

Agenda

Ordinary Council Meeting

23 June 2026

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, 23 June 2026** commencing at **7:00pm**.

Yours sincerely



JEREMY EDWARDS
CHIEF EXECUTIVE OFFICER

11 June 2026

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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Morley WA 6062

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Morley WA 6943

www.bayswater.wa.gov.au

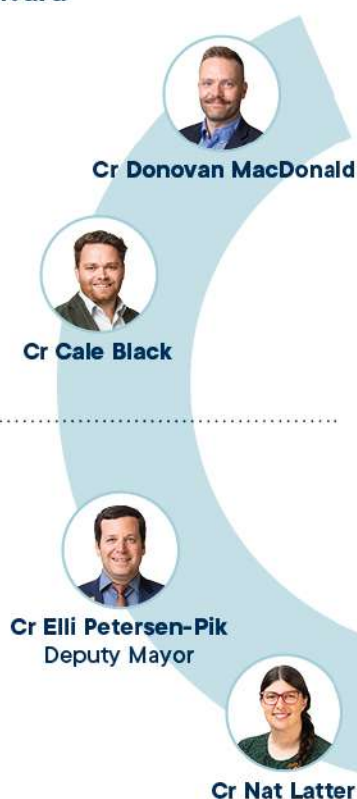
Telephone: 08 9272 0622
FAX: 08 9272 0665

Email: mail@bayswater.wa.gov.au

Council Chambers Seating Plan



West Ward



Central Ward



South Ward

North Ward



Public Gallery (including press)

Nature of Council's Role in Decision Making

Advocacy:	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive/Strategic:	The substantial direction setting and oversight role of the Council, e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative:	Includes adopting local law, town planning schemes and policies.
Review:	When Council reviews decisions made by officers
Quasi-Judicial:	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

Mayor Filomena Piffaretti 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
Luke Botica	Director Infrastructure and Assets
Kym Leahy	Director Corporate Services
Amanda Albrecht	Manager Governance and Strategy
Karen D'Cunha	Coordinator Governance
Rebecca McKrill	Governance Advisor
Emily Dempsey	Governance Advisor

Observers

Press -
Public -

4.1 Apologies

Nil at the time of publishing this agenda.

4.2 Approved Leave of Absence

Councillor	Date of Leave	Authority
Cr Cale Black	15 April 2026 to 14 October 2026	S.2.25(5B) of the <i>Local Government Act 1995</i>
Cr Steven Ostaszewskyj	22 June 2026 to 19 July 2026 inclusive	Council at its Ordinary meeting of 26.05.2026

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

Name: Clare Duxbury on behalf of Steve Hall, Bayswater
Subject: Stone Street and Garratt Road, right-turn removal

Question 1

Previous advice given indicated that removing the right-turn at Stone Street/Garrett Road would result in about 1,000 vehicles per day being redistributed to other residential streets, likely via Traylen Road. How has the City arrived at the assumption that additional traffic would use Traylen Road rather than other available streets and whether the City had referred to Traylen Road because concerns had been raised about it previously?

Response 1

The City's response was based on the most recent video traffic survey undertaken at the intersection of Stone Street and Garratt Road, which recorded approximately 1,000 vehicles per day undertaking the right-turn movement from Stone Street onto Garratt Road.

Should this right-turn movement be removed, it is anticipated that these vehicles would seek alternative routes to access Garratt Road or the surrounding arterial road network. Given its proximity to Stone Street and its direct connection to Guildford Road, Traylen Road is expected to accommodate a significant proportion of the redistributed traffic. However, the City has not assumed that all 1,000 vehicles per day would divert via Traylen Road.

The City acknowledges that drivers originating from different parts of the peninsula have a range of alternative routes available to them, including other streets that connect to Guildford Road and signalised intersections at Eighth Avenue and Falkirk Avenue. As such, it is expected that the redistributed traffic would be dispersed across multiple routes, with individual drivers selecting routes based on their origin, destination, travel time, and personal preference.

Traylen Road was specifically referenced in the response because of its close proximity to the Stone Street/Garratt Road intersection and its direct access to Guildford Road, making it one of the most likely alternative routes for a substantial proportion of affected traffic. The reference was not intended to suggest that all redistributed traffic would use Traylen Road, nor was it made solely because of previous concerns raised regarding traffic volumes on that street.

The City's position remains that the removal of the right-turn movement at Stone Street would result in traffic redistribution onto surrounding streets, including Traylen Road and other roads within the local network, although the exact distribution would depend on individual driver behaviour and route choice.

6.2 Public Question Time

7 Confirmation of Minutes

7.1 Ordinary Council Meeting

The Minutes of the Ordinary Council Meeting held on 26 May 2026 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, 16 June 2026**, in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley.

8.4 Delegates Reports**8.4.1 Delegates Report - Mayor Filomena Piffaretti - AICD Company Directors Course**

Responsible Directorate:	Office of the Chief Executive Officer
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required
Attachments:	Nil

SUMMARY

For Council to note the Delegate's Report submitted by Mayor Filomena Piffaretti after completing the Australian Institute of Company Directors (AICD) Company Directors Course.

OFFICER'S RECOMMENDATION

That Council notes the Delegate's Report from Mayor Piffaretti on completion of the Australian Institute of Company Directors (AICD) Company Directors Course.

REPORT

Mayor Piffaretti completed the AICD Company Directors Course in May 2026 at a cost of \$9,700 inclusive of GST.

KEY OUTCOMES

The AICD Company Directors Course has been designed to provide directors, senior executives and board members with a deep understanding of organisational governance. The course builds critical skills in strategy, risk, finance and governance.

MAYOR PIFFARETTI'S COMMENTS

I completed the AICD Company Directors Course in person over five days from 20 to 26 May 2026. The course provided a comprehensive overview of a director's duties, focusing on high-level strategy and oversight rather than day to day management.

The course was structured around five key modules:

1. Governance and the Practice of Directorship
2. The Legal Environment
3. Risk and Strategy
4. Financial Literacy and Performance
5. Achieving Board Effectiveness

The course equips attendees with the advanced governance, financial and strategic skills needed to oversee multimillion-dollar budgets, manage complex community risks and meet strict integrity obligations. The course is delivered by a range of presenters and facilitators with relevant expertise and real-world experience.

This is a fantastic course, and I would encourage all Elected Members to consider it during their term of office. The course covers, in detail, the distinction between strategic governance and operational management and is helpful in clearly differentiating the role of the board and the role of the administration of an organisation.

ELECTED MEMBER CONFERENCE, TRAVEL AND TRAINING REGISTER

The Elected Member Conference, Travel and Training Register has been updated to reflect the completion of the AICD course by Mayor Piffaretti.

The course was funded from Mayor Piffaretti's training allocation in accordance with the *Elected Members Entitlements Policy*.

CONCLUSION

Mayor Piffaretti has provided the above Delegate's Report to Council to note the recently completed course.

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 Annual Review of Delegations**

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	<i>ABSOLUTE MAJORITY REQUIRED for limbs 3 and 5</i>
Attachments:	1. Current Delegated Authority Register [10.1.1.1 -] 2. Delegations with Proposed Changes [10.1.1.2 - 40 pages] 3. Draft Register of Delegated Authority [10.1.1.3 - 74 pages]
Refer:	Item: 10.1.1 OCM: 27.05.2025
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 of the Local Government Act 1995.

SUMMARY

For Council to undertake the annual review of delegations to the Chief Executive Officer.

OFFICER RECOMMENDATION

That Council:

1. Confirms the delegations detailed in Attachment 3 have been reviewed in accordance with:
 - (a) s.5.46 of the *Local Government Act 1995*,
 - (b) s.47(2) of the *Cat Act 2011* and
 - (c) s.10AB of the *Dog Act 1974*.
 - (d) the *Bush Fires Act 1954*,
 - (e) the *Food Act 2008*,
 - (f) the *Health (Miscellaneous Provisions) Act 1911*; and
 - (g) the *Public Health Act 2015*
2. Approves the new delegations and those that have been amended, listed below and as detailed in Attachment 3, in accordance with s.127 of the *Building Act 2011* and s.59 of the *Bush Fires Act 1954*:
 - (a) BA-D01 Building Act 2011 Authorised Persons
 - (b) BA-D03 – Building Act 2011 Making, Revoking and Enforcing Building Orders
 - (c) BA-D06 Building Act 2011 Appoint Approved Officers and Authorised Officers (Reg.70)
 - (d) BFA-D02 Prosecution of Offences under the Bush Fires Act 1954
3. Revokes the delegations listed below and detailed in Attachment 2, in accordance with section 5.46 of the *Local Government Act 1995*:
 - (a) EF-D02 Execution of Documents

(b) FM-D07 Community Funding Grants**ABSOLUTE MAJORITY REQUIRED**

4. **Revokes the delegations listed below and detailed in Attachment 2:**
 - (a) **COVA-D01 *Control of Vehicles (Off-road Areas) Act 1978* General powers and duties**
 - (b) **CPCGA-D01 – *Caravan Parks and Camping Grounds Act 1995* Temporary Accommodation**
5. **Approves the delegations listed below and detailed in Attachment 3, inclusive of amendments, in accordance with s.5.42 of the *Local Government Act 1995*, and Schedule 2, Division 2 s.82 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:**
 - (a) **EF-D05 Disposing of Property**
 - (b) **EF-D09 Temporary and Partial Closures of Roads**
 - (c) **FM-D02 Acceptance of Quotations, Tenders and Expression of Interest**
 - (d) **FM-D05 Granting Concessions and Write-Offs**
 - (e) **FM-D08 Acceptance of Contract Extensions and Variations**
 - (f) **TP-D01 Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No. 24**
 - (g) **TP-D02 Planning and Development Act 2005**

ABSOLUTE MAJORITY REQUIRED

7. **Notes the inclusion of external delegation EPA-D01 Noise Management Plans – Construction Sites as detailed in Attachment 3.**
8. **Notes the Chief Executive Officer may make amendments to the sub-delegations in accordance with any conditions established by the Council in relation to the powers delegated to the Chief Executive Officer as set out in the Delegated Authority Register.**

BACKGROUND

Section 5.42 of the *Local Government Act 1995* (the Act) permits local governments to delegate certain functions to the Chief Executive Officer (CEO). In addition, other legislation authorises the CEO and designated officers to undertake specific enforcement functions under those Acts.

Under section 5.46 of the Act, Council is required to review its delegations at least once each financial year. This process also enables a review of delegations made under other legislation. The previous review was endorsed by Council on 27 May 2025.

The City's Delegations Register is published on its website (**Attachment 1**). As no delegations have been made to committees, no review of committee delegations is required.

The use of delegations is supported by the Department of Local Government, Industry Regulation and Safety (DLGIRS), including guidance provided in Operational Guideline No. 17 – Delegations. The City's Register also incorporates relevant WALGA Model Template Delegations.

An internal review has been undertaken to ensure delegations remain appropriate and support efficient and timely decision-making, while allowing Council to focus on strategic matters. Outcomes of this review are reflected in the draft Delegated Authority Register (**Attachment 3**).

EXTERNAL CONSULTATION

No consultation with the public or other agencies is required on this matter.

OFFICER'S COMMENTS

In undertaking the annual review, the City's delegation register was bench-marked against the WALGA delegations template and other local government registers including those of:

- City of Swan
- City of Kwinana
- City of South Perth
- City of Wanneroo
- Town of Victoria Park

This benchmarking enabled the City to compare existing delegations from other local governments and to better understand the requirements in exercising them and to identify areas where business improvements could be made.

The format of all current delegations has been updated to include the express power to delegate that power or duty under legislation and to detail the record keeping requirements for the exercise of each delegation.

A small number of the City's current delegations are proposed to be amended, based on the benchmarking information and feedback from City officers. One new delegation has been proposed, and four are marked for revocation.

The delegations with amendments (outside of minor administrative formatting changes) are contained in **Attachment 2** and are summarised in the table below:

Recommended Amendment to Delegated Authority Register	Detail of Amendment and Rationale
Revoke delegation – EF-D02 Execution of Documents	This delegation duplicates a Council Policy which already sets out the Council's authorisation to execute documents on its behalf including the use of the common seal. The current delegation refers to s.9.49A sub-section 1-4 of the <i>Local Government Act 1995</i>. S.9.49A(4) cannot be delegated [s.5.43(ha)] however it provides for the Council to authorise, by resolution, the CEO or employees to sign documents on behalf of the local government. This authorisation has been provided by way of the Council's adoption of the <i>Execution of Documents and Application of Common Seal Policy</i>, therefore no delegation is required.
Minor amendment – EF-D05 Disposing of Property	Addition of 'furniture' as an authorised disposition of property within the Conditions section to align with the City's Management Practice – <i>Disposal of Surplus Goods and Equipment (Minor Assets)</i>. Removal of a condition relating to the CEO approving disposal of property that has not been approved in the budget (with a written down value of less than \$10,000) because the F&G Regulations (Regulation 30) already allow the CEO (through

Recommended Amendment to Delegated Authority Register	Detail of Amendment and Rationale
	this delegation) to dispose of property that has a market value of less than \$20,000.
Added parameters EF-D09 Temporary and Partial Closure of Roads	Updated to clearly list the functions for which this delegation provides authority. This is consistent with WALGA's delegation template, and the delegations of the other local governments benchmarked. A condition on the delegation has been added as follows: <i>Authority to determine to close a thoroughfare for a period exceeding four weeks [s.3.50(1a)] is not to be sub-delegated.</i>
Amend delegation FM-D02 Acceptance of Quotations, Tenders and Expression of Interest	It is being proposed to increase the financial threshold delegated to the CEO from \$500,000 to \$750,000 to reflect the current market value for procurement while maintaining high level strategic tenders going to Council. This would reduce the number of tenders going to Council each year by approximately five and allow the City to improve the response time to tenders. Additional conditions have been added as follows: • to provide for the delegated authority to be subject to a provision in the Long-Term Financial Plan in conjunction with or instead of the annual budget. • quotations below \$250,000 are accepted in accordance with the City's Procurement Policy and Financial Authorisations Management Practice. • The CEO cannot sub-delegate acceptance of quotations and tenders above \$500,000 ex GST.
Amend Delegation FM-D05 – Granting Concessions and Write-Offs	It is proposed to include in this delegation the ability to write-off rates or other charges less than \$5.00 in value. These sorts of write-offs generally arise from minor payment discrepancies. Further minor revisions are proposed to clarify that authority is given to waive or grant concessions, or write-off any debts, to the threshold amount 'per case'. These changes will allow for greater operational efficiencies as writing off small rates balances and related charges will be able to be dealt with at an administrative level, rather than bringing these matters to the Council. The amounts involved are immaterial, with <u>total</u> annual write-offs equalling \$31.40 in 2024–25 and \$42.07 in 2025–26.
Revoke delegation FM-D07 Community Funding Grants	The power being delegated for implementing this policy is already delegated within FM-D04 Payments from the Municipal and Trust Funds. There are no other powers or duties required to be delegated for applying the policy. Decisions on applications would be in

Recommended Amendment to Delegated Authority Register	Detail of Amendment and Rationale
	line with the <i>Grants Program Policy</i> .
Conditions added to FM-D08 Acceptance of Contract Extensions and Variations	A condition has been added to the delegation that variations to existing contracts must comply with the City's Procurement Policy and Contract Management Policy and must include evidence that the variation is necessary and does not change the scope of the contract. This change brings the City's delegation into alignment with the other Local Government delegations benchmarked and the WALGA delegation template.
Amend Delegation TP-D01 Local Planning Schemes	Change of title for clarity, <i>TP-D01 Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No. 24</i>. Separated section relating to Development Applications, for simplicity. • Removal of cost threshold to provide applicants with a choice for determination. Development Assessment Panels have also removed a mandatory monetary threshold, to promote choice/flexibility for applicants to lodge through Local Government/DAPs. • Increasing the building height tolerance by a metre (to 3.0 metres / 4.0 metres where a registered significant tree on the site is being retained) is consistent with the measurement of building height by storeys. 3 metres generally equates to a storey, so this ensures consistency between height measured in metres/storeys. • Simplified wording for car parking shortfall. • Simplified wording for heritage delegation. • Removed unwarranted street tree removal as a delegation. Whether street tree removal is warranted or unwarranted is already assessed through established planning, engineering, and environmental processes, supported by arborist advice, local laws, and adopted policies. Retaining this exclusion within the delegation creates ambiguity, as the term "unwarranted" is not clearly defined and can lead to inconsistent interpretation and escalation of otherwise routine applications. Removing this exclusion improves clarity and efficiency by allowing planning decisions to be made within the existing statutory and policy framework, while still ensuring that street trees are protected through relevant legislation, conditions of approval, and separate approvals where required. • Amended the objection submission threshold from a simple volume of objections, to whether an approval would significantly depart from Council's adopted strategic planning framework.

Recommended Amendment to Delegated Authority Register	Detail of Amendment and Rationale
	This ensures greater efficiency in processing applications aligned with the City's strategic framework, whilst conversely, allowing Council to determine applications considering broader strategic implications.
Removed reference to clauses – TP-D02 Planning and Development Act 2005	The delegation currently references sections 228, 230 and 231 of the <i>Planning and Development Act</i> within the Subdelegate conditions and the Statutory Framework, while also stating these are not valid as there is no power to delegate these under the <i>Local Government Act 1995</i>. To avoid confusion, these sections have been removed altogether from the delegation as they are designated officer appointments to: • s. 228 give an infringement notice • s.230 extend time to pay a modified penalty; and • s.231 withdraw an infringement notice. Designated officers are appointed under section 234 of the <i>Planning and Development Act</i>.
Reformatted conditions – LL-D01 Local Laws – General Administration	Moved conditions on sub-delegates into its own 'sub-delegates conditions' category.
COP-D01 Withdraw an infringement notice	The following condition has been added to ensure impartiality of decision making: <i>A delegate who participated in a decision to issue an infringement notice, must not determine withdrawal of an infringement notice under this Delegation.</i>
Added condition – BA-D01 Building Act 2011 Authorised Persons	Condition added: <i>Note: an authorised person for the purposes of sections 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of r.70 Building Regulations 2012.</i> Regulation 70 is separated as it is in relation to appointment of • authorised officers (for issuing infringements); or • approved officers (for withdrawing infringements) for infringement notices under the <i>Criminal Procedures Act 2004</i> as regulation 70 has specific provisions for appointing authorised and approved, requiring its own delegation.
Reformatted functions BA-D03 – Building Act 2011 Making, Revoking and Enforcing Building Orders	Structured the delegated functions in a list format for clarity on delegated powers within the division delegated. This format aligns with other local governments benchmarked as part of this review and the WALGA template. No changes are proposed to the delegated powers.
New delegation BA-D06 Building Act 2011 Appoint Approved Officers	This proposed new delegation would enable the CEO to appoint authorised or approved officers for the purpose of regulation 70 of the <i>Building Regulations 2012</i> for issuing and withdrawing

Recommended Amendment to Delegated Authority Register	Detail of Amendment and Rationale
and Authorised Officers (Reg.70)	infringement notices under the <i>Criminal Procedure Act 2004</i> .
New delegation BFA-D02 Prosecution of Offences under the Bush Fires Act 1954	This proposed delegation separates the authority to prosecute offences from the existing delegation, on the basis that the express power of delegation is conferred under a different section of the Act. The creation of a separate delegation provides a clearer distinction between the relevant heads of power.
Revoke COVA-D01 Control of Vehicles (Off-road Areas) Act 1978 General powers and duties	It is proposed to revoke this delegation. There are several functions under this Act that can be performed by officers authorised by the Chief Executive Officer, under subsection 9.10(2) of the <i>Local Government Act 1995</i>. The City already has these in place. As there is no power for a local government to delegate within this legislation all other decisions made under this Act must be made by the Council.
Revoke CPCGA-D01 – Caravan Parks and Camping Grounds Act 1995 Temporary Accommodation	It is proposed to revoke this delegation as there is no power for a local government to delegate within this legislation. There are a number of functions under this Act that are able to be performed by an authorised person. The CEO can appoint authorised persons under s.9.10(2) of the <i>Local Government Act 1995</i> for the purpose of the <i>Caravan Parks and Camping Grounds Act 1995</i>. Governance is seeking advice from the Department on whether regulation 11A can be implemented by an authorised person however it is not the opinion of the Governance team that this can be done. It is likely that decisions relating to regulation 11A must be made by Council.
New delegation EO-D16 Appoint Authorised Officer or Approved Officer (Asbestos Regs)	This new delegation is proposed as a standalone delegation to clearly distinguish it from the existing instrument, <i>EO-D15 Public Health Act 2016 Authorised Officers</i> and to reflect that the express authority to delegate functions relating to asbestos is conferred under the subsidiary regulations.
New delegation EPA-D01 Noise Managements Plans – Construction Sites	This delegation is not for Council consideration as the delegation is from the Chief Executive Officer of the Department of Water and Environment Regulation however to improve transparency and to accurately capture delegated powers to the CEO or City Officers, this delegation is being proposed to be included in the register.

During the year, City officers have also made minor administrative amendments to the delegations, such as changes to position titles. These amendments do not alter the powers delegated to the CEO as set out in the Delegated Authority Register.

LEGISLATIVE COMPLIANCE

The following legislation relates to the functions which can be delegated to the CEO by Council, and the requirement to maintain records of those delegated functions:

- Sections 5.18 and 5.46 and of the *Local Government Act 1995*

- Section 47 of the *Cat Act 2011*
- Section 10AB of the *Dog Act 1976*

Section 5.44 of the *Local Government Act 1995*, CEO may delegate powers and duties to other employees:

The CEO may delegate to any employee of the local government, the exercise of any of the CEO's powers or duties, including a power or duty delegated to the CEO by the local government, unless a delegation is subject to conditions imposed by the local government on its delegation to the CEO, or sub-delegation is prohibited under legislation.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

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.

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

The annual review of delegations is a legislative requirement to assist in maintaining good governance and compliance through effective decision making.

It is recommended that Council notes the proposed amendments to delegations and new delegations as shown in **Attachment 2** to this report and approves the revised delegation register as shown in **Attachment 3**.



Delegation of authority

Delegation	EF-D02 Execution of Documents
Category	Local Government Act 1995 – Executive Functions
Delegator	Council
Express power or duty delegated	Authority to authorise the affixing of the common seal to any document (s.9.49A (1), (2) and (3) LG Act 1995). Authority to sign any documents on behalf of the local government, that are necessary or appropriate to be signed in carrying out the Chief Executive Officer's functions under the LG Act 1995 (s.9.49(4) LG Act 1995).
Delegates	CEO
Conditions	The common seal is to be affixed in accordance with the requirement under the Act. All documents are to be executed in accordance with the Execution of Documents and Application of Common Seal Policy.
Statutory framework	Local Government Act 1995: • s.9.49A Execution of Documents.
Policy	Execution of Documents and Application of Common Seal Policy
Date adopted	12 September 2017
Adoption references	OCM 12 September 2017 ECM Ref: 3034906



Delegation of authority

Amendments			
Date	Type	Amendment	References
27 Aug 2021	Amended delegation	Added the role of Principal, Library and Customer Services role to the Subdelegates list.	Administrative Change
29 Oct 2021	Amended delegation	Added Manager Recreation and Commercial Activities (60959) and Principal, Engineer Major Projects (60954) to the subdelegates list. Removed Manager Asset and Mapping Services, Manager Recreation, Coordinator Depot Services and Manager Communications and Marketing, Principal, Communications and Marketing (60956), Principal, Community Engagement (60968), Principal, Asset and Mapping Services (60961), from subdelegates list.	Administrative Change
29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
6 Dec 2022	Amended delegation	Added Principal positions to sub delegation list.	Administrative Change
23 Dec 2022	Amended delegation	Added delegation of EF-D02 Execution of Documents to the positions of Manager Business Services and Manager Governance, Organisational Planning and Development.	Administrative Change
3 Jan 2023	Amended delegation	Added delegation of EF-D02 Execution of Documents to position of Manager Business Solutions.	Administrative Change
1 May 2023	Amended delegation	Added Delegation EF-D02 Execution of Documents to position of Director Corporate Services.	Administrative Change
5 Mar 2024	Amended delegation	Added position title of Planning Performance and Risk Manager.	Administrative Amendment
8 Mar 2024	Amended delegation	Removed position title of Manager Governance Organisational Planning and Development and replaced with position title of Manager Governance and Strategy.	Administrative Amendment
25 Jun 2024	Amended delegation	Amendments made to the Conditions section by Council stating that "All documents are to be executed in accordance with the Execution of Documents and Application of Common Seal Policy" and all subdelegates also removed.	OCM 25 June 2024 Item 10.1.4



Delegation of authority

Delegation	EF-D05 Disposing of Property [DRAFT]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	~~Authority to sell or otherwise dispose of any goods that have been confiscated under the Act (s.3.47 LG Act 1995);~~ ~~Authority to dispose of property by public auction, public tender or in accordance with other methods deemed acceptable under the Act (s.3.58 LG Act 1995);~~ ~~Authority to dispose of property for which an exemption applies under section 3.58(5) of the LG Act 1995 and F&G r.30:~~ Local Government Act 1995: s.3.47 Confiscated or uncollected goods, disposal of s.3.58 Disposing of property ~~-~~ Local Government (Functions and General) Regulations 1996: r.30 Dispositions of property excluded from Act s.3.58
Function	~~Authority to sell or otherwise dispose of any goods that have been confiscated under the Act [s.3.47 LG Act 1995].~~ ~~Authority to dispose of property by public auction, public tender or in accordance with other methods deemed acceptable under the Act [s.3.58 LG Act 1995].~~ ~~Authority to dispose of property for which an exemption applies under section 3.58(5) of the LG Act 1995 and F&G r.30.~~
Delegates	CEO
Conditions	The disposal must be in accordance with: - the City's Annual Budget or by Council resolution; - s.3.58 of the <i>Local Government Act 1995</i>; and - r.30 of the <i>Local Government (Functions and General) Regulations 1996</i>. In the case of land, the intended sale price must be greater than or equal to the valuation. ~~The CEO may authorise the disposal of plant and equipment that has not been identified in the annual budget, provided it has a written down value of less than \$10,000 and is no longer used or serves no purpose (please refer to the City's Management Practice – Disposal of Surplus Goods and Equipment (Minor Assets)).~~



Delegation of authority

Express power to subdelegate	<u>Local Government Act 1995:</u> <u>s.5.44 the CEO may delegate some powers and duties to other employees</u>
Subdelegates	<u>Manager Parks and Environment</u> Director Community Services Director Infrastructure and Assets Executive Manager Strategic Projects Manager Community Safety Manager Transport and Buildings
Subdelegate conditions	<u>Disposal of furniture, plant and equipment is to be disposed of in accordance with the City's Disposal of Surplus Furniture, Plant and Equipment (Minor Assets) Management Practice.</u>
Statutory framework	<u>Local Government Act 1995:</u> • <u>s3.47 Disposing of confiscated or uncollected goods</u> • <u>s3.58 Disposing of Property</u> • <u>Local Government (Functions and General) Regulations 1996:</u> • <u>r.30(3) Disposing of property to which section 3.58 does not apply</u>
Policy	<u>Nil</u> <u>Disposal of Surplus Goods and Equipment (Minor Assets) Management Practice</u>
Record keeping	<u>Record of exercise is to be recorded in the City's record keeping system or Attain.</u>

Amendments			
Date	Type	Amendment	References
29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
9 Nov 2022	Amended delegation	Reference made to the City's current Management Practice - Disposal of Goods and Equipment (Minor Assets).	Administrative Change



Delegation of authority

Delegation	EF-D09 Temporary and Partial Closure of Roads [DRAFT]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power to delegate	<u>Local Government Act 1995:</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limits on delegation to the CEO</u>
Express power or duty delegated	~~Authority to undertake a temporary closure of roads and to do anything for the purposes of administering Part 3, Division 3 Subdivision 5 of the Act, which relates to certain provisions about thoroughfares (s.3.50, s.3.50A, s.51 LG Act 1995).~~ <u>Local Government Act 1995:</u> <u>s.3.50 Closing certain thoroughfares to vehicles</u> <u>s.3.50A Partial closure of thoroughfares for repairs or maintenance</u> <u>s.3.51 Affected owners to be notified of certain proposals</u>
Function	1. <u>Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding four weeks [Act, s. 3.50(1)].</u> 2. <u>Authority to determine to close a thoroughfare for a period exceeding four weeks, and before doing so, to:</u> <u>a. Give public notice, written notice to the Commissioner of Main Roads, and written notice to prescribed persons and persons that own prescribed land; and</u> <u>b. Consider submissions relevant to the road closure(s) proposed [Act, s. 3.50(1), (2) and (4)].</u> 3. <u>Authority to revoke an order to close a thoroughfare [s.3.50(6)].</u> 4. <u>Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [Act, s. 3.50A].</u> 5. <u>Before doing anything to which s.3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [Act, s. 3.51].</u>
Delegates	CEO
Conditions	~~Nil~~ 1. <u>If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].</u> 2. <u>Maintain access to adjoining land [s.3.52(3)].</u> 3. <u>Limited to temporary road closures only. Permanent closure of roads must be determined by Council and subject to compliance with Land Administration Act 1987, s.58.</u> <u>- Authority to determine to close a thoroughfare for a period exceeding four weeks [s.3.50(1a)] is not to be sub-delegated.</u>



Delegation of authority

Express power to subdelegate	<u>Local Government Act 1995:</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u>
Subdelegates	Director Infrastructure and Assets Manager Infrastructure Projects Manager Parks and Environment Manager Transport and Buildings
Subdelegate conditions	<u>This sub-delegation is limited to:</u> - <u>1. Authorised to close (wholly or partially), revoke or vary the closure of a thoroughfare to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)].</u> <u>2. Authority to revoke an order to close a thoroughfare [s.3.50(6)]</u> <u>3. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A].</u> <u>4. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].</u>
Statutory framework	<u>Local Government Act 1995:</u> <u>• s.3.50 Closing certain thoroughfares to vehicles</u> <u>• s.3.50A Partial closure of thoroughfares for repairs or maintenance</u> <u>• s.3.51 Affected owners to be notified of certain proposals</u>
Policy	Nil
Record keeping	<u>Record of exercise is to be recorded in the City's record keeping system or Attain.</u>



Delegation of authority

Amendments			
Date	Type	Amendment	References
29 Oct 2021	Amended delegation	Added Principal, Engineer Major Projects to subdelegates list. Removed Manager Engineering Services from subdelegates list.	Administrative Change
29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
29 Nov 2021	Amended delegation	Added position of Engineer (60841) to subdelegates list.	Administrative Change
20 Sep 2022	Amended delegation	Removed position title Engineer from Delegates list.	Administrative change.

DRAFT



Delegation of authority

Delegation	FM-D02 Acceptance of Quotations, Tenders and Expressions of Interest [DRAFT]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	<u>Local Government Act 1995:</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limits on delegations to the CEO</u>
Express power or duty delegated	~~Authority to accept or reject quotations, tenders or expressions of interest (F&G r.11A, r.11A, r.18 and r.23):~~ ~~Authority to accept a minor variation prior to awarding a contract or selecting the next most advantageous offer (F&G r.20):~~ <u>Local Government Act 1995:</u> <u>s.3.57 Tenders for providing goods or services</u> <u>Local Government (Functions and General) Regulations 1996:</u> <u>r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders</u> <u>r.20 Variation of requirements before entry into contract</u> <u>r.23 Rejecting and accepting expressions of interest to be acceptable tenderer</u>
Function	1. <u>Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G r.18(2)].</u> 2. <u>Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</u> 3. <u>Authority to assess, by written evaluation, tenders that have not been rejected, to determine:</u> i. <u>The extent to which each tender satisfies the criteria for deciding which tender to accept; and</u> ii. <u>To accept the tender that is most advantageous within the conditions as listed on this Delegation [F&G r.18(4)].</u> 4. <u>Authority to decline to accept any tender [F&G r.18(5)].</u> 5. <u>Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) &(7)].</u> 6. <u>Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)].</u> 7. <u>Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)].</u> 8. <u>Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].</u>
Delegates	CEO



Delegation of authority

Conditions	Delegated authority is subject to a provision in the Annual Budget and <u>/or Long-Term Financial Plan and in respect of regulations 18(4) and 23(3) are limited to:</u> • Quotations and tenders - equal to or below ~~\$500~~<u>750</u>,000 ex GST; • Quotations and tenders for goods and services equal to or below \$1,000,000 ex GST (in accordance with section 5.43(b) for: ◦ the supply of utilities (electricity, gas, water and telecommunication); and ◦ licences and subscriptions for core operational software; and • Contracts awarded in accordance with the <i>Local Government (Functions and General) Regulations 1996</i>, and the City's Procurement Policy. • <u>Quotations below \$250,000 are accepted in accordance with the Financial Authorisations Management Practice.</u> - <u>A decision to vary a tendered contract before entry into the contract [F&Gr.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers where invited to supply.</u> - <u>The CEO cannot sub-delegate acceptance of quotations and tenders above \$500,000 ex GST. The CEO may sub-delegate acceptance of quotations and tenders up to \$500,000 ex GST to the Director of Infrastructure and Assets.</u> <u>All other sub-delegations must be below \$350,000 ex GST.</u>
Express power to subdelegate	<u>Local Government Act 1995:</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u>
Subdelegates	<u>Executive Manager Strategic Projects</u> Director Community Services Director Corporate Services Director Infrastructure and Assets
Subdelegate conditions	~~Sub-delegation for the position of Director Infrastructure and Assets to accept quotations and tenders to a value of \$350,000 or less and for the positions of Director Community Services, Director Corporate Services and Executive Manager Strategic Projects to accept quotations and tenders to a value of \$250,000 or less.~~
Statutory framework	~~Local Government Act 1995:~~ • ~~s.3.57 Tenders for providing goods and services.~~ • ~~Local Government (Functions and General) Regulations 1996:~~ • ~~Part 4 Provision of goods and services.~~ • ~~Regulations 11A to 24 (as applicable).~~ <u>Local Government (Functions and General) Regulations 1996:</u> <u>regulation 11A to 24 (as applicable)</u>
Policy	• Procurement Policy. • Purchasing Authorisations Management Practice (please refer to this document for the sub-delegates financial amounts).
Record keeping	<u>Record of exercise is to be recorded in the City's record keeping system or Attain.</u>



Delegation of authority

Amendments			
Date	Type	Amendment	References
6 Dec 2022	Amended delegation	Increased acceptance of tenders for CEO position up to \$250,000 and added in sub delegate positions of: Director Community and Development Director Corporate and Strategy Director Major Projects and Commercial Activities Director Works and Infrastructure up to \$150,000 in accordance with their financial delegation	Administrative Change
1 May 2023	Amended delegation	Added Delegation FM-D02 Acceptance of Tenders and Quotations to position of Director Corporate Services.	Administrative Change
25 Jun 2024	Amended delegation	Conditions amended by Council as part of Annual Delegations Review to include quotations and Expressions of Interest and the City's Procurement Policy and Contract Management Policy.	OCM 25 June 2024 Item 10.1.4
27 May 2025	Amended delegation	Wording added within "Conditions" section to increase amount from \$250,000 to \$500,000 and exemption clause for utilities and telecommunications equal to or below \$1,000,000 plus wording to include "The amount excludes GST".	OCM 27 May 2025
16 Jun 2025	Amended delegation	Within the "Policy" Section have added Purchasing Authorisations Management Practice (please refer to this document for the sub-delegates financial amounts).	Administrative Change
11 Aug 2025	Amended delegation	Added sub-delegation condition for the position of Director Infrastructure and Assets to accept quotations and tenders to a value of \$350,000 or less and for the positions of Director Community Services, Director Corporate Services and Executive Manager Strategic Projects to accept quotations and tenders to a value of \$250,000 or less.	Signed CEO Memo ECM#4974301



Delegation of authority

Delegation	FM-D05 Granting Concessions and Write-Offs [DRAFT]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	<u>Local Government Act 1995:</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limits on delegations to the CEO</u>
Express power or duty delegated	~~Authority to waive or grant concessions in relation to any amount of money which is owed to the local government (s.6.12(b) LG Act 1995);~~ ~~Authority to write off of any debts (not including rates or other charges) considered irrecoverable (s.6.12(c) LG Act 1995);~~ <u>Local Government Act 1995:</u> <u>s.6.12 Power to defer, grant discounts, waive or write off debts</u>
Function	<u>1. Authority to waive or grant concessions in relation to any amount of money which is owed to the local government [s.6.12(1)(b)].</u> <u>2. Authority to write off of any debts (including rates or other charges less than \$5.00 in value) considered irrecoverable [s.6.12(1)(c) and (2)].</u>
Delegates	CEO
Conditions	The CEO may: • Authorise a waiver or grant a concession to a maximum value of \$2,000 <u>per case</u>. • -Authorise a write off of any debts ~~(not including rates, swimming pool or waste related charges)~~ considered irrecoverable to a maximum value of \$2,000 <u>per case, excluding rates, swimming pool or waste related charges, unless each individual write off is less than \$5.00.</u> • Authorise a write off for application and permit fees for charitable organisations up to a maximum value of \$2,000 <u>per case</u>. <u>The power to waive or grant concessions under s.6.12(1)(b) does not apply to an amount of money owing in respect to rates and service charges [s.6.12(2)]</u>
Express power to subdelegate	<u>Local Government Act 1995:</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u>



Delegation of authority

Subdelegates	Manager Community Safety Director Community Services Director Corporate Services Library and Community Centre Manager Manager Community Facilities Manager Community Planning Manager Financial Services Manager Project Services Manager Regulatory Services Statutory Planning and Compliance Manager
Statutory framework	~~Local Government Act 1995:~~ ~~• s.6.12(1)(b) – Waive a fee or grant a concession in relation to any amount of money owed to the local government~~ ~~• s.6.12(1)(c) – Write off a debt which is owed to the local government~~ ~~• s.6.12(3) – The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government~~
Policy	Sundry Debt Collection and Recovery Policy Financial Hardship Policy
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.



Delegation of authority

Amendments			
Date	Type	Amendment	References
27 Aug 2021	Amended delegation	Added the role of Principal, Library and Customer Services role to the Subdelegates list.	Administrative Change
29 Oct 2021	Amended delegation	Added position of Manager Recreation and Commercial Activities to subdelegates list. Removed position of Manager Recreation from subdelegates list.	Administrative Change
20 Sep 2022	Amended delegation	Amended Delegation FM-D05 Granting Concessions and Write-Offs to authorise the Chief Executive Officer to waive or write off application and permit fees for charitable organisations up to \$1,200.	Administrative Amendment - Ordinary Council Meeting 20 September 2022 Item 10.6.2.3.
3 Jan 2023	Amended delegation	Added delegation FMD05-Granting Concessions and Write-Offs to position of Manager Business Solutions.	Administrative Change
1 May 2023	Amended delegation	Added Delegation - FM-D05 - Granting Concessions and Write-Offs to position of Director Corporate Services.	Administrative Change
25 Jun 2024	Amended delegation	Amendments made to the conditions section by Council to only list the what the CEO may do.	OCM 25 June 2024 Item 10.1.4
27 May 2025	Amended delegation	Wording amended within "Conditions" section to increase the amount to waiver or grant a concession, authorise a write off (not including rates, swimming pool or waste related charge) to \$2000 and authorise a write off for application and permit fees for charitable organisations up to a maximum value of \$2,000.	OCM 27 May 2025
7 Jul 2025	Amended delegation	Position Title changed from Library Services Manager to Library and Community Centre Manager.	Administrative Amendment
23 Dec 2025	Amended delegation	Added the position of Director Community Services to the sub-delegation, as per CEO approval.	DSID 5041505



Delegation of authority

Delegation	FM-D07 Community Funding Grants
Category	Local Government Act 1995 – Financial Management
Delegator	Council
Express power to delegate	Authority to make community funding contribution decisions.
Express power or duty delegated	Authority to make Community Funding Contribution Decisions within approved budget and within purchasing authority.
Delegates	CEO
Conditions	Nil
Subdelegates	Building Operations Manager Director Community Services Director Corporate Services Director Infrastructure and Assets Environment Manager Executive Manager Strategic Projects Manager Community Facilities Manager Community Planning Manager Community Safety Manager Digital Solutions and Services Manager Parks and Environment Manager People, Culture and Safety Manager Project Services Manager Transport and Buildings Statutory Planning and Compliance Manager
Statutory framework	Local Government Act 1995
Policy	Grants Program Policy
Date adopted	3 December 2019
Adoption references	OCM 03 December 2019



Delegation of authority

Amendments			
Date	Type	Amendment	References
3 Dec 2019	New delegation	03 December 2019	OCM 03 December 2019
27 Aug 2021	Amended delegation	Added the role of Principal, Library and Customer Services role to the Subdelegates list.	Administrative Change
29 Oct 2021	Amended delegation	Added position of Manager Environmental Health and Statutory Building (60873) to subdelegates list. Removed Manager Communications and Marketing, Community Engagement Advisor, Manager Asset and Mapping Services and Manager Environmental Health, Principal, Communications and Marketing (60956), Principal, Community Engagement (60968), and Principal Asset and Mapping Services (60961) from subdelegates list.	Administrative Change
29 Oct 2021	Amended delegation	Added position of Manager Recreation and Commercial Activities to subdelegates list. Removed position of Manager Recreation from subdelegates list.	Administrative Change
29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
29 Oct 2021	Amended delegation	Removed Coordinator Depot Services from subdelegates list.	Administrative Change
10 Nov 2021	Amended delegation	Added position of Principal, Library and Customer Services to subdelegates list.	Administrative Change
1 May 2023	Amended delegation	Added Delegation - FM-D07 - Community Funding Grants to position of Director Corporate Services.	Administrative Change
10 Oct 2023	Amended delegation	Added in in the words "within approved budget" under the "Express power or duty delegated" section".	Administrative Change



Delegation of authority

Delegation	FM-D08 Acceptance of Contract Extensions and Variations [DRAFT]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	<u>Local Government Act 1995:</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	~~Authority to approve all other contract extensions and variations where a contract was originally accepted by Council or by the CEO under the delegation for accepting tenders and quotations as provisioned in FM-D02 (F&G r.21A).~~ <u>Local Government Act 1995:</u> <u>s.3.57 Tenders for providing goods and services</u> <u>Local Government (Functions and General) Regulations 1996:</u> <u>r.21A Varying a contract for the supply of goods or services</u>
Function	<u>Authority to approve contract extensions and variations where a contract was originally accepted by Council or under the delegation for accepting tenders and quotations as provisioned in FM-D02 [F&G r.21A].</u>
Delegates	~~Executive Manager Strategic Projects~~ CEO
Conditions	<u>A decision to vary a tendered contract after it has been entered into, must comply with the City's Procurement Policy and Contract Management Policy and must include evidence that the variation is necessary and does not change the scope of the contract.</u>
Express power to subdelegate	<u>Local Government Act 1995:</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u>
Subdelegates	<u>Executive Manager Strategic Projects</u> Director Community Services Director Corporate Services Director Infrastructure and Assets
Subdelegate conditions	<u>The amount of the variation is limited to the sub-delegates financial threshold in accordance with the Financial Authorisations Management Practice and must be within the approved budget.</u>



Delegation of authority

Statutory framework	<i>Local Government Act 1995:</i> 1. s.3.57 Tenders for providing goods and services <i>Local Government (Functions and General) Regulations 1996:</i> 1. Part 4 Provision of goods and services 2. Regulations 11A to 24 (as applicable)
Policy	Procurement Policy and Contract Management Policy Financial Authorisations Management Practice
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

Amendments			
Date	Type	Amendment	References
5 May 2020	New delegation	05 May 2020	SCM 05 May 2020
29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
6 Dec 2022	Amended delegation	FM-D08 Acceptance of Contract Extensions and Variations Updated delegation to remove reference to COVID-19 provisions due to the State of Emergency being removed.	Administrative Change
1 May 2023	Amended delegation	Added Delegation FM-D08 - Acceptance of Contract Extensions and Variations to position of Director Corporate Services.	Administrative Change
27 May 2025	Amended delegation	Wording amended within the "Express Power or Duty" section to "where a contract was originally accepted by Council" and "Accepting tenders and quotations as provisioned in FM-D02".	OCM 27 May 2025



Delegation of authority

Delegation	TP-D01 Local Planning Schemes Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No. 24 [DRAFT]
Category	Planning
Delegator	Council
Express power to delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> <i>Schedule 2, Division 2 - Delegations</i> <i>Clause 82 Delegations by Local Government</i> <i>Clause 83 Local Government CEO may delegate powers</i>

DRAFT



Delegation of authority

Express power or duty delegated	Authority to exercise all powers and duties under all Local Planning Schemes in operation within the City of Bayswater with exception of the following: • adopt, amend or refuse local planning policies; • enter, modify or remove a place from the heritage list; • adopt, modify or revoke a heritage area; • recommend approval, modification or refusal of a structure plan to the Western Australian Planning Commission; • recommend approval, modification or refusal of an activity centre plan to the Western Australian Planning Commission; • approve, modify or refuse a local development plan; • determine development applications (excluding development applications for prescribed single house development) involving the following:- ◦ An estimated cost of \$3 million or more and is not a Development Assessment Panel application:- ◦ This does not apply to a development in the Tonkin Highway Industrial Estate; ◦ Building height variation equal to or greater than 2.0m (or 3.0m where the property has a registered significant tree on the site being retained); or where building height requirements refer only to the number of storeys, one or more additional storeys; ◦ Determination of applications where the car parking shortfall exceeds 25% or ten (10) car bays, whichever is greater of the two. This is in addition to any existing car parking shortfall on the site. ◦ Development located in a place that is entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990, or is included on a heritage list prepared in accordance with a local planning scheme with a management category 1, 2 and 3 and the application proposes significant removal of original heritage fabric; ◦ Unwarranted street tree removal ◦ Receipt of:- ◦ 11 or more planning based written submissions of objection from properties adjoining the development site; and • enter into an agreement in respect of a matter relating to the scheme with any person having an interest in land affected by the scheme, and deal with or dispose of any land acquired in accordance with Part 11, Division 4 of the Planning and Development Act 2005. This delegation excludes any powers or duties limited under Section 5.43 of the Local Government Act 1995, including a power or duty that requires a decision of an absolute majority or a 75% majority of the local government. Planning and Development (Local Planning Schemes) Regulations 2015 City of Bayswater Local Planning Schemes



