

Ordinary Council Meeting

Minutes

28 February 2023

BELMONT
CITY OF OPPORTUNITY



CITY OF BELMONT

Ordinary Council Meeting

Minutes

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

Minutes of the Ordinary Council Meeting held in the Council Chamber of the City of Belmont Civic Centre, 215 Wright Street, Cloverdale on Tuesday 28 February 2023 commencing at 7.00pm.

Minutes

Present

Cr P Marks, Mayor (Presiding Member)	East Ward
Cr R Rossi, JP (Deputy Mayor)	West Ward
Cr M Bass	East Ward
Cr B Ryan	East Ward
Cr N Carter	South Ward
Cr J Davis (dep 8.21pm)	South Ward
Cr S Wolff	South Ward
Cr D Sessions	West Ward

In attendance

Mr J Christie	Chief Executive Officer
Mr S Downing	Director Corporate and Governance
Ms J Gillan (dep. 8.14pm)	Director Development and Communities
Mr J Bidwell (dep. 8.14pm)	Acting Director Infrastructure Services
Ms A Bird	Manager Governance, Strategy and Risk
Ms M Lymon	Governance and Compliance Adviser
Ms L Chaplyn (dep 8.14pm)	Coordinator Media and Communications
Ms M Phillips	Governance Officer

Members of the gallery

There were 13 members of the public in the gallery and no press representatives.

I Official Opening

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

The Presiding Member read aloud the Acknowledgement of Country.

Acknowledgement of Country

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

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

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

Affirmation of Civic Duty and Responsibility

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

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

2 Apologies and leave of absence

Cr G Sekulla (leave of absence)
Ms M Reid (apology)

West Ward
Director Infrastructure Services

3 Declarations of interest that might cause a conflict

3.1 Financial Interests

Nil.

3.2 Disclosure of interest that may affect impartiality

Name	Item No and Title	Nature of Interest (and extent, where appropriate)
Cr D Sessions	12.4 - Tender 13/2022 - Wilson Park Precinct Zone 2 Heart + Playground	I started and manage a Facebook page in 2020 called Wilson Park Upgrade.
Cr D Sessions	14.1 - Code of Conduct Matter	I know the complainant.
Cr R Rossi	14.1 Code of Conduct Matter	I know and have known the complainant in the matter before Council for three years.

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

4.1 Announcements

Nil.

4.2 Disclaimer

7.02pm The Presiding Member drew the public gallery's attention to the Disclaimer.

The Presiding Member advised the following:

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

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

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

Nil.

5 Public question time

5.1 Responses to questions taken on notice

5.1.1 Mr D Wragg, Trainwest, Belmont

The following questions were taken on notice at the 13 December 2022 Ordinary Council Meeting. Mr Wragg was provided with a response on 21 December 2022. The response from the City is recorded accordingly:

5. Can Council clarify, are the officer's recommendations directly from the parking study or has the city officer prepared the recommendations based on their interpretation of the parking study?

Response

The recommendations in the Ordinary Council Meeting 25 October 2022 report, Item 12.2 are based on a number of data sources, which includes the Parking Occupancy and Duration of Stay Survey.

6. Who was the person or the contracted company engaged to undertake the Parking Study for the Epsom Avenue Shopping Centre Precinct Parking issue?

Response

Urbii, transport planning and traffic engineering consultants.

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

The following questions were taken on notice at the 13 December 2022 Ordinary Council Meeting. Ms Hollands was provided with a response on 21 December 2022. The response from the City is recorded accordingly:

1. In relation to BRRAG previously being refused to be included on the Community Web Directory for the reason of being political, Section 62 of the Equal Opportunity Act reads "goods, services and facilities, it is unlawful for a person who whether for payment or not provides goods or services or makes facilities available to discriminate against another person on the grounds of religion or political conviction". Is Council aware of this statute?

Response

Yes the City is aware, however that provision of the Act is not relevant to this situation.

2. If BRRAG re-apply to be on the Community Web Directory, will the City look more favorably at us in compliance with the Equal Opportunity Act?

Response

Notwithstanding the irrelevance of the Equal Opportunity Act in this situation, the City has now reviewed the interpretation of criteria for the community directory listings. It is considered that while groups or associations may not have a predominant focus on providing activities and programs for the community, there would not be an impediment to consider including such groups and associations on the directory.

As such if the BRRAG were to reapply, the City would consider including them in the directory.

5. How many survey forms was the City expecting in a seven-day period at this time of year, and how reasonable is it to ask people to complete it in that sort of timeframe?

Response

There was no expectation on the number of completed surveys the City would receive. The deadline for completion of the survey has been extended to 31 January 2023.

6. How has the City accommodated people who do not have computers and why are they being disadvantaged by these unreasonable timeframes?

Response

Paper copies of the survey are available by contacting the City. Paper copies have also been provided to the Belmont Senior Citizens Club. Staff are also available to assist with preparing the survey for community members over the phone or in person.

7. When we hold events on City premises, who is responsible for the responsible serving of alcohol?

Response

At civic functions, any person serving alcohol is required to be formally trained in Responsible Service of Alcohol (RSA). Responsible service of alcohol is a joint responsibility between contracted caterers, service staff and the City.

5.1.3 Ms L Hollands, Redcliffe

The following questions were taken on notice at the 13 December 2022 Ordinary Council Meeting. Ms Hollands was provided with a response on 21 December 2022. The response from the City is recorded accordingly:

1. How many Freedom of Information (FOI) applications has the City completed in the last six months and how many had to pay deposits when the charge is \$30 before the process can be completed?

Response

From 01/06/2022 the City has processed 9 FOI applications. 8 applications have been completed via Notice of Decision, 1 completed via withdrawal. The \$30 application fee was paid by all applicants. Of the four that further charges were applicable the deposit and final balance were fully paid prior to the documents being provided.

2. How many pay the full amount before they are given the documents and once they pay the full amount, how long do they have to wait to get the documents?

Response

During the timeframe in question, all FOI applications received by the City where charges were applicable paid the charge in full prior to release of the documents.

Documents have been released between three to five working days from the full payment amount being paid. During the timeframe in question there was one exception where the applicant paid the full amount when the estimate was provided rather than only the deposit, and the documents were provided 14 days later within the required timeframe.

3. Is the whole process from the time you put in the application supposed to be completed within 45 days?

Response

A FOI application has an initial timeframe of 45 days from completion of a valid application which entails, a written application, identifying the documents required, an Australian address and payment of the \$30 application fee (no fee payable for personal information that is just about the applicant).

This timeframe can be extended by

- **agreement between the applicant and the City**
 - **Such period as allowed by the Information Commissioner**
 - **Nonpayment of fees and charges (timeframe halts after request is placed and begins again after payment is made)**
 - **Requests for internal review by third parties.**
4. Two small speed humps have been put in on Stanton Road, what are they supposed to do and who paid for them the State or the City?

Response

The speed plateaus were installed by the City to reduce speeds between Morrison Street and Kanowna Avenue.

The design includes upgraded street lighting at both locations and considers the need for access by buses on the new high frequency route.

These were funded through the City's municipal funding.

5. When will we see decent traffic calming on Stanton Road?

Response

Traffic volumes and speeds on Stanton Road are monitored annually. Based on the results, if intervention is required, resulting projects would follow the usual budgetary process.

5.2 Questions from members of the public

7.03pm The Presiding Member drew the public gallery's attention to the rules of Public Question Time as written in the Public Question Time Form.

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

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

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

1. Within the February 2023 issue of the Belmont Bulletin, it states over 3,500 trees have been planted so far, this financial year. This includes 2,000 planted on verges and parks, can I please have a breakdown of how many of the 2,000 trees were planted on verges and how many in parks?

Response

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

2. Will the City consider changing the policy for verge trees and not making it a choice for residents and instead plant trees on all appropriate verges owned by the City?

Response

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

3. If there is no action as a result of the motion in its current form, what is the plan of the City of Belmont to tackle the Stanton Road issue and how long will residents have to wait to see something done?

Response

The Chief Executive Officer stated that will be discussed tonight and what action that Council resolves the City will implement.

4. Has it been properly explained to Councillors that they would have an external planner who would represent them in the event that they refuse the holiday home application tonight and the City would be represented by staff planners?

Response

The Mayor stated that Councillors are aware of the situation if a decision is made that is different from the Officer Recommendation.

5. When will the City of Belmont take the concerns of residents more seriously when dealing with holiday homes or short-term rentals and put in place a policy that gives rights to the residents that would be affected before an application would need to come to State Administration Tribunal in the first place?

Response

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

6. In the event of misbehaviour by the people renting the holiday home, how many breach notices would be sent for the same misdemeanor over and over before the City could revoke the application for the breaches given there is a 12 month trial?

Response

The Director Development and Communities stated that there is not a set number of breaches, it depends on what the contraventions were and the severity. The City works with the applicant and residents to resolve issues. The City cannot revoke an approval once given, however the recommendation is for a limited time period after which the City would review the history.

5.2.2 Ms L Hollands, Redcliffe

1. In regard to Freedom of Information, how many internal reviews in the last three years have found that the original decision was wrong and it was overturned?

Response

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

2. What statutory authority allows residents to be penalised for unreasonable complaints conduct by officers as per the complaints management policy in item 12.7?

Response

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

3. The policy allows for three external review paths, WA Ombudsman, the Department and Public Sector Commissioner. None of these agencies would be able to handle anything to do with the penalties. What department, agency or court will residents be able to go to if this is implemented?

Response

The Chief Executive Officer stated that the three avenues that Ms Hollands mentioned would be the primary places that residents would seek an appeal. The Chief Executive Officer stated that he would take the second part of the question on notice and provide information about where it would go after the appeal.

4. The original complaint can be dealt with by those agencies, however the penalising of the resident won't be able to, where does it go?

Response

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

5.2.3 Mr M Cardozo, Redcliffe

1. What are the average daily traffic count figures for Stanton Road, Lyall Street and Moreing Street for the time periods between 2018 and December 2022?

Response

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

2. What is the decision-making matrix and weighting that decides the implementation of traffic calming devices?

Response

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

3. Has the City previously employed semi-permanent traffic calming measures and if so, where and for what purpose?

Response

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

4. Can the City list and describe permanent traffic calming measures and devices currently deployed with the City?

Response

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

5. What is the current approximate cost of one row of traffic calming devices, similar to the compound ones on Belmont Avenue bus route, between Keane Street and Scott Street, Cloverdale? How does this compare with the raised bitumen options like Moreing Street?

Response

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

6. Does the City traffic speed trailer record vehicle traffic speed on a 24 hour basis?

Response

The Acting Director Infrastructure Services stated that it does assuming there are no interruptions to the power or disruptions to the physical infrastructure.

7. On Stanton Road, has the City considered raised pedestrian crossings at the already established crossing points?

Response

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

5.2.4 Ms J Gee, Cloverdale

1. At last week's Agenda Briefing Forum, Cr Sessions asked the CEO, why the complaints management policy is coming straight to Council and not discussed first at an Information Forum. The CEO answered by providing information to the Councillor that policies are reviewed and voted on by Council. Why did he not answer the question that was asked and proceeded to talk about policies that were already in place as this is a new policy?

Response

The Chief Executive Officer stated that Council policies under the Policy Manual previously were reviewed on a risk-based approach, annually or bi-annually or on a four year basis. That recently changed and the City now reviews the Policy Manual every two years and it is presented to Council after each election. If a new policy is developed, a report is prepared, there is an opportunity for Councillors to ask questions at the Agenda Briefing Forum ahead of deciding on that policy at the Council meeting. It is not always the case that a policy will go to an Information Forum before going to Council. When the agenda comes out there is adequate time for Councillors to ask questions.

2. Will Council consider putting up a motion and voting to have all meetings that the public are allowed to attend recorded to prevent inaccuracies in what was said?

Response

The Mayor stated that the City records all meetings that have to be recorded, the only meeting not recorded is the Agenda Briefing Forum and Councillors are not interested in recording that.

The Chief Executive Officer stated that at this meeting Council endorses the minutes from the previous meeting. If there are any issues with inaccuracies in the minutes, it would be addressed prior to endorsing the minutes.

5.2.5 Mr P Hitt, Belmont

1. How many Council meetings has Cr Sekulla been away for?

Response

The Chief Executive Officer stated that Cr Sekulla has missed three Council meetings as a result of a leave of absence for three months.

2. How many Committee meetings has Cr Sekulla been absent from on his current leave of absence?

Response

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

3. What is the total amount of sitting fees that Cr Sekulla has been paid during his leave of absence?

Response

The Chief Executive Officer stated that Cr Sekulla is entitled to his sitting fees in accordance with the Salaries and Allowances Tribunal.

4. Looking at item 12.4 (sic), you seem unsure of who would present a penalty to someone who lost their case or it is deemed that they should pay a penalty, this being the case if you are unsure of who would give the penalty, how can Councillors vote on this tonight?

Response

The Chief Executive Officer stated that question was previously taken on notice.

5. As the CEO you are ultimately held responsible for any statements given by your staff in this Council and the Councillors actually vote on the item, is this correct?

Response

The Chief Executive Officer stated that he is responsible for providing information to Councillors to make an informed decision and that is what he believes he does.

6. Do you read all the reports presented to Council?

Response

The Chief Executive Officer stated that he has read all the reports as he does for every Council meeting.

5.2.6 Mr L Rosolin, Belmont

1. Why did the City decide to open community consultation for the Ward Representation Review right before Christmas when residents are busy?

Response

The Mayor stated that the City was under pressure from the Minister to get this done quickly. The Minister gave the City a specific time frame and the City had to use the time as quickly as possible. The City had to go to community consultation as soon as possible.

7.27pm As there were no further questions, the Presiding Member declared Public Question Time closed.

6 Confirmation of Minutes/receipt of Matrix

6.1 Ordinary Council Meeting held 13 December 2022

Officer Recommendation

Davis moved, Rossi seconded

That the Minutes of the Ordinary Council Meeting held on 13 December 2022, as printed and circulated to all Councillors, be confirmed as a true and accurate record.

Carried Unanimously 8 votes to 0

6.2 Matrix for the Agenda Briefing Forum held 21 February 2023

Officer Recommendation

Davis moved, Bass seconded

That the Matrix of the Agenda Briefing Forum held on 21 February 2023, as printed and circulated to all Councillors, be received and noted.

Carried Unanimously 8 votes to 0

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

Nil.

8 Questions by members without notice

8.1 Responses to questions taken on notice

Nil.

8.2 Questions by members without notice

Nil.

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

10 Business adjourned from a previous meeting

Nil.

11 Reports of committees

11.1 Standing Committee (Audit and Risk) held 14 December 2022 (circulated under separate cover)

Officer Recommendation

Davis moved, Bass seconded

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

Carried Unanimously 8 votes to 0

12 Reports of administration

Officer Recommendation

Carter moved, Bass seconded

The Officer or Committee Recommendations for Items 12.2, 12.3, 12.4, 12.5, 12.6, 12.8, 12.9, 12.10, 12.11, 12.12 be adopted en bloc.

Carried 8 votes to 0

12.1 Retrospective Development Application for Change of Use from 'Single House' to 'Holiday House' – Lot 24 (16) Samphire Street, Ascot

Attachment details

Attachment No and title

1. Property Management Plan [12.1.1 - 4 pages]
2. Submission Table [12.1.2 - 10 pages]
3. Development Application Plans [12.1.3 - 4 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	115/001 - Development/Subdivision/Strata - Applications and Application Correspondence
Location/Property Index	:	Lot 24 (16) Samphire Street, Ascot
Application Index	:	41/2022
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	Peter Webb and Associates
Owner	:	Priyanka Chamari Ahangama Gamage Don and Roshana Chularatne Neelagama Jalagge
Responsible Division	:	Development and Communities

Council role

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

- ☒ **Quasi-Judicial** When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Purpose of report

For Council to consider a retrospective application for a change of use from 'Single House' to 'Holiday House' at Lot 24 (16) Samphire Street, Ascot.

Summary and key issues

- The subject site is zoned 'Special Development Precinct' (Ascot Waters) under Local Planning Scheme No. 15 (LPS 15). A 'Holiday House' is a use not listed in Table 1 of LPS 15.
- The City received complaints from nearby properties regarding the unauthorised operation of a 'Holiday House' at the site. The owner has chosen to seek development approval to formalise the land use.
- The applicant has submitted a Property Management Plan (Attachment 12.1.1) outlining measures to protect the amenity of surrounding properties.
- The application was advertised to the surrounding property owners and occupiers for comment. During the advertisement period, 20 submissions were received, all objecting to the application. The objections raised concerns on the potential impacts on housing availability; inconsistency with the residential environment; potential anti-social behavior; concerns with the ongoing management of the development; setting a precedent for more short-stay accommodation in the area; and amenity impacts (parking, traffic, noise).
- It is considered that the matters raised in objections can be addressed by conditions of approval that ensure potential impact on the amenity of the locality is appropriately managed.
- The use is considered consistent with the objectives of the of the Ascot Waters Special Development Precinct Zone. The implementation of a Property Management Plan will also ensure that any impact on the amenity of the locality is mitigated, and car parking is appropriately managed. It is recommended that the Council approves the application subject to conditions.

Location

The subject site is located on the northwestern side of Samphire Street with its rear boundary abutting the Swan River foreshore reserve (refer to Figure 1). The site has a southeastern primary frontage to Samphire Street.



Figure 1: Aerial of Subject Site

Consultation

The application was first advertised for a period of 14 days commencing 28 March 2022 and concluding 11 April 2022. A total of seven submissions were received during the initial advertising period. The proponent made modifications to the property management plan, in light of the matters raised in submissions.

The application was re-advertised in accordance with Clause 64(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 – *Deemed Provisions for Local Planning Schemes* (the Deemed Provisions) to all landowners and occupiers within a 200m radius, a sign on site and online from from 28 October 2022, concluding 25 November 2022. Twenty (20) submissions were received during the second advertising period.

The issues raised in the objections to the application include:

- The use will negatively affect surrounding property values.
- The owner was operating the 'Holiday House' without planning approval.
- The proposal is inconsistent with the objectives of the zone.
- The use will be detrimental to the amenity of the locality.
- Approval would create an undesirable precedent.

Submissions received during public consultation are to be given due regard when determining whether to grant development approval. However, only matters related to the planning framework can be considered. Matters not related, such as property values, cannot be considered as they fall outside the scope of the planning framework.

The comments of the submitters, together with the officer response are summarised and provided in Attachment 12.1.2.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

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

Policy implications

Local Planning Policy No. 6 – Ascot Waters Special Development Precinct Policy

The subject property falls within the area subject to Local Planning Policy No. 6 – Ascot Waters Special Development Precinct Policy (LPP6). The policy has the following objectives:

- To ensure a consistently high standard of development is maintained within the Precinct.
- To facilitate a harmonious and attractive living environment which can be appreciated by both residents of the Precinct and the wider community.
- To promote a contemporary architectural character, with a consistency of form, materials and detailing.
- To provide a unifying identity for the Precinct while allowing freedom of expression.

The purpose of this policy is to guide development through built form controls. In this case, no changes to the appearance of the building are proposed and the application is for a land use only. On this basis, LPP6 is not relevant to the assessment of the proposal.

Statutory environment

Local Planning Scheme No. 15

Local Planning Scheme No. 15 provides the following definition of Holiday House:

“Holiday House means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast.”

The land use of a ‘Holiday House’ is not listed in Table 1 – Zoning Table of LPS 15.

Under Clause 3.4.2 of LPS 15, if a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may:

- “(a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;
- (b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures contained in Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2; or
- (c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.”

Local Planning Scheme No. 15 states that the objective of the ‘Special Development Precinct’ Zone is

“The ‘Special Development Precinct’ Zone is intended to allow for the development of predominantly residential precincts which also allows for a mix of varied but compatible supporting land uses such as offices, showrooms and eating establishments which do not generate nuisances detrimental to the amenity of the precincts’ residents. Buildings should be of a very high standard of architectural design.”

Planning and Development (Local Planning Schemes) Regulations 2015

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

- (a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.
- (b) The requirements of orderly and proper planning.
- (g) Any local planning policy for the Scheme area.
- (m) The compatibility of the development with its setting including the compatibility of the development with the desired future character of its setting.
- (n) The amenity of the locality including environmental impacts, the character of the

locality and any social impacts of the development.

- (s) The adequacy of –
 - i. The proposed means of access to and egress from the site; and
 - ii. Arrangements for the loading, unloading, manoeuvring and parking of vehicles.
- (x) The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals.
- (y) Any submissions received on the application.

Deemed Refusal

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

The deemed refusal date for this application passed on 8 May 2022 and the applicant already has deemed refusal rights. The additional time required to complete the assessment is attributed to the length of time for the submission of revised Property Management Plan from the applicant and the second advertising period.

Right of Review

Is there a right of review? Yes No

The applicant/owner may make an application for review of a planning approval/planning refusal to the State Administrative Tribunal (SAT) subject to Part 14 of the *Planning and Development Act 2005*. Applications for review must be lodged with SAT within 28 days. Further information can be obtained from the SAT website—www.sat.justice.wa.gov.au.

Background

Lodgement Date:	8 February 2022	Use Class:	Use Not Listed – ‘Holiday House’
Lot Area:	854m ²	TPS Zoning:	Special Development precinct (Ascot Waters) R20/R100
Estimated Cost of Development:	N/A	MRS:	Urban

Existing Development

The subject site contains an existing double-storey dwelling with a double garage. It has six bedrooms and three bathrooms with a large paved outdoor area and pool at the rear. The plans illustrating the subject site including the configuration of the existing dwelling are contained in Attachment 12.1.3.

One of the ground level bedrooms has since been converted into a theatre room fitted with audio visual system and six lounge chairs, creating a five-bedroom dwelling for short-stay rental purposes.

No changes are proposed to the external appearance of the building and the presentation of the dwelling to the street remains as previously approved.

The applicant was previously operating the 'Holiday House' without having obtained a development approval from the City. The applicant has submitted the subject application to ensure compliance with the Local Planning Scheme. The City had to engage with the owner during the processing of the application to remind them to cease operating until a valid approval is in place.

Land Use

The key aspects of the proposed 'Holiday House' use are as follows:

- The entire dwelling will be rented out under a single booking to a maximum of six unrelated guests/one family at any one time. Rooms will not be rented out individually.
- A minimum stay of seven days and the maximum being three months.
- Two on-site parking bays are available for use by guests. The double garage is located within the site, accessible from Samphire Street.
- The Holiday House will operate in accordance with the Property Management Plan (Attachment 12.1.1), which includes the following measures:
 - A minimum of stay of seven nights.
 - Check-in onsite will be between 2.00pm and 9.00pm; with check out between 8.00am and 10.00am;
 - Noise generating activities are restricted to ensure there is minimal noise (including but not limited to stereo, radio and home theatre; musical instruments; and domestic noise) from the premises before 8.00am and after 9.00pm in the evening.
 - Parties and events are prohibited.
 - Guests are vetted based upon their AirBnB profile and past reviews, with booking requests from guests with poor reviews refused.
 - Manager contact details provided to the surrounding residents to enable direct access in the event of any issues or concerns regarding guests of the property.
 - Guests are required to pay a bond prior to their stay.
 - Prospective guests are notified about the number of parking bays available for use within the site; and
 - The operator has right to terminate the booking and have the guests vacate the premises at their discretion.

- Guests will be required to comply with the terms set out in the Property Management Plan in addition to conditions of approval.

Previous Approvals for Holiday Houses in the City of Belmont

A number of 'Holiday Houses' have been approved within the City of Belmont in previous years. The reference number and year of application for these properties are listed below:

- 492/2020 – 172 President Street, Kewdale – Zoned Residential R20
- 393/2020 – 232 St Kilda Road, Kewdale – Zoned Residential R20
- 276/2019 – 83 Fauntleroy Avenue, Ascot – Zoned Residential R20
- 255/2019 – 84B Armadale Road, Rivervale – Zoned Residential R20
- 165/2019 – 15 St Kilda Road, Riverdale - Zoned Residential R20
- 111/2019 – 191 Armadale Road, Rivervale – Zoned Residential R20
- 65/2019 – 153B Surrey Road, Rivervale – Zoned Residential R20/40
- 57/2019 – 5 Coolbarro Lane, Redcliffe – Zoned Residential R20
- 15/2019 – 75A Morrison Street, Redcliffe – Zoned Residential R20
- 651/2018 – 29 Klem Avenue, Redcliffe – Zoned Residential R20
- 579/2017 – 38 Gregory Street, Belmont – Zoned Residential R20
- 446/2017 – 5 Finlay Court, Rivervale – Zoned Residential R20
- 36-2017 – 83 Fauntleroy Avenue, Ascot – Zoned Residential R20

It is noted that these approvals were accompanied by a requirement for a property management plan. This approach is considered effective on the basis that while there were no records of complaints, there is an avenue for enforcement under specific conditions of the planning approval should the need arise.

Officer comment

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

Objectives of the Special Development Precinct Zone

It is first necessary to consider the suitability of the land use against the objectives of the Special Development Precinct zone.

Local Planning Scheme No. 15 outlines the objectives of the Special Development Precinct Zone as follows:

“The ‘Special Development Precinct’ Zone is intended to allow for the development of predominantly residential precincts which also allows for a mix of varied but

compatible supporting land uses such as offices, showrooms and eating establishments which do not generate nuisances detrimental to the amenity of the precincts' residents. Buildings should be of a very high standard of architectural design."

It is clear from the objectives of the zone that there is intent for a variety of land uses that includes both residential and commercial activities. When determining the suitability of a use not listed it is also beneficial to consider nature of other uses capable of approval within the zone. The below land uses are consistent with the objectives of the zone as they listed in the zoning table as being capable of approval:

- Bed and Breakfast
- Betting Agency
- Childcare Premise
- Consulting Rooms
- Convenience Store
- Exhibition Centre
- Fast Food Outlet/Lunch Bar
- Hotel
- Medical Centre
- Motel
- Office
- Restaurant/Café
- Serviced Apartment
- Shop
- Showroom
- Small Bar
- Tavern.

It is considered that the nature of the proposed use has similar or reduced amenity impacts to many of the above uses. It is noted that there are several listed uses which also provide short term accommodation. For the purposes of evaluating amenity, it is noted that guests residing at the Holiday House is a land use that is a residential activity in its nature. Considering that the above uses are consistent with the objectives of the zone, the proposed Holiday House use is also considered acceptable, subject to appropriate management controls.

Property Management Plan

It is necessary to consider how the potential amenity impacts of the Holiday House use on surrounding properties can be appropriately managed.

The suitability of the proposed management measures needs to be assessed against the existing amenity of the area. Currently the surrounding area is largely defined by single houses used for residential purposes. It is appropriate to use this as the amenity context for the assessment of the proposal.

A Property Management Plan was submitted to detail measures that ensure activities at the property would not detrimentally affect the amenity of the locality. These measures are discussed under the respective subheadings below.

Noise

As the 'Holiday House' use is within a residential context, it is necessary to ensure that any potential noise impacts can be managed to a level which is consistent with residential amenity. Potential noise issues arising from the use includes large gatherings, parties, guests using outdoor areas or entering/leaving the premises late at night.

The Property Management Plan outlines the following rules to mitigate potential noise impacts:

- Noise generating activities on the premises are prohibited during the following specified quiet hours, in accordance with the *Environmental Protection (Noise) Regulations 1997*:
 - Guests are required to emit minimal noise (including but not limited to party noise, stereo, radio and home theatre, musical instruments and domestic noise from the premises before 8.00am and after 9.00pm in the evening.
 - Guests check-in at 2.00pm and check-out at 10.00am, which occurs outside of the specified quiet hours above. Guests can arrive at the accommodation between 2.00pm and 9.00pm on the commencement date of their stay period. All guests are required to leave the property at the end of their stay period between 8.00am and 10.00am.
- Any guest requiring a late check-in must inform the Accommodation Manager of the arrival time to ensure the guests are well informed of the rules of entry, and late arrival times will not result in noise disturbance in according to the above Regulation.
- A copy of the Property Management Plan will be provided to the surrounding neighbours, which includes the Property Manager's contact details in the case of any emergency or should they wish to make a complaint.
- Parties are not permitted to be held at this home.
- Access to the pool is restricted to between 8.00am and 10.00pm.
- Ensure that guests will comply with the Code of Conduct. An initial verbal warning will be issued to guests that breach the Code and a further breach will result in termination of permission to occupy the property.

- The Police will be notified immediately in the event of any anti-social and illegal behavior occurring.

In addition to the above, it is noted that the applicant has proposed a minimum stay period of seven days. It is considered that this will assist in deterring visitors seeking to use the home to host a one-off event that may cause amenity issues.

It is considered that the proposed noise management and occupancy controls will limit noise impacts from the use to the extent that they will be consistent with that expected of a residential dwelling.

While proposed noise management measures are broadly supported, modifications are required to enable reasonable arrival/departure hours and specify limitations for amplified music. These modifications are outlined under the relevant heading below.

Parking

In terms of a car parking standard, LPS 15 does not specify a standard for a 'Holiday House' use. In lieu of this, Clause 4.16.4(1) stipulates:

“The number of spaces to be provided in respect of any particular site shall be determined by the local government, having regard to the nature of the use and the known or likely volume of goods, material or people moving to and from the site...”

In terms of the existing parking provisions, the dwelling was constructed with two parking bays provided in the garage. In accordance with Clause 5.3.3 of the Residential Design Codes Volume 1, a minimum of two parking bays are required to be provided on site for a Single House.

In addition to the two garage bays there is also sufficient space in front of the garage door, within the driveway. While the space between the garage door and lot boundary is approximately 4m, there is an additional 3.5m to the kerb. The 7.5m distance is sufficient to safely accommodate two vehicles within the driveway. It also important to note that there is no footpath that goes across the driveway. As such, vehicles parked within the driveway will not interfere with pedestrians or other vehicles. Figure 2 below shows the use of the driveway area.



Figure 2: Driveway Parking Area

The submitted Property Management Plan proposes the use of two parking bays in the garage, two spaces within the existing driveway and, where needed, use of on-street parking bays.

It is considered that the four on site bays is acceptable for the use and consistent the parking ratio previously applied by Council on similar proposals. As such, references to the use of on street bays within the Property Management Plan should be removed.

The proposed four bays are considered to satisfactorily cater for the parking needs of the use and is consistent with the parking arrangements of other dwellings in the area. The maximum number of people permitted to be accommodated imposed as a condition of approval will also limit parking demand.

Maximum Number of Guests

The maximum number of guests will be limited to six people to ensure that there are no undue amenity impacts on surrounding residents. This would be consistent with the number of people that could reasonably be expected to occupy a five-bedroom residential dwelling.

Amendments to the Management Plan

Should Council determine to approve the application, it is recommended that a condition is imposed to require the Property Management Plan be amended to incorporate the following:

- Guest check-in and check-outs are not permitted between the hours of 10.00pm to 7.00am on Monday to Saturday and 10.00pm to 9.00am on Sundays and public holidays.
- Clarify that amplified music is not permitted to be played at the property after 9.00pm.
- Details of how bins will be presented and returned in a timely manner from kerbside waste collection.
- Details to clarify that the listed manager is contactable 24-hours a day to attend to complaints that require immediate attention.
- Updating contact details to include a mobile number for after-hours contact.
- Correct the non-emergency police number to 131 444.
- Remove reference to on-street parking bays.

Overall, it is considered the implementation of the Property Management Plan and Code of Conduct will ensure amenity impacts on surrounding properties are properly managed to a level consistent with the amenity of the surrounding residential properties.

Should Council determine to approve the application, it is recommended that a condition is imposed to require the submission of an updated Property Management Plan and its subsequent implementation.

Enforcement

It is common for uses of this nature to be subject to conditions. These conditions create a framework of reasonable parameters to ensure the use operates in an acceptable manner.

The proposed conditions are reasonable and are commonly applied to Holiday Home approvals. Further to this, the proposed conditions are clear and not ambiguous. For example, the conditions are clear and reference exact cut-off times for noise and exact occupancy numbers. These factors mean that the conditions of approval can be readily understood, monitored and enforced.

In terms of enforcement, planning approvals and their associated conditions must be complied with and can be enforced under the provisions of the *Planning and Development Act 2005*.

Precedent

Several submissions raised concerns that approval of the land use would create an undesirable precedent.

Any potential future application for a Holiday House land use in the area would be considered on its merits and the planning framework at the time. There are very limited circumstances where precedent is a significant factor in planning decisions.

Temporary Approval and Management Plan Review

An Inquiry Report for Short Stay accommodation called 'Levelling the Playing Field' was considered in Parliament on 26 September 2019. As a result of the Inquiry, the State Government listed key initiatives for the government agencies to formulate measures that guide and manage short-term rental uses.

The Department of Planning, Lands and Heritage subsequently prepared draft measures that were advertised in late 2021. Council endorsed a submission on the documentation at the 22 February 2022 Ordinary Council Meeting (Item 12.2). The submission was general in nature and did not make any recommendations regarding the appropriateness of the use within the Special Development Precinct zone.

As the measures are not formalised and the potential changes to the planning framework to address the use are unknown, it is appropriate for the City to grant the approval of Holiday House on a temporary basis of 12 months at a time. After the 12-month approval period expires, the applicant/owner will have the opportunity to reapply for another approval. The new application will be assessed against the planning framework in place at that point in time.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Conclusion

The 'Holiday House' is consistent with the objectives of the Special Development Precinct zone. Concerns relating to amenity impacts of the land use are addressed through the imposition of conditions to the approval.

On this basis, it is considered appropriate to approve the Change of Use application subject to conditions.

Officer Recommendation

1. That Council approve planning application 41/2022 as detailed in plans dated 17 March 2022 submitted by Peter Webb and Associates on behalf of the owners Priyanka Chamari Ahangama Gamage Don and Roshana Chularatne Neelagama Jalagge for Change of Use from 'Single House' to 'Holiday House' at Lot 24 (16) Samphire Street, Ascot subject to the following conditions:
 - (a) Development/land use shall be in accordance with the attached approved plan(s) dated 17 March 2022, and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the City.
 - (b) Prior to commencement of the use, the landowner shall modify the Property Management Plan to include:
 - Guest check-in and check-outs are not permitted between the hours of 10.00pm to 7.00am on Monday to Saturday and 10.00pm to 9.00am on Sundays and public holidays.
 - Amplified music is not permitted to be played at the property after 9.00pm.
 - Details of how bins will be presented and returned in a timely manner from kerbside waste collection.
 - Details to clarify that the listed manager is contactable 24-hours a day to attend to complaints that require immediate attention.
 - Updating contact details to include a mobile number for after-hours contact.
 - Correct the non-emergency police number to 131 444.
 - The removal of reference to on-street parking bays.
 - (c) Prior to commencement of the use, the landowner shall implement the approved Property Management Plan (as well as any subsequently updated and approved versions of the Property Management Plan) to the satisfaction of the City.
 - (d) The landowner shall maintain a complaint register and outline the measures taken to address any complaints. This register shall be submitted to the City for review within six months of the date of this approval. The landowner shall update the Property Management Plan to address any issues arising from the review to the satisfaction of the City.
 - (e) There shall be no more than six short-stay guests or one family residing at the property at any one time.

- (f) The whole property is to be rented as one booking only. No bedrooms or other areas of the house are to be rented on an individual basis.
- (g) Guest vehicles shall at all times be parked within the garage and driveway.
- (h) This is a temporary approval only, valid for a period of 12 months from the date of this approval. After this period the approval is no longer valid and the Holiday House use shall cease.

2. Write to adjoining landowners and occupiers:

- (a) To advise them that a temporary 12 month planning approval for a Holiday House has been granted subject to conditions including:
 - (i) The requirement for the updating and implementation of the Property Management Plan.
 - (ii) A maximum of six occupants on site at any one time.
 - (iii) The temporary nature of the approval.
 - (iv) The landowner maintaining a complaint register to be submitted for review within six months of the commencement of the use.
- (b) To provide a copy of the Property Management Plan.
- (c) Request that adjoining landowners and occupiers report any contraventions from the subject premises relating to noise or any disruption to the amenity of the surrounding areas, and report to the City's Planning Department if they become aware of any breach to the conditions of the planning approval.

Note:

Cr Sessions put forward the following Alternative Motion.

Alternative Councillor Motion

Sessions moved, Davis seconded

1. That Council approve planning application 41/2022 as detailed in plans dated 17 March 2022 submitted by Peter Webb and Associates on behalf of the owners Priyanka Chamari Ahangama Gamage Don and Roshana Chularatne Neelagama Jalagge for Change of Use from 'Single House' to 'Holiday House' at Lot 24 (16) Samphire Street, Ascot subject to the following conditions:
 - (a) Development/land use shall be in accordance with the attached approved plan(s) dated 17 March 2022, and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the City.
 - (b) Prior to commencement of the use, the landowner shall modify the Property Management Plan to include:
 - i. Guest check-in and check-outs are not permitted between the hours of 9.00pm to 7.00am on Monday to Saturday and 9.00pm to 9.00am on Sundays and public holidays.
 - ii. Amplified music is not permitted to be played at the property after 9.00pm.
 - iii. Details of how bins will be presented and returned in a timely manner from kerbside waste collection.
 - iv. Details to clarify that the listed manager is contactable 24-hours a day to attend to complaints that require immediate attention.
 - v. Updating contact details to include a mobile number for after-hours contact.
 - vi. Correct the non-emergency police number to 131 444.
 - vii. The removal of reference to on-street parking bays.
 - viii. Correct point 6, Guest Arrival and Departure Procedures to state "does not result in noise disturbance on the surrounding area".
 - ix. Modify point 6 to remove the following "Guests will be granted access to a lockbox onsite for collection of keys to the accommodation" and substitute with "the Property Manager shall meet guests onsite for check-in".
 - x. Modify point 9 to remove "after 10pm" and substitute with "after 9pm" in subpoints 3, 5 and 6.

xi. Modify point 10 to add the phone numbers for Community Watch 1300 655 011 and City Rangers (08) 9477 7224.

- (c) Prior to commencement of the use, the landowner shall implement the approved Property Management Plan (as well as any subsequently update and approved versions of the Property Management Plan) to the satisfaction of the City.
- (d) Prior to commencement of the use, the landowner shall install 'Smart Home' noise monitors at the outdoor living/swimming pool area at the rear of the property that provides real-time alerts to the Property Manager for noise events that occur outside of the permitted hours for use of the swimming pool.
- (e) The landowner shall maintain a complaint register and outline the measures taken to address any complaints. This register shall be submitted to the City for review within six months of the date of this approval. The landowner shall update the Property Management Plan to address any issues arising from the review to the satisfaction of the City.
- (f) There shall be no more than six short-stay guests or one family residing at the property at any one time.
- (g) The landowner shall implement procedures to verify that the number of guests checking-in to the property is consistent with the maximum number permitted by this development approval. A log documenting verification of each check-in shall be maintained and made available for inspection upon request by the City.
- (h) The whole property is to be rented as one booking only. No bedrooms or other areas of the house are to be rented on an individual basis.
- (i) Guest vehicles shall at all times be parked within the garage and driveway.
- (j) This is a temporary approval only, valid for a period of 12 months from the date of this approval. After this period the approval is no longer valid and the Holiday House use shall cease.

2. Write to adjoining landowners and occupiers:

- (a) To advise them that a temporary 12 month planning approval for a Holiday House has been granted subject to conditions including:
 - i. The requirement for the updating and implementation of the Property Management Plan.
 - ii. A maximum of six occupants on site at any one time.
 - iii. The temporary nature of the approval.
 - iv. The landowner maintaining a complaint register to be submitted for review within six months of the commencement of the use.
- (b) To provide a copy of the Property Management Plan.

- (c) Request that adjoining landowners and occupiers report any contraventions from the subject premises relating to noise or any disruption to the amenity of the surrounding areas, and report to the City's Planning Department if they become aware of any breach to the conditions of the planning approval.
 - (d) Provide a phone number and email address for reporting of planning compliance concerns.
3. Request the Chief Executive Officer to monitor compliance with the conditions of this planning approval.
 4. Request the Chief Executive Officer to seek an update from the Director General of the Department of Planning, Lands and Heritage in relation to the progress of the department's Draft Position Statement on Planning for Tourism, noting the City of Belmont's submission in February 2022 and the need for clear and consistent guidance from the State government to assist in regulating holiday house and short-stay land uses.

Carried Unanimously 8 votes to 0

Reason

This owner has continued to advertise this holiday home without planning permission to operate and has disregarded notices by the City of Belmont to cease operation.

Surrounding residents have suffered nuisances that are detrimental to their health and wellbeing. Strict rules must be in place so that this does not happen again. If it does, a breach must be served and appropriate action taken.

Stricter rules set a precedent for future applications, protect the liveability of our suburbs and allows our residents to reside in peace, knowing that we, the City will not tolerate holiday houses that disturb the peace and disobey rules.

The *Planning and Development Act 2005* does not sufficiently take into account the disruption that these holiday homes can cause when not respectfully managed.

17 March 2022

SHORT STAY ACCOMMODATION MANAGEMENT PLAN

Property Address: 16 Samphire Street, Ascot

This Management Plan has been prepared for the purpose of managing short-stay accommodation at Lot 24 (No. 16) Samphire Street, Ascot.

The operation of short-term accommodation at the subject site shall be in accordance with the Management Plan provisions below.

These provisions do not apply to permanent occupation of the premises.

1. MANAGEMENT PROVIDER

The premises is listed with *Executive Escapes*.

The short-stay accommodation shall continue to be provided through this dedicated short-term accommodation provider. The property is also listed on external portals including Airbnb, Stayz, and Booking.com. Executive Escapes is also responsible for managing the property through these external portals.

2. ACCOMMODATION MANAGER

The details of the Accommodation Manager are listed below:

Rosanna Tartaglia
Accommodation Manager – Executive Escapes

Ph: (08) 9286 2641
19 Charles Street, South Perth WA 6151
rosanna@executiveescapes.com.au

www.executiveescapes.com.au

A **bond/security deposit** is required to be paid by guests to the Manager. This deposit is paid to ensure guests recognise their responsibilities to maintain and respect the property and the amenity of the surrounding residential area. The bond is applied in the following scenarios: excessive cleaning and rubbish; breakage of three (3) or more glasses of the same type during a single stay period; deliberate damage or vandalism to the property; noise disturbance to neighbours; additional guest numbers beyond the stated maximum.

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The owner is responsible for ensuring that all functional components of the premises (including the pool and garden areas) are regularly maintained by specific contractors.

Records of all guests staying at the property are retained by the Accommodation Manager.

3. MINIMUM/MAXIMUM LENGTHS OF STAY

The minimum stay is seven (7) nights and the maximum short-stay is three (3) months. Bookings for more than three (3) months will be conducted under a normal residential tenancy agreement.

4. MAXIMUM OCCUPANCY LIMIT

The property may have a maximum number of six (6) occupants (and registered under a single booking, i.e., the dwelling is to be occupied by a group of people known to each other, such as a family unit), at any one time.

5. GUEST ACCESS TO ACCOMMODATION

Persons occupying the short-stay accommodation will be able to access the property 24 hours per day, 7 days a week, in accordance with the *Code of Conduct* which is displayed in the main room of the residence.

6. GUEST ARRIVAL AND DEPARTURE PROCEDURES

Guests can arrive at the accommodation between 2:00pm and 9:00pm on the commencement date of their stay period. Any guests requiring a late check-in must inform the Accommodation Manager of the arrival time. The Accommodation Manager is to inform the guests of the rules of entry to ensure the late arrival time does result in noise disturbance on the surrounding area, in accordance with the *Environmental Protection (Noise) Regulations 1997*.

Guests will be granted access to a lockbox on-site for collection of the keys to the accommodation.

All guests are required to leave the property at the end of their stay period between 8:00am and 10:00am.

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The guests are to deposit the keys back into the lockbox on departure on the last day of their stay.

The cleaning service arrives at the property at 10:30am to service the accommodation.

7. CAR PARKING MANAGEMENT

Persons occupying the short-term accommodation shall have access to the double garage on the premises.

The guests are to be informed through the booking process and through this management plan that they must park in the garage or existing on-street parking bays.

8. NOISE CONTROL

Noise (including but not limited to party noise; stereo, radio and home theatre; musical instruments; and domestic noise):

Guests are required to comply with the noise regulations of the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997*; and the Local Laws of the City of Belmont in this regard.

Specifically, guests are required to emit minimal noise (including but not limited to stereo, radio and home theatre; musical instruments; and domestic noise) from the premises before 8:00am and after 9:00pm in the evening.

The Accommodation Manager holds a bond/security deposit as part of the booking fee which is applied in circumstances related to unacceptable noise nuisance.

9. CODE OF CONDUCT

The following example of the *Code of Conduct* is to be displayed in the main living room of the dwelling.

- This is a home and treat it as your own.
- Respect your neighbours.
- Please keep your noise down in the early morning (before 8am) and at night (after 10pm).
- Parties are not permitted to be held at this home.

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- Access to the pool is restricted to between the hours of 8:00am and 10:00pm, so as not to disturb the neighbouring residents.
- Amplified music is not permitted to be played at the property after 10:00pm.
- Music that is clearly audible at the boundary of the property is not permitted as it is likely to exceed the allowable sound level of the *Environmental Protection (Noise) Regulations 1997*.
- Vehicles must be parked inside the garage of the property or within the existing on-street parking bays.
- When you leave the property, please leave it as you find it.
- An initial verbal warning will be issued to guests that breach the Code and a further breach will result in termination of permission to occupy the property.
- The Police will be notified immediately in the event of any anti-social and illegal behaviour occurring in a residential area.

10. COMPLAINTS MANAGEMENT

Any complaints will be handled by the assigned Accommodation Manager.

The contact details of the Accommodation Manager are to be provided to the neighbouring property owners.

(If there is any unwanted noise at the property and you require assistance during the event, it is recommended that you contact your Local Police on 131 144, and submit a formal complaint to the Accommodation Manager via the contact details provided on page 1.)

