

Minutes

Ordinary Council Meeting

25 March 2025

By signing these minutes I certify that they were confirmed at the Ordinary Council Meeting held on Tuesday, 29 April 2025 by resolution of Council

Mayor Filomena Piffaretti
PRESIDING MEMBER

Meeting Procedures

1. All Council meetings are open to the public, except for matters dealt with under 'Confidential Items'.
2. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice prior to the meeting from a City Staff Member.
3. Members of the public may ask a question during 'Public Question Time'. Questions are limited to three per person before other members of the public will be invited to ask their questions. If there is sufficient time, the Presiding member may allow you to ask additional questions if there are no more questions from other members of the public.
4. Meeting procedures are in accordance with the City's *Standing Orders Local Law 2021*.
5. To facilitate smooth running of the meeting, silence is to be observed in the public gallery at all times, except for 'Public Question Time'.
6. Persons are not permitted to record (visual or audio) at the Council meeting without prior approval of the Council.
7. Council meetings will be livestreamed in accordance with the resolution of 24 August 2021. Images and voices may be captured and streamed. If you have any issues or concerns regarding the live streaming and recording of meetings, please contact the City's Governance team.
8. In the event of an emergency, please follow the instructions of City of Bayswater Staff.

City of Bayswater

61 Broun Avenue
Morley WA 6062

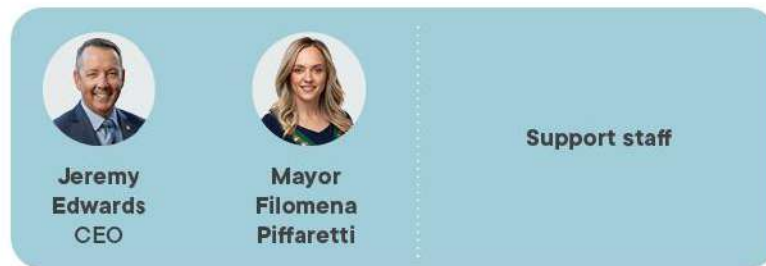
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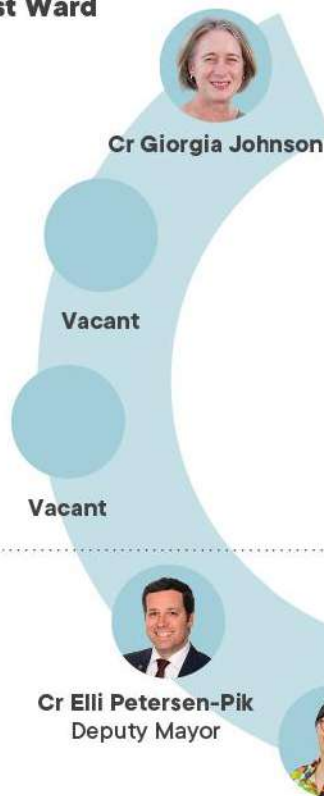
Telephone: 08 9272 0622
FAX: 08 9272 0665

Email: mail@bayswater.wa.gov.au

Council Chambers Seating Plan



West Ward



Central Ward



South Ward

North Ward



Public Gallery (including press)

Nature of Council's Role in Decision Making

Advocacy:	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive/Strategic:	The substantial direction setting and oversight role of the Council, e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative:	Includes adopting local law, town planning schemes and policies.
Review:	When Council reviews decisions made by officers
Quasi-Judicial:	<p>When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.</p> <p>Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits/licenses (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</p>

City of Bayswater Standing Orders Local Law 2021

6.9 DEPUTATIONS

- (1) Allowance has been established for deputations to be heard at Agenda Briefing Forums the week prior to the Ordinary Council Meeting by any person or group wishing to be received. A deputation may be heard at the Council meeting, Agenda Briefing Forum or a Committee meeting open to the public at the discretion of Council, and the depute is to either-
 - (a) apply, before the meeting, to the CEO for approval and can be considered in both a verbal and written format;
 - (b) with the approval of the Presiding Member, at the meeting; and-
 - (c) are to be received by 1.30pm on the day of the forum receiving the deputation.
- (2) Upon receipt of a request for a deputation the CEO must refer the request to the relevant Council meeting, Agenda Briefing Forum or a Committee meeting.
- (3) Unless the Presiding Member allows, a depute invited to attend the meeting is not to address the meeting for a period exceeding 5 minutes.
- (4) Unless given leave by the Presiding Member, only two members of the deputation may address the meeting, although others may respond to specific questions from Members.
- (5) For the purposes of this clause, unless Council, Agenda Briefing Forum or the Committee determines otherwise, a deputation is taken to comprise all those people either in favour of, or opposed to, the matter which is the subject of the deputation.
- (6) Unless Council, Agenda Briefing Forum or the Committee resolves otherwise, any matter which is the subject of a deputation to the Council, Agenda Briefing Forum or a Committee open to the public is not to be decided by Council, Agenda Briefing Forum or the Committee until the deputation has completed its presentation.
- (7) The Presiding Member may require deputations to leave the meeting while other deputations are being heard in relation to that matter.
- (8) A member of the public who makes a deputation is to state his or her name and address, however only the name will be published in the minutes.

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Minutes of the Ordinary Council Meeting of the Bayswater City Council which took place in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on Tuesday 25 March 2025.

1 Official Opening

The Presiding Member, Mayor Filomena Piffaretti, declared the meeting open at 7:00pm.

2 Acknowledgement of Country

The Presiding Member will deliver the Acknowledgement of Country.

Noongar Language

Ngalla City of Bayswater kaatanginy baalapa Noongar Boodja baaranginy, Wadjuk moort Noongar moort, boordiar's koora koora, boordiar's ye yay ba boordiar's boordawyn wah.

English Language Interpretation

We acknowledge the Traditional Custodians of the Land, the Whadjuk people of the Noongar Nation, and pay our respects to Elders past, present and emerging.

The Presiding Member, Mayor Filomena Piffaretti acknowledged the Traditional Custodians of the land, the Whadjuk people of the Noongar nation, and paid respects to Elders past, present and emerging.

3 Announcements from the Presiding Member

There were no announcements.

4 Attendance

Members

Mayor Filomena Piffaretti (Presiding Member)

South Ward

Cr Elli Petersen-Pik Deputy Mayor
Cr Nat Latter

North Ward

Cr Josh Eveson
Cr Sally Palmer
Cr Michelle Sutherland

Central Ward

Cr Assunta Meleca
Cr Steven Ostaszewskyj

West Ward

Cr Giorgia Johnson

Officers

Kym Leahy	A/Chief Executive Officer
Bianca Sandri	Director Community Services
Luke Botica	Director Infrastructure and Assets
Anna Gillespie	A/Director Corporate Services
Amanda Albrecht	Manager Governance and Strategy
Rebecca McKrill	Governance Officer (minute-taker)
Stuart Monks	Manager Financial Services
Alix Bray	Manager Property and Economic Development

Observers

Press - 0
Public - 13

4.1 Apologies

Jeremy Edwards Chief Executive Officer

4.2 Approved Leave of Absence

Elected Member	Date of Leave	Approved by Council
Mayor Filomena Piffaretti	17 March 2025 to 24 March 2025	Ordinary Council Meeting: 25.02.2025

4.3 Applications for Leave of Absence**COUNCIL RESOLUTION**

That Leave of Absence be granted as follows:

1. Cr Assunta Meleca from 23 April 2025 to 28 April 2025 inclusive; and
2. Cr Steven Ostaszewskyj from 16 April 2025 to 27 April 2025 inclusive.

Cr Sally Palmer Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY: 9/0

For: *Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.*

Against: *Nil.*

5 Disclosure of Interest Summary

In accordance with section 5.65 of the *Local Government Act 1995* (WA):

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

The following disclosures of interest were made at the meeting:

Name	Item No.	Type of Interest	Nature of Interest
Cr Nat Latter	10.4.1	Impartial	I know the artist mentioned in the report.
Cr Assunta Meleca	10.4.1	Impartial	The creative producer and Noongar artist mentioned in the report is known to me through my work at AGWA.
Cr Steven Ostaszewskyj	10.2.1	Impartial	The Underground Power Program is listed in the item, I have information from the Department that I have an interest in common in this topic.
Cr Steven Ostaszewskyj	10.2.2	Impartial	Wotton Reserve is mentioned in this report. I am a member of the Morley Windmills Sports Club, which leases the facility at Wotton Reserve.
Cr Steven Ostaszewskyj	10.5.2.4	Impartial	Morley Station Precinct Structure Plan is mentioned in the report. My mother's house is on the border of the catchment area of that structure plan boundary. The Underground Power Program is listed in the item, I have information from the Department that I have an interest in common in this topic, however the declaration may need to change in the future depending on the nature of the report.
Cr Giorgia Johnson	10.3.2	Proximity	I live opposite the precinct referred to in the alternative motion.
Cr Josh Eveson	10.2.2	Impartial	Wotton Reserve is listed in the report. Windmills lease the sports hall at Wotton Reserve. I am a member of the Windmills Sports Club.
Cr Sally Palmer	10.3.2	Impartial	One of the submissions was from the Bayswater Child Care Centre of which I am the Chairperson.
Cr Sally Palmer	10.5.1.4	Impartial	Mr Gary Warne gave a deputation not in support. I have known Gary in business partnership and ongoing normal friendship.
Cr Michelle Sutherland	10.3.2	Impartial	I know one of the applicants.

6 Public Question Time

In accordance with the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the *City of Bayswater Standing Orders Local Law 2021* the following procedures relate to public question time:

1. A member of the public who raises a question during question time, is to state his or her name and address.
2. Each member of the public with a question is entitled to ask up to 3 questions before other members of the public are invited to ask their questions. If there is sufficient time, the Presiding Member may allow additional questions if there are no more questions from other members of the public.
3. The minimum time to be allocated for public question time is 15 minutes.
4. Questions from the public must relate to a matter affecting the local government. Questions relating to matters of business listed on the agenda will be considered in the first instance, followed by questions relating to Council business not listed on the agenda.
5. A summary of each question raised by members of the public at the meeting and a summary of the response to the question will be included in the minutes of the meeting.
6. Where a question is taken on notice at the meeting, a summary of the response to the question will be provided in writing to the member of public and included in the agenda for the following meeting.

6.1 Responses to Public Questions Taken on Notice

Ordinary Council Meeting – 25 February 2025

Matthew Morgan

Question 3

Under the LCURS program, an area is completed every financial year. There are five more areas that need to be completed, before the Maylands Peninsula area is commenced. Therefore, Traylen road has six years to wait before LCURS can commence. Has the Council considered a Safe Active Roads project for Traylen road, Bayswater to expedite the implementation of traffic calming for Traylen road?

Response 3

Although the City has delivered several Low Cost Urban Road Safety (LCURS) treatments under this State Government program, the allocation of funding for the implementation in each of the precinct areas is subject to Main Roads WA. Funding is therefore not necessarily allocated on a per project per year basis.

Safe Active Street design features have not been considered for Traylen Road as the design elements require different parameters in addition to traffic calming and would not meet the criteria for LCURS funding.

Notwithstanding this, the City will undertake a traffic count survey of Traylen Road to determine if there is excessive speeding. Should the outcome from the survey demonstrate there is evidence of speeding, the City will consider appropriate calming measures irrespective of the LCURS funding program.

Diane Akhtar

Question 2

On 30 January 2025, Jeremy Edwards sent a letter inviting residents to the upcoming 26 February Master Plan Engagement Activity. Was it the same distribution list used for the previous meeting on 12 December 2024?

Response 2

The distribution list for the Maylands Lakes Environmental Restoration Masterplan Workshop was not the same as the list used for the Maylands Lakes Community Forum held Thursday 12 December 2024.

Question 3

How many people were on that list?

Response 3

It is estimated that 232 properties were on the list for the meeting held on 12 December 2024

Warren Lance

Question 1

I saw Jeremy Edwards and Bianca Sandri overseeing Lake Bungana on Friday 31 January, because I had been advised that on the video of the July Council meeting there was a discussion about denuding the islands. I asked Jeremy if this was discussed in July. He told me it was not but last month's minutes includes his response about the denuding of islands - "the City has been looking at a number of different strategies to try and improve the water quality and this one" (being the denuding of the islands) "has been discussed for approximately 10-12 months". So I would like to ask when it was discussed and with who?

Response 1

As mentioned above, the City has been looking at a number of strategies to try and improve the water quality at Maylands Lakes. The pruning of the vegetation had been discussed as part of these strategies and broad discussions. Previous pruning of vegetation had been conducted at one of the islands at Maylands Lakes and for the last 18 months the City's Executive Leadership Team and relevant staff meet on a weekly basis to discuss matters affecting Maylands Lakes.

6.2 Public Question Time

Public Question Time commenced at 7:07pm.

At 7:08pm Cr Elli Petersen-Pik - Deputy Mayor withdrew from the Council Chambers and returned at 7:09pm.

The following questions were submitted verbally and were in relation to items on the agenda:

David Dyke
Maylands
Item 10.1.3 Extraordinary Vacancy - West Ward

Question 1

Would Council consider an Extraordinary Election to fill one of the positions made vacant by (former) Councillors Clarke or Bull?

Response 1

Mayor Filomena Piffaretti advised that would be considered by the Council this evening.

Eleanor Hunter
Bayswater
Item 10.5.1.6 New Policy: Mayoral Vehicle

Question 1

Have we considered how when people pay their rates they come with strings attached, people want open, honest, transparent use of the money they give. Would this be viewed as being acceptable to a whole lot of scrutiny from our community?

Response 1

Mayor Filomena Piffaretti advised that was an item on the evening's agenda, which would be debated by the Council.

At 7:11pm, Cr Giorgia Johnson withdrew from the meeting.

Lisa Li
Bedford
Item 10.3.2 Future Use of 476 Guildford Road, Bayswater

Question 1

Does the Council know that the Neighbourhood Watch Asian Community Services are a registered Charity?

Response 1

Mayor Filomena Piffaretti advised that had been noted by the Council.

At 7:12pm, Cr Johnson rejoined the meeting.

Georgina Ker
Bedford
10.5.1.6 New Policy: Mayoral Vehicle

Question 1

There is mention of 20 out of 23 Tier 1 local governments currently providing a mayoral vehicle. How do they compare in terms of geographical size to the City of Bayswater and also is that a recent introduction or is that long standing policy?

Response 1

Amanda Albrecht, Manager Governance and Strategy, advised the local governments that were referenced in the report are Band 1 local governments, and they are in Band 1 because of their population size.¹

Question 2

Why doesn't the Presiding Member have to declare an interest in this item, given that it is the provision of a vehicle for their use?

Response 1

Amanda Albrecht, Manager Governance and Strategy, advised that under the *Local Government Act 1995*, some interests relating to fees, allowances and expenses do not need to be disclosed. When the Council is considering an expense that is set out in regulations², an exemption applies to declaring.

²*Local Government Act 1995, S5.63(1)(iii)*

Question 3

Reduced administration costs are mentioned by the City in terms of putting in mileage claims. How much of a financial saving is that likely to be compared to a \$100,000 outlay and \$27,000 a year costs?

Response 3

Amanda Albrecht, Manager Governance and Strategy advised that would depend on the number of reimbursement claims that the City receives. When the City receives a reimbursement claim, its process is to check the kilometres travelled, to check the Council calendar to clarify whether or not the travel occurred in relation to the Elected Member's roles and responsibilities, so there is a little bit of work that is required to be undertaken. It might be an hour or two a week for an administrative role, depending on the number of claims that were submitted.

¹ *Following the meeting, the Manager Governance and Strategy provided a correction to the response to Ms Ker.*

The criteria for allocating a local government to different classes are based on the bands set out in the Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members. Factors that may be used by the Salaries and Allowances Tribunal to allocate a local government to a band include population, budget, asset management, and the number of staff employed by the local government. This is not a recent introduction, the City of Bayswater has been classified as a Band One local government for some time.

Harry Bouzidis
Noranda
10.5.1.6 New Policy: Mayoral Vehicle

Question 1

According to the item, an executive level car will cost \$75,000 with operation costs between \$14,000 and \$27,000, giving a total of between \$89,000 and \$102,000 for this car. To compare, how much was the Mayor reimbursed in the last financial year for travel by road including taxis, ride share and personal car use?

Response 1

Mayor Filomena Piffaretti advised the question would be taken on notice.

The following questions were asked in person and did not relate to items on the agenda:

Laurence Butler
Bayswater
Verge Tree

Question 1

That you for advising you will be replace the tree on the adjoining property to me , but in the responses to public questions received in writing it says it is not linked with the planning and building approval previously issued for the adjoining property. Why is this being disassociated with the building development?

Response 1

Luke Botica, Director Infrastructure and Assets advised the reason why we say it is not connected to the development anymore is because the tree was originally planted by the developer and had an establishment period of about three years. It is normal practice for trees that are planted by developers to be handed back to the City after three years. It is then the City's responsibility to replace the tree.

Georgina Ker
Bedford
Rat Baits, Crime at Businesses

Question 1

In July 2024 at the Ordinary Council meeting there was a question asked by David Dyke about our friendly City and rat baits and the response given by the director was that the City does provide some first generation rat baits, so those are the ones that are not hazardous to the creatures that eat the rats. Last week a resident enquired at the City offices and was told that only second generation rat baits were provided, so I was wondering what had changed?

Response 1

Bianca Sandri, Director Community Services advised the question would be taken on notice.

Question 2

There have been reports of multiple attacks on the owner of Bayswater IGA in the last week. Can the City look at deploying CCTV and extra security patrols in the area?

Response 2

Bianca Sandri, Director Community Services advised security in the Bayswater Town Centre had been raised through elected members and the City is considering implementing a number of measures. The City has already increased security patrols in the area and is considering CCTV, noting there is already CCTV in the area.

The following questions were received in writing, and do not relate to items on the agenda:

Matthew Morgan

Bayswater

Subject: Traffic Calming on Traylen Road, Bayswater

Question 1

By Council design, Traylen Road has become a ‘rat run’. City of Belmont residents continue to ‘rat run’ through Traylen Road to avoid traffic on Guildford and Garratt main roads. City of Bayswater residents living on Traylen Road are subjected to higher risk of road trauma, dangerous speeding, road rage, noise and air pollution; and less vibrant, active streets. Accordingly, City of Belmont residents benefit, causing harm to City of Bayswater residents.

Has the Bayswater Council taken enough action on behalf of its residents on Traylen Road?

Response 1

During 2023, the City consulted with the Traylen Road residents regarding any speeding and/or rat running concerns and proposed installation of traffic calming treatments as a response to these concerns. These treatments have been designed and approved by Main Roads and are currently awaiting funding availability for implementation.

Question 2

City of Bayswater has undertaken numerous Traffic Counter surveys on Traylen Road. These findings were tabled in the December 2024 council meeting and confirmed Traylen Road residents are subjected to dangerous, excessive speeds within the 85th percentile. Despite this knowledge, no traffic calming safety improvements have been installed and LCURS has been postponed.

Is the City of Bayswater conducting unnecessary Traffic Counter surveys only to prove what is already known to create an illusion they are improving road safety?

Response 2

No. Traffic count surveys are conducted on a regular basis to assess traffic volumes, speeds and vehicle types.

Question 3

The 85th percentile of Motorists are exceeding dangerous speeds on Traylen road, Bayswater.

Are there any temporary traffic calming measures the council could install such as the previously installed one-way-slow-points on Roberts road or Burnside Street?

Response 3

Given the delay in implementing LCURS treatments, the City will explore the feasibility of temporary measures, subject to community consultation. In the meantime, Variable Message Boards can be installed to remind motorists of the speed limit.

Laurence Butler
Bayswater
Subject: Verge Tree

Question 1

The verge tree planted by the City of Bayswater (at ratepayers' expense) to replace one of the trees destroyed by builders outside 22 Langley Road, Bayswater has died and has been removed.

Will the City of Bayswater replace this tree? Could this be a case of letting developers have their way to remove trees without applications? The trees destroyed should have been protected by Australian Standards tree protection measures, which Council officers refused to enforce, and was a condition of development.

Response 1

The City has scheduled replacement of the tree for winter this year with a Eucalyptus torquata. The replacement of this tree is not linked to the development and building approvals previously issued for the adjoining property.

Public Question Time closed at 7:20pm.

7 Confirmation of Minutes

7.1 Ordinary Council Meeting

The Minutes of the Ordinary Council Meeting held on 25 February 2025 which have been distributed, be confirmed as a true and correct record.

Cr Elli Petersen-Pik - Deputy Mayor Moved, Cr Sally Palmer Seconded

CARRIED UNANIMOUSLY: 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

8 Presentations

8.1 Petitions

COUNCIL RESOLUTION

That Council note and receive the petition with 73 signatures from Harvey Tonkin, asking the City of Bayswater to keep the footpaths on the northern and eastern boundaries of Deschamp Reserve as a dog off-lead area and for lot 300 Deschamp Road, Noranda to be amended to be dog off-lead.

Cr Josh Eveson Moved, Cr Elli Petersen-Pik - Deputy Mayor Seconded

CARRIED: 6/3

For: *Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Josh Eveson, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.*

Against: *Cr Steven Ostaszewskyj, Cr Sally Palmer and Cr Michelle Sutherland.*

The petition will be forwarded to City Officers to be included in their deliberations and report on the matter that is the subject of the petition.

8.2 Presentations

Nil.

8.3 Deputations

The following deputations were heard at the Agenda Briefing Forum held on 18 March 2025:

10.3.2 Future Use of 476 Guildford Road Bayswater

In relation to item 10.3.2, Ramdas Sankaran was in attendance and spoke in support of the officer's recommendation.

In relation to item 10.3.2, Bernie Durkin (on behalf of the Asian Neighbourhood Watch Asian Community Services Group) was in attendance and spoke in opposition to the officer's recommendation.

10.5.1.4 Planning Policy Review: Significant Tree Register for Private Land Policy and Associated Guidelines

In relation to item 10.5.1.4, Gary Warne was in attendance and spoke in opposition to the officer's recommendation.

In relation to item 10.5.1.4, Michael Manganaro submitted a written deputation in opposition to the officer's recommendation.

In relation to item 10.5.1.4, Wendy Garstone submitted a written deputation in opposition to the officer's recommendation.

In relation to item 10.5.1.4, Gregg Moxham submitted a written deputation in support of the officer's recommendation.

8.4 Delegates Reports

Nil.

9 Method of Dealing With Agenda Business

With the exception of items identified to be withdrawn for discussion, the remaining reports will be adopted by exception (enbloc).

An adoption by exception resolution may not be used for a matter:

- (a) in which an interest has been disclosed;
- (b) that has been the subject of a petition or deputation;
- (c) that is a matter on which a Member wishes to make a statement; or
- (d) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

The following items were withdrawn and considered in the order shown:

Item Number	Reason for Withdrawal
10.3.2	This item was subject to deputations, a member wished to vote against the officer recommendation and interests were disclosed in relation to this item.
10.5.1.4	This item was subject to deputations, a member wished to move a motion that was different to the officer's recommendation and an interest was disclosed in relation to this item.
10.1.1	An absolute majority was required to carry this item.
10.1.2	A member wished to move this item.
10.1.3	An absolute majority was required to carry this item.
10.2.1	An absolute majority was required to carry this item and an interest was disclosed.
10.2.2	Interests were disclosed in relation to this item.
10.3.4	A member wished to make a statement.
10.3.5	A member wished to move this item.
10.4.1	A member wished to move this item and interests were disclosed in relation to this item.
10.5.1.5	A member wished to move a motion that was different to the officer's recommendation.
10.5.1.6	A member wished to move this item.
10.5.2.4	An interest was disclosed in relation to this item.

MOTION

That consideration of items 10.3.2 and 10.1.5.4, which were subject to deputations, be brought forward for consideration at the beginning of section 10.

Cr Sally Palmer Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY:9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

10 Reports**10.1 Office of the CEO Directorate Reports****10.1.1 Local Government Property Amendment Local Law 2025**

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required <i>ABSOLUTE MAJORITY REQUIRED</i> (for limb 1 only)
Attachments:	1. Final Local Government Property Local Law 2025 to make [10.1.1.1 - 4 pages] 2. Comments from Department of Local Government (redacted) [10.1.1.2 - 2 pages] 3. Local Government Property Amendment Local Law 2025 showing changes [10.1.1.3 - 30 pages]
Refer:	Item: 10.1.6 OCM; 10.12.2024 Item: 10.1.5 OCM: 24.09.2024

SUMMARY

The purpose of this report is to progress the amendments to the City's *Local Government Property Amendment Local Law 2025* as contained in **Attachment 1**, and to ensure compliance with the local law review process set out in the *Local Government Act 1995* (the Act) by making the City's *Local Government Property Amendment Local Law 2025* (the Amendment Local Law).

COUNCIL RESOLUTION**(OFFICER'S RECOMMENDATION)**

That Council:

1. **Makes the *City of Bayswater Local Government Property Amendment Local Law 2025* as contained in Attachment 1 of this report.**

ABSOLUTE MAJORITY REQUIRED

2. **Approves publication of the proposed *Local Government Property Amendment Local Law 2025* in the Government Gazette.**
3. **Approves local public notice of the proposed *Local Government Property Amendment Local Law 2025*.**

Cr Sally Palmer Moved, Cr Steven Ostaszewskyj Seconded

CARRIED UNANIMOUSLY BY AN ABSOLUTE MAJORITY: 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

BACKGROUND

In 2024, the City undertook an 8-year periodic review of the *Local Government Property Local Law 2016*. Following a period of public advertising, the Council resolved to amend the local law at its Ordinary Meeting of 24 September 2024.

At the Ordinary Council Meeting on 10 December 2024 Council approved the proposed Amendment Local Law for public advertising:

That Council:

1. *Approves the proposed Local Government Property Amendment Local Law 2024 as contained in Attachment 1 to this Report for the purposes of public advertising; and*
2. *Notes local public notice of the proposed Local Government Property Amendment Local Law 2024 will be given in accordance with section 3.12 of the Local Government Act 1995.*

EXTERNAL CONSULTATION

The Amendment Local Law was advertised for public comment for a period of 50 days from 19 December 2024 to 7 February 2025 on the City's website, in the Perth Now and West Australian Newspapers and on Notice Boards at the Civic Centre and the City's three Library's. No public comments were received.

In addition to the local public notice, information was also provided through the City's engagement hub 'Engage Bayswater', which included information about this local law, the review process and provided the opportunity for submissions to be uploaded.

The City also wrote to the Local Government Minister as part of the consultation process and received some feedback regarding minor edits as contained in **Attachment 2**. These minor edits are included within the final proposed *Local Government Property Amendment Local Law 2025* in **Attachment 1**.

The initial public advertising that formed part of the eight-year periodic review of the local law occurred from 4 July 2024 to 23 August 2024.

OFFICER'S COMMENTS

Proposed Changes in the Amendment Local Law (as advertised)

Definitions

As a result of the feedback received from the Cancer Council of WA as part of the first initial public consultation on whether to amend, repeal or retain this local law, and to update the City's local law with more contemporary terminology the City is proposing to include two new definitions, as follows:

e-cigarette means a portable device that is designed to generate or release an aerosol or vapour for personal use;

smoke and/or ***smoking*** means to:

- (a) *smoke, hold or otherwise have control over an ignited tobacco product;*
- (b) *light a tobacco product; or*
- (c) *use an e-cigarette;*

Unclaimed property

It is proposed that a clause be included as part of the proposed *Local Government Property Amendment Local Law 2025* regarding unclaimed items. Other local governments, such as the City of Joondalup, City of Stirling and City of Melville have all incorporated clauses relating to unclaimed items.

The City is proposing to add an additional clause 5.9 – "Unclaimed property in locker", which will provide staff with a structured approach for recording unclaimed property in lockers.

The keeping of an Unclaimed Property Register will help staff efficiently determine whether an individual's unclaimed property from a locker has been stored away and reduces liability on the City of Bayswater for giving back unclaimed property. This process will improve the confidence of individuals who hire City lockers that the City will maintain and return their property.

Clause 9.3 – “Disposal of lost property” states that *“An article left on any local government property, and not claimed within a period of 3 months, may be disposed of by the local government in any manner it thinks fit”*. The dates recorded in an unclaimed property register will assist staff in knowing whether the appropriate period of time has passed to allow disposal of unclaimed items without being in breach of clause 9.3. The Register can also be shown to individuals who dispute the time lapsed and question why their unclaimed item has been disposed of.

Increasing of Prescribed Offences – Schedule 1

The City is proposing to increase some of the modified penalties within the proposed local law within Schedule 1.

As these penalty amounts were set eight years ago it is considered appropriate to review them.

The City has undertaken a benchmarking exercise against several other local governments that have all recently reviewed their property local laws including:

- City of Joondalup
- City of Belmont
- City of Stirling
- City of Wanneroo
- City of Vincent
- City of Melville
- City of Perth
- City of Rockingham
- Town of Cottesloe

The City is proposing to increase some penalty amounts from \$125 to \$150 and to increase the two penalties that relate to the protection of flora and fauna from \$300 to \$350 to demonstrate the City's commitment to conservation and protection of the environment. These proposed increases are consistent with those made by the local governments listed above.

Correction to clause – 3.13(1) – Failure to obtain a permit

The City is proposing to delete an incorrect clause that is shown in Schedule 1 – Prescribed Offences 3.13(1) – “Failure to obtain a permit” as this is not reflected in the local law itself and therefore is unenforceable.

Proposed Changes in the Amendment Local Law (not advertised)

Feedback from the Department

The Department has requested that the Amendment Local Law be retitled *“Local Government Property Amendment Local Law 2025”* to reflect the fact that the Amendment Local Law will be made in 2025, rather than 2024 (when it was first advertised).

The Department has also requested in new Clause 5.9 - Unclaimed Property in locker – that the capital P be removed from the word “Property”.

These changes have been made to the Amendment Local Law.

Schedule 1 – Prescribed Offences

City officers have identified some minor corrections required to the Amendment Local Law since the time of advertising, these are:

Under ‘Schedule 1 – Prescribed Offences’, some cross-referencing errors have been identified, and the following corrections are proposed. These cross-referenced clauses have been corrected in the Table of Penalties to be inserted through the Amendment Local Law.

Item	Clause	Description	Modified Penalty (\$)
3	3.14(3) 3.13(3)	Failure to obtain permit to camp outside a facility	150
4	3.15(1) 3.14(1)	Failure to obtain permit for liquor	150
5	3.16 3.15	Failure of permit holder to comply with responsibilities	150

As these changes are administrative in nature and do not change the purpose or effect of the local law, they can be incorporated into the Amendment Local Law without further advertisement.

All changes are shown in a marked-up version of the Amendment Local Law in **Attachment 3**.

Next steps to make the Amendment Local Law

If the Council makes the amendment local law, the City’s administration must undertake the following procedural requirements:

- The CEO and Mayor are to sign the adopted local law together with the Common Seal.
- The Final Gazettal of the Amendment Local Law must appear in the Government Gazette. (The local law will then come into effect 14 days from appearing in the Government Gazette).
- A final Local Public Notice must be issued and relevant State Government Ministers advised.
- Documents including Council reports and public notices together an explanatory memorandum to be signed by the Mayor and the CEO and sent to the JSCDL within 10 days of the amendment local law appearing in the Government Gazette.
- The JSCDL will then scrutinise the Amendment Local Law and write back to Council to advise the outcome of their review.

LEGISLATIVE COMPLIANCE

Local Government Act 1995:

Section 3.12 sets out the procedure for making local laws, including public notices and gazettal.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer’s recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	low
Financial	Medium	low
Reputation and Stakeholders	Medium	low
Service Delivery	Medium	low
Environment	Low	low
Governance and Compliance	Low	low
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

The total cost of making the *City of Bayswater Local Government Property Amendment Local Law 2025*, which includes the public notices and final gazettal is approximately \$4,000.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

CONCLUSION

It is recommended that Council amends the *Local Government Property Local Law 2016* by making the *Local Government Property Amendment Local Law 2025* contained in **Attachment 1**. Any further significant amendments to the City's current local law are not recommended as amendments considered to be substantially different to the advertised draft would require re-advertising.

CITY OF BAYSWATER

LOCAL GOVERNMENT ACT 1995

**LOCAL GOVERNMENT PROPERTY AMENDMENT
LOCAL LAW 2025**

Local Government Act 1995

City of Bayswater

Local Government Property Amendment Local Law 2025

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Bayswater resolved on [insert date] to make the following amendment local law.

Part 1 - Preliminary

1. Citation

This local law may be cited as the *City of Bayswater Local Government Property Amendment Local Law 2025*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal Local Law

This local law amends the *City of Bayswater Local Government Property Local Law 2016* published in the *Government Gazette* on 18 July 2016 ("Principal Local Law").

Part 2 – Amendments

4. Clause 1.3 amended

Clause 1.3 is amended by inserting the following definitions for "e-cigarette" and "smoke and/or smoking" in alphabetical order:

e-cigarette means a portable device that is designed to generate or release an aerosol or vapour for personal use;

smoke and/or **smoking** means to:

- (a) smoke, hold or otherwise have control over an ignited tobacco product;
- (b) light a tobacco product; or
- (c) use an e-cigarette;

5. Clause 5.9 inserted

Following Clause 5.8, insert the following new Clause 5.9, and renumber existing clauses 5.9 to 5.14:

“5.9 Unclaimed property in locker

- (1) If an article in a locker is not claimed or collected within 48 hours after the date of hire, the article may be removed by an attendant or authorised person.
- (2) An attendant or authorised person must record in the Unclaimed Property Register, with respect to each article removed from a locker.
- (3) An attendant or authorised person must ensure that an article removed from the locker is stored at the place determined by the local government.
- (4) An attendant or authorised person may deliver to a person an article recorded in the Unclaimed Property Register on receiving:
 - a. satisfactory evidence of the person's right to obtain the article;
 - b. an accurate description of the article being claimed; and
 - c. payment of any outstanding fees or storage charges.
- (5) A person who receives delivery of an article from the Unclaimed Property Register must, by way of acknowledging receipt of the article, write their name and address and sign their name in the Unclaimed Property Register.
- (6) Neither the Manager or authorised person or employee of the local government shall in any way be responsible for any articles or money lost by or stolen from any person whilst in a centre or for any articles damaged whilst in or about a centre.”

6. Schedule 1 amended

Delete the Table in Schedule 1 of the Principal Local Law and insert the following Table:

Item	Clause	Description	Modified Penalty (\$)
1	2.4	Failure to comply with determination	150
2	3.6	Failure to comply with conditions of permit	150
3	3.13(3)	Failure to obtain permit to camp outside a facility	150
4	3.14(1)	Failure to obtain permit for liquor	150
5	3.15	Failure of permit holder to comply with responsibilities	150
6	4.2(1)	Behaviour detrimental to property	200
7	4.3	Take, injure or kill fauna	350
8	4.4	Remove or damage flora on local government property	350
9	4.5	Under influence of liquor or prohibited drug	150
10	4.10	Failure to comply with sign on local government property	150
11	5.6	Failure to comply with sign or direction on beach	150
12	5.7	Unauthorised entry to fenced or closed local government property	150
13	5.8	Gender not specified using entry of toilet block or change room	150
14	5.11	Failure to comply with direction of controller or notice on golf course	150
15	6.2(1)	Unauthorised entry to function on local government property	150

16	7.3	Unauthorised use of any part of jetty which is closed or under repair or construction	150
17	7.4	Mooring of boats in unauthorised manner	150
18	7.5	Unauthorised mooring of a boat to jetty	150
19	7.6	Failure to remove moored boat on direction of authorised person	150
20	7.7	Launching of boat from jetty without consent	150
21	7.8	Mooring when not ready to load or discharge cargo, at times not permitted or for longer than permitted	150
22	7.9	Unlawful storing of goods on jetty	150
23	7.10	Removing goods from jetty during other than permitted hours	150
24	7.11	Failure to remove cargo on jetty on direction of authorised person	150
25	7.12	Unauthorised deposit of bulk cargo on jetty	150
26	7.13	Tip or deposit anything on to a jetty so as to pollute the surrounding area	150
27	7.14	Fishing from jetty or bridge so as to obstruct a boat or another person	150
28	10.2	Failure to comply with notice	200

The COMMON SEAL OF THE CITY OF BAYSWATER was affixed by authority of a resolution of the Council in the presence of:

.....
FILOMENA PIFFARETTI
MAYOR

Dated:

.....
JEREMY EDWARDS
CHIEF EXECUTIVE OFFICER

[REDACTED]

From: Legislation <legislation@dlgsc.wa.gov.au>
Sent: Tuesday, 25 February 2025 3:20 PM
To: Mark Thornber
Subject: RE: City of Bayswater - Local Government Property Amendment Local Law 2024

Good afternoon [REDACTED]

This email is regarding this City's proposed Local Government Property Amendment Local Law 2024.

The Department's comments are provided below:

Public notice

The Shire has provided sufficient evidence of public notice as required by the local law checklist.

However, the Shire should be aware that the Act requires several kinds of notice to be issued in order for "local public notice" to have occurred (e.g. notice on website). The Shire should ensure that these additional elements have also been met.

Minor edits:

- The local law is going to be adopted in 2025 therefore, the title should be named "Local Government Property Amendment Local Law 2025".
- Clause 5.9 Unclaimed Property in locker – remove the capital P from the word "Property"

Minister's Directions – pursuant to s 3.12(7) of the *Local Government Act 1995*

Please note: once the City has published a local law in the *Government Gazette*, the City must comply with the requirements of the Minister's *Local Laws Explanatory Memoranda Directions 2010*. The City must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the Committee at the current address:

Committee Clerk
Joint Standing Committee on Delegated Legislation
Legislative Council Committee Office
GPO Box A11
PERTH WA 6837
Email: delleg@parliament.wa.gov.au
Tel: 9222 7404
Fax: 9222 7805

A copy of the Explanatory Memoranda forms can be downloaded from the Department of Local Government, Sport and Cultural Industries website at www.dlgsc.wa.gov.au. A copy of the Directions is also available at the Committee's webpage at the Parliament WA website. Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- have been provided to assist the City with drafting matters in relation to the local law;
- do not constitute legal advice;
- have been provided in good faith for the City's consideration; and
- should not be taken as an approval of content.

The City should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the City's policies and objectives.

Kind Regards,



legislation



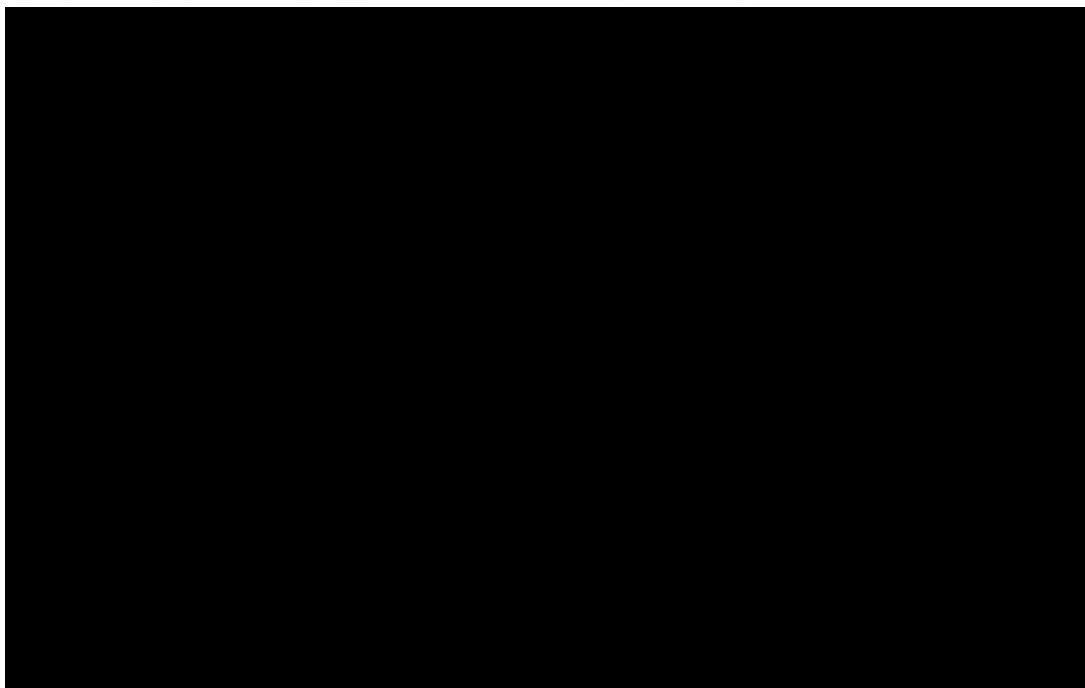
Department of
Local Government, Sport
and Cultural Industries



DLGSC
PO Box 8349, Perth Business Centre WA 6849

legislation@dlgsc.wa.gov.au
www.dlgsc.wa.gov.au

The Department of Local Government, Sport and Cultural Industries acknowledges Aboriginal people throughout Western Australia as the Traditional Owners and Custodians of the lands, waters, and communities in which we operate.





Western Australia

LOCAL GOVERNMENT ACT 1995

CITY OF BAYSWATER
LOCAL GOVERNMENT PROPERTY [AMENDMENT](#)
LOCAL LAW 20[1625](#)

Local Government Act 1995

LOCAL GOVERNMENT PROPERTY [AMENDMENT](#) LOCAL LAW 201625

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CITY OF BAYSWATER

LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 20~~25~~⁴⁶

Under the powers conferred by the *Local Government Act 1995* and all other powers enabling it, the Council of the City of Bayswater resolved on ~~31 May 2016~~ (insert date) to make the following local law.

PART 1 – PRELIMINARY

1.1 Citation

This local law may be cited as the City of Bayswater *Local Government Property Amendment Local Law* 2025.

1.2 Commencement

~~1.3~~ This local law commences on the 14th day after the day on which it is published in the *Government Gazette* and amends the City of Bayswater Local Government Property Local Law 2016.

4.41.3 Definitions

In this local law unless the context otherwise requires

Act means the *Local Government Act 1995*;

applicant means a person who applies for a permit under clause 3.2;

authorised person means a person authorised by the local government under section 9.10 of the Act to perform any of the functions of an authorised person under this local law;

boat means any ship, vessel or structure capable of being used in navigation by water, however propelled or moved, and includes a jet ski;

building means any building which is local government property and includes a

- (a) hall or room;
- (b) corridor, stairway or annexe of any hall or room, and includes all plumbing, electrical installations, fixtures, fittings, furniture and other contents, owned or under the care, control and management of the local government; and
- (c) a jetty;

CEO means the chief executive officer of the local government;

commencement day means the day on which this local law comes into operation;

Council means the council of the local government;

controller means the person or persons for the time being appointed by the local government to direct, control and manage a golf course and includes any assistant to the controller approved in writing by the local government;

Council means the council of the local government;

date of publication means, where local public notice is required to be given of a matter under this local law, the date on which notice of the matter is published in a newspaper circulating generally throughout the district;

determination means a determination made under clause 2.1;

district means the district of the local government;

e-cigarette means a portable device that is designed to generate or release an aerosol or vapour for personal use;

function means an event or activity characterised by all or any of the following:-

- (a) formal organisation and preparation;
- (b) its occurrence is generally advertised or notified in writing to particular persons;
- (c) organisation by or on behalf of a club;
- (d) payment of a fee to attend it; and
- (e) systematic recurrence in relation to the day, time and place;

golf course means all that portion of land which is set aside and laid out as a golf course and includes all tees, fairways, greens, adjacent rough areas, practice tees, practice fairways, practice greens and any driving range; and all buildings, structures, fittings, fixtures and equipment forming part thereof;

law, the system of rules which are applicable to Western Australia or the Commonwealth and is recognised as regulating the actions of its members and which it may enforce by the imposition of penalties.

liquor has the same meaning as is given to it in section 3 of the *Liquor Control Act 1988*;

local government means the City of Bayswater;

local government property means anything except a thoroughfare

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an otherwise unvested facility within section 3.53 of the Act;

manager means the person for the time being employed by the local government to control and manage a pool area or other facility which is local government property and includes the person's assistant or deputy;

model aircraft means a drone not used for commercial or research purposes;

permit means a permit issued under this local law;

permit holder means a person who holds a valid permit;

person does not include the local government;

pool area means any swimming and wading pools and spas and all buildings, structures, fittings, fixtures, machinery, chattels, furniture and equipment forming part of or used in connection with such swimming and wading pools and spas which are local government property;

Regulations means the *Local Government (Functions and General) Regulations 1996*;

sign includes a notice, flag, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols;

smoke and/or smoking means to:

- [\(a\) smoke, hold or otherwise have control over an ignited tobacco product;](#)
- [\(b\) light a tobacco product; or](#)
- [\(c\) use an e-cigarette;](#)

trading means the selling or hiring, or the offering for sale or hire of goods or services, and includes displaying goods for the purpose of:

- (a) offering them for sale or hire;
- (a) inviting offers for their sale or hire;
- (b) soliciting orders for them; or
- (c) carrying out any other transaction in relation to them; and

vehicle includes:

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
- (b) an animal being ridden or driven,

but excludes:

- (c) a wheel-chair or any device designed for use, by a physically impaired person on a footpath;
- (d) a pram, a stroller or a similar device; and
- (e) a boat.

4.51.4 Interpretation

In this local law unless the context otherwise requires a reference to local government property includes a reference to any part of that local government property.

4.61.5 Application

- (1) This local law applies throughout the district.
- (2) Notwithstanding anything to the contrary in this local law, the local government may [_](#)
 - (a) hire local government property to any person; or
 - (b) enter into an agreement with any person regarding the use of any local government property.
- (3) This local law is subject to any written law and any law of the Commonwealth about assistance animals as defined in section 9(2) of the *Disability Discrimination Act 1992* (Commonwealth).

4.71.6 Repeal

- (1) The following local laws are repealed.
 - (a) By-laws relating to Controlling of Reserves published in the *Government Gazette* on 15 July 1938 and amendments; and
 - (b) By-laws relating to Bayswater Public Golf Course published in the *Government Gazette* on 26 February 1965 and amendments; and
 - (c) By-laws relating to Bayswater Aquatic Centre published in the *Government Gazette* on 30 July 1982 and amendments; and
 - (d) By-laws relating to Use of Halls and Other Buildings published in the *Government Gazette* on 25 January 1985 and amendments; and

- (2) Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.
- (3) The Council may resolve that notwithstanding subclause (2), specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.

PART 2 – DETERMINATIONS IN RESPECT OF LOCAL GOVERNMENT PROPERTY

Division 1 - Determinations

2.1 Determinations as to use of local government property

- (1) The local government may make a determination in accordance with clause 2.2 -
 - (a) setting aside specified local government property for the pursuit of all or any of the activities referred to in clause 2.7;
 - (b) prohibiting a person from pursuing all or any of the activities referred to in clause 2.8 on specified local government property;
 - (c) as to the matters in clauses 2.7(2) and 2.8(2); and
 - (d) as to any matter ancillary or necessary to give effect to a determination.
- (2) The determinations in Schedule 2 -
 - (a) are to be taken to have been made in accordance with clause 2.2;
 - (b) may be amended or revoked in accordance with clause 2.6; and
 - (c) have effect on the commencement day.

2.2 Procedure for making a determination

- (1) The local government is to give local public notice of its intention to make a determination.
- (2) The local public notice referred to in subclause (1) is to state that -
 - (a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;
 - (b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and
 - (c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.
- (3) If no submissions are received in accordance with subclause (2)(c), the Council is to decide to -
 - (a) give local public notice that the proposed determination has effect as a determination on and from the date of publication;
 - (b) amend the proposed determination, in which case subclause (5) will apply; or
 - (c) not continue with the proposed determination.
- (4) If submissions are received in accordance with subclause (2)(c) the Council is to -
 - (a) consider those submissions; and
 - (b) decide
 - (i) whether or not to amend the proposed determination; or
 - (ii) not to continue with the proposed determination.
- (5) If the Council decides to amend the proposed determination, it is to give local public notice -
 - (a) of the effect of the amendments; and
 - (b) that the proposed determination has effect as a determination on and from the date of publication.

- (6) If the Council decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the date of publication.
- (7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).
- (8) A decision under subclause (3) or (4) is not to be delegated by the Council.

2.3 Discretion to erect sign

The local government may erect a sign on local government property to give notice of the effect of a determination which applies to that property.

2.4 Determination to be complied with

A person shall comply with a determination.

2.5 Register of determinations

- (1) The local government is to keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6.
- (2) Sections 5.94 and 5.95 of the Act are to apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

2.6 Amendment or revocation of a determination

- (1) The Council may amend or revoke a determination.
- (2) The provisions of clause 2.2 are to apply to an amendment of a determination as if the amendment were a proposed determination.
- (3) If the Council revokes a determination it is to give local public notice of the revocation and the determination is to cease to have effect on the date of publication.

Division 2 – Activities which may be pursued or prohibited under a determination

2.7 Activities which may be pursued on specified local government property

- (1) A determination may provide that specified local government property is set aside as an area on which a person may -
 - (a) bring, ride or drive an animal;
 - (b) take, ride or drive a vehicle, or a particular class of vehicle;
 - (c) fly or use a motorised model aeroplane;
 - (d) use, launch or sail a motorised model boat, including electronic and remote-controlled model boats;
 - (e) launch, beach or leave a boat;
 - (f) take or use a boat, or a particular class of boat;
 - (g) use a children's playground provided that the person is under an age specified in the determination, but the determination is not to apply to a person having the charge of a person under the specified age;
 - (h) deposit refuse, rubbish or liquid waste, whether or not of particular classes, and whether or not in specified areas of that local government property;
 - (i) play or practice
 - (i) golf or archery; or

- (ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property.
- (2) A determination may specify the extent to which and the manner in which an activity referred to in subclause (1) may be pursued and in particular -
 - (a) the days and times during which the activity may be pursued;
 - (b) that an activity may be pursued on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is to be taken to be prohibited on all local government property other than that specified in the determination;
 - (d) may limit the activity to a class of vehicles, boats, equipment or things, or may extend it to all vehicles, boats, equipment or things;
 - (e) may specify that the activity can be pursued by a class of persons or all persons; and
 - (f) may distinguish between different classes of the activity.

2.8 Activities which may be prohibited on specified local government property

- (1) A determination may provide that a person is prohibited from pursuing all or any of the following activities on specified local government property -
 - (a) smoking on premises;
 - (b) bring, ride or drive an animal;
 - (c) riding a bicycle, a skateboard, rollerblades, a sandboard or a similar device;
 - (d) taking, riding or driving a vehicle on the property or a particular class of vehicle;
 - (e) riding or driving a vehicle of a particular class or any vehicle above a specified speed;
 - (f) use, launch or fly motorised model aeroplanes, helicopters, drones, gliders or rockets that are propelled by electrical, mechanical, hydraulic, combustion or pyrotechnic means;
 - (g) use, launch or sail a motorised model boat, including electronic and remote-controlled model boats;
 - (h) taking or using a boat, or a particular class of boat;
 - (i) the playing or practice of -
 - (i) golf, archery, pistol shooting or rifle shooting; or
 - (ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
 - (j) the playing or practice of any ball game which may cause detriment to the property or adjacent property or any fauna on the property;
 - (k) fishing, boating, kayaking or any other water sport activity on lakes or water bodies signposted as wildlife reserves;
 - (l) the release of 20 or more balloons gas-inflated balloons at or about the same time; and
 - (m) the traversing of land which in the opinion of the City has environmental value warranting such protection, either absolutely or except by paths provided for that purpose
- (2) A determination may specify the extent to which and the manner in which a person is prohibited from pursuing an activity referred to in subclause (1) and, in particular -
 - (a) the days and times during which the activity is prohibited;
 - (b) that an activity is prohibited on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is prohibited in respect of a class of vehicles, boats, equipment or things, or all vehicles, boats, equipment or things;

- (d) that an activity is prohibited in respect of a class of persons or all persons; and
- (e) may distinguish between different classes of the activity.
- (3) In this clause -
premises means a building, stadium or similar structure which is local government property, but not an open space such as a park or a playing field.

Division 3 - Transitional

2.9 Signs taken to be determinations

- (1) Where a sign erected on local government property has been erected under a local law of the local government repealed by this local law, then it is to be taken to be and have effect as a determination on and from the commencement day, except to the extent that the sign is inconsistent with any provision of this local law or any determination made under clause 2.1.
- (2) Clause 2.5 does not apply to a sign referred to in subclause (1).

PART 3 – PERMITS

Division 1 - Preliminary

3.1 Application of Part

This Part does not apply to a person who uses or occupies local government property under a written agreement with the local government to do so.

Division 2 – Applying for a permit

3.2 Application for permit

- (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law shall -
 - (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.
- (4) The local government may require an applicant to give local public notice of the application for a permit.
- (5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

3.3 Decision on application for permit

- (1) The local government may -
 - (a) approve an application for a permit unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for a permit.
- (2) If the local government approves an application for a permit, it is to issue to the applicant, a permit in the form determined by the local government.

- (3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.

Division 3 - Conditions

3.4 Conditions which may be imposed on a permit

- (1) Without limiting the generality of clause 3.3(1)(a), the local government may approve an application for a permit subject to conditions relating to -
 - (a) the payment of a fee;
 - (b) compliance with a standard or a policy of the local government adopted by the local government;
 - (c) the duration and commencement of the permit;
 - (d) the commencement of the permit being contingent on the happening of an event;
 - (e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
 - (f) the approval of another application for a permit which may be required by the local government under any written law;
 - (g) the area of the district to which the permit applies;
 - (h) where a permit is issued for an activity which will or may cause damage to local government property, the payment of a deposit or bond against such damage; and
 - (i) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government.
- (2) Without limiting clause 3.3(1)(a) and subclause (1), the following paragraphs indicate the type and content of the conditions on which a permit to hire local government property may be issued
 - (a) when fees and charges are to be paid;
 - (b) payment of a bond against possible damage or cleaning expenses or both;
 - (c) restrictions on the erection of material or external decorations;
 - (d) rules about the use of furniture, plant and effects;
 - (e) limitations on the number of persons who may attend any function in or on local government property;
 - (f) the duration of the hire;
 - (g) the right of the local government to cancel a booking during the course of an annual or seasonal booking, if the local government sees fit;
 - (h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is first obtained for that purpose under the *Liquor Control Act 1988*;
 - (i) the prohibition on the conduct of gaming unless a gaming approval has been obtained under the *Gaming and Wagering Commission Act 1987*;
 - (j) whether or not the hire is for the exclusive use of the local government property;
 - (k) the obtaining of a policy of insurance in the names of both the local government and the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer;
 - (l) the amplification of, or any noise complies at all times with the *Environmental Protection (Noise) Regulations 1997*; and

- (m) the provision of an indemnity from the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer.

3.5 Imposing conditions under a policy

- (1) In this clause -
Policy means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 3.3(1)(a).
- (2) Under clause 3.3(1)(a) the local government may approve an application subject to conditions by reference to a policy.
- (3) The local government shall give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 3.3(2).
- (4) An application for a permit shall be deemed not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.
- (5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy shall be deemed to be information within section 5.94(u)(i) of the Act.

3.6 Compliance with and variation of conditions

- (1) Where an application for a permit has been approved subject to conditions, the permit holder shall comply with each of those conditions.
- (2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

Division 4 - General

3.7 Duration of permit

A permit is valid for one year from the date on which it is issued, unless it is -

- (a) otherwise stated in this local law or in the permit; or
- (b) cancelled under clause 3.12.

3.8 Renewal of permit

- (1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.
- (2) The provisions of this Part shall apply to an application for the renewal of a permit as though it were an application for a permit.

3.9 Transfer of permit

- (1) An application for the transfer of a valid permit is to -
 - (a) be made in writing;
 - (b) be signed by the permit holder and the proposed transferee of the permit;
 - (c) provide such information as the local government may require to enable the application to be determined; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

- (2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.
- (3) Where the local government approves an application for the transfer of a permit, the transfer may be affected by an endorsement on the permit signed by the CEO.
- (4) Where the local government approves the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

3.10 Production of permit

A permit holder is to produce to an authorised person her or his permit immediately upon being required to do so by that authorised person.

3.11 Cancellation of permit

- (1) Subject to clause 8.1, a permit may be cancelled by the local government if the permit holder has not complied with a -
 - (a) condition of the permit; or
 - (b) determination or a provision of any written law which may relate to the activity regulated by the permit.
- (2) On the cancellation of a permit the permit holder -
 - (a) shall return the permit as soon as practicable to the CEO; and
 - (b) is to be taken to have forfeited any fees paid in respect of the permit.

Division 5 – When a permit is required

3.12 Activities needing a permit

- (1) A person shall not without a permit -
 - (a) subject to subclause 3, hire local government property;
 - (b) advertise anything by any means on local government property;
 - (c) erect a structure for public amusement or for any performance, whether for gain or otherwise, on local government property;
 - (d) teach, coach or train any person on local government property;
 - (e) plant any plant or sow any seeds on local government property;
 - (f) carry on any trading on local government property unless the trading is conducted with the consent of a person who holds a permit to conduct a function, and where the trading is carried on under and in accordance with the permit; or by a person who has a licence or permit to carry on trading on local government property under any written law;
 - (g) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose drive or ride or take any vehicle on to local government property; or park or stop any vehicle on local government property;
 - (h) conduct a function on local government property;
 - (i) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;
 - (j) light a fire on local government property except in a facility provided for that purpose and in accordance with the *Bushfires Act* and other local laws;
 - (k) parachute, hang glide, abseil or base jump from or on to local government property;
 - (l) erect a building or a refuelling site on local government property;
 - (m) make any excavation on or erect or remove any fence on local government property;

- (n) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person; or
- (o) departure any horse, sheep, cattle, goat, camel, ass or mule on local government property.
- (2) The local government may exempt a person from compliance with subclause (1) on the application of that person.
- (3) The local government may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

3.13 Permit required to camp outside a facility

- (1) In this clause
Facility has the same meaning as is given to it in section 5(1) of the *Caravan Parks and Camping Grounds Act 1995*.
- (2) This clause does not apply to a facility operated by the local government.
- (3) A person shall not without a permit
 - (a) camp on, or lodge at local government property;
 - (b) occupy any structure at night for the purpose of sleeping on local government property;
 - (c) erect any tent, camp, hut or similar structure on local government property other than a beach shade or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day; or
 - (d) park a vehicle on local government property where that vehicle is being used by that person or any other person, for purposes of camping or sleeping on local government property.
- (4) The maximum period for which the local government may approve an application for a permit in respect of paragraph (a), (b) or (c) of subclause (3) is that provided in regulation 11(2)(a) of the *Caravan Parks and Camping Grounds Regulations 1997*.

3.14 Permit required for possession and consumption of liquor

- (1) A person, on local government property, shall not consume any liquor or have in her or his possession or under her or his control any liquor, unless
 - (a) that is permitted under the *Liquor Control Act 1988*; and
 - (b) a permit has been obtained for that purpose.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

Division 6 – Responsibilities of a permit holder

3.15 Responsibilities of permit holder

A holder of a permit shall in respect of local government property to which the permit relates.

- (a) maintain law and order and decent behaviour by all in attendance at any function held on or within a local government property or building;
- (b) ensure that an authorised person has unobstructed access to the local government property for the purpose of inspecting the property or enforcing any provision of this local law;
- (c) leave the local government property or building in a clean and tidy condition after its use;

- (d) report any damage or defacement of the local government property or building to the local government;
- (e) make good any damage to the local government property or building which occurs during the term of hire, or at the option of the local government, pay the local government the cost of the repair and replacement of any such property;
- (f) prevent the consumption of any liquor on the local government property unless the permit allows it and a licence has been obtained under the *Liquor Control Act 1988* for that purpose;
- (g) ensure that all tents, beach shades or windbreak structures erected on local government property are weighted down through the use of sandbags or similar item and thereby prevent the use of any pegs, pickets and stakes whatsoever; and
- (h) comply with all conditions that are imposed on the hire and use of the local government property or building.

PART 4 – BEHAVIOUR ON ALL LOCAL GOVERNMENT PROPERTY

Division 1 – Behaviour on and interference with local government property

4.1 Behaviour which interferes with others

A person shall not in or on any local government property behave in a manner which

- (a) is likely to interfere with the enjoyment of a person who might use the property;
- (b) interferes with the enjoyment of a person using the property; or
- (c) is likely to interfere with the amenity of adjoining residential properties.

4.2 Behaviour detrimental to property

- (1) A person shall not behave in or on local government property in a way which is or might be detrimental to the property

- (2) In subclause (1) -

detrimental to the property includes -

- (a) removing any thing from the local government property such as a rock, a plant or a seat provided for the use of any person; and
- (b) destroying, defacing or damaging any thing on the local government property, such as a plant, a seat provided for the use of any person or a building.

4.3 Taking or injuring any fauna

- (1) A person shall not, take, injure or kill or attempt to take, injure or kill any fauna which is on or above any local government property, unless that person is authorised under a written law to do so and so as not to contravene the Animal Welfare Act 2002.

- (2) In this clause -

animal means any living thing that is not a human being or plant; and

fauna means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes in relation to any such animal

- (a) any class of animal or individual member;
- (b) the eggs or larvae; or

- (c) the carcass, skin, plumage or fur

4.4 Taking or damaging any flora

- (1) A person shall not take, damage, or attempt to take or damage any flora which is on or above any local government property, unless that person is authorised under a written law to do so.
- (2) In this clause -
flora means all vascular plants.

4.5 Intoxicated persons not to enter local government property

A person shall not enter or remain on local government property while under the influence of liquor or a prohibited drug.

4.6 No prohibited drugs

A person shall not take a prohibited drug on to, or consume or use a prohibited drug on, local government property.

4.7 Appropriate behaviour and adequate clothing

- (1) A person over the age of 6 years shall not on or in any local government property -
 - (a) appear in public unless properly dressed in clothing which covers the body to prevent indecent exposure;
 - (b) loiter outside or act in an unacceptable manner, in any portion of a toilet block or change room facility set aside for the opposite or same gender; and
 - (c) without the consent of the occupier, enter or attempt to enter any toilet or other compartment which is already occupied.
- (2) Where an authorised person considers that the clothing of any person on local government property is not proper and adequate to prevent indecent exposure, the authorised person may direct that person to put on adequate clothing and that person shall comply with that direction immediately.

4.8 Refusal of entry to local government property

- (1) An authorised person may refuse to allow entry, or suspend admission, to any local government property to any person whom he or she reasonably suspects has behaved in a manner contrary to the provisions of this Part.
- (2) This refusal or suspension can be for any period of up to 12 months as decided by that authorised person.

Division 2 – Circuses on local government property

4.9 No functions with wild animals

A function shall not be conducted on local government property, for public entertainment or otherwise, if the function involves the display or performance of

- (a) lions, tigers, leopards, other great cats, elephants, bears, giraffes, monkeys or apes; or

- (b) any other type of animal which, in the opinion of the local government, is either dangerous or wild by nature.

Division 3 - Signs

4.10 Signs

- (1) A local government may erect a sign on local government property specifying any conditions of use which apply to that property.
- (2) A person shall comply with a sign erected under subclause (1).
- (3) A condition of use specified on a sign erected under subclause (1) is
 - (a) not to be inconsistent with any provision of this local law or any other written law or any determination; and
 - (b) to be for the purpose of giving notice of the effect of a provision of this local law.

PART 5 – MATTERS RELATING TO PARTICULAR LOCAL GOVERNMENT PROPERTY

Division 1 – Swimming pool/Gymnasium areas

5.1 Directions of Manager to be observed

Every person, coach and spectator at a swimming pool/gymnasium, shall at all times observe any reasonable direction given by the Manager or authorised person.

5.2 When entry must be refused

- (1) A manager or an authorised person shall refuse admission to, may direct to leave or shall remove or cause to be removed from a swimming pool/gymnasium area any person who
 - (a) in her or his opinion is
 - (i) under the age of 13 years and who is unaccompanied by a responsible person over the age of 16 years;
 - (ii) apparently suffering from any contagious, infectious or cutaneous disease or complaint, or is in an unclean condition; or
 - (iii) under, or apparently under the influence of liquor or a prohibited drug;
 - (b) is to be refused admission under and in accordance with a decision of the local government for breaching any clause of this local law.
- (2) A person shall on being requested by the Manager or authorised person to leave a swimming pool/gymnasium area, do so immediately, quietly and peacefully.
- (3) The Manager or authorised person may temporarily suspend admission to, or remove from a swimming pool/gymnasium area or any part thereof, all or any person or persons, if in their opinion, such action is necessary or desirable.
- (4) At the discretion of the Manager or authorised person, the swimming pool/gymnasium area or any part thereof, may at any time be set aside for the use of certain persons to the exclusion of others.

5.3 Swimming Carnivals

A person, club, organisation or association conducting a carnival or event at a swimming pool shall be responsible for the conduct of the competitors and spectators during the carnival or event and shall

take reasonable steps to prevent overcrowding and ensure that no damage is done to the buildings or fencing or any other portion of the swimming pool/gymnasium areas and that these local laws are observed by all competitors, officials and spectators attending the carnival or event.

5.4 Water-based Excursions

A State Education Department School conducting a school water-based excursion shall do so as a minimum, in accordance with the Education Department of Western Australia Water-based Excursions Procedures and Guidelines.

5.5 Responsibilities of swimming pool/gymnasium users

A person while in the swimming pool/gymnasium areas shall not

- (a) consume foodstuffs or drinks in any specific area in which food consumption is prohibited;
- (b) climb up or upon any roof, fence, wall or partition in the swimming pool/gymnasium area; or
- (c) whilst suffering from a contagious, infectious or cutaneous disease or whilst in an unclean condition, enter or use or attempt to enter or use the swimming pool, spa or pool gymnasium areas.

Division 2 - Beaches

5.6 Persons to comply with signs and directions

- (1) In this Division -

beach includes the foreshore of the Swan River within the City of Bayswater.

- (2) A person shall

- (a) not act in contravention of any sign erected on a beach designating bathing areas and signs regulating, prohibiting or restricting specified activities on the whole or any part of a beach or in or on the water adjacent to the beach;
- (b) not enter an area which has been temporarily closed with rope, hessian, wire or any other means, unless he or she has obtained permission to enter from the local government.

Division 3 – Fenced or closed property

5.7 No entry to fenced or closed local government property

A person must not enter local government property which has been fenced off or closed to the public by a sign or otherwise, unless that person is authorised to do so by the local government.

Division 4 – Toilet blocks and change rooms

5.8 Only specified gender to use entry of toilet block or change room

- (1) Where a sign on a toilet block or change room specifies that a particular entry of the toilet block or change room is to be used by
 - (a) females, then a person of the male gender shall not use that entry of the toilet block or change room; or
 - (b) males, then a person of the female gender shall not use that entry of the toilet block or change room.
- (2) Paragraphs (a) and (b) of subclause (1) do not apply to a child, when accompanied by a parent, guardian or caregiver, where the child is –

- (a) under the age of 8 years; or
- (b) otherwise permitted by an authorised person to use the relevant entry.

5.9 Unclaimed property in locker

- (1) If an article in a locker is not claimed or collected within 48 hours after the date of hire, the article may be removed by an attendant or authorised person.
- (2) An attendant or authorised person must record in the Unclaimed Property Register, with respect to each article removed from a locker-
- (3) An attendant or authorised person must ensure that an article removed from the locker is stored at the place determined by the local government.
- (4) An attendant or authorised person may deliver to a person an article recorded in the Unclaimed Property Register on receiving-
 - (a) satisfactory evidence of the person's right to obtain the article;
 - (b) an accurate description of the article being claimed; and
 - (c) payment of any outstanding fees or storage charges.
- (5) A person who receives delivery of an article from the Unclaimed Property Register must, by way of acknowledging receipt of the article, write their name and address and sign their name in the Unclaimed Property Register.
- (6) Neither the Manager or authorised person or employee of the local government shall in any way be responsible for any articles or money lost by or stolen from any person whilst in a centre or for any articles damaged whilst in or about a centre.

Division 5 – Golf course

5.10 Interpretation

In this Division -

controller means the person appointed by the local government to direct, control and manage a golf course;

golf course means that portion of a golf course reserve which is laid out as a golf course and includes all tees, fairways, greens, practice tees, practice fairways, practice greens and any driving range; and includes all buildings, structures, fittings, fixtures and equipment on that land.

5.11 Directions of controller to be observed

While on a golf course, every player, caddie and person shall at all times observe and comply with

- (a) the direction of a controller in respect of any special conditions of play;
- (b) the requirement of any notice erected to direct or control play;
- (c) the etiquette of golf and the rules of golf except as varied by any local rules detailed on any score card issued by the Controller and displayed on the notice board at the Controller's office.

5.12 Controller's approval required

A person shall not, without the prior approval of the controller or authorised officer

- (a) be accompanied by a non-playing spectator whilst playing golf on a golf course;
- (b) cross or trespass on any portion of the golf course prepared for play or practice or on any practice fairway or practice putting green, unless that person is a fee playing player;

- (c) offer himself for employment or be employed for a fee as a caddie on the golf course; or
- (d) sell, offer or expose for sale or exchange any golf ball or any golf equipment or other goods or services on a golf course.

5.13 Inspection of authorisation

A player or person on a golf course, shall at any time requested by the controller or other authorised person, produce any written authority granted or ticket issues to the player or person, to play golf for the number of holes being played and valid for play on that day and at that time.

5.14 Use of vehicles and equipment

- (1) A person shall not
 - (a) take on to a golf course a bicycle, motorcycle, motor car, motorised or other vehicle unless
 - (i) with the prior consent of the controller;
 - (ii) the vehicle is under the control of the controller and used for hire purposes;
 - (b) drive, use or park a bicycle, motorcycle, motor car, motorised or other vehicle on any portion of a golf course except in such areas paved, marked and set apart for such purposes without the prior consent of the controller;
 - (c) while driving, using or parking any bicycle, motorcycle, motor car, motorised or other vehicle on any portion of a golf course, refuse or fail to comply with all signs applicable thereto and any order or direction given by the controller or other authorised person;
 - (d) take any golf buggy or like conveyance fitted with wheels on to any part of a golf course unless the width of its wheels are 25mm or greater;
 - (e) take any golf bag or golf bag buggy onto any part of the golf course laid out as a putting green, practice putting green, sand trap or bunker; or
 - (f) leave on a golf course any vehicle, object or thing or any animal which the controller or other authorised person has directed to be removed.

PART 6 – FEES FOR AND USE OF LOCAL GOVERNMENT PROPERTY

6.1 No unauthorised entry

A person, other than an authorised person or contractor appointed by the local government carrying out their normal duties, shall not

- (a) enter or leave any local government property other than by the public entrance or exit ways, except in an emergency; and
- (b) enter or remain on local government property except on those days and during those times when access is available to the public.

6.2 No unauthorised entry to function

- (1) A person shall not enter local government property on such days or during such times as the property may be set aside for a function for which a charge for admission is authorised, except -
 - (a) through the proper entrance for that purpose; and
 - (b) on payment of the fee chargeable for admission at the time.
- (2) The local government may exempt a person from compliance with subclause (1)(b).

6.3 No refund of fees

A person will not be entitled to a refund of any fees paid for -

- (a) entry into or participation in any activity on or in any local government property;
 - (b) where a booking for the use of local government property is cancelled by the hirer;
- provided that in special circumstances the local government may authorise repayment of a part or all of the amount paid.

PART 7 - JETTIES AND BRIDGES

Division 1 - Preliminary

7.1 Interpretation

- (1) This Part only applies to bridges and jetties which are local government property.
- (2) In this Part -
jetty means any jetty, pier, wharf or landing place which is local government property; and
bulk cargo means bulk produce, such as grain, coal, oil or mineral ore, which is not packaged.

Division 2 – Consents and fees

7.2 Application for consent and application fee

- (1) Where a person is required to obtain the consent of the local government under this Part, the person is to apply for that consent in the manner required by the local government.
- (2) The local government may require an application for consent made under subclause (1) to be accompanied by a fee.
- (3) If an application for consent is not made in the manner required by the local government or the fee which is to accompany that application is not paid, the local government may refuse to consider the application for consent.
- (4) The local government shall give its decision on an application for consent, in writing to the person who applied for that consent.
- (5) Where a fee is referred to in this Part, the fee must be imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

Division 3 – Prohibitions on use of jetty

7.3 When use of jetty is prohibited

A person shall not land at, use or go on any part of a jetty which is

- (a) under construction or repair; or
- (b) closed,

unless that person has first obtained the consent of the local government.

Division 4 – Mooring boats to jetties

7.4 Method of mooring boat

A person in control of a boat shall not moor or make fast the boat to a jetty, or to any part of the jetty, except to such mooring piles, ring bolts or other fastenings as are provided.

Division 5 – When boats may remain at jetty

7.5 When boat may remain moored

A person in control of a boat shall not moor or make fast the boat to a jetty unless -

- (a) the boat is in distress and then only to effect the minimum repairs necessary to enable the boat to be moved elsewhere;
- (b) the embarking or disembarking of passengers is in progress, and then not for a consecutive period exceeding 2 hours without the prior consent of the local government;
- (c) the loading or discharging of cargo or other goods is in progress in accordance with Division 7; or
- (d) where the boat is used at that time for commercial purposes, the person has first paid the fee (if any) for such mooring or making fast to the local government.

7.6 Authorised person may order removal of boat

Notwithstanding anything to the contrary in this Part, a person in control of a boat moored or fastened to or alongside a jetty shall remove it immediately upon being directed to do so by an authorised person.

Division 6 – Launching of boats

7.7 Restrictions on launching

A person shall not launch a boat from or over any jetty (other than a boat ramp) unless she or he has first obtained the consent of the local government.

Division 7 – Cargo or other goods

7.8 Loading and discharging

A person in control of a boat shall not allow the boat to come alongside or be moored or made fast to a jetty for the purpose of loading or discharging cargo or other goods.

- (a) until the cargo or other goods are ready to be loaded or discharged; or
- (b) without the consent of the local government -
 - (i) between the hours of 6.00pm to 6.00am on the next day; or
 - (ii) for longer than 2 consecutive hours.

7.9 Outgoing cargo not to be stored on jetty

A person in control of cargo or other goods intended for loading on to a boat shall

- (a) not allow them to be stored or placed on a jetty unless and until the boat is moored or fastened to or alongside the jetty; and
- (b) load them on to the boat as soon as practicable after the boat is moored or fastened to or alongside the jetty.

7.10 Removal of incoming cargo from jetty

Any person unloading cargo or other goods from a boat on to a jetty shall remove them, or cause them to be removed from the jetty as soon as practicable, but not later than 6.00pm on the day on which they were placed there.

7.11 Authorised person may direct removal

An authorised person may direct a person who, in the opinion of the authorised person, is in charge of cargo or other goods which remain on a jetty contrary to any provision of this Part to remove them from the jetty.

7.12 Handling of bulk cargo

Except with the prior consent of the local government, a person shall not place or deposit bulk cargo from a vehicle, boat or container on to a jetty.

Division 8 – Polluting surrounding area

7.13 Polluting surrounding area

A person shall not tip or deposit anything on to a jetty so as to pollute the surrounding area.

Division 9 – Fishing from jetties and bridges

7.14 Limitations on fishing

A person shall not -

- (a) fish from a jetty or a bridge so as to obstruct or interfere with the free movement of a boat approaching or leaving the jetty or the bridge or so as to unreasonably interfere with the use of the jetty or the bridge by any other person; or
- (b) hang or spread a fishing net from, on or over any part of a jetty or a bridge.

PART 8 – OBJECTIONS AND APPEALS

8.1 Application of Division 1, Part 9 of the Act

When the local government makes a decision as to whether it will -

- (a) grant a person a permit or consent under this local law; or
- (b) renew, vary, or cancel a permit or consent that a person has under this local law, the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations apply to that decision.

PART 9 - MISCELLANEOUS

9.1 Authorised person to be obeyed

A person on local government property shall obey any lawful direction of an authorised person and shall not in any way obstruct or hinder an authorised person in the execution of her or his duties.

9.2 Persons may be directed to leave local government property

An authorised person may direct a person to leave local government property where she or he reasonably suspects that the person has contravened a provision of any written law.

9.3 Disposal of lost property

An article left on any local government property, and not claimed within a period of 3 months, may be disposed of by the local government in any manner it thinks fit.

9.4 Liability for damage to local government property

- (1) Where a person unlawfully damages local government property, the local government may by notice in writing to that person require that person within the time required in the notice to, at the option of the local government, pay the costs of -
 - (a) reinstating the property to the state it was in prior to the occurrence of the damage; or
 - (b) replacing that property.
- (2) On a failure to comply with a notice issued under subclause (1), the local government may recover the costs referred to in the notice as a debt due to it.

9.5 Decency of dress

Where an authorised person considers that the clothing of any person on local government property is not proper and adequate to secure decency, the authorised person may order that person to put on adequate clothing and that person is to comply with the order immediately.

PART 10 - ENFORCEMENT

Division 1 – Notices given under this local law

10.1 Issue of a notice

Where the local government requires works to be done to rectify a breach of any condition of permit, or to maintain public safety, the local government may give notice to the permit holder

- (a) advising details of the breach of the local law or works required; and
- (b) requiring the permit holder to remedy the breach or do the works required within the time specified by the notice.

10.2 Offence to fail to comply with notice

Whenever the local government gives a notice under this local law requiring a person to do anything, if a person fails to comply with the notice, that person commits an offence.

10.3 Local government may undertake requirements of notice

Where a person fails to comply with a notice referred to in clause 10.2, the local government may do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.

Division 2 – Offences and penalties

Subdivision 1 - General

10.4 Offences and general penalty

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

Subdivision 2 – Infringement notices and modified penalties

10.5 Prescribed offences

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.
- (3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that -
 - (a) commission of the prescribed offence is a relatively minor matter; and
 - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

10.6 Form of notices

- (1) For the purposes of this local law.
 - (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
 - (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
 - (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.
- (2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

*Division 3 – Evidence in legal proceedings***10.7 Evidence of a determination**

- (1) In any legal proceedings, evidence of a determination may be given by tendering the register referred to in clause 2.5 or a certified copy of an extract from the register.
- (2) It is to be presumed, unless the contrary is proved, that the determination was properly made and that every requirement for it to be made and have effect has been satisfied.
- (3) Subclause (2) does not make valid a determination that has not been properly made.

Schedule 1 – Prescribed Offences

{clause 10.5}

Clause	Clause	Description	Modified Penalty (\$)
1	2.4	Failure to comply with determination	150
2	3.6	Failure to comply with conditions of permit	150
3	3.13(1)	Failure to obtain a permit	200
43	3.134(3)	Failure to obtain permit to camp outside a facility	150
45	3.145(1)	Failure to obtain permit for liquor	150
56	3.156	Failure of permit holder to comply with responsibilities	150
67	4.2(1)	Behaviour detrimental to property	200
78	4.3	Take, injure or kill fauna	35000
89	4.4	Remove or damage flora on local government property	35000

190	4.5	Under influence of liquor or prohibited drug	150
104	4.10	Failure to comply with sign on local government property	150
112	5.6	Failure to comply with sign or direction on beach	150
123	5.7	Unauthorised entry to fenced or closed local government property	150
134	5.8	Gender not specified using entry of toilet block or change room	150 25
145	5.11	Failure to comply with direction of controller or notice on golf course	150 25
156	6.2(1)	Unauthorised entry to function on local government property	150 25
167	7.3	Unauthorised use of any part of jetty which is closed or under repair or construction	150 25
178	7.4	Mooring of boats in unauthorised manner	150 25
189	7.5	Unauthorised mooring of a boat to jetty	150 25
1290	7.6	Failure to remove moored boat on direction of authorised person	150 25
204	7.7	Launching of boat from jetty without consent	150 25
212	7.8	Mooring when not ready to load or discharge cargo, at times not permitted or for longer than permitted	150 25
223	7.9	Unlawful storing of goods on jetty	150 25
234	7.10	Removing goods from jetty during other than permitted hours	150 25
245	7.11	Failure to remove cargo on jetty on direction of authorised person	150 25
256	7.12	Unauthorised deposit of bulk cargo on jetty	150 25
267	7.13	Tip or deposit anything on to a jetty so as to pollute the surrounding area	150
278	7.14	Fishing from jetty or bridge so as to obstruct a boat or another person	150 25
289	10.2	Failure to comply with notice	200

Schedule 2 – Determinations

The following determinations have been made by the local government under clause 2.1.

Definitions

1.1 In these determinations unless the context otherwise requires _

local law means the Local Government Property Local Law made by the local government.

Interpretation

1.2 Unless the context otherwise requires, where a term is used but not defined in a determination and that term is defined in the local law then the term shall have the meaning given to it in the local law.

Application

1.3 Smoking

A person must not smoke on premises owned by the local government or under the care, control and management of the local government or within 5m of any such premises.

1.4 Taking or driving a vehicle

A person shall not take or drive a vehicle on any reserve vested in the local government except upon an area specified by a sign erected on the local government property.

1.5 Speed of vehicles

A person shall not drive a vehicle on local government property at a speed exceeding 35 kilometres an hour except that -

- (a) on any land marked by a sign as a parking area, a person shall not drive a vehicle at a speed exceeding 8 kilometres an hour; and
- (b) on accessways within any reserve vested in council. A person shall not drive a vehicle at a speed exceeding 20 kilometres an hour.

1.6 Taking or riding a bicycle, skateboard, rollerblades, sandboard or similar device

A person shall not take or ride a bicycle, rollerblades, sandboard or similar device on any reserve, building or property vested in the local government except upon an area specified by a sign erected on the local government property.

1.7 Taking or using a Boat

A person shall not take or use a boat or any particular class of boat on or in any reserve containing a water body owned or vested in the local government.

1.8 Golf, archery, pistol shooting or rifle shooting and use of projectiles

A person shall not play at or practice golf on any local government property except where a permit specifies a particular local government property.

A person shall not aim, shoot or throw an arrow or similar projectile on any local government property except where a permit specifies a particular local government property.

A person shall not have in their possession any gun or rifle or means of discharging any projectile that may cause injury or damage to a person or property on any local government property except where a permit specifies a particular local government property.

1.9 Ball Games

In this determination fauna and flora means the same as that in clause 4.3(2) of this local law.

A person shall not play or practice at any ball game which may cause detriment to the property or any fauna or flora on any reserve owned or vested in the local government.

A person shall not, on any reserve owned or vested in the local government, play or practice at any ball game which is expressly prohibited by a sign erected pursuant to this local law.

1.10 Model Aircraft

- (1) A person shall not use, launch or fly model aircraft propelled by electrical, mechanical, hydraulic, combustion or pyrotechnic means on or from any local government property in such a manner as to endanger any person or property.
- (2) A person shall not use, launch or fly large model aircraft as defined by the Civil Aviation Safety Authority from any local government property.

1.11 Bring, drive or ride an animal

A person shall not tether any animal to a tree, shrub, tree guard, wall or fence permit any animal to enter upon or into any local government property except where a permit or determination specifies a particular local government property.

This clause does not apply to assistance animals as defined in section 9(2) of the *Disability Discrimination Act 1992* (Commonwealth).

Dated:

.....
[FILOMENA PIFFARETTI](#)

MAYOR

.....
[JEREMY EDWARDS](#)

CHIEF EXECUTIVE OFFICER

10.1.2 City of Bayswater - ALGA Motions

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Advocacy
Voting Requirement:	Simple Majority Required
Attachments:	1. ALGA - NGA Discussion Paper [10.1.2.1 - 24 pages]
Refer:	Item: 8.4.1 OCM:22.08.2023

SUMMARY

The purpose of this report is to consider and determine any motions that Council wishes to submit for consideration at the Australian Local Government Association (ALGA) National General Assembly (NGA).

OFFICER'S RECOMMENDATION

That Council:

1. Approves for submission to the National General Assembly Sub-committee the following motion(s):
 - (a) That the National General Assembly calls on the Australian Government to conduct a review of the National Principles within the *Local Government (Financial Assistance) Act 1995 (Cth)* to consider the inclusion of a productivity-based distribution based upon the gross regional product of the Local Government Authority, as part of the calculation of Federal Assistance Grants.
2. Requests that the Mayor writes to the President of the Australian Local Government Association requesting that consideration is given to the timing of the next National General Assembly, so that it does not coincide with the end of the financial year and is scheduled for the end of July.

Cr Steven Ostaszewskyj Moved, Cr Sally Palmer Seconded

Mayor Filomena Piffaretti proposed the following amendment:

AMENDMENT

That limb 2 be amended to delete the words "...and is scheduled for the end of July."

As the amendment was accepted by the mover and seconder it became part of the substantive motion.

COUNCIL RESOLUTION

That Council:

1. Approves for submission to the National General Assembly Sub-committee the following motion(s):
 - (a) That the National General Assembly calls on the Australian Government to conduct a review of the National Principles within the *Local Government (Financial Assistance) Act 1995 (Cth)* to consider the inclusion of a productivity-based distribution based upon the gross regional product of the Local Government Authority, as part of the calculation of Federal Assistance Grants.
2. Requests that the Mayor writes to the President of the Australian Local Government Association requesting that consideration is given to the timing of the next

National General Assembly, so that it does not coincide with the end of the financial year.

Cr Steven Ostaszewskyj Moved, Cr Sally Palmer Seconded

CARRIED UNANIMOUSLY: 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Georgia Johnson.

Against: Nil.

REASON FOR CHANGE

So ALGA can consider the most appropriate alternative dates to hold the National General Assembly.

BACKGROUND

The NGA is taking place in Canberra from 24-27 June 2025, at the National Convention Centre. A memo inviting Elected Members to attend was circulated in January 2025. A discussion paper has also been circulated to assist with drafting motions, which are due to be submitted to the NGA Sub-committee by 31 March 2025.

The City's Mayor and Chief Executive Officer have registered to attend the NGA.

EXTERNAL CONSULTATION

No consultation has yet occurred with the public or other agencies on this matter.

OFFICER'S COMMENTS

The purpose of this conference is to debate policy motions that will be considered by the ALGA Board and provides an opportunity to shape the Federal advocacy agenda. Elected Members are encouraged to submit motions that outline ideas and policies that align with this theme and identify for Councils to deliver local, place-based solutions that will help address national priorities. A copy of a discussion paper outlining the criteria for these motions is contained in **Attachment 1**.

Motions for this year's NGA should consider:

- Any new practical programs or policy changes that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and/or
- New program ideas that that would help the local government sector to deliver place-based solutions to national priorities.

This year's call for motion focusses on twelve priority areas:

- Intergovernmental relations;
- Financial sustainability;
- Roads and infrastructure;
- Emergency management;
- Housing and homelessness;
- Jobs and skills;
- Community services;

- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Environment; and
- Circular economy.

There is an expectation that if a Council submits a motion that a Council representative will be present at the NGA to move and speak to that motion if required.

Criteria for Federal Assistance Grants

The City has received one motion submitted by Cr Steven Ostaszewskyj that reads as follows:

Motion 1 - This National General Assembly calls on the Australian Government to conduct a review of the National Principles within the Local Government (Financial Assistance) Act 1995 (Cth) to consider the inclusion of a productivity-based distribution based upon the gross regional product of the Local Government Authority, as part of the calculation of Federal Assistance Grants.

The following reason has been provided in support of this motion:

The current methodology used to calculate federal assistance grants ('effort neutrality') does not reward economic productivity. The introduction of a productivity-based component to the grants system means the City of Bayswater would receive a portion of the gross regional product generated in its territory, further incentivising, encouraging, and justifying the City's continued, unwavering reinvestment into economic development strategies and growth. By aligning some component of grants (greater than zero) with productivity, the City of Bayswater and other local governments can build on their successes, better provide for their communities, and transform the economic landscape.

Timing of the ALGA conference

Due to the timing of the NGA, the Council has rescheduled its June 2025 Ordinary Council Meeting (OCM), so that the Mayor and CEO will be available to attend both the NGA and the Ordinary Council Meeting. This is because the June OCM is where the Council considers its Corporate Business Plan, Long-term Financial Plan and Annual Budget.

It is recommended the Council, through the Mayor, writes to the President of ALGA requesting that consideration is given to the timing of the next National General Assembly, so that it does not coincide with the end of the financial year, and is scheduled instead for the end of July.

Next steps

Motions approved by the Council will be put forward to the NGA Sub-committee for consideration by the deadline of 31 March 2025.

Following attendance at the NGA, a delegate's report outlining some of the key points and outcomes from the assembly will be presented to Council later in the year.

LEGISLATIVE COMPLIANCE

The Elected Member Conference, Travel and Training Register will be updated to reflect the attendances at the Australian Local Government Association National General Assembly 2025.

Funding has been allocated in accordance with the *Elected Entitlements Policy* and the *Senior and Executive Staff Attendance at Conferences, Seminars and Training Policy*.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR04 - Inability to work collaboratively to engage and partner with the stakeholders to promote and advocate opportunities to live and invest.	

FINANCIAL IMPLICATIONS

The cost of attendance of the ALGA NGA is approximately \$4,000 to \$4,500 per person. This includes registration, accommodation and airfares.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

CONCLUSION

The NGA provides a key opportunity for local governments to advocate for important policy positions, and the motion to consider the inclusion of a productivity based distribution based upon the gross regional product of the local government authority, as part of the calculation of Federal Assistance Grants is logical and likely to have some economic benefits to the City of Bayswater.

*National Priorities
Need Local Solutions*

24 - 27 June 2025 | National
Convention Centre Canberra

National General Assembly Discussion Paper



ALGA
Australian Local
Government Association



KEY DATES

18 December 2024 | Opening of Call for Motions

31 March 2025 | Acceptance of Motions closes

24 June 2025 | Regional Cooperation & Development Forum

25 - 27 June 2025 | National General Assembly

TO SUBMIT YOUR MOTION

VISIT: **ALGA.COM.AU**

The Australian Local Government Association (ALGA) is pleased to convene the 31st National General Assembly of Local Government (NGA), to be held in Canberra from 24-27 June 2025.

As convenor of the NGA, the ALGA Board cordially invites all councils to send representatives to this important national event.

The NGA is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2025 National General Assembly of Local Government (NGA).

It is recommended that all councils and delegates intending to attend the 2025 NGA familiarise themselves with the guidelines for motions contained in this paper on page 6.

BACKGROUND TO ALGA AND THE NGA

ALGA was established 1947. In structure, ALGA is a federation of member state and territory associations. Its mission is to achieve outcomes for local government through advocacy with impact, and maximise the economic, environmental and social wellbeing of councils and our communities.

Since 1994, the NGA has built the profile of local government on the national stage, showcased the value of councils, and most importantly demonstrated – particularly to the Australian Government – the strength and value of working with local government to help deliver on national priorities.

Debate on motions was introduced to the NGA as a vehicle for councils from across the nation to canvas ideas. Outcomes of debate on motions (NGA Resolutions) could be used by participating councils to inform their own policies and priorities, as well as their advocacy when dealing with federal politicians.

At the same time, they help ALGA and its member state and territory associations gain valuable insight into council priorities, emerging national issues, and the level of need and support for new policy and program initiatives.

Given the structure of ALGA, its Constitution, and level of resources, the NGA does not bind the ALGA Board. However, the Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda.

This is your NGA and ALGA is pleased to act as the convenor. ALGA's policies and priorities will continue to be determined by the ALGA Board in the interests of all councils.

The ALGA Board thanks all councils for attending the NGA and those that will take the time to reflect on the purpose of debate on motions outlined in this paper, and to submit motions for debate at the 2025 NGA.



SUBMITTING MOTIONS

The theme of the 2025 NGA is – *National Priorities Need Local Solutions*

In June 2025, Australia will either have a re-elected Labor Government, or a new Coalition or minority government.

The 31st National General Assembly of Local Government will focus on opportunities for councils to work with the next Federal Government to deliver local solutions that will help them deliver on their vision for the nation.

As the closest government to communities, councils understand local challenges and opportunities. They are a willing partner in government, and sustainably funded can provide place-based solutions to a range of national priorities including affordable housing, energy transition, road safety, increasing productivity, and improved health and wellbeing.

This discussion paper is a call for councils to submit motions for debate at the 2025 NGA to be held in Canberra from 24-27 June 2025.

Motions for this year's NGA should consider:

- Any new practical programs or policy changes that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and/or
- New program ideas that that would help the local government sector to deliver place-based solutions to national priorities.

Motions should be concise, practical and implementable and meet the guidelines for motions set out in the paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s must address one or more of the issues identified in the discussion paper.



Motions must be lodged electronically using the online form available on the NGA website at: www.alga.asn.au and received no later than 11:59pm AEST on Monday 31 March 2025.

All notices of motions will be reviewed by the ALGA Board's NGA Sub-committee prior to publishing the NGA Business Paper to ensure that they meet these guidelines. This sub-committee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA. For example, the sub-committee may recommend an overarching strategic motion to encompass several motions on the same topic.

All NGA resolutions will be published on www.nationalgeneralassembly.com.au.

As the host of the NGA, ALGA will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

Please note that if your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2025 NGA.

CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

This National General Assembly calls on the Australian Government to

...

Please note: that resolutions of the NGA do not automatically become ALGA's national policy positions.

The ALGA Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda, but the resolutions are not binding.



OTHER THINGS TO CONSIDER

It is important to complete the background section of the submission form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note, motions should NOT be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed and capable of implementation to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Try to avoid motions that are complex, contain multi-dot points and require complex cross-portfolio implementation.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Sub-committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate, where there are numerous motions on a similar issue, the NGA Sub-committee will group these motions together under an overarching strategic motion. The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate published in the Business Papers and will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

All motions require:

- a contact officer;
- a clear national objective;
- a summary of the key arguments in support of the motion; and
- endorsement of your council

Motions should be lodged electronically using the online form available at www.alga.com.au.

Motions should be received no later than 11:59pm AEST on Monday 31 March 2025.



SETTING THE SCENE

The theme for the 2025 NGA – **National Priorities Need Local Solutions** – highlights the unique role Australia's 537 councils can play delivering local, place-based solutions that meet the needs of their communities, while addressing broader national priorities.

The 2025 NGA provides you - the elected representatives of Australia's local councils and communities - with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or expanded programs and key policy initiatives that could strengthen local governments and its capacity to deliver services and infrastructure to local communities across the nation.

This year's call for motion focusses on twelve priority areas:

- Intergovernmental relations;
- Financial sustainability;
- Roads and infrastructure;
- Emergency management;
- Housing and homelessness;
- Jobs and skills;
- Community services;
- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Environment;
- Circular economy





1. INTERGOVERNMENTAL RELATIONS

For almost 30 years, local government was represented by ALGA on the Council of Australian Governments (COAG), providing local input into national decision making. However, when COAG was replaced by National Cabinet in March 2020, local government was not included.

National Cabinet is a forum for the Prime Minister, Premiers and Chief Ministers to meet and work collaboratively; and is a key mechanism in Australia's intergovernmental architecture. A representative of local government, the President of ALGA, is invited to meet with National Cabinet once each year, as well as one meeting of the Council on Federal Financial Relations comprising the Commonwealth Treasurer as Chair and all state and territory treasurers.

While National Cabinet was established to support a coordinated national response to the COVID-19 pandemic, the lack of local representation to this body has unfortunately impacted on decision making.

The Government's review into the COVID-19 response – published in October 2024 – found that Australia's 537 councils were critical for the implementation of National Cabinet decisions during the pandemic.

The inquiry also recommended National Cabinet would benefit from having more structured engagement and active consultation with local government to ensure future decision-making is informed at a local level.

In addition to attending one meeting per year of National Cabinet and CFFR, ALGA also represents local government on a range of Ministerial Councils and Forums, including the Infrastructure and Transport Ministers Meeting, National Emergency Management Ministers Meeting, Local Government Ministers Forum, Joint Council on Closing the Gap, Planning Ministers Meeting, Environment Ministers Meeting, Cultural Ministers Meeting, Energy and Climate Change Ministers Meeting, Road Safety Ministers Meeting, and Building Ministers Meeting.

Given the important role councils play delivering local solutions to national priorities, how can intergovernmental arrangements be further improved in Australia?

Are there new initiatives and programs that could be adopted to improve the level of cooperation and collaboration between the Australian Government and local government?



2. FINANCIAL SUSTAINABILITY

Sustainably funded, councils can play a key role delivering local solutions to national priorities. However, across the country many councils are facing significant financial challenges and are struggling to fund the delivery of core community services.

Every year councils are being asked to do more with less as a result of cost shifting, inadequate state and federal funding and, in some jurisdictions, rate pegging.

In 2024/25 councils will receive \$3.27 billion in federal Financial Assistance Grants. This is approximately 0.5% of Commonwealth taxation revenue, which is half the amount it was in 1996. The Australian Parliament is currently undertaking an Inquiry into local government sustainability, to which ALGA, State and Territory associations and many councils provided submissions

ALGA's submission to this inquiry highlighted that:

- If local government were provided annually with an additional \$350 million for the maintenance and delivery of quality open space, Australia's gross domestic product (GDP) would increase by \$858.9 million each year.
- If local government were able to effectively increase its capacity to perform regulatory services in planning and building, there would be an annual saving of \$859 million for development proponents and would generate an additional \$1.67 billion in GDP each year.
- Increased block transfers of Commonwealth funds to local governments can deliver greater efficiency and administrative cost savings of \$236 million and would generate increase GDP by \$330.8 million each year
- Reducing local government staff turnover can save \$425 million in avoided costs and lead to a \$619.9 million increase in GDP each year.
- Investing an additional \$1 billion each year into the maintenance of local government roads would increase GDP by \$354.6 million annually.

ALGA also stressed that the inquiry should not recommend any actions that will improve the financial sustainability of some councils to the detriment of others.

What are the opportunities to address financial sustainability across councils, and support their capacity to deliver local solutions to national priorities?

Are there improvements to be made to existing federal funding programs and arrangements that would support improved local government financial sustainability?



3. ROADS AND INFRASTRUCTURE

Local governments are responsible for around 75% of Australia's road network by length, and play an important role supporting productivity and improving road safety.

However, many councils are not resourced to effectively maintain their local roads, and independent research from the Grattan Institute in 2023 identified a \$1 billion annual local government road maintenance funding gap.

In November 2023 the Government announced that Roads to Funding would be progressively increased from \$500 million to \$1 billion per year over the forward estimates, effectively halving the current funding gap.

In addition to local roads, councils build and maintain community facilities and infrastructure worth more than \$100 billion nationally.

In 2020 the Australian Government introduced a new Local Roads and Community Infrastructure Program, which saw \$3.25 billion provided to all councils for local projects on a formula basis. ALGA's 2024 National State of the Assets highlighted the success of this federal funding program, reporting a \$1 billion improvement in the condition of local government facilities since the 2021 report.

Are there new programs or initiatives that the Australian Government could adopt to improve the long-term sustainability of local government roads and community infrastructure?

Are there programs or initiatives that the Australian Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?

Are there opportunities for the Australian Government to support councils to invest in local infrastructure that will help address national priorities?



4. EMERGENCY MANAGEMENT

Australia is experiencing weather events of greater intensity and frequency – which leads to increased impacts on communities and council resources. Over the past two years, more than 60 per cent of local government areas have been declared natural disaster areas, many of them multiple times.

In 2022 ALGA successfully advocated for a new \$200 million per year Disaster Ready Fund, and to date two rounds of funding have been provided through this program. This program has been legislated to run for five years.

Both rounds of the Disaster Ready Fund have been significantly oversubscribed, and ALGA is advocating for a significant increase in federal funding to improve the emergency management capability and capacity of local government.

The Royal Commission on National Natural Disaster Arrangements made two important recommendations for local government – calling for State and Territory Governments to take responsibility for the capacity and capability of local government for the functions which are delegated to them (recommendation 11.1), and recommending States and Territory Governments review arrangements for resource sharing between local governments (recommendation 11.2).

Released in November 2024, the Colvin Review (Independent Review of Commonwealth Disaster Funding) and Glasser Review (Independent Review of National Natural Disaster Governance Arrangements) both support a strategic shift towards disaster risk reduction and resilience. The Colvin Review also supports a major capacity uplift for local government and an enhanced national training and exercise regime which tests and builds local government capacity.

Councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Australian Government could assist.

What new programs, or improvements to existing programs, could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?

How can the Government best support Australian councils to prepare for, respond to and recover from natural disasters?

5. HOUSING AND HOMELESSNESS

Australia is currently facing a housing crisis which is resulting in more people experiencing housing insecurity and homelessness, while also preventing required worker movement across the country.

Councils are not responsible for building housing. Many councils do, however, play a key role in facilitating housing supply by appropriately zoning land and approving development. Others are going above and beyond to address the housing crisis, albeit without adequate resourcing.

One of the biggest issues is a lack of funding for infrastructure such as roads, water and power connections that are necessary for new housing developments.

The National Housing Accord – which ALGA is a signatory to on behalf of local government - sets an ambitious target of 1.2 million new, well-located homes over the next five years.

Research commissioned by ALGA, and delivered by Equity Economics, showed that there is currently a \$5.7 billion funding shortfall for the enabling infrastructure required to bridge the gap between current constructions and Australia's housing targets.

Another significant issue is local government's lack of input into setting housing policy at both a state, territory and federal level. While ALGA represents councils on a wide range of ministerial councils, it is not currently a member of the Housing and Homelessness Ministerial Council or National Cabinet.

A key focus for councils is ensuring that any new housing developments are not just supported by enabling infrastructure, but also the local facilities and services that are vital for healthy, productive and resilient communities.

What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?

How can the Australian Government work with councils to address the causes and impacts of homelessness?



6. JOBS AND SKILLS

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 200,000 Australians, across an estimated 400 occupations.

However, councils – like many employers across the nation – are experiencing skill shortages that hinder their ability to meet community needs.

The 2022 Local Government Workforce Skills and Capability Survey show nine out of every ten Australian councils are facing jobs and skills shortages.

65% of respondent local governments said that project delivery had been impacted or delayed by vacancies, skills shortages, skills gaps or training needs.

The top five most cited skill shortages that local governments experienced were engineers (as noted by 46% of 2022 survey respondents), urban and town planners (40%), building surveyors (36%), environmental health inspectors (30%) and human resources professionals (29%).

Drivers of skill shortages include difficulty attracting young people to local government jobs, lack of available training courses, wage competition, and lack of resources to upskill the current workforce such as access to training facilities for rural/remote councils, workplace supervisors, subject matter experts, and contextualised training resources.

National priorities, such as increasing housing supply, cannot be achieved without support from local government and the right people to do the work.

Are there programs or initiatives that the Australian Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?

Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?

Are there other initiatives that the Australian Government could provide to improve the sector's ability to plan and develop skills fit for the future?

7. COMMUNITY SERVICES

Councils provide a wide range of services based on local characteristics, needs, priorities, and the resources of their community.

Some of these services are provided to address market failure, and many of them are provided by councils on behalf of other levels of government.

It is important to note that nationally local government is more than 83% self-sufficient ie funded at the local level either through rates, fees and charges, sale of goods and services, or interest. The Australian Bureau of Statistics data shows that total local government annual expenditure in 2022-23 was \$48 billion.

Only 17% comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, or competitive funding programs, or require matching funding which restricts the ability to address local priorities in the way the council and community might need.

Local government community services are broadly defined, and may include but are not limited to:

- environmental health including food safety;
- childcare, early childhood education, municipal health;
- aged care, senior citizens;
- services to people living with disability;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, programs and festivals;
- tourism and economic development activities;
- library services

Noting the funding arrangements for the provision of local government community services are there programs and initiatives that the Australian Government could implement to improve the delivery of these services?

Are there reforms or improvements in national community services program that would help local governments support the Australian Government to deliver on its national objectives?



8. CLOSING THE GAP AND ABORIGINAL AND TORRES STRAIT ISLANDER RECONCILIATION

In 2021, ALGA co-signed a landmark national agreement to close the gap between Indigenous and non-Indigenous Australians. At the heart of the National Agreement on Closing the Gap Partnership are four agreed priority reform targets and 19 socio-economic targets in areas including education, employment, health and wellbeing, justice, safety, housing, land and waters, and Aboriginal and Torres Strait Islander languages.

Local governments are uniquely placed to support partnerships to address long term service gaps and support their delivery. Councils are elected by their communities and have the longitudinal scope to develop a community's economic, skills, and infrastructure needs.

Local governments already play a significant role in helping their communities and the Closing the Gap outcomes. However, councils need appropriate resourcing, be it through place-based initiatives, or broader programs, to better facilitate and meet program objectives in their communities.

Are there programs or initiatives that the Australian Government could adopt to assist local government to advance reconciliation and close the gap?

Are there practical programs or initiatives that local government and the Australian Government could introduce to maintain, build and strengthen partnerships between Aboriginal and Torres Strait Islanders and governments?

9. DATA, DIGITAL TECHNOLOGY AND CYBER SECURITY

Provision of information technology to all Australians is vital to innovation, economic growth, and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social. Innovative technology is becoming more broadly available and could boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, implementation can be hindered without access to basic technological infrastructure and the necessary IT skills and resources.

In recent times, cyber-attacks on major corporations and other businesses have resulted in significant data breaches. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attacks and address cyber security.

While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

Drawing upon your council's experience, and your knowledge of other councils within your state or territory, are there programs and initiatives that the Australian Government could implement to help local government develop its digital technology services and infrastructure?

Are there actions the Australian Government could take to improve cyber security within the local government sector?



10. CLIMATE CHANGE AND RENEWABLE ENERGY

Climate change is resulting in more frequent and severe disasters, coastal erosion, and rising heat, which are all impacting on the liveability of Australian communities.

Local governments play a role in emissions reduction through reducing their corporate emissions and supporting broader national processes of decarbonisation through community engagement, and provision of services and infrastructure.

The 2024 Local Government Climate Review found that 89% of councils have set or planned ambitious corporate emissions reduction targets.

Councils also play a critical role supporting their communities through change, helping them to adapt and build their resilience. The latest Local Government Climate Review found that two-thirds have done a climate risk assessment and 72% are implementing initiatives.

Barriers to adaptation include internal resourcing (70%), funding (67%), complexity and not knowing how to respond (53%), and limited technical expertise and capacity (48%).

Councils need support to adequately assess climate risk and vulnerabilities and adequately address them in plans, policies investment decisions and engagement with communities. Unfortunately, funding and support from other levels of government has failed to keep pace, placing an inequitable burden on the sector.

The rapid increase in renewable energy projects in regions across Australia is resulting in uneven and inconsistent community benefits being offered and delivered to communities. It is also placing significant pressure on local governments to plan, negotiate and secure an enduring constructive legacy associated with renewable energy projects.

Local governments are the only local democratic institution in a position to convene local interests and broker long term social and economic benefits from renewables projects, and should be recognised and supported for their role in maintaining social license for renewables projects.

Noting the Australian Government's approach to reducing emissions, are there partnerships, programs, and initiatives that local government and the Australian Government can form to achieve Australia's 2050 net zero emissions target?

What are the opportunities to support councils to increase community resilience to the impacts of climate change?

What support do councils need to ensure that renewable energy projects deliver lasting benefits to the communities that house them?

11. ENVIRONMENT

The Australian Government's Nature Positive Plan states "Almost half of Australia's gross domestic product (GDP) has a moderate to very high direct dependence on nature. The rate at which we are eroding the environment poses tangible risks to Australia's economic, financial and social stability."

Australia's 537 local governments undertake broad and diverse work to support environmental outcomes.

However, councils do not receive adequate support for this work, which includes managing pests, weeds, and biosecurity threats, contributing to water security and management, managing parklands and reserves, and community education.

In recent years the National General Assembly has considered a range of environmental issues, and passed resolutions on biodiversity, biosecurity, conservation, climate change and water security.

How could the Australian Government partner with local government to strengthen Australia's environmental services and infrastructure?

What new programs could the Australian Government partner with local government in to progress local regional and national objectives?



12. CIRCULAR ECONOMY

Australia's volume of waste continues to increase compared with population growth and GDP, even with rates of recycling improving over the past decades.

The 2022 National Waste Report showed that waste generation has increased by 20% over the last 15 years (8.3% from municipal waste). Since 2006-07, recycling and recovery of Australia's core waste has increased by 57% (+22% in municipal) however Australia continues to have one of the lowest rates of recycling among OECD countries.

Local governments are under pressure to respond to community demand for addressing pollution, while at-capacity landfills and emerging problematic materials pose serious operational challenges.

Collecting, treating, and disposing of waste costs local governments an estimated \$3.5 billion annually.

ALGA believes the onus for waste reduction should be borne by industry, not local governments. Mandatory product stewardship approaches, including payments to local governments for their resource recovery services, would ensure the principle of producer responsibility is operationalised and the cost and risk burden on local governments is rebalanced.

How could the Australian Government further strengthen product stewardship arrangements to support local governments in their endeavours to increase recycling and reduce the volume of waste?

How could the Australian Government partner with local government to advance the circular economy?





CONCLUSION

Thank you for taking the time to read this discussion paper and your support for the 2025 National General Assembly of Local Government.

A final reminder:

- Motions should be lodged electronically at www.alga.com.au and received no later than 11.59pm on Monday 31 March 2025.
- Motions must meet the criteria published in this paper.
- Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- Motions should not be prescriptive in directing how the matter should be pursued.
- Motions should be practical, focussed and relatively simple.
- It is important to complete the background section on the form.
- Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- When your council submits a motion there is an expectation that a council representative will be present at the 2025 National General Assembly to move and speak to that motion if required.
- Resolutions of the National General Assembly do not automatically become ALGA's national policy positions. The resolutions are used by the ALGA Board to inform policies, priorities and strategies to advance local governments within the national agenda.

We look forward to hearing from you and seeing you at the 2025 National General Assembly in Canberra.





10.1.3 Extraordinary Vacancy - West Ward

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required <i>ABSOLUTE MAJORITY REQUIRED</i> (for limb 5 only)
Attachments:	Nil

SUMMARY

On 8 March 2025, the Chief Executive Officer received written notice from Councillor Dan Bull of his resignation from the City of Bayswater Council, effective immediately. Former Councillor Dan Bull has been elected as the Member for Maylands, and his resignation has created an extraordinary vacancy in the West Ward under section 2.32 of the *Local Government Act 1995* (the Act).

The Council must determine whether it wishes to fill this vacancy through an extraordinary election now or seek approval from the Electoral Commissioner of the Western Australian Electoral Commission (WAEC) to postpone the extraordinary election to allow it to be held at the same time as the 2025 Local Government Ordinary Elections.

The Council must also consider the replacement of former Councillor Bull on a Committee of Council and an Advisory Group.

COUNCIL RESOLUTION **(OFFICER'S RECOMMENDATION)**

That Council:

- Notes that an extraordinary vacancy has been created in the City of Bayswater West Ward, with a remaining term of 2 years and 7 months (16 October 2027);
- Agrees to fix the 2025 Local Government Ordinary Elections Day (18 October 2025) as the day for holding the extraordinary election for this office of the West Ward, subject to approval by the Electoral Commissioner of the Western Australian Electoral Commission;
- Requests that the Mayor writes to the Electoral Commissioner, on behalf of the Council, seeking approval to postpone the extraordinary election for this office (section 4.16 of the *Local Government Act 1995* refers) and consolidate it with the 2025 Local Government Ordinary Elections;
- Requests the Mayor to advise the Council of the response from the Electoral Commissioner by memorandum when it is received; and

Simple Majority Required

- Appoints the following Elected Members to:
 - the Reconciliation Advisory Committee: Mayor Filomena Piffaretti
 - the Disability Advisory Group: Mayor Filomena Piffaretti

ABSOLUTE MAJORITY REQUIRED

Cr Sally Palmer Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY AN ABSOLUTE MAJORITY: 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

BACKGROUND

On 8 March 2025 the Western Australian State Election was held, with former Councillor Dan Bull elected as the Member for Maylands. Under section 2.20 of the *Local Government Act 1995*, a person is disqualified for membership of a council if the person is a member of a parliament. On 8 March 2025, Councillor Bull gave the Chief Executive Officer formal notice of his resignation from the Council.

The resignation of Councillor Bull has created an extraordinary vacancy in the West Ward. Former Councillor Bull was last elected to the Council in 2023 for a four-year term, which means that this position of office is due to end in October 2027.

EXTERNAL CONSULTATION

The Chief Executive Officer has advised the Departmental Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries (DLGSC) that this office has become vacant, as required under section 2.32(2) of the Act.

OFFICER'S COMMENTS

When an office of an elected member becomes vacant, an election to fill the office is generally required to be held within four months of the vacancy occurring (i.e. by 8 July 2025). This is called an extraordinary election. The Council must decide on the day on which to fix the extraordinary election within one month of the vacancy occurring (i.e. by 8 April 2025).

However, under certain circumstances, a vacant office may remain unfilled, or an extraordinary election may be postponed, allowing consolidation with an ordinary election.

Section 4.16 '**Postponement of elections to allow consolidation**' of the Act states as follows:

"(4) If a member's office becomes vacant under section 2.32 –

(a) after the third Saturday in October in the year before an election; but

(b) before the third Saturday in July in that election year,

The Council may, with the approval of the Electoral Commissioner, fix the ordinary elections day in that election year as the day for holding any poll needed for the extraordinary election to fill that vacancy."

At the time of preparing this report, there are approximately seven months until the 2025 Local Government Ordinary Elections (18 October 2025). If the Council was to proceed with an extraordinary election, the election process would take at least another three months to complete, so it is unlikely that this office could be filled before the end of June 2025. This would allow the position to be filled three to four months prior to the ordinary election, in addition to the remaining term of this office which would continue through to 16 October 2027.

By postponing the extraordinary election until October 2025, and consolidating it with the ordinary elections, there would be a reduction in the administration and resourcing associated with holding an extraordinary election.

On this basis, City officers recommend that the Council agrees to postpone the extraordinary election and fix the ordinary election day (18 October 2025) as the day for holding the extraordinary election for this vacancy in the West Ward.

Committee membership and external representation

Former Councillor Bull was a member of the following Committees of Council and Advisory Groups:

- **Aged Care Governance Committee and Aged Care Asset Divestment Committee**

The work of these Committees has now been completed, and continuing membership is not required.

- **Reconciliation Advisory Committee (RAC)**

The RAC is currently made up of three Elected Members and four External Members. Councillor Bull's departure creates a vacancy that could be filled by another Elected Member. Current Elected Members on the Committee are Cr Latter (Presiding Member) and Councillor Palmer.

- **Disability Advisory Group**

The Disability Advisory Group is made up of four Elected Members, two staff members, and up to five community members. Councillor Bull's departure creates a vacancy that could be filled by another Elected Member. Current Elected Members on the Advisory Group are Councillor Latter (Chair), Councillor Meleca and Councillor Palmer.

City officers recommend that the Council fills the vacancy created by former Councillor Bull on the Reconciliation Advisory Committee and the Disability Advisory Group.

LEGISLATIVE COMPLIANCE

The following sections of the *Local Government Act 1995* are applicable:

- S2.32 - How extraordinary vacancies occur in offices elected by electors
- S4.9 - Election-day for extraordinary election
- S4.16 - Postponement of elections to allow consolidation
- S5.10 - Appointment to Committees

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Medium
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Medium
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

The cost of the last extraordinary election (held in March 2024) was approximately \$58,000. An extraordinary election has not been budgeted for during 2024/25, and funding would need to be allocated should the Council decide to hold an extraordinary election within the next four months.

If the Council decides to postpone the extraordinary election to be consolidated with the ordinary elections in October 2025 (and the Electoral Commissioner agrees), then the cost savings of the

position remaining unfilled for the next seven months will be approximately \$23,000. This is made up of savings in elected member meeting attendance fees and the ICT allowance.

The estimate provided by the WAEC for conducting the October 2025 Local Government Ordinary Elections is \$260,674 (excluding GST). This estimate is based on four vacancies. By including the additional vacancy in the West Ward, it is possible that the final costs may be higher than the estimate.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.
Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

CONCLUSION

It is recommended that the Council agrees to postpone the extraordinary election for the West Ward and consolidate it with the 2025 Local Government Ordinary Elections and seeks approval from the Electoral Commissioner to do this. This will allow the extraordinary election for the West Ward to be held at the same time as the 2025 Local Government Ordinary Elections, saving on resourcing and other costs.

It is recommended that the Council also considers the appointment of an Elected Member to the vacated Committee and Advisory Group positions.

10.1.4 WA Planning Manual - Non-Residential Car Parking Rates

Responsible Branch:	Property and Economic Development
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required
Attachments:	1. WA Planning Manual - Non- Residential Car Parking Rates [10.1.4.1 - 13 pages] 2. TPS 24 Land Use Classes without parking rates [10.1.4.2 - 1 page]
Refer:	Item: 10.4.4 OCM: 23.5.2023

SUMMARY

The Department of Planning, Lands and Heritage (DPLH) has prepared guidance for non-residential car parking rates in Perth and Peel, published as the *WA Planning Manual – Non-Residential Car Parking Rates in Perth and Peel*.

Currently, the City's car parking rates are contained within Town Planning Scheme No. 24 (TPS 24), however not all land uses listed in TPS 24 have a car parking rate specified. Council consideration is sought to endorse the use of the *WA Planning Manual – Non-Residential Car Parking Rates* as guidance for determination under delegation of applications for Development Approval for land uses where a car parking rate is not specified under TPS 24.

COUNCIL RESOLUTION
(OFFICER'S RECOMMENDATION)

That Council:

1. **Endorses the use of the *WA Planning Manual – Non-Residential Car Parking Rates* for land use classes that are not listed in the applicable development control table in Town Planning Scheme No. 24, in accordance with clause 8.4.1(g) of the Scheme; and**
2. **Resolves that where any conflict exists between the *WA Planning Manual – Non-Residential Car Parking Rates in Perth and Peel* and Town Planning Scheme No.24, the provisions of Town Planning Scheme No. 24 prevail.**

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: *Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.*

Against: *Nil.*

BACKGROUNDTown Planning Scheme No. 24

Minimum car parking rates for new development within the City are controlled under multiple different sections of TPS 24.

TPS 24 Table No. 1 – Zoning Table (Table 1) lists the land use classes and their permissibility within each zone. The City's minimum car parking rates for land uses are contained within TPS 24 Table No. 2 – Development Standards Table (Table 2), however not all land uses listed in Table 1 include corresponding development standards in Table 2.

Clause 8.1.1 of TPS24 outlines that, where a development requirement (e.g. car parking) is not readily determined by Table 2, that requirement shall be determined by Council. Current practice where a land use is not listed within Table 2 and therefore does not have a car parking rate, is to adopt the parking standards of the most similar listed land use in accordance with clause 8.1.1.

Land use permissibility for the Maylands Activity Centre Zone is listed in Table No. 3 – Maylands Activity Centre Zoning Table (Table 3), and the parking rates contained within Table 2 apply.

Land use permissibility within the Morley Activity Centre is listed in Table No. 4 – Morley Activity Centre Zoning Table (Table 4). Parking rates for the Morley Activity Centre are contained in TPS 24 Schedule No. 1 Table No. 5 – Car Parking and Bicycle Parking Standards (Table 5). Clauses 6.2 and 6.3 of Schedule 1 permit the City to apply discretion when determining car parking rates that are not listed in Table 5.

Land use classes within the Tonkin Industrial Estate are listed in TPS 24 Special Control Area 9 (SCA 9). TPS 24 Appendix 10 – Special Control Areas contains car parking rates for the Tonkin Highway Industrial Estate.

Draft Interim Guidance Document

The DPLH sought feedback on the draft *Interim Guidance Document: Car Parking Requirements for Non-Residential Land Uses in Perth and Peel* between March and May 2023. The document proposed minimum and maximum car parking rates which can be applied to non-residential uses in activity centres and precincts, service commercial zones and industrial zones.

The draft car parking requirements were initiated as a part of the State Government's Action Plan for Planning Reform with the objective of providing consistent car parking requirements for non-residential land uses. A key initiative of the planning reform agenda is to achieve greater consistency for local planning frameworks where possible and appropriate. As part of this initiative, it was identified that a more contemporary, consistent and flexible approach to the calculation of car parking requirements for non-residential uses was needed.

At the 23 May 2023 OCM Council resolved as follows:

“That Council endorses the comments on the draft Interim Guidance Document: Car Parking Requirements for Non-Residential Land Uses in Perth and Peel, as contained in this report, as the basis for the City’s submission to the Department of Planning, Lands and Heritage.”

The City’s recommendations included:

- Expand the list of land uses
- Provisions for bicycle parking, e-scooter parking and electric vehicle charging stations
- Increase the maximum parking rates for several land uses at a district level or higher, or where not located near a train station
- Allow for the local government to nominate minimum parking rates at a district level or higher
- Increase maximum parking rates for several land uses within service commercial or industrial areas

Following consultation the *WA Planning Manual – Non-Residential Car Parking Rates in Perth and Peel* (CP Manual) was approved by the Western Australian Planning Commission (WAPC) and published on 18 November 2024. A copy of the document is contained in **Attachment 1**.

The final document proposes a single car parking rate range for all land uses within district, secondary and strategic centres and station precincts. The CP Manual then proposes minimum

and maximum car parking rates for a range of land uses within local and neighbourhood centres, urban corridors, mixed use precincts, and service commercial and industrial zones.

EXTERNAL CONSULTATION

The DPLH undertook community consultation in relation to the draft document.

No consultation has been undertaken by the City with the public or other agencies on this matter.

OFFICER'S COMMENTS

As noted above there is a gap between land uses listed within the TPS 24 use class Tables 1, 3 and 4 and SCA 9, and uses which have defined development standards. For applications for land uses where there is no applicable parking rate, current practice is for the City to determine the most similar land use and apply the defined parking rate to determine the amount of parking required. A list of land use classes from Tables 1, 3 and 4 and SCA 9 that do not have a specific parking rate under TPS 24 is contained in **Attachment 2**.

There are 18 TPS 24 land uses without a parking rate, for which the CP Manual rates could be applied. There are 39 TPS 24 land uses that do not have an applicable parking rate in TPS 24 or the CP Manual, and the City's current practice of determining the most similar land use would continue in these instances. For all land uses within higher order activity centres and station precincts, the CP Manual blanket parking rates could be applied. Finally, it is worth noting that a number of TPS 24 land uses without a defined parking rate do not conform with Model Provisions for Local Planning Schemes, and are therefore likely to be deleted in the preparation of the City's new local planning scheme.

The City's review of TPS 24 parking rates against the CP Manual reveals that TPS 24 parking rates fall within the CP Manual ranges, albeit nearer the maximum rates than the minimum. This is generally reflective of the age of TPS 24.

With the guidance from the CP Manual now available, adoption of this for uses where parking rates are not listed by TPS 24 is a more suitable approach than determining the most similar listed use. The CP Manual provides clarity and certainty to developers and the City, and provides the ability to apply more contemporary parking standards. The adoption of both minimum and maximum rates provides for an acceptable range of on-site car parking spaces to be incorporated into developments. This requires the number of car parking spaces for a proposal to be equal to or greater than the minimum requirement, provided it does not exceed the maximum requirement.

As per the Delegation Register TP-D01 Local Planning Schemes, only applications with a variation of 25% to the required parking rate can be determined under delegation, and all other applications will continue to be presented to Council for determination. Any land uses proposed that fall outside of the applicable TPS 24 or CP Manual parking standards will continue to be assessed with respect to similar land uses.

Current guidance from the DPLH regarding the control of car parking recommends it to be more flexibly controlled through local planning policy, with minimum parking rates contained within the local planning scheme currently not supported. Amendment of TPS 24 to incorporate development standards for all uses not listed by Table 2 is not feasible at this time, given that the City is currently preparing a new local planning scheme and the current recommended approach to control of car parking by the DPLH.

The adoption of the CP Manual to the extent of applying non-residential car parking rates for uses that are not listed in TPS 24 - Table 2 will provide clearer and more consistent guidance to the City when assessing applications until the new local planning scheme is finalised.

LEGISLATIVE COMPLIANCE

The guidance document has been prepared in accordance with Schedule 2 Part 9A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, which outlines provisions for car parking across the Perth and Peel Region.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR01 - Inability to plan, provide and support socially connected, healthy and safe neighbourhoods.	

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Environment and Liveability

Goal E1: Maintain the identity and heritage of our neighbourhoods while supporting an increase in high quality density around transport nodes.

Adoption of the WA Planning Manual – Non-Residential Car Parking Rates in Perth and Peel will provide guidance on non-residential car parking rates to ensure a consistent approach.

CONCLUSION

Given the above, it is considered the adoption of the WA Planning Manual – Non-Residential Car Parking Rates in Perth and Peel to the extent of applying non-residential car parking rates for uses that are not listed in Table 2 of the Scheme will result in more certainty and consistency in processing applications for Development Approval.



Department of **Planning,**
Lands and Heritage



Western
Australian
Planning
Commission

ACTIVE

IN FORCE

WA PLANNING MANUAL

Non-Residential Car Parking Rates in Perth and Peel

November 2024

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Disclaimer

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This document is available in alternative formats on application to the Department of Planning, Lands and Heritage Communications Branch.

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Version	Date	Details	Location
1.0	November 2024	As published	As published

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1 PURPOSE OF THE GUIDANCE

The purpose of this guidance is to support the review of existing non-residential car parking rates under the local planning framework on zoned land in the Perth and Peel regions.

Specifically, the guidance:

- defines consistent car parking rates for non-residential land uses in activity centres¹ and precincts², and service commercial and industrial zones³; and
- provides details on the process to adopt and implement the car parking rates under a local planning framework.

The guidance relates to and is informed by the following:

- State Planning Policy 4.2 – Activity Centres (SPP 4.2)
- State Planning Policy 7.2 – Precinct Design (SPP 7.2)
- Schedule 2 Part 9A of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) – Provisions about car parking.

This guidance should be read in conjunction with the Position Statement on Electric Vehicle Charging Infrastructure.

¹ 'Activity centres' includes all classification levels of the activity centre hierarchy under SPP 4.2.

² 'Precincts' includes all precinct types identified under SPP 7.2.

³ 'Industrial' includes all types of industrial zones as set out under Schedule 1 clause 16 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, e.g. Light Industry, General Industry, Industrial Development and Strategic Industry.

2 THE NEED FOR A CONSISTENT APPROACH TO NON-RESIDENTIAL CAR PARKING

2.1 Background analysis

An analysis of the car parking standards which are currently adopted across metropolitan local governments in the Perth and Peel regions revealed that there are significant variations to the rates applied to non-residential land uses. Specifically, car parking rates differ significantly for the same land uses across similar locations, which is not reflective of contemporary car parking needs.

Based on the current practice, minimum rates are applied with the expectation that each development will meet its own car parking demand on-site. This results in a range of issues associated with the inappropriate provision of car parking and inefficient use of land.

2.2 Approach to determining rates

Engagement with stakeholders regarding the available options to determine non-residential car parking rates identified the need to:

- adopt appropriate minimum and maximum car parking rates, and
- implement a separate approach specific to activity centres and precincts.

The method to develop consistent car parking rates tested a range of rates in development scenarios located within activity centres and precincts, and within the service commercial and industrial zones across the Perth and Peel regions.

For district, secondary and strategic activity centres⁴, and station precincts⁵, the analysis indicated that adopting a set of minimum and maximum car parking rates is appropriate. This is due to the high concentration of commercial and retail land uses; access to, and availability of alternative modes of transport; and the opportunity for reciprocal car parking arrangements.

In the service commercial and industrial zones, minimum and maximum car parking rates were determined for individual land uses. This provides for operations which are typically located towards the urban fringe and in areas which are not well serviced by alternative modes of transport, increasing the reliance on car usage. The same approach applies to local and neighbourhood centres⁶, and urban corridor and mixed use precincts⁷. These car parking requirements are dependent on the specific location, the land use mix that occurs, and the access to, and availability of alternative modes of transport.

⁴ District, secondary and strategic activity centres are identified under SPP 4.2.

⁵ Station precincts are defined under SPP 7.2.

⁶ Local and neighbourhood centres are defined under SPP 4.2.

⁷ Urban corridor and mixed use precincts are defined under SPP 7.2.

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2.3 Application of the approach

The guidance applies to non-residential land uses on zoned land in the Perth and Peel regions.

This guidance does not apply to the following:

- areas covered by Redevelopment Schemes;
- areas covered by the State Government's Perth Parking Policy 2014; or
- Specialised Activity Centres⁸.

The guidance is not intended to apply to regional areas. The primary reasons behind this are:

- (a) very few regional areas have acceptable levels of public transport, which increases the reliance on cars, and
- (b) regional areas attract more sub-regional travel, where other modes of transport are not available, increasing the number of vehicles in the locality.

Therefore, the car parking rates applied in regional areas are more likely to reflect the car parking demands specific to those towns. There may be circumstances, however, where a regional local government considers that the car parking rates in this guidance are appropriate for use in a specific local context. This is to be determined on a case-by-case basis, with justification being provided based on the access to, and availability of alternative modes of transport.

⁸ Specialised Activity Centres are identified under SPP 4.2.

3 NON-RESIDENTIAL CAR PARKING RATES

The following on-site car parking rates may be adopted under a local planning framework.

3.1 Activity centres and precincts

- (a) For development within district, secondary and strategic centres nominated through SPP 4.2, and station precincts, the on-site car parking requirement is to be established based on:
 - (i) A minimum car parking rate of one parking space per 100m² of Floor Area (FA)⁹.
 - (ii) A maximum car parking rate of one parking space per 25m² of FA.

Notes:

1. The minimum car parking rate may be reduced to zero under the local planning framework. For example, through a local planning policy or a precinct structure plan.
 2. Where the minimum car parking rate is zero, a decision-maker will not be able to impose the payment in lieu of parking condition.
- (b) For development within local and neighbourhood centres, and urban corridor and mixed use precincts, the minimum and maximum on-site car parking requirements are to be established based on the rates set out in **Appendix A**.

⁹ Floor area has the same meaning given in the Building Code, in accordance with the definitions under Schedule 1 clause 37 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The above car parking rates apply in addition to precinct-wide parking caps that determine the maximum amount of parking which can be provided in the precinct and are to be adopted under SPP 4.2.

3.2 Service commercial and industrial zones

- (a) For development within the service commercial zone:
 - (i) the minimum and maximum on-site car parking requirements are to be established based on the rates set out in **Appendix B**.
 - (ii) where development relates to a land use which is not included in **Appendix B**, the minimum and maximum on-site car parking requirements are to be established based on evidence-based data and a desktop analysis.
- (b) For development within the industrial zones:
 - (i) the minimum and maximum on-site car parking requirements are to be established based on the rates set out in **Appendix C**.
 - (ii) where development relates to a land use which is not included in **Appendix C**, the minimum and maximum on-site car parking requirements are to be established based on evidence-based data and a desktop analysis.
- (c) For development within the service commercial and industrial zones which relate to a land use included in **Appendix D**, car parking rates are to be determined through the development assessment process based on the scale of the development and/or the anticipated car parking demand to accommodate the specific business operations.

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4 IMPLEMENTATION

The minimum and maximum car parking rates under this guidance are to be adopted under the local planning framework or used in the development assessment process as outlined in the following clauses.

The adoption of both minimum and maximum rates provides for an acceptable range of on-site car parking spaces to be incorporated into developments. This requires the number of car parking spaces for a proposal to be equal to or greater than the minimum requirement, provided it does not exceed the maximum requirement.

4.1 Local planning policy

In most circumstances the non-residential car parking rates outlined under this guidance should be implemented via a local planning policy as this provides a greater level of flexibility for regular review to ensure rates remain contemporary and fit for purpose. It is recognised that there may be some circumstances where it is more appropriate for parking rates to be included in the local planning scheme and these should be considered on a case-by-case basis. Where on-site car parking rates are currently contained within a local planning scheme, the local government may remove the car parking rates from the scheme by undertaking a review or an amendment and adopting a local planning policy.

Where car parking rates are currently adopted under an existing local planning policy, the local government may amend the policy to adopt the minimum and maximum car parking rates outlined under this guidance.

Where car parking rates remain in a local planning scheme, the car parking rates under this guidance can be considered in the development assessment process, as per the following section.

4.2 Assessment of development applications

Where car parking rates have been adopted based on this guidance, variations to the rates are not encouraged unless under specific circumstances. Proposed variations should be supported by a car parking management plan and justification should be provided to outline why this rate is appropriate based on the locality and anticipated demand of the land use/business.

Where car parking rates have not been adopted based on this guidance, Schedule 2, Part 9A, clause 77D of the Regulations provides for variations to the minimum on-site car parking requirements under local planning schemes. This guidance contains the rates which may be considered as an acceptable variation to the rates contained within a local planning scheme.

In this instance, the calculation of minimum and maximum car parking rates for development should occur on a case-by-case basis as part of the development assessment process. In accordance with clause 77D of the Regulations, consideration should be given as to whether adequate car parking has been provided, having regard to the:

- (a) likely use of the car parking spaces;
- (b) availability of off-site car parking facilities; and
- (c) likely use of alternative means of transport.

4.3 Proposed structure plan

When a new structure plan is being prepared, the minimum and maximum car parking rates set out in this guidance are suggested to be adopted. Variations to these standards through the structure planning process should only be considered where a car parking management plan, specific to the structure plan area, justifies the proposed variation based on the projected parking demand for the locality.

The car parking rates are to apply in addition to any precinct-wide parking caps required under SPP 4.2.

4.4 Existing structure plans and local development plans

When an existing structure plan or local development plan is being amended, it is recommended that the existing non-residential car parking rates are replaced with the minimum and maximum rates outlined under this guidance.

For an existing structure plan or local development plan not being amended for other purposes, it is possible to initiate an amendment specifically for the purpose of adopting the car parking rates under this guidance, where:

- (a) there are no specified car parking rates;
- (b) the existing car parking rates are greater than the rates under this guidance; or
- (c) maximum car parking rates, including a car parking cap, have not been established.

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4.5 Local planning strategy

Where a local planning strategy is being prepared, the local government should consider this guidance under Part 2 of a local planning strategy (under the theme 'economy').

Part 1 of a local planning strategy can determine the local government priorities and/or give direction for the preparation of a local planning policy relating to non-residential car parking requirements as an action under the economy theme. Local governments may highlight an action to prepare non-residential car parking assessment(s) and/or management plan(s) as part of any structure plan areas identified under Part 1 of a local planning strategy.

5 DATA COLLECTION

Data collection is necessary to support the testing and review of the non-residential car parking rates set out in this guidance. The data which is collected by local government will be used to evaluate options for a longer-term approach to non-residential car parking.

A mix of quantitative and qualitative methods is recommended to be used to gather data. Should the rates be adopted under the local planning framework, the local governments may use the template provided in **Appendix E**, to collate information on key elements. It is recommended that local government provides this data on a six-month basis, within 30 days from the periods ending 31 March and 30 September. This period may be extended to annually where it is agreed to with the Department of Planning, Lands and Heritage.