Delegation of authority

Function	<u>Authority to exercise all powers and duties under all Local Planning Schemes in operation within the City of Bayswater with exception of the following:</u> - • <u>adopt, amend or refuse local planning policies;</u> • <u>enter, modify or remove a place from the heritage list;</u> • <u>adopt, modify or revoke a heritage area;</u> • <u>recommend approval, modification or refusal of a structure plan to the Western Australian Planning Commission;</u> • <u>recommend approval, modification or refusal of an activity centre plan to the Western Australian Planning Commission;</u> • <u>approve, modify or refuse a local development plan;</u> <u>Authority to determine all development applications within the City of Bayswater, except where:</u> - • <u>the proposal is recommended for approval and significantly departs from and contrary to the objectives of the Council's adopted strategic planning framework, including the Council Plan, Local Planning Strategy, Local Planning Scheme and relevant Local Planning Policies, Activity Centre Plan or Structure Plan;</u> - • <u>the proposal involves substantial demolition or alteration of a place included on the State Register of Heritage Places or the City's Local Heritage List (Management Category 1, 2 or 3);</u> - • <u>the proposal includes a building height exceeding the deemed-to-comply measurement by 3.0 metres or more, or 4.0 metres or more where a registered significant tree on the site is being retained;</u> - • <u>the proposal results in a car parking shortfall greater than 25 per cent or more than 10 car bays, in addition to any existing approved shortfall on the site; or</u> - • <u>the Chief Executive Officer determines that the application should be referred to Council due to its significance, complexity or broader level of community interest, having regard to its economic, social or environmental impacts</u>
Delegates	CEO
Conditions	Nil



Delegation of authority

Subdelegates	Director Community Services Executive Manager Strategic Projects Manager Regulatory Services Senior Statutory Planning Officer Statutory Building Manager Statutory Planning and Compliance Manager
Subdelegate conditions	Nil
Policy	Nil
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

DRAFT



Delegation of authority

Amendments			
Date	Type	Amendment	References
2 Aug 2021	Amended delegation	Coordinator Statutory Planning role added to subdelegates list.	Administrative Change
14 Oct 2021	Amended delegation	Added delegation TP-D01 Local Planning Schemes to amended position of Manager Environmental Health and Statutory Services.	Administrative Change
29 Oct 2021	Amended delegation	Added position of Manager Environmental Health and Statutory Building to subdelegates list. Removed position of Manager Environmental Health from subdelegates list.	Administrative Change
6 Dec 2022	Amended delegation	Added Additional details on Cost of Development, Car Parking, Heritage, Number of Objections and Warranted Tree Removal.	Administrative Change
25 Jun 2024	Amended delegation	Wording amended to show single house developments can no longer be considered by Council but by either the CEO or local government employees authorised by the CEO.	OCM 25 June 2024
25 Mar 2025	Amended delegation	At its Ordinary Meeting of 25 March 2025, Council adopted an amendment to Delegation DP-D01 to enable the CEO to make determinations on developments where building height variation is less than 3m, where the property has a registered significant tree on the site that is being retained.	Item 10.5.1.4 OCM: 25 March 2025
27 May 2025	Amended delegation	Wording amended within the "Express Power or Duty" section to read "Determination of applications where the shortfall of car parking bays is in total greater than (10) bays or up to 25%, whichever is the greater. This is in addition to any existing car parking shortfall on the site".	OCM 27 May 2025



Delegation of authority

Delegation	TP-D02 Planning and Development Act 2005 [DRAFT]
Category	Planning
Delegator	Council
Express power to delegate	<u>Local Government Act 1995:</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	Authority to give a written direction: - to the owner or any other person undertaking development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements (s.214(2) PD Act 2005); - to the owner or any other person who undertook the development (s.214(3) PD Act 2005);- - to remove, pull down, take up, or alter the development; and - to restore the land as nearly as practicable to its condition immediately before the development started;- - if it appears that delay in the execution of any work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order, a written direction may be given to the person whose duty it is to execute the work to execute that work (s.214(5) PD Act 2005); <u>Planning and Development Act 2005:</u> <u>s. 214(2), (3) and (5) Illegal development, responsible authority's powers as to</u>
Function	<u>Authority to give a written direction:</u> - to the owner or any other person undertaking development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements [s.214(2)]; - to the owner or any other person who undertook the development [s.214(3)]; to remove, pull down, take up, or alter the development; and to restore the land as nearly as practicable to its condition immediately before the development started; - if it appears that delay in the execution of any work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order, a written direction may be given to the person whose duty it is to execute the work to execute that work [s.214(5)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<u>Local Government Act 1995:</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u>



Delegation of authority

Subdelegates	Director Community Services Executive Manager Strategic Projects Manager Regulatory Services Statutory Planning and Compliance Manager
Subdelegate conditions	Authority is given to the Director Community Services the authority to give and withdraw a written direction under section 214 and 215. ~~Authority is given to the Director Community Services the authority to issue and withdraw an infringement notice and extending time to pay a modified penalty under section 231, 228 and 230.~~ Authority is given to the Statutory Planning and Compliance Manager the authority to give a written direction under section 214 and 215. ~~Authority is given to the Statutory Planning and Compliance Manager the authority to issue an infringement notice under section 228.~~
Statutory framework	~~Planning and Development Act 2005:~~ ~~All powers and duties under-~~ ~~• s.214(2), (3) and (5) illegal development, responsible authority's powers as to~~ ~~• s.228 Giving of infringement notice~~ ~~• s.230 Extending time to pay modified penalty~~ ~~• s.231 Withdrawal of infringement notice~~ ~~Existing delegation of section 228, 230 and 231 are not valid, there is no power to delegate these under the Local Government Act 1995.~~
Policy	~~Nil~~
Record keeping	<u>Record of exercise is to be recorded in the City's record keeping system or Attain.</u>



Delegation of authority

Amendments			
Date	Type	Amendment	References
14 Dec 2023	Amended delegation	Amended references to "Legislation" and "Statutory Framework" Sections.	Administrative Amendment
11 Feb 2025	Amended delegation	Subdelegate conditions are amended in accordance with the Town Planning and Development Act 2005 as follows: Authority is given to the Director Community Services the authority to give and withdraw a written direction under section 214 and 214. Authority is given to the Director Community Services the authority to issue and withdraw an infringement notice, and extending time to pay a modified penalty under sections 231, 228 and 230: Authority is given to the Manager Statutory Planning and Compliance Services the authority to give a written direction under sections 214 and 215. Authority is given to the Manager Statutory Planning and Compliance Services the authority to issue an infringement notice under section 228.	Changes to sub-delegation with memo signed by CEO (ECM Ref:4883728).



Delegation of authority

Delegation	LL-D01 Local Laws -General Administration [DRAFT]
Category	Local Laws
Delegator	Council
Express power to delegate	<u>Local Government Act 1995:</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	~~Authority to administer the City's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the City under the City's local laws:~~ <u>Local Government Act 1995:</u> <u>s.3.18(1) Performing Executive Functions</u>
Function	<u>Authority to administer the City's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the City under the City's local laws [s.3.18(1)].</u>
Delegates	CEO



Delegation of authority

Conditions	Controversial applications made under any local law are to be referred to Council for consideration: - The sub-delegated power to the position of Manager Community Safety is to do all things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the City's local laws made under the <i>Local Government Act 1995</i>, the <i>Cat Act 2011</i> and the <i>Dog Act 1976</i>. Note this sub-delegation does not cover the <i>Health Local Law 2001</i>. - The sub-delegated powers to the Director Infrastructure and Assets and Director Major Projects are limited to: • authority to approve the keeping of bees under the <i>Health Local Law 2023</i>; • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve Infrastructure Deposits. The sub-delegated powers to the Manager Regulatory Services are limited to: • authority to approve the keeping of bees under the <i>Health Local Law 2023</i>; The sub-delegated powers to the Director of Community Services are limited to: • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve Infrastructure Deposits • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve a stallholder permit and a trader permit; • the power under the <i>Keeping and Control of Cats Local Law 2023</i> to grant a permit to keep a maximum of 6 cats at a premises and to impose conditions on that permit; • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve a stallholder permit and a traders permit; • authority to approve residential private parking agreements under the <i>Parking and Parking Facilities Local Law 2016</i>; • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve the display of temporary advertising signs The sub-delegated powers to the Manager Building Works are limited to: • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve Infrastructure Deposits The sub-delegated powers to the Manager Transport and Buildings are limited to: • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve Infrastructure Deposits The sub-delegated powers to the Statutory Planning and Compliance Manager are limited to: authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve a stallholder permit and a trader permit. <u>Controversial applications made under any local law are to be referred to Council for consideration.</u>
Express power to subdelegate	<u>Local Government Act 1995:</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u>



Delegation of authority

Subdelegates	Building Operations Manager Director Community Services Director Infrastructure and Assets Executive Manager Strategic Projects Manager Community Safety Manager Regulatory Services Manager Transport and Buildings Statutory Planning and Compliance Manager

DRAFT



Delegation of authority

Subdelegate conditions	The sub delegated power to the position of Manager Community Safety is to do all things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the City's local laws made under the <i>Local Government Act 1995</i>, the <i>Cat Act 2011</i> and the <i>Dog Act 1976</i>. Note this sub-delegation does not cover the <i>Health Local Law 2001</i>. - The sub delegated powers to the Director Infrastructure and Assets are limited to: • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve Infrastructure Deposits. The sub delegated powers to the Manager Regulatory Services are limited to: • authority to approve the keeping of bees under the <i>Health Local Law 2023</i>. The sub delegated powers to the Director Community Services are limited to: • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve Infrastructure Deposits • authority to approve the keeping of bees under the <i>Health Local Law 2023</i>. • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve a stallholder permit and a trader permit. • the power under the <i>Keeping and Control of Cats Local Law 2023</i> to grant a permit to keep a maximum of 6 cats at a premises and to impose conditions on that permit. • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve a stallholder permit and a traders permit. • authority to approve residential private parking agreements under the <i>Parking and Parking Facilities Local Law 2016</i>. • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve the display of temporary advertising signs The sub delegated powers to the Building Operations Manager are limited to: • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve Infrastructure Deposits The sub delegated powers to the Manager Transport and Buildings are limited to: • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve Infrastructure Deposits The sub delegated powers to the Statutory Planning and Compliance Manager are limited to: • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve a stallholder permit and a trader permit.



Delegation of authority

Statutory framework	<i>Health Local Law 2023</i> <i>Health Amendment Local Law 2024</i> <i>Fencing and Floodlighting Local Law 2016</i> <i>Local Government Property Local Law 2016</i> <i>Parking and Parking Facilities Local Law 2016</i> <i>Keeping and Control of Cats Local Law and Amendment Local Law 2023</i> <i>Dogs Local Law 2016</i> <i>Standing Orders Local Law 2021</i> <i>Activities On Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2021</i> <i>Waste Local Law 2020</i> <i>Waste Amendment Local Law 2022</i>
Policy	Mobile Food Vehicles Policy Street Verges Policy
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

Amendments			
Date	Type	Amendment	References
29 Oct 2021	Amended delegation	Added position of Manager Environmental Health and Statutory Building to subdelegates list. Removed position of Manager Environmental Health from subdelegates list.	Administrative Change
29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
19 Jul 2024	Amended delegation	Added correct position title for Director Infrastructure and Assets. Removed old position title and removed Director Major Projects position title.	---



Delegation of authority

Delegation	COP-D01 Withdraw an infringement notice [DRAFT]
Category	Local Government Act 1995 -CEO Original Powers
Delegator	CEO
Express power to delegate	<u>Local Government Act 1995:</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u>
Express power or duty delegated	~~Authority to withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn (s.9.20 LG Act 1995):~~ <u>Local Government Act 1995:</u> <u>s.9.19 Extension of time</u> <u>s.9.20 Withdrawal of Notice</u>
Function	<u>Authority to withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn [s.9.20].</u>
Delegates	Director Community Services Executive Manager Strategic Projects Manager Community Safety
Conditions	~~Must be within 1 year after the notice was originally given.~~ <u>Must be within 1 year after the notice was originally given.</u> <u>A delegate who participated in a decision to issue an infringement notice, must not determine withdrawal of an infringement notice under this delegation.</u> <u>NOTE: Delegates must also be appointed as an "Approved Officer" in accordance with delegation BA-D06 for the purpose of regulation 70 of the Building Regulations 2012.</u>
Statutory framework	~~Local Government Act 1995:~~ • ~~-s.9.19 Extension of time~~ • ~~-s.9.20 Withdrawal of notice~~
Policy	~~Nil~~
Record keeping	<u>Record of exercise is to be recorded in the City's record keeping system or Attain.</u>



Delegation of authority

Delegation	BA-D01 Building Act 2011 Authorised Persons [DRAFT]
Category	Building Act
Delegator	Council
Express power to delegate	<u><i>Building Act 2011:</i></u> <u>s.127(1) & (3) Delegation: special permit authorities and local government</u>
Express power or duty delegated	~~Authority to designate a person employed by the local government as an authorised person for the purposes of the Building Act 2011 in relation to buildings and incidental structures located, or proposed to be located, in the district of the City of Bayswater (s96 Building Act 2011).~~ <u><i>Building Act 2011:</i></u> <u>s.96(3) authorised persons</u> <u>s.99 Limitation on powers of authorised person</u>
Function	<u>Authority to designate a person employed by the local government as an authorised person for the purposes of the Building Act 2011 in relation to buildings and incidental structures located, or proposed to be located, in the district of the City of Bayswater [s.96]</u>
Delegates	CEO
Conditions	Only a person employed by the local government under the <i>Local Government Act 1995</i> s5.36 can be designated an authorised person for the <i>Building Act 2011</i> . <u>[s.96(3)]</u> The designation of an authorised person must be in writing. - <u>NOTE: An authorised person for the purposes of sections 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of r.70 Building Regulations 2012.</u>
Statutory framework	<u><i>Building Act 2011:</i></u> • ~~s.96(3) Authorised persons~~ • ~~s.127 Delegation: special permit authorities and local governments~~ • ~~Local Government Act 1995:~~ • ~~s.5.36 Local Government Employees~~ <u><i>Building Act 2011:</i></u> <u>s.96(3) Authorised persons</u> <u>s.127 Delegation: special permit authorities and local governments</u> - <u><i>Local Government Act 1995:</i></u> <u>s.5.36 Local Government Employees</u>
Policy	~~Nil~~
Record keeping	<u>Record of exercise is to be recorded in the City's record keeping system or Attain.</u>



Delegation of authority

Delegation	BA-D03 Building Act 2011 Making, Revoking and Enforcing Building Orders [DRAFT]
Category	Building Act
Delegator	Council
Express power to delegate	<u>Building Act 2011:</u> <u>s.127(1) & (3) Delegation: special permit authorities and local government</u>
Express power or duty delegated	~~Authority~~ ~~Building Act 2011: to~~ ~~Part 8 - Enforcement~~ ~~Division 5 - Building Orders~~ ~~s.110(1) A permit authority may make or a building order~~ ~~s.111(1) Notice of proposed building order other than building order (emergency)~~ ~~s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect~~ ~~s.118(2) and to (3) Permit authority may give effect to a building order if non-compliance~~ ~~-occurs (Part 8 Division 5 of the Building Act 2011):~~
Function	<u>Authority to make or revoke a building order and to give effect to a building order if non-compliance occurs in accordance with Part 8 Division 5 of the Building Act 2011 including:</u> <u>1. Authority to make Building Orders in relation to:</u> <u>a. Building work</u> <u>b. Demolition work</u> <u>c. An existing building or incidental structure [s.110(1)].</u> <u>2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)].</u> <u>3. Authority to revoke a building order [s.117].</u> <u>4. If there is non-compliance with a building order, authority to cause an authorised person to:</u> <u>a. take any action specified in the order ; or</u> <u>b. commence or complete any work specified in the order; or</u> <u>c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)].</u> <u>5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].</u>
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<u>Building Act 2011:</u> <u>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</u>
Subdelegates	Director Community Services Executive Manager Strategic Projects



Delegation of authority

Statutory framework	<i>Building Act 2011:</i> • Part 8—Division 5—Enforcement—Building orders • Part 9—State Administrative Tribunal • Section 127—Delegations; special permit authorities and local governments <i>Building Act 2011:</i> <u>Part 9 - Review</u> <u>State Administrative Tribunal</u>
Policy	~~Nil~~
Record keeping	<u>Record of exercise is to be recorded in the City's record keeping system or Attain.</u>

DRAFT



Delegation of authority

Delegation	BA-D06 - Appoint Approved Officers and Authorised Officers (Regulation 70) [DRAFT]
Category	Building Act
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Function	1. Authority to appoint an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A). <i>NOTE: Only employees delegated under s5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".</i> 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(2). <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i>
Delegates	CEO
Conditions	A person who is appointed as an approved officer under regulations made under a prescribed Act under section 6(a) is not eligible to be appointed as an authorised officer under regulations made under that Act under section 6(b) [r.7(1) Criminal Procedure Act 2004]. Each authorised or approved officer must be issued a certificate of appointment [r.70(3) Building Regulations 2021].
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.



Delegation of authority

Delegation	BFA-D02 Prosecution of Offences under the Bush Fires Act 1954 [DRAFT]
Category	Part 11 - Miscellaneous Delegations
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954:</i> s.59(3) Prosecution of offences
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Delegates	Bush Fire Control Officer CEO
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.



Delegation of authority

Delegation	~~COVA-D01 Control of Vehicles (Off-road Areas) Act 1978 General powers and duties~~
Category	Miscellaneous
Delegator	Council
Express power or duty delegated	Authority to exercise the powers or discharge the duties of the local government under the ~~Control of Vehicles (Off-Road Areas) Act 1978~~ .
Delegates	CEO
Conditions	There is no capacity to sub-delegate under the ~~Control of Vehicles (Off-road Areas) Act 1978 General powers and duties~~ .
Statutory framework	~~Control of Vehicles (Off-road Areas) Act 1978:~~ ~~s.5 – Local government's functions~~
Policy	Nil
Date adopted	12 September 2017
Adoption references	OCM 12 Sep 2017 Agenda Item 11.3 ECM Ref: 3034906



Delegation of authority

Delegation	~~CPCGA-D01 Caravan Parks and Camping Grounds Act 1995 Temporary Accommodation~~
Category	Miscellaneous
Delegator	Council
Express power or duty delegated	Authority to grant approval to a person to camp on land other than at a caravan park or camping ground (r11 CP&CG Act 1995).
Delegates	CEO
Conditions	There is no power to sub-delegate under the <i>Caravan Parks and Camping Grounds Act 1995</i> . Approval to be for a maximum of 24 months in total.
Statutory framework	<i>Caravan Parks and Camping Grounds Act 1995:</i> ▲ s.28 <i>Caravan Parks and Camping Grounds Regulations 1997:</i> ▲ r.6 Performance of local government functions by authorised persons: ◦ r.11 Camping other than at caravan parks or camping grounds.
Policy	Nil
Date adopted	12 September 2017
Adoption references	OCM 12-Sep-2017 Agenda Item 11.3 ECM Ref: 3034906

Amendments			
Date	Type	Amendment	References
27 May 2025	Amended delegation	Wording amended within the "Conditions" section to read "Approval to be for a maximum of up 24 months in total".	OCM 27 May 2025



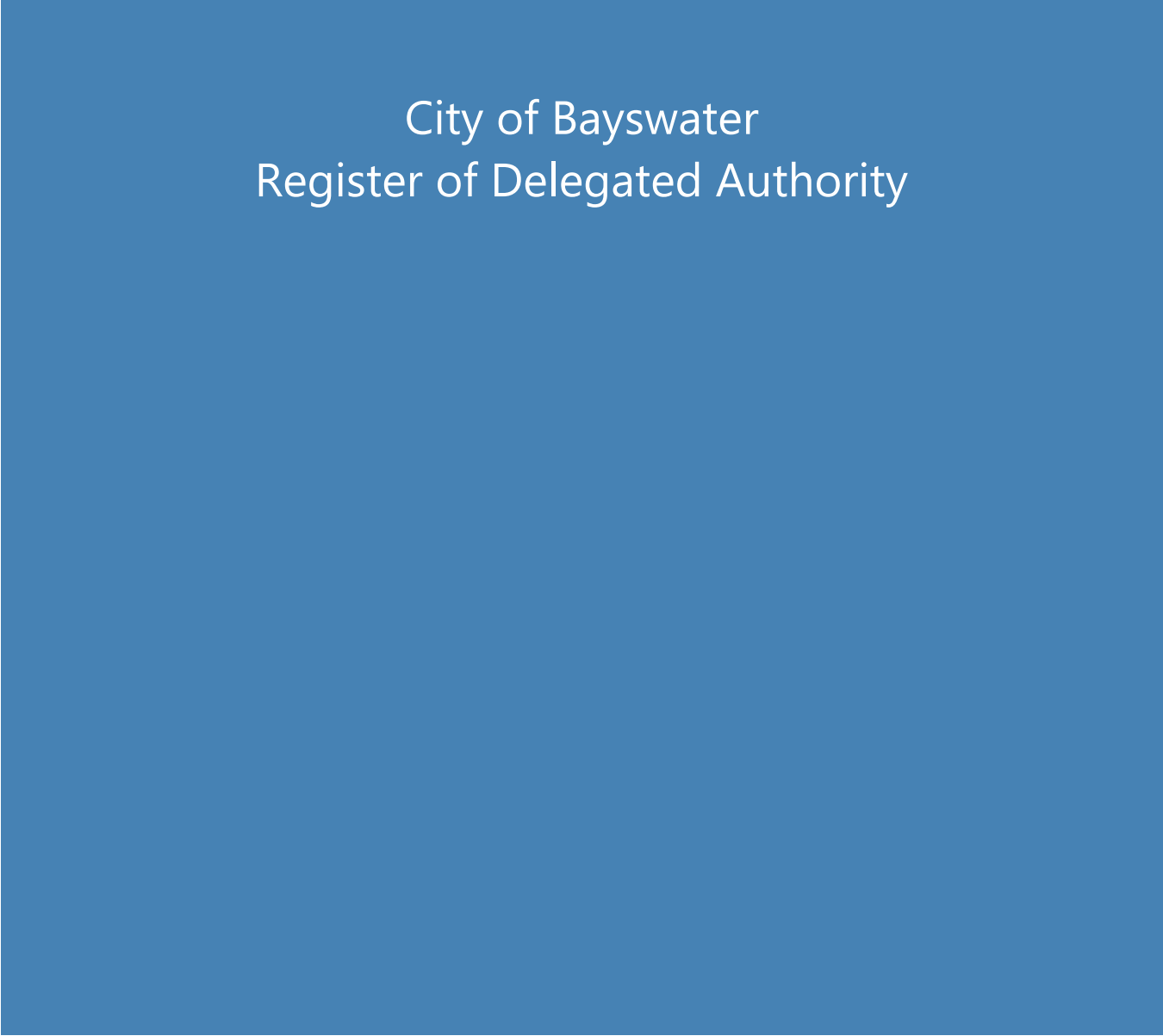
Delegation of authority

Delegation	EO-D16 Appoint Authorised Officer or Approved Officer (Asbestos Regs) [DRAFT]
Category	Health
Delegator	Council
Express power to delegate	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express power or duty delegated	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the Criminal Procedure Act 2004 Part 2 [r.15D(5)].
Delegates	CEO
Conditions	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express power to subdelegate	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.



Delegation of authority

Delegation	EPA-D01 Noise Management Plans - Construction Sites [DRAFT]
Category	Miscellaneous
Delegator	CEO of the Department of Water and Environment Regulation
Express power to delegate	<i>Environmental Protection Act 1986:</i> s.20 Delegation by CEO
Express power or duty delegated	<i>Environmental Protection (Noise) Regulations 1997:</i> r.13 Construction sites
Function	The holder of the offices of: (a) Chief Executive Officer under the <i>Local Government Act 1995</i> ; and (b) to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act All powers and duties in relation to noise management plans under regulation 13 excluding the power of delegation.
Delegates	CEO Environmental Health Officer Health Services Manager Manager Regulatory Services
Conditions	Authorised Persons are to use the delegation in accordance with any relevant Management Practice or procedure.
Express power to subdelegate	Nil.
Statutory framework	Government Gazette No. 17 16 May 2014 Page 1548
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.



City of Bayswater Register of Delegated Authority

REVIEW

There are no reviews to display

DRAFT

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INTRODUCTION

Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government, Industry Regulations & Safety *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

- (a) A local government from performing any of its functions by acting through a person other than the CEO"; or
- (b) A CEO from performing any of the CEO's functions by acting through another person."

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers. For example: the *Environmental Protection Act* allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

Planning and Development Act 2005 and associated regulations
Dog Act 1976 and regulations;
Cat Act 2011 and regulations
Bush Fires Act 1954, regulations and local law created under that Act;
Litter Act 1979 and regulations
Local Government (Miscellaneous Provisions) 1960 as amended;
Caravan Parks and Camping Grounds Act 1995;
Control of Vehicles (Off-Road Areas) Act 1978 and regulations;
Environmental Protection Act 1986
Environmental Protection (Noise) Regulations 1997
Building Act 2011

N.B. – This is not an exhaustive list.

DRAFT

DELEGATIONS

Building Act

Delegation	BA-D01 Building Act 2011 Authorised Persons [DRAFT]
Category	Building Act
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.96(3) authorised persons s.99 Limitation on powers of authorised person
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to designate a person employed by the local government as an authorised person for the purposes of the <i>Building Act 2011</i> in relation to buildings and incidental structures located, or proposed to be located, in the district of the City of Bayswater [s.96]
Delegates	CEO
Conditions	Only a person employed by the local government under the <i>Local Government Act 1995</i> s5.36 can be designated an authorised person for the <i>Building Act 2011</i> . [s.96(3)] The designation of an authorised person must be in writing. NOTE: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of r.70 <i>Building Regulations 2012</i> .
Statutory framework	<i>Building Act 2011:</i> s.96(3) Authorised persons s.127 Delegation: special permit authorities and local governments <i>Local Government Act 1995:</i> s.5.36 Local Government Employees
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

Delegation	BA-D02 Building Act 2011 Applications for building or demolition permits and Applications for occupancy permits and other certificates [DRAFT]
Category	Building Act
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> Part 2 - Division 2 - Applications for building or demolition permits Part 4 - Occupancy permits and building approval certificates <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect r.24 Extension of time during which permit has effect r.26 Approval of new responsible person
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to approve or refuse to grant or modify building and demolition permit applications [Part 2- Division 2 of the Building Act 2011]. Authority to approve or refuse to grant or modify occupancy permits, building approval certificates, certificates of building compliance, certificates of construction compliance and certificates of design compliance [Part 4 of the Building Act 2011].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Community Services Executive Manager Strategic Projects Manager Regulatory Services Senior Building Surveyor Statutory Building Manager
Subdelegate conditions	Nil
Statutory framework	
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

Delegation	BA-D03 Building Act 2011 Making, Revoking and Enforcing Building Orders [DRAFT]
Category	Building Act
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> Part 8 - Enforcement Division 5 - Building Orders s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to make or revoke a building order and to give effect to a building order if non-compliance occurs in accordance with Part 8 Division 5 of the <i>Building Act 2011</i> including: 1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Community Services Executive Manager Strategic Projects
Statutory framework	<i>Building Act 2011:</i> Part 9 - Review State Administrative Tribunal
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

City of Bayswater

Delegation	BA-D04 Building Act 2011 Commence a prosecution [DRAFT]
Category	Building Act
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> Part 12, Division 1 s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	Authority to commence a prosecution for an offence against this Act [s.133(1)]
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Community Services Executive Manager Strategic Projects Manager Regulatory Services Statutory Building Manager
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

City of Bayswater

Delegation	BA-D05 Building Act 2011 - Extension of time for permit [DRAFT]
Category	Building Act
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.27 Impose Conditions on Permit <i>Building Regulations 2012:</i> r.24 Extension of time during which permit has effect
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	1. Authority to extend the time during which a building permit or a demolition permit has effect [r.24]. 2. Authority, if an extension of time is granted, to impose any condition on the building permit or a demolition permit that could have been imposed [s.27].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Community Services Executive Manager Strategic Projects Manager Regulatory Services Senior Building Surveyor Statutory Building Manager
Statutory framework	<i>Building Act 2011:</i> • s.32(3) Duration of building or demolition permit
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

Delegation	BA-D06 - Appoint Approved Officers and Authorised Officers (Regulation 70) [DRAFT]
Category	Building Act
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	1. Authority to appoint an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A). <i>NOTE: Only employees delegated under s5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".</i> 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(2). <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i>
Delegates	CEO
Conditions	A person who is appointed as an approved officer under regulations made under a prescribed Act under section 6(a) is not eligible to be appointed as an authorised officer under regulations made under that Act under section 6(b) [r.7(1) Criminal Procedure Act 2004]. Each authorised or approved officer must be issued a certificate of appointment [r.70(3) Building Regulations 2021].
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

City of Bayswater

Cats

Delegation	CA-D01 Cat Act 2011 General Powers and Duties [DRAFT]
Category	Cats
Delegator	Council
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011</i> <i>City of Bayswater Keeping and Control of Cats Local Law 2022</i> <i>City of Bayswater Keeping and Control of Cats Amendment Local Law 2023</i>
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	The CEO is delegated authority to exercise the powers or discharge the duties of the local government under the <i>Cat Act 2011</i> , including the power to delegate to any employee the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Director Community Services Executive Manager Strategic Projects Manager Community Safety
Subdelegate conditions	Any sub-delegation to the Director Community Services and Manager Community Safety is limited to: Power to give a cat control notice to a person who is the owner of a cat [s.26] Power to cancel the registration of a cat [s.10] Power to grant or refuse to grant approval or renew an approval to breed cats. [s.37] Power to cancel an approval to breed cats [s.38] Power to issue a new certificate to an approved cat breeder if satisfied that a certificate has been stolen, lost, damaged or destroyed [s.39]. Power to withdraw an infringement notice [s.65] Power to grant extension of time of infringement notice [s.64] Power to cause a cat to be destroyed [s.49]
Policy	Disposal of Unclaimed Animals Policy
Record keeping	Record of exercise is to be recorded in the City's record keeping system and Attain.

Dogs

Delegation	DA-D01 Dog Act 1976 General Powers and Duties [DRAFT]
Category	Dogs
Delegator	Council
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i>
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to exercise all powers and discharge all duties of the local government under the Dog Act 1976 including the appointment of authorised persons. The CEO is authorised to further delegate these powers and duties in line with the Act.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Community Services Executive Manager Strategic Projects Manager Community Safety
Subdelegate conditions	Any sub-delegation to the Director Community and Development and Manager Rangers and Security is limited to the following: The power to grant an exemption to the local law limit on the number of dogs per premise [s.26] Power to withdraw an infringement notice [regulation 35(5)] Power to direct the registration officer to refuse or cancel a registration if certain conditions listed in the act apply [s.16(3)] Power to give written notice to the owner that the dog cannot be registered, if no application for a registration is made, and if certain conditions listed in the act apply [s.16(4)] Power to cause a dog to be destroyed at the request of the owner of that dog, whether or not the dog has been seized or detained [s.33G] Power to grant a licence for an approved kennel establishment [s.27] Power to declare an individual dog to be a dangerous dog [s.33E] Power to revoke a declaration that a dog is a dangerous dog [s.33H]
Policy	Disposal of Unclaimed Animals Policy
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

Health

Delegation	EO-D15 Public Health Act 2016 Authorised Officers [DRAFT]
Category	Health
Delegator	Council
Express power to delegate	<i>Public Health Act 2016:</i> s. 21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016:</i> s.24(1) and (3) Designation of authorised officers
Function	Authority to designate a persons or class of persons as authorised officers for the purpose of fulfilling prescribed functions within the relevant legislation [s.21].
Delegates	CEO
Conditions	Must appoint authorised officers in writing and issue certificates of authorisation in accordance with the <i>Public Health Act 2016</i> and require appointed officers to produce such certificate on being asked to do so by a person in respect of whom they exercise, have exercised, or are about to exercise any such power.
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

City of Bayswater

Delegation	EO-D16 Appoint Authorised Officer or Approved Officer (Asbestos Regs) [DRAFT]
Category	Health
Delegator	Council
Express power to delegate	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express power or duty delegated	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the Criminal Procedure Act 2004 Part 2 [r.15D(5)].
Delegates	CEO
Conditions	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express power to subdelegate	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

Delegation	FA-D01 Food Act 2008 Appointment of Authorised Officers and Appointment of Designated Officers [DRAFT]
Category	Health
Delegator	Council
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s. 126 Infringement Officers
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)]. Authority to appoint officers to be Designated Officers for the purposes of the <i>Food Act 2008</i> for either issuing infringements or extending, withdrawing or accepting payment for infringements [s.126].
Delegates	CEO
Conditions	There is no power under the <i>Food Act 2008</i> for this delegation to be subdelegated. Appointment of Authorised Officers: A certificate of authority must be issued in accordance with section 123 of the <i>Food Act 2008</i> . Appointment of Designated Officers: -Infringement Notices must be issued in accordance with section 126 of the <i>Food Act 2008</i> . Each enforcement agency must prepare and maintain a list of authorised officers appointed by the agency (s.122 <i>Food Act 2008</i>).
Express power to subdelegate	Nil.
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

City of Bayswater

Delegation	FA-D02 Food Act 2008 General Administration [DRAFT]
Category	Health
Delegator	Council
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008</i>
Function	Authority to exercise the powers or discharge the duties of the local government, as an enforcement agency, under the <i>Food Act 2008</i> .
Delegates	CEO
Conditions	Sub-delegations only permissible if expressly provided in regulations [s.118(4)].
Policy	Food Samples - Offences Policy
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

City of Bayswater

Delegation	HA-D01 Health (Miscellaneous Provisions) Act 1911 Powers and Duties of Deputy [DRAFT]
Category	Health
Delegator	Council
Express power to delegate	<i>Health (Miscellaneous Provisions) Act 1911:</i> s.26 Powers of local government
Express power or duty delegated	<i>Health (Miscellaneous Provisions) Act 1911:</i> The CEO is appointed as the City of Bayswater's deputy [s.26].
Function	In this capacity the CEO is authorised to exercise all powers exercisable by the local government under the <i>Health (Miscellaneous Provisions) Act 1911</i> and Regulations made thereunder.
Delegates	CEO
Conditions	This power cannot be sub-delegated.
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

Local Government Act 1995- Executive Functions

Delegation	COP-D04 Declaring a vehicle to be an abandoned vehicle wreck [DRAFT]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of somepowers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Function	Authority to declare a vehicle to be an abandoned vehicle wreck [s.3.40(A)(4)].
Delegates	CEO
Conditions	NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose is delegated - refer <i>EF-D01 Authorised People - Local Government Act 1995</i> If after seven days from the removal of a vehicle deemed to be an abandoned wreck the owner of the vehicle has not been identified or collected, the local government may declare that the vehicle is an abandoned vehicle wreck [s.3.40A(4)(a) and (b)].
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate somepowers and duties to other employees
Subdelegates	Director Community Services Executive Manager Strategic Projects Manager Community Safety
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

Delegation	EF-D01 Authorised People- Local Government Act 1995 [DRAFT]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.24 Authorising persons under this Subdivision s.3.31 General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.11 Persons found committing breach of Act to give name on demand
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	1. Authority to authorise persons for the purposes of <i>Part 3, Division 3, Subdivision 2 - Certain provisions about land</i> - to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be done by owner of occupier of land [s.3.24] 2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31] 3. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)] The powers of an authorised person in accordance with s.3.39 includes, but is not necessarily limited to: s.3.40 Vehicle may be removed if goods to be impounded are in or on vehicle s.3.41 Impounded perishable goods, notice to collect s.3.42 Impounded non-perishable goods s.3.43 Impounded non-perishable goods, court may confiscate s.3.44 Notice to collect goods if not confiscated s.3.45 Notice to include warning s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of 4. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)]
Delegates	CEO
Conditions	1. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions 2. Authorisations are to be provided in writing by issuing a Certificate of Authorisation
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Policy	TBA
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain

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Delegation	EF-D02 Execution of Documents [PUBLISHED, BUT MARKED FOR REMOVAL]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power or duty delegated	Authority to authorise the affixing of the common seal to any document (s.9.49A (1), (2) and (3) <i>LG Act 1995</i>). Authority to sign any documents on behalf of the local government, that are necessary or appropriate to be signed in carrying out the Chief Executive Officer's functions under the <i>LG Act 1995</i> (s.9.49(4) <i>LG Act 1995</i>).
Delegates	CEO
Conditions	The common seal is to be affixed in accordance with the requirement under the Act. All documents are to be executed in accordance with the Execution of Documents and Application of Common Seal Policy.
Statutory framework	<i>Local Government Act 1995</i>: • s.9.49A Execution of Documents.
Policy	Execution of Documents and Application of Common Seal Policy
Date adopted	12 September 2017
Adoption references	OCM 12 September 2017 ECM Ref: 3034906

Delegation	EF-D03 Powers of Entry [DRAFT]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.31 General Procedure for entering property s.3.32 Notice of Entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	1. Authority to perform any function of local government under the <i>Local Government Act 1995</i> if entry on to land is required for the performance of the functions of local government or in any other case in which entry is authorised by the Act [s.3.28]. 2. Authority to obtain consent of the owner or occupier [s.3.31(1)(a)]. 3. Authority to give notice of entry [s.3.32]. 4. Authority to seek and execute an entry under warrant [s.3.33]. 5. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 6. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	CEO
Conditions	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some power and duties to other employees
Subdelegates	Building Operations Manager Coordinator Tree Services Director Community Services Executive Manager Strategic Projects Manager Community Safety Manager Parks and Environment Manager Regulatory Services
Subdelegate conditions	Nil.
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

Delegation	EF-D04 Notices requiring certain things to be done by owner or occupier of land [DRAFT]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.25 Notices requiring things to be done by owner or occupier of land s.3.26 Additional powers when giving notices
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to inspect private land and issue notices to owners of land. [s.3.25]. Authority to do anything to achieve the purpose for which a notice has been given [s.3.26]. Authority to recover costs associated with achieving the purpose for which a notice has been given [s.3.26].
Delegates	CEO
Conditions	These powers must be exercised in accordance with <i>Local Government Act 1995</i> Schedule 3.1- powers under notices to owners or occupiers of land
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Tree Services Director Corporate Services Director Infrastructure and Assets Manager Parks and Environment Manager Regulatory Services
Policy	Nil
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

Delegation	EF-D05 Disposing of Property [DRAFT]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.47 Confiscated or uncollected goods, disposal of s.3.58 Disposing of property <i>Local Government (Functions and General) Regulations 1996:</i> r.30 Dispositions of property excluded from Act s.3.58
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to sell or otherwise dispose of any goods that have been confiscated under the Act [s.3.47 LG Act 1995]. Authority to dispose of property by public auction, public tender or in accordance with other methods deemed acceptable under the Act [s.3.58 LG Act 1995]. Authority to dispose of property for which an exemption applies under section 3.58(5) of the LG Act 1995 and F&G r.30.
Delegates	CEO
Conditions	The disposal must be in accordance with: - the City's Annual Budget or by Council resolution; - s.3.58 of the <i>Local Government Act 1995</i>; and - r.30 of the <i>Local Government (Functions and General) Regulations 1996</i>. In the case of land, the intended sale price must be greater than or equal to the valuation.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 the CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services Director Infrastructure and Assets Executive Manager Strategic Projects Manager Community Safety Manager Parks and Environment Manager Transport and Buildings
Subdelegate conditions	Disposal of furniture, plant and equipment is to be disposed of in accordance with the City's Disposal of Surplus Furniture, Plant and Equipment (Minor Assets) Management Practice.
Policy	Disposal of Surplus Goods and Equipment (Minor Assets) Management Practice
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

Delegation	EF-D06 Recovery of Impounding Expenses [DRAFT]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.48 Impounding expenses, recovery of
Function	Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods by action in a court of competent jurisdiction [s.3.48]
Delegates	CEO
Conditions	In accordance with section 3.48 the goods must be impounded under section 3.39 of the Act and the offender must be convicted. If the impounded goods are not sold the amount recovered can only be for expenses incurred by the local government in removing and impounding the goods and in disposing of them. If the impounded goods are sold the amount recovered can only be the amount, if any, by which the money received from the sale, is insufficient to meet costs and expenses.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.3.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services Executive Manager Strategic Projects Manager Community Safety
Subdelegate conditions	Nil
Policy	Sundry Debt Collection And Recovery Policy
Record keeping	Record of exercise to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

Delegation	EF-D07 Disposal of Sick or Injured Animals [DRAFT]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of
Function	Authority to humanely destroy and dispose of an impounded animal that is determined to be too sick or injured to treat [s.3.47A(1)]
Delegates	CEO
Conditions	The animal must be destroyed in a humane manner. A local government must not destroy an animal under this subsection unless — • because of the state of the animal, destroying it is urgent; or • the local government has — ◦ taken reasonable steps to notify the owner; and ◦ allowed the owner a reasonable opportunity (at least 7 days) to collect the animal.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers
Subdelegates	Director Community Services Executive Manager Strategic Projects Manager Community Safety Manager Regulatory Services
Subdelegate conditions	Nil
Record keeping	Record of exercise to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

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Delegation	EF-D08 Reserves under the Control of Local Government [DRAFT]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.54 Reserves under control of local government
Function	Authority to do anything for the purposes of controlling the management of land that is vested in or under the management of the City [s.3.54]
Delegates	CEO
Conditions	Subject to any express provision to the contrary made by an order under the <i>Land Administration Act 1997</i> in respect of the land.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure and Assets Manager Parks and Environment
Subdelegate conditions	Nil
Statutory framework	<i>Parks and Reserves Act 1895</i>
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

Delegation	EF-D09 Temporary and Partial Closure of Roads [DRAFT]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegation to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfares for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding four weeks [Act, s. 3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding four weeks, and before doing so, to: a. Give public notice, written notice to the Commissioner of Main Roads, and written notice to prescribed persons and persons that own prescribed land; and b. Consider submissions relevant to the road closure(s) proposed [Act, s. 3.50(1), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [Act, s. 3.50A]. 5. Before doing anything to which s.3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [Act, s. 3.51].
Delegates	CEO
Conditions	1. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. 2. Maintain access to adjoining land [s.3.52(3)]. 3. Limited to temporary road closures only. Permanent closure of roads must be determined by Council and subject to compliance with <i>Land Administration Act 1987</i>, s.58. Authority to determine to close a thoroughfare for a period exceeding four weeks [s.3.50(1a)] is not to be sub-delegated.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure and Assets Manager Infrastructure Projects Manager Parks and Environment Manager Transport and Buildings

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Subdelegate conditions	This sub-delegation is limited to: 1. Authorised to close (wholly or partially), revoke or vary the closure of a thoroughfare to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)]. 2. Authority to revoke an order to close a thoroughfare [s.3.50(6)] 3. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]. 4. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Policy	Nil
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

DRAFT

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Delegation	EF-D10 Activities Private Land [DRAFT]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: s.3.27 Particular things local governments can do on land that is not local government property schedule 3.2 - Particular things local governments can do on land even though it is not local government property
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to do any of the things prescribed in Schedule 3.2 of the <i>Local Government Act 1995</i> ; even though the land on which it is done is not local government property and the local government does not have the consent to do it [s.3.27].
Delegates	CEO
Conditions	Limited to those activities as listed in Schedule 3.2 of the Local Government Act 1995. This delegation is to be read in conjunction with <i>EF-D01 Authorised People - Local Government Act 1995</i>
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure and Assets
Subdelegate conditions	Nil
Record keeping	Record of exercise to be recorded in the City's record keeping system or Attain.