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CITY OF BELMONT
SCHEDULE OF SUBMISSIONS – Change of Use – Holiday House at Lot 24 (16) Samphire Street, Ascot (Council Ref 41/2022)

No.	Name & Address	Summary of Submission	Officer Comment
1.	S. and J. Hagarty 12 Samphire St Ascot 6104	<p>Objection</p> <ol style="list-style-type: none"> 1. The property at 16 Samphire St has been used for short stay and holiday accommodation since around January 2022. 2. Planning Bulletin 99 –Holiday Homes Guidelines was adopted in September 2009 and has recently been the subject of review. 1 year approvals Preferred in areas of tourism amenity. The site is not located in an area of high tourism amenity and is not a suitable location for short stay accommodation. <p>The recently advertised (6 December 2021 – 7 March 2022) Draft Position Statement - Planning For Tourism Dec 2021 and accompanying Draft Planning for Tourism Guidelines aim to provide clear and consistent guidance on the definition and treatment of short term rental accommodation.</p> <ol style="list-style-type: none"> 3. Concerns with parking locations and number of vehicles likely to be at the property. 4. Raises concerns with inconsistencies within the management plan in respect to The Environmental Protection (Noise) regulations 5. The management plan implies that the Accommodation Manager is not available after hours as it only provides a land line phone number. The Management Plan fails to address how the Accommodation Manager will monitor compliance with issues impacting neighbours other than through complaints being lodged after the event. 6. Considers the use is not consistent with the objectives of the zone. The use has already generated a nuisance which is detrimental to the amenity of the residents and cannot reasonably be considered to be a supporting land use to the predominantly residential area as it offers no benefit to the residential uses in the area. <p>The circumstances that have led to the lodgement of this application demonstrate that the use is not consistent with the objectives of the zone. Based on Clause 3.1.2(b) of LPS15 if the local government determines that the use is not consistent with the objectives of the zone, the use is not permitted.</p>	<ol style="list-style-type: none"> 1. The City was made aware of the operation on site by complaints received in January 2022. The owner was contacted to stop operations and to seek Planning Approval if they wanted to continue the use. During the assessment of the application, additional complaints were received stating that the short stay accommodation use was still occurring. The city arranged staff to attend the site however no occupants were seen onsite. This will continually be monitored through the City's Compliance and Rangers service and does not bias the assessment of the development application. 2. The <i>Planning Bulletin 99 – Holiday Homes Guidelines</i> and <i>Draft Position Statement: Planning Tourism</i> provides local Governments with guidance when dealing with Holiday Homes within residential areas, and Tourism. The documents are not planning policies and does not provide requirements to be satisfied and assessed against during the assessment of an application. The application has been assessed against the objectives of the zone under LPS 15. <p>The site is located with the Ascot Waters 'Special Development Precinct'. It is clear from the objectives of the zone that there is intent for a variety of land uses that includes both residential and commercial activities. However, it is also important to note there is a clear objective of ensuring that commercial uses do not detrimentally affect the amenity of residents.</p> <p>The proposed 'Holiday House' use is an activity that is considered consistent with the objectives, and subject to management conditions, not generate nuisances detrimental to the amenity of the locality. The use is also proposed to use the existing building and no physical changes are proposed. This means that the built form criteria of the zone objectives are unaffected.</p> <ol style="list-style-type: none"> 3. In terms of a car parking standard, LPS 15 does not specify a standard for a 'Holiday House' use. In lieu of this, Clause 4.16.4(1) stipulates: <p><i>"The number of spaces to be provided in respect of any particular site shall be determined by the local government, having regard to the nature of the use and the known or likely volume of goods, material or people moving to and from the site..."</i></p> <p>The dwelling was constructed with two parking bays provided in the garage. In accordance with Clause 5.3.3 of the Residential Design Codes Volume 1, a minimum of two (2) parking bay is required to be provided on site for a Single House.</p> <p>In addition to the two garage bays there is also sufficient space in front of the garage door, within the driveway. While the space between the garage door and lot boundary is approximately 4m, there is an additional 3.5m to the kerb. The 7.5m distance is sufficient to safely accommodate two vehicles within the driveway. It also important to note that there is no footpath that goes across the driveway. As such, vehicles parked within the driveway will not interfere with pedestrians or other vehicles. Figure 2 below shows the use of the driveway area.</p>

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			<p>The submitted Property Management Plan proposes the use of two parking bays in the garage, two spaces within the existing driveway and where needed, use of on-street parking bays.</p> <p>It is considered that the 4 on site bays is acceptable for the use and consistent the parking ratio previously applied by Council on similar proposals. As such, references to the use of on street bays within the Property Management Plan are recommended to be removed.</p> <p>Accordingly, the proposed 4 bays are considered to satisfactorily cater for the parking needs of the use and is consistent with the parking arrangements of other dwellings in the area. The maximum number of people permitted to be accommodated imposed as a condition of approval will also limit parking demand.</p> <p>4. Should Council determine to approve the application, it is recommended that a Condition is imposed to require the Property Management Plan be amended to incorporate the following:</p> <ul style="list-style-type: none"> - Guest check-in and check-outs are not permitted between the hours of 10.00pm to 07.00am on Monday – Saturday and 10.00pm to 9.00am on Sundays and public holidays. - Clarify that amplified music is not permitted to be played at the property after 9:00pm. - Details of how bins will be presented and returned in a timely manner from kerbside waste collection. - Details of 24 hour response capabilities for the listed managers phone number. - Remove reference to on-street parking bays. <p>Overall, it is considered the implementation of the Property Management Plan and Code of Conduct will ensure amenity impacts on surrounding properties are properly managed to a level consistent with the amenity of the surrounding residential properties.</p> <p>Should Council determine to approve the application, it is recommended that a Condition is imposed to require the submission of an updated Property Management Plan and its subsequent implementation.</p> <p>5. As indicated in Point 4 above, should Council determine to approve the application it is recommended that the Property Management Plan be updated to includes 24 hour response capabilities for the listed managers phone number.</p> <p>6. As confirmed under Point 2 above, the application has been assessed against the objectives of the zone under LPS 15.</p> <p>The site is located with the Ascot Waters ‘Special Development Precinct’. It is clear from the objectives of the zone that there is intent for a variety of land uses that includes both residential and commercial activities. However, it is also important to note there is a clear objective of ensuring that commercial uses do not detrimentally affect the amenity of residents.</p> <p>The proposed ‘Holiday House’ use is an activity that is considered consistent with the objectives, and subject to management conditions, not generate nuisances detrimental to the amenity of the locality. The use is also proposed to use the existing building and no physical changes are proposed. This means that the built</p>
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			<p>form criteria of the zone objectives are unaffected.</p> <p>When determining the suitability of a Use Not Listed it is also beneficial to consider nature of other uses capable of approval within the zone. The below land uses are consistent with the objectives of the zone as they listed in the zoning table as being capable of approval:</p> <ul style="list-style-type: none"> • Bed and breakfast • Betting agency • Child care premise • Consulting rooms • Convenience store • Exhibition Centre • Fast food Outlet/Lunch bar • Hotel • Medical Centre • Motel • Office • Restaurant/café • Serviced Apartment • Shop • Showroom • Small bar • Tavern <p>It is considered that the nature of the proposed use has similar or reduced amenity impacts to many of the above uses. Further to this, it is noted that there are several listed uses which also provide short term accommodation. As the above uses are consistent with the objectives of the zone, the proposed Holiday House use can also be acceptable, subject to not detrimentally impacting the amenity of the area.</p> <p>It is acknowledged that the owner has continued to periodically advertised and used the site on Air BnB prior to lodging and during the applications assessment. This resulted in surrounding neighbours having concern and raising this with Council. The owner was instructed by the City to cease operation and advertising of the use until planning approval has been issued. This will be pursued through the City's Compliance service and does not bias the assessment of the application.</p>
2.	C. Sultana 18 Samphire Street ASCOT 6104	<ol style="list-style-type: none"> 1. Approving the holiday home proposal would contradict Belmont's Local Planning Policy No.6 and disregard the compliance of other residents in the Ascot Waters Special Development Precinct who have complied. 2. The change of use from private residential to holiday house not only contravenes Part 3.7.2 of Local Planning Scheme No.15, but in my opinion, constitutes operating a business. There would be very few businesses, if any at all, that would be allowed to commence trading within the jurisdiction of the City Of Belmont without the necessary approvals being applied for, and possibly granted. 3. Notes that Holiday Accommodation is 'X' – and is a use not permitted by the Scheme. There is a 'X' across every single zone within the City Of Belmont. Furthermore, Part 3.3.3 "the local government must refuse to approve any 'X' 	<ol style="list-style-type: none"> 1. There are exceptionally limited circumstances where present applies in planning decisions. Any potential future application for the land use in the area would be considered on its individual merits and the planning framework at the time. 2. Clause 3.7.2 of the LPS15 states: <i>A Person must not use any land, or structure or buildings on land, in a special use zone except for the purposes set out against that land in Schedule 4 and subject to compliance with and conditions set out in Schedule 4 with respect to that land.</i> <p>There are no Special Use Zones which apply to the scheme. As outlined in submission 1, points 2 and 6, the application has been assessed against the objective of the zone and considered that the use is acceptable.</p>

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		<p>use of land. Approval to an 'X' use of land may only proceed by way of an amendment to the Scheme".</p> <p>4. Observed vehicles constantly arriving and departing at all hours of the day and night, and loud music and social gatherings in the backyard until after 12am. Vision on my security cameras showing individuals clearly under the influence of illicit/illegal substances whilst at the property. A guests' motor vehicle being stolen from an open garage at 1:30am on the morning of the 3rd July 2022 Empty alcohol bottles and cans that had been discarded over the rear boundary fence into the public open space that adjoins the Swan River.</p> <p>Note that all of the above examples have occurred whilst the property has been the subject of a management plan by the Accommodations Manager who supposedly screens potential guests.</p> <p>5. All parties involved have expertise in their fields and cannot claim ignorance of the necessary approvals process, implying a deliberate attempt to bypass it and disregard neighbors and Belmont's by-laws.</p> <p>6. Considers it unreasonable to expect the Security Patrol to deal with a scenario which is the making of one individual but funded by all ratepayers especially when it could have been easily avoided.</p>	<p>3. Holiday Accommodation means 2 or more dwellings on one lot used to provide short-term accommodation for persons other than the owner of the lot. The proposed use is 'Holiday House' which is an 'Use Not Listed' and therefore can be considered under Clause 3.4.2 of LPS15.</p> <p>4. Pre-empting non-compliance is not a planning concern that can be considered. Approval of the application will require compliance with the applied conditions and Property Management Plan. Where the Property Management Plan and Code of Conduct are breached this will be dealt with as a Compliance matter. These matters would require Police.</p> <p>5. The applicant has lodged for the change of use through the development application process. It is acknowledged that the owner has continued to periodically advertised and used the site on Air BnB prior to lodging and during the applications assessment. The owner was instructed by the City to cease operation and advertising of the use until planning approval has been issued. This will be pursued through the City's Compliance service and does not bias the assessment of the application.</p> <p>6. If the application is approved, the Property Management Plan and Code of Conduct will be conditioned to ensure it is followed. When considering the suitability of the proposed management measures it is necessary to assess the existing amenity of the area. Currently the surrounding area is largely defined by single houses used for residential purposes. It is appropriate to use this as the amenity context for the assessment of the proposal.</p> <p>A Property Management Plan was submitted to detail measures that ensure activities at the property are undertaken in a manner that will not detrimentally affect the amenity of the locality.</p>
3.	M Ng 28 Waterway Crescent, Ascot WA 6104	<p>Objection</p> <p>1. If 16 Samphire Street turns into holiday housing, this will have an undesired effect on the safety, security of Ascot.</p> <p>2. Concerns that should this dwelling be approved for holiday housing, this will lead to more houses in the area being turned into short term holiday homes.</p> <p>3. There are plenty of available hotels and motels already available close to Ascot - we don't need houses in our area adding to this. There is a shortage of long-term rentals in the market which means 16 Samphire Street can be easily rented out.</p> <p>4. Concern that the proposed use devalue the property.</p> <p>5. Express disappointment that this is a retrospective application meaning that the owners of 16 Samphire Street have already done the wrong thing and broken the law.</p>	<p>1. The use of the site for a holiday house will have no foreseeable safety/security risks. The Property Management Plan and Code of Conduct imposed provide how selection of tenants occur along with the bond and period of stay being a minimum of 7 days will ensure more appropriate guests stay at the site</p> <p>2. There are exceptionally limited circumstances where precedent applies in planning decisions. Any potential future application for the land use in the area would be considered on its individual merits and the planning framework at the time.</p> <p>3. This is not a planning concern. Short Stay accommodation area form of rental being only for a short period of time.</p> <p>4. This is not a planning matter. The proposed use will retain the appearance as a single house, property values are likely to be unaffected.</p> <p>5. It is acknowledged that the owner has continued to periodically advertised and used the site on Air BnB prior to lodging and during the applications assessment. The owner was instructed by the City to cease operation and advertising of the use until planning approval has been issued. This will be pursued through the City's Compliance service and does not bias the assessment of the application.</p>
4.	S. Yuting Liu 8 Clearwater Way	<p>Objection</p>	

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	Ascot WA 6104	1. Concern for the general safety and for this community	1. Refer to Submission No. 3 Point 1 of this table
5.	J. Song 2A Tidewater Way Ascot WA 6104	<p>Objection</p> <ol style="list-style-type: none"> Concerns that there is the potential for the site to become a drug distribution site. Concerns that the proposal will Attract more hoons in Ascot Waters community Potential for more drunk/drugged drivers on the road within Ascot Waters community property has been illegally operated as a short stay business Concerns about accountability in case of incidents at short-term stays, as guests only stay briefly and may leave before authorities arrive. Difficulty in reaching the property manager and owner. 	<ol style="list-style-type: none"> This is not considered to be a planning concern and is not a consideration of the application. This is a matter for the Police. The Property Management Plan and Code of Conduct are proposed to ensure occupiers behave appropriate when staying at the site. This is not considered to be a planning concern and is not a consideration of the application. This is a matter for the Police. This is not considered to be a planning concern and is not a consideration of the application. This is a matter for the Police. The Property Management Plan is conditioned to require an after hours contact. Where the Property Management Plan and Code of Conduct are breached this will be dealt with as a Compliance matter.
6.	F. Valberg 11 Samphire Street	<p>Objection</p> <ol style="list-style-type: none"> Approval of this application may lead to more similar applications, and raises the question of whether they will also be approved. Residents have invested in this area for its peaceful and attractive environment, and do not want it to become a commercial property. People entering and leaving the premises at irregular hours, mainly due to the varying arrival and departure times of flights, which cannot be controlled. other neighbour experienced some drug related issues. 	<ol style="list-style-type: none"> Refer Submission No 3, Point 2 The site is located with the Ascot Waters 'Special Development Precinct'. It is clear from the objectives of the zone that there is intent for a variety of land uses that includes both residential and commercial activities. However, it is also important to note there is a clear objective of ensuring that commercial uses do not detrimentally affect the amenity of residents. The proposed 'Holiday House' use is an activity that is considered consistent with the objectives, and subject to management conditions, not generate nuisances detrimental to the amenity of the locality. The use is also proposed to use the existing building and no physical changes are proposed. This means that the built form criteria of the zone objectives are unaffected. The Property Management Plan includes check-in check-out times that are consistent with reasonable day time hours. In addition, there is no planning requirements that would prevent people leaving/entering a site at night. This is not considered to be a planning concern and is not a consideration of the application. This is a matter for the Police.
7.	D. Brunini 3 The Boardwalk, Ascot	<p>Objection</p> <ol style="list-style-type: none"> Concerns that the management plan will not be followed, and the type of use will encourage unacceptable behavior that will negatively impact the quality of the area. Concerns the constant influx of unfamiliar people may harm the environment. Holiday guests may not be aware of the many birds and their breeding times, leading to potential harm to wildlife and failure to observe speed limits in areas where birds cross to graze. Concerns that 2 car bays for 6 guests will potentially increase traffic, parking and manoeuvring issues, causing congestion. 	<ol style="list-style-type: none"> Pre-empting non-compliance is not a planning concern that can be considered. Approval of the application will require compliance with the applied conditions and Property Management Plan. Where the Property Management Plan and Code of Conduct are breached this will be dealt with as a Compliance matter. The proposed change of use is limited to the subject site. There are no significant environmental features of the site which could be impacted by the change of use. Any impacts on the adjoining sites will be dealt with as a Compliance matter. It is considered that the 4 on site bays (2 garage & 2 Driveway spaces) is acceptable for the use and consistent the parking ratio previously applied by

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8.	P. Itzstein 67 Waterway Crescent Ascot 6104	Objection <ol style="list-style-type: none"> 1. Object on the basis that short stay accommodation is not suitable for the suburb 2. Concerns with parking issues 3. Concerns with previous activities at the premise 4. There are no food or hospitality outlets that would be desirable for short stay accommodation users. 	<p>Council on similar proposals.</p> <ol style="list-style-type: none"> 1. Refer to Submission No 1 & 2 2. Refer to Submission No 1 3. Refer to Submission No 1 & 2 4. Refer to Submission No 1 & 2
9.	C. Logue B. Logue G. Logue 18 Sedgeland Way Ascot 6104	Objection <ol style="list-style-type: none"> 1. We have witnessed the social deviate behaviour of the majority of people who take advantage of a desirable environment to act in a disrespectful manner over multiple days of all hours and with overflowing people . 	<ol style="list-style-type: none"> 1. Refer to Submission No 1 & 2
10.	V. Stanley 26 The Riverwalk Ascot 6104	Objection <ol style="list-style-type: none"> 1. Concerns that the proposal will bring in outsiders who will not follow conditions 2. Concerns the proposal will cause parking issues 3. Who will monitor the property 4. Concerns this will lead to more houses in the area being turned into short term holiday homes. 	<ol style="list-style-type: none"> 1. Refer to Submission No 1 & 2 2. Refer to Submission No 1 & 2 3. Refer to Submission No 1 & 2 4. Refer to Submission No 2
11.	J. Millen 7 Cygnus Road ASCOT 6104	Objection <ol style="list-style-type: none"> 1. This is a 5-bedroom, 3-bathroom house with a large in-ground pool. Instead of appealing to the families, it is likely to be rented out to large groups who want to split the cost. 2. It's proximity to the Racing track means it will be ideal for a group of race-goers who would use it before and after racing events as a "party house". 3. Noise concerns 4. Parking will be a problem 	<ol style="list-style-type: none"> 1. A condition will be imposed to limit the maximum number of guest to 6 persons. This is also included in the Property Management Plan and Code of Conduct. If this condition is breached, this will be dealt with by the city's compliance team. 2. Pre-empting non-compliance and potential future guests is not a planning concern that can be considered during the assessment process. Approval of the application will require compliance with the applied conditions and Property Management Plan. Where the Property Management Plan and Code of Conduct are breached this will be dealt with as a Compliance matter. 3. Refer to Submission No 1 & 2 4. Refer to Submission No 1 & 2
12.	W. Millen, 7 Cygnus Road ASCOT 6104	Objection <ol style="list-style-type: none"> 1. Considers the property is not suitable for the peaceful and well-planned Ascot Waters neighborhood, which is known for its tranquil design and serene atmosphere. 2. I have come across numerous instances where Airbnb guests, who have no 	<ol style="list-style-type: none"> 1. Refer to Submission No 1 & 2 2. Refer to Submission No 3

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		connection to the host community and no consideration for their neighbors, exhibit disruptive and unruly behavior. They tend to be transitory and include multiple individuals who are indifferent to the impact they have on others and the environment.	
13.	F. Wu 9 Channel Lane ASCOT 6104	<p>Objection</p> <ol style="list-style-type: none"> 1. The increase of vehicles and strangers in the area may cause safety issues 2. Notice an increase in strangers and rubbish on the streets 3. Consider that Ascot waters is the flagship Belmont community, the city has an obligation to preserve its status as a desirable location for residents rather than a tourist destination. 	<ol style="list-style-type: none"> 1. The proposed use is anticipated to have similar traffic movements to the residential dwellings in the area. Refer to Submission 1 & 3, where parking and safety is outlined. 2. Waste can be managed utilising the existing Council Kerb side collection. If the application is approved, Details of how bins will be presented and returned in a timely manner from kerbside waste collection will be added to the Property Management Plan. 3. Refer to Submission No 1 & 2
14.	L. and P. Worthington 14 Samphire Street ASCOT WA 6104	<p>Objection</p> <ol style="list-style-type: none"> 1. State Government Guidelines on short term/holiday house accommodation Planning Bulletin 99. Please note the following statements refer to <u>suitable areas</u> – which are <u>not</u> indicative of <u>Ascot Waters</u>, and certainly not why Ascot families choose to live here 2. Ascot Waters Special Development Precinct Policy states clearly the assurance that property owners’ investment and quality living will be protected. 3. In January the late-night arrival of several vehicles and young occupants was the first indication that 16 Samphire was holiday accommodation. Guests arrived for periods of 7 or 14 days, and this continued over the ensuing months. 4. The site can only accommodate parking for 2 vehicles inside the garage. Other vehicles parking in front of the garage are on the crossover as there is insufficient length to park wholly within the site. 5. Their management of this property is questionable if they are not aware of the Applications required. It has since become obvious that their “due diligence” in the selection of desirable guests to the property is not a high standard 6. Management Plan or lack thereof: in an emergency if police are needed, or in the event of health or safety matters, neighbours would be required to contact authorities. Or alternatively contact the City of Belmont. In effect making neighbours responsible for monitoring adherence to local and civil law. 7. The class of guest and the style management of the premises is indicated by the antisocial incidents which have taken place since the start of the holiday house business. 8. Other matters of concern include insurance to property. Whereas the owner of the holiday house property can obtain a bond or deposit to cover damage to their property, neighbours have no such assurance. Should there be any damage to neighbours’ property, or any other incident it will be the neighbours 	<ol style="list-style-type: none"> 1. Refer to Submission No 1 & 2 2. Refer to Submission No 1 & 2 3. Refer to Submission No 1 & 2 4. Refer to Submission No 1 5. Refer to Submission No 1 & 2 6. Refer to Submission No 1 & 2 7. Refer to Submission No 1 & 2 8. This is not a planning matter to be considered as part of the assessment of this application. 9. This is not a planning matter to be considered as part of the assessment of this application.

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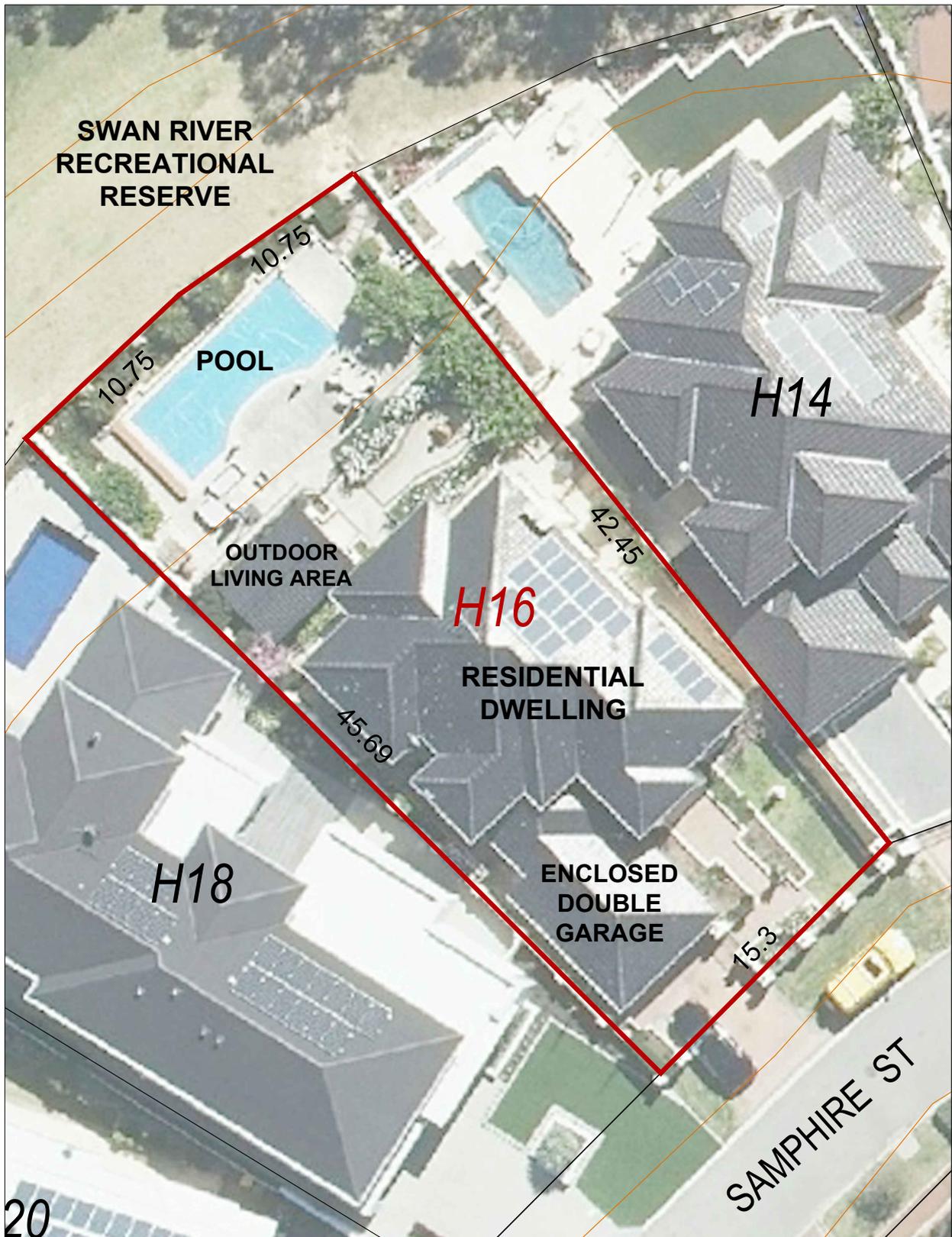
		<p>left with cost and inconvenience.</p> <p>9. Our insurance provider may in future request information regarding the area and if there is "short stay accommodation/ holiday home accommodation" they could increase premiums accordingly, as they have done in other cities.</p>	
15.	L. Oliver 10 Crake Street ASCOT 6104	<p>Objection</p> <ol style="list-style-type: none"> 1. The holiday home applicant may claim that only 6 people, no pets, no parties, and parking spaces in the garage will be allowed, but it is unclear how they plan to enforce these restrictions. 2. Ascot Waters is a tight-knit community and if one business is allowed to open, it could lead to an influx of others, impacting the sense of community that currently exists. 3. Raises safety concerns with the constant influx of non-residents moving in and out. These outsiders do not show any concern for the neighborhood's well-being or how their actions may impact the community. 4. Cannot see how introducing a commercial business into a strictly residential area could have any benefits to anyone living here, quite the reverse, it can only have a detrimental effect. counter the above statement 	<ol style="list-style-type: none"> 1. Refer to Submission No 1 & 2 2. Refer to Submission No 1 & 2 3. Refer to Submission No 3 4. Refer to Submission No 1 & 2
16.	H. Chamberlain 8 Crake Street ASCOT 6104	<p>Objection</p> <ol style="list-style-type: none"> 1. The use is inconsistent with the community based neighbourhood of ascot waters 2. There is currently a housing shortage. Residential properties should be available for people who wish to live in the area and become part of the community. 3. Considers that the use of private dwellings for holiday accommodation takes business away from hotels and other accommodation providers 4. Holiday accommodation should be in zoned areas along Great Eastern Highway that are commercially zoned. 	<ol style="list-style-type: none"> 1. Refer to Submission No 1 & 2 2. The shortage of long term rentals is not a planning matter that can be considered during the assessment of a change of use application. 3. Competition for existing short-stay businesses is not a planning consideration 4. Refer to Submission No 1 & 2
17.	C. Chamberlin 8 Crake Street ASCOT 6104	<p>Objection</p> <ol style="list-style-type: none"> 1. Considers that holiday rentals would be more appropriate along Great Eastern Highway and not quiet residential areas. 2. Management plans can in realty never adequately control the use. 3. There have been many examples with air bnb causing anti-social behaviour 4. There is currently a housing shortage. Residential being used for holiday accommodation should be discouraged. 5. Consider the proposal sets an undesirable precedent for similar proposal and will lead to disgruntled local residents. 	<ol style="list-style-type: none"> 1. Refer to Submission No 1 & 2 2. Refer to Submission No 1 & 2 3. Refer to Submission No 1, 2 and 3 4. This is not a planning concern. Short Stay accommodation area form of rental being only for a short period of time. 5. Refer to Submission No 1 & 2

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18.	K. Tavener and E. Vicker 22 Samphire Street ASCOT 6104	<p>Objection</p> <ol style="list-style-type: none"> 1. I do note that the applicant has been operating the holiday house business since it moved out; that is, it has been operating the business for over a year without approval. Such indifference to council planning rules suggests the applicant will not enforce the conditions summarised in the proposal (as provided by council). 2. At no time did the applicant contact neighbours and advised them of its plans or even provide a phone number should problems arise. 3. Samphire Street is relatively narrow and when the clients arrive, they inevitably park on the street and, occasionally, on the driveway; making access to my property very difficult; this is more so at night. 4. Our privacy has been diminished due to the greater number of people walking directly past our back yard; each new group exploring the surroundings. 5. the noise level is increased due to the greater numbers. One could not expect paying clients to ensure guests to comply with any rules; 6. The character of the area is further impacted as the street possesses a strong neighbourhood community, which looks after the area and each other. It was never intended (or anticipated to be) a business precinct. 7. Approving the retrospective application would promote disregard for planning regulations and harm the quiet neighbourhood. Rejecting it would push the applicant to find a compliant business model instead of changing the zoning. 	<ol style="list-style-type: none"> 1. Refer to Submission No 1 & 2 2. The applicant is not needed to contact neighbours prior to lodging a development application. As part of the assessment of the application, it is Councils Responsibility to advertise applications where required. 3. Refer to Submission No 1 & 2 4. 22 Samphire Street is located adjacent to the Black Swan Island (Kuijak Island) reserve. The reserve is not private land and is accessible to the public. People attending the reserve would walk past 22 Samphire Street. If the application is approved, the approval will include conditions limiting the number of guests to 6 persons. The proposal is unlikely to significantly increase the number of people attending the reserve. 5. Refer to Submission No 1 & 2 6. Refer to Submission No 1 & 2 7. Refer to Submission No 1 & 2. The proposed application is seeking a change of Use. The zoning of the site and surrounding area are unchanged.
19.	S. Piantadosi 17 Sedgeland WAY Ascot WA 6104	<p>Objection</p> <ol style="list-style-type: none"> 1. Short term rental accommodation is out of character for this residential area and will detrimentally affect the amenity 2. Parking may become a problem as the garage is likely to be insufficient to accommodate the vehicles of multiple families or individuals staying at the holiday home. 3. Concern that the potential noise from parties is likely to be an issue, particularly in a very quiet residential area. 4. may be the potential use of the house for illegal activities, such as using the premises to sell drugs. 5. will set a precedent throughout Ascot Waters, and allow anyone with a house to be able to pursue similar accommodation. Increased short term rentals in the area will erode the fabric of the community, most of whom are property owners or long term tenants. 6. Concerns with the advertising process I'd suggest it may give rise to claims for residents affected by this proposal that is a denial of natural justice for residents. 	<ol style="list-style-type: none"> 1. Refer to Submission No 1 & 2 2. Refer to Submission No 1 3. Refer to Submission No 1 & 2 4. Refer to Submission No 5 5. Refer to Submission No 1 & 2 6. The application was advertised per the requirements under the LPS Regulations. Advertising letters were sent to all land owners within 200m of the site, and a sign erected onsite per Clause 64A(2) of the Deemed Provisions. The application was advertised for a 28 day period. 7. Refer to Submission No 1 & 2 8. The anti-social behaviour is matter for the police.

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		<p>7. Acknowledging management is not a valid planning argument, I would suggest that potential complaints related to the use as short term accommodation would tie up valuable Council ranger, security and Police services.</p> <p>8. Relying on the Police line to report noise complaints is not a management plan - this is merely subcontracting the owner's responsibilities onto the Police</p>	
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SITE PLAN

LOT 24 (No. 16) SAMPHIRE STREET, ASCOT

City of Belmont
AMENDED PLANS
RECEIVED 17/03/2022
Application No: 41/2022

1:400@A4/P2480-01/07.02.22

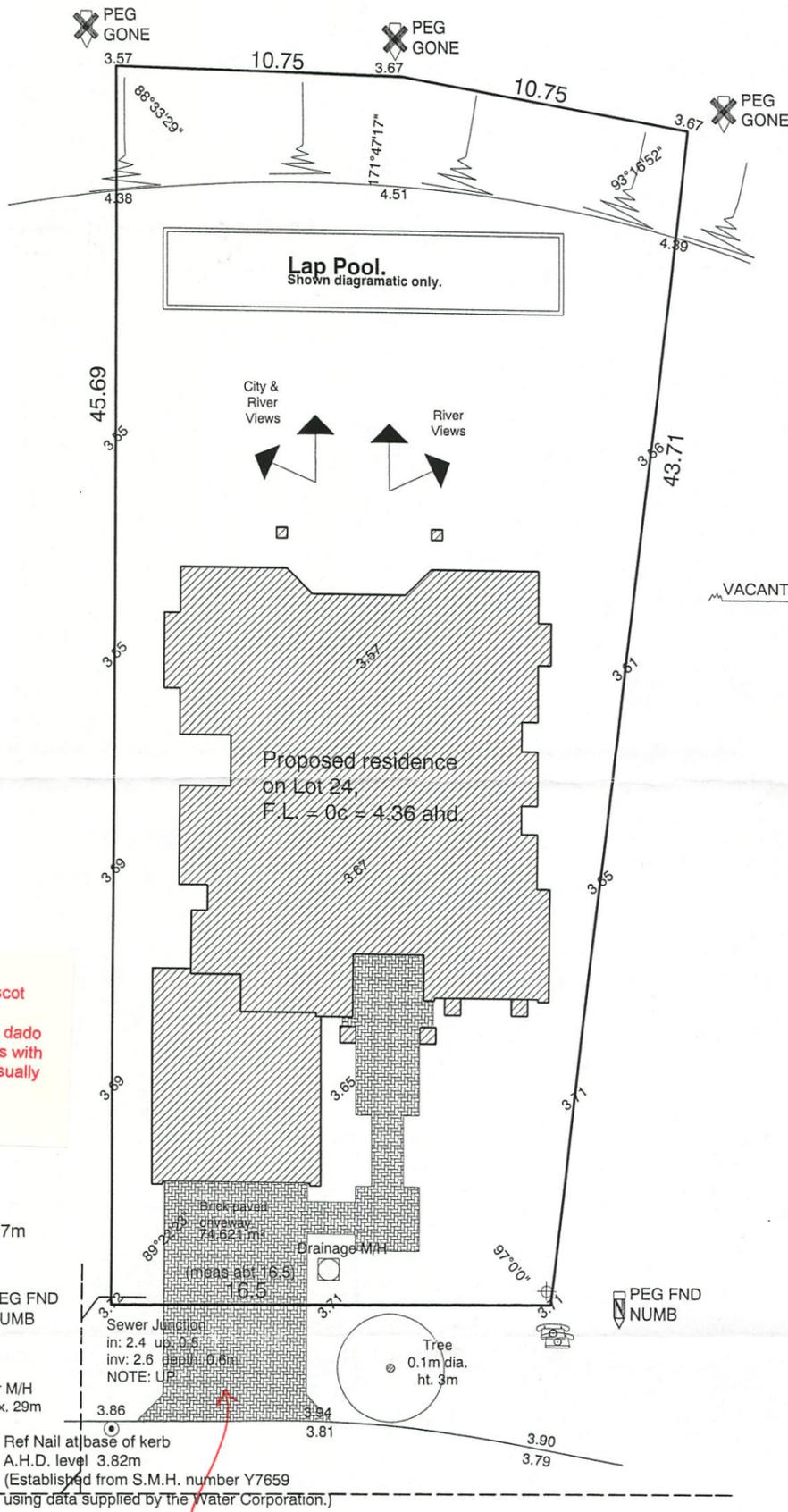
PETER WEBB AND ASSOCIATES
CONSULTANTS IN TOWN PLANNING & URBAN DESIGN

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LOT 24

SOIL DESCRIPTION

Sandy/Possible L'stone
Light Grass Cover



All fencing to be in accordance with Ascot Waters Special Development Precinct Policy, Figures 19, 20 & 21. Piers and dado walls to be constructed of limestone blocks with red brick capping. Infill panels to be visually permeable.

NOTE: LOT MISCLOSE IS 0.007m

PEG FND NUMB

Sewer M/H approx. 29m (3.75)

Ref Nail at base of kerb
A.H.D. level 3.82m
(Established from S.M.H. number Y7659
using data supplied by the Water Corporation.)

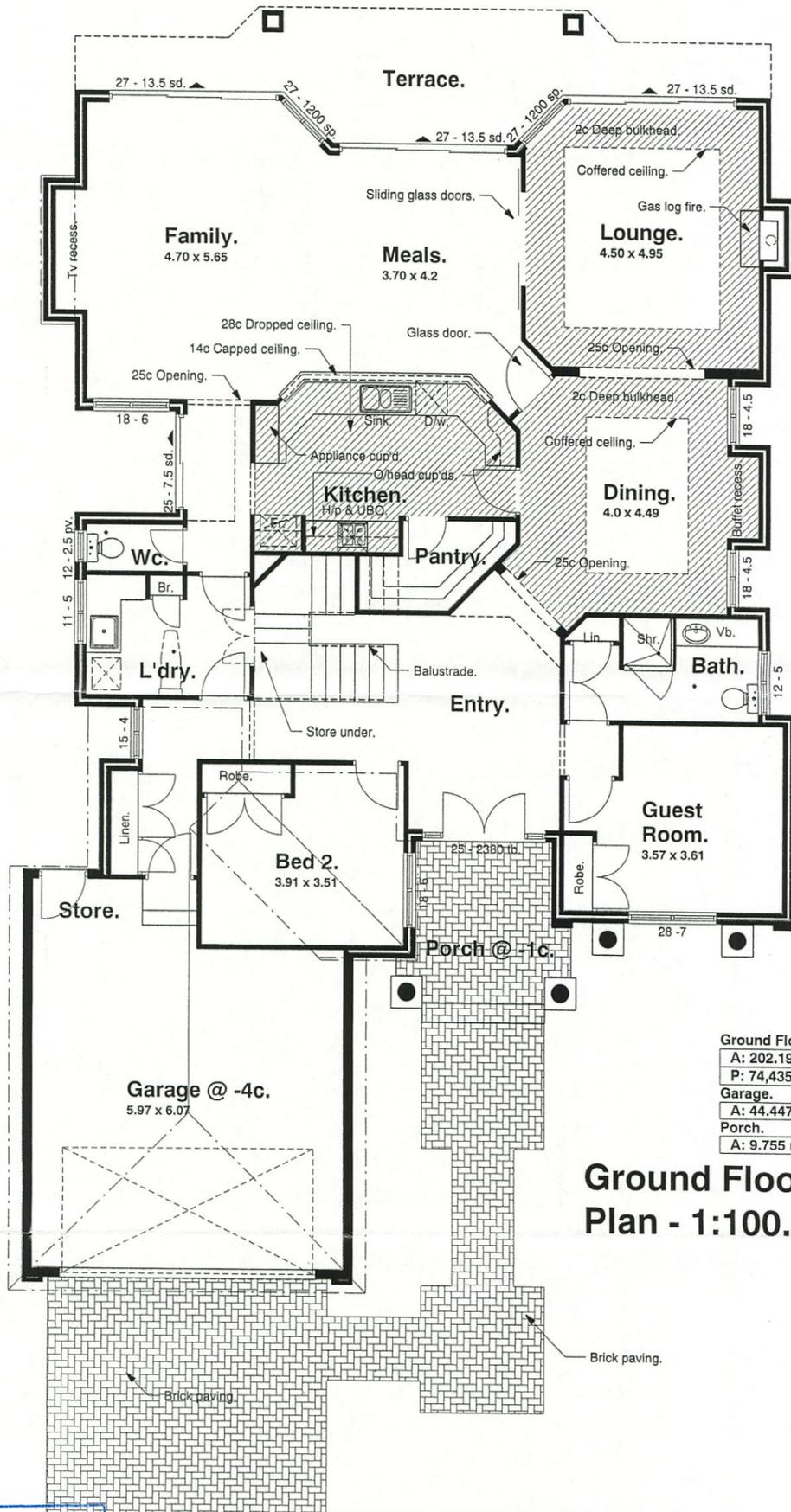
Crossover to be constructed in accordance with Ascot Waters Design Guidelines.

CITY OF BELMONT
PLANNING CONSENT GRANTED
DATE: 19 April 2000
SUBJECT TO CONDITIONS OF
PLANNING APPROVAL AND THE
OBTAINING OF A BUILDING PERMIT.

City of Belmont
AMENDED PLANS
RECEIVED 17/03/2022
Application No: 41/2022

	CLIENT : Mr & Mrs Gregory.
	LOT : 24, Sapphire st, Ascot.
	DRWN : Stephen McChesney. Ph 9279 7660
	DATE : 4th, March, 2000.
AMENDED :	1.

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Ground Floor.
 A: 202.194 m2
 P: 74,435 mm
 Garage.
 A: 44.447 m2
 Porch.
 A: 9.755 m2

**Ground Floor
 Plan - 1:100.**

City of Belmont
AMENDED PLANS
 RECEIVED 17/03/2022
 Application No: 41/2022

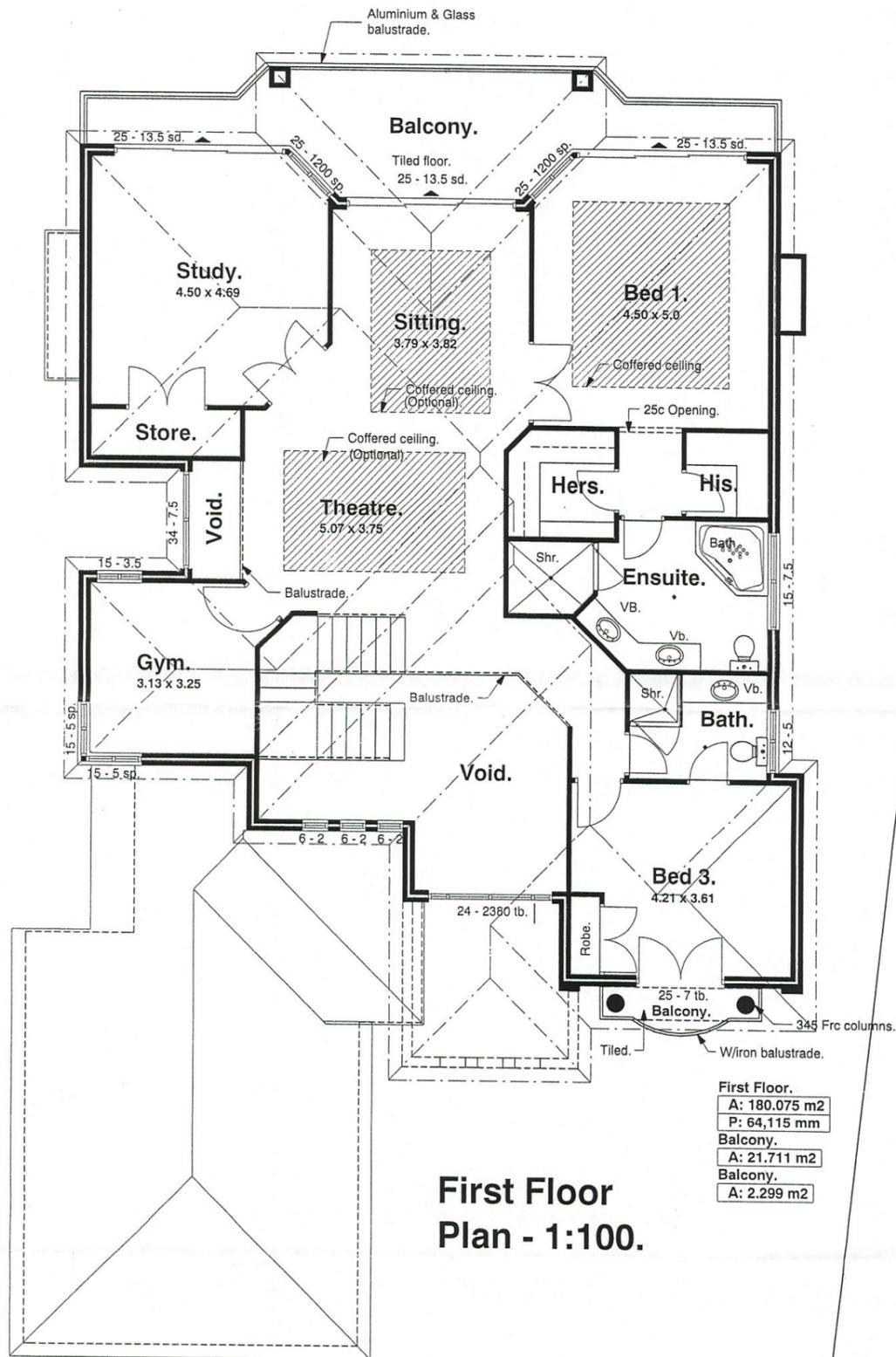
CITY OF BELMONT
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 LOT : 24, Samphire st, Ascot.
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 DATE : 4th, March, 2000.
 AMENDED :

2.

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**First Floor
Plan - 1:100.**

First Floor.
A: 180.075 m²
P: 64,115 mm
Balcony.
A: 21.711 m²
Balcony.
A: 2.299 m²

CITY OF BELMONT
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DATE : 4th, March, 2000.
AMENDED :

3.

12.2 Planning Framework Update Development Area 6 (Redcliffe Station) Precinct

Attachment details

Attachment No and title
1. Improvement Plan No. 45 - Redcliffe Station Precinct [12.2.1 - 7 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	116/112 - Development Area 6 - Structure Plan
Location/Property Index	:	Various
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	26 Apr 2022 Ordinary Council Meeting Item 12.1, 23 Mar 2021 Ordinary Council Meeting Item 12.1, 10 Dec 2019 Ordinary Council Meeting Item 12.3, 13 Dec 2016 Ordinary Council Meeting Item 12.7
Applicant	:	N/A
Owner	:	Various
Responsible Division	:	Development and Communities

Council role

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

Purpose of report

To provide Council with an update on:

1. The next steps for preparation of a planning framework for the Development Area 6 (DA6) precinct, and conclusion of Taylor Burrell Barnett's tender contract for delivery of a planning framework for the precinct.
2. Coordination with the Department of Planning, Lands and Heritage (DPLH) officers to facilitate preparation of an Improvement Scheme for the precinct.
3. Communication with landowners and residents in the DA6 precinct to keep them informed of the progress of planning work for the area.

Summary and key issues

- In response to the Forrestfield Airport Link project and the State Government's commitment to construct the Metronet Redcliffe Train Station in the DA6 precinct, the City of Belmont engaged Taylor Burrell Barnett in 2016 to prepare a planning framework for the area.
- Council endorsed the draft planning framework for public advertising at the 23 March 2021 Ordinary Council Meeting (Item 12.1). The draft planning framework was then forwarded to the Western Australian Planning Commission (WAPC) for consent to advertise. To date, consent has not been provided.
- The funding arrangement for upgrading of the Southern Main Drain has not been resolved, and there are competing State Government Agency interests within the precinct. Given this, Council at the 26 April 2022 Ordinary Council Meeting (Item 12.1) considered it beneficial to request that the DA6 locality be established as a redevelopment area and for DevelopmentWA to progress the planning framework.
- In October 2022 Redcliffe Station became operational, and the Minister for Planning and Governor subsequently supported an Improvement Plan rather than a redevelopment area for the DA6 precinct. The DPLH have been tasked to progress planning for the area including provision for making of an Improvement Scheme.
- DPLH has advised that an Improvement Scheme for the precinct will be informed by the Improvement Plan and the strategic planning previously undertaken by the City. They also outlined that the City will continue to play an important role in the planning for the precinct.
- To facilitate the sharing of information and provide clarity over each party's role in the project, it is proposed that a Memorandum of Understanding (MOU) or similar agreement be established between the City and DPLH.
- Given DPLH are now tasked with progressing an Improvement Plan and Improvement Scheme, there is no need for the City to continue its engagement with Taylor Burrell Barnett to finalise the planning framework. The associated contract can therefore be closed.
- Officers will continue to liaise with DPLH regarding the Improvement Scheme, to facilitate in the delivery of a planning framework for the precinct.

Location

The DA6 precinct encompasses land bound by Great Eastern Highway, Coolgardie Avenue, Redcliffe Road, Perth Airport and Tonkin Highway in Redcliffe (refer to Figure 1).

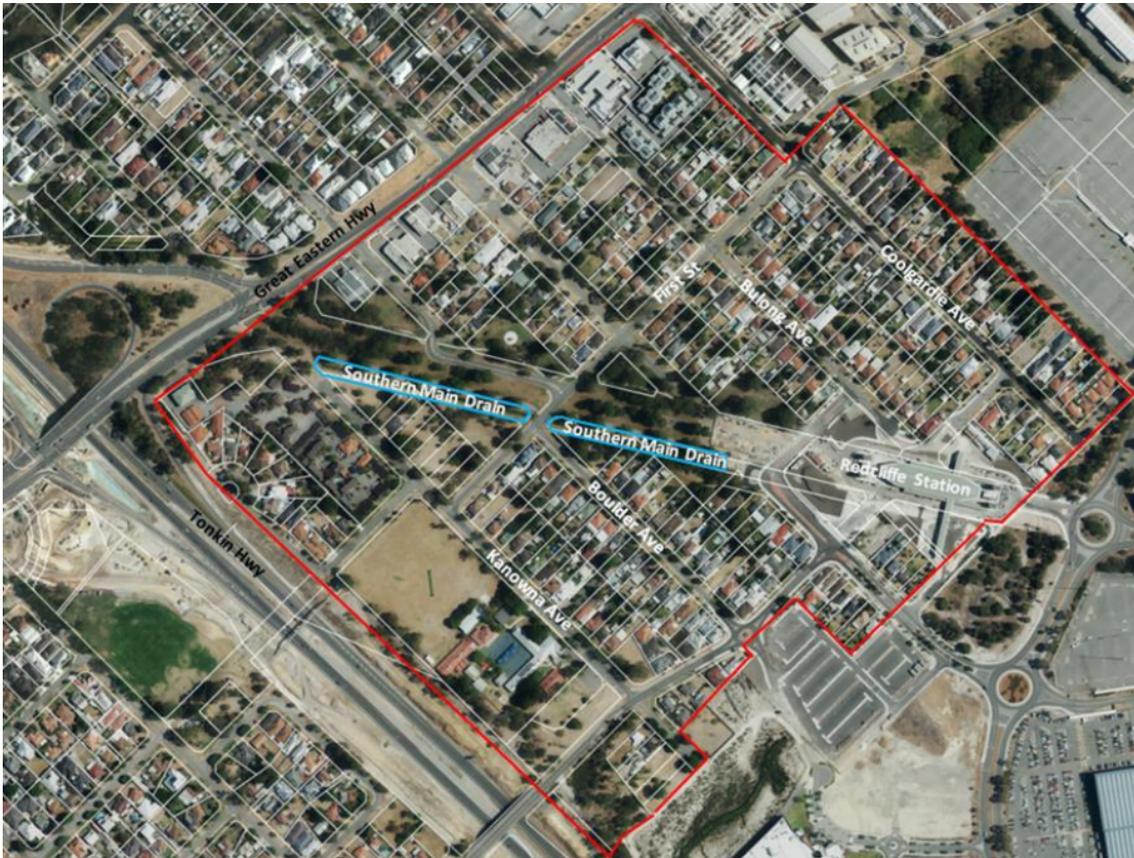


Figure 1 – Development Area 6 Precinct

The precinct contains the Metronet Redcliffe Station and the Southern Main Drain, which is located along the former Brearley Avenue reserve. There are also several land parcels within the precinct which are currently reserved Parks and Recreation, with portions envisaged as future State development sites.