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Appendix A - Minimum and maximum car parking rates per land use in local and neighbourhood centres, and urban corridor and mixed use precincts

Land Use	Minimum (all minimums are zero where already stated ¹⁰ or rates below)	Maximum
Amusement Parlour	1 space per 100m ² FA ¹¹	7 spaces per 200m ² FA
Bulky Goods Showroom	1 space per 100m ² FA	1 space per 50m ² FA
Child Care Premises	0.5 spaces per staff member and 1 space per 20 children catered for	0.5 spaces per staff member and 1 space per 5 children catered for
Cinema/Theatre	1 space per 15 persons accommodated ¹²	1 space per 5 persons accommodated
Civic Use	1 space per 50m ² FA	1 space per 25m ² FA
Club Premises	1 space per 10 persons accommodated	1 space per 4 persons accommodated
Community Purpose	1 space per 100m ² FA	At discretion
Consulting Rooms	2 spaces per practitioner	4 spaces per practitioner
Convenience Store	1 space per 25m ² FA	1 space per 15m ² FA
Educational Establishment	10 spaces per 100 students	25 spaces per 100 students
Fast Food Outlet	1 space per 50m ² of public floorspace ¹³	1 space per 10m ² of public floorspace
Hotel	1 space per 10 rooms plus one space per 5 persons accommodated in bar/restaurant/hospitality areas	1 space per 2 rooms plus one space per 2 persons accommodated in bar/restaurant/hospitality areas
Lunch Bar	1 space per 100m ² FA	1 space per 20m ² FA
Market	1 space per 75m ² FA	1 space per 20m ² FA

¹⁰ Where existing structure plans or local development plans already have provision for zero minimums, these continue to apply instead of the rates stipulated under this guidance.

¹¹ Floor area has the same meaning given in the Building Code, in accordance with the definitions under Schedule 1 clause 37 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

¹² Persons accommodated relates to the maximum number of persons that may be accommodated in the building according to the land use.

¹³ Public floorspace means the floor area open and accessible to customers of the business. Storage areas, sanitary facilities, kitchens and back of house operation areas are not included in public floor area.

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Land Use	Minimum (all minimums are zero where already stated ¹⁰ or rates below)	Maximum
Medical Centre	2 spaces per practitioner	4 spaces per practitioner
Office	1 space per 200m ² FA	1 space per 50m ² FA
Place of Worship	1 space for every 8 persons accommodated	1 space for every 4 persons accommodated
Reception Centre	1 space for every 20 persons accommodated	1 space for every 5 persons accommodated
Recreation - Private	1 space for every 8 persons accommodated	1 space for every 2 persons accommodated
Restaurant/Cafe	1 space for every 10 persons accommodated within the public floorspace	1 space for every 3 persons accommodated within the public floorspace
Shop	1 space per 50m ² FA	1 space per 20m ² FA
Small Bar	1 space for every 10 persons accommodated	1 space for every 5 persons accommodated
Tavern	1 space per every 100m ² of bar and public floorspace	1 space per every 10m ² of bar and public floorspace
Veterinary Centre	2 spaces for each practitioner	4 spaces per practitioner

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Appendix B - Minimum and maximum car parking rates per land use in the service commercial zone

Land Use	Minimum (all minimums are zero where already stated or rates below)	Maximum
Amusement Parlour	4 spaces per 100m ² FA	7 spaces per 100m ² FA
Bulky Goods Showroom	1 space per 50m ² FA	1 space per 40m ² FA
Child Care Premises	0.5 space per employee, plus 1 space per every 8 children allowed under maximum occupancy	1 space per employee, plus 1 space per every 7 children allowed under maximum occupancy
Club Premises	1 space per 15 persons accommodated	1 space per 5 persons accommodated
Consulting Rooms	3 spaces per practitioner	6 spaces per practitioner
Convenience Store	1 space per 25m ² FA	1 space per 15m ² FA
Education Establishment (Private Primary and Secondary Schools)	5 spaces per 100 students	25 spaces per 100 students
Education Establishment (Private Tertiary)	1 space per 5 employees and students plus discretion consideration for auditoriums/stadiums etc.	1 space per 3 employees and students plus discretion consideration for auditoriums/stadiums etc.
Exhibition Centre	1 space per 4 persons accommodated	1 space per 3 persons accommodated
Fast Food Outlet	1 space per 12.5m ² of public floorspace	1 space per 5m ² of public floorspace
Funeral Parlour	1 space for every 6 persons accommodated	At discretion
Hospital	1 space to every 4 patients' beds plus 0.5 spaces for each employee	1 space to every 3 patients' beds plus 1 space for each employee
Liquor Store - Large	1 space per 25m ² FA	1 space per 15m ² FA
Lunch Bar	1 space per 25m ² FA	1 space per 15m ² FA
Medical Centre	3 spaces per practitioner	6 spaces per practitioner
Motor Vehicle, Boat or Caravan Sales	1 space per 200m ² of display area	1 space per 80m ² of display area
Motor Vehicle Repair	1 space per 100m ² FA	1 space per 30m ² FA
Office	1 space per 60m ² FA	1 space per 25m ² FA

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Land Use	Minimum (all minimums are zero where already stated or rates below)	Maximum
Place of Worship	1 space for every 5 persons accommodated	1 space for every 3 persons accommodated
Reception Centre	1 space for every 5 persons accommodated	1 space for every 3 persons accommodated
Service Station	0.75 space per fuel bowser, additional for supplementary land uses	2 spaces per fuel bowser, additional for supplementary land uses
Veterinary Centre	3 spaces for each practitioner	6 spaces per practitioner



Appendix C - Indicative minimum and maximum car parking rates per land use for industrial zones

Land Use	Minimum	Maximum
Convenience Store	1 space per 25m ² FA	1 space per 15m ² FA
Fast Food Outlet	1 space per 12.5m ² of public floorspace	1 space per 5m ² of public floorspace
Industry	1 space per 100m ² FA	1 space per 25m ² FA
Industry - Light	1 space per 100m ² FA	1 space per 25m ² FA
Industry – Primary Production	1 space per 100m ² FA	1 space per 40m ² FA
Lunch Bar	1 space per 25m ² FA	1 space per 15m ² FA
Motor Vehicle Repair	1 space per 100m ² FA	1 space per 30m ² FA
Service Station	1 space per fuel bowser, additional for supplementary land uses	2 spaces per fuel bowser, additional for supplementary land uses
Trade Display	1 space per 100m ² FA	1 space per 50m ² FA



Appendix D – Service commercial and industrial land uses
subject to discretion

Service Commercial	Industrial
Art Gallery	Abattoir
Brewery	Brewery
Civic Use	Civic Use
Community Purpose	Club Premises
Garden Centre	Educational Establishment
Market	Fuel Depot
Motor Vehicle Wash	Funeral Parlour
Recreation – Private	Garden Centre
Restricted Premises	Motor Vehicle Wash
Telecommunications Infrastructure	Resource Recovery Centre
Trade Display	Telecommunications Infrastructure
Trade Supplies	Trade Supplies
Warehouse/Storage	Transport Depot
	Veterinary Centre
	Warehouse/Storage
	Waste Disposal Facility
	Waste Storage Facility

WA PLANNING MANUAL
Non-Residential Car Parking Rates in Perth and Peel



Appendix E - Data collection table (template)

Location / Address	Zoning	Activity Centre / Precinct Type	Parking Complies	Variation to the Minimum or Maximum Rate	Was the Variation Approved	Additional Information
123 Street Name, Suburb	General Industry	Not applicable	Yes	Not applicable	Not applicable	N/A
45 Street Name, Suburb	Centre	Secondary centre	No	Maximum	Yes	50 bays proposed; 23-39 required. Variation approved as availability of public transport is limited due to the outer metropolitan location.
67 Street Name, Suburb	Mixed Use	Urban corridor precinct	No	Minimum	No	5 proposed; 7-15 required. Inadequate parking available within the precinct based on transport study undertaken which states...
	Choose an item	Choose an item	Choose an item	Choose an item	Choose an item	
	Choose an item	Choose an item	Choose an item	Choose an item	Choose an item	
	Choose an item	Choose an item	Choose an item	Choose an item	Choose an item	
	Choose an item	Choose an item	Choose an item	Choose an item	Choose an item	
	Choose an item	Choose an item	Choose an item	Choose an item	Choose an item	
	Choose an item	Choose an item	Choose an item	Choose an item	Choose an item	
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	Choose an item	Choose an item	Choose an item	Choose an item	Choose an item	
	Choose an item	Choose an item	Choose an item	Choose an item	Choose an item	

Town Planning Scheme No. 24 - Land Use Classes without specified parking rates

Land Use Classes with parking rates in WA Planning Manual

Amusement Parlour	Child Day Care Centre	Institutional Building	Small Bar
Automotive Panel Beating / Spray Painting	Cinema / Theatre	Industry	Trade Display
Automotive Repairs	Civic Buildings	Light Industry	Veterinary Consulting Rooms
Automotive & Marine Sales &Repairs	Education Establishment	Lunch Bar	Veterinary Hospital
	Funeral Parlour	Public Worship	

Land Use Classes with no parking rates in TPS 24 or WA Planning Manual

Automotive Wrecking	Extractive Industry	Noxious Industry	Transport Depot
Betting Agency	Fuel Depot	Occasional Uses	Zoological Gardens
Builders Yard	Garden Centre	Open Air Display	
Car Park	Hire Service (Industrial)	Public Amusement	
Car Wash	Hire Service (Non-Industrial)	Public Assembly	
Caravan Park / Camping Area	Home Business	Public Utility	
Caretaker's Dwelling	Home Occupation	Radio Equipment	
Club Premises	Home Office	Radio & Television Installations	
Cottage Industry	Home Store	Restricted Premises	
Display Home Centre	Hospital	Service Industry	
Dry Cleaning / Laundry Premises	Hostel	Storage Yard	
Exhibition Centre	Kiosk	Telecommunications Infrastructure	
	Market		

10.2 Corporate Services Directorate Reports**10.2.1 2024/25 Statutory Mid-Year Budget Review**

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	<i>ABSOLUTE MAJORITY REQUIRED</i>
Attachments:	1. Statement of Financial Activity [10.2.1.1 - 1 page]

CR STEVEN OSTASZEWSKYJ DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021, Cr Steven Ostaszewskyj declared an impartial interest in this item as the Underground Power Program is listed in the item, he has information from the Department that he has an interest in common in this topic.

Cr Steven Ostaszewskyj remained in the Council Chambers and voted on this item.

SUMMARY

- A Mid-Year Budget Review (the Review) is required to be undertaken in accordance with the Local Government (Financial Management) Regulations 1996.
- This report presents the results of the Review for the period 1 July 2024 to 31 December 2024 and highlights the significant positive and negative variations that require budget amendment.
- The revised closing position indicates a balanced budget.
- This report recommends that the Council notes the results of the Review, and by Absolute Majority, approves the recommended budget amendments required to the 2024-2025 Budget.

COUNCIL RESOLUTION
(OFFICER'S RECOMMENDATION)

That Council:

- Notes the 2024-2025 Mid-Year Budget Review and the Statement of Financial Activity (Attachment 1); and**
- Adopts the budget amendments (Table 1) to the 2024-2025 Financial Activity Statement, this includes:**
 - Breaking and early payout of loan 600005 in 2024/25**
 - The following transfers to reserves:**

Major Capital Works Reserve (resulting from EMRC Dividend)	1,221,838
Major Capital Works Reserve (resulting from 23/24 Available Surplus)	2,837,566
<u>From \$13.5M Aged Transfer:</u>	
Major Capital Works Reserve	2,200,000
Transport Renewal/Upgrade Reserve	2,900,000
Recreation Renewal/Upgrade Reserve	1,000,000
Fleet and Plant Renewal/Upgrade Reserve	1,900,000

Buildings and Facilities Reserve	4,200,000
ICT Reserve	1,300,000

3. The remaining Aged net assets, including the closing of Aged related bank accounts, to be transitioned and accounted for as per other Municipal City of Bayswater activities by 31 July 2025.

ABSOLUTE MAJORITY REQUIRED

Cr Georgia Johnson Moved, Cr Steven Ostaszewskyj Seconded

CARRIED UNANIMOUSLY BY AN ABSOLUTE MAJORITY: 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Georgia Johnson.

Against: Nil.

BACKGROUND

The City reviews its actual versus budget position on an ongoing basis and a budget variation analysis is submitted to Council in the monthly Statements of Financial Activity Report.

The Financial Management Regulations (33A) (1) specifies that Local Governments must undertake a formal budget review between 1 January and the last day of February each year and submit to Council by 31 March each year. Following the Council decision the review is then to be submitted to the Department of Local Government, Sport and Cultural Industries within 14 days.

The City has undertaken the Review within this period based on the financial year to date revenue and expenditure position as at 31 December 2024.

Detail

A review of budgets has been undertaken by each of the responsible Managers, approved by respective Directors and then reviewed by Financial Services and the Executive Leadership Team.

The review has been thorough with the consolidation of the process introduced in the previous year with enhanced budget models and a formal Director approval process. The review has also brought forward the estimated list of carry forward projects that are noted in the report.

As presented, the amended financial transactions will have no impact to the closing position. This is the net result of both positive and negative variances across both operating and capital budgets, and funds to be set aside and funds to be used from specific purpose reserve accounts.

The following table is a summary of the 2024-2025 Mid-Year Review result, with positive variances shown as \$xxx and negative variances shown as (\$xxx) i.e. in red parentheses.

Table 1

Mid-Year Budget Review - Proposed Amendments

Revenue from operating activities

General Rates	134,947
Rates excluding general rates	(24,011)
Grants, subsidies and contributions	203,381
Fees and charges	1,387,427

Interest revenue	11,149
Other revenue	445,919
Expenditure from operating activities	
Employee costs	547,311
Materials and contracts	(2,482,732)
Insurance	40,000
Other expenditure	(611)
Finance costs	17,720
Discontinued operations	34,645
Non-cash amounts excluded from operating activities	(1,538,539)
Inflows from investing activities	
Capital grants, subsidies and contributions	(4,247,506)
Outflows from investing activities	
Payments for property, plant and equipment	1,372,050
Payments for construction of infrastructure	3,111,542
Inflows from financing activities	
Transfer from reserves	5,000
Transfer from aged	13,500,000
Outflows from financing activities	
Repayment of borrowings	(3,212,810)
Transfer to reserves	(17,288,455)
Surplus or (deficit) at the start of the financial year	7,983,573
Total	-

Key findings are shown below, and amendments are shown in line with the Adopted Annual Budget format in Attachment 1.

Whilst the reporting levels adopted by the Council when adopting the 2024-2025 Budget, at its Ordinary Meeting of Council held on 25 June 2024, were 10% or \$50,000 (whichever is greater), some commentary has been provided on variances less than these amounts where considered necessary to gain a full understanding of the amended net position resulting from the Mid-Year Review.

EXTERNAL CONSULTATION

No consultation has occurred with the public or other agencies on this matter.

OFFICER'S COMMENTS

FINANCIAL ACTIVITY STATEMENT COMMENTARY

The key material findings in the Operating Budget are outlined below:

General Rates – Positive Variance \$134,947

- Growth in the rates base has improved the expected income derived from interim rates.

Operating grants, subsidies and contributions – Positive Variance \$203,381

- Operating Grants - \$203,381 increase due to additional grant funding mainly related to Sustainable Environment projects such as Urban Greening, Bardon Park Revegetation, Berringa Wetlands and Lightning Swamp Bushland.

Fees and charges – Positive Variance \$1,387,427

- Project Services - \$463,190 increase due to private works income for Morley Drive to Bath Street Roundabout restoration.
- Green Fees - \$130,000 increase due to increased usage at Maylands Peninsula and Embleton Golf Course.
- Bayswater Waves - \$391,530 increase due to higher than anticipated Health Club memberships, Casual Pool Entry, Swim School Enrolments and Merchandise Sales.
- The RISE - \$191,407 increase in Health Club Memberships, Sports Courts Hire and Social Sports Competition income. However, Function Room Hire has decreased by \$16,411.
- Engineering Works – \$63,475 increase due to private works income for Resurfacing Works of Peninsula Road and Wall Street.
- Morley Sport and Recreation Centre - \$236,726 increase in Venue/Facility Hire however this is offset by a decrease of \$231,751 in Health Club Membership income.
- Other minor increase such as \$51,000 for Planning Approvals Fines/Penalties and \$49,000 for Statutory Building Approvals.

Other Revenue – Positive Variance \$445,919

- Reimbursement of \$208,931 for the reinstatement of Halliday Park from damage caused whilst storing materials for the Metronet Station project.
- Increase of \$124,638 in Kiosk Sales at Morley Sport and Recreation Centre.
- Decrease of \$16,000 in Abandoned Vehicles income.

Employee Costs – Positive Variance \$547,311

- Parks and Gardens - \$200,000 decrease in Salaries and Wages, however, this is offset by increased Agency/Labour Hire costs.
- Staff vacancies across the organisation particularly within Community Development and Asset and Mapping Services has contributed to the positive variance by \$295,976.
- The movement also includes minor FTE increases of 0.4 for a Pool Inspector and 0.3 for a Procurement/Contracts Officer, both due to compliance reasons.

Materials and Contracts – Negative Variance (\$2,482,732)

- Additional budget allocation of \$927,026 for Maylands Lakes.

- Parks and Gardens – additional \$270,000 for Agency/Labour Hire, however, offset by a decrease in Employee Costs and Apprentice Program costs.
- Additional budget allocation of \$463,190 for Morley Drive to Bath Street streetscapes and roundabout restoration funded by Main Roads.
- Additional \$208,931 in expenditure for Halliday Park reinstatement works – offset by reimbursement.
- Maylands Lakes Island Tree Pruning – funding of \$137,600 required to reduce bird activity contributing to water quality.
- Morley Sport and Recreation Centre – additional \$105,600 for Cost of Goods Sold to reflect increase in Kiosk Sales revenue.
- Perth Festival Partnership – increase of \$98,000 in contractor expenses.
- Asset & Mapping Services – additional \$88,600 in expenditure for Intramaps implementation and LIDAR data as budget was not carried forward from previous financial year.
- Additional \$89,120 in grant related expenditure for Urban Greening Program, Lightning Swamp Bushland, Bardon Park Revegetation and Berringa Wetlands.

Capital grants, subsidies and contributions – Negative Variance (\$4,247,506)

- The negative variance largely made up of several grant funded projects that have been identified as Carry Forward in the 2025/26 budget and are listed in the ‘Carry Forward’ section below.
- Mills Avenue Pocket Park Development (Metronet) – decrease of \$680,000 as State Government is no longer providing funding to deliver the project.
- Engineering Works - additional grant revenue of \$154,193 to reflect approved MRRG funding for Road Rehabilitation projects and \$18,301 for Maylands Pontoon as part of LRCI program.

Payments for property, plant and equipment – Positive Variance \$1,372,050

- The variance is due to several projects that have been identified as a Carry Forward in the 2025/26 budget resulting in a reduction of \$1,320,650. These projects are included in the Carry Forward section below.
- Other minor adjustments from projects completed under budget – savings of \$67,541.
- Bayswater Waves Refurbishment - an additional budget allocation of \$145,021 for outstanding expenditure including demobilisation of transportable office and defect liability withheld.
- An additional budget allocation of \$83,000 for various projects at Bayswater Waves to address equipment failure and safety issues.
- Morley Sport and Recreation Centre - an additional budget allocation of \$85,000 for various projects to address equipment failure and safety issues.
- An additional budget allocation of \$60,000 for Rangers and Security refurbishment project.

Payments for construction of infrastructure – Positive Variance \$3,111,542

- The variance is due to several projects that have been identified as a Carry Forward in the 2025/26 budget resulting in a reduction of \$1,226,500. These projects are included in the Carry Forward section below.
- Mills Avenue Pocket Park Development (Metronet) – decrease of \$680,000 as State Government is no longer providing funding to deliver the project.
- Sport Court Replacement Program – decrease of \$95,000 as project not going ahead due to Department of Education development application on land.
- Waterland Parking and Playspace – decrease of \$132,485 as works have been funded through another project.
- Other minor adjustments from projects completed under budget – savings of \$87,764.
- An additional allocation of \$218,605 to reflect approved MRRG funding for Road Rehabilitation projects.
- An additional budget allocation of \$150,000 Maylands Lakes Water Tank Installation as per Council resolution September 2024 OCM.
- An additional budget allocation of \$100,000 for Maylands Carpark.

Reserve Transfers

Transfers to Reserves have increased \$17,288,455, all of which are further explained in sections below.

- Opening Surplus Adjustment \$4,059,404
 - \$1,221,838 to Major Capital Works Reserve resulting from EMRC dividend
 - \$2,837,566 to Major Capital Works Reserve resulting from other opening surplus adjustments.
- \$567,150 related to Carry Forward projects.
- Reduction in the transfer to Reserves of \$838,099 a result of the early payout of loan 600005.
- \$13,500,000 transfer from Aged, allocated as per table 4 below.

The Transfer from Reserves has been increased by a net \$5,000 as result of the following capital projects:

- Maylands Brickworks Rectification - \$200,000 (carry forward)
- Bayswater Waves Roof Renewal - \$295,000 (not required)
- Maylands Lakes - \$500,000 (additional funding)

Carry Forwards – Capital Projects

Officers have identified those projects that will be a carry forward and re-budgeted in the 2025-2026 Annual Budget. The City undertakes a further review of all carry forward projects in September/October each year once the prior year actuals are finalised and further adjustments will be reported to Council following that review.

Any projects identified to be carried forward to 2025-26 do not impact on maintaining a balanced budget as they are simply re-budgeted, including their funding source, as part of the annual budget process. This includes the municipal component that is transferred to reserve to fund those projects in 2025-26.

The projects to be carried forward including budget amounts are listed in the following table:

Project	Project Description	Current Budget	Carry Forward Component	Revised 2024-25 Budget
81062	Tranby House Reserve Foreshore - rehab and revegetation	\$1,000,000	\$1,000,000	\$0
81065	Morley Noranda Recreation Club - facility upgrades	\$750,000	\$750,000	\$0
81220	Maylands Brickwork Rectification	\$250,000	\$200,000	\$50,000
81231	Crimea Park floodlight renewal	\$90,000	\$90,000	\$0
81322	Waterland Carpark Expansion	\$136,500	\$136,500	\$0
81337	Maylands Brickworks Reserve Renewal - Structure	\$227,500	\$227,500	\$0
81341	Noranda Soccer Changeroom Upgrade	\$163,800	\$143,150	\$20,650
		\$2,617,800	\$2,547,150	\$70,650

The carry forward components total \$2.55M and are funded by grant income (\$1.78M), Reserves (\$0.2M) and the Municipal Fund (\$0.57M). Although some projects have been delayed a key reason behind many of the grant funded projects relates to the availability and timing of the grant income.

Loan 600005 – Underground Power Cashflows

New borrowings of \$7M were included in the 2022/23 Annual Budget to provide cashflow support to the Maylands State Underground Power Program (SUPP). Only \$6.2M was eventually drawn-down, which was based on the projected cash flow of payments to Western Power. The loan provided some cashflow certainty to the City as it was difficult to project accurate cash flows for this SUPP.

The key cashflow components of the program are the payments to Western Power (outgoing) and receipts as a result of service charges to property owners (incoming). In addition to the Western Power costs, service charges also took into consideration project management costs, staffing costs and the loan interest, hence service charges were raised for \$6.9M as per the 2023/24 budget.

The income from service charges has been received earlier than expected with at least 80% expected to be received by 30 June 2025.

The costs associated with the program, especially staffing and project management costs were difficult to estimate, even more so given the program was hampered by delays. Those costs over the life of the project have been greater than anticipated. There was also the potential of adjustments to the final costs on-charged by Western Power, however based on recent information it appears there will be no adjustments.

By breaking the loan and paying early, based on initial estimates from the Western Australian Treasury Corporation this would save approximately \$191K and the SUPP would basically break-even, which is the desired outcome.

The options to either break or not break the loan are compared in the following table:

Table 2 – Comparison of Options

Cashflows - Income and Expenditure	Project Life	
	Break Loan	Don't Break
UGP Service Charges Income Received	\$6,919,207	\$6,919,207
<u>Expenses:</u>		
Employee Costs	(\$48,904)	(\$48,904)
Materials and Contracts	(\$6,434,200)	(\$6,434,200)
Finance Costs	(\$436,103)	(\$627,464)
Total Expenditure	(\$6,919,206)	(\$7,110,567)
Accumulative Surplus / (Deficit) Cash Funds	\$0	(\$191,360)

As part of the 2024/25 amended budget (and 2025/26 in the Long Term Financial Plan) \$0.8M was transferred each year to reserve to help cover the final year of the loan repayment. These reserve transfers will not be required should the loan be fully paid. The following table provides the breakdown of the budget amendments required based on breaking the loan, which are also reflected in Table 1 and Attachment 1:

Table 3 – Budget Amendments

	Current Position	Budget Amendment	Updated Position
Opening Position	\$1,023,778	\$3,924,169	\$4,947,947
Loan Interest	(\$187,859)	\$17,720	(\$170,139)
Transfer to Reserve	(\$838,099)	\$838,099	\$0
Movement in Non-Current Debtors	\$2,547,079	(\$1,538,539)	\$1,008,540
Loan Borrowings Repayment	(\$1,521,121)	(\$3,212,810)	(\$4,733,931)
Contractor Costs	(\$1,023,778)	(\$28,638)	(\$1,052,416)
Net	0	0	0

Aged / Discontinued Operations

Aged Cash funds

The City diversified much of its aged accommodation to Juniper in November 2023. This enabled a significant amount of money held in Aged reserves to be available for other purposes and reallocated during the Reserve Review on 1 July 2024.

Following the completion of the audit of the 2023/24 Annual Financial Report in December 2024, which included an audit of the Juniper sales transaction, the Financial Position of Aged is now confirmed. This effectively means that the remaining cash funds held in Aged can also be repurposed. At the time of writing this report \$13.7M funds are currently available, which is effectively the equity accumulated from operating Aged assets from their infancy. It is recommended \$13.5M be made available for reallocation, with the excess amount transferred to

the Municipal account to support the net cost of existing aged activities (i.e. Mertome Gardens) until 30 June 2025.

Given the Reserve Review reallocation to new and existing reserves was driven by Asset Management requirements at the time, those requirements should again be re-considered now that the City has additional funding and more reliable data following the 2024/25 Forward Capital Works Program (FCWP).

Based on the 2024/25 FCWP and allowing for two years of required net funding, the following table summarises the net changes to asset renewal costs as compared to the data previously available.

Table 4: Changes in Asset Renewal Needs as Identified During the FCWP

Asset Renewal/Upgrade - Net Annual Costs	Annual Renewal Costs		
	Used for NoM	Updated (FCWP)	ncrease/(Decrease)
Building	\$3,240,287	\$3,924,306	\$684,019
Transport (net of grant funding)	\$2,593,408	\$3,082,206	\$488,798
Recreation	\$1,908,625	\$2,371,455	\$462,830
Fleet	\$1,274,381	\$1,937,208	\$662,827
ICT	\$1,159,617	\$1,102,562	(\$57,055)
	\$10,176,318	\$12,417,737	\$2,241,419

Based on the LTFP there is considerable funding needed from reserves to fund the capital program and support a balanced budget, at least until the operating performance is in a healthier position. During 2024/25 \$6.4M of reserve funding was allocated from reserves to fund the capital program. This provides an opportunity to further strengthen those reserves by replenishing them as well as better aligning with more accurate asset renewal needs.

The following table illustrates those additional reserve transfers (rounded to nearest hundred thousand) required to bring the reserve balances at 30 June 2025 to a position of equating to two years of asset renewal funding, with the ICT Reserve also allowing for costs associated with EDEN.

Table 5: Additional Transfers to Replenish and Realign Asset Renewal Reserves

Reserve Name	Budgeted 30/6/25 Balances	Transfers based on FCWP	Updated Reserve Balances
Transport Renewal/Upgrade Reserve	\$3,304,692	\$2,900,000	\$6,204,692
Recreation Renewal/Upgrade Reserve	\$3,730,723	\$1,000,000	\$4,730,723
Fleet and Plant Renewal/Upgrade Reserve	\$1,926,788	\$1,900,000	\$3,826,788
Buildings and Facilities Reserve	\$3,650,399	\$4,200,000	\$7,850,399
ICT Reserve	\$3,609,329	\$1,300,000	\$4,909,329
	\$16,221,931	\$11,300,000	\$27,521,931

Given the proposed transfers of \$11.3M, this would leave \$2.2M available to be used for other reserves or projects.

The cash reallocation from Aged (General Funds) to CoB Reserves will occur over the remainder of 2024/25 as Aged Term Deposits mature and become available for transition to the respective

Reserves. This requires the transfer of the cash assets from Aged to the Municipal Account and then invested in respective CoB Reserves, resulting in the following budget adjustment:

Table 6: 2024/25 Budget Amendment

	Movement
Transfer from Aged	\$13,500,000
Transfer to Reserve	-\$13,500,000
Net Budget impact	\$0

Accounting for Aged

To support compliance with the requirements of Aged Care Financial Reporting (ACFR), the City has accounted for ‘Aged’ separately to all other Municipal transactions. This includes maintaining separate bank (including term deposit) accounts and removing the impact of Aged in surplus/deficit and Net Current Asset calculations.

Following the divestment to Juniper this requirement is now redundant. The only remaining transactions that relate to Aged other than the interest income are:

1. Mertome Gardens - very minor with a net budget of approximately \$104K per annum consisting of \$75K in rental income and \$179K in operating costs, half the costs relate to contributions made by the City to the managing agent. There are also legal and consultancy costs associated with the future divestment.

Given the few and minor transactions associated with remaining Aged assets, they will continue to be accounted for separately (i.e. separate cost centres) consistent with all other activities and services provided by the City. However, there is no need to maintain separate bank accounts and they can be accounted for within the Municipal Account, with the recommendation this transition is finalised no later than July 2025.

Accumulated Surplus

The audit of the 2023-24 Annual Financial Report (AFR) concluded in December 2024 with the audited accumulated surplus being \$15.6M as reported in note 32 of the AFR. The surplus calculation is a very detailed calculation that complies with the requirements of the Local Government (Financial Management) Regulations 1996. The surplus calculation is based on net current assets (after restricted assets) held by the City and this is reconciled to the movement in revenue and expenditure during the year. The estimated surplus used for budgeting purposes (\$0.97M) was driven by the expected carry forward projects funded by Municipal funds and other operational budgets available (unspent) from the previous year.

The surplus, although accurate and subject to audit, is inflated due to a number of reasons as follows:

1. The prepayment of the 2024-25 financial assistance grants (FAG’s) in 2023-24. This has inflated the surplus by \$2.6M with the funding budgeted in 2024-25.
2. The carry forward of predominantly capital projects from 2023-24 to 2024-25, as considered by Council in November 2024 has added a further \$4.1M, this includes the contractor payment in relation to underground power.

3. The EMRC declared a dividend to the City in June 2024 further inflating the opening surplus by \$1.2M. The recommendation in the MYBR is that these funds are transferred to the General Waste Management Reserve.
4. As the Underground Power costs are now supported by the receipt of service charges, the loan drawn down to support short/medium term cash flow issues further inflates the surplus by \$3.9M. The recommendation is to break and pay in full the remaining loan in 2024-25.

This is summarised in the following table:

Table 7 – Reconciliation of Opening Surplus

2024/25 Audited Opening Surplus	15,640,707
less carry forwards (muni)	(4,118,487)
less prepaid FAG's	(2,573,282)
less EMRC Dividend	(1,221,838)
less funds remaining from borrowings	(3,924,169)
Updated Opening Surplus	3,802,931
less budgeted Opening Surplus	(965,365)
Available Funds	2,837,566

Note: carry forward from UGP payments has been included within the carry forward amount.

This leaves an available surplus (i.e. in excess of that allowed for during the 2024/25 budget) of \$2.8M to support activities or reserves in 2024-25. The recommendation, consistent with the previous year, is to transfer the net available amount to the Major Capital Works Reserve.

The available opening surplus has been derived from favourable variances in income and expenditure including interim rates (\$79K), Fees and Charges (\$1.1M), interest (\$146K), other revenue (\$384K, employee costs (\$340K), Materials and Contracts (\$1.5M), Utility Costs (\$231K).

The following items do not require a further budget adjustment for the following reasons:

1. The additional income from the prepaid FAG's has already been budgeted within the respective income account.
2. The carry forwards were updated as part of the Carry Forward item adopted by Council in November 2024.
3. Fund's remaining from borrowings have been included in the 'Loan 600005 – Underground Power Cashflows' item.

The following table consolidates all proposed budget amendments in regard to the opening surplus and provides a reconciliation to the statutory opening surplus:

Table 8: Consolidated Budget Amendments - Opening surplus

		Movement
Current Budgeted opening Surplus		
Opening Budget	965,365	
Carry Forwards	<u>4,118,487</u>	5,083,852
Add:		
Borrowings		3,924,169
Other Opening Surplus Adjustments		2,837,566
EMRC Dividend		1,221,838
Updated Surplus		<u>13,067,425</u>
Statutory Opening Surplus		15,640,707
Variance (FAG's budgeted as income)		(2,573,282)

LEGISLATIVE COMPLIANCE

Local Government Act 1995.

Local Government (Financial Management) Regulations 1996, regulation 33A.

The mid-year budget review analysis has been carried out in accordance with the relevant statutory requirements and in consultation with operational officers.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS FINANCIAL IMPLICATIONS

A balanced budget has been maintained as outlined within the body of this report.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater's Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council's policies,

services and events and advise the community of engagement outcomes.

CONCLUSION

The Budget Review has identified several areas requiring budget amendments. Overall, the net impact of the 2024-2025 Budget Review is represented by a balanced budget.

The Budget Review is recommended to Council for adoption.

City of Bayswater
Statement of Financial Activity
for the period 1 July 2024 to 30 June 2025

	Adopted Budget	Amended Budget	MYBR Adjustments	Proposed Budget
	\$	\$	\$	\$
Operating activities				
Revenue from operating activities				
General Rates	52,331,216	52,331,216	134,947	52,466,163
Rates excluding general rates	8,364,448	8,364,448	(24,011)	8,340,437
Grants, subsidies and contributions	3,703,937	3,713,937	203,381	3,917,318
Fees and charges	25,883,686	25,883,686	1,387,427	27,271,113
Interest revenue	5,496,744	5,496,744	11,149	5,507,893
Other revenue	969,386	969,386	445,919	1,415,305
	96,749,418	96,759,418	2,158,812	98,918,230
Expenditure from operating activities				
Employee costs	(45,733,058)	(45,733,058)	547,311	(45,185,747)
Materials and contracts	(35,448,632)	(37,725,540)	(2,482,732)	(40,208,272)
Utility charges	(4,044,956)	(4,044,956)	0	(4,044,956)
Depreciation	(13,593,021)	(13,593,021)	0	(13,593,021)
Insurance	(1,278,656)	(1,278,656)	40,000	(1,238,656)
Other expenditure	(445,398)	(445,398)	(611)	(446,009)
Finance costs	(624,936)	(624,936)	17,720	(607,216)
Profit/(Loss) on asset disposal	(244,836)	(244,836)	0	(244,836)
	(101,413,493)	(103,690,401)	(1,878,312)	(105,568,713)
Discontinued operations	553,098	553,098	34,645	587,743
Non-cash amounts excluded from operating activities	15,451,346	15,451,346	(1,538,539)	13,912,807
Amount attributable to operating activities	11,340,369	9,073,461	(1,223,394)	7,850,067
Investing activities				
Inflows from investing activities				
Capital grants, subsidies and contributions	10,935,544	12,565,108	(4,247,506)	8,317,602
Proceeds from disposal of assets	446,003	446,003	0	446,003
	11,381,547	13,011,111	(4,247,506)	8,763,605
Outflows from investing activities				
Payments for property, plant and equipment	(10,340,774)	(12,491,404)	1,372,050	(11,119,354)
Payments for construction of infrastructure	(15,148,481)	(18,402,669)	3,111,542	(15,291,127)
Payments for intangible assets	0	(14,620)	0	(14,620)
	(25,489,255)	(30,908,693)	4,483,592	(26,425,101)
Amount attributable to investing activities	(14,107,708)	(17,897,582)	236,086	(17,661,496)
Financing activities				
Inflows from financing activities				
Transfer from reserves	8,348,778	10,287,073	5,000	10,292,073
Transfer from aged	0	0	13,500,000	No Budget
	8,348,778	10,287,073	13,505,000	23,792,073
Outflows from financing activities				
Repayment of borrowings	(2,451,100)	(2,451,100)	(3,212,810)	(5,663,910)
Payment for principal portion of lease liability	(126,381)	(126,381)	0	(126,381)
Transfer to reserves	(3,969,323)	(3,969,323)	(17,288,455)	(21,257,778)
	(6,546,804)	(6,546,804)	(20,501,265)	(27,048,069)
Amount attributable to financing activities	1,801,974	3,740,269	(6,996,265)	(3,255,996)
Movement in surplus or (deficit)				
Surplus or (deficit) at the start of the financial year	965,365	5,083,852	7,983,573	13,067,425
Amount attributable to operating activities	11,340,369	9,073,461	(1,223,394)	7,850,067
Amount attributable to investing activities	(14,107,708)	(17,897,582)	236,086	(17,661,496)
Amount attributable to financing activities	1,801,974	3,740,269	(6,996,265)	(3,255,996)
Surplus or (deficit) after imposition of general rates	(0)	(0)	0	0

10.2.2 Financial Report for the Period Ended 28 February 2025

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required
Attachments:	<ol style="list-style-type: none"> 1. Monthly Financial Statement Snapshot [10.2.2.1 - 1 page] 2. Executive Summary and Statement of Financial Activity Significant Variances [10.2.2.2 - 6 pages] 3. Statement of Financial Activity [10.2.2.3 - 1 page] 4. Statement of Financial Position [10.2.2.4 - 1 page] 5. Net Current Assets [10.2.2.5 - 1 page] 6. Cash Backed Reserves Report [10.2.2.6 - 1 page] 7. Capital Acquisitions & Non-Operating Grants Report [10.2.2.7 - 13 pages]

CR STEVEN OSTASZEWSKYJ DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021, Cr Steven Ostaszewskyj declared an impartial interest in this item as Wotton Reserve is mentioned in the report and he is a member of the Morley Windmills Sports Club who lease a facility at Wotton Reserve.

Cr Steven Ostaszewskyj remained in the Council Chambers and voted on this item.

CR JOSH EVESON DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021, Cr Josh Eveson declared an impartial interest in this item as Wotton Reserve is listed in the report. Windmills lease the sports hall at Wotton Reserve and he is a member of the Windmills Sports Club.

Cr Josh Eveson remained in the Council Chambers and voted on this item.

SUMMARY

This report details the financial reports for the period ended 28 February 2025 including, Monthly Financial Statements with supporting information (**Attachments 1 to 5**), Cash Backed Reserve Report (**Attachment 6**) and Capital Acquisitions & Non-Operating Grants Report (**Attachment 7**).

COUNCIL RESOLUTION
(OFFICER'S RECOMMENDATION)

That Council receives the financial reports for the period ended 28 February 2025, comprising:

1. Monthly Financial Statements with supporting information (**Attachments 1 to 5**).
2. Cash Backed Reserve Report (**Attachment 6**).
3. Capital Acquisitions & Non-Operating Grants Report (**Attachment 7**).

Cr Nat Latter Moved, Cr Giorgia Johnson Seconded

CARRIED UNANIMOUSLY: 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj,

Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Georgia Johnson.

Against: Nil.

BACKGROUND

The *Local Government Act 1995* in conjunction with regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires a monthly Statement of Financial Activity to be presented to Council. This Statement is to include:

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the *Local Government Act 1995*;
- (b) Budget estimates to the end of the month to which the statement relates;
- (c) Actual amounts of expenditure, revenue and income to the end of the month to which these statements relate;
- (d) The material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) The net current assets at the end of the month to which the statement relates.

Regulation 35(1) of the *Local Government (Financial Management) Regulations 1996* requires a monthly Statement of Financial Position showing the financial position of the local government as at the last day of the previous month, and:

- (a) The financial position of the local government as at the last day of the previous financial year; or
- (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.

At its meeting on 25 June 2024, Council adopted the Annual Budget for the 2024/25 financial year. The figures in this report are compared to the adopted budget and subsequent amendments as approved by Council throughout the financial year.

Regulation 34(5) determines the mechanism required to ascertain the definition of material variances which are required to be reported to Council as 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. The material variance adopted by the Council for the 2024/25 Budget is \$50,000 or 10% of the appropriate base, whichever is the higher.

EXTERNAL CONSULTATION

In accordance with section 6.2 of the *Local Government Act 1995*, the adopted budget was prepared having regard to the Community Strategic Plan, prepared under section 5.56 of the *Local Government Act 1995*, which was made available for public comment.

OFFICER'S COMMENTS

The financial statements for the reporting period are submitted in the form of:

- Monthly Financial Statements with supporting information (**Attachments 1 to 5**);
- Cash Backed Reserve Report (**Attachment 6**); and
- Capital Acquisitions & Non-Operating Grants Report (**Attachment 7**);

The Monthly Financial Statement Snapshot (**Attachment 1**) summarises total capital and operating expenditure. Details of the material variances are outlined in the Executive Summary and Statement of Financial Activity Significant Variances Report (**Attachment 2**).

The Statement of Financial Activity (**Attachment 3**) reports the financial performance of the City after adjusting for non-cash items (depreciation, provisions, etc.) by Nature and Type.

The Statement of Financial Position (**Attachment 4**) reports the financial position of the City as at the last day of the previous month.

The City's net current assets are outlined in (**Attachment 5**) with details of any adjustments.

All of the reserve accounts are cash-backed and supported by funds held in financial institutions as set out in the City's Investment Policy (**Attachment 6**).

The projects summarised in the Capital Acquisitions & Non-Operating Grants Report (**Attachment 7**) detail the capital (actual and committed) expenditure for the period ended 28 February 2025.

LEGISLATIVE COMPLIANCE

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare an annual financial report for the preceding year and such other financial reports as are prescribed. Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the local government to prepare each month a statement of financial activity reporting on the source and application of funds as set out in the annual budget.

Regulation 35(1) of the *Local Government (Financial Management) Regulations 1996* requires the local government to prepare each month a Statement of Financial Position showing the financial position of the local government.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

All amounts quoted in this report are exclusive of GST.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater's Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.
Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

CONCLUSION

In light of the above, it is recommended that Council receives the financial reports for the period ended 28 February 2025.

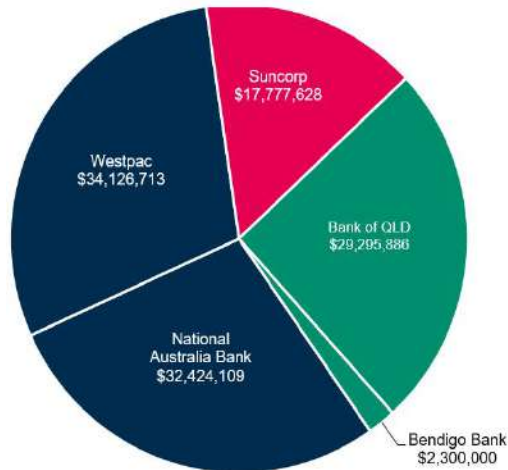
Monthly Financial Statement Snapshot

February 2025

Term Deposits by Bank

(refer to investment report)

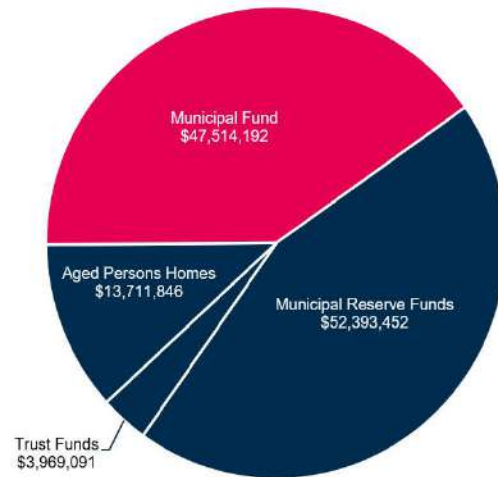
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Total Cash and Cash Equivalents

(including cash at bank, term deposits and trust funds)

■ Restricted ■ Unrestricted



	Debtor				Trade Creditors
	Sundry	Infringement	Recreation	Total	
Total Outstanding	\$338,008	\$531,757	\$615,464	\$1,485,230	\$1,233,083
Not yet due	0%	0%	67%	25%	0%
Current	71%	9%	14%	26%	90%
Over 30 days	19%	2%	8%	8%	5%
Over 60 days	10%	89%	11%	41%	5%

Rates & Charges	
Collected	85.66%
Total Outstanding	\$9,341,554
Deferred Rates	\$781,435

Payment Options	YTD 2024/25	2023/24
Payment in Full	19,665	21,111
Instalment	9,257	8,422
Rates Smoothing	2,770	2,423
Arrangement	746	698
None Selected	1,295	1,016

Capital

	Amended Budget	YTD Amended Budget	YTD Actual	YTD %
Revenue	\$12,565,108	\$7,866,224	\$1,151,334	15%
Expenditure	\$30,908,693	\$18,032,379	\$10,297,710	57%

Operating

	Amended Budget	YTD Amended Budget	YTD Actual	YTD %
Revenue	\$96,759,418	\$90,010,326	\$90,328,093	100%
Expenditure	\$103,690,401	\$67,618,607	\$65,642,900	97%

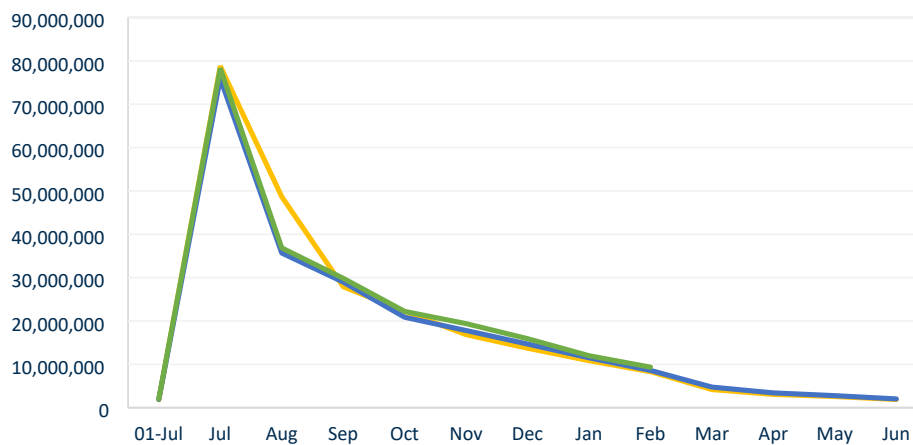
**City of Bayswater
Executive Summary
for the period 1 July 2024 to 28 February 2025**

Revenue

The annual rate notices were issued on 19 July with a due date of 23 August for full payment or 1st instalment, with the last instalment due in March 2025. To date 85.66% of the total rate revenue raised has been received, with 19,665 (58%) of properties paid in full and 12,773 (38%) properties nominating a payment option.

Rates Receivable
(excluding prepaid and deferred rates)

— 2022/23 — 2023/24 — 2024/25



(Note: includes all charges on rates notice including ESL and rubbish fees)

Debtors

Currently, there is a total of \$1.49M of outstanding debts of which \$338K relates to sundry debtors, 71% of which are not due yet; \$532K to infringement debts and \$615K to recreation debts.

Capital

Capital revenue is recognised once the expenditure has been incurred and performance obligations met. The year-to-date budget includes an allocation of \$7.87M for capital revenue which has largely not yet been received or recognised. Grant funded projects that have been identified as carry forward to 2025-26 will be adjusted as part of the mid-year budget review.

Capital expenditure related to payments for property, plant and equipment is \$1.6M lower than the year-to-date budget. Projects such as Information Services - Network Infrastructure Replacement Program and Waste Transfer Station Renewal are yet to commence. Projects such as Lightning Park – Facility Upgrade, Information Services - End User Devices Replacement Program are behind budget with funds committed. This variance has been offset by the Plant and Equipment Replacement Program and Morley Sport and Recreation Centre Roof Renewal projects which are both ahead of the year-to-date budget.

Expenditure related to payments for construction of infrastructure is \$6.1M lower than the year-to-date budget mainly due to the timing of Road Constriction, Tree Management, Footpath Construction, MRRG Road Rehabilitation and Base Road projects.

Projects that have been identified as carry forward to 2025-26 have been included in the mid-year budget review.

Operating

Year-to-date operating revenue (including rates) is in line with the year-to-date budget.

Operating expenditure is 3% lower in comparison to the year-to-date budget, largely due to timing of expenditure across several areas such as employee costs, utility charges, depreciation and other expenditure.

**City of Bayswater
Statement of Financial Activity
Significant Variances
For the period 1 July 2024 to 28 February 2025**

Operating activities
Revenue from operating activities

Nature or Type	YTD Amended Budget \$	YTD Actual \$	Variance Positive/ (Negative) \$
General rates <ul style="list-style-type: none"> The variance is due to interim adjustments being slightly better than budget. 	52,238,239	52,375,665	137,426
Rates excluding general rates <ul style="list-style-type: none"> Immaterial variance due to interim adjustments. 	8,369,283	8,340,437	(28,846)
Grants, subsidies, and contributions <ul style="list-style-type: none"> The variance is predominantly due to the advance payment of the 2024/25 grant from the Grants Commission being received in June 2024. 	3,044,346	1,748,002	(1,296,344)
Fees and charges <ul style="list-style-type: none"> Revenue from Green Fees at Maylands Peninsula Golf Course (\$143K) and Embleton Golf Course (\$72K) are higher than the year-to-date budget. Revenue from Bayswater Waves Health Club memberships (\$240K) is higher than anticipated. Income from The RISE Health Club Memberships (\$88K), Sports Court Hire (\$27K) and Social Sports Competitions (\$25K) is higher than anticipated. Revenue from Development Applications (\$72K) and Fines/Penalties (\$52K) is higher than anticipated. Revenue from Statutory Building Approvals is \$76K higher than year-to-date budget. The spread of the Domestic and Commercial refuse charges budget has also contributed to the overall variance. 	21,930,937	22,872,032	941,095
Service charges <ul style="list-style-type: none"> Immaterial variance due to minor interim adjustments. 	0	(1,500)	(1,500)
Interest revenue <ul style="list-style-type: none"> The variance is due to the budget spread of interest income with the actuals impacted by the number of term deposits maturing during the month. 	3,770,760	3,964,281	193,520

Nature or Type	YTD Amended Budget \$	YTD Actual \$	Variance Positive/ (Negative) \$
Other revenue <ul style="list-style-type: none"> The variance is largely due to an unbudgeted reimbursement of \$209K for the reinstatement of Halliday Park from damage caused whilst storing materials for the Metronet Station project. Works related to this reimbursement will occur in the 2024/25 financial year and will be considered in the mid-year budget review. Kiosk Sales at Bayswater Waves and Morley Sport and Recreation Centre are higher than anticipated. 	656,760	1,029,176	372,416
Total	90,010,326	90,328,093	317,767

Expenditure from operating activities

Nature or Type	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Employee costs <ul style="list-style-type: none"> Employee costs are lower than expected due to the budget spread and timing of pay-runs. The variance is also compounded by outstanding Workers Compensation Insurance premium and seasonal staffing levels within Recreation Facilities. 	(29,995,072)	(29,116,929)	878,142
Material and contracts <ul style="list-style-type: none"> The variance is due to several projects that are behind the year-to-date budget, such as ERP Business Solutions (\$344K), Waste Disposal and Processing (\$328K), Tree Planting Program (\$324K) and Information and Communication Technology (\$231K). This has been offset by a number of projects that are ahead of the year-to-date budget, such as Business Systems – Software Licenses and Parks & Gardens – Agency Labour Hire. 	(23,446,155)	(23,341,100)	105,055
Utility charges <ul style="list-style-type: none"> Invoices for utilities are yet to be received. 	(2,694,465)	(2,463,688)	230,777
Depreciation <ul style="list-style-type: none"> The variance is due to the timing of additions and disposals. 	(9,061,954)	(8,860,688)	201,266
Insurance <ul style="list-style-type: none"> The variance is due to insurance premium adjustments. 	(1,218,656)	(1,128,973)	89,683
Other expenditure	(534,297)	(242,513)	291,784

Nature or Type	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
<ul style="list-style-type: none"> Relates to attendance fees, bad debt write-off and allowances with the variance impacted by the spread of the budget. 			
Finance costs <ul style="list-style-type: none"> Immaterial variance. 	(423,173)	(431,199)	(8,026)
Profit/(Loss) on asset disposal <ul style="list-style-type: none"> Budget spread issue with the full annual budget amount being allocated in July however asset disposals will not occur until later into the year. 	(244,836)	(48,931)	195,904
Fair value decrement to financial assets through P&L <ul style="list-style-type: none"> Immaterial variance. 	0	(8,878)	(8,878)
Total	(67,618,607)	(65,642,900)	1,975,707

Discontinued operations

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
<ul style="list-style-type: none"> Immaterial variance. 	475,628	442,072	(33,556)

Non-cash operating activities excluded from the budget

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Non-cash operating activities <ul style="list-style-type: none"> The variation is due to the phasing of movement in non-cash items such as depreciation, loss on asset disposals and movement in non-current assets and liabilities. 	8,878,627	9,568,461	689,834

Investing activities

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Capital grants, subsidies and contributions	7,866,224	1,151,334	(6,714,890)

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
<p>Grant revenue is recognised as expenditure is incurred and performance obligations met. Revenue has been budgeted but not yet received/recognised for the following projects:</p> <ul style="list-style-type: none"> Low-Cost Urban Road projects Roads to Recovery projects Riverside Gardens Urban Forest Lightning Park facility upgrade <p>Projects such as Tranby House Reserve Foreshore and Morley Noranda Recreation Club facility upgrade have been identified as carry forward to 2025-26 and will be adjusted as part of the mid-year budget review.</p>			
<p>Proceeds from disposal of assets</p> <ul style="list-style-type: none"> The variance is largely due to revenue from land disposals as per Council resolution OCM 30/04/24 that has no net budget impact with funds to be transferred to reserve. This variance has been offset by lower than anticipated proceeds from plant and fleet disposals which are expected to occur later in the financial year. 	446,003	957,719	511,716
<p>Payments for property, plant, and equipment</p> <ul style="list-style-type: none"> The variance is due to several projects being behind the year-to-date budget such as Lightning Park Facility Upgrade (\$393K), Network Infrastructure Replacement Program (\$308K), Waste Transfer Station Renewal (\$300K) and End User Devices Replacement Program (\$243K). This variance has been offset by the Plant and Equipment replacement program and Morley Sport and Recreation Centre Roof Renewal projects which are both ahead of budget. Several projects have been identified as carry forwards to 2025-26 and will be adjusted as part of the mid-year budget review. 	(5,833,636)	(4,228,954)	1,604,682
<p>Payments for construction and infrastructure</p> <ul style="list-style-type: none"> The variance is due to several projects being behind the year-to-date budget with the more notable projects including Road Construction (\$1.17M), Tree Management (\$1.15M), Footpath Construction (\$726K), MRRG Road Rehabilitation (\$686K) and Base Road Projects (\$496K). Several projects have been identified as carry forwards to 2025-26 and will be adjusted as part of the mid-year budget review. 	(12,184,123)	(6,068,757)	6,115,366
<p>Payments for intangible assets</p> <ul style="list-style-type: none"> Immaterial variance. 	(14,620)	0	14,620

Financing activities

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Transfer from reserves <ul style="list-style-type: none"> Transfers from reserve occur on a semi-annual basis as expenses have been incurred. The variance is due to budget timing as expenditure for certain reserve funded projects has not yet been incurred. 	4,588,947	2,754,557	(1,834,390)
Repayment of borrowings <ul style="list-style-type: none"> Variance is due to phasing of loan repayments which were budgeted later in the year. 	23,039	(1,214,031)	(1,237,069)
Payment for principal portion of lease liability <ul style="list-style-type: none"> Variance is due to phasing of principal lease liability. 	0	(55,513)	(55,513)
Transfer to reserves <ul style="list-style-type: none"> This relates to the transfer of investment income on reserve funds. The variance is due to the budget spread of interest income with the actual impacted by term deposits maturing during the month. 	(799,337)	(2,528,306)	(1,728,970)

City of Bayswater
Statement of Financial Activity
for the period 1 July 2024 to 28 February 2025

	Budget	Amended Budget	YTD Amended Budget	YTD Actual	Variance	Variance
	\$	\$	\$	\$	\$	%
Operating activities						
Revenue from operating activities						
General Rates	52,331,216	52,331,216	52,238,239	52,375,665	137,426	0%
Rates excluding general rates	8,364,448	8,364,448	8,369,283	8,340,437	(28,846)	(0%)
Grants, subsidies and contributions	3,703,937	3,713,937	3,044,346	1,748,002	(1,296,344)	(43%)
Fees and charges	25,883,686	25,883,686	21,930,937	22,872,032	941,095	4%
Service charges	0	0	0	(1,500)	(1,500)	No Budget
Interest revenue	5,496,744	5,496,744	3,770,760	3,964,281	193,520	5%
Other revenue	969,386	969,386	656,760	1,029,176	372,416	57%
	96,749,418	96,759,418	90,010,326	90,328,093	317,767	0%
Expenditure from operating activities						
Employee costs	(45,733,058)	(45,733,058)	(29,995,072)	(29,116,929)	878,142	(3%)
Materials and contracts	(35,448,632)	(37,725,540)	(23,446,155)	(23,341,100)	105,055	(0%)
Utility charges	(4,044,956)	(4,044,956)	(2,694,465)	(2,463,688)	230,777	(9%)
Depreciation	(13,593,021)	(13,593,021)	(9,061,954)	(8,860,688)	201,266	(2%)
Insurance	(1,278,656)	(1,278,656)	(1,218,656)	(1,128,973)	89,683	(7%)
Other expenditure	(445,398)	(445,398)	(534,297)	(242,513)	291,784	(55%)
Finance costs	(624,936)	(624,936)	(423,173)	(431,199)	(8,026)	2%
Profit/(Loss) on asset disposal	(244,836)	(244,836)	(244,836)	(48,931)	195,904	(80%)
Fair value decrement to financial assets through P&L	0	0	0	(8,878)	(8,878)	No Budget
	(101,413,493)	(103,690,401)	(67,618,607)	(65,642,900)	1,975,707	(3%)
Discontinued operations	553,098	553,098	475,628	442,072	(33,556)	(7%)
Non-cash amounts excluded from operating activities						
	15,451,345	15,451,346	8,878,627	9,568,461	689,834	8%
Amount attributable to operating activities	11,340,369	9,073,461	31,745,974	34,695,726	2,949,752	9%
Investing activities						
Inflows from investing activities						
Capital grants, subsidies and contributions	10,935,544	12,565,108	7,866,224	1,151,334	(6,714,890)	(85%)
Proceeds from disposal of assets	446,003	446,003	446,003	957,719	511,716	115%
	11,381,547	13,011,111	8,312,227	2,109,053	(6,203,174)	(75%)
Outflows from investing activities						
Payments for property, plant and equipment	(10,340,774)	(12,491,404)	(5,833,636)	(4,228,954)	1,604,682	(28%)
Payments for construction of infrastructure	(15,148,481)	(18,402,669)	(12,184,123)	(6,068,757)	6,115,366	(50%)
Payments for intangible assets	0	(14,620)	(14,620)	0	14,620	(100%)
	(25,489,255)	(30,908,693)	(18,032,379)	(10,297,710)	7,734,669	(43%)
Amount attributable to investing activities	(14,107,708)	(17,897,582)	(9,720,152)	(8,188,657)	1,531,495	(16%)
Financing activities						
Inflows from financing activities						
Transfer from reserves	41,219,072	43,157,367	4,588,947	2,754,557	(1,834,390)	(40%)
	41,219,072	43,157,367	4,588,947	2,754,557	(1,834,390)	(40%)
Outflows from financing activities						
Repayment of borrowings	(2,451,100)	(2,451,100)	23,039	(1,214,031)	(1,237,069)	(5369%)
Payment for principal portion of lease liability	(126,381)	(126,381)	0	(55,513)	(55,513)	No Budget
Transfer to reserves	(36,839,617)	(36,839,617)	(799,337)	(2,528,306)	(1,728,970)	216%
	(39,417,098)	(39,417,098)	(776,298)	(3,797,850)	(3,021,552)	389%
Amount attributable to financing activities	1,801,974	3,740,269	3,812,649	(1,043,292)	(4,855,941)	(127%)
Movement in surplus or (deficit)						
Surplus or (deficit) at the start of the financial year	965,365	5,083,852	5,083,852	15,640,706	10,556,854	208%
Amount attributable to operating activities	11,340,369	9,073,461	31,745,974	34,695,726	2,949,752	9%
Amount attributable to investing activities	(14,107,708)	(17,897,582)	(9,720,152)	(8,188,657)	1,531,495	(16%)
Amount attributable to financing activities	1,801,974	3,740,269	3,812,649	(1,043,292)	(4,855,941)	(127%)
Surplus or (deficit) after imposition of general rates	(0)	(0)	30,922,323	41,104,483	10,182,159	33%

City of Bayswater
Statement of Financial Position
For the period ended 28 February 2025

	Opening Balance	Closing Balance
	\$	\$
Current assets		
Cash and cash equivalents	90,628,189	113,619,489
Trade and other receivables	11,244,619	17,199,468
Inventories	2,926,416	2,929,127
Prepayments	693,102	349,483
Total Current assets	105,492,325	134,097,567
Non-current assets		
Trade and other receivables (NCA)	1,981,239	955,880
Other financial assets at amortised cost	2,594,508	2,594,508
Property, plant and equipment	562,950,355	562,344,349
Infrastructure	229,127,609	230,294,518
Intangible assets	9,684	1,962
Investment Property	10,140,000	10,140,000
Right of use assets	347,967	344,422
Controlled & associated entities & joint venture interests	38,949,839	38,940,961
Total Non-current assets	846,101,202	845,616,600
Total Assets	951,593,527	979,714,167
Current liabilities		
Trade and other payables	11,310,625	13,222,279
Other financial liabilities at amortised costs	2,451,101	1,237,071
Lease liabilities	171,223	149,163
Provisions	7,039,536	7,158,229
Grant Liabilities	1,985,355	2,391,280
Contract Liabilities	1,732,453	2,275,728
Clearing accounts	0	4,791
Total Current liabilities	24,690,292	26,438,540
Non-current liabilities		
Other financial liabilities at amortised cost	11,704,631	11,704,631
Lease liabilities	3,274,127	3,359,939
Provisions	298,907	306,889
Total Non-current liabilities	15,277,666	15,371,459
Total Liabilities	39,967,958	41,809,999
Net Assets	911,625,569	937,904,168
Equity		
Retained surplus	254,268,181	280,773,031
Reserves - cash backed	53,350,129	53,123,878
Revaluation surplus	604,007,259	604,007,259
Total Equity	911,625,569	937,904,168

City of Bayswater
Net Current Assets
as at 28 February 2025

Municipal and Aged Persons Homes	Opening Balance	Closing Balance
	\$	\$
Current assets		
Cash and cash equivalents	90,628,189	113,619,489
Trade and other receivables	11,244,619	17,199,468
Inventories	2,926,416	2,929,127
Prepayments	693,102	349,483
Total	105,492,325	134,097,567
Current liabilities		
Trade and other payables	(11,310,625)	(13,222,279)
Other financial liabilities at amortised costs	(2,451,101)	(1,237,071)
Lease liabilities	(171,223)	(149,163)
Provisions	(7,039,536)	(7,158,229)
Grant Liabilities	(1,985,355)	(2,391,280)
Contract Liabilities	(1,732,453)	(2,275,728)
Clearing accounts	0	(4,791)
Total	(24,690,292)	(26,438,540)
Net current assets	80,802,033	107,659,027
Restricted - Reserves	(53,350,129)	(53,123,878)
Cash backed employee provisions	1,724,469	1,783,162
Restricted - Aged Persons Homes	(16,125,022)	(16,567,093)
Current Portion of Lease Liabilities	138,254	116,195
Current Portion of borrowings	2,451,101	1,237,071
	15,640,706	41,104,483

**City of Bayswater
Cash Backed Reserves
for the period 1 July 2024 to 28 February 2025**

	Budget Amended				Actual				
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Opening BL Equity Tfr	Transfer to	Transfer (from)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aged Persons Homes - General Reserve	19,942,294	0	(19,942,294)	0	20,317,993	(20,317,993)	0	0	0
Aged Persons Homes - Prudential Requirements Reserve	3,185,952	0	(3,185,952)	0	3,124,064	(3,124,064)	0	0	0
Bayswater Bowling Club Capital Improvements Reserve	11,081	538	0	11,619	11,313	0	385	0	11,698
Bayswater City Soccer Club Rooms Redevelopment Reserve	0	209,703	(200,000)	9,703	0	200,000	5,557	(104,782)	100,775
Bayswater Tennis Club Reserve	122,130	5,925	0	128,055	125,232	0	4,377	0	129,609
Bayswater Waves Aquatic Centre Reserve	358,990	0	(358,990)	0	371,285	(371,285)	0	0	0
Bore and Reticulation Reserve	10,801	0	(10,801)	0	10,876	(10,876)	0	0	0
Building Furniture and Equipment Reserve	157,333	0	(157,333)	0	158,433	(158,433)	0	0	0
Buildings and Facilities Reserve	0	5,766,827	(2,116,428)	3,650,399	0	5,500,000	186,576	(162,124)	5,524,452
Cash in Lieu - Public Open Space	1,104,294	53,574	0	1,157,868	1,051,373	0	35,784	0	1,087,157
City Buildings and Amenities Reserve	841,212	0	(841,212)	0	850,632	(850,632)	851	0	851
Civic Centre Reserve	69,093	0	(69,093)	0	69,578	(69,578)	0	0	0
Climate Action Reserve	0	3,387,583	(183,924)	3,203,659	0	3,116,394	226,174	(92,292)	3,250,276
Economic Stimulus Reserve	508,090	0	(508,090)	0	1,456,690	(1,456,690)	0	0	0
Emission Reduction Energy Plan Reserve	94,454	0	(94,454)	0	186,784	(186,784)	0	0	0
Eric Singleton Bird Sanctuary Reserve	1,331,201	0	(1,331,201)	0	1,340,509	(1,340,509)	0	0	0
Fleet and Plant Renewal/Upgrade Reserve	0	2,359,157	(432,369)	1,926,788	0	2,250,000	74,931	(432,369)	1,892,562
FOGO Reserve	4,585,007	106,720	(2,158,000)	2,533,727	4,717,620	(1,858,000)	97,350	(10,158)	2,946,813
Footpath and Cycleway Reserve	18,441	0	(18,441)	0	19,311	(19,311)	0	0	0
General Waste Management Reserve	4,721,292	2,061,691	(1,183,805)	5,599,178	5,483,549	1,858,000	247,727	0	7,589,276
Golf Courses Reserve	1,275,228	0	(1,275,228)	0	1,528,020	(1,528,020)	0	0	0
Information and Communication Technology (ICT) Reserve	239,106	5,003,464	(1,633,241)	3,609,329	241,128	4,758,872	168,734	(378,275)	4,790,460
Landfill Restoration Reserve	383,307	0	(383,307)	0	391,579	(391,579)	0	0	0
Les Hansman Community Centre Development Reserve	77,963	0	(77,963)	0	126,678	(126,678)	0	0	0
Long Service Leave and Entitlements Reserve	1,711,964	81,925	0	1,793,889	1,724,469	0	58,693	0	1,783,162
Major Capital Works Reserve	6,071,468	3,798,011	(736,095)	9,133,384	7,059,125	4,435,039	995,380	(94,053)	12,395,491
Maylands Lakes Reserve	5,136	0	(5,136)	0	5,172	(5,172)	0	0	0
Maylands Waterland Reserve	466,711	0	(466,711)	0	469,974	(469,974)	0	0	0
Morley City Centre Reserve	589,338	0	(589,338)	0	593,459	(593,459)	0	0	0
Morley Library Seed Reserve	0	1,048,514	0	1,048,514	0	1,000,000	34,035	0	1,034,035
Morley Sport and Recreation Centre Reserve	266,428	0	(266,428)	0	384,950	(384,950)	0	0	0
Noranda Netball Courts Reserve	74,459	3,612	0	78,071	76,015	0	2,587	0	78,602
Plant and Works Equipment Reserve	28,438	0	(28,438)	0	3,011	(3,011)	0	0	0
Playground and Parks Reserve	55,278	0	(55,278)	0	55,743	(55,743)	0	0	0
Rates Smoothing Reserve	0	629,108	0	629,108	0	600,000	20,421	0	620,421
Recreation Renewal/Upgrade Reserve	0	4,194,056	(463,333)	3,730,723	0	4,000,000	136,142	0	4,136,142
River Restoration Reserve	126,331	0	(126,331)	0	132,742	(132,742)	0	0	0
Roads and Drainage Reserve	14,125	0	(14,125)	0	14,229	(14,229)	0	0	0
Senior Citizens Building Reserve	27,774	0	(27,774)	0	27,971	(27,971)	0	0	0
Strategic Property Reserve	48,488	2,048,540	(1,100,000)	997,028	23,834	1,976,166	63,875	(1,100,000)	963,876
Streetscapes Reserve	140,533	0	(140,533)	0	143,285	(143,285)	0	0	0
Sustainable Environment Reserve	59,717	0	(59,717)	0	61,253	(61,253)	0	0	0
The RISE Reserve	396,527	0	(396,527)	0	405,886	(405,886)	0	0	0
Transport Renewal/Upgrade Reserve	0	5,242,570	(1,937,878)	3,304,692	0	5,000,000	168,726	(380,505)	4,788,221
Underground Power Reserve	0	838,099	0	838,099	0	0	0	0	0
Workers' Compensation Reserve	581,599	0	(581,599)	0	586,363	(586,363)	0	0	0
Total	49,701,583	36,839,617	(43,157,367)	43,383,833	53,350,129	0	2,528,306	(2,754,557)	53,123,878

**City of Bayswater
Capital Acquisitions & Non-Operating Grants
for the period 1 July 2024 to 28 February 2025**

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Non-operating grants, subsidies and contributions - summary						
1622 Buildings	(1,550,909)	(1,600,909)	(1,090,909)	(85,609)	0	(1,515,300)
1632 Furniture and equipment	0	0	0	(10,455)	0	10,455
1702 Roads	(4,358,035)	(4,911,192)	(3,380,570)	(73,961)	0	(4,837,231)
1712 Footpath	(630,000)	(777,548)	(427,400)	(887,673)	0	110,125
1732 Park development	(4,375,000)	(5,253,859)	(2,954,385)	(93,636)	0	(5,160,223)
1742 Other infrastructure	(21,600)	(21,600)	(12,960)	0	6,356	(27,956)
	<u>(10,935,544)</u>	<u>(12,565,108)</u>	<u>(7,866,224)</u>	<u>(1,151,334)</u>	<u>6,356</u>	<u>(11,420,130)</u>
Capital acquisitions - summary						
Purchase of property, plant and equipment						
1612 Land	1,100,000	1,100,000	1,100,000	1,100,000	0	0
1622 Buildings	6,153,545	7,496,507	3,022,180	1,577,265	820,298	5,098,944
1632 Furniture and equipment	1,357,753	1,563,453	1,076,139	149,310	370,779	1,043,364
1652 Plant and equipment	1,729,476	2,331,444	635,317	1,402,378	375,210	553,856
	<u>10,340,774</u>	<u>12,491,404</u>	<u>5,833,636</u>	<u>4,228,954</u>	<u>1,566,287</u>	<u>6,696,164</u>
Purchase and construction of infrastructure assets						
1702 Roads	6,815,453	7,386,738	5,680,656	2,422,115	1,433,636	3,530,987
1712 Footpath	1,578,213	2,117,091	1,265,413	1,776,975	1,113,200	(773,084)
1722 Drainage	66,125	219,102	51,179	7,497	7,462	204,143
1732 Park development	6,239,569	8,198,867	4,899,784	1,785,547	2,280,018	4,133,302
1742 Other infrastructure	449,121	480,871	287,091	76,624	24,618	379,629
	<u>15,148,481</u>	<u>18,402,669</u>	<u>12,184,123</u>	<u>6,068,757</u>	<u>4,858,934</u>	<u>7,474,978</u>
Purchase of intangible assets						
1852 Intangible assets	0	14,620	14,620	0	0	14,620
	<u>0</u>	<u>14,620</u>	<u>14,620</u>	<u>0</u>	<u>0</u>	<u>14,620</u>
Total by Work in Progress Natural Account	25,489,255	30,908,693	18,032,379	10,297,710	6,425,221	14,185,762

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Land							
Land							
81357	Land Purchase-45 Ninth Ave,Mayland	1,100,000	1,100,000	1,100,000	1,100,000	0	0
		1,100,000	1,100,000	1,100,000	1,100,000	0	0
Total Land		1,100,000	1,100,000	1,100,000	1,100,000	0	0
Buildings							
Building major capital works							
80613	Morley Sport & Recreation Ctre - basketball court extensior	0	8,750	8,750	11,218	0	(2,468)
80810	Depot Store Room Upgrades	0	20,957	0	0	0	20,957
80837	Paddy Walker Depot - improvements	0	153,127	0	0	0	153,127
80840	Upper Hillcrest Reserve - transportable changeroom	0	269,558	269,558	273,261	518	(4,221)
81064	Lightning Park - facility upgrades	750,000	750,000	502,500	109,706	511,825	128,469
81065	Morley Noranda Recreation Club - facility upgrades	750,000	750,000	502,500	0	0	750,000
81192	Crimea Park - upgrade external changerooms and toilets	0	48,748	48,748	65,170	0	(16,422)
81201	Pat O'Hara Rugby Club	0	23,800	23,800	0	0	23,800
81244	Maylands Brickworks Reserve Upgrades - Fencing	45,000	45,000	0	27,684	0	17,316
81246	Maylands Sport and Rec Renewal - Aircon	60,000	60,000	0	0	75,465	(15,465)
81247	Maylands Sport and Rec Renewal - Roof	95,000	95,000	95,000	0	59,400	35,600
81250	Morley Sport and Rec Renewal - Aircon	150,000	150,000	70,500	71,402	0	78,598
81251	Morley Sport and Rec Renewal - Roof	250,000	250,000	0	132,072	0	117,928
81261	Silverwood Child Care Centre Renewal - Roof	150,000	150,000	150,000	203,626	0	(53,626)
81265	Various Items Replacement	150,000	150,000	70,500	37,337	14,525	98,138
81268	Waste Transfer Station Renewal - Structural Repairs	1,000,000	1,000,000	300,000	0	0	1,000,000
81337	Maylands Brickworks Reserve Renewal - Structure	250,000	250,000	150,000	0	0	250,000
81341	Noranda Soccer Changroom Upgrade	180,000	180,000	0	24,645	0	155,355
		3,830,000	4,354,940	2,191,856	956,122	661,733	2,737,086

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Building minor capital works							
80844	Bayswater Community Centre - paving	0	5,000	5,000	0	4,545	455
80974	Waste Transfer Facility - fire suppression system	0	200,000	0	0	0	200,000
80992	Waste Transfer Station - upgrade office, showers & toilets	0	133,805	0	2,427	0	131,378
81185	Maylands Golf Course - renew depot	0	129,422	0	0	42	129,380
81235	Bedford Hall Renewal - Flooring	80,000	80,000	80,000	96,409	4,257	(20,666)
81238	Drill Hall Renewal - Aircon	12,000	12,000	12,000	8,666	0	3,334
81239	Ellis House Renewal - Aircon	15,000	15,000	0	0	0	15,000
81240	Houghton Reserve Pavillion - Upgrade disability access e	10,000	10,000	0	0	0	10,000
81241	Les Hansman Community Centre Renewal - Aircon	35,000	35,000	35,000	40,232	0	(5,232)
81242	Lightning Park Pavilion Renewal - Fire detection system	10,000	10,000	10,000	0	0	10,000
81243	Lower Hillcrest RAL Massie Pavilion Upgrade - Security	25,000	25,000	0	0	0	25,000
81245	Maylands Hall Renewal - Fire detection system	17,000	17,000	17,000	19,721	0	(2,721)
81249	Morley Library Upgrade - Access Control	30,000	30,000	30,000	13,419	0	16,581
81256	Paddy Walker Works Depot - Install motor to Carpenters w	5,000	5,000	5,000	3,971	0	1,029
81257	Paddy Walker Works Depot - Mechanical Work Shop rene	20,000	20,000	20,000	13,250	0	6,750
81258	Paddy Walker Works Depot Renewal - Aircon	20,000	20,000	20,000	22,260	0	(2,260)
81259	Riverslea Lodge Renewal	20,000	20,000	10,000	0	0	20,000
81260	SES Headquarters Renewal - Floor	20,000	20,000	20,000	0	0	20,000
81264	Various Hot Water Systems Replacement	10,000	10,000	0	9,110	0	890
81266	Various New Roof Safety Systems	50,000	50,000	40,000	21,349	8,014	20,637
81267	Waltham Reserve Changeroom Renewal - concrete structu	15,000	15,000	15,000	18,473	0	(3,473)
81335	Ellis House Lighting Upgrade	14,545	14,545	14,545	0	15,297	(752)
81338	Maylands Hall Blackout Blinds	14,841	14,841	14,841	14,664	0	177
81340	Moojebing Reserve Shade Sail	40,000	40,000	40,000	164	34,300	5,536
81342	RA Cook Reserve Softball back net upgrade	10,909	10,909	10,909	10,063	1,780	(934)
		474,295	942,522	399,295	294,178	68,235	580,109

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Aquatic facilities							
80973	Bayswater Waves - refurbishment	0	0	0	80,788	5,187	(85,975)
81209	Bayswater Waves - replace roof	0	20,699	20,699	0	0	20,699
81233	Bayswater Waves Renewal - External wall sheeting	60,000	60,000	60,000	0	0	60,000
81234	Bayswater Waves Renewal - Roof	600,000	600,000	0	965	12,166	586,868
81348	Bayswater Waves Renewal - Plant	81,250	81,250	20,313	9,762	0	71,488
81349	Bayswater Waves Renewal - sound equipment	5,000	5,000	5,000	0	0	5,000
81350	Bayswater Waves Upgrade - Building Management System	30,000	30,000	0	1,060	13,790	15,150
		776,250	796,949	106,012	92,575	31,144	673,230
Aged care facilities							
81248	Mertome Gardens Renewal	25,000	25,000	10,000	0	0	25,000
		25,000	25,000	10,000	0	0	25,000
Plant and equipment							
80999	The RISE - Unplanned Capital	0	1,958	1,958	1,559	1,559	(1,160)
		0	1,958	1,958	1,559	1,559	(1,160)
Sustainable environment							
80936	Solar PV installation program	0	20,319	10,000	0	0	20,319
		0	20,319	10,000	0	0	20,319
Other infrastructure construction							
81216	Maylands Sports & Rec Club- Patio Extension- Event space	0	21,941	21,941	12,810	0	9,131
		0	21,941	21,941	12,810	0	9,131
Other infrastructure renewal							
81220	Maylands Brickwork Rectification	75,000	250,000	100,000	63,014	19,200	167,786
		75,000	250,000	100,000	63,014	19,200	167,786
Administration Buildings							
81236	Civic Centre Renewal - Aircon	588,000	588,000	0	0	24,890	563,110
81237	Civic Centre Renewal - Fire detection system	30,000	30,000	30,000	33,633	1,420	(5,053)
		618,000	618,000	30,000	33,633	26,310	558,057

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Halls & Community Centres							
81228	Lower Hillcrest Clubrooms - Redevelopment	0	25,000	25,000	23,207	0	1,793
81230	Civic Centre: IT upgrades to Directors office	0	6,118	6,118	689	1,184	4,244
81232	Bayswater Community Centre Renewal - Aircon	60,000	60,000	60,000	58,572	0	1,428
81252	Olive Tree House - Ducted toilet exhaust Replacement	10,000	10,000	0	0	0	10,000
81253	Olive Tree house - Staff relocation	150,000	150,000	0	6,243	4,900	138,857
81254	Olive Tree House Renewal - flooring	20,000	20,000	0	0	0	20,000
81255	Olive Tree House Renewal - Painting	60,000	60,000	0	0	0	60,000
81263	Upper Hillcrest Reserve Renewal - Hot water System	20,000	20,000	0	0	0	20,000
		320,000	351,118	91,118	88,711	6,084	256,323
Sport & Recreation Facilities							
80764	Lightning Park Recreation Centre - Spectator shelter	0	0	0	(4,551)	0	4,551
81262	The RISE Renewal - Fire detection system	35,000	35,000	35,000	39,214	570	(4,784)
		35,000	35,000	35,000	34,662	570	(232)
Sustainable Environment							
81183	Emission Reduction and Renewable Energy Delivery	0	78,760	25,000	0	5,463	73,297
		0	78,760	25,000	0	5,463	73,297
Total Buildings		6,153,545	7,496,507	3,022,180	1,577,265	820,298	5,098,944
Furniture and equipment							
Aquatic facilities							
81113	Bayswater Waves - renew plant and equipment	0	13,393	13,393	7,179	0	6,214
81347	Bayswater Waves - New Visitation Monitors	8,000	8,000	0	0	0	8,000
		8,000	21,393	13,393	7,179	0	14,214
Furniture and equipment							
81118	Information Services - In Vehicle Comm Amplification	0	20,000	20,000	0	0	20,000
81274	Assets and Mapping - Duress Equipment Replacement Pr	5,000	5,000	5,000	0	0	5,000
81276	Environmental Health - Equipment Upgrade	80,000	80,000	80,000	4,895	0	75,105
81332	Library Services - ICT Equipment Replacement Program	20,000	20,000	20,000	10,329	2,662	7,009
81353	Rangers and Security Equipment Renewal Program	28,660	28,660	28,660	0	0	28,660
		133,660	153,660	153,660	15,224	2,662	135,774

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
IT capital							
81097	Embleton Room- Wireless Microphone system	0	0	0	0	1,671	(1,671)
81098	Council chamber upgrade	0	0	0	0	360	(360)
81111	Information Services - Network Infra Replacement Program	481,501	481,501	308,160	0	0	481,501
81117	Information Services - Workstation Replacement Program	0	0	0	82,020	15,170	(97,190)
		481,501	481,501	308,160	82,020	17,201	382,280
IT renewal							
81275	Assets and Mapping - Network Infrastructure Replacement	22,000	22,000	22,000	16,409	0	5,591
81351	The RISE - New Visitation Monitors	8,000	8,000	0	0	0	8,000
81352	MSRC - New Visitation Monitors	8,000	8,000	0	0	0	8,000
81354	Information Services - Council chambers system Replacement	240,000	240,000	153,600	0	237,104	2,896
81355	Information Services - End User Devices Replacement Program	386,592	386,592	247,416	4,155	93,250	289,187
81356	Information Services - Telephony Replacement Program	70,000	70,000	44,800	0	0	70,000
		734,592	734,592	467,816	20,564	330,354	383,674
Plant and equipment							
80996	Bayswater Waves - Health Club - Strength Equipment renewal	0	22,687	0	0	0	22,687
		0	22,687	0	0	0	22,687
Other infrastructure construction							
81219	MSRC-Technology Infrastructure	0	121,765	121,765	17,978	20,563	83,224
		0	121,765	121,765	17,978	20,563	83,224
Water Facilities							
81114	Bayswater Waves - unplanned capital	0	27,855	11,345	6,345	0	21,510
		0	27,855	11,345	6,345	0	21,510
Total Furniture and equipment		1,357,753	1,563,453	1,076,139	149,310	370,779	1,043,364
Plant and equipment							
Building minor capital works							
81108	Install and commission above ground fuel system	0	30,000	30,000	25,248	0	4,752
		0	30,000	30,000	25,248	0	4,752

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Plant and equipment						
81110 Plant and Equipment replacement program	1,729,476	2,301,444	605,317	1,377,130	375,210	549,104
	1,729,476	2,301,444	605,317	1,377,130	375,210	549,104
Total Plant and equipment	1,729,476	2,331,444	635,317	1,402,378	375,210	553,856
Roads						
Parking Services						
81320 Upgrade ACROD parking	8,960	8,960	0	0	0	8,960
	8,960	8,960	0	0	0	8,960
Building minor capital works						
81191 Pat O'Hara Reserve - Morley Sport and Recreation Centre	150,000	150,000	150,000	39,904	3,550	106,546
	150,000	150,000	150,000	39,904	3,550	106,546
Road construction						
80245 Traffic management - general	0	18,128	18,128	19,050	0	(922)
80426 Design of slip lane at 60 Russell Street corner Walter Road	0	0	0	2,797	0	(2,797)
80960 Low Cost Urban Safety Design & Construction - Frank Dra	0	0	0	28,214	6,385	(34,599)
80961 Low Cost Urban Safety Design & Construction - Bayswater	0	0	0	58,113	0	(58,113)
81063 Low Cost Urban Safety Program	300,000	300,000	300,000	118,763	9,926	171,311
81081 Low Cost Urban Safety Design & Construction-Weld Squar	237,261	0	0	241	0	(241)
81083 Low Cost Urban Safety Design & Construction-Shearn Parl	86,906	600,000	86,906	363,824	258,597	(22,421)
81084 Low Cost Urban Safety Design & Construction-Maylands S	222,676	500,000	122,472	241	0	499,759
81089 Low Cost Urban Safety Design & Construction-Beaufort Pa	0	0	0	124,484	0	(124,484)
81090 Low Cost Urban Safety Design & Construction-RA Cook P	0	0	0	241	0	(241)
81336 LCURS - Road Safety Treatments	2,000,000	2,000,000	1,360,000	0	0	2,000,000
	2,846,843	3,418,128	1,887,506	715,967	274,908	2,427,254
Road renewal						
81293 Resurface Intersection- Russell Street to Bishop Street	177,408	177,408	177,408	16,544	41,015	119,849
	177,408	177,408	177,408	16,544	41,015	119,849

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Roads to recovery							
81027	Road Resurfacing - Cooper Rd - Wylde to Wolseley	0	0	0	8,283	0	(8,283)
81224	R2R- Vera St-Wellington Rd to Lee St	0	0	0	3,199	0	(3,199)
81298	Road Resurface Arundel St from Lawrence St to Toowong	119,416	119,416	119,416	106,065	19,249	(5,898)
81302	Road Resurface Drake St from Broun Ave to Union Rd (R2	242,077	242,077	242,077	0	0	242,077
81304	Road Resurface Farmfield Wy From Harrowshill Rd	119,741	119,741	119,741	97,506	5,683	16,552
81314	Road Resurface Reman Rd from Langley Rd to Cul-De-Sa	68,145	68,145	68,145	0	1,026	67,119
		549,379	549,379	549,379	215,052	25,959	308,368
Black spot state							
81279	Intersection upgrade Benara Road / Emberson Road	35,000	35,000	35,000	21,176	17,543	(3,719)
		35,000	35,000	35,000	21,176	17,543	(3,719)
Base road grant							
81297	Road Resurface Abinger St from Noranda Ave to Ranmore	50,622	50,622	50,622	51,760	0	(1,138)
81299	Road Resurface Avenell Rd from Clavering Rd to Raleigh F	99,329	99,329	99,329	106,193	465	(7,330)
81300	Road Resurface Bromley St from Burnett St to Rothbury R	124,413	124,413	124,413	2,002	1,595	120,816
81301	Road Resurface Burnett St from McGregor St to Mallion St	80,801	80,801	80,801	938	513	79,350
81303	Road Resurface Fairs St from Drake St to Bromley St	23,040	23,040	23,040	0	0	23,040
81305	Road Resurface Feredy St from Bromley St to Burnett St	43,386	43,386	43,386	831	0	42,555
81306	Road Resurface Gilders Pl from Union St to Cul-De-Sac	15,349	15,349	15,349	0	0	15,349
81307	Road Resurface Higgins Wy from Newton St to Wyatt Rd	48,351	48,351	48,351	42,193	0	6,158
81308	Road Resurface Hudson St from Langley Rd to Rothbury F	74,635	74,635	74,635	0	0	74,635
81309	Road Resurface McGregor St from Broun Ave to Burnett St	58,410	58,410	58,410	0	0	58,410
81310	Road Resurface Newton St from Guildford Rd to Cul-De-S	55,490	55,490	55,490	44,673	0	10,817
81311	Road Resurface Noranda Ave from Hookwood Rd to Camt	38,940	38,940	38,940	41,822	0	(2,882)
81312	Road Resurface Paine Rd from HSE 21 To Alfreda Ave	100,595	100,595	100,595	95,530	207	4,858
81313	Road Resurface Ranmore Wy from Dormans Rd to Hookw	87,615	87,615	87,615	83,359	0	4,256
81315	Road Resurface Thursley Wy from Abinger St To Noranda	90,860	90,860	90,860	75,197	0	15,663
81316	Road Resurface Union St from Drake St to Reman Rd	42,704	42,704	42,704	2,904	0	39,800
81317	Road Resurface Ward Pl from Feredy St to Cul-De-Sac	16,063	16,063	16,063	6,985	0	9,078
		1,050,603	1,050,603	1,050,603	554,388	2,780	493,435
Arterial road construction							
81127	Arterial Roads - Direct Grant /Resurfacing - Broun Ave/Coll	0	0	0	18,689	0	(18,689)
		0	0	0	18,689	0	(18,689)

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Metropolitan Regional Road Group Projects							
81294	Road Rehabilitation Camboon Road (MRRG)	268,386	268,386	268,386	508,747	17,201	(257,562)
81295	Road Rehabilitation Crimea Street (MRRG)	338,937	338,937	338,937	36,857	403,678	(101,598)
81296	Road Rehabilitation McGilvray Avenue (MRRG)	660,937	660,937	660,937	36,618	436,800	187,520
		1,268,260	1,268,260	1,268,260	582,221	857,679	(171,640)
Sporting Reserves							
81278	Carpark Resurfacing Program - Pat'O Hara Reserve	154,000	154,000	154,000	55,162	68,743	30,096
81281	Morley Sport and Recreation carpark (Pat O'Hara) Stage 2	150,000	150,000	150,000	98,686	47,504	3,810
81282	Morley Sport and Recreation carpark (Pat O'Hara) Stage 3	200,000	200,000	200,000	86,938	64,620	48,443
81321	Upper Hillcrest Reserve Disabled Carpark Expansion	75,000	75,000	0	17,389	29,337	28,274
		579,000	579,000	504,000	258,174	210,203	110,623
Recreation Reserves							
81322	Waterland Carpark Expansion	150,000	150,000	58,500	0	0	150,000
		150,000	150,000	58,500	0	0	150,000
Total Roads		6,815,453	7,386,738	5,680,656	2,422,115	1,433,636	3,530,987
Footpath							
Other road construction							
80911	Drake Street - Broun Avenue/Rothbury Road - new pathwa	0	34,731	0	0	0	34,731
		0	34,731	0	0	0	34,731
Footpath construction							
81105	New Path - Bunya St Stage 1	0	24,774	0	0	0	24,774
81283	Pathway Expansion Program - Beechboro Road North	25,000	25,000	25,000	40,607	0	(15,607)
81284	Pathway Expansion Program - Camboon Road	98,000	98,000	98,000	72,315	0	25,685
81285	Pathway Expansion Program - Cox Street	56,000	56,000	56,000	83,115	0	(27,115)
81286	Pathway Expansion Program - Endeavour Road	64,800	64,800	64,800	59,917	0	4,883
81287	Pathway Expansion Program - Illingbridge Street	45,000	45,000	45,000	0	0	45,000
81288	Pathway Expansion Program - LTCN Bike Path, Drake Stre	760,000	760,000	547,200	0	0	760,000
81289	Pathway Expansion Program - Mahogany Road	17,000	17,000	17,000	21,229	3,879	(8,108)
81290	Pathway Expansion Program - Ramsden Way	65,000	65,000	65,000	79,791	0	(14,791)
81291	Pathway Expansion Program - Gilbert Street	67,813	67,813	67,813	5,983	0	61,830
81292	Pathway Expansion Program - Thorpe Street	129,600	129,600	129,600	26,267	73,027	30,307
		1,328,213	1,352,987	1,115,413	389,223	76,906	886,858

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Park development construction							
81104	New Path - Hester/Evans/Drake	250,000	729,373	150,000	1,387,751	1,036,294	(1,694,672)
		250,000	729,373	150,000	1,387,751	1,036,294	(1,694,672)
Total Footpath		1,578,213	2,117,091	1,265,413	1,776,975	1,113,200	(773,084)
Drainage							
Drainage construction							
80248	Urban water sensitive design	0	81,470	0	0	0	81,470
80928	City-wide - optimise drainage amenity	0	11,507	11,507	0	2,360	9,147
		0	92,977	11,507	0	2,360	90,617
Drainage renewal							
81280	Low Point New Drainage Program	66,125	66,125	39,672	7,497	5,102	53,526
		66,125	66,125	39,672	7,497	5,102	53,526
Sustainable environment							
81213	Drainage for Liveability Detailed Design Rudloc and Bowde	0	60,000	0	0	0	60,000
		0	60,000	0	0	0	60,000
Total Drainage		66,125	219,102	51,179	7,497	7,462	204,143
Park development							
Park development construction							
80242	Riverbank restoration	92,292	92,292	92,292	161,070	49,130	(117,908)
81004	Birkett Street Reserve - redevelopment	0	0	0	17,227	0	(17,227)
81171	Program - Natural Environment Improvement - Foreshore F	240,000	240,000	139,200	341,345	42,401	(143,745)
81172	Waterland Developments-Parking & Playspace	0	133,265	0	931	0	132,334
81218	Bardon Park-Inclusive Swing	0	85,625	85,625	90,285	11,233	(15,894)
81269	Maylands Lakes Masterplan Implementation	250,000	250,000	200,000	76,190	48,655	125,155
81270	New Lightning Park Limestone Path	80,000	80,000	80,000	0	0	80,000
81271	Public Bin Renewal Program	65,000	65,000	65,000	0	0	65,000
81272	Rudloc Reserve Transformation	550,000	550,000	346,500	0	0	550,000

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
81273	Tranby Riverbank Restoration	100,000	100,000	100,000	0	0	100,000
81323	Bore Pump Renewal Program	117,500	117,500	117,500	9,581	39,737	68,182
81324	Further Greening of Guildford Road	100,000	100,000	50,000	0	0	100,000
81325	Irrigation Renewal Program	64,577	64,577	49,724	156,415	24,356	(116,193)
81326	Irrigation Renewal Program - Design	100,000	100,000	100,000	0	0	100,000
81327	Irrigation Renewal Program - Water usage reduction strate	250,000	250,000	200,000	0	0	250,000
81328	Median Island Tree Planting Program	200,000	200,000	120,000	0	0	200,000
81329	Park Furniture Renewal Program	50,000	50,000	30,000	0	12,284	37,716
81330	Passive Park Lights Renewal Program	36,200	36,200	0	0	0	36,200
81331	Removal of dilapidated jetty Lake Brearley, Maylands	10,000	10,000	10,000	0	0	10,000
81334	Crimea - Tennis/Skate/Baseball Floodlight System Renewa	250,000	250,000	100,000	1,880	91,356	156,764
81358	Halliday Hosue-Retic	20,000	20,000	0	16,979	13,450	(10,429)
81360	Mayland Lakes Tank Installation	0	0	0	1,852	146,000	(147,852)
		2,575,569	2,794,459	1,885,841	873,754	478,602	1,442,102
Sustainable environment							
81061	Maylands Lakes bank renaturalisation & improve water qua	0	550,000	0	0	0	550,000
81214	Maylands Lakes - Water Quality Improvements	0	50,700	50,700	43,661	48,213	(41,174)
		0	600,700	50,700	43,661	48,213	508,826
Tree management							
81165	Riverside Gardens Urban Forest	0	140,000	140,000	122,331	52,744	(35,075)
81344	Riverside Gardens Urban Forest (Advocacy Project)	1,650,000	1,650,000	1,138,500	10,790	1,455,641	183,569
		1,650,000	1,790,000	1,278,500	133,121	1,508,385	148,494
Golf course development							
81168	Maylands Peninsula Golf Course Upgrade	0	150,000	0	27,714	15,433	106,854
		0	150,000	0	27,714	15,433	106,854
Drink fountains							
80971	Lake Bungana - drink fountain	0	0	0	13	0	(13)
		0	0	0	13	0	(13)

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Playground							
81175	City Wide - Playspace Redevelopments	0	436,233	436,233	497,316	11,212	(72,294)
81176	City Wide - Sports Goal Replacements	0	5,370	5,370	10,810	0	(5,440)
81180	City Wide - Cricket Match Synthetic Wicket Renewals	0	3,080	3,080	0	0	3,080
81333	Cricket Pitch Renewal Program	64,000	64,000	64,000	0	2,220	61,780
81343	Riverside Gardens Playground Renewal	50,000	50,000	50,000	0	44,305	5,695
81345	Sport Court Replacement Program	100,000	100,000	50,000	0	0	100,000
81346	Sport Goal Renewal Program	20,000	20,000	20,000	0	19,157	843
		234,000	678,683	628,683	508,126	76,893	93,664
Floodlights							
81231	Crimea Park floodlight renewal	0	90,000	90,000	0	0	90,000
		0	90,000	90,000	0	0	90,000
Other infrastructure construction							
80946	Wotton Skate Park and surrounding facilities	0	36,719	36,719	0	18,685	18,034
81062	Tranby House Reserve Foreshore - rehab and revegetation	1,000,000	1,000,000	600,000	859	0	999,141
81177	City Wide - Sports Lighting Renewals	0	137,422	137,422	57,995	0	79,427
81339	Mills Avenue Pocket Park Development (Metronet)	680,000	680,000	0	0	0	680,000
		1,680,000	1,854,141	774,141	58,855	18,685	1,776,601
Other infrastructure renewal							
80755	Critical Asset Renewal Program	0	0	0	41,055	0	(41,055)
81167	Bore and Pump Replacement Program	0	48,334	48,334	43,603	5,882	(1,151)
81169	Critical Asset Renewal and Upgrade Program	0	6,087	6,087	28,455	4,400	(26,768)
		0	54,421	54,421	113,113	10,282	(68,974)
Recreation Reserves							
81173	City Wide - Community Ball Court Resurfacing	100,000	148,965	100,000	4,631	121,915	22,419
81181	City Wide - Sporting Reserve Fencing Replacements	0	22,498	22,498	3,819	1,610	17,069
81182	Upper Bardon Park	0	15,000	15,000	18,739	0	(3,739)
		100,000	186,463	137,498	27,189	123,525	35,749
Total Park development		6,239,569	8,198,867	4,899,784	1,785,547	2,280,018	4,133,302

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Other infrastructure						
Traffic management						
81319 Traffic Management Devices	65,000	65,000	39,000	41,070	15,001	8,929
	65,000	65,000	39,000	41,070	15,001	8,929
Street lights						
81119 City Lighting Renewal Program/New Req	0	17,619	17,619	32,191	0	(14,572)
81318 Street Lightpole Upgrade	303,481	303,481	182,088	1,150	0	302,331
	303,481	321,100	199,707	33,340	0	287,760
Other infrastructure construction						
81122 Bus Shelters - Upgrade program	32,256	32,256	19,350	0	0	32,256
81277 Bus Shelters - Expansion Program	48,384	48,384	29,034	0	5,745	42,640
	80,640	80,640	48,384	0	5,745	74,896
Sustainable environment						
80935 Emission reduction and renewable energy implementation	0	14,131	0	0	0	14,131
	0	14,131	0	0	0	14,131
Other infrastructure construction						
80392 Maylands Town Centre - City-led infrastructure activation	0	0	0	2,213	1,503	(3,716)
81121 Town Centre's - City-led Place Activation	0	0	0	0	2,370	(2,370)
	0	0	0	2,213	3,873	(6,086)
Total Other infrastructure	449,121	480,871	287,091	76,624	24,618	379,629
Intangible assets						
Software						
80950 Website development for online bookings	0	14,620	14,620	0	0	14,620
	0	14,620	14,620	0	0	14,620
Total Intangible assets	0	14,620	14,620	0	0	14,620
Total capital projects	25,489,255	30,908,693	18,032,379	10,297,710	6,425,221	14,185,762

10.2.3 List of Payments for the Month of February 2025

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required
Attachments:	<ol style="list-style-type: none"> 1. Schedule of Accounts - Municipal Fund [10.2.3.1 - 8 pages] 2. Schedule of Accounts - Aged Persons Homes Account [10.2.3.2 - 1 page] 3. Schedule of Accounts - Trust Fund [10.2.3.3 - 1 page] 4. Summary of Corporate Credit Card Expenses [10.2.3.4 - 1 page] 5. Summary of Corporate Purchase Card Expenses [10.2.3.5 - 4 pages] 6. Electronic Fund Transfers [10.2.3.6 - 1 page]

SUMMARY

This report presents the list of payments, comprising **Attachments 1, 2, 3, 4, 5 and 6** made under delegated authority for the month of February 2025 in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*.

COUNCIL RESOLUTION**(OFFICER'S RECOMMENDATION)**

That Council receives the list of payments for the month of February 2025 made under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* comprising:

1. Schedule of Accounts – Municipal Fund (**Attachment 1**);
2. Schedule of Accounts – Aged Persons Homes Account (**Attachment 2**);
3. Schedule of Accounts – Trust Fund (**Attachment 3**);
4. Summary of Corporate Credit Card Expenses (**Attachment 4**); and
5. Summary of Corporate Purchase Card Expenses (**Attachment 5**); and
6. Electronic Fund Transfers (**Attachment 6**).

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's Municipal and Trust Funds in addition to Aged Care accounts in accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

A list of accounts paid is to be provided to Council where such delegation is made.

EXTERNAL CONSULTATION

Not applicable.

OFFICER'S COMMENTS

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

Payments drawn from the Municipal Account for the month of February 2025 are included in **Attachment 1**.

Payments drawn from the Aged Persons Homes Account for the month of February 2025 are included in **Attachment 2**.

Payments drawn from the Trust Fund for the month of February 2025 are included in **Attachment 3**.

Payments made via corporate credit and purchase cards are included in **Attachment 4 and Attachment 5** respectively. Regulation 13(A) of the Local Government (Financial Management) Regulations 1996 was updated requiring the reporting of payments by employees via purchase cards (i.e. in addition to Credit Cards) to be reported from 1 October 2023. Purchase Cards used by employees include BP (Fuel) and Bunnings Cards with those transactions reported separately but the total spend is included in payments from the Municipal Account.

All other payments of a direct debit nature made from the Municipal and Aged Persons Homes Accounts including bank fees; payroll payments; and other direct payment arrangements, are represented in **Attachment 6**.

All payments are summarised in **Table 1**.

Table 1

<i>Payment Type</i>	<i>Reference</i>	<i>Amount \$</i>
<i>Municipal Account</i> BPay Direct Credits Electronic Fund Transfers (EFTs)	BP000284-000285, DC000669-000677, EF089173-089326, EF089328-089461, EF089465-089587, EF089589-089796	\$6,477,435.23
<i>Aged Persons Homes</i> Electronic Fund Transfers (EFTs)	EF089462-089463, EF089588	\$13,306.02
<i>Trust Fund</i> Electronic Fund Transfers (EFTs)	EF089327, EF089464	\$22,909.89
<i>Credit Card Expenses</i>	30 January 2025 to 28 February 2025	\$17,016.85

<i>Direct Debit and Other Electronic Fund Transfer</i>	1 February 2025 to 28 February 2025	\$7,340,613.10
	Total	\$13,871,281.09

The following payments from previous months were cancelled in February.

- Municipal Account:
 - EF088722 - \$3,000.00
 - EF089024 - \$1,560.00

LEGISLATIVE COMPLIANCE

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

The City's *Procurement Policy* applies.

Council has delegated to the CEO the exercise of its authority to make payments from the Municipal and Trust Funds and the Aged Care Homes accounts. Therefore, in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the CEO is prepared each month showing each account paid since the list was prepared.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

All accounts are for goods and services that have been duly incurred and authorised for payment in accordance with the budget allocation and statutory obligations. This provides for the effective and timely payment of the City's contractors and other creditors.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater's Strategic Community Plan 2021-2031, the following applies:

- Theme: Leadership and Governance
- Goal L4: Communicate in a clear and transparent way.
Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

CONCLUSION

That Council notes the List of Payments for the month of February 2025 comprising **Attachments 1, 2, 3, 4, 5 and 6.**

City of Bayswater**List of Payment - Municipal**

for the period 1 February 2025 to 28 February 2025

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<i>Payments</i>				<i>\$</i>
BP000284	18/02/25	Coca Cola Europacific Partners Australia Pty Ltd	Kiosk stock	4,173.80
BP000285	18/02/25	RAC Businesswise	Plant and vehicle parts and materials	296.00
DC000669	05/02/25	Easisalary Pty Ltd	Payroll payment	8,151.69
DC000670	05/02/25	Superchoice	Payroll payment	252,395.41
DC000671	14/02/25	Western Australian Cricket Association	Refund bond	-550.00
DC000672	31/01/25	WALGA	Staff training, development and support	-1,199.00
DC000673	18/02/25	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	1,051.50
DC000674	18/02/25	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	5,332.00
DC000675	20/02/25	Easisalary Pty Ltd	Payroll payment	8,805.44
DC000676	20/02/25	Superchoice	Payroll payment	255,429.02
DC000677	19/02/25	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	1,064.50
EF089173	03/02/25	Assunta Meleca	Councillor allowances and reimbursements	3,208.54
EF089174	03/02/25	Daniel Bull	Councillor allowances and reimbursements	3,208.54
EF089175	03/02/25	Elli Petersen-Pik	Councillor allowances and reimbursements	5,270.57
EF089176	03/02/25	Filomena Piffaretti	Councillor allowances and reimbursements	12,911.88
EF089177	03/02/25	Giorgia Johnson	Councillor allowances and reimbursements	3,208.54
EF089178	03/02/25	Joshua Eveson	Councillor allowances and reimbursements	3,208.54
EF089179	03/02/25	Michelle Louise Sutherland	Councillor allowances and reimbursements	3,208.54
EF089180	03/02/25	Nat Latter	Councillor allowances and reimbursements	3,109.30
EF089181	03/02/25	Sally Palmer	Councillor allowances and reimbursements	3,208.54
EF089182	03/02/25	Steven George Ostaszewskij	Councillor allowances and reimbursements	3,208.54
EF089183	06/02/25	Abdul Mohammadi	Refund bond	884.50
EF089184	06/02/25	Adam Roestenburg	Refund residential verge deposit	1,560.00
EF089185	06/02/25	Agora Commercial (WA) Pty Ltd	Refund rates overpayment	2,284.63
EF089186	06/02/25	Byprogress Pty Ltd T/A Monsterball Amusements	Equipment hire	1,345.00
EF089187	06/02/25	Carol Foley	Youth and seniors community activities	300.00
EF089188	06/02/25	Carol Peers	Refund animal sterilisation	75.00
EF089189	06/02/25	Claude Calazire	Refund hall hire	84.00
EF089190	06/02/25	CTI5 Pty Ltd T/A CTI Risk Management-Petty Cash	Petty cash reimbursement	1,530.90
EF089191	06/02/25	Drama for Kids WA	Refund hall hire	500.00
EF089192	06/02/25	Economic Development Australia Limited	Staff training, development and support	1,243.00
EF089193	06/02/25	Eleven Aus Pty Ltd	Refund residential verge deposit	750.00
EF089194	06/02/25	Elite Compliance Pty Ltd	Refund residential verge deposit	780.00
EF089195	06/02/25	Gary Peters & Cynthia June Coombs	Refund animal sterilisation	30.00
EF089196	06/02/25	Giuseppe Braccia	Refund residential verge deposit	780.00
EF089197	06/02/25	Graham Peden	Refund swimming lessons	54.00
EF089198	06/02/25	H&H Construct	Refund rates overpayment	258.99
EF089199	06/02/25	Lacrosse WA	Refund bond	550.00
EF089200	06/02/25	M & D Alvaro	Refund residential verge deposit	1,560.00
EF089201	06/02/25	M R Asad	Refund bond	1,000.00
EF089202	06/02/25	Mark Smith	Refund bond	200.00
EF089203	06/02/25	Maureen Macdonald	Refund animal sterilisation	150.00
EF089204	06/02/25	Merit Consulting Group	Refund residential verge deposit	780.00
EF089205	06/02/25	Meryl Anne Jones	Refund rates overpayment	605.80
EF089206	06/02/25	Multicultural Community Arts Festival WA	Refund bond	1,000.00
EF089207	06/02/25	Neil Burgess	Refund residential verge deposit	780.00
EF089208	06/02/25	Nova Homes (WA) Pty Ltd	Refund residential verge deposit	1,435.00
EF089209	06/02/25	Nova Homes (WA) Pty Ltd	Refund residential verge deposit	1,435.00
EF089210	06/02/25	Nova Homes (WA) Pty Ltd	Refund crossover	1,462.50
EF089211	06/02/25	Omer Habib	Refund bond	1,000.00
EF089212	06/02/25	Pablo Hughes	Refund animal sterilisation	150.00
EF089213	06/02/25	PAV Sales & Installation	Equipment maintenance	677.73
EF089214	06/02/25	Regent Street Holdings	Refund rates overpayment	565.57
EF089215	06/02/25	Rocca Enterprises P/L T/A Levista Homes	Refund residential verge deposit	780.00
EF089216	06/02/25	Rubek Automatic Doors	Building maintenance and services	330.00
EF089217	06/02/25	South West Aboriginal Land & Sea Council	Refund miscellaneous	807.04
EF089218	06/02/25	Stiles Electrical & Communication Services Pty Ltd	Construction and civil works payments	6,856.48
EF089219	06/02/25	Strategic Property Group	Refund rates overpayment	477.54
EF089220	06/02/25	Synergy	Electricity charges (other than street lighting)	45,053.86
EF089221	06/02/25	Telstra Limited	Office telephone and communication expenses	25,835.69
EF089222	06/02/25	The Latif's Pty Ltd	Refund residential verge deposit	780.00
EF089223	06/02/25	The Latif's Pty Ltd	Refund residential verge deposit	1,200.00
EF089224	06/02/25	The Latif's Pty Ltd	Refund residential verge deposit	780.00
EF089225	06/02/25	Timothy Brunner and Phoebe Simpson	Refund residential verge deposit	1,560.00
EF089226	06/02/25	Tom Mills	Refund commercial verge deposit	780.00
EF089227	06/02/25	W S Curran	Refund animal sterilisation	38.75
EF089228	06/02/25	Silver Star Wanda'rers Line Dancing Group	Youth and seniors community activities	320.00
EF089229	06/02/25	Water Corporation	Water usage charges	2,197.87
EF089230	06/02/25	West Australian Ballet Company	Youth and seniors community activities	320.00
EF089231	06/02/25	Acclaimed Catering Pty Ltd	Functions and events catering expenses	2,597.10
EF089232	06/02/25	ADT Security	Buildings and events security expenses	52.00
EF089233	06/02/25	Adventure Kids Entertainment	Marketing and promotional material	1,072.50
EF089234	06/02/25	AMS Technology Group Pty Ltd	Building maintenance and services	2,189.54
EF089235	06/02/25	Aquamoni Pty Ltd	Garden maintenance	8,045.02
EF089236	06/02/25	Arbor West Pty Ltd T/A Classic Tree Services	Garden maintenance	10,928.50
EF089237	06/02/25	ATC Work Smart Inc	Trainee	589.74
EF089238	06/02/25	Australia and New Zealand Recycling Platform Ltd	Waste collection and hygiene services	2,937.61
EF089239	06/02/25	Australia Day Council of WA Inc	Professional consultancy services	735.08
EF089240	06/02/25	Bayswater Tennis Club	Garden maintenance	19,788.19
EF089241	06/02/25	BioBag World Australia Pty Ltd	Transport and storage charges	3,160.30
EF089242	06/02/25	Boyan Electrical Services	Electrical installation & repair	2,734.06

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF089243	06/02/25	Broadspec Environmental Pty Ltd	Environmental testing and sampling	38.50
EF089244	06/02/25	Brownes Foods Operations Pty Ltd	Staff amenities	174.15
EF089245	06/02/25	Bunnings Group Ltd	Engineering works materials	3,155.17
EF089246	06/02/25	Campbell's Janitor Supplies Pty Ltd T/A The Goods Australia	Aquatic chemicals and consumables	1,874.67
EF089247	06/02/25	Canopies WA	Equipment purchases	3,190.00
EF089248	06/02/25	Captivate Connect	Office telephone and communication expenses	1,980.00
EF089249	06/02/25	Cat Haven	Animal supplies & services	211.48
EF089250	06/02/25	Cleverpatch Pty Ltd	Youth and seniors community activities	265.78
EF089251	06/02/25	CNW Pty Ltd	Building supplies and hardware	756.04
EF089252	06/02/25	Contra-flow Pty Ltd	Traffic management	20,819.64
EF089253	06/02/25	Diana Kudsee	Youth and seniors community activities	80.00
EF089254	06/02/25	Direct Communications Pty Ltd	Plant and vehicle parts and materials	720.39
EF089255	06/02/25	Dowsing Group Pty Ltd	Construction and civil works payments	8,390.13
EF089256	06/02/25	E Fire & Safety	Building maintenance and services	195.25
EF089257	06/02/25	Entrance Control Pty Ltd	Equipment purchases	6,047.80
EF089258	06/02/25	Epic Catering & Events Services Pty Ltd	Functions and events catering expenses	363.00
EF089259	06/02/25	Europcar WA	Plant and vehicle parts and materials	1,948.75
EF089260	06/02/25	Flexi Staff Group Pty Ltd	Labour hire and temporary replacement	2,348.21
EF089261	06/02/25	Fuel Distributors of WA Pty Ltd	Fuel and oil	30,187.18
EF089262	06/02/25	Garden Care West (WA)	Garden maintenance	264.00
EF089263	06/02/25	Boilertronix	Building maintenance and services	612.70
EF089264	06/02/25	GFG Temporary Assist	Labour hire and temporary replacement	9,757.55
EF089265	06/02/25	Goldfoam Investments Pty Ltd T/A Midland Mowers	Minor equipment purchase	1,597.80
EF089266	06/02/25	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	13,138.12
EF089267	06/02/25	Helene Pty Ltd	Labour hire and temporary replacement	3,657.25
EF089268	06/02/25	Heritage Way Pty Ltd	Parks & gardens plants and trees	44.92
EF089269	06/02/25	The Trustee for M R Hoskins Family Trust T/A A E Hoskins & Sons	Aquatic maintenance and services	5,707.35
EF089270	06/02/25	Hydroquip Pumps & Irrigation Pty Ltd	Parks & gardens reticulation repairs & upgrades	15,095.44
EF089271	06/02/25	Instant Toilet & Showers Pty Ltd T/A Instant Products Hire	Aquatic maintenance and services	16,814.62
EF089272	06/02/25	International Association For Public Participation	Memberships and subscriptions	2,750.00
EF089273	06/02/25	IPA By Synergie Pty Ltd	Labour hire and temporary replacement	1,357.54
EF089274	06/02/25	IRP Pty Ltd	Labour hire and temporary replacement	2,632.03
EF089275	06/02/25	Joshua Luke Walkers T/A JLW Turf Services	Parks & gardens materials	209.00
EF089276	06/02/25	Judroc Pty Ltd T/A The Watershed Water Systems	Parks & gardens tree pruning & assoc. services	1,934.00
EF089277	06/02/25	Kasse Marie McCumiskey	Youth and seniors community activities	480.00
EF089278	06/02/25	Komodo Music	Youth and seniors community activities	660.00
EF089279	06/02/25	Linemarking WA Pty Ltd	Construction and civil works payments	1,316.71
EF089280	06/02/25	Major Motors Pty Ltd	Plant and vehicle parts and materials	300.00
EF089281	06/02/25	Martins Environmental Services Pty Ltd	Garden maintenance	75,680.00
EF089282	06/02/25	Max & Claire Pty Ltd T/A Ergolink	Minor equipment purchase	1,304.49
EF089283	06/02/25	McLeods Lawyers Pty Ltd	Legal expenses and court costs	1,347.28
EF089284	06/02/25	Milom Pty Ltd T/A Classic Hire	Equipment hire	2,789.60
EF089285	06/02/25	TheTrustee for the Ingwelala Trust T/A Westoz Food Distribu	Kiosk stock	590.94
EF089286	06/02/25	MPK Tree Management Pty Ltd T/A MPK Tree Services	Garden maintenance	4,895.00
EF089287	06/02/25	Ngala-Boodja/Aboriginal Land Care	Parks & gardens contract payments	825.00
EF089288	06/02/25	Officeworks Ltd T/A Officeworks	Office stationery and consumables	210.54
EF089289	06/02/25	Pases Aqua Pty Ltd	Garden maintenance	7,418.00
EF089290	06/02/25	PeopleVision Pty Ltd	Professional consultancy services	689.70
EF089291	06/02/25	Prestige Elevators Pty Ltd	Building maintenance and services	2,931.50
EF089292	06/02/25	Programmed Skilled Workforce Ltd	Labour hire and temporary replacement	1,216.74
EF089293	06/02/25	Pulse Locating	Construction and civil works payments	1,650.00
EF089294	06/02/25	Pump Control Systems	Parks & gardens materials	4,212.18
EF089295	06/02/25	Purple Communications Australia Pty Ltd T/A Cannings Purple	Professional consultancy services	5,665.00
EF089296	06/02/25	Redimed Pty Ltd	Medical services and materials	473.30
EF089297	06/02/25	Reece Australia Pty Ltd T/A Reece Plumbing	Building supplies and hardware	75.41
EF089298	06/02/25	Rentokil Initial Pty Ltd	Building maintenance and services	3,537.13
EF089299	06/02/25	GPC Asia Pacific Pty Ltd T/A Repco	Equipment maintenance	2,024.84
EF089300	06/02/25	Scott Printers Pty Ltd	Marketing and promotional material	852.50
EF089301	06/02/25	Services Australia	Fees and charges	73.26
EF089302	06/02/25	Sonic Health Plus Pty Ltd	Medical services and materials	2,712.60
EF089303	06/02/25	St John Ambulance Western Australia Ltd	Medical services and materials	1,637.69
EF089304	06/02/25	Statewide Cleaning Supplies Pty Ltd	Cleaning supplies	600.00
EF089305	06/02/25	Stratco (WA) Pty Ltd	Building supplies and hardware	73.88
EF089306	06/02/25	The Trustee for the O'Grady Family Trust Efficient Site Services	Parks & gardens contract payments	3,807.10
EF089307	06/02/25	Team Global Express Pty Ltd T/A IPEC Pty Ltd	Postage and courier charges	402.71
EF089308	06/02/25	The First Aid Group Pty Ltd	Medical services and materials	939.45
EF089309	06/02/25	T.M Coghill & J Reeves T/A Technologically Speaking	Youth and seniors community activities	330.00
EF089310	06/02/25	The Trustee for Sportsworld Unit Trust T/A Sportsworld of WA	Kiosk stock	1,001.65
EF089311	06/02/25	The Trustee for The Karen Trust T/A Waroona Septics	Cleaning services	198.00
EF089312	06/02/25	The Trustee for The McCartney Family Trust T/A Kerb Doctor	Construction and civil works payments	18,874.68
EF089313	06/02/25	Toro Australia Group Sales Pty Ltd	Equipment purchases	6,000.01
EF089314	06/02/25	Moore Enterprises (WA) Pty Ltd T/A Totally Workwear Malaga	Staff uniforms and protective equipment	813.67
EF089315	06/02/25	T-Quip	Plant and vehicle parts and materials	200.80
EF089316	06/02/25	Trailer Parts Pty Ltd T/A Martins Trailer Parts	Plant and vehicle parts and materials	87.21
EF089317	06/02/25	Truline (Australia) Pty Ltd	Minor equipment purchase	2,210.34
EF089318	06/02/25	Turf Care WA Pty Ltd	Garden maintenance	4,068.73
EF089319	06/02/25	Twins (WA) Pty Ltd	Functions and events catering expenses	1,195.00
EF089320	06/02/25	Vorgee Pty Ltd	Staff uniforms and protective equipment	4,239.11
EF089321	06/02/25	Wanneroo Agricultural Machinery	Plant and vehicle parts and materials	371.15
EF089322	06/02/25	Winc Australia Pty Ltd	Office stationery and consumables	377.69
EF089323	06/02/25	Woolworths Group Limited	Kiosk stock	102.17
EF089324	06/02/25	Workclobber Trust & Lindal Family Trust T/A Work Clobber	Staff uniforms and protective equipment	179.10
EF089325	06/02/25	WPC Group Ltd	Labour hire and temporary replacement	5,779.01
EF089326	06/02/25	Zipform Pty Ltd	Printing and graphic design expenses	4,445.26
EF089328	13/02/25	A1 Pools P/L	Refund residential verge deposit	1,560.00
EF089329	13/02/25	AlintaGas Sales Pty Ltd	Gas usage charges	242.85

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF089330	13/02/25	Anh Bui	Refund residential verge deposit	1,560.00
EF089331	13/02/25	Ann E Gardiner	Refund rates overpayment	1,591.78
EF089332	13/02/25	Asphaltech Pty Ltd	Construction and civil works payments	169,221.55
EF089333	13/02/25	Australia Post	Fees and charges	1,517.81
EF089334	13/02/25	BJ & SK Nazzari	Refund residential verge deposit	1,560.00
EF089335	13/02/25	Daniel Falcone	Refund residential verge deposit	780.00
EF089336	13/02/25	Easisalary Pty Ltd	Staff superannuation & other deductions	1,657.06
EF089337	13/02/25	Filomena Piffaretti	Councillor allowances and reimbursements	46.20
EF089338	13/02/25	Gul Sha Razaee	Refund rates overpayment	2,469.15
EF089339	13/02/25	IV & LS Matei	Refund facility hire bond	200.00
EF089340	13/02/25	Lara Seif	Refund bond	1,000.00
EF089341	13/02/25	Lara Vittiglia	Refund rates overpayment	50.00
EF089342	13/02/25	Michael M Fusco	Refund residential verge deposit	765.23
EF089343	13/02/25	Mitchell Andrews	Refund rates overpayment	895.10
EF089344	13/02/25	Mohammad Nasir Sultan Mohd	Refund hall hire	4,303.68
EF089345	13/02/25	Prime Investments (WA) Pty Ltd	Refund residential verge deposit	780.00
EF089346	13/02/25	Reconciliation WA	Community engagement framework	104.50
EF089347	13/02/25	Reginald Ram	Refund residential verge deposit	750.00
EF089348	13/02/25	Solargain PV Pty Ltd	Refund commercial verge deposit	780.00
EF089349	13/02/25	Synergy	Electricity charges (other than street lighting)	81,813.78
EF089350	13/02/25	Telstra Limited	Office telephone and communication expenses	1,279.83
EF089351	13/02/25	Water Corporation	Water usage charges	33,012.10
EF089352	13/02/25	Wesfarmers Kleenheat Gas Pty Ltd	Gas usage charges	11,747.94
EF089353	13/02/25	Zafar Khan	Refund bond	1,000.00
EF089354	13/02/25	A.K.C. Pty Ltd T/A Baileys Fertilisers	Parks & gardens materials	9,570.00
EF089355	13/02/25	AAAC Towing Pty Ltd	Vehicle towing	212.30
EF089356	13/02/25	The Trustee for Wristbands Australia Trust T/A AAC Wristbands Australia Pty Ltd	Kiosk stock	1,476.20
EF089357	13/02/25	Action Glass & Aluminium	Building maintenance and services	1,273.47
EF089358	13/02/25	ADT Security	Buildings and events security expenses	56.42
EF089359	13/02/25	ALS Library Services Pty Ltd	Book purchases	1,736.48
EF089360	13/02/25	AMS Technology Group Pty Ltd	Building maintenance and services	2,429.70
EF089361	13/02/25	Apex Drones Pty Ltd	Environmental health services & supplies	2,200.00
EF089362	13/02/25	Australian Services Union	Payroll payment	236.50
EF089363	13/02/25	Australian Taxation Office	Payroll payment	317,474.00
EF089364	13/02/25	Beinformed Group Pty Ltd T/A BeCarWise	Payroll payment	1,087.74
EF089365	13/02/25	BOC Ltd	Minor equipment purchase	235.55
EF089366	13/02/25	Boyan Electrical Services	Electrical installation & repair	9,789.84
EF089367	13/02/25	Event Marquees	Equipment hire	1,360.00
EF089368	13/02/25	Bridgestone Aust Ltd	Plant and vehicle parts and materials	889.44
EF089369	13/02/25	Brownes Foods Operations Pty Ltd	Office stationery and consumables	617.05
EF089370	13/02/25	Bunnings Group Ltd	Engineering works materials	1,696.64
EF089371	13/02/25	Calrach Pty Ltd T/A Old Macdonald's Travelling Farms WA Northern	Youth and seniors community activities	990.00
EF089372	13/02/25	Carroll & Richardson - Flagworld Pty Ltd	Citizenship expenses	575.87
EF089373	13/02/25	Child Support Agency	Payroll payment	1,363.25
EF089374	13/02/25	CNW Pty Ltd	Building supplies and hardware	927.26
EF089375	13/02/25	Cockburn Wetlands Education Centre	Staff training, development and support	3,160.00
EF089376	13/02/25	Contra-flow Pty Ltd	Traffic management	18,613.06
EF089377	13/02/25	Crown Security (WA) Pty Ltd	Buildings and events security expenses	4,176.70
EF089378	13/02/25	Custom Courts Pty Ltd	Construction and civil works payments	8,038.25
EF089379	13/02/25	Dowsing Group Pty Ltd	Garden maintenance	34,546.07
EF089380	13/02/25	E Fire & Safety	Fire suppression and alarm monitoring	241.15
EF089381	13/02/25	EA Learning Pty Ltd	Staff training, development and support	2,543.20
EF089382	13/02/25	Eastern Merchant Pty Ltd T/A Maylands Park Lottery Centre and News Agency	Memberships and subscriptions	66.50
EF089383	13/02/25	Eastern Metropolitan Regional Council	Waste collection and hygiene services	80,662.52
EF089384	13/02/25	Elyse Rhiannan Crane	Marketing and promotional material	1,800.00
EF089385	13/02/25	ESRI Australia Pty Ltd	Software Maintenance	60,500.00
EF089386	13/02/25	Europcar WA	Insurance excess	2,135.20
EF089387	13/02/25	Flexi Staff Group Pty Ltd	Labour hire and temporary replacement	1,879.61
EF089388	13/02/25	Fortis Security Pty Ltd	Buildings and events security expenses	203.50
EF089389	13/02/25	Fuel Distributors of WA Pty Ltd	Fuel and oil	3,185.95
EF089390	13/02/25	G.M. Millane & Co	Plant and vehicle parts and materials	423.50
EF089391	13/02/25	Garden Care West (WA)	Garden maintenance	264.00
EF089392	13/02/25	GFG Temporary Assist	Labour hire and temporary replacement	18,510.86
EF089393	13/02/25	GHD Pty Ltd	Analytical and testing services	49,208.51
EF089394	13/02/25	Gymwise WA Pty Ltd T/A Gymwise WA	Equipment maintenance	698.50
EF089395	13/02/25	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	7,193.76
EF089396	13/02/25	Health Insurance Fund of WA	Payroll payment	72.20
EF089397	13/02/25	Helene Pty Ltd	Labour hire and temporary replacement	2,604.98
EF089398	13/02/25	Hospital Benefit Fund of WA	Payroll payment	874.01
EF089399	13/02/25	ibookingsystems	Memberships and subscriptions	99.00
EF089400	13/02/25	Illion Tenderlink	Memberships and subscriptions	5,601.20
EF089401	13/02/25	Instant Toilet & Showers Pty Ltd T/A Instant Products Hire	Equipment hire	789.02
EF089402	13/02/25	IPA By Synergie Pty Ltd	Labour hire and temporary replacement	1,879.67
EF089403	13/02/25	IRP Pty Ltd	Labour hire and temporary replacement	2,105.62
EF089404	13/02/25	Ixom Operations Pty Ltd	Parks & gardens materials	2,704.17
EF089405	13/02/25	J.G Abberton & Others Lavan T/A Lavan	Legal expenses and court costs	5,126.00
EF089406	13/02/25	Janece Leah Wiggins	Functions and events entertainment expenses	400.00
EF089407	13/02/25	Judroc Pty Ltd T/A The Watershed Water Systems	Parks & gardens reticulation repairs & upgrades	585.66
EF089408	13/02/25	Kelyn Training Services	Staff training, development and support	1,475.00
EF089409	13/02/25	Landgate	Gross rental valuation charges	662.68
EF089410	13/02/25	Leonie Helen Thompson T/A The Poster Girls	Marketing and promotional material	646.80
EF089411	13/02/25	Les Mills Australia	Memberships and subscriptions	2,998.16
EF089412	13/02/25	Main Roads Western Australia	Construction and civil works payments	27,723.47
EF089413	13/02/25	Max & Claire Pty Ltd T/A Ergolink	Minor equipment purchase	845.50
EF089414	13/02/25	McLeods Lawyers Pty Ltd	Legal expenses and court costs	1,612.12
EF089415	13/02/25	Message4U Pty Ltd T/A Sinch MessageMedia	Memberships and subscriptions	243.58

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF089416	13/02/25	TheTrustee for the Ingwelala Trust T/A Westoz Food Distribu	Kiosk stock	192.68
EF089417	13/02/25	Natural Area Holdings Pty Ltd	Parks & gardens contract payments	974.16
EF089418	13/02/25	Nespresso Australia a Division of Nestle Australia Ltd	Staff amenities	854.00
EF089419	13/02/25	Novated Lease Australia Pty Ltd	Payroll payment	700.43
EF089420	13/02/25	Nqetro Pty Ltd	Construction and civil works payments	2,689.50
EF089421	13/02/25	Omnicom Media Group Australia Pty Ltd	Advertising public notices	1,328.25
EF089422	13/02/25	On Point Corporation Pty Ltd T/A Total Chlorine Solutions	Staff training, development and support	605.00
EF089423	13/02/25	ORH Trucks Solutions Pty Ltd	Plant and vehicle parts and materials	1,070.65
EF089424	13/02/25	Paywise Pty Ltd	Payroll payment	1,461.13
EF089425	13/02/25	Pinnacle Height Safety Pty Ltd	Staff training, development and support	590.00
EF089426	13/02/25	Pool & Pump Service & Repairs Pty Ltd	Equipment maintenance	2,778.93
EF089427	13/02/25	Prestige Property Maintenance Pty Ltd	Parks & gardens contract payments	28,995.78
EF089428	13/02/25	Programmed Skilled Workforce Ltd	Labour hire and temporary replacement	1,888.19
EF089429	13/02/25	Qualcon Laboratories	Construction and civil works payments	896.50
EF089430	13/02/25	Reece Australia Pty Ltd T/A Reece Plumbing	Building supplies and hardware	214.36
EF089431	13/02/25	GPC Asia Pacific Pty Ltd T/A Repco	Plant and vehicle parts and materials	472.09
EF089432	13/02/25	Ricoh Australia Pty Ltd	Photocopying contract charges	1,522.16
EF089433	13/02/25	Roof Safety Solutions Pty Ltd	Construction and civil works payments	4,166.17
EF089434	13/02/25	Roxy Lane Theatre Incorporated	Grants & funding	3,000.00
EF089435	13/02/25	RTS Training	Staff training, development and support	70.00
EF089436	13/02/25	Scene Model Management Pty Ltd T/A Now Actors	Photography / video production	943.50
EF089437	13/02/25	Scott Printers Pty Ltd	Printing and graphic design expenses	2,158.20
EF089438	13/02/25	St John Ambulance Western Australia Ltd	Staff training, development and support	170.00
EF089439	13/02/25	Susan Leong	Youth and seniors community activities	240.00
EF089440	13/02/25	The Trustee for the O'Grady Family Trust Efficient Site Services	Equipment hire	836.00
EF089441	13/02/25	Team Global Express Pty Ltd T/A IPEC Pty Ltd	Postage and courier charges	402.71
EF089442	13/02/25	Duncan Wheaton T/A The Mighty Booths	Youth and seniors community activities	899.00
EF089443	13/02/25	The Morley Veterinary Hospital	Animal supplies & services	62.00
EF089444	13/02/25	The Trustee for Story Family Trust T/A Steve's Sand Sifting for Playground Services	Parks & gardens contract payments	3,323.59
EF089445	13/02/25	The Trustee for The McCartney Family Trust T/A Kerb Doctor	Construction and civil works payments	3,072.19
EF089446	13/02/25	The Trustee for the Moja Trust T/A Owen Consulting	Professional consultancy services	550.00
EF089447	13/02/25	LGRCEU (WA) T/A The Western Australian Municipal Road Boards Parks	Payroll payment	858.00
EF089448	13/02/25	Totally Board Pty Ltd	Youth and seniors community activities	400.00
EF089449	13/02/25	T-Quip	Plant and vehicle repairs	1,873.05
EF089450	13/02/25	Turf Care WA Pty Ltd	Parks & gardens contract payments	2,676.54
EF089451	13/02/25	Van Ryt Industries	Minor equipment purchase	19,636.76
EF089452	13/02/25	Vorgee Pty Ltd	Kiosk stock	940.50
EF089453	13/02/25	Wanneroo Agricultural Machinery	Equipment repairs	1,296.95
EF089454	13/02/25	Wattleup Tractors	Plant and vehicle parts and materials	742.70
EF089455	13/02/25	WC Convenience Management Pty Ltd T/A WC Innovations	Building maintenance and services	3,014.99
EF089456	13/02/25	Wesbar Vanquip Pty Ltd	Equipment repairs	175.00
EF089457	13/02/25	J.D Caffey & Caffey Family Trust T/A Westbooks	Book purchases	442.03
EF089458	13/02/25	William Buck Consulting (WA) Pty Ltd	Audit services	22,728.20
EF089459	13/02/25	Winc Australia Pty Ltd	Office stationery and consumables	1,778.56
EF089460	13/02/25	Woolworths Group Limited	Functions and events catering expenses	77.40
EF089461	13/02/25	Workclobber Trust & Lindal Family Trust T/A Work Clobber	Staff uniforms and protective equipment	179.10
EF089465	19/02/25	Access Without Barriers Pty Ltd T/A AWB Co	Civil works design and technical support	94,386.49
EF089466	19/02/25	Acclaimed Catering Pty Ltd	Functions and events catering expenses	1,365.66
EF089467	19/02/25	Acurix Networks Pty Ltd	Software Maintenance	1,926.10
EF089468	19/02/25	AlintaGas Sales Pty Ltd	Gas usage charges	452.05
EF089469	19/02/25	AMS Technology Group Pty Ltd	Building maintenance and services	9,162.76
EF089470	19/02/25	Australia Post	Postage and courier charges	5,637.30
EF089471	19/02/25	Australian Market and Social Research Society Ltd T/A The Research Society	Staff training, development and support	1,936.00
EF089472	19/02/25	Bayswater Women's Hub Inc	Donation	3,000.00
EF089473	19/02/25	Brianne Jade Renee Yarran	Community engagement framework	500.00
EF089474	19/02/25	Broadspec Environmental Pty Ltd	Environmental testing and sampling	121.00
EF089475	19/02/25	Bunnings Group Ltd	Engineering works materials	2,642.68
EF089476	19/02/25	Cleanaway Pty Ltd	Waste collection and hygiene services	7,026.80
EF089477	19/02/25	The Trustee for Devereux Family Trust	Building maintenance and services	14,080.00
EF089478	19/02/25	Falcone Nominees (WA) Pty Ltd	Crossover subsidy	735.00
EF089479	19/02/25	Fleet Fitness	Equipment maintenance	183.15
EF089480	19/02/25	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	4,999.82
EF089481	19/02/25	Jusuf Kos	Refund crossover	942.40
EF089482	19/02/25	Jusuf Kos	Refund residential verge deposit	1,485.23
EF089483	19/02/25	Kim Dung Tran	Refund health centre memberships	277.50
EF089484	19/02/25	Mardi and Kim Burata	Refund residential verge deposit	1,560.00
EF089485	19/02/25	Merit Consulting Group	Refund residential verge deposit	780.00
EF089486	19/02/25	Motorways Pty Ltd	Refund rates overpayment	29,215.30
EF089487	19/02/25	New Home Company	Refund residential verge deposit	1,400.00
EF089488	19/02/25	Nial Ibraimoski	Refund residential verge deposit	1,560.00
EF089489	19/02/25	Nova Homes (WA) Pty Ltd	Crossover subsidy	541.08
EF089490	19/02/25	PAV Sales & Installation	Minor equipment purchase	478.17
EF089491	19/02/25	Pure Homes Pty Ltd T/A B1 Homes	Refund residential verge deposit	1,435.00
EF089492	19/02/25	Rene Lehner	Functions and events entertainment expenses	412.50
EF089493	19/02/25	Rubek Automatic Doors	Building maintenance and services	394.35
EF089494	19/02/25	Ruby Lee	Refund rates overpayment	1,168.05
EF089495	19/02/25	Six Star Property Developments P/L	Refund residential verge deposit	780.00
EF089496	19/02/25	Synergy	Electricity charges (other than street lighting)	8,860.06
EF089497	19/02/25	Talis Consultants	Professional consultancy services	29,588.98
EF089498	19/02/25	Telstra Limited	Office telephone and communication expenses	120.00
EF089499	19/02/25	Thi Bach Ngoc Mai Nguyen	Memberships and subscriptions	309.80
EF089500	19/02/25	Thomas Patten	Refund residential verge deposit	780.00
EF089501	19/02/25	Vaughn J McGuire	Citizenship expenses	605.00
EF089502	19/02/25	Water Corporation	Water usage charges	537.58
EF089503	19/02/25	Western Australian Cricket Association	Refund facility hire bond	550.00
EF089504	19/02/25	Zircodata Pty Ltd	Document management and archiving	1,158.23

