zone names are proposed to align with the Model Provisions and advice from DPLH, as outlined in Table 2.

Current LPS 15 Zone Name	Proposed Zone Name(s) – New Scheme
Town Centre	Centre
Places of Public Assembly	Private clubs, institutions and places of worship
Residential and Stables	Residential
Commercial	Local Centre Neighbourhood Centre
Mixed Business	Service Commercial
Industrial	General Industry Light Industry
Service Station	N/A – Not a Model Provision zone and has been deleted
N/A	Urban Development
Special Development Precinct	N/A – Not a Model Provision zone and has been deleted

Table 2 – Proposed changes to zone names

The intent and spatial application of the zones remain largely consistent with LPS 15, subject to several area-specific changes which will be further outlined below.

The Scheme Map for the draft Local Planning Scheme is provided in Attachment 12.1.2.

Special Development Precincts

Local Planning Scheme No. 15 identifies five 'Special Development Precincts' on the Scheme Map:

- Ascot Waters
- Invercloy Estate
- Belgravia Residential Estate
- The Springs
- Belvidere Main Street Precinct.

As 'Special Development Precinct' is not a Model Provisions zone, alternative zones that align with the Model Provisions and better reflect the intended function of these areas are proposed to be applied. These changes are not intended to alter the underlying planning intent for the land, but to be consistent with the Model Provisions.

Further information on the proposed zones is provided in Attachment 12.1.3.

Residential and Stables Area

A portion of Ascot is currently zoned 'Residential and Stables', which supports residential uses, stables and activities associated with the horse racing industry.

As the existing zone is not a Model Provisions zone, the DPLH has advised that a Model Provisions zone is to be applied. Accordingly, the draft Local Planning Scheme proposes to rezone the land to 'Residential'.

While the zoning is proposed to change, this is not intended to alter the current function or character of the area. This will be achieved by:

- Applying an R10 density code to the area, which reflects the current LPS 15 lot size requirements; and
- Including additional provisions to enable stables and activities associated with the horse racing industry to continue.

Further detail on these matters is provided later in this report.

Densities

Consistent with the draft Local Planning Strategy, the draft Local Planning Scheme adopts a targeted approach to density. This focuses on facilitating residential development in strategic locations where it can be most effectively accommodated and supported. This includes the following locations:

- Within and surrounding select activity centres.
- Along the Great Eastern Highway urban corridor.

Other key changes to density codes include:

- Removal of flexible density codes and associated development controls. This is on the basis that these are no longer supported at a State level, and that the built form requirements of the Residential Design Codes (R-Codes) have progressed significantly since these provisions were introduced in 2011.
- Minor updates in response to updated Australian Noise Exposure Forecast (ANEF) contours associated with Perth Airport.
- Application of a density code to existing special development precincts and residential and stables area.
- Modified density codes for Residential zoned land north of Great Eastern Highway in Rivervale.

These matters are further discussed below.

Activity Centres

Local Planning Scheme No. 15 does not currently assign density codes to the Belmont Town Centre or the Neighbourhood and Local Centres. While residential development is already permitted within these centres under LPS 15, the draft Local Planning Scheme introduces density codes to provide clearer guidance on the appropriate scale and form of residential development. The proposed density codes are contained within Attachment 12.1.3.

These changes are consistent with the direction contained within the City's Activity Centre Planning Strategy and draft Local Planning Strategy, which identify activity centres as key locations for future housing growth.

Land Surrounding Activity Centres

To support the viability and function of activity centres and align with SPP 4.2 dwelling density allocations, targeted increases to residential density coding are proposed on land immediately surrounding select centres. Key changes include:

- Belmont Town Centre: Targeted increase immediately opposite the centre (R160).
- Ascot Local Centre: Increase density of surrounding land from R20 to R40.
- Kooyong Road Neighbourhood Centre: Increase selected sites adjacent to the Centre from R20/40 to R60.
- Belmay Local Centre: Increase land adjoining the Centre to R40.

Further information on these changes is contained within Attachment 12.1.4.

Great Eastern Highway Urban Corridor and Transition Area

Density codes are proposed to apply to this land to facilitate a gradual transition in building height and scale, consistent with the draft Local Planning Strategy and the Great Eastern Highway Urban Corridor Strategy.

The draft Local Planning Scheme proposes an R-AC0 density code for land zoned 'Mixed Use', 'Local Centre' and 'Neighbourhood Centre' along Great Eastern Highway. Under this coding, development controls will be guided by Local Planning Policy No. 20 – Great Eastern Highway Urban Corridor.

To facilitate a transition to adjoining residential development, the draft Local Planning Scheme introduces a transition area.

A transition area is not proposed for the Residential and Stables area, with the appropriate density code for this area discussed in the Residential and Stables section of this report.

Flexible Density Codes

Areas of the City are currently subject to flexible density codes under LPS 15, such as R20/40, R20/60 and R20/50/100. These were retained in the scheme in 2011 in the absence of design quality controls under the R-Codes and SPP7 at that time. The flexible code was used to ensure higher density development would only be approved if the proposal demonstrated that higher design standards could be met.

DPLH has advised that flexible density codes are no longer supported at a State level. As a result, and consistent with the draft Local Planning Strategy, the draft Local Planning Scheme proposes to replace flexible codes with a single density code. In each case, the higher density within the existing range has been applied. For example, land currently coded R20/40 will be coded R40. It is important to note that this approach does not alter the density of development that can already be considered under LPS 15.

Accordingly, flexible density code provisions from LPS 15 have not been carried forward into the draft Local Planning Scheme. It is important to note that the built form requirements of the Residential Design Codes have progressed significantly since these provisions were introduced in 2011. As a result, the Residential Design Codes now provide a contemporary statewide framework that address these matters.

Australian Noise Exposure Forecast

Several R20 coded lots in the suburb of Belmont, within the street block bounded by Gregory Street, Ellard Avenue, Hardey Road and Belvidere Street, are affected by the 20–25 ANEF contour, which represents the lowest ANEF noise exposure band.

While SPP 5.1 generally contemplates a maximum residential density of R20 within the 20–25 ANEF contour, it also allows for higher densities where considered appropriate.

In this instance, it is considered appropriate to apply an R40 density code to these lots to align with the balance of the street block, which is already predominantly coded R40 and is also partially affected by the same 20–25 ANEF contour.

Ascot Waters, Belgravia Residential Estate, Invercloy Estate

Under LPS 15, the Ascot Waters, Belgravia Residential Estate, and Invercloy Estate Special Development Precincts do not currently have density codes applied to individual lots. The draft Local Planning Scheme proposes to introduce density codes for these precincts that reflect the lot sizes and established pattern of development. This ensures that future development remains consistent with the existing character and scale of development. The proposed density codes are contained within Attachment 12.1.3.

Residential and Stables Area

This area does not currently have a density code on the Scheme maps. However, LPS 15 requires a minimum lot size of 1,000m² per dwelling, with open space and setbacks to be consistent with an R10 density code. The draft Local Planning Scheme proposes to apply an R10 density code to reflect this.

While portions of the current Residential and Stables area adjoin the Great Eastern Highway corridor, where increased densities and transitional coding are generally proposed, it is not proposed to apply transitional density coding within this area. This is because larger lot sizes are considered more appropriate, having regard to the ongoing role of the precinct in supporting the horse racing industry and the need to manage potential amenity impacts associated with existing stable operations.

Residential Zoned Lots North of Great Eastern Highway in Rivervale

Several lots on the north side of Great Eastern Highway, east of Brighton Road, are proposed to be rezoned from 'Residential' (R100) to 'Mixed Use' (R-AC0). This approach will facilitate development in a manner consistent with surrounding development in proximity to Great Eastern Highway. However, Local Planning Policy No. 20 – Great Eastern Highway Urban Corridor will need to be updated to include these lots within the policy area.

Residential-zoned lots currently coded R100 to the north of the Springs Precinct are proposed to be recoded to R-AC1. The R100 density code provides for building heights up to 4 storeys. The R-AC1 density code will facilitate development up to 9 storeys, aligning more closely with the scale of development that has occurred within the Springs Precinct.

Land Use

The draft Local Planning Scheme proposes updates to:

- Land use definitions to align with the Model Provisions
- Permissibility
- Additional and restricted uses.

Land Use Definitions

Land use definitions in the draft Local Planning Scheme are largely consistent with the Model Provisions of the Regulations. Where a Model Provision definition is not applicable in the Belmont local government area context, it has not been included. Minor modifications are proposed for certain uses, and a comparison of these definitions against the Model Provisions, including supporting justification, is provided as Attachment 12.1.5.

Land Use Permissibility

The draft Local Planning Scheme retains the LPS 15 permissibility categories (P, A, D and X) and introduces an 'I' (Incidental) classification. 'Incidental' uses are permitted where they are ancillary to, and subordinate to, the primary approved use and comply with relevant development standards.

Permissibility has been assigned having regard to the zone's intent and objectives as well as existing development patterns, interface and amenity impacts, and the draft Local Planning Strategy.

Where a change in permissibility results in an existing lawful use becoming non-conforming, the use may continue to operate. However, any future expansion, intensification or significant alteration of the use would be subject to the provisions relating to non-conforming uses.

Additional Uses

The draft Local Planning Scheme includes provisions for Additional Uses consistent with the Model Provisions of the Regulations.

An Additional Use is a specific land use that would not ordinarily be permissible within a zone, but which is identified in the Scheme as capable of being considered on a particular lot or area of land.

The following new Additional Uses are proposed to be included in the draft Scheme:

- Land currently zoned 'Residential and Stables' that does not abut the Swan River:

    - Additional Uses of 'Stables', 'Veterinary Centre' and 'Commercial Vehicle Parking'.
- Portions of The Springs precinct that are proposed to be zoned 'Residential':
    - Additional Uses of 'Restaurant/Café', 'Office' and 'Recreation – Private'.
- Eastgate Neighbourhood Centre and Ascot Local Centre:
    - Additional Uses of 'Hotel' and 'Tourist and Visitor Accommodation'.
- 1 Epsom Avenue, Ascot:
    - Additional Uses of 'Hotel', 'Restaurant/Café', 'Small Bar', 'Tavern' and 'Tourist and Visitor Accommodation'.
- 13 Epsom Avenue, Ascot:
    - Additional Use of 'Tourist and Visitor Accommodation'.
- 24 and 38 Central Avenue, Ascot:
    - Additional Uses of 'Park Home Park' and 'Caravan Park'.

During the preparation of the draft Scheme, the Additional Uses provisions in LPS 15 were also reviewed to assess their ongoing appropriateness. Whilst some uses have been carried forward, several changes are proposed.

Further detail and justification for the proposed changes and additions are outlined in Attachment 12.1.6.

Restricted Uses

A Restricted Use identifies land where only those uses specifically listed in the Restricted Use Schedule under the Scheme may be considered, regardless of the land use permissibility within that zone. It is a tool used to limit the range of permissible uses on land where there is a clear planning reason to do so.

There are currently no Restricted Uses that apply under LPS 15.

The draft Local Planning Scheme proposes to introduce a Restricted Use area on land surrounding the Belmont Town Centre. The Restricted Use provisions will allow all uses ordinarily capable of consideration within the 'Mixed Use' zone, with the exception of 'Showroom' and 'Service Station'. These uses are proposed to be excluded as they are generally low-intensity, vehicle-oriented land uses that are inconsistent with the intended function of the Centre as an active, pedestrian-oriented environment.

Development Requirements

General Development Requirements

Local Planning Scheme No. 15 includes general development requirements for each zone. Consistent with the Model Provisions, these have been incorporated into the draft Local Planning Scheme as additional site and development requirements. The provisions have been informed by a review of Part 4 – General Development Requirements of LPS 15, relevant local planning policies, and best practice examples from other local governments that have recently had Schemes gazetted.

Existing Development Areas

Under LPS 15, the following areas are identified as Development Areas and were intended to be subject to further structure planning prior to subdivision and development occurring:

- Development Area 3 – Land Fronting Kew Street and Abutting Dod Green.
- Development Area 4 – Land bounded by Ryans Court, Morrison Street, Stanton Road and Tonkin Highway.
- Development Area 5 – Land bounded by Stanton Road, Morrison Street, Greenshields Way and Tonkin Highway.
- Development Area 6 - Land bounded by Tonkin Highway, Great Eastern Highway, Coolgardie Avenue, Redcliffe Road, Fauntleroy Avenue and Perth Airport.
- Development Area 7 – Lot 602 (55) Fauntleroy Avenue, Ascot.
- Development Area 9 - Land bounded by Fauntleroy Avenue, Hay Road, Lot 185 Hay Road and the rear of the Mixed Use zoned lots fronting Great Eastern Highway.
- Development Area 10 – 7 and 9 Thompson Street and 1 and 13 Epsom Avenue.
- Development Area 11 – The Springs.

In preparing the draft Local Planning Scheme, officers reviewed these existing Development Areas having regard to comments received from the DPLH on the draft Local Planning Strategy.

For the reasons outlined in Attachment 12.1.7, structure plans are no longer proposed for these areas, with the exception of The Springs. However, consistent with the advice of DPLH, scheme provisions are proposed to continue to apply to Development Areas 4, 5 and 7.

For Development Areas 4 and 5, additional site and development requirements are proposed to address access constraints, coordinate subdivision and development, and ensure the retention and protection of significant vegetation, including potential habitat trees.

The controls for Development Area 7 (Lot 602 (No. 55) Fauntleroy Avenue) are addressed separately in the Special Control Area section of this report.

Special Control Areas

Special Control Areas (SCAs) provide tailored development controls to address specific planning matters, including development contributions, flooding, and environmental constraints.

Local Planning Scheme No. 15 currently deals with matters relating to the Springs Development Contribution plan, Lot 602 (No. 55) Fauntleroy Avenue, the Swan River floodway and flood fringe, airport noise and height restrictions through general provisions. This approach is no longer contemporary, and these matters are required to be addressed through SCAs.

Properties directly abutting Smythe Lake Park and Centenary Park are also proposed to be subject to SCAs. This is to ensure that potential risks associated with the proximity to the nearby Water Corporation infrastructure is considered via the planning process.

An overview of each SCA is contained within Attachment 12.1.8. The SCAs can be viewed on the Scheme Maps contained as Attachment 12.1.2.

Conclusion

The draft Local Planning Scheme has been prepared to replace the City's existing scheme and provide a contemporary planning framework that is aligned with the *Planning and Development (Local Planning Schemes) Regulations 2015* and the draft Local Planning Strategy.

It is recommended that Council endorse the draft Local Planning Scheme for the purpose of seeking the consent of the WAPC to advertise the Scheme for public comment.

Financial implications

Financial implications consist of officer time and advertising costs. These costs will be covered by the City's Operational Budget.

Environmental implications

As required by the *Planning and Development Act 2005*, the draft Local Planning Scheme will be referred to the EPA. This is a standard statutory step in the scheme preparation process whereby the EPA will advise whether formal environmental assessment is required.

Social implications

The draft Local Planning Scheme proposes a planning framework that supports community needs through the application of appropriate zones, density codes, land use permissibility and development controls.

Attachment details

Attachment No and title
1. Draft Local Planning Scheme Text [**12.1.1** - 75 pages]
2. Scheme Maps [**12.1.2** - 6 pages]
3. Key Zoning and Density Code Changes [**12.1.3** - 25 pages]
4. Density Changes Surrounding Select Activity Centres [**12.1.4** - 3 pages]
5. Land Use Comparison Table [**12.1.5** - 8 pages]
6. Review of Additional Uses [**12.1.6** - 7 pages]
7. Review of existing Development Areas [**12.1.7** - 9 pages]
8. Special Control Areas [**12.1.8** - 1 page]

CITY OF BELMONT

LOCAL PLANNING SCHEME NO. [INSERT NUMBER]

CITY OF BELMONT
LOCAL PLANNING SCHEME NO. [INSERT NUMBER] –

AMENDMENTS

AMD. NO.	GAZETTAL DATE	UPDATED		DETAILS
		WHEN	BY	

CITY OF BELMONT

LOCAL PLANNING SCHEME NO. [INSERT NUMBER]

The City of Belmont under the powers conferred by the Planning and Development Act 2005 makes the following Local Planning Scheme.

TABLE OF CONTENTS

Part 1 Preliminary - sets out the Scheme title, responsible authority for implementing the Scheme, definitions used in the Scheme, Scheme area, contents, purpose, aims and relationship to other Schemes and laws.

Part 2 Reserves - sets out the reserves which apply in the Scheme area and related provisions.

Part 3 Zones and the use of land - sets out the zones which apply in the Scheme area and the uses which may require approval or may be prohibited.

Part 4 General development requirements - sets out the general planning requirements which apply to land use and development within the Scheme area.

Part 5 Special control areas - sets out particular provisions which may apply in addition to the zone requirements and generally concerns landscape, environmental, built form, and land and site management issues.

Part 6 Terms referred to in Scheme - lists the general definitions and terms used in the Scheme and lists the land use terms used in the Scheme.

Schedules

- **A** Supplemental provisions to the deemed provisions
- **B** Development Contribution Plans
- **C** Land in proximity to Orrong Road
- **D** Land in proximity to Abernethy Road
- **E** Land in proximity to Belgravia Street
- **F** Land adjacent to Stanton Road and Tonkin Highway
- **G** Structures Height Control Contours Map

Part 1 - Preliminary

1. Citation

This local planning scheme is the City of Belmont Scheme No. [insert number].

2. Commencement

Under section 87(4) of the Act, this local planning scheme comes into operation on the day on which it is published in the *Gazette*.

3. Scheme revoked

The following local planning scheme is revoked –

Name: City of Belmont Local Planning Scheme No. 15 Gazettal date: 1 December 2011

4. Notes do not form part of Scheme

Notes, and instructions printed in italics, do not form part of this Scheme.

Note: The Interpretation Act 1984 section 32 makes provision in relation to whether headings form part of the written law.

5. Responsibility for Scheme

The City of Belmont is the local government responsible for the enforcement and implementation of this Scheme and the execution of any works required to be executed under this Scheme.

6. Scheme area

This Scheme applies to the area shown on the Scheme Map.

Note: The Scheme area (or part) is also subject to the Metropolitan Region Scheme (see clause 12).

7. Contents of Scheme

(1) In addition to the provisions set out in this document (the scheme text), this Scheme includes the following —

(a) the deemed provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2;

(b) the supplemental provisions to the deemed provisions contained in Schedule A of this Scheme;

(c) the Scheme Map;
(d) The following plans, maps, diagrams, illustrations or materials:

- Perth Airport Height Contours Map

(2) This Scheme is to be read in conjunction with any local planning strategy for the Scheme area.

8. Purposes of Scheme

The purposes of this Scheme are to –

(a) set out the local government's planning aims and intentions for the Scheme area; and

(b) set aside land as reserves for public purposes; and

(c) zone land within the Scheme area for the purposes defined in this Scheme;

(d) control and guide development including processes for the preparation of structure plans and local development plans; and

(e) set out procedures for the assessment and determination of development applications; and

(f) set out procedures for contributions to be made to the costs of providing infrastructure in connection with development through development contribution plans; and

(g) make provision for the administration and enforcement of this Scheme; and

(h) address other matters referred to Schedule 7 of the Act.

9. Aims of Scheme

The aims of this Scheme are to –

(a) ensure the orderly and proper use and development of land within the City of Belmont.

(b) To ensure there is a sufficient supply of serviced and suitable land for housing, employment, commercial activities, community facilities, recreation and open space.

(c) enhance the quality, safety, character and amenity of the built environment.

(d) encourage a range of housing to cater for diverse and changing housing needs.

(e) protect places of heritage and cultural significance, ensuring their ongoing contribution to Belmont's identity and character.

(f) support a strong and sustainable local economy by facilitating a diversity of business types and employment opportunities.

(g) maintain and enhance a convenient, attractive and viable hierarchy of activity centres and employment areas that serve the needs of the community.

(h) protect and maximise efficacy of existing and future community infrastructure needs.

(i) protect and enhance environmental values and natural resources and promote sustainable land use and development.

(j) ensure planning within the City of Belmont is consistent with the Metropolitan Region Scheme and wider State and regional planning strategies and policies.

10. Relationship with local laws

Where a provision of this Scheme is inconsistent with a local law, the provision of this Scheme prevails to the extent of the inconsistency.

11. Relationship with other local planning schemes

There are no other local planning schemes of the City of Belmont which apply to the Scheme area.

12. Relationship with region planning scheme

The Metropolitan Region Scheme made (or continued) under Part 4 of the Act applies in respect of part or all of the Scheme area.

Note: The authority responsible for implementing the Metropolitan Region Scheme is the Western Australian Planning Commission.

Part 2 – Reserves

13. Regional Reserves

(1) Regional reserves are marked on the Scheme Map according to the legend on the Scheme Map.

(2) The lands marked as regional reserves are lands reserved for a public purpose under the Metropolitan Region Scheme.

Note: The process of reserving land under a regional planning scheme is separate from the process of reserving land under the Land Administration Act 1997 section 41.

14. Local reserves

(1) In this clause -

Department of Main Roads means the department principally assisting in the administration of the *Main Roads Act 1930*.

Western Australian Road Hierarchy means the document of that name available on the website maintained by the Department of Main Roads (Main Roads Western Australia).

(2) Local reserves are shown on the Scheme Map according to the legend on the Scheme Map.

(3) The objectives of each local reserve are as follows -

Table 1 - Reserve Objectives

Reserve name	Objectives
Public Open Space	• To set aside areas for public open space, particularly those established under the *Planning and Development Act 2005* s. 152. • To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.
Environmental conservation	• To identify areas with biodiversity and conservation value, and to protect those areas from development and subdivision. • To identify and protect areas of biodiversity conservation significance within National Parks and State and other conservation reserves.
Civic and Community	• To provide for a range of community facilities which are compatible with surrounding development.

	• To provide for public facilities such as halls, theatres, art galleries, educational, health and social care facilities, accommodation for the aged, and other services by organisations involved in activities for community benefit.
Public Purposes	• To provide for a range of essential physical and community infrastructure.
Infrastructure Services	• Public Purposes which specifically provide for a range of essential infrastructure services.
Education	• Public Purposes which specifically provide for a range of essential education facilities.
Emergency Services	• Public Purposes which specifically provide for a range of essential emergency services.
Drainage / Waterway	• To set aside land required for significant waterways and drainage.
Railways	• To set aside land required for passenger rail and rail freight services.
District Distributor Road	• To set aside land required for a district distributor road being a road classified as a Distributor A or Distributor B under the Western Australian Road Hierarchy.
Local Distributor Road	• To set aside land required for a local distributor road being a road classified as a Local Distributor under the Western Australian Road Hierarchy.
Local Road	• To set aside land required for a local road being a road classified as an Access Road under the Western Australian Road Hierarchy.

15. Additional uses for local reserves

There are no additional uses for land in local reserves that apply to this Scheme.

Part 3 - Zones and use of land

16. Zones

(1) Zones are shown on the Scheme Map according to the legend on the Scheme Map.

(2) The objectives of each zone are as follows –

Table 2 – Zone Objectives

Zone name	Objectives
Centre	• To provide a focal point for a range of land uses to meet the community's district and/or sub-regional needs for goods and services, including shopping, community facilities, entertainment, leisure and health services, consistent with the centre's level on the activity centre hierarchy. • To provide a focal point for accommodating higher-density residential development. • To provide a basis for future detailed planning in accordance with the structure planning provisions of this Scheme or the Activity Centres State Planning Policy.
General Industry	• To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses. • To accommodate industry that would not otherwise comply with the performance standards of light industry. • Seek to manage impacts such as noise, dust and odour within the zone.
Light Industry	• To provide for a range of industrial uses and service industries generally compatible with urban areas, that cannot be located in commercial zones. • To ensure that where any development adjoins zoned or developed residential properties, the development is suitably set back, screened or otherwise treated so as not to detract from the residential amenity.
Local Centre	• To facilitate a mix of land uses that service the day-to-day needs of the immediate neighbourhood. • To facilitate developments of a scale that contribute to the desired local character of the local centre, and which do not adversely impact on adjoining residential areas.

	• To encourage high quality, pedestrian friendly, street orientated developments. • To provide a focus for medium density housing. • To ensure the design and landscaping of developments provide a high standard of safety, convenience and amenity, and contribute towards a sense of place and community.
Mixed Use	• 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. • 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.
Neighbourhood Centre	• To facilitate a mix of land uses that service the day-to-day and weekly needs of the immediate neighbourhood. • To facilitate developments of a scale that contribute to the desired local character of the neighbourhood centre, and which do not adversely impact on adjoining residential areas. • To encourage high quality, pedestrian friendly, street orientated developments. • To provide a focus for medium density housing. • To ensure the design and landscaping of developments provide a high standard of safety, convenience and amenity, and contribute towards a sense of place and community.
Private Clubs, Institutions and Places of Worship	• To provide sites for privately owned and operated recreation, institutions and places of worship. • To integrate private recreation areas with public recreation areas wherever possible. • To separate potentially noisy engine sports from incompatible uses. • To provide for a range of privately owned community facilities, and uses that are incidental and ancillary to the provision of those facilities, which are compatible with surrounding development.

	• To ensure that the standard of development is in keeping with surrounding development and protects the amenity of the area.
Residential	• To provide for a range of housing and a choice of residential densities to meet the needs of the community. • To facilitate and encourage high quality design, built form and streetscapes throughout residential areas. • To provide for a range of non-residential uses, which are compatible with and complementary to residential development.
Service Commercial	• To accommodate commercial activities which, because of the nature of the business, require good vehicular access and/or large sites. • To provide for a range of wholesale sales, showrooms, trade and services which, by reason of their scale, character, operational or land requirements, are not generally appropriate in, or cannot conveniently or economically be accommodated in, the central area, shops and offices or industrial zones.
Urban Development	• To provide an intention of future land use and a basis for more detailed structure planning in accordance with the provisions of this Scheme. • To provide for a range of residential densities to encourage a variety of residential accommodation. • To provide for the progressive and planned development of future urban areas for residential purposes and for commercial and other uses normally associated with residential development. • To provide an intermediate transitional zone following the lifting of an urban deferred zoning within the Metropolitan Region Scheme.

17. Zoning table

The zoning table for this Scheme is as follows -

Table 3 - Zoning Table

USE AND DEVELOPMENT CLASS	ZONES									
	Residential	Centre	Neighbourhood Centre	Local Centre	Service Commercial	Mixed Use	General Industry	Light Industry	Private Clubs, Institutions and Places of Worship	Urban Development Zone
abattoir	X	X	X	X	X	X	X	X	X	Refer to Clause 18(6)
amusement parlour	X	P	D	D	D	D	X	X	X	
ancillary dwelling	P	X	X	X	X	D	X	X	X	
animal establishment	X	X	X	X	A	X	X	D	X	
animal husbandry - intensive	X	X	X	X	X	X	X	X	X	
art gallery	X	P	D	D	D	D	X	X	X	
betting agency	X	D	X	X	D	D	X	X	X	
brewery	X	A	X	X	D	A	X	D	X	
bulky goods showroom	X	X	X	X	D	D	X	X	X	
caravan park	X	X	X	X	X	X	X	X	X	
caretaker's dwelling	X	X	X	X	D	X	D	D	X	
car park	A	D	D	D	D	D	D	D	D	
child care premises	A	D	A	A	X	A	X	X	D	
cinema/theatre	X	D	X	X	X	D	X	X	X	
civic use	X	D	D	D	D	D	A	A	X	
club premises	X	D	A	A	D	A	X	X	P	
commercial vehicle parking	X	X	X	X	P	X	P	P	X	
community purpose	A	D	D	D	D	D	X	X	P	
consulting rooms	X	P	D	D	D	D	X	X	X	
convenience store	X	P	P	P	X	D	X	X	X	
corrective institution	X	X	X	X	X	X	X	X	X	
educational establishment	A	A	A	X	D	A	X	X	D	

USE AND DEVELOPMENT CLASS	ZONES									
	Residential	Centre	Neighbourhood Centre	Local Centre	Service Commercial	Mixed Use	General Industry	Light Industry	Private Clubs, Institutions and Places of Worship	Urban Development Zone
exhibition centre	X	D	D	D	A	D	X	X	D	Refer to Clause 18(6)
family day care	D	X	X	X	X	D	X	X	X	
fast food outlet	X	D	D	A	X	A	X	X	X	
fuel depot	X	X	X	X	X	X	D	A	X	
funeral parlour	X	X	X	X	D	A	X	D	X	
garden centre	X	X	X	X	D	X	X	D	X	
grouped dwelling	P	X	X	X	X	D	X	X	X	
home business	D	D	D	D	X	D	X	X	X	
home occupation	P	P	P	P	X	P	X	X	X	
home office	P	P	P	P	X	P	X	X	X	
home store	X	D	D	D	X	X	X	X	X	
hospital	X	X	X	X	A	A	X	X	X	
hosted short term rental accommodation	P	P	P	P	X	P	X	X	X	
hotel	X	D	X	X	X	D	X	X	X	
independent living complex	D	D	X	X	X	D	X	X	X	
industry	X	X	X	X	X	X	P	X	X	
industry — light	X	X	X	X	D	A	D	D	X	
liquor store — small	X	P	A	A	X	X	X	X	X	
liquor store — large	X	A	X	X	X	X	X	X	X	
lunch bar	X	P	D	D	D	D	D	D	X	
market	X	D	D	D	X	X	X	X	X	
medical centre	X	D	D	D	D	D	X	X	X	
motor vehicle, boat or caravan sales	X	X	X	X	X	X	D	D	X	
motor vehicle repair	X	X	X	X	D	X	D	D	X	
motor vehicle wash	X	A	X	X	D	X	D	D	X	
multiple dwelling	P	D	D	D	X	P	X	X	X	

USE AND DEVELOPMENT CLASS	ZONES									
	Residential	Centre	Neighbourhood Centre	Local Centre	Service Commercial	Mixed Use	General Industry	Light Industry	Private Clubs, Institutions and Places of Worship	Urban Development Zone
nightclub	X	A	X	X	X	X	X	X	X	Refer to Clause 18(6)
office	X	P	D	D	P	P	I	I	I	
park home park	X	X	X	X	X	X	X	X	X	
place of worship	X	X	X	X	D	A	X	X	D	
reception centre	X	A	X	X	D	A	X	X	I	
recreation — private	X	D	X	X	D	D	X	A	D	
renewable energy facility	X	X	X	X	X	X	X	X	X	
residential building	D	D	D	D	X	D	X	X	X	
residential aged care facility	D	D	D	D	X	D	X	X	X	
resource recovery centre	X	X	X	X	X	X	D	X	X	
restaurant/café	X	P	P	P	D	D	X	X	I	
restricted premises	X	D	D	D	X	X	X	X	X	
road house	X	X	X	X	X	X	X	X	X	
service station	X	A	X	X	X	A	D	D	X	
shop	X	P	P	P	I	I	I	I	X	
single house	P	X	X	X	X	X	X	X	X	
small bar	X	D	D	D	X	D	X	X	X	
stables	X	X	X	X	X	X	X	X	X	
studio	X	D	X	X	D	D	X	D	X	
tavern	X	D	A	A	D	A	X	X	X	
telecommunications infrastructure	D	P	P	P	P	P	P	P	P	
tourist and visitor accommodation	X	A	X	X	X	D	X	X	X	
trade display	X	X	X	X	X	X	X	X	X	
trade supplies	X	X	X	X	D	X	D	D	X	
training centre	X	X	X	X	X	X	D	D	X	
transport depot	X	X	X	X	D	X	D	D	X	

USE AND DEVELOPMENT CLASS	ZONES									
	Residential	Centre	Neighbourhood Centre	Local Centre	Service Commercial	Mixed Use	General Industry	Light Industry	Private Clubs, Institutions and Places of Worship	Urban Development Zone
unhosted short-term rental accommodation	A	A	A	A	X	A	X	X	X	
veterinary centre	X	D	A	A	D	A	X	D	X	
warehouse/storage	X	X	X	X	P	X	P	P	X	
waste disposal facility	X	X	X	X	X	X	X	X	X	
waste storage facility	X	X	X	X	X	X	A	X	X	Refer to Clause 18(6)

18. Interpreting zoning table

(1) The permissibility of uses of land in the various zones in the Scheme area is determined by cross-reference between the list of use classes on the left hand side of the zoning table and the list of zones at the top of the zoning table.

(2) The symbols used in the zoning table have the following meanings -

P means that the use is permitted if it complies with all relevant development standards and requirements of this Scheme;

I means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of this Scheme;

D means that the use is not permitted unless the local government has exercised its discretion by granting development approval;

A means that the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64 of the deemed provisions;

X means that the use is not permitted by this Scheme.

Notes for this clause:

1. The development approval of the local government may be required to carry out works on land in addition to any approval granted for the use of land. In normal circumstances one application is made for both the carrying out of works on, and the use of, land.

2. Under clause 61 of the deemed provisions and Schedules, certain works and uses are exempt from the requirement for development approval.

3. Clause 67 of the deemed provisions deals with the consideration of applications for development approval by the local government. Under that clause, development approval cannot be granted for development that is a class X use in relation to the zone in which the development is located, except in certain circumstances where land is being used for a non-conforming use.

(3) A specific use class referred to in the zoning table is excluded from any other use class described in more general terms.

(4) The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table —

(a) determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or

(b) determine that the use may be consistent with the objectives of a particular zone and advertise under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or

(c) determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.

(5) If a use of land is identified in a zone as being a class P or class I use, the local government may not refuse an application for development approval for that use in that zone but may require works that are to be undertaken in connection with that use to have development approval.

(6) If the zoning table does not identify any permissible uses for land in a zone the local government may, in considering an application for development approval for land within the zone, have due regard to any of the following plans that apply to the land —

(a) a structure plan;

(b) a local development plan.

19. Additional uses

(1) Table 4 sets out —

(a) classes of use for specified land that are additional to the classes of use that are permissible in the zone in which the land is located; and

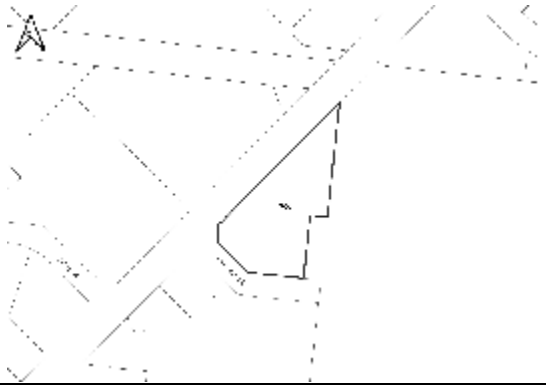
(b) the conditions that apply to that additional use.

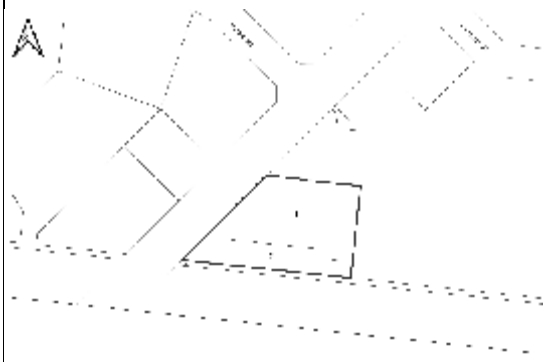
Table 4 - Specified additional uses for zoned land in Scheme area

No.	Description of land	Additional use	Conditions
A1	Area identified on the below plan:	Art Gallery, Consulting Rooms, Office,	Nil.

		Studio, Restaurant/Café.	
A2	Lot 500 (No. 2) Waterway Crescent, Ascot	Restaurant/Café	Nil.
A3	2 Marina Drive, Ascot	Restaurant/Café, Office	Nil.
A4	16 Marina Drive, Ascot	Restaurant/Café	Nil.

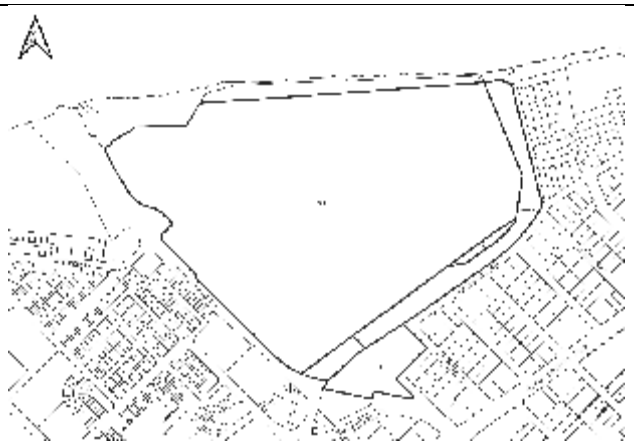
A5	Lot 1112 (No. 1) Epsom Avenue, Ascot 	Hotel, Restaurant/Café, Small Bar, Tavern, Tourist and Visitor Accommodation	Nil.
A6	Lot 1111 (No. 13) Epsom Avenue, Ascot 	Tourist and Visitor Accommodation	Nil
A7	24 Central Avenue and 38 Central Avenue, Ascot 	Caravan Park, Park Home Park	Nil.

A8	Lot 46 (No. 107), Lot 203 (No. 111) and Lot 100 (No. 113) Orrong Road, Rivervale	Consulting Rooms, Medical Centre, Office, Studio	Nil.
A9	Lot 801 (No. 108), Lot 3 (No. 110), Lot 66 (No. 122), Lot 114 (No. 124), Lot 115 (No. 126), Strata Lot 1 on Strata Plan 85614 (No. 130), Lot 98 (No. 132), Lot 10 (No. 136) Belmont Avenue and Lot 11 (No. 185) Alexander Road, Belmont	Office, Consulting Rooms, Studio	The additional use shall only be permitted where it forms part of an integrated mixed use development that includes a residential component within the same building, and where the additional use directly fronts Belmont Avenue.
A10	Lot 288 (No. 137) Kewdale Road, Kewdale 	Consulting Rooms, Liquor Store - Small, Liquor Store- Large, Medical Centre, Office, Restaurant/Café, Tavern	For the Liquor Store- Small, and Liquor Store – Large uses to be considered they must be associated with a Tavern land use.
A11	Lot 8 (No. 119) and Lot 1 (No. 133), Kewdale Road, Kewdale	Office	Nil.

			
A12	Lot 515 (No. 524) Abernethy Road, Kewdale 	Office	Nil.
A13	Area identified on the below plan: 	Veterinary Centre, Stables, Commercial Vehicle Parking	Proposals for stables shall comply with the City's consolidated local law. No part of any stable shall be sited less than: – 24 metres from the frontage of the lot. – 6m from any other street boundary of the lot. The local government may allow zero setbacks on the other boundaries. Yards may at the discretion of the local government be located up to a secondary street

			boundary provided a 1.8 metre high brick wall is erected on the property boundary. For a commercial vehicle to be parked on residential land without breach, a development application shall be submitted to the local government. In considering the application, the local government will consider: a) the lot on which the vehicle is parked and/or cleaned or serviced, contains only a single house with or without associated outbuildings or stables b) The vehicle is parked and/or cleaned or serviced entirely on the subject lot and is to be located directly behind the front of the main building on the primary and/or secondary street frontage; c) in the case of servicing and cleaning, only minor servicing, including minor mechanical

			repairs and adjustments, and/or cleaning that generates easily contained liquid waste is carried out on the lot. Liquid waste shall be as defined in the Environmental Protection (Unauthorised Discharges) Regulations 2004 and shall be disposed of in accordance with those Regulations.
A14	Area outlined on the below plan: 	Restaurant/Cafe, Office, Recreation - Private	Proposals for Restaurant/Cafe ,Office and Recreation – Private: Not greater than 100 square meters GFA; and located on the ground floor.
A15	Lot 9002 and Lot 7705 (71) Grandstand Road and Lot 100 (1) Raconteur Drive, Ascot	Stables	Nil

			
A16	398 Great Eastern Highway and Lot 9 (No. 88) Coolgardie Avenue, Ascot 	Hotel Tourist and Visitor Accommodation	Development is to be integrated within the centre in a manner that maintains active ground floor uses and does not diminish the centre's primary retail and commercial role.
A17	Lot 512 (No. 49) Great Eastern Highway, Rivervale 	Hotel Tourist and Visitor Accommodation	Development is to be integrated within the centre in a manner that maintains active ground floor uses and does not diminish the centre's primary retail and commercial role.

(2) Despite anything contained in the zoning table, land that is specified in Table 4 to subclause (1) may be used for the additional class of use set out in respect of that land subject to the conditions that apply to that use.

20. Restricted uses

Table 5 sets out

(a) restricted classes of use for specified land that apply instead of the classes of use that are permissible in the zone in which the land is located; and

(b) the conditions that apply to that restricted use.

Table 5 - Specified restricted uses for zoned land in Scheme area

No.	Description of land	Restricted use	Conditions
R1	Area identified on the below plan: 	• Amusement parlour • Ancillary dwelling • Art gallery • Betting agency • Brewery • Carpark • Child care premises • Cinema/theatre • Civic Use • Club Premises • Community Purpose • Consulting Rooms • Convenience Store • Education Establishment • Exhibition Centre • Family Day Care • Fast Food Outlet • Funeral Parlour • Grouped Dwelling • Home Business • Home Occupation • Home Office • Hosted Short Term Rental Accommodation • Hotel • Independent Living Complex • Lunch Bar • Medical Centre • Multiple Dwelling • Office • Place of Worship • Reception Centre • Recreation Private • Residential Building	Nil.

		• Residential Aged Care Facility • Restaurant/Café • Small Bar • Studio • Tavern • Telecommunications infrastructure • Tourist and visitor accommodation • Unhosted short term rental accommodation • Veterinary Centre	

21. Special use zones

There are no special use zones which apply to this Scheme.

22. Non-conforming uses

(1) Unless specifically provided, this Scheme does not prevent —

(a) the continued use of any land, or any structure or building on land, for the purpose for which it was being lawfully used immediately before the commencement of this Scheme; or

the carrying out of development on land if —

(i) before the commencement of this Scheme, the development was lawfully approved; and

(ii) the approval has not expired or been cancelled.

(2) Subclause (1) does not apply if —

(a) the non-conforming use of the land is discontinued; and

(b) a period of 6 months, or a longer period approved by the local government, has elapsed since the discontinuance of the non-conforming use.

(3) Subclause (1) does not apply in respect of a non-conforming use of land if, under Part 11 of the Act, the local government —

(a) purchases the land; or

(b) pays compensation to the owner of the land in relation to the non-conforming use.

23. Changes to non-conforming use

(1) A person must not, without development approval —

(a) alter or extend a non-conforming use of land; or

(b) erect, alter or extend a building used for, or in conjunction with, a non-conforming use; or

(c) repair, rebuild, alter or extend a building used for a non-conforming use that is destroyed to the extent of 75% or more of its value; or

(d) change the use of land from a non-conforming use to another use that is not permitted by the Scheme.

(2) An application for development approval for the purposes of this clause must be advertised in accordance with clause 64 of the deemed provisions.

(3) A local government may only grant development approval for a change of use of land referred to in subclause (1)(d) if, in the opinion of the local government, the proposed use —

(a) is less detrimental to the amenity of the locality than the existing non-conforming use; and

(b) is closer to the intended purpose of the zone in which the land is situated.

24. Register of non-conforming uses

(1) The local government may prepare a register of land within the Scheme area that is being used for a non-conforming use.

(2) A register prepared by the local government must set out the following –

(a) a description of each area of land that is being used for a non-conforming use;

(b) a description of any building on the land;

(c) a description of the non-conforming use;

(d) the date on which any discontinuance of the non-conforming use is noted.

(3) If the local government prepares a register under subclause (1) the local government —

(a) must ensure that the register is kept up-to-date; and

(b) must ensure that an up-to-date copy of the register is published in accordance with clause 87 of the deemed provisions.

(4) An entry in the register in relation to land that is being used for a non-conforming use is evidence of the matters set out in the entry, unless the contrary is proved.

Part 4 - General development requirements

25. R-Codes

(1) The R-Codes, modified as set out in clause 26, are to be read as part of this Scheme.

(2) The local government must ensure that the R-Codes are published in accordance with clause 87 of the deemed provisions.

(3) The coding of land for the purposes of the R-Codes is shown by the coding number superimposed on a particular area contained within the boundaries of the area shown on the Scheme Map.

(4) The R-Codes apply to an area if -

(a) the area has a coding number superimposed on it in accordance with subclause (3); or

(b) a provision of this Scheme provides that the R-Codes apply to the area.

26. Modification of R-Codes

(1) The following deemed-to-comply requirement is added to clause 5.1.2 Street Setback:

C2.5 In the case of an R20 coded lot with an area of 450m^2 or less, buildings set back a minimum of 2m from the primary street boundary, with an average setback of 4m, provided that at least 45% of the site is open space.

(2) The following deemed-to-comply requirement is added to clause 5.1.4 Open Space:

C5 In the case of an R20 coded lot with an area of 450m^2 or less, 45% of the site is open space, provided that the minimum and average primary street setback complies with deemed-to-comply requirement 5.1.2 C2.5.

(3) The following provision replaces deemed-to-comply requirement clause 5.2.6 C6 Appearance of Retained Dwelling:

C6 Where an existing dwelling is retained as part of a development, its appearance is upgraded externally to an equivalent maintenance standard of the new (or the rest of) the development.

(4) The following deemed-to-comply requirement is added to clause 5.2.4 Street Walls and Fences:

C4.3 Fencing adjacent to secondary streets, public open space, rights-of-way, pedestrian access ways and other public spaces that is visually permeable above 1.2m of natural ground level, measured from the public space side of the fence.

(5) The following design principle is added to clause 5.2.4 Street Walls and Fences:

P5 Fencing adjacent to secondary streets and other public spaces which is necessary for attenuation of noise impacts to the dwelling.

(6) The following design principle is added to clause 5.3.5 Vehicular Access:

P5.3 The number of crossovers is to be minimised having regard to the relevant local planning policy.

(7) The following deemed-to-comply requirement replaces C1.2 in clause 5.2.1 Setback of Carports and Garages:

C1.2 Carports setback a minimum of 2m from the primary street setback, provided:

i. the roof pitch, colour and materials of the carport are compatible with the dwelling to which it relates;
ii. the width of the carport does not exceed 60 per cent of the frontage; and
iii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent.

27 & 28 deleted

29. Other planning codes to be read as part of Scheme

There are no other planning codes that are to be read as part of the Scheme.

30. Modification of planning codes

There are no modifications to a planning codes that, under clause 29, is to be read as part of the scheme.

31. Environmental conditions

There are no environmental conditions imposed under the *Environmental Protection Act 1986* that apply to this Scheme.

32. Additional Site and development requirements

(1) Table 6 sets out requirements relating to development that are additional to those set out in the R-Codes, activity centre plans, local development plans or State or local planning policies.

Table 6 – Additional site and development requirements that apply to land in Scheme area

No.	Description of land	Requirement

1	Residential Zoned Land	(1) Non-residential development in the Residential zone shall conform to the building height, plot ratio, street and side setback, privacy and solar access requirements of the R-Codes which apply under the density code assigned to the lot. (2) For non-residential development, canopy shade trees shall be provided within deep soil areas at a rate of one tree for every four open-air parking bays, with trees located between parking bays. Trees shall have a mature canopy diameter of between 2 metres and 6 metres and be planted within a minimum deep soil area of 9 square metres, with a minimum dimension of 1.5 metres. (3) The local government may approve development and/or recommend support for subdivision of an existing R20 coded corner lot to a maximum density of R30 provided: (a) The existing lot has frontage to two constructed roads and development or subdivision will result in future development that fronts and provides passive surveillance to both streets; and (b) Any existing single house which in the opinion of the local government : i. Cannot be upgraded to a standard commensurate

		with new development; or ii. Is poorly sited in relation to proposed lot boundaries; is demolished; and (c) The created lots are of a regular shape, or it can be demonstrated that a dwelling can be accommodated on any new lot. (d) With the exception of minor boundary realignments, any lot created by the amalgamation of an existing R20 coded corner lot with adjoining land shall retain its R20 zoning, and the maximum density permitted for R30 under this clause shall not apply. (4) Where an existing dwelling is retained as part of subdivision, its appearance is upgraded externally to an equivalent maintenance standard of the new (or the rest of) the development.
2	All land zoned Neighbourhood Centre and Local Centre	(1) In the absence of an approved precinct structure plan, structure plan, local development plan, or local planning policy, non-residential buildings shall be designed in accordance with the building height and setback deemed-to-comply provisions of the R-Codes which apply under the density code assigned to the lot. .

		(2) A nil front and side setback can be considered, where consistent with adjoining properties. (3) Residential uses shall not be located at ground level. (4) Canopy shade trees shall be provided within deep soil areas at a rate of one tree for every four open-air parking bays, with trees located between parking bays. Trees shall have a mature canopy diameter of between 2 metres and 6 metres and be planted within a minimum deep soil area of 9 square metres, with a minimum dimension of 1.5 metres.
	Mixed Use zoned Land	(1) Residential uses shall be located above or behind non-residential uses at the primary commercial street frontage. (2) In the absence of an approved precinct structure plan, structure plan, local development plan, or local planning policy, non-residential buildings shall be designed in accordance with the building height and setback deemed-to-comply provisions of the R-Codes which apply under the density code assigned to the lot. (3) A nil front and side setback can be considered, where consistent with adjoining properties. (4) Canopy shade trees shall be provided within deep soil areas at a rate of one tree for every four open-air parking bays, with trees located between parking bays. Trees shall have a mature canopy diameter of between 2 metres and 6

		metres and be planted within a minimum deep soil area of 9 square metres, with a minimum dimension of 1.5 metres.
3	Centre zoned land	(1) Residential uses shall be located above or behind non-residential uses at the primary commercial street frontage. (2) Canopy shade trees shall be provided within deep soil areas at a rate of one tree for every four open-air parking bays, with trees located between parking bays. Trees shall have a mature canopy diameter of between 2 metres and 6 metres and be planted within a minimum deep soil area of 9 square metres, with a minimum dimension of 1.5 metres.
4	Service Commercial Zoned Land	(1) A minimum 3 metres of landscaping shall be provided to the primary street and 2m to the secondary street. (2) Canopy shade trees shall be provided within deep soil areas at a rate of one tree for every four open-air parking bays, with trees located between parking bays. Trees shall have a mature canopy diameter of between 2 metres and 6 metres and be planted within a minimum deep soil area of 9 square metres, with a minimum dimension of 1.5 metres. (3) The use of any space external to a building for the conduct of any business activity such as fabrication, or manufacturing, or servicing of vehicles or equipment is prohibited. (4) The outdoor storage of goods, materials, liquid,

		machinery, equipment or any other thing is prohibited, except where approved by the local government pursuant to an application or development approval. An application for outdoor storage may only be approved if the proposed development complies with all the following provisions: (a) outdoor storage areas must be screened from public view, and must not be located between the street alignment(s) and the building setback line(s). Where trees are used for screening they must be mature trees otherwise non-visually permeable screens will be required; and (b) outdoor storage shall be in a designated area and not conflict with areas used or needed for vehicle parking, loading, manoeuvring or access, landscaping, drainage or effluent disposal, and any other thing or area considered by the local government to be necessary for the proper functioning of the development approved on the land; and (c) outdoor storage areas must be located on an adequately paved and drained surface. If in the view of the local government the things to be stored, or the proposed method of storage, pose an unacceptable risk to the natural environment, the outdoor storage shall not be permitted; and (d) Where outdoor storage is approved, the outdoor storage area shall be maintained

		in a tidy, safe and orderly condition, and in accordance with any approved management plan. (5) Fencing facing streets should be kept to a minimum to allow for an attractive and open streetscape. Where fencing is provided, it is to be constructed of high quality materials, visually appealing and visually permeable. The use of cyclone link mesh fencing is prohibited for any fence other than a boundary fence. The use of barbed wire in any fence is prohibited.
5	General Industry and Light Industry Zone	(1) An average 15m primary street setback shall be provided. (2) A minimum 3 metres of landscaping shall be provided to all streets. (3) Canopy shade trees shall be provided within deep soil areas at a rate of one tree for every four open-air parking bays, with trees located between parking bays. Trees shall have a mature canopy diameter of between 2 metres and 6 metres and be planted within a minimum deep soil area of 9 square metres, with a minimum dimension of 1.5 metres. (4) Fencing facing streets should be kept to a minimum to allow for an attractive and open streetscape. Where fencing is provided, it is to be constructed of high quality materials, visually appealing and visually permeable. (5) The outdoor storage of goods, materials, liquid,

		machinery, equipment or any other thing shall: (a) be screened from public view, and not be located between the street alignment(s) and the building setback line(s). Where trees are used for screening they shall be mature trees otherwise non-visually permeable screens shall be provided; and (b) be in a designated area and not conflict with areas used or needed for vehicle parking, loading, manoeuvring or access, landscaping, drainage or effluent disposal, and any other thing or area considered by the local government to be necessary for the proper functioning of the development approved on the land; and (c) be located on an adequately paved and drained surface; and (d) not pose an unacceptable risk to the natural environment; and (e) be maintained in a tidy, safe and orderly condition, and in accordance with any approved management plan. (6) Where reticulated sewerage is available the local government may support the creation of lots less than 4000sqm in area provided: a) no lot is less than 2000sqm in area with a minimum frontage of 25 metres;

		b) an overall plan of subdivision is prepared in order to demonstrate the subdivision potential of the superlot in which the subdivision is to take place; c) no lot is permitted direct access to a regional road; d) vehicular cross easements are granted in appropriate circumstances as determined by the local government; and e) an environmental assessment of the land to be subdivided is carried out. (8) Applications for subdivision and/or development approval adjacent to Abernethy Road and Kewdale Road shall have regard to the need to reduce the number of crossovers to the highway having regard to any adopted vehicle access strategy/plan, local planning policy, structure plan and/ or advice provided by Main Roads Western Australia, Department of Planning, Lands and Heritage and the local government.
6	Private Clubs, Institutions and Places of Worship	(1) A minimum 3 metres of landscaping shall be provided to the primary street and 1m to the secondary street. (2) Where a site abuts a residential land use, side or rear setbacks shall be a minimum of 4 metres. (3) Canopy shade trees shall be provided within deep soil areas at a rate of one tree

		for every four open-air parking bays, with trees located between parking bays. Trees shall have a mature canopy diameter of between 2 metres and 6 metres and be planted within a minimum deep soil area of 9 square metres, with a minimum dimension of 1.5 metres.
7	Land Adjacent to Great Eastern Highway	(1) Applications for development and/or subdivision approval shall have regard to the need to reduce the number of crossovers to the highway having regard to any adopted vehicle access strategy/plan, local planning policy, structure plan and/ or advice provided by Main Roads Western Australia and the local government.
8	Land in proximity to Orrong Road, Abernethy Road and Belgravia Street identified in Schedule C, Schedule D and Schedule E.	(1) Residential subdivision and development (excluding a single house) is to achieve a minimum lot size of 1,300m^2 and provide a public easement in gross to facilitate shared vehicular access between lots in accordance with an adopted Vehicle Access Plan. (2) All applications for subdivision and development approval shall have regard to the need to reduce the number of crossovers to Orrong Road, Abernethy Road and Belgravia Street having regard to any adopted vehicle access strategy/plan, local planning policy, structure plan and/ or advice provided by Main Roads Western Australia, Department of Planning, Lands and Heritage and the local government. (3) On the advice of Main Roads WA, where required for road purposes, land affected by the Belgravia Street road widening reservation shall be ceded free of cost to the Crown at

		the time of subdivision or development of the land.
9	Land adjacent to Stanton Road and Tonkin Highway identified in Schedule F.	(1) Applications for subdivision and development approval shall reduce the number of crossovers onto Stanton Road having regard to any advice provided by Main Roads Western Australia and the local government. (2) Applications for subdivision and development approval shall identify any vegetation on the site worthy of retention, including any potential habitat or foraging trees for threatened fauna species, with appropriate protection measures implemented to ensure such vegetation is not impacted by development works.
10	Land bound by Hehir Street, Serviced Commercial zoned lots fronting Brennan Way, Lots fronting Belgravia Street, and Barker Street.	(1) Where development is proposed in excess of an R30 density code, a minimum development site area of 1,300m^2 must be achieved.
11	All Zones – Parking	(1) Car parking and bicycle bays shall be provided in accordance with an adopted local planning policy made under this scheme for this purpose and shall be rounded to the nearest whole number.
12	All zones – Reticulated Sewer	(1) All subdivision and development, apart from minor alterations and additions that do not materially change the nature or intensity of activities on the subject site, shall be connected to a reticulated sewerage system. (2) Where a reticulated sewerage system is not available, no subdivision or development other than a single house shall be permitted unless it complies with the requirements of the Government Sewerage Policy. (3) In considering any subdivision or development

		under subclause (2), the decision maker must be satisfied that the proposal will not pose an unacceptable risk to public health, the environment or water resources.

(1) To the extent that a requirement referred to in subclause (1) is inconsistent with a requirement in the R-Codes or other planning code listed under clause 29, a precinct structure plan, a local development plan or a State or local planning policy the requirement referred to in subclause (1) prevails.

33. Additional site and development requirements for areas covered by a Structure Plan or Local Development Plan

There are no additional site and development requirements for areas covered by a Structure Plan or Local Development Plan that apply to this Scheme.

34. Variations to site and development requirements

(1) In this clause —

general development standards and requirements means requirements set out in clauses 32.

(2) The local government may approve an application for a development approval that does not comply with an additional site and development requirement.

(3) An approval under subclause (2) may be unconditional or subject to any conditions the local government considers appropriate.

(4) If the local government is of the opinion that the non-compliance with an additional site and development requirement will mean that the development is likely to adversely affect any owners or occupiers in the general locality or in an area adjoining the site of the development, the local government must –

(a) consult the affected owners or occupiers by following one or more of the provisions for advertising applications for development approval under clause 64 of the deemed provisions; and

(b) have regard to any expressed views prior to making its determination to grant development approval under this clause.

(5) The local government may only approve an application for development approval under this clause if the local government is satisfied that -

(a) approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67(2) of the deemed provisions; and

(b) the non-compliance with the additional site and development requirement will not have a significant adverse effect on the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

35. Restrictive covenants

(1) A restrictive covenant affecting land in the Scheme area that would have the effect of limiting the number of residential dwellings which may be constructed on the land is extinguished or varied to the extent that the number of residential dwellings that may be constructed is less than the number that could be constructed on the land under this Scheme.

(2) If subclause (1) operates to extinguish or vary a restrictive covenant —

(a) development approval is required to construct a residential dwelling that would result in the number of residential dwellings on the land exceeding the number that would have been allowed under the restrictive covenant; and

(b) the local government must not grant development approval for the construction of the residential dwelling unless it advertises the application for development approval in accordance with clause 64 of the deemed provisions.

Part 5 - Special control areas

36. Special control areas

(1) Special control areas are marked on the Scheme Map according to the legend on the Scheme Map.

(2) The purpose, objectives and additional provisions that apply to each special control area is set out in Table 8. The provisions contained in a Special Control Area apply in addition to the provisions that apply to the underlying zone or reserve.

Table 8 - Special control areas in Scheme area

Name of area	Purpose	Objectives	Additional provisions
SCA 1 - Swan River Floodway and Flood Fringe	To appropriately regulate development and subdivision of land identified as being at risk of flooding.	To ensure new development: (a) Minimises the potential for loss of life and property damage due to flooding; and (b) Conserves the flood way and flood fringe environment and ensures that proposed development is compatible with the locality.	(1) Any development or use proposed within the 1-in-100-year flood area associated with the Swan River requires the prior development approval of the local government. (2) Development approval shall not be granted to a new building within the flood fringe unless the finished floor level of any habitable room is at least 500 millimetres above the 1 in 100 (1%) annual exceedance probability (AEP) flood event level, as identified within the Department of Water and Environmental Regulation Floorplain Mapping Tool. (3) Development within this area will be referred to the Department of Water and Environmental Regulation (DWER) for comment prior to determination. The local government will consider the Department of Water and Environment Regulation comments and recommendations as part of the assessment and determination of the application.

			(4) No building shall be constructed upon any land within the floodway associated with the Swan River as identified within the Department of Water and Environmental Regulation Floorplain Mapping Tool.
SCA 2 - Perth Airport - Noise	To support the implementation of State Planning Policy 5.1 –Land Use Planning in the Vicinity of Perth Airport	(a) To protect Perth Airport from unreasonable encroachment by incompatible (noise-sensitive) development, to provide for its ongoing development and operation; and (b) To minimise the impact of airport operations on existing and future communities with reference to aircraft noise.	(1) Despite the permissibility of any use outlined in Table 3 – Zoning Table and any exemption provided for under clause 61 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, the development or use of premises involving building types identified as either 'conditionally acceptable' or 'unacceptable' for the relevant noise exposure zone, as outlined in State Planning Policy 5.1, requires the prior development approval of the local government. (2) The local government shall recommend to the Western Australian Planning Commission a condition of subdivision approval, or impose conditions on any development approval for a notification on the certificate of title of lots advising of the potential of noise nuisance.
SCA 3 - Perth Airport - Height	To support the implementation of State Planning Policy 5.1 –Land Use Planning in the Vicinity of Perth Airport	a) To protect Perth Airport from unreasonable encroachment by incompatible development, to provide for its ongoing development	(1) The development of a building or structure which exceeds the maximum height contours outlined in Schedule G, requires development approval of the local government.

		and operation; and (b) To minimise the impact of airport operations on existing and future communities	
SCA 4 - Development Contribution Areas	The purpose of a development contribution area is as established in the *Planning and Development (Local Planning Schemes) Regulations 2015*.	The objectives for preparing a development contribution plan for a development contribution area are as outlined in State Planning Policy 3.6 – Infrastructure Contributions.	Development contribution areas shown on the Scheme Map as DCA with a number and included in Schedule B.
SCA 5 - Properties directly abutting Smyth Lake Park	To manage development adjoining the drainage compensating basin to protect both the integrity of the drainage infrastructure and the safety and functionality of the development through appropriate finished floor levels and effective drainage.	(a) To ensure new development minimises the potential for loss of life and property damage due to flooding.	(1) The development of any dwelling, or of the addition of a habitable room to an existing dwelling, requires the prior development approval of the local government. (2) An application for development approval within the Special Control Area shall be accompanied by a geotechnical and hydrological assessment prepared by a suitably qualified engineer. The assessment shall address the suitability of the site for development, identify the required separation distance between the finished floor level and the modelled flood level, and demonstrate the capacity of the site to manage and dispose of stormwater to the satisfaction of the local government.
SCA 6 - Properties directly abutting Centenary Park	To manage development adjoining the drainage compensating	(a) To ensure new development minimises the potential for loss of life and	(1) The development of any dwelling, or of the addition of a habitable room to an existing dwelling, requires the

	basin to protect both the integrity of the drainage infrastructure and the safety and functionality of the development through appropriate finished floor levels and effective drainage.	property damage due to flooding.	prior development approval of the local government. (2) An application for development approval within the Special Control Area shall be accompanied by a geotechnical and hydrological assessment prepared by a suitably qualified engineer. The assessment shall address the suitability of the site for development, identify the required separation distance between the finished floor level and the modelled flood level, and demonstrate the capacity of the site to manage and dispose of stormwater to the satisfaction of the local government.
SCA 7 – Lot 602, 55 Fauntleroy Avenue, Ascot	To ensure development and subdivision appropriately responds to and addresses: • Wetlands • Contamination • Servicing infrastructure and associated easements • Coolgardie Avenue Living Stream • Flooding • Soil conditions	a. To ensure development and subdivision responds to site-specific environmental and physical constraints, including wetlands, contamination, flooding, soil conditions, the Coolgardie Avenue Living Stream, and servicing infrastructure, to support safe, coordinated and appropriate land use outcomes.	(1) Any development requires the prior development approval of the local government. (2) An application for development approval within the Special Control Area shall be accompanied by: b. a geotechnical and hydrological assessment prepared by a suitably qualified engineer. The assessment shall address, but not be limited to, the suitability of the site for development as well as any implications or modifications for the existing living stream. c. An environmental report prepared by a suitably qualified consultant. The

			report shall address, but not be limited to, the existing wetlands and contamination on the site.

36A. Development contribution areas

(1) Interpretation

In clause 36A, unless the context otherwise requires —

'Administrative costs' means such costs as are reasonably incurred for the preparation and (with respect to standard infrastructure items) implementation of the development contribution plan.

'Administrative items' means the administrative matters required to be carried out by or on behalf of the local government in order to prepare and (with respect to standard infrastructure items) implement the development contribution plan, including legal, accounting, planning engineering, and other professional advice.

'Cost apportionment schedule' means a schedule prepared and distributed in accordance with clause 36A(10).

'Cost contribution' means the contribution to the cost of infrastructure and administrative costs.

'Development contribution area' means shown on the scheme map as SCA-DCA with a number and included in Schedule B.

'Development contribution plan' means a development contribution plan prepared in accordance with the provisions of State Planning Policy 3.6 Development Contributions for Infrastructure and the provisions of this Part 5 of the Scheme (as summarised in Schedule B to this Scheme).

'Development contribution plan report' means a report prepared and distributed in accordance with clause 36A(10).

'Infrastructure' means the standard infrastructure items (services and facilities set out in appendix 1 of the Western Australian Planning Commission State Planning Policy 3.6) and community infrastructure, including recreational facilities; community centres; child care and after school centres; libraries and cultural facilities and such other services and facilities for which development contributions may reasonably be requested having regard to the objectives, scope and provisions of Western Australian Planning Commission State Planning Policy 3.6.

'Infrastructure costs' means such costs as are reasonably incurred for the acquisition and construction of infrastructure.

'Local government' means the local government or local governments in which the development contribution area is located or through which the services and facilities are provided.

'Owner' means an owner of land that is located within a development contribution area.

(2) Purpose

The purpose of having development contribution areas is to:

a) provide for the equitable sharing of the costs of infrastructure and administrative costs between owners;

b) ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the development contribution area; and

c) coordinate the timely provision of Infrastructure.

(3) Development contribution plan required

A development contribution plan is required to be prepared for each development contribution area.

(4) Development contribution plan part of scheme

The development contribution plan is incorporated in Schedule B as part of this scheme.

(5) Subdivision, strata subdivision and development

The local government shall not withhold its support for subdivision, strata subdivision or refuse to approve a development solely for the reason that a development contribution plan is not in effect, there is no approval to advertise a development contribution plan, or that there is no other arrangement with respect to an owner's contribution towards the provision of community infrastructure.

(6) Guiding principles for development contribution plans

The development contribution plan for any development contribution area is to be prepared in accordance with the following principles:

a) Need and the nexus

The need for the infrastructure included in the plan must be clearly demonstrated (need) and the connection between the development and the demand created should be clearly established (nexus).

b) Transparency

Both the method for calculating the development contribution and the manner in which it is applied should be clear, transparent and simple to understand and administer.

c) Equity

Development contributions should be levied from all developments within a development contribution area, based on their relative contribution to need.

d) Certainty

All development contributions should be clearly identified and methods of accounting for cost adjustments determined at the commencement of a development.

e) Efficiency

Development contributions should be justified on a whole of life capital cost basis consistent with maintaining financial discipline on service providers by precluding over recovery of costs.

f) Consistency

Development contributions should be applied uniformly across a development contribution area and the methodology for applying contributions should be consistent.

g) Right of consultation and review

Owners have the right to be consulted on the manner in which development contributions are determined. They also have the opportunity to seek a review by an independent third party if they believe the calculation of the costs of the contributions is not reasonable.

Accountable

There must be accountability in the manner in which development contributions are determined and expended.

(7) Recommended content of development contribution plans

a) The development contribution plan is to specify:

i) the development contribution area to which the development contribution plan applies;

ii) the infrastructure and administrative items to be funded through the development contribution plan;

iii) the method of determining the cost contribution of each owner; and

iv) the priority and timing for the provision of infrastructure.

(8) Period of development contribution plan

A development contribution plan shall specify the period during which it is to operate.

(9) Land excluded

In calculating both the area of an owner's land and the total area of land in a development contribution area, the area of land provided in that development contribution area for:

a) roads designated under the Metropolitan Region Scheme as primary regional roads and other regional roads;

b) existing public open space;

c) existing government primary and secondary schools; and

d) such other land as is set out in the development contribution plan, is to be excluded.

(10) Development contribution plan report and cost apportionment schedule

a) Within 90 days of the development contribution plan coming into effect, the local government is to adopt and make available a development contribution plan report and cost apportionment schedule to all owners in the development contribution area.

b) Within 90 days of the development contribution plan coming into effect, the local government is to adopt and make available a development contribution plan report and cost apportionment schedule to all owners in the development contribution area.

c) The development contribution plan report and the cost apportionment schedule do not form part of the scheme, but once adopted by the local government they are subject to review as provided under clause 36A(11).

(11) Cost contributions based on estimates

a) The determination of Infrastructure costs and administrative costs is to be based on amounts expended, but when expenditure has not occurred, it is to be based on the best and latest estimated costs available to the local government and adjusted accordingly, if necessary.

b) Where a cost apportionment schedule contains estimated costs, such estimated costs are to be reviewed at least annually by the local government —

i. in the case of land to be acquired, in accordance with clause 36A(12); and
ii. in all other cases, in accordance with the best and latest information available to the local government, until the expenditure on the relevant item of infrastructure or administrative costs has occurred.

c) The local government is to have such estimated costs independently certified by appropriate qualified persons and must provide such independent certification to an owner when requested to do so.

d) Where any cost contribution has been calculated on the basis of an estimated cost, the local government:

i) is to adjust the cost contribution of any owner in accordance with the revised estimated costs; and

ii) may accept a cost contribution, based upon estimated costs, as a final cost contribution and enter into an agreement with the owner accordingly.

e) Where an owner's cost contribution is adjusted under clause 36A(11), the local government, on receiving a request in writing from an owner, is to provide the owner with a copy of estimated costs and the calculation of adjustments.

f) If an owner objects to the amount of a cost contribution, the owner may give notice to the local government requesting a review of the amount of the cost contribution by an appropriate qualified person ('independent expert') agreed by the local government and the owner at the owner's expense, within 28 days after being informed of the cost contribution.

g) If the independent expert does not change the cost contribution to a figure acceptable to the owner, the cost contribution is to be determined—

i) by any method agreed between the local government and the owner; or

ii) if the local government and the owner cannot agree on a method pursuant to (i) or on an independent expert, by arbitration in accordance with the Commercial Arbitration Act 1985, with the costs to be shared equally between the local government and owner.

(12) Valuation

a) Clause 36A(12) applies in order to determine the value of land to be acquired for the purpose of providing Infrastructure.

b) In clause 36A(12):

'Value' means the fair market value of land, at a specified date, which is defined as the capital sum that would be negotiated in an arm's length transaction in an open and unrestricted market, assuming the highest and best use of the land with all its potential and limitations (other than the limitation arising from the transaction for which the land is being valued), wherein the parties act knowledgeably, prudently and without compulsion to buy or sell.

Valuation methodology will be defined for each particular arrangement by the applicable Development Contribution Plan Report.

'Valuer' means a licensed valuer agreed by the local government and the owner, or, where the local government and the owner are unable to reach agreement, by a valuer appointed by the President of the Western Australian Division of the Australian Property Institute.

c) If an owner objects to a valuation made by the valuer, the owner may give notice to the local government requesting a review of the amount of the value, at the owner's expense, within 28 days after being informed of the value.

d) If, following a review, the valuer's determination of the value of the land is still not a figure acceptable to the owner, the value is to be determined:

i) by any method agreed between the local government and the owner; or

ii) if the local government and the owner cannot agree, the owner may apply to the State Administrative Tribunal for a review of the matter under part 14 of the Planning and Development Act 2005.

(13) Liability for cost contributions

a) An owner must make a cost contribution in accordance with the applicable development contribution plan and the provisions of clause 36A.

b) An owner's liability to pay the owner's cost contribution to the local government arises on the earlier of:

i) the Western Australian Planning Commission endorsing its approval on the deposited plan or survey strata plan of the subdivision of the owner's land within the development contribution area;

ii) the commencement of any development on the owner's land within the development contribution area;

iii) the approval of any strata plan by the local government or Western Australian Planning Commission on the owner's land within the development contribution area; or

iv) the approval of a change or extension of use by the local government on the owner's land within the development contribution area.

The liability arises only once upon the earliest of the above listed events.

c) Notwithstanding clause 36A(13b), an owner's liability to pay the owner's cost contribution does not arise if the owner commences development of the first single house or outbuildings associated with that first single house on an existing lot which has not been subdivided or strata subdivided since the coming into effect of the development contribution plan.

d) Where a development contribution plan expires in accordance with clause 36A(8), an owner's liability to pay the owner's cost contribution under that development contribution plan shall be deemed to continue in effect and be carried over into any subsequent development contribution plan which includes the owner's land, subject to such liability.

(14) Payment of cost contribution

a) The owner, with the agreement of the local government, is to pay the owner's cost contribution by:

i) cheque or cash;

ii) transferring to the local government or a public authority land in satisfaction of the cost contribution;

iii) the provision of physical infrastructure;

iv) some other method acceptable to the local government; or

v) any combination of these methods.

b) The owner, with the agreement of the local government, may pay the owner's cost contribution in a lump sum, by instalments or in such other manner acceptable to the local government.

c) Payment by an owner of the cost contribution, including a cost contribution based upon estimated costs in a manner acceptable to the local government, constitutes full and final discharge of the owner's liability under the development contribution plan and the local government shall provide certification in writing to the owner of such discharge if requested by the owner.

(15) Charge on land

a) The amount of any cost contribution for which an owner is liable under clause 36A(13), but has not paid, is a charge on the owner's land to which the cost contribution relates, and the local government may lodge a caveat, at the owner's expense, against the owner's certificate of title to that land.

b) The local government, at the owner's expense and subject to such other conditions as the local government thinks fit, can withdraw a caveat lodged under clause Clause36A(15a) to permit a dealing and may then re-lodge the caveat to prevent further dealings.

c) If the cost contribution is paid in full, the local government, if requested to do so by the owner and at the expense of the owner, is to withdraw any caveat lodged under clause 36A(15).

(16) Administration of funds

a) The local government is to establish and maintain a reserve account in accordance with the Local Government Act 1995 for each development contribution area into which cost contributions for that development contribution area will be credited and from which all payments for the infrastructure costs and administrative costs within that development contribution area will be paid.

The purpose of such a reserve account or the use of money in such a reserve account is limited to the application of funds for that development contribution area.

b) Interest earned on cost contributions credited to a reserve account in accordance with clause 36A(16a) is to be applied in the development contribution area to which the reserve account relates.

c) The local government is to publish an audited annual statement of accounts for that development contribution area as soon as practicable after the audited annual statement of accounts becomes available.

(17) Shortall or excess in cost contributions

a) If there is a shortfall in the total of cost contributions when all cost contributions have been made or accounted for in a particular development contribution area, the local government may:

i) make good the shortfall;
ii) enter into agreements with owners to fund the shortfall; or
iii) raise loans or borrow from a financial institution;

but nothing in clause 36A(17a) restricts the right or power of the local government to impose a differential rate to a specified development contribution area in that regard.

b) If there is an excess in funds available to the development contribution area when all cost contributions have been made or accounted for in a particular development contribution area, the local government is to refund the excess funds to contributing owners for that development contribution area. To the extent, if any, that it is not reasonably practicable to identify owners and/or their entitled amount of refund, any excess in funds shall be applied, to the provision of additional facilities or improvements in that development contribution area.

(18) Powers of the local government

a) The local government in implementing the development contribution plan has the power to:

i) acquire any land or buildings within the scheme area under the provisions of the Planning and Development Act 2005; and

ii) deal with or dispose of any land which it has acquired under the provisions of the Planning and Development Act 2005 in accordance with the law and for such purpose may make such agreements with other owners as it considers fit.

(19) Arbitration

a) Subject to clauses 36A(12c) and 36A(12d), any dispute between an owner and the local government in connection with the cost contribution required to be made by an owner is to be resolved by arbitration in accordance with the *Commercial Arbitration Act 1985.*

Part 6 - Terms referred to in Scheme

Division 1 - General definitions used in Scheme

37. Terms used

(1) If a word or expression used in this Scheme is listed in this clause, its meaning is as follows -

Term used	definition
aged	has the same meaning given in the R-Codes.
building envelope	means the area of land within which all buildings and effluent disposal facilities on a lot must be contained. `
building height	In relation to a building – a) If the building is used for residential purposes, has the meaning given in the R-Codes; or b) If the building is used for purposes other than residential purposes, means the maximum vertical distance between the natural ground level and the finished roof height directly above, excluding minor projections as that term is defined in the R-Codes;
cabin	means a building that — a) is an individual unit other than a chalet; and b) forms part of — I. tourist and visitor accommodation; or II. a caravan park; and c) if the unit forms part of a caravan park — is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.
chalet	means a building that — a) is a self contained unit that includes cooking facilities, bathroom facilities and a separate living and sleeping areas; and b) forms part of — I. tourist and visitor accommodation; or II. a caravan park; and c) if the unit forms part of a caravan park — is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.
commercial vehicle	means a vehicle, whether licenced or not, that has a gross vehicle mass of greater than 4.5 tonnes including - a) a utility, van, truck, tractor, bus or earthmoving equipment; and b) a vehicle that is, or is designed to be an attachment to a vehicle referred to in paragraph (a).
floor area	has meaning given in the Building Code.

frontage	in relation to a building — a) if the building is used for residential purposes, has the meaning given in the R-Codes; or b) if the building is used for purposes other than residential purposes, means the line where a road reserve and the front of a lot meet and, if a lot abuts 2 or more road reserves, the one to which the building or proposed building faces;
ground level	the level of the ground on the site prior to any building work other than subdivisional site works, and average natural ground level is the average level ascertained by averaging the natural ground levels at all points of intersection of lines drawn from opposite corners of the site. For a site with odd numbers of corners, the corner furthest from the major street boundary is ignored. For the height of a wall, the measurement is taken from the natural ground level at the centre point of the wall to the highest point of the wall whether that be above the centre point or not.
health practitioner	a legally qualified medical doctor, dentist, physiotherapist, podiatrist, acupuncturist, naturopath, or other persons ordinarily associated with medical practices, in the prevention or treatment of physical or mental injuries or ailments;
net lettable area (nla)	means the area of all floors within the internal finished surfaces of permanent walls but does not include the following areas — (a) stairs, toilets, cleaner's cupboards, lift shafts and motor rooms, escalators, tea rooms and plant rooms, and other service areas; (b) lobbies between lifts facing other lifts serving the same floor; (c) areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor or building; (d) areas set aside for the provision of facilities or services to the floor or building where those facilities are not for the exclusive use of occupiers of the floor or building;
non-conforming use	has the meaning given in the Planning and Development Act 2005 section 172;
plot ratio	means the ratio of the floor area of a building to an area of land within the boundaries of the lot or lots on which the building is located.
precinct	means a definable area where particular planning policies, guidelines or standards apply.
predominant use	means the primary use of premises to which all other uses carried out on the premises are incidental.
retail	means the sale or hire of goods or services to the public.
scheme commencement date	means the day on which this Scheme comes into effect under section 87(4) of the Act.
short-term rental accommodation	(a) means a dwelling provided, on a commercial basis, for occupation under a short-term rental arrangement; but does not include a dwelling that is, or is part of, any of the following — (i) an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1); (ii) a caravan park; (iii) a lodging-house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);

	(iv) a park home park; (v) a retirement village as defined in the Retirement Villages Act 1992 section 3(1); (vi) workforce accommodation."
short-term rental agreement	(a) a dwelling, or part of a dwelling, is provided for occupation by a person; and (b) the person occupies the dwelling, or part of the dwelling, for a period or periods not exceeding a total of 3 months in any 12- month period."
wall height:	in relation to a wall of a building — (a) if the building is used for residential purposes, has the meaning given in the R-Codes; or (b) if the building is used for purposes other than residential purposes, means the vertical distance from the natural ground level of the boundary of the property that is closest to the wall to the point where the wall meets the roof or parapet;
wholesale	means the sale of goods or materials to be sold by others.

(2) A word or expression that is not defined in this Scheme —

(a) has the meaning it has in the *Planning and Development Act 2005*; or

(b) If it is not defined in that Act - has the same meaning as it has in the R-Codes.

Division 2 - Land use terms used in Scheme

38. Land use terms used

If this Scheme refers to a category of land use that is listed in this provision, the meaning of that land use is as follows —

Land use term	definition
abattoir	means premises used commercially for the slaughtering of animals for the purposes of consumption as food products;
amusement parlour	means premises — (a) that are open to the public; and (b) that are used predominantly for amusement by means of amusement machines including computers; and (c) where there are 2 or more amusement machines.
ancillary dwelling	has the same meaning given to it in the Residential Design Codes.
animal establishment	means premises used for the breeding, boarding, training or caring of animals for commercial purposes but does not include animal husbandry - intensive or veterinary centre.
animal husbandry – intensive	means premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) or other livestock in feedlots, sheds or rotational pens.
art gallery	means premises — (a) that are open to the public; and (b) where artworks are displayed for viewing or sale.
betting agency	means an office or totalisator agency established under the *Racing and Wagering Western Australia Act 2003*.
brewery	means premises the subject of a producer's licence authorising the production of beer, cider or spirits granted under the *Liquor Control Act 1988.*
bulky goods showroom	means premises (a) used to sell by retail any of the goods and accessories of the following types that are principally used for domestic purposes - (i) automotive parts and accessories; (ii) camping, outdoor and recreation goods; (iii) electric light fittings; (iv) animal supplies including equestrian and pet goods; (v) floor and window coverings; (vi) furniture, beddings, furnishings, fabrics, manchester and homewares; (vii) household appliances, electrical goods and home entertainment goods; (viii) party supplies; (ix) office equipment and supplies;

	(x) babies' and children's goods, including play equipment and accessories; (xi) sporting, cycling, leisure, fitness goods and accessories; (xii) swimming pools.
caravan park	means premises that are a caravan park as defined in the *Caravan Parks and Camping Grounds Act 1995* section 5(1).
caretaker's dwelling	means a dwelling on the same site as a building, operation or plant used for industry and occupied by a supervisor of that building, operation or plant.
car park	means premises used primarily for parking vehicles whether open to the public or not but does not include - (a) any part of a public road used for parking or for a taxi rank; or (b) any premises in which cars are displayed for sale.
child care premises	means premises where — (a) an education and care service as defined in the *Education and Care Services National Law (Western Australia)* section 5(1), other than a family day care service as defined in that section is provided; or (b) a child care service as defined in the *Child Care Services Act 2007* section 4 is provided.
cinema/theatre	means premises where the public may view a motion picture or theatrical production.
civic use	means premises used by a government department, an instrumentality of the State or the local government for administrative, recreational or other purposes.
club premises	means premises used by a legally constituted club or association or other body of persons united by a common interest.
commercial vehicle parking	means premises used for parking of one or two commercial vehicles but does not include — (a) any part of a public road used for parking or for a taxi rank; or (b) parking of commercial vehicles incidental to the predominant use of the land.
community purpose	means premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit.
consulting rooms	means premises used by no more than 2 health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.
convenience store	means premises — (a) used for the retail sale of convenience goods commonly sold in supermarkets, delicatessens or newsagents; and (b) operated during hours which include, but may extend beyond, normal trading hours; and (c) the floor area of which does not exceed 300m^2 net lettable area.

corrective institution	means premises used to hold and reform persons committed to it by a court, such as a prison or other type of detention facility.
educational establishment	means premises used for the purposes of providing education, including premises used for a school, higher education institution, business college, academy or other educational institution, but does not include premises where instruction is undertaken through practical training activities involving the operation or use of machinery, tools, equipment, or workshop based facilities.
exhibition centre	means premises used for the display, or display and sale, of materials of an artistic, cultural or historical nature including a museum.
family day care	means premises where a family day care service as defined in the *Education and Care Services National Law (Western Australia)* is provided.
fast food outlet	means premises, including premises with a facility for drive-through service, used for the preparation, sale and serving of food to customers in a form ready to be eaten - (a) without further preparation; and (b) primarily off the premises.
fuel depot	means premises used for the storage and sale in bulk of solid or liquid or gaseous fuel but does not include premises used - (a) as a service station; or (b) for the sale of fuel by retail into a vehicle for use by the vehicle.
funeral parlour	means premises used - (a) to prepare and store bodies for burial or cremation; (b) to conduct funeral services.
garden centre	means premises used for the propagation, rearing and sale of plants, and the storage and sale of products associated with horticulture and gardens.
grouped dwelling	has the same meaning given to it in the Residential Design Codes
home business	means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession - (a) does not involve employing more than 2 people who are not members of the occupier's household; and (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and (c) does not occupy an area greater than 50m^2; and (d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and (e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and (f) does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight; and (g) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

home occupation	means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation that — a) does not involve employing a person who is not a member of the occupier's household; and b) will not cause injury to or adversely affect the amenity of the neighbourhood; and c) does not occupy an area greater than 20m^2; and d) does not involve the display on the premises of a sign with an area exceeding 0.2m^2; and e) does not involve the retail sale, display or hire of any goods; unless the sale, display or hire is done only by means of the Internet; and f) does not - (i) require a greater number of parking spaces than normally required for a single dwelling; or (ii) result in an increase in traffic volume in the neighbourhood; and g) does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight; and h) does not include provision for the fuelling, repair or maintenance of motor vehicles; and i) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.
home office	means a dwelling used by an occupier of the dwelling to carry out a home occupation if the carrying out of the occupation — (a) is solely within the dwelling; and (b) does not entail clients or customers travelling to and from the dwelling; and (c) does not involve the display of a sign on the premises; and (d) does not require any change to the external appearance of the dwelling.
home store	means a shop attached to a dwelling that — (a) has a net lettable area not exceeding 100m^2; and (b) is operated by a person residing in the dwelling.
hospital	means premises used as a hospital as defined in the *Health Services Act 2016* section 8(4).
hosted short-term rental accommodation	means any of the following — (a) short-term rental accommodation where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the same dwelling during the short-term rental arrangement; (b) short-term rental accommodation that is an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the other dwelling on the same lot, resides at that other dwelling during the short-term rental arrangement; (c) short-term rental accommodation that is a dwelling on the same lot as an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the ancillary dwelling during the short-term rental arrangement;

hotel	means premises the subject of a hotel licence other than a small bar or tavern licence granted under the *Liquor Control Act 1988*, including any betting agency on the premises.
independent living complex	means a development with self-contained, independent dwellings for aged or dependent persons together with communal amenities and facilities for residents and staff that are incidental and ancillary to the provision of such accommodation, but does not include a development which includes these features as a component of a residential aged care facility.
industry	means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes facilities on the premises for any of the following purposes — (a) the storage of goods; (b) the work of administration or accounting; (c) the selling of goods by wholesale or retail; (d) the provision of amenities for employees; (e) incidental purposes.
industry — light	means premises used for an industry where impacts on the amenity of the area in which the premises is located can be mitigated, avoided or managed.
liquor store — large	means premises the subject of a liquor store licence granted under the *Liquor Control Act 1988* with a net lettable area of more than 300m^2.
liquor store — small	means premises the subject of a liquor store licence granted under the *Liquor Control Act 1988* with a net lettable area of not more than 300m^2.
lunch bar	means premises or part of premises used for the sale of takeaway food (in a form ready to be consumed without further preparation) within industrial or commercial areas.
market	means premises used for the display and sale of goods from stalls by independent vendors.
medical centre	means premises other than a hospital used by 3 or more health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.
motor vehicle, boat or caravan sales	means premises used to sell or hire motor vehicles, boats or caravans.
motor vehicle repair	means premises used for or in connection with - (a) electrical and mechanical repairs, or overhauls, to vehicles other than panel beating, spray painting or chassis reshaping of vehicles; or (b) repairs to tyres other than recapping or re-treading of tyres.
motor vehicle wash	means premises primarily used to wash motor vehicles;
multiple dwelling	has the same meaning given to it in the Residential Design Codes

nightclub	means premises the subject of a nightclub licence granted under the *Liquor Control Act 1988*
office	means premises used for administration, clerical, technical, professional or similar business activities.
park home park	means premises used as a park home park as defined in the *Caravan Parks and Camping Grounds Regulations 1997*.
place of worship	means premises used for religious activities such as a chapel, church, mosque, synagogue or temple.
reception centre	means premises used for hosted functions on formal or ceremonial occasions.
recreation - private	means premises that are — (a) used for indoor or outdoor leisure, recreation or sport; and (b) not usually open to the public without charge.
residential building	has the same meaning as in the Residential Design Codes.
residential aged care facility	means a residential facility providing personal and/or nursing care primarily to people who are frail and aged or dependent persons which, as well as accommodation, includes; (a) appropriate staffing to meet the nursing and personal care needs of residents; (b) meals and cleaning services; (c) furnishings, furniture and equipment. This may consist of multiple components that include communal amenities and land uses for residents and staff that are incidental and ancillary to the provision of such accommodation, residential respite (short term) care and an independent living complex, but does not include a hospital, rehabilitation or psychiatric facility.
resource recovery centre	means premises other than a waste disposal facility used for the recovery of resources from waste.
restaurant/cafe	means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including premises that are licenced under the *Liquor Control Act 1988*.
restricted premises	means premises used for the sale by retail or wholesale, or the offer for hire, loan or exchange, or the exhibition, display or delivery of — (a) publications that are classified as restricted under the *Classification (Publications, Films and Computer Games) Act 1995* (Commonwealth); or (b) materials, compounds, preparations or articles which are used or intended to be used primarily in or in connection with any form of sexual behaviour or activity; or (c) smoking-related implements.
road house	means premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services – d. a full range of automotive repair services; e. wrecking, panel beating and spray painting services; f. transport depot facilities;

	g. accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period; h. facilities for being a muster point in response to accidents, natural disasters and other emergencies.
stables	means premises used for the keeping, breeding, agistment and rearing of horses and ponies and may include the use of associated buildings, corrals, and compounds.
service station	means premises other than premises used for a transport depot, panel beating, spray painting, major repairs or wrecking, that are used for — (a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience nature; or (b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles.
shop	means premises other than a bulky goods showroom, a liquor store - large or a liquor store - small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services.
single house	has the same meaning as in the Residential Design Codes
small bar	means premises the subject of a small bar licence granted under the *Liquor Control Act 1988*
studio	means a building or part of a building used as a work-room by a painter, photographer, sculptor or craftsperson in the conduct of his/her profession and includes incidental display and sale of things made, decorated or adapted therein;
tavern	means premises the subject of a tavern licence granted under the *Liquor Control Act 1988*
telecommunications infrastructure	means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.
tourist and visitor accommodation	(a) means a building, or a group of buildings forming a complex, that — (i) is wholly managed by a single person or body; and (ii) is used to provide accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period; and (iii) may include on-site services and facilities for use by guests; and (iv) in the case of a single building — contains more than 1 separate accommodation unit or is capable of accommodating more than 12 people per night; and (b) includes a building, or complex of buildings, meeting the criteria in paragraph (a) that is used for self-contained serviced apartments that are regularly serviced or cleaned during the period of a guest's stay by the owner or manager of the apartment or an agent of the owner or manager; but

	(c) does not include any of the following — (i) an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1); (ii) a caravan park; (iii) hosted short-term rental accommodation; (iv) a lodging-house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1); (v) a park home park; (vi) a retirement village as defined in the Retirement Villages Act 1992 section 3(1); (vii) a road house; (viii) workforce accommodation;
trade display	means premises used for the display of trade goods and equipment for the purpose of advertisement.
trade supplies	means premises used to sell by wholesale or retail, or to hire, assemble or manufacture any materials, tools, equipment, machinery or other goods used for the following purposes including goods which may be assembled or manufactured off the premises — (i) automotive repairs and servicing; (ii) building including repair and maintenance; (iii) industry; (iv) landscape gardening; (v) provision of medical services; (vi) primary production; (vii) use by government departments or agencies, including local government.
training centre	means premises specifically designed for the delivery of vocational education and skill development where instruction is primarily undertaken through practical training activities, including the operation or use of machinery, tools, equipment, or workshop-based facilities, and is directly related to industrial, trade, technical, or similar occupations.
transport depot	means premises used primarily for the parking or garaging of 3 or more commercial vehicles including — (a) any ancillary maintenance or refuelling of those vehicles; and (b) any ancillary storage of goods brought to the premises by those vehicles; and (c) the transfer of goods or persons from one vehicle to another.
unhosted short-term rental accommodation	means short-term rental accommodation that — (a) is not hosted short-term rental accommodation; and (b) accommodates a maximum of 12 people per night;
veterinary centre	means premises used to diagnose animal diseases or disorders, to surgically or medically treat animals, or for the prevention of animal diseases or disorders.
warehouse / storage	means premises including indoor or outdoor facilities used for - (a) the storage of goods, equipment, plant or materials; or (b) the display or sale by wholesale of goods.

waste disposal facility	means premises used – (a) for the disposal of waste by landfill; or (b) the incineration of hazardous, clinical or biomedical waste;
waste storage facility	means premises used to collect, consolidate, temporarily store or sort waste before transfer to a waste disposal facility or a resource recovery facility on a commercial scale.