Consultation

In December 2022, the DPLH advised landowners and occupiers that the WAPC would be progressing an Improvement Plan and Improvement Scheme for the DA6 precinct. The DPLH has also advised residents within the precinct that consultation associated with the Improvement Scheme will be undertaken once the document has been drafted.

It is considered necessary to ensure clear and timely information is provided to landowners and residents in DA6. It is intended that City officers will work with DPLH to facilitate communication and consultation with the community.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 1: Liveable Belmont

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

Strategy: 1.3 Ensure activity centres have a thriving economy

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

Goal 2: Connected Belmont

Strategy: 2.2 Make our City more enjoyable, connected and safe for walking and cycling

Strategy: 2.4 Promote alternative forms of transport

Goal 3: Natural Belmont

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

Goal 5: Responsible Belmont

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

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

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

Policy implications

Local Planning Policy No. 14 – Development Area 6 Vision

Local Planning Policy No. 14 (LPP 14) was adopted by Council on 23 February 2016.

In summary, the Vision Plan for DA6 provides:

- The identification of the Redcliffe Train Station in the eastern portion of the precinct.
- The creation of a linear public open space area spanning between Great Eastern Highway and the Redcliffe Station, with the existing Southern Main Drain being redeveloped into a living stream.
- The redevelopment of the existing residential neighbourhood, with a mix of three, six, eight and 13 storey buildings, with higher intensity mixed use development being focused around Redcliffe Train Station and properties fronting Great Eastern Highway.
- Modifications to the internal road networks, including:
 - The closure of Brearley Avenue;
 - Connecting Bulong Avenue and Second Street, on the northern side of the train station;

- Connecting Central Avenue across the former Brearley Avenue road reserve; and
- Connecting Boulder Avenue and Kanowna Avenue East across the former Brearley Avenue road reserve.

The Vision Plan informed the preparation of the draft Redcliffe Station Precinct Activity Centre Plan.

Statutory environment

Strategic Planning Framework

Perth and Peel @ 3.5 Million

The State strategic planning framework documented under the WAPC 'Perth and Peel @ 3.5 million' guides the planning direction of the City. It recognises that a 'business-as-usual' approach to planning will not adequately accommodate Perth's growth and is likely to result in significant detriment to the liveability of the Perth metropolitan area. It is also likely to put strain on finances, resources and the environment. There is a directive from the State Government to plan areas in such a way that would:

- Promote a more energy efficient and consolidated urban form.
- Reduce the overall need to travel.
- Support the use of public transport, cycling and walking for access to services, facilities and employment.

It is widely accepted that higher residential densities and mixed-use developments within walkable catchments of activity centres and high frequency transit nodes has the potential to reduce car dependence, increase accessibility for those without access to private cars and therefore reduce road congestion and infrastructure demand. It also provides for housing diversity and opportunities for more affordable living within vibrant areas that are well connected with services, employment and public transport.

Perth and Peel @ 3.5 million identifies the Redcliffe Station precinct as forming part of the wider Perth Airport activity centre. Activity centres are intended as hubs that attract people for a variety of activities and would mainly consist of a concentration of commercial uses with a varying proposition of other uses such as residential, or in the case of Perth Airport, aviation services. Ultimately, the residential area surrounding the Redcliffe Station should be planned to accommodate transit-oriented development and made an attractive place to live and work.

Draft Redcliffe Station Precinct Activity Centre Plan

The draft Redcliffe Station Precinct Activity Centre Plan was prepared to coordinate future redevelopment of the Redcliffe Station precinct. More specifically, it provides for:

- Mixed commercial and residential development immediately surrounding Redcliffe Train Station and abutting Great Eastern Highway and residential development throughout the remainder of the precinct.
- Built form controls premised on precinct areas, including minimum site area requirements, plot ratio, minimum and maximum building height, street setbacks and car parking requirements.
- A central area of public open space in the former Brearley Avenue road reserve and the realignment of the Southern Main Drain.
- The identification of a road hierarchy and movement network for vehicles, pedestrians and cyclists, as well as the consideration of street design and traffic management and safety measures.
- Strategies for the management and treatment of stormwater runoff within the precinct.
- The identification of infrastructure and servicing requirements required for the redevelopment of the precinct.
- Infrastructure funding and delivery measures, including consideration of staging and implementation.

Statutory Planning Framework

Amendment No. 15 to Local Planning Scheme No. 15

Amendment No. 15 to Local Planning Scheme No. 15 (LPS 15) was prepared to:

- Introduce the 'Urban Development' zone and apply it to the Redcliffe Station precinct to serve as an underlying zoning that facilitates the implementation of the Activity Centre Plan (ACP).
- Establish a Development Contribution Area (DCA) over the Redcliffe Station precinct and an associated Development Contribution Plan to serve as a mechanism for sharing common costs associated with delivering infrastructure to precinct.
- Update the boundaries of the DA6 precinct to accord with established road alignments within Perth Airport estate.
- Introduce new provisions applicable to the DA6 precinct that provide for the implementation of the Activity Centre Plan and establish expectations for the future planning of land within Perth Airport estate.

State Planning Policy 3.6 – Development Contributions for Infrastructure

State Planning Policy 3.6 – Development Contributions for Infrastructure (SPP 3.6) sets out the principles and considerations that apply to development contributions for the provision of infrastructure in new and established urban areas, as well as the form, content and process to be followed. The need for the infrastructure included in a Development Contribution Plan (DCP) must be clearly demonstrated (need) and the connection between the development and the demand created should be clearly established (nexus).

A Development Contribution Plan operates by requiring landowners to make a financial contribution towards infrastructure when undertaking subdivision and/or development, with the funds collected being expended in accordance with an adopted staging plan.

On 10 December 2019, Council resolved to support the preparation of a Development Contribution Plan to provide for the sharing of infrastructure costs amongst developing landowners within the precinct, and to facilitate the implementation of the Activity Centre Plan. Taylor Burrell Barnett has prepared a draft Development Contribution Plan, which can be used to inform preparation of an Improvement Scheme for the precinct.

Planning and Development Act 2005

Part 8 of the *Planning and Development Act 2005* provides for the preparation and making of an Improvement Plan and Improvement Scheme. Further information regarding these instruments is outlined below.

Improvement Plan

An Improvement Plan is a strategic instrument which is used to facilitate the development of land in areas identified by the WAPC as requiring special planning. The WAPC are responsible for recommending that an Improvement Plan be prepared to the Minister for Planning and Governor.

An Improvement Plan can provide for the preparation of an Improvement Scheme and where this is the case, contains objectives to inform the scheme.

An overview of the Redcliffe Station Precinct Improvement Plan is provided in the background section of this report.

Improvement Scheme

An Improvement Scheme is similar to a local planning scheme, which contains development control provisions. These provisions however aim to meet the objectives of the Improvement Plan.

An Improvement Scheme is required to be approved by Minister for Planning, following community consultation.

Once an Improvement Scheme is in place, the local planning scheme ceases to have effect to that area and the WAPC becomes the determining authority for development applications. The WAPC can however delegate their decision-making authority to the relevant local government.

Background

Taylor Burrell Barnett Contract and Draft Planning Framework

At the 13 December 2016 Ordinary Council Meeting, Council engaged Taylor Burrell Barnett to prepare a planning framework for the DA6 precinct (Item 12.7). This consisted of the following key tasks:

1. Preparation of a Structure Plan and supporting reports.
2. Formulation of an Improvement Scheme or Amendment to LPS 15.
3. Establishment of an Infrastructure Funding Strategy and Development Contribution Plan.
4. Drafting development and public realm Design Guidelines.

To date, Taylor Burrell Barnett has prepared a draft Structure Plan (draft Redcliffe Station Precinct Activity Centre Plan), Traffic Impact Assessment, Infrastructure Funding Strategy and Development Contribution Plan. Taylor Burrell Barnett has also drafted, however not finalised, a set of Design Guidelines and Local Water Management Strategy.

In terms of preparing an Improvement Plan, the City had previously been advised that the WAPC was not supportive of an Improvement Plan or Improvement Scheme as these planning instruments were not consistent with Metronet's delivery framework at that time. Taylor Burrell Barnett therefore prepared an Amendment to LPS 15 to facilitate the implementation of the draft Activity Centre Plan.

At the 23 March 2021 Ordinary Council Meeting (Item 12.1), Council resolved to adopt the draft Activity Centre Plan and proposed Amendment No. 15 to LPS 15 (inclusive of the Development Contribution Plan) for public advertising. The Amendment was then forwarded to the WAPC for consent to advertise. The WAPC did not provide the City with consent to advertise as funding arrangements for upgrading of the Southern Main Drain had not been resolved.

State Funding Commitment and Redevelopment Area Request

State Funding Commitment

At the 26 April 2022 Ordinary Council Meeting (Item 12.1), Council considered a funding offer of \$4.38m from the State for the delivery of certain infrastructure within the DA6 precinct. This offer included \$520,000 for the clearing, revegetation and fencing of the Southern Main Drain.

Metronet advised that the City should bear responsibility for undertaking upgrades to the Southern Main Drain and funding additional costs associated with the upgrade. However, it is not appropriate for the City to fund and deliver modifications to a State Government asset serving a regional function. There is also no 'nexus' to justify funding of upgrades to regional infrastructure through the Development Contribution Plan. Council therefore resolved to direct the Chief Executive Officer to write to the State to express concerns regarding the funding commitment and to seek additional funding to upgrade the Southern Main Drain into a hybrid urban stream.

Council also endorsed temporary landscaping maintenance of four State Government sites immediately surrounding Redcliffe Station that are earmarked for future development. This arrangement was subject to establishing a legal agreement outlining the roles and responsibilities for each party, including arrangements for the State to reimburse the City for the maintenance costs. Metronet is yet to finalise this arrangement with the City.

Redevelopment Area Request

There are a range of State Government Agencies with competing interests and priorities within the DA6 precinct, particularly regarding the future design of the Southern Main Drain. The Water Corporation's position is that the Southern Main Drain should be upgraded in the form of a full living stream as opposed to a hybrid urban stream with a piped portion. This position does not take into consideration the wider needs of the precinct, including DPLH's requirement for functional public open space and Metronet's delivery of State development sites. The delivery of a full living stream will also impact several significant trees which the community and residents have expressed concerns over.

The hybrid urban stream can achieve high quality water sensitive urban design principles, mature tree retention and delivery of functional public open space, while providing land development parcels. The City does not have the authority to legitimately downgrade or set aside the priorities of State Government agencies. In light of this and in the absence of funding commitments at the 26 April 2022 meeting, Council requested that the DA6 precinct be established as a redevelopment area and that DevelopmentWA progress the planning framework for the precinct. It was considered that this would enable complex coordination of State Agencies by DevelopmentWA as the lead agency.

While WAPC did not support the City's request for a redevelopment area, they have since established an Improvement Plan and now seek to prepare an Improvement Scheme for the precinct.

Improvement Plan and Improvement Scheme

While the City's request for a redevelopment area was not supported, the Minister for Planning and Governor supported an Improvement Plan (Improvement Plan No. 45 – Redcliffe Station Precinct) for the DA6 precinct in December 2022. The purpose of the Improvement Plan is to:

- Enable the WAPC to advance planning for the precinct
- Establish the strategic planning and development intent for the precinct
- Authorise the preparation of an Improvement Scheme for the precinct
- Provide the objectives for the Improvement Scheme

A copy of the Improvement Plan for the DA6 precinct is contained as Attachment 12.2.1.

The DPLH has advised that they are making arrangements to prepare an Improvement Scheme for the DA6 precinct.

Officer comment

Considering the DPLH and WAPC are progressing an Improvement Plan and Improvement Scheme for the DA6 precinct, there are a number of implications and considerations relating to:

- The contract between the City and Taylor Burrell Barnett for the delivery of a planning framework for the precinct;
- The draft planning framework prepared to date;
- Communication with the community; and
- The City's future involvement in the project.

This information will be discussed in further detail below.

Contract with Taylor Burrell Barnett

In 2016, the City awarded a tender to Taylor Burrell Barnett for preparation of a planning framework for the DA6 precinct. As the DPLH and WAPC are progressing the planning work for the precinct, it is not necessary for Taylor Burrell Barnett to continue the work on the City's behalf.

There is provision for the contract between the City and Taylor Burrell Barnett to be closed prior to the expiration date, where both parties agree in writing. Taylor Burrell Barnett has verbally agreed to closing the contract.

Given the above, formal arrangements will be made to conclude the contract between the City and Taylor Burrell Barnett.

Draft planning framework

Taylor Burrell Barnett on behalf of the City of Belmont has prepared a draft planning framework for the DA6 precinct. The implications and key considerations for this work, considering the Improvement plan and proposed Improvement scheme, are outlined below.

Local Planning Scheme Amendment (Amendment No. 15)

Amendment No. 15 to LPS 15 was initiated to implement the draft Redcliffe Station Precinct Activity Centre Plan. As outlined in the background section of this report, due to outstanding funding commitments, the WAPC did not consent to the subject Amendment being advertised when it was forwarded to them in 2021.

Once the Improvement Scheme is further progressed, the Amendment will need to be reviewed to determine whether it is still required and if so, the extent of any modifications that need to be made to the document. The draft Amendment will be left in abeyance for now.

Activity Centre Plan and Development Contribution Plan

The draft Redcliffe Station Precinct Activity Centre Plan was prepared to guide and coordinate future development within the DA6 precinct. A Development Contribution Plan was prepared to facilitate the delivery of necessary infrastructure to the DA6 precinct.

The DPLH has queried whether the City would consent to the use of the draft Activity Centre Plan and Development Contribution Plan, to assist in the preparation of the Improvement Scheme. It is noted that:

- The planning framework prepared by the City represents the community's vision for the precinct. Providing this work to the DPLH will ensure that this informs the next stage of planning for the precinct and that the community's interests are at the forefront of the Improvement Scheme.
- Given the City substantially progressed the draft planning framework for the precinct, providing this work to the DPLH will facilitate continuity and the timely delivery of an Improvement Scheme for the precinct. This will provide landowners with further certainty regarding their properties.
- The draft planning framework for DA6 is the City's intellectual property. Use of information from the work completed to date should be adequately acknowledged in reports and documents associated with the Improvement Scheme.

Therefore, it is considered beneficial for the City to allow DPLH use of the draft Activity Centre Plan and Development Contribution Plan to inform the Improvement Scheme, subject to DPLH acknowledging use of the City's intellectual property.

Design Guidelines and Local Water Management Strategy

As outlined in the background section of this report, Taylor Burrell Barnett has also drafted a set of design guidelines and local water management strategy for the precinct. Work on these draft documents have not been completed yet.

Finalisation of the design guidelines was placed on hold pending the outcome of the State's Medium Density Code and the need for alignment of the two documents. To date, the Medium Density Code has not been implemented. Notwithstanding this, the work that has been drafted to date can be provided to the DPLH to assist in the preparation of the Improvement Scheme.

In terms of the local water management strategy, officers are in the process of finalising a review of the document and further modifications are considered necessary. It is considered that this document could also be provided to DPLH to inform the Improvement Scheme.

Providing updates to the community

In December 2022 the DPLH advised residents that an Improvement Plan had been supported by the Minister for Planning and Governor for the DA6 precinct. It is desirable to provide landowners and residents in the DA6 community with consistent and timely updates. The City has well established communication channels for DA6 as well as the wider Belmont community. It would be beneficial for DPLH and the City to adopt appropriate procedures to ensure consistent and timely updates are provided to the community.

Memorandum of Understanding

The DPLH has advised that the City's officers will continue to play an important role in the delivery of a planning framework for the precinct. It is intended that the City's officers will work closely with the DPLH to facilitate preparation of the Improvement Scheme.

To ensure an effective working relationship between the parties, it is considered beneficial to establish clarity over the roles and responsibilities of each party. It is proposed that a MOU or similar agreement between the City of Belmont and DPLH would provide clarity on:

- Sharing of information and use of intellectual property;
- The roles and responsibilities of each party;
- Key staff liaisons for each party; and
- Procedures to ensure consistent and timely updates are provided to the community.

The City's officers will liaise with DPLH to prepare a MOU or similar agreement.

Conclusion

The Improvement Plan and subsequent Improvement Scheme enable the WAPC to progress a planning framework for the precinct, providing further certainty to landowners for future development of their properties.

In light of DPLH and WAPC progressing the planning framework for the precinct, the contract between the City and Taylor Burrell Barnett will be closed.

Officers will liaise with DPLH to establish a MOU or similar agreement which addresses the roles and responsibilities of each party, sharing of information, intellectual property and communications.

Financial implications

The following financial implications are evident at this time:

The budget allocated to work associated with the DA6 project will be revised at the next appropriate budget review period. It is expected that the budget can be reduced with allowance for specialist studies to assist with preparation of the Improvement Scheme, as well as community communication material and activities.

Environmental implications

The draft Redcliffe Station Precinct Activity Centre Plan proposes conversion of the Southern Main Drain into a hybrid urban stream which forms a focal point to public open space within the precinct. This transformation will provide a contemporary water sensitive urban design outcome and provide for the beautification of the drain, in accordance with the Department of Water and Environmental Regulation's Drainage for Liveability Program.

It would be necessary for the DPLH to consider an appropriate funding mechanism for upgrading the Southern Main Drain to deliver this outcome.

Social implications

The Improvement Plan and Improvement Scheme enable the WAPC to progress the planning framework to enable a vibrant and liveable precinct, as well as provide current landowners with certainty for the future of their properties.

Officer Recommendation

That Council:

1. Note that the Department of Planning, Lands and Heritage will be progressing the planning framework in the form of an Improvement Plan and Improvement Scheme for the Development Area 6 precinct.
2. Note that the contract between the City of Belmont and Taylor Burrell Barnett for the delivery of a planning and implementation framework for Development Area 6 precinct will be closed.
3. Request the Chief Executive Officer write to the Director General of the Department of Planning, Lands and Heritage to establish a Memorandum of Understanding or similar agreement which details the roles and responsibilities of each party, the sharing of information, use of intellectual property and procedures for communication.
4. Direct the Chief Executive Officer to provide the community with an update outlining the arrangements between the City of Belmont and the Department of Planning, Lands and Heritage for preparation of the proposed Improvement Scheme for the Development Area 6 precinct.

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

COPY

IMPROVEMENT PLAN 45

REDCLIFFE STATION PRECINCT



WESTERN AUSTRALIAN PLANNING COMMISSION

OCTOBER 2022

COPY

IMPROVEMENT PLAN 45

REDCLIFFE STATION PRECINCT

Introduction

1. Under section 119 of the *Planning and Development Act 2005* (Act), the Western Australian Planning Commission (WAPC) is authorised to certify and recommend to the Minister for Planning that an improvement plan should be prepared for the purpose of advancing the planning, development and use of any land within the State of Western Australia.
2. The improvement plan provisions of the Act state the WAPC, with the approval of the Governor, may:
 - plan, replan, design, redesign, consolidate, re-subdivide, clear, develop, reconstruct or rehabilitate land held by the State under the Act or enter into agreement with an owner of land not held by it within the Improvement Plan Area;
 - provide for the land to be used for such purposes as may be appropriate or necessary;
 - make necessary changes to land acquired or held by it under the Act
 - manage the tenure of ownership of the land or any improvements to that land held by it under the Act or enter into agreement with other owners of land within the Improvement Plan Area for the same purposes;
 - recover costs in implementing the agreement with any owner of land within the Improvement Plan area; and
 - do any act, matter or thing for the purpose of carrying out any agreement entered into with other landowners.
3. Improvement Plan 45 is prepared pursuant to section 119 of the Act to advance planning for the Redcliffe Station Precinct, conferring on the WAPC the authority to undertake the necessary tasks to plan for and facilitate future development on behalf of the Western Australian State Government

Background

4. The Improvement Plan area comprises approximately 49 hectares of land in the City of Belmont (City) and is generally bound by Tonkin Highway, Great Eastern Highway, Coolgardie Avenue and the western boundary of the Perth Airport Estate. The area is adjacent to the METRONET Forrestfield-Airport Link and includes approximately nine hectares of strategically located State owned land and the Redcliffe train station.
5. The Improvement Plan excludes the area under planning control of the Commonwealth under the *Commonwealth Airports Act 1996*.

COPY

6. The area represents an opportunity to deliver transit oriented development in close proximity to Perth's CBD and the airport. Redevelopment of the area has the potential to contribute to Perth & Peel @3.5 million urban consolidation objectives and City of Belmont housing targets.
7. In February 2013 the City endorsed the *Vision Plan and Implementation Strategy* that set out a high level vision for the precinct. This formed the basis of the draft Redcliffe Station Precinct Activity Centre Plan (draft Redcliffe ACP) prepared by the City. In 2020, the City informally advertised and amended this draft in response to submissions. In March 2021 the City of Belmont resolved to advertise an updated draft Redcliffe ACP and initiate (Complex) Amendment 15 to LPS15 to establish an Urban Development zone and Development Control Area with a Development Contribution Plan.
8. In July 2022, the State government, with agreement from the City, concluded an improvement plan (and scheme) is required to advance planning and development of the precinct. The Improvement Plan has been prepared following consultation with the City.
9. The purpose of Improvement Plan 45 is to:
 - a) enable the WAPC to undertake all necessary steps to advance the planning and development of the Redcliffe Station Precinct as provided for under Part 8 of the Act;
 - b) establish the strategic planning and development intent for the Redcliffe Station Precinct;
 - c) provide for a strategic planning framework endorsed by the WAPC, Minister for Planning and the Governor;
 - d) authorise the preparation of an Improvement Scheme for the Redcliffe Station Precinct;
 - e) provide the objectives of the Improvement Scheme; and
 - f) provide guidance to the preparation of statutory plans, statutory referral documentation and policy instruments.

Improvement Scheme

10. Section 122A of the Act enables the WAPC to introduce an Improvement Scheme in areas where an improvement plan is in place. Where applied, the provisions of an Improvement Scheme will prevail over the applicable local planning scheme.
11. This Improvement Plan authorises the making of an Improvement Scheme, by resolution of the WAPC and approval of the Minister for Planning.
12. The Improvement Scheme made under this Improvement Plan will be informed by the following objectives:
 - a. to plan for the establishment of a contemporary transit oriented development that includes an appropriate mix of uses;
 - b. to provide for a range of non-residential uses in appropriate locations and which include retail and commercial uses to support the convenience and employment needs of the local community;
 - c. to provide the community with employment opportunities and equitable access to goods and services;

COPY

- d. to provide public open space for local amenity and recreational needs of the community;
- e. to achieve high quality built form and public place design;
- f. to provide for a diverse range of housing to meet the needs of the community;
- g. to manage interface between future development and future development within the adjacent Perth Airport;
- h. to facilitate co-ordinated infrastructure planning and delivery; and
- i. to facilitate land use activities that can respond to the planned development of the scheme area over time.

Improvement Plan Area

- 15. Improvement Plan 45 incorporates the subject area depicted on the attached WAPC Plan Number 3.2798.

Affected Local Governments

- 16. The City of Belmont will be affected by Improvement Plan 45.

COPY

IMPROVEMENT PLAN 45
REDCLIFFE STATION PRECINCT
CERTIFICATE

This Improvement Plan is accompanied by a Certificate given in accordance with Part 8 of the *Planning and Development Act 2005*. It has been endorsed by the Western Australian Planning Commission for submission to the Minister for Planning.

The Common Seal of the Western Australian Planning Commission was hereunto affixed
In the presence of:

CHAIRMAN

SECRETARY

DATE



THIS RECOMMENDATION IS ACCEPTED:

MINISTER FOR PLANNING

DATE

THIS RECOMMENDATION IS ACCEPTED:

GOVERNOR

DATE

COPY

**WESTERN AUSTRALIAN PLANNING COMMISSION
IMPROVEMENT PLAN 45
CERTIFICATE AND RECOMMENDATION**

PURSUANT TO PART 8 OF THE PLANNING AND DEVELOPMENT ACT 2005 IT IS HEREBY

1. CERTIFIED THAT FOR THE PURPOSE OF ADVANCING THE PLANNING, DEVELOPMENT AND USE OF THE LAND AT THE REDCLIFFE STATION PRECINCT, AS DEPICTED ON WESTERN AUSTRALIAN PLANNING COMMISSION PLAN NUMBERED 3.2798 ANNEXED HERETO, PROVISION SHOULD BE MADE FOR THE LAND TO BE USED FOR SUCH PURPOSES AS MAY BE APPROPRIATE OR NECESSARY FOR THE DEVELOPMENT OF A MIXED USE TRANSIT ORIENTED DEVELOPMENT; AND
2. RECOMMENDED TO THE MINISTER FOR PLANNING AND THE GOVERNOR THAT THE LAND AT THE REDCLIFFE STATION PRECINCT SHOULD BE USED FOR THIS PURPOSE AND BE MADE THE SUBJECT OF IMPROVEMENT PLAN 45: REDCLIFFE STATION PRECINCT.

THIS CERTIFICATE AND RECOMMENDATION IS GIVEN IN ACCORDANCE WITH A RESOLUTION OF THE WESTERN AUSTRALIAN PLANNING COMMISSION PASSED ON THE 31 AUGUST 2022.

THE COMMON SEAL OF THE WESTERN AUSTRALIAN PLANNING COMMISSION WAS HEREUNTO AFFIXED IN THE PRESENCE OF:

CHAIRMAN

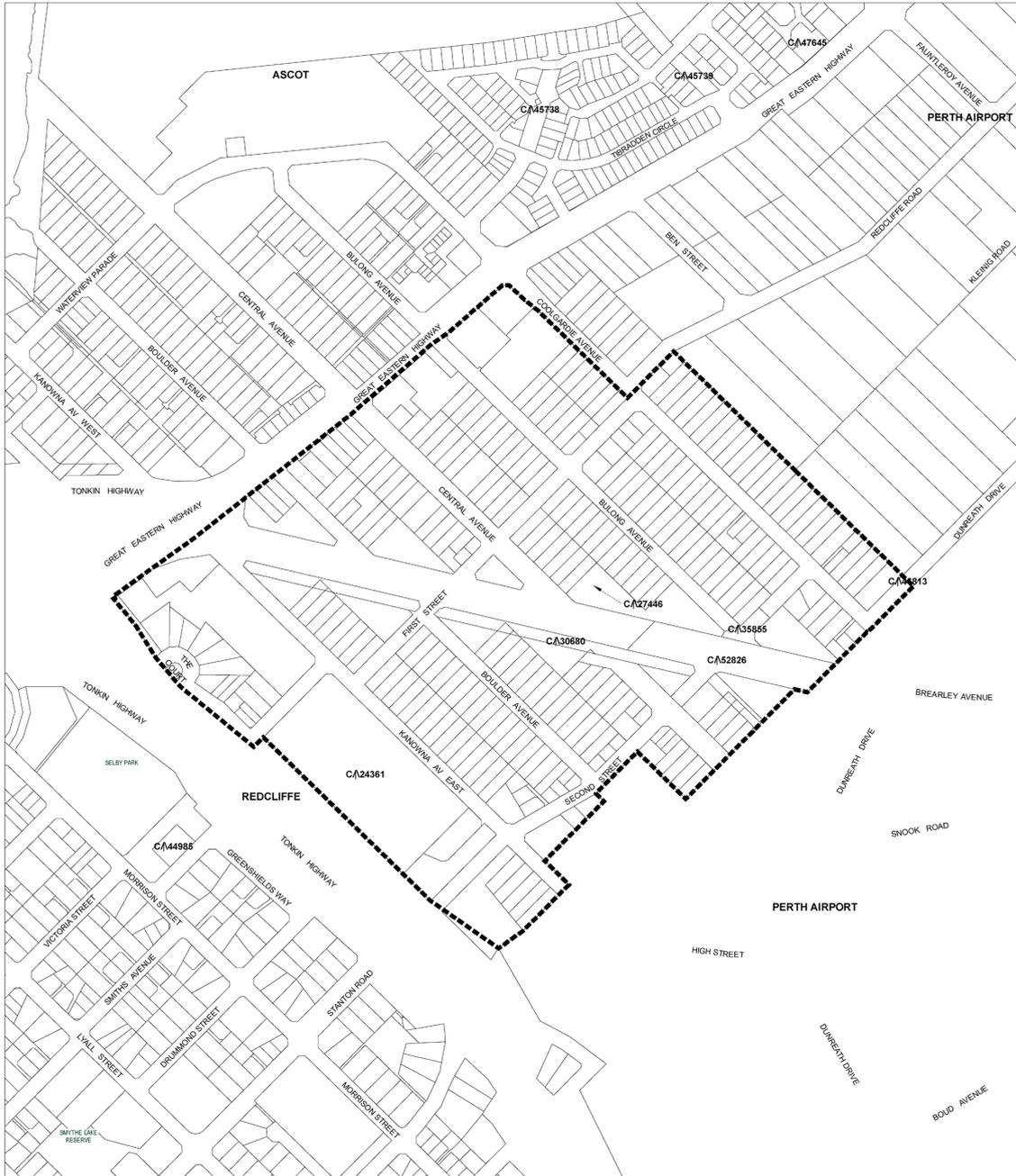
SECRETARY

DATE



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3.2798

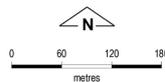


Improvement plan
No. 45

IMPROVEMENT PLAN NO. 45 - REDCLIFFE STATION PRECINCT

 Improvement plan

Project Manager: G. McGowan
 Geospatial Officer: J. Ballarotta
 Examined: A. Power
 Revised:
 Version No: 1
 Date: WAPC/317.10.3
 31 August 2022



Plan Number:

3.2798

File number: RLS/0123
 Plan reference:
 Metropolitan Region Scheme
 1:25000 sheet 16



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 Western Australian Land Information Authority SLIP 1180-2020-1

4134

12.3 Amendment No. 20 to Local Planning Scheme No. 15 – Rezoning Strata Lot 1, Strata Lot 2 and common property on Strata Plan 64896 (No. 39 And 39a) Keane Street, Kewdale from ‘Residential’ to ‘Places of Public Assembly’

Attachment details

Attachment No and title	
1.	Land Use Comparison Table [12.3.1 - 1 page]

Voting Requirement	: Simple Majority
Subject Index	: LPS15/020 – Rezoning 39 and 39A Keane Street, Kewdale from ‘Residential’ R20 to ‘Places of Public Assembly
Location/Property Index	: Strata Lot 1, Strata Lot 2 and common property on Strata Plan 64896 (no. 39 and 39a) Keane Street, Kewdale, 6105
Application Index	: N/A
Disclosure of any Interest	: Nil
Previous Items	: Nil
Applicant	: Taylor Burrell Barnett
Owner	: Christian & Missionary Alliance of Australasia
Responsible Division	: Development and Communities

Council role

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

Purpose of report

For Council to consider initiating Scheme Amendment No. 20 to Local Planning Scheme No. 15 (LPS 15) for the purpose of:

1. Rezoning Strata Lot 1, Strata Lot 2 and common property on Strata Plan 64896 (39 and 39A) Keane Street, Kewdale from 'Residential R20' to 'Place of Public Assembly'; and
2. Amending the Scheme Map accordingly.

Summary and key issues

- The Perth Alliance Church currently operates a 'Place of Worship' from 324 Belmont Avenue, Kewdale, which is zoned 'Place of Public Assembly'.
- The Perth Alliance Church has purchased the adjoining residential zoned lots (39 and 39A Keane Street, Kewdale) and are seeking to expand their 'Place of Worship' use to these lots.
- The subject lots are currently zoned 'Residential' under LPS 15, and a 'Place of Worship' cannot be considered within this zone as it is an 'X' not permitted use.
- The subject Amendment proposes to rezone 39 and 39A Keane Street, Kewdale from 'Residential' to 'Place of Public Assembly' to provide for a 'Place of Worship' land use to be considered through a development application.
- It is recommended that the Amendment is supported for the purposes of public advertising on the basis that:
 - The 'Place of Public Assembly' zone provides for a 'Place of Worship' land use, which if established on the subject site could further support the needs of the community.
 - The expansion of the zone results in a site which is consistent in size with existing 'Place of Public Assembly' zoned sites accommodating 'Place of Worship' land uses.
 - The uses which can be considered in a 'Place of Public Assembly' zone are considered appropriate to co-locate within a residential area, subject to meeting appropriate development requirements.
 - Any land use proposed on the subject lots will require a development application to be assessed and determined. The proposal would need to satisfactorily demonstrate that the development meets the relevant requirements of LPS 15 and the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- It is recommended that Council resolve to initiate Amendment No. 20 to LPS 15 as a 'complex' amendment.

Location

The Amendment relates to Strata Lot 1, Strata Lot 2 and the common property on Strata Plan 64896 known as 39 and 39A Keane Street, Kewdale (the subject site). The subject site is 1024m² in area with a 24.5m street frontage to Keane Street. The site is currently zoned 'Residential' with a density coding of R20.

The lot immediately east of the site is zoned 'Place of Public Assembly' and is currently occupied by the Perth Alliance Church. Surrounding properties are zoned residential with a density of R20 or R40 and have been developed as single houses, grouped or multiple dwellings.

The location of the subject site is shown in Figure 1 and the existing zoning of the subject lots and surrounding land is shown in Figure 2.



Figure 1: Location Plan (Source: Nearmaps)

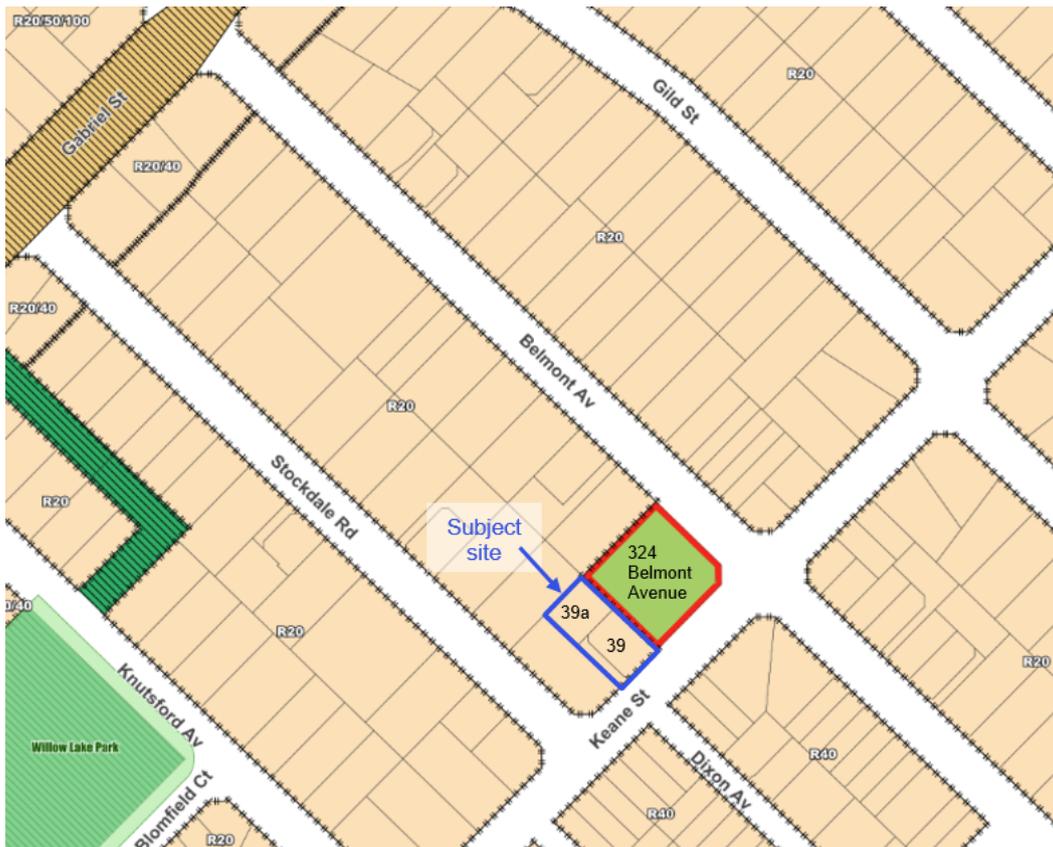


Figure 2: Existing zoning and reservation of land (Source: IntraMaps)

Consultation

No consultation has been undertaken on the proposed Amendment at this point in time.

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

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 1: Liveable Belmont

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

Goal 5: Responsible Belmont

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

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

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

Policy implications

There are no policy implications associated with this report.

Statutory environment

Local Planning Scheme Amendments

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

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

Each amendment type has a different advertising requirement. A basic amendment does not need to be advertised unless required by the Western Australian Planning Commission (WAPC). A standard amendment needs to be advertised for 42 days, and a complex amendment has a 60-day advertising period. Prior to advertising a 'complex' amendment, the consent of the WAPC is also required.

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

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

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

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

Local Planning Scheme No. 15

The subject site is currently zoned 'Residential' with a density code of 'R20' under LPS 15. The 'Residential' Zone has the following objective:

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

The Amendment proposes to rezone the subject land to 'Place of Public Assembly' which has the following objective:

"The 'Place of Public Assembly' zone is intended to allow for special places of assembly, such as halls, private schools, grounds for athletics, sports grounds with provision for spectators, racecourses, trotting track, stadia and/or showgrounds."

Clause 4.14 of LPS 15 outlines the development provisions for the 'Place of Public Assembly' zone. These relate to urban design, car parking, landscaping and building setbacks. Any proposed development on the site would be assessed against these requirements.

Background

Proposed Amendment

Amendment No. 20 proposes to rezone 39 and 39A Keane Street, Kewdale from 'Residential R20' to 'Place of Public Assembly'; and amend the Scheme Map accordingly.

The intent of the Amendment is to facilitate the extension of the existing 'Place of Worship' currently operating at 324 Belmont Avenue, Kewdale to the subject land. The land use 'Place of Worship' is as an 'X' use and not permitted in the 'Residential' zone. However, it is a 'D' use in the 'Place of Public Assembly' zone and can be considered where the proposal complies with the requirements of LPS 15 and the Regulations.

Perth Alliance Church

The adjacent site at 324 Belmont Avenue, Kewdale, has operated as a 'Place of Worship' since the 1950s with Perth Alliance Church occupying the site since 1996. Due to the growth of the congregation, the Church purchased 39 and 39A Keane Street, Kewdale, with the intention to conduct ancillary operations, provide additional car parking and enable future redevelopment.

The land at 39A Keane Street (rear strata lot) is currently vacant, however development approval has been issued for this land to be used as a car park. There is an existing residential dwelling located on 39 Keane Street (front strata lot).

Place of Public Assembly Zone

Within the City of Belmont there are 18 sites currently zoned 'Place of Public Assembly'. Of the 18 sites, nine are currently used as a 'Place of Worship'. These sites range in size from 2031m² to 4,618m² and are an average of 3,385m² in area. Of the remaining nine sites:

- Four contain 'Education Establishments – St Augustine Primary School, Notre Dame Catholic Primary School, St Maria Goretti's Primary School, Australian Islamic College.
- One contains a 'Child Care Centre' – Gowrie Childcare.
- Three contain 'Club Premises' – The Turf Club/Ascot Racecourse, and The Western Australian Lapidary and Rock Hunting Club.
- One is vacant and forms part of Selby Park

All existing 'Place of Public Assembly' zones are located within residential areas and abutting land zoned either 'Residential' or 'Residential and Stables'.

Officer comment

Expanding the 'Place of Public Assembly' Zone

The Amendment proposes to expand the existing 'Place of Public Assembly' zone over 324 Belmont Avenue, Kewdale and apply this to 39 and 39A Keane Street, Kewdale.

In considering the appropriateness of this proposal the following points are relevant:

- Both the 'Residential' and 'Place of Public Assembly' zones can support a number of land uses that are not residential in nature. These land uses are considered appropriate to co-locate within a residential area.

A comparison table outlining the uses which can be considered within the 'Residential' and 'Place of Public Assembly' zones is contained as Attachment 12.3.1.

- The 2021 Census reported that within the suburbs of Kewdale and Cloverdale, 60% of the population had religious affiliations. The 'Place of Public Assembly' zone provides for a 'Place of Worship' land use, which if established on the subject site could further support the needs of the community.
- The subject site is 1,024m² in area and the Amendment would result in a 'Place of Public Assembly' zoned site which is 3055m². This is comparable to the average size of a 'Place of Worship' within the 'Place of Public Assembly' zone, which is 3,385m².
- Given the expansion of the zone is consistent with the size of existing 'Place of Worship' land uses that are located within the 'Place of Public Assembly' zone it is considered appropriate. However, the impact on housing supply and demand would need to be considered if any further expansion was proposed.
- The Amendment is intended to provide for the Perth Alliance Church to expand their operations to the subject site. The Perth Alliance Church provides services in English,

Mandarin and Cantonese. In Kewdale and Cloverdale, Mandarin is the second most spoken language at home after English at 4%. This is double the Western Australian average of 1.9%.

In light of the above, it is considered appropriate to expand the 'Place of Public Assembly' zone to encompass the subject land. All future development on the site, including land use, will require a development application to be submitted for assessment against LPS 15 and the Regulations.

Further Development Approval Required

The 'Place of Public Assembly' zone does not automatically provide for the expansion or redevelopment of a 'Place of Worship'. A development approval will be required for any future development on the site.

Prior to approval being granted the City needs to be satisfied that the proposed development meets the requirements of LPS 15 and the Regulations, to ensure the proposal is appropriate for the site and the local amenity is not unduly impacted.

Technical reports, including an Acoustic Report or Traffic Impact Statement may be required to identify and mitigate any potential impact.

Scheme Amendment Classification

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

A 'complex' amendment is identified by the Regulations as:

'any of the following amendments:

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

The City's Local Planning Strategy does not provide guidance for the 'Place of Public Assembly' zone. As the zone is not referenced in the Strategy, it is considered that the Amendment should be progressed as a 'Complex' amendment, in accordance with point (b) above.

The applicant considers the Amendment to be 'standard' which is defined as:

'any of the following amendments:

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

The applicant's position is based on the Amendment being minor in nature, and that it is unlikely to result in any significant environmental, social, economic or governance impacts on land in the scheme area, point e) and f).

Given the Amendment is proposed to facilitate the expansion of a 'Place of Worship' and the proportion of the community which have religious affiliations, it is considered that the Amendment has social implications. Therefore, it is considered that the proposed Amendment does not meet point f).

Whilst it is considered that the Amendment meets point e) of the standard classification criteria, the proposal cannot be ruled out as a 'complex' Amendment because it is not addressed by the Local Planning Strategy. Therefore, should Council initiate the subject Amendment as a 'standard' amendment, it is possible that following the advertising period when the WAPC is considering the application, they could classify the Amendment as 'complex'. Should this occur, the Amendment would need to be re-initiated by Council and readvertised in accordance with the 'complex' amendment criteria.

Conclusion

The Amendment proposes to rezone 39 and 39A Keane Street, Kewdale, from 'Residential' to 'Place of Public Assembly'. The intent of the Amendment is to facilitate the expansion of the existing 'Place of Worship' land use, at 324 Belmont Avenue, Kewdale.

It is considered that the proposed Amendment to expand the 'Place of Public Assembly' zone is appropriate in the context of the locality. Any future development will be assessed through the development application process.

Given the Local Planning Strategy does not provide guidance regarding the 'Place of Public Assembly' zone, it is recommended that Council initiate the Amendment as a 'complex' Amendment for public consultation.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

The proposed Amendment will facilitate the expansion of the adjacent place of worship which would address the religious needs of the community.

Officer Recommendation

That Council:

1. Pursuant to Section 75 of the *Planning and Development Act 2005*, adopts for the purpose of advertising the following amendment to Local Planning Scheme No. 15:
 - i. Rezone Strata Lot 1, Strata Lot 2 and common property on Strata Plan 64896 (39 and 39A) Keane Street, Kewdale from 'Residential' to 'Place of Public Assembly; and
 - ii. Amending the Scheme Map accordingly.
2. Pursuant to Clause 35 (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, determines that Amendment No. 20 to Local Planning Scheme No. 15 is a 'Complex' amendment, for the following reasons:
 - i. the amendment is not addressed by the local planning strategy.
3. Forwards Amendment No. 20 to Local Planning Scheme No. 15 to the Western Australian Planning Commission for comment, pursuant to Clause 37 (4) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and subject to no objection being received from the Commission, advertise the amendment for public comment for a period of 60 days in accordance with Clause 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
4. Forwards Amendment No. 20 to Local Planning Scheme No. 15 to the Environmental Protection Agency for comment, pursuant to Section 81 the *Planning and Development Act 2005*, and subject to no objection being received from the Environmental Protection Agency, advertise the amendment for public comment for a period of 60 days in accordance with Clause 47 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

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

Attachment 12.3.1 Land Use Comparison Table

Attachment 1

The following table compares the land uses that can be considered in the 'Residential' and 'Place of Public Assembly' zones. Where a land use can be considered in both zones, it is shown in bold.

'Residential' Zone	'Places of Public Assembly' Zone
Aged or Dependent Persons Dwelling	-
Ancillary Dwelling	-
Bed and Breakfast	-
Car Park	Car Park
-	Caretakers Dwelling
Child Care Premises	Child Care Premises
Child Family Day Care	Child Family Day Care
Civic Use	-
-	Club Premises
Community Home	Community Home
-	Consulting Rooms
Education Establishment	Education Establishment
	Exhibition Centre
Grouped Dwelling	-
Home Business	-
Home Occupation	-
Home Store	-
Hospital	-
-	Liquor Store Small
-	Mobile Phone Tower and Associated Facilities
Multiple Dwelling	-
Nursing Home	-
-	Private Recreation
-	Place of Worship
-	Public Amusement
Radio or TV Installation	Radio or TV Installation
	Reception Centre
Residential Building	-
Serviced Apartments	-
Single House	-
Telecommunications Infrastructure	Telecommunications Infrastructure

Cr Sessions disclosed at Item 3 of the Agenda “Disclosure of Interest” an Impartiality Interest in the following item in accordance with Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021*.

12.4 Tender 13/2022 - Wilson Park Precinct Zone 2 Heart + Playground

Attachment details

Attachment No and title	
1.	CONFIDENTIAL REDACTED - Tender 13-2022 - Evaluation Matrix (Confidential matter in accordance with Local Government Act 1995 section (5.23(2)(c)(e)) [12.4.1 - 1 page]
2.	CONFIDENTIAL REDACTED - Tender 13-2022 - Price Schedule (Confidential matter in accordance with Local Government Act 1995 section (5.23(2)(c)(e)) [12.4.2 - 1 page]

Voting Requirement	:	Simple Majority
Subject Index	:	114/2022-13
Location/Property Index	:	100 Gerring Court, Rivervale
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

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

Purpose of report

To seek Council approval to award Tender 13/2022 – Wilson Park Precinct Zone 2 Heart + Playground.

Summary and key issues

This report outlines the process undertaken to invite and evaluate the tenders received for Tender 13/2022 – Wilson Park Precinct Zone 2 Heart + Playground and includes a recommendation to award the tender to Ecoscape Australia Pty Ltd in accordance with the requirements of the *Local Government Act 1995*.

In summary, the scope of works includes community engagement, design development and documentation up to Issue for Tender status for Zone 2.

Zone 2 Heart + Playground is the second stage of the Wilson Park Precinct redevelopment and includes the largest infrastructure upgrade within the Masterplan. During the development of the Masterplan, it was identified that a consistent theme of creating a 'Heart' within the precinct could help connect the different spaces that currently exist within Wilson Park. Zone 2 seeks to deliver on this theme by establishing the necessary public amenity and infrastructure to meet the needs and aspirations of the local community and follow on from the successful implementation of Zone 1 Netball Court Upgrade.

Location

Wilson Park, 100 Gerring Court, Rivervale.



Consultation

Extensive public engagement was undertaken for the development of the Vision Plan (2016-2017) and Draft Wilson Park Precinct Master Plan (2018-2019), which was used as a basis for developing the Zone 2 concept options.

As part of the concept design process, a Heritage Report was initiated, including Aboriginal engagement, as the Wilson Park site is listed on the Aboriginal Heritage Register. Upon completion of the Heritage Report, a Section 18 Notice (a legislative requirement under the *Aboriginal Heritage Act 1972*) was lodged with the Department of Planning, Lands and Heritage in December 2019 in order to seek the necessary approval prior to commencing any works on site.

Changes to the *Aboriginal Heritage Act 1972* have occurred since the Section 18 Notice was approved. The City has sought clarification from the Department, which has confirmed that the existing Section 18 approval will stand for the duration of the design and delivery of Zone 2.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

Policy implications

29 – Purchasing

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

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

Statutory environment

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

'3.57 Tenders for providing goods or services

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

and

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

'11 When tenders have to be publicly invited

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

Background

An invitation to tender for the landscape design and documentation for Wilson Park Precinct Zone 2 Heart + Playground was advertised in *The West Australian* on Saturday, 5 November 2022, closing at 2pm on Tuesday, 6 December 2022.

