

Agenda

Ordinary Council Meeting

9 December 2025

Notice of Meeting

The next Ordinary Council Meeting will take place in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on **Tuesday, 9 December 2025** commencing at **7:00pm**.

Yours sincerely



JEREMY EDWARDS
CHIEF EXECUTIVE OFFICER

27 November 2025

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

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Council Chambers Seating Plan




Jeremy Edwards
CEO

Mayor Filomena Piffaretti

Support staff

West Ward


Cr Donovan MacDonald


Cr Cale Black


Cr Elli Petersen-Pik
Deputy Mayor


Cr Nat Latter

Central Ward


Cr Calla Loiacono


Cr Steven Ostaszewskij


Cr Anthony Pittaway


Cr Michelle Sutherland

South Ward

North Ward


Ryan Hall
Director,
Community
Services


Luke Botica
Director,
Infrastructure
and Assets


Kym Leahy
Director,
Corporate
Services

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:	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. 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.

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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1 Official Opening

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.

3 Announcements from the Presiding Member

4 Attendance

Members

Mayor Filomena Piffaretti (Presiding Member)

South Ward

Cr Elli Petersen-Pik - Deputy Mayor
Cr Nat Latter

Central Ward

Cr Calla Loiacono

North Ward

Cr Anthony Pittaway
Cr Michelle Sutherland

West Ward

Cr Cale Black
Cr Donovan MacDonald

Officers

Jeremy Edwards	Chief Executive Officer
Ryan Hall	Director Community Services
George Rimpas	A/Director Infrastructure and Assets
Kym Leahy	Director Corporate Services
Amanda Albrecht	Manager Governance and Strategy
Rebecca McKrill	A/Coordinator Governance

Observers

Press -
Public -

4.1 Apologies

Luke Botica Director Infrastructure and Assets

4.2 Approved Leave of Absence

Elected Member	Date of Leave	Approved by Council
Cr Elli Petersen-Pik – Deputy Mayor	22 December 2025 to 17 January 2026	Ordinary Council Meeting: 28.10.2025
Cr Steven Ostaszewskyj	8 December 2025 to 9 December 2025	Ordinary Council Meeting: 18.10.2025
Cr Cale Black	22 December 2025 to 4 January 2026	Ordinary Council Meeting: 18.10.2025

4.3 Applications for Leave of Absence

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.

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

Vic Grey - Bayswater

Riverside Gardens East. Lots 216-219. between memorial drive and PTA land known as Railway Reserve.

preamble: Lots 216–219 were once part of Bayswater’s former waste site, later rehabilitated as public open space. In 2020, the City allowed lots 216–217 to be used again as a “laydown area” for the Tonkin Gap and Ellenbrook Rail projects without public consultation, causing residents over two years of noise, dust, and disruption.

Question 1

Did the City of Bayswater charge the Tonkin GAP alliance and the Ellenbrook Rail for the use of this land and if so how much and if not, why not?

Response 1

Permission was given to METRONET to utilise various reserves within the City for use as laydown during the construction of the Bayswater Train Station redevelopment.

Fees and charges were applied to some reserves particularly those classified as active reserves. Given no sports or recreation activities take place at this reserve, no charges were applied for its use.

Question 2

In Sep 2024 the City decided to use the area as a "laydown area", I spoke with City officers and was assured it was temporary (logs and soil). Does 15 months fit the definition of temporary and when are the logs going to be moved, they are posing a safety risk?

Response 2

The logs are salvaged from tree removals and are stored at the site for future use in City projects. The logs can be used in projects in various ways, such as fauna habitat in natural areas, or as components in nature play spaces.

The City will find additional uses of the logs and alternative storage sites. The City will progressively remove the logs over the coming year and in the meantime, will ensure that the site is safe.

Aviv Silman - Noranda

Development around Noranda Train Station

Question 1

What are the plans for the development around the more north Noranda station?

Response 1

The Noranda Station precinct is currently identified as a Planning Area in the City’s Local Planning Strategy which is a long-term priority, with the potential to accommodate denser forms of housing and other amenities within the walkable catchment of the station.

6.2 Public Question Time

7 Confirmation of Minutes

7.1 Ordinary Council Meeting

The Minutes of the Ordinary Council Meeting held on 18 November 2025 which have been distributed, be confirmed as a true and correct record.

8 Presentations

8.1 Petitions

8.2 Presentations

8.3 Deputations

Deputations are to be heard at the Agenda Briefing Forum at **7:00pm** on **Tuesday 2 December 2025**, in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley.

8.4 Delegates Reports

8.4.1 Cr Cale Black - WALGA Essentials Training - Modules 1 and 2

Responsible Directorate:	Office of the Chief Executive Officer
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required
Attachments:	<ol style="list-style-type: none"> 1. Certificate - Understanding Local Government [8.4.1.1 - 1 page] 2. Certificate - Conflicts of Interest [8.4.1.2 - 1 page]

SUMMARY

For Council to note the training courses recently completed by Cr Cale Black.

OFFICER'S RECOMMENDATION

That Council:

1. **Notes the Delegates Report from Cr Cale Black for the completion of the following Elected Member Training compulsory units:**
 - (a) **Module 1 - Understanding Local Government**
 - (b) **Module 2 - Conflicts of Interest**
2. **Notes that Cr Black has successfully completed Module 1 and Module 2 of the compulsory Elected Member Training in accordance with s 5.126 of the *Local Government Act 1995 (WA)*.**

REPORT

Cr Black completed the following courses:

- **Module 1 - Understanding Local Government**
 - Course completed: 10 November 2025
 - Course cost: \$286.00
- **Module 2 - Conflicts of Interest**
 - Course completed: 10 November 2025
 - Course cost: \$286.00

These are the first two modules of the five compulsory Elected Member training modules provided through the Western Australian Local Government Association (WALGA) Council Member Essentials Course.

Following completion of these courses, Cr Black received Certificates of Achievement for these two modules.

KEY COURSE TOPICS

Module 1 - Understanding Local Government

- This course has been developed to provide information to Elected Members about their roles and responsibilities in Local Government, as well as the protocols and procedures of Local Government.
- Elected Members receive an overview of how the *Local Government Act 1995* underpins the systems and processes involved in the institution of Local Government.

- On completion of this program, participants should be able to:
 - Identify how Local Government fits into the structure of Government in Australia
 - Distinguish between the strategic role of the Council and the day-to-day role of the Administration
 - Understand the legislative environment of Local Governments
 - Increase their awareness on how to participate confidently in Council and committee meetings.

Module 2 - Conflicts of Interest

- This course has been developed to assist Elected Members in understanding their statutory obligations to declare any interests that may influence the decisions they make when voting on matters affecting the whole community.
- The course covers financial, indirect-financial, proximity and impartiality interest; disclosure of interests at meetings; and the association between gifts and conflicts of interests, using case studies to clarify the personal responsibilities of an Elected Member.
- On completion of this program, participants should be able to:
 - Know how Local Government fits into the structure of government in Australia
 - Distinguish between the strategic role of the Council and the day-to-day role of the Administration
 - Understand the legislative environment of Local Governments
 - Participate confidently in Council and committee meetings.

CR BLACK'S COMMENTS

These courses were invaluable in gaining a further understanding of the role of local government within our legislative framework, and to understand my obligations in relation to identifying, declaring and handling conflicts of interest. The content was relevant, clear, concise, and presented appropriately and in an engaging manner by a facilitator who has performed duties both as a former Elected Member and as a legal practitioner.

I would encourage all Elected Members who are required to undertake this compulsory training to strongly consider in-person attendance to gain the best understanding of their legislated obligations, to make the most of direct engagement with the facilitator, and for collaboration and networking opportunities with other Elected Members from other districts.

ELECTED MEMBER CONFERENCE, TRAVEL AND TRAINING REGISTER

The Elected Member Conference, Travel and Training Register has been updated to reflect the completion of the above course by Cr Black.

The courses were funded from the Elected Member training budget allocation for Cr Black in accordance with the Elected Members Attendance at Conferences, Seminars, Training and Professional Development Policy.

CONCLUSION

Cr Black has provided the above delegate's report to Council to note the completion of training courses recently completed.



WALGA Training

RTO 51992

Certificate of Achievement

awarded to

Cale Black

after completing the following course:

Understanding Local Government

on

10 November 2025

A handwritten signature in black ink, appearing to read "Nick Sloan".

Nick Sloan - Chief Executive Officer

Western Australian Local Government Association



Certificate ID: WEcB3BEje6



WALGA Training

RTO 51992

Certificate of Achievement

awarded to

Cale Black

after completing the following course:

Conflicts of Interest

on

10 November 2025

A handwritten signature in black ink, appearing to read "Nick Sloan".

Nick Sloan - Chief Executive Officer
Western Australian Local Government Association



Certificate ID: frDed2VmL9

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.

10 Reports

10.1 Office of the CEO Directorate Reports

10.1.1 Economic Development Strategy

Responsible Branch:	Property & Economic Development
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. CO B 1908 Economic Development 2025 Final LR (1) [10.1.1.1 - 25 pages] 2. EDS Table of Submissions [10.1.1.2 - 6 pages]
Refer:	Item:10.1.3.1 of OCM: 26.08.2025
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

This report is to seek Council’s adoption of the draft Economic Development Strategy after community consultation. During the consultation period 14 submissions were received. Of those, 8 were in support, 1 did not support, 4 were uncertain and 1 provided comment but did not specify as supportive or unsupportive.

OFFICER'S RECOMMENDATION

That Council:

- Adopts the draft Economic Development Strategy as contained in Attachment 1.**
- Implements actions aligned with the Economic Development Strategy through the Council-led Annual Business Planning and Budgeting process and following adoption of the Council's annual budget.**

BACKGROUND

At the Ordinary Council Meeting on 26 August 2025, Council approved the draft Economic Development Strategy to be advertised for public comment subject to the amendments approved by Council at that meeting.

Council also noted that the draft Economic Development Strategy would be referred to Council for further consideration following the community comment period.

The amendments requested and approved by Council were inserted into the draft document. The appearance of the draft has been refined by the City’s graphic designer, but the content has not been materially altered.

EXTERNAL CONSULTATION

A comprehensive preliminary engagement process was undertaken as a key component in preparing the draft Economic Development Strategy. An online survey was available to complete on the City’s Engage Bayswater website. Market researchers were engaged to visit businesses and assist in completing surveys on laptops which ensured respondents had the opportunity to have their say.

As part of the engagement process, a series of four workshops were held for local businesses owners/managers, located in the four town centres.

Analysis of the preliminary engagement shows that there were 605 visits to the page during the preliminary community engagement period. The online survey generated 437 responses of which 389 were from local businesses (6% of all registered businesses in the City) and 48 were from residents/visitors.

Given the high level of preliminary engagement undertaken the purpose of advertising the draft Economic Development Strategy was to confirm that the City had reflected what the community has told us during the preliminary engagement, and to understand if there was anything we had missed. To ensure that the City ‘closed the loop’ with all previous submitters correspondence was sent to them as a part of the engagement on the draft Economic Development Strategy, as well as the other methods of engagement detailed below.

The draft Economic Development Strategy was advertised for community comment commencing on Monday 20 October 2025 for a period of 21 days, closing on Monday 10 November 2025. The key advertising methods are summarised below:

- Publication on the City’s engagement website - Engage Bayswater
- Direct email to those respondents who had previously participated in the survey (437) and workshops (16) and had also provided their contact email address
- E-news
- LinkedIn/Facebook post
- CEO catch up
- Media release and web news article
- Meta advertising

This community consultation was supported by the communications as outlined above.

Activity	Date	Reach	Clicks to open strategy
Engage Bayswater	21 October	264 views	102
Media Release	28 October	Sent to WA Business News, ABC News, The West, The Voice, Perth Now.	Not published
Facebook Paid Campaign	2 November	6655	66
LinkedIn post	28 October	2472	24
Facebook Post	28 October	2264	5
E-news	7 November	1111 opens	4
Direct email to Participants	20 October	400	N/A

Visitor traffic to the Engage Bayswater project page during the consultation period included:

179 unique visitors viewed the project page a total of 264 times and are ‘aware’ of the project. Of those 179 unique visitors, 102 people clicked on links or opened documents and therefore can

be considered 'informed' about the project. Of those 102 informed visitors, 14 completed a survey and are classified as 'engaged'.

When asked to consider whether responders were supportive of priorities outlined in the Economic Development Strategy. They also had the opportunity to provide additional comment:

- 8 submissions were generally supportive.
- 4 were unsure that they were supportive.
- 1 was not supportive of the priorities.
- 1 provided a written response but did not state whether it was supportive.

Of the 14 responses to the request for community comment, 4 were from participants of previous engagement relating to this project with one of those having attended a workshop and completing a survey.

Out of the total submissions, 13 included comments (one submission provided no comments but indicated that they supported the Strategy in their submission). A summary of community submissions is contained in **Attachment 2**.

OFFICER'S COMMENTS

The City received an excellent number of responses to the engagement undertaken in preparing the draft Economic Development Strategy. The 437 participants from that initial engagement, who provided their email addresses, were contacted by email to offer the opportunity to comment on the draft Economic Development Strategy, only 4 provided an additional response on the draft Economic Development Strategy.

The following summarises and responds to the key comments raised in the submissions during community comment.

Detailed Actions

Many of the comments received, suggested that they would like to see more detail regarding the actions proposed and the likely budget required. In response it is noted that the Strategy is intended to be for a 10-year period. The document is a high-level strategy which identifies overarching strategic priorities.

Once the document has been adopted by Council, an action plan will be developed, initially for a two-to-three-year period. The action plan will be reviewed on an annual basis and will form a part of the annual budget process. It is considered that this will allow the document to remain relevant and flexible to respond to changing demands and needs, whilst still aligning with the overarching strategic priorities within the Strategy.

One suggestion received is to monitor and promote unused commercial space in town centres, thereby encouraging new businesses to occupy vacant buildings and contributing to the vibrancy of the areas.

Another commented on the draft strategy failed to recognise council restrictions to small businesses filling vacant shops. It is noted that reducing red tape and encouraging temporary uses in vacant premises is addressed in the strategic priorities, however the details of how this will occur is to be addressed in an action plan.

Specific suggestions included in the submissions will be considered in detail and can be developed into specific actions for inclusion in the initial action plan as appropriate.

Sustainability, Placemaking and Local Business

The comments generally agree with the priorities which address the importance of sustainability, promoting local businesses, and place-making outcomes. Comments also place an emphasis on respecting the City's history, supporting community and business groups, and leveraging these factors to boost tourism and business.

It has been noted that these themes are important to respondents, and they have been addressed in strategic priorities in the draft Strategy. Specific actions will be developed for inclusion in the initial action plan when Council has adopted the draft Strategy.

Vibrancy in Town Centres

Support was received for enhancing the vibrancy of town centres, particularly through increased support for existing business groups. Several comments highlighted the importance of better engagement with, and funding for, local business groups and community groups.

The common theme from these suggestions is that business and community groups should be funded by the City to deliver agreed outcomes that facilitate vibrancy and increase visitors in town centres.

Vibrancy and activation of town centres are topics contained in the strategic priorities in the draft Strategy. Suggestions as to how best to deliver these priorities can be further developed and considered for inclusion in the initial action plan.

Support for Industrial Community

Submissions also suggested extending business support for town centre businesses, to assist industrial businesses to create vibrant centres. Considering an industrial business group was a further suggestion.

Comments recognised that the diversity of issues in the industrial sector may make it harder to create a unified purpose compared to retail traders, who have a common goal of increasing foot traffic and retail output.

The suggestion is noted. There is the opportunity to further develop and consider the comment as an action in the initial action plan.

Support for Small Businesses and Quality of Life

There was consistent recognition of the need to support small businesses which enhance quality of life for residents near town centres. This support is seen as key to ensuring the town centres remain vibrant and successful.

It is noted that these themes are important to respondents and specific suggestions and are addressed in the draft Strategy.

Action Plan

An Action Plan will be prepared which identifies how the Strategy will be deployed across the City's operations. This is an internal document used to support the delivery of the high-level actions provided in the Strategy. The Action Plan will be considered when prioritising resourcing each year during the Council-led Annual Business Planning and Budgeting process.

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	SR 04 – Inability to work collaboratively to engage and partner with the stakeholders to promote and advocate opportunities to live and invest.	

FINANCIAL IMPLICATIONS

Nil, cost of the implementation of the Strategy will be considered as a part of the annual budget process.

STRATEGIC IMPLICATIONS

Each of the strategic priorities in the draft Economic Development Strategy are closely aligned to the objectives below which have been generated by the City of Bayswater Council Plan.

In accordance with the City of Bayswater Council Plan 2025 – 2035, the following applies:

Key Result Area: Economic

Outcome 4.1 Diverse Economic Opportunities

Objective 4.1.1 Encourage new businesses and investment opportunities through advocacy and partnerships.

Objective 4.1.2 Support mixed-use precincts and developments.

Outcome 4.2 Distinctive Centres

Objective 4.2.1 Facilitate the activation of City and town centres.

Objective 4.2.2 Facilitate the promotion of City and town centres and other attractions.

Outcome 4.3 Sustainable Thriving Businesses and Employment

Objective 4.3.1 Actively build relationships to support local businesses and increase local job opportunities.

CONCLUSION

It is recommended that Council adopt the Economic Development Strategy.

City of
Bayswater

Economic Development Strategy



2025 — 2035

Accelerating Innovation and Investment



Acknowledgment of Country

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

The City of Bayswater acknowledges the Traditional Custodians of the land, the Whadjuk people of the Noongar Nation, and pays its respects to Elders past, present and emerging.

Inclusivity Statement

The City of Bayswater is committed to providing an inclusive, safe and respectful organisation and work environment, free from discrimination, harassment and racism. We recognise the impacts of inequity and discrimination and strive to remove the barriers these create.

We celebrate diversity as a strength within our community. Supporting diversity and operating in an inclusive and respectful manner is central to our values and principles of providing safe, accessible and welcoming services and facilities for the community.

Accessibility

This publication can be found on the City's website. It is available in alternative formats on request, including hard copy in large print or standard print, and electronic format.

我们可以根据要求以其他格式提供此信息。

Possiamo fornire queste informazione in altri formati su richiesta.

Chúng tôi có thể cung cấp thông tin này ở các định dạng khác theo yêu cầu.

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Mayor's message

Thriving businesses create local employment, drive investment, and enrich the overall quality of life for our community. The prosperity they generate plays an important role in fostering our vibrant, flourishing community, and wealth that's shared by all.

As local businesses contribute to our community, the City of Bayswater works to create a supportive environment for local business.

Our economic goal is for local businesses to thrive, grow, and benefit from partnerships, while offering a variety of local employment options.

Investing in creating the right conditions for businesses to thrive goes beyond delivering economic benefits; it strengthens our entire community.

Successful economic development attracts new enterprises and investment while expanding opportunities for existing businesses.

This enables residents to work, learn, shop, and enjoy leisure activities locally, attracts visitors to our beautiful City, and moves us toward achieving our Council Plan Vision:

The City's *Economic Development Strategy 2025 - 2035* is a clear framework for action. It identifies the priorities and pathways needed to support vibrant town centres, a dynamic local economy, and a prosperous future. It also guides the City's strategic resource investment to deliver meaningful outcomes.

Our shared economic future holds both exciting opportunities and dynamic challenges. By collaborating with our business community, potential partners, and key stakeholders, we can harness these opportunities and fortify the City's economic resilience. We are committed to working alongside local businesses and residents to bring this strategy to life and build a strong, connected, and thriving community.

We sincerely thank all businesses, community members, stakeholders, staff and Councillors who contributed their insights in developing this strategy.

Growing a connected, innovative, sustainable City



Filomena Piffaretti
Mayor

Executive Summary

The City of Bayswater’s location is strategically significant. Situated on the picturesque Derbarl Yerrigan (Swan River), the City is just six kilometres from Perth’s Central Business District and enjoys direct transport connections to the nearby Perth airport.

With diverse retail and industrial precincts, quality sporting facilities, and a vibrant multicultural dining scene, our City provides a dynamic foundation for forward-thinking economic development.

This Economic Development Strategy 2025 – 2035 (the Strategy) is a roadmap balancing practicality and aspiration. It leverages the City’s strengths to drive sustainable economic growth, shape a resilient, inclusive economy, attract quality investment and create diverse employment opportunities

Our Strategic Vision for the Economic Key Result Area:

With diverse opportunities for businesses and investment, our distinctive centres offer multiple uses and attraction.

Local businesses are thriving, experiencing growth, benefitting from partnerships and offering a variety of local employment options.



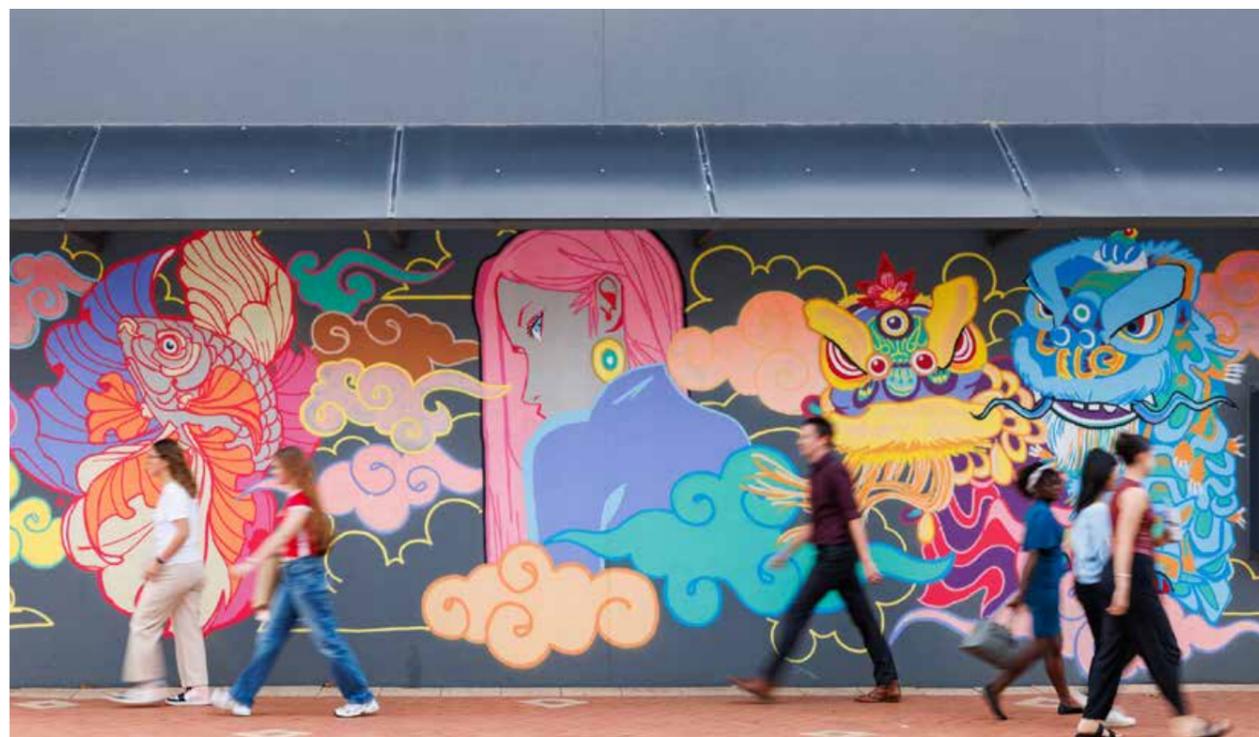
Our aspirations

The City of Bayswater aspires to be recognised globally as a forward-thinking, agile, and inclusive local government.

We aim for our innovation, sustainability, and strong community partnerships to lead by example, with the City harnessing its unique strengths to create local impact with global relevance and set new benchmarks for what small cities can achieve.

Some of the ways we will track and measure the Strategy’s progress and success include:

- Gross Regional Product - annual increase in GRP
- Jobs – annual increase in number of local jobs
- Employment – annual increase in number of employed residents
- Population – annual increase of Estimated Resident Population



Strategic intent

This Strategy focuses on attracting new business and investment through strategic advocacy, targeted marketing, and proactive partnerships with the private sector, regional bodies, and State and Federal Governments. By positioning our area as a desirable place to invest and innovate, the Strategy aims to unlock new opportunities across a diversity of industries while supporting existing businesses to grow and thrive.

Developed through stakeholder consultation, analysis of the City’s strengths and competitive advantages and alignment with other City Informing Plans, the pillars of this Strategy create a framework for economic resilience and sustainable growth in the City of Bayswater.

Developing precincts and centres

The City supports developing mixed-use precincts combining commercial, residential, entertainment and cultural functions. Such precincts help to create lively, walkable neighbourhoods, attract talent and investment, and support housing diversity and local amenity.

Revitalising and activating town centres are also central to this Strategy. This aims to enhance the vibrancy, accessibility, and economic potential of main streets and activity hubs through initiatives like improving public spaces, events, facade upgrades, and supporting pop-ups and creative enterprises. These actions aim to drive foot traffic, increase local spending, and strengthen the identity of each precinct.

Growing the visitor economy

Tourism is another area of great opportunity for the City. Close to natural assets, sporting venues, the airport, Perth CBD, and home to businesses and experiences which celebrate our rich cultural diversity, the City is ideally positioned to attract both day visitors and overnight stays. The Strategy supports place-based branding, tourism infrastructure improvements, and stronger links with regional and metropolitan tourism bodies to capitalise on growing visitor demand.

Supporting existing businesses

As well as attracting new investment and enterprises, the City is committed to supporting existing local businesses through streamlined regulation, business mentoring, and improving access to networks and grants. Ensuring local enterprises can adapt, grow and thrive is essential for building a strong economic base.

Job creation is both a driver and outcome of these efforts. The Strategy supports initiatives that connect residents to employment pathways, foster skills development, and create conditions for local job growth, particularly in high-potential industries such as advanced manufacturing, hospitality, construction, and creative services.

Together, these priorities form a cohesive framework guiding the City’s economic transformation over the next decade. With bold leadership, collaborative partnerships, and a shared vision, the City of Bayswater will be a prosperous, inclusive, and sustainable place to live, work, and invest.

Delivering our strategy

This Strategy is designed to be flexible, ensuring it can adapt to shifting political and economic conditions while meeting the evolving needs of our community and our operating environment.

Where a future goal is required in an area of work, and the City’s current service delivery is insufficient to achieve that goal, Informing Plans and proposed actions will be developed.

Actions from these Informing Plans will be presented for Council’s consideration as part of the Council-led Annual Business Planning and Budgeting process. These Informing Plans will be reviewed regularly to ensure they remain relevant in the rapidly changing operating context.

Corporate Planning Framework

The City's Council Plan 2025 – 2035 articulates the City's long-term vision and sets out five Key Result Areas (KRAs): Social, Built, Natural, Economic, Leadership and Governance.

Expanding on the Council Plan, a high-level Strategy document will be prepared for each KRA, elaborating on the City's strategic objectives and documenting the key areas of focus guiding longer-term City projects and services. While there will be separate Strategies for the City's five KRAs, each Strategy interacts and aligns to achieve the City's vision.

Strategic Key Result Areas:



Economic

Council Plan

Outcomes

4.1 Diverse Economic Opportunities

4.2 Distinctive Centres

4.3 Sustainable Thriving Businesses and Employment

Objectives

4.1.1 Encourage new businesses and investment opportunities through advocacy and partnerships

4.2.1 Facilitate the activation of City and town centres.

4.3.1 Actively build relationships to support local businesses and increase local job opportunities

4.1.2 Support mixed-use precincts and developments

4.2.2 Facilitate the promotion of City and Town centres and other attractions

Economic Development Strategy

Strategic Priorities

1. Stakeholder engagement and relationship building
2. Advocacy and promotion
3. Planning and regulatory support
4. Infrastructure and public realm enhancement
5. Innovation, collaboration and incentives

1. Placemaking enhancements
2. Events, culture and engagement
3. Promote distinctive town centres and business clusters
4. Leverage strategic location and transport connectivity
5. Showcase unique local attractions

1. Business support and engagement
2. Workforce development and inclusion

Informing Plans*

- Advocacy Plan (in development)
- Morley Activity Centre Plan 2018

- Destination Marketing Strategy 2021 - 2025 (to be reviewed)
- Town Centre Place Activation Plans (to be reviewed)
- Parking Management Plans

*Actions from Informing Plans will be presented for Council's consideration as part of the Council-led Annual Business Planning and Budgeting process. Informing Plans will be created if/as required and reviewed regularly to ensure they remain relevant in the rapidly changing operating context. Further information about how the City plans for the community can be found under Integrated Planning and Reporting (pg. 44).

About the City of Bayswater

Located six kilometres north-east of Perth’s CBD, the City of Bayswater is a vibrant inner-city municipality comprising the suburbs of Morley, Noranda, Embleton, Bedford, Bayswater and Maylands, as well as parts of Mount Lawley and Dianella.

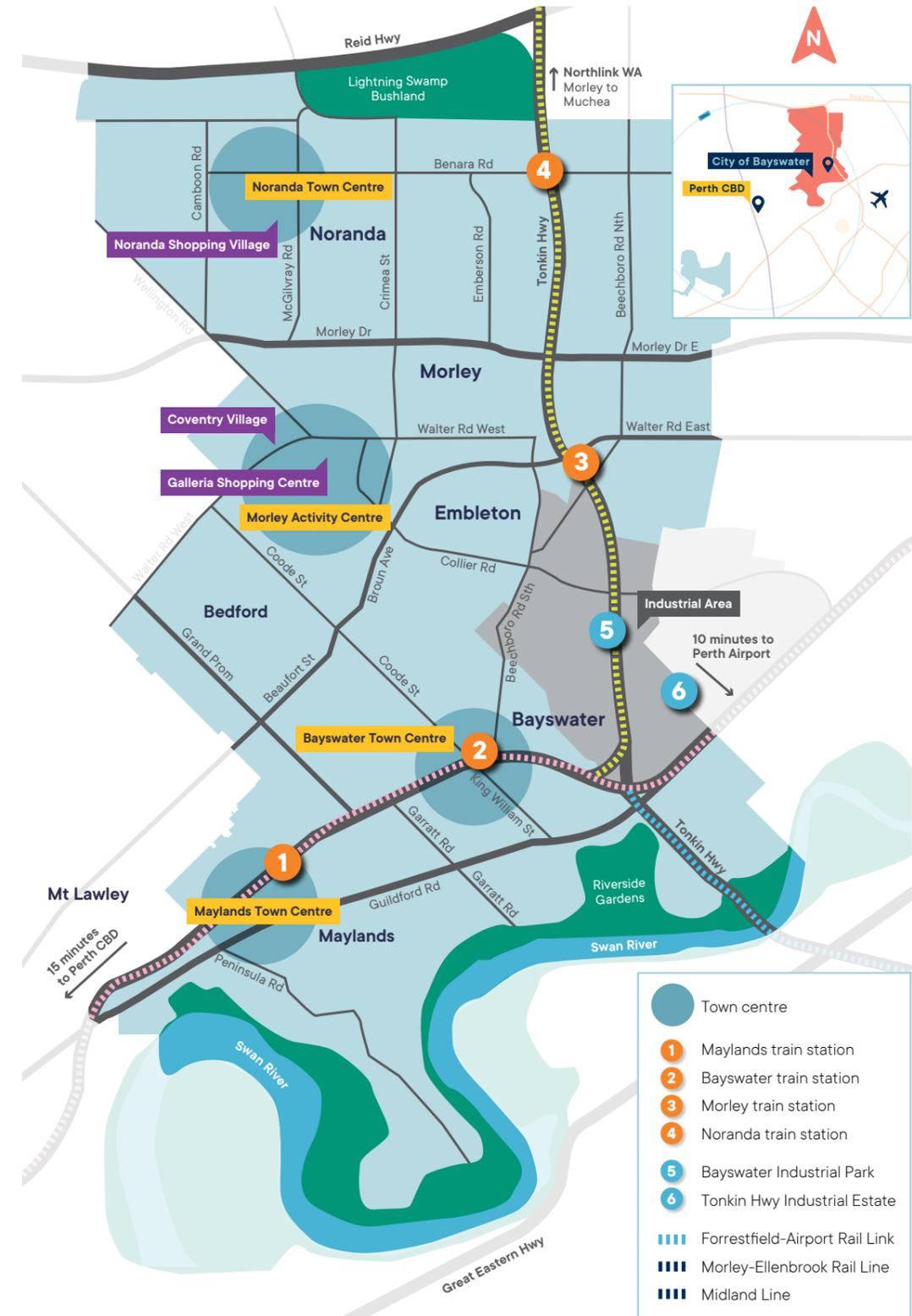
Its strategic location and exceptional transport links to Perth’s CBD, Perth International Airport and beyond make it a favourable location for local businesses to start, grow and thrive. The City has four town centres - Bayswater, Maylands, Morley and Noranda - each with its own distinctive character and appeal. The Tonkin Highway Industrial Area and the Bayswater Industrial Area are situated in prime locations along Tonkin Highway, each within the City of Bayswater.

Unlocking growth: investment ready precincts

The City is home to several precincts which may be considered “investment ready.” Unlocking the potential of these precincts is key to driving sustainable economic growth, creating jobs, and enhancing liveability.

These strategically located areas offer immediate development potential and are supported by enabling infrastructure, clear planning frameworks, and strong market interest.

By activating these precincts, we position the region to attract private sector investment, foster innovation, and deliver long-term value for the community.





Latest data available, sourced 22 May 2025 from <https://profile.id.com.au/bayswater> and <https://economy.id.com.au/bayswater> (Data from ^{*}2021, ^{**}2022/23, ^{***}2023, ^{****}2023/24, ^{*****}2024, [^]WA Tomorrow 12, ^{**}Central Sub-regional Planning Framework)

Operating context

Local demographic context

The City has shown its resilience through uncertain times. Despite COVID-19 border restrictions limiting international and interstate migration, the City continued to grow, with our population increasing by 6% between 2020 and 2024.

The City anticipates continuing growth, with the current population of 75,981 projected to reach 100,000 by 2050 (Perth Central Sub-Regional Planning Framework). The City's planning framework both anticipates and encourages this growth.

The City is home to a culturally diverse and vibrant community with 37.7% of residents born overseas, compared with 36.0% in Greater Perth.

It is one of the most multicultural communities in Metro Perth with 27.2% of residents speaking a language other than English at home, compared to 20.9% for Greater Perth (Profile.id 2021).

Local economic context

State and Federal investment

The State and Federal Governments recognise the strategic importance of the City of Bayswater and have invested heavily in local infrastructure, including several recently completed major road and rail projects.

The \$290 million Tonkin Gap project represented the final link between the Perth Airport and Muchea, completing the Government's upgrades to the Tonkin Highway corridor. These links reduce inner-city travel times and improve connectivity to WA's northern mining regions. This also improves access to Perth Airport and surrounds for businesses in the Bayswater industrial area.

The new \$253m Bayswater Train Station opened in stages across 2023/24, serving as an integral hub in the State's METRONET project. Bayswater Station is now the largest interchange outside of the Perth CBD, with the Midland, Airport, and Ellenbrook lines all converging at Bayswater Station.

The \$620m Ellenbrook Line, which opened in December 2024, connects Perth's northeastern corridor and the CBD. The line introduced stations at Morley and Noranda, creating new services and connections for City of Bayswater residents and businesses.

Affordable housing

Housing costs in the City remain affordable compared to many of our Perth Metro neighbours. Median residential rental costs are approximately 20% less than neighbouring local government areas, and median residential house sale prices are approximately 30% cheaper than neighbouring local government areas (HTAG 2025).

Business growth

The City is home to approximately 6,424 businesses, spanning a diversity of industries. Business growth has been consistent at 3% per annum since 2021.

The Professional, Scientific and Technical sector has grown significantly, with the number of businesses in this sector increasing by 15% between 2020 – 2024.

“As well as speaking languages other than English at home, many in our community use these languages in the workplace too, reflecting our richly multicultural business community.”

Western Australian economic context

Despite recent global trends, the Western Australian economy has experienced a period of sustained growth, thanks mainly to abundant natural resources and strong migration rates. From growth of 5.7 per cent in 2023 - 24, WA's domestic economy is expected to grow at the slightly lesser rate of 3.5 per cent in 2024 - 25 but this still compares favourably to other states and territories.

Global economic context

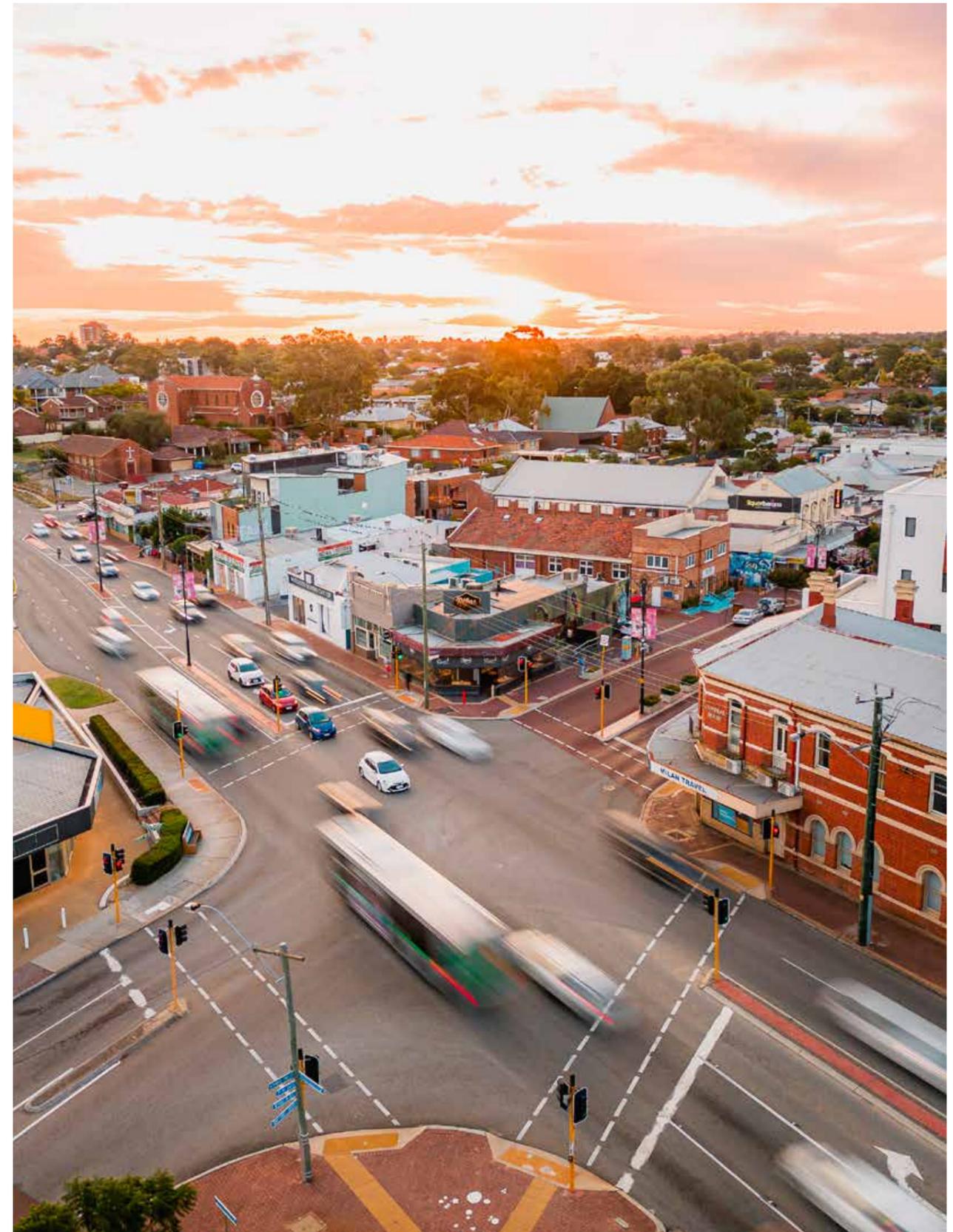
The global economy is transforming rapidly, driven by dynamic shifts in technology, trade, and geopolitics. Political shifts, currency fluctuations, trade recalibrations, and policy realignments bring both complexity and opportunities for strategic engagement and growth.

Emerging markets, particularly in the digital economy, present substantial opportunities for innovation, expansion, and inbound investment. Accelerating digital platforms and technology-driven industries is reshaping consumer behaviour and unlocking new value chains that local economies can actively pursue to enhance global competitiveness.

Amid this, the City is committed to proactive, forward-looking economic development. We focus on leveraging our unique strengths to attract international investors and businesses seeking to capitalise on shifts toward emerging sectors, including construction; transport, postal and warehousing; accommodation and food services; professional, scientific and technical services, which have each grown in the City in 2023 - 2024.

Local businesses have found opportunities internationally in partnerships, trade diversification and new market entry strategies in higher-growth emerging economies.

“
By fostering innovation, building strategic global connections and embracing growth sectors - particularly digital and technology-driven markets - the City is positioned to thrive and lead with resilience and agility.
 ”



Future trends

Population growth

The City's population is projected to reach 86,950 people by 2036 (WA Tomorrow 12), and 100,000 people by 2050 (Perth Central Sub-Regional Planning Framework). Annual increases are estimated at 1.3%.

It is estimated that an additional 6,000–10,000 new homes will be required by 2030 to accommodate this growth (ABS Projections 2021).

Retail impacts

The trend toward online shopping is firmly established. In 2024, Australia's online spending hit a record high, following a few years of stagnation.

This change in consumer behaviour, coupled with the acceleration of working from home during the pandemic impacting foot traffic in town centres, necessitates the repositioning of shopping experiences.

Town centres and shopping precincts need to adapt and compete as 'destinations' as well as places to buy, increasing the importance of visitor experience.

Workforce challenges

Economic development increasingly depends on attracting and retaining skilled talent. A competitive housing market, appealing lifestyle amenities, and robust digital infrastructure are critical factors in keeping talent engaged and rooted within the community. These elements are important both to support quality of life and enable seamless remote work and connectivity.

Migration also shapes economic demand by bringing diverse skills to the area and driving population growth, which fuels local business activity and innovation. Together, these factors form a foundation for a vibrant, resilient economy.

Adaptability and innovation

Innovation remains a key driver of economic growth, with emerging technologies like Artificial Intelligence (AI) playing an increasingly vital role. Successfully developing and applying AI depends heavily on robust data infrastructure and integrating Internet of Things (IoT) devices, which together enable real-time data collection and advanced analytics. Ensuring digital inclusion is equally critical, as it guarantees broad access to these technologies, fostering equitable participation in the digital economy.

In retail and town centres, AI is transforming operations through smart inventory management that optimises stock levels and reduces waste, alongside predictive analytics that anticipate customer demand and personalise shopping experiences. These advancements can improve efficiency and competitiveness and enhance the vibrancy and economic resilience of local commercial hubs.

The City is committed to supporting AI adoption and digital innovation as central pillars of future economic development and will seek to support local businesses in their readiness to adapt and capitalise on the benefits these innovations bring.

Sustainability

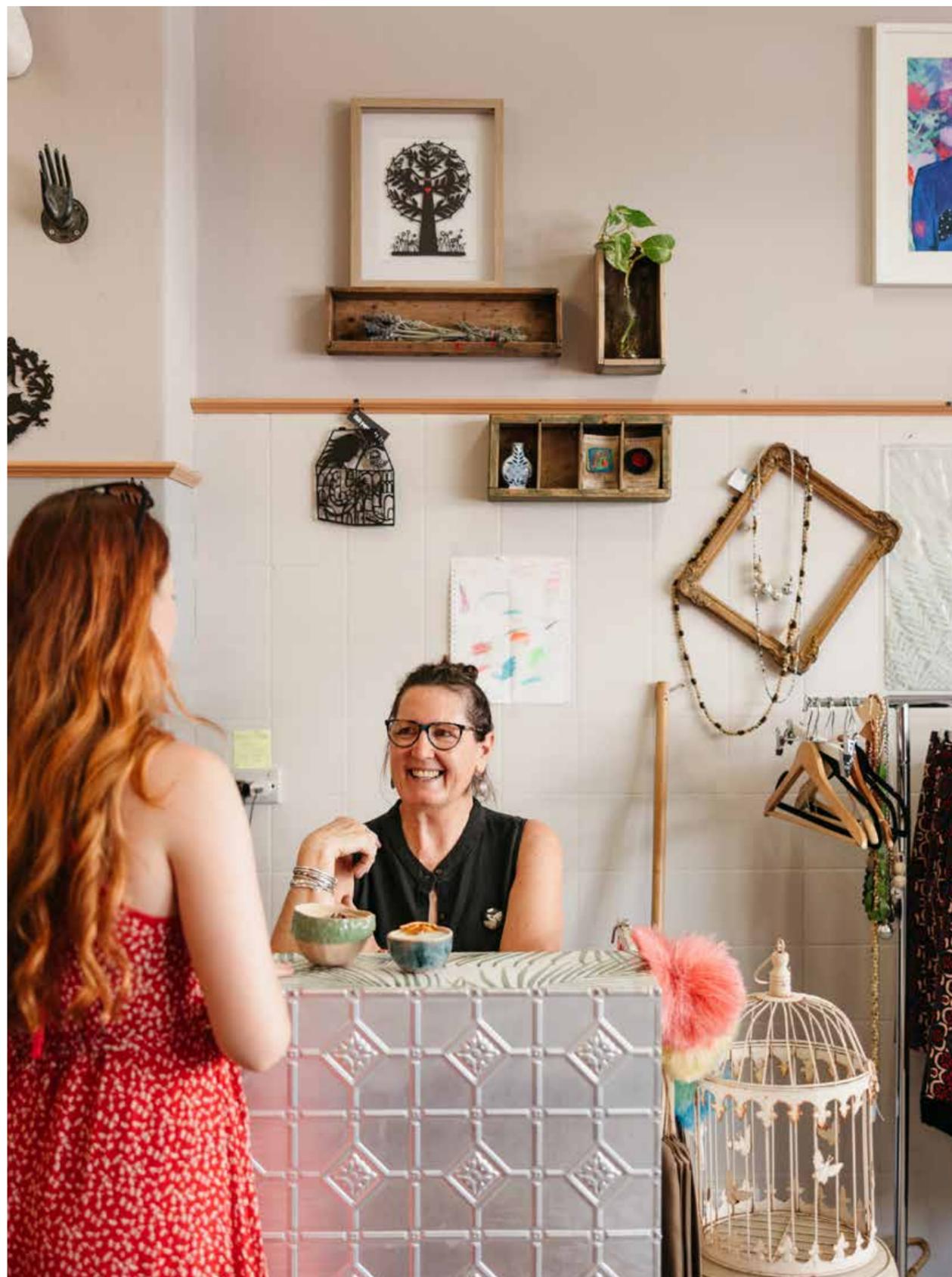
Sustainability is an ever-increasing priority for businesses, government and the community. Business sustainability encompasses many factors, from energy, environment and waste concerns to the longevity and resilience of businesses in the face of continuing global economic uncertainty.

Businesses must consider and address potential impacts as the economy transitions toward increasingly integrating clean technology, decarbonising industry and transport, and adopting a more environmentally supportive focus.

Economies must respond to the global push for a transition to Net Zero emissions, and this too impacts local businesses. The growing focus on climate risk disclosure and investment in sustainable infrastructure is driving new economic opportunities. As demand rises for ESG-compliant (Environmental, Social and Governance) investments and projects, businesses and governments are aligning economic growth with environmental responsibility and a shift toward a more circular economy.

A circular economy refers to an environment where businesses operate efficiently and minimise waste, conserve resources, and design products and services that can be reused, recycled, or repurposed so existing products are kept in circulation longer.





United Nations Sustainable Development Goals

This strategy has been developed with reference to United Nations Sustainable Development Goals (SDGs), a global framework for advancing sustainable development. In September 2015, the Australian Government became a signatory to the United Nations Sustainable Development Goals (SDGs), and the City has a role in contributing toward fulfilling these goals.

The table below shows several of the SDGs align to the Key Result Areas and corresponding outcomes and objectives within our Strategic Community Plan.



SDG	Target	How the City can support these goals
<p>1 NO POVERTY</p>	"End poverty in all its forms, everywhere"	The overarching goal of this Economic Strategy is to establish and maintain a thriving local economy, which is a vital pillar in supporting community health and wellbeing. By creating jobs, enhancing services, improving living conditions, and fostering social cohesion, it addresses both the root causes and consequences of poverty. In turn, healthier, well-supported populations contribute further to economic growth, creating a positive cycle that benefits everyone.
<p>3 GOOD HEALTH AND WELL-BEING</p>	"Ensure healthy lives and promote well-being for all at all ages"	
<p>8 DECENT WORK AND ECONOMIC GROWTH</p>	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all"	Objectives 4.11 4.3.1
<p>9 INDUSTRY, INNOVATION AND INFRASTRUCTURE</p>	"Build resilient infrastructure, promote inclusive and sustainable industrialisation and foster innovation."	Objectives 4.11 4.12 4.3.1
<p>11 SUSTAINABLE CITIES AND COMMUNITIES</p>	"Make cities and human settlement inclusive, safe, resilient and sustainable."	Objectives 4.12 4.2.1
<p>12 RESPONSIBLE CONSUMPTION AND PRODUCTION</p>	"Ensure sustainable consumption and production patterns."	Objective 4.3.1

Stakeholders and engagement

Comprehensive consultation was vital to preparing this strategy, and methods included:

- Independently facilitated evening workshops for businesses in all four town centres
- In person interviews with key stakeholders and State Government representatives
- An independently facilitated workshop with Elected Members
- Online survey, open for five weeks which generated:
 - 389 businesses responses (6% of registered businesses)
 - 48 non-business responses
- Town centre engagement by multilingual external field researchers to overcome language barriers and promote and assist with online surveys.

The process included meetings with external organisations to understand more about their perceptions and attitudes towards the City’s position in the market as a place to invest.

Local businesses were encouraged to provide honest feedback through any of the several opportunities offered to ‘have your say’. The detailed engagement findings report is available on Engage Bayswater engage.bayswater.wa.gov.au.





Strategic opportunities and challenges

Through analysis and consultation, the City identified opportunities and challenges. These insights will help drive growth, enhance competitiveness, and achieve the City's goals.

Opportunities

- **Bayswater Industrial Area** – increase density and employment in a prime location.
- **Les Hansman Community Centre** – redevelop into a landmark for Morley and a catalyst for future development.
- **Circular economy** – expand the local economy based on the sustainable reuse and recycling of materials or products.
- **Business clusters** – grow business clusters and explore for possible connections and promotional opportunities.
- **Night-time economy** – grow and promote existing entertainment precincts.
- **Restaurant industry** – build on Morley's reputation for high quality and diverse multicultural dining options with a style that is unique in the wider Perth area
- **Government services** – lobby for Federal and State Government services within a Strategic Metropolitan area.
- **Local Planning Scheme** – investigate/develop a new planning scheme to provide a framework for land use, infrastructure, and development that can attract businesses and investment.
- **Tourism** – engage with Tourism WA and investigate partnerships with other riverside local governments.
- **State government investment** – capitalise on the new stations and airport train link through promoting day trips, night-time entertainment and overnight tourism offerings.
- **Technology** – embrace opportunities created by rapidly advancing technology and a greater integration of Artificial Intelligence.

Challenges

- **Bayswater Industrial Area** – lack of reticulated sewer impeding growth and change of use.
- **Construction costs** – reluctance of investors to commence development until sufficient margins between costs and revenue can be achieved.
- **Land** – limited City of Bayswater land holding to influence town centre and industrial development.
- **Resident skilled workforce** – low level of employment self-sufficiency*.
- **Government services** – absence of State and Federal Government anchors to provide local services and grow professional and administrative roles.
- **Technology** – high cost and fast pace of technological change for small businesses to stay competitive.
- **Tourism** – incongruity between destination marketing and product delivery.

*The City has a total of 36,468 people in its resident workforce of which only 5,721 live and work in the City. 49% of professional, scientific and technical workers travel to the Perth CBD along with 24% of Administrative and support workers.

How we will achieve our strategic outcomes

This Strategy and subsequent Informing Plans (to be reviewed and further developed) will continue to build on the City's existing services and activities, including:

- Business support
- Placemaking
- Events and activation
- Destination marketing and tourism
- Lobbying
- New business attraction and development
- Environmental monitoring and horizon scanning.

The role of local government in economic development

The City seeks to enhance residents' quality of life by supporting businesses, energising town centres and promoting sustainable economic growth, while balancing limited resources and competing priorities.

“

Broadly speaking Local Governments deliver two distinct but related functions to support economic development. Firstly, they themselves provide, or commission others to provide, services which are directly consumed by local businesses. These include traditional local government services to keep business districts clean, collect and recycle waste and maintain roads. Where resources permit, Local Governments may also support local businesses with destination marketing, training and events and festivals.

The second economic development function of local government is to create a vision for the ongoing prosperity of the municipality and the strategies required to achieve this. This function recognises that Local Government does not have all the powers and resources necessary to achieve the economic vision. Other parties, including State and Commonwealth agencies as well as private sector and not for profit organisations will have a part to play, and Local Government's role may be that of broker, partner, advocate and coordinator. Local Governments will also look to ensure that its allied services, regulatory obligations and policies such as those to do with planning approvals and rates are properly harmonised with adopted economic development goals.

”

Economic Framework for Local Government in Western Australia, WALGA (updated December 2023)

The City will undertake a range of key roles to achieve the City's economic vision, including:



Information sharing and education

Ensuring the community is provided with information and, where appropriate, education to unlock community capacity and equip people with the skills they need to achieve positive outcomes.



Engagement

Providing opportunity and encouragement for the community to engage, connect and inform the City on prioritising and improving services, projects and facilities.



Advocacy

Drawing on our research and partnerships to advocate for our community to other levels of government and amplify the work of our local partners. The City can negotiate on their behalf for resources, funding and recognition.



Partnerships and connections

Developing and maintaining relationships with key stakeholders and working closely with partners collaboratively provide services and achieve shared goals.

The City may also act as an intermediary to identify local skills and connect different contributors to maximise innovative outcomes and support cohesion, community empowerment and self-sufficiency.



Grants and support

Providing opportunities for community members to apply for grants, scholarships, rebates and/or in-kind support to establish and/or provide services, events and infrastructure that benefit the community.



Direct service, project and infrastructure provision

Designing and delivering services, projects and facilities that align with the key strategies, informing plans and community needs, ensuring community engagement and involvement.

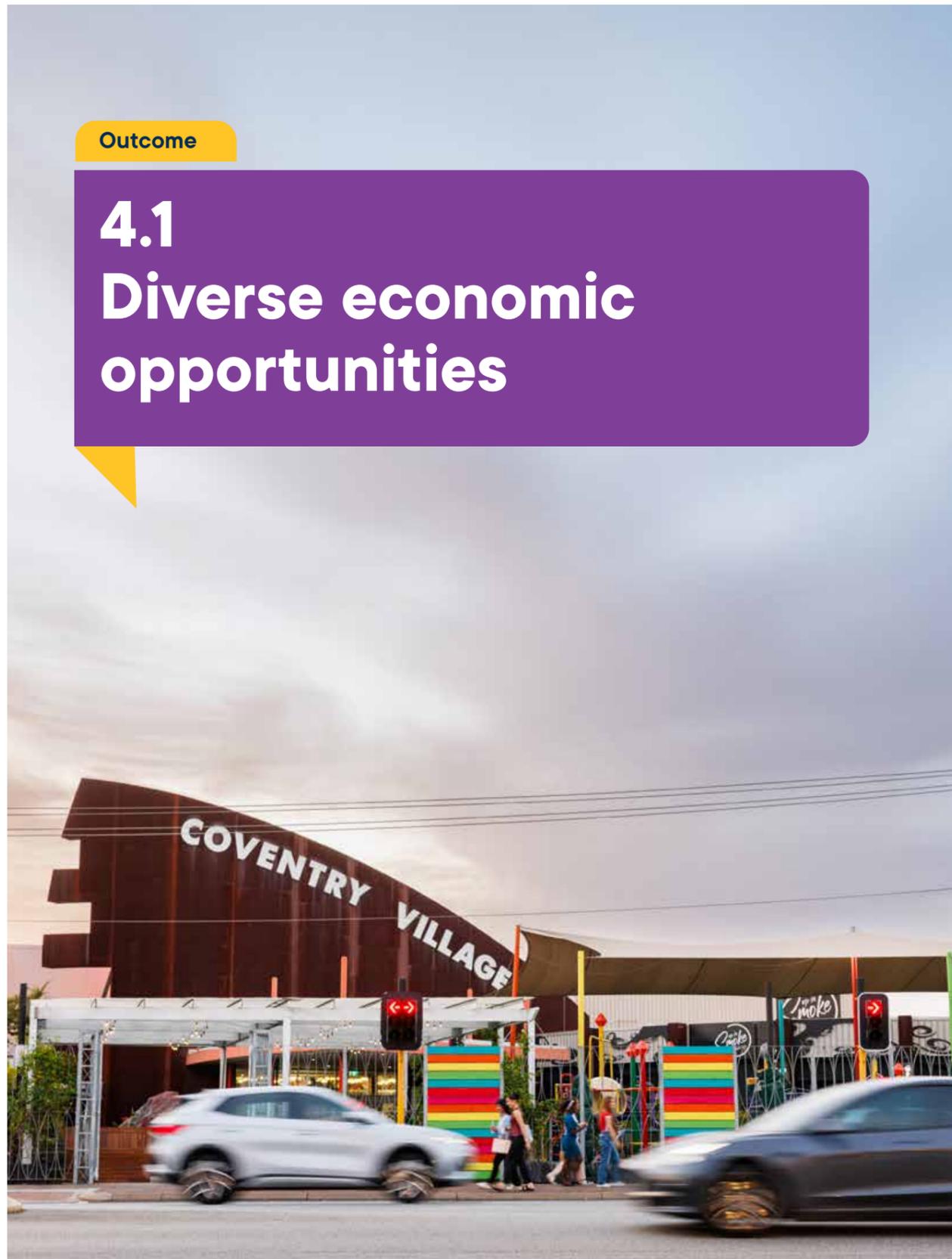


Research, policy and planning

Developing an evidence base to better understand, plan and advocate for the community, and taking a planned, considered and compliant approach to develop appropriate policies and plans to deliver on obligations and key objectives in response to community needs.

Outcome

4.1 Diverse economic opportunities



A diverse economy is one that includes a wide range of industries, businesses, and sectors rather than relying heavily on a single source of income or industry. This variety helps create stability and resilience by spreading economic risk, encouraging innovation, providing more job opportunities, and supporting sustainable growth by adapting to changing market conditions. Diverse economies are generally better positioned for long-term growth because they can adapt to new trends, technologies and global shifts.

Key roles:



To meet this outcome the City will need a strong focus on encouraging new business and investment through strategic advocacy, targeted marketing, and proactive partnerships with the private sector, regional bodies, and State and Federal governments. By positioning the area as a desirable place to invest and innovate, the Strategy aims to unlock new opportunities across a broad range of industries.

The City will focus on supporting emerging industries that attract entrepreneurs and innovation to provide both collaboration and competition across industry sectors. The City will support businesses to capitalise on benefits that change brings and seek out innovative opportunities.

The City's prime location and available industrial land near Perth CBD provides an opportunity to expand the logistics industry. Residents and visitors would benefit from the presence of State Government services and expanding professional services in the Morley City Centre, as an alternative location to the Perth CBD.

The City will work to attract and retain a diverse range of opportunities that produce a resilient economy supporting a wide range of industries, employment and income levels.

The City will need to support the development of mixed-use precincts that combine commercial, residential, retail and office space entertainment and cultural functions within a single, integrated area.

These precincts help create an environment where people can live, work, shop, and socialise without needing to travel far, extending periods of activity and increasing footfall. Mixed-use precincts attract talent and investment, while also supporting housing diversity and local amenity.

Mixed-use precincts generally have diversified revenue streams creating greater economic resilience. They attract investment by productively using limited land by integrating different land uses vertically and horizontally. This supports more efficient land use, reducing infrastructure costs and creating walkable communities. Mixed-use precincts and developments require thorough strategic land-use planning and well planned and maintained built infrastructure, as planned for under the City's Built and Natural KRAs such as transportation, utilities, communication, facilities, waste management, stable and renewable energy.

Strong infrastructure creates a supportive environment that drives business growth, attracts investment, and enhances quality of life.

Objective

4.1.1

Encourage new businesses and investment opportunities through advocacy and partnerships.

Strategic priorities

1. Stakeholder engagement and relationship building

- Build and maintain relationships with key economic stakeholders including local businesses, business groups, industry groups, state and federal government.
- Collaborate with local businesses, business groups, and industry groups to create joint initiatives that improve the business climate and generate positive outcomes for the community.
- Leveraging regional collaborations and partnering with neighbouring municipalities or regional economic bodies to promote the area collectively, increasing reach and resources.
- Support businesses to connect through networking events, direct introductions and relationship building with City Economic Development staff.

2. Advocacy and promotion

- Driving the City's Advocacy Plan by promoting investment opportunities, showcasing economic strengths, and engaging stakeholders through targeted campaigns and forums, while staying agile to seize emerging partnership opportunities in a dynamic environment.
- Championing continued infrastructure and access / transport improvements, particularly in the Bayswater Industrial Area.
- Highlighting local success stories and actively progressing the 'Open for Business' promotional advocacy campaign in regional, national and international forums to showcase the City's unique assets, economic strengths and untapped potential.

3. Innovation, collaboration and incentives

- Creating Innovation Hubs including coworking spaces, incubators, or accelerators where entrepreneurs can collaborate and access resources.
- Facilitating networking and fostering partnerships by hosting events and platforms where the City, businesses, universities, research institutions and other key stakeholders can connect and collaborate.
- Streamlining City regulations wherever possible and ensure the City is easy to do business with.