Schedule A - Supplemental provisions to the deemed provisions

Relevant Deemed Provision	Supplemental Provisions
13B	(1) The local government may establish and maintain a significant tree register to identify trees within the Scheme area that are to be preserved. (2) The significant tree register – (a) must set out a description of each tree, its location and the reason for its entry in the significant tree register; and (b) must be available for inspection during business hours at the offices of the local government; and (c) may be published on the website of the local government. (3) The local government must not enter a tree in, or remove a tree from, the significant tree register or modify the entry of a tree in the significant tree register unless the local government – (a) notifies in writing each owner and occupier of the land which contains the tree and provides each of them with a description of the tree and the reason for its proposed entry; and (b) invites each owner and occupier to make submissions on the proposal; and (c) carries out any other consultation the local government considers appropriate; and (d) following consideration of any submissions made on the proposal, resolve that that tree be entered into the significant tree register and, if so, the reasons for its entry; or (e) resolve to not enter the tree in the register, and give reasons for doing so. (4) The owner of land upon which a registered tree exists may apply in writing to the local government to remove the tree from the significant tree register. Clause (3) shall apply to such an application as if the application to remove the tree from the register was an application to enter the tree into the register. (5) The owner or occupier of land containing a tree placed on the significant register shall not damage or remove, or permit damage to or the removal of, any such tree without prior approval in writing of the local government. (6) The local government may require assessment by an arboriculturalist to be carried out prior to the determination of an application for development approval for land which contains a tree identified on the significant tree register, or an application to remove a tree from the register.
61(1)	(1) Development approval is not required for works if – (a) the works are of a class specified in Column 1 of an item in the below table; and

	(b) if conditions are set out in Column 2 of the below table opposite that item – all of those conditions are satisfied in relation to the works.	
	Column 1 Works	Column 2 Conditions
	22. Satellite dish	The works: (a) are not visible from the street or a public place; and (b) are located behind the front setback; and (c) are no more than 1.0m in diameter; and (d) do not project above the roof of the building upon which they are mounted.
	23. Security shutters and grills	(a) the works are on a non-residential building; and (b) the works are at least 50% visually permeable when viewed from the public realm; and (c) the works are compatible with the colours and materials of the existing development on the lot; and (d) any shutter box is fixed internally.
	24. Antennas and aerials	(a) the works have a width or diameter of no more than 500mm; and (b) do not project more than 3.0m above the roof of any building on the lot.
	25. Boundary Fence	The R-Codes do not apply to the lot on either side of the works.
Part 10 – Enforcement	**Clause 85A. Transitional arrangements for local planning policies**	

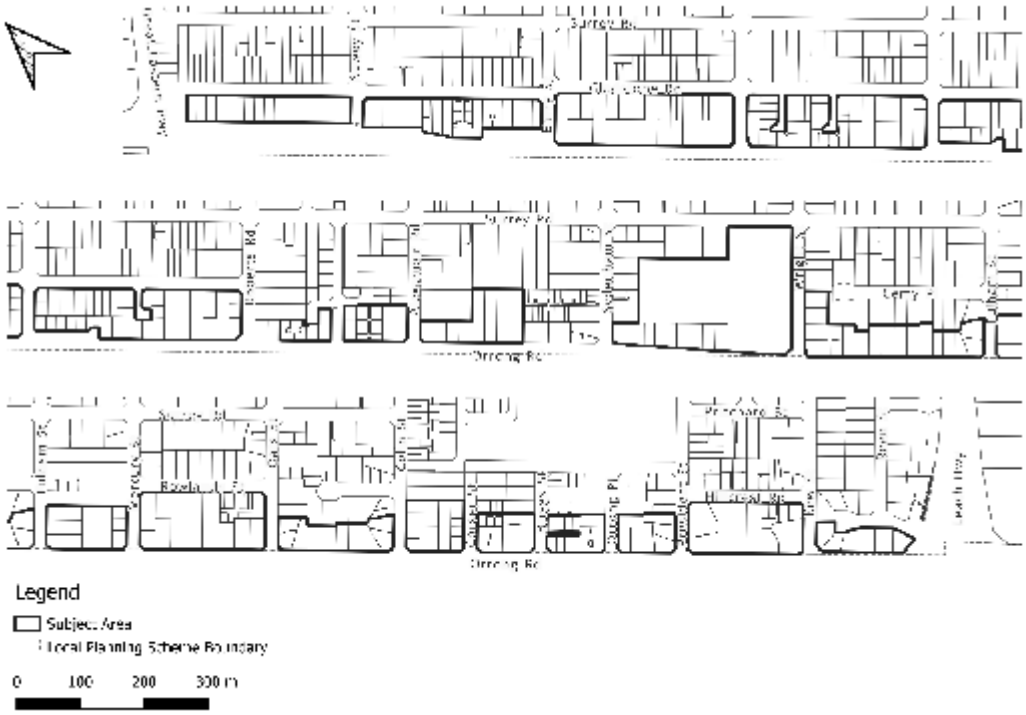
and Administration Clause 85A. Transitional arrangements for local planning policies	Where a local planning policy has been prepared in accordance with the requirements of Local Planning Scheme No. 15, it shall continue to have effect, and may be amended or revoked as if it were a local planning policy adopted under this Local Planning Scheme.

Schedule B – Development Contribution Plans

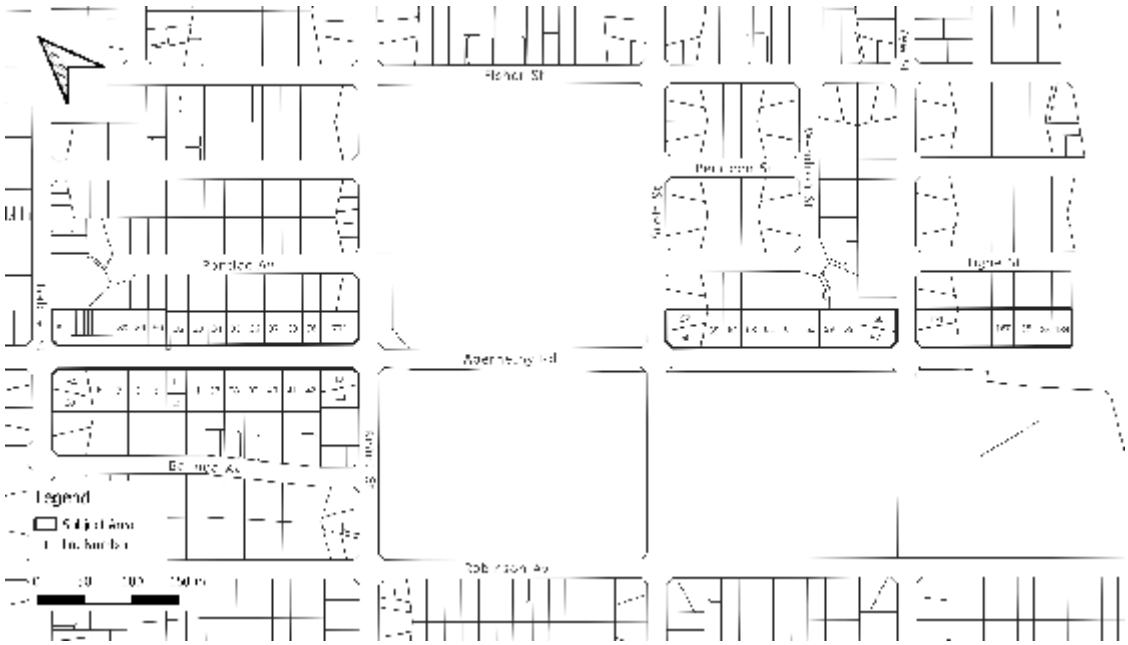
Reference No	Development Contribution Area 1
Area Name:	Development Contribution Area 1 comprises all the land referred to as The Springs Precinct identified by the scheme maps as SCA4-DCA1.
Relationship to other planning instruments:	The development contribution plan generally conforms to the following endorsed plans: • Local Planning Scheme No, (insert number); • City of Belmont Strategic Community Plan 2024 - 2034; and • Western Australian Planning Commission State Planning Policy 3.6 (Development Contributions for Infrastructure); and The Springs Structure Plan.
Infrastructure and administrative costs to be funded:	Contributions shall be made towards the following items by all landowners: 1. Civil construction costs relating to the provision and upgrading of necessary and shared public infrastructure, specifically: • Mobilisation • Site works • Retaining walls • Sewer reticulation • Stormwater and drainage • Water reticulation • Road works to existing roads (excluding Riversdale Road east of Rowe Avenue and west of Brighton Road). 2. Electrical infrastructure costs, including high voltage reinforcement where necessary. 3. Landscaping construction and remediation costs, specifically: • Public open space • Streetscape and public realm. 4. Professional and administrative fees relating to: • Environmental Remediation fees associated with the (remediation of public open space only); • Civil Engineering fees associated with: (relating to civil design and public utility upgrades); • Civil and landscaping design; • Infrastructure upgrades; • Hydrological and urban water management; • Parking & Traffic Impact System; • Urban Water Management; • Landscape Architecture (associated with public open space, streetscape and public realm); and • Civil Construction (relating to management of civil works).
Method for calculating contributions:	The development contribution for each lot within The Springs shall be calculated on the basis of Infrastructure Costs+Electricity Upgrade Costs, as follows:

	• Infrastructure Cost: The contribution for individual lots for Infrastructure Costs shall be apportioned pro-rata based on the square meterage of each lot; • Electricity Costs: The contribution for individual lots for Electricity Upgrade Costs shall be calculated pro-rata based on the anticipated demand generated by each lot (based on development potential) less the current electricity capacity; and • High Voltage Electricity Reinforcement: The contribution for high voltage electricity reinforcement shall be apportioned to lots designated as 'Mixed Use' under The Springs Structure Plan and calculated pro rata based on the anticipated demand generated by each lot (based on development potential) less the current electricity capacity. The following areas shall be excluded from the land area calculations of both the total land area in the Development Contribution Area and the Owner's land in the Development Contribution Area: • Roads designated under the Metropolitan Region Scheme as Primary Regional Roads and Other Regional Roads; • Existing public open space; • Drainage reserves; • Public utility sites; and • Other land required for Infrastructure Works.
Period of operation:	The period of operation of this DCP is deemed to continue and remain in operation until 7 February 2027 notwithstanding any other provision of the Scheme.
Priority and timing:	Landscaping (Complete)
Review process:	The Development Contribution Plan will be reviewed 5 years from the date of gazettal of the amendment to incorporate the plan, or earlier should the local government consider it appropriate having regard to the rate of development in the area and the degree of development potential still existing. The estimated infrastructure costs contained in the cost apportionment schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs referred to in Clause 36A (11c) of Local Planning Scheme No (insert number).

Schedule C – Land in Proximity to Orrong Road



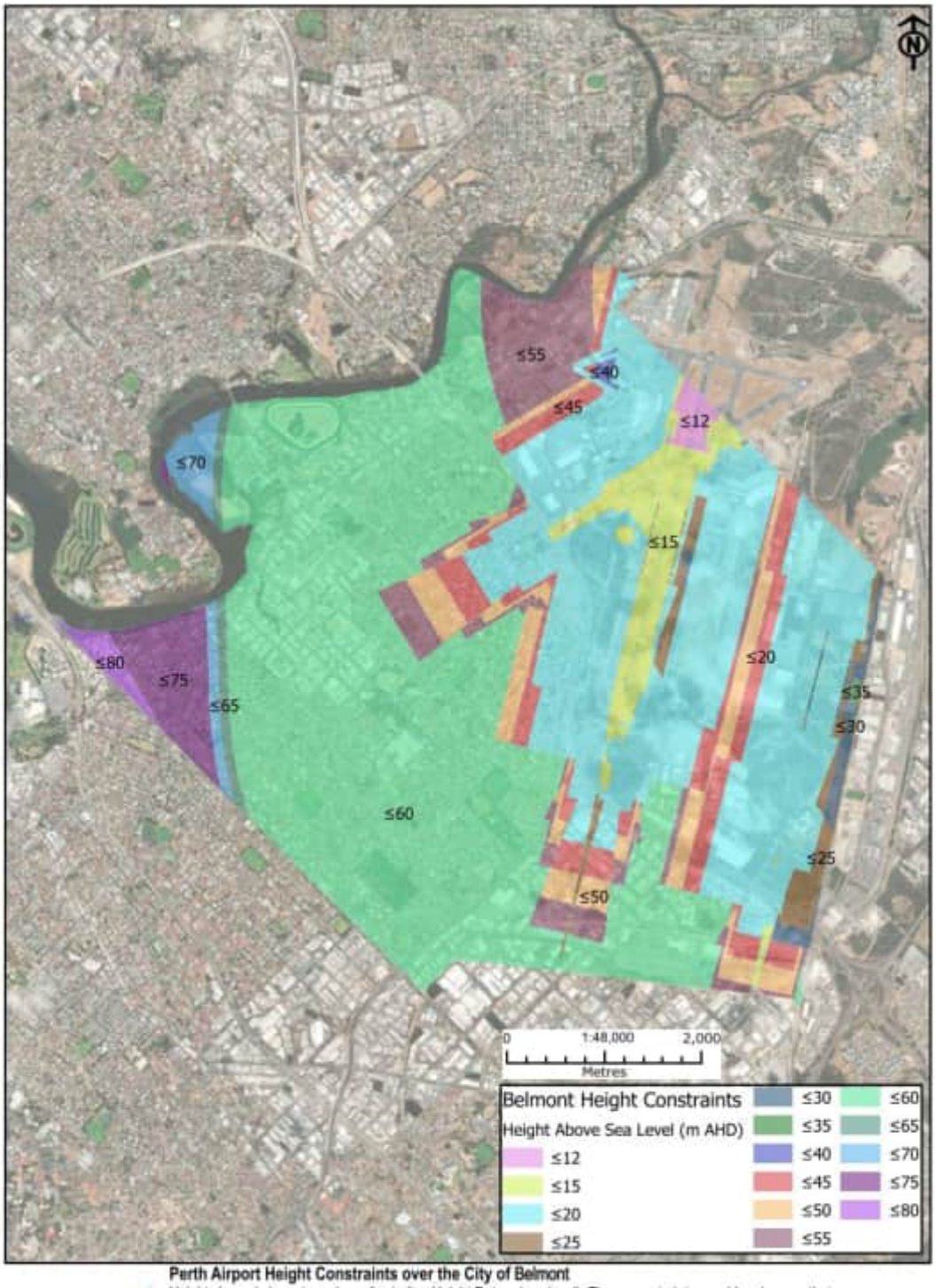
Schedule D – Land in Proximity to Abernethy Road



Schedule E – Land in Proximity to Belgravia Street

Schedule F – Land adjacent to Stanton Road and Tonkin Highway

Schedule G – Structures Height Control Contours Map



Perth Airport Height Constraints over the City of Belmont

Height shown is in metres above Australian Height Datum (sea level). These constraints consider airspace that protects visual and instrument operations for aircraft operating out of Perth Airport as well as the radio and other signals used for Communications, Navigations and Surveillance.

Perth Airport

A4

Date: 13/12/2023

LEGEND

Local Scheme Reserves

- Public Open Space
- Environmental Conservation
- Civic and Community
- Public Purposes
- IS Infrastructure Services
- E Education
- ES Emergency Services
- Drainage / Waterways
- Railways
- District Distributor Road
- Local Distributor Road
- Local Road

Local Scheme Zones

- Centre
- General Industry
- Light Industry
- Local Centre
- Mixed Use
- Neighbourhood Centre
- Private clubs, Institutions and Places of Worship
- Residential
- Service Commercial
- Urban Development

Other Categories

(see scheme text for additional information)

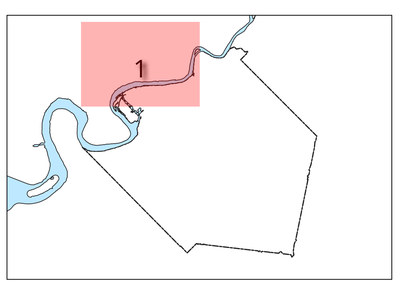
- Scheme Area Boundary
- R Codes
- A Additional Uses
- R Restricted Uses
- SCA Special Control Areas

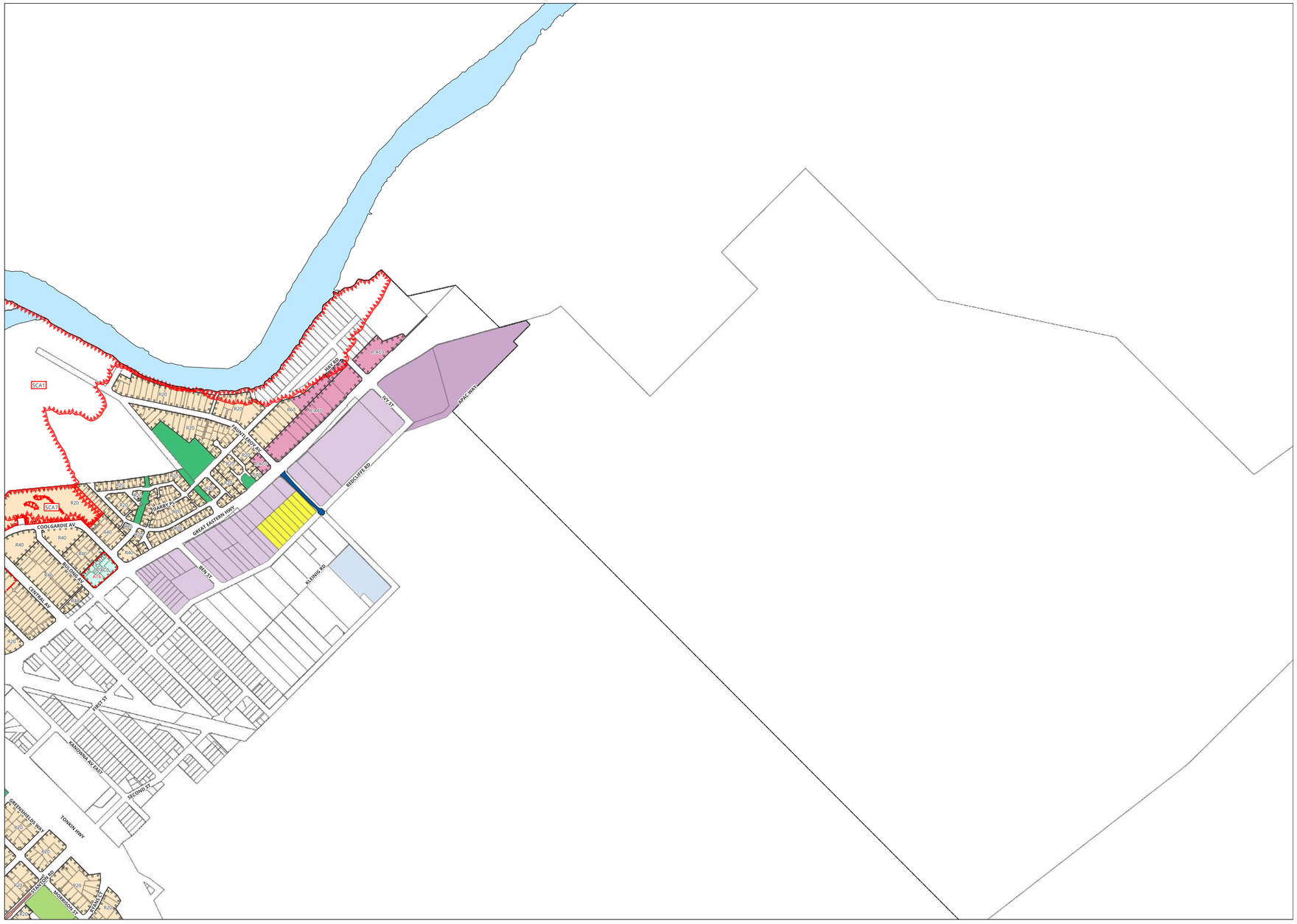
- Waterbodies

City of Belmont

Scheme Map 01 - Ascot Racecourse

0 100 200 300 400 m





LEGEND

Local Scheme Reserves

- Public Open Space
- Environmental Conservation
- Civic and Community
- Public Purposes
- IS Infrastructure Services
- E Education
- ES Emergency Services
- Drainage / Waterways
- Railways
- District Distributor Road
- Local Distributor Road
- Local Road

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- Centre
- General Industry
- Light Industry
- Local Centre
- Mixed Use
- Neighbourhood Centre
- Private clubs, Institutions and Places of Worship
- Residential
- Service Commercial
- Urban Development

Other Categories

(see scheme text for additional information)

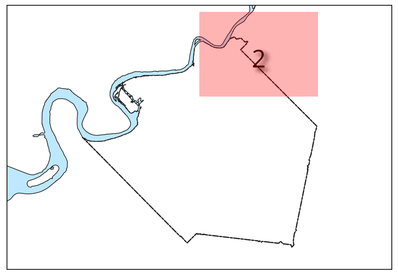
- Scheme Area Boundary
- R Codes
- A Additional Uses
- R Restricted Uses
- SCA Special Control Areas

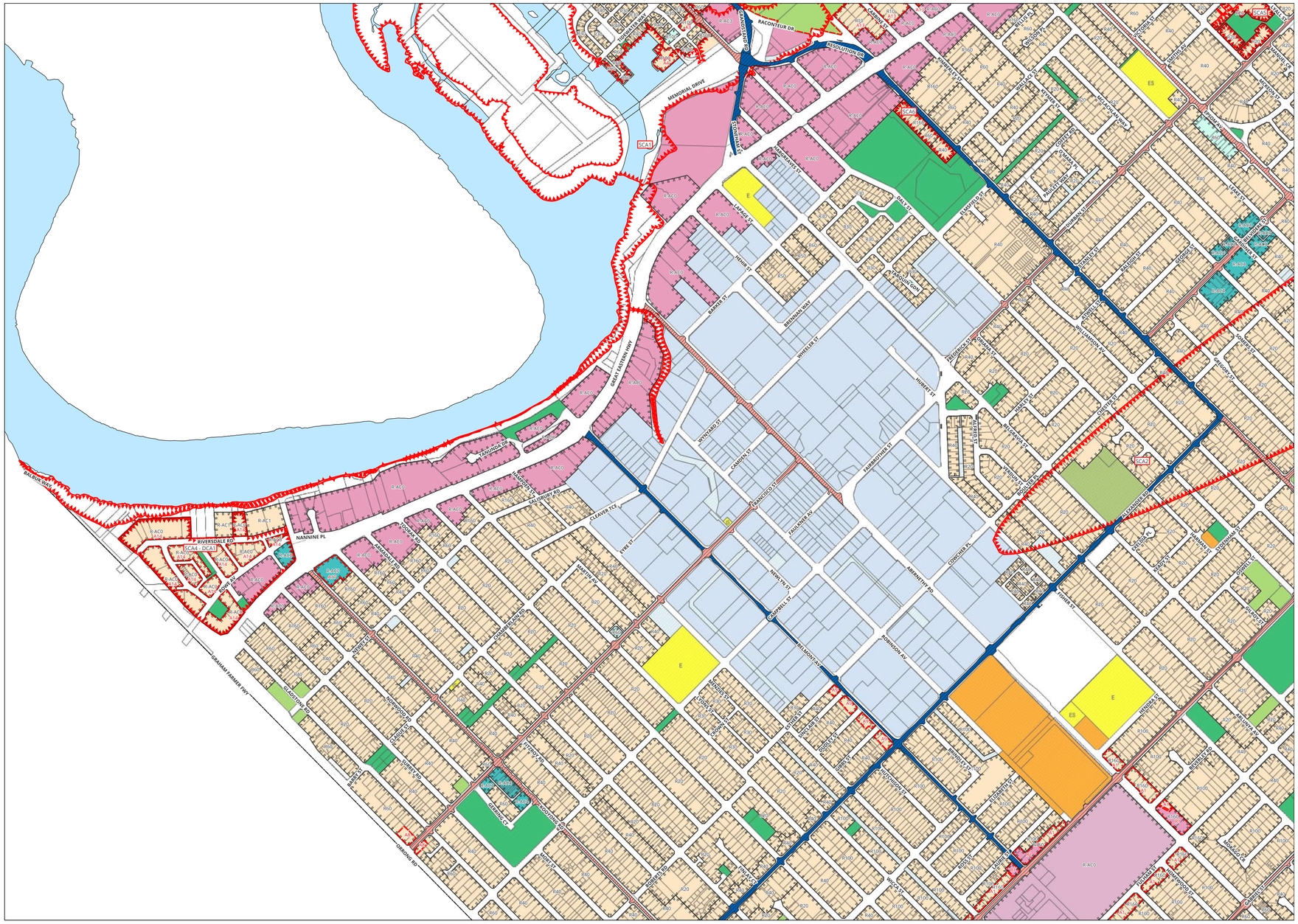
- Waterbodies

City of Belmont

Scheme Map 02 - Redcliffe

0 100 200 300 400 m





LEGEND

Local Scheme Reserves

- Public Open Space
- Environmental Conservation
- Civic and Community
- Public Purposes
- Infrastructure Services
- Education
- Emergency Services
- Drainage / Waterways
- Railways
- District Distributor Road
- Local Distributor Road
- Local Road

Local Scheme Zones

- Centre
- General Industry
- Light Industry
- Local Centre
- Mixed Use
- Neighbourhood Centre
- Private clubs, Institutions and Places of Worship
- Residential
- Service Commercial
- Urban Development

Other Categories

(see scheme text for additional information)

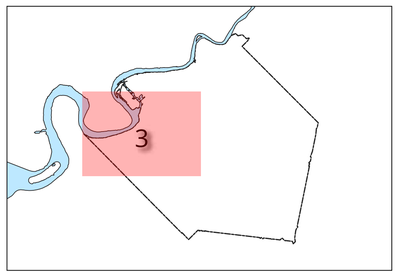
- Scheme Area Boundary
- R Codes
- Additional Uses
- Restricted Uses
- Special Control Areas

- Waterbodies

City of Belmont

Scheme Map 03 - Belmont

0 100 200 300 400 m



LEGEND

Local Scheme Reserves

- Public Open Space
- Environmental Conservation
- Civic and Community
- Public Purposes
- Infrastructure Services
- Education
- Emergency Services
- Drainage / Waterways
- Railways
- District Distributor Road
- Local Distributor Road
- Local Road

Local Scheme Zones

- Centre
- General Industry
- Light Industry
- Local Centre
- Mixed Use
- Neighbourhood Centre
- Private clubs, Institutions and Places of Worship
- Residential
- Service Commercial
- Urban Development

Other Categories

(see scheme text for additional information)

- Scheme Area Boundary
- R Codes
- Additional Uses
- Restricted Uses
- Special Control Areas

- Waterbodies

City of Belmont

Scheme Map 04 - Cloverdale

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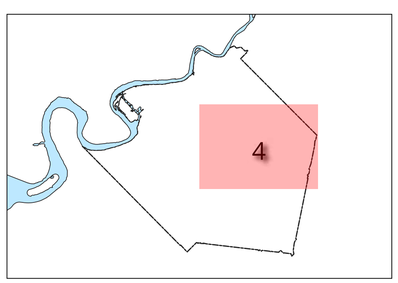

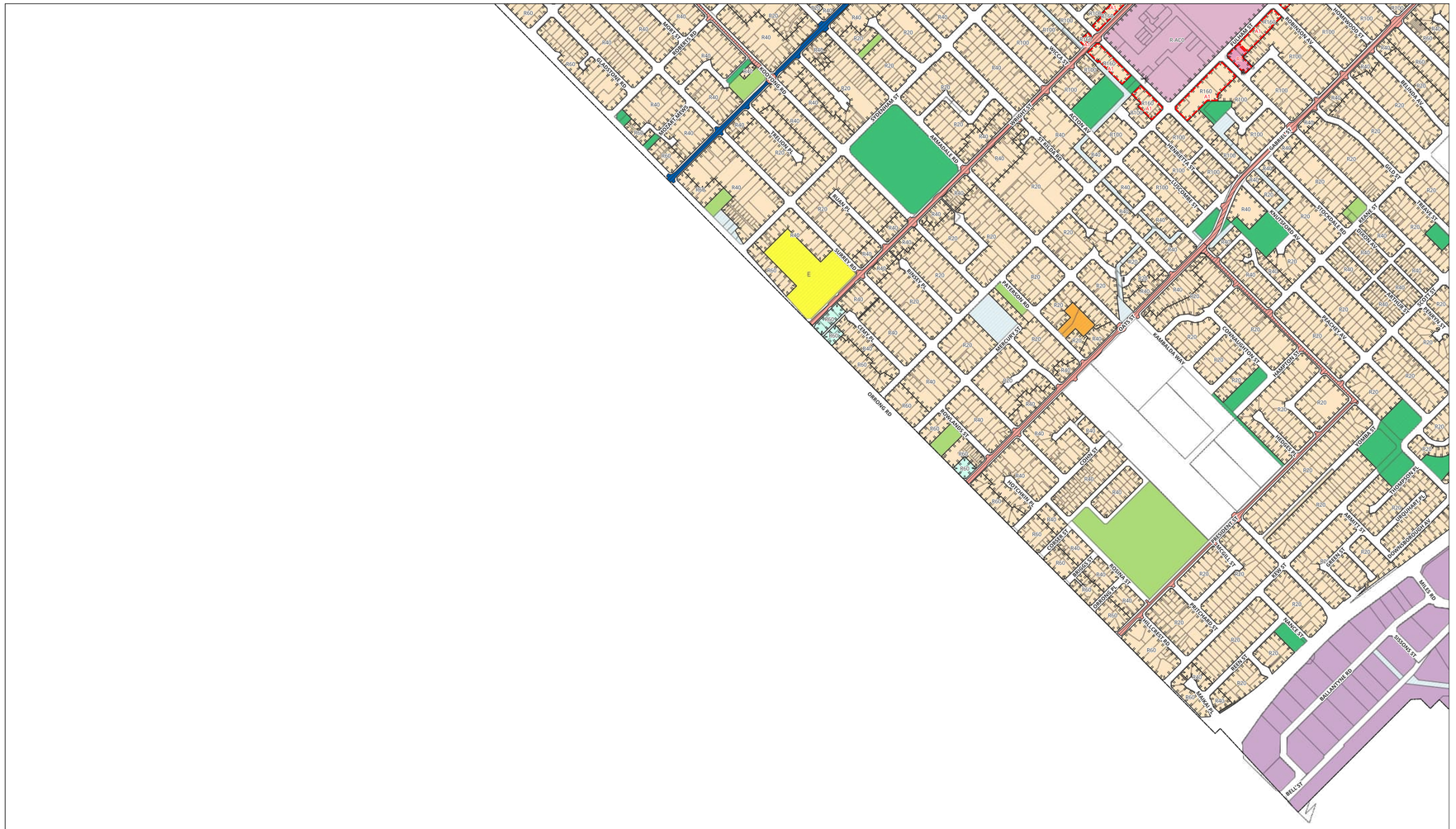
ORRONG RD
KAMBALDA WAY
GLOUCESTER RD
ROBERT RD
HOOPER RD
CARADALE RD
STORRIER ST
WILLIAM ST
KEPPEL ST
ROBINSON AV
GABRIELLE ST
RACE ST
BRAND ST
HOWARD ST
BURNHAM AV
ACACIA AV
ALEXANDRA AV
HAMPTON ST
GLYDE ST
ROSEBERY AV
HAMPTON AV
CONNAUGHTON AV
FAIRFIELD AV
ASHBURTON AV
ROSEMARY AV
HOLLYMAN ST
ROSEMARY ST
ROSSITER ST
ROSSITER AV
ROSSITER PL
ROSSITER RD
ROSSITER CL
ROSSITER WAY
ROSSITER LANE
ROSSITER GR
ROSSITER CT
ROSSITER GLEN
ROSSITER VILLAS
ROSSITER VILLAS LANE
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ROSSITER VILLAS CT
ROSSITER VILLAS GLEN
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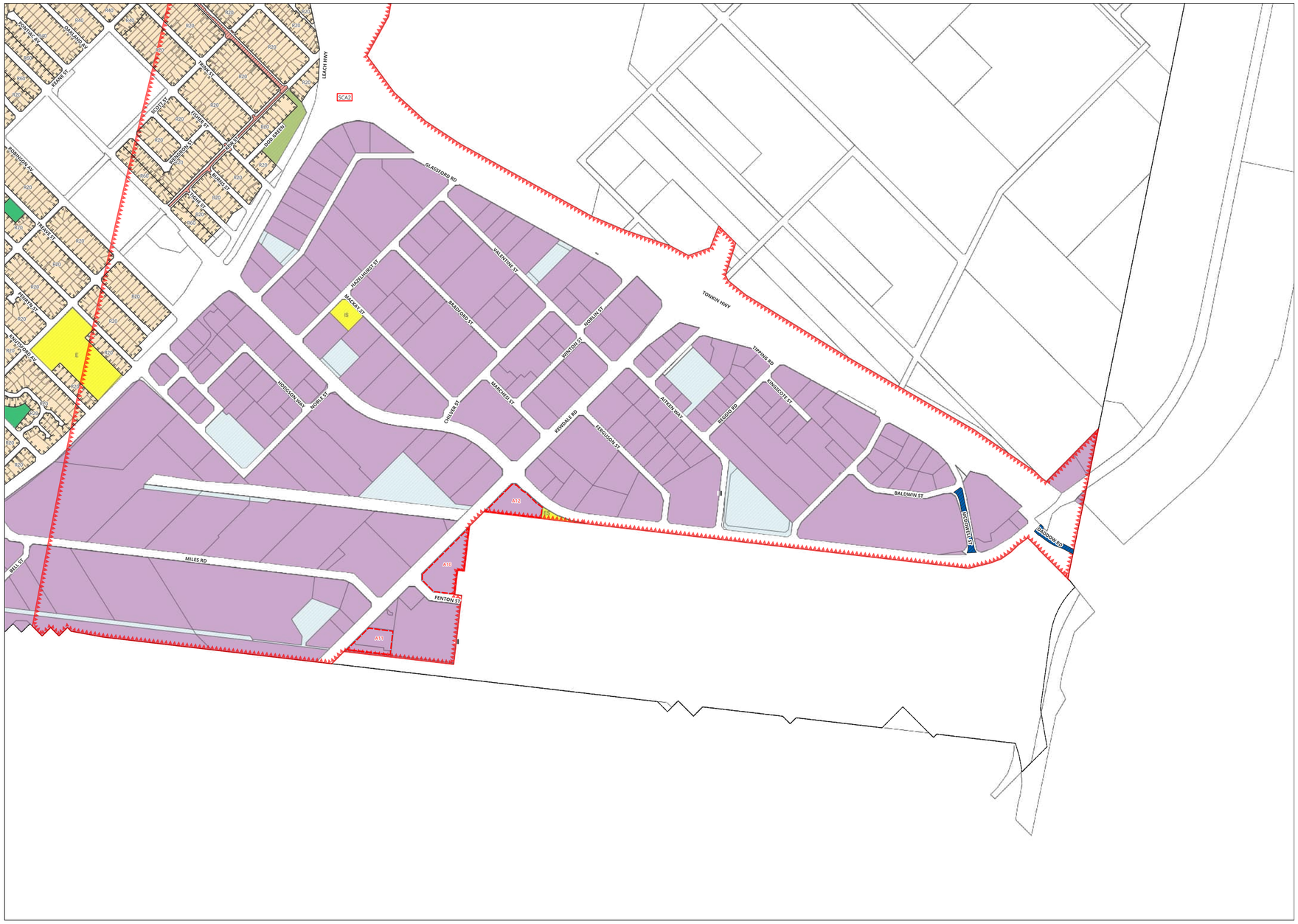
ROSSITER VILLAS ST



LEGEND

Local Scheme Reserves

- Public Open Space
- Environmental Conservation
- Civic and Community
- Public Purposes
- Infrastructure Services
- Education
- Emergency Services
- Drainage / Waterways
- Railways
- District Distributor Road
- Local Distributor Road
- Local Road

Local Scheme Zones

- Centre
- General Industry
- Light Industry
- Local Centre
- Mixed Use
- Neighbourhood Centre
- Private clubs, Institutions and Places of Worship
- Residential
- Service Commercial
- Urban Development

Other Categories

(see scheme text for additional information)

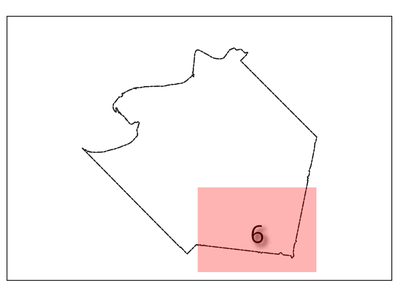
- Scheme Area Boundary
- R Codes
- Additional Uses
- Restricted Uses
- Special Control Areas

- Waterbodies

City of Belmont

Scheme Map 06 - Kewdale East

0 100 200 300 400 m



Ascot - Summary of Zoning and Density Code Changes

Area ID / Name	Map / Image	Current Zoning	Current Density Code (R-Code)	Proposed Zoning	Proposed Density Code (R-Code)
Ascot Waters	160	Special Development Precinct	Not currently assigned a density code under Local Planning Scheme No. 15.	10 Marina Drive -Local Centre Balance of the precinct – Residential	Codes ranging from R20 to R100 depending on existing lot size/scale of development.
Invercloy Estate		Special Development Precinct	Not currently assigned a density code under Local Planning Scheme No. 15.	Residential	5 Clover Place – R40 Balance of the precinct – R20

Residential and Stables		Residential and Stables	Not currently assigned a density code under Local Planning Scheme No. 15.	Residential	R10
Development Area 9		Residential and Mixed Use	R20/60 applied to the 'Residential' zone. No density code applied to the 'Mixed Use' zone.	Residential and Mixed Use	R60

Development Area 10		Mixed Use	No current density code.	Residential	R60 code to 13 Epsom Avenue R20 code to 1 Epsom Avenue and 7 Thompson Street. R10 density code to 9 Thompson Street.
Land Surrounding Ascot Local Centre including Lot 600 Central Avenue & Lot 601 Coolgardie Avenue		Residential	R20	Residential	R40

Ascot Local Centre		Mixed Use	No Density Code	Local Centre	R-AC0
126 and 128 Tibradden Circle, Ascot		Residential	R20	Residential	R40

Great Eastern Highway Corridor		Mixed Use	No density code	Mixed Use	R-AC0

Belmont - Summary of Zoning and Density Code Changes

Area ID / Name	Map / Image	Current Zoning	Current Density Code (R-Code)	Proposed Zoning	Proposed Density Code (R-Code)
Belgravia Residential Estate		Special Development Precinct	No current density code.	Residential	R30
Epsom Avenue Local Centre		Commercial	No current density code	Local Centre	R60

Belmay Local Centre		Commercial and Place of Public Assembly	No current density code	Local Centre	R60
Lots surrounding/Abutting Belmay Local Centre		Residential	R20 and R12.5	Residential	R40

Belvidere Street Neighbourhood Centre		Special Development Precinct	No current density code	Neighbourhood Centre	R-AC4
R20 lots within the streetblock bound by Hardey Road, Belvidere Street, Gregory Street and Ellard Avenue		Residential	R20	Residential	R40

Belmont Business Park		Mixed Business	No current density code	Service Commercial apart from: • 68 Fisher Street – Residential • Lots fronting Great Eastern Highway – Mixed Use • Belmont Primary School – Reserve 'Education'	R-AC0 density code to lots fronting Great Eastern Highway. R40 density code to 68 Fisher Street
Great Eastern Highway Corridor		Mixed Business, Mixed Use and Service Station	No current density code	Mixed Use	R-AC0

Great Eastern Highway Corridor Transition Area		Residential	R20 and R20/40	Residential	Establish a transition back from the Corridor with codes of R160, R60 and R40
Local Planning Policy No. 4 Area		Residential	Lots fronting Belgravia Street – R60 Lots in the remainder of the precinct – R20/50	Residential	Lots fronting Belgravia Street – R60 Lots in the remainder of the precinct – R50

Cloverdale - Summary of Zoning and Density Code Changes

Area ID / Name	Map / Image	Current Zoning	Current Density Code (R-Code)	Proposed Zoning	Proposed Density Code (R-Code)
Love Street Local Centre		Commercial	No current density code	Local Centre	R60
Belgravia Street Local Centre		Commercial	No current density code	Local Centre	R60

Abernethy Road and Local Planning Policy No. 3		Residential	R20/60	Residential	R60

Kewdale - Summary of Zoning and Density Code Changes

Area ID / Name	Map / Image	Current Zoning	Current Density Code (R-Code)	Proposed Zoning	Proposed Density Code (R-Code)
Wright Street Local Centre		Commercial	No current density code	Local Centre	R60
Belmont Square Local Centre		Commercial	No current density code	Local Centre	R60

Orrong Road Corridor		Residential	R20/60	Residential	R60
Kewdale Industrial Area		Industrial, Commercial and Service Station	N/A	General Industry	N/A

Redcliffe - Summary of Zoning and Density Code Changes

Area ID / Name	Map / Image	Current Zoning	Current Density Code (R-Code)	Proposed Zoning	Proposed Density Code (R-Code)
Land opposite Belmay Local Centre		Residential	R12.5 and R20	Residential	R40
Unzoned land adjacent to Development Area 4		No current zoning	No current density code	Residential	R20

Development Area 6		Residential, Mixed Use and reserved Parks and Recreation and Public Purposes	R20	Will be subject to the Redcliffe Station Improvement Scheme not the draft Local Planning Scheme	Will be subject to the Redcliffe Station Improvement Scheme not the draft Local Planning Scheme
Great Eastern Highway Corridor		Mixed Use	No current density code	Mixed Use	R-AC0

Great Eastern Highway Corridor Transition Area		Residential	R20 and R20/40	Residential	Establish a transition using codes of R160, R60 and R40
Redcliffe Industrial Area		Industrial	N/A	Land west of Ivy Street – Light Industry Land east of Ivy Street – General Industry	N/A

130 Fauntleroy Avenue		Mixed Use	N/A	Service Commercial	N/A
2-10 Greenshields Way		Place of Public Assembly	N/A	Reserve Public Open Space	N/A

Rivervale - Summary of Zoning and Density Code Changes

Area ID / Name	Map / Image	Current Zoning	Current Density Code (R-Code)	Proposed Zoning	Proposed Density Code (R-Code)
The Springs		Special Development Precinct	No current density code.	31 Rowe Avenue – Neighbourhood Centre Lots south of Rowe Avenue and East of Hawksburn Road – Mixed Use The balance of the precinct – Residential	R-AC0
Lots adjacent to the Springs		Residential	R100	Residential	R-AC1

Eastgate Neighbourhood Centre		Commercial and Residential	No current density code	Neighbourhood Centre	R-AC0
Kooyong Village Neighbourhood Centre and surrounding land		Commercial	No current density code	Neighbourhood Centre	The Centre - R-AC4 92 Kooyong Road – R60 Properties at the rear of Jupp Lane – R60 R40 code to all other lots currently coded R20/40

Francisco Street Local Centre		Commercial	No current density code	Local Centre	R60
Great Eastern Highway Corridor		Mixed Use, Mixed Business, Service Station and Residential	Mixed Use – No current density code Residential – R100 and R20	Mixed Use	R-AC0

Great Eastern Highway Transition Area		Residential and Mixed Use	South of Great Eastern Highway – R20, R20/40 and R20/60 North of Great Eastern Highway – R100 and no density code assigned to Mixed Use zoned properties	Residential (south of Great Eastern Highway) and Mixed Use (north of Great Eastern Highway)	Lots south of Great Eastern Highway – establish a transition using codes of R160, R60 and R40 Lots north of Great Eastern Highway – Apply an R-AC0 density code and include them within the Great Eastern Highway Urban Corridor Policy.
Belmont Business Park		Mixed Business	N/A	Service Commercial apart from residential properties along Esther Street which should be zoned 'Residential'	No density code to be applied to Mixed Business zoned properties. Residential properties along Esther Street – R30

Orrong Road Corridor		Residential and Places of Public Assembly	R20/60	Residential and Private Clubs, Institutions and Places of Worship	Residential zoned properties - R60

Town Centre - Summary of Zoning and Density Code Changes

Area ID / Name	Map / Image	Current Zoning	Current Density Code (R-Code)	Proposed Zoning	Proposed Density Code (R-Code)
Town Centre		Town Centre	No current density code	Centre	R-AC0
Commercial and Mixed Use zoned lots within the Town Centre Frame		Commercial and Mixed Use	No current density code	Mixed Use	R160

Residential zoned lots within the Town Centre Frame		Residential	Residential – R20/50/100	Residential Mixed Use to 321 – 325 Abernethy Road	R160
R20/50/100 area outside the Town Centre Frame		Residential	R20/50/100	Residential	R100

Density Changes Surrounding Select Activity Centres

Area Description	Map / Image	Current Density Code (R-Code)	Proposed Density Code (R-Code)	Justification
Land Immediately Surrounding Belmont Secondary Centre		R20/50/100	R160	The density of lots immediately surrounding the Centre is currently R20/50/100. This has resulted in 12.75 dwellings per urban-zoned hectare, which is below the 40 dwellings per hectare target outlined in SPP 4.2. To support the viability of the centre and assist in achieving the applicable density target, it is proposed to introduce an R160 density code to land immediately opposite the Secondary Centre. This will help establish an appropriate transition in density while encouraging higher intensity development in close proximity to the centre.
Existing R20/50/100 Area Outside Centre Frame Area		R20/50/100	R100	The City's draft Local Housing Strategy previously identified the potential to introduce a more refined transition in density across the broader R20/50/100 coded area. However, further investigation has determined that this approach is not appropriate. In particular, it is not considered suitable to downcode land in proximity to the Secondary Centre, especially given that the density targets under State Planning Policy 4.2 are not currently being achieved. Accordingly, it is proposed to apply an R100 density code to land currently coded R20/50/100, maintaining development potential while supporting the role and function of the Secondary Centre.

Land in proximity to Ascot Local Centre		R20	R40	The density of lots bound by Great Eastern Highway, Coolgardie Avenue, and Central Avenue is currently R20. This has resulted in 9.15 dwellings per urban-zoned hectare, which is below the 25 dwellings per hectare target outlined in SPP 4.2. In response, it is proposed to increase the density coding to R40. This change is expected to facilitate gradual redevelopment over time, support the ongoing function and operation of the activity centre, and contribute towards achieving the applicable density target. The City's draft Local Housing Strategy previously noted that the centre performs a more specialised role, with existing land uses not currently providing for daily or convenience needs. On this basis, the Strategy suggested that increased residential densities could be considered if the centre were to undergo redevelopment. On further review, it is considered appropriate to proceed with upcoding the surrounding land at this stage. This approach may help to enable and support the future redevelopment of the centre, including the introduction of daily and convenience services to better meet the needs of the surrounding community.

Land in proximity to Kooyong Road Neighbourhood Centre		R20/40	R60	The area surrounding the centre is currently coded R20/40 which has resulted in an average yield of 17.81 dwellings per urban-zoned hectare. This is below 25 dwellings per hectare target outlined in SPP 4.2. Land within 200 metres of the centre has largely been developed. To support achieving the applicable dwelling target, an increase in density from R20/40 to R60 is proposed for sites adjacent to the centre, including 92 Kooyong Road and land at the rear of Jupp Lane. 92 Kooyong Road has remained vacant for an extended period and benefits from multiple street frontages, making it suitable for higher density development. Land at the rear of Jupp Lane may also present opportunities for future residential development.
Land in proximity to Belmay Local Centre		R20 and R12.5	R40	Land surrounding the centre is currently coded R20 and R12.5 under LPS 15. The lower R12.5 density coding was historically applied due to the land being subject to a higher aircraft noise contour. This land is now subject to a lower aircraft noise contour. The existing density codes have yielded approximately 7.82 dwellings per urban zoned hectare, which is below the target of 25 dwellings per hectare outlined in SPP 4.2. The centre currently provides a limited range of convenience goods and services. Increasing residential densities in proximity to the centre presents an opportunity to support its viability and encourage reinvestment. Additionally, redevelopment of adjacent lots would assist in achieving applicable dwelling targets. Accordingly, an R40 density code is proposed for land immediately adjoining the centre, including lots on the opposite side of Epsom Avenue.

Land Use Comparison Table

Model Provisions	New Scheme	Officer Comment
N/A	**Ancillary Dwelling** has the same meaning given to it in the Residential Design Codes.	Refers to the definition contained within the Residential Design Codes. Provides for different permissibilities to be provided to the use across the relevant zones.
Bulky Goods Showroom means premises a) used to sell by retail any of the goods and accessories of the following types that are principally used for domestic purposes — i) automotive parts and accessories ii) camping, outdoor and recreation goods; iii) electric light fittings; iv) animal supplies including equestrian and pet goods; v) floor and window coverings; vi) furniture, bedding, furnishings, fabrics,	**Bulky Goods Showroom** means premises (a) used to sell by retail any of the goods and accessories of the following types that are principally used for domestic purposes - (i) automotive parts and accessories; (ii) camping, outdoor and recreation goods; (iii) electric light fittings; (iv) animal supplies including equestrian and pet goods; (v) floor and window coverings; (vi) furniture, beddings, furnishings, fabrics,	Part (b) of the Model Provisions definition has not been included. There are concerns that inclusion of (b), may lead to large scale 'Shop' land uses establishing outside activity centres.

manchester and homewares; vii) household appliances, electrical goods and home entertainment goods; viii) party supplies; ix) office equipment and supplies; x) babies and children's goods, including play equipment and accessories; xi) sporting, cycling, leisure, fitness goods and accessories; xii) swimming pools; or b) used to sell by retail goods and accessories by retail if – i) a large area is required for the handling, display or storage of the goods; or ii) vehicular access is required to the premises for the purpose of	manchester and homewares; (vii) household appliances, electrical goods and home entertainment goods; (viii) party supplies; (ix) office equipment and supplies; (x) babies' and children's goods, including play equipment and accessories; (xi) sporting, cycling, leisure, fitness goods and accessories; (xii) swimming pools.	

collection of purchased goods.		
Education Establishment means premises used for the purposes of providing education, including premises used for a school, higher education institution, business college, academy or other educational institution.	**Education Establishment** means premises used for the purposes of providing education, including premises used for a school, higher education institution, business college, academy or other educational institution, but does not include premises where instruction is undertaken through practical training activities involving the operation or use of machinery, tools, equipment, or workshop based facilities.	Inclusion of the 'red' text to differentiate the use from 'Training Centre' and allow for appropriate permissibilities to be applied across the relevant zones.
N/A	**Grouped Dwelling** has the same meaning given to it in the Residential Design Codes.	Refers to the definition contained within the Residential Design Codes. Provides for different permissibilities to be provided to the use across the relevant zones.
N/A	**Independent Living Complex** means a development with self-contained, independent dwellings for aged or dependent persons	Whilst land use is not defined within the *Planning and Development (Local Planning Schemes) Regulations 2015*, the use is defined in the Department of Planning,

	together with communal amenities and facilities for residents and staff that are incidental and ancillary to the provision of such accommodation, but does not include a development which includes these features as a component of a residential aged care facility.	Lands and Heritage Position Statement: Residential accommodation for ageing persons. The definition within the draft Scheme is consistent with the definition from the Position Statement.
Fast Food Outlet/Lunch Bar means premises, including premises with a facility for drive-through service, used for the preparation, sale and serving of food to customers in a form ready to be eaten — (a) without further preparation; and (b) primarily off the premises;	**Fast Food Outlet** means premises, including premises with a facility for drive-through service, used for the preparation, sale and serving of food to customers in a form ready to be eaten — (a) without further preparation; and (b) primarily off the premises; **Lunch Bar** means premises or part of premises used for the sale of takeaway food (in a form ready to be consumed without further preparation) within industrial or commercial areas.	The draft Scheme has separated the uses of Fast Food Outlet and Lunch Bar. This is to avoid a proliferation of Fast Food Outlets establishing along key regional roads within the Kewdale Industrial Area. Separating the two uses does however provide for traditional lunch bars to be considered within the Industrial zones.
N/A	**Multiple Dwelling**	

	has the same meaning given to it in the Residential Design Codes.	Refers to the definition contained within the Residential Design Codes. Provides for different permissibilities to be provided to the use across the relevant zones.
N/A	**Residential Building** has the same meaning given to it in the Residential Design Codes.	Refers to the definition contained within the Residential Design Codes. Provides for different permissibilities to be provided to the use across the relevant zones.
N/A	**Residential Aged Care Facility** means a residential facility providing personal and/or nursing care primarily to people who are frail and aged or dependent persons which, as well as accommodation, includes; (a) appropriate staffing to meet the nursing and personal care needs of residents; (b) meals and cleaning services; (c) furnishings, furniture and equipment. This may consist of multiple components that include communal	Whilst land use is not defined within the *Planning and Development (Local Planning Schemes) Regulations 2015*, the use is defined in the Department of Planning, Lands and Heritage Position Statement: Residential accommodation for ageing persons. The definition within the draft Scheme is consistent with the definition from the Position Statement.

	amenities and land uses for residents and staff that are incidental and ancillary to the provision of such accommodation, residential respite (short term) care and an independent living complex, but does not include a hospital, rehabilitation or psychiatric facility.	
N/A	**Stables** means premises used for the keeping, breeding, agistment and rearing of horses and ponies and may include the use of associated buildings, corrals, and compounds.	This definition has been carried forward from LPS 15 and is considered necessary to retain to continue to provide for this land use within appropriate areas of Ascot, to support the operation of Ascot Racecourse.
N/A	**Single House** has the same meaning given to it in the Residential Design Codes.	Refers to the definition contained within the Residential Design Codes. Provides for different permissibilities to be provided to the use across the relevant zones.
N/A	**Studio** means a building or part of a building used as a work-room by a painter, photographer, sculptor or craftsperson in the conduct of his/her profession and includes	Although this definition is not contained within the Model Provisions of the Regulations, it has been included in the draft Local Planning Scheme to provide clarity around the operation of artist studios within the City. The

	incidental display and sale of things made, decorated or adapted therein;	definition recognises the distinct nature of these uses, which typically involve small-scale creative production with incidental display and sale, and distinguishes them from broader commercial or retail activities. Its inclusion supports appropriate assessment of such proposals and ensures they are considered consistently and in accordance with their intended scale and function.
N/A	**Training Centre** means premises specifically designed for the delivery of vocational education and skill development where instruction is primarily undertaken through practical training activities, including the operation or use of machinery, tools, equipment, or workshop-based facilities, and is directly related to industrial, trade, technical, or similar occupations.	The 'Training Centre' definition has been included in the draft Local Planning Scheme despite not being a Model Provision definition. Its inclusion recognises the need to provide for vocational and trade-based training within industrial and service commercial areas, where practical, machinery-based instruction forms a core component of the activity. These uses are distinct from a traditional 'Education Establishment', which is generally intended to apply to more formal academic settings and may not

		appropriately reflect the operational characteristics of workshop-based or industrial training facilities. Introducing a separate definition ensures such proposals can be assessed within the appropriate zoning context, consistent with their scale, function and amenity impacts.

Review of Additional Uses

Location/Address	Additional Use Change	Justification
R160 'Residential' zoned land surrounding Belmont Secondary Centre	'Restaurant/Café' land use proposed.	The intent of the frame area is to accommodate a mix of residential and commercial uses that support the town centre. A 'Restaurant/Café' use is considered consistent with this intent.
Lot 9002 and Lot 7705 (71) Grandstand Road and Lot 100 (1) Raconteur Drive, Ascot	Horse Sales is not proposed to be carried into the new Scheme.	This use is not a 'Model Provision' or a land use proposed under the new Scheme. It may instead be considered as a 'Use Not Listed' if necessary.
Ascot Waters Precinct	Certain Additional Uses are no longer proposed to apply to the entire Ascot Waters precinct. Instead, appropriate uses such as 'Restaurant/Cafe' and 'Office' are proposed to apply to certain sites within this precinct.	The majority of land within the precinct has been developed for residential purposes. Consequently, the existing Additional Uses are no longer considered appropriate to apply to the entire precinct. However, it is considered appropriate to provide for a 'Restaurant/Café' use at 2 and 16 Marina

		Drive and 2 Waterway Crescent. An 'Office' use is also proposed to be permissible at 2 Marina Drive. These uses are either already approved for these properties or are considered appropriate having regard to their location and built form outcomes.
Forrestfield Marshalling Yard Office Park Lot 13575, Lot 700 and Lot 767 Abernethy Road, FORRESTFIELD 6058	Additional uses are no longer proposed to apply.	The existing land uses are no longer considered appropriate, noting that the site has been developed for industrial purposes.
101-105 Orrong Road, Rivervale and 289-295 Orrong Road, Kewdale	Additional Uses are no longer proposed to apply to the land.	These sites have all been developed for residential purposes and are no longer considered appropriate to accommodate Additional Uses.
Land on the corner of Oats Street and Orrong Road	Additional Uses are no longer proposed to apply to the land.	Two sites have been developed for residential purposes and are no longer considered appropriate to accommodate Additional Uses. The site at 347 Orrong Road has been acquired by the

		Department of Planning, Lands and Heritage for drainage purposes.
234-236 Epsom Avenue, Belmont	Additional Use of 'Place of Worship' no longer proposed to apply to the land.	As this use is largely inactive and generates minimal daily activity, it is considered inappropriate as an Additional Use within activity centres.
34-48 Belgravia Street and 56 Barker Street, Belmont	Additional Uses 'Consulting room', 'Office', 'Showroom' and 'Studio' are no longer proposed to apply to the land.	The land has been developed for residential purposes and is no longer considered appropriate to accommodate Additional Uses.
329 Orrong Road, Kewdale	Additional Use of 'Place of Worship' no longer proposed to apply to the land.	The land is now proposed to be zoned 'Private Clubs, Institutions and Places of Worship'. A 'Place of Worship' is proposed to be assigned a 'D' permissibility.
398 Great Eastern Highway, Ascot	Additional Use of 'Shop' no longer proposed to apply to the land.	As the site is proposed to be zoned 'Local Centre', the 'Shop' land use will be permissible.
210 Great Eastern Highway, Ascot	Additional Use of 'Convenience Store' and 'Motor Vehicle Wash' no longer proposed to apply to the land.	The land is currently occupied by a service station, and there is no longer a need to provide an Additional Use.
126 Tibradden Circle, Ascot	Additional density bonus up to R40 is no	The land is proposed to be assigned an R40 density code.

	longer proposed to apply to the land.	
118-128 Kewdale Road, Kewdale	Additional Use of 'Office' no longer proposed to apply to the land.	The 'Office' use has already been established as an 'Incidental' use within the 'General Industry' and 'Light Industry' zones; therefore, there is no need to retain it as an Additional Use.
Lots 393–396 and Lot 1, located along Tipping Road, extending to the corner of Aitken Way, Kewdale	Additional Use of 'Office' no longer proposed to apply to the land.	
Land on the corner of Leach Highway and Abernethy Road, Kewdale	Additional Use of 'Office' no longer proposed to apply to the land.	
Land on the corner of Keymer Street and Belvidere Street, Belmont	Additional Use of 'Service Station' no longer proposed to apply to the land.	The existing service station will become a non-conforming use under the new scheme.
Land subject to non-contiguous lots located across several streets, including Belvidere Street, Gardiner Street, Leake Street, Keymer Street and Somers Street.	Additional Use of 'Dry-cleaning premises', 'Educational Establishment', 'Health Centre', 'Laundromat', 'Massage Parlour', 'Public Amusement' 'Vet Consulting Rooms' no longer proposed to apply to the land.	The land is proposed to be zoned 'Neighbourhood Centre' under the new Scheme, with existing Additional Uses already accommodated through changes to land use permissibility.

New Additional Uses

Location/Address	Proposed Additional Use	Justification
Land currently zoned 'Residential and Stables' that does not abut the Swan River.	Additional Uses of 'Stables', 'Veterinary Centre' and 'Commercial Vehicle Parking'	Under LPS 15, applications for a residence within the 'Residential and Stables' zone must set aside a future

		stables area of no less than 70m^2 (in accordance with the City's Consolidated Local Law 2020), which cannot be developed even if a landowner does not intend to establish stables. Given the declining numbers of stables in the area, with only 46.4% of licensed stables currently in active use (representing 22.3% of lots in the precinct), it is considered appropriate to remove the mandatory future stables requirement for lots proposing only a residence. Notwithstanding this, the precinct continues to support the horse racing industry. Accordingly, the draft Scheme can accommodate horse-related uses through inclusion of the non-model land use 'Stables', and introduces 'Veterinary Centre' and 'Commercial Vehicle Parking' as Additional Uses to support the

		ongoing operation of the industry. These uses are not proposed to apply to land within the precinct that abuts the Swan River, to minimise the risk of contaminants entering the river system.
Land within The Springs precinct that is proposed to be zoned 'Residential'.	Additional Uses of 'Restaurant/Café', 'Office' and 'Recreation – Private'	As outlined in the report, a portion of The Springs precinct is proposed to be zoned 'Residential'. In recognition of the precinct's diverse character, and to support the needs of medium to higher density development, Additional Uses including 'Restaurant/Café', 'Office' and 'Recreation – Private' are proposed to apply to this land.
Eastgate Neighbourhood Centre (49 Great Eastern Highway) and Ascot Local Centre (398 Great Eastern Highway and Lot 9 (No. 88) Coolgardie Avenue)	Additional Uses of 'Hotel' and 'Tourist and Visitor Accommodation'	The City's Local Planning Policy No. 19 – Short Term Rental Accommodation seeks to locate short term rental accommodation within proximity to Great Eastern Highway. Consistent with this approach, it is considered appropriate to provide 'Hotel' and 'Tourist

		and Visitor Accommodation' as Additional Uses within the Eastgate Neighbourhood Centre and Ascot Local Centre. A condition is proposed to apply to these Additional Use areas to ensure the centres continue to function as activity centres. Development will need to demonstrate that it is integrated within the centre in a manner that maintains active ground floor uses and does not diminish the centre's primary retail and commercial role.
1 Epsom Avenue, Ascot	Additional Uses of 'Hotel', 'Restaurant/Café', 'Small Bar', 'Tavern', and 'Tourist and Visitor Accommodation'.	These additional uses are proposed to reflect the activities already taking place on the site.
13 Epsom Avenue, Ascot	Additional Use of 'Tourist and Visitor Accommodation'	To accommodate a complementary land use that supports the adjacent hotel site.
24 and 38 Epsom Avenue, Ascot	Additional Uses of 'Caravan Park' and 'Park Home Park'	These additional uses are proposed to reflect the activities already taking place on the site.

Development Area	Comment
<u>Development Area 3</u> Land Fronting Kew Street and Abutting Dod Green 	A Structure Plan for Development Area 3 was approved by Council on 15 May 2007 and endorsed by the Western Australian Planning Commission on 29 August 2008. This Structure Plan has since expired on 19 October 2025. One lot has not been developed but given the most likely configuration for subdivision is one lot facing Dod Green and one facing Kew Street, a Structure Plan is no longer needed for this area.

<u>Development Area 4</u> Land bounded by Ryans Court, Morrison Street, Stanton Road and Tonkin Highway 	In reviewing the draft Local Planning Strategy, DPLH advised that actions referring to further detailed planning be deleted and replaced with an action identifying the land bounded by Ryans Court, Morrison Street, Stanton Road and Tonkin Highway as being subject to additional site and development requirements in the new Local Planning Scheme. These requirements are intended to ensure coordination of vehicle access and retention of significant trees. The draft Local Planning Scheme includes an additional site and development requirement consistent with this advice.

<u>Development Area 5</u> Land bounded by Stanton Road, Morrison Street, Greenshields Way and Tonkin Highway 	In reviewing the draft Local Planning Strategy, DPLH advised that actions referring to further detailed planning be deleted and replaced with an action identifying the land bounded by Ryans Court, Morrison Street, Stanton Road and Tonkin Highway as being subject to additional site and development requirements in the new Local Planning Scheme. These requirements are intended to ensure coordination of vehicle access and retention of significant trees. The draft Local Planning Scheme includes an additional site and development requirement consistent with this advice.

Development Area 6 Land bounded by Tonkin Highway, Great Eastern Highway, Coolgardie Avenue, Redcliffe Road, Fauntleroy Avenue and Precincts 1A and 1B as defined under the Perth Airport Masterplan 2004.	The Department of Planning Lands and Heritage has taken over the future planning of this precinct and have prepared a draft Improvement Scheme. Therefore, the draft Local Planning Scheme will not apply to this precinct.

Development Area 7 Lot 602 (55) Fauntleroy Avenue, Ascot	This Development Area comprises a single lot on Coolgardie Avenue, which is currently owned by the Department of Planning, Lands and Heritage. The lot is undeveloped and faces significant challenges, including geotechnical remediation, flood fringe location, bushfire-prone designation, a conservation wetland, and intersecting infrastructure.

	DPLH have advised that a structure plan or local development plan is not required for this area. Instead, they have advised that the new Local Planning Scheme should include development controls to ensure environmental considerations are addressed. Accordingly, a Special Control Area is proposed, requiring all development to obtain approval and for a geotechnical and environmental report to be prepared, addressing all relevant environmental constraints.
Development Area 9	A Structure Plan for Development Area 9 was originally endorsed by the Western Australian Planning Commission on

Land bounded by Fauntleroy Avenue, Hay Road, Lot 185 Hay Road and the rear of the Mixed Use zoned lots fronting Great Eastern Highway 	4 April 2013 and modifications were subsequently approved on 5 January 2023. The Structure Plan has since expired on 19 October 2025. Several lots have been rezoned by the Department of Planning Lands and Heritage. As rezoning has taken place and access has been coordinated, there is no longer a requirement for a structure plan.
<u>Development Area 10</u>	The approved Structure Plan proposes hotel and serviced apartment uses with buildings up to four storeys,

7 and 9 Thompson Street and 1 and 13 Epsom Avenue. 	transitioning to two storeys near neighbouring properties to manage the interface with the 'Residential and Stables' zone. As the majority of land has been developed, there is no need for a structure plan for these lots. Instead these lots can be zoned residential with appropriate density codes applied to manage the transition to the surrounding areas.

Development Area 11 The Springs bounded by the Swan River, Brighton Road, Great Eastern Highway and Graham Farmer Freeway 	The majority of the precinct has been developed in accordance with the Springs Structure Plan. In this context, it is considered appropriate to normalise the zoning under the new Local Planning Scheme and apply an R-AC0 density code. The application of the R-AC0 density code will ensure that development continues to be guided by the Structure Plan and Local Planning Policy No. 7 – The Springs Design Guidelines. Accordingly, it is not considered necessary to include an additional site and development requirement for a structure plan for this area.

Special Control Areas

Special Control Area	Justification
SCA 1 – Swan River Floodway and Flood Fringe	This SCA is intended to regulate development and subdivision within areas identified as being at risk of flooding from the Swan River. Development approval is required within the 1 in 100 year flood area, and habitable floor levels must be at least 0.5 metres above the flood level. No buildings are permitted within the floodway limit boundary.
SCA 2 – Perth Airport Noise	This SCA supports the implementation of State Planning Policy 5.1 – Land Use Planning in the Vicinity of Perth Airport. Development approval is required for development classified as 'conditionally acceptable' or 'unacceptable'. Conditions are to be placed on certificates of title advising of potential aircraft noise impacts.
SCA 3 – Perth Airport Height	LPS 15 includes a Structures Height Control Contours Map (Schedule No. 8) that establishes maximum building heights in the vicinity of Perth Airport. This map is not currently applied through a Special Control Area. The draft Local Planning Scheme proposes to include this map as a Special Control Area and require a development application for structures that exceed the height controls.
SCA 4 – Development Contribution Areas	This SCA is intended to provide for development contributions.
SCA 5 – Properties Directly Abutting Smythe Lake Park SCA 6 – Properties Directly Abutting Centenary Park	These SCAs are intended to manage development adjoining drainage basins to protect drainage infrastructure and ensure the safety and functionality of development. Any dwelling or habitable extension within these SCAs requires development approval. Applications must be supported by a geotechnical or hydrological assessment that identifies the required separation between finished floor levels and flood levels, and demonstrates the site's capacity to manage and dispose of stormwater.
SCA 7 – Lot 602 (No. 55) Fauntleroy Avenue, Ascot	This lot is currently designated under LPS 15 as Development Area 7, which previously required a structure plan. DPLH have advised that a structure plan or local development plan is not required for this area. Instead, they have advised that the new Local Planning Scheme should include development controls to ensure environmental considerations are addressed. Accordingly, a Special Control Area is proposed, requiring all development to obtain approval and for a geotechnical and environmental report to be prepared, addressing all relevant environmental constraints.

12.2 Asset Management Strategy 2026 - 2031

Voting Requirement	:	Simple Majority
Subject Index	:	141/002
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	:	Infrastructure Services

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

To consider and endorse the revised Asset Management Strategy and Improvement Plan.

Summary and key issues

- The Asset Management Strategy (AMS) 2021–2025 required review.
- A key action from the Asset Management Strategy 2021-2025 was to undertake an Asset Management Maturity Assessment (AMMA) to identify the City's current level of maturity and confirm an improvement plan.
- The independent AMMA against the ISO 55000 system element requirements determined the City's current average maturity at 48% "Partially Complete", against the City's desired target of "Well Progressed" i.e. 66% and above.
- The AMMA identified 9 priority focus areas for improvement, ranging from governance and strategic alignment to data systems and workforce competency.
- A 5-year Asset Management Improvement Plan (AMIP) has been developed. Successful implementation of this plan will advance our asset maturity levels from "Partially Complete" towards "Well Progressed".

- The level of data maturity across the City's major asset classes was also assessed using the Institute of Public Works Engineering Australia (IPWEA) endorsed International Infrastructure Management Manual (IIMM) maturity index. The assessment identified actions required to progress from Basic to Intermediate maturity level across all asset classes.
- The AMMA and AMIP have informed the review and update of the AMS which was subject to community engagement in April 2026.
- The AMS will be further reviewed in 2028, concurrently with the Strategic Community Plan (SCP). At this time the City's maturity will be reassessed under both the ISO 55000 and IIMM best practice industry frameworks.

Officer Recommendation

That Council:

1. Endorses the Asset Management Strategy 2026–2031 (Attachment 12.2.1).
2. Authorises the Chief Executive Officer to:
    a. Approve minor changes to the Asset Management Strategy 2026-2031 as required.
    b. Arrange for the Asset Management Strategy 2026-2031 to be graphically designed prior to publication.

Location

Not applicable.

Consultation

External

Community Engagement for the Asset Management Strategy 2026-2031 was undertaken in two stages.

The first stage involved an analysis of the 2025 MARKYT Community Perceptions survey to understand what matters most to the community.

The second stage involved the City setting up a Belmont Connect webpage to invite feedback on the Asset Management Strategy 2026-2031 over the period Wednesday 8 April to Sunday 26 April. The results from the engagement are as detailed in the Engagement Report attached in Attachment 12.2.4.

Strategic Community Plan implications

In accordance with the 2024–2034 Strategic Community Plan:

Key Performance Area: Place
Outcome: 8. A city that is easy to get around safely and sustainably.

Policy implications

The review and revision of the Asset Management Strategy is consistent with the objectives outlined in CP 01 - Asset Management.

Statutory environment

There are no statutory implications associated with this report.

Background

One of the key action items from the Asset Management Strategy 2021-2025 required the City to undertake a formal maturity assessment as part of its journey towards best practice asset management.

To fulfil this commitment, the City engaged an independent consultant to conduct an Asset Management Maturity Audit (AMMA). This audit was undertaken between December 2024 and June 2025 and involved a comprehensive review of all asset management documentation and interviews with key staff across relevant directorates.

The AMMA was completed against the recognised industry best practice framework of ISO 55000 and the IPWEA endorsed International Infrastructure Management Manual (IIMM). The AMMA is attached in Attachment 12.2.2.

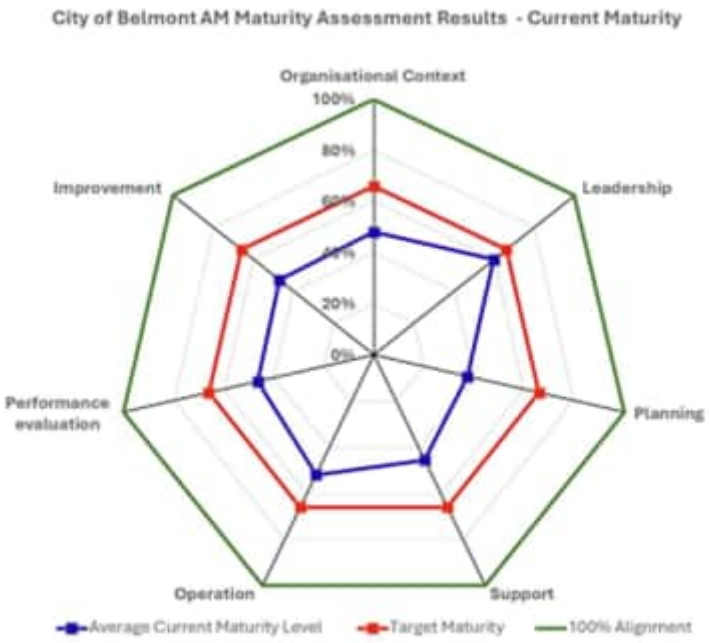
The resulting AMMA report establishes an independent baseline, and includes an Asset Management Improvement Plan (AMIP), which is attached for reference in Attachment 12.2.3.

The AMMA and AMIP have informed the revised Asset Management Strategy 2026-2031 which is attached in Attachment 12.2.1.

Report

The AMMA provides the City with a clear, evidence-based measure of our current maturity state and provides a detailed plan for improvement.

The City's current average asset management maturity is assessed as 48% "Partially Complete" with individual asset management elements ranging from 37% to 60% refer figure below:



The City's target is to achieve a "Well Progressed" (66%) maturity level across all elements. This target is considered appropriate at this time, relative to the City's asset profile, resources, and benefits likely to be realised. This target is also consistent with other comparable Perth metropolitan local governments that have embarked on an asset management improvement journey.

Nine Priority Focus Areas were identified to improve AM maturity:

1. Asset Management System (framework) – Developing a fit for purpose system that aligns with ISO 5500X.
2. Responsibilities and Accountabilities – Clarifying roles with a Responsible Accountable Consulted Informed (RACI) matrix across asset lifecycle business functions.
3. Improved alignment of strategic documents – Ensure the AM Strategy aligns with the corporate strategies and plans that guide asset management practices.
4. Strengthening business and asset planning – Expanding asset management plans to cover all asset classes.
5. Competency development – Address workforce capability/capacity to increase the level of asset management awareness across the organisation.

6. Clearly articulating data requirements to support asset management decisions – Define what the data requirements are for the City through the development of an Asset Information Plan (AIP) and data standard.
7. Enhancing Information System Support for Asset Management Activities – Consolidate asset registers and fully utilise system capacities.
8. Process Transparency – Documenting knowledge to mitigate succession risk.
9. Enhancing performance evaluation – Implement formal management reviews.

Asset Data Maturity

The City also assessed its asset data confidence using the IIMM maturity index. The framework scores data reliability on a five–point scale: Aware, Basic, Core, Intermediate and Advanced. The assessment identified all asset classes at Basic maturity level with varying degrees of progress towards Core and Intermediate levels across asset classes. The City's target is to achieve Intermediate maturity level across all asset classes.

The following actions are required to achieve Intermediate maturity across all asset classes:

1. Establishment of a Data Standard and Asset Information Plan (AIP).
2. Establishment of a data improvement plan.
3. Development of asset–specific risk registers and standard risk management processes.
4. Active monitoring and reporting.
5. Reviewing for effectiveness.
6. Systematic data collection.

Asset Management Improvement Plan

The 5-year AMIP consolidates the key assessment findings into8 key actions to improve organisation maturity in a prioritised and achievable way.

The actions include:

1. Establish an Asset Management Governance – Formalise the roles responsible for overseeing the asset management system.
2. Asset Management Objectives – Develop Specific, Measurable, Achievable, Relevant and Time-bound (SMART) goals that translate the City's objectives into asset requirements.

3. Asset Management Framework – Create a fit for purpose framework that documents our processes across the lifecycle (plan, acquire, operate, dispose).
4. Operating Model Review – Conduct a review of roles and accountabilities Responsible, Accountable, Consulted and Informed (RACI) matrix to ensure clear ownership of tasks.
5. Asset Management Strategy and Asset Management Plan Update – Review core strategic documents to ensure alignment with Corporate Business Plan/Strategic Community Plan and expand coverage to all asset classes.
6. Asset Risk Management Process – Develop asset specific risk registers and a standardised process for identifying and escalating asset risks.
7. Asset Information Plan and Data Standard – Define the data requirements needed for decision making and implement a strategy to improve data quality and support long term financial planning.
8. Asset Management Training – Provide asset "fundamentals" training to staff and awareness training for ELT.

The priority focus areas from the AMMA and the actions from the AMIP have informed the 5 key focus areas in the Asset Management Strategy 2026-2031 that will move the City towards our "Well Progressed" target maturity.

1. Asset Management Governance
    1.1. Establish AM Governance
    1.2. Develop AM Framework
2. Data & Systems
    2.1. Asset Information Plan and Data Standard
    2.2. System Integration & Data Integrity
3. Process & Risk
    3.1. Asset Risk & Criticality Framework
    3.2. Update Asset Management Plans
    3.3. Asset Handover Governance
4. Workforce Capability
    4.1. Asset Training Program
    4.2. Operating Model
5. Community Feedback Response
    5.1. Define functional Levels of Service
    5.2. Capital Project Origin

A detailed Implementation Plan will be developed to deliver these actions across the life of the AMS.

Financial implications

The implementation of the AMIP will be managed using existing operational budgets.

Any new capital or significant operational cost identified arising from implementation of the AMIP will be brought forward for consideration through future budget processes.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

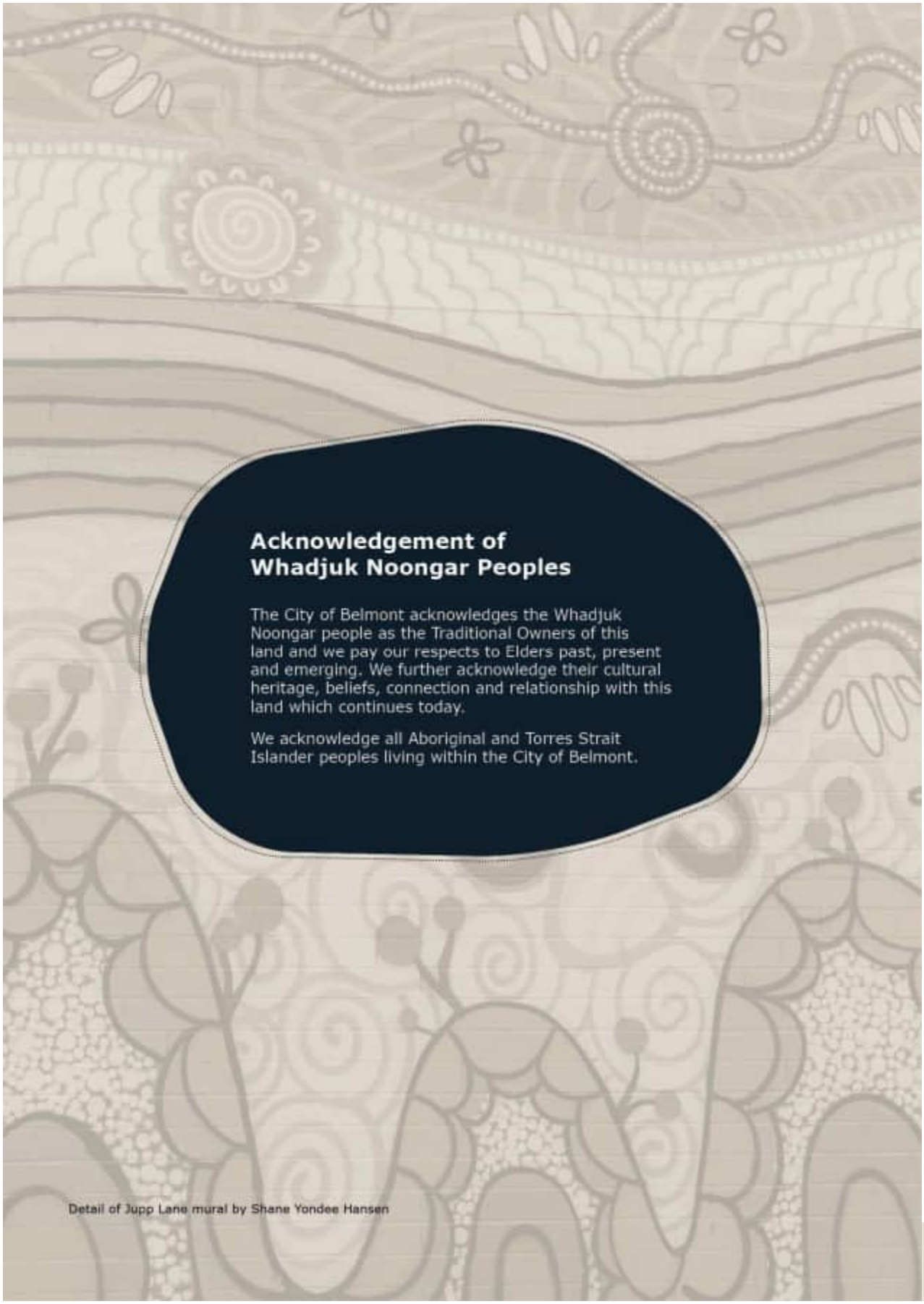
Attachment No and title
1. Asset Management Strategy 2026-2031 [**12.2.1** - 25 pages]
2. Asset Management Maturity Assessment [**12.2.2** - 49 pages]
3. Asset Management Improvement Plan [**12.2.3** - 24 pages]
4. Engagement Report - Asset Management Strategy [**12.2.4** - 4 pages]

City of Belmont

Asset Management Strategy

2026 – 2031

Publication date: [00/00/00]



Acknowledgement of Whadjuk Noongar Peoples

The City of Belmont acknowledges the Whadjuk Noongar people as the Traditional Owners of this land and we pay our respects to Elders past, present and emerging. We further acknowledge their cultural heritage, beliefs, connection and relationship with this land which continues today.

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

Detail of Jupp Lane mural by Shane Yondee Hansen

Executive summary

The City of Belmont is the City of Opportunity. We are home to a diverse and harmonious community with thriving industrial and commercial precincts (including the Perth Airport), situated on the banks of the Derbal Yerrigan (Swan River).

Underpinning this liveability is a significant portfolio of infrastructure assets ranging from roads and pathways to community buildings and parks with a current replacement cost in excess of $800 million.

As an established City experiencing ongoing growth and infill development, we face increasing pressure on our existing infrastructure. The City's focus is on service delivery through optimal and timely maintenance, renewal or upgrade of these assets. This requires a disciplined approach to financial sustainability from a 'whole of life' asset viewpoint, ensuring decisions today are affordable in the long term.

The Asset Management Strategy (AMS) 2026-2031 is a key component of the City's Asset Management Framework and provides a way forward. It marks a transition away from reliance on historical knowledge and reactive maintenance towards systems that provide a clear line of sight from our community aspirations to our daily operations.

By improving our governance, data and risk management we will ensure the City of Belmont remains a sustainable City of Opportunity for generations to come.

Contents

Executive summary 2
Introduction 4
Strategy purpose 4
Strategic context 5
Asset Management Strategy (2021-2025) 8
Asset Management Maturity Assessment 9
Future demand & key drivers 11
Our community at a glance 13
Our asset base 14
Current state of the assets 15
Community engagement 17
Focus areas 19
1. Asset Management Governance 19
2. Data & Systems 19
3. Process & Risk 20
4. Workforce Capability 20
5. Community Feedback Response 21
Delivery and reporting 22
Implementation Plan 22
Monitoring and Reporting 22
Review Cycles 22
Definitions 23

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 contact the City on 9477 7222.

For language assistance please contact TIS (Translating and Interpreting Service) on 131 450.

Introduction

The City of Belmont has long recognised the importance of asset management to its infrastructure and the services delivered to the community. Our commitment to managing these assets is well established as early participants in the Western Australian Asset Management Improvement Program (WAAMI), finalising our first generation of Asset Management Plans (AMP) in 2008.

Over the last two decades these plans have guided the City through a period of growth and stable service delivery. To build on this longstanding foundation we have now entered into a phase of responsible custodianship.

The City continues to experience growth, driven by urban densification and significant land use developments planned in the future, such as the Perth Airport precinct. With our population forecast to grow from 43,868 to 54,269 over the next 10 years, this Strategy needs to be responsive and offer clear guidance for the ongoing management of our assets though their life cycle to deliver acceptable levels of customer service. We must take into account the infrastructure capacity required as the City grows, ensuring we can support increased demand on our existing network.

Our previous strategies have served the City well, however, we recognise that reactive maintenance remains common in some areas and our data maturity varies between asset classes. This new Strategy builds on our established experiences to close that gap – moving beyond our early successes to embed the systems required for a proactive asset management culture.

Strategy purpose

The primary focus of this Strategy is bridging the gap between the high-level aspirations of our Strategic Community Plan (SCP) 2024-2034 and the operational delivery of our Asset Management Plans.

Specifically, this document will aim to achieve 3 key outcomes:

1. Formalising Custodianship – To implement a structured, evidence-based management framework that ensures consistency and transparency in how we invest, renew and maintain our assets.
2. Closing the Maturity Gap – To establish the strategic direction that will generate the City's Asset Management Implementation Plan. This aims to improve the confidence in our data, improve system integration, manage risks associated with our asset base and elevate our maturity levels in alignment with ISO 55000 international standards and the Institute of Public Works Engineering Australia (IPWEA) national best practice frameworks.
3. Community Value – To balance the delivery of high-quality service levels through sustainable financial decision making ensuring we optimise lifecycle costs to deliver the best possible value for our community.

Strategic context

Integrated Planning and Reporting Framework (IPRF)

Asset management is a key enabler of the City's Integrated Planning and Reporting Framework (IPRF). This Strategy provides a clear line of sight between the high-level aspirations of our community and the City's day to day operational delivery. As a designated informing Strategy, it directly informs and supports the Corporate Business Plan, ensuring our resources are allocated efficiently.

To achieve this, the focus areas within the Strategy are designed to directly support the desired outcome of the Strategic Community Plan 2024-2034, specifically targeting Outcome 10: Effective leadership, governance and financial management.

Strategic Community Plan

The Strategic Community Plan 2024-2034 outlines the City's plan for the future with five key performance areas of People, Place, Planet, Prosperity, and Performance. The primary area of alignment for this Strategy under the SCP is Performance and the desired outcome of "Effective leadership, governance and financial management." It is the key to delivering Objective 10.2: Manage the City's finances, assets and resources in a responsible manner."

Corporate Business Plan

The development of this Strategy was a specific priority action within the Corporate Business Plan 2025-2029.

It delivers on Action 10.2.3: "Complete a major review and update of the Asset Management Strategy, including an Asset Management Maturity Assessment to confirm the road map for improvement actions.

Links with other strategic documents

This Strategy is closely aligned with the following key documents:

- Long Term Financial Plan (LTFP)
- Risk Management Framework

Other informing strategies and plans

- Community Infrastructure Plan
- Public Open Space Strategy
- Urban Forest Strategy
- Sustainable Transport Strategy
- ICT Strategic Plan
- Community Safety Strategy
- Road Safety Management Plan

Asset Management Framework

The Asset Management Framework (AMF) is the suite of documents, policies and processes that collectively work together to govern how the City's assets are managed. It serves as a link between the high-level community aspirations defined in the Strategic Community Plan and the day to day operations.

Governance & Oversight

The City applies a tiered oversight structure that separates strategic direction from operational delivery. The following table defines the corporate roles and business units responsible for asset management across the organisation.

Role / Business Unit	Role as per Corporate Business Plan	Role in Asset Management
Council	Represents the views of the community and provides strategic direction to the City.	Responsible for setting the strategic direction for the City and adopting the Asset Management Strategy and Policy. Council ensures that appropriate resources are allocated in the Long-Term Financial Plan to support sustainable service delivery.
Executive Leadership Team (ELT)	Implements Council's direction through the management of the organisation's operations and performance.	Responsible for corporate oversight of the Asset Management Framework. The ELT ensures that asset management capabilities are fit-for-purpose, monitors organisational performance, and champions asset management principles across all directorates.
Asset Management Steering Committee	Internal governance and strategic alignment body.	Responsible for high level oversight, resourcing and resolving complex matters. The goal of this group is to maintain the Strategy alignment with the Strategic Community Plan and corporate objectives.
Asset Management Improvement Working Group	Internal cross-functional implementation team.	A cross-functional team that is responsible for the practical application of this Strategy. This group will drive the delivery of the 5 year implementation plan, resolve practical implementation challenges and ensure that the new framework is integrated into daily operations.
Asset Management Department (Design, Assets & Development)	Coordinates the strategic planning, data analytics, and lifecycle modelling for the City’s infrastructure portfolio.	Administers the Asset Management Framework, maintains accurate asset registers, conducts condition auditing, and develops predictive models to validate capital works priorities.
City Projects / Project Management	Manages the procurement and delivery of major, high-value capital infrastructure projects.	Ensures new major assets are constructed to specified standards and provides complete "as-constructed" data and componentization for the asset register upon project handover.
Operations Departments (Works, Parks & Facilities)	Undertakes the physical maintenance, servicing, and preservation of the City's built and natural environments.	Executes proactive and reactive maintenance programs, monitors asset degradation, and ensures infrastructure remains safe and functional to agreed service levels.
Finance	Ensures long-term effective financial management and accountability of the City.	Allocates funds in the annual budget and LTFP based on asset renewal data to ensure financial sustainability.

Asset Management Strategy (2021-2025)

The previous Asset Management Strategy (2021 – 2025) laid the foundation for formalising the City's asset management practices. It identified several priority actions to improve the organisational maturity and establish baseline metrics. Key focus areas and outcomes progressed during this period are as follows:

- **Data Management:** Undertaking comprehensive reviews of asset inspections, data collection methodologies and management systems to improve the reliability of the City's asset registers.
- **Asset Custodian Steering Group:** The formation of an internal governance group to lead and guide asset management practices across the organisation.
- **Levels of Service:** Progressing the integration of Community Survey data into formal service planning to better align technical delivery with community expectations.
- **Risk Management:** Advancing the integration of asset level risks into the City's overarching Corporate Risk Register.
- **Financial Planning:** Establishing stronger alignment between asset renewal forecasting and the Long-Term Financial Plan (LTFP).
- **Asset Maturity Assessment:** Conducting a formal, independent capability assessment to confirm the City's current maturity baseline and inform future improvement initiatives.
- **ISO 55000 Alignment:** Preparing the City's asset management frameworks and processes to align with the principles of the international standard for asset management (ISO 55000 series).
- **Standardised Asset Management Plans (AMPs):** Successfully developed and unified the AMP template across all City asset classes based on the industry standard IPWEA NAMS+ framework. This allows for a consistent, best practice approach to life cycle planning, risk management and technical data collection.

Asset Management Maturity Assessment

To close out the previous Strategy and establish the baseline for the 2026-2031 period, the City engaged an independent consultant to conduct a comprehensive Asset Management Maturity Assessment. This assessment measured the organisation's capability and asset management systems against the international standard for asset management.

While the 2021-2025 Strategy drove significant foundational progress, the recent assessment evaluated our current baseline against these elevated industry standards. The results reflect that industry expectations and best practices have shifted substantially, driven by two key factors:

1. Global best practices, particularly the IIMM, have advanced significantly. Achieving higher maturity scores now requires much stricter levels of formal, rigorous documentation and highly integrated business systems.
2. There is now a clearer understanding that genuinely achieving a Well Progressed alignment with ISO 55000 standards is not solely a technical engineering function but a comprehensive, whole of organisation responsibility.

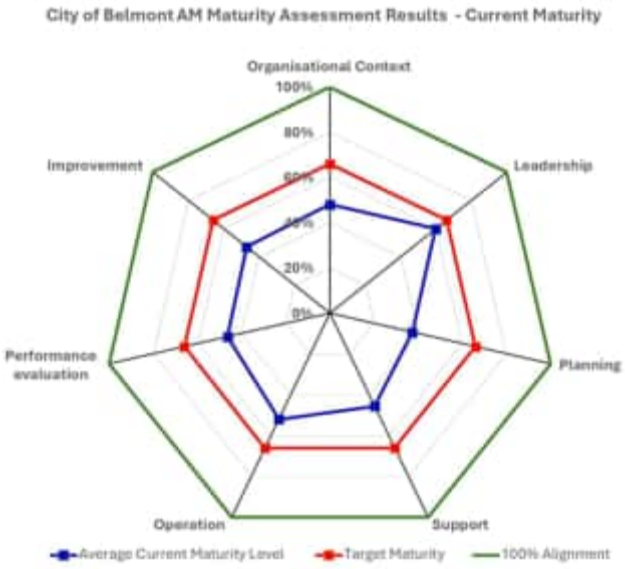
The City remains committed to aligning our practices with the ISO 55000 framework to ensure industry best practice. Our focus is on practical, sustainable improvements that deliver value to our community. Elevating our capability to meet these standards is a long-term commitment that requires continuous, cross departmental collaboration.

To accurately assess our alignment with ISO standards and evaluate our data confidence, the assessment utilised two recognised industry frameworks.

ISO 55000 Organisation Capability

The assessment was structured around the IPWEA NAMS+ tool for assessing maturity levels against ISO 55000 requirements. The framework measures capability across key asset management system elements, scaling performance as Not Started, Partially Complete, Well Progressed or Complete.

The City's target is to achieve a Well Progressed (66%) maturity level across all elements by 2036.



Asset Information Maturity

Confidence in our data directly impacts our financial and operational decision making. The City assessed its asset data confidence using the International Infrastructure Management Manual (IIMM) maturity index. This framework scores data reliability on a five-point scale: Aware, Basic, Core, Intermediate and Advanced.

The assessment identified varying levels of data maturity across the City's major asset classes. Where some, but not all, of the requirements for a Target Maturity Level have been achieved the data maturity is considered "Partially Complete".

Asset Class	Current Maturity Level (2025 Baseline)	Target Maturity Level
Roads	Basic (Met 75% of Core & 75% of Intermediate requirements)	Intermediate
Fleet and Plant	Basic (Met 75% of Core & 75% of Intermediate requirements)	Intermediate
Paths	Basic (Met 75% of Core & 50% of Intermediate requirements)	Intermediate
Facilities and Structures (inc. lighting)	Basic (Met 75% of Core requirements)	Intermediate
Drainage	Basic (Met 75% of Core requirements)	Intermediate
Land	Basic (Met 75% of Core requirements)	Intermediate
Public Open Space & Irrigation	Basic (Met 75% of Core requirements)	Intermediate
Playground Equipment	Basic (Met 75% of Core requirements)	Intermediate
Public Art	Basic (Met 50% of Core requirements)	Intermediate
Street Infrastructure	Basic (Met 25% of Core requirements)	Intermediate
IT and Communications Equipment	Basic	Core / Intermediate
Furniture and Equipment	Basic	Core / Intermediate

Our Journey to Intermediate Maturity

Across the assessed asset classes, the independent assessment identified a consistent set of foundational requirements needed to elevate the City's data maturity to Core and Intermediate levels. The key items required to bridge this gap are not necessarily related to physical asset knowledge but rather the formalisation of overarching data frameworks.

To achieve our target maturity the City must establish the following:

- **Establishment of a Data Standard and Asset Information Plan (AIP):** This provides a structured approach to managing asset-related data and information within the organisation. It defines how information about assets is collected, stored, maintained, and used to support business processes, decision-making, and overall asset management goals.
- **Establishment of a data improvement plan:** Covering all asset classes to support the establishment of comprehensive asset data and information that is accurate, consistent, and reliable to inform asset planning and decision-making.
- **Development of asset-specific risk registers and standardised risk management processes:** Aligned with the City's Risk Management Framework, this will enhance risk management efforts by enabling targeted risk identification, tailored mitigation strategies, prioritisation of risks, and improved decision-making.
- **Active monitoring and reporting:** Establishment of processes to ensure the asset information plan and data improvement programme are being actively monitored and reported.
- **Reviewing for effectiveness:** Ensuring the practices seen in some asset custodian areas—where a review for effectiveness is completed for the use of asset information in asset management planning and decision making—are established across all asset classes.
- **Systematic data collection:** Ensuring that a documented, systematic, and audited data collection process is in place for all asset classes based on a formal information needs analysis.

Future demand & key drivers

The demand on the City's asset portfolio is driven by forecasted population growth between 2026 to 2036 of 15.4%. This high density and infill development adds significant pressure on our existing asset base, requiring our infrastructure to be carefully managed to handle increased utilisation.

Climate Change & Sustainability

The Strategic Community Plan and previous asset strategies have identified that climate change requires assets to be designed for adaptation and repurposing. This includes initiatives such as returning underused active reserves to passive reserves to increase tree coverage and combat urban heat islands.

Consumers are increasingly demanding ethically sourced and environmentally friendly goods. This drives the need for the City to procure and construct sustainable materials to reduce environmental impact, creating a shift in how we specify and deliver capital projects.

Evolving Demographics

The City is home to an increasingly diverse population which has influence on where and how services are delivered. This presents a dual challenge: the City's assets need to support the needs of our community while adapting to demographic changes. A single purpose approach is less effective in a diverse community, meaning that legacy assets may need to be reviewed to ensure they meet current accessibility standards and the Access and Inclusion Plan. There is also the need to ensure that facilities are multifunctional and capable of servicing different user groups over their lifecycle.