Twenty-eight prospective tenderers downloaded the tender documents from the City's eTendering portal, and six responses were received from:

- Ecoscape Australia Pty Ltd
- Emerge Associates
- Josh Byrne & Associates Pty Ltd
- Place Laboratory
- Plan E
- Tim Davies Landscaping.

Officer comment

The evaluation panel for the tender consisted of the Manager City Projects, Coordinator Parks Projects and Coordinator Environment. Each panel member has signed a Declaration of Confidentiality and Impartiality form confirming that they have no known conflict of interest to disclose. The Coordinator Procurement coordinated the evaluation process and ensured that the correct processes were adhered to.

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

	CRITERIA	WEIGHTING
1	Relevant Experience, Skills and Project Team	30%
2	Demonstrated Understanding	45%
3	Price	25%
	TOTAL	100%

Ecoscape demonstrated that they have significant experience in recent and relevant projects and identified a team that included senior qualified members with sufficient capacity to deliver

the scope of works on time and on budget. Their tender submission clearly addressed the management of potential issues and showed that they have a very strong understanding of the requirements of the project and have considered all elements in preparing their tendered price.

Ecoscape has scored highest on Confidential Attachment 12.4.1 – Evaluation Matrix and are the recommended supplier.

Financial implications

The prices submitted by the tenderers are detailed in Confidential Attachment 12.4.2 – Price Schedule.

At the 2022 Federal Election, a pre-election commitment was made by the Labor candidate for Swan of \$2m towards the delivery of the Wilson Park Masterplan. Following the success of both Labor forming Government and the Labor candidate winning the seat of Swan, the \$2m is proposed to be allocated to Zone 2. The scope of works to be delivered as part of this tender will be required to meet the Federal Funding Agreement conditions.

Sufficient funds exist within the 2022-2023 Annual Budget to support the recommendation of this report.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Officer Recommendation

That Council:

1. Accepts the tender submitted by Ecoscape Australia Pty Ltd for Tender 13/2022 – Wilson Park Precinct Zone 2 Heart + Playground as specified for the lump sum of \$389,375 excluding GST.
2. Delegates the Chief Executive Officer to approve contract variations that are within the authorised purchasing limits, in accordance with Regulation 21A of the *Local Government (Functions and General) Regulations 1996*.

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

12.5 2023 Consolidated Assurance Map

Attachment details

Attachment No and title	
1.	2023 Consolidated Assurance Map [12.5.1 - 1 page]

Voting Requirement	:	Simple Majority
Subject Index	:	19/003 Audit and Risk Committee
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Item 11.8 OCM 14 December 2021
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Executive Services

Council role

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

Purpose of report

To seek Council endorsement for the City's 2023 Consolidated Assurance Map (refer Attachment 12.5.1).

Summary and key issues

The City of Belmont conducts and undertakes a range of audit and review activities.

The City has developed a coordinated approach to these activities, managed year to year by an Assurance Map (annual plan). This report is for endorsement of the Consolidated Assurance Map for the calendar year - 2023.

Location

Not applicable.

Consultation

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

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

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

Policy implications

There are no policy implications associated with this report.

Statutory environment

Section 7.2 of the *Local Government Act 1995* requires annual financial audits.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that a compliance audit for the period 1 January to 31 December is completed each year in a form approved by the Minister.

Regulation 17 of the *Local Government (Audit) Regulations 1996* states the following:

17. CEO to review certain systems and procedures.

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

Regulation 5(2) of the *Local Government (Financial Management) Regulations 1996* states the following:

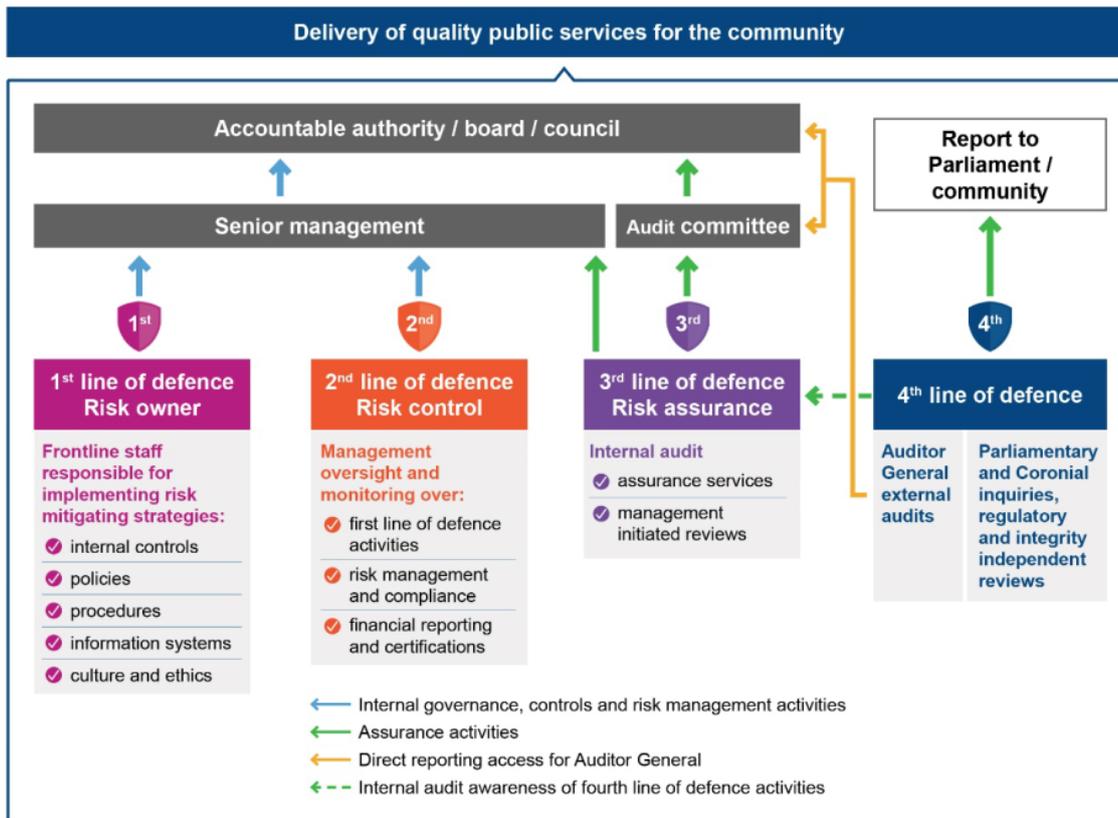
- (2) The CEO is to —
 - (a) ensure that the resources of the local government are effectively and efficiently managed; and
 - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
 - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

In addition, under the International Standard ISO 9001:2015, Quality Management Systems, the City is required to conduct an annual program of internal and external audits to maintain certification of ISO Standards.

Background

The 2023 Consolidated Assurance Map (Attachment 12.5.1) provides an overview of the audits and reviews planned for 2023 and was endorsed by the Standing Committee (Audit and Risk) at the meeting held on 14 December 2022.

Referencing in the Consolidated Assurance Map reflects the WA Public Sector Audit Committees – Better Practice Guide, issued by the Office of The Auditor General (25 June 2020) “Lines of Defence Model” as shown in Figure 1 below.



Source: OAG

Officer comment

The 2023 Consolidated Assurance Map gives Council oversight of scope and focus of assurance activities for the calendar year 2023.

Assurance drivers are requirements for:

- Internal control and legislative compliance.
- Statutory external audit requirements.
- External certifications of Quality, Environmental and Occupational Health & Safety management systems.
- The need to support the City's chosen governance approach.
- The requirement to provide a comprehensive solution that can be undertaken with existing resources.

There are a number of focus audits that any area of the City could be subject to each year.

These could be conducted as internal audits or reviews, operational comparison reports, or by external third parties, the Department of Local Government, Sport and Cultural Industries, the Corruption and Crime Commission, Public Sector Commission or the Western Australian Office of the Auditor General. As these audits are carried out as required, they are not identified on the Consolidated Assurance Map.

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.

Committee Recommendation

That Council endorses the City of Belmont 2023 Consolidated Assurance Map as outlined in Attachment 12.5.1.

Committee Recommendation adopted en bloc - Refer to Resolution appearing at Item 12.

City of Belmont
2023 - Consolidated Assurance Map

	2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Organisational Reviews												
Line Staff and Management												MGT
BMS Review												BMS
System Procedures												SP
Corporate & Governance	CAR	CAR			SGS							
Public Relations and Stakeholder Engagement	CAR	CAR			SGS							
Finance	IA	CAR	CAR	OAG	SGS		IA			OAG		
Governance, Strategy and Risk	CAR	CAR			SGS							
Information Technology	CAR	CAR			SGS			IA		OAG		
Development & Communities	CAR	CAR			SGS							
Economic and Community Development	CAR	CAR			SGS				IA			
Library, Culture and Place	CAR	CAR			SGS							
Planning Services	CAR	CAR		IA	SGS							
Safer Communities	CAR	CAR			IA	SGS						
Executive Services	CAR	CAR			SGS							
People and Culture	CAR	CAR			SGS					IA		
Work Health and Safety	CAR	CAR			SGS							
Infrastructure Services	CAR	CAR			SGS							
City Facilities and Property	CAR	CAR			SGS					IA		
City Projects	CAR	CAR			SGS	IA						
Design, Assets and Development	CAR	CAR			SGS						IA	
Parks, Leisure and Environment	CAR	CAR		IA	SGS							
Works	CAR	IA	CAR		SGS							IA

Legend	
1st line of defence - Risk and Control Owner	
MGT	Line Staff and Management
2nd line of defence	
CAR	Statutory Compliance Audit Return
BMS	Business Management System Review
SP	System Procedures
3rd line of defence	
IA	Internal Audit
4th line of defence	
OAG	Office of the Auditor General (OAG) - Financial Audit
SGS	Systems Certification - Quality, OHS, Environment

Note 1. Operational Comparisons are not identified on the Audit Plan as they are carried out as required.

Note 2. The May 2023 SGS audits are surveillance audits before re-certification audits in 2024.

12.6 Internal Audit Report

Attachment details

Attachment No and title	
1.	CONFIDENTIAL REDACTED - Internal Audit Report - Information Technology OAG IT Follow Up Audit (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(h) [12.6.1 - 4 pages]
2.	CONFIDENTIAL REDACTED - Internal Audit Report - Building Permit Approvals (Confidential matter in accordance with Local Government Act 1995 section 5.23(2)(h) [12.6.2 - 5 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	19/006
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Executive Services

Council role

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

Purpose of report

To submit two completed internal audit reports to Council. These audits have been completed in accordance with the Council approved 2022 - 2023 annual internal audit plan.

Summary and key issues

Internal audit report findings for the two audits follow. The consequence levels of not implementing mitigating controls is moderate.

Corporate and Governance Division – OAG June 2021 IT Audit, Follow Up.

1. A number of control reports should be produced and checked (signed) to confirm systems were operating correctly.

Development and Communities Division – Building Permit Approvals.

1. Building Permit Checklist Forms did not have a section for Building Surveying Officers to declare if they had a conflict of interest.
2. The Total Pool Data excel spreadsheet, which is the main document to manage pool / spa safety barrier inspections was not locked / restricted access.
3. Not all emails sent out with permits were recorded in ECM.
4. The City did not have a documented process for refunding permit application fees.

Findings and recommendations are further detailed in the attached reports (Confidential Attachments 12.6.1 and 12.6.2). These findings are being addressed by the relevant officers.

Location

Not applicable.

Consultation

Internal Audit reports were reviewed by staff, managers, directors and the CEO before being issued for action.

This ensures collective agreement on findings, recommendations, and management actions.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

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

Policy implications

There are no policy implications associated with this report.

Statutory environment

Local Government Act 1995

7.1A. Audit committee

(1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

Local Government (Audit) Regulations 1996

16. Functions of audit committee

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management.
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council.
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and
 - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and

- (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

[Regulation 16 inserted: Gazette 26 Jun 2018 p. 2386-7.]

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

[Regulation 17 inserted: Gazette 8 Feb 2013 p. 868;

amended: Gazette 26 Jun 2018 p. 2387.]

Local Government (Financial Management) Regulations 1996

5(2) CEO's duties as to financial management

- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

Background

The internal audit function operates in accordance with Council approved Terms of Reference (TOR) and Council approved annual internal audit plans.

The TOR requires the Internal Auditor to be functionally accountable to the CEO and Council via the Standing Committee (Audit and Risk).

The TOR also requires final engagement audit reports be issued to the CEO and Council via the Standing Committee (Audit and Risk) as directed.

Officer comment

Corporate and Governance Division – OAG June 2021 IT Audit, Follow Up

(Confidential Attachment 12.6.1)

The internal audit objectives were to ensure recommendations in the OAG's IT report for the year ending 30 June 2021 were implemented by 30 June 2022.

The conclusion is that recommendations in the OAG's IT report were substantially addressed but there has been a carryover of remedial work to 2022 - 2023.

The internal audit recommended the following control reports be run regularly and signed and checked to confirm systems were operating effectively:

1. Cyber CX firewall effectiveness test results report.
2. Cisco ISE unauthorised device access attempt results report.
3. HR ceased employee report.
4. Disaster Recovery test results report.
5. Dell Vulnerability scan report.
6. User Access Management report.
7. Remote User Access report.
8. Data base log report.
9. Dell SOC log of unauthorised Access or Malicious Activity report.

The consequence level of not implementing mitigating controls is moderate.

Management has accepted all recommendations and these recommendations have been entered into Audit Logs for tabling at Standing Committee (Audit and Risk) meetings until closed out.

Development and Communities Division – Building Permit Approvals

(Confidential Attachment 12.6.2)

The Internal Audit objectives were to verify the correct approval of building and other permits.

The conclusion is the Building Industry is highly regulated and local government entities must comply with the requirements of *Building Act 2011* when assessing building permit applications and issuing permits within the legislated timeframes.

The City has well documented processes and systems for managing building applications, approvals, and reporting to the relevant authorities. From the audit sampling, building permit approval processes were followed.

The Internal Audit made the following recommendations:

1. Building Permit Checklist Forms did not have a section for Building Surveying Officers to declare if they have a conflict of interest.

The department addressed this recommendation immediately, by updating the form to provide for declaration of conflict of interest.

2. The Total Pool Data excel spreadsheet, which is the main document to manage pool / spa safety barrier inspections was not locked / restricted access.

The department addressed this recommendation immediately by locking the spreadsheet.

3. Not all emails sent out with permits were recorded in ECM.

The department has addressed this recommendation.

4. The City did not have a documented process for refunding permit application fees. At the time of this report this recommendation is open.

The consequence levels of not implementing mitigating controls are generally moderate.

Management has accepted all recommendations and these recommendations have been entered into Audit Logs for tabling at Standing Committee (Audit and Risk) meetings until closed out.

The Standing Committee (Audit and Risk) endorsed the recommendation to Council at the meeting held on 14 December 2022.

Subsequent to issuing the internal audit report for building permit approvals the Building Surveying section has advised they are undertaking the development of a new Swimming Pool inspection system in Pathway (the City's core property information system) to ensure the excel spreadsheet system is deleted and the risks that it poses removed. The new Swimming Pool inspection system is in testing stage and should go live within the next two months.

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.

Committee Recommendation

That Council:

1. Receives the report (Confidential Attachment 12.6.1) titled “Internal Audit – Information Technology – OAG Follow Up Audit”; and
2. Receives the report (Confidential Attachment 12.6.2) titled “Internal Audit – Building Permit Approvals”.
3. Notes the City of Belmont management comments in Confidential Attachments 12.6.1 and 12.6.2 and actions to be undertaken in response to the internal audit findings.

Committee Recommendation adopted en bloc - Refer to Resolution appearing at Item 12.

12.7 Council Policy - Complaints Management

Attachment details

Attachment No and title	
1.	Council Policy Customer Complaints Management [12.7.1 - 6 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	24/001 Service Complaints
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Nil
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

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

Purpose of report

For Council to endorse the Customer Complaints Management Policy (Attachment 12.7.1).

Summary and key issues

The Customer Complaints Management Policy has been drafted to provide guidance to Elected Members, employees and contractors on the management of customer complaints and dealing with unreasonable complainant conduct.

The Policy has been drafted to be consistent with guidelines issued by the Ombudsman Western Australia.

Location

Not applicable.

Consultation

Policies at other local governments have been reviewed during the drafting of the Customer Complaints Management Policy. Ombudsman Western Australia guidelines for dealing with customer complaints have also been considered.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

Policy implications

The City of Belmont Council Policy Manual will be updated to include the Customer Complaints Management Policy. Training will be completed for relevant employees and associated internal documentation will be amended to reflect the new policy.

Statutory environment

Work Health and Safety Act 2020 (WA)

Background

A high-level review of all City of Belmont policies identified the need for a policy that deals with customer complaints. This will ensure consistency and a set of rules and procedures which are clear to complainants, and provide guidance and protection to Elected Members, employees and contractors.

Officer comment

The Customer Complaints Management Policy has been drafted to provide guidance to Elected Members, employees and contractors on the management of customer complaints and dealing with unreasonable complainant conduct. The implementation of the policy is necessary for the following reasons;

1. Instances of unreasonable complainant conduct have increased and there is a requirement for a formal and consistent approach by Officers when dealing with customer complaints and unreasonable complainant conduct. The policy provides a framework for ensuring complaints are dealt with in a consistent and timely manner;
2. When a complaint is made to Ombudsman Western Australia, the manner in which the originating complaint has been dealt with is reviewed. The policy provides a framework for ensuring complaints are dealt with in a manner consistent with expectations Ombudsman Western Australia guidelines; and
3. Under the new *Work Health and Safety Act 2020 (WA)*, psychosocial hazards must be managed in the workplace. Inappropriate and unreasonable behaviour is an identified psychosocial risk factor and includes dealing with complaints and unreasonable complainant conduct. Recommended risk controls include having policies and procedures for managing complaints and the Customer Complaints Management Policy is a necessary element of the City's risk mitigation framework.

The Customer Complaints Management Policy will also provide information to customers on how their complaints will be managed.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Officer Recommendation

That Council endorse the Customer Complaints Management Policy (Attachment 12.7.1)

Note:

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

Procedural Motion

Rossi moved, Sessions seconded

In accordance with the *Standing Orders Local Law 2017* section 11.1(g) this item is to be referred back to an Information Forum for further discussion.

Carried Unanimously 8 votes to 0

Reason

To seek legal advice on the proposed policy to assist councillors with the policy and its implementation.

7.39pm The Acting Director Infrastructure Services departed the meeting.

7.40pm The Acting Director Infrastructure Services returned to the meeting.

Customer Complaints Management Policy

Policy Objective

To establish the City of Belmont's position and approach to be taken in resolving customer complaints.

Policy Statement

The City of Belmont (the City) is committed to managing complaints in a manner that is unbiased and consistent with Australian Standard Guidelines and the WA Ombudsman.

The City of Belmont recognises the right of customers to complain when dissatisfied with the service provided and undertakes to resolve these complaints in an accountable, transparent, and timely manner.

Policy Scope

This policy applies to all Elected Members, employees and contractors engaged to provide services to the City or on behalf of the City.

The Australian Standard for Complaints Management (ISO 10002:2014) defines a complaint as any *"expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required"*.

For the purposes of this policy, the following are NOT classified as a complaint;

- Employment related complaints made by City employees;
- Feedback obtained during stakeholder and community engagement processes;
- Enquiries and requests for specific information;
- A request for service or action by the City (unless there was inaction or an unsatisfactory response to the initial request for service);
- Matters currently being dealt with or previously dealt with by a court, tribunal or external complaints agency;
- The lodging of an appeal or objection in accordance with a statutory or regulatory function;
- Reports concerning neighbours or neighbouring property;
- Complaints about individual Elected Members*;
- Petitions; and
- Issues over 12 months old.

* Complaints about Elected Members and related processes are captured in the *Local Government Act 1995* (the Act) – Division 9 and Council Policy *Complaint Investigation – Behaviour Complaints*

Policy Detail

1. Making a complaint

General guidelines for the lodgement and management of complaints will be published on the City's website.

Sufficient relevant information must be provided to the City in order for the complaint to be investigated and responded to in an appropriate and timely manner.

2. Timeliness

All complaints received will be acknowledged within five normal working days.

Complainants will be notified if their complaint cannot be resolved within the prescribed timeframes of the City's *Customer Complaint Management Procedure*. Complainants will be advised of the reasons for any delay and expected timeframe for resolution.

3. Risk

Risk factors associated with each complaint will be considered when managing complaints. Priority will be given to complaints with high risk factors which include but are not limited to;

- a) Public safety;
- b) Seriousness of the complaint;
- c) Frequency of occurrence; and
- d) Need for immediate attention.

4. Confidentiality

Complainants have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to any complaint will be kept confidential in accordance with the *Freedom of Information Act 1992*.

The City will only disclose complainant information to third parties as follows:

- a) With the consent of the complainant, expressed or implied;
- b) As required by law; or

- c) In order to complete the purpose or function for the which the information was provided.

5. Anonymous complaints

The City will investigate or action anonymous complaints where reasonable and sufficient information is provided and which, in the opinion of the City, represent:

- A breach of statutory provisions;
- A breach of an approval, licence or permit;
- A matter for which the City is obligated to act as prescribed in the *Local Government Act 1995*, *Corruption Crime and Misconduct Act 2003*, *Public Interest Disclosure Act 2003* or any other written law; or
- A matter which could constitute a risk to the public health and safety of persons, animals or the environment.

6. Request for internal review

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

7. External review

Where a Complainant is not satisfied with the outcome of the City's processes, the Complainant can escalate the matter to one of the following agencies for external review:

- WA Ombudsman;
- Department of Local Government, Sport & Cultural Industries; or
- Public Sector Commission.

The City will cooperate with these external agencies to assist with their processes.

8. Unreasonable complainant conduct

Unreasonable complainant conduct (UCC) is any behaviour by a current or former complainant 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 and complainants, or the complainant.

UCC can be grouped into five categories:

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

Dealing with UCC

Incidents of UCC will be reported to the CEO (or appointed delegate), who may determine it is appropriate to implement measures whereby the complainant's access to the City will be limited, and/or to adapt the way the City interacts with or delivers services to the complainant. Measures may include restricting:

- Who the complainant has contact with at the City;
- What the complainant can raise with the City;
- When the complainant can have contact with the City;
- Where the complainant can make contact with the City; and
- How the complainant can make contact.

The rationale and decision to implement restrictive measures will be documented and the complainant will be advised in writing of the reasons for the decision, what restrictions apply and for what period. Restrictive measures will be reviewed as required, but at a minimum on an annual basis.

If a complainant 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 complainant will be referred to the WA Ombudsman.

Immediate threats

The City values its employees and customers, and work health and safety is forefront to this commitment. Therefore, City employees have the discretion to terminate any interaction in the event that the employee reasonably perceives that they are at risk and particularly where the employee is being threatened, or the conduct of the complainant or customer is aggressive or abusive.

Where necessary, WA Police will be contacted, Threats made to employees, Elected Members and third parties will be reported to WA Police where appropriate.

Definitions

CEO means the Chief Executive Officer of the City.

City means the City of Belmont, being a local government established as a body corporate under section 2.5 of the Act.

Complainant means a person, organisation, or its representative, making a complaint.

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.

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

This Policy is supported by:		
Policy No.	CP - **** {number will be assigned by Governance}	
Register of Delegations:		
Service Area:	Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Governance and Compliance Adviser	
Risk Rating:	Low	
Review Cycle:	Biennial	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference

12.8 Council Policy - Complaint Investigation - Behaviour Complaints

Attachment details

Attachment No and title	
1.	Complaint - Alleged Breach Form [12.8.1 - 3 pages]
2.	Council Policy - Complaint Investigation - Behaviour Complaints [12.8.2 - 5 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	11/005 Delegations and Authorisations
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	12.8 OCM 23 February 2021
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

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

Purpose of report

For Council to:

- Authorise the Director Corporate and Governance and Manager Governance, Strategy and Risk as City of Belmont Behaviour Complaints Officers for the purposes of receiving complaints and withdrawals of complaints, in accordance with

cl.11(3) of the *Local Government (Model Code of Conduct) Regulations 2021* (Model Code of Conduct);

- Approve the updated City of Belmont 'Complaint - Alleged Breach Form' (Complaint Form) (Attachment 12.8.1) in accordance with cl.11(2)(a) of the Model Code of Conduct; and
- Endorse the Complaint Investigation – Behaviour Complaints Policy (Attachment 12.8.2).

Summary and key issues

The Model Code of Conduct and City of Belmont Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct) requires each local government to deal with complaints received alleging a breach of the Code of Conduct. The Complaint Investigation – Behaviour Complaints Policy (the Policy) (Attachment 12.8.2) has been drafted to set out the procedure for dealing with those complaints.

It is also recommended that the Director Corporate and Governance and the Manager Governance, Strategy and Risk be authorised as City of Belmont Behaviour Complaints Officers, and the Complaint Form (Attachment 12.8.1) be endorsed to provide process improvements for dealing with behaviour complaints.

Location

Not applicable.

Consultation

Other local governments have been consulted during the drafting of the Complaint Investigation – Behaviour Complaints Policy. Ombudsman Western Australia guidelines and WALGA advice and templates have also been considered.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

Policy implications

The City of Belmont Council Policy Manual will be updated to include the Complaint Investigation – Behaviour Complaint Policy.

Statutory environment

The *Local Government (Model Code of Conduct) Regulations 2021* and the Code of Conduct state that:

‘11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made –
 - (a) In writing in the form approved by the local government; and
 - (b) To a person authorised under subclause (3); and
 - (c) Within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.’

Background

The Model Code of Conduct includes general principles and behaviours for Elected Members, Committee Members and Candidates, and repealed the *Local Government (Rules of Conduct) Regulations 2007*. Complaints of alleged breaches and behavioural requirements are now dealt with by the local government.

Through a recent submission to the Department of Local Government, Sport and Cultural Industries, the City of Belmont did not support the amendment to require the local government to make judgement on the behaviour of other council members and determine findings on complaints and whether a breach has occurred. This amendment was passed through and is now a requirement set out in the regulations.

It is necessary for each local government to authorise at least one person to receive and withdraw complaints and to approve the Complaint Form. At the Ordinary Council Meeting held on 23 February 2021 Council authorised the Director Corporate and Governance to be the Behaviour Complaints Officer and approved the Complaint Form.

The Code of Conduct was developed to be consistent with the Model Code of Conduct and endorsed by Council at its 27 April 2021 Ordinary Council Meeting.

Officer comment

Complaints relating to breaches of the rules of conduct were previously dealt with by the Standards Panel in addition to complaints alleging minor or serious breaches of the *Standing Orders Local Law 2017* or *Local Government Act 1995*. i.e. non-disclosure of interest, misuse of resources. With the introduction of the Model Code of Conduct and implementation of the Code of Conduct, complaints about an alleged breach of requirements relating to the behaviour of council members, committee members and candidates set out in Division 3 of the Code of Conduct are to be dealt with by the local government.

Other complaints alleging breaches of the *Standing Orders Local Law 2017*, or *Local Government Act 1995* including minor or serious breaches are still dealt with by the Standards Panel, Public Sector Commission or Corruption and Crime Commission accordingly.

The policy has been drafted with consideration to policies of other local governments, the WALGA template and Ombudsman Western Australia guidelines and is supported by an Operational Guideline to ensure a consistent approach when dealing with the investigation and management of behaviour complaints.

The process for dealing with recent complaints has been guided by the draft policy and operational guideline and is recognised as industry standard. It is considered appropriate that investigations and evidence gathering for behaviour complaints is conducted by an independent third party which is provided for in the policy. This distances the Chief Executive Officer and other officers of the City from the process and reduces any possibility of bias against a complainant and/or Councillors, reduces any potential for unequal relationships between employees and Councillors, and allows investigators with a specialist skill set to deal with the complaint appropriately.

Following the investigation Council is to consider the complaint and make a finding based on the evidence provided.

It is proposed that Council authorise both the Director Corporate and Governance and the Manager Governance, Strategy and Risk as Behaviour Complaints Officers. Currently only the Director Corporate and Governance is authorised and this will provide continuity during periods of leave, and also an additional officer to receive and action complaints on a timely basis when required.

The Complaint – Alleged Breach Form has been amended to include a section for the complainant to specify the clause of the Code of Conduct that is alleged to be breached.

Financial implications

The policy and guideline provide for the use of independent investigators and based on recent experience, a simple investigation and report is estimated at \$3,000 with more complex investigation estimated at \$10,000. The cost of each investigation is variable depending on the nature of the investigation required. Funds have been included in the 2022-2023 Budget through the March budget review and will be included in the 2023-2024 Budget to allow an indicative amount for behaviour complaint investigations.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Officer Recommendation

That Council:

1. Authorise the Director Corporate and Governance and Manager Governance, Strategy and Risk as Behaviour Complaints Officers for the City of Belmont in accordance with clause 11(3) of the Code of Conduct for Council Members, Committee Members and Candidates;
2. Approve the updated City of Belmont 'Complaint – Alleged Breach Form' (Attachment 12.8.1); and
3. Endorse the Complaint Investigation – Behaviour Complaints Policy (Attachment 12.8.2).

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



CITY OF BELMONT

Complaint - Alleged Breach Form

Code of conduct for council members, committee members and candidates

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

A complaint about an alleged breach must be made —

- (a) in writing in the form approved by the local government
- (b) to an authorised person
- (c) within one month after the occurrence of the alleged breach.

Note to person making the complaint:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct). The complaint is to be specific about the alleged breach and include the relevant clause of the Code of Conduct that is alleged to have been breached.

Name of person who is making the complaint:	
Name: _____	
Given Name(s)	Family Name

Contact details of person making the complaint:	
Address: _____	Postcode _____
Email: _____	
Contact number: _____	

Name of council member, committee member or candidate alleged to have committed the breach:



Select the appropriate Clause(s) of the Code of Conduct relevant to the alleged breach:	
8. Personal Integrity	
(1) A council member, committee member or candidate – (a) Must ensure that their use of social media and other forms of communication complies with this code. (b) Must only publish material that is factually correct.	
(2) A council member or committee member – (a) Must not be impaired by alcohol or drugs in the performance of their official duties; (b) Must comply with all policies, procedures and resolutions of the local government; (c) Must dress in a manner that recognises the importance of their position, in particular when attending meetings or representing the City in an official capacity; (d) Must treat all people equally and respect diversity within the City to ensure everyone has the same opportunities in their dealings with the City.	
9. Relationship with others	
A council member, committee member or candidate – (a) Must not bully or harass another person in any way. (b) Must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government. (c) Must not use offensive or derogatory language when referring to another person. (d) Must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties. (e) Must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.	
10. Council or committee meetings	
When attending a council or committee meeting, a council member, committee member or candidate – (a) must not act in an abusive or threatening manner towards another person. (b) Must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading. (c) Must not repeatedly disrupt the meeting. (d) Must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings. (e) Must comply with any direction given by the person presiding at the meeting. (f) Must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.	
10.1 Quasi-judicial role	



State the full details of the alleged breach. Attach any supporting evidence to your complaint form.

(Please attach additional pages if required)

Date of alleged breach

_____ / _____ / 20_____

Signed

Complainant's signature: _____

Date of signing: _____ / _____ / 20_____

Received by Authorised Officer

Authorised Officer's Name: _____

Authorised Officer's Signature: _____

Date received: _____ / _____ / 20_____

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to:

Behaviour Complaints Officer
City of Belmont
LMB 379
CLOVERDALE WA 6985

Email: Belmont@belmont.wa.gov.au

60. COMPLAINT INVESTIGATION – BEHAVIOUR COMPLAINTS

Policy Objective

To establish, in accordance with clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and the *City of Belmont Code of Conduct for Council Members, Committee Members and Candidates* (Code of Conduct), the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Code of Conduct.

Policy Statement

Details the high-level consideration and investigation of complaints in support of the mechanism for dealing with complaints detailed in the Code of Conduct. This policy is intended to:

- contribute to procedural fairness, unbiased decision-making, integrity and good governance.
- provide guidance on the key matters to be considered in the preparation, and in the course of an investigation in relation to breaches of the Code of Conduct.

This policy applies to council members, committee members, candidates and any person who submits a complaint in accordance with this Policy, where a complaint has been received by the City in accordance with Clause 11 of the Code of Conduct. This policy does not apply to the investigation of complaints involving allegations of serious improper conduct, corruption, fraud or other criminal conduct which must be referred to the appropriate authority.

Policy Detail

In accordance with section 5.104 of the *Local Government Act 1995* (the Act), every Western Australian local government is to adopt a prescribed code of conduct to be observed by council members, committee members and candidates.

The City's Code of Conduct has been adopted for this purpose and sets out principles and standards of behaviour council members, committee members and candidates must observe and the considerations for dealing with complaints detailed in the Code of Conduct. This Policy is intended to promote accountable, ethical and unbiased decision-making and consistent conduct.

1. Persons authorised to receive complaints and withdrawals

In accordance with clause 11(3) of the Code of Conduct, the Director Corporate and Governance and Manager Governance, Strategy and Risk are authorised as Behaviour Complaints Officers to receive complaints and withdrawals under the Code of Conduct.

Complaint Investigation – Behaviour Complaints

2. Assessment of complaint

In accordance with clause 11(2) of the Code of Conduct, a complaint must be made -

- 1) in writing on the form available on the City's website; and
- 2) to a Behaviour Complaints Officer as outlined above; and
- 3) within one month after the occurrence of the alleged breach.

In dealing with a complaint under the Code of Conduct, one or all of the following factors will be considered in assessing a complaint.

- (a) Whether an alternative and satisfactory means of redress is available;
- (b) Whether the complaint is trivial, frivolous or vexatious;
- (c) How serious the complaint is and the significance it has for the complainant and the City;
- (d) Whether it indicates the existence of a systemic problem throughout the Council; or
- (e) Whether it is one of a series of complaints about the same council member, indicating a pattern of conduct or a continuous problem.

3. Nature of the investigation

3.1 An investigation into a complaint, may be conducted by an employee or an external contractor, mediator, or arbitrator appointed by the Behaviour Complaints Officer (or an employee or external contractor appointed by the CEO where the complainant is the Behaviour Complaints Officer) depending upon:

- (a) the nature of the complaint;
- (b) the resources needed to conduct an investigation; or
- (c) whether any additional authorisations from Council are required.

3.2 Subject to the matters detailed in clause 3.1, additional resources are authorised by Council, to investigate a complaint including the referral of the complaint to a third party.

3.3 All investigations must be conducted without any bias, and in an impartial and objective manner without any actual or perceived conflict of interest.

4. Powers of investigation

4.1 The employees detailed in clause 1 are authorised to commence an investigation and given the necessary powers and authority to oversee an investigation process under the Code of Conduct and in line with this policy, and any other supporting complaint investigation procedures.

4.2 Any employee or other person appointed to perform an investigation into a complaint made under the Code of Conduct has the necessary powers to:

- (a) inquire with all parties relevant to a complaint to provide any evidence or statements relevant to the matter, and the subject of the complaint; and
- (b) obtain any information from other parties in relation to policies, procedures and practices including access to relevant records and witness statements.

5. Evidence

5.1 For the purposes of an investigation into a complaint, evidence can take the form of:

Complaint Investigation – Behaviour Complaints

- (a) oral or written evidence (recollections); and
 - (b) documentary evidence (records); and
 - (c) expert evidence (technical advice); and
 - (d) site inspections.
- 5.2 The person or persons appointed under clause 1 are to maintain a central investigation file detailing any documentary evidence obtained, and that file is to be maintained in the City's record keeping system with restricted access to ensure confidentiality.
- 5.3 If legal proceedings arise at some future stage, evidence should be gathered in accordance with the rules of evidence, pursuant to the *Evidence Act 1906*.

6. Appropriate standard of proof

In any investigation into a complaint, all allegations must be proved “on the balance of probabilities”, that is, it must be more probable for a reasonable person than not, that the allegations of the subject of the complaint are substantiated.

7. Procedural fairness

- 7.1 All investigations of a complaint are to observe due process and procedural fairness.
- 7.2 Procedural fairness for an investigation shall include:
- (a) ability for a person or persons that is the subject of a complaint an opportunity to respond;
 - (b) all parties given a reasonable opportunity to put forward their case, whether in writing, in person, or otherwise;
 - (c) the careful consideration of all evidence obtained during the course of the investigation;
 - (d) inquiries or an investigation being made before the making of a decision;
 - (e) taking into account all relevant factors including mitigating and aggravating factors;
 - (f) ensuring any conflicts of interest are managed appropriately;
 - (g) acting fairly and without bias; and
 - (h) conducting the investigation without undue delay.

8. Investigation report

- 8.1 At the conclusion of the investigation a confidential report is to be prepared detailing:
- (a) the substance of the complaint;
 - (b) the nature and extent of the investigation into the complaint;
 - (c) the evidence obtained during the investigation into the complaint;
 - (d) the recommended finding in relation to the complaint;
 - (e) any recommended action plan prepared to address the behaviour of the person to whom the complaint relates.

9. Management of actions

- 1.1 All findings made in contravention of the Code of Conduct, and any associated actions, will be monitored and managed by persons detailed in clause 1 of this policy and clause 11(3) of the Code of Conduct.

10. Reporting

- 10.1 The City will maintain a register of complaints lodged with those persons authorised under clause 1 and dealt with under the Code of Conduct. Complaints will only be included on the register if a finding has been made following completion of any investigation and Council consideration. The register is not required to be made public.

Reference/Associated Documents

Local Government Act 1995
Local Government (Model Code of Conduct) Regulations 2021
City of Belmont Standing Orders Local Law 2017
City of Belmont Code of Conduct for Council Members, Committee Members and Candidates
Council Policy – Customer Complaints Management

Reference to Internal Procedure

Guideline – Complaint Investigation and Management - Behaviour Complaints

Definitions

Act means the *Local Government Act 1995*.

Breach means a breach of Division 3 of the *City of Belmont Code of Conduct for Council Members, Committee Members and Candidates*.

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

CEO means the Chief Executive Officer of the City.

City means the City of Belmont, being a local government established as a body corporate under section 2.5 of the Act.

Code of Conduct means the *City of Belmont Code of Conduct for Council Members, Committee Members and Candidates*.

Committee Member means a Council Member, employee of the City of Belmont or other person who has been appointed by the Council to be a member of a Committee in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint means a complaint submitted under Clause 11(1) of the Code of Conduct.

Complainant means a person who has submitted a Complaint in accordance with this Policy.

Complaint Investigation – Behaviour Complaints

Conflict of Interest:

Actual conflict of interest means when there is a conflict between a person's official duties and responsibilities in serving the public interest, and their personal interest.

Perceived conflict of interest means when a reasonable person, knowing the facts would consider that a conflict of interest may exist.

Council means the Council of the City of Belmont.

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

Employee means a person:

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

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Vexatious complaint means a complaint that is not supported by any evidence and there is other evidence to suggest that the complaint was made primarily for the purpose of causing annoyance.

THIS POLICY IS SUPPORTED BY:

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

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/02/2023	NEW POLICY	

NEXT REVIEW DATE

12.9 Accounts for Payment - December 2022

Attachment details

Attachment No. and title	
1.	December 2022 - Authorised Payment Listing [12.9.1 - 9 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	54/007 - Creditors - Payment Authorisations
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	NIL
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

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

Purpose of report

To present to Council the list of expenditure paid for the period 1 December 2022 to 31 December 2022 under delegated authority.

Summary and key issues

A list of payments is presented to the Council each month for confirmation and endorsement in accordance with the *Local Government (Financial Management) Regulations 1996*.

Location

Not applicable.

Consultation

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

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

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

Policy implications

There are no policy implications associated with this report.

Statutory environment

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* states:

“If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and

(d) sufficient information to identify the transaction.”

(3) A list prepared under sub regulation (1) is to be presented to Council at the next ordinary meeting of Council after the list is prepared; and recorded in the minutes of that meeting.

Background

Council has delegated to the Chief Executive Officer under Delegation 1.1.18 to make payment from the Municipal and Trust Fund account. In accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, where this power has been delegated, a list of payments each month is to be compiled and presented to Council.

Officer comment

The following summary of payments are recommended for confirmation and endorsement.

Payment type	Payment reference	\$
Municipal Fund Cheques	788834 - 788838	1,867.28
Municipal Fund EFTs	EF081697 - EF082169	6,369,897.31
Municipal Fund Payroll	December 2022	1,792,622.02
Trust Fund EFT	EF081874 – EF081875	21,509.54
Total Payments for December 2022		8,185,896.15

A copy of the Authorised Payment Listing is included as 12.9.1.

Financial implications

All expenditure included in the Authorised Payment Listing is in accordance with Council's Annual budget.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Officer Recommendation

That the Authorised Payment Listing for December 2022 as provided under Attachment 12.9.1 be received.

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

Attachment 12.9.1 December 2022 - Authorised Payment Listing

		City of Belmont			
Accounts for Payment - December 2022				Compiled : 23/12/22 11:52	
Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
Contractors					
EF081698	02/12/22	00221	John Hughes Group	544.00	Plant Parts & Repairs
EF081700	02/12/22	00411	Drake Australia Pty Ltd	2,927.68	Labour/Personnel Hire
EF081701	02/12/22	00608	Programmed Skilled Workforce Ltd	4,795.18	Labour/Personnel Hire
EF081703	02/12/22	00668	IRS Pty Ltd - Industrial Rubber Supplies	102.20	Plant Parts & Repairs
EF081704	02/12/22	00707	LoGo Appointments	6,468.20	Labour/Personnel Hire
EF081705	02/12/22	00957	The Artists Foundation of WA - Artsource	4,980.80	Community Art Classes
EF081706	02/12/22	01090	St John Ambulance Australia Inc	580.80	First Aid Service
EF081707	02/12/22	01097	Dept of the Premier & Cabinet	488.40	Advertising
EF081709	02/12/22	01243	WARP Pty Ltd	6,518.50	Traffic Control
EF081712	02/12/22	01318	Flexi Staff Group Pty Ltd	1,980.33	Labour/Personnel Hire
EF081713	02/12/22	01353	Aurion Corporation Pty Ltd	1,100.00	Timekeeper Implementation
EF081714	02/12/22	01579	The Entertainment Bank Pty Ltd	3,685.00	Entertainment Expenses - Let's Celebrate Festival
EF081716	02/12/22	01731	Charter Plumbing and Gas	208.97	Plumbing Maintenance/Supplies
EF081717	02/12/22	01734	Chemwest	212.30	Plant Parts & Repairs
EF081718	02/12/22	01976	Ecoscape Australia Pty Ltd	225.00	Professional Fees - Landscaping
EF081719	02/12/22	02172	Miss Maud	72.10	Catering/Catering Supplies
EF081721	02/12/22	02303	Ultimo Catering and Events	8,085.50	Catering/Catering Supplies - Belmont Arts Awards
EF081723	02/12/22	02451	Carlisle Events Hire Pty Ltd	7,760.50	Plant/Equipment Hire for City events
EF081724	02/12/22	02844	Chandler Macleod Group Ltd	2,414.61	Labour/Personnel Hire
EF081725	02/12/22	03197	West Coast Turf	6,776.00	Turf Installation
EF081726	02/12/22	03504	Classic Tree Services	6,610.20	Tree Pruning Within CoB
EF081727	02/12/22	04202	City Retravision	1,938.00	Electrical Goods
EF081728	02/12/22	04301	Michael Page - Page Personnel	1,010.77	Labour/Personnel Hire
EF081729	02/12/22	04391	Lifeskills Australia	198.00	Professional Fees - Analysis
EF081731	02/12/22	04454	FM Contract Solutions Pty Ltd	892.62	Professional Fees - Analysis
EF081732	02/12/22	04559	Dolce Ensembles	735.00	Music/Entertainment Expenses
EF081733	02/12/22	04579	Mills Recruitment	11,916.36	Labour/Personnel Hire
EF081734	02/12/22	04645	Instant Products Hire	904.53	Plant/Equipment Hire
EF081735	02/12/22	04779	One 20 Productions	1,553.20	Plant/Equipment Hire
EF081737	02/12/22	04974	Turf Care WA Pty Ltd	18,951.94	Turf Renovation at Various Parks
EF081739	02/12/22	05016	Cyclus Pty Ltd	1,263.69	Labour/Personnel Hire
EF081740	02/12/22	05101	De Lage Landen Pty Ltd	1,076.59	Plant/Equipment Hire
EF081742	02/12/22	05283	IRP Pty Ltd	3,080.88	Labour/Personnel Hire
EF081743	02/12/22	05576	NPB Security Australia	643.98	Security Services
EF081744	02/12/22	05729	James Clive Kearing - Nyoona	500.00	Music/Entertainment Expenses
EF081746	02/12/22	05776	Level 5 Design Pty Ltd	1,080.00	Professional Fees - Planning
EF081747	02/12/22	05840	Commercial Aquatics Australia Pty Ltd	3,520.91	Oasis Expenses
EF081748	02/12/22	05862	Language and Culture Pty Ltd	1,980.00	Professional Fees - Analysis
EF081749	02/12/22	05904	Pinnacle People	894.48	Labour/Personnel Hire
EF081750	02/12/22	05923	Hudson Global Resources (Aust) Pty Ltd	6,216.19	Labour/Personnel Hire
EF081751	02/12/22	06026	Cameron the Magician	800.00	Music/Entertainment Expenses
EF081752	02/12/22	06077	Coffee Plus Chill	1,076.50	Catering/Catering Supplies
EF081753	02/12/22	06133	Linzi Carter Art	1,650.00	Music/Entertainment Expenses
EF081754	02/12/22	06277	Ignite Limited	8,976.90	Labour/Personnel Hire
EF081755	02/12/22	06310	Radio Media Pty Ltd	750.00	Music/Entertainment Expenses
EF081756	02/12/22	06318	Mario The (Almost) Magnificent	650.00	Music/Entertainment Expenses
EF081757	02/12/22	06329	Retro Roads	2,294.14	Line Marking
EF081758	02/12/22	06337	MowScape Pty Ltd	5,344.16	Turf Maintenance
EF081759	02/12/22	06351	Marie Kioutis	440.60	Library - Entertainment Expense
EF081760	02/12/22	06354	Quality People Pty Ltd	8,432.42	Labour/Personnel Hire
EF081761	02/12/22	06360	Bus Preservation Society of WA (Inc)	720.00	Music/Entertainment Expenses
EF081762	02/12/22	06363	Haz Enviro Solutions	803.00	Building Maintenance
EF081763	02/12/22	06379	Diamond Chain Media	2,245.00	Music/Entertainment Expenses
EF081764	02/12/22	06386	Social Media Status Pty Ltd	1,317.00	Professional Fees - Marketing
EF081770	09/12/22	00164	BBC Entertainment	1,375.00	Music/Entertainment Expenses
EF081772	09/12/22	00210	Littergrabber - Seaview Orthotics	1,140.75	Tools/Tool Repairs
EF081773	09/12/22	00230	Jackson McDonald	484.00	Legal Expenses
EF081774	09/12/22	00411	Drake Australia Pty Ltd	2,128.04	Labour/Personnel Hire
EF081775	09/12/22	00491	Fujifilm Business Innovation Australia	66.58	Photocopy Expenses
EF081777	09/12/22	00613	Qualcon Laboratories Pty Ltd	286.00	Bore Drilling/ Maintenance
EF081778	09/12/22	00707	LoGo Appointments	5,118.13	Labour/Personnel Hire
EF081779	09/12/22	00717	Main Roads Western Australia	4,128.69	Road Building Contractor
EF081780	09/12/22	00736	McLeods	2,833.32	Legal Expenses