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF089505	19/02/25	A. Richards Pty Ltd T/A Richgro Garden Products	Parks & gardens materials	1,462.00
EF089506	19/02/25	Active Discovery	Equipment purchases	34,983.30
EF089507	19/02/25	Aquamonix Pty Ltd	Parks & gardens materials	17,137.12
EF089508	19/02/25	Arbor West Pty Ltd T/A Classic Tree Services	Garden maintenance	413.42
EF089509	19/02/25	ATC Work Smart Inc	Trainee	617.83
EF089510	19/02/25	Award Contracting	Electrical installation & repair	1,650.00
EF089511	19/02/25	Boyan Electrical Services	Functions and events site setup expenses	289.30
EF089512	19/02/25	BP Australia Pty Ltd	Fuel and oil	2,816.13
EF089513	19/02/25	Bridgestone Aust Ltd	Plant and vehicle repairs	3,208.26
EF089514	19/02/25	Brownes Foods Operations Pty Ltd	Office stationery and consumables	174.15
EF089515	19/02/25	Bucher Municipal Pty Ltd	Plant and vehicle parts and materials	64.75
EF089516	19/02/25	Cadgroup Australia	Memberships and subscriptions	17,209.50
EF089517	19/02/25	Campbell's Janitor Supplies Pty Ltd T/A The Goods Australia	Cleaning supplies	437.43
EF089518	19/02/25	Cat Haven	Animal supplies & services	726.00
EF089519	19/02/25	Cleantex Pty Ltd	Cleaning services	790.57
EF089520	19/02/25	CNW Pty Ltd	Building supplies and hardware	60.78
EF089521	19/02/25	Comiskey's Contracting Pty Ltd	Construction and civil works payments	505,114.52
EF089522	19/02/25	Contra-flow Pty Ltd	Traffic management	31,017.85
EF089523	19/02/25	CTI5 Pty Ltd T/A CTI Risk Management	Fees and charges	2,695.00
EF089524	19/02/25	Department of Transport - Vehicle Search	Vehicle searches	950.95
EF089525	19/02/25	Robert Walters Pty Ltd	Labour hire and temporary replacement	41,068.98
EF089526	19/02/25	Dowsing Group Pty Ltd	Construction and civil works payments	3,290.54
EF089527	19/02/25	E Fire & Safety	Fire suppression and alarm monitoring	598.31
EF089528	19/02/25	Eastern Metropolitan Regional Council	Waste collection and hygiene services	120,386.31
EF089529	19/02/25	Ecocycle Pty Ltd	Waste collection and hygiene services	598.45
EF089530	19/02/25	Endford Works Pty Ltd T/A Ozipond Solutions	Parks & gardens materials	1,100.00
EF089531	19/02/25	Environment House Inc	Grants & funding	60,500.00
EF089532	19/02/25	EnvisionWare Australia Pty Ltd	IT network maintenance	6,600.00
EF089533	19/02/25	Epic Catering & Events Services Pty Ltd	Functions and events catering expenses	308.00
EF089534	19/02/25	Europcar WA	Vehicle & plant hire	1,335.51
EF089535	19/02/25	F E Technologies Pty Ltd	Equipment purchases	4,266.90
EF089536	19/02/25	Fortis Security Pty Ltd	Building maintenance and services	969.38
EF089537	19/02/25	GFG Temporary Assist	Labour hire and temporary replacement	12,892.78
EF089538	19/02/25	Grainne Wray	Youth and seniors community activities	400.00
EF089539	19/02/25	IPA By Synergie Pty Ltd	Labour hire and temporary replacement	1,879.67
EF089540	19/02/25	IRP Pty Ltd	Labour hire and temporary replacement	2,105.62
EF089541	19/02/25	Jade Orchid Dolman T/A J.D. Penangke	Professional consultancy services	3,300.00
EF089542	19/02/25	Judroc Pty Ltd T/A The Watershed Water Systems	Parks & gardens reticulation repairs & upgrades	533.66
EF089543	19/02/25	Karrinyup St Luke Medical Centre Pty Limited	Medical services and materials	220.00
EF089544	19/02/25	Bedford-Dianella Vet Centre	Animal supplies & services	55.00
EF089545	19/02/25	Leonie Helen Thompson T/A The Poster Girls	Marketing and promotional material	387.20
EF089546	19/02/25	Les Mills Australia	Memberships and subscriptions	2,272.74
EF089547	19/02/25	Linemarking WA Pty Ltd	Construction and civil works payments	21,721.63
EF089548	19/02/25	Local Government Professionals Aust WA	Staff training, development and support	3,755.00
EF089549	19/02/25	Major Motors Pty Ltd	Plant and vehicle purchasing	135,549.37
EF089550	19/02/25	Marquee Magic	Equipment hire	3,067.00
EF089551	19/02/25	Martins Environmental Services Pty Ltd	Parks & gardens contract payments	75,680.00
EF089552	19/02/25	Max & Claire Pty Ltd T/A Ergolink	Minor equipment purchase	1,697.01
EF089553	19/02/25	Maylands Vet	Animal supplies & services	55.00
EF089554	19/02/25	McIntosh Holdings Pty Ltd	Plant and vehicle parts and materials	2,937.61
EF089555	19/02/25	McLeods Lawyers Pty Ltd	Legal expenses and court costs	3,480.60
EF089556	19/02/25	Miltom Pty Ltd T/A Classic Hire	Equipment hire	217.80
EF089557	19/02/25	TheTrustee for the Ingwelala Trust T/A Westoz Food Distribu	Kiosk stock	854.56
EF089558	19/02/25	Ngala-Boodja/Aboriginal Land Care	Garden maintenance	5,225.00
EF089559	19/02/25	Office Line Group Pty Ltd T/A Office Line	Minor equipment purchase	3,000.80
EF089560	19/02/25	Paragon Constructions Solutions Pty Ltd	Aquatic maintenance and services	67,643.35
EF089561	19/02/25	Programmed Skilled Workforce Ltd	Labour hire and temporary replacement	5,151.49
EF089562	19/02/25	Pump Control Systems	Parks & gardens contract payments	4,343.92
EF089563	19/02/25	The Trustee for Alba Unit Trust T/A Quality Press	Signage and banners	2,172.50
EF089564	19/02/25	GPC Asia Pacific Pty Ltd T/A Repco	Engineering works materials	734.96
EF089565	19/02/25	Same Day Mowing Pty Ltd	Fire suppression and alarm monitoring	1,090.00
EF089566	19/02/25	Scott Printers Pty Ltd	Printing and graphic design expenses	776.60
EF089567	19/02/25	Shred-X Pty Ltd	Document management and archiving	541.33
EF089568	19/02/25	St John Ambulance Western Australia Ltd	Staff training, development and support	170.00
EF089569	19/02/25	Statewide Cleaning Supplies Pty Ltd	Cleaning supplies	75.33
EF089570	19/02/25	Superior Nominees Pty Ltd T/A Miracle Recreation Equipment	Parks & gardens materials	660.00
EF089571	19/02/25	Tanks For Hire	Equipment hire	726.00
EF089572	19/02/25	Team Global Express Pty Ltd T/A IPEC Pty Ltd	Postage and courier charges	322.17
EF089573	19/02/25	Technology One Limited	Software Maintenance	9,937.16
EF089574	19/02/25	The Morley Veterinary Hospital	Animal supplies & services	55.00
EF089575	19/02/25	T.M Coghill & J Reeves T/A Technologically Speaking	Youth and seniors community activities	330.00
EF089576	19/02/25	The Trustee for Lucwambu Discretionary Trust T/A Perth Better Homes	Equipment purchases	62,182.80
EF089577	19/02/25	The Trustee for Sportsworld Unit Trust T/A Sportsworld of WA	Kiosk stock	4,395.60
EF089578	19/02/25	The Trustee for the Dzodzoz Family Trust	Parks & gardens contract payments	41,028.63
EF089579	19/02/25	The Trustee for The Karen Trust T/A Waroona Septics	Cleaning services	99.00
EF089580	19/02/25	Three Chillies Design Pty Ltd	Equipment repairs	3,245.00
EF089581	19/02/25	Tool Kit Depot	Minor equipment purchase	752.64
EF089582	19/02/25	TPG Telecom	IT network maintenance	27,373.50
EF089583	19/02/25	T-Quip	Plant and vehicle repairs	3,963.15
EF089584	19/02/25	Trailer Parts Pty Ltd T/A Martins Trailer Parts	Plant and vehicle parts and materials	207.75
EF089585	19/02/25	WCP Civil Pty Ltd	Construction and civil works payments	301,180.57
EF089586	19/02/25	WPC Group Ltd	Labour hire and temporary replacement	13,106.19
EF089587	19/02/25	Zoe Elizabeth Kerbey	Youth and seniors community activities	840.00
EF089589	27/02/25	A & T Tassone	Refund commercial verge deposit	1,200.00
EF089590	27/02/25	A L Lees	Refund residential verge deposit	1,400.00
EF089591	27/02/25	AlintaGas Sales Pty Ltd	Gas usage charges	3,343.75

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<i>Payments</i>				<i>\$</i>
EF089592	27/02/25	Australia Post	Postage and courier charges	12,355.74
EF089593	27/02/25	Brajkovich Demolition & Salvage	Refund residential verge deposit	750.00
EF089594	27/02/25	Burgers C L	Refund rates overpayment	707.12
EF089595	27/02/25	Christopher Gerald Narayanan	Refund rates overpayment	681.45
EF089596	27/02/25	Club Fed Pty Ltd T/A Evolve WA	Staff training, development and support	4,800.00
EF089597	27/02/25	Coast Homes WA Pty Ltd	Refund residential verge deposit	1,400.00
EF089598	27/02/25	Coast Homes WA Pty Ltd	Refund residential verge deposit	219.25
EF089599	27/02/25	CTI5 Pty Ltd T/A CTI Risk Management-Petty Cash	Petty cash reimbursement	682.75
EF089600	27/02/25	Department of Housing	Refund rates overpayment	3,997.02
EF089601	27/02/25	The Trustee for Devereux Family Trust	Building maintenance and services	99,781.00
EF089602	27/02/25	Eleven Aus Pty Ltd	Refund residential verge deposit	750.00
EF089603	27/02/25	Estate of V A Mitchell	Refund sundry debtor	36.00
EF089604	27/02/25	Franz Schindler	Refund residential verge deposit	750.00
EF089605	27/02/25	Gatecrasher Advertising Pty Ltd	Marketing and promotional material	4,400.00
EF089606	27/02/25	Good Shepherd Catholic Church Kiara	Refund bond	1,000.00
EF089607	27/02/25	Helen Robinson	Refund rates overpayment	547.05
EF089608	27/02/25	Homes By John Carter	Refund residential verge deposit	750.00
EF089609	27/02/25	Jamie Ford	Refund development application fee	147.00
EF089610	27/02/25	Javan and Jessica Marsh	Refund residential verge deposit	780.00
EF089611	27/02/25	Jennifer Gandy	Refund rates overpayment	204.76
EF089612	27/02/25	Jeremy Ricciardi	Refund residential verge deposit	780.00
EF089613	27/02/25	John Alfred James Green	Volunteer reimbursements and expenses	99.00
EF089614	27/02/25	Leshani G Campbell	Refund rates overpayment	760.50
EF089615	27/02/25	Margaret Crocker	Refund crossover	713.00
EF089616	27/02/25	Monika Margjini	Refund development application fee	666.00
EF089617	27/02/25	Murray F Pitsikas	Refund rates overpayment	1,518.28
EF089618	27/02/25	Nigel Jones	Refund residential verge deposit	780.00
EF089619	27/02/25	Omni Projects Pty Ltd	Refund residential verge deposit	1,485.23
EF089620	27/02/25	Parcel Bayswater Pty Ltd	Refund rates overpayment	1,450.26
EF089621	27/02/25	Patricia Gail Bronte	Refund development application fee	295.00
EF089622	27/02/25	R & L Hampson	Refund rates overpayment	420.00
EF089623	27/02/25	R Pedri & Co	Refund residential verge deposit	1,435.00
EF089624	27/02/25	R Pedri & Co	Refund residential verge deposit	1,435.00
EF089625	27/02/25	Reginald Ram	Refund residential verge deposit	250.00
EF089626	27/02/25	Scott Hewitt	Refund residential verge deposit	1,560.00
EF089627	27/02/25	Shuhui Liang	Refund development application fee	295.00
EF089628	27/02/25	Site Sentry Pty Ltd	Equipment purchases	6,265.60
EF089629	27/02/25	Sonja Pienaar	Staff allowances and reimbursements	226.22
EF089630	27/02/25	Synergy	Electricity charges - Street lighting	125,819.54
EF089631	27/02/25	Tali Mayall	Refund residential verge deposit	780.00
EF089632	27/02/25	Tangent Nominees Pty Ltd	Refund residential verge deposit	1,435.00
EF089633	27/02/25	Tangent Nominees Pty Ltd	Refund residential verge deposit	1,435.00
EF089634	27/02/25	Tangent Nominees Pty Ltd	Refund rates overpayment	1,435.00
EF089635	27/02/25	Tangent Nominees Pty Ltd	Refund residential verge deposit	1,435.00
EF089636	27/02/25	Tangent Nominees Pty Ltd	Refund residential verge deposit	1,400.00
EF089637	27/02/25	Tangent Nominees Pty Ltd	Refund residential verge deposit	1,435.00
EF089638	27/02/25	Tangent Nominees Pty Ltd	Refund residential verge deposit	1,485.23
EF089639	27/02/25	Telstra Limited	Office telephone and communication expenses	31,859.77
EF089640	27/02/25	Tina and Jayden Fraurud	Refund facility hire bond	100.00
EF089641	27/02/25	Valencia Barretto	Refund development application fee	295.00
EF089642	27/02/25	VL Property Partners	Refund rates overpayment	767.30
EF089643	27/02/25	Water Corporation	Water usage charges	31,093.86
EF089644	27/02/25	A.K.C. Pty Ltd T/A Baileys Fertilisers	Garden maintenance	2,079.00
EF089645	27/02/25	A1 Locksmiths	Key / lock services	1,766.00
EF089646	27/02/25	Aarco Environmental Solutions Pty Ltd	Environmental health services & supplies	679.25
EF089647	27/02/25	Abco Products Pty Ltd	Depot stores and consumables	7,607.60
EF089648	27/02/25	Acclaimed Catering Pty Ltd	Functions and events catering expenses	1,629.98
EF089649	27/02/25	Action Glass & Aluminium	Building maintenance and services	572.55
EF089650	27/02/25	ADT Security	Building maintenance and services	263.43
EF089651	27/02/25	AFGRI Equipment Australia Pty Ltd	Plant and vehicle repairs	258.50
EF089652	27/02/25	AFL Sports Ready Ltd	Labour hire and temporary replacement	20,492.81
EF089653	27/02/25	ALS Library Services Pty Ltd	Book purchases	648.83
EF089654	27/02/25	AMS Technology Group Pty Ltd	Building maintenance and services	4,278.92
EF089655	27/02/25	Apex Drones Pty Ltd	Environmental health services & supplies	2,200.00
EF089656	27/02/25	Aquamonix Pty Ltd	Parks & gardens materials	1,318.90
EF089657	27/02/25	Arbor West Pty Ltd T/A Classic Tree Services	Parks & gardens tree pruning & assoc. services	8,378.70
EF089658	27/02/25	ATC Work Smart Inc	Trainee	393.16
EF089659	27/02/25	Australian Services Union	Payroll payment	236.50
EF089660	27/02/25	Australian Taxation Office	Payroll payment	311,179.00
EF089661	27/02/25	Baycorp (WA) Pty Limited	Legal expenses and court costs	56.94
EF089662	27/02/25	Beaver Tree Services Australia Pty Ltd	Parks & gardens contract payments	11,844.25
EF089663	27/02/25	Beinformed Group Pty Ltd T/A BeCarWise	Payroll payment	1,087.74
EF089664	27/02/25	BGC (Australia) Pty Ltd T/A BGC Concrete	Engineering works materials	1,118.48
EF089665	27/02/25	BOC Ltd	Minor equipment purchase	61.91
EF089666	27/02/25	Boya Equipment Pty Ltd	Plant and vehicle parts and materials	231.90
EF089667	27/02/25	Boyan Electrical Services	Aquatic maintenance and services	2,417.80
EF089668	27/02/25	Bridgestone Aust Ltd	Plant and vehicle parts and materials	40.70
EF089669	27/02/25	Brooks Hire Service Pty Ltd	Garden maintenance	3,662.80
EF089670	27/02/25	Brownes Foods Operations Pty Ltd	Office stationery and consumables	174.15
EF089671	27/02/25	Bunnings Group Ltd	Engineering works materials	2,205.76
EF089672	27/02/25	Capital Recycling	Street sweeping	11,543.40
EF089673	27/02/25	Cat Haven	Animal supplies & services	444.95
EF089674	27/02/25	Child Support Agency	Payroll payment	1,344.35
EF089675	27/02/25	Children's Book Council of Australia WA Branch Inc.	Memberships and subscriptions	75.00
EF089676	27/02/25	Cleanaway Pty Ltd	Waste collection and hygiene services	628,036.15
EF089677	27/02/25	CNW Pty Ltd	Minor equipment purchase	597.10

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF089678	27/02/25	Colleagues Nagels Pty Ltd	Printing and graphic design expenses	1,007.99
EF089679	27/02/25	Contra-flow Pty Ltd	Traffic management	17,431.18
EF089680	27/02/25	Corsign WA Pty Ltd	Signage and banners	3,093.20
EF089681	27/02/25	David Gray & Co Pty Ltd	Pest control	3,414.40
EF089682	27/02/25	Dowsing Group Pty Ltd	Construction and civil works payments	43,924.76
EF089683	27/02/25	The Trustee for The Dolphin-Spencer Family Trust T/A DS Workwear & Safety	Staff uniforms and protective equipment	174.85
EF089684	27/02/25	E Fire & Safety	Fire suppression and alarm monitoring	5,206.85
EF089685	27/02/25	Eastern Metropolitan Regional Council	Waste collection and hygiene services	109,177.46
EF089686	27/02/25	Environex International Pty Ltd	Aquatic chemicals and consumables	11,768.08
EF089687	27/02/25	Environmental Industries Pty Ltd	Garden maintenance	18,024.60
EF089688	27/02/25	Epic Catering & Events Services Pty Ltd	Functions and events catering expenses	1,496.00
EF089689	27/02/25	Evenflow Irrigation	Parks & gardens contract payments	990.00
EF089690	27/02/25	Evertop Investments Pty Ltd T/A Jim Kidd Sports	Minor equipment purchase	250.80
EF089691	27/02/25	F E Technologies Pty Ltd	Office stationery and consumables	622.60
EF089692	27/02/25	Fenstra Pty Ltd T/A Centurion Temporary Fencing	Equipment purchases	1,542.75
EF089693	27/02/25	Fleet Fitness	Equipment maintenance	429.00
EF089694	27/02/25	Flexi Staff Group Pty Ltd	Labour hire and temporary replacement	4,670.38
EF089695	27/02/25	Fluidra Group Australia Pty Ltd	Environmental health services & supplies	101.20
EF089696	27/02/25	Fortis Security Pty Ltd	Buildings and events security expenses	344.58
EF089697	27/02/25	Fuel Distributors of WA Pty Ltd	Fuel and oil	23,270.13
EF089698	27/02/25	Garden Care West (WA)	Parks & gardens plants and trees	792.00
EF089699	27/02/25	GFG Temporary Assist	Labour hire and temporary replacement	22,549.27
EF089700	27/02/25	Hart Sport Australia Pty Ltd	Minor equipment purchase	404.00
EF089701	27/02/25	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	24,162.95
EF089702	27/02/25	Health Insurance Fund of WA	Payroll payment	72.20
EF089703	27/02/25	Helene Pty Ltd	Labour hire and temporary replacement	3,121.29
EF089704	27/02/25	Hospital Benefit Fund of WA	Payroll payment	874.01
EF089705	27/02/25	Hydra Storm	Construction and civil works payments	6,667.65
EF089706	27/02/25	Insight Enterprises Australia Pty Ltd	Software Maintenance	70,910.40
EF089707	27/02/25	Instant Toilet & Showers Pty Ltd T/A Instant Products Hire	Equipment hire	824.88
EF089708	27/02/25	Intelife Group Limited	Building maintenance and services	5,169.50
EF089709	27/02/25	IWM (PBH) Pty Ltd T/A Perth Bin Hire	Waste collection and hygiene services	748.00
EF089710	27/02/25	Ixom Operations Pty Ltd	Aquatic chemicals and consumables	4,286.41
EF089711	27/02/25	J.Blackwood & Son Pty Ltd T/A Blackwoods Atkins	Kiosk stock	1,599.05
EF089712	27/02/25	JB Hi-Fi Group Pty Ltd	Depot stores and consumables	357.00
EF089713	27/02/25	JEC Holdings WA Pty Ltd T/A CAI Fences	Fencing	12,413.50
EF089714	27/02/25	Judroc Pty Ltd T/A The Watershed Water Systems	Parks & gardens materials	4,196.68
EF089715	27/02/25	K-Line Fencing Group	Fencing	11,951.50
EF089716	27/02/25	KR Surveys Pty Ltd	Underground Scanning	6,355.25
EF089717	27/02/25	Landgate	Title search	617.80
EF089718	27/02/25	Living Turf	Parks & gardens materials	43,386.20
EF089719	27/02/25	M A Lalli and Assoc Consulting Chartered Engineers	Parks & gardens contract payments	1,375.00
EF089720	27/02/25	Mader Contracting Pty Ltd	Labour hire and temporary replacement	17,325.00
EF089721	27/02/25	Max & Claire Pty Ltd T/A Ergolink	Minor equipment purchase	492.80
EF089722	27/02/25	McIntosh Holdings Pty Ltd	Plant and vehicle parts and materials	1,030.37
EF089723	27/02/25	McLeods Lawyers Pty Ltd	Legal expenses and court costs	12,870.87
EF089724	27/02/25	Miltom Pty Ltd T/A Classic Hire	Equipment hire	2,056.72
EF089725	27/02/25	Minterellison	Legal expenses and court costs	2,426.38
EF089726	27/02/25	Moone Pty Ltd T/A Luna Wedding & Event Supplies	Minor equipment purchase	579.01
EF089727	27/02/25	Morley Mower Centre	Plant and vehicle parts and materials	449.88
EF089728	27/02/25	Nestle Australia Ltd	Equipment maintenance	1,593.74
EF089729	27/02/25	Nguyen Family Trading Pty Ltd T/A Fully Promoted Morley	Staff uniforms and protective equipment	38.07
EF089730	27/02/25	Nisbets Australia Pty Ltd	Minor equipment purchase	243.54
EF089731	27/02/25	Novated Lease Australia Pty Ltd	Payroll payment	700.43
EF089732	27/02/25	Officeasy Pty Ltd T/A McLernons Business Base	Furniture purchases	839.00
EF089733	27/02/25	Omnicom Media Group Australia Pty Ltd	Advertising public notices	3,586.43
EF089734	27/02/25	Paragon Constructions Solutions Pty Ltd	Aquatic maintenance and services	19,663.20
EF089735	27/02/25	The Trustee for the Parker Black & Forrest Unit Trust Parker Black and Forrest	Building supplies and hardware	160.38
EF089736	27/02/25	Paywise Pty Ltd	Payroll payment	2,218.27
EF089737	27/02/25	PeopleVision Pty Ltd	Professional consultancy services	1,357.62
EF089738	27/02/25	Perth Playground and Rubber Pty Ltd	Equipment purchases	16,087.50
EF089739	27/02/25	Phoslock Pty Ltd	Environmental services & supplies	18,106.00
EF089740	27/02/25	Pickleball Superstore Pty Ltd	Kiosk stock	450.00
EF089741	27/02/25	Pirtek Malaga	Plant and vehicle repairs	1,228.93
EF089742	27/02/25	Pool & Pump Service & Repairs Pty Ltd	Aquatic maintenance and services	3,767.85
EF089743	27/02/25	Product Recovery Industries Pty Ltd	Tipping fee	2,876.50
EF089744	27/02/25	Programmed Skilled Workforce Ltd	Labour hire and temporary replacement	5,137.17
EF089745	27/02/25	Proteus Enterprises Pty Ltd	Staff training, development and support	324.50
EF089746	27/02/25	Qualcon Laboratories	Construction and civil works payments	836.00
EF089747	27/02/25	The Trustee for Alba Unit Trust T/A Quality Press	Signage and banners	181.50
EF089748	27/02/25	Reece Australia Pty Ltd T/A Reece Plumbing	Building supplies and hardware	13.71
EF089749	27/02/25	Refresh Waters Pty Ltd	Staff amenities	115.00
EF089750	27/02/25	Regal Cement & Sales Pty Ltd	Construction and civil works tools and materials	13,791.60
EF089751	27/02/25	Rentokil Initial Pty Ltd	Indoor Plant Hire	5,847.63
EF089752	27/02/25	GPC Asia Pacific Pty Ltd T/A Repco	Plant and vehicle parts and materials	1,280.56
EF089753	27/02/25	Ricoh Australia Pty Ltd	Photocopying contract charges	6,313.63
EF089754	27/02/25	R & M Associates Pty Ltd T/A The Drug Detection Agency - Kewdale	Medical services and materials	580.25
EF089755	27/02/25	Roy Galvin & Co. Pty Ltd T/A Galvins Plumbing Supplies	Engineering works materials	6,821.70
EF089756	27/02/25	Roy Gripske & Sons Pty Ltd	Minor equipment purchase	3,165.81
EF089757	27/02/25	RTS Training	Staff training, development and support	70.00
EF089758	27/02/25	Ryan Michael Ming Hao Khong T/A Perth Food Adventures	Functions and events entertainment expenses	1,250.00
EF089759	27/02/25	The Trustee for the Hall Family Trust T/A The Organising School	Youth and seniors community activities	400.00
EF089760	27/02/25	Scott Printers Pty Ltd	Printing and graphic design expenses	173.80
EF089761	27/02/25	Sheridan's	Staff uniforms and protective equipment	569.80
EF089762	27/02/25	Sonic Health Plus Pty Ltd	Medical services and materials	2,997.50
EF089763	27/02/25	State Wide Turf Services	Parks & gardens contract payments	5,229.55

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				\$
EF089764	27/02/25	Stuart G Shackell Pty Ltd T/A Signarama Morley	Signage and banners	385.00
EF089765	27/02/25	Sullivan Commercial Pty Ltd T/A McGees Property	Market Valuation	9,735.00
EF089766	27/02/25	The Trustee for the O'Grady Family Trust Efficient Site Services	Construction and civil works tools and materials	22,126.50
EF089767	27/02/25	Swan Towing Services	Vehicle towing	462.00
EF089768	27/02/25	Syrinx Environmental Pty Ltd	Professional consultancy services	16,755.20
EF089769	27/02/25	Team Global Express Pty Ltd T/A IPEC Pty Ltd	Postage and courier charges	408.63
EF089770	27/02/25	Technologies International Group Pty Ltd T/A Welltech Total Water Management	Vehicle & plant hire	15,356.00
EF089771	27/02/25	Techworks Plumbing Pty Ltd Techworks Plumbing Pty Ltd	Building maintenance and services	18,751.04
EF089772	27/02/25	The Electrical & Communications Assoc of WA T/A Equip-Safe	Staff training, development and support	10,400.00
EF089773	27/02/25	The Morley Veterinary Hospital	Animal supplies & services	55.00
EF089774	27/02/25	The Trustee for the Bailey Family Trust T/A Top of the Ladder Gutter Cleaning	Building maintenance and services	6,875.00
EF089775	27/02/25	The Trustee for the Dzodzoz Family Trust	Parks & gardens contract payments	720.00
EF089776	27/02/25	The Trustee for the Hall Family Trust T/A Glide Print	Office stationery and consumables	1,425.37
EF089777	27/02/25	The Trustee for the Jansen Gray Family Trust T/A Geooffs Tree Services Pty Ltd	Parks & gardens tree pruning & assoc. services	51,480.00
EF089778	27/02/25	The Trustee for The Karen Trust T/A Waroona Septics	Cleaning services	143.00
EF089779	27/02/25	The Trustee for the Reef Unit Trust T/A Blue Tang (WA) Pty Ltd	Professional consultancy services	14,390.75
EF089780	27/02/25	LGRCEU (WA) T/A The Western Australian Municipal Road Boards Parks	Payroll payment	858.00
EF089781	27/02/25	Total Packaging (WA) Pty Ltd	Animal supplies & services	10,296.00
EF089782	27/02/25	T-Quip	Equipment maintenance	2,168.75
EF089783	27/02/25	Turf Care WA Pty Ltd	Parks & gardens contract payments	2,727.04
EF089784	27/02/25	Twins (WA) Pty Ltd	Functions and events catering expenses	508.00
EF089785	27/02/25	Unilever Australia Limited	Kiosk stock	764.31
EF089786	27/02/25	Urbaqua Ltd	Professional consultancy services	11,640.75
EF089787	27/02/25	WA Local Government Association	Conference expenses	2,780.00
EF089788	27/02/25	Way Funky Company Pty Ltd	Kiosk stock	2,710.62
EF089789	27/02/25	Western Resource Recovery	Waste collection and hygiene services	286.00
EF089790	27/02/25	Westworks Group	Professional consultancy services	990.00
EF089791	27/02/25	William Byrne T/A Springdale Project Management	Professional consultancy services	227.50
EF089792	27/02/25	Winc Australia Pty Ltd	Minor equipment purchase	4,228.93
EF089793	27/02/25	Woolworths Group Limited	Kiosk stock	224.42
EF089794	27/02/25	Workclobber Trust & Lindal Family Trust T/A Work Clobber	Staff uniforms and protective equipment	322.21
EF089795	27/02/25	Workpower Inc	Garden maintenance	40,245.71
EF089796	27/02/25	WPC Group Ltd	Labour hire and temporary replacement	25,239.92
				<u>6,477,435.23</u>
Cancelled Payments				
EF088722	14/02/25	Bayswater Women's Hub Inc		-3,000.00
EF089024	04/02/25	Adam Roestenburg		-1,560.00
EF089204	10/02/25	Merit Consulting Group		-780.00
				<u>-5,340.00</u>

City of Bayswater**List of Payment - Aged****for the period 1 February 2025 to 28 February 2025**

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				\$
EF089462	13/02/25	Synergy	Electricity charges (other than street lighting)	257.84
EF089463	13/02/25	Water Corporation	Water usage charges	1,914.80
EF089588	27/02/25	Fresh Fields Management (Mertome Village) Pty Ltd	Management fee	11,133.38
				13,306.02

City of Bayswater**List of Payment - Trust****for the period 1 February 2025 to 28 February 2025**

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				\$
EF089327	06/02/25	Terri Aldridge	Refund Unclaimed Monies	1,053.60
EF089464	13/02/25	Department of Mines, Industry Regulation and Safety	Building Services Levy	21,856.29
				<u>22,909.89</u>

City of Bayswater**Corporate Credit Card Transactions****for the period 30 January 2025 to 28 February 2025**

Date	Supplier	Description	Amount \$
Chief Executive Officer			
03/02/25	Australian Institute of Company Directors	Memberships and subscriptions	725.00
04/02/25	Dome	Functions and events catering expenses	10.40
07/02/25	Citydays Experiences	Conference expenses	180.00
10/02/25	WA News	Memberships and subscriptions	96.00
10/02/25	Tauranga City Council	Conference expenses	906.32
24/02/25	Tauranga Taxi Society	Conference expenses	25.39
		Card Total	1,943.11
Director Community Services			
31/01/25	Planning Institute of Australia	Memberships and subscriptions	420.00
03/02/25	Planning Institute of Australia	Memberships and subscriptions	280.00
05/02/25	Twilio	Marketing and promotional material	149.27
10/02/25	Kmart	Gifts and presentations	833.75
10/02/25	BigW	Gifts and presentations	303.50
10/02/25	Chemist Warehouse	Gifts and presentations	124.35
10/02/25	Kmart	Gifts and presentations	(112.75)
10/02/25	Kmart	Gifts and presentations	(38.00)
10/02/25	Kmart	Gifts and presentations	(5.00)
17/02/25	Eventbrite	Marketing and promotional material	15.00
17/02/25	Target	Gifts and presentations	559.50
17/02/25	Target	Gifts and presentations	559.50
17/02/25	Target	Gifts and presentations	559.50
17/02/25	Target	Gifts and presentations	559.50
17/02/25	Target	Gifts and presentations	503.55
21/02/25	Dolce and Salato Morley	Functions and events catering expenses	63.00
24/02/25	Australian Printing and Flyer Distribution	Marketing and promotional material	1,188.00
28/02/25	Eventbrite	Marketing and promotional material	24.32
		Card Total	5,986.99
Director Corporate Services			
30/01/25	Qantas	Conference expenses	65.00
30/01/25	Qantas	Conference expenses	65.00
30/01/25	Qantas	Conference expenses	816.39
31/01/25	IGA	Functions and events catering expenses	51.76
05/02/25	CreateSend	Memberships and subscriptions	438.90
13/02/25	Meta Platforms Ireland Ltd T/A Facebook	Marketing and promotional material	686.72
14/02/25	Kmart	Gifts and presentations	40.00
14/02/25	Paypal	Marketing and promotional material	796.00
20/02/25	ASIC	Fees and charges	20.00
20/02/25	Ethnolink Summit	Functions and events expenses	598.00
28/02/25	Social Media Perth	Conference expenses	3,492.50
28/02/25	Coles Group Ltd	Functions and events catering expenses	1,014.85
		Card Total	8,085.12
Director Infrastructure & Assets			
06/02/25	Eventbrite	Staff training, development and support	480.00
10/02/25	Fastfield	Memberships and subscriptions	64.63
13/02/25	Department of Energy, Mines, Industry Regulation	Licence and permit renewal	320.00
14/02/25	Officeworks	Office stationery and consumables	137.00
		Card Total	1,001.63
		Grand Total	17,016.85

City of Bayswater

List of Corporate Purchase Card Transactions for the period: 1 February 2025 to 28 February 2025

Date	Description	Amount \$
Bunnings Group Ltd		
4470		
16/01/25	Building supplies and hardware	25.02
	Sub Total	25.02
3292		
10/01/25	Building supplies and hardware	3.30
15/01/25	Building supplies and hardware	43.06
03/02/25	Building supplies and hardware	41.79
	Sub Total	88.15
9176		
03/12/24	Building supplies and hardware	134.22
05/12/24	Building supplies and hardware	111.73
05/12/24	Building supplies and hardware	76.51
06/12/24	Building supplies and hardware	174.61
08/01/25	Building supplies and hardware	97.44
10/01/25	Building supplies and hardware	46.50
10/01/25	Building supplies and hardware	123.74
14/01/25	Building supplies and hardware	261.19
16/01/25	Building supplies and hardware	63.84
16/01/25	Building supplies and hardware	36.06
17/01/25	Building supplies and hardware	58.46
17/01/25	Building supplies and hardware	91.98
23/01/25	Building supplies and hardware	59.98
24/01/25	Building supplies and hardware	162.96
24/01/25	Building supplies and hardware	58.90
30/01/25	Building supplies and hardware	137.71
30/01/25	Building supplies and hardware	123.01
	Sub Total	1,818.84
2706		
04/12/24	Minor equipment purchase	302.10
28/01/25	Minor equipment purchase	134.07
30/01/25	Equipment maintenance	42.22
03/02/25	Minor equipment purchase	51.45
	Sub Total	529.84
5762		
14/01/25	Engineering works materials	197.09
17/01/25	Engineering works materials	244.06
24/01/25	Engineering works materials	299.48
31/01/25	Engineering works materials	119.28
	Sub Total	859.91
3169		
22/01/25	Environmental services & supplies	24.52
	Sub Total	24.52
8394		
14/01/25	Building supplies and hardware	34.42
21/01/25	Building supplies and hardware	43.97
22/01/25	Minor equipment purchase	84.46

Date	Description	Amount \$
	Sub Total	162.85
4766		
05/12/24	Parks & gardens materials	85.49
06/12/24	Parks & gardens materials	41.96
08/01/25	Parks & gardens materials	30.98
08/01/25	Parks & gardens materials	44.17
08/01/25	Parks & gardens materials	313.16
09/01/25	Parks & gardens materials	47.99
13/01/25	Parks & gardens materials	23.33
13/01/25	Minor equipment purchase	27.06
14/01/25	Minor equipment purchase	48.39
14/01/25	Parks & gardens materials	123.03
16/01/25	Parks & gardens materials	128.08
16/01/25	Parks & gardens materials	55.32
17/01/25	Minor equipment purchase	46.56
21/01/25	Parks & gardens materials	107.07
21/01/25	Parks & gardens materials	126.57
21/01/25	Parks & gardens materials	148.80
21/01/25	Parks & gardens materials	120.78
21/01/25	Parks & gardens materials	72.44
21/01/25	Parks & gardens materials	168.00
22/01/25	Parks & gardens materials	100.07
24/01/25	Parks & gardens materials	77.41
24/01/25	Parks & gardens materials	48.67
28/01/25	Parks & gardens materials	97.50
28/01/25	Parks & gardens materials	89.91
28/01/25	Parks & gardens materials	69.92
28/01/25	Parks & gardens materials	41.71
31/01/25	Parks & gardens materials	36.16
31/01/25	Parks & gardens materials	50.31
	Sub Total	2,370.84
6930		
02/12/24	Minor equipment purchase	235.53
03/12/24	Minor equipment purchase	67.48
08/01/25	Parks & gardens materials	266.82
24/01/25	Parks & gardens materials	121.83
	Sub Total	691.66
1238		
08/01/25	Construction and civil works tools and materials	190.44
08/01/25	Engineering works materials	71.27
08/01/25	Construction and civil works tools and materials	16.56
	Sub Total	278.27
6649		
06/12/24	Equipment maintenance	47.91
09/01/25	Equipment maintenance	10.69
10/01/25	Minor equipment purchase	146.08
10/01/25	Equipment maintenance	448.99
14/01/25	Equipment maintenance	76.47
23/01/25	Equipment maintenance	151.05
30/01/25	Aquatic chemicals and consumables	49.85
	Sub Total	931.04

Date	Description	Amount \$
8073		
02/12/24	Building supplies and hardware	6.64
03/12/24	Building supplies and hardware	17.88
08/01/25	Building supplies and hardware	35.63
08/01/25	Building supplies and hardware	191.67
14/01/25	Building supplies and hardware	6.83
14/01/25	Building supplies and hardware	27.13
16/01/25	Building supplies and hardware	2.52
16/01/25	Building supplies and hardware	36.37
17/01/25	Building supplies and hardware	8.60
17/01/25	Building supplies and hardware	60.86
20/01/25	Building supplies and hardware	85.21
21/01/25	Building supplies and hardware	64.61
21/01/25	Building supplies and hardware	29.84
29/01/25	Building supplies and hardware	228.30
	Sub Total	802.09
0999		
05/12/24	Building supplies and hardware	33.84
05/12/24	Building supplies and hardware	8.46
03/02/25	Building supplies and hardware	32.88
03/02/25	Building supplies and hardware	57.54
03/02/25	Building supplies and hardware	28.27
04/02/25	Building supplies and hardware	82.85
04/02/25	Building supplies and hardware	12.78
	Sub Total	256.62
0099		
04/12/24	Pest control	54.90
	Sub Total	54.90
Bunnings Group Ltd Total		8,894.55
BP Australia Pty Ltd		
0090		
31/12/24	Fuel and oil for council fleet	184.21
15/01/25	Fuel and oil for council fleet	199.08
26/01/25	Fuel and oil for council fleet	175.15
	Sub Total	558.44
0116		
07/01/25	Fuel and oil for council fleet	65.45
14/01/25	Fuel and oil for council fleet	73.57
18/01/25	Fuel and oil for council fleet	56.73
21/01/25	Fuel and oil for council fleet	39.88
	Sub Total	235.63
0124		
02/01/25	Fuel and oil for council fleet	95.26
11/01/25	Fuel and oil for council fleet	91.38
27/01/25	Fuel and oil for council fleet	79.99
	Sub Total	266.63
0165		
03/01/25	Fuel and oil for council fleet	102.41
13/01/25	Fuel and oil for council fleet	112.81
19/01/25	Fuel and oil for council fleet	106.10

Date	Description	Amount \$
28/01/25	Fuel and oil for council fleet	110.38
	Sub Total	431.70
0199		
12/01/25	Fuel and oil for council fleet	55.77
	Sub Total	55.77
0207		
05/01/25	Fuel and oil for council fleet	66.18
11/01/25	Fuel and oil for council fleet	58.53
16/01/25	Fuel and oil for council fleet	44.30
19/01/25	Fuel and oil for council fleet	49.92
22/01/25	Fuel and oil for council fleet	42.85
26/01/25	Fuel and oil for council fleet	65.61
29/01/25	Fuel and oil for council fleet	61.63
	Sub Total	389.02
0215		
18/01/25	Fuel and oil for council fleet	85.06
	Sub Total	85.06
0223		
03/01/25	Fuel and oil for council fleet	61.03
17/01/25	Fuel and oil for council fleet	76.79
	Sub Total	137.82
0231		
07/01/25	Fuel and oil for council fleet	218.17
24/01/25	Fuel and oil for council fleet	186.59
	Sub Total	404.76
2547		
31/12/24	Fuel and oil for council fleet	64.26
10/01/25	Fuel and oil for council fleet	57.84
17/01/25	Fuel and oil for council fleet	61.62
29/01/25	Fuel and oil for council fleet	67.58
	Sub Total	251.30
BP Australia Pty Ltd Total		2,816.13
Grand Total		11,710.68

Note: The above payments have been included in payments from the Municipal Account.

City of Bayswater

Electronic Fund Transfers

for the period 1 February 2025 to 28 February 2025

Date	Description	Amount
Municipal Account		\$
04/02/25	New term deposit	1,500,000.00
05/02/25	NAB transact fee	0.10
05/02/25	NAB transact fee	0.10
05/02/25	NAB transact fee	1.40
05/02/25	Wages	1,104,790.07
06/02/25	Wages	2,583.58
11/02/25	New term deposit	2,349,000.00
14/02/25	Account fee	34.84
19/02/25	Wages	1,108,448.35
19/02/25	NAB batch fee	0.84
21/02/25	Wages	2,859.52
25/02/25	New term deposit	1,200,000.00
28/02/25	Wages	67,485.27
28/02/25	NAB merchant fee	197.03
28/02/25	NAB merchant fee	1,825.84
28/02/25	NAB merchant fee	979.90
28/02/25	NAB merchant fee	6.90
28/02/25	NAB merchant fee	60.07
28/02/25	NAB merchant fee	40.00
28/02/25	NAB merchant fee	326.84
28/02/25	NAB bpay fee	1,972.30
		7,340,612.95
Aged Persons Homes Account		
14/02/25	Account fee	0.15
		0.15
Total		7,340,613.10

10.2.4 Investment Report for the Period Ended 28 February 2025

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required
Attachments:	1. Investment Register [10.2.4.1 - 1 page] 2. Investment Summary [10.2.4.2 - 1 page] 3. Investment Portfolio [10.2.4.3 - 1 page]

SUMMARY

This report presents the City's Investment Portfolio for the period ended 28 February 2025.

COUNCIL RESOLUTION**(OFFICER'S RECOMMENDATION)**

That Council receives the Investment Portfolio Report for the period ended 28 February 2025 with investments totalling \$115,924,335.71.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

BACKGROUND

The purpose of this report is for Council to note the Investment Portfolio detailed in **Attachments 1, 2 and 3**.

In accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, a monthly report on the City's Investment Portfolio is to be presented to Council.

The City's Investment Policy details the way the City is to manage the investment portfolio ensuring:

- a high level of security;
- an adequate level of diversification to spread risk; and
- sufficient liquidity to meet all reasonably-anticipated cash flow requirements (ready access to funds for daily requirements).

The City's investment portfolio (**Attachments 1, 2 and 3**) is spread across several financial institutions in accordance with the risk management guidelines as contained in the policy.

- Maximum Risk Exposure - The City policy sets a portfolio credit framework which limits the credit exposure of the City's investment to the following Standard & Poor's (S&P) rated banking institutions.

S&P Long-Term Rating	S&P Short-Term Rating	Maximum Risk Limit % Credit Rating
AAA	A-1+	100%
AA	A-1	100%
A	A-2	80%

This report is intended to not only meet the City's regulatory and policy obligations, but also to summarise how the City's funds have been invested and with which financial institution.

EXTERNAL CONSULTATION

Not applicable.

OFFICER'S COMMENTS

Total investments for the period ended 28 February 2025 were \$115,924,335.71.

Of the total investment portfolio, \$65,909,899.27 is internally restricted and \$3,147,786.52 externally restricted, to satisfy the City's legislative responsibilities and to set aside funds for future projects. The balance of the investment funds represents working capital and funding required for the City's 2024/25 operating and capital expenditure requirements.

LEGISLATIVE COMPLIANCE

Investment Policy applies. It is noted that the City currently has 17% in fossil fuel free investments.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Medium
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR06 - City does not have the adequate financial capacity to deliver planned services and maintain assets.	

FINANCIAL IMPLICATIONS

Income earned from investments is recognised in the City's financial statements.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.
Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

CONCLUSION

That Council receives the Investment Portfolio Report for the period ended 28 February 2025 with investments totalling \$115,924,335.71.

**City of Bayswater
Investment Register
Balance as at 28 February 2025**

Investment Number	Bank	Lodgement Date	Maturity Date	Rate %	Principal \$	Accrued Interest \$	Maturity Interest \$	Maturity Amount \$
201065	National Australia Bank	27/08/24	04/03/25	5.04	2,500,000.00	63,863.01	65,243.84	2,565,243.84
201062	Westpac Bank	20/08/24	11/03/25	5.13	3,000,000.00	80,955.62	85,593.70	3,085,593.70
201066	National Australia Bank	27/08/24	11/03/25	5.04	1,500,000.00	38,317.81	40,596.16	1,540,596.16
201067	National Australia Bank	27/08/24	18/03/25	5.04	2,500,000.00	63,863.01	70,076.71	2,570,076.71
201082	Bank of Queensland	17/09/24	25/03/25	5.05	1,600,000.00	36,304.66	41,838.90	1,641,838.90
201068	National Australia Bank	27/08/24	01/04/25	5.01	2,500,000.00	63,482.88	74,463.70	2,574,463.70
201090	Suncorp Bank	08/10/24	08/04/25	5.08	1,500,000.00	29,853.70	37,995.62	1,537,995.62
201088	Suncorp Bank	01/10/24	15/04/25	5.07	2,400,000.00	50,005.48	65,340.49	2,465,340.49
201091	Westpac Bank	15/10/24	22/04/25	5.14	650,000.00	12,448.66	17,299.97	667,299.97
201095	Westpac Bank	29/10/24	22/04/25	5.10	900,000.00	15,341.92	22,006.85	922,006.85
201093	Westpac Bank	22/10/24	29/04/25	5.14	2,000,000.00	36,332.05	53,230.68	2,053,230.68
201098	Bank of Queensland	12/11/24	06/05/25	5.10	1,300,000.00	19,617.53	31,787.67	1,331,787.67
201100	Bank of Queensland	19/11/24	13/05/25	5.15	1,517,576.71	21,626.51	37,471.67	1,555,048.38
201101	Bank of Queensland	19/11/24	13/05/25	5.15	1,000,000.00	14,250.68	24,691.78	1,024,691.78
201118	Westpac Bank	28/01/25	20/05/25	5.07	510,189.32	2,196.89	7,937.15	518,126.47
201119	Westpac Bank	28/01/25	20/05/25	5.07	712,227.18	3,066.87	11,080.30	723,307.48
201120	Westpac Bank	04/02/25	27/05/25	4.92	1,500,000.00	4,852.60	22,645.48	1,522,645.48
201096	Westpac Bank	29/10/24	03/06/25	5.12	2,800,000.00	47,917.59	85,230.47	2,885,230.47
201097	National Australia Bank	05/11/24	03/06/25	5.08	3,100,000.00	49,616.99	90,604.93	3,190,604.93
201107	Bank of Queensland	03/12/24	10/06/25	5.15	600,000.00	7,365.21	16,000.27	616,000.27
201111	Westpac Bank	08/01/25	10/06/25	5.00	1,453,905.48	10,157.42	30,472.27	1,484,377.75
201114	Westpac Bank	07/01/25	10/06/25	5.00	2,546,094.52	18,136.56	53,712.13	2,599,806.65
201124	Westpac Bank	11/02/25	17/06/25	4.90	1,527,656.71	3,486.41	25,840.42	1,553,497.13
201108	Bank of Queensland	17/12/24	24/06/25	5.20	900,000.00	9,360.00	24,233.42	924,233.42
201116	Suncorp Bank	21/01/25	24/06/25	5.00	500,000.00	2,602.74	10,547.95	510,547.95
201126	Westpac Bank	25/02/25	01/07/25	4.79	1,200,000.00	472.44	19,842.41	1,219,842.41
201123	Westpac Bank	11/02/25	08/07/25	4.90	2,349,000.00	5,360.87	46,355.75	2,395,355.75
201115	Bendigo Bank	14/01/25	22/07/25	5.00	2,300,000.00	14,178.08	59,547.95	2,359,547.95
Muni General Funds Total					46,866,649.92	725,034.18	1,171,688.64	48,038,338.56
201083	Bank of Queensland	18/09/24	18/03/25	5.05	5,524,385.00	124,586.23	138,344.22	5,662,729.22
201045	National Australia Bank	10/07/24	15/04/25	5.40	2,162,500.35	74,544.05	89,260.90	2,251,761.25
201113	Westpac Bank	08/01/25	22/04/25	5.07	3,155,020.08	22,350.51	45,577.51	3,200,597.59
201079	National Australia Bank	10/09/24	27/05/25	5.02	5,289,033.86	124,389.38	188,402.63	5,477,436.49
201063	Westpac Bank	20/08/24	03/06/25	5.08	3,332,329.53	89,047.15	133,106.94	3,465,436.47
201092	Suncorp Bank	15/10/24	24/06/25	5.09	2,580,807.13	48,946.24	90,694.51	2,671,501.64
201102	Bank of Queensland	26/11/24	01/07/25	5.15	5,618,546.74	74,518.86	172,027.59	5,790,574.33
201109	Suncorp Bank	18/12/24	26/08/25	5.09	10,796,820.65	108,406.00	377,915.35	11,174,736.00
201112	Bank of Queensland	07/01/25	02/09/25	5.00	5,249,292.24	37,392.22	171,141.31	5,420,433.55
201122	Bank of Queensland	04/02/25	30/09/25	4.87	4,672,686.90	14,962.84	148,381.49	4,821,068.39
201121	Westpac Bank	04/02/25	07/10/25	4.89	3,439,283.56	11,058.47	112,888.59	3,552,172.15
201127	Westpac Bank	25/02/25	28/10/25	4.79	572,745.51	225.49	18,414.95	591,160.46
Muni Reserve Total					52,393,451.55	730,427.45	1,686,155.98	54,079,607.53
201094	Westpac Bank	22/10/24	22/04/25	5.14	561,153.15	10,193.92	14,382.12	575,535.27
201106	Bank of Queensland	03/12/24	10/06/25	5.15	669,525.86	8,218.66	17,854.33	687,380.19
201117	Westpac Bank	21/01/25	24/06/25	5.00	762,940.16	3,971.47	16,094.90	779,035.06
201125	Westpac Bank	11/02/25	08/07/25	4.90	1,154,167.35	2,634.03	22,776.62	1,176,943.97
Trust Specific Total					3,147,766.52	25,018.08	71,107.98	3,218,894.50
201099	Bank of Queensland	12/11/24	29/04/25	5.10	643,872.97	9,716.31	15,114.26	658,987.23
201103	National Australia Bank	26/11/24	29/04/25	5.10	735,393.51	9,658.84	15,824.06	751,217.57
201104	National Australia Bank	26/11/24	29/04/25	5.10	11,582,238.12	152,123.97	249,224.38	11,831,462.50
201110	National Australia Bank	18/12/24	29/04/25	5.10	506,320.14	5,093.72	9,338.49	515,658.63
Aged General Funds Total					13,467,824.74	176,592.84	289,501.18	13,757,325.92
201105	National Australia Bank	26/11/24	29/04/25	5.10	48,622.98	638.63	1,046.26	49,669.24
Aged Mertome Gardens Total					48,622.98	638.63	1,046.26	49,669.24
Total					115,924,335.71	1,657,711.18	3,219,500.04	119,143,835.75

**City of Bayswater
Investment Summary
Balance as at 28 February 2025**

Investments By Maturity Date

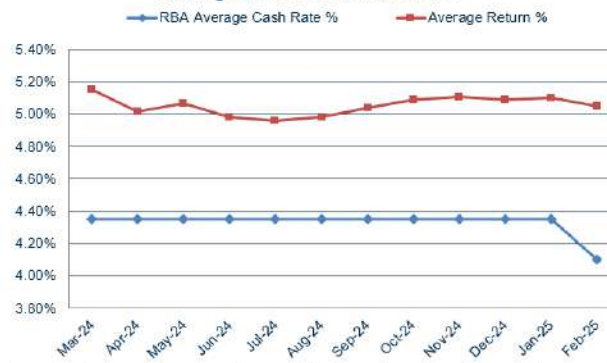
Maturity Dates	Principal	Portfolio %	Number of Investments
Less than 30 days	\$16,624,385.00	14%	6
Between 30 days and 60 days	\$29,345,121.30	25%	14
Between 61 days and 90 days	\$11,829,027.07	10%	7
Between 91 days and 180 days	\$44,191,794.13	38%	18
Between 181 days and 1 year	\$13,934,008.21	12%	4
Total	\$115,924,335.71	100%	49

Allocation of Investments

S&P Rating (Short-term)	Bank	Amount Invested	Amount Invested %	Threshold %
A-1+	National Australia Bank	\$32,424,108.96	28%	45%
A-1+	Westpac	\$34,126,712.55	29%	45%
A-1	Suncorp **	\$17,777,627.78	15%	35%
A-2	Bank of Queensland	\$29,295,886.42	25%	30%
A-2	Bendigo Bank **	\$2,300,000.00	2%	30%
Total		\$115,924,335.71	100%	

** Fossil fuel free investment

Average Return on Investment



**City of Bayswater
Investment Portfolio
Balance as at 28 February 2025**

Source	Description	Total \$	Internally restricted \$	Externally restricted \$
Municipal	Investment - CoB General Funds	46,866,649.92	-	-
	Investment - CoB Reserve	52,393,451.55	52,393,451.55	-
	Investment - Trust	3,147,786.52	-	3,147,786.52
Sub Total		102,407,887.99	52,393,451.55	3,147,786.52
Aged	Investment - Aged General Funds	13,516,447.72	13,516,447.72	-
Sub Total		13,516,447.72	13,516,447.72	-
Grand Total		115,924,335.71	65,909,899.27	3,147,786.52

10.3 Infrastructure and Assets Directorate Reports

10.3.1 Community Electric Vehicle Charging Infrastructure

Responsible Branch:	Parks and Environment
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required
Attachments:	1. WALGA Fact Sheet - EV Governance and Procurement Considerations [10.3.1.1 - 3 pages]
Refer:	Item 10.3.1: OCM 23.11.2021

SUMMARY

To help accelerate the uptake of electric vehicles (EVs), the City has committed to providing public EV charging infrastructure under the Environment and Liveability Framework. A previous report to Council provided an extensive review of the opportunities available to the City in this space including potential models of ownership for charging stations.

In response to a grant opportunity and interest from Elected Members, the City installed a standalone EV charging station in 2023 at Morley Sports and Recreation Centre. This charging station is currently experiencing several issues, including calls from the community for controls to be put in place and for charging infrastructure to be installed at other City-owned facilities.

The purpose of this report is to progress the rollout of additional public EV charging infrastructure in the City and address issues of misuse at the City's existing EV charging station.

COUNCIL RESOLUTION (OFFICER'S RECOMMENDATION)

That Council:

1. Supports the commencement of an Expression of Interest process to obtain further information on current options to increase public electric vehicle (EV) charging infrastructure in the City, in line with the 'Incentivise the Market' model of ownership.
2. Approves the inclusion of the proposed fees and charges contained in Table 3 in this report in the annual 2025/26 budget planning process.
3. Notes that amendments to the *Parking and Parking Facilities Local Law* may be required to include specific provisions for EVs.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

BACKGROUND

Electric Vehicle (EV) technology has been progressing at a rapid rate; however, Australia's EV adoption rate remains below the global average. According to the 2024 Electric Vehicle Council *State of Electric Vehicles* report, EVs make up just 1.5% of Australia's light vehicle fleet.



Source: *Electric Vehicle Council*

Within the City of Bayswater there are currently nine publicly accessible EV charging stations, including one City-owned station at Morley Sports and Recreation Centre. A summary of these charging stations has been provided below:

Summary of existing public EV charging stations within the City of Bayswater

Category	Description	Charging stations within the City
Level 1 – AC Slow Charging ‘Trickle Charging’	General power outlet/wall socket. This method will add 10-20km of range per hour plugged in. It will top up daily use but will not fully recharge a typical EV overnight.	0 stations
Level 2 – AC Fast Charging	A dedicated AC EV charger of up to 22kW. Requires users to BYO charging cable. This method will add 40-100km of range per hour of charging depending on the vehicle. It will provide a top up in 1-2 hours or a full recharge overnight.	1. Morley Sport & Rec – 22kW (2 ports) 2. Noranda Train Station - 7kW (10 ports) 3. Morley Train Station – 7kW (10 ports) 4. Bayswater Train Station – 22kW (4 ports) 5. Middy’s Embleton – 22kW (1 port) 6. St John of God Mt Lawley – 22kW (2 ports) 7. Northside Apartments Maylands – 22kW (2 ports)
Level 3 – DC Fast Charging ‘Rapid Charging’	A dedicated DC EV charger at power levels from 25kW to 350kW. Charging cable is	1. Kings Lake Shopping Centre Bayswater – 75kW (4 ports) 2. Solis Electric Bayswater – 40kW

Category	Description	Charging stations within the City
	provided. Can deliver 60-70km of range for every 10 minutes of charging and is designed to be used in much the same way that fuel stations are used by petrol or diesel vehicles.	(1 port)

Source: *PlugShare database*

It is important to note that a number of the above charging stations are highly conditional to use. For example, the EV chargers at the train stations require users to pay a flat fee of \$22.50 per day via a mobile app, pay for parking at the train station, and tag on to a Transperth service using a SmartRider.

Barriers identified for EV ownership in Western Australia include:

- Distance between charging stations
- Time required to charge
- Upfront purchase costs
- Limited range (number of kilometres that can be travelled on a single charge).

These barriers are particularly relevant for residents who are renting, living in strata units, do not have access to off-street parking, or who otherwise do not have the ability to charge an EV from home.

Local Governments can accelerate electric vehicle uptake through initiatives such as:

- Installing electric vehicle charging infrastructure
- Future-proofing the built environment
- Transitioning council fleets
- Educating residents
- Setting and meeting sustainability targets.

The City's Emission Reduction and Renewable Energy (ERRE) Plan, endorsed by Council in August 2021, includes short term (one to two years) and medium term (two to four years) implementation actions. The ERRE recommends that the City:

'Develop a plan for EV charging infrastructure for the City's EVs as well as at community facilities including the potential increase in energy demand.'

The Environment and Liveability Framework (ELF) was unanimously adopted by Council at the Ordinary Meeting on 26 April 2022 and includes the key transformational action of

'Provide charging infrastructure at major activity centres to accelerate the uptake of electric vehicles.'

At the 23 November 2021 Ordinary Meeting, Council considered a report detailing options for the provision of public EV charging stations and resolved as follows:

"That Council notes:

1. *This report in relation to options for EV charging stations and ownership models; and*

2. *That the Emission Reduction and Renewable Energy (ERRE) plan includes a specific action to develop a plan for EV charging infrastructure."*

The November 2021 report described four types of charging station ownership models; 'Own and Manage', 'Incentivise Market', 'Lease and Subscription Service', and 'Leave to Market'. EV charging infrastructure is evolving at a fast pace and, as such, an updated summary of charging station ownership models in the current market has been provided below.

Model 1 - Own and Manage

The City would purchase and install the charging stations. The ongoing operation, maintenance, software subscription, utility connection, and any other considerations for operating the charging station are the responsibility of the City including the cost of replacement/removal at end-of-life. Under this model the charging station remains the property of the City; however, the City can either operate and maintain the station in-house or outsource it to another operator. This is the model in place for the City's existing EV charging station at Morley Sports and Recreation Centre.

Model 2 - Charging as a Service (CaaS)

Similar to novated leasing for vehicles, in the CaaS model Local Governments pay a monthly fee to a supplier which incorporates charging hardware, installation, software subscription, ongoing maintenance and support, and extended warranty for the term of the lease. While the infrastructure is leased, the ongoing operation of the charging station would still be managed by the City.

Model 3 - Incentivise the Market

In this model, the City would lease parking space to a third-party where they install, operate and maintain the charging infrastructure. The City could then request a leasing fee or a share of revenue from the charging station.

The third-party owner-operators would seek to collect revenue either directly from the use of the charging station or other means such as advertising. As a result, the third-party owner-operators may choose to preference more highly trafficked locations, such as those near recreation facilities or shopping centres.

Model 4 - Leave to Market

In this model the City would not actively get involved in the process of facilitating public EV charging infrastructure but would leave it up to commercial enterprises to develop in the private domain. The City could have limited influence in the uptake of EVs by encouraging EV charging infrastructure through its planning policies.

The above models have different levers to influence pricing for charging ranging from complete control (Own and Manage) to limited control (Incentivise the Market) to no control (market driven). Generally, the following three fee options are available:

- **No fee;** charging is offered for free to customers solely as an amenity. Value is derived from alternative sources such as increased visitation, advertising, standard paid parking, or corporate branding.
- **Nominal fee to cover costs;** fees are set high enough to recoup operational and/or installation costs. Fees are typically set as a price per kilowatt-hour of electricity delivered, per unit of time, or per charging session, and may include provisions to discourage charging past a specific duration, charging during peak periods for electricity use, or idling once the charge session is complete.

- **Profit centre;** as above but the fee for charging is designed to turn a profit from the sale of charging services.

Recently, there has been renewed interest from both community and Council to progress the rollout of additional EV charging infrastructure throughout the City. This report recommends a coordinated and informed approach to achieve this.

EXTERNAL CONSULTATION

No consultation has yet occurred with the public or other agencies on this matter.

OFFICER'S COMMENTS

Officers completed a desktop evaluation of each of the charging station ownership models and developed the below table of advantages/disadvantages for the City under each model.

Advantages and Disadvantages associated with EV charging station ownership models

Ownership Model	Advantages	Disadvantages
Model 1 – Own and Manage	<ul style="list-style-type: none"> • City has control over the cost to users to charge. • Grant funding available to reduce CapEx. • City has full control over charging station locations and distribution. • Potential new income stream depending on the fees set for charging. 	<ul style="list-style-type: none"> • Upfront CapEx. • Ongoing OpEx. • Ongoing asset management requirements. • Increased staff resources required to manage and maintain a fleet of charging stations. • City required to cover the cost to remove or replace at end of life.
Model 2 – Charging as a Service (CaaS)	<ul style="list-style-type: none"> • City has control over the cost to users to charge. • Expenditure spread over the term of the lease. • Installation cost, maintenance, software and other costs packaged into the one fee. • Extended warranty for the term of the lease. • Typically, the supplier provides support in scoping suitability of charging station locations. • Potential new income stream depending on the fees set for charging. 	<ul style="list-style-type: none"> • Ongoing OpEx in the form of monthly fees. • Ongoing asset management requirements. • Increased staff resources required to manage and maintain a fleet of charging stations.
Model 3 – Incentivise the Market	<ul style="list-style-type: none"> • Potential new income stream via revenue share or leasing fee from the operator. • Third-party operator responsible for all costs/resourcing associated with installation, operation and maintenance of the charging stations. • City has some control over charging station locations. 	<ul style="list-style-type: none"> • Pricing is set by the operator – the City has no control over the cost to users to charge. • Operators are likely to preference highly trafficked areas which may result in lower traffic areas not being serviced.

Model 4 – Leave to Market	<ul style="list-style-type: none"> • No CapEx, OpEx, staff or asset management requirements. 	<ul style="list-style-type: none"> • Pricing is set by the operator – the City has no control over the cost to users to charge. • Little to no control over the location or distribution of public charging stations and if/when they are installed.
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Officers consider Ownership Model 3 – ‘Incentivise the Market’ to be the most advantageous as it strikes a balance between actively progressing the rollout of additional community EV charging infrastructure while minimising the upfront capital and ongoing operational resources required of the City.

The EV market is a specialist industry in which the City has limited internal expertise. Undertaking an Expression of Interest (EOI) process would provide the City with improved visibility of options and proposals from specialist providers. It is recommended that the City undertake an EOI process calling for charging infrastructure operators to provide their recommendations or options for the City to increase EV charging infrastructure in line with the ‘Incentivise the Market’ approach. After the EOI is completed, the City would be positioned to undertake a tender/request for quote process.

Evaluation of existing EV charging station

In August 2023, in response to a grant opportunity and interest from Elected Members to progress the development of EV charging infrastructure, the City installed two 22kW AC chargers (one charging station with two ports) at Morley Sports and Recreation Centre.

At the time of writing, this charging station has recorded a total of 5,806 charging sessions at an average duration of 94 minutes per session. This has resulted in an additional 75,465 kWh of electricity used at an estimated cost of \$15,848 since its installation.

Recently, Officers and Elected Members have been receiving complaints from residents regarding the EV charging station at Morley Sports and Recreation Centre. Some complaints relate to the lack of EV charging infrastructure at other City facilities (e.g. Bayswater Waves and The RISE), while other complaints are regarding issues of misuse, such as users charging for up to 10 hours at a time, leaving their EV plugged in for long periods after it has finished charging (referred to as ‘idling’), plugging in to the charging station but not actually charging their EV, or unplugging other EVs to charge their own.

It is also important to note that a condition of the *Charge Up* grant funding received from the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) was to discourage EV charging during peak usage periods for the grid (typically 3pm-9pm), however, the EV charging station at Morley Sports and Recreation Centre is currently free to use at all times.

To address the issues of misuse at this charging station and meet the conditions of the grant funding, it is recommended to introduce tariffs for EV charging via the City’s Fees and Charges, as outlined in the table below. The tariffs would be applied via the Exploren software already in place at the charging station and would include a fee for ‘idling’ as well as different time-of-use rates to both discourage charging during peak periods and recover the cost of the additional electricity used at Morley Sports and Recreation Centre. Due to the statutory requirements to advertise new fees and charges, it is recommended that the City adopt the proposed fees and charges for EV charging as part of the annual 2025/26 budget planning process.

Proposed Fees and Charges

Fee Type	Proposed Fees & Charges 2025/26			% Increase
	Ex. GST	GST	Inc. GST	
Electric Vehicle Charging Per kWh 9am to 3pm	\$0.20	\$0.02	\$0.22	New fee
Electric Vehicle Charging Per kWh 3pm to 9pm	\$0.41	\$0.04	\$0.45	New fee
Electric Vehicle Charging Per kWh 9pm to 9am	\$0.32	\$0.03	\$0.35	New fee
Electric Vehicle Charging Idle Fee Per Minute (15 min grace period)	\$0.45	\$0.05	\$0.50	New fee

In the interim, to help curb issues of misuse of the charging station, the City has installed updated parking signage at Morley Sports and Recreation Centre to introduce a three-hour parking limit for the EV charging bays and specify that the bays are only to be used by electric vehicles while charging. These restrictions will be enforceable under the City's existing *Parking and Parking Facilities Local Law*, however, amendments to the Local Law may also be required to include specific provisions for allocated EV charging bays and other EV related matters.

LEGISLATIVE COMPLIANCE

An EOI process would be undertaken in accordance with the *Local Government (Functions and General) Regulations 1996*.

Depending on the charger type and the operating model the following needs to be considered:

- Advertising. If the charger includes advertising, it is likely approval will need to be sought under the City's signage policy.
- If the City decides to lease car bays to a third party to operate its charging infrastructure, then this will need to be advertised under section 3.58 of the *Local Government Act 1995*. The attached WALGA *Electric Vehicle Charging Stations: Governance and Procurement Considerations* factsheet (Attachment 1) provides information in regard to the statutory requirements for the disposal of land.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Medium
Service Delivery	Medium	Low
Environment	Low	Medium
Governance and Compliance	Low	Low
Strategic Risk	SR02 - Failure to strategically plan, deliver and maintain infrastructure and assets. SR03 - Council plans, decision making process and/or activities fail to invest in the management, protection and improvement of its natural environment.	

FINANCIAL IMPLICATIONS

If the officer's recommendation is adopted by Council, the new fees and charges for EV charging will be included in the proposed fees and charges for 2025/26 to be considered through the annual business planning process. Revenue received from EV charging stations will be used to offset the cost of increased electricity use.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Community

Goal C3: Maximise the use of the City's facilities and parks by all sections of the community.

Theme: Environment and Liveability

Goal E4: Lessen the City's Impact on the environment through its buildings, infrastructure, services and targets, such as zero emissions by 2040, and empower the community to live sustainably.

Theme: Vibrancy

Goal V1: Plan for increased business opportunities around transport nodes.

Goal V3: Activate the City's town and neighbourhood centres.

CONCLUSION

The City has the opportunity to help accelerate the uptake of EVs by progressing the rollout of EV charging stations for the community. This will be of particular importance to those residents who do not have the ability to charge an EV from home. A number of potential ownership models for EV charging stations have been explored with Model 3 'Incentivise the Market' being found to be the most advantageous as a significantly less resource intensive option. Therefore, Officers are recommending the commencement of an EOI process in line with this ownership model as well as new fees and charges to address issues of misuse at its existing EV charging station.



Electric Vehicle Charging Stations: Governance and Procurement Considerations

Disposal of land, public amenity and contract management

Federal and State Government funding has been provided to commercial operators to install Electric Vehicle (EV) charging stations in identified localities throughout the State.

WALGA has received Member enquiries regarding licence agreements offered by operators seeking to install EV charging stations on Local Government property, raising the prospect that the disposal of land provisions under s.3.58 of the *Local Government Act* may be triggered.

The following is a non-exhaustive list of elements that Local Governments may consider when dealing with an approach from, and potentially negotiating agreements with, operators for installation of EV charging stations on Local Government land.

Disposal of Land [s.3.58]

Local Governments considering entering into an agreement to allow an operator to install, operate and maintain an EV charging station on land under the care control and management of the Local Government will involve a **disposal of property** in accordance with s.3.58 of the *Local Government Act 1995*.

If planning a disposal activity involving EV charging stations, there are a range of matters Local Governments may consider prior to entering into an agreement:

- Ensure the operator consults with Local Government on the development of the agreement, and that Local Government is provided relevant applications for approval prior to installation.
- Ensure the operator is responsible for reinstatement, to the Local Government's satisfaction, of Local Government assets disturbed, impacted, damaged, removed and/or replaced through the operator's installation and maintenance of charging station infrastructure.
- Ensure on expiry of the agreement the operator must remove the EV charging station infrastructure, unless the Local Government has resolved to accept an offer by the operator to gift EV charging infrastructure to the Local Government.



Any such offer should be subject to the operator providing the Local Government with relevant asset condition reports, as-constructed plans, maintenance records, maintenance programs and cost estimates, operator manuals and warranties.

Local Governments should not agree to accept a 'gifted' asset unless the Local Government has evidence that the asset has been properly maintained, is not at the end (or near the end) of its asset life or is superseded technology (that may be difficult to maintain) and may therefore become quickly redundant, resulting in the Local Government acquiring liability for removing and disposing of the infrastructure and reinstating the surrounding area.

- Prescribe the circumstances of when and then how relocation or upgrade of EV charging infrastructure may be initiated, approved and works undertaken, if required:
 - by the Local Government (i.e. to facilitate capital works or redevelopment of Local Government facilities, or where demand on charging infrastructure negatively impacts public safety or amenity, pedestrian or traffic movements or surrounding land uses); or
 - by the operator

This may trigger an exit clause in the agreement and if required, a new agreement (disposal) relevant to the land area for a relocation.

Public Amenity

Does the agreement include provisions that ensure the operator is responsible for:

- Repair, maintenance and the keeping in good order of the EV charging station infrastructure, within maximum response times for maintenance; public amenity issues or other matters relevant to the operation of the site; and
- Reimbursing the Local Government for costs incurred in removing litter from the land that is subject to the agreement or installing safety barriers if the charging station is damaged or vandalised. Such costs may be factored into the annual remuneration arrangements provided in the agreement.



Local Governments may also consider:

- Potential Local Law implications (such as Parking Local Law controls and ensuring the parking period closely aligns with the time necessary to charge a vehicle; prohibition of non-electric vehicles from designated EV charging stations).
- How potential increases in demand for EV charging facilities may impact surrounding land uses and availability of parking bays.

Contract Management

Does the agreement include provisions that:

- Ensure the operator is required to evidence current and appropriate insurances (i.e. public liability) for the term of the agreement. Advice can be sought from LGIS at admin@lgiswv.com.au.
- Prescribe the circumstances and terms by which Local Government or the operator may terminate the agreement and the consequences of such action.
- Ensure the Local Government and operator provide and keep current contact information for their respective relevant personnel.

Local Governments may also wish to consider:

- Negotiating terms that maximise revenue opportunities for Local Government. As a minimum Local Governments should seek to recover incidental costs that may be incurred (e.g. periodic site clean-up/litter removal, contract management administration costs, and costs arising from managing public safety and amenity issues).
- Some operators are providing their agreements with a caveat of 'commercial in confidence' and Local Governments will need to consider how this may conflict with public accountability/disposal of land obligations under s.3.58.

For more information, please contact WALGA Governance and Procurement on governance@walga.asn.au or phone 08 9213 2514.

10.3.2 Future Use of 476 Guildford Road, Bayswater

Responsible Branch:	Transport and Buildings
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required
Attachments:	1. Condition of Property - 476 Guildford Road, Bayswater [10.3.2.1 - 4 pages]
Refer:	Item 10.4.4: OCM 24.3.2020

CR GIORGIA JOHNSON DECLARED A PROXIMITY INTEREST

In accordance with section 5.60b of the Local Government Act 1995, Cr Georgia Johnson declared a proximity interest in this item as she lives opposite the precinct referred to in the alternative motion.

At 7:25pm, Cr Georgia Johnson withdrew from the Council Chambers and did not participate in consideration or voting on this item.

CR SALLY PALMER DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021, Cr Sally Palmer declared an impartial interest in this item as one of the submissions was from the Bayswater Child Care Centre of which Cr Palmer the Chairperson.

Cr Sally Palmer remained in the Council Chambers and voted on this item.

CR MICHELLE SUTHERLAND DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021, Cr Michelle Sutherland declared an impartial interest in this item as she knows one of the applicants.

Cr Michelle Sutherland remained in the Council Chambers and voted on this item.

SUMMARY

Council consideration is sought on the future use of the premises at 476 Guildford Road, Bayswater, formerly known as Bayswater Activity Centre. Taking into consideration the age and condition of the building, along with the future direction of the area and neighbouring City owned landholdings. The premises has been vacant since October 2024 when the previous tenant vacated.

OFFICER'S RECOMMENDATION

That Council authorises the Chief Executive Officer to lease 474 – 476 Guildford Road, Bayswater, to the Multicultural Services Centre of Western Australia Incorporated subject to:

- (a) The lease being in accordance with the Community Facility Lease and Licence/User Agreement Policy, as per Category 4 Large Not-for Profit Organisations, State and National Clubs/Associations;
- (b) A tenancy term of two years, with the option to extend for a further two-year period; and
- (c) A market valuation to determine rental amount (40% of market valuation).

MOTION

That Council:

1. Does not lease the property at 474 – 476 Guildford Road, Bayswater;
2. Requests the Chief Executive Officer to arrange for the demolition of the building and associated infrastructure; and
3. Requests the Chief Executive Officer to prepare and present a report to a Council workshop by the end of 2025, detailing the next steps and options for the development of the Guildford Road/Slade Street Precinct as part of the implementation of the City's Land Acquisition and Disposal Strategy.

Cr Elli Petersen-Pik - Deputy Mayor Moved, Mayor Filomena Piffaretti Seconded

Cr Nat Latter foreshadowed the officer's recommendation with an amendment to include limb 3 of the substantive motion.

COUNCIL RESOLUTION

That Council:

1. Does not lease the property at 474 – 476 Guildford Road, Bayswater;
2. Requests the Chief Executive Officer to arrange for the demolition of the building and associated infrastructure; and
3. Requests the Chief Executive Officer to prepare and present a report to a Council workshop by the end of 2025, detailing the next steps and options for the development of the Guildford Road/Slade Street Precinct as part of the implementation of the City's Land Acquisition and Disposal Strategy.

Cr Elli Petersen-Pik - Deputy Mayor Moved, Mayor Filomena Piffaretti Seconded

LOST: 4/4

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Sally Palmer and Cr Elli Petersen-Pik - Deputy Mayor.

Against: Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Michelle Sutherland and Cr Nat Latter.

In accordance with section 5.21(3) of the Local Government Act 1995, as the votes were equally divided, the Presiding Member, Mayor Filomena Piffaretti, used her casting vote to vote against the motion, and the motion was lost.

As the motion was lost, debate commenced on the foreshadowed motion.

COUNCIL RESOLUTION

That Council:

1. Authorises the Chief Executive Officer to lease 474 – 476 Guildford Road, Bayswater, to the Multicultural Services Centre of Western Australia Incorporated subject to:
 - (a) The lease being in accordance with the Community Facility Lease and Licence/User Agreement Policy, as per Category 4 Large Not-for Profit Organisations, State and National Clubs/Associations;
 - (b) A tenancy term of two years, with the option to extend for a further two-year period; and
 - (c) A market valuation to determine rental amount (40% of market valuation).

2. Requests the Chief Executive Officer to prepare and present a report to a Council workshop by the end of 2025, detailing the next steps and options for the development of the Guildford Road/Slade Street Precinct as part of the implementation of the City's Land Acquisition and Disposal Strategy.

Cr Nat Latter Moved, Cr Josh Eveson Seconded

CARRIED: 7/1

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Nat Latter and Cr Elli Petersen-Pik - Deputy Mayor.

Against: Cr Michelle Sutherland.

REASON FOR CHANGE

To proceed with leasing the facility, while preparations are undertaken on the City's Precinct Plan for this site.

At 7:49pm Cr Giorgia Johnson returned to the Council Chambers.

BACKGROUND

The residential dwelling was built in the late 1950's with an addition constructed in 1979 comprising of a family room, laundry, toilet, and bathroom. The City purchased the property in 2006 and from that time has been leased to groups and organisations with the most recent tenant occupying the property since 2009. Prior to 2009 the family room, laundry, toilet, and bathroom were converted to a kitchen, accessible toilet and two separate toilets with a refurbishment completed on the kitchen and accessible toilet in 2017.

The building is approximately 218sqm and comprises three offices, a meeting room, activity room, kitchen, and toilets.

The previous tenant advised the City in March 2024 of their request to terminate the lease prior to the expiry date as they were relocating due to the ageing condition of the premises becoming less desirable for staff, including concerns relating to the ageing assets of air conditioning, drainage, and sewerage infrastructure.

The City accepted this request, and the tenant vacated on 4 October 2024.



EXTERNAL CONSULTATION

In November 2024, The City advertised an expression of interest (EOI) for a community lease of the premises in the current 'as is' condition. The City received two submissions and after assessment, both were deemed unsuitable as per the assessment criteria.

Officers also contacted three companies to provide a quote for demolition and improvements of the premises as an alternative. Two quotes were received varying between \$35,000 and \$45,000. This alternative option would decommission the building and remove the building from the building asset register. This would remove any potential for ongoing capital and net operational costs to the City and prepare the site for potential development, either on its own or together with other City-owned land adjacent to the site.

The City re-advertised the EOI from Saturday 25 January to Friday 21 February 2025. It was circulated to all organisations known to the City to be interested in any upcoming community properties. Notifications were placed on the City's website and City noticeboards and published in *The West Australian* newspaper on Saturday 25 January and the *Perth Now* newspaper on Thursday 30 January 2025.

Two group showings of the property were completed during the advertised period and nine community groups conducted site inspections. The City received five submissions.

OFFICER'S COMMENTS

The City's vision

This site is in the Guildford Road/Slade Street Precinct (the precinct) with surrounding properties owned by the City. It is considered that there is significant potential for development in the area due to the large expanse of undeveloped and connected land in the ownership of the City.

Planning for the precinct has been previously considered and has also been known as the '*Special Foreshore Development Zone*,' the '*Top End*' and the '*park area near Guildford Road*.' Council at its meeting held 23 August 1988 resolved to purchase 96 Slade Street, Bayswater and the site was subsequently purchased in November 1988. Comments in the report to Council stated that: "*Council has on previous occasions deliberated over the need to secure land in this vicinity which serves as the main entrance to the Special Foreshore Development Zone.*"

An extract from a Council meeting report in January 1992 stated that: "*The concept for development of the 'Top End' has remained open to allow Council to consider various options for the development of this land. This may include residential development and/or childcare facilities... the purchase of land along these streets could provide the City with the opportunity to remove residential dwellings and increase the visibility of the Bayswater Foreshore Area from Guildford Road and Slade Street...*"

The future use of the area was further considered in the City's Precinct Action Plan Final Report November 2004 which suggested: "*... the long-term redevelopment of the park area near Guildford Road... the development of these land parcels as a major entry statement, with a backdrop of landscaped gardens and parkland...to bring the river environment to a major road and assist with the promotion of the area.*"

The last property the City acquired in this area was 472 Guildford Road, Bayswater in 2019, at which the City demolished the dwelling and improvements (refer: Item 10.4.4: OCM 24.3.2020) with the Council resolution limb three stating "*That Council...notes that the process in relation to progressing the development of the Guildford Road/Slade Street Precinct will be addressed in the City's Land Acquisition and Disposal Strategy*"

Considering the above, the City has had longstanding intentions to plan and develop the precinct as an entry statement to the foreshore. It is unclear on the extent of parklands and/or other forms of development that were considered in this precinct and entry statement.

While the City strives to support community groups and organisations, it should be noted that the condition of the current premises is approaching end of life and it is recommended the City reviews the strategy for this precinct, taking into consideration the ageing assets.



Building condition

As mentioned above, the site was originally constructed as a residential dwelling, with some additions and improvements completed from time to time. While maintaining assets such as fire safety equipment and HVAC systems, over the past 12 months the City has been required to complete other repairs, including a partial replacement of the existing clay sewer connection line due to tree root damage and blockages. HVAC systems are aged yet operational.

The premises accommodates an accessible toilet; however the building is not accessible as the front and rear doors are not the required width, along with step(s) to entrances. A step down into the kitchen area limits ease of access to the accessible toilet.

Other concerns with the premises are as follows (photographs referenced in **Attachment 1**):

- Asbestos detected in front porch fibre cement sheeting, paper backed vinyl sheeting under carpet throughout office area, buried in the ground and meter box. All asbestos-containing materials except for materials buried in the ground has been categorised as 'very low' regarding the '*potential for a material to release asbestos fibres when disturbed*'. Materials buried in the ground are categorised as 'high'. The report is available to Councillors on request.
- Front and rear entry not accessible – pictures 1 and 2
- Termite damage (not active) to door frames and skirting – pictures 3, 4 and 5
- Aged toilet facilities – picture 6
- Non-complaint accessible toilet – picture 7

- Cracking – picture 8
- Uneven floors in offices 2 and 3 – picture 9
- Sloping floor of activity room (this is a converted garage) – picture 10.

No budget allocations have been proposed for this site in the Forward Capital Works Program. A review will be completed with new submissions proposed for this site to the program.

Expression of Interest Submissions

The EOI was advertised for the premises to be leased in an 'as is' condition. Based on this, it is to be noted of the potential reputational impact to the City, of the costs associated to any Lessee funded improvements if the City had intentions to dispose/develop in the short to medium-term.

Taking into consideration the above information, it was determined that a tenancy term of two years, with the option to extend for a further two-year period, is applied to the leasing of the premises.

The City received the following five submissions:

Submission 1 – Bayswater Child Care Association

Bayswater Child Care Association Inc. (BCCA) is a community owned, not-for-profit organisation. BCCA is a registered charity and currently operates five community childcare centres within City boundaries, located in Bayswater, Morley, Maylands and Noranda.

If successful, BCCA proposes to establish a long-term asset being a central office and training centre. The premises will serve as a dedicated hub for administration, staff training, and community engagement, supporting the organisation's childcare services across the City of Bayswater.

Under the City's *Community Facility Lease and Licence/User Agreement Policy* (the policy), BCCA would be considered a Category 3 – Community Child Care Centres, and would be responsible for the following lease fees and charges:

- Annual Rent - \$1,360 + GST and indexed annually to CPI.
- Outgoings – Emergency Services Levy, all utility costs, waste charges and annual routine maintenance.

Submission 2 – Multicultural Services Centre of WA

Multicultural Services Centre of WA (MSCWA) is WA's largest multicultural services provider. MSCWA has been supporting culturally and linguistically diverse (CaLD) Western Australians for over four decades and aims to address the unmet needs of migrants and refugees. They provide a range of programs and services covering aged, disability, health and mental health, housing, counselling, youth, FDV, settlement, family mediation, and emergency relief.

If successful, MSCWA is proposing to utilise the premises as their North-East Metro Multicultural Hub and a Multicultural Healing Centre. The hub would offer a range of services, including:

- Settlement services.
- Housing advocacy and other related services.
- Emergency relief.
- Counselling services.
- Jobs and Skills Centre Program Services (JSC).

- Youth-related support and services in partnership with Youth Futures.
- Outreach services – assistance in accessing My Aged Care and NDIS.

Under the City's policy, MSCWA would be considered a 'Category 4 – Large Not-for-Profit Organisations, State and National Clubs/Associations and Places of Worship', and would be responsible for the following lease fees and charges:

- Annual Rent - 40% of market valuation + GST and indexed annually to CPI.
- Outgoings – Emergency Services Levy, all utility costs, waste charges and annual routine maintenance.

Submission 3 – Neighbourhood Watch Asian Community Services Incorporated

Neighbourhood Watch is a not-for-profit community group that aligns with WA Police and Neighbourhood Watch Australasia, providing community services and support to Asian communities throughout the Perth metropolitan area.

If successful, Neighbourhood Watch proposes to use the premises as an office and meeting space to provide the following:

- Support - encouraging members to report suspicious activity in the neighbourhood to assist in making the community safer and improve the level of personal and home security.
- Care – for community members; building relationships, promoting diversity and strengthening community spirit amongst members.

Under the City's policy, Neighbourhood Watch Asian Community Services would be considered a 'Category 1b – Not-for-Profit Community Groups and Organisations', and would be responsible for the following lease fees and charges:

- Annual Rent - \$1,390 + GST and indexed annually to CPI.
- Outgoings – Emergency Services Levy, all utility costs, waste charges and annual routine maintenance.

Submission 4 – Orana House Inc.

Orana House Inc. (Orana) is a registered charity dedicated to supporting women and children who are victims and survivors of family and domestic violence. They run a refuge offering safety and housing services, along with outreach support. Additionally, Orana operates the SWitCH Centre in Noranda and a community office at The RISE in Maylands.

If successful, Orana proposes to utilise the premises as a residential accommodation for women and children who have escaped family and domestic violence. They intend to charge families rent, in line with the community services rent calculator (if in receipt of income) to cover required maintenance cost of the premises.

Under the City's policy, Orana would be considered a 'Category 1b – Not-for-Profit Community Groups and Organisations', and would be responsible for the following lease fees and charges:

- Annual Rent - \$1,390 + GST and indexed annually to CPI.
- Outgoings – Emergency Services Levy, all utility costs, waste charges and annual routine maintenance.

Submission 5 – Prison Fellowship Australia

Prison Fellowship Australia is a registered charity that has been transforming lives for more than 40 years. They offer and implement impactful programs designed for prisoners, ex-prisoners and their families. Their services include support for overcoming mental health challenges and,

addiction to drugs and alcohol, and homelessness. With the help of skilled and compassionate volunteers, they provide meaningful, pro-social engagement with those they serve.

If successful, Prison Fellowship proposes to utilise the premises as an administrative base for staff, training, and a client support centre.

Under the City's policy, Prison Fellowship Australia would be considered a 'Category 1b – Not-for-Profit Community Groups and Organisations', and would be responsible for the following lease fees and charges:

- Annual Rent - \$1,390 + GST and indexed annually to CPI.
- Outgoings – Emergency Services Levy, all utility costs, waste charges and annual routine maintenance.

Expression of Interest Assessment

Submissions were evaluated by the City's Coordinator Community Buildings, Community Lease Officer and the Commercial Activities and Land Advisor, against the lease assessment criteria under the Community and Commercial Lease KPI's and Assessment Criteria Management Practice.

The panel members reviewed all submissions independently, with each criterion evaluated and scored using a 1 – 10 scoring guide as per the management practice.

The table below summarises the averaged score compared to the total possible score for that criterion, with an overall performance rating represented as a percentage.

Assessment Criteria	Bayswater Child Care Association	Multicultural Services Centre of WA	Neighbourhood Watch Asian Community Services Inc.	Orana House Inc.	Prison Fellowship Australia
Financial Sustainability	8.22	8.33	2.22	7.00	4.89
Environmental Sustainability	8.00	7.00	3.33	8.00	7.33
Strategic Alignment	5.33	6.33	4.33	5.67	5.67
Community Benefit	6.00	6.33	5.33	7.00	7.00
Government and Development	8.00	8.33	5.67	7.00	7.33
Efficiency of Use	8.00	8.67	5.00	8.33	7.00
Appropriateness of Use	6.67	7.33	6.00	6.67	7.33
Overall Performance Rating	72%	75%	47%	71%	67%

Under the management practice, an overall performance rating between 81-100% is considered 'Excellent. Highly recommended to lease to this Lessee'. An overall performance rating between 66-80% is considered 'Good. Recommended to lease to this Lessee.'

The matrix identified that the Multicultural Services Centre of WA with an overall score of 75% was the preferred candidate and in accordance with the City's *Community Facility Lease and Licence/User Agreement Policy* would be classified as a Category 4 – Large Not-For-Profit Organisations, State and National Clubs/Associations and Places of Worship. The following fees and charges will apply:

- Lease Term – two years, with the option to extend for a further two-year term.

- Annual Rent - 40% of market valuation plus GST.
- Outgoings – Emergency Services Levy, all utility costs, waste charges and annual routine maintenance costs.

LEGISLATIVE COMPLIANCE

Any new lease will be in accordance with the City's *Community Facility Lease and Licence/User Agreement Policy*.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health, and Safety	Low	Medium
Financial	Medium	Medium
Reputation and Stakeholders	Medium	Medium
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR02 - Failure to strategically plan, deliver and maintain infrastructure and assets. SR06 - City does not have the adequate financial capacity to deliver planned services and maintain assets. SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

- Item 1:** Lease preparation and management of 476-478 Guildford Road, Bayswater
- Asset Category:** Other **Source of Funds:** Municipal
- LTFP Impacts:** Not itemised in the LTFP
- Notes:** The costs include the preparation of lease documents by City officers.
Costs do not include any legal assistance fees that may be required during lease negotiations.
- Item 2:** Market Rental Valuation
- Asset Category:** Other **Source of Funds:** Municipal
- LTFP Impacts:** Not itemised in the LTFP
- Notes:** Market Rental Valuation
- Item 3:** Lease of 476-478 Guildford Road, Bayswater
- Asset Category:** Other **Source of Funds:** Municipal
- LTFP Impacts:** Not itemised in the LTFP
- Notes:** Income to be confirmed based off market valuation. As per policy lessee will be

charged 40% of valuation.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	EMPLOYEE				
1	-	-	\$900.00	-	-	-	\$67,055.00
2	\$1,210.00	-	-	-	-	-	\$4,000.00
3	-	-	-	TBC	-	-	-

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Community

Goal C3: Maximise the use of the City's facilities and parks by all sections of the community.

Goal C4: Empower the community by helping them develop social connections.

Theme: Vibrancy

Goal V3: Activate the City's town and neighbourhood centres.

CONCLUSION

It is the officer's recommendation that Council authorises the Chief Executive Officer to lease 474 – 476 Guildford Road, Bayswater, to the Multicultural Services Centre of Western Australia Incorporated, subject to the conditions outlined in this report.

Proposal to Lease – 476 Guildford Road
Attachment 1



Frontage



Picture 1



Picture 2

Proposal to Lease – 476 Guildford Road
Attachment 1



Picture 3



Picture 4



Picture 5

Proposal to Lease – 476 Guildford Road
Attachment 1



Picture 6



Picture 7



Picture 8

Proposal to Lease – 476 Guildford Road
Attachment 1



Picture 9



Picture 10

10.3.3 Tender No. 26-2024 Vacuum Excavator Truck

Responsible Branch:	Fleet Services
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required
Attachments:	1. CONFIDENTIAL - Response Summary [10.3.3.1 - 1 page]

Confidential Attachment(s) in accordance with Section 5.23(2) of the Local Government Act 1995 (WA):

(e) a matter that if disclosed, would reveal —

- (i) a trade secret; or
- (ii) information that has a commercial value to a person; or
- (iii) information about the business, professional, commercial or financial affairs of a person,

where the trade secret or information is held by, or is about, a person other than the local government;

SUMMARY

For Council to assess and award Tender No. 26-2024 Supply and Delivery of Vacuum Excavator Truck in accordance with the tender specification. This tender had been referred to Council as the anticipated value of the truck as specified in the tender will exceed the CEO's delegated financial authority.

COUNCIL RESOLUTION**(OFFICER'S RECOMMENDATION)**

That Council awards Tender No. 26-2024 Supply and Delivery of Vacuum Excavator Truck to STG Global Pty Ltd as per the respondent's offer received on 18 December 2024.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

BACKGROUND

The City provides regular maintenance to its civil infrastructure assets, including the renewal and upgrades of roads, footpaths, kerbing and drainage. While reviewing existing engineering vehicle assets for renewal, it was identified that there is a requirement for a vacuum excavator truck to support the Engineering Works team to effectively maintain the City's drainage assets. The replacement of an existing sweeper/vacuum truck with a dedicated vacuum excavator truck will increase overall productivity by not relying on subcontractors' equipment and availability and providing a timelier service delivery to the community, particularly during adverse weather conditions. A dedicated vacuum excavator truck will provide a more purposeful piece of equipment that can excavate at a higher rate and at greater volumes, in a more efficient manner than the asset it is replacing. The City will continue to operate two large road sweepers along with the excavator truck.

On 30 November 2024, the City advertised Tender No. 26-2024 Supply and Delivery of Vacuum Excavator Truck on Tenderlink and in The West Australian newspaper, with subsequent advertising in the Perth Now Central newspaper on 5 December 2024.

The tender specified two parts to the overall product required by the City: the 16.5t GVM truck chassis (or similar), and a fabricated body to facilitate vacuum excavation. The tender documents required each respondent to specify the truck chassis make and model, body specifications, and the availability of the product.

Five submissions were received as follows:

- Blade Engineering (Aust) Pty Ltd t/a FIRMUS Group
- STG Global Pty Ltd
- Summit Group Trust t/a Vorstrom Vacuum Equipment
- Truck Centre WA Pty Ltd
- Vermeer Equipment of WA & NT

EXTERNAL CONSULTATION

No consultation is required.

OFFICER'S COMMENTS

The Tender Evaluation Committee consisted of the Coordinator Fleet Services, Coordinator Engineering Works, and Manager Transport & Buildings.

The tenders were evaluated in accordance with the following criteria:

ITEM	CRITERIA TYPE	DESCRIPTION	WEIGHTING %
1	Quantitative	Price	60
2	Qualitative	Compliance to Specification	20
3	Qualitative	Benefit to the local economy	5
4	Qualitative	Delivery Time	5
5	Quantitative	Operating Costs	10

The tender submissions were assessed against the qualitative criteria and the following table summarises the results:

QUALITATIVE CRITERIA EVALUATION TABLE				
TENDERER	Compliance to Specification (20)	Delivery Time (5)	Benefit to Local Economy (5)	Total Score (30)
Blade Engineering (FIRMUS Group)	16	2.5	2.5	21
STG Global	20	5	4	29
Summit Group (Vosrtrom)	16	2.5	2.5	21
Truck Centre WA	12	0.5	4.5	17
Vermeer Equipment	12	2.5	3.5	18

All submissions were considered conforming, providing sufficient information to satisfy the City's specified requirements for each component, and addressing the qualitative criteria as requested by the City. Each supplier had varying delivery times due to market demand and product availability, and the benefits to the local economy were evaluated against the ownership of each supplier and their operating presence in Western Australia. As such, the conforming submissions progressed through to the quantitative evaluation stage.

QUANTITATIVE CRITERIA EVALUATION TABLE			
TENDERER	Price (60)	Operating Costs (10)	Total Score (70)
Blade Engineering (FIRMUS Group)	59.5	8	67.5
STG Global	60	7	67
Summit Group (Vosrtrom)	53.4	7	60.4
Truck Centre WA	49.7	3	52.7
Vermeer Equipment	52.9	8	60.9

Each submission included a breakdown of the tender price showing the costs for the chassis and body. Each component price was considered to ensure comparison between similarly specified products making for a fair evaluation. Operating costs were evaluated against the manufacturers standard warranty offered and the service intervals required.

The City's intent is to award this contract to a supplier that offers overall value for specified services according to the qualitative score (30%) and quantitative score (70%) as demonstrated in the below aggregated evaluation table.

AGGREGATED EVALUATION TABLE			
TENDERER	Qualitative (30)	Quantitative (70)	TOTAL SCORE (100)
STG Global	29	67	96
Blade Engineering (FIRMUS Group)	21	67.5	88.5
Summit Group (Vosrtrom)	21	60.4	81.4
Vermeer Equipment	18	60.9	78.9
Truck Centre WA	17	52.7	69.7

STG Global Pty Ltd was assessed as being the most advantageous and is therefore recommended as the preferred tenderer, namely due to the shortest expected delivery time, exceeding the minimum specified requirements and the locally available service and support.

LEGISLATIVE COMPLIANCE

The tender process has met the requirements of s3.57 the *Local Government Act 1995* and r.14 – 16 of the *Local Government (Functions and General) Regulations 1996*.

All tenderers have indicated that they do not have any conflicts of interest in the performance of their obligations under the contract.

City officers involved in the assessment of the tender submissions and preparation of the associated report have indicated that they do not have any significant conflicts of interests with any of the tenderers.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Medium
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR02 - Failure to strategically plan, deliver and maintain infrastructure and assets.	

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

Item 1: Dedicated vacuum excavator truck

Asset Category: Renewal **Source** of Municipal **Funds:**

LTFP Impacts: The expenditure for this asset is accounted for in the FY24/25 Fleet Replacement Municipal CAPEX budget.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	EMPLOYEE				
1	\$446,944				8		\$492,811

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L2: Plan and deliver projects and services in a sustainable way. Work together to deliver the best outcomes for the community by managing our resources in a financially sustainable way.

CONCLUSION

The submission made by STG Global Pty Ltd demonstrated the best overall value for delivering on the City's requirements. Therefore, it is recommended that Council awards Tender No. 26-2024 Supply and Deliver Vacuum Excavator Truck to STG Global Pty Ltd.

10.3.4 Baywaste Transfer Station - Expressions of Interest

Responsible Branch:	Parks and Environment
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategy
Voting Requirement:	Simple Majority Required
Attachments:	<ol style="list-style-type: none"> 1. CONFIDENTIAL - Talis Consulting EOI Evaluation Report [10.3.4.1 - 28 pages] 2. CONFIDENTIAL - Interest to Lease or Purchase Evaluation Tables [10.3.4.2 - 4 pages]
Refer:	Item 10.3.4: OCM 26.07.2024 Item 10.5.1: OCM 16.12.2022 Item 13.5: OCM 26.05.2020

Confidential Attachment(s) in accordance with Section 5.23(2) of the Local Government Act 1995 (WA):

- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
- (e) *a matter that if disclosed, would reveal —*
- (ii) *information that has a commercial value to a person; or*
 - (iii) *information about the business, professional, commercial or financial affairs of a person,*

SUMMARY

To inform Council of the outcomes of the Expression of Interest (EOI) process for the lease or purchase of the Baywaste Transfer Station.

**COUNCIL RESOLUTION
(OFFICER'S RECOMMENDATION)**

That Council authorises the Chief Executive Officer to undertake the following:

1. Invite tenders through a public tender process for the lease of the Baywaste site for waste-related activities, and the purchase of the site for waste-related and non-waste related activities.
2. Present the outcomes of the public tender process to Council for consideration.

Cr Josh Eveson Moved, Cr Steven Ostaszewskyj Seconded

CARRIED UNANIMOUSLY: 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

BACKGROUND

At the Ordinary Meeting in July 2024, Council resolved as follows:

"That Council:

1. *Authorises the Chief Executive Officer to seek Expressions of Interest for use of the Baywaste Transfer Station, located at 271 Collier Road, Bayswater, and to investigate uses for the site and the development of a strategic long-term plan.*

2. *Requests the Chief Executive Officer to submit a report to Council on the outcomes of the Expressions of Interest, once the process has been concluded and submissions have been assessed."*

The City engaged Talis Consulting to prepare the EOI documentation (**Confidential Attachment 1**). The purpose of calling for EOIs was to gather information to assist the City to understand the interest and possible options for the future use of the site and to inform subsequent procurement processes. To gather the desired information from the relevant respondents, the EOI document consisted of a variety of return schedules.

Four EOI submissions were received, all with interest in waste related activities:

- Kwinana WTE Project Co Pty Ltd in its capacity as trustee of the Kwinana WTE Project Trust (Acciona)
- Product Recovery Industries Pty Ltd (PRI)
- REMONDIS Australia Pty Ltd (Remondis)
- SOLO Resource Recovery (SOLO).

Respondent	Completed Questionnaires	
	Interest to Lease	Interest to Purchase
Acciona	Yes	Yes
PRI	No	Yes
Remondis	Yes	Yes
SOLO	Yes	Yes

The tables in **Confidential Attachment 2** provide a summary of the EOI submissions, with a high-level assessment of each of the responses provided within the EOI submissions.

EXTERNAL CONSULTATION

The following groups have been engaged during the preparation of the EOI document and assessment of offers:

- Talis Consulting
- DWER, regarding licence amendments.

OFFICER'S COMMENTS

Ongoing challenges at the site, including structural conditions, infrastructure repairs, operational inefficiencies, licence conditions, fire management and expenditure, have prompted the City to investigate available options. The current operating costs combined with the future anticipated capital expenditure represent a significant cost for the City.

The site holds a licence that allows a significantly greater quantity of waste (110,000 tpa) to be handled on site than currently through the CRC (approximately 8,000 to 10,000 tpa). Furthermore, the site is strategically located adjacent to Tonkin Highway. This presents a significant opportunity for the City should it wish to pursue the site's full potential.

The EOI has demonstrated that there is interest in the site from the waste industry. The following options are available:

1. Maintain Ownership and lease the Site: Under this option the City would retain ownership of the site while leasing it to a tenant. The lease agreement would stipulate that the lessee must allow community drop offs and/or accommodate additional waste streams for the City

as part of the contract. It is noted that the City would still hold the licence and as such would be required to manage the risks associated with the operations of the site.

2. Sell the Baywaste site and construct a built for purpose CRC: The City could opt to sell the site and use the proceeds to purchase a new site and construct a purpose-built CRC at an alternative location in the City.
3. Lease to purchase arrangement: This option involves leasing the site with a provision that the lessee must allow community drop offs and/or additional waste streams for the duration of the lease. There is also the potential to build a CRC at a different location during the lease period with an eventual sale of the site to the lease holder.
4. Maintain Ownership and operate the site: The City invests in required upgrades and manages the site as a commercial operation. This option would require considerable investment and may not represent the City's core function of providing a CRC for the community.

The purpose of the EOI was to facilitate early market involvement to assist the City to determine the preferred option for the site moving forward. The schedules devised for the EOI sought input from the market to inform the City's current and future waste service provisions.

As outlined within the EOI Evaluation Report, four EOI submissions were received, illustrating that there is substantial interest from the market in either leasing and/or purchasing the site. Officers note that the responses received require additional information with respondents recognising that further detail could be provided during a formal tender process. Additionally, there may be other companies interested in utilising the site who did not respond to the EOI process. Accordingly, it is recommended that the City proceed to a public tender with schedules to lease or purchase the site.

LEGISLATIVE COMPLIANCE

The EOI process was undertaken in accordance with the *Local Government (Functions and General) Regulations 1996*.

The City holds a license (L7102/1997/8) for the operation of the site from the Department of Water and Environmental Regulation (DWER).

The City is required to upgrade the current fire suppression systems to meet the existing site licence conditions (based on a site operating up to 110,000 tpa). In order to achieve compliance, the estimated cost for the upgrade to the fire suppression systems is between \$250,000 - \$450,000. These costs are only associated with the fire suppression equipment and do not account for any upgrades that may be required to the buildings and plumbing infrastructure.

These works were to be completed by 30 June 2025. The City is currently in negotiations with DWER seeking an extension or a reduction in conditions on the understanding that it is going through an EOI/tender process and the City will not go above its current tonnages in the next 12-18 months. DWER have requested that the City undertakes the licence amendment as soon as possible and has suggested that the City reduces the tonnages to 10,000 tpa and when the outcome of the EOI/Tender process is known, the licence can be amended to reflect the increased tonnages. DWER has also suggested whoever takes over operation of the site should hold the licence.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Medium
Financial	Medium	High
Reputation and Stakeholders	Medium	Medium
Service Delivery	Medium	Medium
Environment	Low	Medium
Governance and Compliance	Low	Low
Strategic Risk	SR02 - Failure to strategically plan, deliver and maintain infrastructure and assets. SR06 - City does not have the adequate financial capacity to deliver planned services and maintain assets. SR12 - Failure to provide staff safety and support health and wellbeing.	

FINANCIAL IMPLICATIONS

It is recommended that the City engages a consultant to prepare detailed tender specifications. The estimated cost for engaging a consultant to facilitate a Request for Tender (RFT) process is \$60,000. This includes allowance for conducting a workshop with Council, preparing the RFT, evaluating the submissions, and providing a recommendation to the City. This could be funded from the 2024/2025 financial year operating budget for the site, therefore no additional funds would be required if the City were to proceed with this project.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Environment and Liveability
 Goal E4: Lessen the City's Impact on the environment through its buildings, infrastructure, services and targets, such as zero emissions by 2040, and empower the community to live sustainably.

Theme: Leadership and Governance
 Goal L2: Plan and deliver projects and services in a sustainable way.
 Work together to deliver the best outcomes for the community by managing our resources in a financially sustainable way.

CONCLUSION

There have been several options discussed in recent years about the optimal use of the Baywaste Transfer Station. There has been recent interest in the site from several waste companies. The calling of an RFT is recommended to explore options available for the site and to assist Council in determining a strategic way forward.

10.3.5 EMRC Ordinary Council Meeting Minutes - 25 October 2024 and 28 November 2024

Responsible Branch	Parks and Environment
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required
Attachments:	1. EMRC Cash and Investments - August and October 2024 [10.3.5.1 - 2 pages]

SUMMARY

For Council to receive the confirmed Minutes, Information Bulletins and Cash and Investment Reports from the Eastern Metropolitan Regional Council (EMRC) Ordinary Meetings held on 24 October 2024 and 28 November 2024.

COUNCIL RESOLUTION

(OFFICER'S RECOMMENDATION)

That Council receives the confirmed Minutes, Information Bulletins and Cash and Investment Reports from the Eastern Metropolitan Regional Council (EMRC) Ordinary Meetings held on 24 October 2024 and 28 November 2024.

Cr Giorgia Johnson Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY: 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

BACKGROUND

The EMRC Ordinary Council Meetings held on 24 October 2024 and 28 November 2024 were attended by Mayor Filomena Piffaretti, Cr Michelle Sutherland and Cr Giorgia Johnson (EMRC Council Deputy).

EXTERNAL CONSULTATION

Not applicable.

OFFICER'S COMMENTS

The purpose of the report is to provide Council with information detailing the items with implications for the City of Bayswater from the subject EMRC Ordinary Council Meetings.

The confirmed Minutes and Information Bulletins can be viewed on the EMRC website:

[Council Minutes » Eastern Metropolitan Regional Council \(emrc.org.au\)](https://emrc.org.au)

The Cash and Investments reports for August 2024 and October 2024 are located in **Attachment 1**.

Issues considered at the meeting which may impact, or be of interest to, the City of Bayswater are as follows:

Minutes of 24 October 2024

- List of Accounts Paid During the Months of August and September 2024 (page 5)

- Financial Report for the Period Ended 31 August 2024 (*page 40*)
- Financial Report for the Period Ended 30 September 2024 (*page 58*)
- Review of Council Policy 3.2 – Review of Council Policy 3.2 – Community Grants in the Vicinity of Red Hill Waste Management Facility and Hazelmere Resource Recovery Park (*page 78*)
- Chief Executive Officer Recruitment (*page 93*)
- Request for Quotation – RFQ 2024-022 – Provision of Equipment Rental (*page 105*)
- EMRC Annual Report (*page 115*)
- Audit Committee Meeting held 3 October 2024 (*page 169*)
- Municipal Waste Advisory Council (MWAC) Minutes held 21 August 2024 (*page 171*)

Information Bulletin

- Outstanding Council Resolutions Register (*page 1*)
- CEO Exercise of Delegated Powers and Duties (*page 27*)
- 2023/2024 Council Tonnage Comparisons as at 31 August 2024 (*page 30*)
- 2023/2024 Council Tonnage Comparisons as at 31 September 2024 (*page 47*)
- WA 2024 Waste Resource and Recovery Conference (*page 64*)

Minutes of 28 November 2024

- List of Accounts Paid During the Month of October 2024 (*page 7*)
- Financial Report for the Period Ended 31 October 2024 (*page 26*)
- EMRC Meeting Dates 2025 – Election Year (*page 46*)
- Establishment of a Reserve for Equity Payment (*page 53*)
- Request for Quotation = RFQ-2024-039 – The Provision of Green Waste Shredding and Transport Services at Red Hill Waste Management Facility (*page 57*)
- Tender RFT-2024-007 Construction of Class III Stage 18 Landfill Cell, Leachate Pond and FOGO Hardstand Extension at Red Hill Waste Management Facility (*page 63*)
- Legal Committee Meeting held 17 October 2024 (*page 76*)
- Municipal Waste Advisory Council (MWAC) Minutes held 23 October 2024 (*page 78*)

Information Bulletin

- Outstanding Council Resolutions Register (*page 1*)
- CEO Exercise of Delegated Powers and Duties (*page 31*)
- 2024/2025 Council Tonnage Comparisons as at 31 October 2024 (*page 33*)
- Sustainability Team Update – July to September 2024 (*page 50*)
- Corporate Business Plan 2024/2025 – 2028/2029 – First Quarter Reporting from July to September 2024 (*page 58*)
- Draft Stakeholder Engagement Plan (*page 76*)

LEGISLATIVE COMPLIANCE

Not applicable.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR04 - Inability to work collaboratively to engage and partner with the stakeholders to promote and advocate opportunities to live and invest.	

FINANCIAL IMPLICATIONS

As detailed in the EMRC Minutes.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Environment and Liveability

Goal E4: Lessen the City's Impact on the environment through its buildings, infrastructure, services and targets, such as zero emissions by 2040, and empower the community to live sustainably.

Goal E5: Protect and enhance the City's natural environment and biodiversity and encourage the community to participate in its protection.

CONCLUSION

For Council to receive the confirmed Minutes, Information Bulletins and Cash and Investment Reports from the Eastern Metropolitan Regional Council Ordinary Meetings held on 24 October 2024 and 28 November 2024.



Attachment 4 | Ordinary Meeting of Council | 24 October 2024 | Item 14.2

CASH AND INVESTMENTS AUGUST 2024

Unaudited Actual June 2024	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year		
			Forecast	Budget	Variance
Municipal Cash and Investments					
3,346,488	2,666,973	Cash at Bank - Municipal Fund 01001/00	737,094	737,094	0 (F)
4,050	4,050	Cash on Hand 01019/00 - 02	4,050	4,050	0 (F)
38,947,835	35,209,536	Investments - Municipal Fund 02021/00	1,182,422	1,182,422	0 (F)
42,298,373	37,880,559	Total Municipal Cash	1,923,566	1,923,566	0 (F)
Restricted Cash and Investments					
1,288,995	178,298	Restricted Investments - Plant and Equipment 02022/01	222,157	222,157	0 (F)
4,462,212	4,520,682	Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02	4,282,467	4,282,467	0 (F)
6,682,929	96,497	Restricted Investments - Future Development 02022/03	735,590	735,590	0 (F)
2,065,084	2,092,144	Restricted Investments - Environmental Monitoring Red Hill 02022/04	1,985,756	1,985,756	0 (F)
4,573,221	5,133,211	Restricted Investments - Class IV Cells Red Hill 02022/07	463,756	463,756	0 (F)
10,312,670	6,466,995	Restricted Investments - Secondary Waste Processing 02022/09	8,810,577	8,810,577	0 (F)
1,208,713	261,740	Restricted Investments - Class III Cells 02022/10	2,152,501	2,152,501	0 (F)
5,762,984	5,838,499	Restricted Investments - EastLink Relocation 02022/13	4,864,418	4,864,418	0 (F)
8,036,861	21,028,724	Restricted Investments - Committed Funds 02022/14	544,468	544,468	0 (F)
1,158,496	1,173,675	Restricted Investments - Long Service Leave 02022/90	1,220,534	1,220,534	0 (F)
45,552,165	46,790,465	Total Restricted Cash	25,282,224	25,282,224	0 (F)
87,850,538	84,671,024	TOTAL CASH AND INVESTMENTS	27,205,790	27,205,790	0 (F)

The Cash at Bank - Municipal Fund represents the balance on the last day of the relevant month. Any portion of the balance available for investment is transferred into the Investment - Municipal Fund account in the following period. Funds held in the Cash at Bank - Municipal Fund continue to accrue interest as per the Westpac commercial rates.



Attachment 4 | Ordinary Meeting of Council | 28 November 2024 | Item 14.2

CASH AND INVESTMENTS OCTOBER 2024

Actual June 2024	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year		
			Forecast	Budget	Variance
Municipal Cash and Investments					
3,346,488	1,677,225	Cash at Bank - Municipal Fund 01001/00	737,094	737,094	0 (F)
4,050	3,850	Cash on Hand 01019/00 - 02	4,050	4,050	0 (F)
38,947,836	28,575,145	Investments - Municipal Fund 02021/00	1,182,422	1,182,422	0 (F)
42,298,374	30,256,220	Total Municipal Cash	1,923,566	1,923,566	0 (F)
Restricted Cash and Investments					
1,288,995	331,450	Restricted Investments - Plant and Equipment 02022/01	222,157	222,157	0 (F)
4,462,212	4,580,625	Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02	4,282,467	4,282,467	0 (F)
6,682,929	97,777	Restricted Investments - Future Development 02022/03	735,590	735,590	0 (F)
2,065,084	2,119,885	Restricted Investments - Environmental Monitoring Red Hill 02022/04	1,985,756	1,985,756	0 (F)
4,573,220	5,220,374	Restricted Investments - Class IV Cells Red Hill 02022/07	463,756	463,756	0 (F)
10,312,670	6,552,746	Restricted Investments - Secondary Waste Processing 02022/09	8,810,577	8,810,577	0 (F)
1,208,713	388,121	Restricted Investments - Class III Cells 02022/10	2,152,501	2,152,501	0 (F)
5,762,984	5,915,915	Restricted Investments - EastLink Relocation 02022/13	4,864,418	4,864,418	0 (F)
8,036,861	21,028,724	Restricted Investments - Committed Funds 02022/14	544,468	544,468	0 (F)
1,158,496	1,189,238	Restricted Investments - Long Service Leave 02022/90	1,220,534	1,220,534	0 (F)
45,552,164	47,424,855	Total Restricted Cash	25,282,224	25,282,224	0 (F)
87,850,538	77,681,075	TOTAL CASH AND INVESTMENTS	27,205,790	27,205,790	0 (F)

The Cash at Bank - Municipal Fund represents the balance on the last day of the relevant month. Any portion of the balance available for investment is transferred into the Investment - Municipal Fund account in the following period. Funds held in the Cash at Bank - Municipal Fund continue to accrue interest as per the Westpac commercial rates.

10.4 Community Services Directorate Reports**10.4.1 Place Names**

Responsible Branch:	Community Development
Responsible Directorate:	Community Services
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required
Attachments:	Nil
Refer:	Item: 11.1.2 Reconciliation Advisory Committee: 30.08.2023

CR ASSUNTA MELECA DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021, Cr Assunta Meleca declared an impartial interest in this item as the creative producer and Noongar artist mentioned in the report are known to her through her work at The Art Gallery of Western Australia (AGWA).

Cr Assunta Meleca remained in the Council Chambers and voted on this item.

CR NAT LATTER DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021, Cr Nat Latter declared an impartial interest in this item as they know the artists outside of their work on Council.

Cr Nat Latter remained in the Council Chambers and voted on this item.

SUMMARY

To provide an update to Council on the Unearthing the Truth project, and the 'decoding' undertaken by Elders, Traditional Owners and Aboriginal community members of five places in the City of Bayswater. The five places decoded were Birralyn, Malgamongup, Moorordup, Nyurrdup and Woorat.

Place Names is a Community Arts Network (CAN) project supported through the Australian Government's Indigenous Languages and Arts program, the Australia Council for the Arts and principal partner Moodjar Consultancy. The process highlights that every Noongar placename is a sentence describing that place's meaning.

Place Names supports Aboriginal leaders to preserve local Noongar/Whadjuk cultural knowledge and stories and provide an opportunity for all community members to learn about local Aboriginal history and cultural practices.

CAN will launch the Place Names Bayswater exhibition on 16 April 2025 at the RISE, and the exhibition will be on display until 11 May 2025.

COUNCIL RESOLUTION
(OFFICER'S RECOMMENDATION)

That Council:

- Notes the 'decoding' undertaken by Aboriginal community members of five places in the City of Bayswater and the Place Names Bayswater project.**

Cr Georgia Johnson Moved, Cr Nat Latter Seconded

CARRIED: 8/1

For: *Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.*

Against: *Cr Michelle Sutherland.*

BACKGROUND

After receiving endorsement from the City of Bayswater's Reconciliation Advisory Committee and approval through the 2024-25 budget, the City partnered with Community Arts Network (CAN) and Moodjar consultancy to deliver an Unearthing the Truth project for place names in the City of Bayswater.

The Place Names project is an inclusive community arts and cultural development project produced by Community Arts Network, Moodjar and City of Bayswater and the Noongar Community. The project involves a community-led model that decodes the ancient meanings embedded in placenames. The process brings Noongar knowledge to the forefront, drawing on local Elders' language and memories as primary sources, whilst also using secondary historical documents and wordlists, to uncover the meaning of each placename.

The Place Names project has been undertaken in the following local government areas of Albany, Fremantle, Katanning, Moora, and Melville. The names agreed to through the process are informal, and the scope does not include dual naming or re-naming of places or spaces. This project aligns with the actions and deliverables of the City's Reconciliation Action Plan, outlined in table 1.

Table 1: Reconciliation Action Plan (October 2021- October 2023)

Outcome Area	Action	Deliverable
Respect	4.Promote connection to the City's natural and built environment and focus on importance of native fauna	d. Consult local Elders and Aboriginal families and respective Aboriginal organisations to identify community need and prioritisation for the first naming and co-naming of City buildings, places and spaces, in alignment with Landgate's Aboriginal Dual Naming Guidelines and planned City projects and upgrades.
Respect	4.Promote connection to the City's natural and built environment and focus on importance of native fauna	e. Review the City's Naming Policy to include dual and renaming to Aboriginal names.
Respect	5. Promote healing at local sites of significance to promote reconciliation	a. Collaborate with Traditional Custodians and share stories that will contribute to intergenerational healing
Respect	5. Promote healing at local sites of significance to promote reconciliation	b. Promote storytelling of sites of significance in the City of Bayswater in culturally acceptable ways, in consultation with Traditional Custodians.

EXTERNAL CONSULTATION

Consultation was undertaken with Elders and Traditional Owners connected with the land during 2024.

The Place Names project has enabled the City to engage and connect with Traditional Owners and Aboriginal community members who have lived in or have historical connections with the City of Bayswater.

OFFICER'S COMMENTS

The Community Arts Network in collaboration with the City of Bayswater and Moodjar have created artworks by Noongar Elders, Traditional Owners and community members as part of the Place Names project.

To facilitate the project, consultation was undertaken during 2024, which began with a series of decoding workshops facilitated by Dr Len Collard from Moodjar and attended by Traditional Owners and Aboriginal community members connected to that land. During these workshops five ancient Noongar placenames from the area in and around the City of Bayswater were decoded: Birralyn, Malgamongup, Moorordup, Nyurrdup and Woorat.

The five place names, and the meanings uncovered during the decoding workshops, were then explored in a series of cultural mapping workshops led by Creative Producer and Noongar artist Zali Morgan, and supported by Traditional Owner and Noongar artist Geri Hayden, and attended by Traditional Owners and Aboriginal community members connected to the Birralyn area and its surrounds. The focal point of these workshops was the creation of a large-scale hand-made map of the Birralayn area, featuring the locations of the decoded placenames. Eco-dyeing was used for the backdrop of the map, cyanotype printing to depict the Derbal Yerrigan (Swan River) and linocut printing for symbols informed by the decoded placenames and local flora and fauna.



Eco-dye silk and cyanotype map



Lino print stamps on silk and paper

The workshops have uncovered the meanings of five place names within the City of Bayswater, described below.

Birralyn

Birralyn is a placename that refers to the area now known as the Bayswater foreshore, near where the Tonkin Highway crosses the river. The group discussed the importance of this site for Noongar people who used the cones from the banksia trees located here to transport smouldering embers from one campsite to another.

The placename Birralyn has been translated as embers/sparks of the banksia that are located over there.

Malgamongup

Malgamongup is a placename from the area now known as Bardon Park, located along the river. Traditionally this part of the river is called Warndulier. The group observed that the area around Malgamongup was an important site for fishing for Noongar people, because the bend in the river at this point provides a natural inlet. Fish traps, built of stone or branches and bushes, were placed here, taking advantage of the shifting tides.

During the decoding process Malgamongup was translated as a *place of the fish traps*.

Moorordup

Moorordup is a placename for the area around Maylands train station. Moorordup was a gathering place for the Noongar people who lived in this area. A place for meeting up with family members and friends, for yarning, trading and organising marriages.

The translation of Moorordup is *the access to the place of families*.

Nyurrdup

Nyurrdup is located on higher ground and the group discussed how Noongar people moved up to that area as the weather got colder and wetter, and the lower-lying ground became muddy. Nyurrdup is around the area of the Bayswater Train station and only refers to that area. The higher ground/rising up of the area relates to what is now Coode Street heading up towards Hillcrest being the higher ground.

Nyurrdup was also used as a lookout, for hunting, and for locating others.

While many options were put forward as to what this placename could mean, the group voted unanimously for Nyurrdup to be translated as *the place that rises upwards*.

Woorat

Located in the area known today as the Maylands Foreshore, Woorat is land that was taken by colonisers and renamed Peninsula Farm. The group noted that the name Woorat is based on both the shape of the shoreline, which mimics the shape of a throat, and the narrowing of the river at this location.

Unlike the other placenames decoded during this project, Woorat was translated as one word rather than a sentence, meaning *the throat or movement*.

The artworks and publications created from the Place Names project will allow the wider community to learn about local Aboriginal histories, Cultural lore, importance of land practices and personal lived experiences.

The Place Names project will open at the RISE on Wednesday 16 April 2025 and conclude on 11 May 2025. The outcomes of the project will be on display at the event. This will include the eco-dye silk and cyanotype map representing the Place Names that were decoded, a limited-edition coffee table book containing the journey of the project with photos, the story that was written by Bruce Denny, an animation of a shortened version of the story and an art exhibition containing the silks and lino print symbol artworks.

The Place Names Bayswater project has built the groundwork to progress a number of deliverables of the Innovate RAP including the development of an Aboriginal and Torres Strait Islander Engagement Plan, the development of cultural information package for Citizenship

Ceremonies and the promotion of storytelling, truth telling conversations and healing at local sites of significance.

LEGISLATIVE COMPLIANCE

Nil

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	low
Financial	Medium	low
Reputation and Stakeholders	Medium	medium
Service Delivery	Medium	low
Environment	Low	low
Governance and Compliance	Low	low
Strategic Risk	SR05 - Inability to manage stakeholder expectation through early and ongoing engagement.	

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

- Theme: Community
- Theme: Community
- Theme: Community
- Goal C2: Celebrate multiculturalism, arts and culture by supporting local events and initiatives.
- Goal C4: Empower the community by helping them develop social connections.

CONCLUSION

The City of Bayswater has collaborated with Community Arts Network, Moodjar Consultancy, Traditional Owners and Aboriginal community members for Place Names Bayswater. The project highlights and preserves the rich cultural meanings behind Noongar place names in the City of Bayswater.

The Place Names project, and the 'decoding' was undertaken by Traditional Owners and Aboriginal community members of five places in the City of Bayswater. The five places decoded were Birralyn, Malgamongup, Moorordup, Nyurrdup and Woorat and were agreed upon by the Traditional Owners of the group.

Alongside the 'decoding' a series of artworks have been created reflecting the process and five places, exhibiting the stories through art. The work undertaken will be on exhibition at the Rise from 16 April 2025 and conclude on 11 May 2025.

This project aligns with the City's Innovate RAP, with the development of an Aboriginal and Torres Strait Islander Engagement Plan, the development of cultural information package for Citizenship Ceremonies and the promotion of storytelling, truth telling conversations and healing at local sites of significance and place naming.

10.4.2 Proposed Child Day Care Centre - Amended Application - Lots 878 & 3 & 2, 148-150 Walter Road West & 251 Lawrence Street, Bedford

Applicant/Proponent:	SHF Planning Pty Ltd trading as Lateral Planning (Directors: Alan Stewart, Daniel Hollingworth & Sean Fairfoul)
Owner:	Team Gump Pty Limited (Directors: Stephen Matthews & Jan Matthews)
Responsible Branch:	Statutory Planning and Compliance
Responsible Directorate:	Community Services
Authority/Discretion:	Quasi-Judicial
Voting Requirement:	Simple Majority Required
Attachments:	<ol style="list-style-type: none"> 1. Development Plans - Amended Application [10.4.2.1 - 18 pages] 2. Development Approval - Original Application [10.4.2.2 - 26 pages] 3. CONFIDENTIAL - Submissions Map [10.4.2.3 - 1 page]
Refer:	N/A

SUMMARY

The Metro Inner-North Joint Development Assessment Panel (DAP) at its meeting held on 11 July 2023 approved an application for a proposed Child Day Care Centre at Lot 2 (No. 251) Lawrence Street and Lots 3 and 878 (No. 148-150) Walter Road West, Bedford. A building permit for the development was subsequently issued by the City on 4 September 2024 and construction commenced thereafter.

An amended application has been lodged with the City pursuant to Regulation 17 (1) (c) of the *Planning and Development (Development Assessment Panels) Regulations 2011* for minor design modifications. Such modifications include small increases to the size of activity rooms and a change to the shape of an external store. The proposed modifications increase the total floor area and site coverage by 30m².

The application is being referred to Council for determination as a total of 13 objections were received in response to the development, which fall outside officers' delegation. The application is recommended for approval given the proposed design modifications are considered minor in nature and do not result in any adverse impact on the amenity of adjoining properties or on the streetscape character.

COUNCIL RESOLUTION **(OFFICER'S RECOMMENDATION)**

That Council grants development approval for the Proposed Child Day Care Centre – Amended Application at Lot 2 (No. 251) Lawrence Street and Lots 3 and 878 (No. 148-150) Walter Road West, Bedford, in accordance with the development plans received 26 February 2025, subject to all conditions and advice notes of the development approval granted by the Metro Inner-North Joint Development Assessment Panel on 11 July 2023, including the following additional advice note No. 10:

10. In accordance with the City's Fencing and Floodlighting Local Law 2016, dividing fences are permitted to a maximum height of 2.1m, subject to the agreement between landowners. The City advises that no development approval is required for the increase of a dividing fences and dividing fences is a civil matter between landowners.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: *Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.*

Against: *Nil.*

BACKGROUND

Application Number:	DA23-0047.01
Address:	148-150 Walter Road West and 251 Lawrence Street, Bedford
Town Planning Scheme Zoning:	Medium and High Density Residential, R60
Use Class:	Child Day Care Centre - 'D' (Discretionary) Use
Lot Area:	148 Walter Road West: 1,250m ² 150 Walter Road West: 895m ² 251 Lawrence Street: 785m ² Total: 2,930m ²
Existing Land Use:	Child Day Care Centre (under construction)
Surrounding Land Use:	Grouped Dwellings and Single Houses
Proposed Development:	Child Day Care Centre – Minor Design Modifications

The Metro Inner-North Joint Development Assessment Panel at its meeting held on 11 July 2023 conditionally approved a proposed Child Day Care Centre at Lot 2 (No. 251) Lawrence Street and Lots 3 and 878 (No. 148-150) Walter Road West, Bedford. A building permit for the development was subsequently issued by the City on 4 September 2024 and construction commenced thereafter.

An amended application has been lodged with the City on 30 September 2024 pursuant to Regulation 17(1)(c) of the *Planning and Development (Development Assessment Panels) Regulations 2015* for design modifications that do not substantially change the approved development. The minor modifications to the footprint of the approved development include small increases to the size of activity rooms and a change to the shape of an external store. The proposed modifications increase the total floor area and site coverage by 30m².

A Child Day Care Centre is a –'D' (discretionary) use in the 'Medium and High Density Residential' zone under the City's Town Planning Scheme No. 24 (TPS 24)



Figure 1: Aerial Photo of proposed development on subject site.



Figure 2: Streetscape photo of proposed development currently under construction.

EXTERNAL CONSULTATION

The application was advertised to adjoining properties for a period of 14 days and no submissions were received. However, a petition from 13 properties in the vicinity citing concerns regarding the proposed development was received prior to public consultation. The petition is 'non-conforming' as advised by the City's Governance team, as it was not submitted in the City's prescribed format and has been instead regarded as correspondence. Notwithstanding, the City

has considered the contents of the petition as part of consultation and the issues raised, together with the applicant's response and officer's comments, are provided below.

Issue	Applicant's Response	Officer's Comments
Given the scale of buildings and proximity of recreational areas, the preference is for the height of boundary fences to be increased from 1.8m to 2.1m.	<i>"No objection to this. Consistent with the City's Local Law. We have always taken the position that 1.8m is all that is required acoustically, but we can go to 2.1m with the neighbour's consent."</i>	Refer to the Officer's Comments section of the report below.
Concern that the external quiet zone situated at the south-west corner of the development will become just another play area if not properly monitored. The boundary fence in this area should be fitted with an acoustic barrier of at least 2.3m height or a Perspex sound barrier fitted to the top of a 2.1m high acoustic fence, as proposed for sections adjacent to other play areas.	No comments.	Refer to the Officer's Comments section of the report below.
Concern that traffic congestion along Walter Road West will lead to difficulties for patrons accessing the parking area particularly in respect of eastbound traffic, leading to patrons utilising Edward Street and Lawrence Street for child drop-off and pick-up purposes. It is requested that the City consult with affected parties and Main Roads WA to establish traffic procedures to limit the use of these streets for such purposes.	No comments.	<p>The Transport Impact Assessment approved for the development concludes that the surrounding road network has sufficient capacity to accommodate the additional traffic generated by the proposed child day care centre, including eastbound vehicles. The centre management is required to implement measures to mitigate any potential adverse impacts associated with traffic and parking as detailed in the operational management plan.</p> <p>This application does not propose any changes to the approved number of staff members or capacity for children.</p> <p>As such, there is no increase in traffic as a result of this amended application.</p>

OFFICER'S COMMENTS

In accordance with Clause 8.2 of TPS 24, Council has discretion to modify development standards if it is satisfied that:

- a) Approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality; and
- b) The non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.