Objective

4.1.2

Support mixed-use precincts and developments

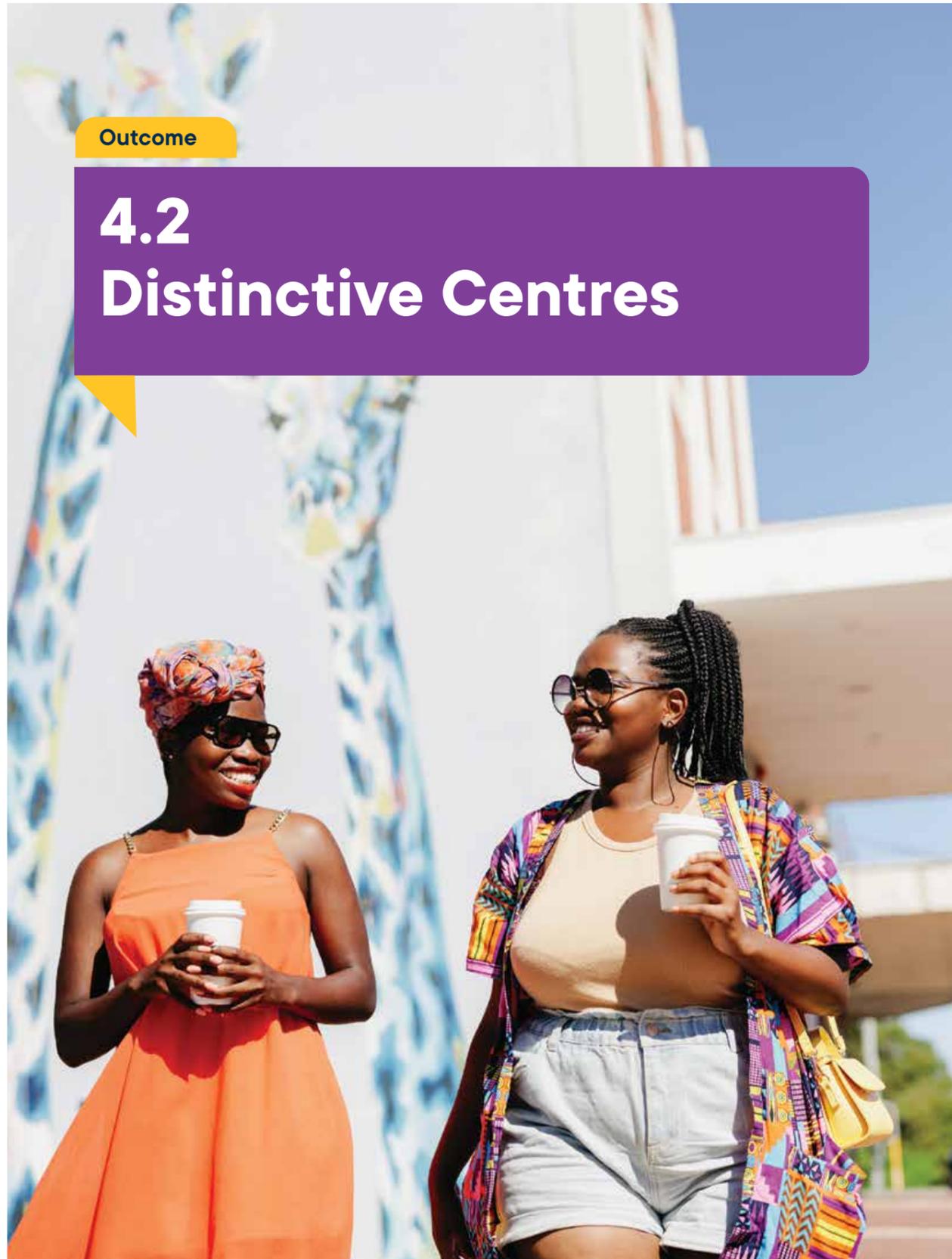
Strategic priorities

1. Planning and regulatory support

- Developing a contemporary planning framework with zoning and land-use reforms to encourage growth and mixed-use developments that combine residential, commercial, and cultural spaces, while streamlining planning and building approval processes to reduce costs and delays.
- Engaging directly with potential investors, exploring incentives and progressing key major projects while advocating for a strong State Government anchor presence in the Morley CBD.
- Investigating the potential of short-term leases and interim uses of vacant properties to support economic activity, test new concepts, and enhance vibrancy in key precincts.

2. Infrastructure and public realm enhancements

- Making precincts more accessible, attractive and safe via improvements to pedestrian pathways, lighting, public space enhancements, safety programs / surveillance and advocating for improved public transport.
- Exploring opportunities for business cluster development and ensuring potential projects are well-prepared and resourced for future advocacy and funding opportunities.
- Advocating for the redevelopment of the Les Hansman community centre and associated car park in accordance with the endorsed concept plan.



Outcome

4.2 Distinctive Centres

Distinctive town centres are defined by their unique blend of architectural styles, cultural heritage, commercial activity, and social vibrancy that together reflect the identity and history of the community. These centres serve as important economic engines, offering a rich mix of retail, hospitality, professional services, and creative enterprises that attract visitors, generate foot traffic, and support local prosperity.

Key roles:



A vibrant, accessible town centre is more than just a collection of businesses, it is a dynamic place where people gather, shop, dine, work, and socialise. By continuing to invest in infrastructure and streetscape improvements, the City aims to create welcoming environments that stimulate trade, strengthen local economies, and foster business growth. Activation efforts, such as through planning, events, public art, and streetscaping, may breathe life into these centres, encouraging visitors to stay longer and explore more, driving foot traffic and contributing to a positive cycle of growth and community connection.

The vibrancy of a town centre is further influenced by the types of land use and also by pedestrian activity, lively street frontages, and on-street interactions.

Upcoming transport upgrades and major state projects present a significant opportunity to further activate these centres, fostering economic resilience and sustained growth.

Retail and business clusters within town centres, geographic concentrations of interconnected businesses, play a crucial role in building a strong local economy. Understanding the maturity and potential of these clusters helps the City target support where it can have the greatest impact. Each of the City's four town centres has its own distinct character and identity, making it vital to preserve and enhance these unique qualities while promoting their individual brands.

Effective town centre promotion requires strategic planning, collaboration with stakeholders, creative placemaking, and marketing efforts that highlight each centre's unique strengths. By positioning these areas as attractive destinations, the City can draw more day visitors and tourists, including the many international guests who visit local families.

Objective

4.2.1

Facilitate the activation of City and town centres.

Strategic priorities

1. Place-making enhancements

- Activating town centres as public spaces by supporting community-led place making
- Working with businesses to create active frontages and storefront improvements.
- Enhancing the visitor experience in town centres by improving wayfinding and signage, while maintaining clean, well-lit, and secure environments.

2. Events, culture, and engagement

- Supporting the involvement of residents, businesses, local community and cultural groups in the planning and delivery of activations and public events and festivals across the City.
- Encourage temporary uses in vacant premises such as short-term retail, food stalls, and art installations wherever possible.
- Supporting night-time economy initiatives and promoting the City's unique cluster of multicultural dining offerings to celebrate cultural diversity and attract a wide audience.

Objective

4.2.2

Facilitate the promotion of City and town centres and other attractions.

Strategic priorities

1. Promote distinctive town centres and business clusters

- Branding strategies that highlight each centre's unique identity, history, and offerings. Review branding strategies highlighting each centre's unique identity, history, and offerings.
- Promotional campaigns that showcase local businesses, cultural events, and shopping experiences, utilising digital marketing, including social media and virtual tours, to reach broader audiences.
- Supporting events and festivals that draw visitors to different precincts throughout the year.

2. Leverage strategic location and transport connectivity

- Promoting the City's strategic connectivity to major transport routes and hubs, positioning it as a convenient, accessible destination for business and tourism through the 'Open for Business' campaign.
- Working with transport authorities to improve connectivity, signage, and transit services to key precincts and advocating for infrastructure investments that improve transport efficiency.
- Encouraging transit-oriented developments to enhance access and convenience.

3. Showcase unique local attractions

- Fostering partnerships with local businesses, community groups and the Whadjuk Noongar community to authentically curate, support and enhance the City's natural, cultural, historical and recreational opportunities, offerings and attractions.
- Developing marketing content (videos, brochures, websites) emphasising the area's diverse attractions and collaborate with regional and state tourism bodies to align marketing efforts. Create curated visitor itineraries featuring natural, cultural, and recreational highlights.
- Conducting research to identify target visitor segments and their preferences. Monitor and evaluate tourism growth and visitor satisfaction.



Outcome

4.3 Sustainable, thriving businesses and employment

A sustainable and thriving local economy is one where businesses grow responsibly, employment opportunities are stable and fair, and the natural environment is protected for future generations. Such an economy prioritises long-term resilience, ensuring that both businesses and the community can adapt and flourish amid changing economic and environmental conditions.

Key roles:



In this environment, businesses operate efficiently - minimising waste, conserving resources, and designing products and services that can be reused, recycled, or repurposed. Beyond environmental responsibility, sustainable businesses actively contribute to social well-being by creating meaningful, long-term jobs that support the community's economic health.

To foster a robust economy, it is essential to expand the variety and number of quality local jobs, particularly in knowledge-based and skilled industries, so that more residents can live and work locally. Supporting workforce development and retention will strengthen business resilience and help sustain economic growth within the community.

Employment and skills development are central to this vision. A resilient local economy depends on a skilled workforce that matches the needs of contemporary workplaces. Currently, while the City has a resident workforce of 36,468, only a fraction—5,721 individuals—are employed within the City itself. Many professionals commute to the nearby Perth CBD due to limited local opportunities in professional and administrative sectors.

Objective

4.3.1

Actively build relationships to support local businesses and increase local job opportunities.

Strategic priorities

1. Business support and engagement

- Serving as a “Central Business Support Hub” to improve communication, partnerships and streamline internal processes to minimise red tape and simplify doing business with the City.
- Conducting regular face-to-face business engagement to understand needs, with consideration of the communication preferences of people with disabilities and our CaLD and Aboriginal community.
- Developing business networking and mentorship programs that:
 - connect businesses with each other and the City and encourage collaboration through public-private initiatives
 - promote available tools and resources to build business resilience, adapt to change, seize opportunities and scale to national and global markets.
 - encourage businesses to adopt social and environmental sustainability initiatives, achieve sustainability certifications and report progress. Recognise exemplary businesses to motivate wider adoption.

2. Workforce development and inclusion

- Fostering a diverse and resilient economy to expand the variety and availability of local job opportunities, while attracting and retaining a skilled workforce by promoting the City as an exceptional place to live and work.
- Working with education providers to support and promote workforce training and skills development.
- Working with local business to encourage and promote inclusive employment initiatives for youth, women returners, mature workers, multicultural/migrant communities, and people of all abilities.





City services

The City's Economic Development service will champion the progress of this Economic Development Strategy. Council will consider the resourcing of service delivery and economic development projects each year during the Council-led Annual Business Planning and Budget process. At the time of writing this document the sub-services of Economic Development are delivered by 2.5 FTE and some consultant support:

- Economic Development (1 FTE)
- Place Management and Town Centre Activation (1 FTE)
- Commercial Activities (0.3 FTE)
- Advocacy (0.2 FTE)

Key supporting services:

Many City branches will play a role in meeting the priorities identified in the Strategy, including:

- Property and Economic Development
- Transport and Buildings
- Infrastructure Projects
- Planning Approvals
- Community Development
- Community Safety
- Regulatory Services
- Communications, Engagement and Customer Relations

Key partnerships and delivery relationships:

The delivery of this strategy is dependent on collaboration between the City and other key stakeholders, including:

- State Government
- Federal Government
- Local business associations
- Local businesses
- Sporting and community groups

Community indicators

The City will track the following measures to gain a better understanding of our local economy and how it is changing. The measures will inform our decisions on services and projects and track progress toward achieving our Vision and Economic KRA Strategic Outcomes.

Corporate business plan performance measures

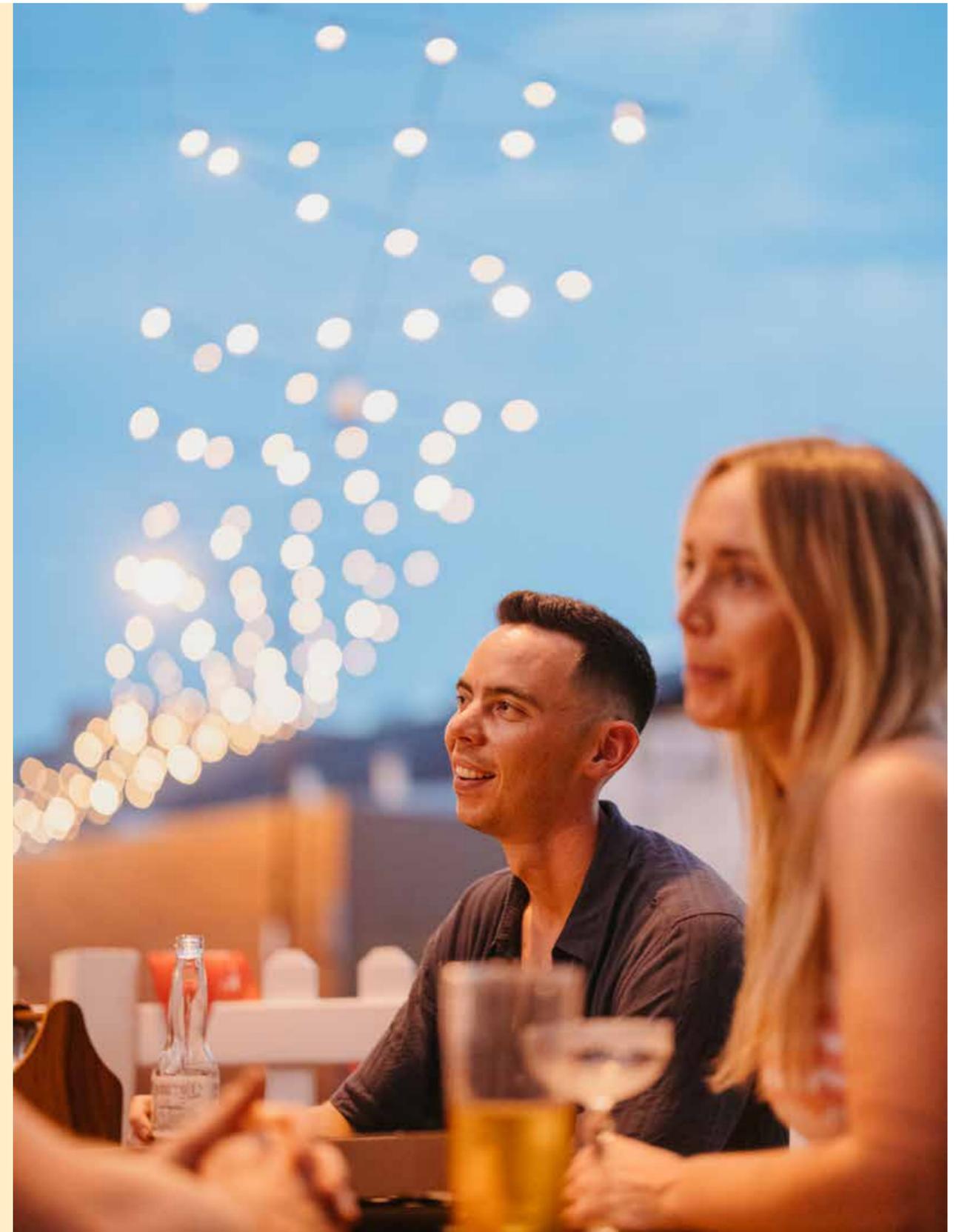
- Jobs-to-workers ratio
- Per capita gross regional product of the City
- Total number of active trading businesses in the City.

Economic development indicators

- Number of employed residents
- Total number of local jobs
- Regional employment self-sufficiency (ratio of local jobs to employed residents)
- Number of micro, small, medium and large businesses
- Year-on-year change in total jobs
- Number of non-residential building approvals.

Tracked economic indicators

- Number of businesses retained
- Number of new businesses
- Value of new City and Regional Infrastructure
- Percentage of City's population that has a post-school qualification
- Proportion of businesses with access to future-ready digital networks
- Level of local investment in the local economy
- Number of people employed in the City's night-time economy increases
- Number of international visitors
- Number of visitors from outside the LGA attending City events
- Number of employed in creative industries



The Integrated Planning and Reporting Framework

This Economic Development Strategy complements the City's Council Plan and works to guide our Economic Informing Plans. The Strategy and supporting informing plans identify and assist to prioritise the City's service and project delivery.

To ensure the Strategy is sustainable throughout its 10-year lifespan, the Strategy and Informing Plans must be adaptable and responsive to opportunities and challenges. Individual actions will be reviewed annually to facilitate this.

The flowchart below highlights how the Economic Development Strategy is informed and guided by the Council Plan, and how it guides lower-level City Informing Plans which feed into service and project delivery for the community.

Implementing actions is subject to resource allocation and a commitment from the whole of the City to the Strategy's focus areas. The actions that operationalise City Strategies and Informing Plans, along with the required delivery resources, are considered and prioritised in the City's Council-led Annual Business Planning and Budgeting process, according to available revenue and current need.





City of
Bayswater

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facebook.com/bayswatercity



instagram.com/cityofbayswater

No.	Support / Object / Comment	Interest in the proposal	Summary of Submission	Comments
1.	Supportive	Anonymous	<ul style="list-style-type: none"> • Agrees with the overall strategic priorities. • Strong support for sustainability, placemaking, and promoting local business. • Recommendation to also respect and support the City’s history, community, and sport organisations to further enhance tourism and business. 	Noted
2.	Supportive	Anonymous	<ul style="list-style-type: none"> • Endorses we are moving forward at a good pace 	Noted
3.	Supportive	Anonymous	<ul style="list-style-type: none"> • No comments 	No comments
4.	Unsure as to whether supportive	Anonymous	<ul style="list-style-type: none"> • Council restrictions and occupancy costs preventing small businesses from using vacant shops are not acknowledged. 	Noted Priorities 4.1.1 4.1.2 and 4.2.1
5.	Supportive	Anonymous	<ul style="list-style-type: none"> • Broad support for initiatives that increase business activity and vibrancy in the Bayswater townsite. • Suggestion to strengthen existing business groups is recommended due to their limited resources. • Consider expanding support to the industrial sector. • The emphasis should be on existing actions to boost foot traffic rather than new one-off events. 	Noted. Once the draft document has been adopted by Council, an Action Plan will be developed along with an annual budget for individual projects.

6.	Supportive	Anonymous	<ul style="list-style-type: none"> • Broad support for initiatives that increase business activity and vibrancy in the Bayswater townsite. • Suggestion to strengthen existing business groups, is recommended as they have limited resources. • Consider expanding support to the industrial sector. • Utilise vacant buildings in town centres to encourage new businesses or repurposing. 	<p>Noted. Once the draft document has been adopted by Council, an Action Plan will be developed along with an annual budget for individual projects.</p>
7.	Supportive	Anonymous	<ul style="list-style-type: none"> • Strong support for small businesses and improving quality of life, especially through living near town centres. • Positive emphasis on collaboration between local business and community groups to achieve shared local goals. • Further support needed with destination marketing of Bayswater Bridge District • Enhance vibrancy and investment and build recognition of the area within the local and wider community. 	<p>Noted. Once the draft document has been adopted by Council, an Action Plan will be developed along with an annual budget for individual projects.</p>
8.	Supportive	Anonymous	<ul style="list-style-type: none"> • Generally supportive of efforts to increase vibrancy and support businesses in Town Centres. • Current “Place Maker” roles have largely failed to achieve meaningful outcomes. 	<p>Noted Once the draft document has been adopted by Council, an Action Plan will be developed along with an annual budget for individual projects.</p>

			<ul style="list-style-type: none"> • Ratepayer funds would be better spent engaging community groups with proven success in delivering local projects. • Funding should be directed toward these community groups to deliver agreed outcomes that activate Town Centres. • Emphasis on the value of involving local people who are invested in their community’s success. • More focus is needed on supporting community groups and local businesses to run community events. 	
9.	Unsure as to whether supportive	Anonymous	<ul style="list-style-type: none"> • Current strategy plans are too general, lacking actionable steps. • Lack of specificity may explain why Bayswater appears run-down and behind in development. • Plans should highlight concrete initiatives to make progress tangible. • Example (illustrative): opening a plastic-free organic food shop on a specified street. 	Noted Once the draft document has been adopted by Council, an Action Plan will be developed along with an annual budget for individual projects.
10.	Supportive	Anonymous	<ul style="list-style-type: none"> • New strategy is mostly unchanged from the previous version. • Differential rates are increasing landlord costs, which are passed on to local businesses—contradicting the strategy’s intent. • Council should prioritise tangible improvements to town centre amenities over more strategy documents. 	Noted Once the draft document has been adopted by Council, an Action Plan will be developed along with an annual budget for individual projects.

			<ul style="list-style-type: none"> Reducing services (e.g., bins) while raising already high rates is counterproductive. 	
11.	Not supportive	Anonymous	<ul style="list-style-type: none"> Will contact in person if any problems arise. 	Noted.
12.	Unsure as to whether supportive	Anonymous	<ul style="list-style-type: none"> Goals are unclear and not measurable. Progress and effectiveness cannot be tracked. Accountability is limited. 	Noted. Once the draft document has been adopted by Council, an Action Plan will be developed along with an annual budget for individual projects.
13.	Supportive	Anonymous	<ul style="list-style-type: none"> Strategy aligns with local efforts to activate town centres, support businesses, and create vibrant commercial hubs. Support for co-working spaces & innovation hubs, networking, and attracting professional services benefits entrepreneurs, startups, and small businesses. Planned improvements to infrastructure and public spaces will boost foot traffic, visitor experience, and appeal to skilled professionals. Strategy aims to reduce resident commuting, attract investment, and create quality local jobs, particularly in professional, scientific, and technical services. Benefits would be more potential clients for traders, larger pool of co-working tenants, and a more vibrant, resilient town centre. Cultural & Strategic Advantages: Recognizes Bayswater's multicultural strengths, transport 	Noted. Once the draft document has been adopted by Council, an Action Plan will be developed along with an annual budget for individual projects.

			<p>access, and unique dining/cultural offerings to compete with inner-city areas.</p> <ul style="list-style-type: none"> • Vision supports sustainable community growth by leveraging local business associations, innovative workspaces, and grassroots economic activity. 	
14.	Not stated as supportive or otherwise	<p>Hard copy comments. Name provided</p>	<p>Commendations:</p> <ul style="list-style-type: none"> • The City has prepared a well-articulated 10-year Economic Development Strategy. • Demonstrates clear commitment to fostering local business growth and economic development. • Positive, forward-looking vision and strategic priorities. • Understanding of how the local economy integrates with global economic trends. • Opportunities and challenges identified are well thought out and actionable. • Specific strategic priorities for objectives 4.1.1, 4.2.1, and 4.2.2 are strong and promising. <p>Areas of Concern / Negative Aspects:</p> <ul style="list-style-type: none"> • Aspirations and community indicators focus on metrics largely beyond local government influence. • Some EDS actions/priorities mask very large undertakings behind brief statements, including: <ul style="list-style-type: none"> ➤ Creation of innovation hubs and coworking spaces. ➤ Streamlining City regulations. ➤ Comprehensive planning framework and zoning reforms. ➤ Enhancing precinct accessibility, safety, and public spaces. 	<p>Noted. Once the draft document has been adopted by Council, an Action Plan will be developed along with an annual budget for individual projects.</p>

			<ul style="list-style-type: none"> ➤ Strategy relies heavily on 2.5 FTE, raising concerns about resource adequacy. ➤ Implementation depends on cooperation from multiple City branches, but processes and accountability mechanisms are not clearly defined. ➤ “Investment ready precincts” are referenced without clear identification or detail. <p>Suggestions for Improvement:</p> <ul style="list-style-type: none"> • Include practical, measurable actions that the Economic Development team can realistically deliver. • Provide prioritisation or timelines for actions across the 10-year strategy. • Clarify the roles and responsibilities of other City branches in achieving strategic objectives. • Provide more detail on specific precincts and their investment readiness. <p>Conclusion:</p> <ul style="list-style-type: none"> • The EDS is a long overdue and welcome initiative. • Positive aspects outweigh the negatives; concerns are not fatal flaws and can be addressed. • Continued collaboration with the business community is essential for adapting the strategy and achieving meaningful outcomes. 	
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10.1.2 Expression of Interest - Lease of Premises - 14 King William Street Bayswater

Responsible Branch:	Property and Economic Development
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. CONFIDENTIAL REDACTED Rental Offers [10.1.2.1 - 1 page]
Refer:	Item: 10.1.3 OCM: 9.12.2025
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item contains one or more confidential attachments in accordance with Section 5.23(2) of the Local Government Act 1995:

- (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

Council consideration is sought on the future use and activation of 14 King William Street, Bayswater following the conclusion of an Expression of Interest (EOI) process.

OFFICER'S RECOMMENDATION

That Council requests the Chief Executive Officer to utilise a commercial real estate agency to readvertise the property for disposal by lease.

BACKGROUND

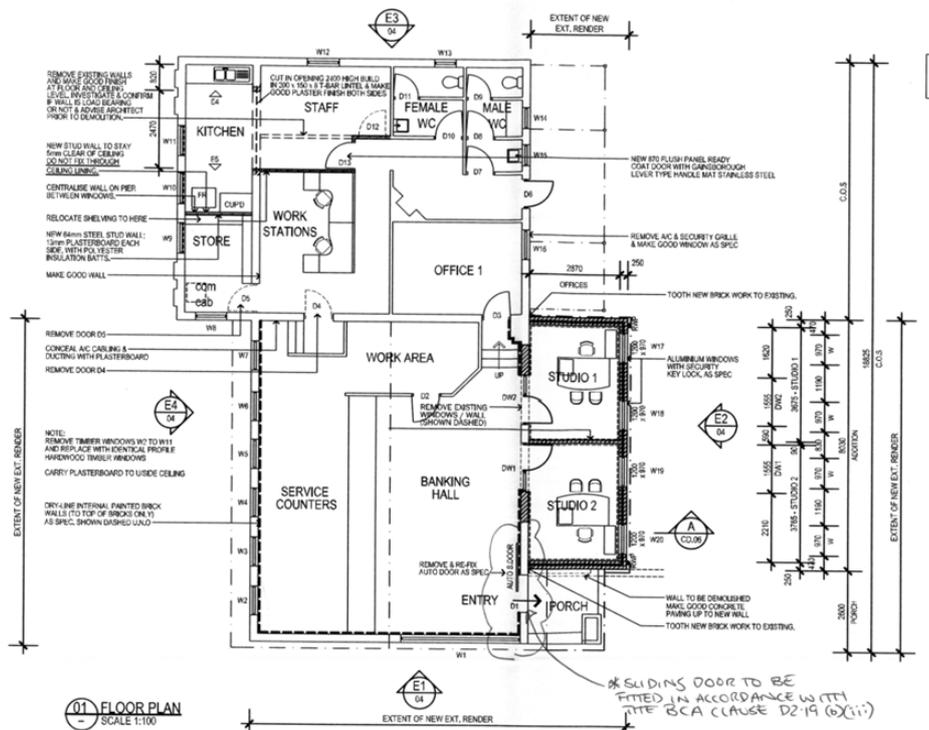
The premises was originally constructed in 1895 and is included on the City’s Municipal Heritage Inventory as a Category 2 place. Additional buildings were constructed in 1936, the 1960’s, and 2010’s.

A Category 2 place is considered:

- *“Very important to the heritage of the locality.*
- *High degree of integrity/authenticity.*
- *Conservation of the place is highly desirable.*
- *Any alterations or extensions should reinforce the significance of the place.”*

The building was most recently approved for use as a shop (bank). The building currently comprises a large “banking hall / foyer”, 3 offices, a workstation area, kitchen staff room, bathrooms and storage, totalling approximately 195m². The car parking area includes 8 tandem bays behind an electric gate, and landscaping at the front of the building.

The premises was vacated by the previous tenant in August 2025. Recognising the value of this space in the Bayswater Town Centre, Council have requested that this building be tenanted. Based on this, an EOI process has been conducted to identify a suitable tenant.



EXTERNAL CONSULTATION

The EOI period commenced on 11 October 2025 and concluded on 5 November 2025. The EOI was advertised in the *West Australian*, the City's e-procurement platform (TenderLink), and a notification was placed in The West newspaper. Respondents were required to attend a mandatory site inspections. Two addenda were issued in response to queries raised by Respondents via TenderLink, and the closing date was extended from Monday 3 November to Wednesday 5 November 2025 to accommodate the additional information provided. The total advertising period for the EOI was 25 days.

OFFICER'S COMMENTS

Three responses were received prior to the closing deadline and were subsequently evaluated against predetermined criteria that were set out in the EOI documentation. The responses were first checked in relation to the compliance criteria prior to an evaluation panel evaluating the responses against a set of mandatory and weighted qualitative criteria. The evaluation panel

comprised of the Manager Property and Economic Development, Commercial Land Officer, and Community Lease Officer. No conflicts of interest were raised by either the respondents or the evaluation panel members.

Submitter 1 – Bayswater Traders Association Inc

Bayswater Traders Association is a local not-for-profit business group helping local traders. Currently based at 1 King William Street, they propose to use the space as a co-working hub and community resource centre.

Bayswater Traders Association has provided a setup budget and operational budget for their first year of trading, with a projection of “breaking-even” within 18-24 months at 60-70% capacity. The proposed rent is as per **Confidential Attachment 1**.

If successful, the applicant proposes the following uses for the space:

- Hot-desks
- Meeting rooms
- Training spaces and programs
- Community resource centre
- Partnerships with social enterprises
- Trading Monday - Friday 9:00AM - 5:00PM, and open 24 hours for permanent members

Submitter 2 – Rhatigan Nominees Pty Ltd

Rhatigan Nominees, trading as *Simply Helping*, are a registered aged care and disability services provider currently located in North Perth, which provides in-home care and support services. They propose relocating their Bedford based offices into the space along with constructing a frozen yoghurt shop in the main part of the building, with the potential for a coffee space in the future.

Rhatigan Nominees have provided comprehensive income statements based on their previous financial year, demonstrating that the business is in a profitable position. The proposed rent is as per **Confidential Attachment 1**.

If successful, the applicant proposes the following uses for the space:

- Social support
- Disability support
- Recovery coaching
- Shop (frozen yoghurt – Bay City YO)
- Trading Monday – Friday 8:00AM – 7:00PM, and Saturday – Sunday 11:00AM – 5:00PM.

Submitter 3 – The Boring Business Co Pty Ltd

The Boring Business, trading under *Fabric Laundrobar*, is a laundry service provider. They have provided a comprehensive concept and plan for the space showing their proposed signage and exterior presentation of the business, along with the layout of the interior.

The Boring Business has provided a financial budget for their first year of trading, projecting a profitable business after two months. The proposed rent is as per **Confidential Attachment 1**.

If successful, the applicant proposes the following uses for the space:

- Self-service laundry
- Dog wash station
- Wash / Dry / Fold service
- Hot-desks
- Nail bar / clothing alterations area
- Parcel lockers for after-hours laundry collection
- Trading hours every day 6:00AM – 9:00PM

Tenant Categories

The premises is considered a commercial lease and therefore does not fall under the *City’s Community Facility Lease and License/User Agreement Policy*.

Expression of Interest Evaluation

In accordance with the EOI document the applications were assessed against the following criteria:

1. Business Concept (40%)

Please outline the proposed use of the space e.g. food and beverage concept and how your business contributes to or compliments the activation and enjoyment of the Bayswater town centre.

- a. Business type;
- b. Proposed trading hours;
- c. Outline how your business will operate and make use of the Premises; and,

2. Business Plan and Financials (20%)

Please provide a detailed overview of the proposed business including financial statements and cash flows that make your business viable under the agreed rental amount.

3. Experience and Personnel (40%).

Please provide details of relevant experience including:

- a. Previous operations and locations;
- b. Number of key staff and experience;
- c. Are you an investor or an independent operator?

The table below details the outcomes assessment undertaken when determining the suitability of each response received.

Respondent	Qualitative Criteria 100%				
	Business Concept	Business Plan & Financials	Experience and Personnel	Total %	Rank
Bayswater Trader’s Association Inc (ABN 74 669 840 933)	7	4	3	14 (48.00%)	3
The Boring Business Co Pty Ltd (ABN 98 692 331 954)	7	5	6	18 (62.00%)	2
Rhatigan Nominees Pty Ltd (ABN 57 612 673 060)	8	6	8	22 (76.00%)	1

The annual rental amount is to be determined by the Council following an EOI/Tender process. The proposed rental amounts and financials are considered as part of the Business Plan & Financials assessment score above. Details of the commercial valuation and the proposed rental amounts have been included in **Confidential Attachment 1**.

Commercial Options

While the EOI process revealed some interest in the site, the limited number of submissions and the mixed suitability of proposals indicate that a broader marketing approach is required to fully realise the vibrancy that this area needs. A commercial real estate agency can provide market knowledge, with established networks of prospective tenants and buyers that extend beyond the scope of local government advertising channels.

Engaging a commercial real estate agency to readvertise 14 King William Street, Bayswater is currently considered the most effective means of securing a higher quality commercial outcome for the City.

LEGISLATIVE COMPLIANCE

In accordance with section 3.58 of the Local Government Act 1995, advertising of the Disposal of Land by Lease was advertised in both the *West Australian* and TenderLink on 11 October 2025.

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	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.	

FINANCIAL IMPLICATIONS

New Capital or Amendment to Existing Capital Budget

Item 1: Lease of 14 King William Street Bayswater to Rhatigan Nominees Pty Ltd

Asset Category: New **Source of Funds:** Municipal

LTFP Impacts: Not itemised

Notes:

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	EMPLOYEE				
1	-	\$1500	-	As per Confidential Attachment 1	5	-	-

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Council Plan 2025 – 2035, the following applies:

Key Result Area:	Built
Outcome 2.1	A Connected and Accessible City
Objective 2.1.2	Create liveable neighbourhoods and centres that include consideration of our built heritage.
Outcome 2.2	Built Infrastructure that Meets Current and Future Community Needs
Objective 2.2.3	Plan, build and maintain current and future assets.

Key Result Area:	Economic
Outcome 4.3	Sustainable Thriving Businesses and Employment
Objective 4.3.1	Actively build relationships to support local businesses and increase local job opportunities.

CONCLUSION

Considering the above, it is recommended that the Council authorises the Chief Executive Officer to enter negotiations to lease 14 King William Street, Bayswater to Rhatigan Nominees subject to the following terms:

- (a) Tenancy of 5 years;
- (b) Rental amount as contained in **Confidential Attachment 1** to this report;
- (c) Outgoings paid by the tenant; and
- (d) The premise is leased in an “as is” condition and the City will not be undertaking any upgrade to the premises (including fixtures and fittings) as part of the lease, with the exception of the City agreeing to remove the teller desks left in situ by the previous tenant.

Or authorises the Chief Executive Officer to utilise a commercial real estate agency to readvertise the property for disposal by sale, lease, or joint venture with the City.

10.2 Corporate Services Directorate Reports

Nil.

10.3 Infrastructure and Assets Directorate Reports

10.3.1 Play Space Plan Review 2025-2028

Responsible Branch:	Project Services
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. Play Space Plan 2025-2028 [10.3.1.1 - 54 pages]
Refer:	Item: 10.5.1 OCM: 22.11.2022
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

The City’s Play Space Strategy was originally adopted by Council in July 2019 with an interim review approved in November 2022. The strategy mandates a review every three years to ensure its continued relevance and to assess the progress of play space redevelopments. A three-year 2025 review has been completed by the City, and the revised document is presented to Council for approval.

OFFICER'S RECOMMENDATION

That Council endorses the updated Play Space Plan 2019 – 2029 (previously titled Play Space Strategy) for the period 2025 - 2028 as contained in Attachment 1.

BACKGROUND

At the Ordinary Council Meeting in July 2019, Council approved the City’s first Play Space Strategy (PSS). The strategy was identified in the 2017 Corporate Business Plan (C1.1.8). The strategy was informed by two phases of community engagement, desktop review and research, and an audit of the City’s parks and play spaces. The document will continue to be reviewed every three years, to ensure that it remains relevant, reflects current trends, and continues to deliver positive outcomes in the form of well-planned and designed play spaces that are aligned with community expectations. The first review was completed in September 2022 and most recently in September 2025. It was reviewed in accordance with the City’s Strategy and Plan Framework, which supports the Council Plan 2025-2035 and clarifies the hierarchy of strategy and planning documents. It has been renamed the Play Space Plan to accurately reflect its position within this framework. As an Informing Plan within the Built Key Result Area, the Play Space Plan outlines key focus areas and proposed actions.

The City has several plans and strategies that inform the Play Space Plan (PSP) that have recently been updated, including the Strategic Community Plan (2025-2035) and the Access and Inclusion Plan 2025-2030. The revised PSP incorporates these and other updated documents to ensure the plan remains an effective planning document. The Play Space Redevelopment Program and future Implementation Plan have also been updated as part of the review to achieve the best outcomes in terms of asset renewal and future budgeting. There have been no changes to the underlying principles of the plan or its strategic approach to play space planning, design, and management.

A copy of the updated Play Space Plan 2019-2029 for the period 2025-2028 is attached for Council’s consideration and approval (**Attachment 1**).

EXTERNAL CONSULTATION

The review of the Play Space Plan has been conducted as a minor internal desktop review. External consultation was not required. The City continues to engage the surrounding community and site users on each individual play space renewal as part of the concept planning process.

OFFICER'S COMMENTS

Key outcomes of the Play Space Plan

Since the last review in 2022, nine play spaces across the City have been redeveloped in line with the *Parks and Play Space Classification Hierarchy*. The Hierarchy is a tool developed as part of the plan to guide redevelopments and encourage consistency across classification levels. The hierarchy outlines typical elements included in play space redevelopments, based on size and function of the park. For example, if a park is classified as Local, it would generally service surrounding residents within a 400m catchment for short visits for play, walking the dog or social activities. The typical elements included in a play space redevelopment of a local park would be play equipment based on community input, seating, shade, accessible pathway and connections to existing footpaths, and placement of waste bins. Larger, busier play spaces classified as neighbourhood or regional would generally contain additional elements such as multi-courts, outdoor exercise equipment, picnic shelters, and lighting.

Over the past three years, increases to play equipment and labour supply costs have impacted budgeting and service delivery. The focus of the plan is to replace end-of-life assets and facilitate improved accessibility. This has included the installation of supporting infrastructure such as connecting pathways with connections to street footpaths, seating, fencing and shade.

Developer contribution cash-in-lieu public open space funding enabled the City to install its first wheelchair-accessible swing at Upper Bardon Park, Maylands. The project also included compliant accessible ACROD parking, increased pathway access and renewed soft fall surfaces to further increase access to some play equipment.

Additional examples of renewals completed in the last three years are shown below:



Shade sail and fence at Ivory Park, Noranda



Connecting footpath with bench seat and accessible picnic table at Battersea Reserve, Morley



Nature play equipment and connecting pathways at Gobba Lake, Bayswater



Shade sail, picnic table and bench seat at Rhodes Reserve, Morley



Pathway connecting to street footpath and rubber Soffall under an inclusive swing at Bardon Park, Maylands



Wheelchair accessible swing over Softfall rubber within fence enclosure at Bardon Park, Maylands

Play Space Redevelopment Program

The PSP contains an annual program of Play Space Redevelopments. This program identifies play equipment that are due for replacement, based on an asset life of 15-20 years. Every two years, an independent inspection of all play equipment is conducted to review asset condition and inform the asset replacement schedule.

The Play Space Redevelopment Program is also used to inform the annual budgeting process. The current and future sites covering a three-year period are listed below; All are subject to change depending on identified priority and available resources. The identified sites are as follows:

2025/26 (included in 2025/26 budget)	2026/27	2027/28
<ul style="list-style-type: none"> • Swan Lake Reserve • Jakobsons Reserve • Riverside Gardens 	<ul style="list-style-type: none"> • Maylands Foreshore Reserve • Lighting Park • Kanimbla Reserve • Browns Lake Reserve • Tom Cameron Park • Plowmans Park 	<ul style="list-style-type: none"> • Moses Saunders Park • Joan Rycroft Reserve • York Reserve • Arbor Park • Charlwood Reserve • Kirkpatrick Reserve • Robert Thompson Reserve

Shade Program

At the Ordinary Council Meeting in March 2019, Council resolved to include an action in the Play Space Plan to ‘develop a long-term program to progressively shade all of the City’s playgrounds through the use of shade sails and/or the planting of large canopy trees close to play equipment (where it is possible)’. Consequently, the annual Play Space Redevelopment Program includes the proposed type of shade to be provided.

The proposed shade type, whether natural shade (tree planting), or built shade (shade sails) for each site in the next three years of the Play Space Redevelopment Program is shown below:

2025-26

PLAY SPACE LOCATION	SHADE TYPE
Jakobsons Reserve	Natural
Riverside Gardens	Shade sails retained
Swan Lake Reserve	Shade sail

2026-27

PLAY SPACE LOCATION	SHADE TYPE
Browns Lake Reserve	Natural
Lightning Park	Shade sail retained
Maylands Foreshore Reserve	Natural
Kanimbla Reserve	Natural
Plowmans Park	Shade sail
Tom Cameron Park	Natural

2027-28

PLAY SPACE LOCATION	SHADE TYPE
Joan Rycroft Reserve	Natural
Moses Saunders Park	Shade sail
Arbor Park	Natural
Charlwood Reserve	Natural
York Reserve	Shade sail
Kirkpatrick Reserve	Natural
Robert Thompson Reserve	Shade sail

Future Implementation Plan

Although the PSP is a 10-year plan with formal reviews every three years, the plan also provides guidance on play space renewals up until 2040.

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	Medium
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR01 - Inability to plan, provide and support socially connected, healthy and safe neighbourhoods. SR02 – Failure to strategically plan, deliver and maintain infrastructure and assets. SR05 - Inability to manage stakeholder expectation through early and ongoing engagement.	

FINANCIAL IMPLICATIONS

The Play Space Plan (PSP) outlines a proposed Play Space Redevelopment Program for identified sites where play equipment is due for replacement on a 15–20 year cycle, subject to asset condition and regular assessments. Sites will be presented to Council for consideration through the annual submission process.

STRATEGIC IMPLICATIONS In accordance with the City of Bayswater Council Plan 2025 – 2035, the following applies:

Key Result Area: Social
 Outcome 1.3: An Active and Healthy Community
 Objective 1.3.2: Provide welcoming, quality recreational spaces and activities

Key Result Area: Built
 Outcome 2.2 Built Infrastructure that Meets Current and Future Community Needs
 Objective 2.2.1 Improve the amenity of our public spaces and streetscapes.
 Objective 2.2.3 Plan, build and maintain current and future assets.

CONCLUSION

The City's first Play Space Strategy, now referred to as the Play Space Plan was approved by Council in 2019. To ensure it remains relevant to the City’s future planning and to guide decision-making in the best interests of the community, the Plan is reviewed every three years. An internal desktop review has recently been undertaken, primarily to update informing documents and highlight some of the City’s successful play space renewals over the past three years.

Given that the Plan covers the period 2019–2029 and the next scheduled review will occur in 2028/29, the intention is for the next upcoming review to be a comprehensive evaluation of the entire ten-year document.

It is anticipated that a new 10-year plan will then be developed, incorporating updated information on demographic changes, population growth and density, accessibility considerations, and emerging trends.

City of
Bayswater

Play Space Plan



2019 — 2029
Updated September 2025



Document details

Responsible Directorate	Infrastructure and Assets
Responsible Branch	Project Services
Responsible Officer	Manager Project Services
Affected Services	Parks and Gardens, Asset Management and Mapping
Corporate Document Hierarchy	Level 1 – Approved by Council on Click or tap to enter a date.
ECM Document Set ID	What is the ECM document set number?
Risk evaluation	Low
Strategic link	
Next review due	29/09/2028
Reviewed/modified	29/09/2025
Revision details	[Insert details]

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Acknowledgement of Country

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.

The City of Bayswater acknowledges the Traditional Custodians of the land, the Whadjuk people of the Noongar Nation, and pays its respects to Elders past, present and emerging.

Inclusivity Statement

The City of Bayswater is committed to providing an inclusive, safe and respectful organisation and work environment, free from discrimination, harassment and racism. We recognise the impacts of inequity and discrimination and strive to remove the barriers these create.

We celebrate diversity as a strength within our community. Supporting diversity and operating in an inclusive and respectful manner is central to our values and principles of providing safe, accessible and welcoming services and facilities for the community.

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Executive Summary

A Play Space Strategy was first identified as an action in the 2017/18 Corporate Business Plan to assess existing play spaces and guide the future planning and provision of play areas. First adopted in July 2019, the document has undergone two formal reviews — first in September 2022 and most recently in September 2025 where the document was renamed as the **Play Space Plan**, to accurately reflect its position in the City’s hierarchy of corporate documents. These reviews assessed the plan’s outcomes, ensured that its guiding principles remain relevant and effective, and informed updates to the Forward Capital Works Program, outlined in Part 2 of the Plan.

At the Ordinary Council Meeting on 22 November 2022, Council approved the revised Play Space Strategy with the following resolution:

‘That Council:

Considers the Flora Reserve Play Space replacement in the 2023/24 budget, and

Requests the Chief Executive Officer to ensure that the playgrounds in the city cater for different age groups (including older children), and that consideration is also given to the materials that are being used in playgrounds and their likely exposure to sun, to increase usability and prevent burn risks for children. As well as the possible use of recycled materials’.

The document reflects this resolution.

In addition, at the December 2022 Ordinary Council Meeting, it was resolved in part:

‘That Council supports the installation of the wheelchair inclusive swing component of the Bardon Park Redevelopment Project as a stage on its own.’

The installation of the City’s first wheelchair swing has been successfully completed within the play space at Upper Bardon Park. This upgrade also includes the addition of accessible pathways and ramps, carpark wheel stops, bollards, a bike rack, a new A-frame swing, and an updated basket swing with rubber soft fall to assist accessibility.



Bardon Park, Maylands featuring the City's first wheelchair swing (pictured above)

What is a Play Space?

A play space is an inclusive environment where individuals of all ages and abilities can participate in physical activities, imaginative play, and social interaction.

- **Location:** Play spaces can be standalone or located within community hubs, sporting facilities, natural areas, public parks, or urban environments.
- **Design:** These spaces support various activities, amenities, and features that cater to diverse needs.

Background

This definition comes from research and engagement exploring the role of play spaces in the City and in people's lives. Prior to this document being endorsed in 2019, the City's approach was narrowly focused on playgrounds, mainly for equipment replacement, installation, and management. Although play can happen anywhere, this plan focuses on existing play spaces in public parks and reserves.

Between February and November 2018, extensive engagement took place through online surveys, community drop-in sessions, and consultations with a broad range of people, including students. This feedback highlighted several key needs:

- A wider variety of play types beyond traditional plastic play equipment designed for children aged 3 to 10.
- More infrastructure to support play spaces, such as shade structures, seating, BBQs, and picnic tables.
- Improved accessibility through enhanced path networks and connections.
- Better integration of play spaces with the natural environment.
- Larger play spaces that cater to multiple age groups.

Key Principles

The community feedback, asset management principles, and distribution of play opportunities across the City led to the development of three guiding principles:

1. **Quality local provision**
2. **Effective and sustainable asset management**
3. **Annual assessment**

These principles are discussed in this plan and inform the planning process for future play space renewals.

Implementation Plan

This Play Space Plan (**PSP**) adopts a broad, holistic approach, considering environmental factors and existing open spaces in local areas. It includes a rolling **10-year implementation plan** that is reviewed each year. Proposed future renewals will be shaped by ongoing community engagement, with annual reviews and budget allocation proposals presented to Council.

Renewals will be adapted based on local needs and conditions. The Play Space Plan will undergo a major review in 2029, with periodic reviews every three years.

Part 1

1. Introduction

The Play Space Plan (PSP) is the first of its kind for the City, identified as an action in the 2017/18 Corporate Business Plan. The purpose is to provide a framework to guide the planning, design and management of play spaces across the City.

The aims of the PSP are to:

- Be responsive to change and community demand
- Provide a strategic approach to decision-making
- Provide a variety of play experiences in local areas for the whole community to enjoy.

The process for developing the PSP included:

- Assessment of current play spaces to identify gaps and issues and build on the information provided by the City's PSP
- Extensive engagement with the community to gather data on use, assess demand, generate ideas and determine priorities for future works
- Desktop review and analysis to understand the importance of play, current trends and benchmarking with other local governments
- Audit of 169 parks and reserves in the City, with and without play equipment
- Review of the previous, and development of a new, classification hierarchy for parks and play spaces
- Review of the current Playground Replacement Program
- Developing recommendations for the approach to design, management and provision of play spaces across the City.

1.1. Scope

The term *play space* is interchangeable with 'park' and 'reserve', as it refers to a place where people of all ages go to enjoy nature, socialise, walk their dogs and many other active and passive pursuits.

The important distinction to make in this PSP is that when considering play spaces, we are referring to more than just the play equipment - we are considering the whole space and the purpose it serves in terms of structured and unstructured play and recreation.

Therefore, the term *play space* considers:

- Parks and reserves
- Nature reserves and foreshore.

In addition to play equipment, the PSP considers the following elements in relation to play:

- Outdoor exercise equipment

- Outdoor free and accessible multi-use ball courts - public tennis, multi half courts and pickleball courts
 - Crimea Park
 - Houghton Park
 - Gibbney Reserve
 - Hampton Square Reserve
 - Bert Wright Park
 - Pat O'Hara Reserve
 - Grand Promenade Reserve
 - Toowong Reserve
 - Strutt Reserve
 - Holden Reserve
 - Wattle Park
 - Nederpelt Reserve
 - Farnham Reserve
 - Ivory Park
 - Boxhill Reserve
 - Shearn Memorial Park
 - Alf Brooks Park
 - Clarkson Reserve
- Supporting infrastructure - seating, picnic shelters, fencing, shade (natural and sails), BBQs, drinking fountains
- Wheeled facilities - skate parks and BMX tracks
 - City of Bayswater Skate Park
 - Crimea Reserve Skate Park
 - Lighting Park BMX Track
 - Bayswater BMX and Mountain Bike Facility
- Footpaths, cycle ways, connections, linkages and path networks in and around parks and reserves, in relation to play spaces.

For the purposes of this PSP, the following are not included:

- School grounds
- Non-city owned land
- Land not deemed useable i.e. road or rail reserve Public Open Space without a usage function.

169 parks in the City are open to the public. Play spaces that are not open to the public are excluded from this PSP. These are:

- Childcare, family and outside school hours care (OSHC) centres
- Community facilities such as libraries and community centres
- Leased facilities within enclosed grounds (not accessible to the broader community).

1.2. Context

The Strategic Community Plan (SCP) 2025-2035 is the City’s principal planning and strategic document, linking the community’s aspirations and vision with the Council’s strategies. The PSP is aligned with the following goals in the current SCP, under the Built theme:

- 2.2.1 Improve the amenity of our public spaces and streetscapes
- 2.2.2 Ensure accessible connections between the built realm and natural green spaces to relax and recreate.
- 2.2.3 Plan, build and maintain current and future assets

The strategic context of the PSP is very broad due to the universal nature of play and its role in the community as a form of recreation, social activity, community development and physical activity. Consequently, the PSP crosses several strategic areas and is aligned to the following City of Bayswater plans and strategies:



The intention of the PSP is to align with existing strategies and plans, inform the development of new plans, and guide all complementary projects in parks, reserves and other public open spaces to deliver the best outcome to the community.

1.3. Development Control Policy - 2.3: Planning for Public Open Space

The PSP adds to the Western Australian Planning Commission’s (WAPC) public open space policy. The WAPC requires developers to set aside a minimum of 10% of gross subdivisible land for public open space (POS) in new residential subdivisions to be vested in the Crown.

POS within the City of Bayswater includes a range of areas like parks, playgrounds, sporting fields and bushland reserves used for recreation. The City’s POS provision per resident, measuring 5.9 hectares per 1,000 people, far exceeds the recommended amount identified by the Western Australian Planning Commission, which is 3.36 hectares per 1,000 people.

1.4. Resources

The following plans, reports and strategies were reviewed in the preparation of the PSP:

- Government of Western Australia, Department of Sport and Recreation. (2012). *Classification Framework for Public Open Space: Building Stronger Communities through Sport and Recreation*. Leederville, WA: Department of Sport and Recreation.
- Government of Western Australia, Department of Sport and Recreation. (2014). *Public Parkland Planning and Design Guide WA*. Perth, WA: Department of Sport and Recreation.
- University of Western Australia, Centre for the Built Environment and Health. (2013). *Play Space Guide: Creating valuable places to play and learn outdoors in Western Australian schools*. Perth, WA: Author.
- Access Institute. (2017). *Access Guidelines for Parks and Outdoor Spaces Handbook v2*. Melbourne, Vic: Access Institute
- Wood, L. (2009). *Parks and open space: for the health and wellbeing of children and young people*. Action for Young Australians Report, commissioned by the Australian Research Alliance for Children and Youth (ARACY) in partnership with the Centre for the Built Environment and Health, University of Western Australia.
- Heart Foundation. (n.d.). *Healthy Active by Design*. Retrieved from <https://www.healthyactivebydesign.com.au/>
- The SPARC Report is an assessment of the City of Monash's parks and play spaces compiled by the consultancy firm Playce. The report, titled *SPARC Report: City of Monash*, was published in 2015 by Playce in Melbourne, Vic. More information is available from Playce.
- *Development Control Policy 2.3—Public Open Space in Residential Areas*, published by the Western Australian Planning Commission.

These documents provided insight into play types, trends and standards.

1.5. Completed Play Space Projects

The 2019 endorsement of the then named Play Space Strategy signalled a departure from the City's previous approach to play space redevelopments. This also sparked new approaches to community engagement and design of play spaces. The City has undertaken a more holistic and comprehensive approach to park and play space redevelopments, combining these (when resources are available) to achieve maximum efficiency and improved outcomes for the community.

2019/2020

Reserve	Classification	Inclusions	Cost	Funding
Bayswater Waves	Local	<ul style="list-style-type: none"> • Play equipment • fence 	\$100,000	Municipal
Alf Brooks Park	Pocket	<ul style="list-style-type: none"> • Whole of park 	\$43,000 *play equipment	Local Economic and Social Stimulus Package
Nellie Tant Reserve	Pocket	<ul style="list-style-type: none"> • Play equipment • connecting pathway • seating • memorial plaque • turf 	\$30,000	Municipal
Waltham Reserve	District	<ul style="list-style-type: none"> • Play equipment • playground border • connecting pathway • seating • shade sail 	\$75,000	POS
Noranda South West Corner	Local	<ul style="list-style-type: none"> • Play equipment • playground border • connecting pathway 	\$41,000	Municipal
Belstead Reserve	Local	<ul style="list-style-type: none"> • Whole of Park 	\$55,000 *Play equipment	Local Economic and Social Stimulus Package
Claughton Reserve	Regional	<ul style="list-style-type: none"> • Play equipment • playground border • fairy trail 	\$106,000	Municipal / POS
Mills Avenue Park	Neighbourhood	<ul style="list-style-type: none"> • Play equipment • Connecting pathways • seating 	\$52,000	Municipal / POS
Pat O'Hara Reserve	District	<ul style="list-style-type: none"> • Play equipment • Multi-court • Connecting pathways • Seating • Shade sail 	\$92,000	Municipal / POS

2020/2021

Reserve	Classification	Inclusions	Cost	Funding
Stanbury Reserve	Pocket	<ul style="list-style-type: none"> • Whole of Park 	\$45,000	Municipal
Gus Weimar Park	Local	<ul style="list-style-type: none"> • Play equipment • Connecting pathway • seating 	\$67,000	Municipal

Mahogany Reserve	Local	<ul style="list-style-type: none"> Whole of Park 	\$58,000 *Play equipment	Australian Government's Local Roads and Community Infrastructure Program
Wattle Park	Neighbourhood	<ul style="list-style-type: none"> Whole of Park 	\$60,000 *Play equipment	Australian Government's Local Roads and Community Infrastructure Program

2021/2022

Reserve	Classification	Inclusions	Cost	Funding
Gibbney Reserve	District	<ul style="list-style-type: none"> Whole of park 	\$360,000	Local Economic and Social Stimulus Package / Municipal
Maylands Waterland	Regional	<ul style="list-style-type: none"> Whole of park 	\$4.4m	Local Economic and Social Stimulus Package / Municipal / POS
Kelvin / Sherwood	Pocket	<ul style="list-style-type: none"> Play equipment 	\$30,000	Municipal

2022/2023

No play spaces were renewed during this financial year.

2023/2024

Reserve	Classification	Inclusions	Cost	Funding
Hillcrest Reserve Lower	District	<ul style="list-style-type: none"> Play equipment playground border tree planting 	\$60,000	Municipal
Birkett Reserve	Local	<ul style="list-style-type: none"> Whole of park 	\$85,000	Municipal
Feredy Reserve	Local	<ul style="list-style-type: none"> Whole of park 	\$114,000	Municipal

2024/2025

Reserve	Classification	Inclusions	Cost	Funding
Kennedy Reserve	Pocket	<ul style="list-style-type: none"> Play equipment 	\$10,000	Municipal
Battersea Reserve	Neighbourhood	<ul style="list-style-type: none"> Play equipment Playground border Connecting pathway Seating 	\$96,000	Municipal
Rhodes Reserve	Local	<ul style="list-style-type: none"> Play equipment Playground border 	\$53,000	Municipal

		<ul style="list-style-type: none"> • Shade sail • Connecting pathway • Seating 		
RA Cook Reserve	District	<ul style="list-style-type: none"> • Play equipment • Playground border • Shade sail • Connecting pathway • Seating 	\$90,000	Municipal
Toowong Reserve	Local	<ul style="list-style-type: none"> • Play equipment • Playground border • Connecting pathway 	\$51,000	Municipal
Ivory Park	Neighbourhood	<ul style="list-style-type: none"> • Play equipment • Shade sail • Fence 	\$53,000	Municipal
Bardon Park Upper	District	<ul style="list-style-type: none"> • Play equipment • Carpark • Bicycle racks • connecting pathway 	\$90,000	POS
Flora Reserve	Local	<ul style="list-style-type: none"> • Play equipment • shade sail • connecting pathway • bench seat 	\$37,000	Municipal
Gobba Lake	Local	<ul style="list-style-type: none"> • Play equipment • Playground border • Connecting pathway 	\$49,000	Municipal

Recently Completed Play Spaces

- **R.A. Cook Reserve** now offers a play area designed for a variety of age groups under new shade sails. Connecting pathways and seating provide comfort and convenience for parents and carers, while new plantings help soften the landscape and offer ground cover to cool the surrounding play space.



R.A. Cook Reserve, Bedford (pictured above)

- **Toowong Reserve**, a local park, was renewed with a new sandpit border that extends closer to existing trees to provide natural shade, along with a connecting footpath to improve accessibility for all visitors.



Toowong Reserve, Bayswater (pictured above)

- **Flora Reserve** is a well-loved local park. The renewal aligned the park with the City's classification hierarchy and included the addition of a pathway, seating, new play equipment and a shade sail.



Flora Reserve, Bayswater (pictured above)

- **Ivory Park** is a dog park known for its close-knit community of dog owners. The renewal included new play equipment and a shade sail, while enclosed perimeter fencing was added in response to community feedback to enhance safety during busy times.



Ivory Park, Noranda (pictured above)

- **Bardon Park** upgrades include the installation of the City's first wheelchair-accessible swing, and an additional swing set with rubber Sofffall to enhance safety. A new concrete footpath was added to improve accessibility.





Bardon Park, Maylands (pictured above)

2. Play in general

The International Play Association considers play to be *‘one of the best means to ensure the maximum potential development of every individual and the communities in which they live. Play stimulates creativity and is essential to the emotional, cognitive and physical development of the whole child, regardless of their level of ability’.*

There are numerous benefits to be gained from engaging in play – physically, mentally, emotionally and socially. There are different types of play and this plan considers all types as being beneficial, using the following as a general guide:

- Active play, such as jumping, swinging, balancing and climbing
- Physical play such as kicking a ball, riding a bicycle or skateboard
- Creative or Imaginary play such as make-believe games, building cubbies
- Exploratory play such as tree climbing, bushwalks in natural areas, finding bugs, experiencing different textures through a mixture of objects and materials
- Social play such as sand pits, pair or group swings, group play equipment and hopscotch or ball games.

2.1. All ages and abilities

Types and components of play will differ according to age group and development. Due to the variety of play types and experiences, it is not possible to satisfy all of these in every play space, however the design of play spaces can target certain age groups or, in larger parks and reserves, a combination.

2.2. Children

Children learn through play, particularly in the early years. Development stages are outlined below:

Age	Development stage
Toddler (1 to 3 years)	Self-awareness Motor skills Speech, comprehension Interest in other children
Early childhood (3 to 6 years)	Fine and gross motor skills Strength improvement Independence, self-control increases Play, creativity and imagination development
Middle childhood (6 to 12 years)	Logical thinking Memory and language skills Strength and athletic skills develop
Adolescence (12 years +)	Rapid physical change Peer groups help develop self-concept Abstract thinking and scientific reasoning development

Source: *A Child's World* by Papalia, D.E. and Olds, S.W, USA: McGraw-Hill, 1993.

2.3. Adults

Use and enjoyment of public open space is a right afforded to everyone and engagement with young and older adults as part of this plan divulged insights into how they use and would like to use parks and play spaces. Adults engage in different types of play – interacting with their children, grandchildren and friends; physical activity; rest and relaxation – therefore it is important to also consider the needs of adults in play space design.

2.4. All abilities and inclusive play

A play space for all abilities does not mean we only consider the equipment, nor does it only cater for children with disability. Some of the features of a play space without barriers include:

- Access – continuous path of travel from carparks; to and around seating, picnic tables, play nodes and public toilets
- Signage and wayfinding – clear symbols and language, tactile and Braille elements
- Gates and equipment at various heights and levels to accommodate people sitting or standing
- Accessible play equipment such as slides and swings
- Shade and shelters.

The Play Space Plan (PSP) guides the development of play spaces for use by the whole community and aims to provide a variety of spaces for a range of abilities. In 2015, Council resolved that all district and regional playground renewals would include at least one piece of play equipment that is accessible and inclusive for all children. This resolution is reflected in the Parks and Play Space Classification

Hierarchy (outlined in Part 2 of this strategy). In the City's Access and Inclusion Plan 2025–2030, one outcome is to improve accessibility in natural recreational environments.

Additionally, as part of the strategic plan, Council resolved to include accessible pathways in all play space renewals and to implement a long-term annual program to provide shading for all play equipment, through natural means, shade sails, or a combination of both. Shade provision and connecting pathways are now considered integral components of the play space renewal budget for each site.

2.5. Trends in play

Play trends and the design of play spaces are constantly evolving in response to a range of influences, including shifts in lifestyle, advances in early childhood research, availability of resources, and changing adult perceptions of play environments. At the local, national, and international levels, these factors contribute to ongoing changes in how play is understood and supported. Additionally, the growing emphasis on green and outdoor spaces has led to a rise in public art installations, outdoor events, pop-up activities, cultural heritage initiatives, and placemaking efforts. Understanding and responding to these trends while remaining mindful of the local context is essential for effective planning of play spaces. This plan is intended to be a dynamic, living document: adaptable and responsive to future renewals.

2.6. Risk

There is a wealth of information on risk associated with play. Increasingly, healthy levels of risk and challenge are considered a fundamental part of children's play and development. However, risk must be balanced with safety. The City will adhere to the Australian Standards for Playgrounds when planning, designing and maintaining play equipment.

2.7. Bigger play spaces

The growing trend toward large, diverse destination play spaces is increasingly evident at the local level, reflected both in rising community expectations and in the number of such spaces being developed by local governments in collaboration with developers and other partners. Funding for these play spaces often comes through partnerships with Lotterywest, Cash in Lieu Public Open Space, philanthropic organisations, and various community groups.

These spaces highlight a shift in how play is perceived—no longer as a brief, child-only activity, but as a broader experience designed for families. As a result, there is a strong focus on offering a wide range of play opportunities for different age groups, enhanced park infrastructure and facilities to support parents and carers, and inclusive, safe environments that are accessible to all.

2.8. Nature play

The growing trend toward nature play is increasingly evident across a variety of settings, including urban areas, schools, and new residential developments. This movement is supported by strong evidence highlighting the benefits for children, including enhanced learning, connection to the natural environment, risk-taking, and social development.

Nature play often incorporates abundant natural elements such as loose parts, climbing rocks, balance logs, and steppers made from recycled materials, all of which encourage imaginative and exploratory play for children of various ages. Activities like splashing in puddles, building cubbies, and observing wildlife offer valuable hands-on experiences that foster curiosity and engagement with the natural world.