Financial Sustainability

A key issue facing local governments is remaining financially sustainable while managing assets against renewal needs and community expectations. The creation of new assets presents a challenge in funding the ongoing operating and replacement costs required to provide service over the asset's full lifecycle.

Balancing the rising expectations of the community against a sustainable and affordable management model presents a significant challenge. Without careful planning, the demand for new or improved services can impact the City's ability to fund the renewal of existing infrastructure. Applying a whole of life cost analysis to all capital decisions can optimise benefits to the community rather than focusing solely on upfront delivery, ensuring long term maintenance and operating costs are factored into the initial investment decisions.

Data & Technology

Data analysis is used to inform many asset decisions at both a strategic and operational level. The ongoing development of digital technologies presents opportunities to improve and streamline asset planning and management. Practical examples include the use of advanced road laser surveys for condition monitoring and the deployment of a CCTV camera used for targeted drainage network inspections.

The City currently utilises a range of specialised systems to manage the technical complexity of its diverse asset portfolio. The challenge is ensuring these systems can effectively communicate with corporate financial planning tools. Moving forward, the strategic focus will be on system integration and data integrity. This approach preserves the technical depth required for engineering management while aligning our data sets to support accurate financial reporting and decision making.

Our community at a glance

Our asset base

Note: All asset quantities, replacement costs, and condition data in this section are effective as of 30 June 2025. As the City's portfolio is continually changing and revalued, please refer to the latest Annual Report for the most current financial valuations.

Asset Portfolio

The City manages an infrastructure portfolio with a Current Replacement Cost in excess of $800 million. This figure represents the total amount the City would need to replace its existing network of assets to their current condition.

It is essential that these assets are managed in accordance with industry best practice to ensure that the appropriate levels of service are provided to the community.

Current state of the assets

To provide context to these values, the City has benchmarked its asset condition data against the 2024 National State of the Assets (NSoA) report. This comparison allows the City to measure the performance of our assets against industry averages.

Overview

Historical Financial Performance

To understand the City's current asset baseline, it is important to review our recent historical performance. The following ratios reflect the City's asset management trends over the past 5 financial years leading up to this Strategy.

Asset Consumption Ratio

Description: Highlights the aged condition of the City's physical assets. It measures the extent to which the depreciable assets have been "consumed" by comparing their current written down value to their replacement cost.

Target: 50% - 60%

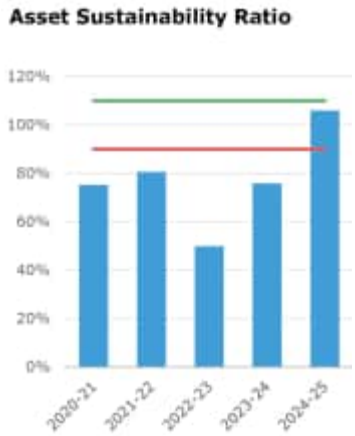
Performance Context: The City has consistently tracked above the target range, meaning our overall asset base is relatively new or in good condition rather than nearing the end of its useful life.

Asset Sustainability Ratio

Description: An indicator of the extent to which assets managed by a local government are being replaced or renewed as they reach the end of their useful lives. It compares the actual expenditure on capital renewal against the required depreciated expense.

Target: 90% - 110%

Performance Context: This ratio has historically tracked below the 90% target with a notable dip in 2022-23. This variance was the result of capital budgets being more focused on new or upgraded assets during that period, as well as a major asset revaluation that increased the City's annual depreciation expense.

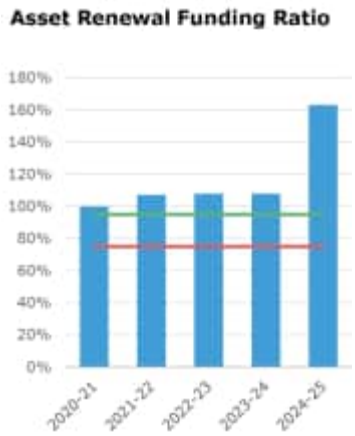


Asset Renewal Ratio

Description: This ratio indicates whether the local government has the financial capacity to fund asset renewals at existing revenue and service levels. It compares the funding allocated in the LTFP against the renewal needs identified in the asset management plans.

Target: 75% - 95%

Performance Context: This ratio has tracked above the target band with a notable spike in 2024-25 due to the inclusion of major renewal projects.



While this Strategy uses these historical trends to inform our 5-year objectives, all future financial forecasting and long term capital expenditure are actively managed and updated on an annual basis within the City's Long Term Financial Plan and Asset Management Plans. This allows the City to be proactive with forward works planning and responsive to current market conditions and Council adoptions.

Community engagement

The City of Belmont has an engaged population. We survey the community regularly via the MARKYT Community Perceptions Scorecard and utilise the data collected to identify community priorities. This ensures that the Asset Management objectives directly relate to the lived experience of our residents.

What we heard

Priority 1: Safety and Lighting

Feedback: Street and public space lighting consistently ranks as a top priority for improvement amongst the community in the MARKYT Scorecard. Feedback specifically highlighted poor lighting on footpaths and in parks as barrier for use and a safety concern.

AMS Response: Street lighting is largely owned and maintained by Western Power, however the City plays a role in identifying gaps and advocating lighting renewal programs. The AMS aligns with the Community Safety Strategy 2025-2030 which identifies lighting as a key enabler of safety.

City Lighting: The City prioritised renewal of aging electrical and lighting infrastructure within parks and public spaces which we directly own and maintain. All City owned lighting have now been upgraded to LED. Energy efficient technologies (LED, solar, etc.) will be the standard specification for all future City owned lighting projects.

State Lighting (Advocate):

a) The City will advocate to the State Government to progress the Targeted Underground Power Programme (TUPP), including the provision of new streetlighting, across all remaining areas of the City.
b) The City will investigate options for Retrospective Underground Power applications, including new streetlighting, in areas where TUPP timelines exceed fifteen years.
c) A financial reserve has been established to assist in the funding of underground power in line with a decision of Council.

Priority 2: Streetscapes and Green Infrastructure

Feedback: There is strong community desire for greener streets, but this often conflicts with existing infrastructure such as overhead power, stormwater and pathways. A recurring theme is for the undergrounding of power to improve verge aesthetics and allow for greater canopy coverage.

AMS Response: The AMS aligns with the Streetscape Enhancement Strategy 2022-2027 and Urban Forest Strategy 2025-2030. The City is committed to an operational target of planting 3,000 trees annually on City land to increase the current 14.27% canopy cover.

Priority 3: Connectivity (Footpaths and Cycleways)

Feedback: While the extent of our pathway network is good there have been concerns raised about connectivity as well as faults and defects.

AMS Response: The City inspects the pathway network for both condition and defects on a regular basis. We will explore options that allow for more frequent defect inspections so faults can be addressed proactively.

Priority 4: Local Traffic Management

Feedback: Residents within residential precincts have expressed frustration with rat running and congestion at key intersections, noting this impacts the amenity of local streets.

AMS Response: The Strategy recognises the difference between physical condition (surface and pavement) and functional Level of Service (traffic flow and safety). To address these functional and safety concerns the City carries out targeted traffic studies to identify appropriate traffic treatment options. These options are then prioritised alongside future capital works.

Focus areas

The priority focus areas from the Asset Management Maturity Assessment and the actions from the AMIP have informed the five (5) key focus areas in the Asset Management Strategy 2026-2031 that will move the City towards our "Well Progressed" target maturity.

1. Asset Management Governance

This focus area will aim to transition asset management from a technical function to a cross-organisation discipline. The Maturity Assessment identified that while executive support is strong, the governance structure needs formalisation to ensure clear decision making and accountability.

Focus area	Key actions	Responsible
1. Governance Structure	**1.1 Establish AM Governance Bodies** – Establish a dedicated Asset Management Steering Committee (Strategic) and AM Improvement Working Group (Operational) to oversee the delivery of this Strategy and the Implementation Plan.	Director Infrastructure Services Manager Design, Assets & Development
	1.2 Develop AM Framework – Formalise a fit for purpose Asset Management Framework (AMF) that integrates the City's Risk Management Framework and defines processes for all lifecycle stages.	Coordinator Asset Management

2. Data & Systems

To transition from "Data Collection" to "Data Intelligence". The Maturity Assessment found that while the City has multiple specialised systems, there is a need to improve system integration and formalise operational tasks.

Focus area	Key actions	Responsible
2. Asset Information	**2.1 Asset Information Plan and Data Standard** – Development of an Asset Information Plan and Data Standard will define exactly what data is required for decision making and address the current gap where information needs analysis has not been undertaken.	Coordinator Asset Management Asset Custodians
	2.2 System Integration & Data Integrity – Review current systems to identify opportunities for integration to ensure improved asset data integrity and transparency.	Coordinator Asset Management Asset Custodians

3. Process & Risk

To integrate risk and climate resilience into decision making. The Maturity Assessment noted that risk management is currently inconsistent and often relies on reactive responses rather than proactive planning. This focus area aims to shift the City towards a risk based approach where resources are prioritised against the most critical assets.

Focus area	Key actions	Responsible
3. Risk Management and Lifecycle Processes	**3.1 Asset Risk & Criticality Framework** – Develop a Criticality Framework to classify assets based on their consequence of failure. This allows appropriate resourcing towards high criticality assets over lower impact assets.	Coordinator Business Planning, Improvement & Risk Asset Custodians
	3.2 Update Asset Management Plans – Update all AMPs to include critical assets and specific risk mitigation measures.	Coordinator Asset Management Asset Custodians
	3.3 Asset Handover Governance – Establish formal frameworks for the transition of completed capital works into asset registers, ensuring data integrity and clear custodian accountability.	Manager Design, Assets & Development

4. Workforce Capability

To build a resilient workforce capable of managing assets to current standards and practices. The assessment highlighted a reliance on specific individuals and limited formal AM training.

Focus area	Key actions	Responsible
4. Capability and Training	**4.1 Asset Training Program** – Provide tiered asset management training for: - Executive: Strategic awareness - Technical Staff: Lifecycle modelling and data management. - General Staff: Basic AM awareness.	Coordinator Asset Management
	4.2 Operating Model – Conduct an RACI analysis to clarify roles between the central asset team and operational teams to ensure there is no duplication of effort or gaps in accountability.	Director Infrastructure Services

5. Community Feedback Response

To ensure "Levels of Service" reflect community priorities. The Maturity Assessment noted that while community feedback is collected, it is not yet transparently aligned to technical operational plans.

Focus area	Key actions	Responsible
5. Service Alignment	**5.1 Define Functional Levels of Service** – Translate high level community satisfaction targets (survey feedback and customer request trends) into functional levels of service.	Asset Custodians
	5.2 Capital Project Origin – Establish a transparent "Line of Sight" process that directly links the origin of all capital projects back to factors such as community feedback, service level gaps, safety requirements and/or technical condition data.	Director Infrastructure Services

Desired outcomes:

1. Outcome 1: A safe, healthy community – Achieved by Focus Areas 3 & 5.
   - Prioritises safety in risk registers and links capital works to community feedback to ensure that assets directly facilitate improved community safety.
2. Outcome 5: Climate resilience – Achieved by Focus Area 3.
   - By integrating risk management into asset lifecycle planning, the City will be able to identify and mitigate climate risks such as flooding and heat.
3. Outcome 10: Effective leadership, governance and financial management – Achieved by Focus Areas 1, 2 & 4.
   - Through formalising the Asset Management Framework and transitioning to data intelligence ensures that infrastructure decisions are evidence based and financially sustainable.
4. Outcome 11: A happy, well-informed and engaged community – Achieved by Focus Area 5.
   - By establishing a "Line of Sight" process, the City can demonstrate to residents how their feedback shapes capital works and maintenance programs.

Delivery and reporting

To ensure the Strategy transitions from a document of intent to tangible organisational change, delivery will be managed through a structured implementation framework. The framework utilises existing City reporting methods while introducing new processes for oversight and real time tracking.

Implementation Plan

A detailed Implementation Plan will be prepared to deliver the key Focus Area actions over a 5 year period. These actions enable us to prioritise our improvement efforts based on risk and value, advancing our assets with "Partially Complete" data maturity levels towards "Well Progressed".

Monitoring and Reporting

The City will monitor the progress of the Strategy and the Implementation Plan through existing reporting processes.

- **Internal Tracking:** Strategic objectives and Implementation Plan actions will be tracked internally. This allows the Executive and Steering Committees to monitor progress in one location and on a monthly basis to allow for timely interventions if actions fall behind schedule.
- **Council Reporting:** High level progress updates for the Asset Management Strategy will be reported to Council annually through the Corporate Business Plan performance report.
- **Community Perceptions Scorecard:** Regular community surveys will be used to actively monitor Customer Levels of Service. This will enable the City to capture and report on the community's satisfaction and perception of our asset portfolio. The feedback received will directly inform future service levels and capital planning.

Review Cycles

To ensure the Strategy remains dynamic and responsive to changing community needs, it will be monitored and reviewed within the City's Integrated Planning and Reporting Framework as follows:

- **Annual Desktop Review:** This review focuses on the 5 Year Implementation Plan. It will allow the roadmap to remain agile, allowing for adjustments based on completed tasks, emerging risks and budget performance without requiring a full strategic rewrite.
- **Strategic Alignment Review (2028):** While the Strategy has a 5-year strategic horizon, a major review will be conducted in 2028. The timing of this is deliberately scheduled to coincide with the next major review of the Strategic Community Plan.
    - **Objective:** To ensure asset management objectives remain fully integrated with any changes to community priorities identified during the SCP review.
    - **Outcome:** The Strategy will be updated following this review (transitioning to a 2028-2033 cycle) to synchronise the asset planning cycle with the City's overarching strategic planning schedule.

Definitions

Asset Criticality – A rating that measures how important an asset is to the community and assesses the consequences of failure (e.g. a park bench breaking has a lower consequence vs a main stormwater pipe collapsing).

Asset Custodian – The specific role accountable for the operational and strategic performance of an asset class (e.g. Manager Works is the custodian for road assets).

Asset Management Framework (AMF) – The set of policies, strategies and procedures that define how the City manages its assets. It integrates the City's strategic goals with operational plans.

Asset Management Plan (AMP) – A tactical plan for managing a specific asset class to deliver agreed levels of service over the lifecycle of those assets.

Asset Maturity Assessment – A formal assessment of the City's asset management capabilities against industry standards (e.g. ISO 55000 or IIMM).

Level of Service – The defined quality and performance standards for an asset measured in two ways:

- **Community Levels of Service:** How the community experiences the service (safety, availability, appearance)
- **Technical Levels of Service:** The operational performance criteria used by the City to ensure those standards are met (response times, condition ratings, frequency of maintenance).

Lifecycle – The comprehensive approach to managing an asset from the initial planning phase through to construction, maintenance, renewal and disposal.

Line of Sight – A term that describes the direct alignment between the high-level community aspirations and the specific technical decisions made.

References:

Asset Management Strategy (2021 – 2025)

Strategic Community Plan 2024-2034

Corporate Business Plan 2025-2029

Long Term Financial Plan (LTFP)

Risk Management Framework

Community Infrastructure Plan 2022-2040

Public Open Space Strategy 2022-2040

Urban Forest Strategy 2025 -2030

Sustainable Transport Strategy (in development)

ICT Strategic Plan 2024-2027

Community Safety Strategy 2025-2030

Road Safety Management Plan 2025-2030

Asset Management Maturity Assessment (2025)

Asset Management Improvement Plan (2025)

ISO 5500X

International Infrastructure Management Manual

Asset Management Plans

MARKYT Community Perceptions Scorecard

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City of Belmont

July 2025

Confidential

Asset Management Maturity Assessment

wsp

Asset Management Maturity Assessment

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Rev	Date	Details
0.1	12/03/2025	Draft for City of Belmont comment
0.2	30/04/2025	Updated Report issued to City of Belmont
0.3	12/06/2025	Updated Report to include description of asset information management systems
0.4	3/07/2025	Updated Report to include IIMM asset data and information maturity assessment

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Approved by:	Rami Affan	3/07/2025	

WSP acknowledges that every project we work on takes place on First Peoples lands.
We recognise Aboriginal and Torres Strait Islander Peoples as the first scientists and engineers and pay our respects to Elders past and present.

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Table of contents

Abbreviations ii

Executive summary iii

1 Introduction 1

1.1 Background 1

1.2 Objectives 1

2 Structure of the Report 3

3 Overview of Tool and Approach 4

3.1 Using the NAMS+ tool 4

3.2 Maturity level scale 5

3.3 Maturity levels 6

3.4 Assessment methodology 8

4 Current Asset Management Maturity 11

4.1 Overall results 11

4.2 Priority Focus Areas 13

5 Detailed Observations 15

5.1 Organisational context 15

5.2 Leadership 17

5.3 Planning 18

5.4 Support 20

5.5 Operation 22

5.6 Performance evaluation 24

5.7 Improvement 26

5.8 IIMM Asset Data and Information Maturity 27

6 Next Steps and Improvement Plan 35

7 Limitations 36

Abbreviations

AM	Asset Management
AMF	Asset Management Framework
AMP	Asset Management Plan
AMS	Asset Management System
CAMA	Certified Asset Management Assessor
CAPEX	Capital expenditure
DAMP	Drainage Asset Management Plan
ELT	Executive Leadership Team
FM	Facilities Management
FPAMP	Fleet and Plant Asset Management Plan
GFMAM	Global Forum on Maintenance & Asset Management
GIS	Geographic Information System
ICT	Information and Communications Technology
IIMM	International Infrastructure Management Manual
IPWEA	The Institute of Public Works Engineering Australia
ISO	International Organisation for Standardisation
ISO55000	International standard containing concepts and terminology and an overview of asset management principles
ISO55001	International standard specifying the management systems requirements for effective and efficient asset management systems
NAMS+	An IPWEA assessment tool for measuring asset management maturity
RAMM	Road Asset Management and Maintenance
SAMP	Strategic Asset Management Plan
WA	Western Australia

Executive summary

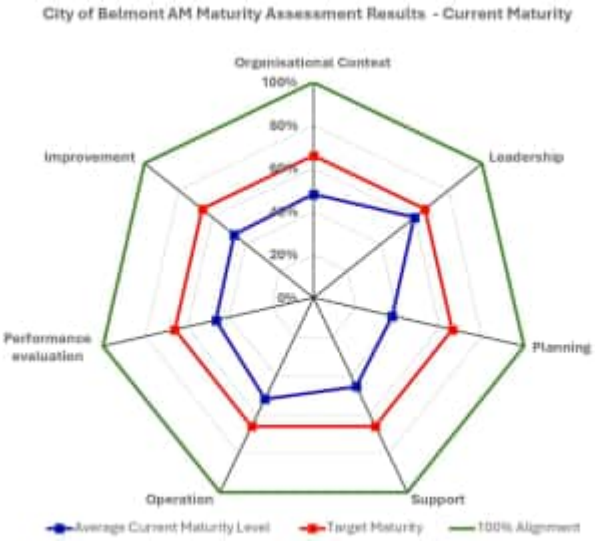
Background

The City of Belmont (the City) is responsible for the management of a diverse portfolio of assets that deliver services and facilities to the community it serves. The portfolio includes linear infrastructure such as roads, footpaths and drainage systems that stretch for hundreds of kilometres, to art and library collections, to extensive parklands and facilities such as the marina at Ascot Waters, the Adachi Park and the Belmont Oasis Leisure Centre. A core function of the City is ensuring future asset performance is effective, efficient, and sustainable for current and future generations.

The City sought to engage an experienced partner to conduct an Asset Management Maturity Assessment. The objective of the assessment is to evaluate the effectiveness of the City's current asset management practices and identify areas for improvement to enhance asset performance and service delivery.

Asset Management Maturity

The City engaged WSP to conduct an Asset Management Maturity Assessment across the management of the City's asset portfolio, using the Institute of Public Works Engineering Australasia (IPWEA) NAMS+ maturity assessment tool. The NAMS+ tool is used to measure organisational capability against industry standards. The tool assesses maturity levels across key asset management system elements, with ratings across *Not Started*, *Partially Complete*, *Well Progressed*, and *Complete*.



The City is aligning its asset management practices with ISO5500X standards, with a target maturity level of 'Well Progressed' (66% and above) across all elements.

As of March 2025, the City's asset management maturity (progression towards full compliance with the Standard) is assessed as 48% which puts it midway along the 'Partially Complete' band. Individual asset management elements range from 37.4% to 59.8%, as shown in Figure 1.1.

Figure 1.1 City of Belmont AM Maturity Assessment Score – Current Maturity

Additionally, in June 20205 at the request of the City, a maturity assessment using the International Infrastructure Management Manual (IIMM) was completed for asset data and information which aligns with the Support element in the ISO assessment and found a Basic to Core level of maturity across the various asset classes.

Findings from the assessment will support the development of an Improvement Plan that responds to identified opportunities. This will uplift the City's asset management capabilities and will be led by WSP in consultation with the City.

Key Asset Management Findings

The foundational principles of effective asset management are established within the City. There is significant potential for advancing asset management capabilities, given the demonstrated commitment of the City's Executive Leadership Team (ELT) and their appetite to enhance maturity. Engagement with stakeholders across various functions has revealed the presence of some siloed practices and a limited awareness among teams regarding the roles and responsibilities of other functions. Good practices exist but are inconsistent across teams.

A number of opportunities have been identified to further increase the asset management maturity of the City. There are opportunities based on the strong asset management practices observed in some teams that should be established as common practice across the whole organisation.

The following priority focus areas have been identified to improve asset management maturity and capability of the City and will inform the development of the Asset Management improvement plan:

- **Asset management system (framework):** Develop a fit for purpose asset management system (framework) aligned with ISO5500X that is representative of the City and endorsed and communicated by the City ELT.
- **Responsibilities and Accountabilities:** Support the asset management system with a Responsibilities, Accountabilities, Consulted and Informed (RACI) matrix across the City asset lifecycle business functions. There is strong executive support, a well-established policy framework, and clear accountability structures. Opportunities exist to further clarify asset management roles within policy documentation and continue alignment with ISO5500X standards, this could be facilitated by the establishment of a centralised AM structure with the AM team having responsibility for strategic asset management.
- **Improved alignment of strategic documents**: Although the foundational elements of the organisational context are in place, there are areas that can be improved to better align strategic documents, specifically in the timing of updates to documents, stakeholder expectations, and supporting systems. Enhancing the coherence and integration between the various planning, policy, and operational documents that guide asset management practices, including a review of Asset Management objectives will support improved maturity in this space. Ensuring that stakeholder needs and expectations are reflected in operational documents will help avoid disconnects and improve decision-making processes. Better alignment of supporting systems ensures that the City has the right tools to manage assets effectively, improve reporting accuracy, and facilitate data-driven decision-making.
- **Strengthening business and asset planning:** The City would benefit from leveraging stronger practices established in parts of the organisation, such as in Works and Facilities. The City would also benefit from expanding its Asset Management Plans (AMPs) to cover all asset classes, including collections.
- **Competency Development**: The City has the opportunity to address organisational asset management capability/capacity requirements for infrastructure planning and delivery, and increase the level of asset management awareness across the organisation within the scope of the City's Asset Management Framework. Workforce planning and capability development programs for staff require consideration of asset management capabilities for City roles at operational, tactical and strategic levels. The City should consider Asset Management Fundamentals training for all staff involved in asset management as a minimum.
- **Clearly articulating data requirements to support asset management decisions:** The City will benefit from defining data requirements through the development of the Asset Information Strategy (AIS) and data standard (informed by a formal information needs analysis across asset classes and supported by a data improvement program). Defining asset lifecycle data requirements will enable the City to enhance and substantiate asset management decisions through better evidence. This will be achieved by ensuring the right data is collected and reported on and encourage greater transparency of data across the organisation.
- **Enhancing Information System Support for Asset Management Activities:** The City manages a diverse range of IT systems, including databases, software applications, and newly implemented visual image data capture systems, all of which facilitate planning and operations. There is an opportunity to enhance system support for certain teams that continue to rely on form-based processes and/or do not fully utilise the capabilities of their systems.

Consolidating asset registers into fewer systems could provide a comprehensive portfolio view. Aligning financial and asset registers would also support better investment decisions.

- **Process transparency:** The City has lean teams that appear to operate at full capacity. Much of the role-specific knowledge resides with individuals and is not widely documented. Implementing a program to document all processes in the Asset Management Framework would enhance transparency of activities and help the City identify opportunities to strengthen and streamline processes. This would also address a current risk related to succession planning.
- **Enhancing performance evaluation:** While there are established processes for monitoring and audits, there are opportunities for improvement in formal performance evaluation, systematic management reviews, and consistent tracking of nonconformities.

1 Introduction

1.1 Background

All public sector agencies depend on the use of valuable assets and infrastructure to provide the required services for their clients. Good asset custodianship and stewardship requires the coordinated activity of an organisation to realise value from its assets.

The term 'asset stewardship' is gaining momentum in the asset management community to shift focus towards a greater long-term view of outcome focused asset management.

Organisations have a responsibility to manage their assets to continue to provide reliable and sustainable services that achieve the desired level of services. This will involve long-term planning to ensure any future needs for upgrade/re-investment (including maintaining long-term service desirability or changing regulatory standards) are well understood and can be provided for in business planning.

The City is responsible for the management of a diverse portfolio of assets, with extensive parklands and some outstanding facilities such as the marina at Ascot Waters, the Adachi Park and the Belmont Oasis Leisure Centre. A core function of the City is ensuring future asset performance is effective, efficient, and sustainable for current and future generations.

The City of Belmont Asset Management Strategy 2021-25[1] commits to carrying out self-assessment and analysis of its asset management to provide a point in time snapshot of asset management practice and maturity within the organisation and focus areas for improvement.

1.2 Objectives

The City sought to engage an experienced partner to conduct an Asset Management Maturity Assessment. The objective of the assessment is to evaluate the effectiveness of the City's current asset management practices and identify areas for improvement to enhance asset performance and service delivery.

This Asset Management Maturity Report has been prepared by WSP as the independent assessor of the City's asset management maturity using The Institute of Public Works Engineering Australia (IPWEA) 'NAMS+' tool. NAMS+ has been designed for use by public sector asset intensive organisations and is based on the International Infrastructure Management Manual (IIMM) and aligned with ISO standards. Our team includes individuals who are Certified Asset Management Assessors (CAMA) (World Partners in Asset Management, WPiAM). Our asset management specialists have contributed to or undertaken primary author roles for many standards, manuals and guidebooks including, International Standard for Asset Management Systems ISO55001:2014 and 2024, International Infrastructure Management Manual and Global Forum on Maintenance and Asset Management (GFMAM) Asset Management Landscape Third Edition.

The findings in this report address the first part of the scope of work required by the City to:

(1) Assess Asset Management Maturity:

- Utilise a recognised asset management maturity model (aligned with ISO5500X) to evaluate the current state of the City's asset management practices.

[1] https://www.belmont.wa.gov.au/docs/ecm/city-of-belmont-asset-management-strategy-2021-2025.pdf

- Assess the effectiveness of asset planning, performance measurement, risk management, and other key components of asset management.
- Identify strengths, weaknesses, and opportunities for improvement.

(2) Review Existing Asset Management Documentation and Systems:

- Conduct a comprehensive review of the City's Asset Management Policy, Strategy, and Plans.
- Assess the alignment of these documents with industry best practices and regulatory requirements.
- Evaluate current Asset Management Information Systems.
- Identify any inconsistencies, gaps, or areas for improvement.

This report contains the findings from the application of the NAMS+ maturity tool, in December 2024, January and February 2025, through investigations, desktop review and interviews. The results of the Asset Management maturity assessment will support the development of the City's Asset Management Improvement Plan that will provide a response to address the gaps and opportunities to lift the asset management capability.

2 Structure of the Report

The report follows the structure set out as follows:

Section 1	Provides the background and drivers for the maturity assessment.
Section 2	Describes the tool selected to carry out the maturity assessment, its use across Australian public sector organisations and its alignment to global asset management standard ISO5500X.
Section 3	Details the methodology for carrying out the assessment, describes the artefacts that were reviewed and the stakeholders interviewed.
Section 4	Contains the summary results of the maturity assessment.
Section 5	Summarises results from the maturity assessment, highlights areas for improvement opportunities, and identifies emerging themes.
Section 6	Describes the next steps following the maturity assessment, including the identification of key themes and focus areas for improvement. These themes will inform the development of a detailed Improvement Plan, which will outline specific actions, prioritisation, resourcing requirements, and estimated timelines to support the City in lifting its asset management maturity.

3 Overview of Tool and Approach

3.1 Using the NAMS+ tool

The City chose to undertake an ISO assessment in NAMS+ which is structured in seven key parts aligning with the framework sections of the ISO5500X standard. The elements within each framework section are summarised in Table 3-1. The tool contains 162 questions across the elements and scores are rolled up to element and framework level.

Table 3-1 - ISO5500X framework and elements

Framework	Item #	Element
Organisational context	4.1	Understanding the organisation and its context
	4.2	Understanding the needs and expectations of stakeholders
	4.3	Determining the scope of the asset management system
	4.4	Asset management system
Leadership	5.1	Leadership and Commitment
	5.2	Policy
	5.3	Organisational roles, responsibilities and authorities
Planning	6.1	Actions to address risks and opportunities for the AM system
	6.2.1	Asset management objectives
	6.2.2	Planning to achieve asset management objectives
Support	7.1	Resources
	7.2	Competence
	7.3	Awareness
	7.1	Resources
	7.2	Competence
	7.3	Awareness
	7.4	Communication
	7.5	Information Requirements
	7.6.1	Documented Information: General
	7.6.2	Documented Information: Creating and updating
	7.6.3	Documented Information: Control of documented information
Operation	8.1	Operational planning and control
	8.2	Management of change
	8.3	Outsourcing
Performance Evaluation	9.1	Monitoring, measurement, analysis and evaluation
	9.2	Internal audit
	9.3	Management review
Improvement	10.1	Nonconformity and corrective action
	10.2	Preventive action
	10.3	Continual improvement

The NAMS+ ISO categories are not aligned to the updated 2024 version of ISO5500X however the WSP review team incorporated into its questioning the additional elements from the latest version.

In undertaking the assessment three groups of comments are captured:

(1) **Obervations** which are noted by the reviewers during the interviews and whilst reviewing documents.

(2) **Implications** – of the observed maturity levels and current activity.

(3) **Recommendations** – which will form the basis of the subsequent improvement plan and road map.

3.2 Maturity level scale

The ISO maturity assessment scale in the NAMS+ tool is from 0 – 100% and reflects the extent to which the organisation aligns to the requirements of the standard. This information is captured by asking a series of questions against each of the framework items.

At a summary level aligned to the items in Table 3-1, the assessor is required to self-determine:

Table 3-2 - Data capture in ISO maturity assessment

Data captured	Assessment scale
Current maturity	— Not started — Partially complete — Well progressed — Complete
Risk of current maturity level	— Low — Medium — High — Very high
Target maturity	— Not started — Partially complete — Well progressed — Complete
Risk if target maturity is achieved	— Low — Medium — High — Very high
Progress towards achieving core maturity	— Not substantially progressed — Partially meets requirements — Well progressed — Meets requirements
Importance level	— High — Medium — Low

The following assumptions were applied when completing the maturity assessment:

- Current maturity: Determined by WSP based on evidence gathered from the document review and stakeholder interviews.
- Risk of current maturity level:
  - Where the current maturity level is assessed as "Well Progressed", a medium risk rating has been applied.
  - Where the current maturity level is assessed as "Partially Complete", a high-risk rating has been applied.

— Target maturity: This is a subjective rating, set by the City. For this assessment, the City has nominated "Well Progressed" as the target maturity level across all seven framework areas.

— Risk if target maturity is achieved: It is assumed that if the target maturity of "Well Progressed" is achieved, the associated risk level would reduce to low across all framework areas.

— Progress towards achieving core maturity: This has been aligned to reflect the same rating as the current maturity level.

— Importance level: This was assessed and determined by the City based on their organisational priorities.

The assessment seeks further information within each framework item to drill down further into maturity levels within each area.

The tool allocates a score based on the maturity level selected as shown in Figure 3.1.

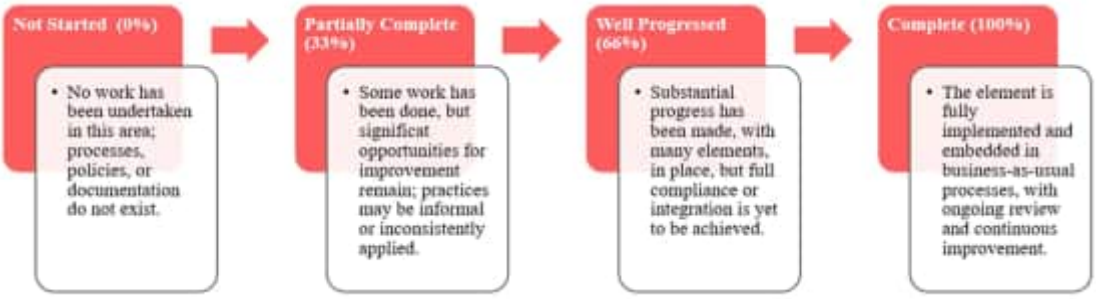


Figure 3.1 - NAMS+ maturity scores

One limitation of the tool is that the aggregated scores at the 27-element or 7-framework levels are not derived from the average of the 190 sub-element scores. Instead, assessors are required to select a score based on the predominant scores within the sub-elements. The tool may display a maturity level of 'partially complete' even if the average score is slightly below the 'well progressed' band. Therefore, WSP has created summary visuals using average scores to provide a more accurate representation of maturity levels. Visuals from the tool are included in Appendix 2.

3.3 Maturity levels

3.3.1 Previous Maturity Levels (asset data and information)

The City's Asset Management function has published the results of the previous maturity assessment for asset data and information which was undertaken in-house by the City's Asset Management team using existing Asset Management Plans, asset data capture and updating processes, confidence levels in the existing data for the relevant asset class and using the IIMM maturity levels as a guide, and summarised in Table 3-3.

Table 3-3 - Previous self-assessment results

Asset Type	Maturity Level	Confidence Level
Land	Core	Medium to high
Roads	Core	High
Street infrastructure	Core	High

Asset Type	Maturity Level	Confidence Level
Fleet and plant	Core	High
Facilities and structures (including lighting)	Core	High
Drainage	Core	Medium to high
Paths	Core	Medium to high
Public open space and irrigation (includes path infrastructure)	Core	Medium
Playground equipment	Core	Medium
IT and communications equipment	Basic	High
Furniture and equipment	Basic	Medium
Public art	Basic	High

The strategy states a target to improve current practices to achieve a maturity level of 'intermediate' by 2025.

It is noted that the assessment at the time was not detailed and did not assess a holistic view of asset management but rather looked at the maturity levels of each Asset Class for the asset data and information element only. On this basis it provides a snapshot of the management of asset classes but is insufficient to provide a baseline maturity level for this 2025 ISO assessment.

In additon to the ISO matuirty assessment, an assessment of the current maturity level for asset data and information across the asset classes was completed in June 2025 using the updated IIMM maturity scale. Results of this assessment are provided in Section 5 Detailed Observations.

3.3.2 Target maturity levels

The ISO assessment tool captures target maturity level at framework element level (Table 3-1) and not at the detailed level below.

The target maturity level across all seven framework areas has been set by the City as "Well Progressed." This target reflects the City's aspiration to enhance its asset management capabilities to a consistent, high-performing standard across the organisation.

It is important to note that this target is a subjective assessment, self-determined by the City based on its understanding of organisational priorities, capacity, and desired outcomes. While the maturity assessment process applies a structured evaluation framework, the setting of target levels relies on the City's internal judgement regarding what is achievable and appropriate within its operational context.

For the purposes of this report and the visual representation of results, we have applied a blanket target of "Well Progressed" across all framework elements. This provides a clear, uniform benchmark to guide improvement efforts and demonstrate the City's commitment to advancing its asset management maturity. On the maturity graphs included in this report, this target is visually indicated to show the maturity level the City aims to achieve across each of the seven key framework areas.

3.4 Assessment methodology

3.4.1 Project Team

To meet the specific requirements of the project WSP mobilised a team with tailored expertise comprising both local and national technical advisors and including individuals with substantial experience supporting cultural institutions in uplifting their asset management capability.

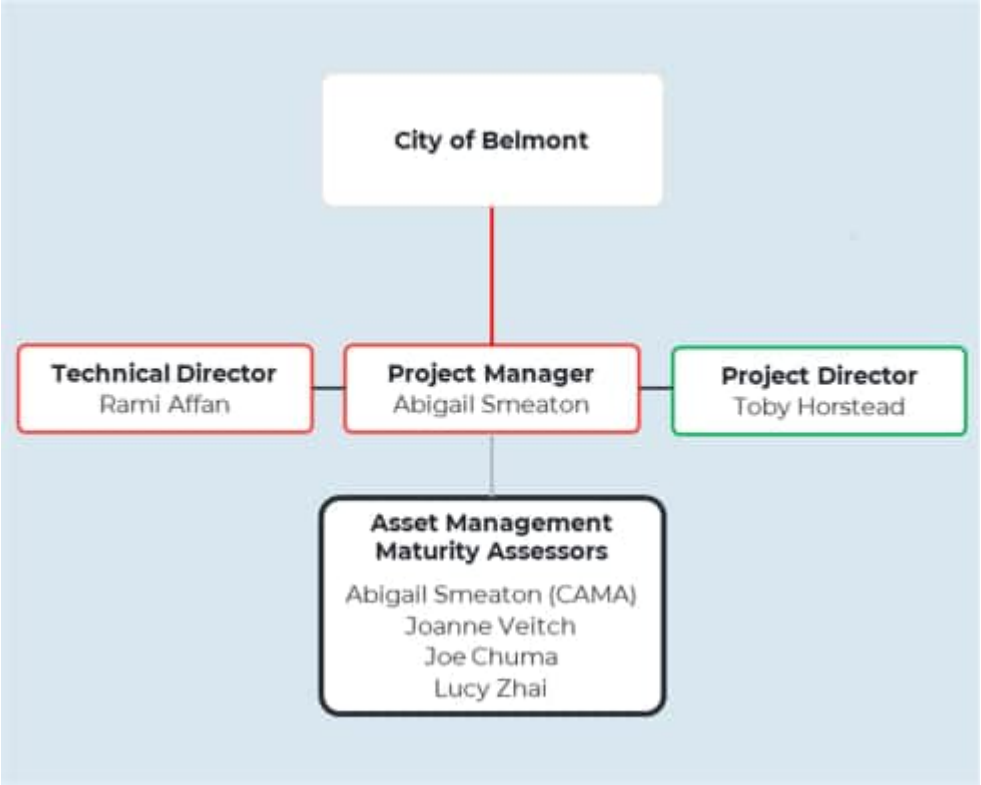


Figure 3.2 - Maturity assessment team

By engaging an independent specialist organisation to lead its asset management maturity assessment the City benefitted from:

- **Objective evaluation** – the WSP team provided unbiased assessment ensuring a more accurate evaluation of the City's AM maturity.
- **Best practice and strategic insight** – WSP brought industry knowledge to support in identifying gaps and opportunities.
- **Credibility** – independent assessment enhances credibility of the output with stakeholders. Members of the WSP team are formally accredited to carry out maturity assessments.

The maturity assessment follows the stages outlined in Figure 3.3

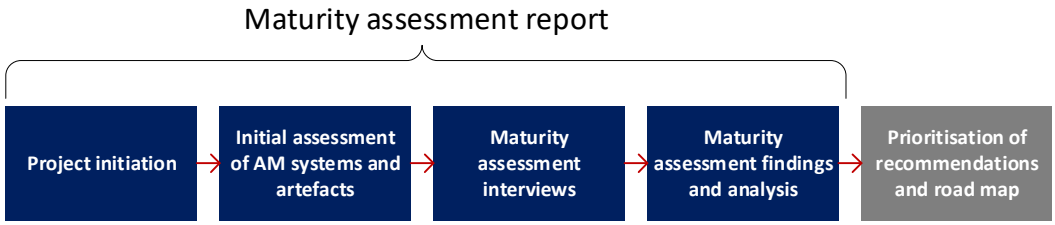


Figure 3.3 - Stages of the assessment

3.4.2 *Stakeholder Interviews and Evidence*

In completing the assessment of the City's asset management maturity, seven interview sessions were held with staff across the organisation. Interviews were facilitated by WSP experienced asset management professionals, including accredited Certified Asset Management Assessor (CAMA). Interviews broadly covered subject groups listed in Table 3-4.

Table 3-4 - Stakeholders interviewed

Stakeholder Group	Role	Date of Engagement
Overview	Manager Design, Assets and Development, Coordinator Asset Management	10.30am, 18 December 2024
Facilities	Manager City Facilities and Property, City Facilities and Property Advisor, Coordinator City Facilities & Operations	10am, 20 January 2025
Corporate and Governance	Manager Information Technology, Coordinator Business Applications, Manager Finance, Systems Accountant	11am, 20 January 2025
Works	Manger Works, Coordinator Works, Supervisor Works	10am, 23 January 2025
Development and Community	Manager Library, Culture and Place, Coordinator Arts and Place	11am, 23 January 2025
Parks	Manager Parks, Leisure and Environment, Coordinator Parks, Parks Technical Officer, Supervisor Parks	11am, 4 February 2025
ELT	CEO, Director Infrastructure Services, Director Corporate and Governance, Director Development and Communities	11am, 10 February 2025
Asset Management Overview	Coordinator Asset Management, Manager Design, Assets and Development	10am, 12 February 2025
Fleet and Plant	Coordinator Fleet and Plant	10:30am, 19 June 2025

WSP used the interviews as an opportunity to ask staff a series of strategic, tactical and operational questions. At the end of the series of interviews, any gaps in responses from stakeholders were followed up through a request for information.

The assessment was primarily to be based on the WSP conducted interview sessions and limited documented evidence of processes and practices were sighted. Documents that were sighted in support of the maturity assessment have been listed at Appendix A1.

3.4.3 IIMM Asset Data and Information Maturity Assessment

In June 2025 the City issued a variation to complete a maturity assessment of asset data and information element of IIMM. This assessment built on the ISO assessment with additional documentation provided and an additional interview with Fleet and Plant carried out. Further details of the assessment are provided in Section 5.8.1.

4 Current Asset Management Maturity

The City is aligning its asset management practices with ISO5500X standards, with a target maturity level of 'Well Progressed' (66% and above) across all elements.

As of March 2025, its asset management maturity (progression towards full compliance with the Standard) is assessed as 48% which puts it midway along the 'Partially Complete' band.

Individual asset management elements range from 37.4% to 59.8%. Further details can be found in Section 4.1.

Additionally, in June 2025 at the request of the City, a maturity assessment using the International Infrastructure Management Manual (IIMM) was completed for asset data and information which aligns with the Support element in the ISO assessment and found a Basic to Core level of maturity across the various asset classes. Further detail is provided in Section 5.8.

The foundational principles of effective asset management are established, and there is significant potential for advancing asset management capabilities, given the demonstrated commitment of the ELT and their appetite to enhance maturity. Engagement with stakeholders across various functions has revealed the presence of some siloed practices and a limited awareness among teams regarding the roles and responsibilities of other functions. Good practices exist but are inconsistent across teams.

A number of opportunities have been identified to further increase the asset management maturity of the City, some of which are based on the strong asset management practices observed in some teams that should be established as common practice across the whole organisation. The priority focus improvement areas are discussed further in section 4.1.

As defined in the scope of works, WSP will review the maturity assessment findings to identify key initiatives for the City to improve their asset management maturity, aligned with the requirements of ISO5500X. Activities to be undertaken, their duration, and sequencing with respect to other improvement activities will be identified as part of the development of the Improvement Plan before being presented to the City in a subsequent report.

4.1 Overall results

The City's overall asset management maturity is assessed as 'Partially Complete' (average score of 48%), indicating the organisation has mostly identified the need for requirements, there is evidence of intent to address requirements, and is approaching the 'well progressed' stage of alignment with the Standard. The breakdown for each respective Subject Group is as follows:

- Partially Complete (score of 48%) for Organisational Context
- Partially Complete (score of 59.8%) for Leadership
- Partially Complete (score of 37.4%) for Planning
- Partially Complete (score of 45.5%) for Support
- Partially Complete (score of 51.9%) for Operation
- Partially Complete (score of 46.3%) for Performance Evaluation
- Partially Complete (score of 47.1%) for Improvement

The outcome of the maturity assessment for the City is shown in Figure 4.1 for the seven framework elements of the ISO5500X maturity assessment. The bar chart displays the average score per subject group in red with the black line representing the range of AM capabilities observed highlighting variances in AM maturity practices.

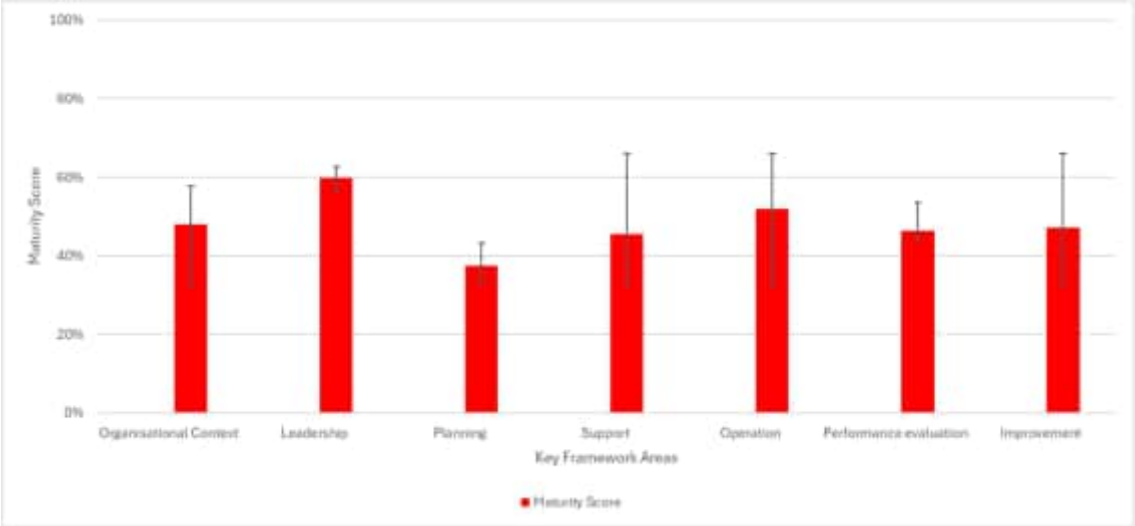


Figure 4.1 Maturity Assessment Results

Figure 4.2 provides a visual summary of the current and target maturity levels for the 27 elements across the 7 framework areas assessed in the maturity review. It highlights the City's existing performance against the ISO5500X standard, and the maturity levels it aims to achieve. This overview supports the findings presented in Section 5 and serves as a reference for the improvement planning outlined in Section 1.

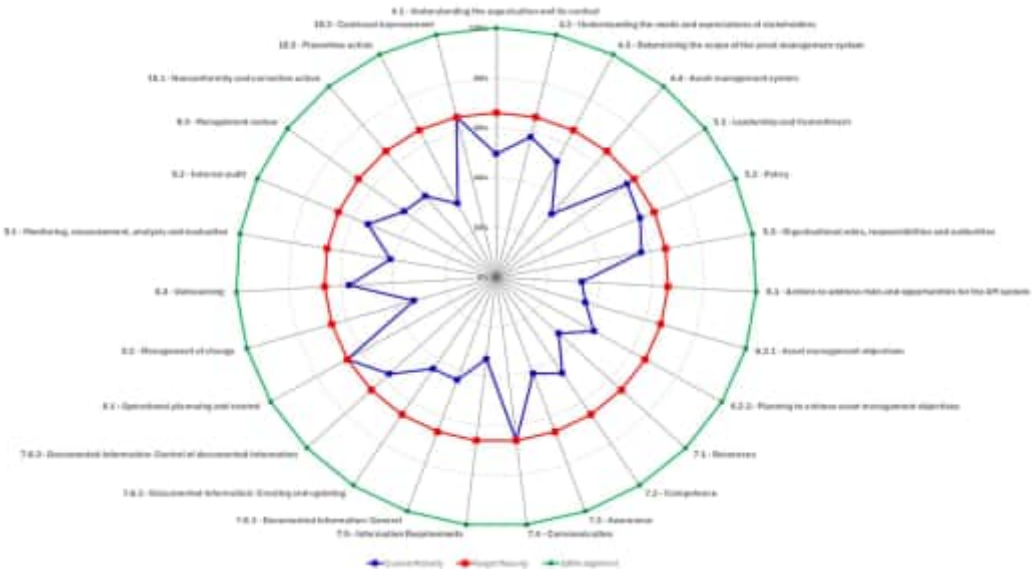


Figure 4.2 AM Maturity Assessment Results

4.2 Priority Focus Areas

Based on the results of the asset management maturity assessment (as shown in Figure 4.1 and Figure 4.2), the following priority focus areas have been identified to improve asset management maturity and capability of the City that will inform the development of the AM improvement plan:

- **Asset management system (framework):** Develop a fit for purpose asset management system (framework) aligned with ISO5500X that is representative of the City and endorsed and communicated by the City ELT.
- **Responsibilities and Accountabilities:** Support the asset management system with a Responsibilities, Accountabilities, Consulted and Informed (RACI) matrix across the City asset lifecycle business functions. There is strong executive support, a well-established policy framework, and clear accountability structures. Opportunities exist to further clarify asset management roles within policy documentation and continue alignment with ISO5500X standards, this could be facilitated by the establishment of a centralised AM structure with the AM team having responsibility for strategic asset management.
- **Improved alignment of strategic documents**: Although the foundational elements of the organisational context are in place, there are areas that can be improved to better align strategic documents, specifically in the timing of updates to documents, stakeholder expectations, and supporting systems. Enhancing the coherence and integration between the various planning, policy, and operational documents that guide asset management practices, including a review of Asset Management objectives will support improved maturity in this space. Ensuring that stakeholder needs and expectations are reflected in operational documents will help avoid disconnects and improve decision-making processes. Better alignment of supporting systems ensures that the City has the right tools to manage assets effectively, improve reporting accuracy, and facilitate data-driven decision-making.
- **Strengthening business and asset planning:** The City would benefit from leveraging stronger practices established in parts of the organisation, such as in Works and Facilities. The City would also benefit from expanding its Asset Management Plans (AMPs) to cover all asset classes, including collections.
- **Competency Development**: The City has the opportunity to address organisational asset management capability/capacity requirements for infrastructure planning and delivery, and increase the level of asset management awareness across the organisation within the scope of the City's Asset Management Framework. Workforce planning and capability development programs for staff require consideration of asset management capabilities for City roles at operational, tactical and strategic levels. The City should consider Asset Management Fundamentals training for all staff involved in asset management as a minimum.
- **Clearly articulating data requirements to support asset management decisions:** The City will benefit from defining data requirements through the development of the Asset Information Strategy (AIS) and data standard (informed by a formal information needs analysis across asset classes and supported by a data improvement program). Defining asset lifecycle data requirements will enable the City to enhance and substantiate asset management decisions through better evidence. This will be achieved by ensuring the right data is collected and reported on and encourage greater transparency of data across the organisation.
- **Enhancing Information System Support for Asset Management Activities:** The City manages a diverse range of IT systems, including databases, software applications, and newly implemented visual image data capture systems, all of which facilitate planning and operations. There is an opportunity to enhance system support for certain teams that continue to rely on form-based processes and/or do not fully utilise the capabilities of their systems. Consolidating asset registers into fewer systems could provide a comprehensive portfolio view. Aligning financial and asset registers would also support better investment decisions.
- **Process transparency:** The City has lean teams that appear to operate at full capacity. Much of the role-specific knowledge resides with individuals and is not widely documented. Implementing a program to document all processes in the Asset Management Framework would enhance transparency of activities and help the City identify opportunities to strengthen and streamline processes. This would also address a current risk related to succession planning.

- **Enhancing performance evaluation:** While there are established processes for monitoring and audits, there are opportunities for improvement in formal performance evaluation, systematic management reviews, and consistent tracking of nonconformities.

5 Detailed Observations

The output of the maturity assessment includes a series of observations captured from the document review and stakeholder engagement interviews. These comments have been grouped into the 7 framework elements of the ISO5500X maturity assessment and further broken down into 27 sub elements (as per Table 3-2).

It is important to highlight two key overarching observations; Firstly, maturity is affected by inconsistencies in activities, behaviours, documentation, and adherence to the Asset Management Framework across teams. A score indicating 'partially complete' maturity does not imply that all areas are at that level. In such cases, certain teams have often demonstrated advanced maturity, although there were more instances of lower maturity levels observed.

Secondly, maturity is being assessed against the ISO5500X standard, which describes a world-class asset management system. The City demonstrated that its teams are operating and delivering services in accordance with its current asset management system (a high-level WA model). By choosing to elevate the standard of asset management and align with a highly effective global standard, it is anticipated that maturity scores will be within the bands indicating progression towards the standard.

5.1 Organisational context

The Organisational Context element considers how well the City understands its operating environment, stakeholder needs, and the scope and structure of its Asset Management System (AMS). The maturity assessment identified that, while foundational elements are in place, there are opportunities to improve alignment across strategic documents, stakeholder expectations, and supporting systems.

As at March 2025, the overall maturity of the Organisational Context element is assessed as Partially Complete, with variation across its sub-elements. The following figures present the overall scoring for Organisational Context and the detailed maturity scoring for each sub-element.

Figure 5.1 Maturity Scoring scale - Organisational Context

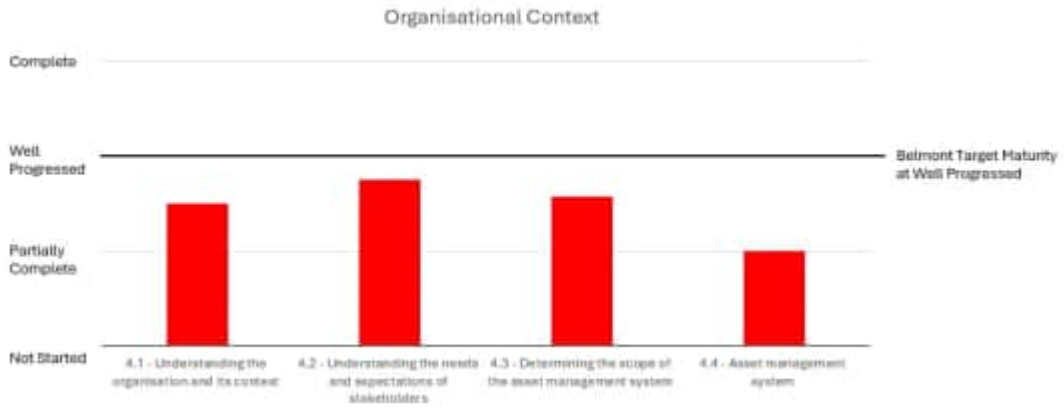


Figure 5.2 Sub-Elements Maturity Results - Organisational Context

5.1.1 Understanding the organisation and its context

The organisation faces key challenges, including population growth, infrastructure demand, funding constraints, contractor shortages, and digital transformation.

We observed that whilst AMPs are comprehensive, they appear to not fully address some of the overarching and contextual issues that impact future demand. The activities and actions described in AMPs could have improved line of sight to objectives and activities described in the Asset Management Strategy.

The three key strategic documents (Asset Management Strategy 2021-2025, Strategic Community Plan 2024 - 2034 and Corporate Business Plan 2024 - 2034) comprehensively describe the organisation and strategic context but due to the publishing dates of these documents we observed some misalignment between goals and objectives within them.

5.1.2 Understanding the needs and expectations of the stakeholders

The organisation has identified key stakeholders, including internal departments, elected officials, regulatory bodies, contractors, and community members, and community satisfaction and expectations are captured through surveys and feedback mechanisms.

The major review of the Strategic Community Plan and Corporate Business Plan in 2024 was a community-led review using the FUTYR® approach, which involved research, surveys, and workshops with diverse groups. Feedback from this process is used to shape plans and track progress, with results reported in the Annual Report.

We observed that stakeholder expectations and requirements are not yet transparently aligned with respect to the AMS, particularly in consideration of operational plans. For example, communities and residents are identified as stakeholders in the parks AMP; this might be improved by including their expectations, such as the availability, maintenance, and safety of park spaces.

Decision making for asset management is well considered balancing financial constraints, budget, asset condition, capability and stakeholder needs but might benefit from being supported by a documented, structured decision-making criteria.

5.1.3 Determining the scope of the asset management system

The City's AMS in its Asset Management Strategy is structured around a Western Australia framework model, which emphasises the interrelationship between asset management policies, strategies, and plans.

The Corporate Business Plan considers external factors including workforce shortages and funding constraints, but we observed it does not explicitly address specific asset-related issues.

The City's other management systems, including for example risk management system, appear to be comprehensive but it was noted that there is not yet full alignment of all systems in the AMS.

5.1.4 Asset Management System

ISO5500X describes a framework that encompasses asset lifecycle activities and management systems, which is more extensive compared to the current Belmont AMS. The maturity assessment aims to align specifically with the ISO5500X framework.

The Asset Management Strategy 2021-2025 (equivalent to the organisation's SAMP) describes the asset management system (framework) and contains asset management objectives. The action plan within the Asset Management Strategy demonstrates the intention to continually improve the AMS. There is continued work required to strengthen the relationship between the AM framework and AM objectives to demonstrate how the AM framework supports the realisation of the objectives.

5.2 Leadership

The Leadership element assesses the extent to which the City's leadership demonstrates commitment to asset management through governance, policy, and clearly defined roles and responsibilities. The maturity assessment found strong executive support, a well-established policy framework, and clear accountability structures. Opportunities exist to further clarify asset management roles and accountabilities within AM framework documentation, such as a RACI, and continue alignment with ISO5500X standards.

As at March 2025, the overall maturity of the Leadership element is assessed as Partially Complete, with performance at the higher end of this rating, demonstrating strong progress towards the target state of Well Progressed. The following figures present the detailed maturity scoring for each sub-element and the overall scoring for Leadership.

Figure 5.3 Maturity Scoring Scale - Leadership

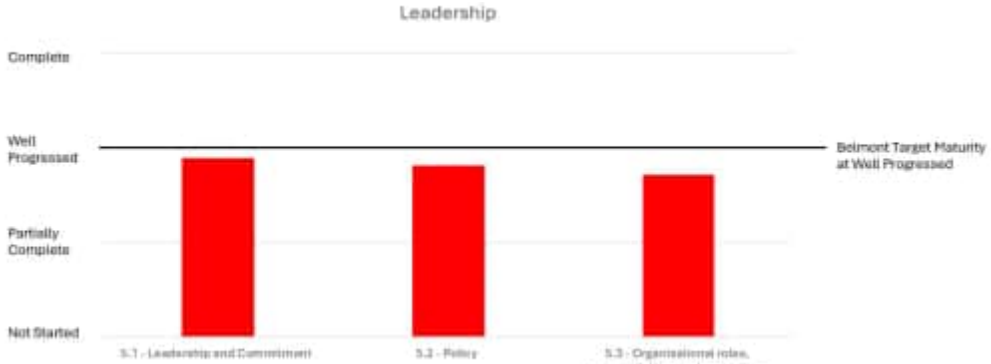


Figure 5.4 Sub-Elements Maturity Results - Leadership

5.2.1 Leadership and Commitment

Top management demonstrates strong support for asset management, with AM objectives integrated into policies, strategies, and the Corporate Business Plan.

The Executive Leadership Team (ELT) is responsible for overseeing AMS resource allocation, enhancing staff retention in the post-COVID environment, and driving cultural advancements while setting the organisational tone.

The ELT values the content of the AMPs and looks to them to support their investment decision making.

Continuous improvement is led by top management, and the review team noted that new technology aimed at enhancing outcomes is readily adopted. Additionally, innovative ideas from new staff members are encouraged and valued. A recent instance of continuous improvement is the proactive planning of capital projects. This approach ensures that the City is prepared to initiate works promptly when budget allocations, grants, or stimulus funds become available.

5.2.2 Policy

The City's Asset Management Policy is considered appropriate for the organisation. It defines six high level objectives, considers the whole-of-life asset approach, and includes a ten-year vision. It covers asset planning, budgeting, operations, maintenance, risk assessment, costing, and data management. The Asset Management Policy is publicly available, communicated internally and externally, and undergoes periodic reviews every 2-3 years.

It was noted that there was limited information in the policy on AM roles and responsibilities and that the owner of the policy is not at executive level.

5.2.3 Organisational roles, responsibilities and authorities

Roles and responsibilities for asset management are well articulated in AM artefacts (AM Strategy, Policy and AMPs).

The ELT supports the AM Strategy, assigns dedicated resources, and ensures AMPs are approved at the ELT level.

Although the Asset Management System (AMS) is making progress toward ISO 5500X alignment, it was not initially developed with this standard in mind. Consequently, roles and responsibilities are not yet clearly defined against the broader and more comprehensive requirements. The ELT is demonstrating its commitment towards alignment of its AMS with ISO5500X by appointing an external assessor to undertake a review of its maturity and develop a road map guiding improvement.

The ELT has supported the position of Coordinator Asset Management who plays a key role in establishing and improving the Asset Management Plans.

5.3 Planning

The Planning element evaluates how effectively the City identifies risks and opportunities, sets asset management objectives, and develops plans to achieve these objectives. The maturity assessment found that while foundational planning processes are in place, there are opportunities to strengthen risk integration, clarify objectives, and improve alignment between strategic plans and operational delivery.

As at March 2025, the overall maturity of the Planning element is assessed as Partially Complete, with variation across sub-elements related to risk management, asset management objectives, and planning to deliver those objectives. The following figures present the detailed maturity scoring for each sub-element and the overall scoring for Planning.

Figure 5.5 Maturity Scoring Scale - Planning

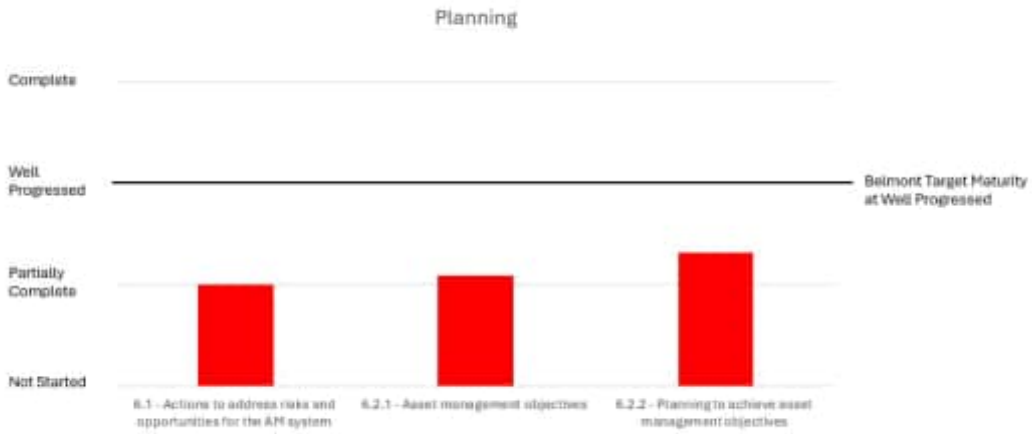


Figure 5.6 Sub-Elements Maturity Results - Planning

5.3.1 Actions to address risks and opportunities for the AM system

The City has a comprehensive risk management framework in operation which follows a three-line defence model and is reported quarterly and follows a business excellence framework that supports process reviews and improvements.

It was observed that risk identification and management within AMS planning is inconsistent, with risks only addressed at a high level in AMPs. Each AMP contains an Improvement Plan section but not with clear alignment to identified risks, issues and opportunities.

While some operational teams use structured risk reviews and digital tools (e.g., visual image data capture for condition assessments), others rely on reactive responses. Risk management and AM planning could be strengthened in areas like drainage and footpath management.

Budget constraints appear to hinder proactive risk mitigation in some of the operational areas.

Through undertaking a maturity assessment, the City is demonstrating its desire to address risks, gaps and opportunities in the AMS.

5.3.2 Asset management objectives

AM objectives exist within the AM policy and strategy but in their current form are high-level, not linked to relevant functions and levels, and are not assigned SMART attributes (specific, measurable, achievable, relevant, time-bound). Based on evidence provided, our observation is that there does not appear to be structured monitoring of these objectives and the extent to which they have been achieved.

The Corporate Plan contains additional objectives with more 'SMART' actions against them - these are aligned to 11 outcomes and are time bound with roles noted as each action lead. There is currently no clear line of sight between the AM objectives in the AM Strategy and Policy and Corporate Plan objectives and actions, this is possibly in part due to the non-aligned timing of the publish dates of the AM Strategy and Corporate and Community Plan. Similarly, it was observed that there is currently inconsistent alignment between the AMPs and strategic objectives.

5.3.3 Planning to achieve asset management objectives

There is strong evidence that the AMPs have been prepared to support and demonstrate delivery of the City's asset requirements and strategic objectives. Because the AM objectives, in the AM Strategy and Policy, are high level statements it was observed that there is not currently detailed actions, plans and resource allocation attributed to the objectives outside of the high-level Action Plan in the AM Strategy.

Based on the evidence provided, it is observed that there is currently no established method and criteria for decision-making and prioritisation of activities and resources to achieve the AMPs and AM objectives.

The AMPs do contain 'demand drivers' section which indicates what factors are driving demand for their assets, or increased numbers of assets e.g. residential and commercial developments and climate change. They describe maintenance, capital replacement and renewal but not always using consistent terminology. The City has documented appropriate time horizons in its AMPs, ranging from 10-year asset programs to integration with the 2020-2040 Strategic Community Plan, depending on the asset type. This demonstrates a relatively clear alignment with both medium and long-term planning objectives. It is also helpful that that historical data is included in AMPs to show trends.

It was observed that the AMPs do not currently contain resource plans addressing requirements for managing assets and delivering AM objectives.

The teams articulated a robust, structured method for executing tasks; however, it was observed that in some cases, processes appeared to be less formally documented and instead relied on the team's learned practices.

5.4 Support

The Support element examines the resources, competencies, awareness, communication, and information management practices that facilitate asset management at the City. The maturity assessment identified effective communication practices and committed teams; however, challenges exist in resourcing, succession planning, training, data management, and system integration. Enhancing these areas will help ensure the Asset Management System (AMS) is sustainable and aligned with strategic objectives.

As at March 2025, the overall maturity of the Support element is assessed as Partially Complete, with individual sub-element scorings highlighting varying levels of progress, particularly in communication and documented information management. The following figures present the detailed maturity scoring for each sub-element and the overall scoring for Support.

Figure 5.7 Maturity Scoring Scale - Support

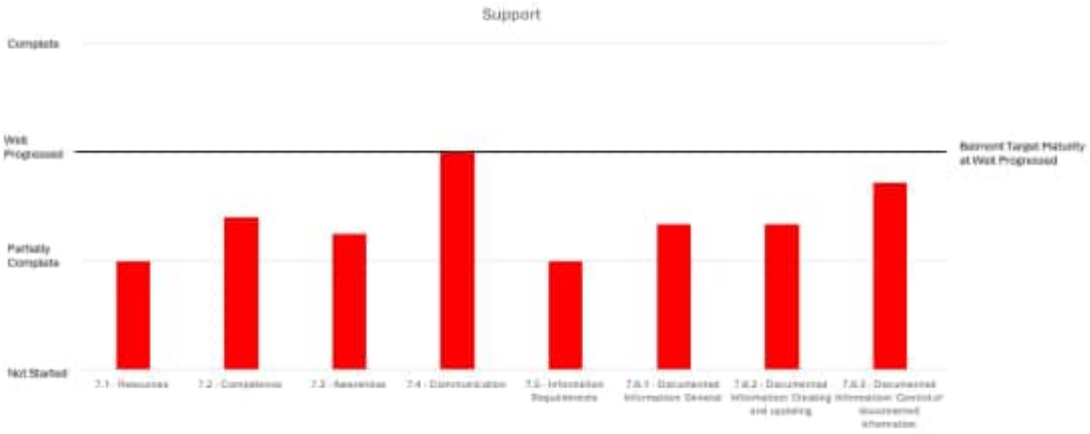


Figure 5.8 Sub-Elements Maturity Results - Support

5.4.1 Resources

The City has a Workforce Plan for project resourcing, however a specific focus on resourcing to establish, implement and maintain the AMS was not observed. A resource review was last conducted three years ago, and the ELT advised that the current operating context requires reassessment.

It was observed resource constraints exist across multiple teams (IT, facilities, parks, and public infrastructure), leading to over-reliance on contractors, particularly in maintenance due to internal skill shortages. Some teams, e.g. Parks, may face operational risks due to limited succession planning.

Furthermore, despite the presence of organisational charts, it was observed that there is limited resource alignment with Asset Management (AM) objectives. It was noted that a centralised AM team is currently responsible for coordinating the AM Strategy, developing Asset Management Plans (AMPs), and driving improvements in these areas. However, this team is relatively small and constrained in its capacity to deliver comprehensive strategic asset management.

5.4.2 Competence

It was observed that the City appears to have resources with the appropriate levels of competence to deliver planning and operational asset works. While training needs are identified during performance reviews, there is currently no formal asset management training program in place. Employees can request training; however, these requests are subject to approvals and available training budgets.

Competency seemed to be primarily derived from experience rather than structured training programs. Competency reviews take place during performance evaluations, but it was noted that the effectiveness of training does not appear to be systematically measured.

A Training Development Officer was recently introduced to improve staff capabilities, and it is understood that the City is working hard to attract and retain resources in a currently competitive job market. It was observed there is currently limited succession planning in place, particularly noted within the Parks team, which may lead to a risk of knowledge loss as experienced staff retire. It was observed across several of the stakeholder interviews that operational teams feel under-resourced.

5.4.3 Awareness

The AM Policy is publicly accessible; however, it was observed that awareness of its content and purpose varies among teams. Most operational teams demonstrate active engagement with central Asset Management (AM) and appear to have a clear understanding of their role in contributing to the effective management of assets. Some stakeholders appear to operate independently with limited awareness of their role within the broader Asset Management framework and the activities of other teams.

The central AM team is working on standardising awareness through implementing a consistent approach to developing AMPs.

5.4.4 Communication

The City communicates AM objectives through its AM Strategy and Strategic Community Plan but there is limited clarity on the roles and responsibilities of the operational teams relating to the objectives.

Strategic and operational asset documents, which have clear target audiences, are prepared and updated against clearly articulated cyclical periods. There was some feedback from teams that there is some reliance on informal communication in relation to asset management communication and that this limits transparency and efficiency.

It is understood that there is an identified need (a documented action from the AM Strategy) to form an AM Steering Committee (Asset Custodian Steering Group) which would support improved communication in relation to the AMS.

5.4.5 Information Requirements

There appear to be several asset management information systems (asset registers) and there is the intention to streamline and consolidate into one or fewer systems. Systems identified are:

- Univerus – an asset management information system designed to help organisations efficiently track, plan, predict, and enhance all aspects of their asset lifecycle. It offers a unified platform that integrates field operations, GIS mapping, and real-time data analytics.
- TechOne Finance One – a comprehensive, cloud-based enterprise resource planning (ERP) solution designed to streamline and automate financial management processes.
- FleetMEX - Fleet and plant maintenance management system that can Capture Comprehensive Vehicle Information, manage day to day maintenance tasks, Schedule Preventative Maintenance and Inspections, handle Automatic Stores Ordering.
- Quantum GIS - Geographic information system utilised for various asset classes to store and access asset data.

- Intramaps - Geographic information system utilised for various asset classes to store and access asset data.
- MyBuildings - facilities management system used for works management including scheduling of preventative maintenance routines, work request management, control of expenditure and contractor management. This system requires the Capital Expenditure Management Module to plan and monitor capital works.
- Thinkproject Asset and Work Manager (formerly RAMM) – a digital geospatially enabled asset and work management solution that combines budget and contract management with job creation, assessments and more to manage assets throughout their lifecycle. It has the ability to forecast future changes to conditions and the potential value of capital improvements required.

Asset custodians for Works and Parks continue to use Excel spreadsheets to manage their assets and this was observed to be because of poor knowledge of system capability and limited time to learn the features of the systems. It was understood from stakeholders that for new and decommissioned assets in Parks there is a reliance on paper-based forms to capture data for upload into a system. Furthermore, it was evident that some resources do not prioritise the completion of data capture forms. There appears to be inconsistency in the quality of data capture with Works and Roads describing a mature approach that could be utilised for other custodian areas with less mature approaches.

Stakeholders from the financial team advised that the financial register and fixed asset register are separate systems with no interoperability. Data updates between the systems is a manual process and can result in items being missed. Asset condition assessments vary across different asset classes, with some teams using a structured approach involving data capture technology, while others employ a less structured, ad hoc methods.

The Key Actions (page 19) section of the AM Strategy lists several actions relating to improving data and information management.

5.4.6 Documented Information: General

The City presently provides all essential documented information in accordance with the WA AM Framework. The reviewers observed that alignment with ISO5500X is part of a maturity improvement process, and therefore, there are certain information gaps when considering the requirements of the ISO5500X standard. Some of these gaps are identified in the Key Actions (page 19) section of the AM Strategy, evidencing the organisations intention to improve maturity in this area.

5.4.7 Documented Information: Creating and updating

Based on evidence provided, our observation is that the AMPs currently do not contain a documented process for their preparation, review, and approval. However, key strategic plans and documents that were reviewed contained essential information, such as title, author, reviewer, approver, and review dates.

5.4.8 Documented Information: Control of documented information

It has been observed that documentation practices differ among the operational teams, ranging from digital data capture to the use of Excel spreadsheets. The manual approaches are likely to have inadequate documentation control.

Documented information relating to the AMS such as the AMPs is centrally controlled by the AM team and content is available to leadership and considered in strategic decision making.

In relation to externally produced information, a high proportion of operational works are outsourced through contractors and new asset information is provided by the third parties. An 'as constructed' survey is delivered for every completed project to the Works team.

5.5 Operation

The Operation element examines the efficiency of the City’s planning, control, and management of daily asset management activities, including change management and oversight of outsourced services. The maturity assessment

found effective practices in operational planning and contractor management in several areas, but also noted inconsistencies across teams, particularly in risk assessments, change management, and post-project reviews. As at March 2025, the overall maturity of the Operation element is assessed as Partially Complete, with performance approaching the "Well Progressed" rating, reflecting positive progress towards the target state, with varied scoring across sub-elements. The following figures present the detailed maturity scoring for each sub-element and the overall scoring for Operation.

Figure 5.9 Maturity Scoring Scale - Operation

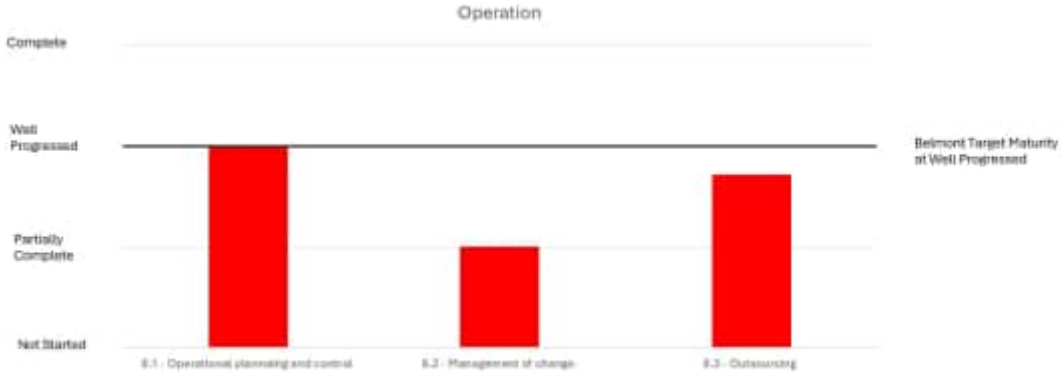


Figure 5.10 Sub-Elements Maturity Results - Operation

5.5.1 *Operational planning and control*

The Works, Facilities, Roads and Footpaths teams have structured maintenance planning criteria, with drainage and parks maintenance observed to have a less structured approach. Generally, in relation to operational planning and control The City is well progressed but not across all its teams.

The proactive planning of capital projects is enhancing the team's agility and readiness to initiate work as soon as the budget is allocated.

5.5.2 *Management of change*

It was observed there was some inconsistency across teams in relation to risk assessment of change. IT and Facilities teams conduct risk reviews before implementing changes, but there were observed to be less formal process for infrastructure-related changes – an example provided was the shift from reactive to planned maintenance.

Risk assessments are observed to be managed independently within departments, which suggests there may be inconsistencies and gaps in identifying and mitigating risks. Well defined procedures exist for post-project reviews for major works in some areas, for example road upgrades, but are not well practiced in other custodian areas such as Parks. Minor AM changes are observed to lack a structured review process across all asset custodian areas of the organisation.

Facilities advised that in the past there was a lack of early asset management involvement and structured handover of major projects, resulting in incomplete documentation and impacts on ongoing maintenance and operations activities.

5.5.3 *Outsourcing*

The City's teams are very clear about what is outsourced and what is delivered internally. The ELT advised that Council used to have more construction and capital works staff but have moved to outsourcing this type of work but have retained capability to manage and maintain. There are observed to be some inconsistencies across the organisation in relation to risk management for outsourced works. The Facilities team consistently monitors contractor compliance, while the Parks and Works teams depend significantly on contractors without conducting a structured risk assessment. The Facilities team actively manages outsourced maintenance through 'My Buildings', however, it was observed there is less use of systems to support outsourced works in other areas.

Some inconsistencies were noted in performance management of outsourced activities. The Facilities team follows a structured performance management approach whereas other teams carried out no, or less structured, performance reviews.

Major infrastructure projects appear to have well-defined outsourcing scopes, but minor services (e.g., parks maintenance, small repairs) may lack clear scopes of work.

An 'as constructed' survey is completed for all roads project and handed over to Asset Management. Some stakeholders have provided feedback however indicating there is insufficient work on post completion reviews.

Overall, the management of outsourced contractors appears to be mature. However, the management of activity and information flows between internal teams seems to require further improvement.

5.6 Performance evaluation

The Performance Evaluation element assesses how the City measures, audits, reviews, and responds to the performance of its assets and its Asset Management System (AMS). The maturity assessment found that while there are established processes for monitoring and audits, there are opportunities for improvement in formal performance evaluation, systematic management reviews, and consistent tracking of nonconformities. Strengthening these areas will support continuous improvement and alignment with ISO5500X, while also improving visibility over asset and system performance.

As at March 2025, the overall maturity of the Performance Evaluation element is assessed as Partially Complete, with performance tracking well towards the "Well Progressed" rating, highlighting positive progress towards the target state, with variation across sub-elements, including monitoring, internal audits, and management reviews. The following figures present the detailed maturity scoring for each sub-element and the overall scoring for Performance Evaluation.

Figure 5.11 Maturity Scoring Scale - Performance Evaluation

Figure 5.12 Sub-Elements Maturity Results - Performance Evaluation

5.6.1 Monitoring, measurement, analysis and evaluation

Maturity and approaches for asset monitoring are observed to vary across departments. The City uses a community feedback mechanism to track and monitor customer satisfaction of its assets. Some stakeholders stated that they would like to see the community engagement delve a little deeper to understand more about asset satisfaction and needs.

Monitoring of asset performance is approached differently by asset classes. All AMPs contain condition scales for their assets, but the scales appear to be inconsistent e.g. Parks uses a scale of 1-5, Facilities uses a scale of 0-10 and Fleet and Plant state that neither scale is applicable to their asset class.

Methodology for asset performance data capture varies across asset classes with some activity being outsourced and some delivered internally. Roads and Pathways use 'Catalyse 2023', Facilities use 'My Buildings' and road condition is monitored through surveys. The Parks and Drainage approach to asset condition monitoring appeared to be a less structured and proactive approach, although it is noted that the recent acquisition of a camera to complete drainage inspections will support matured practices.

Based on evidence provided, our observation is that there is not portfolio view of the condition of all assets. Generally, asset condition (performance) is monitored, but there does not appear to be formal evaluation of the performance of asset management or the AMS.

5.6.2 Internal audit

It was observed that the City has an internal audit team operating a program of 10 audits per year, but it was not observed as to the extent to which this team audits the asset management system and activities. Internal and external audits are carried out and reported through to Leadership team.

5.6.3 Management review

The Asset Management Strategy (AMS) is incorporated into the overall Asset Management Strategy reviewed by Senior Leadership. However, a program for scheduled, organisation-wide AMS reviews was not observed to be in place. An internal asset management maturity assessment was previously conducted. However, based on the evidence provided, it has been observed that actions from past management reviews are not systematically tracked for status updates, nor for changes in asset management risks and opportunities.

External and internal AM issues are considered in some areas but do not appear to be systematically recorded.

Stakeholders advised that AM performance reporting currently lacks in-depth analysis of non-conformities and trends and that a dedicated review framework for AM activity is not yet in place. A review of asset operations however is captured in the AMPs.

The Executive Leadership Team (ELT) clearly demonstrates strong support for continuous improvement. They exhibit a willingness to enhance asset operations, implement digital and visual image data capture solutions where beneficial, and welcome innovative ideas from newly appointed team members.

5.7 Improvement

The Improvement element evaluates how the City identifies opportunities for improvement, implements preventative actions, and drives continual enhancement of its asset management practices and systems. The maturity assessment found that while there is a strong focus on service and asset improvements, there are opportunities to strengthen preventative maintenance practices and ensure improvement activities are consistently applied across all asset management functions. Additionally, greater focus on system-wide AMS improvements would support ongoing alignment with ISO5500X principles.

As at March 2025, the overall maturity of the Improvement element is assessed as Partially Complete, with performance at the higher end of this rating, reflecting strong progress towards the target state of "Well Progressed," with strong performance in continual improvement and opportunities to advance preventative actions and system-level enhancements. The following figures present the detailed maturity scoring for each sub-element and the overall scoring for Improvement.

Figure 5.13 Maturity Scoring Scale - Improvement

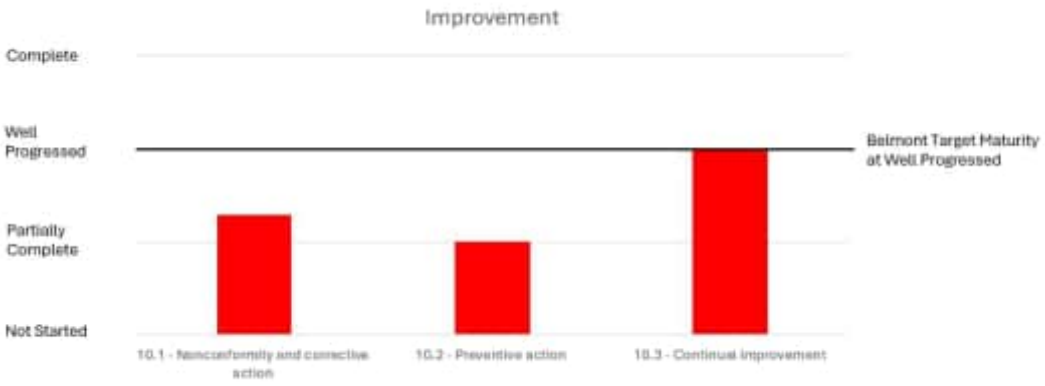


Figure 5.14 Sub-Elements Maturity Results – Improvement

5.7.1 Nonconformity and corrective action

It was observed that incident responses are handled within departments/teams and escalated when required, but there appears to be no centralised AM non-conformance tracking system. Some teams conduct root cause analysis, but stakeholders advised there is currently no standardised approach across departments.

Major incidents (e.g., road failures) receive corrective action, but minor non-conformities are often addressed informally. The effectiveness of corrective actions does not appear to be consistently reviewed, with limited follow-up evaluations conducted in some areas.

Stakeholders advised that changes to the AMS are made in response to large-scale issues, but there is currently no systematic approach to updating processes for smaller failures and non-conformances. Corrective actions are implemented based on operational needs. There appears to be inconsistent documentation of non-conformities particularly for parks and drainage assets.

5.7.2 Preventative action

Preventative maintenance activities are deployed for some infrastructure, such as roads, but predictive failure analysis does not appear to be widely implemented. A camera has been purchased to assist the City to identify potential failures in the drainage pipe network. Some departments apply corrective actions proactively; however, it was observed that this approach is not consistent across all operational functions.

5.7.3 Continual improvement

Each AMP contains a 'Plan Improvement and Monitoring' section that identifies improvement tasks, responsibilities, and timelines. However, based on our observations, improvements are focused on service and asset improvement rather than the AMS itself. The ELT showed willingness to embrace change and continuous improvement for better service outcomes.

AMS improvements occur at a departmental level, with a high-level, coordinated strategy included in the Asset Management Strategy, and change and maturity actions managed by the AM team.

5.8 IIMM Asset Data and Information Maturity

The City set a target through the organisational Asset Management Strategy 2021 – 2025 to achieve an 'intermediate' level of asset management data maturity, as specified in section 4.2 of the International Infrastructure Management Manual (IIMM), by 2025.

In 2021 the City self-assessed data and information maturity across its asset classes against the IIMM 2015 maturity index of majority 'Core' with three asset types assessed as 'Basic' as shown in Table 3-3 - Previous self-assessment results.

The City identified several focus areas to support its goal of achieving an 'Intermediate' level of maturity as detailed in the Asset Management Strategy 2021 – 2025.

A number of opportunities have been identified to further increase the asset data and information maturity of the City. There are opportunities based on the strong asset data and information practices observed in some teams that should be established as common practice across the whole organisation. There is an opportunity to enhance system support for certain teams that continue to rely on form-based processes and/or do not fully utilise the capabilities of their systems.

It has been observed that documentation practices differ among the operational teams, ranging from digital data capture to the use of Excel spreadsheets. The manual approaches are likely to have inadequate documentation control.

It is understood that the financial register and fixed asset register are separate systems with no interoperability. Data updates between the systems are a manual process and can result in items being missed.

The key requirement limiting the City's ability to achieve Core maturity is "A formal information needs analysis has been undertaken and an information strategy and data improvement plan developed". Table 5-2 provides detail on the items required for each asset type to achieve Core and Intermediate maturity.

5.8.1 Assessment Methodology

At the request of the City, WSP undertook an independent maturity assessment of the IIMM asset management function "4.2 asset data and information" during June 2025. A complete maturity assessment across the full 16 functions of the IIMM Asset Management Maturity Assessment Framework was not completed as this is covered in the scope of the ISO AM Maturity assessment.

In completing the assessment of the City's asset data and information maturity against IIMM, the results of the interviews conducted between December 2024 and February 2025 were used. An additional interview was conducted on the 19 June with the Coordinator Fleet and Plant.

In addition to the interviews, a desktop review of documented evidence of processes and practices were sighted that include asset class Asset Management Plans (AMP) and data extracts from asset registers and asset information management systems (AIMS), and other supporting documentation. Documents that were sighted in support of the maturity assessment have been listed at Appendix A1.

5.8.2 Changes in Assessment Criteria 2015 to 2025

It should be noted that the benchmark criteria for data and information has significantly increased since 2015 (the version of IIMM referenced in the Strategy that the 2021 assessment used) based on changes to International standards and modern practice in data and information management including ISO standards and GFMAM. Achieving an intermediate maturity to the 2025 IIMM maturity matrix now requires much more robust practices, refer to Appendix A-3 for details on the assessment criteria.

Core maturity now requires achievement of the following additional criteria:

- A formal information needs analysis has been undertaken and an information strategy and data improvement plan developed
- Knowledge of asset criticality and risk supports the regularity of data collection and updating

Intermediate maturity now requires achievement of the following additional criteria:

- The information strategy and data improvement programme are being actively monitored and reported
- The use of asset information in asset management planning and decision making is reviewed for effectiveness

5.8.3 Current Data and Information Maturity (IIMM)

As of June 2025, the City's asset data and information maturity has been assessed as Basic against the IIMM 2025 maturity matrix, with the majority of asset types achieving 75% of Core requirements and several achieving a number of requirements for Intermediate maturity, as shown in Table 5-1. The following sections provide commentary to support the assessed scores.

It is assumed that all requirements for a given maturity level need to be met to achieve that maturity.

Table 5-1 – Comparison of previous self-assessment results with 2025 independently assessed maturity results

Asset Type	Maturity Level 2021	Assessed Maturity Level 2025
Land	Core	Basic 75% of Core
Roads	Core	Basic 75% of Core 75% of Intermediate
Street infrastructure	Core	Basic 25% of Core
Fleet and plant	Core	Basic 75% of Core

Asset Type	Maturity Level 2021	Assessed Maturity Level 2025
		75% of Intermediate
Facilities and structures (including lighting)	Core	Basic 75% of Core
Drainage	Core	Basic 75% of Core
Paths	Core	Basic 75% of Core 50% of Intermediate
Public open space and irrigation (includes path infrastructure)	Core	Basic 75% of Core
Playground equipment	Core	Basic 75% of Core
IT and communications equipment	Basic	Basic
Furniture and equipment	Basic	Basic
Public art	Basic	Basic 50% of Core

5.8.4 Focus Areas to Achieve Intermediate Maturity

There are several key items identified from this assessment that will support the City to achieve the target of Intermediate maturity for Asset Data and Information, including:

- Establishment of a Data Standard and Asset Information Strategy (AIS) would support the continued improvement of data and information maturity and support achievement of Core maturity. An AIS provides a structured approach to managing asset-related data and information within an organisation. It defines how information about assets is collected, stored, maintained, and used to support business processes, decision-making, and overall asset management goals.
- Establishment of a data improvement plan covering all asset classes would support the establishment of comprehensive asset data and information that is accurate, consistent and reliable to inform asset planning and decision-making
- Development of asset-specific risk registers and standardised risk management processes, aligned with the City's Risk Management Framework will enhance risk management efforts by enabling targeted risk identification, tailored mitigation strategies, prioritisation of risks, and improved decision-making.
- Establishment of processes to ensure the information strategy and data improvement programme are being actively monitored and reported.
- Ensure the practices seen in some asset custodian areas where a review for effectiveness is completed for the use of asset information in asset management planning and decision making is established across all asset classes.
- Ensure that a documented, systematic and audited data collection process is in place for all asset classes based on a formal information needs analysis.

5.8.5 Observations by Asset Type

This section provides a brief commentary to support the assessed maturity for asset data and information across each asset type.

5.8.5.1 Land

The provided extract from the City's asset information management system for land assets indicates sufficient information to complete asset valuation and manage operational requirements.

5.8.5.2 Roads

The provided extracts from the City's asset information management system for road assets, Thinkproject Asset and Work Manager (formerly RAMM), indicates an accurate, consistent and reliable register of physical, financial and risk attributes recorded used to inform asset planning and decision-making. This is supported by the Roads AMP.

A data collection process is managed on a 4-yearly basis in addition to 6 monthly fault surveys that support the development of forward works programs and long-term decision-making. The City uses a composite condition index to rate the condition of each road segment.

5.8.5.3 Street infrastructure

Asset register extracts provide sufficient asset information to manage operational requirements for street infrastructure. Limited evidence was sighted supporting an understanding of asset condition to support asset planning and decision-making.

5.8.5.4 Fleet and plant

The City uses a combination of FleetMEX system and excel spreadsheets supported by the Fleet and Plant AMP to manage the asset class and inform asset planning and decision-making. The recent implementation of FleetMEX has supported the steady program to improve data and information for the asset class.

A long-term (13 year) forecast of funding need for the asset class is maintained by the coordinator. Planning and decision-making processes are being reviewed by the newly appointed coordinator for effectiveness and efficiency gains. Benchmarking against industry best practices and standards is utilised to provide assurance around asset planning.

Information on work history and cost is recorded through FleetMEX with service schedules in place.

5.8.5.5 Facilities and structures

MyBuildings is utilised as the facilities management system for works management including scheduling of preventative maintenance routines, work request management, control of expenditure and contractor management. This system requires the Capital Expenditure Management Module to plan and monitor capital works which, it is understood, is not implemented for the City. There is no management system to support leases and instead, these are managed in a spreadsheet.

The interview highlighted ongoing challenges resulting from historically inadequate data recording practices, with certain assets lacking current condition information. It is recommended to further develop and maintain a comprehensive asset register for facilities.

Building condition inspections are completed on a 3-yearly basis with building components rated on a 1 to 10 grading scale using a manual process, however it is understood a Facility Inspection document is in development which will integrate the inspection process into MyBuildings. A predetermined intervention level for components, based on condition, is documented in the Facilities AMP.

Interviews indicated that risk management is primarily reactive responding to incidents.

5.8.5.6 Drainage

Sufficient information is available to complete asset valuation for drainage assets, however there are some identified asset data gaps with a CCTV recently purchased to support capture of more detailed asset information. The interview identified there is currently a predominant reactive practice in place to respond to drainage maintenance requirements.

The Drainage AMP supports knowledge of asset criticality and risk to support decision-making with critical asset types identified and failure modes and associated risk profiles assessed.

5.8.5.7 Paths

Data extracts from Univerus indicate a reliable register to inform asset planning and decision making for path assets. Asset condition inspections are competed on a 4-yearly basis, however interviews identified some reactive maintenance practices in place.

The Pathways AMP supports the City's knowledge of asset criticality and risk management with prioritisation of fault repairs given to high activity areas.

5.8.5.8 Public open space

Asset information is scattered across different systems, including spreadsheets, asset registers, and GIS databases. There is no centralised, integrated system, however the provided extracts in addition to the Parks AMP indicates sufficient information to complete valuation and manage operational requirements.

Interviews revealed that there are gaps in asset information (incomplete or outdated) including data around asset criticality and risk as well as trees where these maintenance intensive assets are not currently recognised as assets within the asset register. It was also noted that limited GIS mapping use is due to insufficient team expertise. The parks team acknowledged that improved GIS skills would enhance asset management.

There is no structured audit of asset data and rather a reliance on feedback from staff and contractors in the field to provide data on asset condition and performance to inform maintenance requirements.

5.8.5.9 Playground equipment

Asset information is scattered across different systems, including spreadsheets, asset registers, and GIS databases. There is no centralised, integrated system, however the provided extracts in addition to the Parks AMP indicates sufficient information to complete valuation and manage operational requirements. The interviews identified that some information is incomplete or outdated.

It was understood from stakeholders during interviews that for new and decommissioned assets in Parks there is a reliance on paper-based forms to capture data for upload into the information management system. Furthermore, it was evident that some resources do not prioritise the completion of data capture forms.

Technical LoS within the Parks AMP require monthly safety/compliance inspections and annual condition inspection for playgrounds. The interviews noted that performance measurement is minimal, with reliance on ad-hoc community feedback and occasional condition audits with asset planning and decision-making based on field knowledge rather than data analytics.

5.8.5.10 IT and communications equipment

Limited evidence was provided to support more than basic physical asset information recoded for IT and communications equipment. The ICT Strategy action plan includes an action to build a register for ITC and digital assets which will support continued maturity for tis asset class.

It is understood that there isn't a structured business needs driven approach to IT systems.

5.8.5.11 Furniture and equipment

Basic physical asset information recorded supported by the Parks AMP.

5.8.5.12 Public art

An extract from the City's public art register offers sufficient information to support operational needs. However, given the anticipated growth in public artworks under council custodianship, a more robust management system than the current Excel spreadsheet may be required to ensure comprehensive oversight and effective asset management.