Delegation	EF-D11 Leasing Agreements [DRAFT]
Category	Local Government Act 1995- Executive Functions
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits of delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.5.38 Disposing of property
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to enter into leasing renewals in certain circumstances that does not exceed the amount of \$150,000 [s.3.58]. Authority to approve sublease proposals at City owned and leased facilities.
Delegates	CEO
Conditions	This delegation is limited to: a. The delegation to enter into a new lease/licence/user agreement applies only to the continuation of the existing lessee/occupant of the premises. Where an expression of interest or new lessee/occupant is recommended, these matters must be determined by Council; b. The ability to amend or extend existing parent lease agreements, if required, to accommodate approval of sublease arrangements; c. Compliance with the Community Facility Lease and Licence/User Agreement Policy; d. The total rental income to be received during the lease/licence/user agreement term (including all options) does not exceed \$150,000; and e. Minor negotiation of standard template terms by the Chief Executive Officer is acceptable to the extent not inconsistent with the Community Facility Lease and Licence/User Agreement Policy.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services Director Corporate Services Director Infrastructure and Assets Executive Manager Strategic Projects
Subdelegate conditions	Nil.
Policy	Community Facility Lease and Licence User Agreement Policy
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

Local Government Act 1995- Financial Management

Delegation	FM-D01 Power to Invest [DRAFT]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.14 Power to Invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Function	Authority to invest money held in the municipal or trust fund that is not, for the time being, required for any other purpose [s6.14(1)].
Delegates	CEO
Conditions	Must establish, document and adhere to internal control procedures and relevant Council policies to ensure control of investments. Authority must be exercised in accordance with Regulation 19 of the <i>Local Government (Financial Management) Regulations 1996</i> . Authority must be exercised in accordance with Part III of the <i>Trustees Act 1962</i> .
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Financial Services Senior Financial Accountant
Subdelegate conditions	Nil.
Statutory framework	<i>Trustees Act 1962:</i> • Part 111: Investments.
Policy	Authorised Signatories for Bank Accounts Investment Policy
Record keeping	Exercise of authority to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

Delegation	FM-D02 Acceptance of Quotations, Tenders and Expressions of Interest [DRAFT]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the conditions as listed on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) &(7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	CEO

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Conditions	Delegated authority is subject to a provision in the Annual Budget and/or Long-Term Financial Plan and in respect of regulations 18(4) and 23(3) are limited to: • Quotations and tenders - equal to or below \$750,000 ex GST; • Quotations and tenders for goods and services equal to or below \$1,000,000 ex GST in accordance with section 5.43(b) for: ◦ the supply of utilities (electricity, gas, water and telecommunication); and ◦ licences and subscriptions for core operational software; and • Contracts awarded in accordance with the <i>Local Government (Functions and General) Regulations 1996</i>, and the City's Procurement Policy. • Quotations below \$250,000 are accepted in accordance with the Financial Authorisations Management Practice. A decision to vary a tendered contract before entry into the contract [F&Gr.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply. The CEO cannot sub-delegate acceptance of quotations and tenders above \$500,000 ex GST. The CEO may sub-delegate acceptance of quotations and tenders up to \$500,000 ex GST to the Director of Infrastructure and Assets. All other sub-delegations must be below \$350,000 ex GST.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services Director Corporate Services Director Infrastructure and Assets Executive Manager Strategic Projects
Statutory framework	<i>Local Government (Functions and General) Regulations 1996:</i> regulation 11A to 24 (as applicable)
Policy	• Procurement Policy. • Purchasing Authorisations Management Practice (please refer to this document for the sub-delegates financial amounts).
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

Delegation	FM-D03 Calling of Tenders [DRAFT]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods and services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.21 Limiting who can tender, procedure for
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to publicly invite tenders, or seek expressions of interest for the purpose of goods and services [F&G r.11 and r.21]. Authority to publicly invite tenders in lieu of seeking quotations for purchases under the threshold, where this is considered beneficial [F&G r.13]. Authority to apply the provisions of the Local Government (Functions and General) Regulations 1996 pertaining to where tenders do not have to be publicly invited [F&G r.11(2) to (6)]. Authority to determine the criteria for the acceptance of tenders [F&G r.14]. Authority to vary tender information before the close of tenders, taking all reasonable steps to provide notice of the variation [F&G r.14].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services Director Corporate Services Director Infrastructure and Assets Executive Manager Strategic Projects
Subdelegate conditions	Nil.
Policy	Procurement Policy
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

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Delegation	FM-D04 Payments from the Municipal and Trust Funds [DRAFT]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.7 Municipal fund s.6.9 Trust fund <i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	Authority to make payment from the Municipal Fund and from the Trust Fund [r.12(1)(a)]
Delegates	CEO
Conditions	This delegation is subject to the requirements of regulation 13 of the <i>Local Government (Financial Management) Regulations 1996</i>. In line with regulation 11 of the <i>Local Government (Financial Management) Regulations 1996</i> Council has authorised the below officers (SCM 28 June 2017 Item 7.1) as signatories for payments and transfers from: 1. Municipal Fund Account: Any two of the Chief Executive Officer, the Director Corporate Services, the Director Infrastructure and Assets, the Director Community Services, and the Manager Financial Services; the Coordinator Contracts and Procurement and the Manager Governance and Strategy. 2. Trust Fund Account: Any two of the Chief Executive Officer, the Director Corporate Services, the Director Infrastructure and Assets, the Director Community Services, the Manager Financial Services; the Coordinator Contracts and Procurement and the Manager Governance and Strategy. It is also a requirement that the City: • Retain Cheque Vouchers, including electronic transfer records as evidence of decisions to make payments. • Retain computer encryption devices and other controls for effective scrutiny of account payments.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services Director Corporate Services Director Infrastructure and Assets Executive Manager Strategic Projects Manager Financial Services Manager Governance and Strategy Senior Financial Accountant

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Subdelegate conditions	Nil.
Statutory framework	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 - CEO's duties as to financial management r.11 - Payments, procedures for making etc. r.12 - Payments from municipal fund or trust fund, restrictions on making r.13- Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
Policy	Financial Authorisations Management Practice
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

DRAFT

Delegation	FM-D05 Granting Concessions and Write-Offs [DRAFT]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	1. Authority to waive or grant concessions in relation to any amount of money which is owed to the local government [s.6.12(1)(b)]. 2. Authority to write off of any debts (including rates or other charges less than \$5.00 in value) considered irrecoverable [s.6.12(1)(c) and (2)]
Delegates	CEO
Conditions	The CEO may: • Authorise a waiver or grant a concession to a maximum value of \$2,000 per case. • -Authorise a write off of any debts considered irrecoverable to a maximum value of \$2,000 per case, excluding rates, swimming pool or waste related charges, unless each individual write off is less than \$5.00. • Authorise a write off for application and permit fees for charitable organisations up to a maximum value of \$2,000 per case. The power to waive or grant concessions under s.6.12(1)(b) does not apply to an amount of money owing in respect to rates and service charges [s.6.12(2)]
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services Director Corporate Services Library and Community Centre Manager Manager Community Facilities Manager Community Planning Manager Community Safety Manager Financial Services Manager Project Services Manager Regulatory Services Statutory Planning and Compliance Manager
Policy	Sundry Debt Collection and Recovery Policy Financial Hardship Policy
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

Delegation	FM-D06 Recovery of Unpaid Rates or Service Charge [DRAFT]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegation to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.60 Local Government may require lessee to pay rent s.6.69 Right to pay rates, service charges and costs, and stay proceedings s.6.74 Power to have land re-vested in Crown if rates in arrears 3 years
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to recover rates or service charges, as well as the costs of proceedings, in a court of competent jurisdiction [s.6.56]. Authority to determine that notice be given to the lessee requiring payment of the rates or service charges [s.6.60(2) & (3)]. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid [s.6.60(4)]. Authority to enter into negotiations and reach agreement to accept payment of outstanding rates or service charge and stay prosecution [s.6.69 (1), (2) and (3)]. Authority to apply in the form and manner prescribed, to the Minister to have vacant land re-vested in the Crown [s.6.74(1)].
Delegates	CEO
Conditions	Authority must be exercised in accordance with: • Schedule 6.2(1)(1) Provisions relating to lease of land where rates or service charges unpaid [s.6.65]. • Schedule 6.3(1)(4) and (4)(1) Provisions relating to sale or transfer of land where rates or service charges unpaid [s.6.68(3)].
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Rating Services Director Corporate Services Manager Financial Services
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

City of Bayswater

Delegation	FM-D07 Community Funding Grants [PUBLISHED, BUT MARKED FOR REMOVAL]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	Authority to make community funding contribution decisions.
Express power or duty delegated	Authority to make Community Funding Contribution Decisions within approved budget and within purchasing authority.
Delegates	CEO
Conditions	Nil
Subdelegates	Building Operations Manager Director Community Services Director Corporate Services Director Infrastructure and Assets Environment Manager Executive Manager Strategic Projects Manager Community Facilities Manager Community Planning Manager Community Safety Manager Digital Solutions and Services Manager Parks and Environment Manager People, Culture and Safety Manager Project Services Manager Transport and Buildings Statutory Planning and Compliance Manager
Statutory framework	<i>Local Government Act 1995</i>
Policy	Grants Program Policy
Date adopted	3 December 2019
Adoption references	OCM 03 December 2019

Delegation	FM-D08 Acceptance of Contract Extensions and Variations [DRAFT]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods and services <i>Local Government (Functions and General) Regulations 1996:</i> r.21A Varying a contract for the supply of goods or services
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to approve contract extensions and variations where a contract was originally accepted by Council or under the delegation for accepting tenders and quotations as provisioned in FM-D02 [F&G r.21A].
Delegates	CEO
Conditions	A decision to vary a tendered contract after it has been entered into, must comply with the City's Procurement Policy and Contract Management Policy and must include evidence that the variation is necessary and does not change the scope of the contract.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services Director Corporate Services Director Infrastructure and Assets Executive Manager Strategic Projects
Subdelegate conditions	The amount of the variation is limited to the sub-delegates financial threshold in accordance with the Financial Authorisations Management Practice and must be within the approved budget.
Policy	Procurement Policy and Contract Management Policy Financial Authorisations Management Practice
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

City of Bayswater

Delegation	FM-D09 CEO to Write off Rates for the Mertome Lease for Life Tenants who have Occupied the Facility Prior to 1 April 2019 [DRAFT]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegation to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.12(1)(c) Power to defer, grant discounts, waive or write off debts
Function	Authority to write off a debt which is owed to the local government [s.6.12(c)].
Delegates	CEO
Conditions	This delegation is limited to the write off of rates for the Mertome lease for life tenants who have occupied the facility prior to 1 April 2019.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Financial Services
Record keeping	Record of exercise to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

City of Bayswater

Delegation	FM-D10 Objection to a Rate Record [DRAFT]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Financial Services
Subdelegate conditions	Nil
Record keeping	Record of exercise to be recorded in the City's record keeping system or Attain.

City of Bayswater

Delegation	FS-D13 Rateable Land [DRAFT]
Category	Local Government Act 1995- Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.26 Rateable Land
Function	Authority to approve rate exemptions [s.6.26]
Delegates	CEO
Conditions	Any applications requesting exemption under s6.26(2)(g) "land used exclusively for charitable purposes" must be referred to Council for consideration.
Policy	Rates Exemptions Policy
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

Local Government Act 1995 Regulations

Delegation	LGR-D01 Obstruction of public thoroughfare [DRAFT]
Category	Local Government Act 1995 Regulations
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Function	Authority to grant permission to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare [r.6 LG (ULP) Regulations].
Delegates	CEO
Conditions	Permission granted under this regulation: • must be in writing; and • must specify the period for which it is granted; and • must specify any condition imposed
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services Executive Manager Strategic Projects Manager Regulatory Services Statutory Building Manager Statutory Planning and Compliance Manager
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

City of Bayswater

Local Laws

Delegation	LL-D01 Local Laws -General Administration [DRAFT]
Category	Local Laws
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.18(1) Performing Executive Functions
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to administer the City's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the City under the City's local laws [s.3.18(1)].
Delegates	CEO
Conditions	Controversial applications made under any local law are to be referred to Council for consideration.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Building Operations Manager Director Community Services Director Infrastructure and Assets Executive Manager Strategic Projects Manager Community Safety Manager Regulatory Services Manager Transport and Buildings Statutory Planning and Compliance Manager

Subdelegate conditions	The sub delegated power to the position of Manager Community Safety is to do all things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the City's local laws made under the <i>Local Government Act 1995</i>, the <i>Cat Act 2011</i> and the <i>Dog Act 1976</i>. Note this sub-delegation does not cover the <i>Health Local Law 2001</i>. The sub delegated powers to the Director Infrastructure and Assets are limited to: • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve Infrastructure Deposits. The sub delegated powers to the Manager Regulatory Services are limited to: • authority to approve the keeping of bees under the <i>Health Local Law 2023</i>. The sub delegated powers to the Director Community Services are limited to: • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve Infrastructure Deposits • authority to approve the keeping of bees under the <i>Health Local Law 2023</i>. • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve a stallholder permit and a trader permit. • the power under the <i>Keeping and Control of Cats Local Law 2023</i> to grant a permit to keep a maximum of 6 cats at a premises and to impose conditions on that permit. • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve a stallholder permit and a traders permit. • authority to approve residential private parking agreements under the <i>Parking and Parking Facilities Local Law 2016</i>. • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve the display of temporary advertising signs The sub delegated powers to the Building Operations Manager are limited to: • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve Infrastructure Deposits The sub delegated powers to the Manager Transport and Buildings are limited to: • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve Infrastructure Deposits The sub delegated powers to the Statutory Planning and Compliance Manager are limited to: • authority under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i> to approve a stallholder permit and a trader permit.
Statutory framework	<i>Health Local Law 2023</i> <i>Health Amendment Local Law 2024</i> <i>Fencing and Floodlighting Local Law 2016</i> <i>Local Government Property Local Law 2016</i> <i>Parking and Parking Facilities Local Law 2016</i> <i>Keeping and Control of Cats Local Law and Amendment Local Law 2023</i> <i>Dogs Local Law 2016</i> <i>Standing Orders Local Law 2021</i> <i>Activities On Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2021</i> <i>Waste Local Law 2020</i> <i>Waste Amendment Local Law 2022</i>

City of Bayswater

Policy	Mobile Food Vehicles Policy Street Verges Policy
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

DRAFT

City of Bayswater

Delegation	LL-D02 Local Laws Appointment of an Authorised Person [DRAFT]
Category	Local Laws
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> s.9.10 Appointment of authorised persons
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to appoint authorised persons for the following local laws: <i>Local Government Property Local Law 2016</i> <i>Parking and Parking Facilities Local Law 2016</i> <i>Keeping and Control of Cats Local Law 2022</i> <i>Activities On Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2020</i>
Delegates	CEO
Conditions	Officers must be appointed as authorised persons for the purposes of the local laws and certified as per the requirements of the <i>Local Government Act 1995</i> .
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

City of Bayswater

Delegation	LL-D03 Local Laws Appointment of an Authorised Person Dog Act [DRAFT]
Category	Local Laws
Delegator	Council
Express power or duty delegated	<i>Local Government Act 1995:</i> s.9.10(2) Appointment of authorised persons <i>Dog Act 1976:</i> s.29 Power to seize dogs
Function	Authority to appoint authorised persons, for the Dogs Local Law, for the purposes of section 29 of the Dog Act 1976.
Delegates	CEO
Conditions	Nil
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

DRAFT

City of Bayswater

Delegation	LL-D04 Bee Keeping Health Local Laws 2001
Category	Local Laws
Delegator	Council
Express power or duty delegated	Authority to approve the keeping of bees in accordance with Part 6, Division 7 - Bee Keeping, of the <i>City of Bayswater Health Local Laws 2023</i> .
Delegates	CEO
Conditions	Nil
Statutory framework	<i>City of Bayswater Health Local Laws 2023</i>
Policy	Nil
Date adopted	15 November 2016
Adoption references	OCM 15 Nov 2016 Agenda Item 13.7

DRAFT

City of Bayswater

Miscellaneous

Delegation	BFA-D01 Bush Fires Act 1954 General Powers and Duties [DRAFT]
Category	Miscellaneous
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to perform the functions of the local government under the Bush Fires Act 1954. These powers include, but are not necessarily limited to the appointment of bush fire control officers.
Delegates	CEO
Express power to subdelegate	Nil – Sub-delegation is prohibited by [s.48(3)].
Policy	Nil
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

City of Bayswater

Delegation	BFA-D02 Prosecution of Offences under the Bush Fires Act 1954 [DRAFT]
Category	Miscellaneous
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954:</i> s.59(3) Prosecution of offences
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Delegates	Bush Fire Control Officer CEO
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

City of Bayswater

Delegation	COVA-D01 Control of Vehicles (Off-road Areas) Act 1978 General powers and duties [PUBLISHED, BUT MARKED FOR REMOVAL]
Category	Miscellaneous
Delegator	Council
Express power or duty delegated	Authority to exercise the powers or discharge the duties of the local government under the <i>Control of Vehicles (Off- Road Areas) Act 1978</i> .
Delegates	CEO
Conditions	There is no capacity to sub-delegate under the <i>Control of Vehicles (Off-road Areas) Act 1978</i> General powers and duties.
Statutory framework	<i>Control of Vehicles (Off-road Areas) Act 1978:</i> • s.5 - Local government's functions
Policy	Nil
Date adopted	12 September 2017
Adoption references	OCM 12 Sep 2017 Agenda Item 11.3 ECM Ref: 3034906

City of Bayswater

Delegation	CPCGA-D01 Caravan Parks and Camping Grounds Act 1995 Temporary Accommodation [PUBLISHED, BUT MARKED FOR REMOVAL]
Category	Miscellaneous
Delegator	Council
Express power or duty delegated	Authority to grant approval to a person to camp on land other than at a caravan park or camping ground (r11 <i>CP&CG Act 1995</i>).
Delegates	CEO
Conditions	There is no power to sub-delegate under the <i>Caravan Parks and Camping Grounds Act 1995</i> . Approval to be for a maximum of 24 months in total.
Statutory framework	<i>Caravan Parks and Camping Grounds Act 1995</i> : • s.28 <i>Caravan Parks and Camping Grounds Regulations 1997</i>: ◦ r.6 Performance of local government functions by authorised persons. ◦ r.11 Camping other than at caravan parks or camping grounds.
Policy	Nil
Date adopted	12 September 2017
Adoption references	OCM 12 Sep 2017 Agenda Item 11.3 ECM Ref: 3034906

City of Bayswater

Delegation	EPA-D01 Noise Management Plans - Construction Sites [DRAFT]
Category	Miscellaneous
Delegator	CEO of the Department of Water and Environment Regulation
Express power to delegate	<i>Environmental Protection Act 1986:</i> s.20 Delegation by CEO
Express power or duty delegated	<i>Environmental Protection (Noise) Regulations 1997:</i> r.13 Construction sites
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	The holder of the offices of: (a) Chief Executive Officer under the <i>Local Government Act 1995</i> ; and (b) to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act All powers and duties in relation to noise management plans under regulation 13 excluding the power of delegation.
Delegates	CEO Environmental Health Officer Health Services Manager Manager Regulatory Services
Conditions	Authorised Persons are to use the delegation in accordance with any relevant Management Practice or procedure.
Express power to subdelegate	Nil.
Statutory framework	Government Gazette No. 17 16 May 2014 Page 1548
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

City of Bayswater

Delegation	LGMPA-D01 Local Government (Miscellaneous Provisions) Act 1960 - Appointment of Pound Keepers and Rangers [DRAFT]
Category	Miscellaneous
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Miscellaneous Provisions) Act 1960:</i> s.449 Pounds, establishing; poundkeepers and rangers, appointing
Function	Authority to establish pounds and appoint fit and proper persons to be pound keepers and Rangers of the City of Bayswater [Misc.Prov.s.449].
Delegates	CEO
Conditions	Local Public Notice of the appointment or removal of pound keepers and rangers and the establishment of pounds is required by the <i>Local Government (Miscellaneous Provisions) Act 1960</i> [s.450].
Express power to subdelegate	Nil
Statutory framework	<i>Local Government (Miscellaneous Provisions) Act 1960:</i> s.2 - Act to be read as part of <i>Local Government Act 1995</i>
Policy	Nil
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

The Function section is a precis only.
Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

City of Bayswater

Planning

Delegation	TP-D01 Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No. 24 [DRAFT]
Category	Planning
Delegator	Council
Express power to delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> Schedule 2, Division 2 - Delegations Clause 82 Delegations by Local Government Clause 83 Local Government CEO may delegate powers
Express power or duty delegated	Planning and Development (Local Planning Schemes) Regulations 2015 City of Bayswater Local Planning Schemes

DRAFT

Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to exercise all powers and duties under all Local Planning Schemes in operation within the City of Bayswater with exception of the following: • adopt, amend or refuse local planning policies; • enter, modify or remove a place from the heritage list; • adopt, modify or revoke a heritage area; • recommend approval, modification or refusal of a structure plan to the Western Australian Planning Commission; • recommend approval, modification or refusal of an activity centre plan to the Western Australian Planning Commission; • approve, modify or refuse a local development plan; Authority to determine all development applications within the City of Bayswater, except where: • the proposal is recommended for approval and significantly departs from and contrary to the objectives of the Council's adopted strategic planning framework, including the Council Plan, Local Planning Strategy, Local Planning Scheme and relevant Local Planning Policies, Activity Centre Plan or Structure Plan; • the proposal involves substantial demolition or alteration of a place included on the State Register of Heritage Places or the City's Local Heritage List (Management Category 1, 2 or 3); • the proposal includes a building height exceeding the deemed-to-comply measurement by 3.0 metres or more, or 4.0 metres or more where a registered significant tree on the site is being retained; • the proposal results in a car parking shortfall greater than 25 per cent or more than 10 car bays, in addition to any existing approved shortfall on the site; or • the Chief Executive Officer determines that the application should be referred to Council due to its significance, complexity or broader level of community interest, having regard to its economic, social or environmental impacts
Delegates	CEO
Conditions	Nil

City of Bayswater

Subdelegates	Director Community Services Executive Manager Strategic Projects Manager Regulatory Services Senior Statutory Planning Officer Statutory Building Manager Statutory Planning and Compliance Manager
Subdelegate conditions	Nil
Policy	Nil
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

DRAFT

Delegation	TP-D02 Planning and Development Act 2005 [DRAFT]
Category	Planning
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005:</i> s. 214(2), (3) and (5) Illegal development, responsible authority's powers as to
Function This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to give a written direction: 1. to the owner or any other person undertaking development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements [s.214(2)]; 2. to the owner or any other person who undertook the development [s.214(3)]; to remove, pull down, take up, or alter the development; and to restore the land as nearly as practicable to its condition immediately before the development started; 3. if it appears that delay in the execution of any work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order, a written direction may be given to the person whose duty it is to execute the work to execute that work [s.214(5)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services Executive Manager Strategic Projects Manager Regulatory Services Statutory Planning and Compliance Manager
Subdelegate conditions	Authority is given to the Director Community Services the authority to give and withdraw a written direction under section 214 and 215. Authority is given to the Statutory Planning and Compliance Manager the authority to give a written direction under section 214 and 215.
Record keeping	Record of exercise is to be recorded in the City's record keeping system or Attain.

AMENDMENTS

Delegation	Date	Type	Amendment	References
BA-D02 Building Act 2011 Applications for building or demolition permits and Applications for occupancy permits and other certificates	14 Oct 2021	Amended delegation	Added delegation BA-D02 Building Act 2011 Applications for Building or Demolition Permits and applications for Occupancy Permits and other certificates to amended position of Manager Environmental Health and Statutory Services.	Administrative Change
BA-D02 Building Act 2011 Applications for building or demolition permits and Applications for occupancy permits and other certificates	29 Oct 2021	Amended delegation	Added position of Manager Environmental Health and Statutory Building to subdelegates list. Removed position of Manager Environmental Health from subdelegates list.	Administrative Change
BA-D02 Building Act 2011 Applications for building or demolition permits and Applications for occupancy permits and other certificates	7 Jul 2025	Amended delegation	Added to position of Senior Building Surveyor,	Change to sub-delegation as part of Annual Review and Memo to CEO.
BA-D04 Building Act 2011 Commence a prosecution	14 Oct 2021	Amended delegation	Added delegation BA-D04 Building Act 2011 Commence a prosecution to amended position of Manager Environmental Health and Statutory Services.	Administrative Change
BA-D04 Building Act 2011 Commence a prosecution	29 Oct 2021	Amended delegation	Added position of Manager Environmental Health and Statutory Building to subdelegates list. Removed position of Manager Environmental Health from subdelegates list.	Administrative Change
BA-D05 Building Act 2011 - Extension of time for permit	14 Oct 2021	Amended delegation	Added delegation BA-D05 Building Act 2011 Extension of time for permit to amended position of Manager Environmental Health and Statutory Services.	Administrative Change
BA-D05 Building Act 2011 - Extension of time for permit	7 Jul 2025	Amended delegation	Added to position of Senior Building Surveyor.	Added as part of change to sub-delegation as part of Annual Review and Memo to CEO.

Delegation	Date	Type	Amendment	References
CPCGA-D01 Caravan Parks and Camping Grounds Act 1995 Temporary Accommodation	27 May 2025	Amended delegation	Wording amended within the "Conditions" section to read "Approval to be for a maximum of up 24 months in total".	OCM 27 May 2025
EF-D02 Execution of Documents	27 Aug 2021	Amended delegation	Added the role of Principal, Library and Customer Services role to the Subdelegates list.	Administrative Change
EF-D02 Execution of Documents	29 Oct 2021	Amended delegation	Added Manager Recreation and Commercial Activities (60959) and Principal, Engineer Major Projects (60954) to the subdelegates list. Removed Manager Asset and Mapping Services, Manager Recreation, Coordinator Depot Services and Manager Communications and Marketing, Principal, Communications and Marketing (60956), Principal, Community Engagement (60968), Principal, Asset and Mapping Services (60961), from subdelegates list.	Administrative Change
EF-D02 Execution of Documents	29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
EF-D02 Execution of Documents	6 Dec 2022	Amended delegation	Added Principal positions to sub delegation list.	Administrative Change
EF-D02 Execution of Documents	23 Dec 2022	Amended delegation	Added delegation of EF-D02 Execution of Documents to the positions of Manager Business Services and Manager Governance, Organisational Planning and Development.	Administrative Change
EF-D02 Execution of Documents	3 Jan 2023	Amended delegation	Added delegation of EF-D02 Execution of Documents to position of Manager Business Solutions.	Administrative Change
EF-D02 Execution of Documents	1 May 2023	Amended delegation	Added Delegation EF-D02 Execution of Documents to position of Director Corporate Services.	Administrative Change
EF-D02 Execution of Documents	5 Mar 2024	Amended delegation	Added position title of Planning Performance and Risk Manager.	Administrative Amendment

Delegation	Date	Type	Amendment	References
EF-D02 Execution of Documents	8 Mar 2024	Amended delegation	Removed position title of Manager Governance Organisational Planning and Development and replaced with position title of Manager Governance and Strategy.	Administrative Amendment
EF-D02 Execution of Documents	25 Jun 2024	Amended delegation	Amendments made to the Conditions section by Council stating that "All documents are to be executed in accordance with the Execution of Documents and Application of Common Seal Policy" and all subdelegates also removed.	OCM 25 June 2024 Item 10.1.4
EF-D03 Powers of Entry	29 Oct 2021	Amended delegation	Added position of Manager Environmental Health and Statutory Building to subdelegates list. Removed position of Manager Environmental Health from subdelegates list.	Administrative Change
EF-D04 Notices requiring certain things to be done by owner or occupier of land	29 Oct 2021	Amended delegation	Added position of Manager Environmental Health and Statutory Building to subdelegates list. Removed position of Manager Environmental Health from subdelegates list.	Administrative Change
EF-D04 Notices requiring certain things to be done by owner or occupier of land	29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
EF-D05 Disposing of Property	29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
EF-D05 Disposing of Property	9 Nov 2022	Amended delegation	Reference made to the City's current Management Practice - Disposal of Goods and Equipment (Minor Assets).	Administrative Change
EF-D06 Recovery of Impounding Expenses	12 Dec 2023	Amended delegation	Amended some legislation references in the "Express Power or Duty Delegated" section.	Administrative Amendment.
EF-D08 Reserves under the Control of Local Government	29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change

City of Bayswater

Delegation	Date	Type	Amendment	References
EF-D09 Temporary and Partial Closure of Roads	29 Oct 2021	Amended delegation	Added Principal, Engineer Major Projects to subdelegates list. Removed Manager Engineering Services from subdelegates list.	Administrative Change
EF-D09 Temporary and Partial Closure of Roads	29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
EF-D09 Temporary and Partial Closure of Roads	29 Nov 2021	Amended delegation	Added position of Engineer (60841) to subdelegates list.	Administrative Change
EF-D09 Temporary and Partial Closure of Roads	20 Sep 2022	Amended delegation	Removed position title Engineer from Delegates list.	Administrative change.
EF-D10 Activities Private Land	29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
EF-D11 Leasing Agreements	3 Dec 2019	New delegation	03 December 2019	OCM 03 2019
EF-D11 Leasing Agreements	6 Dec 2022	Amended delegation	Increased CEO's delegation to enter into a lease up to \$150,000.	Administrative Change OCM 6 December 2022
EF-D11 Leasing Agreements	1 May 2023	Amended delegation	Added Delegation EF-D11 Leasing Agreements to position of Director Corporate Services.	Administrative Change
EF-D11 Leasing Agreements	12 Dec 2023	Amended delegation	Amended delegation by removing the details under "Express Power or Duty Delegated" and transferring these to the "Conditions" section.	Administrative Amendment
EF-D11 Leasing Agreements	26 Aug 2025	Amended delegation	Council amended this delegation at its meeting of 26 August 2025, to include a provision allowing the CEO to approve sublease proposals at City owned and leased facilities, including amending and/or extending existing parent lease agreements, if required to assist in proposal feasibility.	Resolution 10.3.1
FM-D01 Power to Invest	3 Jan 2023	Amended delegation	Added delegation FM-D01 Power to Invest to position of Manager Business Solutions.	Administrative Change

Delegation	Date	Type	Amendment	References
FM-D01 Power to Invest	1 May 2023	Amended delegation	Added Delegation FM-D01 Power to Invest to position of Director Corporate Services.	Administrative Change.
FM-D01 Power to Invest	5 Jan 2026	Amended delegation	Position of Senior Financial Accountant added to Sub-delegation, as per CEO approval 5/1/26	DSID 5045323
FM-D02 Acceptance of Quotations, Tenders and Expressions of Interest	6 Dec 2022	Amended delegation	Increased acceptance of tenders for CEO position up to \$250,000 and added in sub delegate positions of: Director Community and Development Director Corporate and Strategy Director Major Projects and Commercial Activities Director Works and Infrastructure up to \$150,000 in accordance with their financial delegation	Administrative Change
FM-D02 Acceptance of Quotations, Tenders and Expressions of Interest	1 May 2023	Amended delegation	Added Delegation FM-D02 Acceptance of Tenders and Quotations to position of Director Corporate Services.	Administrative Change
FM-D02 Acceptance of Quotations, Tenders and Expressions of Interest	25 Jun 2024	Amended delegation	Conditions amended by Council as part of Annual Delegations Review to include quotations and Expressions of Interest and the City's Procurement Policy and Contract Management Policy.	OCM 25 June 2024 Item 10.1.4
FM-D02 Acceptance of Quotations, Tenders and Expressions of Interest	27 May 2025	Amended delegation	Wording added within "Conditions" section to increase amount from \$250,000 to \$500,000 and exemption clause for utilities and telecommunications equal to or below \$1,000,000 plus wording to include "The amount excludes GST".	OCM 27 May 2025
FM-D02 Acceptance of Quotations, Tenders and Expressions of Interest	16 Jun 2025	Amended delegation	Within the "Policy" Section have added Purchasing Authorisations Management Practice (please refer to this document for the sub-delegates financial amounts).	Administrative Change

Delegation	Date	Type	Amendment	References
FM-D02 Acceptance of Quotations, Tenders and Expressions of Interest	11 Aug 2025	Amended delegation	Added sub-delegation condition for the position of Director Infrastructure and Assets to accept quotations and tenders to a value of \$350,000 or less and for the positions of Director Community Services, Director Corporate Services and Executive Manager Strategic Projects to accept quotations and tenders to a value of \$250,000 or less.	Signed CEO Memo ECM#4974301
FM-D03 Calling of Tenders	29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
FM-D03 Calling of Tenders	1 May 2023	Amended delegation	Added Delegation FM-D03 Calling of Tenders to position of Director Corporate Services.	Administrative Change
FM-D03 Calling of Tenders	27 May 2025	Amended delegation	Wording amended within "Express Power or Duty Section to read " Authority to apply the provisions of the Local Government (Functions and General Regulations 1996) pertaining to where tenders do not have to be publicly invited (F&G r.11(2) to (6)".	OCM 27 May 2025
FM-D04 Payments from the Municipal and Trust Funds	29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
FM-D04 Payments from the Municipal and Trust Funds	3 Jan 2023	Amended delegation	Added delegation FMD04- Payments from the Municipal and Trust Funds to position of Manager Business Solutions.	Administrative Change
FM-D04 Payments from the Municipal and Trust Funds	1 May 2023	Amended delegation	Added Delegation FM-D04 Payments from the Municipal and Trust Funds.	Administrative Change
FM-D04 Payments from the Municipal and Trust Funds	15 Jun 2023	Amended delegation	Added the positions of Manager Business Services (61002), Senior Accountant (60480) and Senior Management Accountant (61033) to delegation FM-D04A - Authority to incur expenses and apply money from the Municipal Fund Account.	Administrative Change

Delegation	Date	Type	Amendment	References
FM-D04A Authority to incur expenses and apply money from the Municipal Fund Account	25 Jun 2024	Revoked	Delegation FM-D04A - Authority to incur expenses and apply money from the Municipal Fund Account repealed at OCM on 25 June 2024.	OCM 25 June 2024 - Item 10.1.4
FM-D05 Granting Concessions and Write-Offs	27 Aug 2021	Amended delegation	Added the role of Principal, Library and Customer Services role to the Subdelegates list.	Administrative Change
FM-D05 Granting Concessions and Write-Offs	29 Oct 2021	Amended delegation	Added position of Manager Recreation and Commercial Activities to subdelegates list. Removed position of Manager Recreation from subdelegates list.	Administrative Change
FM-D05 Granting Concessions and Write-Offs	20 Sep 2022	Amended delegation	Amended Delegation FM-D05 Granting Concessions and Write-Offs to authorise the Chief Executive Officer to waive or write off application and permit fees for charitable organisations up to \$1,200.	Administrative Amendment - Ordinary Council Meeting 20 September 2022 Item 10.6.2.3.
FM-D05 Granting Concessions and Write-Offs	3 Jan 2023	Amended delegation	Added delegation FMD05-Granting Concessions and Write-Offs to position of Manager Business Solutions.	Administrative Change
FM-D05 Granting Concessions and Write-Offs	1 May 2023	Amended delegation	Added Delegation - FM-D05 - Granting Concessions and Write-Offs to position of Director Corporate Services.	Administrative Change
FM-D05 Granting Concessions and Write-Offs	25 Jun 2024	Amended delegation	Amendments made to the conditions section by Council to only list the what the CEO may do.	OCM 25 June 2024 Item 10.1.4
FM-D05 Granting Concessions and Write-Offs	27 May 2025	Amended delegation	Wording amended within "Conditions" section to increase the amount to waiver or grant a concession, authorise a write off (not including rates, swimming pool or waste related charge) to \$2000 and authorise a write off for application and permit fees for charitable organisations up to a maximum value of \$2,000.	OCM 27 May 2025
FM-D05 Granting Concessions and Write-Offs	7 Jul 2025	Amended delegation	Position Title changed from Library Services Manager to Library and Community Centre Manager.	Administrative Amendment
FM-D05 Granting Concessions and Write-Offs	23 Dec 2025	Amended delegation	Added the position of Director Community Services to the sub-delegation, as per CEO approval.	DSID 5041505

City of Bayswater

Delegation	Date	Type	Amendment	References
FM-D06 Recovery of Unpaid Rates or Service Charge	1 May 2023	Amended delegation	Added Delegation FM-D06 - Recovery of Unpaid Rates or Service Charge to position of Director Corporate Services.	Administrative Change
FM-D06 Recovery of Unpaid Rates or Service Charge	10 Oct 2023	Amended delegation	Added sub delegation position of Manager Financial Services and Rates Coordinator.	Administrative Change
FM-D06 Recovery of Unpaid Rates or Service Charge	12 Dec 2023	Amended delegation	Amendments made to legislation referenced in the 'Express Power or Duty Delegated' section as well in the "Statutory Framework" section.	Administrative Amendment
FM-D07 Community Funding Grants	3 Dec 2019	New delegation	03 December 2019	OCM 03 December 2019
FM-D07 Community Funding Grants	27 Aug 2021	Amended delegation	Added the role of Principal, Library and Customer Services role to the Subdelegates list.	Administrative Change
FM-D07 Community Funding Grants	29 Oct 2021	Amended delegation	Added position of Manager Environmental Health and Statutory Building (60873) to subdelegates list. Removed Manager Communications and Marketing, Community Engagement Advisor, Manager Asset and Mapping Services and Manager Environmental Health, Principal, Communications and Marketing (60956), Principal, Community Engagement (60968), and Principal Asset and Mapping Services (60961) from subdelegates list.	Administrative Change
FM-D07 Community Funding Grants	29 Oct 2021	Amended delegation	Added position of Manager Recreation and Commercial Activities to subdelegates list. Removed position of Manager Recreation from subdelegates list.	Administrative Change
FM-D07 Community Funding Grants	29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
FM-D07 Community Funding Grants	29 Oct 2021	Amended delegation	Removed Coordinator Depot Services from subdelegates list.	Administrative Change
FM-D07 Community Funding Grants	10 Nov 2021	Amended delegation	Added position of Principal, Library and Customer Services to subdelegates list.	Administrative Change

Delegation	Date	Type	Amendment	References
FM-D07 Community Funding Grants	1 May 2023	Amended delegation	Added Delegation - FM-D07 - Community Funding Grants to position of Director Corporate Services.	Administrative Change
FM-D07 Community Funding Grants	10 Oct 2023	Amended delegation	Added in in the words "within approved budget" under the "Express power or duty delegated" section".	Administrative Change
FM-D08 Acceptance of Contract Extensions and Variations	5 May 2020	New delegation	05 May 2020	SCM 05 May 2020
FM-D08 Acceptance of Contract Extensions and Variations	29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
FM-D08 Acceptance of Contract Extensions and Variations	6 Dec 2022	Amended delegation	FM-D08 Acceptance of Contract Extensions and Variations Updated delegation to remove reference to COVID-19 provisions due to the State of Emergency being removed.	Administrative Change
FM-D08 Acceptance of Contract Extensions and Variations	1 May 2023	Amended delegation	Added Delegation FM-D08 - Acceptance of Contract Extensions and Variations to position of Director Corporate Services.	Administrative Change
FM-D08 Acceptance of Contract Extensions and Variations	27 May 2025	Amended delegation	Wording amended within the "Express Power or Duty" section to "where a contract was originally accepted by Council" and "Accepting tenders and quotations as provisioned in FM-D02".	OCM 27 May 2025
FM-D09 CEO to Write off Rates for the Mertome Lease for Life Tenants who have Occupied the Facility Prior to 1 April 2019	6 Dec 2022	New delegation	New delegation created - FM - 09 Write off Rates for the Mertome Lease for Life Tenants.	OCM 06 2022
FM-D09 CEO to Write off Rates for the Mertome Lease for Life Tenants who have Occupied the Facility Prior to 1 April 2019	1 May 2023	Amended delegation	Added Delegation - FM-D09 - CEO to Write off Rates for the Mertome Lease for Life Tenants who have Occupied the Facility Prior to 1 April 2019 to position of Director Corporate Services.	Administrative Change
FM-D10 Objection to a Rate Record	25 Jun 2024	New delegation	New Delegation added - FM-D10 Objection to a Rate Record	OCM 25 June 2024

Delegation	Date	Type	Amendment	References
LGR-D01 Obstruction of public thoroughfare	14 Oct 2021	Amended delegation	Added delegation of LGR-D01 Local Government Act Obstruction of Public Thoroughfare to amended position of Manager Environmental Health and Statutory Services.	Administrative Change
LGR-D01 Obstruction of public thoroughfare	29 Oct 2021	Amended delegation	Added position of Manager Environmental Health and Statutory Building (60873) to subdelegates list. Removed position of Manager Environmental Health from subdelegates list.	Administrative Change
LGR-D01 Obstruction of public thoroughfare	5 Nov 2021	Amended delegation	Removed Manager Strategic Planning and Place, and Planning Manager Major Projects from the subdelegates list.	Administrative Change
LL-D01 Local Laws - General Administration	29 Oct 2021	Amended delegation	Added position of Manager Environmental Health and Statutory Building to subdelegates list. Removed position of Manager Environmental Health from subdelegates list.	Administrative Change
LL-D01 Local Laws - General Administration	29 Oct 2021	Amended delegation	Added position of Director Major Projects and Commercial Activities (60915) to subdelegates list. Removed position of Director Major Projects from subdelegates list.	Administrative Change
LL-D01 Local Laws - General Administration	19 Jul 2024	Amended delegation	Added correct position title for Director Infrastructure and Assets. Removed old position title and removed Director Major Projects position title.	Nil
LL-D02 Local Laws Appointment of an Authorised Person	9 Dec 2021	Amended delegation	Delegation LL-D02 Local Law Appointment of Authorised Officer amended to reflect legislative change to "Authorised Persons".	Section 9.10 Local Government Act 1995
LL-D03 Local Laws Appointment of an Authorised Person Dog Act	9 Dec 2021	Amended delegation	Delegation LL-D03 Local Laws Appointment of an Authorised Officer Dog Act wording amended to reflect legislative amendment to reflect "Authorised Persons".	Section 29 Dog Act 1976 and Section 9.10 Local Government Act 1995.
TP-D01 Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No. 24	2 Aug 2021	Amended delegation	Coordinator Statutory Planning role added to subdelegates list.	Administrative Change

Delegation	Date	Type	Amendment	References
TP-D01 Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No. 24	14 Oct 2021	Amended delegation	Added delegation TP-D01 Local Planning Schemes to amended position of Manager Environmental Health and Statutory Services.	Administrative Change
TP-D01 Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No. 24	29 Oct 2021	Amended delegation	Added position of Manager Environmental Health and Statutory Building to subdelegates list. Removed position of Manager Environmental Health from subdelegates list.	Administrative Change
TP-D01 Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No. 24	6 Dec 2022	Amended delegation	Added Additional details on Cost of Development, Car Parking, Heritage, Number of Objections and Warranted Tree Removal.	Administrative Change
TP-D01 Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No. 24	25 Jun 2024	Amended delegation	Wording amended to show single house developments can no longer be considered by Council but by either the CEO or local government employees authorised by the CEO.	OCM 25 June 2024
TP-D01 Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No. 24	25 Mar 2025	Amended delegation	At its Ordinary Meeting of 25 March 2025, Council adopted an amendment to Delegation DP-D01 to enable the CEO to make determinations on developments where building height variation is less than 3m, where the property has a registered significant tree on the site that is being retained.	Item 10.5.1.4 OCM: 25 March 2025
TP-D01 Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No. 24	27 May 2025	Amended delegation	Wording amended within the "Express Power or Duty" section to read "Determination of applications where the shortfall of car parking bays is in total greater than (10) bays or up to 25%, whichever is the greater. This is in addition to any existing car parking shortfall on the site".	OCM 27 May 2025
TP-D02 Planning and Development Act 2005	14 Dec 2023	Amended delegation	Amended references to "Legislation" and "Statutory Framework" Sections.	Administrative Amendment

City of Bayswater

Delegation	Date	Type	Amendment	References
TP-D02 Planning and Development Act 2005	11 Feb 2025	Amended delegation	Subdelegate conditions are amended in accordance with the Town Planning and Development Act 2005 as follows: Authority is given to the Director Community Services the authority to give and withdraw a written direction under section 214 and 214. Authority is given to the Director Community Services the authority to issue and withdraw an infringement notice, and extending time to pay a modified penalty under sections 231, 228 and 230: Authority is given to the Manager Statutory Planning and Compliance Services the authority to give a written direction under sections 214 and 215. Authority is given to the Manager Statutory Planning and Compliance Services the authority to issue an infringement notice under section 228.	Changes to sub-delegation with memo signed by CEO (ECM Ref:4883728).

10.2 Corporate Services Directorate Reports**10.2.1 Financial Report for the Period Ended 31 May 2026**

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required
Attachments:	1. Monthly Financial Statement Snapshot [10.2.1.1 - 1 page] 2. Executive Summary and Statement of Financial Activity Significant Variances [10.2.1.2 - 6 pages] 3. Statement of Financial Activity [10.2.1.3 - 1 page] 4. Statement of Financial Position [10.2.1.4 - 1 page] 5. Net Current Assets [10.2.1.5 - 1 page] 6. Cash Backed Reserves Report [10.2.1.6 - 1 page] 7. Capital Acquisitions & Non-Operating Grants Report [10.2.1.7 - 15 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 of the Local Government Act 1995.

SUMMARY

This report details the financial reports for the period ended 31 May 2026 including, Monthly Financial Statements with supporting information (**Attachments 1 to 5**), Cash Backed Reserve Report (**Attachment 6**), and Capital Acquisitions & Non-Operating Grants Report (**Attachment 7**).

OFFICER'S RECOMMENDATION

That Council receives the financial reports for the period ended 31 May 2026, comprising:

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

BACKGROUND

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

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

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

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

At its meeting on 1 July 2025, Council adopted the Annual Budget for the 2025/26 financial year. The figures in this report are compared to the adopted budget and subsequent amendments as approved by Council throughout the financial year.

Regulation 34(5) determines the mechanism required to ascertain the definition of material variances which are required to be reported to Council as part of the monthly report. It also requires Council to adopt a 'percentage or value' for what it will consider to be material variances on an annual basis. The material variance adopted by the Council for the 2025/26 Budget is \$50,000 or 10% of the appropriate base, whichever is the higher.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

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

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

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

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

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

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

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

The projects summarised in the Capital Acquisitions & Non-Operating Grants Report (**Attachment 7**) detail the capital (actual and committed) expenditure for the period ended 31 May 2026.

LEGISLATIVE COMPLIANCE

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare an annual financial report for the preceding year and such other financial reports as are prescribed.

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the local government to prepare each month a statement of financial activity reporting on the source and application of funds as set out in the annual budget.

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

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

All amounts quoted in this report are exclusive of GST.