Attachment 12.9.1 December 2022 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF081782	09/12/22	00931	Sonic HealthPlus Pty Ltd	1,073.60	Medical Examinations
EF081786	09/12/22	01243	WARP Pty Ltd	8,301.71	Traffic Control
EF081789	09/12/22	01318	Flexi Staff Group Pty Ltd	5,957.33	Labour/Personnel Hire
EF081790	09/12/22	01393	Comestibles	26,773.00	Catering/Catering Supplies - Mayoral Dinner
EF081791	09/12/22	01499	Porter Consulting Engineers	12,760.00	Design Fees - Willson Park Netball Courts
EF081792	09/12/22	01507	The Pressure King	577.50	Graffiti Removal
EF081794	09/12/22	01579	The Entertainment Bank Pty Ltd	1,760.00	Entertainment Expenses-Let's Celebrate Festival
EF081796	09/12/22	01731	Charter Plumbing and Gas	3,103.50	Plumbing Maintenance/Supplies
EF081797	09/12/22	01772	Data3 Limited	10,047.29	Computer Software Maintenance
EF081798	09/12/22	01816	Ascot Kayak Club Inc	420.00	Autumn River Festival Expense
EF081800	09/12/22	02050	Austrafic WA	2,783.00	Traffic Control
EF081801	09/12/22	02172	Miss Maud	506.55	Catering/Catering Supplies
EF081802	09/12/22	02234	Blackwell and Associates Pty Ltd	2,940.00	Professional Fees - Planning
EF081803	09/12/22	02330	Tomato Lake Cafe - Xing Guang Rao	621.70	Catering/Catering Supplies
EF081806	09/12/22	02614	Monsterball Amusements & Hire	2,370.00	Plant/Equipment Hire
EF081807	09/12/22	02844	Chandler Macleod Group Ltd	4,282.83	Labour/Personnel Hire
EF081808	09/12/22	02851	Perth Scientific Pty Ltd	104.50	Plant Parts & Repairs
EF081809	09/12/22	03337	Adam Penn Was Top Hat Enterprises	450.00	Music/Entertainment Expenses
EF081810	09/12/22	03366	Daimler Trucks Perth	1,323.16	Plant Parts & Repairs
EF081812	09/12/22	03941	Metro Bee Services	495.00	Bee Removal
EF081813	09/12/22	04287	Labourforce Impex Personnel Pty Ltd	1,513.20	Labour/Personnel Hire
EF081814	09/12/22	04301	Michael Page - Page Personnel	2,526.92	Labour/Personnel Hire
EF081815	09/12/22	04302	Southern Cross Housing Ltd	6,738.11	Independent Living Units Management
EF081816	09/12/22	04332	Happy Healthy Hoops	605.00	Music/Entertainment Expenses
EF081817	09/12/22	04496	Azure Painting Pty Ltd	27,445.00	Painting Contractor for various sites
EF081820	09/12/22	04974	Turf Care WA Pty Ltd	163,051.15	Turf Renovation at Various Parks
EF081822	09/12/22	05127	Champion Music	1,265.00	Music/Entertainment Expenses
EF081823	09/12/22	05283	IRP Pty Ltd	3,578.96	Labour/Personnel Hire
EF081824	09/12/22	05328	Fliptease Pty Ltd	2,970.00	Music/Entertainment Expenses
EF081825	09/12/22	05336	West-Sure Group Pty Ltd	555.39	Security Services
EF081826	09/12/22	05394	DFP Recruitment Services Pty Ltd	2,155.82	Labour/Personnel Hire
EF081828	09/12/22	05463	International Solutions Group Pty Ltd - ISG Cleaning	858.00	Cleaning Services
EF081829	09/12/22	05558	BlueFit Pty Ltd	3,695.36	Oasis Expenses
EF081830	09/12/22	05576	NPB Security Australia	490.20	Security Services
EF081833	09/12/22	05783	Emma Williamson	4,495.00	Professional Fees - Planning
EF081834	09/12/22	05904	Pinnacle People	1,315.68	Labour/Personnel Hire
EF081835	09/12/22	05923	Hudson Global Resources (Aust) Pty Ltd	6,886.43	Labour/Personnel Hire
EF081837	09/12/22	05945	Motorola Solutions Australia Pty Ltd	314.82	Two Way Radio Expenses
EF081839	09/12/22	06104	Flick Anticimex Pty Ltd	5,034.25	Pest Control
EF081840	09/12/22	06129	AKJC Hospitality Group - 8 Yolks Cafe	2,000.00	Catering/Catering Supplies
EF081841	09/12/22	06133	Linzi Carter Art	3,800.00	Music/Entertainment Expenses
EF081842	09/12/22	06139	Luxtree - E Design Solutions Pty Ltd	3,080.00	Music/Entertainment Expenses
EF081843	09/12/22	06154	John Talati	200.00	Music/Entertainment Expenses
EF081845	09/12/22	06284	Talent International	13,398.00	Labour/Personnel Hire
EF081846	09/12/22	06293	Freo Fire Maintenance Services Pty Ltd	184.70	Fire Equipment/Service
EF081847	09/12/22	06297	Swan Cafe	395.00	Catering/Catering Supplies
EF081848	09/12/22	06320	Amy Price	206.25	Professional Fees - Analysis
EF081849	09/12/22	06327	Inflatable Entertainment Perth Pty Ltd - Bubble Soccer	363.00	Music/Entertainment Expenses
EF081850	09/12/22	06335	Hatch Pty Ltd	35,542.65	Belvidere Street revitalisation plan
EF081851	09/12/22	06340	Michael Burrows	374.00	Library - Entertainment Expense
EF081852	09/12/22	06348	Catering West	1,458.00	Catering/Catering Supplies
EF081853	09/12/22	06358	The Event Mill Pty Ltd	4,829.55	Plant/Equipment Hire
EF081854	09/12/22	06371	RP Data Pty Ltd T/as CoreLogic Asia Pacific	7,516.87	Professional Fees - Property
EF081877	16/12/22	00118	Australia Post	11,774.99	Postage
EF081880	16/12/22	00230	Jackson McDonald	16,542.90	Legal Expenses
EF081881	16/12/22	00346	Action Couriers	152.92	Courier Service
EF081882	16/12/22	00411	Drake Australia Pty Ltd	3,342.09	Labour/Personnel Hire
EF081884	16/12/22	00606	International Rehabilitation & Soilstabilisation	3,300.00	Gardening - Plants/Supplies
EF081887	16/12/22	00699	Marketforce Pty Ltd	2,925.89	Advertising and Printing
EF081888	16/12/22	00707	LoGo Appointments	9,126.41	Labour/Personnel Hire
EF081889	16/12/22	00717	Main Roads Western Australia	12,642.89	Road Building Contractor
EF081890	16/12/22	00830	Canon Production Printing Australia Pty Ltd	410.07	Photocopy Expenses
EF081891	16/12/22	01002	RAC Businesswise Vehicle Breakdowns	1,674.05	Plant Parts & Repairs
EF081892	16/12/22	01122	Department of Biodiversity, Conservation and Attractions	2,200.00	Environmental Expenses
EF081894	16/12/22	01243	WARP Pty Ltd	3,586.02	Traffic Control
EF081897	16/12/22	01318	Flexi Staff Group Pty Ltd	2,702.37	Labour/Personnel Hire
EF081898	16/12/22	01393	Comestibles	33,667.50	Catering/Catering Supplies - Pioneers Lunch

Attachment 12.9.1 December 2022 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF081899	16/12/22	01507	The Pressure King	13,925.37	Graffiti Removal
EF081900	16/12/22	01712	Donegan Enterprises Pty Ltd	4,070.00	Various Parks Repairs and Maintenance
EF081901	16/12/22	01772	Data3 Limited	7,450.28	Various Parks Repairs and Maintenance
EF081902	16/12/22	01831	Mow Master Turf Equipment	578.30	Various Parks Repairs and Maintenance
EF081903	16/12/22	01982	Northam Avon Descent Association Inc	11,000.00	Various Parks Repairs and Maintenance
EF081905	16/12/22	02043	Risk Management & Safety Systems Pty Ltd	15,474.80	Computer Software Maintenance
EF081906	16/12/22	02050	Austraffic WA	2,277.00	Traffic Control
EF081908	16/12/22	02589	Zenien	937.75	Security Services
EF081909	16/12/22	02614	Monsterball Amusements & Hire	1,145.00	Plant/Equipment Hire
EF081910	16/12/22	02711	CPG Research and Advisory Pty Ltd	1,558.33	Professional Fees - Analysis
EF081912	16/12/22	02844	Chandler Macleod Group Ltd	10,984.34	Labour/Personnel Hire
EF081913	16/12/22	03001	Roy Gripske & Sons - GA Power Equipment Spares	54.25	Plant Parts & Repairs
EF081914	16/12/22	03098	Construction Hydraulic Design Pty Ltd	7,480.00	Drainage Maintenance
EF081915	16/12/22	03230	Cristy Burne - Author	400.00	Library - Entertainment Expense
EF081916	16/12/22	03504	Classic Tree Services	7,805.06	Tree Pruning Within CoB
EF081919	16/12/22	03794	Testel Australia Pty Ltd	277.20	Electrical Contractor
EF081920	16/12/22	04120	Randstad Pty Ltd	7,199.01	Labour/Personnel Hire
EF081921	16/12/22	04287	Labourforce Impex Personnel Pty Ltd	1,215.97	Labour/Personnel Hire
EF081923	16/12/22	04391	Lifeskills Australia	198.00	Professional Fees - Analysis
EF081925	16/12/22	04529	Southern Cross Care (WA) Inc	5,768.44	Independent Living Units Management
EF081927	16/12/22	04555	MG Group WA	851,498.87	Willson Park Netball Courts upgrade
EF081928	16/12/22	04594	Website Weed and Pest W A Pty Ltd	21,214.56	Weed Control
EF081930	16/12/22	05016	Cyclus Pty Ltd	3,216.14	Labour/Personnel Hire
EF081931	16/12/22	05051	ProSurveys	5,588.00	Survey Expenses
EF081932	16/12/22	05167	SUP Tonic Australia	2,310.00	Plant/Equipment Hire
EF081933	16/12/22	05237	Crown Perth	9,113.00	Catering - Staff Christmas Lunch
EF081935	16/12/22	05283	IRP Pty Ltd	6,536.31	Labour/Personnel Hire
EF081936	16/12/22	05370	OKMG Pty Ltd	3,067.90	Photography/Framing Expenses
EF081937	16/12/22	05394	DFP Recruitment Services Pty Ltd	5,868.10	Labour/Personnel Hire
EF081938	16/12/22	05819	Ritz Drycleaners	179.95	Cleaning Services
EF081939	16/12/22	05923	Hudson Global Resources (Aust) Pty Ltd	3,271.54	Labour/Personnel Hire
EF081940	16/12/22	05964	High Voltage Performers Boutique	2,942.50	Music/Entertainment Expenses
EF081941	16/12/22	05974	Stuart Hayward	700.00	Music/Entertainment Expenses
EF081943	16/12/22	06020	CyberCX Pty Ltd	5,863.00	Computer Software Maintenance
EF081944	16/12/22	06148	Fothergill Enterprises Pty Ltd t/as Kubarz	1,573.99	Catering/Catering Supplies
EF081946	16/12/22	06211	Urbii Consulting Pty Ltd	2,805.00	Professional Fees - Engineering
EF081947	16/12/22	06275	Altus Planning	1,845.25	Professional Fees - Planning
EF081948	16/12/22	06284	Talent International	4,878.09	Labour/Personnel Hire
EF081949	16/12/22	06310	Radio Media Pty Ltd	548.90	Music/Entertainment Expenses
EF081950	16/12/22	06326	Total Tools Kewdale	266.00	Tools/Tool Repairs
EF081951	16/12/22	06343	Illumina Flow Arts Entertainment - Giulia Duin	650.00	Music/Entertainment Expenses
EF081952	16/12/22	06350	Megan Cronje T/as Colourpop Studio	600.00	Photography/Framing Expenses
EF081954	16/12/22	06368	Grandstand Agency	825.00	Music/Entertainment Expenses
EF081955	16/12/22	06370	Fogo Entertainment	1,750.00	Music/Entertainment Expenses
EF081956	16/12/22	06376	Focus Networks	11,220.00	Computer Software Maintenance
EF081958	16/12/22	06397	Cassey Hutton	150.00	Music/Entertainment Expenses
EF081974	20/12/22	00707	LoGo Appointments	2,277.00	Labour/Personnel Hire
EF081976	20/12/22	01393	Comestibles	1,916.00	Catering/Catering Supplies
EF081979	20/12/22	02849	Total Nissan and Kia - Total Autos (1990)	3,005.70	Plant Parts & Repairs
EF081983	20/12/22	04400	The Freedom Fairies	1,848.00	Music/Entertainment Expenses
EF081984	20/12/22	04675	Bindi Bindi Dreaming	660.00	Music/Entertainment Expenses
EF081985	20/12/22	04870	Bandit Tree Equipment	2,249.55	Plant Parts & Repairs
EF081986	20/12/22	05051	ProSurveys	2,640.00	Survey Expenses
EF081987	20/12/22	05576	NPB Security Australia	9,119.40	Security Services
EF081988	20/12/22	05595	Jon Madd	700.00	Music/Entertainment Expenses
EF081989	20/12/22	05692	Newground Water Services Pty Ltd	16,670.90	Reticulation Installation - Faulkner Park
EF081990	20/12/22	05729	James Clive Kearing - Nyoonaie	500.00	Music/Entertainment Expenses
EF081991	20/12/22	05887	1Spatial Australia Pty Ltd	16,500.00	Computer Software Maintenance
EF081992	20/12/22	05952	Australian School of Performing Arts Pty Ltd	935.00	Music/Entertainment Expenses
EF081993	20/12/22	06160	SEEK Limited	2,501.07	Staff Recruitment Advertising
EF081994	20/12/22	06259	Enchanted Characters - Enchanted Stiltwalking	3,124.00	Music/Entertainment Expenses
EF081995	20/12/22	06282	Dell Financial Services Pty Ltd	33,004.41	Equipment lease expenses
EF081996	20/12/22	06284	Talent International	14,415.71	Labour/Personnel Hire
EF081997	20/12/22	06359	The Melody Makers	375.00	Music/Entertainment Expenses
EF081998	20/12/22	06374	Vaughn Mcguire	850.00	Music/Entertainment Expenses
EF081999	20/12/22	06398	Benedict Taylor	500.00	Music/Entertainment Expenses
EF082005	20/12/22	99966	MAIA Financial Pty Ltd	19,491.53	Belmont Oasis Leisure Cnt - Cardio Lease
EF082015	22/12/22	00043	Frankensound	5,500.00	Library - Entertainment Expense
EF082017	22/12/22	00083	Ascot Veterinary Hospital	116.30	Pound Expenses

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF082021	22/12/22	00187	Statewide Bearings	286.88	Plant Parts & Repairs
EF082022	22/12/22	00195	Bin Bath Australia Pty Ltd	151.25	Cleaning Services
EF082024	22/12/22	00221	John Hughes Group	1,402.99	Plant Parts & Repairs
EF082027	22/12/22	00256	Cardile International Fireworks	13,200.00	Music/Entertainment Expenses
EF082029	22/12/22	00294	City of Canning	1,530.00	Rubbish Removals
EF082030	22/12/22	00295	Capital Recycling	12,337.95	Rubbish Removals
EF082031	22/12/22	00305	CJD Equipment Pty Ltd	1,949.76	Mower Parts & Repairs
EF082033	22/12/22	00390	Landgate	345.42	Title Searches
EF082034	22/12/22	00394	Child & Adolescent Health Service - Dept of Health W	1,443.73	Immunisation Expenses
EF082035	22/12/22	00411	Drake Australia Pty Ltd	4,652.30	Labour/Personnel Hire
EF082036	22/12/22	00412	Dowsing Group Pty Ltd	194,190.71	Concrete Contractor
EF082039	22/12/22	00491	Fujifilm Business Innovation Australia	2,541.43	Photocopy Expenses
EF082040	22/12/22	00496	Garrards Pty Ltd	19,230.64	Pest Control
EF082041	22/12/22	00557	City Subaru	622.35	Plant Parts & Repairs
EF082042	22/12/22	00585	Hydroquip Pumps	8,111.40	Bore Drilling/ Maintenance
EF082043	22/12/22	00608	Programmed Skilled Workforce Ltd	7,517.60	Labour/Personnel Hire
EF082046	22/12/22	00665	Kennards Hire Pty Ltd	382.80	Plant/Equipment Hire
EF082048	22/12/22	00699	Marketforce Pty Ltd	29,541.74	Advertising and Printing
EF082049	22/12/22	00718	Major Motors Pty Ltd	4,039.51	Plant Parts & Repairs
EF082050	22/12/22	00726	T-Quip	22,031.65	Plant Parts & Repairs
EF082051	22/12/22	00736	McLeods	11,562.84	Legal Expenses
EF082052	22/12/22	00738	Lloyd George Acoustics Pty Ltd	2,904.00	Professional Fees - Testing
EF082053	22/12/22	00783	iSentia Pty Ltd	1,925.00	Professional Fees - Marketing
EF082056	22/12/22	00855	Pacific Biologics Pty Ltd	15,009.50	Pest Control
EF082057	22/12/22	00859	Parkland Mazda	965.10	Plant Parts & Repairs
EF082059	22/12/22	00917	Positive Auto Electrics	1,014.02	Plant Parts & Repairs
EF082060	22/12/22	00927	Professional Glass & Maintenance	696.00	Building Maintenance
EF082061	22/12/22	00931	Sonic HealthPlus Pty Ltd	383.90	Medical Examinations
EF082062	22/12/22	00972	Repco Auto Parts	613.42	Plant Parts & Repairs
EF082063	22/12/22	00988	Reece Australia Pty Ltd	5,379.16	Plumbing Maintenance/Supplies
EF082064	22/12/22	00989	PAV Perth Audiovisual - Royal Pride Pty Ltd	1,526.68	Plant/Equipment Hire
EF082066	22/12/22	01058	Slater-Gartrell Sports	2,152.32	Cricket Wickets
EF082067	22/12/22	01059	Sledgehammer Concrete Cutting Service	6,150.11	Concrete Contractor
EF082070	22/12/22	01090	St John Ambulance Australia Inc	1,548.80	First Aid Service
EF082072	22/12/22	01097	Dept of the Premier & Cabinet	566.40	Advertising
EF082073	22/12/22	01112	Sunny Industrial Brushware	719.40	Plant Parts & Repairs
EF082074	22/12/22	01138	E & M J Rosher Pty Ltd	1,019.56	Plant Parts & Repairs
EF082076	22/12/22	01170	Relay Concrete	1,980.00	Concrete Contractor
EF082077	22/12/22	01199	Toyota Material Handling Pty Ltd	193.88	Plant Parts & Repairs
EF082079	22/12/22	01233	Stihl Shop Redcliffe	1,128.85	Tools/Tool Repairs
EF082081	22/12/22	01243	WARP Pty Ltd	119,595.05	Traffic Control
EF082082	22/12/22	01255	Wattleup Tractors	3,831.52	Plant Parts & Repairs
EF082083	22/12/22	01256	Abaxa - WH Location Services	2,539.76	Drainage Maintenance
EF082089	22/12/22	01318	Flexi Staff Group Pty Ltd	11,929.68	Labour/Personnel Hire
EF082090	22/12/22	01358	Kevrek Australia Pty Ltd	583.66	Plant Parts & Repairs
EF082093	22/12/22	01409	BCA Consultants Pty Ltd	3,245.00	Airconditioning/Refrigeration Maintenance
EF082095	22/12/22	01499	Porter Consulting Engineers	8,800.00	Design Fees - Willson Park Netball Courts
EF082096	22/12/22	01507	The Pressure King	13,226.69	Graffiti Removal
EF082098	22/12/22	01533	WC Convenience Management	4,414.42	Building Maintenance
EF082101	22/12/22	01712	Donegan Enterprises Pty Ltd	5,005.00	Various Parks Repairs and Maintenance
EF082102	22/12/22	01714	Total Eden Pty Ltd - Nutrien Water	10,041.36	Reticulation Parts & Repairs
EF082103	22/12/22	01731	Charter Plumbing and Gas	12,018.75	Plumbing Maintenance/Supplies
EF082104	22/12/22	01735	Air Roofing Co Pty Ltd	27,720.00	Building Construction
EF082105	22/12/22	01772	Data3 Limited	184,162.14	Computer Software Maintenance
EF082106	22/12/22	01797	Green Skills (Ecojobs)	7,228.56	Labour/Personnel Hire
EF082108	22/12/22	01947	Animal Care Equipment & Services (Australia) Pty Ltd	775.14	Pest Control
EF082111	22/12/22	02023	YMCA of Perth Youth and Community Services Inc	76,325.98	Youth Services Expenses
EF082112	22/12/22	02059	Western Resource Recovery Pty Ltd	275.00	Rubbish Removals
EF082116	22/12/22	02207	Wilson Security	125,983.38	Security Services
EF082117	22/12/22	02216	Western Australia Police	51.00	Volunteer National Police Check
EF082120	22/12/22	02303	Ultimo Catering and Events	8,702.25	Catering/Catering Supplies
EF082121	22/12/22	02370	Aha! Consulting	130.00	Professional Fees - Marketing
EF082122	22/12/22	02378	C R Kennedy & Co Pty Ltd	77,168.49	Survey Expenses
EF082123	22/12/22	02387	Triton Electrical Contractors Pty Ltd	1,490.50	Electrical Contractor
EF082124	22/12/22	02411	Allsports Linemarking	3,432.00	Line Marking
EF082127	22/12/22	02425	Prestige Alarms	7,199.50	Security Services
EF082129	22/12/22	02451	Carlisle Events Hire Pty Ltd	7,110.40	Plant/Equipment Hire
EF082131	22/12/22	02589	Zenien	15,175.43	Security Services
EF082132	22/12/22	02627	Dunbar Services WA Pty Ltd	4,203.96	Cleaning Services

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF082134	22/12/22	02672	Ruah Community Services	26,306.85	Labour/Personnel Hire
EF082136	22/12/22	02779	Natural Area Holdings Pty Ltd	15,478.10	Weed Control
EF082137	22/12/22	02837	GLG Greenlife Group	31,359.72	Mowing and Pruning
EF082139	22/12/22	02867	Arbor Centre	792.00	Tree Health & condition check
EF082144	22/12/22	03361	All Fence U Rent Pty Ltd	2,931.50	Fencing for Belmont Concert
EF082145	22/12/22	03366	Daimler Trucks Perth	1,436.50	Plant Parts & Repairs
EF082146	22/12/22	03419	Gott Health	3,245.00	Community Exercise Classes
EF082148	22/12/22	03464	Bridgestone Australia Ltd	5,215.14	Plant Parts & Repairs
EF082149	22/12/22	03504	Classic Tree Services	8,946.85	Tree Pruning Within CoB
EF082151	22/12/22	03537	Mackay Urban Design	540.00	Design Review Panel
EF082152	22/12/22	03567	Gardner Autos Pty Ltd t/as Gardner Isuzu	500.00	Plant Parts & Repairs
EF082153	22/12/22	03571	Perrott Painting Maintenance Contracts	704.00	Painting Contractor
EF082155	22/12/22	03655	Acclaimed Catering	2,145.00	Catering/Catering Supplies
EF082156	22/12/22	03854	Invision Investigations & Consulting	3,753.00	Risk Management Consultants
EF082159	22/12/22	04026	HK Calibration Technologies Pty Ltd	346.50	Plant Parts & Repairs
EF082161	22/12/22	04105	Cleanflow Environmental Solutions	15,047.95	Drainage Maintenance
EF082162	22/12/22	04137	Greive Panelbeaters	500.00	Plant Parts & Repairs
EF082164	22/12/22	04146	JB Hi-Fi Group Commercial Account, Osborne Park	3,042.20	Electrical Goods
EF082165	22/12/22	04301	Michael Page - Page Personnel	1,010.76	Labour/Personnel Hire
EF082166	22/12/22	04320	ABM Landscaping	1,899.15	Bricks/Bricklaying
EF082168	22/12/22	04496	Azure Painting Pty Ltd	3,707.00	Painting Contractor
EF082170	22/12/22	04645	Instant Products Hire	5,611.09	Plant/Equipment Hire
EF082171	22/12/22	04693	Allwest Plant Hire Australia Pty Ltd	24,029.50	Plant/Equipment Hire
EF082172	22/12/22	04723	Future Logic	693.00	Computer Software Maintenance
EF082174	22/12/22	04779	One 20 Productions	33,283.25	Plant/Equipment Hire - Belmont Concert
EF082175	22/12/22	04888	Database Consultants Australia	1,776.50	Computer Software Maintenance
EF082176	22/12/22	04917	Environmental Industries Pty Ltd	19,752.65	Gardening Maintenance contract
EF082177	22/12/22	04941	Perth Pet Cremation - Lawnswood	31.25	Pound Expenses
EF082178	22/12/22	04963	Centigrade	8,190.03	Airconditioning/Refrigeration Maintenance
EF082180	22/12/22	05016	Cyclus Pty Ltd	1,240.80	Labour/Personnel Hire
EF082183	22/12/22	05091	Shaun Chandran- Coco Bros	950.00	Music/Entertainment Expenses
EF082184	22/12/22	05117	Financially Empowered	4,033.33	Library-Entertainment Expense
EF082185	22/12/22	05154	Tanks for Hire	638.00	Plant/Equipment Hire
EF082186	22/12/22	05237	Crown Perth	3,002.50	Catering - Staff Christmas Lunch
EF082187	22/12/22	05252	AAAC Towing Pty Ltd	1,683.00	Towing Vehicles
EF082188	22/12/22	05339	Elliotts Filtration Pty Ltd	3,492.50	Reticulation Parts & Repairs
EF082189	22/12/22	05344	Veolia Recycling and Recovery Pty Ltd Suez	477,821.93	Rubbish Removals
EF082190	22/12/22	05427	Horizon West Landscape & Irrigation Pty Ltd	12,644.50	Monthly Maintenance- Streetscapes & SES
EF082191	22/12/22	05493	Daphn	1,787.50	Computer Software Maintenance
EF082192	22/12/22	05523	Go Doors Pty Ltd	1,801.35	Building Maintenance
EF082193	22/12/22	05568	Allstate Kerbing and Concrete	10,454.74	Kerbing Contractor
EF082194	22/12/22	05576	NPB Security Australia	1,950.43	Security Services
EF082195	22/12/22	05612	ASCON Survey and Drafting Pty Ltd	8,751.47	Survey Expenses
EF082196	22/12/22	05620	Tim Pearson Artist	459.72	Community Art Classes
EF082197	22/12/22	05623	Tree Planting and Watering - Baroness Holdings	33,140.68	Tree Planting Services for CoB
EF082198	22/12/22	05642	Steve's Sand Sifting for Playground Services	5,644.20	Sand Sifting at Various Parks
EF082199	22/12/22	05670	RID Australia	6,044.27	Pest Control
EF082203	22/12/22	05771	Alsco Pty Ltd	255.43	Cleaning Services
EF082204	22/12/22	05776	Level 5 Design Pty Ltd	540.00	Professional Fees - Planning
EF082205	22/12/22	05778	Stephen Carrick Architects Pty Ltd	2,520.00	Professional Fees - Planning
EF082206	22/12/22	05819	Ritz Drycleaners	393.50	Cleaning Services
EF082208	22/12/22	05870	Work Health Professionals Pty Ltd	3,509.00	Medical Examinations
EF082209	22/12/22	05897	HopgoodGanim Lawyers	412.50	Legal Expenses
EF082210	22/12/22	05904	Pinnacle People	1,463.70	Labour/Personnel Hire
EF082211	22/12/22	05923	Hudson Global Resources (Aust) Pty Ltd	6,223.94	Labour/Personnel Hire
EF082212	22/12/22	05944	Delron Cleaning Pty Ltd - Ventia	95,736.82	Cleaning Services
EF082215	22/12/22	06067	TK Elevator Australia Pty Ltd	1,497.89	Building Maintenance
EF082218	22/12/22	06094	Boyan Electrical Services	13,429.08	Electrical Contractor
EF082219	22/12/22	06142	Medical Edge Australia Pty Ltd	568.12	First Aid Service
EF082222	22/12/22	06203	Ngala Boodja Aboriginal Land Care	4,400.00	Maintenance of Natural Areas COB
EF082223	22/12/22	06214	Planet Footprint t/as Azility	17,820.00	Professional Fees - Analysis
EF082224	22/12/22	06223	Bethan Winn	2,750.55	Community Art Classes
EF082225	22/12/22	06226	Modus Compliance Pty Ltd	9,504.00	Labour/Personnel Hire
EF082226	22/12/22	06277	Ignite Limited	2,844.39	Labour/Personnel Hire
EF082227	22/12/22	06286	Hi Voltage Entertainment	1,289.50	Music/Entertainment Expenses
EF082228	22/12/22	06304	Prestige Property Maintenance	7,030.10	Building Maintenance
EF082229	22/12/22	06317	1st Choice Painting	8,613.00	Painting Contractor
EF082230	22/12/22	06325	StemSmart	8,316.00	Library - Entertainment Expense
EF082231	22/12/22	06335	Hatch Pty Ltd	32,543.50	Professional Fees - Planning

Attachment 12.9.1 December 2022 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF082232	22/12/22	06338	Philip Bourgault - Blues ConFusion	200.00	Music/Entertainment Expenses
EF082233	22/12/22	06345	SoCo Studios - Travis Hayto Photography	3,388.00	Photography/Framing Expenses
EF082234	22/12/22	06356	Yoga Om - Puja Hart	120.00	Community Exercise Classes
EF082235	22/12/22	06362	Marjan Partitions Pty Ltd t/as M & M Interiors	7,579.00	Building Construction
EF082236	22/12/22	06364	Brooke Walker - Chooks on Fire	325.00	Music/Entertainment Expenses
EF082239	22/12/22	06377	Choiceone Pty Ltd	9,046.39	Labour/Personnel Hire
EF082240	22/12/22	06380	Scott Smalley Partnership Pty Ltd	825.00	Professional Fees - Engineering
EF082241	22/12/22	06382	The Twisted Kitchen	1,160.00	Catering/Catering Supplies
EF082242	22/12/22	06387	Sophie Jane Music	400.00	Music/Entertainment Expenses
EF082247	22/12/22	03655	Acclaimed Catering	20,984.73	Catering/Catering Supplies - Civic Dinner
Contractors Total				4,053,493.71	
Councillor Payments					
EF082020	22/12/22	00158	Margie Bass	8,117.50	Councillor Sitting Fee/Reimbursement
EF082091	22/12/22	01369	Philip Marks	35,070.94	Councillor Sitting Fee/Reimbursement
EF082097	22/12/22	01520	Stephen Wolff	8,992.50	Councillor Sitting Fee/Reimbursement
EF082115	22/12/22	02145	Robert Rossi	14,662.50	Councillor Sitting Fee/Reimbursement
EF082158	22/12/22	03916	Bernard Ryan	8,992.50	Councillor Sitting Fee/Reimbursement
EF082181	22/12/22	05084	Jenny Davis	8,992.50	Councillor Sitting Fee/Reimbursement
EF082182	22/12/22	05085	George Sekulla	8,992.50	Councillor Sitting Fee/Reimbursement
EF082207	22/12/22	05828	Deborah Sessions	8,117.50	Councillor Sitting Fee/Reimbursement
EF082220	22/12/22	06162	Natalie Carter	8,992.50	Councillor Sitting Fee/Reimbursement
Councillor Payments Total				110,930.94	
Fuels and Utilities					
EF081696	02/12/22	00042	Alinta Energy	1,482.40	Light, Power, Gas
EF081708	02/12/22	01142	Telstra Corporation Limited	11,803.12	Phone/Internet expenses
EF081710	02/12/22	01252	Water Corporation	676.19	Water, Annual & Excess
EF081711	02/12/22	01274	Synergy	2,303.97	Light, Power, Gas
EF081722	02/12/22	02422	Connect Call Centre Services	775.50	Phone/Internet expenses
EF081787	09/12/22	01252	Water Corporation	1,513.37	Water, Annual & Excess
EF081788	09/12/22	01274	Synergy	91,640.78	Light, Power, Gas
EF081811	09/12/22	03592	Steven Harling	85.13	Airport Parking
EF081795	09/12/22	01660	Local Government Planners Association	105.00	Fuel, Oil, Additives
EF081876	16/12/22	00042	Alinta Energy	11.95	Light, Power, Gas
EF081893	16/12/22	01142	Telstra Corporation Limited	4,185.69	Phone/Internet expenses
EF081895	16/12/22	01252	Water Corporation	22,025.92	Water, Annual & Excess
EF081896	16/12/22	01274	Synergy	37,074.91	Light, Power, Gas
EF081917	16/12/22	03592	Steven Harling	76.35	Airport Parking
EF082054	22/12/22	00788	Motorcharge - WEX Fuel Cards Australia Ltd	16,210.35	Fuel, Oil, Additives
EF082075	22/12/22	01142	Telstra Corporation Limited	24,577.97	Phone/Internet expenses
EF082088	22/12/22	01274	Synergy	1,638.04	Light, Power, Gas
EF082126	22/12/22	02422	Connect Call Centre Services	676.50	Phone/Internet expenses
EF082133	22/12/22	02635	MessageMedia - Message4U Pty Ltd	33.00	Phone/Internet expenses
Fuels and Utilities Total				216,896.14	
Materials					
EF081697	02/12/22	00203	BOC Gases Australia Ltd	13.93	Welding Equipment/Supplies
EF081699	02/12/22	00380	Dawsons Garden World Pty Ltd	2,804.15	Gardening - Plants/Supplies
EF081702	02/12/22	00653	Humes - Holcim (Australia) Pty Ltd QLD	2,559.32	Concrete Products
EF081736	02/12/22	04864	iSubscribe Pty Ltd	3,352.56	Books/CDs/DVDs
EF081738	02/12/22	05011	Bullet Produce (was WA Fresh)	416.00	Groceries
EF081745	02/12/22	05770	Kwik Kopy Perth CBD	989.26	Stationery & Printing
EF081783	09/12/22	01040	Sheridans Badges & Engraving	606.32	Badges & Pendants
EF081785	09/12/22	01202	Tudor House (WA) Pty Ltd	1,325.00	Flags
EF081793	09/12/22	01547	Big W	110.50	Craft/Display Materials
EF081799	09/12/22	01906	Frazzcon Enterprises	801.84	Signs
EF081804	09/12/22	02431	ASB Branded Merchandise - ASB Marketing Pty Ltd	1,265.00	Promotional Items
EF081805	09/12/22	02459	A1 Steel & Alloy	484.00	Metal Goods
EF081819	09/12/22	04867	Easy Signs Pty Ltd	119.53	Signs
EF081821	09/12/22	05011	Bullet Produce (was WA Fresh)	832.00	Groceries
EF081827	09/12/22	05432	Bloomin Boxes	225.00	Flowers
EF081831	09/12/22	05639	Greendrop Solutions	15,785.00	Gardening - Plants/Supplies
EF081832	09/12/22	05701	Bing Technologies Pty Ltd	4,391.75	Stationery & Printing
EF081878	16/12/22	00185	Benara Nurseries	8,165.96	Gardening - Plants/Supplies
EF081879	16/12/22	00220	Burswood Trophies	97.90	Badges & Pendants
EF081886	16/12/22	00664	Kmart Australia Limited	163.00	Stationery & Printing
EF081904	16/12/22	01983	Whistlers Products Pty Ltd	1,400.00	Groceries
EF081907	16/12/22	02201	Neverfail Springwater Limited	138.40	Beverages
EF081922	16/12/22	04373	Reach Communications Pty Ltd	349.00	Publications/Newspapers
EF081924	16/12/22	04491	Woolworths Group - Functions/Catering only	468.66	Groceries
EF081926	16/12/22	04537	Cameron Aitkenhead t/as Head Office Studio	2,849.00	Books/CDs/DVDs

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Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF081929	16/12/22	05011	Bullet Produce (was WA Fresh)	416.00	Groceries
EF081942	16/12/22	06005	MDM Entertainment Pty Ltd	793.68	Books/CDs/DVDs
EF081953	16/12/22	06365	Spice Digital Imaging Pty Ltd	1,001.00	Stationery & Printing
EF081957	16/12/22	06385	Belmont Liquor Store (Cellarbrations at Belmont)	2,492.00	Beverages
EF081978	20/12/22	01547	Big W	299.90	Craft/Display Materials
EF081981	20/12/22	04036	CleverPatch Pty Ltd	95.52	Craft/Display Materials
EF082016	22/12/22	00066	APC Storage Solutions Pty Ltd	704.00	Safety Clothing/Equipment
EF082018	22/12/22	00132	Bolinda Publishing Pty Ltd	1,037.54	Books/CDs/DVDs
EF082019	22/12/22	00135	Australian Therapeutic Supplies Pty Ltd	176.60	Safety Clothing/Equipment
EF082023	22/12/22	00203	BOC Gases Australia Ltd	155.44	Welding Equipment/Supplies
EF082025	22/12/22	00231	Bunnings Group Ltd	1,567.39	Hardware
EF082026	22/12/22	00233	Bunzl Limited	4,650.16	Cleaning Products
EF082028	22/12/22	00278	Chefmaster Australia	859.22	Cleaning Products
EF082037	22/12/22	00414	Dulux Australia	2,945.76	Paint & Accessories
EF082038	22/12/22	00480	Forestvale Trees Pty Ltd	797.50	Gardening - Plants/Supplies
EF082044	22/12/22	00627	Jason Signmakers	1,722.79	Signs
EF082045	22/12/22	00653	Humes - Holcim (Australia) Pty Ltd QLD	4,867.83	Concrete Products
EF082047	22/12/22	00697	Nutrien AG Solutions Ltd	2,033.90	Gardening - Plants/Supplies
EF082055	22/12/22	00850	Pacific Safety Wear Malaga	122.10	Safety Clothing/Equipment
EF082058	22/12/22	00883	The Perth Mint	759.00	Badges & Pendants
EF082065	22/12/22	01040	Sheridans Badges & Engraving	433.44	Badges & Pendants
EF082068	22/12/22	01066	Snap Belmont - Belsnap Pty Ltd	617.58	Stationery & Printing
EF082069	22/12/22	01083	SERCUL South East Regional Centre for Urban Landcare	770.00	Gardening - Plants/Supplies
EF082071	22/12/22	01093	SAI Global Limited	108.02	Publications/Newspapers
EF082078	22/12/22	01206	Access Icon Pty Ltd t/a Cascada	7,695.60	Concrete Products
EF082084	22/12/22	01261	Wesfarmers Kleenheat Gas Pty Ltd	150.11	Welding Equipment/Supplies
EF082085	22/12/22	01263	West Australian Newspapers Ltd	293.37	Publications/Newspapers
EF082086	22/12/22	01265	Westbooks	773.28	Books/CDs/DVDs
EF082092	22/12/22	01398	Winc Australia Pty Ltd	1,261.76	Stationery & Printing
EF082094	22/12/22	01426	Sprayline Spraying Equipment	192.82	Gardening - Plants/Supplies
EF082099	22/12/22	01570	Blackwoods	1,053.40	Hardware
EF082107	22/12/22	01906	Frazzcon Enterprises	1,451.52	Signs
EF082109	22/12/22	01955	Image Extra - Starmix Holdings Pty Ltd	1,815.00	Building Material
EF082110	22/12/22	02021	RSEA Pty Ltd	151.90	Safety Clothing/Equipment
EF082130	22/12/22	02459	A1 Steel & Alloy	5,329.50	Metal Goods
EF082138	22/12/22	02862	James Bennett Pty Ltd	2,876.65	Books/CDs/DVDs
EF082140	22/12/22	02922	United Fasteners	44.19	Hardware
EF082141	22/12/22	02946	Asphalt in a Bag	1,787.50	Road/Drainage Material
EF082142	22/12/22	02999	Pinelli Wines Pty Ltd	720.00	Beverages
EF082150	22/12/22	03528	Plantrite	2,150.28	Gardening - Plants/Supplies
EF082154	22/12/22	03630	Direct Trades Supply Pty Ltd	2,055.30	Hardware
EF082157	22/12/22	03856	SEM Distribution - newspaper delivery	559.04	Publications/Newspapers
EF082160	22/12/22	04053	Totally Workwear TWW	1,923.47	Safety Clothing/Equipment
EF082163	22/12/22	04145	T J Depiazzi and Sons	7,244.57	Gardening - Plants/Supplies
EF082167	22/12/22	04394	JB Hi-Fi Belmont Forum - Library purchases	972.20	Books/CDs/DVDs
EF082173	22/12/22	04759	StrataGreen	1,154.69	Gardening - Plants/Supplies
EF082179	22/12/22	05010	Kyocera Document Solutions Australia	1,131.46	Stationery & Printing
EF082200	22/12/22	05701	Bing Technologies Pty Ltd	18.59	Stationery & Printing
EF082201	22/12/22	05744	TCD Services Australia - TC Drainage (WA) Pty Ltd	5,841.00	Drainage Materials
EF082202	22/12/22	05770	Kwik Kopy Perth CBD	1,078.53	Stationery & Printing
EF082213	22/12/22	05992	Corsign WA	2,677.95	Signs
EF082214	22/12/22	06025	Shaun Chambers	660.00	Craft/Display Materials
EF082216	22/12/22	06069	Wheatbelt Services Pty Ltd	310.00	Signs
EF082217	22/12/22	06084	Asphaltech Pty Ltd	295,891.70	Road/Drainage Material
EF082221	22/12/22	06197	Ceejay Precision Engineering	6,028.00	Metal Goods
EF082237	22/12/22	06365	Spice Digital Imaging Pty Ltd	1,408.00	Stationery & Printing
EF082238	22/12/22	06372	Scooteroo Perth Pty Ltd	642.00	Hardware
Materials Total				436,482.83	
Other					
EF081715	02/12/22	01676	Cloverdale Primary School	897.51	Donation
EF081720	02/12/22	02220	Belmont Toy Library Inc	300.00	Community Contribution Fund
EF081730	02/12/22	04414	Arche Health Ltd	2,843.50	Rate Refund
EF081741	02/12/22	05135	Umbrella Multicultural Community Care Inc	5,405.40	Reimbursements
EF081765	02/12/22	06390	Squash Rackets Assoc of WA Inc T/as WA Squash	1,090.10	Community Contribution Fund
EF081766	02/12/22	06395	Connectivity Traumatic Brain Injury Australia Ltd	4,950.00	Grants General
EF081767	02/12/22	99998	Romeo Ionata	400.00	Reimbursements
EF081768	02/12/22	99998	Kim Roberts	241.62	Reimbursements
788834	09/12/22	01730	Department of Finance RevenueWA	147.58	Rate Refund
EF081771	09/12/22	00181	Belmont City College	40,000.00	Grant - Belmont City College 22/23

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EF081781	09/12/22	00795	LGISWA	512,053.50	Insurance Premiums - 2nd Installment
EF081784	09/12/22	01098	St Augustines Primary School	250.00	Community Contribution Fund
EF081818	09/12/22	04726	Helen O'Sullivan	405.00	Reimbursements
EF081836	09/12/22	05934	Linda Abu Lashin	142.17	Reimbursements
EF081838	09/12/22	06099	ICOM Australia	475.00	Membership Fee
EF081844	09/12/22	06193	Seaflower Holdings Pty Ltd - CM Films	770.00	Subscription
EF081859	09/12/22	99998	Dept of Infrastrure, transport	299,349.00	Funding returned based on 50% of reduced cost
EF081860	09/12/22	99998	Christopher Henwood	704.18	Reimbursements
EF081861	09/12/22	99998	Jian Tan	352.09	Reimbursements
EF081862	09/12/22	99998	Nuwan Waidyarathne	509.60	Reimbursements
EF081863	09/12/22	99998	Sean G Posner	667.12	Reimbursements
EF081864	09/12/22	99998	Luke Coyle	518.87	Reimbursements
EF081865	09/12/22	99998	Kean Breen	347.45	Reimbursements
EF081866	09/12/22	99998	Leom Tan	352.09	Reimbursements
EF081867	09/12/22	99998	Perpetual Nominees	1,343.34	Reimbursements
EF081868	09/12/22	99998	AFG Young Leaders	1,000.00	Reimbursements
EF081869	09/12/22	99998	Sally Cicchini	505.90	Reimbursements
EF081870	09/12/22	99998	Joshua Heaton	820.93	Reimbursements
EF081871	09/12/22	99998	Desert Dwellers Investments	648.59	Reimbursements
EF081872	09/12/22	99998	Ahmad H Musanna	694.91	Reimbursements
EF081873	09/12/22	99998	Grand Century Homes	685.65	Reimbursements
EF081885	16/12/22	00610	Tow Truck Services	14,399.00	Subscription
EF081934	16/12/22	05269	Alice Winifred Francis	147.00	Reimbursements
EF081945	16/12/22	06173	Giuseppina De stefano	5,500.00	Community Contribution Fund
EF081959	16/12/22	06407	Kathleen Mcdougall	113.99	Reimbursements
EF081960	16/12/22	99998	Tow Truck Services	440.00	Reimbursements
EF081961	16/12/22	99998	Alice Winifred Francis	776.07	Reimbursements
EF081962	16/12/22	99998	Giuseppina De stefano	521.54	Reimbursements
EF081963	16/12/22	99998	Kathleen Mcdougall	533.13	Reimbursements
EF081964	16/12/22	99998	Eva de Heer & Mark Lynch	144.26	Reimbursements
EF081965	16/12/22	99998	Darren Edward Nelson	168.50	Reimbursements
EF081966	16/12/22	99998	Cheryl Dianne Fancourt	933.37	Reimbursements
EF081967	16/12/22	99998	Joshua Heaton	856.81	Reimbursements
EF081968	16/12/22	99998	Johanna Ellison	587.60	Reimbursements
EF081969	16/12/22	99998	Gavin Joel Watters	327.06	Reimbursements
EF081970	16/12/22	99998	SN AND EA Downing	90.00	Reimbursements
EF081971	16/12/22	99998	Janine Sheridan	97.36	Reimbursements
EF081972	16/12/22	99998	Janice Oliver	250.00	Reimbursements
788835	20/12/22	00893	Petty Cash - Library	382.40	Petty Cash Recoup
788836	20/12/22	00894	Petty Cash - Operations Centre Stores	91.50	Petty Cash Recoup
788837	20/12/22	99999	Sundry Creditor	47.00	Reimbursements
EF081973	20/12/22	01236	Department of Fire & Emergency Services	570,292.61	Emergency Services Levy
EF081975	20/12/22	01196	G SAHOTA PTY LTD	2,000.00	Donation
EF081977	20/12/22	01425	Hy-Tec Industries Pty Ltd	2,000.00	Donation
EF081982	20/12/22	04079	Belmont Men's Shed Inc	2,220.00	Grants General
EF082000	20/12/22	06402	Multiple Birth Association of WA	103.00	Community Contribution Fund
EF082001	20/12/22	06403	SecondBite	5,500.00	Community Contribution Fund
EF082006	20/12/22	99998	Wendy Jane Nicholson	208.50	Reimbursements
EF082007	20/12/22	99998	PARKD LIMITED	16,513.00	Reimbursements
EF082008	20/12/22	99998	Vicki Westcott	203.94	Reimbursements
EF082009	20/12/22	99998	BGC CORPORATE	334.31	Reimbursements
EF082010	20/12/22	99998	Mass Group WA	47.00	Reimbursements
EF082011	21/12/22	03526	G SAHOTA PTY LTD	1,274.14	Reimbursements
EF082012	21/12/22	05121	Hy-Tec Industries Pty Ltd	161.00	Reimbursements
EF082013	21/12/22	06181	City of Belmont Corporate Card Principal Governance	161.89	Reimbursements
EF082014	21/12/22	06342	City of Belmont Corporate Card Manager Public Relations	4,993.50	Reimbursements
788838	22/12/22	00889	Petty Cash - Finance	1,198.80	Petty Cash Recoup
EF082087	22/12/22	01270	Perth Racing - WA Turf Club	2,461.25	Reimbursements
EF082125	22/12/22	02421	Illion Australia Pty Ltd	880.00	Subscription
EF082143	22/12/22	03071	Department of Transport - Vehicle Owner Searches	176.30	Vehicle Ownership Searches
EF082147	22/12/22	03453	Clare Bridges	455.76	Reimbursements
EF082244	22/12/22	99998	G SAHOTA PTY LTD	1,638.87	Reimbursements
EF082245	22/12/22	99998	Hy-Tec Industries Pty Ltd	636.40	Reimbursements
Other Total				1,518,737.96	
Property, Plant & Equipment					
EF082032	22/12/22	00377	Dell Australia Pty Ltd	5,916.90	Computer Hardware
EF082113	22/12/22	02071	DS Agencies Pty Ltd	4,862.00	Street Furniture
EF082114	22/12/22	02090	Woodlands Distributors & Agencies	5,586.35	Street Furniture

Attachment 12.9.1 December 2022 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF082119	22/12/22	02254	PLE Computers	823.76	Computer Hardware
Property, Plant & Equipment Total				17,189.01	
Salaries/Wages					
WG003011	01/12/22	COB	City of Belmont Payroll	117,467.25	Salaries/Wages
EF081769	05/12/22	99971	SuperChoice	119,992.37	Superannuation Contribution
SL000712	08/12/22	COB	City of Belmont Payroll	590,216.40	Salaries/Wages
EF081855	09/12/22	99950	Australian Services Union	25.90	Salaries/Wages
EF081856	09/12/22	99952	Child Support Agency	737.54	Salaries/Wages
EF081857	09/12/22	99954	City of Belmont Social Club	320.00	Salaries/Wages
EF081858	09/12/22	99962	LGRCEU - WA Shire Councils Union	110.00	Salaries/Wages
WG001412	15/12/22	COB	City of Belmont Payroll	121,251.04	Salaries/Wages
EF082002	20/12/22	99950	Australian Services Union	25.90	Salaries/Wages
EF082003	20/12/22	99952	Child Support Agency	779.55	Salaries/Wages
EF082004	20/12/22	99954	City of Belmont Social Club	325.00	Salaries/Wages
EF082246	21/12/22	99971	SuperChoice	122,839.87	Superannuation Contribution
SL002112	21/12/22	COB	City of Belmont Payroll	591,415.99	Salaries/Wages
WG002812	21/12/22	COB	City of Belmont Payroll	125,764.76	Salaries/Wages
EF082243	22/12/22	99962	LGRCEU - WA Shire Councils Union	110.00	Salaries/Wages
EF082248	22/12/22	99950	Australian Services Union	25.90	Salaries/Wages
EF082249	22/12/22	99952	Child Support Agency	779.55	Salaries/Wages
EF082250	22/12/22	99954	City of Belmont Social Club	325.00	Salaries/Wages
EF082251	22/12/22	99962	LGRCEU - WA Shire Councils Union	110.00	Salaries/Wages
Salaries/Wages Total				1,792,622.02	
Training and Conferences					
EF081776	09/12/22	00600	Institute of Public Works Engineering WA	3,100.00	Training
Training and Conferences Total				3,100.00	
MUNI Total				8,149,452.61	
Grand Total				8,149,452.61	
Training and Conferences					
EF081883	16/12/22	00595	Work Health & Safety Foundation (Previously IFAP)	1,980.00	Training
EF081911	16/12/22	02719	Aveling	176.00	Training
EF081918	16/12/22	03675	WA Institute of Public Administration Australia	561.00	Training
EF081980	20/12/22	03521	Robert Henwood	185.00	Conference Expenses
EF082080	22/12/22	01240	WA Local Government Association	1,166.00	Training
EF082100	22/12/22	01660	Local Government Planners Association	500.00	Training
EF082118	22/12/22	02238	Risk Management Institution of Australasia	2,205.00	Conference Expenses
EF082128	22/12/22	02439	Down to Earth Training & Assessing	3,360.00	Training
EF082135	22/12/22	02719	Aveling	176.00	Training
EF082169	22/12/22	04556	Surf Life Saving W A	4,625.00	Training
Training and Conferences Total				14,934.00	
Trust Funds					
EF081874	13/12/22	150748	Building and Construction Industry Training Fund	3,615.65	Building and Construction Industry Training Fund
EF081875	13/12/22	154102	Building and Energy - Building Services Levy	17,893.89	Building and Energy - Building Services Levy
Trust Funds Total				21,509.54	
				8,185,896.15	
				Breakdown - Cheques :	1,867.28
				EFT :	8,184,028.87

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12.10 Accounts for Payment - January 2023

Attachment details

Attachment No. and title	
1.	January 2023 - Authorised Payment Listing [12.10.1 - 10 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	54/007 - Creditors - Payment Authorisations
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

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

Purpose of report

To present to Council the list of expenditure paid for the period 1 January 2023 to 31 January 2023 under delegated authority.