Asset planning and decision making is based on condition assessment, past maintenance costs and risk assessments.

It was identified during interviews that a more comprehensive system is required to manage the museum collections, with no evidence sighted for these assets.

Table 5-2 – Requirements to address Core and Intermediate IIMM maturity for Asse Data and Information

Asset Type	Maturity Level 2021	Assessed Maturity Level 2025	Items to address core maturity	Items to address intermediate maturity
Land	Core	Basic 75% of Core	Documentation of data standards Formal information needs analysis Information Strategy Data improvement plan	Reliable register of physical, financial and risk attributes Monitoring and reporting on Information Strategy and data improvement program Data collection process - documented, systematic, audited
Roads	Core	Basic 75% of Core 75% of Intermediate	Documentation of data standards Formal information needs analysis Information Strategy Data improvement plan	Monitoring and reporting on Information Strategy and data improvement program
Street infrastructure	Core	Basic 25% of Core	Documentation of data standards Formal information needs analysis Information Strategy Data improvement plan Criticality/risk supporting data collection	Reliable register of physical, financial and risk attributes Monitoring and reporting on Information Strategy and data improvement program Data collection process - documented, systematic, audited
Fleet and plant	Core	Basic 75% of Core 75% of Intermediate	Documentation of data standards Formal information needs analysis Information Strategy Data improvement plan	Monitoring and reporting on Information Strategy and data improvement program
Facilities and structures (including lighting)	Core	Basic 75% of Core	Documentation of data standards Formal information needs analysis Information Strategy Data improvement plan	Reliable register of physical, financial and risk attributes Monitoring and reporting on Information Strategy and data improvement program Data collection process - documented, systematic, audited
Drainage	Core	Basic 75% of Core	Documentation of data standards Formal information needs analysis Information Strategy Data improvement plan	Reliable register of physical, financial and risk attributes Monitoring and reporting on Information Strategy and data improvement program Data collection process - documented, systematic, audited
Paths	Core	Basic 75% of Core 50% of Intermediate	Documentation of data standards Formal information needs analysis Information Strategy Data improvement plan	Monitoring and reporting on Information Strategy and data improvement program
Public open space and irrigation	Core	Basic 75% of Core	Documentation of data standards Formal information needs analysis Information Strategy	Reliable register of physical, financial and risk attributes Monitoring and reporting on Information Strategy and data improvement program

Asset Type	Maturity Level 2021	Assessed Maturity Level 2025	Items to address core maturity	Items to address intermediate maturity
(includes path infrastructure)			Data improvement plan Criticality/risk supporting data collection	Data collection process - documented, systematic, audited
Playground equipment	Core	Basic 75% of Core	Documentation of data standards Formal information needs analysis Information Strategy Data improvement plan	Reliable register of physical, financial and risk attributes Monitoring and reporting on Information Strategy and data improvement program Data collection process - documented, systematic, audited
IT and communications equipment	Basic	Basic	Sufficient asset /information in a register to complete valuation and manage operational needs Documentation of data standards Formal information needs analysis Information Strategy Data improvement plan Criticality/risk supporting data collection	Reliable register of physical, financial and risk attributes Monitoring and reporting on Information Strategy and data improvement program Data collection process - documented, systematic, audited
Furniture and equipment	Basic	Basic	Sufficient asset /information in a register to complete valuation and manage operational needs Documentation of data standards Formal information needs analysis Information Strategy Data improvement plan Criticality/risk supporting data collection	Reliable register of physical, financial and risk attributes Monitoring and reporting on Information Strategy and data improvement program Data collection process - documented, systematic, audited
Public art	Basic	Basic 50% of Core	Sufficient asset /information in a register to complete valuation and manage operational needs Documentation of data standards Formal information needs analysis Information Strategy Data improvement plan	Reliable register of physical, financial and risk attributes Monitoring and reporting on Information Strategy and data improvement program Data collection process - documented, systematic, audited

6 Next Steps and Improvement Plan

In response to the results and findings of the AM maturity assessment, WSP will continue to work with the City to develop an Improvement Plan. This plan will address the identified improvement opportunities and establish a road map aimed at enhancing asset management maturity.

The improvement plan is set to include:

(1) Improvement recommendations:

- Based on the assessment findings, provide specific recommendations to enhance the City's asset management practices.
- Suggest improvements to the Asset Management Policy, Strategy, and Plans.

(2) A trackable action plan:

- Create a detailed action plan outlining the steps required to implement the recommended improvements.
- Prioritise actions based on their impact and feasibility.
- Estimate the resources and timelines needed for implementation.

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business opportunity, site depredation costs, business interruption or economic loss) of any kind whatsoever, suffered on incurred by a third party.

A1 List of Documents

Artefact	Description
Strategic Community Plan 2024-2034	The plan charts the future, reflects shared vision and aspirations for The City. It contains a road map addressing immediate needs and setting long term goals.
Corporate Business Plan 2024-2028	The City's Corporate Business Plan outlines the 10-year vision and 4-year operational plan, following the Integrated Planning and Reporting Framework guidelines.
CP01 – Asset Management Policy	The City's published Asset Management Policy.
Asset Management Strategy 2021-25	The City's published asset management strategy based on the IIMM as a guiding document.
Asset Management Plan – Drainage (Doc ID: 5849001)	The purpose of the Drainage Asset Management Plan (DAMP) is to ensure the effective management and maintenance of the City of The City's extensive stormwater drainage network. It forms part of the City's Asset Management Strategy to provide for the ongoing development, management, and maintenance of the City's stormwater drainage +network.
Asset Management Plan – Facilities (Doc ID: 5849000)	The Facilities Asset Management Plan (the Plan) establishes a comprehensive strategy to ensure that the City is maintaining its assets to an acceptable standard and in accordance with Councils management practices, is within budgets and meets desired levels of service. For the purpose of this plan, facilities encompasses buildings, land, structures and lighting (excluding streetlights).
Asset Management Plan – Fleet and Plant (Doc ID 5851482)	The Fleet and Plant Asset Management Plan (FPAMP) establishes a comprehensive strategy to ensure the City's extensive fleet and plant network remains safe, accessible and well maintained for all users.
Asset Management Plan – Parks (Doc ID 5851481)	The Parks Asset Management Plan (the Plan) covers the overall management strategy, current levels of service, improvement identifications along with the predicted financial expenditure required to continue managing the parks assets at a safe and sustainable level. For the purpose of this Plan, Parks Infrastructure includes public open space, irrigation and playgrounds.
Asset Management Plan – Pathways (Doc ID 5848999)	The Pathway Asset Management Plan (the Plan) establishes a comprehensive strategy to ensure the City's extensive pathway network remains safe, accessible and well maintained for all users.
Asset Management Plan – Roads (Doc ID 5849002)	Covers the overall management strategy, current road network condition, current levels of service, improvement identifications along with the predicted financial expenditure required to continue managing the road network at a safe and sustainable level for all road users.
Organisational chart – divisional structures	Executive services divisional structure as at 1 November 2024.

Artefact	Description
Information and Communications Technology Strategic Plan 2024-2027	The 3-year strategic plan for information and communication technologies including scope, principles, strategic themes and an action plan and associated roadmap.
MyBuildings System Snapshot	
Various asset register extracts	
Valuation of Infrastructure assets for Financial Reporting Purposes, 30 June 2023	Independent valuation report of road, path and drainage assets.
Risk Management Policy, Risk Management Plan, Risk Definition and Classification	Documentation to support the City's risk management processes.
Public Art Management Plan and Guidelines 2025-2030	Guidance and framework for the development, commissioning and management of public art.

A2 NAM+ Tool Output – Maturity Assessment Visuals

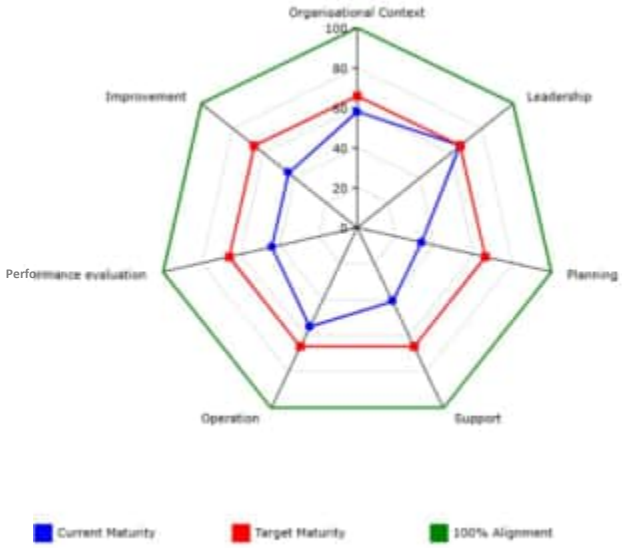

Figure 7.1 ISO Maturity Summary Spider

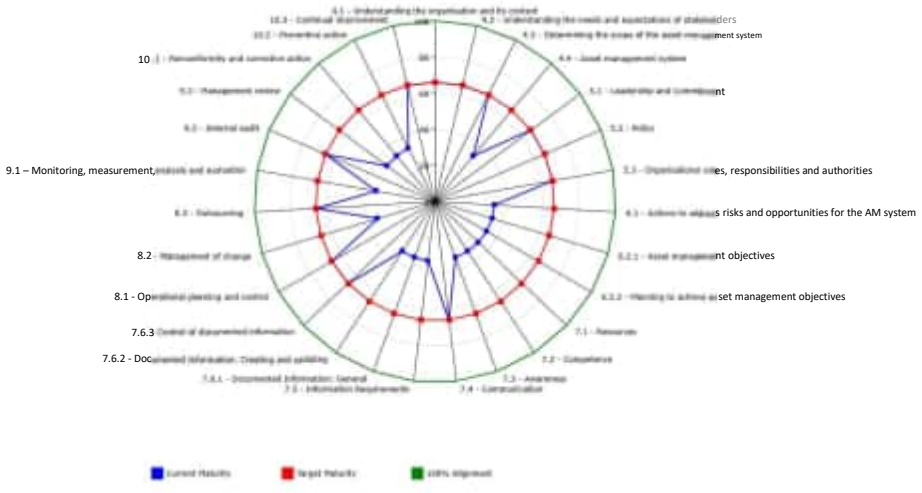

Figure 7.2 ISO Maturity Assessment Spider

A3 IIMM Maturity Index

The IIMM 2025 Maturity Index for asset data and information, refer to Figure below, describes maturity levels from aware to advanced, and highlights that having good asset data is fundamental to enabling many asset management processes and decisions. This scale has been used to complete the IIMM asset data and information maturity assessment.

Maturity Level	Description
Aware	Documented asset information is not available. Awareness of need for asset information (evident in responses to interview questions).
Basic	Basic physical asset information recorded (e.g. location, size, type), but may be based on broad assumptions or not complete.
Core	Sufficient information to complete depreciated replacement cost valuation (physical attributes, replacement cost and asset age/life) and to manage operational requirements for assets. Asset hierarchy, identification and attribute standards documented and implemented. Metadata held as appropriate. A formal information needs analysis has been undertaken and an Information Strategy and data improvement plan developed. Knowledge of asset criticality and risk supports the regularity of data collection and updating.
Intermediate	As for core, plus: A reliable register of physical, financial and risk attributes recorded. The information strategy and data improvement programme are being actively monitored and reported. The use of asset information in asset management planning and decision making is reviewed for effectiveness. Documented, systematic and audited data collection process in place based on a formal information needs analysis.
Advanced	As for intermediate, plus: All asset data is accurate, consistent and reliable and is used to inform both short term and long-term decision making. Information on work history type and cost recorded at an appropriate asset or component level to enable analysis. Systematic and fully optimised data collection programme with supporting metadata.

Figure 7.3 Maturity Index for Asset Data and Information, International Infrastructure Management Manual 2025

The following figure provides the maturity index for Asset Data Management from the 2015 version of IIMM which was used to assess the 2021 self-assessed maturity for the City's asset data and information practices.

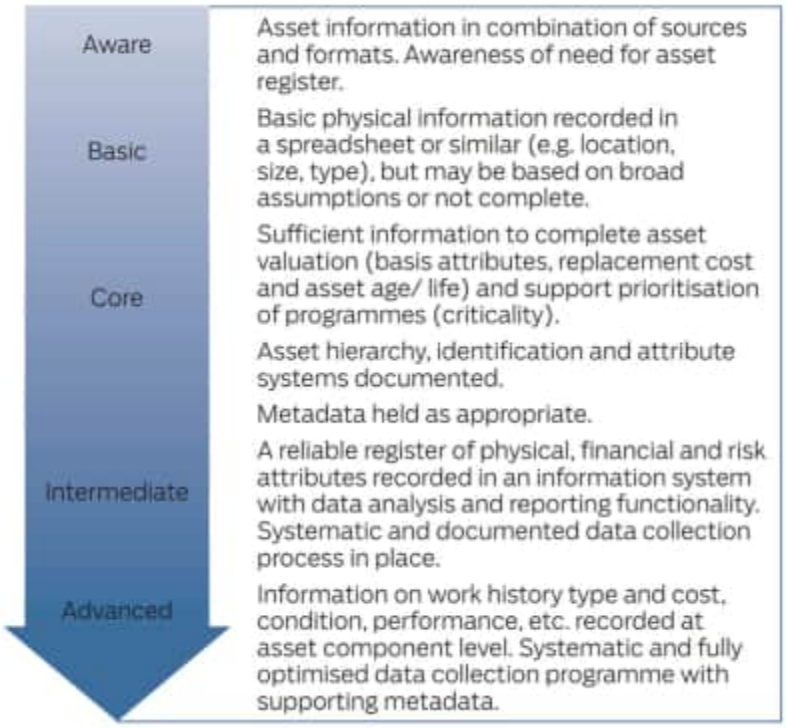

Figure 7.4 Maturity Index for Asset Data Management, International Infrastructure Management Manual 2015 (Figure 1.4.1)

City of Belmont

Asset Management Improvement Plan

November 2025

Confidential

Asset Management Improvement Plan

City of Belmont

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Rev	Date	Details
0.1	17/04/2025	Draft for City of Belmont comment
0.2	12/06/2025	Revised plan to align improvement actions with the capacity of current resources
0.3	3/07/2025	Revised plan to align with current initiatives
0.4	6/11/2025	Updated to include commentary on expected maturity at completion of plan

	Name	Date	Signature
Prepared by:	Abigail Smeaton	11 June 2025	
Reviewed by:	Rami Affan	3 July 2025	
Approved by:	Rami Affan	6 November 2025	

WSP acknowledges that every project we work on takes place on First Peoples lands.
We recognise Aboriginal and Torres Strait Islander Peoples as the first scientists and engineers and pay our respects to Elders past and present.

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Table of contents

Abbreviations ii

Executive summary 1

1 Background 3

1.1 Asset Management Maturity 3

1.2 Key Asset Management Findings 3

2 Prioritisation Methodology 6

2.1 Approach 6

3 Prioritised Recommendations 7

3.1 Detailed Priority Actions 7

3.2 Improvement Plan Roadmap 13

4 Next Steps 14

4.1 Outcome of the Improvement Plan 14

4.2 Delivering the Improvement Plan 14

5 Change Management 17

6 Limitations 19

Abbreviations

AM	Asset Management
AMF	Asset Management Framework
AMP	Asset Management Plan
AMS	Asset Management System
CAMA	Certified Asset Management Assessor
CAPEX	Capital expenditure
DAMP	Drainage Asset Management Plan
ELT	Executive Leadership Team
FM	Facilities Management
FPAMP	Fleet and Plant Asset Management Plan
GIS	Geographic Information System
ICT	Information and Communications Technology
IIMM	International Infrastructure Management Manual
IPWEA	The Institute of Public Works Engineering Australia
ISO	International Organisation for Standardisation
ISO55000	International standard containing concepts and terminology and an overview of asset management principles
ISO55001	International standard specifying the management systems requirements for effective and efficient asset management systems
NAMS+	An IPWEA assessment tool for measuring asset management maturity
RAMM	Road Asset Management and Maintenance
SAMP	Strategic Asset Management Plan (Asset Management Strategy in City of Belmont context)
WA	Western Australia

Executive summary

The City of Belmont (the City) Asset Management (AM) Improvement Plan has been developed following the completion of an Asset Management Maturity Assessment. The assessment was undertaken with application of the Institute of Public Works Engineering Australasia (IPWEA) NAMS+ maturity assessment tool (the Maturity Tool) and has supported development of this Improvement Plan designed to provide a three-year roadmap to improve asset management maturity based on priority activities and assessed achievability.

As of March 2025, the City's asset management maturity (progression towards full compliance with the Standard) is assessed as 48% which puts it in the 'Partially Complete' band and midway to the target maturity level of the City of Belmont. Individual asset management elements range from 37.4% to 59.8%, as shown in Figure 1 below.

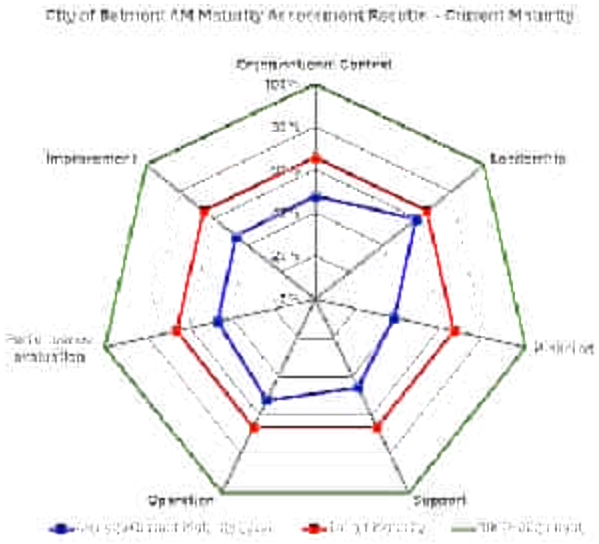

Figure 1 City of Belmont AM Maturity Assessment Score – Current Maturity

Additionally, at the request of the City, a maturity assessment using the International Infrastructure Management Manual (IIMM) was completed in June 2025 for asset data and information which aligns with the Support element in the ISO assessment and found a Basic to Core level of maturity across the various asset classes. The focus area and improvement action for Asset Data and Information will be critical for the City to achieve its target of an Intermediate level of asset data and information maturity (IIMM).

The foundational principles of effective asset management are established within the City. There is significant potential for advancing asset management capabilities, given the demonstrated commitment of the City's Executive Leadership Team (ELT) and their appetite to enhance maturity. Engagement with stakeholders across various functions has revealed the presence of some siloed practices and a limited awareness among teams regarding the roles and responsibilities of other functions. Good practices exist but are inconsistent across teams.

This Improvement Plan details priority tasks in a 3-year program outlining the recommended course of action by the City to bridge the most significant capability gaps identified to continue on its journey of improvement to achieve a 'well progressed' level of AM maturity. The most critical tasks, including 'quick wins', have been prioritised for delivery over the three-year timeframe for this roadmap in consideration of current resourcing capacity and task dependencies and impact on improving asset management capability.

The following priority focus areas and improvement actions have been identified to improve asset management maturity of the City:

Formalise the City's commitment to Asset Management

1 Establish an Asset Management Governance

Develop City of Belmont Asset Management Framework

2 Asset Management Objectives

3 Asset Management Framework

4 Operating Model Review (Roles and Accountabilities)

Strengthening Business and Asset Planning

5 Asset Management Strategy (ISO5500X refers to as the SAMP) and AMP Update

6 Asset Risk Management Process

Asset Data and Information

7 Asset Information Strategy and Data Standard

Asset Management Competency Development

8 Asset Management Training

The priority improvement actions are proposed to be delivered over the three-year timeframe as shown in Figure 2 below.

		2025	2026		2027		2028
AM Priority Actions		Jul - Dec	Jan - Jun	Jul - Dec	Jan - Jun	Jul - Dec	Jan - Jun
Formalise City of Belmont's Commitment to Asset Management Improvement							
Establish an Asset Management Governance	1	Quick Win	*Ongoing monitoring and improvement of AMF*				
Develop City of Belmont Asset Management Framework							
Asset Management Objectives	2	Quick Win	*Annual review and update*				
Asset Management Framework	3					*Annual review and update*	
Operating Model Review (Roles and Accountabilities)	4						
Strengthen Business and Asset Planning							
Asset Management Strategy (SAMP) and AMP Update	5			*Annual review and update*			
Asset Risk Management Process	6						*Monitor and review*
Asset Data and Information							
Asset Information Strategy and Data Standard	7		*Annual review and update*				
Asset Management Competency Development							
Asset Management Training	8		Quick Win				

Figure 2 Asset Management Improvement Plan delivery program

The successful embedment and sustainment of improved asset management practices across the City business is dependent on the ELT commitment. The Improvement Plan, led by the Asset Management team on behalf of the City, requires the ELT support as a critical business priority for delivery by all relevant City business areas.

The implementation of the Improvement Plan is projected to significantly enhance the City's asset management maturity, bringing it closer to target 'Well Progress' maturity level. While substantial progress is anticipated, further targeted actions will likely be required in Planning, Operation, and Improvement processes to achieve complete alignment with the desired maturity level. It is recommended that the City undertake another asset management maturity assessment at completion of this Improvement Plan to validate the enhancement of asset management capabilities, confirm future maturity targets and establish an improvement plan to achieve targeted level of maturity.

1 Background

1.1 Asset Management Maturity

The City of Belmont (the City) engaged WSP to conduct an Asset Management Maturity Assessment across the management of the City's asset portfolio, using the Institute of Public Works Engineering Australasia (IPWEA) NAMS+ maturity assessment tool. The NAMS+ tool is used to measure organisational capability against industry standards, specifically ISO55001:2014.

Findings from the maturity assessment will support WSP to develop, in consultation with the City, an improvement plan to support the realisation of the opportunities to enhance the City's asset management capabilities.

The tool assesses maturity levels across key asset management system elements, with ratings across Not Started, Partially Complete, Well Progressed, and Complete. The City is aligning its asset management practices with ISO5500X standards, with a target maturity level of 'Well Progressed' (66% and above) across all elements.

As of March 2025, the City's asset management maturity (progression towards full compliance with the Standard) is assessed as 48% which puts it in the 'Partially Complete' band and midway to the target maturity level of the City of Belmont. Individual asset management elements range from 37.4% to 59.8%, as shown in Figure 3 below.

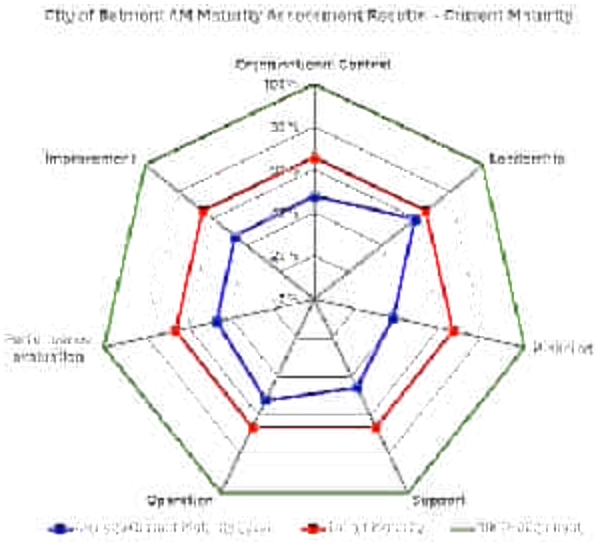

Figure 3 City of Belmont AM Maturity Assessment Score – Current Maturity

Additionally, a maturity assessment using the International Infrastructure Management Manual (IIMM) was completed in June 2025 for asset data and information which aligns with the Support element in the ISO assessment and found a Basic to Core level of maturity across the various asset classes.

1.2 Key Asset Management Findings

The foundational principles of effective asset management are established within the City. There is significant potential for advancing asset management capabilities, given the demonstrated commitment of the City's Executive Leadership Team (ELT) and their appetite to enhance maturity. Engagement with stakeholders across various functions has revealed the presence of some siloed practices and a limited awareness among teams regarding the roles and responsibilities of other functions. Good practices exist but are inconsistent across teams.

A number of opportunities have been identified to further increase the asset management maturity of the City. There are opportunities based on the strong asset management practices observed in some teams that should be established as common practice across the whole organisation.

The key requirement limiting the City's ability to achieve Core maturity is in IIMM asset data and information is "A formal information needs analysis has been undertaken and an information strategy and data improvement plan developed". This is a key requirement for the City to address to achieve its target of Intermediate maturity.

The following priority focus areas have been identified to improve asset management maturity and capability of the City and will inform the development of the Asset Management improvement plan:

- **Asset management system (framework)**: Develop a fit for purpose asset management system (framework) aligned with ISO5500X that is representative of the City and endorsed and communicated by the City ELT.
- **Responsibilities and Accountabilities**: Support the asset management system with a Responsibilities, Accountabilities, Consulted and Informed (RACI) matrix across the City asset lifecycle business functions. There is strong executive support, a well-established policy framework, and clear accountability structures. Opportunities exist to further clarify asset management roles within policy documentation and continue alignment with ISO5500X standards, this could be facilitated by the establishment of a centralised AM structure with the AM team having responsibility for strategic asset management.
- **Improved alignment of strategic documents**: Although the foundational elements of the organisational context are in place, there are areas that can be improved to better align strategic documents, specifically in the timing of updates to documents, stakeholder expectations, and supporting systems. Enhancing the coherence and integration between the various planning, policy, and operational documents that guide asset management practices, including a review of Asset Management objectives will support improved maturity in this space. Ensuring that stakeholder needs and expectations are reflected in operational documents will help avoid disconnects and improve decision-making processes. Better alignment of supporting systems ensures that the City has the right tools to manage assets effectively, improve reporting accuracy, and facilitate data-driven decision-making.
- **Strengthening business and asset planning**: The City would benefit from leveraging stronger practices established in parts of the organisation, such as in Works and Facilities. The City would also benefit from expanding its Asset Management Plans (AMPs) to cover all asset classes, including collections.
- **Competency Development**: The City has the opportunity to address organisational asset management capability/capacity requirements for infrastructure planning and delivery, and increase the level of asset management awareness across the organisation within the scope of the City's Asset Management Framework. Workforce planning and capability development programs for staff require consideration of asset management capabilities for City roles at operational, tactical and strategic levels. The City should consider Asset Management Fundamentals training for all staff involved in asset management as a minimum.
- **Clearly articulating data requirements to support asset management decisions**: The City will benefit from defining data requirements through the development of the Asset Information Strategy (AIS) and data standard (informed by a formal information needs analysis across asset classes and supported by a data improvement program). Defining asset lifecycle data requirements will enable the City to enhance and substantiate asset management decisions through better evidence. This will be achieved by ensuring the right data is collected and reported on and encourage greater transparency of data across the organisation.
- **Enhancing Information System Support for Asset Management Activities**: The City manages a diverse range of IT systems, including databases, software applications, and newly implemented visual image data capture systems, all of which facilitate planning and operations. There is an opportunity to enhance system support for certain teams that continue to rely on form-based processes and/or do not fully utilise the capabilities of their systems. Consolidating asset registers into fewer systems could provide a comprehensive portfolio view. Aligning financial and asset registers would also support better investment decisions.

- **Process transparency**: The City has lean teams that appear to operate at full capacity. Much of the role-specific knowledge resides with individuals and is not widely documented. Implementing a program to document all processes in the Asset Management Framework would enhance transparency of activities and help the City identify opportunities to strengthen and streamline processes. This would also address a current risk related to succession planning.
- **Enhancing performance evaluation**: While there are established processes for monitoring and audits, there are opportunities for improvement in formal performance evaluation, systematic management reviews, and consistent tracking of nonconformities.

2 Prioritisation Methodology

The intent of this Roadmap is to document a prioritised shortlist of the most beneficial and achievable improvement asset management opportunities for the City's Asset Management Maturity Uplift. Summarised in the following section is the approach undertaken to initially prioritise the recommendations.

2.1 Approach

A structured approach was undertaken to determine the prioritised shortlist of improvement actions, which recognised that not all the recommendations have the same impact on improving asset management maturity or that the City has the available resources to undertake them. Drawing from WSP's experience in supporting similar organisations, the following process was applied:

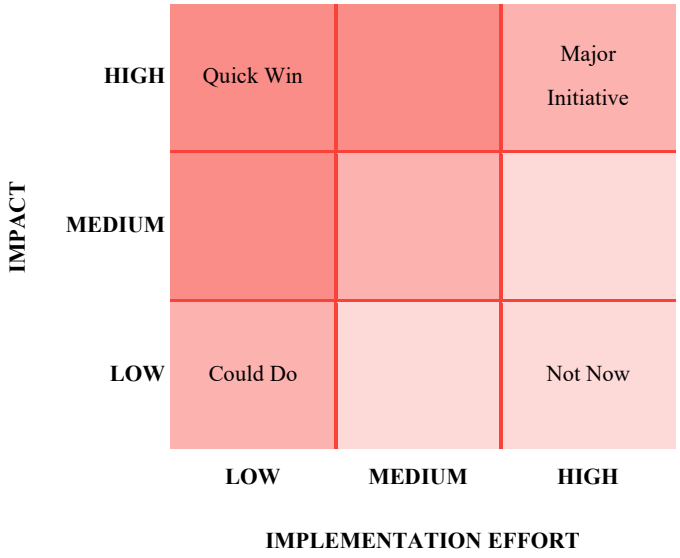

Figure 4 Benefit-cost analysis of asset management improvement actions

Note that providing a direct link between an improvement action and its associated benefit can be hard to quantity. Similarly, the effectiveness of an action in mitigating an organisational risk may also not be clear or quantifiable. Therefore, the results of a benefit-cost or risk mitigation analysis should be treated as a guide to the prioritisation process.

3 Prioritised Recommendations

3.1 Detailed Priority Actions

To assure Improvement Plan Priority Actions are achieved, the City will allocate and communicate responsibility and accountability for the management and delivery of tasks detailed in the Improvement Plan below. The allocation of resources will be actively monitored and altered to support the Improvement Plan. This may include reviewing the number of personnel involved, and whether they provide a broad cross-section of the business to drive the asset management changes required by the Improvement Plan.

An overview of the Improvement Plan delivery program and timeline is shown in Section 3.2.

Table 3.1 Priority Asset Management Priority Actions

Task ID	Priority Action	Action Description	Priority	Alignment to ISO Element	Level of Effort	Timeline
Formalise City of Belmont's Commitment to Asset Management Improvement						
1	Establish an Asset Management Governance	Establish dedicated central governance to improve the AM capability of the City through the planning and delivery of this Improvement Plan. This may include the establishment of the following asset management governance bodies. Please refer to Section 4.2 Delivering the Improvement Plan for further details: — Asset Management Steering Committee (Asset Custodian Steering Group) — AM Improvement Plan Working Group — Asset Information Working Group An appropriate Executive Level asset management system/framework governance structure must be aligned with the existing corporate governance. This includes establishing Charters / Terms of Reference, integration of reporting and decision-making responsibilities, and communication protocols. Setting up periodic assessments for continuous monitoring and improvement of the Asset Management Framework is key to maintaining its effectiveness over time. This can be incorporated in existing internal audit processes. Regular assessments allow the City to identify trends, assess the impact of changes, and proactively address	Quick Win	5.3 Organisational roles, responsibilities and authorities 7.4 Communication 9.2 Internal Audit 9.3 Management review 10.3 Continual improvement	Low	2-3 months

Task ID	Priority Action	Action Description	Priority	Alignment to ISO Element	Level of Effort	Timeline
		emerging issues. The benefits include increased agility, reduced operational risks, and the ability to align the asset management framework with evolving organisational needs.				
Develop City of Belmont Asset Management Framework						
2	Asset Management Objectives	Establish and communicate updated asset management objectives (AM Objectives) that translate organisational goals into what the City aims to achieve across all its asset lifecycle activities, including developing AM capability. The AM Objectives must align and be enforced through the organisation AM Policy. Where possible objectives should be Specific, Measurable, Achievable, Realistic and Time-bound (SMART). AM Objectives are to be integrated into the City's annual business planning process to strengthen asset planning across the asset custodian areas and identify critical asset management risks/priorities over the current strategic planning horizon. This must also include delivery of the Priority Actions in this Improvement Plan. The City to consider available channels to communicate AM Objectives such as annual reports, staff memorandums and town hall meetings to support integration of asset management into the organisation.	Quick Win	6.2.1 Asset management objectives 6.2.2 Planning to achieve asset management objectives 7.4 Communication	Low	1-2 months
3	Asset Management Framework	Develop and formalise a fit for purpose Asset Management Framework (AMF) in consideration of the City operating model, asset management objectives and approach to execution of asset lifecycle activities. Critically, the AMF will build on established City corporate management systems such as the Risk Management Framework. The City AM Framework must provide requirements to embed improved AM practice for: — AM processes across each of the asset management lifecycle stages (Plan, Acquire, Operate/Maintain, Divest/Dispose) including roles and accountabilities of organisational functions / business areas.	High Impact	4.3 Determining the scope of the asset management system 4.4Asset management system	Medium	4-6 months

Task ID	Priority Action	Action Description	Priority	Alignment to ISO Element	Level of Effort	Timeline
		— Performance monitoring against the achievement of the levels of service (Outcome Measures) and reporting results across the asset management framework (as per AM Objectives). — Management of any non-conformities or incidents and evaluate the need for action to eliminate the cause in order that it does not occur or recur elsewhere. — Change management processes to ensure that any changes are reflected across the asset management framework. The City need to ensure that all staff, contractors, and suppliers are aware of the AM Framework requirements and the supporting AM processes.				
4	Operating Model Review (Roles and Accountabilities)	Undertake a review of the City's current operating model to assess its suitability and make changes for asset management improvement. This includes identifying the asset lifecycle activities that have been outsourced or are conducted in-house. The operating model review must evaluate the effectiveness of current roles and accountabilities of business functions through a RACI (Accountability and Responsibility focused) analysis related to the City's Asset Management Policy and objectives. Position descriptions (PDs) should be reviewed across all staff that have a significant role across the asset lifecycle. The aim is to ensure that required Asset Management competencies, responsibilities and accountabilities (based on each critical role enabling strategic, tactical and operational asset management) are integrated into PDs with the appropriate performance and development goals (aligned to AM Objectives). The RACI analysis and review of PDs will provide an evidence base on any critical functional or resourcing gaps to support workforce planning. This may include identifying opportunities for additional centralised corporate support for enabling the improvement of asset planning and delivery across all asset custodian units. The RACI matrix provides clear delineation of roles and responsibilities, aiding in efficient task allocation and ensuring understanding of ownership and accountability	High Impact	5.3 Organisational roles, responsibilities and authorities 6.2.2 Planning to achieve asset management objectives 7.1 Resources 7.2 Competence 8.3 Outsourcing	Medium	4-6 months

Task ID	Priority Action	Action Description	Priority	Alignment to ISO Element	Level of Effort	Timeline
		(for example, to clearly identify asset owners and asset custodians). It enhances communication by visually representing who is responsible for different aspects of the Asset Management Framework, ensuring that stakeholders are informed and engaged. The RACI matrix streamlines decision-making, helps in identifying and mitigating risks. Resource allocation is optimised as tasks are assigned based on individuals' expertise, and stakeholder engagement is improved through consultation and involvement. The dynamic nature of the matrix allows for ongoing refinement, contributing to a culture of continuous improvement throughout the development of the Asset Management Framework for the City.				
Strengthen Business and Asset Planning						
5	Asset Management Strategy (SAMP) and AMP Update	The City should establish a continuous program to review and update its AM Strategy / AMPs in line with updates to strategic plans (Corporate Business Plan and Strategic Community Plan) to ensure current line of sight between strategy and asset management activities. Developing clear alignment within the AM Strategy between corporate and asset management objectives ensures strategic consistency, optimised resource allocation, enhanced decision-making, improved accountability, proactive risk mitigation, efficient goal achievement, strategic planning support, improved communication, and adaptability to change. This alignment promotes a holistic and integrated approach, ultimately contributing to the organisation's overall success. The organisation AM Strategy should be updated to capture and communicate the City's AMF and updated AM Objectives to inform investment and business planning priorities including the asset management decision-making framework. The existing City AMP's will initially require reviewing and defining: — Alignment with updated AM Strategy and Asset Management Objectives — Consider more detailed analysis of critical assets and asset class specific risks and mitigation measures	High Impact	4.2.3 Criteria for decision making 6.2.2 Planning to achieve asset management objectives	Medium	6-12 months

Task ID	Priority Action	Action Description	Priority	Alignment to ISO Element	Level of Effort	Timeline
		— For drainage and parks AMPs document structured planning criteria The City should consider developing AMPs to cover all asset classes including collections assets.				
6	Asset Risk Management Process	The City should develop asset-specific risk registers and an asset risk management process that standardises the risk assessment procedures across all asset custodian units. This will facilitate escalation of critical risk to the Corporate Risk Register. Developing asset-specific risk registers and standardised risk management processes and aligning them with the Risk Management Framework enhances risk management efforts by enabling targeted risk identification, tailored mitigation strategies, prioritisation of risks, and improved decision-making. It fosters accountability, integrates with established frameworks, ensures comprehensive risk documentation, facilitates efficient resource allocation, supports continuous improvement, and provides valuable insights for strategic planning. The benefit lies in a more robust risk management system, supporting the City in achieving its operational objectives while minimising uncertainties.	High Impact	6.1 Actions to address risks and opportunities for the AM system	Medium	4-6 months
Asset Data and Information						
7	Asset Information Strategy and Data Standard	Develop an Asset Information Strategy (AIS) and Data Standard that outlines asset data information requirements to enable asset lifecycle decisions and establishes a plan to address these requirements, such as gaps in asset condition data for some asset classes, across all asset classes. The AIS will be informed by a information needs analysis and will provide a business wide view of the governance mechanism for asset data and information systems to ensure a defined and consistent approach over the asset lifecycle. The AIS will inform the investment needs of asset information systems required by the City. The AIS should be reviewed annually to assess need for amendment and monitoring and reporting processes should be implemented.	High Impact	7.5 Information Requirements	Medium	4-6 months

Task ID	Priority Action	Action Description	Priority	Alignment to ISO Element	Level of Effort	Timeline
		Consideration to be given to data improvement including: — Establishment of a data improvement plan, including monitoring and reporting — Data condition inspection requirements including frequency of inspections based on asset criticality and risk — Review of asset register systems — Financial asset register requirements and alignment with asset registers — Reviews of asset information for effectiveness in asset management planning and decision-making				
Asset Management Competency Development						
8	Asset Management Training	The City should provide initial training in asset management fundamental tailored for internal staff that covers: — AM awareness for the Executive Leadership Team — AM awareness for all City staff — AM lifecycle training for staff that will manage a key element across the asset life cycle. This training should consider staff external to the core asset management team such as finance and HR. External training such as the Asset Management Council's Asset Management Fundamentals or IPWEA's Asset Management Foundations may be valuable in developing asset management understanding in the organisation from an outside perspective. As a future initiative the City could consider establishment of an asset management training program to provide periodic or follow-up training to reinforce initial training efforts.	Quick Win	7.2 Competence 7.3 Awareness	Low	1 month

3.2 Improvement Plan Roadmap

The Improvement Plan delivery program and timeline is shown below. The program outlines the recommended sequence and schedule for the Priority Actions from 2025 to June 2028. The Improvement Plan delivery program identifies the 'quick win' Priority Actions and outlines where the staging of actions may be necessary to support implementation.

		2025	2026		2027		2028
AM Priority Actions		**Jul - Dec**	**Jan - Jun**	**Jul - Dec**	**Jan - Jun**	**Jul - Dec**	**Jan - Jun**
Formalise City of Belmont's Commitment to Asset Management Improvement							
Establish an Asset Management Governance	1	Quick Win	*Ongoing monitoring and improvement of AMF*				
Develop City of Belmont Asset Management Framework							
Asset Management Objectives	2	Quick Win	*Annual review and update*				
Asset Management Framework	3					*Annual review and update*	
Operating Model Review (Roles and Accountabilities)	4						
Strengthen Business and Asset Planning							
Asset Management Strategy (SAMP) and AMP Update	5			*Annual review and update*			
Asset Risk Management Process	6						*Monitor and review*
Asset Data and Information							
Asset Information Strategy and Data Standard	7		*Annual review and update*				
Asset Management Competency Development							
Asset Management Training	8		Quick Win				

4 Next Steps

The successful embedment and sustainment of improved asset management practices across the City business is dependent on the ELT commitment. The Improvement Plan, led by the Asset Management team on behalf of the City, requires the ELT support as a critical business priority for delivery by all relevant City business areas.

4.1 Outcome of the Improvement Plan

By actioning the AM Improvement Plan, the City will observe significant improvements in its asset management maturity and achieve greater alignment with ISO5500X requirements. The detailed priority actions will enable the City to work towards achievement of the target 'Well Progressed' level of maturity against the NAMS+ assessment tool scoring.

Although the NAMS+ tool enables the evaluation of current maturity levels, it does not provide functionality to project future maturity based on the implementation of improvement actions. Based on our analysis, successful execution of the Improvement Plan is expected to result in the City largely achieving alignment with the targeted 'Well Progressed' maturity level for:

- Organisational Context
- Leadership
- Support
- Performance Evaluation

The City will largely achieve alignment with 'Well Progress' level of maturity for the following areas, with further improvement actions required to fully align with the target including:

- Planning: strengthen asset risk management process, strengthen asset handover and configuration process
- Operation: strengthen asset risk management process
- Improvement: strengthen nonconformity and corrective actions processes

It is recommended that the City undertake another asset management maturity assessment at completion of this Improvement Plan to validate the enhancement of asset management capabilities, confirm future maturity targets and establish an improvement plan to achieve targeted level of maturity.

The AM Improvement Plan will provide the following business benefits to the City:

- Greater integration, collaboration, transparency, and accountability across all asset custodian groups and corporate functions.
- Providing greater confidence to stakeholders in the City's management of its asset portfolio, risks and demonstrated value in delivering services today and into the future.
- Greater certainty that existing and future assets meet the needs of customers and communities in line with required government priorities.
- Development of a robust evidence base to inform asset lifecycle investment decisions.

4.2 Delivering the Improvement Plan

Key to the success of an effective asset management framework and improving asset management capability is having an appropriate organisational structure (including governance and accountabilities/ responsibilities).

The delivery of the AM Improvement Plan will require an appropriate asset management governance structure that is integrated into the existing organisation governance. The Improvement Plan and supporting governance (including accountabilities and responsibilities) is to be endorsed by the City Executive Leadership Team (ELT) and then integrated into the City business planning processes to reflect improving asset management practice as a priority for the City so that 'business as usual' asset management practices can be established through the execution of the Improvement Plan.

Table 4.1 below provides suggested potential functions/roles for the groups for consideration in the City's asset management governance structure.

Table 4.1 Potential Asset management governance bodies

Asset Management Governance Body	Description
Asset Management Steering Committee	The AM Steering Committee has strategic carriage for the implementation of asset management and alignment to ISO5500X. The Committee is proposed to have senior leadership membership representing all asset custodian areas. It is recommended that the Asset Management Steering Committee be focused on providing oversight and direction for the delivery of the Improvement Plan. It should later transition to providing guidance and direction for the Asset Management Framework and Governance following its formal implementation in the City.
AM Improvement Plan Working Group	The AM Improvement Working Group leads the coordination, management and delivery of the Improvement Plan. This includes assigning responsibility for the priority improvement plan actions, with accountability sitting within the AM Improvement Plan Working Group members. The AM Improvement Plan Working Group needs a supporting governance structure to ensure effective delivery of sequential asset management improvement across the City. The AM Improvement Plan Working Group is chaired by the central Asset Management Team with oversight over City functions and includes members from strategic/tactical level representing major assets classes (asset custodian groups) and corporate functions such as finance and risk. The Working Group must also lead development of the Change Strategy to guide the delivery of the Improvement Plan across the City. The AM Improvement Plan Working Group reports to and seeks strategic guidance from the AM Steering Committee. The AM Improvement Plan Working Group can also act as a Community of Practice, providing opportunities for knowledge share across the City.
Asset Information Working Group	Asset Information Working Group is a collective group that is chaired by the central Asset Management Team and has relevant asset managers from each asset custodian group. The primary purpose of this Working Group is to manage the City asset information landscape, requirements and policies to support consistent capture, storage and management of asset information. This includes development of the Asset Information Strategy and setting 'standards' for asset information across the business (location codes, asset classification structure, etc).

The City may need to introduce additional resources for the centralised Asset Management Team to support the delivery of the Improvement Plan, and then on transition support the delivery and implementation of asset management improvement into business-as-usual practice.

Consideration must be given to resourcing the following key implementation responsibilities:

- Establishing governance (including Terms of Reference) to support delivery of the AM Improvement Plan (as noted above).
- Appropriate resourcing for the delivery of priority actions in the AM Improvement Plan.
- Monitoring the delivery of AM priority actions and ensuring the Improvement Plan is delivered in accordance with the established governance. Monitoring activities include reporting on key metrics related to the Improvement Plan to the City ELT (e.g., percentage of tasks completed or measuring AM Maturity) and regular review to ensure the Improvement Plan remains fit for purpose.
- Preparation of a Change Strategy to support the delivery of the AM Improvement Plan. This should outline the purpose and scope of the change, stakeholders involved, plan and structure for change and performance monitoring of the change program (refer to Section 5 Change Management).

5 Change Management

The scale and complexity of the change required to improve the City's Asset Management maturity levels in accordance with ISO5500X requirements will require a robust change approach. This section outlines a fit for purpose change management approach that will support asset management improvement across the City.

The content of this section reflects leading practice for introducing change to systems, processes, plans and culture in line with improving asset management capability and practice. These approaches have been successfully employed by many agencies in the Public Sector as they undergo asset management capability improvement in accordance with industry asset management standards and government AM Policy.

The success and level of organisational change that is possible will depend on the City's expectations, demand and commitment for change as reflected in Figure 5 below.

Figure 5 Expectations and demand for change will impact the success of change possible

The expectations and demand for change depend on the following factors:

- Criticality: is it critical to the business, what is the consequence if the change do not occur?
- Appetite: do the executive support the change and is evidenced in their actions and language?
- Budget: what is the financial backing for the changes?

These help determine the level of change possible, what success would look like and the level of effort required.

The change approach would be tailored accordingly. The following activities have been identified through the maturity assessment and are likely to be part of an organisational change approach:

- Asset lifecycle activities: identify and document current and future activities across the asset lifecycles
- Operating model: determine the most efficient delivery model for activities across the asset lifecycle, i.e. activities best centralised and decentralised, appropriate governance, roles and responsibilities, and cross-functional collaboration to ensure consistency.
- Capacity and capability: determine if the current resources have the capability and capacity to fulfil the proposed operating model and identify the gaps.
- Awareness: build appropriate awareness of the AM Framework, its importance and role in BAU activities, in the context of new roles and responsibilities under the proposed operating model.
- Systems and processes: for centralised activities identify core system requirements and if current systems satisfy requirements. Identify processes required to support these activities, systems and the proposed operating model.

Given that the implementation is at its inception stage, the expectations and demand for change are uncertain at this stage, the scope, structure and resourcing undefined, and organisational change being relatively new to the City, we propose that the approach to change at the City would be tailored once these elements have been developed.

The proposed approach is to pare back the Change Strategy to focus on three simple, but greatest contributors to change success. These three principles will then inform and provide the foundations to build up a successful Change Approach and immediate actions.

Change Strategy: keep it simple, focus on greatest contributors to change success

Pare back organisational change to the essence of what makes change successful:

1. Active and visible leadership to support Asset Management improvements.
2. Frequent and open communication with personnel about Asset Management.
3. Employee participation in Asset Management e.g. invitation to shape their future.

These principles are interpreted in the change approach and immediate actions listed below.

Change Approach: set it up right, do a few things well

4. Structure the project with ‘organisational change’ lens

- Establish an Improvement Plan governance and Improvement Plan Manager who will guide the program of work to advance asset management practices.
- Nominate and formalise key stakeholders, as change agents, to lead and actively participate in the project delivery as part of the project governance.
- Create a communication plan that is delivered ‘hand in hand’ with project delivery, providing regular updates for keeping people informed, and included in the journey.

5. Launch the project with clarity of outcome and reason for change

- Define the vision for asset management.
- Articulate the compelling case for change – the why.

6. Develop the roll out strategy, based on ‘packaging discrete changes’

- Map out which teams are impacted by which elements of the improvement plan.
- Determine how discrete changes can be packaged together for roll out.

These targeted activities are the starting point for supporting a shift in Asset Management thinking and practices within the City. Initiating these will give a gauge of appetite, pace and progress.

6 Limitations

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business opportunity, site depredation costs, business interruption or economic loss) of any kind whatsoever, suffered on incurred by a third party.

City of Belmont

Engagement Report

Asset Management Strategy 2026-2031

Overview

This report provides a summary of the community engagement held to review the outgoing Asset Management Strategy (AMS) 2026-2031.

The community engagement process commenced in 2025 through direct stakeholder feedback. The Strategy was also informed by the City's Community Strategic Plan and links with other key strategic documents.

Purpose

The purpose of the community engagement was to inform the development of the City of Belmont's Asset Management Strategy 2026-2031, using a two staged approach as follows:

1. MARKYT Community and Wellbeing Scorecard to measure community satisfaction and performance over the past 2 years as well as providing an understanding of what matters most to the community.

2. Open community consultation to the Draft Asset Management Strategy 2026 – 2031, allowing feedback on the proposed strategy, prior to final adoption.

Methodology

Community Wellbeing Scorecard

The City of Belmont surveys the community regularly via the MARKYT Community Perceptions Scorecard and utilises the data collected to identify community priorities. This ensures that the Asset Management objectives directly relate to the lived experience of our residents.

What we heard

Priority 1: Safety and Lighting

Feedback: Street and public space lighting consistently ranks as a top priority for improvement amongst the community in the MARKYT Scorecard. Feedback specifically highlighted poor lighting on footpaths and in parks as barrier for use and a safety concern.

AMS Response: Street lighting is largely owned and maintained by Western Power, however the City plays a role in identifying gaps and advocating lighting renewal programs. The AMS aligns with the Community Safety Strategy 2025-2030 which identifies lighting as a key enabler of safety.

City Lighting: The City prioritised renewal of aging electrical and lighting infrastructure within parks and public spaces which we directly own and maintain. All City owned lighting have now been upgraded to LED. Energy efficient technologies (LED, solar, etc.) will be the standard specification for all future City owned lighting projects.

State Lighting (Advocate):

a) The City will advocate to the State Government to progress the Targeted Underground Power Programme (TUPP), including the provision of new streetlighting, across all remaining areas of the City.
b) The City will investigate options for Retrospective Underground Power applications, including new streetlighting, in areas where TUPP timelines exceed fifteen years.
c) A financial reserve has been established to assist in the funding of underground power in line with a decision of Council.

Priority 2: Streetscapes and Green Infrastructure

Feedback: There is strong community desire for greener streets, but this often conflicts with existing infrastructure such as overhead power, stormwater and pathways. A recurring theme is for the undergrounding of power to improve verge aesthetics and allow for greater canopy coverage.

AMS Response: The AMS aligns with the Streetscape Enhancement Strategy 2022-2027 and Urban Forest Strategy 2025-2030. The City is committed to an operational target of planting 3,000 trees annually on City land to increase the current 14.27% canopy cover.

Priority 3: Connectivity (Footpaths and Cycleways)

Feedback: While the extent of our pathway network is good there have been concerns raised about connectivity as well as faults and defects.

AMS Response: The City inspects the pathway network for both condition and defects on a regular basis. We will explore options that allow for more frequent defect inspections so faults can be addressed proactively.

Priority 4: Local Traffic Management

Feedback: Residents within residential precincts have expressed frustration with rat running and congestion at key intersections, noting this impacts the amenity of local streets.

AMS Response: The Strategy recognises the difference between physical condition (surface and pavement) and functional Level of Service (traffic flow and safety). To address these functional and safety concerns the City carries out targeted traffic studies to identify appropriate traffic treatment options. These options are then prioritised alongside future capital works.

Belmont Connect/Open Community Survey

A page dedicated to the review and development of the Strategy was set up on the City's Belmont Connect webpage, the City's online community engagement platform. In April 2026 we asked the community for comments and feedback for consideration in the final Strategy.

Engagement Results

Belmont Connect

During the community contribution period (Wednesday 8 April to Sunday 26 April 2026), we had:

- 107 Belmont Connect page views
- 6,323 views on social media post

The engagement was promoted via:

- Belmont Connect project page
- Social media (organic)

Comments

Feedback	Officer comments
For years we have asked for children's play equipment at the Belmont Sports & Recreation Club. To date…nothing. So why do a questionnaire??	Asset specific request for Parks. Not directly related to the content of the AMS.
Thank you for your replay & we have numerous times to only be told "no". It's a	As above.

real pity because from Feb – Dec every year we have events on weekends with up to 280 people & a lot of kids come along. Wish list??	
So what feedback are you looking for? It's a 25 page PDF. I have feedback but I don't want to bother giving it if its not going to be listened to.	Contact details provided to commentor for feedback or thoughts to be shared but no response.
There needs to be a roundabout or traffic lights at the corner of Keane and Abernethy. The intersection is a menace.	Request relevant to the Abernethy Road Traffic Study.

12.3 Active Recreation Strategy 2026 - 2031

Voting Requirement	:	Simple Majority
Subject Index	:	47/015
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Nil
Applicant	:	N/A
Owner	:	Manager Parks, Leisure and Environment
Responsible Division	:	Infrastructure Services

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

To seek Council endorsement of the Active Recreation Strategy 2026-2031, as provided in Attachment 12.3.1.

Summary and key issues

- The City's Active Recreation Strategy 2026–2031 (Strategy) is aligned with the City's Strategic Community Plan 2024-2034 and Corporate Business Plan 2025-2029.
- The Strategy guides the planning and provision of active recreation-related programs, services and infrastructure over the next 5 years. It supports the City's overall objectives related to health and wellbeing, participation, inclusion, and quality of life.
- The Strategy has been informed by a review of key achievements and lessons learnt during implementation of the Recreation Strategy 2022-2025, updated demographic and health profile analysis, research into recreation trends at local, state and national level, and engagement with the community
- Key themes arising from the community engagement included:
    - cost and time are the most common barriers
    - the importance of free and low-cost programs to encourage participation

- walking, gym fitness and swimming being most popular ways to stay active
- outdoor fitness facilities and sporting club facilities as important

- The Strategy's vision of "a community that embraces active living, supported by diverse programs, welcoming environments and infrastructure that inspires people to move more, every day," is structured around three key focus areas - Active People, Active Places and Spaces and Active Partnerships.

Officer Recommendation

That Council:

1. Endorses the Active Recreation Strategy 2026-2031 (Attachment 12.3.1).
2. Authorises the Chief Executive Officer to:
   a. Approve minor changes to the Active Recreation Strategy 2026-2031 as required.
   b. Arrange for the Active Recreation Strategy 2026-2031 to be graphically designed prior to publication.

Location

Not applicable.

Consultation

To inform the development of the Strategy community consultation was undertaken across multiple formats:

- In June 2025, community members were invited to visit Belmont Connect and encouraged to complete a short online survey, also available in hard copy form, or providing feedback in writing. 143 survey contributions were received.
- Further engagement was undertaken at the 2025 Avon Descent with 60 responses received.
- The MARKYT® Community and Wellbeing Scorecards were undertaken in August 2025. More than 1,400 residents participated in the 2025 Community Scorecard with over 800 completing the Wellbeing Scorecard, confirming that sport, recreation, parks and playgrounds remain core contributors to community health, wellbeing and liveability.
- Sporting clubs were also consulted on a one-on-one basis.

Survey respondents represented a broad cross-section of suburbs and age groups, predominantly adults aged 25 years and over. Respondents identified walking, fitness/gym activities and swimming as the most popular forms of physical activity, with over 90 per cent indicating they would like to be more active. However, ability to participate is constrained by a range of barriers, most notably time pressures, cost of participation, lack of motivation and safety concerns related to lighting and connectivity.

Responses showed that while participation levels in organised sport remain strong in some areas, most survey respondents indicated they are not members of a sporting club, reinforcing the importance of balancing club-based sport with informal and community-led recreation opportunities.

Feedback consistently highlighted:

- Strong appreciation for the City's existing facilities, programs and open spaces
- A clear desire for increased access to free or low-cost programs, greater flexibility in program timing (particularly evenings and weekends), and more informal and social recreation opportunities.
- Strong emphasis on improving lighting, footpath and cycling connectivity, safety in public spaces, and the provision of additional outdoor facilities such as public tennis and basketball courts, outdoor exercise equipment and age-inclusive playgrounds.

Engagement undertaken at the Avon Descent reinforced these themes, demonstrating demand not only for facilities, but for regularly activated spaces and accessible programs that encourage participation without the pressure of formal competition.

Engagement with sporting clubs identified ongoing capacity challenges, including facility condition and suitability, lighting, storage, inclusive changerooms, parking, rising operational costs and volunteer shortages. Clubs highlighted the importance of continued Council support through facility upgrades, funding assistance, advocacy, operational guidance and opportunities to strengthen community connection and participation pathways.

To close the engagement loop with those who 'opted in' to receive updates on the Strategy development, the City distributed the draft Strategy and Community Engagement Report to 74 participants. This occurred on 20 April 2026. The documents were shared via email, with recipients encouraged to view the materials and, if they wished, provide any further comment.

Email tracking data showed:

- 56 recipients opened the email
- 7 viewed the draft Strategy
- 1 downloaded the draft Strategy

- 5 viewed the Community Engagement Report
- 45 visits to the Belmont Connect Page.

No additional comments or feedback were received during the Stage 2 engagement period.

An Engagement Report is provided in Attachment 12.3.2.

Overall, the engagement process confirmed strong community support for active living and validated the need for a strategy that prioritises inclusion, affordability, flexibility and place-based approaches. Feedback directly informed the Strategy's three focus areas — Active People, Active Places and Spaces, and Active Partnerships — ensuring the Strategy is grounded in community need, evidence-based data and stakeholder input, and positioned to respond to changing participation trends and demographic pressures over the next five years.

Strategic Community Plan implications

In accordance with the 2024–2034 Strategic Community Plan:

Key Performance Area: People
Outcome: 1. A safe, healthy community.
Outcome: 3. People of all ages and abilities feel connected and supported.

Policy implications

There are no policy implications associated with this report.

Statutory environment

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

Background

The City's Recreation Strategy 2022–2025 was endorsed by Council in May 2023 and has now concluded. While the previous strategy had a 3 year lifespan, its strategic intent remains relevant. The updated Strategy is designed to further strengthen and advance this direction, building on the previous strategy's key achievements, which included:

- Delivery of 30 leisure programs with over 3,000 registrations
- 14 club development workshops

- 1,000 KidSport applications administered
- $49,000 in sporting grants distributed to local residents who have excelled in their sport
- $58,500 in grant funding distributed to local sporting clubs
- 17 sporting and recreation facility upgrades
- Increase in organised sport for both juniors and seniors

In alignment with the City's Corporate Business Plan 2025–2029, an updated Strategy was required to be developed for implementation in 2026, with the primary objective of increasing participation in sport and recreation activities.

Report

The Strategy provides a framework to support a healthier, more active and connected community over the next five years. Building on the achievements and learnings of the Recreation Strategy 2022–2025, the updated Strategy responds to changing community needs, participation trends, and emerging challenges in sport and active recreation.

The Strategy recognises the critical role that physical activity plays in improving physical health, mental wellbeing, social connection, and quality of life across all stages of life. Despite strong participation in some activities, data indicates that significant proportions of the community remain insufficiently active, with higher risks of inactivity evident in some suburbs and demographic groups. Barriers such as time pressures, cost of living, access to facilities, and declining volunteer capacity within sporting clubs continue to affect participation.

Extensive community engagement, analysis of participation data, health statistics and industry trends have informed the development of this Strategy. Feedback highlighted strong satisfaction with the City's recreation facilities and services, alongside a clear desire for more free or low-cost programs, flexible participation opportunities, improved lighting and connectivity, and increased access to informal and social recreation spaces.

To achieve the Strategy's vision of "a community that embraces active living, supported by diverse programs, welcoming environments and infrastructure that inspires people to move more, every day," the Strategy is structured around three key focus areas:

- **Active People** – increasing participation across all life stages, reducing barriers, targeting the least active, and supporting inclusive and accessible opportunities
- **Active Places and Spaces** – optimising existing facilities and public open spaces through evidence-based planning, multi-use design, improved connectivity, and future-focused upgrades.

- **Active Partnerships** – strengthening collaboration with sporting clubs, volunteers, schools, health providers, neighbouring local governments and State and Federal partners.

An implementation plan will be prepared for the delivery of the Strategy and will be designed to remain adaptable, enabling the incorporation of new and emerging ideas and trends and reprioritisation where required.

Financial implications

There are no immediate financial implications required to deliver the Strategy for the upcoming 2026-27 financial year.

Programs and initiatives implemented as a result of the Strategy will be delivered within existing budget allocations. Any infrastructure projects arising from the Strategy will be considered in accordance with the City's established budgeting processes.

Environmental implications

There are no environmental implications associated with this report.

Social implications

The Active Recreation Strategy 2026-2031 recognises the critical role that physical activity plays in improving physical health, mental wellbeing, social connection, and quality of life across all stages of life.

It fosters stronger social connections by creating opportunities for people to come together, helping to reduce social isolation and strengthen relationships across the community.

The Strategy promotes greater equity, inclusion and accessibility by ensuring recreation opportunities are welcoming, inclusive and accessible to people of all ages, abilities and backgrounds.

It assists in developing community capacity by supporting local groups, volunteers and organisations to deliver and sustain active recreation opportunities.

The Strategy aligns with community expectations and engagement outcomes by reflecting local priorities, values and feedback gathered through consultation and engagement processes.

Finally, the Strategy enhances a sense of community pride and belonging while contributing positively to the image and identity of Belmont.

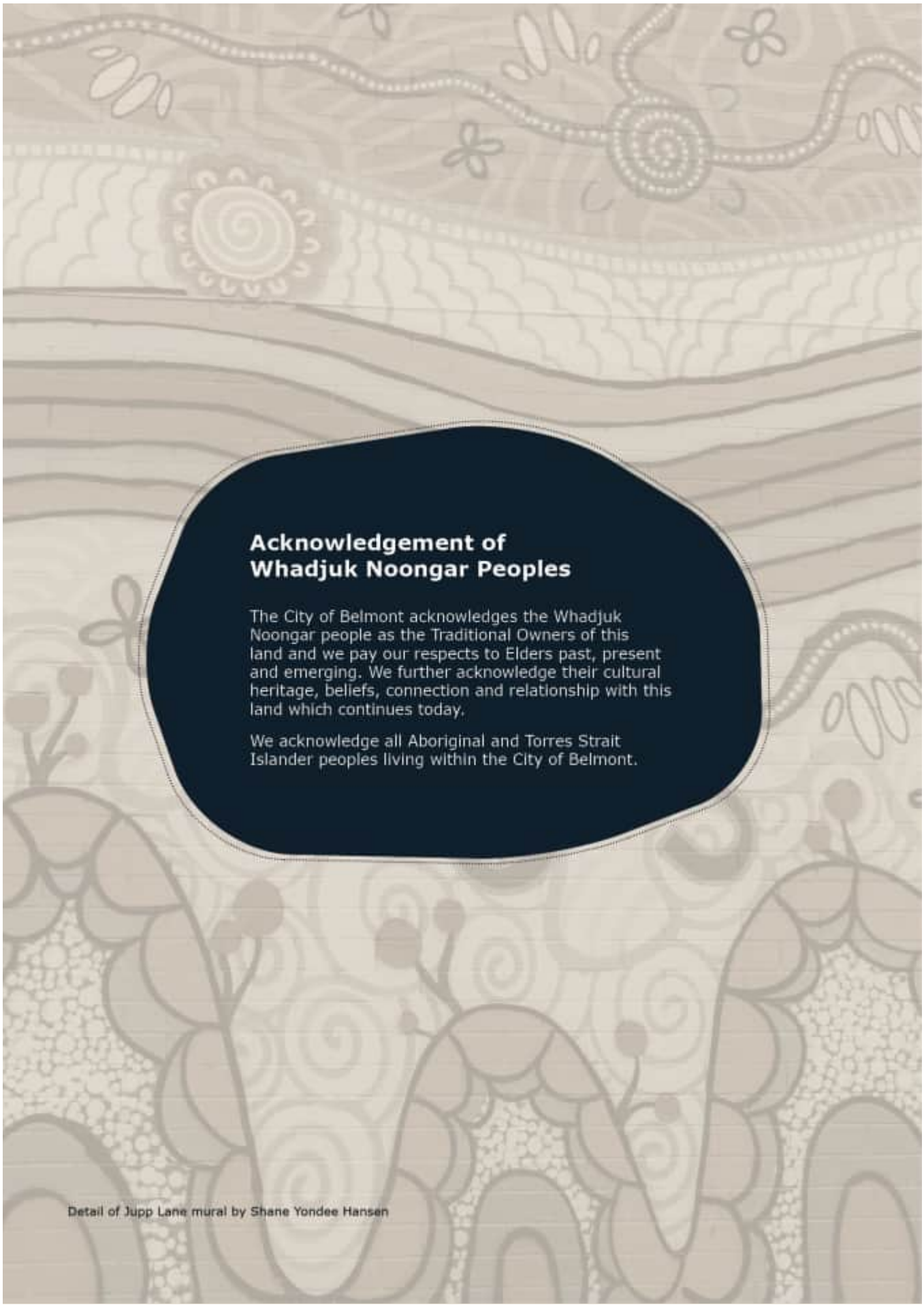
Attachment details

Attachment No and title
1. Active Recreation Strategy 2026 - 2031 [**12.3.1** - 33 pages] 2. Recreation Strategy 2026 - 2031: Close the Loop Engagement Report [**12.3.2** - 22 pages]

City of Belmont

Active Recreation Strategy

2026 – 2031



Acknowledgement of Whadjuk Noongar Peoples

The City of Belmont acknowledges the Whadjuk Noongar people as the Traditional Owners of this land and we pay our respects to Elders past, present and emerging. We further acknowledge their cultural heritage, beliefs, connection and relationship with this land which continues today.

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

Detail of Jupp Lane mural by Shane Yondee Hansen

Executive summary

The **City of Belmont Active Recreation Strategy 2026–2031** provides a strategic framework to support a healthier, more active and connected community over the next five years. Building on the achievements and learnings of the **Recreation Strategy 2022–2025**, this Strategy responds to changing community needs, participation trends and emerging challenges in sport and active recreation.

The Strategy recognises the critical role that physical activity plays in improving physical health, mental wellbeing, social connection, and quality of life across all stages of life. Despite strong participation in some activities, data indicates that significant proportions of the community remain insufficiently active, with higher risks of inactivity evident in some suburbs and demographic groups. Barriers such as time pressures, cost of living, access to facilities, and declining volunteer capacity within sporting clubs continue to affect participation.

Extensive community engagement, analysis of participation data, health statistics and industry trends have informed the development of this Strategy. Feedback highlighted strong satisfaction with the City's recreation facilities and services, alongside a clear desire for more free or low-cost programs, flexible participation opportunities, improved lighting and connectivity, and increased access to informal and social recreation spaces.

The Strategy aligns closely with the City's **Strategic Community Plan 2024–2034**, supporting objectives related to health and wellbeing, participation, inclusion, and quality of life. It also complements the City's Public Open Space Strategy, Community Infrastructure Plan, and forthcoming Public Health Plan.

To achieve the City's vision of *"a community that embraces active living, supported by diverse programs, welcoming environments and infrastructure that inspires people to move more, every day,"* the Strategy is structured around three key focus areas:

- **Active People** – increasing participation across all life stages, reducing barriers, targeting the least active, and supporting inclusive and accessible opportunities.
- **Active Places and Spaces** – optimising existing facilities and public open spaces through evidence-based planning, multi-use design, improved connectivity, and future-focused upgrades.
- **Active Partnerships** – strengthening collaboration with sporting clubs, volunteers, schools, health providers, neighbouring local governments and State and Federal partners.

Implementation will be supported through annual action plans, ongoing monitoring, and regular review to ensure the Strategy remains responsive to community needs, population growth, and emerging trends. Through this approach, the City of Belmont will continue to invest in environments, programs and partnerships that enable residents to be active more often, throughout their lives.

Contents

Executive summary 3
Contents 4
Introduction 5
Strategy purpose 5
Strategic context 6
Our community at a glance 8
Why is active recreation so important? 10
Movement for life 11
Role of Government 12
Key achievements to date 13
Recreation Strategy 2022 – 2025 13
2025 Community and Wellbeing Scorecard Results 14
What else do we know? 15
Our Health Statistics 15
Health Risks by Suburb 16
Sport and Active Recreation Trends in Australia 16
Participation Trends 20
Local Sporting Clubs and Participation 21
Our Facilities 23
What did our community tell us? 25
Challenges and Opportunities 26
Vision and Approach 28
1. Active People 28
2. Active Places and Spaces 29
3. Active Partnerships 30
Delivery 31
Monitor and Review 31
References and endnotes 32

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 contact the City on 9477 7222.

For language assistance please contact TIS (Translating and Interpreting Service) on 131 450.

Introduction

This Strategy presents the results of the review of the City's Recreation Strategy 2022-2025 to understand its impact on community, reflect on key achievements and learnings to guide the development of this updated, Active Recreation Strategy 2026 – 2031.

As a Local Government, we have a central role to play in the provision of community sport and recreation opportunities which has a direct influence on the health, wellbeing and quality of life at a local level in which we live, work and play.

Strategy purpose

This Active Recreation Strategy aims to enhance the range and effectiveness of the City of Belmont's recreation programs, services and facilities to continue building a healthy, active and connected community.

The key priority areas will drive key actions to achieve the strategies vision, goals and aspirations.

Vision:

The City of Belmont is a community that embraces active living, supported by diverse programs, welcoming environments and infrastructure that inspires people to move more, every day.

Strategic context

The Strategic Community Plan, prepared in collaboration with our community, sets the actions on how we will deliver our shared vision for the future.

With input from over 1,500 community members and key partners, the City's *'Our Plan for the Future. Strategic Community Plan 2024-2034'* outlines our 10-year plan for the future including immediate community needs and long-term goals.

Key performance areas include:

People

We have a diverse, harmonious, healthy and active community, where everyone feels safe and there is a strong sense of connection, belonging and pride in the area.

Planet

Our natural heritage, including the Derbarl Yerrigan (Swan River) and nature reserves, is being cared for, enhanced and enjoyed responsibly. We are working together to grow our tree canopy and reduce waste, emissions and water use for improved sustainability.

Place

Responsible urban planning is helping to create green, healthy and well-connected neighbourhoods with good public facilities, attractive streetscapes and parks, and housing opportunities for everyone.

Performance

Local leaders seek, listen and value community input into local decisions, and keep the community well informed about what's happening. There is a clear vision and plan for the future, with a strong focus on balancing service delivery and financial sustainability to deliver excellent value for money from rates.

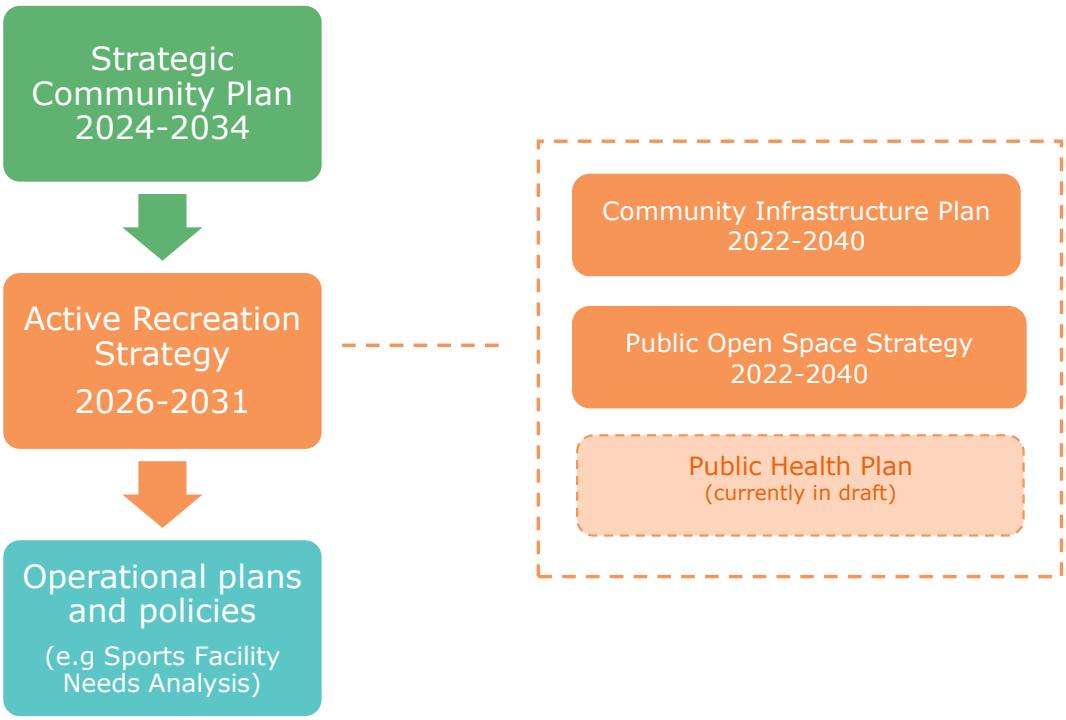
Prosperity

By nurturing creativity and innovation, we have a diverse, dynamic and resilient economy with excellent investment, business development and job opportunities. It is an exciting and vibrant place to visit, with a good range of entertainment, shopping and dining experiences.

The Active Recreation Strategy 2026-2031 closely aligns with the City's '*Our Plan for the Future. Strategic Community Plan 2024-2034'* ensuring that efforts contribute towards the City's broader vision and goals, particularly in the following areas:

- Objective 1.2: Facilitate community health and wellbeing.
- Objective 1.3: Grow participation in sport and recreation activities.
- Objective 3.1: Support the health and wellbeing of families and children.
- Objective 3.4: Advance opportunities, community participation and quality of life for people of all abilities.
- Objective 3.5 Grow participation in volunteering.

This Strategy, together with the City's Strategic Community Plan, Public Open Space (POS) Strategy Community Infrastructure Plan and the City's forthcoming Public Health Plan forms a robust framework in the planning, development and management of recreation facilities, programs and services.



Our community at a glance

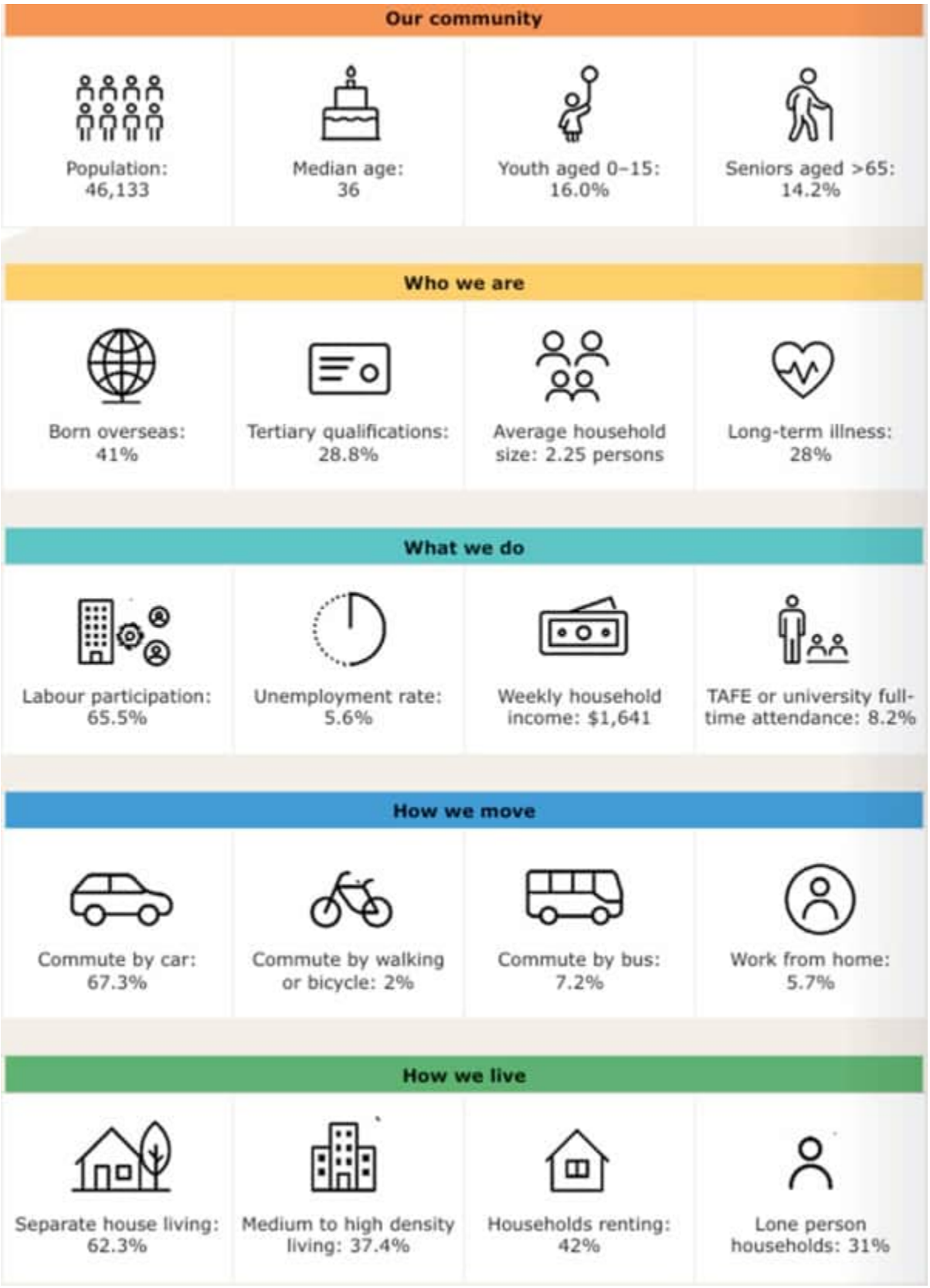
Since the development of the last recreation strategy in 2022, the City's population has grown by approximately 2300 persons, with an estimated population of 46,133. By 2046, the population is expected to increase by 36% to 62,882.[1]

The City's continues to be home to a culturally and linguistically diverse community with over 41% of residents born overseas.

The most significant change to the urban landscape in Belmont over the last five years has been the increased density of residential developments. In 2021, medium and high-density housing made up 37% of residential properties – 13% higher than the wider Perth average. This is reflected in residential demographics, with the largest category of dwellings being sole-person households, and a 42% rental population.

Further population growth will be accommodated through both high-density residential and infill development, increasing the importance of well-provisioned, multi-functional and accessible POS. Several high-density developments have been identified in Rivervale, Belmont and Ascot; with additional supply of medium-to-high density housing in the Redcliffe area.

Population highlights are shown on the following page.


Our community
Population: 46,133
Median age: 36
Youth aged 0–15: 16.0%
Seniors aged >65: 14.2%
Who we are
Born overseas: 41%
Tertiary qualifications: 28.8%
Average household size: 2.25 persons
Long-term illness: 28%
What we do
Labour participation: 65.5%
Unemployment rate: 5.6%
Weekly household income: $1,641
TAFE or university full-time attendance: 8.2%
How we move
Commute by car: 67.3%
Commute by walking or bicycle: 2%
Commute by bus: 7.2%
Work from home: 5.7%
How we live
Separate house living: 62.3%
Medium to high density living: 37.4%
Households renting: 42%
Lone person households: 31%

Why is active recreation so important?

Over the past number of years with increasing recognition of the importance of physical activity for mental and physical health, there has been a shift from the term 'recreation' to 'active recreation', highlighting its focus on action-oriented activities.

In line with WA State Government, the following key terms are used throughout this strategy:

'Sport: is defined as a human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.

Active recreation: is defined as activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity.'

Sport and Active Recreation directly influence the health, well-being, and quality of life experienced by our Community. Participation in sport and active recreation can have a positive impact on:

- **Physical health:** engaging in regular physical activity helps prevent and manage improve noncommunicable diseases (NCDs) such as heart disease, hypertension, stroke, diabetes and several cancers. It can also build strength, enhance flexibility, and maintain a healthy weight.[2]

- **Mental health:** People who exercise regularly have better mental health and emotional wellbeing, and lower rates of mental illness. Physical activity boosts mood, concentration and alertness.[3]

- **Skills, education, employment:** Participation in sport strengthens a wide range of social, cognitive, and personal skills that transfer directly into education and the workplace. The combined economic, health and dedication benefits of sports alone, returns $7 for every $1 invested.[4]

- **Social benefits:** recreational activities are social, allowing community to connect with others. Whether it's playing a team sport, going for a group walk, or participating in a fitness class, active recreation can build a sense of community, help reduce feelings of isolation and curb antisocial behaviours.

Movement for life

Physical activity is essential for healthy ageing, and is beneficial at any stage of life[5] . The physical and mental benefits from being active at all stages in a person's life are clear, however, both as a nation and as a City, we are still not being active enough.

Physical activity is important at all stages of life because it supports overall health throughout life, improving quality of life and longevity.[6]

Childhood	Physical activity builds strong bones and muscles, improves coordination, supports healthy growth and brain development, encourages social skills through play and teamwork. (WHO)	
Adolescence	For those in their adolescence, physical activity boosts mental health, supports healthy weight management, improves self-esteem, and establishes lifelong healthy habits.	In 2022, 83% of Australian adolescents aged 15–17 did not meet the physical activity guidelines; 80% did not do enough muscle-strengthening activities.
Adulthood	Physical activity reduces the risk of chronic diseases like heart disease, diabetes, and obesity, enhances mood and energy levels, and helps maintain a healthy weight.	In 2022, 37% of Australian adults aged 18–64 did not meet the physical activity guidelines; 73% did not do enough muscle-strengthening activities.
Older adulthood	As we get older, it's important to maintain mobility, balance and strength. Physical activity reduces the risk of falls, helps manage chronic conditions, and supports cognitive health.	57% of Australian adults aged 65 and over did not meet the physical activity guidelines; 84% did not do enough muscle-strengthening activities.

Role of Government

All levels of government have a role to play in promoting and supporting physical activity, each distinct but with interconnected responsibilities.

Federal Government provides national leadership and undertakes research, sets national policies, provides funding for infrastructure, programs, and high-performance sport. The Federal Government also supports various national bodies such as National Sporting Organisations, Australian Sports Commission and the Australian Sports Foundation. They also develop and update national physical activity guidelines.

State Government implements national policies, provide funding for WA programs, State Sporting Associations, and infrastructure, and have specific initiatives to encourage physical activity such as the requirement for the development of Public Health Plans, KidSport and Community Sport and Recreation Facilities Fund (CSRFF). In WA, the Department of Creative Industries, Tourism and Sport as well as the Department of Health play key roles in promoting physical activity to support healthy lifestyles.

As a Local Government being intricately connected to our community, we are responsible for managing local parks, recreation facilities, and infrastructure like bike /foot paths which directly impact people's opportunities for physical activity. We can shape and implement policies and programs that respond to our community's needs.[7]

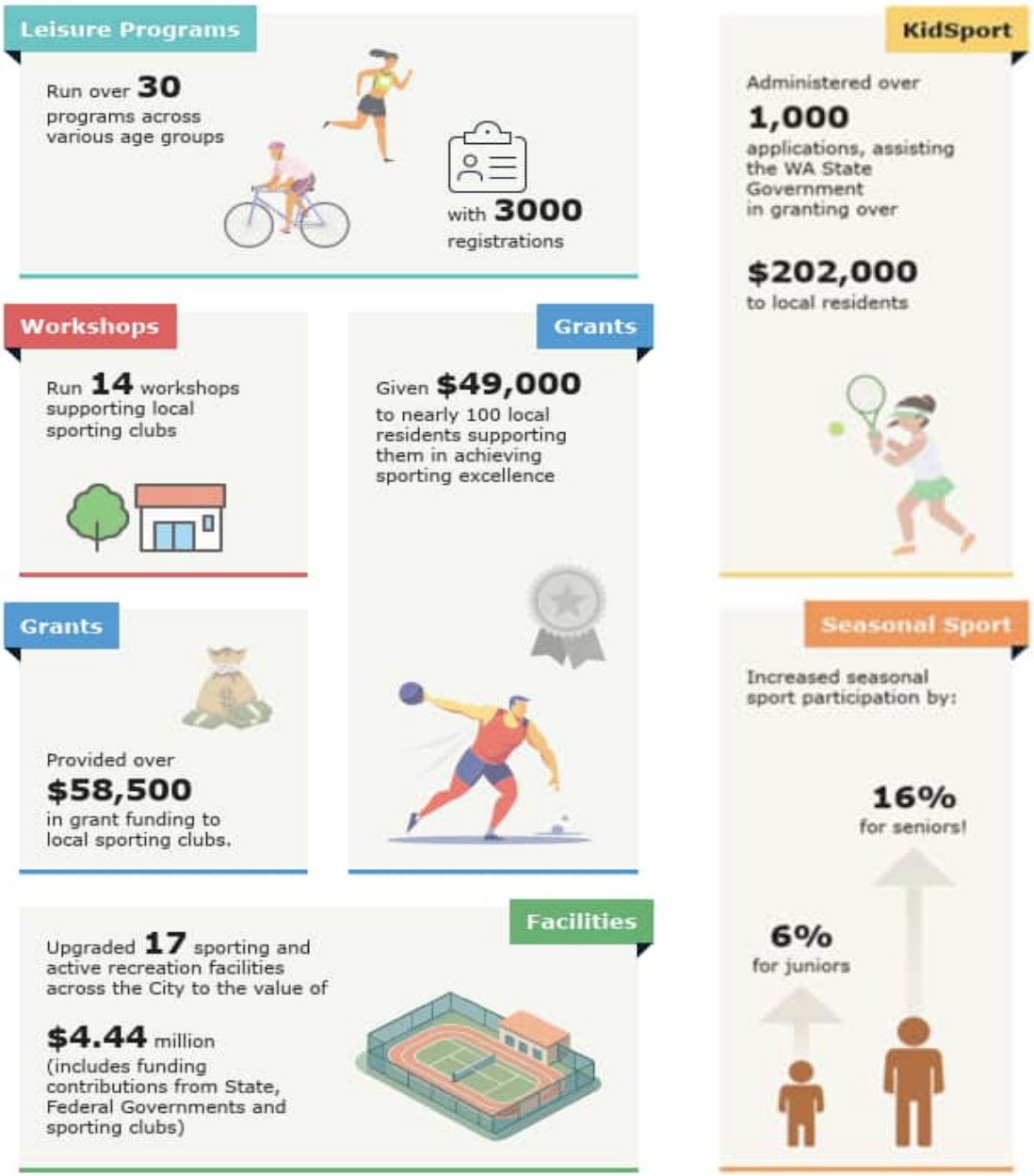
Key achievements to date

Recreation Strategy 2022 – 2025

The Recreation Strategy 2022- 2025 was formally endorsed by Council in May 2023 and focused on delivering initiatives across four key areas:

- Increase participation
- Well-planned places and spaces
- Collaboration and partnerships
- Build Community Capacity

Some key outcomes achieved during the life of the strategy include the completion of the Sports Facilities Needs Analysis that assists in long term planning of sport and recreation facilities in the City, along with:



2025 Community and Wellbeing Scorecard Results

The City of Belmont uses the **MARKYT® Community & Wellbeing Scorecard** to gauge resident satisfaction and priorities.

In August 2025, the City invited the community to complete our annual Community and Wellbeing Scorecards.

In total, 1,454 participated in the 2025 Community Scorecard and 833 participated in the 2025 Wellbeing Scorecard.

The scorecard results are used to:

- Review performance against outcomes in the Strategic Community Plan, Corporate Business Plan and strategies such as the Recreation Strategy 2022-2025.
- Assess community needs, priorities and aspirations
- Assess community wellbeing
- Evaluate perceived performance across 40+ services
- Monitor changes in community sentiment over time
- Participate in national benchmarking to compare performance to other local councils

The 2025 scorecards results have provided insight in community sentiment in relation to the City's performance in recreation provision and services as follows:

Places and Spaces

- Sport and Recreation Facilities and services: 90% positive rating, maintaining the same level of satisfaction and performing higher than the industry average.
- Belmont Oasis Leisure Centre: 84% positive rating, however trending down by 3 points since last year and 8 points since 2022.
- Public buildings, halls and toilets: 84% positive rating, slightly lower rating since 2023, however still performing above industry average.
- Playgrounds, parks and reserves: 89% positive rating, slightly lower rating since 2023, however still performing above industry average.
- Footpaths, trails and cycleways: 83% positive rating, similar over the past 5 years and performing above the WA average.

Participation, Capacity Building

- Self -reported health status: 48% rate themselves being excellent or very good, maintaining the same level of satisfaction.
- Self-reported physical activity levels: 84% reporting that they are active to very active, with a positive trend since 2021. Noting that the communities in Redcliffe and Kewdale report being least active.
- Self-reported hours per week of moderate to high intensity physical activity levels: 74% reporting that they meet Australia recommended physical activity guidelines, trending positively since 2023. Noting that the communities in Redcliffe and Kewdale report being least active averaging less than one hour a week.
- Involvement with clubs, groups and associations: 57% of respondents belong to a club or community group, reporting a similar trend over the past 5 years, on par with WA average. Rivervale reported to have the least number of respondents involved in a club or community group.

What else do we know?

Understanding the City's recreation profile and industry trends provides insight on the implications and opportunities for the provision of sport and recreation in the City of Belmont, to meet the diverse and changing needs of the community.

Our Health Statistics

The City of Belmont Health and Wellbeing Profile 2011-2020 prepared by the Epidemiology Directorate, Department of Health Western Australia (DOH WA)[8] in collaboration with the Public Health Advisory Group demonstrates the need for a recreation strategy to address the City's low physical activity levels and highly sedentary lifestyles, and their associated health impacts.

In 2020, it was reported that City of Belmont residents had a lower prevalence of both overweight and obesity compared to the State, however the community participates in a higher level of sedentary activity compared to the State. The community's mental health has a similar prevalence of anxiety, depression, and mental health conditions when compared to the WA State prevalence.

38.1%
male residents (aged 5 years and above) meet the recommended weekly Physical Activity Guidelines

44.5%
female residents (aged 5 years and above) meet the recommended weekly Physical Activity Guidelines

Nearly 50%
of our community (aged 5 years and above) spend more time than recommended in screen based sedentary activities

57.5%
residents (aged 5 years and above) are considered overweight or obese.

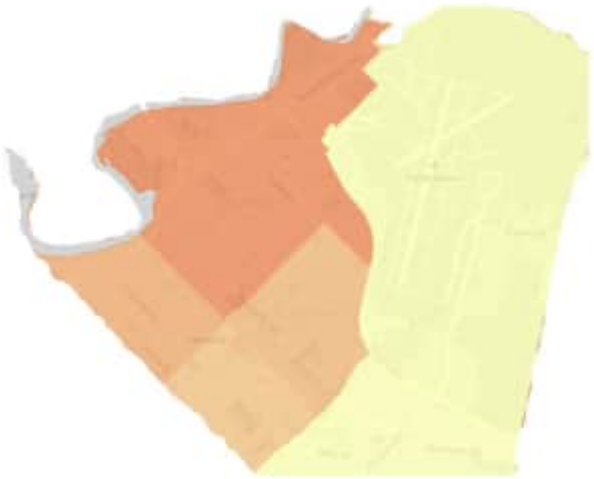
15.3%
residents (aged 16 years and above) have been formally diagnosed (GP) with a mental health condition.

Health Risks by Suburb

Active Exchange (a sport, leisure, aquatic and fitness data intelligence company) analyse data from the Australian National Health Survey 2022, the Australian Bureau of Statistics (ABS), along with participation data across sport, leisure, aquatics and recreation to determine populations at risk of inactivity.

Their analysis shows that the combined suburbs of Belmont/Redcliffe and Ascot have highest risk of inactivity, followed by Rivervale, Cloverdale and Kewdale.

This information provides guidance on potential suburbs to target physical activity initiatives.



Suburb	Population at risk of inactivity
Belmont, Ascot and Redcliffe (combined)	14,350
Rivervale	10,171
Cloverdale	8,706
Kewdale	7,130

Sport and Active Recreation Trends in Australia

General Trends

The sporting landscape in Australia continues to change, and how we live, work, and engage in sport is constantly evolving. These changes present several industry challenges to adapt and provide suitable physical activity opportunities that encourage and allow all Australians to be more active more often throughout their lives.

Previously people planned their weeks around sporting and physical activities; today, many Australians now look for sporting and physical activities that work around their week or have become inactive. As a result, sports participation is becoming more fragmented.

Key national trends include:

- As a nation, we are becoming older, more ethnically diverse, and time-poor
- The exponential growth in digital technology has transformed the way we live, work and play
- Participation in traditional sport-related activities has stagnated over the last 20 years, whilst participation in non-sport physical activities has increased significantly. Organised sports now compete with less organised physical activities such as parkrun, yoga, cycling, bushwalking, and fitness/gyms.[9]
- There has also been a significant move towards social leagues and one-off events instead of organised club sport participation.[10]

Findings from the *Future of Australian Sport* report (December 2022 update)[11] discussed six megatrends shaping the future of Australian Sport (SPORT 2030: Sport AUS). These include:

- Escalate the exercise – New pathways to Sport. The rise of fitness-based activities (non-organised physical activity) presents new opportunities for sports organisers to bring their sport to participants, increase inclusion, promote the social benefits of playing sport as a group and utilising new technologies to increase convenience,
- New horizons – Science and technology changing the game. New technologies and advancements in technical expertise that support performance enhancements are changing the game in sport. Australia has the opportunity of investing in sport innovation and exporting know how and products to the world.
- The next arena – The rise of entertainment sport. Australians are increasingly consuming sport through online means including online streaming platforms and e-sports. Sports will need to consider how to engage contemporary consumers to take advantage of the increasingly dynamic and diverse global media landscape.
- Mind the gap - Bringing Australia together across generational and societal divides. Sport can positively champion positive change across society and bridge cultural and demographic gaps across Australian society. Sport can provide a sense of common purpose, identity and belonging to Australians from different backgrounds, genders and abilities.
- Our best sporting side - Safe, sustainable and inclusive for all. As Australia's demographic profile becomes more diverse and social values shift, organised sports are required to transform and reflect these changes. Sports will need to seek well informed practices to encourage diversity, inclusivity, and fair play, offering more choice, advocacy, and individual expression.

The perfect pivot - Adapting in an uncertain world. Sport needs to navigate increasingly uncertain times, climate change, heightened geopolitical tensions and pandemics all can heavily disrupt sport. Australian sporting organisations need to be flexible, innovative and ingenious to navigate and make strategic pivots in the face of unexpected challenges.

Women in Sport

Across Australia, women and girls are exposed to new ways of participating in organised sports. Previous AusPlay research indicates that girls and women participation rates are comparable to boys and men. However, by the age of 14 girls cease their participation in organised sport at twice the rate of boys. Females in this age bracket instead tend to move towards exercise and gym-type activities.