STRATEGIC IMPLICATIONS

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

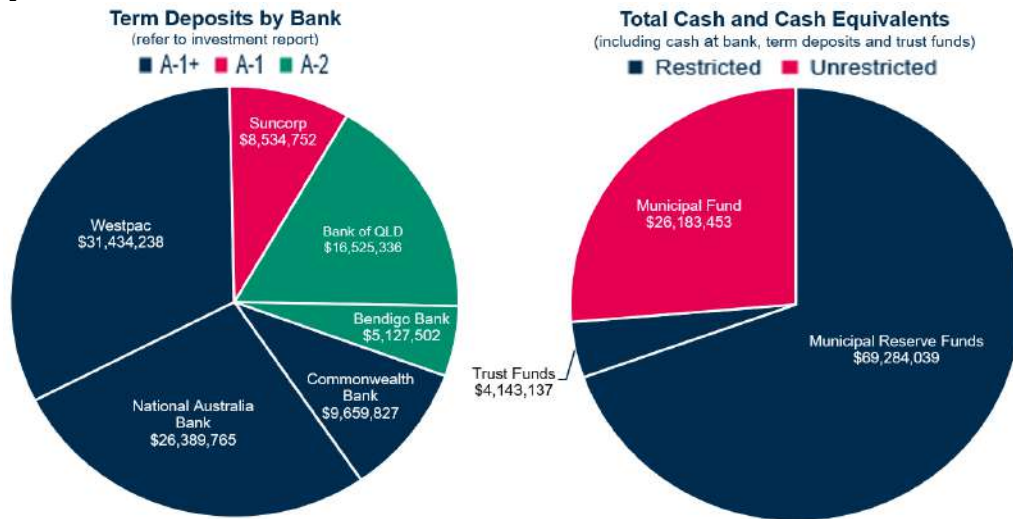
Key Result Area: Leadership and Governance
 Outcome 5.1 Good Governance
 Objective 5.1.1 Provide ethical and accountable governance.

CONCLUSION

In light of the above, it is recommended that Council receives the financial reports for the period ended 31 May 2026.

Monthly Financial Statement Snapshot

May 2026



	Debtor				Trade Creditors
	Sundry	Infringement	Recreation	Total	
Total Outstanding	\$108,985	\$533,527	\$417,525	\$1,060,037	\$1,542,090
Not yet due	1%	0%	7%	3%	0%
Current	72%	7%	69%	38%	84%
Over 30 days	18%	3%	4%	5%	15%
Over 60 days	9%	90%	20%	54%	1%

Rates & Charges	
Collected	98.49%
Total Outstanding	\$2,401,009
Deferred Rates	\$820,675

Payment Options	YTD 2025/26	2024/25
Payment in Full	20,659	20,832
Instalment	8,389	8,467
Rates Smoothing	2,873	2,712
Arrangement	719	657
None Selected	1,167	1,098

Capital

	Amended Budget	YTD Amended Budget	YTD Actual	YTD %
Revenue	\$11,146,032	\$8,739,734	\$3,747,037	43%
Expenditure	\$32,464,145	\$27,530,201	\$15,921,277	58%

Operating

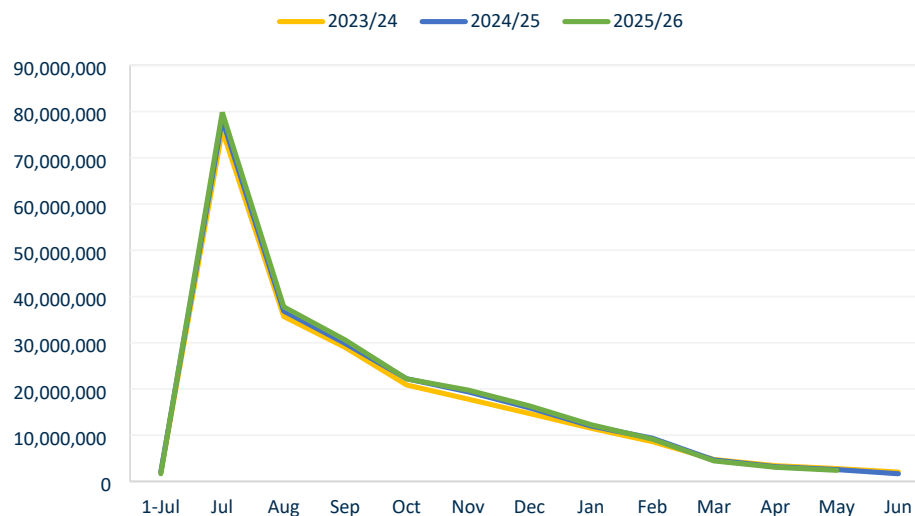
	Amended Budget	YTD Amended Budget	YTD Actual	YTD %
Revenue	\$102,639,591	\$99,370,355	\$99,995,315	101%
Expenditure	\$109,645,973	\$96,860,969	\$94,372,515	97%

City of Bayswater Executive Summary for the period 1 July 2025 to 31 May 2026

Revenue

The annual rate notices were issued on 18 July with a due date of 22 August for full payment or 1st instalment, with the last instalment due in March 2026. To date 98.49% of the total rate revenue raised has been received, with 20,659 (61%) properties paid in full and 11,981 (35%) properties nominating a payment option.

Rates Receivable



(Note: includes all charges on rates notice including ESL and rubbish fees)

Debtors

Currently, there is a total of \$1.06M of outstanding debts of which \$109K relates to sundry debtors, 73% of which are not due yet; \$534K to infringement debts and \$418K to recreation debts.

Capital

Capital revenue is recognised once the expenditure has been incurred, and performance obligations met. The annual budget includes an allocation of \$11.1M for capital revenue with the majority of income expected in later periods.

Capital expenditure related to payments for property, plant and equipment is \$4.98M lower than the year-to-date budget. Projects such as Plant and Equipment Replacement Program, Civic Centre Chiller Replacement, Morley Sport and Recreation Centre Sports Court Flooring Replacement, Civic Centre Aircon Renewal and Frank Drago Reserve Redevelopment are currently behind budget.

Expenditure related to payments for construction of infrastructure is \$6.63M lower than the year-to-date budget with several projects behind the year-to-date budget.

Operating

Year-to-date operating revenue (including rates) is 1% higher than the year-to-date budget. This is predominantly due to revenue from fees and charges and other revenue.

Operating expenditure is 3% lower in comparison to the year-to-date budget. The variance is largely due to timing of expenditure across areas such as materials and contracts, employee costs and insurance.

**City of Bayswater
Statement of Financial Activity
Significant Variances
For the period 1 July 2025 to 31 May 2026**

Operating activities
Revenue from operating activities

Nature or Type	YTD Amended Budget \$	YTD Actual \$	Variance Positive/ (Negative) \$
General rates			
• Variance due to interim adjustments being less than expected.	54,664,354	54,587,330	(77,024)
Rates excluding general rates (Minimum Payments)			
• Immaterial variance.	8,486,040	8,486,040	(0)
Grants, subsidies, and contributions			
• The variance is predominantly due to timing of the transfer from trust for cash in lieu of carparking and public art to reserve which will occur prior to 30 June 2026.	3,200,315	2,557,276	(643,039)
• Funding for various minor projects such as Crossover contributions, Mosquito Control and Arbor Park Sedgeland Planting has been budgeted but not yet received.			
Fees and charges			
• Revenue from Maylands Golf Course Green Fees (\$251K), Bayswater Waves Swim School Enrolments (\$175K), Statutory Building Approvals (\$155K), Planning Approvals (\$139K), Morley Sport and Recreation Centre Venue/Facility Hire (\$59K) and Embleton Golf Course Green Fees (\$48K) are ahead of the year-to-date budget. Some of these are seasonal and may reduce over the remainder of the year.	26,896,655	27,731,044	834,390
Interest revenue			
• Immaterial variance.	5,263,142	5,256,722	(6,420)
Other revenue			
• Variance impacted by the timing of reimbursements and workers compensation insurance claims, with reimbursements expected to be above budget.	859,849	1,376,902	517,053
Total	99,370,355	99,995,315	624,960

Expenditure from operating activities

Nature or Type	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Employee costs Minor variances across several employee related costs such as allowances, training, superannuation and conferences.	(43,589,442)	(43,301,591)	287,851
Material and contracts The variance is due to several projects that are behind the year-to-date budget, such as: - Sustainable Environment is \$822K below year-to-date budget mainly due to works related to Maylands Lakes. - Rangers and Security is \$721K behind budget due to works related to the CCTV upgrade project still being in progress. - Digital Solutions and Services expenditure is \$673K below year-to-date budget due to the timing of project EDEN. - Expenditure related to rates valuations is \$272K behind year-to-date budget due to the budget spread associated with the cost of the triennial valuation. - Parks and Gardens project expenditure is below budget by \$220K for projects such as Tree Planting Program, General Streetscapes Maintenance Program and Median Island Maintenance Program.	(35,405,753)	(32,884,949)	2,520,803
Utility charges Expected that utilities variance will be immaterial by the end of the year.	(3,653,602)	(3,833,775)	(180,173)
Depreciation Expected to be slightly above budget by year end; however, as this is non-cash, the impact is negligible.	(12,201,173)	(12,489,881)	(288,708)
Insurance Expected to be slightly below budget by the end of the year.	(1,268,842)	(1,123,934)	144,909
Other expenditure Immaterial variance.	(280,264)	(261,050)	19,214
Finance costs Immaterial variance.	(354,720)	(368,729)	(14,009)

Nature or Type	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Profit/(Loss) on asset disposal • Immaterial variance.	(107,174)	(108,607)	(1,433)
Total	(96,860,969)	(94,372,515)	2,488,453

Discontinued operations

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
• Immaterial variance.	(136,628)	(105,357)	31,271

Non-cash operating activities excluded from the budget

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Non-cash operating activities • The variance is due to the phasing of movement in non-cash items such as depreciation, loss on asset disposals and movement in non-current assets and liabilities.	12,400,262	12,906,409	506,147

Investing activities

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Capital grants, subsidies and contributions Grant revenue is recognised as expenditure is incurred and performance obligations met. Revenue has been budgeted but not yet received/recognised for the following projects: • Low Cost Urban Road Safety projects • Riverside Gardens Urban Forest • Tranby House Reserve Foreshore • Riverside Gardens Playground Renewal • Maylands Lakes	8,739,734	3,747,037	(4,992,697)

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Proceeds from disposal of assets The variance is expected to reduce following year end accounting adjustments.	586,826	425,174	(161,652)
Payments for property, plant, and equipment The variance is due to several projects being behind the year-to-date budget such as Plant and Equipment Replacement Program (\$548K), Civic Centre Chiller Replacement (\$503K), Morley Sport and Recreation Centre Sports Court Flooring Replacement (\$499K), Civic Centre Aircon Renewal (\$469K), Frank Drago Reserve Redevelopment (\$286K), CCTV (Fixed Cameras) Renewal (\$236K), Maylands Brickwork Rectification (\$196K), Bayswater Women's Hub Office (\$150K) and Lightning Park - sewer connection (\$140K).	(10,662,199)	(5,684,415)	4,977,784
Payments for construction of infrastructure Projects such as Maylands Lakes Masterplan Implementation (\$1.5M), Arbor Park Irrigation System Renewal (\$580K), Riverside Gardens Urban Forest (\$539K), Riverside Gardens Playground Renewal (\$483K), Noranda Sporting Complex Irrigation (\$405K), Tranby House Reserve Foreshore (\$398K), Street Light Pole Upgrade (\$325K) and Maylands Lakes Restoration (\$246K) are currently behind year-to-date budget.	(16,868,002)	(10,236,862)	6,631,140

Financing activities

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Transfer from reserves Many of the capital projects funded by reserve are behind budget which is reflected in the actual transfers to date.	6,557,118	2,665,723	(3,891,394)
Repayment of borrowings Immaterial variance.	(483,874)	(479,119)	4,755
Payment for principal portion of lease liability The variance is due to the annual budget amount being allocated in June.	0	(163,524)	(163,524)
Transfer to reserves	(4,935,219)	(3,993,729)	941,490

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
The variance is due to the budget spread of those new transfers approved during the Mid-Year Budget Review which will occur by 30 June 2026.			

City of Bayswater
Statement of Financial Activity
for the period 1 July 2025 to 31 May 2026

	Budget	Amended Budget	YTD Amended Budget	YTD Actual	Variance	Variance
	\$	\$	\$	\$	\$	%
Operating activities						
Revenue from operating activities						
General Rates	54,762,355	54,664,354	54,664,354	54,587,330	(77,024)	(0%)
Rates excluding general rates	8,500,655	8,486,040	8,486,040	8,486,040	(0)	(0%)
Grants, subsidies and contributions	3,915,142	4,190,367	3,200,315	2,557,276	(643,039)	(20%)
Fees and charges	28,242,380	28,422,936	26,896,655	27,731,044	834,390	3%
Interest revenue	5,685,017	5,706,423	5,263,142	5,256,722	(6,420)	(0%)
Other revenue	1,070,484	1,169,472	859,849	1,376,902	517,053	60%
	102,176,032	102,639,591	99,370,355	99,995,315	624,960	1%
Expenditure from operating activities						
Employee costs	(47,733,544)	(47,978,876)	(43,589,442)	(43,301,591)	287,851	(1%)
Materials and contracts	(37,842,949)	(42,166,047)	(35,405,753)	(32,884,949)	2,520,803	(7%)
Utility charges	(4,062,400)	(4,062,400)	(3,653,602)	(3,833,775)	(180,173)	5%
Depreciation	(13,310,371)	(13,310,371)	(12,201,173)	(12,489,881)	(288,708)	2%
Insurance	(1,274,676)	(1,274,676)	(1,268,842)	(1,123,934)	144,909	(11%)
Other expenditure	(366,775)	(361,645)	(280,264)	(261,050)	19,214	(7%)
Finance costs	(384,785)	(384,785)	(354,720)	(368,729)	(14,009)	4%
Profit/(Loss) on asset disposal	(107,174)	(107,174)	(107,174)	(108,607)	(1,433)	1%
	(105,082,673)	(109,645,973)	(96,860,969)	(94,372,515)	2,488,453	(3%)
Discontinued operations	(227,075)	(218,545)	(136,628)	(105,357)	31,271	(23%)
Non-cash amounts excluded from operating activities	13,037,051	13,037,051	12,400,262	12,906,409	506,147	4%
Amount attributable to operating activities	9,903,336	5,812,125	14,773,020	18,423,851	3,650,832	25%
Investing activities						
Inflows from investing activities						
Capital grants, subsidies and contributions	10,948,314	11,146,032	8,739,734	3,747,037	(4,992,697)	(57%)
Proceeds from disposal of assets	586,826	586,826	586,826	425,174	(161,652)	(28%)
	11,535,140	11,732,858	9,326,560	4,172,211	(5,154,349)	(55%)
Outflows from investing activities						
Payments for property, plant and equipment	(14,910,904)	(12,149,886)	(10,662,199)	(5,684,415)	4,977,784	(47%)
Payments for construction of infrastructure	(16,929,752)	(20,314,259)	(16,868,002)	(10,236,862)	6,631,140	(39%)
	(31,840,656)	(32,464,145)	(27,530,201)	(15,921,277)	11,608,924	(42%)
Amount attributable to investing activities	(20,305,516)	(20,731,287)	(18,203,641)	(11,749,066)	6,454,575	(35%)
Financing activities						
Inflows from financing activities						
Transfer from reserves	14,450,385	12,907,940	6,557,118	2,665,723	(3,891,394)	(59%)
	14,450,385	12,907,940	6,557,118	2,665,723	(3,891,394)	(59%)
Outflows from financing activities						
Repayment of borrowings	(967,747)	(967,747)	(483,874)	(479,119)	4,755	(1%)
Payment for principal portion of lease liability	(118,343)	(118,343)	0	(163,524)	(163,524)	No Budget
Transfer to reserves	(3,859,714)	(6,442,753)	(4,935,219)	(3,993,729)	941,490	(19%)
	(4,945,804)	(7,528,843)	(5,419,093)	(4,636,372)	782,720	(14%)
Amount attributable to financing activities	9,504,581	5,379,097	1,138,025	(1,970,649)	(3,108,674)	(273%)
Movement in surplus or (deficit)						
Surplus or (deficit) at the start of the financial year	897,600	9,540,066	9,540,066	9,540,066	0	0%
Amount attributable to operating activities	9,903,336	5,812,125	14,773,020	18,423,851	3,650,832	25%
Amount attributable to investing activities	(20,305,516)	(20,731,287)	(18,203,641)	(11,749,066)	6,454,575	(35%)
Amount attributable to financing activities	9,504,581	5,379,097	1,138,025	(1,970,649)	(3,108,674)	(273%)
Surplus or (deficit) after imposition of general rates	0	0	7,247,470	14,244,203	6,996,733	97%

City of Bayswater
Statement of Financial Position
For the period ended 31 May 2026

	Opening Balance	Closing Balance
	\$	\$
Current assets		
Cash and cash equivalents	89,781,189	95,467,492
Trade and other receivables	8,814,193	7,906,908
Inventories	3,161,278	3,210,518
Prepayments	501,568	707,227
Total Current assets	102,258,227	107,292,146
Non-current assets		
Trade and other receivables (NCA)	1,067,117	948,398
Other financial assets	2,942,033	2,942,033
Property, plant and equipment	562,763,256	562,446,521
Infrastructure	232,235,637	235,605,862
Investment Property	10,596,300	10,596,300
Right of use assets	545,050	339,277
Controlled & associated entities & joint venture interests	42,937,962	42,937,962
Total Non-current assets	853,087,354	855,816,354
Total Assets	955,345,582	963,108,500
Current liabilities		
Trade and other payables	12,892,757	10,086,181
Other financial liabilities at amortised costs	967,747	488,628
Lease liabilities	215,159	42,732
Provisions	7,239,684	8,018,228
Grant Liabilities	1,189,945	2,325,513
Contract Liabilities	705,848	684,337
Clearing accounts	0	(6,551)
Total Current liabilities	23,211,139	21,639,067
Non-current liabilities		
Other financial liabilities at amortised cost	7,523,609	7,523,609
Lease liabilities	3,401,120	3,366,441
Provisions	343,677	448,866
Total Non-current liabilities	11,268,405	11,338,916
Total Liabilities	34,479,545	32,977,983
Net Assets	920,866,037	930,130,516
Equity		
Retained surplus	240,577,212	248,513,686
Reserves - cash backed	69,610,151	70,938,157
Revaluation surplus	610,678,674	610,678,674
Total Equity	920,866,037	930,130,516

**City of Bayswater
Net Current Assets
as at 31 May 2026**

Municipal and Aged Persons Homes	Opening Balance	Closing Balance
	\$	\$
Current assets		
Cash and cash equivalents	89,781,189	95,467,492
Trade and other receivables	8,814,193	7,906,908
Inventories	3,161,278	3,210,518
Prepayments	501,568	707,227
Total	102,258,227	107,292,146
Current liabilities		
Trade and other payables	(12,892,757)	(10,086,181)
Other financial liabilities at amortised costs	(967,747)	(488,628)
Lease liabilities	(215,159)	(42,732)
Provisions	(7,239,684)	(8,018,228)
Grant Liabilities	(1,189,945)	(2,325,513)
Contract Liabilities	(705,848)	(684,337)
Clearing accounts	0	6,551
Total	(23,211,139)	(21,639,067)
Net current assets	79,047,088	85,653,078
Restricted - Reserves	(69,610,151)	(70,938,157)
Cash backed employee provisions	1,812,249	1,891,508
Restricted - Aged Persons Homes	(2,859,058)	(2,860,618)
Current Portion of Lease Liabilities	182,190	9,763
Current Portion of borrowings	967,747	488,628
	9,540,066	14,244,203

**City of Bayswater
Cash Backed Reserves
for the period 1 July 2025 to 31 May 2026**

	Budget Amended				Actual			
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Bayswater Bowling Club Capital Improvements Reserve	11,889	680	0	12,569	11,889	537	0	12,425
Bayswater City Soccer Club Rooms Redevelopment Reserve	38,769	2,146	0	40,915	38,769	2,436	0	41,205
Bayswater Tennis Club Reserve	131,723	7,534	0	139,257	131,723	5,947	0	137,670
Buildings and Facilities Reserve	9,072,730	413,539	(1,885,742)	7,600,527	9,072,730	417,059	(40,467)	9,449,322
Cash in Lieu - Car Park	0	622,000	0	622,000	0	0	0	0
Cash in Lieu - Public Art	0	564,000	0	564,000	0	0	0	0
Cash in Lieu - Public Open Space	1,104,891	63,210	0	1,168,101	1,104,891	49,879	0	1,154,770
Climate Action Reserve	3,301,467	310,286	(89,804)	3,521,949	3,301,467	270,382	(59,659)	3,512,190
Fleet and Plant Renewal/Upgrade Reserve	3,838,523	194,340	(461,000)	3,571,863	3,838,523	163,195	(461,000)	3,540,718
FOGO Reserve	2,945,622	145,933	(400,000)	2,691,555	2,945,622	131,082	(110,819)	2,965,885
General Waste Management Reserve	8,438,287	474,869	(525,831)	8,387,325	8,438,287	373,066	(2,432)	8,808,921
Information and Communication Technology (ICT) Reserve	5,462,656	242,314	(1,257,693)	4,447,277	5,462,656	227,558	(1,222,897)	4,467,317
Long Service Leave and Entitlements Reserve	1,812,249	103,663	0	1,915,912	1,812,249	79,259	0	1,891,508
Major Capital Works Reserve	18,826,892	1,199,821	(5,314,775)	14,711,938	18,826,893	1,348,556	(166,848)	20,008,601
Morley Library Seed Reserve	1,050,903	60,116	0	1,111,019	1,050,903	47,442	0	1,098,345
Noranda Netball Courts Reserve	79,884	4,569	0	84,453	79,884	3,606	0	83,490
Rates Smoothing Reserve	669,138	1,241,257	(695,000)	1,215,395	669,138	294,848	(29,016)	934,970
Recreation Renewal/Upgrade Reserve	5,049,057	365,237	(1,001,413)	4,412,881	5,049,057	229,543	(6,548)	5,272,051
Strategic Property Reserve	979,599	52,283	(91,000)	940,882	979,599	44,223	0	1,023,822
Transport Renewal/Upgrade Reserve	6,795,873	374,956	(1,185,682)	5,985,147	6,795,872	305,112	(566,038)	6,534,947
Total	69,610,153	6,442,753	(12,907,940)	63,144,966	69,610,151	3,993,729	(2,665,723)	70,938,157

City of Bayswater
Capital Acquisitions & Non-Operating Grants
for the period 1 July 2025 to 31 May 2026

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Capital grants, subsidies and contributions - summary						
1622 Buildings	(2,400,018)	(1,248,498)	(1,248,498)	(783,464)	0	(465,033)
1702 Roads	(4,338,693)	(4,708,016)	(3,502,943)	(1,643,693)	0	(3,064,323)
1712 Footpath	(11,000)	(96,049)	(96,049)	(13,445)	0	(82,604)
1732 Park development	(4,176,463)	(5,049,729)	(3,848,505)	(1,306,435)	0	(3,743,294)
1742 Other infrastructure	(22,140)	(43,740)	(43,740)	0	0	(43,740)
	<u>(10,948,314)</u>	<u>(11,146,032)</u>	<u>(8,739,734)</u>	<u>(3,747,037)</u>	<u>0</u>	<u>(7,398,995)</u>
Capital acquisitions - summary						
Purchase of property, plant and equipment						
1622 Buildings	11,017,609	7,493,529	6,207,267	2,412,019	1,586,965	3,494,545
1632 Furniture and equipment	1,797,463	2,555,773	2,354,348	1,724,151	466,718	364,903
1652 Plant and equipment	2,095,832	2,100,584	2,100,584	1,548,245	618,968	(66,630)
	<u>14,910,904</u>	<u>12,149,886</u>	<u>10,662,199</u>	<u>5,684,415</u>	<u>2,672,652</u>	<u>3,792,819</u>
Purchase and construction of infrastructure assets						
1702 Roads	5,874,787	6,876,001	5,846,010	5,261,273	877,711	737,017
1712 Footpath	982,910	1,168,344	983,702	644,505	267,929	255,910
1722 Drainage	67,780	199,169	189,951	26,507	54,347	118,315
1732 Park development	9,954,682	11,664,413	9,453,051	4,300,869	1,505,115	5,858,429
1742 Other infrastructure	49,593	406,332	395,288	3,707	12,489	390,135
	<u>16,929,752</u>	<u>20,314,259</u>	<u>16,868,002</u>	<u>10,236,862</u>	<u>2,717,591</u>	<u>7,359,806</u>
Total by Work in Progress Natural Account	<u>31,840,656</u>	<u>32,464,145</u>	<u>27,530,201</u>	<u>15,921,277</u>	<u>5,390,243</u>	<u>11,152,624</u>

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Buildings							
Building							
81376	Rangers Mobile Office	0	60,000	0	0	0	60,000
		0	60,000	0	0	0	60,000
Building major capital works							
80810	Depot Store Room Upgrades	0	20,957	20,957	0	0	20,957
80837	Paddy Walker Depot - improvements	0	153,127	153,127	28,792	3,636	120,698
80840	Upper Hillcrest Reserve - transportable changeroom	0	0	0	9,373	0	(9,373)
80990	Pat O'Hara Rugby Club - roof renewal	0	0	0	136	0	(136)
81064	Lightning Park - facility upgrades	0	0	0	693	0	(693)
81065	Morley Noranda Recreation Club - facility upgrades	750,000	778,480	778,480	906,257	0	(127,777)
81201	Pat O'Hara Rugby Club	0	24,499	24,499	0	23,690	809
81250	Morley Sport and Rec Renewal - Aircon	50,000	130,454	130,454	144,761	9,138	(23,445)
81265	Various Items Replacement	0	33,715	33,715	35,049	0	(1,334)
81337	Maylands Brickworks Reserve Renewal - Structure	227,500	0	0	0	0	0
81341	Noranda Soccer Changroom Upgrade	143,150	180,000	180,000	87,462	517	92,021
81384	Civic Centre Chiller replacement stage 2A	450,000	584,994	584,994	82,314	410,142	92,538
81389	De Lacy Reserve Clubrooms - Maylands Cricket club- Hot wate	20,000	20,000	20,000	0	0	20,000
81393	Lightning Park - sewer connection	140,000	140,000	140,000	0	0	140,000
81400	Morley Sport and Rec Court 3 flooring replacement	500,000	500,000	500,000	1,389	0	498,611
81403	Pat O'Hara Reserve - Rugby Clubrooms and Changerooms - Upgra	1,500,000	83,441	83,441	0	0	83,441
81533	Crimea Park Cricket Clubroom - Kitchen Upgrade - Comm Grant	12,263	12,263	12,263	12,997	0	(734)
81534	Lower Hillcrest Res - RAL Pavilion & Clubrooms (Cricket Club	14,296	14,296	14,296	15,101	0	(805)
81535	Maylands Sport Rec Club - Function bar upgrade - Comm Grant	72,113	72,113	72,113	14,519	57,289	304
81536	MSRC - Court 5 Audio system - Comm Grant	22,105	22,105	22,105	0	24,106	(2,001)
81537	Senses/WA Ballet Building - Wooden decking upgrade - Comm G	18,182	18,182	18,182	0	0	18,182
81544	Maylands Yacht Club - Ceiling replacement	0	51,000	34,000	0	41,993	9,007
81545	Maylands Sport and Rec – Heating upgrade to main hall	0	71,000	40,000	0	0	71,000
81546	Sue Belcher Sports Pavilion – Switchboard upgrade	0	19,000	12,000	0	0	19,000
		3,919,609	2,929,626	2,874,626	1,338,844	570,512	1,020,270

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Building minor capital works						
80974 Waste Transfer Facility - fire suppression system	0	38,831	38,831	40,236	0	(1,405)
80992 Waste Transfer Station - upgrade office, showers & toilets	0	0	0	9,251	0	(9,251)
81185 Maylands Golf Course - renew depot	0	0	0	(18)	0	18
81240 Houghton Reserve Pavillion - Upgrade disability access ent	0	9,100	9,100	11,108	0	(2,008)
81242 Lightning Park Pavilion Renewal - Fire detection system	0	9,100	9,100	0	8,740	361
81257 Paddy Walker Works Depot - Mechanical Work Shop renew floor	0	0	0	9,267	0	(9,267)
81264 Various Hot Water Systems Replacement	0	13,006	13,006	13,369	0	(363)
81368 MSRC Renewal - Backboard Replacement	0	13,942	13,942	13,942	0	0
81371 Bedford Filipino Club Renewal – Aircon	20,000	20,000	20,000	19,876	0	124
81373 Embleton Golf Course Renewal - Power Pole	0	48,600	48,600	0	30,205	18,395
81385 Civic Centre Refurbishing	100,000	100,000	100,000	0	0	100,000
81386 Civic Centre Secuirty & access control upgrade	120,000	120,000	120,000	724	91,794	27,482
81390 Ellis House - Retaining Wall	50,000	30,000	30,000	28,681	0	1,319
81391 Emergency building Item Replacement	100,000	100,000	100,000	44,984	9,369	45,647
81392 Houghton Park Clubroom - Hot water System Replacement 1	20,000	20,000	20,000	0	0	20,000
81394 Lower Hillcrest - RAL Massie Pavillion - Cool Room Replacem	30,000	26,000	26,000	26,605	0	(605)
81395 Lower Hillcrest Replacement Posts	40,000	28,000	28,000	26,791	0	1,210
81396 Maylands Peninsula Golf Course - Curators shed - Security Sy	10,000	10,000	10,000	9,359	0	641
81397 Maylands Sport & Recreation Powerboard upgrade	50,000	50,000	50,000	37,962	0	12,038
81398 Morley Sport and Rec - Re-roof stage 4 and 5 - stage 2	250,000	250,000	250,000	134,351	0	115,650
81399 Morley Sport and Rec -replace group fitness ceiling	45,000	45,000	45,000	45,567	0	(567)
81402 Paddy Walker Works Depot - Line marking and wall painting o	20,000	20,000	20,000	0	0	20,000
81405 Riverslea Lodge Aged Care Facilities - annual allocation	20,000	20,000	18,000	0	0	20,000
81406 SES Headquarters - Roof Painting	25,000	25,000	25,000	24,251	0	749
81409 Various New Roof Safety Systems	40,000	29,000	28,747	28,727	0	273
81517 Morley Sport and Rec - Unplanned capital replacement	40,000	41,300	36,067	15,830	30,732	(5,262)
81518 Morley Sport and Rec - Court 1 grandstand rectification - s	120,000	100,167	100,167	0	0	100,167
81519 Morley Sport and Rec -replace backboards and mounting syste	150,000	80,000	80,000	0	138,383	(58,383)
81531 Security Improvements	0	5,557	5,557	6,215	0	(658)
	1,250,000	1,252,603	1,245,116	547,077	309,222	396,304

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Aquatic facilities							
81234	Bayswater Waves Renewal - Roof	0	0	0	7,026	1,014	(8,040)
81379	Bayswater Waves - Health club replace aged marine carpet ki	10,000	10,000	10,000	10,321	0	(321)
81380	Bayswater Waves - Upgrade Hydrotherapy air handling - stage	80,000	80,000	80,000	50,449	4,000	25,551
81381	Bayswater Waves -Large equipment storage shed	75,000	75,000	75,000	1,678	44,558	28,764
81382	Bayswater Waves Gym Air Handling Unit Replacement	30,000	30,000	30,000	24,609	0	5,391
81513	Bayswater Waves - Variable Speed Dr on pumps Replacement	20,000	35,000	35,000	27,067	0	7,933
81514	Bayswater Waves - Security lockers for the gym	10,000	8,469	8,469	8,469	0	(0)
81515	Bayswater Waves Upgrade Hydrotherapy gate to auto-close gate	15,000	15,000	15,000	8,380	0	6,620
		240,000	253,469	253,469	137,998	49,572	65,899
Aged care facilities							
81378	Aged Persons Homes - Mertome Gardens	25,000	2,000	1,873	0	0	2,000
		25,000	2,000	1,873	0	0	2,000
Community capital requests							
81383	Bedford Junior Cricket Club AC replacements	10,000	10,000	10,000	10,809	0	(809)
81401	Noranda Sporting Complex - Roofing renewal	150,000	110,000	110,000	99,951	0	10,049
		160,000	120,000	120,000	110,760	0	9,240
Park development construction							
81532	FrankDrago Resreve Redevelopment (excl changerooms)	5,000,000	1,278,138	300,000	14,085	84,500	1,179,553
		5,000,000	1,278,138	300,000	14,085	84,500	1,179,553
Other infrastructure renewal							
81220	Maylands Brickwork Rectification	200,000	200,000	200,000	3,725	0	196,275
		200,000	200,000	200,000	3,725	0	196,275
Administration Buildings							
81236	Civic Centre Renewal - Aircon	0	566,933	566,933	97,911	479,404	(10,381)
		0	566,933	566,933	97,911	479,404	(10,381)
Halls & Community Centres							
81253	Olive Tree house - Staff relocation	0	213,500	106,750	5,481	909	207,110
		0	213,500	106,750	5,481	909	207,110

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Water Facilities							
80688	Bayswater Waves - Aircon replacement	20,000	20,000	20,000	20,948	0	(948)
		20,000	20,000	20,000	20,948	0	(948)
Sport & Recreation Facilities							
81407	The RISE - Lighting Upgrade (Stage 2)	30,000	30,000	30,000	26,988	0	3,012
81408	The RISE - sports courts ducting for AC	100,000	100,000	100,000	917	92,846	6,237
81516	The RISE Replace court backboards	20,000	26,500	26,500	24,091	0	2,409
		150,000	156,500	156,500	51,996	92,846	11,658
Heritage Buildings							
81404	Peninsula Hotel (Dome) Balcony repairs	30,000	30,000	30,000	0	0	30,000
		30,000	30,000	30,000	0	0	30,000
Libraries							
80683	Bayswater Library - Aircon Replacement	15,000	8,000	8,000	7,290	0	710
		15,000	8,000	8,000	7,290	0	710
Other Buildings							
80641	Dog Pound - Airconditioning replacement	8,000	4,000	4,000	3,407	0	593
81540	Bayswater Women's Hub Office	0	150,000	150,000	0	0	150,000
81541	Roxy Lane Theatre Box Office & Auditorium Upgrades	0	130,000	130,000	0	0	130,000
81543	Ellis House - New Art Studio	0	40,000	40,000	6,587	0	33,413
		8,000	324,000	324,000	9,994	0	314,006
Sustainable Environment							
81183	Emission Reduction and Renewable Energy Delivery	0	78,760	0	65,909	0	12,851
		0	78,760	0	65,909	0	12,851
Total Buildings		11,017,609	7,493,529	6,207,267	2,412,019	1,586,965	3,494,545

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Furniture and equipment							
Furniture and equipment							
81276	Environmental Health - Equipment Upgrade	0	10,030	10,030	0	0	10,030
81497	Library IT Equipment Renewal	30,000	30,000	30,000	29,709	0	291
		30,000	40,030	40,030	29,709	0	10,321
IT capital							
81111	Information Services - Network Infra Replacement Program	0	524,177	524,177	563,107	78,970	(117,900)
81512	Sport and Recreation IT Equipment Renewal (Wellington Room W	10,250	10,250	10,250	0	10,250	0
81523	Audio Visual Equipment Renewal	102,500	102,500	97,375	16,759	0	85,741
81525	Network Infrastructure Server Renewal-1	50,738	50,738	50,738	32,571	0	18,167
81526	Network Infrastructure Server Renewal-2	16,913	16,913	16,913	0	0	16,913
81527	Network Infrastructure Storage Device Renewal	135,300	135,300	135,300	0	0	135,300
81528	Network Infrastructure Switch Renewal	162,360	162,360	162,360	26,880	28,200	107,280
81529	Network Infrastructure UPS Renewal	38,335	38,335	38,335	0	3,218	35,117
		516,396	1,040,573	1,035,448	639,318	120,638	280,618
IT renewal							
81354	Information Services - Council chambers system Replacement	0	47,187	47,187	8,700	0	38,487
81355	Information Services - End User Devices Replacement Program	845,250	950,419	764,464	900,239	39,992	10,188
81524	End User Devices - Workstation Buffer stock	78,780	78,780	72,478	78,746	0	34
		924,030	1,076,386	884,129	987,686	39,992	48,708
CCTV Renewal							
81520	CCTV (Body Cameras) Renewal	29,377	29,377	29,377	16,983	0	12,394
81521	CCTV (Fixed Cameras) Renewal	235,750	235,750	235,750	0	235,750	(0)
81522	CCTV (Vehicle Cameras) Renewal	61,910	61,910	61,910	0	61,910	0
		327,037	327,037	327,037	16,983	297,660	12,394
Plant and equipment							
80996	Bayswater Waves - Health Club - Strength Equipment renewal	0	21,035	21,035	21,035	0	(0)
		0	21,035	21,035	21,035	0	(0)
Other infrastructure construction							
81219	MSRC-Technology Infrastructure	0	22,591	22,591	1,300	0	21,291
		0	22,591	22,591	1,300	0	21,291

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Water Facilities						
81114 Bayswater Waves - unplanned capital	0	28,121	24,078	28,121	8,429	(8,429)
	0	28,121	24,078	28,121	8,429	(8,429)
Total Furniture and equipment	1,797,463	2,555,773	2,354,348	1,724,151	466,718	364,903
Plant and equipment						
Building minor capital works						
81108 Install and commission above ground fuel system	0	4,752	4,752	0	0	4,752
	0	4,752	4,752	0	0	4,752
Plant and equipment						
81110 Plant and Equipment replacement program	2,095,832	2,095,832	2,095,832	1,548,245	618,968	(71,382)
	2,095,832	2,095,832	2,095,832	1,548,245	618,968	(71,382)
Total Plant and equipment	2,095,832	2,100,584	2,100,584	1,548,245	618,968	(66,630)
Roads						
Parking Serivces						
81320 Upgrade ACROD parking	0	8,154	8,154	0	0	8,154
81361 45 Ninth Ave Maylands-Carpark	0	144,070	132,641	158,741	0	(14,671)
	0	152,224	140,795	158,741	0	(6,517)
Building minor capital works						
81191 Pat O'Hara Reserve - Morley Sport and Recreation Centre rede	0	111,013	111,013	106,269	94,005	(89,260)
	0	111,013	111,013	106,269	94,005	(89,260)
Road construction						
80426 Design of slip lane at 60 Russell Street corner Walter Road	0	0	0	314	0	(314)
81063 Low Cost Urban Safety Program	0	0	0	1,389	0	(1,389)
81081 Low Cost Urban Safety Design & Construction-Weld Square	0	0	0	1,115	0	(1,115)
81083 Low Cost Urban Safety Design & Construction-Shearn Park	0	0	0	94,793	111,700	(206,494)
81090 Low Cost Urban Safety Design & Construction-RA Cook Park	0	0	0	2,448	0	(2,448)
81336 LCURS - Road Safety Treatments	2,050,000	2,525,618	1,564,618	1,635,970	87,266	802,382
	2,050,000	2,525,618	1,564,618	1,736,028	198,966	590,623

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Road renewal							
81293	Resurface Intersection- Russell Street to Bishop Street	0	2,235	2,235	6,464	0	(4,229)
81538	Walter Rd West Slow Lanes Repair	0	57,330	57,330	63,771	0	(6,441)
81539	Crimea Str Slow Lanes Repair	0	63,632	63,632	71,180	0	(7,548)
		0	123,197	123,197	141,415	0	(18,218)
Roads to recovery							
81314	Road Resurface Reman Rd from Langley Rd to Cul-De-Sac (R2R)	0	264	264	291	0	(27)
81429	Resurface Caledonian Av From Swan View Terraceto Guildford	335,300	335,300	335,300	331,456	83,338	(79,494)
81436	Resurface Margaret St From Hubert Rdto Caledonian Av (R2R)	61,700	57,568	57,568	59,723	0	(2,155)
81439	Resurface Puntie Cr From East Stto Cul-De-Sac (R2R)	71,500	54,680	54,680	55,953	0	(1,273)
81440	Resurface Queen St from McGann St to Kelvin St (R2R)	144,500	144,500	144,500	125,606	5,591	13,303
81441	Resurface Queen St from McGann St to Norco Way (R2R)	75,000	75,000	75,000	96,976	0	(21,976)
81443	Resurface Sherwood St From Caledonian Avto Darby St (R2R)	117,500	117,500	117,500	94,823	19,739	2,939
		805,500	784,812	784,812	764,829	108,668	(88,686)
Black spot state							
81279	Intersection upgrade Benara Road / Emberson Road	0	13,659	13,659	11,323	0	2,336
		0	13,659	13,659	11,323	0	2,336
Base road grant							
81300	Road Resurface Bromley St from Burnett St to Rothbury Rd	0	26,094	26,094	28,751	0	(2,657)
81301	Road Resurface Burnett St from McGregor St to Mallion St	0	32,105	32,105	35,374	0	(3,269)
81305	Road Resurface Feredy St from Bromley St to Burnett St	0	9,764	9,764	10,758	0	(994)
81306	Road Resurface Gilders Pl from Union St to Cul-De-Sac	0	15,349	15,349	0	0	15,349
81308	Road Resurface Hudson St from Langley Rd to Rothbury Rd	0	19,998	19,998	22,034	0	(2,036)
81309	Road Resurface McGregor St from Broun Ave to Burnett St	0	31,249	31,249	34,431	0	(3,182)
81312	Road Resurface Paine Rd from HSE 21 To Alfreda Ave	0	7,261	7,261	0	0	7,261
81317	Road Resurface Ward Pl from Feredy St to Cul-De-Sac	0	5,023	5,023	5,534	0	(511)
81413	Intersection Upgrade Benara Rd / Crimea St - stage 1 design	41,000	242,234	191,926	7,933	20,682	213,618
81428	Resurface Broun Av southbound from Russell St to Collier Rd	280,900	280,900	280,900	321,195	6,173	(46,468)
81430	Resurface Crimea St from Morley Dr to Walter Rd	690,030	690,030	690,030	570,143	0	119,887
81431	Resurface Duffy St From Clune Stto Jackson St	80,000	88,052	88,052	92,211	0	(4,159)
81432	Resurface Embleton Kindergarten & Infant Health Centre Carpa	22,000	19,369	19,369	22,805	0	(3,436)

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
81433	Resurface Hubert Rd From Joseph Stto Richard St	98,700	78,959	78,959	81,070	0	(2,111)
81434	Resurface Intersection- Broun Av to Coode St	305,000	305,000	305,000	302,444	55,654	(53,098)
81435	Resurface Joseph St From Caledonian Avto Peninsula Rd	111,200	119,269	119,269	124,734	0	(5,465)
81437	Resurface Mephan St From Caledonian Avto Darby St	101,800	101,800	101,800	86,745	23,820	(8,764)
81438	Resurface Mt Prospect Cr From Caledonian Avto Kathleen Av	101,200	111,753	111,753	117,052	0	(5,299)
81442	Resurface Richard St From Peninsula Rdto Swan View Terrace	98,500	92,523	92,523	96,027	0	(3,504)
81444	Resurface Susan St From Hubert Rdto Kelvin St	70,800	74,162	74,162	77,461	0	(3,299)
81445	Resurface Travancore Av From Eighth Avto Puntie Crescent	19,957	14,591	14,591	14,878	0	(287)
81446	Road resurface Crimea St from Halverson to Morley Dr	303,700	303,700	303,700	207,698	0	96,002
81447	Roberts St traffic treatments stage 1	140,000	140,000	140,000	25,108	121,468	(6,576)
81448	Traffic Management Devices (excl for accessibility improve	40,000	40,000	35,200	37,660	10,387	(8,047)
81530	Traylen St Traffic treatments	78,000	78,000	78,000	0	40,803	37,197
81542	Resurface - Crimea St - Malaga Dr RAB	0	201,936	201,936	17,042	180,117	4,777
		2,582,787	3,129,121	3,074,013	2,339,088	459,105	330,928
Metropolitan Regional Road Group Projects							
81295	Road Rehabilitation Crimea Street (MRRG)	0	20,000	20,000	0	15,671	4,329
		0	20,000	20,000	0	15,671	4,329
Park development construction							
81388	Guildford Pedestrian Crossing (Safe Routes to School Plan) S	300,000	16,357	13,903	0	0	16,357
		300,000	16,357	13,903	0	0	16,357
Sporting Reserves							
81281	Morley Sport and Recreation carpark (Pat O'Hara) Stage 2	0	0	0	3,581	1,295	(4,876)
		0	0	0	3,581	1,295	(4,876)
Recreation Reserves							
81322	Waterland Carpark Expansion	136,500	0	0	0	0	0
		136,500	0	0	0	0	0
Total Roads		5,874,787	6,876,001	5,846,010	5,261,273	877,711	737,017