Community feedback across the City has consistently emphasised the importance of nature play, with parents, carers, and children expressing a clear desire for these experiences to be included in local play spaces.

2.9. Health and wellbeing

The City acknowledges the vital role that play spaces play for people of all ages, from toddlers to seniors. These spaces are essential community hubs, offering opportunities to socialize, relax, exercise, and engage in play. Global research into public open space planning and design highlights that larger, green spaces in Australia encourage physical activity. Studies also show that when people have safe, easy access to well-maintained parks, they are more likely to use them regularly.

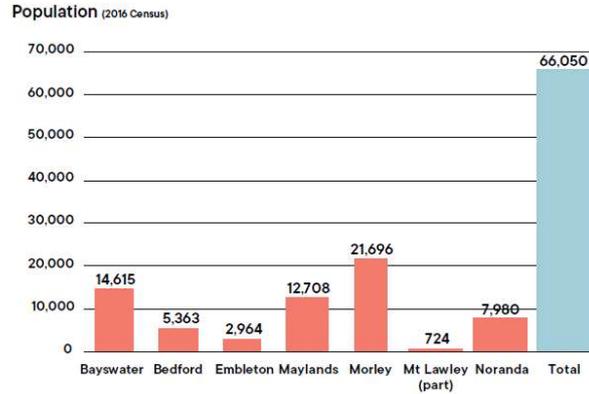
3. Snapshot of the City

Known as the 'Garden City' the City of Bayswater is located 8 kilometres northeast of Perth, covering an area of 34.62 square kilometres. The traditional custodians of the land are the Wadjuk Noongar people.

According to the *Estimated Resident Population* published by the Australian Bureau of Statistics (ABS) as of 30 June 2024, 75,981 residents live in the City of Bayswater, enjoying an abundance of green space and natural areas, including approximately 10 kms of Swan River foreshore.



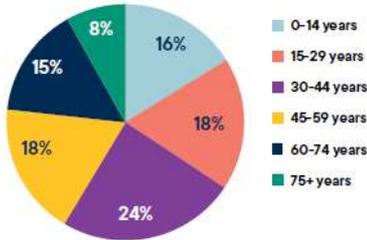
Map 1: Suburb map of City of Bayswater



3.1. Demographics

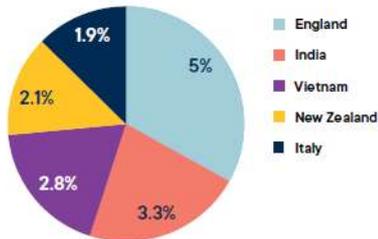
Over the next 10 years, we expect to see our community grow significantly. If we look even further ahead, our community will likely reach 100,000 people by 2050. This will bring with it more diversity, more opportunities and more development. The role and function of Public Open Space in the City will become more important, particularly as density increases and more people live in medium and high-rise apartments. As at the 2021 census, 37.7% of the population was born outside of Australia, and 1.6% of people identified as Aboriginal and/or Torres Strait Islander. Population density continues to be highest in Morley, followed by Bayswater, Maylands and Noranda.

Population by age



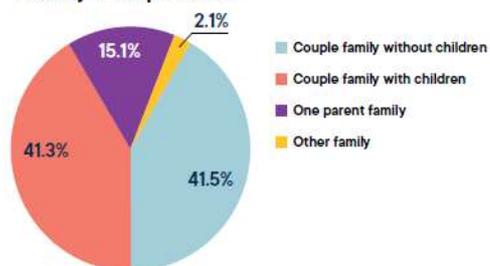
The largest age group is 30–44-year-olds. The median age is 38 years.

Country of birth



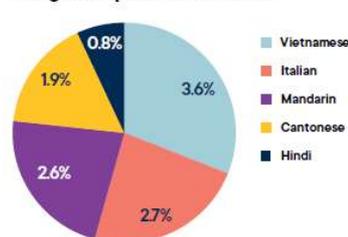
62.3% of the Bayswater population were born in Australia. The most common countries of birth outside of Australia are shown above.

Family composition



Couple families with children, and couple families without children make up the two largest cohorts in Bayswater.

Languages other than English spoken at home



68.2% of the population only speak English at home. Other languages spoken at home are shown above.

3.2. Public Open Space (POS)

All spaces are classified according to function and catchment hierarchy, for the purposes of management and planning. Functions are explained below:

Sporting spaces provide a setting for formal or structured sporting activities. Two examples of Sporting spaces are:

- Frank Drago Reserve, Bayswater
- Pat O’Hara Reserve, Morley.

Recreation spaces provide a setting for informal play, physical activity, recreation and social interaction. The majority of POS in the City has a Recreation function. Two examples of Recreation Spaces are:

- Newington Reserve, Morley
- Bardon Park, Maylands.

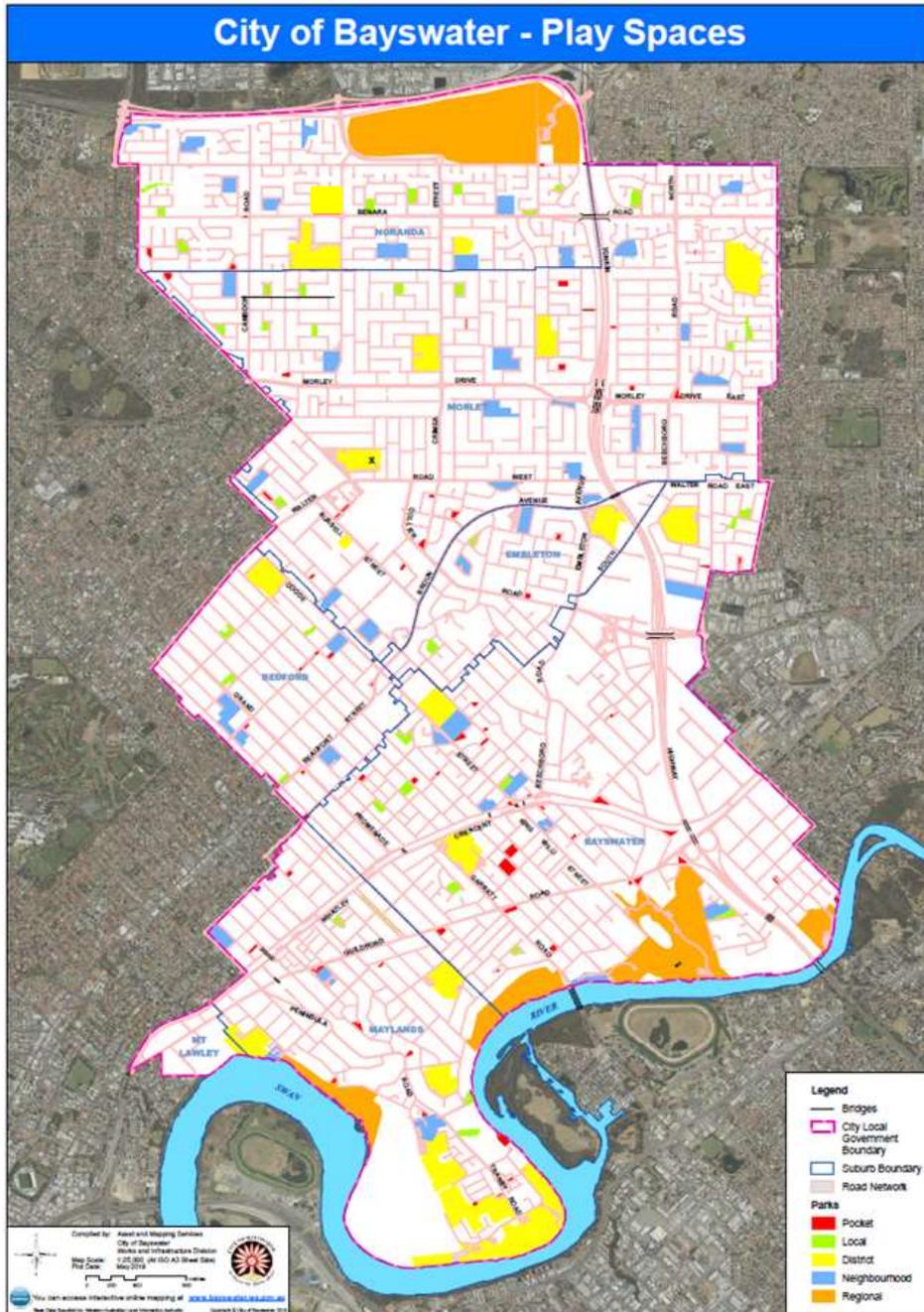
Nature spaces provide a setting for people to enjoy nature and protect local biodiversity. Spaces may be adjacent to reserves and may not be fully accessible to people. Two examples of Nature Spaces are:

- Lightning Swamp Bushland, Noranda
- Riverside Gardens, Bayswater.

Map 2 also shows the spread of Public Open Space across the City by catchment hierarchy (typical size and potential distance a user might travel). Catchment hierarchies form the basis of the City’s *Parks and Play Space Classification Hierarchy*.

Some inequalities in the distribution of parks and reserves are noted in various pockets of the City. Bayswater, Noranda and Maylands have over the 10% Public Open Space recommended by the State Government’s Liveable Neighbourhoods policy, whereas Morley, Bedford and Embleton have less.

In those areas lacking in POS, existing parks and reserves are more important. This presents challenges for planning and design of parks and play spaces, particularly as population density increases.



Map 2: Public Open Space classifications

4. Play in Bayswater

The following sections give an overview of play in the City of Bayswater.

4.1. Audit of play spaces

The City is well-served by a wide range of parks and play spaces in various sizes and configurations. To gain a clearer understanding of the overall state of these play spaces, a detailed site audit was conducted across 169 parks and reserves, using specific assessment criteria. The aim of the audit was to evaluate the performance of play spaces in each suburb—highlighting both strong examples and identifying areas where design, layout, and functionality could be improved.

The audit identified several key focus areas for the City to address in its PSP:

- **Enhance diversity of play opportunities** – Many play spaces rely heavily on modular, predominantly plastic equipment, resulting in a limited range of play experiences. The existing approach to equipment renewal and park upgrades has led to uniformity across many sites, reducing variety and uniqueness in play offerings.
- **Improve accessibility around play areas** – Better access is needed through the inclusion of perimeter pathways, improved connections, and accessible park furniture such as seating and picnic tables, to ensure all users can comfortably engage with the space.
- **Adopt a holistic planning approach** – Integrating Park upgrades, landscaping improvements, and enhanced pathway networks into play space redevelopment can improve overall park design, celebrate natural features, and create more cohesive, functional environments.
- **Increase the quality of provision** – There is significant potential to improve play space quality in some suburbs, particularly Embleton and Morley. This includes upgrading existing facilities and ensuring they align with their intended classification and role, while leveraging each site’s unique characteristics to create distinct, engaging spaces.

Further detail can be found in the full audit report included in **Appendix 1**.

4.2. Play spaces

There are 117 play spaces within the City of Bayswater, including those that are attached to community facilities, including childcare centres, and fee-for-access facilities such as Bayswater Waves. This strategy does not include all these within its scope, as planning for some play spaces will be determined by management agreements or other circumstances and may not necessarily conform to the same principles and classification hierarchy. Similarly, development funding for some leased sites may be determined separately to the annual budget for play space redevelopments and additional external grant funding may be sought.

Therefore, this plan focuses on 109 play spaces.

Play provision

An accepted ratio for play spaces per head of population does not exist in Western Australia, however it is useful to note for the purposes of benchmarking against other local governments:

LGA	Number of children aged 1-14 years	Number of play spaces (public)	Ratio
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City of Bayswater population – 69,238	11,028	107	1 play space p/ 647 residents, or 1 play space p/ 103 children
City of Vincent population – 37,865	5,246	48	1 play space p/ 788 residents, or 1 play space p/109 children
City of Canning – 95,860	17,402	142	1 play space p/ 675 residents, or 1 play space p/ 122 children
City of Belmont population - 42,245	6,723	48	1 play space p/ 880 residents, or 1 play space p/ 140 children

*Figures based on 2019 data

In comparison with other local governments, the ratio of play spaces to children is relatively high in the City of Bayswater.

4.3. Play equipment replacement

The City bases its annual replacement of play equipment on asset management principles. Play equipment replacement is informed by an independent audit commissioned by the City, at a minimum of once every three years. This ensures play equipment is aligned with Australian Standards for safety. It also provides a recommended schedule for replacement, based on the age and condition of the equipment, on a 15–20-year cycle.

The total replacement cost of play equipment assets in the City, including shade sails and surface is approximately \$7.9 million. The total annual depreciation cost (as at 2024/25) is approximately \$486,000. The City will aim to maintain this level of service through considered replacement of play assets, renovation of current play spaces, and improving the spread of play opportunities for the community.

4.4. Maintenance regime

The City conducts regular inspections of play spaces, according to a specified maintenance regime in accordance with the Australian Standards for Play Equipment. Sand cleansing, and repair and replacement of equipment is carried out on a regular basis to ensure ongoing community safety. Signs are used when maintenance and repairs are underway so the community is aware of how use may be impacted. All equipment is sight inspected at least once monthly.

4.5. Additional play infrastructure

The City maintains 14 outdoor half and full-size courts (tennis, basketball etc.), and replaces them, when necessary, in accordance with asset management principles and community demand. In addition, outdoor exercise equipment is installed at 19 reserves. An example of physical play infrastructure is Russell St Park in Morley, which includes a Ninja Warrior obstacle course suitable for pre-teens and young adults. There are two skate parks in the City - Crimea Reserve in Morley and Wotton Reserve in Bayswater. The City also has two bike facilities - Bayswater BMX and Mountain Bike Facility, Bayswater and a small BMX circuit in bushland adjacent to the Lightning Park Recreation Centre.

The City aims to diversify the current physical play infrastructure through renovation, renewal and addition of elements for all ages and abilities, such as parkour apparatus, multi-courts and hit-up walls. These changes will generally occur at larger neighbourhood, district and regional reserves, in line with the City’s Community Recreation Plan 2022-2032.

4.6. Other types of play spaces

Parks and play spaces have a variety of uses including place activation, community events and festivals. The aim of this plan is to guide planning to make sure community spaces are as flexible as possible to accommodate the changing needs of local communities. Over recent years, parks and reserves have become important spaces used by the local community to help people connect, support

local economies and host events. One example of a successful place-making project in Noranda Town Centre is the Noranda Nook, an inclusive nature play space including swing, water and sand play under natural shade, with native planting, reading corner and table tennis table. This was a community-led project, supported by the Noranda Town Centre Activation Plan.



Noranda Nook (pictured above)

5. Community opinion

The development of the PSP was shaped by community feedback. Throughout the development of the strategy, over 400 people participated online, in interviews, at workshops and drop-in sessions. The full report is included in Appendix 2, and a summary of findings is provided below.

5.1. Local play spaces

Play spaces are highly valued by residents across the City of Bayswater for a range of purposes, including children’s play, dog walking, social connection, and exercise. As the City plans for the renewal of existing play areas, it is crucial to consider the diverse needs of the whole community.

Neighbourhood play spaces that are easily accessible and located close to homes are especially important to residents and see frequent use. Recognising and responding to the unique characteristics of each suburb and community is essential in ensuring that play spaces reflect local identity and needs. Providing a variety of play spaces differing in size, design, and function within all areas of the City is a focus of the plan.

5.2. Natural environment is key

The natural environment and open space are important to the overall experience for children and their parents or carers. This matches industry trends concerning nature and water play. For primary school aged children, the most popular play spaces across all age groups are nature-based, with either specific nature play elements, or play in the natural environment.

5.3. Play types

A comprehensive program of engagement activities with school age children provided valuable insight into preferred activities and types of play spaces. Play activities showed a clear trend towards adventure and challenge, namely climbing, building cubbies and exploring. Older age groups showed a preference for physical play using multi-courts, skate parks and bike tracks, and hanging out with friends. Swings and flying foxes continue to be popular with 8–10-year-olds. Survey results from

parents and carers identified requests for safe and enclosed play opportunities for toddlers, and a mix of play activities to cater for more than one age group in bigger play spaces.

5.4. Safety

Results also highlighted issues concerning child safety, specifically enclosed play spaces for children in parks designated as off leash dog exercise areas. The City has stipulated that dogs must be on a lead within 20 metres of a playground, for the safety of children, and in accordance with the *Dog Act 1976*, dog owners must always have control of their dogs.

5.5. Functionality

People of all ages and abilities enjoy parks and play spaces across the City. Suitable and accessible parks infrastructure including seating, picnic tables, shade and public toilets are important for people's enjoyment of the site. Improved access to facilities and play spaces through path networks and connections is important to ensure the whole community can enjoy them.

Part 2:

6. Strategic approach

This section of the plan brings together the information that has been analysed and refined throughout the development process. This section comprises:

- Guiding principles
- A classification hierarchy for parks and play spaces
- Parks infrastructure and design elements
- Recommendations.

6.1. Guiding principles

The future planning and development of play spaces will be based on following three guiding principles.

6.1.1. Quality local provision

To improve the balance of play experiences in the City's parks, the broader context of the park and its various functions must be considered. The City aims to provide a variety of play experiences in local areas in liaison with the local community users. In pocket parks, this may include meeting spaces for residents with smaller amounts of modest play equipment, a community garden or similar community-driven initiatives. Similarly, local parks that have modular play equipment may be better suited to natural play elements, such as balancing logs, tree stumps or sand play.

A cornerstone of this plan is that play is not just about children - play spaces are used by everyone. Families, older people, carers, teenagers and people with disability use play spaces in a number of ways. Play opportunities need to offer variety, interest and challenge for a broad range of ages, supported by parks infrastructure to facilitate a mix of uses, such as seating, picnic shelters, pathways and BBQs.



Riverside Gardens Urban Forrest (pictured above)

6.1.2. Effective and sustainable asset management

The City owns and manages many play assets. Regular review of play assets is required to achieve well-designed and high-functioning play spaces for the community, and to maintain appropriate service levels. When play equipment reaches the end of its useful life and is no longer suitable, or there is an oversupply of similar equipment in a local area, decisions will be made with the community for the design and use of the play space. These decisions will be guided by the *Parks and Play Space Classification Hierarchy* (outlined below in 6.2).

6.1.3. Annual priorities

In conjunction with an independent condition audit commissioned every two to five years, an annual assessment process will help determine implementation priorities. Criteria will include:

- Community profile i.e. demographics
- Surrounding environment i.e. existing parks, reserves and play opportunities in the area
- Available budget.

Collaboration with other service areas to plan, design and implement play spaces and complementary infrastructure will play a vital role in the process.

This approach does not negate the City’s ability to respond to community requests for park and play space developments outside of the annual program of play space redevelopments. The purpose of this planned approach is to remain flexible and responsive to community need.

6.2. Classification hierarchy of Parks and Play Spaces

The PSP is based on the theory that play can occur anywhere. In practice, it is necessary to apply parameters for a strategic and consistent approach to planning.

The hierarchy is informed by the State Government’s *Classification Framework for Public Open Space (2012)*, which was developed by the previous Department of Sport and Recreation. The purpose of the hierarchy is to guide redevelopments and make sure park and play spaces reflect the intended level of use (the full hierarchy can be viewed in Appendix 2. The hierarchy can be used to achieve a level of consistency between the opportunities available to residents in all suburbs. A summary of each hierarchical level, associated examples of play and park infrastructure, and estimated range of costs can be found below:

6.2.1. Pocket park

‘Extension of my backyard’

- The City has a total of 66 pocket parks, and 18 of these have play equipment
- The purpose of a pocket park is a short visit for rest, relaxation or play
- The size of a pocket park is generally less than 0.4 hectares; 300m walk from home
- Renewal estimated cost of the pocket play space is projected at \$50,000+.

 <p><i>Nellie Tant Reserve, Bayswater</i></p>	<p>Pocket play components:</p> <ul style="list-style-type: none"> • Basic/nature play elements, depending on proximity to main roads. <p>Pocket park infrastructure:</p> <ul style="list-style-type: none"> • Shade (natural/shade sail) • Accessible pathways • Seating • Basic landscaping.
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6.2.2. Local park

‘A place to meet the street’

- The City has a total of 38 local parks, and 34 of these have play equipment
- The purpose of a local park is a short visit for play, recreation, rest or relaxation
- The size of a local park is generally between 0.4 to 1 hectare; 400m walk from home
- Renewal estimated cost of the local play space is projected at \$70,000+.

	<p>Play components:</p> <ul style="list-style-type: none"> • Cater for a limited age range • 1 to 2 types of play e.g. nature play elements, modular equipment, climbing frame, swings. <p>Park infrastructure:</p> <ul style="list-style-type: none"> • Shade (natural/shade sail) • Accessible pathways • Seating • Basic landscaping.
<p>Rhodes Reserve, Morley</p>	

6.2.3. Neighbourhood park

'Heart of the community'

- The City has a total of 47 neighbourhood parks, and 32 of these have play equipment
- The intended purpose of a neighbourhood park is a medium length visit for community and social activity, such as picnics, dog walking, sport, recreation, and play
- The size of a neighbourhood park is generally between 1 and 5 hectares; 800m walk from home
- Renewal estimated cost of the neighbourhood play space is projected at \$100,000+.

	<p>Play components:</p> <ul style="list-style-type: none"> • Cater for a broader age range of children and /or adults • Mix of play opportunities and types, e.g. outdoor multi-courts, skate elements, adult exercise equipment. <p>Park infrastructure:</p> <ul style="list-style-type: none"> • Shade (natural/shade sail) • Accessible pathways • Seating • Picnic shelter • Drink fountain with dog bowl (where appropriate) • Barbecue (where appropriate) • Lighting • Landscaping.
<p>Wattle Park, Morley</p>	

6.2.4. District park

‘Mix of sport and play’

- The City has a total of 17 district parks, comprising 21 individual play areas. Some larger parks are divided into upper and lower sections due to their size — for example:
 - Hillcrest Reserve (Lower)
 - Hillcrest Reserve (Upper)
 - Bardon Park (Lower)
 - Bardon Park (Upper)

- The Noranda Sporting Complex also includes three separate play areas within the site:
 - Noranda Soccer Complex
 - Noranda Sporting Complex Athletics
 - Noranda Nook

One district park, Frank Drago Reserve, does not contain any play spaces.

- The purpose of a district park is, in most cases, organised sport with some recreation and/or nature function
- Visit length will vary depending on sporting function, and activities include dog walking, exercise and children’s play
- The size of a district park ranges from 5 to 15 hectares; 1-2 km walk from home
- Renewal estimated cost for a district play space is projected at \$120,000+.



Gibbney Reserve, Maylands

Play components:

- Dependent on the sporting function and space available.

Park infrastructure:

- Shade (natural/shade sail)
- Accessible pathways
- Seating
- Picnic shelter (where appropriate)
- Drink fountain with dog bowl (where appropriate)
- Barbecue (where appropriate)
- Lighting.

6.2.5. Regional park

‘Super-sized reserve’

- The City has a total of 9 regional parks, and 4 of these have play equipment.
- The purpose of a regional play space is dependent on specific use. Regional parks and reserves can accommodate important sport or nature functions, such as Lighting Park and Riverside Gardens.

- Riverside Gardens includes East Urban Forest that consists of seating node and balance logs
- Accommodate important biodiversity principles and environmental management where possible
- The size of a regional park varies, servicing the whole of the City and neighbouring local government areas
- Renewal estimated cost for a regional play space is projected at \$150,000+.

	<p>Play components:</p> <ul style="list-style-type: none"> • Diverse, servicing different ages and abilities in a large enough area to enable multiple activities and users • Accessible play elements. <p>Park infrastructure:</p> <ul style="list-style-type: none"> • Shade (natural and/or shade sail) • Accessible pathways • Seating • Picnic shelter • Drink fountain (with dog bowl where appropriate) • Barbecue • Lighting.
<p><i>Cloughton Reserve, Bayswater</i></p>	

*Estimated renewal costs will vary from site to site

6.3. Park infrastructure and design

The *Parks and Play Space Classification Hierarchy* outlined above identifies essential and optional park elements for each classification, based on the use and function of the space. It is important to provide a range of elements, based on the unique characteristics and location of the park and play space. As a general guide, the following park elements will be included at the appropriate level:

6.3.1. Soft fall

According to the Australian standard, all play equipment over 600mm in height requires a minimum of 300mm of some type of soft fall. Most play spaces have sand. Higher level play spaces (neighbourhood and above) may contain rubber soft fall or a mix of surfaces, depending on the surrounding environment, type of play and feedback from the community. Mulch is commonly used when play equipment is located within or near trees, as the natural tree debris blends well with the mulch. However, this option typically involves higher maintenance costs. Tree debris contaminates sand and may damage rubber. (hard surface abrasion or sap contaminants).

6.3.2. Drink fountains

Drink fountains with dog bowls may compliment parks and reserves that are designated as off leash dog exercise areas. Installing drink fountains will be considered at district, neighbourhood and regional level play spaces, considering water source availability and lifecycle costs.

6.3.3. Fencing

Fencing around toddler play areas will be considered in situations where a barrier is required between the play space and hazards, such as the Swan River at Riverside Gardens play space, or some parks that are designated as off leash dog exercise areas. Enclosed play spaces for younger children can allow for separation from play equipment targeted at older age groups. Fencing of play areas at most levels of the hierarchy will be considered subject to the location, surrounding environment, site characteristics and park classification.

6.3.4. Seating

It is important to provide adequate seating in parks and play spaces to cater for parents and carers watching their children, older people, and others wanting to enjoy watching the world go by. Design will vary, depending on the usage of the park, level of play space and community input. At a minimum, two seats should be available in all parks and play spaces, in adequate shade.

6.3.5. Picnic shelters

These are generally not considered essential infrastructure at pocket or local parks and play spaces, if adequate seating and shade is provided. At neighbourhood level and above, visits tend to be longer and therefore often warranted a picnic shelter. If a BBQ is installed at a park (generally neighbourhood level and above), a picnic shelter is ideally located within proximity, connected by an accessible pathway.

6.3.6. Barbecues

Parks and reserves classified as neighbourhood or district may have a barbecue, depending on the location. In the case of district reserves with a sporting function, there may be constraints on the space available. Some neighbourhood level reserves may benefit from a barbecue if desired by the local community. Regional level reserves may include one or more barbecues, preferably with access to seating/picnic shelter and bin(s). Installation of barbecues will consider electrical supply source and lifecycle costs.

6.3.7. Pathways and connections

Pathways in parks and around play spaces have a dual purpose:

- Facilitate a path of travel between points, such as carpark to play space, or seating/picnic area to barbecue
- Integration into the play space in accordance with the site characteristics or theme, such as nature play areas or bicycle tracks.

In both instances, accessibility must be considered, therefore choices concerning the material used will depend on the specific requirements of the space. Materials may include concrete, asphalt, crushed limestone, rubber or pavers.

6.3.8. Public toilets

The City aims to provide public toilets at all district and regional reserves. Some parks are near public toilet facilities in town centres or community facilities. In the case of pocket and local level parks intended for short visits, public toilets are generally not installed.

6.3.9. Car parking

Bigger parks and reserves often have an increased travel time to get to and encourage a longer stay, so these warrant the need for car parks - either on-street or verge parking, or a dedicated off street car park. District and Regional level parks and reserves will have a dedicated car park including Australian Council for Rehabilitation of Disabled (ACROD) bays, in accordance with the relevant standards.

6.3.10. Shade

In Perth's climate, shade in play spaces is vital. Several parks and reserves have established, large-canopy trees, however not all these trees adequately shade play equipment. The high incidence of plastic play equipment in play spaces can exacerbate heat, particularly at certain times of the day. It is a challenge to naturally shade play equipment, and some species of tree can drop significant amounts of leaf litter and there is potential for falling branches. Trees and the anticipated shade cover will be considered in the location of play equipment and seating.

The City is committed to ensuring all play equipment is adequately shaded, either naturally, with a shade sail or a combination of both.

6.3.11. Additional infrastructure

The City aims to provide spaces in parks and reserves that appeal to the broader community by planning and designing elements in a way that creates a sense of place and offers points of difference. If resources permit and the location is deemed appropriate, design of play spaces may include public artwork, themed and/or recycled play equipment, wayfinding and street furniture.

6.3.12. Access and inclusion

The City of Bayswater is committed to furthering the principles and objectives of the Disability Services Act and ensuring that the community is accessible for, and inclusive of, people with disability, their families and carers. The City's Access and Inclusion Plan 2025-2030 is designed to meet the requirements of the *Disability Services Act 1993*. In addition to the Act, legislation such as the Building Code of Australia and Access to Premises Standard under the Disability Discrimination Act, also relate to planning for access and inclusion at facilities and in public open spaces.

The City will aim to ensure that all City facilities and infrastructure and pedestrian facilities in parks and reserves comply with minimum access standards as required by Australian Standards on Access and Mobility (i.e. AS 1428 suite) and are physically accessible and safe. Upgrades to park infrastructure will provide access for people with disability through thoughtful planning and design to enable access by the whole community. An example of this is picnic shelters that incorporate an extended end with adequate space for a person seated in a wheelchair to move underneath. In addition, the concrete pad surrounding the picnic shelter should be large enough for adequate circular movement of a pram, wheelchair or gopher.

The redevelopment of Maylands Waterland provides a recent example where above considerations have been incorporated.

7. Recommendations

This section provides recommendations for the City’s play spaces over a fifteen-year period, in three areas:

- Annual Play Space Renewals, focussing on the parks and reserves with play equipment due for replacement in the next three years
- Future Implementation Plan (2025-2040) for all remaining play spaces
- Annual Shade Program

7.1. Annual Play Space Redevelopments

This table contains the next three years of redevelopments, based on the estimated replacement schedules.

These proposed play space renewals, along with necessary resources, are reviewed and prioritised as part of the City’s Council-led Annual Business Planning and Budgeting process. Prioritisation is determined according to current community needs and available revenue. Funding for these renewals may be sourced from Municipal budgets, grant funding, or Public Open Space (POS) funding.

Please note that all projects are subject to funding availability and may be adjusted as part of the annual review process.

This list is a guide and does not prevent the City from responding to community requests for park and play infrastructure projects outside of the annual program.

2025/26 financial year

The following sites are included in the City's 2025/26 adopted budget. Comments and recommended actions are based on preliminary analysis and preliminary engagement to date:

2025/26*

Park name	Suburb	Classification	Dog off leash exercise area?	Shade requirement – natural or shade sail	Comments	Recommended action	Estimated \$ cost
Swan Lake Reserve	Bayswater	Local	N	Shade sail	Consider shade sail accessibility and inclusivity.	Maintain. Liaise with Sustainability, Environment and Waste team.	\$65,000
Jakobsons Reserve	Morley	Local	N	Natural	Develop relationship and access to adjacent reserve. Established trees, adjacent to drainage site (revitalised).	Maintain. Connect to adjacent water ways	\$70,000
Riverside Gardens	Bayswater	Regional	Y	Shade sails	Consider shade sails, accessibility and inclusivity. Enclosed fencing is to remain due to proximity to water.	Enhance. Shade to include shade sail and planting of more trees. More grassed area within enclosed fence.	\$650,000

The following sites are proposed for renewal in 2026/27 and 2027/28, and an estimated cost has been applied to each play space, based on a site assessment and anticipated level of service as guided by the *Parks and Play Space Classification Hierarchy*.

2026/27*

<i>Park name</i>	<i>Suburb</i>	<i>Classification</i>	<i>Dog off leash exercise area?</i>	<i>Shade requirement – natural or shade sail</i>	<i>Comments</i>	<i>Recommended action</i>	<i>Estimated \$ cost</i>
Maylands Foreshore Reserve (Aerodrome Reserve)	Maylands	District	N	Natural	Reserve used as part of Maylands Waterland. New swing set required.	Replace Swings	\$30,000
Browns Lake Reserve	Bedford	Neighbourhood	N	Natural	Wayfinding to assist links to Rudloc Reserve and Nora Hughes.	Maintain	\$90,000
Plowmans Park	Maylands	Local	N	Shade Sail	Bench seat, pathway and new pit border.	Maintain	\$85,000
Kanimbla Reserve	Morley	Local	N	Natural	Potential for play equipment to cater for a variety of ages, including young children	Maintain	\$70,000
Tom Cameron	Morley	Neighbourhood	N	Natural / Shade Sail	Picnic table needs replacement together with possible shade sail addition	Enhance	\$100,000
Lightning Park	Noranda	Regional (sporting)	N	Shade sail (existing)	Play space will consider main sporting use and available space	Maintain	\$85,000

2027/28*

<i>Park name</i>	<i>Suburb</i>	<i>Classification</i>	<i>Dog off leash exercise area?</i>	<i>Shade requirement – natural or shade sail</i>	<i>Comments</i>	<i>Recommended action</i>	<i>Estimated \$ range</i>
Moses Saunders Park	Morley	Local	N	Shade sail	Potential to connect play spaces in a 'tour' through wayfinding and connecting pathways – Arbor, Moses Saunders, Gus Weimar, Alan Hill, Newington	Maintain	\$90,000
Charlwood Reserve	Morley	Local	N	Shade Sail	Connecting pathway	Maintain	\$70,000
Arbor Park	Morley	District	N	Natural	Potential for play equipment to cater for young children, depending on community input	Maintain	\$90,000
York Reserve	Bedford	Pocket	N	Shade sail	Replacement date pushed out due to equipment lasting longer than anticipated. Now replacing due to asset age.	Enhance	\$70,000
Joan Rycroft Reserve	Bayswater	Neighbourhood	Y	Natural	Reserve used for overflow soccer training.	Enhance. Requires pathways and seating.	\$90,000
Kirkpatrick Reserve	Noranda	Neighbourhood	N	Natural	Two play pits. BBQ and lighting, good local meeting place.	Enhance	\$100,000

					Fenced playground, shade, seating.		
Robert Thompson Reserve	Noranda	District	Y	Shade sail	Classification level changed in 2025. Play equipment and amenities will need to cater for wide variety of age and inclusivity.	Enhance.	\$300,000

*Programs are subject to review, budget approval and available resources.

7.2. Future Implementation Plan

The following plan is proposed to guide play space renewals up until 2040. The plan was informed by the original play equipment audit, considering community feedback during the initial engagement phases. **Estimated play equipment replacement date** has been determined by the independent audit, conducted in 2025. The year of replacement is subject to change, depending on condition and available resources. The next equipment condition audit is anticipated to occur in 2026.

Recommended actions are noted as follows:

- **Maintain** - Maintain the play space at the specified classification level. Play equipment to be replaced and play space renewed in line with the estimated replacement date, based on community feedback and further analysis.
- **Enhance** - Enhance play space to bring it up to classification level and align with the *Parks and Play Space Classification Hierarchy*. Play equipment to be replaced and play space renewed in line with the estimated replacement date, based on community feedback and further analysis.

These recommended actions are preliminary, based on information to date. Further planning and analysis will occur prior to the estimated year of replacement, along with community engagement. The table does not reflect estimated replacement costs.

Park suburb and name	Classification	Dog off leash exercise area?	Estimated play equipment replacement	Additional comments / community feedback	Recommended action
Bayswater					
Alf Brooks Park	Pocket	N	2036/37	Increase tree canopy, improve connectivity and replace play elements at existing level. Retain existing shade sail.	Maintain
Bert Wright Park	Neighbourhood	N	2032/33	Popular space for events; Natural shade from establishing trees. Outdoor multi-court on site.	Maintain
Claughton Reserve	Regional	Y	2037/38	Retain natural feel of the area. Complimented by fairy trail and exercise equipment. Shaded by surrounding trees.	Maintain
Donald Way Reserve	Local	N	2029/30	Add pathway and connection. Site has a shade sail.	Maintain
Flora Reserve	Local	N	2039/40	Play equipment renewed in 2024/25 with shade sail	Maintain
Gobba Lake	Local	N	2039/40	Play equipment renewed in 2024/25 with shade sail	Maintain
Gordon Reserve	Pocket	N	2034/35	Play equipment renewed in 2017/18. Natural shade.	Maintain
Halliday Park	Neighbourhood (Sporting)	Y	2034/35	Play equipment renewed in 2017/18. Natural shade.	Maintain
Hamilton Reserve	Pocket	N	2030/31	Potential for landscape and beautification; Natural shade but some leaf litter.	Maintain
Headley Place Reserve	Pocket	N	2028/29	Natural shade	Maintain
Hillcrest Reserve Lower	District	Y	2038/39	Play equipment renewed in 2023/24. Additional trees planted for natural shade.	Maintain
Hillcrest Reserve Upper	District (Sporting)	Y	2033/34	Play equipment renewed in 2017/18. Existing shade sail.	Maintain
Hinds Reserve	Neighbourhood	N	2031/32	Natural shade. Site included in broader concept plan for Riverside and Hinds Reserve foreshore redevelopment.	Enhance
Houghton Park	District (Sporting)	N	2028/29	Site has potential for play variety e.g., nature play elements, adult exercise equipment. Site has shade sail.	Enhance
Joan Rycroft Reserve	Neighbourhood	Y	2027/28	Reserve used for overflow soccer training. Requires pathways and seating.	Enhance
Mills Avenue Reserve	Neighbourhood	Y	2036/37	Play equipment renewed in 2019/20. Natural tree shade.	Maintain
Nellie Tant Reserve (formerly The Strand Reserve)	Pocket	N	2036/37	Re-named to honour Nellie Tant, first female councillor in Bayswater. Play equipment renewed in 2019/20. Future renewals to align with Pocket level. Natural tree shade.	Maintain
Norco Way Reserve	Pocket	N	2031/32	Opportunity to beautify and landscape. Natural shade.	Maintain
Paterson Reserve	Local	N	2035/36	Explore potential to develop the space with adjacent school students and residents. Site has shade sail.	Maintain

Riverside Gardens	Regional	N	2025/26		Enhance
Riverside Gardens East Urban Forrest	Regional	N	2040/41	Seating node, stepping logs	Maintain
Toowong Reserve	Local	N	2039/40	Play equipment renewed in 2024/25. Natural shade.	Maintain
Swan Lake	Local	N	2025/26	Consider shade sail accessibility and inclusivity.	Maintain

<i>Park suburb and name</i>	<i>Classification</i>	<i>Dog off leash exercise area?</i>	<i>Play equip. replacement due</i>	<i>Comments</i>	<i>Recommended action</i>
Bedford					
Alan Lehmann Reserve	Local	Y	2033/34	Play equipment renewed in 2017/18. Play space well-utilised by kindergarten. Natural tree shade.	Maintain
Beaufort Park	Neighbourhood	N	2032/33	Consider additional shade either natural or shade sail	Maintain
Browns Lake	Neighbourhood	Y	2026/27	Wayfinding to assist links to Rudloc Reserve and Nora Hughes.	Maintain
Birkett Reserve	Local	Y	2038/39	Play equipment renewed in 2023/24. Shade sail on site.	Maintain
Grand Promenade Reserve	Neighbourhood (Sporting)	N	2029/30	Busy active reserve. Has shade sail on site.	Maintain
Gummery Reserve	Local	N	2031/32	Consider more natural shade	Maintain
RA Cook Reserve	District	Y	2039/40	Busy active reserve. Has shade sail on site.	Maintain
York Reserve	Pocket	N	2027/28	Renewal date pushed out due to equipment lasting longer than anticipated. Now replacing due to asset age.	Enhance

<i>Park suburb and name</i>	<i>Classification</i>	<i>Dog off leash exercise area?</i>	<i>Play equip. replacement due</i>	<i>Comments</i>	<i>Recommended action</i>
Embleton					
Bayswater Waves	Local	N	2036/37	Customer only usage within enclosed facility. Has shade sail.	Maintain
Broun Park	Neighbourhood	Y	2031/32	Potential for engaging and nature-based play to complement natural assets. Good location to attract families and children (adjacent to Bayswater Waves).	Enhance

				Opportunity to upgrade play space to include pathway connection from carpark and local streets; picnic, seating, BBQ; play nodes for differing age groups. Need to enhance natural shade.	
Feredy Reserve	Local	Y	2038/39	Play equipment renewed in 2022/23. Shade sail.	Maintain
McKenzie Reserve	Neighbourhood	N	2034/35	Play equipment renewed in 2017/18. Natural tree shade.	Maintain
Ockley Square Reserve	Pocket	N	2029/30	Opportunity for landscape and beautification.	Maintain
Wotton Reserve	District (Sporting)	N	2033/34	Busy sporting reserve. Site required shade sail. Consider relocation to compliment on site skate and bmx park.	Enhance

Park suburb and name	Classification	Dog off leash exercise area?	Play equip. replacement due	Comments	Recommended action
Maylands					
Alma Venville Park (The Rise)	Neighbourhood	N	2028/29	Opportunity to consider relocation within existing grounds.	Maintain
Bardon Park (upper)	District	Y	2030/31	Consider location and type of play equipment in conjunction with concept plan developed for Bardon Park.	Enhance
Bardon Park (Lower)	District	N	2030/31	Consider location and type of play equipment in conjunction with concept plan developed for Bardon Park.	Maintain
Bath Street Reserve	Local	N	2029/30	Opportunity to plan site in conjunction with river connectivity and foreshore.	Enhance
Charles Reserve	Local	N	2028/29	Consider future play opportunity in context of broader park site. Natural shade.	Maintain
Clarkson Reserve	District	N	2032/33	Consider in broader planning of Maylands Peninsula. Natural shade.	Enhance
De Lacy Reserve	District (Sporting)	Y	2034/35	Play equipment renewed in 2018/19. Natural shade.	Maintain
Gibbney Reserve	District (Sporting)	Y	2038/39	New play equipment renewed in 2021/22. Natural shade establishing with additional trees planted.	Maintain
Kelvin / Sherwood	Pocket	N	2038/39	Play equipment renewed in 2022/23. Natural Shade	Maintain
Lake Bungana	District	N	2032/33	Compliments Brickworks Park and Maylands Lakes. Natural shade.	Maintain
St Margaret Reserve	Pocket	N	2032/33	Mixed use site – meeting, games and play. Natural shade.	Maintain

Maylands Foreshore Reserve (Aerodrome Reserve)	District	N	2026/27	Reserve used as part of Maylands Waterland. New swing set required.	Replace Swings
Maylands Waterland	Regional	N	2038/39	Asset life applies to play equipment within the park only; water play elements based on a different asset plan.	Maintain
Puntie Crescent Reserve	Pocket	N	2035/36	Play equipment renewed in 2017/18. Shade sail on site.	Maintain
Plowmans Park	Local	N	2026/27	Bench seat, pathway and new pit border	Maintain
Shearn Memorial Park	Neighbourhood (Sporting)	Y	2031/32	Reserve mainly used as a dog park, busy community site. Future consideration required for additional shade – likely shade sail.	Maintain

Park suburb and name	Classification	Dog off leash exercise area?	Play equip. replacement due	Comments	Recommended action
Morley					
Abinger Reserve	Neighbourhood	Y	2030/31	Mixture of play equipment and community exercise on site. Consider combining with Noranda Avenue Reserve. All-natural shade.	Enhance
Allan Hill Park	Neighbourhood	N	2028/29	Equipment within trees for natural shade	Maintain
Arbor Park	District	Y	2027/28	Potential for play equipment to cater for young children, depending on community input	Maintain
Battersea Reserve	Neighbourhood	N	2039/40	Natural shade within establishing trees	Maintain
Boxhill Reserve	Local	N	2028/29	Play space within natural shade of trees	Maintain
Charwood Reserve	Local	N	2027/28	Connecting pathway	Maintain
Chesney Reserve	Pocket	N	2035/36	Play equipment renewed in 2018/19. Natural shade.	Maintain
Crimea Park	District (Sporting)	Y	2031/32	Busy community park with sports courts, food trucks and skate park. Shade to be installed over play equipment. Consider mix of play elements depending on community input	Maintain
Crowhurst Reserve	Local	N	2029/30	Established trees providing shade; scope to develop from existing pathway	Maintain
Emberson Reserve	District (Sporting)	N	2028/29	Potential for improved play, parks infrastructure and shade sail to complement busy sports usage	Enhance

Farnham Reserve	Local	N	2032/33	Play equipment renewed in 2016/17. Natural shade.	Maintain
Fedders Reserve	Pocket	N	2032/33	Play equipment renewed in 2016/17. Natural shade.	Maintain
FJ Beals Park	Neighbourhood (Sporting)	Y	2030/31	Used for overflow sporting activities. Natural tree shade.	Maintain
Gus Weimar Park	Local	N	2037/38	Play equipment renewed in 2019/20. Natural shade.	Maintain
Hampton Square Reserve	Neighbourhood	Y	2031/32	Busy community site with BBQ and tennis courts. Natural shade establishing.	Maintain
Jakobsons Reserve	Local	N	2025/26	Develop relationship and access to adjacent reserve. Established trees, adjacent to drainage site (revitalised).	Maintain
Kanimbla Reserve	Local	N	2025/26	Potential for play equipment to cater for a variety of ages, including young children.	Maintain
Kennedy Reserve	Pocket	N	2039/40	Swing set and landscaping. Natural tree shade establishing.	Maintain
Mahogany Reserve	Local	N	2037/38	Play equipment renewed in 2020/21. Natural tree shade.	Maintain
Moses Saunders Park	Local	N	2027/28	Potential to connect play spaces in a 'tour' through wayfinding and connecting pathways – Arbor, Moses Saunders, Gus Weimar, Alan Hill, Newington.	Maintain
Newington Reserve	Neighbourhood	N	2034/35	Path for riding bikes; bench seat on opposite side of playground. Fences around playground for safety	Enhance
Pat O'Hara Reserve	District (Sporting)	Y	2037/38	Play space renewed in 2019/20. Combination of shade sail and trees.	Maintain
Peters Place Reserve	Neighbourhood	N	2029/30	Opportunity for natural elements / landscape to link to Living Stream and revegetation establishing on site.	Enhance
Rhodes Reserve	Local	N	2039/40	Play equipment renewed in 2024/25 with shade sail.	Maintain
Rudloc Reserve	Neighbourhood	Y	2030/31	Play for broader age range of children requested – toddler and older children due to proximity to John Forrest Secondary College. Enhance with seating, barbecue, play nodes and connectivity. Established trees on site but may require shade sail.	Enhance
Russell Street Reserve	District	N	2035/36	Ninja play equipment, with some play elements for younger children. Broader use of space to be considered in play space redevelopments. Natural trees provide good shade.	Maintain
Shadwell Reserve	Neighbourhood	Y	2036/37	Play equipment renewed in 2018/19. Increase natural shade, consider bike paths and connectivity.	Enhance
Silverwood Reserve	Pocket	N	2033/34	Opportunity to consider beautification and landscaping	Maintain
Stanbury Reserve	Pocket	N	2037/38	Play equipment renewed in 2020/21. Natural shade.	Maintain
Trewin Park	Local	N	2032/33	Site requires additional shade.	Maintain

Tom Cameron	Neighbourhood	N	2026/27	Picnic table needs replacement together with possible shade sail addition	Maintain
Waltham Reserve	Neighbourhood	N	2036/37	Play space redeveloped in 2019/20 with shade sail.	Maintain
Wattle Reserve	Neighbourhood	N	2037/38	Play space redeveloped with shade sail small ball court and seating	Maintain
Weld Square Reserve	Neighbourhood	Y	2033/34	Play equipment could be more challenging to cater for teens. Natural tree shade currently.	Enhance

<i>Park suburb and name</i>	<i>Classification</i>	<i>Dog off leash exercise area?</i>	<i>Play equip. replacement due</i>	<i>Comments</i>	<i>Recommended action</i>
Noranda					
Belstead Reserve	Local	Y	2036/37	Play space renewed as part of City's COVID stimulus funding package, as a whole-of-park redevelopment in 2019/20. Natural shade.	Maintain
Bohemia Park	Neighbourhood	Y	2035/36	Play equipment renewed in 2018/19	Maintain
Bramwell Reserve	Local	N	2035/36	Play equipment renewed in 2018/19	Maintain
Corderoy Reserve	Local	Y	2030/31	Large, under-utilised area: more planting and shade required	Maintain
Deschamp Reserve	Neighbourhood	Y	2028/29	Liaise with neighbouring primary school students	Maintain
Fitzpatrick Reserve	Local	Y	2034/35	Play equipment renewed in 2017/18	Maintain
Holden Reserve	Local	Y	2033/34	Large, under-utilised area; could make use of existing trees for shaded seating and pathways	Maintain
Ivory Park	Neighbourhood	Y	2039/40	Play equipment renewed in 2024/25 with shade sail and fencing.	Maintain
Kirkpatrick Reserve	Neighbourhood	N	2027/28	Two play pits. BBQ and lighting, good local meeting place. Fenced playground, shade, seating.	Enhance
Lightning Park	Regional	N	2026/27		Maintain
Logan Reserve	Pocket	N	2033/34	Potential for community garden allotments	Maintain
Luderman Park	Neighbourhood	Y	2035/36	Play equipment renewed in 2018/19. Natural shade.	Maintain
McPherson Reserve	Neighbourhood	N	2034/35	Play equipment renewed in 2017/18. Natural shade.	Maintain
Millerick Reserve	Neighbourhood	Y	2029/30	Play space could be enhanced to reflect neighbourhood level.	Enhance
Nederpelt Reserve	Local	N	2029/30	Current outdoor court. Consider court provision in the area before replacing	Maintain

Noranda Avenue Reserve	Pocket	N	2034/35	Play equipment renewed in 2017/18. Consider removal and combining with Abinger Reserve.	Maintain
Noranda Nook	District (Sporting)	N	2037/38	Liaise with surrounding clubs and Noranda Vibes in relation to any play space redevelopments in future	Maintain
Noranda Sporting Complex (SE corner)	District (Sporting)	N	2031/32	Liaise with user clubs and stakeholders in the first instance to determine location and type of play.	Maintain
Noranda Sporting Complex (SW corner)	District (Sporting)	N	2037/38	Play space renewed in 2019/20. Natural shade.	Maintain
Robert Thompson Reserve	District	Y	2027/28		Enhance
Sherbrooke Reserve	Local	N	2030/31	Consider safety aspect of play near to Benara Rd	Maintain
Strutt Reserve	Neighbourhood	N	2033/34	Some issues with dogs off leash. Request for BBQ and exercise equipment stations. Current outdoor court.	Maintain

7.3. Annual shade program

At the Ordinary Council Meeting held on 26 March 2019, Council resolved to include an action in the PSP to:

'Develop a long-term program to progressively shade all of the City's playgrounds, including through the use of shade sails and/or the planting of large canopy trees close to play equipment (where it is possible).'

The following program has been developed based on detailed analysis of current natural shade cover of play equipment, using the City's LIDAR data capture (Light Detection and Ranging) in the City Spatial Portal. The system, developed in February 2018, allows observation of shadows cast from nearby trees over a 24-hour period. Supporting information has been sourced from 'The Shade Handbook: A practical guide for shade development in Western Australia' (2012).

To inform the Annual Shade Program, data was collected on natural shade cover of play equipment between 9am and 6pm in the month of January, including:

- Duration of natural shade (hours)
- Times of natural shade e.g. 4pm to 6pm
- Partial or full shade over play equipment.

The data does not show the extent of coverage by shade sails, only tree shadow. Therefore, it was not possible to glean the benefit provided by shade sails alone.

As at the 2025 review:

- **26** play spaces currently have shade sails. Depending on play area's location, and the height and orientation of the sails in relation to nearby trees, the level of shade coverage varies. Approximately half of these play spaces also benefit from at least two hours of natural shade provided by surrounding trees, typically in the afternoon between 1pm and 6pm.
- Tree planting is recommended at sites with existing shade sails where additional shade is needed. Future planting priorities will be determined through site-specific assessments, community engagement outcomes, and other relevant considerations.
7 play spaces have been identified (as at the 2025 review) as future candidates for the installation of new shade sails during upcoming renewal works.

7.3.1. Natural shade

Seedlings will be planted, rather than mature trees, as younger trees develop a stronger root system more quickly. The growth period could be between five and ten years to reach maturity and provide optimal shade over play equipment. Species selection is based on a range of factors including soil type, surrounding environment, consideration for biodiversity and improving fauna habitat. Specialist advice from the City's arborist recommended seedlings be planted rather than mature age trees to ensure a faster growth rate, providing optimal shade within a shorter period. In addition to planting trees specifically to shade play equipment, trees will be planted at identified sites to support existing shade sail coverage of play equipment.

7.3.2. Shade sail

Sizes of shade sails vary, depending on the size of the play space, height of equipment and the required shade coverage. The amount of shade provided also depends on the angle and height of the sail. Depending on the location of the play space, there will be times of day when the equipment cannot be shaded to full capacity. Existing shade sails are positioned in such a way as to protect users during peak UV periods - generally 12pm to 1pm, when the sun is directly overhead.

7.3.3. Costs

Costs illustrated below are based on the average price from several suppliers for the supply and installation of various shade sail sizes. Ongoing costs are based on historical information and an average rate from several suppliers. The City has an annual agreement with a supplier to remove and repair shade sails in winter months. This is important to prevent damage in unpredictable weather conditions.

Park Classification	Shade requirement	Approx. Install Cost	Ongoing Annual Maintenance Cost
Pocket	1 medium shade sail OR	\$18,000	\$270
	2 trees	\$840	<i>NIL – initial cost covers supply, planting, mulching, watering for the first 3 years</i>
Local	1 large shade sail OR	\$22,000	\$340
	2 – 3 trees	\$840 - \$1,260	<i>NIL – initial cost covers supply, planting, mulching, watering for the first 3 years</i>
Neighbourhood	2 small shade sails OR	\$25,000	\$470
	3 trees	\$1,260	<i>NIL – initial cost covers supply, planting, mulching, watering for the first 3 years</i>
District	3 medium shade sails OR	\$30,000	\$680
	2 – 3 trees	\$840 - \$1,260	<i>NIL – initial cost covers supply, planting, mulching, watering for the first 3 years</i>
Regional	5 medium shade sails OR	\$60,000	\$1200
	4+ trees	Min \$1,680+	<i>NIL – initial cost covers supply, planting, mulching, watering for the first 3 years</i>

7.3.4. Decision criteria

Based on the data analysis, shade type will be determined by the criteria shown below:

<i>Criteria</i>	<i>Outcome</i>	<i>Rationale</i>
Existing shade sail	Shade sail	Existing shade sails will not be removed; they will be replaced when they have reached the end of their useful life. Additional trees can also be planted to further increase shade.
Current shade is limited - 0 to 2 hours per day	Shade sail	Generally, indicates a lack of surrounding trees therefore shade sail is required
Play space / equipment prevents natural planting	Shade sail	Natural planting may be restricted by certain factors including: <ul style="list-style-type: none"> • Placement near a sporting reserve • Housing in proximity / obstruction of residents' view • Adjacent roads / foreshore • Underground services • Overhead power lines.
Current shade will be complemented by additional planting - 3+ hours full shade per day	Natural	Planting will complement current shade over time
Play equipment / play space design prevents shade sail	Natural	Height e.g. climbing net, or flying fox; location of play space is on undulating or sloping ground
Current shade is adequate – more than 5 hours full shade per day	NIL required	Shade over play equipment is sufficient

7.3.5. Implementation

It is recommended that, where shade sails have been identified for installation over existing play equipment, that this takes place in conjunction with the planned play space renewals. This will allow for maximum flexibility in shade design and coverage when planning the overall site and play equipment placement.

Tree planting will commence immediately at reserves identified for natural shade. Costs are covered by existing identified budgets such as the street tree planting program. Sites to be planted will be prioritised by size and level of usage over a two-to-five-year period subject to stock and planting capacity.

Each year a program of sites to be renewed will be submitted for Council consideration in the draft budget based on the following information:

- Site, location and classification level
- Shade type – sail or natural
- Anticipated schedule of implementation

2025/26

Park name	Suburb	Classification	Shade type
Jakobsons Reserve	Morley	Local	Natural
Riverside Gardens	Bayswater	Regional	Shade sails (existing)
Swan Lake Reserve	Bayswater	Local	Shade sail

2026/27

Park name	Suburb	Classification	Shade type
Browns Lake Reserve	Bedford	Neighbourhood	Natural
Lighting Park	Noranda	Regional	Shade sail (existing)
Maylands Foreshore Reserve (Aerodrome Reserve)	Maylands	Local	Natural
Kanimbla Reserve	Morley	Local	Natural
Plowmans Park	Maylands	Local	Shade Sail
Tom Cameron	Morley	Neighbourhood	Natural

2027/28

Park name	Suburb	Classification	Shade type
Joan Rycroft Reserve	Bayswater	Neighbourhood	Natural
Moses Saunders Park	Morley	Local	Shade sail
Arbor Park	Morley	District	Natural
Charlwood Reserve	Morley	Local	Natural
York Reserve	Bedford	Pocket	Shade Sail
Kirkpatrick Reserve	Noranda	Neighbourhood	Natural
Robert Thompson Reserve	Noranda	District	Shade sail

8. Conclusion

The PSP was developed in response to an identified need for strategic direction in the planning and design of play spaces in the City of Bayswater. It is the result of comprehensive community engagement, data collection and analysis, and was influenced by current research and trends. It was then refined into three guiding principles:

- Quality local provision
- Effective and sustainable asset management
- Annual priorities.

The *Parks and Play Space Classification Hierarchy* is a valuable tool to guide the planning of the function and hierarchy of parks and reserves, taking into consideration the role that play has in a park

- along with other purposes including exercise, recreational activities and family gatherings. Analysis of these factors, the surrounding environment, existing provision in the local area, and demographic profile, will assist the City to make strategic decisions for play that benefit the whole community.

9. Evaluation and review

This strategy is a living document, adaptable to change and subject to regular review. The first desktop review was completed in 2022, primarily to update informing documents for the strategy, provide information on the outcomes of the first three years, and update cost ranges for play space redevelopments.

It is important to measure the success of the PSP to ensure that the City adheres to the guiding principles and provides play spaces that are aligned with community expectations. Measures of success include:

- The community is engaged in the planning and design of play spaces
- Appropriate resources are allocated to play space renewals each year
- Shade over play equipment is included in every play space renewal
- Accessible pathways are included in every play space renewal
- The *Parks and Play Space Classification Hierarchy* is used as a guide for all play space renewals and other infrastructure works in parks and reserves

Reporting will include:

- Regular updates to the City's Executive team
- Reports to Council on play space renewals, lessons learned and challenges to be addressed
- Regular updates to the community through the City's online engagement platform, 'Engage Bayswater', social media and other forms of communication.

10.3.2 Riverside Foreshore Concept Masterplan Update

Responsible Branch:	Project Services
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required.
Attachments:	Nil
Refer:	Item: 10.3.3 OCM: 28.05.2024 Item: 10.3.4 OCM: 26.08.2025 Item: 10.3.5 OCM: 26.08.2025
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

This report provides an update on the development of the Foreshore Restoration Concept and Master Plans in accordance with Council resolution on Item 10.3.5 at the Ordinary Meeting held 26 August 2025.

OFFICER'S RECOMMENDATION

That Council:

- 1. Notes the progress update on the development of Foreshore Restoration Concept and Master Plans, particularly in relation to the Hinds Reserve / Riverside Gardens site.**
- 2. Notes the final concept and master plans will be presented to Council for endorsement by June 2026.**

BACKGROUND

The City in collaboration with the Department of Biodiversity Conservation and Attractions (DBCAs) with funding provided via the Riverbank Funding Program is developing foreshore restoration concept designs and broader site master plans for three of its premier reserves located adjacent to the river:

- Hinds Reserve / Riverside Gardens;
- Bath Street / Tranby Reserve; and
- Bardon Park.

At the Ordinary Meeting held 26 August 2025, Council resolved the following:

"That Council:

- 1. Notes the Foreshore Restoration Concept and Master plans being developed.*
- 2. Notes the progression of funded foreshore and restoration and revegetation works between Bath Street Reserve and Tranby Reserve, Maylands.*
- 3. Approves a budget amendment from \$400,000 to \$650,000 in the current 2025-26 budget for the Riverside Gardens Play Space renewal, to be funded from Public Open Space Cash in Lieu funds.*
- 4. Authorises the Chief Executive Officer to request the release of \$650,000 from Public Open Space Cash in Lieu Developer Contributions.*

5. *Requests an update on the foreshore restoration concept and master plans to be presented to Council by December 2025.*
6. *Requests the Chief Executive Officer to develop a proposal for all ability access to the sandy area and water at Hinds Reserve suitable for water sports craft and paddle, and the proposal is considered as part of the 2026-27 Annual Business Planning Process.*
7. *Requests the Chief Executive Officer to engage with affected residents regarding the Additional Parking Option off Leake Street, taking their feedback into consideration prior to final endorsement of the Master Plan by Council."*

This update report is provided in accordance with Limb 5 of the Council resolution.

EXTERNAL CONSULTATION

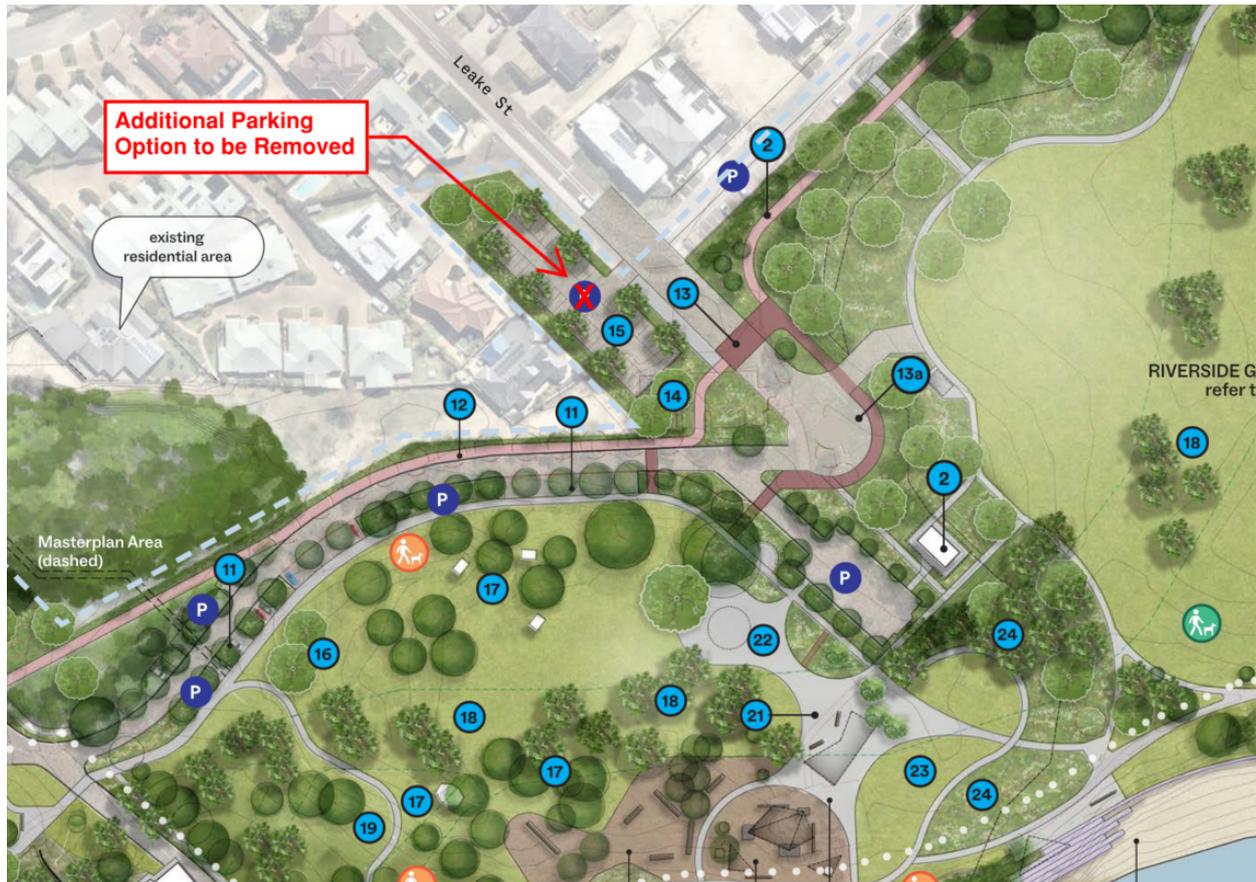
Following the outcome of the previous Council meeting, the City wrote to affected residents living in proximity to the additional parking proposed at the end of Leake Street on 13 November 2025, advising them that the proposal for the additional parking option will no longer be considered and will be removed from the concept plan. The extent of the letter drop is shown below, and no responses have been received to date.