The amended application proposes minor modifications to the footprint of the approved development, including:

- Minor increase to the floor size of Activity Rooms 3 to 7;
- North-east side setback to Activity Room 6 reduced from 3.5m to 3.0m;
- Store to the side of Activity Room 6 changed in shape, decreased in size by 1.5m², and provided with a side setback of 1.7m (previously approved at 1.2m).

As a result of the proposed amendments, the following variations to the TPS24 development provisions are proposed:

- The proposal exceeds the permitted maximum plot ratio area of 876m² by 30m² (906m²), resulting in site coverage at 31% in lieu of 30%.

The proposed increase to the size of the development results in a 30m² variation to the TPS 24 maximum plot ratio and site coverage requirements.

The increase to the size of the activity rooms does not result in any boundary setback variations. Notwithstanding, all boundary setbacks are unchanged except for the north-west side boundary as follows:

- Activity Room 6 is proposed with a 3.0m setback and was previously approved at 3.5m, notwithstanding it is still compliant with TPS 24 requiring a 3m setback.
- The setback for the storeroom has increased from 1.2m to 1.7m. Whilst it is not consistent with the TPS24 setback of 3m, the variation has already been approved by DAP and the proposal seeks to increase the separation.

The amended design does not change the height of the building, or the capacity of the child day care centre and the changes also have no impact on acoustic requirements. Notwithstanding, concerns have been received from neighbours regarding potential noise disturbance and a request has been received that the 1.8m high colorbond dividing fence adjacent to the external quiet zone situated in the south-west corner of the development be replaced with an acoustic barrier as proposed for sections adjacent to other external play areas.

It is considered that this measure is not required given the centre manager is required to maintain the external area as a 'quiet zone' in accordance with the development approval, including an operational noise management plan. The amended development application does not propose any changes to this requirement and the Child Day Care Centre is required to comply at all times with the requirements of the approved acoustic report and with the *Environmental Protection (Noise) Regulations 1997*. As this amended application is not proposing to modify this area, the City cannot impose such a condition as this area has already been approved by DAP.

A request has also been received for the height of the 1.8m side/rear boundary fences to be increased to 2.1m given the scale of the buildings and the proximity of the external play areas.

The original approved development plans include a note stating that the side/rear boundary fences shown as 1.8m in height can be increased to 2.1m if preferred by the neighbours. The City's Fencing and Floodlighting Local Law 2016 allows for fencing to be increased up to a maximum 2.1m in height, subject to consent from each neighbouring party. The City administers the Local Law however, cannot enforce a condition of approval requiring the fence to satisfy the 2.1m in height as dividing fences are a civil matter between neighbours and is not required for acoustic purposes.

Notwithstanding, the applicant has responded as detailed in the table above, advising they have no objection to increasing the boundary fence height to 2.1m. The owners will need to liaise with each other in this respect. In lieu of a condition, the City recommends an additional advice note to notify the applicant of their obligations under the Fencing and Floodlighting Local Law 2016.

The amended design does not result in any changes to the landscaping requirements for the development or reduce the extent of landscaping provided. Only paved areas around the perimeter of the buildings are affected by the additional floor area.

Given the above, it is considered that the proposed minor increase to the footprint of the development does not have any adverse impact on the amenity of the adjoining properties and has no significant impact on the streetscape. The proposed development is consistent with the orderly and proper planning of the locality and the preservation of the amenity of the locality.

LEGISLATIVE COMPLIANCE

- City of Bayswater Town Planning Scheme No. 24;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Bayswater Fencing and Floodlighting Local Law 2016; and
- City of Bayswater local planning policies:
 - Non-Residential Uses in Residential Zones.
 - Trees on Private Land and Street Verges Policy.
 - Landscaping Policy.
 - Signage Policy.
 - Percent for Public Art Policy.
 - Car Parking Dispensation Policy.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR03 - Council plans, decision making process and/or activities fail to invest in the management, protection and improvement of its natural environment.	

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Vibrancy
Goal V2: Encourage economic development across the City and provide increased opportunities for people to live and work locally by facilitating new investment in the City.

The proposed child day care centre represents additional investment in the City, providing an additional community facility in Bayswater as well as providing additional employment opportunities.

CONCLUSION

Given the above assessment, it is recommended that the application be approved, with no further modifications to the existing conditions of approval. As mentioned previously, it is recommended an advice note be placed on the application advising the applicant of the City's *Fencing and Floodlighting Local Law 2016* guidelines regarding dividing fences.

SYMBOL LEGEND

+	NATURAL SURFACE LEVEL
⊕	FLOOR LEVEL
+	BITUMEN LEVEL
+	DRIVEWAY LEVEL
—	TOP OF WALL
△	SURVEY CONTROL MARK
⊕	POWER POLE
⊕	POWER METER
⊕	POWER DOME
⊕	LIGHT POLE
○	WATER METER
⊕	TAP
⊕	SPRINKLER
⊕	GAS METER
⊕	TELSTRA PIT
⊕	SEWER INSPECTION OPENING
⊕	SEWER VENT
⊕	BUS STOP
⊕	MAIL BOX
⊕	TREE AT SCALE



1 SITE PLAN



ACCREDITED
BUILDING DESIGNER



www.solarcert.com.au

PROPOSED CHILDCARE CENTRE

LOT: LOT 878 ON P2703, LOT 3 ON D28290 & LOT 2 ON D29650

SUBURB: BEDFORD

CLIENT: SAGE EARLY CHILD CARE

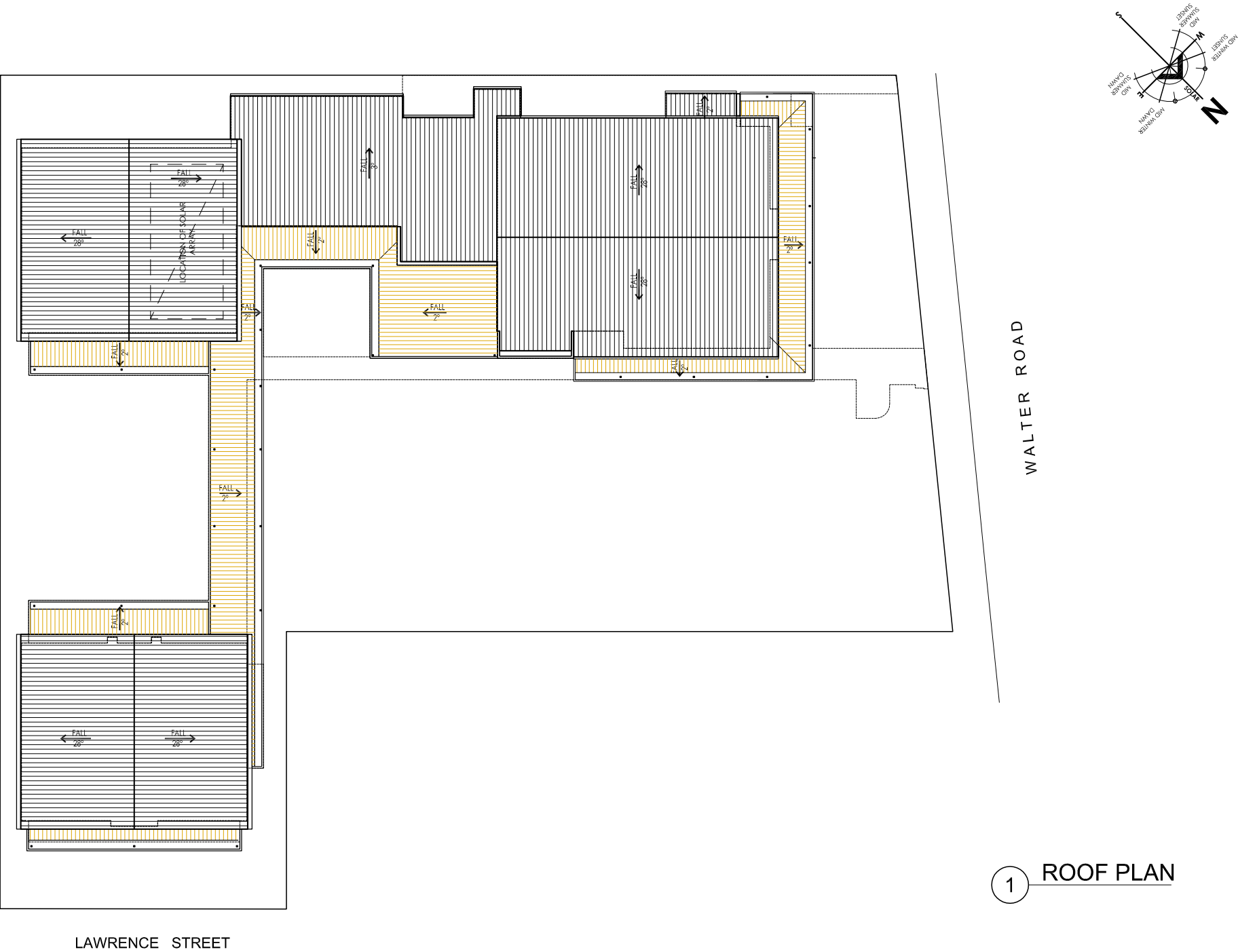
SHEET TITLE		
SITE PLAN		
DATE	JOB NO:	DRAWN BY:
19 DEC 2024	4373	RH
SCALE	REVISION	DWG NO:
1:1000@A0	J	100




AREA SCHEDULE:		
INDOOR PLAY		
ACTIVITY 01	<div></div>	37.0M2
ACTIVITY 02	<div></div>	37.0M2
ACTIVITY 03	<div></div>	69.4M2
ACTIVITY 04	<div></div>	65.2M2
ACTIVITY 05	<div></div>	65.8M2
ACTIVITY 06	<div></div>	67.6M2
ACTIVITY 07	<div></div>	67.6M2
SHARED	<div></div>	29.5M2
TOTAL		439.1M2 = 135 CHILD
[1 CHILD / 3.25M2]		
OUTDOOR PLAY AREA		
OUTDOOR 1	<div></div>	283.6M2
OUTDOOR 2	<div></div>	80.8M2
OUTDOOR 3	<div></div>	518.4M2
OUTDOOR 4	<div></div>	155.4M2
TOTAL		1038.2M2= 148 CHILD
[1 CHILD / 7.00M2]		



1 AREA SCHEDULE




Material & Colour Selection




Dulux Colour
Whitsunday Island

Dulux - Whitsunday Island
Rendered backwork & form cladding

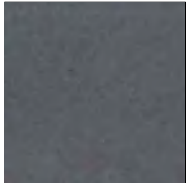


SAGE
CHILD CARE


SAGE CHILD CARE
SIGNAGE



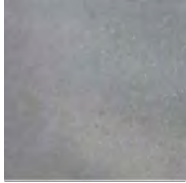
Midland Brick - Dressed Redstone (Aspen)
Feature area



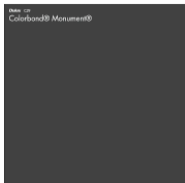
Dulux - 105 Black Oxide
Driveway




Knahwood cladding (10mm board - Pacific Teak)
Entry




Dulux - 35 Black Oxide
Path




Colabond - Monument
Gutter & fascia, Window frames, Powder coated fences
& Pergola beams



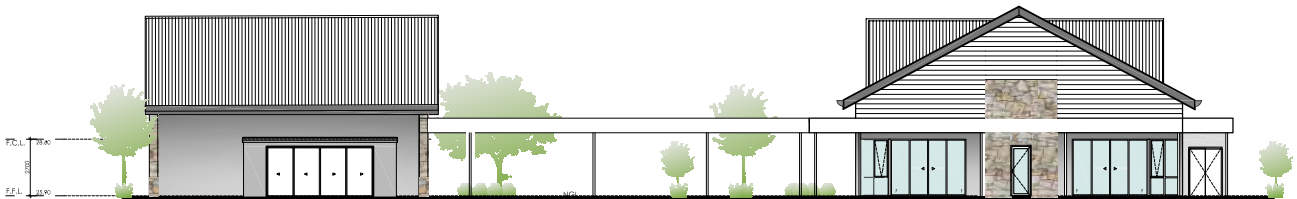
Weatherboard ship lap cladding
- Dulux - Whitsunday Island



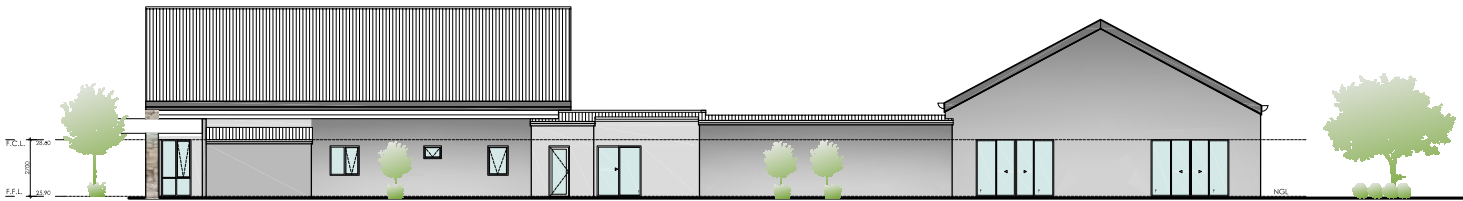
Colabond - Surfline
Roofing



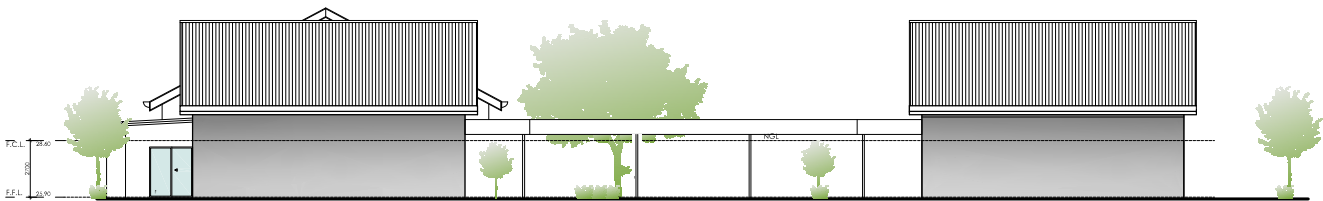
Midland Brick - Spanish Range, Contempo Model
(Monoc)
Front Courtyard walls



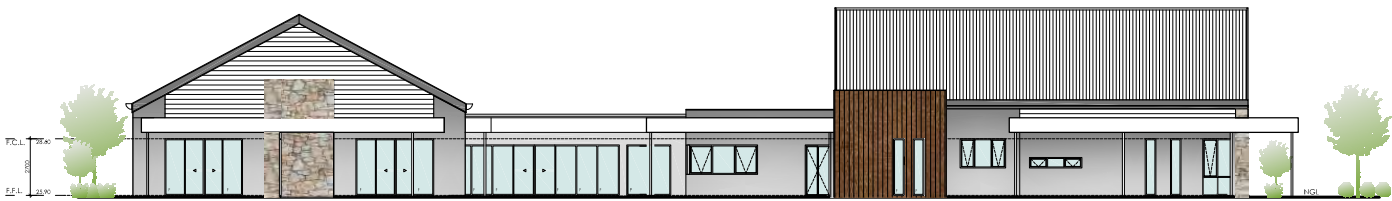
1 NORTH -WEST ELEVATION
STREET ELEVATION



2 SOUTH -WEST ELEVATION
SIDE ELEVATION



3 SOUTH -EAST ELEVATION
REAR ELEVATION



4 NORTH -EAST ELEVATION
SIDE ELEVATION

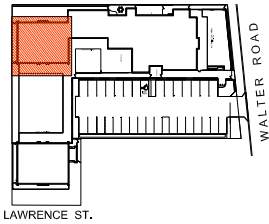
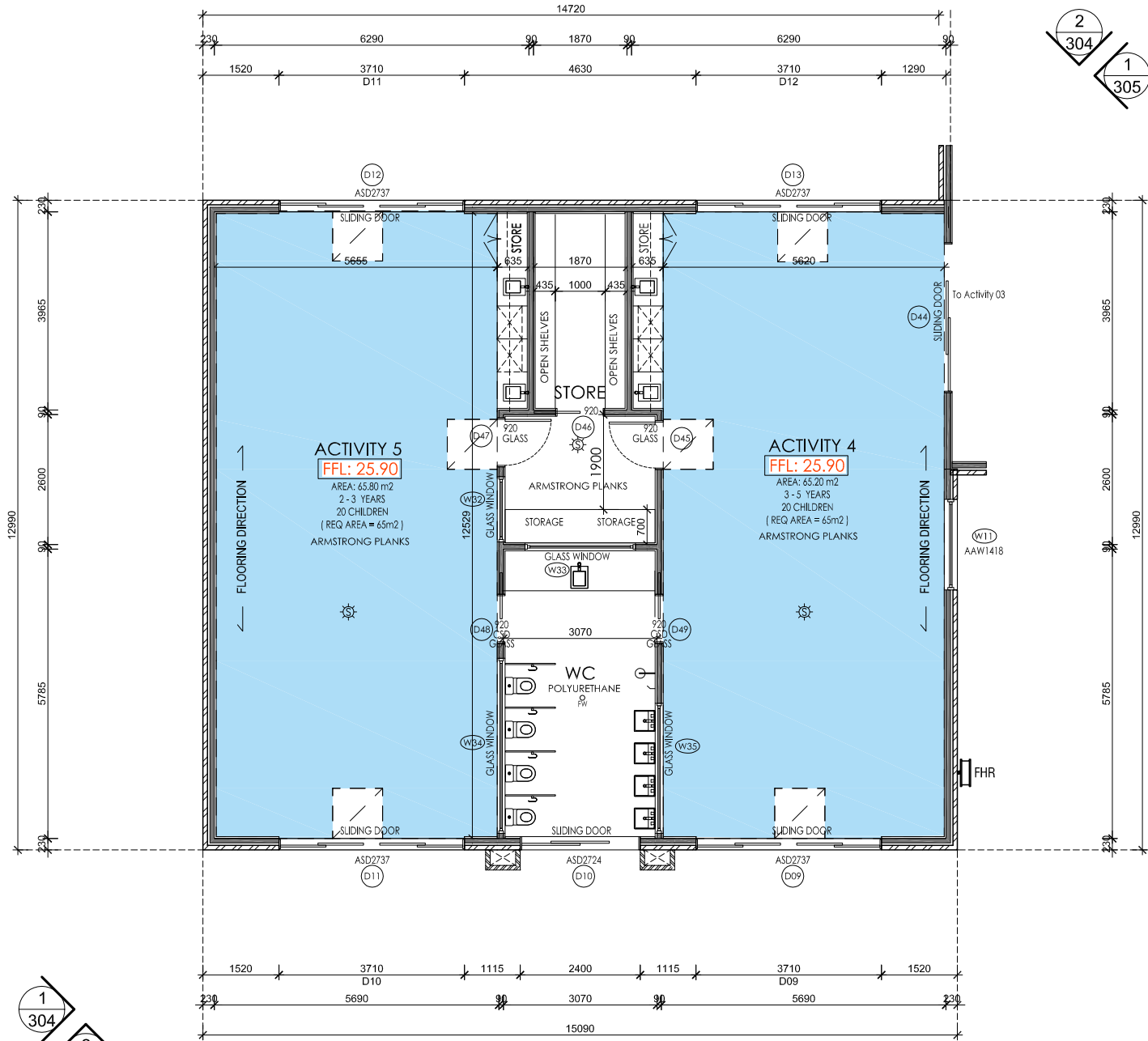
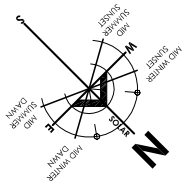


PROPOSED CHILDCARE CENTRE			SHEET TITLE		
ELEVATIONS			DATE	JOB NO:	DRAWN BY:
LOT:	LOT 878 ON P2703, LOT 3 ON D28290 & LOT 2 ON D29650		12 FEB 2024	4373	RH
SUBURB:	BEDFORD		SCALE	REVISION	DWG NO:
CLIENT:	SAGE EARLY CHILD CARE		1:500@A1	G	201

MAIN BUILDING (Activity Rooms 1 to 5)

NOTE:
FLOOR - CEILING 2700mm
INTERNAL DOORS 2700mm - 2400mm
CEILING INSULATION -
WALL INSULATION -
ROOF EAVES 600 mm
ROOF PITCH 28, 3, 2 DEGREES

NOTE:
ALL DOOR HANDLES 1500mm ABOVE FFL
CHEMICAL TERMITE BARRIER "BIFENTHRIN" INSTALLED
IN ACCORDANCE WITH AS 3660.1-2000



1 FLOOR PLAN
MAIN BUILDING FLOOR AREA
COVERED ALFRESCO DINING
COVERED PORCH

MAIN BUILDING

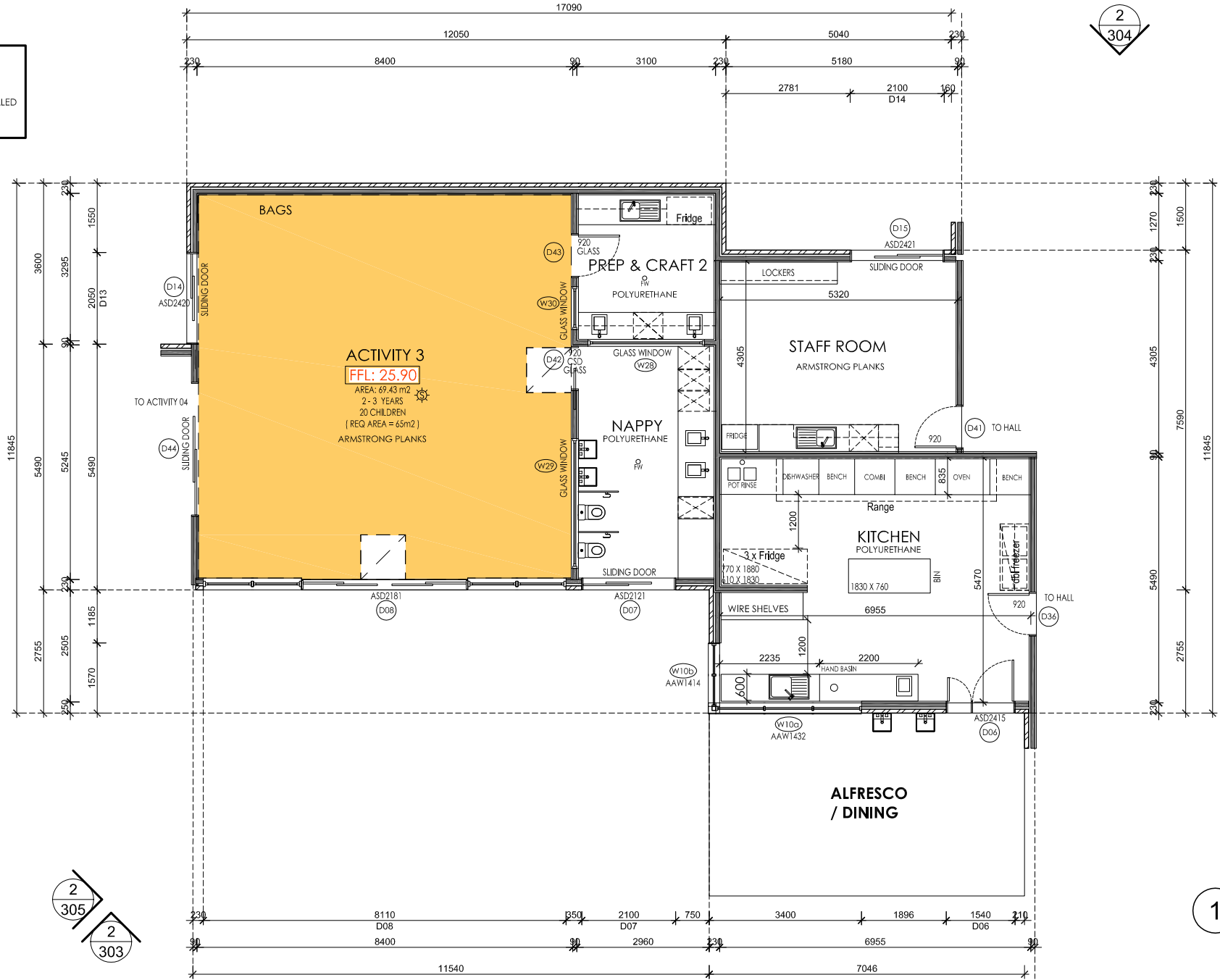
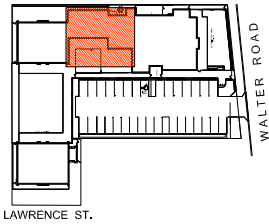


PROPOSED CHILDCARE CENTRE
LOT: LOT 878 ON P2703, LOT 3 ON D28290 & LOT 2 ON D29650
SUBURB: BEDFORD
CLIENT: SAGE EARLY CHILD CARE

SHEET TITLE		
FLOOR PLAN		
DATE	JOB NO:	DRAWN BY:
27 MAR 2024	4373	RH
SCALE	REVISION	DWG NO:
1:100@A3	G	300

NOTE:
FLOOR - CEILING 2700mm
INTERNAL DOORS 2700mm - 2400mm
CEILING INSULATION -
WALL INSULATION -
ROOF EAVES 600 mm
ROOF PITCH 28, 3, 2 DEGREES

NOTE:
ALL DOOR HANDLES 1500mm ABOVE FFL
CHEMICAL TERMITE BARRIER "BIFENTHRIN" INSTALLED
IN ACCORDANCE WITH AS 3660.1-2000



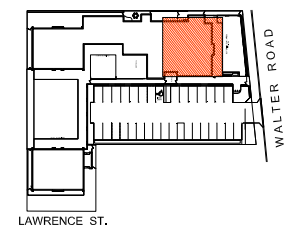
1 FLOOR PLAN
MAIN BUILDING FLOOR AREA
COVERED ALFRESCO DINING
COVERED PORCH

MAIN BUILDING



PROPOSED CHILDCARE CENTRE
LOT: LOT 878 ON P2703, LOT 3 ON D28290 & LOT 2 ON D29650
SUBURB: BEDFORD
CLIENT: SAGE EARLY CHILD CARE

SHEET TITLE		
FLOOR PLAN		
DATE	JOB NO:	DRAWN BY:
27 MAR 2024	4373	RH
SCALE	REVISION	DWG NO:
1:100@A3	D	301



2700mm
2700mm - 2400mm
-
-
600 mm
28, 3, 2 DEGREES

NOTE:
ALL DOOR HANDLES 1500mm ABOVE FFL
CHEMICAL TERMITE BARRIER "BIFENTHRIN" INSTALLED
IN ACCORDANCE WITH AS 3660.1-2000

1 FLOOR PLAN

MAIN BUILDING FLOOR AREA	699.85m ²
COVERED ALFRESCO DINING	28.78m ²
COVERED PORCH	8.56m ²

MAIN BUILDING



ACCREDITED
BUILDING DESIGNER



SOLARCERT BUILDING DESIGNS
www.solarcert.com.au

PROPOSED CHILDCARE CENTRE

LOT: LOT 878 ON P2703, LOT 3 ON D28290 & LOT 2 ON D29650

SUBURB: BEDFORD

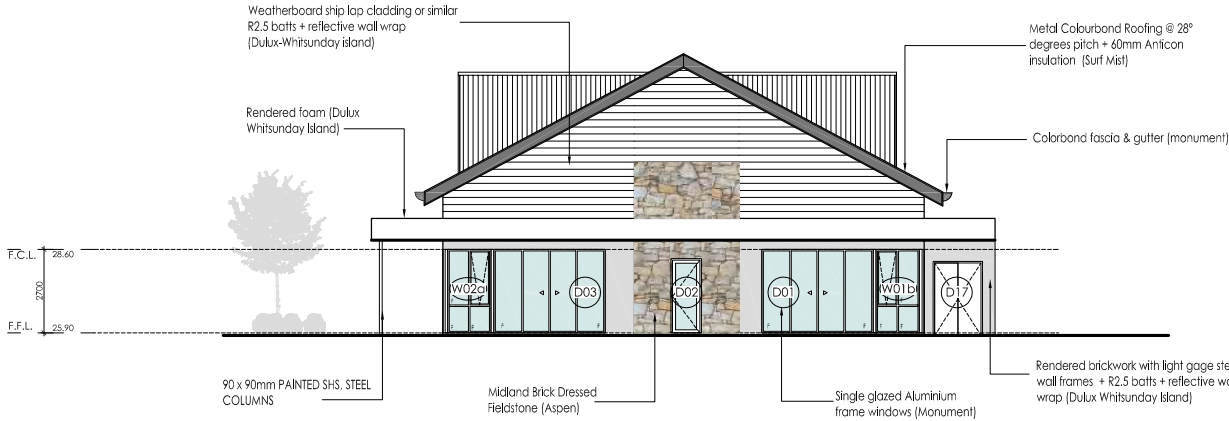
CLIENT: SAGE EARLY CHILD CARE

SHEET TITLE
FLOOR PLAN

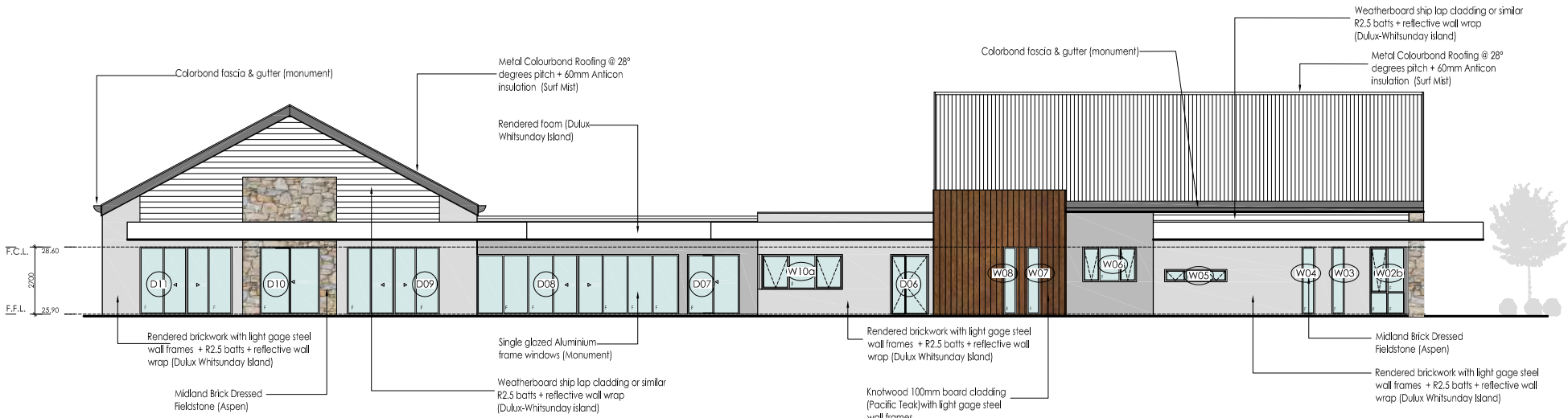
DATE	JOB NO:	DRAWN BY:
09 APR 2024	4373	RH
SCALE	REVISION	DWG NO:
1:100@A3	H	302

NOTE:
FLOOR - CEILING 2700mm
INTERNAL DOORS 2700mm - 2400mm
CEILING INSULATION -
WALL INSULATION -
ROOF EAVES 600 mm
ROOF PITCH 28, 3, 2 DEGREES

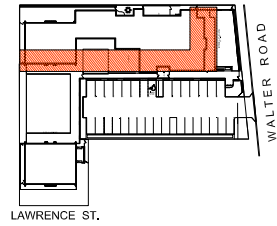
Material & Colour Selection



1 NORTH -WEST ELEVATION
STREET ELEVATION



2 NORTH -EAST ELEVATION
SIDE ELEVATION



MAIN BUILDING



PROPOSED CHILDCARE CENTRE

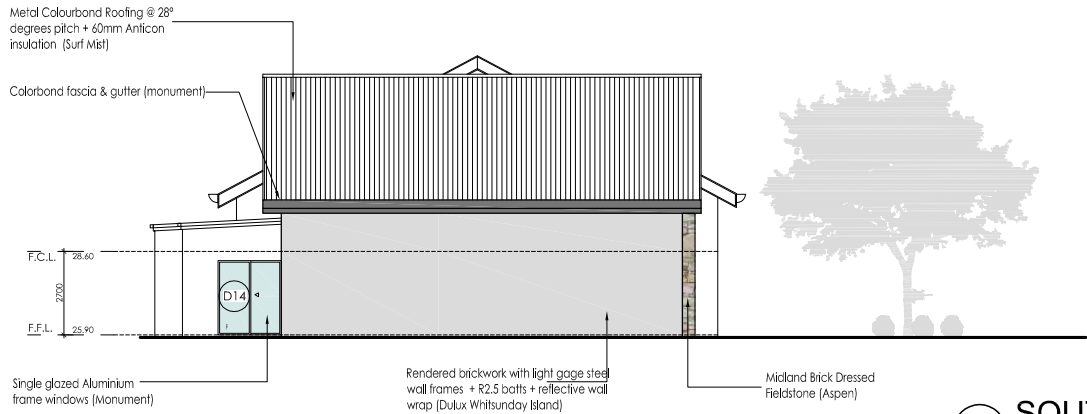
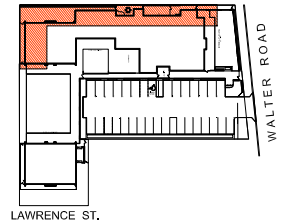
LOT: LOT 878 ON P2703, LOT 3 ON D28290 & LOT 2 ON D29650
SUBURB: BEDFORD
CLIENT: SAGE EARLY CHILD CARE

SHEET TITLE
ELEVATION PLAN

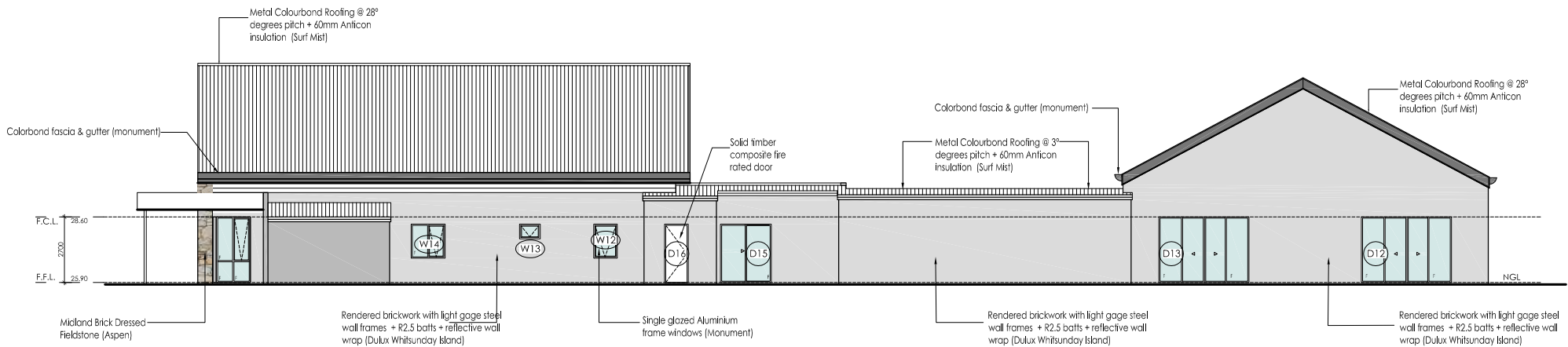
DATE	JOB NO:	DRAWN BY:
12 FEB 2024	4373	RH
SCALE	REVISION	DWG NO:
1:100@A3	C	303

NOTE:
FLOOR - CEILING 2700mm
INTERNAL DOORS 2700mm - 2400mm
CEILING INSULATION -
WALL INSULATION -
ROOF EAVES 600 mm
ROOF PITCH 28, 3, 2 DEGREES

Material & Colour Selection



1 SOUTH -EAST ELEVATION
REAR ELEVATION



2 SOUTH -WEST ELEVATION
SIDE ELEVATION

MAIN BUILDING



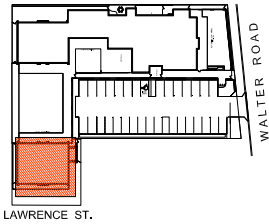
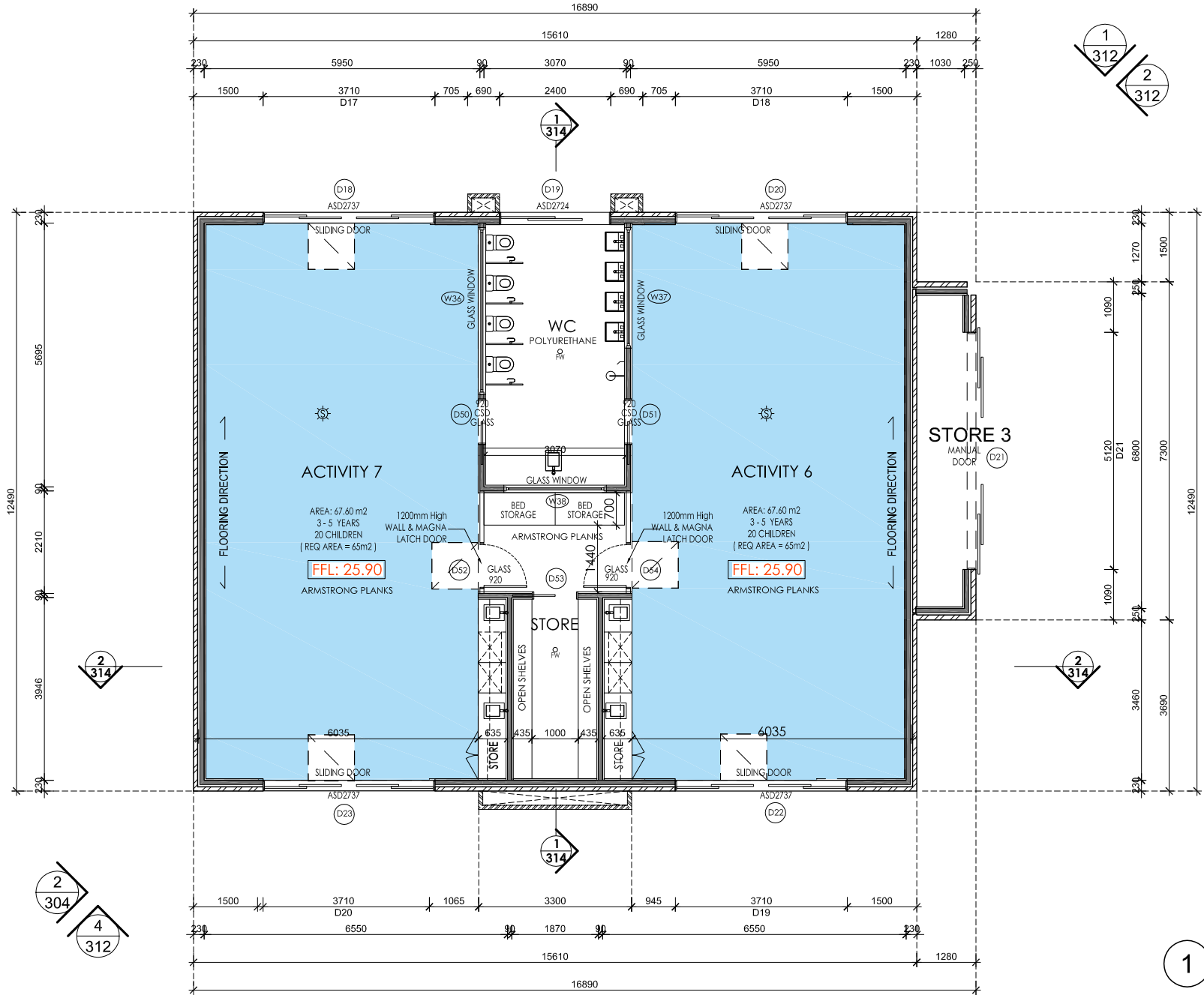
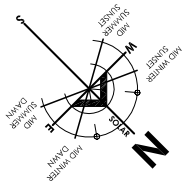
PROPOSED CHILDCARE CENTRE
LOT: LOT 878 ON P2703, LOT 3 ON D28290 & LOT 2 ON D29650
SUBURB: BEDFORD
CLIENT: SAGE EARLY CHILD CARE

SHEET TITLE		
ELEVATION PLAN		
DATE	JOB NO:	DRAWN BY:
12 FEB 2024	4373	RH
SCALE	REVISION	DWG NO:
1:100@A3	D	304

LAWRENCE STREET BUILDING (Activity Rooms 6 and 7)

NOTE:
FLOOR - CEILING 2700mm
INTERNAL DOORS 2700mm - 2400mm
CEILING INSULATION -
WALL INSULATION -
ROOF EAVES 600 mm
ROOF PITCH 28, 3, 2 DEGREES

NOTE:
ALL DOOR HANDLES 1500mm ABOVE FFL
CHEMICAL TERMITE BARRIER "BIFENTHRIN" INSTALLED
IN ACCORDANCE WITH AS 3660.1-2000



1 FLOOR PLAN
ACTIVITY 6 & 7 FLOOR AREA 206.10m²



PROPOSED CHILDCARE CENTRE
LOT: LOT 878 ON P2703, LOT 3 ON D28290 & LOT 2 ON D29650
SUBURB: BEDFORD
CLIENT: SAGE EARLY CHILD CARE

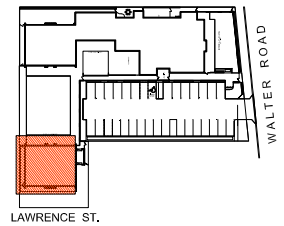
SHEET TITLE		
FLOOR PLAN		
DATE	JOB NO:	DRAWN BY:
12 JUNE 2024	4373	RH
SCALE	REVISION	DWG NO:
1:100@A3	G	312

ACTIVITY 6 & 7

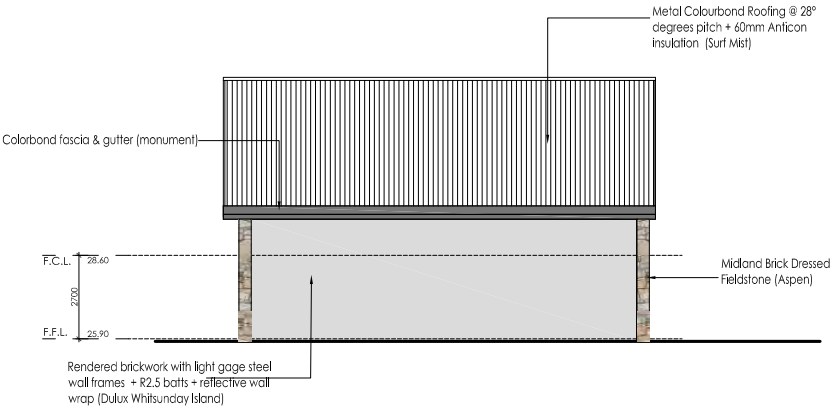
NOTE:

FLOOR - CEILING	2700mm
INTERNAL DOORS	2700mm - 2400mm
CEILING INSULATION	-
WALL INSULATION	-
ROOF EAVES	600 mm
ROOF PITCH	28, 3, 2 DEGREES

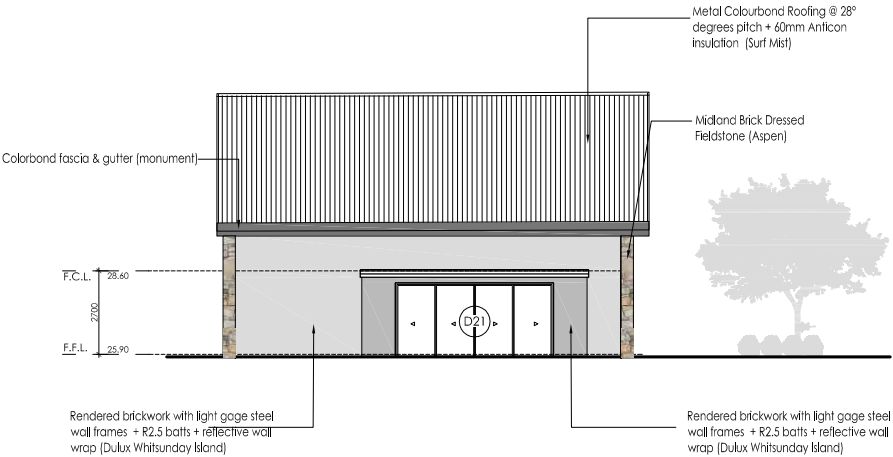
Material & Colour Selection



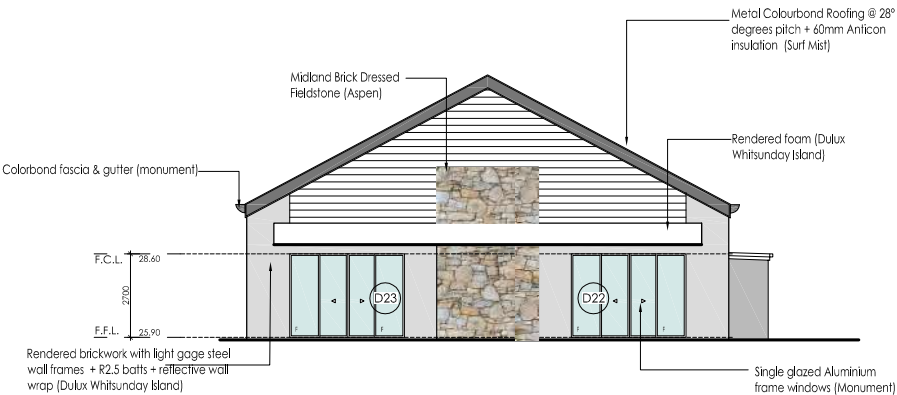
1 SOUTH -WEST ELEVATION
FRONT ELEVATION



2 SOUTH -EAST ELEVATION
REAR ELEVATION



3 NORTH -WEST ELEVATION
SIDE ELEVATION



4 NORTH -EAST ELEVATION
STREET ELEVATION

ACTIVITY 6 & 7

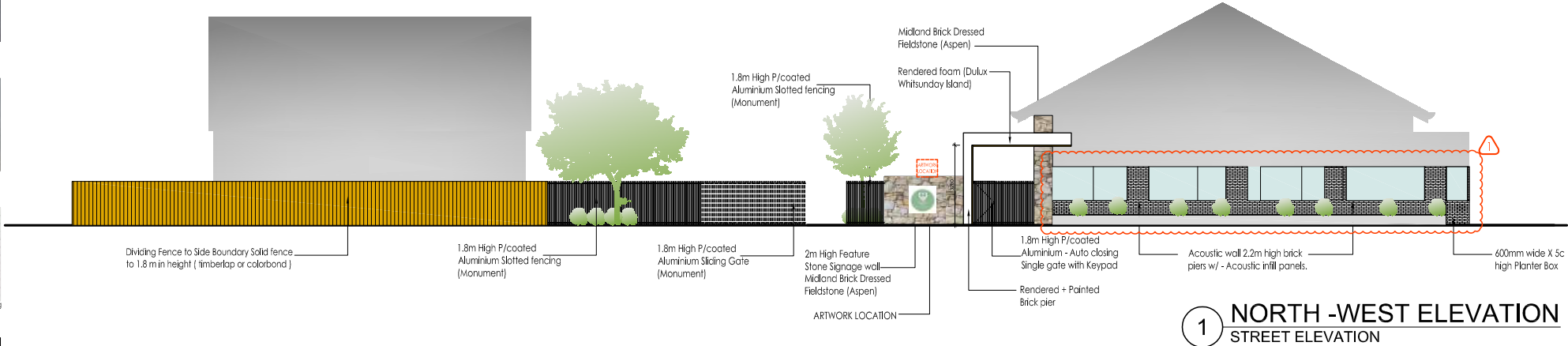


PROPOSED CHILDCARE CENTRE
LOT: LOT 878 ON P2703, LOT 3 ON D28290 & LOT 2 ON D29650
SUBURB: BEDFORD
CLIENT: SAGE EARLY CHILD CARE

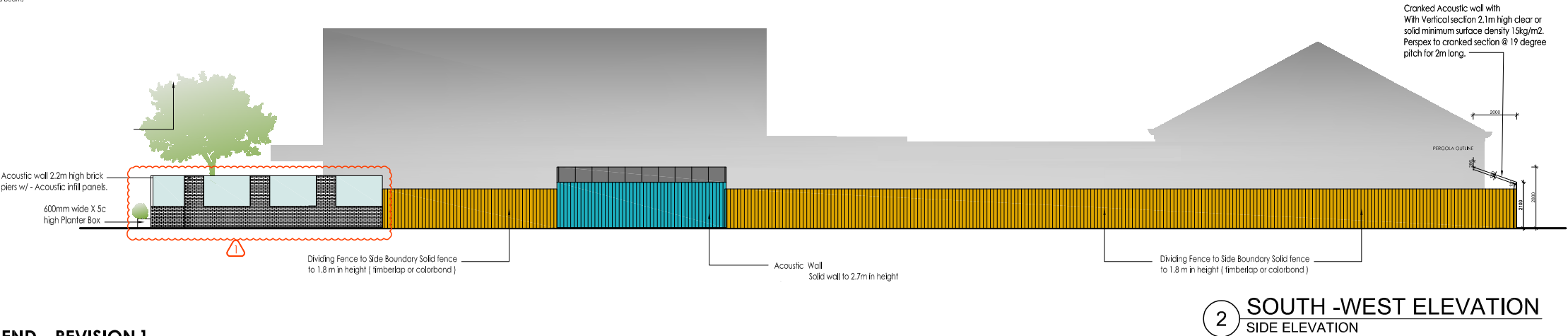
SHEET TITLE		
ELECTRICAL PLAN		
DATE	JOB NO:	DRAWN BY:
12 JUNE 2024	4373	RH
SCALE	REVISION	DWG NO:
1:100@A3	D	313

BOUNDARY FENCE TREATMENTS

Material & Colour Selection



NOTE:
ALL P/COATED ALUMINIUM SLOTTED FENCE TO BE HEAVY DUTY



[LEGEND - REVISION]



PROPOSED CHILDCARE CENTRE

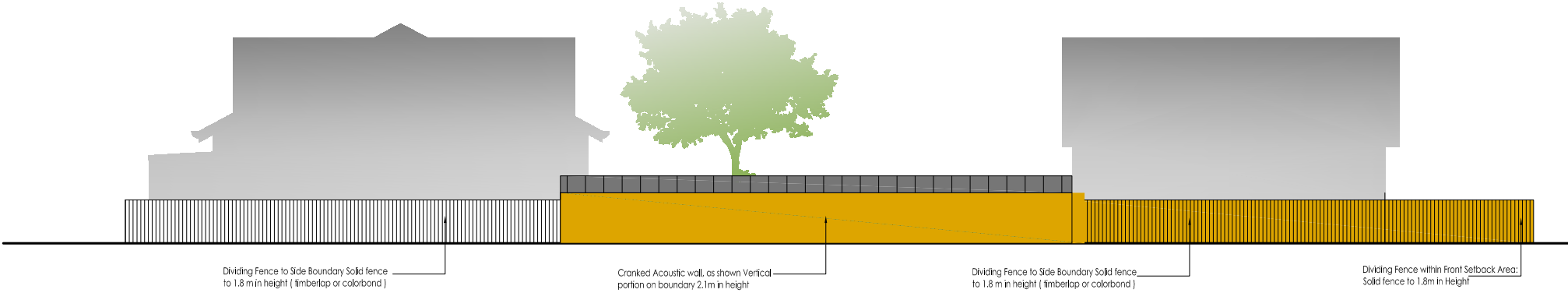
LOT: LOT 878 ON P2703, LOT 3 ON D28290 & LOT 2 ON D29650

SUBURB: BEDFORD

CLIENT: SAGE EARLY CHILD CARE

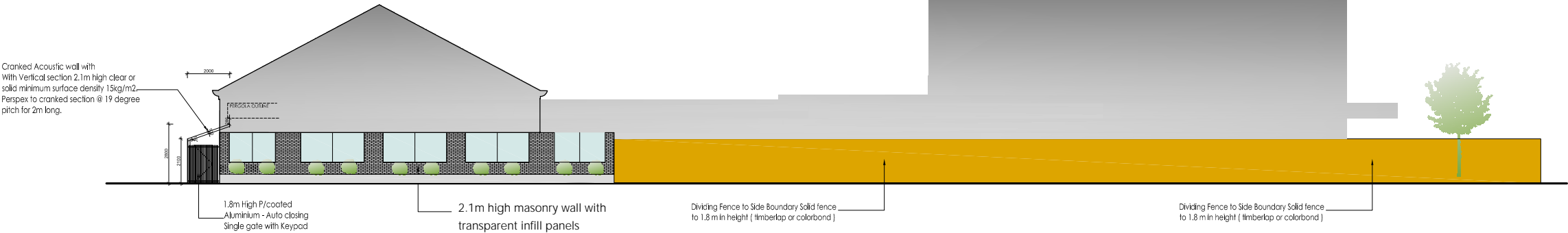
SHEET TITLE ELEVATIONS		
DATE	JOB NO:	DRAWN BY:
19 DEC 2024	4373	RH
SCALE	REVISION	DWG NO:
1:100@A3	H	501

Material & Colour Selection



1 SOUTH -EAST ELEVATION
REAR ELEVATION

NOTE:
ALL P/COATED ALUMINIUM SLOTTED FENCE TO BE HEAVY DUTY



2 NORTH -EAST ELEVATION
SIDE ELEVATION



PROPOSED CHILDCARE CENTRE

LOT: LOT 878 ON P2703, LOT 3 ON D28290 & LOT 2 ON D29650

SUBURB: BEDFORD

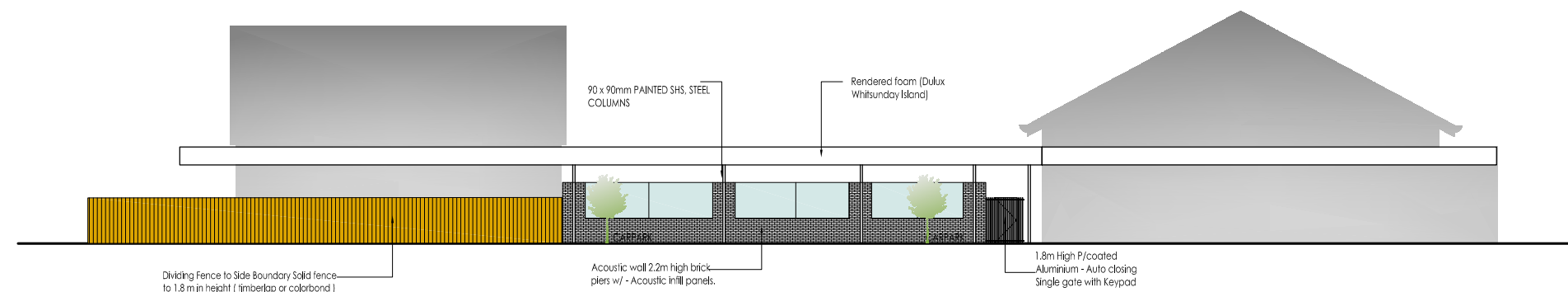
CLIENT: SAGE EARLY CHILD CARE

SHEET TITLE
ELEVATIONS

DATE	JOB NO:	DRAWN BY:
24 JULY 2024	4373	RH,PB
SCALE	REVISION	DWG NO:
1:100@A3	G	502

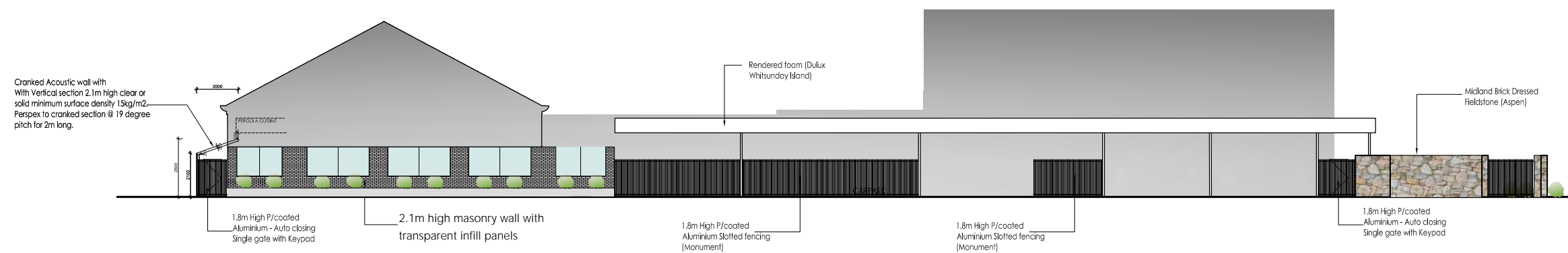
The grid displays 12 different cladding and signage options for SAGE Childcare:

- Top Left:** SAGE CHILD CARE Signage (Green circular logo with a stylized owl and the text 'SAGE CHILD CARE' and 'Sustainable & Healthy' below it).
- Top Right:** Dulux - Color White/underlay blend.
- Second Row Left:** Midland Brick - Dressed Fieldstone (Aspen) Feature areas.
- Second Row Right:** Dulux - 10% black Oxide Driveway.
- Third Row Left:** Teakwood cladding - Teakmin Board - Pacific Teak Entry.
- Third Row Right:** Dulux - 2% black Oxide Path.
- Fourth Row Left:** Midland Brick - Spanish Range, Contempra Madrid (Blanco) Front Courtyard wall.
- Fourth Row Right:** Weatherboard shiplap cladding - Dulux - White/sunday Blend.
- Fifth Row Left:** Colorbond - Monument Gutter & fascia, Window frames, Powder coated fences & Pergola beams.
- Fifth Row Right:** Colorbond - Summit Roofing.



NOTE:
ALL P/COATED ALUMINIUM SLOTTED FENCE TO BE HEAVY DUTY

1 NORTH -WEST ELEVATION
INSIDE PARKING ELEVATION



2 NORTH -EAST ELEVATION
INSIDE PARKING ELEVATION



LOT: LOT 878 ON P2703, LOT 3 ON
D28290 & LOT 2 ON D29650

SUBURB: BEDFORD

CLIENT: SAGE EARLY CHILD CARE

DATE	JOB NO:	DRAWN BY:
24 JULY 2024	4373	RH,PB
SCALE	REVISION	DWG NO:
1:100@A3	G	503



Government of Western Australia
Development Assessment Panels

LG Ref: DA23-0047
DAP Ref: DAP/23/02438
Enquiries: (08) 6551 9919

Mr Alan Stewart
Lateral Planning
44 King Street
PERTH WA 6000

Dear Mr Stewart

METRO INNER-NORTH JDAP - CITY OF BAYSWATER - DAP APPLICATION - DA23-0047 - DETERMINATION

Property Location:	Lots 878 & 3 & 2, 148-150 Walter Road & 251 Lawrence Street, Bedford
Application Details:	Proposed Child Day Care Centre

Thank you for your Form 1 Development Assessment Panel (DAP) application and plans submitted to the City of Bayswater on 15 February 2023 for the above-mentioned development.

This application was considered by the Metro Inner-North JDAP at its meeting held on 11 July 2023, where in accordance with the provisions of the City of Bayswater Local Planning Scheme No.24, it was resolved to **approve** the application as per the attached notice of determination.

Should the applicant not be satisfied by this decision, an application may be made to amend or cancel this planning approval in accordance with regulation 17 and 17A of the *Planning and Development (Development Assessment Panels) Regulations 2011*.

Please also be advised that there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. Such an application must be made within 28 days of the determination, in accordance with the *State Administrative Tribunal Act 2004*.

Should you have any queries with respect to the conditions of approval, please contact Mr Adam Dyson on behalf of the City of Bayswater on 08 9272 0646.

Yours sincerely,

DAP Secretariat

17 July 2023

Encl. DAP Determination Notice
Approved Plans

Cc: Mr Adam Dyson
City of Bayswater

Postal address: Locked Bag 2506 Perth WA Street address: 140 William Street Perth WA 6000
Tel: (08) 6551 9919 Fax: (08) 6551 9961 TTY: 6551 9007 Infoline: 1800 626 477
daps@dph.wa.gov.au www.dph.wa.gov.au
ABN 68 565 723 484



Government of Western Australia
Development Assessment Panels

Planning and Development Act 2005

City of Bayswater Local Planning Scheme No.24

Metro Inner-North Joint Development Assessment Panel

**Determination on Development Assessment Panel
Application for Planning Approval**

Property Location: Lots 878 & 3 & 2, 148-150 Walter Road & 251 Lawrence Street, Bedford

Application Details: Proposed Child Day Care Centre

In accordance with regulation 8 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, the above application for planning approval was **granted** on 11 July 2023, subject to the following:

1. **Approve** DAP Application reference DAP/23/02438 and accompanying plans dated 22 June 2023 in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the provisions of the City of Bayswater Town Planning Scheme No. 24, subject to the following conditions:

Conditions

1. The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan.
2. The number of children to be cared for in the child day care centre is limited to 124 only and the number of staff is limited to 24 at any one time, to the satisfaction of the City of Bayswater.
3. The child day care centre is not permitted to operate on weekends or public holidays. Children are not permitted to arrive at the centre prior to 7am on weekdays and are to leave the centre no later than 6.30pm Monday to Friday.
4. Revised Plans addressing the following matters shall be submitted to and approved by the City of Bayswater prior to the lodgement of a building permit application, and not result in any greater variation to the requirements of the TPS24 and the City's policies:
 - a) Detailed design of acoustic treatments to the fencing for the Outdoor Play Areas as recommended by ND Engineering dated 23 May 2023.
 - b) A final 'Schedule of Colours and Materials' shall be submitted to, and to the satisfaction of the City of Bayswater, prior to the submission of a building permit application.
5. The operational management plan submitted on 22 June 2023, detailing how car parking associated with the childcare centre will be managed to minimise the impact on the surrounding area, including complaint management and contacts, shall be implemented to the satisfaction of the City of Bayswater.



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Development Assessment Panels

6. An updated landscape plan shall be submitted to, and to the satisfaction of the City of Bayswater, prior to the submission of a building permit application. For the purpose of this condition, the plan shall be drawn with a view to reduce large areas of hard stand in passive areas and show the following:
 - (a) The size and number of new plants to be planted.
 - (b) The location of any lawn areas to be established.
 - (c) Those areas to be reticulated or irrigated.
 - (d) Landscaping to have a minimum soil depth of 0.3m.
 - (e) The proposed *Gleditsia* species shall be substituted with another species from the City's Tree list.
 - (f) All trees located within the car parking area(s) as denoted on the plans shall be provided with structural soil systems, to the satisfaction of the City of Bayswater.Landscaping, reticulation and the tree(s) required to be planted on the property, shall be completed in accordance with the approved detailed landscape plan prior to occupation of the development
7. Prior to occupation, Lot 2, 3 and 878 are to be amalgamated into a single lot. Alternatively, the owner may enter into a legal agreement with the City of Bayswater, prepared by the City's Solicitors at the expense of the owner. The legal agreement will allow the owner 12 months to amalgamate the lots. The agreement is required to be executed by all parties concerned prior to the commencement of the works hereby permitted.
8. Lighting plans detailing how outdoor lighting is to be designed, baffled and located to prevent any increase in light spill onto the adjoining properties shall be submitted to and approved to the satisfaction of the City of Bayswater, prior to the submission of a building permit application.
9. A construction management plan, detailing how the construction of the development will be managed to minimise the impact on the surrounding area, shall be submitted to, and to the satisfaction of the City of Bayswater, prior to the submission of a building permit application.
10. Detailed drainage plans demonstrating stormwater is contained on site are to be submitted to and approved by the City of Bayswater, prior to the submission of a building permit application.
11. All street tree(s) within the Lawrence Street verge adjoining the subject property are to be retained and shall have measures consistent with AS 4970-2009 undertaken to ensure its/their protection during construction of the subject development to the satisfaction of the City, including but not limited to the following:
 - (a) A minimum 2.0m radius tree protection zone (TPZ) shall be provided through 1.8m high fencing around the verge trees (chain mesh panels or other suitable material) during construction of the subject development.
 - (b) The above fencing is not to be moved or removed at any period during construction, and this zone is not to be entered for any reason; signage notifying people of the TPZ and the associated requirements is to be placed on each side of the fencing.



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Development Assessment Panels

- (c) All activities and works related to construction of the subject development, including parking of vehicles, storage of materials, and washing of concreting tools and equipment is prohibited within the designated TPZ unless prior approval is sought from the City of Bayswater.
 - (d) Any roots identified to be pruned shall be pruned with a final cut to undamaged wood outside of the TPZ. Pruning cuts shall be made with sharp tools such as secateurs, pruners, handsaws or chainsaws. Pruning wounds shall not be treated with dressings or paints. It is not acceptable for roots to be 'pruned' with machinery such as backhoes or excavators.
 - (e) The tree(s) shall be provided with supplemental water during any construction period falling over summer, with a minimum of 150 litres being provided per week.
 - (f) Any new crossover shall maintain a minimum clearance of 2.0m from the base of a street tree(s).
12. In the event a street verge tree(s) required to be retained adjacent to the subject site is damaged, removed or suffers irreversible effects to its health during development and in the first three years after completion of the development, the landowner will be liable to pay for the amenity (Helliwell) valuation, the cost of removing the existing tree, plus the cost of a City provided replacement tree (s) and three years maintenance of the replacement street verge tree.
13. The owner, or the applicant on behalf of the owner, shall comply with the City of Bayswater policy relating to Percent for Public Art, and provide public art with a minimum value of 1% (\$25,000.00) of the estimated total construction cost of the development (\$2.5 million). Details of the public art, including plans of the artwork, its cost and construction, and other matters relating to the artwork's on-going maintenance and acknowledgements in accordance with the City's Percent for Public Art Policy shall be submitted to and approved by the City prior to the lodgement of a building permit application.
- Alternatively, the owner, or the applicant on behalf of the landowner, may opt to pay a cash-in-lieu contribution for the public art to the City of Bayswater in accordance with the provisions of the City's Percent for Public Art Policy, prior to the submission of a building permit application.
14. The development is to be undertaken in accordance with the approved acoustic report prepared by ND Engineering dated 23 May 2023 to the satisfaction of the City of Bayswater. Prior to occupation of the development, certification from a qualified acoustic consultant being submitted, confirming that the recommendations of the acoustic report have been implemented along with an operational noise management plan is to be provided to the satisfaction of the City of Bayswater.
15. The outdoor play areas can only be used between the hours of 7am and 6pm in accordance with the recommendations of the acoustic assessment.
16. An updated Waste Management Plan is to be submitted and approved by the City and shall address the bin store size, movement of bins, collection times and overall management. The approved Waste Management Plan shall be implemented in its entirety to the satisfaction of the City of Bayswater.



Government of Western Australia
Development Assessment Panels

17. Prior to occupation of the development, wash down facilities for the rubbish bins are to be provided within the bin stores and graded to a floor waste and discharged to the sewer to the satisfaction of the City of Bayswater.
18. The car parking area(s) on the subject land shall be sealed, drained, paved and line marked in accordance with the approved plans prior to the first occupation of the development and maintained thereafter by the owner(s)/occupier(s) to the satisfaction of the City of Bayswater.
19. All vehicle parking bays, loading bays and staff parking bays are to be line marked, and shall be clearly signposted, to the satisfaction of the City of Bayswater. Off-street vehicle car parking bays are to be constructed in accordance with AS-2890.
20. Walls, fences and other structures are to be truncated or reduced to no higher than 0.75m within 1.5m of where the accessway meets the Walter Road West road reserve.
21. All stormwater and drainage runoff produced onsite is to be disposed of onsite to the satisfaction of the City of Bayswater.
22. Windows, doors and adjacent areas fronting Walter Road West and Lawrence Street shall maintain an active and interactive relationship with the street, to the satisfaction of the City of Bayswater.
23. The proposed crossover and driveway being constructed with brick paving or concrete with grades in accordance with AS 2890.1 to the satisfaction of the City of Bayswater.
24. The redundant crossovers on Walter Road West and Lawrence Street are to be removed and the verge be reinstated to the satisfaction of the City of Bayswater. The verge area to Walter Road West and Lawrence Street, where the existing crossover is removed to be reinstated with brick paving or grass respectively and to semi mountable kerb to match the existing brick paved footpath.
25. Any services and utilities including building service fixtures located within the communal areas or pedestrian entry and rooftop area including solar panels and air-conditioning units are to be integrated into the design of the development and shall not detract from the amenity and visual appearance of the street frontage and/or the entry and/or communal open spaces, to the satisfaction of the City of Bayswater.
26. Any proposed vehicular entry gates shall be a minimum 50% visually permeable, and suitable management measures shall be implemented to ensure access is available for visitors at all times. Details of the management measures shall be submitted to, and to the satisfaction of the City of Bayswater.
27. A separate application including plans or description of all signs for the proposed development (including signs painted on a building) which are not compliant with the City's Signage Policy shall be submitted to, and to the satisfaction of the City of Bayswater.
28. No loading or unloading is permitted within the Walter Road West or Lawrence Street road reserves.



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Development Assessment Panels

29. The external surfaces of the roof are to be 'cool roof' with a maximum solar absorbance rating of 0.45 as per the City's policy relating to Sustainability in Design to the satisfaction of the City of Bayswater.
30. On completion of construction, all excess articles, equipment, rubbish and materials being removed from the site and the site left in an orderly and tidy condition, to the satisfaction of the City of Bayswater.

Advice Notes

1. To activate the planning approval, the development/use subject of this approval must be substantially commenced within a period of four years of the date of this approval notice. If the development is not substantially commenced within this period, this approval shall lapse and be of no further effect. Where an approval has lapsed, no development/use shall be carried out without the further approval of the responsible approving authority having first been sought and obtained.
2. This approval is not a building permit or an approval under any other law than the *Planning and Development Act 2005*. It is the responsibility of the applicant/owner to obtain any other necessary approvals, consents and/or licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. This approval is not an authority to ignore any constraint to development on the land, which may exist through contract or on title, such as but not limited to an easement or restrictive covenant. It is the responsibility of the applicant/owner to investigate any such constraints before commencing development.
4. This approval does not authorise any interference with dividing fences, nor entry onto neighbouring land. Accordingly, should the applicant/landowner wish to remove or replace any portion of a dividing fence, or enter onto neighbouring land, the applicant/landowner must first come to a satisfactory arrangement with the adjoining property owner. Please refer to the *Dividing Fences Act 1961*.
5. Kerbs, roadways, footpaths, open drains, stormwater pits, service authority pits and verge areas must be adequately protected, maintained and reinstated if required, during and as a result of carting and all works associated with this development.
6. The development shall comply with the *Environmental Protection Act 1986*, the *Health (Miscellaneous Provisions) Act 1911* and any relevant environmental protection or health regulations including but not limited to the following:
 - *Environmental Protection (Liquid Waste) Regulation 1996*;
 - *Health Act 2016*;
 - *Health (Air handling and Water Systems) Regulations 1994*;
 - *Food Act 2008 and Australian Food Code*;
 - *Environmental Protection (Noise) Regulations 1997 and*;
 - *Treatment of Sewerage and Disposal of Effluent and Liquid Waste Amendment Regulations (No. 2) 1997*.
 - *Health (Public Buildings) Regulations 1992*.
 - *Environmental Protection (Noise) Regulations 1997*



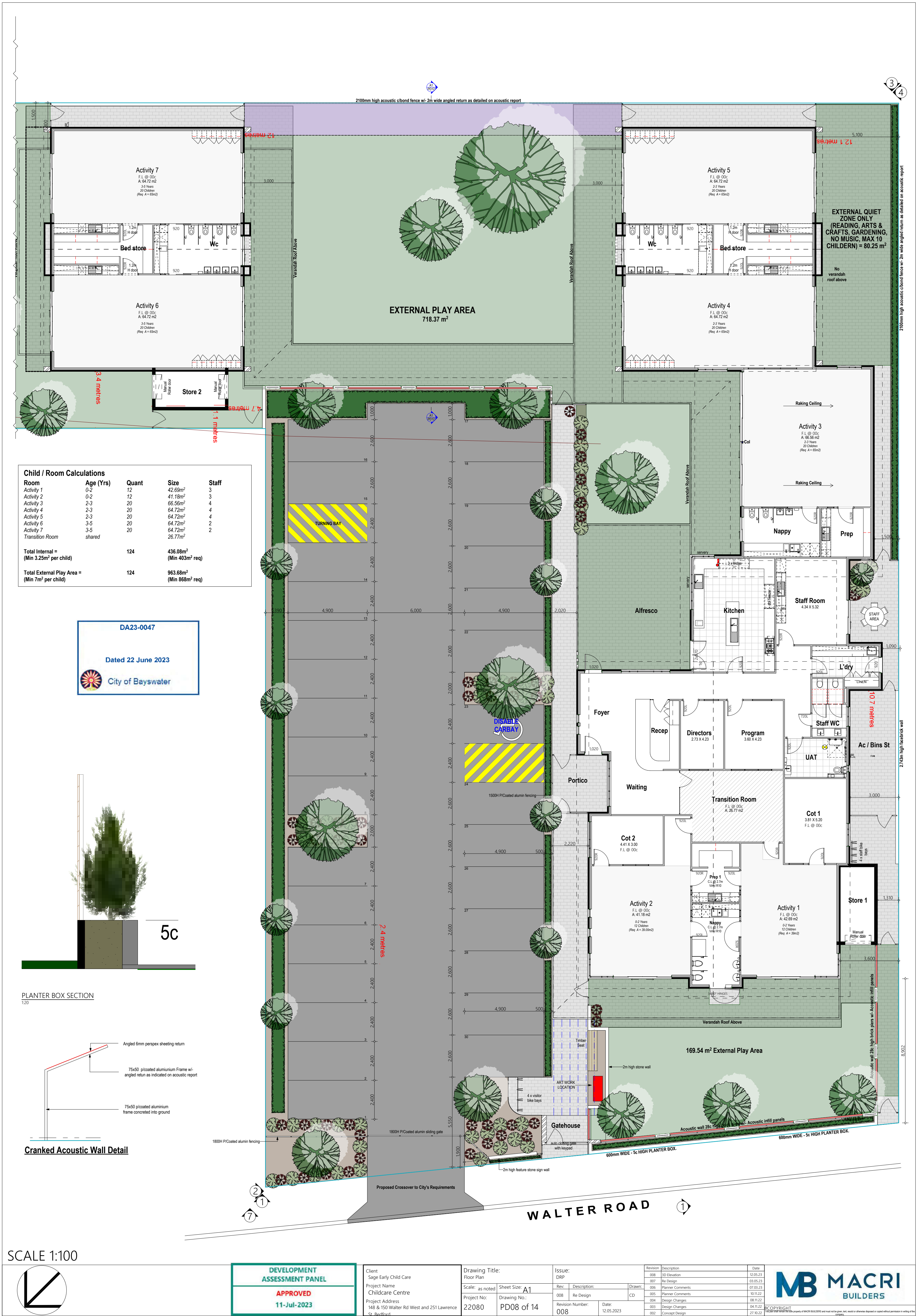
Government of Western Australia
Development Assessment Panels

7. The operator is to make separate application to the City's Environmental Health Branch demonstrating compliance with the Food Act 2008 and the Australia New Zealand Food Standards Code prior to the submission of a Building Permit.
8. In relation to Condition 6, the required landscaping is to comprise of local native and drought tolerant species to reduce reliance on water and fertilizers.
9. Redundant septic tanks, soak wells and leach drains are to be pumped out by a licensed liquid waste contractor, completely removed from the site and filled with clean sand and compacted. A Statutory Declaration must also be provided by the landowner declaring that these works have been undertaken. However, if it is not possible to remove septic tanks, the bottoms are to be broken and the tanks backfilled with clean fill and compacted. The applicant is to contact the City's Environmental Health Services at least 72 hours prior to the removal of any system to arrange an inspection.

Where an approval has so lapsed, no development shall be carried out without further approval having first been sought and obtained, unless the applicant has applied and obtained Development Assessment Panel approval to extend the approval term under regulation 17(1)(a) or local government approval under regulation 17A of the *Planning and Development (Development Assessment Panels) Regulations 2011*.



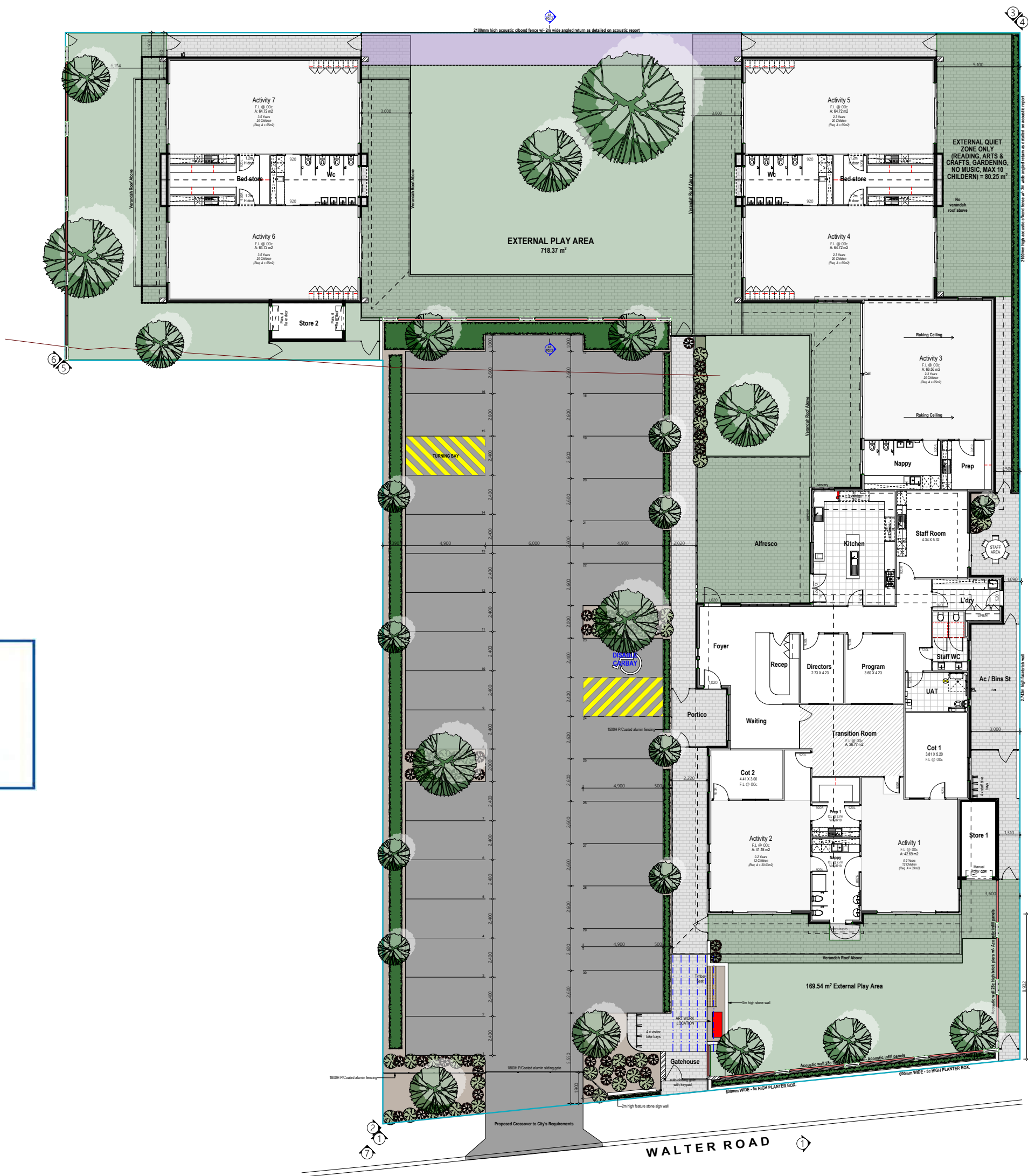




DA23-0047

Dated 22 June 2023

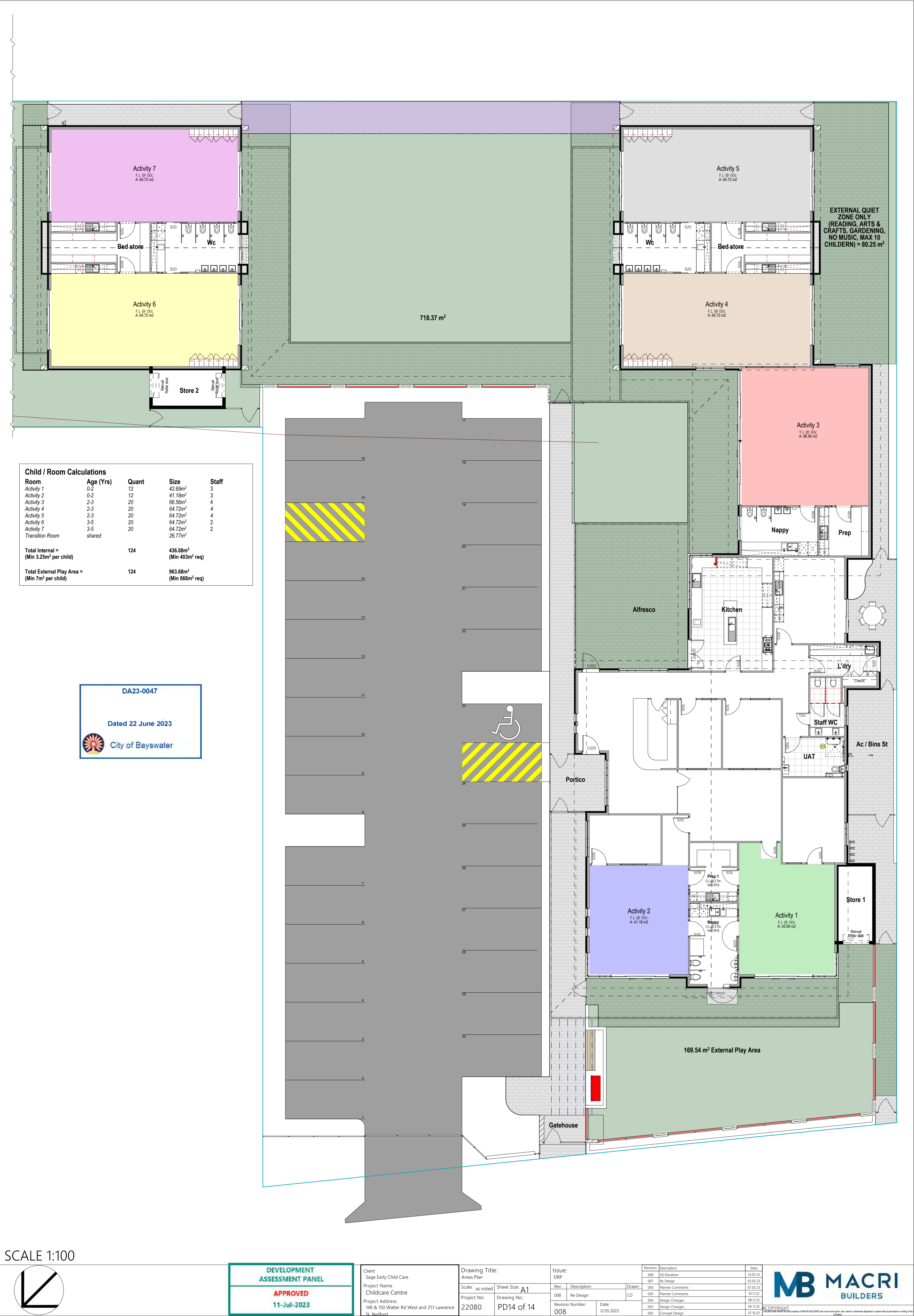
 City of Bayswater



DEVELOPMENT ASSESSMENT PANEL	Client Sage Early Child Care Project Name Childcare Centre Project Address 148 & 150 Walter Rd West and 251 Lawrence St. Bedford	Drawing Title: 1200 Floor Plan		Issue: DRP	Revision	Date		
		Scale: as noted	Sheet Size: A1			008	3D Elevation	12.05.23
						007	Re Design	03.05.23
		Project No: 22080	Drawing No.: PD09 of 14			006	Planner Comments	07.03.23
						005	Planner Comments	10.10.22
		Revision Number: 008	Date: 12.05.2023			004	Design Changes	08.11.22
						003	Design Changes	04.11.22
						002	Concept Design	27.10.22
APPROVED 11-Jul-2023	Project No: 22080	Drawing No.: PD09 of 14	Revision Number: 008	Date: 12.05.2023	Copyright			
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DEVELOPMENT ASSESSMENT PANEL		APPROVED		11-Jul-2023	
Client: Sage Early Child Care		Drawing Title: Areas Plan		Issue: DRP	
Project Name: Childcare Centre		Scale: as noted		Revision: 008	
Project Address: 148 & 150 Walter Rd West and 251 Lawrence St, Bedford		Project No: 22080		Revision Number: 008	
		Drawing No.: PD14 of 14		Date: 12.05.2023	
				Revision Description	
				008 3D Elevation	
				007 Re Design	
				006 Planner Comments	
				005 Planner Comments	
				004 Design Changes	
				003 Design Changes	
				002 Concept Design	





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11-Jul-2023

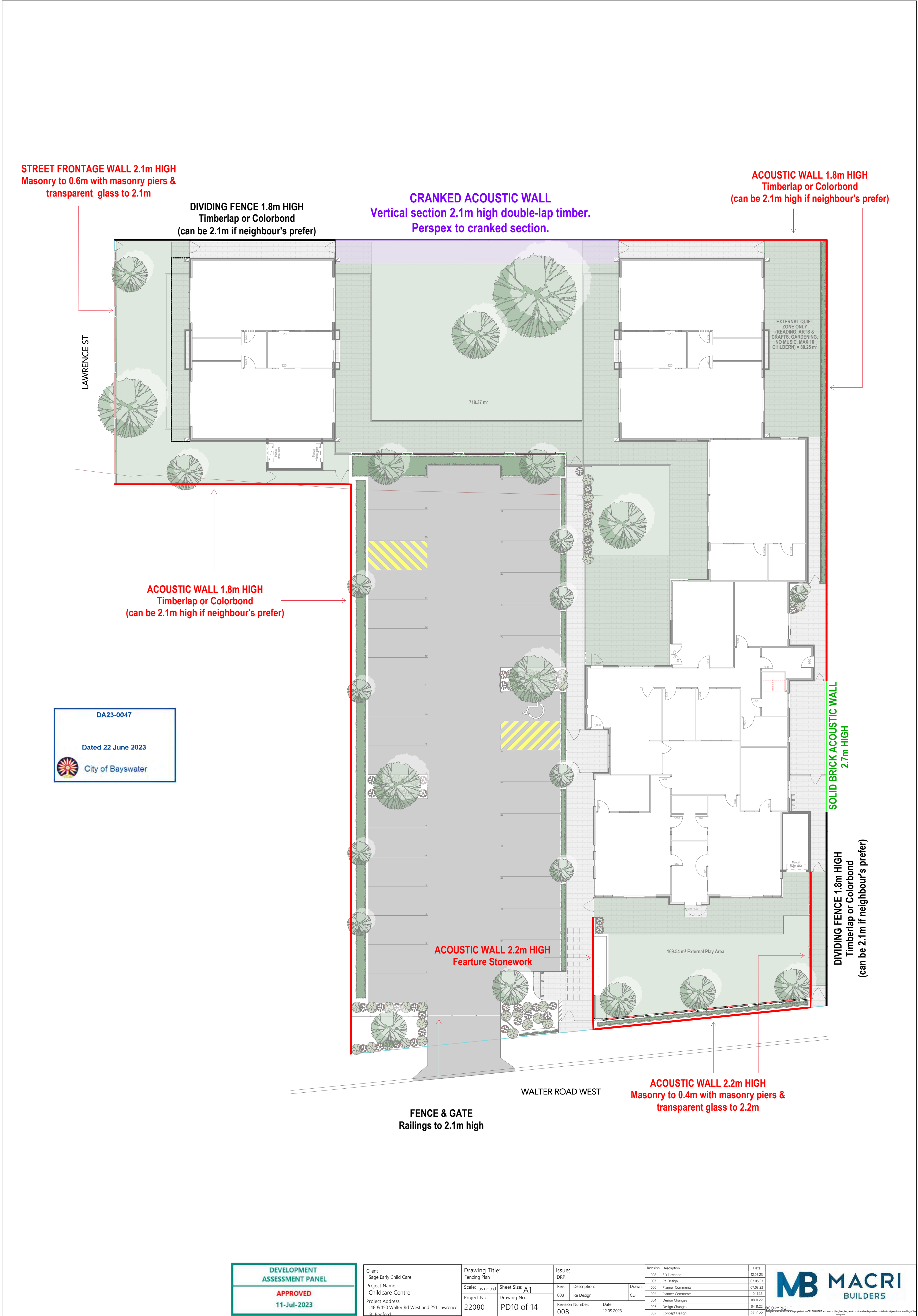
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Project Name	Childcare Centre
Project Address	148 & 150 Walter Rd St. Bedford

Scale: as noted	Sheet Size: A1
Project No: 22080	Drawing No.: PD13 of 14

Rev:	Description:
008	Re Design
Revision Number: 008	Date: 12.05.2023

Revision	Description	Date
008	3D Elevation	12.05.20
007	Re Design	03.05.20
006	Planner Comments	07.03.20
005	Planner Comments	10.11.19
004	Design Changes	08.11.19
003	Design Changes	04.11.19
002	Concept Design	27.10.19

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Acrylic Render
Dulux "Whitsunday
Island"

Acrylic Render
Dulux "Excelsior"

Austral Bricks
"Hosier Bluestone"

Timber Cladding
"Mortlock Timber"

Cladding
"Stone"

Colorbond Roof
"Shale Grey"

Colorbond Fascia & Gutter
"Night Sky"

Window Frames
"Marble Black Satin"

Signage

P/Coated Fence

1 Elevation

2572

Ceiling Level 2572 (B0c)

2572

Feature stone wall

00c

Signage

00c

Ground Floor 0 (0c)

1 Elevation

DA23-0047

Dated 22 June 2023

City of Bayswater

2 Elevation

2743

Ceiling Level 2743 (32c)

2743

CRANKED ACOUSTIC FENCING

00c

Ground Floor 0 (0c)

2 Elevation

DA23-0047

Dated 22 June 2023

City of Bayswater

3 Elevation

2743

Ceiling Level 2743 (32c)

2743

Dulux Whitsunday Island

00c

Ground Floor 0 (0c)

3 Elevation

DA23-0047

Dated 22 June 2023

City of Bayswater

DEVELOPMENT
ASSESSMENT PANEL

APPROVED

11-Jul-2023

Client
Sage Early Child Care

Project Name
Childcare Centre

Project Address
148 & 150 Walter Rd West and 251 Lawrence
St, Redford

Drawing Title:
Elevations

Scale: as noted

Project No:
22080

Sheet Size:
A1

Drawing No:
PD11 of 14

Issue:
DAP

Rev: Description

Revision Number:
008

Date:
12.05.2023

Revision Description Date

006 3D Elevation 12.05.23

007 Rev Design 03.05.23

008 Planner Comments 07.03.23

005 Planner Comments 10.11.22

004 Design Changes 08.11.22

003 Design Changes 04.11.22

002 Concept Design 23.10.22

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Existing Snap Fitness

DA23-0047
Dated 22 June 2023
City of Bayswater

DEVELOPMENT
ASSESSMENT PANEL
APPROVED
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Existing Commercial Shops



Existing Vibe Petrol Station

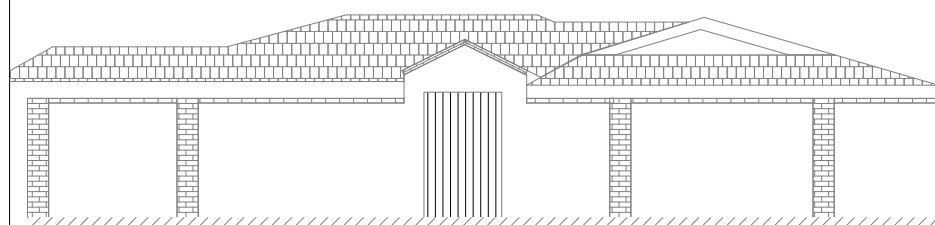


257 Lawrence Street, Bedford



146 Walter Road W, Bedford

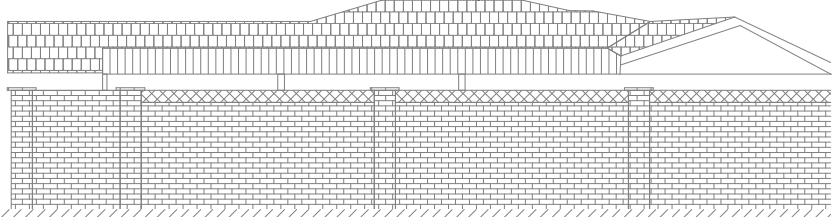
257 Lawrence Street, Bedford



7 Elevation
130



146 Walter Road W, Bedford



Client
Sage Early Child Care
Project Name
Childcare Centre
Project Address
148 & 150 Walter Rd West and 251 Lawrence St, Bedford

Drawing Title:
Context Plan
Scale: as noted
Sheet Size: A1
Project No:
22080
Drawing No.:
PD07 of 14

Issue:
D01
Rev: Description: Drawn: CD
Revision Number:
008
Date:
12.05.2023

Revision	Description	Date
006	3D Elevation	12.05.23
007	Re Design	03.05.24
008	Planner Comments	07.03.25
005	Planner Comments	10.11.22
004	Design Changes	08.11.22
003	Design Changes	04.11.22
002	Concept Design	21.10.22

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Sage Early Child Care

Address:148 & 150 Walter Rd West and 251 Lawrence St, Bedford

Childcare Centre

Job Number: 22080

Drawing No	Description
PD01	Cover Sheet
PD02	3D
PD03	3D
PD04	3D
PD05	Existing Site Survey
PD06	Site Plan
PD07	Context Plan
PD08	Floor Plan
PD09	1:200 Floor Plan
PD10	Fencing Plan
PD11	Elevations
PD12	Elevations & Section
PD13	Roof Plan
PD14	Areas Plan



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LEGEND

- 01 EXISTING STREET TREE TO BE RETAINED & PROTECTED
- 02 NATIVE SCREENING PLANTING WITH UPRIGHT TREES TO FENCE
- 03 UPRIGHT NATIVE TREES TO CAR PARK AREA
- 04 GROUNDCOVER & LOW NATIVE PLANTING TO WESTERN CARPARK EDGE
- 05 FEATURE SHADE TREES TO LARGE GARDEN BED AREAS IN GARDEN PARK WITH LOW NATIVE PLANTING
- 06 FEATURE NATIVE TREES TO WALTER ROAD WEST FRONTAGE
- 07 PROPOSED GARDEN BEDS WITH LOW TO MEDIUM NATIVE PLANTS
- 08 FEATURE EXPOSED AGGREGATE PAVING TO CHILDCARE ENTRANCE
- 09 INSITU GREY CONCRETE TO EXTERNAL STAFF ONLY AREAS (I.E. BIKE STORAGE; BIN AREAS)
- 10 COLOURED CONCRETE PAVEMENT TO OUTDOOR PLAY AREA PATHWAYS
- 11 FEATURE ENTRANCE PERGOLA STRUCTURE WITH VINES AND SEATING UNDER
- 12 BIKE PARKING
- 13 NATURAL TURF TO BABIES YARD
- 14 SANDPIT WITH LIMESTONE EDGE TO BABIES YARD
- 15 PLAY PANELS IN BABIES YARD - I.E MIRROR; TACTILES
- 16 ACTIVITY ROOM 3 EXTERNAL PLAY SPACE - REFER TO BLOW UP PLAN
- 17 ACTIVITY ROOMS 4-5 EXTERNAL PLAY SPACE - REFER TO BLOW UP PLAN
- 18 ACTIVITY ROOMS 4-7 EXTERNAL PLAY SPACE - REFER TO BLOW UP PLAN
- 19 ACTIVITY ROOMS 6-7 EXTERNAL PLAY SPACE - REFER TO BLOW UP PLAN
- 20 STRATA CELL TO TREES IN CARPARK

DA23-0047

Dated 22 June 2023



City of Bayswater

SAGE CHILDCARE CENTRE, BEDFORD

LANDSCAPE CONCEPT PLAN

MAY 2023

DEVELOPMENT
ASSESSMENT PANEL

APPROVED
11-Jul-2023



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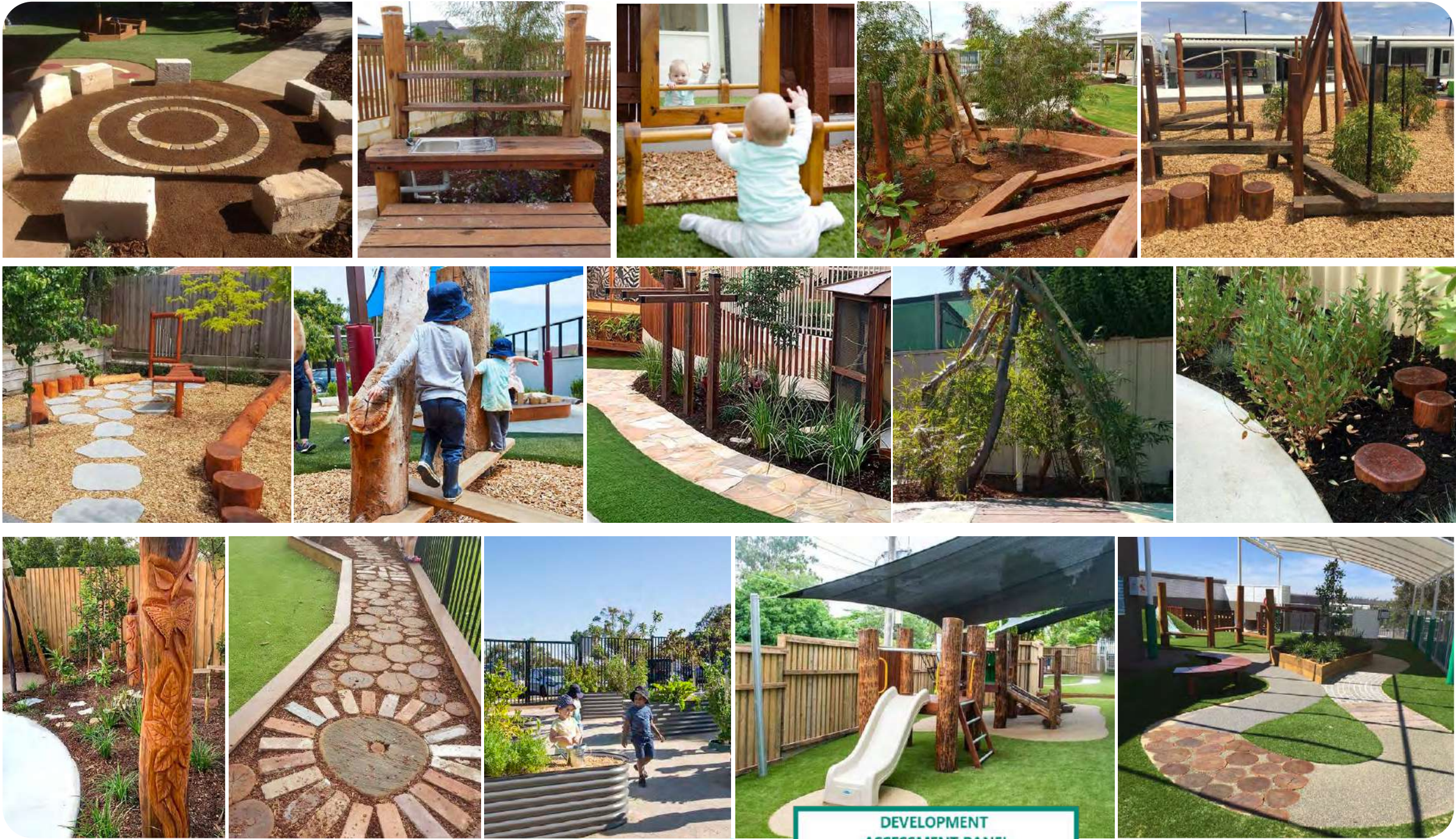
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SAGE CHILDCARE CENTRE, BEDFORD
LANDSCAPE CONCEPT - IMAGERY
MAY 2023

DA23-0047

Dated 22 June 2023

 JOB NO. 2214401 C1.103
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11-Jul-2023

DA23-0047

Dated 22 June 2023

City of Bayswater



SAGE CHILDCARE CENTRE, BEDFORD

LANDSCAPE PLANTING CONCEPT PLAN
MAY 2023

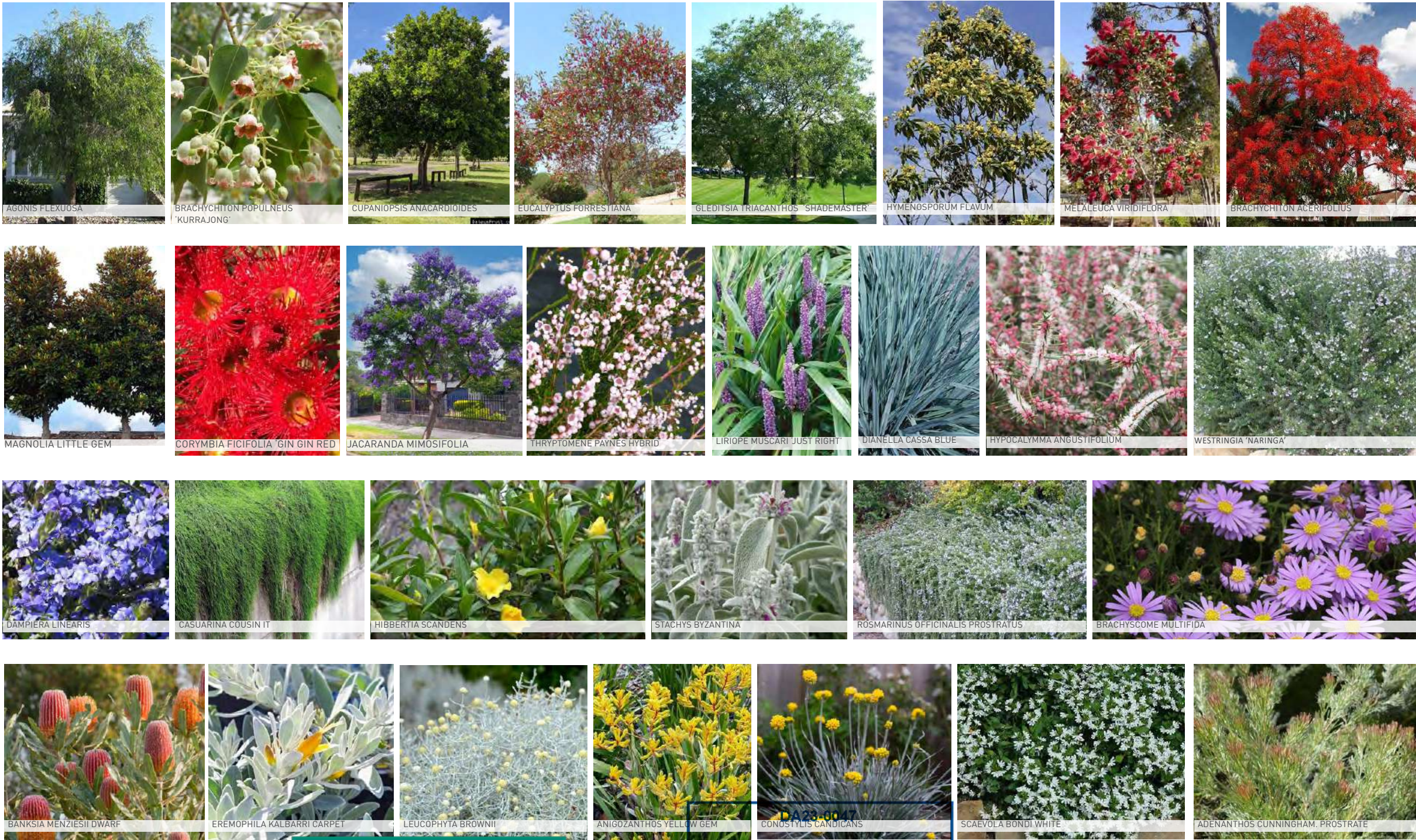
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SAGE CHILDCARE CENTRE, BED
LANDSCAPE PLANTING PALETTE
MAY 2023

DEVELOPMENT
ASSESSMENT PANEL

APPROVED

11-Jul-2023

3 NO. 2214401

C1.105



Dated 22 June 2023

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10.5 Sub Committee Reports**10.5.1 Policy Review and Development Committee - 24 February 2025****10.5.1.1 2025 Policy Review Schedule Progress Report**

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority
Attachments:	Nil
Refer:	Item 10.6.1.1: OCM 31 January 2023

SUMMARY

This report monitors the progress of Policy Reviews against the Policy Review Schedule adopted by Council on 28 October 2024 (meeting resumed from 22 October 2024).

OFFICER'S RECOMMENDATION

That Council notes the progress of Policy Review against the 2025 Policy Review Schedule.

COUNCIL RESOLUTION**(COMMITTEE RECOMMENDATION)**

That Council notes the progress of Policy Reviews against the 2025 Policy Review Schedule and requests that the CEO brings forward the review of the Honorary Freeman Policy to the July 2025 Policy Review and Development Committee.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: *Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.*

Against: *Nil.*

BACKGROUND

At its meeting of 30 September 2024, the Policy Review and Development Committee (PRDC) recommended that Council adopted a policy schedule for 2025. The schedule was subsequently adopted by Council at its meeting of 28 October 2024 (resumed from 22 October 2024).

EXTERNAL CONSULTATION

No consultation has yet occurred with the public or other agencies on this matter.

OFFICER'S COMMENTS

The progress of policy reviews against the 2025 Policy Review Schedule is shown in the table below.

PRDC Meeting Date	Policy to be Reviewed	Review Status	Comment
24 February 2025	Contract Management	Rescheduled to April PRDC	The review of this policy is rescheduled to the PRDC of 28 April 2025, as some of the clauses will be contingent on Council's review of the Procurement Policy, which is presented for review in the agenda for this meeting.
	Procurement	In Progress	A draft Procurement Policy is presented for review at this meeting.
	Maylands Residential Estate Design Guidelines	Rescheduled to April PRDC	The review of this policy has been delayed to enable the Property and Economic Development team sufficient capacity to address the large number of submissions received for the Significant Tree Register for Private Land Policy and Guidelines, and Trees on Private Land and Street Verges Policy.
	Breach of Lease	In Progress	A draft Breach of Lease Policy is presented for review at this meeting.
	Council Vehicle Fleet	Rescheduled to July PRDC	The review of this Policy will be rescheduled to the PRDC of July so the City can undertake further analysis on the operating component for running electrical vehicles.
	Privacy	Rescheduled to July PRDC	The review of this Policy will be rescheduled to the PRDC of July 2025, to allow alignment with templates released for the <i>Privacy and Responsible Information Sharing Act 2024</i> .
28 April 2025	Corporate Credit Card		
	Payment to Employees in Addition to a Contract or Award Provision		
	Corner Kirkham Hill Terrace and East Street		
	Footpath		

PRDC Meeting Date	Policy to be Reviewed	Review Status	Comment
28 July 2025	Cyber Security		
	Complaint Management		
	Heritage Places		
	Community Facilities Lease and Licence User Agreement		
	Waivers, Concessions and Definitions for Fees and Charges		
3 November 2025	Financial Hardship		
	Elected Members Entitlements		
	Elected Members Request for Information		
	Community Engagement		
	Percentage for Public Art		

The *Significant Tree Register for Private Land Policy* is also presented for Council's review in the agenda for this meeting, following a period of public consultation.

Two new draft policies are also included in the agenda for this meeting. These are the *Mayoral Vehicle Policy* and the *Election Signs Policy*.

LEGISLATIVE COMPLIANCE

In accordance with section 2.7 of the *Local Government Act 1995* the role of Council is to determine a local government's policies.

RISK MANAGEMENT CONSIDERATION

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031 (as amended), the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council's policies, services

and events and advise the community of engagement outcomes.

CONCLUSION

This report monitors the progress of Policy Reviews against the Policy Review Schedule adopted by Council on 28 October 2024 (meeting resumed from 22 October 2024).

10.5.1.2 Policy Review: Procurement Policy

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority
Attachments:	1. Current Procurement Policy [9.2.1 - 9 pages] 2. Draft Procurement Policy [9.2.2 - 12 pages]
Refer:	Item 10.6.1.5 OCM 31.1.2023

SUMMARY

This item is due for review and with a change to key staff in the City's procurement function the document has been completely re-written and renamed *Purchasing Policy* based on benchmarking other large Local Governments and considering legislative requirements.

As the policy has been re-written, providing an additional attachment of the original policy with track changes is of no practical benefit, however the revisions are summarised in a table in the body of the report.

COUNCIL RESOLUTION**(COMMITTEE/OFFICER'S RECOMMENDATION)**

That Council adopts the revised *Purchasing Policy*, as contained in Attachment 2 to this Report.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

BACKGROUND

All local governments are required to have a purchasing policy that sets out the principles and business rules for the acquisition of goods, services and/or works by the City. There are specific regulatory requirements, including those covering 'pre-qualified' suppliers, that have been considered.

The City's *Purchasing Policy* has been amended over the years considering best practice, audit recommendations and changing operational requirements. Rather than continuing to amend the current policy and given the additional detail required, the document has been completely redrafted.

There are a number of key changes as summarised in the 'Officers Comments'.

EXTERNAL CONSULTATION

No consultation has yet occurred with the public or other agencies on this matter.

OFFICER'S COMMENTS

The following revisions are proposed to the *Purchasing Policy*:

Revision	Rationale
<p><u>Current Purchase Thresholds</u></p> <p><\$1,000 - 2 verbal quotes</p> <p>* \$1,000 to \$40,000 - 3 written quotes</p> <p>* \$40,000 to \$250,000 - Invitations for 3 quotes</p> <p>>\$250,000 – Public tender unless LGA exemption applies</p> <p>* quote exemption for WALGA and CUA suppliers</p> <p><u>Proposed Purchase Thresholds</u></p> <ul style="list-style-type: none"> • < \$5,000 - 1 verbal or written quote • \$5,000 to \$50,000 – 2 written quotes • \$50,000 to \$250,000 – 3 written quotes, 3 evaluators • \$250,000 - Public tender unless LGA exemption applies but a minimum of 3 quotes through WALGA/CUA. 	<ul style="list-style-type: none"> • New thresholds are benchmarked with other Local Governments. • Introduces a tiered approach, with requirements differing and becoming more comprehensive the higher the tier. • Provides more clarity regarding the number of quotes when engaging WALGA or CUA preferred suppliers. • Adds criteria regarding the number of evaluators. • Clarifies GST position • More aligned with purchasing delegations/authorisations.
Requires the use of a Procurement Plan	Procurement Plan considers many critical aspects of procurement, including scope of works, risk management, delegations, etc. The use of this plan is mandated for procurement above \$50,000.
Incorporate a (<i>Environmental</i>) <i>Sustainability</i> criterion with a weighting of five percent (5%)	The previous policy supported sustainability practices but did not provide a quantitative measure. This supports the Emission Reduction and Renewable Energy Plan.
Purchase Order exemptions consider the use of petty cash and credit cards.	Petty cash and credit card transactions have their own approval processes that do not require the use of Purchase Orders
Panel of Pre-Qualified Suppliers	This section has been extrapolated to ensure all legislative requirements are captured.
Waiver Process for specific purchasing exemptions.	Includes a waiver process for purchases that from a systems or operational perspective are unique and allow certain exemptions. Legislative requirements are adhered to.
Records Management section	Extrapolates further on records management requirements.

A copy of the current policy is provided in **Attachment 1**. A copy of the revised policy is contained in **Attachment 2**.

LEGISLATIVE COMPLIANCE

Purchasing within local governments is subject to the *Local Government Act 1995* (the Act) and the requirements of the *Local Government (Functions and General) Regulations 1996*, (the Regulations), specifically *Part 4 – Provision of goods and services, Divisions 1 – Purchasing policies; Division 2 – Tenders for providing goods and services; and Division 3 – Panels of pre-qualified suppliers* of the Regulations.

The Regulations state:

“(1) *A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the*

consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.”

and

“(3) *A purchasing policy must make provision in respect of —*

- (a) the form of quotations acceptable; and*
- (b) the minimum number of oral quotations and written quotations that must be obtained; and*
- (c) the recording and retention of written information, or documents, in respect of —*
 - i. all quotations received; and*
 - ii. all purchases made.”*

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer’s recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Low	Low
Reputation and Stakeholders	Low	Low
Service Delivery	Low	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

This policy considers value for money and will reduce the likelihood of adverse decisions that have financial implications.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031 (as amended), the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council’s policies, services and events and advise the community of engagement outcomes.

CONCLUSION

That the Committee endorses the revised policy *Purchasing Policy* for submission to Council for consideration.

Procurement Policy



Responsible Division Corporate and Strategy

Responsible Business Unit/s Governance

Responsible Officer Manager Governance

Affected Business Unit/s All Business Units

Document Ref 3658439

Purpose

This policy demonstrates the City of Bayswater's commitment to the principles of transparency, probity and good governance in procurement practices and provides guidance in ensuring full compliance with applicable legislation. The policy also provides for preference to be given wherever possible to sourcing of environmentally sustainable products.

Policy Statement

The City's Procurement Policy is based on a model policy originally developed by the WA Local Government Association and reflects the legislative amendments introduced in October 2015 and general principles for good practice. The Chief Executive Officer shall have delegated authority to approve contracts and approve claims for such contracts, and shall have further delegated authority to approve payment claims for contracts approved by Council (including variations and extensions) and contracts between the City and a prescribed organisation as set out in the Local Government (Functions and General) Regulations 1996.

The objectives of the Procurement Policy are to ensure that:

1. 'Value for money' is achieved by delivering the most advantageous outcome possible while practicing transparency, fairness and equity to all potential suppliers and efficient, effective and proper expenditure of public monies.
2. All officers and employees have regard for the City's Code of Ethics when undertaking procurement-related activities, and shall observe the highest standards of ethics, integrity and accountability.
3. The Chief Executive Officer may sub-delegate authority to approve payment claims in accordance with operational requirements.
4. All payment claims shall require an authorised officer's approval in accordance with the approved sub-delegations.
5. Competitive quotations shall be obtained for procurement below the legislative tender limit of \$250,000, except where tender exemptions apply, or as provided for in the quotation requirements

set out in Attachment 'B' to the policy. Purchase orders shall also be raised for all transactions, except as where exempted in Attachment 'B'. The quotation requirements shall be as set out in Attachment 'A' and shall otherwise be consistent with the prevailing WALGA Model Policy. The detailed practice issues may be set out in a Management Guideline.

6. The City may establish a panel of pre-qualified suppliers and contractors (the panel members) in accordance with Part 4, Division 3 of the Regulations. In establishing and using a panel, the City must:

- a) clearly articulate the goods or services to be provided through the panel;
- b) provide instructions to each of the panel members regarding how work will be awarded;
- c) regularly review the performance of panel members;
- d) register all work agreements in the City's record keeping system; and
- e) not enter into a contract for work with any particular panel member (i.e. purchase order) for more than 12 months or which contains options to extend past 12 months (Division 3, reg 24AJ(2) of the Regulations).

For clarity, the panel itself (head agreements) can exist for a term of up to three years.

A panel of pre-qualified suppliers and contractors should only be created where:

- a range of similar goods and services are required on a continuing and regular basis;
- there are numerous potential suppliers and contractors that satisfy the 'value for money' test;
- The activities under the intended Panel have been assessed as of low to medium risk;
- The panel will enhance the efficiency of the City's operations; and
- The City has the capability to effectively and equitably manage the distribution of work amongst the panel members

A panel shall not have less than two members. The invitation to join the panel will include the standard information as per normal request for tender as well as the following: (a) The expected number of panel members; (b) How panel members will be appointed; (c) How work will be distributed to those appointed to the panel; (d) A statement to the effect that there is no guarantee that the City will purchase a minimum amount of goods or services from members of the panel; and (e) how panel members may be replaced should the requirement arise.

6. Procurement activities shall progressively work towards embracing full sustainability and corporate social responsibility principles. Management Guidelines may set out the detailed requirements.
7. Written contracts shall be entered into for all significant procurement. Management Guidelines may set out the particulars of the contract form and terms appropriate to each type of procurement, however all agreements shall be written as 'at arm's length' transactions and on full commercial terms.
8. Options for extension may be included where appropriate, provided that they are included in the full market process. Contracts shall not be extended beyond such options and performance reviews of the contract should be conducted prior to applying any extension option.
1. Registered Aboriginal businesses may be engaged directly under the exemption provisions of the Local Government (Functions and General) Regulations 1996 ('the regulations') and accordingly, should be afforded fair opportunity to provide goods and services to the City. The City's Reconciliation Action Plan includes developing and formalising a process for procurement from Aboriginal owned businesses and it is recognised that the State Government Aboriginal Procurement Policy sets specific targets. While a specific target for local government is not mandated, procurement activity should wherever practicable, consider those targets.
9. . WA disability enterprises may also be engaged directly under the exemption provisions of the regulations and the outcomes of the City's Access and Inclusion Plan 2020-24 include building partnerships with, and providing employment opportunities for, people with a disability and is aligned to the Department of Communities *Disability Services State Disability Strategy 2020-2030* which includes a strategic priority to provide jobs and economic participation. Accordingly, the WA disability enterprises should also be afforded fair opportunity to provide goods and services to the City.
10. The City's standard payment terms (30 days from receipt of invoice) shall be clearly set out in all purchasing and tendering documentation and the City shall ensure that these terms are met unless other payment terms have been negotiated and agreed by both parties.
11. Wherever practicable, preference shall be given to sourcing of accredited environmentally sustainable products. Accreditation should be third party, independently assessed against recognised industry codes of practice, or are externally assessed against industry programs for environmental impact and sustainable practices. In the absence of such accreditation, recognised self-declaration and external assessment should be considered. It is also recognised that not all businesses or services can achieve accreditation, either because no reliable accreditation exists in that field of expertise or because it concerns a small business enterprise that has not yet been able to pursue accreditation, and therefore preference should in those instances, be given to suppliers that can demonstrate that environmental policies and practices have been implemented in their operations. Management Guidelines may set out the detailed requirements.
12. Under the State Government's Buy Local Policy, Government Agencies and Local Governments, including the City, are encouraged to maximize participation of local and small businesses in the supply of goods, services and works procured or contracted by government agencies in accordance with the City's local economy objectives and the City's Strategic Community Plan.

The City encourages the development of competitive local businesses within its boundary first and secondly within the broader region. It is recognised however that not every category of goods, services or works that is purchased by the City will lend itself to supply by local businesses.

To this extent, a qualitative weighting will be included in the evaluation criteria for formal quotations and public tenders where suppliers are located within the boundaries of the City or where suppliers are able to demonstrate a benefit or contribution to the local economy. This evaluation criterion will relate to local economic benefits that result from such processes.

Definitions

“Australian Disability Enterprise” means a person or organisation recognised by the Australian Government Department of Social Services as eligible for funding support to provide employment opportunities for people with disabilities within a commercial context.

“Corporate Social Responsibility (‘CSR’)” in procurement means sourcing preference to organisations that can demonstrate compliance with ethical and regulatory standards that are acceptable to the City and can demonstrate a positive impact on the communities and markets in which they operate, including supply chains that support local business development; and ethical sourcing, labour hire and manufacturing processes.

Environmental CSR aims to reduce the business footprint on the environment and covers energy use, waste minimisation, water efficiency, emissions reduction and recycling.

“Pre-qualified supplier” means an arrangement for more than one supplier under contract so that selection can be made depending on availability at the time.

“Registered Aboriginal Business” means a person or organisation registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the *Small Business Development Corporation Act 1983*.

“Significant procurement” means a project of around \$40,000 or more with either a detailed scope of work, technical complexity, or involving stages of work.

“Sustainability” in the context of procurement means the purchasing of goods and services that have lower environmental impact either through low carbon emissions industry-recognised energy or water efficiency ratings, sourcing of renewable materials and end-of-life recycling or safe disposal.

“Tender Exemption” means where any of the circumstances apply as set out in regulation 11 (2) of the *Local Government Act (Functions and General) Regulations 1996* including but not limited to: a unique supplier or an emergency situation as defined by the *Local Government Act 1995*; or where the purchase is from a prescribed tender-exempt organisation such as: WA Local Government Association (Preferred Supplier Contracts or Business Services); the Department of Treasury and Finance (permitted Common Use Arrangements); Regional Local Government or another Local Government; the purchase is under auction that has been authorised by Council; or the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or a registered Aboriginal Business or Australian Disability Enterprise.

“Value for Money” means consideration of quality standards, sustainability, life cycle costing and service benchmarks, and the total costs of ownership, including the related transaction costs associated with acquisition, so as to ensure the best outcome for the City.

“WALGA Model Policy” means the model procurement policy developed in response to regulatory changes introduced in 2007, as included in the WALGA Procurement Handbook (updated periodically).

Related Legislation

Local Government tendering is subject to the requirements of the *Local Government Act 1995* (“the Act”) and the *Local Government Act (Functions and General) Regulations 1996* (“the Regulations”), as amended from time to time. Local government recording keeping (including procurement-related matters) is subject to the requirements of the *State Records Act 2000*.

Related Documentation

City Policy in relation to accounts for payment

City Policy in relation to using the City’s Common Seal and Signatories for Contract Execution

WA Local Government Procurement Handbook

Emission Reduction and Renewable Energy Plan.

Relevant Delegations

Risk Evaluation	High – 2 Yearly Review Cycle
Council Adoption	28 February 2017
Review/Modified	23 July 2019
Review/Modified	27 April 2021
Review/Modified	31 January 2023
Next Review Due	January 2025

ATTACHMENT 'A'**PROCUREMENT QUOTATION AND TENDERING
REQUIREMENTS**

Under \$1,000	At least two (2) verbal quotations should be sourced, other than for miscellaneous items under \$150, which are normally dealt with under the petty cash guidelines and therefore do not require purchase orders, and wherever practicable that should include local businesses, registered Aboriginal businesses, Australian Disability Enterprises, or companies that demonstrate that they meet the Corporate Social Responsibility principles. Appropriate file notes kept of the responses by the responsible officer. Purchase orders shall be issued as appropriate and shall form the agreement with the supplier. Direct sourcing from WALGA-Preferred Supply Contracts or State Government Common Use Agreements is permitted, provided that the supplier can demonstrate value for money and is on the relevant panel for the specific
Over \$1,000 and up to \$40,000	<p>Three (3) written quotations shall be sought from suppliers for goods and services except where a Tender Exemption applies.</p> <p>Wherever practicable, that should include local businesses, registered Aboriginal businesses and Australian Disability Enterprises or companies that demonstrate that they meet the Corporate Social Responsibility principles. Direct sourcing from WALGA-Preferred Supply Contracts or State Government Common Use Agreements is permitted, provided that the supplier can demonstrate value for money and is on the relevant panel for the specific requirements. All quotation information shall be kept confidential.</p> <p>Responses should be in writing and include the price and a sufficient amount of information relating to the specification of goods and services being offered to determine that they meet the requirements. Templates should be used where practicable (refer to the WALGA Procurement Handbook) and the quotation request shall include a statement requiring respondents to declare any conflict of interest. Details of each quotation shall be recorded by the responsible officer including comments on which quotation offer presents best value. Purchase orders shall be issued as appropriate (simple procurement) with reference to the contract terms and all quotation information shall be kept confidential. Due to the operational nature of the requirements, some transactions shall be exempt from the requirement for purchase orders, as set out in Attachment 'B' to this policy.</p>

\$40,000 - \$250,000	<p>As this will generally be a more complex procurement activity, the supplier should be provided with an appropriately-detailed specification, including: Selection Criteria; Price Schedule; and Conditions associated with responding as appropriate, and a statement shall be included requiring respondents to declare any conflict of interest. Quotation invitations should be issued simultaneously to all parties with sufficient time to ensure that they have an equal opportunity to respond. Any new information shall be provided as it arises to all prospective suppliers and the quotation responses should be assessed for compliance, then against the selection criteria, and the value for money principals. All respondents should be advised, in writing, of the outcome as soon as possible after the final determination is made and approved.</p> <p>A purchase order should be issued to the supplier and be accompanied by a contract acceptable to the City and in an appropriate form setting out the contract terms and outcomes, and all quotation information shall be kept confidential. Contract options for extension should be considered when determining the tender value. Contract execution shall be as per the limits set in the Delegated Authority Register and the Execution of Documents Policy</p>
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Over \$250,000	<p>Publicly advertised tenders for goods and services should be the preferred method for sourcing. Use of WALGA-Preferred Supply Contracts or State Government Common Use Agreements or exempt agencies should be considered only where competitive quotations can be achieved. Regardless of which approach is used, registered Aboriginal businesses (up to a limit of \$250,000), Australian Disability Enterprises and companies that demonstrate that they meet the Corporate Social Responsibility principles shall be given every fair opportunity to submit competitive proposals.</p> <p>Before tenders are publicly invited, the responsible officers shall develop a detailed scope of work and determine, in writing, the criteria for deciding which tender should be accepted. A statement shall be included requiring tenderers to declare any conflict of interest and the evaluation panel must be established prior to the advertising of the Tender and shall include a mix of skills and experience relevant to the nature of the purchase.</p> <p>State-wide public advertisement of the tender must precede the issuing of an appropriately-detailed specification, selection criteria, Price Schedule and Conditions of Tender, and such documentation shall be made available at least 14 calendar days prior to closing to ensure that all parties have an equal opportunity to respond. Any new information shall be advised by way of a written addendum to all registered parties as soon as possible. Tender responses shall be kept confidential and assessed, including a report to the CEO or Council, as appropriate, providing an assessment of the extent to which each tender response satisfies the selection criteria set prior to advertising the tender and the overall value for money principles.</p> <p>All tender respondents shall be advised in writing as soon as possible of the tender outcome, including the consideration, after the final determination is made and approved. Such notification shall include the name of the successful Tenderer and the total value of consideration for the winning offer shall be entered into the tender register at the conclusion of the Tender process.</p> <p>Tender determination shall be as per the limits set in the Delegated Authority Register and contract execution shall be as set out in the Delegated Authority Register and the Execution of Documents Policy.</p>
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ATTACHMENT 'B'

PURCHASE ORDER EXEMPTIONS

Agency	<ul style="list-style-type: none">- ATCO- Western Power- Water Corporation- Telstra- Australia Post- Contestable gas and electricity retailers (EDL and Perth Energy)
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Procurement Policy

Responsible Division	Corporate Directorate
Responsible Business Unit	Financial Services
Responsible Officer	Manager Financial Services
Affected Business Units	All
ECM Document Set ID	4874679

Purpose

This policy demonstrates the City of Bayswater's commitment to the principles of transparency, probity and good governance in procurement practices and provides guidance in ensuring full compliance with applicable legislation.

Scope

This policy applies to the purchases of all goods and services by the City, other than those excluded due to their minor values or purchases of a statutory nature.

Definitions

For the purpose of this policy —

1. The term “goods, services and/or works” is used to better reflect the things that the City purchases rather than the term “goods or services” as used in the Regulation.
2. All values are in Australian currency (AUD) and exclusive of GST.
3. The value of a contract refers to the total value inclusive of the original contracted value and increases in value resulting from contract term extensions, periodic renewals, contract sum adjustments and the like.

Additionally, a variety of specific terms, concepts and principles are set out in this policy that may be expressed in different words in other policies, management practices and related documents. Any such differences shall in no way diminish the intent of the terms, concepts and principles within the respective documents.

Term	Definition
Act	means the Local Government Act 1995.
CUA	means the Common Use Arrangement as administered by the Department of Finance.

Term	Definition
Emergency Purchase	means a purchase of goods, services and/or works is to address an unplanned situation requiring prompt action to mitigate present and immediate risks to persons and/or property for which the City has a responsibility to action.
Evaluation	means an objective assessment of the merits of an offer for the purpose of determining its relative merits against the nominated evaluation criteria.
Evaluation Criteria	means a set of factors used to determining the relative merits of an offer, including conformance, qualitative and price aspects.
Evaluator	means a person tasked with performing and evaluation.
Local Business	means a business that has a premises within the City of Bayswater.
offer	means a defined and specific proposal (including price information) to undertake to supply goods, services and or works.
officer	means an employee of the City of Bayswater, including contracted personnel engaged by the City of Bayswater.
Panel	means a panel of pre-qualified suppliers formed by the City of Bayswater.
pre-qualified supplier	means a supplier that has been selected and is presently included in a Panel of pre-qualified suppliers.
Regulation or Regulations	means the Local Government (Functions and General) Regulations 1996 (as amended).
request	means a verbal or written statement describing the goods, services and/or works that the City is seeking to be supplied.
supplier	means a someone and/or a business that provides goods, services and/or works.
WALGA PSP	means the WA Local Government Association (WALGA) Preferred Supplier Program (PSP).

Policy Statement

This policy is benchmarked based on other WA Local Government procurement and purchasing policies and applies to all purchasing activities undertaken by the City, whether exercised through its officers, appointed representatives and/or consultants acting on behalf of the City.

1. Purchasing Objectives

All purchasing activities undertaken by the City shall fulfill the following objectives:

Legality – be inherently legal and comply with all statutory requirements (acts, regulations, laws and the like).

Safety – comply with applicable work, health and safety legislation and the City's current Work Health and Safety Management Plan and related documents.

Ethical – be fair, reasonable, equitable, transparent and free of personal bias and interests. In this regard, any conflict of interest, whether on the part of a supplier or an officer, elected member, appointed representative and/or consultant shall be disclosed and recorded so that the conflict of interest can be addressed through appropriate management measures, all in accordance with the City's Code of Conduct.

Commercially Competitive – encourage competition and efficiency in business to promote greater choice in price, quality and service; and ensure suppliers are provided with the same information, conditions and opportunity to present their respective offer. It is fundamental that all offers be treated as commercial in confidence during the purchasing process.

Objectivity – achieve the most advantageous outcomes for the City, balancing quality, function, sustainability and value for money.

Value for Money – the purchase represents proper expenditure of public monies and the optimum balance of cost and benefit, taking into consideration the total value of the purchase compared to the benefits derived from the purchase over the duration that the goods, services and/or works fulfills the City's need for such. In this regard, price, quality, timelines, safety and risk, along with social, environmental and economic benefit are factors relevant to informing value for money.

Sustainability – support the City's sustainability endeavours through the City's Emission Reduction and Renewable Energy (ERRE) Plan by including sustainability as a qualitative criterion in the evaluation of an offer.

Support Local Business – under the WA State Government's Buy Local Policy 2022, Government Agencies and Local Governments, including the City, are encouraged to maximise participation of local and small businesses in the supply of goods, services and/or works procured or contracted by government agencies in accordance with the City's local economy objectives and Strategic Community Plan.

Accordingly, the City encourages the development of competitive local businesses within the City of Bayswater boundary. However, it is recognised that not every category of goods, services and/or works that is purchased by the City will lend itself to supply by local businesses.

Probity – adopt processes and procedures that support the above objectives, embodies good governance, achieves consistency and mitigates risks of non-conformance to the requirements of this policy and the Regulations.

2. Purchasing Requirements

Under this policy, all purchasing activities conducted by the City shall conform to the following requirements, subject only to the waiver provisions set out within this policy.

Anti-Avoidance

Purchasing shall not be intentionally split into multiple purchases such as to avoid the requirements of a higher purchasing threshold applicable to the true total value of the purchase and/or the City's Delegated Authority/Purchasing Authorisations Register and/or any other requirement of this policy and the Regulations.

Funding

The funding source/s for a purchase shall be pre-determined and approved by the officer/s who has/have management responsibility of the funding source/s.

Procurement Plan

A Procurement Plan shall be prepared for all requests for quotation/tender where the total value of the purchase is anticipated to be \$50,000 and above, as well as all requests for expression of interest.

Sustainability

All requests (quotations, tenders and expressions of interest) that incorporate written qualitative criteria as a mechanism for evaluation, shall incorporate an *Environmental Sustainability* criterion with a weighting of five percent (5%) of the total weighted criteria used to evaluate an offer/expression of interest. Future versions of this policy may build on this and further consider and support sustainable practices.

Support Local Business

As much as is practicable, Tier 1 requests for quotation shall be from suppliers within the City of Bayswater boundary first and secondly within the North-Eastern Metropolitan Region.

All requests (quotations, tenders and expressions of interest) should consider local business when evaluating submissions.

Purchasing Value Thresholds

The table below sets out purchase value thresholds adopted by the City under this policy.

The values are the total monetary amount the City would pay a supplier for a purchase/value of a contract. The following table is supported by the City's purchasing authorisations with values quoted excluding GST.

Purchase Thresholds, Number of Responses, Number of Evaluators and Delegated Authority				
Request Type	Request for Quotation			Request for Tender
	Tier 1	Tier 2	Tier 3	Tier 4
Value of Purchase/ Contract	Up to \$5,000	Over 5,000 up to \$50,000	Over \$50,000 but less than \$250,000	\$250,000 and above
Procurement Plan	Not Required		Required	
No of Prices/Offer to be Sought	1x Verbal or Written	2x Written	3x Written	As received through public advertisement; or where sourced using WALGA PSP, CUA panel or other: 3x Written
No of Evaluators	Single Evaluator		Three Evaluators	
Basis for Evaluation of Price/Offer	<ul style="list-style-type: none"> Fulfill the City's Requirement Value for Money 		<ul style="list-style-type: none"> Fulfill the City's Requirement Conformance Criteria Qualitative Criteria Price Criteria 	

The above Purchase Value Thresholds excludes direct purchases of up to \$150 utilising petty cash and City approved purchase cards.

The following aspects of requests are set out in the City's Purchasing Management Practice:

1. the typical format and information to be included in each request type;
2. the purchasing method and related terms and conditions of the purchase/contract; and
3. the types of information and documents to be included in recordkeeping.

Evaluation of Price/Offer

A price/offer provided by a supplier shall be evaluated based on the extent to which it fulfills the City's requirement (for the supply of the goods, services and/or works being sought), value for money and/or specific pre-determined criteria stipulated for a particular request.

An Evaluator shall be:

1. an officer of the City of Bayswater (including contract staff appointed to fulfill the responsibility of an officer) and/or
2. a person from an organisation that is either partnering and/or supplying funds for an endeavour that is the subject of the purchase.