Summary and key issues

A list of payments is presented to the Council each month for confirmation and endorsement in accordance with the *Local Government (Financial Management) Regulations 1996*.

Location

Not applicable.

Consultation

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

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

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

Policy implications

There are no policy implications associated with this report.

Statutory environment

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* states:

“If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and

(d) sufficient information to identify the transaction.”

(3) A list prepared under sub regulation (1) is to be presented to Council at the next ordinary meeting of Council after the list is prepared; and recorded in the minutes of that meeting.

Background

Council has delegated to the Chief Executive Officer under Delegation 1.1.18 to make payment from the Municipal and Trust Fund account. In accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, where this power has been delegated, a list of payments each month is to be compiled and presented to Council.

Officer comment

The following payments as detailed in the Authorised Payment Listing are recommended for confirmation and endorsement.

Payment type	Payment reference	\$
Municipal Fund Cheques	788839 to 788846	4,446.08
Municipal Fund EFTs	EF082252 to EF82801	3,020,411.17
Municipal Fund Payroll	January 2023	1,600,875.63
Trust Fund EFT	EF082324 to EF082326	19,140.91
Total Payments for January 2023		4,644,873.79

A copy of the Authorised Payment Listing is included as Attachment 12.10.1 to this report.

Financial implications

All expenditure included in the Authorised Payment Listing is in accordance with Council's Annual budget.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Officer Recommendation

That the Authorised Payment Listing for January 2023 as provided under Attachment 12.10.1 be received.

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

Attachment 12.10.1 January 2023 - Authorised Payment Listing

		City of Belmont				
		Accounts for Payment - January 2023				Compiled : 01/02/23 16:26
Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description	
Contractors						
EF082253	06/01/23	00083	Ascot Veterinary Hospital	145.00	Pound Expenses	
EF082254	06/01/23	00163	Bayswater Fire Protection	906.40	Fire Equipment/Service	
EF082257	06/01/23	00390	Landgate	815.70	Title Searches	
EF082258	06/01/23	00608	Programmed Skilled Workforce Ltd	14,915.14	Labour/Personnel Hire	
EF082259	06/01/23	00760	Alison M Barrett, Art Consultant	357.50	Public Art Project Consultancy	
EF082261	06/01/23	01186	ZircoDATA Pty Ltd	1,861.97	Records Storage	
EF082262	06/01/23	01243	WARP Pty Ltd	10,740.77	Traffic Control	
EF082265	06/01/23	01507	The Pressure King	1,058.88	Graffiti Removal	
EF082266	06/01/23	01731	Charter Plumbing and Gas	343.15	Plumbing Maintenance/Supplies	
EF082267	06/01/23	02232	Douglas Partners Pty Ltd	12,567.50	Gardening Maintenance	
EF082268	06/01/23	02303	Ultimo Catering and Events	2,042.00	Catering/Catering Supplies	
EF082269	06/01/23	02330	Tomato Lake Cafe - Xing Guang Rao	83.10	Catering/Catering Supplies	
EF082270	06/01/23	02393	Zipform Pty Ltd	5,032.94	Postage	
EF082271	06/01/23	02411	Allsports Linemarking	1,144.00	Line Marking	
EF082273	06/01/23	02844	Chandler Macleod Group Ltd	7,332.36	Labour/Personnel Hire	
EF082274	06/01/23	03419	Gott Health	1,375.00	Community Exercise Classes	
EF082276	06/01/23	03571	Perrott Painting Maintenance Contracts	72,780.40	Painting Contractor - Gabriel Gardens Interiors	
EF082278	06/01/23	04002	Ray White Urban Springs	1,765.36	Professional Fees - Property Management	
EF082279	06/01/23	04120	Randstad Pty Ltd	6,788.32	Labour/Personnel Hire	
EF082280	06/01/23	04287	Labourforce Impex Personnel Pty Ltd	2,377.90	Labour/Personnel Hire	
EF082281	06/01/23	04320	ABM Landscaping	1,795.92	Bricks/Bricklaying	
EF082283	06/01/23	04454	FM Contract Solutions Pty Ltd	892.62	Professional Fees - Analysis	
EF082284	06/01/23	04555	MG Group WA	304,675.09	Upgrade of Wilson Park Netball Courts	
EF082285	06/01/23	04579	Mills Recruitment	6,402.07	Labour/Personnel Hire	
EF082287	06/01/23	04779	One 20 Productions	12,476.42	Plant/Equipment Hire for Carols Event	
EF082288	06/01/23	04889	Reading Entertainment Australia Pty Ltd	23,200.00	Venue Hire for Movies night	
EF082289	06/01/23	04917	Environmental Industries Pty Ltd	18,616.99	Landscape Maintenance - Ascot Waters/Springs	
EF082290	06/01/23	04986	Jan McCahon Marshall	2,206.50	Professional Fees - Analysis	
EF082292	06/01/23	05127	Champion Music	400.00	Music/Entertainment Expenses	
EF082293	06/01/23	05198	Kasama's Thai Kitchen	2,575.00	Catering/Catering Supplies	
EF082294	06/01/23	05276	Rina Wong	1,099.96	Library-Entertainment Expense	
EF082295	06/01/23	05283	IRP Pty Ltd	11,234.96	Labour/Personnel Hire	
EF082296	06/01/23	05328	Fliptease Pty Ltd	1,452.00	Music/Entertainment Expenses	
EF082297	06/01/23	05364	Lounge Backline Pty Ltd	1,039.50	Music/Entertainment Expenses	
EF082298	06/01/23	05370	OKMG Pty Ltd	3,573.90	Photography/Framing Expenses	
EF082299	06/01/23	05394	DFP Recruitment Services Pty Ltd	6,871.94	Labour/Personnel Hire	
EF082301	06/01/23	05642	Steve's Sand Sifting for Playground Services	4,325.40	Sand Sifting at Various Parks	
EF082302	06/01/23	05776	Level 5 Design Pty Ltd	540.00	Professional Fees - Planning	

Attachment 12.10.1 January 2023 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF082303	06/01/23	05783	Emma Williamson	942.50	Professional Fees - Planning
EF082304	06/01/23	05819	Ritz Drycleaners	219.30	Cleaning Services
EF082305	06/01/23	05855	Rock-n Boptots - Candice Watson	200.00	Library-Entertainment Expense
EF082306	06/01/23	05904	Pinnacle People	1,600.79	Labour/Personnel Hire
EF082307	06/01/23	05923	Hudson Global Resources (Aust) Pty Ltd	2,413.95	Labour/Personnel Hire
EF082308	06/01/23	05993	Oluwafemi Victor Adeseolu	500.00	Music/Entertainment Expenses
EF082310	06/01/23	06203	Ngala Boodja Aboriginal Land Care	22,667.92	Maintenance of Natural Areas
EF082311	06/01/23	06259	Enchanted Characters - Enchanted Stiltwalking	1,562.00	Music/Entertainment Expenses
EF082312	06/01/23	06276	Efficient Site Services (WA)	3,850.00	Building Construction
EF082313	06/01/23	06284	Talent International	7,958.55	Labour/Personnel Hire
EF082314	06/01/23	06293	Freo Fire Maintenance Services Pty Ltd	1,533.91	Fire Equipment/Service
EF082315	06/01/23	06337	MowScape Pty Ltd	5,344.16	Turf Maintenance
EF082316	06/01/23	06339	Focus Consulting WA Pty Ltd	407.00	Electrical Contractor
EF082317	06/01/23	06377	Choiceone Pty Ltd	9,696.72	Labour/Personnel Hire
EF082318	06/01/23	06381	Wonder Walls	15,444.00	Building Construction - Oasis Retaining Wall
EF082327	13/01/23	00118	Australia Post	1,926.28	Postage
EF082328	13/01/23	00221	John Hughes Group	709.50	Plant Parts & Repairs
EF082330	13/01/23	00346	Action Couriers	55.36	Courier Service
EF082331	13/01/23	00390	Landgate	559.83	Title Searches
EF082334	13/01/23	00491	Fujifilm Business Innovation Australia	433.21	Photocopy Expenses
EF082336	13/01/23	00608	Programmed Skilled Workforce Ltd	7,501.37	Labour/Personnel Hire
EF082337	13/01/23	00707	LoGo Appointments	7,120.60	Labour/Personnel Hire
EF082339	13/01/23	00815	New Town Toyota	322.90	Plant Parts & Repairs
EF082340	13/01/23	00855	Pacific Biologics Pty Ltd	6,624.20	Pest Control
EF082341	13/01/23	00988	Reece Australia Pty Ltd	865.97	Plumbing Maintenance/Supplies
EF082344	13/01/23	01255	Wattleup Tractors	123.75	Plant Parts & Repairs
EF082346	13/01/23	01318	Flexi Staff Group Pty Ltd	12,864.64	Labour/Personnel Hire
EF082348	13/01/23	01507	The Pressure King	1,936.00	Graffiti Removal
EF082350	13/01/23	01731	Charter Plumbing and Gas	154.97	Plumbing Maintenance/Supplies
EF082351	13/01/23	01772	Data3 Limited	8,244.52	Computer Software Maintenance
EF082352	13/01/23	02232	Douglas Partners Pty Ltd	2,656.50	Gardening Maintenance
EF082356	13/01/23	02589	Zenien	3,020.82	Security Services
EF082359	13/01/23	03419	Gott Health	1,430.00	Community Exercise Classes
EF082360	13/01/23	03655	Acclaimed Catering	1,500.00	Catering/Catering Supplies
EF082361	13/01/23	04301	Michael Page - Page Personnel	505.38	Labour/Personnel Hire
EF082366	13/01/23	05235	Ben Sgherza, Independent Disability Consultant	1,000.00	Professional Fees - Analysis
EF082367	13/01/23	05237	Crown Perth	30.00	Catering/Catering Supplies
EF082369	13/01/23	05523	Go Doors Pty Ltd	5,191.13	Building Maintenance
EF082370	13/01/23	05645	Fieldey Art	3,228.50	Community Art Classes
EF082372	13/01/23	05904	Pinnacle People	2,358.16	Labour/Personnel Hire
EF082373	13/01/23	05923	Hudson Global Resources (Aust) Pty Ltd	5,765.65	Labour/Personnel Hire
EF082374	13/01/23	06117	ELM (WA) Pty Ltd	43,940.60	Maintenance of Streetscapes
EF082375	13/01/23	06146	SpacetoCo Pty Ltd	1,980.00	Computer Software Maintenance

Attachment 12.10.1 January 2023 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF082376	13/01/23	06160	SEEK Limited	960.36	Advertising
EF082377	13/01/23	06164	Brianology	688.75	Electrical Contractor
EF082378	13/01/23	06185	Wesley Mission Queensland (NICSS)	376.64	Professional Fees - Marketing
EF082381	13/01/23	06276	Efficient Site Services (WA)	13,794.00	Miles Park - Cart and Spread Mulch
EF082382	13/01/23	06277	Ignite Limited	6,328.21	Labour/Personnel Hire
EF082383	13/01/23	06284	Talent International	8,218.27	Labour/Personnel Hire
EF082384	13/01/23	06305	Philippa Rogers	20.00	Library-Entertainment Expense
EF082385	13/01/23	06310	Radio Media Pty Ltd	750.00	Music/Entertainment Expenses
EF082386	13/01/23	06384	Hire Society	3,414.62	Plant/Equipment Hire
EF082396	20/01/23	00390	Landgate	169.35	Title Searches
EF082397	20/01/23	00412	Dowsing Group Pty Ltd	13,162.42	Concrete Contractor
EF082398	20/01/23	00608	Programmed Skilled Workforce Ltd	2,879.91	Labour/Personnel Hire
EF082399	20/01/23	00686	Listech Pty Ltd	1,138.50	Computer Software Maintenance
EF082400	20/01/23	00707	LoGo Appointments	936.91	Labour/Personnel Hire
EF082401	20/01/23	00738	Lloyd George Acoustics Pty Ltd	10,956.00	Consulting Services for Noise Management Plan
EF082403	20/01/23	00815	New Town Toyota	1,345.10	Plant Parts & Repairs
EF082404	20/01/23	00931	Sonic HealthPlus Pty Ltd	1,214.40	Medical Examinations
EF082406	20/01/23	01243	WARP Pty Ltd	997.49	Traffic Control
EF082408	20/01/23	01507	The Pressure King	21,343.86	Graffiti Removal
EF082412	20/01/23	02458	Technology One Ltd	2,365.00	Computer Software Maintenance
EF082415	20/01/23	02844	Chandler Macleod Group Ltd	2,319.29	Labour/Personnel Hire
EF082416	20/01/23	03197	West Coast Turf	32,003.40	Garvey Park - Turf Installation
EF082418	20/01/23	03614	Julie's Boarding Kennels & Cattery	1,815.00	Pound Expenses
EF082420	20/01/23	04120	Randstad Pty Ltd	2,178.00	Labour/Personnel Hire
EF082421	20/01/23	04246	Bibliotheca Australia Pty Ltd	1,166.34	Computer Software Maintenance
EF082422	20/01/23	04400	The Freedom Fairies	1,804.00	Music/Entertainment Expenses
EF082424	20/01/23	04689	Hempfield Small Motor Service	46.65	Plant Parts & Repairs
EF082425	20/01/23	04917	Environmental Industries Pty Ltd	8,475.46	Gardening Maintenance contract
EF082426	20/01/23	04963	Centigrade	12,024.87	Airconditioning/Refrigeration Maintenance
EF082427	20/01/23	05101	De Lage Landen Pty Ltd	1,894.20	Plant/Equipment Hire
EF082428	20/01/23	05127	Champion Music	1,815.00	Music/Entertainment Expenses
EF082429	20/01/23	05283	IRP Pty Ltd	4,730.77	Labour/Personnel Hire
EF082430	20/01/23	05341	Bricks 4 Kidz Gosnells	600.00	Library-Entertainment Expense
EF082431	20/01/23	05394	DFP Recruitment Services Pty Ltd	3,551.05	Labour/Personnel Hire
EF082432	20/01/23	05731	Keys The Moving Solution	447.04	Removalists
EF082433	20/01/23	05738	Double G (WA) Pty Ltd t/as Think Water Perth	11,082.65	Ascot Waters - Concrete Cutting
EF082434	20/01/23	05758	Branch Arboriculture	2,200.00	Gardening Maintenance contract
EF082435	20/01/23	05819	Ritz Drycleaners	99.80	Cleaning Services
EF082436	20/01/23	05944	Delron Cleaning Pty Ltd - Ventia	24,118.66	Cleaning Services
EF082437	20/01/23	05991	Kobi Arthur Morrison	880.00	Music/Entertainment Expenses
EF082438	20/01/23	06117	ELM (WA) Pty Ltd	22,364.10	Maintenance of Streetscapes
EF082439	20/01/23	06267	Red Mark Agency	2,200.00	Photography - Belmonsters in Adachi Book
EF082440	20/01/23	06284	Talent International	1,884.30	Labour/Personnel Hire

Attachment 12.10.1 January 2023 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF082442	20/01/23	06345	SoCo Studios - Travis Hayto Photography	770.00	Photography/Framing Expenses
EF082443	20/01/23	06373	Aquaserve Pty Ltd	29,645.00	Oasis Pool pumps and motors
EF082444	20/01/23	06413	Jessica Jubb	1,260.00	Art Awards/Exhibition
EF082632	30/01/23	00013	Air-Met Scientific Pty Ltd	985.82	Plant Parts & Repairs
EF082634	30/01/23	00083	Ascot Veterinary Hospital	185.00	Pound Expenses
EF082636	30/01/23	00163	Bayswater Fire Protection	203.50	Fire Equipment/Service
EF082638	30/01/23	00195	Bin Bath Australia Pty Ltd	788.72	Cleaning Services
EF082640	30/01/23	00230	Jackson McDonald	19,281.90	Legal Expenses
EF082645	30/01/23	00294	City of Canning	2,070.00	Rubbish Removals
EF082646	30/01/23	00295	Capital Recycling	15,481.95	Rubbish Removals
EF082647	30/01/23	00346	Action Couriers	20.74	Courier Service
EF082649	30/01/23	00412	Dowsing Group Pty Ltd	55,202.81	Concrete Contractor
EF082650	30/01/23	00491	Fujifilm Business Innovation Australia	1,898.31	Photocopy Expenses
EF082651	30/01/23	00585	Hydroquip Pumps	11,709.50	Bore Drilling/ Maintenance
EF082652	30/01/23	00613	Qualcon Laboratories Pty Ltd	1,949.20	Bore Drilling/ Maintenance
EF082654	30/01/23	00665	Kennards Hire Pty Ltd	382.80	Plant/Equipment Hire
EF082656	30/01/23	00699	Marketforce Pty Ltd	8,562.15	Advertising
EF082657	30/01/23	00707	LoGo Appointments	3,789.61	Labour/Personnel Hire
EF082658	30/01/23	00726	T-Quip	450.30	Plant Parts & Repairs
EF082659	30/01/23	00736	McLeods	9,120.76	Legal Expenses
EF082660	30/01/23	00783	iSentia Pty Ltd	1,925.00	Professional Fees - Marketing
EF082661	30/01/23	00784	Bucher Municipal	1,691.91	Plant Parts & Repairs
EF082662	30/01/23	00830	Canon Production Printing Australia Pty Ltd	410.07	Photocopy Expenses
EF082663	30/01/23	00917	Positive Auto Electrics	2,411.34	Plant Parts & Repairs
EF082664	30/01/23	00931	Sonic HealthPlus Pty Ltd	2,073.50	Medical Examinations
EF082665	30/01/23	00972	Repco Auto Parts	53.24	Plant Parts & Repairs
EF082666	30/01/23	00988	Reece Australia Pty Ltd	2,178.93	Plumbing Maintenance/Supplies
EF082668	30/01/23	01074	Shred-X Pty Ltd	10.44	Rubbish Removals
EF082669	30/01/23	01090	St John Ambulance Australia Inc	387.20	First Aid Service
EF082671	30/01/23	01138	E & M J Rosher Pty Ltd	1,093.28	Plant Parts & Repairs
EF082672	30/01/23	01186	ZircoDATA Pty Ltd	1,540.90	Records Storage
EF082674	30/01/23	01233	Stihl Shop Redcliffe	3,041.20	Tools/Tool Repairs
EF082675	30/01/23	01243	WARP Pty Ltd	45,120.21	Traffic Control
EF082676	30/01/23	01255	Wattleup Tractors	3,943.19	Plant Parts & Repairs
EF082679	30/01/23	01289	Wayne's Windscreens Pty Ltd	798.00	Plant Parts & Repairs
EF082680	30/01/23	01317	WA Hino Sales & Service	9,004.90	Plant Parts & Repairs
EF082682	30/01/23	01358	Kevrek Australia Pty Ltd	3,596.78	Plant Parts & Repairs
EF082684	30/01/23	01409	BCA Consultants Pty Ltd	5,170.00	Airconditioning/Refrigeration Maintenance
EF082685	30/01/23	01499	Porter Consulting Engineers	4,400.00	Professional Fees - Design
EF082686	30/01/23	01507	The Pressure King	4,819.58	Graffiti Removal
EF082687	30/01/23	01533	WC Convenience Management	5,462.61	Building Maintenance
EF082690	30/01/23	01712	Donegan Enterprises Pty Ltd	3,340.48	Various Parks Repairs and Maintenance
EF082691	30/01/23	01714	Total Eden Pty Ltd - Nutrien Water	4,764.45	Reticulation Parts & Repairs

Attachment 12.10.1 January 2023 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF082693	30/01/23	01731	Charter Plumbing and Gas	7,961.67	Plumbing Maintenance/Supplies
EF082694	30/01/23	01735	Air Roofing Co Pty Ltd	36,080.00	Building Construction
EF082695	30/01/23	01760	Department of Local Government, Sport & Cultural Industries	18.20	Professional Fees - Analysis
EF082696	30/01/23	01772	Data3 Limited	31,745.70	Computer Software Renewal
EF082697	30/01/23	01831	Mow Master Turf Equipment	18.90	Plant Parts & Repairs
EF082699	30/01/23	02023	YMCA of Perth Youth and Community Services Inc	76,325.98	Youth Services
EF082700	30/01/23	02050	Austraffic WA	4,752.00	Traffic Control
EF082702	30/01/23	02207	Wilson Security	131,568.43	Security Services
EF082705	30/01/23	02418	Programmed Property Services Pty Ltd	2,805.00	Gardening Maintenance contract
EF082706	30/01/23	02425	Prestige Alarms	10,098.00	Security Services
EF082707	30/01/23	02451	Carlisle Events Hire Pty Ltd	1,221.00	Plant/Equipment Hire
EF082708	30/01/23	02711	CPG Research and Advisory Pty Ltd	1,558.33	Professional Fees - Analysis
EF082709	30/01/23	02798	Another Angle Consulting & Training	250.00	Accessible Business Program Engagement
EF082710	30/01/23	02837	GLG Greenlife Group	23,943.64	Verge Mowing
EF082711	30/01/23	02844	Chandler Macleod Group Ltd	718.65	Labour/Personnel Hire
EF082712	30/01/23	02851	Perth Scientific Pty Ltd	287.65	Plant Parts & Repairs
EF082714	30/01/23	02913	Syrinx Environmental Pty Ltd	7,589.10	Esplanade Foreshore Stabilisation
EF082715	30/01/23	03031	Retech Rubber	1,991.00	Plant Parts & Repairs
EF082717	30/01/23	03197	West Coast Turf	6,171.00	Turf Installation
EF082718	30/01/23	03361	All Fence U Rent Pty Ltd	1,329.79	Fencing
EF082719	30/01/23	03366	Daimler Trucks Perth	2,034.96	Plant Parts & Repairs
EF082720	30/01/23	03400	Chung Wah Association Inc	688.00	Music/Entertainment Expenses
EF082721	30/01/23	03419	Gott Health	1,925.00	Community Exercise Classes
EF082722	30/01/23	03464	Bridgestone Australia Ltd	185.16	Plant Parts & Repairs
EF082723	30/01/23	03504	Classic Tree Services	21,824.83	Tree Pruning
EF082724	30/01/23	03567	Gardner Autos Pty Ltd t/as Gardner Isuzu	1,452.00	Plant Parts & Repairs
EF082726	30/01/23	03619	Kidsafe WA	7,452.42	Playground Inspections/Repairs
EF082729	30/01/23	03941	Metro Bee Services	495.00	Bee Removal
EF082730	30/01/23	03955	Flyt Pty Ltd	7,326.00	Professional Fees - Planning
EF082731	30/01/23	04002	Ray White Urban Springs	2,882.00	Professional Fees - Property
EF082733	30/01/23	04105	Cleanflow Environmental Solutions	13,979.99	Drainage Maintenance
EF082734	30/01/23	04109	Heroes Framing & Memorabilia	496.21	Photography/Framing Expenses
EF082736	30/01/23	04146	JB Hi-Fi Group Commercial Account, Osborne Park	116.35	Electrical Goods
EF082737	30/01/23	04211	Advance Scanning Services	3,058.00	Survey Expenses
EF082738	30/01/23	04246	Bibliotheca Australia Pty Ltd	1,330.21	Computer Software Maintenance
EF082739	30/01/23	04320	ABM Landscaping	5,540.92	Bricks/Bricklaying
EF082740	30/01/23	04391	Lifeskills Australia	396.00	Professional Fees - Analysis
EF082742	30/01/23	04482	Allan Davies & Trevor Chudleigh Architects	1,232.00	Professional Fees - Architect
EF082743	30/01/23	04496	Azure Painting Pty Ltd	11,825.00	Painting Contractor
EF082744	30/01/23	04538	Sitech (WA) Pty Ltd	3,795.00	Plant Parts & Repairs
EF082745	30/01/23	04579	Mills Recruitment	7,290.93	Labour/Personnel Hire
EF082746	30/01/23	04594	Website Weed and Pest W A Pty Ltd	594.00	Weed Control

Attachment 12.10.1 January 2023 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF082747	30/01/23	04645	Instant Products Hire	2,677.63	Plant/Equipment Hire
EF082748	30/01/23	04689	Hempfield Small Motor Service	49.90	Plant Parts & Repairs
EF082749	30/01/23	04693	Allwest Plant Hire Australia Pty Ltd	2,992.00	Plant/Equipment Hire
EF082750	30/01/23	04723	Future Logic	25,832.49	Computer Software Licence Renewal
EF082753	30/01/23	04889	Reading Entertainment Australia Pty Ltd	960.00	Plant/Equipment Hire
EF082754	30/01/23	04917	Environmental Industries Pty Ltd	19,752.63	Gardening Maintenance contract
EF082755	30/01/23	04940	Solahart Midland	23,940.00	Belmont Oasis - Solar Heating Panel
EF082756	30/01/23	04941	Perth Pet Cremation - Lawnswood	62.50	Pound Expenses
EF082757	30/01/23	04963	Centigrade	14,926.61	Airconditioning/Refrigeration Maintenance
EF082758	30/01/23	04974	Turf Care WA Pty Ltd	38,330.48	Turf Renovation
EF082761	30/01/23	05205	N and H Sanders	2,070.00	Floor Coverings
EF082762	30/01/23	05240	Otium Planning Group Pty Ltd	10,917.50	Professional Fees - Analysis
EF082763	30/01/23	05252	AAAC Towing Pty Ltd	660.00	Towing Vehicles
EF082764	30/01/23	05336	West-Sure Group Pty Ltd	429.17	Security Services
EF082765	30/01/23	05339	Elliotts Filtration Pty Ltd	2,996.40	Reticulation Parts & Repairs
EF082766	30/01/23	05401	Creative Spaces	3,696.00	Professional Fees - Design
EF082767	30/01/23	05427	Horizon West Landscape & Irrigation Pty Ltd	12,644.50	Monthly Maintenance- Streetscapes & SES
EF082768	30/01/23	05463	International Solutions Group Pty Ltd - ISG Cleaning	462.00	Cleaning Services
EF082769	30/01/23	05493	Dapth	1,787.50	Computer Software Maintenance
EF082770	30/01/23	05523	Go Doors Pty Ltd	929.50	Building Maintenance
EF082771	30/01/23	05547	FE Technologies Pty Ltd	2,021.80	Computer Hardware Maintenance
EF082772	30/01/23	05558	BlueFit Pty Ltd	3,695.36	Oasis Expenses
EF082773	30/01/23	05623	Tree Planting and Watering - Baroness Holdings	20,857.99	Tree Maintenance Services
EF082777	30/01/23	05771	Alsco Pty Ltd	191.19	Cleaning Services
EF082778	30/01/23	05840	Commercial Aquatics Australia Pty Ltd	5,531.16	Oasis Expenses
EF082782	30/01/23	05920	Boults Black and White Light	24,823.77	Electrical Contractor
EF082783	30/01/23	05923	Hudson Global Resources (Aust) Pty Ltd	5,883.03	Labour/Personnel Hire
EF082784	30/01/23	05944	Delron Cleaning Pty Ltd - Ventia	87,038.23	Cleaning Services
EF082785	30/01/23	05945	Motorola Solutions Australia Pty Ltd	314.82	Two Way Radio Expenses
EF082788	30/01/23	06067	TK Elevator Australia Pty Ltd	976.49	Building Maintenance
EF082790	30/01/23	06094	Boyan Electrical Services	3,358.26	Electrical Contractor
EF082791	30/01/23	06104	Flick Anticimex Pty Ltd	324.09	Pest Control
EF082792	30/01/23	06142	Medical Edge Australia Pty Ltd	603.64	First Aid Service
EF082793	30/01/23	06226	Modus Compliance Pty Ltd	11,979.00	Labour/Personnel Hire
EF082794	30/01/23	06267	Red Mark Agency	3,223.00	Photocopy Expenses
EF082795	30/01/23	06282	Dell Financial Services Pty Ltd	6,259.37	Plant/Equipment Hire
EF082796	30/01/23	06284	Talent International	17,731.71	Labour/Personnel Hire
EF082798	30/01/23	06304	Prestige Property Maintenance	17,417.57	Building Maintenance
EF082799	30/01/23	06357	David Faulkner	11,000.00	Music/Entertainment Expenses
EF082800	30/01/23	06362	Marjan Partitions Pty Ltd t/as M & M Interiors	10,780.00	Building Construction
EF082801	30/01/23	06377	Choiceone Pty Ltd	14,991.66	Labour/Personnel Hire
Contractors Total				<u>2,103,430.92</u>	
Fuels and Utilities					

Attachment 12.10.1 January 2023 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF082252	06/01/23	00042	Alinta Energy	1,070.25	Light, Power, Gas
EF082260	06/01/23	01142	Telstra Corporation Limited	3,928.90	Phone/Internet expenses
EF082263	06/01/23	01252	Water Corporation	22,600.96	Water, Annual & Excess
EF082264	06/01/23	01274	Synergy	88,417.90	Light, Power, Gas
EF082343	13/01/23	01252	Water Corporation	295.74	Water, Annual & Excess
EF082345	13/01/23	01274	Synergy	61,275.54	Light, Power, Gas
EF082349	13/01/23	01683	Sally De La Cruz	313.00	Fuel, Oil, Additives
EF082357	13/01/23	02635	MessageMedia - Message4U Pty Ltd	33.00	Phone/Internet expenses
EF082392	20/01/23	00042	Alinta Energy	160.20	Light, Power, Gas
EF082395	20/01/23	00323	John Christie	570.00	Phone/Internet expenses
EF082413	20/01/23	02471	Western Power	21,874.00	Light, Power, Gas
EF082414	20/01/23	02631	Ampol - Caltex	19,013.50	Fuel, Oil, Additives
EF082417	20/01/23	03592	Steven Harling	91.57	Fuel, Oil, Additives
EF082441	20/01/23	06322	Code Research Pty Ltd t/as PWD	786.50	Phone/Internet expenses
EF082454	25/01/23	00788	Motorcharge - WEX Fuel Cards Australia Ltd	17,420.72	Fuel, Oil, Additives
EF082633	30/01/23	00042	Alinta Energy	443.60	Light, Power, Gas
EF082643	30/01/23	00264	Castrol Australia Pty Ltd	220.95	Fuel, Oil, Additives
Fuels and Utilities Total				238,516.33	
Materials					
EF082256	06/01/23	00220	Burswood Trophies	385.00	Badges & Pendants
EF082277	06/01/23	03660	Safe T Card Australia Pty Ltd	44.00	Safety Clothing/Equipment
EF082282	06/01/23	04394	JB Hi-Fi Belmont Forum - Library purchases	98.00	Books/CDs/DVDs
EF082286	06/01/23	04607	Ink Station	2,015.37	Stationery & Printing
EF082291	06/01/23	05011	Bullet Produce (was WA Fresh)	1,248.00	Groceries
EF082300	06/01/23	05432	Bloomin Boxes	225.00	Flowers
EF082309	06/01/23	06179	Snap Kewdale	215.04	Stationery & Printing
EF082329	13/01/23	00231	Bunnings Group Ltd	355.37	Hardware
EF082332	13/01/23	00403	Boral Construction Materials Group Ltd	403.11	Road/Drainage Material
EF082342	13/01/23	01115	All Foods Belmont IGA Belvidere Street	196.91	Groceries
EF082347	13/01/23	01398	Winc Australia Pty Ltd	1,244.76	Stationery & Printing
EF082349	13/01/23	01683	Sally De La Cruz	313.00	Groceries
EF082355	13/01/23	02459	A1 Steel & Alloy	1,061.50	Metal Goods
EF082358	13/01/23	03144	COS Complete Office Supplies Pty Ltd	485.81	Stationery & Printing
EF082362	13/01/23	04491	Woolworths Group - Functions/Catering only	372.93	Groceries
EF082363	13/01/23	04767	Slimline Warehouse Display Shops	474.17	Craft/Display Materials
EF082364	13/01/23	04981	WOW Wilderness EcoProjects	686.82	Gardening - Plants/Supplies
EF082365	13/01/23	05011	Bullet Produce (was WA Fresh)	836.00	Groceries
EF082368	13/01/23	05402	Heatley Sales Pty Ltd	800.76	Safety Clothing/Equipment
EF082371	13/01/23	05701	Bing Technologies Pty Ltd	17.73	Stationery & Printing
EF082379	13/01/23	06201	C-Wise	1,856.80	Gardening - Plants/Supplies
EF082380	13/01/23	06208	GRW Barama Pty Ltd	739.57	Gardening - Plants/Supplies
EF082393	20/01/23	00203	BOC Gases Australia Ltd	160.18	Welding Equipment/Supplies
EF082402	20/01/23	00778	Modern Teaching Aids Pty Ltd	26.51	Books/CDs/DVDs

Attachment 12.10.1 January 2023 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF082405	20/01/23	01073	Spotlight Pty Ltd	148.25	Craft/Display Materials
EF082419	20/01/23	04053	Totally Workwear TWW	79.16	Safety Clothing/Equipment
EF082423	20/01/23	04491	Woolworths Group - Functions/Catering only	299.05	Groceries
EF082631	30/01/23	00009	Cafe Corporate	740.00	Groceries
EF082635	30/01/23	00162	ExBo Visual - Bokay Signage	247.85	Signs
EF082639	30/01/23	00203	BOC Gases Australia Ltd	20.89	Welding Equipment/Supplies
EF082641	30/01/23	00231	Bunnings Group Ltd	1,027.35	Hardware
EF082642	30/01/23	00233	Bunzl Limited	3,381.83	Cleaning Products
EF082644	30/01/23	00278	Chefmaster Australia	597.84	Cleaning Products
EF082648	30/01/23	00403	Boral Construction Materials Group Ltd	212.30	Road/Drainage Material
EF082653	30/01/23	00664	Kmart Australia Limited	143.90	Stationery & Printing
EF082655	30/01/23	00697	Nutrien AG Solutions Ltd	2,530.00	Gardening - Plants/Supplies
EF082667	30/01/23	01019	Barmah Hats	627.00	Safety Clothing/Equipment
EF082670	30/01/23	01093	SAI Global Limited	20.63	Publications/Newspapers
EF082673	30/01/23	01206	Access Icon Pty Ltd t/a Cascada	6,476.80	Concrete Products
EF082677	30/01/23	01265	Westbooks	1,051.07	Books/CDs/DVDs
EF082681	30/01/23	01325	Poolegrave Signs and Engraving	220.00	Signs
EF082683	30/01/23	01398	Winc Australia Pty Ltd	766.15	Stationery & Printing
EF082688	30/01/23	01570	Blackwoods	313.68	Hardware
EF082698	30/01/23	02009	Parchem Construction Supplies	140.26	Hardware
EF082701	30/01/23	02088	Lock Stock & Farrell Locksmith	528.00	Hardware
EF082713	30/01/23	02862	James Bennett Pty Ltd	2,008.16	Books/CDs/DVDs
EF082716	30/01/23	03144	COS Complete Office Supplies Pty Ltd	121.90	Stationery & Printing
EF082727	30/01/23	03630	Direct Trades Supply Pty Ltd	1,546.50	Hardware
EF082727	30/01/23	03630	Direct Trades Supply Pty Ltd		Hardware
EF082727	30/01/23	03630	Direct Trades Supply Pty Ltd		Hardware
EF082728	30/01/23	03660	Safe T Card Australia Pty Ltd	44.00	Safety Clothing/Equipment
EF082732	30/01/23	04053	Totally Workwear TWW	1,660.36	Safety Clothing/Equipment
EF082735	30/01/23	04145	T J Depiazzi and Sons	3,617.00	Gardening - Plants/Supplies
EF082741	30/01/23	04394	JB Hi-Fi Belmont Forum - Library purchases	1,984.86	Books/CDs/DVDs
EF082751	30/01/23	04759	StrataGreen	166.32	Gardening - Plants/Supplies
EF082752	30/01/23	04763	Merchandising Libraries Pty Ltd	2,323.00	Books/CDs/DVDs
EF082759	30/01/23	05055	Statewide Cleaning Supplies	525.69	Cleaning Products
EF082760	30/01/23	05082	Accidental Health and Safety Perth	3,069.18	Medical/First Aid Supplies
EF082775	30/01/23	05744	TCD Services Australia - TC Drainage (WA) Pty Ltd	2,931.50	Drainage Materials
EF082776	30/01/23	05770	Kwik Kopy Perth CBD	180.30	Stationery & Printing
EF082779	30/01/23	05880	FHS Technology Pty Ltd - POS99	1,405.95	Stationery & Printing
EF082780	30/01/23	05890	Living Turf	2,970.00	Gardening - Plants/Supplies
EF082781	30/01/23	05913	Direct Commercial Supplies	466.40	Cleaning Products
EF082786	30/01/23	05980	Finishing WA	990.00	Stationery & Printing
EF082787	30/01/23	06005	MDM Entertainment Pty Ltd	67.38	Books/CDs/DVDs
EF082789	30/01/23	06084	Asphaltech Pty Ltd	1,374.12	Road/Drainage Material
EF082797	30/01/23	06288	Perth Materials Blowing Pty Ltd	3,848.46	Gardening - Plants/Supplies

Attachment 12.10.1 January 2023 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
Materials Total				65,135.43	
Other					
EF082255	06/01/23	00177	Belmont Park Tennis Club Inc	1,389.10	Community Contribution Grant 2022/23
EF082275	06/01/23	03453	Clare Bridges	10,042.00	Reimbursements
EF082319	06/01/23	99998	DANIEL BENDING	202.61	Your Neighbour Grant
EF082320	06/01/23	99998	Adrian Price	665.00	Application fee Refund
EF082321	06/01/23	99998	Yenisley Holdings Pty Ltd	295.00	Application fee Refund
EF082322	06/01/23	99998	Laura Meegan	250.00	Your Neighbour Grant
EF082338	13/01/23	00795	LGISWA	90,268.20	Insurance Premiums
EF082353	13/01/23	02366	Jacaranda Community Centre Inc	5,000.00	Donation
EF082354	13/01/23	02377	Faulkner Park Board Management	13,500.00	Reimbursements
EF082387	13/01/23	06394	Rapid Global Pty Ltd	9,460.00	Membership fee
EF082390	13/01/23	010005	AVICULTURAL SOCIETY	100.00	Bond Payment/Refund
EF082388	13/01/23	99998	Profounder Factory Direct WA	147.00	Application fee Refund
EF082389	13/01/23	99998	ARTWORK ACQUISITION	600.00	Reimbursements
EF082391	19/01/23	01236	Department of Fire and Emergency Services	382,503.39	Emergency Services Levy
EF082394	20/01/23	00242	Cabcharge Australia Pty Ltd	21.00	Taxi Fares
788840	20/01/23	00893	Petty Cash - Library	237.30	Petty Cash Recoup
EF082407	20/01/23	01244	Western Australian Treasury Corporation	44,940.43	Loan Repayment
EF082409	20/01/23	01594	Leadership WA	13,645.00	Membership Fee
EF082410	20/01/23	01761	Royal WA Historical Society Inc	95.00	Membership Fee
EF082445	20/01/23	99998	Professionals Wellstead Team	361.24	Rate Refund
EF082446	20/01/23	99998	Margaret Ann & Barry Ross Lyford	587.60	Rate Refund
EF082447	20/01/23	99998	S A Phillips	233.30	Application fee Refund
EF082448	20/01/23	99998	Essential First Choice Homes T/As	152.00	Application fee Refund
EF082449	20/01/23	99998	Christine Callahan	685.65	Application fee Refund
788841	20/01/23	99999	Dorothy Maud Mout	565.42	Rebate Refund
788842	20/01/23	99999	Jean Mary & Albert Edward Lowe	533.13	Rebate Refund
788843	20/01/23	99999	Joyce Margaret Goodlet	587.60	Rebate Refund
788844	20/01/23	99999	Patricia Mae McAlister	698.47	Rebate Refund
788845	20/01/23	99999	Danuta Kwiatkowski	531.03	Rebate Refund
788846	20/01/23	99999	James Fitzpatrick	533.13	Rebate Refund
EF082450	24/01/23	03526	City of Belmont Corporate Card Executive Assistant Mayor/CEO	2,551.66	Google Workshop, bunnings, flights, vouchers
EF082451	24/01/23	05121	City of Belmont Corporate Card CEO	36.34	Reimbursements
EF082452	24/01/23	06181	City of Belmont Corporate Card Principal Governance	9.24	Reimbursements
EF082453	24/01/23	06342	City of Belmont Corporate Card Manager Public Relations	10,760.26	Adobe Subscription, Campaigns fees, Microsoft subscription Oct22
EF082637	30/01/23	00179	Belmont Sports and Recreation Club (Inc)	4,078.80	Grants General
EF082678	30/01/23	01270	Perth Racing - WA Turf Club	2,461.25	Reimbursements
EF082725	30/01/23	03602	Carlisle Rivervale Little Athletics Club	920.00	Donation
Other Total				599,647.15	
Property, Plant & Equipment					

12.11 Monthly Activity Statement for December 2022

Attachment details

Attachment No and title
1. Monthly Activity Statement December 2022 [12.11.1 - 4 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	32/009 - Financial Operating Statements
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

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

Purpose of report

To provide Council with relevant monthly financial information for the 2022-2023 financial year.

Summary and key issues

The following report includes a concise list of material variances and the net current assets position for the month ending 31 December 2022.

Location

Not applicable.

Consultation

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

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

Policy implications

There are no policy implications associated with this report.

Statutory environment

Section 6.4 of the *Local Government Act 1995* in conjunction with Regulations 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires monthly financial reports to be presented to Council.

Regulation 34(1) requires a monthly Statement of Financial Activity reporting on revenue and expenditure.

Regulation 34(5) determines the mechanism required to ascertain the definition of material variances which are required to be reported to Council as a part of the monthly report. It also requires Council to adopt a “percentage or value” for what it will consider to be material variances on an annual basis.

Background

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires that financial statements are presented monthly to Council. The Statutory Monthly Financial Report is to consist of a Statement of Financial Activity reporting on revenue and expenditure as set out in the Annual Budget. It is required to include:

- Annual budget estimates
- Budget estimates to the end of the reporting month

- Actual amounts to the end of the reporting month
- Material variances between the monthly budgeted and actual amounts
- Net current assets as at the end of the reporting month.

Officer comment

At the June 2022 Ordinary Council Meeting, Council adopted the materiality threshold for the 2022-2023 fiscal year as 10% of the budgeted closing surplus which is \$500,000 (i.e. amounts \$50,000 or more is considered to be a material variance). The below table provides a summary of significant variations based on this materiality threshold. The detailed financial activity report is included at Attachment 12.11.1.

Report Section	Budget YTD	Actual YTD	Report Comments
OPERATING ACTIVITIES			
Revenue from operating activities (excluding rates)			
Fees and charges			
City Facilities & Property	501,472	596,821	The new online booking system has seen an increase in usage of our community spaces
Planning Services	178,250	323,788	Higher than expected income from development application fees
Safer Communities	226,350	330,086	Higher than anticipated income as a result of increased Building Approval applications
Other revenue			
Finance	82,572	145,841	Additional long service leave recovered from other Local Governments

Report Section	Budget YTD	Actual YTD	Report Comments
City Facilities & Property	165,426	83,178	Reimbursement of utility expenses are yet to occur
Expenditure from operating activities			
Employee costs			
People & Culture	(589,244)	(447,108)	Salaries are below budget due to vacancies
Work Health & Safety	(145,346)	(69,446)	Salaries are below budget due to vacancies
Governance, Strategy & Risk	(995,613)	(803,327)	Salaries are below budget due to vacancies
Public Relations & Stakeholder Engagement	(455,821)	(284,096)	Salaries are below budget due to vacancies
Works	(1,018,712)	(880,899)	Salaries are below budget due to vacancies
Design, Assets & Development	(930,123)	(643,346)	Salaries are below budget due to vacancies
Parks, Leisure & Environment	(1,702,085)	(1,392,821)	Salaries are below budget due to vacancies
City Facilities & Property	(724,718)	(587,639)	Salaries are below budget due to vacancies
Planning Services	(1,042,716)	(822,493)	Salaries are below budget due to vacancies
Safer Communities	(1,575,966)	(1,249,431)	Salaries are below budget due to vacancies

Report Section	Budget YTD	Actual YTD	Report Comments
Library, Culture & Place	(1,376,261)	(1,287,497)	Salaries are below budget due to vacancies
Materials and contracts			
Governance, Strategy & Risk	(366,815)	(225,692)	Variance due to Belmont Trust project being put on hold
Information Technology	(968,592)	(1,126,578)	Network Security (ISE and Firewall) projects progressed quicker than expected
Public Relations & Stakeholder Engagement	(595,234)	(494,668)	Delayed expenditure due to current vacancies
Works	(3,177,458)	(3,254,039)	Variance due to increase in agency staff costs and associated overheads
Design, Assets & Development	(222,110)	(141,620)	Some projects were delayed
City Projects	(83,385)	(15,528)	Invoices for consultancy services yet to be received
Parks, Leisure & Environment	(2,843,952)	(2,138,592)	Materials for projects/works have been delayed
Planning Services	(217,889)	(114,851)	Slower than anticipated progress on planning projects, pending State Government approvals
Safer Communities	(1,343,273)	(1,131,640)	Invoices for Belmont Community Watch (BCW) for December

Report Section	Budget YTD	Actual YTD	Report Comments
			2022 have not been received yet
Economic & Community Development	(936,432)	(801,530)	Invoice for Provision of Youth Service for December 2022 yet to be received
Library, Culture & Place	(979,832)	(730,200)	Several projects are yet to be delivered. Payments associated with the Let's Celebrate Festival are in the process of being finalised
Utility charges			
City Facilities & Property	(300,597)	(367,770)	Emergency Service Levy (ESL) for Operations Centre was not budgeted, will be included in March 2023 budget review
Depreciation on non-current assets	Nil	(937,228)	Variance due to phasing of depreciation expense in the budget, will be amended in March 2023 budget review
Other expenditure			
People & Culture	706,667	552,672	ABC recovery less than budget due to reduced expenditure
Work Health & Safety	196,081	108,889	ABC recovery less than budget due to reduced expenditure

Report Section	Budget YTD	Actual YTD	Report Comments
Governance, Strategy & Risk	(1,350,368)	(1,193,986)	ABC recovery less than budget due to reduced expenditure
Information Technology	1,659,852	1,774,233	ABC recovery greater than budget due to expedited expenditure
Public Relations & Stakeholder Engagement	(277,359)	(207,305)	Delayed expenditure due to vacancies
Parks, Leisure & Environment	(542,568)	(487,309)	ABC recovery less than budget due to reduced expenditure
City Facilities & Property	(9,813)	(102,331)	ABC recovery less than budget due to reduced expenditure
Planning Services	15,297	(88,939)	ABC recovery less than budget due to reduced expenditure
Economic & Community Development	(357,740)	(262,396)	Variance due to phasing of contribution to Faulkner Retirement Village board
Non-cash amounts excluded from operating activities	(83,054)	932,930	Profit/Loss on sale of assets still to be accounted for
INVESTING ACTIVITIES			
Non-operating grants, subsidies and contributions			
City Projects	Nil	90,909	Belmont Netball Association contribution received in advance
Parks, Leisure & Environment	Nil	243,144	Grant received from Department of Biodiversity was not budgeted, will be

Report Section	Budget YTD	Actual YTD	Report Comments
			adjusted in March 2023 Budget Review
City Facilities & Property	250,000	104,538	Grant for Middleton Park Lights upgrade yet to be received
Payments for property, plant and equipment			
Information Technology	(200,000)	(147,160)	Delay on network and AV projects due to staff constraints
City Facilities & Property	(147,637)	89,333	Equipment acquisition for Belmont Oasis yet to occur
Planning Services	(102,622)	Nil	Variance due to fleet acquisition delay
Safer Communities	(327,665)	(166,320)	Variance due to phasing of CCTV instalment projects
Payments for construction of infrastructure			
Works	(1,574,603)	(1,367,621)	Variance relates to some projects still awaiting final invoices and the scheduling of other projects being deferred
City Projects	(1,458,372)	(1,666,423)	Invoices from contractors for Wilson Park Netball Courts upgrade have yet to be received
Parks, Leisure & Environment	(1,937,010)	(867,761)	Awaiting delivery of materials and invoices from

Report Section	Budget YTD	Actual YTD	Report Comments
			contractors following completion of works
Proceeds from disposal of assets			
Design, Assets & Development	Nil	69,364	Sale of the fleet occurred earlier than expected
FINANCING ACTIVITIES			
Transfers from cash backed reserves (restricted assets)	223,587	Nil	Timing of reserve transfer to be adjusted in March 2023 budget review

In accordance with *Local Government (Financial Management) Regulations 1996*, Regulation 34 (2)(a) the following table explains the composition of the net current assets amount which appears at the end of the attached report.