In Australia, the continued development of professional female sports competitions and associated development pathways has seen female participation become the fastest-growing segment in organised sports, with female participation in club sport more than doubling since 2021[12]. A shift to focus on understanding the physical and psychological factors which support and promote participation and performance of women in sport, has strengthened professional pathways. This high performance, individualised focus, along with increasing exposure through television coverage, financial investment, sizeable donations, focus of pay equity and the development of suitable female sporting facilities is expected to continue to drive further growth organised and professional sports.

Volunteers

Since the development of the Recreation Strategy 2022-2025, Volunteering Australia estimates that while there has been an increase volunteering, the proportion of volunteers is estimated to still below pre-COVID levels.

- Pre-COVID formal volunteering rate (across all sectors): **36%**.
- 2022 rate dropped to **26.7%**.
- 2023 saw some recovery to **32.6%**, still below pre-COVID levels.

Source: The National Strategy for Volunteering. Factsheet Data 2023[13]

In sport, AusPlay reports a decline in volunteer numbers in sports, with specific mention of roles like coaches, referees/umpires, and club officials. The report also notes that while parents make up a large portion of volunteers in sports, the decline is impacting these roles as well.

Volunteers contribute to sports' social and economic value at the community level, with an estimated value in terms of labour provided of over $4 billion a year[14]. Many sports and sporting organisations are incredibly reliant on volunteers to operate. They would be unable to survive without volunteers who fill many critical roles, including coach, official, manager, administrator, medical support, fundraising, board and committee member.

The impacts of a constantly changing world has heavily impacted the sporting sector. Environmental factors such as busy lifestyles, desire for flexibility and constant distractions with technology and the ripple effect of COVID 19, where nearly 20% of volunteers stating they were unlikely to return to volunteering are significantly reducing volunteer numbers. Sports are also challenged with the increased level of administrative load required of club committees and a lack of clear roles and responsibilities for volunteers.

Sport Australia report The Future of Sport Volunteering Insights Report (2021)[14] have broken down the current state summary of sports volunteering into three levels:

- **Ecosystem**: Highly fragmented without clear roles and responsibilities or alignment with coordination of volunteers; and an absence of a systematic approach to sport, health and community building.
- **Community Sports Clubs**: Club culture can inhibit participation/volunteering; clubs don't have an understanding of what volunteers need or how to respond; and clubs may not have the systems, tools or processes to effectively manage volunteers.
- **Volunteer experience**: Nature of volunteer roles being time consuming and rigid; and the volunteer experience not meeting the needs of the individual.

The Australian Sports Federation report[15] on sports clubs Australia wide, highlights that 63% of clubs reported not having enough volunteers as their main challenge and 61% of clubs reported administration load as their second biggest challenge in 2024.

Participation of teenagers

The Australian Sports Foundation's clubs under pressure report (2023)[16] highlights a trend that 30% of small clubs (27% overall) reported a decrease in participation amongst 15- to 19-year-olds. This is in a climate where more than a third of community sports clubs reported participation/registration boosts (39%) with younger people under the age of 14 and adults (over 19), particularly women. Some of the factors considered to be contributing to the greatest decline in participation occurring amongst teenagers aged 15-19 are older teens deciding to drop out of sport to concentrate on school, confidence/mental health barriers, time pressures (employment, academic or socialising) and some clubs stating that younger participants have not been inclined to return to competitive sport after COVID.

Australia's recent world-first ban on social media use for under-16s provides both challenges and opportunities for those under 16 years. The media ban is likely to create communication challenges for community sport by disrupting how young people stay connected and how clubs share updates, promote programs, and recruit participants. At the same time, the government has framed the ban to encourage more offline activities, including sport, suggesting there may be opportunities for increased in-person participation if families redirect time away from screens.

Costs of sports participation & clubs

Sport is considered by many to be at least to a degree an expendable extra, so a challenging economic environment and inflation rates are putting pressure on many community sporting clubs and participants. Cost of living pressures have been cited as the primary cause of reduced participant registrations for more than half (52%) of the sports clubs across Australia and 55% of small clubs reported difficulty in attracting new members. These cost-of-living pressures often result in participants being required to work on weekends rather that play community sport[16].

At the same time, sports clubs are also indicating a significant increase in club running costs in recent years, an average increase of $20,529 in 2022/2023. The largest increases have been seen in insurance, maintenance, utilities and affiliation costs. This increase in costs to operate clubs and decreasing revenue, means that participants have often seen increased registration/membership fees, and in the same period almost one in four (24%) small and regional clubs have considered closing[16].

Participation Trends

Data on recent recreation participation levels and trends helps the City to develop an understanding of contemporary recreation interests in our Community and how the City can respond.

National and state physical activity statistics are captured twice-yearly by Sport Australia. Key participation statistics and trends are taken from the 2023/2024 AusPlay data (AusPlay)[17]:

- Participation rates for boys and girls were similar; however, girls are more likely to participate in non-organised sport-related physical activity than boys (such as gyms, fitness clubs or parkrun/walking groups). Boys were more likely to join in sport-related physical activity and club sports overall.
- In WA participation for females is highest among 15- to 17-year-olds (particularly in club-based sport), where overall male participation is between 25 and 34 (highest club sport rate from 18 to 24).
- Australian adults tend to play sports for longer durations than non-sport-related physical activities; however, they participate more frequently in non-sport-related physical activities.
- Common barriers identified for participation in sports included having poor health or injuries, age-related issues, disability, having too many other commitments, being time-poor and not being interested in sports and physical activities. This is a shift from previous data which indicated being time poor and the cost of participation being the most significant barriers.
- The top motivators for participation in physical activity included improving general health/fitness, fun/enjoyment, helping lose/manage body weight, being outdoors/enjoying nature, social reasons and psychological/mental health benefits and sense of achievement.

Table 1 below lists the top ten most participated physical activities at national and state levels, plus locally within the City. The data used to collate the federal and state lists was obtained from AusPlay surveys completed in 2023/2024. The City's data was obtained from the online Recreation Strategy survey (June 2025). The local data closely mirrors the national and state data.

Ranking	National	Western Australia	City of Belmont
1	Walking	Walking	Walking (consistent with 2022)
2	Fitness/Gym	Fitness/Gym	Fitness/Gym (consistent with 2022)
3	Swimming	Swimming	Swimming (consistent with 2022)
4	Bush walking	Bush walking	Running/jogging
5	Running/Jogging	Running/Jogging	Bushwalking/Cycling (joint)
6	Cycling	Cycling	Pilates
7	Football/soccer	Football/Soccer	Yoga
8	Basketball	Basketball	Dancing
9	Tennis	Australian Rules Football	Tennis
10	Pilates	Pilates	Basketball

Table 1: Top Ten - Physical Activities (All Ages)

In comparison to the data gathered in 2022, at a local level, the following is noted:

- There is an increase in cycling participation
- Walking, gym and swimming remains in the top three
- Noticeable interest in Pilates
- Noticeable interest in dance and basketball, making it into the top ten.

Local Sporting Clubs and Participation

The City has several sporting clubs that use City facilities on a seasonal hire or lease basis.

Over the past four years (since the data has been collected as part of the City's last Recreation Strategy), there has been the following evident changes in participation:

- Biggest increase in netball, rugby and tennis participation
- Cricket, lawn bowls and athletics experiencing the greatest decline in participation

Notwithstanding, overall participation has increased for juniors by 6% and seniors by 16.2%.

Table 2 below shows the highest to the lowest total participation numbers (based on membership data received from seasonal hirers) for the top 11 sports in the City of Belmont. The data demonstrates there is a large discrepancy between junior and organised senior sport participation.

Notably, the data is limited and does not consider all sports or recreation activities that take place in the City such as karate, dance, swimming, running and climbing.

Ranking	Sport	Senior	Junior	Total
1	Netball	123	517	640
2	Australian Rules Football	71	496	567
3	Soccer	186	257	443
4	Athletics	8	374	382
5	Baseball	93	67	160
6	Cricket	60	96	156
7	Rugby Union	76	36	112
8	Tennis	79	33	112
9	Tee-Ball	0	101	101
10	Softball	56	22	78
11	Lawn Bowls	42	0	42
	Total	**794**	**1999**	**2793**

Table 2: 2024/2025 City of Belmont Organised Seasonal Sport Participation by Age Grouping and Sport

It is acknowledged that not all sports can be accommodated in any one local government (LG) and therefore residents travel to other LGs to participate in their chosen sport.

The table below indicates which LG they are travelling to (majority) to participate in their chosen sport.

Ranking	Sport	Number	LG Location
1	Basketball	340	Victoria Park
2	Golf	249	Kalamunda
3	Hockey	234	Victoria Park
4	Gymnastics	166	Victoria Park
5	Sailing	153	Melville
6	Volleyball	116	South Perth
7	Rugby League	37	South Perth
8	Rowing	22	Bayswater
9	Judo	19	Canning
10	Triathlon	15	Cambridge, Fremantle, Nedlands

Table 3: 2024/2025 City of Belmont Organised Seasonal Sport Participation by Age Grouping and Sport Source: Active Xchange

Our Facilities

Residents are well serviced by a diverse range of leisure facilities, assets and locations that support opportunities to participate in organised sports and active recreation.

The implementation of the Recreation Strategy 2022-2025, saw:

- The City deliver over 30 diverse low cost recreation programs at local facilities.
- The development and initial roll out of the 'Sporting Facilities Needs Analysis' driving various facility improvements.
- Update clubrooms with formal signage acknowledging the users of facilities with 'Home of the…' signs
- Designed cohesive branded external signs to acknowledge sporting clubs.
- Commenced concept design for an upgraded Belmont Oasis Leisure Centre.

Being an inner-City local government, there is minimal land for further active recreation facilities. The primary focus has, and will continue to be, maintaining, renewing and upgrading existing facilities to meet community need with a focus on 'future proofing' where foreseeable.

Opportunities for formalised shared-use arrangements with schools will also need to be considered. Shared-use agreements between local governments and schools can benefit both parties to make better use of existing facilities, reduce costs by avoiding duplication, and give the wider community more access to quality recreation spaces. They provide students with improved sporting opportunities, support local clubs and programs and strengthen partnerships between schools and LGs.

54 Playgrounds

2 Skate Parks

2 Pump Tracks

10 Free basketball /half courts

1 Leisure Aquatic Facility

8 Multiuse Club facilities

87 Public parks

9km River foreshore

Specific Sporting Infrastructure

- 9 Sporting ovals
- 14 Tennis Courts
- 6 Outdoor Pickleball Courts / 8 Indoor
- 2 Croquet
- 12 Outdoor Netball Courts
- 3 Indoor netball/basketball courts
- 4 Indoor volleyball courts
- 4 Indoor badminton courts
- 1 Rugby ground
- 1 Athletics Centre
- 2 Bowling Greens
- 6 Cricket pitches
- 8 Cricket practice nets
- 3 Baseball diamonds
- 7 Soccer fields (junior to senior with fixed goal footings)
- 4 AFL Fields (junior to senior with fixed post footings)
- 1 kayak/paddle facility

What did our community tell us?

Our Local Sporting Clubs' Challenges and Priorities

Local sporting clubs play a pivotal role in providing physical activity opportunities accessible to our Community. The City has over 40 recreation clubs with nearly 3,000 residents participating in seasonal organised sport alone. Ongoing meetings with sporting clubs throughout the year highlighted their challenges being:

- The ability for facilities to meet demand and requiring upgrades such as:
  - Sports lighting improvements, to accommodate more flexible training and competition
  - Storage improvements
  - Inclusive changerooms
  - Creating a 'club home' feel
  - Parking
- Opportunities to engage with the wider community
- The high cost of participating in sport and making it affordable
- The need for one-on-one support for operational matters as each club requires different support requirements
- Funding, grants, and sponsorship.

Community survey

The wider community were invited to provide feedback via an online survey and in person at the 2025 Avon Descent. Survey results expressed the community's aspirations to help inform this updated Strategy and its implementation plan over the next five years.

The following points represent common themes from the feedback received.

Our Community:

- Provided positive feedback on how the City has delivered recreation services and programs.
- Want to be more active
- Want more free/low-cost local programs that are also offered outside of typical work hours
- Want improved lighting, connected footpaths and cycling infrastructure
- Want more free outdoor facilities, particularly tennis courts and outdoor exercise equipment
- Experience barriers in participation due to (in order of highest to lowest response):
  - Time poor and other commitments
  - Costs
  - The desire to have someone to recreate with
  - Motivation
  - Childcare responsibilities

The survey did not receive responses from members of our First Nations community and gathered only limited feedback from participants within our Culturally and Linguistically Diverse communities. As this Strategy progresses, ongoing and targeted engagement with these and other community groups will be essential.

Challenges and Opportunities

The City of Belmont faces a range of interrelated challenges and opportunities that will shape the provision of sport and active recreation over the life of this Strategy.

Economic pressures continue to affect households and community organisations. The City has a higher proportion of low-income households and a smaller proportion of high-income households compared to the broader metropolitan area, which can limit discretionary spending on recreation activities. Cost-of-living pressures are also impacting community sporting clubs through rising operational and compliance costs. These factors reinforce the importance of accessible, affordable, and low-cost opportunities that support participation across the community.

Participation trends indicate growing demand for flexible, informal, and social forms of physical activity. While participation in some organised sports remains strong, many residents are seeking activities that better align with changing lifestyles, work patterns, and time availability. This presents opportunities to diversify programming, activate parks and public open spaces, and support participation models that encourage physical activity among those who are currently less active.

The City's culturally and linguistically diverse population continues to influence recreation demand and participation patterns. Growth in certain sporting codes and activities reflects this diversity, while participation gaps remain for some demographic groups. There is an ongoing opportunity to strengthen inclusion through culturally responsive programming, inclusive club environments and partnerships that reduce barriers to participation and encourage social connection.

As an inner-city local government, the City has limited capacity to expand public open space or develop new large-scale recreation facilities. Population growth and increasing residential density will place additional pressure on existing assets. This creates a strong imperative to optimise existing facilities and public open spaces through improved utilisation, multi-functional design, accessibility, and shared-use opportunities.

Community sporting clubs continue to experience challenges related to volunteer availability, governance capacity, and administrative burden. Declining volunteer participation and increasing compliance requirements can affect clubs' ability to deliver programs and sustain participation. At the same time, clubs remain vital community assets that provide leadership pathways, social connection, and opportunities for active participation. Continued support for club capability and volunteer development presents an opportunity to strengthen the long-term sustainability of the local sport and recreation sector.

Climate change and environmental factors are increasingly influencing the management and use of recreation facilities. Hotter summers, wetter winters, and extreme weather events are placing pressure on natural turf surfaces, increasing maintenance costs, and affecting facility availability. These conditions highlight the need for resilient infrastructure, adaptable design, and sustainable asset management practices to ensure facilities remain safe, functional, and fit for purpose into the future.

Population growth, aging infrastructure, rising costs, and increasing community expectations are putting pressure on the City to balance shifting priorities with financial constraints.

Collectively, these challenges and opportunities reinforce the importance of a strategic, evidence-based and partnership-driven approach to sport and active recreation that balances demand, capacity, and long-term sustainability.

Vision and Approach

The City of Belmont is a community that embraces active living, supported by diverse programs, welcoming environments and infrastructure that inspires people to move more, every day. To achieve this vision, the City will adopt a strategic, inclusive, and evidence-based approach to sport and active recreation that responds to community need, participation trends, and the City's urban context.

The Strategy is guided by three interrelated focus areas that collectively support increased participation, improved access, optimised use of existing assets and stronger community outcomes.

1. Active People

Participation in physical activity, whether organised or informal, across all stages of life is central to building a healthy, connected, and resilient community. The City will seek to reduce barriers to participation and support opportunities that encourage people of all ages, abilities, and backgrounds to be active more often.

Focus area	Strategies	Responsible
1. Active People	1.1 Support increase participation in organised sport and active recreation.	Manager Parks, Leisure and Environment
	1.2 Reduce barriers to participation by promoting inclusive, accessible, and affordable opportunities.	Manager Parks, Leisure and Environment
	1.3 Target initiatives toward population groups and suburbs with lower participation levels.	Manager Parks, Leisure and Environment
	1.4 Strengthen neighbourhood connection and social cohesion through place-based recreation programs.	Manager Parks, Leisure and Environment
	1.5 Support physical activity opportunities across all life stages, from childhood through to older adulthood.	Manager Parks, Leisure and Environment
	1.6 Build community knowledge, skills, and confidence to support active lifestyles.	Manager Parks, Leisure and Environment
	1.7 Strengthen promotion and awareness of local sport and active recreation opportunities.	Manager Parks, Leisure and Environment

2. Active Places and Spaces

Well-planned and well-designed places and spaces play a critical role in enabling participation in sport and active recreation. Given the City's limited capacity to expand public open space, the focus will be on optimising existing facilities and environments to meet current and future community needs.

Focus area	Key actions	Responsible
2. Active Places & Spaces	2.1 Apply evidence-based planning to guide facility renewal, redevelopment, and prioritisation.	Director Infrastructure Services
	2.2 Optimise existing facilities and public open spaces through multi-functional, adaptable, and inclusive design.	Director Infrastructure Services
	2.3 Support infrastructure that enables both structured and unstructured physical activity.	Manager Parks, Leisure and Environment
	2.4 Incorporate technology where appropriate to enhance safety, access, and participation.	Manager Parks, Leisure and Environment
	2.5 Continue to implement the recommendations of the Sports Facilities Needs Analysis.	Manager City Facilities and Property Manager Parks, Leisure and Environment

3. Active Partnerships

Strong partnerships are essential to achieving sustainable sport and active recreation outcomes. Collaboration with community organisations, sporting clubs, volunteers, schools, neighbouring local governments and State and Federal agencies will enable shared solutions, increased participation, and more effective use of resources.

Focus area	Key actions	Responsible
3. Active Partnerships	3.1 Work collaboratively with local sporting clubs and active recreation groups to support participation.	Manager Parks, Leisure and Environment
	3.2 Support sport and recreation clubs to strengthen governance, volunteer capacity and long-term sustainability.	Manager Parks, Leisure and Environment
	3.3 Recognise and support the contribution of volunteers and club committees.	Manager Parks, Leisure and Environment
	3.4 Partner with internal departments and external organisations to engage priority population groups.	Manager Parks, Leisure and Environment
	3.5 Collaborate with State Sporting Associations on facility planning development pathways and funding opportunities.	Manager Parks, Leisure and Environment
	3.6 Explore shared-use arrangements with local schools where appropriate.	Manager Parks, Leisure and Environment
	3.7 Strengthen relationships with neighbouring local governments and regional networks.	Manager Parks, Leisure and Environment
	3.8 Leverage State and Federal funding and program opportunities aligned with strategic priorities.	Manager Parks, Leisure and Environment Manager City Facilities and Property Manager City Projects

Delivery

To ensure the effective implementation of this Strategy, City Officers will prepare annual implementation plans detailing key actions required to achieve identified outcomes.

This approach allows the City to remain flexible and responsive to emerging community priorities while ensuring consistency with the strategic goals outlined in this active recreation strategy.

Monitor and Review

The City will monitor the implementation of the Active Recreation Strategy over its lifecycle to ensure alignment with strategic priorities, community need, and available resources.

Progress against the Strategy will be reported through the City's Corporate Business Plan and annual reporting processes, with performance reviewed annually to inform future planning, budgeting, and service delivery.

This approach ensures the Strategy remains responsive, accountable, and aligned with the City's integrated planning and reporting framework.

References and endnotes

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City of Belmont

Engagement Report

Recreation Strategy 2025 review

Overview

This report provides a summary of the community engagement held to review the outgoing Recreation Strategy and inform the development of the City of Belmont Active Leisure Strategy 2026-2031.

The community engagement process commenced in 2025 through various community surveys and stakeholder feedback. The Strategy was also informed by the City's Community Strategic Plan and links with other key strategic documents.

Purpose

The purpose of the community engagement was to inform the development of the

City of Belmont's Active Recreation Strategy 2026-2031, using a three staged approach as follows:

1. MARKYT Community and Wellbeing Scorecard to measure community satisfaction and performance over the past 2 years as well as providing an understanding of what matters most to the community.

Complete

2. Stage 1 Open community consultation encouraging community to share their experiences, ideas and feedback to inform the strategy and guide how we provide spaces and opportunities for community to be active.

Complete

3. Stage 2 Open community consultation on the Draft Active Recreation Strategy 2026 – 2031, allowing feedback on the proposed strategy, prior to final adoption.

Complete

Methodology

Belmont Connect/Open Community Survey

A page dedicated to the review and development of the strategy was set up on the City's *Belmont Connect* webpage, the City's online community engagement platform.

In June 2025 we asked the community to help shape the strategy by completing a short online survey, hard copy form, or providing feedback in writing.

Contributions were open to people 15 years and older. For people aged under 15 years, their parents/caregivers could fill out the survey on their behalf.

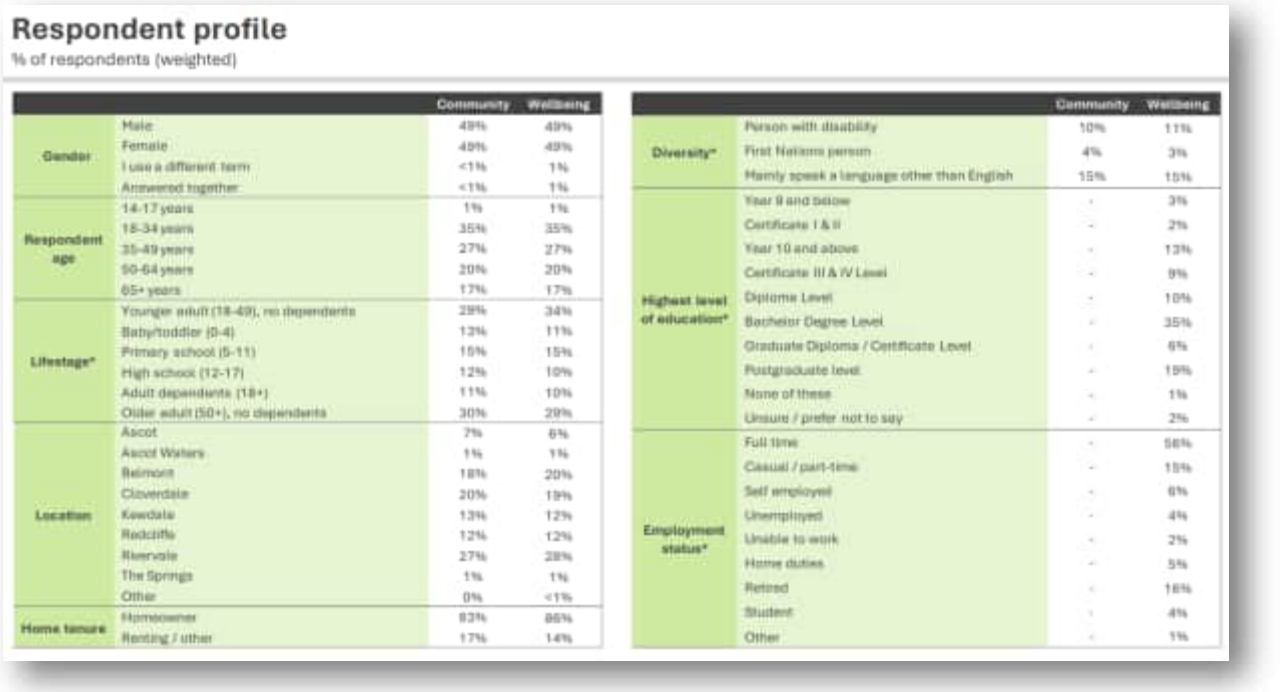
Belmont Connect project page

Community Wellbeing Scorecard

The City of Belmont commissioned CATALYSE® Pty Ltd, an independent research company, to run the MARKYT® Scorecards. This ensures confidentiality, reliability, and benchmarking against other Australian local governments.

MARKYT® data is used as a decision-support tool to guide planning, investment, service levels, and community engagement in recreation. Multiple scorecards consistently highlight sport and recreation, parks, playgrounds, and community wellbeing as priority domains, and this evidence is used to inform the strategy and actions.

The Scorecards were undertaken in August 2025, with over 1,400 people completing the Community scorecard and over 800 completing the Wellbeing component of the Scorecard. Respondent profile below:



Respondent profile

% of respondents (weighted)

		Community	Wellbeing
Gender	Male	49%	49%
	Female	49%	49%
	I use a different term	<1%	1%
	Answered together	<1%	1%
Respondent age	14-17 years	1%	1%
	18-34 years	35%	35%
	35-49 years	27%	27%
	50-64 years	20%	20%
	65+ years	17%	17%
Lifestage*	Younger adult (18-49), no dependents	29%	34%
	Baby/toddler (0-4)	13%	11%
	Primary school (5-11)	15%	15%
	High school (12-17)	12%	10%
	Adult dependents (18+)	11%	10%
	Older adult (50+), no dependents	30%	29%
Location	Ascot	7%	6%
	Ascot Waters	1%	1%
	Belmont	18%	20%
	Cloverdale	20%	19%
	Kewdale	13%	12%
	Redcliffe	12%	12%
	Rivervale	27%	28%
	The Springs	1%	1%
	Other	0%	<1%
Home tenure	Homeowner	83%	86%
	Renting / other	17%	14%

		Community	Wellbeing
Diversity*	Person with disability	10%	11%
	First Nations person	4%	3%
	Mainly speak a language other than English	15%	15%
Highest level of education*	Year 9 and below	-	3%
	Certificate I & II	-	2%
	Year 10 and above	-	13%
	Certificate III & IV Level	-	9%
	Diploma Level	-	10%
	Bachelor Degree Level	-	35%
	Graduate Diploma / Certificate Level	-	6%
	Postgraduate level	-	19%
	None of these	-	1%
	Unsure / prefer not to say	-	2%
Employment status*	Full time	-	56%
	Casual / part-time	-	15%
	Self employed	-	6%
	Unemployed	-	4%
	Unable to work	-	2%
	Home duties	-	5%
	Retired	-	16%
	Student	-	4%
	Other	-	1%

Avon Descent

The Leisure team hosted a pop-up stall at one of the City's major events – Avon Descent on 10 August at Garvey Park. The community were asked to provide three ideas or suggestions in three areas that would assist them in being more physically active in the City.

The three areas included programs (structured activities including come and try activities), Facilities (our physical spaces – both natural and built where people can recreate), and Services (grants, support, accessibility etc).

Targeted Stakeholders (Sporting Club)

In addition to be being encouraged to complete the survey, in 2025 Officers focused the seasonal user group meeting on discuss each Clubs priorities and challenges.

Stage 1 Engagement Outcomes

Belmont Connect / Open Community Survey Results

During the community contribution period (Monday 9 June and Sunday 29 June), we had:

- 509 project views
- 143 survey contributions
- 74 project opt-ins

The engagement was promoted via:

- Belmont Connect project page
- Website news item
- Social media (paid and organic)
- Belmont e-newsletter (BeNews)
- Belmont Bulletin
- Direct email, phone and in-person engagement with sporting clubs and facility users

Methods of engagement included:

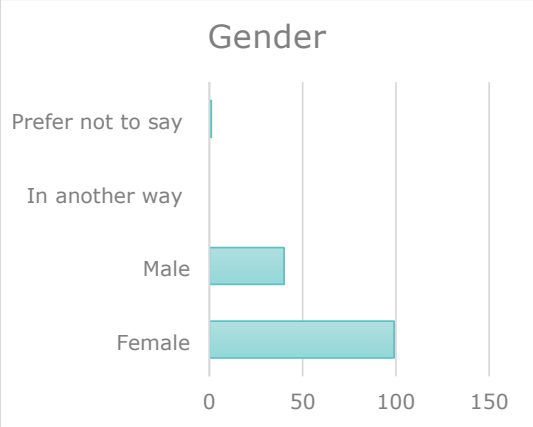
- In-person meetings and workshops
- Survey tool on Belmont Connect and hard copy form
- Feedback was also accepted via email or in writing

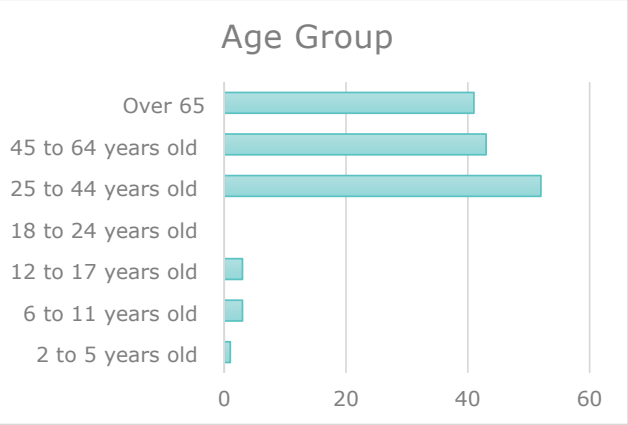
Social media post

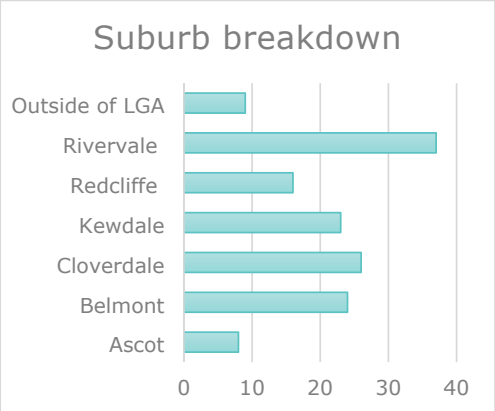
Belmont Bulletin

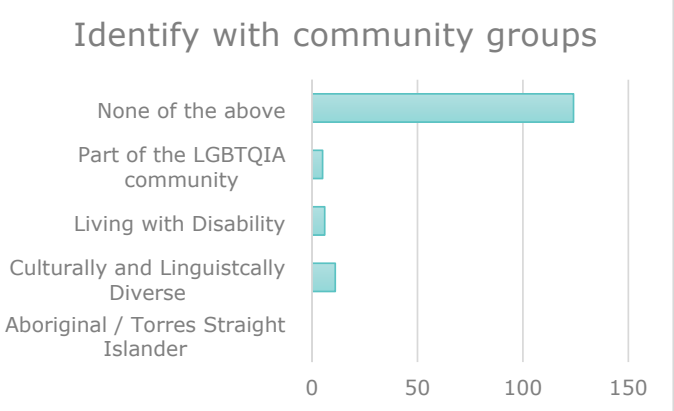
Survey Findings – Demographics of respondents

Over half the responses received were from females with the 25 and over age groups being most represented. Rivervale had the highest number of respondents with contributions being made across the board from other suburbs. No responses were received from members of the Aboriginal and Torres Strait Islander community, while 22 responses were submitted by individuals identifying as culturally and linguistically diverse



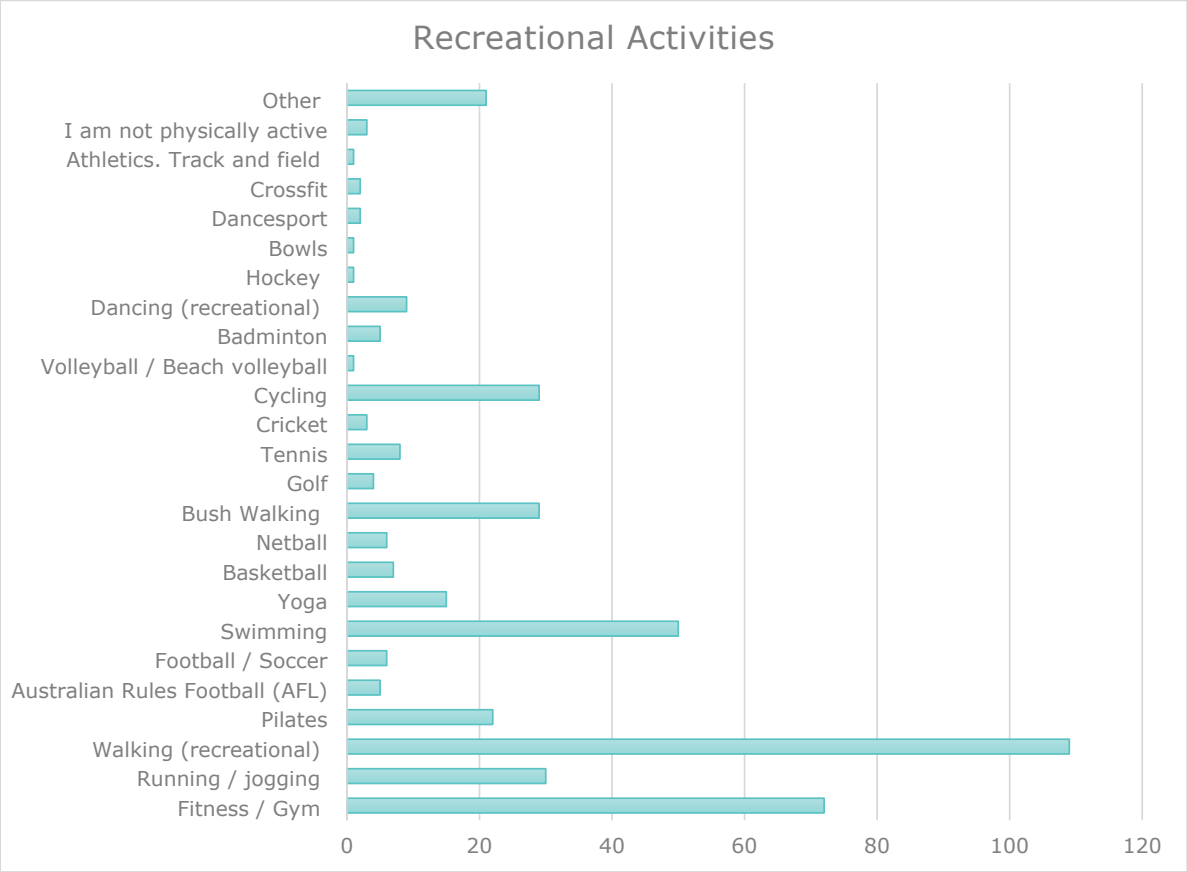


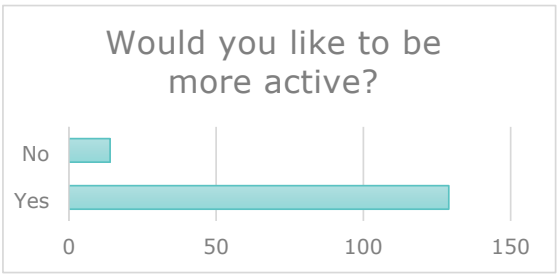


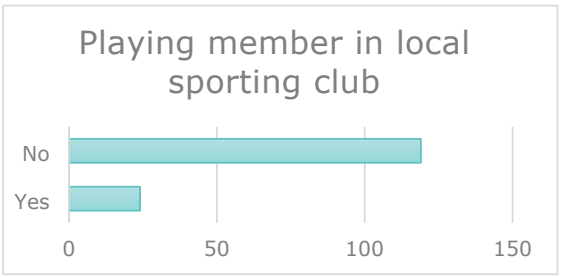


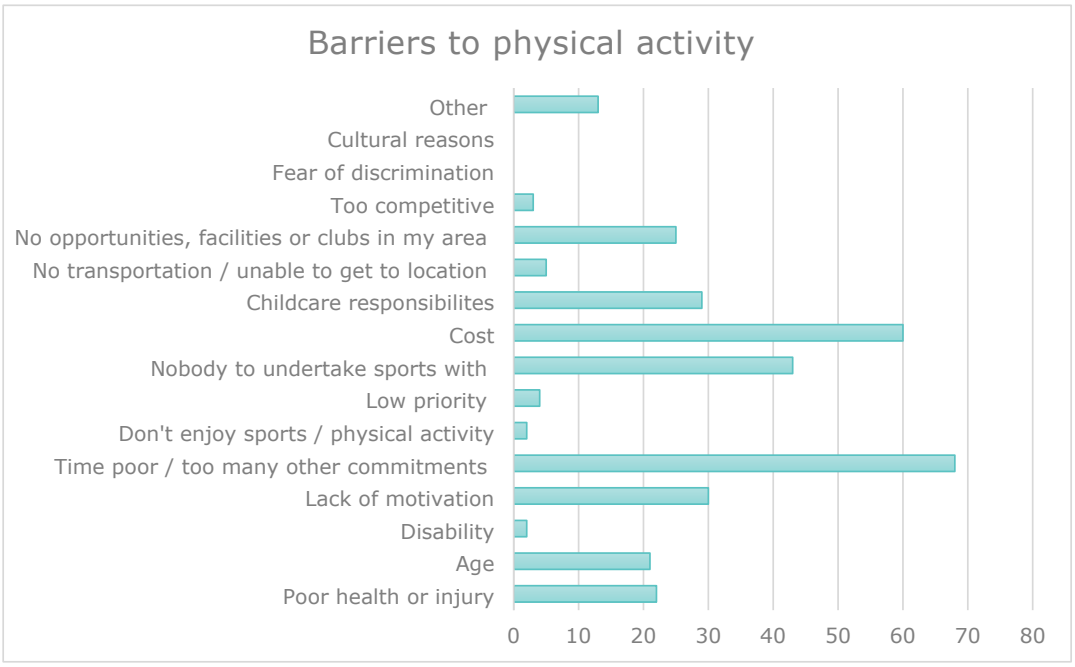
Survey Findings – Physical Activity Responses

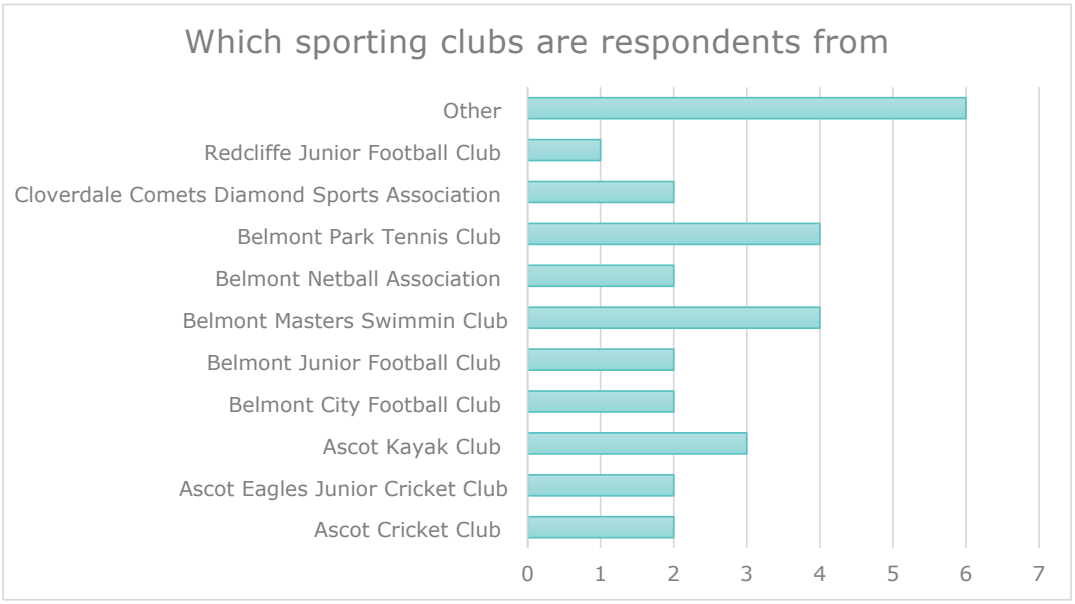
Over 90% of our community highlighted that they wish to be more physically active, with walking and fitness/gym being the most popular forms of physical activity. The top two barriers preventing the community from being more active were being too time poor and the costs. 83% of respondents were not actively involved with a local organised sporting club. Belmont Masters Swimming Club and Belmont Park Tennis Club were both amongst the most popular clubs for the remaining 17% of respondents.




Would you like to be more active?
No
Yes
0
50
100
150

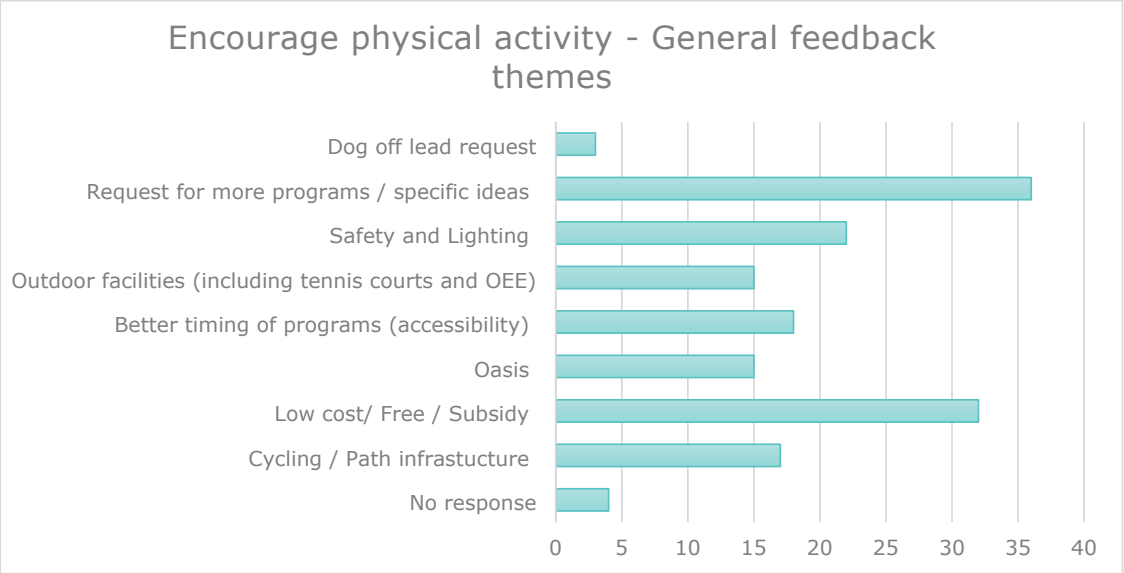

Playing member in local sporting club
No
Yes
0
50
100
150


Barriers to physical activity
Other
Cultural reasons
Fear of discrimination
Too competitive
No opportunities, facilities or clubs in my area
No transportation / unable to get to location
Childcare responsibilites
Cost
Nobody to undertake sports with
Low priority
Don't enjoy sports / physical activity
Time poor / too many other commitments
Lack of motivation
Disability
Age
Poor health or injury
0
10
20
30
40
50
60
70
80


Which sporting clubs are respondents from
Other
Redcliffe Junior Football Club
Cloverdale Comets Diamond Sports Association
Belmont Park Tennis Club
Belmont Netball Association
Belmont Masters Swimmin Club
Belmont Junior Football Club
Belmont City Football Club
Ascot Kayak Club
Ascot Eagles Junior Cricket Club
Ascot Cricket Club
0
1
2
3
4
5
6
7

Survey Findings - Motivations

Responders were first asked about what would encourage them to be more active in the City with a general text option to provide as much detailed feedback as possible. 140 contributions were submitted with 8 common themes arising throughout the responses. Of the common themes, requests for more programs/ideas for specific programs was the most popular followed closely by providing free/low-cost activities.



Survey Findings – Assisting sporting clubs

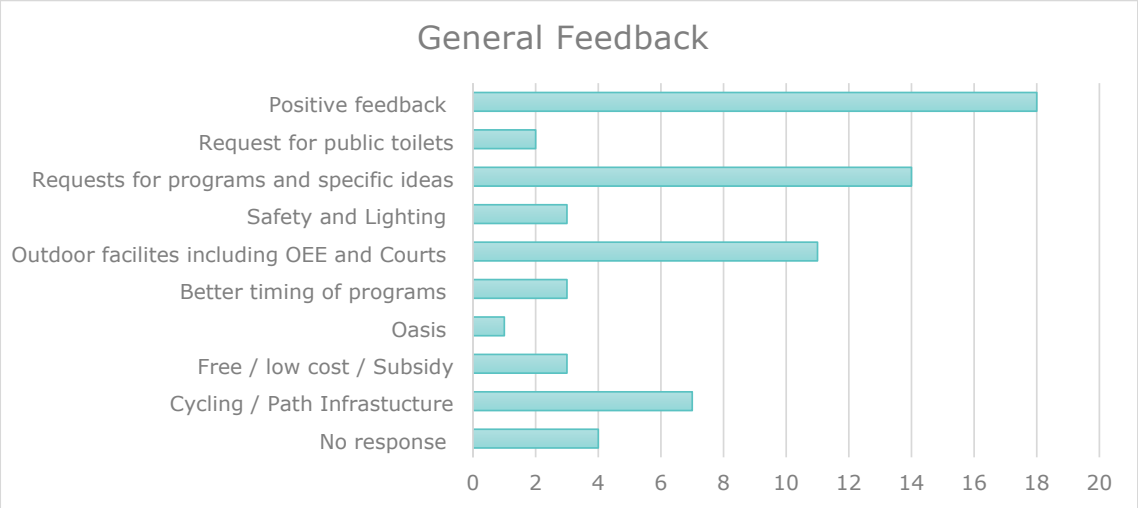
Respondents were also asked how the City can assist local clubs in growth and capacity building. A total of 23 responses were received, with 121 choosing not to provide feedback. The most common themes were requests for upgrades to sporting facilities and requests for further funding.

Survey Findings – General feedback

Lastly respondents were asked *"Would you like to share any other feedback relating to sport and active recreation"*. This section allowed for a general text response with 65 contributions.

The most common theme among the feedback was how pleased they were with what the City of Belmont had to offer. 18 out of 65 contributions wanted to express thanks. Requests for more programs/ideas and requests for upgrades or additional outdoor facilities including tennis courts were also highly commented.

Detailed survey comments for relevant survey questions can be seen at Appendix 1.



Community Wellbeing Scorecard Results

In the 2025 MARKYT® Community and Wellbeing Scorecard, *sport and recreation* is reported as a key component of *Outcome 1: A safe, healthy community*, reflecting its role in supporting physical activity, wellbeing, and community participation.

Respondents also had the opportunity following the scorecard to leave a comment in the VoiceBank. A total of 53 comments were made in the Sport and Recreation category with the most common feedback/request was to upgrade the Belmont Oasis Leisure Centre facilities or provide better maintenance of the centre. Respondents were also looking for more recreation programs and outdoor recreation opportunities including tennis and pickleball courts.

Several broader wellbeing priorities identified in the 2025 Scorecard relate closely to:

- Encouraging Physical Activity and Community Connectedness, building connections with neighbours, and strengthen their sense of belonging and community pride.
- Strengthening Aboriginal health and wellbeing, including diet, nutrition, financial health, and personal relationships. Improved recreational opportunities often play a role in achieving these outcomes.
- Ensuring that the City's parks, playgrounds, and reserves continue to be one of the City's top-performing areas. These facilities form the foundation of community recreation and are essential infrastructure supporting active lifestyles and participation in sport and active recreation.

Avon Descent Results

The Leisure team hosted a stall at one of the City's major events – Avon Descent on 10 August at Garvey Park. The community were asked to provide three ideas or suggestions in three areas that would assist them in being more physically active in the City, themed around facilities, programs and services.

A total of 60 survey forms were completed on the day with the majority of respondents residing in the City of Belmont and an age range varying from 7 years old to over 65.

Common themes are shown include:

- Facilities
    - desire for playgrounds catering to older age groups and abilities with amenity and shade
    - More walking paths and trails with better connectivity
    - Lighting
    - Outdoor exercise equipment
    - Free access to courts (basketball, tennis etc)

- Programs
    - There is strong demand for activated spaces, not just facilities — people want things happening regularly
    - Families want age-appropriate, structured, low-pressure activities, especially for younger children who are not yet in formal sport
    - Cost is a major barrier. The community strongly values free, trial-based, and inclusive access.
    - Using outdoor spaces for recreation activities.

- Services
    - Funding at grassroots level
    - Cost is a major participation barrier; price reductions and free access directly enable inclusion. Particularly for children
    - Inclusive design and programming

Sporting clubs

Ongoing meetings with sporting clubs throughout the year highlighted their challenges being:

- The ability for facilities to meet demand and requiring upgrades such as:
    - Sports lighting improvements, to accommodate more flexible training and competition
    - Storage improvements
    - Inclusive changerooms
    - Creating a 'club home' feel
    - Parking
- Opportunities to engage with the wider community
- The high cost of participating in sport and making it affordable
- The need for one-on-one support for operational matters as each club requires different support requirements
- Funding, grants, and sponsorship.

How Stage 1 Consultation informed the Strategy

City staff reviewed all contributions and noted consistent themes, resulting in three consolidated strategic focus areas:

- Active People

  Participation in physical activity, whether organised or informal, across all stages of life is central to building a healthy, connected, and resilient community. The City will seek to reduce barriers to participation and support opportunities that encourage people of all ages, abilities, and backgrounds to be active more often.

- Active Places and Spaces

  Well-planned and well-designed places and spaces play a critical role in enabling participation in sport and active recreation. Given the City's limited capacity to expand public open space, the focus will be on optimising existing facilities and environments to meet current and future community needs.

- Active Partnerships

  Strong partnerships are essential to achieving sustainable sport and active recreation outcomes. Collaboration with community organisations, sporting clubs, volunteers, schools, neighbouring local governments and State and Federal agencies will enable shared solutions, increased participation, and more effective use of resources.

Contributions will also actively assist in shaping action items in the implementation plan.

Stage 2 Engagement Outcomes

The purpose of Stage 2 engagement was to close the loop with the community, particularly with those who contributed to the development of the Strategy.

The City's engagement platform, 'Belmont Connect', was updated to include the draft Strategy and Engagement Report for public review. The 74 participants who had opted in to receive updates were directly emailed and invited to review the draft materials prior to their adoption by Council at the May 2026 Ordinary Council Meeting. Participants were also encouraged to provide any additional feedback if they wished.

As at the 7 May 2026, email tracking data showed:

- 56 recipients opened the email
- 7 viewed the draft Strategy
- 1 downloaded the draft Strategy
- 5 viewed the Community Engagement Report
- 45 visits to the Belmont Connect Page

No additional comments or feedback were received during the Stage 2 engagement period, and as a result, no changes were made to the draft Strategy.

Next Steps

The Strategy will be presented to Council for endorsement on the 26 May 2026, concluding the formal engagement process.

This engagement report will continue to be available on the City's engagement platform, 'Belmont Connect' along with the endorsed Active Recreation Strategy 2026-2031.

The actions in the Strategy will be developed further by City staff in an implementation plan for delivery over the next five years.

The implementation plan will be monitored, reviewed annually and key strategy outcomes shared with community throughout the life of the Strategy.

Appendix 1 Detailed Survey Comments

Would you like to share any other feedback relating to sport and active recreation?

Feedback
A lot of City of Belmont initiatives are scheduled for during business hours, which doesn't suit people who works full time like myself. More evening/ weekend activities would be great.
I want to participate in sports, but I can't prioritise participating in sports due to my daily housework, work and attending children's events weekly. I would like to go to a program run by the city if there is a place where parents and children participate in the community, such as events held by churches and sports clubs. I am not sure how they are organized but I've heard of that from friends. I think many programs are now separated such as for the over-18 or small children and youth. I would be happy if there were a public place where we could regularly play sports, play games, and have dinner together, not just an event once a year in a large city. Please make such a program for each ward if it's possible.
It would be nice if there's better variety in the fitness class times that the oasis offers. It would also be nice to have a free trial session to test out the classes and facilities before committing to the membership. Longer operating hours for the oasis and the lights-on period of parks would also be appreciated.
Still waiting on an enclosed dog park. It is very needed in this council.
As a female, walking or running around the area is scary especially when lighting is low. Like the initiative of keeping lights on ovals on longer, some path lighting around streets could make more areas less worrisome to walk around to the park.
The public exercise equipment and parks are really only safely accessibly during daylight hours and generally in the mornings when the aforementioned demographics are less often roaming. As a woman being harassed for money, having verbal abuse hurled when politely say you have no money and the subsequent abuse for being white and, therefore, automatically being responsible for the said demographics problems is beyond problematic and has become the go-to when the said demographics don't get what they want. Ironically in itself is CAUSING demographic division. We get told to report it, report it, report it. I gave up reporting because whilst it's getting worse - nothing is done and no-one can do anything due to political correctness, racial correctness, socio-correctness and any other 'correctness' that essentially absolves the anti-social behaviours therein.
Toilet facilities! So many sporting groups (games & training), walkers & joggers yet the only available public toilet in Belmont, is at Centenary Park (oval). Please rectify this so adults & kids can relax & enjoy the wonderful green spaces available!
we frequently use the local park, Middleton Park as do many others BUT there are only toilets available when a sporting game is in progress or official training for sport. I have on occasion invited persons to my house for the toilet. Please could we have an automatic toilet like the ones at tomato lake.
I have registered for the introductory Pickleball program in July at the Oasis centre and look forward to the activity. Perhaps the council should look at subsidising the cost to pensioners for Oasis use membership ... currently $29 a fortnight I believe. Benefit would be a healthier ageing population both in physical health, mobility and mental wellbeing.
We loved Wiggles & Giggles for the kids but it clashed with swimming, we hope to attend in the future. More free events would be great. It would be great if we could have a skate park like Bayswater. The footpath across the front of the racecourse needs considerable work, its sloping into the river now. Also residential street footpaths should be considered, we have to walk on the road to access walkways like the new Tonkin Bridge overpass. Not very easy when we have kids in prams/bikes/scooters as its stressful to get to the walkway along Matheson road as we are forced onto the road. Enforcement of the 40 speed limit would help but instead its a rat race and the City does nothing to improve. This significantly detracts from us walking the kids to school in Redcliffe.
*We need to have an open Forum on what sports people would like to participate in or play on competitive or social basis. We need Sports Council people to come to speak and introduce us to sports that will suit our current grounds and venue availability. No good wanting to take part in a sport if there is NO appropriate place to hold it. They could also provide information to ALL people that sports are not male or female anymore as in the past ie football for males and Netball for girls. Sports Council may be able to Show Videos or have guest speakers talking about current youth/teens playing and engaging in all types of sports without a gender title. Such as Girls and Women playing Rugby League. Men playing Netball. Also, individual sports Women weightlifting, Boxing, Golf. *We need an activity that is annual that will draw the community/city together like a BELMONT FUN RUN for a Sport/charity. Like HBF Fun Run. Funds must go to a local sporting club that needs support. They would need to put in a reason why they require funds, specify the age group etc. If they receive funds, they become ineligible for 10 years. Gives local people opportunity to support local people.
Had great outdoor yoga offered for a month. So would love continuation of it.
I tend to go out of area for recreational physical pursuits. Not enough available locally for adults.

If we can let each resident vote for a sport that everyone enjoys, we could organize age group competitions by forming teams from areas such as Kewdale, Cloverdale, Belmont, and Rivervale etc. Held once a year, this would be a grand event with food, fun, and games. It would greatly promote community health, development, and unity.
It would be good to have martial arts at the Belmont Oasis. One for all ages would be great where Adults can attend at the same time as their kids classes so you don't have to sit and wait for each other to finish and it encourages the kids to do it seeing their parents do it at the same time. I feel this is lacking in the community at present. There are martial art options but they are split in to different age groups at different times and days. This makes it hard for families. The Belmont Oasis courts would be big enough for lasses to be held at the same time.
More fitness activities for mums with kids, getting mums and kids doing fitness together or having facilities for mums to do fitness with child minding or where their kids can be there.
My son plays at the local cricket club, which has been absolutely superb. We would love it if you guys could add one bowling net alongside the baseball nets at Forster Park as it is closer to us. Can we get Bollywood dance classes in Belmont? You guys are doing a really great job of all the lovely open spaces and sports facilities.
Perhaps some outdoor/indoor low key exercise.
Please start a walking netball comps in evenings
There should be more programs like Count us in.
Will be nice if there are sewing/crochet mother's group sessions around.
Enjoy monthly Count Us In exercise class.
Firstly, I would like to congratulate Belmont City Council for all the facilities that they provide to encourage healthier lifestyles in our communities. The Count Us In programme run by Roger and Tracey is an excellent initiative. Also the follow up group classes organised by Carly Grapes are great and help maintain motivation to continue practicing a healthy lifestyle.
Generally pleased with sport and recreation opportunities Belmont city offers
I am personally not involved in this activity, but my kids use to come and use the sports facilities. When I see many people especially kids young and adults are involved and are very very active in this I really feel appropriated about the City's efforts in taking part to help the community. Keep it up.
I attend prime movers exercise class. Love it great for older people to exercise and meet new people.
I feel Belmont shire offers a lot at present .
I loved being involved in the count us in program several years back. I am working more and a bit more time poor but would like to do something to build up my fitness and strength. City of Belmont also offered low-cost Pilates a few years back which I enjoyed
I think the oasis is a very supportive nurturing place for seniors
Love the Gott family of personal trainers. They certainly know how to get people moving! Well done Tracey, Roger and Big Son for another successful year of CountUsIn. We are so lucky to have you here in the City of Belmont :)
My children play sports in the City of Belmont and I think the facilities are great.
Thank you for the beautiful parks.
Thank you for the Count us in programme
Thanks for organising the running sessions - I enjoyed attending those.
We love Wiggles n Giggles!
Will love that Belmont do the sports activities for kids that used to do !
1. The Count Us In program was excellent, not only made me motivated to look after my physical health but the continued membership of Oasis has meant both continued activity and the social connections. 2. Pickleball is a growing sport at an enormous rate. If Belmont created a better and ideally indoor pickleball venue, it would reap the benefits in years to come. Waitlist to play across venues is huge!
I think there needs to be better quality public accessible tennis courts within the city. I have to travel to Bayswater to play tennis as I have found these facilities to be of a very high standard

More water fountains needed along river. Adachi park
I think there needs to be better quality public accessible tennis courts within the city. I have to travel to Bayswater to play tennis as I have found these facilities to be of a very high standard

The Belmont Sports & Recreation Club are in desperate need of a children's playground. There is one located at the tennis club, but it is too far for parents to take the kids especially if they are competing in paid sports at the venue. Please can the city install a play area? Thanks
The city of Joondalup are marking pickleball lines and installing adjustable nets on some of their public tennis courts. The pickleball association of WA will be happy to assist councils.
There need to be a revision/reconsideration of the City of Belmont's current policy around no shade sails at playgrounds. It seems ill conceived given that UV reaches extreme for most of the year in our area.
Would love a net on the Forster Park basketball hoop please.
Yes. Could you please replace/renovate the basketball half court at Miles Park please. It is the most played on basketball ring for Belmont College, Notre Dame and Cloverdale schools and it's barely suitable for use. It would be great to see it made into a full size court or even just a new ring and backboard.
Hard to walk/cycle around Belmont as the infrastructures are segmented and not linked up.
I like riding my bike in this area and staying in the bike lanes. I have not found a map that clearly indicates which roads have bike lanes and which don't.
It is intimidating to just present at a club- e.g. used to play tennis but unsure about approaching Belmont club. Walking paths along the river could be improved - better paths & lighting & seating - thinking of the area south of Tonkin Hwy. access blocked in some areas - so cannot take along walk in that direction. Garvey Park is ok but coffee shop could be improved a lot & better opening hours even if only on weekend
More cycling gatherings. Opportunities to meet with council staff to promote cycling and cycling options around City of Belmont. Why not a cycling group for casual or senior riders?
The bike paths and walking paths are very poor, especially in my area around Belmont/ Cloverdale/ Redcliffe. There are no kinder gym facilities in the City, nor are there many active mums and bubs classes on the weekend. And almost all facilities have a very small number of bays for parents with babies/ children if prams if any at all. The city I feel is built around catering for elderly people, not young families as much. The quality of parks are good however it's not maintained very well. Many of the playgrounds near me are vandalised I don't feel safe to let my kids run barefoot.
Wider paths. Lower posted speed limits in the City Of Belmont.
Upgrade walking and bike riding paths integrated into bushland where possible and away from roads. Provide some community pickleball and tennis courts options.
I may be interested in swimming Or gym and bowling
I was very committed when I joined Count Us In, but commitment to Health has waned, due to occasions of ill Health, and then it was harder to come back to it.
Local parks cleaning up debris on all park paths i.e. willow tree park is horrible and a wasted opportunity, fenced in playgrounds and shade to be inclusive for babies and toddlers, more coffee shops near parks, more opportunity for community involvement for mums with babies/toddlers.
Looking forward to the new playground area on Kooyong Rd, parking is a bit of a nightmare on Saturdays.
My kids love the POPP outdoor table tennis tables - but need more close to their home (in Bassendean).
Notify the transport office that they need to start buses earlier. A lot of good activity is before 7am.
Teenage group - what is the participation percentage?
There has been an increase in use of centenary park for jungle body program and other community activities and blood donor centres etc which is really good to see. So many families and people use the park and community centre so ongoing use and encouragement of local programs would be really great.
What is going on at the netball association? Sometimes they have no power because of the construction and the other week there was water leaking from the construction site. No one can park anywhere, and it never looks like any work is actually happening. You timed the works right as the season started and no one even told them? City of Belmont should be ashamed at how that was handled!
While I am not a member of a sporting club, I am a member of a regular exercise group.

How can the City of Belmont assist in supporting the growth and capacity of your local sports club?

Feedback
- Providing financial support through grants or sponsorships to help with swimming equipment, lane ranting costs - Marketing and featuring club in local news
1) Lighting at night for cricket nets 2) cheaper registration costs 3) Access to toilets
Club room and facilities at the pool would help to improve the social and committee requirements for all groups using the pool.
Discount on fees if you're a resident
ensure adequate storage facilities
Help us get more members Keep our lane hire down
I would like to see a regularly updated public notice board at Centenary Park, detailing all local sporting or other activities with contact information. Currently, notices are hit and miss.
In respect of safety, especially children using the beach & adjacent play area, COB should advocate to other government agencies to restrict access of power craft, including commercial & tourism operators, on the eastern channel of Ron Courtney Island.
Increased funding for qualified coaching staff as kids progress into older levels.
Increased lighting at parks Signage promoting clubs
More lighting at Miles Park in the evenings. Funding
More parking at Sporting grounds allowing closeness to arenas. Close enough to be able to carry gazebos/chairs etc for spectators Better facilities/ablutions
More shed storage space
New initiatives time and culture friendly and engagement
Promoting croquet
provide more facilities and equipment for the team
Specialists/ professionals talks Remove more grass courts and replace with hard courts. No disrespect but only the old club members play on grass and even then they are hardly used. It's very difficult to hire tennis courts and there's a big push with the pickle ball players too. The grass courts are in such poor condition and the trend is towards more hardcourts
Strengthen leadership of BNA including by appropriate record keeping, management of funds, development of umpires, and ability to remain up to date with netball WA requirements
Upgrade facilities Ensure equal opportunity and funding (female /male sports) Government-funded have-a-go days/training for coaches and teams??
Upgrade walking and bike riding paths integrated into bushland where possible and away from roads. Provide some community pickleball and tennis courts options.
You can finish the construction at the netball courts so people can actually find parking! Safer toilet facilities at the Peet park footy club please

How can the City of Belmont assist in supporting the growth and capacity of your local sports club?

Feedback
* Organised cycling groups for casual riders. Advice to riders about best routes and fun activities. Sharing ideas for cycling around the river and beyond. * locally based organised exercise groups * assistance for people who want to enjoy the river and surrounds, whether paddling, cycling, walking etc.
A mothers walking group A local netball comp Bike paths
Better bike and walking paths More dog off lead areas at Garvey Park
Group exercises Golf facilities Better cycling paths
If more walking and cycling paths were provided within the City of Belmont it would encourage me and my family to be more physically active.
Increasing the number of bicycle lanes and paths throughout Perth & environs. Replacing the old weight bearing exercise machines in parks & recreational areas with the new shiny spring-loaded exercise machines in my opinion was a mistake. They seem to be fairly ineffectual for fitness attainment. However, children seem to love playing on them. The stainless-steel bars exercise stations provide a very good fitness training effect for those who know how to use them. Would it be possible to install one or two punch bags in the gym. They are a great alternative for aerobic training.
Maybe a cycling & coffee group. Dog walking group.
More indoor basketball courts Better walking/bike paths
More safe cycling paths.
More secure bike parking, lighting around parks/river, more team sports to join
Safe and continuous bike/shared path for cycling/running/walking. Better pedestrian access to the waterfront. Great Eastern Highway is very intimidating to cross, and the river just seem out of reach. Maps of where all sporting facilities are in Belmont and if there are any regular meet ups
Walking and bike riding paths along river. Community Tennis courts,
More bike paths More walking paths, for both walking and biking a variety of paths that are different distances and nice place to stop at the end/half way before you go back or complete circuit I find the pool is grubby, and the sauna is always dirty, (hair etc) must enforce people to use towels in sauna. You need a bigger sauna. Fitness classes for different abilities at different times I get up at 5am and am home at 4.30pm I find none of the times suit me. Would love an affordable Pilates studio run by the council, I love this exercise, but it is too expensive for me to attend on a regular basis.
Tennis courts for public use / free access Improved connectivity of cycling / walking paths along the Swan River Improved lighting / safety at parks
Gym open 24/7
Have late night lighting at the grounds
Having physical active programs where you can bring babies and toddlers on a weekend. For a working parent, it's very challenging to find fun and active things that are age appropriate. Most kids programs involve from 4-5 years of age and up. And any low-cost toddler play sessions end up being in weekday mornings which is limiting for working families.
I barely fit in my walking let alone anything else, I do manage to meet with an age group once or twice a month but not for exercise
I have time in the evening but some areas and too dark / unsafe. Group sessions are good. Loved the 2024 running in miles park / Forster Park.
More activities catering for shift workers not just your normal 9-to-5 Monday to Friday worker

More available times
More time and activities that are not during the day
Time friendly with office work times
A wider range of times to join group COB activities.
Culturally appropriate activities should be tailored to the residents of Belmont. Easy access to the location and times is crucial for access
Cheaper gym membership, More lights at local ovals / parks so we can use before / after work.
Cheaper team sports, netball, basketball
Free oasis membership
Free or cheap programs at times that suit
Free programs. Convenience e.g. free electric bike/scooter hire for families Inside school hours and outside school hours
Free tennis courts
Free tennis courts Tennis backboard/wall More public toilets
Free tennis courts, we used the ones near the netball courts, but they needed upgrading now they have been removed permanently and no suitable replacement offered.
Free/cheap activities Kid friendly activities
I am physically active but as a pensioner have limited funds. Fees and memberships to gyms and clubs are general too expensive to be a member/participant in more than one
I love come and try days to get a taster of what to expect before signing up. If I really enjoy the taster, then I'd be more willing to change my schedule to accommodate going to the class.
Improved sporting facilities Cheap and accessible cost More information on available facilities (I.e. Belmont oasis)
Low-cost group activities - come & try at Belmont Oasis or at outdoor equipment. More Zumba classes Reduced cost if can only attend one class per week More low impact options - yoga, I found hbf fitness sessions in local parks a good way to exercise so something similar to that
Lower cost options Before and after work activities
More cost effective/ subsidised programs Running them more frequently or larger groups. (Limited spots in existing programs means it’s difficult to get a spot). Ongoing programs - block sessions, by 4 or 8 weeks that are reoccurring
More free programs like yoga, gym, Pilates, running or cycling club.
Programmes can be a bit expensive Programs suited to older people Cheaper cost Better class sizes - have been to some where there are a lot of people in a small space - can be off putting!!
Time and cost to be lower
- free introductory courses/use - clean facilities
-Walking netball comps -a discounted 3-month lass to try the facilities -more social evening sports for adults like walking netball, Pickleball etc
Cost of living is putting a strain on gym membership. Would love to see some sort of discounts for living in the area and using gyms in the area.
Cost Time Safety

Evening session, so I can attend after work Low costs or free Walking distance/ or able to get to the location by public transport
I need to swim to help repair my body and the pool is too expensive to join. Also the pool was shut for refurbishments and it looks no different and doesn't have any fun slides for kids. Why can't we have a geothermal heated pool using hot rocks? Geothermal is both environmentally friendly and long term sustainable. Why is it so expensive to get a swimming membership?
Subsidised gym membership Safer walking tracks (CCTV)
The creche should be included or cost less at Belmont Oasis. I would have to pay $12 on top of my membership to have my children cared for whilst I exercised. This is not realistic for me. At my previous gym (Aqualife & Leisurelife, Town of Victoria Park), not only was the membership cheaper and more classes provided, creche is free.
Convenience Discounts Something I can do from home
Finding like-minded community groups to exercise with that is also not too expensive
*More indoor day or evening team sports. We used to have a Volleyball Competition each week in early evening at the Oasis. Wasn't promoted when numbers dropped so it was just closed down. It had run for 10 years and was great for workers, older people and teens. *Have tried to persevere with Pickle Ball but the outdoor heat in summer when games were at 6.30pm was unbearable. Then it was held outside in pouring rain. Needs an indoor venue to maintain the interest. * Softball for older players. (day or evening) (slow-pitch or standard) summer evenings.
1)Aquatic centre too crowded- need more outdoor pools, currently only 1 off 25m pool 2)Gym need reverse cycle air conditioning 3) Gym to be equipped with more equipment
1. More of the yoga classes at Oasis, ideally yin or restorative, the one class held weekly always has a waiting list. 2. Better information on bike paths in the area. 3. Aqua classes are great.
1. There are so many choices to making sure I keep up my fitness which I have worked hard for 18 months to achieve at the Belmont Oasis. 2. I would like the pool to be a little warmer than I could continue the aqua classes throughout the year. I feel it gets a little cold for me. I'll go back in October/November. Do love the classes though. 3. I would like to try Tai Chi - maybe we could do a beginner course or a one off to see if the interest is there. Would be good for older people's balance.
Additional membership options for Belmont oasis and reduced fees. Improved lighting for key walking/running tracks
Better sport schedule provided at oasis
Bluefit classes that offer a level between high intensity and Silver Sneakers. Scaled down versions on a weekly rotating format of pump, jazzercize, aerobics, body balance, boxercise, etc.
The leisure centre to include more yoga or stretching classes
update the pool facilities, the water is way too cold in winter more free classes run i.e. like count us In maintenance classes maybe weekly
Add gym course on parks
Better basketball facilities in parks and playgrounds.
Better designed outdoor gym equipment i.e. equipment tailored for overall body training. The equipment at Redcliffe Park is one of the better laid out outdoor gym equipment floor plans. It has TRX's, a variety of monkey bars & bodyweight machines. This is a good template for future designs.
If you built more public tennis courts and a in closed dog park.
Improved pool facilities More local facilities and programs at centenary Park Basketball court at centenary park Midweek Day netball at Belmont oasis More programs for mums during school hours Me and others in the area really enjoy the jungle body with Kirstin program at centenary Park it's a brilliant program and very popular.
more facilities all around Belmont and better facilities especially sporting grounds for soccer
More hardcourt tennis courts and lights at Belmont Park tennis courts
Public multi racquet sport courts with adjustable nets for pickleball and tennis. The courts in Rivervale were demolished and new ones were not included in the redevelopment.
Would like to see a fenced dog park (not a school oval) available to encourage social with dogs and owners without interrupting organised sports

Adult sports teams Padel court More lighting after sunset every night e.g. Rivervale netball courts
Injury recovery Public tennis courts availability Availability of a +45yo soccer club/team
Lightning at Forster Park at the gym area and half basketball. The basketball court needs to be realigned as it not straight, the hoop is bent downwards and a net would make it more enjoyable. I think it may be higher than standard court.
Include more lighting in paths and parks for walks in evening to feel safe and add more bike paths along roads like Epsom and Hardy so I feel safe when cycling. It's too risky to ride on these main arteries.
Lighting on croquet courts
Lights the whole way around Redcliffe Park. I really enjoy going to Belmont Oasis, I use both the gym and the pool.
More people around doing exercise too for safety
Repair path lighting, add more lighting. Visual CCTV.
Safe areas to walk in the evening. The paths around my home are dark because the trees block the streetlights and the city of Belmont refuses to trim them There is an increase in crime in the area and a verbally abusive and potentially violent (I don't want to find out) homeless family living in the park behind Rivervale community centre – it's safer to be inside and inactive at this point!!
Safety Around Parks
Spaces that are well lit and feel safe. Parks that are actually lighted up at night, when it's possible to be physically active after work. Clean and well-maintained facilities.
The aforementioned demographics to be dealt with consistently and with more accountability by the adults of said demographics. Having lived in Rivervale for 28yrs and raised 2 sons we've seen the ebbs and flows of said demographics but in the past decade it has worsened & this goes hand in hand with the demographics changes of the schools - one of which I have worked in for 15yrs. The over the top political correctness that ultimately is contributing in acquiescing to these demographics and the continual generational repeating of such behaviours is beyond a joke.
Better lighting of Sporting Parks.
1. I really enjoyed the boot camp programs the City of Belmont runs every year. Would love to participate again this year. 2. The couch to 5k running program in winter last year was very good. 3. The lighting during winter months at sporting facilities were a great idea.
1. More physical gym activities for seniors including Thai Chi and yoga. 2. More dancing activities. 3. Perhaps outdoor gardening with a small fee n refreshments.
1. We can hold soccer or football games between suburbs in Belmont, call Belmont Cup. All residents allowed to join and enjoy the game. 2. Hold more games like basketball, netball or table tennis and so on. Encourage local residents join. 3. Make a better environment for cycling.
Access to Senior activities
Group exercise with people of my age. I loved Count us in that I participated in 3 years ago. I tried 3 times to enrol online at Belmont Oasis but there were computer glitches.
If city of Belmont can hold a regular family sport sessions
If it was less competitive and more fun. Easy to get to. Affordable Maybe a taste of different sports so people can have a go to see if they like it or not
Interesting programs for the whole family
Introduction of more Pilates classes in the area Programs for cheaper access to gym
Maybe joining group challenge with particular goal like swim or run or walk x km in say one month with a guide/ coach with some rewards at set milestones while at the same time maybe fundraising for Belmont community non for profit youth or family or mental health organisations with celebration upon completion. Also maybe something different and fun like badminton or frisbee or archery or stilts for adults or whole family say once a month in a park as a club and/or a set up/ stall during community gatherings/ festivals. And always promoting and listing sports and well-

being clubs, organisations, events and opportunities for adults and children everywhere and anywhere around shopping centres, petrol stations, at traffic lights, on lamp posts, bus stops etc.
Monthly catch up classes with the count us in program. Move and heal classes Aerobics water.....but not big classes
More class opportunities
more intro sessions to new sports
More opportunities for adults
Mum group friendly beginner fitness classes
Not sure - outdoor fitness classes would be great, but I don't know whether I could actually attend
Opportunity to participate in a community run senior group sport whether it be basketball, badminton, dancing or the like.
Path walks especially Wicca Street Activities and classes for 3-5 year olds
Pickle ball
Pickleball
Pop Up activities around the city.
Regular group activities e.g. weekly CountUsIn maintenance sessions, weekly outdoor yoga, walking/hiking groups,
regular meet up waking group
Small group activities Supervision for encouragement on outdoor equipment use
Something that I can bring my kids along to and a space where we can all be active and involved.
Support for easy access to social fitness - i.e. not necessarily "Exercise!" or "Competition!". I'm thinking POPP outdoor table tennis tables (and regular social ping pong times) or a cool canoeing group through Ascot.
Tai Chi classes Yoga classes in the morning
Tai Chi classes
Taichi sessions
Would like a something like the Countusin initiative to be a regular weekly assisted programme to keep me motivative to go to the gym.
1. Rivervale needs more parks to help us be active. 2. We need more trees along road to shade us while walking and cycling. The landscape is too harsh, and it makes it difficult to get to places. 3. The riverfront needs restoration. The riverbanks are eroded and banks full of weeds. Landscaping and stabilisation work is needed urgently.
Better health. I am recovering from 2 strokes last year.
Better walking paths, community classes, childcare, better pool facilities.
Childcare options for unvaccinated kids.
Club near me because of no transportation
Correct information on web site
Everything is already mostly provided. I have missed the winter activities which were led by the Gotts last year under the lights. That was a fabulous initiative and so inclusive.
Groups
Hard to say. I am involved in exercise groups but sometimes I just can't get motivated. I am interested in passive exercise like walking. More native trees along footpaths and a cooler suburb would encourage me to walk to shops.
I've moved to Town of Vic Pk, but still own an investment property with City of Belmont. I have good facilities (gym, pool) where I live, but miss the camaraderie of being part of a group, gym member at Belmont. Would be great to have CoBelmont organise some more social meetups, but linked to health programs, or activities.
I'm happy w my present level of activity
Local Bowling club Joining Count us In Again
Low impact Motivation

Meeting with new people Learning about multi culture Stay healthy and happy.
More community groups More Off lead dog parks Hydrotherapy pool at Belmont oasis
More information available
Need a bit of time to feel motivated Settling in a new environment Meeting similar minded people
Not sure. There are opportunities . . . I just need to have a go. I did "Count Us In"; that was a fantastic program - Roger and Tracy were exceptional.
Paths at parks are too narrow. It's hard to power walk when you have kids on bikes, people with dogs or other walkers.
Self-motivation more than anything, just lazy.
Session specific to those with knee injury Reminder of details masters swim group
The "have a go" at Pickleball was great, and there is no need to bring a partner, you are just mixed in with anyone who comes. More opportunities like this would be great to support singles.

12.4 Statutory Review Delegation Register

Voting Requirement	:	Absolute Majority
Subject Index	:	11/005
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	OCM 24 June 2025 Item 12.5
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 seek Council endorsement of the Delegation Register 2026-27 as detailed in Attachment 12.4.1.

Summary and key issues

As required by section 5.46 of the *Local Government Act 1995 (WA)* (the Act), delegations are to be reviewed at least once every financial year. The City lists its delegated authorities in the Delegation Register. The Register includes those delegations required to enable the efficient and effective delivery of the City's statutory obligations and strategic goals.

Officer Recommendation

That Council:

1. Endorses the Delegation Register 2026-27 (Attachment 12.4.1);
2. Endorses minor amendments to affected council policies to update any delegation references; and
3. Authorises the Chief Executive to approve minor administrative amendments/layout changes to the Delegation Register 2026-27 as required.

An absolute majority of Council is required

Location

Not applicable.

Consultation

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

Strategic Community Plan implications

In accordance with the 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 at this time.

Statutory environment

The following sections of the *Local Government Act 1995 (WA)* are applicable when considering delegations:

- s. 5.16 Delegation of some powers and duties to certain committees
- s. 5.17 Limits on delegation of powers and duties to certain committees
- s. 5.18 Register of delegations to committees
- s. 5.42 Delegation of some powers and duties to CEO

- s. 5.43 Limits on delegations to CEO
- s. 5.44 CEO may delegate powers and duties to other employees
- s. 5.45 Other matters relevant to delegations under this division
- s. 5.46 Register of, and records relevant to, delegations to CEO and employees.

Several other pieces of legislation allow for delegation in Western Australia. Those relevant to the City's Delegation Register in addition to the *Local Government Act 1995 (WA)* are as follows:

- *Building Act (WA) 2011*
- *Bush Fires Act (WA) 1954*
- *Cat Act 2011 (WA)*
- *Dog Act 1976 (WA)*
- *Food Act 2008 (WA)*
- *Health Act 1911 (WA)*
- *Public Health Act 2016 (WA)*
- *Main Roads Act 1930 (WA)*
- *Planning and Development Act 2005 (WA)*
- *Strata Titles Act 1985 (WA)*
- *Local Government (Administration) Regulations 1996 (WA)*
- *Local Government (Financial Management) Regulations 1996 (WA)*
- *Local Government (Functions and General) Regulations 1996 (WA)*
- *Local Government Act (Uniform Local Provisions) Regulations 1996 (WA)*

Background

The Delegation Register (the Register) was last reviewed by Council at the Ordinary Council Meeting on 25 June 2025 (item 12.5). The current delegations have been reviewed to ensure that they enable the City's processes and are clearly defined and specific to support a greater level of control and clearly identify decisions that occur under delegated authority.

Safeguards as to when the delegation can be exercised and rights of appeal of an Officer's decision to Council are provided via the conditions and limitations within each delegation. It is important to note that Officers are not obliged to use or exercise a delegation; where a matter is determined to be of a contentious nature, the matter may be referred to Council.

Report

Following this year's statutory review there are only minor amendments to the delegations. The changes are detailed in the table below and in a tracked changed document (Attachment 12.4.2).

Delegation Number	Amendment	Comment Reason
1.1.14	Delete specific reference to 1.1.14	The delegation has been broken into 1.1.14A Procurement - Tenders; Tender Exemptions & Procurement under the approved Purchasing Policy and 1.1.14B Procurement - Contract Variations and Extensions which deal with specific requirements of the Procurement Policy and Legislation. The heading of 1.1.14 is redundant as the purpose of the delegations are sufficiently addressed in the title of 1.1.14A and 1.1.14B.
9.2.1	1. Deletion of the condition of the Council delegation that contains reference to the $5 million threshold.	The $5 million threshold has been in place since 2013. Over time the cost of building has increased by approximately 80% resulting in non-complex applications exceeding the $5 million threshold. The dollar-value threshold for delegated authority on planning decisions is not commonly used by other local governments.
	2. Deletion of the existing condition relating to the proposed height of the development and replacement with: The height of a proposed residential development exceeds the number of storeys specified in Table C of the Residential Design Codes Volume 1, or, if applicable, Table 2.1 of the Residential Design Codes Volume 2, or other height specified by the Local Planning Scheme No.15 or other statutory planning instrument.	Alignment of the Delegation with the R-Codes, current Town Planning Scheme and statutory planning instruments.

The proposed changes to 9.2.1 Development Applications were presented to Elected Members at an Information Forum by Planning Officers. As included in the table above, the reason for the proposed change is that over time, the cost of building has increased by approximately 80%. This has resulted in a number of non-complex applications, in particular commercial and industrial developments, having to be referred to Council for decision as the value exceeds the delegation limit of $5 million. The replacement of the condition relating to height is to align with changes to approved planning instruments.

It is anticipated that delegations contained in the Register will be reviewed on an individual basis depending on the progress of the local government reforms. Any proposed changes that are not minor administrative changes will be referred to Council for approval.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Attachment details

Attachment No and title
1. Draft Delegation Register 2026-27 - Sub-Delegations Included - Track Change Version [**12.4.1** - 137 pages]
2. Draft Delegation Register 2026-27 - Track Change Version [**12.4.2** - 101 pages]

City of Belmont

~~Delegation Register 2025-2026~~Delegation Register 2026-2027

Publication date: [00/00/00]

Introduction....4
I Delegations by Local Government....4
II Matters which cannot be delegated....6
III Acting Through....6
IV Register of Delegation....7
V Standard Conditions of Delegation....7
VI Delegations from other Agencies and Instruments of Delegation or other Acts....7
LOCAL GOVERNMENT ACT 1995 (WA) DELEGATIONS....9
1.1 Council to CEO....9
1.1.1 Compensation – Damage Incurred when Performing Executive Functions....9
1.1.2 Powers of Entry....9
1.1.3 Declare Vehicle is Abandoned Vehicle Wreck....12
1.1.4 Confiscated or Uncollected Goods....13
1.1.5 Disposal of Sick or Injured Animals....14
1.1.6 Close Thoroughfares to Vehicles....15
1.1.7 Control Reserves and Certain Unvested Facilities....17
1.1.8 Obstruction of Footpaths and Thoroughfares....18
1.1.9 Gates Across Public Thoroughfares....21
1.1.10 Public Thoroughfare – Dangerous Excavations....23
1.1.11 Crossing from public thoroughfare to private land or private thoroughfare....25
1.1.12 Requirement to construct and repair crossing....27
1.1.13 Private Works on, over or under Public Places....29
1.1.14A Procurement - Tenders; Tender Exemptions & Procurement under the approved Purchasing Policy....31
1.1.14B Procurement - Contract Variations and Extensions....36
1.1.15 Acquisition of Land....39
1.1.16 Disposal of Land....40
1.1.17 Disposal of Property (other than land)....43
1.1.18 Municipal or Trust Funds: Payments and Procedures....45
1.1.19 Grant Concession, Waive or Write Off Debts....47
1.1.20 Investments....49
1.1.21 Recovery of Unpaid Rates....51
1.1.22 Administration of Local Laws....53
1.1.23 Rate Exemption Applications....55
1.1.24 Variation of Meeting Date – Annual Electors Meeting....57
1.1.25 Bank Accounts....58
1.1.26 Discretionary Gratuity Payments....60
1.1.27 Determination of Applications for Legal Representation for Elected Members and Employees....61
1.1.28 Donations – Disaster Relief....63
1.1.29 Community Contribution Funds....65

1.1.31 Receiving Legal Documents to be Served on the City 69
1.2 CEO to Employees 71
1.2.1 Determine if an Emergency for Emergency Powers of Entry 71
1.2.2 Determine and Manage Conditions on Approval to Obstruct a Public Thoroughfare 72
1.2.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares 74
1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places 76
1.2.5 Electoral Enrolment Eligibility Claims and Electoral Roll 78
1.2.6 Appointment of Authorised Officers 80
.2.7Information to be Available to the Public 82
1.2.8 Infringement Notices: Withdrawal and Extension of Time 83
1.2.9 Designation under s5.120 of *Local Government Act 1995* (WA)*:* Appointment of Complaints Officer 85
1.3 Council Authorisations 86
1.3. Authorisation for Execution of Documents 86
2. Building Act 2011 (WA) 87
2.1.1 Grant a Building Permit 87
2.1.2 Demolition Permits 90
2.1.3 Occupancy Permits or Building Approval Certificates 93
2.1.4 Appoint Authorised Officer 95
2.1.5 Building Orders 97
2.1.6 Alternative Solutions – Private Pool Barriers and Smoke Alarms 100
2.1.7 Designate Employees as Approved and Authorised Persons (r70) 102
BUSH FIRES ACT 1954 DELEGATIONS 104
3.1 Council to CEO and Bush Fire Control Officer 104
CAT ACT 2011 (WA) DELEGATIONS 106
4.1 Council to CEO 106
4.1.1 Cat Act 2011 – Administration and Enforcement 106
DOG ACT 1976 (WA) DELEGATIONS 109
5.1 Council to CEO 109
5.1.1 Dog Act 1976 (WA) – Power or duty of the local government under any provision of the Act 109
5.1.2 Keeping of Three Dogs 112
FOOD ACT 2008 (WA)DELEGATIONS 114
6.1 Council to CEO/ Employees 114
6.1.1 Determine Compensation 114
6.1.2 Prohibition Orders 116
6.1.3 Registration of Food Business 117
6.1.4 Appoint Authorised Officers and Designated Officers 118

6.1.5 Debt Recovery and Prosecutions 120
GRAFFITI VANDALISM ACT 2016 (WA) DELEGATIONS 121
7.1. Council to CEO 121
7.1.1 Graffiti Vandalism Act – Administration and Enforcement 121
PUBLIC HEALTH ACT 2016 (WA) DELEGATIONS 123
8.1 Council to CEO 123
8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs) 123
8.1.2 Enforcement Agency Reports to the Chief Health Officer....124
8.1.3 Designate Authorised Officers....125
8.1.4 Determine Compensation of Seized Items 127
8.1.5 Enforcement Orders 128
PLANNING AND DEVELOPMENT ACT 2005 (WA) DELEGATIONS 129
9.1 Council to CEO 129
9.1.1 Illegal Development 129
9.2 Local Planning Scheme 15– Council to CEO 131
9.2.1 Development Applications....131
9.2.2 Preliminary and Final Built Strata Approval....134
STATUTORY AUTHORISATIONS AND DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT AUTHORITIES 136
10.1 *Environmental Protection Act 1986* (WA)....136
10.1.1 Noise Control – Environmental Protection Notices [Reg 65(1)] 136
10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events 136
10.1.3 Noise Management Plans – Construction Sites 136
10.2 *Planning and Development Act* 2005 (WA) 136
10.2.1 Instrument of Authorisation – Sign Development Applications for Crown Land as Owner....136
10.2.2 Powers of Local Governments Metropolitan Region Scheme (....136
Del 2025/04 Powers of Local Governments Metropolitan Region Scheme610.2.3 WA Planning Commission – Section 25 of the *Strata Titles Act 1985*....136
10.3 *Main Roads Act 1930* (WA)....136
10.3.1 Traffic Management – Events on Roads & Works on Roads 136
10.3.2 Control of Advertisements....136
10.4 *Road Traffic (Vehicles) Act 2012* (WA) 136
10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles..136

Introduction

Council is responsible for the overall government of the City's functions. The CEO is responsible for the day-to-day management of the administration of the City's functions amongst other functions such as advising Council.

Legislation applicable to local government may reserve specific powers and duties to the Council, the CEO or a defined authorised person or class of persons. Where legislation refers to a power or duty of the "local government" this is generally interpreted to mean the Council unless otherwise specified even if the power or duty is operational in nature.

Delegation of authority, where allowed, allows for efficient and timely decision making by local governments. Conditions or limitations may be incorporated into delegations such as limiting the circumstances in which a delegation can be exercised or imposing financial or other limits to the delegated power.

The delegation of a power or duty does not preclude a delegator from exercising or performing that power or duty itself or by acting through any employee authorised, by job description or otherwise, to carry out a function as the agent of, and on behalf of, the local government in accordance with approved policies.

A person granted a delegation is not obliged to exercise the delegated power and may, if circumstances indicate, refer the decision back to the delegator. Legislation varies in how delegation of authority is provided for, including limitations, conditions and reporting or review requirements. Reviews of delegations, where required by law, are the responsibility of the delegator.

In some instances, it is most appropriate for a function to be exercised by the Council only and as such no delegation is made e.g. consideration of ward reviews and submissions.

Under the *Local Government Act 1995* (WA) (the Act) and some other legislation, persons affected by specified decisions made under delegated authority have a right under Part 9 Division 1 of the Act to lodge an objection to the decision, which must be considered by Council, and/or to seek a review of the decision by the State Administrative Tribunal.

I Delegations by Local Government

The Act allows for the local government (Council) to delegate to the Chief Executive Officer (CEO) the exercise of any of its power or the discharge of any of its duties under the Act in order to effectively manage the day-to-day operations of the City.

The main consideration for a local government when deciding if it should delegate a power or duty is whether the delegation will improve the efficiency of the local government's operations whilst ensuring that its policies are consistently implemented.

Some legislation may restrict the local government to delegating a power or function only to the local government CEO, although some acts provide for the local government to delegate to persons other than the CEO, such as other local government employees or committees. The CEO may further delegate those powers to other officers only if sub-delegation is permitted by the legislation.
Delegations are required to be made in writing, and for Council delegations, this normally takes the form of a resolution that is recorded in the Council Minutes.

Under the Act, *Cat Act 2011* (WA), *Dog Act 1976* (WA), *Graffiti Vandalism Act 2016* (WA) and *Planning and Development (Local Planning Schemes) Regulations 2015* (WA), delegations by

Council must be made by absolute majority resolution. Other legislation does not require an absolute majority to grant, amend or revoke a delegation by Council.

The decision to revoke a delegation from the CEO must also be absolute majority.

The Act also allows for the CEO to delegate any powers or discharge of any of the CEO's duties to another employee other than the power of delegation (s 5.44(4)). There is no power other than for the CEO to delegate a power.

All delegations must be in writing and the CEO is able to make the delegation or sub delegation subject to conditions or limitations. When an employee is acting in a position, they are deemed to be able to carry out the functions delegated to that position.

Delegations and authorisations from the Council directly to officers, other than the CEO, will be avoided unless legislation specifically provides that this is the only manner in which the power can be provided.

The ability to delegate a statutory function, power or duty must be described in a piece of legislation and is known as the power of delegation. It may be stated as a duty, function or power depending on the legislation. Delegations or authorisations may occur under legislation other than the Act, its regulations and the local government's local laws including but not limited to:

- *Planning and Development Act 2005* (WA) including regulations
- *Dog Act 1976* (WA) and regulations
- *Cat Act 2011* (WA) and regulations
- *Bush Fires Act 1954* (WA), regulations and any local law created under that Act
- *Litter Act 1979* (WA) and regulations
- *Strata Titles Act 1985* (WA)
- *Local Government (Miscellaneous Provisions) Act 1960* (WA) as amended
- *Caravan Parks and Camping Grounds Act 1995* (WA)
- *Control of Vehicles (Off-Road Areas) Act 1978* (WA) and regulations
- *Building Act 2011* (WA) and regulations
- *Food Act 2008* (WA) and regulations

A Council delegation is not required where the legislation confers a specified function or power directly on the CEO or another defined class of authorised persons.

There also needs to be a specific function or duty that must be carried out under the legislation. The power must be able to be exercised by the person or body wanting to delegate that power and it must be contained in legislation that has an associated power of delegation.

A range of different powers can be delegated. An important aspect of any delegation of power is certainty as to the power being delegated. The person or body delegating authority should clearly specify in the instrument of delegation the statutory power or duty being delegated. This will ensure that the person exercising delegated authority can be certain of the extent of authority conferred by the delegation. The statutory reference to the power being delegated should be included in the instrument of delegation.

Reviewing the above list, it is clear that there is a limited range of legislation under which powers can be delegated. There is no express provision for a local government to delegate its functions under any other legislation. However, this does not prohibit the local government from "acting through" its officers for the purpose of legislation and the manner in which this can be achieved is detailed below.

The *Interpretation Act 1984* (WA) provides a standard basis on how terms across all Western Australian legislation can be interpreted such as computation of time. It also provides further information on how delegations work and provides a basis for allowing conditions or limitations to be made on the delegation; revocation of the delegation; the continuance of the delegation if a person is acting in the position to which the power is delegated.

II Matters which cannot be delegated

The following cannot be delegated by Council to the CEO under the Act (s 5.43)

a) any power or duty that requires a decision of an absolute majority of the council
b) accepting a tender which exceeds an amount determined by the local government
c) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government
d) any of the local government's powers under
    i. s 5.98 – Fees etc for council members
    ii. s 5.98A – Allowance for deputy mayor or deputy president
    iii. s 5.99 Annual fee for council members in lieu of fees for attending meetings
    iv. s 5.99A Allowances for council members in lieu of reimbursement of expenses
    v. s 5.100 Payment for certain committee members
e) borrowing money on behalf of the local government
f) hearing or determining an objection of a kind referred to in s 9.5
g) the power under s 9.49A(4) to authorise a person to sign documents on behalf of the local government
h) any power or duty that requires the approval of the Minister or the Governor
i) such other powers or duties as may be prescribed.

Commented [EW1]: Numbering instead of dot points.

III Acting Through

Section 5.45 of the Act introduces the concept of "acting through." In relation to delegations, s 5.45 of the Act states that nothing prevents a "local government from performing any of its functions by acting through a person other than the CEO" or "a CEO from performing any of his or her functions by acting through another person."

While the Act does not specifically define the meaning of the term "acting through, it cites a key difference between a delegation and "acting through" in that a delegate exercises the delegated decision-making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter in his or her own name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority.

An appropriate method for a council of a local government to make a decision which will be implemented by its officers is for it to make a policy about particular functions that it performs. In that case there is no need for a delegation as it will be the role of the organisation to implement those policy decisions.

IV Register of Delegation

Section 5.46 of the Act requires the CEO to maintain a register of delegations made to the CEO and to employees. These registers must be reviewed at least once every financial year and the requirement for records to be kept on the exercise of the delegation is also included.

A register of delegations made by the local government to a committee is also required to be kept and reviewed at least once every financial year under s 5.18 of the Act. Council does not have any delegations to committees.