Consultants and/or other external agents are limited to providing advisory services to inform the evaluators on matters relating to the merits and other relevant factors relating to an offer

Purchase Orders

A purchase order shall be issued to a supplier prior to any goods, services and/or works being provided to the City by the supplier.

Purchase Order Exemptions

The issuance of a purchase order is not required in the following instances:

1. where the total value of the purchase is not more than \$150 and the transaction is paid by cash; or
2. where the transaction is paid by a credit card; or
3. where a purchase is from Australia Post; or
4. where a purchase is from a utility supplier, or
5. where other internal forms are applicable, such as Elected Member and Staff reimbursements.

Payment

All claims for payment and/or invoices shall require approval by an authorised officer in accordance with the City's Purchasing Authorisation Management Practice.

The City's standard payment terms is thirty (30) days from date of receipt of invoice and shall be set out in all requests for quotation and tender as well as purchasing documentation. Adjustment to thirty (30) day period shall only be by mutual agreement between the City and the supplier.

Panel of Pre-Qualified Suppliers

A panel of pre-qualified suppliers ("a Panel") may be established only where the City has determined there is or will be a continuing need to regularly purchase particular goods, services and/or works that can be supplied by multiple suppliers.

Establishment of a Panel

The establishment of a Panel shall conform to the following requirements:

1. a Procurement Plan setting out the justification for a Panel be prepared and duly approved;
2. the categorisation and particulars of the goods, services and/or works to be supplied be pre-determined in writing;
3. whether or not the City will purchase the goods, services and/or works exclusively from the Panel be pre-determined in writing;
4. the intended number of pre-qualified suppliers to be on a Panel be pre-determined in writing and always be not less than two (2) pre-qualified suppliers;
5. the duration a Panel is in effect be no greater than thirty-six (36) months and, should there be an intention to re-establish the Panel, it follows the same requirements for establishing the original Panel;

6. the criteria upon which applications from suppliers to join a Panel are evaluated be pre-determined in written prior to publicly inviting applications;
7. the invitation to apply to join a Panel; the receipt and evaluation of applications; the acceptance of applications; and the notification of applications conforms to the requirements contained in the Regulations, specifically Division 3 regulations 24AD, AE, AF and AH;
8. the invitation and corresponding outcomes are included in the City's tender register;
9. each business unit that utilises a Panel or set of Panels to supply goods, services and/or works are to maintain a panel register containing, as a minimum, the following information:
 - a) the categorisation and particulars of the goods, services and/or works to be supplied through the Panel;
 - b) each period the Panel is in effect;
 - c) the members of the Panel for the current period;
 - d) a summary of the various invitations for quotation issues and the pre-qualified suppliers that were invited;
 - e) details of the quotations received and which quotation(s) were accepted;
 - f) the cumulative percentage of instances each pre-qualified supplier has been invited to submit a quotation;
 - g) the cumulative percent of the volume of goods, services and/or works awarded to each pre-qualified supplier. For the purposes of this requirement, volume mean both the number of instances quotations are sought and the total value of the goods, services and/or works purchased through the Panel for the duration the Panel is in effect.

Management of a Panel

The management of a Panel shall conform to the following minimum requirements:

1. Quotations for the provision of goods, services and/or works shall be sought from the pre-qualified suppliers on a Panel in accordance with the minimum number of quotations required for each request type as set out in Purchase Value Thresholds within this policy;
2. Each pre-qualified supplier shall be invited to submit a quotation for a minimum of fifty percent (50%) of the volume of good, services and/or works being purchased through the Panel;
3. No single contract for the supply of goods, services and or works with a pre-qualified supplier shall be for a period of more than twelve (12) months, nor contain an option to extend the contract period past twelve (12) months;
4. In addition to invitations to submit quotations, all pre-qualified suppliers within a Panel shall, as a minimum, be notified by the City on a bi-annual basis as to the volume of goods, services and/or works award for the preceding period and upcoming opportunities for the current period;
5. The performance of pre-qualified suppliers, for each contract that is awarded to them, shall be evaluated based on pre-determined criteria relevant to the context of the goods, services and/or works being supplied through the Panel;
6. Should a pre-qualified supplier exit a Panel, the City may:

- a) Offer the next ranked supplier to join the Panel, provided such offer and acceptance to join the Panel conform to the requirements of this Policy and the Regulations; or
 - b) Publicly readvertise applications to join the Panel utilising the same information that was used to establish the current Panel; and
7. All written information pertaining to invitations to submit quotations, quotations received and contracts awarded/purchases made shall be retained and meet the requirements set out in Records Management within this policy.

Waiver to Specific Purchasing Requirements

The table below sets out waivers to specific Purchasing Requirements that apply only to the extent described for each item of goods, services and/or works listed.

In all instances, a waiver requires the authorisation at Director level or above.

Item	Waiver
Banking Services	The requirement to obtain a minimum number of quotations does not apply for the supply of banking services where: <ul style="list-style-type: none"> a. the value of a contract is less than \$250,000; and b. a biennial review of fees is conducted to ensure the current supplier's rates remain advantageous to the City.
Emergency Purchase	The requirement to obtain quotations does not apply where the purchase of goods, services and/or works is to address an unplanned situation requiring prompt action to mitigate present and immediate risks to persons and/or property for which the City has a responsibility to action. The emergency purchase shall be from a supplier that is capable of fulfilling the require goods, services and/or works within the required timeframe and with due consideration for seeking value form money.
Legal Services	The requirement to obtain a minimum number of offers does not apply to obtaining legal services where not otherwise available through a panel of pre-qualified suppliers.
Temporary Staff Resourcing Services	The requirement to obtain a minimum number of offers does not apply to the supply of temporary staff resourcing services.
Advertising Services	The requirement to obtain a minimum number of offers does not apply to the supply of advertising services for provision of notifications in statewide and district newspapers.

Item	Waiver
Local Government Insurance Scheme Services	<p>The suite of Local Government Insurance Scheme (LGIS) insurance services is established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, whereby WALGA Member Local Governments are the owners of LGIS.</p> <p>As such, the supply of LGIS insurance services is available as a member-based service and is not defined as a purchasing activity subject to this policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this policy is required.</p>
Software and Specifically Associated Hardware	<p>The requirement to obtain a minimum number of offers does not apply for the supply, maintenance and/or support of software and specifically associated hardware where:</p> <ol style="list-style-type: none"> the value of a contract is less than \$250,000; and relates to software and specifically associated hardware currently licensed for use by the City.
Subscriptions and/or Memberships to Professional Bodies	<p>The requirement to obtain a minimum number of offers does not apply to subscriptions and memberships to professional bodies.</p>
Advanced Payments	<p>The requirement to obtain a minimum number of offers does not apply to the purchase of accommodation, travel, seminars, training and/or conferences.</p>
Other	<p>The requirement to obtain a minimum number of offers does not apply where it can be demonstrated that the purchase of the goods, services and/or works:</p> <ol style="list-style-type: none"> is from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or is associated with a state of emergency or a COVID-19 declaration or other pandemic declared by the State; or is supplied by a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited ABN 96 929 977 985; or a person registered with the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) ABN 50 134 720 362; or is supplied by an Australian Disability Enterprise; or

Item	Waiver
	<ul style="list-style-type: none"> e. is of a unique or specialised nature that there is good reason to believe it is unlikely there is more than one potential supplier; or f. it can be demonstrated that the minimum number of offers were sought, however a lesser number of offers were received.

Records Management

Records of purchasing conducted by the City shall be retained in accordance with the City's *Recordkeeping for Employees Policy Statement* and *Recordkeeping Plan 2022*, including the following:

1. all requests (quotations, tenders, expressions of interest and applications to join a Panel) issued to suppliers;
2. all offers received from suppliers in relation to requests;
3. all offers that are accepted and purchases made; and
4. any other item of information identified within this policy and the Regulations that is to be retained.

Where verbal quotations are sought, notes are to be made of the request, the offers received and their evaluation/selection; and be retained as per above.

A Tender Register, conforming to the requirements of the Regulations shall be maintained.

Related Legislation

Purchasing within local governments is subject to the *Local Government Act 1995* (the "Act") and the requirements of the *Local Government (Functions and General) Regulations 1996*, (the "Regulations"), specifically *Part 4 – Provision of goods and services, Divisions 1 – Purchasing policies; Division 2 – Tenders for providing goods and services; and Division 3 – Panels of pre-qualified suppliers* of the Regulations.

The Regulations state "(1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less." and "(2) A purchasing policy must make provision in respect of—

- a. the form of quotations acceptable; and
- b. the minimum number of oral quotations and written quotations that must be obtained; and
- c. the recording and retention of written information, or documents, in respect of—

- i. *all quotations received; and*
- ii. *all purchases made.”*

In the above, “*consideration under the contract*” effectively relates to the total monetary value the City would pay a person (a “supplier”) for the total duration of a contract.

This Policy document sets out the City’s requirements for the above and where the contract value is, or expected to be, \$250,000 and above, and all subject to the requirements of the Regulations.

The recording and retention of written information, documents and the like are subject to the requirements of the *State Records Act 2000*.

Related Documentation

The following documents contain information relevant to this policy and purchasing activities undertaken by the City:

- Local Government Act 1995
- Local Government (Functions and General) Regulation 1996
- State Records Act 2000
- City of Bayswater Code of Conduct
- City of Bayswater Purchasing Authorisations Management Practice
- City of Bayswater Purchasing Management Practice – Purchasing
- City of Bayswater Recordkeeping for Employees Policy Statement
- City of Bayswater Recordkeeping Plan 2022
- City of Bayswater Procurement Plan
- City of Bayswater Work Health and Safety Management Plan
- City of Bayswater Emission Reduction and Renewable Energy (ERRE) Plan
- City of Bayswater Contracts Management Policy
- City of Bayswater Execution of Documents and Use of the Common Seal

Document details

Relevant delegations [list]

Risk evaluation **High – 2 Yearly Review Cycle**

Strategic link	Leadership and Governance		
Council adoption	28 February 2017	Resolution	[item no.]
Next review due	January 2027		
Reviewed/modified	January 2025	Resolution	[item no.]
Revision details	[description]		

draft

10.5.1.3 Policy Review: Breach of Lease

Responsible Branch:	Transport and Buildings
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Review
Voting Requirement:	Simple Majority
Attachments:	<ol style="list-style-type: none"> 1. Current Policy [9.3.1 - 4 pages] 2. Current Policy showing tracked changes [9.3.2 - 4 pages] 3. Draft Revised Policy [9.3.3 - 4 pages]
Refer:	Item 10.6.1.3: OCM 22.03.2022

SUMMARY

To consider updated amendments to the City of Bayswater *Breach of Lease Policy*.

COUNCIL RESOLUTION**(COMMITTEE/OFFICER'S RECOMMENDATION)**

That Council adopts the revised *Breach of Lease Policy* as contained in Attachment 3 to this report.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

BACKGROUND

The *Breach of Lease Policy* provides a structured process for identifying, communicating, rectifying and recording a breach in relation to all community leases and license/user agreements.

Each lease/license and/or user agreements outline essential terms and obligations of the Lessee. This policy provides a consistent approach in dealing with breaches.

EXTERNAL CONSULTATION

No consultation has occurred with the public or other agencies on this matter.

OFFICER'S COMMENTS

The following revisions are proposed to the '*Breach of Lease*' policy:

<u>Revision</u>	<u>Rationale</u>
Responsible Division	Updated Directorate title as per operational realignment
Responsible Business Unit	Updated Business Unit title as per operational realignment
Affected Business Units	Updated Business Unit title as per operational realignment
Policy Statement	
Updated Position Titles and general formatting	Updated staff Position Titles as per operational realignment
Form of Delivery	
Rewording of forms of delivery	Rewording creates consistency with relevant clauses in

including addition of email.	Lease Agreements. The addition of 'email' as a form of delivery offers a modern, reliable, and efficient method for delivery, supporting the needs of both parties while also being cost-effective and environmentally friendly.
Related Documents	
Addition of <i>Community Facility Lease and Licence/User Agreement Policy</i>	The Breach of Lease policy is relevant to Community Leases and License/User Agreements. The <i>Community Facility Lease and Licence/User Agreement Policy</i> outlines some of the obligations to which non-compliance would result in a breach.

The current policy is provided in **Attachment 1**. A copy of the revised policy, with amendments shown in 'tracked changes' is provided in **Attachment 2**. The final version of the proposed updated policy is provided in **Attachment 3**.

Majority of the proposed changes are updates of Position Titles as a result of the City's operational realignment with the procedural addition of 'email' as a form of notice delivery.

LEGISLATIVE COMPLIANCE

Nil.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Medium
Reputation and Stakeholders	Medium	Medium
Service Delivery	Medium	Medium
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR09 - Inability to develop and maintain a competent, capable and culturally aligned workforce.	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

The *Breach of Lease* Policy related to Community Lease and Licence/User Agreements for facilities leased to benefit the community. The City intends to maximise the use of the facilities to the full potential.

In accordance with the City of Bayswater Strategic Community Plan 2021-2031 (as amended), the following applies:

Theme: Community
Goal C3: Maximise the use of the City's facilities and parks by all sections of the community.

Theme: Leadership and Governance

Goal L3: Provide good customer service. Respond to the needs of our community in a respectful and timely way.

Goal L4: Communicate in a clear and transparent way. Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

CONCLUSION

That the Committee endorses the revised *Breach of Lease Policy* for submission to Council for consideration.



Breach of Lease Policy

Responsible Division	Works and Infrastructure
Responsible Business Unit	Building Works
Responsible Officer	Community Lease Officer
Affected Business Units	Building Works
ECM Document Set ID	4221165

Purpose

To provide a structured and consistent approach when dealing with breaches of Council's Community Lease and License/User Agreement terms.

Scope

This policy applies to all Community Lease and License/User Agreements in place for the use of City properties. The City's objective is to provide a consistent and equitable approach when dealing with a breach of agreement terms.

Definitions

For the purpose of this policy —

Agreement: a legally binding arrangement between parties, i.e. a Lease, License or User Agreement.

Authorised Contact/s: individuals of a group, organisation or club who have been nominated as the primary contacts for all lease, licence or user agreement correspondence.

Breach: a violation of a law, obligation or responsibility under an agreement.

City: City of Bayswater.

Council: means the Council of the City of Bayswater.

Lease: a contract by which one party conveys land, property or service to another for a specified time usually in return of periodic payment.

Licence: a contract for the non-exclusive use of a facility.

Licensee: a person, group, club or organisation that holds a licence for the use of a property.

Lessee: a person, group, club or organisation that holds the lease for the exclusive use of a property.

Lessor: the owner of an asset that is leased to another party.

Sub-tenant: someone who occupies all or part of a premises under a lease agreement with the original/primary tenant of the premises.

User Agreement: contractual arrangement outlining the terms and conditions associated with usage, as negotiated.

Policy Statement

1. Where a Lessee/Licensee:
 - a. does anything that constitutes a breach of any of their obligations under the tenancy agreement; or
 - b. fails to do a thing where not doing that thing constitutes a breach of their obligations under the tenancy agreement;this will be reported to the Manager of Building Works in the first instance.
2. In the event that a breach of agreement is clearly evident, the City will endeavour to provide the Lessee/Licensee in writing with a 'Breach Notice' within 48 hours of the breach occurring or being identified by the City.
3. A Breach Notice **must be** in writing and signed by the Manager Building Works or Director Works and Infrastructure. The notice must clearly identify:
 - a. The premises;
 - b. Date the breach occurred or date the breach was identified by the City;
 - c. Which of the Lessee/Licensees obligations under the agreement have been breached; and
 - d. A time frame as specified in the agreement, or when none is specified, no less than 28 full days from the date of the notice being considered as received/delivered, for the Lessee/Licensee to rectify the breach or pay compensation to the City.
 - e. The Lease/License holder has a responsibility to ensure upon receiving a Breach Notice, that this is also communicated to all relevant user groups, clubs and sub-tenants of the premises.

Form of Delivery

4. A Breach Notice must be delivered by registered post to the recorded postal address of the Lessee/Licensee, or delivered by hand to one of the listed 'Authorised Contacts' as nominated by the Lessee/Licensee.
5. A Breach Notice is considered to have been received:
 - Immediately when delivered by hand to an Authorised Contact; or
 - Five business days following the date of posting.

6. It is assumed that the Lease/License holder, upon receiving a Breach Notice, has also communicated to all relevant user groups, clubs and sub-tenants of the premises as instructed in the notice.

Rectifying and/or Addressing a Breach

7. It is considered that the Lessee/Licensee has adequately addressed a Breach Notice when the required remedial actions have been undertaken to the satisfaction of the City and within the timeframe specified. These may include any of the following actions:
 - Contacted the City, in writing, acknowledging the breach and offering a suitable solution to resolve the breach and/or a negotiated outcome. With the City then providing confirmation in writing, agreeing to the alternative solution and/or negotiated terms.
 - The City has been compensated for the loss or damage suffered as a result of the breach.
 - Any outstanding Rent, Outgoings, or Other Payments have been paid in full.
 - The Lessee/Licensee has complied with any notice provided, to remedy any default/breach to an acceptable standard, as determined by the City.

No Action Taken to Address a Breach of Agreement Terms

8. The Lessee/Licensee is responsible for ensuring they adequately address a Breach Notice within the timeframe specified and provide the City with acknowledgement, in writing, upon receiving the notice.
9. Where the Lessee/Licensee is in breach of their agreement terms for failure to pay any amounts payable to the City, or has failed to adequately rectify the breach within a reasonable time, the Lessee/Licensee will be advised in writing, that the matter will be referred to the City's Executive Leadership Team (ELT), where the following options will be considered, dependant on severity of situation:
 - Collection action for any outstanding amounts payable by the Lessee/Licensee.
 - A notice to be sent by the City's Solicitors to the Lessee/Licensee, in an attempt to resolve the situation.
 - A mediation meeting be arranged with the Lessee/Licensee and relevant City Officers to further discuss the breach of terms and negotiate a resolve.
 - The City may remedy the breach at the Lessee's/Licensee's cost.
 - Dependant on the situation, a report be presented to Council to consider options for further action, in-line with the provisions of the agreement. The Lessee/Licensee will be notified in writing, that a report is being presented to the Council once the meeting agenda has been finalised.

Recording Breaches of Tenancy Agreements

10. Breach notices will be recorded in the Lessee's/Licensee's files for 5 years and will be used to inform City officers when;
 - Reviewing the annual performance of Councils Community Lease, License and User Agreements;
 - Renewing Lease, Licence or User Agreements;
 - When deciding best course of action to take should the Lessee/Licensee fail to rectify or address a breach of a similar nature.
11. Breach notices will not be considered by City officers in decision making after 5 years from the date of issue.

Related Legislation

Residential Tenancies Act 1987

Related Documentation

City of Bayswater Community and Commercial Lease KPI's and Assessment Criteria

City of Bayswater Lease Agreements

Document details

Risk evaluation	Moderate		
Strategic link	Work together to deliver the best outcomes for the community by managing our resources in a financially responsible way.		
Council adoption	22 March 2022	Resolution	10.6.1.3
Next review due	22 March 2024		



Breach of Lease Policy

Responsible Division	Infrastructure and Assets Works and Infrastructure
Responsible Business Unit	Building Operations-Works
Responsible Officer	Community Lease Officer
Affected Business Units	Building Operations-Works
ECM Document Set ID	4221165

Purpose

To provide a structured and consistent approach when dealing with breaches of Council's Community Lease and License/User Agreement terms.

Scope

This policy applies to all Community Lease and License/User Agreements in place for the use of City properties. The City's objective is to provide a consistent and equitable approach when dealing with a breach of agreement terms.

Definitions

For the purpose of this policy —

Agreement: a legally binding arrangement between parties, i.e. a Lease, License or User Agreement.

Authorised Contact/s: individuals of a group, organisation or club who have been nominated as the primary contacts for all lease, licence or user agreement correspondence.

Breach: a violation of a law, obligation or responsibility under an agreement.

City: City of Bayswater.

Council: means the Council of the City of Bayswater.

Lease: a contract by which one party conveys land, property or service to another for a specified time usually in return of periodic payment.

Licence: a contract for the non-exclusive use of a facility.

Licensee: a person, group, club or organisation that holds a licence for the use of a property.

Lessee: a person, group, club or organisation that holds the lease for the exclusive use of a property.

Lessor: the owner of an asset that is leased to another party

Sub-tenant: someone who occupies all or part of a premises under a lease agreement with the original/primary tenant of the premises.

User Agreement: contractual arrangement outlining the terms and conditions associated with usage, as negotiated.

Policy Statement

a. ~~4.~~—Where a Lessee/Licensee:

- a. does anything that constitutes a breach of any of their obligations under the tenancy agreement; or
- b. fails to do a thing where not doing that thing constitutes a breach of their obligations under the tenancy agreement;

this will be reported to the Building Operations Manager ~~Manager of Building Works~~ in the first instance.

b. ~~2.~~—In the event that a breach of agreement is clearly evident, the City will endeavour to provide the Lessee/Licensee in writing with a 'Breach Notice' within 48 hours of the breach occurring or being identified by the City.

c. ~~3.~~—A Breach Notice **must be** in writing and signed by the ~~Manager Building Works~~ Building Operations Manager, Manager Transport & Building or ~~the~~ Director Works and Infrastructure ~~Infrastructure and Assets~~. The notice must clearly identify:

- i. ~~a.~~—The premises;
- ii. ~~b.~~—Date the breach occurred or date the breach was identified by the City;
- iii. ~~c.~~—Which of the Lessee/Licensees obligations under the agreement have been breached; and
- iv. ~~d.~~—A time frame as specified in the agreement, or when none is specified, no less than 28 full days from the date of the notice being considered as received/delivered, for the Lessee/Licensee to rectify the breach or pay compensation to the City.
- v. ~~e.~~—The Lease/License holder has a responsibility to ensure upon receiving a Breach Notice, that this is also communicated to all relevant user groups, clubs and sub-tenants of the premises.

1. **Form of Delivery**

a. ~~4.~~—A Breach Notice must be ~~delivered by registered post to the recorded postal address of the Lessee/Licensee, or delivered by hand to one of the listed 'Authorised Contacts' as nominated by the Lessee/Licensee~~ in writing and may be given or made:

- i. ~~By delivery personally to one of the listed 'Authorised Contacts' as nominated by the Party.~~
- ii. ~~By registered post to the recorded postal address of the Party appearing on the Lease/Licence/User Agreement, or any other address nominated by the Party; or~~
- iii. ~~By email to the email address appearing on the Lease/Licence/User Agreement, or any other address nominated by the Party.~~

b. ~~5.~~—A Breach Notice is ~~considered to have been received~~ deemed to be given or made:

- ♦i. ~~Immediately when delivered by hand to an Authorised Contact~~ If by personal delivery, when delivered; or
- ii. ~~Five business days following the date of posting~~ If by post, on the fifth business day following the date of posting the notice; or
- ♦iii. ~~If by email, when dispatched by email unless the time of dispatch is not on a business day or after 5pm on a business day, in which case it will be deemed to be given or made on the next following business day.~~

- c. 6. — It is assumed that the Lease/License holder, upon receiving a Breach Notice, has also communicated to all relevant user groups, clubs and sub-tenants of the premises as instructed in the notice.

2. Rectifying and/or Addressing a Breach

- a. 7. — It is considered that the Lessee/Licensee has adequately addressed a Breach Notice when the required remedial actions have been undertaken to the satisfaction of the City and within the timeframe specified. These may include any of the following actions:
- i. — Contacted the City, in writing, acknowledging the breach and offering a suitable solution to resolve the breach and/or a negotiated outcome. With the City then providing confirmation in writing, agreeing to the alternative solution and/or negotiated terms.
 - ii. — The City has been compensated for the loss or damage suffered as a result of the breach.
 - iii. — Any outstanding Rent, Outgoings, or Other Payments have been paid in full.
 - iv. — The Lessee/Licensee has complied with any notice provided, to remedy any default/breach to an acceptable standard, as determined by the City.

3. No Action Taken to Address a Breach of Agreement Terms

- a. 8. — The Lessee/Licensee is responsible for ensuring they adequately address a Breach Notice within the timeframe specified and provide the City with acknowledgement, in writing, upon receiving the notice.
- b. 9. — Where the Lessee/Licensee is in breach of their agreement terms for failure to pay any amounts payable to the City, or has failed to adequately rectify the breach within a reasonable time, the Lessee/Licensee will be advised in writing, that the matter will be referred to the City's Executive Leadership Team (ELT), where the following options will be considered, dependant on severity of situation:
- i. — Collection action for any outstanding amounts payable by the Lessee/Licensee.
 - ii. — A notice to be sent by the City's Solicitors to the Lessee/Licensee, in an attempt to resolve the situation.
 - iii. — A mediation meeting be arranged with the Lessee/Licensee and relevant City Officers to further discuss the breach of terms and negotiate a resolve.
 - iv. — The City may remedy the breach at the Lessee's/Licensee's cost.
 - v. — Dependant on the situation, a report be presented to Council to consider options for further action, in-line with the provisions of the agreement. The Lessee/Licensee will be notified in writing, that a report is being presented to the Council once the meeting agenda has been finalised.

4. Recording Breaches of Tenancy Agreements

a.10. Breach notices will be recorded in the Lessee's/Licensee's files for 5 years and will be used to inform City officers when;

- i. • Reviewing the annual performance of Councils Community Lease, License and User Agreements;
- ii. • Renewing Lease, Licence or User Agreements;
- iii. • When deciding best course of action to take should the Lessee/Licensee fail to rectify or address a breach of a similar nature.

b.11. Breach notices will not be considered by City officers in decision making after 5 years from the date of issue.

Related Legislation

Residential Tenancies Act 1987

Related Documentation

City of Bayswater Community and Commercial Lease KPI's and Assessment Criteria

City of Bayswater Lease Agreements

[Community Facility Lease and License/User Agreement Policy](#)

Document details

Risk evaluation	Moderate		
Strategic link	Work together to deliver the best outcomes for the community by managing our resources in a financially responsible way.		
Council adoption	22 March 2022	Resolution	10.6.1.3
Next review due	22 March 2024		



Breach of Lease Policy

Responsible Division	Infrastructure and Assets
Responsible Business Unit	Building Operations
Responsible Officer	Community Lease Officer
Affected Business Units	Building Operations
ECM Document Set ID	4221165

Purpose

To provide a structured and consistent approach when dealing with breaches of Council's Community Lease and License/User Agreement terms.

Scope

This policy applies to all Community Lease and License/User Agreements in place for the use of City properties. The City's objective is to provide a consistent and equitable approach when dealing with a breach of agreement terms.

Definitions

For the purpose of this policy:

Agreement: a legally binding arrangement between parties, i.e. a Lease, License or User Agreement.

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Breach: a violation of a law, obligation or responsibility under an agreement.

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Lease: a contract by which one party conveys land, property or service to another for a specified time usually in return of periodic payment.

Licence: a contract for the non-exclusive use of a facility.

Licensee: a person, group, club or organisation that holds a licence for the use of a property.

Lessee: a person, group, club or organisation that holds the lease for the exclusive use of a property.

Sub-tenant: someone who occupies all or part of a premises under a lease agreement with the original/primary tenant of the premises.

User Agreement: contractual arrangement outlining the terms and conditions associated with usage, as negotiated.

Policy Statement

- a. Where a Lessee/Licensee:
 - i. does anything that constitutes a breach of any of their obligations under the tenancy agreement; or
 - ii. fails to do a thing where not doing that thing constitutes a breach of their obligations under the tenancy agreement.

this will be reported to the Building Operations Manager in the first instance.
- b. In the event that a breach of agreement is clearly evident, the City will endeavour to provide the Lessee/Licensee in writing with a 'Breach Notice' within 48 hours of the breach occurring or being identified by the City.
- c. A Breach Notice **must be** in writing and signed by the Building Operations Manager, Manager Transport and Buildings or Director Infrastructure and Assets. The notice must clearly identify:
 - i. The premises.
 - ii. Date the breach occurred or date the breach was identified by the City.
 - iii. Which of the Lessee/Licensees obligations under the agreement have been breached; and
 - iv. A time frame as specified in the agreement, or when none is specified, no less than 28 full days from the date of the notice being considered as received/delivered, for the Lessee/Licensee to rectify the breach or pay compensation to the City.
 - v. The Lease/License holder has a responsibility to ensure upon receiving a Breach Notice, that this is also communicated to all relevant user groups, clubs, and sub-tenants of the premises.

1. Form of Delivery

- a. A Breach Notice must be in writing and may be given or made:
 - i. By delivery personally to one of the listed 'Authorised Contacts' as nominated by the Party.
 - ii. By registered post to the recorded postal address of the Party appearing on the Lease/Licence/User Agreement, or any other address nominated by the Party; or
 - iii. By email to the email address appearing on the Lease/Licence/User Agreement, or any other address nominated by the Party.
- b. A Breach Notice is deemed to be given or made:
 - iv. If by personal delivery, when delivered; or
 - v. If by post, on the fifth business day following the date of posting the notice; or
 - vi. If by email, when dispatched by email unless the time of dispatch is not on a business day or after 5pm on a business day, in which case it will be deemed to be given or made on the next following business day.
- c. It is assumed that the Lease/License holder, upon receiving a Breach Notice, has also communicated to all relevant user groups, clubs and sub-tenants of the premises as instructed in the notice.

2. Rectifying and/or Addressing a Breach

- a. It is considered that the Lessee/Licensee has adequately addressed a Breach Notice when the required remedial actions have been undertaken to the satisfaction of the City and within the timeframe specified. These may include any of the following actions:
 - i. Contacted the City, in writing, acknowledging the breach and offering a suitable solution

to resolve the breach and/or a negotiated outcome. With the City then providing confirmation in writing, agreeing to the alternative solution, and/or negotiated terms.

- ii. The City has been compensated for the loss or damage suffered as a result of the breach.
- iii. Any outstanding Rent, Outgoings, or Other Payments have been paid in full.
- iv. The Lessee/Licensee has complied with any notice provided, to remedy any default/breach to an acceptable standard, as determined by the City.

3. No Action Taken to Address a Breach of Agreement Terms

- a. The Lessee/Licensee is responsible for ensuring they adequately address a Breach Notice within the timeframe specified and provide the City with acknowledgement, in writing, upon receiving the notice.
- b. Where the Lessee/Licensee is in breach of their agreement terms for failure to pay any amounts payable to the City, or has failed to adequately rectify the breach within a reasonable time, the Lessee/Licensee will be advised in writing, that the matter will be referred to the City's Executive Leadership Team (ELT), where the following options will be considered, dependant on severity of situation:
 - i. Collection action for any outstanding amounts payable by the Lessee/Licensee.
 - ii. A notice to be sent by the City's Solicitors to the Lessee/Licensee, in an attempt to resolve the situation.
 - iii. A mediation meeting be arranged with the Lessee/Licensee and relevant City Officers to further discuss the breach of terms and negotiate a resolve.
 - iv. The City may remedy the breach at the Lessee's/Licensee's cost.
 - v. Dependant on the situation, a report be presented to Council to consider options for further action, in-line with the provisions of the agreement. The Lessee/Licensee will be notified in writing, that a report is being presented to the Council once the meeting agenda has been finalised.

4. Recording Breaches of Tenancy Agreements

- a. Breach notices will be recorded in the Lessee's/Licensee's files for 5 years and will be used to inform City officers when;
 - i. Reviewing the annual performance of Councils Community Lease, License and User Agreements.
 - ii. Renewing Lease, Licence or User Agreements.
 - iii. When deciding best course of action to take should the Lessee/Licensee fail to rectify or address a breach of a similar nature.
- b. Breach notices will not be considered by City officers in decision making after 5 years from the date of issue.

Related Legislation

Residential Tenancies Act 1987

Related Documentation

City of Bayswater Community and Commercial Lease KPI's and Assessment Criteria

City of Bayswater Lease Agreements

Community Facility Lease and License/User Agreement Policy

Document details



Breach of Lease Policy

Relevant delegations	EF – D11 Leasing Agreements		
Risk evaluation	Moderate		
Strategic link	Work together to deliver the best outcomes for the community by managing our resources in a financially responsible way.		
Council adoption	22 March 2022	Resolution	10.6.1.3
Next review due	[date]		
Reviewed/modified	[date]	Resolution	[item no.]
Revision details	[description]		

10.5.1.4 Planning Policy Review: Significant Tree Register for Private Land Policy and associated Guidelines

Responsible Branch:	Property and Economic Development
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required
Attachments:	<ol style="list-style-type: none"> 1. Draft Policy - Advertised [9.4.1 - 2 pages] 2. Draft Guidelines- Advertised [9.4.2 - 7 pages] 3. Draft Policy - Tracked Changes [9.4.3 - 3 pages] 4. Draft Guidelines - Tracked Changes [9.4.4 - 8 pages] 5. Revised Policy [9.4.5 - 3 pages] 6. Revised Guidelines [9.4.6 - 8 pages] 7. Submissions [9.4.7 - 15 pages]
Refer:	Item 10.5.2.7 OCM 22.10.2024

CR SALLY PALMER DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021, Cr Sally Palmer declared an impartial interest in this item as she knows one of the persons who presented a deputation on this item.

Cr Sally Palmer remained in the Council Chambers and voted on this item.

SUMMARY

Council consideration is sought in relation to the final approval of the City's draft modified *Significant Tree Register for Private Land Policy* and associated Guidelines.

The draft modified local planning policy was advertised for public comment from 7 November 2024 to 9 December 2024, during which time 490 people visited the policy online. 146 submissions were received during the public consultation period with 27% in support, 10% partially support, and 63% did not support the policy and guidelines.

OFFICER'S RECOMMENDATION

That Council adopts the revised Significant Tree Register for Private Land Policy and associated Guidelines as contained in **Attachments 5 and 6** to this Report.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council adopts the revised *Significant Tree Register for Private Land Policy* and associated Guidelines as contained in **Attachments 5 and 6** to this Report, subject to the following amendments:

1. **Significant Tree Register for Private Land Guidelines**
 - (a) Significant Tree Assessment Criteria new dot point 2:
 - “Satisfy Optional Category 1 to the satisfaction of the City; or”
 - (b) Significant Tree Assessment Criteria amended dot point 2:
 - “Satisfy at least two different optional categories (Categories 1–2 to 5), to the satisfaction of the City.”
2. **Significant Tree Register for Private Land Guidelines**
 - (a) Delete Tree Nomination Assessment and Decision Making Process Stage 1, cl.2:

~~“Where applicable, the nominator will obtain landowner(s) and any relevant strata body or similar consent”.~~

- (b) Amend Tree Nomination Assessment and Decision Making Process Stage 1, cl.4, to delete the word "notified" and replace it with the word "consulted"
- (c) Renumber clauses as required.

MOTION

That Council:

1. **Adopts the revised Significant Tree Register for Private Land Policy and associated Guidelines as contained in Attachments 5 and 6 to this Report, subject to the following amendments:**
 - **Significant Tree Register for Private Land Guidelines**
 - a. **Significant Tree Assessment Criteria new dot point 2:**
 - **“Satisfy Optional Category 1 to the satisfaction of the City; or”**
 - b. **Significant Tree Assessment Criteria amended dot point 2:**
 - **“Satisfy at least two different optional categories (Categories 1 2 to 5), to the satisfaction of the City.”**
 - **Significant Tree Register for Private Land Guidelines**
 - (a) **Delete Tree Nomination Assessment and Decision Making Process Stage 1, cl.2:**
“Where applicable, the nominator will obtain landowner(s) and any relevant strata body or similar consent”.
 - (b) **Amend Tree Nomination Assessment and Decision Making Process Stage 1, cl.4, to delete the word "notified" and replace it with the word "consulted"**
 - (c) **Renumber clauses as required.**
 - (d) **Amend Tree Nomination Assessment and Decision Making Process Stage 2 to add a new cl. 3 to state the following and renumber the subsequent clauses accordingly.**
“Prior to formally listing the tree on the Significant Tree Register a Notification under S.70A of the Transfer of Land Act 1893 must be registered on the title of the property containing the significant tree at the cost of the nominee. This for the purpose of informing future landowners.”
 - (e) **Amend Incentives cl.5 to replace 2m with 3m.**

Simple majority required

2. **In accordance with section 5.42 of the *Local Government Act 1995 (WA)* adopts the following amendment to the Delegated Authority Register:**

Delegation –

TP-D01 Local Planning Schemes

Express power or duty delegated –

Authority to exercise all powers and duties under all Local Planning Schemes in operation within the City of Bayswater with exception of the following:

- determine development applications (excluding development applications for prescribed single house development) involving the following:

...

- Building height variations equal to or greater than 2.0m or 3.0m where the property has a registered significant tree on the site being retained;
or
- Building height requirements refer only to the number of storeys, one or more additional storeys.

ABSOLUTE MAJORITY REQUIRED

Cr Josh Eveson Moved, Cr Sally Palmer Seconded

Cr Elli Petersen-Pik - Deputy Mayor proposed the following amendment:

AMENDMENT

That in limb 1 (d) the word 'nominee' be changed to 'property owner'.

As the amendment was accepted by the mover and seconder it became part of the substantive motion.

COUNCIL RESOLUTION

That Council:

1. Adopts the revised Significant Tree Register for Private Land Policy and associated Guidelines as contained in Attachments 5 and 6 to this Report, subject to the following amendments:
 - Significant Tree Register for Private Land Guidelines
 - (a) Significant Tree Assessment Criteria new dot point 2:
 - “Satisfy Optional Category 1 to the satisfaction of the City; or”
 - (b) Significant Tree Assessment Criteria amended dot point 2:
 - “Satisfy at least two different optional categories (Categories 1 2 to 5), to the satisfaction of the City.”
 - Significant Tree Register for Private Land Guidelines
 - (a) Delete Tree Nomination Assessment and Decision Making Process Stage 1, cl.2:

“Where applicable, the nominator will obtain landowner(s) and any relevant strata body or similar consent”.
 - (b) Amend Tree Nomination Assessment and Decision Making Process Stage 1, cl.4, to delete the word "notified" and replace it with the word "consulted"
 - (c) Renumber clauses as required.
 - (d) Amend Tree Nomination Assessment and Decision Making Process Stage 2 to add a new cl. 3 to state the following and renumber the subsequent clauses accordingly.

“Prior to formally listing the tree on the Significant Tree Register a Notification under S.70A of the Transfer of Land Act 1893 must be registered on the title of the property containing the significant tree at the cost of the property owner. This for the purpose of informing future

landowners.”

- (e) Amend Incentives cl.5 to replace 2m with 3m.

Simple majority required

2. In accordance with section 5.42 of the *Local Government Act 1995 (WA)* adopts the following amendment to the Delegated Authority Register:

Delegation –

TP-D01 Local Planning Schemes

Express power or duty delegated –

Authority to exercise all powers and duties under all Local Planning Schemes in operation within the City of Bayswater with exception of the following:

- determine development applications (excluding development applications for prescribed single house development) involving the following:

...

- Building height variations equal to or greater than 2.0m or 3.0m where the property has a registered significant tree on the site being retained;
or
- Building height requirements refer only to the number of storeys, one or more additional storeys.

ABSOLUTE MAJORITY REQUIRED

Cr Josh Eveson Moved, Cr Sally Palmer Seconded

CARRIED: 8/1

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Cr Michelle Sutherland.

REASON FOR CHANGE

To address concerns that future landowners may not be aware significant trees registered on their property prior to settlement or finalisation of sale.

And ensure that incentives offered for registration of a significant tree are sufficient to promote and support registrations requested by the landowner(s) and supported by affected neighbouring landowner(s).

BACKGROUND

Council, at its Ordinary Meeting held on 22 October 2024, considered the revised Significant Tree Register for Private Land Policy and associated Guidelines and resolved as follows:

“That Council:

1. *Adopts the amended Significant Tree Register for Private Land Policy and associated Guidelines as contained in Attachments 7 and 8 to this Report, for the purposes of public advertising and comment.*

2. *Supports the City further investigating and implementing the outcomes identified within the Summary of Incentives for Trees on Private Land table as contained in Attachment 6 to this Report, and any changes to the City's Employee Establishment is to be considered as part of the 2025/26 business planning process.*
3. *Requests the City to prepare an information sheet that summarises the benefits for landowners and developers from registering significant trees, the main planning requirements regarding trees for new developments, and how keeping mature trees on their land could benefit their development."*

Intent of Policy and advertised modifications

Town Planning Scheme No. 24 (TPS 24) Amendment 86 introduced provisions for the Significant Tree Register, with the final wording of the amendment being prepared by the Department of Planning, Lands and Heritage (DPLH) to be consistent with other local government scheme provisions.

The Policy and Guidelines provide a more detailed framework for the City to administer the register for significant trees on private land.

At the 30 September 2024 Policy Review and Development Committee the City recommended the following amendments to the policy and guidelines:

- Include reference to 'incentives' within the Guidelines introduction.
- Removed the requirement for affected neighbours to provide consent for a Significant Tree nomination.
- Modifications to the nomination assessment criteria.
- Improved readability and softened language used within the guidelines.
- Amended the 3m building height incentive to 2m, consistent with the City's Delegated Authority Register.
- Format aligned for consistency with the City's current policy format.

The Policy Review and Development Committee proposed additional amendments to the policy and guidelines, including:

- Additional policy objective to encourage landowners, especially developers, to retain significant trees on their property.
- Remove requirement for landowners consent to be provided with a tree nomination, and move the requirement for consent to the assessment stage.
- Additional requirement for affected neighbouring landowners to be notified during the assessment and determination process.

A copy of the advertised revised Significant Tree Register for Private Land Policy and associated Guidelines is contained in **Attachments 1 and 2**.

EXTERNAL CONSULTATION

The City advertised the revised policy and guidelines in accordance with Councils' resolution for a period of 32 days from 7 November 2024 to 9 December 2024, by way of:

- Notification being published in the local newspaper(s).
- Information being placed on the City's engagement website.
- Online promotion via a social media post, news article on City's website, and two e-newsletters.

- Hard copies of the draft policy being made available for inspection at the City of Bayswater Civic Centre and libraries.

Advertising was undertaken concurrently with the draft modified *Trees and Private Land and Street Verges Policy*. During the public consultation period, 490 people visited the policy online via the City's engagement website.

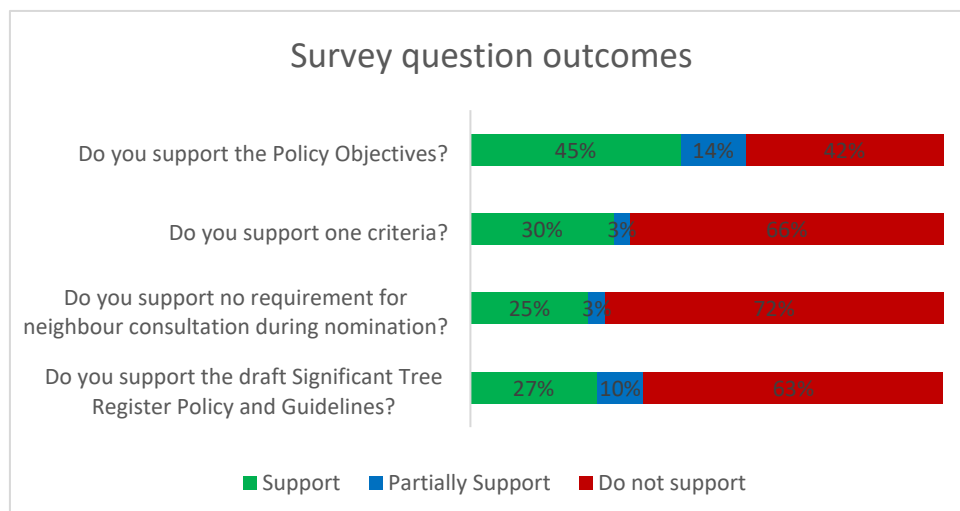
The following summarises activity via the City's promotion channels:

- City website news – published 7 Nov
 - 102 page views
- Social media advert
 - 512 clicks to Engage Bayswater page
 - 10,057 reach - the number of accounts that saw your ad at least once
 - 29,062 impressions – this includes multiple views of your ad by the same account
 - 634 engagements - the number of actions taken on your Facebook page, Instagram profile or any of your content, attributed to the ad

As part of the City's engagement website page, respondents were surveyed and asked to answer the following four questions specifically in relation to the *Significant Tree Register for Private Land Policy* and associated Guidelines:

1. Do you support the Policy objectives?
2. Do you support the amendment that a tree should be eligible for the register if it meets only one criterion from the guidelines?
3. Do you support the amendment that adjoining landowners no longer need to be consulted when a tree is nominated to be entered on the Significant Tree Register?
4. Do you support the draft Significant Tree Register Policy and Guidelines?

146 surveys were completed online, with 65 providing additional comments. The majority of the submissions did not support the proposed modifications to the policy and guidelines, with 63% not being in support, 10% partially supporting, and 27% supporting, as detailed in the following graph:



A summary of the submissions and comments are included in **Attachment 7** and are discussed further in the subsequent section of this report. Full copies of submissions can be made available on request.

OFFICER'S COMMENTS

Submissions

The submissions identified general overarching themes, which generally corresponded for each question. It was evident that the submissions in support recognised the importance of protecting mature trees, and that a less restrictive policy could result in nomination of more trees. The main concerns were government overreach, protection of landowner and neighbouring landowner property rights, policy does not go far enough to incentivise and encourage tree planting and could encourage pre-emptive clearing.

Policy Objectives

The majority of the submissions did support the policy objectives, with 45% in support, 14% partially supporting, and 42% not supporting.

The main reasons for supporting the policy objectives were the importance of maintaining and increasing tree canopy, particularly for biodiversity and microclimate, protecting trees during development, and the policy making it easier to register trees.

Partial support suggested modifications to the guidelines, including requirement for landowner and neighbouring landowner consent, importance of significant trees being diminished and needing more definition, incentives for planting, registration of significant trees should not be optional, and weed species should not be registered.

Submissions not in support of the policy objectives included loss of autonomy through government overreach, potential for property damage and possible liability issues, potential negative impact on development and provision of housing, potential for neighbour disputes, unfair that other people can nominate a tree on private property, unfair that impacted neighbours are not consulted, and possibility that pre-emptive clearing may occur. It was suggested that the policy does not go far enough to encourage retention and planting of new trees, and that alternatives such as development incentives and sinking power lines for a more wholistic approach.

City Response

Increasing tree canopy is an aim of the City, and the modifications to the policy are part of a wholistic approach to protecting trees. Landowner consent is required for a tree to be nominated,

as specified in TPS 24. The policy allows for anyone to nominate a tree, however landowner consent is required before it can be assessed. It is considered that where a landowner is concerned that they would be unduly penalised by having a tree on the register, it is unlikely that their consent would be forthcoming. As consent of the landowner is required for nomination it is also considered unlikely that trees eligible for the register would be pre-emptively removed or not planted.

The policy allows for a degree of pruning and emergency works to be undertaken, and in the event that additional works are required then an application can be made for more extensive maintenance. Maintenance grants are available to the landowners of the property containing the tree and to adjoining affected landowners.

No modifications to the policy objectives are proposed, however these themes are reflected in submissions to the below survey questions, and modifications to the guidelines are proposed as a result.

Single Criteria

The majority of the submissions did not support having only one optional criteria, with 66% not in support, 3% partially supporting, and 30% supporting.

Reasons for supporting a single optional criteria included the importance of protecting tree canopy for the biodiversity and microclimate they provide, and the use of a single criteria will make it easier for trees to be registered and afforded protection.

The reasons for not supporting the use of a single optional criteria related to the policy being too easy to register a tree and therefore diminishing the term 'significant', government overreach, ratepayers becoming responsible for maintenance costs of trees on other's private property, and potentially encouraging pre-emptive clearing or not planting at all. Submissions also considered that the policy was still not easy enough to register a tree.

City Response

The aim of the review of the policy and guidelines was to assess options for making it less restrictive for a tree to be nominated for the significant tree register, which in turn will assist with meeting the City's canopy targets. Concerns were raised however that if the policy is too easy then there will likely be trees nominated for the register which would otherwise not be considered to be significant. Also maintenance costs being subsidised by the City will be passed on to ratepayers for trees that are not necessarily significant. As a result, it is proposed to reintroduce the requirement for two criteria from two optional categories, however provide an option for a single criteria tree to be nominated, and assessed on its merits if the landowner and City considered it appropriate.

As noted above, it is considered unlikely that the policy and guidelines would result in pre-emptive removal of trees, or not planting at all, due to the requirement for landowners to consent to any nomination.

Neighbour Consent During Nomination

The majority of the submissions did not support the proposal to remove the requirement for impacted neighbour's consent, with 72% not being in support, 3% partially supporting, and 25% supporting.

Submissions in support noted removing the provision made it easier for trees to be registered and protected, by removing the need for neighbour's consent.

Submissions that were unsure of support noted that it depended on the impact on the neighbour, and that the City should be responsible for neighbour costs.

Submissions objecting raised concerns that the guidelines unfairly penalise neighbouring property owners through increased financial burden, impact on property values, potential for property damage, liability, impact on neighbours development potential, and also potential to escalate neighbour disputes.

City Response

The intention for removing the requirement for neighbour consent for nomination was to make the policy less restrictive to nominate a tree, so that a potential significant tree could be recognised. The modified policy proposes neighbour consultation during the assessment process, and this can be undertaken once the extent of impact is identified by an arborist. It is proposed to introduce a definition of an affected landowner, relating to intrusion of branches, canopy roots or tree protection zone into the adjoining property, which will assist in ensuring that adequate consultation is carried out with affected owners.

In regards to financial burden, neighbouring affected property owners are also eligible to obtain maintenance grants from the City. It is proposed that fees relating to approval for works to a significant tree also be waived for adjoining landowners.

It is also proposed to include a requirement for applications for works to trees be supplemented with an arboriculturist report, including development of adjoining land, which will serve to address both properties involved.

Policy and Guidelines

The majority of the submissions did not support the proposed modifications to the policy and guidelines, with 63% not being in support, 10% partially supporting, and 27% supporting.

Submissions in support considered the retention of mature tree canopy as important, and the amended policy would make retention easier.

Submissions partially supporting noted that the policy needs revision to require neighbour agreement and consultation, incentives, and mandatory inclusion on the register. Concerns were raised that the policy may encourage pre-emptive clearing and also penalises property owners.

Submissions objecting included government overreach, diminishes the importance of 'significant' trees, considered that it is important that the landowner and neighbour consent to nomination due to impact on property values, private property rights, nominee should not be able to contest decision for registration, impact on development potential, potential for property damage and subsequent liability issues, and lack of transparency. It was noted that the existing policy and guidelines were adequate and did not need modification.

City Response

The overall concerns raised by submissions have generally been addressed above by proposed further modifications to the guidelines. In addition, it is proposed to remove the ability for a nominee to request Council reconsideration in the event they are dissatisfied with a decision of the City regarding a nominated tree, to ensure landowner rights are protected and the guidelines are consistent with the requirements of TPS 24.

It is considered that the majority of the advertised modifications to the policy have merit and assist in making the policy less restrictive so that there are more opportunities for trees to be nominated and assessed. It is considered that the proposed further revisions to the policy

outlined above, and detailed below, will result in a policy that balances ease of nominating with protecting landowner rights.

Proposed Modifications

As noted above the intention of the policy is to protect Significant Trees. To achieve this, it is considered the policy needs to find a balance between simplifying and incentivising the registration of Significant Trees, whilst also sufficiently protecting the rights of landowners and impacted neighbouring property owners. As a result of the outcomes of the public consultation the following modifications to the advertised policy are therefore proposed:

Submission	City's Response	Recommended Modification
<i>Topic/theme: impact on property owners</i>		
Landowners consent should be required. Liability concerns.	<p>The provisions of TPS 24 Schedule A – Supplemental Provision to the Deemed Provisions requires the landowner's written nomination before a tree can be included or removed from the significant tree register.</p> <p>The DPLH have advised that the intent of the wording of the scheme provision was that landowner consent was critical to retain in the absence of any legal advice to support third party nominations, and confirmed that its intent and operation should not be to allow third parties to blanket nominate trees for the register.</p> <p>It is considered that the Policy can provide guidance to the nomination process to allow third parties to nominate a tree with landowner consent, and the receipt of that consent could constitute written nomination by the landowner in fulfilment of the scheme provision. DPLH agreed this would not conflict with the provision of the scheme.</p> <p>It is recommended to retain the ability for anyone to request that a tree be nominated, however ensuring landowner consent is required for the nomination to</p>	<p>Under the Guidelines "Nominations" include the following nomination provisions:</p> <p>"2. Any person can apply for a Significant Tree(s) on private land for inclusion on the Significant Tree Register, <u>provided all landowner(s) consent to the application.</u>"</p> <p>Under "Tree Nomination Assessment and Decision Making Process" Stage 1 modify bullet point 2:</p> <p>"2. where applicable, the <u>City nominator</u> will obtain landowner(s) and any relevant strata body or similar consent."</p>

Submission	City's Response	Recommended Modification
	be valid.	
Nominees should not have ability to request Council consideration.	<p>The Guideline's Tree Nomination Assessment and Decision Making Process Stage 2 bullet point 3 allows for the nominee to request a decision about a tree be referred to Council if they are dissatisfied. This implies the nominator, who may not be the landowner, has the ability to contest the decision through Council.</p> <p>It is recommended that the reference to nominee be modified to landowner to resolve the ambiguity.</p>	<p>Tree Nomination Assessment and Decision Making Process Stage 2 bullet point 3:</p> <p>"If the nominee <u>landowner</u> is dissatisfied by the decision, they can request for it to be referred to Council to make a decision."</p>
<i>Topic/theme: diminish meaning of 'significance' / policy needs to be easy to register a significant tree</i>		
<p>Having a single optional criteria for assessment could result in inappropriate trees, that are not necessarily significant, being included on the register.</p> <p>Policy needs to be less restrictive, and easier to register.</p>	<p>At this stage there have been no private trees included on the Significant Tree Register, indicating that the policy and guidelines may be too restrictive in requiring criteria from two categories to be met.</p> <p>The advertised policy sought to have a single criteria to make registration less restrictive.</p> <p>Given the concerns raised during consultation, as a compromise it is proposed to retain the requirement for two different optional categories. However in the event that a tree cannot satisfy two, include a provision for the City to consider the tree for inclusion on the register on its merits.</p>	<p>Under the guidelines 'Significant Tree Assessment Criteria' modify second bullet point:</p> <p>"Satisfy at least <u>two different</u> optional categories (Categories 1 to 5), to the satisfaction of the City."</p> <p>Insert third bullet point:</p> <p><u>"Where a tree only meets one criteria from one optional category, the City may consider the nomination on it's merits."</u></p>
<i>Topic/theme: impact on adjoining property owners</i>		
Impacted neighbouring landowner(s) consent should be required. Liability concerns.	The requirement for neighbour consent was proposed to be removed from the guidelines to make	<p>Under "Definitions" include:</p> <p><u>"Affected neighbouring landowner(s) – owners of</u></p>

Submission	City's Response	Recommended Modification
	<p>registration of a tree less restrictive.</p> <p>It is recommended that the requirement proposed provision for neighbour consultation during assessment be retained, and a definition for affected neighbouring landowner be included in the guidelines. This will enable nomination of a tree without neighbour consent, however ensures that affected landowners will be included in the assessment process.</p> <p>It is also proposed to include the identification of the TPZ in the General Category so that this is captured in the initial assessment so that affected neighbouring properties can be identified.</p>	<p><u>properties that have branches, canopy, roots, or located within the TPZ, of a significant tree(s) encroaching into their property."</u></p> <p>Under "Policy Statement - General Category", additional bullet point:</p> <p><u>9. Identification of a Tree Protection Zone and any affected properties.</u></p>
	<p>Significant Trees may have some impact on adjoining property, and vice versa. To provide a mechanism to determine impact at the time of application for Development Approval, it is recommended that an Arborist's report be submitted.</p>	<p>Under "What requires the City's Development Approval" include additional bullet point:</p> <p><u>"5. Applications for removal, destruction and interference are to be supplemented with an suitably qualified Arboriculturist Report, including development of adjoining land."</u></p>
<p>Financial impact, property damage</p>	<p>The guidelines currently provide for tree maintenance grants for affected neighbouring landowners, but these are restricted to maintenance. It is recommended that the ability to waive fees for applications for Development Approval relating to significant trees also be waived for adjoining affected landowners.</p>	<p>Modify the guidelines Incentives bullet point 1 to include:</p> <p><u>1. Landowner(s) and affected neighbouring landowner(s) written planning advice and approval relating to significant tree(s) fees waived.</u></p>

A copy of the revised policy with tracked changes is contained in **Attachment 3 and 4**, and a clean copy of the revised policy is contained in **Attachment 5 and 6**.

Information Sheet

As per the 22 October 2024 resolution an information sheet has been drafted that summarises the benefits for landowners and developers from registering significant trees, the main planning requirements regarding trees for new developments, and how keeping mature trees on their land could benefit their development. The information sheet will be finalised once the amendments to the policy and guidelines have been finalised and adopted by Council.

LEGISLATIVE COMPLIANCE

Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the procedure for amending a local planning policy.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR03 - Council plans, decision making process and/or activities fail to invest in the management, protection and improvement of its natural environment.	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

- Theme: Environment and Liveability
- Goal E2: Remain focused on greening the City's suburbs and streetscapes and increasing the tree canopy.
- Goal E4: Lessen the City's Impact on the environment through its buildings, infrastructure, services and targets, such as zero emissions by 2040, and empower the community to live sustainably.
- Theme: Leadership and Governance
- Goal L4: Communicate in a clear and transparent way.
Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

The draft modified *Significant Tree Register for Private Land Policy* and Associated Guidelines provides a useful readable policy and guidelines encouraging the registering of significant trees on private land, contributing to maintaining existing tree canopy throughout the City of Bayswater.

CONCLUSION

It is recommended that the modified *Significant Tree Register for Private Land Policy* and associated *Guidelines* are adopted by Council, as contained in **Attachment 5 and 6**.



Significant Tree Register for Private Land Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit	Property and Economic Development
Responsible Officer	Manager Property and Economic Development
Affected Business Units	Property and Economic Development Statutory Planning and Compliance Parks and Gardens
ECM Document Set ID	[ECM document set ID]

Purpose

The purpose of this policy is to outline information, requirements and guidance in relation to:

- Including or removing a tree from the City of Bayswater Significant Tree Register on private land; and
- Removing, destructing, interfering and/or maintaining a tree on the City of Bayswater Significant Tree Register for Private Land.

Objectives

The objectives of this policy are:

1. To identify and recognise the importance of significant trees in the City of Bayswater to ensure an increased level of protection and care.
2. To ensure that the processing and assessment of significant trees is fair, accountable, consistent and comparable.
3. To assist with meeting the City's tree canopy target.
4. To encourage landowners, especially developers, to retain significant trees on their property.

Scope

This policy applies to existing or potential trees on private land that could be included on the City of Bayswater Significant Tree Register.

Introduction

The City of Bayswater has a number of trees that hold special aesthetic, social and cultural value to the community. Inclusion of these trees on the City of Bayswater Significant Tree Register acknowledges their

value and can also provide them with statutory protection in accordance with the City of Bayswater *Town Planning Scheme No. 24* Schedule A - Supplemental Provisions to the Deemed Provisions to better ensure their ongoing conservation and care.

Requirements

1. Applications to include or remove a tree from the City of Bayswater Significant Tree Register are to be made in accordance with the City's Significant Tree Register Guidelines for Private Land.
2. Development approval is required prior to the removal, destruction, and/or interference with any tree included on the significant tree register. The proposed removal, destruction, interference and/or maintenance of a Significant Tree is to be undertaken in accordance with the City's Significant Tree Register Guidelines for Private Land.

Related Legislation

This policy is adopted under all Local Planning Schemes in force within the City of Bayswater, in accordance with Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

City of Bayswater Town Planning Scheme No. 24 Schedule A - Supplemental Provisions to the Deemed Provisions provides Significant Trees protection under Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Related Documentation

- City of Bayswater *Town Planning Scheme*.
- Urban Forest Strategy.
- Significant Tree Register for Private Land Guidelines.
- City of Bayswater Significant Tree Register for Private Land.

Document details

Relevant delegations	TP-D01		
Risk evaluation	Low		
Strategic link	Environment and Liveability Protect and enhance the City's natural environment and biodiversity, and encourage the community to participate in its protection.		
Council adoption	23 August 2022	Resolution	10.6.2.4
Reviewed/modified	September 2024	Resolution	[item no.]
Next review due	[date]		



Significant Tree Register for Private Land Guidelines

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit	Property and Economic Development
Responsible Officer	Manager Property and Economic Development
Affected Business Units	Property and Economic Development Statutory Planning and Compliance Parks and Gardens
ECM Document Set ID	[ECM document set ID]

Introduction

These guidelines provide guidance including incentives for people wanting to include or remove a tree from the City of Bayswater Significant Tree Register on private land in accordance with the Significant Trees Register for Private Land Policy.

In addition, these guidelines provide information about the removal, destruction, interference and/or maintenance of a tree, which is registered on the City of Bayswater Significant Tree Register.

Nominations

1. The significant tree register application form is required to be filled out and signed.
2. Any person can apply for a Significant Tree(s) on private land for inclusion on the Significant Tree Register.
3. Any person who nominates a tree and landowner(s) who consent will bear no cost for an application to the City to consider registering the tree.

Definitions

Tree Protection Zone (TPZ) – A protection zone that protects all parts of a tree from accidental or wilful damage, as calculated by a qualified arborist based on the appropriate Australian Standards.

Structural Root Zone (SRZ) – A protection zone that protects tree roots from accidental or wilful damage, as calculated by a qualified arborist based on the appropriate Australian Standards.

Suitably Qualified Arborist – An arborist that has a current and valid minimum qualification of an Australian Qualification Framework - Level 5 (Diploma) in Arboriculture.

Significant Tree Assessment

1. Consent from the landowner(s) and any applicable strata body or similar is required prior to the City engaging a suitably qualified arborist to prepare the Significant Tree Assessment for inclusion on the Significant Tree Register.
2. Consent from the landowner(s) and any applicable strata body or similar can be provided by the nominee or be requested by the City.
3. If landowner(s) and any applicable strata body or similar consent has not been obtained, the City will not progress with the nomination.
4. Costs associated with the Significant Tree Assessment are to be borne by the City.
5. The applicant can provide the City a copy of a Significant Tree Assessment undertaken by a suitably qualified arborist and be reimbursed for the cost, up to a maximum of \$1,000.
6. The Significant Tree Assessment is to provide justification that the tree satisfies the Significant Tree Assessment Criteria.

Significant Tree Assessment Criteria

To be considered worthy of inclusion on the Significant Tree Register, trees must:

- Satisfy all the criteria from the General Category, to the satisfaction of the City; and
- Satisfy at least one criterion from the optional categories (Categories 1 to 5), to the satisfaction of the City.

The City will engage a suitably qualified arborist where required to prepare the Significant Tree Assessment.

Policy Statement

General Category

The Significant Tree Assessment is to include:

1. Address of the site containing the tree(s).
2. Botanical name of the tree(s).
3. Measurements of the tree(s), including: height, diameter at breast height (1.4m) and width of canopy.
4. A Tree Risk Assessment using either the Quantified Tree Risk Assessment (QTRA) or Tree Risk Assessment Qualification (TRAQ) system, including distance to targets identified in the risk assessment such as buildings, sheds, etc. on both the subject site and neighbouring properties.
5. Age classification of the tree(s).
6. Observations of the tree(s) health and condition.
7. Supporting photographs of the tree(s).
8. An aerial photograph showing the location of the tree(s).

Optional Category 1 – Growth/Size Significance

1. A tree(s) that is outstanding for its height or trunk circumference - 500mm diameter measured 1.4m above the ground and/or over 7m high.

Optional Category 2 – Outstanding Visual/Aesthetic Significance

1. A tree(s) that occurs in a prominent location or context;
2. A tree(s) that contributes significantly to the landscape in which it grows in comparison to other trees within a 100m radius - including streetscapes, parks, gardens or natural landscapes;
3. A tree(s) that exhibits an unusual growth form or physical feature; and/or
4. A tree(s) that is of a significant age - 100 years or older.

Optional Category 3 – Botanic/Scientific Significance

1. A tree(s) that is of an important genetic value that could provide important and valuable propagating stock. This could include specimens that are particularly resistant to disease or climatic extremes or have a particular growth form; and/or
2. A tree(s) that demonstrates a likelihood for producing information that will help the wider understanding of natural or cultural history by virtue of its use as a research site, teaching site, type locality or benchmark site.

Optional Category 4 – Significant Ecological Value

1. A priority, rare, threatened or locally uncommon species or ecological community;
2. An indigenous/endemic remnant tree(s) that predates the urban development in its immediate proximity;
3. A tree(s) that makes a significant contribution to the integrity of an ecological community, including its role as a seed source or specialised habitat;
4. A remnant endemic specimen(s) now reduced in range or abundance, which indicates the former extent of the species, particularly range limits;
5. A tree(s) that is part of a significant habitat element for rare, threatened, priority or locally uncommon or common native species; and/or
6. A tree(s) proximity to recognised ecological linkages or biodiversity corridors.

Optional Category 5 – Historical, Commemorative, Cultural or Social Significance

1. A tree(s) that is associated with public significance or important historical event for the City; and/or
2. A tree(s) that is highly valued by the community or cultural groups for reasons of strong religious, spiritual, cultural or other social associations, including trees associated with Aboriginal heritage and culture.

Tree Nomination Assessment and Decision Making Process

Stage 1
<ol style="list-style-type: none"> 1. Applications will be checked to ensure that all the information has been provided. 2. Where applicable, the City will obtain landowner(s) and any relevant strata body or similar consent. 3. The City will undertake a Significant Tree Assessment using a qualified arborist, or the applicant may provide a copy Significant Tree Assessment undertaken by a qualified arborist. 4. Affected neighbours will be notified during the assessment process. 5. Further advice may be drawn upon from internal or external personnel as the need arises to ensure a thorough assessment is undertaken.
Stage 2
<ol style="list-style-type: none"> 1. The City will make a decision on the tree's worthiness for inclusion on the Significant Tree Register based on the assessment criteria and qualified arborist assessment. 2. The nominee, landowner(s) and any affected neighbouring landowner(s) will be informed of the decision in writing. 3. If the nominee is dissatisfied by the decision, they can request for it to be referred to Council to make a decision.
Stage 3
<ol style="list-style-type: none"> 1. Trees approved will be formally listed on the Significant Tree Register, which will include details about the tree, a photograph and a statement detailing its significance. The location of the other information will be included on the City's Geographic Information System.

Tree Maintenance Grants

Landowner(s) and /or affected neighbouring landowner(s) with a tree(s) registered on the significant tree register may be eligible to apply for a tree maintenance grant subject to the following.

1. Funding up to \$2,000 per property but not exceeding 50% of the total cost of the approved maintenance is available from the City, and is exclusive of any applicable GST.
2. Each property is entitled to one grant per five year period.
3. The application is for one or more of the following works:
 - Remedial pruning;
 - Crown thinning;
 - Pest control or the like;
 - To seek the advice of a qualified arborist; or
 - For other works specified by a qualified arborist.

4. Payment will be in the form of reimbursement to the previously agreed amount upon presentation of proof of payment and certification by the arborist of approved works. The City may inspect and photograph trees before and after the approved works.

Incentives

The following incentives are applicable where a significant tree exists on private land:

1. Landowner(s) written planning advice and approval relating to significant tree(s) fees waived.
2. Landowner(s) development application fees waived for development on the property.
3. Landowner(s) can apply for a variation to the site cover and open space provisions applicable to development on the site, as follows:
 - (a) Where one significant tree exists on the property a variation of 5% can be considered;
 - (b) Where two or more significant trees exist on the property a variation of 10% can be considered.
4. Landowner(s) can apply a variation to the plot ratio provisions applicable to development on the site, as follows:
 - (a) Where one significant tree exists on the property a variation of 5% can be considered;
 - (b) Where two or more significant trees exist on the property a variation of 10% can be considered.
5. Landowner(s) can apply for a variation to building height of up to 2m.

Landowner(s) will be made aware of the incentives for retaining trees on private land at the demolition permit, subdivision application and development application stage. The City will recommend an advice note be placed on the subdivision determination where trees over 7m in height are located on the property.

What requires the City's Development Approval

1. Development approval from the City of Bayswater is required prior to the removal, destruction and/or interference with any tree included on the City's Significant Tree Register, this includes:
 - (a) The severing of branches, limbs, stems, trunk or roots of a tree that are greater than 50mm in diameter;
 - (b) Any excavation resulting in removal of roots greater than 50mm in diameter within the trees calculated Tree Protection Zone (TPZ);
 - (c) Any excavation within the trees Structural Root Zone (SRZ) that requires the removal of any root;
 - (d) Pruning for aesthetic appearance; and/or
 - (e) Any other act that has the potential to cause damage to a tree, as determined by the City.
2. If a landowner(s) or neighbouring landowner(s) is in any doubt about what requires development approval, they are advised to liaise with the City prior to undertaking any pruning or other works.
3. Landowner(s) or neighbouring landowner(s) are advised to discuss with City officers what information is to be submitted with an application for development approval. Applications are to be accompanied by an assessment of the tree undertaken by a qualified arborist, with all associated costs being borne by the landowner(s) or relevant neighbouring landowner(s).
4. Approved works must be undertaken by a qualified arborist, to the satisfaction of the City.

What does not require the City's Development Approval

Pruning

Pruning of a significant tree is permitted to be undertaken by a qualified arborist (with all associated costs being borne by the landowner), without the need for development approval from the City, in the following circumstances:

1. The removal of dead wood or the treatment of disease where it is in the general interests of improving or maintaining the health of the tree;
2. Any excavation resulting in removal of roots less than 50mm in diameter within the trees calculated Tree Protection Zone (TPZ); and/or
3. Works required to maintain the legislated clearance requirements for utility services providers, such as Western Power or the Water Corporation.

It is noted that the severing of any branches, limbs, stems or roots of a tree that are less than 50mm in diameter do not require development approval or for the works to be undertaken by a qualified arborist.

Emergency Works

1. The following exemption for obtaining Development Approval prior to the removal of a significant tree apply:
 - (a) The removal is deemed as works that are urgently necessary for the safety of people and property, public safety, safety or security of plant or equipment, maintenance of essential services, or protection of the environment in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Part 7 Clause 61 (b) item 18.
2. Landowner(s) or neighbouring landowner(s) are required to notify the City in writing within five working days following the emergency work having been undertaken. Notification must include a report by the qualified arborist who carried out the work.

Implications and Responsibilities

Implications and Responsibilities for Landowners

Landowners are advised to think carefully before nominating or consenting to a tree for inclusion on the Significant Tree Register. A significant tree has the following implications for landowners:

1. Landowners are responsible for the ongoing health and maintenance of a significant tree within their property boundary. All associated costs are to be borne by the landowner.
2. All maintenance and other works are required to be undertaken by a qualified arborist. All associated costs are to be borne by the landowner.
3. While some works can be undertaken to a significant tree without development approval, landowners will need to apply for and obtain development approval to undertake certain works associated with a significant tree.
4. A significant tree has the potential to constrain the future development potential of the property.
5. A significant tree may only be removed from the Significant Tree Register under certain circumstances.
6. A significant tree will remain on the Significant Tree Register if/when land ownership changes.
7. A significant tree may impact insurance policies. Landowners are advised to check with their insurance provider in this regard.

8. All future landowner(s) will be made aware of any significant tree which impacts their property.

Implications and Responsibilities for Neighbouring Properties

The inclusion of a tree on the Significant Tree Register may have the following implications for neighbouring properties:

1. Neighbouring landowners are responsible for the ongoing health and maintenance of any part of a significant tree that overhangs their property up to the boundary line. All associated costs are to be borne by the impacted landowner.
2. Where part of a significant tree overhangs a neighbouring property, all maintenance and other works up to the property boundary is required to be undertaken by a qualified arborist. All associated costs are to be borne by the impacted landowner.
3. While some pruning and other works can be undertaken to a significant tree without development written approval, neighbouring landowners will need to apply for and obtain development written approval to undertake certain works associated with any part of a significant tree that overhangs their property up to the boundary line.
4. All associated costs relating to clause 1, 2 and 3 above are to be borne by the impacted landowner.
5. Where part of a significant tree overhangs a neighbouring property, it may constrain the development potential of the property.
6. All future affected neighbouring landowner(s), which have or are likely to have branches, canopy or roots of a significant tree(s) encroaching into their property, will be made aware of any significant tree which impacts their property. The City will advise future affected neighbouring landowner(s) of this when issuing a Certificate of Information Relating to Land in response to a land information enquiry.

Removal from Register

Subject to obtaining development approval from the City, a tree may be removed from the Significant Tree Register if:

1. The tree is dead;
2. The tree poses an unacceptable level of risk within its structure and remedial techniques cannot rectify it;
3. The tree is suffering from a disease where remedial techniques will not prevent further spread of the disease, and the removal will be of benefit to other trees around it; and/or
4. The tree is causing significant damage to infrastructure and/or the property, and suitable documented evidence is provided by a qualified arborist, at the expense of the applicant.

The following reasons will not be considered sufficient for removal:

1. Withdrawal of the support from the landowner (or new landowner).
2. To facilitate the placement of a permanent vehicle access crossing; unless it is to facilitate the placement of a permanent vehicle access crossing as a last resort, where there is no other viable option.

To remove a tree from the Significant Tree Register, landowners are required to provide an assessment from a qualified arborist detailing evidence and reasons why the tree should be removed from the Register. All associated costs are to be borne by the landowner.



Significant Tree Register for Private Land Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit	Property and Economic Development
Responsible Officer	Manager Property and Economic Development
Affected Business Units	Property and Economic Development Statutory Planning and Compliance Parks and Gardens
ECM Document Set ID	[ECM document set ID]

Purpose

The purpose of this policy is to outline information, requirements and guidance in relation to:

- Including or removing a tree from the City of Bayswater Significant Tree Register on private land; and
- Removing, destructing, interfering and/or maintaining a tree on the City of Bayswater Significant Tree Register for Private Land.

Objectives

The objectives of this policy are:

1. To identify and recognise the importance of significant trees in the City of Bayswater to ensure an increased level of protection and care.
2. To ensure that the processing and assessment of significant trees is fair, accountable, consistent and comparable.
3. To assist with meeting the City's tree canopy target.
4. To encourage landowners, especially developers, to retain significant trees on their property.

Scope

This policy applies to existing or potential trees on private land that could be included on the City of Bayswater Significant Tree Register.

Introduction

The City of Bayswater has a number of trees that hold special aesthetic, social and cultural value to the community. Inclusion of these trees on the City of Bayswater Significant Tree Register acknowledges their value and can also provide them with statutory protection in accordance with the City of Bayswater *Town Planning Scheme No. 24* Schedule A - Supplemental Provisions to the Deemed Provisions to better ensure their ongoing conservation and care.

Requirements

1. Applications to include or remove a tree from the City of Bayswater Significant Tree Register are to be made in accordance with the City's Significant Tree Register Guidelines for Private Land.
2. Development approval is required prior to the removal, destruction, and/or interference with any tree included on the significant tree register. The proposed removal, destruction, interference and/or maintenance of a Significant Tree is to be undertaken in accordance with the City's Significant Tree Register Guidelines for Private Land.

Related Legislation

This policy is adopted under all Local Planning Schemes in force within the City of Bayswater, in accordance with Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

City of Bayswater Town Planning Scheme No. 24 Schedule A - Supplemental Provisions to the Deemed Provisions provides Significant Trees protection under Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Related Documentation

- City of Bayswater *Town Planning Scheme*.
- Urban Forest Strategy.
- Significant Tree Register for Private Land Guidelines.
- City of Bayswater Significant Tree Register for Private Land.

Document details

Relevant delegations	TP-D01		
Risk evaluation	Low		
Strategic link	Environment and Liveability Protect and enhance the City's natural environment and biodiversity, and encourage the community to participate in its protection.		
Council adoption	23 August 2022	Resolution	10.6.2.4
Reviewed/modified	September 2024	Resolution	[item no.]



Policy
Significant Tree Register for Private Land

Next review due [date]



Significant Tree Register for Private Land Guidelines

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit	Property and Economic Development
Responsible Officer	Manager Property and Economic Development
Affected Business Units	Property and Economic Development Statutory Planning and Compliance Parks and Gardens
ECM Document Set ID	[ECM document set ID]

Introduction

These guidelines provide guidance including incentives for people wanting to include or remove a tree from the City of Bayswater Significant Tree Register on private land in accordance with the Significant Trees Register for Private Land Policy.

In addition, these guidelines provide information about the removal, destruction, interference and/or maintenance of a tree, which is registered on the City of Bayswater Significant Tree Register.

Nominations

1. The significant tree register application form is required to be filled out and signed.
2. Any person can apply for a Significant Tree(s) on private land for inclusion on the Significant Tree Register, provided all landowner(s) consent to the application.
3. Any person who nominates a tree and landowner(s) who consent will bear no cost for an application to the City to consider registering the tree.

Definitions

Tree Protection Zone (TPZ) – A protection zone that protects all parts of a tree from accidental or wilful damage, as calculated by a qualified arborist based on the appropriate Australian Standards.

Structural Root Zone (SRZ) – A protection zone that protects tree roots from accidental or wilful damage, as calculated by a qualified arborist based on the appropriate Australian Standards.

Suitably Qualified Arborist – An arborist that has a current and valid minimum qualification of an Australian Qualification Framework - Level 5 (Diploma) in Arboriculture.

Affected neighbouring landowner(s) – owners of properties that have branches, canopy, roots, or located within the TPZ, of a significant tree(s) encroaching into their property.

Significant Tree Assessment

1. Consent from the landowner(s) and any applicable strata body or similar is required prior to the City engaging a suitably qualified arborist to prepare the Significant Tree Assessment for inclusion on the Significant Tree Register.
2. Consent from the landowner(s) and any applicable strata body or similar can be provided by the nominee or be requested by the City.
3. If landowner(s) and any applicable strata body or similar consent has not been obtained, the City will not progress with the nomination.
4. Costs associated with the Significant Tree Assessment are to be borne by the City.
5. The applicant can provide the City a copy of a Significant Tree Assessment undertaken by a suitably qualified arborist and be reimbursed for the cost, up to a maximum of \$1,000.
6. The Significant Tree Assessment is to provide justification that the tree satisfies the Significant Tree Assessment Criteria.

Significant Tree Assessment Criteria

To be considered worthy of inclusion on the Significant Tree Register, trees must:

- Satisfy all the criteria from the General Category, to the satisfaction of the City; and
- Satisfy at least ~~one criterion~~ two different from the optional categories (Categories 1 to 5), to the satisfaction of the City.
- Where a tree only meets one criteria from one optional category, the City may consider the nomination on it's merits."

The City will engage a suitably qualified arborist where required to prepare the Significant Tree Assessment.

Policy Statement

General Category

The Significant Tree Assessment is to include:

1. Address of the site containing the tree(s).
2. Botanical name of the tree(s).
3. Measurements of the tree(s), including: height, diameter at breast height (1.4m) and width of canopy.
4. A Tree Risk Assessment using either the Quantified Tree Risk Assessment (QTRA) or Tree Risk Assessment Qualification (TRAQ) system, including distance to targets identified in the risk assessment such as buildings, sheds, etc. on both the subject site and neighbouring properties.
5. Age classification of the tree(s).
6. Observations of the tree(s) health and condition.
7. Supporting photographs of the tree(s).

8. An aerial photograph showing the location of the tree(s).
9. Identification of a Tree Protection Zone and any affected properties.

Optional Category 1 – Growth/Size Significance

1. A tree(s) that is outstanding for its height or trunk circumference - 500mm diameter measured 1.4m above the ground and/or over 7m high.

Optional Category 2 – Outstanding Visual/Aesthetic Significance

1. A tree(s) that occurs in a prominent location or context;
2. A tree(s) that contributes significantly to the landscape in which it grows in comparison to other trees within a 100m radius - including streetscapes, parks, gardens or natural landscapes;
3. A tree(s) that exhibits an unusual growth form or physical feature; and/or
4. A tree(s) that is of a significant age - 100 years or older.

Optional Category 3 – Botanic/Scientific Significance

1. A tree(s) that is of an important genetic value that could provide important and valuable propagating stock. This could include specimens that are particularly resistant to disease or climatic extremes or have a particular growth form; and/or
2. A tree(s) that demonstrates a likelihood for producing information that will help the wider understanding of natural or cultural history by virtue of its use as a research site, teaching site, type locality or benchmark site.

Optional Category 4 – Significant Ecological Value

1. A priority, rare, threatened or locally uncommon species or ecological community;
2. An indigenous/endemic remnant tree(s) that predates the urban development in its immediate proximity;
3. A tree(s) that makes a significant contribution to the integrity of an ecological community, including its role as a seed source or specialised habitat;
4. A remnant endemic specimen(s) now reduced in range or abundance, which indicates the former extent of the species, particularly range limits;
5. A tree(s) that is part of a significant habitat element for rare, threatened, priority or locally uncommon or common native species; and/or
6. A tree(s) proximity to recognised ecological linkages or biodiversity corridors.

Optional Category 5 – Historical, Commemorative, Cultural or Social Significance

1. A tree(s) that is associated with public significance or important historical event for the City; and/or
2. A tree(s) that is highly valued by the community or cultural groups for reasons of strong religious, spiritual, cultural or other social associations, including trees associated with Aboriginal heritage and culture.

Tree Nomination Assessment and Decision Making Process

Stage 1

1. Applications will be checked to ensure that all the information has been provided.
2. Where applicable, the **City nominator** will obtain landowner(s) and any relevant strata body or similar consent.
3. The City will undertake a Significant Tree Assessment using a qualified arborist, or the applicant may provide a copy Significant Tree Assessment undertaken by a qualified arborist.
4. Affected neighbours will be notified during the assessment process.
5. Further advice may be drawn upon from internal or external personnel as the need arises to ensure a thorough assessment is undertaken.

Stage 2

1. The City will make a decision on the tree's worthiness for inclusion on the Significant Tree Register based on the assessment criteria and qualified arborist assessment.
2. The nominee, landowner(s) and any affected neighbouring landowner(s) will be informed of the decision in writing.
3. If the **nominee landowner** is dissatisfied by the decision, they can request for it to be referred to Council to make a decision.

Stage 3

1. Trees approved will be formally listed on the Significant Tree Register, which will include details about the tree, a photograph and a statement detailing its significance. The location of the other information will be included on the City's Geographic Information System.

Tree Maintenance Grants

Landowner(s) and /or affected neighbouring landowner(s) with a tree(s) registered on the significant tree register may be eligible to apply for a tree maintenance grant subject to the following.

1. Funding up to \$2,000 per property but not exceeding 50% of the total cost of the approved maintenance is available from the City, and is exclusive of any applicable GST.
2. Each property is entitled to one grant per five year period.
3. The application is for one or more of the following works:
 - Remedial pruning;

- Crown thinning;
 - Pest control or the like;
 - To seek the advice of a qualified arborist; or
 - For other works specified by a qualified arborist.
4. Payment will be in the form of reimbursement to the previously agreed amount upon presentation of proof of payment and certification by the arborist of approved works. The City may inspect and photograph trees before and after the approved works.

Incentives

The following incentives are applicable where a significant tree exists on private land:

1. Landowner(s) and affected neighbouring landowner(s) written planning advice and approval relating to significant tree(s) fees waived.
2. Landowner(s) development application fees waived for development on the property.
3. Landowner(s) can apply for a variation to the site cover and open space provisions applicable to development on the site, as follows:
 - (a) Where one significant tree exists on the property a variation of 5% can be considered;
 - (b) Where two or more significant trees exist on the property a variation of 10% can be considered.
4. Landowner(s) can apply a variation to the plot ratio provisions applicable to development on the site, as follows:
 - (a) Where one significant tree exists on the property a variation of 5% can be considered;
 - (b) Where two or more significant trees exist on the property a variation of 10% can be considered.
5. Landowner(s) can apply for a variation to building height of up to 2m.

Landowner(s) will be made aware of the incentives for retaining trees on private land at the demolition permit, subdivision application and development application stage. The City will recommend an advice note be placed on the subdivision determination where trees over 7m in height are located on the property.

What requires the City's Development Approval

1. Development approval from the City of Bayswater is required prior to the removal, destruction and/or interference with any tree included on the City's Significant Tree Register, this includes:
 - (a) The severing of branches, limbs, stems, trunk or roots of a tree that are greater than 50mm in diameter;
 - (b) Any excavation resulting in removal of roots greater than 50mm in diameter within the trees calculated Tree Protection Zone (TPZ);
 - (c) Any excavation within the trees Structural Root Zone (SRZ) that requires the removal of any root;
 - (d) Pruning for aesthetic appearance; and/or
 - (e) Any other act that has the potential to cause damage to a tree, as determined by the City.

2. If a landowner(s) or neighbouring landowner(s) is in any doubt about what requires development approval, they are advised to liaise with the City prior to undertaking any pruning or other works.
3. Landowner(s) or neighbouring landowner(s) are advised to discuss with City officers what information is to be submitted with an application for development approval. Applications are to be accompanied by an assessment of the tree undertaken by a qualified arborist, with all associated costs being borne by the landowner(s) or relevant neighbouring landowner(s).
4. Approved works must be undertaken by a qualified arborist, to the satisfaction of the City.
5. Applications for removal, destruction and interference are to be supplemented with an suitably qualified Arboriculturist Report, including development of adjoining land.

What does not require the City's Development Approval

Pruning

Pruning of a significant tree is permitted to be undertaken by a qualified arborist (with all associated costs being borne by the landowner), without the need for development approval from the City, in the following circumstances:

1. The removal of dead wood or the treatment of disease where it is in the general interests of improving or maintaining the health of the tree;
2. Any excavation resulting in removal of roots less than 50mm in diameter within the trees calculated Tree Protection Zone (TPZ); and/or
3. Works required to maintain the legislated clearance requirements for utility services providers, such as Western Power or the Water Corporation.

It is noted that the severing of any branches, limbs, stems or roots of a tree that are less than 50mm in diameter do not require development approval or for the works to be undertaken by a qualified arborist.

Emergency Works

1. The following exemption for obtaining Development Approval prior to the removal of a significant tree apply:
 - (a) The removal is deemed as works that are urgently necessary for the safety of people and property, public safety, safety or security of plant or equipment, maintenance of essential services, or protection of the environment in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Part 7 Clause 61 (b) item 18.
2. Landowner(s) or neighbouring landowner(s) are required to notify the City in writing within five working days following the emergency work having been undertaken. Notification must include a report by the qualified arborist who carried out the work.

Implications and Responsibilities

Implications and Responsibilities for Landowners

Landowners are advised to think carefully before nominating or consenting to a tree for inclusion on the Significant Tree Register. A significant tree has the following implications for landowners:

1. Landowners are responsible for the ongoing health and maintenance of a significant tree within their property boundary. All associated costs are to be borne by the landowner.

2. All maintenance and other works are required to be undertaken by a qualified arborist. All associated costs are to be borne by the landowner.
3. While some works can be undertaken to a significant tree without development approval, landowners will need to apply for and obtain development approval to undertake certain works associated with a significant tree.
4. A significant tree has the potential to constrain the future development potential of the property.
5. A significant tree may only be removed from the Significant Tree Register under certain circumstances.
6. A significant tree will remain on the Significant Tree Register if/when land ownership changes.
7. A significant tree may impact insurance policies. Landowners are advised to check with their insurance provider in this regard.
8. All future landowner(s) will be made aware of any significant tree which impacts their property.

Implications and Responsibilities for Neighbouring Properties

The inclusion of a tree on the Significant Tree Register may have the following implications for neighbouring properties:

1. Neighbouring landowners are responsible for the ongoing health and maintenance of any part of a significant tree that overhangs their property up to the boundary line. All associated costs are to be borne by the impacted landowner.
2. Where part of a significant tree overhangs a neighbouring property, all maintenance and other works up to the property boundary is required to be undertaken by a qualified arborist. All associated costs are to be borne by the impacted landowner.
3. While some pruning and other works can be undertaken to a significant tree without development written approval, neighbouring landowners will need to apply for and obtain development written approval to undertake certain works associated with any part of a significant tree that overhangs their property up to the boundary line.
4. All associated costs relating to clause 1, 2 and 3 above are to be borne by the impacted landowner.
5. Where part of a significant tree overhangs a neighbouring property, it may constrain the development potential of the property.
6. All future affected neighbouring landowner(s), which have or are likely to have branches, canopy or roots of a significant tree(s) encroaching into their property, will be made aware of any significant tree which impacts their property. The City will advise future affected neighbouring landowner(s) of this when issuing a Certificate of Information Relating to Land in response to a land information enquiry.

Removal from Register

Subject to obtaining development approval from the City, a tree may be removed from the Significant Tree Register if:

1. The tree is dead;
2. The tree poses an unacceptable level of risk within its structure and remedial techniques cannot rectify it;
3. The tree is suffering from a disease where remedial techniques will not prevent further spread of the disease, and the removal will be of benefit to other trees around it; and/or



Significant Tree Register for Private Land Guidelines

4. The tree is causing significant damage to infrastructure and/or the property, and suitable documented evidence is provided by a qualified arborist, at the expense of the applicant.

The following reasons will not be considered sufficient for removal:

1. Withdrawal of the support from the landowner (or new landowner).
2. To facilitate the placement of a permanent vehicle access crossing; unless it is to facilitate the placement of a permanent vehicle access crossing as a last resort, where there is no other viable option.

To remove a tree from the Significant Tree Register, landowners are required to provide an assessment from a qualified arborist detailing evidence and reasons why the tree should be removed from the Register. All associated costs are to be borne by the landowner.



Significant Tree Register for Private Land Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit	Property and Economic Development
Responsible Officer	Manager Property and Economic Development
Affected Business Units	Property and Economic Development Statutory Planning and Compliance Parks and Gardens
ECM Document Set ID	[ECM document set ID]

Purpose

The purpose of this policy is to outline information, requirements and guidance in relation to:

- Including or removing a tree from the City of Bayswater Significant Tree Register on private land; and
- Removing, destructing, interfering and/or maintaining a tree on the City of Bayswater Significant Tree Register for Private Land.

Objectives

The objectives of this policy are:

1. To identify and recognise the importance of significant trees in the City of Bayswater to ensure an increased level of protection and care.
2. To ensure that the processing and assessment of significant trees is fair, accountable, consistent and comparable.
3. To assist with meeting the City's tree canopy target.
4. To encourage landowners, especially developers, to retain significant trees on their property.

Scope

This policy applies to existing or potential trees on private land that could be included on the City of Bayswater Significant Tree Register.

Introduction

The City of Bayswater has a number of trees that hold special aesthetic, social and cultural value to the community. Inclusion of these trees on the City of Bayswater Significant Tree Register acknowledges their value and can also provide them with statutory protection in accordance with the City of Bayswater *Town Planning Scheme No. 24* Schedule A - Supplemental Provisions to the Deemed Provisions to better ensure their ongoing conservation and care.

Requirements

1. Applications to include or remove a tree from the City of Bayswater Significant Tree Register are to be made in accordance with the City's Significant Tree Register Guidelines for Private Land.
2. Development approval is required prior to the removal, destruction, and/or interference with any tree included on the significant tree register. The proposed removal, destruction, interference and/or maintenance of a Significant Tree is to be undertaken in accordance with the City's Significant Tree Register Guidelines for Private Land.

Related Legislation

This policy is adopted under all Local Planning Schemes in force within the City of Bayswater, in accordance with Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

City of Bayswater Town Planning Scheme No. 24 Schedule A - Supplemental Provisions to the Deemed Provisions provides Significant Trees protection under Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Related Documentation

- City of Bayswater *Town Planning Scheme*.
- Urban Forest Strategy.
- Significant Tree Register for Private Land Guidelines.
- City of Bayswater Significant Tree Register for Private Land.

Document details

Relevant delegations	TP-D01		
Risk evaluation	Low		
Strategic link	Environment and Liveability Protect and enhance the City's natural environment and biodiversity, and encourage the community to participate in its protection.		
Council adoption	23 August 2022	Resolution	10.6.2.4
Reviewed/modified	September 2024	Resolution	[item no.]

Next review due	[date]
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Revised Policy



Significant Tree Register for Private Land Guidelines

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit	Property and Economic Development
Responsible Officer	Manager Property and Economic Development
Affected Business Units	Property and Economic Development Statutory Planning and Compliance Parks and Gardens
ECM Document Set ID	[ECM document set ID]

Introduction

These guidelines provide guidance including incentives for people wanting to include or remove a tree from the City of Bayswater Significant Tree Register on private land in accordance with the Significant Trees Register for Private Land Policy.

In addition, these guidelines provide information about the removal, destruction, interference and/or maintenance of a tree, which is registered on the City of Bayswater Significant Tree Register.

Nominations

1. The significant tree register application form is required to be filled out and signed.
2. Any person can apply for a Significant Tree(s) on private land for inclusion on the Significant Tree Register, provided all landowner(s) consent to the application.
3. Any person who nominates a tree and landowner(s) who consent will bear no cost for an application to the City to consider registering the tree.

Definitions

Tree Protection Zone (TPZ) – A protection zone that protects all parts of a tree from accidental or wilful damage, as calculated by a qualified arborist based on the appropriate Australian Standards.

Structural Root Zone (SRZ) – A protection zone that protects tree roots from accidental or wilful damage, as calculated by a qualified arborist based on the appropriate Australian Standards.

Suitably Qualified Arborist – An arborist that has a current and valid minimum qualification of an Australian Qualification Framework - Level 5 (Diploma) in Arboriculture.

Affected neighbouring landowner(s) – owners of properties that have branches, canopy, roots, or located within the TPZ, of a significant tree(s) encroaching into their property.

Significant Tree Assessment

1. Consent from the landowner(s) and any applicable strata body or similar is required prior to the City engaging a suitably qualified arborist to prepare the Significant Tree Assessment for inclusion on the Significant Tree Register.
2. Consent from the landowner(s) and any applicable strata body or similar can be provided by the nominee or be requested by the City.
3. If landowner(s) and any applicable strata body or similar consent has not been obtained, the City will not progress with the nomination.
4. Costs associated with the Significant Tree Assessment are to be borne by the City.
5. The applicant can provide the City a copy of a Significant Tree Assessment undertaken by a suitably qualified arborist and be reimbursed for the cost, up to a maximum of \$1,000.
6. The Significant Tree Assessment is to provide justification that the tree satisfies the Significant Tree Assessment Criteria.

Significant Tree Assessment Criteria

To be considered worthy of inclusion on the Significant Tree Register, trees must:

- Satisfy all the criteria from the General Category, to the satisfaction of the City; and
- Satisfy at least two different from the optional categories (Categories 1 to 5), to the satisfaction of the City.
- Where a tree only meets one criteria from one optional category, the City may consider the nomination on its merits.

The City will engage a suitably qualified arborist where required to prepare the Significant Tree Assessment.

Policy Statement

General Category

The Significant Tree Assessment is to include:

1. Address of the site containing the tree(s).
2. Botanical name of the tree(s).
3. Measurements of the tree(s), including: height, diameter at breast height (1.4m) and width of canopy.
4. A Tree Risk Assessment using either the Quantified Tree Risk Assessment (QTRA) or Tree Risk Assessment Qualification (TRAQ) system, including distance to targets identified in the risk assessment such as buildings, sheds, etc. on both the subject site and neighbouring properties.
5. Age classification of the tree(s).
6. Observations of the tree(s) health and condition.
7. Supporting photographs of the tree(s).

8. An aerial photograph showing the location of the tree(s).
9. Identification of a Tree Protection Zone and any affected properties.

Optional Category 1 – Growth/Size Significance

1. A tree(s) that is outstanding for its height or trunk circumference - 500mm diameter measured 1.4m above the ground and/or over 7m high.

Optional Category 2 – Outstanding Visual/Aesthetic Significance

1. A tree(s) that occurs in a prominent location or context;
2. A tree(s) that contributes significantly to the landscape in which it grows in comparison to other trees within a 100m radius - including streetscapes, parks, gardens or natural landscapes;
3. A tree(s) that exhibits an unusual growth form or physical feature; and/or
4. A tree(s) that is of a significant age - 100 years or older.

Optional Category 3 – Botanic/Scientific Significance

1. A tree(s) that is of an important genetic value that could provide important and valuable propagating stock. This could include specimens that are particularly resistant to disease or climatic extremes or have a particular growth form; and/or
2. A tree(s) that demonstrates a likelihood for producing information that will help the wider understanding of natural or cultural history by virtue of its use as a research site, teaching site, type locality or benchmark site.

Optional Category 4 – Significant Ecological Value

1. A priority, rare, threatened or locally uncommon species or ecological community;
2. An indigenous/endemic remnant tree(s) that predates the urban development in its immediate proximity;
3. A tree(s) that makes a significant contribution to the integrity of an ecological community, including its role as a seed source or specialised habitat;
4. A remnant endemic specimen(s) now reduced in range or abundance, which indicates the former extent of the species, particularly range limits;
5. A tree(s) that is part of a significant habitat element for rare, threatened, priority or locally uncommon or common native species; and/or
6. A tree(s) proximity to recognised ecological linkages or biodiversity corridors.

Optional Category 5 – Historical, Commemorative, Cultural or Social Significance

1. A tree(s) that is associated with public significance or important historical event for the City; and/or
2. A tree(s) that is highly valued by the community or cultural groups for reasons of strong religious, spiritual, cultural or other social associations, including trees associated with Aboriginal heritage and culture.

Tree Nomination Assessment and Decision Making Process

Stage 1

1. Applications will be checked to ensure that all the information has been provided.
2. Where applicable, the nominator will obtain landowner(s) and any relevant strata body or similar consent.
3. The City will undertake a Significant Tree Assessment using a qualified arborist, or the applicant may provide a copy Significant Tree Assessment undertaken by a qualified arborist.
4. Affected neighbours will be notified during the assessment process.
5. Further advice may be drawn upon from internal or external personnel as the need arises to ensure a thorough assessment is undertaken.

Stage 2

1. The City will make a decision on the tree's worthiness for inclusion on the Significant Tree Register based on the assessment criteria and qualified arborist assessment.
2. The nominee, landowner(s) and any affected neighbouring landowner(s) will be informed of the decision in writing.
3. If the landowner is dissatisfied by the decision, they can request for it to be referred to Council to make a decision.

Stage 3

1. Trees approved will be formally listed on the Significant Tree Register, which will include details about the tree, a photograph and a statement detailing its significance. The location of the other information will be included on the City's Geographic Information System.

Tree Maintenance Grants

Landowner(s) and /or affected neighbouring landowner(s) with a tree(s) registered on the significant tree register may be eligible to apply for a tree maintenance grant subject to the following.

1. Funding up to \$2,000 per property but not exceeding 50% of the total cost of the approved maintenance is available from the City, and is exclusive of any applicable GST.
2. Each property is entitled to one grant per five year period.
3. The application is for one or more of the following works:
 - Remedial pruning;

- Crown thinning;
 - Pest control or the like;
 - To seek the advice of a qualified arborist; or
 - For other works specified by a qualified arborist.
4. Payment will be in the form of reimbursement to the previously agreed amount upon presentation of proof of payment and certification by the arborist of approved works. The City may inspect and photograph trees before and after the approved works.

Incentives

The following incentives are applicable where a significant tree exists on private land:

1. Landowner(s) and affected neighbouring landowner(s) written planning advice and approval relating to significant tree(s) fees waived.
2. Landowner(s) development application fees waived for development on the property.
3. Landowner(s) can apply for a variation to the site cover and open space provisions applicable to development on the site, as follows:
 - (a) Where one significant tree exists on the property a variation of 5% can be considered;
 - (b) Where two or more significant trees exist on the property a variation of 10% can be considered.
4. Landowner(s) can apply a variation to the plot ratio provisions applicable to development on the site, as follows:
 - (a) Where one significant tree exists on the property a variation of 5% can be considered;
 - (b) Where two or more significant trees exist on the property a variation of 10% can be considered.
5. Landowner(s) can apply for a variation to building height of up to 2m.

Landowner(s) will be made aware of the incentives for retaining trees on private land at the demolition permit, subdivision application and development application stage. The City will recommend an advice note be placed on the subdivision determination where trees over 7m in height are located on the property.

What requires the City's Development Approval

1. Development approval from the City of Bayswater is required prior to the removal, destruction and/or interference with any tree included on the City's Significant Tree Register, this includes:
 - (a) The severing of branches, limbs, stems, trunk or roots of a tree that are greater than 50mm in diameter;
 - (b) Any excavation resulting in removal of roots greater than 50mm in diameter within the trees calculated Tree Protection Zone (TPZ);
 - (c) Any excavation within the trees Structural Root Zone (SRZ) that requires the removal of any root;
 - (d) Pruning for aesthetic appearance; and/or
 - (e) Any other act that has the potential to cause damage to a tree, as determined by the City.

2. If a landowner(s) or neighbouring landowner(s) is in any doubt about what requires development approval, they are advised to liaise with the City prior to undertaking any pruning or other works.
3. Landowner(s) or neighbouring landowner(s) are advised to discuss with City officers what information is to be submitted with an application for development approval. Applications are to be accompanied by an assessment of the tree undertaken by a qualified arborist, with all associated costs being borne by the landowner(s) or relevant neighbouring landowner(s).
4. Approved works must be undertaken by a qualified arborist, to the satisfaction of the City.
5. Applications for removal, destruction and interference are to be supplemented with an suitably qualified Arboriculturist Report, including development of adjoining land.

What does not require the City's Development Approval

Pruning

Pruning of a significant tree is permitted to be undertaken by a qualified arborist (with all associated costs being borne by the landowner), without the need for development approval from the City, in the following circumstances:

1. The removal of dead wood or the treatment of disease where it is in the general interests of improving or maintaining the health of the tree;
2. Any excavation resulting in removal of roots less than 50mm in diameter within the trees calculated Tree Protection Zone (TPZ); and/or
3. Works required to maintain the legislated clearance requirements for utility services providers, such as Western Power or the Water Corporation.

It is noted that the severing of any branches, limbs, stems or roots of a tree that are less than 50mm in diameter do not require development approval or for the works to be undertaken by a qualified arborist.

Emergency Works

1. The following exemption for obtaining Development Approval prior to the removal of a significant tree apply:
 - (a) The removal is deemed as works that are urgently necessary for the safety of people and property, public safety, safety or security of plant or equipment, maintenance of essential services, or protection of the environment in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Part 7 Clause 61 (b) item 18.
2. Landowner(s) or neighbouring landowner(s) are required to notify the City in writing within five working days following the emergency work having been undertaken. Notification must include a report by the qualified arborist who carried out the work.

Implications and Responsibilities

Implications and Responsibilities for Landowners

Landowners are advised to think carefully before nominating or consenting to a tree for inclusion on the Significant Tree Register. A significant tree has the following implications for landowners:

1. Landowners are responsible for the ongoing health and maintenance of a significant tree within their property boundary. All associated costs are to be borne by the landowner.

2. All maintenance and other works are required to be undertaken by a qualified arborist. All associated costs are to be borne by the landowner.
3. While some works can be undertaken to a significant tree without development approval, landowners will need to apply for and obtain development approval to undertake certain works associated with a significant tree.
4. A significant tree has the potential to constrain the future development potential of the property.
5. A significant tree may only be removed from the Significant Tree Register under certain circumstances.
6. A significant tree will remain on the Significant Tree Register if/when land ownership changes.
7. A significant tree may impact insurance policies. Landowners are advised to check with their insurance provider in this regard.
8. All future landowner(s) will be made aware of any significant tree which impacts their property.

Implications and Responsibilities for Neighbouring Properties

The inclusion of a tree on the Significant Tree Register may have the following implications for neighbouring properties:

1. Neighbouring landowners are responsible for the ongoing health and maintenance of any part of a significant tree that overhangs their property up to the boundary line. All associated costs are to be borne by the impacted landowner.
2. Where part of a significant tree overhangs a neighbouring property, all maintenance and other works up to the property boundary is required to be undertaken by a qualified arborist. All associated costs are to be borne by the impacted landowner.
3. While some pruning and other works can be undertaken to a significant tree without development written approval, neighbouring landowners will need to apply for and obtain development written approval to undertake certain works associated with any part of a significant tree that overhangs their property up to the boundary line.
4. All associated costs relating to clause 1, 2 and 3 above are to be borne by the impacted landowner.
5. Where part of a significant tree overhangs a neighbouring property, it may constrain the development potential of the property.
6. All future affected neighbouring landowner(s), which have or are likely to have branches, canopy or roots of a significant tree(s) encroaching into their property, will be made aware of any significant tree which impacts their property. The City will advise future affected neighbouring landowner(s) of this when issuing a Certificate of Information Relating to Land in response to a land information enquiry.

Removal from Register

Subject to obtaining development approval from the City, a tree may be removed from the Significant Tree Register if:

1. The tree is dead;
2. The tree poses an unacceptable level of risk within its structure and remedial techniques cannot rectify it;
3. The tree is suffering from a disease where remedial techniques will not prevent further spread of the disease, and the removal will be of benefit to other trees around it; and/or



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4. The tree is causing significant damage to infrastructure and/or the property, and suitable documented evidence is provided by a qualified arborist, at the expense of the applicant.

The following reasons will not be considered sufficient for removal:

1. Withdrawal of the support from the landowner (or new landowner).
2. To facilitate the placement of a permanent vehicle access crossing; unless it is to facilitate the placement of a permanent vehicle access crossing as a last resort, where there is no other viable option.

To remove a tree from the Significant Tree Register, landowners are required to provide an assessment from a qualified arborist detailing evidence and reasons why the tree should be removed from the Register. All associated costs are to be borne by the landowner.



Outcomes of the community consultation survey table: Significant Trees Register Policy and Associated Guidelines			
Question 1: Do you support the objectives of the Significant Tree Register Policy?			
1. Do not support objectives	61 submissions 15 comments	City comments	Modifications
Government overreach	Tally: 7		
<ul style="list-style-type: none"> Government overreach Loss of autonomy and property rights Liability issues for the City 		<p>WALGA within its Local Government Approaches to Tree Retention report discusses the importance and responsibilities of tree retention:</p> <p><i>Trees and other vegetation in urban areas provide significant social, economic, and environmental benefits to the community. The retention and growth of a healthy, resilient and diverse urban canopy is a shared responsibility across State and Local Governments, landowners, industry and the community. In most urban areas across Western Australia there has been a decline in canopy cover, particularly on private land. This loss of cover is a significant issue for Local Governments and impacts local biodiversity, visual amenity, urban heat and public health.</i></p> <p>With consideration of the comments received and noting WALGA's research, tree retention is of high importance for the community and environment.</p>	No modifications to the policy objectives recommended.



		Tree canopy on private property that was reported to Council has declined over the last 4 years. The policy objectives seek to assist with meeting the City's tree canopy target.	
Penalises private land owners	Tally: 7		
<ul style="list-style-type: none"> Restricting redevelopment Increased financial burden through ongoing maintenance costs, Council resourcing resulting in rate increases Potential negative impact on property values Potential for property damage Unfair that other people can nominate a tree on your private property Liability concerns where trees cause nuisance 		Landowner consent is required for a tree to be nominated, as specified in TPS 24. The policy allows for anyone to nominate a tree, however landowner consent is required before it can be assessed. It is considered that where a landowner is concerned that they would be unduly penalised by having a tree on the register, it is unlikely that their consent would be forthcoming.	<p>No modifications to the policy objectives recommended.</p> <p>Modify the guidelines to clarify that landowner consent is required for nomination of a tree on the register, to remove ambiguity.</p>
Penalises neighbouring property owners	Tally: 6		
<ul style="list-style-type: none"> Potential for property damage from roots and branches if unable to prune. Potential to escalate neighbour disputes. 		The policy allows for a degree of pruning and emergency works to be undertaken, and in the event that additional works are required then an application can be made for more extensive maintenance. Maintenance grants are available to the landowners of the property containing the tree and to adjoining affected landowners.	<p>No modifications to the policy objectives recommended.</p> <p>Modify guidelines to waive fees for neighbouring landowners for approval relating to significant trees.</p>
Encourages pre-emptive removal	Tally: 2		
<ul style="list-style-type: none"> Possibly remove trees on private property so they can't be nominated on the register Potential trees will not be planted in the first place in case they become eligible for the register in the future. 		As consent of the landowner is required for nomination it is considered unlikely that trees eligible for the register would be pre-emptively removed or not planted.	<p>No modifications to the policy objectives recommended.</p> <p>Modify the guidelines to clarify that landowner</p>



			consent is required for nomination of a tree on the register, to remove ambiguity.
Policy needs revision	Tally: 5		
<ul style="list-style-type: none">• Ensure landowner and neighbouring landowner rights are protected.• Criteria for significant trees needs to be more thorough• Policy doesn't go far enough, as it doesn't encourage or incentives planning, such as amalgamation and additional height exemptions to allow more space for trees, a more wholistic approach is required with more incentives.		<p>Landowner consent is required for a tree to be nominated. Neighbouring affected landowners will be consulted during the assessment stage.</p> <p>It is considered the City is aiming for a wholistic approach to increasing tree canopy, and is developing a framework to encourage retention and planting of new trees.</p>	<p>No modifications to the policy objectives recommended.</p> <p>Modify guidelines to include:</p> <ul style="list-style-type: none">• Clarification that landowner consent is required for nomination.• Include definition of affected adjoining landowner, to assist with assessing impact.
*n=X means % calculated as the proportion of people who provided reasons for not supporting the policy objectives. A total of X reasons was given by X people.)			
1. Partially support objectives	20 submissions 16 comments	City comments	Modifications
Policy needs revision	Tally: 18		
<ul style="list-style-type: none">• Landowner, and neighbouring landowner consent should be required.• Importance of significant tree is diminished and needs more definition• Modifications are inconsistent with the objectives• Policy should incentivise planting• Don't support paying for maintenance / damage		<p>Landowner consent is required for a tree to be nominated. Neighbouring affected landowners will be consulted during the assessment stage.</p> <p>Reinstatement of the two category criteria is proposed to be included into the guidelines.</p>	<p>No modifications to the policy objectives recommended.</p> <p>Proposed modifications to the guidelines:</p> <ul style="list-style-type: none">• Clarification that landowner consent is required for nomination.



<ul style="list-style-type: none"> Significant trees should be automatically registered Weeds should not be allowed to be registered 		<p>It is considered the City is aiming for a wholistic approach to increasing tree canopy, and is developing a framework to encourage retention and planting of new trees. Automatically including a tree on the register has not been a consideration as TPS 24, it is appropriate that the landowner consent is required.</p> <p>It is unlikely that a weed would be classified as Significant by an arboriculturist, however in the event that a weed was nominated, this would be taken into account in its assessment.</p>	<ul style="list-style-type: none"> Include definition of affected adjoining landowner, to assist with assessing impact. Require two category criteria to be met, however allow for a single category to be assessed on its merits.
1. Support the objectives	65 submissions 34 comments	City comments	Modifications
Importance of mature trees	Tally: 25		
<ul style="list-style-type: none"> Canopy protection Microclimate / biodiversity/ ecology / wildlife habitat Shade an amenity Personal health and well being 		Noted. The modifications to the policy and guidelines seek to encourage more trees are included on the register and are protected under TPS 24.	No modifications to the policy objectives recommended.
Policy protects trees	Tally: 6		
<ul style="list-style-type: none"> Promotes protecting trees from the impacts of development. Policy makes it easier to register, works to encourage retention and educate people 		Noted.	No modifications to the policy objectives recommended.
Policy needs revision	Tally: 9		
<ul style="list-style-type: none"> Policy should do more to incentivise Policy diminishes the term significant Weeds should not be considered 		Incentivising through waiving fees and allowance for variations for development requirements is considered appropriate	No modifications to the policy objectives recommended.



<ul style="list-style-type: none">• Neighbours should be consulted• Wholistic approach required		<p>mechanism to encourage registration of significant trees.</p> <p>It is proposed to reinstate requirement to criteria from two optional categories.in the event that a weed is nominated for the register this will be taken into account at the assessment stage.</p> <p>Affected neighbouring landowners are proposed to be consulted, and this is retained as a provision in the policy.</p> <p>It is considered the City is aiming for a wholistic approach to increasing tree canopy, and is developing a framework to encourage retention and planting of new trees.</p>	<p>Proposed modifications to the guidelines:</p> <ul style="list-style-type: none">• Include definition of affected adjoining landowner, to assist with assessing impact.• Require two category criteria to be met, however allow for a single category to be assessed on its merits.
Question 2: Do you support the amendment that a tree should be eligible for the register if it meets only one criterion from the guidelines?			
2. No	96 submissions 48 comments	City comments	Modifications
Government Overreach ^{TA34}	Tally: 7		
<ul style="list-style-type: none">• Government overreach which results in a loss of autonomy / property rights		Tree canopy on private property has declined over the last 4 years. The significant tree register seeks to assist with meeting the City's tree canopy target.	No modifications to the policy or guidelines recommended.
Penalises property owners	Tally: 7		
<ul style="list-style-type: none">• Increases financial burden on landowners• Stifles development, impacts on subdivision potential		Landowner consent is required for a tree to be nominated, as specified in TPS 24. The policy allows for anyone to nominate a tree, however	Modify the guidelines to clarify that landowner consent is required for



<ul style="list-style-type: none"> Negative impact on property owners Unfair someone can nominate a tree on your private property Liability if tree causes damage 		landowner consent is required before it can be assessed. It is considered that where a landowner is concerned that they would be unduly penalised by having a tree on the register, it is unlikely that their consent would be forthcoming.	nomination of a tree on the register, to remove ambiguity.
Penalises neighbouring property owners	Tally: 7		
<ul style="list-style-type: none"> Increased financial burden, paying for damage and maintenance Potential impact on property values Potential for property damage Potential to escalate neighbour disputes 		The policy allows for a degree of pruning and emergency works to be undertaken, and in the event that additional works are required then an application can be made for more extensive maintenance. Maintenance grants are available to the landowners of the property containing the tree and to adjoining affected landowners.	Modify guidelines to waive fees for neighbouring landowners for approval relating to significant trees.
Policy needs revision	6		
<ul style="list-style-type: none"> Property owners need to be protected as anyone could nominate if there are less criteria Criteria needs to be more thorough as it is too vague and ambiguous Doesn't give any guidance to "location" 		<p>Landowner consent is required for a tree to be nominated.</p> <p>It is proposed to revert to two category criteria to ensure any tree on the register is significant.</p>	<p>Modify guidelines to include:</p> <ul style="list-style-type: none"> Clarification that landowner consent is required for nomination. Revert to criteria from two optional categories, with option for one to be assessed on its merits.
Criteria too easy	Tally: 30		
<ul style="list-style-type: none"> Should be two categories Diminishes the term significance 		It is proposed to revert to two category criteria to ensure any tree on the register is significant.	Modify guidelines to include:



<ul style="list-style-type: none"> Criteria is too broad, it could be any tree which might not be significant 			<ul style="list-style-type: none"> Revert to criteria from two optional categories, with option for one to be assessed on its merits.
Financial impacts	Tally: 8		
<ul style="list-style-type: none"> Ratepayers becoming responsible for trees on other peoples private property through maintenance grants, fee waivers, City resourcing. 		Trees included on the significant tree register would in effect be similar to heritage listed properties that can be eligible for maintenance grants, which is preserving heritage (and trees) for future generations.	No modifications recommended
2. Not sure	5 Submissions 1 comments	City comments	Modifications
Future consequences	Tally: 1		
Depends on whether choices on private land will be restricted in the future		Landowner consent is required for a tree to be nominated, as specified in TPS 24. The policy allows for anyone to nominate a tree, however landowner consent is required before it can be assessed. It is considered that where a landowner is concerned that there would be consequences in the future by having a tree on the register, it is unlikely that their consent would be forthcoming.	Modify the guidelines to clarify that landowner consent is required for nomination of a tree on the register, to remove ambiguity.
2. Yes	44 submissions 14 comments	City comments	Modifications
<ul style="list-style-type: none"> Importance of Trees 	Tally: 3		
<ul style="list-style-type: none"> Microclimate / biodiversity/ ecology / wildlife habitat 		Noted	No modifications recommended.



Modified policy makes it less restrictive to register	Tally: 9		
<ul style="list-style-type: none"> Easier to register Could make it even easier, should be registered by default 		Noted. The intent of the modifications to the policy was to make it easier to nominate a tree for the register.	It is considered that the modifications proposed in response to some concerns will still ensure that nominating a tree is less restrictive than the previous version of the policy.
Question 3 Do you support the amendment that adjoining landowners no longer need to be consulted when a tree is nominated to be entered on the Significant Tree Register?			
3. No	103 Submissions 57 comments	City comments	Modifications
Penalises neighbouring property owners	Tally 43		
<ul style="list-style-type: none"> If impacted should consult and require consent Increased financial burden from a tree on another property, via DA fees, maintenance Impinging on property rights, neighbour might not understand implications Adversely impact property values from restrictions and maintenance Potential for property damage from branches and roots, maintenance, nuisance Liability and safety Potential to escalate neighbour disputes 		The modified policy proposes that consultation will occur during the assessment process. All nominations will be assessed on their merits.	Consultation will occur with affected neighbouring properties at assessment stage. Modify guidelines to include definition of affected neighbouring landowner to ensure impacts can be assessed.
Not consistent with community engagement policy	Tally: 14		



<ul style="list-style-type: none"> • Consultation is undertaken out of respect and inclusiveness • Principle of engagement that all parties are consulted • Should have right to consult but not veto 		The modified policy proposes that consultation will occur during the assessment process. All nominations will be assessed on their merits.	Consultation will occur with affected neighbouring properties at assessment stage
Policy needs revision	Tally: 2		
<ul style="list-style-type: none"> • Neighbours rights need to be protected • Too vague 		The modified policy proposes that consultation will occur during the assessment process. All nominations will be assessed on their merits.	Consultation will occur with affected neighbouring properties at assessment stage
Government overreach	Tally: 2		
<ul style="list-style-type: none"> • Government impinging on private property owners rights 		Landowner consent is required for a tree to be nominated, as specified in TPS 24. Affected adjoining landowners will be consulted during the assessment process.	Consultation will occur with affected neighbouring properties at assessment stage. Modify guidelines to include definition of affected neighbouring landowner to ensure impacts can be assessed
Penalises property owners	Tally: 2		
<ul style="list-style-type: none"> • Stifles development • Impinges on owner rights 		Landowner consent is required for a tree to be nominated, as specified in TPS 24. Affected adjoining landowners will be consulted during the assessment process.	Consultation will occur with affected neighbouring properties at assessment stage. Modify guidelines to include definition of affected neighbouring landowner to ensure impacts can be assessed



3. Not sure	5 submissions 3 comments	City comments	Modifications
Impact on adjoining property owners	3		
<ul style="list-style-type: none"> Depends on the impact on the neighbour City should be responsible for neighbour costs 		<p>Affected adjoining landowners will be consulted during the assessment process.</p> <p>Affected adjoining landowners are eligible for maintenance grants. It is proposed to include fee waver for approvals for maintenance for significant trees in the guidelines.</p>	Modify guidelines to waive fees for neighbouring landowners for approval relating to significant trees.
3. Yes	36 submissions 11 comments	City comments	Modifications
Mature trees are important	Tally: 2		
<ul style="list-style-type: none"> Protection of trees goes beyond landowners and neighbours. Responsibility to protect existing tree canopy. 		Noted	No modifications recommended.
Policy is less restrictive	Tally: 9		
<ul style="list-style-type: none"> Consultation but not consent should be required Not up to the neighbour, as the adjoining landowner does not own the tree Reduces roadblocks Removes ability for those who consider trees a nuisance to veto 		Noted. Removal of affected neighbour consent will open up more opportunities for nomination. Neighbour consultation to those affected is specified in the guidelines.	Modify guidelines to include definition of affected neighbouring landowner
Question 4: Do you support the draft Significant Tree Register Policy and Guidelines?			



4. I do not support the draft Policy and Guidelines.	91 submissions 43 comments	City comments	Modifications
Government Overreach	Tally: 18		
<ul style="list-style-type: none"> Government overreach resulting in a loss of autonomy and private land rights Impinges on common law, where a neighbouring landowner is impacted by roots and branches overhanging Misleading information regarding tree canopy, modelling should be undertaken to demonstrate what the future tree canopy will be given current efforts around tree planting Should focus on planting on public land in Council control 		<p>Tree canopy on private property has declined over the last 4 years. The significant tree register seeks to assist with meeting the City's tree canopy target.</p> <p>Maintenance and pruning is still possible for significant trees on the register, however will require approval for works that are not exempted by the guidelines.</p> <p>The City has undertaken extensive planting in an effort to reach tree canopy targets. The significant tree register being expanded to include private land is part of a wholistic effort to increase tree canopy.</p>	No modifications recommended.
Stifles development	Tally: 5		
<ul style="list-style-type: none"> Trees could prevent redevelopment opportunities, impact on provision of housing Does not align with state policy of addressing housing crisis. 		As consent of the landowner is required for nomination it is considered unlikely that trees would be nominated where a landowner has concerns the tree would negatively impact on future development.	Modify the guidelines to clarify that landowner consent is required for nomination of a tree on the register, to remove ambiguity.
Penalises property owners	Tally: 14		
<ul style="list-style-type: none"> Intrusion into private property rights, nominator should not be able to request consideration by Council if they are dissatisfied with the decision for inclusion on the register. Increased financial burden through maintenance, rate increases through the City having to resource 		Landowner consent is required for a tree to be nominated, as specified in TPS 24. The policy allows for anyone to nominate a tree, however landowner consent is required before it can be assessed. It is considered that where a landowner is concerned that they would be unduly penalised by having a tree on the register, it is unlikely that their consent would be forthcoming.	<p>Modify the guidelines to clarify that landowner consent is required for nomination of a tree on the register, to remove ambiguity.</p> <p>Remove reference to nominee being able to</p>



<ul style="list-style-type: none"> Potential for property damage Unfair other people can nominate a tree on your property 			request referral to Council, change to landowner.
Penalises neighbouring property owners	Tally: 15		
<ul style="list-style-type: none"> Consultation with neighbouring property owners should be required. Increased financial burden through maintenance Potential for property damage Potential to escalate neighbour disputes 		The modified policy proposes that consultation will occur during the assessment process. All nominations will be assessed on their merits. The guidelines provide for maintenance grants for affected neighbouring landowners.	<p>Consultation will occur with affected neighbouring properties at assessment stage.</p> <p>Modify guidelines to include definition of affected neighbouring landowner to ensure impacts can be assessed.</p>
Policy needs revision	Tally: 48		
<ul style="list-style-type: none"> Policy doesn't go far enough to incentivise planting, encourage retention, needs a wholistic approach to protect significant trees through other mechanisms. Landowner and neighbouring landowner consent and consultation should be required. Landowner and neighbour's rights should be protected. Policy is too vague and unclear, lack of criteria diminishes significant trees Weeds should be exempted from the register 		<p>The policy and guidelines are part of the City's overall efforts to increase tree canopy throughout the City on both private and public land.</p> <p>Landowner consent is a requirement of TPS 24. Neighbour consent to nominate has been modified to consultation during assessment to make it less restrictive to nominate a tree on private property.</p> <p>In order to maintain the integrity of the Significant Tree register it is proposed to reinstate the requirement for criteria from two categories, however provide the ability to consider a nomination from a single criteria on its merits.</p>	<p>Modify the guidelines to clarify that landowner consent is required for nomination of a tree on the register, to remove ambiguity.</p> <p>Modify guidelines to reintroduce two criteria for nomination.</p>



		In the event that a weed species is nominated this would be taken into account during the assessment for inclusion on the register.	
Encourages Pre-emptive clearing	Tally: 7		
<ul style="list-style-type: none"> Trees on private property could be pre-emptively removed to prevent restrictions on future development and ongoing maintenance issues. 		As consent of the landowner is required for nomination it is considered unlikely that trees eligible for the register would be pre-emptively removed.	Modify the guidelines to clarify that landowner consent is required for nomination of a tree on the register, to remove ambiguity.
Poor community engagement	Tally: 2		
<ul style="list-style-type: none"> Adequate advertising was not undertaken Lack of transparency 		Public consultation was undertaken in accordance with the provisions of the <i>Planning and Development (Local Planning Schemes) Regulations 2015 and the City community engagement policy</i>	No modifications required
Policy doesn't need modification	Tally: 2		
<ul style="list-style-type: none"> Policy is ok, the reason there have been limited nominations is because landowners do not want to nominate. 		The revised policy makes it less restrictive to nominate a tree so there may be more opportunities for landowners to request their tree be included on the register.	Modifications to less restrictive criteria, and change from neighbour consent to consultation
4. I partially support the draft Policy and Guidelines	14 submissions 13 comments	City comments	
Policy needs revision	Tally: 15		
<ul style="list-style-type: none"> Neighbour agreement and consultation should be required. Neighbour agreement should not be required Policy is too vague and ambiguous, diminishes the term significant tree Include incentives for affected neighbouring landowners 		<p>Neighbour agreement to nomination is not proposed in the amended policy, however consultation with affected landowners is required. It is proposed to include a specific definition in the policy for affected landowners to assist in determining the impact on adjoining landowners.</p> <p>It is proposed to revert to requiring criteria from two optional categories, with allowance for</p>	<p>Modify guidelines to include:</p> <ul style="list-style-type: none"> Definition of affected landowner Revert to criteria from two optional categories, with option for one to be assessed on its merits.



<ul style="list-style-type: none"> Inclusion on the register should be mandatory 		<p>nominations from a single category to be assessed on its merits.</p> <p>It is also proposed to include incentives for adjoining landowners to have fees waived for works relating to significant trees on the register.</p> <p>As per the requirements of TPS 24 the consent of the landowner is required for nomination, therefore inclusion on the register cannot be mandated.</p>	<ul style="list-style-type: none"> Fees waived for neighbouring affected landowners.
Encourages pre-emptive clearing	Tally: 2		
<ul style="list-style-type: none"> Trees on private property could be pre-emptively removed to prevent restrictions on future development and ongoing maintenance issues. 		As consent of the landowner is required for nomination it is considered unlikely that trees eligible for the register would be pre-emptively removed.	Modify the guidelines to clarify that landowner consent is required for nomination of a tree on the register, to remove ambiguity.
Penalises property owners	Tally: 1		
<ul style="list-style-type: none"> Increased financial burden Should be the landowner's decision 		As per the requirements of TPS 24 the consent of the landowner is required for nomination, therefore it is the landowner's choice whether to nominate a tree for the register. A range of financial incentives are included in the guidelines, including maintenance grants, covering cost of arborist reports, waiving fees and development incentives.	No modifications proposed.
4. I support the draft Policy and Guidelines	38 submissions 7 comments	City comments	
Importance of mature trees	Tally: 3		
<ul style="list-style-type: none"> Will assist to protect tree canopy Assists in protecting trees from housing development 		Noted.	No modifications recommended.
Policy is less restrictive	Tally: 4		



<ul style="list-style-type: none">• Modifications to policy make it easier to nominate a tree for the register, resulting in protection of more trees	Noted. The intent of the modifications to the policy was to make it easier to nominate a tree for the register.	It is considered that the modifications proposed in response to some concerns will still ensure that nominating a tree is less restrictive than the previous version of the policy.
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10.5.1.5 New Policy: Election Signs

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority
Attachments:	1. Draft Election Signage Policy [9.5.1 - 5 pages]

SUMMARY

For Council to consider and adopt the new *Election Signs Policy*.

OFFICER'S RECOMMENDATION

That Council adopts the Election Signs Policy as contained in Attachment 1 to this report.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council adopts the *Election Signs Policy* as contained in Attachment 1 to this report, with the following amendments:

1. An additional dot point added to section 8, "*if a sign is erected on a verge outside a private residence, approval of the owner or occupier must be obtained.*"
2. The second sentence of clause 11 to read: "*That is, on the day of an election, an election sign may be displayed on land or facilities owned or controlled by the City that is used as a polling place*"
3. Remove clause 17 bullet point one, second sentence, and replace with a new bullet point that allows discretion to city officers to not respond to vexatious or unreasonable complaints".

COUNCIL RESOLUTION

That Council adopts the Election Signs Policy as contained in Attachment 1 to this report, with the following amendments:

1. An additional dot point added to section 8, "If a sign is erected on a verge outside a private residence, approval of the owner or occupier must be obtained."
2. The second sentence of clause 11 to read: "That is, on the day of an election, an election sign may be displayed on land or facilities owned or controlled by the City that is used as a polling place."
3. Remove clause 17 bullet point one, second sentence, and replace with a new bullet point that allows discretion to City officers to not respond to vexatious or unreasonable complaints.
4. Include a new section to follow clause 15 titled 'Communication with candidates', and insert a new clause 16 to read: "Following the issue of the writs for a State or Federal Election, or the close of nominations day for a Local Government Election, the CEO is to write to all known candidates campaigning in the City of Bayswater area providing a copy of the Council's Election Signs Policy and a copy of any relevant guidance from Main Roads Western Australia in relation to the erection of election signs."

Cr Nat Latter Moved, Cr Elli Petersen-Pik - Deputy Mayor Seconded

CARRIED: 7/2

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Sally Palmer, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and

Cr Giorgia Johnson.

Against: Cr Josh Eveson and Cr Michelle Sutherland.

REASON FOR CHANGE

It is important that candidates are made aware of the requirements around election signs in the City of Bayswater, and follow them accordingly.

BACKGROUND

During election periods, City officers deal with numerous enquiries relating to election signs. These enquiries come from both candidates and members of the public and generally relate to the requirements around the placement of election signs, or the enforcement of these requirements.

Election signs are regulated through various legislative mechanisms, including Acts, Regulations, Planning Schemes, Planning Policies and Local Laws, and it can be difficult for candidates and members of the public to navigate.

In 2015, the City of Bayswater Council considered the matter of political signage at its Ordinary Council Meeting held 25 August 2015 and resolved as follows:

“That Council:

- 1. Exempts political signage on private land from the requirement to obtain approval to erect the signage during the defined election period (no more than 28 days prior to the election with signage to be removed within 24 hours after the election to which it relates), provided that the signage (size, location, illumination and fixing) complies with the other requirements of City’s Town Planning Scheme No.24 and Signage Policy TP5.2.*
- 2. Requires tenants and lessees to seek prior approval from the City to erect political advertising and signage on land under the care, control and management of the City.*
- 3. Approves the removal of the restriction in regard to political signage placed on the contracts for bus shelter advertising and authorises relevant correspondence to be sent to the lessees.”*

A copy of this resolution, along with a series of frequently asked questions has been available on the City’s website since this time.

This information is now out of date and requires revision.

EXTERNAL CONSULTATION

No consultation has occurred with the public or other agencies on this matter. However, City officers have reviewed election sign policies in place for other local governments, and the ‘WALGA Political Signage Guideline’ in preparing this report.

OFFICER’S COMMENTS

In addition to the legislative requirements set out in primary legislation, election signs are regulated by the City through two key provisions:

- *Schedule 2 – Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations); and*
- *The City of Bayswater Activities in Thoroughfares and Public Places and Trading Local Law 2020 (the Local Law).*

The City of Bayswater Town Planning Scheme No. 24 (TPS 24) and Signage Local Planning Policy do not require development approval for election signage as Clause 61(1), Item 9 of the Deemed Provisions within the Regulations covers the exemption requirements for election signage, subject to a series of conditions.

The Local Law establishes the requirements for advertising signs placed on thoroughfares, including the requirements for election signs.

To make things easier for candidates and members of the public to understand these requirements, City officers recommend the establishment of an Election Signs Policy that sets out the Council's position on election signs, during an election period.

A copy of the draft *Election Signs Policy* is contained in **Attachment 1**.

The table below provides a synopsis of the key features in the draft *Election Signs Policy*:

Provision	Rationale
Scope	<p>The policy only applies to election signs during Federal, State and Local Government election periods.</p> <p>The policy does not apply to signs that are not election signs or signs displayed outside of the election period.</p>
Definitions	Election periods, Election signs and Thoroughfares are defined.
Principles	<p>The principle of implied freedom of political communications are included in the policy.</p> <p>Restrictions on political signs are no more onerous than for other signs, and approval of election signs is not required during an election period if the standards set out in the policy are met.</p>
Functions	<p>The policy covers:</p> <ul style="list-style-type: none"> • Signs on private land • Signs on thoroughfares • Signs on Council owned or managed land • Signs at polling stations • Signs on State Road Reserves • Electoral requirements
Complaints and Enforcement	<p>The policy establishes a complaint process and sets out how the policy will be enforced.</p> <p>In general, the City will give priority to complaints about signs that pose a health or safety risk.</p>

LEGISLATIVE COMPLIANCE

Commonwealth of Australia Constitution Act

Constitution Act (WA)

Electoral Act 1918 (Commonwealth)

Main Roads Act 1930

Local Government Act 1995

Electoral Act 1907

Local Government (Elections) Regulations 1997

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

City of Bayswater Activities in Thoroughfares and Public Places and Trading Local Law 2020

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Medium
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

There are no financial implications associated with the adoption of this policy.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031 (as amended), the following applies:

Theme: Leadership and Governance

Goal L1: Engage the community in a meaningful way.
Provide opportunities for the community to have their say and consider their views when making decisions.

CONCLUSION

That the Committee endorses the proposed *Election Signs Policy*, as contained in **Attachment 1**, for submission to Council for consideration.



Election Signs Policy

Responsible Division	Office of the CEO
Responsible Business Unit	Governance and Strategy
Responsible Officer	Manager, Governance and Strategy
Affected Business Units	Rangers and Security Statutory Planning and Compliance
ECM Document Set ID	[ECM document set ID]

Purpose

1. This policy sets out the requirements for election signs displayed during Federal, State and Local Government elections.

Scope

2. This policy applies to an election sign displayed during Federal, State and Local Government election periods on private property and on property under the care, control and management of the City.
3. This policy does not apply to signs that are not election signs, or signs that may be displayed outside of the election period.

Definitions

For the purpose of this policy —

Election period means from the issue of the writs (for State and Federal elections) or from the close of nominations day (for Local Government elections) up until 48 hours after the election day.

Election sign means an advertising sign or poster, which advertises any aspect of a forthcoming Federal, State or Local Government election or referendum.

Thoroughfare means the whole road reservation, including the verge and the carriageway (the part of the road primarily used for vehicular traffic).

Policy Statement

4. This policy is based on the decisions of the High Court of Australia and the Supreme Court of Western Australia which protect the display of election signs that exercise the implied freedom of political communication within the Australian Constitution.
5. The City will apply reasonable restrictions on election signs that are no more onerous than on a comparable sign that has no political connection.
6. The responsibility for complying with election sign requirements is that of the candidate, even if someone else erects or places a sign on their behalf.