Reconciliation of Net Current Assets to Statement of Financial Activity		
Current Assets as at 31/12/22	\$	Comment
Cash and investments	96,098,610	Includes municipal and reserves
- less non rate setting cash	(54,222,617)	Reserves
Receivables	11,847,765	Rates levied yet to be received and Sundry Debtors
ESL Receivable	(1,832,521)	ESL Receivable
Stock on hand	265,731	
Total Current Assets	52,156,968	
Current Liabilities		
Creditors and provisions	(11,514,169)	Includes ESL and deposits

- less non rate setting creditors & provisions	4,653,389	Cash Backed LSL, current loans & ESL
Total Current Liabilities	(6,860,780)	
Net Current Assets 31/12/22	45,296,188	
Net Current Assets as Per Financial Activity Report	45,296,188	
Less Committed Assets	(44,796,188)	All other budgeted expenditure
Estimated Closing Balance	500,000	

Financial implications

The presentation of these reports to Council ensures compliance with the *Local Government Act 1995* and associated Regulations, and also ensures that Council is regularly informed as to the status of its financial position.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Officer Recommendation

That the Monthly Financial Reports as at 31 December 2022 as included in Attachment 12.11.1 be received.

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

City of Belmont

Monthly Financial Activity Statement for the Period Ending December 2022

Note: Material variances have been identified in accordance with the Local Government (Financial Management) Regulations 34(1)(d) and Australian Accounting Standards (AASB 101). A variance on the budgeted closing balance has been applied in the determination of material variances.
M=Material Variance

Budget: 23CLRBD1, Actual: 23CLACT

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	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Revenue from operating activities (excluding rates)					
Operating grants, subsidies and contributions					
Finance	377,943	186,300	155,840	-30,459	-16.35%
Works	277,029	128,838	175,664	46,826	36.35%
Design, Assets & Development	2,000	1,000	0	-1,000	-100.00%
Parks, Leisure & Environment	82,360	41,180	250	-40,930	-99.39%
Safer Communities	176,900	88,450	84,075	-4,375	-4.95%
Economic & Community Development	63,500	31,750	34,004	2,254	7.10%
Library, Culture & Place	105,000	42,500	16,800	-25,700	-60.47%
Total Operating grants, subsidies and contributions	1,084,732	520,018	466,634	-53,384	-10.27%
Fees and charges					
Governance, Strategy & Risk	1,500	750	1,275	525	70.00%
Finance	192,578	172,662	163,666	-8,996	-5.21%
Public Relations & Stakeholder Engagement	4,000	2,000	0	-2,000	-100.00%
Works	6,379,110	6,324,395	6,356,928	32,533	0.51%
Design, Assets & Development	14,000	7,000	5,970	-1,030	-14.71%
Parks, Leisure & Environment	9,250	4,625	0	-4,625	-100.00%
City Facilities & Property	977,274	501,472	596,821	95,349	19.01% M
Planning Services	356,500	178,250	323,788	145,538	81.65% M
Safer Communities	452,700	226,350	330,086	103,736	45.83% M
Economic & Community Development	360,000	105,338	89,548	-15,790	-14.99%
Library, Culture & Place	32,100	16,050	26,021	9,971	62.13%
Total Fees and charges	8,779,013	7,538,892	7,894,104	355,211	4.71%
Interest earnings					
Governance, Strategy & Risk	18,131	0	0	0	0.00%
Finance	974,376	471,613	427,861	-43,752	-9.28%
Total Interest earnings	992,507	471,613	427,861	-43,752	-9.28%
Other revenue					
Chief Executive Officer	0	0	101	101	0.00%
Governance, Strategy & Risk	7,000	3,250	11,690	8,440	259.70%
Finance	199,757	82,572	145,841	63,269	76.62% M
Information Technology	0	0	5,133	5,133	0.00%
Works	45,255	31,555	20,517	-11,038	-34.98%
Design, Assets & Development	2,450	1,225	873	-352	-28.75%
Parks, Leisure & Environment	1,000	500	2,139	1,639	327.75%
City Facilities & Property	308,803	165,426	83,178	-82,248	-49.72% M
Planning Services	300	150	318	168	111.99%
Safer Communities	32,950	8,975	33,402	24,427	272.17%
Economic & Community Development	11,175	2,242	5,936	3,694	164.76%
Library, Culture & Place	7,000	3,500	14,455	10,955	313.00%
Total Other revenue	615,690	299,395	323,583	24,188	8.08%
Profit on asset disposals					
People & Culture	6,495	6,495	0	-6,495	-100.00%
Governance, Strategy & Risk	0	0	4,298	4,298	0.00%
Finance	7,158	0	0	0	0.00%
Information Technology	3,327	0	0	0	0.00%
Public Relations & Stakeholder Engagement	3,960	3,960	0	-3,960	-100.00%
Works	49,298	31,261	0	-31,261	-100.00%

Attachment 12.11.1 Monthly Activity Statement December 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Design, Assets & Development	7,543	7,543	0	-7,543	-100.00%
Planning Services	7,127	7,127	0	-7,127	-100.00%
Safer Communities	22,231	18,879	0	-18,879	-100.00%
Economic & Community Development	6,762	2,822	0	-2,822	-100.00%
Total Profit on asset disposals	113,901	78,087	4,298	-73,789	-94.50%
	11,585,843	8,908,006	9,116,480	208,474	2.34%
Expenditure from operating activities					
Employee costs					
Chief Executive Officer	-799,351	-414,255	-396,811	-17,443	4.21%
People & Culture	-1,140,049	-589,244	-447,108	-142,136	24.12% M
Work Health & Safety	-288,601	-145,346	-69,446	-75,900	52.22% M
Governance, Strategy & Risk	-1,910,766	-995,613	-803,327	-192,286	19.31% M
Finance	-2,281,465	-1,203,544	-1,192,054	-11,490	0.95%
Information Technology	-1,145,962	-609,807	-571,407	-38,400	6.30%
Public Relations & Stakeholder Engagement	-843,773	-455,821	-284,096	-171,725	37.67% M
Works	-1,934,616	-1,018,712	-880,899	-137,813	13.53% M
Design, Assets & Development	-1,765,454	-930,123	-643,346	-286,777	30.83% M
City Projects	-472,461	-244,963	-235,884	-9,079	3.71%
Parks, Leisure & Environment	-3,262,339	-1,702,085	-1,392,821	-309,265	18.17% M
City Facilities & Property	-1,255,776	-724,718	-587,639	-137,078	18.91% M
Planning Services	-1,983,991	-1,042,716	-822,493	-220,223	21.12% M
Safer Communities	-3,011,026	-1,575,966	-1,249,431	-326,535	20.72% M
Economic & Community Development	-1,066,758	-553,236	-538,302	-14,935	2.70%
Library, Culture & Place	-2,583,544	-1,376,261	-1,287,497	-88,764	6.45% M
Total Employee costs	-25,745,933	-13,582,408	-11,402,561	-2,179,847	16.05%
Materials and contracts					
Chief Executive Officer	-132,534	-59,979	-45,345	-14,634	24.40%
People & Culture	-242,948	-126,535	-97,740	-28,795	22.76%
Work Health & Safety	-92,750	-50,375	-39,282	-11,093	22.02%
Governance, Strategy & Risk	-586,013	-366,815	-225,692	-141,123	38.47% M
Finance	-755,818	-323,886	-327,346	3,460	-1.07%
Information Technology	-1,816,356	-968,592	-1,126,578	157,986	-16.31% M
Public Relations & Stakeholder Engagement	-1,001,048	-595,234	-494,668	-100,566	16.90% M
Works	-8,992,680	-3,177,458	-3,254,039	76,581	-2.41% M
Design, Assets & Development	-596,929	-222,110	-141,620	-80,489	36.24% M
City Projects	-588,856	-83,385	-15,528	-67,857	81.38% M
Parks, Leisure & Environment	-5,458,255	-2,843,952	-2,138,592	-705,360	24.80% M
City Facilities & Property	-2,643,574	-1,226,511	-1,246,055	19,545	-1.59%
Planning Services	-431,372	-217,889	-114,851	-103,038	47.29% M
Safer Communities	-2,599,983	-1,343,273	-1,131,640	-211,633	15.76% M
Economic & Community Development	-1,923,387	-936,432	-801,530	-134,902	14.41% M
Library, Culture & Place	-2,047,807	-979,832	-730,200	-249,631	25.48% M
Total Materials and contracts	-29,910,308	-13,522,256	-11,930,707	-1,591,549	11.77%
Utility charges					
Chief Executive Officer	-4,153	-2,077	-2,882	806	-38.80%
People & Culture	-5,348	-2,674	-4,400	1,726	-64.54%
Work Health & Safety	-720	-360	-160	-200	55.56%
Governance, Strategy & Risk	-16,225	-8,112	-9,298	1,185	-14.61%
Finance	-10,521	-5,261	-6,269	1,008	-19.16%
Information Technology	-150,506	-77,276	-70,752	-6,525	8.44%
Public Relations & Stakeholder Engagement	-9,717	-4,859	-5,215	356	-7.33%
Works	-139,422	-92,312	-82,772	-9,540	10.33%
Design, Assets & Development	-10,183	-5,092	-5,925	834	-16.37%
City Projects	-1,740	-870	-878	8	-0.93%
Parks, Leisure & Environment	-239,791	-119,894	-100,986	-18,908	15.77%
City Facilities & Property	-601,194	-300,597	-367,770	67,173	-22.35% M
Planning Services	-7,627	-3,814	-5,162	1,349	-35.37%
Safer Communities	-41,961	-20,981	-22,278	1,297	-6.18%
Economic & Community Development	-54,072	-27,036	-23,286	-3,750	13.87%

Attachment 12.11.1 Monthly Activity Statement December 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Library, Culture & Place	-15,983	-7,992	-11,054	3,062	-38.32%
Total Utility charges	-1,309,163	-679,205	-719,085	39,881	-5.87%
Depreciation on non-current assets	-8,959,935	0	-937,228	937,228	0.00% M
Interest expenses					
Finance	-571,292	-245,314	-244,442	-872	0.36%
Total Interest expenses	-571,292	-245,314	-244,442	-872	0.36%
Insurance expenses					
Chief Executive Officer	-400	-400	0	-400	100.00%
People & Culture	-4,454	-4,454	-3,494	-960	21.55%
Governance, Strategy & Risk	-64,186	-62,686	-58,682	-4,004	6.39%
Finance	-6,892	-6,892	-5,933	-959	13.91%
Information Technology	-11,281	-11,281	-10,630	-651	5.77%
Public Relations & Stakeholder Engagement	-14,502	-14,502	-14,183	-319	2.20%
Works	-169,586	-169,586	-126,231	-43,355	25.57%
Design, Assets & Development	-2,758	-2,758	-455	-2,303	83.52%
Parks, Leisure & Environment	-117,201	-117,201	-114,687	-2,514	2.15%
City Facilities & Property	-250,798	-250,798	-249,991	-807	0.32%
Planning Services	-1,278	-1,278	0	-1,278	100.00%
Safer Communities	-35,029	-35,029	-29,456	-5,573	15.91%
Economic & Community Development	-24,684	-24,684	-20,919	-3,765	15.25%
Library, Culture & Place	-873	-873	0	-873	100.00%
Total Insurance expenses	-703,922	-702,422	-634,660	-67,762	9.65%
Other expenditure					
Chief Executive Officer	-205,104	-105,850	-107,432	1,582	-1.49%
People & Culture	1,392,284	706,667	552,672	153,995	21.79% M
Work Health & Safety	382,071	196,081	108,889	87,192	44.47% M
Governance, Strategy & Risk	-2,596,702	-1,350,368	-1,193,986	-156,382	11.58% M
Finance	1,237,571	707,483	674,564	32,919	4.65%
Information Technology	3,173,169	1,659,852	1,774,233	-114,382	-6.89% M
Public Relations & Stakeholder Engagement	-478,458	-277,359	-207,305	-70,054	25.26% M
Works	-895,451	-609,211	-587,667	-21,544	3.54%
Design, Assets & Development	-332,502	-179,878	-175,175	-4,703	2.61%
City Projects	-90,333	-47,068	-44,508	-2,559	5.44%
Parks, Leisure & Environment	-1,040,469	-542,568	-487,309	-55,259	10.18% M
City Facilities & Property	38,036	-9,813	-102,331	92,517	-942.77% M
Planning Services	32,462	15,297	-88,939	104,235	681.43% M
Safer Communities	-712,483	-372,776	-352,635	-20,140	5.40%
Economic & Community Development	-628,294	-357,740	-262,396	-95,344	26.65% M
Library, Culture & Place	-766,017	-403,776	-363,473	-40,303	9.98%
Total Other expenditure	-1,490,221	-971,027	-862,798	-108,229	11.15%
Loss on asset disposals	-3,548	0	0	0	0.00%
	-68,694,322	-29,702,632	-26,731,480	-2,971,151	10.00%
Non-cash amounts excluded from operating activities	8,192,883	-83,054	932,930	-1,015,984	1223.28% M
Amount attributable to operating activities	-48,915,596	-20,877,680	-16,682,071	-3,778,661	
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions					
Works	1,590,159	948,650	929,491	19,159	2.02%
City Projects	1,182,213	0	90,909	-90,909	0.00% M
Parks, Leisure & Environment	0	0	243,144	-243,144	0.00% M
City Facilities & Property	250,000	250,000	104,538	145,462	58.18% M
Planning Services	50,000	25,000	0	25,000	100.00%

Attachment 12.11.1 Monthly Activity Statement December 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Total Non-operating grants, subsidies and contributions	3,072,372	1,223,650	1,368,082	-144,432	-11.80%
Payments for property, plant and equipment					
Chief Executive Officer	-67,980	0	0	0	0.00%
People & Culture	-44,875	-44,875	0	-44,875	100.00%
Governance, Strategy & Risk	-26,000	0	0	0	0.00%
Information Technology	-893,686	-200,000	-147,160	-52,840	26.42% M
Public Relations & Stakeholder Engagement	-33,000	0	0	0	0.00%
Works	-393,115	-102,160	-94,177	-7,983	7.81%
Design, Assets & Development	-89,750	0	0	0	0.00%
City Projects	-44,875	0	0	0	0.00%
Parks, Leisure & Environment	-33,000	-33,000	-23,001	-9,999	30.30%
City Facilities & Property	-2,220,669	-147,637	89,333	-236,970	160.51% M
Planning Services	-178,547	-102,622	0	-102,622	100.00% M
Safer Communities	-848,596	-327,665	-166,320	-161,345	49.24% M
Economic & Community Development	-44,875	0	-3,386	3,386	0.00%
Library, Culture & Place	-102,875	0	-23,196	23,196	0.00%
Total Payments for property, plant and equipment	-5,021,843	-957,959	-367,909	-590,050	61.59%
Payments for construction of infrastructure					
Works	-5,145,818	-1,574,603	-1,367,621	-206,981	13.14% M
City Projects	-3,064,680	-1,458,372	-1,666,423	208,051	-14.27% M
Parks, Leisure & Environment	-4,734,340	-1,937,010	-867,761	-1,069,250	55.20% M
Total Payments for construction of infrastructure	-12,944,838	-4,969,985	-3,901,805	-1,068,180	21.49%
Proceeds from disposal of assets					
Chief Executive Officer	46,350	0	0	0	0.00%
People & Culture	30,597	30,597	0	30,597	100.00%
Governance, Strategy & Risk	26,372	0	28,727	-28,727	0.00%
Information Technology	54,008	0	0	0	0.00%
Public Relations & Stakeholder Engagement	30,297	30,297	17,063	13,234	43.68%
Works	167,290	29,402	46,500	-17,098	-58.15%
Design, Assets & Development	55,574	0	69,364	-69,364	0.00% M
City Projects	29,878	29,878	0	29,878	100.00%
Parks, Leisure & Environment	20,512	20,512	0	20,512	100.00%
City Facilities & Property	54,577	0	0	0	0.00%
Planning Services	83,615	0	0	0	0.00%
Safer Communities	266,622	27,455	27,455	0	0.00%
Economic & Community Development	23,195	0	0	0	0.00%
Library, Culture & Place	53,492	0	0	0	0.00%
Total Proceeds from disposal of assets	942,379	168,141	189,108	-20,967	-12.47%
Amount attributable to investing activities	-13,951,930	-4,536,153	-2,712,523	-1,823,630	40.20%
FINANCING ACTIVITIES					
Repayment of borrowings	-595,216	-294,800	-294,800	0	0.00%
Transfers to cash backed reserves (restricted assets)	-6,531,379	0	0	0	0.00%
Transfers from cash backed reserves (restricted assets)	5,227,271	223,587	0	223,587	100.00% M
Amount attributable to financing activities	-1,899,324	-71,213	-294,800	223,587	-313.97%
Net current assets (budgeted) at start of fin. year - surplus/(deficit)	12,151,298	12,151,298	12,151,298		
Budgeted deficiency before general rates	-52,615,552	-13,333,748	-7,538,096		
Amount raised from general rates	53,115,552	52,879,790	52,834,284	-45,506	
Net current assets at end of financial period - surplus/(deficit)	500,000	39,546,041	45,296,188		

12.12 Monthly Activity Statement for January 2023

Attachment details

Attachment No and title
1. Monthly Activity Statement January 2023 [12.12.1 - 4 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	32/009 - Financial Operating Statements
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

Council role

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

Purpose of report

To provide Council with relevant monthly financial information for the 2022-2023 financial year.

Summary and key issues

The following report includes a concise list of material variances and the net current assets position for the month ending 31 January 2023.

Location

Not applicable.

Consultation

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

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

Policy implications

There are no policy implications associated with this report.

Statutory environment

Section 6.4 of the *Local Government Act 1995* in conjunction with Regulations 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires monthly financial reports to be presented to Council.

Regulation 34(1) requires a monthly Statement of Financial Activity reporting on revenue and expenditure.

Regulation 34(5) determines the mechanism required to ascertain the definition of material variances which are required to be reported to Council as a part of the monthly report. It also requires Council to adopt a “percentage or value” for what it will consider to be material variances on an annual basis.

Background

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires that financial statements are presented monthly to Council. The Statutory Monthly Financial Report is to consist of a Statement of Financial Activity reporting on revenue and expenditure as set out in the Annual Budget. It is required to include:

- Annual budget estimates
- Budget estimates to the end of the reporting month

- Actual amounts to the end of the reporting month
- Material variances between the monthly budgeted and actual amounts
- Net current assets as at the end of the reporting month.

Officer comment

At the June 2022 Ordinary Council Meeting, Council adopted the materiality threshold for the 2022-2023 fiscal year as 10% of the budgeted closing surplus which is \$500,000 (i.e. amounts \$50,000 or more is considered to be a material variance). The below table provides a summary of significant variations based on this materiality threshold. The detailed financial activity report is included at Attachment 12.12.1.

Report Section	Budget YTD	Actual YTD	Report Comments
OPERATING ACTIVITIES			
Revenue from operating activities (excluding rates)			
Operating grants, subsidies and contributions			
Economic & Community Development	47,625	148,090	Contribution received from Southern Cross Care relating to previous budget year
Fees and charges			
City Facilities & Property	579,503	704,337	90% of tenancies are now leased in Belmont Hub, the income from the new leases had not been accounted for previously.
Planning Services	207,958	349,344	Higher than anticipated income from application fees
Safer Communities	264,075	360,692	Income was higher than anticipated due to one significant building application fee
Economic & Community Development	105,338	223,958	2021/22 Rental surplus received from Southern Cross Care
Interest earnings			

Report Section	Budget YTD	Actual YTD	Report Comments
Finance	540,524	486,242	The actual figure does not include interest accrued but not yet paid.
Other revenue			
Finance	110,584	165,823	Centrelink reimbursements for paid parental leave were more than anticipated
City Facilities & Property	189,322	112,039	Some utilities bills are yet to be recouped from tenants
Expenditure from operating activities			
Employee costs			
People & Culture	(677,292)	(524,818)	Salaries are below budget due to vacancies
Work Health & Safety	(168,042)	(92,170)	Salaries are below budget due to vacancies
Governance, Strategy & Risk	(1,142,266)	(930,929)	Salaries are below budget due to vacancies
Finance	(1,344,236)	(1,399,476)	Adjustment required to allocation for Workers Compensation insurance.
Information Technology	(696,200)	(642,915)	A temporary position no longer required has been budgeted for the whole year.
Public Relations & Stakeholder Engagement	(519,712)	(325,504)	Salaries are below budget due to vacancies
Works	(1,165,664)	(1,014,089)	Salaries are below budget due to vacancies
Design, Assets & Development	(1,061,874)	(730,504)	Salaries are below budget due to vacancies
Parks, Leisure & Environment	(1,955,385)	(1,641,795)	Salaries are below budget due to vacancies
City Facilities & Property	(804,763)	(636,037)	Salaries are below budget due to vacancies

Report Section	Budget YTD	Actual YTD	Report Comments
Planning Services	(1,193,358)	(962,303)	Salaries are below budget due to vacancies
Safer Communities	(1,807,296)	(1,471,612)	Salaries are below budget due to vacancies
Library, Culture & Place	(1,572,023)	(1,498,101)	Salaries are below budget due to vacancies
Materials and contracts			
Governance, Strategy & Risk	(394,605)	(253,107)	Belmont Trust work on hold.
Information Technology	(1,113,057)	(1,178,407)	Network Security (ISE and Firewall) projects progressed quicker than expected.
Public Relations & Stakeholder Engagement	(654,073)	(525,643)	Delayed project expenditure due to staff vacancies
Design, Assets & Development	(283,088)	(159,981)	Agency Staff and consultants have proved difficult to obtain.
City Projects	(138,880)	(25,656)	Invoices for on-going consultancy work related to various projects yet to be received
Parks, Leisure & Environment	(3,285,933)	(2,470,972)	Awaiting outstanding invoices
Planning Services	(252,395)	(125,522)	Slower than anticipated progress on planning projects due to changes in project arrangements for DA6.
Safer Communities	(1,550,420)	(1,292,073)	Delays in receiving CCTV hardware
Economic & Community Development	(1,033,898)	(978,325)	Some programs/works have delayed, and others are not progressing
Library, Culture & Place	(1,085,894)	(815,907)	Project management for the Wright Street Public Art project is still in the planning phase with no expenditure required in this period.
Utility charges			
City Facilities & Property	(300,597)	(418,629)	Increase in cost of utilities was not factored into the original estimates

Report Section	Budget YTD	Actual YTD	Report Comments
Depreciation on non-current assets	(5,226,629)	(1,876,307)	The processing of depreciation could only commence after the annual audit was finalised. Not all the months have been finalised.
Insurance expenses			
Governance, Strategy & Risk	(63,686)	(140,744)	Variances due to timing of internal insurance premiums recovery
Other expenditure			
People & Culture	811,642	639,763	ABC recovery less than budget due to reduced expenditure.
Work Health & Safety	225,899	129,630	ABC recovery less than budget due to reduced expenditure.
Governance, Strategy & Risk	(1,488,848)	(1,315,775)	ABC recovery less than budget due to reduced expenditure
Public Relations & Stakeholder Engagement	(306,035)	(229,310)	Awaiting invoice for Community Survey
Parks, Leisure & Environment	(615,338)	(544,342)	ABC allocation was greater than expected
City Facilities & Property	(33,252)	(102,266)	ABC recovery less than budget due to reduced expenditure
Planning Services	17,721	(82,849)	ABC recovery less than budget due to reduced expenditure
Economic & Community Development	(384,686)	(294,874)	Under expenditure due to timing delays in some major programs
Library, Culture & Place	(460,331)	(402,347)	ABC Cost Allocation for Library and Museum less than anticipated. Miscellaneous costs associated with Let's Celebrate Festival not required.
Non-cash amounts excluded from operating activities	5,143,481	1,866,707	Relates to depreciation on non-current assets
INVESTING ACTIVITIES			

Report Section	Budget YTD	Actual YTD	Report Comments
Non-operating grants, subsidies, and contributions			
Works	1,305,886	926,371	Second 40% MRRG recoup approved, grants for <u>a</u> number of projects yet to be received
City Projects	Nil	219,164	Funding for Wilson Park Netball Courts received early.
Parks, Leisure & Environment	Nil	281,519	Grant received from Department of Biodiversity was not budgeted, will be adjusted in March 2023 budget review
Payments for property, plant and equipment			
Chief Executive Officer	(67,980)	Nil	Delivery of Fleet 04 expected in February.
Information Technology	(250,000)	(147,160)	Delay on network and AV projects due to staff constraints.
City Facilities & Property	(147,637)	(79,111)	Budget timing issue, addressed as part of March budget review
Planning Services	(106,789)	Nil	Fleet purchase to occur later in the year
Safer Communities	(348,498)	(163,331)	Currently 6 new Ranger vehicles and modules on order, with anticipated delivery later in 22/23
Payments for construction of infrastructure			
Works	(1,864,420)	(1,450,893)	Some contractor's invoices for completed projects yet to be received
City Projects	(1,950,340)	(1,678,903)	Belvidere Street Precinct Revitalisation concept plan rescheduled to allow for additional community consultation. The issues rectification for Belmont Hub has been rescheduled to allow additional options to be investigated

Report Section	Budget YTD	Actual YTD	Report Comments
Parks, Leisure & Environment	(2,226,893)	(899,889)	Works delayed by stock unavailability. Works still programmed for completion this budget cycle
Proceeds from disposal of assets			
Design, Assets & Development	Nil	69,364	Disposal of two fleet vehicles earlier than budgeted
Planning Services	51,814	Nil	Fleet sale to occur later in the year
Safer Communities	119,576	27,455	Disposals delayed due to industry delays in obtaining replacement vehicles
FINANCING ACTIVITIES			
Transfers from cash backed reserves (restricted assets)	223,587	Nil	Timing of reserve transfer to be adjusted in March Budget review
Amount raised from general rates	52,927,256	52,851,167	Variance due to interim rates levied being less than anticipated

In accordance with *Local Government (Financial Management) Regulations 1996*, Regulation 34 (2)(a) the following table explains the composition of the net current assets amount which appears at the end of the attached report.

Reconciliation of Net Current Assets to Statement of Financial Activity		
Current Assets as at 31/01/23	\$	Comment
Cash and investments	96,412,857	Includes municipal and reserves
- less non rate setting cash	(54,222,617)	Reserves
Receivables	7,973,025	Rates levied yet to be received and Sundry Debtors
ESL Receivable	(1,212,725)	ESL Receivable
Stock on hand	269,805	
Total Current Assets	49,220,345	

Current Liabilities		
Creditors and provisions	(11,231,242)	Includes ESL and deposits
- less non rate setting creditors & provisions	4,281,582	Cash Backed LSL, current loans & ESL
Total Current Liabilities	(6,949,660)	
Net Current Assets 31/01/23	42,270,685	
Net Current Assets as Per Financial Activity Report	42,270,685	
Less Committed Assets	(41,770,685)	All other budgeted expenditure
Estimated Closing Balance	500,000	

Financial implications

The presentation of these reports to Council ensures compliance with the *Local Government Act 1995* and associated Regulations, and also ensures that Council is regularly informed as to the status of its financial position.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Officer Recommendation

That the Monthly Financial Reports as at 31 January 2023 as included in Attachment 12.12.1 be received.

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

City of Belmont

Monthly Financial Activity Statement for the Period Ending January 2023

Note: Material variances have been identified in accordance with the Local Government (Financial Management) Regulations 34(1)(d) and Australian Accounting Standards (AASB 101). A variance on the budgeted closing balance has been applied in the determination of material variances.
M=Material Variance

Budget: 23CLRBD1, Actual: 23CLACT

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	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Revenue from operating activities (excluding rates)					
Operating grants, subsidies and contributions					
Finance	377,943	186,300	155,840	-30,459	-16.35%
Works	277,029	134,408	179,328	44,920	33.42%
Design, Assets & Development	2,000	1,167	0	-1,167	-100.00%
Parks, Leisure & Environment	82,360	48,043	10,286	-37,758	-78.59%
Safer Communities	176,900	103,192	120,222	17,031	16.50%
Economic & Community Development	63,500	47,625	148,090	100,465	210.95% M
Library, Culture & Place	105,000	42,917	16,800	-26,117	-60.85%
Total Operating grants, subsidies and contributions	1,084,732	563,651	630,566	66,915	11.87%
Fees and charges					
Governance, Strategy & Risk	1,500	875	1,365	490	56.00%
Finance	192,578	174,696	172,621	-2,074	-1.19%
Public Relations & Stakeholder Engagement	4,000	2,333	0	-2,333	-100.00%
Works	6,379,110	6,335,897	6,358,445	22,548	0.36%
Design, Assets & Development	14,000	8,167	7,360	-807	-9.88%
Parks, Leisure & Environment	9,250	5,396	0	-5,396	-100.00%
City Facilities & Property	977,274	579,503	704,337	124,834	21.54% M
Planning Services	356,500	207,958	349,344	141,386	67.99% M
Safer Communities	452,700	264,075	360,692	96,617	36.59% M
Economic & Community Development	360,000	105,338	223,958	118,620	112.61% M
Library, Culture & Place	32,100	17,717	34,003	16,286	91.93%
Total Fees and charges	8,779,013	7,701,955	8,212,125	510,170	6.62%
Interest earnings					
Governance, Strategy & Risk	18,131	0	0	0	0.00%
Finance	974,376	540,524	486,242	-54,282	-10.04% M
Total Interest earnings	992,507	540,524	486,242	-54,282	-10.04%
Other revenue					
Chief Executive Officer	0	0	101	101	0.00%
Governance, Strategy & Risk	7,000	4,292	11,763	7,471	174.09%
Finance	199,757	110,584	165,823	55,239	49.95% M
Information Technology	0	0	5,133	5,133	0.00%
Works	45,255	31,555	38,474	6,919	21.93%
Design, Assets & Development	2,450	1,429	1,478	49	3.40%
Parks, Leisure & Environment	1,000	500	2,302	1,802	360.48%
City Facilities & Property	308,803	189,322	112,039	-77,283	-40.82% M
Planning Services	300	175	363	188	107.67%
Safer Communities	32,950	10,471	19,546	9,075	86.67%
Economic & Community Development	11,175	2,615	10,665	8,050	307.82%
Library, Culture & Place	7,000	4,083	14,687	10,604	259.68%
Total Other revenue	615,690	355,026	382,375	27,348	7.70%
Profit on asset disposals					
People & Culture	6,495	6,495	0	-6,495	-100.00%
Governance, Strategy & Risk	0	0	4,298	4,298	0.00%
Finance	7,158	0	0	0	0.00%
Information Technology	3,327	0	0	0	0.00%
Public Relations & Stakeholder Engagement	3,960	3,960	0	-3,960	-100.00%
Works	49,298	34,074	5,302	-28,772	-84.44%

Attachment 12.12.1 Monthly Activity Statement January 2023

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Design, Assets & Development	7,543	7,543	0	-7,543	-100.00%
Planning Services	7,127	7,127	0	-7,127	-100.00%
Safer Communities	22,231	18,879	0	-18,879	-100.00%
Economic & Community Development	6,762	2,822	0	-2,822	-100.00%
Total Profit on asset disposals	113,901	80,900	9,600	-71,300	-88.13%
	11,585,843	9,242,056	9,720,908	478,852	5.18%
Expenditure from operating activities					
Employee costs					
Chief Executive Officer	-799,351	-476,612	-461,004	-15,608	3.27%
People & Culture	-1,140,049	-677,292	-524,818	-152,475	22.51% M
Work Health & Safety	-288,601	-168,042	-92,170	-75,871	45.15% M
Governance, Strategy & Risk	-1,910,766	-1,142,266	-930,929	-211,337	18.50% M
Finance	-2,281,465	-1,344,236	-1,399,476	55,240	-4.11% M
Information Technology	-1,145,962	-696,200	-642,915	-53,285	7.65% M
Public Relations & Stakeholder Engagement	-843,773	-519,712	-325,504	-194,207	37.37% M
Works	-1,934,616	-1,165,664	-1,014,089	-151,576	13.00% M
Design, Assets & Development	-1,765,454	-1,061,874	-730,504	-331,369	31.21% M
City Projects	-472,461	-281,599	-272,218	-9,380	3.33%
Parks, Leisure & Environment	-3,262,339	-1,955,385	-1,641,795	-313,590	16.04% M
City Facilities & Property	-1,255,776	-804,763	-636,037	-168,727	20.97% M
Planning Services	-1,983,991	-1,193,358	-962,303	-231,055	19.36% M
Safer Communities	-3,011,026	-1,807,296	-1,471,612	-335,684	18.57% M
Economic & Community Development	-1,066,758	-636,482	-622,869	-13,613	2.14%
Library, Culture & Place	-2,583,544	-1,572,023	-1,498,101	-73,922	4.70% M
Total Employee costs	-25,745,933	-15,502,804	-13,226,344	-2,276,460	14.68%
Materials and contracts					
Chief Executive Officer	-132,534	-69,782	-51,065	-18,717	26.82%
People & Culture	-242,948	-146,168	-106,441	-39,726	27.18%
Work Health & Safety	-92,750	-57,438	-37,259	-20,178	35.13%
Governance, Strategy & Risk	-586,013	-394,605	-253,107	-141,498	35.86% M
Finance	-755,818	-347,625	-347,586	-39	0.01%
Information Technology	-1,816,356	-1,113,057	-1,178,407	65,350	-5.87% M
Public Relations & Stakeholder Engagement	-1,001,048	-654,073	-525,643	-128,429	19.64% M
Works	-8,992,680	-3,829,130	-3,843,880	14,751	-0.39%
Design, Assets & Development	-596,929	-283,088	-159,981	-123,107	43.49% M
City Projects	-588,856	-138,880	-25,656	-113,224	81.53% M
Parks, Leisure & Environment	-5,458,255	-3,285,933	-2,470,972	-814,960	24.80% M
City Facilities & Property	-2,643,574	-1,340,441	-1,293,000	-47,441	3.54%
Planning Services	-431,372	-252,395	-125,522	-126,872	50.27% M
Safer Communities	-2,599,983	-1,550,420	-1,292,073	-258,348	16.66% M
Economic & Community Development	-1,923,387	-1,033,898	-978,325	-55,573	5.38% M
Library, Culture & Place	-2,047,807	-1,085,894	-815,907	-269,987	24.86% M
Total Materials and contracts	-29,910,308	-15,582,824	-13,504,824	-2,078,000	13.34%
Utility charges					
Chief Executive Officer	-4,153	-2,077	-3,953	1,876	-90.36%
People & Culture	-5,348	-2,674	-5,081	2,407	-90.00%
Work Health & Safety	-720	-420	-200	-220	52.38%
Governance, Strategy & Risk	-16,225	-8,112	-10,745	2,633	-32.45%
Finance	-10,521	-5,261	-7,354	2,094	-39.80%
Information Technology	-150,506	-90,720	-83,605	-7,114	7.84%
Public Relations & Stakeholder Engagement	-9,717	-4,859	-6,029	1,170	-24.09%
Works	-139,422	-92,387	-87,168	-5,220	5.65%
Design, Assets & Development	-10,183	-5,092	-6,885	1,793	-35.22%
City Projects	-1,740	-1,015	-1,024	9	-0.93%
Parks, Leisure & Environment	-239,791	-121,415	-121,416	1	0.00%
City Facilities & Property	-601,194	-300,597	-418,629	118,032	-39.27% M
Planning Services	-7,627	-3,814	-6,003	2,189	-57.41%
Safer Communities	-41,961	-20,981	-26,098	5,118	-24.39%
Economic & Community Development	-54,072	-27,036	-24,911	-2,125	7.86%

Attachment 12.12.1 Monthly Activity Statement January 2023

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Library, Culture & Place	-15,983	-7,992	-12,877	4,886	-61.14%
Total Utility charges	-1,309,163	-694,449	-821,978	127,529	-18.36%
Depreciation on non-current assets	-8,959,935	-5,226,629	-1,876,307	-3,350,321	64.10% M
Interest expenses					
Finance	-571,292	-290,465	-289,382	-1,083	0.37%
Total Interest expenses	-571,292	-290,465	-289,382	-1,083	0.37%
Insurance expenses					
Chief Executive Officer	-400	-400	0	-400	100.00%
People & Culture	-4,454	-4,454	-3,494	-960	21.55%
Governance, Strategy & Risk	-64,186	-63,686	-140,744	77,058	-121.00% M
Finance	-6,892	-6,892	-5,933	-959	13.91%
Information Technology	-11,281	-11,281	-10,630	-651	5.77%
Public Relations & Stakeholder Engagement	-14,502	-14,502	-14,183	-319	2.20%
Works	-169,586	-169,586	-126,231	-43,355	25.57%
Design, Assets & Development	-2,758	-2,758	-455	-2,303	83.52%
Parks, Leisure & Environment	-117,201	-117,201	-114,687	-2,514	2.15%
City Facilities & Property	-250,798	-250,798	-249,991	-807	0.32%
Planning Services	-1,278	-1,278	0	-1,278	100.00%
Safer Communities	-35,029	-35,029	-29,456	-5,573	15.91%
Economic & Community Development	-24,684	-24,684	-20,919	-3,765	15.25%
Library, Culture & Place	-873	-873	0	-873	100.00%
Total Insurance expenses	-703,922	-703,422	-716,722	13,300	-1.89%
Other expenditure					
Chief Executive Officer	-205,104	-120,443	-117,788	-2,655	2.20%
People & Culture	1,392,284	811,642	639,763	171,879	21.18% M
Work Health & Safety	382,071	225,899	129,630	96,269	42.62% M
Governance, Strategy & Risk	-2,596,702	-1,488,848	-1,315,775	-173,073	11.62% M
Finance	1,237,571	787,059	766,211	20,848	2.65%
Information Technology	3,173,169	1,908,302	1,910,424	-2,122	-0.11%
Public Relations & Stakeholder Engagement	-478,458	-306,035	-229,310	-76,724	25.07% M
Works	-895,451	-652,882	-619,454	-33,428	5.12%
Design, Assets & Development	-332,502	-200,653	-193,903	-6,750	3.36%
City Projects	-90,333	-53,366	-49,126	-4,240	7.94%
Parks, Leisure & Environment	-1,040,469	-615,338	-544,342	-70,997	11.54% M
City Facilities & Property	38,036	-33,252	-102,266	69,014	-207.55% M
Planning Services	32,462	17,721	-82,849	100,570	567.53% M
Safer Communities	-712,483	-422,188	-381,675	-40,514	9.60%
Economic & Community Development	-628,294	-384,686	-294,874	-89,811	23.35% M
Library, Culture & Place	-766,017	-460,331	-402,347	-57,984	12.60% M
Total Other expenditure	-1,490,221	-987,400	-887,683	-99,718	10.10%
Loss on asset disposals	-3,548	-3,548	0	-3,548	100.00%
	-68,694,322	-38,991,540	-31,323,240	-7,668,301	19.67%
Non-cash amounts excluded from operating activities	8,192,883	5,143,481	1,866,707	3,276,774	63.71% M
Amount attributable to operating activities	-48,915,596	-24,606,003	-19,735,624	-3,912,675	
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions					
Works	1,590,159	1,305,886	926,371	379,515	29.06% M
City Projects	1,182,213	0	219,164	-219,164	0.00% M
Parks, Leisure & Environment	0	0	281,519	-281,519	0.00% M
City Facilities & Property	250,000	250,000	240,731	9,269	3.71%
Planning Services	50,000	29,167	0	29,167	100.00%

Attachment 12.12.1 Monthly Activity Statement January 2023

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Total Non-operating grants, subsidies and contributions	3,072,372	1,585,053	1,667,784	-82,732	-5.22%
Payments for property, plant and equipment					
Chief Executive Officer	-67,980	-67,980	0	-67,980	100.00% M
People & Culture	-44,875	-44,875	0	-44,875	100.00%
Governance, Strategy & Risk	-26,000	0	0	0	0.00%
Information Technology	-893,686	-250,000	-147,160	-102,840	41.14% M
Public Relations & Stakeholder Engagement	-33,000	0	0	0	0.00%
Works	-393,115	-136,910	-94,177	-42,733	31.21%
Design, Assets & Development	-89,750	0	0	0	0.00%
City Projects	-44,875	0	0	0	0.00%
Parks, Leisure & Environment	-33,000	-33,000	-23,001	-9,999	30.30%
City Facilities & Property	-2,220,669	-147,637	-79,111	-68,526	46.42% M
Planning Services	-178,547	-106,789	0	-106,789	100.00% M
Safer Communities	-848,596	-348,498	-163,331	-185,168	53.13% M
Economic & Community Development	-44,875	-44,875	-1,798	-43,078	95.99%
Library, Culture & Place	-102,875	-4,167	-23,196	19,030	-456.71%
Total Payments for property, plant and equipment	-5,021,843	-1,184,731	-531,774	-652,957	55.11%
Payments for construction of infrastructure					
Works	-5,145,818	-1,864,420	-1,450,893	-413,527	22.18% M
City Projects	-3,064,680	-1,950,340	-1,678,903	-271,437	13.92% M
Parks, Leisure & Environment	-4,734,340	-2,226,893	-899,889	-1,327,005	59.59% M
Total Payments for construction of infrastructure	-12,944,838	-6,041,653	-4,029,684	-2,011,969	33.30%
Proceeds from disposal of assets					
Chief Executive Officer	46,350	0	0	0	0.00%
People & Culture	30,597	30,597	0	30,597	100.00%
Governance, Strategy & Risk	26,372	0	28,727	-28,727	0.00%
Information Technology	54,008	0	0	0	0.00%
Public Relations & Stakeholder Engagement	30,297	30,297	17,273	13,024	42.99%
Works	167,290	29,402	49,500	-20,098	-68.36%
Design, Assets & Development	55,574	0	69,364	-69,364	0.00% M
City Projects	29,878	29,878	0	29,878	100.00%
Parks, Leisure & Environment	20,512	20,512	0	20,512	100.00%
City Facilities & Property	54,577	0	0	0	0.00%
Planning Services	83,615	51,814	0	51,814	100.00% M
Safer Communities	266,622	119,576	27,455	92,121	77.04% M
Economic & Community Development	23,195	0	0	0	0.00%
Library, Culture & Place	53,492	0	0	0	0.00%
Total Proceeds from disposal of assets	942,379	312,076	192,318	119,758	38.37%
Amount attributable to investing activities	-13,951,930	-5,329,255	-2,701,355	-2,627,900	49.31%
FINANCING ACTIVITIES					
Repayment of borrowings	-595,216	-294,800	-294,800	0	0.00%
Transfers to cash backed reserves (restricted assets)	-6,531,379	0	0	0	0.00%
Transfers from cash backed reserves (restricted assets)	5,227,271	223,587	0	223,587	100.00% M
Amount attributable to financing activities	-1,899,324	-71,213	-294,800	223,587	-313.97%
Net current assets (budgeted) at start of fin. year - surplus/(deficit)	12,151,298	12,151,298	12,151,298		
Budgeted deficiency before general rates	-52,615,552	-17,855,173	-10,580,482		
Amount raised from general rates	53,115,552	52,927,256	52,851,167	-76,089	M
Net current assets at end of financial period - surplus/(deficit)	500,000	35,072,083	42,270,685		

13 Reports by the Chief Executive Officer

13.1 Request for leave of absence

Cr Sekulla requested a leave of absence for the period 1 March 2023 to 31 May 2023.

Recommendation

Davis moved, Carter seconded

That Cr Sekulla be granted a leave of absence for the period 1 March 2023 to 31 May 2023.

Carried Unanimously 8 votes to 0

13.2 Notice of motion

13.2.1 Notice of Motion (Cr Rossi) Stanton Road and Second Street Traffic

Attachment details

Attachment No and title	
1.	Stanton Road and Second Street, Redcliffe - Traffic and Road Related Photos [13.2.1.1 - 3 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	35/002; 118/009; 118/002
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

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

Purpose of report

To consider the Notice of Motion received from Councillor (Cr) Rossi for Council to implement measures to deal with increased traffic on Stanton Road and Second Street and work with WA Police to address speeding.

Summary and Key Issues

- Stanton Road/Second Street are Local Distributor roads under the Main Roads WA (MRWA) Road Hierarchy, typically this road type is not used as a through road for non-local traffic.
- The maximum desirable traffic volume for a Local Distributor road is 6,000 vehicles per day (vpd). The December 2022 survey indicates that Stanton Road/Second Street carries 12,849 vpd, while traffic flows indicate high traffic volumes early in the morning and late at night.
- Speed survey results on Stanton Road and adjacent side roads do not indicate a significant issue with speeding.
- The crash history analysis indicates low-cost traffic calming measures can be considered through the Black Spot Program, subject to approval by MRWA.
- The City's draft Redcliffe Station Precinct Activity Centre Plan (RSPACP) recognises movement considerations along Stanton Road and Second Street, promoting and prioritising alternative transport options.
- The use of Stanton Road/Second Street may become less popular over time due to recently deployed additional high frequency Public Transport Authority (PTA) bus stops and raised plateau treatments, coupled with existing traffic calming treatments and the finalisation of work associated with the Tonkin Gap Alliance (TGA) project.
- A routing analysis has confirmed that navigational aids currently favour the use of local roads and streets for accessing the Airport precinct rather than the desired sign posted route, however construction associated with the TGA project may impact route selection.
- "Business as usual" traffic movement will be clearer upon completion of the TGA project, currently forecast for early 2024.
- A citywide transport modelling project is being undertaken by the City to inform future improvements to the local road network (inclusive of Stanton Road and Second Street), with completion around mid-2025.
- Major upgrade works associated with Stanton Road/Second Street is not recommended until completion of the TGA project and finalisation of the transport modelling project.
- This report identifies potential actions to be taken in the interim to address concerns associated with traffic volumes on Stanton Road/Second Street.

Location

This report relates to Stanton Road, Redcliffe (which is approximately 1.2km in length) and adjoins Second Street (which is approximately 0.3km in length) at the final approach to the Redcliffe Station, refer to Figure 1 below. The route commences at Epsom Avenue, passes by two schools, an aged care facility and includes a bridge crossing over Tonkin Highway.