V Standard Conditions of Delegation

Individuals are responsible for ensuring that legislated requirements relating to the exercise of delegated power(s) are complied with.

Any person proposing to exercise a power under delegated authority shall comply with the following standard conditions of delegation:

1. Actual decisions relating to the matter delegated shall be made by the person nominated in the delegation. However, it is understood that other staff may carry out administrative and technical work relating to those decisions.
2. Compliance with all relevant legislative requirements, Local Laws, Council Policies, resolutions of Council and the Business Management System Procedures.
3. Delegated authority cannot be exercised where a Financial Interest or an Interest Affecting Impartiality is evident.
4. It is a statutory requirement to maintain a record of each decision made under delegated authority. Documents relating to delegated authority decisions shall, as a minimum, record:
    a. Date the decision was exercised;
    b. Name of the Officer/Committee exercising the decision;
    c. Description of how the person exercised the power or discharged the duty, including where appropriate, any directions to staff to carry out work associated with the decision unless those directions are included in Policies, Management Procedures or the Delegation Register;
    d. Notation of the people or class of people directly affected by the decision (other than Council or Committee members or employees of the City).

    Any exercising of a power and discharging of a duty must be recorded either through the business units software (eg Pathway, Trapeze) or on the Record of Exercise of Power – Delegation of Authority Form and registered at the time of exercising the delegation(ECM Folder 11/005). Where delegations are recorded outside of ECM a monthly report must be provided to Compliance and recorded in ECM.
5. Instruction is provided for each delegation on record keeping requirements. All records relating to an exercise of delegation must be recorded in the main official record keeping system of the City, ECM.

VI Delegations from other Agencies and Instruments of Delegation or other Acts

Where legislation provides for the direct delegation to a person or a class of persons by other agencies or decision makers, no delegation is required from the local government. The authorisation is dealt with in the relevant legislation. Where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette. The Agencies are listed below and updated from time to time.

Department/Legislation
Department of Environment *Environmental Protection Act 1986* (WA) *Environmental Protection (Noise) Regulations 1997* (WA) Pursuant to section 20 *Environmental Protection Act 1986* (WA) *t*o the holder of the offices listed.
Department of Environment *Environmental Protection Act 1986* (WA) *Environmental Protection (Noise) Regulations 1997* (WA) Pursuant to section 20 *Environmental Protection Act 1986* (WA) to the holder of the offices listed.
Western Australian Planning Commission *Planning and Development Act 2005* (WA) Pursuant to section 16 of the Act (delegation) WAPC resolved on 26 May 2009
Western Australian Planning Commission *Planning and Development Act 2005* (WA) Pursuant to section 16 of the Act (delegation) WAPC Resolved on 15 December 2015
Litter Act 1979 (WA) Pursuant to section 26 – Authorised officers, appointment and jurisdiction of etc.
Main Roads Act 1930 (WA)

LOCAL GOVERNMENT ACT 1995 (WA) DELEGATIONS

1.1 Council to CEO

Delegation: Council to CEO (s5.42 & s5.43 of the Local Government Act 1995 (WA)(LGA95))

1.1.1 Compensation – Damage Incurred when Performing Executive Functions

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95*: s 3.22(1) s 3.23
Function:	In accordance with s 3.22, assess and determine the extent of damage to private property arising directly from performance of the City's functions and make payment of compensation if requested. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s 3.23.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Condition** Financial Limits to Delegation is limited to settlements which do not exceed a material value of $5000 per claim.
References	*Local Government Act 1995* (WA) s 3.22 (5); s 3.23; Schedule 3.1; Schedule 3.2 CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority and associated contracts to be retained in ECM index: 11/005.
Version	New Approved OCM 22/6/2021 Item 12.6; Reviewed OCM 28/6/2022; Reviewed OCM 26/4/2023 New Policy Reference; Item 12.8

Sub-Delegate/s: Appointed by CEO	**The CEO has chosen not to subdelegate**
Version	New approved ELT 19/5/2021 New approved ELT 19/5/2021 Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Reviewed ELT 9/4/2024

1.1.2Powers of Entry

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 3.28 When the subdivision applies s 3.32 Notice of entry s 3.34 Entry in an Emergency s 3.36 Opening Fences
Function:	1. Give a notice of entry. 2. Determine that an emergency exists for the purposes of performing local government functions. 3. Execute an entry in an emergency. 4. Give notice and execute the opening of a fence. 5. The power of entry conferred, may be used for performing any function that a local government has under this Act if entry is required for the performance of the function or in any other case in which entry is authorised by this Act other than by a local law. *LGA95 (WA)* Part 3 Division 3 Subdivision 3 - Powers of entry
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** This delegation is not to be exercised unless evidence that the following sections of the Act have been complied with: 3.31(1)(a) consent obtained from the owner or occupier; 3.31(1)(b) notice has been given under 3.32 3.34(2) Entry in emergency 3.36 (3) Opening fences
References:	*Local Government Act 1995* (WA) Part 3 Division 3 Subdivision 3 - Powers of entry CP63 -Execution of Documents
Record Keeping:	Record decisions to enter property. Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg 19
Version	Incorporates DA02 Powers of Entry in Emergency in 2020-2021 Delegation Register; OCM 22/6/2021 Item 12.6. OCM 28/6/2022 OCM 26/4/2023 New Policy Reference OCM 12/12/2023; OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95(WA)* s 5.44
Sub-Delegate/s: Appointed by CEO	Director Infrastructure Services Manager Works

	Manager Parks, Leisure and Environment Manager Design, Assets and Development Manager Safer Communities Coordinator Community Safety Coordinator Environmental Health Senior Ranger
Functions subdelegated and Extra Conditions on the subdelegate **(Note General Conditions must also be adhered to)**.	Functions 1,2,3,4,5 Additional Conditions on sub delegation s.3.33 Entry under warrant - Any proposed entry under warrant for this section is to be referred to the Chief Executive Officer for approval prior to the seeking of the warrant from a justice.
Version	Incorporates DA02 Powers of Entry in Emergency in 2020-2021 Delegation Register. Approved ELT 19/5/2021 Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Reviewed ELT 9/4/2024

1.1.3 Declare Vehicle is Abandoned Vehicle Wreck

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95(WA)* s 3.40A(4)
Function:	The Authority to declare that a vehicle is an abandoned vehicle wreck.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Nil**
Power to Sub-Delegate:	*LGA95 (WA)* s 5.44
References	*Local Government Act 1995* (WA) s3.40A *Local Government (Functions and General) Regulations 1996* (WA) Reg 29A CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Abandonments (10/002 & 10/004)
Version	New.; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: Appointed by CEO	Director Development and Communities Manager Safer Communities Coordinator Community Safety
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Ensure that the requirements of s3.40A are met prior to exercising delegation.
Version	New. Approved ELT 19/5/2021; Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Reviewed ELT 9/4/2024

1.1.4 Confiscated or Uncollected Goods

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)*: s 3.46 Goods May be withheld until costs paid s 3.47 Confiscated or uncollected goods, disposal of s 3.48 Impounding expenses, recovery of
Function:	Authority to: 1. refuse to allow goods impounded under s 3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. 2. sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s 3.43 [3. recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s 3.48].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation.
References	*Local Government Act 1995* (WA) s3.40A *Local Government (Functions and General) Regulations 1996* (WA) Regulation 30 CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index: 11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Abandonments (10/002 & 10/004)
Version	New Approved OCM 22/6/2021 Item 12.6. OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95*(WA): s 5.44
Sub-Delegate/s: Appointed by CEO	Director Development and Communities Manager Safer Communities Coordinator Community Safety
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Subdelegates must: 1. Ensure that the notice provisions of s3.40,3.40A, 3.44, 3.45, 3.46 and 3.47 are complied with prior to the exercise of this delegation. 2. Ensure that the requirements of s3.58 are complied with (disposal of local government property) 3. Ensure that monies received are treated correctly in accordance with s3.47 (4)(5) & (6).
Version	New Approved ELT 19/5/2021; Modified 22/23 review additional CEO Conditions on sub-delegation Reviewed ELT 15/3/2023 Reviewed ELT 9/4/2024

1.1.5 Disposal of Sick or Injured Animals

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)*: s 3.47A
Function:	To authorise the humane disposal of an impounded animal where it is determined to be too ill or injured to be treated.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil.
References:	*Local Government Act 1995* (WA) CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Abandonments (10/002 & 10/004)
Version	New OCM 22/6/2021 Item 12.6. OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44
Sub-Delegate/s: Appointed by CEO	Director Development and Communities Manager Safer Communities Coordinator Community Safety Senior Ranger
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	The exercise of the delegated power does not include the power of delegation.
Version	New Approved ELT 19/5/2021; Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Reviewed ELT 9/4/2024

1.1.6 Close Thoroughfares to Vehicles

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 3.50; s 3.50A ;s 3.51; ; ; s 3.52 ;
Function:	1. Authorised to close, revoke or vary the closure, of a thoroughfare to vehicles, wholly or partially, to vehicles for a period not exceeding 4 weeks; 2. For periods exceeding 4 weeks, after considering any submissions that are received, having given local public notice of the proposed closure of the thoroughfare; and 3. Authorised to give notice of the fixing, altering, alignment or draining of a public thoroughfare or other public place.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** This delegation is not to be exercised unless the following are evidenced as being complied with: 1. 3.50A exception to local public notice. 2. 3.50(4) before it makes an order, wholly or partially closing a thoroughfare, exceeding 4 weeks give local public notice: including location, where, when and why and inviting submissions; and give written notice to each person who is prescribed for the purposes or owns land that is prescribed for the purposes of this section; and allow a reasonable time for submissions to be made; and consider any submissions made. 3. 3.51(3) affected owners to be notified of certain proposals.
References	*Local Government Act 1995* (WA) CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index: 11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index.
Version	Formerly DA03 Road Closures Temporary in 2020-2021 Delegation Register.OCM 22/6/2021 Item 12.6. OCM 28/6/2022 OCM 26/4/2023 New Policy OCM 12/12/2023 OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees.
Sub-Delegate/s: Appointed by CEO	Director Infrastructure Services Manager Works Manager Design, Assets and Development

Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	The exercise of the delegated power does not include the power of delegation.
Version	Formerly DA03 Road Closures Temporary in 2020-2021 Delegation Register. Approved ELT 19/5/2021 Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Reviewed ELT 9/4/2024

1.1.7 Control Reserves and Certain Unvested Facilities

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 3.53 –
Function:	Authority to agree on the control and management of an unvested facility if it lies within two or more Local Government districts.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation.
References:	*Local Government Act 1995* (WA) CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index.
Version	New Approved OCM 22/6/2021 Item 12.6. OCM 28/6/2022 OCM 26/4/2023 OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees.
Sub-Delegate/s: Appointed by CEO	Director Infrastructure Services Manager Parks, Leisure and Environment
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: The exercise of the delegated power does not include the power of delegation.
Version	New Approved ELT 19/5/2021; Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Reviewed ELT 9/4/2024

1.1.8 Obstruction of Footpaths and Thoroughfares

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) (ULP): r 5(2) ;r 6 ; r 7A; r 7 Encroaching on public thoroughfare – *City of Belmont Consolidated Local Law 2020* Parts 3,6,7,8,9,10, 11 and 12
Function:	Authority to: 1. determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath; or 2. b. prevent inconvenience to the public or danger from falling materials [ULP r 5(2)]Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r 6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r 6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r 7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r 7]. 6. To carry out the powers, functions and duties of the City's local laws relevant to the obstruction of footpaths and thoroughfares.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996* (WA). 2. Permission may only be granted where, the proponent has:

	i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, if requested, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
References	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) *City of Belmont Consolidated Local Law 2020* CP 63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index.
Version	Incorporates DA21 Verge Permits in 2020-2021 Delegation Register. OCM 22/6/2021 Item 12.6. Minor Removal of consolidated local law reference Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44
Sub-Delegate/s: Appointed by CEO	Director Development and Communities Manager Safer Communities Director Infrastructure Services Manager Design, Assets and Development Manager Works Manager Parks, Leisure and Environment
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: 1. The exercise of the delegated power does not include the power of delegation. 2. Delegation must only be exercised relevant to operational area of responsibility
Sub-Delegate/s: Appointed by CEO	Coordinator Building Surveying Senior Building Surveyor Building Surveyors

	Building Compliance Officer
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	1. Sub delegation relates to Functions 2 & 3 only 2. Delegation must only be exercised relevant to operational area of responsibility
Version	Incorporates DA21 Verge Permits in 2020-2021 Delegation Register. Approved ELT 19/5/2021; Minor Removal of consolidated local law reference Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM Reviewed ELT 9/4/2024

1.1.9 Gates Across Public Thoroughfares

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) (ULP)*:* r 9
Function:	Authority to: 1. 1. provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r 9(1)]. 2. require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r 9(2)]. 3. impose conditions on granting permission [ULP r 9(4)]. 4. renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r 9(5)]. 5. cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r 9(6)].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996* (WA).
References:	Local Government (Uniform Local Provisions) Regulations 1996 (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) *City of Belmont Consolidated Local Law 2020* CP63 – Execution of Documents City of Belmont Policy Manual – Operational
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Record Keeping requirement of *Local Government (Uniform Local Provisions) Regulations 1996* (WA) must be met.
Version	New. Approved OCM 22/6/2021 Item 12.6. Minor Removal of consolidated local law reference 28/6/2022 OCM 26/4/2023 New Policy OCM 12/12/2023 OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44
Sub-Delegate/s: Appointed by CEO	Director Infrastructure Services Manager Design, Assets and Development Manager Works Manager Parks, Leisure and Environment
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: Delegation must only be exercised relevant to operational area of responsibility
Version	New. Approved ELT 19/5/2021; Minor Removal of consolidated local law reference Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Reviewed ELT 9/4/2024

1.1.10 Public Thoroughfare – Dangerous Excavations

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) (ULP): r 11(1), (4), (6) & (8) *City of Belmont Consolidated Local Law 2020* Part 3,
Function:	Authority to: 1. determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r 11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r 11(4)]. 3. Authority to impose conditions on granting permission [ULP r 11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r 11(8)]. 5. To carry out the powers, functions and duties of the City's local laws relevant to thoroughfares.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996* (WA).
References	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) *City of Belmont Consolidated Local Law 2020* CP63 – Execution of Documents City of Belmont Policy Manual – Operational
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index.
Version	New. Approved ELT; OCM 22/6/2021 Item 12.6. Minor Removal of consolidated local law reference Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*:s 5.44
Sub-Delegate/s: Appointed by CEO	Director Infrastructure Services Manager Design, Assets and Development Manager Works Manager Parks, Leisure and Environment
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: 1. The exercise of the delegated power does not include the power of delegation, 2. Delegation must only be exercised relevant to operational area of responsibility
Version	New. Approved ELT 19/5/2021 Minor Removal of consolidated local law reference Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy Reviewed ELT 9/4/2024

1.1.11 Crossing from public thoroughfare to private land or private thoroughfare

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996*(WA): r 12(1)) r 13(1) *City of Belmont Consolidated Local Law 2020* Part 3,
Function:	1. Upon application, approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land. 2. Authority to determine the specifications for the construction of the crossing to the satisfaction of the Local Government. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair crossing and if the notice is not complied with initiate works to construct/repair crossing and recover costs in accordance with Regulation 13.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996* (WA).
References	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) *City of Belmont Consolidated Local Law 2020* CP01 - Asset Management Policy CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index.
Version	New Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Minor Removal of consolidated local law reference Change to Council Policy Numbering Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 Renumbering of policies/New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: Appointed by CE	Director Infrastructure Services Manager Design, Assets and Development

Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: The exercise of the delegated power does not include the power of delegation,
Version	New Approved ELT 19/5/2021; Minor Removal of consolidated local law reference Change to Council Policy Numbering Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Reviewed ELT 9/4/2024

1.1.12 Requirement to construct and repair crossing

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)*:
Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996* (WA): r 13(1) *City of Belmont Consolidated Local Law 2020* Part 3,
Function:	1. Give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare. 2.Construct or repair the crossing and recover 50% of the cost if the person fails to comply with the notice.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. *Local Government (Uniform Local Provisions) Regulations 1996* (WA) r 14(2)(b) Role of Commissioner of Main Roads must be complied with. 2. That due process be followed for the issuing of a notice under section 3.25 of the *LGA95 (WA)* for a notice served under Regulation 14(3).
References	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) *City of Belmont Consolidated Local Law 2020* CP01 - Asset Management Policy CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index: 11/005. Associated Documentation to be retained in relevant ECM index.
Version	New Approved ; OCM 22/6/2021 Item 12.6. Minor Removal of consolidated local law reference Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Renumbering of policies/ New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: Appointed by CEO	Director Infrastructure Services Manager Design, Assets and Development

Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: The exercise of the delegated power does not include the power of delegation.
Version	New Approved ELT 19/5/2021; Minor Removal of consolidated local law reference Change to Council Policy Numbering Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Renumbering of policies/ New Policy Reviewed ELT 9/4/2024

1.1.13 Private Works on, over or under Public Places

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996* (WA): r 17(4) & (5) Private works on, over, or under public places r 17(5) Imposition of conditions *City of Belmont Consolidated Local Law 2020* Parts 3,7,8
Function:	Grant permission or conditional permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil
Compliance Links References:	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) *City of Belmont Consolidated Local Law 2020* CP01 - Asset Management Policy CP63 - Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation to be retained in relevant ECM index.
Version	New Approved ; OCM 22/6/2021 Item 12.6. Minor Removal of consolidated local law reference Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Renumbering of policies / New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44
Sub-Delegate/s: Appointed by CEO	Director Infrastructure Services Manager Design, Assets and Development
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to)..	In addition to the Council conditions of delegation to the CEO the following are additional: 1. The requirements of *Local Government (Uniform Local Provisions) Regulations 1996* (WA) r17(5) are complied with, and 2. The exercise of the delegated power does not include the power of delegation.

Version	New Approved ELT 19/5/2021; Minor Removal of consolidated local law reference Change to Council Policy Numbering Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Renumbering of policies / New Policy Reviewed ELT 9/4/2024

~~**1.1.14 Procurement: Tenders; Tender Exemptions; Purchases ($50,000-$500,000) & Associated Contract Variations**~~

Commented [EW2]: Redundant as covered in 14A & B

1.1.14A Procurement – Tenders; Tender Exemptions & Procurement under the approved Purchasing Policy

Delegation: Council to CEO (s5.42 & s5.43 of the Local Government Act 1995 (WA)(LGA95))

Power or Duty Delegated: Relevant section of legislation for the delegation	LGA95 s 3.57 & s 3.47 *Local Government (Functions and General) Regulations 1996* (WA) (LG(F&G)R96)- Part 4: r. 11;13;14;18;20; 21; 21A & Division 3 – Panels of pre-qualified suppliers
Function:	1. To call tenders and set weighted criteria as outlined in the relevant legislation and this delegation. 2. To authorise procurement and accept tenders according to the conditions of this delegation. 3. To authorise procurement and accept quotations according to the conditions of this delegation. 4. To limit tenderers in accordance with r. 21 5. To establish panels of pre-qualified suppliers in accordance with Division 3 including calling for applications, setting weighted criteria, accepting and rejecting applications.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation. This delegation must be read in conjunction with the LG(F&G)R96, the Council approved Purchasing Policy and the following specific additional conditions for this delegation. **Additional Conditions** **This delegation can only be exercised where there is an identified and approved budget allocation in the current year.** The CEO can 1. Reject Tenders 2. Accept tenders where : (a) the tender value for any one project is no more than $500,000 (ex GST) (b) It is for Annual supplies of a routine annual supplies of operational nature within the budget amount and where the contract is no longer than 5-years and expenditure per year is not more than $250,000. (c) the tender amount for the new capital item is less than amount of $500,000, including changeover costs where relevant. (d) It relates to the disposal of impounded perishable and non-perishable goods in accordance with s3.47 of the LGA95.

	3. authorise purchases that are exempt from tendering regulations excluding r.11.2(d) and complies with the general conditions & additional conditions 2(b) & (c). 4. Accept quotes below $250,000. 5. approve purchase orders for expenditure exceeding $250,000 that have been approved by Council via Council Resolution or via this delegated authority. 6. To call, accept the short listing and if required reject all Expression of Interests. 7. To determine the criteria for deciding which applications should be accepted, accept or reject all applications for the establishment of Panels of Pre-Qualified Suppliers
References	*Local Government Act 1995* (WA) *Local Government (Functions and General) Regulations 1996* (WA) CP29 - Purchasing Policy CP63 - Execution of Documents
Record Keeping:	Maintain Tender Register, recording details of decisions under this delegation and insert ECM-links to relevant evidentiary documents. Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r. 19 Delegates to keep certain records, are retained in the City's record keeping systems.
Version	Formerly incorporated as DA04 Tenders in 2020-2021 Delegation Register. OCM 22/6/2021 Item 12.6. OCM 28/6/2022 OCM 26/4/2023 Amended New Policy OCM 12/12/2023 OCM 23/4/2024 Item 12.8 Amended OCM 10/12/2024 item 12.6

Sub-Delegate/s: Appointed by CEO	Director Corporate and Governance (003) Director Infrastructure Services (005) Director Development and Communities (004)
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to)..	**Functions 1,3 & 4 –** Directors may call Tenders or formal quotations (RFQ) and set criteria only within the relevant directorate and the service or product is not extraordinary, the scope is finalised and all documentation completed. **Quotes (Function 4)** Can accept Quotes, including RFQ's, where there is a Council approved budget provision in the current year and all scope and documentation is complete and the quote is within purchasing limit authority.

Sub-Delegate/s: Appointed by CEO	Manager Parks, Leisure and Environment (016) Manager Works (015) Manager City Facilities & Property (012)
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	**Quotes (Function 4)** ~~Managers~~ Officers (listed above) may only 1. Exercise this sub-delegation relevant to the activities of their department where: a) there is an appropriate Council budget provision approved in the current year; and b) all required documentation is completed; and c) the purchase amount **does not exceed $80,000**.
Sub-Delegate/s: Appointed by CEO	Executive Manager People and Culture (008) Manager Information Technology (010) Manager Governance & Legal (018) Manager Public Relations & Stakeholder Engagement (450) Manager City Projects (383) Manager Design, Assets and Development (443) Manager Safer Communities (011) Manager Finance (009) Manager Economic & Community Development (419) Manager Work Health and Safety (448) Manager Library, Culture and Place (314) Manager Planning Services (013)
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	**Quotes (Function 4)** ~~Managers~~ Officers (listed above) may only exercise this sub-delegation relevant to the activities of their department where: a) there is an appropriate Council budget provision approved in the current year; and b) all required documentation is completed; and c) the purchase amount **does not exceed $50,000**.
Sub-Delegate/s	Coordinator Rates (027) Coordinator Environmental Health (047) Coordinator Building Surveying (049) Building and Facilities Operations Advisor (052) Coordinator Design (062) Coordinator Records (082) Coordinator Library and Museum Hub (107) Coordinator Works (148) Coordinator Fleet & Plant (151) Coordinator Leisure Services (192) Coordinator Environment (230) Coordinator Parks (235) Coordinator Work, Health and Safety (236) Coordinator Building, Facilities & Operations (052) Coordinator Asset Management (242) Coordinator Human Resources (250) System Administrator (043) Coordinator Community Safety (274) Coordinator Media & Communications (286) Coordinator Community & Cultural Engagement (290) Coordinator Business Continuity & Risk (296)

	Coordinator Community Development (317) Coordinator Planning (320) Coordinator Planning Projects (342) Coordinator Arts and Place (408) Coordinator Economic Development (424) Senior Internal Auditor (441) Coordinator Waste Management (444) People and Culture Business Partner (451) Financial Accountant (465) Coordinator Governance (477) Coordinator Property and Land Assets (234)
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	**Quotes (Function 4)** ~~Managers~~ Officers (listed above) may only exercise this sub-delegation relevant to the activities of their department where: a) there is an appropriate Council budget provision approved in the current year; and b) all required documentation is completed; and c) the purchase amount **does not exceed $20,000**.
Sub-Delegate/s	Senior Ranger (076) Specialist–Library & Museum Hub–Customer Engagement (115) ~~Specialist – Library & Museum Hub – Collections (354)~~ Specialist – Library & Museum Hub - Customer Experience (447) Stores Supervisor (031) Supervisor Works (149) Supervisor Construction (152) Construction Surveyor (153) Traffic Management Supervisor (285) Parks Technical Officer (184) Supervisor Parks Streetscapes (118) Supervisor Parks (119) Supervisor Irrigation (128) Supervisor Urban Forest (263) Supervisor Environment (278) Functions Officer (293) Facilities Operations Officer (251) Facilities Services Officer (426) Executive Assistant (006) Senior Arts & Place Officer (194)
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	**Quotes (Function 4)** ~~Managers~~ Officers (listed above) may only exercise this sub-delegation relevant to the activities of their department where: a) there is an appropriate Council budget provision approved in the current year; and b) all required documentation is completed; and c) the purchase amount **does not exceed $5,000**.
Version Control:	Formerly incorporated as DA04 Tenders in 2020-2021 Delegation Register. Approved ELT 19/5/2021; Amended ELT 18/5/2022

	New Policy OCM 12/12/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 Amended OCM 10/12/2024 item 12.6 Amended 26/2/2025 additional CEO sub-delegation

1.1.14B Procurement - Contract Variations and Extensions

Delegation: Council to CEO (s5.42 & s5.43 of the Local Government Act 1995 (WA)(LGA95))

Power or Duty Delegated: Relevant section of legislation for the delegation	LGA95 s 3.57 & s 3.47 *Local Government (Functions and General) Regulations 1996* (WA) (LG(F&G)R96)- Part 4: r. 11;20; 21; 21A
Function:	1. To vary a contract prior to entry into a contract with a successful tenderer in accordance with r. 20. 2. To vary a contract already entered subject to r. 21A. 3. To make, vary or discharge a contract that is formed through a non-tender process subject to r. 11(2).
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation. This delegation must be read in conjunction with the LG(F&G)R96, the Council approved Purchasing Policy and the following specific additional conditions for this delegation. **Additional Conditions** **This delegation can only be exercised where there is an identified and approved budget allocation in the current year.** **Note:** A **minor variation** is defined as a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply (r. 20 of the Regulations) and: (a) Does not alter the nature of the goods and/or services procured; and (b) Does not materially alter the specification or structure provided for by the initial tender; and c) Is within the approved budget for that contract A tender **cannot** be varied outside the above definition. **1. Contract Variations - Tender Pre-Contract:** The CEO may approve minor variations (see definition above) regarding the scope of work specified in a tender, following the receipt of submission, but prior to entering into a contract, provided there are sufficient funds being available within the approved budget for that contract (r. 20 of the Regulations) **Post Contract:** The CEO may approve a variation(s) to a contract, provided there are sufficient funds available within the approved budget for that contract, where the variation is necessary for the goods or services to be supplied and does not change the scope of the contract; or the variation is a renewal or

	extension of the term of the contract as described in r. 11(2)(j), (ja) or (jb) in accordance with r. 21A(a) of the Regulations **2. Contract Variations - Exempt and Procurement (to $250,000)** **Pre-Contract:** CEO may approve minor variations (see note in general conditions) regarding to the scope of work specified in the quotation, following the receipt of submission, but prior to entering into a contract provided there are sufficient funds being available within the approved budget for that contract. **Post Contract** CEO may approve minor variations that satisfy the general conditions. Total contract value (including Variations) is limited to a maximum of the approved budget for that contract. **3 Extension of Contracts:** Where a contract formed from tender is accepted and includes an option to extend the contract beyond the initial period, the **Chief Executive Officer** may exercise or decline that option (r. 21A(b) *Local Government (Functions and General) Regulations 1996)* (WA). Where any other contract is accepted with an option to extend the contract beyond the initial period, the Chief Executive Officer may exercise or decline that option.
References	*Local Government Act 1995* (WA) *Local Government (Functions and General) Regulations 1996* (WA) CP29 - Purchasing Policy CP63 - Execution of Documents
Record Keeping:	Maintain Tender Register, recording details of decisions under this delegation and insert ECM-links to relevant evidentiary documents. Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r. 19 Delegates to keep certain records, are retained in the City's record keeping systems.
Version (Council)	Formerly incorporated as DA04 Tenders in 2020-2021 Delegation Register. OCM 22/6/2021 Item 12.6. OCM 28/6/2022 OCM 26/4/2023 Amended New Policy OCM 12/12/2023 OCM 23/4/2024 Item 12.8 Amended OCM 10/12/2024 item 12.6

Sub-Delegate/s: Appointed by CEO	Director Corporate and Governance (003) Director Infrastructure Services (005) Director Development and Communities (004)
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	1.Directors many only exercise this subdelegation in their directorate **2.Variations to tenders accepted under delegation by the CEO** **Pre contract:** Directors may approve minor variations (as defined in the general conditions above) to the scope of work specified in the tender following the receipt of submissions, but prior to entering a contract provided sufficient funds being available within the approved budget for that contract. **Post Contract :** May approve minor variations that were unforeseen and necessary for the supply of the goods or services. Total contract value (including Variations) is limited to a maximum of 10% (cumulative total) of the procurement value for the contract. **3 Variations to contracts for exempt procurement (reg 11A) and quotations** - **Post Contract**: The following CEO conditions also apply to this sub delegation a) there is an appropriate Council budget provision approved in the current year; and b) all required documentation is completed; c) expenditure for amounts exceeding $250,000 have been approved by Council via Council Resolution or via delegated authority to the CEO; and d) the purchase amount does not exceed $5,000,000.
Versions	Formerly incorporated as DA04 Tenders in 2020-2021 Delegation Register. Approved ELT 19/5/2021; Amended ELT 18/5/2022 Reviewed ELT 15/3/2023 Reviewed ELT 9/4/2024 Amended 26/2/2025 additional CEO sub-delegation

1.1.15 Acquisition of Land

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)*: s 3.59
Function:	Undertake the function of acquiring land, including lease and purchase.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Acquire 'real property', which is specifically identified within the current approved Budget with a value of up to $1,000,000. 2. Acquire a leasehold interest in property for a cumulative cost over the life of the lease of up to $1,000,000
References:	*Local Government Act 1995* (WA): s 3.59 Commercial enterprises by local government *Local Government (Functions and General) Regulations 1996* (WA) Part 3 CP29 - Purchasing Policy CP63 - Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation to be retained in relevant ECM index.
Version	Formerly incorporated as DA05 Acquisition and Disposal of Land in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Sub-Delegate/s: Appointed by CEO	None
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Nil
Version	Formerly incorporated as DA05 Acquisition and Disposal of Land in 2020-2021 Delegation Register. Approved ELT 19/5/2021; Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy 12/12/2023 Reviewed ELT 9/4/2024

1.1.16 Disposal of Land

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)*: s 3.58 Disposal of Property
Delegate:	Chief Executive Officer
Function:	1. Undertake the function of disposing of land including through lease and sale. 2. Authority to dispose of property to: • the highest bidder at public auction [s 3.58(2)(a)]. • the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s 3.58(2)(b)] 3. Authority to dispose of property by private treaty only in accordance with s 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s 3.58(3)]. 4. Manage lease / licence clauses, including but not limited to terminations, renewal options, assignments, subletting, and the establishment of special conditions or variations to payment schedules. 5. Authority to dispose of leasehold property exempt from the advertising requirements of s3.58, in accordance with approved policy.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Dispose of 'real property', which is specifically identified within the current approved Budget with a value of up to $1,000,000. 2. Dispose of a leasehold interest in property for a cumulative value over the life of the lease of up to $1,000,000. 3. Assignment of leases and licences is subject to appropriate Police Clearances and Credit Checks (where unsatisfactory and the officer recommendation is to proceed refer to Council for decision). 4. For Leasehold : Where it is proposed for a less than Market Value rent is to be charged, the disposal must be referred to Council. **Conditions for Additional Conditions 1 and 2:** The exercise of this power does not include the power of delegation.
Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees

References:	*Local Government Act 1995* (WA): s 3.58 Disposal of Property s 3.59 Commercial enterprises by local government *Local Government (Functions and General) Regulations 1996* (WA) Part 3 CP29 - Purchasing Policy CP63 - Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation to be retained in relevant ECM index.
Versions	Formerly incorporated as DA05 Acquisition and Disposal of Land in 2020-2021 Delegation Register. Approved; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering; Changes to DIS subdelegation. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Sub-Delegate: Appointed by CEO	Director Development and Communities
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: 1. Limited to entering agreements for the disposal of Aged Accommodation managed by the City, via the standard Seniors' Accommodation Residential Tenancies Scheme and City of Belmont Lease Agreement The exercise of the delegated power does not include the power of delegation.
Sub-Delegate: Appointed by CEO	Director Infrastructure Services
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: 1. Exercise renewal options defined within existing leasehold agreements of property by the City to the value of $30,000 per annum. 2. May enter into tenancy agreements for City owned residential properties, on behalf of the City for period (s) not exceeding 12 months and up to the value of $30,000 per annum. 3. The exercise of the delegated power does not include the power of delegation.
Versions	Formerly incorporated as DA05 Acquisition and Disposal of Land in 2020-2021 Delegation Register. Approved ELT 19/5/2021;

	Minor Change to Council Policy Numbering; Changes to DIS subdelegation. Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.1.17 Disposal of Property (other than land)

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government Act 1995* (WA)LGA95(WA): s 3.58 *Local Government (Functions and General) Regulations 1996* – r 30 (3)
Function:	Dispose (includes to sell, lease, or otherwise dispose of whether absolutely or not) of assets (not including land surplus to the City's operational needs. **Dispose** as defined in the Act includes to sell, lease, or otherwise dispose of whether absolutely or not. **Property** as defined in the Act includes the whole or any part of the interest of a local government in property, but does not include money.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Limited to the disposal of minor plant or asset with a depreciated value of less than $20,000 without the requirement for Council approval. 2. Limited to the disposal of a plant item or asset with a depreciated value of no more than $90,000 in accordance with the requirements of s 3.58. 3. Donation of low value equipment, machinery and other materials in accordance with procedures.
References:	*Local Government Act 1995* (WA): s 3.58 Disposal of Property *Local Government (Functions and General) Regulations 1996* (WA) Part 3 CP29 – Purchasing Policy CP63 – Execution of Documents
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19 Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation to be retained in relevant ECM index.
Version	Formerly incorporated as DA06 Disposal of Assets in 2020-2021 Delegation Register. Approved ; OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Deletion of Council Policy 51 OCM 22/8/2023; New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44
Sub-Delegate: **Appointed by CEO**	Director Corporate and Governance Director Infrastructure Services Director Development & Communities
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: 1. Limited to disposal of assets with a depreciated value of up to $5,000, in accordance with procedures to be developed and approved by the CEO. 2. The exercise of the delegated power does not include the power of delegation and must be relevant to the business unit operations.
Version	Formerly incorporated as DA06 Disposal of Assets in 2020-2021 Delegation Register. Approved ELT 19/5/2021; Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Deletion of Council Policy 51 OCM 22/8/2023; New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.1.18 Municipal or Trust Funds: Payments and Procedures

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.7 s 6.9 (3) *Local Government (Financial Management) Regulations 1996* (WA)r 11; r 12
Function:	Make payments from the Trust and Municipal Fund in accordance with procedures.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation.
Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
References:	*Local Government Act 1995* (WA) *Local Government (Financial Management) Regulations 1996* (WA)- r 5 CEO's duties as to financial management r 13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. *Local Government (Audit) Regulations 1996* (WA) Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual CP29 – Purchasing Policy CP63 – Execution of Documents
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19 Minute details of Council's resolution to receive the Authorised Cheque Listing and retain Cheque Vouchers, including electronic transfer records as evidence of decisions to make payments. Records of exercise of delegated authority to be retained in ECM index: 11/005. Associated Documentation to be retained in relevant ECM index.
Version	Formerly DA07 Municipal and Trust Fund/Procedures and Payments in 2020-2021 Delegation Register.; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering. Ad Reviewed OCM 28/6/2022 OCM 26/4/2023 Policy Amendments OCM 22/8/2023 & New Policy OCM 12/12/2023 OCM 23/4/2024 Item 12.8

Sub-Delegate: Appointed by CEO	Director Corporate and Governance Director Infrastructure Services Director Development and Communities Manager Finance Manager Governance and Legal Systems Accountant Financial Accountant
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: The exercise of the delegated power does not include the power of delegation.
Version	Formerly DA07 Municipal and Trust Fund/Procedures and Payments in 2020-2021 Delegation Register. Approved ELT 19/5/2021; Minor Change to Council Policy Numbering. Addition of Directors to sub-delegation. Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Policy Amendments OCM 22/8/2023 & New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.1.19 Grant Concession, Waive or Write Off Debts

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.12(1)(b), (c) and (3)
Function	1. Waive a debt which is owed to the City of Belmont [s 6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the City of Belmont [s 6.12(1)(b)]. 3. Write off an amount of money which is owed to the City of Belmont [s 6.12(1)(c)]
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Authorise a waiver, grant a concession or write off an amount of money owed to the City to a maximum value of $5,000 per individual sundry debtor per financial year. 2. Write offs to be reported to Council on a quarterly basis with the Sundry Debtors Listing. 3. Reversals of incorrectly charged debts are not considered to be a write off.
Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
References:	*Local Government Act 1995* (WA) CP63 - Execution of Documents
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19 Records of exercise of delegated authority to be retained in ECM index: 11/005. Associated Documentation to be retained in relevant ECM index.
Version	Formerly incorporated as DA08 Waiver or Concessions – Granting in 202020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Sub-Delegate: Appointed by CEO	Director Corporate and Governance Manager Finance
Functions subdelegated and Extra Conditions on the subdelegate (Note	In addition to the Council conditions of delegation to the CEO the following are additional:

General Conditions must also be adhered to).	1. Limited to sundry debtors only to a maximum value of $5,000 per debtor per year. 2. The exercise of the delegated power does not include the power of delegation and must be relevant to the business unit operations.
Sub-Delegate: Appointed by CEO	Coordinator Rates Senior Rates Officer
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: 1. Limited to Rates Debtors only to a value of $500.00 per debtor per year. 2. The exercise of the delegated power does not include the power of delegation and must be relevant to the business unit operations.
Sub-Delegate: Appointed by CEO	Director Development and Communities Director Infrastructure Services
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: 1. Limited to a maximum value of $5,000 per debtor per year 2. The exercise of the delegated power does not include the power of delegation and must be relevant to the business unit operations.
Sub-Delegate: Appointed by CEO	Manager Library, Culture and Place
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: 1. Limited to a maximum value of $1,000 per debtor per year. 2. The exercise of the delegated power does not include the power of delegation and must be relevant to the business unit operations.
Sub-Delegate: Appointed by CEO	Manager City Facilities and Property Manager Parks Leisure and Environment
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: 1. Limited to a maximum value of $500.00 per debtor per year. 2. The exercise of the delegated power does not include the power of delegation and must be relevant to the business unit operations.
Version	Formerly incorporated as DA08 Waiver or Concessions – Granting in 202020-2021 Delegation Register. Approved ELT 19/5/2021; Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.1.20 Investments

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.14 *Local Government (Financial Management) Regulations 1996* (WA): r 19
Function:	Money held in the municipal fund or the trust fund that is not, for the time being, required by the local government for any other purpose may be invested in accordance with Part III of the *Trustees Act 1962* (WA). Establish and document internal control procedures to ensure control over investments that enable the identification of the nature and location of all investments and the transactions related to each investment.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil
Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
References:	*Local Government Act 1995* (WA) *Local Government (Financial Management) Regulations 1996* (WA) - CP31 - Investment of Funds CP63 – Execution of Documents
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19 Delegates to keep certain records are retained in the City's record keeping systems. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly incorporated as DA09 Investments in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Sub-Delegate: Appointed by CEO	Director Corporate and Governance Manager Finance Systems Accountant Financial Accountant Manager Governance and Legal

Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: Establish and maintain procedures
Version	Formerly incorporated as DA09 Investments in 2020-2021 Delegation Register. Approved ELT 19/5/2021; Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy 12/12/2023 Reviewed ELT 9/4/2024

1.1.21 Recovery of Unpaid Rates

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.55 . s 6.56 (1) s 6.60 s 6.64 s 6.69 (2) (3) s 6.74 (1) Schedule 6.2(1) [1 Schedule 6.3(1) [4] and (4) [1]
Function:	Undertake recovery of overdue unpaid rates, as well as the costs of proceedings, if any, for that recovery, incurred in a court of competent jurisdiction. As part of the legal recovery of rates and charges in court, documents such as claims and warrants are required to be duly authorised.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Legal representation is limited by the *Magistrates Court (Civil Proceedings) Act 2004* (WA).
Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
References:	*Local Government Act 1995* (WA)– • Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. • refer s 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s 6.60 *Local Government (Financial Management) Regulations 1996* (WA) – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation. *Interpretation Act 1984* (WA) *Magistrates Court (Civil Proceedings) Act 2004* (WA)– Part 4 CP32 - Collection of Rates Policy CP33 - Pensioner's Outstanding Refuse Charges Policy CP34 - Pensioner/Senior Rates Arrears Policy CP35 - Financial Hardship Policy CP63 - Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19 Records of exercise of delegated authority to be retained in ECM index:11/005.

	Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA10 Recovery of Unpaid Rates in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Policy Amendments 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Sub-Delegate: Appointed by CEO	Director Corporate and Governance
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: • Nil
Sub-Delegate: Appointed by CEO	Manager Finance
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: Action the recovery of outstanding rates through the serving of General Procedure Claims and rental seizures.
Version	Formerly DA10 Recovery of Unpaid Rates in 2020-2021 Delegation Register. Approved ELT 19/5/2021 Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Policy Amendments 12/12/2023 Reviewed ELT 9/4/2024

1.1.22 Administration of Local Laws

Power or Duty Delegated: Relevant section of legislation for the delegation	Powers to determine applications, issue and apply conditions to approvals, consents, permits, licences and registrations, undertake enforcement functions and exercise discretion under the following local laws: Consolidated Local Laws 2020 Health Local Laws 2002
Function:	To administer the City of Belmont Local Laws.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • Infringements may only be issued by persons authorised for the purposes of section 9.16 of the *LGA95 (WA)* • Determinations under Part 13 of the Consolidated Local Law 2020 require a Resolution of Council.
Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
References:	*Local Government Act 1995* (WA) Part 9 Division 1 Objections and Review Part 9 Division 2 Enforcement and Legal Proceedings *Fines Penalties and Infringement Notices Enforcement Act 1994* (WA) Council Policies CP44 - Street Numbering Policy CP47 - Dangerous Trees Policy CP48 - Urban Forest Policy CP56 - Naming or Renaming of Roads, Parks And Reserves Policy CP58 - Council Facilities - Personalisation by Users Policy CP63 – Execution of Documents Policy Operational policies BB4 Manholes and Stormwater Connections BEXB24 Refuse Charges NB2 Storm Water Disposal from Private Properties SB12 Sausage Sizzle and Low Risk Food Manufacture and Sale by Charities and Community Groups SB13 Community Clothing Collection Bins SB14 Temporary Caravan Accommodation SB18 Commercially Run Temporary and Mobile Food Business Applying to Operate Within the City SB20 Dogs – Keeping of Three Dogs

Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	New Approved OCM 22/6/2021 Item 12.6. Minor (Removal Local Law delegation reference Change to Council Policy Numbering) Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Policy Renumbering 22/8/2023 and New Policy 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Sub-Delegate: Appointed by CEO	Director Development and Communities Manager Safer Communities Coordinator Community Safety Coordinator Building Services Coordinator Environmental Health Manager Planning Coordinator Planning Services Coordinator Planning Projects Director Infrastructure Services Manager Parks, Leisure and Environment Manager Works Coordinator Works Manager Design, Assets and Development Manager City Facilities and Property Director Corporate and Governance Manager Finance
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to)..	In addition to the Council conditions of delegation to the CEO the following are additional: • Exercise of Delegation must be within area of responsibility. • The exercise of the delegated power does not include the power of delegation.
Version	New Approved ELT 19/5/2021; Minor (Removal Local Law delegation reference Change to Council Policy Numbering) Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 Policy Renumbering 22/8/2023 and New Policy 12/12/2023 Reviewed ELT 9/4/2024

1.1.23 Rate Exemption Applications

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)*: s6.26 s6.76
Function:	To determine: • an application to extend the time for lodging an objection to the rate record where an objection is to be made relating to a rates exemption in accordance with s 6.26 Rateable Land beyond 42 days from the date of service of the rate notice. • the outcome of applications for a rates exemption in relation to residential property.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Applications for an extension are to be made in writing. 2. Where there has been a change of use of the land during a financial year, an exemption can only be approved to take effect from the date of the change of use. 3. Industry approved guidelines are to be used in assessing applications 4. A recommendation on a rates exemption for commercial or industrial use or zoned property is to be referred to Council. 5. Information on exemptions approved to be included as part of annual budget process.
Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
References:	*Local Government Act 1995* (WA) Part 6 Division 6 Subdivision 7 Objections and Review CP32 - Collection of Rates Policy CP63 - Execution of Documents Policy WALGA Rates and Charitable Land Use Exemption Applications Best Practice Guideline (2017)
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record decision to approve or not approve the application for extension of time and insert ECM-links to evidentiary documents

Version	Formerly DA 12 Extension for Rate Exemption Application in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

Sub-Delegate: **Appointed by CEO**	Director Corporate and Governance Manager Finance Coordinator Rates
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: 1. Subdelegation does not include the power to determine applications. 2. The exercise of the delegated power does not include the power of delegation.
Version	Formerly DA 12 Extension for Rate Exemption Application in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

1.1.24 Variation of Meeting Date – Annual Electors Meeting

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 5.27
Function:	To vary the Annual Electors Meeting date from the date as outlined in Council Policy 7 Council, Committee and Briefing Meeting Schedule should the need arise.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil
References:	*Local Government Act 1995* (WA) CP7 - Council, Committee and Briefing Schedule Policy CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
	Formerly DA 13 Authorised Officers – Variation of Meeting Date – Annual Electors Meeting in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44
Sub-Delegate: Appointed by CEO	The CEO has exercised the right not to sub-delegate this Delegation

1.1.25 Bank Accounts

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s6.6 *Local Government (Financial Management) Regulations 1996* (WA) r 8
Function:	Maintain separate accounts with a bank or other financial institution for money required to be held in: • the municipal fund; • the trust fund; • reserve accounts; and common investment authorised by the Act.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • Nil.
References:	*Local Government Act 1995* (WA) Part 6 Division 4 CP31 - Investment of Funds CP63 - Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA 11 Bank Accounts in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44
Sub-Delegate: Appointed by CEO	Director Corporate and Governance
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: Nil
Sub-Delegate: Appointed by CEO	Manager Governance and Legal Manager Finance

	Financial Accountant Systems Accountant
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: Extends to investment accounts required in compliance with reg 8(3) only.
Version	Formerly DA 11 Bank Accounts in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

1.1.26 Discretionary Gratuity Payments

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 5.50–
Function:	To determine if a discretionary Gratuity payment should be made to a finishing employee.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Any discretionary payments made through this delegation are to be advertised in accordance with s 5.50 and must comply with the limitations contained in the regulations.
References:	*Local Government Act 1995* (WA) s5.50. (2) Local Government (Administration) Regulations 1996 (WA) 19A.Payments in addition to contract or award, limits of (Act s 5.50(3)) CP39 - Gifts to Employees Policy CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA 14 Discretionary Gratuity Payments in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Policy Review 22/8/2023 & New policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate: Appointed by CEO	The CEO has exercised the right not to sub-delegate this Delegation
Version	Formerly DA 14 Discretionary Gratuity Payments in 2020-2021 Delegation Register. Approved ELT 19/5/2021; Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Policy Review 22/8/2023 & New policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.1.27 Determination of Applications for Legal Representation for Elected Members and Employees

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.7 s 9.56.
Function:	To determine an application seeking financial assistance for Legal Representation not exceeding an amount of $5,000.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. The authority to approval applications for legal representation for Council members and employees is limited to a maximum of $5,000 as per CP28 - Legal Representation for Elected Members and Employees. Amounts above $5,000 are to be determined by Council. 2. Council is to be informed of any exercise of this delegation in accordance with Council Policy; 3. The determination must be made pursuant to CP28 - Legal Representation for Council Members and Employees'.
References:	Local Government Act 1995 (WA) s6.7 (2) s9.56 Certain persons protected from liability for wrongdoing Local Government Operational Guideline Legal Representation for Council Members and Employees CP28 - Legal Representation for Elected Members and Employees CP63 - Execution of Documents
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg.19 Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA 15 Determination of Applications for Legal Representation for Council Members and Employees in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 Policy amendments OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate: **Appointed by CEO**	The CEO has exercised the right not to sub-delegate this Delegation
Version	Formerly DA 15 Determination of Applications for Legal Representation for Council Members and Employees in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 Policy amendments OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

1.1.28 Donations – Disaster Relief

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.7 *Local Government (Financial Management) Regulations 1996* (WA)
Function:	To approve the provisions of funds towards appeals where natural disasters have occurred in accordance with the CP50 – Donations - Financial Assistance Policy.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Limit on Delegation is $5,000 as outlined within CP50 – Donations - Financial Assistance Policy 2. The amount to be proposed must be undertaken in liaison with the Mayor. 3. All Elected Members are to be consulted on the proposed donation amount, and if no agreement is reached a decision will then be referred to Council for further determination. 4. All amounts over $5,000 are to be determined by Council resolution.
References	*Local Government Act 1995* (WA) **s 6.7 Municipal Fund** *Local Government (Financial Management) Regulations 1996* (WA): 12. Payments from municipal fund or trust fund, restrictions on making CP50 - Donations - Financial Assistance Policy CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA16 Donations – Disaster Relief in 2020-2021 Delegation Register. Approved; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Policy Numbering amendments OCM 22/8/2023 & New policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44

Sub-Delegate: Appointed by CEO	The CEO has exercised the right not to sub-delegate this Delegation
Version	Formerly DA16 Donations – Disaster Relief in 2020-2021 Delegation Register. Approved ELT 19/5/2021; Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Policy Numbering amendments OCM 22/8/2023 & New policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.1.29 Community Contribution Funds

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.7 *Local Government (Financial Management) Regulations 1996* (WA) 12.
Function:	To approve applications for the release of funds as part of the Community Contribution Fund through requests for financial assistance in accordance with the CP50 - Donations – Financial Assistance Policy
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Limit on Delegation is $5,000 as outlined within Council Policy 50 Donations – Financial Assistance. 2. All amounts over $5,000 are to be determined by Council resolution. 3. Expenditure to be within approved budget and must be in accordance with programs outlined in CP50 - Donations – Financial Assistance Policy. 4. Delegation is only to be exercised where there is a direct benefit to the City of Belmont Residents and communities.
References:	*Local Government Act 1995*(WA) s 6.7 Municipal Fund *Local Government (Financial Management) Regulations 1996* (WA): 12. Payments from municipal fund or trust fund, restrictions on making CP50 - Donations – Financial Assistance Policy CP63 – Execution of Documents Policy.
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA 17 Community Contribution Funds in 2020-2021 Delegation Register. OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Policy Amendments OCM 22/8/2023 and New policy 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44
Sub-Delegate:	Director Development and Communities

Appointed by CEO	Manager Library, Culture and Place Manager Economic & Community Development Director Infrastructure Services Manager City Facilities and Property Manager Parks, Leisure and Environment
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: • Exercise of Delegation must be within area of responsibility and in accordance with operational guidelines. Limited to: • Sporting and Cultural Donations • MOUs in line with policy • In Kind Donations (use of Council community facilities) • Sand and turf line marking paint • Your Neighbour Community Grants
Version	Formerly DA 17 Community Contribution Funds in 2020-2021 Delegation Register. Approved ELT 19/5/2021; Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Policy Amendments OCM 22/8/2023 and New policy 12/12/2023 Reviewed ELT 9/4/2024

1.1.30 Belmont Business Innovation Grants

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.7 *Local Government (Financial Management) Regulations 1996* (WA): 12.
Function:	Undertake the function of approving the release of funds as part of the Belmont Business Innovation Grants (BBIG) to a maximum limit of $10,000 per application.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Expenditure to be within approved Budget and in accordance with approved guidelines
References:	*Local Government Act 1995* (WA) s 6.7 Municipal Fund *Local Government (Financial Management) Regulations 1996* (WA)*:* 12. Payments from municipal fund or trust fund, restrictions on making CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA)r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA 18 Belmont Business Innovation Grants in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate: Appointed by CEO	The CEO has exercised the right not to sub-delegate this Delegation

Version	Formerly DA 18 Belmont Business Innovation Grants in 2020-2021 Delegation Register. Approved ELT 19/5/2021; Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.1.31 Receiving Legal Documents to be Served on the City

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 9.51
Function:	To receive legal documents served upon the City by another party (i.e. subpoenas), these include documents prepared for compliance with; • *Magistrates Court Act 2004* (WA) • *District Court of WA Act 1969* (WA) • *Supreme Court Act 1975* (WA) • *High Court of Australia Act 1979 (Cth)*
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Unless a position title is included in the document this delegation does not extend to documents being served personally on an individual by name.
References:	*Local Government Act 1995* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA 19 Receiving of Legal Documents to be served on the City in 2020-2021 Delegation Register. Approved ; OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate: Appointed by CEO	Director Corporate and Governance Director Infrastructure Services Director Development and Communities Manager Governance and Legal
Functions subdelegated and Extra Conditions on the subdelegate (Note General	In addition to the Council conditions of delegation to the CEO the following are additional: • Nil

Conditions must also be adhered to).	
Version	Formerly DA 19 Receiving of Legal Documents to be served on the City in 2020-2021 Delegation Register. Approved ELT 19/5/2021; . Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.2 CEO to Employees

Delegation underLGA95(WA) s5.44

1.2.1 Determine if an Emergency for Emergency Powers of Entry

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA) :* s.3.34(2)
Delegate/s:	Manager Works Manager Safer Communities Manager Parks, Leisure and Environment Manager Design, Assets and Development Coordinator Environmental Health Coordinator Community Safety Senior Ranger
Function:	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
CEO Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil
References:	*Local Government Act 1995* (WA) Part 3 Division 3 Subdivision 3 – Powers of entry Council Delegation 1.1.2 Powers of Entry CP63 – Execution of Documents Policy
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg.19
Version	New Approved ELT 19/5/2021 Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.2.2 Determine and Manage Conditions on Approval to Obstruct a Public Thoroughfare

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) (ULP)*:* r.6(4)(d)
Delegate/s:	Director Development and Communities Manager Safer Communities Director Infrastructure Services Manager Design, Assets and Development Manager Works Manager Parks, Leisure and Environment
Function:	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.1.8: 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b). 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
CEO Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.8 Obstruction of Footpaths and Thoroughfares. 2. Actions under this Delegation must comply with the procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996* (WA).
References:	This delegated authority is effective only in alignment with Delegated Authority 1.1.8 Obstructions of Footpaths and Thoroughfares. *Local Government (Uniform Local Provisions) Regulations 1996* (WA) – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) City of Belmont Consolidated Local Law 2020 City of Belmont Council Policies City of Belmont Policy Manual – Operational

	CP63 – Execution of Documents Policy
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg.19
Version	New. Approved ELT 19/5/2021. Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.2.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996* (WA): r.6(4)(d) City of Belmont Consolidated Local Law 2020 Part 3,
Delegate/s:	Director Infrastructure Services Manager Design, Assets and Development Manager Works Manager Parks, Leisure and Environment
Function:	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.1.10: 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
CEO Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.10 Public Thoroughfare – Dangerous Excavations 2. Actions under this Delegation must comply with the procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996* (WA).
References:	This delegated authority is effective only in alignment with Delegated Authority 1.1.10 Public Thoroughfare – Dangerous Excavations *Local Government (Uniform Local Provisions) Regulations 1996* (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) City of Belmont Consolidated Local Law 2020 City of Belmont Policy Manual – Council City of Belmont Policy Manual – Operational CP63 – Execution of Documents Policy

Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg.19
Version	New. Approved ELT 19/5/2021. Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996* (WA)*:* r.6(4)(d) City of Belmont Consolidated Local Law 2020 Part 3,
Delegate/s:	Director Infrastructure Services Manager Design, Assets and Development Manager Works Manager Parks, Leisure and Environment
Function:	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.1.13 Private Works on, over or under Public Places: 1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
CEO Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.13 Private Works on, over or under Public Places. 2. Actions under this Delegation must comply with the procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996* (WA).
References:	This delegated authority is effective only in alignment with Delegated Authority Delegated Authority 1.1.13 Private Works on, over or under Public Places. *Local Government (Uniform Local Provisions) Regulations 1996* (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) City of Belmont Consolidated Local Law 2020 City of Belmont Policy Manual – Council City of Belmont Policy Manual – Operational CP63 – Execution of Documents Policy
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index.

	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg.19
Version	New. Approved ELT 19/5/2021. Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.2.5 Electoral Enrolment Eligibility Claims and Electoral Roll

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s4.31(1)(b)(ii) s4.32 s4.34 s4.35 *Local Government (Elections) Regulations 1995* (WA)*:* r.11(1a) r.13(2) & (4) Register - s.4.32(6)
Delegate/s:	Director Corporate and Governance Manager Governance and Legal
Function:	1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)]. 4. Authority to make any enquiries necessary in order to decide on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their family's safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].
CEO Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).

References:	*Local Government Act 1995* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg.19
Version	Formerly CEODA01 Electoral Roll – Eligibility Processing in the 2020-2021 Delegation Register. Approved ELT 19/5/2021. Change to Officers Titles. Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.2.6 Appointment of Authorised Officers

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA):* s.3.24 s.9.10
Delegate:	Director Infrastructure Services Director Development and Communities Director Corporate and Governance
Function:	1. Authority to appoint persons or classes of persons as authorised persons *[s.3.24 and s.9.10]* for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: i. *LGA95 (WA)*and its subsidiary legislation, including Local Government Act Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* (WA)and Local Laws made under the Local Government Act. ii. *Caravan Parks and Camping Grounds Act 1995* (WA); iii. *Cat Act 2011* (WA) ; *iv. Cemeteries Act 1986 (WA);* v. *Control of Vehicles (Off-road Areas) Act 1978* (WA); vi. *Dog Act 1976* (WA): vii. *Graffiti Vandalism Act 2016* (WA) – refer s.15; and any other legislation prescribed for the purposes of s.9.10 of the *LGA95 (WA)*. 2. Authority to appoint authorised persons for the purposes of section 9.16 of the *LGA95 (WA),* as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the *Building Regulations 2012* (WA) and section 6(b) of the *Criminal Procedure Act 2004* (WA).
CEO Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. A register of Authorised Persons is to be maintained as a Local Government Record. 2. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
Express Power to Sub-Delegate:	NIL.
References:	*Local Government Act 1995* CP63 – Execution of Documents Policy
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg.19
Version	Formerly DA01 Appointment of Authorised Officers in the 2020-2021 Delegation Register. Approved ELT 19/5/2021 Reviewed ELT 18/5/2022

	Reviewed ELT 15/3/2023 New policy OCM 12/12/2023 Reviewed ELT 9/4/2024

.2.7 Information to be Available to the Public

Power or Duty Delegated:	*Local Government (Administration) Regulations 1996* (WA): r.29(2) & (3) r.29B *LGA95 (WA):* s5.96. s.9.95(1)(b) & (3)(b)
Delegate:	Director Corporate and Governance Manager Finance Coordinator Rates
Function:	Review and determine requests for access to ratepayer information. This specifically relates to determining if information that is required to be made available under s5.94 of the *LGA95 (WA)* is to be used for a commercial purpose.
CEO Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** In making a determination, the delegate must be satisfied that the information is not to be used for commercial purposes. If necessary, a statutory declaration may be required at the discretion of the delegate.
Express Power to Sub-Delegate:	NIL.
References:	*Local Government Act 1995* DLGC Circular No. 08-2014 – Release of Copies of Information Held by Local Governments CP63 – Execution of Documents Policy
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg.19
Version	Formerly CEODA02 in the 2020-2021 Delegation Register. Approved ELT 19/5/2021 Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

1.2.8 Infringement Notices: Withdrawal and Extension of Time

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA):* s.9.13(6)(b) s.9.19 s.9.20 *Building Regulations 2012* (WA)*:* Regulation 70(1A), (1), (2)
Delegate/s:	Manager Safer Communities Coordinator Community Safety Coordinator Environmental Health Senior Ranger Coordinator Building Surveying Director Infrastructure Services Manager Parks, Leisure and Environment Manager Works Coordinator Works
Function:	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
CEO Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this de/legation. **Additional Conditions:** 1. This delegated authority cannot be exercised simultaneously with powers vested under s9.16 Giving a notice of the Act for the same notice issued. 2. This delegation must only be exercised on notices that fall within reasonable scope of duties. 3. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with *Building Regulations 2012* (WA) Reg *70(1)* for the purposes of the *Criminal Procedure Act 2004* (WA) section 6(a) and *Building Act 2011* (WA) Infringement Notices: (i) Manager Safer Communities (ii) Coordinator Building Surveying NOTE: **Delegates must also be appointed as an "Approved Officer"** – appointment to be determined by Council resolution or by a person with delegated authority under delegation 1.1.10. 4. Function 1 is only to be exercised by Manager Safer Communities.

Express Power to Sub-Delegate:	Nil.
References:	*Local Government Act 1995* (WA) City of Belmont Consolidated Local Law 2020 *Building Act 2011 (WA)* CP63 - Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg.19 Delegates to keep certain records (Act s5.46(3)), are retained in the City's record keeping systems. Ensure that documents that record decisions under this delegation are described as "Delegated Authority", in ECM.
Version	Formerly CEO DA03 Withdrawal and Time Extensions in 2020-2021 Delegations Register. Approved ELT 19/5/2021. Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy 12/12/2023 Reviewed ELT 9/4/2024

1.2.9 Designation under s5.120 of *Local Government Act 1995* (WA)*:* Appointment of Complaints Officer

Power to Delegate:	*LGA95 (WA):* s.5.44 CEO may delegate some powers and duties to other employees s5.120 Complaints officer (1) The CEO may designate an employee of the local government to be its complaints officer. (2) If an employee is not designated under subsection (1), the CEO is the local government's complaints officer.
Delegate/s:	Director Corporate and Governance Manager Governance and Legal
Function:.	1. To fulfil the duties and statutory requirements of the Complaints Officer for the City of Belmont as required under Division 9 of the *LGA95 (WA)*. And 2. Ensure that any sanction as issued by the Standards Panel under s5.110 is addressed. (s5.118(1)& (3)).
CEO Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** The Complaints officer must maintain a register of complaints and ensure that the requirements of s5.121 of the Act are complied with.
Express Power to Sub-Delegate:	Nil.
References:	Local Government Act 1995 (WA) Division 9
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	New 21/9/2021 Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Reviewed ELT 9/4/2024

1.3 Council Authorisations

1.3. Authorisation for Execution of Documents

Authoriser: Power / Duty assigned in legislation to:	Council
Express Power or Duty being Authorised:	*LGA95 (WA)*: s 9.49A (4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
Function:	The authority to execute various classes of documents on behalf of the local government.
Authorisation	Execution to be in accordance with the City of Belmont Execution of Documents Policy
Council General Conditions on this Authorisation	A Council resolution or decision under delegated authority is required prior to executing documents
References:	*Local Government Act 1995* (WA) CP63 - Execution of Documents Policy
Record Keeping:	All uses of the common seal are to be recorded in a register

2. Building Act 2011 (WA)

2.1.1 Grant a Building Permit

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Act 2011* (WA): s 18 Further Information s 20 Grant of building permit s 22 Further grounds for not granting an application s 27(1) and (3) Impose Conditions on Permit *Building Regulations 2012* (WA): r 23 Application to extend time during which permit has effect (s 32) r 24 Extension of time during which permit has effect (s 32(3)) r 26 Approval of new responsible person (s 35(c))
Delegate:	Chief Executive Officer
Function:	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s 18(1)]. 2. Authority to grant or refuse to grant a building permit [s 20(1) & (2) and s 22]. 3. Authority to impose, vary or revoke conditions on a building permit [s 27(1) and (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r 23]. i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r 24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s 27 [r 24(2)]. 5. Authority to approve, or refuse to approve, an application or a new responsible person for a building permit [r 26].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • In issuing permits, licences and approvals ensure the Code of Conduct requirements for 'Quasi-Judicial Role' are applied. Notify Council of all refusals to grant Permits.

References:	*Building Act 2011* (WA) s 119 Building and demolition permits – application for review by SAT s 23 Time for deciding application for building or demolition permit s 17 Uncertified application to be considered by building surveyor *Building Regulations 2012* (WA) – r 25 Review of decision to refuse to extend time during which permit has effect (s 32(3)) – reviewable by SAT *Building Services (Registration Act) 2011* (WA) – Section 7 *Home Building Contracts Act 1991* (WA) – Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* (WA) *Heritage Act 2018* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly part of DA20 Building Act 2011 in the 2020-2021 Delegations Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	*Building Act 2011* (WA): s 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation - CEO)
Sub-Delegate/s: Appointed by CEO	Manager Safer Communities
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to)	Delegation applies to Function 1 & 3
Sub-Delegate/s: Appointed by CEO	Coordinator Building Surveying
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Sub-delegation applies to Functions 1,2,3,4 & 5 within level of Building Surveying Practitioner Registration
Sub-Delegate/s:	Senior Building Surveyor

Appointed by CEO	Building Surveyors
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to)	Sub-delegation applies to Functions 1,2,3,4 & 5 within level of Building Surveying Practitioner Registration
Sub-Delegate/s: Appointed by CEO	Building Compliance Officer
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to)	Sub-delegation applies to Functions 1 (excluding s18(2), 3, 4 & 5 within level of Building Surveying Practitioner Registration
Version	Formerly part of DA20 Building Act 2011 in the 2020-2021 Delegations Register. Approved ELT 19/5/2021; Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 ~~8~~

2.1.2 Demolition Permits

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Act 2011* (WA): s 18 Further Information s 21 Grant of demolition permit s 22 Further grounds for not granting an application s 27(1) and (3) Impose Conditions on Permit *Building Regulations 2012* (WA) r 23 Application to extend time during which permit has effect (s 32) r 24 Extension of time during which permit has effect (s 32(3)) r 26 Approval of new responsible person (s 35(c))
Delegate:	Chief Executive Officer
Function:	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s 18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s 21(1) requirements have been satisfied [s 20(1) & (2) and s 22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s 27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r 23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r 24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s 27 [r 24(2)]. 5 Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r 26].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • In issuing permits, licences and approvals ensure the Code of Conduct requirements for 'Quasi-Judicial Role' are applied. Notify Council of all refusals to grant Permits.
References:	*Building Act 2011* (WA)

	s 119 Building and demolition permits – application for review by SAT s 23 Time for deciding application for building or demolition permit *Building Services (Complaint Resolution and Administration) Act 2011* (WA) -- Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* (WA) *Heritage Act 2018* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly part of DA20 Building Act 2011 in the 2020-2021 Delegations Register. Approved; OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	*Building Act 2011* (WA): s 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation - CEO)
Sub-Delegate/s: Appointed by CEO	Manager Safer Communities
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to)..	Sub -delegation applies to Functions 1, 2 (s21 only), 3 & 4.
Sub-Delegate/s: Appointed by CEO	Coordinator Building Surveying
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Sub delegation applies to Function 1; 2 (inc s 22),3, 4 & 5.
Sub-Delegate/s: Appointed by CEO	Senior Building Surveyor Building Surveyors
Functions subdelegated and Extra Conditions on the subdelegate (Note General	In addition to the Council conditions of delegation to the CEO the following are additional: Sub delegation applies to Function 1; 2 (inc s 22),3, 4 & 5.

Conditions must also be adhered to).	
Sub-Delegate/s: Appointed by CEO	Building Compliance Officer
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: • Sub -delegation applies to Functions 1, 2 (s21 only), 3, 4 & 5
Version	Formerly part of DA20 Building Act 2011 in the 2020-2021 Delegations Register. Approved ELT 19/5/2021;. Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Act 2011* (WA) : s 55 Further information s 58 Grant of occupancy permit, building approval certificate s 62(1) and (3) Conditions imposed by permit authority s 65(4) Extension of period of duration *Building Regulations 2012*(WA) r 40 Extension of period of duration of time limited occupancy permit or building approval certificate (s 65)
Delegate:	Chief Executive Officer
Function: This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s 55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s 58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s 62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s 65(4) and r 40].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • In issuing permits, licences and approvals ensure the Code of Conduct requirements for 'Quasi-Judicial Role' are applied. Notify Council of all refusals.
References:	*Building Act 2011* (WA) s 59 time for granting occupancy permit or building approval certificate s 60 Notice of decision not to grant occupancy permit or grant building approval certificate s 121 Occupancy permits and building approval certificates – application for review by SAT *Building Services (Complaint Resolution and Administration) Act 2011* (WA) – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* (WA) *Heritage Act 2018* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19.

	Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly part of DA20 Building Act 2011 in the 2020-2021 Delegations Register. Approved OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	*Building Act 2011* (WA): s 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation - CEO)
Sub-Delegate/s: Appointed by CEO	Coordinator Building Surveying
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Functions 1, 2, 3 & 4 In addition to the Council conditions of delegation to the CEO the following are additional: • Nil
Sub-Delegate/s: Appointed by CEO	Senior Building Surveyor Building Surveyors
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Functions 1, 2, 3 & 4 In addition to the Council conditions of delegation to the CEO the following are additional: • Nil
Version	Formerly part of DA20 Building Act 2011 in the 2020-2021 Delegations Register. Approved ELT 19/5/2021; Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

2.1.4 Appoint Authorised Officer

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Act 2011* (WA): s 96(3) authorised persons s 99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function:	1. Authority to designate an employee as an authorised person [s 96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s 99(3)]. NOTE: An *authorised person* for the purposes of s 96(3) and 99(3) is not an *approved officer* or *authorised officer* for the purposes of *Building Regulations 2012* (WA) Reg. 70.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Decisions under this delegated authority should be in accordance with r 5 of the *Building Regulations 2012* (WA).
References:	*Building Act 2011* (WA): s 97 each designated authorised person must have an identity card. r 5A Authorised persons (s 3) – definition CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly part of DA01 Appointment of Authorised Officers in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Power to Sub-Delegate:	*Building Act 2011* (WA): s 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation - CEO)
Sub-Delegate/s: Appointed by CEO	Director Development and Communities

Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Functions 1 & 2 In addition to the Council conditions of delegation to the CEO the following are additional: • Nil
Version	Formerly part of DA01 Appointment of Authorised Officers in 2020-2021 Delegation Register. Approved ELT 19/5/2021; Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

2.1.5 Building Orders

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Act 2011* (WA): s 110(1) A permit authority may make a building order s 111(1) Notice of proposed building order other than building order (emergency) s 117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s 118(2) and (3) Permit authority may give effect to building order if non-compliance s 133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function:	1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s 110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s 111(1)(c)]. 3. Authority to revoke a building order [s 117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s 118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s 118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to s 110 of the *Building Act 2011* (WA).

Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • In issuing permits, licences and approvals ensure the Code of Conduct requirements for 'Quasi-Judicial Role' are applied. Notify Council of all Orders issued.
References:	*Building Act 2011* (WA): s 111 Notice of proposed building order other than building order (emergency) s 112 Content of building order s 113 Limitation on effect of building order s 114 Service of building order Part 9 Review - s 122 Building orders – application for review by SAT CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly part of DA20 Building Act 2011 in 2020-2021 Delegations Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	*Building Act 2011* (WA): s 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation - CEO)
Sub-Delegate/s: Appointed by CEO	Director Development and Communities
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to)..	In addition to the Council conditions of delegation to the CEO the following are additional: Delegation applies to: • s.110(1) A permit authority may make a building order • s.111(1) Notice of proposed building order other than building order (emergency) • s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect

Sub-Delegate/s: **Appointed by CEO**	Manager Safer Communities
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: Delegation applies to: • s.110(1) A permit authority may make a building order • s.111(1) Notice of proposed building order other than building order (emergency) • s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect
Sub-Delegate/s: **Appointed by CEO**	Coordinator Building Surveying
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: Delegation applies to: • s.110(1) A permit authority may make a building order • s.111(1) Notice of proposed building order other than building order (emergency) • s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect

2.1.6 Alternative Solutions – Private Pool Barriers and Smoke Alarms

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Regulations 2012* (WA): r 51 Approvals by permit authority. r 55 Terms used (alternative building solution approval). r 61 Local government approval of battery powered smoke alarms.
Delegate:	Chief Executive Officer
Function:	1. Authority to approve requirements for alternatives to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements satisfy the relevant requirements of r 51(2), (3) & (5). 2. Authority to approve alternative solutions to meet the requirements of the Building Code relating to fire detection and early warning. 3. Authority to approve or refuse to approve battery operated smoke alarms and determine the form of an application for such approval (r 61).
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • In issuing permits, licences and approvals ensure the Code of Conduct requirements for 'Quasi-Judicial Role' are applied. Notify Council of all refusals.
References:	*Building Act 2011* (WA) *Building Regulations 2012* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	New. Approved OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	*Building Act 2011* (WA): s 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation - CEO)
Sub-Delegate/s: Appointed by CEO	Coordinator Building Surveying
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Functions 1,2 & 3 In addition to the Council conditions of delegation to the CEO the following are additional: • Nil
Sub-Delegate/s: Appointed by CEO	Senior Building Surveyor Building Surveyors
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Functions 1,2 & 3 In addition to the Council conditions of delegation to the CEO the following are additional: • Nil
Version	New. Approved ELT 19/5/2021; Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

2.1.7 Designate Employees as Approved and Authorised Persons (r70)

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Regulations 2012* (WA): r 70 Approved officers and authorised officers
Delegate:	Chief Executive Officer
Function:	1. Authority to appoint an approved officer for the purposes of s 6(a) of the *Criminal Procedure Act 2004*, in accordance with Building Regulation 70(1) and (1A). NOTE: Only employees delegated under s 5.44(1) of the *LGA95 (WA)* with power under s 9.19 or 9.20 may be appointed as "approved officers". 2. Authority to appoint an authorised officer for the purposes of s 6(b) of the *Criminal Procedure Act 2004* (WA), in accordance with Building Regulation 70(2). NOTE: Only employees appointed under s 9.10 of the *LGA95 (WA)* and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of *Building Regulation 2012* (WA) Reg 70(2).
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil
References:	*Building Act 2011* (WA): s 97 each designated authorised person must have an identity card. r 5A Authorised persons (s 3) – definition CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg.19 Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly part of DA01 Appointment of Authorised Officers in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	*Building Act 2011* (WA): s 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation - CEO)
Sub-Delegate/s: Appointed by CEO	Director Development and Communities
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: • Nil
Version	Formerly part of DA01 Appointment of Authorised Officers in 2020-2021 Delegation Register. Approved ELT 19/5/2021 Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

BUSH FIRES ACT 1954 DELEGATIONS

3.1 Council to CEO and Bush Fire Control Officer

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Bush Fires Act 1954* (WA): s 48 Delegation by local government s59 Prosecutions (3)
Power or Duty Delegated:	*Bush Fires Act 1954* (WA):
Delegate:	Chief Executive Officer
Function:	All powers duties and functions of the local government under the *Bush Fires Act 1954* (WA)including s59 & S59A, and associated Regulations
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil.
Delegation to	Bushfire Control Officers Chief Bushfire Control Officer Manager Safer Communities
Power or Duty Delegated:	s 59 & s 59A
Conditions of Delegation	Standard Conditions as above apply. Withdrawal of Infringements may only be made by the Chief Executive Officer *(r4(a) Bush Fire (Infringement)Regulations 1978* (WA)) Limitation: Bush Fire Control Officers s59A only.
References:	*Bush Fires Act 1954* (WA) *Bush Fire (Infringement) Regulations 1978* (WA) *Bush Fire Regulations 1954* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA)r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s 48(3)

Version	Formerly DA24 Bush Fires Act – Powers and Functions in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Minor Change inclusion Bushfire Control Officers and limitation Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

CAT ACT 2011 (WA) DELEGATIONS

4.1 Council to CEO

4.1.1 Cat Act 2011 – Administration and Enforcement

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Cat Act 2011* (WA): s 44 Delegation by local government
Power or Duty Delegated:	*Cat Act 2011* (WA): s 9 ;s 10 ;s 11 ;s 26 ;s 37 ;s 38 ;s 39 ;s 49(3) ;s 73 *Cat Regulations 2012* (WA) Schedule 3, cl.1(4) ;Schedule 3, cl1(2) & (3) *Cat (Uniform Local Provisions) Regulations 2013* (WA): r 8 ;r 9 *City of Belmont Consolidated Local Law 2020* relevant sections pertaining to animals.
Delegate:	Chief Executive Officer
Function: conditions relevant to this delegation.	Authorised to: 1. Exercise any of the City's powers or the discharge of any of its duties under the *Cat Act 2011* (WA). 2. Appoint such persons to be Authorised Persons for performing particular functions under this Act.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • s 48(2) A person who is not an employee of a local government cannot be appointed to be an authorised person for the purposes of s 62 (Infringement notices). • Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011* (WA). • Reduction or waiver of fees in relation to any class of cat must be a decision of Council and included in the Fees and charges in accordance with s 6.16,6.17 & 6.18 of *Local Government Act* (WA).
References:	*Cat Act 2011* (WA) *Cat Regulations 2012* (WA) r 11 Application for registration (s 8(2)), prescribes the Form of applications for registration. r 12 Period of registration (s 9(7)) r 11 Changes in registration r 14 Registration certificate (s 11(1)(b))

	r 15 Registration tags (s 76(2)) r 21 Application for approval to breed cats (s 36(2)) r 22 Other circumstances leading to refusal of approval to breed cats (s 37(2)(f)) r 23 Person who is not refused approval to breed cats (s 37(5)) r 24 Duration of approval to breed cats (s 37(6)) r 25 Certificate given to approved cat breeder (s 39(1)) *Cat (Uniform Local Provisions) Regulations 2013* (WA) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the *Cat Act 2011* (WA). *City of Belmont Consolidated Local Law 2020* CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA31 Cat Act 2011 in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	*Cat Act 2011* (WA): s 45 Note: s 45(6) A power or duty under s 63, 64 or 65 cannot be delegated to an authorised person.
Sub-Delegate/s: Appointed by CEO	Director Development and Communities Manager Safer Communities
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Function 1 In addition to the Council conditions of delegation to the CEO the following are additional: • Nil
Sub-Delegate/s: Appointed by CEO	Coordinator Community Safety Senior Ranger
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Function 1 In addition to the Council conditions of delegation to the CEO the following are additional: • Delegation authority excludes *Cat (Uniform Local Provisions) Regulations 2013* (WA) Reg. 9 Grant approval to keep additional number of cats

DOG ACT 1976 (WA) DELEGATIONS

5.1 Council to CEO

5.1.1 Dog Act 1976 (WA) – Power or duty of the local government under any provision of the Act

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Dog Act 1976* (WA) s10AA Delegation of local government powers and duties
Power or Duty Delegated:	*Dog Act 1976* (WA) s 15(2) & (4A);s 16(3) ;s 17A(2);s 17(4) & (6);s 29(5);s 29(11) ;s 33E (1));s 33F(6) ;s 33G(4) ;s 33H(1), (2) and (5) ;s 33M(1)(a) Local ;s 44
Delegate:	Chief Executive Officer
Function:	1. To carry out the functions of the *Dog Act 1976* (WA), associated regulations and local laws.2. To determine the registration procedures and to a) determine to refuse a dog registration b) determine and provide notice for the non-renewal, cancellation or refusal to register due to reasons in accordance with the Act and associated regulations c) discount or waive a registration fee d) apply for seizure and following seizure dealt with in accordance with s17(6) 3. Authority to grant, refuse to grant or cancel a kennel licence [s 27(4) and (6)]. 4. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s 29(5)]. 5. Authority to dispose of or sell a dog which is liable to be destroyed [s 29(11)] 6. Authority to declare an individual dog to be a dangerous dog [s 33E(1)]. 7. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s 33F(6)]. 8. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s 33G(4)]. 9. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s 33H(1)] 10 Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s 33H(2)]. 11. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s 33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.

	12. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s 15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s 33H(5)].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** The Chief Executive Officer may further delegate (Sub-delegate) to employees with the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this delegation.
References:	*Dog Act 1976* (WA) Includes recovery of expenses relevant to: s 30A(3) Operator of dog management facility may have dog microchipped at owner's expense s 33M Local government expenses to be recoverable. s 47 Veterinary service expenses recoverable from local government *Dog Regulations 2013* (WA) r 31 Local government expenses as to dangerous dogs (declare) *City of Belmont Consolidated Local Law 2020* Note –Decisions under this delegation may be referred for review by the State Administration Tribunal CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	1 Formerly DA29 Dogs in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 2 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	s 10AA (3) Delegation of local government powers and duties (Note: sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: Appointed by CEO	Director Development and Communities Manager Safer Communities

Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Functions 1-12 In addition to the Council conditions of delegation to the CEO the following are additional: • Nil
Sub-Delegate/s: Appointed by CEO	Coordinator Community Safety Senior Ranger
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	Functions 1,2,4-11 In addition to the Council General Conditions of delegation to the CEO the following are additional: • Delegation authority excludes *s27 and s44 of the Dog Act 1976* (WA).
Version	Formerly DA29 Dogs in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

5.1.2 Keeping of Three Dogs

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Dog Act 1976* (WA) s 10AA Delegation of local government powers and duties
Power or Duty Delegated:	*Dog Act* 1976 (WA) s 26
Delegate:	Chief Executive Officer
Function:	To determine applications for keeping of three dogs in accordance with Council Policy.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** The Chief Executive Officer may further delegate (Sub-delegate) to employees with the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this delegation.
References:	*Dog Act 1976* (WA) *Dog Regulations 2013* (WA) *City of Belmont Consolidated Local Law 2020* SB20 Dogs – Keeping of Three Dogs CP 63 - Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA)r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA30 Keeping of Three Dogs in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. . Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	s 10AA (3) Delegation of local government powers and duties (Note: sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: Appointed by CEO	Director Development and Communities

Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: • Nil
Version	Formerly DA30 Keeping of Three Dogs in 2020-2021 Delegation Register. Approved ELT 19/5/2021 Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

FOOD ACT 2008 (WA)DELEGATIONS

6.1 Council to CEO/ Employees

6.1.1 Determine Compensation

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Food Act 2008* (WA): s 118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s 119] and guidelines adopted [s 120] (4) Sub-delegation permissible only if expressly provided in regulations
Power or Duty Delegated:	*Food Act 2008* (WA): s 56(2) Compensation to be paid in certain circumstances s 70(2) and (3) Compensation
Delegate:	Chief Executive Officer Director Development and Communities
Function: This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	1. Authority to determine applications for compensation in relation to any item seized if no contravention has been committed and the item cannot be returned [s 56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s 70(2) and (3)].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. In accordance with s 118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. 2. Compensation under this delegation may only be determined upon documented losses up to a maximum of $5000.00. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* (WA) do not provide for sub-delegation.
References:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *Food Act 2008* (WA) CP63 – Execution of Documents Policy Decision Level 3
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19.

	Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	New. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

6.1.2 Prohibition Orders

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Food Act 2008* (WA) s 118 Functions of enforcement agencies and delegation s 119 Conditions on performance of functions by enforcement agencies s 120 Performance of functions by enforcement agencies and authorised officers
Power or Duty Delegated:	*Food Act 2008* (WA) s 65 Prohibition order s 66 Certificate of clearance to be given in certain circumstances s 67 Request for re-inspection
Delegate:	Chief Executive Officer Director Development and Communities Manager Safer Communities
Function:	This delegation provides authority to: - 1. Serve a prohibition order on the proprietor of a food business in accordance with s 65 of the *Food Act 2008* (WA); 2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any improvement notices; 3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil.
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* (WA) do not provide for sub-delegation.
References:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *Food Act 2008* (WA) *City of Belmont Consolidated Local Laws 2020* CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA26 Prohibition Orders in 2020-2021 Delegations Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

6.1.3 Registration of Food Business

Power or Duty Delegated:	*Food Act 2008* (WA) s 110 Registration of food business s 112 Variation of conditions or cancellation of registration of food businesses.
Delegate:	Chief Executive Officer Director Development and Communities Manager Safer Communities
Function:	The delegation provides the authority to: - 1. Register a food business in respect of any premises for the purposes of Part 9 of the *Food Act 2008* (WA) and issue a certificate of registration; 2. After considering an application, determine to grant (with or without conditions) or refuse the application; 3. Vary the conditions or cancel the registration of a food business in respect of any premises under Part 9 of the *Food Act 2008* (WA).
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions**: Nil.
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* (WA) do not provide for sub-delegation.
References:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *Food Act 2008* (WA) *City of Belmont Consolidated Local Laws 2020* CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA27 Registration of Food Business in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Food Act 2008* (WA) s 118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s 119] and guidelines adopted [s 120] (4) Sub-delegation permissible only if expressly provided in regulations
Power or Duty Delegated:	*Food Act 2008* (WA): s 122(1) Appointment of authorised officers s 126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function:	1. Authority to appoint a person to be an authorised officer for the purposes of the *Food Act 2008* [s 122(2)]. 2. Authority to appoint an Authorised Officer appointed under s 122(2) of this Act or the s 24(1) of the *Public Health Act 2016* (WA), to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* (WA) [s 126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s 126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s 126(6)] and determining withdrawal of an infringement notice [s 126(7).
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil.
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* (WA) do not provide for sub-delegation.
References:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *Food Act 2008* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA)r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.

Version	Formerly included in DA01 Appointment of Authorised Officers in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

6.1.5 Debt Recovery and Prosecutions

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Food Act 2008* (WA) s 118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s 119] and guidelines adopted [s 120] (4) Sub-delegation permissible only if expressly provided in regulations
Power or Duty Delegated:	*Food Act 2008* (WA): s 54 Cost of destruction or disposal of forfeited item s 125 Institution of proceedings
Delegate:	Chief Executive Officer Director Development and Communities Manager Safer Communities
Function:	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s 54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s 54(3). 2. Authority to institute proceedings for an offence under the *Food Act 2008* (WA) [s 125].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil.
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* (WA) do not provide for sub-delegation.
References:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *Food Act 2008* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly included in DA28 Food Act 2008 Prosecutions in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

GRAFFITI VANDALISM ACT 2016 (WA) DELEGATIONS

7.1. Council to CEO

7.1.1 Graffiti Vandalism Act – Administration and Enforcement

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Graffiti Vandalism Act 2016* (WA): s 16 Delegation by local government
Power or Duty Delegated:	*Graffiti Vandalism Act 2016* (WA): s 28 Notice of entry s 29 Entry under warrant
Delegate:	Chief Executive Officer
Function:	Authorised to exercise any of the City's powers or the discharge of any of its duties under the *Graffiti Vandalism Act 2016*.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** *Graffiti Vandalism Act 2016* (WA) • s 21 Advice of objection and review rights: Whenever a notice is given under section 18, the person giving it is to ensure that, as soon as practicable after the notice is given, the affected person is given written reasons for being given the notice and is informed of the person's rights under this Division to object against, and apply for a review of, the decision to give the notice. • s 20 Affected person: If the person to whom a local government gives a notice under section 18 is not the owner of the property to which the notice relates, the owner is also an affected person, and a reference in this Division to the affected person includes both the owner and the person to whom the notice was given. • s 24 Suspension of effect of notice: Any objection to a notice must be dealt with by the local government as if it were an objection to a decision of the local government under the *LGA95 (WA)* Part 9 and section 9.6 of that Act applies when dealing with that objection.
References:	*Graffiti Vandalism Act 2016* (WA) City of Belmont Consolidated Local Laws 2020 CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005.

	Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	New. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	*Graffiti Vandalism Act 2016* (WA): s 17 Delegation by CEO of local government.
Sub-Delegate/s: Appointed by CEO	Director Development and Communities Director Infrastructure Services
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: • This delegation applies to s24 Suspension of effect of notice
Sub-Delegate/s: Appointed by CEO	Manager Safer Communities Manager Works
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: • This delegation applies to o s18 Notice requiring removal of graffiti o s19 Local government graffiti powers on land not local government property o s28 Notice of Entry
Version	New. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

PUBLIC HEALTH ACT 2016 (WA) DELEGATIONS

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

References:	*Public Health Act 2016* (WA) *Health (Asbestos) Regulations 1992* (WA) *Criminal Procedure Act 2004* (WA) *City of Belmont Consolidated Local Laws 2020* *City of Belmont Health Local Law 2012* CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Express Power to Sub-Delegate:	Nil – the *Health (Asbestos) Regulations 1992* (WA) do not provide a power to sub-delegate.
Version	Formerly Incorporated into DA01 Appointment of Authorised Officers in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

8.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator: Power / Duty assigned in legislation to:	Enforcement Agency (defined as Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Public Health Act 2016* (WA): s 21 Enforcement agency may delegate
Power or Duty Delegated:	*Public Health Act* 2016 (WA) s 22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer
Function:	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the City of Belmont [s 22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s 22(2)].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r 15D(6)].
References:	*Public Health Act 2016* (WA) s 20 Conditions on performance of functions by enforcement agencies. CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations* 1996 (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the *Public Health Act* 2016 (WA), specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s 21(4)].
Version	New. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

8.1.3 Designate Authorised Officers

Delegator: Power / Duty assigned in legislation to:	Enforcement Agency (defined as Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Public Health Act* 2016 (WA): s 21 Enforcement agency may delegate
Power or Duty Delegated:	*Public Health Act* 2016 (WA) s 24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function:	1. Authority to designate a person or class of persons as authorised officers for the purposes of: i. The *Public Health Act 2016* (WA) or other specified Act ii. Specified provisions of the *Public Health Act 2016* (WA) or other specified Act iii. Provisions of the *Public Health Act 2016* (WA) or another specified Act, other than the specified provisions of that Act. Including: a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s 24(1) and (3)].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Subject to each person so appointed being; • Appropriately qualified and experienced [s 25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s 30 and 31]. 2. A Register (list) of authorised officers is to be maintained in accordance with s 27.
References:	*Public Health Act 2016* (WA) s 20 Conditions on performance of functions by enforcement agencies. s 25 Certain authorised officers required to have qualifications and experience. s 26 Further provisions relating to designations s 27 Lists of authorised officers to be maintained s 28 When designation as authorised officer ceases s 29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s 30 Certificates of authority s 31 Issuing and production of certificate of authority for purposes of other written laws s 32 Certificate of authority to be returned. s 136 Authorised officer to produce evidence of authority

	Criminal Investigation Act 2006 (WA), Parts 6 and 13 – refer s 245 of the *Public Health Act* 2016 (WA) The Criminal Code, Chapter XXVI – refer s 252 of the *Public Health Act 2016* (WA) *Dog Act 1974* (WA) Cat Act 2011 (WA) *City of Belmont Consolidated Local Law 2020* *City of Belmont Health Local Law 2012* CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.

8.1.4 Determine Compensation of Seized Items

Delegator: Power / Duty assigned in legislation to:	Enforcement Agency (defined as Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Public Health Act* 2016 (WA): s 21 Enforcement agency may delegate
Power or Duty Delegated:	*Public Health Act* 2016 (WA) s 264 Compensation
Delegate:	Chief Executive Officer
Function:	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s 264].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Compensation is limited to a maximum value of $5000, with any proposal for compensation above this value to be referred for Council's determination.
References:	*Public Health Act 2016* (WA) s 20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *City of Belmont Consolidated Local Law 2020* City of Belmont Health Local Law 2012 CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations* 1996 (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the *Public Health Act* 2016 (WA), specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s 21(4)].
Version	New. OCM XX Date Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

8.1.5 Enforcement Orders

Delegator: Power / Duty assigned in legislation to:	Enforcement Agency (defined as Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Public Health Act* 2016 (WA): s 21 Enforcement agency may delegate (1) A power or duty conferred or imposed on an enforcement agency may be delegated — (a) if the enforcement agency is the Chief Health Officer, in accordance with section 9; or (b) if the enforcement agency is a local government, to — (i) the chief executive officer of the local government; or (ii) an authorised officer designated by the local government;
Power or Duty Delegated:	*Public Health Act* 2016 (WA) s 216 Issue of enforcement orders s 219 Enforcement agency many implement enforcement order
Delegate:	Chief Executive Officer Director Development and Communities Manager Safer Communities
Function:	Authority to : 1. issue an enforcement order under s216 of the *Public Health Act 2016* (WA) to a person where the person has not complied with an improvement notice issued under s212 of the *Public Health Act 2016* (WA) and 2. enforce any enforcement order issued under s216.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil
References:	*Public Health Act 2016* (WA) s 20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *City of Belmont Consolidated Local Law 2020* City of Belmont Health Local Law 2002 CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations* 1996 (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Express Power to Sub-Delegate:	Nil –
Version	New. ELT 11/6/2024 OCM 25/6/2024

PLANNING AND DEVELOPMENT ACT 2005 (WA) DELEGATIONS

9.1 Council to CEO

9.1.1 Illegal Development

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*LGA95 (WA)*: s 5.42(b) Delegation of some powers or duties to the CEO s 5.43 Limitations on delegations to the CEO
Power or Duty Delegated:	*Planning and Development Act* 2005 (WA): Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function:	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil
References:	*Planning and Development Act 2005* (WA) *Planning and Development (Local Planning Schemes) Regulations 2015* (WA) *City of Belmont Consolidated Local Law 2020* Note –Decisions under this delegation may be referred for review by the State Administration Tribunal CP63 – Execution of Documents
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19.

	Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	New. OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: Appointed by CEO	Director Development and Communities Manager Planning Services
Functions subdelegated and Extra Conditions on the subdelegate (Note General Conditions must also be adhered to).	In addition to the Council conditions of delegation to the CEO the following are additional: • Nil
Version	New. Approved ELT 19/5/2021; Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024

9.2 Local Planning Scheme 15– Council to CEO

9.2.1 Development Applications

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Planning and Development (Local Planning Schemes) Regulations 2015 (WA)* Schedule 2, Part 10, s 82(1) Delegations by local government
Power or Duty Delegated:	*Planning and Development (Local Planning Schemes) Regulations 2015* (WA), Schedule 2 s 68 Determination of applications s 70 Form and date of determination s 77 Amending or cancelling applications *Planning and Development (Development Assessment Panel) Regulations 2011* (WA) 17A Amendment or cancellation of development approval by responsible authority.
Delegate:	Chief Executive Officer
Function:	Interpret and apply the provisions of Local Planning Scheme No. 15 and any relevant statutory planning framework, including Local and State Planning Policies. To determine development applications by issuing refusals, deemed refusals, approvals with relevant conditions and amendments to development approvals in respect of applications determined under delegated authority. Note: This delegation does not include any determinations or approvals relating to prescribed development approval functions or prescribed single house developments. (Reg 84A & 84B)
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** This delegation must not be exercised by the delegated officer where: ~~• The estimated cost of development, excluding any development undertaken by the City, exceeds $5 million.~~ • The City, or an authorised party acting on behalf of the City, is proposing development, unless the development is on land owned or under the care and control of the City and its estimated cost does not exceed $2 million. • The development proposal has a strategic impact and as a result involves issues in which Council has a direct interest. • A significant variation to the development standards listed in Local Planning Scheme No. 15 is evident.