Signs on private land

7. During an Election Period, election signs may be placed on private property, without approval from the City, provided that the signs:
- Have the consent of the property owner;
 - Do not pose a health or safety risk;
 - Are temporary in nature and displayed only during the election period; and
 - Meet the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*, including that the signs not be erected within 1.5m of any part of a crossover or street intersection.

Signs on thoroughfares

8. During an Election Period, election signs may be placed on thoroughfares, without approval from the City, provided that the signs:
- Be erected at least 30 m from any intersection;
 - Be free standing and not affixed to any existing sign, post, power or light pole, or similar structure;
 - Be placed so as not to obstruct or impede the reasonable use of a thoroughfare, or access to a place by any person;
 - Be placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing;
 - Be maintained in good condition;
 - Be erected during the election period (i.e. not prior to the commencement of the election period);
 - Be removed within 48 hours of the close of polls on voting day;
 - Be at least 100 m away from any works on a thoroughfare;
 - Be securely installed;
 - Not be an illuminated sign;
 - Not incorporate reflective or fluorescent materials;
 - Not display only part of a message which is to be read with other separate signs in order to obtain the whole message; and
 - Not be within 30 m of another election sign promoting the same candidate.

Signs on Council owned or managed land

9. Election signs are not permitted on any other Council owned or managed land (other than thoroughfares in accordance with clause 8). This includes City occupied facilities, City leased facilities, and City parks and reserves.

Signs at election polling stations

10. The placement of election signs at a polling place must comply with the relevant legislation and any instructions of the Returning Officer, or any other person in charge of the polling place.
11. The City will not remove election signs on City land or facilities that are used as a polling place on the day of an election. That is, an election sign may be displayed on land or facilities owned or controlled by the City that is used as a polling place on the day of an election.

State Road Reserves

12. Candidates who wish to place an election sign on a State road reserve will need to follow the requirements of Main Roads Western Australia.

Electoral requirements

13. Election signs must comply with the requirements of the *Local Government Act 1995* and the *Electoral Act 1907 (WA)* and ensure that the name and address of the person authorising the sign and the relevant name and address of the printer is on the sign. Similar provisions apply in relation to State and Federal elections.
14. Any breaches of these requirements will be referred to the relevant Returning Officer.
15. The use of the City's logo or crest on an election sign is not permitted.

Complaints and Enforcement

16. Where an election sign is non-compliant with this policy or the *City of Bayswater Activities in Thoroughfares and Public Places and Trading Local Law 2020*, the City may take enforcement action. This may include:
 - Issuing a caution
 - Requesting the sign be moved or altered;
 - Impounding or confiscating the sign; and/or
 - Issuing an infringement or prosecution.
17. In exercising this power, the City will adopt the following approach:
 - Complaints must be made in writing to the Manager, Rangers and Security by a resident or ratepayer of the City of Bayswater. Complaints may not be lodged by Elected Members, candidates or their immediate family members.

- In response to a valid complaint, the City will give the candidate 24 hours' notice of the non-conforming sign, after which time it may be impounded, and made available for collection by the candidate or their nominee;
- The City will give priority to complaints that, in the opinion of a City officer, involve an election sign that poses a health or safety hazard;
- Where an election sign poses a health or safety hazard, it may be removed without notice;
- A candidate may appeal a City Officer determination through the Office of the CEO.

Removal of signs following elections

18. Signs that are not removed within 48 hours after the election period ends may be impounded. The candidate will be given an opportunity to collect them within 10 working days or they may be destroyed without further warning.

Related Legislation

Commonwealth of Australia Constitution Act

Constitution Act (WA)

Electoral Act 1918 (Commonwealth)

Main Roads Act 1930

Local Government Act 1995

Electoral Act 1907

Local Government (Elections) Regulations 1997

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

City of Bayswater Activities in Thoroughfares and Public Places and Trading Local Law 2020

Related Documentation

Town Planning Scheme No.24

City of Bayswater Signage Policy

Document details

Relevant delegations LL-D01 Local Laws – General Administration

Risk evaluation Low

Strategic link Leadership and Governance

Council adoption [date] **Resolution** [item no.]

Next review due February 2027



Election Signage Policy

Reviewed/modified	N/A	Resolution	N/A
Revision details	N/A		

draft

10.5.1.6 New Policy: Mayoral Vehicle

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority
Attachments:	<ol style="list-style-type: none"> 1. Benchmarking - Band One Local Governments [9.6.1 - 3 pages] 2. Draft Mayoral Vehicle Policy [9.6.2 - 3 pages]

SUMMARY

This item seeks Council consideration of the provision of a fully maintained City vehicle for use by the Mayor and includes a draft policy that sets out the parameters of that use.

OFFICER'S RECOMMENDATION

That Council adopts the new *Mayoral Vehicle Policy* as contained in Attachment 2.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council does not adopt the new *Mayoral Vehicle Policy* as contained in Attachment 2.

Cr Michelle Sutherland Moved, Cr Nat Latter Seconded

Cr Josh Eveson foreshadowed the officer's recommendation with some amendments.

COUNCIL RESOLUTION

(COMMITTEE RECOMMENDATION TO COUNCIL)

That Council does not adopt the new *Mayoral Vehicle Policy* as contained in Attachment 2.

Cr Michelle Sutherland Moved, Cr Nat Latter Seconded

CARRIED: 6/3

For: Mayor Filomena Piffaretti, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Cr Assunta Meleca, Cr Steven Ostaszewskyj and Cr Josh Eveson.

BACKGROUND

The Mayor has requested that City Officers investigate the appropriateness and the associated costs of the provision of a City vehicle for undertaking official and civic duties on behalf of the City of Bayswater.

EXTERNAL CONSULTATION

The City has undertaken a desktop review of similar policies at other local governments (Attachment 1 refers). This review has identified that 20 of the 23 Band One local governments in Western Australia currently provide a vehicle for use by their Mayor.

In most cases where a Band One local government provides a vehicle for use by the Mayor for official and civic duties, the vehicle is also allowed to be used for private use on the basis that the costs of private use are reimbursed to the City.

OFFICER'S COMMENTS

The Mayor, in carrying out the duties and responsibilities set out in the *Local Government Act 1995*, is required to attend a variety of functions across the City of Bayswater, and the metropolitan area. To fulfil their civic duties, they need to have access to a fit-for-purpose vehicle to support them to effectively, efficiently and safely carry out these duties.

The City currently has in place an *Elected Members Entitlements Policy* which sets out the entitlements of Elected Members as determined under the *Local Government Act 1995* and the Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members. This policy includes provision for the reimbursement of expenses (including travel expenses) but does not include the provision of a vehicle for use by the Mayor.

Whilst the Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members provides for mileage claims to be reimbursed, this does not take into consideration the efficiency, safety or suitability of the vehicle used to carry out the duties of the Mayor.

The *Local Government (Administration) Regulations 1996*, allow for the provision of a vehicle owned by a local government for use by the Mayor as an alternate method of payment of expenses for which a person can be reimbursed (Regulation 34AD refers).

City officers consider that the provision of a vehicle to the Mayor would have the following advantages:

- The Mayor would have a suitable vehicle to transport themselves to civic events, functions and meetings, that meets the safety and environmental standards of the City.
- Those considering nominating for the position of Mayor would not be disadvantaged or deterred from nominating on the basis that they may not have access to a vehicle that is fit for purpose.
- The vehicle would contribute positively to the environmental standards set by the City for its fleet vehicles.
- The provision of a vehicle for use by the Mayor removes the need for the Mayor to submit mileage reimbursement claims for use of their own vehicle and would result in a decrease in the administration required to process these reimbursements.

City officers have prepared a new policy allowing for the provision of a vehicle for the Mayor that establishes the broad parameters for use of that vehicle. Key components of the new policy are:

- A fully maintained City owned vehicle is provided to the Mayor for the purpose of undertaking official and civic duties.
- This provision is made in lieu of mileage claims allowed under the Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members, although other travel claims would still be allowable (for example, travel claims related to attendance at conferences).
- The vehicle selected is to the same standard as an Executive vehicle.
- The Mayor may use the vehicle for private use, on the basis that the cost of that private use is reimbursed to the City.
- The vehicle will not be used for commercial or election purposes.
- Where the Mayor ceases to hold office, the vehicle will be returned immediately to the City.
- Where the Mayor is on a leave of absence for a period greater than four weeks, the vehicle will be returned to the City and may be reallocated to the Deputy Mayor, or another Elected Member that is carrying out the official and civic duties of the Mayor.

- The Mayor will be responsible for carrying out minor maintenance, reporting damage promptly, securing the vehicle, paying for fines associated with the vehicle, and ensuring that the vehicle is used in accordance with the City's Management Practice for Motor Vehicle Use.
- Details of the arrangement for the provision, use, and responsibilities for the Mayoral vehicle will be included in an agreement between the City and the Mayor, in accordance with the Council policy.

A copy of the new policy is provided in **Attachment 2**.

If this new policy is adopted by the Council some updates will be required to the Council's Vehicle Fleet Policy. The Council will also need to allocate funding in the 2025/26 Annual Budget for the purchase and maintenance of the vehicle.

LEGISLATIVE COMPLIANCE

Local Government Act 1995 – Section 5.101A

Local Government (Administration) Regulations 1996 – Regulation 34AD

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Medium
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR04 - Inability to work collaboratively to engage and partner with the stakeholders to promote and advocate opportunities to live and invest.	

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

The Capital outlay for a City-vehicle, at an Executive standard, is up to \$75,000.

The annual operating costs are dependent on the vehicle selected and range from approximately \$14,000 to \$27,000 per annum for an Executive standard vehicle. Costs will include the estimated total annual costs of ownership for the vehicle including registration, insurance, fringe benefit tax, fuel, parts, servicing and depreciation.

Private use costs will be calculated on the basis of a logbook kept at the commencement of each term of office. This logbook will be used to record both official and personal use, in accordance with the requirements of the ATO. The current requirement of the ATO, to calculate the payment of fringe benefit tax for private use of a motor vehicle, is the maintenance of a logbook for a period of at least 12 continuous weeks.

Data collected in the logbook will then be used to estimate and apportion the private use component of the total annual costs of ownership for the vehicle for the year. The Mayor will be asked to make payments to the City, on at least a quarterly basis, to reimburse the cost of personal use.

If this policy is approved by the Council, provision for the vehicle will need to be made in the 2025/26 Annual Budget for the purchase and maintenance of the vehicle.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031 (as amended), the following applies:

Theme: Leadership and Governance

Goal L2: Plan and deliver projects and services in a sustainable way.
Work together to deliver the best outcomes for the community by managing our resources in a financially sustainable way.

CONCLUSION

City officers recommends that Council adopts the new policy provided in **Attachment 2**.



Mayoral Vehicle – Band One Local Government Benchmarking Data

No.	Local Government	Policy Title	Summary of provisions ¹
1.	Albany	Mayoral Vehicle Policy	<ul style="list-style-type: none"> • Vehicle provided • In lieu of mileage claims • Can be used for reasonable personal use • Personal use is payable by Mayor
2.	Armadale	Provision and Use of Mayoral Vehicle	<ul style="list-style-type: none"> • Vehicle provided • In lieu of mileage claims • Can be used for personal use • Personal use is payable by Mayor
3.	Bayswater	No existing policy provision for vehicle for the Mayor	<ul style="list-style-type: none"> • No vehicle provided • Reimbursement for travel costs in accordance with Elected Member Entitlements Policy.
4.	Belmont	Elected Member Fees, Allowances and Support Policy	<ul style="list-style-type: none"> • Vehicle provided • For official use only • No personal use • Vehicle replaced with approval from Council
5.	Bunbury	Private Use of Mayoral Vehicle	<ul style="list-style-type: none"> • Vehicle provided • In lieu of mileage claims • Can be used for personal use • Personal use is payable by Mayor
6.	Busselton	Fees, Allowances and Expenses for Elected Members	<ul style="list-style-type: none"> • Vehicle provided • In lieu of mileage claims • Can be used for personal use within WA. • Personal use is payable by Mayor
7.	Canning	Light Vehicle Fleet Management	<ul style="list-style-type: none"> • Vehicle provided • In lieu of mileage claims • Can be used for personal use • Personal use is payable by Mayor

¹ Please note that this is a high-level summary of key provisions including whether the local government provides a vehicle, whether this provision is in lieu of mileage claims, if the vehicle can be used for personal use, and if that personal use must be reimbursed to the local government. In a number of cases there is a separate agreement in place with the Mayor – the details of these agreements have not been considered in this benchmarking exercise.



			<ul style="list-style-type: none"> Mayor can opt to pay 1/3 of vehicle costs rather than keeping a log book for reimbursement of personal use.
8.	Cockburn	Elected Member Entitlements – Allowances & Reimbursements	<ul style="list-style-type: none"> Vehicle provided In lieu of mileage claims Can be used for personal use Personal use is payable by Mayor
9.	Fremantle	Elected Member and Committee Member Allowances and Reimbursements	<ul style="list-style-type: none"> Vehicle provided In lieu of mileage claims Can be used for reasonable personal use within WA
10.	Gosnells	Fleet Management Policy	<ul style="list-style-type: none"> Vehicle provided in accordance with Council budget. Can be used for personal use
11.	Greater Geraldton	Council member fees, allowances, reimbursements and benefits	<ul style="list-style-type: none"> Vehicle provided with unrestricted personal use.
12.	Joondalup	Elected Members' Entitlements Council Policy	<ul style="list-style-type: none"> Vehicle provided In lieu of mileage claims Can be used for personal use Personal use is payable by Mayor
13.	Kalgoorlie-Boulder	Mayoral Vehicle Policy	<ul style="list-style-type: none"> Vehicle provided In lieu of mileage claims Can be used for personal use within Kalgoorlie-Boulder Personal use is payable by Mayor
14.	Karratha	Fleet and Plant Policy	<ul style="list-style-type: none"> Mayor has access to a City-owned pool vehicle for official use
15.	Kwinana	No existing policy provision for vehicle for the Mayor	<ul style="list-style-type: none"> No vehicle provided Reimbursement for travel costs in accordance with policy
16.	Mandurah	Elected Member Entitlements	<ul style="list-style-type: none"> Vehicle provided In lieu of mileage claims Can be used for personal use Personal use is payable by Mayor Deed of Agreement entered into with Mayor



17.	Melville	Mayoral Vehicle	<ul style="list-style-type: none"> • Vehicle provided • In lieu of mileage claims and other travel expenses (unless it is not practicable to use the Mayoral vehicle). • Can be used for personal use
18.	Perth	Council Member Allowances, Fees and Entitlements	<ul style="list-style-type: none"> • Vehicle provided for the purpose of undertaking official duties
19.	Port Hedland	Elected Member Allowances, Facilities and Expenses Policy	<ul style="list-style-type: none"> • The Town makes a Town-owned vehicle available to all Elected Members.
20.	Rockingham	Council Member Entitlements Policy	<ul style="list-style-type: none"> • Mayor has access to a City-owned pool vehicle for official use • Reimbursement for use of private vehicle for official duties in accordance with the Council Member Entitlements Policy
21.	Stirling	Elected Member Entitlements Policy	<ul style="list-style-type: none"> • Vehicle provided • In lieu of mileage claims • Personal use allowed but restricted to WA only • Deed of Agreement entered into with Mayor
22.	Swan	No existing policy provision for vehicle for the Mayor	<ul style="list-style-type: none"> • No vehicle provided • Reimbursement for travel costs in accordance with Council Member Allowances, Expenses and Recognition
23.	Wanneroo	Council Members' Fees, Allowances, Reimbursements & Benefits Policy	<ul style="list-style-type: none"> • Vehicle provided • Can be used for personal use • Personal use is payable by Mayor • Deed of Agreement entered into with Mayor



Mayoral Vehicle Policy

Responsible Division	Office of the CEO
Responsible Business Unit	Governance and Strategy
Responsible Officer	Manager, Governance and Strategy
Affected Business Units	Transport and Buildings
ECM Document Set ID	[ECM document set ID]

Purpose

This policy establishes provision of a fully maintained City-owned vehicle for use by the Mayor and sets out the parameters of that use.

Scope

This policy covers the provision of a City-owned vehicle for use by the Mayor in carrying out official and civic duties, and for private use.

Definitions

Nil.

Policy Statement

1. The Mayor, in carrying out the duties and responsibilities set out in the *Local Government Act 1995*, shall be provided with a fully maintained City-owned vehicle to be used for the purpose of undertaking official and civic duties.
2. Where the Mayor is provided with a City vehicle, the vehicle must be selected in accordance with the Council's Vehicle Fleet Policy to an Executive standard.
3. The vehicle is provided in lieu of mileage claim expenses otherwise claimable by the Mayor for use of their personal vehicle in undertaking official and civic duties.
4. The provision of the vehicle will not reduce the fees, allowances and the reimbursement of expenses (other than mileage claims) ordinarily payable to the Mayor as approved by the Council in accordance with the provisions of the *Local Government Act 1995*.
5. The Mayor may elect to use the vehicle for private use, but where this occurs, the Mayor must reimburse the City for the cost of that private use.
6. The City vehicle cannot be used for any commercial purpose and is provided to the Mayor on the express understanding that it will not be used for election purposes.
7. Private use costs will be calculated on the basis of a logbook kept at the commencement of each term of office. Both official and private use will be recorded in accordance with the requirements of the Australian Taxation Office (this is a continuous period of at least 12 weeks). Data collected in

the logbook will then be used to estimate and apportion the private use component of the total annual costs of ownership for the vehicle for the year. The Mayor will be required to make reimbursement payments for private use on at least a quarterly basis but may choose to make payments monthly.

8. Costs will include the estimated total annual costs of ownership for the vehicle including registration, insurance, fringe benefit tax, fuel, parts, servicing and depreciation.
9. Where the Mayor ceases to hold office, the vehicle must be returned to the City within one business day.
10. In circumstances where the Mayor is on an approved leave of absence for a period of more than four weeks, the vehicle must be returned to the City, and may be provided for use by the Deputy Mayor, or any Elected Member carrying out the duties of the Mayor at the discretion of the Chief Executive Officer.
11. The vehicle may be made available by the Mayor to other Elected Members when carrying out official and civic duties if prior written approval is given by the Mayor.
12. When accompanied by the Mayor, the vehicle may also be used by the Mayor's spouse or partner, or another member of their household, if they have a full license without restrictions.
13. The vehicle will have a fuel card included, for use in that specific vehicle. The fuel card must be used to purchase fuel only for the Mayoral vehicle.
14. The Mayor shall be responsible for:
 - a. Carrying out regular preventative minor maintenance (fluid levels, tyre pressure, cleaning, etc.).
 - b. Reporting damage promptly to the Chief Executive Officer to enable repair.
 - c. Securing the vehicle when it is under their control, including parking the vehicle on their property when at home.
 - d. Paying fines for parking and any traffic infringements incurred when the vehicle is in use by the Mayor or their nominated driver (other than another Elected Member).
 - e. Paying any cost for damage caused to the vehicle which is not recoverable under the City's insurance policy, relating to an accident which the Mayor or their nominated driver is deemed to be at fault due to negligence or as otherwise lawfully determined.
 - f. Ensuring that the vehicle is used in accordance with the City's Management Practice for Motor Vehicle Use.
15. Details of the arrangement for the provision, use, and responsibilities for the Mayoral vehicle will be included in an agreement between the City and the Mayor, in accordance with this policy.



Mayoral Vehicle Policy

Related Legislation

- Local Government Act 1995 (Section 5.101A refers)
- Local Government (Administration) Regulations 1996 (Regulation 34AD refers)

Related Documentation

- Salaries and Allowances Tribunal Determination – Local Government CEOs and Elected Members
- City of Bayswater Elected Members Entitlements Policy
- City of Bayswater Vehicle Fleet Policy
- City of Bayswater Motor Vehicle Use Management Practice
- City of Bayswater Motor Vehicle Procurement Management Practice

Document details

Relevant delegations	[list]		
Risk evaluation	Low		
Strategic link	Governance and Leadership		
Council adoption	[date]	Resolution	[item no.]
Next review due	February 2027		

10.5.2 Audit and Risk Management Committee - 10 March 2025**10.5.2.1 Internal Audit - Regulation 5**

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required
Attachments:	1. CONFIDENTIAL - City of Bayswater Regulation 5 Review Internal Audit Report [8.1.1 - 22 pages]

Confidential Attachment(s) in accordance with Section 5.23(2) of the Local Government Act 1995 (WA):

- (f) *a matter that if disclosed, could be reasonably expected to —*
(ii) *endanger the security of the local government's property;*

SUMMARY

As part of the 2024-25 Audit Program, the Regulation 5 internal audit was completed.

In a report prepared by the City's internal auditors, two audit observations and three recommendations are made.

Management responses and anticipated timeframes for corrective action against the findings, considering the recommendations have been provided and are presented to Council for consideration and approval.

**COUNCIL RESOLUTION
(COMMITTEE/OFFICER'S RECOMMENDATION)**

That Council:

- Endorses the Regulation 5 Internal Audit report, including management agreed actions as contained in the Confidential Attachment 1 to this Report and notes that agreed actions are entered into the City's Audit Log Register for progress reporting.**

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: *Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.*

Against: *Nil.*

BACKGROUND

As part of the 2024-25 Internal Audit Program, endorsed by the Council, the City's internal auditors, William Buck were engaged to perform the Regulation 5 internal audit.

In accordance with regulation 5(2)(c) of the *Local Government (Financial Management) Regulations (Regulations) 1996* the CEO is to 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.

EXTERNAL CONSULTATION

The internal audit was performed in consultation with the City's outsourced internal auditors William Buck.

OFFICER'S COMMENTS

In line with regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* the Regulation 5 review is required to be undertaken not less than once in every 3 financial years. The previous review was completed in June 2022.

In line with the regulations, the requirements of the Regulation 5 review assessed the effectiveness of controls for ensuring the Financial Management processes are appropriately managed and considered the key controls in the following areas:

- Purchases and Payments, Budget
- Receipts and Receivables, Fixed assets
- Rates, Delegations
- Bank reconciliations, Insurance
- Fees and charges, Borrowings
- Cost and administration allocations, Inventory
- Financial reports, Storage of documents / record keeping
- IT Controls, Credit card procedures
- Investments, General journals
- Payroll, Creditors and payroll master files

Sample testing was performed on transactions from July 2024 to November 2024.

In their report 'Financial Management – Regulation 5 Review' (**Confidential Attachment 1**) two audit findings and three recommendations were presented. An overview of the findings and the risk rating of each finding is as follows:

No	Finding	Rating
1	List of all purchase order exemptions not listed in the procurement policy	Low
2	Procedures and other relevant documentation require version controls	Low

Management considered the auditor's report and documented the agreed actions intended to address the audit findings.

LEGISLATIVE COMPLIANCE

Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low

Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR08 - Business model fails to support an integrated and responsive delivery of services, facilities and infrastructure (Including leadership, structure and processes).	

FINANCIAL IMPLICATIONS

The cost of the internal audit was \$14,000.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L2: Plan and deliver projects and services in a sustainable way.
Work together to deliver the best outcomes for the community by managing our resources in a financially sustainable way.

CONCLUSION

Actions in-progress will be entered into the City's Audit Log Register to monitor progress by management to implement agreed actions in response to audit recommendations. Status of implementation will be reported to the Audit and Risk Management Committee, and subsequently Council on a quarterly basis.

Actions deemed complete by management follow a close-out process. The City's Internal Audit function will follow-up and obtain evidence that audit actions have been implemented by management before recommending close-out to the Audit and Risk Management Committee and Council.

10.5.2.2 Compliance Audit Return 2024

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required
Attachments:	1. Draft Compliance Audit Return 2024 [8.2.1 - 17 pages]

SUMMARY

Local governments are required to prepare and submit an annual Compliance Audit Return and that has now been completed for the reporting period 1 January 2024 to 31 December 2024.

The Compliance Audit Return (CAR) is essentially a self-assessment by each local government of how it has complied with the *Local Government Act 1995* (the Act).

The CAR must be reviewed by the Audit and Risk Management Committee (ARMC) before being considered and adopted by Council. The final step is to submit the completed CAR to the Department of Local Government, Sport and Cultural Industries (DLGSCI) by the due date of 31 March 2025.

COUNCIL RESOLUTION
(COMMITTEE/OFFICER'S RECOMMENDATION)

That Council adopts the completed Compliance Audit Return for the period 1 January 2024 to 31 December 2024, as contained in Attachment 1.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: *Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.*

Against: *Nil.*

BACKGROUND

The *Local Government Audit Regulations 1996* (the Regulations) prescribe the requirements for local governments to carry out an annual Compliance Audit Return, which is a self-assessment for the reportable period against a series of question that are issued by the Department of Local Government, Sport and Cultural Industries. Completion of the CAR provides an opportunity for Local Governments to assess their practices and procedures to ensure continuous improvement in meeting legislative requirements.

Regulations 13 – 15 set out the requirements for the compliance audit return to be conducted, including that it is to be reviewed first by the ARMC. The results of that review are required to be reported to Council before adoption.

The adopted CAR must be jointly certified by the Mayor and the Chief Executive Officer and received by the DLGSCI no later than 31 March following the reportable period to which the audit relates.

The 2023 CAR was considered by Council at its Ordinary Council Meeting of 26 March 2024.

EXTERNAL CONSULTATION

No consultation has occurred with the public or other agencies on this matter.

OFFICER'S COMMENTS

The CAR for the reportable period 1 January 2024 to 31 December 2024 is shown in **Attachment 1**. The ARMC is required to review the completed CAR and any comments will be considered in the follow up report to Council.

This year's CAR is similar to previous years and contains a total of 94 questions grouped within the following categories:

- Commercial Enterprise by Local Governments;
- Delegation of Power / Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Integrated Planning and Reporting;
- Local Government Employees;
- Official Conduct;
- Optional Questions; and
- Tenders for Providing Goods and Services;

Three non-compliances have been identified in the 2024 CAR:

1. Disclosures of Interest, Question 5

The first non-compliance was in relation to question 5 in the Disclosure of Interest section, which reads "*s.5.76 Admin Reg 23, Form 3 – Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?*". This non-compliance occurred because one relevant person, who is on extended leave and not contactable, did not submit their annual return by 31 August 2024.

The non-compliance has been reported to the DLGSCI and the Corruption and Crime Commission (CCC).

2. Optional Questions, Question 3

The second area of non-compliance was in relation to question 3 of the optional questions: "*Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?*" One disclosure was submitted 16 days after receipt of the gift as the recipient was waiting to receive information on the gift's value from the organisation that made the gift. The declaration was made as soon as the recipient was apprised of the value and was therefore able to declare it.

The recipient of the gift has self-reported this non-compliance to the DLGSCI and the CCC.

3. Tenders for Providing Goods and Services, Question 1

The first question in the Tenders for Providing Goods and Services category reads: "*F&G Reg 11A(1) & (3) Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?*"

The City has identified that it had a non-compliance with an element of its [Procurement Policy](#). The Procurement Policy allows for direct sourcing from State Government Common Use Agreements in some instances.

The City currently uses National Australia Bank (NAB) for transactional banking. NAB were formerly on the Common Use Arrangements (CUA) State Government Panel, which enabled the City to use NAB and be compliant with the policy. NAB are no longer on the CUA and the City has continued to use the service, resulting in the non-compliance.

In light of the above, banking services will be considered in the revised policy and the Enterprise Resource Planning (i.e. EDEN) project road map.

LEGISLATIVE COMPLIANCE

Section 7.13(1)(i) of the *Local Government Act 1995*.

Regulations 13 and 15 of the *Local Government (Audit) Regulations 1996*.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance
 Goal L4: Communicate in a clear and transparent way.
 Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

CONCLUSION

It is recommended that the Council adopts the completed annual Compliance Audit Return for 2024, as contained in **Attachment 1**, noting that three non-compliances were identified in the return, both of which have already been reported separately to the DLGSCI.



Compliance Audit Return

The City of Bayswater - Compliance Audit Return

Certified Copy of Return

Please submit a signed copy to the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Delegation of Power / Duty			
Respondent		Karen D'Cunha	
No	Question	Response	Comment
1	1. s5.16 (1) - Were all delegations to committees resolved by absolute majority?	N/A	The City did not have any committees with delegated authority in 2024.
2	2. s5.16 (2) - Were all delegations to committees in writing?	N/A	The City did not have any committees with delegated authority in 2024.
3	3. s5.17 - Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	The City did not have any committees with delegated authority in 2024.
4	4. s5.18 - Were all delegations to committees recorded in a register of delegations?	N/A	The City did not have any committees with delegated authority in 2024.
5	5. s5.18 - Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	The Council established its Committees for the 2023-25 term on 31 October 2023, and at this meeting reviewed the delegations to its Committees. The Committees were established with no delegated authority.
6	6. s5.42(1) & s5.43 Admin Reg 18G - Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	Council considered its delegations to the CEO at its meeting of 25 June 2024, and the delegations were resolved by an absolute majority.
7	7. s5.42(1) - Were all delegations to the CEO resolved by an absolute majority?	Yes	Council considered its delegations to the CEO at its meeting of 25 June 2024, and the delegations were resolved by an absolute majority.
8	8. S5.42(2) - Were all delegations to the CEO in writing?	Yes	The delegations to the CEO as approved by the Council are shown in the minutes of the meeting of 25 June 2024 and are also published in a register on the City's website.
9	9. s5.44(2) - Were all delegations by the CEO to any employee in writing?	Yes	Delegated employees are informed of their delegations, and responsibilities in exercising those delegations, by the City's governance team, using the "Attain" governance software.



Compliance Audit Return

No	Question	Response	Comment
10	10 s.5.16(3)(b) & s5.45(1)(b) - Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	Amendments to the City's delegation were made by an absolute majority at the Ordinary Council Meeting of 25 June 2024.
11	11. s5.46(1) - Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	The CEO keeps a record of all delegations to the CEO and employees in the "Attain" governance software application. The register is published on the City's website.
12	12. s5.46(2) - Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	The CEO reviewed delegations to employees on 27 June 2024.
13	13. s.5.46(3), Admin Reg 19 - Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	The City keeps records of determinations made under delegated authority using its enterprise software system. Planning determinations made under delegated authority are also published on the City's website.

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Compliance Audit Return

Commercial Enterprise by Local Governments			
Respondent		Alix Bray, Manager Property and Economic Development	
No	Question	Response	Comment
1	1. s3.59(2)(a) F&G Regs 7,9,10 - Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	The City has not undertaken any major land transactions in 2024.
2	2. s3.59(2)(b) F&G Regs 7,8A, 8, 10 - Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	The City has not undertaken any major land transactions in 2024.
3	3. s3.59(2)(c) F&G Regs 7,8A, 8,10 - Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	The City has not undertaken any major land transactions in 2024.
4	4. s3.59(4) - Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	The City has not undertaken any major land transactions in 2024.
5	5. s3.59(5) - During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	The City has not undertaken any major land transactions in 2024.

Disclosure of Interest			
Respondent		Karen D'Cunha	
No	Question	Response	Comment
1	1. s5.67 - Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	There were no situations in 2024 where a council member disclosed an interest in a matter and did not have participation approval but remained and participated or voted in the matter.



Compliance Audit Return

No	Question	Response	Comment
2	2. s5.68(2) & s5.69(5) Admin Reg 21A Were all decisions regarding participation approval, including the extent of participation allowed & where relevant, the information required by Local Government (Administration) Regs 1996 reg 21A, recorded in minutes of the relevant council or committee meeting?	Yes	At the Ordinary Council Meeting of 26 March 2024, Crs Eveson and Palmer were granted ministerial approval to participate in item 10.1.1, Local Planning Strategy. This was recorded in the minutes of the meeting.
3	3. s5.73 Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	The City records all interests in the minutes of the meeting at which they were disclosed. To ensure a high level of transparency, declarations are recorded in two places in the minutes - section 5 "Disclosure of Interest Summary" and also at the top of the item for which the declaration has been made.
4	4. s5.75 Admin Reg 22, Form 2 - Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	The City manages its primary and annual returns using the "Attain" governance application. There were no instances of non-compliance with submission of primary returns in 2024.
5	5. s5.76 Admin Reg 23, Form 3 - Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	No	One relevant person who is on extended leave and not contactable, did not submit their annual return by 31 August 2024. The non-compliance was reported to both the Department of Local Government, Sport and Cultural Industries and the Corruption and Crime Commission.
6	6. s5.77 - On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	The CEO gave written acknowledgement of all returns submitted by elected members and employees, except his own return. The Mayor provided written acknowledgement of the CEO's annual return.
7	7. s5.88(1) & (2)(a) - Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	The City manages its returns using the "Attain" application, which produces this register.
8	8. s5.88(1) & (2)(b) Admin Reg 28 - Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in Local Government (Administration) Regulations 1996, regulation 28	Yes	The City publishes this register on its website.



Compliance Audit Return

No	Question	Response	Comment
9	9. s5.88(3) - When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	The City uses Attain to manage its primary and annual returns. On advice of the separation of a relevant person, the City updates the system which removes them from the register.
10	10. s5.88(4) - Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Attain keeps a record of returns within the system and the City keeps the hard copy for a minimum of 5 years.
11	11. s5.89A(1), (2) & (3) Admin Reg 28A - Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	The City's gift register is managed through the "Attain" software.
12	12. s5.89A(5) & (5A) - Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	The register can be found at the link: https://www.bayswater.wa.gov.au/city-and-council/management-and-governance/registers
13	13. s5.89A(6) - When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	The Attain software performs this function for the City.
14	14. - s5.89A(7) Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Attain keeps a record of returns removed from the register. The records in Attain date back to 2017. The City also keeps a hard copy of the returns removed from the register.



Compliance Audit Return

No	Question	Response	Comment
15	15. s5.70(2) & (3) - Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	An example of this can be seen in the minutes of the Ordinary Council Meeting of 27 February 2024 (https://www.bayswater.wa.gov.au/CityOfBayswater/files/72/722b3ed2-33f2-4d51-a725-80055f571ba4.pdf), where the Director Community Services declared an impartial interest on item 10.4.1, as follows: "Bianca Sandri has previously provided her professional opinion on this application, in her prior role, and has not been involved in the preparation of this report."
16	16. s5.71A & s5.71B(5) - Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	There were no instances of this occurring in 2024.
17	17. s5.71B(6) & s5.71B(7) - Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered?	N/A	There were no instances of this occurring in 2024.
18	18. s5.104(1) - Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	N/A	The City's Code of Conduct for Council Members, Committee Members and Candidates was adopted at its Ordinary Council Meeting of 23 February 2021.
19	19. s5.104(3) & (4) - Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	N/A	No additional requirements were adopted.
20	20. s5.104(7) - Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	The up-to-date version of the Code of Conduct for Council Members, Committee Members and Candidates can be found on the City's website at https://www.bayswater.wa.gov.au/city-and-council/management-and-governance/codes-of-conduct-and-model-ceo-standards .



Compliance Audit Return

No	Question	Response	Comment
21	21. s5.51A(1) & (3) - Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	The up-to-date Code of Conduct for City of Baywater Employees can be found at https://www.bayswater.wa.gov.au/city-and-council/management-and-governance/codes-of-conduct-and-model-ceo-standards .

Disposal of Property			
Respondent		Luke Botica	
No	Question	Response	Comment
1	1. s3.58(3) - Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	---
2	2. s3.58(4) - Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Yes	---

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Compliance Audit Return

Integrated Planning and Reporting			
Respondent		Tami Cooper, Planning Performance and Risk Manager	
No	Question	Response	Comment
1	1. Admin Reg 19C - Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	N/A	The adoption of the City of Bayswater Strategic Community Plan was not due during the CAR period.
2	2. Admin Reg 19DA(1) & (4) - Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Council adopted the Corporate Business Plan by absolute majority OCM 25 Jun 2024 item 10.1.2
3	3. Admin Reg 19DA(2) & (3) - Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	The Corporate Business Plan adopted 25 June 2024 complies with the requirements of Local Government (Administration) Regulations 1996 19DA (2) and (3). Is at least four financial years, aligns with the SCP, considers the City's resources and, is integrated relating to resources i.e., asset management, workforce planning and long-term financial planning.

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Compliance Audit Return

Local Government Employees			
Respondent		Anne-Marie Gillespie	
No	Question	Response	Comment
1	1. s5.36(4) & s5.37(3) Admin Reg 18A - Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	No senior employee vacancies were advertised in 2024.
2	2. Admin Reg 18E - Was all information provided in applications for the position of CEO true and accurate?	N/A	---
3	3. Admin Reg 18F - Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	---
4	4. s5.37(2) - Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	No senior employees were employed or dismissed in 2023.
5	5. s5.37(2) - Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	---

Tenders for Providing Goods and Services			
Respondent		Victor Popescu	
No	Question	Response	Comment
1	1. F&G Reg 11A(1) & (3) Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	No	The City uses NAB for transactional banking who were formerly on the Common Use Arrangements (CUA) State Government panel, which enabled the City to use NAB and be compliant with our policy. As NAB are no longer on the CUA and the City has continued to use their service, this has resulted in this non-compliance.



Compliance Audit Return

No	Question	Response	Comment
2	2. s3.57 F&G Reg 11 - Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	---
3	3. F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4) - When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	---
4	4. F&G Reg 12 - Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	---
5	5. F&G Reg 14(5) - If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	---
6	6. F&G Regs 15 & 16 - Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	---
7	7. F&G Reg 17 - Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	---
8	8. F&G Reg 18(1) - Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	---



Compliance Audit Return

No	Question	Response	Comment
9	9. F&G Reg 18(4) - Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	---
10	10. F&G Reg 19 - Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	---
11	11. F&G Regs 21 & 22 - Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	---
12	12. F&G Reg 23(1) & (2) - Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes	---
13	13. F&G Reg 23(3) & (4) - Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	---
14	14. F&G Reg 24 - Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes	---
15	15. F&G Regs 24AD(2) & (4) and 24AE Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	No invitations for applicants to join a panel of pre-qualified suppliers were advertised in 2024.



Compliance Audit Return

No	Question	Response	Comment
16	16. F&G Reg 24AD(6) - If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	No invitations for applicants to join a panel of pre-qualified suppliers were advertised in 2024.
17	17. F&G Reg 24AF - Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	No invitations for applicants to join a panel of pre-qualified suppliers were advertised in 2024.
18	18. F&G Reg 24AG - Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	No invitations for applicants to join a panel of pre-qualified suppliers were advertised in 2024.
19	19. F&G Reg 24AH(1) - Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	No invitations for applicants to join a panel of pre-qualified suppliers were advertised in 2024.
20	20. F&G Reg 24AH(3) - Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	No invitations for applicants to join a panel of pre-qualified suppliers were advertised in 2024.
21	21. F&G Reg 24AI - Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	No invitations for applicants to join a panel of pre-qualified suppliers were advertised in 2024.
22	22. F&G Regs 24E & 24F - Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	The City of Bayswater is a metropolitan local government.



Compliance Audit Return

Finance			
Respondent		Tami Cooper	
No	Question	Response	Comment
1	1. s7.1A - Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	The Audit and Risk Management Committee was established at the Ordinary Council Meeting of 31 October 2023. All members have been appointed by an absolute majority.
2	2. s7.1B - Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	The Council has not delegated any powers or authority to the audit committee under Part 7 of the Act.
3	3. s7.9(1) Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	The Office of the Auditor General's report on the City's Annual Financial Report for 2023/24 was received by the City on 2 December 2024.
4	4. s7.12A(3) - Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	The OAG didn't raise any significant matters in the auditor's report that required action to be taken (i.e. reporting to the Minister). For the 4 moderate matters raised, 1 matter has been completed, the other 3 matters have been recorded in the audit log to be followed up and monitored with completion timelines of 30 June 2025.
5	5. s7.12A(4)(a) & (4)(b) - Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	NA nil significant findings reported
6	6. s7.12A(5) - Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	NA nil significant findings reported
7	7. Audit Reg 10(1) - Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	The annual audit for the financial year ending 30 June 2024 was completed on 12 November 2024 and the auditor's report was received by the City on 2 December 2024.



Compliance Audit Return

Official Conduct			
Respondent		Karen D'Cunha	
No	Question	Response	Comment
1	1. s5.120 - Has the local government designated an employee to be its complaints officer?	Yes	The Council designated the Chief Executive Officer as its complaints officer at its Ordinary Council Meeting of 23 February 2021.
2	2. s5.121(1) & (2) - Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	The City's register of complaints has been maintained, and complaints that resulted in a finding have been recorded on the register, which can be found at: https://www.bayswater.wa.gov.au/online-services/forms-and-publications/registers/2023/register-of-certain-complaints-of-minor-breach .
3	3. S5.121(2) - Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	The complaints register contains all of the information required by section 5.121(2) of the Local Government Act 1995, including the name of the Councillor about whom the complaint has been made, the name of the complainant, a description of the minor breach that the Standards Panel has found to have occurred, and details of the action taken.
4	4. s5.121(3) - Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	The up-to-date register is available to download from the City's website.

Optional Questions	
Respondent	Karen D'Cunha



Compliance Audit Return

No	Question	Response	Comment
1	<p>1. Financial Management Reg 5(2)(c) - Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024?</p> <p>If yes, please provide the date of council's resolution to accept the report.</p>	Yes	The report on the review of the City's financial management systems and procedures was accepted by the Council on 22 February 2022. The next review of the appropriateness and effectiveness of the City's financial management systems is currently being conducted (January 2025).
2	<p>2. Audit Reg 17 - Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2024?</p> <p>If yes, please provide date of council's resolution to accept the report.</p>	Yes	The Regulation 17 review was considered by the Audit and Risk Management Committee at its meeting of 7 August 2023, then endorsed by Council at its meeting of 22 August 2023.
3	<p>3. s5.87C - Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?</p>	No	Elected members and the CEO record gifts received using the Attain software program. All disclosures made include the information required by section 5.87C of the Act. One disclosure was submitted over 10 days after receipt of the gift. The receiver of the gift has self-reported this to the Department.
4	<p>4. s5.90A(2) & (5) - Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?</p>	N/A	The policy was adopted by an absolute majority at the Ordinary Council Meeting of 8 December 2020. The most recent review of the Policy was completed at the Ordinary Council Meeting of 28 January 2025.
5	<p>5. s5.96A(1), (2), (3) & (4) - Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?</p>	Yes	All of the information required by s5.96A(1)-(4) of the Act is readily available on the City's website.



Compliance Audit Return

No	Question	Response	Comment
6	6. s5.128(1) - Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	The City's Elected Members Entitlements Policy deals with the continuing professional development of council members. The Policy was adopted at the meeting of 6 May 2024 (Adjourned from 30 April 2024).
7	7. s5.127 Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2024?	Yes	Delegates reports are provided at the next Council meeting following completion of the Elected Member's training course. An online register is also kept up-to-date on the City's website at https://www.bayswater.wa.gov.au/CityOfBayswater/media/Documents/Community/Conferences-and-Travel-Allowances-Register-September-2024.pdf
8	8. s6.4(3) By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	The City submitted its balanced accounts and annual financial report to the Office of the Auditor General on 25 September 2024.
9	9. s.6.2(3) - When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	When adopting its annual budget, Council took the City's expenditure, revenue and income into account. This can be seen in the minutes for the annual budget item, which was considered on 25 June 2024.

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Compliance Audit Return

Elections			
Respondent		Karen D'Cunha	
No	Question	Response	Comment
1	1. Elect Regs 30G(1) & (2) - Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	The City maintained an electoral gift register for the 2024 Extraordinary Election, which can be found at the link https://www.bayswater.wa.gov.au/online-services/forms-and-publications/registers/2024/electoral-gifts-register-2024 , however no gifts were disclosed for this election.
2	2. Elect Regs 30G(3) & (4) - Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	No gifts were declared.
3	3. Elect Regs 30G(5) & (6) Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	The register can be found at https://www.bayswater.wa.gov.au/online-services/forms-and-publications/registers/2024/electoral-gifts-register-2024 .

Certification

I certify the Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor / President, The City of Bayswater

Signed CEO, The City of Bayswater

10.5.2.3 Quarter 2 - Quarterly Performance Report - Audit

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required
Attachments:	<ol style="list-style-type: none"> 1. ARMC - Audit Function Dashboard - Q 2 2024.25 [8.3.1 - 1 page] 2. CONFIDENTIAL - ARMC - Audit Log - Q 2 2024.25 [8.3.2 - 2 pages]

Confidential Attachment(s) in accordance with Section 5.23(2) of the Local Government Act 1995 (WA):

- (f) a matter that if disclosed, could be reasonably expected to —
(ii) endanger the security of the local government's property;

SUMMARY

This report provides an update on the City's Audit Function for Quarter 2 (Q2) (October - December) 2024-25.

Key Points

- The 2024/25 year opened with 21 actions.
- Four actions were added in Q2, bringing the total number of actions for 2024/25 to 25.
- Three actions were closed in quarter 2, totalling seven for the year.
- Q2 opened with 17 actions in-progress and closed 18 in-progress actions.
- Of the 18 in-progress actions, 11 are overdue and 7 are not yet due.

COUNCIL RESOLUTION**(COMMITTEE/OFFICER'S RECOMMENDATION)**

That Council:

1. Notes the Quarterly Performance Report – Audit;
2. Notes the status of the implementation of audit actions as presented in the Audit Function Dashboard Attachment 1 and Audit Register Confidential Attachment 2 to this report.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

BACKGROUND

This report provides an update on the 2024-25 Audit Plan and Audit Function – Implementation of Recommendations for Q2 (October - December) 2024-25.

The Audit Function Dashboard **Attachment 1** underwent review this quarter and has been improved and updated to aligned with the Corporate Reporting dashboard approach.

The audit dashboard is presented in two sections:

Audit Log Status: This presents an annual overview of the Audit Function and Audit Log, providing a snapshot of information on the total number of actions for the year.

Audit Action Status: This presents an overview of the status of the Audit Log for the quarter.

EXTERNAL CONSULTATION

Not applicable.

OFFICER'S COMMENTS

Council endorsed the Internal Audit (IA) Program for 2024-25 at the June 2024 OCM meeting. The IA Plan identifies four projects for this financial year. The Projects include:

- Community Grants/Community Capital Grants/Sponsorship Management
- Verge Bonds
- Regulation 5 Financial Controls
- Project Eden

Project Eden fieldwork is complete, management are currently preparing agreed actions and anticipate presenting the report to the May ARMC meeting. The Regulation 5 audit is complete, with the report provided as part of the agenda. The Community Grants/Community Capital Grants/Sponsorship Management audit is scheduled to commence early March 2025.

Audit Function – 2024/25 Status

The 2024/25 year opened with 21 audit actions, as at the end of Q2 reporting, four actions have been added, totalling 25 audit actions. Of the 25, seven have been implemented and 18 are in-progress.

2024/25 STATUS	NO.
2024/25 Period Open	21
Actions Added	4
Total	25

Audit Function – Implementation of Recommendations (**Confidential Attachment 2**)

The implementation of recommendations from internal and external reports continues to be monitored by the ELT prior to reporting to the ARMC. ARMC includes actions by exception (overdue and complete) only.

Q2 reporting period opened with 17 actions in-progress and closed with 18 actions in-progress.

Q2 STATUS	NO.
Period Open	17
Actions Added	4
Actions Superseded	0
Actions Complete	-3
Period Close	18

New Actions

This quarter four actions have been added to the Audit Register from previously completed audits, pertaining to the Verge Bonds audit.

Complete Actions

Three actions were completed by management this quarter. As part of the annual Audit Log process, evidence of the completed action will be reviewed by the auditors.

	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Number of complete actions	4	3		

In-Progress Actions

At the close of Q2, 18 actions are in-progress, seven actions are not yet due, all not yet due actions are on-track.

Status of In-Progress Actions – Q2			
18			
Overdue		Not Yet Due	
11		7	
Off-Track	On-Track	Off-Track	On-Track
3	8	-	7

Of the three off-track actions, two relate to the Golf Course Arrangements internal audit and request amended due dates, and one relates the OAG Financial Audit. See below and attached for information.

Overdue Actions

Eleven actions are overdue this quarter.

	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Number of overdue actions	11	11		

Seven overdue actions relate to the external OAG Annual Financial and Information System audits. The 2023/24 audit findings were presented to the ARMC at the December 2024 meeting. Due to the timing of receiving the audits from the OAG, the audit log has not been updated. All actions will be updated for quarter 3 reporting and will therefore no longer present as overdue.

The remaining four actions relate to the Parks and Gardens and Golf Course Arrangements internal audits. Two Parks and Gardens audit action are progressing and on-track to be implemented by the approved amended due dates.

Two actions relating to the Golf Course Arrangements audit are overdue and off-track. Whilst work is on-going, implementation of the actions has been delayed due to competing priorities and resource implications. Amended due dates are requested.

Amended Due Date

Two due date amendments are requested this quarter. Both actions relate to the Golf Course Arrangements audit, management is seeking an extension to the end of March 2025, the original due date for both actions was 31 December 2024. Further information is provided in **Confidential Attachment 2**.

LEGISLATIVE COMPLIANCE

Not Applicable.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR08 - Business model fails to support an integrated and responsive delivery of services, facilities and infrastructure (Including leadership, structure and processes).	

FINANCIAL IMPLICATIONS

Not Applicable.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L2: Plan and deliver projects and services in a sustainable way.
Work together to deliver the best outcomes for the community by managing our resources in a financially sustainable way.

CONCLUSION

Actions arising from the City's internal and external audits are recorded and monitored within the City's Implementation Recommendation Audit Register. Progress on the implementation of actions is reported on a quarterly basis to the ARMC.

Audit Function



Directorate

All



Branch

All



Audit Name

All



Quarter

Qtr 2



View Audit and Risk Table

Audit Log Status

Year to Date (2024/25)

8

Total No. Audits

66

Total No. Findings

57

Total No. Recommendations

25

Total No. Actions

7

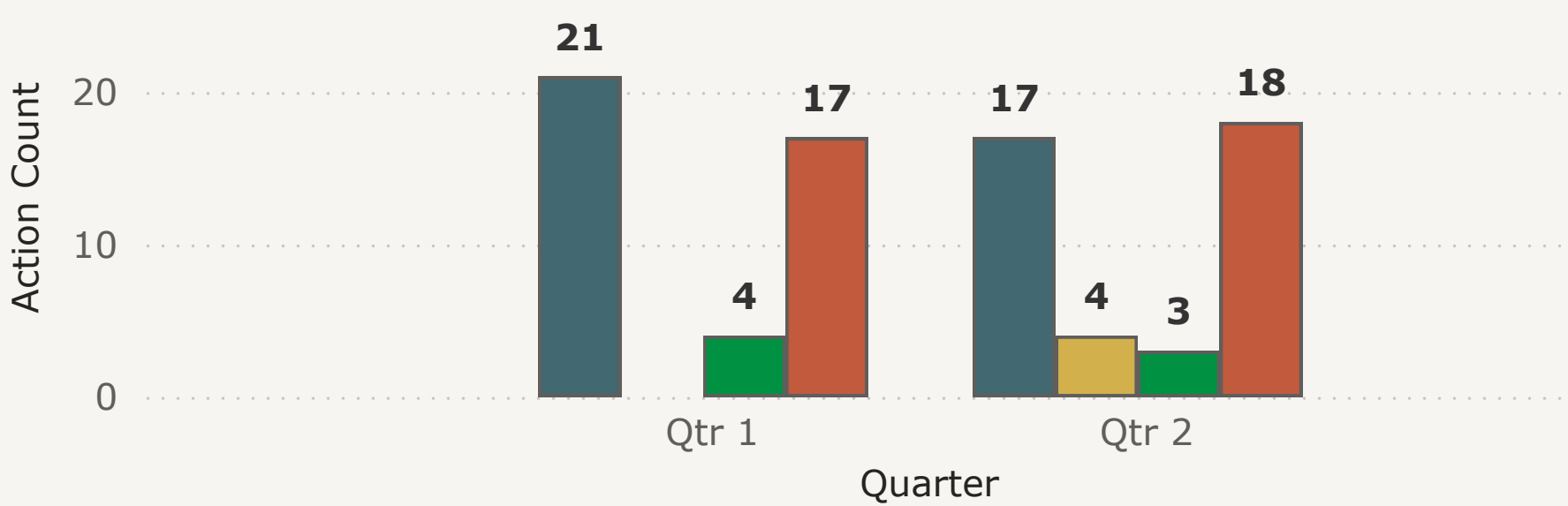
Total No. Implemented

18

Total No. In Progress

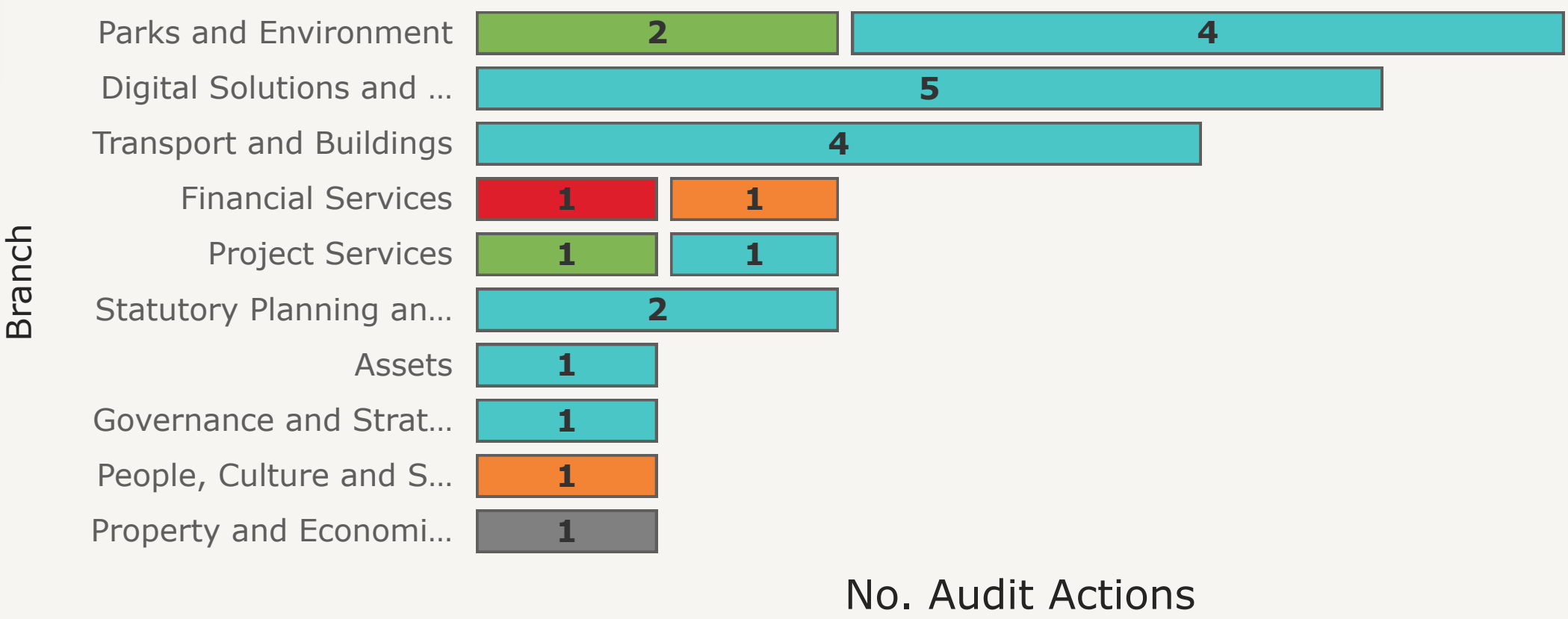
No. Actions by Residual Risk Rating by Quarter

Opening Actions Added Actions Completed Actions Remaining Actions



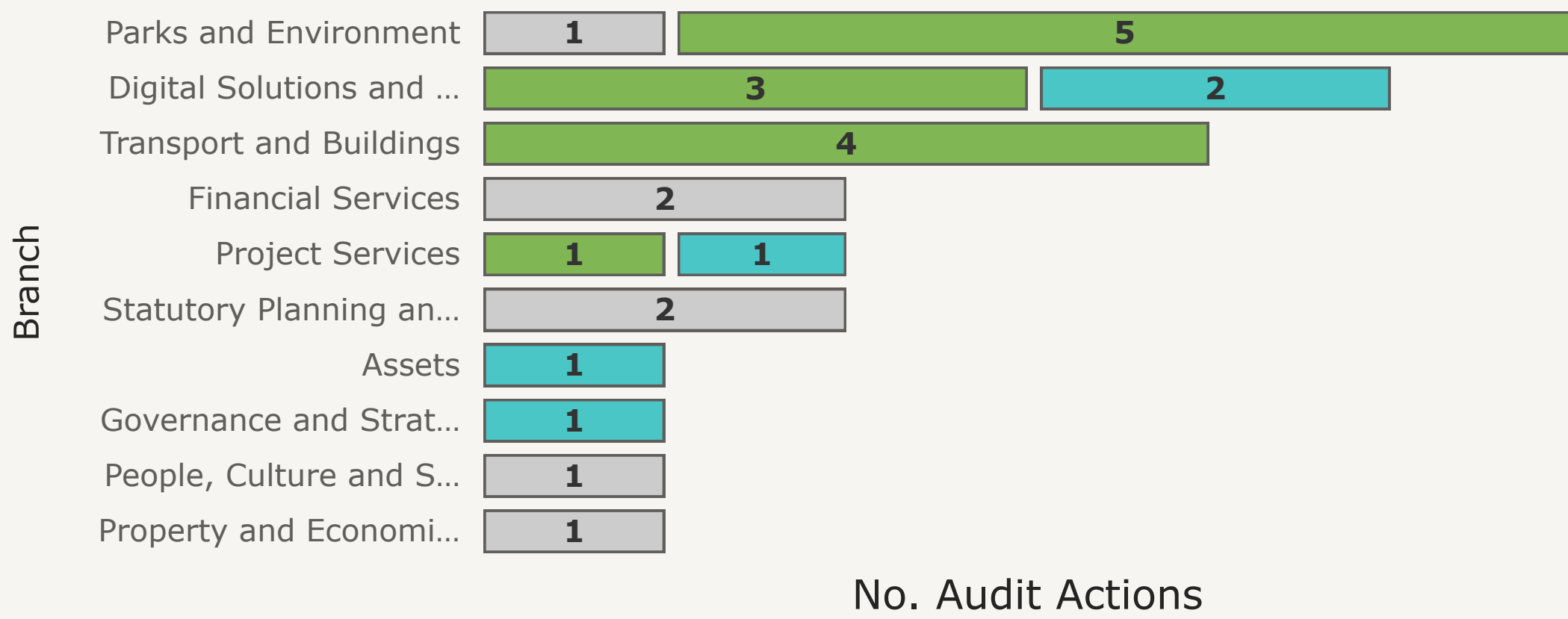
No. Actions by Inherent Risk Rating by Branch

Extreme High Low Medium Not Rated



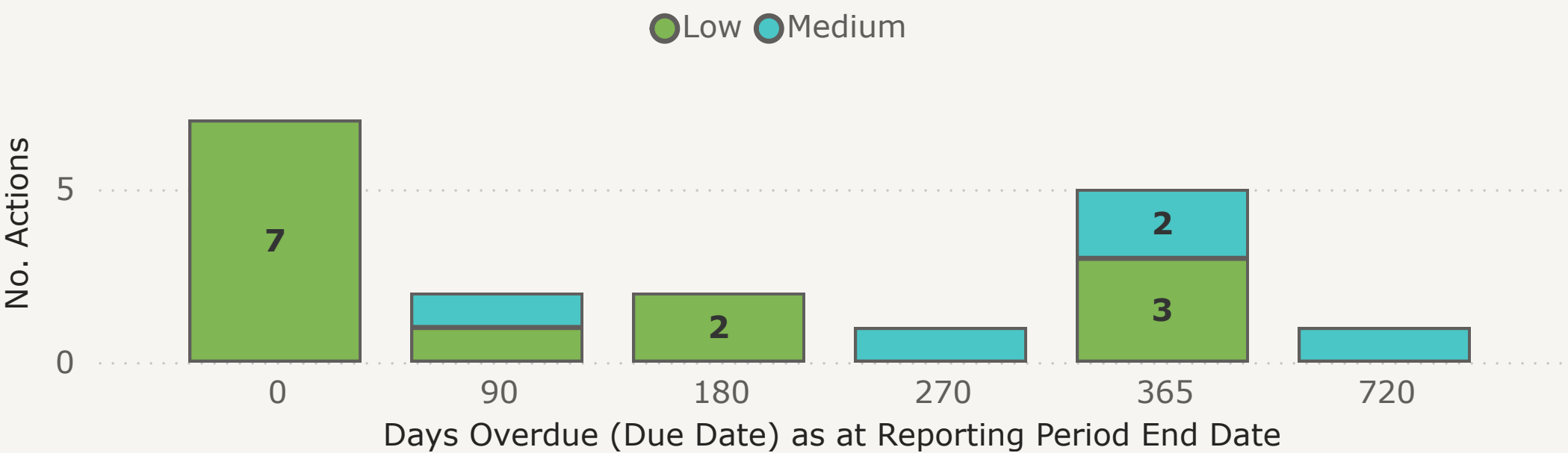
No. Actions by Current Residual Risk Rating by Branch

Action Implemented Low Medium



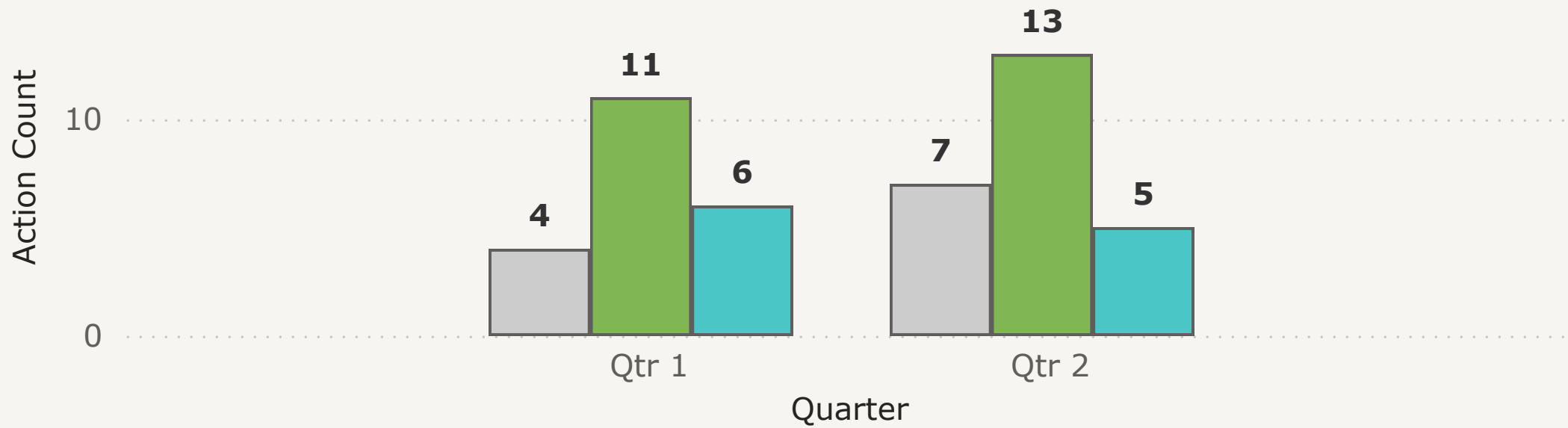
No. Actions by Days Overdue and Residual Risk Rating

Excludes Implemented Actions | 0 = Not Yet Due



No. Actions by Residual Risk Rating by Quarter

Action Implemented Low Medium



Audit Action Status

Quarterly Update - Qtr 2

21

Total No. Actions

3

Implemented

18

In Progress

52%

Average Completion

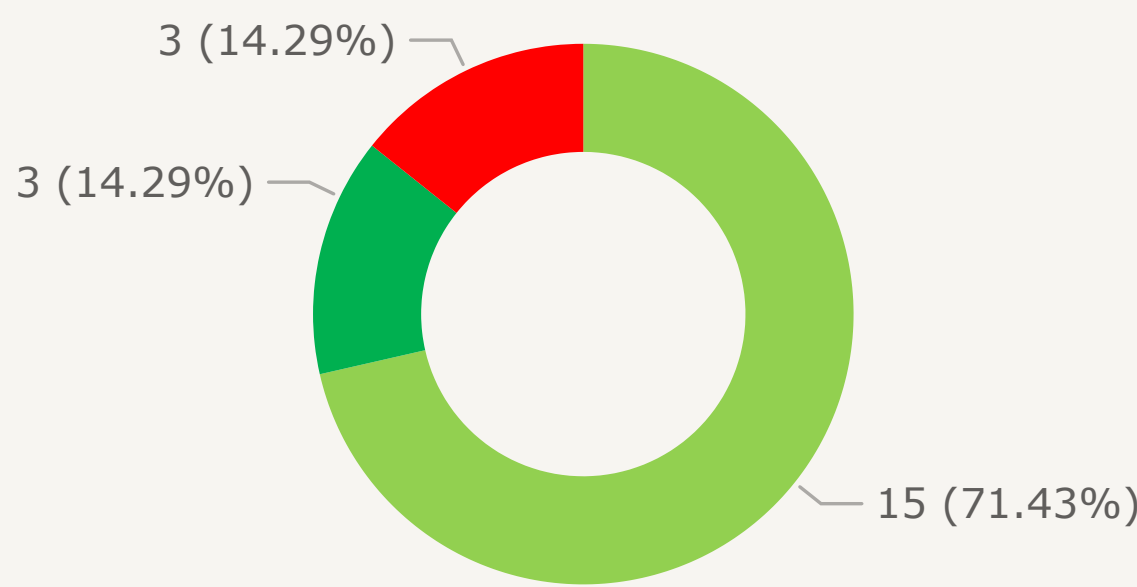
11

Overdue

7

Not Yet Due

Current Status Distribution



Current Status

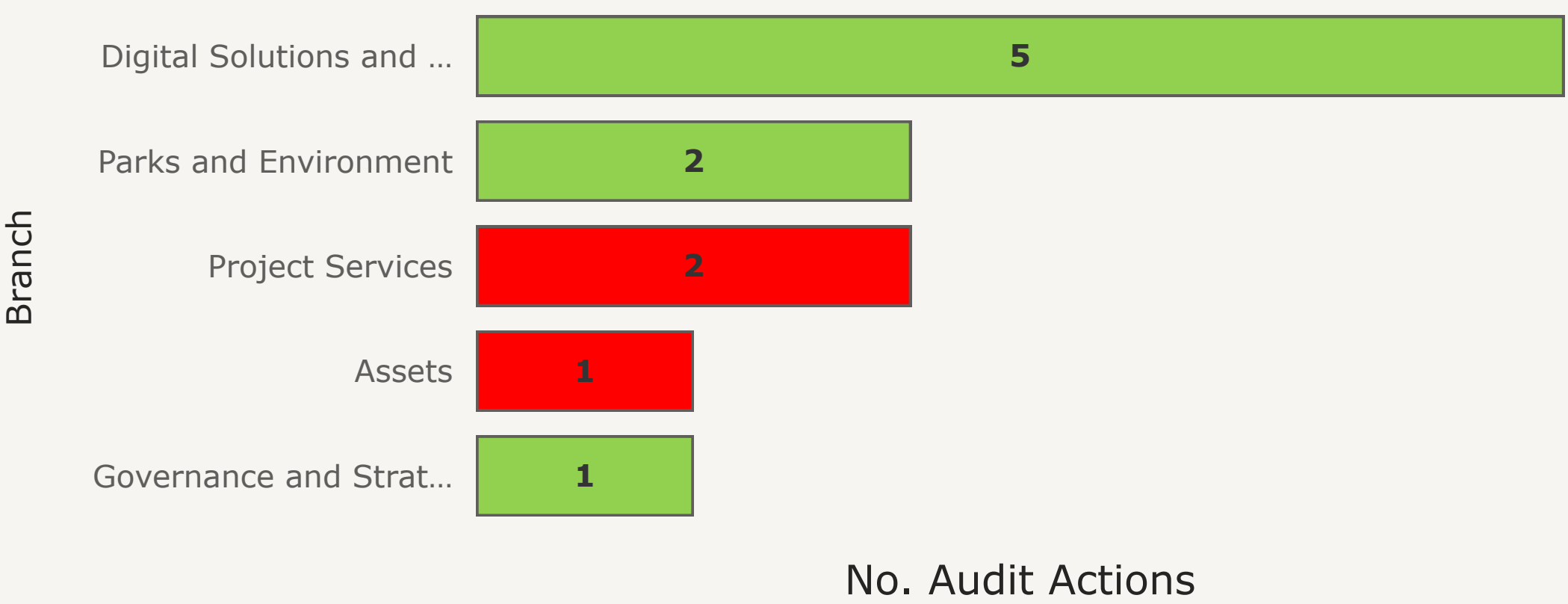
On-Track

Complete

Off-Track

Overdue Actions by Branch and Status

Off-Track On-Track



Overdue Actions by Branch and Residual Risk Rating

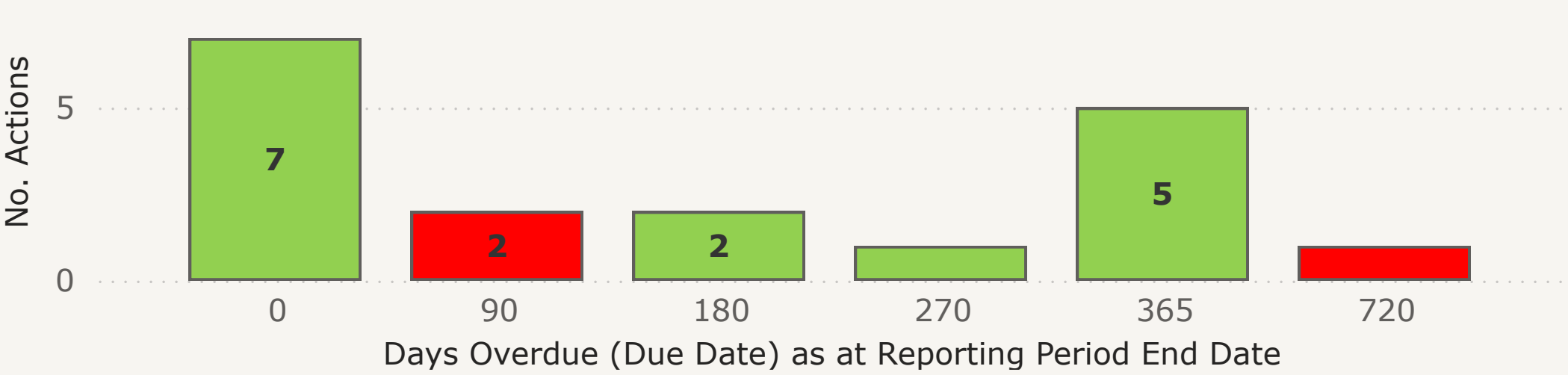
Low Medium



No. Actions by Days Overdue and Status

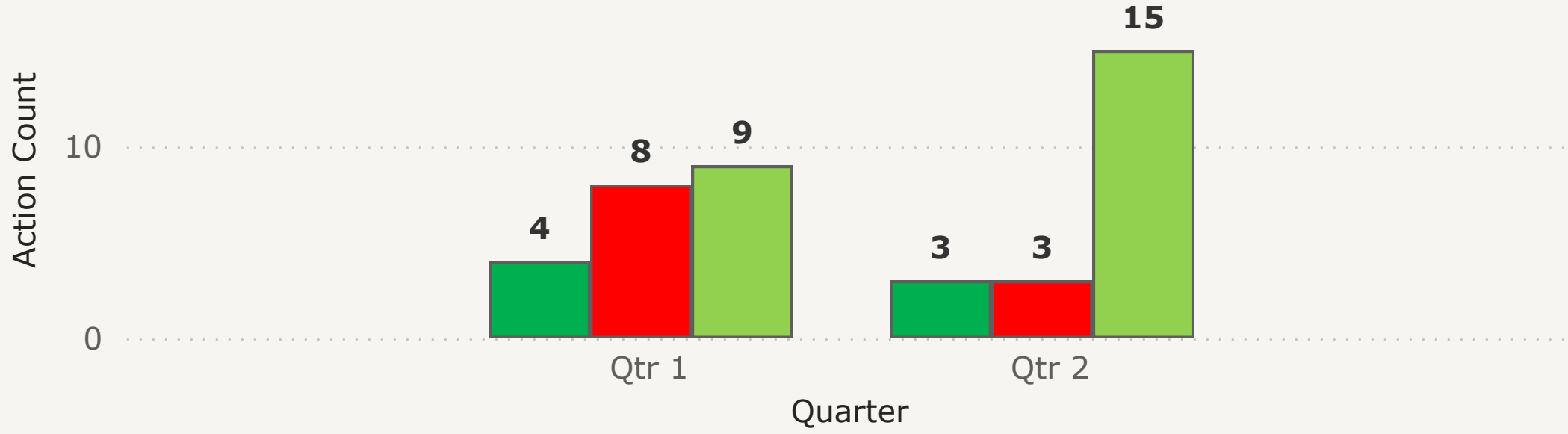
Excludes Implemented Actions | 0 = Not Yet Due

Off-Track On-Track



No. Actions by Status by Quarter

Complete Off-Track On-Track



10.5.2.4 Quarter 2 - Quarterly Performance Report - Corporate

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority
Attachments:	<ol style="list-style-type: none"> 1. Service Reporting - Q2 2024.25 [8.4.1 - 6 pages] 2. CBP Operating Projects - Q2 2024.25 [8.4.2 - 6 pages] 3. Capital Programs - Q2 2024.25 [8.4.3 - 5 pages] 4. CEO KPIs - Q2 2024.25 [8.4.4 - 2 pages] 5. Strategies and Plans - Q2 2024.25 [8.4.5 - 14 pages] 6. CBP KPI - Q2 2024.25 [8.4.6 - 8 pages]

CR STEVEN OSTASZEWSKYJ DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021, Cr Steven Ostaszewskyj declared an impartial interest in this item as his mother's house is on the border of the catchment area of that structure plan and the Underground Power Program is listed in the item, Cr Ostaszewskyj has information from the Department that he has an interest in common in this topic.

Cr Steven Ostaszewskyj remained in the Council Chambers and voted on this item.

SUMMARY

This report provides an update on the implementation of the Corporate Business Plan for 2024-25 and includes reports on City Services, Operating Projects, Capital Programs, CEO Key Performance Indicators (KPIs), Council approved Strategy and Plan Actions and Corporate Business KPIs for quarter 2 (Q2) (October – December) 2024-25.

ADDITIONAL INFORMATION

In attachment 5, in relation to the Urban Forest Strategy 2017, Strategy 5, Actions 6 and 7 refer to the Bayswater Urban Tree Network. The correct name for this group is the Bayswater Tree Canopy Advocates.

Recommendation Implications

The recommendation remains unchanged.

COUNCIL RESOLUTION**(COMMITTEE/OFFICER'S RECOMMENDATION)**

That the Audit and Risk Management Committee notes the Quarterly Performance Review – Corporate Quarter 2 (October – December) 2024-25.

Cr Josh Eveson Moved, Cr Giorgia Johnson Seconded

CARRIED UNANIMOUSLY: 9/0

For: *Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.*

Against: *Nil.*

BACKGROUND

Section 5.56 of the *Local Government Act 1995* requires all local governments to effectively plan for the future. Regulations, Standards and Guidelines further explain this requirement and set

out the framework for local government Integrated Planning and Reporting (IPR) comprising a 10-year Strategic Community Plan (SCP), a four-year Corporate Business Plan (CBP), supporting resource plans and regular reporting. The intent of the framework is to ensure the priorities and services provided by the City are aligned with community vision, needs and aspirations.

Under the Integrated Planning and Reporting Framework (IPRF), it is required that local governments report on their performance to their community. The measurement and reporting process not only demonstrates local government accountability to their community but also provides an opportunity to assess in-year implementation, so supporting achievement and continuous improvement.

This report supports the annual reporting process and continuous improvement. Quarterly reports are provided for the following, with the new addition of Corporate Business Plan KPI's:

- City Services
- Operating Projects
- Capital Programs/Projects
- CEO KPIs
- Council Adopted Strategy and Plan Actions
- Corporate Business Plan KPIs.

EXTERNAL CONSULTATION

No external consultation was undertaken to prepare this report.

OFFICER'S COMMENTS

The SCP Plan 2021- 2031 (outlines the Council and community vision and goals for the City of Bayswater. The CBP operationalises these goals and sets out the four-year delivery program of services and projects.





Monitoring and reporting against the CBP across 2024-25 is undertaken through quarterly reporting to assess progress, support implementation and continuous improvement.

For this financial year, the City has refined the quarterly status options to enhance accuracy and clarity in reporting. The updated status selections now include clearly defined criteria for each option, ensuring a more accurate reflection of the current state of services, projects, actions, or KPIs. The table below outlines each status option along with a summary of the corresponding criteria.

Status Option	Criteria
Complete	The service/project/action has been fully completed, with all objectives, deliverables, and milestones achieved. There are no pending tasks or activities left to be addressed.
On-Track	The service/project/action is progressing according to the planned timeline and scope. All tasks and activities are being completed as scheduled, and there are no significant issues or delays affecting progress.
On-Hold	The service/project/action has been temporarily delayed/paused due to external or internal factors, such as resource constraints, pending decisions, grant funding receipt or unforeseen issues. It is expected to resume once the issues are resolved.
Off-Track	The service/project/action is behind schedule or deviating from the planned scope, and there are significant risks, issues, or delays that need to be addressed. It may require reassessment or evaluation to determine the next steps or necessary changes due to changing priorities, unexpected challenges, or new information.

Discontinue	Service/project/action ceased due to strategic shifts, lack of resources, or because it has been implemented as business as usual.
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The reports reflect achievements and progress as of the end of December 2024, marking the close of Q2. Services, Projects, Strategy and Plan actions, and KPIs are color-coded based on the Key Result Area to which they are aligned.

Key Result Area Colour Reference			
Community	Environment & Liveability	Vibrancy	Leadership and Governance
			

City Services:

There are 31 services in the CBP. The full report on the City's services (**Attachment 1**) provides a broad overview of service progress with all services identified as on-track for quarter 2.

The status of all City Services is summarised below, by quarter.

Implementation Status	Quarter 1	Quarter 2	Quarter 3	Quarter 4
ON-TRACK	31	31		
ON-HOLD	0	0		
OFF-TRACK	0	0		
TOTAL	31	31		

Corporate Business Plan Operating Projects:

There are 28 CBP operating projects being delivered in 2024-25. Operating project plans were prepared as part of the Council-led business planning process. Management assesses progress against these projects each quarter.

The status of all operating projects is summarised below, by quarter.

Implementation Status	Quarter 1	Quarter 2	Quarter 3	Quarter 4
COMPLETE	2	2		
ON-TRACK	25	25		
ON-HOLD	1	1		
OFF-TRACK	0	0		
DISCONTINUE	0	0		
TOTAL	28	28		

A full report on the 28 CBP projects is provided in **Attachment 2**. As of Q2 all CBP Operating Projects are either On-Track or Complete except for the Project Management Framework Review which is currently on-hold.

The table below lists the operating project that is On-Hold with commentary.

Operating Project Description	Status	Comment
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Operating Project Description	Status	Comment
Operating Project: 26 Project Management Framework Review		
<i>Review and update, as required, the City's project management framework templates to align with current process and delivery methods.</i>	On-Hold	The Project Services team is preparing to develop the Project Management Framework. The project will be delivered in partnership with the Planning, Performance and Risk team.

Corporate Business Plan Capital Programs:

There are 18 capital programs identified in the CBP 2024-25 to 2027-28. Please note that a program may consist of one or multiple projects. The 18 capital programs are comprised of 129 capital projects. The report provides the total capital budget and includes expenditure to the end of Q2 (31 December 2024) including public work overheads.

The status of the capital programs and projects are detailed below. Please note that while individual projects within a program may be completed, the program as a whole, is only marked as 'complete' when all projects within it are completed. Similarly, for clarity in reporting, even if several projects within a program are 'on-track,' the program will be labelled as 'on-hold,' 'off-track,' if any of its projects are classified in those categories.

Implementation Status	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Program Level	Project Level	Program Level	Project Level	Program Level	Project Level	Program Level	Project Level
COMPLETE	0	5	0	27				
ON-TRACK	11	114	12	89				
ON-HOLD	7	8	6	10				
OFF-TRACK	0	0	0	0				
DISCONTINUE	0	2	0	3				
TOTAL	18	129	18	129				

Reports on Capital expenditure was drawn as of 31 December 2024, the last day of the reporting period for Q2, which reflects expenditure including public works overheads (**Attachment 3**). The attachment details all projects followed by a summary entry for the Program.

The specific projects that are identified as 'on-hold', 'off-track' and 'discontinue' are listed below with supporting commentary.

Prog No.	Program Name	Project Budget No.	Project Short Description	Current Quarter Status	Current Quarter Comment
2	Building Program	81252	Olive Tree House - Ducted toilet exhaust replacement	On-Hold	Awaiting finalisation of Rangers & Security plan for existing facility (King Street)
2	Building Program	81253	Olive Tree house - Staff relocation	On-Hold	Awaiting finalisation of Rangers & Security plan for existing facility (King Street)
2	Building Program	81254	Olive Tree House - Replacement of floor coverings	On-Hold	Awaiting finalisation of Rangers & Security plan for existing facility (King Street)
2	Building Program	81255	Olive Tree House - Painting and Flooring	On-Hold	Awaiting finalisation of Rangers & Security plan for existing facility (King Street)
2	Building Program	81260	SES Headquarters -	On-Hold	The project is currently on-hold awaiting funding approval from

Prog No.	Program Name	Project Budget No.	Project Short Description	Current Quarter Status	Current Quarter Comment
			Floor covering replacement		Department of Fire and Emergency Services required in order to proceed.
5	Other Transport Renewal and Upgrade	81122	1) Bus Shelter no 28828 upgrade, Garratt Road 2) Bus Shelter no 11589 upgrade, Morley Drive	On-Hold	Multi-level project, 1 sub-project being discontinued and 1 sub-project currently on-hold. Bus Shelter no 28828 upgrade, Garratt Road – Public Transport Authority advised that the bus stop is discontinued and no longer operational. The project was discontinued in Q1. 2) Bus Shelter no 11589 upgrade, Morley Drive - Continued to be affected by the Morley/Bath upgrade, with the bus stop scheduled for relocation.
6	Street Lighting Renewal and Upgrade	81318	Street Light pole Upgrade at De Havilland View, Aero Dr, Wirraway Loop, Catalina Cove, Airways Blvd, Wing Ct, Kittyhawk View	On-Hold	The project has been delayed as a result of waiting for designs to be received from Western Power in order to proceed.
7	Car Park Renewal and Upgrade	81322	Waterland Carpark Expansion	On-Hold	Project is currently on-hold pending the completion of a traffic survey expected to be finalised in January 2025.
9	Natural Reserves Renewal and Upgrade	81270	New Lightning Park Limestone Path stage 2 (Fire management)	Discontinued	Previously Discontinued in Q1
9	Natural Reserves Renewal and Upgrade	81272	Rudloc Reserve Transformation Stage 2a	Discontinued	Previously Discontinued in Q1
10	Waste Transfer Station Renewal	81268	Waste Transfer Station - minimal refurbishment and structural repairs	On-Hold	The strategic long-term plan for the site is yet to be determined and therefore the money has not been allocated to specific items yet. However, Council have been made aware of the structural issues at the site and the extent of the repairs conducted by the City will be dependent on the outcome of the pending EOI (submissions currently under review). The project will remain on-hold until the next steps have been determined, and the budget can be allocated accordingly.
14	Technology and Equipment Renewal and Upgrade	81274	Duress Devices expansion to Civic front counter	Discontinued	Front counter staff reported that a risk assessment found no further work required. Project is no longer required. Funds to be returned at Mid-Year Budget

Prog No.	Program Name	Project Budget No.	Project Short Description	Current Quarter Status	Current Quarter Comment
					Review.
15	Sports Park Infrastructure	81345	Grand Promenade court refurbishment - old courts	On-Hold	Progress on project is pending outcome of other investigations (OCM 27 Aug 2024, item 14.1.2).

CEO's Key Performance Indicators (KPIs):

CEO KPIs were set by Council at its meeting held on 24 September 2024. There are six KPIs with 10 deliverables for the 2024-25 year. KPI's are reported against their deliverables. All the CEO's KPIs are on-track for quarter 2.

The status of the CEO KPI Deliverables is summarised in the table below, by quarter:

Implementation Status	Quarter 1	Quarter 2	Quarter 3	Quarter 4
COMPLETE	0	0		
ON-TRACK	10	10		
ON-HOLD	0	0		
OFF-TRACK	0	0		
DISCONTINUE	0	0		
TOTAL	10	10		

The full report on the CEO KPIs is provided in **Attachment 4**.

Council Adopted Strategies and Plans

Council adopted strategies and plans form part of the integrated planning system, and support the SCP and CBP, by providing another level of more detailed strategy, setting out Council priorities and actions for specified areas.

The table below lists all the active Council adopted strategies and plans, identifies the total number of actions that are resourced for implementation in 2024-25 and provides a summary of progress for actions, for each strategy or plan at the end of Q2.

The majority of actions being delivered in 2024-25 (77%) have been identified as embedded through business as usual (BAU) delivery of service. It is important to note while actions embedded through service delivery are considered on-track/complete, the actions are reviewed annually as part of the planning process to determine what will be delivered in the coming year. This ongoing review process continues until the plan or strategy is reviewed and updated. The remaining actions for 2024-25, which are delivered outside of BAU, are monitored and reported against quarterly.

A status update and supporting commentary provide insight into their current implementation progress. **Attachment 5** provides an overview of the Council adopted strategies and plans with actions being delivered above business as usual.

Strategy & Plans	No. Actions in 24-25	% Embedded Through BAU	No. Actions Delivered Outside BAU	Of Those Actions Delivered Outside of BAU		
				% Complete or On-Track	% On-Hold or Off-Track	% Discontinued
Access And Inclusion Plan 2020 - 2024	54	94%	3	100%	0%	0%
Reconciliation Action Plan 2021 - 2023	62	79%	13	92%	8%	0%
Youth Platform Action Plan 2019 - 2023	14	100%	0	0%	0%	0%
Local Homelessness Strategy 2021-2025	28	71%	8	100%	0%	0%
Cultural Plan 2019 - 2024	26	88%	3	100%	0%	0%
Age Friendly Strategy 2021-2025	38	100%	0	0%	0%	0%
Play Space Strategy 2019-2029	11	0%	11	82%	0%	18%
Community Recreation Plan	20	55%	9	78%	0%	22%
CCTV Strategy 2018-2028	5	0%	5	100%	0%	0%
Public Health And Wellbeing Plan 2021 - 2025	68	97%	2	100%	0%	0%
Morley Activity Centre Plan 2018	12	75%	3	100%	0%	0%
Waterwise Bayswater Strategy 2020 - 2030	37	78%	8	87%	0%	13%
Local Biodiversity Strategy (2008)	29	79%	6	100%	0%	0%
Environmental Liveability Framework 2021-2045	38	74%	10	90%	10%	0%
Urban Forest Strategy 2017	24	67%	8	100%	0%	0%
Emission Reduction And Renewable Energy Plan 2021 - 2040	35	66%	12	100%	0%	0%
Foreshore Area 10 Year Priority Plan 2019	7	0%	7	100%	0%	0%
Interim Economic Development Strategy 2022	32	53%	15	80%	7%	13%
Town Centres Destination Marketing Strategy 2021 To 2025	29	76%	7	14%	86%	0%
Town Centre Place Activation Plans	15	53%	7	100%	0%	0%
Car Parking Management Plan For Morley Activity Centre 2017	19	95%	1	100%	0%	0%
Maylands Town Centre Car Parking Strategy 2018	16	88%	2	100%	0%	0%

Corporate Business Plan KPIs

The City has developed 37 Council-adopted Key Performance Indicators (KPIs) to provide a comprehensive overview of key activities, outputs, and impacts across the City. These KPIs cover a broad range of areas, including the usage of City facilities, community engagement through grants and events, environmental initiatives such as tree planting and carbon footprint monitoring, financial sustainability, and employee performance. They serve to measure how well the City is delivering services and achieving its strategic objectives.

The table below presents a summary of the 37 Council-adopted Key Performance Indicators (KPIs) for Quarter 2. Supporting visualisations are available in **Attachment 6** for further insights. Please note that some measures are reported annually, with updates to be provided in Quarter 4 or as they become available.

KPI No.	Key Performance Indicator	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	Percentage Usage of City's Facilities - Meeting Room	25.3%	31%		
2	Percentage Usage of City's Facilities - Sports Courts	49.7%	50%		
3	Percentage Usage of City's Facilities - Venues	35.0%	38%		
4	Percentage of Bayswater Residents registered as library members	18.7%	19%		
5	Percentage of Bayswater Residents registered as Recreation Centre Members	5.9%	6%		
6	Resolved Graffiti Incidents	1,330	1,330		
7	Total Number of Better Bayswater Grants Awarded	-	2		
8	Total Dollar Value of Better Bayswater Grants Awarded	-	\$9,997		
9	Total Number of Community Service Partnership Agreements	21	17		
10	Total Number of Community Event and City Support Grants Awarded	10	13		
11	Total Dollar Value of Community Event and City Support Grants Awarded	\$ 38,122.83	\$ 10,500.00		
12	Total Number of City-led Community Events	1	6		
13	Total Number of customer requests relating to Rangers or Security matters	2,124	2,100		
14	Number of Building Application Received	276	262		
15	Building Approval Compliance Rate within Statutory Approval Timelines	100%	100%		
16	Number of Planning Application Received	151	181		
17	Planning Approval Compliance Rate within Statutory Approval Timelines	94%	96%		
18	City's Annual Carbon Footprint	Annual Measure	Annual Measure		
19	Total Number of Native Plants Installed	6,325	6,325		
20	Total Number of Trees Installed	2,550	2,550		
21	Percentage of Groundwater Allocation Used	3.56%	15.51%		
22	Tree Canopy Coverage percentage	14.48%	14.48%		

KPI No.	Key Performance Indicator	Quarter 1	Quarter 2	Quarter 3	Quarter 4
23	Waste Recovery Rate	Annual Measure	Annual Measure		
24	Annual Capital Budget Utilisation	Annual Measure	Annual Measure		
25	Financial Sustainability: Current Ratio	Annual Measure	Annual Measure		
26	Financial Sustainability: Operating Surplus Ratio	Annual Measure	Annual Measure		
27	Financial Sustainability: Own-Revenue Ratio	Annual Measure	Annual Measure		
28	Financial Sustainability: Debt-Service Ratio	Annual Measure	Annual Measure		
29	Employee Turnover Rate	14.57%	14.00%		
30	Lost Time Injury Frequency Rate (LTIFR)	24.12	20.00		
31	Number of Visitors to the City of Bayswater website	93,446	93,000		
32	Number of Visitors to the Engage Bayswater portal	19,622	22,910		
33	Social Media Follower Growth	1.41%	2.25%		
34	Engagement Rate of Social Media Content	9.15%	7.86%		
35	Job-to-Worker Ratio	0.59	0.70		
36	Per Capita Gross Regional Product of City of Bayswater	\$ 47,925.00	\$ 47,925.00		
37	Total number of active trading businesses in City of Bayswater	7,586	7,684		

LEGISLATIVE COMPLIANCE

Local Government Act 1995.

RISK MANAGEMENT CONSIDERATION

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR08 - Business model fails to support an integrated and responsive delivery of services, facilities and infrastructure (Including leadership, structure and processes).	

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L2: Plan and deliver projects and services in a sustainable way. Work together to deliver the best outcomes for the community by managing our resource in a financially sustainable way.

CONCLUSION

The report provides an update on the implementation of the City's Integrated Planning and Reporting Framework and provides reports on progress at the end of quarter two for the City's services, programs, projects, CEO and CBP KPIs and strategies and plans.

2024/25 SERVICE PLAN: QUARTERLY REPORTING					Reporting For: Qtr 2 - FY24/25	
Service No.	Service	Service Description	Sub-Service	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
1	Community Development	Facilitate, educate, and enable community capacity building and services to communities, and vulnerable and marginalised community members. Connect and support our local communities through advocacy and engagement.	1.1 - Access and Inclusion 1.2 - Youth Services 1.3 - Community Grants 1.4 - Reconciliation 1.5 - Homelessness 1.6 - Community Bus	On-Track	On-Track	<p>Access and Inclusion</p> <p>The City is currently consulting with the community to develop the next Access and Inclusion Plan. The consultation period for engagement has been extended and will now end on 3 March 2025. The City successfully applied for a grant for International Day of People with Disability and delivered an all-ages silent disco event</p> <p>Homelessness</p> <p>The City is also discussing partnership opportunities in relation to homelessness and will be preparing another RFQ in Q2. The City has engaged in advocacy relating to homelessness and has a sent a letter to Minister for Planning; Lands; Housing; Homelessness. City staff will be meeting with the Office of Homelessness to discuss homelessness in the City of Bayswater. City staff also successfully applied for a grant to deliver Local Government Homelessness Knowledge Training: Frontline Staff to staff for Homelessness Week</p> <p>Reconciliation</p> <p>The City is liaising with Reconciliation Australia re: the expired Innovate Reconciliation Action Plan and development of a new plan. The Place Names project has finished the cultural mapping stage which has led to the creation of a 'map' which explores the meanings of five Noongar Place names in the City.</p>
2	Community Care and Aged Services	Support aged and vulnerable adults by providing programs and connections at the Morley and Bayswater Community Centres and through collaborative partnerships working closely with volunteers and ambassadors.	2.1 - Community Centre Coordination 2.2 - Active Ageing Programs 2.3 - Age Friendly Ambassador Program 2.4 - Volunteers	On-Track	On-Track	<p>Community Centre Coordination</p> <p>The Bayswater and Morley Community Centres continued to deliver a robust schedule of 32 activities per week, attracting a total of 4,703 participations. These activities play a vital role in fostering social connections and supporting community wellbeing.</p> <p>Active Ageing Programs</p> <p>The City entered into a new agreement with a service provider to deliver multicultural programs for older adults one day per week at the Morley Community Centre, enhancing inclusivity and cultural engagement. The City collaborated with eight external organisations and one internal department to deliver workshops tailored for seniors. Topics included fall prevention, mental health and wellbeing, FOGO (Food Organics and Garden Organics), Neighbourhood Watch, gardening, gynaecological cancer, banking and financial services, Parkinson's Disease, and free 15-minute health checks. These workshops provided practical and relevant information to support healthy and independent ageing.</p> <p>Age-Friendly Ambassador Program</p> <p>The Age-Friendly Ambassadors continued their monthly meetings, maintaining their role as advocates for an age-friendly community.</p> <p>Volunteers</p> <p>The City hosted its Annual Volunteer Recognition Luncheon, celebrating and recognising the valuable contributions of volunteers throughout 2024. This event highlights the City's commitment to supporting and acknowledging its volunteer community.</p>
3	Community and Events	Manage City led community events; support the planning and delivery of community led events within the City; build capacity and relationships to expand community led events and cultural arts.	3.1 - City-Led Events 3.2 - Community-Led Events 3.3 - Grant Management	On-Track	On-Track	<p>The City successfully delivered a variety of events that engaged and celebrated the community, including:</p> <ul style="list-style-type: none">• Flourish Community Arts Program and Art Awards and Exhibition: Showcasing local talent and creativity while encouraging community participation.• RISE-Up Markets: Providing a platform for local businesses, artisans, and community groups to connect with residents.• Carols by the River: A festive event that brought the community together to celebrate the holiday season. <p>These events highlight the City's commitment to fostering community engagement and cultural vibrancy.</p>
4	Library Services	Provide vibrant, inclusive libraries that support community harmony, lifelong learning and creativity. Provide City access and customer service in local areas.	4.1 - Branch Libraries 4.2 - Customer Experience	On-Track	On-Track	<p>Library Services maintained strong performance and community engagement across the City's three branch libraries this quarter. Q2 highlights steady engagement across services but reflects a seasonal or situational decline in certain metrics such as items loaned and patron visits. The increase in Library App launches and processed transactions demonstrates growth in digital engagement and customer service activity.</p> <p>Key Deliverables:</p> <p>Total Items Loaned: 93,335 (Q1: 104,134 ↓ 10.4%) Physical Items Loaned: 73,757 (Q1: 80,195 ↓ 8.0%) Digital Items Loaned: 19,578 (Q1: 23,939 ↓ 18.3%) Patron Visits: 51,900 (Q1: 56,175 ↓ 7.6%) New Library Memberships Processed: 875 (Q1: 1,021 ↓ 14.3%)</p> <p>Customer Experience - Home Delivery and Outreach Services:</p> <p>Items Borrowed: 2,092 (Q1: 2,405 ↓ 13.0%) Deliveries Made: 18 (Q1: 23 ↓ 21.7%) (includes 3 double deliveries for the holiday period) New Home Delivery Registrations: 5 (unchanged from Q1)</p> <p>Customer Experience - Digital and Technology Services:</p> <p>Library App Total Devices Registered: 988 New Devices Registered: 147 (new data point) App Launches: 5,004 (Q1: 4,545 ↑ 10.1%) Public PC Sessions: 4,953 (Q1: 5,487 ↓ 9.7%) WIFI Connections: 5,632 (new data point for Q2) WIFI Active Users: 2,779 (new data point for Q2)</p> <p>Corporate Customer Service:</p> <p>Transactions Processed: 2,523 (Q1: 2,481 ↑ 1.7%) Library eNewsletter Distribution: 5,488 (Q1: 5,530 ↓ 0.8%) Quarterly Program of Activities: Distributed to the community (unchanged).</p>

2024/25 SERVICE PLAN: QUARTERLY REPORTING				Reporting For: Qtr 2 - FY24/25		
Service No.	Service	Service Description	Sub-Service	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
5	Recreation Services	Provide sustainable, and safe recreation facilities, activities and services that are accessible to the community, supporting healthy, socially connected outcomes. Maximise participate in stakeholders' programs, engage, and build partnerships to build active, healthy clubs. Provide diverse and accessible bookable facilities for the community.	5.1 - Recreation Facilities 5.2 - Leisure Planning 5.3 - Club Liaison and Development 5.4 - Booking Facilities Halls & Reserves	On-Track	On-Track	Visitation at City Recreation facilities remained strong throughout the quarter with participation growing into the Summer season, particularly at Bayswater Waves. The new online portal for members and program enrolments was launched this quarter creating better functionality and service levels for patrons with features such as online group fitness check in, swim school class enrolments and visit pass renewals. We expect this initiative to assist with growth in participation into the future. Quarter highlights included the HoopsFest basketball sessions at the Morley Sport and Recreation Centre and hosting the City's Art Awards at the RISE.
6	Golf Courses	Provide sustainable and accessible golf courses, balancing commercial operations with subsidised services, to maximise community health, social outcomes, and City financial outcomes.	6.1 - Contractor Management 6.2 - Golf Course Grounds / Facilities	On-Track	On-Track	For quarter 2 all activities are tracking well towards the KPI targets. The golf course audit actions are currently in progress, with implementation dates extended. Despite this adjustment, the service remains on track.
7	Ranger Services	Provide responsible, visible community safety and ranger services including engagement, education and legislative compliance activities to build a strong sense of community safety, making the City of Bayswater a safe and welcoming place.	7.1 - Community Rangers 7.2 - Animal Management 7.3 - Call Centre/Administration 7.4 - Parking Enforcement	On-Track	On-Track	For this reporting period the Ranger Services team have dealt with a multitude of community concerns, reports and issues, including but not limited to: Dog-related incidents: • 45 dog attack reports actioned • 19 dog barking complaints received • 131 dog wandering or found reports, resulting in 37 dogs impounded Cat-related services: • 31 cat trap/impound requests handled Community reports: • 246 litter reports addressed • 76 abandoned vehicle requests processed • 726 parking-related reports responded to Additionally, the Call Centre/Admin service managed 9,127 calls during this period, providing prompt support and assistance to the community.
8	Security Services	Provide a visible and proactive community patrol service to support a safe and welcoming community.	8.1 - Crime Prevention 8.2 - Community Security Patrol	On-Track	On-Track	In the last quarter, the Security team made significant contributions to the City's public safety goals by: • Conducting holiday patrols 508 • Performing security patrols 659 • Responding to customer requests 510 The City of Bayswater and Police have signed a MOU to enhance community safety, crime prevention, and the prosecution of offences through coordinated efforts, including information sharing, joint responses to non-urgent issues, mutual operational support, and strategic planning for CCTV deployment based on crime data and geographical analysis.
9	Emergency Management	Provide support for emergency management activities within the city including education, planning, preparation and recovery activities.	9.1 - Emergency Management	On-Track	On-Track	The City is in discussions with Bayswater SES regarding the annual Local Government Grant Scheme, which is funded by DFES but administered by the City. We are currently assessing whether it is more advantageous for the SES unit to continue operating under an ex-GST arrangement or to align with the City's preference for a GST-inclusive system. The City conducted its annual Emergency Management exercise, which is a legislative requirement, in partnership with the Town of Bassendean and assessed as successful by DFES observers and participant feedback. A session was provided by State Government officials in relation to applying for and receiving State Disaster Relief Funding Councillor Sally Palmer has rejoined the Local Emergency Management Committee, filling both Councillor positions on the committee. The City's Community Development Branch and the Department of Communities, with oversight from the City's Emergency Management Officer, held an Evacuation Training Centre activity in October 2024.
10	Environmental Health	Maintain high public health standards through the administration of state and local legislation and codes of practice. Monitor and manage public health to ensure prescribed legislative requirements are being met.	10.1 - Environmental Health	On-Track	On-Track	The Environmental Health officers continue to carry out their scheduled statutory inspections and follow up on compliance matters to maintain public safety and regulatory standards. • 337 food business inspected • 1178 customers requested actioned, mainly in the area of food, noise, events, pest control and pollution issues. The mosquito control team has been proactive in the surveillance of wetland areas, ensuring mosquito and midge breeding is kept to a minimum, supporting community well-being and reducing pest issues. Additionally, the health promotion team is actively delivering health and well-being activities, such as Parents and bubs program; home composting workshops; mental health week program at Noranda Primary School; Wellness at early learning centres; Food Sensation for the parents with fussy eaters, Yoga program for new mums ; Yoga by the river; and Community Pickle Balls at the Rise with feedback from participants being very positive.
11	Asset Management and Mapping	Provide and maintain asset management and spatial information services to support organisational decision-making. Administers the land and property data as well as the Digital Mobile Radios and GPS enabled duress system software and equipment.	11.1 - Infrastructure Asset Management 11.2 - Spatial Information Management (GIS) 11.3 - Land and Property Data Management 11.4 - Digital Mobile Radio and GPS Enabled Duress Systems	On-Track	On-Track	Infrastructure Asset Management: Asset Management (AM) Plans were reviewed by the ELT, with updates requested for further refinement. The revised plans will be resubmitted for endorsement in February 2025. The Forward Capital Works Program (FCWP) review is ongoing, with new requests being collated and considered. A draft program is set to be presented to the ELT in January 2025. The team is also preparing documentation on data and system requirements for the upcoming infrastructure revaluation. These efforts will contribute to the development of a roadmap addressing the aging GIS and asset management systems to ensure sustainability and compliance. Spatial Information Management (GIS): The ELT has been briefed on the risks associated with the aging GIS system. Following consultations with users, the ELT approved the implementation of a new independent GIS viewer to meet regulatory requirements and service expectations. The delivery of this new GIS viewer has been delayed but is now scheduled for January 2025, with staff training to follow. Land and Property Data Management: Despite limited staff resources, the team has successfully maintained the current system with minimal disruptions. The new GIS viewer will streamline workflows and enhance data reliability. Efforts to fill vacant GIS positions in the coming year will address business continuity and ensure knowledge retention for sustainable service delivery. Digital Mobile Radio and GPS-Enabled Duress Systems: Recent hardware maintenance and firmware updates have raised reliability issues. Management has been notified, and a workshop with stakeholders was held to address duress system requirements and staff safety. A comprehensive report on these issues will be presented to the ELT in Quarter 3.

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Service No.	Service	Service Description	Sub-Service	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
12	Building Maintenance	Manage and maintain buildings and associated infrastructure to ensure assets are fit for purpose in line with the City's Asset Management Plan.	12.1 - Building Services and Maintenance	On-Track	On-Track	<p>The Building Maintenance team continues to efficiently address maintenance and repair requests across the City's facilities.</p> <p>Half-yearly maintenance on key systems, including air conditioning units and fire services/systems, has been successfully completed by staff and contractors.</p> <p>To date, 13 out of the 40 assigned Capital Works projects have been completed. Several additional projects have been awarded and are scheduled to be carried out during the Christmas break and early 2025 to minimise disruptions to facility users.</p>
13	Building Approvals	Maintain high building standards through the administration of state and local legislation and codes of practice. Provide assessment and processing of building permits, within prescribed timeframes, to ensure that buildings are constructed or demolished to required standards.	13.1 - Statutory Building 13.2 - Swimming Pool Inspections	On-Track	On-Track	<p>During this reporting period the 262 building permit applications were received. Statutory building officers ensured that all applications were all processed within the statutory timeframes. During this reporting period the number of pools inspected was 230. The pool inspection program is currently being reviewed for efficiencies and resourcing due to the increasing number of inspections now required due to amended legislation.</p>
14	Planning Approvals	Assess and process planning applications in terms of legislated standards and within regulated time-frames, providing recommendations and approvals.	14.1 - Development Applications 14.2 - Subdivision Referrals 14.3 - Development WA (DevWA) Referrals 14.4 - Development Review Panel (DRP) Assessment	On-Track	On-Track	<p>The City remains on track to determine applications within statutory timeframes</p>
15	Planning and Building Compliance	Ensure statutory compliance through the provision of integrated compliance services to facilitate healthy and safe communities.	15.1 - Compliance	On-Track	On-Track	<p>Development Compliance Officers (DCOs) continue to implement strategies and adhere to management practices to ensure safe communities. They are promptly receiving, investigating, and closing matters with effective outcomes.</p> <p>This quarter, 100 matters were raised, a slight decrease from 103 in the previous quarter, suggesting a consistent workload. Additionally, 57 matters were closed, compared to 59 closures in the previous quarter. This indicates that resolution rates are remaining steady.</p> <p>Regular meetings with management are ongoing to address more challenging matters and identify opportunities for process improvement.</p> <p>DCOs are also working on a proposal to ensure conditions for private and street trees under Development Applications (DAs) are consistently met, supporting both compliance and environmental outcomes.</p>
16	Transport Infrastructure and Operations	Provide and maintain safe and sustainable transport infrastructure in accordance with relevant industry standards.	16.1 - Roads 16.2 - Carparks 16.3 - Drainage 16.4 - Footpaths and Cycleways 16.5 - Surveying System Management 16.6 - Streetlighting 16.7 - Other Transport Infrastructure	On-Track	On-Track	<p>The City remains on track with the renewal of all leases by their respective expiry dates. Key activities for quarter 2 included:</p> <ul style="list-style-type: none">• The annual lease audit has been completed, ensuring compliance with policy KPIs and promoting community-focused use of City-owned or vested buildings.• An Expression of Interest (EOI) process for a vacant property was completed; however, it will be readvertised as no suitable applicants were identified.
17	Property (Community)	Responsible management of land and property in ownership or in the control of the City.	17.1 - Property (Community)	On-Track	On-Track	<p>The City remains on track with the renewal of all leases by their respective expiry dates. Key activities for quarter 2 included:</p> <ul style="list-style-type: none">• The annual lease audit has been completed, ensuring compliance with policy KPIs and promoting community-focused use of City-owned or vested buildings.• An Expression of Interest (EOI) process for a vacant property was completed; however, it will be readvertised as no suitable applicants were identified.
18	Strategic Land-Use Planning	Develop and review the local planning framework (scheme, policies, strategy, precinct plans) in accordance with State and Local requirements, providing parameters to Development Approvals and provide planning advice to community.	18.1 - Local Planning Strategy / Town Planning Scheme	On-Track	On-Track	<p>The Local Planning Strategy was submitted to the WAPC for final consideration in April 2024. It was considered by the WAPC at their meeting held 27 Nov 24. The Strategy was endorsed by the WAPC with modifications. The City has finalised these modifications and has resubmitted the Strategy and is awaiting the endorsed document.</p> <p>The Scheme review report was submitted to the WAPC in October 2024. After the submission of the report, City officers met with DPLH officers on 10 October to discuss the scheme review and next steps. No response on the review report has yet been received. The WAPC / DPLH until 15 Jan to formally respond to the City's report.</p> <p>The City is reviewing all planning policies in accordance with the review schedule. In the last quarter the City has reviewed the following policies:</p> <ul style="list-style-type: none">Significant Tree Register for Private Land Policy (modifications endorsed for advertising)WALGA Model Local Planning Policy Tree Retention and Trees on Private Land and Street Verges (modifications endorsed for advertising)Home Based Business Licensing (administrative modifications)Telecommunications Infrastructure Policy (administrative modifications)Landscaping Policy and Guidelines (administrative modifications)Retaining Walls Policy (endorsed after advertising)Non-Residential Uses (administrative modifications)Height Restriction - Neville Street (administrative modifications)Temporary and Minor Development (modifications endorsed for advertising)Character Protection Areas Policy (endorsed after advertising)Construction Materials (revoked)

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Service No.	Service	Service Description	Sub-Service	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
19	Environmental Sustainability	Lead and manage the City's strategic, capital and operational programmes to protect, build resilience and improve the City's natural environment, liveability, urban form and sustainability for current and future residents of the City of Bayswater.	19.1 - Catchment Management 19.2 - Natural Area Management 19.3 - Sustainability 19.4 - Protecting Biodiversity	On-Track	On-Track	<p>Catchment Management</p> <ul style="list-style-type: none">• The City monitored water quality within the Maylands Lakes and reported outcomes• The Catchment Management Officer has drafted a document for the management of the drains within the City to be delivered 2025• The Masterplan for Maylands Lakes continued to be developed <p>Natural Area Management</p> <ul style="list-style-type: none">• The conservation team carried out erosion control along the river foreshore through matting and planting of endemic species to bind the soil which had been washed away due to both wind and tidal action.• Natural areas not having had previous environmental management have now begun to prepare for the coming planting season. This included extensive treatment and removal of invasive species.• A community information evening was held outlining the current threat of Polyphagous Shot Hole Borer. <p>Sustainability</p> <ul style="list-style-type: none">• The City continued to work with WALGA to negotiate Phase Two of the WALGA Sustainable Energy Project to supply the City with renewable electricity for contestable sites.• The Sustainability Officer hosted a workshop with Elected Members to provide an update on Sustainability at the City.• The City transitioned remaining small use (non-contestable) electricity meters to renewable energy via Synergy's Natural Power tariff to achieve the ERRE target of 100% renewable electricity for the City's operations, excluding streetlighting.• The City is working with consultants to develop a business case for renewable energy options for pool heating to replace the gas boiler at Bayswater Waves in line with the ERRE Plan. <p>Protecting Biodiversity</p> <ul style="list-style-type: none">•The City held Catio Workshops and implemented the Catio rebate program•The City established an MOU with Envrio House to deliver programs to promote biodiversity within the City f Bayswater
20	Waste Management	Provide a quality waste collection and management service to residents and the community. Maximise recovery of waste to minimise landfill costs, emissions and environmental impact.	20.1 - Residential waste collection 20.2 - Commercial waste collection 20.3 - Bulk waste 20.4 - Street and Park bin collections and infrastructure 20.5 - Bayswater Transfer Station 20.6 - Waste Education	On-Track	On-Track	<p>Waste Management continued to deliver waste collection and management services to the community.</p> <p>Key highlights of Q3 include:</p> <ul style="list-style-type: none">• Residential, commercial, and bulk waste services were delivered in accordance with service plans..• Public waste infrastructure was maintained, with scheduled collections completed.• The City received all EOI for the use of the Baywaste Transfer Station this will be provided to the Feb OCM• The City promoted the Containers for Change scheme at various events• Continued collaboration with Good Sammy ensured bins were provided, collected, and processed, with 20% of proceeds supporting the organisation's operations.• Recruited a Waste Coordinator on maternity leave contract• Prepared budgets and fees and charges associated with the Divisions operations• Completed a key strategic report to Council regarding commercial waste services• Recruitment of Technical Officer
21	Parks and Gardens	Support our community by providing quality green spaces, protecting and enhancing the urban forest and considering the natural environment.	21.1 - Parks Infrastructure 21.2 - Parks Projects 21.3 - Landscape Design 21.4 - Tree Care 21.5 - Streetscape Maintenance 21.6 - Sportsground Maintenance 21.7 - Parks Maintenance 21.8 - Civic Garden Maintenance 21.9 - Spraying 21.10 - Irrigation	On-Track	On-Track	<p>The City is currently developing a range of internal operations plans to provide guidance and information on the management of all areas across parks and gardens.</p> <p>Key documents currently in progress include:</p> <ul style="list-style-type: none">• Parks Services/Operations Plan• Depot Services/Operations Plan• Turf Services/Operations Plan• Tree Services/Operations Plan• Urban Forest Implementation Plan• Parks Irrigation and Renewal Operations Plan <p>These plans will be assessed in detail to ensure the services we provide offer high-quality green spaces, protect and enhance the Urban Forest, and account for the natural environment.</p> <p>In addition, a Service Review has commenced, including a survey sent to other local governments to gather data on the services they provide. This data will support benchmarking the City of Bayswater's service levels against other similar local governments.</p>
22	Economic Development	Improve the amenity, function, safety, economic effectiveness and visitation of public spaces and town centres in collaboration with community groups and businesses. Develop commercially focussed opportunities to provide sustainable and accessible community activities and facilities and that balance financial and social capital outcomes. Provide oversight of the management agreements for the City's aged care sites.	22.1 - Economic Development 22.2 - Commercial Activities (Property, Land Acquisition and Disposal, Aged Care Management) 22.3 - Place Management and Town Centre Activation	On-Track	On-Track	<p>Economic Development</p> <p>The City undertook community engagement for the Economic Development Strategy between October and November. Over 400 submission were received from local businesses. The City is currently reviewing the submissions to draft the new strategy.</p> <p>The City has been progressing its advocacy priorities through:</p> <ul style="list-style-type: none">• Meetings with Water Corp on the BIA sewer• Advocacy Papers for key priority projects being provide the relevant ministers and stakeholders• Letters to relevant Ministers on the BIA sewer.• Working with Council to identify lower priorities• At the Ordinary Council Meeting held on 24 September 2024, Council requested the development of an Investor Guide for the Morley Activity Centre, which the City is currently scoping. <p>Commercial Activities</p> <ul style="list-style-type: none">• At the Ordinary Council Meeting held on 27 August 2024, Council supported engaging a consultant to develop a concept plan for the Les Hansman Community Centre. The City has engaged consultants for this project. They have undertaken the background work and will engage with key stakeholders in early 2025.• The City advertised the EOI for a land lease of Gibbney Reserve. The City is now considering the responses received. <p>Place Management</p> <ul style="list-style-type: none">• Based on community feedback from Maylands, the City has applied for a grant from the Criminal Justice Department to run an education course aimed at reducing graffiti in the town centre. Feedback on the grant application is expected in early 2025.• The City has also partnered with the Bayswater Traders Association to provide funding for their town centre branding study. The City has partnered with the Maylands Business Association to provide an update to their website to better market the town centre. Additionally collaboration with the Galleria Shopping Centre, the City will install a NAIDOC mural on an external wall, with the project commencing in October.• The City is preparing for the 'Feed Me Morley' town centre marketing campaign, building on its success from the previous year. This year's campaign will focus on promoting local food businesses, with partnerships involving a food tours company to showcase local venues. The campaign is scheduled for March 2025.• The City is developing a marketing campaign with Hawaiian Shopping Centre, focusing on promoting the concentration of health and wellbeing businesses in the area.• The City's collaborating with the with the successful place making applicants to deliver their projects.

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Service No.	Service	Service Description	Sub-Service	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
23	Infrastructure Planning	Ensure that State or other major infrastructure investment in the City of Bayswater achieves the best outcomes for our community, satisfactorily interfaces with the City's infrastructure and assets gifted to the City meet the City's expectation. Represent the City's interests in major developments undertaken by others within the City of Bayswater Lead the preparations of infrastructure studies, analysis and planning for the ongoing development and transformation of the City's infrastructure portfolio.	23.1 - Major infrastructure project assessment and compliance (State and other developments) 23.2 - Infrastructure studies, analysis and planning	On-Track	On-Track	The new Ellenbrook Line was successfully opened on 9 December 2024, marking a significant milestone in transport infrastructure. This project included the opening of Morley Train Station, Morley Bus Station (renamed Galleria Bus Station), Noranda Train Station, and the new Noranda Station Bus Stops. Key infrastructure developments also included the completion of the Southern Dive Viaduct and the introduction of new bus services to support connectivity across the area.
24	Communication, Engagement and Customer Relations	The Communications, Engagement and Customer Relations Service positively influences the City's reputation and brand through high quality communications and marketing, meaningful community engagement and a commitment to excellence in customer service.	24.1 - Communications and Marketing 24.2 - Community Engagement 24.3 - Customer Relations	On-Track	On-Track	Customer Relations Registered meeting visitors - 512 Walk into counter Civic Centre- 5083 Total payments processed in ECR - 1141 Rates payment receipted - 418 Animal registrations receipted - 434 Plan Search Requests - 91 Orders and Requisitions - 470 Calls directly answered by switchboard - 13992 First call resolution – 31% average Switch abandoned call rate – 1.57% average Tip passes issued - 1131 Waste requests e.g. FOGO, bin repairs - 1823 Community Engagement This quarter, the team focused on engagement planning with several project teams to support major initiatives. Key projects included the Access and Inclusion Plan review, stage 2 of community engagement (final concept designs) for foreshore restoration projects at Bardon Park, Riverside Garden, and Tranby Bath Reserves, the business survey for the Economic Development Strategy, Maylands Lakes Master Plan engagement, and community surveys for changes to the Significant Trees and Trees on Private Property Policies. The team partnered with Facilities to audit City facility leaseholders and co-ordinated the third Maylands Lakes Community Forum in December. Additionally, the Engage Bayswater portal contract was renewed, including the preparation of a retrospective business case for ELT and completing the procurement process to appoint a provider. Comms and Marketing The team advanced the Strategic Communications Plan 2024/25, tracking objectives through communications and promotional plans across 17 portfolio areas, monthly digital reports, and weekly media summaries. This quarter included promotional plans for the City's Summer Event Series (including a Perth Festival partnership), National Recycling Week, Pride, Seniors Week, and engagement for the Economic Development Strategy and Access and Inclusion Plan. The team updated staff on the Online Services launch through internal emails and a CEO blog and collaborated with the project team on its implementation. They also produced the Bayswater Brief summer 2024/25 edition and managed the design of the 2023/24 Annual Report. Key messages were prepared for the Mayor's interviews on ABC Breakfast (living in Bayswater) and Channel 7 News (the Bayswater Hotel reopening and town centre revitalisation driven by the new train station).
25	Financial Services	Provide overall strategic and operational responsibility and advice for the City's financial processes and planning, including statutory reporting, budgets, rates, investments and procurement.	25.1 - Rating Services 25.2 - Procurement 25.3 - Cash Management 25.4 - Accounting Services	On-Track	On-Track	During quarter 2 the Financial Services continues to deliver key activities and projects. Key highlights for this quarter include: • The carried-forward review has been approved, and the annual budget process is now underway. • The 2023/24 Annual Financial Report (AFR) has been finalised, including receipt of the Audit Opinion and Management Letter. • Procurement services are ongoing, with staff changes and training efforts continuing to ensure effective operations and continuity.
26	Digital Solutions and Services	Enables and supports the City's digital services platforms, Infrastructure and Information Services to ensure the City of Bayswater's business operation and services to its community are contemporary, efficient and effective.	26.1 - Information Management (IM) 26.2 - Information and Communications Technology (ICT) 26.3 - Digital Solutions Architecture (DSA) 26.4 - Business Systems	On-Track	On-Track	Digital Solutions continues to deliver key initiatives and projects. Key highlights for quarter 2 include: • e-Services Phase 2 has been successfully delivered, providing enhanced Community Self-Service capabilities. • The TechnologyOne Core Enterprise Suite Ci to CiA upgrade project is progressing with delivery scheduled for early January. Delivery status is currently on track. A root cause analysis was conducted regarding the initial delivery delay (mid-October), and the matter is now with T1 for a response and potential compensation to the City. • The Council Chamber evidential recording system replacement project has been awarded. Procurement for technology components is underway, with implementation and replacement scheduled for February/March 2025. • Information Management is currently awarding the first component of the Digitisation Project, focusing on scoping activities. • The Network Replacement Request for Tender (RFT) is nearing finalization, with plans to issue it to the market in January 2025. This will form a critical foundation for IT infrastructure.
27	People, Culture, Safety	Provide support and solutions to ensure the City has adequate people capacity and capability to deliver quality services to the Community.	27.1 - Human Resources 27.2 - Payroll 27.3 - Organisational Development 27.4 - Work Health and Safety	On-Track	On-Track	The People, Culture & Safety team continues to provide a business partnering approach, supporting stakeholders across key areas, including recruitment, employee relations, and change management. Key highlights for quarter 2 include: • A number of complex employee relations matters were addressed, with positive feedback received from stakeholders on the effectiveness of the business partnering model. • The DoneSafe case management tool was successfully launched in mid-December 2024, accompanied by a comprehensive training program to ensure effective adoption. • A remuneration review for Coordinators and the Operations Manager was completed, resulting in the alignment of employees to the classification structure, updates to position descriptions, and the implementation of a change management process. • Collaboration continued with the LGRCEU on the outside classification structure, with finalization anticipated in early 2025.
28	Governance and Executive Services	Provides support and guidance to the Executive, Council and City officers to support good governance and decision-making and legislative compliance	28.1 - Governance 28.2 - Directorate Administration 28.3 - Policy and Development 28.4 - Executive and Council Support 28.5 - Advocacy and stakeholder management	On-Track	On-Track	During quarter 2, the Governance and Executive Services Teams delivered and/or facilitated the following: • Prepared agendas and minutes for: 3 Ordinary Council Meetings, 3 Agenda Briefing Forums, 2 Special Council Meetings, 5 Committee of Council Meetings, 5 Advisory Group Meetings, 4 Council Briefings • Reviewed 10 Council Policies • Prepared an action table against the new Local Government (Amendment) Act 2024, to ensure legislative compliance. • Prepared the Property (Amendment) Local Law 2024 for advertising. • Prepared a Confidential report for Council on the Keeping and Control of Cats (Amendment) Local Law 2024. • Undertook a review of all Confidential reports and attachments to Council over the previous 24 months, and prepared a report to Council on items that could be made public. • Provided advice to the Council in relation to the Eastern Metropolitan Regional Council. • Made improvements to the layout of minutes and agendas on the City's website. • Commenced updating information on Baynet for the Governance and Executive Services Teams. • Maintained all governance registers (particularly the gifts register in the lead up to Christmas).

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Service No.	Service	Service Description	Sub-Service	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
29	Planning, Performance and Risk	Facilitates integrated strategic and operational business planning, risk management, reporting and improvement initiatives within the organisation that are effective and fit-for-purpose	29.1 - Risk Management 29.2 - Organisational Improvement Projects 29.3 - Insurance 29.4 - Integrated Planning and Reporting 29.5 - Internal Audit	On-Track	On-Track	Risk Management: Transfer of the risk register and reporting process into the Corporate Reporting Dashboard is progressing. Control / Process mapping works continue, Risk Officer working on the Pool Inspections, Duress, and GIS/CRM process improvements. Management Practice register and process developed. Insurance: Claims continue to be managed, process mapping progressing. Review of Ex-Gracia MP commenced. Working with LGIS to implement Claims Register process to enable management and oversight of all claims. Business Improvement: Working on NAR and CRM process. Baynet project is progressing, training users commences quarter 3. Project team currently refining processes to ensure new Baynet addresses internal requirements and end user experience meets the needs of the organisation. SCP major review progressing. Business Planning: 25/26 Inputs workshop complete, Manager Briefing delivered, and planning period opened. Manager workshops booked. Annual Report draft finalised. Dashboard reporting continues to be refined. Internal Audit: EDEN Project fieldwork ongoing. Regulation 5 audit fieldwork scheduled. Verge audit finalised. Internal Audit Charter under review following IIA Standards update. Internal Audit planning commenced.
30	Project Management	Plan, deliver and manage significant infrastructure and asset projects (including recreation developments) within the City, in line with the City's Forward Capital Works Program and Budget.	30.1 - Project Management 30.2 - Recreation Development (Capital Works)	On-Track	On-Track	All projects progressing to plan with a number of projects completed.
31	Plant, Fleet and Equipment	Manage the City's fleet assets in accordance with, asset management priorities and relevant industry standards. Ensure effective, efficient, fit for purpose fleet, plant and equipment provided in accordance with, asset management priorities and relevant industry standards.	31.1 - Plant, Fleet and Equipment 31.2 - Depot operations	On-Track	On-Track	Throughout Quarter 2. City-managed assets were continued to be maintained in line with industry standards and manufacturers' specifications. To date for this financial year, as part of the Plant, Fleet, and Equipment Renewal and Upgrade Capital Program, 16 capital projects have been successfully completed. An additional 6 projects are awaiting delivery, while the remaining 13 are under evaluation with stakeholders or pending further clarification of requirements.

2024/25 CBP OPERATING PROJECTS: QUARTERLY REPORTING					Reporting For: Qtr 2 - FY24/25		
Project No.	Project Name	Project Description	New or Ongoing	High Level Deliverables	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
1	Unearthing the Truth - Dual Naming	Working collaboratively with Noongar peoples in the City of Bayswater to build trust, quality engagement and relationships. Informal yarning sessions to hear and understand the voices of Local Whadjuk Noongar people which will lead to cultural guiding materials and identify potential places and spaces for Dual Naming in the second year of the project.	On-going	<ul style="list-style-type: none">Identify Noongar leaders to guide the City on a journey of truth telling and healingHold a series of six informal yarning sessions to hear and understand the voices of local Whadjuk Noongar community and their alliesDevelop Aboriginal cultural guiding materials endorsed by local EldersProduce and showcase deliverables of the Unearthing the Truth projectConsultation with local Elders, Aboriginal families, and representatives to identify community need and prioritisation of spaces and places for Dual Naming within the City of Bayswater	On-Track	On-Track	The City has completed 20 workshops as part of the place names project. This had resulted in the creation of a story and a map of fives significant sites in the City of Bayswater. The City will now work with Community Arts Network WA to deliver a community event to launch a book about the project (being created by CANWA) which will document the journey (including the story and map). CAN will also create a smaller booklet which will consist of the story and the map that can be given to citizenship ceremony attendees, local schools and the City's libraries. The City is currently exploring opportunities for Dual Naming as the next stage in this project.
2	Event Grants / Sponsorships	Encourage and support vibrant local community events that innovatively celebrate music, art, cultural diversity and our multicultural community. Promote and empower the community to take a lead role in projects that enhance and support local areas.	On-going	<ul style="list-style-type: none">Encourage and support vibrant local community events that innovatively celebrate music, art, cultural diversity, and our multicultural communityPromote and empower the community to take a lead role in projects that enhance and support local areas	On-Track	On-Track	During this quarter the City approved 9 community events. Two community events grants were approved during this period • Noranda Bites - \$5,000 • Bayswater Twilight Markets - \$5,000
3	Local Events	The 2024/25 Community Activities Calendar aims to celebrate and integrate multiculturalism, arts and culture into City activities; maximise use of reserves; encourage social connections; and prevent social isolation through delivering events for and with community.	On-going	Coordinate/facilitate and collaboratively deliver the following local events: <ul style="list-style-type: none">ANZAC Day (\$1,027)Annual Food Appeal (\$1,027)Citizenship Ceremonies (\$14,000)Education Scholarships Prizes (\$500)School Christmas Banner (\$8,514)North of Perth Music Festival (\$15,196)WA Symphonic Wind Ensemble (\$15,000)International Women’s Day (\$9,000)NAIDOC Week (\$5,000)Harmony Week (\$1,600)PrideFest (\$3,000)	On-Track	On-Track	The scheduled events and agreements for this quarter were successfully delivered, including: <ul style="list-style-type: none">2 Citizenship CeremoniesNorth of Perth Winners ConcertsSchool Banner CompetitionAnnual Food Appeal and School ScholarshipsPrideFest
4	Signature Arts and Events	The 2024/25 Community Events Calendar aims to celebrate and integrate multiculturalism, arts and culture into City signature events; maximise use of reserve; encourage social connections; and prevent social isolation through delivering events for and with community. The calendar includes five City-led events, as well as the City of Bayswater Flourish Community Arts Festival, incorporating the Community Art Awards and Exhibition.	On-going	Deliver five (5) Signature Events <ul style="list-style-type: none">Avon Descent, City of Bayswater Finish Line (\$59,245)Carols by the River (\$24,020)Community Concert (\$81,500)Community BBQ Breakfast, Citizenship Award and Ceremony (\$13,455)Community Arts Festival, including the Flourish Art Festival (\$48,029)	On-Track	On-Track	The Flourish Community Art Program and Community Art Awards were successfully delivered in November, showcasing a record-breaking number of entries and participants. Over 350 submissions were received, with 232 artworks featured in the final exhibition—the highest numbers to date.

2024/25 CBP OPERATING PROJECTS: QUARTERLY REPORTING					Reporting For: Qtr 2 - FY24/25		
Project No.	Project Name	Project Description	New or Ongoing	High Level Deliverables	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
5	Library Programs - Children, Youth and Adult	Delivery of a suite of programs that support children, youth and adults through free recurring weekly and annual programs, fostering literacy development, promoting books, cultural awareness and engagement in an inclusive and accessible manner.	On-going	<p>Children and Youth Programs</p> <p>Programs - All Libraries (4000-12300-6131-1040) \$9,890</p> <p>Book Week – All Libraries (4000-12300-6131-1041) \$6,207</p> <p>Bayswater Library (4000-30102-6131-1038) \$9,064</p> <p>Maylands Library (4000-30104-6131-1038) \$11,000</p> <p>Morley Library (4000-30105-6131-1038) \$8,005</p> <p>Adult Programs</p> <p>Bayswater Library (4000-30102-6131-1039) \$9,209</p> <p>Maylands Library (4000-30104-6131-1039) \$9,242</p> <p>Morley Library (4000-30105-6131-1039) \$6,096</p>	On-Track	On-Track	<p>The Library programs are on track and progressing according to expectations.</p> <p>Children and Youth Programs:</p> <ul style="list-style-type: none"> • Number of children and youth programs - 15 • Program attendance - 5,170 • Better Beginnings Bags distributed 137 (Yellow, orange & Green) • Outreach visits - 186 (people) <p>Notable achievements and success stories:</p> <ul style="list-style-type: none"> - Storytime collaboration with local WA Police, WA Ballet and Cleanaway - Collaboration with Environmental Health for Mental Health Week with Toddler and Adult yoga sessions - Successful Flourish Festival Art Passport scavenger hunt initiative - Nans and Popsicles Grandparents Storytime for Seniors Week - Study Hub expanded to all three libraries for local students aged 15-25 during end of year exam period. - Rainbow Storytime had a significant increase in attendance in November. - Well attended end of year event Picnic in the Park with Santa Storytimes and Auslan interpreter. <p>Adult Programs</p> <ul style="list-style-type: none"> • Sessions held: 219 across 21 programs • Program attendance: 1,448 <p>Key Highlights:</p> <ul style="list-style-type: none"> - Very successful Goodbye Guide sessions for Seniors Week - Workshops during Get Online week to upskill our community in their digital skills - Collaboration with the Maylands Peninsula Historical Association and the Environment team to present a series of presentations and workshops as part of the Flourish Arts Festival. - Presented a popular series of Christmas craft workshops. - A well attended plant swap as part of the SEED Library program
6	Pilot External Lighting Audit	Conduct lighting audits across selected City reserves to analyse existing lighting conditions and infrastructure and determine potential improvements.	New	<p>Perform a lighting audit on up to four (4) City reserves that includes data gathering and analysis related to existing lighting conditions and lighting infrastructure.</p> <ul style="list-style-type: none"> • Analyse existing lighting conditions and infrastructure and suggest potential improvement options 	On-Track	On-Track	<p>The City has engaged with an auditor who will be undertaking an audit of Claughton Reserve and The Rise commencing early Q3 .</p>
7	CCTV System Projects	Move the City's CCTV systems and infrastructure to a managed service provider. Implement a number of CCTV initiatives.	New	<ul style="list-style-type: none"> • The use of CCTV deters incidences of anti-social behaviour and increases the perception of safety in the community • Increased ability to identify and report offences to the WAPOL • Deliver outcomes aligned to the City's CCTV strategy and community safety goals 	On-Track	On-Track	<p>Draft procurement plan prepared and research for preparation of tender documents commenced to assist with development of this tender document.</p>
8	Commercial Mosquito Control	Delivery of a commercial mosquito control service for other local governments treating wetland areas to assist in the reduction and management of mosquito populations.	On-going	<ul style="list-style-type: none"> • Provide commercial services for mosquito control utilising drones • Control mosquito breeding and help prevent incidence of mosquito borne diseases • Generate additional income for the City 	On-Track	On-Track	<p>The City now has now agreed a Service Level Agreement with the City of Perth and continues to liaise with other Local Governments and the WA Department of Health to explore opportunities for taking on further mosquito control.</p>
9	Midge Control	Undertake midge trapping, monitoring, treatments and other controls around Maylands Lakes to help reduce the midge numbers.	On-going	<ul style="list-style-type: none"> • Treatment of midge around Maylands Lake. 	On-Track	On-Track	<p>Treatments, raking and reporting continues as scheduled and information loaded onto Engage Bayswater under the Maylands Lakes tab each week. In addition to the previous quarter treatment, further traps have been installed bringing the total number of traps to 20 traps from 16.</p>

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10	Duress Systems	Work with service provider to ensure duress system infrastructure and software remains operational for the City, scheduled maintenance and calibration is implemented and a prioritised response to resolving issues is provided	New	<ul style="list-style-type: none"> • Ensure current infrastructure and software remains operational for the City • Implement scheduled maintenance and calibration which will reduce the fortnightly manual testing of devices to ensure they are functioning as intended • Service provider will be able to remotely access systems, providing a timely response to resolving issues 	On-Track	On-Track	<p>Hardware servicing and firmware upgrades have been completed; however, regular testing has identified an increase in reliability issues. Management has been informed, and the Executive Leadership Team (ELT) has requested a detailed feedback report following stakeholder consultations.</p> <p>A workshop was conducted to address duress system functionality and safety concerns. Findings from the workshop and ongoing testing will be included in a report to be presented to the ELT in Quarter 3.</p>
11	Morley Streetscape	Finalisation of the Morley Activity Centre Streetscape Plan detailed design document – Russell Street – Typical Cross section.	On-going	<ul style="list-style-type: none"> • Detailed Streetscape Designs – Russell Street, Morley 	Complete	Complete	Previously Completed in Q1.
12	Morley Station Precinct Structure Plan	Build on the strategic vision of the Concept Master Plan and progress the key strategies. Prepare a Precinct Structure Plan and supporting technical studies.	On-going	<ul style="list-style-type: none"> • Build on the strategic vision of the Concept Master Plan and progress the key strategies • Prepare a Precinct Structure Plan • Prepare supporting technical studies 	On-Track	On-Track	The draft document was considered by Council at the December OCM and endorsed for advertising. It is anticipated that advertising will commence in Feb 25 subject to the Western Australian Planning Commission granting approval to advertise the associated scheme amendment
13	Biodiversity Management	Ongoing proactive management and trapping of vertebrate pests, including rabbits and foxes, to preserve biodiversity and reduce the risk of the extinction of quenda and other fauna assets. In order to increase awareness within the community relating to the protection of biodiversity, the City will promote responsible cat ownership through education, awareness and initiatives.	On-going	<ul style="list-style-type: none"> • This project will contribute to the reduction / eradication of rabbits, foxes and cats in natural areas as per the intent of the Keeping and Control of Cats Local Law 2022, thus reducing the harm caused by rabbits, foxes and domestic cats to local biodiversity • Success of the program would encourage the reintroduction of locally extinct species into natural areas 	On-Track	On-Track	<p>A total of 46 residents were awarded the Catio rebate, with 5 successfully completing their Catics during this reporting period.</p> <p>In collaboration with The Forever Project, a Catio workshop was delivered to 50 attendees.</p> <p>Both the rebate and the educational workshop aim to reduce the impact of domesticated cats on native fauna and empower the community to responsibly manage their cats.</p> <p>Trapping by contractors in natural areas is scheduled to occur in Q3 and Q4.</p>
14	Maylands Lakes Environment Restoration	Support the ongoing running of the Scientific Advisory Panel. The objective of the panel is to provide advice on the management of the lakes' health and develop the Maylands Lakes Masterplan. Support the ongoing interim water quality monitoring and trial water treatments to ensure cyanobacteria levels are managed, and watering does not impact on the public or workers.	New	<ul style="list-style-type: none"> • Achieve long-term water quality improvements and restore the amenity and health of the Maylands Lakes system 	On-Track	On-Track	Ongoing Community Update Forums delivered August and December. Community Engagement and listening post sessions delivered November. Draft concepts being prepared for review
15	Plants to Residents	Delivery of the Plants to Residents program. Residents are encouraged to enhance the City's biodiversity and tree canopy by purchasing waterwise native shrubs, groundcovers and trees at a reduced rate.	On-going	<ul style="list-style-type: none"> • Support the creation of waterwise and climate change resilient communities • Enhance biodiversity and tree canopy within the City • Creation of nature links within urban areas 	On-Track	On-Track	Officers undertook procurement for plants to support the program. Enviro House was engaged to assist in distribution of plants winter 2025.
16	Implementation of Economic Development Activities	Implementation of activities identified in the Interim Economic Development Strategy, including business support activities and the promotion of economic development opportunities within the City. From 2025/26, activities will be guided by the new Economic Development Strategy (to be delivered 2024/25).	On-going	<ul style="list-style-type: none"> • Sponsorship of up to two external business functions per year • Hosting up to two business functions per year • In collaboration with community and business groups, create a calendar of small-scale activations, supported by City led communication and marketing to promote the Bayswater town centre as a vibrant destination • Curtin Ignition Program – City scholarships worth \$3,500 awarded to up to two entrepreneurs to attend the program each year • Creating and updating promotional material to attract investment to the City 	On-Track	On-Track	The City hosted a business breakfast in collaboration with Profile ID to educate local businesses on how to utilise the new program effectively. The session focused on demonstrating the program's features and highlighting its potential benefits for business growth and decision-making.