OFFICER'S COMMENTS

Following the Ordinary Council Meeting held 26 August 2025, the City continued to liaise with the Department of Biodiversity Conservation and Attractions as the project funding partner and Syrinx Environmental as the consulting contractor to finalise concept and master planning drafts prior to final consideration and endorsement by Council.

In response to community feedback, the project team further reviewed the need for the additional parking at Lot 3, 154 Leake Street (identified as Point 15 in the plan below). The parking was originally presented as an optional element in the draft concept considered by Council. Given that its removal was a key community request and noting that the parking was not critical to the overall design, the project team determined that it should be omitted from the draft master plan.



The above plan will be amended to reflect the removal of the car park and to incorporate any final feedback from DBCA prior to the finalisation of all documentation. The final draft amendments are expected to be completed by early 2026 and will be presented to Council for consideration during the first half of 2026.

LEGISLATIVE COMPLIANCE

The land portions identified in this report fall within the development control area under the *Swan and Canning Rivers Management Act 2006*. Any works that occur will be subject to approvals from the Department of Biodiversity and Attractions (DBCA). The Swan River is a significant site for the Whadjuk Noongar people and is protected under the *Aboriginal Heritage Act 1972*.

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	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	

Impact Category	Appetite	Risk Rating
	improvement of its natural environment. SR04 - Inability to work collaboratively to engage and partner with the stakeholders to promote and advocate opportunities to live and invest. SR05 - Inability to manage stakeholder expectation through early and ongoing engagement.	

FINANCIAL IMPLICATIONS

The City received part funding in 2024-25 from the Department of Biodiversity Conservation and Attractions through the Riverbank Grants Funding Program to develop the concept and master plans.

\$950,000 is allocated in the current 2025-26 budget to undertake foreshore stabilisation and revegetation of the immediate riverbank area between Tranby Reserve and Bath Street Reserve, Maylands. The project is grant funded through the Federal Department of Climate Change, Energy the Environment and Water through the Urban Rivers Catchment Program.

At this stage, aside from the Tranby Reserve / Bath Street project, there are no funds identified at this point in time to progress the concepts being developed.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Council Plan 2025 – 2035, the following applies:

Key Result Area: Social

Outcome 1.1 A Connected and Inclusive Community

Objective 1.1.2 Facilitate connections and access to services for all community.

Key Result Area: Social

Outcome 1.3: An Active and Healthy Community

Objective 1.3.2: Provide welcoming, quality recreational spaces and activities

Key Result Area: Built

Outcome 2.2 Built Infrastructure that Meets Current and Future Community Needs

Objective 2.2.1 Improve the amenity of our public spaces and streetscapes.

Objective 2.2.2 Ensure accessible connections between the built realm and natural green spaces to relax and recreate.

Objective 2.2.3 Plan, build and maintain current and future assets.

CONCLUSION

In response to community feedback, and to ensure a key community request is fully reflected in the master planning process, the proposed additional parking at the end of Leake Street has

been removed from the concept drafts. All affected residents in the immediate area have been advised that the additional parking option is no longer being considered at this location.

Final draft amendments are expected to be completed in early 2026 and will be presented to Council for consideration during the first half of 2026.

10.4 Community Services Directorate Reports

10.4.1 Proposed Two Grouped Dwellings - Lot 324, 24 Sopwith Elbow, Maylands

Applicant/Proponent:	Yvonne Huang
Owner:	GT FT Holdings Pty Ltd.
Responsible Branch:	Statutory Planning and Compliance
Responsible Directorate:	Community Services
Authority/Discretion:	Quasi-Judicial
Voting Requirement:	Simple Majority Required
Attachments:	1. Attachment 1 - DA25-0275 - Determination Plans - 24 Sopwith Elbow, Maylands [10.4.1.1 - 11 pages]
Refer:	Item: 10.4.2 OCM: 01.07.2025

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995

SUMMARY

On 10 July 2025, the City received a development application proposing two grouped dwellings in a town house configuration at Lot 324, 24 Sopwith Elbow. The application has been assessed against the provisions of the Residential Design Codes (R-Codes), the City’s Town Planning Scheme No. 24 (TPS 24), local planning policies including the Maylands Residential Estates Design Policy (MREDP), Retaining Walls Policy, Landscaping Policy and Trees on Private Land and Street Verges Policy.

As the development proposal has received more than 10 submissions during the consultation period, Council is required to determine the application as City Officers do not have delegation. The application is recommended for approval subject to conditions and advice notes as it meets the requirements of the City’s planning framework.

OFFICER'S RECOMMENDATION

That Council grants development approval for the proposed Two Grouped Dwellings at Lot 324, 24 Sopwith Elbow, Maylands, in accordance with the development application dated 10 July 2025 and plans dated 7 November 2025, subject to the following conditions:

- 1. The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan(s), including any details marked in red.**
- 2. Landscaping, reticulation and the tree(s) required to be planted on the property, shall be completed in accordance with the approved detailed landscape plan, including any details marked in red, prior to occupation of the development and thereafter maintained to the satisfaction of the City of Bayswater.**
- 3. Prior to the occupation or use of the development, the Unit 1 and Unit 2 mezzanine floor windows facing the south east shall be fitted with fixed obscured glazing (to a minimum height of 1.6 metres above the finished floor level) and/or screened in accordance with the deemed-to-comply provisions of Clause 3.10 Visual Privacy of the Residential Design Codes Volume 1 (Part C), to restrict direct views onto the adjoining property. The approved obscured glazing or screening shall be maintained for the life of the development to the satisfaction of the City.**
- 4. 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.

5. The approved parapet/boundary wall(s) and footings abutting the boundaries must be constructed wholly within the subject allotment. The external surface of the parapet/boundary wall(s) shall be finished to a professional standard, to the satisfaction of the City of Bayswater.
6. The proposed driveway being constructed with brick paving or concrete and drainage soak wells to be provided to the satisfaction of the City of Bayswater.
7. This development application relates only to works/use on the property and separate approval must be obtained to construct any crossovers on the road verge.
8. All stormwater and drainage runoff produced onsite is to be disposed of onsite to the satisfaction of the City of Bayswater.
9. The owner shall execute and provide to the City of Bayswater, a notification pursuant to section 70A of the Transfer of Land Act to be registered on the title of the properties as notification to proprietors and/or (prospective) purchasers of the property of the following:
“This lot is in close proximity to known mosquito and midge breeding areas. The predominant mosquito species is known to carry viruses and other diseases.”
The Section 70A Notification shall be prepared by the City’s solicitors to the satisfaction of the City of Bayswater. All costs of, and incidental to, the preparation of the registration of the Section 70A Notification, including the City’s solicitor’s costs shall be met by the applicant/owner of the land. This notification shall be lodged and registered in accordance with the Transfer of Land Act prior to the first occupation of the respective dwelling(s).
10. 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.
11. Any external services and utilities including air conditioning units and bin storage shall be integrated into the design of the building and shall be located so as not to be visually obtrusive to the street and/or adjoining properties, to the satisfaction of the City of Bayswater.
12. Any external artificial lighting installations, including common areas, is to comply with Australian Standard AS 4282 (as amended) ‘Control of the obtrusive effects of outdoor lighting’ and must not be permitted to shine or reflect into other properties, creating a nuisance.
13. All works are to be undertaken in accordance with a Sediment and Erosion Control Plan prepared to the specifications of the City of Bayswater.
14. Any fill and/or topsoil brought onto the site, is to be certified clean, uncontaminated and free from rubble, weeds and disease, and suitable for the proposed works, to the satisfaction of the City of Bayswater.

Advice Notes

1. If the development subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
2. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
3. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and*

Development Act 2005 Part 14. An application must be made within 28 days of the determination.

4. 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.
5. This approval does not authorise any interference with dividing fences, nor entry onto neighbouring land. Accordingly, should you wish to remove or replace any portion of a dividing fence, or enter onto neighbouring land, you must first come to a satisfactory arrangement with the adjoining property owner. Please refer to the Dividing Fences Act 1961.
6. Kerbs, roadways, footpaths, open drains, stormwater pits, service authority pits and verge areas including any verge trees must be adequately protected, maintained and reinstated if required, during and as a result of all works and activities associated with this development.
7. Vehicle crossover(s) shall be designed and constructed in accordance with the City's Specifications for Crossovers. Applicants/owners are advised to contact the City's Infrastructure and Assets team regarding the crossover application process, requirements and subsidy eligibility. A Crossover Application Booklet detailing the City's requirements is available from the City of Bayswater website (www.bayswater.wa.gov.au).
8. The Department of Biodiversity, Conservation and Attractions advises the Sediment and Erosion Control Plan is to describe how the authorised works will be managed and implemented to minimise the risk of drainage, erosion and sedimentation on nearby water bodies and/or reserves during the work and should include control measures such as;
 - (a) Daily recovery of sediment (including imported building sand) from outside the works area (e.g. end-of-day sweeping)
 - (b) Perimeter controls such as sediment control fences
 - (c) Sediment traps at stormwater drain inlets
 - (d) Vehicle washdown and vibration grids at entry/exits.

For further guidance on best management practices for sediment and erosion control, refer to the *Erosion and Sediment Control Information Sheets* found at: <https://www.sercul.org.au/sediment-resources/>.
9. Regarding Condition 14, refer to the Department of Water and Environmental Regulation's fact sheet *Amendments to the Environmental Protection Regulations 1987 - clean fill and uncontaminated fill* for the requirements of clean fill.
10. The proposed works are located in a high to moderate risk acid sulfate soils risk area. The Acid Sulfate Soils Guideline Series for guidance on the identification, assessment and management of acid sulfate soils in Western Australia is available from the Department of Water and Environmental Regulation at: www.dwer.wa.gov.au. If acid sulfate soils are exposed during the works, the Department of Water and Environmental Regulation should be contacted for further advice.

BACKGROUND

Application Number:	DA25-0275
Address:	24 Sopwith Elbow, Maylands
Town Planning Scheme Zoning:	Medium and High Density Residential R40
Use Class:	Grouped Dwelling (P)
Lot Area:	722m ²
Existing Land Use:	Vacant
Surrounding Land Use:	Single Houses (Residential R40)
Proposed Development:	Two Grouped Dwellings

Site Context

The subject site is currently vacant with a total land area of 722m² bounded by Sopwith Elbow to the southwest, a vacant residential lot (22 Sopwith Elbow) to the southeast and Lake Brearley to the northwest and northeast.

The subject site is zoned ‘Urban’ within the Metropolitan Region Scheme (MRS) and ‘Medium and High Density Residential’ under TPS 24 with a density coding of R40. The surrounding context is charactered by primarily two storey single houses.



Figure 1. Aerial photo of subject site.

Historical Context – Restrictive Covenants

The subject site is located within the area commonly referred to as the “Peninsula Estate,” developed by Satterley in the late 1990s. At the time, development across the estate was subject to the Peninsula Estate, Maylands – Development and Building Guidelines (The Guidelines), which were enforced through restrictive covenants placed on individual titles by the developer. The Guidelines varied aspects of the former R-Codes and included restrictions on dwellings per lot, setbacks from the lake, subdivision, and siteworks.

The restrictive covenants expired in December 2007 and no longer apply. Notwithstanding, Council adopted the MREDP in February 2021 to carry forward the intent of the original Guidelines and provide ongoing design direction.

Previous Proposal

On 1 November, 2024, the City received a subdivision referral for comment from the Western Australian Planning Commission (WAPC) to consider a three-lot survey-strata subdivision, serviced by a common driveway. The proposed lot sizes complied with the R40 site area requirements and on 21 January 2025, the WAPC conditionally approved the subdivision application.

On 15 February 2025, the City received a development application for three, three-storey grouped dwellings in a townhouse configuration on the subject site. The application underwent community consultation with 18 individual submissions and a petition yielding 49 signatories, all objecting to the proposal.

The application was presented to Council on 1 July 2025 (Item 10.4.2) with Officers recommending the application be refused for several built form issues, notably the building height, street and lot boundary setbacks, open space, site works, visual privacy and the overall provision of on-site landscaping, all of which did not satisfy the relevant design principles of the R-Codes. These design concerns also aligned with the concerns raised from the community which collectively resulted in a development proposal that was considered inconsistent with the applicable planning framework.

Following the decision made by Council, the applicant advised the City that a new development application would be lodged which would reduce the proposed number of dwellings from three to two, in addition to addressing the reasons for refusal and community concerns.

Current Proposal

On 18 July 2025, the City received a new development application for two grouped dwellings, each are designed with a ground floor, upper floor and a loft on the mezzanine floor. The application was assessed by City officers and underwent community consultation with the adjoining landowners/occupiers, as well as those submitters who previously made a submission on the previous application. To note, this application is referred to Council for determination as the proposal received more than 10 objections during community consultation. Concerns raised during this period is detailed later in the report.

Significant design modifications were made to address the previous reasons for refusal and community concerns, including modifying the design to lower the building height, and a more site-responsive design (i.e. additional on-site landscaping and an improved public interface to Lake Brearley and Sopwith Elbow).

Furthermore, the WAPC advised the City that the applicant submitted a revised plan to their previous subdivision approval of three lots, to two lots, matching the proposed lot sizes of this current proposal.

EXTERNAL CONSULTATION

Public Consultation

The application was advertised for a period of 14 days in accordance with Clause 64 of *Schedule 2 deemed provisions* of the *Planning and Development (Local Planning Schemes) Regulations 2025*, commencing on 18 August 2025 and concluding on 1 September 2025. Letters were sent to landowners and occupiers within the immediate vicinity of the subject site who were affected by the proposed building height and visual privacy variations. Additionally, a notice was published on the City's website via Engage Bayswater.

At the conclusion of the consultation period, a total of 16 written submissions were received, including a petition comprising 53 signatories, all objecting to the proposal. As of November 2025, it is acknowledged that this petition has not been formally considered by Council.

Notwithstanding, the concerns raised from submitters and petitioners have been considered in the overall assessment of this application, and are summarised in the table below, with Officer comments provided:

Summary of Submissions	Officer Comment
<p>Restrictive Covenants & Design Guidelines</p> <ul style="list-style-type: none"> The proposal does not comply with the Guidelines and the City’s Maylands Residential Estates Design Guidelines Policy. The proposal is in breach of the restrictive covenant. 	<p>The restrictive covenant for lots within the Maylands Residential Estate expired in 2007 and no longer applies.</p> <p>City Officers have assessed the proposal against the relevant provisions of the R-Codes and Maylands Residential Estates Design Guidelines Policy which is detailed within the “Planning Assessment” section of this report.</p>
<p>Building Height, Scale and Density</p> <ul style="list-style-type: none"> The proposal exceeds the permitted building heights limits by way of storeys and overall wall height (three storeys in lieu of two storeys). The site should not be developed for grouped dwellings. 	<p>Grouped dwellings are a permitted ‘P’ use in this area, with the proposal meeting the minimum requirements for the R40 code. Building height is discussed in more detail in the “Planning Assessment” section on this report.</p>
<p>Non-compliance with other R-Codes and Maylands Residential Estate Design Guidelines</p> <p>Community concerns that the proposed development does not achieve compliance with the R-Codes or MREDP provisions, specifically:</p> <ol style="list-style-type: none"> <u>Waste Management</u> <ul style="list-style-type: none"> A communal pick-up/storage area should be provided for this development. <u>Vehicular Access</u> <ul style="list-style-type: none"> Dimensions of the driveway not facilitating safe vehicular access. <u>External Fixtures, Utilities and Facilities</u> <ul style="list-style-type: none"> Location of clothes drying areas. <u>Visual Privacy</u> <ul style="list-style-type: none"> Direct overlooking from the dwellings to the southern adjoining lot. <u>Overshadowing</u> <ul style="list-style-type: none"> Overall shadowing impacts on adjoining lots. 	<p>City Officers have undertaken a full assessment of the proposal against the requirements of the City’s planning framework which demonstrates it meets the standards for waste management, vehicle access, external areas, visual privacy and overshadowing.</p>

Summary of Submissions	Officer Comment
<p>Structural Impacts</p> <ul style="list-style-type: none"> The proposal would negatively impact the structural integrity of the lake wall due to the reduced rear setbacks. 	<p>The structural integrity of a development is typically managed through the building permit process. Notwithstanding this, City Officers requested the applicant provide a structural engineer’s report to confirm the acceptability of the proposal, from a structural perspective and to address the submission. Subsequently a structural engineering report was received that confirmed that the retaining wall is structurally sound and capable of supporting the additional loads associated with the proposed development. The City’s engineering department reviewed the report and accepted the findings.</p>
<p>Residential Amenity</p> <ul style="list-style-type: none"> The proposal will result in negative visual amenity impacts for neighbouring properties, including those across the lake. 	<p>The design has been assessed as compatible with the existing built form and surrounding character. Appropriate setbacks, building articulation, and material selection help to reduce building bulk and visual impact. City Officers carefully considered potential amenity impacts and are satisfied that the proposal will not cause any unreasonable detriment to the residential amenity of neighbouring properties, including those across Lake Brearley. The development appropriately responds to its context and will not adversely affect the visual amenity of the area.</p>
<p>Additional Considerations</p> <ul style="list-style-type: none"> The proposal would lead to a devaluation of nearby properties. Potential dividing fencing issues resulting from the development. Approval of the proposal could create an undesirable precedent for similar developments in the locality. 	<p>The concern is acknowledged, however the potential impact on the value of a property is not a planning consideration.</p> <p>Dividing fences are a civil matter between landowners and cannot be considered through the statutory planning assessment.</p> <p>Each development application is assessed on its individual merits in accordance with the relevant planning framework. The concerns regarding precedence are noted, however the approval of one application does not automatically determine the outcome of future proposals. Any subsequent applications will be subject to a detailed assessment process, considering site-specific conditions, community feedback, and statutory planning considerations.</p>

Department of Biodiversity, Conservation and Attractions

On 11 September 2025, the City referred the application to the Department of Biodiversity, Conservation and Attractions (DBCA) seeking comments. DBCA provided a letter of no objection

to the development, subject to conditions of approval relating to the requirement for a Sediment and Erosion Control Plan and clean fill (earthworks) for the site.

OFFICER'S COMMENTS

Planning Assessment

The City undertook a full assessment of the proposal against the provisions of the R-Codes Volume 1 - Part C, TPS24, and various applicable local planning policies, including the MREDP, Retaining Walls Policy, Landscaping Policy, and Trees on Private Land and Street Verges Policy.

The assessment found that it complies with most of the deemed-to-comply provisions of the R-Codes, including but not limited to waste management, vehicular access, solar access to adjoining properties (overshadowing) and visual privacy.

A merit-based evaluation of the building height and boundary setbacks was considered under the design principles of the R-Codes and City Officers are satisfied that the proposal complies with the relevant design principles as detailed further below:

Building Height

Submissions raised objections to the proposal of three storeys, however the proposal is for two grouped dwellings, each with a ground floor, upper floor and a loft on the mezzanine level. Each dwelling's loft is located within the roof space and is not designated as a 'storey' under the planning framework. Each dwelling is therefore classified as a two-storey dwelling according to the Residential Design Codes.

Notwithstanding the above, it is acknowledged that the overall wall heights for each dwelling require a merit-based assessment against the design principles.

The proposal is considered to meet and comply with the design principles, as the dwelling maintains a two-storey appearance while incorporating articulation, visual interest, and varied wall heights. The gable roof form helps to reduce unnecessary bulk, ensuring that visual amenity and the character of the public realm are consistent. Overall, the proposal achieves a consistent scale, bulk and massing in relation to its setting and adjoining dwellings, and is therefore considered to satisfy the design principles of Clause 3.2 — *Building Height* — of the R-Codes Volume 1 (Part C).

Boundary Setbacks

The ground level of each dwelling meets the 4.0-metre setback requirement of the MREDP, ensuring adequate separation from the lake edge. For the upper levels there are cantilevered building elements that extend toward Lake Brearley to be within 1.9 metres of the retaining wall. This architectural approach allows the upper floors to better utilise available space, given that a large portion of the site's perimeter adjoins the lake. The resulting built form provides a suitable interface with Lake Brearley while adding visual interest to the surrounding properties and streetscape.

During the consultation period, concerns were raised regarding the reduced building setback and potential structural impacts on the Lake Brearley retaining wall.

While structural integrity is generally addressed through the building permit process, the City requested that the applicant provide a structural engineer's report to assess the proposal and address community concerns. On 5 November 2025, the City received a report confirming that the retaining wall is structurally sound and capable of supporting the additional loads associated with the development. The City's internal engineering department has reviewed and accepted the report's findings.

The alternating setbacks are considered to enhance the development’s relationship with Lake Brearley. The projections enable balconies and habitable rooms to face the lake providing a visual connection with the water.

Accordingly, the proposal is considered acceptable and consistent with the relevant objectives of the MREDP, ensuring no adverse built form or amenity impacts. On this basis, the proposed setbacks from Lake Brearley are supported.

LEGISLATIVE COMPLIANCE

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- Residential Design Codes; and
- City of Bayswater Town Planning Scheme No. 24.

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 Council Plan 2025-2035, the following applies:

Key Result Area: Built

Outcome 2.1 A Connected and Accessible City

Objective 2.1.3 Advocate and plan for diverse and quality housing choices utilising a contemporary planning framework that encourages growth.

Outcome 2.2 Built Infrastructure that Meets Current and Future Community Needs

Objective 2.2.1 Improve the amenity of our public spaces and streetscapes.

CONCLUSION

This proposal comprising two grouped dwellings has been assessed against the R-Codes Volume 1 (Part C), TPS24 and the City’s applicable local planning policies, including the Maylands Residential Estate Design Policy.

Matters raised during consultation, have been carefully considered through the assessment process and included in this report. This proposal has addressed the reasons for the previous application's refusal and has been designed in a scale and manner consistent with other development within the area. Conditions requiring detailed landscaping and a construction management plan are recommended to ensure improved canopy outcomes and orderly construction management.

The proposal meets the City's planning framework and is recommended that Council grant approval to the application subject to the conditions and advice notes listed in this report.

NOTES:
DO NOT SCALE FROM DRAWINGS
DIMENSIONS MUST BE FOLLOWED
AND CHECKED ON SITE PRIOR TO
THE COMMENCEMENT OF WORK.

**ALL DRAWINGS TO BE READ IN
CONJUNCTION WITH ENGINEERING
SPECIFICATIONS AND ALL
CONSTRUCTION TO BE DONE TO
AUSTRALIAN STANDARD.**

PLUMBING NOTE:
SEWER FROM FUTUREST PLUMBING POINT TO
SEWER INVERT ON SHALLOW FALL.
IF NON-COMPLIANT, NOTIFY DESIGNER PRIOR TO ANY
CONSTRUCTION ON SITE FOR RESOLUTION.

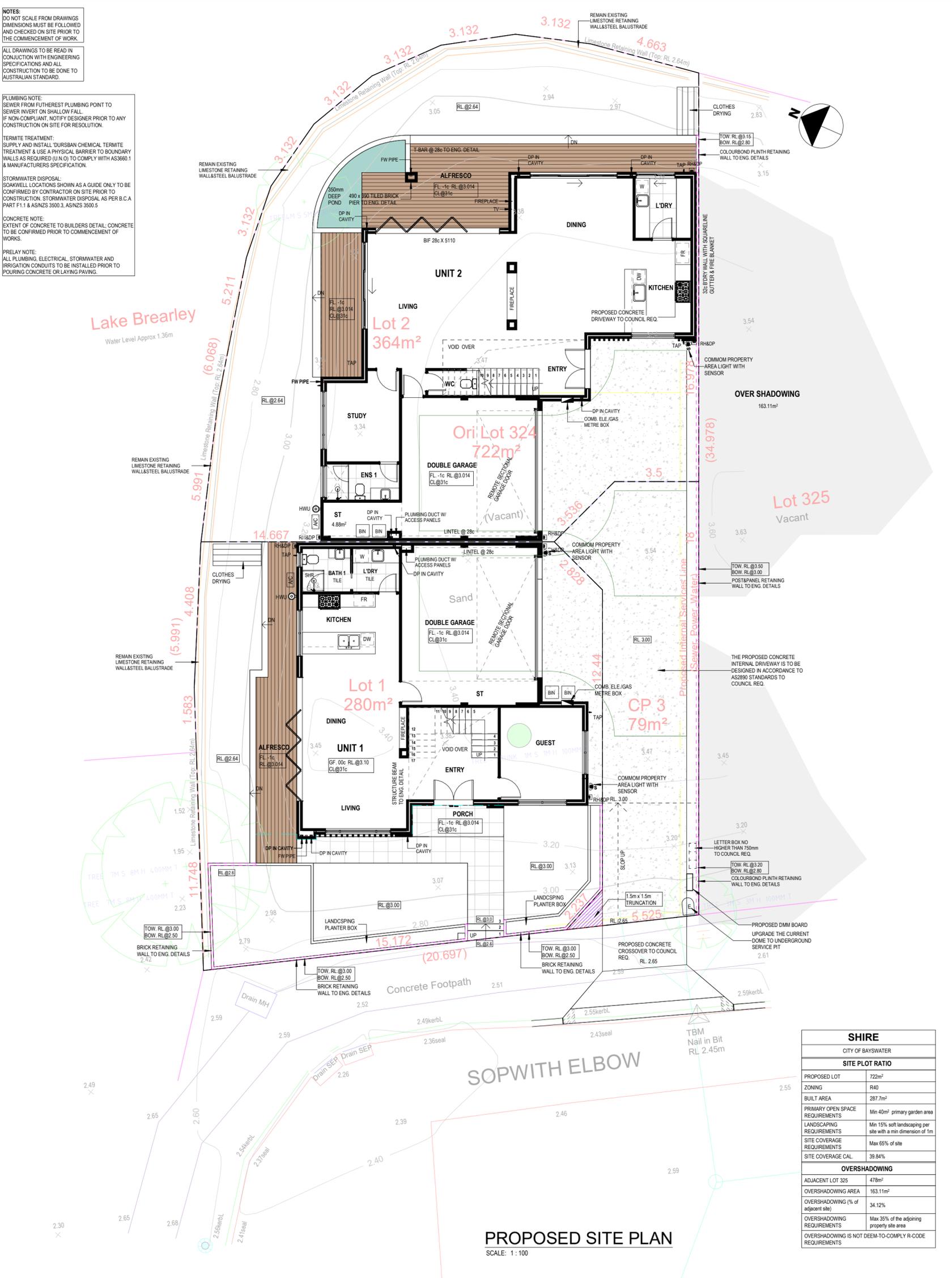
TERMITE TREATMENT:
SUPPLY AND INSTALL 'DURBAN CHEMICAL TERMITE
TREATMENT & USE A PHYSICAL BARRIER TO BOUNDARY
WALLS AS REQUIRED (U.N.O) TO COMPLY WITH AS3660.1
& MANUFACTURERS SPECIFICATION.

STORMWATER DISPOSAL:
SOAKWELL LOCATIONS SHOWN AS A GUIDE ONLY TO BE
CONFIRMED BY CONTRACTOR ON SITE PRIOR TO
CONSTRUCTION. STORMWATER DISPOSAL AS PER B.C.A
PART F1.1 & AS/NZS 3500.3, AS/NZS 3500.5

CONCRETE NOTE:
EXTENT OF CONCRETE TO BUILDERS DETAIL. CONCRETE
TO BE CONFIRMED PRIOR TO COMMENCEMENT OF
WORKS.

PRELAY NOTE:
ALL PLUMBING, ELECTRICAL, STORMWATER AND
IRRIGATION CONDUITS TO BE INSTALLED PRIOR TO
POURING CONCRETE OR LAYING PAVING.

Lake Brearley
Water Level Approx 1.36m



SHIRE	
CITY OF BAYSWATER	
SITE PLOT RATIO	
PROPOSED LOT	722m ²
ZONING	R40
BUILT AREA	287.7m ²
PRIMARY OPEN SPACE REQUIREMENTS	Min 40m ² primary garden area
LANDSCAPING REQUIREMENTS	Min 15% soft landscaping per site with a min dimension of 1m
SITE COVERAGE REQUIREMENTS	Max 65% of site
SITE COVERAGE CAL.	39.84%
OVERSHADOWING	
ADJACENT LOT 325	478m ²
OVERSHADOWING AREA	163.11m ²
OVERSHADOWING (% of adjacent site)	34.12%
OVERSHADOWING REQUIREMENTS	Max 35% of the adjoining property site area
OVERSHADOWING IS NOT DEEM-TO-COMPLY R-CODE REQUIREMENTS	

PROPOSED SITE PLAN
SCALE: 1:100

EG Building Design
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Tel: 0456 224 230
E-mail: EGBuildingGroup@gmail.com

ISSUED FOR PLANNING APPROVAL
Client:

Drawing Title:
PROPOSED SITE PLAN

Project Details:
24 Sopwith Elbow, Maylands WA 6051

Designed: Y.H.
Drawn: Y.H.
Scale: As indicated
Checked:
Plot Info: 7/11/2025 11:54:05 AM

Job No	24180
Dwg No.	Rev.
A001	
Paper:	A2
REV	Description
	Date

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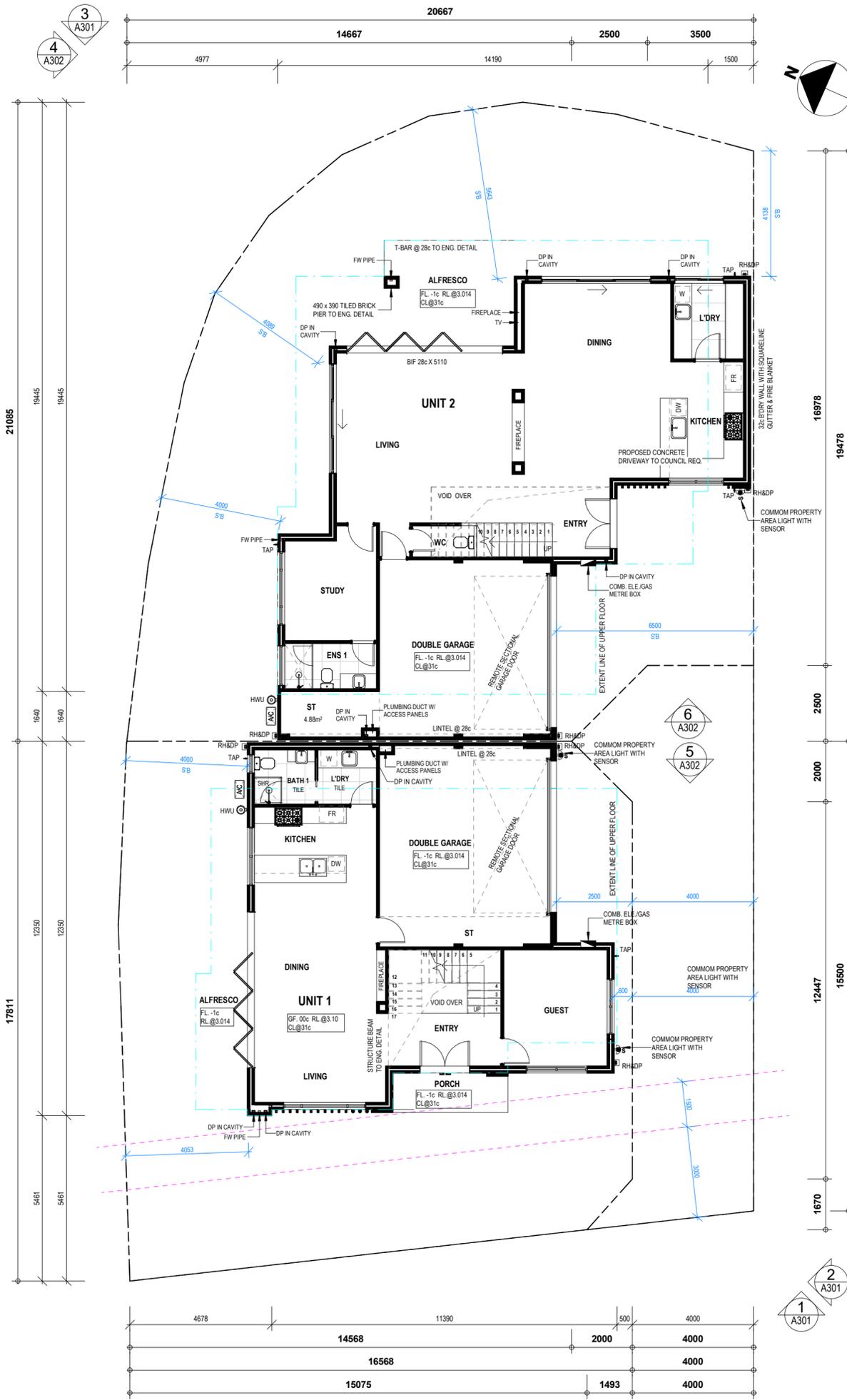
SOFT LANDSCAPING AREA:	
TOTAL LOT AREA:	722m²
TOTAL SOFT LANDSCAPING AREA:	162.84m²
SOFT LANDSCAPED:	162.84/700 = 22.55%
UNIT 1:	
PRIMARY GARDEN AREA:	51.11m²
SECONDARY PRIVATE OPEN SPACE (FRONT COURTYARD):	85.87m²
UNCOVERED AREA:	51.11+85.87-25.07 = 111.91m²
UNCOVERED AREA PERCENTAGE:	111.91/36.98 = 81.69%
UNIT 2:	
PRIMARY GARDEN AREA:	162.99m²
UNCOVERED AREA:	125.30m²
UNCOVERED AREA PERCENTAGE:	125.30/162.99 = 76.87%
LANDSCAPING LEGEND	
	GRAVEL/SAND/LOOSE STONE SOIL FOR STRAPPY PLANTS. USE MULCH FOR SHRUBS AND TREES
	LAWN
PLANTER:	
	Angicostaphylos manglii - Kangaroo Pear - leaves around 30 to 60 centimetres (12 to 24 in) long, 60cm Ø 1m h - 200mm pot
	Eremophila kalbarri Carpet - Erna Bush - 100cm Ø, 20cm h 100mm pot
TREE:	
	Eucalyptus vichra - Little Ghost Gum - 3-6m Ø, 2-5m high - 15L bag

LANDSCAPING PLAN
SCALE: 1:100

<p>EG Building Design Add: PO Box 183, Parkwood WA 6147 Tel: 0456 224 230 E-mail: EGBuildingGroup@gmail.com</p>	<p>ISSUED FOR PLANNING APPROVAL</p> <p>Client:</p>	<p>Drawing Title: LANDSCAPING PLAN</p> <p>Project Details: 24 Sopwith Elbow, Maylands WA 6051</p>	<p>Designed: Y.H.</p> <p>Drawn: Y.H.</p> <p>Scale: As indicated</p> <p>Checked:</p> <p>Plot Info: 7/11/2025 11:54:07 AM</p>	<p>Job No: 24180</p> <p>Dwg No. Rev: A002</p> <p>Paper: A2</p>					
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REV	Description	Date							

NOTES:
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BUILDING AREA - UNIT 2	
SITE PLOT RATIO	
PROPOSED LOT 2	364.16m ²
ZONING	R40
PRIMARY OPEN SPACE REQUIREMENTS	Min 40m ² primary garden area
LANDSCAPING REQUIREMENTS	Min 15% soft landscaping per site with a min dimension of 1m
SITE COVERAGE REQUIREMENTS	Max 65% of site
SITE COVERAGE CAL.	162.55/(364.16+77.903)=41.66%
GROUND FLOOR AREA	
FLOOR AREA	120.09m ²
GARAGE + STORE	41.23m ²
ALFRESCO	19.21m ²
TOTAL GROUND FLOOR	180.53m ²
FIRST FLOOR AREA	
FLOOR AREA	170.61m ²
BALCONY	16.27m ²
TOTAL FIRST FLOOR	186.88m ²
SECOND FLOOR AREA	
FLOOR AREA	70.69m ²
TOTAL SECOND FLOOR	70.69m ²
TOTAL PROPOSED HOUSE	438.10m ²
ROOF TOTAL ON PLAN:	
GROUND FLOOR ROOF AREA	21.25m ²
FIRST FLOOR ROOF AREA	193.92m ²
ROOF IN TOTAL	215.17m ²

BUILDING AREA - UNIT 1	
SITE PLOT RATIO	
PROPOSED LOT 1	280m ²
ZONING	R40
PRIMARY OPEN SPACE REQUIREMENTS	Min 40m ² primary garden area
LANDSCAPING REQUIREMENTS	Min 15% soft landscaping per site with a min dimension of 1m
SITE COVERAGE REQUIREMENTS	Max 65% of site
SITE COVERAGE CAL.	124.98/(280+77.903)=40.84%
GROUND FLOOR AREA	
FLOOR AREA	84.48m ²
GARAGE + STORE	40.50m ²
PORCH	4.94m ²
TOTAL GROUND FLOOR	129.92m ²
FIRST FLOOR AREA	
FLOOR AREA	118.42m ²
BALCONY	12.05m ²
TOTAL FIRST FLOOR	130.47m ²
SECOND FLOOR AREA	
FLOOR AREA	52.78m ²
TOTAL SECOND FLOOR	52.78m ²
TOTAL PROPOSED HOUSE	313.17m ²
ROOF TOTAL ON PLAN:	
GROUND FLOOR ROOF AREA	13.77m ²
FIRST FLOOR ROOF AREA	133.14m ²
ROOF IN TOTAL	152.91m ²

OVERALL GROUND FLOOR PLAN

SCALE: 1: 100



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ISSUED FOR PLANNING APPROVAL

Client:

Drawing Title:
OVERALL GROUND FLOOR PLAN

Project Details:
24 Sopwith Elbow, Maylands WA 6051

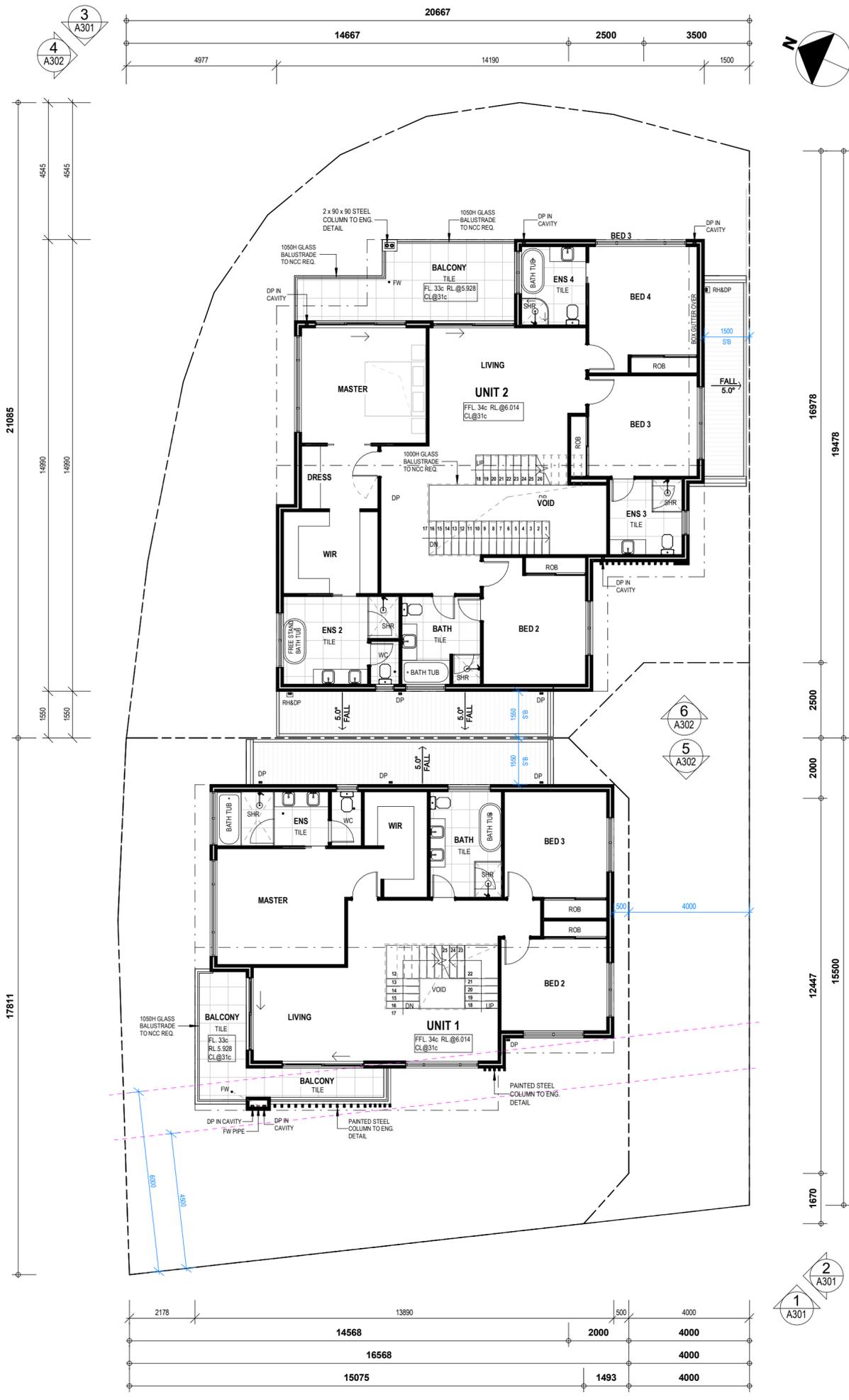
Designed: Y.H.
Drawn: Y.H.
Scale: As indicated
Checked:
Plot Info: 7/11/2025 11:54:09 AM

Job No
24180
Dwg No. Rev.
A004
Paper: **A2**

REV	Description	Date

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BUILDING AREA - UNIT 2	
SITE PLOT RATIO	
PROPOSED LOT 2	364.16m ²
ZONING	R40
PRIMARY OPEN SPACE REQUIREMENTS	Min 40m ² primary garden area
LANDSCAPING REQUIREMENTS	Min 15% soft landscaping per site with a min dimension of 1m
SITE COVERAGE REQUIREMENTS	Max 65% of site
SITE COVERAGE CAL.	162.55/(364.16+77.903)=41.66%
GROUND FLOOR AREA	
FLOOR AREA	120.09m ²
GARAGE + STORE	41.23m ²
ALFRESCO	19.21m ²
TOTAL GROUND FLOOR	180.53m ²
FIRST FLOOR AREA	
FLOOR AREA	170.61m ²
BALCONY	16.27m ²
TOTAL FIRST FLOOR	186.88m ²
SECOND FLOOR AREA	
FLOOR AREA	70.69m ²
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ROOF TOTAL ON PLAN:	
GROUND FLOOR ROOF AREA	21.25m ²
FIRST FLOOR ROOF AREA	193.92m ²
ROOF IN TOTAL	215.17m ²

BUILDING AREA - UNIT 1	
SITE PLOT RATIO	
PROPOSED LOT 1	280m ²
ZONING	R40
PRIMARY OPEN SPACE REQUIREMENTS	Min 40m ² primary garden area
LANDSCAPING REQUIREMENTS	Min 15% soft landscaping per site with a min dimension of 1m
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GROUND FLOOR AREA	
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GARAGE + STORE	40.50m ²
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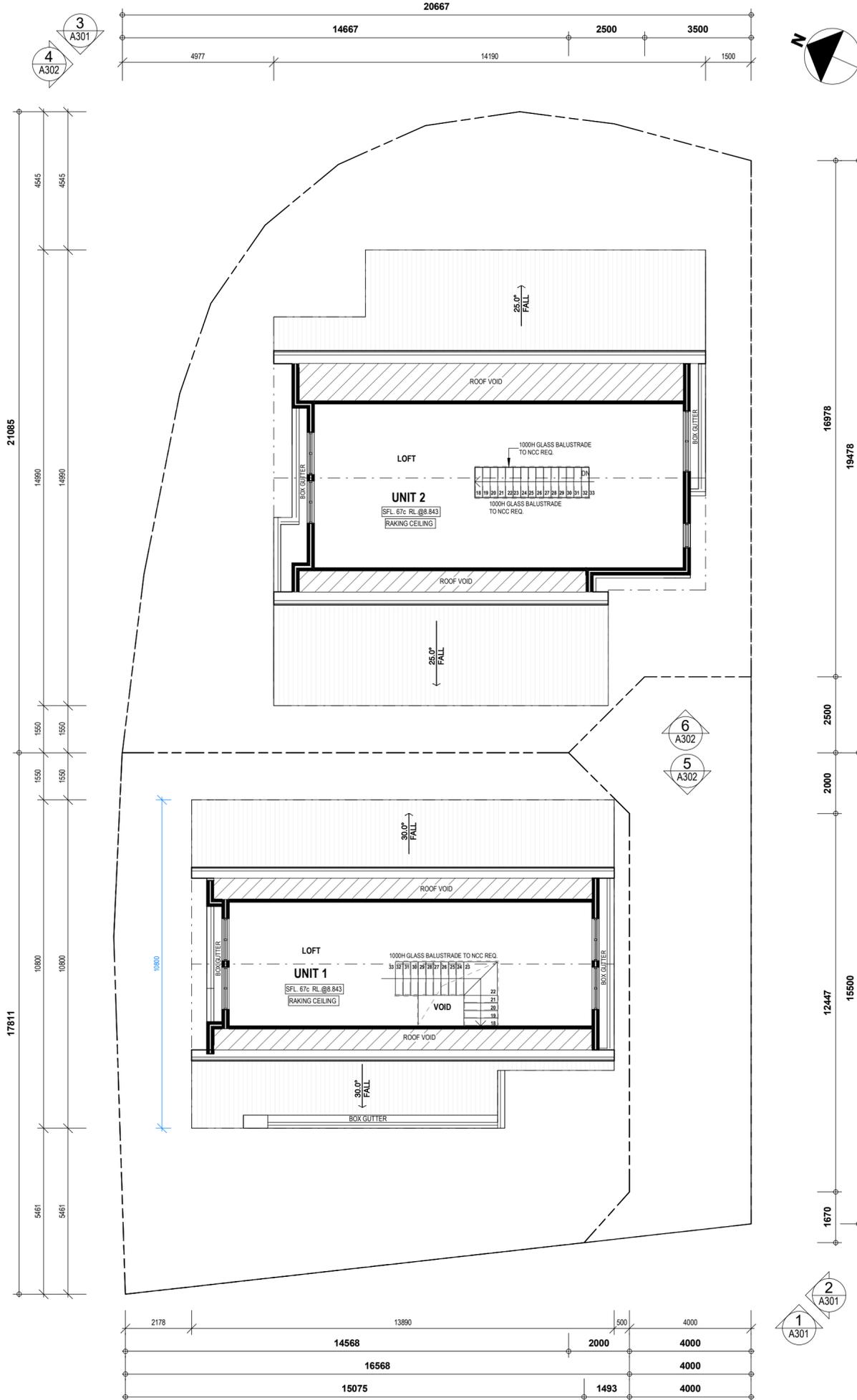
OVERALL FIRST FLOOR PLAN
SCALE: 1 : 100

 <p>EG Building Design Add: PO Box 183, Parkwood WA 6147 Tel: 0456 224 230 E-mail: EGBuildingGroup@gmail.com</p>	<p>ISSUED FOR PLANNING APPROVAL</p> <p>Client:</p>	Drawing Title:	Designed: Y.H.	Job No:
		OVERALL FIRST FLOOR PLAN	Drawn: Y.H.	24180
		Project Details:	Scale: As indicated	Dwg No. Rev.
		24 Sopwith Elbow, Maylands WA 6051	Checked: A005	
			Plot Info: 7/11/2025 11:54:10 AM	Paper: A2
		REV	Description	Date

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BUILDING AREA - UNIT 2	
SITE PLOT RATIO	
PROPOSED LOT 2	364.16m ²
ZONING	R40
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LANDSCAPING REQUIREMENTS	Min 15% soft landscaping per site with a min dimension of 1m
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BUILDING AREA - UNIT 1	
SITE PLOT RATIO	
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ZONING	R40
PRIMARY OPEN SPACE REQUIREMENTS	Min 40m ² primary garden area
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FLOOR AREA	52.78m ²
TOTAL SECOND FLOOR	52.78m ²
TOTAL PROPOSED HOUSE	313.17m²
ROOF TOTAL ON PLAN:	
GROUND FLOOR ROOF AREA	13.77m ²
FIRST FLOOR ROOF AREA	133.14m ²
ROOF IN TOTAL	152.91m ²

OVERALL MEZZANINE PLAN

SCALE: 1 : 100



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ISSUED FOR PLANNING APPROVAL

Client:

Drawing Title:
OVERALL MEZZANINE PLAN

Project Details:
24 Sopwith Elbow, Maylands WA 6051

Designed: Y.H.
Drawn: Y.H.
Scale: As indicated
Checked:
Plot Info: 7/11/2025 11:54:10 AM

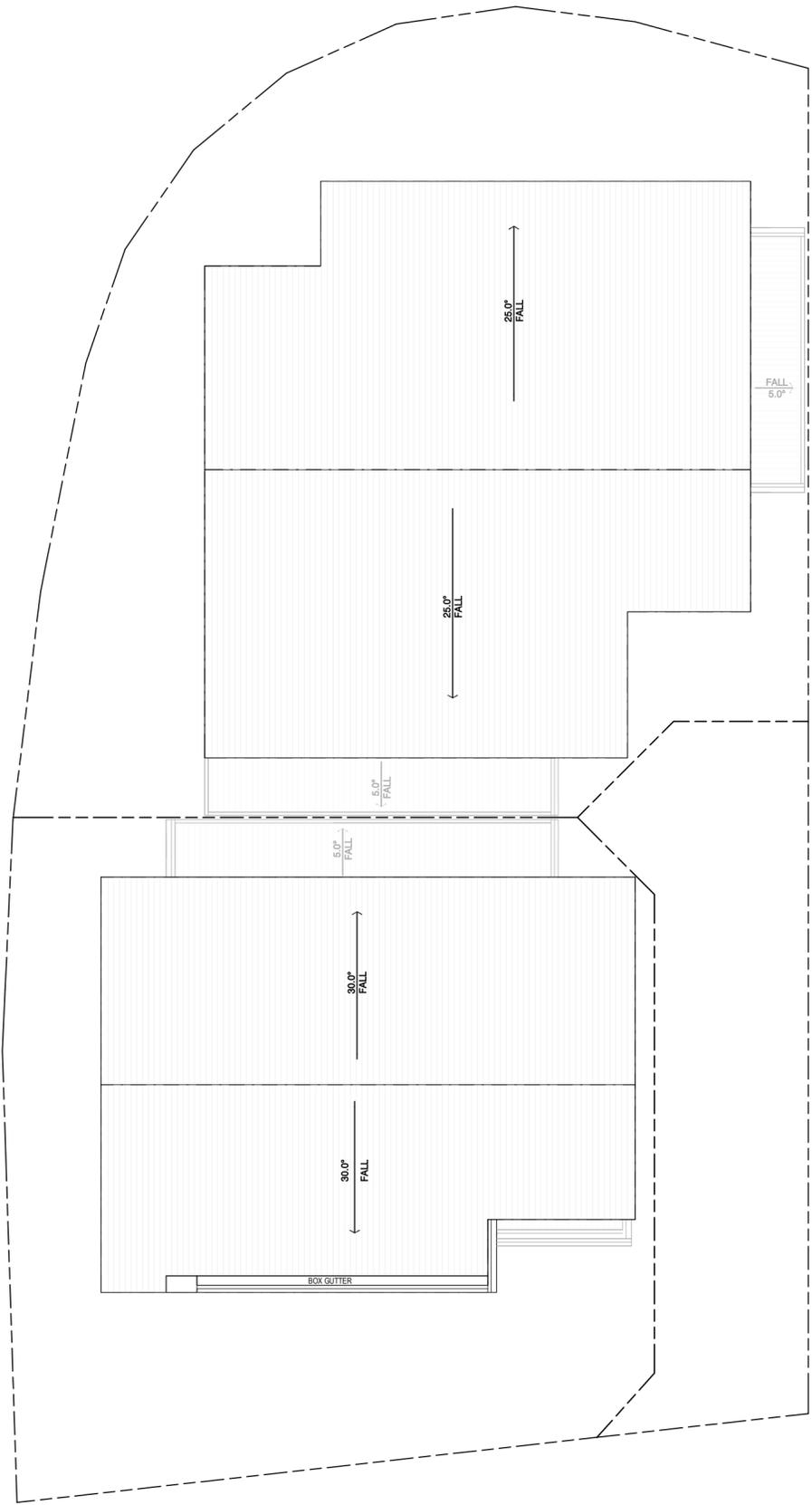
Job No:
24180
Dwg No. Rev.
A006
Paper: **A2**

REV	Description	Date

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UNIT 2 - ROOF TOTAL ON PLAN:
GROUND FLOOR ROOF AREA: 21.25m²
FIRST FLOOR ROOF AREA: 193.92m²
ROOF IN TOTAL: 215.17m²

UNIT 1 - ROOF TOTAL ON PLAN:
GROUND FLOOR ROOF AREA: 13.77m²
FIRST FLOOR ROOF AREA: 139.14m²
ROOF IN TOTAL: 152.91m²

OVERALL ROOF PLAN
SCALE: 1 : 100

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Drawing Title:
OVERALL ROOF PLAN
Project Details:
24 Sopwith Elbow, Maylands WA 6051

Designed: Y.H.	Job No	24180
Drawn: Y.H.	Dwg No.	Rev.
Scale: As indicated	A007	
Checked:	Paper:	A2
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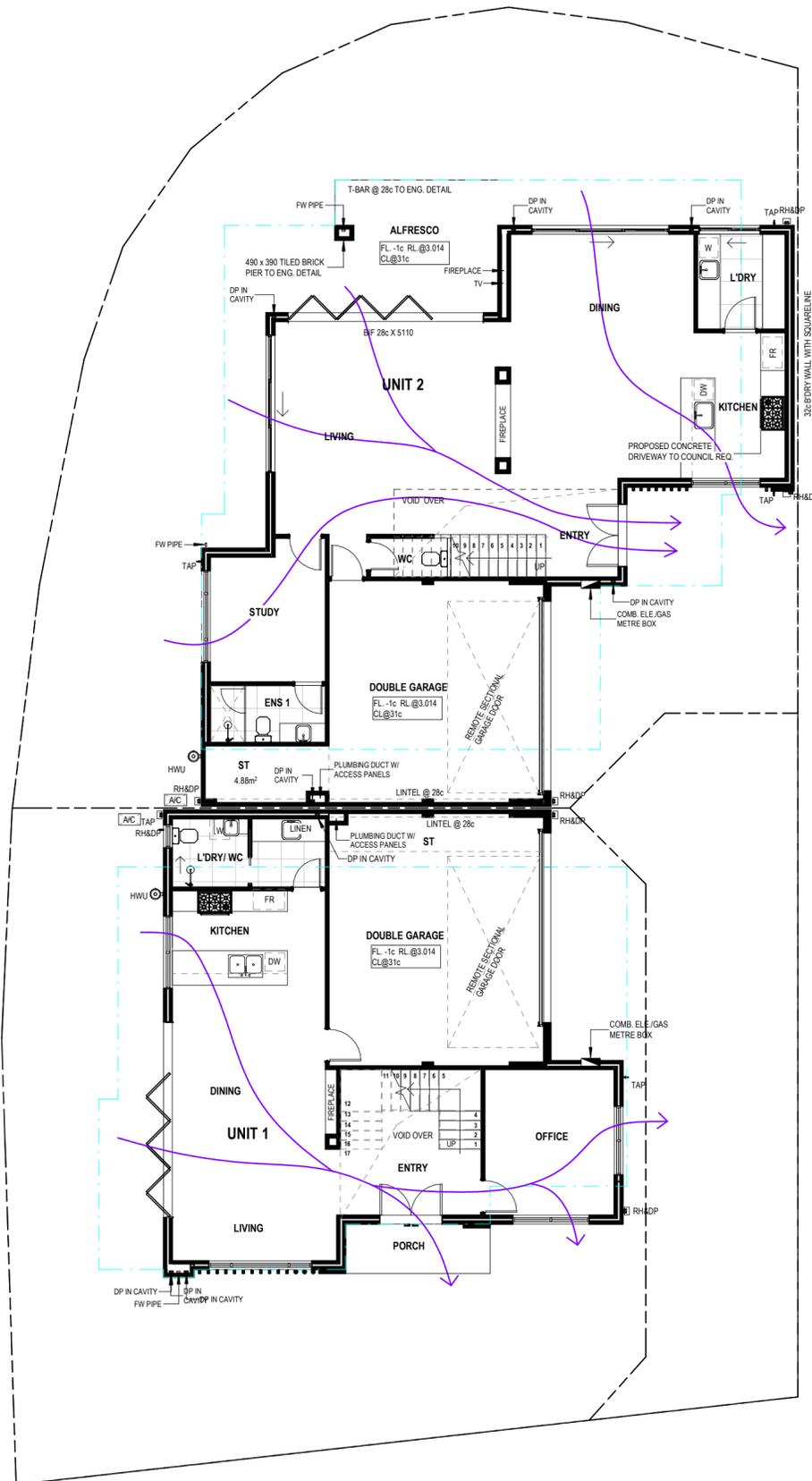
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NATURE CROSS VENTILATION LEGEND:



NATURE CROSS VENTILATION ORIENTATION

WINDOWS ARE DESIGNED AND POSITIONED TO OPTIMISE NATURE VENTILATION FOR HABITABLE ROOMS. EVERY HABITABLE ROOM HAS AT LEAST ONE WINDOW IN THE EXTERNAL WALLS. FRESH AIR COULD MOVE THROUGH A DWELLING TO REFRESH INDOOR AIR EFFECTIVELY. IT REDUCES THE NEED FOR MECHANICAL VENTILATION AND AIR CONDITIONING.



OVERALL GROUND FLOOR - NATURE CROSS VENTILATION

SCALE: 1 : 100



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ISSUED FOR PLANNING APPROVAL

Client:

Drawing Title:
OVERALL GROUND FLOOR - NATURE CROSS VENTILATION
Project Details:
24 Sopwith Elbow, Maylands WA 6051

Designed: Y.H.
Drawn: Y.H.
Scale: As indicated
Checked:
Plot Info: 7/11/2025 11:54:11 AM

Job No

24180

Dwg No. Rev.