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Footpath							
Other road construction							
80911	Drake Street - Broun Avenue/Rothbury Road - new pathway	0	34,731	34,731	0	0	34,731
		0	34,731	34,731	0	0	34,731
Footpath construction							
81291	Pathway Expansion Program - Gilbert Street	0	114,722	91,780	0	0	114,722
81375	Strutt Reserve footpath installation	0	10,965	10,965	12,082	0	(1,117)
81412	Design New/Upgrade pathway (Cycling)-Walter Rd East from Bee	22,000	91,000	91,000	18,563	4,562	67,875
81422	New pathway (Arterial)-Beaufort St from Drummond St to Birke	61,645	70,127	70,127	73,565	3,744	(7,182)
81423	Pathway Mickleham Rd from Hampton Sq W to Harvest Rd	78,709	78,709	78,709	0	0	78,709
81424	New pathway (Local Access)-Wholley St from Traylen Rd to Dar	55,556	3,029	3,029	0	0	3,029
81425	Pathway Expansion	690,000	690,000	531,300	449,690	247,263	(6,953)
81426	Pathway Renewal - Various Locations	50,000	50,061	50,061	52,155	2,293	(4,387)
81427	Pathways accessibility upgrades - Various Locations	25,000	25,000	22,000	37,146	10,068	(22,214)
		982,910	1,133,613	948,971	643,201	267,929	222,482
Park development construction							
81104	New Path - Hester/Evans/Drake	0	0	0	1,304	0	(1,304)
		0	0	0	1,304	0	(1,304)
Total Footpath		982,910	1,168,344	983,702	644,505	267,929	255,910
Drainage							
Drainage construction							
80248	Urban water sensitive design	0	81,470	81,470	6,708	11,938	62,824
		0	81,470	81,470	6,708	11,938	62,824
Drainage renewal							
81280	Low Point New Drainage Program	0	49,919	49,919	5,164	27,084	17,671
		0	49,919	49,919	5,164	27,084	17,671

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Sustainable environment							
81417	New Drainage at 14 Hill St, Bayswater	13,556	13,556	13,556	10,677	6,199	(3,320)
81418	New Drainage at 2-16 Viscount Rd, Morley	13,556	13,556	13,556	0	3,200	10,356
81419	New Drainage at 4a Jakobsons Way, Morley	13,556	13,556	8,947	0	0	13,556
81420	New Drainage at 5 Bagden Place, Morley	13,556	13,556	13,556	0	1,500	12,056
81421	New Drainage at 6 Jakobsons Way, Morley	13,556	13,556	8,947	3,958	4,427	5,171
		67,780	67,780	58,562	14,635	15,326	37,819
Total Drainage		67,780	199,169	189,951	26,507	54,347	118,315
Park development							
Footpath construction							
81498	Bayswater Bowling Club Synthetic Green Upgrade	471,586	162,026	162,026	158,082	0	3,944
		471,586	162,026	162,026	158,082	0	3,944
Park development construction							
80242	Riverbank restoration	0	165,985	165,985	42,940	68,220	54,825
81171	Program - Natural Environment Improvement - Foreshore River	0	0	0	5,192	0	(5,192)
81271	Public Bin Renewal Program	0	28,450	28,450	6,923	21,527	(0)
81323	Bore Pump Renewal Program	0	11,908	11,908	10,083	0	1,825
81324	Further Greening of Guildford Road	0	93,579	0	25,912	0	67,667
81325	Irrigation Renewal Program	0	35,846	35,846	39,514	0	(3,668)
81326	Irrigation Renewal Program - Design	0	95,000	95,000	121,242	0	(26,242)
81327	Irrigation Renewal Program - Water usage reduction strategy	0	237,500	237,500	262,133	0	(24,633)
81328	Median Island Tree Planting Program	0	164,110	0	82,453	16,268	65,389
81329	Park Furniture Renewal Program	0	19,826	19,826	11,002	8,798	27
81330	Passive Park Lights Renewal Program	0	34,390	34,390	26,046	6,390	1,954
81331	Removal of dilapidated jetty Lake Brearley, Maylands	0	9,500	9,500	0	0	9,500
81334	Crimea - Tennis/Skate/Baseball Floodlight System Renewal	0	144,917	144,917	0	95,323	49,594
81360	Mayland Lakes Tank Installation	0	0	0	1,712	0	(1,712)
81362	Wymond park outdoor exercise equipment	0	50,000	50,000	58,118	0	(8,118)
81410	Maylands Lakes Masterplan Implementation	2,400,000	2,400,000	2,016,000	473,582	308,128	1,618,290
81411	Public Bin Renewal Program	45,000	45,000	45,000	1,119	42,458	1,424
81449	Bayswater Waves entry statement landscaping	30,000	30,000	30,000	21,264	2,436	6,300
81450	Gordon Reserve Bore Pumps Renewal	13,000	13,000	13,000	0	0	13,000

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
81451	Gus Weimar Park Bore Pumps Renewal	11,700	11,700	11,700	11,651	0	49
81452	Hampton Square Reserve - Bulgarian Society Club Bore Pumps R	5,500	5,500	5,500	4,817	0	683
81453	Jakobsons Reserve Bore Pumps Renewal	15,600	15,600	15,600	13,327	1,881	391
81454	Logan Reserve Bore Pumps Renewal	11,500	11,500	11,500	11,625	0	(125)
81455	Noranda Infant Helath Centre - 2 Garson Court Bore Pumps Ren	15,600	15,600	15,600	15,172	0	428
81456	Noranda Community & Family Centre - 9 Garson Court Bore Pum	4,600	4,600	4,600	0	0	4,600
81457	Peters Place Bore Pumps Renewal	15,600	15,600	15,600	13,114	1,251	1,236
81458	Plowmans Park Bore Pumps Renewal	18,200	18,200	18,200	11,648	5,912	640
81459	Ranger and Security Office - 21 Raymond Av Bore Pumps Renewa	7,000	7,000	7,000	0	6,507	493
81460	Embleton Golf Course Bore Pumps Renewal	58,500	58,500	58,500	34,202	17,623	6,676
81461	Flora Reserve Bore Pumps Renewal	11,100	11,100	11,100	10,963	0	137
81462	Gibbney Reserve Bore Pumps Refurbishment	8,500	8,500	8,500	8,391	0	109
81463	Grand Promenade Reserve Bore Pumps Refurbishment	8,500	8,500	8,500	8,454	0	46
81464	Halliday Park Bore Pumps Refurbishment	6,500	6,500	6,500	6,451	0	49
81465	Lower Hillcrest Reserve Bore Pumps Refurbishment	8,500	8,500	8,500	8,443	0	57
81466	Houghton Park Bore Pumps Refurbishment	8,500	8,500	8,500	8,267	0	233
81467	Joan Rycroft Reserve Bore Pumps Refurbishment	6,500	6,500	6,500	7,151	0	(651)
81468	Pat O'Hara Reserve Bore Pumps Refurbishment	8,500	8,500	8,500	8,391	0	109
81469	R A Cook Reserve Bore Pumps Refurbishment	8,500	8,500	8,500	8,391	0	109
81470	Shearn Memorial Park Bore Pumps Refurbishment	5,200	5,200	5,200	6,856	0	(1,656)
81471	FJ Beales Park Bore Pumps Refurbishment	7,200	7,200	7,200	7,125	0	75
81472	Civic Centre Flag Pole	7,800	7,800	7,800	5,093	0	2,707
81473	Addlestone Reserve Irrigation Cabinet Renewal	10,500	10,500	10,500	0	0	10,500
81474	Lower Hillcrest Reserve Irrigation Cabinet Renewal	10,800	10,800	10,800	15,907	11,138	(16,245)
81475	Joan Rycroft Reserve Irrigation Cabinet Renewal	10,700	10,700	10,700	0	0	10,700
81476	King William Supply Bore Irrigation Cabinet Renewal	15,600	15,600	15,600	0	0	15,600
81477	Median - Crimea Benara Irrigation Cabinet Renewal	10,700	10,700	10,700	16,428	11,625	(17,353)
81478	Sherbrooke Reserve Irrigation Cabinet Renewal	10,400	10,400	10,400	25,310	3,516	(18,426)
81479	Verge - Catherine St - The Strand to Lawrence St Irrigation	10,400	10,400	10,400	3,991	16,409	(10,000)
81480	Verge - Paperbark Dr Irrigation Cabinet Renewal	10,500	10,500	10,500	0	0	10,500
81481	Bayswater Waves - Operations Irrigation Cabinet Renewal	10,500	10,500	10,500	0	0	10,500
81482	City Wide - Irrigation system design	102,500	102,500	102,500	0	0	102,500
81483	Addlestone Reserve Irrigation System Renewal	53,813	53,813	53,813	0	0	53,813
81484	Noranda Sporting Complex - Running Track - Soccer Irrigation	409,703	409,703	409,703	4,792	2,702	402,209
81485	Pat O'Hara Reserve / Morley Recreation Irrigation System Ren	367,463	20,441	20,441	4,792	2,702	12,947

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
81486	Arbor Park Irrigation System Renewal	584,363	584,363	584,363	4,792	2,702	576,869
81487	Puntie Crescent Reserve Irrigation System Renewal	20,756	20,756	20,756	0	0	20,756
81488	Bath St / Tranby Reserve Irrigation System Renewal	192,700	60,719	60,719	4,792	2,702	53,225
81489	Median Island Tree Planting Program	100,000	34,000	17,000	0	8,775	25,225
81490	Morley Community Centre Garden	37,000	37,000	37,000	0	0	37,000
81491	Overhead Power Pole renewal	52,000	52,000	52,000	65,154	0	(13,154)
81492	Park Furniture Renewal Program	50,000	50,000	25,000	25,708	9,738	14,555
81493	Park signage renewal	30,000	30,000	30,000	20,336	0	9,664
81494	Passive Park Lights - Renewal Program	25,625	25,625	25,625	0	6,154	19,471
81495	Passive Park Lights - Replacement Riverside Gardens - pole	91,840	91,840	60,614	24,752	38,054	29,035
81496	Strutt Reserve Irrigation Modification	15,000	15,000	15,000	0	0	15,000
81499	Jakobsons Reserve (North) Playground Renewal	70,000	70,000	70,000	63,080	0	6,920
81500	Maylands Tennis Court Redevelopment (CSRFF)	729,883	262,351	52,591	35,755	0	226,596
81501	Redcliff Bridge Bike Track surface repair	42,000	42,000	42,000	0	38,121	3,879
81502	Renewal of Crimea - Catch Net Fencing	30,000	30,000	30,000	0	29,804	196
81503	Renewal of Delacy Synthetic Cricket Match Wickets	8,000	8,000	8,000	815	2,450	4,735
81504	Renewal of Delacy Synthetic Cricket Practice Wickets	50,000	50,000	50,000	0	49,110	890
81505	Renewal of Deschamp Synthetic Cricket Practice Wickets	50,000	50,000	50,000	56,298	0	(6,298)
81506	Renewal of Emberson - LJ Run Up Courts	10,000	10,000	10,000	9,488	0	512
81507	Renewal of Gibbney Goals	20,000	20,000	20,000	23,283	0	(3,283)
81508	Renewal of Grand Prom Synthetic Cricket Practice Wickets	32,000	32,000	32,000	14,389	0	17,611
81509	Renewal of Noranda Sport Athletics Synthetic Cricket Match W	10,000	10,000	10,000	9,034	0	966
81510	Riverside Gardens Playground Renewal	400,000	650,000	502,000	18,991	734	630,275
81511	Swan Lake Reserve Playground Renewal	65,000	65,000	65,000	72,910	0	(7,910)
		6,496,846	6,825,322	5,752,648	1,919,562	839,156	4,066,604
Sustainable environment							
81061	Maylands Lakes bank renaturalisation & improve water quality	0	550,000	250,000	3,914	0	546,087
		0	550,000	250,000	3,914	0	546,087
Tree management							
81165	Riverside Gardens Urban Forest	0	0	0	34,420	0	(34,420)
81344	Riverside Gardens Urban Forest (Advocacy Project)	1,896,250	2,932,729	2,269,042	1,730,296	638	1,201,795
		1,896,250	2,932,729	2,269,042	1,764,717	638	1,167,375

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Golf course development							
81168	Maylands Peninsula Golf Course Upgrade	0	50,251	50,251	51,044	0	(793)
		0	50,251	50,251	51,044	0	(793)
Playground							
81343	Riverside Gardens Playground Renewal	0	0	0	18,887	0	(18,887)
		0	0	0	18,887	0	(18,887)
Floodlights							
81231	Crimea Park floodlight renewal	90,000	90,000	90,000	418	89,641	(59)
		90,000	90,000	90,000	418	89,641	(59)
Other infrastructure construction							
81062	Tranby House Reserve Foreshore - rehab and revegetation	1,000,000	950,000	775,000	376,990	546,358	26,652
81177	City Wide - Sports Lighting Renewals	0	71,397	71,397	7,256	0	64,141
		1,000,000	1,021,397	846,397	384,246	546,358	90,793
Water Facilities							
81547	Maylands Waterland Shade Shelter Installation	0	15,000	15,000	0	15,768	(768)
		0	15,000	15,000	0	15,768	(768)
Recreation Reserves							
81181	City Wide - Sporting Reserve Fencing Replacements	0	17,688	17,688	0	13,554	4,134
		0	17,688	17,688	0	13,554	4,134
Total Park development		9,954,682	11,664,413	9,453,051	4,300,869	1,505,115	5,858,429

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
Other infrastructure							
Street lights							
81318	Street Lightpole Upgrade	0	302,357	302,357	(22,984)	1,406	323,935
		0	302,357	302,357	(22,984)	1,406	323,935
Other infrastructure construction							
81122	Bus Shelters - Upgrade program	0	32,256	32,256	13,346	0	18,910
81277	Bus Shelters - Expansion Program	0	11,082	11,082	0	0	11,082
81414	New Bus Shelter no 16211, Wolseley Rd	16,531	16,531	16,531	13,346	0	3,185
81415	New Bus Shelter no 16215, Wolseley Rd	16,531	16,531	16,531	0	4,646	11,885
81416	New Bus Shelter no 16494 Eighth Avenue	16,531	16,531	16,531	0	6,437	10,094
		49,593	92,931	92,931	26,691	11,084	55,156
Sustainable environment							
80935	Emission reduction and renewable energy implementation	0	11,044	0	0	0	11,044
		0	11,044	0	0	0	11,044
Total Other infrastructure		49,593	406,332	395,288	3,707	12,489	390,135
Total capital projects		31,840,656	32,464,145	27,530,201	15,921,277	5,390,243	11,152,624

10.2.2 List of Payments for the Month of May 2026

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required
Attachments:	1. Schedule of Accounts Municipal Fund [10.2.2.1 - 7 pages] 2. Schedule of Accounts Trust Fund [10.2.2.2 - 1 page] 3. Summary of Corporate Credit Card Expenses [10.2.2.3 - 1 page] 4. Summary of Corporate Purchase Card Expenses [10.2.2.4 - 4 pages] 5. Electronic Fund Transfers [10.2.2.5 - 1 page]
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 of the Local Government Act 1995.

SUMMARY

This report presents the list of payments, comprising **Attachments 1, 2, 3, 4, and 5** made under delegated authority for the month of May 2026 in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*.

OFFICER'S RECOMMENDATION

That Council receives the list of payments for the month of May 2026 made under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* comprising:

1. Schedule of Accounts – Municipal Fund (**Attachment 1**);
2. Schedule of Accounts – Trust Fund (**Attachment 2**);
3. Summary of Corporate Credit Card Expenses (**Attachment 3**); and
4. Summary of Corporate Purchase Card Expenses (**Attachment 4**); and
5. Electronic Fund Transfers (**Attachment 5**).

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's Municipal and Trust Funds in accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

A list of accounts paid is to be provided to Council where such delegation is made.

EXTERNAL CONSULTATION

Not applicable.

OFFICER'S COMMENTS

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

Payments drawn from the Municipal Account for the month of May 2026 are included in **Attachment 1**.

Payments drawn from the Trust Fund for the month of May 2026 are included in **Attachment 2**.

Payments made via corporate credit and purchase cards are included in **Attachment 3 and Attachment 4** respectively. Regulation 13(A) of the Local Government (Financial Management) Regulations 1996 was updated requiring the reporting of payments by employees via purchase cards (i.e. in addition to Credit Cards) to be reported from 1 October 2023. Purchase Cards used by employees include BP (Fuel) and Bunnings Cards with those transactions reported separately but the total spend is included in payments from the Municipal Account.

All other payments of a direct debit nature made from the Municipal Accounts including bank fees; payroll payments; and other direct payment arrangements, are represented in **Attachment 5**.

All payments are summarised in **Table 1**.

Table 1

<i>Payment Type</i>	<i>Reference</i>	<i>Amount \$</i>
<i>Municipal Account</i>		
BPay Direct Credits	BP000330-331, DC000973, DC000978-000980, DC000983-000993, DC000995-000999	\$6,835,236.85
Electronic Fund Transfers (EFTs)	EF098927-099069, EF099071-099114, EF099116-099268, EF099270-099566	
<i>Trust Fund</i>		
Electronic Fund Transfers (EFTs)	EF099070, EF099115, EF099269	\$29,909.61
<i>Credit Card Expenses</i>	29 April 2026 to 28 May 2026	\$19,178.05
<i>Direct Debit and Other Electronic Fund Transfer</i>	1 May 2026 to 31 May 2026	\$4,605,200.03
	Total	\$11,489,524.54

The following payment from previous months was cancelled in May.

- Municipal Account:
 - EF098908 - Diverse Project Group - \$2,300.00

LEGISLATIVE COMPLIANCE

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

The City's *Procurement Policy* applies.

Council has delegated to the CEO the exercise of its authority to make payments from the Municipal and Trust Funds accounts. Therefore, in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the CEO is prepared each month showing each account paid since the list was prepared.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

All accounts are for goods and services that have been duly incurred and authorised for payment in accordance with the budget allocation and statutory obligations. This provides for the effective and timely payment of the City's contractors and other creditors.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater 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.
- Objective 5.1.2 Ensure resource sustainability for future generations.

CONCLUSION

That Council notes the List of Payments for the month of May 2026 comprising **Attachments 1, 2, 3, 4 and 5.**

City of Bayswater

List of Payment - Municipal

for the period 1 May 2026 to 31 May 2026

Reference Payments	Date	Creditor Name	Invoice details	Amount Paid \$
BP000330	07/05/26	Coca Cola Europacific Partners Australia Pty Ltd	⌈ Kiosk stock	3,077.28
BP000331	28/05/26	Coca Cola Europacific Partners Australia Pty Ltd	⌈ Kiosk stock	5,343.38
DC0000973	01/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	619.90
DC0000978	13/05/26	Superchoice	⌈ Payroll payment	275,645.08
DC0000979	13/05/26	Easisalary Pty Ltd	⌈ Payroll payment	7,698.96
DC0000980	13/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	508.30
DC0000983	14/05/26	Superchoice	⌈ Payroll payment	11.15
DC0000984	20/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	505.40
DC0000985	22/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	1,059.00
DC0000986	22/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	1,770.00
DC0000987	22/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	513.60
DC0000988	21/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	2,075.10
DC0000989	01/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	1,150.50
DC0000990	06/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	682.15
DC0000991	08/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	1,416.00
DC0000992	14/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	508.30
DC0000993	15/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	2,301.00
DC0000995	27/05/26	Superchoice	⌈ Payroll payment	278,571.60
DC0000996	25/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	513.60
DC0000997	27/05/26	Easisalary Pty Ltd	⌈ Payroll payment	7,698.96
DC0000998	28/05/26	Department of Justice/Fines Enforcement Registry	⌈ Legal expenses and court costs	532.15
DC0000999	14/05/26	Ask Nicely Hold	⌈ Memberships and subscriptions	13,900.00
EF098927	03/05/26	Michelle Louise Sutherland	⌈ Councillor allowances and reimbursements	3,203.84
EF098928	03/05/26	Filomena Piffaretti	⌈ Councillor allowances and reimbursements	12,922.93
EF098929	03/05/26	Elli Petersen-Pik	⌈ Councillor allowances and reimbursements	5,269.34
EF098930	03/05/26	Steven George Ostaszewskyj	⌈ Councillor allowances and reimbursements	3,203.84
EF098931	03/05/26	Nat Latter	⌈ Councillor allowances and reimbursements	3,129.36
EF098932	03/05/26	Anthony Pittaway	⌈ Councillor allowances and reimbursements	3,062.37
EF098933	03/05/26	Donovan MacDonald	⌈ Councillor allowances and reimbursements	2,920.90
EF098934	03/05/26	Cale Shaun Black	⌈ Councillor allowances and reimbursements	3,062.37
EF098935	03/05/26	Calla Loiacono	⌈ Councillor allowances and reimbursements	3,062.37
EF098936	07/05/26	AlintaGas Sales Pty Ltd	⌈ Gas usage charges	460.10
EF098937	07/05/26	Cleanaway Pty Ltd	⌈ Waste collection and hygiene services	16,877.55
EF098938	07/05/26	Winc Australia Pty Ltd	⌈ Office stationery and consumables	7.95
EF098939	07/05/26	Fasta Courier Unit Trust	⌈ Postage and courier charges	88.12
EF098940	07/05/26	Fuel Distributors of WA Pty Ltd	⌈ Fuel and oil	42,965.83
EF098941	07/05/26	Synergy	⌈ Electricity charges (other than street lighting)	13,481.40
EF098942	07/05/26	Water Corporation	⌈ Water usage charges	26,350.02
EF098943	07/05/26	Look Brilliant Pty Ltd	⌈ Professional consultancy services	1,419.00
EF098944	07/05/26	Walcott Industries Pty Ltd	⌈ Equipment purchases	52,855.00
EF098945	07/05/26	The Trustee for Alba Unit Trust T/A Quality Press	⌈ Signage and banners	2,497.00
EF098946	07/05/26	The Trustee for the David Looke Family Trust T/A MicroWay	⌈ Memberships and subscriptions	8,233.17
EF098947	07/05/26	Telstra Limited	⌈ Office telephone and communication expenses	1,279.89
EF098948	07/05/26	The Trustee for the Kfarms Trust T/A Lucinda's Everlastings	⌈ Parks and gardens plants and trees	780.00
EF098949	07/05/26	Linda McIntosh	⌈ Staff allowances and reimbursements	156.45
EF098950	07/05/26	Lisa Katherine Driehuis T/A Chair Dancing Perth	⌈ Youth and seniors community activities	700.00
EF098951	07/05/26	Cycling Without Age Australia Incorporated	⌈ Community engagement framework	385.00
EF098952	07/05/26	Diverse Project Group	⌈ Refund residential verge deposit	2,300.00
EF098953	07/05/26	Perway Construction Services Pty Ltd	⌈ Refund residential verge deposit	2,300.00
EF098954	07/05/26	Department of Finance	⌈ Refund rates overpayment	769.62
EF098955	07/05/26	Classic Home & Garage Innovations Pty Lt	⌈ Refund residential verge deposit	1,560.00
EF098956	07/05/26	HA Lovitt	⌈ Grants and funding	4,000.00
EF098957	07/05/26	Solution 4 Building P/L	⌈ Refund miscellaneous	90.00
EF098958	07/05/26	Housing Authority	⌈ Refund rates overpayment	1,332.12
EF098959	07/05/26	Lachlan & Jodie Herbert	⌈ Refund residential verge deposit	2,300.00
EF098960	07/05/26	TDT (WA) Pty Ltd	⌈ Refund residential verge deposit	2,300.00
EF098961	07/05/26	Renee M Russell	⌈ Refund health centre memberships	86.20
EF098962	07/05/26	Murphy Physiotherapy Pty Ltd	⌈ Refund health centre memberships	18.00
EF098963	07/05/26	D. Buckley	⌈ Refund bond	350.00
EF098964	07/05/26	Matthew & Jodie Marai	⌈ Refund bond	350.00
EF098965	07/05/26	Marra Apgar	⌈ Refund bond	350.00
EF098966	07/05/26	Kathryn and Ben Millican	⌈ Venue hire	150.00
EF098967	07/05/26	Daron John Poynter	⌈ Refund health centre memberships	753.30
EF098968	07/05/26	Punit Rajpal	⌈ Refund bond	550.00
EF098969	07/05/26	Sheetal Bhundia	⌈ Refund bond	550.00
EF098970	07/05/26	Ann Lopez-Paterson	⌈ Refund health centre memberships	68.75
EF098971	07/05/26	A. Richards Pty Ltd T/A Richgro Garden Products	⌈ Parks and gardens materials	1,283.26
EF098972	07/05/26	Australian Services Union	⌈ Payroll payment	314.00
EF098973	07/05/26	Bunnings Group Ltd	⌈ Engineering works materials	891.88
EF098974	07/05/26	Cat Haven	⌈ Animal supplies and services	231.00
EF098975	07/05/26	Child Support Agency	⌈ Payroll payment	1,426.30
EF098976	07/05/26	Australian Taxation Office	⌈ Payroll payment	343,044.00
EF098977	07/05/26	Eastern Metropolitan Regional Council	⌈ Waste collection and hygiene services	149,133.14
EF098978	07/05/26	GHD Pty Ltd	⌈ Labour hire and temporary replacement	24,651.92
EF098979	07/05/26	Health Insurance Fund of WA	⌈ Payroll payment	77.30
EF098980	07/05/26	Seek Limited	⌈ Advertising recruitment	4,815.25
EF098981	07/05/26	The Leisure Institute of WA (Aquatics) Inc.	⌈ Memberships and subscriptions	150.00
EF098982	07/05/26	Garnama Pty Ltd T/A Les Mills Asia Pacific	⌈ Memberships and subscriptions	2,825.16
EF098983	07/05/26	McIntosh Holdings Pty Ltd	⌈ Plant and vehicle repairs	31,584.49
EF098984	07/05/26	Natural Area Holdings Pty Ltd	⌈ Parks and gardens contract payments	8,450.75
EF098985	07/05/26	GPC Asia Pacific Pty Ltd T/A Repco	⌈ Plant and vehicle parts and materials	180.49
EF098986	07/05/26	Brady Australia Pty Ltd T/A Seton Australia	⌈ Equipment maintenance	57.61
EF098987	07/05/26	Sports Turf Technology Pty Ltd	⌈ Parks and gardens contract payments	1,788.95
EF098988	07/05/26	St John Ambulance Western Australia Ltd	⌈ Medical services and materials	100.00
EF098989	07/05/26	Europcar WA	⌈ Plant and vehicle repairs	159.50
EF098990	07/05/26	Judroc Pty Ltd T/A The Watershed Water Systems	⌈ Parks and gardens reticulation repairs and upgrades	39.26
EF098991	07/05/26	Ultimo Catering and Events Pty Ltd	⌈ Functions and events catering expenses	2,415.00
EF098992	07/05/26	Landgate	⌈ Gross rental valuation charges	1,896.39
EF098993	07/05/26	Western Power	⌈ Parks and gardens contract payments	27,879.57
EF098994	07/05/26	Workclobber Trust & Lindal Family Trust T/A Work Clobber	⌈ Staff uniforms and protective equipment	508.50
EF098995	07/05/26	Hays Specialist Recruitment (Aust) Pty Ltd	⌈ Labour hire and temporary replacement	5,151.68
EF098996	07/05/26	Murdoch University	⌈ Professional consultancy services	2,864.40
EF098997	07/05/26	Rentokil Initial Pty Ltd	⌈ Building supplies and hardware	3,526.25
EF098998	07/05/26	Town Inn Pty Ltd T/A Miss Maud	⌈ Functions and events catering expenses	153.90
EF098999	07/05/26	Fencing Supply Centre	⌈ Fencing	2,244.00
EF099000	07/05/26	Paywise Pty Ltd	⌈ Payroll payment	4,926.42
EF099001	07/05/26	Rubek Automatic Doors	⌈ Building maintenance and services	1,040.05
EF099002	07/05/26	The Trustee for the Ingwelala Trust T/A Westoz Food Distribu	⌈ Kiosk stock	1,338.19
EF099003	07/05/26	E Fire & Safety	⌈ Fire suppression and alarm monitoring	1,032.24

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF099004	07/05/26	Moore Enterprises (WA) Pty Ltd T/A Totally Workwear Malaga	Staff uniforms and protective equipment	299.92
EF099005	07/05/26	The Trustee for The McCartney Family Trust T/A Kerb Doctor	Construction and civil works payments	3,106.46
EF099006	07/05/26	Message4U Pty Ltd T/A Sinch MessageMedia	Memberships and subscriptions	174.68
EF099007	07/05/26	Pump Control Systems	Parks and gardens contract payments	85,470.00
EF099008	07/05/26	Abaxa	Construction and civil works payments	1,954.39
EF099009	07/05/26	Contra-flow Pty Ltd	Traffic management	13,130.96
EF099010	07/05/26	Avantgarde Technologies Pty Ltd	IT network maintenance	40,071.63
EF099011	07/05/26	Robert Thomas White T/A Oz Bat	Minor equipment purchase	330.00
EF099012	07/05/26	Modal Pty Ltd	Staff training, development and support	1,868.09
EF099013	07/05/26	West Coast Spring Water Pty Ltd T/A Aussie Natural Spring Water	Staff amenities	64.98
EF099014	07/05/26	T.M Coghill & J Reeves T/A Technologically Speaking	Youth and seniors community activities	375.00
EF099015	07/05/26	Woolworths Group Limited	Kiosk stock	29.00
EF099016	07/05/26	Terrestrial Ecosystems	Parks and gardens contract payments	5,940.00
EF099017	07/05/26	Linemarking WA Pty Ltd	Parking bays marking	1,191.19
EF099018	07/05/26	Diana Kudsee	Youth and seniors community activities	320.00
EF099019	07/05/26	IRP Pty Ltd	Labour hire and temporary replacement	2,871.00
EF099020	07/05/26	The Trustee for the O'Grady Family Trust Efficient Site Services	Vehicle and plant hire	29,953.00
EF099021	07/05/26	Fresh Fields Management (Mertome Village) Pty Ltd	Management fee	10,553.49
EF099022	07/05/26	MPK Tree Management Pty Ltd T/A MPK Tree Services	Parks and gardens tree pruning and assoc. services	107,179.09
EF099023	07/05/26	ATC Work Smart Inc	Trainee	129.21
EF099024	07/05/26	Boyan Electrical Services	Electrical installation and repair	5,849.57
EF099025	07/05/26	AAAC Towing Pty Ltd	Vehicle towing	741.40
EF099026	07/05/26	Jacqueline Oh	Staff allowances and reimbursements	87.00
EF099027	07/05/26	Pool & Pump Service & Repairs Pty Ltd	Aquatic maintenance and services	4,031.61
EF099028	07/05/26	CNW Pty Ltd	Building supplies and hardware	520.60
EF099029	07/05/26	Customers of SirsiDynix Australasia - COSA Incorporated	Memberships and subscriptions	149.00
EF099030	07/05/26	Programmed Skilled Workforce Ltd	Labour hire and temporary replacement	3,921.06
EF099031	07/05/26	Water Engineering & Research Solutions Pty Ltd	Parks and gardens contract payments	4,446.75
EF099032	07/05/26	AMS Technology Group Pty Ltd	Building maintenance and services	3,050.66
EF099033	07/05/26	Zenith Corporation Australia Pty Ltd T/A Elite Office Furniture	Minor equipment purchase	1,537.99
EF099034	07/05/26	Brownes Foods Operations Pty Ltd	Staff amenities	75.14
EF099035	07/05/26	Team Global Express Pty Ltd T/A IPEC	Postage and courier charges	845.89
EF099036	07/05/26	Growise Pty Ltd	Parks and gardens materials	36.30
EF099037	07/05/26	WPC Group Ltd	Labour hire and temporary replacement	16,265.53
EF099038	07/05/26	Code Research Pty Ltd T/A PWD (Australia)	Advertising public notices	14,400.00
EF099039	07/05/26	AFL Sports Ready Ltd	Labour hire and temporary replacement	219.53
EF099040	07/05/26	Flexi Staff Group Pty Ltd	Labour hire and temporary replacement	7,061.07
EF099041	07/05/26	Perth Auto Alliance Pty Ltd T/A Lynford Motors	Equipment purchases	47,422.70
EF099042	07/05/26	Pases Aqua Pty Ltd	Parks and gardens contract payments	815.00
EF099043	07/05/26	Group Maintenance (1982) Pty Ltd	Minor equipment purchase	192.50
EF099044	07/05/26	Hydroquip Pumps & Irrigation Pty Ltd	Parks and gardens materials	14,024.13
EF099045	07/05/26	Pui Yan Lau T/A Vai Yoga	Youth and seniors community activities	480.00
EF099046	07/05/26	Silver Star Wanda'ers Line Dancing Group	Youth and seniors community activities	800.00
EF099047	07/05/26	Robert Walters Pty Ltd	Labour hire and temporary replacement	2,503.66
EF099048	07/05/26	The LGRCU (WA) T/A The Western Australian Municipal Road Boards Parks	Payroll payment	1,032.00
EF099049	07/05/26	Hart Sport Australia Pty Ltd	Youth and seniors community activities	1,284.83
EF099050	07/05/26	ICU Solarcam Pty Ltd	Buildings and events security expenses	836.00
EF099051	07/05/26	Proglity Pty Ltd	IT network maintenance	82,160.31
EF099052	07/05/26	Carpet Fair Pty Ltd T/A City Commercial Floorcoverings	Equipment purchases	10,149.00
EF099053	07/05/26	The Trustee For the Dry Cleaning Family Trust T/A New Look Dry Cleaners Morley	Cleaning services	1,577.40
EF099054	07/05/26	Beinformed Group Pty Ltd T/A BeCarWise	Staff superannuation and other deductions	1,164.85
EF099055	07/05/26	Novated Lease Australia Pty Ltd	Staff superannuation and other deductions	1,470.81
EF099056	07/05/26	Purple Communications Australia Pty Ltd T/A Cannings Purple	Professional consultancy services	6,050.00
EF099057	07/05/26	Zenith Executive Search Pty Ltd	Labour hire and temporary replacement	993.52
EF099058	07/05/26	Bernic De Waal T/A Roadscan	Construction and civil works payments	2,688.95
EF099059	07/05/26	Windcave Pty Ltd T/A Windcave Australia	Software maintenance	110.00
EF099060	07/05/26	Watchtower Security Pty Ltd	Equipment maintenance	2,172.50
EF099061	07/05/26	Flare HR Pty Ltd	Staff superannuation and other deductions	1,770.31
EF099062	07/05/26	Perth Chemical Specialists Pty Ltd	Environmental testing and sampling	4,083.42
EF099063	07/05/26	Parkers WA Pty Ltd	Equipment maintenance	918.50
EF099064	07/05/26	The Trustee For Kitchilind Family Trust T/A Mobile Mouse	Staff training, development and support	865.00
EF099065	07/05/26	B.D West & J.C West T/A Westgrow Farm Trees	Parks and gardens plants and trees	22,550.55
EF099066	07/05/26	SGA Roads Pty Ltd	Construction and civil works payments	292,975.35
EF099067	07/05/26	Deborah Anne Eldridge	Youth and seniors community activities	650.00
EF099068	07/05/26	Wholesome Foods & Catering Pty Ltd T/A Epic Catering Service	Functions and events catering expenses	1,171.50
EF099069	07/05/26	Streamline Entertainment Pty Ltd	Functions and events entertainment expenses	1,182.50
EF099071	14/05/26	AlintaGas Sales Pty Ltd	Gas usage charges	305.75
EF099072	14/05/26	Australia Post	Postage and courier charges	286.75
EF099073	14/05/26	Cleanaway Pty Ltd	Waste collection and hygiene services	540,608.96
EF099074	14/05/26	Winc Australia Pty Ltd	Office stationery and consumables	559.58
EF099075	14/05/26	Fuel Distributors of WA Pty Ltd	Fuel and oil	70,583.31
EF099076	14/05/26	Synergy	Electricity charges (other than street lighting)	137,483.01
EF099077	14/05/26	Water Corporation	Water usage charges	20,468.10
EF099078	14/05/26	Perth Energy Pty Ltd T/A Goldfields Energy	Gas usage charges	18,227.34
EF099079	14/05/26	The Trustee for Alba Unit Trust T/A Quality Press	Printing and graphic design expenses	632.50
EF099080	14/05/26	Apex Eco Management International Pty Ltd	Equipment purchases	48,813.60
EF099081	14/05/26	Telstra Limited	Office telephone and communication expenses	9,704.36
EF099082	14/05/26	Dorothy Bagshaw	Community engagement framework	200.00
EF099083	14/05/26	Siiri Clausnitzer	Staff allowances and reimbursements	84.98
EF099084	14/05/26	Laura Bullock	Staff allowances and reimbursements	87.00
EF099085	14/05/26	CTIS Pty Ltd T/A CTI Risk Management-Petty Cash	Petty cash reimbursement	3,220.15
EF099086	14/05/26	Brant Bibby	Community engagement framework	200.00
EF099087	14/05/26	Karen Lynn Bagshaw	Staff allowances and reimbursements	160.10
EF099088	14/05/26	Bryce Coelho	Staff allowances and reimbursements	350.00
EF099089	14/05/26	Jennifer Amram	Staff allowances and reimbursements	54.77
EF099090	14/05/26	Brendan Foo	Donation	200.00
EF099091	14/05/26	Annalisa Martino Da Fonseca	Donation	300.00
EF099092	14/05/26	Vinsan Contracting Pty Ltd	Refund residential verge deposit	2,300.00
EF099093	14/05/26	Groundforce Civil	Refund residential verge deposit	2,300.00
EF099094	14/05/26	Dayle P Bruce	Refund rates overpayment	118.41
EF099095	14/05/26	Atif Noormohammady	Refund rates overpayment	371.83
EF099096	14/05/26	Kamil Buczek	Refund rates overpayment	2,441.59
EF099097	14/05/26	Arcangelo Pty Ltd	Refund rates overpayment	1,129.73
EF099098	14/05/26	Westman Nominees Pty Ltd	Refund rates overpayment	175.45
EF099099	14/05/26	Momentum Wealth Property	Refund rates overpayment	1,881.82
EF099100	14/05/26	Travis Mitchell Construction Pty Ltd	Refund residential verge deposit	2,300.00
EF099101	14/05/26	Darren C Waddell	Refund residential verge deposit	2,300.00
EF099102	14/05/26	Falcone Nominees (WA) Pty Ltd	Refund residential verge deposit	1,560.00
EF099103	14/05/26	Snell Building Services	Refund residential verge deposit	2,300.00
EF099104	14/05/26	James Morrison	Refund residential verge deposit	2,300.00
EF099105	14/05/26	Simeun Pty Ltd T/A West Coast Homes	Refund residential verge deposit	1,560.00
EF099106	14/05/26	Bzybuild Projects Pty Ltd	Refund residential verge deposit	1,560.00
EF099107	14/05/26	School Sport WA Inc	Refund bond	550.00
EF099108	14/05/26	Sanela and Edin Dogic	Refund crossover	1,745.00

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF099109	14/05/26	Byron D Smith	Refund crossover	1,000.15
EF099110	14/05/26	Johnson Tran	Refund residential verge deposit	1,435.00
EF099111	14/05/26	Simon Falcone	Refund residential verge deposit	1,560.00
EF099112	14/05/26	Plunkett Homes (1903) Pty Ltd	Refund residential verge deposit	1,435.00
EF099113	14/05/26	VM Building	Refund residential verge deposit	1,435.00
EF099114	14/05/26	Louis Van Aardt	Refund residential verge deposit	2,300.00
EF099116	14/05/26	Campbell's Janitor Supplies Pty Ltd T/A The Goods Australia	Cleaning supplies	1,026.53
EF099117	14/05/26	BOC Ltd	Minor equipment purchase	260.95
EF099118	14/05/26	Boya Equipment Pty Ltd	Plant and vehicle parts and materials	1,803.86
EF099119	14/05/26	Bunnings Group Ltd	Environmental health services and supplies	1,892.35
EF099120	14/05/26	Architectural Ceiling Systems Pty Ltd T/A Ceiling Manufacturers of Australia	Building supplies and hardware	67.32
EF099121	14/05/26	Couplers Pty Ltd	Plant and vehicle parts and materials	224.73
EF099122	14/05/26	Eastern Metropolitan Regional Council	Waste collection and hygiene services	183,111.78
EF099123	14/05/26	Kelyn Training Services	Staff training, development and support	5,200.00
EF099124	14/05/26	McIntosh Holdings Pty Ltd	Plant and vehicle parts and materials	6,879.73
EF099125	14/05/26	Modern Teaching Aids Pty Ltd	Youth and seniors community activities	422.33
EF099126	14/05/26	Natural Area Holdings Pty Ltd	Parks and gardens contract payments	742.50
EF099127	14/05/26	Planning Institute of Australia	Staff training, development and support	625.00
EF099128	14/05/26	GPC Asia Pacific Pty Ltd T/A Repco	Plant and vehicle parts and materials	209.00
EF099129	14/05/26	St John Ambulance Western Australia Ltd	Medical services and materials	235.00
EF099130	14/05/26	Technology One Limited	Software maintenance	5,072.91
EF099131	14/05/26	Judroc Pty Ltd T/A The Watershed Water Systems	Parks and gardens reticulation repairs and upgrades	1,752.85
EF099132	14/05/26	Toccejpa Pty Ltd T/A T-Quip	Plant and vehicle parts and materials	61.95
EF099133	14/05/26	Ultimo Catering and Events Pty Ltd	Functions and events catering expenses	966.00
EF099134	14/05/26	The Trustee for Witherington Family Trust T/A W.A. Library Trust	Library book stock and materials	374.55
EF099135	14/05/26	Wattleup Tractors	Plant and vehicle parts and materials	988.00
EF099136	14/05/26	Western Power	Parks and gardens contract payments	11,544.52
EF099137	14/05/26	Western Resource Recovery	Waste collection and hygiene services	616.00
EF099138	14/05/26	Workclobber Trust & Lindal Family Trust T/A Work Clobber	Staff uniforms and protective equipment	813.60
EF099139	14/05/26	Zipform Pty Ltd	Printing and graphic design expenses	1,459.32
EF099140	14/05/26	A1 Locksmiths	Key / lock services	345.00
EF099141	14/05/26	West Coast Turf	Engineering works materials	23,922.80
EF099142	14/05/26	WC Convenience Management Pty Ltd T/A WC Innovations	Building supplies and hardware	3,014.99
EF099143	14/05/26	Stefna Family Trust T/A West Tip Waste Control Pty Ltd	Waste collection and hygiene services	6,703.18
EF099144	14/05/26	Paywise Pty Ltd	Staff superannuation and other deductions	5,130.07
EF099145	14/05/26	Acurix Networks Pty Ltd	Software maintenance	1,972.33
EF099146	14/05/26	Bridgestone Aust Ltd	Plant and vehicle parts and materials	198.01
EF099147	14/05/26	Corsign WA Pty Ltd	Signage and banners	80.30
EF099148	14/05/26	The Trustee for the Ingwelala Trust T/A Westoz Food Distribu	Kiosk stock	967.66
EF099149	14/05/26	Vorgee Pty Ltd	Staff uniforms and protective equipment	3,005.49
EF099150	14/05/26	Dowsing Group Pty Ltd	Construction and civil works payments	47,865.19
EF099151	14/05/26	E Fire & Safety	Fire suppression and alarm monitoring	3,748.74
EF099152	14/05/26	ADT Security	Buildings and events security expenses	61.22
EF099153	14/05/26	LGConnect Pty Ltd	Professional consultancy services	7,015.72
EF099154	14/05/26	The Trustee for The McCartney Family Trust T/A Kerb Doctor	Construction and civil works payments	1,768.14
EF099155	14/05/26	Ellis House Community Art Centre Incorporated	Community engagement framework	500.00
EF099156	14/05/26	The Trustee for the Dzodzoz Family Trust	Parks and gardens contract payments	27,393.70
EF099157	14/05/26	Aaron John Bannister T/A Specialty Timber Flooring WA	Parks and gardens contract payments	12,650.00
EF099158	14/05/26	Aquamonix Pty Ltd	Parks and gardens contract payments	4,323.55
EF099159	14/05/26	Quantified Tree Risk Assessment	Memberships and subscriptions	490.87
EF099160	14/05/26	Contra-flow Pty Ltd	Traffic management	8,094.36
EF099161	14/05/26	Avantgarde Technologies Pty Ltd	Software maintenance	82,670.01
EF099162	14/05/26	State Wide Turf Services	Parks and gardens tree pruning and assoc. services	17,886.55
EF099163	14/05/26	Woolworths Group Limited	Youth and seniors community activities	386.35
EF099164	14/05/26	Department of Creative Industries, Tourism and Sport Industries	Legal expenses and court costs	1,039.76
EF099165	14/05/26	Linemarking WA Pty Ltd	Parking bays marking	2,278.43
EF099166	14/05/26	Patrick Liam Miller T/A Finespun	Sitting fee	500.00
EF099167	14/05/26	BP Australia Pty Ltd	Fuel and oil	2,275.15
EF099168	14/05/26	GFG Temporary Assist	Labour hire and temporary replacement	2,376.00
EF099169	14/05/26	Evenflow Irrigation	Parks and gardens reticulation repairs and upgrades	1,760.00
EF099170	14/05/26	IRP Pty Ltd	Labour hire and temporary replacement	4,593.60
EF099171	14/05/26	The Trustee for the O'Grady Family Trust Efficient Site Services	Parks and gardens contract payments	4,741.00
EF099172	14/05/26	Arventa Pty Ltd	Memberships and subscriptions	5,860.12
EF099173	14/05/26	MPK Tree Management Pty Ltd T/A MPK Tree Services	Parks and gardens tree pruning and assoc. services	8,138.22
EF099174	14/05/26	Boyan Electrical Services	Electrical installation and repair	1,730.09
EF099175	14/05/26	Stuart G Shaskell Pty Ltd T/A Signarama Morley	Parks and gardens contract payments	3,365.58
EF099176	14/05/26	SAAC Towing Pty Ltd	Vehicle towing	660.00
EF099177	14/05/26	ibookingsystems	Memberships and subscriptions	99.00
EF099178	14/05/26	CNW Pty Ltd	Building supplies and hardware	551.61
EF099179	14/05/26	Programmed Skilled Workforce Ltd	Labour hire and temporary replacement	5,737.67
EF099180	14/05/26	Kasse Marie McCumiskey T/A Move & Nourish with Kasse	Youth and seniors community activities	800.00
EF099181	14/05/26	AMS Technology Group Pty Ltd	Building maintenance and services	902.49
EF099182	14/05/26	RCM Systems Pty Ltd	Marketing and promotional material	605.00
EF099183	14/05/26	Brownes Foods Operations Pty Ltd	Staff amenities	134.81
EF099184	14/05/26	Team Global Express Pty Ltd T/A IPEC	Postage and courier charges	469.94
EF099185	14/05/26	Kamalika Andrews T/A The Nappy Guru	Marketing and promotional material	1,700.00
EF099186	14/05/26	Specialist Wholesalers Pty Ltd T/A Truckline	Plant and vehicle parts and materials	736.81
EF099187	14/05/26	WPC Group Ltd	Trainee	7,979.89
EF099188	14/05/26	AFL Sports Ready Ltd	Labour hire and temporary replacement	7,659.43
EF099189	14/05/26	AA Collard Pty Ltd T/A Garden Care West (WA)	Parks and gardens contract payments	660.00
EF099190	14/05/26	Flexi Staff Group Pty Ltd	Labour hire and temporary replacement	1,606.17
EF099191	14/05/26	Totally Board Pty Ltd	Youth and seniors community activities	240.00
EF099192	14/05/26	Amanda Kendle T/A Amanda Kendle Consulting	Youth and seniors community activities	440.00
EF099193	14/05/26	Antonio Francisco Perez-Olea T/A Maylands Vet	Animal supplies and services	55.00
EF099194	14/05/26	AFGRI Equipment Australia Pty Ltd	Plant and vehicle parts and materials	269.50
EF099195	14/05/26	Hydroquip Pumps & Irrigation Pty Ltd	Parks and gardens contract payments	1,226.50
EF099196	14/05/26	Hi Tech Sports Pty Ltd	Equipment hire	2,274.25
EF099197	14/05/26	Hayley Janelle Bilsborow T/A Haylz Cookies n More	Functions and events catering expenses	1,225.00
EF099198	14/05/26	Robert Walters Pty Ltd	Labour hire and temporary replacement	15,071.21
EF099199	14/05/26	Mobile Sentinel Pty Ltd T/A Little Rippers Technology	Animal supplies and services	9,385.20
EF099200	14/05/26	CTIS Pty Ltd T/A CTI Risk Management	Fees and charges	2,464.52
EF099201	14/05/26	The Trustee For the Dry Cleaning Family Trust T/A New Look Dry Cleaners Morley	Cleaning services	1,446.50
EF099202	14/05/26	Greenway Solutions Pty Ltd	Parks and gardens materials	2,667.50
EF099203	14/05/26	Aidacare Pty Ltd	Equipment maintenance	1,146.20
EF099204	14/05/26	Zenith Executive Search Pty Ltd	Labour hire and temporary replacement	1,018.36
EF099205	14/05/26	Watchtower Security Pty Ltd	Equipment maintenance	869.00
EF099206	14/05/26	Rachael Elizabeth Blair T/A Rachael Johns	Youth and seniors community activities	385.00
EF099207	14/05/26	John Charles Morrison	Community engagement framework	200.00
EF099208	14/05/26	Parkers WA Pty Ltd	Equipment maintenance	1,083.50
EF099209	14/05/26	L Phan & K Y Tran T/A Perth Bubble Tea Cart	Youth and seniors community activities	689.00
EF099210	14/05/26	Justin Joel Sharbanee T/A Mindfulness in Motion Australia	Community engagement framework	1,000.00
EF099211	14/05/26	Isabelle Adams T/A Isabelle M Adams & Associates	Community engagement framework	200.00
EF099212	14/05/26	Hytech Solutions Pty Ltd	Environmental health services and supplies	1,496.00
EF099213	14/05/26	Deborah Anne Eldridge	Youth and seniors community activities	650.00