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17	New Economic Development Strategy	Develop the Economic Development Strategy, shaping the direction of economic development for the next five years. The new Economic Development Strategy will be developed in consultation with local businesses.	New	<ul style="list-style-type: none">• New Economic Development Strategy developed, following significant engagement with the business community to understand their needs and wants.	On-Track	On-Track	The City undertook community engagement for the Economic Development Strategy between October and November. Over 400 submission were received from local businesses. The City is currently reviewing the submissions to draft the new strategy.
18	Profile ID Subscription	Subscription to external demographics resources and forecasting service to enable accurate and consistent use of demographic statistical analysis across the organisation. The subscription will provide community profile and economic profile data presented via a public webpage maintained by Profile ID which can be accessed by City officers and community members.	New	<ul style="list-style-type: none">• Providing City of Bayswater statistics via the Profile ID Community Profile and Economic Profile subscription packages• All business units within the City will be able to access reliable statistics to aid strategic planning, service/ project planning, advocacy, grant applications and partnership development• Local businesses, Not-For-Profits, community, and students will also benefit from access to the public website	Complete	Complete	Previously Completed in Q1.
19	Banner Maintenance	Maintenance of the town centre banners in Morley, Maylands and Bayswater.	New	<ul style="list-style-type: none">• Maintain banners across Morley, Maylands and Bayswater as required.	On-Track	On-Track	The City has commissioned new banners (with the same pattern) to replace the existing damaged ones. The new banners will be installed after the festive ones are removed in January 25.
20	City-Led Activation	City-led place activations in the town centres and Bedford shopping precincts. Projects to be determined in consultation and partnership with local businesses and community	On-going	<ul style="list-style-type: none">• City Led Place Activations in the town centres and Bedford shopping precincts	On-Track	On-Track	<ul style="list-style-type: none">• Based on community feedback from Maylands, the City has applied for a grant from the Criminal Justice Department to run an education course aimed at reducing graffiti in the town centre. Feedback on the grant application is expected in early 2025.• The City has also partnered with the Bayswater Traders Association to provide funding for their town centre branding study. The City has partnered with the Maylands Business Association to provide an update to their website to better market the town centre. Additionally collaboration with the Galleria Shopping Centre, the City will install a NAIDOC mural on an external wall, with the project commencing in October.• The City is preparing for the 'Feed Me Morley' town centre marketing campaign, building on its success from the previous year. This year's campaign will focus on promoting local food businesses, with partnerships involving a food tours company to showcase local venues. The campaign is scheduled for March 2025.• The City is developing a marketing campaign with Hawaiian Shopping Centre, focusing on promoting the concentration of health and wellbeing businesses in the area.• The City's collaborating with the with the successful place making applicants to deliver their projects.
21	Digitising Archives	Digitisation of 85,000 hard copy plans in line with State Records Act 2000 and PRIS legislation	On-going	<ul style="list-style-type: none">• Digitisation of 85,000 hardcopy plans in line with State Records Act 2000 and PRIS legislation	On-Track	On-Track	The signing of the Consultancy Agreement regarding the EOI is pending, with concerns raised regarding liability clauses. Internal stakeholders are investigating these concerns.

2024/25 CBP OPERATING PROJECTS: QUARTERLY REPORTING					Reporting For: Qtr 2 - FY24/25		
Project No.	Project Name	Project Description	New or Ongoing	High Level Deliverables	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
22	Information Security Action Plan – Cyber Security	Enhancement of the City's cyber security position	New	<ul style="list-style-type: none"> Data Loss Prevention (DLP) implementation capabilities to prevent sensitive information from being transferred to personal devices Acquisition and deployment of ManageEngine Patch Manager and Nessus Professional to address technical vulnerabilities in applications and enhance patch management for desktops and servers Continued support for network segmentation and implementation of firewall policies on new segregated VLANs Developed comprehensive Disaster Recovery Planning for Digital Solutions and Services Defined web application security baseline using Microsoft Defender 365 and Palo Alto capabilities Password manager solution to secure the storage and management of generic accounts DDoS mitigation solution, such as Cloudflare, to protect public web applications Fine-tuning Microsoft Sentinel and Defender, implementing more automation rules, playbooks, and hunts to optimize incident response 	On-Track	On-Track	<p>The City continued to enhance its cyber security capabilities during Quarter 2, focusing on implementing key initiatives from the Information Security Action Plan.</p> <p>Data Loss Prevention (DLP), Patch Management, and Network Segmentation: DLP was fully deployed in audit mode and implementation of information classification and labelling is required to finalise active enforcement of classification. ManageEngine Patch Manager and Nessus Professional deployments were completed to address vulnerabilities and improve patch management. Network segmentation scoping was finalized, and the project is now at the RFQ stage.</p> <p>Disaster Recovery and Web Application Security: The Disaster Recovery Planning draft was accepted by ELT, with conditions to be addressed in Q3 FY2024/25. The web application security baseline project remains delayed due to a yet to be adopted standard but will progress via a whitelist for approved applications.</p> <p>Password Management and DDoS Mitigation: The need for a password manager has been reduced as most generic accounts have been phased out; remaining accounts will be reassessed in Q3 FY2024/25. DDoS mitigation is currently a low priority, with no projects planned for 2024/25.</p> <p>Microsoft Sentinel and Defender: Optimisation was completed with the support of a security consultant, improving automation, incident response, and system protection.</p> <p>Information Security Action Plan: Reviewed and updated to incorporate OAG recommendations. Q3 FY2024/25 will focus on resource allocation to implement proposed solutions and address outstanding priorities.</p>
23	Eden Project	Undertake Phase 2 (Migrate to CiA) with further detailed planning to migrate the Core Suite modules from the CI to the modern CiA versions on a like-for-like basis.	On-going	<ul style="list-style-type: none"> Completed transition to SaaS and agreed stabilisation period (minimum 4-week period) Upgraded to the latest release (minimum base release 2023B) Completed all required product/module prerequisites as per project plan. Completed CiA Live Migration Assessment Participate in required scoping and planning activities Mutually agreed migration plan and start date to commence the Ci to CiA Migration for core enterprise suite Investigate opportunity to bring forward request management component of Property & Rating Ci To CiA migration (Subject Matter Experts involvement) Commence detailed planning for spatial and asset management 	On-Track	On-Track	<p>Progress on the project has continued despite been delayed due to TechOne delivering their Project Environment two and a half months late, prompting a Root Cause Analysis (RCA). The RCA aims to prevent similar issues in the future and seek compensation for the delay. Several measures have been introduced based on lessons learned to ensure timely vendor delivery moving forward. TechOne initially agreed to deliver the Project Environment by 18 October 2024 but advised on 8 October 2024 that this could not be achieved. As a result the provisional roadmap has been updated to reflect the TechOne related delay.</p> <p>During the last quarter, the team focused on four primary work packages:</p> <ul style="list-style-type: none"> eServices: Delivered on Monday, 9 December 2024, with integration via the PostOffice product securePAY as the payment gateway. This enables ratepayers to pay for pet registrations, submit development or building applications, and appeal infringements through the City's online portal or over the phone. Ci to CiA Transition (Core Enterprise Suite): Efforts were directed by the Finance Business Analyst to address issues with payroll timesheets, which were taking 2.4 times the planned effort due to a spreadsheet integration problem. 2024a Upgrade: In alignment with the S10 roadmap, "Annual Upgrades to Latest Release," the 2024a version of the software was successfully implemented. This ensures the City can apply compliance packs, cyber security patches, and performance updates. Snap Send Solve Integration: A briefing paper is being prepared to evaluate the dependencies, risks, benefits, quality factors, timing, and scope for implementing automated integration from Snap Send Solve to the TechOne Customer Request Module.
24	Baynet Intranet Renewal	Establish an improved City Intranet (Baynet) that is a secure, user-friendly, accurate and reliable source of organisational information with improved internal communications functionality and use.	New	<ul style="list-style-type: none"> The City's Intranet (Baynet) is a secure, user friendly, accurate and reliable source of organisational information with improved Internal Communications functionality and use 	On-Track	On-Track	<p>The Baynet Renewal Project is progressing well.</p> <ul style="list-style-type: none"> The structure of Baynet has been built in SharePoint Online stage environment. Stakeholder and Branch Advocate training has been held. Advocates are submitting their Branch's corporate documents for the Corporate Document Register and have begun editing their Branch pages. The Planning Performance and Risk team are collaborating with People Culture and Safety and Digital Solutions and Services to enhance the ongoing maintenance and upkeep of the City's Active Directory. Business rules and processes supporting News and Announcements are being developed and the Intranet Governance Plan continues to be updated accordingly.

2024/25 CBP OPERATING PROJECTS: QUARTERLY REPORTING					Reporting For: Qtr 2 - FY24/25		
Project No.	Project Name	Project Description	New or Ongoing	High Level Deliverables	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
25	Strategic Community Plan Major Review	The development of the City's Strategic Community Plan 2025 – 2035, the top-tier strategic document that articulates the City's vision, values, aspirations, and priorities aligned to a sustainable, deliverable long-term strategy, to guide all subsequent City planning and decision making.	On-going	• The development of the City's SCP 2025 – 2035, an easily interpreted top-tier strategic document that articulates the City's vision, values, aspirations, and priorities aligned to a sustainable, deliverable long-term strategy, that guides all subsequent City planning and decision making.	On-Track	On-Track	<p>During Quarter 2, progress was made in refining the City's Strategic Community Plan (SCP) through collaborative workshops and initial drafting efforts.</p> <ul style="list-style-type: none"> • Council Workshop One was held on 29 Oct 2024. At this workshop Council revisited community feedback, discussed the operating context considerations, explored Council's Vision and Key Result Area (KRA) priorities. • Following Council Workshop One – Councillors were requested to email their strategic and annual priorities to Planning, Reporting and Risk. • Executive Leadership Team (ELT) Workshop One was held on 7 Nov 2024. At this workshop ELT discussed what has been heard so far from Community, Council and Managers and explored suggestions for Vision and KRA Outcomes. • ELT decided not to hold second ELT workshop in December. • A Council workshop will be held in February to further explore Vision, KRA Outcomes and Objectives. • Drafting has commenced on the skeleton of the SCP document.
26	Project Management Framework Review	Review and update, as required, the City's project management framework templates to align with current process and delivery methods.	On-going	• Review and update the Project Management Framework and support effective project delivery through effective governance, consistent delivery and effective communication and risk management.	On-Hold	On-Hold	The Project Services team is preparing to develop the Project Management Framework. The project will be delivered in partnership with the Planning, Performance and Risk team.
27	Targeted Underground Power Program (TUPP)	Partnering with Western Power and residents in the suburb of Bayswater to deliver safer electricity, improved reliability, reduced maintenance costs and enhanced streetscapes and visual amenity.	On-going	• Partner with Western Power to deliver safer electricity, improved reliability, reduced maintenance costs, and enhanced streetscapes and visual amenity to residents	On-Track	On-Track	Scoping and preliminary cost estimates prepared for review in Q3
28	Homelessness Consortium	In alignment with All Paths Lead to a Home: WA's 10-Year Strategy on Homelessness 2020–2030, the City will work in partnership sharing resources and integrate outreach services to provide tangible services to people experiencing homelessness in the City and provide strategic advocacy to support the end of homelessness	New	<p>In alignment with The All Paths Lead to a Home: WA's 10-Year Strategy on Homelessness 2020–2030 Strategy, the City proposes to prioritise:</p> <ul style="list-style-type: none"> • Share resources by seeking to enter a partnership with the City of Swan. • Integration of outreach services with case management with consortia benefits. • Making information on local services and supports available and accessible. • Working with community liaison to support and refer people experiencing homelessness to local services and supports. • Coordinating volunteer and charity groups through a place-based approach that better meets the needs of people experiencing homelessness. • Partnerships/funding to local homeless services or agencies. • Collaborating on a sub-regional homelessness strategy in partnership with the City of Swan. 	On-Track	On-Track	<p>The City received three Expressions of Interest to deliver outreach services in the City. One applicant was assessed as the preferred provider and discussions commenced regarding the scope of services. The other two were not suitable as one applicant was significantly over budget and the other di don't provide services to non-Aboriginal people.</p> <p>However, the initial service proposal was to be co-located 1 day per week at City of Bayswater community venues to undertake work with library/community development/customer service and rangers. This is not possible, so the City is preparing another RFQ to focus on capacity building and partnerships.</p>

2024/25 CAPITAL PROGRAMS: QUARTERLY REPORTING					EXPENDITURE (\$ INCL. PWOHs)			REVENUE ALLOCATIONS (\$)	Reporting For: Qtr 2 - FY24/25		
Capital Program No.	Program Name	Project or Program	Sub-Program	Project Short Description	Total Budget Allocation (including PWOHs)	Budget Year to Date	Actual Year to Date	Contributions / Grants	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
1	Recreation Centres Upgrade and Renewal	Program	Sub-Program: • Bayswater Waves Renew and Upgrade Program (No. Projects: 5) • Morley Sport and Rec Renew and Upgrade Program (No. Projects: 2) • The RISE Renew and Upgrade Program (No. Projects: 1)	Total No. of Projects within Program: 8	\$ 1,211,250.00	\$ 120,313.00	\$ 120,377.26	Nil	On-Track	On-Track	Recreation Centres Upgrade and Renewal – Program Summary Project Count: 8 projects Status Breakdown: • Complete: 2 projects • On-Track: 6 projects Key Observations: • Planning and Scoping: Multiple Bayswater Waves projects, such as the 25m Pool Valves renewal and Spa Pipework redesign, are progressing through initial planning and scoping phases, with works scheduled for Q4 to minimise service disruption during peak periods. • Procurement Progress: Roofing renewal projects and external wall sheeting for Bayswater Waves are currently out to tender, with contractor appointments pending. Weather and material delivery are identified as potential risks. • Significant Milestones: Morley Sport and Rec – Wellington Room Air Ducts has programming scheduled to commence in January 2025, while earlier works, such as aircon replacements, have been completed. • Completed Works: The RISE – Smoke detector replacement was finalised in Q1. • Budget Utilisation: Projects remain largely on track with budget, except for The RISE, which reported higher expenditure due to unexpected costs.
2	Building Program	Project	Community Building Renew and Upgrade Program	Olive Tree House - Ducted toilet exhaust replacement	\$ 10,000.00	\$ -	\$ -		On-Track	On-Hold	Awaiting finalisation of Rangers & Security plan for existing facility (King Street)
2	Building Program	Project	Community Building Renew and Upgrade Program	Olive Tree house - Staff relocation	\$ 150,000.00	\$ -	\$ -		On-Track	On-Hold	Awaiting finalisation of Rangers & Security plan for existing facility (King Street)
2	Building Program	Project	Community Building Renew and Upgrade Program	Olive Tree House - Replacement of floor coverings	\$ 20,000.00	\$ -	\$ -		On-Track	On-Hold	Awaiting finalisation of Rangers & Security plan for existing facility (King Street)
2	Building Program	Project	Community Building Renew and Upgrade Program	Olive Tree House - Painting and Flooring	\$ 60,000.00	\$ -	\$ -		On-Track	On-Hold	Awaiting finalisation of Rangers & Security plan for existing facility (King Street)
2	Building Program	Project	SES Headquarters Renewal and Upgrade Program	SES Headquarters - Floor covering replacement	\$ -	\$ -	\$ -	TBC - SES?	On-Track	On-Hold	The project is currently on-hold awaiting funding approval from Department of Fire and Emergency Services required in order to proceed.
2	Building Program	Program	Sub-Program: • Aged Persons Homes (No. Projects: 2) • Community Building Renew and Upgrade Program (No. Projects: 27) • Civic Centre Renew and Upgrade Program (No. Projects: 2) • Library Renewal and Upgrade Program (No. Projects: 2) • Paddy Walker Works Depot Renew and Upgrade Program (No. Projects: 3) • SES Headquarters Renewal and Upgrade Program (No. Projects: 1)	Total No. of Projects within Program: 37	\$ 2,316,386.00	\$ 437,522.00	\$ 371,635.64	Contributions / Grants: • TBC - SES? (% Grant Funded: 100%) • Ellis House Art Centre - contribution (% Grant Funded: 25%) • WA Youth Jazz Orchestra (WAYJO) - contribution (% Grant Funded: 30.63%) • West Coast Model RC - contribution (% Grant Funded: 45.46%) • Bedford Morley Men's Softball Club - contribution (% Grant Funded: 41.66%)	On-Track	On-Hold	Building Program – Q2 Summary Project Count: 37 projects Status Breakdown: • Complete: 12 projects • On-Track: 20 projects • On-Hold: 5 projects Key Observations: • Maintenance Projects Ongoing: Routine maintenance for Aged Persons Homes (Mertome Gardens and Riverslea Lodge) is being delivered as required, ensuring tenant satisfaction. • Significant Progress: Projects like Ellis House Lighting Upgrade (commencing in Q3) and Maylands Hall Blackout Blinds are progressing as planned. • Delays and Funding Dependencies: SES Headquarters floor replacement is currently on hold pending funding approval from the Department of Fire and Emergency Services. Similarly, Olive Tree House upgrades are awaiting finalisation of relocation plans for Rangers and Security. • Procurement and Planning: Multiple projects, including fencing upgrades at Maylands Brickworks Reserve and air conditioning replacements, are actively moving through procurement stages, with some already scheduled for January 2025. • Budget Challenges: Several projects have exceeded initial budgets (e.g., Bedford Hall Flooring and Maylands Hall Blackout Blinds), though work has been completed. • Budget Utilisation: Most projects are on track with allocated budgets, though exceptions include a few projects exceeding their forecasted costs.
3	Drainage Renewal and Upgrade	Program	Sub-Program: • Drainage Upgrade and Renewal Program (No. Projects: 1)	Total No. of Projects within Program: 1	\$ 66,125.00	\$ 26,448.00	\$ 3,317.62	Nil	On-Track	On-Track	Drainage Renewal and Upgrade Program – Q2 Summary Total Projects: 1 Status Breakdown: • On-Track: 1 Key Observations: • Progress in Design Phase: All sub-projects are progressing as planned, with site surveys and design works currently underway. • Scope of Work: Projects include new drainage designs for locations such as 103 Crawford Street (Maylands), 18 Addlestone Road (Morley), and Bardon Place (Maylands), among others. • Future Construction: Once the designs are finalised, construction activities will commence. No risks or issues have been identified at this stage. • Budget Utilisation: Minimal expenditure to date (5.02%), consistent with the design phase of the program.

2024/25 CAPITAL PROGRAMS: QUARTERLY REPORTING					EXPENDITURE (\$ INCL. PWOHS)			REVENUE ALLOCATIONS (\$)	Reporting For: Qtr 2 - FY24/25		
Capital Program No.	Program Name	Project or Program	Sub-Program	Project Short Description	Total Budget Allocation (including PWOHS)	Budget Year to Date	Actual Year to Date	Contributions / Grants	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
4	Pathways Extension and Upgrade	Program	Sub-Program: • Pathway Expansion Program (No. Projects: 10)	Total No. of Projects within Program: 10	\$ 948,213.00	\$ 769,613.00	\$ 335,000.47	Contributions / Grants: • Department of Transport (% Grant Funded: 50%)	On-Hold	On-Track	Pathways Extension and Upgrade – Q2 Summary Total Projects: 10 Status Breakdown: • Complete: 5 projects • On-Track: 5 projects Key Observations: • Completed Works: Five pathways, including Beechboro Road North and Cox Street, have been successfully constructed and are now operational. • Community Engagement: Objections were raised for projects like Illingsbridge Street and Mahogany Road. Council has decided not to cancel these projects, and works are now scheduled for early 2025 following further consultation and review. • Design and Planning Progress: Gilbert Street's pathway is progressing through the design phase, with consultation completed and options agreed upon with stakeholders. • Upcoming Milestones: Construction for the LTCN Bike Path on Drake Street is progressing on schedule and expected to meet its Q4 completion target. • Budget Utilisation: Budget pressures are noted for completed pathways like Beechboro Road North and Ramsden Way, both of which exceeded their initial allocations.
5	Other Transport Renewal and Upgrade	Project	Bus Shelter Renewal, Upgrade and New Program	1) Bus Shelter no 28828 upgrade, Garratt Road 2) Bus Shelter no 11589 upgrade, Morley Drive	\$ 32,256.00	\$ 12,900.00	\$ -		On-Hold	On-Hold	Multi-level project, 1 sub-project being discontinued and 1 sub-project currently on-hold. 1) Bus Shelter no 28828 upgrade, Garratt Road – Public Transport Authority advised that the bus stop is discontinued and no longer operational. The project was discontinued in Q1. 2) Bus Shelter no 11589 upgrade, Morley Drive - Continued to be affected by the Morley/Bath upgrade, with the bus stop scheduled for relocation.
5	Other Transport Renewal and Upgrade	Program	Sub-Program: • Bus Shelter Renewal, Upgrade and New Program (No. Projects: 2) • Traffic Management Devices (No. Projects: 1)	Total No. of Projects within Program: 3	\$ 124,040.00	\$ 49,616.00	\$ 34,947.90	Contributions / Grants: • PTA's Bus Shelter Subsidy Program (BSSP) (% Grant Funded: 44.64%)	On-Hold	On-Hold	Other Transport Renewal and Upgrade Program – Q2 Summary Total Projects: 3 Status Breakdown: • On-Track: 2 • On-Hold: 1 Key Observations: • Progress on Bus Shelters: The project at Russell Street (#11357) has been completed, while designs for Beaufort Street (#12158) and Russell Street (#11622) shelters have been received and are progressing as planned. However, limited land space remains a constraint for some shelters. • Discontinued Projects: The Garratt Road bus shelter (#28828) was discontinued due to the bus stop no longer being operational, as advised by the Public Transport Authority (PTA). • Impacted Projects: The Morley Drive shelter (#11589) remains on hold due to ongoing impacts from the Morley/Bath upgrade, with relocation planning in progress. • Traffic Management Devices: The Doyle Street pathway and several accessibility improvement installations have made substantial progress, with multiple sections and ramps completed. • Budget Utilisation: The program remains on target with budget allocations. Notable expenditure has been recorded for Traffic Management Devices (53.77%) as works near completion.
6	Street Lighting Renewal and Upgrade	Project	Street Lighting Renewal, Upgrade and New Program	Street Lightpole Upgrade at De Havilland View, Aero Dr, Wirraway Loop, Catalina Cove, Airways Blvd, Wing Ct, Kittyhawk View	\$ 303,481.00	\$ 121,392.00	\$ 1,149.59		On-Track	On-Hold	The project has been delayed as a result of waiting for designs to be received from Western Power in order to proceed.
6	Street Lighting Renewal and Upgrade	Program	Sub-Program: • Street Lighting Renewal, Upgrade and New Program (No. Projects: 1)	Total No. of Projects within Program: 1	\$ 303,481.00	\$ 121,392.00	\$ 1,149.59	Nil	On-Track	On-Hold	Street Lighting Renewal and Upgrade – Q2 Summary Total Projects: 1 Status Breakdown: • On-Hold: 1 Key Observations: • Design Delays: The program is currently delayed due to the pending receipt of designs from Western Power. This has impacted the progression of works, including lighting designs, construction, and handover activities. • Initial Progress: Quotations through Western Power were initiated earlier in the year, with 10% of the overall project tasks completed. • Next Steps: Receipt of designs from Western Power is required to resume and advance project activities toward completion. • Budget Utilisation: Minimal budget utilisation (0.38%) reflects the project's design phase and the delays caused by external dependencies.
7	Car Park Renewal and Upgrade	Project	Carpark Renew, Upgrade and New Program	Waterland Carpark Expansion	\$ 150,000.00	\$ 39,000.00	\$ -		On-Hold	On-Hold	Project is currently on-hold pending the completion of a traffic survey expected to be finalised in January 2025.
7	Car Park Renewal and Upgrade	Program	Sub-Program: • Carpark Renew, Upgrade and New Program (No. Projects: 6)	Total No. of Projects within Program: 6	\$ 737,960.00	\$ 326,000.00	\$ 95,132.97	Nil	On-Hold	On-Hold	Car Park Renewal and Upgrade Program – Q2 Summary Total Projects: 6 Status Breakdown: • On-Track: 5 • On-Hold: 1 Key Observations: • Progress on Construction: Key projects such as the Pat O'Hara Reserve Carpark resurface and the Morley Sport and Recreation carpark expansions (Stages 2 and 3) have completed design phases and commenced construction. • Inclusive Design Efforts: The Eric Singleton Bird Sanctuary carpark upgrades are progressing as planned, with all four sub-projects focusing on ACROD parking enhancements in alignment with the inclusion plan. • Compliance Challenges: The Upper Hillcrest Reserve carpark expansion has encountered compliance issues regarding disability access grades, necessitating a potential redesign and location change. Despite this, works remain on schedule for 2025. • Pending Surveys: The Waterland Carpark Expansion remains on hold, pending a traffic survey scheduled for completion between December 2024 and January 2025. • Budget Utilisation: Current expenditure is minimal, reflecting the early stages of the program. All projects remain within budget expectations.

2024/25 CAPITAL PROGRAMS: QUARTERLY REPORTING					EXPENDITURE (\$ INCL. PWOHS)			REVENUE ALLOCATIONS (\$)	Reporting For: Qtr 2 - FY24/25		
Capital Program No.	Program Name	Project or Program	Sub-Program	Project Short Description	Total Budget Allocation (including PWOHS)	Budget Year to Date	Actual Year to Date	Contributions / Grants	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
8	Road Renewal and Upgrade	Program	Sub-Program: • Intersection Rehabilitation and Upgrade Program (No. Projects: 2) • Road Rehabilitation Program MRRG (No. Projects: 3) • Road Resurfacing Program (No. Projects: 17) • Road Resurfacing Program R2R (No. Projects: 4)	Total No. of Projects within Program: 26	\$ 1,569,458.00	\$ 1,222,810.00	\$ 583,687.43	Contributions / Grants: • Blackspot (% Grant Funded: 67%) • Direct Grant \$250k pa (% Grant Funded: 100%) • MRRG 2/3 funding excl Overheads (% Grant Funded: 60%) • Base Grant (% Grant Funded: 100%) • R2R (% Grant Funded: 100%)	On-Track	On-Track	Road Renewal and Upgrade Program – Q2 Summary Total Projects: 26 Status Breakdown: • Completed: 7 • On-Track: 19 Key Observations: • Completed Works: Several resurfacing projects, including Noranda Avenue, Ranmore Way, and Avenell Road, have been successfully completed. Some projects, such as Abinger Street and Union Street, are awaiting Main Roads line marking to finalise. • Ongoing Construction: Farmfield Way and Paine Road are progressing well, with 30% of works completed. The majority of other projects remain in preliminary stages, with construction scheduled for early to mid-2025. • Design and Approvals: Key intersections, including Benara Road/Emberson Road and Russell Street/Bishop Street, have completed design and regulatory approvals and are scheduled to progress further in Q3 and Q4. • Budget Utilisation: Utilisation varies across projects, with many in early construction stages with an average utilisation of 37%.
9	Natural Reserves Renewal and Upgrade	Project	Natural Reserves Renew, Upgrade and New Program	New Lightning Park Limestone Path stage 2 (Fire management)	\$ -	\$ -	\$ -	DFES	Discontinue	Discontinue	Previously Discontinued in Q1
9	Natural Reserves Renewal and Upgrade	Project	Natural Reserves Renew, Upgrade and New Program	Rudloc Reserve Transformation Stage 2a	\$ -	\$ -	\$ -	Water Corporation Drainage for Liveability Program and DBCA's Iconic Program	Discontinue	Discontinue	Previously Discontinued in Q1
9	Natural Reserves Renewal and Upgrade	Program	Sub-Program: • Natural Reserves Renew, Upgrade and New Program (No. Projects: 4)	Total No. of Projects within Program: 4	\$ 125,000.00	\$ 50,000.00	\$ 13,460.00	Contributions / Grants: • DFES (% Grant Funded: 100%) • Water Corporation Drainage for Liveability Program and DBCA's Iconic Program (% Grant Funded: 100%) • Commonwealth Urban Rivers Funding (% Grant Funded: 100%)	On-Track	On-Track	Natural Reserves Renewal and Upgrade Program – Q2 Summary Total Projects: 4 Status Breakdown: • On-Track: 2 • Discontinued: 2 Key Observations: • Maylands Lakes Masterplan: Progress is focused on stakeholder engagement and community forums. Draft concepts are being developed following forums held in June and September. Water sampling and reporting continue monthly. • Tranby Riverbank Restoration: Stakeholder and community engagement for this advocacy project has been finalised. The final design is being prepared ahead of tender documentation. • Discontinued Projects: The New Lightning Park Limestone Path Stage 2 and Rudloc Reserve Transformation Stage 2a were discontinued in Q1 due to funding withdrawals from DFES and DBCA, respectively. • Budget Utilisation: Minimal budget expenditure across projects, with Maylands Lakes reporting 10.77% utilisation due to planning and community engagement activities.
10	Waste Transfer Station Renewal	Project	Waste Transfer Station Renewal and Upgrade Program	Waste Transfer Station - minimal refurbishment and structural repairs	\$ 1,000,000.00	\$ -	\$ -		On-Hold	On-Hold	The strategic long-term plan for the site is yet to be determined and therefore the money has not been allocated to specific items yet. However, Council have been made aware of the structural issues at the site and the extent of the repairs conducted by the City will be dependent on the outcome of the pending EOI (submissions currently under review). The project will remain on-hold until the next steps have been determine and the budget can be allocated accordingly.
10	Waste Transfer Station Renewal	Program	Sub-Program: • Waste Transfer Station Renewal and Upgrade Program (No. Projects: 1)	Total No. of Projects within Program: 1	\$ 1,000,000.00	\$ -	\$ -	Nil	On-Hold	On-Hold	Waste Transfer Station Renewal Program – Q2 Summary Total Projects: 1 Status Breakdown: • On-Hold: 1 Key Observations: • Strategic Planning Required: The Waste Transfer Station refurbishment and structural repairs remain on hold as the strategic long-term plan for the site is yet to be determined. • Pending EOI Outcome: The extent of required repairs will depend on the outcomes of the pending Expression of Interest (EOI), currently under review. The top shed is not in use due to the poor condition of the building. • The project will remain on hold until further decisions are made following consultation and the EOI outcome.
11	Parks and Playground Renewal and Upgrade	Program	Sub-Program: • Public Bin Renew and Upgrade Program (No. Projects: 1) • Playground Renew, Upgrade and New Program (No. Projects: 2) • Park Renew, Upgrade and New Program (No. Projects: 4)	Total No. of Projects within Program: 7	\$ 211,200.00	\$ 110,000.00	\$ -	Contributions / Grants: • Metronet (% Grant Funded: 100%)	On-Track	On-Track	Parks and Playground Renewal and Upgrade Program – Q2 Summary Total Projects: 7 Status Breakdown: • On-Track: 7 Key Observations: • Public Bin Renewal Program: The audit process is underway, with project plans being prepared by the Technical Officer for implementation in 2025. • Mills Avenue Pocket Park Development: The project, led by Metronet, is now 100% being delivered by Metronet. • Pre-Planning Progress: The Park Structure Renewal Program, Park Furniture Renewal Program, Passive Park Lights Renewal Program, and Removal of the dilapidated jetty at Lake Brearley are all progressing with pre-planning and ordering activities. • Riverside Gardens Playground Renewal: A request for quotes is being assessed for concept designs, marking progress toward appointing a design contractor. • Budget Utilisation: Minimal expenditure across all projects reflects the early planning and design phases.

2024/25 CAPITAL PROGRAMS: QUARTERLY REPORTING					EXPENDITURE (\$ INCL. PWOHs)			REVENUE ALLOCATIONS (\$)	Reporting For: Qtr 2 - FY24/25		
Capital Program No.	Program Name	Project or Program	Sub-Program	Project Short Description	Total Budget Allocation (including PWOHs)	Budget Year to Date	Actual Year to Date	Contributions / Grants	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
12	Irrigation Renewal and Upgrade	Program	Sub-Program: • Irrigation and Bore Pump Renewal Program (No. Projects: 4)	Total No. of Projects within Program: 4	\$ 532,077.00	\$ 397,205.00	\$ 163,230.08	Nil	On-Track	On-Track	Irrigation Renewal and Upgrade Program – Q2 Summary Total Projects: 4 Status Breakdown: • On-Track: 4 Key Observations: • All projects are in the initial planning and ordering phase. • All projects marked as on track for target completion date of 01/06/2025.
13	Streetscapes and Tree Planting	Program	Sub-Program: • Streetscape and Tree Planting Program (No. Projects: 2)	Total No. of Projects within Program: 2	\$ 300,000.00	\$ 105,000.00	\$ -	Nil	On-Track	On-Track	Streetscapes and Tree Planting Program – Q2 Summary Total Projects: 2 Status Breakdown: • On-Track: 2 Key Observations: • Further Greening of Guildford Road: Initial planning is underway with concept plans being prepared for median island beds. Tree planting locations along Guildford Road have been identified. • Median Island Tree Planting Program: Target planting locations are currently being identified within priority areas to align with project goals. • Budget Utilisation: Both projects are progressing with 0% budget utilisation to date, as they remain in the planning stage.
14	Technology and Equipment Renewal and Upgrade	Project	Asset and Mapping Device and Network Infrastructure (ICT) Replacement Program	Duress Devices expansion to Civic front counter	\$ 5,000.00	\$ 5,000.00	\$ -		On-Hold	Discontinue	Front counter staff reported that a risk assessment found no further work required. Project is no longer required. Funds to be returned at Mid-Year Budget Review.
14	Technology and Equipment Renewal and Upgrade	Program	Sub-Program: • Sport and Recreation ICT and Equipment Renew, Upgrade and New Program (No. Projects: 3) • Library Services - ICT Equipment Replacement Program (No. Projects: 1) • Environmental Health Equipment Renew, Upgrade and New Program (No. Projects: 1) • Rangers and Security Equipment Renewal Program (No. Projects: 1) • Asset and Mapping Device and Network Infrastructure (ICT) Replacement Program (No. Projects: 2) • Information Services Device and Network Infrastructure (ICT) Replacement Program (No. Projects: 3) • ICT Renew and Upgrade Program (No. Projects: 1)	Total No. of Projects within Program: 12	\$ 1,357,753.00	\$ 721,142.00	\$ 20,251.07	Nil	On-Hold	On-Track	Technology and Equipment Renewal and Upgrade Program – Q2 Summary Total Projects: 12 Status Breakdown: • Complete: 1 • On-Track: 10 • Discontinue: 1 Key Observations: • Visitation Monitors (Bayswater Waves, MSRC, The RISE): Procurement underway for implementation after the summer peak season. • Library ICT Replacement: Pre-procurement planning is progressing, with procurement documents expected to be ready by Q3. • Drones for Mosquito Control: Suitable drones have been identified, and an acquisition plan is being finalised. • Body Worn Cameras: The three-year renewal project is progressing as planned. • Duress Devices Expansion: Following a risk assessment, no further work is required, and the project has been discontinued. • Council Chambers Upgrade: The RFQ has been awarded, and installation is on track for completion by Q4. • End User Device Replacements: Asset review and procurement planning are ongoing. • PABX Migration: A virtual PABX pilot project is underway to evaluate a full implementation solution.
15	Sports Park Infrastructure	Project	Sport Park Infrastructure Renew, Upgrade and New Program	Grand Promenade court refurbishment - old courts	\$ 100,000.00	\$ 50,000.00	\$ -		On-Hold	On-Hold	Progress on project is pending outcome of other investigations (OCM 27 Aug 2024, item 14.1.2).
15	Sports Park Infrastructure	Program	Sub-Program: • Sport Park Infrastructure Renew, Upgrade and New Program (No. Projects: 4)	Total No. of Projects within Program: 4	\$ 434,000.00	\$ 234,000.00	\$ -	Nil	On-Hold	On-Hold	Sports Park Infrastructure Program – Q2 Summary Total Projects: 4 Status Breakdown: • On-Track: 3 • On-Hold: 1 Key Observations: • Synthetic Cricket Wicket Renewals (4 sites): Quotations received; contractor to be appointed for installations. • Crimea Floodlight System Renewal: Contractor appointed, with works to commence in Q3. • Grand Promenade Court Refurbishment: Progress on hold, pending the outcome of related investigations (OCM 27 Aug 2024). • Joan Rycroft Goals Renewal: Audit completed; quotations for replacement underway. • Budget Utilisation: Minimal expenditure to date, with projects progressing through planning and procurement phases.
16	Riverside Gardens Urban Forest	Program	Sub-Program: • Parks and Reserve Redevelopment Program (No. Projects: 1)	Total No. of Projects within Program: 1	\$ -	\$ -	\$ -	Contributions / Grants: • Grant funding (% Grant Funded: 100%)	On-Track	On-Track	Riverside Gardens Urban Forest – Q2 Summary Total Projects: 1 Status Breakdown: • On-Track: 1 Key Observations: • Riverside Gardens Urban Forest (Advocacy Project): Contractor appointed, with staged construction planned for Q3 and Q4. • Budget Utilisation: Minimal expenditure to date, with project advancing through the preparation and early implementation phases.

2024/25 CAPITAL PROGRAMS: QUARTERLY REPORTING					EXPENDITURE (\$ INCL. PWOHs)			REVENUE ALLOCATIONS (\$)	Reporting For: Qtr 2 - FY24/25		
Capital Program No.	Program Name	Project or Program	Sub-Program	Project Short Description	Total Budget Allocation (including PWOHs)	Budget Year to Date	Actual Year to Date	Contributions / Grants	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
17	Low-Cost Urban Road Safety (LCURS)	Program	Sub-Program: • LCURS - Road Safety Treatments (No. Projects: 1)	Total No. of Projects within Program: 1	\$ -	\$ -	\$ -	Contributions / Grants: • LCURS (% Grant Funded: 100%)	On-Track	On-Track	LCURS - Road Safety Treatments Program - Q2 Summary Total Projects: 1 Status Breakdown: • On-Track: 1 Key Observations: • LCURS - Road Safety Treatments: Contractor appointed for the Shearn Park area, with installation scheduled for Q3. • Budget Utilisation: Minimal expenditure to date as the project progresses through the construction planning and appointment phase.
18	Plant, Fleet and Equipment Renewal and Upgrade	Program	Sub-Program: • Plant and Fleet Renewal Program (No. Projects: 1)	Total No. of Projects within Program: 1	\$ 2,301,444.00	\$ 432,369.00	\$ 1,011,929.03	Nil	On-Track	On-Track	Plant, Fleet, and Equipment Renewal and Upgrade Program - Q2 Summary Total Projects: 1 Status Breakdown: • On-Track: 1 Key Observations: • Completed: 16 sub projects, including various vehicle and equipment renewals, have been successfully delivered. • In Progress: 6 sub-projects are pending delivery, while 13 are under evaluation or awaiting stakeholder feedback and supplier responses. • On Track: Light vehicles and trucks are nearly complete; minor trailing equipment and golf course equipment remain outstanding. • Total Budget Utilisation: 43.97%

2024/25 CEO KPI: QUARTERLY REPORTING				Reporting For: Qtr 2 - FY24/25		
CEO KPI No.	CEO KPI / Goal	Deliverable / Outcome	Measurement of Success	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
1	Lead improved organisational change	<ul style="list-style-type: none"> Continue to improve Asset Management Plans to support the FCWP 	<ul style="list-style-type: none"> Asset Conditions Survey to continue to inform Asset Management Planning and FCWP. Implement a process that integrates project requests for new capital items into the FCWP and LTFFP, as part of the annual business planning and budgeting process. R6 	On-Track	On-Track	<p>Guideline documentation has been initiated to support a proposed infrastructure revaluation methodology. This initiative focuses on addressing systems and data requirements, including condition information, to inform future asset management planning. Service planning is underway to implement the revaluation project over the next two years.</p> <p>The Parks team is piloting digital asset condition forms as part of their park inspections. These forms have the potential for broader implementation across the Transport and Building teams, enhancing consistency and efficiency in data collection.</p> <p>At the end of this quarter, FCWP requests are being processed and assessed. While the process continues to evolve, the need to standardise and formalise workflows has been identified as a priority. Investigations are underway to identify and implement process and system improvements to support better integration of capital project requests into the FCWP and Long-Term Financial Plan (LTFFP).</p>
1	Lead improved organisational change	<ul style="list-style-type: none"> Overarching Strategy and Plan Approach 	<ul style="list-style-type: none"> Review and implement a revised overarching approach to managing the Council's Informing Strategies and Plans. 	On-Track	On-Track	<p>The proposed Strategy and Plan approach and proposed timeline for implementation was presented to ELT for review as part of the Inputs discussion for the Annual Business Planning Process.</p> <p>ELT determined that existing plans and strategies would be rolled / continue and focus was to be maintained on developing the Social Strategy and the Economic Development Strategy.</p> <p>Reviewing the City's numerous existing strategies and plans will need to occur over a number of years and the approach for this will be refined further during ELT Strategy meetings that will commence in quarter 3.</p>
1	Lead improved organisational change	<ul style="list-style-type: none"> Review and develop Strategic Community Plan 	<ul style="list-style-type: none"> Major Review of the Strategic Community Plan completed and presented to Council by 30 June 2025. 	On-Track	On-Track	<p>Council Workshop One was held on 29 Oct 2024. At this workshop Council revisited community feedback, discussed the operating context considerations, explored Council's Vision and Key Result Area priorities. Following Council Workshop One – Councillors were requested to email their strategic and annual priorities to Planning, Performance and Risk.</p> <p>ELT Workshop One was held on 7 Nov 2024. At this workshop ELT discussed what has been heard so far from Community, Council and Managers and explored suggestions for Vision and KRA Outcomes. ELT decision not to hold second ELT workshop in December.</p> <p>Council workshop will be held in February to further explore Vision, KRA Outcomes and Objectives. Drafting has commenced on the skeleton of the SCP document.</p>
2	Lead property and economic development	<ul style="list-style-type: none"> New Economic Development Strategy Ensure the ongoing implementation of the Land Acquisition and Disposal Strategy 	<ul style="list-style-type: none"> Provide Council with a draft Economic Development Strategy for consideration. Quarterly updates against the delivery of the strategy. 	On-Track	On-Track	<p>The City undertook community engagement for the Economic Development Strategy between October and November. Over 400 submission were received from local businesses. The City is currently reviewing the submissions to draft the new strategy.</p> <p>The City advertised the EOI for a land lease of Gibbney Reserve. The City is now considering the responses received.</p> <p>At the Ordinary Council Meeting held on 27 August 2024, Council supported engaging a consultant to develop a concept plan for the Les Hansman Community Centre. The City has engaged consultants for this project. They have undertaken the background work and will engage with key stakeholders in early 2025</p>
3	Prioritise and support the achievement of increasing the City's tree canopy targets	<ul style="list-style-type: none"> Provide Council with reports and recommendations, as required, to work towards meeting the City's tree canopy targets Consider new and review existing practices in meeting tree canopy targets. 	<ul style="list-style-type: none"> Initiatives to increase tree canopy are considered as part of the integrated business planning and budgeting process. The City will seek to develop collaborative partnerships with State Government to include new tree planting in major city redevelopment projects. Reviewed practices around (or about) tree canopy. 	On-Track	On-Track	<p>During the Council briefing on December 2, 2025, the City presented the Urban Forest Implementation Plan, which aligns with the objectives of the Urban Forest Strategy 2017. The Plan provides a 10-year roadmap to increase tree canopy cover from the current 14.48% to 20% by 2030, focusing on addressing heat islands and low-canopy areas. As a result of the briefing, the City has been tasked with preparing a report for Council, to be included in an upcoming council meeting, to seek endorsement for the new target. The City also finalised LiDAR and thermal imagery data, which has been integrated into spatial systems to guide planting priorities effectively.</p> <p>The City also progressed with the 2025 Plants to Residents Program, which will provide free trees (approximately 400) and verge garden rebates to encourage private landowners to contribute to the canopy target in line with the City's Urban Tree Planting and Maintenance Policy</p> <p>The Treeplotter software is now fully operational, enhancing the Tree Services team's ability to manage planting programs, streamline data collection, and produce accurate reporting. Additionally, the City continues to collaborate with the Bayswater Urban Tree Network and other stakeholders to develop a community-led tree care program for urban streets, ensuring the City's strategic goals are supported by active community involvement.</p>

2024/25 CEO KPI: QUARTERLY REPORTING				Reporting For: Qtr 2 - FY24/25		
CEO KPI No.	CEO KPI / Goal	Deliverable / Outcome	Measurement of Success	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
3	Prioritise and support the achievement of increasing the City's tree canopy targets	<ul style="list-style-type: none"> Encourage the community and promote the benefits of how the community can help to increase the tree canopy within the City of Bayswater. 	<ul style="list-style-type: none"> Encourage the community through communication and marketing on how they participate in increasing the City's urban tree canopy. Promote participation in environmental programs and information workshops such as the 'Plants to Residents' initiative. Provide quarterly progress updates on initiatives and projects the City is delivering to support increasing the tree canopy. 	On-Track	On-Track	<p>The Parks and Environment team has established a working group in collaboration with Environment House and the Bayswater Tree Canopy Advocates. The group aims to host a series of events throughout the year to promote the benefits of street trees and encourage community participation in tree planting and care. These events will include practical workshops, educational sessions, and activities designed to raise awareness about the importance of urban greening.</p> <p>As part of this initiative, the City delivered the "Better Gardens with Josh Byrne" workshop and "Heat Proofing Your Garden" sessions in collaboration with DBCA and Enviro House. These events educated residents on tree care and sustainable gardening practices while promoting initiatives like the Plants to Residents Program. The workshops were well-received and highlighted the value of increasing canopy cover on private properties.</p>
4	Project EDEN	<ul style="list-style-type: none"> Continue to deliver Project EDEN. 	<ul style="list-style-type: none"> Upgrade of CES to enable future enhancements (Ci to CiA) (Finance / Supply Chain Management / HRPAY). Property and Rating - Phase 1 - Implement Customer Request Management system. 	On-Track	On-Track	<p>While the overall Project EDEN has experienced delays due to TechOne's late delivery of their Project Environment—resulting in a delay of two and a half months and necessitating a Root Cause Analysis (RCA) to mitigate future risks—the CEO KPI remains on track. The team continues to make significant progress in delivering key components of the project despite these challenges. Several measures have also been implemented to ensure improved vendor delivery timelines moving forward.</p> <p>During the last quarter, the team achieved progress in four primary work packages:</p> <ol style="list-style-type: none"> eServices: Successfully delivered on Monday, 9 December 2024, with integration via the PostOffice product securePAY as the payment gateway. This enables ratepayers to pay for pet registrations, submit development or building applications, and appeal infringements through the City's online portal or over the phone. Ci to CiA Transition (Core Enterprise Suite): The Finance Business Analyst focused on addressing payroll timesheet issues, which were taking 2.4 times the planned effort due to a spreadsheet integration problem. 2024a Upgrade: In line with the S10 roadmap, the "Annual Upgrades to Latest Release" was successfully implemented. This ensures the City can apply compliance packs, cybersecurity patches, and performance updates. Snap Send Solve Integration: A briefing paper is in progress to evaluate dependencies, risks, benefits, and the scope for automating integration from Snap Send Solve to the TechOne Customer Request Module.
5	Waste Business Model	<ul style="list-style-type: none"> Conduct a Feasibility Study on the City's Waste Business Model. 	<ul style="list-style-type: none"> Develop a Business Plan for a Feasibility Study on the City's Waste Business Model. Present to Council a report on feasibility options for consideration. 	On-Track	On-Track	<p>During Q2, the CEO actively engaged in touring key facilities—visiting the Red Hill Waste Management Facility on October 23, 2024, and the Kwinana Energy Recovery Facility on December 6, 2024, to gather insights supporting the feasibility study.</p> <p>The Waste Management team have been developing a business plan for the Waste Business Model, which is scheduled for endorsement in Q3 FY 2024/25.</p>
6	Advocacy and the development of partnerships	<ul style="list-style-type: none"> Advocacy Plan. 	<ul style="list-style-type: none"> Provide Council with an Advocacy Plan for consideration. 	On-Track	On-Track	<p>At the Ordinary Council Meeting held 23 July 2024, Council endorsed the following projects as advocacy priorities for the City:</p> <ul style="list-style-type: none"> Frank Drago Redevelopment; Les Hansman Redevelopment; Bayswater Industrial Area Sewer; Maylands Lakes Restoration; and Maylands Brickworks Stabilisation <p>The City has developed advocacy documents for each of these projects which have been provided to relevant ministers and stakeholders.</p>
6	Advocacy and the development of partnerships	<ul style="list-style-type: none"> Seek Federal and State election commitments on endorsed advocacy projects. 	<ul style="list-style-type: none"> Develop a rolling Advocacy Strategy and Plan for the development of "shovel ready" medium- and long-term priority projects identified by Council as part of its forward business planning and long-term financial planning processes. 	On-Track	On-Track	<p>For quarter 2, we continued seeking Federal and State election commitments on endorsed advocacy projects. This has been supported through the following actions:</p> <ul style="list-style-type: none"> Meetings with Water Corp on the BIA sewer Development of Advocacy Papers for key priority projects New letters to relevant ministers on the importance of sewer in the BIA Meetings with local Members of Parliament, candidates for local seats, and relevant Ministers. The City has engaged external consultants to assist with advocacy to set up meetings with relevant stakeholders and assist the City in developing ongoing relationships.

2024/25 STRATEGY AND PLANS: QUARTERLY REPORTING										Reporting For: Qtr 2 - FY24/25	
Strategy and Plan No.	Strategy and Plan	Outcome No.	Outcome	Strategy No.	Strategy	Action No.	Implementation Action	Planned Delivery	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
1	ACCESS AND INCLUSION PLAN 2020 - 2024	2	People with disability have the same opportunities as other people to access buildings and other facilities of the City of Bayswater	3	Improve and promote accessible parking infrastructure.	2	Prioritise a capital works program to upgrade City owned and managed designated accessible parking bays to Australian Standards.	Delivered Through Capital Project	On-Track	On-Track	The City undertook a design for the upgrade of the carpark and ACROD bays at Pat O'Hara Reserve as well as extension of the carpark and providing a path to the reserve. The implementation works are scheduled to be completed within the current financial year.
1	ACCESS AND INCLUSION PLAN 2020 - 2024	2	People with disability have the same opportunities as other people to access buildings and other facilities of the City of Bayswater	4	Improve the pedestrian network accessibility within town centres.	2	Implement a priority capital works program to improve the pedestrian network within the defined town centre precincts of Morley, Maylands and Noranda (Bayswater pending).	Delivered Through Capital Project	On-Track	On-Track	The City is currently reviewing and refining the Pathways Extension and Upgrade Capital Program.
1	ACCESS AND INCLUSION PLAN 2020 - 2024	1	People with disability have the same opportunities as other people to access the services of, and any event organised by, the City of Bayswater.	2	Build partnerships to support people with disability to participate in their community	2	Investigate hosting Easy English sessions for people with low literacy.	Delivered Outside of BAU	On-Track	On-Track	Morley and Maylands Library held 21 English Conversation sessions for culturally and linguistically diverse members of the community, with 183 people attending. These sessions provide attendees with the opportunity to practice speaking English in a supportive and welcoming environment.
2	RECONCILIATION ACTION PLAN 2021 - 2023	1	Relationships	1	Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	1	Develop and communicate an Aboriginal and Torres Strait Islander engagement plan in consultation with local Elders to support a clear approach for engaging Aboriginal and Torres Strait Islander stakeholders.	Delivered Outside of BAU	On-Track	On-Track	Harmony Rising' by Sarah Weston has been delivered to the City . This is an artwork that visually represents the City of Bayswater's Aboriginal Engagement Framework, and will be displayed at the Civic Centre.
2	RECONCILIATION ACTION PLAN 2021 - 2023	1	Relationships	1	Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	2	Meet with local Aboriginal and Torres Strait Islander stakeholders to develop guiding principles for future engagement.	Delivered Outside of BAU	On-Track	On-Track	The 'Harmony Rising' artwork will guide discussions with Aboriginal elders and community members to develop a written an Aboriginal and Torres Strait Islander Engagement Plan.
2	RECONCILIATION ACTION PLAN 2021 - 2023	1	Relationships	4	Promote positive race relations through antidiscrimination strategies.	2	Develop, implement and communicate a City of Bayswater Policy for Reconciliation	Delivered Outside of BAU	On-Track	On-Track	Once the City has finalised an Aboriginal Engagement Framework, a Policy for Reconciliation will be developed.
2	RECONCILIATION ACTION PLAN 2021 - 2023	1	Relationships	4	Promote positive race relations through antidiscrimination strategies.	3	Engage with Aboriginal and Torres Strait Islander staff and the Reconciliation Advisory Committee to consult on the City of Bayswater Policy for Reconciliation	Delivered Outside of BAU	On-Track	On-Track	The City continues to provide Cultural Awareness training to staff on Litmos.
2	RECONCILIATION ACTION PLAN 2021 - 2023	2	Respect	1	Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning	2	Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors and the City's Reconciliation Advisory Committee on the development and implementation of a cultural learning strategy for Elected Members and staff	Delivered Outside of BAU	On-Track	On-Track	City staff are planning a workshop with local Elders and Aboriginal and Torres Strait Islander community members to discuss principles of Aboriginal Engagement which will inform the City's Aboriginal Engagement Framework
2	RECONCILIATION ACTION PLAN 2021 - 2023	2	Respect	1	Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning	3	Develop, implement and communicate a cultural learning strategy for Elected Members and staff. Add the City's Reconciliation Action Plan to the new employee information pack and investigate options of inclusion in new employee inductions.	Delivered Outside of BAU	On-Track	On-Track	The Reconciliation Action Plan is included in the new employee packs. City staff are planning to deliver Cultural Awareness training for Elected Members and ELT in early 2025.
2	RECONCILIATION ACTION PLAN 2021 - 2023	2	Respect	1	Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning	4	Provide opportunities for Reconciliation Advisory Committee members, Elected Members, Youth Advisory Committee members and all City staff to participate in formal and structured cultural learning.	Delivered Outside of BAU	On-Track	On-Track	Cultural Awareness Training will be organised for Elected Members and ELT in early 2025. A session for the Youth Advisory Council will also be held with a young Aboriginal person who will discuss their lived experience and cultural knowledge.
2	RECONCILIATION ACTION PLAN 2021 - 2023	2	Respect	4	Promote connection to the City's natural and built environment and focus on importance of native fauna	3	Identify and apply for funding to formally record Aboriginal sacred sites and sites of significance in the City of Bayswater	Delivered Outside of BAU	On-Track	On-Track	Once the Place Names Project is complete, City staff will seek funding opportunities to formally record Aboriginal sacred sites and sites of significance in the City of Bayswater.

2024/25 STRATEGY AND PLANS: QUARTERLY REPORTING										Reporting For: Qtr 2 - FY24/25	
Strategy and Plan No.	Strategy and Plan	Outcome No.	Outcome	Strategy No.	Strategy	Action No.	Implementation Action	Planned Delivery	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
2	RECONCILIATION ACTION PLAN 2021 - 2023	2	Respect	4	Promote connection to the City's natural and built environment and focus on importance of native fauna	4	Consult local Elders and Aboriginal families and respective Aboriginal organisations to identify community need and prioritisation for the first naming and co-naming of City buildings, places and spaces, in alignment with Landgate's Aboriginal Dual Naming Guidelines, and planned City projects and upgrades	Delivered Outside of BAU	On-Track	On-Track	The Cultural Mapping workshops for the Place Names Project is now complete. This has resulted in the creation of a 'map' which explores the meanings of five Noongar place names in the Bayswater area . The project started with five decoding workshops in partnership with Moodjar Consultancy to decode five place names in the City of Bayswater. This was followed by three story telling sessions to gather information and stories from the Elders and group participants to develop a story about the 5 place names. There were then 12 art workshops facilitated to develop a map of the significant sites. City staff are currently planning a community event which will launch the map and celebrate the project.
2	RECONCILIATION ACTION PLAN 2021 - 2023	2	Respect	4	Promote connection to the City's natural and built environment and focus on importance of native fauna	5	Review the City's Naming Policy to include dual and renaming to Aboriginal names	Delivered Outside of BAU	On-Track	On-Track	Council adopted the City of Bayswater Name Register and, if relevant, all proposed names are expected to comply with Landgate's Guideline for Aboriginal Naming
2	RECONCILIATION ACTION PLAN 2021 - 2023	2	Respect	5	Promote healing at local sites of significance to promote reconciliation	1	Collaborate with Traditional Custodians and share stories that will contribute to intergenerational healing	Delivered Outside of BAU	On-Track	On-Track	Council approved a fee waiver for the financial year 2024/25 to towards the facility hire fees of the Community Hall at The RISE for a healing centre on Thursdays between 12.00pm and 4.00pm.
2	RECONCILIATION ACTION PLAN 2021 - 2023	2	Respect	5	Promote healing at local sites of significance to promote reconciliation	2	Promote storytelling of sites of significance in the City of Bayswater in culturally acceptable ways, in consultation with Traditional Custodians.	Delivered Outside of BAU	On-Track	On-Track	The Place Name project has captured stories about sites of significance from Elders and Traditional Owners which the City can promote to the local community
2	RECONCILIATION ACTION PLAN 2021 - 2023	2	Respect	5	Promote healing at local sites of significance to promote reconciliation	3	Explore and seek funding to establish and facilitate local gatherings to support truth telling conversations at sites of significance	Delivered Outside of BAU	On-Hold	On-Hold	City staff continue to explore funding opportunities, including the Connecting to Country grant which will open it's next funding round in September 2025
4	LOCAL HOMELESSNESS STRATEGY 2021-2025	1	Preventing Homelessness	4	Contribute to reintegrating people with lived experience of homelessness with the broader community	3	Investigate funding opportunities in collaboration with local crisis accommodation providers to co-design a physical health and wellbeing program utilising City recreational facilities to benefit people living in crisis accommodation.	Delivered Outside of BAU	On-Track	On-Track	The City is planning an RFQ to engage a service provider for referrals and capacity building. City staff are also exploring funding opportunities to address homelessness in the City of Bayswater
4	LOCAL HOMELESSNESS STRATEGY 2021-2025	1	Preventing Homelessness	4	Contribute to reintegrating people with lived experience of homelessness with the broader community	4	Investigate the establishment of a Moorditj Yarning Friendship Group for women in the City of Bayswater.	Delivered Outside of BAU	On-Track	On-Track	Moorditj Wirin Circle sessions continue to be held on the last Wednesday of the month at the Bayswater Community Centre.
4	LOCAL HOMELESSNESS STRATEGY 2021-2025	3	Exiting Homelessness	1	Encourage affordable and diverse housing through local controls, such as rates and planning	2	Investigate potential social/affordable housing options when considering future use of sites identified in the Land Acquisition and Disposal Strategy.	Delivered Outside of BAU	On-Track	On-Track	Continued as part of strategic planning
4	LOCAL HOMELESSNESS STRATEGY 2021-2025	3	Exiting Homelessness	1	Encourage affordable and diverse housing through local controls, such as rates and planning	5	Advocate to all tiers of government for increased affordable and social housing in the City of Bayswater.	Delivered Outside of BAU	On-Track	On-Track	City staff continue to attend the Midland Alliance to End Homelessness meetings. These are assisting to develop relationships to assist in the advocating for increased affordable and social housing within the City of Bayswater.
4	LOCAL HOMELESSNESS STRATEGY 2021-2025	3	Exiting Homelessness	2	Monitor and respond to homelessness within the City of Bayswater	1	Advocate and work with local homelessness service providers to support funding applications that aim to improve service delivery in the City of Bayswater.	Delivered Outside of BAU	On-Track	On-Track	Service provider is continue to provide outreach services for Aboriginal people in the City of Bayswater.
4	LOCAL HOMELESSNESS STRATEGY 2021-2025	3	Exiting Homelessness	2	Monitor and respond to homelessness within the City of Bayswater	2	Contribute to WALGA discussion papers and relevant submissions to inform State Government decision maker.	Delivered Outside of BAU	On-Track	On-Track	The City contributes through the annual survey participation via Shelter WA.

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Strategy and Plan No.	Strategy and Plan	Outcome No.	Outcome	Strategy No.	Strategy	Action No.	Implementation Action	Planned Delivery	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
4	LOCAL HOMELESSNESS STRATEGY 2021-2025	3	Exiting Homelessness	2	Monitor and respond to homelessness within the City of Bayswater	3	Partner with local service providers and other local government authorities in delivering Connections Week initiatives to gather information and add to the By-Name List with an aim to assist relevant agencies to provide housing and other supports to people experiencing homelessness.	Delivered Outside of BAU	On-Track	On-Track	The City is building relationships with service providers to build capacity, gather data and improve internal processes for reporting homelessness
4	LOCAL HOMELESSNESS STRATEGY 2021-2025	3	Exiting Homelessness	2	Monitor and respond to homelessness within the City of Bayswater	5	Improve statistical reporting of people experiencing homelessness within the City of Bayswater using a centralised information system.	Delivered Outside of BAU	On-Track	On-Track	A new internal working group for homelessness has been created, along with processes for reporting incidents. The group will meet monthly to discuss the past month, trends, opportunities etc.
5	CULTURAL PLAN 2019 - 2024	2	Partner / Collaborate	1	Commitments	3	Work with the Office of Multicultural Interests and local groups to build cultural awareness through performance, activities and events.	Delivered Outside of BAU	On-Track	On-Track	The City has not engaged with the Office of Multicultural Interests during Q2 but will continue to consider their involvement in future activities and events.
5	CULTURAL PLAN 2019 - 2024	3	Deliver	1	Commitments	6	Utilise open spaces, parks and the riverfront	Delivered Outside of BAU	On-Track	On-Track	Event organisers are encouraged to use the City's open spaces, parks and river front as part of event and program delivery. Three city-led events were held in local parks and a number of external events took place in our parks and reserves.
5	CULTURAL PLAN 2019 - 2024	3	Deliver	2	Opportunities	1	Explore new cultural experiences to appeal to a wide range of audiences	Delivered Outside of BAU	On-Track	On-Track	Ongoing as part of event and program delivery. The city has worked on coordinating a partnership agreement with Perth Festival to deliver new cultural activities in the city, with the events scheduled for Q3.
7	PLAY SPACE STRATEGY 2019-2029	1	Enhance	4	Battersea Reserve	1	Battersea Reserve	Delivered Outside of BAU	On-Track	Complete	Completed
7	PLAY SPACE STRATEGY 2019-2029	1	Enhance	13	Ivory Park	1	Ivory Park	Delivered Through Capital Project	On-Track	On-Track	Play equipment installed pending shade sail and fencing to be installed Q3
7	PLAY SPACE STRATEGY 2019-2029	1	Enhance	27	Riverside Gardens	1	Incorporate into broader site concept plan	Delivered Through Capital Project	On-Track	On-Track	Contractor appointed to develop concept designs
7	PLAY SPACE STRATEGY 2019-2029	2	Maintain	3	Flora Reserve	1	Flora Reserve	Delivered Through Capital Project	On-Track	On-Track	Play equipment installed pending new shade sail install in Q3
7	PLAY SPACE STRATEGY 2019-2029	2	Maintain	4	Gobba Lake Park	1	Gobba Lake Park	Delivered Through Capital Project	On-Track	Complete	Completed
7	PLAY SPACE STRATEGY 2019-2029	2	Maintain	9	Joan Rycroft Reserve	1	Joan Rycroft Reserve	Delivered Through Capital Project	Discontinue	Discontinue	Previously Discontinued in Quarter 1. The action was not included in the 24/25 FCWP, as such it will not be delivered during the 24/25 financial year and is therefore discontinued for reporting purposes. However, it will be reevaluated during the 25/26 planning process.
7	PLAY SPACE STRATEGY 2019-2029	2	Maintain	13	Swan Lake Reserve	1	Swan Lake Reserve	Delivered Through Capital Project	Discontinue	Discontinue	Previously Discontinued in Quarter 1. The action was not included in the 24/25 FCWP, as such it will not be delivered during the 24/25 financial year and is therefore discontinued for reporting purposes. However, it will be reevaluated during the 25/26 planning process.
7	PLAY SPACE STRATEGY 2019-2029	2	Maintain	14	Toowong Reserve	1	Toowong Reserve	Delivered Through Capital Project	On-Track	Complete	Completed
7	PLAY SPACE STRATEGY 2019-2029	2	Maintain	20	RA Cook Reserve	1	RA Cook Reserve	Delivered Outside of BAU	On-Track	On-Track	Play equipment installed pending new shade sail to be installed Q3

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Strategy and Plan No.	Strategy and Plan	Outcome No.	Outcome	Strategy No.	Strategy	Action No.	Implementation Action	Planned Delivery	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
7	PLAY SPACE STRATEGY 2019-2029	2	Maintain	45	Kennedy Reserve	1	Kennedy Reserve	Delivered Through Capital Project	On-Track	Complete	Completed
7	PLAY SPACE STRATEGY 2019-2029	2	Maintain	47	Rhodes Reserve	1	Rhodes Reserve	Delivered Outside of BAU	On-Track	On-Track	Play equipment installed pending new shade sail install in Q3
8	COMMUNITY RECREATION PLAN	1	Change room upgrades / redevelopments	1	Upgrade Upper Hillcrest Reserve change rooms	1	Additional transportable female friendly changerooms to be installed on site at Upper Hillcrest Reserve to support current sporting activities - Football and Cricket. Community Sport and Recreation Facility Funding approved through the Department of Local Government Sport and Culture to compliment grant funding received from the WA Football Commission and funding approved by the City	Delivered Through Capital Project	On-Track	Complete	Completed
8	COMMUNITY RECREATION PLAN	1	Change room upgrades / redevelopments	2	Upgrade Noranda soccer change rooms at Noranda sporting complex	1	Provide additional accessible and inclusive change rooms for sporting clubs based on standards for Category 1 District Sporting Reserve.	Delivered Through Capital Project	On-Track	On-Track	Pending Development and Building Approvals
8	COMMUNITY RECREATION PLAN	1	Change room upgrades / redevelopments	4	Upgrade Frank Drago Reserve change rooms	1	Retrofit existing to provide accessible and inclusive change rooms for sporting clubs based on standards for Category 1 District Sporting Reserve (and determined by FIFA requirements for Women's World Cup). Plan for future additional improvements including grandstand, clubroom, field works and public toilets, pending resource availability	Delivered Through Capital Project	Complete	Complete	Action Completed in Q1.
8	COMMUNITY RECREATION PLAN	3	Facility / infrastructure planning	4	Complete a Facility Development Plan for Upper and Lower Hillcrest Reserves	1	Consider potential for co-location, additional parking, and additional sporting uses. Considering the critical needs of clubs in effectively delivering their services to the community. Will consider potential for co-location, additional infrastructure and sporting mix of the reserve.	Delivered Outside of BAU	On-Track	On-Track	Final stage of engagement completed Q2. Final report outcomes to be received Q3
8	COMMUNITY RECREATION PLAN	3	Facility / infrastructure planning	5	Develop Skate and BMX Plan	1	Develop / support a plan to guide locations of Neighbourhood level skate and bike nodes across the City, in conjunction with City's Skate and Bike Development Advisory Committee. The Strategy will identify the demand for skate, scooter and BMX infrastructure in the City, and guide planning for the future.	Delivered Outside of BAU	On-Track	On-Track	Pending final document review
8	COMMUNITY RECREATION PLAN	3	Facility / infrastructure planning	6	Develop bike facilities plan	1	Guide development of bike facilities including trails and pump tracks in appropriate locations, based on community input. Consider supporting infrastructure, pathways, access, parking and other active play elements.	Delivered Outside of BAU	On-Track	On-Track	Pending final document review

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8	COMMUNITY RECREATION PLAN	3	Facility / infrastructure planning	9	Complete a Business case for Stage 2 Maylands Waterland works	1	Required to advocate for additional funds to develop remaining areas.	Delivered Outside of BAU	Discontinue	Discontinue	Previously Discontinued in Quarter 1. The action was not included in the 24/25 FCWP, as such it will not be delivered during the 24/25 financial year and is therefore discontinued for reporting purposes. However, it will be reevaluated during the 25/26 planning process.
8	COMMUNITY RECREATION PLAN	3	Facility / infrastructure planning	12	Develop an exercise equipment plan	1	Guide locations for outdoor exercise equipment to be installed across the City, considering shade, access and other park infrastructure	Delivered Outside of BAU	On-Track	On-Track	Draft options report completed for review
8	COMMUNITY RECREATION PLAN	3	Facility / infrastructure planning	17	Complete a Facility Development Plan for Joan Rycroft Reserve	1	Potential to develop reserve and add change rooms if required in future for organised sporting use.	Delivered Outside of BAU	Discontinue	Discontinue	Previously Discontinued in Quarter 1. The action was not included in the 24/25 FCWP, as such it will not be delivered during the 24/25 financial year and is therefore discontinued for reporting purposes. However, it will be reevaluated during the 25/26 planning process.
9	CCTV STRATEGY 2018-2028	1	Deliver a safe Service Which Builds a Strong Sense of Community Safety	1	Establish Foundations and Use Contemporary Digital CCTV Technology	3	Develop minimum technical specifications for the technical standards in line with relevant industry standards. Technical specifications document includes a reasonable life expectancy for various elements of the CCTV system and suggest a plan for future upgrades based on industry standards and changing technology	Delivered Outside of BAU	On-Track	On-Track	As a result of the audit completed in our previous quarter we are now drafting a procurement plan to go out to tender to implement the strategy.
9	CCTV STRATEGY 2018-2028	1	Deliver a safe Service Which Builds a Strong Sense of Community Safety	2	Ensure Sustainability of Current and Future CCTV	1	Integrate CCTV based solutions with ICT systems and business processes where relevant and applicable.	Delivered Outside of BAU	On-Track	On-Track	The business case was submitted to seek funding and has now been approved to implement a Cloud CCTV Strategy. This strategy will unify all locations under a cloud-managed network that includes services and maintenance for a monthly fee. We are now in drafting a procurement plan to go out to tender to find a suitable contractor to implement the strategy.
9	CCTV STRATEGY 2018-2028	1	Deliver a safe Service Which Builds a Strong Sense of Community Safety	3	Ensure Appropriate Placement of CCTV Cameras	2	Explore opportunities for temporary camera locations and consider the use of portable CCTV (e.g. Support the installation of portable CCTV	Delivered Outside of BAU	On-Track	On-Track	We have continued the use of portable cameras at the BMX pump track at Cloughton Reserve, which continues to successfully deter antisocial behaviour and vandalism, and at Lightning Park, a hotspot for electrical cable theft. Since the deployment of portable CCTV at Lightning Park, there have been no further incidents of cable theft.
9	CCTV STRATEGY 2018-2028	1	Deliver a safe Service Which Builds a Strong Sense of Community Safety	3	Ensure Appropriate Placement of CCTV Cameras	3	Consider use of cameras for emergency management real time situational awareness.	Delivered Outside of BAU	On-Track	On-Track	The City has the ability to move portable CCTV cameras for live monitoring of emergency situations if necessary. However, there have been no incidents within the reporting period.
9	CCTV STRATEGY 2018-2028	1	Deliver a safe Service Which Builds a Strong Sense of Community Safety	4	Ensure Adherence to Relevant Legislations, Standards and Guidelines Covering CCTV	1	Develop effective procedures for the operation and maintenance of infrastructure.	Delivered Outside of BAU	On-Track	On-Track	The City currently has procedures for the operation of CCTV, which will remain in place until the upcoming implementation of the new CCTV strategy. Once implemented, these procedures will require reviewing. Maintenance of cameras has been kept to the bare minimum requirements until the new CCTV system is implemented, which will include maintenance as part of a monthly service fee.

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Strategy and Plan No.	Strategy and Plan	Outcome No.	Outcome	Strategy No.	Strategy	Action No.	Implementation Action	Planned Delivery	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
10	PUBLIC HEALTH AND WELLBEING PLAN 2021 - 2025	3	Promoting Health and Wellbeing	8	Encourage the community to live healthier lifestyles.	1	Deliver programs that promote healthy eating habits and exercise.	Delivered Outside of BAU	On-Track	On-Track	<p>The Health and Wellbeing Program offered several initiatives focused on physical activity and healthy living:</p> <p>The term-based Parents and Bubs Yoga Program ran for six weeks from October to November, fully booked with 40 parents registered and an average weekly attendance of 20 participants.</p> <p>The Yoga by the River four-week program returned in November, with over 100 community members registering for the program. Held at Riverside Gardens, the sessions averaged between 35 and 50 participants each week.</p> <p>The term-based Pickleball Program ran for five weeks in November and was fully booked, with 24 participants engaging in the sessions.</p> <p>Foodbank WA hosted their Nom! Children Program at The Rise over five weeks. This free healthy eating initiative for families included free crèche services during the sessions. As part of the Parents and Bubs Program, the Starting Solids: From Milk to Mess workshop was offered to new parents, facilitated by the Australian Breastfeeding Association.</p> <p>These programs promoted physical activity, nutrition, and support for families within the community.</p>
10	PUBLIC HEALTH AND WELLBEING PLAN 2021 - 2025	3	Promoting Health and Wellbeing	9	Support programs aimed at improving mental health.	1	Partner with specialist organisations to deliver programs aimed at mental health.	Delivered Outside of BAU	On-Track	On-Track	<p>The term-based Parents and Bubs Program at The Derrick Ernst Neighbourhood Centre provided workshops designed to support parents with young children. In Term 4, the program featured two Heart Beat Club sessions facilitated by Royal Life Saving WA, a Supporting Sleep workshop led by a local child health nurse, and a Christmas Songs and Stories session presented by the libraries for new parents. These workshops aimed to build parents' confidence in raising their children while enhancing mental health and fostering social interaction for both parents and their children.</p>
11	MORLEY ACTIVITY CENTRE PLAN 2018	1	Short Term Actions (0-5 Years)	1	Not Specified	15	Investigate options for the redevelopment of the Les Hansman Community Centre and adjoining road reserve (car park)	Delivered Outside of BAU	On-Track	On-Track	<p>At the Ordinary Council Meeting held on 27 August 2024, Council supported engaging a consultant to develop a concept plan for the Les Hansman Community Centre. The City has engaged consultants for this project. They have undertaken the background work and will engage with key stakeholders in early 2025</p>
11	MORLEY ACTIVITY CENTRE PLAN 2018	1	Short Term Actions (0-5 Years)	1	Not Specified	25	Advocate for the upgrading of local feeder bus services	Delivered Through Operating Project	On-Track	On-Track	<p>The draft MSPSP was considered by Council at the December OCM and endorsed for advertising. The document includes commentary on feeder buses. It is anticipated that advertising will commence in Feb 25 subject to the WAPC granting approval to advertise the associated scheme amendment</p>
11	MORLEY ACTIVITY CENTRE PLAN 2018	2	Medium Term Actions (5-10 Years)	1	Not Specified	4	Advocate for the provision of bus priority intersections: a. Russell Street and Broun Avenue b. Russell Street and Walter Road c. Collier Road and Broun Avenue	Delivered Through Operating Project	Complete	Complete	<p>Action Completed in Q1.</p>
12	WATERWISE BAYSWATER STRATEGY 2020 - 2030	1	The Natural Environment	2	Expand monitoring to include groundwater health and develop a program of drainage retrofits, coordinated with asset renewal projects, that increase groundwater recharge and deliver biodiversity and cooling benefits (use vegetation)	2	Develop a prioritised list of sites where drainage retrofits could improve ecological function, amenity and water quality, whilst maintaining or improving flood protection of infrastructure. This includes conversions to living streams, basin revegetation, roadside rain gardens, and car park retrofits	Delivered Outside of BAU	On-Track	On-Track	<p>Continued working on the Water Sensitive Urban Design (WSUD) manual, which will include pricing structures and a detailed plan for implementing all waterwise plans and programs in alignment with the City of Bayswater's waterwise strategy.</p>

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12	WATERWISE BAYSWATER STRATEGY 2020 - 2030	1	The Natural Environment	2	Expand monitoring to include groundwater health and develop a program of drainage retrofits, coordinated with asset renewal projects, that increase groundwater recharge and deliver biodiversity and cooling benefits (use vegetation)	3	Develop a methodology for identifying WSUD options that must be applied when undertaking road and car park asset upgrades.	Delivered Outside of BAU	On-Track	On-Track	Continued collaborating with engineering and the Water Sensitive Transition Network (WSTN). This network will help guide future projects in the City. All new projects incorporate WSUD practices in their design and implementation.
12	WATERWISE BAYSWATER STRATEGY 2020 - 2030	1	The Natural Environment	3	Continue to improve raingarden and living stream designs, incorporating the achievement of multiple outcomes (including tree canopy) and actively share outcomes with broader networks	2	Develop a practice note for (i) tree pits and raingardens and (ii) living streams that documents the design and construction process and key "success factors".	Delivered Outside of BAU	On-Track	On-Track	This is an ongoing implementation by the City, where all projects apply the WSUD method. The catchment management Officer is working with the Engineering teams on key projects.
12	WATERWISE BAYSWATER STRATEGY 2020 - 2030	2	The Environment We Create	2	Build capacity of planning, design, development and water professionals to create pathways for scoping and implementing solutions that improve urban and built form outcome	1	Prepare simple diagrams that depict WSUD solutions appropriate to low, medium and high density residential and commercial/industrial built forms.	Delivered Outside of BAU	On-Track	On-Track	This will be addressed by joining the WSUD and staying updated with the latest water-sensitive design innovations.
12	WATERWISE BAYSWATER STRATEGY 2020 - 2030	2	The Environment We Create	4	Consolidate and align policy and regulatory tools to strengthen the role of water in delivering quality urban and built form	1	Prepare a local planning policy for new development that describes outcomes and requirements for WSUD solutions appropriate to difference scales and site context	Delivered Outside of BAU	Discontinue	Discontinue	Previously Discontinued in Q1. Given the current housing crisis, it is not considered appropriate to impose additional requirements on developments. Instead of a formal policy, the City has developed Sustainability Guidelines, which include WSUD recommendations that developers can voluntarily incorporate into their projects.
12	WATERWISE BAYSWATER STRATEGY 2020 - 2030	2	The Environment We Create	4	Consolidate and align policy and regulatory tools to strengthen the role of water in delivering quality urban and built form	2	Prepare a procedure for City capital works (roads, buildings, parks) that integrates the consideration of water with other objectives.	Delivered Outside of BAU	On-Track	On-Track	This is an ongoing implementation by the city, all city works apply the WSUD method to works proposed in the city. There is a new WSUD manual being generated in the next reporting period.
12	WATERWISE BAYSWATER STRATEGY 2020 - 2030	3	Living in the Environment	2	Enhance existing platforms for connecting to enable the sharing of ideas about localised solutions and the role of the community	1	Use the City's website to report on targets for City water use – community, City parks and City buildings.	Delivered Outside of BAU	On-Track	On-Track	This will be addressed through joining the WSUD, and keeping up to date with the latest water sensitive designs.
12	WATERWISE BAYSWATER STRATEGY 2020 - 2030	3	Living in the Environment	2	Enhance existing platforms for connecting to enable the sharing of ideas about localised solutions and the role of the community	2	Engage with the community regarding use and function of the foreshore through preparation of a Foreshore Management Plan for the length of the Swan River foreshore.	Delivered Outside of BAU	On-Track	On-Track	Working with Department of Biodiversity, Conservation and Attractions (DBCA) on the Lower Swan Locality Plan, which will encompass the entire length of CoB Swan River Foreshore. Have received the first Draft Context Analysis Report from DBCA, with releasing of RFQs for stakeholder engagement specialists and Traditional Owner engagement to occur in January/February 2025
13	LOCAL BIODIVERSITY STRATEGY (2008)	1	Not Specified	2	Improved Reserve Management	3	Conduct periodic reassessments of reserves to monitor their condition	Delivered Outside of BAU	On-Track	On-Track	This is ongoing as the field team are in a continuous rotation of reserves to ensure all activities are progressing the improvement of bushland condition. Friends groups hold monthly, weekly meetings, and work days to discuss and report back issues. Contractors are also on a regular work schedule and send notifications if any problems are observed. Overall the vegetation condition has improved across reserves despite tree death due to drought conditions.
13	LOCAL BIODIVERSITY STRATEGY (2008)	1	Not Specified	5	Policy Development	2	Develop a Native Vegetation in Reserves Policy.	Delivered Outside of BAU	On-Track	On-Track	Continued to liaise internally on requirements needed to compose Policy
13	LOCAL BIODIVERSITY STRATEGY (2008)	1	Not Specified	8	Private Land Conservation	1	Introduce a 'Plants to Residents' program providing locally endemic species to residents at a subsidised cost	Delivered Through Operating Project	On-Track	On-Track	Working with Environment House on logistics for the Plants to Residents program to be delivered in Q4. This will include an increase in numbers from 10,000 to approximately 15,000 tube stock

2024/25 STRATEGY AND PLANS: QUARTERLY REPORTING										Reporting For: Qtr 2 - FY24/25		
Strategy and Plan No.	Strategy and Plan	Outcome No.	Outcome	Strategy No.	Strategy	Action No.	Implementation Action	Planned Delivery	Previous Quarter Status	Current Quarter Status	Current Quarter Comment	
13	LOCAL BIODIVERSITY STRATEGY (2008)	1	Not Specified	11	Actions to Reduce Threats to Biodiversity	3	Develop a Weed Control Strategy.	Delivered Outside of BAU	On-Track	On-Track	Weed control contract is still active and a new RFT is being developed as the previous contract will end in the 1st quarter of 2025. The field team and friends groups carry out regular weed control on sites that are not contracted to the program. There was a small lapse with the field team as the old chemical spray rig was out of commission and a new one was sourced. It is now in operation and work has continued. The weed burden has been excessive this year as reported by most groups. This is due to late rain and hot weather, however due to management, it is under control.	
13	LOCAL BIODIVERSITY STRATEGY (2008)	1	Not Specified	11	Actions to Reduce Threats to Biodiversity	6	Introduction of GIS software as a management tool including regular updates of the layers in use.	Delivered Outside of BAU	On-Track	On-Track	Some software licences have been obtained ,currently sourcing field data collection hardware	
13	LOCAL BIODIVERSITY STRATEGY (2008)	1	Not Specified	11	Actions to Reduce Threats to Biodiversity	8	Introduction of GPS/PDA systems allowing for immediate download of field data into GIS	Delivered Outside of BAU	On-Track	On-Track	The City is developing a GIS process to achieve strategic goal	
14	ENVIRONMENTAL LIVEABILITY FRAMEWORK 2021-2045	1	The Natural Environment	1	Biodiversity	6	Increase biodiversity and connectivity of natural areas by creating Nature Links through the City of Bayswater, by increasing native biodiversity in residential gardens and verges, parks and public spaces, median strips, cycle ways and drains.	Delivered Outside of BAU	On-Track	On-Track	Worked with funding bodies on projects to increase biodiversity within the City through planting activities, all of which will be delivered in Q4. These include ESBS West, Bardon park, Cloughton Reserve, Tranby Reserve and Maylands Samphires.	
14	ENVIRONMENTAL LIVEABILITY FRAMEWORK 2021-2045	1	The Natural Environment	1	Biodiversity	7	Embrace nature as an integral part of the City of Bayswater's quality lifestyle through a 'Nature's Garden City' program, showing how it can improve health and wellbeing.	Delivered Outside of BAU	On-Track	On-Track	In the reporting period delivered 22 workshops and events focused on environment and sustainability, including 9 events as part of the City's Flourish Festival. These events provided education to the community on a wide range of topics, all aimed at increasing knowledge and connection to nature.	
14	ENVIRONMENTAL LIVEABILITY FRAMEWORK 2021-2045	1	The Natural Environment	1	Biodiversity	8	Advocate the State Government to install underground power in all locations within the City to improve the liveability of the area.	Delivered Through Operating Project	On-Track	On-Track	Draft costings prepared for review	
14	ENVIRONMENTAL LIVEABILITY FRAMEWORK 2021-2045	1	The Natural Environment	2	Natural Areas, Bushlands and Wetlands	5	Provide every household with access to a natural area that contains native species and ecological communities in a relatively natural state within a 10 minute walk (800 metres) of their home.	Delivered Outside of BAU	On-Track	On-Track	Worked with funding bodies on projects to increase biodiversity within the City through revegetation activities, all of which will be delivered in Q4. These include ESBS West, Bardon park, Cloughton Reserve, Tranby Reserve and Maylands Samphires.	
14	ENVIRONMENTAL LIVEABILITY FRAMEWORK 2021-2045	2	The Environment We Create	1	Parks and Green Spaces	4	Advocate that the State Government review their policy provisions relating to trees and landscaping on private land to increase their provision as part of new developments.	Delivered Outside of BAU	Complete	Complete	Action Completed in Q1.	
14	ENVIRONMENTAL LIVEABILITY FRAMEWORK 2021-2045	2	The Environment We Create	1	Parks and Green Spaces	8	Plant one million trees in the City between now and 2050	Delivered Outside of BAU	On-Track	On-Track	The Urban Forest target for this year was met, with 2,550 potted trees planted across the City. Future plans include increasing the number of potted trees. Tube stock tree planting is also carried out in target locations to support this goal.	
14	ENVIRONMENTAL LIVEABILITY FRAMEWORK 2021-2045	2	The Environment We Create	2	Sustainable Building Design	2	Subject to further investigation, this could include development bonuses such as increased building height or plot ratio	Delivered Outside of BAU	On-Hold	On-Hold	Investigation of developer incentives is on hold due to other priorities. Anecdotal feedback suggests such incentives do not encourage development, so this action is not a priority at present.	

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Strategy and Plan No.	Strategy and Plan	Outcome No.	Outcome	Strategy No.	Strategy	Action No.	Implementation Action	Planned Delivery	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
14	ENVIRONMENTAL LIVEABILITY FRAMEWORK 2021-2045	3	Living in the Environment	2	Sustainable Living	1	Sustainability Strategy A strategy to set targets, support the formal and informal partnerships with our community, and develop the mechanisms and pathways required to meet these targets	Delivered Outside of BAU	On-Track	On-Track	A review of the City's strategies and plans is progressing.
14	ENVIRONMENTAL LIVEABILITY FRAMEWORK 2021-2045	3	Living in the Environment	2	Sustainable Living	3	Create a demonstration project for a high-tech, circular food growing and water re-use project, as well as inclusion of a Whadjuk Noongar education space.	Delivered Outside of BAU	On-Track	On-Track	The City is working with Enviro House to deliver food-growing programs and explore opportunities for Whadjuk Noongar education.
14	ENVIRONMENTAL LIVEABILITY FRAMEWORK 2021-2045	3	Living in the Environment	2	Sustainable Living	4	Roll out of an app based technology that enables residents to monitor and reduce their carbon footprint in real time.	Delivered Outside of BAU	On-Track	On-Track	The City is investigating app-based technology options for future implementation.
15	URBAN FOREST STRATEGY 2017	1	Not Specified	1	Protection and retention of existing trees	7	Review and consider potential policies and incentives available to encourage private landowners and developers to retain established trees and plant new trees.	Delivered Through Operating Project	On-Track	On-Track	Working on the Plants to Residents program for 2025- which helps landowners increase native vegetation and canopy cover on private properties. In 2025 this will also include the free tree program (approximately 400 trees)
15	URBAN FOREST STRATEGY 2017	1	Not Specified	2	Increasing tree canopy cover	1	Undertake spatial analysis to identify areas containing low canopy cover to direct future plantings	Delivered Outside of BAU	On-Track	On-Track	LiDAR imagery has been captured, and the data is being finalised for loading into the City's spatial systems.
15	URBAN FOREST STRATEGY 2017	1	Not Specified	2	Increasing tree canopy cover	5	Develop, fund and implement an aspirational tree planting program to increase the canopy coverage from 13.2% to 20% over an eight year period. This plan will include: a. parks and streetscape plans; b. the development of town centre plans that include tree installation, specifying locations & species selection; c. the incorporation of the biodiversity corridors; and d. natural area & green space restoration plans	Delivered Outside of BAU	On-Track	Complete	Implementation plan completed and presented to council during December meeting as planned. The implementation plan lays out a clear 10 year plan for the City's tree planting program and explains justification of targeting areas of "heat islands" and particularly low canopy coverage.
15	URBAN FOREST STRATEGY 2017	1	Not Specified	2	Increasing tree canopy cover	7	Promote the benefits of and encourage increases in canopy coverage on private land e.g. the 'Plants to Residents' program	Delivered Through Operating Project	On-Track	On-Track	In the reporting period delivered the "Better Gardens with Josh Byrne" workshop in collaboration with DBCA and partnered with Enviro House on two "Heat Proofing Your Garden" workshops. These provided education to the community on a variety of subjects, including looking after trees on private property. Currently working with Enviro House, Parks and Environment Officers and the Bayswater Urban Tree Network on a series of educational events to be delivered Q4. Currently working on the plants to residents program, verge garden rebate program and community planting days program, all to be delivered in Q4
15	URBAN FOREST STRATEGY 2017	1	Not Specified	3	Increasing tree species diversity	3	Conduct a tree audit of all public trees including species, age and health	Delivered Outside of BAU	On-Track	On-Track	The Treeplotter software is operational and being utilised effectively. This software will increase and streamline the Tree Services team's ability to collect, maintain and manage data and effectively plan and deliver planting programs and tree management across the City. It can also be incorporated into our contractor management protocols and easily produce and disseminate information regarding the City's urban forest.
15	URBAN FOREST STRATEGY 2017	1	Not Specified	4	Achieving age diversity of tress	3	Develop a community program assisting residents to plan for the succession of established trees on private property	Delivered Through Operating Project	On-Track	On-Track	Currently working with Enviro House on the 2025 Plants to Residents Program, which will provide tree species of differing ages and sizes to residents. This will be delivered in Q4, along with a series of educational events aimed at increasing the communities knowledge on subjects such as caring for trees.

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Strategy and Plan No.	Strategy and Plan	Outcome No.	Outcome	Strategy No.	Strategy	Action No.	Implementation Action	Planned Delivery	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
15	URBAN FOREST STRATEGY 2017	1	Not Specified	5	Inform and consult with the community	6	Promote the health, economic and environmental benefits of trees and encourage increases in canopy coverage on private land	Delivered Outside of BAU	On-Track	On-Track	In the reporting period delivered the "Better Gardens with Josh Byrne" workshop in collaboration with DBCA and partnered with Enviro House on two "Heat Proofing Your Garden" workshops. These provided education to the community on a variety of subjects, including looking after trees on private property. Currently working with Enviro House, Parks and Environment Officers and the Bayswater Urban Tree Network on a series of educational events to be delivered Q4. Currently working on the plants to residents program, verge garden rebate program and community planting days program, all to be delivered in Q4
15	URBAN FOREST STRATEGY 2017	1	Not Specified	5	Inform and consult with the community	7	Develop a community tree care program for urban streets	Delivered Outside of BAU	On-Track	On-Track	A program in which the community can deliver tree care activities is currently being developed in collaboration with the Bayswater Urban Tree Network, Parks and Environment Officers and Enviro House
16	EMISSION REDUCTION AND RENEWABLE ENERGY PLAN 2021 - 2040	1	Short Term (next 1-2 years from 2021)	1	Management of the City's ERRE Plan	1	Work with Azility and retailers as required to incorporate all of the City's energy-using sites into their platform, so that accurate and timely reports of the City's energy use, cost and greenhouse gas emissions can be readily produced	Delivered Outside of BAU	Complete	Complete	Action Completed in Q1, now considered embedded through service delivery.
16	EMISSION REDUCTION AND RENEWABLE ENERGY PLAN 2021 - 2040	1	Short Term (next 1-2 years from 2021)	2	Financing / funding of the Plan	7	Continue to collaborate with WALGA and other local councils to develop the case for a renewable energy power purchase agreement that can meet part or all of the City's electricity demand. Subject to the outcome of this process participate in any subsequent market approach to determine if a PPA can be achieved at a price co	Delivered Outside of BAU	Complete	Complete	Action Completed in Q1.
16	EMISSION REDUCTION AND RENEWABLE ENERGY PLAN 2021 - 2040	1	Short Term (next 1-2 years from 2021)	3	Sequestration	2	Work with Western Power and other stakeholders to progress City of Bayswater's case for lights in Bayswater to be upgraded to LED (nondecorative, smart control-enabled to be decided)	Delivered Outside of BAU	On-Track	On-Track	Being undertaken as part of maintenance works when reporting faults to Western Power
16	EMISSION REDUCTION AND RENEWABLE ENERGY PLAN 2021 - 2040	1	Short Term (next 1-2 years from 2021)	4	Energy efficiency	3	Ensure best practice energy efficiency (and renewable energy generation or design provision) is incorporated into all capital works projects (for example Morley Sport and Recreation Centre and Maylands Waterland). Develop a design guide or standard for future projects	Delivered Outside of BAU	On-Track	On-Track	The Sustainability team is liaising with the Project Services team as they develop the draft Project Management Framework to incorporate best practice energy efficiency guidelines
16	EMISSION REDUCTION AND RENEWABLE ENERGY PLAN 2021 - 2040	1	Short Term (next 1-2 years from 2021)	5	Electric vehicles and plant	1	Progress with the City's current approach that will achieve ~90% hybrid passenger vehicles, a small number of EVs and an optimised passenger / utility fleet size	Delivered Through Capital Project	On-Track	On-Track	Same as previous qtr. comment. The City will add a 100% electric zero turn mower for Parks Services team instead of typical diesel powered machine
16	EMISSION REDUCTION AND RENEWABLE ENERGY PLAN 2021 - 2040	1	Short Term (next 1-2 years from 2021)	6	Behavioural change	1	Conduct research to identify the key areas, emissions sources, behaviours that will be most effective at reducing emissions sustainably	Delivered Outside of BAU	On-Track	On-Track	Planned for delivery later this year following additional staff training and development of the City's emissions inventory.
16	EMISSION REDUCTION AND RENEWABLE ENERGY PLAN 2021 - 2040	1	Short Term (next 1-2 years from 2021)	6	Behavioural change	2	Identify and plan the implementation of high priority systemic and behavioural changes that will yield the greatest benefit in emissions savings and staff engagement	Delivered Outside of BAU	On-Track	On-Track	Planned for delivery later this year following additional staff training and development of the City's emissions inventory.

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Strategy and Plan No.	Strategy and Plan	Outcome No.	Outcome	Strategy No.	Strategy	Action No.	Implementation Action	Planned Delivery	Previous Quarter Status	Current Quarter Status	Current Quarter Comment
16	EMISSION REDUCTION AND RENEWABLE ENERGY PLAN 2021 - 2040	1	Short Term (next 1-2 years from 2021)	7	Sustainable procurement	1	Review the City's procurement policy to align with best practice in sustainable procurement, and to specifically include the City's renewable energy and emissions reduction targets in evaluation criteria for supplier offers	Delivered Outside of BAU	On-Track	On-Track	The Sustainability team is currently working with the Finance team to incorporate sustainability in the review of the Procurement Policy.
16	EMISSION REDUCTION AND RENEWABLE ENERGY PLAN 2021 - 2040	1	Short Term (next 1-2 years from 2021)	7	Sustainable procurement	2	Review the City's current range of specifications used to procure services and equipment across operational and capital expenditure, and current awareness of and use of sustainability provisions of existing procurement. Progressively update specifications to align with best practice in sustainable procurement and the City's targets, and provide education / training to City staff	Delivered Outside of BAU	On-Track	On-Track	This action is tied to the review the City's procurement policy action and therefore subject to the review of the Procurement Policy.
16	EMISSION REDUCTION AND RENEWABLE ENERGY PLAN 2021 - 2040	2	Medium Term (to the end of CBP cycle)	8	Energy efficiency	1	Continue to work with Western Power and other stakeholders to progress the City's case for lights in Bayswater to be upgraded to LED (non-decorative, smart control-enabled to be decided), with a goal for implementation in the next Business plan cycle	Delivered Through Capital Project	On-Track	On-Track	Awaiting designs from Western Power.
16	EMISSION REDUCTION AND RENEWABLE ENERGY PLAN 2021 - 2040	2	Medium Term (to the end of CBP cycle)	9	Electric vehicles and plant	1	Develop or update plans for the City's fleet fuel transition to hybrid and electric vehicles across all vehicle categories	Delivered Outside of BAU	On-Track	On-Track	EV Transition strategy under review
16	EMISSION REDUCTION AND RENEWABLE ENERGY PLAN 2021 - 2040	2	Medium Term (to the end of CBP cycle)	9	Electric vehicles and plant	2	Develop a plan for EV charging infrastructure for the City's EVs as well as at community facilities (including potential increase in energy demand)	Delivered Outside of BAU	On-Track	On-Track	The City's Fleet Services team is currently working on a fleet transition plan which will include provisions for charging infrastructure. The Environment team is also investigating options to increase EV charging infrastructure for the Bayswater community.
17	FORESHORE AREA 10 YEAR PRIORITY PLAN 2019	1	Not Specified	1	Strategy Group One	1	Tranby House Reserve Timber Walling	Delivered Through Capital Project	On-Track	On-Track	All engagement completed and documents being prepared for final review
17	FORESHORE AREA 10 YEAR PRIORITY PLAN 2019	1	Not Specified	2	Strategy Group Two	3	Tranby House Reserve North of Peninsular Farm-RETREAT (Relocate Footpath)	Delivered Through Capital Project	On-Track	On-Track	All engagement completed and documents being prepared for final review
17	FORESHORE AREA 10 YEAR PRIORITY PLAN 2019	1	Not Specified	3	Strategy Group Three	1	Hinds Park Block Wall	Delivered Outside of BAU	On-Track	On-Track	All engagement completed. Concepts develop for final review
17	FORESHORE AREA 10 YEAR PRIORITY PLAN 2019	1	Not Specified	3	Strategy Group Three	2	Hinds Park Natural Shoreline	Delivered Outside of BAU	On-Track	On-Track	All engagement completed. Concepts develop for final review
17	FORESHORE AREA 10 YEAR PRIORITY PLAN 2019	1	Not Specified	4	Strategy Group Four	2	Riverside Gardens Beach	Delivered Outside of BAU	On-Track	On-Track	Project being managed by the City's Project Services team, with Community Engagement on the draft concept design for Riverside Gardens/Hinds Reserve occurring during this reporting period
17	FORESHORE AREA 10 YEAR PRIORITY PLAN 2019	1	Not Specified	7	Strategy Group Seven	1	Berringa Park River wall and Spillway	Delivered Outside of BAU	On-Track	On-Track	Project being managed by the City's Project Services team, with Community Engagement on the draft concept design for Riverside Gardens/Hinds Reserve occurring during this reporting period
17	FORESHORE AREA 10 YEAR PRIORITY PLAN 2019	1	Not Specified	7	Strategy Group Seven	2	Bardon and Berringa Park- RETREAT (relocate Yacht Club Tower)	Delivered Outside of BAU	On-Track	On-Track	All engagement completed. Concepts develop for final review

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18	INTERIM ECONOMIC DEVELOPMENT STRATEGY 2022	1	Stimulate Development and Attract Investment	1	Investor and Developer Attraction Program 2022	1	Awareness and Invitation Prospectus	Delivered Through Operating Project	On-Track	On-Track	The City has developed advocacy documents for five key priority projects and is currently developing a combined booklet. At the Ordinary Council Meeting on 24 September, Council requested the development of an Investor Guide for the Morley Activity Centre, which the City is currently scoping.	
18	INTERIM ECONOMIC DEVELOPMENT STRATEGY 2022	1	Stimulate Development and Attract Investment	1	Investor and Developer Attraction Program 2022	2	UVP Co-design Program	Delivered Through Operating Project	Discontinue	Discontinue	Previously Discontinued in Q1. This action related to a co-design process for the redevelopment of the Les Hansman Community Centre. As Council approved \$150,000 for a concept design and feasibility study, a co-design process is no longer required.	
18	INTERIM ECONOMIC DEVELOPMENT STRATEGY 2022	1	Stimulate Development and Attract Investment	1	Investor and Developer Attraction Program 2022	3	UVP Prospectus	Delivered Through Operating Project	On-Track	On-Track	At the Ordinary Council Meeting on 24 September, Council requested the development of an Investor Guide for the Morley Activity Centre, which the City is currently scoping.	
18	INTERIM ECONOMIC DEVELOPMENT STRATEGY 2022	1	Stimulate Development and Attract Investment	1	Investor and Developer Attraction Program 2022	4	Open for Business Promotional Program	Delivered Through Operating Project	On-Track	On-Track	At the Ordinary Council Meeting on 24 September, Council requested the development of an Investor Guide for the Morley Activity Centre, which the City is currently scoping.	
18	INTERIM ECONOMIC DEVELOPMENT STRATEGY 2022	1	Stimulate Development and Attract Investment	2	Complementary City improvements	1	Morley Streetscape Design	Delivered Through Operating Project	Complete	Complete	Action Completed in Q1.	
18	INTERIM ECONOMIC DEVELOPMENT STRATEGY 2022	1	Stimulate Development and Attract Investment	2	Complementary City improvements	3	BIA Streetscape upgrades	Delivered Through Operating Project	On-Hold	On-Hold	No funding has been allocated to this project, and it is not currently a priority.	
18	INTERIM ECONOMIC DEVELOPMENT STRATEGY 2022	2	Encourage Local Landowners to Develop or Divest	1	Improve land values through infrastructure upgrades	2	BIA infill sewer project business case	Delivered Outside of BAU	Complete	Complete	Action Completed in Q1, now considered embedded through service delivery.	
18	INTERIM ECONOMIC DEVELOPMENT STRATEGY 2022	2	Encourage Local Landowners to Develop or Divest	1	Improve land values through infrastructure upgrades	3	BIA infill sewer project funding bid	Delivered Outside of BAU	On-Track	On-Track	The City has sent further letters to relevant State Ministers, specifically around the need surrounding the Morley Station, to seek funding and arranged quarterly meetings with Water Corp to progress the project.	
18	INTERIM ECONOMIC DEVELOPMENT STRATEGY 2022	2	Encourage Local Landowners to Develop or Divest	1	Improve land values through infrastructure upgrades	7	Lobby the WA Government re public transport links between train stations and Morley Activity Centre	Delivered Through Operating Project	On-Track	On-Track	The draft MSPSP was considered by Council at the December OCM and endorsed for advertising. The document includes commentary on feeder buses. It is anticipated that advertising will commence in Feb 25 subject to the WAPC granting approval to advertise the associated scheme amendment	
18	INTERIM ECONOMIC DEVELOPMENT STRATEGY 2022	2	Encourage Local Landowners to Develop or Divest	3	Incentivise target development models through planning incentives	1	Investigate flexible planning quotas for parking, landscaping and other ancillary cost items	Delivered Outside of BAU	Discontinue	Discontinue	Previously Discontinued in Q1. These development requirements are currently being reviewed by the State Government, and it is unnecessary to duplicate this work.	
18	INTERIM ECONOMIC DEVELOPMENT STRATEGY 2022	5	Activate major strategic plans in partnership with key stakeholders	1	Implement an Investor and Developer Attraction Program	1	Implement an Investor and Developer Attraction Program	Delivered Through Operating Project	On-Track	On-Track	The City has been progressing advocacy priorities through meetings with Water Corp, development of advocacy papers, and identifying lower-priority projects. On 24 September, Council requested the City develop an Investor Guide for the Morley Activity Centre, which the City is scoping.	
18	INTERIM ECONOMIC DEVELOPMENT STRATEGY 2022	5	Activate major strategic plans in partnership with key stakeholders	1	Implement an Investor and Developer Attraction Program	2	Develop and distribute Promotional Prospectus	Delivered Through Operating Project	Complete	Complete	Action Completed in Q1, now considered embedded through service delivery.	

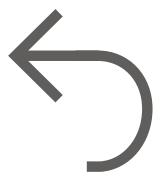
2024/25 STRATEGY AND PLANS: QUARTERLY REPORTING											Reporting For: Qtr 2 - FY24/25
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18	INTERIM ECONOMIC DEVELOPEMENT STRATEGY 2022	5	Activate major strategic plans in partnership with key stakeholders	1	Implement an Investor and Developer Attraction Program	3	Invite industry to participate in a Co-design process to establish a UVP for the Morley Activity Centre	Delivered Through Operating Project	On-Track	On-Track	The City received over 400 submission from businesses providing feedback on priorities and focus areas for the Economic Development Strategy. Officers are now going through these results to draft a strategy.
18	INTERIM ECONOMIC DEVELOPEMENT STRATEGY 2022	5	Activate major strategic plans in partnership with key stakeholders	1	Implement an Investor and Developer Attraction Program	4	Identify specific development models to attract the target market population – live local and work local	Delivered Through Operating Project	On-Track	On-Track	This will be considered as part of the Economic Development Strategy currently in development.
18	INTERIM ECONOMIC DEVELOPEMENT STRATEGY 2022	5	Activate major strategic plans in partnership with key stakeholders	4	METRONET Morley Station Concept Plan Activation	2	Revise planning controls to restrict further general industry development and encourage a shift to mixed commercial and higher density residential in the northern section of the BIA.	Delivered Through Operating Project	On-Track	On-Track	The draft MSPSP was considered by Council at the December OCM and endorsed for advertising. It is anticipated that advertising will commence in Feb 25 subject to the WAPC granting approval to advertise the associated scheme amendment
19	TOWN CENTRES DESTINATION MARKETING STRATEGY 2021 to 2025	1	Maylands	2	VFR, Arts and culture lovers, history buffs	4	Tactical campaigns produced focussing on specific market segments notably hospitality and retail	Delivered Through Operating Project	On-Hold	On-Hold	The City is working on the Feed Me Morley marketing campaign to be run in March 2025. The campaign will promote food businesses in Morley
19	TOWN CENTRES DESTINATION MARKETING STRATEGY 2021 to 2025	1	Maylands	3	Families	1	Tactical campaigns tied to specific times of the years, including school holidays (e.g. an Easter campaign, an Easter egg hunt through Maylands' laneways)	Delivered Through Operating Project	On-Hold	On-Hold	The City is prioritising the business marketing campaigns at this time.
19	TOWN CENTRES DESTINATION MARKETING STRATEGY 2021 to 2025	1	Maylands	4	Young professionals, retirees, families	1	Create a marketing campaign promoting the health and well-being cluster of services	Delivered Through Operating Project	On-Hold	On-Hold	The City is investigating a health and wellness business marketing campaign for Noranda, scheduled for mid-2025.
19	TOWN CENTRES DESTINATION MARKETING STRATEGY 2021 to 2025	2	Bayswater	2	Arts and culture lovers, history buffs	4	Tactical campaigns produced focusing on specific market segments notably hospitality and retail	Delivered Through Operating Project	On-Hold	On-Hold	The City is working on the Feed Me Morley marketing campaign to be run in March 2025. The campaign will promote food businesses in Morley
19	TOWN CENTRES DESTINATION MARKETING STRATEGY 2021 to 2025	2	Bayswater	2	Arts and culture lovers, history buffs	5	Tactical campaigns tied to specific times of the year (e.g. school holiday promotions)	Delivered Through Operating Project	On-Hold	On-Hold	The City is prioritising the business marketing campaigns at this time.
19	TOWN CENTRES DESTINATION MARKETING STRATEGY 2021 to 2025	3	Morley	2	VRF	4	Tactical and co-operative campaigns produced focussing on specific market segments notably hospitality and retail.	Delivered Through Operating Project	On-Track	On-Track	The City is working on the Feed Me Morley marketing campaign to be run in March 2025. The campaign will promote food businesses in Morley
19	TOWN CENTRES DESTINATION MARKETING STRATEGY 2021 to 2025	3	Morley	3	Families	1	Tactical campaigns tied to specific times of the years, including school holidays	Delivered Through Operating Project	On-Hold	On-Hold	The City is prioritising the business marketing campaigns at this time.
20	TOWN CENTRE PLACE ACTIVATION PLANS	1	Noranda	1	Not Specified	6	Organisation of night time activities.	Delivered Through Operating Project	On-Track	On-Track	The City is currently investigating a health and wellness business marking campaign for Noranda to be run in mid 2025.
20	TOWN CENTRE PLACE ACTIVATION PLANS	2	Maylands	1	Not Specified	2	Improved Eighth Avenue	Delivered Through Operating Project	On-Track	On-Track	Based on feedback of priorities for the Maylands community, the City has applied for a grant from the Criminal Justice Department to run an education course to reduce graffiti in the town centre. Feedback is not expected until early 2025.
20	TOWN CENTRE PLACE ACTIVATION PLANS	2	Maylands	1	Not Specified	3	Public spaces around Eighth Avenue	Delivered Through Operating Project	On-Track	On-Track	Based on feedback of priorities for the Maylands community, the City has applied for a grant from the Criminal Justice Department to run an education course to reduce graffiti in the town centre. Feedback is not expected until early 2025.

2024/25 STRATEGY AND PLANS: QUARTERLY REPORTING											Reporting For: Qtr 2 - FY24/25	
Strategy and Plan No.	Strategy and Plan	Outcome No.	Outcome	Strategy No.	Strategy	Action No.	Implementation Action	Planned Delivery	Previous Quarter Status	Current Quarter Status	Current Quarter Comment	
20	TOWN CENTRE PLACE ACTIVATION PLANS	3	Morley	1	Not Specified	1	Streetscape enhancement	Delivered Through Operating Project	Complete	Complete	Action Completed in Q1.	
20	TOWN CENTRE PLACE ACTIVATION PLANS	3	Morley	1	Not Specified	2	Improve walkability around the town centre	Delivered Through Operating Project	Complete	Complete	Action Completed in Q1.	
20	TOWN CENTRE PLACE ACTIVATION PLANS	3	Morley	1	Not Specified	3	Engaging street life bursting with activities	Delivered Through Operating Project	On-Track	On-Track	The City has partnered with Galleria Shopping Centre to install a NAIDOC mural, scheduled for early 25, once Galleria has signed the required forms. Plans for the 2025 Feed Me Morley campaign are also underway, focusing on promoting local food businesses.	
20	TOWN CENTRE PLACE ACTIVATION PLANS	4	Bayswater	1	Not Specified	2	An entertaining and engaging town centre	Delivered Through Operating Project	On-Track	On-Track	The City has partnered with the Bayswater Traders Association to provide funding for their town centre branding study. BTA will commence engagement on this project in early 2025	
21	CAR PARKING MANAGEMENT PLAN FOR MORLEY ACTIVITY CENTRE 2017	1	Not Specified	1	Not Specified	11	The City needs to prioritise access for pedestrians, cyclists, public transport users and people with disabilities, and make the most of public transport infrastructure, balanced with the needs of the MAC road network, including the need to minimise congestion.	Delivered Through Operating Project	Complete	Complete	Action Completed in Q1.	
22	MAYLANDS TOWN CENTRE CAR PARKING STRATEGY 2018	2	Zone 1 Recommendations	1	Not Specified	4	Upgrade signage along Ninth Avenue to indicate that on street parking is permitted.	Delivered Outside of BAU	On-Track	On-Track	The City has identified parking restrictions in the area along Ninth Avenue, Warne Street and George Street as a focus this year. Engagement on the parking restrictions is proposed to occur in early 2025.	
22	MAYLANDS TOWN CENTRE CAR PARKING STRATEGY 2018	2	Zone 1 Recommendations	1	Not Specified	5	Line mark bays along The RISE side of Ninth Avenue.	Delivered Outside of BAU	On-Track	On-Track	Implementation of the line marking on Ninth avenue is scheduled to occur in Mar 25	

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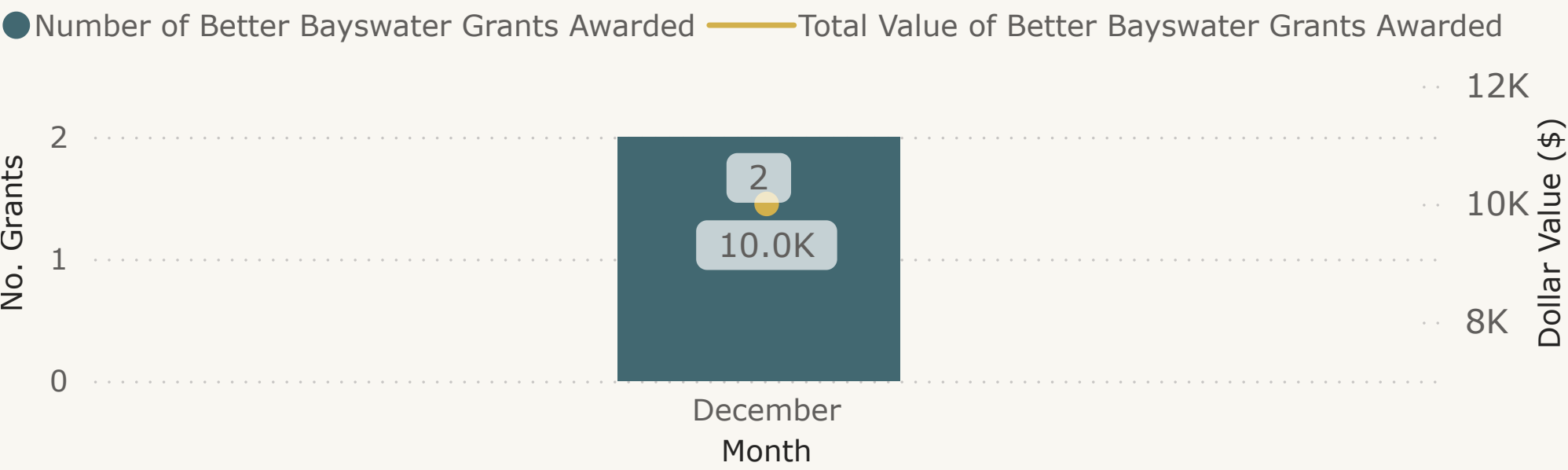
KPI Category Selection

- Community Engagement & Services
- Digital and Online Engagement
- Economic Development
- Environmental Sustainability
- Facility Utilisation
- Financial Performance
- Human Resources
- Planning and Building

KPI No.	KPI	KPI Description	Service Area
4	Percentage of Bayswater Residents registered as library members	Measures the proportion of the City of Bayswater's population (Estimated Resident Population) that holds memberships at City of Bayswater libraries	Library Services
5	Percentage of Bayswater Residents registered as Recreation Centre Members	Measures the proportion of the City of Bayswater's population (Estimated Resident Population) that holds memberships at its recreation centres, including those enrolled in swim school	Recreation Services
6	Resolved Graffiti Incidents	Tracks the number of graffiti vandalism incidents successfully resolved	Building Maintenance
7	Total Number of Better Bayswater Grants Awarded	Measures the total number of Better Bayswater grants awarded by the City to community groups for organizing events and initiatives	Community and Events
8	Total Dollar Value of Better Bayswater Grants Awarded	Measures the total dollar value of Better Bayswater grants awarded by the City to community groups for organizing events and initiatives	Community and Events
9	Total Number of Community Service Partnership Agreements	Measures the total number of formal partnerships that the local government has with external organizations (nonprofits, businesses, other government agencies) to provide community services.	Community and Events
10	Total Number of Community Event and City Support Grants Awarded	Measures the total number of community and cultural events that receive any form of support from the city over a specified period. Support can include financial assistance, provision of public spaces, logistical help, or promotional activities.	Community and Events
11	Total Dollar Value of Community Event and City Support Grants Awarded	Measures the total dollar value awarded to community and cultural events that receive any form of support from the city over a specified period. Support can include financial assistance, provision of public spaces, logistical help, or promotional activities.	Community and Events
12	Total Number of City-led Community Events	Measures the total number of community and cultural events that the city itself organizes and hosts within a specified period. This includes events where the city is the primary organizer or a major partner.	Community and Events

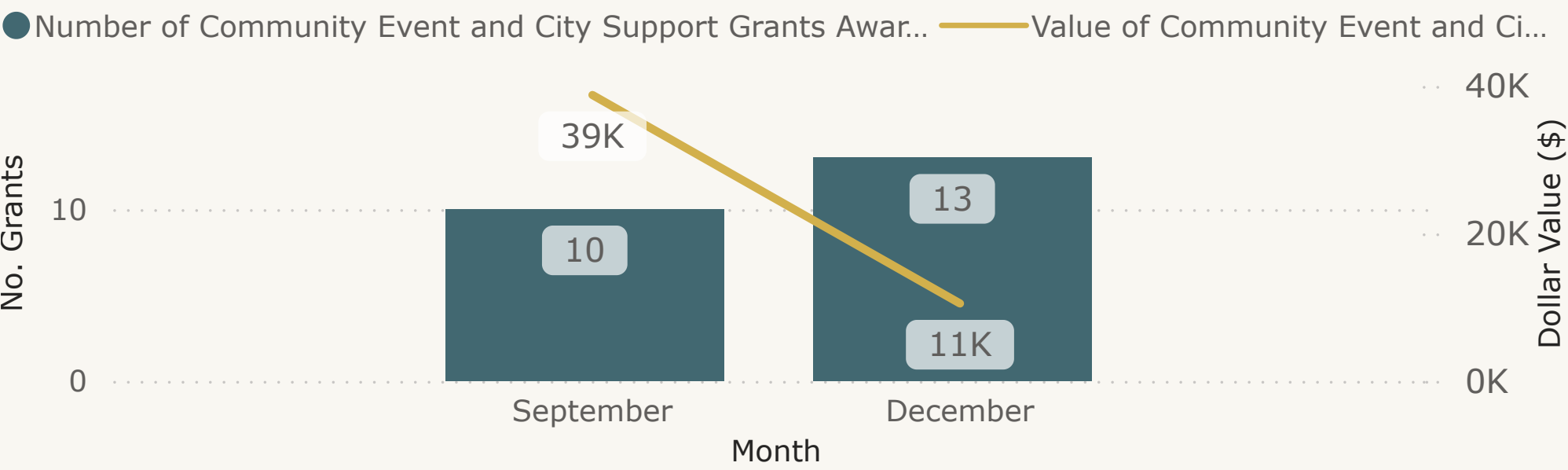
Better Bayswater Grants

KPI No. 7 and 8



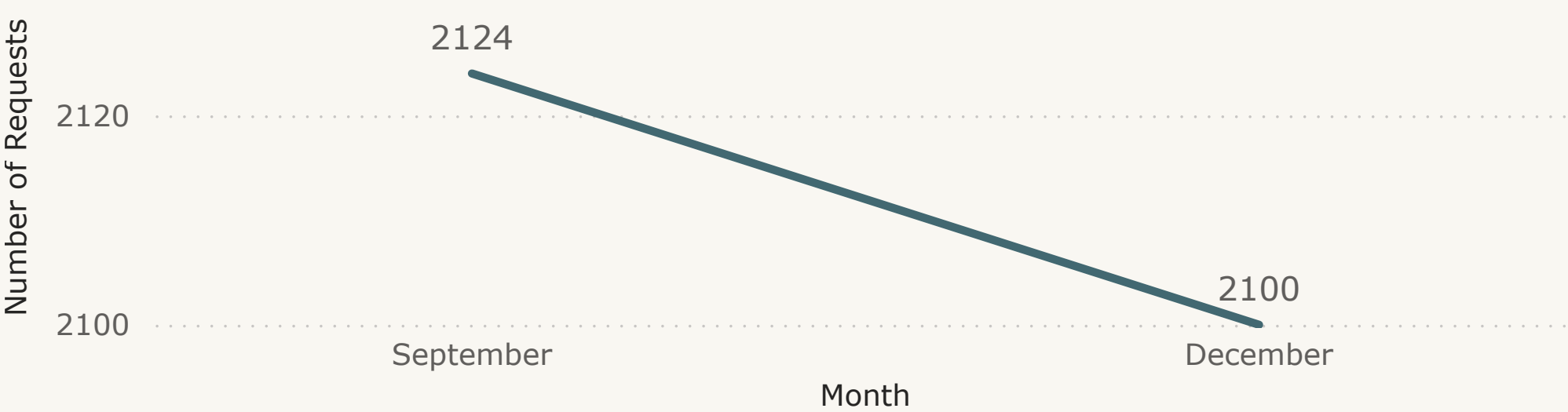
Community Event and City Support Grants

KPI No. 10 and 11



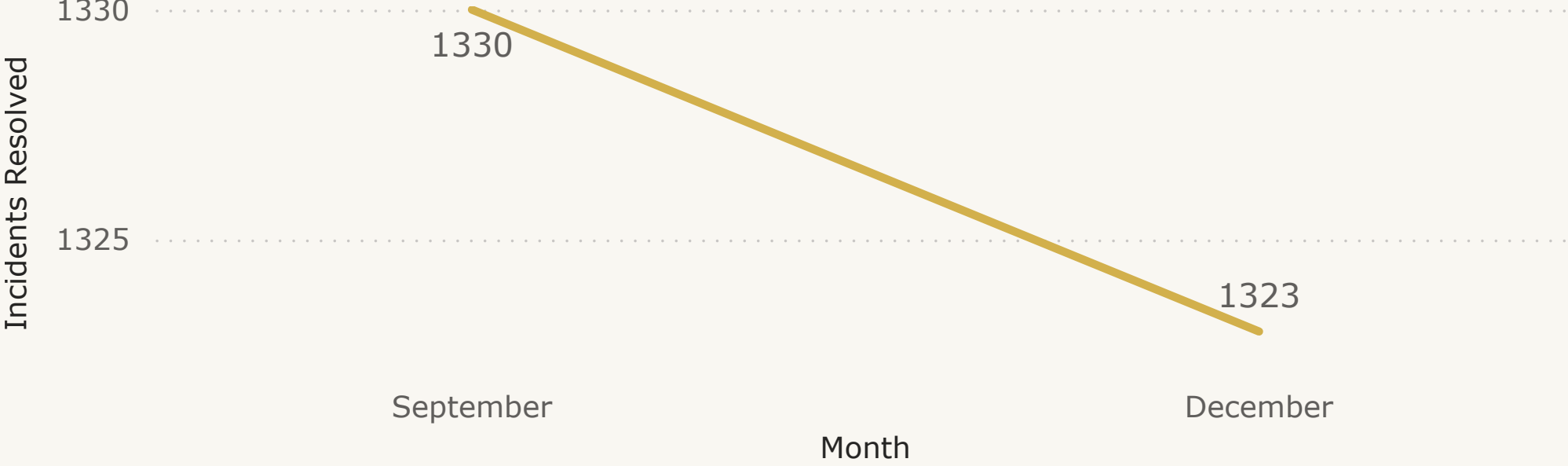
Number of Customer Requests Relating to Rangers or Security Matters

KPI No. 13



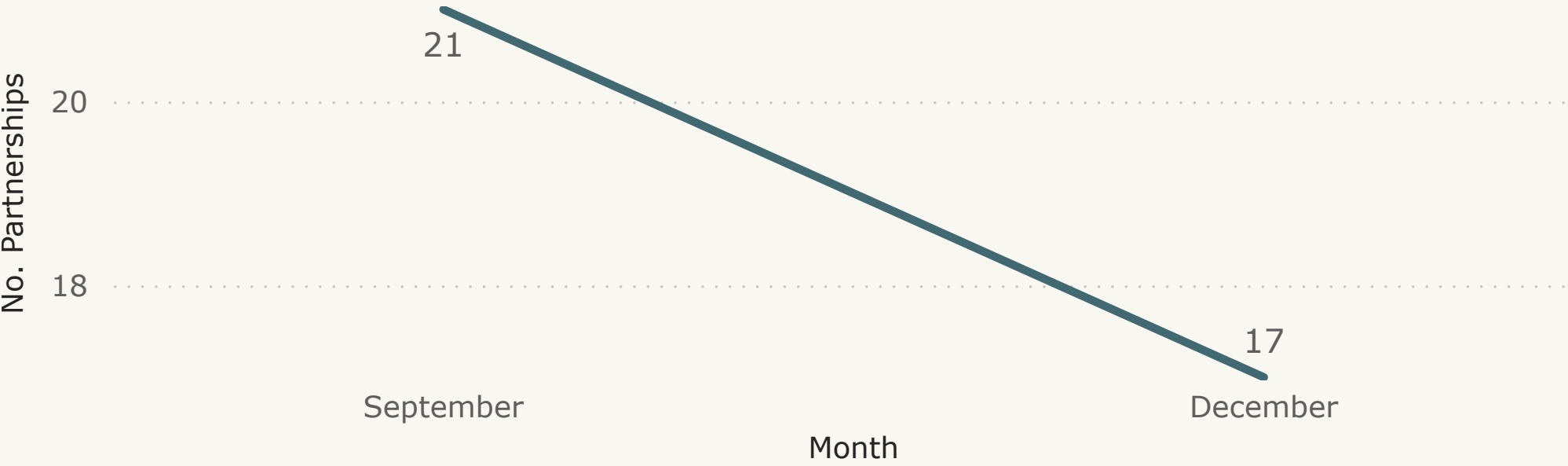
Number of Graffiti Incidents Resolved

KPI No. 6



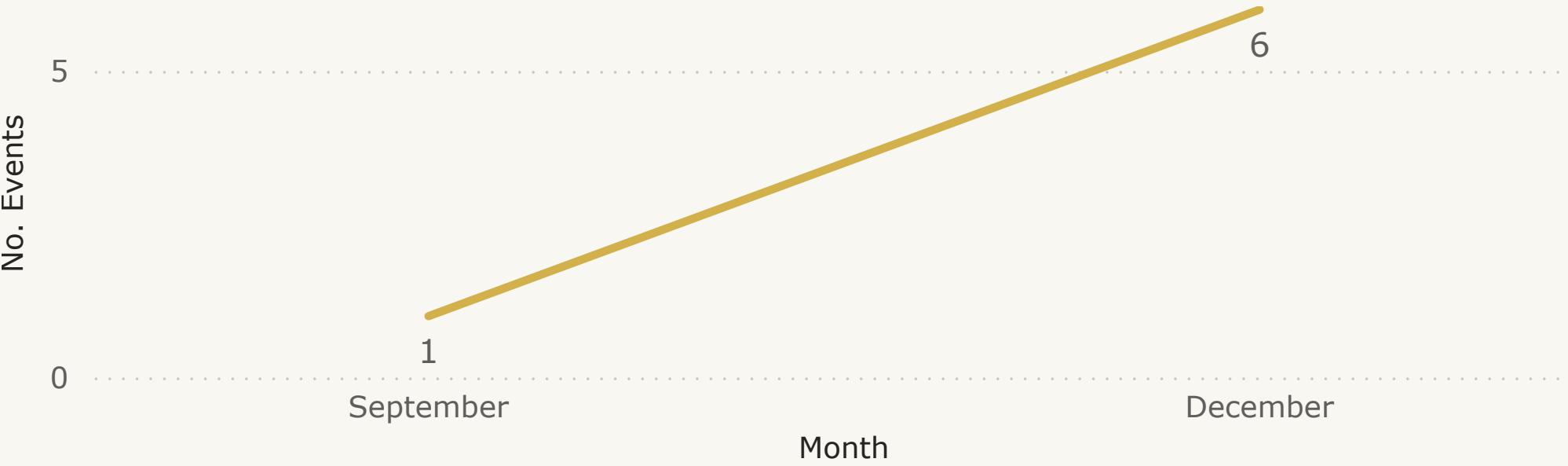
Number of Community Service Partnerships

KPI No. 9



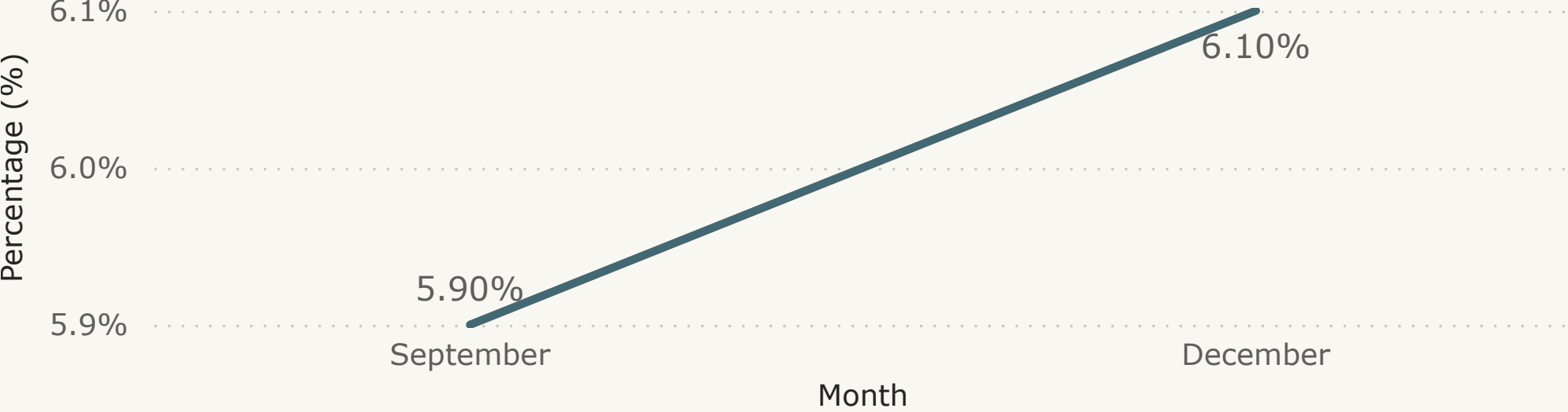
Number of City-Led Community Events

KPI No. 12



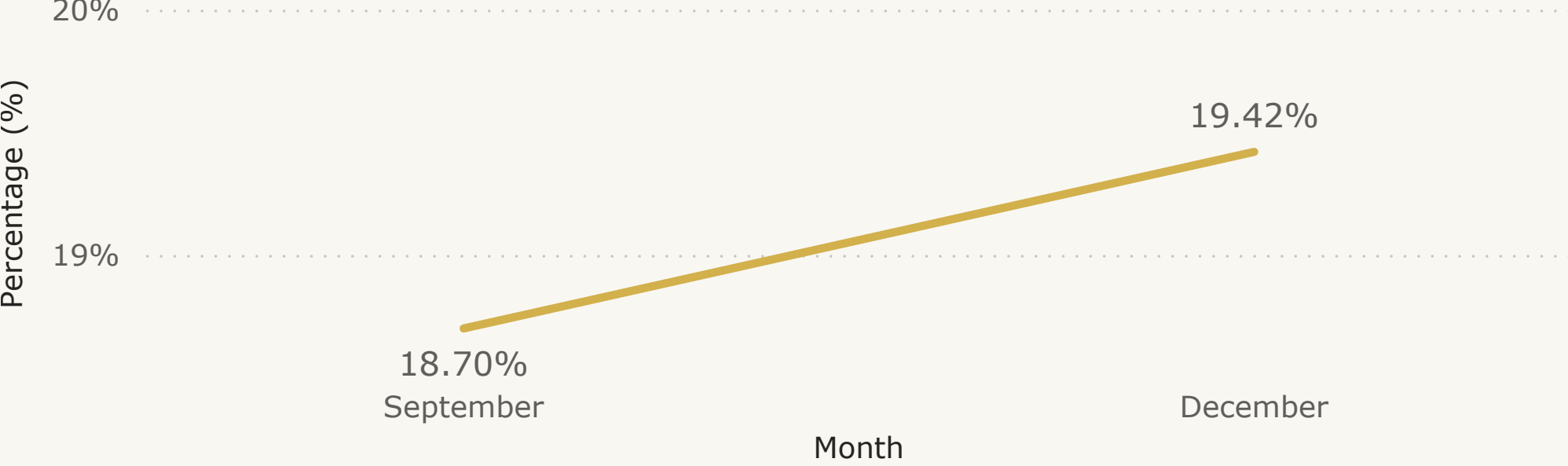
% of Bayswater Residents Registered as Recreation Centre Members