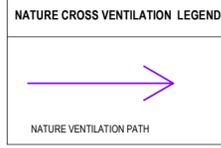
A009

Paper: **A2**

REV	Description	Date

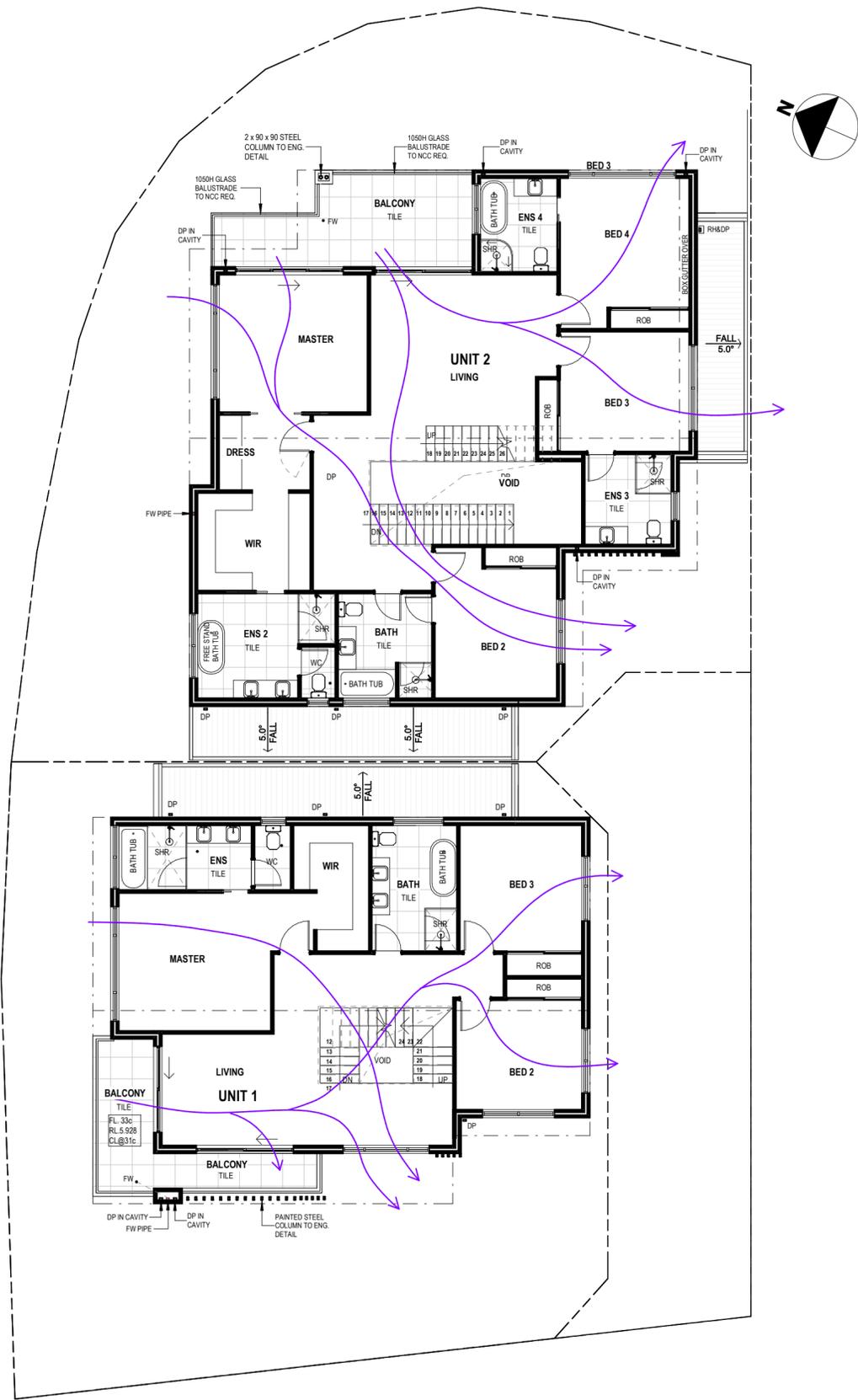
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OVERALL FIRST FLOOR - NATURE CROSS VENTILATION
SCALE: 1 : 100

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Client:

Drawing Title:
OVERALL FIRST FLOOR - NATURE CROSS VENTILATION
Project Details:
24 Sopwith Elbow, Maylands WA 6051

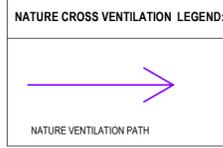
Designed: Y.H.	Job No
Drawn: Y.H.	24180
Scale: As indicated	Dwg No. Rev.
Checked:	A010
Plot Info: 7/11/2025 11:54:12 AM	Paper: A2

REV	Description	Date

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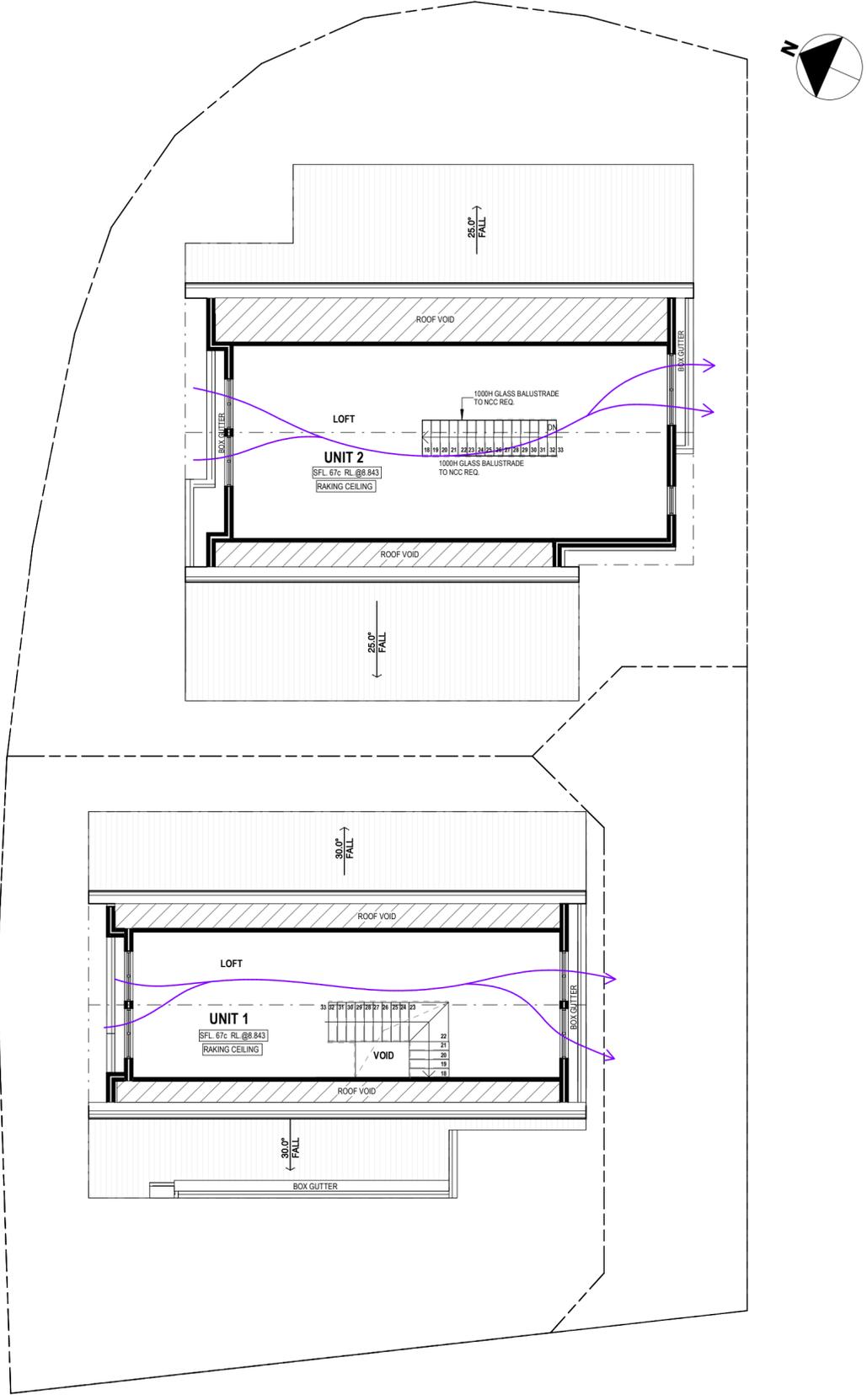
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NATURE CROSS VENTILATION ORIENTATION

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OVERALL MEZZANINE - NATURE CROSS VENTILATION
SCALE: 1 : 100

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E-mail: EGBuildingGroup@gmail.com

ISSUED FOR PLANNING APPROVAL
Client:

Drawing Title:
OVERALL MEZZANINE - NATURE CROSS VENTILATION
Project Details:
24 Sopwith Elbow, Maylands WA 6051

Designed: Y.H.	Job No
Drawn: Y.H.	24180
Scale: As indicated	Dwg No. Rev.
Checked:	A011
Plot Info: 7/11/2025 11:54:13 AM	Paper: A2

REV	Description	Date

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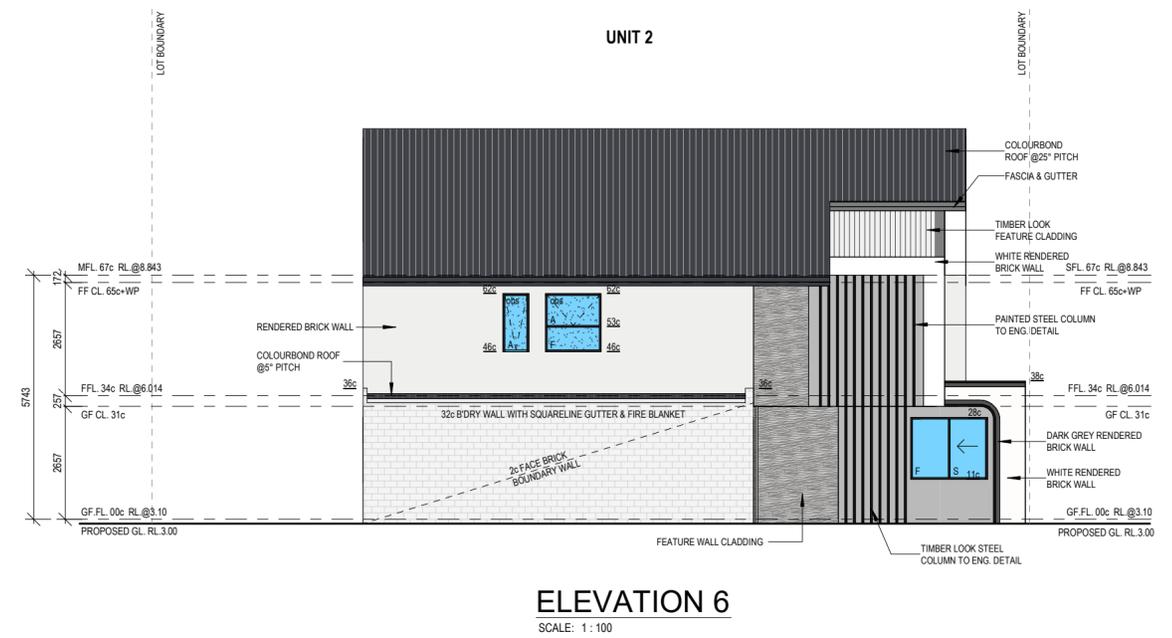
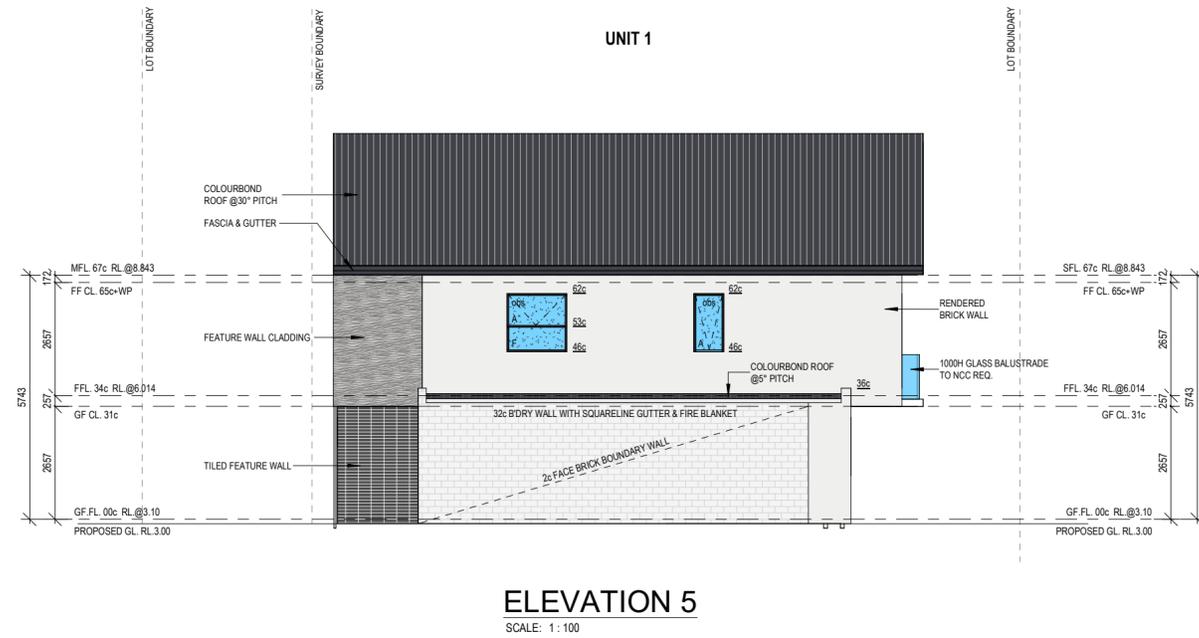
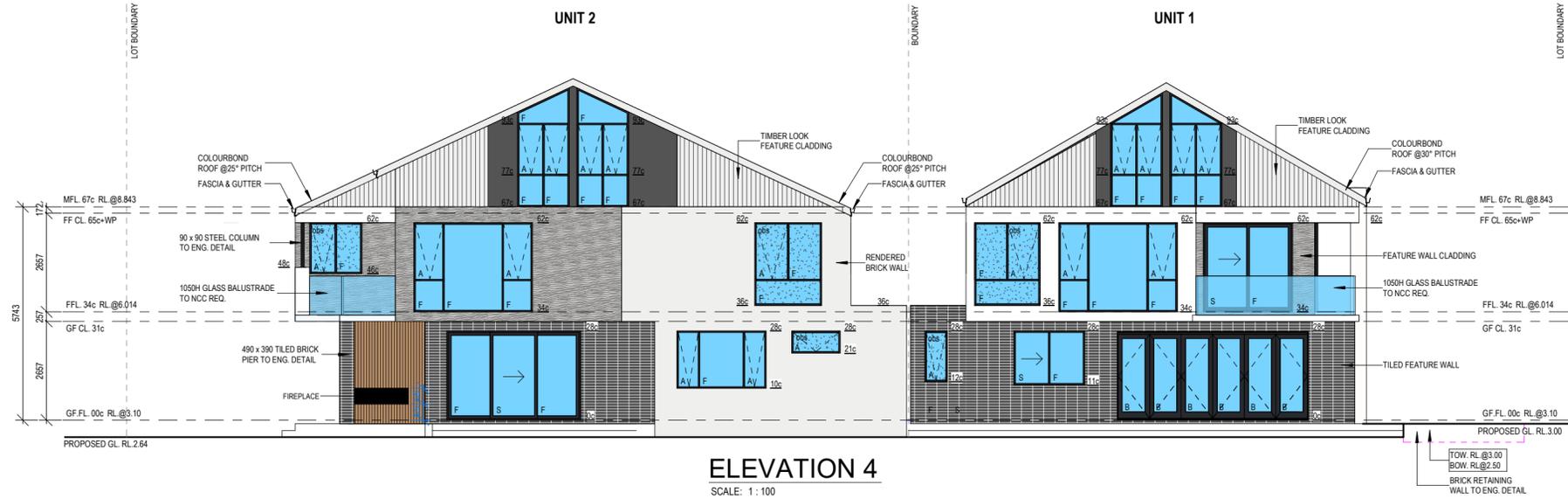
Drawing Title: **OVERALL ELEVATIONS**
Project Details: **24 Sopwith Elbow, Maylands WA 6051**

Designed: Y.H.	Job No: 24180
Drawn: Y.H.	Dwg No. Rev.
Scale: As indicated	A301
Checked:	Paper: A2
Plot Info: 7/11/2025 11:55:35 AM	REV Description Date

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ISSUED FOR PLANNING APPROVAL

Client:

Drawing Title:
OVERALL ELEVATIONS

Project Details:
24 Sopwith Elbow, Maylands WA 6051

Designed: Y.H. Job No: **24180**

Drawn: Y.H.

Scale: As indicated

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Dwg No. Rev.

A302

Paper: A2

REV	Description	Date

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10.4.2 Australia Day Awards - Citizen of the Year and Outstanding Women in Leadership 2025

Responsible Branch:	Community Development
Responsible Directorate:	Community Services
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. CONFIDENTIAL REDACTED - CONFIDENTIAL - Summary of Nominations 2025 [10.4.2.1 - 1 page] 2. CONFIDENTIAL REDACTED - CONFIDENTIAL - Combined Nominations [10.4.2.2 - 37 pages]
Refer:	Item: 11.3 OCM: 25.06.2019
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item contains one or more confidential attachments in accordance with Section 5.23(2) of the Local Government Act 1995:

- (b) *the personal affairs of any person;*
- (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

Nominations have been sought for the 2026 Community Citizen of the Year Awards and the City's Outstanding Women in Leadership Award. Council consideration of the nominations (refer to Confidential Attachments 1 and 2) and selection of award winners is required to determine Citizen of the Year and Outstanding Women in Leadership awards across five separate categories.

OFFICER'S RECOMMENDATION

That Council:

1. **Awards the 2026 City of Bayswater Citizen of the Year to Nominee _____ as contained in Attachment 1 to this Report;**
2. **Awards the 2026 City of Bayswater Senior Citizen of the Year to Nominee _____ as contained in Attachment 1 to this Report;**
3. **Awards the 2026 City of Bayswater Youth Citizen of the Year to Nominee _____ as contained in Attachment 1 to this Report;**
4. **Awards the 2026 City of Bayswater Active Citizenship of the Year (group or event) to Nominee _____ as contained in Attachment 1 to this Report;**
5. **Awards the 2026 City of Bayswater Outstanding Women in Leadership to Nominee _____ as contained in Attachment 1 to this Report;**
6. **Notes the City will present the award to the above successful nominees at the Australia Day Citizenship Ceremony to be conducted on 28 January 2026 at the City of Bayswater Civic Centre;**

- 7. Notes that limbs 1 and 5 above including the names of the successful nominees of Citizen of the Year and Outstanding Women in Leadership awards will remain Confidential until after the presentation ceremony to be held on 28 January 2026.**

BACKGROUND

For more than twenty years, the Australia Day Active Citizenship Awards program has been delivered in partnership with Western Australian local governments. It has evolved into one of the key activities for local governments at their annual Australia Day Citizenship Ceremony.

The Australia Day WA Community Citizen of the Year Awards are promoted by the Australia Day Council of Western Australia (ADCWA). The Governor is a signatory to the award certificates.

For 2026, the criteria for the awards remain consistent with previous years to allow Councils to recognise a wide range of community champions through the four categories:

- Citizen of the Year
- Senior Citizen of the Year (65 years of age and over)
- Youth Citizen of the Year (16 - 30 years of age)
- Active Citizenship Award of the Year (to recognise a community group or event).

The awards reward and recognise individuals and organisations who reside or work principally within the local authority, making a notable contribution during the current year, and/or those who have given outstanding service over several years. Areas of outstanding contributions and community services include education, health, fundraising, charitable and voluntary services, business, sport, arts, the environment or any other area that contributes to the advancement and wellbeing of a community.

At the Ordinary Meeting of Council held on 25 June 2019, Council considered a Notice of Motion relating to recognising outstanding women in leadership, and resolved as follows:

"That the City of Bayswater, in recognising the contribution and outstanding achievements of local women leaders who either live or work in the City of Bayswater, creates a new annual award 'Outstanding Women in Leadership' to be presented alongside the City's annual Community Citizen of the Year Awards on Australia Day." Ordinary Council Meeting Minutes 19 November 2024 Page 206 Accordingly, the City introduced this award in 2020 and called for nominations alongside the Community Citizen of the Year Awards."

In 2025, Council selected the following five winners for these awards:

- Kara Perrin - City of Bayswater Community Citizen of the Year 2025
- Greg Elliott - City of Bayswater Senior Citizen of the Year 2025.
- Rodrigues Niyongere - Youth Citizen of the Year 2025.
- Maylands Historical and Peninsula Association - City of Bayswater Active Citizenship of the Year (Community Group) 2025.
- Kate Bettenay - Outstanding Women in Leadership 2025.

EXTERNAL CONSULTATION

The ADCWA with participating local governments called for public nominations from 1 September 2024 to 31 October 2024 for the Australia Day WA, Community Citizen of the Year Awards. Additionally, the City called for nominations for the Outstanding Women in Leadership award.

Calls for nominations were promoted on the City's website and Facebook page. Additionally, the award opportunities were further promoted by ADCWA across the State on Channel 9, radio station 6PR 882 and via the Community Newspaper Group (except for the Outstanding Women in Leadership award). Local schools, clubs and community groups were also contacted directly and invited to nominate students into all categories.

OFFICER'S COMMENTS

Consistent with previous years, community members could be nominated for the following awards:

- 2026 City of Bayswater Citizen of the Year.
- 2026 City of Bayswater Senior Citizen of the Year.
- 2026 City of Bayswater Youth Citizen of the Year.
- 2026 City of Bayswater Active Citizenship of the Year (group or event).
- 2026 City of Bayswater Outstanding Women in Leadership Award.

The City's Outstanding Women in Leadership award was promoted alongside the Citizen of the Year awards for 2025. The promotion of this award had a similar focus for selection as the Citizen of the Year Awards in that the award called for nominations of local women who have made a significant contribution to the community by either participation or leadership.

It is intended that the winner of this award receives the same acknowledgement as the community Citizen of the Year Awards, providing the winner with a certificate from the City of Bayswater, an engraved medal, and an invitation to attend several City of Bayswater civic events throughout the year.

In considering the chosen nominations for the Citizen of the Year Awards and the City's Outstanding Women in Leadership Award, Council should have regard to the below eligibility and selection criteria.

Eligibility Criteria

- Nominees should reside or work principally within the local authority making the award.
- Awards may be granted posthumously in recognition of recent achievements.
- Groups of people or couples will not normally be eligible except when meeting the criteria for a community group.
- A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.
- Unsuccessful nominees may be nominated in future years.
- Sitting members of Local Government, State and Federal are not eligible.

Selection Criteria

The winners will be judged by Council to have shown active citizenship, and:

- Significant contribution to the local community.
- Demonstrated leadership on a community issue resulting in the enhancement of community life.
- A significant initiative which has brought about positive change and added value to community life, and
- Inspiring qualities as a role model for the community.

2026 Nominations Received

The City of Bayswater received nominations across the following five categories:

- Citizen of the Year – four nominees.
- Senior Citizen of the Year – two nominees.
- Youth Citizen of the Year - two nominees.
- Active Citizenship of the Year (group or event) - two nominees.
- Outstanding Women in Leadership Award – three nominees.

The complete nomination forms and supporting information are included as **Confidential Attachment 2** to this report.

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	Medium
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

The following financial implications are applicable:

Item 1: Australia Day WA, Community Citizen of the Year Awards and Outstanding Women in Leadership

Award Asset Category: N/A

Source of Funds: Municipal

LTFP Impacts: N/A

Notes: Item 1 relates to fees (\$692.73) paid to ADCWA for promotion of awards, medallions and certificates signed by the Governor, and funding available for the purchase of medallion for the Outstanding Women in Leadership Award (\$150).

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	EMPLOYEE				
1	\$800	NA	\$800	NA	NA	NA	\$800
2							
3							

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Council Plan 2025-2035, the following applies:

Key Result Area: Social Outcome
 Outcome 1.1 A Connected and Inclusive Community
 Objective 1.1.2 Facilitate connections and access to services for all community

Key Result Area: Leadership and Governance Outcome
 Outcome 5.2 Stakeholder Leadership
 Objective 5.2.1 Communicate and engage effectively to empower civic participation.

CONCLUSION

Council received nominations for the Citizen of the Year, Senior Citizen of the Year, Youth Citizen of the Year, Active Citizenship of the Year, and Outstanding Women in Leadership Awards.

The Council’s consideration is sought on which nominees should be awarded having regard to the nominations received.

10.5 Sub Committee Reports

10.5.1 Policy Committee - 10 November 2025

10.5.1.1 Policy Schedule

10.5.1.1.1 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
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

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).

ADDITIONAL INFORMATION

That status for the *Maylands Residential Estate Design Guidelines* has been updated in accordance with the *Policy Governance Policy* as identified by the Committee at the Policy Committee meeting.

OFFICER'S RECOMMENDATION

That Council notes the progress of Policy Reviews against the 2025 Policy Review Schedule.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council notes the progress of Policy Reviews against the 2025 Policy Review Schedule, with the status for the Maylands Residential Estate Design Guidelines, updated to reflect that a review in 2025 was completed.

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 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	Completed	The PRDC reviewed this Policy at its meeting of 28 April 2025. Council adopted the revised policy at its Ordinary Meeting of 27 May 2025.
	Procurement	Completed	The PRDC reviewed this policy at its meeting of 24 February 2025. Council adopted the revised policy at its Ordinary meeting of 25 March 2025.
	Maylands Residential Estate Design Guidelines	Completed	The PRDC reviewed this Policy at its meeting of 28 April 2025. Council endorsed retention of the policy with no changes at its Ordinary Meeting of 27 May 2025.
	Breach of Lease	Completed	The PRDC reviewed the <i>Breach of Lease Policy</i> at its meeting of 24 February 2025. Council adopted the revised policy at its Ordinary meeting of 25 March 2025.
	Council Vehicle Fleet	Completed	The PRDC reviewed this policy at its meeting of 28 July 2025, and the Council adopted the Committee's recommendation to repeal the Policy at its meeting of 26 August 2025.
	Privacy	Completed	The PRDC reviewed this Policy at its meeting of 28 April 2025. Council repealed the policy and adopted the <i>Information Handling and Privacy Policy</i> in its place at its Ordinary Meeting of 27 May 2025.

PRDC Meeting Date	Policy to be Reviewed	Review Status	Comment
28 April 2025	Corporate Credit Card	Completed	The PRDC reviewed this Policy at its meeting of 28 April 2025. Council endorsed the continuation of the policy with no changes at its Ordinary Meeting of 27 May 2025.
	Payment to Employees in Addition to a Contract or Award Provision	Completed	The PRDC reviewed this Policy at its meeting of 28 April 2025. Council adopted the continuation of the policy in its current form, with a change of its risk rating from high to moderate at its Ordinary Meeting of 27 May 2025.
	Corner Kirkham Hill Terrace and East Street	Completed	The PRDC reviewed this Policy at its meeting of 28 April 2025. Council endorsed the continuation of the policy with no changes at its Ordinary Meeting of 27 May 2025.
	Footpath	In progress	The <i>Footpath Policy</i> is presented for review in the agenda for this meeting.
28 July 2025	Cyber Security	Completed	The PRDC reviewed the <i>Cyber Security Policy</i> at its meeting of 28 July 2025 and the revised policy was adopted by the Council at its meeting of 26 August 2025.
	Complaint Management	Reschedule to 2026 Policy Schedule	It is proposed that review of the <i>Complaints Management Policy</i> be postponed to the 2026 policy schedule to align with amendments to the <i>Local Government Act 1995</i> , to empower local government CEOs to refuse to deal with unreasonable complaints.
	Heritage Places	Reschedule to 2026 Policy Schedule	It is proposed the review of this policy be deferred to the last Policy Committee meeting 2026 to align with the Heritage Framework recommendations.

PRDC Meeting Date	Policy to be Reviewed	Review Status	Comment
	Community Facilities Lease and License User Agreement	Reschedule to 2026 Policy Schedule	A Council briefing has been scheduled to discuss options for the <i>Community Facilities Lease and License User Agreement Policy</i> . Consideration of the policy can then take place at the first Policy Committee meeting of 2026.
	Waivers, Concessions and Definitions for Fees and Charges	In progress	The <i>Waivers, Concessions and Definitions for Fees and Charges Policy</i> is presented for review in the agenda for this meeting.
	Honorary Freeman of the City	Completed	The <i>Honorary Freeman of the City Policy</i> was reviewed by the PRDC at its meeting of 28 July 2025 and adopted by the Council on 26 August 2025.
	Media and Communications Policy	Completed	This policy was reviewed by the PRDC at its meeting of 28 July 2025 and adopted by the Council with an amendment on 26 August 2026.
3 November 2025	Financial Hardship	In progress	The <i>Financial Hardship Policy</i> is presented for review in the agenda for this meeting.
	Elected Members Entitlements	In progress	The <i>Elected Members Entitlements Policy</i> is presented for review in the agenda for this meeting.
	Elected Members Request for Information	In progress	The <i>Elected Members Request for Information Policy</i> is presented for review in the agenda for this meeting.
	Community Engagement	In progress	The <i>Community Engagement Policy</i> is presented for review in the agenda for this meeting.
	Percentage for Public Art	Proposed to reschedule to 2027 Policy Schedule	It is proposed this policy be reviewed in 2027 to align with the development of the Public Art Strategy

The Policy Committee (PC) and Council are on track to complete all policy reviews scheduled in 2025, excepting reviews of:

- The *Community Facilities Lease and License User Agreement Policy*, which will be brought to the briefing scheduled for 25 November 2025 and referred to the first PC of 2026.

- The *Complaint Management Policy*, which would be better reviewed following amendments to the *Local Government Act 1995*, which are proposed to empower local government CEOs to refuse to deal with unreasonable complaints. It is therefore proposed that this policy be reviewed at the second meeting of the PC in 2026.
- The *Heritage Places Policy*, which is proposed to be reviewed at the fourth meeting of the PC in 2026, to align with the Heritage Framework Recommendations.
- The *Percentage for Public Art Policy*, both of which is proposed to be reviewed in 2027, to align with the development of the Public Art Strategy.

Two new local planning policies, the *Short-Term Rental Accommodation Policy* and the *Child Care Premises Local Planning Policy*; and a new Council Policy entitled *Information Classification Policy*, are also presented for consideration in the agenda for this meeting.

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).

10.5.1.1.2 Planning Policy Preparation and Review Schedule 2025/2026

Responsible Branch:	Property and Economic Development
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. Existing and Proposed Local Planning Policy Prioritisation [9.1.2.1 - 1 page]
Refer:	Item: 10.1.5 OCM: 26.08.2025
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

Council endorsement is sought for the City’s proposed timeline and approach to the preparation and review of local planning policies for 2026 and beyond.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER’S RECOMMENDATION)

That Council:

- 1. Endorses the local planning policy preparation and review schedule for 2025 and 2026 as detailed in this report.**
- 2. Notes that local planning policy reviews for 2027 and beyond will revert to the normal Council process for determining the policy review schedule.**

BACKGROUND

Council, at the 26 August 2025 Ordinary Meeting resolved (in part) to:

- *Endorse the draft Local Planning Scheme No. 25 for the purposes of public advertising;*
- *Authorise the deferral of all scheduled reviews of City of Bayswater local planning policies remaining in 2025 and 2026; and*
- *Request the Chief Executive Officer prepare a report to the next Policy Review and Development Committee meeting, for consideration of a proposed approach, resourcing and timeline for the review and preparation of the local planning framework to align with draft Local Planning Scheme No. 25.*

The City’s local planning policies have been prepared to guide decision-making and the application of discretion under *Town Planning Scheme No. 24 (TPS 24)*, to guide the administration of the planning framework, and to provide guidance where gaps currently exist. TPS 24 was gazetted in 2004 and had never been formally reviewed prior to 2024, it is therefore largely inconsistent with the evolving State planning framework, including Schedule 1 of the *Planning and Development (Local Planning schemes) Regulations 2015 (LPS Regulations) - Model Provisions for Local Planning Schemes*. The draft *Local Planning Scheme No. 25 (LPS 25)* is a simplified, contemporary planning scheme which requires the realignment of development controls from TPS 24 to alternative planning instruments, consistent with current guidance from the State Government. To facilitate this, a comprehensive review of the City’s local planning policy suite is proposed to ensure that policies are aligned with LPS 25, sufficiently replace any provisions lost from TPS 24, and ensure that development standards are controlled in the most appropriate planning instrument, with appropriate levels of control and guidance.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

Approach and Prioritisation

Throughout preparation of LPS 25, City officers carried out a comprehensive review of TPS 24 provisions against schedules 1 and 2 of the LPS Regulations (the Model and Deemed Provisions), and the R-Codes. This review was carried out to understand where gaps in the planning framework would be created when development standards were removed from the scheme. This analysis has identified a number of new local planning policies that will be required to support the implementation of LPS 25, as well as existing policies which will require amendment to maintain the effective operation of the local planning framework.

The City has mapped all active, planned and proposed planning projects, inclusive of local planning policies, structure plans, LPS 25, and other plans and strategies, with regard to the timelines endorsed by Council in the Local Planning Strategy, review timelines required by legislation, the City’s policy review schedule, and staff and financial resources required to deliver. Projects have then been prioritised and categorised to ensure that staff resources are available to complete reviews, prepare new policies and lead strategic planning projects, and to aid future budget planning for projects which require external consultant resources. This report only addresses the policies identified as a part of this review, not the other planning projects. Policies have been prioritised as follows:

Priority 1	Active policies already underway or in draft
Priority 2	New policies required to support the implementation of LPS 25. These are high priority as they will require an extended period of research, benchmarking, drafting, testing and Council engagement.
Priority 3	Existing policies which can continue to operate under LPS 25 but which benefit from review for alignment and simplification of the planning framework.
Priority 4	Existing policies which may be reviewed under normal review timeframes; new projects which are medium-term priorities of the Local Planning Strategy and have an identified planning / development need (Guildford Road Urban Corridor); expected timeframe for these is post-gazettal of LPS 25 under current resourcing.

The scheduling below only deals with priority 1 and 2 policies. It is considered that the remainder of policies can be considered as a part of the normal Council process for determining the policy review schedule. The full list of policies considered, and their priority is included in **Attachment 1**.

Priority 1

Priority 1 projects are either already underway, or will commence in Q4 2025:

Tree Retention Local Planning Policy	Draft LPP approved by Council at the August 2025 OCM, subject to WAPC approval for R-Code variations. Lodged with DPLH September 2025.
Child Care Premises Local Planning Policy	Draft prepared for the November PRDC meeting. If adopted by Council, public consultation will occur in early 2026.
Short-term Rental Accommodation Local Planning Policy	Draft prepared for the November PRDC meeting. If adopted by Council, public consultation will occur in early 2026.
Corner Kirkham Hill Terrace and	Policy reviewed and re-approved by Council at the May 2025 OCM. To be reviewed internally to confirm if WAPC approval is required under the amended R-

East Street Local Planning Policy	Codes, prior to the expiry of transitional provisions in April 2026.
Maylands Residential Estates Design Guidelines Local Planning Policy	Policy reviewed and re-approved by Council at the May 2025 OCM. To be reviewed internally to confirm if WAPC approval is required under the amended R-Codes, prior to the expiry of transitional provisions in April 2026.
Walter Road West Urban Corridor / Bedford North Design Guidelines Local Planning Policy	The Walter Road West Urban Corridor is a short-term priority of the Local Planning Strategy. TPS 24 Amd. 96 was gazetted December 2023, rezoning the land within the study area. LPS 25 proposes to rezone the remainder of the corridor between Grand Promenade and Coode Street. In response to community engagement, design guidelines were prepared as a Local Planning Policy, which was refused by the WAPC in July 2025. The City will review the need for a policy under the amended R-Codes and present a report to the first PRDC in 2026 with a recommendation.

New Policy Development

New policies to be prepared or existing policy suites to be reviewed and amended to support the implementation of LPS 25, as a high priority:

Non-residential Development Local Planning Policy	Non-residential development is currently controlled by Part 8 (City-wide), Schedule 1 (Morley) and Appendix 10 (Maylands and other Special Control Areas) of TPS 24. Detailed development standards are currently not supported as part of local planning schemes by the DPLH, and a “Development Standards Table” no longer forms part of the Model Provisions. A new Local Planning Policy is considered the most appropriate instrument to provide guidance on development standards (building height, setbacks, application requirements etc.) for non-residential development, and will replace and update the provisions contained in TPS 24 Part 8.
Car Parking Local Planning Policy	Car parking rates are currently controlled similarly to non-residential development, and the inclusion of car parking rates within schemes is currently not supported by the DPLH. Current DPLH guidance recommends car parking generally be controlled through local planning policy, and detailed guidance for precincts can be provided in structure plans or local development plans. A new Local Planning Policy is considered the most appropriate instrument to provide guidance on car parking rates for non-residential development, and will replace and update provisions contained in TPS 24.
Maylands District Centre planning framework	Development within the Maylands District Centre is currently controlled by a complex framework of Special Control Areas, which are proposed to be deleted in LPS 25 and replaced with a new ‘District Centre’ zone with some areas being rezoned to ‘Residential’ and ‘Mixed Use’. Additional site and development requirements are proposed in LPS 25 to require non-residential development to be consistent with the requirements of the R-Codes, however the TPS 24 SCAs include additional provisions outside of what is required by the R-Codes, including provisions related to character protection. A review of SCA provisions will be undertaken to determine the provisions lost by LPS 25 and the most appropriate policy mechanism to replace any necessary provisions.
Heritage planning framework	Requirements for development, protection and conservation of heritage-protected places are currently insufficient under the City’s local planning framework. The City has number of related policies, including Character Protection Areas, fee waivers, varying development standards, heritage grants, and entering a place on the heritage list. A comprehensive review of this framework is recommended to provide sufficient protection to, and guidance on the development of, heritage-protected places.

Proposed 2025/2026 PRDC schedule for local planning policies

Q4 2025	Child Care Premises Short-term Rental Accommodation
Q1 2026	Bedford North Design Guidelines
Q2 2026	Non-residential Development
Q3 2026	Car Parking Signage
Q4 2026	Maylands District Centre recommendations Heritage Framework recommendations

Deferred 2025 Local Planning Policy Reviews

As outlined above, at the 26 August 2025 Ordinary Meeting, Council resolved to defer all local planning policy reviews remaining in 2025 and 2026. The City’s *Percentage for Public Art Local Planning Policy* was scheduled to be reviewed at this meeting, and the *Heritage Places Local Planning Policy* was deferred at the 28 July 2025 Policy Review and Development Committee (PRDC) Meeting.

The *Heritage Places LPP* provides guidance to the process of entering modifying or removing a place on the City’s *Local Heritage Survey*. The *Local Heritage Survey* is current and is not in need of review until at least 2028, and there are no identified operational issues with the *Heritage Places LPP* that warrant immediate review. The Policy Review Schedule Progress Report presented at the 28 July 2025 PRDC meeting recommended deferral of the *Heritage Places LPP* review to 2026, so that it could be reviewed along with a suite of local planning policies. The City proposes to commence a review of the heritage policy framework in Q4 2026, including the *Heritage Places LPP*, to implement a clear and contemporary policy framework for heritage which can be implemented under LPS 25.

The *Percent for Public Art Local Planning Policy* requires public art to be provided (or cash-in-lieu contributed) with major developments in the City. There are no identified operational issues with the *Percent for Public Art LPP* that warrant immediate review, and the City is currently preparing a *Public Art Strategy*. It is considered that a review of the *Percent for Art LPP* should be guided by an endorsed strategy, and it is therefore recommended that this review be undertaken at that time.

State Government Review of Planning Instruments

The Department of Planning, Lands and Heritage are progressing amendments to the LPS Regulations related to the manner and form, purpose, duration, review and extension of local planning policies. Currently local planning policies, once adopted, have no legislated expiry and therefore can remain in effect in perpetuity without Council-initiated reviews. The amendments propose to implement consistent timeframes and processes for local planning policies. Key amendments are:

- A legislated five-year effective period for LPPs. If not reviewed and extended within the effective period, LPPs will now expire.
- A legislated manner and form requirement for LPPs. LPPs not prepared in the WAPC manner and form will be considered “not satisfactory”.

The City’s current policy review schedule would be compliant with the proposed LPS Regulations and provide sufficient time for review, adoption, community engagement (where required), and final approval within the effective period. It should also be noted that any Local Planning Policy adopted prior to the amended LPS Regulations taking effect will have an effective period commencing on that date. Whilst the City does not support the manner and form requirement, the City’s current policy template is largely consistent with the proposed manner and form, and the WAPC requirement can be accommodated without impact on usability or consistency with the

City’s policy suite. There is no requirement for existing policies to be updated out-of-cycle once the amended LPS Regulations are in effect.

LEGISLATIVE COMPLIANCE

The City’s Policy Governance Policy sets out principles and expectations for the development and management of Council’s policies, including principles governing review schedules.

Schedule 2, Part 2, Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the procedures for making, amending and revoking a Local Planning Policy, as well as scope, principles, purpose, force and effect.

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	Medium
Strategic Risk	SR01 - Inability to plan, provide and support socially connected, healthy and safe neighbourhoods. 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

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Council Plan 2025 – 2035, the following applies:

- Key Result Area: Built
- Outcome 2.1 A Connected and Accessible City
- Objective 2.1.2 Create liveable neighbourhoods and centres that include consideration of our built heritage.
- Objective 2.1.3 Advocate and plan for diverse and quality housing choices utilising a contemporary planning framework that encourages growth.

- Key Result Area: Economic
- Outcome 4.1 Diverse Economic Opportunities
- Objective 4.1.2 Support mixed-use precincts and developments.

CONCLUSION

To support the implementation of LPS 25 and modernise the City's local planning framework, a comprehensive review of the City's local planning policy suite is proposed to ensure the effective operation of LPS 25, sufficiently replace any provisions lost from TPS 24, and ensure that development standards are controlled in the most appropriate planning instrument with appropriate levels of control and guidance. It is therefore recommended that Council endorses the proposed local planning policy preparation and review schedule for 2025 and 2026.

Name	Priority	External resources?	Timeframe	WAPC approval?	Local Planning Strategy	Comment
Existing Local Planning Policies						
Corner Kirkham Hill Terrace and East Street LPP	1	N	2025	Y	Long-term	Council resolved to retain the LPP in its current format at the 27.05.25 OCM. Review required to determine if WAPC approval is still required, and will be required to be obtained before the end of transitional period. Forms part of LPS Planning Area - <i>Maylands/Bayswater South Residential Investigation Area</i>
Maylands Residential Estates Design LPP	1	N	2025	Y	N/A	Council resolved to retain the LPP in its current format at the 27.05.25 OCM. Review required to determine if WAPC approval is still required, and will be required to be obtained before the end of transitional period.
Height Restriction - Neville Street, Bayswater LPP	4	N	2029	N	N/A	Council resolved to adopt the revised LPP at the 28.01.25 OCM. Policy only varies Part B 5.1.6 which does not require WAPC approval. The subject lots are not proposed to be re-coded under LPS25, therefore the policy can remain in effect. Will need to be reviewed if the Minister modifies the R-Code for these lots, shifting them into Part C
Non-residential uses in residential zones LPP	2	N	2026	N	N/A	Council resolved to adopt the revised LPP at the 26.08.25 OCM. Policy relates to non-residential development only, therefore WAPC approval not required. Notwithstanding, this policy should be reviewed as part of the preparation of the Non-residential Development LPP to investigate if it is appropriate/necessary to be included. Note also LPS25 ASR3 which requires non-residential development to be designed in accordance with the applicable R-Code on R-Coded land.
Tree Retention LPP	1	N	In progress	Y	N/A	Council resolved to adopt the revised LPP at the 26.08.25 OCM. Council resolution notes that WAPC approval is required. Given the recency and political interest, not recommended to review, only implement Council's decision by forwarding the LPP to WAPC for approval of variations.
Significant tree register for private land LPP / Guidelines	4	N	2029	N	N/A	Council resolved to adopt the revised LPP and Guidelines at the 25.03.25 OCM. LPP provides discretion to scheme provisions retained in LPS25. Given the recency and political interest it is not recommended to be reviewed at this time.
Telecommunications infrastructure LPP	4	N	2028	N	N/A	Council resolved to adopt the revised LPP at the 22.10.24 OCM. Believe current LPP is sufficient as a stand-alone policy and is not high priority for review.
Car Parking Dispensation LPP	4	N	2027	N	N/A	Relates to delegation of parking shortfalls in town centres and station precincts. Recommend review along with Payment in lieu of parking plan
Payment in lieu of car parking LPP	4	N	2027	N	N/A	Implementation of Payment in lieu of parking plan and applies to Morley, Bayswater, Maylands and Noranda. Requires amendment of the Payment in lieu of parking plan . Recommend review holistically over all town centres and station precincts.
Heritage places LPP	2	Y/N	2026	Y/N	N/A	Current heritage places policy is recommended to be revoked as it relates to City processes when adding a place to the Heritage List. This could be captured in a new/amended Heritage LPP
Heritage fee refund and development LPP	2	Y/N	2026	Y/N	N/A	Heritage fee refund and development LPP contains some development requirements however it is considered that the City needs a stronger LPP to guide development of places on the local and/or State heritage lists. This policy is poorly named and not clear that it covers development. Review of this policy should include renaming and clarity around its intent, including development requirements. Potential that this policy could be prepared or reviewed externally by a Heritage consultant. Apply for 2026 LG Heritage Consultancy Grant August 2026
Character Protection Areas LPP	2	N	2026	Y	N/A	Council resolved to adopt the revised CPA LPP at the 28.01.25 OCM. Recommend review with preparation of Maylands LPP and Heritage LPP to accommodate the Maylands town centre & fmr SCA4
Landscaping LPP	3	N	2028	N	N/A	Council resolved to adopt the revised Landscaping LPP/Guidelines at the 22.10.24 OCM. Not considered necessary for review, however there is potential overlap between the Landscaping LPP and Non-res Dev LPP . Should be reviewed for alignment
Local Heritage Fund LPP	4	N	2026	N	N/A	Relates to City processes when assessing Local Heritage Fund grants. Due for review in 2026, however not considered an operational need for update. Low priority
Percent for Public Art LPP	4	N	2027	N	N/A	Due for review at the November 2025 PRDC. Recommended for deferral. Not considered high priority and should be reviewed following preparation of Public Art Strategy - handed off to CD to prepare.
Signage LPP	3	N	2026	N	N/A	Recommended to be reviewed to exempt certain works and cover provisions lost from TPS24.
Temporary and Minor Development LPP	4	N	2029	N	N/A	Council resolved to adopt the revised LPP at the 26.08.25 OCM. No operational need nor changes to LPS25 which would generate the need for review. Considered sufficient in current form and to be reviewed per schedule.
Retaining Walls LPP	3	N	2028	N	N/A	Council resolved to adopt the revised LPP at the 22.10.24 OCM. WAPC approval was determined not needed. No changes to LPS25 trigger the need for review, however there is potential overlap with Non-res Dev LPP . Should be reviewed for alignment.
Sustainability in Design LPP	4	N	2027	N	N/A	Adopted by Council May 2023. Current LPP is written as guidelines. Recommend exploring an LPP similar to Subiaco/VicPark, with the current LPP provisions moved to Guidelines. This is not a priority, nor a review triggered by LPS25
Draft and Proposed Local Planning Policies						
Bedford North Design Guidelines LPP	1	N	In progress	N	Short-term	Draft LPP refused at 16.07.25 SPC. LP/TD to review and determine best approach forward which incorporates provisions that do not require WAPC approval. Will be recommended to be brought back to PRDC first meeting of 2026.
Child Care Premises LPP	1	N	In progress	N	N/A	Draft LPP prepared and scheduled to be presented to the November 2025 PRDC. TD to review for alignment with LPS25 and make any mods required.
Short-term Rental Accommodation LPP	1	N	In progress	N	N/A	Amd. 101 approved at the 26.08.25 OCM and forwarded to WAPC for final approval. In light of Amd. 101, State reforms and registration requirements, STRA LPP is considered a high priority.
Non-residential Development LPP	2	N	2026	N	N/A	New LPP proposed to replace Part 8 of TPS24. Recommended to be workshopped internally and with Council throughout 2026/27 to ensure approval aligns with LPS25 gazettal.
Car Parking LPP	2	N	2026	N	N/A	New LPP proposed to replace car parking rates in TPS24. Recommended to follow Planning Manual guidance and to be workshopped internally and with Council throughout 2026/27 to ensure approval aligns with LPS25 gazettal.
Maylands District Centre LPP	2	N	2026	Y/N	Long-term	Comprehensive review of Maylands TPS24 SCAs to determine appropriate provisions to be retained, with regard to LPS 25 ASR3 requiring non-residential development to be designed in accordance with R-Codes. Determine if character provisions fall within this LPP, CPA LPP or Heritage LPP . Ensure clarity and consistency. LPS Planning Area - <i>Maylands District Centre</i> . Precinct planning is proposed as a long-term priority given that planning has already been undertaken and development is occurring. Review of planning controls and necessity of an LPP is required to support implementation of LPS25.
Heritage LPP	2	Y/N	2026	Y/N	N/A	Heritage framework review required in the short-term. This review, and position of Council, to determine approach. Considered that a new Heritage LPP is required, could be prepared by external consultant and part funded with State Gov grant.

Prioritisation		
1		Active projects, policies already underway or in draft, and short-term priorities of the Local Planning Strategy
2		New policies which are triggered by LPS25. These are high priority as they will require a long period of drafting, testing and Council engagement
3		Existing projects and policies which can continue to operate under LPS25, but which benefit from review for alignment and simplification of the planning framework
4		Existing projects and policies which may be reviewed under normal review timeframes; new projects which are medium-term priorities of the LPS and have an identified planning/development need (Guildford Road); expected timeframe for these is post-gazettal of LPS25
5		New projects which are medium-term priorities of the LPS
6		New projects which are long-term priorities of the LPS. Can be prepared in-house or in partnership
7		Long-term priorities of the LPS for which there is no strong planning rationale at this time

10.5.1.1.3 2026 Policy Review Schedule

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. Policy Register [9.1.3.1 - 3 pages]
Refer:	Item: 10.5.2.2 OCM: 22.10.2024
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

This report presents the policy review schedule for the 2026 calendar year, for Council’s consideration.

**COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER’S RECOMMENDATION)**

That Council:

- Adopts the policy review schedule presented in Table 1 in this report for the 2026 calendar year.**
- Notes that the City will continue to provide quarterly progress updates on the progress of reviews against the Policy Review Schedule to the Policy Committee.**

BACKGROUND

At the Ordinary Council Meeting of 22 October 2024 (resumed on 28 October 2024), the Council adopted its policy schedule for 2025. The schedule proposed the review of 21 policies over four Policy Review and Development Committee Meetings.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

The proposed 2026 Policy Review Schedule shown in **Table 1**, below, has been determined in accordance with the due dates for policy reviews in the Policy Register contained in **Attachment 1**, and the schedule for Planning Policy Reviews proposed in the item entitled “*Planning Policy Preparation and Review Schedule*”, contained in this agenda.

Table 1

Policy Committee Meeting	Policies to be Reviewed
Meeting 1 (Quarter 3, 2025/26)	<ol style="list-style-type: none"> 1. <i>Use of City Information Resources</i> 2. <i>Execution of Documents and Common Seal</i> 3. <i>Code of Conduct Complaint Management</i> 4. <i>Electronic Attendance</i> 5. <i>Bedford North Design Guidelines</i> 6. <i>Community Facilities Lease and License User Agreement Policy</i>
Meeting 2 (Quarter 4, 2025/26)	<ol style="list-style-type: none"> 1. <i>Sponsorship of City Assets, Services and Activities</i> 2. <i>Crossovers</i> 3. <i>Risk Management</i> 4. <i>CCTV Management</i> 5. <i>CEO Performance Review</i>
Meeting 3 (Quarter 1, 2026/27)	<ol style="list-style-type: none"> 1. <i>Senior and Executive Staff Attendance at Conferences, Seminars and Training</i> 2. <i>Sports Turf Maintenance</i> 3. <i>Fraud, Corruption and Integrity</i> 4. <i>Loan Borrowing</i> 5. <i>Complaint Management</i>
Meeting 4 (Quarter 2, 2026/27)	<ol style="list-style-type: none"> 1. <i>Heritage Places</i> 2. <i>Local Heritage Fund</i> 3. <i>Signage</i> 4. <i>Social Media</i> 5. <i>Investment</i>

Please note:

1. At this time, no dates have been determined for Policy Committee Meetings in 2026. A draft meeting schedule will be submitted for Council’s consideration at the Ordinary Council Meeting of 18 November 2025.
2. The 2026 Policy Review Schedule includes policies that are due for review. Policies that are not on the schedule may be brought forward for review or development during the year, based on unforeseen operational or strategic requirements.
3. The City will report on the progress of policy reviews at each quarterly meeting of the Policy Committee.

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

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

Impact Category	Appetite	Risk Rating
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 Council Plan 2025 – 2035, the following applies:

Key Result Area: Leadership and Governance
 Outcome 5.1 Good Governance
 Objective 5.1.1 Provide ethical and accountable governance.

CONCLUSION

This report presents a draft 2026 Policy Review Schedule for Council’s consideration.

Policy Name	Doc ID	Purpose	Responsible branch	Date Adopted/ Reviewed	Risk/Criticality	Review Regularity (years)	Due for Review	Scheduled for Review	Comment
Footpath	4028313	To provide a consistent and transparent process for dealing with the construction of Footpaths and Cycleways within the road reserve under the care, control and management of the City of Bayswater.	Transport and Buildings	May-21	Low	4 yearly	May-25	Nov-25	Scheduled for review at the Policy Committee of 10 November 2025.
Waivers, Concessions and Definitions for Fees and Charges	4323507	The City of Bayswater (the City) may waive fees or grant concessions to support not-for-profit community groups and schools and to promote the City in a fair and equitable manner.	Financial Services	Sep-22	Moderate	3 yearly	Sep-25	Nov-25	Scheduled for review at the Policy Committee of 10 November 2025.
Community Engagement	4048368	This Community Engagement Policy outlines the City of Bayswater's commitment to engaging with the community through the use of appropriate, effective and inclusive practices. The policy will guide the delivery of community and stakeholder engagement across the organisation to support decision-making, build relationships and strengthen the community's acceptance of outcomes.	Communications, Engagement and Customer Relations	Aug-21	Moderate	3 yearly	Aug-24	Nov-25	Scheduled for review at the Policy Committee of 10 November 2025.
Elected Members Entitlements Absolute Majority Required Must be reviewed following each election	4705085	To provide clarity around the entitlements available to Elected Members and determine the method and timing of payment to Elected Members in accordance with the Local Government Act 1995.	Governance and Strategy	30-Apr-24	Moderate	2 yearly following elections	Nov-25	Nov-25	Scheduled for review at the Policy Committee of 10 November 2025.
Financial Hardship	3698741	This policy states the Council's position on allowing flexibility for payments on overdue debtor, and rates and service charges where extreme financial hardship is recognised, and outlines the scope and criteria for assessing applications of financial hardship.	Financial Services	Dec-21	Low	4 yearly	Dec-25	Nov-25	Scheduled for review at the Policy Committee of 10 November 2025.
Elected Members Request for Information	3228076	The City will respond to requests made by the Elected Members in a timely and professional manner in accordance with the details stipulated in this Policy.	Governance and Strategy	Dec-23	High	2 yearly	Dec-25	Nov-25	Scheduled for review at the Policy Committee of 10 November 2025.
Community Facilities Lease and Licence, User Agreement	4281523	To provide a structured and consistent approach to the management of Council's lease and licence/user agreements with not-for-profit organisations and sporting and recreational groups for the use of community facilities.	Transport and Buildings	Jun-22	Moderate	3 yearly	Jun-25	Meeting 1 - 2026	
Use of City Information Resources	4546026	To ensure proper usage of all information and communications technology (ICT) resources, including any electronic data transfer using the City of Bayswater's (the City) ICT resources.	Digital Solutions and Services	Jul-23	High	2 yearly	Jun-25	Meeting 1 - 2026	
Execution of Documents and Use of Common Seal	3267108	To establish procedures for affixing the City's common seal; and determining whether a document is executed by way of common seal or signed by an authorised employee.	Governance and Strategy	Jan-23	Moderate	3 yearly	Jan-26	Meeting 1 - 2026	
Code of Conduct Complaint Management Policy	4349607	To establish, in accordance with Clause 15(2) of the Local Government (Model Code of Conduct) Regulations 2021 and the City of Bayswater Code of Conduct for Council Members, the procedure for dealing with Complaints about alleged breaches of the behaviour requirements included in Division 3 of the City of Bayswater Code of Conduct for Council Members, Committee Members and Candidates. To give effect to the City of Bayswater's commitment to an effective, transparent, fair and accessible Complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.	Governance and Strategy	Feb-24	High	2 Yearly	Feb-26	Meeting 1 - 2026	
Electronic Attendance	4457890	This Policy establishes parameters for requests for electronic attendance at meetings and the expectations of Council and Committee members attending meetings electronically in relation to equipment and location.	Governance and Strategy	Mar-23	Moderate	3 yearly	Mar-26	Meeting 1 - 2026	
Beauford North Design Guidelines		To guide development in the identified areas to achieve consistent, site responsive built form in order to maintain local character and amenity.	Property and Economic Development	Jul-23	Low	4 yearly	Jul-27	Meeting 1 - 2026	
Sponsorship of City Assets, Services and Activities	4221106	To document an effective organisational approach to seeking, considering and accepting offers for sponsorship of the City of Bayswater (City) assets, services or activities and to provide consistency across the organisation when seeking such sponsorship.	Project Services	Mar-22	Low	4 yearly	Mar-26	Meeting 2 - 2026	
Crossovers	4221576	To provide appropriate standard for the construction of crossovers in the City of Bayswater and to ensure the correct allocation of crossover subsidies as per schedule 9.1 (7) of the Local Government Act 1995.	Transport and Buildings	Mar-22	Low	4 yearly	Mar-26	Meeting 2 - 2026	
Risk Management	4399748	The City of Bayswater Risk Management Policy is an outline of the City's commitment to managing risks that may impact the City's strategies, goals or objectives.	Governance and Strategy	Mar-23	Moderate	3 yearly	Mar-26	Meeting 2 - 2026	
CCTV Management	4469440	This policy outlines the City of Bayswater's position in providing a Closed Circuit Television (CCTV) system that assists in decreasing crime and anti-social behaviour, protecting community assets and improving the detection of crime and conviction of offenders.	Rangers & Security	Jul-23	Moderate	3 yearly	Jul-26	Meeting 2 - 2026	
CEO Performance Review	4323475	To provide guidance on the process to be followed in relation to the Chief Executive Officer's (CEO) performance review, to ensure that it is based on the principles of fairness, integrity and impartiality.	Governance and Strategy	Oct-22	Low	4 Yearly	Oct-26	Meeting 2 - 2026	
Complaint Management	4549365	This policy sets out how the City of Bayswater (the City) will effectively and appropriately engage in the handling and management of complaints received from customers and stakeholders.	Marketing and Communications	Jul-23	High	2 yearly	Jul-25	Meeting 3 - 2026	
Senior and Executive Staff Attendance at Conferences, Seminars and Training	4513820	Council supports the attendance of City of Bayswater (the City) staff at conferences, seminars and training to assist them in fulfilling their role and further developing their skill set or where attendance will benefit the Bayswater district community.	Governance and Strategy	Jul-23	Moderate	3 yearly	Jul-26	Meeting 3 - 2026	
Sports Turf Maintenance	4323591	States the Council's position on consistent and equitable ways of providing specialist turf surfaces and more appropriately apportioning the costs of this to the recipient clubs.	Project Services	Sep-22	Low	4 yearly	Sep-26	Meeting 3 - 2026	
Fraud, Corruption and Integrity	4635100	This policy establishes the City of Bayswater's (the City) commitment to effective fraud and corruption risk management and the promotion of a culture of integrity.	Governance and Strategy	Oct-23	Moderate	3 yearly	Oct-26	Meeting 3 - 2026	
Loan Borrowing	3698600	To provide guidance for the prudent borrowing of funds to ensure transparent and accountable decision-making by the City; and the City's financial resources are appropriately managed.	Financial Services	Oct-23	Moderate	3 yearly	Oct-26	Meeting 3 - 2026	
Heritage Places	4866955	To outline information, requirements and guidance in relation to entering, modifying or removing a place from the City of Bayswater Heritage List and/or Local Heritage Survey.	Property and Economic Development	Jul-21	Low	4 yearly	Jul-25	Meeting 4 - 2026	
Signage	4867102	To provide guidance on the display and erection of signs, to ensure that any signage relates to the uses, services and products on the site whilst maintaining the local amenity and public safety.	Property and Economic Development	Nov-22	Low	4 yearly	Nov-26	Meeting 4 - 2026	
Social Media	4703827	The purpose of this policy is to establish guidelines around the use of social media, and the City's role in the management of City-owned social media channels.	Communications, Engagement and Customer Relations	Feb-24	Low	4 yearly	Feb-28	Meeting 4 - 2026	
Investment	3698740	The Investment Policy sets out the requirements for the management of the City's cash and investment portfolio.	Financial Services	Dec-23	Low	4 yearly	Dec-27	Meeting 4 - 2026	
Local Heritage Fund	4870039	To assist with the maintenance, conservation and improvement of heritage buildings contained within the City's Scheme Heritage List.	Property and Economic Development	Nov-22	Low	4 yearly	Nov-26	Meeting 4 - 2026	
Percentage for Public Art	4867095	Relates to the provision of public art for development proposals and provides guidance on how and where the City of Bayswater will apply the policy to enhance and promote the public realm and streetscape. Applies to development \$1million or greater.	Property and Economic Development	Nov-17	Low	4 yearly	Nov-21	Postpone to 2027 Policy Review Schedule	It is proposed that this policy be reviewed in 2027 to align with the development of the Public Art Strategy
Car Parking Dispensation	4865704	Provide parameters for considering a dispensation on the minimum number of required on-site car parking bays for non-residential developments, which are located within a town centre or within proximity to high frequency public transport.	Property and Economic Development	Jul-23	Low	4 yearly	Jul-27	Postpone to 2027 Policy Review Schedule	It is proposed that review of this policy be scheduled for 2027, in alignment with the development of the Car Parking Strategy for the District.