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF099214	14/05/26	The Trustee for Cookers Trust T/A Cookers Bulk Oil System	⌋ Kiosk stock	273.47
EF099215	14/05/26	Wholesome Foods & Catering Pty Ltd T/A Epic Catering Service	⌋ Functions and events catering expenses	1,930.50
EF099216	14/05/26	The Trustee for Aviks Family Trust T/A Kwik Kopy Printing Centre Malaga	⌋ Office stationery and consumables	374.00
EF099217	14/05/26	Matthew Christopher Read T/A MCR Workplace Investigation	⌋ Legal expenses and court costs	2,640.00
EF099218	14/05/26	Amherst Psychology Pty Ltd	⌋ Community engagement framework	770.00
EF099219	14/05/26	Triple B Industries (QLD) Pty Ltd	⌋ Minor equipment purchase	736.99
EF099220	14/05/26	SkyNet West Pty Ltd T/A AULoves Entertainment	⌋ Minor equipment purchase	674.55
EF099221	14/05/26	The Beam Shop Pty Ltd T/A Gymnastics Direct	⌋ Recreation and gymnasium equipment	1,692.00
EF099222	14/05/26	Amped IT Pty Ltd T/A Amped Digital	⌋ Equipment maintenance	396.00
EF099223	21/05/26	AlintaGas Sales Pty Ltd	⌋ Gas usage charges	261.60
EF099224	21/05/26	Winc Australia Pty Ltd	⌋ Office stationery and consumables	209.82
EF099225	21/05/26	Fuel Distributors of WA Pty Ltd	⌋ Fuel and oil	5,739.71
EF099226	21/05/26	Synergy	⌋ Electricity charges (other than street lighting)	5,327.94
EF099227	21/05/26	Mount Cotton Pty Ltd T/A Daisy Pool Covers	⌋ Labour hire and temporary replacement	2,351.14
EF099228	21/05/26	West Coast Turf	⌋ Parks and gardens plants and trees	627.00
EF099229	21/05/26	Filomena Piffaretti	⌋ Staff allowances and reimbursements	20.68
EF099230	21/05/26	Elli Petersen-Pik	⌋ Councillor allowances and reimbursements	80.69
EF099231	21/05/26	The Trustee for Alba Unit Trust T/A Quality Press	⌋ Printing and graphic design expenses	2,190.66
EF099232	21/05/26	GFG Temporary Assist	⌋ Labour hire and temporary replacement	35,363.30
EF099233	21/05/26	Prestige Property Maintenance Pty Ltd	⌋ Parks and gardens contract payments	53,024.39
EF099234	21/05/26	Environmental Industries Pty Ltd	⌋ Parks and gardens contract payments	11,861.38
EF099235	21/05/26	Pavement Analysis Pty Ltd	⌋ Professional consultancy services	9,900.00
EF099236	21/05/26	Christopher Mark Bayley T/A CRPM Services High Pressure Cleaning	⌋ Graffiti removal	5,491.20
EF099237	21/05/26	Telstra Limited	⌋ Office telephone and communication expenses	36,690.57
EF099238	21/05/26	Shona Zulsdorf	⌋ Sitting fee	460.84
EF099239	21/05/26	Nilfsek Pty Ltd	⌋ Equipment maintenance	735.90
EF099240	21/05/26	David Christopher Vecki	⌋ Staff allowances and reimbursements	161.95
EF099241	21/05/26	The Trustee for Malaga Centa No 2 Trust	⌋ Minor equipment purchase	650.95
EF099242	21/05/26	Helen Mary Milroy T/A HMM Consulting	⌋ Youth and seniors community activities	440.20
EF099243	21/05/26	Amazon Web Services Inc	⌋ IT network maintenance	1,314.24
EF099244	21/05/26	Kirsty Maddelyn Wilde	⌋ Sitting fee	100.00
EF099245	21/05/26	Angela Le (Inclusive Bayswater Advisory Group)	⌋ Sitting fee	100.00
EF099246	21/05/26	J Eh Kaw Thaw Saw (Don)	⌋ Sitting fee	100.00
EF099247	21/05/26	Wholesome Foods & Catering Pty Ltd T/A Epic Catering Service	⌋ Functions and events catering expenses	572.00
EF099248	21/05/26	Football Futures Foundation Limited	⌋ Grants and funding	5,500.00
EF099249	21/05/26	Simon Ross Falcone	⌋ Crossover subsidy	753.00
EF099250	21/05/26	Falcone Nominee's (WA) Pty Ltd	⌋ Crossover subsidy	753.00
EF099251	21/05/26	Slav Building	⌋ Crossover subsidy	753.00
EF099252	21/05/26	VM Building	⌋ Refund residential verge deposit	1,485.23
EF099253	21/05/26	Reinaldo Munoz	⌋ Refund rates overpayment	253.33
EF099254	21/05/26	Shri Shirdi Sainath Perth	⌋ Refund bond	350.00
EF099255	21/05/26	Westpork Pty Ltd	⌋ Refund bond	500.00
EF099256	21/05/26	CCWA	⌋ Refund bond	500.00
EF099257	21/05/26	Rodney J Pereira	⌋ Refund bond	500.00
EF099258	21/05/26	Safitel	⌋ Refund bond	500.00
EF099259	21/05/26	Uniting Care West	⌋ Refund bond	550.00
EF099260	21/05/26	Rebecca Tarrant	⌋ Refund bond	350.00
EF099261	21/05/26	Cameron Paul	⌋ Refund swimming lessons	164.70
EF099262	21/05/26	B A Arunkumar	⌋ Refund bond	200.00
EF099263	21/05/26	Kostera Nominees Pty Ltd	⌋ Refund rates overpayment	1,008.52
EF099264	21/05/26	Wayne Green	⌋ Refund rates overpayment	765.27
EF099265	21/05/26	P N Hewitt	⌋ Refund rates overpayment	537.41
EF099266	21/05/26	Thomasz Developments	⌋ Refund residential verge deposit	1,485.23
EF099267	21/05/26	Waqar Lateef	⌋ Refund residential verge deposit	2,300.00
EF099268	21/05/26	T Anderson & C Noble	⌋ Refund residential verge deposit	1,435.00
EF099270	21/05/26	Asphaltech Pty Ltd	⌋ Construction and civil works payments	452.78
EF099271	21/05/26	Australian Services Union	⌋ Payroll payment	314.00
EF099272	21/05/26	Award Contracting Pty Ltd	⌋ Civil works design and technical support	1,650.00
EF099273	21/05/26	Bayswater Bowling & Rec Club Inc	⌋ Equipment purchases	149,372.58
EF099274	21/05/26	Bunnings Group Ltd	⌋ Engineering works materials	1,383.88
EF099275	21/05/26	Child Support Agency	⌋ Payroll payment	1,426.30
EF099276	21/05/26	Australian Taxation Office	⌋ Payroll payment	345,513.00
EF099277	21/05/26	Eastern Metropolitan Regional Council	⌋ Waste collection and hygiene services	188,258.62
EF099278	21/05/26	Environment House Inc	⌋ Marketing and promotional material	880.00
EF099279	21/05/26	Health Insurance Fund of WA	⌋ Payroll payment	77.30
EF099280	21/05/26	Jonathan Epps	⌋ Parks and gardens contract payments	759.00
EF099281	21/05/26	The Trustee for the Turton Family Trust T/A Magpies Magazine	⌋ Memberships and subscriptions	58.00
EF099282	21/05/26	The Trustee for Major Motors Unit Trust	⌋ Plant and vehicle parts and materials	1,143.41
EF099283	21/05/26	McInerney Ford	⌋ Plant and vehicle parts and materials	152.63
EF099284	21/05/26	Modern Teaching Aids Pty Ltd	⌋ Library book stock and materials	169.83
EF099285	21/05/26	Natural Area Holdings Pty Ltd	⌋ Parks and gardens contract payments	7,623.00
EF099286	21/05/26	Officeworks Ltd T/A Officeworks	⌋ Office stationery and consumables	323.80
EF099287	21/05/26	CEI Pty Ltd T/A Raeco	⌋ Minor equipment purchase	3,069.02
EF099288	21/05/26	Reece Australia Pty Ltd T/A Reece Plumbing	⌋ Building supplies and hardware	433.51
EF099289	21/05/26	GPC Asia Pacific Pty Ltd T/A Repco	⌋ Plant and vehicle parts and materials	587.69
EF099290	21/05/26	Judroc Pty Ltd T/A The Watershed Water Systems	⌋ Parks and gardens reticulation repairs and upgrades	751.81
EF099291	21/05/26	Tocojopa Pty Ltd T/A T-Quip	⌋ Plant and vehicle parts and materials	159.91
EF099292	21/05/26	Ultimo Catering and Events Pty Ltd	⌋ Functions and events catering expenses	897.00
EF099293	21/05/26	WA Hino Sales and Service	⌋ Plant and vehicle parts and materials	27.50
EF099294	21/05/26	Wattleup Tractors	⌋ Plant and vehicle parts and materials	851.75
EF099295	21/05/26	West Australian Newspapers Ltd	⌋ Memberships and subscriptions	172.80
EF099296	21/05/26	J.D Caffey & Caffey Family Trust T/A Westbooks	⌋ Library book stock and materials	152.84
EF099297	21/05/26	Western Resource Recovery	⌋ Waste collection and hygiene services	1,840.98
EF099298	21/05/26	Workclobber Trust & Lindal Family Trust T/A Work Clobber	⌋ Staff uniforms and protective equipment	367.80
EF099299	21/05/26	Statewide Cleaning Supplies Pty Ltd	⌋ Cleaning supplies	570.86
EF099300	21/05/26	Hays Specialist Recruitment (Aust) Pty Ltd	⌋ Labour hire and temporary replacement	4,030.49
EF099301	21/05/26	A1 Locksmiths	⌋ Key / lock services	147.00
EF099302	21/05/26	Heidelberg Materials Australia Pty Ltd	⌋ Engineering works materials	352.73
EF099303	21/05/26	Macri Partners	⌋ Audit services	1,155.00
EF099304	21/05/26	The Trustee for JP Unit Trust T/A John Papas Trailers Pty Ltd	⌋ Plant and vehicle parts and materials	5,934.80
EF099305	21/05/26	The Trustee for Wristbands Australia Trust T/A AAC Wristbands Australia Pty Ltd	⌋ Office stationery and consumables	2,013.00
EF099306	21/05/26	South East Regional Centre For Urban Landcare Inc	⌋ Pest control	451.00
EF099307	21/05/26	CSE Crosscom Pty Ltd	⌋ Memberships and subscriptions	550.00
EF099308	21/05/26	The Helen Hardcastle Trust T/A Learning Horizons	⌋ Staff training, development and support	8,250.00
EF099309	21/05/26	Paywise Pty Ltd	⌋ Payroll payment	4,926.44
EF099310	21/05/26	ALS Library Services Pty Ltd	⌋ Library book stock and materials	163.84
EF099311	21/05/26	The Trustee for the Ingwelala Trust T/A Westoz Food Distrib	⌋ Kiosk stock	947.26
EF099312	21/05/26	Dowsing Group Pty Ltd	⌋ Construction and civil works payments	13,163.77
EF099313	21/05/26	E Fire & Safety	⌋ Fire suppression and alarm monitoring	4,924.38
EF099314	21/05/26	LGConnect Pty Ltd	⌋ Professional consultancy services	27,185.91
EF099315	21/05/26	The Trustee for Aberhart & Rajoo Unit Trust T/A W.A. Cleaning Equipment Repairs	⌋ Minor equipment purchase	5,052.30
EF099316	21/05/26	The Trustee for The McCartney Family Trust T/A Kerb Doctor	⌋ Construction and civil works payments	3,925.39
EF099317	21/05/26	Contra-flow Pty Ltd	⌋ Traffic management	32,530.90
EF099318	21/05/26	Avantgarde Technologies Pty Ltd	⌋ Equipment purchases	71,148.00

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF099319	21/05/26	Woolworths Group Limited	Functions and events catering expenses	392.26
EF099320	21/05/26	Terrestrial Ecosystems	Parks and gardens contract payments	6,600.00
EF099321	21/05/26	Linemarking WA Pty Ltd	Parking bays marking	10,774.78
EF099322	21/05/26	Instinct Furniture Australia Ltd T/A Yakety Yak Furniture	Minor equipment purchase	6,174.17
EF099323	21/05/26	BP Australia Pty Ltd	Fuel and oil	3,229.67
EF099324	21/05/26	Cleantex Pty Ltd	Staff uniforms and protective equipment	581.64
EF099325	21/05/26	Evenflow Irrigation	Parks and gardens reticulation repairs and upgrades	1,595.00
EF099326	21/05/26	Royal Pride Pty Ltd T/A PAV Sales & Installation	Equipment purchases	1,159.98
EF099327	21/05/26	IRP Pty Ltd	Labour hire and temporary replacement	1,084.60
EF099328	21/05/26	The Trustee for the O'Grady Family Trust Efficient Site Services	Parks and gardens contract payments	26,086.50
EF099329	21/05/26	TPG Telecom	IT network maintenance	5,276.70
EF099330	21/05/26	Learning Seat Pty Ltd	Memberships and subscriptions	44,984.67
EF099331	21/05/26	MPK Tree Management Pty Ltd T/A MPK Tree Services	Parks and gardens tree pruning and assoc. services	149,332.50
EF099332	21/05/26	Beaver Tree Services Australia Pty Ltd	Parks and gardens contract payments	2,271.50
EF099333	21/05/26	ATC Work Smart Inc	Trainee	298.16
EF099334	21/05/26	Shane McCarthy	Youth and seniors community activities	365.00
EF099335	21/05/26	Twins (WA) Pty Ltd	Functions and events catering expenses	968.00
EF099336	21/05/26	Boyan Electrical Services	Electrical installation and repair	11,049.56
EF099337	21/05/26	Bepassey Nominees Pty Ltd T/A Beacon Equipment	Equipment purchases	109,378.00
EF099338	21/05/26	CNW Pty Ltd	Building supplies and hardware	40.82
EF099339	21/05/26	Hodge Collard Preston Unit Trust T/A Hodge Collard Preston Architects	Professional consultancy services	5,251.13
EF099340	21/05/26	Nami Osaki	Community engagement framework	1,900.00
EF099341	21/05/26	The Trustee for Belmont Unit Trust T/A Daimler Trucks Perth	Plant and vehicle parts and materials	347.19
EF099342	21/05/26	Programmed Skilled Workforce Ltd	Labour hire and temporary replacement	5,578.18
EF099343	21/05/26	Maxwell Robinson & Phelps	Pest control	120.41
EF099344	21/05/26	Young Purich & Higham Unit Trust T/A Structerre Consulting Engineers	Professional consultancy services	16,294.30
EF099345	21/05/26	AMS Technology Group Pty Ltd	Building maintenance and services	7,510.26
EF099346	21/05/26	Brownes Foods Operations Pty Ltd	Staff amenities	176.80
EF099347	21/05/26	Pool Robotics Perth	Equipment purchases	5,135.70
EF099348	21/05/26	Team Global Express Pty Ltd T/A IPEC	Postage and courier charges	375.95
EF099349	21/05/26	Simba Textile Mills Pty Ltd	Recreation and gymnasium equipment	412.50
EF099350	21/05/26	Aarco Environmental Solutions Pty Ltd	Environmental health services and supplies	173.25
EF099351	21/05/26	Industrial Power Equipment Pty Ltd T/A Garpen	Minor equipment purchase	110.00
EF099352	21/05/26	NOMA Pty Ltd	Sitting fee	495.00
EF099353	21/05/26	Specialist Wholesalers Pty Ltd T/A Truckline	Plant and vehicle parts and materials	309.60
EF099354	21/05/26	WPC Group Ltd	Labour hire and temporary replacement	26,749.67
EF099355	21/05/26	Flexi Staff Group Pty Ltd	Labour hire and temporary replacement	2,727.45
EF099356	21/05/26	Superior Nominees Pty Ltd T/A Miracle Recreation Equipment	Parks and gardens materials	26,581.49
EF099357	21/05/26	The First Aid Group Pty Ltd	Medical services and materials	248.27
EF099358	21/05/26	AFGRI Equipment Australia Pty Ltd	Plant and vehicle parts and materials	363.29
EF099359	21/05/26	The Trustee for The Bailey Family Trust T/A Top of the Ladder Gutter Cleaning	Building maintenance and services	9,295.00
EF099360	21/05/26	Leonie Helen Thompson T/A The Poster Girls	Community engagement framework	475.75
EF099361	21/05/26	Excel Consulting Solutions Pty Ltd T/A Nexacu	Staff training, development and support	1,569.50
EF099362	21/05/26	Pui Yan Lau T/A Vai Yoga	Youth and seniors community activities	720.00
EF099363	21/05/26	EVE Australia Pty Ltd T/A EVSE Australia	Building maintenance and services	605.00
EF099364	21/05/26	Arboricultural Association of Western Australia Inc. T/A Arbwest	Staff training, development and support	440.00
EF099365	21/05/26	The LGRCEU (WA) T/A The Western Australian Municipal Road Boards Parks	Payroll payment	1,032.00
EF099366	21/05/26	Eurofins ARL Pty Ltd	Environmental testing and sampling	6,885.56
EF099367	21/05/26	Aceway Unit Trust T/A City Toyota	Plant and vehicle parts and materials	290.00
EF099368	21/05/26	Fortis Security Pty Ltd	Buildings and events security expenses	3,228.82
EF099369	21/05/26	Greenway Solutions Pty Ltd	Parks and gardens materials	660.00
EF099370	21/05/26	McLeods Lawyers Pty Ltd	Legal expenses and court costs	3,887.00
EF099371	21/05/26	Beinformed Group Pty Ltd T/A BeCarWise	Staff superannuation and other deductions	1,164.85
EF099372	21/05/26	Programmed Property Services Pty Ltd	Aquatic maintenance and services	5,142.50
EF099373	21/05/26	Novated Lease Australia Pty Ltd	Staff superannuation and other deductions	1,470.81
EF099374	21/05/26	Marc David Cirket Ford T/A Openscope Construction	Construction and civil works payments	715.00
EF099375	21/05/26	CDM Australia Pty Ltd	Equipment purchases	14,939.37
EF099376	21/05/26	Zenith Executive Search Pty Ltd	Labour hire and temporary replacement	794.82
EF099377	21/05/26	RTS Group (WA) Pty Ltd T/A RTS Training	Staff training, development and support	145.00
EF099378	21/05/26	The Asbestos Lab Pty Ltd	Environmental health services and supplies	198.00
EF099379	21/05/26	Flare HR Pty Ltd	Staff superannuation and other deductions	1,770.31
EF099380	21/05/26	Perth Chemical Specialists Pty Ltd	Environmental services and supplies	962.50
EF099381	21/05/26	Parkers WA Pty Ltd	Equipment maintenance	198.00
EF099382	21/05/26	Antony Wittcomb T/A Wittcomb Consulting	Sitting fee	514.84
EF099383	21/05/26	SPM Assets Pty Ltd T/A SPM Consultants Pty Ltd	Professional consultancy services	2,365.00
EF099384	21/05/26	Nirihau Nirvair Pty Ltd T/A Laika Coffee	Functions and events catering expenses	864.00
EF099385	21/05/26	Matthew Christopher Read T/A MCR Workplace Investigation	Legal expenses and court costs	660.00
EF099386	21/05/26	Dissolved Oxygen Solutions Pty Ltd	Equipment purchases	3,300.00
EF099387	21/05/26	Stuart Keith Boyle	Construction and civil works payments	517.00
EF099388	21/05/26	Triple B Industries (QLD) Pty Ltd	Minor equipment purchase	2,357.25
EF099389	21/05/26	Primo Promo Pty Ltd	Library book stock and materials	306.90
EF099390	21/05/26	Sportsmaster Athletic International Pty Ltd	Minor equipment purchase	5,646.69
EF099391	21/05/26	Karen Cunningham T/A Blossom Books & Co	Publications	2,035.00
EF099392	28/05/26	Cleanaway Pty Ltd	Waste collection and hygiene services	17,292.47
EF099393	28/05/26	Eastern Metropolitan Regional Council	Waste collection and hygiene services	33,641.00
EF099394	28/05/26	Fuel Distributors of WA Pty Ltd	Fuel and oil	25,823.52
EF099395	28/05/26	Synergy	Electricity charges - Street lighting	149,921.74
EF099396	28/05/26	Water Corporation	Water usage charges	311.51
EF099397	28/05/26	Woodlands Distributors Pty Ltd	Animal supplies and services	1,015.30
EF099398	28/05/26	Diana Kudsee	Youth and seniors community activities	320.00
EF099399	28/05/26	Bucher Municipal Pty Ltd	Plant and vehicle parts and materials	7,489.12
EF099400	28/05/26	Telstra Limited	Office telephone and communication expenses	11,526.87
EF099401	28/05/26	Linda McIntosh	Staff allowances and reimbursements	52.90
EF099402	28/05/26	Nguyen Family Trading Pty Ltd T/A Fully Promoted Morley	Staff uniforms and protective equipment	458.70
EF099403	28/05/26	CTIS Pty Ltd T/A CTI Risk Management-Petty Cash	Petty cash reimbursement	1,014.80
EF099404	28/05/26	Trevor Howard	Staff allowances and reimbursements	463.72
EF099405	28/05/26	JPW Marine Pty Ltd	Aquatic maintenance and services	104.74
EF099406	28/05/26	Dou He Han Pty Ltd T/A The Pamphleteers	Grants and funding	495.00
EF099407	28/05/26	Jozef Van Wynbergen	Grants and funding	4,000.00
EF099408	28/05/26	Brazel Property Pty Ltd	Refund crossover	1,008.45
EF099409	28/05/26	MME Underground Services Pty Ltd	Refund application fee	100.40
EF099410	28/05/26	Noranda Netball Association	Refund miscellaneous	361.62
EF099411	28/05/26	Emma Reid	Refund health centre memberships	1,020.00
EF099412	28/05/26	Basava Samiti of Asia Pacific Perth Chap	Refund hall hire	874.00
EF099413	28/05/26	Manfred Heldberg	Volunteer reimbursements and expenses	11.00
EF099414	28/05/26	Gale Mccluer	Volunteer reimbursements and expenses	11.00
EF099415	28/05/26	Jim Chantry	Volunteer reimbursements and expenses	11.00
EF099416	28/05/26	Lena Shim	Volunteer reimbursements and expenses	11.00
EF099417	28/05/26	Action Glass & Aluminium	Building maintenance and services	531.81
EF099418	28/05/26	Allmark & Associates Pty Ltd	Parks and gardens materials	627.00
EF099419	28/05/26	Asphalttech Pty Ltd	Construction and civil works payments	103,383.39
EF099420	28/05/26	Campbell's Janitor Supplies Pty Ltd T/A The Goods Australia	Cleaning supplies	2,858.36
EF099421	28/05/26	The Trustee for Australian Safety Group Unit Trust T/A Australian Safety Engineers	Aquatic maintenance and services	890.01
EF099422	28/05/26	A.K.C. Pty Ltd T/A Baileys Fertilisers	Parks and gardens materials	7,672.50

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF099423	28/05/26	Bunnings Group Ltd	Engineering works materials	2,260.59
EF099424	28/05/26	Capital Recycling	Engineering works materials	15,345.00
EF099425	28/05/26	Cat Haven	Animal supplies and services	3,272.00
EF099426	28/05/26	Winc Australia Pty Ltd	Office stationery and consumables	2,584.46
EF099427	28/05/26	Detail West	Cleaning services	187.00
EF099428	28/05/26	SirsiDynix Pty Ltd	Professional consultancy services	1,293.73
EF099429	28/05/26	Environment House Inc	Environmental health services and supplies	25,508.67
EF099430	28/05/26	Roy Galvin & Co. Pty Ltd T/A Galvins Plumbing Supplies	Building supplies and hardware	7,197.10
EF099431	28/05/26	The Trustee for the Jansen Gray Family Trust T/A Geoff's Tree Services Pty Ltd	Parks and gardens contract payments	15,914.80
EF099432	28/05/26	Jason Signmakers	Engineering works materials	4,788.83
EF099433	28/05/26	Rosmech Sales & Service Pty Ltd	Plant and vehicle parts and materials	396.70
EF099434	28/05/26	Lock, Stock & Farrell Locksmith Pty Ltd	Key / lock services	63.00
EF099435	28/05/26	The Trustee for Major Motors Unit Trust	Plant and vehicle purchasing	106,975.60
EF099436	28/05/26	McInerney Ford	Plant and vehicle parts and materials	535.35
EF099437	28/05/26	Ixom Operations Pty Ltd	Aquatic chemicals and consumables	4,659.19
EF099438	28/05/26	The Morley Veterinary Hospital	Animal supplies and services	590.30
EF099439	28/05/26	Natural Area Holdings Pty Ltd	Parks and gardens contract payments	9,630.50
EF099440	28/05/26	Officeworks Ltd T/A Officeworks	Office stationery and consumables	945.27
EF099441	28/05/26	Reece Australia Pty Ltd T/A Reece Plumbing	Building supplies and hardware	86.94
EF099442	28/05/26	GPC Asia Pacific Pty Ltd T/A Repco	Plant and vehicle parts and materials	222.32
EF099443	28/05/26	Europcar WA	Plant and vehicle parts and materials	630.00
EF099444	28/05/26	Technology One Limited	Software maintenance	5,072.91
EF099445	28/05/26	Judroc Pty Ltd T/A The Watershed Water Systems	Parks and gardens reticulation repairs and upgrades	654.32
EF099446	28/05/26	Ultimo Catering and Events Pty Ltd	Functions and events catering expenses	1,173.00
EF099447	28/05/26	Landgate	Title search	5,458.80
EF099448	28/05/26	Western Australia Police	Volunteer reimbursements and expenses	334.40
EF099449	28/05/26	Wattleup Tractors	Plant and vehicle parts and materials	356.40
EF099450	28/05/26	Workclobber Trust & Lindal Family Trust T/A Work Clobber	Staff uniforms and protective equipment	360.00
EF099451	28/05/26	Bayswater Historical Society Inc.	Grants and funding	5,000.00
EF099452	28/05/26	Nestle Australia Ltd	Staff amenities	115.50
EF099453	28/05/26	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	2,303.14
EF099454	28/05/26	A1 Locksmiths	Key / lock services	4,173.75
EF099455	28/05/26	Heidelberg Materials Australia Pty Ltd	Engineering works materials	352.73
EF099456	28/05/26	Blue Force Pty Ltd	Equipment maintenance	3,280.20
EF099457	28/05/26	Nyoongar Outreach Services Inc.	Community engagement framework	6,875.00
EF099458	28/05/26	Department of Transport - Vehicle Search	Vehicle searches	1,710.00
EF099459	28/05/26	JB Hi-Fi Group Pty Ltd	Minor equipment purchase	226.60
EF099460	28/05/26	The Trustee for Lift Shop Trust	Building maintenance and services	90.20
EF099461	28/05/26	Baycorp (WA) Pty Limited	Legal expenses and court costs	252.87
EF099462	28/05/26	Rubek Automatic Doors	Building maintenance and services	1,885.40
EF099463	28/05/26	Bridgestone Aust Ltd	Plant and vehicle parts and materials	3,724.05
EF099464	28/05/26	Corsign WA Pty Ltd	Signage and banners	2,117.50
EF099465	28/05/26	Marketforce Pty Ltd	Advertising public notices	1,150.60
EF099466	28/05/26	DDL Australia Pty Ltd T/A Lumify Group	Staff training, development and support	9,814.64
EF099467	28/05/26	The Trustee for the Ingwelala Trust T/A Westoz Food Distrib	Kiosk stock	2,569.20
EF099468	28/05/26	Intellife Group Limited	Building maintenance and services	9,873.78
EF099469	28/05/26	D.A. Christie Pty Ltd	Building maintenance and services	2,283.60
EF099470	28/05/26	Dowsing Group Pty Ltd	Construction and civil works payments	70,538.92
EF099471	28/05/26	E Fire & Safety	Staff training, development and support	13,667.52
EF099472	28/05/26	ADT Security	Buildings and events security expenses	284.43
EF099473	28/05/26	West Coast Gymnasts	Youth and seniors community activities	1,329.40
EF099474	28/05/26	The Trustee for Instrument Choice Trust T/A Instrument Choic	Environmental health services and supplies	2,186.18
EF099475	28/05/26	The Trustee for Aberhart & Rajoo Unit Trust T/A W.A. Cleaning Equipment Repairs	Equipment maintenance	2,273.95
EF099476	28/05/26	The Trustee for the Dzodzoz Family Trust	Parks and gardens contract payments	27,393.70
EF099477	28/05/26	The Lifting Company Pty Ltd	OSH equipment	964.15
EF099478	28/05/26	Quality Nominees Pty Ltd T/A Taman Diamond Tool Solutions	Engineering works materials	1,233.10
EF099479	28/05/26	Sonic Health Plus Pty Ltd	Medical services and materials	4,594.70
EF099480	28/05/26	Nature Play Solutions Pty Ltd	Parks and gardens contract payments	3,606.66
EF099481	28/05/26	AquamoniX Pty Ltd	Parks and gardens contract payments	748.55
EF099482	28/05/26	CITEC Confirm	Vehicle searches	41.60
EF099483	28/05/26	Pirtek Malaga	Plant and vehicle parts and materials	19.49
EF099484	28/05/26	Contra-flow Pty Ltd	Traffic management	20,317.03
EF099485	28/05/26	Strata Corporation Pty Ltd T/A Stratagreen	Parks and gardens materials	939.20
EF099486	28/05/26	West Coast Spring Water Pty Ltd T/A Aussie Natural Spring Water	Staff amenities	305.11
EF099487	28/05/26	Kay Family Trust T/A Pressure Masters	Plant and vehicle parts and materials	392.70
EF099488	28/05/26	Linemarking WA Pty Ltd	Parking bays marking	2,071.85
EF099489	28/05/26	Living Turf	Parks and gardens materials	52,835.86
EF099490	28/05/26	The Trustee for Alba Unit Trust T/A Quality Press	Printing and graphic design expenses	1,507.00
EF099491	28/05/26	Prestige Elevators Pty Ltd	Building maintenance and services	1,155.00
EF099492	28/05/26	Transnational (2001) Pty Ltd	Plant and vehicle parts and materials	477.95
EF099493	28/05/26	GFG Temporary Assist	Labour hire and temporary replacement	10,959.30
EF099494	28/05/26	Mader Contracting Pty Ltd	Labour hire and temporary replacement	37,133.25
EF099495	28/05/26	IRP Pty Ltd	Labour hire and temporary replacement	2,871.00
EF099496	28/05/26	Fresh Fields Management (Mertome Village) Pty Ltd	Management fee	10,553.49
EF099497	28/05/26	Carol Foley	Youth and seniors community activities	340.00
EF099498	28/05/26	Prestige Property Maintenance Pty Ltd	Parks and gardens contract payments	18,384.40
EF099499	28/05/26	MPK Tree Management Pty Ltd T/A MPK Tree Services	Parks and gardens tree pruning and assoc. services	88,387.00
EF099500	28/05/26	Environmental Industries Pty Ltd	Parks and gardens contract payments	11,861.38
EF099501	28/05/26	Boyan Electrical Services	Electrical installation and repair	16,630.23
EF099502	28/05/26	Ricoh Australia Pty Ltd	Photocopying contract charges	2,814.94
EF099503	28/05/26	Arbor West Pty Ltd T/A Classic Tree Services	Parks and gardens tree pruning and assoc. services	13,400.20
EF099504	28/05/26	Pool & Pump Service & Repairs Pty Ltd	Aquatic maintenance and services	6,968.30
EF099505	28/05/26	Urban Resources Pty Ltd	Parks and gardens materials	27,417.50
EF099506	28/05/26	CNW Pty Ltd	Building supplies and hardware	2,263.38
EF099507	28/05/26	Product Recovery Industries Pty Ltd	Construction and civil works payments	825.00
EF099508	28/05/26	Kmart Australia Limited	Youth and seniors community activities	312.00
EF099509	28/05/26	William Buck Consulting (WA) Pty Ltd	Audit services	308.00
EF099510	28/05/26	Programmed Skilled Workforce Ltd	Labour hire and temporary replacement	4,445.57
EF099511	28/05/26	DLF Co Pty Ltd	Parks and gardens contract payments	845.24
EF099512	28/05/26	IWM (PBH) Pty Ltd T/A Perth Bin Hire	Waste collection and hygiene services	1,136.98
EF099513	28/05/26	AMS Technology Group Pty Ltd	Building maintenance and services	3,541.10
EF099514	28/05/26	Perth Playground and Rubber Pty Ltd	Equipment purchases	8,536.00
EF099515	28/05/26	Brownes Foods Operations Pty Ltd	Staff amenities	185.64
EF099516	28/05/26	Pool Robotics Perth	Equipment maintenance	2,657.50
EF099517	28/05/26	Team Global Express Pty Ltd T/A IPEC	Postage and courier charges	862.55
EF099518	28/05/26	Specialist Wholesalers Pty Ltd T/A Truckline	Plant and vehicle parts and materials	433.43
EF099519	28/05/26	WPC Group Ltd	Labour hire and temporary replacement	7,577.33
EF099520	28/05/26	BT Equipment Pty Ltd T/A 600 Cranes Australasia	Plant and vehicle parts and materials	2,860.11
EF099521	28/05/26	AA Collard Pty Ltd T/A Garden Care West (WA)	Parks and gardens contract payments	660.00
EF099522	28/05/26	Flexi Staff Group Pty Ltd	Labour hire and temporary replacement	4,212.40
EF099523	28/05/26	Milton Pty Ltd T/A Classic Hire	Vehicle and plant hire	2,312.01
EF099524	28/05/26	TJ & RJ Sellick Pty Ltd T/A Lawn Doctor Turf Solutions	Parks and gardens contract payments	4,683.13
EF099525	28/05/26	Christopher Mark Bayley T/A CRPM Services High Pressure Cleaning	Graffiti removal	11,203.50
EF099526	28/05/26	Amanda Kendle T/A Amanda Kendle Consulting	Youth and seniors community activities	440.00

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				
EF099527	28/05/26	Australasian Fleet Management Association Inc.	Staff training, development and support	499.00
EF099528	28/05/26	Antonio Francisco Perez-Olea T/A Maylands Vet	Animal supplies and services	110.00
EF099529	28/05/26	Grzyb C & Ross S T/A Flowers in Wonderland	Gifts and presentations	2,085.00
EF099530	28/05/26	Australian Agribusiness (Holdings) Pty Ltd T/A Nuturf	Parks and gardens materials	66,022.00
EF099531	28/05/26	Techworks Plumbing Pty Ltd Techworks Plumbing Pty Ltd	Construction and civil works payments	10,462.36
EF099532	28/05/26	Arbor Centre Group Pty Ltd	Parks and gardens contract payments	5,632.55
EF099533	28/05/26	ATI-Mirage Training and Business Solutions Pty Ltd	Staff training, development and support	1,188.00
EF099534	28/05/26	Life Apparel Co Pty Ltd	Marketing and promotional material	234.68
EF099535	28/05/26	RTV Computers Pty Ltd	Information technology minor purchases	536.80
EF099536	28/05/26	Lizo Pty Ltd T/A Stihl Shop Osborne Park	Minor equipment purchase	1,841.00
EF099537	28/05/26	Gembira Holdings Pty Ltd T/A BCJ Plastic Products	Building supplies and hardware	302.50
EF099538	28/05/26	Omnicom Media Group Australia Pty Ltd	Advertising public notices	5,122.87
EF099539	28/05/26	JEC Holdings WA Pty Ltd T/A CAI Fences	Fencing	5,838.80
EF099540	28/05/26	Yann Alex Toussaint	Community engagement framework	400.00
EF099541	28/05/26	HI-Range Oz Pty Ltd T/A Mettams Vehicle Solutions	Plant and vehicle parts and materials	1,032.34
EF099542	28/05/26	Eurofins ARL Pty Ltd	Environmental testing and sampling	8,025.82
EF099543	28/05/26	McLeods Lawyers Pty Ltd	Legal expenses and court costs	15,547.86
EF099544	28/05/26	The Trustee for Story Family Trust T/A Steve's Sand Sifting for Playground Services	Parks and gardens contract payments	314.50
EF099545	28/05/26	Environex International Pty Ltd	Aquatic chemicals and consumables	2,724.15
EF099546	28/05/26	The Trustee for the Pave-Mix Unit Trust T/A Pave-Mix T/A Paloma Management Pty Ltd	Construction and civil works payments	2,659.36
EF099547	28/05/26	AMC Commercial Cleaning (WA) Pty Ltd	Cleaning services	7,590.00
EF099548	28/05/26	Aston Consulting (WA) Pty Ltd	Building maintenance and services	1,100.00
EF099549	28/05/26	Protek Carpentry and Fencing Services Pty Ltd	Fencing	6,909.00
EF099550	28/05/26	Zenith Executive Search Pty Ltd	Labour hire and temporary replacement	786.54
EF099551	28/05/26	The Trustee for the Louis Trust T/A Access Office Industries	Furniture purchases	4,858.70
EF099552	28/05/26	RTS Group (WA) Pty Ltd T/A RTS Training	Staff training, development and support	75.00
EF099553	28/05/26	Annelize Prinsloo	Youth and seniors community activities	300.00
EF099554	28/05/26	Watchtower Security Pty Ltd	Equipment maintenance	869.00
EF099555	28/05/26	Thinkproject Australia Pty Ltd	Software maintenance	6,105.00
EF099556	28/05/26	Head Oceania Pty Ltd T/A Zoggs Australia	Kiosk stock	1,597.20
EF099557	28/05/26	Deborah Huff	Artist fee	1,300.00
EF099558	28/05/26	Deborah Anne Eldridge	Youth and seniors community activities	650.00
EF099559	28/05/26	TKPH Pty Ltd T/A OTR Tyres	Plant and vehicle parts and materials	13,240.55
EF099560	28/05/26	Acacia Connection Pty Ltd	Staff training, development and support	2,813.80
EF099561	28/05/26	Wholesome Foods & Catering Pty Ltd T/A Epic Catering Service	Functions and events catering expenses	379.50
EF099562	28/05/26	KW Douglas Family Trust T/A Perth Stitchings	Marketing and promotional material	1,364.00
EF099563	28/05/26	DISC Profiles Australia Pty Ltd	Staff training, development and support	5,830.00
EF099564	28/05/26	The trustee for Kadesjada Trust T/A One 20 Productions	Equipment hire	250.80
EF099565	28/05/26	Slovenian Club of Perth WA Inc	Community engagement framework	547.00
EF099566	28/05/26	The Trustee for Smoke and Mirrors Trust T/A Smoke and Mirror	Equipment hire	1,627.00
				6,835,236.85
Cancelled Payments				
EF098908	05/05/26	Diverse Project Group		-2,300.00
				-2,300.00

City of Bayswater**List of Payment - Trust****for the period 1 May 2026 to 31 May 2026**

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				\$
EF099070	07/05/26	Department of Planning, Lands and Heritage	Refund development application fee	6,322.00
EF099115	14/05/26	Department of Local Government, Industry Regulation and Safe	Refund BSL	17,047.92
EF099269	21/05/26	Building & Construction Industry Training Board	Construction Training Fund Levy	6,539.69
				<u>29,909.61</u>

City of Bayswater**Corporate Credit Card Transactions**

for the period 29 April 2026 to 28 May 2026

Date	Supplier	Description	Amount \$
Chief Executive Officer			
30/04/26	Uber	Travel expenses	22.19
01/05/26	Uber	Travel expenses	25.24
01/05/26	Uber	Travel expenses	24.77
01/05/26	Uber	Travel expenses	24.44
01/05/26	Uber	Travel expenses	19.84
04/05/26	City of Vincent	Parking fees	7.35
04/05/26	Uber	Travel expenses	21.74
04/05/26	Ischia	Food and drinks	187.86
11/05/26	Uber	Travel expenses	30.29
11/05/26	Uber	Travel expenses	22.26
11/05/26	Uber	Travel expenses	20.80
11/05/26	Crooked Spire Coffee and Art House	Food and drinks	12.58
11/05/26	Uber	Travel expenses	12.24
11/05/26	Petition Beer Corner	Food and drinks	82.90
14/05/26	Office Corporate and Education	Office stationery and consumables	123.35
15/05/26	ChatGPT	Memberships and subscriptions	27.95
18/05/26	Bayswater Hotel and Motel	Food and drinks	9.14
18/05/26	Uber	Travel expenses	37.38
18/05/26	Uber	Travel expenses	19.64
18/05/26	Bayswater Hotel and Motel	Food and drinks	57.86
20/05/26	Uber	Travel expenses	44.18
20/05/26	Uber	Travel expenses	43.28
20/05/26	Green Street Café	Food and drinks	16.51
21/05/26	Green Street Café	Food and drinks	10.94
25/05/26	Uber	Travel expenses	33.13
25/05/26	Uber	Travel expenses	22.81
25/05/26	Australasian Reporting Awards	Conference expenses	2,410.00
			Card Total 3,370.67
Director Community Services			
29/04/26	WA News	Memberships and subscriptions	8.00
05/05/26	Twilio Sendgrid	Memberships and subscriptions	139.73
06/05/26	WA News	Memberships and subscriptions	8.00
08/05/26	Australian Securities and Investments Commission	Legal expenses and court costs	30.00
13/05/26	WA News	Memberships and subscriptions	8.00
18/05/26	Department of Justice	Legal expenses and court costs	194.30
19/05/26	Officeworks	Gifts and presentations	263.90
20/05/26	WA News	Memberships and subscriptions	32.00
22/05/26	SAI Global	Memberships and subscriptions	4,083.20
22/05/26	The Australian Institute of Building Surveyors	Conference expenses	890.00
22/05/26	The Australian Institute of Building Surveyors	Conference expenses	890.00
25/05/26	Department of Health	Licence and permit renewal	141.00
28/05/26	Eventbrite	Memberships and subscriptions	21.27
			Card Total 6,709.40
Director Corporate Services			
29/04/26	WA News	Memberships and subscriptions	8.00
29/04/26	Meta Platforms Ireland Ltd T/A Facebook	Marketing and promotional material	871.00
05/05/26	WA News	Memberships and subscriptions	8.00
05/05/26	Create Send	Memberships and subscriptions	671.00
08/05/26	Disc Profile	Staff training, development and support	1,267.95
11/05/26	Pinnacle Safety & Training	Staff training, development and support	295.00
12/05/26	WA News	Memberships and subscriptions	8.00
13/05/26	Meta Platforms Ireland Ltd T/A Facebook	Marketing and promotional material	29.25
13/05/26	Meta Platforms Ireland Ltd T/A Facebook	Marketing and promotional material	871.00
19/05/26	WA News	Memberships and subscriptions	32.00
19/05/26	Ginga	Food and drinks	64.43
			Card Total 4,125.63
Director Infrastructure & Assets			
07/05/26	Blackhawk Network Gift Cards	Gifts and presentations	204.95
07/05/26	Blackhawk Network Gift Cards	Gifts and presentations	204.95
11/05/26	Fastfield	Memberships and subscriptions	105.24
14/05/26	ChatGPT	Memberships and subscriptions	27.95
18/05/26	Water Corporation	Construction and civil works payments	4,153.26
28/05/26	Department of Local Government, Industry Regulation and Safety	Licence and permit renewal	276.00
			Card Total 4,972.35
			Grand Total <u><u>19,178.05</u></u>