	• A significant variation to a Local Planning Policy is evident and the variation is not consistent with the objectives of the Local Planning Policy. • A development application proposes a use which is a use that is not listed in the Local Planning Scheme No. 15 Zoning Table and the use has not previously been determined by Council. • A formal written objection has been received during the advertising of an application, unless in the opinion of the Chief Executive Officer or his delegate: a. The proposal is consistent with the objectives and intent of Local Planning Scheme No.15, the Residential Design Codes and any relevant Council Policy; and b. The objection can be overcome by imposing a condition on any approval granted, or modifying the design of the development; or c. The objection does not relate to the matter for which it has been referred and/or does not relate to valid planning and development considerations associated with the proposal; or d. The application is refused. • A development application proposes a variation to the Deemed-to-Comply provisions - or the Element Objectives and/or Acceptable Outcomes - of the Residential Design Codes and that variation does not satisfy the related Design Principles - • ~~The height of a proposed residential development exceeds three storeys or other height specified by Local Planning Scheme No. 15 or other statutory planning framework.~~ • The height of a proposed residential development exceeds the number of storeys specified in Table C of the Residential Design Codes Volume 1, or, if applicable, Table 2.1 of the Residential Design Codes Volume 2, or other height specified by the Local Planning Scheme No.15 or other statutory planning instrument.
Specific Delegation to	Director Development and Communities Manager Planning Services Coordinator Planning Coordinator Planning Projects
Function:	**Amendments and Cancellations to Previously Approved Development** Authority is granted to determine applications to amend or cancel previously Council approved developments, and Development Assessment Panel Form 2 Applications
Specific Delegation to	Director Development and Communities Manager Planning Services
Function:	**Approvals for Development Applications – Use Not Listed – Types Previously Determined by Council**

	Authority granted to make determinations on development applications for "Use Not Listed" types that have previously been determined by Council.
References:	*Planning and Development Act 2005* (WA) *Planning and Development (Local Planning Schemes) Regulations 2015* (WA) Residential Design Codes *City of Belmont Consolidated Local Law 2020* (WA) Note –Decisions under this delegation may be referred for review by the State Administrative~~on~~ Tribunal CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA21 Development Applications in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Amended OCM 22/2/22 Change to Officer title Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Amended New Policy OCM 12/12/2023 Amended OCM 25/6/2024

Express Power to Sub-Delegate:	*Planning and Development (Local Planning Schemes) Regulations* 2015 (WA) Schedule 2 Part 10 s 83(1) Local government CEO may delegate powers.
Sub-Delegate/s: Appointed by CEO	Director Development and Communities Manager Planning Services Coordinator Planning Projects Coordinator Planning Senior Planning Officer
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations.	In addition to the Council conditions of delegation to the CEO the following are additional: • Nil
Version	Formerly DA21 Development Applications in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 Reviewed ELT 15/3/2023 Amended New Policy OCM Amended OCM 25/6/2024

9.2.2 Preliminary and Final Built Strata Approval

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Planning and Development Act 2005* (WA) s16 (3) (e) Delegation by Commission
Power or Duty Delegated:	*Planning and Development Act 2005* (WA) s16 (3) (e) *Strata Titles Act 1985* (WA)s15s21s22s25 s27
Delegate:	Director Development and Communities Manager Planning Services Coordinator Planning Services Coordinator Planning Projects Senior Planning Officer
Function: This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Determine applications for preliminary built strata approval, and final built strata approval and endorse the applicable form after the conditions preliminary strata plan approval have been fulfilled, as delegated by the Western Australian Planning Commission.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** This delegation must not be exercised by the delegated officer for applications that: • Propose the creation of a vacant lot; • Propose vacant air stratas in multi-tiered strata scheme developments; and • Where, in the opinion of the WAPC as notified to the relevant local government in writing, relate to a type of development and/or land within an area which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.
References:	*Planning and Development Act 2005* (WA) Delegation 2020/01 (Refer Delegation 10.2.3) *Strata Titles Act 1985* (WA) Note –Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005.

	Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA22 Preliminary and Final Built Strata in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Amended OCM 22/2/22 Change to Officer title Reviewed ELT 18/5/2022 OCM 28/6/2022 Minor removal of form and surplus wording from WAPC policy. Reviewed ELT 15/3/2023 OCM 26/4/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

STATUTORY AUTHORISATIONS AND DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT AUTHORITIES

10.1 *Environmental Protection Act 1986* (WA)

10.1.1 Noise Control – Environmental Protection Notices [Reg 65(1)]
Delegation 52

10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events
Delegation 112

10.1.3 Noise Management Plans – Construction Sites
Delegation 119 EPA Noise Regulations

10.2 *Planning and Development Act* 2005 (WA)

10.2.1 Instrument of Authorisation – Sign Development Applications for Crown Land as Owner
WAPC_DEL_Authorisation_Instrument_Minister_of_Lands_(local_gov_CEOs).pdf

10.2.2 Powers of Local Governments Metropolitan Region Scheme (

Del 2025/04 Powers of Local Governments Metropolitan Region Scheme610.2.3 WA Planning Commission – Section 25 of the *Strata Titles Act 1985*
Powers of Local Governments - s 15 of the *Strata Titles Act 1985* (DEL.2020/01)

10.3 *Main Roads Act 1930* (WA)

10.3.1 Traffic Management – Events on Roads & Works on Roads
Main Roads /Delegation of Authority For Parking Control on Verges of M... of Au... DSID 2588809
Main Roads /Delegation of Authority For Parking Control on Verges of M... ument ...
Main Roads /Delegation of Authority For Parking Control on Verges of M...

10.3.2 Control of Advertisements
Guidelines-for-advertising-signs-within-and-beyond-state-road-reserves.pdf
MRWA / Copy original delegation letter 28/05/73 - Control of advertisi...

10.4 *Road Traffic (Vehicles) Act 2012* (WA)

10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles
EmergencyVehicle_Yellow_WarningLights.pdf

City of Belmont

~~Delegation Register 2025-2026~~Delegation Register 2026-2027

Publication date: [00/00/00]

Introduction....4
I Delegations by Local Government....4
II Matters which cannot be delegated....6
III Acting Through....6
IV Register of Delegation....7
V Standard Conditions of Delegation....7
VI Delegations from other Agencies and Instruments of Delegation or other Acts....7
LOCAL GOVERNMENT ACT 1995 (WA) DELEGATIONS....9
1.1 Council to CEO....9
1.1.1 Compensation – Damage Incurred when Performing Executive Functions....9
1.1.2 Powers of Entry....10
1.1.3 Declare Vehicle is Abandoned Vehicle Wreck....11
1.1.4 Confiscated or Uncollected Goods....12
1.1.5 Disposal of Sick or Injured Animals....13
1.1.6 Close Thoroughfares to Vehicles....14
1.1.7 Control Reserves and Certain Unvested Facilities....15
1.1.8 Obstruction of Footpaths and Thoroughfares....16
1.1.9 Gates Across Public Thoroughfares....18
1.1.10 Public Thoroughfare – Dangerous Excavations....19
1.1.11 Crossing from public thoroughfare to private land or private thoroughfare....20
1.1.12 Requirement to construct and repair crossing....21
1.1.13 Private Works on, over or under Public Places....22
1.1.14A Procurement - Tenders; Tender Exemptions & Procurement under the approved Purchasing Policy....23
1.1.14B Procurement - Contract Variations and Extensions....25
1.1.15 Acquisition of Land....27
1.1.16 Disposal of Land....28
1.1.17 Disposal of Property (other than land)....30
1.1.18 Municipal or Trust Funds: Payments and Procedures....31
1.1.19 Grant Concession, Waive or Write Off Debts....32
1.1.20 Investments....33
1.1.21 Recovery of Unpaid Rates....34
1.1.22 Administration of Local Laws....36
1.1.23 Rate Exemption Applications....38
1.1.24 Variation of Meeting Date – Annual Electors Meeting....40
1.1.25 Bank Accounts....41
1.1.26 Discretionary Gratuity Payments....42
1.1.27 Determination of Applications for Legal Representation for Elected Members and Employees....43

1.1.28 Donations – Disaster Relief 44
1.1.29 Community Contribution Funds 45
1.1.31 Receiving Legal Documents to be Served on the City 47
1.3 Council Authorisations 48
1.3. Authorisation for Execution of Documents 48
2. Building Act 2011 (WA) 49
2.1.1 Grant a Building Permit 49
2.1.2 Demolition Permits 51
2.1.3 Occupancy Permits or Building Approval Certificates 53
2.1.4 Appoint Authorised Officer 55
2.1.5 Building Orders 56
2.1.6 Alternative Solutions – Private Pool Barriers and Smoke Alarms 58
2.1.7 Designate Employees as Approved and Authorised Persons (r70) 59
BUSH FIRES ACT 1954 DELEGATIONS 60
3.1 Council to CEO and Bush Fire Control Officer 60
CAT ACT 2011 (WA) DELEGATIONS 62
4.1 Council to CEO 62
4.1.1 Cat Act 2011 – Administration and Enforcement 62
DOG ACT 1976 (WA) DELEGATIONS 64
5.1 Council to CEO 64
5.1.1 Dog Act 1976 (WA) – Power or duty of the local government under any provision of the Act 64
5.1.2 Keeping of Three Dogs 66
FOOD ACT 2008 (WA)DELEGATIONS 67
6.1 Council to CEO/ Employees 67
6.1.1 Determine Compensation 67
6.1.2 Prohibition Orders 69
6.1.3 Registration of Food Business 70
6.1.4 Appoint Authorised Officers and Designated Officers 71
6.1.5 Debt Recovery and Prosecutions 73
GRAFFITI VANDALISM ACT 2016 (WA) DELEGATIONS 74
7.1. Council to CEO 74
7.1.1 Graffiti Vandalism Act – Administration and Enforcement 74
PUBLIC HEALTH ACT 2016 (WA) DELEGATIONS 76
8.1 Council to CEO 76
8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs) 76
8.1.2 Enforcement Agency Reports to the Chief Health Officer 77
8.1.3 Designate Authorised Officers 78
8.1.4 Determine Compensation of Seized Items 80

8.1.5 Enforcement Orders....81
PLANNING AND DEVELOPMENT ACT 2005 (WA) DELEGATIONS....82
9.1 Council to CEO....82
9.1.1 Illegal Development....82
9.2 Local Planning Scheme 15– Council to CEO....84
9.2.1 Development Applications....84
9.2.2 Preliminary and Final Built Strata Approval....87
STATUTORY AUTHORISATIONS AND DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT AUTHORITIES....89
10.1 *Environmental Protection Act 1986* (WA)....89
10.1.1 Noise Control – Environmental Protection Notices [Reg 65(1)]....89
10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events....89
10.1.3 Noise Management Plans – Construction Sites....89
10.2 *Planning and Development Act* 2005 (WA)....89
10.2.1 Instrument of Authorisation – Sign Development Applications for Crown Land as Owner....89
10.2.2 Powers of Local Governments Metropolitan Region Scheme (....89
Del 2025/04 Powers of Local Governments Metropolitan Region Scheme610.2.3 WA Planning Commission – Section 25 of the *Strata Titles Act 1985*....89
10.3 *Main Roads Act 1930* (WA)....89
10.3.1 Traffic Management – Events on Roads & Works on Roads....89
10.3.2 Control of Advertisements....89
10.4 *Road Traffic (Vehicles) Act 2012* (WA)....89
10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles....89

Introduction

Council is responsible for the overall government of the City's functions. The CEO is responsible for the day-to-day management of the administration of the City's functions amongst other functions such as advising Council.

Legislation applicable to local government may reserve specific powers and duties to the Council, the CEO or a defined authorised person or class of persons. Where legislation refers to a power or duty of the "local government" this is generally interpreted to mean the Council unless otherwise specified even if the power or duty is operational in nature.

Delegation of authority, where allowed, allows for efficient and timely decision making by local governments. Conditions or limitations may be incorporated into delegations such as limiting the circumstances in which a delegation can be exercised or imposing financial or other limits to the delegated power.

The delegation of a power or duty does not preclude a delegator from exercising or performing that power or duty itself or by acting through any employee authorised, by job description or otherwise, to carry out a function as the agent of, and on behalf of, the local government in accordance with approved policies.

A person granted a delegation is not obliged to exercise the delegated power and may, if circumstances indicate, refer the decision back to the delegator. Legislation varies in how delegation of authority is provided for, including limitations, conditions and reporting or review requirements. Reviews of delegations, where required by law, are the responsibility of the delegator.

In some instances, it is most appropriate for a function to be exercised by the Council only and as such no delegation is made e.g. consideration of ward reviews and submissions.

Under the *Local Government Act 1995* (WA) (the Act) and some other legislation, persons affected by specified decisions made under delegated authority have a right under Part 9 Division 1 of the Act to lodge an objection to the decision, which must be considered by Council, and/or to seek a review of the decision by the State Administrative Tribunal.

I Delegations by Local Government

The Act allows for the local government (Council) to delegate to the Chief Executive Officer (CEO) the exercise of any of its power or the discharge of any of its duties under the Act in order to effectively manage the day-to-day operations of the City.

The main consideration for a local government when deciding if it should delegate a power or duty is whether the delegation will improve the efficiency of the local government's operations whilst ensuring that its policies are consistently implemented.

Some legislation may restrict the local government to delegating a power or function only to the local government CEO, although some acts provide for the local government to delegate to persons other than the CEO, such as other local government employees or committees. The CEO may further delegate those powers to other officers only if sub-delegation is permitted by the legislation.
Delegations are required to be made in writing, and for Council delegations, this normally takes the form of a resolution that is recorded in the Council Minutes.

Under the Act, *Cat Act 2011* (WA), *Dog Act 1976* (WA), *Graffiti Vandalism Act 2016* (WA) and *Planning and Development (Local Planning Schemes) Regulations 2015* (WA), delegations by Council must be made by absolute majority resolution. Other legislation does not require an absolute majority to grant, amend or revoke a delegation by Council.

The decision to revoke a delegation from the CEO must also be absolute majority.

The Act also allows for the CEO to delegate any powers or discharge of any of the CEO's duties to another employee other than the power of delegation (s 5.44(4)). There is no power other than for the CEO to delegate a power.

All delegations must be in writing and the CEO is able to make the delegation or sub delegation subject to conditions or limitations. When an employee is acting in a position, they are deemed to be able to carry out the functions delegated to that position.

Delegations and authorisations from the Council directly to officers, other than the CEO, will be avoided unless legislation specifically provides that this is the only manner in which the power can be provided.

The ability to delegate a statutory function, power or duty must be described in a piece of legislation and is known as the power of delegation. It may be stated as a duty, function or power depending on the legislation. Delegations or authorisations may occur under legislation other than the Act, its regulations and the local government's local laws including but not limited to:

- *Planning and Development Act 2005* (WA) including regulations
- *Dog Act 1976* (WA) and regulations
- *Cat Act 2011* (WA) and regulations
- *Bush Fires Act 1954* (WA), regulations and any local law created under that Act
- *Litter Act 1979* (WA) and regulations
- *Strata Titles Act 1985* (WA)
- *Local Government (Miscellaneous Provisions) Act 1960* (WA) as amended
- *Caravan Parks and Camping Grounds Act 1995* (WA)
- *Control of Vehicles (Off-Road Areas) Act 1978* (WA) and regulations
- *Building Act 2011* (WA) and regulations
- *Food Act 2008* (WA) and regulations

A Council delegation is not required where the legislation confers a specified function or power directly on the CEO or another defined class of authorised persons.

There also needs to be a specific function or duty that must be carried out under the legislation. The power must be able to be exercised by the person or body wanting to delegate that power and it must be contained in legislation that has an associated power of delegation.

A range of different powers can be delegated. An important aspect of any delegation of power is certainty as to the power being delegated. The person or body delegating authority should clearly specify in the instrument of delegation the statutory power or duty being delegated. This will ensure that the person exercising delegated authority can be certain of the extent of authority conferred by the delegation. The statutory reference to the power being delegated should be included in the instrument of delegation.

Reviewing the above list, it is clear that there is a limited range of legislation under which powers can be delegated. There is no express provision for a local government to delegate its

functions under any other legislation. However, this does not prohibit the local government from "acting through" its officers for the purpose of legislation and the manner in which this can be achieved is detailed below.

The *Interpretation Act 1984* (WA) provides a standard basis on how terms across all Western Australian legislation can be interpreted such as computation of time. It also provides further information on how delegations work and provides a basis for allowing conditions or limitations to be made on the delegation; revocation of the delegation; the continuance of the delegation if a person is acting in the position to which the power is delegated.

II Matters which cannot be delegated

The following cannot be delegated by Council to the CEO under the Act (s 5.43)

a) any power or duty that requires a decision of an absolute majority of the council
b) accepting a tender which exceeds an amount determined by the local government
c) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government
d) any of the local government's powers under
    i. s 5.98 – Fees etc for council members
    ii. s 5.98A – Allowance for deputy mayor or deputy president
    iii. s 5.99 Annual fee for council members in lieu of fees for attending meetings
    iv. s 5.99A Allowances for council members in lieu of reimbursement of expenses
    v. s 5.100 Payment for certain committee members
e) borrowing money on behalf of the local government
f) hearing or determining an objection of a kind referred to in s 9.5
g) the power under s 9.49A(4) to authorise a person to sign documents on behalf of the local government
h) any power or duty that requires the approval of the Minister or the Governor
i) such other powers or duties as may be prescribed.

Commented [EW1]: Numbering instead of dot points.

III Acting Through

Section 5.45 of the Act introduces the concept of "acting through." In relation to delegations, s 5.45 of the Act states that nothing prevents a "local government from performing any of its functions by acting through a person other than the CEO" or "a CEO from performing any of his or her functions by acting through another person."

While the Act does not specifically define the meaning of the term "acting through, it cites a key difference between a delegation and "acting through" in that a delegate exercises the delegated decision-making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter in his or her own name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority.

An appropriate method for a council of a local government to make a decision which will be implemented by its officers is for it to make a policy about particular functions that it

performs. In that case there is no need for a delegation as it will be the role of the organisation to implement those policy decisions.

IV Register of Delegation

Section 5.46 of the Act requires the CEO to maintain a register of delegations made to the CEO and to employees. These registers must be reviewed at least once every financial year and the requirement for records to be kept on the exercise of the delegation is also included.

A register of delegations made by the local government to a committee is also required to be kept and reviewed at least once every financial year under s 5.18 of the Act. Council does not have any delegations to committees.

V Standard Conditions of Delegation

Individuals are responsible for ensuring that legislated requirements relating to the exercise of delegated power(s) are complied with.

Any person proposing to exercise a power under delegated authority shall comply with the following standard conditions of delegation:

1. Actual decisions relating to the matter delegated shall be made by the person nominated in the delegation. However, it is understood that other staff may carry out administrative and technical work relating to those decisions.
2. Compliance with all relevant legislative requirements, Local Laws, Council Policies, resolutions of Council and the Business Management System Procedures.
3. Delegated authority cannot be exercised where a Financial Interest or an Interest Affecting Impartiality is evident.
4. It is a statutory requirement to maintain a record of each decision made under delegated authority. Documents relating to delegated authority decisions shall, as a minimum, record:
    a. Date the decision was exercised;
    b. Name of the Officer/Committee exercising the decision;
    c. Description of how the person exercised the power or discharged the duty, including where appropriate, any directions to staff to carry out work associated with the decision unless those directions are included in Policies, Management Procedures or the Delegation Register;
    d. Notation of the people or class of people directly affected by the decision (other than Council or Committee members or employees of the City).

    Any exercising of a power and discharging of a duty must be recorded either through the business units software (eg Pathway, Trapeze) or on the Record of Exercise of Power – Delegation of Authority Form and registered at the time of exercising the delegation(ECM Folder 11/005). Where delegations are recorded outside of ECM a monthly report must be provided to Compliance and recorded in ECM.
5. Instruction is provided for each delegation on record keeping requirements. All records relating to an exercise of delegation must be recorded in the main official record keeping system of the City, ECM.

VI Delegations from other Agencies and Instruments of Delegation or other Acts

Where legislation provides for the direct delegation to a person or a class of persons by other agencies or decision makers, no delegation is required from the local government. The authorisation is dealt with in the relevant legislation. Where required, the Instrument of

Delegation or Notice of the Appointment is advertised in the Government Gazette. The Agencies are listed below and updated from time to time.

Department/Legislation
Department of Environment *Environmental Protection Act 1986* (WA) *Environmental Protection (Noise) Regulations 1997* (WA) Pursuant to section 20 *Environmental Protection Act 1986* (WA) *t*o the holder of the offices listed.
Department of Environment *Environmental Protection Act 1986* (WA) *Environmental Protection (Noise) Regulations 1997* (WA) Pursuant to section 20 *Environmental Protection Act 1986* (WA) to the holder of the offices listed.
Western Australian Planning Commission *Planning and Development Act 2005* (WA) Pursuant to section 16 of the Act (delegation) WAPC resolved on 26 May 2009
Western Australian Planning Commission *Planning and Development Act 2005* (WA) Pursuant to section 16 of the Act (delegation) WAPC Resolved on 15 December 2015
Litter Act 1979 (WA) Pursuant to section 26 – Authorised officers, appointment and jurisdiction of etc.
Main Roads Act 1930 (WA)

LOCAL GOVERNMENT ACT 1995 (WA) DELEGATIONS

1.1 Council to CEO

Delegation: Council to CEO (s5.42 & s5.43 of the Local Government Act 1995 (WA)(LGA95))

1.1.1 Compensation – Damage Incurred when Performing Executive Functions

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95*: s 3.22(1) s 3.23
Function:	In accordance with s 3.22, assess and determine the extent of damage to private property arising directly from performance of the City's functions and make payment of compensation if requested. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s 3.23.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Condition** Financial Limits to Delegation is limited to settlements which do not exceed a material value of $5000 per claim.
References	*Local Government Act 1995* (WA) s 3.22 (5); s 3.23; Schedule 3.1; Schedule 3.2 CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority and associated contracts to be retained in ECM index: 11/005.
Version	New Approved OCM 22/6/2021 Item 12.6; Reviewed OCM 28/6/2022; Reviewed OCM 26/4/2023 New Policy Reference; Item 12.8

1.1.2 Powers of Entry

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 3.28 When the subdivision applies s 3.32 Notice of entry s 3.34 Entry in an Emergency s 3.36 Opening Fences
Function:	1. Give a notice of entry. 2. Determine that an emergency exists for the purposes of performing local government functions. 3. Execute an entry in an emergency. 4. Give notice and execute the opening of a fence. 5. The power of entry conferred, may be used for performing any function that a local government has under this Act if entry is required for the performance of the function or in any other case in which entry is authorised by this Act other than by a local law. *LGA95 (WA)* Part 3 Division 3 Subdivision 3 - Powers of entry
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** This delegation is not to be exercised unless evidence that the following sections of the Act have been complied with: 3.31(1)(a) consent obtained from the owner or occupier; 3.31(1)(b) notice has been given under 3.32 3.34(2) Entry in emergency 3.36 (3) Opening fences
References:	*Local Government Act 1995* (WA) Part 3 Division 3 Subdivision 3 - Powers of entry CP63 -Execution of Documents
Record Keeping:	Record decisions to enter property. Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg 19
Version	Incorporates DA02 Powers of Entry in Emergency in 2020-2021 Delegation Register; OCM 22/6/2021 Item 12.6. OCM 28/6/2022 OCM 26/4/2023 New Policy Reference OCM 12/12/2023; OCM 23/4/2024 Item 12.8

1.1.3 Declare Vehicle is Abandoned Vehicle Wreck

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95(WA)* s 3.40A(4)
Function:	The Authority to declare that a vehicle is an abandoned vehicle wreck.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Nil**
Power to Sub-Delegate:	*LGA95 (WA)* s 5.44
References	*Local Government Act 1995* (WA) s3.40A *Local Government (Functions and General) Regulations 1996* (WA) Reg 29A CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Abandonments (10/002 & 10/004)
Version	New.; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.4 Confiscated or Uncollected Goods

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)*: s 3.46 Goods May be withheld until costs paid s 3.47 Confiscated or uncollected goods, disposal of s 3.48 Impounding expenses, recovery of
Function:	Authority to: 1. refuse to allow goods impounded under s 3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. 2. sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s 3.43 [3. recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s 3.48].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation.
References	*Local Government Act 1995* (WA) s3.40A *Local Government (Functions and General) Regulations 1996* (WA) Regulation 30 CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index: 11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Abandonments (10/002 & 10/004)
Version	New Approved OCM 22/6/2021 Item 12.6. OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.5 Disposal of Sick or Injured Animals

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)*: s 3.47A
Function:	To authorise the humane disposal of an impounded animal where it is determined to be too ill or injured to be treated.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil.
References:	*Local Government Act 1995* (WA) CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Abandonments (10/002 & 10/004)
Version	New OCM 22/6/2021 Item 12.6. OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.6 Close Thoroughfares to Vehicles

Power or Duty Delegated: **Relevant section of legislation for the delegation**	*LGA95 (WA)* s 3.50; s 3.50A ;s 3.51; ; ; s 3.52 ;
Function:	1. Authorised to close, revoke or vary the closure, of a thoroughfare to vehicles, wholly or partially, to vehicles for a period not exceeding 4 weeks; 2. For periods exceeding 4 weeks, after considering any submissions that are received, having given local public notice of the proposed closure of the thoroughfare; and 3. Authorised to give notice of the fixing, altering, alignment or draining of a public thoroughfare or other public place.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** This delegation is not to be exercised unless the following are evidenced as being complied with: 1. 3.50A exception to local public notice. 2. 3.50(4) before it makes an order, wholly or partially closing a thoroughfare, exceeding 4 weeks give local public notice: including location, where, when and why and inviting submissions; and give written notice to each person who is prescribed for the purposes or owns land that is prescribed for the purposes of this section; and allow a reasonable time for submissions to be made; and consider any submissions made. 3. 3.51(3) affected owners to be notified of certain proposals.
References	*Local Government Act 1995* (WA) CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index: 11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index.
Version	Formerly DA03 Road Closures Temporary in 2020-2021 Delegation Register.OCM 22/6/2021 Item 12.6. OCM 28/6/2022 OCM 26/4/2023 New Policy OCM 12/12/2023 OCM 23/4/2024 Item 12.8

1.1.7 Control Reserves and Certain Unvested Facilities

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 3.53 –
Function:	Authority to agree on the control and management of an unvested facility if it lies within two or more Local Government districts.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation.
References:	*Local Government Act 1995* (WA) CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index.
Version	New Approved OCM 22/6/2021 Item 12.6. OCM 28/6/2022 OCM 26/4/2023 OCM 23/4/2024 Item 12.8

1.1.8 Obstruction of Footpaths and Thoroughfares

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) (ULP): r 5(2) ;r 6 ; r 7A; r 7 Encroaching on public thoroughfare – *City of Belmont Consolidated Local Law 2020* Parts 3,6,7,8,9,10, 11 and 12
Function:	Authority to: 1. determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath; or 2. b. prevent inconvenience to the public or danger from falling materials [ULP r 5(2)]Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r 6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r 6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r 7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r 7]. 6. To carry out the powers, functions and duties of the City's local laws relevant to the obstruction of footpaths and thoroughfares.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996* (WA).

	2. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, if requested, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
References	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) *City of Belmont Consolidated Local Law 2020* CP 63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index.
Version	Incorporates DA21 Verge Permits in 2020-2021 Delegation Register. OCM 22/6/2021 Item 12.6. Minor Removal of consolidated local law reference Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.9 Gates Across Public Thoroughfares

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) (ULP)*:* r 9
Function:	Authority to: 1. 1. provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r 9(1)]. 2. require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r 9(2)]. 3. impose conditions on granting permission [ULP r 9(4)]. 4. renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r 9(5)]. 5. cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r 9(6)].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996* (WA).
References:	Local Government (Uniform Local Provisions) Regulations 1996 (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) *City of Belmont Consolidated Local Law 2020* CP63 – Execution of Documents City of Belmont Policy Manual – Operational
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index. Record Keeping requirement of *Local Government (Uniform Local Provisions) Regulations 1996* (WA) must be met.
Version	New. Approved OCM 22/6/2021 Item 12.6. Minor Removal of consolidated local law reference 28/6/2022 OCM 26/4/2023

	New Policy OCM 12/12/2023 OCM 23/4/2024 Item 12.8

1.1.10 Public Thoroughfare – Dangerous Excavations

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) (ULP): r 11(1), (4), (6) & (8) *City of Belmont Consolidated Local Law 2020* Part 3,
Function:	Authority to: 1. determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r 11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r 11(4)]. 3. Authority to impose conditions on granting permission [ULP r 11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r 11(8)]. 5. To carry out the powers, functions and duties of the City's local laws relevant to thoroughfares.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996* (WA).
References	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) *City of Belmont Consolidated Local Law 2020* CP63 – Execution of Documents City of Belmont Policy Manual – Operational
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index.

Version	New. Approved ELT; OCM 22/6/2021 Item 12.6. Minor Removal of consolidated local law reference Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.11 Crossing from public thoroughfare to private land or private thoroughfare

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996*(WA): r 12(1)) r 13(1) *City of Belmont Consolidated Local Law 2020* Part 3,
Function:	1. Upon application, approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land. 2. Authority to determine the specifications for the construction of the crossing to the satisfaction of the Local Government. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair crossing and if the notice is not complied with initiate works to construct/repair crossing and recover costs in accordance with Regulation 13.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996* (WA).
References	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) *City of Belmont Consolidated Local Law 2020* CP01 - Asset Management Policy CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation pertaining to the notice and entry to be retained in relevant ECM index.
Version	New Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Minor Removal of consolidated local law reference Change to Council Policy Numbering Reviewed ELT 18/5/2022 OCM 28/6/2022

	Reviewed ELT 15/3/2023 OCM 26/4/2023 Renumbering of policies/New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

1.1.12 Requirement to construct and repair crossing

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)*:
Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996* (WA): r 13(1) *City of Belmont Consolidated Local Law 2020* Part 3,
Function:	1. Give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare. 2. Construct or repair the crossing and recover 50% of the cost if the person fails to comply with the notice.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. *Local Government (Uniform Local Provisions) Regulations 1996* (WA) r 14(2)(b) Role of Commissioner of Main Roads must be complied with. 2. That due process be followed for the issuing of a notice under section 3.25 of the *LGA95 (WA)* for a notice served under Regulation 14(3).
References	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) *City of Belmont Consolidated Local Law 2020* CP01 - Asset Management Policy CP63 – Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index: 11/005. Associated Documentation to be retained in relevant ECM index.
Version	New Approved ; OCM 22/6/2021 Item 12.6. Minor Removal of consolidated local law reference Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Renumbering of policies/ New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.13 Private Works on, over or under Public Places

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government (Uniform Local Provisions) Regulations 1996* (WA): r 17(4) & (5) Private works on, over, or under public places r 17(5) Imposition of conditions *City of Belmont Consolidated Local Law 2020* Parts 3,7,8
Function:	Grant permission or conditional permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil
Compliance Links References:	*Local Government (Uniform Local Provisions) Regulations 1996* (WA) – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* (WA) *City of Belmont Consolidated Local Law 2020* CP01 - Asset Management Policy CP63 - Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation to be retained in relevant ECM index.
Version	New Approved ; OCM 22/6/2021 Item 12.6. Minor Removal of consolidated local law reference Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Renumbering of policies / New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

~~**1.1.14 Procurement: Tenders; Tender Exemptions; Purchases ($50,000-$500,000) & Associated Contract Variations**~~

Commented [EW2]: Redundant as covered in 14A & B

1.1.14A Procurement - Tenders; Tender Exemptions & Procurement under the approved Purchasing Policy

Delegation: Council to CEO (s5.42 & s5.43 of the Local Government Act 1995 (WA)(LGA95))

Power or Duty Delegated: Relevant section of legislation for the delegation	LGA95 s 3.57 & s 3.47 *Local Government (Functions and General) Regulations 1996* (WA) (LG(F&G)R96)- Part 4: r. 11;13;14;18;20; 21; 21A & Division 3 – Panels of pre-qualified suppliers
Function:	1. To call tenders and set weighted criteria as outlined in the relevant legislation and this delegation. 2. To authorise procurement and accept tenders according to the conditions of this delegation. 3. To authorise procurement and accept quotations according to the conditions of this delegation. 4. To limit tenderers in accordance with r. 21 5. To establish panels of pre-qualified suppliers in accordance with Division 3 including calling for applications, setting weighted criteria, accepting and rejecting applications.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation. This delegation must be read in conjunction with the LG(F&G)R96, the Council approved Purchasing Policy and the following specific additional conditions for this delegation. **Additional Conditions** **This delegation can only be exercised where there is an identified and approved budget allocation in the current year.** The CEO can 1. Reject Tenders 2. Accept tenders where : (a) the tender value for any one project is no more than $500,000 (ex GST) (b) It is for Annual supplies of a routine annual supplies of operational nature within the budget amount and where the contract is no longer than 5-years and expenditure per year is not more than $250,000. (c) the tender amount for the new capital item is less than amount of $500,000, including changeover costs where relevant.

	(d) It relates to the disposal of impounded perishable and non-perishable goods in accordance with s3.47 of the LGA95. 3. authorise purchases that are exempt from tendering regulations excluding r.11.2(d) and complies with the general conditions & additional conditions 2(b) & (c). 4. Accept quotes below $250,000. 5. approve purchase orders for expenditure exceeding $250,000 that have been approved by Council via Council Resolution or via this delegated authority. 6. To call, accept the short listing and if required reject all Expression of Interests. 7. To determine the criteria for deciding which applications should be accepted, accept or reject all applications for the establishment of Panels of Pre-Qualified Suppliers
References	*Local Government Act 1995* (WA) *Local Government (Functions and General) Regulations 1996* (WA) CP29 - Purchasing Policy CP63 - Execution of Documents
Record Keeping:	Maintain Tender Register, recording details of decisions under this delegation and insert ECM-links to relevant evidentiary documents. Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r. 19 Delegates to keep certain records, are retained in the City's record keeping systems.
Version	Formerly incorporated as DA04 Tenders in 2020-2021 Delegation Register. OCM 22/6/2021 Item 12.6. OCM 28/6/2022 OCM 26/4/2023 Amended New Policy OCM 12/12/2023 OCM 23/4/2024 Item 12.8 Amended OCM 10/12/2024 item 12.6

1.1.14B Procurement - Contract Variations and Extensions

Delegation: Council to CEO (s5.42 & s5.43 of the Local Government Act 1995 (WA)(LGA95))

Power or Duty Delegated: Relevant section of legislation for the delegation	LGA95 s 3.57 & s 3.47 *Local Government (Functions and General) Regulations 1996* (WA) (LG(F&G)R96)- Part 4: r. 11;20; 21; 21A
Function:	1. To vary a contract prior to entry into a contract with a successful tenderer in accordance with r. 20. 2. To vary a contract already entered subject to r. 21A. 3. To make, vary or discharge a contract that is formed through a non-tender process subject to r. 11(2).
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation. This delegation must be read in conjunction with the LG(F&G)R96, the Council approved Purchasing Policy and the following specific additional conditions for this delegation. **Additional Conditions** **This delegation can only be exercised where there is an identified and approved budget allocation in the current year.** **Note:** A **minor variation** is defined as a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply (r. 20 of the Regulations) and: (a) Does not alter the nature of the goods and/or services procured; and (b) Does not materially alter the specification or structure provided for by the initial tender; and c) Is within the approved budget for that contract A tender **cannot** be varied outside the above definition. **1. Contract Variations - Tender Pre-Contract:** The CEO may approve minor variations (see definition above) regarding the scope of work specified in a tender, following the receipt of submission, but prior to entering into a contract, provided there are sufficient funds being available within the approved budget for that contract (r. 20 of the Regulations) **Post Contract:** The CEO may approve a variation(s) to a contract, provided there are sufficient funds available within the approved budget for that contract, where the variation is necessary for

	the goods or services to be supplied and does not change the scope of the contract; or the variation is a renewal or extension of the term of the contract as described in r. 11(2)(j), (ja) or (jb) in accordance with r. 21A(a) of the Regulations **2. Contract Variations - Exempt and Procurement (to $250,000)** **Pre-Contract:** CEO may approve minor variations (see note in general conditions) regarding to the scope of work specified in the quotation, following the receipt of submission, but prior to entering into a contract provided there are sufficient funds being available within the approved budget for that contract. **Post Contract** CEO may approve minor variations that satisfy the general conditions. Total contract value (including Variations) is limited to a maximum of the approved budget for that contract. **3 Extension of Contracts:** Where a contract formed from tender is accepted and includes an option to extend the contract beyond the initial period, the **Chief Executive Officer** may exercise or decline that option (r. 21A(b) *Local Government (Functions and General) Regulations 1996)* (WA). Where any other contract is accepted with an option to extend the contract beyond the initial period, the Chief Executive Officer may exercise or decline that option.
References	*Local Government Act 1995* (WA) *Local Government (Functions and General) Regulations 1996* (WA) CP29 - Purchasing Policy CP63 - Execution of Documents
Record Keeping:	Maintain Tender Register, recording details of decisions under this delegation and insert ECM-links to relevant evidentiary documents. Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r. 19 Delegates to keep certain records, are retained in the City's record keeping systems.
Version (Council)	Formerly incorporated as DA04 Tenders in 2020-2021 Delegation Register. OCM 22/6/2021 Item 12.6. OCM 28/6/2022 OCM 26/4/2023

	Amended New Policy OCM 12/12/2023 OCM 23/4/2024 Item 12.8 Amended OCM 10/12/2024 item 12.6

1.1.15 Acquisition of Land

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)*: s 3.59
Function:	Undertake the function of acquiring land, including lease and purchase.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Acquire 'real property', which is specifically identified within the current approved Budget with a value of up to $1,000,000. 2. Acquire a leasehold interest in property for a cumulative cost over the life of the lease of up to $1,000,000
References:	*Local Government Act 1995* (WA): s 3.59 Commercial enterprises by local government *Local Government (Functions and General) Regulations 1996* (WA) Part 3 CP29 - Purchasing Policy CP63 - Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation to be retained in relevant ECM index.
Version	Formerly incorporated as DA05 Acquisition and Disposal of Land in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.16 Disposal of Land

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)*: s 3.58 Disposal of Property
Delegate:	Chief Executive Officer
Function:	1. Undertake the function of disposing of land including through lease and sale. 2. Authority to dispose of property to: • the highest bidder at public auction [s 3.58(2)(a)]. • the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s 3.58(2)(b)] 3. Authority to dispose of property by private treaty only in accordance with s 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s 3.58(3)]. 4. Manage lease / licence clauses, including but not limited to terminations, renewal options, assignments, subletting, and the establishment of special conditions or variations to payment schedules. 5. Authority to dispose of leasehold property exempt from the advertising requirements of s3.58, in accordance with approved policy.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Dispose of 'real property', which is specifically identified within the current approved Budget with a value of up to $1,000,000. 2. Dispose of a leasehold interest in property for a cumulative value over the life of the lease of up to $1,000,000. 3. Assignment of leases and licences is subject to appropriate Police Clearances and Credit Checks (where unsatisfactory and the officer recommendation is to proceed refer to Council for decision). 4. For Leasehold : Where it is proposed for a less than Market Value rent is to be charged, the disposal must be referred to Council. **Conditions for Additional Conditions 1 and 2:** The exercise of this power does not include the power of delegation.

Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
References:	*Local Government Act 1995* (WA): s 3.58 Disposal of Property s 3.59 Commercial enterprises by local government *Local Government (Functions and General) Regulations 1996* (WA) Part 3 CP29 - Purchasing Policy CP63 - Execution of Documents
Record Keeping:	Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation to be retained in relevant ECM index.
Versions	Formerly incorporated as DA05 Acquisition and Disposal of Land in 2020-2021 Delegation Register. Approved; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering; Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.17 Disposal of Property (other than land)

Power or Duty Delegated: Relevant section of legislation for the delegation	*Local Government Act 1995* (WA)LGA95(WA): s 3.58 *Local Government (Functions and General) Regulations 1996* – r 30 (3)
Function:	Dispose (includes to sell, lease, or otherwise dispose of whether absolutely or not) of assets (not including land surplus to the City's operational needs. **Dispose** as defined in the Act includes to sell, lease, or otherwise dispose of whether absolutely or not. **Property** as defined in the Act includes the whole or any part of the interest of a local government in property, but does not include money.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Limited to the disposal of minor plant or asset with a depreciated value of less than $20,000 without the requirement for Council approval. 2. Limited to the disposal of a plant item or asset with a depreciated value of no more than $90,000 in accordance with the requirements of s 3.58. 3. Donation of low value equipment, machinery and other materials in accordance with procedures.
References:	*Local Government Act 1995* (WA): s 3.58 Disposal of Property *Local Government (Functions and General) Regulations 1996* (WA) Part 3 CP29 – Purchasing Policy CP63 – Execution of Documents
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19 Records of exercise of delegated authority to be retained in ECM index:11/005. Associated Documentation to be retained in relevant ECM index.
Version	Formerly incorporated as DA06 Disposal of Assets in 2020-2021 Delegation Register. Approved ; OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023

	Deletion of Council Policy 51 OCM 22/8/2023; New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.18 Municipal or Trust Funds: Payments and Procedures

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.7 s 6.9 (3) *Local Government (Financial Management) Regulations 1996* (WA)r 11; r 12
Function:	Make payments from the Trust and Municipal Fund in accordance with procedures.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation.
Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
References:	*Local Government Act 1995* (WA) *Local Government (Financial Management) Regulations 1996* (WA)- r 5 CEO's duties as to financial management r 13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. *Local Government (Audit) Regulations 1996* (WA) Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual CP29 – Purchasing Policy CP63 – Execution of Documents
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19 Minute details of Council's resolution to receive the Authorised Cheque Listing and retain Cheque Vouchers, including electronic transfer records as evidence of decisions to make payments. Records of exercise of delegated authority to be retained in ECM index: 11/005. Associated Documentation to be retained in relevant ECM index.
Version	Formerly DA07 Municipal and Trust Fund/Procedures and Payments in 2020-2021 Delegation Register.; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering. Ad Reviewed OCM 28/6/2022 OCM 26/4/2023 Policy Amendments OCM 22/8/2023 & New Policy OCM 12/12/2023 OCM 23/4/2024 Item 12.8

1.1.19 Grant Concession, Waive or Write Off Debts

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.12(1)(b), (c) and (3)
Function	1. Waive a debt which is owed to the City of Belmont [s 6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the City of Belmont [s 6.12(1)(b)]. 3. Write off an amount of money which is owed to the City of Belmont [s 6.12(1)(c)]
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Authorise a waiver, grant a concession or write off an amount of money owed to the City to a maximum value of $5,000 per individual sundry debtor per financial year. 2. Write offs to be reported to Council on a quarterly basis with the Sundry Debtors Listing. 3. Reversals of incorrectly charged debts are not considered to be a write off.
Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
References:	*Local Government Act 1995* (WA) CP63 - Execution of Documents
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19 Records of exercise of delegated authority to be retained in ECM index: 11/005. Associated Documentation to be retained in relevant ECM index.
Version	Formerly incorporated as DA08 Waiver or Concessions – Granting in 202020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.20 Investments

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.14 *Local Government (Financial Management) Regulations 1996* (WA): r 19
Function:	Money held in the municipal fund or the trust fund that is not, for the time being, required by the local government for any other purpose may be invested in accordance with Part III of the *Trustees Act 1962* (WA). Establish and document internal control procedures to ensure control over investments that enable the identification of the nature and location of all investments and the transactions related to each investment.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil
Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
References:	*Local Government Act 1995* (WA) *Local Government (Financial Management) Regulations 1996* (WA) - CP31 - Investment of Funds CP63 – Execution of Documents
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19 Delegates to keep certain records are retained in the City's record keeping systems. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly incorporated as DA09 Investments in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.21 Recovery of Unpaid Rates

Power or Duty Delegated: **Relevant section of legislation for the delegation**	*LGA95 (WA)* s 6.55 . s 6.56 (1) s 6.60 s 6.64 s 6.69 (2) (3) s 6.74 (1) Schedule 6.2(1) [1 Schedule 6.3(1) [4] and (4) [1]
Function:	Undertake recovery of overdue unpaid rates, as well as the costs of proceedings, if any, for that recovery, incurred in a court of competent jurisdiction. As part of the legal recovery of rates and charges in court, documents such as claims and warrants are required to be duly authorised.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Legal representation is limited by the *Magistrates Court (Civil Proceedings) Act 2004* (WA).
Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
References:	*Local Government Act 1995* (WA)– • Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. • refer s 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s 6.60 *Local Government (Financial Management) Regulations 1996* (WA) – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation. *Interpretation Act 1984* (WA) *Magistrates Court (Civil Proceedings) Act 2004* (WA)– Part 4 CP32 - Collection of Rates Policy CP33 - Pensioner's Outstanding Refuse Charges Policy CP34 - Pensioner/Senior Rates Arrears Policy CP35 - Financial Hardship Policy CP63 - Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19

	Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA10 Recovery of Unpaid Rates in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Policy Amendments 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.22 Administration of Local Laws

Power or Duty Delegated: Relevant section of legislation for the delegation	Powers to determine applications, issue and apply conditions to approvals, consents, permits, licences and registrations, undertake enforcement functions and exercise discretion under the following local laws: Consolidated Local Laws 2020 Health Local Laws 2002
Function:	To administer the City of Belmont Local Laws.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • Infringements may only be issued by persons authorised for the purposes of section 9.16 of the *LGA95 (WA)* • Determinations under Part 13 of the Consolidated Local Law 2020 require a Resolution of Council.
Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
References:	*Local Government Act 1995* (WA) Part 9 Division 1 Objections and Review Part 9 Division 2 Enforcement and Legal Proceedings *Fines Penalties and Infringement Notices Enforcement Act 1994* (WA) Council Policies CP44 - Street Numbering Policy CP47 - Dangerous Trees Policy CP48 - Urban Forest Policy CP56 - Naming or Renaming of Roads, Parks And Reserves Policy CP58 - Council Facilities - Personalisation by Users Policy CP63 – Execution of Documents Policy Operational policies BB4 Manholes and Stormwater Connections BEXB24 Refuse Charges NB2 Storm Water Disposal from Private Properties SB12 Sausage Sizzle and Low Risk Food Manufacture and Sale by Charities and Community Groups SB13 Community Clothing Collection Bins SB14 Temporary Caravan Accommodation SB18 Commercially Run Temporary and Mobile Food Business Applying to Operate Within the City

	SB20 Dogs – Keeping of Three Dogs
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	New Approved OCM 22/6/2021 Item 12.6. Minor (Removal Local Law delegation reference Change to Council Policy Numbering) Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Policy Renumbering 22/8/2023 and New Policy 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.23 Rate Exemption Applications

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)*: s6.26 s6.76
Function:	To determine: • an application to extend the time for lodging an objection to the rate record where an objection is to be made relating to a rates exemption in accordance with s 6.26 Rateable Land beyond 42 days from the date of service of the rate notice. • the outcome of applications for a rates exemption in relation to residential property.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Applications for an extension are to be made in writing. 2. Where there has been a change of use of the land during a financial year, an exemption can only be approved to take effect from the date of the change of use. 3. Industry approved guidelines are to be used in assessing applications 4. A recommendation on a rates exemption for commercial or industrial use or zoned property is to be referred to Council. 5. Information on exemptions approved to be included as part of annual budget process.
Express Power to Sub-Delegate:	*LGA95 (WA)*: s 5.44 CEO may delegate some powers and duties to other employees
References:	*Local Government Act 1995* (WA) Part 6 Division 6 Subdivision 7 Objections and Review CP32 - Collection of Rates Policy CP63 - Execution of Documents Policy WALGA Rates and Charitable Land Use Exemption Applications Best Practice Guideline (2017)
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005.

	Record decision to approve or not approve the application for extension of time and insert ECM-links to evidentiary documents
Version	Formerly DA 12 Extension for Rate Exemption Application in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

1.1.24 Variation of Meeting Date – Annual Electors Meeting

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 5.27
Function:	To vary the Annual Electors Meeting date from the date as outlined in Council Policy 7 Council, Committee and Briefing Meeting Schedule should the need arise.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil
References:	*Local Government Act 1995* (WA) CP7 - Council, Committee and Briefing Schedule Policy CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
	Formerly DA 13 Authorised Officers – Variation of Meeting Date – Annual Electors Meeting in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

1.1.25 Bank Accounts

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s6.6 *Local Government (Financial Management) Regulations 1996* (WA) r 8
Function:	Maintain separate accounts with a bank or other financial institution for money required to be held in: • the municipal fund; • the trust fund; • reserve accounts; and common investment authorised by the Act.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • Nil.
References:	*Local Government Act 1995* (WA) Part 6 Division 4 CP31 - Investment of Funds CP63 - Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA 11 Bank Accounts in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

1.1.26 Discretionary Gratuity Payments

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 5.50–
Function:	To determine if a discretionary Gratuity payment should be made to a finishing employee.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Any discretionary payments made through this delegation are to be advertised in accordance with s 5.50 and must comply with the limitations contained in the regulations.
References:	*Local Government Act 1995* (WA) s5.50. (2) Local Government (Administration) Regulations 1996 (WA) 19A.Payments in addition to contract or award, limits of (Act s 5.50(3)) CP39 - Gifts to Employees Policy CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA 14 Discretionary Gratuity Payments in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Policy Review 22/8/2023 & New policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.27 Determination of Applications for Legal Representation for Elected Members and Employees

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.7 s 9.56.
Function:	To determine an application seeking financial assistance for Legal Representation not exceeding an amount of $5,000.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. The authority to approval applications for legal representation for Council members and employees is limited to a maximum of $5,000 as per CP28 - Legal Representation for Elected Members and Employees. Amounts above $5,000 are to be determined by Council. 2. Council is to be informed of any exercise of this delegation in accordance with Council Policy; 3. The determination must be made pursuant to CP28 - Legal Representation for Council Members and Employees'.
References:	Local Government Act 1995 (WA) s6.7 (2) s9.56 Certain persons protected from liability for wrongdoing Local Government Operational Guideline Legal Representation for Council Members and Employees CP28 - Legal Representation for Elected Members and Employees CP63 - Execution of Documents
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg.19 Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA 15 Determination of Applications for Legal Representation for Council Members and Employees in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023

	Policy amendments OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

1.1.28 Donations – Disaster Relief

Power or Duty Delegated: **Relevant section of legislation for the delegation**	*LGA95 (WA)* s 6.7 *Local Government (Financial Management) Regulations 1996* (WA)
Function:	To approve the provisions of funds towards appeals where natural disasters have occurred in accordance with the CP50 – Donations - Financial Assistance Policy.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Limit on Delegation is $5,000 as outlined within CP50 – Donations - Financial Assistance Policy 2. The amount to be proposed must be undertaken in liaison with the Mayor. 3. All Elected Members are to be consulted on the proposed donation amount, and if no agreement is reached a decision will then be referred to Council for further determination. 4. All amounts over $5,000 are to be determined by Council resolution.
References	*Local Government Act 1995* (WA) **s 6.7 Municipal Fund** *Local Government (Financial Management) Regulations 1996* (WA): 12. Payments from municipal fund or trust fund, restrictions on making CP50 - Donations - Financial Assistance Policy CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA16 Donations – Disaster Relief in 2020-2021 Delegation Register. Approved; OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023

	Policy Numbering amendments OCM 22/8/2023 & New policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.29 Community Contribution Funds

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.7 *Local Government (Financial Management) Regulations 1996* (WA) 12.
Function:	To approve applications for the release of funds as part of the Community Contribution Fund through requests for financial assistance in accordance with the CP50 - Donations – Financial Assistance Policy
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Limit on Delegation is $5,000 as outlined within Council Policy 50 Donations – Financial Assistance. 2. All amounts over $5,000 are to be determined by Council resolution. 3. Expenditure to be within approved budget and must be in accordance with programs outlined in CP50 - Donations – Financial Assistance Policy. 4. Delegation is only to be exercised where there is a direct benefit to the City of Belmont Residents and communities.
References:	*Local Government Act 1995*(WA) s 6.7 Municipal Fund *Local Government (Financial Management) Regulations 1996* (WA): 12. Payments from municipal fund or trust fund, restrictions on making CP50 - Donations – Financial Assistance Policy CP63 – Execution of Documents Policy.
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA 17 Community Contribution Funds in 2020-2021 Delegation Register. OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Policy Amendments OCM 22/8/2023 and New policy 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.30 Belmont Business Innovation Grants

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 6.7 *Local Government (Financial Management) Regulations 1996* (WA): 12.
Function:	Undertake the function of approving the release of funds as part of the Belmont Business Innovation Grants (BBIG) to a maximum limit of $10,000 per application.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Expenditure to be within approved Budget and in accordance with approved guidelines
References:	*Local Government Act 1995* (WA) s 6.7 Municipal Fund *Local Government (Financial Management) Regulations 1996* (WA)*:* 12. Payments from municipal fund or trust fund, restrictions on making CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA)r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA 18 Belmont Business Innovation Grants in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Minor Change to Council Policy Numbering Reviewed OCM 28/6/2022 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.1.31 Receiving Legal Documents to be Served on the City

Power or Duty Delegated: Relevant section of legislation for the delegation	*LGA95 (WA)* s 9.51
Function:	To receive legal documents served upon the City by another party (i.e. subpoenas), these include documents prepared for compliance with; • *Magistrates Court Act 2004* (WA) • *District Court of WA Act 1969* (WA) • *Supreme Court Act 1975* (WA) • *High Court of Australia Act 1979 (Cth)*
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Unless a position title is included in the document this delegation does not extend to documents being served personally on an individual by name.
References:	*Local Government Act 1995* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA 19 Receiving of Legal Documents to be served on the City in 2020-2021 Delegation Register. Approved ; OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

1.3 Council Authorisations

1.3. Authorisation for Execution of Documents

Authoriser: Power / Duty assigned in legislation to:	Council
Express Power or Duty being Authorised:	*LGA95 (WA)*: s 9.49A (4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
Function:	The authority to execute various classes of documents on behalf of the local government.
Authorisation	Execution to be in accordance with the City of Belmont Execution of Documents Policy
Council General Conditions on this Authorisation	A Council resolution or decision under delegated authority is required prior to executing documents
References:	*Local Government Act 1995* (WA) CP63 - Execution of Documents Policy
Record Keeping:	All uses of the common seal are to be recorded in a register

2. Building Act 2011 (WA)

2.1.1 Grant a Building Permit

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Act 2011* (WA): s 18 Further Information s 20 Grant of building permit s 22 Further grounds for not granting an application s 27(1) and (3) Impose Conditions on Permit *Building Regulations 2012* (WA): r 23 Application to extend time during which permit has effect (s 32) r 24 Extension of time during which permit has effect (s 32(3)) r 26 Approval of new responsible person (s 35(c))
Delegate:	Chief Executive Officer
Function:	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s 18(1)]. 2. Authority to grant or refuse to grant a building permit [s 20(1) & (2) and s 22]. 3. Authority to impose, vary or revoke conditions on a building permit [s 27(1) and (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r 23]. i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r 24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s 27 [r 24(2)]. 5. Authority to approve, or refuse to approve, an application or a new responsible person for a building permit [r 26].

Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • In issuing permits, licences and approvals ensure the Code of Conduct requirements for 'Quasi-Judicial Role' are applied. Notify Council of all refusals to grant Permits.
References:	*Building Act 2011* (WA) s 119 Building and demolition permits – application for review by SAT s 23 Time for deciding application for building or demolition permit s 17 Uncertified application to be considered by building surveyor *Building Regulations 2012* (WA) – r 25 Review of decision to refuse to extend time during which permit has effect (s 32(3)) – reviewable by SAT *Building Services (Registration Act) 2011* (WA) – Section 7 *Home Building Contracts Act 1991* (WA) – Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* (WA) *Heritage Act 2018* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly part of DA20 Building Act 2011 in the 2020-2021 Delegations Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

2.1.2 Demolition Permits

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Act 2011* (WA): s 18 Further Information s 21 Grant of demolition permit s 22 Further grounds for not granting an application s 27(1) and (3) Impose Conditions on Permit *Building Regulations 2012* (WA) r 23 Application to extend time during which permit has effect (s 32) r 24 Extension of time during which permit has effect (s 32(3)) r 26 Approval of new responsible person (s 35(c))
Delegate:	Chief Executive Officer
Function:	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s 18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s 21(1) requirements have been satisfied [s 20(1) & (2) and s 22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s 27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r 23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r 24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s 27 [r 24(2)]. 5 Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r 26].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • In issuing permits, licences and approvals ensure the Code of Conduct requirements for 'Quasi-Judicial Role' are applied. Notify Council of all refusals to grant Permits.

References:	*Building Act 2011* (WA) s 119 Building and demolition permits – application for review by SAT s 23 Time for deciding application for building or demolition permit *Building Services (Complaint Resolution and Administration) Act 2011* (WA) -- Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* (WA) *Heritage Act 2018* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly part of DA20 Building Act 2011 in the 2020-2021 Delegations Register. Approved; OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Act 2011* (WA) : s 55 Further information s 58 Grant of occupancy permit, building approval certificate s 62(1) and (3) Conditions imposed by permit authority s 65(4) Extension of period of duration *Building Regulations 2012*(WA) r 40 Extension of period of duration of time limited occupancy permit or building approval certificate (s 65)
Delegate:	Chief Executive Officer
Function: This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s 55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s 58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s 62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s 65(4) and r 40].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • In issuing permits, licences and approvals ensure the Code of Conduct requirements for 'Quasi-Judicial Role' are applied. Notify Council of all refusals.
References:	*Building Act 2011* (WA) s 59 time for granting occupancy permit or building approval certificate s 60 Notice of decision not to grant occupancy permit or grant building approval certificate s 121 Occupancy permits and building approval certificates – application for review by SAT *Building Services (Complaint Resolution and Administration) Act 2011* (WA) – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* (WA) *Heritage Act 2018* (WA) CP63 – Execution of Documents Policy

Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly part of DA20 Building Act 2011 in the 2020-2021 Delegations Register. Approved OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

2.1.4 Appoint Authorised Officer

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Act 2011* (WA): s 96(3) authorised persons s 99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function:	1. Authority to designate an employee as an authorised person [s 96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s 99(3)]. NOTE: An *authorised person* for the purposes of s 96(3) and 99(3) is not an *approved officer* or *authorised officer* for the purposes of *Building Regulations 2012* (WA) Reg. 70.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Decisions under this delegated authority should be in accordance with r 5 of the *Building Regulations 2012* (WA).
References:	*Building Act 2011* (WA): s 97 each designated authorised person must have an identity card. r 5A Authorised persons (s 3) – definition CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly part of DA01 Appointment of Authorised Officers in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

2.1.5 Building Orders

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Act 2011* (WA): s 110(1) A permit authority may make a building order s 111(1) Notice of proposed building order other than building order (emergency) s 117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s 118(2) and (3) Permit authority may give effect to building order if non-compliance s 133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function:	1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s 110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s 111(1)(c)]. 3. Authority to revoke a building order [s 117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s 118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s 118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to s 110 of the *Building Act 2011* (WA).

Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • In issuing permits, licences and approvals ensure the Code of Conduct requirements for 'Quasi-Judicial Role' are applied. Notify Council of all Orders issued.
References:	*Building Act 2011* (WA): s 111 Notice of proposed building order other than building order (emergency) s 112 Content of building order s 113 Limitation on effect of building order s 114 Service of building order Part 9 Review - s 122 Building orders – application for review by SAT CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly part of DA20 Building Act 2011 in 2020-2021 Delegations Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

2.1.6 Alternative Solutions – Private Pool Barriers and Smoke Alarms

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Regulations 2012* (WA): r 51 Approvals by permit authority. r 55 Terms used (alternative building solution approval). r 61 Local government approval of battery powered smoke alarms.
Delegate:	Chief Executive Officer
Function:	1. Authority to approve requirements for alternatives to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements satisfy the relevant requirements of r 51(2), (3) & (5). 2. Authority to approve alternative solutions to meet the requirements of the Building Code relating to fire detection and early warning. 3. Authority to approve or refuse to approve battery operated smoke alarms and determine the form of an application for such approval (r 61).
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • In issuing permits, licences and approvals ensure the Code of Conduct requirements for 'Quasi-Judicial Role' are applied. Notify Council of all refusals.
References:	*Building Act 2011* (WA) *Building Regulations 2012* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	New. Approved OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

2.1.7 Designate Employees as Approved and Authorised Persons (r70)

Delegator: Power / Duty assigned in legislation to:	Permit Authority (Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Building Act 2011* (WA): s 127(1) & (3) Delegation: special permit authorities and local government
Power or Duty Delegated:	*Building Regulations 2012* (WA): r 70 Approved officers and authorised officers
Delegate:	Chief Executive Officer
Function:	1. Authority to appoint an approved officer for the purposes of s 6(a) of the *Criminal Procedure Act 2004*, in accordance with Building Regulation 70(1) and (1A). NOTE: Only employees delegated under s 5.44(1) of the *LGA95 (WA)* with power under s 9.19 or 9.20 may be appointed as "approved officers". 2. Authority to appoint an authorised officer for the purposes of s 6(b) of the *Criminal Procedure Act 2004* (WA), in accordance with Building Regulation 70(2). NOTE: Only employees appointed under s 9.10 of the *LGA95 (WA)* and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of *Building Regulation 2012* (WA) Reg 70(2).
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil
References:	*Building Act 2011* (WA): s 97 each designated authorised person must have an identity card. r 5A Authorised persons (s 3) – definition CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) reg.19 Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly part of DA01 Appointment of Authorised Officers in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023

	New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

BUSH FIRES ACT 1954 DELEGATIONS

3.1 Council to CEO and Bush Fire Control Officer

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Bush Fires Act 1954* (WA): s 48 Delegation by local government s59 Prosecutions (3)
Power or Duty Delegated:	*Bush Fires Act 1954* (WA):
Delegate:	Chief Executive Officer
Function:	All powers duties and functions of the local government under the *Bush Fires Act 1954* (WA)including s59 & S59A, and associated Regulations
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil.
Delegation to	Bushfire Control Officers Chief Bushfire Control Officer Manager Safer Communities
Power or Duty Delegated:	s 59 & s 59A
Conditions of Delegation	Standard Conditions as above apply. Withdrawal of Infringements may only be made by the Chief Executive Officer *(r4(a) Bush Fire (Infringement)Regulations 1978* (WA)) Limitation: Bush Fire Control Officers s59A only.
References:	*Bush Fires Act 1954* (WA) *Bush Fire (Infringement) Regulations 1978* (WA) *Bush Fire Regulations 1954* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA)r 19. Records of exercise of delegated authority to be retained in ECM index:11/005.

	Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s 48(3)
Version	Formerly DA24 Bush Fires Act – Powers and Functions in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Minor Change inclusion Bushfire Control Officers and limitation Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

CAT ACT 2011 (WA) DELEGATIONS

4.1 Council to CEO

4.1.1 Cat Act 2011 – Administration and Enforcement

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Cat Act 2011* (WA): s 44 Delegation by local government
Power or Duty Delegated:	*Cat Act 2011* (WA): s 9 ;s 10 ;s 11 ;s 26 ;s 37 ;s 38 ;s 39 ;s 49(3) ;s 73 *Cat Regulations 2012* (WA) Schedule 3, cl.1(4) ;Schedule 3, cl1(2) & (3) *Cat (Uniform Local Provisions) Regulations 2013* (WA): r 8 ;r 9 *City of Belmont Consolidated Local Law 2020* relevant sections pertaining to animals.
Delegate:	Chief Executive Officer
Function: conditions relevant to this delegation.	Authorised to: 1. Exercise any of the City's powers or the discharge of any of its duties under the *Cat Act 2011* (WA). 2. Appoint such persons to be Authorised Persons for performing particular functions under this Act.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** • s 48(2) A person who is not an employee of a local government cannot be appointed to be an authorised person for the purposes of s 62 (Infringement notices). • Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011* (WA). • Reduction or waiver of fees in relation to any class of cat must be a decision of Council and included in the Fees and charges in accordance with s 6.16,6.17 & 6.18 of *Local Government Act* (WA).
References:	*Cat Act 2011* (WA) *Cat Regulations 2012* (WA) r 11 Application for registration (s 8(2)), prescribes the Form of applications for registration. r 12 Period of registration (s 9(7))

	r 11 Changes in registration r 14 Registration certificate (s 11(1)(b)) r 15 Registration tags (s 76(2)) r 21 Application for approval to breed cats (s 36(2)) r 22 Other circumstances leading to refusal of approval to breed cats (s 37(2)(f)) r 23 Person who is not refused approval to breed cats (s 37(5)) r 24 Duration of approval to breed cats (s 37(6)) r 25 Certificate given to approved cat breeder (s 39(1)) *Cat (Uniform Local Provisions) Regulations 2013* (WA) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the *Cat Act 2011* (WA). *City of Belmont Consolidated Local Law 2020* CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA31 Cat Act 2011 in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

DOG ACT 1976 (WA) DELEGATIONS

5.1 Council to CEO

5.1.1 Dog Act 1976 (WA) – Power or duty of the local government under any provision of the Act

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Dog Act 1976* (WA) s10AA Delegation of local government powers and duties
Power or Duty Delegated:	*Dog Act 1976* (WA) s 15(2) & (4A);s 16(3) ;s 17A(2);s 17(4) & (6);s 29(5);s 29(11) ;s 33E (1));s 33F(6) ;s 33G(4) ;s 33H(1), (2) and (5) ;s 33M(1)(a) Local ;s 44
Delegate:	Chief Executive Officer
Function:	1. To carry out the functions of the *Dog Act 1976* (WA), associated regulations and local laws.2. To determine the registration procedures and to a) determine to refuse a dog registration b) determine and provide notice for the non-renewal, cancellation or refusal to register due to reasons in accordance with the Act and associated regulations c) discount or waive a registration fee d) apply for seizure and following seizure dealt with in accordance with s17(6) 3. Authority to grant, refuse to grant or cancel a kennel licence [s 27(4) and (6)]. 4. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s 29(5)]. 5. Authority to dispose of or sell a dog which is liable to be destroyed [s 29(11)] 6. Authority to declare an individual dog to be a dangerous dog [s 33E(1)]. 7. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s 33F(6)]. 8. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s 33G(4)]. 9. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s 33H(1)] 10 Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s 33H(2)]. 11. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s 33H(5)]:

	(a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed. 12. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s 15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s 33H(5)].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** The Chief Executive Officer may further delegate (Sub-delegate) to employees with the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this delegation.
References:	*Dog Act 1976* (WA) Includes recovery of expenses relevant to: s 30A(3) Operator of dog management facility may have dog microchipped at owner's expense s 33M Local government expenses to be recoverable. s 47 Veterinary service expenses recoverable from local government *Dog Regulations 2013* (WA) r 31 Local government expenses as to dangerous dogs (declare) *City of Belmont Consolidated Local Law 2020* Note –Decisions under this delegation may be referred for review by the State Administration Tribunal CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	1 Formerly DA29 Dogs in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 2 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

5.1.2 Keeping of Three Dogs

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Dog Act 1976* (WA) s 10AA Delegation of local government powers and duties
Power or Duty Delegated:	*Dog Act* 1976 (WA) s 26
Delegate:	Chief Executive Officer
Function:	To determine applications for keeping of three dogs in accordance with Council Policy.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** The Chief Executive Officer may further delegate (Sub-delegate) to employees with the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this delegation.
References:	*Dog Act 1976* (WA) *Dog Regulations 2013* (WA) *City of Belmont Consolidated Local Law 2020* SB20 Dogs – Keeping of Three Dogs CP 63 - Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA)r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA30 Keeping of Three Dogs in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. . Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

FOOD ACT 2008 (WA)DELEGATIONS

6.1 Council to CEO/ Employees

6.1.1 Determine Compensation

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Food Act 2008* (WA): s 118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s 119] and guidelines adopted [s 120] (4) Sub-delegation permissible only if expressly provided in regulations
Power or Duty Delegated:	*Food Act 2008* (WA): s 56(2) Compensation to be paid in certain circumstances s 70(2) and (3) Compensation
Delegate:	Chief Executive Officer Director Development and Communities
Function: This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	1. Authority to determine applications for compensation in relation to any item seized if no contravention has been committed and the item cannot be returned [s 56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s 70(2) and (3)].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. In accordance with s 118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. 2. Compensation under this delegation may only be determined upon documented losses up to a maximum of $5000.00. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* (WA) do not provide for sub-delegation.
References:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *Food Act 2008* (WA) CP63 – Execution of Documents Policy Decision Level 3

Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	New. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

6.1.2 Prohibition Orders

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Food Act 2008* (WA) s 118 Functions of enforcement agencies and delegation s 119 Conditions on performance of functions by enforcement agencies s 120 Performance of functions by enforcement agencies and authorised officers
Power or Duty Delegated:	*Food Act 2008* (WA) s 65 Prohibition order s 66 Certificate of clearance to be given in certain circumstances s 67 Request for re-inspection
Delegate:	Chief Executive Officer Director Development and Communities Manager Safer Communities
Function:	This delegation provides authority to: - 1. Serve a prohibition order on the proprietor of a food business in accordance with s 65 of the *Food Act 2008* (WA); 2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any improvement notices; 3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil.
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* (WA) do not provide for sub-delegation.
References:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *Food Act 2008* (WA) *City of Belmont Consolidated Local Laws 2020* CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA26 Prohibition Orders in 2020-2021 Delegations Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023

	New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

6.1.3 Registration of Food Business

Power or Duty Delegated:	*Food Act 2008* (WA) s 110 Registration of food business s 112 Variation of conditions or cancellation of registration of food businesses.
Delegate:	Chief Executive Officer Director Development and Communities Manager Safer Communities
Function:	The delegation provides the authority to: - 1. Register a food business in respect of any premises for the purposes of Part 9 of the *Food Act 2008* (WA) and issue a certificate of registration; 2. After considering an application, determine to grant (with or without conditions) or refuse the application; 3. Vary the conditions or cancel the registration of a food business in respect of any premises under Part 9 of the *Food Act 2008* (WA).
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions**: Nil.
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* (WA) do not provide for sub-delegation.
References:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *Food Act 2008* (WA) *City of Belmont Consolidated Local Laws 2020* CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA27 Registration of Food Business in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Food Act 2008* (WA) s 118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s 119] and guidelines adopted [s 120] (4) Sub-delegation permissible only if expressly provided in regulations
Power or Duty Delegated:	*Food Act 2008* (WA): s 122(1) Appointment of authorised officers s 126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function:	1. Authority to appoint a person to be an authorised officer for the purposes of the *Food Act 2008* [s 122(2)]. 2. Authority to appoint an Authorised Officer appointed under s 122(2) of this Act or the s 24(1) of the *Public Health Act 2016* (WA), to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* (WA) [s 126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s 126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s 126(6)] and determining withdrawal of an infringement notice [s 126(7).
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil.
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* (WA) do not provide for sub-delegation.
References:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *Food Act 2008* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA)r 19. Records of exercise of delegated authority to be retained in ECM index:11/005.

	Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly included in DA01 Appointment of Authorised Officers in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

6.1.5 Debt Recovery and Prosecutions

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Food Act 2008* (WA) s 118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s 119] and guidelines adopted [s 120] (4) Sub-delegation permissible only if expressly provided in regulations
Power or Duty Delegated:	*Food Act 2008* (WA): s 54 Cost of destruction or disposal of forfeited item s 125 Institution of proceedings
Delegate:	Chief Executive Officer Director Development and Communities Manager Safer Communities
Function:	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s 54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s 54(3). 2. Authority to institute proceedings for an offence under the *Food Act 2008* (WA) [s 125].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil.
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* (WA) do not provide for sub-delegation.
References:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *Food Act 2008* (WA) CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly included in DA28 Food Act 2008 Prosecutions in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023

	New Policy Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

GRAFFITI VANDALISM ACT 2016 (WA) DELEGATIONS

7.1. Council to CEO

7.1.1 Graffiti Vandalism Act – Administration and Enforcement

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Graffiti Vandalism Act 2016* (WA): s 16 Delegation by local government
Power or Duty Delegated:	*Graffiti Vandalism Act 2016* (WA): s 28 Notice of entry s 29 Entry under warrant
Delegate:	Chief Executive Officer
Function:	Authorised to exercise any of the City's powers or the discharge of any of its duties under the *Graffiti Vandalism Act 2016*.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** *Graffiti Vandalism Act 2016* (WA) • s 21 Advice of objection and review rights: Whenever a notice is given under section 18, the person giving it is to ensure that, as soon as practicable after the notice is given, the affected person is given written reasons for being given the notice and is informed of the person's rights under this Division to object against, and apply for a review of, the decision to give the notice. • s 20 Affected person: If the person to whom a local government gives a notice under section 18 is not the owner of the property to which the notice relates, the owner is also an affected person, and a reference in this Division to the affected person includes both the owner and the person to whom the notice was given. • s 24 Suspension of effect of notice: Any objection to a notice must be dealt with by the local government as if it were an objection to a decision of the local government under the *LGA95 (WA)* Part 9 and section 9.6 of that Act applies when dealing with that objection.
References:	*Graffiti Vandalism Act 2016* (WA) City of Belmont Consolidated Local Laws 2020 CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19.

	Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	New. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

PUBLIC HEALTH ACT 2016 (WA) DELEGATIONS

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

References:	*Public Health Act 2016* (WA) *Health (Asbestos) Regulations 1992* (WA) *Criminal Procedure Act 2004* (WA) *City of Belmont Consolidated Local Laws 2020* *City of Belmont Health Local Law 2012* CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Express Power to Sub-Delegate:	Nil – the *Health (Asbestos) Regulations 1992* (WA) do not provide a power to sub-delegate.
Version	Formerly Incorporated into DA01 Appointment of Authorised Officers in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

8.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator: Power / Duty assigned in legislation to:	Enforcement Agency (defined as Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Public Health Act 2016* (WA): s 21 Enforcement agency may delegate
Power or Duty Delegated:	*Public Health Act* 2016 (WA) s 22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer
Function:	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the City of Belmont [s 22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s 22(2)].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r 15D(6)].
References:	*Public Health Act 2016* (WA) s 20 Conditions on performance of functions by enforcement agencies. CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations* 1996 (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the *Public Health Act* 2016 (WA), specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s 21(4)].
Version	New. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Reviewed ELT 18/5/2022 OCM 28/6/2022 Reviewed ELT 15/3/2023 OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

8.1.3 Designate Authorised Officers

Delegator: Power / Duty assigned in legislation to:	Enforcement Agency (defined as Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Public Health Act* 2016 (WA): s 21 Enforcement agency may delegate
Power or Duty Delegated:	*Public Health Act* 2016 (WA) s 24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function:	1. Authority to designate a person or class of persons as authorised officers for the purposes of: i. The *Public Health Act 2016* (WA) or other specified Act ii. Specified provisions of the *Public Health Act 2016* (WA) or other specified Act iii. Provisions of the *Public Health Act 2016* (WA) or another specified Act, other than the specified provisions of that Act. Including: a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s 24(1) and (3)].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** 1. Subject to each person so appointed being; • Appropriately qualified and experienced [s 25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s 30 and 31]. 2. A Register (list) of authorised officers is to be maintained in accordance with s 27.
References:	*Public Health Act 2016* (WA) s 20 Conditions on performance of functions by enforcement agencies. s 25 Certain authorised officers required to have qualifications and experience. s 26 Further provisions relating to designations s 27 Lists of authorised officers to be maintained s 28 When designation as authorised officer ceases s 29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s 30 Certificates of authority s 31 Issuing and production of certificate of authority for purposes of other written laws s 32 Certificate of authority to be returned. s 136 Authorised officer to produce evidence of authority

	Criminal Investigation Act 2006 (WA), Parts 6 and 13 – refer s 245 of the *Public Health Act* 2016 (WA) The Criminal Code, Chapter XXVI – refer s 252 of the *Public Health Act 2016* (WA) *Dog Act 1974* (WA) Cat Act 2011 (WA) *City of Belmont Consolidated Local Law 2020* *City of Belmont Health Local Law 2012* CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.

8.1.4 Determine Compensation of Seized Items

Delegator: Power / Duty assigned in legislation to:	Enforcement Agency (defined as Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Public Health Act* 2016 (WA): s 21 Enforcement agency may delegate
Power or Duty Delegated:	*Public Health Act* 2016 (WA) s 264 Compensation
Delegate:	Chief Executive Officer
Function:	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s 264].
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Compensation is limited to a maximum value of $5000, with any proposal for compensation above this value to be referred for Council's determination.
References:	*Public Health Act 2016* (WA) s 20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *City of Belmont Consolidated Local Law 2020* City of Belmont Health Local Law 2012 CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations* 1996 (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the *Public Health Act* 2016 (WA), specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s 21(4)].
Version	New. OCM XX Date Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

8.1.5 Enforcement Orders

Delegator: Power / Duty assigned in legislation to:	Enforcement Agency (defined as Local Government)
Express Power to Delegate: Power that enables a delegation to be made	*Public Health Act* 2016 (WA): s 21 Enforcement agency may delegate (1) A power or duty conferred or imposed on an enforcement agency may be delegated — (a) if the enforcement agency is the Chief Health Officer, in accordance with section 9; or (b) if the enforcement agency is a local government, to — (i) the chief executive officer of the local government; or (ii) an authorised officer designated by the local government;
Power or Duty Delegated:	*Public Health Act* 2016 (WA) s 216 Issue of enforcement orders s 219 Enforcement agency many implement enforcement order
Delegate:	Chief Executive Officer Director Development and Communities Manager Safer Communities
Function:	Authority to : 1. issue an enforcement order under s216 of the *Public Health Act 2016* (WA) to a person where the person has not complied with an improvement notice issued under s212 of the *Public Health Act 2016* (WA) and 2. enforce any enforcement order issued under s216.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil
References:	*Public Health Act 2016* (WA) s 20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *City of Belmont Consolidated Local Law 2020* City of Belmont Health Local Law 2002 CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations* 1996 (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Express Power to Sub-Delegate:	Nil –

Version	New. ELT 11/6/2024 OCM 25/6/2024

PLANNING AND DEVELOPMENT ACT 2005 (WA) DELEGATIONS

9.1 Council to CEO

9.1.1 Illegal Development

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*LGA95 (WA)*: s 5.42(b) Delegation of some powers or duties to the CEO s 5.43 Limitations on delegations to the CEO
Power or Duty Delegated:	*Planning and Development Act* 2005 (WA): Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function:	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** Nil
References:	*Planning and Development Act 2005* (WA) *Planning and Development (Local Planning Schemes) Regulations 2015* (WA) *City of Belmont Consolidated Local Law 2020* Note –Decisions under this delegation may be referred for review by the State Administration Tribunal CP63 – Execution of Documents

Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	New. OCM 22/6/2021 Item 12.6. Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 New Policy OCM 12/12/2023 Reviewed OCM 23/4/2024 Item 12.8

9.2 Local Planning Scheme 15– Council to CEO

9.2.1 Development Applications

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Planning and Development (Local Planning Schemes) Regulations 2015 (WA)* Schedule 2, Part 10, s 82(1) Delegations by local government
Power or Duty Delegated:	*Planning and Development (Local Planning Schemes) Regulations 2015* (WA), Schedule 2 s 68 Determination of applications s 70 Form and date of determination s 77 Amending or cancelling applications *Planning and Development (Development Assessment Panel) Regulations 2011* (WA) 17A Amendment or cancellation of development approval by responsible authority.
Delegate:	Chief Executive Officer
Function:	Interpret and apply the provisions of Local Planning Scheme No. 15 and any relevant statutory planning framework, including Local and State Planning Policies. To determine development applications by issuing refusals, deemed refusals, approvals with relevant conditions and amendments to development approvals in respect of applications determined under delegated authority. Note: This delegation does not include any determinations or approvals relating to prescribed development approval functions or prescribed single house developments. (Reg 84A & 84B)
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** This delegation must not be exercised by the delegated officer where: ~~• The estimated cost of development, excluding any development undertaken by the City, exceeds $5 million.~~ • The City, or an authorised party acting on behalf of the City, is proposing development, unless the development is on land owned or under the care and control of the City and its estimated cost does not exceed $2 million. • The development proposal has a strategic impact and as a result involves issues in which Council has a direct interest.

	• A significant variation to the development standards listed in Local Planning Scheme No. 15 is evident. • A significant variation to a Local Planning Policy is evident and the variation is not consistent with the objectives of the Local Planning Policy. • A development application proposes a use which is a use that is not listed in the Local Planning Scheme No. 15 Zoning Table and the use has not previously been determined by Council. • A formal written objection has been received during the advertising of an application, unless in the opinion of the Chief Executive Officer or his delegate: a. The proposal is consistent with the objectives and intent of Local Planning Scheme No.15, the Residential Design Codes and any relevant Council Policy; and b. The objection can be overcome by imposing a condition on any approval granted, or modifying the design of the development; or c. The objection does not relate to the matter for which it has been referred and/or does not relate to valid planning and development considerations associated with the proposal; or d. The application is refused. • A development application proposes a variation to the Deemed-to-Comply provisions - or the Element Objectives and/or Acceptable Outcomes - of the Residential Design Codes and that variation does not satisfy the related Design Principles - • ~~The height of a proposed residential development exceeds three storeys or other height specified by Local Planning Scheme No. 15 or other statutory planning framework.~~ • The height of a proposed residential development exceeds the number of storeys specified in Table C of the Residential Design Codes Volume 1, or, if applicable, Table 2.1 of the Residential Design Codes Volume 2, or other height specified by the Local Planning Scheme No.15 or other statutory planning instrument.
Specific Delegation to	Director Development and Communities Manager Planning Services Coordinator Planning Coordinator Planning Projects
Function:	**Amendments and Cancellations to Previously Approved Development** Authority is granted to determine applications to amend or cancel previously Council approved developments, and Development Assessment Panel Form 2 Applications
Specific Delegation to	Director Development and Communities Manager Planning Services

Function:	**Approvals for Development Applications – Use Not Listed – Types Previously Determined by Council** Authority granted to make determinations on development applications for "Use Not Listed" types that have previously been determined by Council.
References:	*Planning and Development Act 2005* (WA) *Planning and Development (Local Planning Schemes) Regulations 2015* (WA) Residential Design Codes *City of Belmont Consolidated Local Law 2020* (WA) Note –Decisions under this delegation may be referred for review by the State Administrativeon Tribunal CP63 – Execution of Documents Policy
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19. Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA21 Development Applications in 2020-2021 Delegation Register. Approved OCM 22/6/2021 Item 12.6. Amended OCM 22/2/22 Change to Officer title Reviewed OCM 28/6/2022 Reviewed OCM 26/4/2023 Amended New Policy OCM 12/12/2023 Amended OCM 25/6/2024

9.2.2 Preliminary and Final Built Strata Approval

Delegator: Power / Duty assigned in legislation to:	Local Government
Express Power to Delegate: Power that enables a delegation to be made	*Planning and Development Act 2005* (WA) s16 (3) (e) Delegation by Commission
Power or Duty Delegated:	*Planning and Development Act 2005* (WA) s16 (3) (e) *Strata Titles Act 1985* (WA)s15s21s22s25 s27
Delegate:	Director Development and Communities Manager Planning Services Coordinator Planning Services Coordinator Planning Projects Senior Planning Officer
Function: This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Determine applications for preliminary built strata approval, and final built strata approval and endorse the applicable form after the conditions preliminary strata plan approval have been fulfilled, as delegated by the Western Australian Planning Commission.
Council General Conditions on this Delegation:	Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions for this delegation. **Additional Conditions:** This delegation must not be exercised by the delegated officer for applications that: • Propose the creation of a vacant lot; • Propose vacant air stratas in multi-tiered strata scheme developments; and • Where, in the opinion of the WAPC as notified to the relevant local government in writing, relate to a type of development and/or land within an area which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.
References:	*Planning and Development Act 2005* (WA) Delegation 2020/01 (Refer Delegation 10.2.3) *Strata Titles Act 1985* (WA) Note –Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996* (WA) r 19.

	Records of exercise of delegated authority to be retained in ECM index:11/005. Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.
Version	Formerly DA22 Preliminary and Final Built Strata in 2020-2021 Delegation Register. Approved ELT 19/5/2021; OCM 22/6/2021 Item 12.6. Amended OCM 22/2/22 Change to Officer title Reviewed ELT 18/5/2022 OCM 28/6/2022 Minor removal of form and surplus wording from WAPC policy. Reviewed ELT 15/3/2023 OCM 26/4/2023 Reviewed ELT 9/4/2024 OCM 23/4/2024 Item 12.8

STATUTORY AUTHORISATIONS AND DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT AUTHORITIES

10.1 *Environmental Protection Act 1986* (WA)

10.1.1 Noise Control – Environmental Protection Notices [Reg 65(1)]
Delegation 52

10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events
Delegation 112

10.1.3 Noise Management Plans – Construction Sites
Delegation 119 EPA Noise Regulations

10.2 *Planning and Development Act* 2005 (WA)

10.2.1 Instrument of Authorisation – Sign Development Applications for Crown Land as Owner
WAPC_DEL_Authorisation_Instrument_Minister_of_Lands_(local_gov_CEOs).pdf

10.2.2 Powers of Local Governments Metropolitan Region Scheme (

Del 2025/04 Powers of Local Governments Metropolitan Region Scheme610.2.3 WA Planning Commission – Section 25 of the *Strata Titles Act 1985*
Powers of Local Governments - s 15 of the *Strata Titles Act 1985* (DEL.2020/01)

10.3 *Main Roads Act 1930* (WA)

10.3.1 Traffic Management – Events on Roads & Works on Roads
Main Roads /Delegation of Authority For Parking Control on Verges of M... of Au... DSID 2588809
Main Roads /Delegation of Authority For Parking Control on Verges of M... ument ...
Main Roads /Delegation of Authority For Parking Control on Verges of M...

10.3.2 Control of Advertisements
Guidelines-for-advertising-signs-within-and-beyond-state-road-reserves.pdf
MRWA / Copy original delegation letter 28/05/73 - Control of advertisi...

10.4 *Road Traffic (Vehicles) Act 2012* (WA)

10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles
EmergencyVehicle_Yellow_WarningLights.pdf

12.5 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 12.5.1).

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.

Officer Recommendation

That Council:

1. Endorses the amended Attendance at Events Policy (refer Attachment 12.5.1);
2. Endorses the amended Elected Members – Contact with Employees Policy (refer Attachment 12.5.1);
3. Endorses the amended Risk Management Policy (refer Attachment 12.5.1);
4. Endorses the amended Payments to Employees in Addition to Contract or Industrial Agreement (refer Attachment 12.5.1);
5. Endorses the amended Work Health and Safety Policy (refer Attachment 12.5.1);
6. Endorses the amended Quality Policy (refer Attachment 12.5.1);
7. Endorses the amended Role of Acting Chief Executive Officer Policy (refer Attachment 12.5.1);
8. Endorses the amended Records Management Policy (refer Attachment 12.5.1);
9. Endorses the amended Street Numbering Policy (refer Attachment 12.5.1);
10. Endorses the amended Environment and Sustainability Policy (refer Attachment 12.5.1);
11. Endorses the amended Dangerous Trees Policy (refer Attachment 12.5.1);
12. Endorses the amended Donations - Financial Assistance Policy (refer Attachment 12.5.1);
13. Endorses the amended Seasonal Hire - In kind Support Policy (refer Attachment 12.5.1);
14. Endorses the amended Honorary Freeman of the City Policy (refer Attachment 12.5.1);
15. Endorses the amended Civic Dinner – Community Guests Policy (refer Attachment 12.5.1);
16. Endorses the amended Engagement - Community and Stakeholders Policy (refer Attachment 12.5.1);
17. Endorses the amended Naming or Renaming of Roads, Parks and Reserves (refer Attachment 12.5.1);

18. Endorses the amended City Facilities – Naming Policy (refer Attachment 12.5.1);
19. Endorses the amended City Facilities - Personalisation by Users Policy (refer Attachment 12.5.1);
20. Endorses the amended Closed Circuit Television (CCTV) Video Analytics Policy (refer Attachment 12.5.1);
21. Endorses the amended Customer Complaints Management Policy (refer Attachment 12.5.1);
22. Endorses the amended Execution of Documents Policy (refer Attachment 12.5.1);
23. Endorses the amended Tree Preservation Orders Policy (refer Attachment 12.5.1);
24. 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.

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.

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

At the March 2026 Ordinary Council Meeting, a procedural motion was passed to defer the second tranche of the policy review to an Information Forum. Further information was provided to Elected Members at an Information Forum held on 13 April 2026.

Following the additional Information Forum and the discussion that took place, the below policies are being provided for Council's consideration as stand alone reports.

- Livestreaming Policy
- Urban Forest Policy
- Environmental Purchasing Policy

The Electoral Caretaker Period Policy has been withdrawn from the second tranche of policies to allow for further research and advice. Once this is complete, the policy will be presented to Council for adoption.

Report

A list of the policies proposed for amendment is provided at Attachment 12.5.2. 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 12.5.3 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 - May 2026 [**12.5.1** - 82 pages]
2. Council Policy Review - Summary of Changes - May 2026 [**12.5.2** - 3 pages]
3. Council Policy Review - Tranche Two - May 2026 - Track Change Version [**12.5.3** - 82 pages]

City of Belmont

Council Policy Review
Tranche 2

Prepared for 26 May 2026 Ordinary Council Meeting

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 be 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

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

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
24/0712		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

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

POLICY NAME	CHANGES	Summary of Changes

Attendance at Events	Major changes	Policy rewritten.
		• Provisions from current policy reordered and additional information provided for clarity.
		• Clarity on what is a pre-approved event:
		  ○ 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:
		  ○ 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	• 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	• 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	• 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.
Work Health and Safety	Minor changes	• Reference included to relevant ISO Standard. • Formatting and grammatical changes.
Quality	Minor changes	• Formatting and grammatical changes.
Role of Acting Chief Executive Officer	Minor changes	• Formatting and grammatical changes.

POLICY NAME	CHANGES	Summary of Changes
Records Management	Minor changes	• 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	• Updated to consistently reference the City. • Formatting and grammatical changes.
Environment and Sustainability	Minor changes	• Reference included to relevant ISO Standard. • Formatting and grammatical changes.
Dangerous Trees	Minor changes	• Updated policy objective, capturing the intent of the policy provisions. • Formatting and grammatical changes.
Donations - Financial Assistance	Minor changes	• 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	• 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	• Clear criteria for eligibility (Clause 2). • Clarity on nomination procedure (Clause 4). • Formatting and grammatical changes.
Civic Dinner – Community Guests	Minor changes	• 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.
Engagement - Community and Stakeholders	Minor changes	• 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	• Formatting and grammatical changes.
City Facilities - Naming	Minor changes	• Updated to consistently reference the City. • Clarity of definitions. • Formatting and grammatical changes. • Updated officer titles.
City Facilities - Personalisation by Users	Minor changes	• Updated to consistently reference the City. • Formatting and grammatical changes. • Updated officer titles.
Closed Circuit Television (CCTV) Video Analytics	Minor changes	• Updated to consistently reference the City. • Formatting and grammatical changes. • Reference to additional relevant legislation
Customer Complaints Management	Minor changes	• Updated to consistently reference the City. • Reference to additional relevant legislation, updated document titles and Government departments. • Clarity of definitions. • Formatting and grammatical changes.

POLICY NAME	CHANGES	Summary of Changes

Execution of Documents	Moderate changes	• Provisions include reference to legislation.
		• Clarity on document categories:
		  ○ 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	• Updated to consistently reference the City. • Formatting and grammatical changes.

City of Belmont

Council Policy Review Tranche 2 – with track changes

Prepared for 26 May 2026 Ordinary Council Meeting
(with track changes)

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 be 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 manage~~ment 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 ~~r~~Risk ~~m~~Management ~~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) Monitor~~ing~~ and promote~~ing of~~ the ~~r~~Risk ~~m~~Management ~~p~~policy~~ies~~ and procedures at ~~a~~ strategic and operational level~~s~~.

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~~Plan~~ and other risk management related documents.

b) Monitor the City's risk registers ~~within RMSS~~.

c) Induct new employees in the principles of risk management and provide training as required.

d) Report risk information to the Executive and relevant committees.

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~~Assist~~ance~~, advise and coach~~ing 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:~~.~~

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 ~~five~~ ten (5~~10 years~~) years of continuous satisfactory service may be given a gift to the value of a maximum of ~~two~~ five hundred ~~and seven~~ dollars ($500~~207~~).~~,~~ ~~as at 31 December 2022, with the value to be indexed annually to reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to 1 January.~~

~~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-numberam~~am~~ing 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

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:	**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.~~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 includ~~e~~~~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

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 Memorand~~a~~ums 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~~ community~~ies~~ 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
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~~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 titl~~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~~0~~4-203~~4~~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

SP03~~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
24/0712		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 ~~a~~is an~~y~~ ~~"~~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 Safety~~Sport & 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 a~~ny 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

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	
Creation of Local ~~l~~Laws and amendments to Local Laws	
Creation of Local ~~p~~Planning ~~s~~Schemes and amendments to Local Planning Schemes	
Financing documents, ~~M~~mortgages, loans and debentures documents	
Power of attorney to act for and on behalf of the City	
State and Commonwealth Grants and Funding ~~a~~Agreements which require the Common Seal to be affixed~~(as required)~~	
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, ~~are~~ is sufficiently complex, high risk or of such significan~~ce~~t to the City ~~in nature~~ to warrant the affixing of the Common S~~s~~eal	
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

~~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 (and sub-delegated) authority as detailed and referenced in the Delegation Register~~– for example leases, caveats, restricted covenants and s70A notifications~~	CEO, or officer with delegated authority
Document required ~~in the~~ for management (excluding Disposal) of land owned by the City or Crown land where the City has management authority~~as landowner or management body – for example development application, building permit application and easement~~	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 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.~~
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:~~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

12.6 Council Policy Review 2025 – Environmental Purchasing Policy

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 Environmental Purchasing Policy (refer Attachment 12.6.1).

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 Environmental Purchasing Policy is presented for consideration.

Officer Recommendation

That Council:

1. Endorses the amended Environmental Purchasing Policy (refer Attachment 12.6.1);
2. 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, the Executive Leadership Team 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 Environmental Purchasing Policy, the City's website will be updated.

Statutory environment

Role of Council relating to Policies

Section 2.7 of the *Local Government Act 1995 (WA)* (the Act) outlines the role of Council. Section 2.7(2)(b) of the Act 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.

At the March 2026 Ordinary Council Meeting, a procedural motion was passed to defer the second tranche of the policy review to an Information Forum. Further information was provided to Elected Members at an Information Forum held on 13 April 2026.

Report

Attachment 12.6.2 provides a tracked change version of the Environmental Purchasing Policy. Changes include:

- Updated Policy Objective outlining the policy intent and the context in which it sits in relation to CP 46 Environment and Sustainability and ISO 14001 Environmental Management Systems.
- Deletion of the 15% acceptable premium cost for environmentally preferable products or services. This is to bring the policy into alignment with the provisions set out in clause 7 'Sustainable Procurement' of CP 29 Purchasing i.e. *Functional considerations must be balanced against value for money outcomes and expectations in accordance with the City's sustainability objectives.*
- Amendment of the wording 'shall be' to 'may include' in the amended clause 1 under Policy Detail. This is to bring the wording in alignment with the provisions set out in clause 7 'Sustainable Procurement' of CP 29 Purchasing *i.e. To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers can demonstrate sustainability and/or CSR policies and practices that have been implemented.*
- Minor wording amendments in clauses 2, 3 and 5.