Policy Name	Doc ID	Purpose	Responsible branch	Date Adopted/ Reviewed	Risk/Criticality	Review Regularity (years)	Due for Review	Scheduled for Review	Comment
Sustainability in Design	4867107	The purpose of the Sustainable in Design Policy is to provide guidance on sustainable design for new development to make the City of Bayswater a more climate change resilient and liveable City. The existing policy provides provisions relating to cool roofs and biophilic design.	Property and Economic Development	May-22	Low	4 yearly	May-26	Postpone to 2027 Policy Review Schedule	In accordance with Council's resolution on the Local Planning Scheme 25 in August 2025, consideration of this policy will be deferred to 2027, to allow the City to prioritise preparation of new planning policies which support the adopted Planning Scheme.
Non-Residential Uses in Residential Zones	4867112	To guide the development of those non-residential uses that may be considered in the City of Bayswater's residential zones	Property and Economic Development	Aug-25	Medium	3 yearly	Feb-28		
Trees on Private Land and Street Verges	4867129	Outline the requirements for providing, maintaining, protecting and removing trees on private land and within the street verge.	Property and Economic Development	Aug-25	Low	4 yearly	Aug-29		
Temporary Employment or Appointment of a CEO	4421250	To provide for the employment of a CEO for periods of less than one year, and to also provide for the appointment of one of the City's Directors as Acting CEO during any limited absences of the CEO.	Governance and Strategy	Jan-23	Low	4 yearly	Jan-27		
Election Signs	4908516	To set out the requirements for election signs displayed during Federal, State and Local Government Elections	Governance and Strategy	25-Mar-25	Low	4 yearly	Feb-27		
Procurement	3658439	This policy demonstrates the City of Bayswater's commitment to the principles of transparency, probity and good governance in procurement practices and also 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.	Financial Services	Mar-25	High	2 yearly	Mar-27		
Anniversary Recognitions	4430140	To provide a guideline for when anniversary and birthdays of residents of the City of Bayswater are recognised.	Governance and Strategy	Mar-23	Low	4 yearly	Mar-27		
Extended Street Verge	4475433	This policy provides guidance on how residents can improve verge areas adjacent to land owned and / or managed by utility providers and State agencies.	Parks and Environment	Mar-23	Low	4 yearly	Mar-27		
Sundry Debt Collection and Recovery	3406377	This policy states the Councils position to ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service.	Financial Services	Mar-23	Low	4 yearly	Mar-27		
Urban Tree Planting and Maintenance	4129251	To provide guidelines for the management of trees within parks and road reserves in the City of Bayswater.	Parks and Environment	Apr-24	Moderate	3 yearly	Apr-27		
Heritage Fee Refund and Development	4866865	To provide guidance on planning and building application fee refunds, and to provide guidance on varying site and development requirements for the conservation and development of heritage-protected places.	Property and Economic Development	Jul-23	Low	4 yearly	Jun-27		
Elected Members Contact with Developers	4549455	To provide the highest standards of transparency and openness in town planning and development decision-making and to avoid perceptions of bias or undue influence.	Governance and Strategy	Jul-23	Low	4 yearly	Jul-27		
Integrated Planning and Reporting	4549438	This Policy establishes the City's commitment and approach to integrated planning and reporting (IPR)	Governance and Strategy	Jul-24	Moderate	3 yearly	Jul-27		
Volunteer	3406378	To ensure volunteer management systems and processes are in place that recognise the valuable contribution of City of Bayswater registered volunteers. Ensure compliance and industry leading volunteer management, particularly in the areas of recruitment, training, Occupational Health and Safety and support of volunteers	Community Development	Jul-23	Low	4 yearly	Jul-27		
Rates and Charges Collection	4546131	This policy outlines the City of Bayswater's position for efficient and effective collection of rates and charges and reimbursements.	Financial Services	Jul-23	Low	4 yearly	Jul-27		
Rates Exemption	4546254	To ensure a consistent and objective approach to rate exemptions under the Local Government Act 1995.	Financial Services	Jul-23	Low	4 yearly	Jul-27		
ICT Business Continuity	4545977	To ensure continuity of business in the event of failure or loss of primary ICT infrastructure.	Digital Solutions and Services	Jul-23	Low	4 yearly	Jul-27		
Naming of Buildings and Infrastructure	4549183	To provide a consistent approach for the naming of buildings, infrastructure and facilities	Property and Economic Development	Jul-23	Low	4 yearly	Jul-27		
Payment in Lieu of Carparking	4867085	To provide the parameters for which payment in lieu of on-site car parking may be taken for non-residential development within the City of Bayswater.	Property and Economic Development	Jul-23	Low	4 yearly	Jul-27		
Public Reserves - Management of Vegetation Adjacent to Private Property	4546567	To establish guidelines where Council may approve the pruning, removal and replacing of trees and other vegetation in public reserves.	Parks and Environment	Jul-23	Low	4 yearly	Jul-27		
Cyber Security	4545909	To protect the City of Bayswater's (the City) ICT assets and ensure cyber security best practice standards.	Digital Solutions and Services	Aug-25	High	2 yearly	Aug-27		
Independent Committee Members Policy	4961154	Council recognises the value of independent committee members in providing expert advice and supporting effective governance. This policy provides a transparent and merit-based process for the appointment and payment of independent members of City of Bayswater committees, in line with legislative requirements and best practice.	Governance and Strategy	Aug-25	High	2 yearly	Aug-27		
Independent Advisory Group Members Policy	4987750	This policy provides a transparent and merit-based process for the appointment of independent members of City of Bayswater advisory groups and provides for payment of a fee in lieu of expenses for independent advisory group members to attend advisory group meetings.	Governance and Strategy	Aug-25	High	2 yearly	Aug-27		
People, Culture and Safety	4635453	This policy sets out the human resources principles and expectations as it relates to the management of employees.	People, Culture & Safety	Oct-23	Low	4 yearly	Oct-27		
Attendance at Events Absolute Majority Required	3579617	The purpose of this Policy is to provide a clear framework and guidelines for the acceptance of tickets or invitations by Elected Members and the Chief Executive Officer (CEO) to attend events or functions. This will policy will ensure that the City of Bayswater (the City) both meets community expectations and meets the legislative requirements under section 5.90A of the Local Government Act 1995 (WA) which requires all Local Governments to prepare and adopt an Attendance at Events Policy.	Governance and Strategy	Jan-25	Moderate	3 yearly	Jan-28		
Breach of Lease	4221165	To provide a structured and consistent approach when dealing with breaches of Council's Community Lease and License/Lease Agreement terms.	Building Works	Mar-25	Moderate	3 yearly	Mar-28		
Dinghy Management	4059129	This policy states Council's position on private dinghy storage on river foreshore reserves, under its care and control.	Parks and Environment	Apr-24	Low	4 yearly	Apr-28		
Payment to Employees in Addition to a Contract or Award Provision	4457581	This policy sets out the circumstances in which the City of Bayswater (the City) will pay an employee who is ceasing employment at the City, an amount in addition to any amount to which the employee is entitled to under a contract of employment, industrial instrument, or as ordered by a Court or Tribunal and the matter of assessment of the additional amount. This Policy is to ensure compliance with Section 5.50 of the Local Government Act 1995, which requires all Local Governments to adopt a Policy relating to payment in addition to contract or award to employees who are leaving the Local Government.	People, Culture & Safety	May-25	Moderate	3 yearly	May-28		
Corporate Credit Card	4459570	To set out the business practices for effective use of Corporate Credit Cards.	Financial Services	May-25	Moderate	3 yearly	May-28		
Contribution to Common Fences	3369460	To clearly state the City of Bayswater's financial contribution towards the costs associated with the provisions of a new and or repairs to an existing fence that abuts a reserve or land owned or controlled by the City.	Parks and Environment	Jul-24	Low	4 yearly	Jul-28		
Policy Governance	4042617	This policy sets out principles and expectations for the development and management of Council's policies.	Governance and Strategy	Jul-24	Low	3 yearly	Jul-28		

Policy Name	Doc ID	Purpose	Responsible branch	Date Adopted/ Reviewed	Risk/Criticality	Review Regularity (years)	Due for Review	Scheduled for Review	Comment
Neighbouring Trees Complaint (formerly Private Trees Policy)	4122442	To provide guidance with regards to complaints regarding trees within neighbouring private property that may be or have a high likelihood of causing damage to adjoining private property and actions that can be taken by the City in accordance with Schedule 3.1 - Section 3.25, 3.26, and Schedule 3.2, Section 3.27 (7) of the Local Government Act 1995.	Parks and Environment	Jul-24	Low	4 yearly	Jul-25		
Funding and the Provision of in kind Support for Minor works for Public and Private Schools within the City of Bayswater	3406558	To provide guidelines for the provision of funding and/or in kind support for minor works for public and private schools within the City of Bayswater which are publically accessible outside of school hours or where covered by a separate agreement.	Project Services	Jul-24	Low	4 yearly	Jul-28		
Purchase and Placement of Memorial Seats	3372080	This policy states the Council's position on additional public seating throughout the City and the placement of memorials to deceased loved ones on this seating.	Parks and Environment	Jul-24	Low	4 yearly	Jul-28		
Requirement to Hold Working with Children Check	4781463	To document the requirement for hirers of Council facilities and organisations/individuals who participate in City functions, events or services involving child related activities to demonstrate that they have complied with the Working with Children (Criminal Record Checks) Act 2004.	Recreation Services	Jul-24	Low	4 yearly	Jul-28		
Directional Signs	3372087	To outline the City of Bayswater's position in regard to directional signage provided by the City of Bayswater at the applicant's cost for businesses and facilities within the City of Bayswater, with the view to provide direction whilst restricting the spread of signs and reducing the likelihood of traffic hazard along the City of Bayswater's verges or median strips.	Transport and Buildings	Jul-24	Low	4 yearly	Jul-28		
Street Verges	3372085	To outline the requirements for providing, maintaining, protecting and removing trees on private land and the street verge during the development of land or residential subdivision in the City of Bayswater.	Parks and Environment	Jul-24	Low	4 yearly	Jul-28		
Asset Management	3372088	The key objective of this Asset Management (AM) policy is to ensure that services delivered by the City continue to be sustainably delivered by ensuring that the assets are managed in a systematic approach that optimises their performance and expenditures over their life cycle for the purpose of achieving the City's Strategic Community Plan. It will also provide clear direction as to how the City, as custodians of community assets, will manage those assets within an Asset Management Framework.	Assets	Jul-24	Moderate	3 Yearly	Jul-28		
Child Safe Awareness	4782478	This Child Safe Awareness policy is one of the ways the City of Bayswater demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse. This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The City of Bayswater is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.	Recreation Services	Jul-24	Low	4 yearly	Jul-28		
Retaining Walls	4836542	The purpose of this policy is to provide standards for considering retaining walls and associated site works within residential and non-residential zones in the City.	Property and Economic Development	Oct-24	Low	4 yearly	Oct-28		
Civic Allowance Policy – Chief Executive Officer and Directors	3406371	The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred by the Chief Executive Officer (CEO) and Directors in carrying out their roles.	People, Culture & Safety	Oct-24	Low	4 yearly	Oct-28		
Landscaping (and Landscaping Guidelines) (Policy)	4838524	To provide guidance on the minimum standards and expectations for landscaping associated with development applications.	Property and Economic Development	Oct-24	Low	4 yearly	Oct-28		
Graffiti Vandalism	3369461	To provide a service to clean, remove or cover incidents of graffiti vandalism in Bayswater. To provide guidelines for a multi-pronged campaign against this very visible form of vandalism.	Transport and Buildings	Oct-24	Low	4 yearly	Oct-28		
Telecommunications Infrastructure	4838525	To outline the requirements for providing telecommunications infrastructure in the City of Bayswater.	Property and Economic Development	Oct-24	Low	4 yearly	Oct-28		
Election Caretaker Period Policy	3228088	To ensure compliance and alignment with the Caretaker Period provisions in the Local Government Act 1995, the Local Government (Functions and General) Regulations 1996, and the requirements of the Code of Conduct for Council Members, Committee Members and Candidates and Code of Conduct for Employees.	Governance and Strategy	Oct-24	Low	4 yearly	Oct-28		
Cash-backed Reserves	3673346	To provide a strategic framework for the establishment and utilisation of Financial (Cash-Backed) Reserves.	Financial Services	Oct-24	Low	4 yearly	Oct-28		
Character Protection Areas	4867115	Objective: To ensure that new development in Character Protection Areas is sympathetic with the character, rhythm, scale and visual amenity of existing residential streetscapes in the three Character Protection Areas.	Property and Economic Development	Jan-25	Low	4 yearly	Jan-29		
Height Restriction - Neville Street, Bayswater	4867123	To ensure that development on a portion of the identified lots adjacent to the Regional Reserve are limited to a single storey, so that the scale of development creates a transition from the residential area to the north to the adjacent Parks and Recreation Reserve to the south.	Property and Economic Development	Jan-25	Low	4 yearly	Jan-29		
Dog Exercise Area Policy	4886047	To provide guidance that enables fair and accountable decision making in relation to specifying or amending dog exercise areas or prohibiting dogs from certain areas.	Rangers & Security	Jan-25	Low	4 yearly	Jan-29		
Land Acquisition and Disposal	4867130	To provide a framework to achieve the efficient and accountable retention, development, acquisition and disposal of City of Bayswater land and property for community benefit.	Property and Economic Development	Jan-25	Low	4 yearly	Jan-29		
Pocket and Community Garden Policy (formerly named Edible Pocket Garden Policy)	4867414	To support residents using a portion of their local park as an 'edible pocket garden' to promote greening and sustainability initiatives throughout the City.	Parks and Environment	Jan-25	Low	4 yearly	Jan-29		
Grants Program	4329447	To strategically guide the implementation of the Bayswater Grant Program which will be underpinned by a management practice for each grant funding stream that will address: purpose, scope, eligibility, assessment, funding conditions, grant conditions, marketing and promotion and review.	Community Development	Jan-25	Low	4 yearly	Jan-29		
Significant Tree Register for Private Land (and Significant Tree Register for Private Land guidelines)	4867126/ 4911507	To provide guidance on 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.	Property and Economic Development	Mar-25	Low	4 yearly	Mar-29		
Maylands Residential Estate Design Guidelines	4866964	To guide development on the identified lots to achieve consistent, site responsive built form in order to maintain local character and amenity.	Property and Economic Development	May-25	Low	4 yearly	May-29		
Information Handling and Privacy (formerly named Privacy Policy)	3275118	This policy sets out how the City of Bayswater manages the collection, storage and use of personal information to ensure that privacy risks are appropriately managed.	Governance and Strategy	May-25	Low	4 yearly	May-29		
Corner Kirkham Hill Terrace and East Street	4866856	To guide development on the identified lots to achieve consistent, site responsive built form in order to maintain local character and amenity.	Property and Economic Development	May-25	Low	4 yearly	May-29		
Official Photograph of Council	3406376	To provide information and a photographic record of the Elected Members and Senior Management staff who have served at the Council.	Governance and Strategy	May-25	Low	4 yearly	May-29		
Temporary and Minor Development	4867114	Defines temporary and minor developments that are exempt from requiring development approval by the City of Bayswater.	Property and Economic Development	Aug-25	Low	4 yearly	Aug-29		
Media and Communications Policy	4703870	This policy details legislative obligations and establishes protocols for the City of Bayswater's official communications, and personal statements made by Elected Members and staff in the media.	Communications, Engagement and Customer Relations	Aug-25	Low	4 yearly	Aug-29		
Honorary Freeman of the City	3658430	To provide appropriate recognition to residents and other individuals who have served the Bayswater community with distinction.	Governance and Strategy	Aug-25	Low	4 yearly	Aug-29		

10.5.1.2 Council Policies

10.5.1.2.1 Policy Review: Footpath

Responsible Branch:	Infrastructure Planning
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Review
Voting Requirement:	Simple Majority Required.
Attachments:	<ol style="list-style-type: none"> 1. Current Policy [9.2.1.1 - 3 pages] 2. Amended Policy - with Tracked Changes [9.2.1.2 - 4 pages] 3. Draft Policy [9.2.1.3 - 4 pages]
Refer:	Item: 10.3.6 OCM: 26.08.2025
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

A Pathway Master Plan was developed and adopted by Council along with modifications to the City’s Footpath Program. These modifications included amending the prioritisation methodology for the allocation of new paths based on a set of scoring and ranking criteria. As this program is incorporated into the City’s Footpath Policy, the policy will need to be updated accordingly to reflect the changes.

OFFICER'S RECOMMENDATION

That Council adopts the revised *Footpath Policy* as contained in Attachment 3.

PROCEDURAL MOTION

That, in accordance with clause 11.6 of the *City of Bayswater Standing Orders Law 2021*, consideration of this item be referred to the first available meeting of the Active Transport Advisory Group for comment and brought back to the next available Policy Committee for consideration.

COMMITTEE RECOMMENDATION

That Council notes that the Policy Committee moved a procedural motion to refer this item to the first available Active Transport Advisory Group for comment and the policy is to be brought back to the next available Policy Committee for consideration.

BACKGROUND

The current Footpath Program is based on a point score criteria where roads in a higher order of hierarchy classification or roads near facilities such as parks, schools, aged care and shopping centres are given a higher priority. The application of this point-scoring system provided higher scores to roads that service high traffic volume, operating speed and degree of connectivity such as distributor roads.

This system however has led to challenges in assessing local access roads. A significant portion of the City’s road network is classified as Local Access Road under its road hierarchy classification, which typically features low and relatively uniform traffic volumes. As a result, many of these roads receive identical or near-identical scores, creating large groups of footpath

projects with the same priority ranking and making it difficult to distinguish which should proceed first.

To prioritise further and to enable the forming of the City’s footpath program, additional scoring criteria was incorporated into the point-scoring system. These included connectivity to amenities such as bus stops and bus interchanges, childcare facilities, shopping precincts, proximity to train stations, the number of properties, safe routes to school and the Long-Term Cycle Network (LTCN), in addition to the current criteria.

A copy of the current policy is provided in **Attachment 1**.

EXTERNAL CONSULTATION

The Pathway Master Plan as well as the revised point-scoring system have been developed in consultation with the Active Transport Advisory Committee (ATAC). Several new criteria and amenities included in the updated scoring system were also based on the feedback received from ATAC.

OFFICER'S COMMENTS

To provide further differentiation on the prioritisation and to place more emphasis on a particular amenity and end of trip facilities, the new system has taken into consideration higher scores on roads that service high traffic volume, proximity to bus stops and bus interchanges, schools, recreational facilities, town centres, shopping precincts and aged care facilities. It also provided further emphasis on new amenities based on the feedback received from the ATAC. These included train stations, destination to parks and reserves, as well as Safe Routes to School identified routes.

As part of the development of the point-scoring system for the Pathway Master Plan, consideration was also given to the existing pathway network, as this will enable the determination of pathway upgrades, new pathway projects, as well as any pathways that may be decommissioned entirely at end of life if it is identified that a path is no longer required under the Plan.

To factor in all the prioritisation criteria as mentioned above, the following point-scoring system was developed to be incorporated into the *Footpath Policy*:

Category	Footpath Prioritisation Criteria	Score Weighting (%)
Safety Risk	Road Hierarchy	5
	Traffic Volume	15
Usage	Number of Properties	5
	Train Station	10
	Bus Stop	2
	Schools	10
	Aged Care	2
	Childcare	2
	Shopping Centres	5
	Recreational facilities	4
	Community facilities	3
	Connectivity (incl. Cul-de-Sac with Connection)	2
Parks and Reserves	5	
Cycle Network	Safe route to school	4

	WABN (LTCN Routes) DTMI (DoT) Co-Funding	5
	Bike Plan	1
Current Condition	New Path	15
	Existing Path (Upgrade)	5
TOTAL		100

The redevelopment of the prioritisation scoring system has been structured around the following assessment criteria: Safety and Risks, Usage and Current Conditions. These criteria were selected as they represent critical factors influencing the functionality, safety, efficiency, and sustainability of the pathway network. These criteria are as follows:

Safety and Risks

This is a measure of risks to pedestrians and cyclists, considering the increased risks associated with higher traffic volumes. Criteria such as traffic volumes and road hierarchy can give indication of the risk level associated with pedestrians needing to walk on the road edge when there are no provisions of a path, or pedestrians needing to cross a road when the path is provided on the opposite side. The following scoring system has been applied under these criteria.

Road Hierarchy

The road hierarchy criteria are based on the City’s road network hierarchy in accordance with the Main Roads WA (MRWA) Road Hierarchy Classification. A further ranking breakdown was applied to this score weighting compared to the previous scoring system.

Road Hierarchy	Score
Primary Distributor	5
District Distributor A	4
District Distributor B	3
Local Distributor	2
Access Road	1
Laneway	0

Traffic Volume

This criterion consists of one of the highest weighting factors in the priority scoring system as it corresponds to the increased risks to pedestrians and cyclists associated with roads that have high traffic volumes. This criterion was also critical in enabling further differentiation in the prioritisation of footpath provision to the City’s local access road network.

A breakdown of these criteria can be seen below:

Traffic Volume (v/day)		Score
Max	Min	
199	0	0.0
399	200	3.8
699	400	6.0
899	700	7.5
1,199	900	9.0
1,499	1,200	10.5

Traffic Volume (v/day)		Score
Max	Min	
2,999	1,500	11.3
4,999	3,000	12.0
9,999	5,000	12.8
14,999	10,000	13.5
19,999	15,000	14.3
>	20,000	15.0

It should be noted that the Path hierarchy network that forms the Pathway Master Plan is independent of the Road Hierarchy Network as they serve different users. Although there is some overlap and they influence each other such as on a higher level of activities and demand for paths on an arterial road compared to a residential road, they do not necessarily need to align with each other.

Usage

Usage is related to paths leading to specific destinations, end of trip facilities and walking catchments near a destination or an amenity. It gives measure to paths that serve schools, shops, parks, community facilities and public transport connections as well as consideration to the demographics of path users. These include giving higher priority to the elderly and school children.

Number of Properties

This criterion gives priority to providing paths where the most properties will be served. By including this factor, encouragement will be given to the community to walk to facilities rather than drive. Like the Traffic Volume criteria, this enabled further differentiation in the prioritisation of footpath provision as well as taking into consideration the population density in relation to the number of properties the path will serve within that area.

Number of Properties		Score
Max	Min	
13	0	1
25	14	2
45	26	3
80	46	4
>	81	5

A walking catchment of 400m radius around a specific amenity has been applied to each of the facilities. Any potential pathways that fall within the catchment area will be given the corresponding score weighting as shown in the table. The following shows the catchment analysis for the respective amenities:

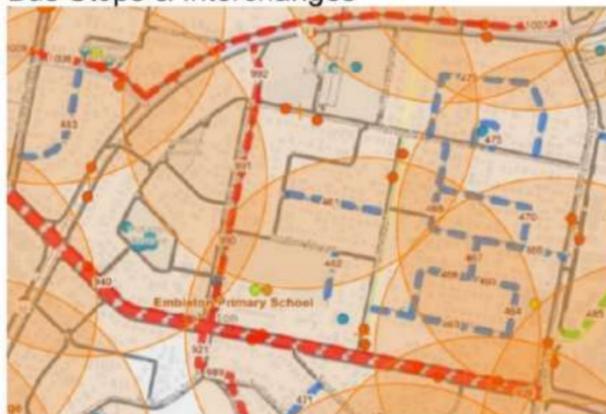
Train Stations



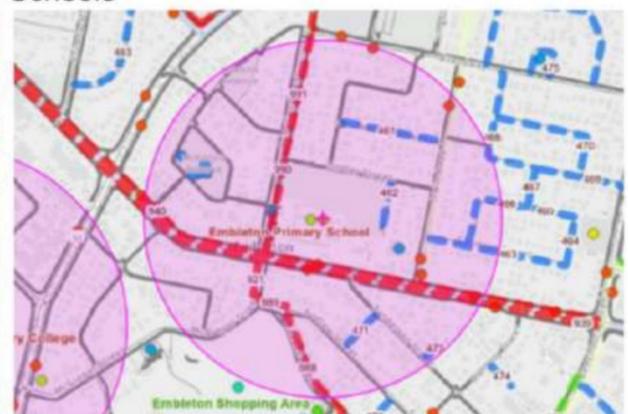
Shopping Centres



Bus Stops & Interchanges



Schools

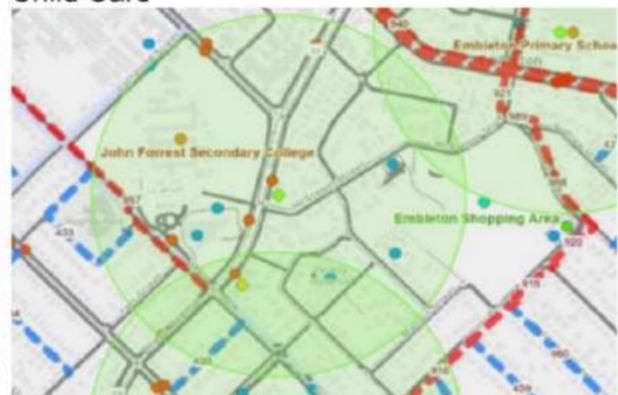


The bus stops take into account each individual bus stop along roads with bus routes as well as bus interchanges such as the Galleria Bus Station and Morley Bus Station. Schools include primary as well as secondary schools.

Aged Care



Child Care



Aged care includes nursing homes as well as retirement village facilities.

Recreational Facilities

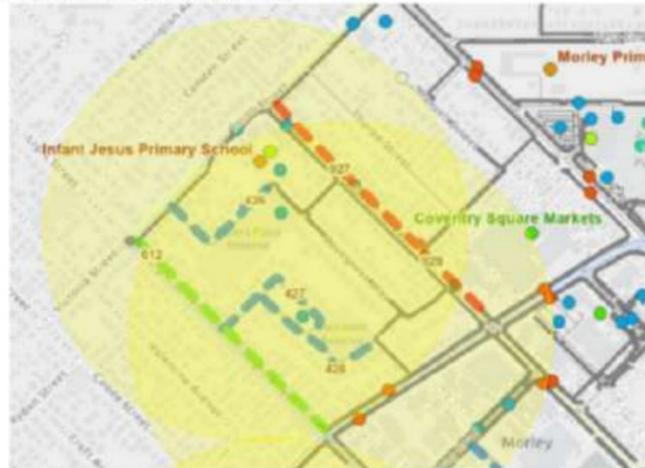


Community Facilities



Recreational facilities include all sports and recreational centres, sporting grounds, skate parks and active reserves such as Bayswater Waves and The RISE, whilst Community facilities include town halls, scout halls, libraries, memorials, family and health centres, churches and religious places.

Parks and Reserves



All active and passive parks and reserves, including playground equipment, have been included in the scoring.

A copy of the revised policy, with amendments shown in ‘tracked changes’ is provided in **Attachment 2**.

In addition to the amendment made to the scoring system, the following revisions were made to the policy:

Provision of Paths on Cul-de-Sac Roads

Cul-de-sac roads with exceptionally low traffic volumes and operating speeds, which are not connected to any pedestrian access ways (PAWs) or nearby amenities such as parks and reserves, do not have footpaths assigned to them. Given these roads are generally short in length and do not provide any pedestrian connectivity, the provision of a dedicated path is not required, as they are considered a safe pedestrian and cycling environment. As such, the cul-de-sac roads that provides no connection to any amenities nor access to other road network, and with traffic volumes of less than 600 vehicles per day would not be provided with a footpath.

It should be noted that the above standards were used to guide the development of the Pathway Masterplan. The design of the paths along each allocated road will need to be considered during

the detailed design development phase. The inclusion of on-road cycle lanes and segregated paths will also be considered, taking into account site constraints, road reserve widths and the surrounding road environment.

Provision of Paths on Arterial Roads

Arterial roads, such as those classified as District Distributor A and B, should be provided with a footpath on each side. These roads typically carry higher traffic volumes and speeds, and also serve as major public transport routes. Providing footpaths on both sides of arterial roads ensures a safe space for pedestrians and reduces the need for unsafe crossings or long detours.

A copy of the revised policy, with amendments included, is provided in **Attachment 3**.

LEGISLATIVE COMPLIANCE

- *Footpath Construction Through Brick Paved Crossovers Policy*
- *Asset Management – Infrastructure Assets 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	Medium
Reputation and Stakeholders	Medium	Medium
Service Delivery	Medium	Medium
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR01 - Inability to plan, provide and support socially connected, healthy and safe neighbourhoods. SR02 – Failure to strategically plan, deliver and maintain infrastructure and assets.	

FINANCIAL IMPLICATIONS

The general allocation of funds for new Paths for the City’s annual budget is at the discretion of the Council.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Council Plan 2025 – 2035, the following applies:

- Key Result Area: Built
- Outcome 2.1 A Connected and Accessible City
- Objective 2.1.1 Plan for connected, accessible and safe roads, pathways and places.

- Key Result Area: Built
- Outcome 2.2 Built Infrastructure that Meets Current and Future Community Needs
- Objective 2.2.1 Improve the amenity of our public spaces and streetscapes.
- Objective 2.2.3 Plan, build and maintain current and future assets.

CONCLUSION

The Pathway Master Plan provides an aspirational ultimate pathway network across the City. It comprises various pathway types that make up a clear pathway hierarchy based on their function.

Following the endorsement of this plan, the Footpath Policy requires to be updated to reflect the new prioritisation assessment criteria. The amended Footpath Policy, with the use of the new scoring criteria, will provide guidance to the development of the Forward Capital Works Program for future footpath construction. The revised Footpath Assessment will also enable the prioritisation of future path provisions to be ranked in an objective, fair and equitable manner.

It is therefore recommended that Council adopts the revised *Footpath Policy* as contained in **Attachment 3** to this report.



Footpath Policy

Responsible Division	Infrastructure and Assets
Responsible Business Unit/s	Transport and Buildings
Responsible Officer	Manager Transport and Buildings
Affected Business Unit/s	Parks and Environment; Development and Place; Project Services
Document Ref	4028313

Purpose

To provide a consistent and transparent process for dealing with the construction of footpaths and cycleways within the road reserve under the care, control and management of the City of Bayswater.

Objectives

The City will provide a ‘fit-for-purpose’ strategic contiguous footpath network to enable safe pedestrian access, free of discrimination for all users, within the community, to local, district, and regional destination facilities and linking to the wider public transport network.

To provide a consistent and transparent process for dealing with construction within the road reserve under the care, control and management of the City of Bayswater.

Scope

This policy applies:

1. To all new paths undertaken within the road reserve under the care, control and management of the City of Bayswater as defined by the *Local Government Act 1995*.
2. To all streets within the City, existing and proposed, that do not provide a safe environment for pedestrians as outlined in the Austroads Guide to Road Design – Part 6A (Pedestrian and Cyclist Paths).

Policy Statement

1. All streets within the City (excluding cul-de-sacs) are to have a footpath on at least one side and to provide a contiguous footpath network.
2. A road that is a Local Distributor and above should have a footpath on each side where there is a residential or commercial pedestrian frontage access, or it is providing a strategic contiguous footpath network.
3. New and reconstructed paths are to be adjacent to the kerb and constructed through existing crossovers, wherever possible, to maintain the visual and physical continuity of the path along the street. In exceptional circumstances paths may be located closer to the property boundary to suit existing path provision or streetscapes.

4. Community Interests - The City will endeavour to ensure that all construction undertaken within the road reserve under the control and management of the City does not, as far as is practicably possible, negatively impact the safety, amenity, accessibility or future use, serviceability, or enjoyment of the road reserve for the community as a whole. The individual needs of a particular developer, existing or proposed community group or individual, shall not take precedence over the interests of the wider community.
5. All works within the road reserve shall, to the extent permitted by current legislation, be designed, planned, executed and where appropriate, tested, supervised, inspected, and maintained to a minimum standard to be determined by the City.
6. The City shall review the existing new path program whereby new path provision is prioritised based on the following criteria and ranking:

Criteria	Ranking
Road Hierarchy	
District Distributor	3
Local Distributor	2
Local Access	1
Bus Route and Bike Plan Connectivity	
High Frequency Route/Direct Connection	2
Low Frequency Route/Indirect Connection	1
Community Facility	
Regional facility	2
Local Park	1
School/Aged Care	
Adjacent	3
Direct Connection	2
Next Connection to direct	1
Shopping Centres	
Regional Centre	2
Neighbourhood	1

7. Consultation with the community will be undertaken in the year prior to construction to ensure that those who are affected by or who are likely to have an interest in a decision are informed and have an opportunity to provide comment and feedback.

Definitions

Short Cul-de-Sacs for the purposes of this policy definition, are a road that has an exceptionally low volume of traffic and operating speed and are generally less than 200m in length. As such, it is deemed to be a 'safe' pedestrian and cycling environment and does not require the provision of a path.

Local Distributor road is classified by the Main Roads WA road hierarchy as a road that distributes traffic within a suburb to and from, higher and lower category roads. Indicative traffic volumes are from 3,000 to 7,000 vehicles per day.

Related Legislation

- *Local Government Act 1995 (WA)*
- *Land Administration Act 1997.*
- *Road Traffic Code 2000.*
- *Disability Discrimination Act 1992.*
- *Austrroads Guide to Road Design Part 6A: Pedestrian and Cycle Paths.*

Related Documentation

Nil.

Relevant Delegations

Risk Evaluation

Council Adoption	25 May 2021	Item 10.6.1.5
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Review/Modified

Review/Modified

Review/Modified



Footpath Policy

Responsible Division	Infrastructure and Assets
Responsible Business Unit/s	Transport and Buildings-Infrastructure Projects
Responsible Officer	Manager Transport and Buildings-Infrastructure Projects
Affected Business Unit/s	Transport and Buildings; Parks and Environment; Development Place; Project Services-Statutory Planning and Compliance
Document Ref	4028313

Purpose

To provide a consistent and transparent process for dealing with the construction of Footpaths and cycleways within the road reserve under the care, control and management of the City of Bayswater.

Objectives

The City will provide a 'fit-for-purpose' strategic contiguous footpath network to enable safe pedestrian access, free of discrimination for all users, within the community, to local, district, and regional destination facilities and linking to the wider public transport network.

To provide a consistent and transparent process for dealing with construction within the road reserve under the care, control and management of the City of Bayswater.

Scope

This policy applies:

1. To all new paths undertaken within the road reserve under the care, control and management of the City of Bayswater as defined by the *Local Government Act 1995*.
2. To all streets within the City, existing and proposed, that do not provide a safe environment for pedestrians as outlined in the *Austrroads Guide to Road Design – Part 6A (Pedestrian and Cyclist Paths)*.

Policy Statement

1. The City shall review the path program whereby new path provision is prioritised based on the following criteria and score system:

<u>Category</u>	<u>Footpath Prioritization Criteria</u>	<u>Score Weighting</u>
<u>Safety Risk</u>	<u>Road Hierarchy</u>	<u>5</u>
	<u>Traffic Volume</u>	<u>15</u>
<u>Usage</u>	<u>Number of Properties</u>	<u>5</u>

	<u>Train Station</u>	<u>10</u>
	<u>Bus Stop</u>	<u>2</u>
	<u>Schools</u>	<u>10</u>
	<u>Aged Care</u>	<u>2</u>
	<u>Childcare</u>	<u>2</u>
	<u>Shopping Centres</u>	<u>5</u>
	<u>Recreational facilities</u>	<u>4</u>
	<u>Community facilities</u>	<u>3</u>
	<u>Connectivity (incl. Cul-de-sac with Connection)</u>	<u>2</u>
	<u>Parks and Reserves</u>	<u>5</u>
<u>Cycle Network</u>	<u>Safe Route to School</u>	<u>4</u>
	<u>WABN (LTCN Routes) DIMIT (DoT) Co-Funding</u>	<u>5</u>
	<u>Bike Plan</u>	<u>1</u>
<u>Current Condition</u>	<u>New Path</u>	<u>15</u>
	<u>Existing Path (Upgrade)</u>	<u>5</u>
<u>TOTAL</u>		<u>100</u>

- A 400-metre walking catchment shall be applied around each amenity. Any potential pathways located within this catchment will receive the corresponding score weighting as outlined in the table above.
- 4.2. All streets within the City (excluding cul-de-sacs with traffic volumes less than 600 vehicles per day or no connection to pedestrian access ways (PAWs) or nearby amenities such as parks and reserves) are to have a footpath on at least one side and to provide a contiguous footpath network.
- 2.3. A road that is a Local Distributor and above should have a footpath on each side where there is a residential or commercial pedestrian frontage access, or it is providing a strategic contiguous footpath network. All District Distributor Roads (District Distributor A and B) are to have a footpath on each side of the road.
- 4. This policy does not apply to the provision of new paths within reserves, parks or public open spaces, unless the path forms part of a pathway link that is required to connect existing or planned pathway networks beyond the reserve, park or public open space.
- 5. Priority should be given to roads that currently have no footpaths. Roads with an existing path on one or both sides will be considered following the completion of the new path network across the City.
- 3.6. New and reconstructed paths are to be adjacent to the kerb and constructed through existing crossovers, wherever possible, to maintain the visual and physical continuity of the path along the street. In exceptional circumstances paths may be located closer to the property boundary to suit match existing path provision, or streetscapes or services.

4.7. Community Interests - The City will endeavour to ensure that all construction undertaken within the road reserve under the control and management of the City does not, as far as is practicably possible, negatively impact the safety, amenity, accessibility or future use, serviceability, or enjoyment of the road reserve for the community as a whole. The individual needs of a particular developer, existing or proposed community group or individual, shall not take precedence over the interests of the wider community.

5.8. All works within the road reserve shall, to the extent permitted by current legislation, be designed, planned, executed and where appropriate, tested, supervised, inspected, and maintained to a minimum standard to be determined by the City.

6. ~~The City shall review the existing new path program whereby new path provision is prioritised based on the following criteria and ranking:~~

Criteria	Ranking
Road Hierarchy	
District-Distributor	3
Local-Distributor	2
Local-Access	1
Bus Route and Bike Plan Connectivity	
High-Frequency Route/Direct Connection	2
Low-Frequency Route/Indirect Connection	1
Community Facility	
Regional facility	2
Local Park	1
School/Aged-Care	
Adjacent	3
Direct Connection	2
Next Connection to direct	1
Shopping-Centres	
Regional Centre	2
Neighbourhood	1

7.9. Consultation with the community will be undertaken ~~in the year~~ prior to construction to ensure that those who are affected by or who are likely to have an interest in a decision are informed and have an opportunity to provide comment and feedback.

Definitions

~~Short Cul-de-Sacs~~ for the purposes of this policy definition, are a road that has an exceptionally low volume of traffic and operating speed and are generally less than 200m in length. As such, it is deemed to be a 'safe' pedestrian and cycling environment and does not require the provision of a path.

Cul-de-sac means a local access road that is closed to through-traffic at one end and provides only a single point of vehicular entry and exit. It typically includes a turning head, such as a circular bulb

or hammerhead to allow vehicles to turn around safely. Cul-de-sacs generally serve residential areas, carry low traffic volumes, and may provide pedestrian or cyclist connections to adjoining streets, reserves, or public open spaces.

Local Distributor road is classified by the Main Roads WA road hierarchy as a road that distributes traffic within a suburb to and from, higher and lower category roads. Indicative traffic volumes are from 3,000 to 7,000 vehicles per day.

Road Hierarchy is classified by Main Roads WA and includes the following categories: Primary Distributor, District Distributor A, District Distributor B, Regional Distributor (only non-built up area), Local Distributor, and Access Road. For further details, refer to Main Roads Western Australia document D10#10992.

WABN means Western Australian Bicycle Network.

LTCN means long-term cycle network, classified as Primary Route, Secondary Route and Local Routes.

DTMI (formerly DoT) means Departments of Transport and Major Infrastructure.

Related Legislation

- *Local Government Act 1995 (WA).*
- *Land Administration Act 1997.*
- *Road Traffic Code 2000.*
- *Disability Discrimination Act 1992.*
- *Austrroads Guide to Road Design Part 6A: Pedestrian and Cycle Paths.*
- *City of Bayswater Crossover Application Booklet.*

Related Documentation

Nil

- Main Roads Western Australia document D10#10992 – Road Hierarchy for Western Australia Road Types and Criteria.

Relevant Delegations

Risk Evaluation

Council Adoption 25 May 2021 Item 10.6.1.5

Review/Modified Nov 2025

Review/Modified

Review/Modified



Footpath Policy

Responsible Division	Infrastructure and Assets
Responsible Business Unit	Infrastructure Projects
Responsible Officer	Manager Infrastructure Projects
Affected Business Units	Transport and Buildings; Parks and Environment; Statutory Planning and Compliance
ECM Document Set ID	4028313

Purpose

To provide a consistent and transparent process for dealing with the construction of Footpaths and cycleways within the road reserve under the care, control and management of the City of Bayswater.

Objectives

The City will provide a 'fit-for-purpose' strategic contiguous footpath network to enable safe pedestrian access, free of discrimination for all users, within the community, to local, district, and regional destination facilities and linking to the wider public transport network.

To provide a consistent and transparent process for dealing with construction within the road reserve under the care, control and management of the City of Bayswater.

Scope

This policy applies:

1. To all new paths undertaken within the road reserve under the care, control and management of the City of Bayswater as defined by the Local Government Act 1995.
2. To all streets within the City, existing and proposed, that do not provide a safe environment for pedestrians as outlined in the Austroads Guide to Road Design – Part 6A (Pedestrian and Cyclist Paths).

Policy Statement

- The City shall review the path program whereby new path provision is prioritised based on the following criteria and score system:

Category	Footpath Prioritization Criteria	Score Weighting
Safety Risk	Road Hierarchy	5
	Traffic Volume	15
Usage	Number of Properties	5
	Train Station	10
	Bus Stop	2
	Schools	10
	Aged Care	2
	Childcare	2
	Shopping Centres	5
	Recreational facilities	4
	Community facilities	3
	Connectivity (incl. Cul-de-sac with Connection)	2
	Parks and Reserves	5
Cycle Network	Safe Route to School	4
	WABN (LTCN Routes) DIMIT (DoT) Co-Funding	5
	Bike Plan	1
Current Condition	New Path	15
	Existing Path (Upgrade)	5
TOTAL		100

- A 400-metre walking catchment shall be applied around each amenity. Any potential pathways located within this catchment will receive the corresponding score weighting as outlined in the table above.
- All streets within the City (excluding cul-de-sacs with traffic volumes less than 600 vehicles per day or no connection to pedestrian access ways (PAWs) or nearby amenities such as parks and reserves) are to have a footpath on at least one side and to provide a contiguous footpath network.
 - All District Distributor Roads (District Distributor A and B) are to have a footpath on each side of the road.
 - This policy does not apply to the provision of new path within reserves, parks or public open spaces.
 - Priority should be given to roads that currently have no footpaths. Roads with an existing path on one or both sides will be considered following the completion of the new path network across the City.

6. New and reconstructed paths are to be adjacent to the kerb and constructed through existing crossovers, wherever possible, to maintain the visual and physical continuity of the path along the street. In circumstances paths may be located closer to the property boundary to match existing path provision, streetscapes or services.
7. Community Interests - The City will endeavour to ensure that all construction undertaken within the road reserve under the control and management of the City does not, as far as is practicably possible, negatively impact the safety, amenity, accessibility or future use, serviceability, or enjoyment of the road reserve for the community as a whole. The individual needs of a particular developer, existing or proposed community group or individual, shall not take precedence over the interests of the wider community.
8. All works within the road reserve shall, to the extent permitted by current legislation, be designed, planned, executed and where appropriate, tested, supervised, inspected, and maintained to a minimum standard to be determined by the City.
9. Consultation with the community will be undertaken prior to construction to ensure that those who are affected by or who are likely to have an interest in a decision are informed and have an opportunity to provide comment and feedback.

Definitions

Cul-de-sac means a local access road that is closed to through-traffic at one end and provides only a single point of vehicular entry and exit. It typically includes a turning head, such as a circular bulb or hammerhead to allow vehicles to turn around safely. Cul-de-sacs generally serve residential areas, carry low traffic volumes, and may provide pedestrian or cyclist connections to adjoining streets, reserves, or public open spaces.

Road Hierarchy is classified by Main Roads Western Australia and includes the following categories: Primary Distributor, District Distributor A, District Distributor B, Regional Distributor (only non-built up area), Local Distributor, and Access Road. For further details, refer to Main Roads Western Australia document D10#10992.

WABN means Western Australian Bicycle Network.

LTCN means long-term cycle network, classified as Primary Route, Secondary Route and Local Routes.

DTMI (formerly DoT) means Departments of Transport and Major Infrastructure.

Related Legislation

- *Local Government Act 1995 (WA).*
- *Land Administration Act 1997.*
- *Road Traffic Code 2000.*
- *Disability Discrimination Act 1992.*
- *Austrroads Guide to Road Design Part 6A: Pedestrian and Cycle Paths.*
- *City of Bayswater Crossover Application Booklet.*

Related Documentation

- Main *Roads* Western Australia document D10#10992 – Road Hierarchy for Western Australia Road Types and Criteria.

Relevant Delegations

Risk Evaluation

Council Adoption	25 May 2021	Item 10.6.1.5
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Review/Modified	Nov 2025	
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Review/Modified		
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Review/Modified		
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draft

10.5.1.2.2 Policy Review: Community Engagement

Responsible Branch:	Communications, Engagement and Customer Relations
Responsible Directorate:	Corporate Services
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	<ol style="list-style-type: none"> 1. Current Policy [9.2.2.1 - 4 pages] 2. Revised Draft Policy [9.2.2.2 - 3 pages] 3. Community Engagement Framework [9.2.2.3 - 7 pages]
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

This report presents the revised Community Engagement Policy for review by Council.

**COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER’S RECOMMENDATION)**

That Council adopts the revised *Community Engagement Policy* as contained in Attachment 2.

BACKGROUND

Council and the City are committed to undertaking community engagement and considering community views when making decisions.

The City’s first Community Engagement Policy and Strategy were adopted by Council in 2016.

In 2021, Council adopted an amended Community Engagement Policy and reviewed Strategy 2021–2025. The review included extensive engagement with the community and stakeholders to collect feedback on City engagement opportunities and to understand preferences for practice improvement.

This year, the City undertook a desktop review of its City’s Community Engagement Policy and Strategy to ensure they meet community and Council expectations, are fit for purpose, consider emerging requirements resulting from the Local Government Act review, and guide best practice community engagement. As part of the review, the Community Engagement Strategy was reclassified as a framework to better align with the City’s recently adopted Corporate Document Management Framework.

The Community Engagement Policy articulates Council’s commitment to community engagement and includes key principles that guide the planning, implementation, decision making, reporting and evaluation of community engagement processes at the City.

The Community Engagement Policy is underpinned by the Community Engagement Framework 2025–2029 which sets out how the City will deliver on Council’s commitment to engage with the community and stakeholders. The Community Engagement Framework 2025–2029 was approved by the City’s Executive Leadership Team (ELT) in October 2025 and has been included for information purposes at **Attachment 3**.

EXTERNAL CONSULTATION

No consultation has occurred with the public or other agencies on this matter. The review of the Community Engagement Strategy (Framework) and Policy included:

- Benchmarking against other local governments
- Liaison with the Department of Local Government to, where possible, align the City’s community engagement approach with the amended Local Government Act – specifically the Community Engagement Charter requirements being developed
- Evaluating the City’s community engagement practice
- Consideration of research and IAP2 position papers to critically assess the Community Engagement Policy and Framework.

OFFICER'S COMMENTS

Given the number of changes, it is not practical to provide a copy of the existing Community Engagement Policy containing tracked changes. Changes to the Policy to improve its readability include the inclusion of scope and objectives, the re-ordering of definitions, removal of duplicated content and rewording for clarity.

A copy of the current policy (2021) is provided in **Attachment 1**.

A copy of the revised policy is provided in **Attachment 2**.

LEGISLATIVE COMPLIANCE

The Community Engagement Policy supports the implementation of the Local Government Act 1995 (WA), Local Government Amendment Bill Div 5A – Community Engagement 2023 (WA) and Planning and Development Act 2005 (WA)

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	Medium
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR05 - Inability to manage stakeholder expectation through early and ongoing engagement. SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

Nil.

SERVICE DELIVERY

The revised Community Engagement Policy will ensure community engagement is considered as part of project planning at the City and is undertaken consistently.

In accordance with the City of Bayswater Council Plan 2025 – 2035, the following applies:

Key Result Area: Leadership and Governance

Outcome 5.2 Stakeholder Leadership

Objective 5.2.1 Communicate and engage effectively to empower civic participation.

CONCLUSION

That Council adopts the revised Community Engagement Policy.

Community Engagement Policy



Responsible Division	Office of the CEO
Responsible Business Unit/s	Community Engagement
Responsible Officer	Community Engagement Advisor
Affected Business Unit/s	All
Document Ref	4048368

Purpose

This Community Engagement Policy outlines the City of Bayswater's commitment to appropriate, effective and inclusive community engagement. The policy will guide the delivery of community and stakeholder engagement across the organisation to inform decision-making, build relationships and strengthen community outcomes.

The objectives of the policy are to:

- Provide the public with a clear understanding of Council's commitment to community and stakeholder engagement;
- Achieve good governance by facilitating open, honest and timely engagement with stakeholders and the community on programs, projects and initiatives that may impact their lives or livelihood;
- Raise awareness of Council decisions and community aspirations surrounding programs, projects and initiatives; and
- Allow for informed decision-making to collectively achieve an improved quality of life in the City of Bayswater.

Policy Statement

This policy outlines our promise to the community to undertake best practice community engagement. The policy should be applied at the scoping phase of any project that may require community engagement and is the responsibility of all City staff and contractors.

Community engagement is the responsibility of everyone at the City of Bayswater. To ensure the effective application of community engagement across the City, community engagement guidelines, tools and templates have been developed to provide guidance for City employees.

Council's Community Engagement Policy is built upon a set of six principles that guide the planning, implementation, decision making, reporting and evaluation of community engagement processes

undertaken by Council. These principles were developed in response to feedback from our community and are aligned with the International Association for Public Participation (IAP2) core values.

Integrity – we will be transparent and open about the process and the decision to be made.

Inclusivity – we will identify who the relevant stakeholders are and provide opportunities for a diverse range of perspectives to be heard.

Informed – we will provide well timed information, that you need in order to participate.

Accountability – we will consider your input and tell you how it influenced the outcome.

Excellence – we will evaluate our practice and apply our learnings to drive continuous improvement.

Innovation - we will develop and apply new ideas that improve the way we engage.

Good governance is based on a belief that those impacted by, or interested in a decision may have important contributions to make in a decision-making process. In planning a community engagement process, the City will determine at which levels they will engage and what corresponding commitment they will make to the community and/or stakeholders. This will determine the nature and methods of engagement.

Council decision-making processes are influenced by several factors such as financial and resource considerations, political directives and environmental and social concerns. As such if a difference occurs between the engagement outcomes and Council's final decision, the reasons will be clearly stated.

How do we engage?

The level of engagement selected for a process will reflect several considerations, including any constraints, the role of the public in the engagement process and the decision to be made.

There is no 'one-size fits all' approach to community engagement activities. A variety of methods will be required to cater for the different purposes of engagement as well as the broad range of groups and individuals in the community.

Definitions

IAP2

The International Association for Public Participation is an international organisation advancing the practice of public participation. IAP2 supports people who implement or participate in public decision-making processes.

Community engagement

Community engagement is a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome. (IAP2 Australasia)

Community

Includes individuals or groups who live, work, play, study, visit or invest in the City of Bayswater local government area.

Stakeholder

Groups or individuals with a specific stake in the outcome of a decision, or impact of a project.

Good governance

Effective processes for making and implementing decisions.

Related Legislation

Local Government Act 1995 (WA)

Related Documentation

Community Engagement Strategy 2021 - 2025

Relevant Delegations	Nil
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Risk Evaluation	
<hr/>	
Council Adoption	6 August 2016
<hr/>	
Review/Modified	9 April 2019
<hr/>	
Review/Modified	24 August 2021
<hr/>	
Review/Modified	Insert Date
<hr/>	

Draft Community Engagement Policy 2025



Responsible Division	Corporate Services
Responsible Business Unit/s	Communications, Engagement and Customer Relations
Responsible Officer	Senior Advisor Community Engagement
Affected Business Unit/s	All
ECM Document Set ID	4048368

Purpose

This Community Engagement Policy outlines the City of Bayswater's commitment to appropriate, effective and inclusive community engagement.

Scope

This policy applies to:

- Elected Members
- City of Bayswater employees
- Contractors of the City

The policy should be applied at the scoping phase of any project that requires community engagement and is the responsibility of all City staff and contractors.

Definitions

For the purpose of this policy –

Community includes individuals or groups who live, work, play, study, visit or invest in the City of Bayswater local government area.

Community engagement is the intention and process of involving stakeholders and communities in public decision making.

Good governance is the effective process for making and implementing decisions.

Inclusive means ensuring diverse perspectives are heard and considered. This involves seeking out and encouraging participation from underrepresented groups.

International Association for Public Participation (IAP2) is the international organisation advancing the practice of public participation (community engagement).

Stakeholders are groups or individuals with a specific stake in the outcome of a decision or impact of a project.

Objectives

The objectives of the policy are to:

- provide a clear understanding of Council's commitment to community and stakeholder engagement
- achieve good governance by facilitating open, honest and timely engagement with stakeholders and the community on programs, projects and initiatives
- ensure community and stakeholder views are considered as an input into decision making – alongside financial and resource considerations, political directives, and environmental and social concerns.

Policy Statement

This policy represents the City's commitment to community engagement. The delivery of community engagement at the City is guided by its Community Engagement Framework.

Community Engagement Framework

The framework is built upon six principles that guide the planning, implementation, decision making, reporting and evaluation of community engagement processes. These principles were developed in response to feedback from our community and are aligned with the International Association for Public Participation (IAP2) core values.

Integrity – we will be transparent and open about the process and the decision to be made.

Inclusivity – we will identify the relevant stakeholders and provide opportunities for a diverse range of perspectives to be heard, considering different participation needs.

Informed – we will provide information that stakeholders and community need to participate. We will apply an accessibility lens to support participation of all our community.

Accountability – we will consider all input and report how it influenced the outcome. We will make engagement outcome reports available to the public.

Excellence – we will evaluate our community engagement practice and apply our learnings to drive continuous improvement.

Innovation – we will develop and apply new ideas that improve the way we engage.

The framework is aligned with IAP2. It sets out how we engage at the City and specifies the roles and responsibilities of Council, staff and the community.

To ensure the effective application of community engagement across the City, a Community Engagement Guideline, templates and tools have been developed to provide guidance in delivering on the Community Engagement Framework.

Related Legislation

Local Government Act 1995 (WA)

Local Government Amendment Bill Div 5A – Community Engagement 2023 (WA)

Planning and Development Act 2005 (WA)

Related Documentation

Community Engagement Framework 2025 – 2029

Document details

Relevant delegations	Nil		
Risk evaluation	Low		
Strategic link	Council Plan 2025 – 2035 Theme: Leadership and Governance Outcome: Stakeholder Leadership Objective: Communicate and engage effectively to empower civic participation		
Council adoption	2 August 2016	Resolution	item no.13.4
Next review due	November 2029		
Reviewed/modified	9 April 2019	Resolution	item no.10.5.2
	24 August 2021		item no. 10.1.1
	9 December 2025		item no. tbc
Revision details	[description]		

City of Bayswater DRAFT Community Engagement Framework 2025 – 2029

Acknowledgement of Country

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

The City of Bayswater acknowledges the Traditional Custodians of the land, the Whadjuk people of the Noongar Nation, and pays its respects to Elders past, present and emerging.

Accessibility

This publication can be found on the City's website. It is available in alternative formats on request, including hard copy in large print or standard print, and electronic format.

我们可以根据要求以其他格式提供此信息。

Possiamo fornire queste informazione in altri formati su richiesta.

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Dịch vụ Biên dịch và Thông dịch (TIS National) miễn phí có thể hỗ trợ những người không nói tiếng Anh giao tiếp với Thành phố Bayswater. Để tìm hiểu thêm, hãy truy cập trang web của họ www.tisnational.gov.au hoặc gọi 131 450.

Introduction

The City of Bayswater is home to a passionate community who truly care. With a strong local identity and a proud history, City residents are invested in the decisions that affect where and how they live.

While our role as a local government involves making decisions that affect our residents, community groups, businesses and visitors, it is important we hear from our community, as this feedback helps us make the best decisions.

Community engagement is the process of involving people in the decisions that affect their lives. The City's formal community engagement journey began in 2016, with the introduction of our first Community Engagement Policy and Strategy, and the establishment of our Community Engagement team. Since then, we have evolved our practice, responding to community feedback, technological advancements and our growing capability in this space.

This Community Engagement Framework 2025 – 2029 reflects increasing community expectations for engagement, legislative reform at the State level and a commitment to continuous improvement by Council.

This framework guides and supports the practice of community engagement within the organisation. The framework ensures our organisation is well equipped to deliver engagement that is appropriate, well planned and genuine. It underpins a consistent approach to engaging with our community and stakeholders.

The City has a dedicated Community Engagement team that provides officers with advice and support to ensure engagement is authentic, structured and relevant.

What is community engagement?

Community engagement enables our community to have their say on matters that may affect or interest them. It is planned, two-way information sharing with the purpose of working with community members and stakeholders to make better informed decisions. It does not replace the final decision-making power of Council but is considered invaluable as it enhances Council's capacity to make well-informed, acceptable and sustainable decisions.

The City's community engagement practice is aligned with the International Association for Public Participation (IAP2) and is guided by a process to enable planning, implementation, and evaluation of community engagement activities.

Why we engage

At the City of Bayswater, we are committed to gathering the community's views alongside other information, including technical, financial and legislative, to help us make better decisions. Our community and stakeholders live, work and choose to spend time in the local area and have a wealth of knowledge to contribute. In return, we want to ensure the decisions we make provide the best outcome for them.

Community participation in decision making:

- Improves communication and understanding of the issue's alternatives, opportunities and solutions
- Creates better relationships between community and the City

- Enhances a sense of community pride and self-determination
- Builds community capacity to be involved in local government decision making
- Creates better solutions for our local area. Drawing on local knowledge from a diverse group creates solutions that are practical, effective and responsive to needs.

Who we engage with

Issues or projects will affect different people or groups of people, whether they are residents, ratepayers, community and sporting groups, or businesses. When there is an opportunity to have meaningful input into the decision being made, we strive to involve the right people, at the right time, in the right way.

When we refer to our community, we mean individuals or groups of people who live, work or spend their time in the City of Bayswater. When we talk about our stakeholders, we are referring to organisations, groups or individuals with a specific interest in a project.

Strategic alignment

As a local government, the City of Bayswater is guided by its Council Plan, which reflects our community’s long-term vision for the City, and guides Council’s business planning.

Our Council Plan 2025-2035 includes a commitment to undertake meaningful community engagement and to consider community’s views when making decisions. The Community Engagement Framework supports this and strengthens the mutual understanding of why and how Council will engage.

Community engagement is embedded in the City’s Project Management Framework to ensure community and stakeholder engagement is considered early in a project’s lifecycle.



How decisions are made

The framework is designed to inform Council’s decision making and ensure the community’s views are considered alongside other relevant information. City officers are responsible for writing reports to Council so Elected Members have the facts they need to make effective, responsive and sustainable decisions. Considerations include:

- Alignment with the Council Plan and other strategic documents
- Financial implications
- Risks involved
- Community views
- Compliance with relevant legislation
- Equity

Guiding principles for community engagement

Six principles underpin our community engagement practice. These principles were developed in response to community feedback, are aligned with the International Association of Public Participation (IAP2) core values and are contained in the City’s Community Engagement Policy. They will be used in all stages of the community engagement process, from planning to decision making, and evaluation.

Integrity – we will be transparent and open about the process and the decision to be made.

Inclusivity – we will identify the relevant stakeholders and provide opportunities for a diverse range of perspectives to be heard, considering different participation needs.

Informed – we will provide information that stakeholders and community need to participate. We will apply an accessibility lens to support participation of all our community.

Accountability – we will consider all feedback and report how it influenced the outcome. We will make engagement outcome reports available to the public.

Excellence – we will evaluate our community engagement practice and apply our learnings to drive continuous improvement.

Innovation – we will develop and apply new ideas that improve the way we engage.

How we engage

The City uses the Community Engagement Framework, Community Engagement Guidelines, templates and toolkit to guide a planned approach to its engagement activities. Every project or scenario is different and requires scoping and planning to reflect its unique context and complexity.

We use the IAP2 public participation spectrum to determine the most suitable level of participation for each project, considering who the stakeholders are, the expected level of interest in the project and the potential impact of the outcome.

The spectrum depicts the five levels of increasing influence the public can have on an outcome or decision, the obligations of the City and the techniques that can be used in the process.

While some circumstances will only require or allow engagement at an informing level, others will require a more in-depth level of engagement and a greater level of influence on the outcome. The communication and engagement methods are then designed to support the identified level of engagement and the identified stakeholders, guided by our Community Engagement Guidelines, templates and toolkit.

IAP2 Public Participation Spectrum (adapted)

	Inform	Consult	Involve	Collaborate	Empower
Promise to the public	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions. 	To obtain public feedback on analysis, alternatives and/or decisions. 	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered. 	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution. 	To place final decision making in the hands of the public. 
Goal	One-way communication to provide balanced and objective information to assist understanding about something that is going to happen or has already happened.	Two-way communication process aimed at obtaining feedback on ideas, alternatives and proposals to inform our decision making.	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered.	Working together to develop an understanding of all issues and interests to work out alternatives and identify preferred collective solutions.	To build the capacity of the community to lead their own plans for change.
Community role	Listen	Contribute	Participate	Partner	Lead
Level of engagement required based on community & stakeholder impact assessment					
High impact			Appropriate for some high impact projects	<input checked="" type="checkbox"/> Best practice engagement level	
Medium impact			<input checked="" type="checkbox"/> Best practice engagement level	Some collaboration may be appropriate	
Low impact	Appropriate for very minor projects	<input checked="" type="checkbox"/> Best practice engagement level			

High impact There is a high level of impact or risk (perceived or real) on the City as a whole, or a section of the community. There is potential for any decision to create controversy and/or have varying levels of acceptance within the community.

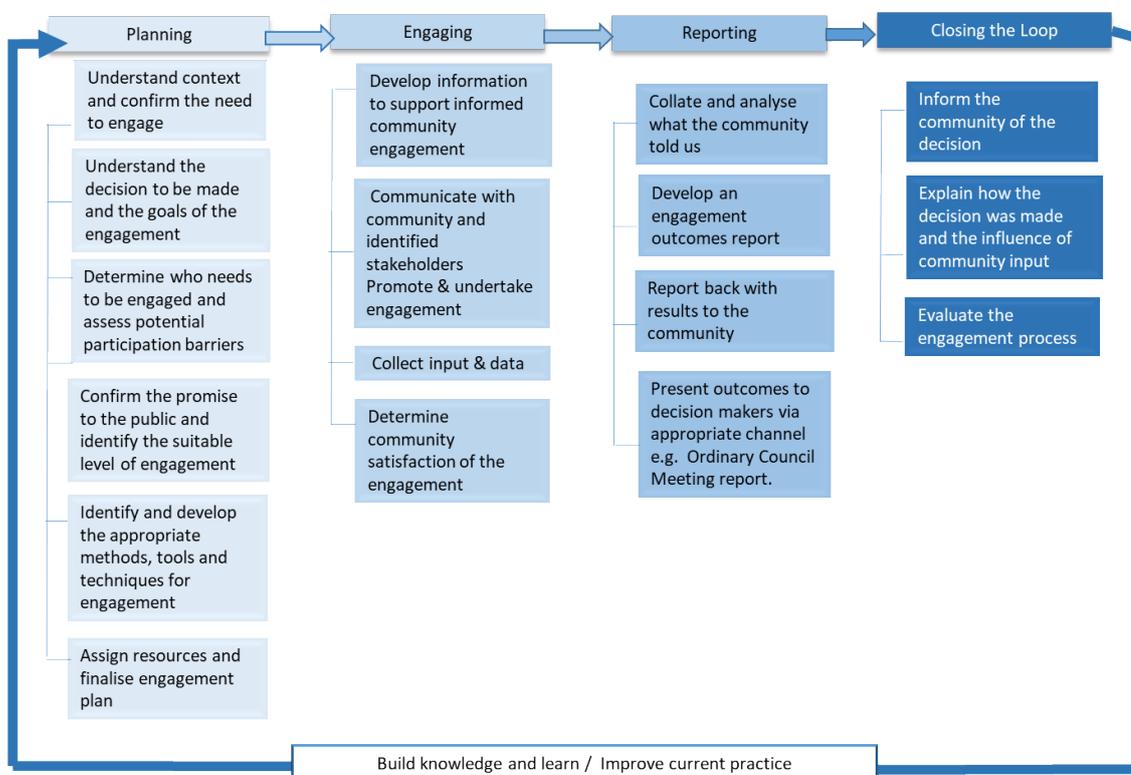
Medium impact There is a medium level of impact or risk (perceived or real) on the City as a whole or a section of the community. It is likely that the decision will be accepted by the majority of the community impacted; however the decision may be an inconvenience for some sections of the community.

Low impact There is a low level of impact or risk (perceived or real) on the City as a whole or a section of the community. It is likely that the decision will be widely accepted by the community and seen as having positive outcomes or being required.

The City follows the process below when implementing community and stakeholder engagement. This ensures a planned process that is consistent and aligned with our principles for community engagement.

A critical part of the process is closing the loop. It underpins our commitment to transparent engagement and decision making. To support this, the City publicly reports the details and outcomes of engagement, which can be found as appendices to Council reports and are shared on the project pages of the City's engagement website, Engage Bayswater.

City of Bayswater Community Engagement Process



Roles and responsibilities of the City, Council and the community

To ensure the integrity of the Community Engagement Framework, everyone involved has a role to play, including our Councillors, staff and contractors, and community.

The following table summarises the role of stakeholders involved in the City’s community engagement activities.

Stakeholder	Responsibility
Council	<ul style="list-style-type: none"> Responsible for decision making in accordance with relevant legislation Responsible for endorsing the City’s Community Engagement Policy Supporting the City’s commitment to planning and delivering community engagement by approving adequate resources Promoting community engagement opportunities and encouraging community participation Ensuring community and stakeholder views are given due consideration when making decisions Articulating how the community’s views have been considered in the decision made
Community Engagement team	<ul style="list-style-type: none"> Championing and ensuring implementation and application of the Community Engagement Framework across the organisation Measuring and reporting on the effectiveness of the City’s Community Engagement Framework

	<ul style="list-style-type: none"> • Providing ongoing advice and support to staff and contractors in planning and delivering community engagement activities on behalf of the City • Responding to engagement data analysis and reporting needs of staff • Coordinating the management of community engagement resources, including documents, templates and Engage Bayswater website • Identifying and responding to the training and development needs of staff in relation to community engagement practice
City staff and contractors	<ul style="list-style-type: none"> • Ensuring community engagement is considered and resourced as part of projects in line with the Community Engagement Framework • Liaising with the Community Engagement team for advice in scoping and planning engagement as part of City projects • Analysing feedback received during community engagement activities and using this information to make recommendations and/or inform a course of action • Communicating the outcome and what decision was made and how the community’s views have been considered in the decision • Evaluating community engagement activities
Community and stakeholders	<ul style="list-style-type: none"> • Openly receive and consider information provided in relation to community engagement projects • Actively participate in community engagement activities by providing considered, constructive input • Promote engagement opportunities and encourage participation among relevant networks • Communicate with Councillors and City staff to discuss issues, needs or opportunities to enhance community engagement activities, including participating in relevant evaluation processes

Evaluation

The overall framework and its corresponding guidelines will be reviewed every four years to ensure it supports the delivery of high-quality engagement, is up to date and meets community expectations.