City of Bayswater

List of Corporate Purchase Card Transactions for the period 1 May 2026 to 31 May 2026

Date	Description	Amount \$
Bunnings Group Ltd		
2218		
17/04/26	Building supplies and hardware	144.91
22/04/26	Building supplies and hardware	5.16
	Sub Total	150.07
3686		
08/04/26	Parks and gardens materials	56.73
	Sub Total	56.73
4470		
15/04/26	Building supplies and hardware	19.80
15/04/26	Building supplies and hardware	9.90
	Sub Total	29.70
3292		
01/05/26	Building supplies and hardware	19.49
	Sub Total	19.49
9176		
14/04/26	Building supplies and hardware	79.59
14/04/26	Building supplies and hardware	54.64
15/04/26	Building supplies and hardware	56.59
17/04/26	Building supplies and hardware	79.99
21/04/26	Building supplies and hardware	50.33
21/04/26	Building supplies and hardware	264.26
	Sub Total	585.40
7788		
23/04/26	Minor equipment purchase	119.23
23/04/26	Minor equipment purchase	106.64
	Sub Total	225.87
0012		
13/04/26	Minor equipment purchase	233.55
15/04/26	Minor equipment purchase	104.54
20/04/26	Equipment maintenance	330.08
23/04/26	Equipment maintenance	284.05
23/04/26	Equipment maintenance	32.60
	Sub Total	984.82
7447		
30/04/26	Minor equipment purchase	80.03
30/04/26	Minor equipment purchase	33.08
30/04/26	Minor equipment purchase	58.95
30/04/26	Minor equipment purchase	51.92
30/04/26	Minor equipment purchase	41.76
04/05/26	Minor equipment purchase	39.47
04/05/26	Minor equipment purchase	21.56
	Sub Total	326.77
5762		
09/04/26	Engineering works materials	254.86
14/04/26	Engineering works materials	59.69
15/04/26	Parks and gardens materials	317.71
15/04/26	Minor equipment purchase	41.97
01/05/26	Engineering works materials	106.96
	Sub Total	781.19

Date	Description	Amount \$
8394		
15/04/26	Building supplies and hardware	61.67
30/04/26	Building supplies and hardware	72.56
	Sub Total	134.23
4766		
17/04/26	Parks and gardens materials	71.16
17/04/26	Parks and gardens materials	43.22
20/04/26	Parks and gardens materials	36.78
20/04/26	Parks and gardens materials	105.22
21/04/26	Minor equipment purchase	66.04
	Sub Total	322.42
1238		
23/04/26	Engineering works materials	21.94
30/04/26	Engineering works materials	174.46
	Sub Total	196.40
6649		
06/05/26	Equipment maintenance	66.23
15/04/26	Minor equipment purchase	51.89
21/04/26	Equipment maintenance	32.49
29/04/26	Aquatic chemicals and consumables	55.39
01/05/26	Equipment maintenance	249.26
04/05/26	Equipment maintenance	47.61
05/05/26	Equipment maintenance	42.73
	Sub Total	545.60
8073		
05/03/26	Building supplies and hardware	68.06
13/04/26	Building supplies and hardware	11.02
14/04/26	Building supplies and hardware	69.20
15/04/26	Building supplies and hardware	4.69
16/04/26	Building supplies and hardware	15.68
20/04/26	Building supplies and hardware	45.95
21/04/26	Building supplies and hardware	36.13
22/04/26	Building supplies and hardware	18.81
24/04/26	Building supplies and hardware	243.56
24/04/26	Building supplies and hardware	28.09
28/04/26	Building supplies and hardware	19.12
28/04/26	Building supplies and hardware	74.83
30/04/26	Building supplies and hardware	5.59
01/05/26	Building supplies and hardware	14.97
	Sub Total	655.70
0999		
08/04/26	Building supplies and hardware	39.58
08/04/26	Building supplies and hardware	33.02
29/04/26	Building supplies and hardware	75.27
	Sub Total	147.87
0099		
10/04/26	Environmental health services & supplies	110.50
	Sub Total	110.50
9220		
27/01/26	Parks and gardens materials	38.35
25/02/26	Parks and gardens materials	86.27
	Sub Total	124.62
	Bunnings Group Ltd Total	5,397.38

Date	Description	Amount \$
BP Australia Pty Ltd		
0090		
28/02/26	Fuel and oil for council fleet	173.23
12/03/26	Fuel and oil for council fleet	170.94
26/03/26	Fuel and oil for council fleet	213.11
14/04/26	Fuel and oil for council fleet	295.18
	Sub Total	852.46
0116		
01/03/26	Fuel and oil for council fleet	44.38
04/03/26	Fuel and oil for council fleet	75.01
09/03/26	Fuel and oil for council fleet	6.98
20/03/26	Fuel and oil for council fleet	86.93
25/03/26	Fuel and oil for council fleet	104.85
28/03/26	Fuel and oil for council fleet	61.57
02/04/26	Fuel and oil for council fleet	50.74
14/04/26	Fuel and oil for council fleet	95.09
	Sub Total	525.55
0124		
14/03/26	Fuel and oil for council fleet	73.33
20/03/26	Fuel and oil for council fleet	21.67
27/03/26	Fuel and oil for council fleet	101.21
12/04/26	Fuel and oil for council fleet	77.02
	Sub Total	273.23
0157		
06/03/26	Fuel and oil for council fleet	56.65
12/03/26	Fuel and oil for council fleet	54.44
	Sub Total	111.09
0173		
21/03/26	Fuel and oil for council fleet	77.85
02/04/26	Fuel and oil for council fleet	78.45
15/04/26	Fuel and oil for council fleet	70.84
	Sub Total	227.14
0199		
02/03/26	Fuel and oil for council fleet	45.93
10/03/26	Fuel and oil for council fleet	50.65
14/03/26	Fuel and oil for council fleet	34.64
21/03/26	Fuel and oil for council fleet	41.00
28/03/26	Fuel and oil for council fleet	48.82
03/04/26	Fuel and oil for council fleet	35.63
15/04/26	Fuel and oil for council fleet	80.16
27/04/26	Fuel and oil for council fleet	55.92
	Sub Total	392.75
0207		
02/03/26	Fuel and oil for council fleet	60.19
08/03/26	Fuel and oil for council fleet	60.30
14/03/26	Fuel and oil for council fleet	56.48
18/03/26	Fuel and oil for council fleet	55.19
21/03/26	Fuel and oil for council fleet	65.78
24/03/26	Fuel and oil for council fleet	63.73
28/03/26	Fuel and oil for council fleet	59.12
01/04/26	Fuel and oil for council fleet	54.87
06/04/26	Fuel and oil for council fleet	61.40
07/04/26	Fuel and oil for council fleet	63.00
13/04/26	Fuel and oil for council fleet	98.25
18/04/26	Fuel and oil for council fleet	89.49
28/04/26	Fuel and oil for council fleet	59.47
	Sub Total	847.27

Date	Description	Amount \$
0223		
11/03/26	Fuel and oil for council fleet	56.12
26/03/26	Fuel and oil for council fleet	45.84
18/04/26	Fuel and oil for council fleet	66.61
	Sub Total	<u>168.57</u>
0231		
13/03/26	Fuel and oil for council fleet	188.68
29/03/26	Fuel and oil for council fleet	198.67
17/04/26	Fuel and oil for council fleet	288.88
	Sub Total	<u>676.23</u>
2547		
04/03/26	Fuel and oil for council fleet	66.90
09/03/26	Fuel and oil for council fleet	49.07
12/03/26	Fuel and oil for council fleet	53.10
19/03/26	Fuel and oil for council fleet	76.74
23/03/26	Fuel and oil for council fleet	61.83
27/03/26	Fuel and oil for council fleet	81.94
01/04/26	Fuel and oil for council fleet	62.61
09/04/26	Fuel and oil for council fleet	75.64
14/04/26	Fuel and oil for council fleet	69.14
19/04/26	Fuel and oil for council fleet	78.95
28/04/26	Fuel and oil for council fleet	71.01
	Sub Total	<u>746.93</u>
6571		
28/02/26	Fuel and oil for council fleet	61.85
16/03/26	Fuel and oil for council fleet	93.04
03/04/26	Fuel and oil for council fleet	85.66
17/04/26	Fuel and oil for council fleet	69.91
28/04/26	Fuel and oil for council fleet	73.17
	Sub Total	<u>383.63</u>
1506		
06/03/26	Fuel and oil for council fleet	96.00
25/03/26	Fuel and oil for council fleet	135.91
11/04/26	Fuel and oil for council fleet	75.40
	Sub Total	<u>307.31</u>
Excise reduction 1st - 2nd Apr 26		
20/04/26	Fuel and oil for council fleet	-7.34
	Sub Total	<u>-7.34</u>
	BP Australia Pty Ltd Total	<u>5,504.82</u>
	Grand Total	<u><u>10,902.20</u></u>

Note: The above payments have been included in payments from the Municipal Account.

City of Bayswater
Electronic Fund Transfers
for the period 1 May 2026 to 31 May 2026

Date	Description	Amount
		\$
05/05/26	New term deposit	700,000.00
07/05/26	Wages	8,468.80
07/05/26	NAB batch fee	0.15
08/05/26	Secure pay merchant fee	1,749.52
08/05/26	Secure pay merchant fee	21.35
08/05/26	Secure pay merchant fee	14.82
13/05/26	Wages	1,191,296.86
18/05/26	NAB connect fee	521.33
19/05/26	New term deposit	1,000,000.00
20/05/26	NAB account fee	27.66
26/05/26	New term deposit	500,000.00
27/05/26	Wages	1,200,055.72
28/05/26	NAB batch fee	0.15
29/05/26	NAB bpay charge	698.50
29/05/26	NAB merchant fee	1,039.84
29/05/26	NAB merchant fee	614.52
29/05/26	NAB merchant fee	428.64
29/05/26	NAB merchant fee	162.17
29/05/26	NAB merchant fee	60.00
29/05/26	NAB merchant fee	40.00
Total		<u><u>4,605,200.03</u></u>

10.2.3 Investment Report for the Period Ended 31 May 2026

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required
Attachments:	1. Investment Register [10.2.3.1 - 1 page] 2. Investment Summary [10.2.3.2 - 1 page] 3. Investment Portfolio [10.2.3.3 - 1 page]
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 of the Local Government Act 1995.

SUMMARY

This report presents the City's Investment Portfolio for the period ended 31 May 2026.

OFFICER'S RECOMMENDATION

That Council receives the Investment Portfolio Report for the period ended 31 May 2026 with investments totalling \$97,671,420.34.

BACKGROUND

The purpose of this report is for Council to note the Investment Portfolio detailed in **Attachments 1, 2 and 3**.

In accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, a monthly report on the City's Investment Portfolio is to be presented to Council.

The City's Investment Policy details the way the City is to manage the investment portfolio ensuring:

- a high level of security;
- an adequate level of diversification to spread risk; and
- sufficient liquidity to meet all reasonably-anticipated cash flow requirements (ready access to funds for daily requirements).

The City's investment portfolio (**Attachments 1, 2 and 3**) is spread across several financial institutions in accordance with the risk management guidelines as contained in the policy.

- **Maximum Risk Exposure** - The City policy sets a portfolio credit framework which limits the credit exposure of the City's investment to the following Standard & Poor's (S&P) rated banking institutions.

S&P Long-Term Rating	S&P Short-Term Rating	Maximum Risk Limit % Credit Rating
AAA	A-1+	100%
AA	A-1	100%
A	A-2	80%

This report is intended to not only meet the City's regulatory and policy obligations, but also to summarise how the City's funds have been invested and with which financial institution.

EXTERNAL CONSULTATION

Not applicable.

OFFICER'S COMMENTS

Total investments for the period ended 31 May 2026 were \$97,671,420.34.

Of the total investment portfolio, \$69,284,039.35 is internally restricted and \$3,575,817.89 externally restricted, to satisfy the City's legislative responsibilities and to set aside funds for future projects. The balance of the investment funds represents working capital and funding required for the City's 2025/26 operating and capital expenditure requirements.

LEGISLATIVE COMPLIANCE

Investment Policy applies. It is noted that the City currently has 14% in fossil fuel free investments.

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Medium
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR06 - City does not have the adequate financial capacity to deliver planned services and maintain assets.	

FINANCIAL IMPLICATIONS

Income earned from investments is recognised in the City's financial statements.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater 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 receives the Investment Portfolio Report for the period ended 31 May 2026 with investments totalling \$97,671,420.34.

**City of Bayswater
Investment Register
Balance as at 31 May 2026**

Investment Number	Bank	Lodgement Date	Maturity Date	Rate %	Principal \$	Accrued Interest \$	Maturity Interest \$	Maturity Amount \$
201244	National Australia Bank	17/03/26	02/06/26	4.51	1,500,000.00	13,900.68	14,271.37	1,514,271.37
201243	National Australia Bank	17/03/26	09/06/26	4.60	2,439,629.59	23,059.51	25,826.65	2,465,456.24
201219	Bank of Queensland	02/12/25	16/06/26	4.40	1,300,000.00	28,208.22	30,715.62	1,330,715.62
201225	Westpac Bank	23/12/25	16/06/26	4.43	1,500,000.00	28,946.71	31,859.59	1,531,859.59
201226	National Australia Bank	06/01/26	16/06/26	4.43	3,000,000.00	52,795.89	58,621.64	3,058,621.64
201245	National Australia Bank	17/03/26	23/06/26	4.75	1,000,000.00	9,760.27	12,753.42	1,012,753.42
201251	Commonwealth Bank	07/04/26	23/06/26	4.75	1,539,764.39	10,820.54	15,429.28	1,555,193.67
201216	Bank of Queensland	26/11/25	30/06/26	4.35	1,500,000.00	33,250.68	38,613.70	1,538,613.70
201246	National Australia Bank	24/03/26	07/07/26	4.93	2,000,000.00	18,369.32	28,364.38	2,028,364.38
201254	Commonwealth Bank	05/05/26	07/07/26	4.76	700,000.00	2,373.48	5,751.12	705,751.12
201253	National Australia Bank	28/04/26	14/07/26	4.75	900,000.00	3,865.07	9,018.49	909,018.49
201256	Commonwealth Bank	26/05/26	14/07/26	4.76	500,000.00	326.03	3,195.07	503,195.07
201228	Suncorp Bank	13/01/26	21/07/26	4.52	2,700,000.00	46,141.15	63,193.32	2,763,193.32
201255	National Australia Bank	19/05/26	28/07/26	4.84	1,000,000.00	1,591.23	9,282.19	1,009,282.19
201222	Westpac Bank	16/12/25	25/08/26	4.59	2,332,169.12	48,684.19	73,906.12	2,406,075.24
201223	Westpac Bank	16/12/25	25/08/26	4.59	900,000.00	18,787.56	28,520.88	928,520.88
Muni General Funds Total					24,811,563.10	340,880.54	449,322.85	25,260,885.95
201220	Bank of Queensland	02/12/25	16/06/26	4.40	3,292,129.43	71,434.70	77,784.45	3,369,913.88
201221	Bank of Queensland	02/12/25	16/06/26	4.40	6,926,208.56	150,289.24	163,648.28	7,089,856.84
201184	Westpac Bank	26/08/25	23/06/26	4.27	11,174,736.00	363,426.91	393,494.60	11,568,230.60
201211	Suncorp Bank	04/11/25	23/06/26	4.33	5,834,752.07	143,972.91	159,892.99	5,994,645.06
201188	National Australia Bank	02/09/25	30/06/26	4.14	2,432,916.73	74,783.19	83,061.78	2,515,978.51
201199	National Australia Bank	30/09/25	30/06/26	4.26	4,821,068.39	136,730.78	153,611.13	4,974,679.52
201200	Westpac Bank	07/10/25	04/08/26	4.30	3,552,172.15	98,760.12	125,961.00	3,678,133.15
201217	Bank of Queensland	26/11/25	18/08/26	4.27	2,316,434.30	50,404.34	71,812.64	2,388,246.94
201210	National Australia Bank	28/10/25	25/08/26	4.15	591,160.46	14,451.04	20,231.45	611,391.91
201218	Commonwealth Bank	26/11/25	01/09/26	4.26	6,920,063.01	150,224.14	225,336.21	7,145,399.22
201231	Westpac Bank	20/01/26	03/11/26	4.64	5,633,514.92	93,815.77	205,535.32	5,839,050.24
201235	Westpac Bank	17/02/26	03/11/26	4.89	1,915,278.22	26,429.27	66,458.06	1,981,736.28
201242	Westpac Bank	03/03/26	08/12/26	4.91	2,752,103.41	32,949.09	103,660.05	2,855,763.46
201248	Bendigo Bank	31/03/26	05/01/27	5.40	5,127,502.09	46,273.95	212,405.02	5,339,907.11
201252	National Australia Bank	28/04/26	09/02/27	5.34	5,993,999.61	28,938.70	251,679.01	6,245,678.62
Muni Reserve Total					69,284,039.35	1,482,884.14	2,314,571.98	71,598,611.33
201195	Westpac Bank	23/09/25	23/06/26	4.21	787,483.86	22,707.58	24,796.68	812,280.54
201250	National Australia Bank	31/03/26	23/06/26	4.72	710,990.17	5,608.45	7,723.11	718,713.28
201249	Westpac Bank	31/03/26	07/07/26	4.90	886,780.23	7,261.88	11,666.63	898,446.86
201203	Bank of Queensland	14/10/25	11/08/26	4.25	1,190,563.63	31,745.65	41,726.81	1,232,290.44
Trust Specific Total					3,575,817.89	67,323.55	85,913.22	3,661,731.11
Total					97,671,420.34	1,891,088.24	2,849,808.05	100,521,228.39

**City of Bayswater
Investment Summary
Balance as at 31 May 2026**

Investments By Maturity Date

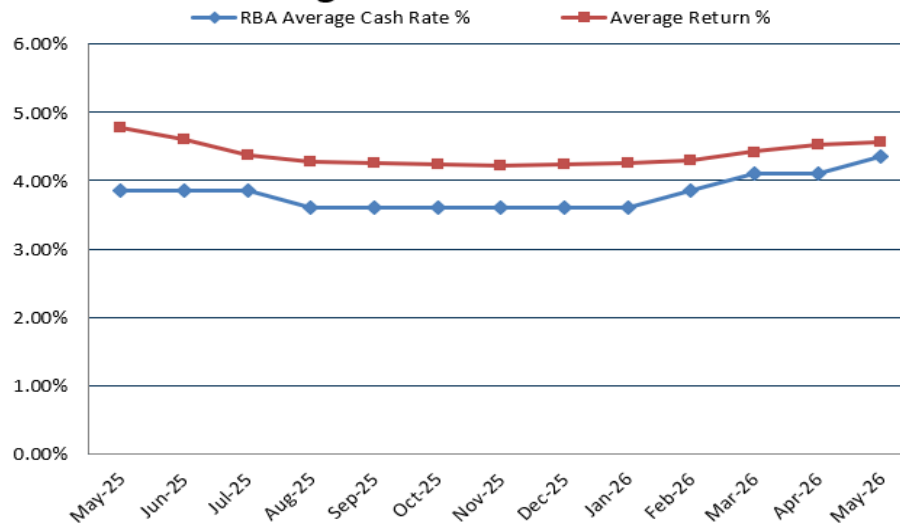
Maturity Dates	Principal	Portfolio %	Number of Investments
Less than 30 days	\$41,005,694.07	42%	13
Between 30 days and 60 days	\$17,440,765.35	18%	10
Between 61 days and 90 days	\$10,882,499.66	11%	6
Between 91 days and 180 days	\$14,468,856.15	15%	3
Between 181 days and 1 year	\$13,873,605.11	14%	3
Total	\$97,671,420.34	100%	35

Allocation of Investments

S&P Rating (Short-term)	Bank	Amount Invested	Amount Invested %	Threshold %
A-1+	National Australia Bank	\$26,389,764.95	27%	45%
A-1+	Westpac	\$31,434,237.91	32%	45%
A-1+	Commonwealth Bank	\$9,659,827.40	10%	45%
A-1	Suncorp **	\$8,534,752.07	9%	35%
A-2	Bank of Queensland	\$16,525,335.92	17%	30%
A-2	Bendigo Bank **	\$5,127,502.09	5%	30%
Total		\$97,671,420.34	100%	

** Fossil fuel free investment

Average Return on Investment



**City of Bayswater
Investment Portfolio
Balance as at 31 May 2026**

Description	Total \$	Internally restricted \$	Externally restricted \$
Investment - CoB General Funds	24,811,563.10	-	-
Investment - CoB Reserve	69,284,039.35	69,284,039.35	-
Investment - Trust	3,575,817.89	-	3,575,817.89
Total	97,671,420.34	69,284,039.35	3,575,817.89

10.2.4 Rate Exemption - 29 Cranleigh Street MORLEY WA 6062

Applicant/Proponent:	NASCHA Incorporated
Owner:	Housing Authority (Department of Housing and Works)
Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
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 of the Local Government Act 1995.

SUMMARY

This report seeks consideration and approval of an application from NASCHA Incorporated for an exemption from rates from 1 June 2026 for the property located at 29 Cranleigh Street, Morley.

OFFICER'S RECOMMENDATION

That Council:

- Approves the NASCHA Incorporated application for rates exemption for 29 Cranleigh Street Morley, from 1 June 2026, in accordance with section 6.26(2)(g) of the *Local Government Act 1995*.**
- Requests the Chief Executive Officer reviews this arrangement in April 2029 to ensure the exemption continues to apply.**

BACKGROUND

The City has received an application from NASCHA Incorporated for an exemption from rates under section 6.26(2)(g) of the *Local Government Act 1995* (the Act) for 29 Cranleigh Street, Morley.

Section 6.26 of the Act defines non-rateable land uses and includes Crown land, schools, places of worship, and charitable purposes.

As per the delegation *FS-D13 Rateable Land*, requests under section 6.26(2)(g) must be submitted to Council for consideration.

The property has been owned by Housing Authority since June 1998 and managed by NASCHA Incorporated since August 2015.

NASCHA Incorporated is registered with the Australian Charities and Non-for-profits Commission and is a tax exemption entity registered with the Australian Taxation Office.

EXTERNAL CONSULTATION

City officers consulted with two neighbouring local governments to benchmark the approach taken to this type of application.

OFFICER'S COMMENTS

NASCHA Incorporated is a not-for-profit, charitable organisation which provides specialised disability services that assists and helps people to live a lifestyle of their choice. They provide accommodation and associated services within the NDIS framework. Their services include:

- Social and leisure support
- Assistance with individual living
- Assistance with shared living
- Assistance with host family and other living options including weekend stays

This application can be considered under section 6.26(2)(g) of the Act, which states "*land used exclusively for charitable purposes*" is not rateable. Where the criteria is met, the land is explicitly not rateable under the Act.

The words 'charitable purpose' are not defined in the Act. The following criteria can be applied to clarify what is meant by the term 'charitable purpose'. The purpose should fall within the list of purposes detailed under section 12(1) of the *Charities Act 2013* or within one of the following four categories of charitable purpose as set out under Pemsell's rule:

1. relief of poverty;
2. advancement of education;
3. advancement of religion; or
4. other purposes beneficial to the community not falling under any of the preceding categories.

The objects and purposes of NASCHA Incorporated are to assist people with disabilities to live a lifestyle of their choosing, empowering them with independence, flexibility, and control over their own lives.

The owner is a state government body, stated as Housing Authority on the property title but known to the wider community as Department of Housing. The lease has been agreed between the owner and the lessee, NASCHA Incorporated, as a community housing organisation. The property is used for accommodation and services for people with medium to severe disabilities as per the Housing Authority's community disability housing program. As part of the lease terms and conditions, NASCHA Incorporated is responsible for all outgoings including council rates and charges. On this basis, it is recommended that Council approves the exemption to apply from 1 June 2026, the date the application for exemption was received.

In order for the exemptions to continue to apply, the properties must continue to be used for a charitable purpose. It is the owner's responsibility to notify the City if this purpose ends. If this occurs, the exemption will no longer apply.

In addition, the City regularly reviews properties that are subject to an exemption. The next review will occur in April 2029.

LEGISLATIVE COMPLIANCE

Section 6.26 of the *Local Government Act 1995* applies.

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 loss of rates revenue on 29 Cranleigh Street Morley, effective from 1 June 2026 would be \$156.90 for 2025/26 and estimated \$1,909.01 for 2026/27. The total approved rate exemptions for all eligible applicants in 2025/26 is \$1,339,830.18 excluding this application.

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 1.3.1 Strengthen public health and wellbeing through providing, supporting and/or advocating for services that support our community.

CONCLUSION

It is recommended that the rate exemption application be approved for NASCHA Incorporated as the use of this property is for charitable purposes and complies with section 6.26(2)(g) of the Act, and that the City reviews the arrangements in April 2029 to ensure the exemption still applies and the collection of rates is not required.

10.2.5 Schedule of Proposed Fees and Charges for 2026/27

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	<i>ABSOLUTE MAJORITY REQUIRED</i>
Attachments:	1. Fees & Charges Schedule 2026/27 [10.2.5.1 - 40 pages]
Refer:	Item: 10.2.1 OCM: 1.7.2025
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 of the Local Government Act 1995.

SUMMARY

This report seeks Council approval to impose the Schedule of Fees and Charges for the 2026/27 financial year, with an effective date of 1 July 2026.

OFFICER'S RECOMMENDATION

That Council:

- 1. Pursuant to section 6.16 of the Local Government Act 1995, imposes the Schedule of Fees and Charges for the 2026/27 financial year as detailed in Attachment 1 to take effect from 1 July 2026;**

ABSOLUTE MAJORITY REQUIRED

- 2. Notes that the Schedule of Fees and Charges will be incorporated into the 2026/27 Annual Budget;**
- 3. Notes that Item 10.5.1.2.5 *Policy Review: Community Facility Lease and License/User Agreement* in the June 2026 Ordinary Council Agenda includes a recommendation from the Policy Committee that may alter the Schedule of Fees and Charges for the 2026/27 financial year (Attachment 1) in relation to Community Facility Leases; and**
- 4. Directs the CEO to take immediate action to implement the Council decision so that local public notice can be provided without delay in accordance with section 6.19 of the *Local Government Act 1995*.**

BACKGROUND

The *Local Government Act 1995* provides that fees and charges are generally imposed at the time of adopting the Annual Budget. However, as the 2026/27 Annual Budget will not be considered for adoption until the Ordinary Council Meeting scheduled for 28 July 2026, this report has been brought forward to enable Council to impose the Schedule of Fees and Charges from 1 July 2026.

EXTERNAL CONSULTATION

Public notice of Council's intention to impose fees and charges will be provided in accordance with legislative requirements.

Internal consultation has been undertaken across all directorates and through Council workshops to ensure the proposed Schedule of Fees and Charges reflects operational and statutory requirements.

OFFICER'S COMMENTS

The development of the Schedule of Fees and Charges involves a comprehensive review process across all directorates. Proposed fees are assessed and approved within each directorate, taking into account service delivery costs, strategic objectives, and operational requirements. The proposed fees and charges have also been considered as part of the Council's budget workshop process to ensure alignment with the annual budget.

In establishing the fees, officers have had regard to relevant legislative requirements where applicable, ensuring compliance with statutory obligations. In addition, benchmarking and cost recovery principles have been applied while maintaining equitable access to services.

As the budget adoption is planned to be considered by Council on 28 July 2026, it is recommended that the fees and charges be approved in advance of the budget meeting. This will enable officers to make the changes effective 1 July 2026 and ensure a smooth transition between financial years.

Since being presented at a recent budget briefing the only changes relate to the addition of fees to purchase tickets to the Bayswater Business Awards.

The proposed schedule of fees and charges can be found in **Attachment 1**.

LEGISLATIVE COMPLIANCE

Section 6.16 of the *Local Government Act 1995* states:

"Fees and charges are to be imposed when adopting the annual budget but may be

(a) imposed during a financial year; and*

(b) amended from time to time during a financial year.*

**Absolute majority required"*

Section 6.19 of the *Local Government Act 1995* states:

"If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed."

Section 16.3 (3) of the City of Bayswater Standing Orders allows Council to resolve to direct the CEO to take immediate action to implement the decision.

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 proposed fees and charges form part of the local government's revenue base for the 2026/27 financial year.

Revenue generated will be incorporated into the Annual Budget and has been developed with regard to cost recovery, service delivery costs and market considerations.

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 Council adopts the Schedule of Proposed Fees and Charges for the 2026/27 financial year, effective from 1 July 2026 as contained in **Attachment 1**.

Fees and Charges



2026/27

.....



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The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

City of Bayswater

Effective 1 July 2021, Council introduced a Veterans' discount of 10% on adopted fees and charges (with the exception of regulated/prescribed fees) for any eligible resident veteran. A 5% discount is to be applied for eligible non-residents.

COMMUNITY SERVICES

Bayswater Waves

Aquatic Entry Fees

Aquatic Adult (16 years and over)	\$7.90	\$7.27	\$0.73	\$8.00	1.27%	Y
Aquatic Child, Seniors and Concession	\$6.00	\$5.55	\$0.55	\$6.10	1.67%	Y
Aquatic Family pass (2+2 or 1+3)	\$23.50	\$21.82	\$2.18	\$24.00	2.13%	Y
Aquatic Off Peak Swim (Monday to Friday 11:30AM - 1:30PM, excludes school holidays)	\$6.20	\$5.73	\$0.57	\$6.30	1.61%	Y
School Entry - Term 1 & 4	\$3.70	\$3.45	\$0.35	\$3.80	2.70%	Y
School Entry - Term 2 & 3	\$3.00	\$2.73	\$0.27	\$3.00	0.00%	Y
School Entry - Vacation	\$5.00	\$4.64	\$0.46	\$5.10	2.00%	N
Aquatic Wellness - Adult (16 years and over)	\$14.70	\$13.64	\$1.36	\$15.00	2.04%	Y
Aquatic Wellness - Seniors (WA seniors card holders) or concession (health care card)	\$12.40	\$11.55	\$1.15	\$12.70	2.42%	Y
Aquatic Wellness - Upgrade Adult	\$6.80	\$6.36	\$0.64	\$7.00	2.94%	Y
Aquatic Wellness - Upgrade Senior or Concession	\$6.40	\$6.00	\$0.60	\$6.60	3.13%	Y
Aquatic Junior Squad External	\$4.30	\$4.00	\$0.40	\$4.40	2.33%	N
Aquatic Senior Squad External	\$6.00	\$5.55	\$0.55	\$6.10	1.67%	N
Accreditation Swim	\$25.00	\$23.18	\$2.32	\$25.50	2.00%	Y
Scuba Single Entry	\$26.80	\$24.91	\$2.49	\$27.40	2.24%	Y

Hire Fees

Carnival Fee (up to 3 hours)	\$460.00	\$427.27	\$42.73	\$470.00	2.17%	N
Carnival Fee (additional per hour)	\$150.00	\$139.09	\$13.91	\$153.00	2.00%	N
Carnival Electronic Timing Set	\$190.00	\$172.73	\$17.27	\$190.00	0.00%	N
Fun nut hire per hour (small)	\$5.00	\$4.55	\$0.45	\$5.00	0.00%	N
Fun nut hire per hour (large)	\$7.00	\$6.36	\$0.64	\$7.00	0.00%	N
Fun nut hire double	\$9.00	\$8.18	\$0.82	\$9.00	0.00%	N
Lane Hire - 50m olympic pool casual hire per hour	\$27.70	\$25.73	\$2.57	\$28.30	2.17%	N
Lane Hire - 50m olympic pool regular hire per hour	\$22.60	\$21.00	\$2.10	\$23.10	2.21%	N
Lane Hire - 50m olympic pool club hire per hour	\$6.70	\$6.18	\$0.62	\$6.80	1.49%	N
Lane Hire - 25m / wave casual hire per hour	\$22.10	\$20.55	\$2.05	\$22.60	2.26%	N
Lane Hire - 25m / wave pool regular hire per hour	\$16.90	\$15.73	\$1.57	\$17.30	2.37%	N

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.
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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Hire Fees [continued]

Lane Hire - 25m / wave club hire per hour	\$6.70	\$6.18	\$0.62	\$6.80	1.49%	N
Aquatic Facility Hire inside or outside per 3 hour minimum (after hours only)	\$1,235.00	\$1,146.36	\$114.64	\$1,261.00	2.11%	N
Aquatic Facility Hire inside or outside additional per hour (after hours only)	\$665.00	\$617.27	\$61.73	\$679.00	2.11%	N
Shade Shelter Hire - 2 Hours	\$70.00	\$63.64	\$6.36	\$70.00	0.00%	N
Lane Hire - Hydrotherapy Pool	\$60.00	\$55.73	\$5.57	\$61.30	2.17%	N
Party (up to 10 children, 1 adult spectator per child)	\$125.00	\$113.64	\$11.36	\$125.00	0.00%	N
Party (up to 20 children, 1 adult spectator per child)	\$175.00	\$159.09	\$15.91	\$175.00	0.00%	N
Party (up to 30 children, 1 adult spectator per child)	\$225.00	\$204.55	\$20.45	\$225.00	0.00%	N
Party Additional Children	\$12.50	\$11.36	\$1.14	\$12.50	0.00%	N
Party Inflatable Hire (1 hour)	\$123.50	\$114.55	\$11.45	\$126.00	2.02%	N

Bus Hire**For-profit-groups and not-for-profit groups exceeding usage limit as per bus hire terms and conditions**

Booking fee	\$50.00	\$45.45	\$4.55	\$50.00	0.00%	N
Bus non-refueling fee	\$100.00	\$90.91	\$9.09	\$100.00	0.00%	N

Not-for-profit community groups

No charge (fee waiver)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	N

Community Centres - Bayswater & Morley**Activity Fees**

Community Centre Activity Fee 1	\$0.00	\$2.73	\$0.27	\$3.00	∞	N
Community Centre Activity Fee 2	\$0.00	\$5.45	\$0.55	\$6.00	∞	N
Community Centre Activity Fee 3	\$0.00	\$9.09	\$0.91	\$10.00	∞	N
Tea and coffee fee (bingo players only)	\$3.00	\$2.73	\$0.27	\$3.00	0.00%	N

Other fees

Hairdressing service (half day)	\$25.00	\$22.73	\$2.27	\$25.00	0.00%	N
Hairdressing service (whole day)	\$50.00	\$45.45	\$4.55	\$50.00	0.00%	N

Community Development

Community Program Fee			Cost Recovery to a maximum of \$40.00			N
Community Program Fee 1	\$0.00	\$4.55	\$0.45	\$5.00	∞	N
Community Program Fee 2	\$0.00	\$9.09	\$0.91	\$10.00	∞	N

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.
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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Environmental Health

Commercial Mosquito Control - Equipment (hourly rate)	\$412.50	\$386.25	\$38.63	\$424.88	3.00%	N
Commercial Mosquito Control - Labour (hourly rates)	\$82.50	\$77.25	\$7.73	\$84.98	3.01%	N
Environment Health Assessments	\$150.00	\$136.36	\$13.64	\$150.00	0.00%	N
Food Business Notification	\$77.00	\$80.00	\$0.00	\$80.00	3.90%	N
Inspection Fee - Section 39	\$103.00	\$105.00	\$0.00	\$105.00	1.94%	N
Low risk food business	\$0.00	\$125.00	\$0.00	\$125.00	∞	N
Public Health Program Participation Fee	\$5.00	\$4.55	\$0.45	\$5.00	0.00%	N
Swimming Pool Water Sampling	\$50.00	\$50.00	\$0.00	\$50.00	0.00%	N
Coopex	\$8.75	\$9.18	\$0.92	\$10.10	15.43%	N
High risk food business	\$482.00	\$496.45	\$0.00	\$496.45	3.00%	N
Medium risk food business	\$240.00	\$247.20	\$0.00	\$247.20	3.00%	N
Health business enquiry	\$72.00	\$74.00	\$0.00	\$74.00	2.78%	N
Food sampling reports	\$66.00	\$66.00	\$0.00	\$66.00	0.00%	N
Licence of a morgue	\$132.00	\$135.00	\$0.00	\$135.00	2.27%	N
Licence of a lodging house	\$132.00	\$135.00	\$0.00	\$135.00	2.27%	N
Fines / prosecutions					Variable	N
Septic tank application fee	\$118.00	\$118.00	\$0.00	\$118.00	0.00%	N
Permit to use septic tank system	\$118.00	\$118.00	\$0.00	\$118.00	0.00%	N
Septic tank plan copy	\$15.50	\$15.50	\$0.00	\$15.50	0.00%	N
Temporary public building, not requiring building licence, accommodating up to 1000 people	\$184.50	\$190.00	\$0.00	\$190.00	2.98%	N
Temporary public building, not requiring building licence, accommodating more than 1000 people	\$481.75	\$495.00	\$0.00	\$495.00	2.75%	N
Noise management plan fee	\$110.00	\$113.00	\$0.00	\$113.00	2.73%	N

Mobile Food Vehicles

Permit application fee	\$54.00	\$56.00	\$0.00	\$56.00	3.70%	N
Permit renewal fee	\$33.00	\$34.00	\$0.00	\$34.00	3.03%	N
Three month permit	\$261.38	\$269.22	\$0.00	\$269.22	3.00%	N
Six month permit ~	\$522.75	\$538.43	\$0.00	\$538.43	3.00%	N
12 month permit	\$1,045.50	\$1,076.87	\$0.00	\$1,076.87	3.00%	N

Events

Community events

Art award and exhibition

Art Tour Fee	\$30.00	\$27.27	\$2.73	\$30.00	0.00%	N
Festival Sponsor Feature in Official Program	\$4,000.00	\$3,636.36	\$363.64	\$4,000.00	0.00%	N
Entry fee of Artwork	\$30.00	\$27.27	\$2.73	\$30.00	0.00%	N
Artwork Sale Commission Fee	Cost varies. 15% commssion on sales of artwork for the artists aged 18 and over					N

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Art award and exhibition - youth

Entry fee of Artwork	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	N

Bayswater Business Awards

Early Bird	\$0.00	\$136.36	\$13.64	\$150.00	∞	N
General Admission	\$0.00	\$177.27	\$17.73	\$195.00	∞	N
Table of 10	\$0.00	\$1,545.45	\$154.55	\$1,700.00	∞	N

Community festivals

Site fees

Business Partner Stall	\$25.00	\$22.73	\$2.27	\$25.00	0.00%	Y
Casual Hire Site Fee - Full Day of Reserve at Broun Park	\$360.00	\$343.63	\$34.36	\$378.00	5.00%	N
Event - Circus Reserve Bond at Broun Park	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	N
Event - High Risk Reserve Bond	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	0.00%	N
HighRisk Bond - Circus Event						
Event - Low Risk Reserve Bond	\$350.00	\$350.00	\$0.00	\$350.00	0.00%	N
Low Risk Bond Fee for Circus Events						
Event - Medium Risk Reserve Bond	\$650.00	\$650.00	\$0.00	\$650.00	0.00%	N
Medium Risk Bond - Circus Event						
Event - Very High Risk Reserve Bond	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	0.00%	N
Event Vendor Power 1 x 10 Amp	\$15.00	\$15.75	\$0.00	\$15.75	5.00%	Y
Event Vendor Power 1 x 15 Amp	\$20.00	\$21.00	\$0.00	\$21.00	5.00%	Y
Event Vendor Power 1 x 3 Phase	\$25.00	\$26.25	\$0.00	\$26.25	5.00%	Y
Market stall - non food (above 5 hours) per stall	\$30.00	\$31.50	\$0.00	\$31.50	5.00%	Y
Market Stall - Not for Profit Local Association within Bayswater Municipality					Free	Y
Market Vendor - Electrical Compliance	\$25.00	\$26.25	\$0.00	\$26.25	5.00%	Y
Food stall at events with expected attendance is less than 500 people					Free	N
Food stall (above 5 hours)	\$50.00	\$52.50	\$0.00	\$52.50	5.00%	Y
Food stall (less than 5 hours)	\$25.00	\$26.25	\$0.00	\$26.25	5.00%	Y
Market stall - non food (less than 5 hours)	\$15.00	\$15.00	\$0.00	\$15.00	0.00%	Y
Market stall - Non food at events with expected attendance less than 500 people					Free	N

Sporting Events

Professional Sporting Game – General Admission	\$30.00	\$31.82	\$3.18	\$35.00	16.67%	N
Professional Sporting Game– Licensed Area	\$35.00	\$40.91	\$4.09	\$45.00	28.57%	N

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Library Services

Lost, damaged, stolen library membership card (per card)	\$4.50	\$4.50	\$0.00	\$4.50	0.00%	N
Sale of donated and discarded items	Cost varies. Based on condition of item and demand for subject or genre content.					N
Lost, damaged, stolen City of Bayswater materials (i.e. books, DVDs, talking books, magazines, comics and graphic novels)	Cost varies. Calculated on original cost per item, less annual depreciation. Depreciation is determined using State Library of WA's depreciation schedules.					N
Audio ear buds	\$4.00	\$3.64	\$0.36	\$4.00	0.00%	N
Temporary public internet service membership	\$3.00	\$2.73	\$0.27	\$3.00	0.00%	N
USB flash drives	\$10.00	\$13.64	\$1.36	\$15.00	50.00%	N

Photocopying

Black and white A4 and A3 (per side)	\$0.20	\$0.18	\$0.02	\$0.20	0.00%	N
Colour A4 and A3 (per side)	\$1.00	\$0.91	\$0.09	\$1.00	0.00%	N

Printing from public PCs

Black and white A4 (per side)	\$0.20	\$0.18	\$0.02	\$0.20	0.00%	N
Colour A4 (per side)	\$1.00	\$0.91	\$0.09	\$1.00	0.00%	N

Morley Sport & Recreation Centre

Hire Fees

Mangini Room per day	\$450.00	\$417.73	\$41.77	\$459.50	2.11%	N
Mangini Room per hour	\$60.00	\$55.73	\$5.57	\$61.30	2.17%	N
Welling Room Hire - WAFES	\$73.80	\$68.45	\$6.85	\$75.30	2.03%	N
Wellington Room per day	\$1,250.00	\$1,160.00	\$116.00	\$1,276.00	2.08%	N
Wellington Room per hour	\$167.00	\$155.00	\$15.50	\$170.50	2.10%	N

Planning and Subdivision

Development

Deemed-to-Comply Clause 61A Check	\$295.00	\$295.00	\$0.00	\$295.00	0.00%	N
Not more than \$50,000 ^	\$147.00	\$147.00	\$0.00	\$147.00	0.00%	N
More than \$50,000 but not more than \$500,000 ^	0.32% of the estimated cost of development					N
More than \$500,000 but not more than \$2.5 million ^	\$1,700 + 0.257% for every \$1 in excess of \$500,000					N
More than \$2.5 million but not more than \$5 million ^	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million					N
More than \$5 million but not more than \$21.5 million ^	\$12,633 + 0.123% for every \$1 in excess of \$5 million					N
More than \$21.5 million ^	\$34,196.00	\$34,196.00	\$0.00	\$34,196.00	0.00%	N
Where the development has commenced or been carried out ^	The fee based on estimated cost plus, by way of penalty, twice that fee					N
Extractive industry ^	\$739.00	\$739.00	\$0.00	\$739.00	0.00%	N

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Development [continued]

Extractive industry (where development has commenced or been carried out) ^	\$2,217.00	\$2,217.00	\$0.00	\$2,217.00	0.00%	N
Amend or cancel development approval ^	\$295.00	\$295.00	\$0.00	\$295.00	0.00%	N

Change of Use

Change of use ~	\$295.00	\$295.00	\$0.00	\$295.00	0.00%	N
Change of use where the development has commenced or been carried out ~	The fee for change of use plus, by way of penalty, twice that fee					N

Home Business

Initial Application for approval where the Home Business has not commenced	\$222.00	\$222.00	\$0.00	\$222.00	0.00%	N
Initial Application for approval where the Home Business has commenced	The fee for change of use plus, by way of penalty, twice that fee					N
Renewal for approval of Home Business where the business has commenced	\$73.00	\$73.00	\$0.00	\$73.00	0.00%	N
Renewal for approval of Home Business where the application has expired	The fee for change of use plus, by way of penalty, twice that fee					N