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. Environmental Purchasing Policy - May 2026 [**12.6.1** - 5 pages] 2. Environmental Purchasing Policy - May 2026 - Track Change Version [**12.6.2** - 5 pages]

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 shall endeavour to:
    a) Give preference to environmentally preferable or sustainable products or services, for example:
        i) products or services certified under a recognised scheme as containing certified products in recycled content or derived from sustainable sources
        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)
        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

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 shall endeavour to:

~~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, for example ~~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~~D~~emonstrated 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~~D~~emonstrated 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 upgrade~~d~~, 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-purposeds, 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

12.7 Council Policy Review 2025 - Urban Forest Policy

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 Urban Forest Policy (refer Attachment 12.7.1).

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 Urban Forest Policy is presented for consideration.

Officer Recommendation

That Council:

1. Endorses the amended Urban Forest Policy (refer Attachment 12.7.1);
2. 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, the Executive Leadership Team 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 Urban Forest Policy, the City's website will be updated.

Statutory environment

Role of Council relating to Policies

Section 2.7 of the *Local Government Act 1995 (WA)* (the Act) outlines the role of Council. Section 2.7(2)(b) of the Act 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.

At the March 2026 Ordinary Council Meeting, a procedural motion was passed to defer the second tranche of the policy review to an Information Forum. Further information was provided to Elected Members at an Information Forum held on 13 April 2026.

Report

Attachment 12.7.2 provides a track-changed version of the Urban Forest Policy. Changes include:

- Reference to the updated Urban Forest Strategy 2025-2030.
- Clarity on what types of objection will not be sufficient for the City to not proceed with a verge tree planting (Clause 1.d).
- Clarity on requirements for an applicant for development works where there may be significant impact on a City Tree (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.

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. Urban Forest Policy - May 2026 [**12.7.1** - 5 pages] 2. Urban Forest Policy - May 2026 - Track Change Version [**12.7.2** - 6 pages]

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 viewscapes,

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:	**Key Performance Area: People** **Outcome:** 1. A safe, healthy community. **Outcome:** 2. A strong sense of pride, belonging and creativity. **Key Performance Area: Planet** **Outcome:** 4. Healthy and sustainable ecosystems. **Outcome:** 5. Climate resilience. **Key Performance Area: Place** **Outcome:** 7. Attractive and welcoming places. **Key Performance Area: Performance** **Outcome:** 10. Effective leadership, governance and financial management. **Outcome:** 11. A happy, well informed and engaged community.	
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

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:

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 viewscapes,

iii) to reduce shading of solar panels;

iii) 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:~~

~~'**Aboricultural 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:	**Key Performance Area: People** **Outcome:** 1. A safe, healthy community. **Outcome:** 2. A strong sense of pride, belonging and creativity. **Key Performance Area: Planet** **Outcome:** 4. Healthy and sustainable ecosystems. **Outcome:** 5. Climate resilience. **Key Performance Area: Place** **Outcome:** 7. Attractive and welcoming places. **Key Performance Area: Performance** **Outcome:** 10. Effective leadership, governance and financial management. **Outcome:** 11. A happy, well informed and engaged community.	
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

12.8 Council Policy Review 2025 - Livestreaming Policy

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 Livestreaming Policy (refer Attachment 12.8.1).

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 Livestreaming Policy is presented for consideration.

Officer Recommendation

That Council:

1. Endorses the amended Livestreaming Policy (refer Attachment 12.8.1);
2. 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, the Executive Leadership Team 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 Livestreaming Policy, the City's website will be updated.

Statutory environment

Role of Council relating to Policies

Section 2.7 of the *Local Government Act 1995 (WA)* (the Act) outlines the role of Council. Section 2.7(2)(b) of the Act 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.

Electronic Broadcasting and Video or Audio Recording of Council Meetings

Section 5.23A of the Act provides the framework for regulations relating to the electronic broadcasting (commonly referred to as livestreaming) of Council meetings, the recording and retention of those meetings, and the public availability of recordings.

Regulation 14H of the *Local Government (Administration) Regulations 1996 (WA)* (the Regulations) provides that Class 1 local governments are to broadcast their meeting publicly when the council meeting is held at the council's regular meeting place, excluding any closed proceedings.

Regulation 14I of the Regulations requires Class 1 local governments to make video and audio recordings of council meetings publicly available within 14 days and retain for a period of up to 5 years.

Regulation 14J of the Regulations provides that the local government must take reasonable steps to ensure that members of the public attending a meeting of its council are informed that the meeting is being publicly broadcast.

Regulation 14K of the Regulations provides that a local government is not liable to an action for defamation, as follows:

(1) A local government is not liable to an action for defamation in relation to any of the following done by the local government as required or authorised under this Part —

(a) publicly broadcasting a meeting;

(b) making a recording of a meeting;

(c) making a recording of a meeting publicly available;

(d) retaining a recording of a meeting or a copy of a recording;

(e) providing a copy of a recording of a meeting to the Inspector.

(2) In subregulation (1), references to a meeting include a part of a meeting.

Protection from Liability

Section 9.56 of the Act provides that certain persons are afforded some protection from liability for wrongdoing, as follows:

(1) A person who is —

(a) a member of the council, or of a committee of the council, of a local government; or

(b) an employee of a local government; or

(c) a person appointed or engaged by a local government to perform functions of a prescribed office or functions of a prescribed class,

is a protected person for the purposes of this section.

(2) An action in tort does not lie against a protected person for anything that the person has, in good faith, done in the performance or purported performance of a function under this Act or under any other written law.

(3) The protection given by this section applies even though the thing done in the performance or purported performance of a function under this Act or under any other written law may have been capable of being done whether or not this Act or that law had been enacted.

(4) This section does not relieve the local government of any liability that it might have for the doing of anything by a protected person.

(5) In this section —

(a) a reference to the doing of anything includes a reference to the omission to do anything;

(b) a reference to the doing of anything by a protected person in the performance or purported performance of a function under any written law other than this Act is limited to a reference to the doing of anything by that person in a capacity described in subsection (1)(a), (b) or (c), as the case may be.

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.

At the March 2026 Ordinary Council Meeting, a procedural motion was passed to defer the second tranche of the policy review to an Information Forum. Further information was provided to Elected Members at an Information Forum held on 13 April 2026.

Report

As part of State Government local government reform, amendments to the Act and associated Regulations mandated the electronic broadcasting (commonly referred to as livestreaming) and audio recording of Council meetings, as defined by the Act, for all Class 1 local governments from 1 January 2025. The City of Belmont is a Class 1 local government and is required to comply with the section 5.23A of the Act.

These reforms aligned with the City's ongoing commitment to transparency of Council meetings. The City has livestreamed Council meetings since February 2024, and prior to this, audio recordings of Council meetings were made publicly available on the City's website since 2020.

The amended Livestreaming Policy provisions are consistent with legislation, with additional clarity on matters specific to the City, including but not limited to:

- The types of meetings and meeting locations to which the policy applies.
- A requirement that the public be advised that meetings are publicly broadcast, with this brought to attendees' attention at the commencement of the meeting and through signage displayed inside and outside the Council Chamber (consistent with Regulation 14J of the Regulations).

- The exclusion of a meeting or part of a meeting that is closed to the public in accordance with section 5.23 of the Act.
- Clear expectations on how members of the public may be captured on audio and video, particularly when addressing the meeting, including identification requirements consistent with the *Standing Orders Local Law 2017*.

Legislation provides that it is the responsibility of the local government to electronically broadcast and make audio recordings of Council meetings with the City's administration undertaking the operational tasks to facilitate this.

Attachment 12.8.2 provides a track-changed version of the Livestreaming Policy. Changes include:

- Updated provisions to include reference to and reflect legislation, including that where a meeting is closed to the public in accordance with section 5.23 of the Act, it will not be livestreamed.
- Removal of clauses that are captured by legislation, *Standing Orders Local Law 2017* or do not relate to livestreaming.
- Clarity of definitions.
- Formatting and grammatical changes.

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. Livestreaming Policy - May 2026 [**12.8.1** - 3 pages] 2. Livestreaming Policy - May 2026 - Track Change Version [**12.8.2** - 3 pages]

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. As required by the Regulations, a meeting or part of the meeting that is closed to the public under Section 5.23 of the Act will not be livestreamed or made available to the public.

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

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~~m~~embers, ~~staff~~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. As required by the Regulations, a meeting or part of the meeting that is closed to the public under ~~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. ~~No protection will be afforded to Elected Members, staff or the public for comments and statements made during the livestreaming of meetings which are subsequently challenged in a court of law and determined to be slanderous or defamatory.~~
8. ~~As a general principle, the City will not edit recordings of Council meetings. This is to ensure open and transparent government.~~
9. ~~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.~~
10. ~~Following any meeting, the Chief Executive Officer, in concurrence with the Presiding Member, may mute/exclude all or part of any meeting recording considered inappropriate to be published. The muting/excluding of any part of the meeting recording must be reported and confirmed to the Council at the next available Ordinary Council Meeting whereby the Council may revoke or change the decision.~~

Reference/Associated Documents

Local Government Act 1995 (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

12.9 Accounts for Payment April 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 April 2026 to 30 April 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 April 2026 as provided under Attachment 12.9.1 be received.

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	788906-788907	533.00
Municipal Fund EFTs	EF101436- EF101437	5,766,307.17
Municipal Fund Payroll	April 2026	2,383,370.36
Trust Fund EFT	EF101389- EF101850	29,026.89
Total Payments for April 2026		8,179,237.42

A copy of the Authorised Payment Listing is included as Attachment 12.9.1.

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. April 2026 Payments [**12.9.1** - 8 pages]

City of Belmont

Accounts for Payment - April 2026

Compiled : 01/05/26 16:36

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
Contractors					
EF101391	02/04/26	00350	Veolia Environmental Services	497,602.46	Rubbish Removals
EF101393	02/04/26	00856	John Papas Trailers Pty Ltd	135.00	Plant Parts & Repairs
EF101395	02/04/26	01275	GHD Pty Ltd	9,900.00	Professional Fees - Drainage Modelling
EF101397	02/04/26	01712	Donegan Enterprises Pty Ltd	510.38	Gardening Contractor - Belmont Oval
EF101402	02/04/26	04115	Denada Surveys Pty Ltd	2,750.00	Survey Expenses - Belmont Ave
EF101403	02/04/26	04524	Moore Australia WA Pty Ltd	1,485.00	Workshop
EF101406	02/04/26	05427	Horizon West Landscape & Irrigation Pty Ltd	351.40	Gardening Maintenance - Various Locations
EF101407	02/04/26	05703	Vital Interpreting Personnel - Auslan (WA) Pty Ltd	2,015.74	Professional Fees - Auslan Interpreting Harmony Festival
EF101410	02/04/26	06032	Acrobatch	4,400.00	Music/Entertainment Expenses - Harmony Festival
EF101412	02/04/26	06213	Culture Care WA Inc	715.00	Library-Entertainment Expense -Harmony Festival
EF101413	02/04/26	06374	Vaughn Mcguire	605.00	Music/Entertainment Expenses - Harmony Festival
EF101414	02/04/26	06438	Marketlife Pty Ltd T/As Erin Madeley Consulting	2,640.00	Music/Entertainment Expenses - Wilson Park
EF101415	02/04/26	06580	Omnicom Media Group	7,819.68	Advertising
EF101417	02/04/26	06771	Kamalika Andrews- The Nappy Guru	500.00	Community Nutrition Classes - Workshop
EF101421	02/04/26	07078	Ayesha Sultana - Henna _ byash	400.00	Community Art Classes - Harmony Festival
EF101422	02/04/26	07137	Emma Gillian Hodson	1,100.00	Library-Entertainment Expense - Harmony Festival
EF101424	02/04/26	07176	R & R Autobody Repair Centre Pty Ltd	1,000.00	Plant Parts & Repairs
EF101425	02/04/26	07215	Silverback Enterprises Pty Ltd- Paramount Security Services	6,626.95	Security Services - Harmony Festival
EF101441	10/04/26	00346	Action Couriers	36.74	Courier Service
EF101442	10/04/26	00390	Landgate	695.76	GRV's Metro & DFES Search
EF101443	10/04/26	00394	Child & Adolescent Health Service - Dept of Health WA	1,672.00	Immunisation Expenses
EF101444	10/04/26	00988	Reece Australia Pty Ltd	28.35	Plumbing Maintenance/Supplies
EF101445	10/04/26	01002	RAC Businesswise Vehicle Breakdowns	380.00	Plant Parts & Repairs
EF101450	10/04/26	01318	Flexi Staff Group Pty Ltd	4,125.22	Labour/Personnel Hire
EF101451	10/04/26	01499	Porter Consulting Engineers	4,400.00	Professional Fees - Design
EF101453	10/04/26	02172	Miss Maud	227.30	Catering/Catering Supplies
EF101455	10/04/26	02410	System Maintenance T/A Systems By Ballantyne	2,162.54	Plumbing Maintenance/Supplies
EF101457	10/04/26	02958	Yoshino Sushi	132.88	Catering/Catering Supplies - Internal Events
EF101458	10/04/26	03110	Experian Australia Operations Pty Ltd	349.87	Computer Software Maintenance
EF101462	10/04/26	04211	Triodia Scanning Services	7,986.00	Survey Expenses - COB
EF101463	10/04/26	04320	ABM Landscaping	4,389.00	Bricks/Bricklaying
EF101466	10/04/26	04400	Freedom Fairies Pty Ltd	2,992.00	Music/Entertainment Expenses - Harmony Festival
EF101469	10/04/26	05016	Cyclus Pty Ltd	242.00	Labour/Personnel Hire
EF101471	10/04/26	05123	West Coast Bus Charters Pty Ltd	1,848.00	Plant/Equipment Hire - Harmony Festival
EF101472	10/04/26	05190	Mark Foote	6,217.20	Building Maintenance - COB
EF101474	10/04/26	05382	McGees Property - Sullivan Commercial Pty Ltd	2,200.00	Valuation Expense - Belmont Tennis Club
EF101475	10/04/26	05401	Creative Spaces	220.00	Professional Fees - Design
EF101476	10/04/26	05642	Steve's Sand Sifting for Playground Services	11,104.27	Sand Sifting - Various Parks
EF101477	10/04/26	05944	Delron Cleaning Pty Ltd - Ventia	3,731.05	Cleaning Services - Various Locations
EF101478	10/04/26	06094	Boyan Electrical Services	1,354.38	Electrical Contractor - Ascot Waters
EF101479	10/04/26	06130	Amalgam Recruitment	2,400.57	Labour/Personnel Hire
EF101480	10/04/26	06155	Billabong Mobile Accomodation Pty Ltd	5,653.18	Plant/Equipment Hire - Harmony Festival
EF101481	10/04/26	06293	Freo Fire Maintenance Services Pty Ltd	2,643.99	Fire Equipment/Service
EF101482	10/04/26	06511	The Trustee for Osborne Truck Rentals T/A Europcar WA	481.42	Plant/Equipment Hire - Harmony Festival
EF101486	10/04/26	06751	HFM Asset Management	2,702.91	Building Maintenance
EF101487	10/04/26	06761	Artistic Disorder	4,800.00	Library-Entertainment Expense - Workshop
EF101488	10/04/26	06795	AMPAC Debt Recovery(WA) Pty Ltd	28,583.95	Professional Fees - Debt Collection
EF101489	10/04/26	06833	First Choice Gates (WA)	380.00	Fencing - SES Facility
EF101490	10/04/26	06875	Jimbu4J	3,179.80	Catering/Catering Supplies - Events
EF101491	10/04/26	06928	Integrity Staffing	5,799.79	Labour/Personnel Hire
EF101492	10/04/26	06934	Positively Green Pty Ltd	3,630.00	BSRC Bowling Green Maintenance
EF101494	10/04/26	07043	Kinglarp Pty Ltd T/A The Pressure King	2,131.25	Graffiti Removal - Various Locations
EF101495	10/04/26	07104	Aboriginal Land Care (Ngala-Boodja) Pty Ltd	2,284.59	Gardening Contractor
EF101496	10/04/26	07145	Airline Laundry Services Australia Pty Ltd	775.00	Cleaning Services
EF101499	10/04/26	07235	UGC Holdings Pty Ltd	7,606.37	Building Maintenance - Verge Mowing
EF101500	10/04/26	07238	EHO Consulting Australia Pty Ltd	5,687.00	Environmental Expenses - EHO Relief Work
EF101501	10/04/26	07245	Little People Play	396.00	Plant/Equipment Hire - Wiggles & Giggles
EF101503	10/04/26	07262	Elevare MBM	700.00	Library-Entertainment Expense - Italian Culture
EF101504	10/04/26	07286	Ansell Strategic Pty Ltd	16,500.00	Professional Fees - Aged Care Accommodation Review
EF101505	10/04/26	07310	Eco Ice Australia Pty Ltd	1,144.00	Library-Entertainment Expense - Harmony Festival
EF101506	10/04/26	07315	The Leisure Institute of WA (Aquatics) INC	2,750.00	Professional Fees - Community Infrastructure Planning Course
EF101514	17/04/26	00118	Australia Post	23,401.12	Postage March 2026
EF101515	17/04/26	00221	John Hughes Group	620.00	Plant Parts & Repairs
EF101517	17/04/26	00391	Chemistry Centre (WA) t/as ChemCentre	3,978.21	Professional Fees - Testing
EF101518	17/04/26	00501	Infor Global Solutions (ANZ) Pty Ltd	275,000.00	Computer Software Maintenance - Pathway Annual SAAS Maintenance
EF101519	17/04/26	00613	Qualcon Laboratories Pty Ltd	8,981.50	Core Analysis and Asphalt Testing
EF101521	17/04/26	00707	LoGo Appointments	2,775.81	Labour/Personnel Hire
EF101523	17/04/26	00988	Reece Australia Pty Ltd	1,631.83	Plumbing Maintenance/Supplies
EF101524	17/04/26	01074	Shred-X Pty Ltd	12.14	Rubbish Removals
EF101530	17/04/26	01772	Data3 Limited	8,622.37	Computer Software Maintenance - HP Prostudio
EF101534	17/04/26	02672	Ruah Community Services	21,426.92	Provision of Preventive Domestic Violence
EF101536	17/04/26	03110	Experian Australia Operations Pty Ltd	1,192.04	Computer Software Maintenance
EF101537	17/04/26	03197	West Coast Turf	8,791.20	Gardening Contractor - Turf Maintenance
EF101538	17/04/26	03543	Labyrinth Constructions	28,577.78	Building Construction - Civic Centre
EF101539	17/04/26	03593	Philip Swain	1,968.75	Labour/Personnel Hire

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF101540	17/04/26	04120	Randstad Pty Ltd	8,198.28	Labour/Personnel Hire
EF101541	17/04/26	04211	Triodia Scanning Services	3,920.40	Survey Expenses - COB
EF101542	17/04/26	04454	FM Contract Solutions Pty Ltd	2,554.20	Professional Fees - Analysis
EF101544	17/04/26	05090	Elan Energy Matrix Pty Ltd	280.28	Rubbish Removals
EF101545	17/04/26	05280	The Sleep Health Foundation	1,650.00	Community Exercise Classes - Sleep Presentation
EF101546	17/04/26	05283	IRP Pty Ltd	12,661.44	Labour/Personnel Hire
EF101547	17/04/26	05336	West-Sure Group Pty Ltd	570.90	Security Services
EF101548	17/04/26	05778	Stephen Carrick Architects Pty Ltd	580.00	Professional Fees - DRP Meeting
EF101550	17/04/26	06031	Williams Creative Company PL tas Proof The Band	1,375.00	Music/Entertainment Expenses - Anzac Day
EF101551	17/04/26	06130	Amalgam Recruitment	805.45	Labour/Personnel Hire
EF101552	17/04/26	06160	SEEK Limited	1,291.03	Advertising
EF101553	17/04/26	06212	Civil Sciences and Engineering	8,294.00	Professional Fees - Feature Survey
EF101554	17/04/26	06277	Ignite Limited	475.55	Labour/Personnel Hire
EF101555	17/04/26	06282	Dell Financial Services Pty Ltd	18,778.11	Computer Hardware - Lease Costs Jan-Mar 2026
EF101557	17/04/26	06438	Marketlife Pty Ltd T/As Erin Madeley Consulting	451.00	Music/Entertainment Expenses - Selby's Local
EF101558	17/04/26	06528	Diplomatik Pty Ltd	11,013.65	Professional Fees - Recruitment Services
EF101559	17/04/26	06655	Aidacare	665.50	Plumbing Maintenance/Supplies
EF101560	17/04/26	06773	Evolve Talent	5,416.50	Labour/Personnel Hire
EF101562	17/04/26	06815	Deborah Anne Eldridge	750.00	Music/Entertainment Expenses - Workshop
EF101563	17/04/26	06960	Phase 3 Landscape Construction	19,896.31	Professional Fees - Faulkner Park Lakes Renewal & Wilson Park Zone 2
EF101564	17/04/26	07043	Kinglarp Pty Ltd T/A The Pressure King	7,331.50	Graffiti Removal - Various Locations
EF101565	17/04/26	07077	Buyanbaatar Bayasgalanbaatar	600.00	Library-Entertainment Expense - Little Library
EF101566	17/04/26	07143	The Ortin Family Trust t/a Eastside Concrete	6,099.50	Building Maintenance - Ascot Walkway
EF101567	17/04/26	07162	Katherine Parker	660.00	Public Art Project Consultancy
EF101569	17/04/26	07248	Baidam Solutions Pty Ltd	95,472.90	Professional Fees - Software Security Analysis
EF101570	17/04/26	07278	Rivarossa Botanicals	640.00	Library-Entertainment Expense - Workshop
EF101571	17/04/26	07285	Tara Tiba	2,370.00	Library-Entertainment Expense - Harmony Festival
EF101572	17/04/26	07306	Event Safety Management Pty Ltd	4,632.10	Library-Entertainment Expense - Harmony Festival Parking
EF101586	24/04/26	00350	Veolia Environmental Services	111,485.77	Rubbish Removals
EF101587	24/04/26	00390	Landgate	2,963.69	GRV's Metro & DFES Search
EF101588	24/04/26	01243	WARP Pty Ltd	6,518.93	Traffic Control - Various Locations
EF101592	24/04/26	01318	Flexi Staff Group Pty Ltd	4,094.89	Labour/Personnel Hire
EF101593	24/04/26	01411	Award Irrigation Pty Ltd - Award Contracting	3,041.50	Reticulation Installation - Adachi Park
EF101594	24/04/26	01499	Porter Consulting Engineers	9,864.25	Professional Fees - Ford St Stormwater Design - Revised LCURST
EF101595	24/04/26	01712	Donegan Enterprises Pty Ltd	775.50	Gardening Contractor
EF101596	24/04/26	01772	Data3 Limited	3,273.84	Computer Hardware
EF101599	24/04/26	02410	System Maintenance T/A Systems By Ballantyne	2,743.93	Plumbing Maintenance/Supplies
EF101600	24/04/26	02589	Zenien	12,471.03	Security Services - 5 solar deployments
EF101603	24/04/26	03599	Donald Cant Watts Corke (WA) Pty Ltd	2,618.00	Professional Fees - Belmont Hub
EF101605	24/04/26	03941	Metro Bee Services	165.00	Bee Removal
EF101609	24/04/26	05782	Jane Wetherall	2,160.00	Professional Fees - Design Review Panel
EF101611	24/04/26	05838	Petstock Pty Ltd	200.00	Pound Expenses
EF101612	24/04/26	05855	Rock-n Boptots - Candice Watson	350.00	Library-Entertainment Expense - School Holiday Program
EF101613	24/04/26	05886	Furnace Technologies	8,790.71	Building Maintenance - Kiln Repairs
EF101616	24/04/26	06130	Amalgam Recruitment	1,184.49	Labour/Personnel Hire
EF101617	24/04/26	06138	Cake Twist by Kim	520.00	Catering/Catering Supplies
EF101618	24/04/26	06304	Prestige Property Maintenance	12,276.00	Gardening Maintenance - Landscaping
EF101619	24/04/26	06377	Choiceone Pty Ltd	2,394.72	Labour/Personnel Hire
EF101621	24/04/26	06468	Perth Bouncy Castle Hire	1,604.90	Plant/Equipment Hire - Wiggles & Giggles
EF101625	24/04/26	06773	Evolve Talent	6,983.26	Labour/Personnel Hire
EF101626	24/04/26	06795	AMPAC Debt Recovery(WA) Pty Ltd	1,623.00	Professional Fees - Debt Collection
EF101627	24/04/26	06874	Bug Busters	550.00	Pest Control
EF101628	24/04/26	06884	McLeods Lawyers	2,023.00	Legal Expenses
EF101629	24/04/26	06928	Integrity Staffing	6,690.55	Labour/Personnel Hire
EF101631	24/04/26	07043	Kinglarp Pty Ltd T/A The Pressure King	25,881.18	Graffiti Removal - Various Locations
EF101632	24/04/26	07160	Plus Architecture Western Australia Pty Ltd	6,600.00	Professional Fees - Wilson Park Netball Facility
EF101634	24/04/26	07195	Oddbods Custom Corporate Mascots	6,732.00	Library - Mascot Costume
EF101635	24/04/26	07243	Gambara Pty Ltd	4,026.00	Environmental Expenses - Drainage Maintenance
EF101636	24/04/26	07249	Curious Legends Ltd	1,100.00	Library-Entertainment Expense - Harmony Festival
EF101644	29/04/26	00013	Air-Met Scientific Pty Ltd	256.52	Plant Parts & Repairs
EF101645	29/04/26	00027	ABB Australia Pty Limited	11,319.00	Reticulation Parts & Repairs
EF101646	29/04/26	00033	ATF Services Pty Ltd - Aust Temporary Fencing	748.00	Fencing
EF101648	29/04/26	00187	Statewide Bearings	51.04	Plant Parts & Repairs
EF101649	29/04/26	00195	Bin Bath Australia Pty Ltd	938.80	Cleaning Services
EF101650	29/04/26	00221	John Hughes Group	2,856.00	Plant Parts & Repairs
EF101651	29/04/26	00230	Jackson McDonald	7,352.84	Legal Expenses
EF101655	29/04/26	00247	CAI Fences	2,882.00	Fencing - Belmont Oval
EF101657	29/04/26	00295	Capital Recycling	17,195.07	Rubbish Removals
EF101659	29/04/26	00350	Veolia Environmental Services	92,378.46	Rubbish Removals
EF101660	29/04/26	00391	Chemistry Centre (WA) t/as ChemCentre	1,983.14	Professional Fees - Testing
EF101662	29/04/26	00412	Dowsing Group Pty Ltd	125,608.44	Concrete Contractor - Profiling and Concrete Various Locations
EF101663	29/04/26	00491	Fujifilm Business Innovation Australia	2,352.41	Photocopy Expenses
EF101664	29/04/26	00501	Infor Global Solutions (ANZ) Pty Ltd	1,446.64	Computer Software Maintenance - Cloud Assessment
EF101666	29/04/26	00613	Qualcon Laboratories Pty Ltd	5,216.75	Core Analysis and Asphalt Testing
EF101670	29/04/26	00699	Marketforce Pty Ltd	2,271.50	Advertising & Printing
EF101671	29/04/26	00718	Major Motors Pty Ltd	3,151.21	Plant Parts & Repairs
EF101673	29/04/26	00734	McIntosh and Son WA	20,459.31	Plant Parts & Repairs
EF101675	29/04/26	00784	Bucher Municipal	871.20	Plant Parts & Repairs
EF101677	29/04/26	00815	New Town Toyota	564.99	Plant Parts & Repairs
EF101678	29/04/26	00830	Canon Production Printing Australia Pty Ltd	459.02	Photocopy Expenses

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF101680	29/04/26	00917	Positive Auto Electrics	3,254.68	Plant Parts & Repairs
EF101681	29/04/26	00931	Sonic HealthPlus Pty Ltd	632.50	Pre Employment Medicals
EF101683	29/04/26	00972	Repco Auto Parts	406.11	Plant Parts & Repairs
EF101684	29/04/26	00983	R M Surveys	20,647.00	Topographic Survey
EF101685	29/04/26	00988	Reece Australia Pty Ltd	807.61	Plumbing Maintenance/Supplies
EF101686	29/04/26	01059	Sledgehammer Concrete Cutting Service	2,354.30	Concrete Contractor
EF101688	29/04/26	01074	Shred-X Pty Ltd	84.99	Rubbish Removals
EF101689	29/04/26	01090	St John Ambulance Australia Inc	831.60	First Aid Service
EF101690	29/04/26	01110	Downer EDI Works Pty Ltd	175,628.12	Road Building Contractor - Fairbrother Street
EF101691	29/04/26	01186	ZircoDATA Pty Ltd	2,224.90	Records Storage
EF101693	29/04/26	01233	Stihl Shop Redcliffe	806.40	Tools/Tool Repairs
EF101694	29/04/26	01237	Wren Oil	313.50	Rubbish Removals
EF101695	29/04/26	01243	WARP Pty Ltd	188,409.67	Traffic Control - Various Locations
EF101696	29/04/26	01255	Wattleup Tractors	19,890.72	Plant Parts & Repairs
EF101698	29/04/26	01289	Wayne's Windscreens Pty Ltd	90.00	Plant Parts & Repairs
EF101700	29/04/26	01358	Kevrek Australia Pty Ltd	649.00	Plant Parts & Repairs
EF101703	29/04/26	01533	WC Convenience Management	5,462.61	Building Maintenance
EF101705	29/04/26	01712	Donegan Enterprises Pty Ltd	31,821.68	Various Parks Repairs and Maintenance
EF101706	29/04/26	01721	Fulton Hogan Industries	352,023.46	Road Building Contractor - Asphalt
EF101707	29/04/26	01772	Data3 Limited	1,207.44	Computer Software Maintenance
EF101708	29/04/26	01789	Allcom Communications	107.25	Two Way Radio Expenses
EF101709	29/04/26	01908	Urban Development Institute of Australia WA	228.00	Professional Fees - Planning
EF101710	29/04/26	01976	Ecoscape Australia Pty Ltd	8,803.30	Professional Fees - Wilson Zone 2
EF101713	29/04/26	02138	Thomson Reuters (Professional) Aust Ltd	4,722.14	Computer Software Maintenance - FBT Software Renewal
EF101715	29/04/26	02172	Miss Maud	29.75	Catering/Catering Supplies - Elected Member
EF101716	29/04/26	02207	Wilson Security	145,306.82	Security Services - March 2026
EF101717	29/04/26	02234	Blackwell and Associates Pty Ltd	840.00	Professional Fees - Planning
EF101718	29/04/26	02303	Ultimo Catering and Events	7,136.40	Catering/Catering Supplies - Council & Civic Dinner
EF101720	29/04/26	02387	Triton Electrical Contractors Pty Ltd	20,088.20	Electrical Contractor
EF101721	29/04/26	02410	System Maintenance T/A Systems By Ballantyne	1,888.09	Plumbing Maintenance/Supplies
EF101722	29/04/26	02411	Allsports Linemarking	1,399.64	Line Marking
EF101723	29/04/26	02424	Neylor	993.48	Window Treatments - Belmont Hub
EF101724	29/04/26	02425	Prestige Alarms	10,519.30	Security Services
EF101726	29/04/26	02589	Zenien	81,796.34	Security Services
EF101727	29/04/26	02779	Natural Area Holdings Pty Ltd	29,719.25	Gardening Maintenance - Verge Mowing
EF101728	29/04/26	02837	GLG Greenlife Group	43,725.22	Gardening Maintenance - Verge Mowing
EF101731	29/04/26	02958	Yoshino Sushi	66.00	Catering/Catering Supplies - Belmont Early Years
EF101734	29/04/26	03131	Moses Nii Odartei	2,100.00	Music/Entertainment Expenses - Harmony Festival
EF101737	29/04/26	03197	West Coast Turf	13,186.80	Gardening Contractor - Turf Maintenance
EF101738	29/04/26	03366	Daimler Trucks Perth	1,896.55	Plant Parts & Repairs
EF101739	29/04/26	03464	Bridgestone Australia Ltd	4,669.51	Plant Parts & Repairs
EF101740	29/04/26	03543	Labyrinth Constructions	60,500.00	Building Construction - Wahroonga Unit Refurbishment
EF101741	29/04/26	03567	Gardner Autos Pty Ltd t/as Gardner Isuzu	1,476.05	Plant Parts & Repairs
EF101742	29/04/26	03599	Donald Cant Watts Corke (WA) Pty Ltd	8,030.00	Superintendency Service and Wilson Park Zone 2 - The Esplanade
EF101745	29/04/26	04046	Beacon Equipment	345.00	Plant Parts & Repairs
EF101747	29/04/26	04120	Randstad Pty Ltd	421.08	Labour/Personnel Hire
EF101748	29/04/26	04131	Total Green Recycling Pty Ltd	3,314.34	Rubbish Removals
EF101750	29/04/26	04211	Triodia Scanning Services	18,438.75	Survey Expenses - COB
EF101751	29/04/26	04320	ABM Landscaping	1,980.00	Bricks/Bricklaying
EF101752	29/04/26	04391	Lifeskills Australia	2,480.50	Professional Fees - EAP Consultation
EF101753	29/04/26	04467	Rent a Fence Pty Ltd	1,903.00	Fencing - Harmony Festival
EF101754	29/04/26	04474	Aquamonix	1,584.00	Gardening Contractor
EF101755	29/04/26	04477	Place Laboratory Pty Ltd	4,158.00	Professional Fees - Landscaping
EF101758	29/04/26	04544	SirsiDynix Pty Ltd	2,503.60	Computer Software Maintenance - Subscription
EF101759	29/04/26	04645	Instant Products Hire	2,521.64	Plant/Equipment Hire - Harmony Festival
EF101760	29/04/26	04693	Allwest Plant Hire Australia Pty Ltd	13,516.25	Plant/Equipment Hire - March 2026
EF101762	29/04/26	04779	One 20 Productions	19,169.70	Plant/Equipment Hire - Harmony Festival
EF101763	29/04/26	04794	Stiles Electrical Services Pty Ltd	41,779.16	Electrical Contractor - Miles Park - Sports Lighting Upgrade
EF101764	29/04/26	04870	Tree Care Machinery	1,654.00	Plant Parts & Repairs
EF101765	29/04/26	04917	Environmental Industries Pty Ltd	19,665.78	Landscape Maintenance for Ascot Waters
EF101766	29/04/26	04967	Cockburn Party Hire	15,938.60	Plant/Equipment Hire - Harmony Festival
EF101767	29/04/26	05016	Cyclus Pty Ltd	6,726.51	Labour/Personnel Hire
EF101769	29/04/26	05123	West Coast Bus Charters Pty Ltd	1,155.00	Plant/Equipment Hire - Urban Trail Running
EF101770	29/04/26	05190	Mark Foote	550.00	Building Maintenance - COB
EF101771	29/04/26	05252	AAAC Towing Pty Ltd	6,257.90	Towing Vehicles
EF101772	29/04/26	05339	Elliotts Filtration Pty Ltd	1,133.00	Reticulation Parts & Repairs
EF101773	29/04/26	05427	Horizon West Landscape & Irrigation Pty Ltd	23,527.69	Gardening Maintenance - Various Locations
EF101775	29/04/26	05523	Go Doors Pty Ltd	242.00	Building Maintenance
EF101776	29/04/26	05558	BlueFit Pty Ltd	76,053.26	Oasis Management Subsidy - March 2026
EF101777	29/04/26	05568	Allstate Kerbing and Concrete	10,150.97	Kerbing Contractor - COB
EF101778	29/04/26	05589	Merit Consulting Group	785.40	Rubbish Removals
EF101779	29/04/26	05612	ASCON Survey and Drafting Pty Ltd	4,034.25	Survey Expenses - COB
EF101780	29/04/26	05623	Tree Planting and Watering - Baroness Holdings	225,777.68	Street Tree Watering Services for CoB
EF101781	29/04/26	05692	Newground Water Services Pty Ltd	2,288.00	Reticulation Installation - Gerry Archer
EF101783	29/04/26	05771	Alsco Pty Ltd	271.78	Cleaning Services
EF101784	29/04/26	05809	Specialized Cleaning Group t/as Clean Sweep	16,329.76	Plant/Equipment Hire - Belmont Carpark
EF101785	29/04/26	05840	Commercial Aquatics Australia Pty Ltd	17,361.30	Oasis Expenses - Monthly Maintenance
EF101787	29/04/26	05897	HopgoodGanim Lawyers	1,320.00	Legal Expenses
EF101788	29/04/26	05920	Boults Black and White Light	17,150.41	Electrical Contractor - Harmony Festival
EF101789	29/04/26	05944	Delron Cleaning Pty Ltd - Ventia	113,788.77	Cleaning Services - Various Locations

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF101790	29/04/26	06066	Fiscus Consulting Pty Ltd	946.00	Reticulation Installation - Belvidere Street Revitalisation
EF101791	29/04/26	06067	TK Elevator Australia Pty Ltd	1,057.60	Building Maintenance
EF101792	29/04/26	06091	Engineering Technology Consultants	1,650.00	Professional Fees - Belvidere St Streetscape Revitalisation
EF101793	29/04/26	06094	Boyan Electrical Services	82,919.40	Electrical Contractor - COB
EF101794	29/04/26	06104	Flick Anticimex Pty Ltd	2,458.49	Pest Control
EF101795	29/04/26	06125	Harbour Software	1,925.00	Computer Software Maintenance - Consulting Service
EF101796	29/04/26	06276	Efficient Site Services (WA)	12,867.80	Building Construction - COB
EF101797	29/04/26	06277	Ignite Limited	4,585.68	Labour/Personnel Hire
EF101798	29/04/26	06293	Freo Fire Maintenance Services Pty Ltd	1,238.46	Fire Equipment/Service
EF101799	29/04/26	06295	Savana Environmental	41,298.09	Rubbish Removals
EF101800	29/04/26	06304	Prestige Property Maintenance	31,039.36	Gardening Maintenance - Landscaping
EF101801	29/04/26	06345	SoCo Studios - Travis Hayto Photography	3,877.50	Photography/Framing Expenses
EF101802	29/04/26	06377	Choiceone Pty Ltd	49,508.79	Labour/Personnel Hire
EF101803	29/04/26	06389	Netstar Australia Pty Ltd	715.00	Security Services
EF101804	29/04/26	06528	Diplomatik Pty Ltd	3,375.15	Professional Fees - Recruitment Services
EF101805	29/04/26	06570	Industrias Services Group Pty Ltd	488.40	Building Maintenance - COB
EF101806	29/04/26	06580	Omnicom Media Group	15,865.65	Advertising
EF101808	29/04/26	06592	Grosvenor Engineering Group	18,417.54	Electrical Contractor - COB
EF101810	29/04/26	06654	Billi Australia Pty Ltd	5,119.84	Office Equipment Maintenance
EF101813	29/04/26	06718	Empire Roofing Services	800.00	Building Maintenance - COB
EF101814	29/04/26	06795	AMPAC Debt Recovery(WA) Pty Ltd	241.40	Professional Fees - Debt Collection
EF101815	29/04/26	06833	First Choice Gates (WA)	1,949.80	Fencing - Oasis
EF101816	29/04/26	06840	Landscape Elements	56,984.32	Gardening Contractor
EF101818	29/04/26	06847	Trayd Australia Pty Ltd	6,378.97	Building Maintenance - Op Centre
EF101819	29/04/26	06874	Bug Busters	16,043.50	Pest Control
EF101820	29/04/26	06875	Jimbu4J	213.50	Catering/Catering Supplies
EF101821	29/04/26	06884	McLeods Lawyers	23,425.90	Legal Expenses
EF101822	29/04/26	06888	Veolia Water Operations Pty Ltd T/A Allpipe Technologies	16,772.22	Building Maintenance - COB
EF101823	29/04/26	06900	AMS Technology Group Pty Ltd - Maintenance	29,839.77	Airconditioning/Refrigeration Maintenance - COB
EF101824	29/04/26	06907	Leanne Hampson	1,000.00	Library - Write your Life Sessions
EF101825	29/04/26	06910	Dream Courts Pty Ltd	11,586.50	Playground Inspections/Repairs - Court Installation
EF101826	29/04/26	06934	Positively Green Pty Ltd	8,323.30	BSRC Bowling Green Maintenance
EF101827	29/04/26	06960	Phase 3 Landscape Construction	22,402.72	Professional Fees - Wilson Park Zone 2
EF101829	29/04/26	07043	Kinglarp Pty Ltd T/A The Pressure King	440.00	Graffiti Removal - COB
EF101830	29/04/26	07061	Zenith Search	14,706.18	Labour/Personnel Hire
EF101831	29/04/26	07070	Hoopla ANZ LLC	228.51	Library-Entertainment Expense - Membership
EF101832	29/04/26	07119	Maxey Plumbing Pty Ltd	25,134.56	Plumbing Maintenance/Supplies
EF101833	29/04/26	07120	REALMSTUDIOS Pty Ltd	5,450.50	Professional Fees - Belmont Trust Land
EF101834	29/04/26	07126	Donald Veal Consultants Pty Ltd	7,920.00	Professional Fees - Safety Audit
EF101835	29/04/26	07145	Airline Laundry Services Australia Pty Ltd	200.20	Cleaning Services
EF101837	29/04/26	07238	EHO Consulting Australia Pty Ltd	5,747.50	Environmental Expenses - EHO Relief Work
EF101838	29/04/26	07239	Haul Group Pty Ltd	30,649.58	Playground Inspections/Repairs - Shade Sails Audit
EF101839	29/04/26	07263	WA Recycling Pty Ltd	3,828.00	Rubbish Removals
EF101840	29/04/26	07280	Nina Dakin	454.00	Library-Entertainment Expense - School Holidays Workshop
EF101841	29/04/26	07290	Dynamic Asset Consulting Pty Ltd	1,558.33	Professional Fees - Analysis
EF101843	29/04/26	07305	Amberley Hope Lobo	4,400.00	Library-Entertainment Expense - Harmony Festival
EF101844	29/04/26	07328	Latitude Creative Services	1,100.00	Music/Entertainment Expenses - Workshop
	Contractors Total			**4,363,947.21**	
Councillor Payments					
EF101396	02/04/26	01369	Philip Marks	3,248.34	Elected Member Remuneration
EF101398	02/04/26	02145	Robert Rossi	13,102.42	Elected Member Remuneration
EF101401	02/04/26	03916	Bernard Ryan	3,248.34	Elected Member Remuneration
EF101404	02/04/26	05084	Jenny Davis	3,248.34	Elected Member Remuneration
EF101405	02/04/26	05085	George Sekulla	3,248.34	Elected Member Remuneration
EF101409	02/04/26	05828	Deborah Sessions	5,342.38	Elected Member Remuneration
EF101416	02/04/26	06704	Christopher John Kulczycki	3,248.34	Elected Member Remuneration
EF101419	02/04/26	06968	Jarod Harris	3,248.34	Elected Member Remuneration
EF101426	02/04/26	07225	Khandoker Abedin	3,248.34	Elected Member Remuneration
EF101597	24/04/26	02145	Robert Rossi	17.46	Elected Member Remuneration
EF101607	24/04/26	05084	Jenny Davis	750.00	Elected Member Expense Reimbursement
EF101610	24/04/26	05828	Deborah Sessions	660.00	Elected Member Expense Reimbursement
EF101842	29/04/26	07293	Shona Zulsdorf	2,525.00	Independent Member Remuneration - ARIC
	Councillor Payments Total			**45,135.64**	
Credit Card 2310					
EF101578	22/04/26	03526	RACV	896.45	Conference
	Credit Card 2310 Total			**896.45**	
Credit Card 4739					
EF101581	22/04/26	06409	News	36.00	Subscription
EF101581	22/04/26	06409	Accuris	6,949.83	ISO Standards
EF101581	22/04/26	06409	Uber	38.25	Taxi - Conference
EF101581	22/04/26	06409	Uber	37.27	Taxi - Conference
EF101581	22/04/26	06409	Macchiato	48.42	Meals
EF101581	22/04/26	06409	Uber	29.37	Taxi - Conference
EF101581	22/04/26	06409	Uber	34.14	Taxi - Conference
EF101581	22/04/26	06409	Macchiato	53.59	Meals
EF101581	22/04/26	06409	Chat GPT	29.37	Subscription
EF101581	22/04/26	06409	Chat GPT	29.37	Subscription
EF101581	22/04/26	06409	Intertek Inform	865.72	Company Search
EF101581	22/04/26	06409	ASIC	110.00	Company Search
EF101581	22/04/26	06409	Google	12.98	Subscription

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF101581	22/04/26	06409	Dept of Justice	1,165.80	Legal Expenses
	Credit Card 4739 Total			**9,440.11**	
Credit Card 7563					
EF101582	22/04/26	06834	Coles Supermarkets Aust Pty Ltd	500.00	Workshop Vouchers
EF101582	22/04/26	06834	Dept of Justice	3,108.80	Legal Expenses
EF101582	22/04/26	06834	Nintendo	139.90	Library - Games
EF101582	22/04/26	06834	Uber	195.53	Conference
	Credit Card 7563 Total			**3,944.23**	
Credit Card 7996					
EF101579	22/04/26	05121	Brianology	100.95	Phone Accessories
EF101579	22/04/26	05121	Easypark	3.99	Parking
	Credit Card 7996 Total			**104.94**	
Credit Card 8380					
EF101580	22/04/26	06342	Uber	89.18	Taxi - Conference
EF101580	22/04/26	06342	Sage Hotel	622.61	Accommodation - Conference
EF101580	22/04/26	06342	Uber	61.70	Taxi - Conference
EF101580	22/04/26	06342	Intertek Inform	63.59	Company Checks
EF101580	22/04/26	06342	Campaign Monitor	1,680.80	Subscription
EF101580	22/04/26	06342	Facebook	49.94	Advertising
EF101580	22/04/26	06342	Adobe	43.99	Subscription
EF101580	22/04/26	06342	Microsoft	2,839.42	Subscription
EF101580	22/04/26	06342	Twilio	32.34	Subscription
EF101580	22/04/26	06342	Google	35.28	Subscription
EF101580	22/04/26	06342	Facebook	900.22	Advertising
	Credit Card 8380 Total			**6,419.07**	
Credit Card 8670					
EF101583	22/04/26	06849	Megatix	60.00	Training
EF101583	22/04/26	06849	Western Power	498.91	Application Fee
EF101583	22/04/26	06849	Park @ Collie Street	48.07	Parking
EF101583	22/04/26	06849	LED Flashlights	219.95	Specialised Equipment
EF101583	22/04/26	06849	Tactical Distributions	26.00	Specialised Equipment
	Credit Card 8670 Total			**852.93**	
Fuels and Utilities					
EF101394	02/04/26	01252	Water Corporation	963.93	Water, Annual & Excess
EF101399	02/04/26	03592	Steven Harling	54.77	Fuel, Oil, Additives
EF101448	10/04/26	01252	Water Corporation	2,729.59	Water, Annual & Excess
EF101449	10/04/26	01274	Synergy	59,792.34	Light, Power, Gas
EF101456	10/04/26	02471	Western Power	17,582.00	Light, Power, Gas
EF101513	17/04/26	00042	Alinta Energy	359.40	Light, Power, Gas
EF101526	17/04/26	01252	Water Corporation	55.65	Water, Annual & Excess
EF101528	17/04/26	01274	Synergy	786.75	Light, Power, Gas
EF101532	17/04/26	02471	Western Power	25,942.00	Light, Power, Gas
EF101533	17/04/26	02631	Ampol - Caltex	41,866.71	Fuel, Oil, Additives
EF101556	17/04/26	06424	Telstra Limited	3,938.97	Phone/Internet expenses
EF101584	24/04/26	00042	Alinta Energy	2,342.70	Light, Power, Gas
EF101589	24/04/26	01252	Water Corporation	14,209.96	Water, Annual & Excess
EF101591	24/04/26	01274	Synergy	79,351.10	Light, Power, Gas
EF101602	24/04/26	03592	Steven Harling	47.62	Fuel, Oil, Additives
EF101620	24/04/26	06424	Telstra Limited	21,011.84	Phone/Internet expenses
EF101809	29/04/26	06614	Oracle Customer Management Solutions	3,788.94	Community Watch Security
EF101812	29/04/26	06707	Motorpass - 5818 - 7 Eleven Landsdale	325.96	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 0091 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 8564 - BP Canningvale	882.85	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 1615 - Ampol Livingston	324.14	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 4358 - BP Express Carlisle	178.75	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 3847 - BP Mindarie	380.85	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 5625 - Reddy Express	227.85	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 5578 - Ampol Midvale	609.36	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 5561 - BP Carlisle	494.55	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 9537 - Ampol Rivervale	304.40	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 9084 - Wex Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 8896 - Caltex Bayswater	262.49	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 8830 - Coles Express Cloverdale	116.66	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 3517 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 3289 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 7033 - Ampol Belmont	194.92	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 6978 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 4886 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 6973 - Ampol Murdoch	300.31	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 6934 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 6455 - BP Baldivis	760.77	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 2448 - Reddy Express Cloverdale	141.62	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 7390 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 3142 - Ampol Belmont	300.01	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 2474 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 1411 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 1187 - 7 Eleven Bentley	320.39	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 0591 - Ampol	289.02	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 0387 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 0327 - WEX Card Fee	4.95	Fuel, Oil, Additives

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF101812	29/04/26	06707	Motorpass - 5911 - BP,Beelair	121.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 5317 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 1243 - BP Kewdale	278.18	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 5523 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 5447 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 3839 - 7 Eleven	125.10	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 4878 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 4083 - Reddy Express Duncriag	534.47	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 9256 - BP Connect Ascot	244.71	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 4060 - BP Connect North Perth	177.10	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 7569 - BP Currambine	62.07	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 7149 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 3567 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 9831 - BP Bibra Lake	1,405.31	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 6284 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 5997 - BP Cannington	301.06	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 9969 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 9603 - Ampol Belmont	272.84	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 9357 - WEX Card Fee	127.43	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 2562 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 4361 - Liberty Gosnells	344.44	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 2065 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 1917 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 1893 - 7 eleven Carlisle	200.06	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 1754 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 4565 - Ampol Willetton	440.10	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 1617 - WEX Card Fee	399.25	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 5103 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 4232 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 4201 - Ampol Ascot	319.79	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 4754 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 4786 - Reddy Express Cloverdale	312.02	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 6819 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 3748 - BP Carlisle	628.98	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 3239 - Caltex Gwelup	262.49	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 6773 - Reddy Express Cloverdale	120.48	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 3009 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 9327 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 7345 - BP Welshpool	314.28	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 3357 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 2681 - Reddy Express Cloverdale	424.37	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 0177 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 2516 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 9265 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 9249 - WEX Card Fee	4.95	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 2169 - Reddy Express Cloverdale	197.85	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 2466 - BP Express	258.85	Fuel, Oil, Additives
EF101812	29/04/26	06707	Motorpass - 9901 - WEX Card Fee	4.95	Fuel, Oil, Additives
	Fuels and Utilities Total			**289,290.55**	
Materials					
EF101390	02/04/26	00317	Coles Supermarkets Aust Pty Ltd	318.60	Groceries
EF101392	02/04/26	00832	Officeworks	254.05	Stationery & Printing
EF101423	02/04/26	07167	Khodal Krupa WA	116.90	Publications/Newspapers
EF101439	10/04/26	00203	BOC Gases Australia Ltd	122.05	Welding Equipment/Supplies
EF101440	10/04/26	00317	Coles Supermarkets Aust Pty Ltd	169.75	Groceries
EF101446	10/04/26	01073	Spotlight Pty Ltd	45.60	Craft/Display Materials
EF101452	10/04/26	01906	Frazzcon Enterprises	3,203.09	Signs
EF101454	10/04/26	02201	Neverfail Springwater Limited	47.10	Beverages
EF101465	10/04/26	04394	JB Hi-Fi Belmont Forum - Library purchases	642.50	Books/CDs/DVDs
EF101473	10/04/26	05295	Kentico Software Pty Ltd	32,670.00	Computer Software Upgrade
EF101483	10/04/26	06521	Lucindas Everlastings	3,215.00	Gardening - Plants/Supplies
EF101493	10/04/26	07015	Supagas Pty Ltd	66.12	Welding Equipment/Supplies
EF101497	10/04/26	07179	Safety Rescue Equipment Pty Ltd	532.40	Safety Clothing/Equipment
EF101498	10/04/26	07190	Green Plant Enterprises Pty Ltd - Bloomin Boxes	82.50	Flowers - Sympathy
EF101516	17/04/26	00317	Coles Supermarkets Aust Pty Ltd	258.60	Groceries
EF101522	17/04/26	00832	Officeworks	62.00	Stationery & Printing
EF101529	17/04/26	01547	Big W	156.30	Craft/Display Materials
EF101531	17/04/26	01906	Frazzcon Enterprises	3,820.49	Signs
EF101561	17/04/26	06800	The Aivish Family Trust T/as Fruit Break	3,176.49	Groceries
EF101585	24/04/26	00317	Coles Supermarkets Aust Pty Ltd	478.54	Groceries
EF101590	24/04/26	01263	West Australian Newspapers Ltd	209.99	Publications/Newspapers
EF101598	24/04/26	02201	Neverfail Springwater Limited	47.10	Beverages
EF101606	24/04/26	04036	CleverPatch Pty Ltd	1,254.14	Craft/Display Materials - Youth Program
EF101608	24/04/26	05144	Tangibility Pty Ltd	268.13	Stationery & Printing
EF101614	24/04/26	05966	Light Application Pty Ltd	3,872.00	Lights & Light Fittings - Maintenance
EF101630	24/04/26	06957	Booktopia Direct	218.51	Books/CDs/DVDs
EF101633	24/04/26	07167	Khodal Krupa WA	116.90	Publications/Newspapers
EF101647	29/04/26	00162	ExBo Visual - Bokay Signage	2,013.83	Signs
EF101652	29/04/26	00231	Bunnings Group Ltd	1,905.69	Hardware
EF101653	29/04/26	00233	Bunzl Limited	5,571.09	Cleaning Products

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF101656	29/04/26	00285	City of Armadale	1,082.10	Stationery & Printing
EF101658	29/04/26	00317	Coles Supermarkets Aust Pty Ltd	205.76	Groceries
EF101661	29/04/26	00396	Di Candilo Steel City	1,113.20	Metal Goods
EF101667	29/04/26	00617	Jacksons Drawing Supplies Pty Ltd	83.75	Craft/Display Materials
EF101668	29/04/26	00627	Jason Signmakers	5,729.60	Signs
EF101669	29/04/26	00697	Nutrien AG Solutions Ltd	797.94	Gardening - Plants/Supplies
EF101672	29/04/26	00723	Marindust Sales	28,545.00	Repair Parks AFL and Rugby Goals - COB
EF101674	29/04/26	00778	Modern Teaching Aids Pty Ltd	569.03	Books/CDs/DVDs
EF101679	29/04/26	00850	Pacific Safety Wear Malaga	2,275.57	Safety Clothing/Equipment
EF101682	29/04/26	00967	Red Dot Stores - Belmont	16.95	Craft/Display Materials
EF101687	29/04/26	01066	Snap Belmont - Belsnap Pty Ltd	165.00	Stationery & Printing
EF101692	29/04/26	01206	Access Icon Pty Ltd t/a Cascada	8,107.00	Concrete Products
EF101697	29/04/26	01265	Westbooks	1,473.43	Books/CDs/DVDs
EF101699	29/04/26	01325	Poolegrave Signs and Engraving	440.00	Signs
EF101701	29/04/26	01398	Winc Australia Pty Ltd	1,847.86	Stationery & Printing
EF101702	29/04/26	01426	Sprayline Spraying Equipment	25,485.31	Gardening - Spraying COB
EF101704	29/04/26	01570	Blackwoods	2,513.27	Hardware
EF101711	29/04/26	02088	Lock Stock & Farrell Locksmith	2,427.00	Hardware
EF101714	29/04/26	02168	Ergolink	2,653.36	Stationery & Printing
EF101725	29/04/26	02431	Look Brilliant Pty Ltd	6,002.43	Promotional Items
EF101729	29/04/26	02862	James Bennett Pty Ltd	2,769.89	Books/CDs/DVDs
EF101730	29/04/26	02912	Sanity Music Stores Pty Ltd	345.36	Books/CDs/DVDs
EF101733	29/04/26	03117	Six Axis Nominees T/A OCP Sales	450.45	Safety Clothing/Equipment
EF101735	29/04/26	03144	COS Complete Office Supplies Pty Ltd	1,379.88	Stationery & Printing
EF101743	29/04/26	03660	Safe T Card Australia Pty Ltd	53.90	Safety Clothing/Equipment
EF101744	29/04/26	03820	Selby's Pty Ltd	2,011.90	Craft/Display Materials - Anzac Day
EF101746	29/04/26	04053	Totally Workwear TWW	1,597.48	Safety Clothing/Equipment
EF101749	29/04/26	04145	T J Depiazzi and Sons	10,644.06	Gardening - Plants/Supplies
EF101756	29/04/26	04491	Woolworths Group - Functions/Catering only	101.14	Groceries
EF101757	29/04/26	04543	Leda Security Products	429.00	Audit - Bike Repair Stations
EF101761	29/04/26	04759	StrataGreen	71,481.47	Gardening - Plants/Supplies
EF101768	29/04/26	05055	Statewide Cleaning Supplies	385.91	Cleaning Products
EF101774	29/04/26	05465	QBD Books	882.00	Books/CDs/DVDs
EF101782	29/04/26	05701	Bing Technologies Pty Ltd	2,399.61	Postage - Harmony Festival
EF101786	29/04/26	05890	Living Turf	12,738.00	Gardening - Turf Maintenance
EF101807	29/04/26	06589	OverDrive Australia Pty Ltd	1,186.48	Books/CDs/DVDs
EF101811	29/04/26	06681	Prefet Pty Ltd T/A Minuteman Press Perth	4,339.61	Stationery & Printing
EF101817	29/04/26	06844	Print and Sign Co	1,960.75	Stationery & Printing
EF101828	29/04/26	07023	Forestree Australia Pty Ltd	10,780.00	Subscription
EF101836	29/04/26	07190	Green Plant Enterprises Pty Ltd - Bloomin Boxes	82.50	Flowers
	Materials Total			**282,468.41**	
Other					
EF101400	02/04/26	03760	Wilmot Loh	234.62	Expense of Office
EF101411	02/04/26	06088	Valued Lives Foundation	492.80	Community Contribution Fund - Harmony Week
EF101418	02/04/26	06860	Disabilities Activity Transfer Elder Services (Dates)	1,149.50	Harmony Festival - Shuttle Service
EF101420	02/04/26	07055	Jack Bidwell	56.25	Staff Reimbursement - Parking
EF101427	02/04/26	07327	Marzel Norton	500.00	Staff Reimbursement - Event Gift Vouchers
EF101432	02/04/26	99998	Robert K Bollen	2,777.50	Application Fee
EF101433	02/04/26	99998	Peter Gallagher	734.76	Crossover Subsidy
EF101434	02/04/26	99998	Archie Pickering	500.00	Sports Donation
EF101435	02/04/26	99998	SR & MA Justice	15.00	Library Lost Item Refund
EF101438	10/04/26	00169	Belmont Business Enterprise Centre Inc	25,377.65	33rd Belmont & WA Small Business Awards
EF101460	10/04/26	03453	Clare Bridges	2,835.00	Reimbursements - IECL Training
EF101461	10/04/26	03931	Western Australian Genealogical Society Inc	110.00	Subscription
EF101484	10/04/26	06615	Stuart Downing	65.83	Staff Reimbursement - Conference
EF101485	10/04/26	06716	Steven Reeves	202.72	Staff Reimbursement - Team Meeting
EF101507	10/04/26	07336	Louise Kelly	397.00	Staff Reimbursement - Membership Fee
EF101508	10/04/26	99998	Caitriona Ryan	900.00	Sports Donation
EF101509	10/04/26	99998	Christobel Tan	500.00	Sports Donation
EF101510	10/04/26	99998	Australian Outdoor Living	147.00	Application Fee
EF101511	10/04/26	99998	Indev (WA) Pty Ltd	8,530.00	Application Fee
EF101512	10/04/26	99998	Linda Hulsmans	750.00	Little Library Artwork
788906	16/04/26	00893	Petty Cash - Library	451.20	Petty Cash Recoup
788907	16/04/26	00894	Petty Cash - Operations Centre Stores	81.80	Petty Cash Recoup
EF101520	17/04/26	00656	Kewdale Primary School	2,000.00	Chaplaincy/Pastoral Care Support Service
EF101525	17/04/26	01190	Town of Victoria Park	4,990.00	Plant & Equipment - Bird Water Trough
EF101527	17/04/26	01270	Perth Racing - WA Turf Club	2,520.84	Irrigation of Grandstand Road & Ascot
EF101535	17/04/26	03071	Department of Transport - Vehicle Owner Searches	535.50	Vehicle Ownership Searches
EF101549	17/04/26	06003	National Association for the Visual Arts Ltd	400.00	Membership Fee
EF101568	17/04/26	07209	Bijay Humagain	81.79	Staff Reimbursement - Parking
EF101573	17/04/26	07338	Kallan Short	1,211.11	Staff Reimbursement - Membership Fee
EF101574	17/04/26	07341	Nicola Warner	64.90	Staff Reimbursement - Police Clearance
EF101575	17/04/26	99998	Craig Bowd	300.00	Rates Refund
EF101576	17/04/26	99998	Philip Hamilton	147.00	Application Fee
EF101577	21/04/26	01236	Department of Fire and Emergency Services	49,243.96	Emergency Services Levy March 2026
EF101604	24/04/26	03602	Carlisle Rivervale Little Athletics Club	350.00	Reimbursement of Turf Line Marking
EF101615	24/04/26	06002	Arts Hub Australia Pty Ltd	385.00	Membership Fee
EF101622	24/04/26	06474	Vend Ltd	3,022.80	Subscription
EF101624	24/04/26	06745	Alex Bott	275.00	Staff Reimbursement - LGPA Training
EF101637	24/04/26	07327	Marzel Norton	206.63	Staff Reimbursement - Adachi Refund

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF101638	24/04/26	99998	Sanath Thakur	500.00	Sports Donation
EF101639	24/04/26	99998	Julian Goodwine	500.00	Sports Donation
EF101640	24/04/26	99998	Alicia Ward	500.00	Sports Donation
EF101641	24/04/26	99998	MARGARET Eillen MCCARTHY	651.04	Vendor Pension Rebate
EF101642	24/04/26	99998	Kieren J Webster	500.00	Sports Donation
EF101643	24/04/26	99998	Jasmin Steiner	500.00	Sports Donation
EF101654	29/04/26	00242	Cabcharge Australia Pty Ltd	121.04	Taxi Fares
EF101665	29/04/26	00610	ID Consulting Pty Ltd	19,063.00	Subscription - Annual Subscription
EF101676	29/04/26	00793	LGIS Insurance Broking - JLT	22,930.29	Insurance Premiums
EF101849	30/04/26	01244	Western Australian Treasury Corporation	539,241.69	Loan Repayment
	Other Total			**697,050.22**	
Property, Plant & Equipment					
EF101408	02/04/26	05769	Stylecraft Australia	2,904.00	Office Furniture
EF101459	10/04/26	03183	Landmark Products Ltd	5,500.00	Street Furniture
EF101502	10/04/26	07259	JasonL Pty Ltd	3,301.60	Office Furniture
EF101712	29/04/26	02090	Woodlands Distributors & Agencies	15,647.50	Street Furniture - Drinking Fountain
EF101719	29/04/26	02310	Exteria Pty Ltd - Landmark Engineering	2,471.70	Street Furniture - Wilson Park
EF101736	29/04/26	03183	Landmark Products Ltd	14,718.00	Street Furniture- Centenary Park Roof Shelter
	Property, Plant & Equipment Total			**44,542.80**	
Salaries/Wages					
SL010426	01/04/26	COB	City of Belmont Payroll	2,288.32	Salaries/Wages
EF101389	02/04/26	99971	SuperChoice	186,856.34	Superannuation Contribution
EF101428	02/04/26	99950	Australian Services Union	104.00	Salaries/Wages
EF101429	02/04/26	99952	Child Support Agency	1,682.61	Salaries/Wages
EF101430	02/04/26	99954	City of Belmont Social Club	455.00	Salaries/Wages
EF101431	02/04/26	99962	LGRCEU - WA Shire Councils Union	144.00	Salaries/Wages
WG010426	02/04/26	COB	City of Belmont Payroll	169,869.82	Salaries/Wages
SL070426	09/04/26	COB	City of Belmont Payroll	804,274.67	Salaries/Wages
SL150426	15/04/26	COB	City of Belmont Payroll	3,714.23	Salaries/Wages
WG150426	16/04/26	COB	City of Belmont Payroll	164,751.10	Salaries/Wages
SL220426	23/04/26	COB	City of Belmont Payroll	818,326.04	Salaries/Wages
WG240426	24/04/26	COB	City of Belmont Payroll	13,880.45	Salaries/Wages
EF101845	29/04/26	99950	Australian Services Union	130.50	Salaries/Wages
EF101846	29/04/26	99952	Child Support Agency	2,179.20	Salaries/Wages
EF101847	29/04/26	99954	City of Belmont Social Club	470.00	Salaries/Wages
EF101848	29/04/26	99962	LGRCEU - WA Shire Councils Union	276.00	Salaries/Wages
EF101850	30/04/26	99971	SuperChoice	213,968.36	Superannuation Contribution
	Salaries/Wages Total			**2,383,370.64**	
Training and Conferences					
EF101447	10/04/26	01240	WA Local Government Association	682.00	Training
EF101464	10/04/26	04388	Amanda Trembath	3,411.19	Conference Expenses - IECL
EF101467	10/04/26	04603	Central Regional TAFE	293.54	Training
EF101468	10/04/26	04651	Australian Water Association Ltd	370.00	Professional Member Renewal
EF101470	10/04/26	05097	Quantified Tree Risk Assessment Ltd	2,910.60	Training
EF101543	17/04/26	04977	Workmate Training Academy Pty Ltd	450.00	Training
EF101601	24/04/26	02723	Training Services Australia Pty Ltd	11,000.00	Leadership and Management Workshop
EF101623	24/04/26	06517	Clarity Communications	3,300.00	Training
EF101732	29/04/26	02985	Peter Kenyon Enterprises T/A Bank of IDEAS	330.00	Training
	Training and Conferences Total			**22,747.33**	
MUNI Total				**8,150,210.53**	
Trust Funds					
EF101436	10/04/26	154102	Building and Energy - Building Services Levy	18,406.89	Building and Energy - Building Services Levy
EF101437	10/04/26	164040	Department of Planning DAP fees	10,620.00	Department of Planning DAP fees
	Trust Funds Total			**29,026.89**	
TRUST Total				**29,026.89**	
Grand Total				**8,179,237.42**	
				8,179,237.42	
			Breakdown - Cheques :	533.00	
			EFT :	8,178,704.42	

12.10 Monthly Financial Report for April 2026

Voting Requirement	:	Absolute 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 30 April 2026.

This report also contains a proposed amendment to the 2025-26 budget relating to the concept design for the Matheson Road project, and urgent replacement of bores at Faulkner Park, Bilya Kard Boodja Foreshore, and Orrong Road median.

Officer Recommendation

That Council:

1. Receives the Monthly Financial Report as at 30 April 2026 as included in Attachment 12.10.1.
2. Adopts the following amendments to the 2025-26 budget:

Account	Account Description	Current Budget	Proposed Budget	Movement
P00100-11-1201	Faulkner Park Gen Maintenance	203,303	133,303	(70,000)
PG2620-30-1279	Faulkner Park Bore Replacement	0	70,000	70,000
PG2621-30-1279	Bilya Kard Boodja Bore Replacement	0	70,000	70,000
PG2622-30-1279	Orrong Road Bore Replacement	0	70,000	70,000
P59915-10-1279	Street Trees – General Watering	2,045,578	1,905,578	(140,000)
994007-00-1271	City Projects	25,000	0	(25,000)
	100 Matheson Road POS	0	25,000	25,000
TOTAL				0

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 12.10.1.

Report Section	Budget YTD	Actual YTD	Report Comments
OPERATING ACTIVITIES			
Revenue from operating activities			
Fees and charges			
Planning Services	376,341	498,286	Income from planning applications is higher than anticipated.
Safer Communities	877,555	1,010,324	Higher than anticipated income from Ranger infringements and Building Control application fees.
Interest earnings			
Finance	5,208,337	5,746,535	Variance reflects interest on amounts not spent when budgeted for, and increasing interest rates.
Expenditure from operating activities			
Employee costs			
Finance	(2,153,641)	(2,356,246)	Timing difference due to allocation of timecard employees to jobs prior to payroll processing. Amounts will be cleared following the end of month.
City Projects	(291,816)	(504,755)	Salaries to be capitalised at EOFY.
Parks, Leisure & Environment	(3,605,204)	(3,442,352)	Salaries are below budget due to vacancies which are currently being recruited by the City.
Materials and contracts			
Chief Executive Officer	(159,769)	(43,667)	Underspend attributed to the majority of the Leadership and Cultural Programmed being developed and delivered internally.

Report Section	Budget YTD	Actual YTD	Report Comments
People & Culture	(284,434)	(151,130)	The underspend is attributable to the cyclical timing of expenditure across legal services, uniforms, agency staffing, and training, with costs expected to fluctuate across reporting periods.
Governance, Strategy & Risk	(842,051)	(481,528)	Belmont Trust project related funding not yet spent.
Information Technology	(2,706,679)	(3,142,440)	Higher than expected increase in software subscription and licensing renewals - year-end adjustments expected to reduce this variance.
Public Relations & Stakeholder Engagement	(789,330)	(618,222)	Minor projects and delays in supplier invoices.
Works	(6,837,999)	(7,053,797)	Variances due to project timings
Design, Assets & Development	(555,044)	(388,257)	Agency costs have been reallocated and capitalised against projects.
City Projects	(7,003)	(420,000)	Reallocation of operating costs from capital projects.
Parks, Leisure & Environment	(8,401,643)	(6,283,975)	Variances due to project timings and outstanding supplier invoices.
City Facilities & Property	(3,157,412)	(3,772,075)	Variance arising from project scheduling
Economic & Community Development	(2,025,060)	(1,458,003)	Expenditure associated with several community and economic programs and events yet to commence.

Insurance Expenses			
Governance, Strategy & Risk	(52,479)	69,087	Over allocation of property insurance due to lower than anticipated insurance premiums.
Other expenditure			
Planning Services	(353,363)	(112,922)	Expenditure for development contributions expected from The Springs not yet received.
INVESTING ACTIVITIES			
Inflows from investing activities			
Non-Operating grants, subsidies and contributions			
Works	1,559,444	1,004,359	Payment of Roads to Recovery grant delayed, project is completed.
City Projects	2,139,575	3,863,076	Receipt of grant funding for Belvidere Street and Peet Park Lighting earlier than forecast.
Parks, Leisure & Environment	603,139	Nil	Income for SCRUFF and Urban Greening projects received in previous financial year.
Proceeds from disposal of assets			
Outflows from investing activities			
Payments for property, plant and equipment			
Information Technology	(670,000)	(287,164)	Asset renewal projects delayed due to hardware changes in market.
Design, Assets & Development	(721,124)	(536,277)	Various plant and fleet items awaiting delivery.
City Facilities & Property	(1,690,763)	(631,506)	Delivery times on some projects have been impacted by scheduling conflicts and the availability of materials.
Payments for construction of infrastructure			

Works	(5,233,034)	(5,481,220)	Variances due to project timings
City Projects	(6,917,681)	(5,623,839)	Variances due to project timings and outstanding invoices
Parks, Leisure & Environment	(3,019,869)	(1,742,067)	Variances due to project timings and outstanding invoices

Budget Amendments

Bores and Pumps

The installation of a replacement bore and pump at Faulkner Park is recommended to improve irrigation reliability. To enable the works to proceed, a budget amendment is requested, with funding proposed to be reallocated from the Faulkner Park general maintenance budget. The replacement of the bores at Bilya Kard Boodja and Orrong Road median are to be funded from an underspend in the Tree Watering program, resulting from cooler weather and earlier than usual rainfall.

100 Matheson Road POS

Concept design for 100 Matheson Road POS Project will commence in June following appointment of the preferred consultant. Quoted prices were higher than the anticipated budget, to account for early project investigations consultancy funds have been allocated from the general City Projects account to the project specific account.

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 for April 2026 [**12.10.1** - 12 pages]

CITY OF BELMONT

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 April 2026

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of financial activity		2
Statement of financial position		3
Note 1	Basis of preparation	4
Note 2	Net current assets information	5
Note 3	Explanation of variances	6

CITY OF BELMONT
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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		63,194,067	62,892,491	**62,791,094**	(101,397)	(0.16%)	▼
Grants, subsidies and contributions		2,557,504	1,160,702	**1,328,125**	167,423	14.42%	▲
Fees and charges		11,585,598	10,924,867	**11,338,643**	413,776	3.79%	▲
Interest revenue		5,063,972	5,220,064	**5,758,261**	538,197	10.31%	▲
Other revenue		915,221	772,301	**1,141,440**	369,139	47.80%	▲
Profit on asset disposals		34,012	3,600	**4,960**	1,360	37.78%	▲
		83,350,374	**80,974,025**	**82,362,523**	**1,388,498**	1.71%	
Expenditure from operating activities							
Employee costs		(30,554,280)	(25,642,746)	**(25,808,477)**	(165,731)	(0.65%)	▼
Materials and contracts		(39,561,486)	(31,491,590)	**(29,339,517)**	2,152,073	6.83%	▲
Utility charges		(2,520,130)	(2,123,907)	**(2,011,408)**	112,499	5.30%	▲
Depreciation		(13,072,998)	(10,908,186)	**(10,860,816)**	47,370	0.43%	▲
Finance costs		(488,408)	(449,638)	**(450,270)**	(632)	(0.14%)	▼
Insurance		(902,027)	(881,172)	**(867,996)**	13,176	1.50%	▲
Other expenditure		(1,935,516)	(1,461,598)	**(1,177,610)**	283,988	19.43%	▲
Loss on asset disposals		0	(20,360)	**(23,273)**	(2,913)	(14.31%)	▼
		(89,034,845)	**(72,979,197)**	**(70,539,367)**	**2,439,830**	3.34%	
Non cash amounts excluded from operating activities	2(c)	10,851,797	8,755,110	**10,910,645**	2,155,535	24.62%	▲
Amount attributable to operating activities		**5,167,326**	**16,749,938**	**22,733,801**	**5,983,863**	35.72%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		7,240,344	4,855,387	**5,419,934**	564,547	11.63%	▲
Proceeds from disposal of assets		769,119	769,119	**158,464**	(610,655)	(79.40%)	▼
		8,009,463	**5,624,506**	**5,578,398**	**(46,108)**	(0.82%)	
Outflows from investing activities							
Acquisition of property, plant and equipment		(6,265,606)	(3,372,887)	**(1,480,771)**	1,892,116	56.10%	▲
Acquisition of infrastructure		(20,572,017)	(15,115,584)	**(13,013,848)**	2,101,736	13.90%	▲
		(26,837,623)	**(18,488,471)**	**(14,494,619)**	**3,993,852**	21.60%	
Amount attributable to investing activities		**(18,828,160)**	**(12,863,965)**	**(8,916,221)**	**3,947,744**	30.69%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves		36,672,408	0	**0**	0	0.00%	
		36,672,408	**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)	(666,573)	**(666,573)**	0	0.00%	
Transfer to reserves		(22,601,183)	0	**0**	0	0.00%	
		(23,307,099)	**(666,573)**	**(666,573)**	**0**	0.00%	
Amount attributable to financing activities		**13,365,309**	**(666,573)**	**(666,573)**	**0**	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	645,525	645,525	**1,081,056**	435,531	67.47%	▲
Amount attributable to operating activities		5,167,326	16,749,938	**22,733,801**	5,983,863	35.72%	▲
Amount attributable to investing activities		(18,828,160)	(12,863,965)	**(8,916,221)**	3,947,744	30.69%	▲
Amount attributable to financing activities		13,365,309	(666,573)	**(666,573)**	0	0.00%	
Surplus or deficit after imposition of general rates		**350,000**	**3,864,925**	**14,232,063**	**10,367,138**	268.24%	▲

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 30 APRIL 2026

	Actual 30 June 2025	Actual as at 30 April 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	65,020,615	749,970
Trade and other receivables	4,214,593	5,268,332
Other financial assets	25,187,565	93,721,335
Inventories	239,454	282,454
Contract assets	260,661	0
Other assets	3,604,985	3,910,162
TOTAL CURRENT ASSETS	98,527,873	103,932,253
NON-CURRENT ASSETS		
Trade and other receivables	415,855	384,339
Other financial assets	199,049	199,049
Property, plant and equipment	340,724,865	338,672,071
Infrastructure	300,745,116	306,290,798
Right-of-use assets	166,998	166,998
Intangible assets	136,843	83,711
TOTAL NON-CURRENT ASSETS	642,388,726	645,796,966
TOTAL ASSETS	740,916,599	749,729,219
CURRENT LIABILITIES		
Trade and other payables	11,062,651	3,960,888
Contract liabilities	67,053	67,053
Capital grant/contributions liabilities	368,476	0
Other liabilities	1,038,346	1,095,691
Lease liabilities	84,567	84,567
Borrowings	666,573	0
Employee related provisions	5,160,839	4,774,813
TOTAL CURRENT LIABILITIES	18,448,505	9,983,012
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	29,491,040	21,025,547
NET ASSETS	**711,425,559**	**728,703,672**
EQUITY		
Retained surplus	181,531,742	198,809,855
Reserve accounts	82,270,250	82,270,250
Revaluation surplus	447,623,567	447,623,567
TOTAL EQUITY	**711,425,559**	**728,703,672**

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 30 APRIL 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 30 April 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 POLICES
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
- Expected credit losses on 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 30 APRIL 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Amended Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 30 April 2026
Current assets		$	$	$
Cash and cash equivalents		65,020,615	65,020,615	749,970
Trade and other receivables		4,214,593	4,214,593	5,268,332
Other financial assets		25,187,565	25,187,565	93,721,335
Inventories		239,454	239,454	282,454
Contract assets		260,661	260,661	0
Other assets		3,604,985	3,604,985	3,910,162
		98,527,873	98,527,873	103,932,253
Less: current liabilities				
Trade and other payables		(11,062,651)	(11,062,651)	(3,960,888)
Other liabilities		(1,038,346)	(1,038,346)	(1,095,691)
Lease liabilities		(84,567)	(84,567)	(84,567)
Borrowings		(666,573)	(666,573)	0
Employee related provisions		(5,160,839)	(5,160,839)	(4,774,813)
		(18,012,976)	(18,012,976)	(9,915,959)
Net current assets		80,514,897	80,514,897	94,016,294
Less: Total adjustments to net current assets	2(b)	(79,433,841)	(79,433,841)	(79,784,231)
Closing funding surplus / (deficit)		**1,081,056**	**1,081,056**	**14,232,063**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(82,270,250)	(82,270,250)	(82,270,250)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities		84,567	84,567	84,567
- Current portion of borrowings		666,573	666,573	0
- Current portion of employee benefit provisions held in reserve		2,085,269	2,085,269	2,401,452
Total adjustments to net current assets	2(a)	**(79,433,841)**	**(79,433,841)**	**(79,784,231)**

(c) Non-cash amounts excluded from operating activities

	Amended Budget Estimates 30 June 2026	YTD Budget Estimates 30 April 2026	YTD Actual 30 April 2026
	$	$	$
Adjustments to operating activities			
Less: Profit on asset disposals	(34,012)	(3,600)	(4,960)
Add: Loss on asset disposals	0	20,360	23,273
Add: Depreciation	13,072,998	10,908,186	10,860,816
Non-cash movements in non-current assets and liabilities:			
- Pensioner deferred rates			31,516
- Employee provisions	(2,085,269)	(2,085,269)	0
- Other provisions	(101,920)	(84,567)	0
Total non-cash amounts excluded from operating activities	**10,851,797**	**8,755,110**	**10,910,645**

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 30 APRIL 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	**167,423**	**14.42%**	▲
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	**413,776**	**1.70%**	▲
Planning Services - Income from planning applications is higher than anticipated - ($121,945)		Timing	
Safer Communities - Higher than anticipated income from Ranger infringements and Building Control application fees - ($132,769)			
Interest revenue	**538,197**	**10.31%**	▲
Finance - Variance reflects interest on amounts not spent when budgeted for, and increasing interest rates - ($538,198)		Timing	
Expenditure from operating activities			
Employee costs	**(165,731)**	**(0.65%)**	▼
Finance - Timing difference due to allocation of timecard employees to jobs prior to payroll processing. Amounts will be cleared following the end of month - $202,605		Timing	
City Projects - Salaries to be capitalised at EOFY - ($212,939)		Timing	
Materials and contracts	**2,152,073**	**6.83%**	▲
Governance, Strategy & Risk - Belmont Trust project related funding not yet spent - $360,523		Timing	
Information Technology - Higher than expected increase in software subscription and licensing renewals, year-end adjustments expected to reduce this variance - ($435,761)		Timing	
Works - Variances due to misalignment between budget and actual project start - ($215,798)		Timing	
Parks, Leisure & Environment - Projects are in line with the current programme, awaiting outstanding supplier invoices - $2,117,667		Timing	
City Facilities & Property - Variance arising from additional maintenance works - ($614,663)		Timing	
Economic & Community Development - Expenditure associated with several community and economic programs and events are yet to commence - $567,057		Timing	
Chief Executive Officer - Underspend attributed to the majority of the Leadership and Cultural Programme being developed and delivered internally - $116,102		Timing	
People & Culture - The underspend is attributable to the cyclical timing of expenditure across legal services, uniforms, agency staffing, and training, with costs expected to fluctuate across reporting periods - $133,304		Timing	
Public Relations & Stakeholder Engagement - Minor projects and delays in supplier invoices - $171,109		Timing	
Design, Assets & Development - Agency costs have been reallocated and capitalised against projects - $166,787		Timing	
City Projects - Reallocation of operating costs from capital projects - ($412,997)		Timing	
Insurance	**13,176**	**1.50%**	▲
Governance, Strategy & Risk - Over allocation of property insurance due to lower than anticipated insurance premiums - $121,566		Timing	
Planning Services - Expenditure for development contributions expected from The Springs not yet received - $240,441			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	**564,547**	**11.63%**	▲
Works - Payment of Roads to Recovery grant delayed, projects completed - ($555,085)		Timing	
City Projects - Receipt of grant funding for Belvidere Street and Peet Park Lighting earlier than forecast - $1,723,501		Timing	
Parks, Leisure & Environment - Income for SCRUFF and Urban Greening projects received in previous financial year. - ($603,139)		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	**1,892,116**	**56.10%**	▲
Information Technology - Asset renewal projects delayed due to hardware changes in market - $382,836		Timing	
Design, Assets & Development - Various plant and fleet items awaiting delivery - $184,847		Timing	
City Facilities & Property - Delivery times on some projects have been impacted by scheduling confilcts and the availability of materials - $1,059,257		Timing	
Acquisition of infrastructure	**2,101,736**	**13.90%**	▲
Works - Variances due to misalignment between budget and actual project start - ($248,186)		Timing	
City Projects - Projects on track to agreed milestones - $1,293,841		Timing	
Parks, Leisure & Environment - Reflects current status of programed works - $1,277,802		Timing	

CITY OF BELMONT

SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Cash and Financial Assets	2
2	Reserve accounts	3
3	Capital acquisitions	4
4	Budget amendments	6

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.

CITY OF BELMONT
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

1 CASH AND FINANCIAL ASSETS

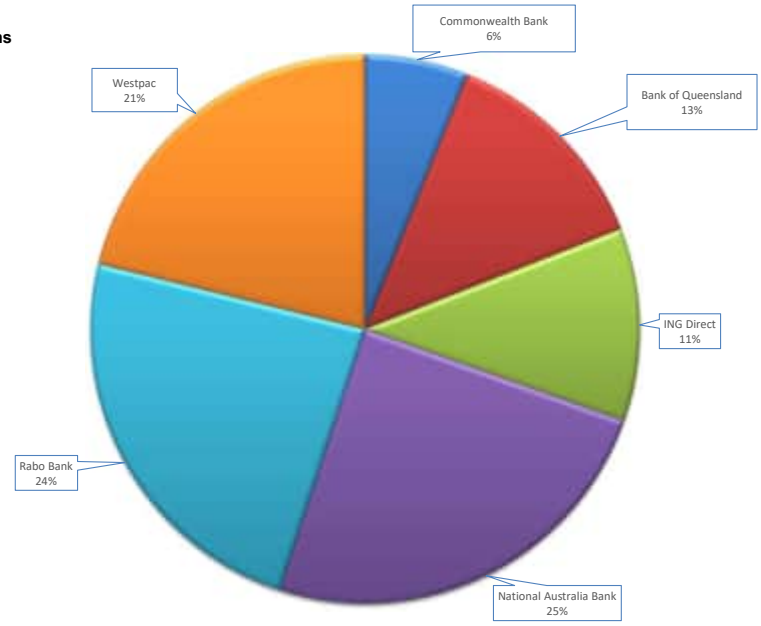
BY INVESTMENT HOLDINGS

	Municipal $	Reserve $	Trust-Reserve $	Total $	Total %
Municipal Account	16,080	-	-	16,080	0%
On-Call Account	730,840	-	-	730,840	1%
Term Deposits	16,500,000	77,221,335	(0)	93,721,335	99%
	17,246,920	77,221,335	(0)	94,468,254	100.00%

BY INSTITUTION

	Rating	Municipal $	Reserve $	Trust-Reserve $	Total $	Total %	Policy Max %
Commonwealth Bank		5,746,920	-	-	5,746,920	6%	40%
Bank of Queensland		-	12,248,407	-	12,248,407	13%	25%
ING Direct		5,000,000	5,745,808	-	10,745,808	11%	25%
National Australia Bank		-	23,255,396	-	23,255,396	25%	40%
Rabo Bank		6,500,000	15,971,715	-	22,471,715	24%	25%
Westpac		-	20,000,008	-	20,000,008	21%	40%
		17,246,920	77,221,335	-	94,468,254	100.00%	

Investment Institutions



BY CREDIT RATINGS

Rating	Municipal $	Reserve $	Trust Reserve $	Total $	Total %	Policy Max %
AAA	-	-	-	-	0%	100%
AA	5,746,920	43,255,404	-	49,002,323	52%	100%
A	11,500,000	33,965,931	-	45,465,931	48%	80%
BBB / NR	-	-	-	-	0%	60%
	17,246,920	77,221,335	-	94,468,254	100.00%	

CITY OF BELMONT
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

2 RESERVE ACCOUNTS

	Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by legislation								
Car Parking Reserve	70,632	3,347	0	73,979	70,633	0	0	70,633
Reserve accounts restricted by Council								
Administration building Reserve	269,135	0	(269,135)	0	269,135	0	0	269,135
Aged Accommodation Reserve	1,049,911	49,758	0	1,099,669	1,049,910	0	0	1,049,910
Aged Community Care Reserve	249,649	11,831	0	261,480	249,648	0	0	249,648
Aged persons housing Reserve	315,479	14,951	0	330,430	315,478	0	0	315,478
Aged Services Reserve	1,156,701	54,819	0	1,211,520	1,156,701	0	0	1,156,701
Ascot Waters Marina Maintenance & Restoration	1,155,801	54,776	(50,000)	1,160,577	1,155,801	0	0	1,155,801
Belmont District Band Reserve	53,561	2,538	(56,099)	0	53,560	0	0	53,560
Belmont Oasis Refurbishment Reserve	12,279,947	581,977	(203,163)	12,658,761	12,279,947	0	0	12,279,947
Belmont Trust Reserve	1,686,073	79,907	(222,324)	1,543,656	1,686,072	0	0	1,686,072
Building Reserve	9,764,967	749,567	(771,427)	9,743,107	9,764,967	0	0	9,764,967
Capital Projects Reserve	5,195,085	1,250,000	(2,572,344)	3,872,741	5,195,085	0	0	5,195,085
Carry Forward Projects Reserve	1,362,715	600,000	(456,975)	1,505,740	1,362,714	0	0	1,362,714
District valuation Reserve	119,745	5,675	(125,420)	0	119,744	0	0	119,744
Election expenses Reserve	83,879	103,975	(183,148)	4,706	83,879	0	0	83,879
Employee Entitlements Reserve	0	3,195,073	(1,272,848)	1,922,225	6			6
Environment Reserve	969,567	45,950	(58,095)	957,422	969,567	0	0	969,567
Faulkner Park Retirement Village Buy Back Reserve	3,036,050	143,886	0	3,179,936	3,036,050	0	0	3,036,050
Faulkner Park Retirement Village Owners Maintenance Reserve	562,135	26,641	(200,000)	388,776	562,136	0	0	562,136
History Reserve	189,628	8,987	(198,615)	0	189,629	0	0	189,629
Information Technology Reserve	1,574,755	66,251	(200,000)	1,441,006	1,574,755	0	0	1,574,755
Infrastructure Reserve	0	1,186,160		1,186,160	0			0
Insurance Reserve	1,481,646	70,219	0	1,551,865	1,481,647	0	0	1,481,647
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	1,970,331	0	0	1,970,331
Long Service Leave Reserve - Wages	319,943	0	(319,943)	0	319,941	0	0	319,941
Miscellaneous Entitlements Reserve	760,227	0	(760,227)	0	760,227	0	0	760,227
Plant replacement Reserve	1,820,649	499,862	(1,526,152)	794,359	1,820,650	0	0	1,820,650
Property development Reserve	15,218,474	12,803,568	(12,354,302)	15,667,740	15,218,474	0	0	15,218,474
Public Art Reserve	435,650	449,192	(24,000)	860,842	435,650	0	0	435,650
Ruth Faulkner library Reserve	52,366	0	(52,366)	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	477,721	(157,378)	6,717,776	6,397,432	0	0	6,397,432
Underground Power Reserve	0	64,552	0	64,552	0			0
	82,270,250	**22,601,183**	**(36,672,408)**	**68,199,025**	**82,270,250**	**0**	**0**	**82,270,250**

CITY OF BELMONT **INVESTING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

3 CAPITAL ACQUISITIONS

Capital acquisitions	Amended Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Buildings	2,920,196	1,720,763	436,142	(1,284,621)
Furniture and equipment	1,620,000	931,000	507,833	(423,167)
Plant and equipment	1,725,410	721,124	536,796	(184,328)
Acquisition of property, plant and equipment	**6,265,606**	**3,372,887**	**1,480,771**	**(1,892,116)**
Infrastructure - roads	5,824,793	4,427,752	4,697,311	269,559
Infrastructure - Reserve Improvements	13,783,785	9,882,550	7,532,582	(2,349,968)
Infrastructure - Footpath Network	623,865	540,253	549,029	8,776
Infrastructure - Drainage Network	339,574	265,029	234,926	(30,103)
Acquisition of infrastructure	**20,572,017**	**15,115,584**	**13,013,848**	**(2,101,736)**
Total capital acquisitions	**26,837,623**	**18,488,471**	**14,494,619**	**(3,993,852)**
Capital Acquisitions Funded By:				
Capital grants and contributions	7,240,344	4,855,387	0	(4,855,387)
Other (disposals & C/Fwd)	769,119	769,119	158,464	(610,655)
Reserve accounts				
Administration building Reserve	269,135	0	0	0
Ascot Waters Marina Maintenance & Restoration	50,000	0	0	0
Belmont District Band Reserve	56,099	0	0	0
Belmont Oasis Refurbishment Reserve	203,163	0	0	0
Belmont Trust Reserve	222,324	0	0	0
Building Reserve	771,427	0	0	0
Capital Projects Reserve	2,572,344	0	0	0
Carry Forward Projects Reserve	456,975	0	0	0
District valuation Reserve	125,420	0	0	0
Election expenses Reserve	183,148	0	0	0
Environment Reserve	58,095	0	0	0
Employee Entitlements Reserve	1,272,848	0	0	0
Faulkner Park Retirement Village Owners Maintenance Re	200,000	0	0	0
History Reserve	198,615	0	0	0
Information Technology Reserve	200,000	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	1,526,152	0	0	0
Property development Reserve	12,354,302	0	0	0
Public Art Reserve	24,000	0	0	0
Ruth Faulkner library Reserve	52,366	0	0	0
Urban Forest Strategy Management Reserve	1,132,489	0	0	0
Waste Management Reserve	157,378	0	0	0
Contribution - operations	18,559,025	12,863,965	14,336,155	1,472,190
Capital funding total	**63,240,896**	**18,488,471**	**14,494,619**	**(3,993,852)**

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 **INVESTING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

3 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Account Description	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
City Projects	9,704,802	6,917,681	5,623,841	1,293,840
Parks and Environment	4,937,146	3,019,869	1,742,067	1,277,802
Buildings and facilities	2,062,033	1,665,763	602,816	1,062,947
Infrastructure Capital Works	6,788,232	5,233,034	5,481,266	(248,232)
Furniture and equipment	1,620,000	931,000	507,833	423,167
Plant and equipment	1,725,410	721,124	536,796	184,328
Other	0	0	0	0
	26,837,623	**18,488,471**	**14,494,619**	**3,993,852**

CITY OF BELMONT
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 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	8,582,121	0	0	350,000
March Budget Review	March OCM#12.5	Opening surplus(deficit)	0	84,567	0	434,567
March Budget Review	March OCM#12.5	Operating revenue	0	0	(781,077)	(346,510)
March Budget Review	March OCM#12.5	Operating expenses	0	0	(184,473)	(530,983)
March Budget Review	March OCM#12.5	Capital grants	0	658,278	0	127,295
March Budget Review	March OCM#12.5	Capital expenses	0	0	(1,704,615)	(1,577,320)
March Budget Review	March OCM#12.5	Non cash item	1,623,119	0	0	45,799
March Budget Review	March OCM#12.5	Capital revenue	0	304,201	0	350,000
Faulkner Park Sound Proofing	April OCM#12.4	Capital expenses	0	0	(20,000)	330,000
Faulkner Park Sound Proofing	April OCM#12.4	Capital revenue	0	20,000	0	350,000
			10,205,240	**1,067,046**	**(11,272,286)**	

13 Reports by the Chief Executive Officer

13.1 Request for leave of absence

13.2 Notice of motion

Nil.

14 Matters for which the meeting may be closed

14.1 Tender 09/2025 - Provision of Cleaning Services to Council Facilities

This report is included in the Ordinary Council Meeting – Confidential Matters Agenda in accordance with Section 5.23(4) of the *Local Government Act 1995 (WA)*, which permits the meeting to be closed to the public for business relating to the following:

> Section 5.23(4)(c) information contained in a tender received by the local government for a contract including;
>
> (i) a tendered price; or
>
> (ii) a tendered methodology for calculating a price.

14.2 Tender 27/2025 - Management of Belmont Oasis Leisure Centre

This report is included in the Ordinary Council Meeting – Confidential Matters Agenda in accordance with Section 5.23(4) of the *Local Government Act 1995 (WA)*, which permits the meeting to be closed to the public for business relating to the following:

> Section 5.23(4)(c) information contained in a tender received by the local government for a contract including;
>
> (i) a tendered price; or
>
> (ii) a tendered methodology for calculating a price.

15 Closure