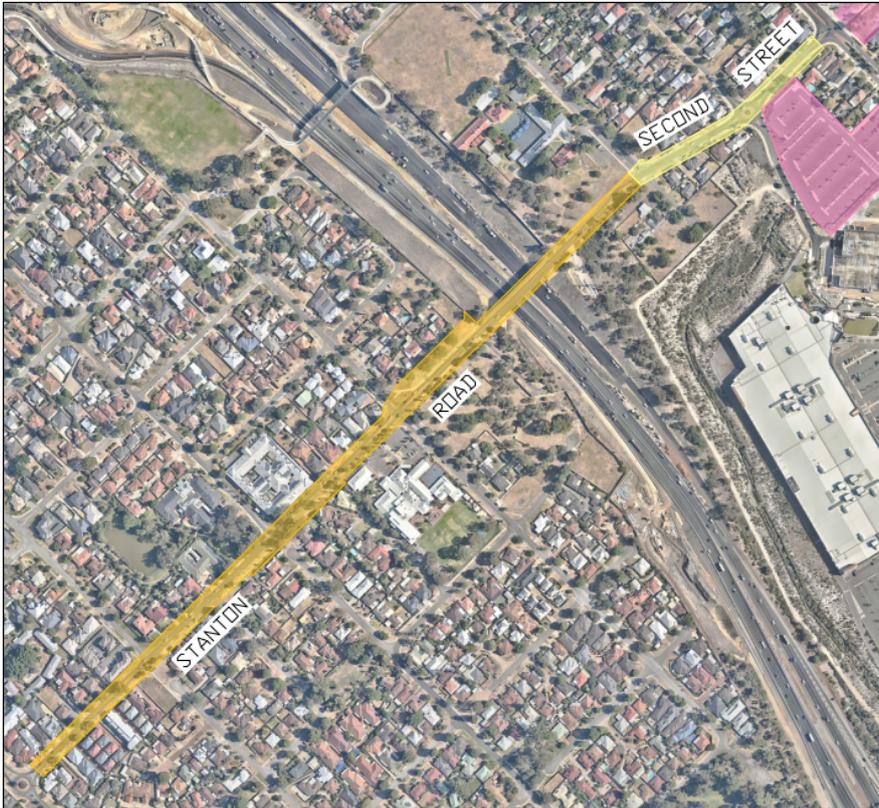


Figure 1: Stanton Road and Second Street

Consultation

There has been no specific consultation undertaken in respect of this matter. In the event further investigations are undertaken in accordance with the Officer Recommendation within this report, comprehensive consultation would be required with key stakeholders and relevant authorities.

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 2: Connected Belmont

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

Strategy: 2.4 Promote alternative forms of transport

Goal 5: Responsible Belmont

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

Policy implications

There are no policy implications associated with this report.

Statutory environment

There are no specific statutory requirements in respect to this matter.

Background

A Notice of Motion received from Cr Rossi reads as follows:

That the City implements measures to deal with the traffic on Stanton Rd & Second St and work with the police to address speeding on these two roads and in surrounding side roads.

Reasons:

The impact of the popular DFO and Costco along with the imminent opening of the train station has resulted in increased traffic on Stanton Road & connecting Second Street which needs to be addressed.

Two schools and two nursing homes are on these roads and safety should be a priority.

Officer comment

Route Description and Function

Stanton Road is classified as a Local Distributor road in the MRWA road hierarchy and operates under a built-up area speed limit of 50km/h. A 40km/h school speed zone applies on Stanton Road from east of Lyall Street to west of Boulder Avenue, which operates from 7.30am – 9:00am and 2.30pm – 4:00pm on school days. St Maria Goretti's Catholic School directly abuts Stanton Road in the vicinity of the Morrison Street intersection, while access to Redcliffe Primary School is located down Kanowna Avenue.

The route also includes the following features:

- Two slow points posted at 30 km/hr.
- Two raised plateau treatments recently installed by the City.
- Six PTA bus stops, inclusive of five recently installed bus stops on account of the Redcliffe Station commencing operations.

Refer to Attachment 13.2.1.1 for photos along the route.

The role and function of Stanton Road as defined in the MRWA Road Hierarchy for Western Australia Road Types and Criteria, includes references to key criteria as follows:

- Stanton Road should only provide a medium degree of connectivity. A minor role should apply in the context of the broader road network.
- The predominant purpose of Stanton Road is to facilitate the movement of traffic within local areas and connect access roads to higher order distributors. It should not be used as a through road for regional scale traffic.
- The maximum desirable volume of traffic is 6,000 vpd.
- Heavy vehicle traffic is permitted but preferably only to service properties.
- Intersection treatments are controlled with minor local area traffic management (LATM) or measures such as signing.

Traffic Volumes and Speeds

As noted above under the MRWA Road Hierarchy, Local Distributor roads such as Stanton Road have a maximum desirable volume of 6,000 vpd. The City undertakes traffic data analysis annually with the 2021 data reflecting that Stanton Road carried approximately 11,000 vpd (refer Table 1 below), with an increase to approximately 12,000 vpd in 2022 (refer Table 2 below). This increase will have been impacted by the opening of Redcliffe Station in October 2022 and the installation of additional PTA bus stops along the route to the Redcliffe Station.

Road	Location	Average Weekday Traffic	85th Percentile Speed (km/h)	% Commercial Vehicles
Stanton Road	Tonkin Highway to Kanowna Avenue	11,112	56.2	4.7%
Stanton Road	Morrison Street to Lyall Street	10,989	49.2	6.0%
Stanton Road	Moreing Street to Epsom Avenue	10,214	49	5.6%
Stanton Road	Lyall Street to Manuel Crescent	10,299	54.7	6.2%

Source: City of Belmont. Data collected in late November 2021, for a period of seven days.

Table 1: Stanton Road Traffic Volumes and Speeds (2021)

Road	Location	Average Weekday Traffic	85th Percentile Speed (km/h)	% Commercial Vehicles
Stanton Road	Tonkin Highway to Kanowna Avenue	12,849	51.1	5.8%
Stanton Road	Morrison Street to Lyall Street	12,387	48.8	8.0%
Stanton Road	Moreing Street to Epsom Avenue	10,926	46.6	6.5%
Stanton Road	Lyall Street to Manuel Crescent	11,087	52.6	6.7%

Source: City of Belmont. Data collected in mid-December 2022, for a period of seven days.

Table 2: Stanton Road Traffic Volumes and Speeds (2022)

A comparison of the above traffic volumes suggests that Stanton Road is carrying approximately double the maximum desirable traffic volume. These volumes may include a high percentage of regional trips travelling to and from the Airport precinct, however the exact proportion is not known in the absence of survey and modelling analysis. The traffic speed and percentage of commercial vehicles on Stanton Road is consistent with similar Local Distributor roads within the City.

The hourly traffic flows on Stanton Road show a high volume of peak week-day hourly traffic, equivalent to 1,048 vehicles per hour (vph) between 4pm and 5pm. Hourly traffic flows are significant throughout the day. It is noted that there is significant traffic as early as between 3am and 4am, with 139vph recorded. This rate increases to 529vph between 5am and 6am.

The elevated levels of traffic during off-peak periods indicate that many drivers favour use of Stanton Road over Great Eastern Highway to access the Airport precinct.

Traffic volume on Stanton Road was compared to other Local Distributor roads within close distance in the City of Belmont (refer Table 3). The traffic volume on Stanton Road exceeded volumes on all other compared roads. Comparable east-west connector roads such as Durban Street, Sydenham Street and Gabriel Street carry significantly less traffic.

Traffic volumes on Wright Street, which is a high traffic generator, were recorded adjacent to the Belmont Forum Shopping Centre. The recorded traffic volumes on Wright Street and Epsom Avenue were comparable with those on Stanton Road.

Road	Average Weekday Traffic	85 th Percentile Speed (km/h)	% Commercial Vehicles
Belvidere Street	6,270	34.4	6.3
Durban Street	3,252	56.2	3.9
Sydenham Street	5,046	55.4	5.0
Epsom Avenue	10,860	55.6	5.8
Gabriel Street	4,789	52.2	4.8
Wright Street	10,190	47.9	9.1

Source: City of Belmont. All traffic counts are taken from November 2021 data, for a fair comparison with Stanton Road.

Table 3: Traffic counts and speeds on other Local Distributor roads in the City of Belmont.

Traffic Volumes and Speeds on Adjacent Streets

Traffic volumes and speeds were also sourced for streets adjacent to Stanton Road, which have a direct connectivity to Great Eastern Highway, refer Table 4 below.

Road	Average Weekday Traffic	85 th Percentile Speed (km/h)	% Commercial Vehicles
Lyll Street	2,473	40.5	5.61
Moreing Street	473	40.7	9.13
Epsom Avenue (Smiths Ave to Durban St)	10,949	54.7	4.96

Source: City of Belmont. All traffic counts are taken from mid-December 2022 data, for a fair comparison with Stanton Road

Table 4: Traffic counts and speeds on adjacent roads to Stanton Road.

In summary, there are currently no significant speed issues, however these streets will continue to be monitored and subject to an annual survey.

Crash History

The five-year crash history along Stanton Road was obtained from MRWA. Overall, 18 crashes were recorded in the past five years:

- 72% of crashes resulted in property damage only
- Four crashes required medical treatment
- One crash required hospital treatment
- No fatal crashes were recorded.

Analysis of crash patterns suggests there is an over-representation of head on crashes and night crashes.

Stanton Road prequalifies as a Black Spot location at Federal and State level for local road sections. Any remedial measures which may also improve road safety could potentially have funding ability through the Black Spot Program. However, it should be noted that only remedial measures which address existing crashes can be funded and this would be subject to approval through the program.

Redcliffe Station Impacts

The METRONET Airport Rail Line officially opened in early October 2022 and this includes operation of the Redcliffe Station. Redcliffe Station is directly accessed from Stanton Road, which provides convenient access for vehicles west of Tonkin Highway to cross the bridge and drive to the station. The Redcliffe Station precinct is shown below as Figure 2.



Figure 2: Redcliffe Station Precinct

Redcliffe Station will also generate some vehicular traffic on Stanton Road associated with kiss and ride or park and ride activity. At the present time, it is difficult to assess the long-term net impact of Redcliffe Station on Stanton Road traffic, however this will be assessed through ongoing monitoring.

Redcliffe Station Precinct Activity Centre Plan

In response to the Forrestfield Airport Link project, the City engaged Taylor Burrell Barnett to prepare a planning framework (activity centre plan, scheme amendment and development contribution plan) to guide and facilitate development within the Development Area (DA) 6 precinct.

The draft RSPACP outlines the following movement network considerations relating to Stanton Road:

- Precinct is regularly used for through movements or 'rat-running' as a result of people using residential streets to avoid congestion on Great Eastern Highway for access/egress to the Airport precinct.

- Connectivity to the broader network is limited to Dunreath Drive and Stanton Road to the south and Coolgardie Avenue to the north, with a left in/left out at Boulder Avenue to Great Eastern Highway.
- Stanton Road and Second Street have been identified as key streets proposed to accommodate bus movements. Several measures inclusive of traffic calming, high quality pedestrian infrastructure and landscaping will help facilitate the safe and efficient connection of residents, visitors and employees to the network of public buses.

In December 2022, the Minister for Planning and WA State Governor both supported an improvement plan for the DA6 precinct. This provides for the Western Australia Planning Commission (WAPC) to progress the precinct in the form of an improvement scheme. The Department of Planning, Lands and Heritage has advised that the improvement scheme will be informed by strategic planning previously undertaken by the City and that the funding of infrastructure will be further considered as part of this process.

As noted in an earlier section of this report, traffic counts on Stanton Road show significant traffic as early as 5am in the morning and as late as 8pm in the evening, well outside the peak traffic hours on Great Eastern Highway. At these times, there is excess capacity on Great Eastern Highway however a substantial number of vehicles are still choosing to use Stanton Road to access the Airport precinct (refer Figure 3 below).

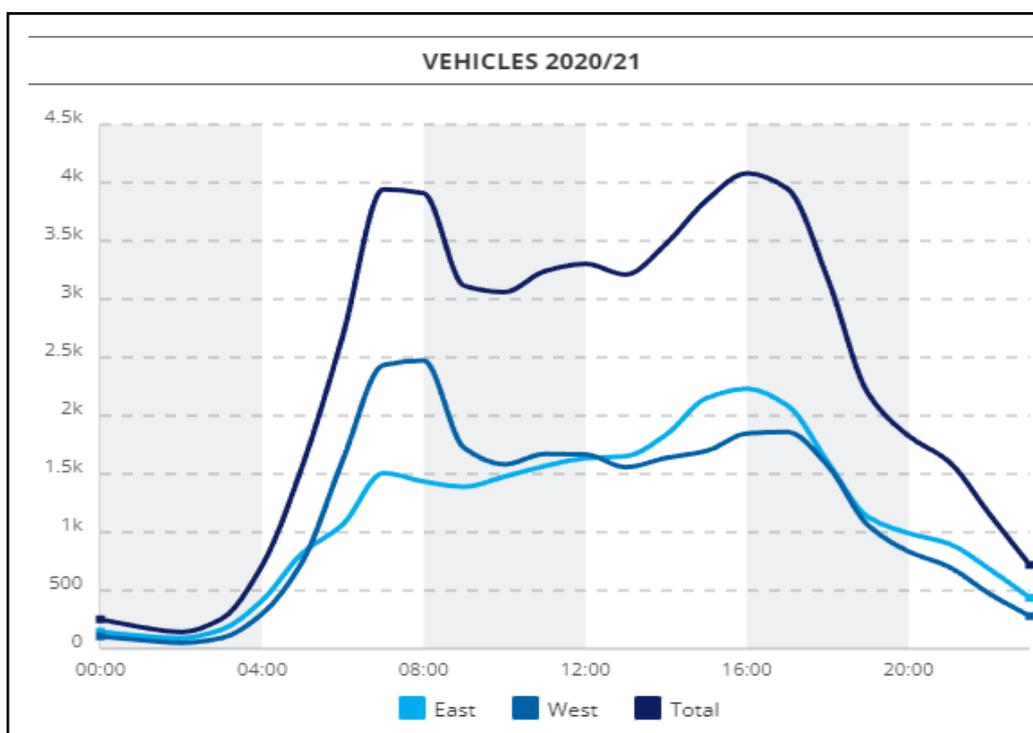


Figure 3: Hourly traffic flows on Great Eastern Highway

In summary, the City of Belmont and State Government agencies will work together to design roads within and external to the precinct, to reduce the opportunity and desirability of through-movements or “rat-runs” by undertaking upgrades to local roads to prioritise

slowing of vehicles with traffic calming devices and prioritising pedestrian and cyclist movements, and ongoing monitoring of Great Eastern Highway future upgrades.

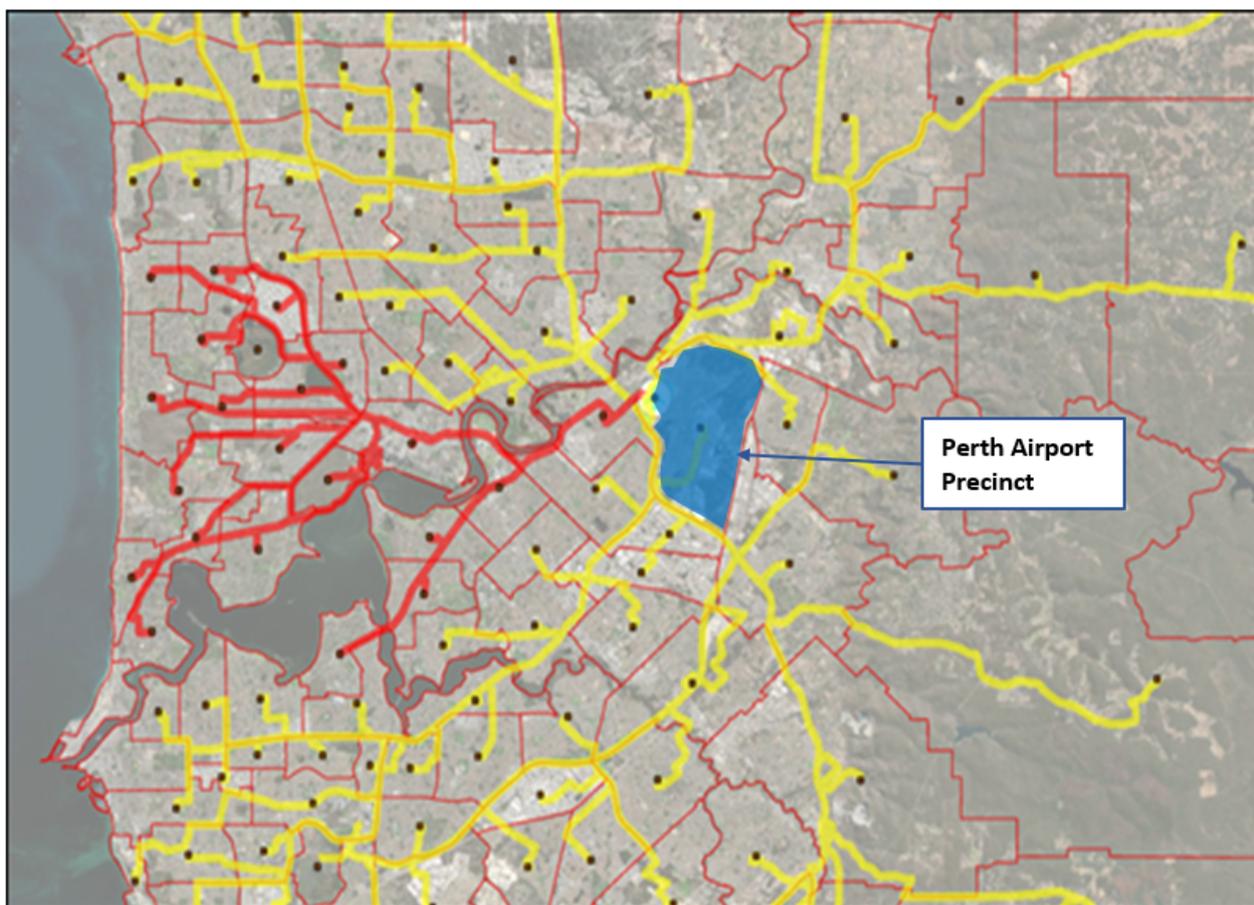
Routing Analysis and Google Maps

To investigate the possible reasons for the high traffic volumes on Stanton Road, a routing analysis was completed to determine the theoretical and optimal path or route, from one network location to another or multiple locations.

The optimum inbound routing from Statistical Area 2 (SA2) centroids to the Airport precinct is shown in Figure 4 below. The analysis indicates 13% of SA2 zones will choose to access the Airport precinct via Stanton Road.

Red routes indicate areas using Stanton Road and Second Street to access the Airport precinct. Yellow routes indicate areas using Tonkin Highway to access the Airport precinct (Dunreath Drive or Airport Drive).

It is relevant to note that major traffic generators for the Airport via Stanton Road include Perth CBD, Nedlands and Osborne Park.



Source: Australian Bureau of Statistics – Centroid Areas, ArcGIS – Routing Network Analysis.

Figure 4: Inbound routing from SA2 Centroids (existing)

The analysis was cross-checked with Google Maps navigation for the key SA2 zone of Perth CBD (Refer Figure 5). The routing analysis predicts an optimum route using Stanton

Road, which results in a travel time of 15 minutes and distance of 11.3km. Google Maps predicts a travel time of 14-20 minutes for the same distance and also recommends the same route.

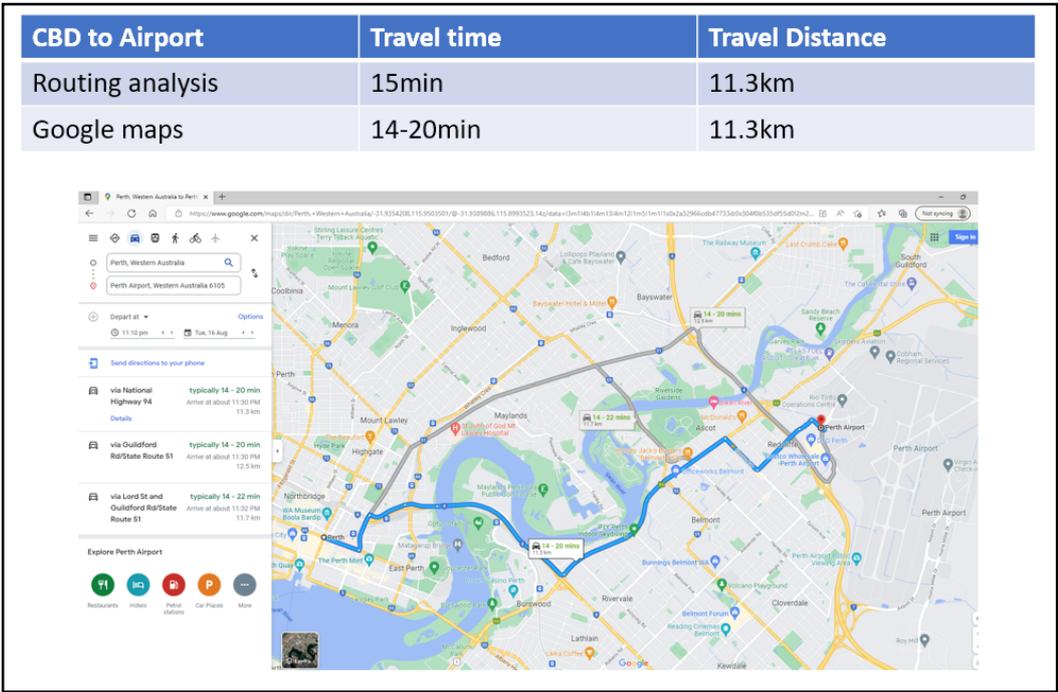


Figure 5: Routing Analysis and Google Maps comparison

Currently, Google Maps and other navigation products, route trips to access the Airport precinct via Stanton Road, which is favoured over Great Eastern Highway and Coolgardie Avenue. The analysis confirms that the navigation applications are correctly identifying Stanton Road as a quicker route, enabling motorists to bypass three sets of traffic lights and travel for a shorter distance. While the City has historically engaged with Google Maps (via MRWA) to request that traffic is not routed via Stanton Road on a number of occasions, Google Maps continues to recommend this route.

Re-routing of traffic in the Redcliffe area first commenced when MRWA closed Brearley Avenue between Great Eastern Highway and Dunreath Drive on 17 January 2017. This closure was necessary to facilitate construction of the new Redcliffe Station. This closure had the following implications:

- Traffic on Tonkin Highway and Great Eastern Highway (eastbound from Perth City) will access Airport Terminals T3 and T4 via the Dunreath Drive Interchange from Tonkin Highway.
- Westbound traffic on Great Eastern Highway will be directed to T3 and T4 via the recently upgraded intersection at Fauntleroy Avenue on Great Eastern Highway.
- First Street will remain open for local traffic movements in both directions.

The preferred route (as sign posted) for access to the Airport precinct, inclusive of the Direct Factory Outlet (DFO) and Costco attractions, is via Tonkin Highway.

In summary, the routing analysis has confirmed that Google Maps and most likely other navigational aids, are still directing and favouring the use of local roads and streets for accessing the Airport precinct, rather than the desired sign posted route.

It should also be noted that the ongoing construction works associated with the TGA project with the inconvenience of temporary ramps and detours, is likely to be influencing forecast trip times by Google Maps and therefore not favouring the sign posted and desired route. In particular, the Google Maps algorithm for route choice selection tends to avoid areas of the road network where there are construction works in progress on account of the time delays expected. As such, the normal, “business as usual” traffic movement regime will not resume until completion of the TGA project, currently forecast for early 2024. On this basis it would be prudent that the City does not proceed with major upgrade works associated with traffic calming on local city streets, until a full review of the City’s network is undertaken and the TGA project is complete. Interim investigations can be undertaken to identify potential solutions if traffic volumes are an ongoing issue after completion of the TGA project.

While the City has previously contacted MRWA’s Network Communications Section as the appropriate agency to engage with Google Maps, to change the route guidance information for the Airport precinct destination, the City will re-engage with MRWA regarding this matter.

Recent Route Infrastructure Works and Efficiency

There have been some recent infrastructure works implemented along the route, including an additional five bus stops installed by PTA.

The preferred configuration of these stops now requires the bus to stop on the through lane rather than on adjacent embayments. The presence of high frequency buses on the route will lead to more congestion and becoming less popular for vehicles, with alternative routes to access the Rail and Airport precincts being favoured and/or suggested by Google Maps (or other navigation devices).

The City has recently installed two raised plateau treatments, on both sides of the bridge approaches to calm traffic, which also compliments the existing two slow points posted at 30km/hr. In addition, there is the extended 40km/h school speed zone applying from east of Lyall Street to the west of Boulder Avenue, operating between the hours of 7.30am to 9am and 2.30pm to 4pm on school days.

It is relevant to note that the City has a budget provision to undertake a holistic citywide review of the road network including transportation modelling, which included reviewing Stanton Road through to Second Street. Based on the extent of this review and prioritisation being currently placed on the Abernethy Road route study, completion of the citywide study is not expected to be complete until late 2024-2025.

Access and Traffic Movements in the Vicinity of Schools

There are two schools along the route, St Maria Goretti's Catholic School and Redcliffe Primary School, with an extended 40km/hr speed zone operating during the morning and afternoon on school days.

Access to St Maria Goretti's Catholic School is either from Stanton Road or Morrison Street and the City is working collaboratively with the school to consider and implement measures to improve efficient access and traffic movements.

Access to Redcliffe Primary School is from Kanowna Avenue, which has significantly less traffic than Stanton Road. The City is not aware of any specific concerns however the City would liaise with the school as part of further investigations.

Conclusion

In summary, the findings of this report indicate that while there are no issues with vehicle speeds on the Stanton Road/Second Street route, there have been rising traffic volumes and concerns raised in relation to this route for some time. Factors influencing the use of this route include the closure of Brearley Avenue in 2017 and re-routing of traffic, coupled with the long-term impact of congestion on Tonkin Highway and the subsequent TGA project.

As highlighted within this report, the City is undertaking a holistic review of the City's road network through citywide transportation modelling and based on the extent of this review and consultation required, we expect the outcomes of this study not to be available until at least mid-2025. All relevant stakeholders shall be consulted, including MRWA, Department of Transport, PTA and the Department of Planning Lands and Heritage. On this basis, Stanton Road and Second Street should not be treated in isolation as a separate project.

In recognition of current resourcing challenges within the area allocated to the management of traffic related matters within the City, an impact on the timeline for the Abernethy Road route study is expected, if an investigation and business case for Stanton Road/Second Street is to be prioritised (depending on the extent of work).

Officer Recommendations

1. Continue to monitor traffic conditions and undertake further traffic volume and speed surveys for Stanton Road/Second Street, Lyall Street, Moreing Street and Epsom Avenue to assess the impact of the Redcliffe Station on an annual basis and consistent with all other streets in DA6.
2. Undertake advocacy measures such as deployment of the City speed trailer and consulting with WA Police.
3. Investigate feasible low cost traffic calming options along Stanton Road and Second Street that may qualify for funding under the Black Spot Program criteria.
4. Continue to liaise with various State Government agencies to progress the WAPC's improvement scheme details and associated funding contribution for the upgrade of

the Redcliffe Station precinct local roads infrastructure (inclusive of Stanton Road and Second Street).

5. Re-engage with MRWA (as the agency to contact Google Maps) to change the route guidance information for the Airport precinct destination.
6. Progress the Abernethy Road and associated citywide transport modelling project which will help inform the nature and timing of improvements to the local road network (inclusive of Stanton Road and Second Street).
7. Engage with large scale businesses within the Airport precinct to encourage their staff to use alternative routes other than Stanton Road/Second Street to access the Airport precinct.
8. Continue to work collaboratively with St Maria Goretti's Catholic School and Redcliffe School to improve access and traffic movements at these locations.

Financial implications

There are no financial implications evident at this time. A business case would need to be developed upon further investigation of the items noted under the Officer Recommendation above for significant modifications to the road network.

Discussions are currently in progress with various State Government agencies to confirm the improvement scheme details and associated funding contribution for the upgrade of the Redcliffe Station precinct local roads infrastructure.

Environmental implications

There are no environmental implications associated with this report.

Social implications

There are no social implications associated with this report.

Councillor Motion

That the City implements measures to deal with the traffic on Stanton Road and Second Street and work with the police to address speeding on these two roads and in surrounding side roads.

Reasons:

The impact of the popular DFO and Costco along with the imminent opening of the train station has resulted in increased traffic on Stanton Road & connecting Second Street which needs to be addressed.

Two schools and two nursing homes are on these roads and safety should be a priority.

Note:

Cr Sessions put forward the following Alternative Motion.

Alternative Councillor Motion

Sessions moved, Rossi seconded

1. Present investigation findings to Council on low-cost traffic calming options in May 2023 (as per point 3 on Officer recommendations, page 188 on OCM agenda 28February 2023) so Council may implement change.
2. Re-do the traffic count during next available time during the school term.
3. Review traffic counts and speeds once Tonkin Gap Project is complete and investigate permanent traffic solutions.
4. Investigate the temporary closure of the road at Central Ave after the entrance to the train station and before Dunreath Drive, once Tonkin Gap Project is finalised.
5. Implement temporary calming devices to be installed in 2023 between Lyall St and Epsom Ave

Carried Unanimously 8 votes to 0

Reasons:

1. The impact of the popular DFO and Costco along with the imminent opening of the train station has resulted in increased traffic on Stanton Road & connecting Second Street which needs to be addressed.

2. Two schools and two nursing homes are on these roads and safety should be a priority.
3. The traffic count is very high but was conducted from 10-17 December 2022 when both local schools were on holiday.
4. Until the Tonkin Gap project is complete in 2024, we cannot tell the accurate impact of traffic on Stanton Rd/Second Street.

NOTICE OF MOTION (CR ROSSI) STANTON ROAD AND SECOND STREET TRAFFIC
ATTACHMENT 1 – PHOTOGRAPHS OF SECOND STREET AND STANTON ROAD



Second Street: Public Transport Authority (PTA) bus stop and start of 40 km/hr school zone.



Stanton Road: Raised plateau traffic calming treatment view towards Kanowna Avenue on the left.

Attachment 13.2.1.1 Stanton Road and Second Street, Redcliffe - Traffic and Road Related Photos



Stanton Road: PTA bus stop.



Stanton Road: Vicinity of St Maria Goretti's Catholic School, view towards Morrison Street.



Stanton Road: Slow point at 30 km/hr, view towards Epsom Avenue.

13.2.2 Notice of Motion (Cr Davis) - Trees

Attachment details

Attachment No and title
Nil

Voting Requirement	:	Simple Majority
Subject Index	:	110/003; 47/016
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

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

Purpose of report

To consider the Notice of Motion received from Councillor (Cr) Davis for the City of Belmont to phase out the planting of introduced trees by 2024 and only plant Western Australian native trees within the City of Belmont.

Summary and key issues

- A request has been received from Cr Davis for the City to consider only planting Western Australian native tree species within the City of Belmont.
- The request has been considered against the City's Urban Forest Policy, Urban Forest Strategy, Canopy Plan, Street Tree Plan and the Environment and Sustainability Policy.
- The Urban Forest Policy contains commitments to manage a diverse and sustainable urban forest where increased planting in streetscapes, public open space and City managed lands is considered pivotal in achieving no net loss of canopy cover on City managed land.
- A policy change to prohibit non-native street tree species (trees that are not native to Western Australia) being planted would exclude 38 tree species from the current street tree planting list, reducing the approved street tree list to a total of four Western Australian native tree species.
- The reduction in approved trees for planting would reduce the City's capacity in achieving increases in urban tree cover. This is more relevant in streetscapes where non-native tree species tend to be more successful in achieving canopy cover.
- The City currently plants Western Australian native species within parks and reserves where space is available and site conditions are suitable.
- The City can investigate adding additional suitable Western Australian trees to the street tree planting list during the next review of the City's Street Tree Plan, however native Australian and Western Australian trees are not always successful in streetscape environments.
- Considering the Urban Forest Policy and the consequences that this Notice of Motion would have on the City's ability to achieve increases in urban tree cover, the officer recommendation is that the Notice of Motion not be supported.

Location

Not applicable.

Consultation

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

Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 3: Natural Belmont

Strategy: 3.1 Protect and enhance our natural environment

Policy implications

Urban Forest Policy

Should the Notice of Motion be supported, an amendment to the City's Urban Forest Policy would be required to commit to the planting of Western Australian native tree species only. This may however impact the same Policy's commitment to achieve an increase in tree canopy cover as it would effectively reduce the trees available for planting by 90%.

Further information is contained within this report, demonstrating the requirement to plant non-native species where no suitable Western Australian native alternative is available. For the purposes of clarity, when referring to non-native trees within this report, this reference indicates all trees that are not native to Western Australia and have been introduced to Western Australia either from other parts of Australia or internationally.

The following commitments, extracted from the City's Urban Forest Policy, are relevant to this Notice of Motion:

2. Managing trees as a collective (rather than as individuals) to achieve the retention and enhancement of a diverse, healthy, fit for purpose, low risk and sustainable urban forest.
3. Adopting a design philosophy for City projects that places priority on pedestrian amenity, landscaping and shade trees.
4. Increasing canopy cover within streetscapes, public open space and City managed land.
5. Ensuring that, through the implementation of current industry best practices and standards, all trees are able to grow to their full arboricultural potential.
6. No net loss of canopy cover on City managed land.

It is believed that removing non-native tree species from future planting programs would significantly reduce the City's strategic endeavours in upholding the Urban Forest Policy commitments 2 through to 6.

Environment and Sustainability Policy

The following commitment extracted from the City's Environment and Sustainability Policy is relevant to this Notice of Motion:

2. Protection and enhancement of the natural environment and biodiversity values within the City of Belmont, including remnant bushland, wetlands, river foreshore and waterways.

It is believed that removing non-native tree species from future planting programs would detract from enhancing the urban environment, particularly in areas where Western Australian native trees are not viable. Further information is contained within this report demonstrating the ecological advantages of continuing to plant non-native species.

Statutory environment

There are no specific statutory requirements in respect to this matter.

Background

A Notice of Motion received from Cr Davis is as follows:

‘That the City of Belmont phase out planting ‘introduced’ trees to Western Australia by 2024 and only plant Western Australian Native trees within the City of Belmont.’

Reasons:

1. Residents are concerned the City of Belmont are still planting non native trees in the City of Belmont.
2. Residents are concerned for the native fauna that thrive on the native Western Australian Trees.
3. The benefits of planting native trees to consider are providing food and shade for our native species, encouraging nesting of native species, drought heat resistant and non invasive root systems.

Officer comment

Phasing out the planting of non-native tree species and exclusively planting Western Australian native tree species by 2024 would have significant policy and strategic implications to the City of Belmont. Notwithstanding, the objective of the Urban Forest Policy, Urban Forest Strategy and Canopy Plan is to plant the most viable and appropriate tree in the most appropriate location. This is commonly regarded to as the ‘right tree, right location’ principle. This means that Western Australian native and non-native species are always planted where they are considered the most viable option. In the context of the below information, a ‘viable’ tree is one that will survive and thrive in its location and is able to grow to its full arboricultural potential.

The impacts of a Policy decision which excludes non-native tree species is elaborated below. The following five responses support the recommendation that the City continue to plant a mixture of Western Australian native and non-native tree species in appropriate locations.

- 1. Urban tree selection should achieve favourable outcomes, including supporting human and ecological/environmental values.**

1.1 Human and Urban Environment

The primary objective of the City's Urban Forest Strategy is to address tree and canopy loss in the urban environment. The Urban Forest Policy commits to:

5. Ensuring that, through the implementation of current industry best practices and standards, all trees are able to grow to their full arboricultural potential.

Both the City's Urban Forest Policy and Strategy recognise that tree loss impacts both human and ecological values for example:

- Increased urban heat, which has the potential to significantly impact urban liveability, health, and quality of life;
- The loss of urban vegetation (native or otherwise) removes ecological services that support local native fauna (foraging, nesting, roosting) and human health (cooling, air filtration, shade from sun); and
- Low canopy cover often results in urban environments which are unfavourable to live in.

Non-native tree species are commonly selected for planting in preference of Western Australian native trees, predominately in circumstances where non-native tree species will grow to their full arboricultural potential, whilst a Western Australian native tree would otherwise be unviable in that location.

Removing non-native trees from the City's Street Tree Planting list would result in 38 tree species being removed, reducing the total list from 42 to four, a breakdown of the 42 tree species is provided below:

- Four Western Australian native
- 13 Australian native (excluding Western Australia)
- 25 non-Australian

This would significantly impact the City's endeavours to address loss of trees within the streetscape as both Western Australian and Australian native trees are often unviable in streetscapes.

1.2 Ecological Services – Supporting food and shade for our native species, encouraging nesting of native fauna species

It is widely documented that the planting of non-native tree species provides ecological services to native bird species. As an example, a desktop assessment was undertaken to identify preferred trees for feeding, nesting and roosting for the Carnaby's Black Cockatoo (as an important local species).

The assessment found that:

- The Department of Parks and Wildlife (Government of Western Australia) and other sources¹ listed 141 Carnaby's Black Cockatoo supporting plant species, including trees, shrubs, herbs and grasses.

¹ Groom, C. 2011. Plants used by Carnaby's Black Cockatoo. Department of Environment and Conservation: Perth, Australia. www.dpaw.wa.gov.au/apps/plantsforcarnabys/index.html

- Of the 141 plant species, 23 are not Australian native, 13 are Australian native and 105 are Western Australian native species.
- 66 of the 141 species are trees, of which 15 trees are not Australian native, 12 are Australian native and 39 are Western Australian native species.

The Carnaby's Black Cockatoo list was then compared to the City's current Street Tree Inventory (historic trees and trees planted by the City):

- 32 street tree species (6,935 individual trees) are considered Carnaby's Black Cockatoo supporting trees.
 - 5 species are not Australian native (1,893 trees), 9 species are Australian native (514 trees), and 18 are Western Australian native tree species (4,528 trees).
- Of the listed trees, seven are on the City's current approved Street Tree Planting list:
 - 2 are not Australian native tree species (Norfolk Island Pine and Jacaranda), whereby there are 1,730 trees within streetscapes.
 - 3 are Australian native tree species (*Corymbia citriodora*, *C. maculata* and *Ficus hillii*) whereby 405 are within streetscapes.
 - 2 are Western Australian natives (*Agonis flexuosa* and *Callistemon viminalis*) whereby 3,767 trees are within streetscapes.

Considering the above, whilst the reasons outlined in the Notice of Motion is that phasing out non-native tree species will support fauna, it is well documented that non-native tree species are also important for vulnerable species, especially in urban environments where tree loss is prominent within streetscapes and private property.

In acknowledging this, the City needs to:

- maintain, as far as practicable, natural ecological values and address the impacts of a distinctly urban environment; and
- deploy urban forest efforts that are suitable to urban environments, appropriate for natural ecological values and address tree loss using suitable resources.

2. A wider selection of tree species achieves greater urban forest outcomes with trees growing to their full arboricultural potential in streetscapes, parks and natural areas (Urban Forest Policy Commitment 5 and Environment and Sustainability Policy Commitment 2)

A Policy decision to only plant Western Australian native tree species removes flexibility in ensuring that appropriate tree species are planted and achieve desirable outcomes for that location. Greater flexibility means a range of environmental, ecological and social benefits are achieved to support the City's community (human and ecological).

Johnstone, R., Kirkby, T., & Sarti, K. 2017. *The Distribution, Status Movements and Diet of the Forest Red-Tailed Black Cockatoo in the South-West with Emphasis on the Greater Perth Region*, Western Australia. Syrinx Environmental. 2014. *Curtin University: Tree Replacement Plan for Black Cockatoo Habitat Improvement*; Syrinx Environmental: Perth, Australia.

Currently, the City plants tree species that will provide the best benefit for its location and suitable for the conditions on site.

Through best practice, the City can select suitable species for parkland, natural areas and streetscapes. When selecting species for inclusion in confined spaces, especially streetscapes and car parks, it is essential to select a species that is likely to succeed. As highlighted within this report, in some cases Western Australian (and Australian) native species may not be practical or suitable for some locations. Blanketly excluding non-native tree species would place the City in a position of choosing to refuse planting trees in locations where the only viable option is a non-native species.

2.1 Streetscape Trees – Non-Australian trees outperform Australian natives

Historically, arboricultural efforts and research have proven that non-Australian tree species are generally more viable in streetscape environments and more successful in achieving canopy cover. Not all Australian and Western Australian native trees tolerate streetscape environments, especially in areas where they need continuous pruning (ie. under power lines) or where they would be impacted by soil compaction (caused by parking or traffic). This significantly reduces their growth and useful life expectancy, resulting in smaller canopy cover or the loss of the tree. It is relevant to note that some Australian and Western Australian native trees have been identified as being suitable for streetscapes and the City continues to plant these.

Non-native tree species however have been found to respond more positively in streetscape environments and can withstand pruning, often responding with epicormic (new) growth after pruning. Trees beneath powerlines or near to footpaths and crossovers often require pruning for safety measures, in this scenario the tree needs to respond favourably to the pruning rather than causing the tree to go into shock or to have no response to the pruning (ie each prune results in a loss of canopy). Therefore, depending on the constraints of the location and management requirements of the tree, non-Australian tree species are often the most viable for streetscapes whilst Australian and Western Australian natives can go into decline.

2.2 Natural areas/ecological trees

Notwithstanding the above, the selection of Western Australian native trees should otherwise be preferred in parklands and reserves. This also ensures that the ecological assemblages they support are in appropriate and safe locations. For example, trees which are favoured by the Carnaby's Black-Cockatoo for foraging, roosting or nesting should be planted in parks and natural areas where the animals are at a lower risk of vehicle strike or predation. Introducing these types of trees into streetscapes can risk placing the animals themselves in dangerous environments.

In acknowledging this, it is recommended that the City:

- Continue to plant Western Australian native trees in environmental areas, parks and in areas where conditions permit;
- As per the Environment and Sustainability Policy Statement 2, protect and enhance the natural environment and biodiversity values within the City of Belmont (including

remnant bushland, wetlands, river foreshore and waterways) through various revegetation projects; and

- Only plant non-native species where they are the most viable option and do not result in a negative environmental impact.

3. The phasing out of planting non-native trees in City operations will impact the Urban Forest Policy, with some commitments becoming unachievable

The following commitments within the Urban Forest Policy are considered pertinent in considering this Notice of Motion, as these commitments will be impacted should Council resolve to phase out non-native tree species in City operations (namely those planted in streetscapes).

- Commitment 2 - The City is committed to managing trees as a collective (rather than as individuals) to achieve the retention and enhancement of a diverse, healthy, fit for purpose, low risk and sustainable urban forest.

A revision to the Urban Forest Policy which only permits Western Australian native trees may exclude the collective benefits provided by both non-native species and Western Australian (and Australian) native species. As identified previously, tree selection needs to take into consideration appropriate species which are tolerant to the urban environment and are otherwise viable. Trees which are not viable would not achieve an enhanced, diverse, healthy or fit for purpose urban forest.

- Commitment 3 - Adopting a design philosophy for City projects that places priority on pedestrian amenity, landscaping and shade trees; and
- Commitment 4 - Increasing canopy cover within streetscapes, public open space and City managed land.

The majority of shade trees that actively reduce urban heat and improve landscape and streetscape amenity are non-native species, predominantly due to their physiology producing broader leaves which cool the local environment through evapotranspiration. Given that most Western Australian natives do not tolerate streetscape environments, the City could not achieve sufficient cover which would support urban liveability and support healthy active lifestyles of its residents, through the benefits of cooling and shade provision. Parklands and reserves have been historically planted with Western Australian natives as a preference.

- Commitment 6 - No net loss of canopy cover on City managed land.

Where existing non-native trees reach the end of their natural lives or are required to be removed, there may be cases where a replacement tree is not viable should only Western Australian natives be selected. This would place the City in a position of net loss of canopy cover in streetscapes.

In acknowledgment of this, it is recommended that the City continues to maintain its Urban Forest Policy position on selecting trees to increase canopy cover and enhance the collective urban forest.

4. The phasing out of planting non-native trees in City operations will impact the current street tree growing tender

In 2022 the City entered into a contract for the growth of streetscape and reserve trees for the period to 2026. This has been a significant investment whereby the awarded nursery is required to grow street and reserve trees to a specification which guarantees tree viability. The list of trees includes both non-native species and Western Australian native trees. In theory, the phasing out of non-native trees could only be achieved where a suitable Western Australian native replacement was available. However, as per the formerly stated points, the number of trees being grown and planted would reduce in circumstances where there is not a suitable alternative.

As the contractor has commenced growing trees to specification on behalf of the City for upcoming planting seasons, the elimination of non-native trees may result in the City forgoing stock currently being grown. Should the Notice of Motion be supported, the City will engage with the contractor to ascertain the full contractual implications in relation to the potential reduction in the supply of trees and whether the stock ordered could be reallocated to the contractor's other customers. In the event stock cannot be reallocated, it is anticipated that the financial impact would equate to approximately \$10,200.

In acknowledgement of this, it is recommended that the City continue to purchase and invest in viable streetscape and reserve trees with the view to increase canopy cover across the City.

5. Phasing out the planting of non-native trees in favour of Western Australian natives won't necessarily mean we achieve greater shade, drought resistance and remove invasive root systems

The growth habit and physiology of many Western Australian native trees is to remain sparse in canopy cover and foliage, as a means to reduce the loss of water through evapotranspiration. Therefore, some Australian and Western Australian natives achieve less shade than species introduced from overseas. Some Western Australian and Australian native trees also have root systems similar to species introduced from overseas, and all trees can be considered as having invasive root systems in certain conditions.

Notwithstanding, streetscapes are subject to natural drought (seasonal) and exacerbated drought caused by compacted root systems or the covering of permeable areas. For example, where trees are hemmed in by concreted surfaces, the available space to receive water and for roots to grow is reduced, causing drought conditions. The trees selected for street tree plantings are naturally tolerant to both seasonal drought and can withstand some drought caused by changing conditions.

Officer Recommendation

Based on the information provided in this report, it is recommended that the City retains the option to plant non-native (introduced) tree species where appropriate. The planting of Western Australian native trees and vegetation should continue to occur in parks and reserves and in streetscapes where space and/or conditions are appropriate.

The City can consider adding additional suitable Western Australian trees to the street tree planting list during the next review of the City's Street Tree Plan.

Financial implications

There are no financial implications evident at this time.

Environmental implications

There are no further environmental implications other than what have been stated within this report. The continued planting of Western Australian native and non-native species will uphold environmental and ecological values.

Social implications

There are no social implications associated with this report.

Councillor Motion

That the City of Belmont phase out planting 'introduced' trees to Western Australia by 2024 and only plant Western Australian Native trees within the City of Belmont.

Reasons:

1. Residents are concerned the City of Belmont are still planting non native trees in the City of Belmont.
2. Residents are concerned for the native fauna that thrive on the native Western Australian Trees.
3. The benefits of planting native trees to consider are providing food and shade for our native species, encouraging nesting of native species, drought heat resistant and non invasive root systems.

Note:

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

Procedural Motion

Wolff moved, Ryan seconded

In accordance with the *Standing Orders Local Law 2017* section 11.1(g) this item is to be referred back to an Information Forum for further discussion.

Carried 5 votes to 3

For: Bass, Carter, Davis, Ryan, Wolff

Against: Marks, Rossi, Sessions

I 4 Matters for which the meeting may be closed

Cr Sessions and Cr Rossi disclosed at Item 3 of the Agenda “Disclosure of Interest” an Impartiality Interest in the following item in accordance with Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021*.

Note:

The Presiding Member advised that in accordance with Section 5.23(2) of the *Local Government Act 1995* in order to discuss Confidential Item 14.1 Code of Conduct Matter, Council will need to go behind closed doors.

8.14pm Wolff moved, Sessions seconded that in accordance with Section 5.23(2) of the *Local Government Act 1995*, the meeting proceed behind closed doors to discuss Confidential Item 14.1 Code of Conduct Matter.

Carried 8 votes to 0

8.14pm Members of the public gallery departed the meeting.

8:14pm The Director Development and Communities, the Acting Director Infrastructure Services and the Coordinator Media and Communications departed the meeting and did not return.

8.14pm The Chief Executive Officer, the Governance and Compliance Adviser and the Governance Officer departed the meeting.

14.1 Code of Conduct Matter

Amended Officer Recommendation

Rossi moved, Carter seconded

That Council:

1. Note the Complaint – Alleged Breach Form submitted on 12 December 2022 as set out in Confidential Attachment 14.1.1.
2. Note the Independent Investigator’s report on the alleged breach as set out in Confidential Attachment 14.1.2.

Carried Unanimously 7 votes to 0

Ryan moved, Wolff seconded

That Council:

3. i) Confirm the alleged breach on page six of Confidential Attachment 14.1.2 has been substantiated.

Lost 1 vote to 6

Ryan moved, Wolff seconded

That Council:

3. ii) Confirm the alleged breach on page eight of Confidential Attachment 14.1.2 has been substantiated.

Lost 3 votes to 4

Rossi moved, Carter seconded

That Council:

4. Request the Director Corporate and Governance to write to both parties advising them of the outcome of the investigation and Council’s decisions regarding the alleged complaint.

Carried Unanimously 7 votes to 0

9.28pm Rossi moved, Carter seconded, that the meeting again be open to the public.

Carried 7 votes to 0

9.28pm The meeting came out from behind closed doors. No members of the public returned to the meeting.

9.28pm The Chief Executive Officer, the Governance and Compliance Adviser and the Governance Officer returned to the meeting.

15 Closure

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 9.32pm.

Minutes confirmation certification

The undersigned certifies that these Minutes of the Ordinary Council Meeting held on 28 February 2023 were confirmed as a true and accurate record at the Ordinary Council Meeting held 28 March 2023:

Signed by the Person Presiding: _____



PRINT name of the Person Presiding:

PHILIP MARKS

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