Individual projects will be evaluated to

- measure engagement success against project objectives
- capture and share key learnings and knowledge
- ensure continued improvement of methods and activities
- assess the support needs of City officers in delivering engagement activities.

10.5.1.2.3 Policy Review: Financial Hardship

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	<ol style="list-style-type: none"> 1. Current Policy [9.2.3.1 - 6 pages] 2. Amended Policy - with Tracked Changes [9.2.3.2 - 7 pages] 3. Draft Policy [9.2.3.3 - 4 pages]
Refer:	Item: 10.5.2.2 OCM: 23.06.2020
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

For Council to consider amending the Financial Hardship Policy.

**COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)**

That Council adopts the revised Financial Hardship Policy as contained in Attachment 3.

BACKGROUND

Financial hardship policies were introduced by WA local governments in 2020 in response to the COVID-19 pandemic, when many households and businesses faced sudden financial stress and the State required councils to offer relief through reduced interest and flexible payment plans. While the pandemic-specific measures have since ended, councils continue these policies because financial hardship can arise from many causes beyond COVID, such as unemployment, natural disasters, or major health issues. Having such provisions is also expected by the Ombudsman as part of good governance and fair treatment of ratepayers.

The policy provides a clear and consistent framework for assessing applications, offering flexibility in payments for overdue rates and service charges, and ensuring that all applicants are treated with respect, equality, and confidentiality.

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 *Financial Hardship Policy*:

Revision	Rationale
Expanded Conditions	Limited to primary place of residence or business, as in some situations applicants have applied although they own multiple properties. This is a common approach. Also made it explicit the applicant needs to provide sufficient information to prove financial hardship.
Interest and Fees	Relief relates to all rates related interest and fees, which is further

clarified.

Delegated Authority Removal of Delegated Authority *FM-D05 Granting Concessions and Write-Offs* that is included in the Delegation Authority Register and shouldn't have been incorporated as part of the original policy.

A copy of the current policy is provided in **Attachment 1**. This also included a copy of Delegated Authority *FM-D05 Granting Concessions and Write-Offs*, that was also adopted with the original policy and incorrectly incorporated as part of that policy.

A copy of the revised policy, with amendments shown in 'tracked changes' is provided in **Attachment 2**.

A copy of the revised policy, with amendments included, is provided in **Attachment 3**.

LEGISLATIVE COMPLIANCE

The *Local Government Act 1995* provides councils with powers to manage rates, service charges, and debts. Key provisions include:

- Section 6.12 – permits councils to defer, grant concessions, or write off debts.
- Sections 6.45–6.51 – set out arrangements for payment of rates by instalments, the due date for rates, and the application of interest or administration charges.

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 financial impact of applying the policy is considered immaterial.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Council Plan 2025 – 2035, the following applies:

- Key Result Area: Leadership and Governance
 Outcome 5.1 Good Governance
 Objective 5.1.1 Provide ethical and accountable governance.

CONCLUSION

That the Council adopts the revised *Financial Hardship Policy*.

Financial Hardship Policy



Responsible Division	Corporate & Strategy
Responsible Business Unit/s	Financial Services
Responsible Officer	Manager Financial Services
Affected Business Unit/s	Financial Services
Document Ref	3698741

Purpose

This policy states the Council's position on allowing flexibility for payments on overdue debtor, and rates and service charges where extreme financial hardship is recognised, and outlines the scope and criteria for assessing applications of financial hardship.

Policy Statement

Council recognises that there are cases of genuine financial hardship where additional charges would cause the debtor or ratepayer further financial hardship. This policy establishes guidelines to ensure all applicants are treated with respect, equality and confidentiality.

Financial Hardship Examples

While evidence of hardship will be required, the City recognises that not all circumstances are alike. A flexible approach will be taken to a range of individual circumstances including, but not limited to, the following situations:

- Loss of a ratepayer's/debtor's (or their family member's) primary income;
- Sudden bereavement within a family;
- Severe/life threatening illness or medical condition;
- Physical or mental health problems;
- Domestic or family violence;
- A chronically ill child.

Conditions

Ratepayers and debtors are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and, where possible, entering into a payment proposal. The City will consider all circumstances, applying

the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities. Documentation for assessment can include the following:

- A letter from a recognised financial counsellor (i.e. must be a member of a financial counselling association, for example Financial Counsellors' Association of WA (FCAWA) or financial planner confirming financial hardship or a Statutory Declaration from a ratepayer or debtor outlining reasons for applying for hardship;
- Copy of recent bank statements of all bank accounts;
- Any related Centrelink documentation (if applicable);
- A prepayment proposal;
- Ratepayer or debtor is not a corporate or trustee;

Ratepayer or debtor is not bankrupt or subject to a bankruptcy petition.

Debt Recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, we will continue suspension of debt recovery processes.

The debt will need to be fully repaid by the end of the subsequent financial year of the debt repayment arrangement commencing, e.g. debt arrangement in place 2019/20 must be fully repaid by 30 June 2021.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the *Local Government Act 1995* will be of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer or debtor has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer or debtor will be responsible for informing the City of Bayswater of any change in circumstance that affects the agreed payment schedule.
- The need to have the debt fully repaid by the end of the subsequent financial year.

In the case of severe financial hardship, the City reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

A ratepayer or debtor who meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case-by-case basis.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Communication and Confidentiality

We will maintain confidential communications at all times and undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Review

The City will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

Definitions

Nil

Related Legislation

Local Government Act 1995 (WA)

Related Documentation

Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guide – Ombudsman Western Australia

Relevant Delegations

Risk Evaluation

Council Adoption 23 June 2020

Review/Modified

Current policy

Delegation	FM-D05 Granting Concessions and Write-Offs
Category	<i>Local Government Act 1995</i> - Financial Management
Delegator	Council
Express power or duty delegated	<p>Authority, in line with section 6.12(b), to waive or grant concessions in relation to any amount of money which is owed to the local government.</p> <p>Authority, in line with section 6.12(c), to write off any debts (not including rates or other charges) considered irrecoverable.</p>
Delegates	CEO
Conditions	<p>The CEO may:</p> <ul style="list-style-type: none"> ● authorise a waiver or grant a concession to a maximum value of \$500. ● authorise a write off of any debts (not including rates or other charges) considered irrecoverable to a maximum value of \$1,000. ● authorise a write off of any debts in relation to Rates in accordance with the Hardship Policy to a maximum of \$1000. <p>The Director Corporate and Strategy may:</p> <ul style="list-style-type: none"> ● authorise a waiver or grant a concession to a maximum value of \$500; ● authorise a write off of any debts (not including rates or other charges) considered irrecoverable to a maximum value of \$100. <p>The Manager Community Development, Manager Library and Customer Services, Manager Recreation and the Manager Project Services are only authorised to waive a fee or grant a concession to a maximum value of \$500, in line with section 6.12(1)(b) of the <i>Local Government Act 1995</i>.</p> <p>All write offs, concessions or waivers are to be recorded appropriately and a report is to be presented to elected members regularly for noting.</p>
Subdelegates	<p>Director Corporate and Strategy Manager Community Development Manager Library and Customer Services Manager Project Services Manager Recreation</p>
Statutory framework	<p><i>Local Government Act 1995:</i></p> <p>s6.12(1)(b) -Waive a fee or grant a concession in relation to any amount of money owed to the local government</p> <p>s6.12(1)(c) -Write off a debt which is owed to the local government</p> <p>s6.12(3) -The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government</p>

Policy	Sundry Debt Collection and Recovery Policy & Financial Hardship Policy
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Current policy

Financial Hardship Policy



Responsible Division	Corporate & Strategy
Responsible Business Unit/s	Financial Services
Responsible Officer	Manager Financial Services
Affected Business Unit/s	Financial Services
Document Ref	3698741

Purpose

This policy states the Council's position on allowing flexibility for payments on overdue debtor, and rates and service charges where extreme financial hardship is recognised, and outlines the scope and criteria for assessing applications of financial hardship.

Policy Statement

Council recognises that there are cases of genuine financial hardship where additional charges would cause the debtor or ratepayer further financial hardship. This policy establishes guidelines to ensure all applicants are treated with respect, equality and confidentiality.

Financial Hardship Examples

While evidence of hardship will be required, the City recognises that not all circumstances are alike. A flexible approach will be taken to a range of individual circumstances including, but not limited to, the following situations:

- Loss of a ratepayer's/debtor's (or their family member's) primary income;
- Sudden bereavement within a family;
- Severe/life threatening illness or medical condition;
- Physical or mental health problems;
- Domestic or family violence;
- A chronically ill child.

Conditions

Ratepayers and debtors are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and, where possible, entering into a payment proposal. The City will consider all circumstances, applying

the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities. Documentation for assessment can include the following:

- A letter from a recognised financial counsellor (i.e. must be a member of a financial counselling association, for example Financial Counsellors' Association of WA (FCAWA) or financial planner confirming financial hardship, or a Statutory Declaration from a ratepayer or debtor outlining reasons for applying for hardship;
- Copy of recent bank statements of all bank accounts;
- Any related Centrelink documentation (if applicable);
- [Approved documentation to early access of superannuation](#)
- A prepayment proposal;
- Ratepayer or debtor is not a corporate or trustee;
- Ratepayer or debtor is not bankrupt or subject to a bankruptcy petition.

Ratepayer is the owner and occupier of the property, which is not held as an investment but is used as their primary place of residence or business.

It is incumbent upon the applicant to ensure that sufficient information is provided to evidence that financial hardship exists and Council can only approve applications once satisfied that appropriate evidence has been provided.

Debt Recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, we will continue suspension of debt recovery processes.

The debt will need to be fully repaid by the end of the subsequent financial year of the debt repayment arrangement commencing, e.g. debt arrangement in place 201924/2025 must be fully repaid by 30 June 20246.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the *Local Government Act 1995* will be of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer or debtor has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer or debtor will be responsible for informing the City of Bayswater of any change in circumstance that affects the agreed payment schedule.
- The need to have the debt fully repaid by the end of the subsequent financial year.

In the case of severe financial hardship, the City reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges and Fees

A ratepayer or debtor who meets the Financial Hardship Criteria and enters into a payment arrangement ~~may request~~ is eligible for a suspension or waiver of interest charges and other rates related fees (e.g. instalment fees, arrangement fees, etc). ~~Applications will be assessed on a case-by-case basis.~~

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, ~~BUT~~ but the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Communication and Confidentiality

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We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Review

The City will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

Definitions

Nil

Related Legislation

Local Government Act 1995 (WA)

Related Documentation

Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guide – Ombudsman Western Australia

tracked changes

Relevant Delegations	FM-D05 Granting Concessions and Write-Offs
Risk Evaluation	Low
Council Adoption	23 June 2020
Review/Modified	TBA

tracked changes

Delegation	FM-D05 Granting Concessions and Write-Offs
Category	<i>Local Government Act 1995 – Financial Management</i>
Delegator	Council
Express power or duty delegated	<p>Authority, in line with section 6.12(b), to waive or grant concessions in relation to any amount of money which is owed to the local government.</p> <p>Authority, in line with section 6.12(c), to write off any debts (not including rates or other charges) considered irrecoverable.</p>
Delegates	CEO
Conditions	<p>The CEO may:</p> <ul style="list-style-type: none"> ● authorise a waiver or grant a concession to a maximum value of \$500. ● authorise a write off of any debts (not including rates or other charges) considered irrecoverable to a maximum value of \$1,000. ● authorise a write off of any debts in relation to Rates in accordance with the Hardship Policy to a maximum of \$1000. <p>The Director Corporate and Strategy may:</p> <ul style="list-style-type: none"> ● authorise a waiver or grant a concession to a maximum value of \$500; ● authorise a write off of any debts (not including rates or other charges) considered irrecoverable to a maximum value of \$100. <p>The Manager Community Development, Manager Library and Customer Services, Manager Recreation and the Manager Project Services are only authorised to waive a fee or grant a concession to a maximum value of \$500, in line with section 6.12(1)(b) of the <i>Local Government Act 1995</i>.</p> <p>All write-offs, concessions or waivers are to be recorded appropriately and a report is to be presented to elected members regularly for noting.</p>
Subdelegates	<p>Director Corporate and Strategy Manager Community Development Manager Library and Customer Services Manager Project Services Manager Recreation</p>
Statutory framework	<p><i>Local Government Act 1995:</i></p> <p>s6.12(1)(b) – Waive a fee or grant a concession in relation to any amount of money owed to the local government</p> <p>s6.12(1)(c) – Write off a debt which is owed to the local government</p> <p>s6.12(3) – The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government</p>

Policy	Sundry Debt Collection and Recovery Policy & Financial Hardship Policy
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tracked changes

Financial Hardship Policy



Responsible Division	Corporate & Strategy
Responsible Business Unit/s	Financial Services
Responsible Officer	Manager Financial Services
Affected Business Unit/s	Financial Services
Document Ref	3698741

Purpose

This policy states the Council's position on allowing flexibility for payments on overdue debtor, and rates and service charges where extreme financial hardship is recognised, and outlines the scope and criteria for assessing applications of financial hardship.

Policy Statement

Council recognises that there are cases of genuine financial hardship where additional charges would cause the debtor or ratepayer further financial hardship. This policy establishes guidelines to ensure all applicants are treated with respect, equality and confidentiality.

Financial Hardship Examples

While evidence of hardship will be required, the City recognises that not all circumstances are alike. A flexible approach will be taken to a range of individual circumstances including, but not limited to, the following situations:

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Conditions

Ratepayers and debtors are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and, where possible, entering into a payment proposal. The City will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

Documentation for assessment can include the following:

- A letter from a recognised financial counsellor (i.e. must be a member of a financial counselling association, for example Financial Counsellors' Association of WA (FCAWA) or financial planner confirming financial hardship, or a Statutory Declaration from a ratepayer or debtor outlining reasons for applying for hardship;
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- A prepayment proposal;
- Ratepayer or debtor is not a corporate or trustee;
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Ratepayer is the owner and occupier of the property, which is not held as an investment but is used as their primary place of residence or business.

It is incumbent upon the applicant to ensure that sufficient information is provided to evidence that financial hardship exists and Council can only approve applications once satisfied that appropriate evidence has been provided.

Debt Recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, we will continue suspension of debt recovery processes.

The debt will need to be fully repaid by the end of the subsequent financial year of the debt repayment arrangement commencing, e.g. debt arrangement in place 2024/25 must be fully repaid by 30 June 2026.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the *Local Government Act 1995* will be of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer or debtor has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer or debtor will be responsible for informing the City of Bayswater of any change in circumstance that affects the agreed payment schedule.
- The need to have the debt fully repaid by the end of the subsequent financial year.

Interest Charges and Fees

A ratepayer or debtor who meets the Financial Hardship Criteria and enters into a payment arrangement is eligible for a waiver of interest charges and other rates related fees (e.g. instalment fees, arrangement fees, etc).

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

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We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Review

The City will establish a mechanism for a review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

Definitions

Nil

Related Legislation

Local Government Act 1995 (WA)

Related Documentation

Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guide – Ombudsman Western Australia

Relevant Delegations	FM-D05 Granting Concessions and Write-Offs
Risk Evaluation	Low
Council Adoption	23 June 2020
Review/Modified	TBA

draft

10.5.1.2.4 New Policy: Information Classification

Responsible Branch:	Digital Solutions and Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	1. Draft Information Classification Policy [9.2.4.1 - 3 pages]
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

This report seeks endorsement from the Policy Review and Development Committee for the City of Bayswater’s proposed Information Classification Policy. This will be supported administratively by associated Guidelines, eLearning Module, and Project Plan, in alignment with the Western Australian Government’s Information Classification Policy (2020).

**COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER’S RECOMMENDATION)**

That Council adopts the Information Classification Policy as contained in Attachment 1.

BACKGROUND

The Western Australian Government launched its whole-of-government Information Classification Policy in August 2020, requiring all agencies to implement classification frameworks within five years. The City of Bayswater must now classify, label, and manage information assets according to their sensitivity as required by the policy.

This initiative is also a critical enabler for compliance with the Privacy and Responsible Information Sharing Act 2024, which introduces new obligations for the protection and responsible sharing of personal information. Failure to comply may result in reputational damage, service disruption, and financial penalties.

The City’s approach includes:

- Development of a classification framework and supporting documentation
- Activation of Microsoft 365 classification labels to automate and streamline labelling of digital content
- Delivery of a staff training module to build awareness and capability
- Establishment of governance processes for ongoing review and compliance

The framework will apply to all newly created digital information and data assets, with legacy content addressed progressively. It will cover all Elected Members, staff, and contractors.

EXTERNAL CONSULTATION

Consultation has been undertaken through the Local Government’s Records Managers Group to benchmark whether other Local Government bodies were adopting the Western Australian Government’s Information Classification Policy and what amendments if any were being made. All respondents except for one, were implementing the Policy with minimal changes.

OFFICER'S COMMENTS

A copy of the draft Information Classification Policy is contained in **Attachment 1**.

The Information Classification details two policy statements. The first is that information (and data) be classified and labelled. The second is that the City will provide direction to Elected Members, City of Bayswater staff and contractors on their responsibilities for maintaining the required standards for the creation, classification, management, maintenance, retention, and disposal of information assets.

The table below provides a synopsis of the key features in the draft Information Classification Policy:

Provision	Rationale
Information must be classified	This will establish a clear and consistent language to maintain and manage information appropriately, according to its sensitivity, across the City, and between Local and State Government agencies.
The City will provide direction to Elected Members, City of Bayswater staff and contractors on their responsibilities for maintaining the required standards.	This will: <ul style="list-style-type: none"> - Ensure that when information is created, received, or altered, it is assessed by its sensitivity and labelled appropriately. - Ensure that information assets are managed appropriately, based on their sensitivity. - Ensure any party accessing the information is aware of its classification and adheres to Policy requirements. - Prevent unauthorised access to or disclosure of information. - Ensure that information is reassessed prior to release or sharing, in context with any other information to be released or shared.

LEGISLATIVE COMPLIANCE

The *Privacy and Responsible Information Sharing Act 2004* will provide a framework to protect the privacy of personal information handled by public entities, Ministers, Parliamentary Secretaries and contracted service providers to public entities; and to provide a framework to authorise the responsible sharing of information held by public entities. The Act will require all government organisations to identify sensitive personal information and manage that information according to its sensitivity. Information classification will be the first step in managing this information.

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	Medium
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR11 - Lack of modern, integrated and secure digital environment.	

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Council Plan 2025 – 2035, the following applies:

Key Result Area: Leadership and Governance

Outcome 5.1 Good Governance

Objective 5.1.1 Provide ethical and accountable governance.

Key Result Area: Leadership and Governance

Outcome 5.3 Optimised Performance

Objective 5.3.1 Focus on operational efficiency, effective delivery and innovation to ensure our services are fit for purpose, contemporary and secure.

CONCLUSION

It is recommended that the Committee recommends to Council that the Information Classification Policy be adopted.



Information Classification Policy

Responsible Division	Corporate Services
Responsible Business Unit	Digital Solutions and Services
Responsible Officer	Coordinator Information Management
Affected Business Units	All
ECM Document Set ID	[ECM document set ID]

Purpose

The purpose of this Policy is to provide the City of Bayswater (the City) with an information classification framework that enables the City to classify and label information assets according to their sensitivity, to maintain and protect the City's information assets particularly when these assets are also required by other Local Government agencies, Western Australian State Government, and third-party organisations.

This policy provides a consistent approach for the classification and labelling of information, by outlining the minimum requirements and responsibilities of Elected Members, City of Bayswater staff and contractors, at the City of Bayswater (the City). The minimum information classification requirements prescribed in this policy align with the Western Australian Government Information Classification Policy and Cabinet Handbook. This policy is consistent with the Western Australian Government's Information Classification Policy.

Scope

This policy applies to Elected Members, City of Bayswater staff and contractors whether engaged on a full-time, part-time, casual, or fixed term basis. It applies to all information created, received, managed, or shared by the City as part of the City's business activities.

Definitions

For the purpose of this policy —

Business Activities means tasks performed by the City as part of its responsibilities for achieving the strategic goals of the City on behalf of the Community.

Information means organised, processed, or structured data, that has been processed in such a way as to be meaningful to the person who receives it. Information can be personal or non-personal in nature.

Information classification means a business-level process whereby the sensitivity of a piece of information (or collection of information) is evaluated and a classification label applied to it if appropriate, such that the sensitivity will be clear to those who access it subsequently.

Label means a text addition to any given information, that represents its classification or sensitivity, such that it is clear to those who access the information. Labels are applied in the header of documents, or in the footer where the header would be obstructed by a label.

Sensitivity means the severity of negative consequences that are likely to result from the release of information. Sensitivity increases in line with the severity of the potential consequences.

Staff means all people who generate, receive, or manage content on behalf of the City, whether engaged on a full-time, part-time, casual, or fixed term basis.

Policy Statement

1. Information assets must be classified and labelled.

Information and data will be classified and labelled as one of three primary classifications: UNOFFICIAL, OFFICIAL AND OFFICIAL Sensitive. OFFICIAL Sensitive information will be further classified into four sub-categories. This will establish a clear and consistent language to maintain and manage information appropriately, according to its sensitivity, across the City, and between Local and State Government agencies.

The three primary classifications are:

UNOFFICIAL - Information that is NOT related to the official work of government.

OFFICIAL - Information related to routine business operations and services that is the business of government. This is the default classification and will apply to most of the City's information.

OFFICIAL Sensitive - Information which if compromised, could cause limited damage to individuals, organisations, or government, or which is limited or prevented from disclosure by legislation or government policy.

The four sub-categories for OFFICIAL Sensitive information and data are:

OFFICIAL Sensitive Cabinet — Information which is cabinet-in-confidence. This information may be related to Cabinet discussions, decisions and documents, agendas, and discussion sheets.

OFFICIAL Sensitive Commercial — Tender documents and information restricted by contractual conditions including non-disclosure agreements.

OFFICIAL Sensitive Legal — Information subject to legal professional privilege.

OFFICIAL Sensitive Personal — Information with personally identifiable and sensitive details.

2. The City will provide direction to Elected Members, City of Bayswater staff and contractors on their responsibilities for maintaining the required standards for the creation, classification, management, maintenance, retention, and disposal of information assets.

This will:

Ensure that when information is created, received, or altered, it is assessed by its sensitivity and labelled appropriately.

Ensure that information assets are managed appropriately, based on their sensitivity.

Ensure any party accessing the information is aware of its classification and adheres to Policy requirements.

Prevent unauthorised access to or disclosure of information.

Ensure that information is reassessed prior to release or sharing, in context with any other information to be released or shared.

Related Legislation

Freedom of Information Act 1992
Privacy and Responsible Sharing Act 2024

Related Documentation

Information Classification Guidelines
Information Handling and Privacy Policy

Document details

Relevant delegations	[list]		
Risk evaluation	[low/moderate/high/extreme]		
Strategic link	[link to Strategic Community Plan]		
Council adoption	[date]	Resolution	[item no.]
Next review due	[date]		
Reviewed/modified	[date]	Resolution	[item no.]
Revision details	[description]		

10.5.1.2.5 Policy Review: Waivers, Concessions and Definitions for Fees and Charges

Responsible Branch:	Community Development
Responsible Directorate:	Community Services
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	<ol style="list-style-type: none"> 1. Current Policy [9.2.5.1 - 3 pages] 2. Amended Policy - with tracked changes [9.2.5.2 - 3 pages] 3. Draft Policy [9.2.5.3 - 3 pages]
Refer:	Item: 10.6.1.1 OCM: 20.09.2022
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

For Council to consider amending the Waivers, Concessions and Definitions for Fees and Charges Policy.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council adopts the revised *Waivers, Concessions and Definitions for Fees and Charges Policy* as contained in Attachment 3.

BACKGROUND

The *Waivers, Concessions and Definitions for Fees and Charges Policy* was originally adopted in May 2018 to consolidate multiple policies that dealt with individual waivers. The policy has continued to be reviewed to provide a fair and equitable approach to this subject and address community expectations.

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 '*Waivers, Concessions and Definitions for Fees and Charges*' policy:

Revision	Rationale
Responsible Division changed to Community Services	Policy previously allocated to Financial Services. As the administration of fees, charges, waivers and concessions relates to community programs and recreation venues the responsibility more appropriately sits within Community Services.
Responsible Business Unit changed to Community Development	Policy previously allocated to Financial Services. Community Development oversees approvals for waivers and concessions related to community groups and activities.

Revision	Rationale
Responsible Officer changed to Manager Community Development	Policy previously allocated to Financial Services. Manager Community Development is the relevant officer responsible for oversight of fee waivers and concessions for community programs and events.
Addition of Scope statement	A Scope statement was added to align with the current policy template and to define the application of the policy
Removal of “for up to 2 hours per month”	Clause removed to allow greater flexibility when granting waivers to community groups for programs and events. Any waiver exceeding officer delegation will continue to require Council approval.
Changed wording from “membership” to “participation”	Terminology updated to align with current Recreation Services messaging and promotional language.
Addition “It is the responsibility of the organisation to provide clear documentation that verifies its not-for-profit status”	Clause included to ensure accountability and verification for organisations receiving waivers or concessions.
Strategic Link Changed	Strategic link amended to align with the City’s <i>Strategic Community Plan 2025–2030</i> .

A copy of the revised policy, with amendments shown in ‘tracked changes’ is provided in **Attachment 2**.

A copy of the revised policy, with amendments included, is provided in **Attachment 3**.

LEGISLATIVE COMPLIANCE

Section 6.12(1)(b) of the *Local Government Act 1995*, which provides that a local government may waive or grant concessions.

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 financial impact of applying this policy is considered immaterial.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Council Plan 2025 – 2035, the following applies:

Key Result Area: Leadership and Governance

Outcome 5.2 Stakeholder Leadership

Objective 5.2.2 Provide excellent customer service and ensure the City is easy to do business with.

CONCLUSION

That the Council adopts the revised *Waivers, Concessions and Definitions for Fees and Charges Policy*.

Waivers, Concessions and Definitions for Fees and Charges Policy



Responsible Division	Corporate and Strategy
Responsible Business Unit	Financial Services
Responsible Officer	Manager Financial Services
Affected Business Units	All business units
ECM Document Set ID	4323507

Policy Statement

The City of Bayswater (the City) may waive fees or grant concessions to support not-for-profit community groups and schools and to promote the City in a fair and equitable manner.

Definitions

For the purpose of this policy —

"Not-for-profit community group" means a non-commercial organisation, including a religious organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.

"Fee" means any fee or charge set out in the City of Bayswater Fees and Charges Schedule but does not include a bond.

"Pass" means an entry pass to any of the City's aquatic centres, golf courses, gyms or other recreational facilities.

Policy Details

The waiving of a fee or granting of a concession must be undertaken in a consistent and transparent manner.

The City may waive fees or grant concessions in the following circumstances:

- Appropriate room hire fees for non-revenue generating incorporated community groups for up to 2 hours per month provided room use does not interfere with pre-existing or large bookings. Bookings must be made one month or less in advance of the room hire date.
- For the use of the City's bus hire services the City may waive 100% of fees and charges for not-for-profit community groups and schools that have their primary base of operation located within the City. This waiver will only be available for groups using this service within the metropolitan area.
- Through the donation of passes, to not-for-profit community groups and schools that have their primary base of operation located within the City. Any donated pass must be for the purpose of a fundraising prize and may not be re-sold for cash. No more than 10 free entry passes should be

issued to any one group within each financial year. Any application for such a donation will be assessed on the merits of the group and the contribution it makes to the City of Bayswater community.

- Through the issue of free or discounted passes, as part of a membership drive to promote the City's recreational facilities.
- For a library fee for non-returned items when the member was not at fault, including when an item is lost due to the death of a member or the item is stolen. The City may require a police report number to waive a fee for a stolen item.
- For a permit fee for a stall holder or trader under the City's local law, who is a charitable organisation or a not-for-profit community group, the City may consider the merits of the group and the contribution it makes to the City of Bayswater community.

In interpreting and applying the City's fees and charges schedule the following considerations apply:

- In determining whether an organisation is eligible for a junior sporting club rate under the City's fees and charges schedule the City may require the organisation to demonstrate that any savings made are passed on to members through reduced registration fees.
- To be eligible for a student rate under the City's fees and charges schedule a person must be a full time student enrolled in a secondary school or tertiary institution and the City may require them to produce a current student card.
- To be eligible for a senior's rate under the City's fees and charges schedule the City may require a person to produce a WA Seniors Card or an Age Pension Concession Card.
- To be eligible for a concession rate the City may require a person to produce a Pension Concession Card.

Related Legislation

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Activities on Thoroughfares and Public Places and Trading Local Law 2020, clause 9.5

Related Documentation

City of Bayswater Fees and Charges Schedule

Document details

Relevant delegations FM-D05 Granting Concessions and Write-Offs

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 May 2018	Resolution	13.5
Reviewed/modified	20 September 2022	Resolution	10.6.1.1
Next review due			



Waivers, Concessions and Definitions for Fees and Charges Policy

Responsible Division	Corporate and Strategy <u>Community Services</u>
Responsible Business Unit	Financial Services <u>Community Services</u>
<u>Community Development</u> Responsible Officer	Manager Financial Services <u>Community Development</u>
Affected Business Units	All business units
ECM Document Set ID	4323507

Policy Statement

The City of Bayswater (the City) may waive fees or grant concessions to support not-for-profit community groups and schools and to promote the City in a fair and equitable manner.

Definitions

For the purpose of this policy —

"Not-for-profit community group" means a non-commercial organisation, including a religious organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.

"Fee" means any fee or charge set out in the City of Bayswater Fees and Charges Schedule but does not include a bond.

"Pass" means an entry pass to any of the City's aquatic centres, golf courses, gyms or other recreational facilities.

Policy Details

The waiving of a fee or granting of a concession must be undertaken in a consistent and transparent manner.

The City may waive fees or grant concessions in the following circumstances:

- Appropriate room hire fees for non-revenue generating incorporated community groups ~~for up to 2 hours per month~~ provided room use does not interfere with pre-existing or large bookings. Bookings must be made one month or less in advance of the room hire date.
- For the use of the City's bus hire services the City may waive 100% of fees and charges for not-for-profit- community groups and schools that have their primary base of operation located within the City. This waiver will only be available for groups using this service within the metropolitan area.

- Through the donation of passes, to not-for-profit community groups and schools that have their primary base of operation located within the City. Any donated pass must be for the purpose of a fundraising prize and may not be re-sold for cash. No more than 10 free entry passes should be issued to any one group within each financial year. Any application for such a donation will be assessed on the merits of the group and the contribution it makes to the City of Bayswater community.
- Through the issue of free or discounted passes, as part of a [membership participation](#) drive to promote the City's recreational facilities.
- For a library fee for non-returned items when the member was not at fault, including when an item is lost due to the death of a member or the item is stolen. The City may require a police report number to waive a fee for a stolen item.
- For a permit fee for a stall holder or trader under the City's local law, who is a charitable organisation or a not-for-profit community group, the City may consider the merits of the group and the contribution it makes to the City of Bayswater community.

In interpreting and applying the City's fees and charges schedule the following considerations apply:

- It is the responsibility of the organisation to provide clear documentation that verifies its not-for-profit status.
- In determining whether an organisation is eligible for a junior sporting club rate under the City's fees and charges schedule the City may require the organisation to demonstrate that any savings made are passed on to members through reduced registration fees.
- To be eligible for a student rate under the City's fees and charges schedule a person must be a full time student enrolled in a secondary school or tertiary institution and the City may require them to produce a current student card.
- To be eligible for a senior's rate under the City's fees and charges schedule the City may require a person to produce a WA Seniors Card or an Age Pension Concession Card.
- To be eligible for a concession rate the City may require a person to produce a Pension Concession Card.

Related Legislation

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Activities on Thoroughfares and Public Places and Trading Local Law 2020, clause 9.5

Related Documentation

City of Bayswater Fees and Charges Schedule

Document details

Relevant delegations	FM-D05 Granting Concessions and Write-Offs		
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 May 2018	Resolution	13.5
Reviewed/modified	20 September 2022 ¹³ October 2025	Resolution	10.6.1.1
Next review due			

tracked changes

City of
Bayswater

Waivers, Concessions, Fees and Charges Policy



Responsible Division	Community Services
Responsible Business Unit	Community Development
Responsible Officer	Manager Community Development
Affected Business Units	All business units
ECM Document Set ID	4323507

Purpose

The City of Bayswater (the City) may waive fees or grant concessions to support not-for-profit community groups and schools and to promote the City in a fair and equitable manner.

Scope

This policy applies to City officers responsible for assessing, approving, and administering fee waivers or concessions.

Definitions

For the purpose of this policy —

Not-for-profit community group means a non-commercial organisation, including a religious organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.

Fee means any fee or charge set out in the City of Bayswater Fees and Charges Schedule but does not include a bond.

Pass means an entry pass to any of the City's aquatic centres, golf courses, gyms or other recreational facilities.

Policy Statement

1. The waiving of a fee or granting of a concession must be undertaken in a consistent and transparent manner.

The City may waive fees or grant concessions in the following circumstances:

- Appropriate room hire fees for non-revenue generating incorporated community groups provided room use does not interfere with pre-existing or large bookings. Bookings must be made one month or less in advance of the room hire date.

- For the use of the City's bus hire services the City may waive 100% of fees and charges for not-for-profit- community groups and schools that have their primary base of operation located within the City. This waiver will only be available for groups using this service within the metropolitan area.
- Through the donation of passes, to not-for-profit community groups and schools that have their primary base of operation located within the City. Any donated pass must be for the purpose of a fundraising prize and may not be re-sold for cash. No more than 10 free entry passes should be issued to any one group within each financial year. Any application for such a donation will be assessed on the merits of the group and the contribution it makes to the City of Bayswater community.
- Through the issue of free or discounted passes, as part of a participation drive to promote the City's recreational facilities.
- For a library fee for non-returned items when the member was not at fault, including when an item is lost due to the death of a member or the item is stolen. The City may require a police report number to waive a fee for a stolen item.
- For a permit fee for a stall holder or trader under the City's local law, who is a charitable organisation or a not-for-profit community group, the City may consider the merits of the group and the contribution it makes to the City of Bayswater community.

In interpreting and applying the City's fees and charges schedule the following considerations apply:

- It is the responsibility of the organisation to provide clear documentation that verifies its not-for-profit status.
- In determining whether an organisation is eligible for a junior sporting club rate under the City's fees and charges schedule the City may require the organisation to demonstrate that any savings made are passed on to members through reduced registration fees.
- To be eligible for a student rate under the City's fees and charges schedule a person must be a full time student enrolled in a secondary school or tertiary institution, and the City may require them to produce a current student card.
- To be eligible for a senior's rate under the City's fees and charges schedule the City may require a person to produce a WA Seniors Card or an Age Pension Concession Card.
- To be eligible for a concession rate the City may require a person to produce a Pension Concession Card.

Related Legislation

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Activities on Thoroughfares and Public Places and Trading Local Law 2020, clause 9.5

Related Documentation

City of Bayswater Fees and Charges Schedule

Document details

Relevant delegations	FM-D05 Granting Concessions and Write-Offs		
Risk evaluation	moderate		
Strategic link	5.2.2 Provide excellent customer service and ensure the City is easy to do business with.		
Council adoption	22 May 2018	Resolution	13.5
Next review due			
Reviewed/modified	20 September 2022	Resolution	10.6.1
Revision details	Reviewed 20 October 2025		

draft

10.5.1.2.6 Policy Review: Elected Member Request for Information

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	<ol style="list-style-type: none"> 1. Current Policy [9.2.6.1 - 2 pages] 2. Amended Policy - with tracked changes [9.2.6.2 - 2 pages] 3. Draft Policy [9.2.6.3 - 2 pages]
Refer:	Item: 10.5.1.7 OCM: 12/12/2023
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

This report presents a review of the Elected Members Request for Information Policy for consideration.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council adopts the revised *Elected Members Request for Information Policy* as contained in Attachment 3.

BACKGROUND

The Elected Members Request for Information Policy was first adopted by Council at its meeting of 28 August 2018, to improve responsiveness to enquiries sent to the City by Elected Members. A copy of the current policy is provided in Attachment 1.

The Policy last reviewed on 12 December 2023 and is now due for further review.

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 '*Elected Members Request for Information*' policy:

Revision	Rationale
Affected business unit branch name changed from Governance and OPD to Governance & Strategy	Administrative change to reflect current business unit name.

Revision	Rationale
<p>Update Clause 2</p> <p>From:</p> <p>“The Office of the CEO will register all CHDs.”</p> <p>To:</p> <p>“All CHDs and responses will be registered in the City’s record keeping system as required under the State Records Act 2000.”</p>	<p>This is an administrative change, reflecting that the task is operational. All City officers are required to capture and manage information within the City’s record keeping system ECM.</p>
<p>Remove clause 4 – Upon registration of the CHD, a response shall be coordinated by the relevant Director or Chief Executive Officer as appropriate or as requested by the Elected Member.</p>	<p>The coordination of responses to Customer Helpdesk (CHD) enquiries is an administrative function managed through internal procedures. These procedures are subject to change as systems or structures evolve and are more appropriately captured in work instructions rather than embedded in Council policy.</p>
<p>Replace clause 8 - “Questions relating to items on an agenda should not be submitted to CHD and instead should be forwarded directly to the relevant Director or the Chief Executive Officer via COB_DIRECTORS@bayswater.wa.gov.au. Responses relating to questions on agenda items will be provided to all Elected Members.”</p> <p>with:</p> <p>“Questions relating to items on agendas are to be directed to governance@bayswater.wa.gov.au.</p> <p>Responses relating to these questions will be provided to all Elected Members.”</p>	<p>This update ensures consistency and simplifies communication for Elected Members by providing a single email address for all items related to agenda items and ensures all Elected Members have the same information on each item where questions have been raised.</p>

A copy of the revised policy, with amendments shown in ‘tracked changes’ is provided in **Attachment 2**.

A copy of the revised policy, with amendments included, is provided in **Attachment 3**.

LEGISLATIVE COMPLIANCE

City officers note that a mandatory communications agreement between the Council and the Administration is proposed as part of the reform of the *Local Government Act 1995*. The agreement must address how Elected Members may seek information and assistance from the local government in carrying out their role. When regulations are made setting out the requirements for the communications agreement, this Policy may need to be reviewed and will likely be replaced by the communications agreement.

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 Council Plan 2025 – 2035, the following applies:

Key Result Area: Leadership and Governance
 Outcome 5.1 Good Governance
 Objective 5.1.1 Provide ethical and accountable governance.

CONCLUSION

That the Council adopts the revised *Elected Members Request for Information Policy*.

Elected Member Request for Information Policy



Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit/s	Office of the Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance and OPD Office of the Chief Executive Officer
Document Ref	3228076

Purpose

The City will respond to requests made by the Elected Members in a timely and professional manner in accordance with the details stipulated in this Policy.

Policy Statement

1. Any Elected Member wishing to make an Elected Member Request shall contact the City through the established Elected Member Request process, being that all matters are referred to Councillor Help Desk email ('CHD').
2. The Office of the CEO will register all CHDs. 6
3. Any external enquiry which has also been sent to the City's email address, being mail@bayswater, will not be registered as a CHD.
4. Upon registration of the CHD, a response shall be coordinated by the relevant Director or Chief Executive Officer as appropriate or as requested by the Elected Member.
5. A response will be provided directly to the Elected Member within five (5) working days, and a record of the response saved.
6. Should the matter not be resolved within the nominated timeframe of five (5) working days, the Manager, Director or Chief Executive Officer (as appropriate) shall provide an update report every ten days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.
7. In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Mayor to ascertain whether the request be dealt with as being confidential.
8. Questions relating to items on an agenda should not be submitted to CHD and instead should be forwarded directly to the relevant Director or the Chief Executive Officer via

COB_DIRECTORS@bayswater.wa.gov.au. Responses relating to questions on agenda items will be provided to all Elected Members.

9. Notices of Motions, and questions about Council meeting procedures should be sent to governance@bayswater.wa.gov.au.
10. Matters relating to a particular ward will have the response provided to all Ward Councillors.
11. Matters relating to strategic issues will be provided to all Councillors.

Definitions

"Elected Member Request" means a request for information, or request for advice in relation to either an operational or strategic issue.

Related Legislation

Regulation 9(1) of the *Local Government (Rules of Conduct) Amendment Regulations 2020* prohibits an Elected Member from undertaking a task that contributes to the administration of the local government. This policy provides a process to ensure that Elected Members do not breach this regulation.

Related Documentation

Nil

Relevant Delegations	Nil.
Risk Evaluation	High
Council Adoption	28 August 2018
Review/Modified	8 December 2020
Review/Modified	12 December 2023
Review/Modified	

Elected Member Request for Information Policy



Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit/s	Office of the Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance and <u>OPD-Strategy</u> Office of the Chief Executive Officer
Document Ref	3228076

Purpose

The City will respond to requests made by the Elected Members in a timely and professional manner in accordance with the details stipulated in this Policy.

Policy Statement

1. Any Elected Member wishing to make an Elected Member Request shall contact the City through the established Elected Member Request process, being that all matters are referred to Councillor Help Desk email ('CHD').
2. All CHDs and responses will be registered in the City's record keeping system as required under the State Records Act 2000. The Office of the CEO will register all CHDs.
3. Any external enquiry which has also been sent to the City's email address, being mail@bayswater, will not be registered as a CHD.
4. ~~Upon registration of the CHD, a response shall be coordinated by the relevant Director or Chief Executive Officer as appropriate or as requested by the Elected Member.~~
- 5.4. A response will be provided directly to the Elected Member within five (5) working days, and a record of the response saved.
- 6.5. Should the matter not be resolved within the nominated timeframe of five (5) working days, the Manager, Director or Chief Executive Officer (as appropriate) shall provide an update report every ten days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.
- 7.6. In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Mayor to ascertain whether the request be dealt with as being confidential.
- 8.7. Questions relating to items on agendas are to be directed to governance@bayswater.wa.gov.au. Responses relating to these questions will be provided to all Elected Members. Questions relating

~~to items on an agenda should not be submitted to CHD and instead should be forwarded directly to the relevant Director or the Chief Executive Officer via COB_DIRECTORS@bayswater.wa.gov.au. Responses relating to questions on agenda items will be provided to all Elected Members.~~

~~9.8.~~ Notices of Motions, and questions about Council meeting procedures should be sent to governance@bayswater.wa.gov.au.

~~10.9.~~ Matters relating to a particular ward will have the response provided to all Ward Councillors.

~~11.10.~~ Matters relating to strategic issues will be provided to all [Councillors Elected Members](#).

Definitions

"Elected Member Request" means a request for information, or request for advice in relation to either an operational or strategic issue.

Related Legislation

Regulation 9(1) of the *Local Government (Rules of Conduct) Amendment Regulations 2020* prohibits an Elected Member from undertaking a task that contributes to the administration of the local government. This policy provides a process to ensure that Elected Members do not breach this regulation.

Related Documentation

Nil

Relevant Delegations	Nil.
Risk Evaluation	High
Council Adoption	28 August 2018
Review/Modified	8 December 2020
Review/Modified	12 December 2023
Review/Modified	

Elected Member Request for Information Policy



Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit/s	Office of the Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance and Strategy Office of the Chief Executive Officer
Document Ref	3228076

Purpose

The City will respond to requests made by the Elected Members in a timely and professional manner in accordance with the details stipulated in this Policy.

Policy Statement

- Any Elected Member wishing to make an Elected Member Request shall contact the City through the established Elected Member Request process, being that all matters are referred to Councillor Help Desk email ('CHD').
- All CHDs and responses will be registered in the City's record keeping system as required under the State Records Act 2000.
- Any external enquiry which has also been sent to the City's email address, being mail@bayswater, will not be registered as a CHD.
- A response will be provided directly to the Elected Member within five (5) working days, and a record of the response saved.
- Should the matter not be resolved within the nominated timeframe of five (5) working days, the Manager, Director or Chief Executive Officer (as appropriate) shall provide an update report every ten days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.
- In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Mayor to ascertain whether the request be dealt with as being confidential.
- Questions relating to items on agendas are to be directed to governance@bayswater.wa.gov.au. Responses relating to these questions will be provided to all Elected Members.
- Notices of Motions, and questions about Council meeting procedures should be sent to governance@bayswater.wa.gov.au.

- 9. Matters relating to a particular ward will have the response provided to all Ward Councillors.
- 10. Matters relating to strategic issues will be provided to all Elected Members.

Definitions

"Elected Member Request" means a request for information, or request for advice in relation to either an operational or strategic issue.

Related Legislation

Regulation 9(1) of the *Local Government (Rules of Conduct) Amendment Regulations 2020* prohibits an Elected Member from undertaking a task that contributes to the administration of the local government. This policy provides a process to ensure that Elected Members do not breach this regulation.

Related Documentation

Nil

Relevant Delegations	Nil.
Risk Evaluation	High
Council Adoption	28 August 2018
Review/Modified	8 December 2020
Review/Modified	12 December 2023
Review/Modified	

10.5.1.2.7 Policy Review: Elected Members Entitlements

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	ABSOLUTE MAJORITY REQUIRED
Attachments:	<ol style="list-style-type: none"> 1. Current Policy [9.2.7.1 - 6 pages] 2. Amended Policy - with Tracked Changes [9.2.7.2 - 6 pages] 3. Draft Policy [9.2.7.3 - 6 pages]
Refer:	Item: 10.5.1.8 OCM: 30.4.2024 Item: 10.1.2 OCM: 25.02.2025
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

Council is recommended to adopt the revised Elected Members Entitlements Policy, which incorporates clearer guidance on expense claims, enables use of ride sharing for official business, confirms reporting requirements for travel paid by the City, and expands professional development opportunities for elected members, consistent with legislative and governance standards.

ADDITIONAL INFORMATION

Minor edits have been corrected in accordance with the *Policy Governance Policy* as identified by the Committee at the Policy Committee meeting.

OFFICER'S RECOMMENDATION

That Council adopts the revised *Elected Members Entitlements Policy* as contained in Attachment 3.

COMMITTEE RECOMMENDATION

That Council:

1. **Adopts the revised *Elected Members Entitlements Policy* as contained in Attachment 3, with the replacement of Clause 30 as follows:**
 "The amount payable by the City of Bayswater (the City) for attendance at such events will be capped at \$15,000 for each Councillors, and \$30,000 for the Mayor, for the four-year period of their term of office (or pro-rata, with a minimum value to cover any mandatory training)".
2. **Notes that minor edits were required to clauses 19 and 23(b) to ensure that clause cross-referencing was corrected.**

ABSOLUTE MAJORITY REQUIRED

BACKGROUND

The *Elected Members Entitlements Policy* was adopted by Council on 6 May 2024, consolidating and replacing several earlier policies relating to elected member entitlements and support. The policy was subsequently amended following Council's decision on 25 February 2025 to provide

superannuation contributions to Elected Members, in accordance with amendments to the *Local Government Act 1995* that authorised such payments from 1 February 2025.

The risk evaluation for this Policy is Moderate, meaning the policy should be reviewed every three years. However, as this policy covers the professional development of elected members, there is a legislative requirement to adopt a reviewed policy by an absolute majority following each Local Government Ordinary Election.

EXTERNAL CONSULTATION

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

OFFICER’S COMMENTS

The *Elected Members Entitlements Policy* has been functioning well. Several minor amendments are proposed for clarity and are shown in tracked changes in a copy of the revised policy contained in **Attachment 2**. More significant proposed amendments are outlined in the table below:

Revision	Rationale
Cl. 18 amended to reference the Elected Members – Expense Claims and Reimbursement Process and encourage Elected Members to submit expense claims on a monthly or quarterly basis.	To ensure Elected Members follow the correct process when submitting expense claims and to encourage the regular submission of claims, enabling the administration to process them in a timely manner.
New clause 26, which enables Uber or Taxi to be used as a mode of transport for official City business and stipulates that the City’s Corporate Uber account must be used to facilitate the booking.	To provide Elected Members with an alternative option for transport to official City business.
New clause 27, which advises that travel expenses paid directly by the City are still considered reportable expenses and will be included in the annual report on fees, expenses and allowances to Elected Members.	To ensure Elected Members are aware that these expenses will be included on a public register as mandated by legislation.
New clause 28, which stipulates that Elected Members may attend conferences, seminars, and training related to their role at the City of Bayswater. The clause lists opportunities for training that include training courses, workshops, formal qualifications (or parts of formal qualifications) and memberships of professional development organisations.	To created greater awareness among Elected Members of the options available to further their skills and that can be paid for from their training budget allocation.
Amendment to Clause 30, which specifies the training and conferences budget for Elected Members, to show that the budget allocation will be subject to pro-rata.	To account for situations where a Councillor is elected for less than a full four-year term.

A copy of the revised policy, with amendments included, is provided in **Attachment 3**.

LEGISLATIVE COMPLIANCE

Local Government Act 1995
Local Government (Administration) Regulations 1996
Salaries and Allowances Tribunal Annual Determination

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

No significant financial implications are expected from Council’s adoption of the revised policy. Payments for ride sharing and taxis would be paid from existing expense accounts.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Council Plan 2025 – 2035, the following applies:

- Key Result Area: Leadership and Governance
- Outcome 5.1 Good Governance
- Objective 5.1.1 Provide ethical and accountable governance.

CONCLUSION

Adoption of the revised Elected Members Entitlements Policy will enhance clarity around expense claims, broaden transport and professional development options for elected members, and ensure alignment with current legislative and governance requirements, supporting transparent and accountable Council operations.



Elected Members Entitlements Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit/s	Governance and Strategy
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Financial Services Governance and Organisational Planning and Development
Document Ref	4705085

Purpose

1. To provide clarity around the entitlements available to Elected Members and determine the method and timing of payments to Elected Members in accordance with the *Local Government Act 1995* (the Act).

Policy Statement

Annual Attendance Fees and Allowances

2. Elected Members, including the Mayor and Deputy Mayor, shall be paid an annual attendance fee in accordance with the maximum amounts determined by the Salaries and Allowances Tribunal.
3. The Mayor and Deputy Mayor shall be paid an annual allowance as established in Council's Annual Budget in accordance with the determination by the Salaries and Allowances Tribunal.

ICT Allowance and Issue of Devices

4. Elected Members including the Mayor and Deputy Mayor shall be paid the maximum ICT allowance determined by the Salaries and Allowances Tribunal.
5. An appropriate device/s may be requested from the City, or the Elected Member may choose to purchase their own device
6. Where the device is purchased by the City, the cost of the device will be deducted from the Elected Member's ICT allowance. The device will be the property of the elected member. If a replacement device is required, the cost will be deducted from the Elected Member's allowance. The Elected Member can choose whether the device is deducted from their ICT allowance over a one or two-year period.
7. IT support and maintenance shall be provided by the City for City provided equipment and software, as appropriate. Care of the device and personal data is the responsibility of the Elected Member.

Payment

8. The attendance fees and the ICT allowance are to:
 - (a) Be paid on a monthly basis.
 - (b) Generally, be paid in arrears on the first day of the month.
 - (c) Be calculated on a daily pro rata basis.

Taxation

9. The taxation liability arising from payments received from the City is the individual responsibility of each Elected Member.
10. The City will provide an annual payment summary to each Elected Member for the preceding financial year by the end of July each year.

Superannuation

11. In accordance with the Council decision of 25 February 2025 (Item 10.1.2 refers), Elected Members may be paid superannuation contributions under S 5.99B of the Act.
12. Superannuation contributions for Elected Members are payable with, and at the same time as attendance fees and allowances.
13. Superannuation contributions are payable on attendance fees and allowances and do not apply to the ICT allowance or amounts paid in reimbursement of expenses.
14. Individual Elected Members may choose to opt out of receiving superannuation contributions by providing written notice to the CEO. The Elected Member may opt back in by providing written notice to the CEO revoking the opt-out notice.
15. Elected Members who wish to receive superannuation contribution payments must nominate a superannuation account from scheme or fund to which the Superannuation Guarantee (Administration) Act 1992 applies.

Reimbursement of Expenses

16. In accordance with Regulation 32(1), the following kinds of expenses may be approved for reimbursement:
 - (a) An expense incurred by a council member in performing a function under the express authority of the Council;
 - (b) An expense incurred by a council member to whom subclause 6(a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) An expense incurred by a council member in performing a function in his or her capacity as a council member.
17. Reimbursement of Elected Members' expenses in excess of the annual allowances made under this policy are required to be substantiated by the claimant through the production of receipts or the keeping of a logbook before such claims are paid.
18. Requests for reimbursement must be made no more than 7 days after the end of the financial year to which the claim relates. Requests for reimbursement are to be emailed to governance@bayswater.wa.gov.au, and must include a copy of the tax invoice for the expense.

Reimbursement of Childcare Expenses

19. Child-minding fees incurred by Elected Members whilst attending Council or Committee meetings of which that Elected Member is a member, or in performing any of the functions described under clause 16 will be paid at the maximum hourly allowance provided for by the Salaries and Allowances Tribunal or the actual cost per hour, whichever is the lesser amount.
20. The number of hours claimable are limited to the length of the meeting plus a reasonable time allowance for travel to and from the place of care.
21. Receipts for childcare expenses must accompany the reimbursement claim form, detailing the date, number of hours, rate and meeting attended and the details of the service provider, signed by the service provider.
22. Child minding fees will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

Reimbursement of Travel Expenses

23. Elected members are eligible for reimbursement of travel expenses incurred:
 - (a) Because of a Council Meeting or a Meeting of a Committee of which he or she is also a member; or
 - (b) In performing any of the functions described in clause 16 of this policy.
24. Travel expenses will be reimbursed to the extent provided for in the annual determination of the Salaries and Allowances Tribunal.

Attendance at Conferences, Seminars, Training and Professional Development

25. Selection and determination of attendance at conferences, training and seminars will be made by the individual Councillor in relation to their particular interests.
26. The amount payable by the City of Bayswater (the City) for attendance at such events will be capped at \$15,000 for each Councillor, and \$30,000 for the Mayor, for the four-year period of their election. This maximum allowance is contingent on budget allocations.
27. The City will not fund attendance at overseas conferences, other than New Zealand.
28. The City will fund attendance by elected members at interstate conferences.
29. Attendance at interstate and New Zealand conferences will be limited to a maximum of three Councillors per event.
30. At the first Ordinary Council Meeting following the attendance by a Council member at any City funded conference, seminar or training event a written report will be tabled which provides a summary of the reasons for attendance, the cost to the City and any information or documentation of particular importance to Council, the City, or ratepayers and residents. This attendance information will also be published on a publicly available register on the City's website no later than 10 days after the Ordinary Council Meeting.

Elected Members Entitlements Policy

31. An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:
 - (a) meals and refreshments for the Elected Member that are not covered by the registration costs;
 - (b) dry-cleaning and laundry expenses.
32. Elected members will not be reimbursed for the cost of meals or refreshments for other people, excepting when the meal or refreshment provided to another person is in response to a meal or refreshments previously received from that person.
33. Expenses will be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home.
34. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:
 - (a) For the days of the Conference and Training event only; and
 - (b) For the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.

Issue of Stationery

35. An Elected Member shall be eligible to an issue of the following stationery:
 - (a) Up to 4,000 (in lots of 500) letterheads, envelopes (postage costs shall be at the Elected Members' expense); and business cards as required during their term of office. The stationery may include a photograph of the Elected Member.
 - (b) 50 City of Bayswater Christmas cards, envelopes and postage.
 - (c) Name Badge. Replacement name badges shall be supplied if the equipment is lost, stolen or damaged.

Civic Centre Access

36. Elected Members are to be provided with an access key and security card allowing access to the civic areas of the Civic Centre including the Basement Car Park, Councillors Lounge, Councillors Office and Council Chamber and Foyer.
37. The access key and security card will be issued as soon as possible following election to office.
38. Elected members are to return the access key and security card to the Chief Executive Officer immediately upon the expiration of the Elected Member's term.
39. Elected Members can access the administration area in the Civic Centre by contacting either the Chief Executive Officer and/or Directors.

Parental Leave

40. In accordance with Part 2, Division 5, s2.25(5B) of the Act, elected members are entitled to six months of parental leave, beginning on the day on which the council member, or their spouse or de facto partner, gives birth, adopts a person under 16 years of age or becomes the guardian or foster parent of a child under 16 years of age.

Retirement

41. Retiring elected members will be recognised for their service to the City of Bayswater with the following gifts:
- (a) A certificate of service
 - (b) A name plate, similar to the Elected Members' name plates in the Chambers, shall be prepared with details of the years of service engraved on the plate below the Elected Member's name.
42. The gifts will be presented to the retiring Elected Member at an informal farewell as determined by the Mayor.
43. The above presentation can be made posthumously to the spouse or designated family member of the Elected Member.

Reporting

44. In accordance with Section 5.96A of the Act and Regulations 29C(2)(f)&(6), a report will be prepared annually on any fees, expenses or allowances paid to each council member during a financial year, beginning 1 July 2020. The report will be published on the City's website on or before 14 July immediately following the end of the financial year to which the information relates.

Definitions

"Act" means the *Local Government Act 1995*

"Council" means the City of Bayswater Council

"ICT expenses" means

1. Rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996*; or
2. Any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the *Local Government (Administration) Regulations 1996*.

Or

3. any expenses, including the purchase costs, of ICT hardware provided to elected members.

"Regulations" means the *Local Government (Administration) Regulations 1996*.

Related Legislation

Local Government Act 1995

Local Government (Administration) Regulations 1996

Salaries and Allowances Tribunal Annual Determination

Superannuation Guarantee (Administration) Act 1992 (Cwlth)

Related Documentation

Attendance at Events Policy

Relevant Delegations	Nil.
Risk Evaluation	Moderate
Council Adoption	6 May 2024 (meeting adjourned from 30 April 2024).
Reviewed/Modified	17 March 2025 (consequential changes made to reflect changes in legislation and Council's decision to pay superannuation to Elected Members at its Ordinary Meeting of 25 February 2025, item 10.1.2 refers).



Elected Members Entitlements Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit/s	Governance and Strategy
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Financial Services Governance and Organisational Planning and Development <u>Strategy</u>
Document Ref	4705085

Purpose

1. To provide clarity around the entitlements and support available to Elected Members and determine the method and timing of payments to Elected Members in accordance with the *Local Government Act 1995* (the Act).

Policy Statement

Annual Attendance Fees and Allowances

2. Elected Members, including the Mayor and Deputy Mayor, shall be paid an annual attendance fee in accordance with the maximum amounts determined by the Salaries and Allowances Tribunal.
3. The Mayor and Deputy Mayor shall be paid an annual allowance as established in Council's Annual Budget in accordance with the maximum amounts determined ~~ation~~ by the Salaries and Allowances Tribunal.

ICT Allowance and Issue of Devices

4. Elected Members, including the Mayor and Deputy Mayor, shall be paid the maximum ICT allowance determined by the Salaries and Allowances Tribunal.
5. An appropriate device/s may be requested from the City, or the Elected Member may choose to purchase their own device with their ICT allowance.
6. Where the device is purchased by the City, the cost of the device will be deducted from the Elected Member's ICT allowance. The device will be the property of the Elected Member. ~~If a replacement device is required, the cost will be deducted from the Elected Member's allowance.~~ The Elected Member can choose whether the device is deducted from their ICT allowance over a one or two-year period.
7. IT support and maintenance shall be provided by the City for City provided equipment and software, as appropriate. Care of the device and personal data is the responsibility of the Elected Member.

Payment

8. The attendance fees and the ICT allowance are to:
 - (a) Be paid on a monthly basis.
 - (b) Generally, be paid in arrears on the first day of the month.

- (c) Be calculated on a daily pro rata basis.

Taxation

9. The taxation liability arising from payments received from the City is the individual responsibility of each Elected Member.
10. The City will provide an annual payment summary to each Elected Member for the preceding financial year by the end of July each year.

Superannuation

11. ~~In accordance with the Council decision of 25 February 2025 (Item 10.1.2 refers),~~ Elected Members may be paid superannuation contributions under S 5.99B of the Act.
12. Superannuation contributions for Elected Members are payable with, and at the same time as attendance fees and allowances.
13. Superannuation contributions are payable on attendance fees and allowances and do not apply to the ICT allowance or amounts paid in reimbursement of expenses.
14. Individual Elected Members may choose to opt out of receiving superannuation contributions by providing written notice to the CEO. The Elected Member may opt back in by providing written notice to the CEO revoking the opt-out notice.
15. Elected Members who wish to receive superannuation contribution payments must nominate a superannuation account from scheme or fund to which the *Superannuation Guarantee (Administration) Act 1992* applies.

Reimbursement of Expenses

16. In accordance with Regulation 32(1), the following kinds of expenses may be approved for reimbursement:
 - (a) An expense incurred by a council member in performing a function under the express authority of the Council;
 - (b) An expense incurred by a council member to whom subclause 6(a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) An expense incurred by a council member in performing a function in his or her capacity as a council member.
17. Reimbursement of Elected Members' expenses ~~in excess of the annual allowances made under this policy~~ are required to be substantiated by the claimant through the production of receipts or the keeping of a logbook before such claims are paid.
18. In accordance with the Elected Members – Expense Claims and Reimbursement Process, Requests for reimbursement are encouraged to be submitted on a monthly or quarterly basis. All

claims must be lodged ~~made~~-no more than 7 days after the end of the financial year to which the expense claim-relates.-

19. Reimbursement requests must be submitted using the Elected Member Reimbursement Form. Forms Requests for reimbursement are to be emailed to, and must should include a copy of the tax invoice for each ~~the~~-expense.

Reimbursement of Childcare Expenses

1920. Child-minding fees incurred by Elected Members whilst attending Council or Committee meetings of which that Elected Member is a member, or in performing any of the functions described under clause 16 will be paid at the maximum hourly allowance provided for by the Salaries and Allowances Tribunal or the actual cost per hour, whichever is the lesser amount.
2021. The number of hours claimable are limited to the length of the meeting plus a reasonable time allowance for travel to and from the place of care.
2122. Receipts for childcare expenses must accompany the reimbursement claim form, detailing the date, number of hours, rate and meeting attended and the details of the service provider, signed by the service provider.
232. Child minding fees will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

Reimbursement of Travel Expenses

243. Elected members are eligible for reimbursement of travel expenses incurred:
- Because of a Council Meeting or a Meeting of a Committee of which he or she is also a member; or
 - In performing any of the functions described in clause 16 of this policy.
254. Travel expenses will be reimbursed to the extent provided for in the annual determination of the Salaries and Allowances Tribunal.
26. Elected Members may choose to use Uber or Taxis as a mode of travel for official City business. Where Uber is required or preferred, the City's Corporate Uber account must be used to facilitate the booking.
27. Although travel expenses paid directly by the City (e.g., via the City's Uber account) are not reimbursed through to the member, they are still considered reportable expenses and will be included in the annual report on fees, expenses and allowances to Elected Members as required under s 5.96A of the Local Government Act 1995.-

Attendance at Conferences, Seminars, Training and Professional Development

28. Elected Members may attend conferences, seminars, and training relating to their role as an Elected Member at the City of Bayswater. Opportunities for training include training courses, workshops, formal qualifications (or individual units or modules as components for formal qualifications) and membership of professional development organisations, where the membership incorporates access to continuing professional development.