KPI No. 5



% of Bayswater Residents Registered as Library Members

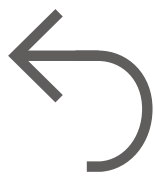
KPI No. 4



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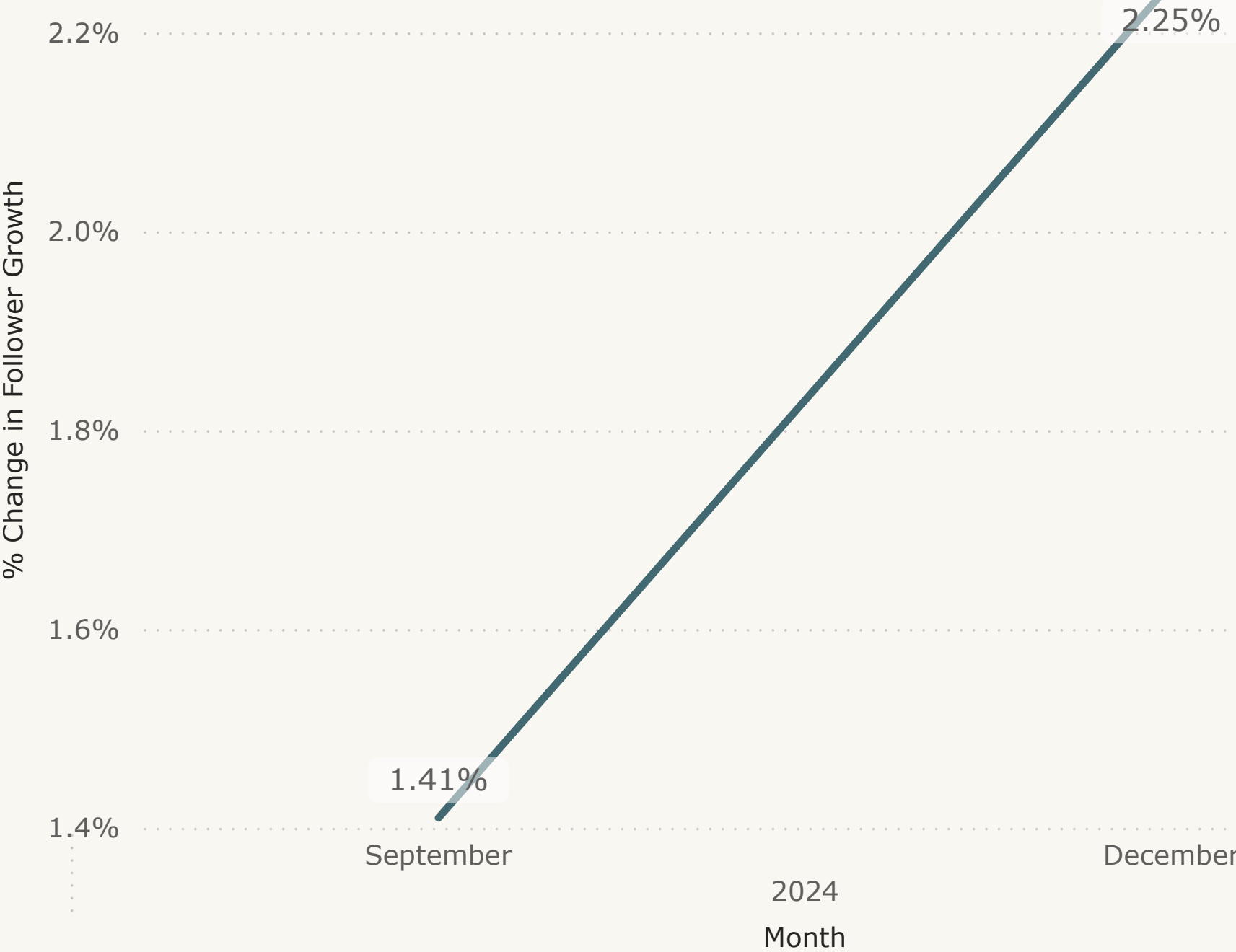
KPI Category Selection

- Community Engagement & Services
- Digital and Online Engagement
- Economic Development
- Environmental Sustainability
- Facility Utilisation
- Financial Performance
- Human Resources
- Planning and Building

KPI No.	KPI	KPI Description	Service Area
31	Number of Visitors to the City of Bayswater website	Measures the total number of visitors to the City of Bayswater's official website over a specific period.	Communication, Engagement and Customer Relations
32	Number of Visitors to the Engage Bayswater portal	Measures the total number of visitors to the Engage Bayswater portal over a specific period.	Communication, Engagement and Customer Relations
33	Social Media Follower Growth	Measures the percentage change in number of followers of the City of Bayswater's social media accounts over a specific period.	Communication, Engagement and Customer Relations
34	Engagement Rate of Social Media Content	Measures the engagement (likes, comments, shares, etc.) post's receive relative to the total number of followers or reach	Communication, Engagement and Customer Relations

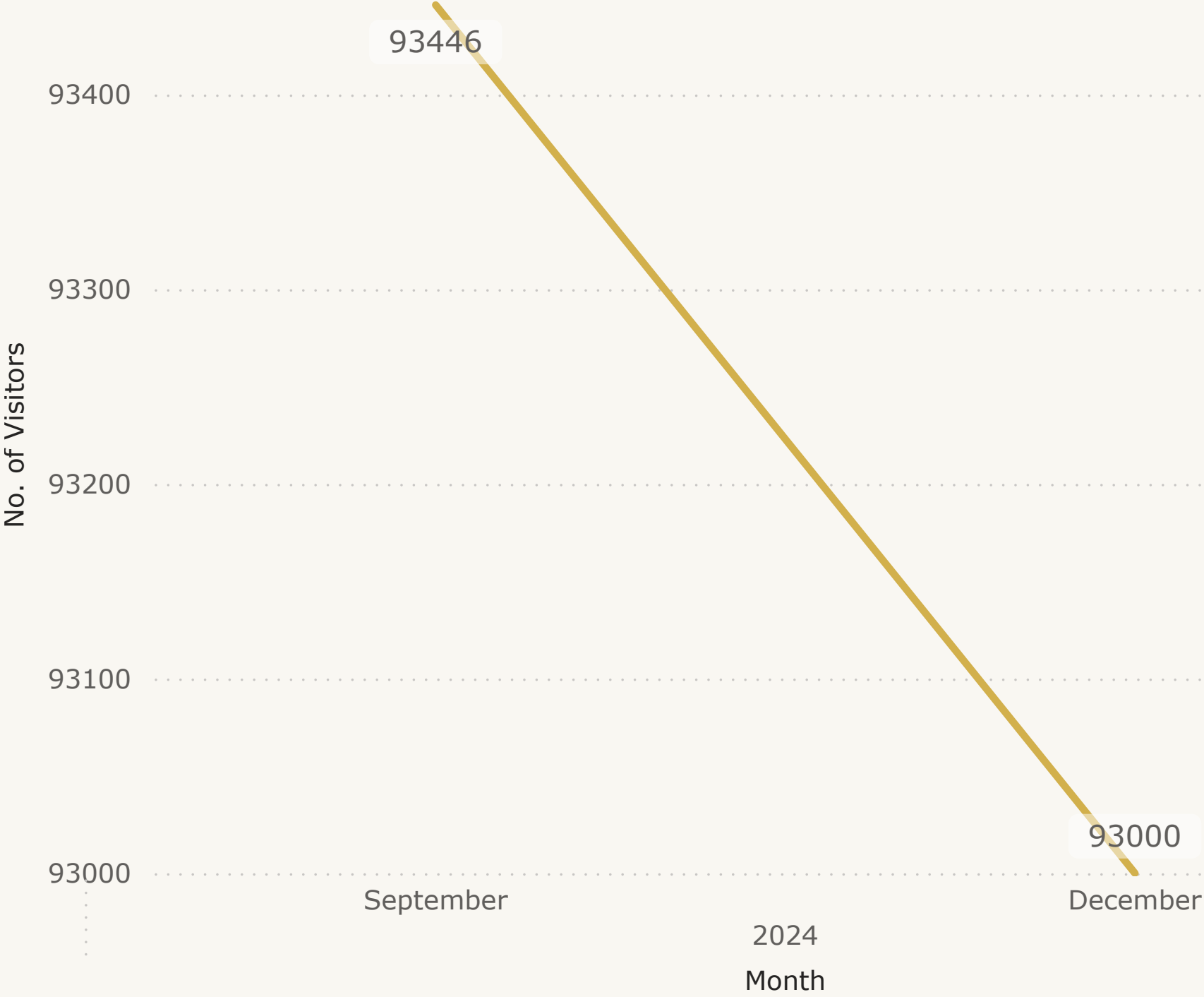
Social Media Follower Growth

KPI No. 33



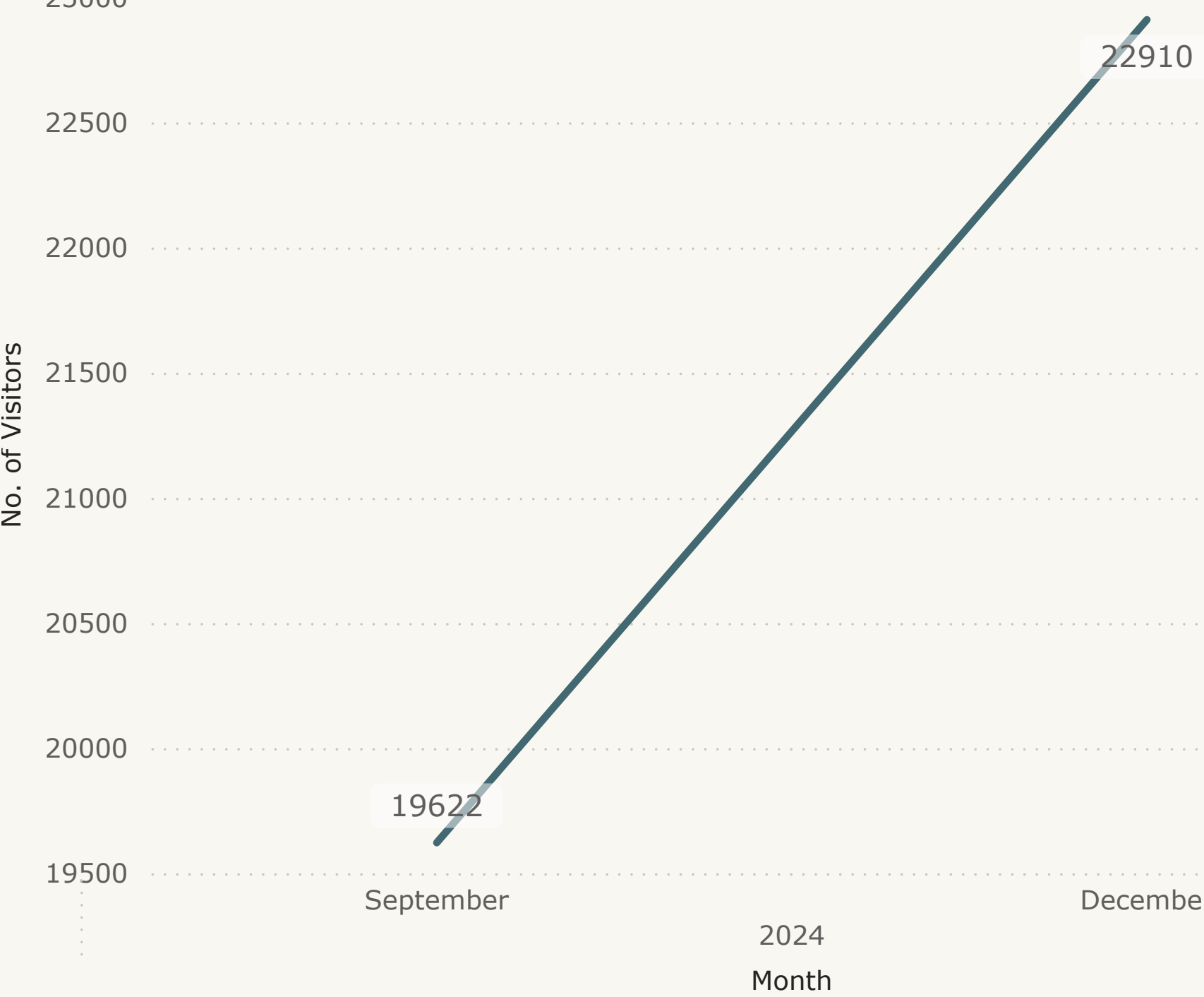
Number of Visitors to the City of Bayswater website

KPI No. 31



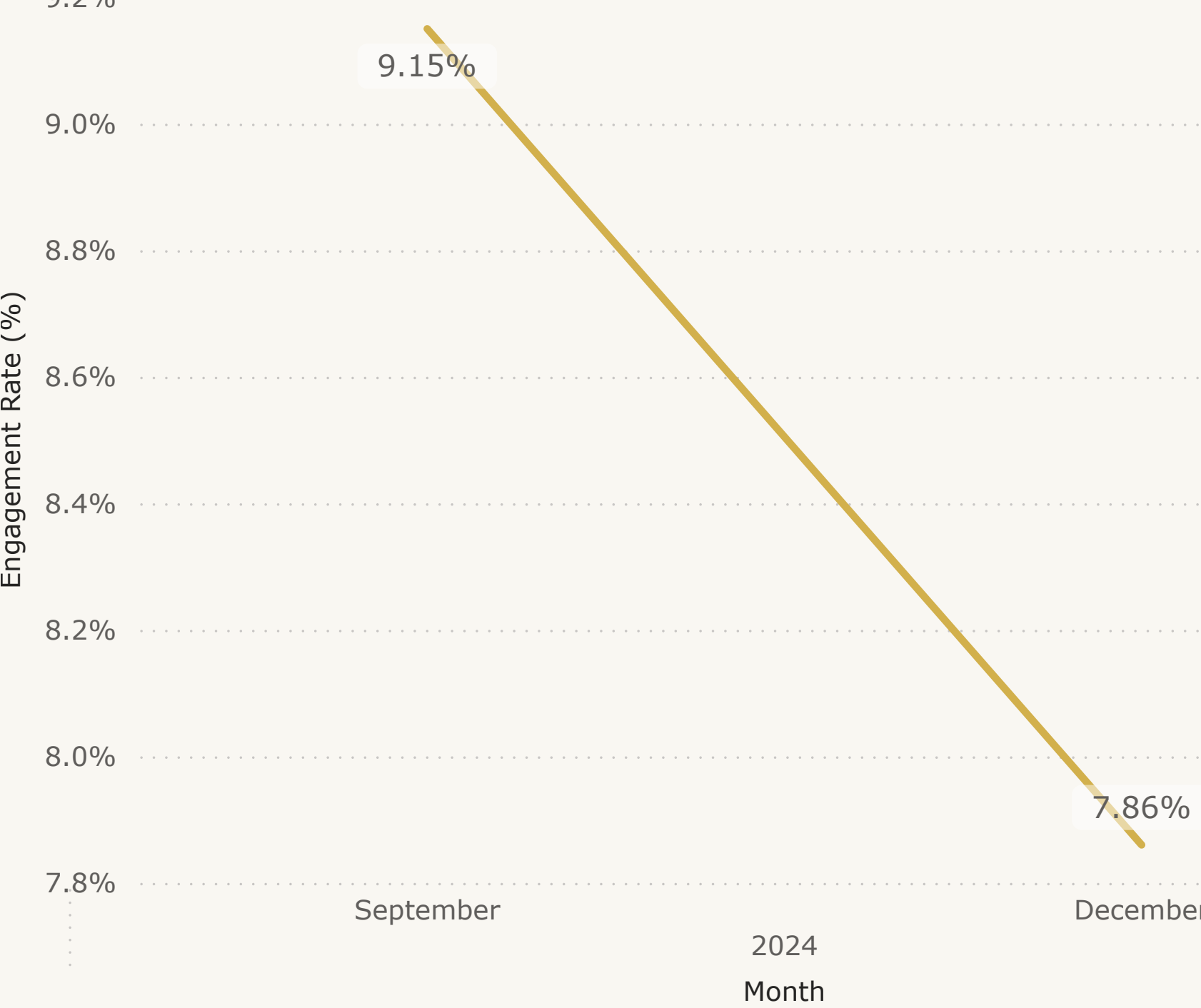
Number of Visitors to the Engage Bayswater portal

KPI No. 32



Engagement Rate of Social Media Content

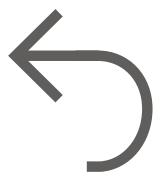
KPI No. 34



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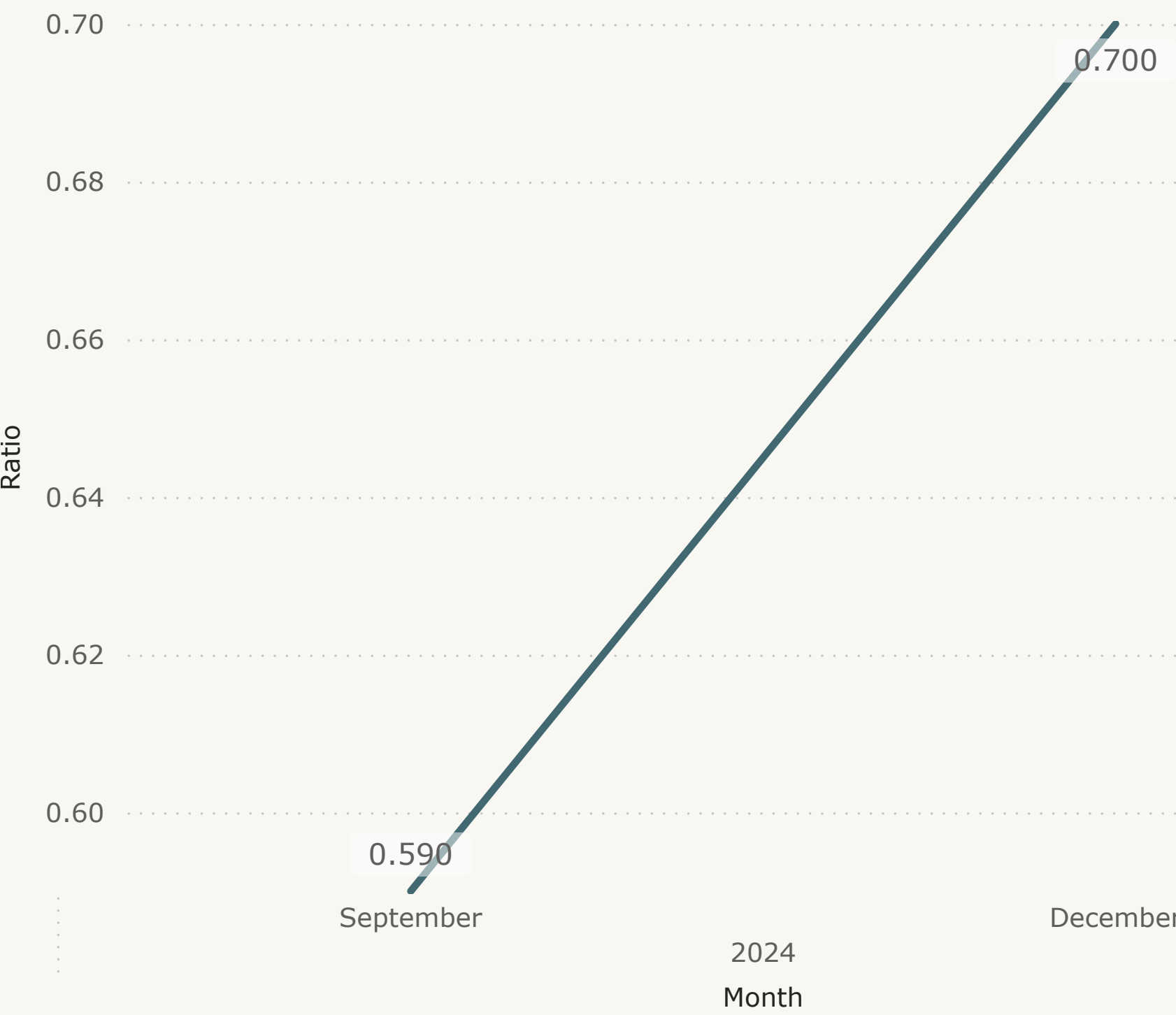
KPI Category Selection

- Community Engagement & Services
- Digital and Online Engagement
- Economic Development
- Environmental Sustainability
- Facility Utilisation
- Financial Performance
- Human Resources
- Planning and Building

KPI No.	KPI	KPI Description	Service Area
35	Job-to-Worker Ratio	Measures the number of jobs available within the City of Bayswater compared to the number of workers residing in the city. A ratio greater than one indicates more jobs than resident workers	Economic Development
36	Per Capita Gross Regional Product of City of Bayswater	Measures the total economic output (Gross Regional Product) of the City of Bayswater divided by its population (Estimated Resident Population), providing an average economic productivity figure per resident	Economic Development
37	Total number of active trading businesses in City of Bayswater	Measures the total number of businesses that are currently registered and actively trading within the City of Bayswater.	Economic Development

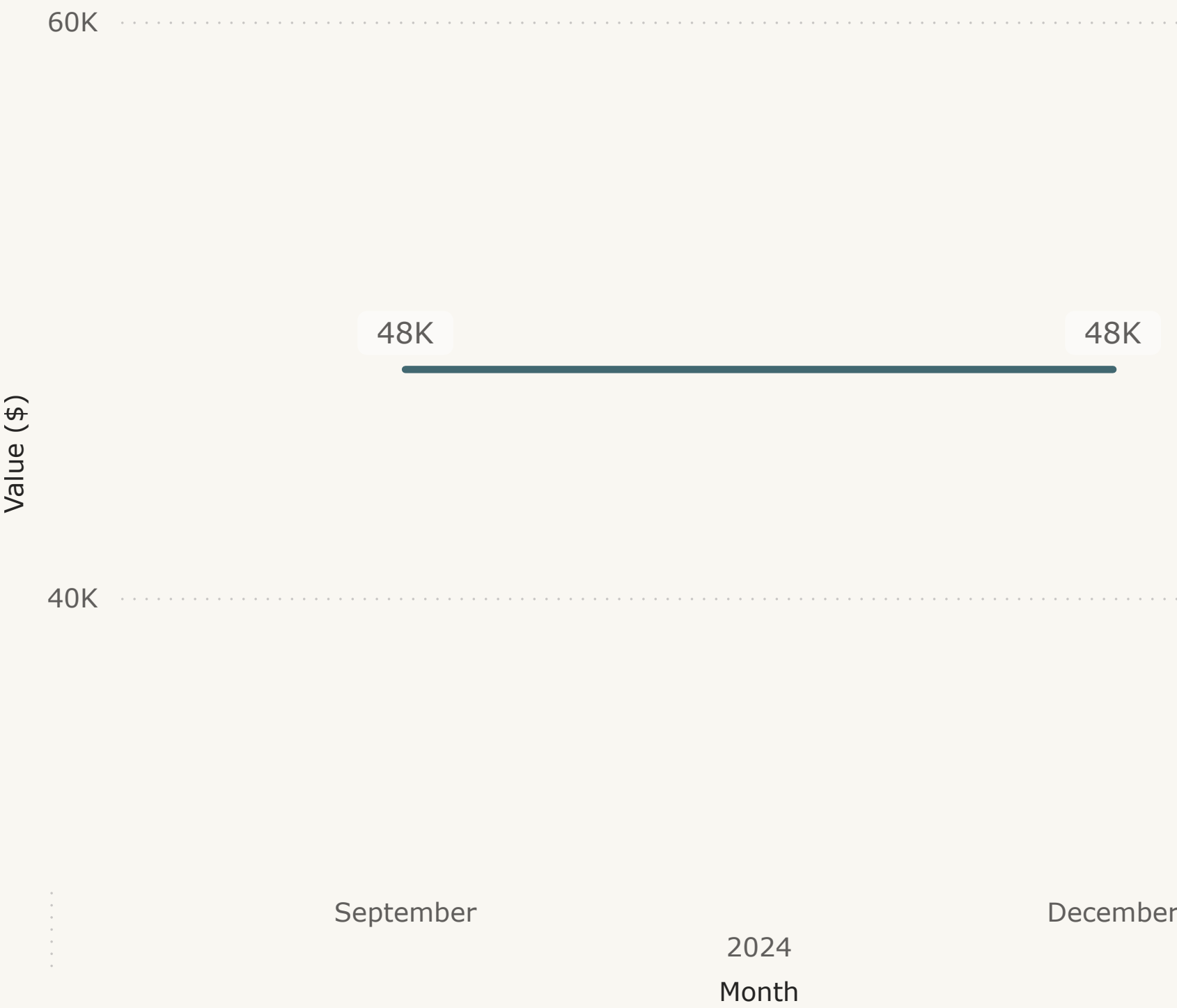
Job-to-Worker Ratio

KPI No. 35



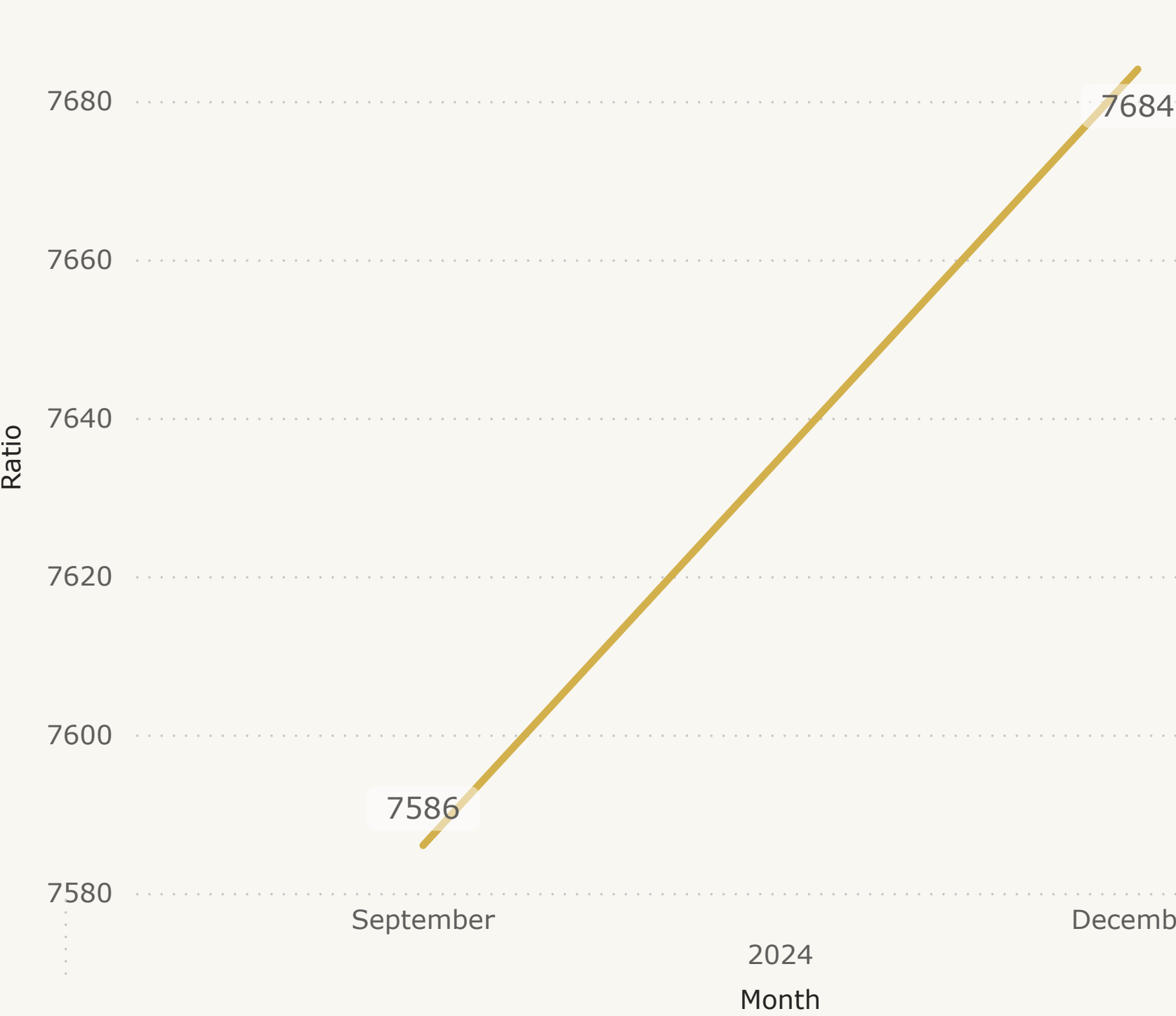
Per Capita Gross Regional Product of City of Bayswater

KPI No. 36



Total number of active trading businesses in City of Bayswater

KPI No. 37



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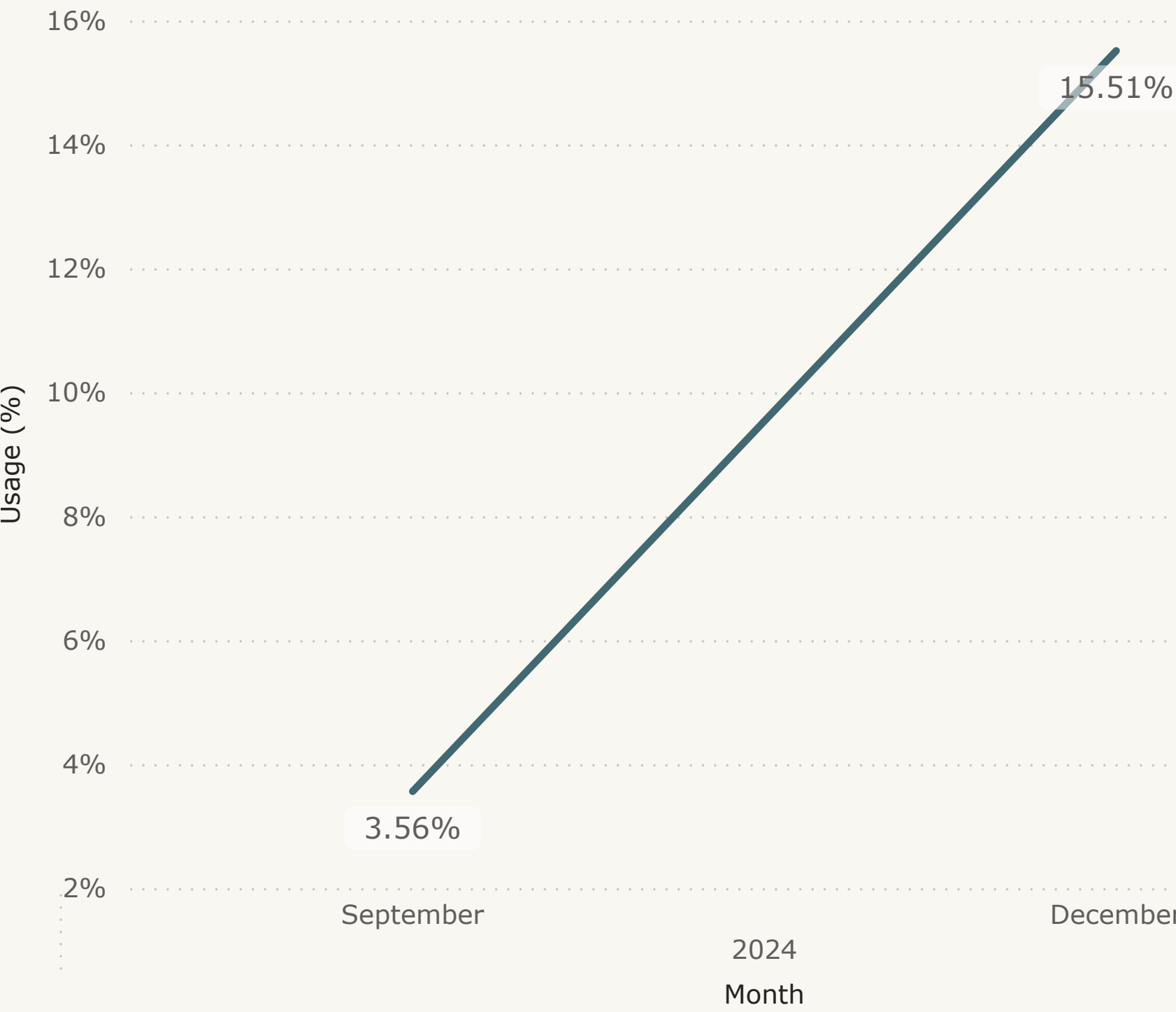
KPI Category Selection

- Community Engagement & Services
- Digital and Online Engagement
- Economic Development
- Environmental Sustainability
- Facility Utilisation
- Financial Performance
- Human Resources
- Planning and Building

KPI No.	KPI	KPI Description	Service Area
18	City's Annual Carbon Footprint	Calculates the total greenhouse gas emissions produced by the city over the period, measured in tonnes of carbon dioxide equivalent (CO2)	Environmental Sustainability
19	Total Number of Native Plants Installed	Measures the total number of native plants that are planted within the period	Parks and Gardens
20	Total Number of Trees Installed	Measures the total number of trees planted within the period	Parks and Gardens
21	Percentage of Groundwater Allocation Used	Measures the volume of groundwater used as a percentage of the total volume allocated for use within the period	Environmental Sustainability
22	Tree Canopy Coverage percentage	Measures the percentage tree canopy coverage of the City. Conducted every 3 years via LIDAR flyover.	Parks and Gardens
23	Waste Recovery Rate	Measures the percentage of waste that is successfully diverted from landfill through recycling and FOGO processes	Waste Management

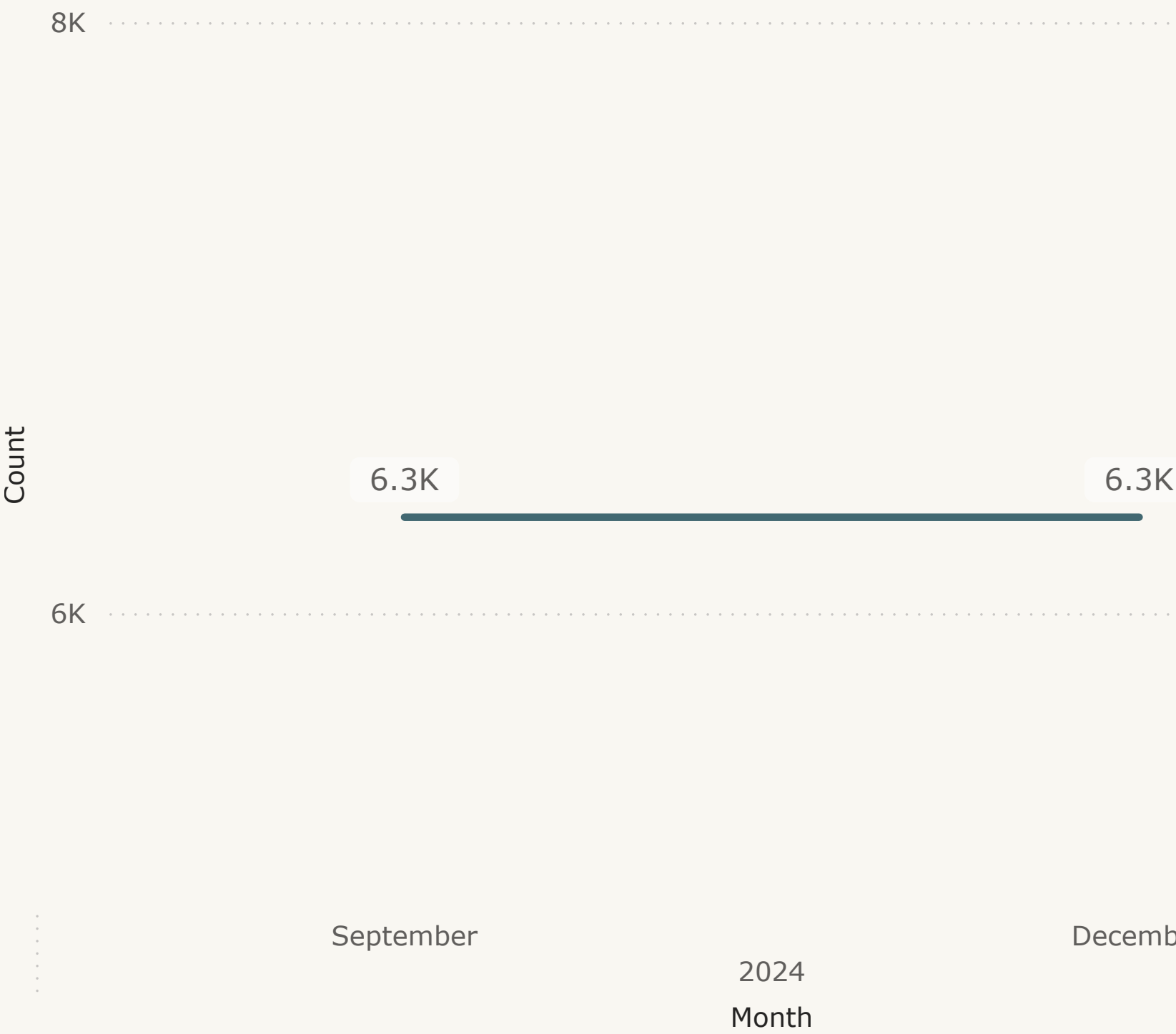
Percentage of Groundwater Allocation Used

KPI No. 21



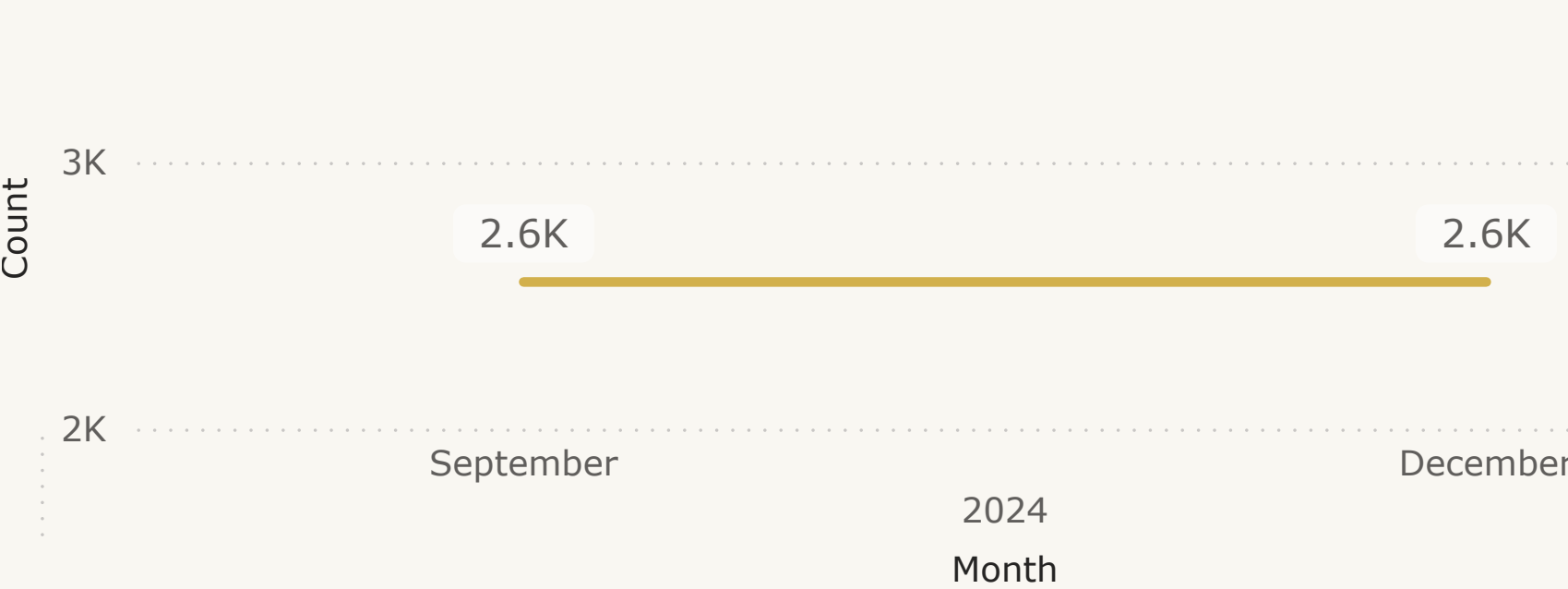
Total Number of Native Plants Installed

KPI No. 19



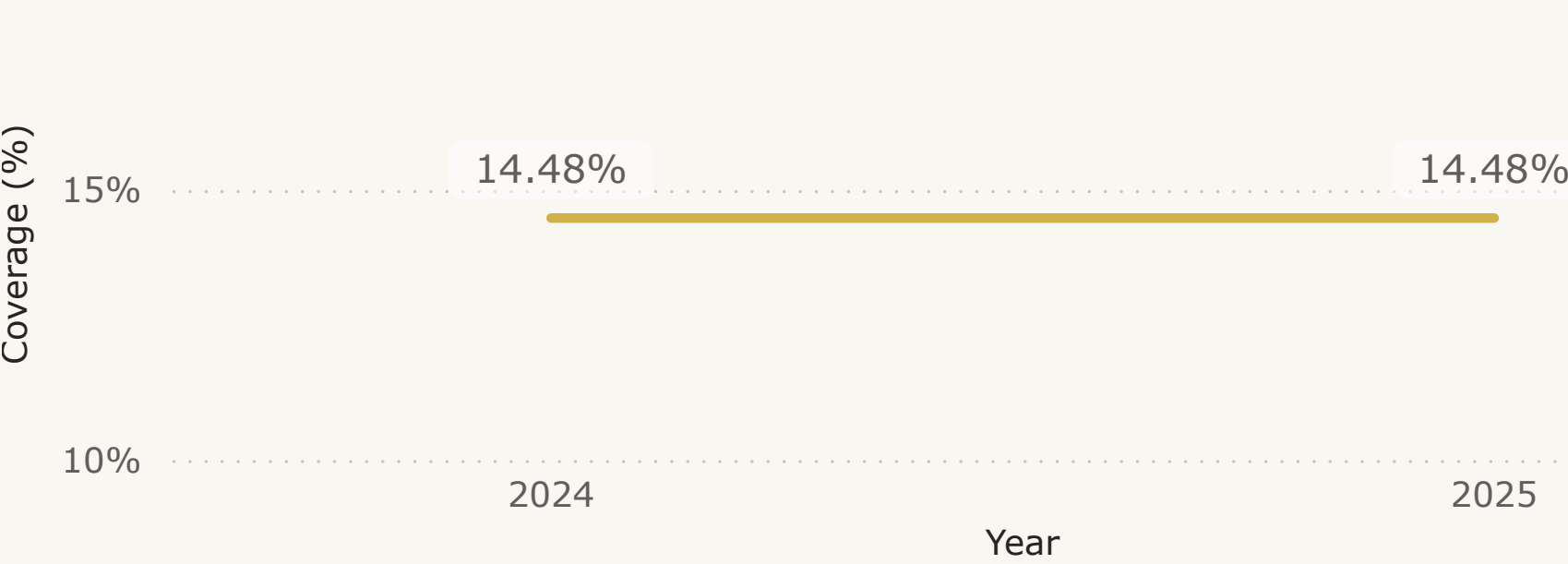
Total Number of Trees Installed

KPI No. 20



Tree Canopy Coverage percentage

KPI No. 22



City's Annual Carbon Footprint

KPI No. 18 (Annual Measure)

Count

Waste Recovery Rate

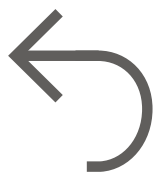
KPI No. 23 (Annual Measure)

Count

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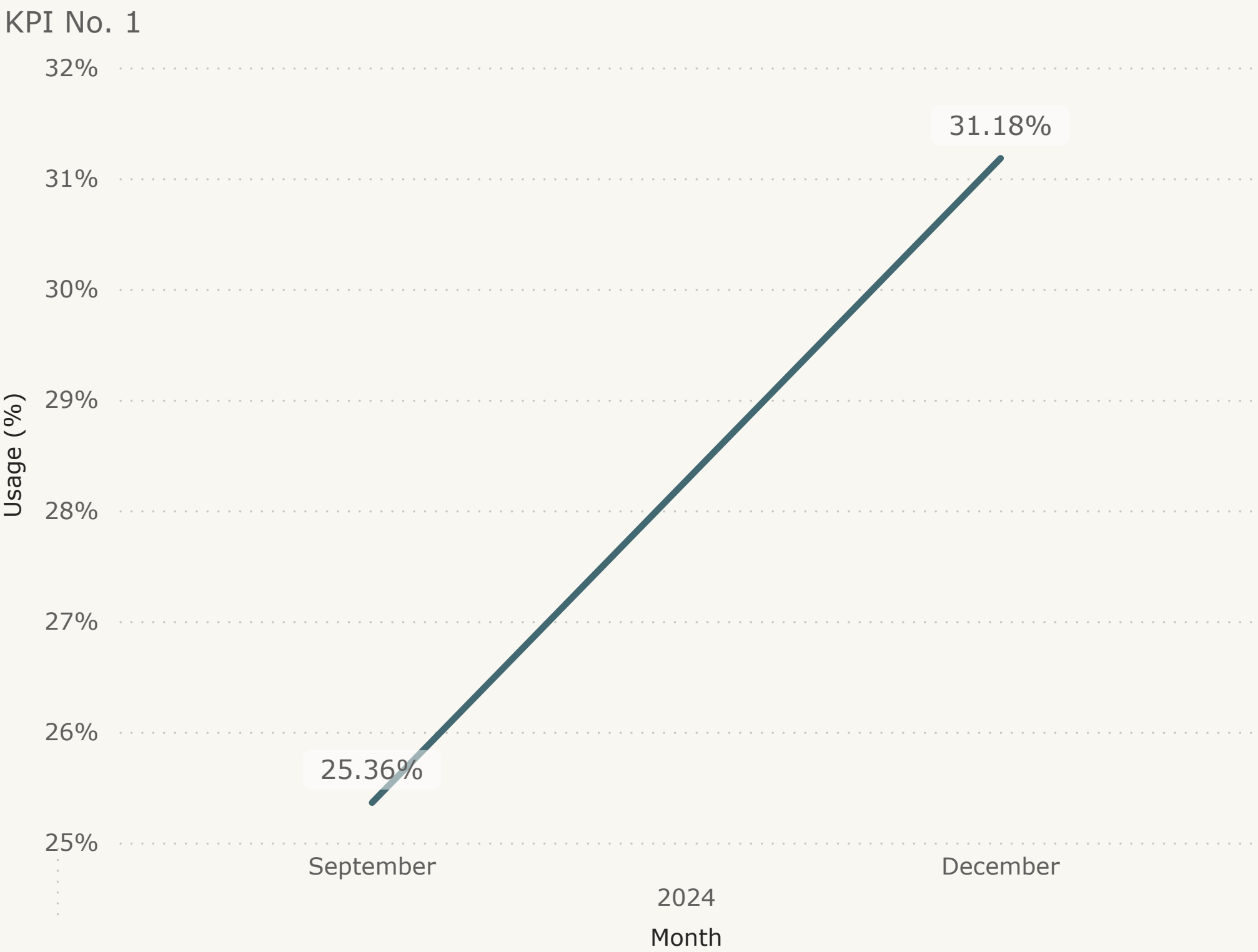
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KPI Category Selection

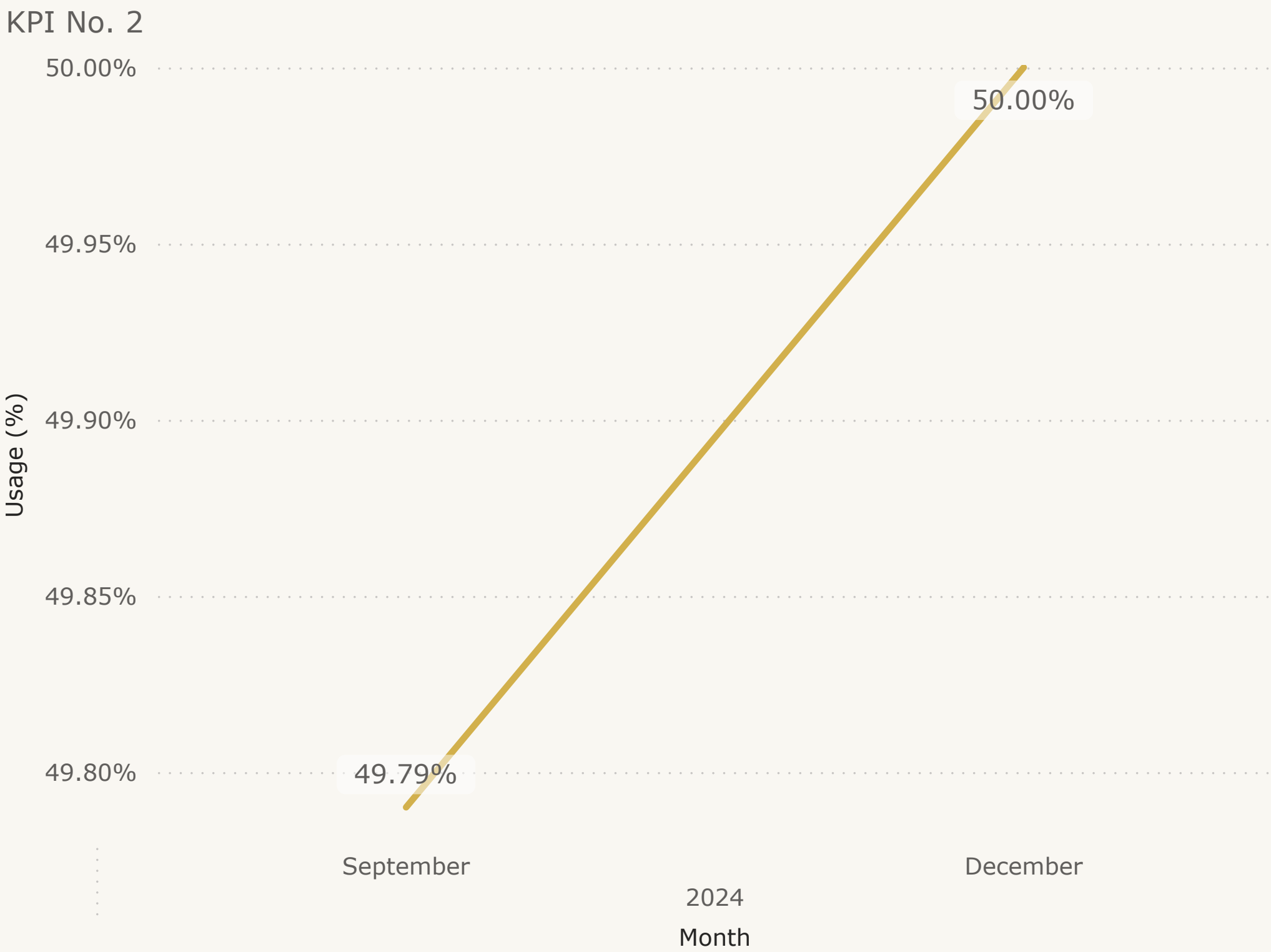
- Community Engagement & Services
- Digital and Online Engagement
- Economic Development
- Environmental Sustainability
- Facility Utilisation
- Financial Performance
- Human Resources
- Planning and Building

KPI No.	KPI	KPI Description	Service Area
1	Percentage Usage of City's Facilities - Meeting Room	Assesses the efficiency of meeting room usage by calculating the percentage of hours that meeting rooms are booked out of the total hours they are available for use.	Recreation Services
2	Percentage Usage of City's Facilities - Sports Courts	Assesses the efficiency of sports court usage by calculating the percentage of hours that courts are booked out of the total hours they are available for use.	Recreation Services
3	Percentage Usage of City's Facilities - Venues	Assesses the efficiency of venue usage by calculating the percentage of hours that venues are booked out of the total hours they are available for use.	Recreation Services

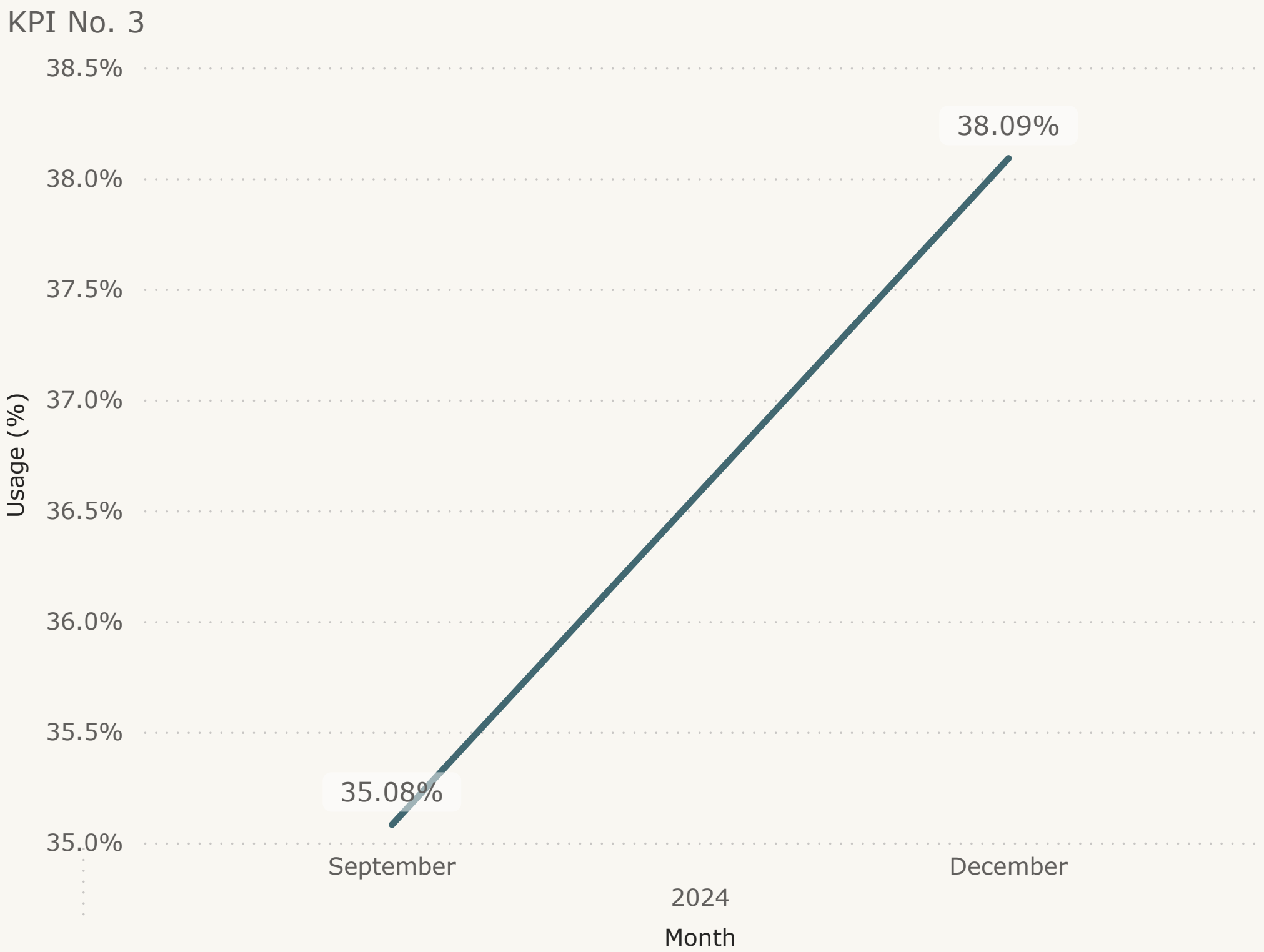
Percentage Usage of City's Facilities - Meeting Room



Percentage Usage of City's Facilities - Sports Courts



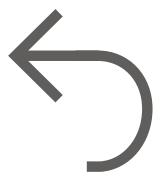
Percentage Usage of City's Facilities - Venues



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KPI Category Selection

- Community Engagement & Services
- Digital and Online Engagement
- Economic Development
- Environmental Sustainability
- Facility Utilisation
- Financial Performance
- Human Resources
- Planning and Building

KPI No.	KPI	KPI Description	Service Area
24	Annual Capital Budget Utilisation	Compares the actual expenditures, including commitments on capital projects over a given period to the budgeted expenditures	Financial Services
25	Financial Sustainability: Current Ratio	<p>A measure of a local governments liquidity and its ability to meet its short term financial obligations from unrestricted current assets</p> <p>A ratio above 1 indicates that the local government has more current assets than current liabilities, which is generally a positive indicator of financial health.</p>	Financial Services
26	Financial Sustainability: Operating Surplus Ratio	<p>An indicator of the extent to which revenue raised not only covers operational expenses, but also provides for capital funding</p> <p>A positive ratio suggests that the government is generating enough revenue to cover its operational expenses and contribute to capital funding, while a negative ratio indicates a deficit.</p>	Financial Services
27	Financial Sustainability: Own-Revenue Ratio	<p>To measure the City's ability to cover its costs through its own revenue efforts</p> <p>A higher ratio indicates a stronger ability to cover costs through revenue generated internally (e.g., rates, fees) without relying on external funding sources.</p>	Financial Services
28	Financial Sustainability: Debt-Service Ratio	<p>An indicator of the extent to which assets managed by a local government are being renewed or replaced as they reach the end of their useful lives</p> <p>A lower ratio is preferable, indicating that a smaller portion of the revenue is required to service debt, leaving more funds available for other purposes</p>	Financial Services

Annual Capital Budget Utilisation

KPI No. 24 (Annual Measure)

Usage (%)

Financial Sustainability: Current Ratio

KPI No. 25 (Annual Measure)

Ratio

Financial Sustainability: Debt-Service Ratio

KPI No. 28 (Annual Measure)

Ratio

Financial Sustainability: Operating Surplus Ratio

KPI No. 26 (Annual Measure)

Ratio

Financial Sustainability: Own-Revenue Ratio

KPI No. 27 (Annual Measure)

Ratio

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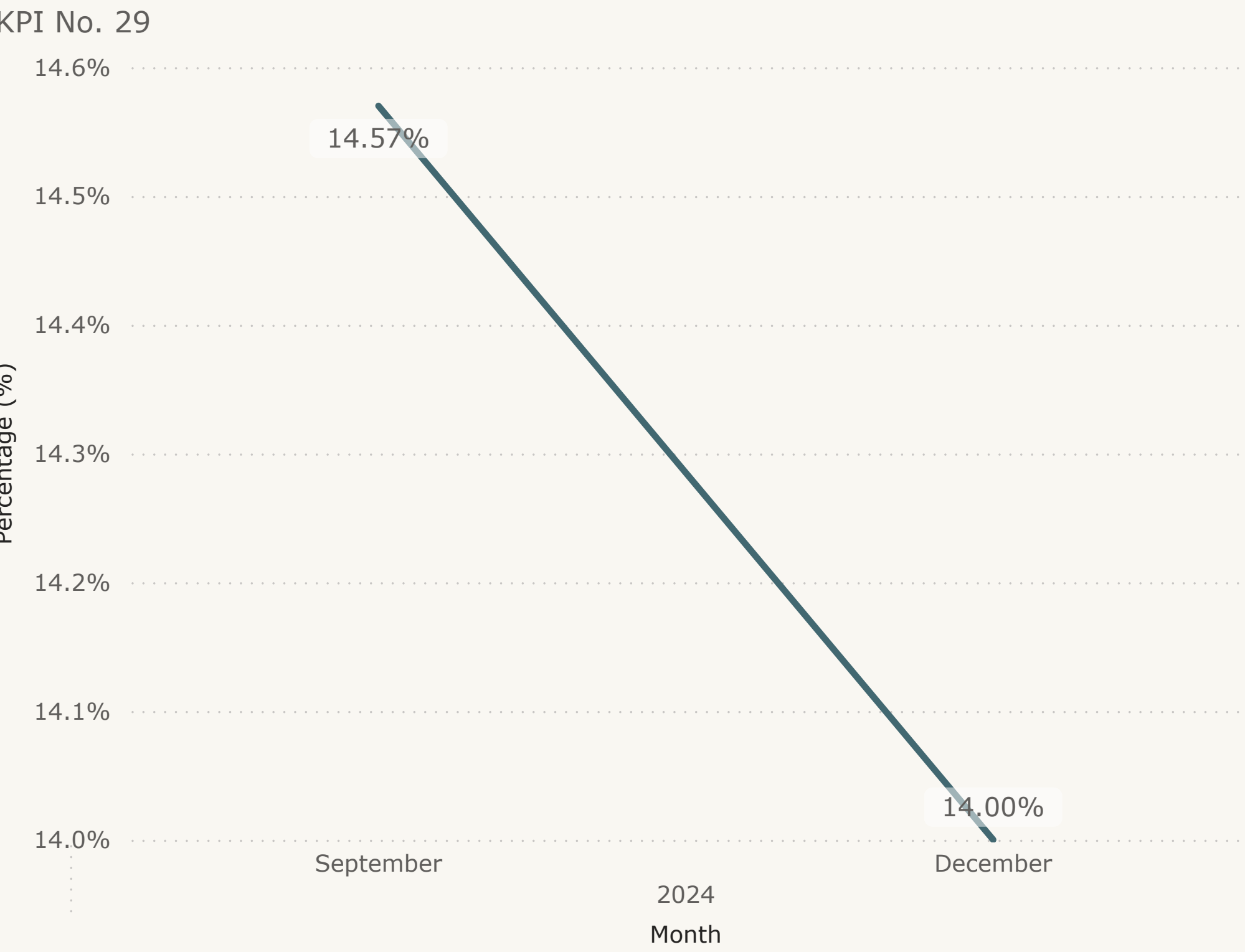
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KPI Category Selection

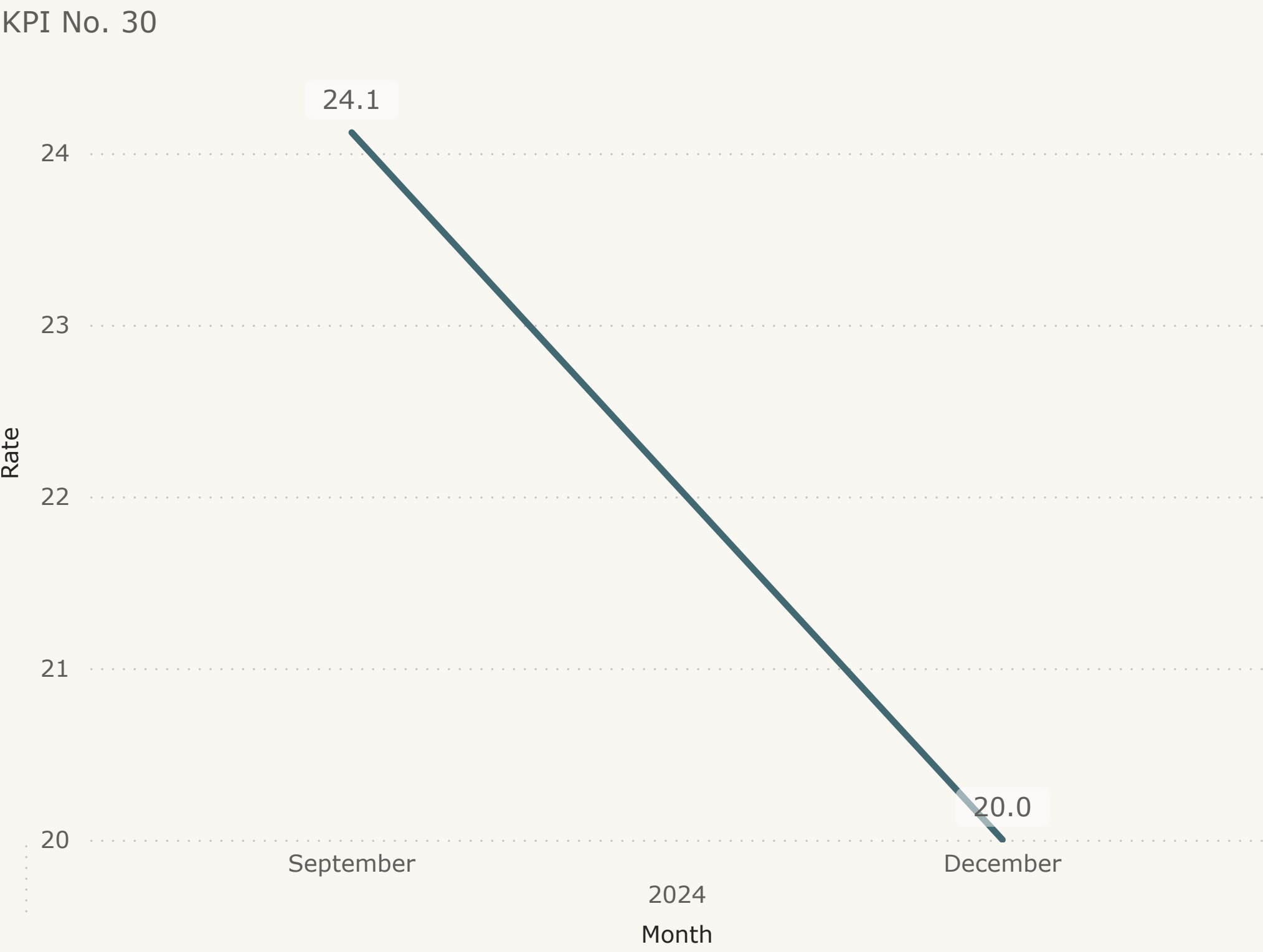
- Community Engagement & Services
- Digital and Online Engagement
- Economic Development
- Environmental Sustainability
- Facility Utilisation
- Financial Performance
- Human Resources
- Planning and Building

KPI No.	KPI	KPI Description	Service Area
29	Employee Turnover Rate	A rolling measure of the percentage of employees who leave an organization over a specific period, regardless of the reason (voluntary or involuntary departures)	People, Culture, Safety
30	Lost Time Injury Frequency Rate (LTIFR)	LTI is a work-related injury resulting in the inability of the injured employee to perform regular work duties on any day after the injury occurred, regardless of whether it was a scheduled workday.	People, Culture, Safety

Employee Turnover Rate



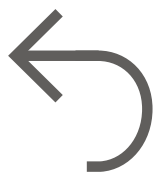
Lost Time Injury Frequency Rate (LTIFR)



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KPI Category Selection

- Community Engagement & Services
- Digital and Online Engagement
- Economic Development
- Environmental Sustainability
- Facility Utilisation
- Financial Performance
- Human Resources
- Planning and Building

KPI No.	KPI	KPI Description	Service Area
14	Number of Building Application Received	Measures the total number of building applications received over a specific period.	Building Approvals
15	Building Approval Compliance Rate within Statutory Approval Timelines	Measures the proportion of building approvals processed within the legally mandated time frames for the period. If an application is submitted late in the quarter and its deadline falls in the next quarter, track it but exclude it from the current quarter's compliance rate. Only count applications with both submission and decision dates within the same quarter. Carry over any pending applications to the next quarter and include them in that quarter's compliance rate based on whether they met their statutory timeframes.	Building Approvals
16	Number of Planning Application Received	Measures the total number of planning applications received over a specific period.	Planning Approvals
17	Planning Approval Compliance Rate within Statutory Approval Timelines	Measures the proportion of planning approvals processed within the legally mandated time frames for the period. If an application is submitted late in the quarter and its deadline falls in the next quarter, track it but exclude it from the current quarter's compliance rate. Only count applications with both submission and decision dates within the same quarter. Carry over any pending applications to the next quarter and include them in that quarter's compliance rate based on whether they met their statutory timeframes.	Planning Approvals

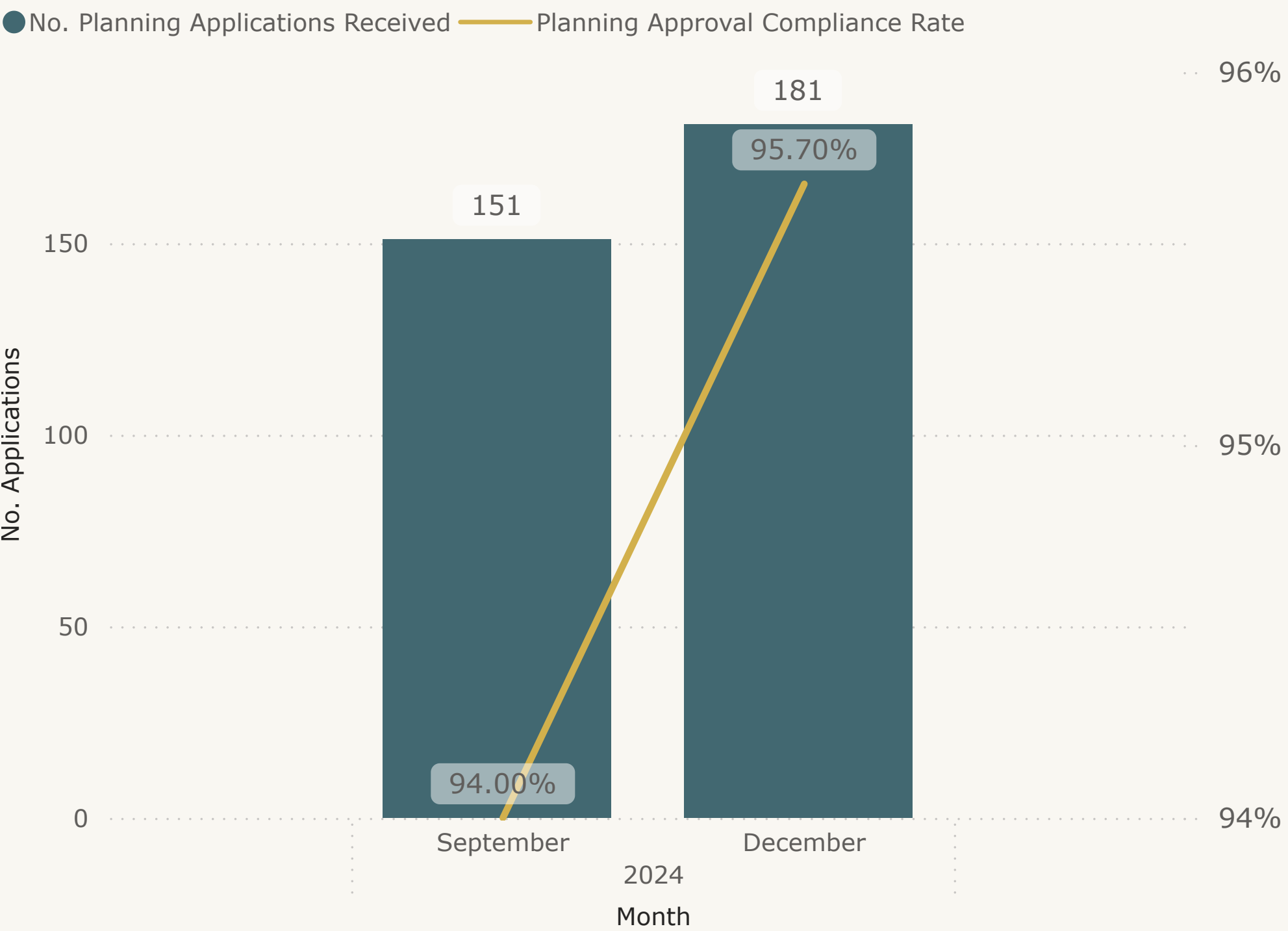
Building Approval Compliance Rate within Statutory Approval Timelines

KPI No. 14 and 15



Number of Planning Application Received

KPI No. 16 and 17



10.5.2.5 Quarter 2 - Quarterly Performance Report - Risk

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority
Attachments:	1. Risk Dashboard [8.5.1 - 2 pages] 2. CONFIDENTIAL - Risk Reporting [8.5.2 - 1 page]

Confidential Attachment(s) in accordance with Section 5.23(2) of the Local Government Act 1995 (WA):

- (f) a matter that if disclosed, could be reasonably expected to —
(ii) endanger the security of the local government's property;

SUMMARY

This report provides an update on Corporate Risk Management activities during Quarter 2 (Q2) 2024-25.

COUNCIL RESOLUTION
(COMMITTEE/OFFICER'S RECOMMENDATION)

That Council:

1. Notes the Quarterly Performance Review – Risk Q2 2024-25 report.
2. Notes risk outside of tolerance, as contained in Confidential Attachment 2 to this report.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

BACKGROUND

This report provides an update on Corporate Risk for Q2 (October-December) 2024-25.

EXTERNAL CONSULTATION

Nil.

OFFICER'S COMMENTS**Operational Risk**

As the end of Q2 reporting there is a total of 177 operational risks. During Q2 reporting six (6) risks were re-rated and 13 risks are outside of tolerance.

An overview of risks by Branch is provided in Attachment 1.

Operational Risk Profile (as of 31 December 2024)

Risk Rating	Qtr. 1	Qtr. 2
EXTREME	0	0
HIGH	4	5
MEDIUM	91	97
LOW	38	35
NOT RATED	44	40
Total	177	177

Risk by Tolerance	Qtr. 1	Qtr. 2
Not Rated	40	40
Risks > Appetite	12	13
Risks within Appetite	121	124
Total	177	177

The risk reporting process is as per the Risk Management Framework. Risks outside of appetite are reported to the Executive Leadership Team (ELT) and Audit and Risk Management Committee (ARMC) as required. Information of the intended action management is taking to manage these risks is provided to ELT to support the decision-making process. Risks are then reported to the ARMC for information and acceptance as follows.

Risk Appetite

Where the risk level exceeds the Risk Appetite in any category (Table 1 below), an appropriate treatment must be adopted. These risks and their management plans are reported to the ELT and ARMC, frequency as per Table 2 - Monitoring and Review below.

Table 1. Risk Appetite

Impact Category	Risk Appetite			
	LOW	MEDIUM	HIGH	EXTREME
Workplace, Health and Safety	X			
Financial		X		
Reputation and Stakeholders		X		
Service Delivery		X		
Environmental	X			
Governance and Compliance	X			

Monitoring and Review

Risk Owners monitor risks in accordance with the requirements of the Risk Management Framework. Monitoring refers to the process of reviewing risks as part of the annual business planning and quarterly reporting process, the process includes obtaining assurance that the controls associated with risks are effective. The frequency for which risks are reported, is dependent on the risk appetite and the level of risk. Risks are reported to ELT and ARMC as per table below.

Table 2. Monitoring and Review

Residual Risk Rating	Control Acceptance	Action Required	Reporting Status
EXTREME	Unacceptable	Risk treatment plan considered	Quarterly Risk report to ELT and ARMC
	Acceptable		Quarterly Risk status report to ELT and ARMC
HIGH	Unacceptable	Risk treatment plan considered	Quarterly Risk report to ELT and ARMC
	Acceptable		Bi-annual Risk report to ELT

MEDIUM	Unacceptable	Risk treatment plan considered	Bi-annual Risk report to ELT
	Acceptable		Annual Risk report to ELT
LOW	Unacceptable		Annual Risk report to ELT
	Acceptable		Annual Risk report to ELT

Risk Review Workshops

During Q2 two risk workshops were facilitated.

A risk workshop with the Environmental Health and Statutory Building Branch was held, with the key focus of the workshop being on the risk control environment.

A workshop to assess the risks and the control environment relating the Duress System was also held.

Key stakeholders and users of the duress system were invited to participate in the workshop. The workshop objectives were:

- Identify the users and their location.
- What risk are they using the Duress System to control?
- What alternatives are there to the Duress System that will reduce risk? The Duress system will not reduce risk, it is a mitigating control.
- If the Duress System is required, what are the system requirements?

The outcomes of this workshop will be provided in a separate report to ELT through the Manager Assets.

Risk Reporting – Q2

As per above Risk Appetite and Monitoring and Review process, risks outside of appetite are reported to ELT and Council through the quarterly reporting process as required. No new risks were reported this quarter, no risks closed. Six risks have been re-rated, and 13 risks are outside of appetite.

Re-Rated Risks

Six (6) risks have been re-rated following the Environmental Health and Statutory Building risk review process. Further information is provided in **Confidential Attachment 2**.

Risks outside of Appetite

Thirteen (13) risks are outside of appetite. Eight (8) of the risks out of appetite are rated medium. In accordance with the risk management framework, the monitoring and management of these risks is overseen by ELT.

Risks outside of appetite with a rating of high or above are reported to ELT and the ARMC on a quarterly basis. There are five (5) risks rated as high. Information relating to these risks is provided in **Confidential Attachment 2**.

New Risks

Nil.

Closed/Inactive

Nil.

LEGISLATIVE COMPLIANCE

Not applicable.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR09 - Inability to develop and maintain a competent, capable and culturally aligned workforce.	

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L2: Plan and deliver projects and services in a sustainable way.
Work together to deliver the best outcomes for the community by managing our resources in a financially sustainable way.

CONCLUSION

This report provides a quarterly update on the appropriateness and effectiveness of the City's systems and procedures in relation to risk management, internal controls and legislative compliance through management and monitoring of risk.

City of Bayswater - Operational Risk Profile - Qtr. 2

OFFICE OF THE CEO

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COMMUNITY														
Community Development Community Development Community Care and Aged Community and Events Library Services	Risk by Rating		Risk by Category											
	Extreme		Asset & Infrastructure		Fraud and Corruption	2	Business Continuity							
	High		Business Disruption	1	Legal and Regulatory	1	Integrity							
	Medium	14	Cyber		People and Culture	1	Compliance							
	Low	1	Data		Quality	5								
	Not Rated	4	Decision		Reputation and Communication	1								
	Total	19	Environment		Technology		Appetite/Tolerance							
		19	Execution		Third Party	4	Not Rated	4						
			Financial Management		WHS	4	Risks >Appetite							
							Risks within Appetite	15						
Risks outside of Tolerance			Rating	Appetite	Action									
Statutory Planning and Compliance Planning Approvals	Risk by Rating		Risk by Category											
	Extreme		Asset & Infrastructure		Fraud and Corruption		Business Continuity	1						
	High		Business Disruption		Legal and Regulatory	1	Integrity							
	Medium	1	Cyber		People and Culture	1	Compliance							
	Low	2	Data		Quality									
	Not Rated		Decision		Reputation and Communication									
	Total	3	Environment		Technology		Appetite/Tolerance							
		3	Execution		Third Party		Not Rated							
			Financial Management		WHS		Risks >Appetite							
							Risks within Appetite	3						
Risks outside of Tolerance			Rating	Appetite	Action									
Environmental Health and Statutory Building Environmental Health Building Approvals	Risk by Rating		Risk by Category											
	Extreme		Asset & Infrastructure	1	Fraud and Corruption		Business Continuity	2						
	High	1	Business Disruption		Legal and Regulatory	3	Integrity							
	Medium	6	Cyber		People and Culture	1	Compliance	1						
	Low	2	Data		Quality									
	Not Rated		Decision		Reputation and Communication									
	Total	9	Environment	1	Technology		Appetite/Tolerance							
		9	Execution		Third Party		Not Rated							
			Financial Management		WHS		Risks >Appetite	1						
							Risks within Appetite	8						
Risks outside of Tolerance			Rating	Appetite	Action									
Statutory pool/spa inspection program not administered as per building legislation			High	Low	Treat: -install new procedure in Property and Rating to ensure compliance with new legislation. Identify where errors are located in Property and rating database and implement measure to ensure database remains "clean" -Ensure Intramaps has the ability to identify unauthorised pools -Implement measures in Property and Rating to ensure that access is restricted to Swimming Pool Data -Install new procedure in Property and Rating to ensure correct notifications -Identify and implement a system that allows pool inspection data to be collected electronically on site. -Identify and implement an electronic pool inspection booking system. Management Action: On-going monitoring of risk Reporting Status: Quarterly risk report to ELT									
CORPORATE SERVICES Financial Services	Risk by Rating		Risk by Category											
	Extreme		Asset & Infrastructure		Fraud and Corruption	4	Business Continuity							
	High		Business Disruption	2	Legal and Regulatory	1	Integrity							
	Medium	1	Cyber		People and Culture		Compliance							
	Low	5	Data		Quality									
	Not Rated		Decision		Reputation and Communication									
	Total	12	Environment		Technology		Appetite/Tolerance							
		12	Execution		Third Party		Not Rated	6						
			Financial Management	4	WHS		Risks >Appetite							
							Risks within Appetite	6						
Risks outside of Tolerance			Rating	Appetite	Action									
People, Culture and Safety	Risk by Rating		Risk by Category											
	Extreme		Asset & Infrastructure		Fraud and Corruption		Business Continuity	2						
	High		Business Disruption		Legal and Regulatory	1	Integrity	2						
	Medium	2	Cyber		People and Culture	2	Compliance	3						
	Low	3	Data		Quality									
	Not Rated	7	Decision		Reputation and Communication									
	Total	12	Environment		Technology	1	Appetite/Tolerance							
		12	Execution		Third Party		Not Rated	7						
			Financial Management		WHS	1	Risks >Appetite							
							Risks within Appetite	5						
Risks outside of Tolerance			Rating	Appetite	Action									
Rangers and Security Ranger Services Security Services	Risk by Rating		Risk by Category											
	Extreme		Asset & Infrastructure		Fraud and Corruption	3	Business Continuity							
	High	2	Business Disruption	2	Legal and Regulatory	3	Integrity							
	Medium	7	Cyber		People and Culture	1	Compliance							
	Low		Data		Quality	2								
	Not Rated		Decision		Reputation and Communication									
	Total	16	Environment		Technology		Appetite/Tolerance							
		16	Execution		Third Party		Not Rated							
			Financial Management		WHS	5	Risks >Appetite	4						
							Risks within Appetite	12						
Risks outside of Tolerance			Rating	Appetite	Action									
(Rangers) Anti-Social Behavior towards City Officers (Physical & Verbal & Psychological Assault) (Based on experience of predominately verbal/psychological assault)			High	ALARP	Additional call takers to reduce the exposure to those taking phone calls and take breaks after exposure. Investigate psychological assessments as a job requirement. Promote EAP services. Expectations of customers to be clear. Investigate if phone calls can be recorded.									
(Security) Anti-Social Behavior towards City Officers (Physical & Verbal & Psychological Assault) (Based on experience of predominately verbal/psychological assault)			High	ALARP	Additional call takers to reduce the exposure to those taking phone calls and take breaks after exposure. Investigate psychological assessments as a job requirement. Promote EAP services. Expectations of customers to be clear. Investigate if phone calls can be recorded.									
(Rangers) Untimely/Incorrect response to Duress call			Medium	Low										
(Security) Untimely/Incorrect response to Duress call			Medium	Low										
Recreation Services Bayswater Waves The Rise/Meylands Water/Morley Sport Recreation Development	Risk by Rating		Risk by Category											
	Extreme		Asset & Infrastructure	1	Fraud and Corruption	2	Business Continuity							
	High	1	Business Disruption		Legal and Regulatory	1	Integrity							
	Medium	6	Cyber		People and Culture	1	Compliance							
	Low	1	Data		Quality	2								
	Not Rated	1	Decision		Reputation and Communication	1								
	Total	9	Environment		Technology		Appetite/Tolerance							
		9	Execution		Third Party		Not Rated	1						
			Financial Management		WHS		Risks >Appetite	2						
							Risks within Appetite	6						
Risks outside of Tolerance			Rating	Appetite	Action									
Patron injury or harm as a result of inadequate safety			Medium	ALARP										
Increase in anti-social behavior impacts positive patron experience and/or the overall safety of staff and patrons			High	ALARP	Develop consistent method of dealing with abusive patrons CoB wide. Engage with expert to assist this process. De-escalation training for all CoB frontline staff. Customer Service Charter to include what we expect of customer and the consequences of breaching the charter. Additional security services for peak periods dedicated to CoB assets. Internal CoB employee security Improve reporting process for dealing with abusive patrons. Look at security screens for staff protection. Increase staff training to deal with abusive patrons. as ensuring the City's processes and procedures are reviewed and updated. In the interim a member of the PPR team is working with branches to update current information on Baynet.									
Digital Solutions and Services	Risk by Rating		Risk by Category											
	Extreme		Asset & Infrastructure		Fraud and Corruption	3	Business Continuity							
	High		Business Disruption		Legal and Regulatory	2	Integrity							
	Medium	6	Cyber	1	People and Culture		Compliance							
	Low	1	Data	1	Quality	1								
	Not Rated	2	Decision		Reputation and Communication									
	Total	10	Environment		Technology	1	Appetite/Tolerance							
		10	Execution		Third Party		Not Rated	2						
			Financial Management		WHS		Risks >Appetite							
							Risks within Appetite	8						
Risks outside of Tolerance			Rating	Appetite	Action									

10.5.2.6 Debtors Write-Off

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate and Strategy
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required
Attachments:	<ol style="list-style-type: none"> 1. CONFIDENTIAL - Infringement Debtor Write Off List [8.6.1 - 1 page] 2. CONFIDENTIAL - Rates - Small Balance Write Off List [8.6.2 - 1 page]

Confidential Attachment(s) - in accordance with Section 5.23(2)(b) of the Local Government Act 1995 -

(a) a matter affecting an employee or employees;

SUMMARY

This report presents and notifies Council of a list of bad debts that have been written off under delegated authority in accordance with the Sundry Debt and Recovery Policy.

COUNCIL RESOLUTION
(COMMITTEE/OFFICER'S RECOMMENDATION)

That Council:

1. Notes an amount of \$7,595.70 of bad debts has been written off in accordance with delegation *FM-D05 Granting Concessions and Write-Offs* as outlined in Confidential Attachment 1.
2. Approves the write off amount of \$8.08 rate small balance as outlined in Confidential Attachment 2.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

BACKGROUND

This report provides an overview of bad debts accrued and requiring write off under the Sundry Debt Collection and Recovery Policy.

Australian Accounting Standards and the provisions of the *Local Government Act 1995* and Financial Management Regulations require, inter alia, ongoing assessment of the likelihood that debts recognised in the organisation's accounts will be collected.

Sundry debtors are managed in accordance with the City's Sundry Debt Collection and Recovery Policy. While all reasonable efforts are made to recover aged debts, there are also some that, for practical purposes, require write off.

These debts relate to monies due for user charges, infringements, fees and other services rendered and rates related charges. The process for collection of debts is dependent on the type of debt raised and the mechanisms available under various legislation for recovery. Section 6.12

(1) of the *Local Government Act 1995* allows for debts to be written off by Council, and the Delegated Authority Granting Concessions and Write-Offs gives delegated authority to the Chief Executive Officer to write off any sundry debts under \$1,000 per account. The CEO is required to advise Council, via a report, when the delegation is exercised. Any amount in excess of \$1,000.00 requires approval from Council to write off.

EXTERNAL CONSULTATION

Not applicable.

OFFICER'S COMMENTS

Infringement Debtors

The infringement write-off list (**Confidential Attachment 1**) refers to current infringements where either the City cannot acquire the offender's details from the Department of Transport or the Fines Enforcement Registry (FER) has advised that the debt is not recoverable or economical to enforce. The amount written off under Delegated Authority is \$7,595.70.

Rates Debtors

Council approval is being sought to write off small balances for rates totalling \$8.08 for 22 properties (**Confidential Attachment 2**) as the City does not have delegated authority to write off rates debtors other than those charges that are non-rates income, such as penalty interest.

LEGISLATIVE COMPLIANCE

The Sundry Debt Collection and Recovery Policy applies and section 6.12 (1) of the *Local Government Act 1995* states:

*"Subject to subsection (2) and any other written law, a local government may —
... (c) write off any amount of money, which is owed to the local government."*

RISK MANAGEMENT CONSIDERATION

In accordance with the City's Risk Management Framework, the officer's recommendation has been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

Bad debts are reflected in the end-of-year operating result. The ongoing review of the City's revenue collection and debt recovery practices is considered to be an important feature of risk management and strengthening corporate governance.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

CONCLUSION

It is recommended that Council notes an amount of \$7,595.70 of bad debts has been written off under delegated authority. In addition, it is recommended Council approve the rate small balance written off of \$8.08.

10.5.2.7 Local Government Reform Update

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required
Attachments:	1. Reform Status Table [8.7.1 - 11 pages]

SUMMARY

This report provides an update on recent reforms to the *Local Government Act 1995*, and the actions taken by the City to ensure compliance with the new provisions.

COUNCIL RESOLUTION**(COMMITTEE/OFFICER'S RECOMMENDATION)**

That Council receives the update on the City's implementation of the reforms to the *Local Government Act 1995*, as contained in Attachment 1 to this report.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: *Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.*

Against: *Nil.*

BACKGROUND

In 2017, the McGowan Government announced it would be conducting the most significant and comprehensive reform of the *Local Government Act 1995* in two decades.

The review was conducted in two stages, with stage one including priority reforms and stage two comprising wide-ranging reforms.

Stage one priority reforms introduced in 2019 included:

- Changes to provisions relating to gift declarations and conflicts of interest (including a new requirement for an attendance at events policy),
- Universal training requirements for elected members
- The requirement for a new policy on continuing professional development
- A free mandatory online induction course for prospective candidates in Local Government Elections
- Requirements for additional information to be published on Council websites or available for inspection at the local government office.
- Changes to the Local Government Standards Panel process.

The following stage one priority reforms were introduced in 2021:

- Updated CEO Standards Regulations introducing minimum standards covering recruitment, selection, performance review and early termination of local government Chief Executive Officers.
- A mandatory Code of Conduct for council members, committee members and candidates based on Model Code Regulations.

- A requirement for local government CEOs to prepare and implement a code of conduct to be observed by employees of the local government.

In 2023, the Department of Local Government, Sport and Cultural Industries introduced “tranche one” of the stage two wide ranging reforms, with the *Local Government Amendment Act 2023*, which focused on election reforms. Tranche one reforms that have already come into effect included:

- A Statewide caretaker period for all local government ordinary elections from 2025 onwards.
- More stringent eligibility criteria for owner occupier rolls.
- Optional preferential voting for all local government elections.
- Backfilling provisions to enable extraordinary vacancies in councils to be filled based on the results of an elected that has taken place in the last 12 months.
- Classes of local government based on the Salaries and Allowances Tribunal Bands.
- The requirement for Class 1 and 2 local governments to elect their mayor or president by a vote of electors.
- Changes to the number of council members a local government may have based on population.
- Class 2 and 4 local governments no longer allowed to have wards.
- Allowance for local governments to pay for or reimburse council member training.
- Parental leave entitlements for Council members.
- Livestreaming and recording of Council meetings.
- Payments to independent Committee members.
- Recording votes in minutes of Council meetings.
- Restrictions on meeting participation due to gifts.
- An increase in the number of signatures required to call a special electors meeting (from 100-300).
- Ability for local governments to make applications to the Minister to grant exemptions to not comply with provisions in the act to enable a response to an emergency or unusual circumstances.
- Requirement for local governments to disclose information about each transaction made on a credit card, debit card or other purchasing cards.
- Model financial statements so that smaller local governments have more simplified reporting requirements.

There are still a number of tranche one reforms that have not yet come into effect as they are awaiting development of regulations. These include:

- Provision for standard crossovers to be laid without needing approval from the local government (yet to commence).
- Provision for local businesses to set up an alfresco dining area and place portable signage outside their local business without needed an approval from their local government (yet to commence).
- A requirement for communications agreements between Council's and their CEO (yet to commence).

- Requirements to publish the CEO's performance criteria, the report on the CEO's performance against that criteria and the CEO's response to the report on their performance.
- Standardised meeting procedures.
- Requirements for Council plans for the future services and facilities provided for the district, which would replace the requirement for strategic community plans.
- Requirements for preparation, adoption and publishing a community engagement charter.
- Requirement for local governments to undertake community satisfaction surveys.

"Tranche two" reforms were encompassed in the *Local Government Amendment Act 2024*, which received Royal Assent on 6 December 2024. The 2024 Amendment Act introduces the new Local Government Inspector and monitors for early intervention and resolution of issues, as well as a range of other important reforms for the sector.

The Amendment Acts change provisions of or introduce new provisions to the Principal Act (*The Local Government Act 1995*). However, the amendments do not all come into effect at the same time. Some come into effect on the day the Amendment Act receives "Royal Assent" (when the Act is formally accepted by the Governor General). Others come into effect "on proclamation" (a notice published in the Government Gazette), providing additional time for drafting of regulations to occur before the provisions come into effect. Some amendments also come into effect when prescribed by a particular date or by a particular event.

EXTERNAL CONSULTATION

No consultation has yet occurred with the public or other agencies on this matter.

OFFICER'S COMMENTS

Attachment 1 contains a table showing the key stage two reforms, including those from both tranches one and two, the commencement dates for the reforms and actions the City has taken towards implementation of new provisions.

LEGISLATIVE COMPLIANCE

Local Government Act 1995

Local Government Amendment Act 2019

Local Government Amendment Act 2023

Local Government Amendment Act 2024

Local Government (Administration) Amendment Regulations 2021

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

CONCLUSION

The City will continue to proactively monitor the progress of reforms to the *Local Government Act 1995* to ensure it implements the reforms in a timely manner and continues to comply with the legislation.

Tranche 1 (Local Government Amendment Act 2023) Reforms										
Reform	Status/ Commencement	Comment/Status for the City of Bayswater								
Statewide Caretaker Period To come into effect for Local Government Elections from 2025 onwards.	Commenced 1 July 2024	Council adopted a revised <i>Election Caretaker Period Policy</i> to align with the new provisions at its meeting of 22 October 2024, resumed on 28 October 2024.								
Owner Occupier Rolls More stringent eligibility criteria for owner occupier rolls.	Commenced 1 January 2024	The City has updated its owner occupier forms and the FAQs on its website to reflect the new requirements.								
Optional Preferential Voting For all local government elections.	Commenced 21 October 2023	All City of Bayswater elections are now conducted using the optional preferential voting method.								
Backfilling provisions Enabling extraordinary vacancies in councils to be filled based on the results of an election that has taken place in the last 12 months.	Commenced 21 October 2023	The City and Council is aware of the backfilling provisions, and how they apply should a Council position become vacant within 12 months of an ordinary election.								
Election of Mayor Class 1 and 2 local governments to Elect the Mayor by a vote of electors.	Commenced 21 October 2023	At the 2023 Local Government Ordinary Elections, the City's Mayor was elected by the electors of the district.								
Council sizes based on Class of Local Government The number of elected members a local government can have is now based on population: <table><tr><td>Population</td><td>Number of Council Members</td></tr><tr><td>< 5,000</td><td>5-7</td></tr><tr><td>5,000-75,000</td><td>5-9</td></tr><tr><td>>75,000</td><td>9-15</td></tr></table>	Population	Number of Council Members	< 5,000	5-7	5,000-75,000	5-9	>75,000	9-15	Commenced 1 July 2023	As the City's population is under 75,000, it must reduce its number of elected members by two. The City has completed a ward and representation review, which is being implemented over the 2023 and 2025 local government elections, with the effect of reducing from 11 to 9 elected member positions in total by the 2025 local government elections.
Population	Number of Council Members									
< 5,000	5-7									
5,000-75,000	5-9									
>75,000	9-15									
Allowance for Local Governments to Pay for or Reimburse Council Member Training	Commenced 19 October 2023	The City's <i>Elected Member Entitlements Policy</i> allows for payment or reimbursement of professional development for elected members related to their role in Council.								

Tranche 1 (Local Government Amendment Act 2023) Reforms		
Reform	Status/ Commencement	Comment/Status for the City of Bayswater
Parental leave entitlements for Council members	Commenced 1 July 2023	The City is aware of the new provisions. As the Act automatically provides for this entitlement, no further action is required.
Recording votes in minutes of Council meetings Votes to be recorded including the total votes for and against a motion and the individual vote of each member of council or the committee for each motion.	Commenced 1 July 2023	It has been a long-standing practice for the votes to be recorded in minutes of City of Bayswater Council and Committee meetings.
Restrictions on meeting participation due to gifts Councils are no longer permitted to allow a Council member that has disclosed an interest under section 5.65 of the Act to be present during any discussion or decision-making procedure if the disclosure relates to an electoral gift or one or more gifts made by the same person that exceed the prescribed amount.	Commenced 1 July 2023	It is not common practice at the City of Bayswater to allow a council member to remain in a meeting when they have disclosed an interest. The City is aware of the change to legislation and will advise the Council if the situation arises during a meeting.
Special Electors Meetings Increase in the number of signatures required to call a special elector's meeting (from 100-300).	Commenced 19 May 2023	The City has amended its procedures for calling a special electors meeting accordingly.
Compliance Exceptions Ability for local governments to make applications to the Minister to grant exemptions to not comply with provisions in the act to enable a response to an emergency or unusual circumstances.	Commenced 19 May 2023	The City is aware of the new provisions. No further action is required at this stage.

Tranche 1 (Local Government Amendment Act 2023) Reforms		
Reform	Status/ Commencement	Comment/Status for the City of Bayswater
Credit Card Reporting Requirement for local governments to disclose information about each transaction made on a credit card, debit card or other purchasing cards.	Commenced 1 September 2023	The City has already been providing this report for quite some time, in the monthly "List of Payments" item provided for Ordinary Council Meetings.
Model Financial Statements Financial reporting requirements are now tiered, meaning that smaller local governments (class 3 and 4) have more simplified financial reporting requirements compared to larger local governments (class 1 and 2).	Commenced 1 July 2023	The City uses the standard templates for Annual Financial Statements for a Class 1 Local Government.
Livestreaming and recording of Council meetings	Regulations published 1 January 2025	The livestreaming and recording equipment in the Council Chamber and Embleton room is scheduled to be upgraded between 27 February 2025 and 7 March 2025. The upgrades will assist the City to meet the new legislative requirements.
Standard crossovers Provision for standard crossovers to be laid without needing approval from the local government	Regulations being developed. Commencement date to be confirmed.	It is likely the City's <i>Crossovers Policy</i> will need to be amended following release of the new regulations.
Alfresco dining approvals Provision for local businesses to set up an alfresco dining area and place portable signage outside their local business without needing an approval from their local government.	Regulations being developed Commencement date to be confirmed.	Future amendments may be required to the <i>Activities in Thoroughfares and Public Places and Trading Local Law 2020</i> , to align with the new regulations.

Tranche 1 (Local Government Amendment Act 2023) Reforms		
Reform	Status/ Commencement	Comment/Status for the City of Bayswater
Communications agreements Each Council will be required to enter into a communications agreement with their CEO. If the CEO and Council cannot agree they will be placed on a default agreement determined by the Minister.	Regulations and ministerial order being developed Commencement date to be confirmed	Wait for regulations to be developed, which should include a default communications agreement that can be used as a starting point.
CEO performance indicators It is proposed to introduce requirements to publish: <ul style="list-style-type: none"> the CEO's performance criteria the report on the CEO's performance against that criteria the CEO's response to that report on their performance. 	Regulations being developed Commencement date to be confirmed	The City already publishes the CEO's performance criteria, but not the report on the performance against the criteria or the CEO's response. The City's submission to the DLGSC will be subject of a briefing to the Council on 4 March 2025.
Standardised Meeting Procedures Regulations being developed to ensure that all council meetings operate in the same way.	Regulations being developed More information to be available in early 2025.	On 30 April 2024, Council endorsed its submission to the Department of Local Government, Sport and Cultural Industries in relation to its preliminary engagement for the Standard Meeting Procedures. No further action can be taken at this time.
Online Registers To ensure good record keeping and public visibility of these decisions, it is proposed local governments keep public registers on matters such as leases, grants, and goods and services contracts.	Regulations being developed Commencement date to be confirmed	The City's submission to the DLGSC will be subject of a briefing to the Council on 4 March 2025.

Tranche 2 (Local Government Amendment Act 2024) Reforms		
Change	Commencement	Comment/Status for the City of Bayswater
Increased Penalties Higher penalties for conduct breaches, including withholding or suspending council member allowances for up to three months.	Commenced 7 December 2024	Council was briefed on the increased penalties at a briefing session on 4 February 2025.
Clarified Roles and Responsibilities Clearer definitions for the roles of council members, mayors, presidents, councillors, and local government CEOs (to clarify the separation of powers and duties within local governments)	Commenced 7 December 2025	Elected members were briefed on the expanded role definitions at its briefing on 4 February 2025.
Modified process for local laws To enable easier adoption of model local laws and providing a consequence for the failure of a local government to review a local law.	Commenced 7 December 2024	Maximum penalty that can be imposed by a local law is \$10,000 Review cycle changes to 15 years Local law review cycle changes to every 15 years
Presiding Members of Committees Council to appoint the presiding member and deputy presiding member of a committee by an absolute majority rather than this being done by the committee by election method.	Commenced 7 December 2024	For each of its existing committees, a local government must make its first appointment of the presiding member under new section 5.12(1) no later than 1 July 2025. The City will submit a report for the Council to make these appointments at the Ordinary Council Meeting of 27 May 2025.

Tranche 2 (Local Government Amendment Act 2024) Reforms		
Change	Commencement	Comment/Status for the City of Bayswater
<p>Good Practice Guidelines</p> <p>The minister will be empowered under the Act to issue good practice guidelines for exercising the functions of a local government.</p> <p>Adherence to a good practice guideline can be used as evidence of compliance with the law.</p>	<p>Commenced</p> <p>7 December 2024</p>	<p>No action required until the guidelines are published on the DLGSC website.</p>
<p>Method of Voting</p> <p>The Governor may determine the method of voting at local government elections</p>	<p>7 December 2024</p>	<p>No action required at this stage.</p>
<p>Elected Member Superannuation</p> <p>Enabling provisions for superannuation payments for Council members.</p> <p>*Elected members will not have to declare an interest or leave the room in relation to the decision to pay superannuation (s5.99B)</p>	<p>Commenced</p> <p>1 February 2025</p>	<p>Council considered payment of superannuation to elected members at its meeting of 25 February 2025 and resolved to commence the payment of superannuation contributions for Elected Members from 1 March 2025. Elected Members may opt out of these payments through written notice submitted to the CEO.</p>
<p>Owner and Occupiers Rolls</p> <p>Clarifications for nominating owners/occupiers of rateable land for body corporates</p>	<p>1 January 2024</p>	<p>Forms and information updated on the City's website.</p>

Tranche 2 (<i>Local Government Amendment Act 2024</i>) Reforms		
Change	Commencement	Comment/Status for the City of Bayswater
<p>Establishment of the Local Government Inspector</p> <p>A new independent office, appointed by the Governor, to oversee local governments with early intervention powers to ensure compliance and resolve dysfunction.</p>	<p>Regulations being developed</p> <p>Commencement to be confirmed</p>	<p>When the regulations come into effect, the City will need to change its code of conduct complaint handling processes and Policy accordingly.</p>
<p>Introduction of Monitors</p> <p>A panel of monitors will be established.</p> <p>These monitors will work within local governments to address issues before they escalate.</p>	<p>Regulations being developed</p> <p>Commencement to be confirmed</p>	<p>No action required at this stage.</p>
<p>Replacement of the Local Government Standards Panel with Adjudicators</p> <p>Adjudicators, who are legal practitioners, will now handle complaints and impose penalties for significant breaches.</p>	<p>Regulations being developed</p> <p>Commencement to be confirmed</p>	<p>No action required at this stage.</p>
<p>Unreasonable complaints</p> <p>CEOs will be able to declare a complaint unreasonable.</p> <p>A person can be restricted from communicating with the local government about their complaint or the related subject matter.</p>	<p>Regulations being developed</p> <p>Commencement to be confirmed</p>	<p>No action required at this stage.</p> <p>The City's <i>Complaint Management Policy</i> and procedures will likely need to be amended in due course.</p>

Tranche 2 (Local Government Amendment Act 2024) Reforms		
Change	Commencement	Comment/Status for the City of Bayswater
<p>Mandatory Rates and Revenue Policy</p> <p>Councils must adopt this policy to improve financial planning and transparency.</p>	<p>Regulations being developed</p> <p>Commencement to be confirmed</p>	<p>A Rates and Revenue Policy will need to be prepared and adopted by an Absolute Majority setting out information about the City's projected rates and other sources of revenue.</p> <p>The new policy must be adopted before 1 March each year. Regulations may prescribe the information that has to be included in the policy. An up-to-date version of the policy must be published on the City's website.</p>
<p>Expanded Audit Committees</p> <p>These will now be 'audit, risk, and improvement committees' with an independent chairperson.</p>	<p>Regulations being developed</p> <p>Commencement to be confirmed.</p>	<p>Expressions of Interest will need to go out for independent members of the committee prior to its establishment, to allow for the Council to appoint the chairperson.</p>

Tranche 2 (Local Government Amendment Act 2024) Reforms		
Change	Commencement	Comment/Status for the City of Bayswater
<p>Open Meetings (More stringent requirements for closing meetings to public)</p> <p>All council and committee meetings must generally be open to the public, with specific exceptions.</p>	<p>Regulations being developed</p> <p>Commencement to be confirmed.</p>	<p>A report on transparency was submitted to the Council for consideration on 10 December 2024.</p> <p>When the new provisions come into effect, the City's report templates will need to be updated.</p> <p>Minute takers to be made aware of the increased minuting requirements when meetings go behind closed doors.</p> <p>The meeting schedule on the City's website will need to be updated to include all committee meetings.</p>
<p>Shared Employment.</p> <p>This reform would allow the City to share senior employee resources with another local government, for example to assist a smaller local government.</p>	<p>Regulations being developed</p> <p>Commencement to be confirmed.</p>	<p>No action required at this time.</p> <p>These reforms may provide opportunities to partner with other local governments in the future.</p>
<p>Mandatory Training</p> <p>Council members must complete the mandatory training courses to receive their allowances.</p>	<p>Regulations being developed.</p> <p>Commencement to be confirmed.</p>	<p>No action required at this time.</p>
<p>Building upgrade finance</p> <p>Enabling local governments to facilitate loans through third-party financiers so that building owners are enabled to undertake environmental or heritage upgrades to commercial or heritage listed buildings.</p>	<p>Regulations being developed</p> <p>Commencement to be confirmed</p>	<p>No action required at this stage.</p>

Tranche 2 (Local Government Amendment Act 2024) Reforms		
Change	Commencement	Comment/Status for the City of Bayswater
Waste Charges on Rates Notices The cost of waste collection services will be required to be shown on rates notices separately.	Regulations being developed Commencement to be confirmed	The City already lists the cost of waste collection services separately on its rates notices.
Regional Subsidiaries Regional Councils to be able to borrow money, conduct land transactions and trading undertakings and operate more flexibly.	Regulations being developed. Commencement to be confirmed.	No action required at this stage.
Borrowing against Freehold Property Local governments to be able to borrow against their freehold land in addition to their general funds.	Regulations being developed. Commencement to be confirmed	No action required at this stage.
Employment Eligibility Criteria New criteria for a person to eligible to be appointed as a local government CEO or Senior Employee	Regulations being developed. Commencement to be confirmed	No action required at this time. Would need to be considered when employing a new CEO or Senior Employee.
CEO/Senior Employee Contracts A CEO or senior employee's contract to allow for termination in certain circumstances.	Regulations being developed. Commencement to be confirmed	No action required at this time. These provisions would need to be considered when employing a new CEO or Senior Employee.
Register of Council Member Training Local government CEO's may keep a of register of training completed by council members, to replace the requirement to prepare a report annually on training.	Regulations being developed. Commencement to be confirmed	The City currently reports training on a register and through delegates reports at its Council meetings.

Tranche 2 (Local Government Amendment Act 2024) Reforms		
Change	Commencement	Comment/Status for the City of Bayswater
Register of complaints A new register of complaints will need to be published on the City's website	Regulations being developed. Commencement to be confirmed	Register to include: <ul style="list-style-type: none"> • All Behavioral Breaches found under the City's Code of Conduct • All conduct breaches found to have occurred • All recurrent breaches that have been found to be committed by a Council member • All specified breaches that have been found to be committed by a Council member • Certain orders made by an adjudicator or the SAT about a Council member • Any other information prescribed to be included about council members, the CEO or another employee, including former council members, CEOs or employees. References to Council members in this section also apply to former Council members

10.5.2.8 Project Eden Update - February 2025

Responsible Branch:	Digital Solutions and Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required
Attachments:	<ol style="list-style-type: none"> Attachment 1 PROJECT EDEN Ci to CiA ARC Briefing February 202 [8.8.1 - 10 pages] Attachment 2 2024 2027 Roadmap (1) [8.8.2 - 2 pages]

SUMMARY

This report provides Council with an update of Project Eden, the upgrade of the City's Enterprise Resource Planning (ERP) software and the Project Eden provisional roadmap.

COUNCIL RESOLUTION**(COMMITTEE/OFFICER'S RECOMMENDATION)**

That Council notes the Project Eden update as contained in Attachment 1 and the Eden Roadmap as contained in Attachment 2 to this Report.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY BY EXCEPTION (EN-BLOC): 9/0

For: *Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.*

Against: *Nil.*

BACKGROUND

The City's Executive Leadership Team (ELT) endorsed the Digital Strategy 2021-2031 in January 2022. One of the key themes of the strategy is systems harmonisation.

The City's ERP solution is rapidly approaching end of life. No new features and only critical fixes applied from October 2023, and support for the on-premise hosted solution ceased in October 2024.

At the Ordinary Council Meeting held on 26 July 2022, Council authorised the Chief Executive Officer to continue its partnership with Technology One and on-board to the Software as a Service platform for the period 30 June 2022 to 30 June 2027. The continuation of the partnership is an operational service continuity decision. With no further product development or support for on-premise hosted solutions, this business risk will be managed with the move to a cloud-based system and to the latest version (CiA Live) to support the City's core business services.

A Council Briefing session was held on 30 May 2023 providing a detailed overview of the project and options to meet the funding requirements for FY23. Project status updates are provided through the Audit and Risk Management Committee through to Council.

EXTERNAL CONSULTATION

No external consultation has taken place since the end of the 'lift & shift' phase.

OFFICER'S COMMENTS

The Project Eden Status Report can be found in Attachment 1.

Phase two of project Eden is in full flight now that the Project Environment has been received from TechnologyOne, with the start of the work package to implement Corporate Information (Ci, desktop software version) to Corporate Information Anywhere (CiA, browser software version) on the Core Enterprise Suite of TechnologyOne. This work package is a dependent project on the implementation of Property and Rating. Issue IR006, that was raised because of the delay of the Project Environment of 2.5 months was handed over on Tuesday, 7 January 2025. The root cause analysis findings were implemented to mitigate further delays in the TechnologyOne deliverables. The project team are reviewing the TechnologyOne conversions from Ci to CiA for the XLOne Reports and the Extract Transform Load (ETLs) prior to 1,309 test scenarios being executed in CiA by the Subject Matter Experts.

Project Eden Provisional Roadmap

The provisional roadmap (**Attachment 2**) has been developed for the following purposes:

- Identify all outstanding work packages which need to be performed to complete the agreed scope of work.
- Identify the estimated duration of each of these work packages.
- Present a logical sequencing of the work given identified business priorities and dependencies.
- Identify the business readiness change window – Subject Matter Experts and testers available and backfilled, business dependency artefacts ready (Process Maps, Work Instructions, Test Scenarios).
- Outline key strategies to progress Eden given the City's organisational readiness and risk appetite.
- Identify key assumptions, dependencies and constraints made in developing the roadmap.
- Identify criteria which should be met for Eden to be considered complete.
- Identify the estimated date of completion and close-out of Eden.
- Provide a process for the ongoing review and refinement of the Eden Roadmap.

LEGISLATIVE COMPLIANCE

Nil.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommendations is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Medium
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Medium
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR11 - Lack of modern, integrated, and secure digital environment.	

FINANCIAL IMPLICATIONS

The 2024/25 budget is \$2,415,370. Please refer to **Attachment 1** for further details of the cost breakdown.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

CONCLUSION

A project status update is provided in **Attachment 1** and the Eden provisional Roadmap has been presented in **Attachment 2**. Further updates will be provided to the Audit and Risk Management Committee.



Project Eden – ARMC Briefing

21 February 2025

Contents










1. Program Status Overview
2. Timeline
3. Estimated Costs
4. Key Next Steps



1. Program Status Overview

Program Status Overview

Headline Activities

Cost	Schedule	Risk
  	  	  

- eServices deployment to production 9 December, 2024
- TechOne Codeset 2024a deployed 7 November, 2024 to keep City of Bayswater on a supported release
- Annual TechOne Codeset Release Strategy, obtain endorsement by Eden Project Board
- Environment Management Strategy, obtain endorsement by Eden Project Board
- Request Management Analysis paper endorsed by Eden Project Board
- Due diligence lessons learnt meeting with City of Stirling to discuss their experience implementing Corporate Information Anywhere (CiA, browser software version) from Corporate Information (Ci, desktop software version) for Finance and Purchasing, including the Access Management setup
- Project Internal Audit underway from 1 November, 2024
- Core Enterprise Suite Ci to CiA System Integration Testing (SIT) to commence
- Detailed planning and build to remediate issue IR002 related to time sheeting taking 13 minutes per timesheet to enter
- Issue IR006 – Project environment delay
 - Implement the findings of the Root Cause analysis as to why the project environment was delayed 2.5 months (City of Stirling experienced delay of 2 months)
 - TechOne to formally respond to the findings

RAID Breakdown

Breakdown of Risks, Actions, Issues and Decisions (RAID), Opportunities

Risk Register

Rsk-017 – Payroll resourcing dedicated to business as usual critical functions not allowing time for delivery work

Rsk-018 – Customer Request Management not functioning as intended because it relies on the OneCouncil built TechOne Platform

New Issues

IR008 - The Project Environment was advised as completed by the TechOne Project Manager on 7 January, 2025. However, upon review of the ETLs and XLOne reports, the following issues were identified:

XLOne Reports: 197 reports are missing, which represents 79% of the total reports not yet started (out of 249 reports to be converted).

Extract Transform Load (ETLs): 247 ETLs are missing, representing 77% of the total ETLs not yet started (out of 325 ETLs to be converted).

Actions Register

Status	Count
Completed	71
Duplicate	4
Not Started	7
WIP	25
Total	107



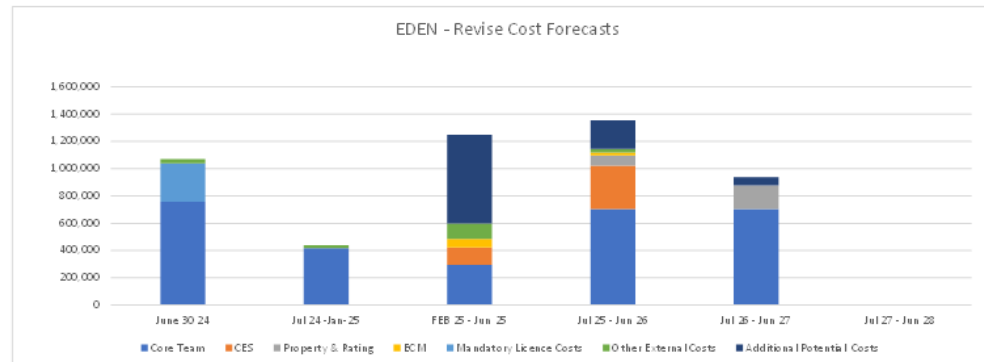
2. Timeline



3. Estimated Costs

Estimated Costs

Excludes 10% Buffer	Actuals to	Actuals (Yr2)	Forecasted Spend (Yr2)	Forecast Spend (Yr3)	Forecast Spend (Yr4)	Forecast Spend (Yr5)	
Implementation Area	June 30 24	Jul 24 -Jan-25	FEB 25 - Jun 25	Jul 25 - Jun 26	Jul 26 - Jun 27	Jul 27 - Jun 28	Totals
Core Team	758,126	416,579	293,730	704,952	704,952		2,878,339
CES	0	0	129,540	317,688	0		447,228
Property & Rating	0	0	0	75,336	171,972		247,308
ECM	0	0	61,908	21,484	0		83,392
Mandatory Licence Costs	280,985	0	0	0	0		280,985
Other External Costs	32,078	23,083	114,660	26,460	0		196,282
Additional Potential Costs			650,000	210,000	60,000		920,000
Actual / Forecast	1,071,189	439,662	1,249,838	1,355,920	936,924	0	5,053,533
Original Forecasted Budget	2,267,361			2,195,791	626,228		5,089,381



Comments

- Incorporates Yr5 in line with Long Term Financial Plan
- Business SME's subject to workforce planning

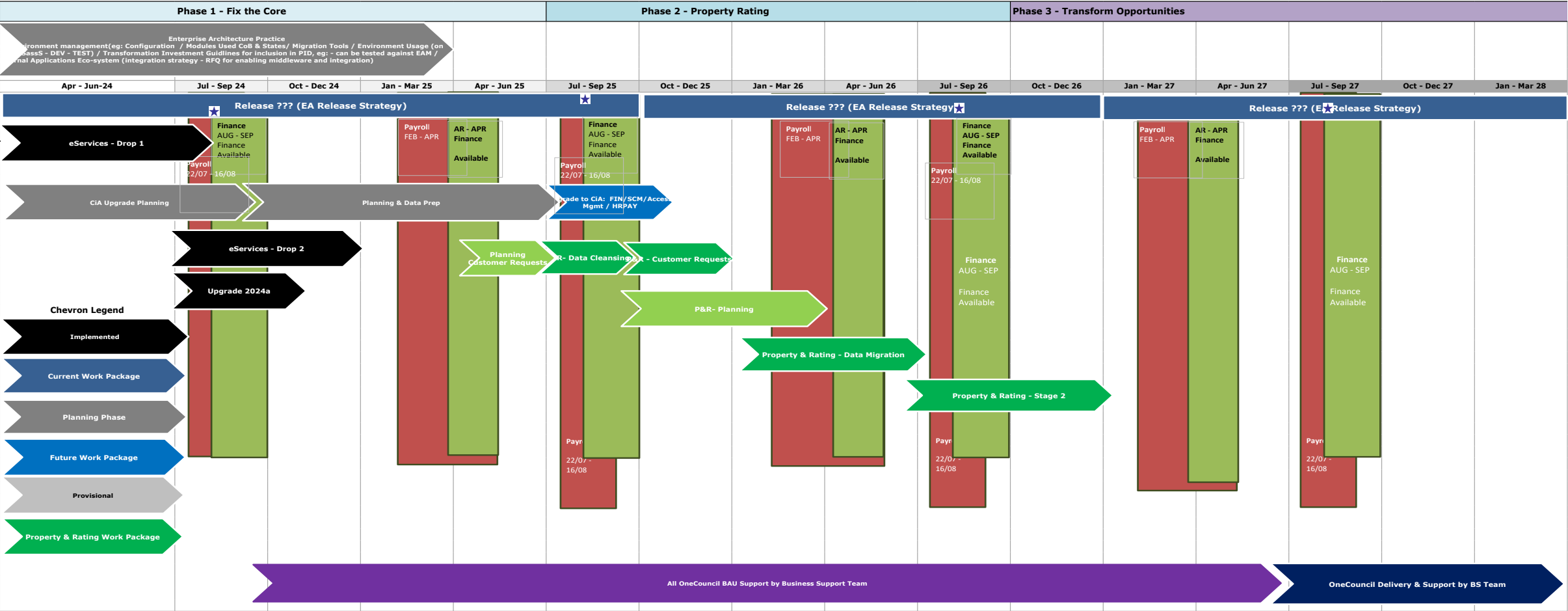


4. Key Next Steps

Key Next Steps Overview

- Replanning of Provisional Roadmap to take into consideration the delayed Project Environment (Issue IR006)
- Environment strategy endorsed by the Project Board (Codeset timeline / Refresh timeline / Business Custodian)
- Codeset Release Strategy endorsed by the Project Board
- Internal Audit Project Eden Findings
- XLOne and ETL conversion analysis
- Project environment system integration testing
- Payroll Parallel testing on CiA environment
- Access Management Blueprint defining objectives and best practice principles learned from other Councils before building the solution
- Endorsement by TechOne for the Provisional Roadmap

EDEN Provisional Roadmap



[illegible]

ADOPTION BY EXCEPTION

That the recommendations relating to items: 10.1.4, 10.2.3, 10.2.4, 10.3.1, 10.3.3, 10.4.2, 10.5.1.1, 10.5.1.2, 10.5.1.3, 10.5.2.1, 10.5.2.2, 10.5.2.3, 10.5.2.5, 10.5.2.6, 10.5.2.7 and 10.5.2.8 contained in the agenda be adopted by exception as per section 5.5 of the *City of Bayswater Standing Orders Local Law 2021*.

Cr Assunta Meleca Moved, Cr Nat Latter Seconded

CARRIED UNANIMOUSLY: 9/0

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Sally Palmer, Cr Michelle Sutherland, Cr Nat Latter, Cr Elli Petersen-Pik - Deputy Mayor and Cr Giorgia Johnson.

Against: Nil.

11 Motions of Which Previous Notice Has Been Given**11.1 Cr Steven Ostaszewskyj - Maintenance of Streetscapes and Pedestrian Access Ways - 'Program of Pride'**

Responsible Branch:	Transport and Buildings
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required
Attachments:	Nil

In accordance with clause 5.3(1) of the City of Bayswater's *Standing Orders Local Law 2021*, Cr Steven Ostaszewskyj raised the following motion:

COUNCIL RESOLUTION

That Council:

1. Requests the Chief Executive Officer to include provision in the draft Service Plans to be considered as part of the Annual Business Planning process for the 2025/26 Budget, for a new 'Program of Pride' focussing on the revitalisation of City streetscapes.
2. The 'Program of Pride' will:
 - (a) Increase City maintenance on City-owned and managed assets, including road maintenance, street sweeping, repairs to street furniture, kerbing and other hard infrastructure, as well as weed management along road infrastructure (i.e. islands, kerbs and gutters) and pedestrian access ways; and
 - (b) Engage with property owners to encourage and assist them with the beautification of their adjoining street verges.

Cr Steven Ostaszewskyj Moved, Cr Assunta Meleca Seconded

CARRIED: 7/2

For: Mayor Filomena Piffaretti, Cr Assunta Meleca, Cr Steven Ostaszewskyj, Cr Josh Eveson, Cr Michelle Sutherland, Cr Nat Latter and Cr Elli Petersen-Pik - Deputy Mayor.

Against: Cr Sally Palmer and Cr Giorgia Johnson.

MATERIAL FACTS

In accordance with clause 5.3(3) of the City of Bayswater *Standing Orders Local Law 2021*, the Chief Executive Officer may provide relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.

The City has recently received community and Council feedback regarding the condition of streetscapes, particularly in Morley and Embleton. Residents have expressed concerns about overgrown vegetation, uneven surfaces and inadequate maintenance, which have impacted the aesthetics of their suburbs. Many residents have highlighted the need for more frequent infrastructure upkeep, improved landscaping, and improvement of verges.

OFFICER'S COMMENT

The 'Program of Pride' can be divided into two distinct categories:

- City maintenance of City owned and managed assets; and

- Presentation of verges adjacent to privately owned properties.

City maintenance of City-owned and managed assets

The City currently has crews in the Transport Infrastructure and Operations service area that undertake maintenance activities along arterial roads and local access streets. Maintenance activities include road pavement repairs, kerb and drainage repairs, street sweeping and drain cleaning, footpath repairs, graffiti removal, maintenance of non-regulatory signs and devices, street furniture maintenance and repairs. Contractors are used in some maintenance activities where specialist works and equipment are required.

Although the maintenance team is fully utilised across the City maintaining a road network of approximately 450km, an extensive pathway and pedestrian accessway network and longitudinal piped and open drain network, there has been increasing dissatisfaction being expressed regarding the service level that is being provided.

The presentation of streetscapes and the need to improve maintenance of these has also been a common theme raised by Councillors during the past two years of the annual business planning process.

The City has identified the need to increase the service levels to meet the expectations of Council and community regarding the maintenance of streetscapes. The City is already seeking additional resources as part of the Transport Infrastructure and Operations Service Plan for increased street maintenance, as part of the current Annual Business Planning process for the 2025/26 budget. The increased street maintenance would focus on increased street sweeping, minor repairs to street furniture, kerbing and other hard infrastructure, as well as weed management along road infrastructure (i.e. islands, kerbs and gutters) and pedestrian access ways. It should be noted that the landscape improvement of residential verges is not included in the scope of the proposed team, except for any removal of litter and levelling of verges (i.e. smoothing over ruts, trip hazards etc).

The City also has a Streetscapes Maintenance subservice within the Parks and Gardens service area. This team maintains garden beds and landscaped entry statements within road environments. This team is primarily a horticulture team. A review of the Parks and Gardens service area is currently underway, which is looking at efficiency and process improvements. The staffing and resources with this team will be explored and further reported on as part of this review.

Presentation of verges adjacent to privately owned properties

The City currently identifies overgrown or poorly maintained verges that require City intervention through vegetation removal programs to ensure that the verges do not pose fire hazards or cause visual obstructions. This is referred to as the Unkempt Verge Mowing Program.

The City undertakes 12 mows annually along arterial roads and six mows annually to 3,532 individual unkempt verges on local access streets. The annual expenditure in the 2024/25 financial year for unkempt verges is anticipated to equate to \$185,000. This equates to \$52 per annum, per property receiving the service. This program is primarily a reactive program that deals with overgrown verges that do not consist of a maintained verge treatment.

The City also provides opportunities for residents to install a waterwise verge treatment through the City's annual Waterwise Verge Program. Residents can receive up to \$250 for verges smaller than 80m² or up to \$500 for verges larger than 80m² to assist with improving their verge. In the 2024/25 financial year the City has allocated \$20,000 towards the program; the City is eligible for \$10,000 reimbursement from the Water Corporation as part of the Waterwise Greening Scheme. The City also provides free street trees as a part of the annual tree planting program.

The City currently does not provide any verge treatments on residential verges unless they are a part of an area specific streetscape treatment, such as an entry statement or landscaping theme for an activity centre. There is no legislative obligation on the City to improve verges adjoining private residences from a landscaping perspective and typically any works undertaken by the City on an undeveloped verge relate to safety management (i.e. fire hazard management, sightlines etc). Therefore, the presentation of verges is largely dependent on the adjoining property owner wanting to install and maintain a permissible verge treatment.

This Notice of Motion is therefore also seeking to improve streetscapes through the improvement of verges that are currently not maintained by adjoining property owners. This program aims to enhance the aesthetic and environmental quality of residential street verges, particularly those that are unkempt or where property owners are unable or unwilling to manage them. This is a proactive approach to improve the appearance of verges across the City and ultimately reduce the City's Unkempt Verge Mowing program.

It is expected that a City-wide program of installing and maintaining verge treatments at the City's expense would be cost prohibitive. Therefore, it is expected that a key focus of the program would be to improve unkempt residential verges by working with the adjoining property owners on beautification efforts. The program would encourage residents to install and maintain a verge treatment by providing them with guidance, resources, and assistance to support their efforts. This initiative will not only foster a sense of shared responsibility but will also strengthen community connection by encouraging active participation in improvements to the local area.

LEGISLATIVE COMPLIANCE

- City of Bayswater *Street Verge Policy*
- Activities In Thoroughfares and Public Places and Trading Local Law 2020

FINANCIAL IMPLICATIONS

To increase the City's street maintenance service levels, additional resources will be required. The City is already seeking additional resources as part of the Transport Infrastructure and Operations Service Plan for increased street maintenance, as part of the current Annual Business Planning process for the 2025/26 Budget. These additional resources would be sufficient to address the requirements of Limb 2a of the motion.

To install and maintain verge treatments across the City would be cost prohibitive. For example, if the City decided to improve 10% of all verges across the City at an average cost of \$5,000 per verge, it would equate to \$14.5M. Hence, the City's current focus has been on providing an Unkempt Mowing Program which involves the slashing of long grass only which is the minimum to address fire safety concerns and sightline issues.

It is expected that any program for verge improvements rolled out by the City would be focussed on education, engagement and possibly incentives to encourage residents to improve their adjoining verge. Details of such a program have not been developed at this stage and therefore, the annual expenditure required for its delivery has not been estimated. However, should Council wish to proceed with the proposed program, it is suggested that an allocation would need to be included into the City's draft Service Plans for a Verge Improvement Officer, who will be the liaison officer with residents, and possibly a financial allocation to enable any contributions or incentives to be applied.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Environment and Liveability

Goal E2: Remain focused on greening the City's suburbs and streetscapes and increasing the tree canopy.

Goal E4: Lessen the City's Impact on the environment through its buildings, infrastructure, services and targets, such as zero emissions by 2040, and empower the community to live sustainably.

Theme: Vibrancy

Goal V3: Activate the City's town and neighbourhood centres.

Theme: Leadership and Governance

Goal L3: Provide good customer service.

Respond to the needs of our community in a respectful and timely way.

CONCLUSION

The City has recently received community feedback regarding the condition of verges in the City. Introducing the 'Program of Pride' may deliver significant benefits, including improved kerbs, enhanced environmental sustainability, and stronger community engagement. By addressing neglected spaces, encouraging resident involvement, and assessing streetscape environments, this initiative will contribute to a cleaner, greener, and more attractive urban setting. The City's introduction to this program will help foster pride and ensure the long-term upkeep of City verges, ultimately benefiting all residents.

12 Questions From Members Without Notice**12.1 Responses to Questions From Members Without Notice**

Cr Elli Petersen-Pik – Deputy Mayor

Question 2

I understand that Williamson's Garage is owned by the aged care facility and have said they are going to continue with the work soon. Can we please get some timeframes on this work?

Response 2

The owners of the Williamson's Garage site (108 Guildford Road, Maylands) has advised the City in late February 2025 that they are engaging with architecture firms to commence a Maintenance and Restoration Plan for the site. Following this, the owners can prepare a scope of works to be undertaken and provide associated timelines to the City.

Notwithstanding, the City has maintained communication throughout the compliance matter and will continue to follow up with the owners on a regular basis.

12.2 Question From Members Without Notice

Cr Josh Eveson

Question 1

Is there any update on the Galleria, as the development application was recently revised and approved. Has there been any progress for the next stages which will finally see refurbishment work commence?

Response 1

Bianca Sandri, Director Community Services advised that the City received a development application on 12 February 2025 for amendments to the Galleria Shopping Centre, which were subsequently approved by the Metro Inner Development Assessment Panel. As a result of those minor modifications to the existing approval, the City received a building permit on 7 March 2025 for the Galleria, related to internal de-fitting and demolition works. That building permit was issued 19 March 2025 and the works can now commence. The City believes that those works will support the next building permit which hopefully will be for the total redevelopment as part of stage one.

Question 2

Can the City please provide an update on what's being done to assist the local businesses and community in relation to the anti-social and criminal behaviour occurring in the Bayswater Town Centre?

Response 2

Bianca Sandri, Director Community Services advised the City has been made aware of these issues by the elected members. City officers have a meeting tomorrow, Wednesday 26 March 2025, with the Acting District Superintendent and are also having a meeting with the Officer In Charge at the Bayswater Police Station next week. At those two meetings, the City intends to bring up issues raised by the residents and business owners in relation to Bayswater Town Centre to coordinate an approach moving forward.

As of today, the City has also increased its security patrols in the area with more frequent and

slower-moving patrols through the town centre, as well as parking in the town centre at visible locations between 7:30am and 8:00pm to try and provide deterrence.

Cr Steven Ostaszewskyj

Question 1

In relation to the road works at Bath Road and Morley Drive, there's a situation happening at the moment at the intersection of Morley Drive and Tonkin Highway where as you come into the roundabout, one of the two lanes, is cut off with cones, forcing vehicles to quickly merge into one lane through the roundabout. Has the City had any input into the traffic management plan around these road works, as it currently is quite dangerous?

Response 1

Luke Botica, Director Infrastructure and Assets advised that Morley Drive is a State road for which the City does not have any input or provide approvals for traffic management. However the City will provide that information as a priority to Main Roads so they may address the issues.

Cr Elli Petersen-Pik - Deputy Mayor

Question 1

In relation to the Agendas and Minutes page on the City's website, is there an option to provide a link to the YouTube recording relevant to each meeting, in each meeting section, to make it easier for residents to search for the live stream?

Response 1

Amanda Albrecht, Manager Governance and Strategy took the question on notice.

Question 2

There's been many questions relating to Traylen Road and the Low Cost Urban Road Safety (LCURS). Is there an option to change the order of the implementation of the precincts, so that this area can be addressed next, as I feel there is quite a lot of concerns on the road safety surrounding Maylands Peninsula Primary School?

Response 2

Luke Botica, Director Infrastructure and Assets took the question on notice and advised that he would liaise with the project team and Main Roads to assess the funding, and whether the order can be changed and what that process would be.

Cr Giorgia Johnson

Question 1

Can the Director please explain the term 'de-fitting' that was used in response to the Morley Galleria question?

Response 1

Bianca Sandri advised that while the permit specifications aren't accessible to her presently, typically de-fitting related to removing elements within the building that are no longer required because they will be replaced, a pre-demolition of sorts.

Question 2

In relation to Traylen Road, the question asked in writing during public question time, the response says these treatments have been designed and approved by Main Roads and

are currently awaiting funding availability for implementation. What funding stream is this coming from?

Response 2

Luke Botica, Director Assets and Infrastructure advised that the funding stream is the Low Cost Urban Road Safety (LCURS) Program. Three precincts have already been delivered, and Traylen Road is in another precinct that hasn't received funding at this stage. The City is waiting to hear back from Main Road about when that funding will come through.

Just to clarify, is that Municipal funds or is this fully funded by Main Roads?

It is fully funded by Main Roads.

Question 3

In relation to the Place Names item that we adopted tonight, is there a process where people could request place names, for example the Urban Forest project or Eric Singleton Wetlands?

Response 3

Bianca Sandri, Director Community Services advised that the project that was undertaken involved decoding of the place and engagement with traditional owners and Aboriginal people to understand what the place name is. Currently, there is no process for someone to request the City considers a place name at a location. The remit of the project with Community Arts Network (CAN) was that it was open to the group to identify those meaningful places and what those place names would be, so these would be the most prevalent place names that came through this process. It is likely that establishing a process to request names would require a project to be undertaken.

Question 4

Can I please thank the City's Environmental Health Officers, the unsung heroes of the organisation, for their hard work on mosquito control, food inspections, keeping our food and water safe and their work with hoarding issues in our community.

Response 4

Mayor Filomena Piffaretti advised this feedback would be passed on to the officers.

13 New Business Of An Urgent Nature

Nil.

14 Meeting Closed To The Public

14.1 Matters for Which the Meeting May be Closed

Nil.

14.2 Public Reading of Resolutions that May be Made Public

Nil.

15 Closure

There being no further business to discuss, the Presiding Member, Mayor Filomena Piffaretti, declared the meeting closed at 9:35 pm.