- ~~2895~~. Selection and determination of attendance at conferences, training and seminars will be made by the individual ~~Councillor~~ Elected Member in relation to their particular interests.
- ~~26930~~. The amount payable by the City of Bayswater (the City) for attendance at such events will be capped at \$15,000 for each Councillor, and \$30,000 for the Mayor, for the four-year period of their election term of office (or pro-rata). This maximum allowance is contingent on budget allocations.
- ~~27301~~. The City will not fund attendance at overseas conferences, other than New Zealand.
- ~~28342~~. The City will fund attendance by ~~E~~lected ~~M~~embers at interstate conferences.
- ~~29323~~. Attendance at interstate and New Zealand conferences will be limited to a maximum of three ~~Councillors~~ Elected Members per event.
- ~~3340~~. At the first Ordinary Council Meeting following the attendance by an ~~Elected Member~~ Council member at any City funded conference, seminar or training event a written report will be tabled which provides a summary of the reasons for attendance, the cost to the City and any information or documentation of particular importance to Council, the City, or ratepayers and residents. This attendance information will also be published on a publicly available register on the City's website no later than 10 days after the Ordinary Council Meeting.
- ~~3451~~. An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:
- (a) meals and refreshments for the Elected Member that are not covered by the registration costs;
 - (b) dry-cleaning and laundry expenses.
- ~~3562~~. Elected ~~M~~embers will not be reimbursed for the cost of meals or refreshments for other people, excepting when the meal or refreshment provided to another person is in response to a meal or refreshments previously received from that person.
- ~~3367~~. Expenses will be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home.
- ~~3784~~. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:
- (a) For the days of the Conference and Training event only; and
 - (b) For the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.

Issue of Stationery

- ~~3895~~. An Elected Member shall be eligible to an issue of the following stationery:
- (a) Up to 4,000 (in lots of 500) letterheads, envelopes (postage costs shall be at the Elected Members' expense); and business cards as required during their term of office. The stationery may include a photograph of the Elected Member.
 - (b) 50 City of Bayswater Christmas cards, envelopes and postage.

- (c) Name Badge. Replacement name badges shall be supplied if the equipment is lost, stolen or damaged.

Civic Centre Access

- [39406](#). Elected Members are to be provided with an access key and security card allowing access to the civic areas of the Civic Centre including the Basement Car Park, Councillors Lounge, Councillors Office and Council Chamber and Foyer.
- [40137](#). The access key and security card will be issued as soon as possible following election to office.
- [38412](#). Elected members are to return the access key and security card to the Chief Executive Officer immediately upon the expiration of the Elected Member's term.
- [39423](#). Elected Members can access the administration area in the Civic Centre by contacting either the Chief Executive Officer and/or Directors.

Parental Leave

- [4340](#). In accordance with Part 2, Division 5, s2.25(5B) of the Act, Elected Members are entitled to six months of parental leave, beginning on the day on which the council member, or their spouse or de facto partner, gives birth, adopts a person under 16 years of age or becomes the guardian or foster parent of a child under 16 years of age.

Retirement

- [4451](#). Retiring Elected Members will be recognised for their service to the City of Bayswater with the following gifts:
- (a) A certificate of service
 - (b) A name plate, similar to the Elected Members' name plates in the Chambers, shall be prepared with details of the years of service engraved on the plate below the Elected Member's name.
- [4562](#). The gifts will be presented to the retiring Elected Member at an informal farewell as determined by the Mayor.
- [4367](#). The above presentation can be made posthumously to the spouse or designated family member of the Elected Member.

Reporting

- [4784](#). In accordance with Section 5.96A of the Act and Regulations 29C(2)(f)&(6), a report will be prepared annually on any fees, expenses or allowances paid to each council member Elected Member during a financial year, beginning 1 July 2020. The report will be published on the City's website on or before 14 July immediately following the end of the financial year to which the information relates.

Definitions

“Act” means the *Local Government Act 1995*

“Council” means the City of Bayswater Council

“ICT expenses” means

1. Rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996*; or
2. Any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the *Local Government (Administration) Regulations 1996*.

Or

3. any expenses, including the purchase costs, of ICT hardware provided to elected members.

“Regulations” means the *Local Government (Administration) Regulations 1996*.

Related Legislation

Local Government Act 1995

Local Government (Administration) Regulations 1996

Salaries and Allowances Tribunal Annual Determination

Superannuation Guarantee (Administration) Act 1992 (Cwlth)

Related Documentation

Attendance at Events Policy

Relevant Delegations	Nil.
Risk Evaluation	Moderate
Council Adoption	6 May 2024 (meeting adjourned from 30 April 2024).
Reviewed/Modified	17 March 2025 (consequential changes made to reflect changes in legislation and Council’s decision to pay superannuation to Elected Members at its Ordinary Meeting of 25 February 2025, item 10.1.2 refers).



Elected Members Entitlements Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit/s	Governance and Strategy
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Financial Services Governance and Strategy
Document Ref	4705085

Purpose

1. To provide clarity around the entitlements and support available to Elected Members and determine the method and timing of payments to Elected Members in accordance with the *Local Government Act 1995* (the Act).

Policy Statement

Annual Attendance Fees and Allowances

2. Elected Members, including the Mayor and Deputy Mayor, shall be paid an annual attendance fee in accordance with the maximum amounts determined by the Salaries and Allowances Tribunal.
3. The Mayor and Deputy Mayor shall be paid an annual allowance in accordance with the maximum amounts determined by the Salaries and Allowances Tribunal.

ICT Allowance and Issue of Devices

4. Elected Members, including the Mayor and Deputy Mayor, shall be paid the maximum ICT allowance determined by the Salaries and Allowances Tribunal.
5. An appropriate device/s may be requested from the City, or the Elected Member may choose to purchase their own device with their ICT allowance.
6. Where the device is purchased by the City, the cost of the device will be deducted from the Elected Member's ICT allowance. The device will be the property of the Elected Member. The Elected Member can choose whether the device is deducted from their ICT allowance over a one or two-year period.
7. IT support and maintenance shall be provided by the City for City provided equipment and software, as appropriate. Care of the device and personal data is the responsibility of the Elected Member.

Payment

8. The attendance fees and the ICT allowance are to:
 - (a) Be paid on a monthly basis.
 - (b) Generally, be paid in arrears on the first day of the month.
 - (c) Be calculated on a daily pro rata basis.

Taxation

9. The taxation liability arising from payments received from the City is the individual responsibility of each Elected Member.
10. The City will provide an annual payment summary to each Elected Member for the preceding financial year by the end of July each year.

Superannuation

11. Elected Members may be paid superannuation contributions under S 5.99B of the Act.
12. Superannuation contributions for Elected Members are payable with, and at the same time as attendance fees and allowances.
13. Superannuation contributions are payable on attendance fees and allowances and do not apply to the ICT allowance or amounts paid in reimbursement of expenses.
14. Individual Elected Members may choose to opt out of receiving superannuation contributions by providing written notice to the CEO. The Elected Member may opt back in by providing written notice to the CEO revoking the opt-out notice.
15. Elected Members who wish to receive superannuation contribution payments must nominate a superannuation account from scheme or fund to which the *Superannuation Guarantee (Administration) Act 1992* applies.

Reimbursement of Expenses

16. In accordance with Regulation 32(1), the following kinds of expenses may be approved for reimbursement:
 - (a) An expense incurred by a council member in performing a function under the express authority of the Council;
 - (b) An expense incurred by a council member to whom subclause 6(a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) An expense incurred by a council member in performing a function in his or her capacity as a council member.
17. Reimbursement of Elected Members' expenses are required to be substantiated by the claimant through the production of receipts or the keeping of a logbook before such claims are paid.
18. In accordance with the Elected Members – Expense Claims and Reimbursement Process, requests for reimbursement are encouraged to be submitted on a monthly or quarterly basis. All claims must be lodged no more than 7 days after the end of the financial year to which the expense relates.
19. Reimbursement requests must be submitted using the Elected Member Reimbursement Form. Forms should include a copy of the tax invoice for each expense.

Reimbursement of Childcare Expenses

20. Child-minding fees incurred by Elected Members whilst attending Council or Committee meetings of which that Elected Member is a member, or in performing any of the functions described under clause 16 will be paid at the maximum hourly allowance provided for by the Salaries and Allowances Tribunal or the actual cost per hour, whichever is the lesser amount.
21. The number of hours claimable are limited to the length of the meeting plus a reasonable time allowance for travel to and from the place of care.
22. Receipts for childcare expenses must accompany the reimbursement claim form, detailing the date, number of hours, rate and meeting attended and the details of the service provider, signed by the service provider.
23. Child minding fees will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

Reimbursement of Travel Expenses

24. Elected members are eligible for reimbursement of travel expenses incurred:
 - (a) Because of a Council Meeting or a Meeting of a Committee of which he or she is also a member; or
 - (b) In performing any of the functions described in clause 16 of this policy.
25. Travel expenses will be reimbursed to the extent provided for in the annual determination of the Salaries and Allowances Tribunal.
26. Elected Members may choose to use Uber or Taxis as a mode of travel for official City business. Where Uber is required or preferred, the City's Corporate Uber account must be used to facilitate the booking.
27. Although travel expenses paid directly by the City (e.g., via the City's Uber account) are not reimbursed to the member, they are still considered reportable expenses and will be included in the annual report on fees, expenses and allowances to Elected Members as required under s 5.96A of the *Local Government Act 1995*.

Attendance at Conferences, Seminars, Training and Professional Development

28. Elected Members may attend conferences, seminars, and training relating to their role as an Elected Member at the City of Bayswater. Opportunities for training include training courses, workshops, formal qualifications (or individual units or modules as components for formal qualifications) and membership of professional development organisations, where the membership incorporates access to continuing professional development.
29. Selection and determination of attendance at conferences, training and seminars will be made by the individual Elected Member in relation to their particular interests.
30. The amount payable by the City of Bayswater (the City) for attendance at such events will be capped at \$15,000 for each Councillor, and \$30,000 for the Mayor, for the four-year period of their term of office (or pro-rata). This maximum allowance is contingent on budget allocations.

31. The City will not fund attendance at overseas conferences, other than New Zealand.
32. The City will fund attendance by Elected Members at interstate conferences.
33. Attendance at interstate and New Zealand conferences will be limited to a maximum of three Elected Members per event.
34. At the first Ordinary Council Meeting following the attendance by an Elected Member at any City funded conference, seminar or training event a written report will be tabled which provides a summary of the reasons for attendance, the cost to the City and any information or documentation of particular importance to Council, the City, or ratepayers and residents. This attendance information will also be published on a publicly available register on the City's website no later than 10 days after the Ordinary Council Meeting.
35. An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:
 - (a) meals and refreshments for the Elected Member that are not covered by the registration costs;
 - (b) dry-cleaning and laundry expenses.
36. Elected Members will not be reimbursed for the cost of meals or refreshments for other people, excepting when the meal or refreshment provided to another person is in response to a meal or refreshments previously received from that person.
37. Expenses will be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home.
38. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:
 - (a) For the days of the Conference and Training event only; and
 - (b) For the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.

Issue of Stationery

39. An Elected Member shall be eligible to an issue of the following stationery:
 - (a) Up to 4,000 (in lots of 500) letterheads, envelopes (postage costs shall be at the Elected Members' expense); and business cards as required during their term of office. The stationery may include a photograph of the Elected Member.
 - (b) 50 City of Bayswater Christmas cards, envelopes and postage.
 - (c) Name Badge. Replacement name badges shall be supplied if the equipment is lost, stolen or damaged.

Civic Centre Access

40. Elected Members are to be provided with an access key and security card allowing access to the civic areas of the Civic Centre including the Basement Car Park, Councillors Lounge, Councillors Office and Council Chamber and Foyer.
41. The access key and security card will be issued as soon as possible following election to office.
42. Elected members are to return the access key and security card to the Chief Executive Officer immediately upon the expiration of the Elected Member's term.
43. Elected Members can access the administration area in the Civic Centre by contacting either the Chief Executive Officer and/or Directors.

Parental Leave

44. In accordance with Part 2, Division 5, s2.25(5B) of the Act, Elected Members are entitled to six months of parental leave, beginning on the day on which the council member, or their spouse or de facto partner, gives birth, adopts a person under 16 years of age or becomes the guardian or foster parent of a child under 16 years of age.

Retirement

45. Retiring Elected Members will be recognised for their service to the City of Bayswater with the following gifts:
 - (a) A certificate of service
 - (b) A name plate, similar to the Elected Members' name plates in the Chambers, shall be prepared with details of the years of service engraved on the plate below the Elected Member's name.
46. The gifts will be presented to the retiring Elected Member at an informal farewell as determined by the Mayor.
47. The above presentation can be made posthumously to the spouse or designated family member of the Elected Member.

Reporting

48. In accordance with Section 5.96A of the Act and Regulations 29C(2)(f)&(6), a report will be prepared annually on any fees, expenses or allowances paid to each Elected Member during a financial year, beginning 1 July 2020. The report will be published on the City's website on or before 14 July immediately following the end of the financial year to which the information relates.

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Or

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Related Legislation

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Related Documentation

Attendance at Events Policy

Relevant Delegations	Nil.
Risk Evaluation	Moderate
Council Adoption	6 May 2024 (meeting adjourned from 30 April 2024).
Reviewed/Modified	17 March 2025 (consequential changes made to reflect changes in legislation and Council’s decision to pay superannuation to Elected Members at its Ordinary Meeting of 25 February 2025, item 10.1.2 refers).

10.5.1.3 Local Planning Policies

10.5.1.3.1 New Local Planning Policy: Short-Term Rental Accommodation and Guidelines

Responsible Branch:	Property and Economic Development
Responsible Directorate:	Chief Executive Officer
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	<ol style="list-style-type: none"> 1. Draft Short-Term Rental Accommodation Policy [9.3.1.1 - 7 pages] 2. STRA Preferred Locations [9.3.1.2 - 1 page] 3. Draft Short-Term Rental Accommodation Guidelines [9.3.1.3 - 5 pages] 4. New STRA Preferred Locations [9.3.1.4 - 1 page]
Refer:	Item: 10.1.1 OCM: 26.08.2025
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

A number of planning reforms have been undertaken at the State level relating to the control of tourist and short-term rental accommodation (STRA) as distinct land uses.

Council revoked the previous *Short-Term Accommodation Policy* at the 23 July 2024 Ordinary Council Meeting because the policy was considered not able to function as intended and inconsistent with the State Government changes.

Amendment 101 to the City of Bayswater Town Planning Scheme No. 24 was endorsed at the 26 August 2025 Ordinary Council Meeting to bring the City’s planning framework into consistency with the State’s requirements. A new policy is now required to provide guidance for STRA within the City. Guidelines are also proposed to provide more detailed guidance for applicants.

Council consideration is sought to adopt the draft *Short-Term Rental Accommodation Policy and Guidelines* for advertising.

ADDITIONAL INFORMATION

Attachment 4 has been included in this item in accordance with the Committee Resolution.

OFFICER'S RECOMMENDATION

That Council

1. Adopts the draft *Short-Term Rental Accommodation Policy* and Preferred Locations Map (Map 1) as contained in **Attachment 1 & 2** for the purposes of public advertising.
2. Notes the draft *Short-Term Rental Accommodation Guidelines* as contained in **Attachment 2** as a supplementary document to the policy.

COMMITTEE RECOMMENDATION TO COUNCIL**That Council:**

1. **Adopts the draft Short-Term Rental Accommodation Policy as contained in Attachment 1 for the purposes of public advertising, subject to the following modification:**
 - (a) **The Map in Attachment 2 be replaced with the alternate Preferred Locations Map (Attachment 4) for the purposes of public advertising.**
 - (b) **Objectives cl. 2 amended as follows: *Ensure unhosted STRA is appropriately located within the City of Bayswater's activity centres and station precincts, to safeguard the primary purpose of residential areas in providing residential dwellings for long term accommodation.***
 - (c) **Policy Statement – Preferred Locations amended as follows: *STRA may be supported in planning areas identified in the City of Bayswater Local Planning Strategy as Centres and Station Precincts, excluding the Ashfield District Centre. This includes the use of single, grouped and multiple dwellings as STRA.***
2. **Notes the draft Short-Term Rental Accommodation Guidelines as contained in Attachment 2 as a supplementary document to the policy**

BACKGROUND

The State Government has recognised Short-Term Rental Accommodation (STRA) as a separate land use by introducing new definitions and provisions in the [Planning and Development \(Local Planning Schemes\) Regulations 2015](#) (LPS regs) Schedule 2 Part 1 and Part 7. These include hosted STRA (where a host is present), and unhosted STRA (where guests have exclusive use of the entire dwelling).

Council initiated Town Planning Scheme No. 24 (TPS 24) Amendment No. 101 (Amd 101) in order to bring TPS 24 into alignment with the new STRA provisions. The amendment proposes that Hosted STRA is a 'P' permitted land use class in zones where dwellings can be approved (consistent with the LPS regs), and Unhosted STRA be included in the TPS 24 zoning tables, with a 'D' discretionary land use class in zones where dwellings can be approved. At its Ordinary Council meeting held 26 August 2025 Council resolved:

“That Council:

1. *Pursuant to Regulation 53(1) of the Planning and Development (Local Planning Schemes) Regulations 2015, provides the advertised Amendment No. 101 to City of Bayswater Town Planning Scheme No. 24 to the Western Australian Planning Commission and Minister for Planning for final approval.*
2. *Requests the Chief Executive Officer to prepare a Short-term Rental Accommodation Local Planning policy for future consideration by Council.”*

At the time of writing this report Amd 101 is with the Minister for Planning for final approval, however it is anticipated that should the policy be supported for advertising Amd 101 will have been finalised by the time the policy is considered for final approval.

EXTERNAL CONSULTATION

No consultation has yet occurred with the public or other agencies on the draft Policy. In the event that the draft Policy is supported by Council, advertising will be undertaken by way of:

- Notification in the local newspaper
- Information being placed on the City’s engagement website
- Public Notice on the City’s website
- Hard copies of the draft policy being made available for inspection at the City of Bayswater Civic Centre and three libraries.
- Letters and emails sent to existing STRA operators.

OFFICER'S COMMENTS

A copy of the draft *Short-Term Rental Accommodation Policy and Guidelines* are contained in **Attachments 1 and 2.**

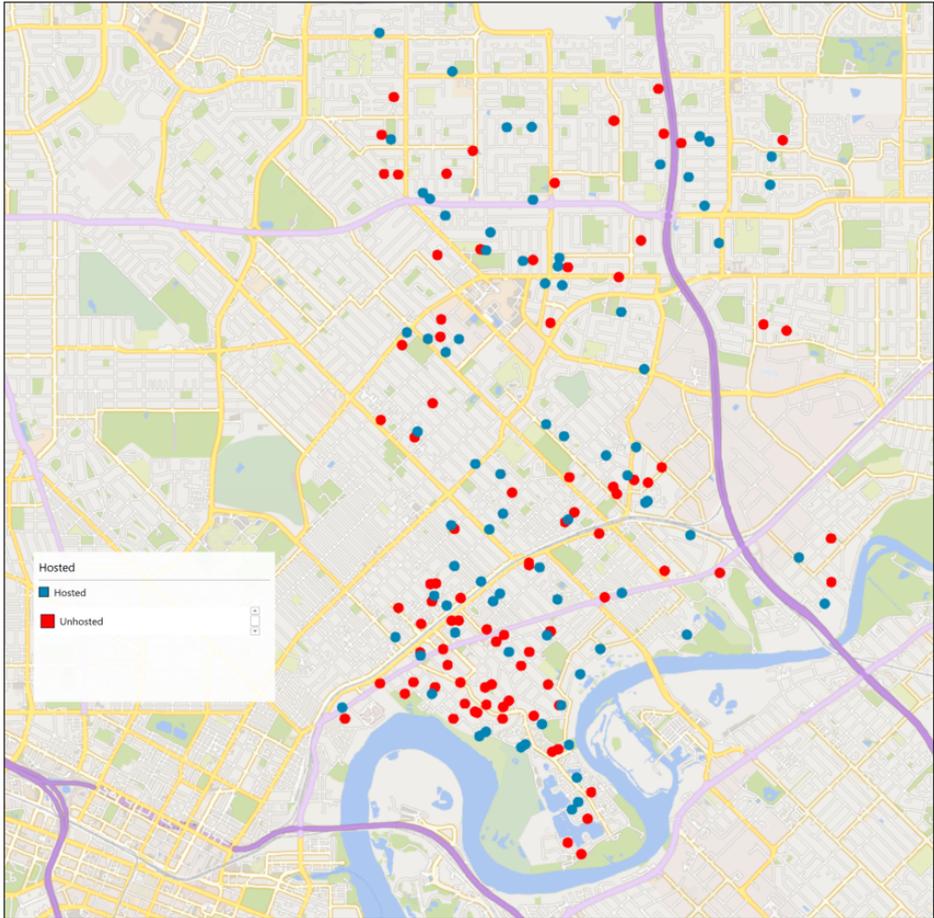
Draft Short-Term Rental Accommodation Policy

Hosted STRA, and Unhosted STRA where the premise is rented less than 90 days in a 12 month period, are exempt from requiring Development Approval under *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Clause 61. It is noted that the draft policy does not apply to these properties and they may operate within residential areas without a Development Approval (DA).

Unhosted STRA where the premise is rented more than 90 days in a 12 month period are required to obtain a DA. The policy has therefore been drafted to specifically relate to unhosted STRA operating for more than 90 days. The intention is to ensure that unhosted STRA is located in appropriate areas within the City, to minimise impact on the amenity of residential suburbs. The proposed Guidelines provide more detailed information for applicants when preparing an application for STRA.

The table below provides a synopsis of the key features in the draft *STRA Policy*:

Provision	Rationale
Assessment Criteria	
<p>Preferred Locations Within planning areas identified within the City’s Local Planning Strategy’s Activity and District Centres, Station Precincts and Urban Corridors</p>	<p>In order to mitigate adverse impact on amenity in residential areas the policy restricts STRA to locations where more population is likely to be accommodated, and along high frequency public transport routes identified in the City’s Local Planning Strategy (LPS) and consistent with the Perth and Peel @ 3.5million Central Sub-regional Planning Framework. These areas also generally provide facilities appropriate to tourism. Locating STRA within centres will also assist in further activation of the area.</p> <p>The draft LPP and map exclude the Alexander Drive Urban Corridor, Ashfield District Centre and Bayswater District Centre Planning Areas.</p> <ul style="list-style-type: none"> • The Alexander Drive Urban Corridor is the result of Perth and Peel @ 3.5 Million mapping, and extends south within the City of Stirling. The portion within the City is land-locked with no frontage or access to Alexander Drive and does not currently exhibit land-use/transport characteristics that would support its growth as a higher density urban corridor. • The Ashfield District Centre is zoned ‘General Industry’ under TPS 24 and LPS 25 proposes to rezone this land to ‘Service Commercial’. Residential development is not an approvable land

Provision	Rationale
	<p>use within these zones and therefore the Centre is not considered appropriate to be included in the LPP as a preferred location.</p> <ul style="list-style-type: none"> The Bayswater District Centre is under planning control of DevelopmentWA as the Bayswater Redevelopment Area, and TPS 24 and the City's local planning policies are not in effect in the redevelopment area. The LPP may be amended in the future to support the normalisation of Bayswater into the City's local planning scheme. There is currently no timeline for normalisation of the Bayswater Redevelopment Area. <p>Unhosted STRA land use permissibility will be 'D' within residential zones, as such, under TPS 24, it may be considered appropriate within all residential areas subject to exercising discretion. The City, despite being in a prime central Perth location, as a whole lacks tourist accommodation, therefore unhosted short-term accommodation provides a valuable contribution for guests wanting to stay within the City.</p> <p>It should be noted there is a concentration of STRA within the Maylands peninsula, and this area is not included in the preferred locations. The below map details approximate locations of existing STRA within the City.</p>  <p>Whilst the policy does not prohibit other areas such as the Maylands peninsula, STRA proposals outside preferred locations will require significant planning justification, and will generally not be supported in grouped and multiple dwelling developments to protect the amenity of</p>

Provision	Rationale
	existing residential areas, ensure they continue to fulfill their primary purpose of providing long-term housing, and incentivise STRA within areas that have sufficient services, attractions, amenities and accessibility. The policy proposes that single, grouped and multiple dwellings may be considered for STRA within the preferred locations.
<p>Car parking Sliding scale based on the number of guests, to allow for larger dwellings which may accommodate more than one family</p>	<p>In order to limit use of verges and streets for guest parking a sliding scale of car parking is proposed based on the number of guests the dwelling can accommodate, assuming an average family size of 3 people:</p> <p>1-3 guests – 1 bay 4-6 guests – 2 bays 7-9 guests – 3 bays 10-12 guests – 4 bays</p> <p>Shared common property visitor parking is not included in the car parking calculations to prevent conflicts with other strata owners.</p>
<p>Number of Guests As per Health Local Law cubic metre of airspace</p>	<p>The provision is consistent with the City of <i>Bayswater Health Local Law 2023 (as amended in 2024)</i> and <i>Department of Health General Health Provisions for Short Term Accommodation</i> which calculates occupancy per bedroom based on 14m³ airspace for adults and 10m³ for children. As a Health Local Law provision this cannot be varied.</p>
<p>Amenity No adverse impact on amenity including noise</p>	<p>Including specific amenity provisions which are directly relevant to STRA provides an appropriate framework when exercising discretion. The draft policy includes consideration of arrival times, use of outdoor areas, proximity to other dwellings, and noise monitoring devices, however notes that imposing conditions on any approval is not appropriate in instances where STRA would be inherently unsuitable.</p>
<p>Strata and community title developments Single dwellings outside of preferred planning locations</p>	<p>These provisions reiterate the above, that single, grouped, multiple and community title developments will be considered in preferred locations, however only single dwellings will be considered outside of preferred locations. This is to avoid enclaves of STRA in suburban areas outside of preferred locations which may impact on the overall amenity of the area and individual developments.</p>
<p>Signage 0.2m² maximum area of signage</p>	<p>The 0.2m² area of signage is consistent with TPS 24 signage requirements for Home Occupation and is considered an appropriate size that will not detract from the amenity of residential areas.</p>
<p>Additional provisions</p>	
<p>Application requirements Additional information required specific to the nature and development requirements of the proposed STRA</p>	<p>Additional information to the usual requirements of an application for Development Approval is specified in relation to unhosted STRA:</p> <ul style="list-style-type: none"> • strata consent to lodge • site and floor plan detailing use • justification for non-preferred location • management plan • guest code of conduct • Bushfire evacuation plan <p>Additional details are included in the draft STRA guidelines and are</p>

Provision	Rationale
	discussed below
Consultation immediate adjoining landowners and occupants	'D' land uses do not require mandatory advertising, however the policy recommends all adjoining landowners should be consulted. A diagram is included in the Guidelines to clarify the minimum advertising requirements.
Conditions <ul style="list-style-type: none"> • Number of guests • Temporary approval • Management Plan implemented • Car parking • Emergency contact information • Complaints register • Minimum stays • Noise monitoring equipment • Specification of quiet times 	Based on previous determinations of STRA applications within the City, the proposed policy includes, but is not limited to, recommended conditions. For conditions to be valid they must only relate to matters which can be readily controlled. For example, a condition relating to prohibition of antisocial behaviour cannot be imposed because this is relative to individual behaviour (and is usually governed through the STRA provider, who have strict policies regarding misuse of STRA properties). Matters subject to conditions in the proposed policy are valid, and would allow for compliance measures if the conditions are not adhered to. Of note, the draft policy proposes a condition for an initial approval period of 12 months. After the probation period an application for renewal would be required. If the STRA is found to have operated in an acceptable manner, a further time limited approval of up to three years may be granted. This provides the City with additional control to prevent STRA from operating if they are causing an undue nuisance to the local area.
Compliance Noise monitoring	The draft policy explicitly notes that all conditions must be adhered to, and that noise monitoring may be undertaken in the event of nuisance complaints.

Draft Short-Term Rental Accommodation Guidelines

The draft STRA Guidelines provide more detail for applicants for the additional information that is required to be submitted in addition to the general requirements for an application for development approval, including:

- A strata consent template provides applicants with certainty about what is required for lodgement.
- The site and floor plan requirements are more specific than usually required for an application for development approval, detailing the bed configuration for each available bedroom, bedroom cubic meterage for occupancy calculations, guest car parking, external lighting, and outdoor entertainment areas.
- Justification for locations outside of preferred areas provides an opportunity to address the considerations in exercising discretion.
- A management plan details specific information relevant to an unhosted STRA, particularly addressing matters which could impact on residential amenity.
- A copy of the guest code of conduct will assist in compliance matters.
- Evacuation plans for guests unfamiliar with the area in which they are staying provides an additional level of safety to other mandatory bushfire requirements, where STRA is proposed in a bushfire prone area.

LEGISLATIVE COMPLIANCE

Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the procedure for preparing and advertising 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	Medium
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 Council Plan 2025 – 2035, the following applies:

Key Result Area: Built

Outcome 2.1 A Connected and Accessible City

Objective 2.1.2 Create liveable neighbourhoods and centres that include consideration of our built heritage.

Objective 2.1.3 Advocate and plan for diverse and quality housing choices utilising a contemporary planning framework that encourages growth.

It is considered that supporting the draft *Unhosted STRA Policy* will assist in ensuring that STRA is located in appropriate areas within the City, to minimise impact on the amenity of residential suburbs.

CONCLUSION

In order to minimise any adverse impacts on residential suburbs it is recommended that the draft *Short-term Rental Accommodation Local Planning Policy and Guidelines* be supported for the purposes of public advertising.



Short-Term Rental Accommodation Policy

Responsible Division	Office of the CEO
Responsible Business Unit	Property and Economic Development
Responsible Officer	Manager Property and Economic Development
Affected Business Units	Regulatory Services
ECM Document Set ID	[ECM document set ID]

Purpose

This Policy provides a framework to manage the use of residential properties for **unhosted short-term rental accommodation (STRA)**.

Scope

This policy applies to all development applications for **unhosted STRA** under all local planning schemes in effect within the City of Bayswater. **Unhosted STRA** may only be contemplated in zones where residential dwellings can be approved.

Objectives

1. Provide guidance on the requirements for the establishment of **unhosted STRA** within the City of Bayswater.
2. Ensure **unhosted STRA** is appropriately located within the City of Bayswater's activity centres, station precincts, and urban corridors, to safeguard the primary purpose of residential areas in providing residential dwellings for long term accommodation.
3. Provide a high level of amenity for both long-term residents of adjoining properties and the occupants of **unhosted STRA**.
4. Provide guidance to the operators of **unhosted STRA** as to the operator's responsibilities and obligations.

Definitions

For the purpose of this policy —

Anti social behaviour means actions and behaviours that threaten the amenity of the locality, and includes but is not limited to swearing, shouting, abusive, threatening behaviour, raised voices, parties and loud music.

Guest means a person, who is accommodated within a short-term accommodation on a temporary basis for a fee but is not subject to a Residential Tenancy Agreement

Hosted short-term rental accommodation has the meaning given in the *Planning and Development (Local Planning Schemes) Regulations 2015*

Short-term rental accommodation has the meaning given in the *Planning and Development (Local Planning Schemes) Regulations 2015*

Short-term rental arrangement has the meaning given in the *Planning and Development (Local Planning Schemes) Regulations 2015*

Unhosted short-term rental accommodation has the meaning given in the *Planning and Development (Local Planning Schemes) Regulations 2015*

Policy Statement

Assessment Criteria

In exercising discretion to determine an application for development approval, **unhosted STRA** will generally only be supported where the following criteria are met:

Zoning

STRA can only be supported on land in zones where residential dwellings are capable of approval under the applicable local planning scheme.

Preferred Locations

STRA may be supported in planning areas identified in the City of Bayswater Local Planning Strategy as Centres, Station Precincts and Urban Corridors, excluding the Alexander Drive Urban Corridor and Ashfield District Centre, as indicated in **Plan 1** attached. This includes the use of single, grouped and multiple dwellings as STRA.

Development applications for STRA located outside of preferred areas will require justification including, but not limited to, the following matters:

1. Proximity to regional community and/or health facilities;
2. Protection of amenity of the locality;
3. Vehicle access, car parking, public transport and other matters related to accessibility;
4. Appropriateness of the development with regard to land tenure. Generally **unhosted STRA** will not be supported in existing grouped dwelling or multiple dwelling developments outside of preferred areas;
5. Non-tangible amenities such as proximity to parks may not be considered sufficient justification to be located outside of a preferred area.

Note: Bayswater District Centre is under planning control of DevelopmentWA and is not subject to the provisions of this Local Planning Policy.

Car parking

Car parking is to be provided on site in accordance with the minimum requirements of the Residential Design Codes for dwellings, with additional parking bays (if required) provided in accordance with the

Short-Term Rental Accommodation Policy

table below. The number of guest cars should not exceed the number of bays available on site. In instances where shared visitor car parking is provided in common property, such as strata and community title development, the shared visitor parking shall not be relied upon for use of the STRA.

Number of Guests*	Minimum Parking Bays required
1-3	1 bay
4-6	2 bays
7-9	3 bays
10-12	4 bays

*Note: For the purpose of calculating car parking, children do not count as **guests**.*

Number of Guests

The maximum number of guests shall be calculated as per the City of *Bayswater Health Local Law 2023 (as amended in 2024)* and *Department of Health General Health Provisions for Short Term Accommodation*, based on the per cubic meter of airspace in each bedroom. A condition may be included on any Development Approval limiting the number of guests as required.

Amenity

- The City will evaluate the potential amenity impacts of each STRA proposal, considering their individual circumstances and the specific local context.
- STRA proposals that detrimentally impact the surrounding locality's amenity will not be supported.
- The evaluation of a proposal will focus on the inherent suitability of each proposed use, as presented in the application, with specific attention to its details and how it impacts the amenity of the locality. Conditions of approval should not be used to support proposals that are inherently unsuitable.
- In reviewing STRA proposals, the City will assess proposed management measures to consider if they are reasonable, enforceable, and effective in maintaining amenity.
- STRA proposals must, at a minimum, demonstrate compliance with the *Environmental Protection (Noise) Regulations 1997*. However, compliance does not automatically translate into acceptable noise impacts from a planning amenity perspective. The City will consider factors such as arrival times, use of outdoor areas, proximity to adjoining dwellings, installation of noise monitoring devices, and other relevant aspects.

Strata and community titles

The use of grouped and multiple dwellings, and dwellings part of a strata or community title scheme for STRA will only be considered within preferred locations.

Where a STRA is proposed outside of a preferred location generally only single dwellings will be supported.

Signage

On residential zoned land a maximum of one sign on the site identifying the STRA is permitted. The sign is not to exceed 0.2m² in area, and is to be incorporated into a front fence, wall, structure or building.

Application requirements

In addition to the application Development Approval requirements set out in Schedule 2 Part 8 cl.63 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and City of Bayswater [Planning Application Forms and Fees - City of Bayswater](#), the following is required to be submitted. Detailed information regarding these requirements is included in the *Short-term Rental Accommodation Guidelines*:

1. Cover letter
2. Consent of strata company or community corporation to lodge application, in accordance with *Planning and Development (Local Planning Schemes) Regulations 2015*, where applicable.

[5-6.](#) Site and floor plan showing the use of the premises

[6-7.](#) Justification for location

3. Management Plan
4. Guest code of conduct
5. Bushfire evacuation measures, if applicable.

Consultation

Applications for **unhosted STRA** may be advertised in accordance with the advertising procedures defined in Schedule 2 Part 8 cl.64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Where an application involves short-term accommodation in a strata or community title situation, all owners and occupiers are to be notified of the proposal. **Unhosted STRA** in strata and community title situations will not be supported except where the consent of the strata company/council of owners has been given in accordance with the provisions of the *Strata Titles Act 1985* and associated by-laws.

At a minimum, all adjoining landowners and on the opposite side of the street will be included in the consultation, as detailed in the *Short-term Rental Accommodation Guidelines*.

Conditions of Development Approval

In approving an application for development approval, the City may impose conditions including, but not limited to, the following:

- Maximum number of guests
- Temporary approval for a 12 month period, after which renewal, via an application to amend Development Approval will be required. In considering a renewal, due regard will be given to the history of the STRA operation. Subsequent approvals may be granted for a further time limited period of up to three years.
- The approved Management Plan to be implemented.
- The number of guest cars to not exceed the number of bays available on site.
- Supplying the emergency contact details of the management agent or owner to address issues

- The landowner shall maintain a complaint register and outline the measures taken to address any complaints.
- The minimum length of stay.
- Installation of noise monitoring equipment
- Specification of quiet times.

Compliance

Unhosted STRA is to comply with all conditions of Development Approval. Noise monitoring may be undertaken in the event of nuisance complaints.

Other Approvals

This policy does not exempt **unhosted STRA** from the requirement to obtain any other necessary approvals, such as under the *Building Act 2011* and *Building Regulations 2012*.

Related Legislation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Other related legislation includes the City of Bayswater *Town Planning Scheme No. 24*.

Related Documentation

Western Australian Planning Commission *Unhosted Short-Term Rental Accommodation Guidelines*

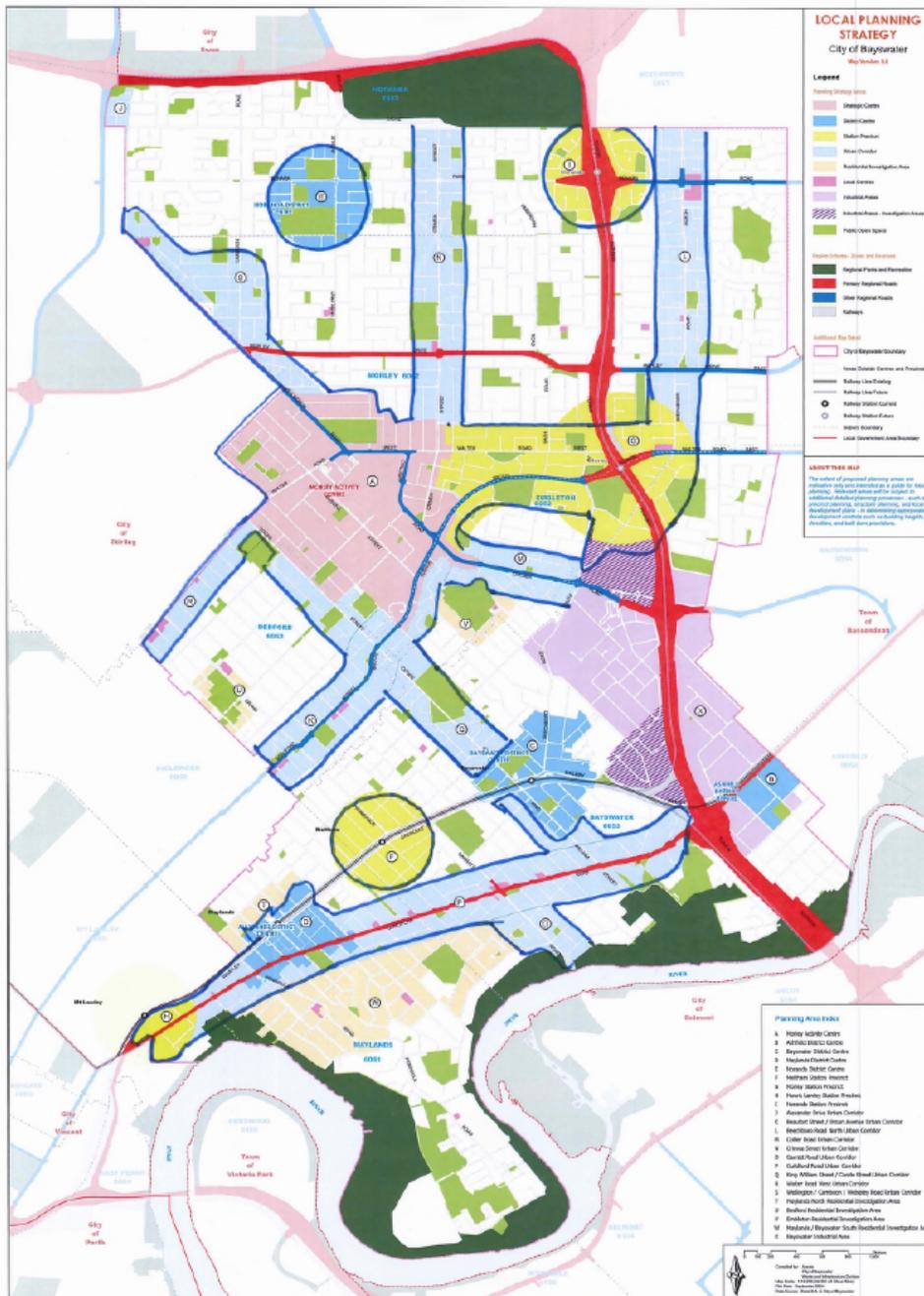
Document details

Relevant delegations	TP-D01 Local Planning Schemes		
Risk evaluation	Low		
Strategic link	Objective 2.1.2 Create liveable neighbourhoods and centres that include consideration of our built heritage. Objective 2.1.3 Advocate and plan for diverse and quality housing choices utilising a contemporary planning framework that encourages growth.		
Council adoption	[date]	Resolution	[item no.]
Next review due	[date]		
Reviewed/modified	[date]	Resolution	[item no.]
Revision details	[description]		

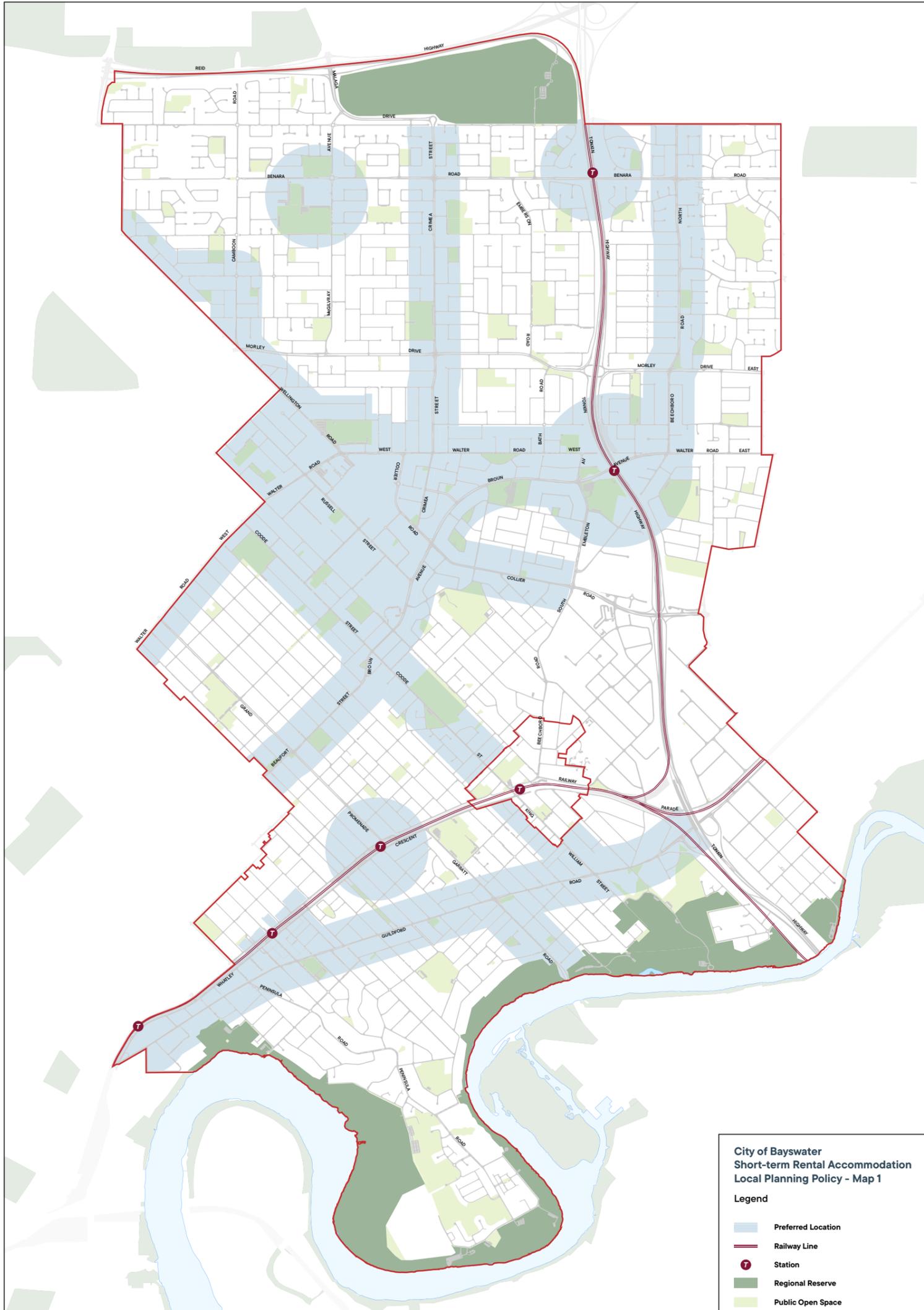
Short-Term Rental Accommodation Policy

Plan 1 – locations

DRAFT map only. Prepare map showing extents of Centres, Station Precincts and Urban Corridors only, exclude J Alexander Drive UC and Bayswater, and revert to current Morley Station Precinct .



DRAFT





Short-Term Rental Accommodation 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	Regulatory Services
ECM Document Set ID	[ECM document set ID]

Introduction

These guidelines provide detailed information for landowners wishing to operate an unhosted Short-Term Rental Accommodation for more than 90 days in any 12 month period, in accordance with the Unhosted Short-Term Rental Accommodation Policy.

Guidelines

Note: These guidelines are a supplement to the specific requirements of lodging an application for Development Approval. They can be used as a checklist by applicants when preparing and application for unhosted STRA operating more than 90 days in a 12 month period.

Cover letter and application form	<input type="checkbox"/>
<p>A cover letter should be provided with every application for Development Approval, detailing, but not limited to, the following:</p> <ul style="list-style-type: none"> Management – owner or managing agent Justification for location, Likely frequency and duration of bookings, Number of guests, and visitors (if proposed) Any variations to the policy provisions <p>Note that all application for Development Approval must be accompanied by a Management Plan</p>	

Template consent of strata to lodge application for Development Approval	<input type="checkbox"/>

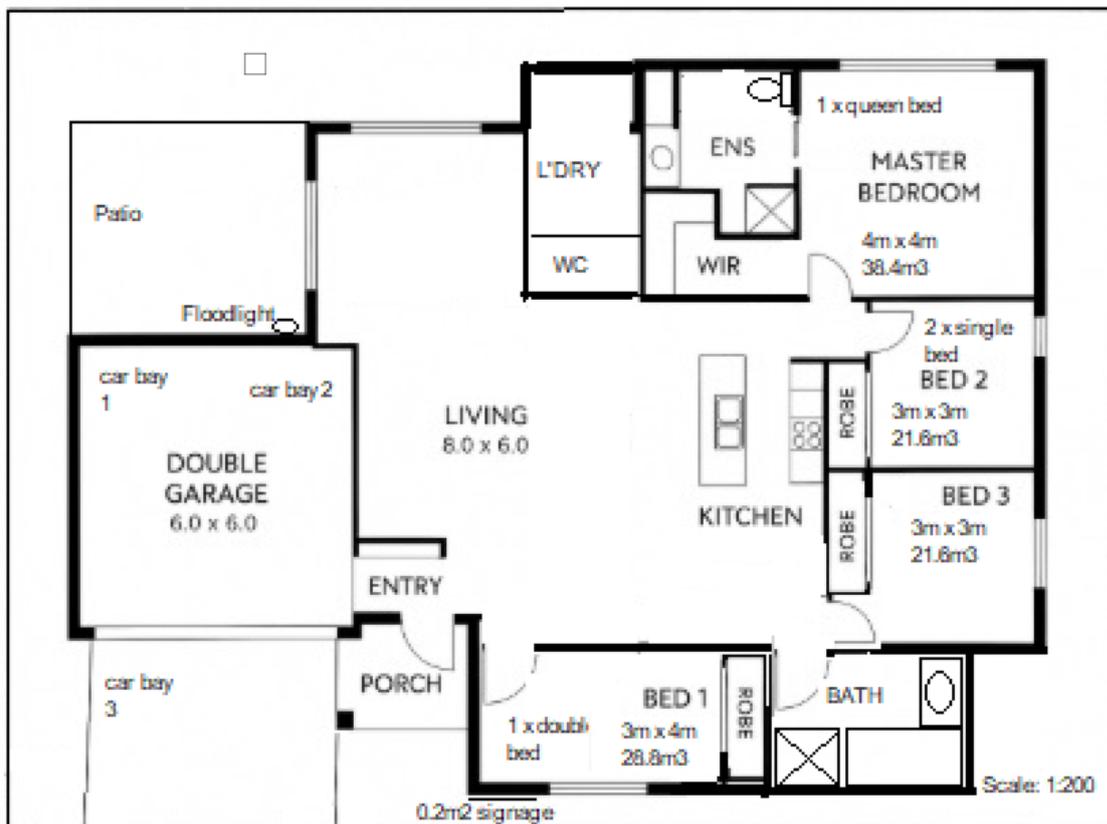
I / We.....being representative of the strata body forgive consent for the application for Development Approval for unhosted short-term rental accommodation to be lodged at.....[Unit and address].....
Strata body[signature].....

Site and Floor Plan



Site plan and floor plan to be submitted clearly indicating site boundary, location of car parking, available bedrooms and the number and size of beds within each bedroom, cubic meterage of each bedroom, external lighting, outdoor entertaining areas, and any areas not accessible to guests.

Example:



Location Justification

Where an unhosted STRA is proposed to be located outside of a preferred location, detailed justification is to be provided, including but not limited to:

- Noise amelioration management
- Appropriateness of location

Management Plan



The Management Plan is to address, but is not limited to, the following:

- Control of anti-social behaviour and the potential conflict between guests and permanent residents of the area;
- Minimum and maximum lengths of stay;
- Maximum occupancy limit;
- Guest arrival and departure procedures; including check in / check out times;
- Car parking management;
- Complaints management and after-hours complaints procedure including:
 - Nature of complaint
 - Date and time of complaint
 - Complainant details
 - Description of how complaint was addressed and whether feedback was provided to the complainant.
 - The provision of a contact telephone number of the accommodation owner and operator to neighbouring properties for business-hours and after-hours complaints;
 - Details of intended response timeframe, and process for notification or eviction of guests
- Explanation of how guests are informed of the Code of Conduct prior to and on arrival.
 - Details of any external lighting, and to be turned off after 9pm
 - Details of installation of noise monitoring devices
 - Guest Screening, including referrals and reviews from online booking platforms

Guest code of conduct



The Code of Conduct is to address, but is not limited to, the following matters:

- The expected behaviour of guests.
- Periods of ‘quiet time’, 7pm -7am Monday to Friday and 9pm to 7am on weekends ;
- Parties are not permitted;
- Reasonable noise expectations (in compliance with the *Environmental Protection (Noise)*)

Regulations 1997);

- Details regarding guest check-in and check-out procedures. Check in / check out of guests to be restricted during quiet hours;
- Expected control and maintenance of pets (if permitted at the property);
- Details of any car parking restrictions applicable to the area, and clarification on:
 - the maximum number of vehicles that can park on a property; and
 - that parking on surrounding properties and within the street and verge area is not permitted;
- Details regarding waste management which specifies the expectations on guests about general rubbish and bin collection;
- Rules and maintenance relating to the use of all common property and common facilities (if applicable);
- Information on relevant strata by-laws (if applicable);
- Emergency contact information;
- Contact details of emergency services; and
- Implications of breaching the code of conduct, including but not limited to, consequences such as eviction. .

The Code of Conduct shall be provided in the form of an information booklet for guests at the accommodation, and online prior to arrival.

Bushfire



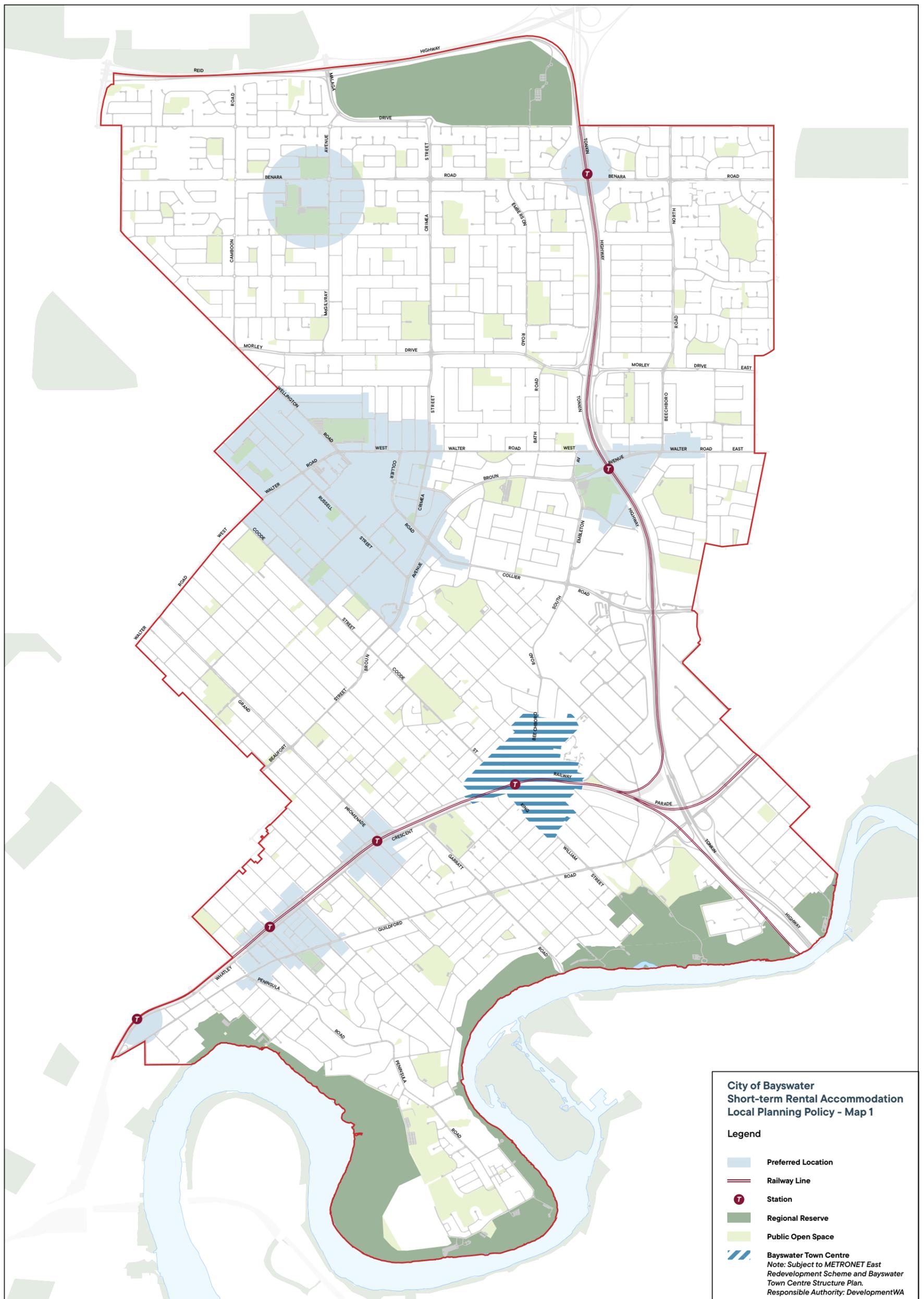
Where a STRA is located within a Bushfire Prone Area, in addition to the requirements under the relevant legislation, the application is to address, but is not limited to, the following:

- Emergency evacuation plan for visitors in the event of a bushfire. This should include a map of the area, provide advice on what to do in the event of a bushfire, identifies the subject property, access routes and suitable evacuation destinations.
- Installation of directional signage clearly indicating possible evacuation directions from the property.

Consultation

At a minimum, all adjoining landowners and on the opposite side of the street will be included in the consultation.





10.5.1.3.2 New Local Planning Policy: Child Care Premises

Responsible Branch:	Property and Economic Development
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	1. LPP Child Care Premises Draft [9.3.2.1 - 6 pages]
Refer:	Item: 10.5.1.6 OCM: 28.01.2025
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item does not contain any information that is considered confidential in accordance with Section 5.23(2) of the Local Government Act 1995.

SUMMARY

Council consideration is sought for the endorsement of the draft Child Care Premises Local Planning Policy, for the purposes of public advertising.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council adopts the *Child Care Premises Local Planning Policy* as contained in Attachment 1 for the purposes of public advertising.

BACKGROUND

Council at its meeting held on 11 February 2020 adopted the *Non-residential Uses in Residential Zones Local Planning Policy* (LPP) and revoked the *Child Day Care Centres LPP*. Following the revocation of the *Child Day Care Centres LPP*, development standards for child care centres have been controlled by provisions of *Town Planning Scheme No. 24* (TPS 24) and, where applicable, the *Non-residential Uses in Residential Zones LPP*. Since the policy was revoked in 2020 the City has received a large volume of child care premises development applications, and there have been instances over the past five years where decisions made by the City under the *Non-residential Uses in Residential Zones LPP* have resulted in State Administrative Tribunal (SAT) review. Whilst the *Non-residential Uses in Residential Zones LPP* has held up under SAT review, given the volume of applications and unique characteristics of child care premises relative to other non-residential development, it is considered that a dedicated local planning policy is warranted, to provide greater guidance, consistency and clarity in decision-making.

As part of the 2024/25 scheduled review of the *Non-residential Uses in Residential Zones LPP*, Council resolved at the 28 January 2025 Ordinary Meeting, to “support the City preparing a Child Care Premises Local Planning Policy for further consideration by Council”.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

A copy of the draft *Child Care Premises Local Planning Policy* is contained in Attachment 1.

Child care is considered an essential community service and there is a rising demand for child care premises in both metropolitan and regional areas. As detailed above the City currently uses the *Non-residential Uses in Residential Zones LPP* to assess child care applications. Based on the number of applications and feedback from applicants it is considered that providing further

guidance on the design and location of child care premises within the City of Bayswater would benefit the community, designers, operators and City officers. The Department of Planning, Lands and Heritage released an updated draft *Position Statement: Child care premises* for consultation in April 2025. This position statement provides recommendations for a consistent policy approach, including regarding:

- Location suitability
- Noise and emissions
- Amenity and environment
- Building design, layout and car parking
- Traffic and vehicle access
- Land use permissibility

The City has had regard to the draft Position Statement in the preparation of the *Child Care Premises LPP*.

Terminology

TPS 24 includes the land use classes ‘child day care centre’ and ‘family day care’. The City has adopted Model land use classes and definitions from the *Planning and Development (Local Planning Schemes) Regulations 2015* for the *Child Care Premises LPP*, being ‘child care premises’ and ‘family day care’, with an additional limb in each definition to make reference to the TPS 24 definitions. These use classes and definitions are proposed to be adopted in *Local Planning Scheme No. 25 (LPS 25)* and this approach will ensure that there is no ambiguity when LPS 25 receives final approval.

The table below provides a synopsis of the key features in the draft *Child Care Premises LPP*:

Provision	Rationale
Objectives	The draft LPP includes objectives related to: <ul style="list-style-type: none"> • Appropriate locations • Compatibility with context • Amenity impacts • Built form, landscape and streetscape character
Exempted development	The policy seeks to exempt low occupancy family day care premises from requiring development approval. This exemption relates the maximum number of children that may be cared for by a single Family Day care educator under the <i>Education and Care Services National Regulations 2011</i> .
Locational requirements	Robust locational criteria have been held up at the SAT for decisions made with regard to the <i>Non-residential Uses in Residential Zones LPP</i> , as well as various other local government policies, and are therefore considered a critical component of ensuring child care premises are planned, designed and located in accordance with the objectives of the LPP. The draft LPP identifies suitable locational characteristics including within ‘Public Purposes’ reserves, co-located with school sites, abutting non-residential land uses, on corner sites with access to higher-order roads, within urban corridors, or within 200m of high-frequency public transport.
Building design	The draft LPP proposes building design requirements which seek to protect the amenity of the locality especially where abutting residential

Provision	Rationale
	land uses, integrate with established streetscapes, and ensure safe and legible access.
Traffic, parking access	car and Along with locational criteria, traffic, car parking and access are one of the most frequently cited concerns with child care premises. Provisions seek to ensure that safe and legible access is provided to child care premises developments and that traffic movements and car parking can be accommodated wholly within the development site.
Application requirements	In addition to standard development application requirements, the draft LPP requires that applicants provide the following: <ul style="list-style-type: none"> • Operational Management Plan • Transport assessment • Parking Management Plan • Acoustic Assessment • Amenity impact assessment • Waste management Plan • Outdoor Lighting Plan • Signage strategy Consistent with the current provisions of the Non-residential Uses in Residential Zones LPP, the Operational Management Plan limits hours of operation to 7:00am – 7:00pm weekdays and Saturdays.

LEGISLATIVE COMPLIANCE

Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the procedure for making a local planning policy, including the requirement to give local public notice and invite submissions on the draft 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	Medium
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 Council Plan 2025 – 2035, the following applies:

Key Result Area:	Built
Outcome 2.1	A Connected and Accessible City
Objective 2.1.2	Create liveable neighbourhoods and centres that include consideration of our built heritage.
Key Result Area:	Economic
Outcome 4.1	Diverse Economic Opportunities
Objective 4.1.2	Support mixed-use precincts and developments.

CONCLUSION

In light of the volume of applications that the City receives for child care premises, and the complex amenity impacts they can present, it is considered that additional guidance on the location, design, and mitigation of amenity impacts are necessary to ensure effective design governance and improve the decision-making capacity of the City. The draft *Child Care Premises Local Planning Policy* has built on the effective elements of the City's *Non-residential Uses in Residential Zones Local Planning Policy*, and includes robust guidance on appropriate locations, design requirements, traffic, parking and access, and operational management. It is therefore recommended that Council endorse the draft *Child Care Premises Local Planning Policy* for the purposes of public advertising, to gain industry and community feedback.

11 Motions of Which Previous Notice Has Been Given

Nil.

12 Questions From Members Without Notice

12.1 Responses to Questions From Members Without Notice

Cr Anthony Pittaway

Question 1

Is there an official end date to the main road development on Morley Drive?

Response 1

Main Roads have advised that the anticipated completion date for the roadworks at the Morley Drive and Bath Road intersection is 5 December 2025. Following this date, intermittent finishing works will continue until the end of the year. It should be noted that landscaping and irrigation works are scheduled to be undertaken in 2026.

12.2 Question From Members Without Notice

13 New Business Of An Urgent Nature

14 Meeting Closed To The Public

14.1 Matters for Which the Meeting May be Closed

14.1.1 Reversion of Land - Lot 146, 60 Russell Street, Morley

Responsible Branch:	Infrastructure Planning
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	<i>ABSOLUTE MAJORITY REQUIRED</i>
Attachments:	Nil
Refer:	Item: 14.1.5 OCM: 31.01.2023 Item: 14.1.3.1 OCM 25.01.2022 Item: 14.1.1 OCM 25.08.2020 Item: 19.1.1 OCM 24.07.2018
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

This item is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to:

- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
- (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 –*
 - (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.

OFFICER'S RECOMMENDATION

That the recommendation as contained in the “Confidential Report” be adopted.

14.2 Public Reading of Resolutions that May be Made Public

15 Closure