Subdivision Clearance (Freehold and Survey-strata)

Not more than 5 lots	\$73 per lot					N
More than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot					N
More than 195 lots	\$7,393.00	\$7,393.00	\$0.00	\$7,393.00	0.00%	N
Subdivision clearance reinspection	\$60.00	\$60.00	\$0.00	\$60.00	0.00%	N

Strata Subdivision (Form 15A)

1 to 5 lots	\$656 plus \$65 for each lot					N
6 to 100 lots	\$981 (being the fee payable for the first 5 lots) plus \$43.50 for each other lot					N
101 or more lots	\$5,113.50					N

Cash-in-lieu of Car Parking

Bayswater Town Centre (per bay)	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	0.00%	N
Maylands Activity Centre (per bay)	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	0.00%	N
Morley Activity Centre (per bay)	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	0.00%	N
Other areas	Cost of providing on-street car parking and associated landscaping and street trees in immediate vicinity					N

Development Assessment Panel

Less than \$2 million	\$5,475.00	\$5,475.00	\$0.00	\$5,475.00	0.00%	N
Not less than \$2 million and less than \$7 million	\$6,322.00	\$6,322.00	\$0.00	\$6,322.00	0.00%	N

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Development Assessment Panel [continued]

Not less than \$7 million and less than \$10 million	\$9,760.00	\$9,760.00	\$0.00	\$9,760.00	0.00%	N
Not less than \$10 million and less than \$12.5 million	\$10,620.00	\$10,620.00	\$0.00	\$10,620.00	0.00%	N
Not less than \$12.5 million and less than \$15 million	\$10,922.00	\$10,922.00	\$0.00	\$10,922.00	0.00%	N
Not less than \$15 million and less than \$17.5 million	\$11,226.00	\$11,226.00	\$0.00	\$11,226.00	0.00%	N
Not less than \$17.5 million and less than \$20 million	\$11,530.00	\$11,530.00	\$0.00	\$11,530.00	0.00%	N
Not less than \$20 million and less than \$50 million	\$11,833.00	\$11,833.00	\$0.00	\$11,833.00	0.00%	N
Not less than \$50 million	\$17,097.00	\$17,097.00	\$0.00	\$17,097.00	0.00%	N
Amend or cancel development approval by the Development Assessment Panel	\$271.00	\$271.00	\$0.00	\$271.00	0.00%	N

Design Review Panel

Design Review Panel application fee (one panel member) ^	\$500.00	\$500.00	\$0.00	\$500.00	0.00%	N
Design Review Panel application fee (full panel) ^	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	0.00%	N
Design Review Panel sitting fee (chairperson)	\$700.00	\$750.00	\$0.00	\$750.00	7.14%	N
Design Review Panel sitting fee (member)	\$425.00	\$500.00	\$0.00	\$500.00	17.65%	N

Other fees and charges

Development approval search ~	\$55.00	\$55.00	\$0.00	\$55.00	0.00%	N
Advertising an application or matters relating to an application ~	Advertising involving more than 10 letters: \$2.70 per letter					N
Zoning certificate	\$73.00	\$73.00	\$0.00	\$73.00	0.00%	N
Property settlement questionnaire	\$73.00	\$73.00	\$0.00	\$73.00	0.00%	N
Written planning advice	\$73.00	\$66.36	\$6.64	\$73.00	0.00%	N
Scheme amendments, structure plans, activity centre plans and local development plans (and modifications thereof) where documentation is prepared by applicant	Deposit payable on lodgement: \$3,000.00 Total estimated fees are calculated in accordance with the Planning and Development Regulations 2009 and are to be paid prior to advertising. Hourly rates will be calculated based on the following: Director: \$88.00; Manager/Coordinator/Senior Planner: \$66.00; Planning officer: \$36.86; Other officers: \$36.86; Business Development Officer: \$30.20					N
Scheme text	\$41.50	\$42.75	\$0.00	\$42.75	3.01%	N
Local Heritage Survey	\$39.00	\$40.20	\$0.00	\$40.20	3.08%	N

Ranger Services

Fines and penalties enforcement fees

Fee for withdrawal of infringement (permits / ACROD - repeat offenders)	\$35.00	\$35.00	\$0.00	\$35.00	0.00%	N

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Fines and penalties enforcement fees [continued]

Withdrawal after 28 days (before FER)	\$35.00	\$35.00	\$0.00	\$35.00	0.00%	N
Withdrawal (once with FER)	\$108.50	\$112.00	\$0.00	\$112.00	3.23%	N

Abandoned vehicle fees

Administration fee	\$20.00	\$20.00	\$0.00	\$20.00	0.00%	N
Storage fee (Daily fee up to a maximum of 90 days)		Fee set by towage company as part of agreement with City. As per Invoice received from towing company, includes GST				N
Vehicle Towing fee		Fee set by towage company as part of agreement with City. As per Invoice received from towing company, includes GST				N

Cat licence fees

Annual application for approval or renewal of approval to breed cats (per cat)	\$100.00	\$100.00	\$0.00	\$100.00	0.00%	N

Micro-chipped and sterilised

50% of fee payable for pensioners

One year	\$20.00	\$20.00	\$0.00	\$20.00	0.00%	N
Three years	\$42.50	\$42.50	\$0.00	\$42.50	0.00%	N
Lifetime	\$100.00	\$100.00	\$0.00	\$100.00	0.00%	N

Cat poundage fees

Cat Trap Hire Fee	\$0.00	\$45.45	\$4.55	\$50.00	∞	N
Cat surrender fee	\$200.00	\$200.00	\$0.00	\$200.00	0.00%	N
Cat trap delivery fee	\$120.00	\$109.09	\$10.91	\$120.00	0.00%	N
Cat trap collection fee (rescheduling / no show)	\$120.00	\$109.09	\$10.91	\$120.00	0.00%	N
Damages to cat trap fee	\$250.00	\$227.27	\$22.73	\$250.00	0.00%	N

Public poundage

Registered cats impound fee		Fee set by Cat Haven as part of agreement with City. As per Invoice received, includes GST				N
Unregistered cats impound fee		Fee set by Cat Haven as part of agreement with City. As per Invoice received, includes GST				N
Daily keep - sustenance		Fee set by Cat Haven as part of agreement with City. As per Invoice received, includes GST				N

Commercial filming fees

Permit application Fee	\$54.00	\$54.00	\$0.00	\$54.00	0.00%	N
Per day	\$12.50	\$12.50	\$0.00	\$12.50	0.00%	N
Per 3 Months	\$255.00	\$255.00	\$0.00	\$255.00	0.00%	N

Dog licence fees

Micro-chipped and sterilised

50% of fee payable for pensioners

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Micro-chipped and sterilised [continued]

One year - Dangerous Dog	\$0.00	\$50.00	\$0.00	\$50.00	∞	N
One year	\$20.00	\$20.00	\$0.00	\$20.00	0.00%	N
Three years	\$42.50	\$42.50	\$0.00	\$42.50	0.00%	N
Lifetime	\$100.00	\$100.00	\$0.00	\$100.00	0.00%	N

Micro-chipped and unsterilised

50% of fee payable for pensioners

One year - Dangerous Dog	\$0.00	\$50.00	\$0.00	\$50.00	∞	N
One year	\$50.00	\$50.00	\$0.00	\$50.00	0.00%	N
Three years	\$120.00	\$120.00	\$0.00	\$120.00	0.00%	N
Lifetime	\$250.00	\$250.00	\$0.00	\$250.00	0.00%	N

Dog poundage fees

Dog surrender fee	\$160.00	\$160.00	\$0.00	\$160.00	0.00%	N
Inspection fee - declaring a dog dangerous	\$130.00	\$130.00	\$0.00	\$130.00	0.00%	N
Annual inspection fee - after dog is declared dangerous	\$100.00	\$100.00	\$0.00	\$100.00	0.00%	N

Public poundage

Registered dogs impound fee	\$105.00	\$105.00	\$0.00	\$105.00	0.00%	N
Unregistered dogs impound fee	\$160.00	\$160.00	\$0.00	\$160.00	0.00%	N
Daily keep - sustenance	\$25.00	\$25.00	\$0.00	\$25.00	0.00%	N
Other animals (excepting cats)	\$120.00	\$120.00	\$0.00	\$120.00	0.00%	N

Kennel establishment

Application for more than 2 dogs	\$136.00	\$136.00	\$0.00	\$136.00	0.00%	N
Application for more than 3 cats	\$136.00	\$136.00	\$0.00	\$136.00	0.00%	N
Kennel licence fee	\$296.00	\$296.00	\$0.00	\$296.00	0.00%	N
Transfer of kennel licence	\$95.00	\$95.00	\$0.00	\$95.00	0.00%	N

Parking

Parking permit fee	\$86.00	\$86.00	\$0.00	\$86.00	0.00%	N
Parking permit replacement (lost permits)	\$25.00	\$25.00	\$0.00	\$25.00	0.00%	N
Additional parking permit fee (if approved)	\$86.00	\$86.00	\$0.00	\$86.00	0.00%	N

Other fees and charges

Microchipping	\$45.00	\$45.00	\$0.00	\$45.00	0.00%	N
Release of impounded goods (non animal)	\$114.00	\$114.00	\$0.00	\$114.00	0.00%	N
Release of Impounded Shopping Trolley fee	\$114.00	\$114.00	\$0.00	\$114.00	0.00%	N
Fire break installation	As per invoice received from contractor, plus GST					N

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Other fees and charges [continued]

Dangerous dog products				As per supplier invoice.		N
				Last year fee As per City agreement with contractor.		

Signs

Prohibited verge and private parking signs including installation (per sign)	\$270.00	\$245.45	\$24.55	\$270.00	0.00%	N

Signs maintenance costs borne by

Residential signage		As per invoice received from signage company, plus GST				N
Less than 50 parking bays		As per invoice received from signage company, plus GST				N
50 or more parking bays		City and applicant on 50 / 50 basis				N

Stallholders & traders

(Local community groups can apply for exemption)

Permit application fee	\$53.00	\$53.00	\$0.00	\$53.00	0.00%	N
Permit Renewal Fee	\$31.00	\$31.00	\$0.00	\$31.00	0.00%	N

Additional charges

Per day	\$12.50	\$12.50	\$0.00	\$12.50	0.00%	N
Per week	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	N
Per month	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	N
12 Month Permit	\$1,020.00	\$1,020.00	\$0.00	\$1,020.00	0.00%	N
Six Month Permit	\$510.00	\$510.00	\$0.00	\$510.00	0.00%	N
Three Month Permit	\$255.00	\$255.00	\$0.00	\$255.00	0.00%	N

Recreation

Fitness activity hire

Fitness instructor hire 1 hour	\$87.50	\$81.82	\$8.18	\$90.00	2.86%	N

Hire Fees

Area activation event hire						N
Changeroom Facility Use	\$2.20	\$2.00	\$0.20	\$2.20	0.00%	N
Community use discount (does not apply on public holidays)					30%	N
Fundraiser discount (does not apply on public holidays)					40%	N
Staff Hire per hour - Public Holiday surcharge					150%	N
Staff Hire per hour - Saturday (Before/after 6) surcharge					50%	N
Staff Hire per hour - Sunday (Before/after 6) surcharge					75%	N
Staff Hire per hour - Weekday evening surcharge					15%	N
Staff Hire - General	\$56.80	\$53.18	\$5.32	\$58.50	2.99%	N

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Hire Fees [continued]

Staff Hire - Supervisor	\$67.00	\$62.73	\$6.27	\$69.00	2.99%	N
Lockers - 1 hour	\$2.50	\$2.36	\$0.24	\$2.60	4.00%	N
Lockers - 2 hours	\$3.50	\$3.27	\$0.33	\$3.60	2.86%	N
Lockers - 4 hours	\$4.50	\$4.18	\$0.42	\$4.60	2.22%	N
Lockers - 6 hours	\$5.50	\$5.09	\$0.51	\$5.60	1.82%	N
Pool Inflatable (including staff)	\$195.00	\$180.91	\$18.09	\$199.00	2.05%	N
Training room / mezzaine room hire per hour	\$60.00	\$55.73	\$5.57	\$61.30	2.17%	N
Security Bond	\$60.00	\$55.73	\$5.57	\$61.30	2.17%	N
Fitness Room Hire	\$75.00	\$69.64	\$6.96	\$76.60	2.13%	N
Security Bond - Minor Event	\$250.00	\$227.27	\$22.73	\$250.00	0.00%	N
Setup or Pack Down Fee - small functions	\$95.00	\$88.18	\$8.82	\$97.00	2.11%	N
Setup or Pack Down Fee - large functions	\$165.00	\$153.18	\$15.32	\$168.50	2.12%	N
Additional charges subject to Manager Approval					Variable	N
Small meeting room - commercial & public holiday rate per hour	\$33.00	\$30.64	\$3.06	\$33.70	2.12%	N
Security Bond - Moderate Event	\$500.00	\$500.00	\$0.00	\$500.00	0.00%	N
Security Bond - Major Event	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%	N
Small Stage	\$236.10	\$219.18	\$21.92	\$241.10	2.12%	N
Medium Stage	\$349.00	\$323.82	\$32.38	\$356.20	2.06%	N
Large Stage	\$564.60	\$524.09	\$52.41	\$576.50	2.11%	N
Dance Floor	\$100.00	\$92.82	\$9.28	\$102.10	2.10%	N
Cleaning - Half Room	\$240.00	\$222.73	\$22.27	\$245.00	2.08%	N
Cleaning - Full Room	\$360.00	\$334.18	\$33.42	\$367.60	2.11%	N
Cleaning - Kitchen	\$240.00	\$222.73	\$22.27	\$245.00	2.08%	N
Free Stage Hire						N
Free Stage Upgrade						N
Ground / 1st floor lobby or balcony - rate per hour	\$90.00	\$83.55	\$8.35	\$91.90	2.11%	N
Amphitheatre - commercial rate per hour	\$50.00	\$46.45	\$4.65	\$51.10	2.20%	N
Creche & Green Room Hourly Hire Rate	\$50.00	\$46.45	\$4.65	\$51.10	2.20%	N
Cleaning Fee (per hour)	\$136.20	\$126.45	\$12.65	\$139.10	2.13%	N

Membership fees

3 month up front platinum - Insurance clients	\$357.60	\$331.82	\$33.18	\$365.00	2.07%	Y
FIFO Platinum Discount					50%	Y
Fitness Access - 12 Months	\$914.40	\$849.09	\$84.91	\$934.00	2.14%	Y
Fitness Access - Direct Debit (ongoing)	\$76.20	\$70.91	\$7.09	\$78.00	2.36%	Y
Suspension and Transfers	\$15.00	\$13.64	\$1.36	\$15.00	0.00%	Y
Access RFID Replacement	\$6.00	\$5.45	\$0.55	\$6.00	0.00%	Y
Single Access - 12 Months	\$825.00	\$750.00	\$75.00	\$825.00	0.00%	Y
Single Access - Direct Debit	\$68.75	\$62.73	\$6.27	\$69.00	0.36%	Y

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Membership fees [continued]

1 month	\$221.00	\$205.09	\$20.51	\$225.60	2.08%	Y
3 months	\$510.00	\$473.36	\$47.34	\$520.70	2.10%	Y
Platinum Access - 12 Months	\$1,034.40	\$960.00	\$96.00	\$1,056.00	2.09%	Y
Platinum Access - Direct Debit	\$86.20	\$80.00	\$8.00	\$88.00	2.09%	Y
Platinum Access Family - 12 Months	\$2,502.00	\$2,321.82	\$232.18	\$2,554.00	2.08%	Y
Family Platinum Direct debit (ongoing)	\$208.50	\$193.64	\$19.36	\$213.00	2.16%	Y
Additional child - 12 months	\$523.20	\$485.55	\$48.55	\$534.10	2.08%	Y
Additional Child - Direct debit (ongoing)	\$43.60	\$40.45	\$4.05	\$44.50	2.06%	Y
Aquatic Junior Squad External - 12 Months	\$450.00	\$417.73	\$41.77	\$459.50	2.11%	N
Aquatic Junior Squad External - Direct Debit	\$37.50	\$35.00	\$3.50	\$38.50	2.67%	N

Personal training

10 x 45 minute session - one on one	\$651.00	\$591.82	\$59.18	\$651.00	0.00%	Y
45 minute session - one on one	\$68.50	\$64.73	\$6.47	\$71.20	3.94%	Y
5 x 45 minute session - one on one	\$335.00	\$309.09	\$30.91	\$340.00	1.49%	Y
30 minute sessions	\$58.50	\$54.27	\$5.43	\$59.70	2.05%	Y
5 x 30 minute sessions	\$275.00	\$259.09	\$25.91	\$285.00	3.64%	Y
10 x 30 minute sessions	\$525.00	\$495.45	\$49.55	\$545.00	3.81%	Y
60 minute session - one on one	\$80.00	\$74.27	\$7.43	\$81.70	2.13%	Y
5 x 60 minute session - one on one	\$370.00	\$343.45	\$34.35	\$377.80	2.11%	Y
10 x 60 minute session - one on one	\$688.00	\$638.55	\$63.85	\$702.40	2.09%	Y

Program & Activity Fees - Childcare

Creche - 1 Hour	\$5.20	\$4.82	\$0.48	\$5.30	1.92%	Y
Creche - 1.5 Hours	\$6.70	\$6.18	\$0.62	\$6.80	1.49%	Y
Creche - 2 Hours	\$7.70	\$7.18	\$0.72	\$7.90	2.60%	Y

Program & Activity Fees - Fitness

Health Club Disability Access	\$5.30	\$4.91	\$0.49	\$5.40	1.89%	Y
Strength for Life Appraisal	\$65.00	\$68.18	\$6.82	\$75.00	15.38%	Y
Strength for Life Class	\$7.50	\$7.73	\$0.77	\$8.50	13.33%	Y
Health club casual workout	\$22.70	\$21.09	\$2.11	\$23.20	2.20%	Y
Casual day rate	\$34.00	\$31.55	\$3.15	\$34.70	2.06%	Y
Silver Sneakers / Dance Fit Exercise Class	\$12.30	\$11.36	\$1.14	\$12.50	1.63%	Y
Group fitness classes - 30 minutes	\$11.80	\$10.91	\$1.09	\$12.00	1.69%	Y
Group fitness classes - 45-60 minutes	\$19.50	\$18.09	\$1.81	\$19.90	2.05%	Y
Group fitness classes - 90 minutes	\$29.40	\$27.27	\$2.73	\$30.00	2.04%	Y
Aquanauts (WA seniors card holder)	\$12.30	\$11.36	\$1.14	\$12.50	1.63%	Y
Fitness appraisal, fitness program or body scan (non member)	\$35.00	\$31.82	\$3.18	\$35.00	0.00%	Y

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Program & Activity Fees - Stadium

Daytime pickleball session	\$10.30	\$10.91	\$1.09	\$12.00	16.50%	N
East Perth Basketball Association - NBL1 Games	\$620.00	\$575.45	\$57.55	\$633.00	2.10%	N
East Perth Basketball Association - Per Court - Per Hour	\$37.00	\$34.36	\$3.44	\$37.80	2.16%	N
Evening pickleball session	\$12.90	\$13.64	\$1.36	\$15.00	16.28%	N
Junior term program fee per hour	\$16.80	\$15.64	\$1.56	\$17.20	2.38%	N
Pickleball tournament	\$41.20	\$38.27	\$3.83	\$42.10	2.18%	N
School holiday program fee per hour	\$10.50	\$9.73	\$0.97	\$10.70	1.90%	N
Multiple Court Rate per Court	\$57.00	\$52.91	\$5.29	\$58.20	2.11%	N
Single court per hour	\$58.30	\$54.09	\$5.41	\$59.50	2.06%	N
Half court per hour	\$37.00	\$34.36	\$3.44	\$37.80	2.16%	N
Half court junior per hour	\$26.50	\$24.55	\$2.45	\$27.00	1.89%	N
Multiple Court Rate Per Court - Junior	\$40.70	\$37.82	\$3.78	\$41.60	2.21%	N
Single court junior per hour	\$42.40	\$39.36	\$3.94	\$43.30	2.12%	N
Volleyball training court per hour	\$42.40	\$39.36	\$3.94	\$43.30	2.12%	N
Badminton court / table tennis / pickleball per hour	\$23.30	\$21.64	\$2.16	\$23.80	2.15%	N
Badminton / table tennis / pickleball equipment hire fee (4 rackets and 1 shuttlecock)	\$5.70	\$5.27	\$0.53	\$5.80	1.75%	N
Casual admission - per person	\$6.90	\$6.36	\$0.64	\$7.00	1.45%	Y
Game fee - Basketball & Futsal	\$70.00	\$65.45	\$6.55	\$72.00	2.86%	N
Game fee - Netball	\$75.00	\$70.00	\$7.00	\$77.00	2.67%	N
Daytime senior sports team fee per game	\$60.00	\$54.55	\$5.45	\$60.00	0.00%	N
Team forfeit bond					As game fee	N
Team forfeit fine					As game fee	N
New team registration fee	\$50.00	\$46.36	\$4.64	\$51.00	2.00%	N
Early bird discounts - 10%					Variable	Y
First game fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Y

Program & Activity Fees - Swim School

School Lesson per Child	\$7.00	\$7.10	\$0.00	\$7.10	1.43%	N
Swim School Lesson Fee - 45 min program	\$22.50	\$23.00	\$0.00	\$23.00	2.22%	N
Swim School Lesson Fee per 30 minute class	\$18.30	\$18.70	\$0.00	\$18.70	2.19%	Y
Swim School Holiday Program per 30 minute class	\$15.00	\$15.30	\$0.00	\$15.30	2.00%	Y
Swim School Adults	\$22.50	\$23.00	\$0.00	\$23.00	2.22%	Y
Swim School Additional Needs	\$26.30	\$26.90	\$0.00	\$26.90	2.28%	Y
Swim School Private Lesson	\$58.90	\$60.00	\$0.00	\$60.00	1.87%	Y
Swim School Lifesaving Award					Variable	Y
Swim School Lesson Fee - 16 weeks Government Agency Group	\$340.00	\$347.00	\$0.00	\$347.00	2.06%	N
Swim School Lesson Fee - 16 weeks Government Agency Group - Additional Needs	\$430.00	\$439.00	\$0.00	\$439.00	2.09%	N

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Program & Activity Fees - Swim School [continued]

Swim School Lesson Fee - 16 weeks Government Agency Group - Private	\$908.00	\$927.00	\$0.00	\$927.00	2.09%	N
Swim School Junior Squad - Direct Debit	\$14.30	\$13.27	\$1.33	\$14.60	2.10%	N

Promotions & Discounts

30 Days for \$30.00	\$0.00	\$27.27	\$2.73	\$30.00	∞	N
5^ to 15% discount promotion on memberships (subject to Manager approval)					Variable	N
City of Bayswater Employee Membership					Free	N
Concession and student membership discount					15%	Y
Hire Fee Manager Approved					Variable	N
Platinum Trial - 1 Month	\$99.00	\$90.00	\$9.00	\$99.00	0.00%	Y
Program Fee Manager Approved					Variable	N
Additional Family Member Program Enrolment Discount					5%	Y
Free Lesson	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Y
Swim School Parent 14 Day Platinum Access	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Y
Swim School Multiple Lesson					10% Discount	Y
Party Promotion					10% discount	N
2 for 1 entry					Variable	Y
Platinum Access - 3 Days	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Y
Join Fee - \$0	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Y
Turn back time					Variable	Y
Platinum Access - 1 Month Free	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Y
Personal Training - 2 Sessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Y
Personal Training - 3 Sessions	\$99.00	\$90.00	\$9.00	\$99.00	0.00%	Y
Group Fitness - Free Session	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Y
Aquatic Spa/Sauna Upgrade - Free					Variable	Y
Aquatic Family Swim - \$10	\$10.00	\$9.09	\$0.91	\$10.00	0.00%	Y
Party Free Cake	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Y
Purchase 10 casual sessions and get one visit free					Variable	Y
Aquatic Family Swim - Half Price	\$11.80	\$10.91	\$1.09	\$12.00	1.69%	Y

Recreation Services

Bayswater Community Centre hire fees

Program for older adults room hire waiver - not for profit

Dining room and kitchen

Commercial rate per hour	\$24.30	\$22.55	\$2.25	\$24.80	2.06%	N

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Main hall and kitchen

Commercial rate per hour	\$41.30	\$38.36	\$3.84	\$42.20	2.18%	N

Full facility

Commercial rate per hour	\$48.70	\$45.18	\$4.52	\$49.70	2.05%	N

Drill Hall hire fees

Meeting room

Commercial rate per hour	\$33.90	\$31.45	\$3.15	\$34.60	2.06%	N
Peak rate (per hour, Friday & Saturday nights after 6:00 PM)	\$52.00	\$48.27	\$4.83	\$53.10	2.12%	N
Country Womens Association (CWA) - Bayswater branch per hour	\$10.30	\$9.55	\$0.95	\$10.50	1.94%	N
No charge						N

Main hall

Commercial rate per hour	\$58.20	\$54.00	\$5.40	\$59.40	2.06%	N
Peak rate (per hour, Friday & Saturday nights after 6:00 PM)	\$84.70	\$78.64	\$7.86	\$86.50	2.13%	N
No charge						N

Les Hansman hire fees

Mezzanine room

Commercial rate per hour	\$33.80	\$31.36	\$3.14	\$34.50	2.07%	N
Campania association monthly fee	\$195.80	\$181.73	\$18.17	\$199.90	2.09%	N

Morley Community Centre hire fees

Program for older adults room hire waiver - not for profit

Main hall and kitchen

Commercial rate per hour	\$42.40	\$38.36	\$3.84	\$42.20	-0.47%	N

Harry Hall activity room

Commercial rate per hour	\$42.40	\$38.36	\$3.84	\$42.20	-0.47%	N

Full facility

Commercial rate per hour	\$48.70	\$45.18	\$4.52	\$49.70	2.05%	N

Reserve hire fees

Active reserves (sport)

Home fixtures

Charged per season, per team including interchange players (subs), up to a maximum of 15 fixtures

Seniors (18 years +)

Baseball / Softball	\$493.00	\$457.64	\$45.76	\$503.40	2.11%	N

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Seniors (18 years +) [continued]

Cricket	\$493.00	\$457.64	\$45.76	\$503.40	2.11%	N
Football (AFL)	\$652.00	\$605.18	\$60.52	\$665.70	2.10%	N
Football (Gaelic)	\$584.00	\$542.09	\$54.21	\$596.30	2.11%	N
Lacrosse	\$493.00	\$457.64	\$45.76	\$503.40	2.11%	N
Rugby (Union)	\$584.00	\$542.09	\$54.21	\$596.30	2.11%	N
Soccer	\$584.00	\$542.09	\$54.21	\$596.30	2.11%	N
Other team sports	\$493.00	\$457.64	\$45.76	\$503.40	2.11%	N
Additional match play - including pre and post season scratch matches and social games (per game, per club) - half day up to four hours	\$112.00	\$104.00	\$10.40	\$114.40	2.14%	N

Juniors - applicable to all reserves

City of Bayswater based clubs	Free	N
(Subject to the requirements / conditions of Council policy)		
Non-City of Bayswater based schools / clubs	50% off senior rate	N

Enclosed grounds

Frank Drago / Wotton Reserve	\$512.50	\$475.73	\$47.57	\$523.30	2.11%	N
Per day when gate fees are charged						
Turf reinstatement fee	\$567.50	\$526.73	\$52.67	\$579.40	2.10%	N

Turf cricket wickets

WACA country week cricket (per day)	\$275.30	\$255.55	\$25.55	\$281.10	2.11%	N
WACA country week cricket synthetic wicket (per day)	\$116.50	\$108.09	\$10.81	\$118.90	2.06%	N

Tennis courts

Day rate applies to bookings prior to 6.00 PM, night rate applies to bookings from 6.00 PM to 10.00 PM

Public use only tennis courts - Crimea, Whatley, Hampton & Houghton	Free					N
Annual user licence fee (Noranda etc)	\$2,090.00	\$1,939.91	\$193.99	\$2,133.90	2.10%	N

Home ground training

Flood lighting fee per 1500W light per hour	\$0.80	\$0.73	\$0.07	\$0.80	0.00%	N
Flood lighting fee per 2000W light per hour	\$1.10	\$1.00	\$0.10	\$1.10	0.00%	N
City of Bayswater clubs - seasonal training (per night, per club)	\$26.50	\$24.64	\$2.46	\$27.10	2.26%	N
City of Bayswater clubs - out of season club training (per night, per club)	\$50.70	\$47.09	\$4.71	\$51.80	2.17%	N
Non City of Bayswater clubs - training (per night, per club)	\$50.70	\$47.09	\$4.71	\$51.80	2.17%	N

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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Other reserve hire rates

Personal Trainer 12 month permit	\$1,223.00	\$1,135.18	\$113.52	\$1,248.70	2.10%	N
Personal Trainer 6 month permit	\$667.00	\$619.09	\$61.91	\$681.00	2.10%	N
Personal Trainer Permit Application fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	N
Casual hire - full day	\$309.00	\$286.82	\$28.68	\$315.50	2.10%	N
Casual hire - half day	\$183.00	\$169.82	\$16.98	\$186.80	2.08%	N
Field sports commercial coaching per hour	\$58.20	\$54.00	\$5.40	\$59.40	2.06%	N
Personal trainer or tennis coach (up to 3 hours max)	\$31.70	\$29.45	\$2.95	\$32.40	2.21%	N
Dog obedience classes per hour (limited reserve use)	\$36.00	\$33.45	\$3.35	\$36.80	2.22%	N

All hall hire fees

Fee for issuing building / landscapers access permit	\$250.00	\$250.00	\$0.00	\$250.00	0.00%	N
Key bond	\$200.00	\$200.00	\$0.00	\$200.00	0.00%	N
Ceremony Fee	\$123.90	\$120.00	\$0.00	\$120.00	-3.15%	N
Facility bond	\$350.00	\$350.00	\$0.00	\$350.00	0.00%	N
Casual bond	\$350.00 - \$2,000.00					N
No charge	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	N
Additional keys cutting	\$44.50	\$41.27	\$4.13	\$45.40	2.02%	N

Statutory Building

Fees applicable as prescribed by the Building Act 2011.

Smoke alarm inspection	\$179.40	\$179.40	\$0.00	\$179.40	0.00%	N
Building Surveying Services Fee - Building Surveying services such as issuing a certificate of construction, certificate of building compliance or bushfire attack level one assessments.	\$75.00 per hour with minimum charge \$112.50 for first 1.5 hours					N
CTF (collection only)	0.20%					N
Residential plans - includes photocopy charge ~	\$86.10	\$88.68	\$0.00	\$88.68	3.00%	N
Residential strata plans - plus photocopy charge ~	\$84.00	\$88.68	\$0.00	\$88.68	5.57%	N
Commercial / industrial plans - plus photocopy charge ~	\$135.00	\$139.05	\$0.00	\$139.05	3.00%	N
For the issue of a licence for the deposit of materials on, or excavation of a street ^	\$1 per month or part of a month for each m² of the area of the street enclosed by any hoarding or fence					N
Electric or razor wire fence	\$50.00	\$50.00	\$0.00	\$50.00	0.00%	N

Application for a demolition permit

For demolition work in respect of a class 1 or class 10 building or incidental structure	\$110.00	\$110.00	\$0.00	\$110.00	0.00%	N

Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Application for a demolition permit [continued]

For demolition work in respect of a class 2 to class 9 building or incidental structure				\$110.00 for each storey of the building		N

Application for occupancy permits, building approval certificates

Application for occupancy permit for a completed building	\$110.00	\$110.00	\$0.00	\$110.00	0.00%	N
Application for a temporary occupancy permit for an incomplete building	\$110.00	\$110.00	\$0.00	\$110.00	0.00%	N
Application for modification of an occupancy permit for additional use of a building on a temporary basis	\$110.00	\$110.00	\$0.00	\$110.00	0.00%	N
Application for a replacement occupancy permit for permanent change of the building's use, classification	\$110.00	\$110.00	\$0.00	\$110.00	0.00%	N
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision					\$110.00	N
Application for an occupancy permit for a building in respect of which unauthorised work has been done		0.18% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$110.00				N
Application for a building approval certificate for a building in respect of which unauthorised work has been done		0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$110.00				N
Application to replace an occupancy permit for an existing building	\$110.00	\$110.00	\$0.00	\$110.00	0.00%	N
Application for a building approval certificate for an existing building where unauthorised work has not been done	\$110.00	\$110.00	\$0.00	\$110.00	0.00%	N
Application to extend the time which an occupancy permit of building approval certificate has effect	\$110.00	\$110.00	\$0.00	\$110.00	0.00%	N
Non-application, modification, of building standard	\$2,160.15	\$2,160.15	\$0.00	\$2,160.15	0.00%	N
Occupancy permit reinspection fee	\$400.00	\$400.00	\$0.00	\$400.00	0.00%	N

Application to extend building or demolition permit

For the extension of time to which a building or demolition permit has effect	\$110.00	\$110.00	\$0.00	\$110.00	0.00%	N

Building service levy (collection only) \$45,000 or less

Building permit	\$61.65	\$61.65	\$0.00	\$61.65	0.00%	N
Demolition permit	\$61.65	\$61.65	\$0.00	\$61.65	0.00%	N
Occupancy permit for approved building work	\$61.65	\$61.65	\$0.00	\$61.65	0.00%	N
Building approval certificate for approved building work	\$61.65	\$61.65	\$0.00	\$61.65	0.00%	N

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.
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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27		Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST Fee (incl. GST)		

Building service levy (collection only) \$45,000 or less [continued]

Occupancy permit for unauthorised building work	\$123.30	\$123.30	\$0.00	\$123.30	0.00%	N
Building approval certificate for unauthorised building work	\$123.30	\$123.30	\$0.00	\$123.30	0.00%	N

Building service levy (collection only) over \$45,000

Building permit				0.137% of work value		N
Demolition permit				0.137% of work value		N
Occupancy permit for approved building work	\$61.65	\$61.65	\$0.00	\$61.65	0.00%	N
Building approval certificate for approved building work	\$61.65	\$61.65	\$0.00	\$61.65	0.00%	N
Occupancy permit for unauthorised building work	0.274% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$123.30					N
Building approval certificate for unauthorised building work	0.274% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$123.30					N

Certified application for a building permit

Domestic development	0.19% of the estimated value of the building work but not less than \$110.00	N
For building work for a Class 1 or Class 10 building or incidental structure calculated on the estimated value of the building work as determined by the relevant permit authority		
Commercial, industrial and multi residential development	0.09% of the estimated value of the building work but not less than \$110.00	N
	Last year fee 0.09% of the estimated value of the building work but not less than \$110.00	
For building work for a Class 2 to Class 9 building or incidental structure calculated on the estimated value of the building work as determined by the relevant permit authority		

Swimming pool / spa

Initial Inspection Fee	\$202.00	\$208.06	\$0.00	\$208.06	3.00%	N
Annual inspection fee ~	\$64.20	\$66.15	\$0.00	\$66.15	3.04%	N
Request for inspection	\$88.00	\$90.64	\$0.00	\$90.64	3.00%	N

Uncertified application for a building permit

For a building permit calculated on the estimated value of the building work as determined by the relevant permit authority	0.32% (Minimum \$110.00)					N

The RISE

Hire Fees

Commercial Kitchen - Per Hour	\$39.20	\$36.36	\$3.64	\$40.00	2.04%	N
Community Hall - Back Section Per Hour	\$92.00	\$85.36	\$8.54	\$93.90	2.07%	N
Community Hall - Front Section Per Hour	\$86.90	\$80.64	\$8.06	\$88.70	2.07%	N

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.
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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Hire Fees [continued]

Community Hall - Whole Hall Per Hour	\$147.00	\$136.45	\$13.65	\$150.10	2.11%	N
Community Hall - Whole Hall Full Day Rate	\$1,006.00	\$933.64	\$93.36	\$1,027.00	2.09%	N
Room Hire - Promotion with Manager Approval					Variable	N
Function Suite - Front Section Per Hour	\$88.40	\$82.09	\$8.21	\$90.30	2.15%	N
Function Suite - Back Section Per Hour	\$172.20	\$159.82	\$15.98	\$175.80	2.09%	N
Function Suite - Full Per Hour	\$257.20	\$238.73	\$23.87	\$262.60	2.10%	N
Function Suite - Full Per Day	\$1,926.00	\$1,787.64	\$178.76	\$1,966.40	2.10%	N

Waterland**Hire Fees**

2 Hour Kitchenette Hire - Off Peak	\$82.50	\$76.55	\$7.65	\$84.20	2.06%	N
2 Hour Kitchenette Hire - Peak	\$150.00	\$139.09	\$13.91	\$153.00	2.00%	N
Food Truck - Annual Registration	\$1,200.00	\$909.09	\$90.91	\$1,000.00	-16.67%	N
Food Truck - Electricity Daily Rate	\$10.00	\$9.27	\$0.93	\$10.20	2.00%	N

CORPORATE SERVICES**Land information certificates (per property)**

Order & Requisitions	\$90.00	\$90.00	\$0.00	\$90.00	0.00%	N
Rates	\$25.00	\$25.00	\$0.00	\$25.00	0.00%	N

Financial Services

Rates Instalment Admin Fee				\$5.00 per Instalment		N
Rates Instalment Interest Fee				5.5% Instalment Interest		N
Rates Penalty Interest				7% per annum		N
Historical financial statement (printed)	\$30.00	\$30.00	\$0.00	\$30.00	0.00%	N
Printed copy of rates notice (charge per year from 2 years ago and older)	\$15.00	\$15.00	\$0.00	\$15.00	0.00%	N
Payment arrangement fee	\$25.00	\$30.00	\$0.00	\$30.00	20.00%	N
Direct debit set up fee	\$25.00	\$30.00	\$0.00	\$30.00	20.00%	N
Credit card surcharge (valid until 30/09/2026)				0.40%		N

Fines and penalties enforcement fees

Fee for issuing a final demand	\$27.60	\$27.60	\$0.00	\$27.60	0.00%	N
Fee for preparing an enforcement certificate	\$23.50	\$23.50	\$0.00	\$23.50	0.00%	N
Fee for registering an infringement notice with the registry	\$88.50	\$88.50	\$0.00	\$88.50	0.00%	N

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.
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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

INFRASTRUCTURE AND ASSETS

Engineering Works

Erection of directional sign	\$318.00	\$298.18	\$29.82	\$328.00	3.14%	Y

Crossovers

Constructed by council (per m ²)	\$77.00	\$72.09	\$7.21	\$79.30	2.99%	N
Crossovers to 22m ² and eligible for a subsidy will be subsidised on a 50 / 50 basis					Variable	N
Crossovers over 22m ² and eligible for a subsidy will receive a maximum subsidy	\$847.00	\$792.73	\$79.27	\$872.00	2.95%	N
Industrial / commercial - 150mm thick (extra per m ²)	\$20.60	\$19.27	\$1.93	\$21.20	2.91%	N

Constructed privately and subsidised

Subsidy per m ²	\$34.25	\$31.82	\$3.18	\$35.00	2.19%	N
Maximum limit	\$753.00	\$700.00	\$70.00	\$770.00	2.26%	N
Cost for kerb removal	\$155.00	\$145.45	\$14.55	\$160.00	3.23%	N

Drainage & Misc charges

Adjustment to drainage lids	\$510.00	\$477.27	\$47.73	\$525.00	2.94%	N
Convert to trafficable drainage lids	\$1,236.00	\$1,157.27	\$115.73	\$1,273.00	2.99%	N
Relocate drainage pit	\$1,900.00	\$1,781.82	\$178.18	\$1,960.00	3.16%	N
City of Bayswater number plates	\$472.00	\$441.82	\$44.18	\$486.00	2.97%	N
Annual administration fee for dinghy storage service	\$72.00	\$74.00	\$0.00	\$74.00	2.78%	N

Repair charges for damage

Minimum site repair/attendance charge	\$515.00	\$530.00	\$0.00	\$530.00	2.91%	N
Road scarring (per m ²)	\$268.00	\$276.00	\$0.00	\$276.00	2.99%	N
Concrete path – 2m wide (per m ²)	\$310.00	\$318.00	\$0.00	\$318.00	2.58%	N
Kerbing (per metre)	\$129.00	\$133.00	\$0.00	\$133.00	3.10%	N
Temporary limestone hardstand (per m ²)	\$175.00	\$180.00	\$0.00	\$180.00	2.86%	N
Crossover removals	\$567.00	\$584.00	\$0.00	\$584.00	3.00%	N

Verge bond

Verge Reinspection Fee	\$51.00	\$53.00	\$0.00	\$53.00	3.92%	N
Standard residential lot	\$2,300.00	\$2,369.00	\$0.00	\$2,369.00	3.00%	N
Commercial	\$2,300.00	\$2,369.00	\$0.00	\$2,369.00	3.00%	N
Temporary verge crossing permit (verge protection permit)	\$205.00	\$211.15	\$0.00	\$211.15	3.00%	N

Traffic Management Application

Application Fee	\$0.00	\$211.00	\$0.00	\$211.00	∞	N
Application Fee - Amendment	\$0.00	\$211.00	\$0.00	\$211.00	∞	N

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.
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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Traffic Management Application [continued]

Application Fee - Urgent (up to 10 Business Days)	\$0.00	\$600.00	\$0.00	\$600.00	∞	N

Roadside Traffic Management Plan

Non-Road Closure Permit for works extending beyond 28 days	\$0.00	\$1,500.00	\$0.00	\$1,500.00	∞	N
Road Closure Permit for works extending beyond 28 days	\$2,563.00	\$2,640.00	\$0.00	\$2,640.00	3.00%	N

Golf course hire fees

Maylands Peninsula Public Golf Course

Driving Range - Bucket of Balls

Large Size	\$21.00	\$20.00	\$2.00	\$22.00	4.76%	N
Medium Size	\$16.00	\$15.45	\$1.55	\$17.00	6.25%	N
Small Size	\$12.00	\$11.82	\$1.18	\$13.00	8.33%	N

Midweek

Twilight Golf	\$18.00	\$18.18	\$1.82	\$20.00	11.11%	N
9 holes	\$28.00	\$27.27	\$2.73	\$30.00	7.14%	N
18 holes	\$36.00	\$34.55	\$3.45	\$38.00	5.56%	N

Weekends

Twilight Golf	\$18.00	\$18.18	\$1.82	\$20.00	11.11%	N
9 holes	\$34.00	\$32.73	\$3.27	\$36.00	5.88%	N
18 holes	\$42.00	\$40.00	\$4.00	\$44.00	4.76%	N

Midweek - concession / junior

9 holes	\$23.00	\$22.73	\$2.27	\$25.00	8.70%	N
18 holes	\$29.00	\$28.18	\$2.82	\$31.00	6.90%	N

Promotional discount (discretionary)

9 holes	\$2.00	\$2.73	\$0.27	\$3.00	50.00%	N
18 holes	\$5.00	\$5.45	\$0.55	\$6.00	20.00%	N

Embleton Public Golf Course

Midweek

Twilight Golf	\$18.00	\$16.36	\$1.64	\$18.00	0.00%	N
9 holes	\$25.00	\$23.64	\$2.36	\$26.00	4.00%	N
18 holes	\$30.00	\$29.09	\$2.91	\$32.00	6.67%	N

Weekends

Twilight Golf	\$18.00	\$16.36	\$1.64	\$18.00	0.00%	N
9 holes	\$30.00	\$28.18	\$2.82	\$31.00	3.33%	N

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.
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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Weekends [continued]

18 holes	\$35.00	\$33.64	\$3.36	\$37.00	5.71%	N

Midweek - concession / junior

9 holes	\$20.00	\$19.09	\$1.91	\$21.00	5.00%	N
18 holes	\$28.00	\$27.27	\$2.73	\$30.00	7.14%	N

Promotional discount (discretionary)

9 holes	\$2.00	\$2.73	\$0.27	\$3.00	50.00%	N
18 holes	\$5.00	\$5.45	\$0.55	\$6.00	20.00%	N

Leasing**Bonds**

Key bond	\$245.00	\$252.00	\$0.00	\$252.00	2.86%	N
Facility bond	\$400.00	\$412.00	\$0.00	\$412.00	3.00%	N

Parks and Gardens

Mulch Purchase - Properties within the City	\$40 per cubic metre Property owners can purchase mulch from the City when there is stock available at a rate of \$40 per m3 - 10m3 minimum order					N
Removal of tree due to construction and or development	Calculation based on the Helliwell tree valuation system multiplied by \$99.38 to produce the amenity value of the tree.					N

Sanitation

Domestic service (annual charge)	\$421.30	\$438.15	\$0.00	\$438.15	4.00%	N
Commercial service (annual charge)	\$421.30	\$438.15	\$0.00	\$438.15	4.00%	N
240-litre cart	Weekly service					N
Three (3) cubic metre bin	Three (3) services per annum					N

Additional commercial refuse service charges

FOGO service	\$129.40	\$134.60	\$0.00	\$134.60	4.02%	N
Rubbish service	\$116.95	\$121.65	\$0.00	\$121.65	4.02%	N
Recycling service	\$109.85	\$114.25	\$0.00	\$114.25	4.01%	N

Additional domestic refuse service charges

Compassionate Rubbish service	Free					N
FOGO service	\$129.40	\$134.60	\$0.00	\$134.60	4.02%	N
Rubbish service	\$116.95	\$121.65	\$0.00	\$121.65	4.02%	N
Recycling service	\$109.85	\$114.25	\$0.00	\$114.25	4.01%	N

FOGO liners

FOGO compostable liners (roll of 75)	Free					N

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.
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Name	Year 25/26 Last YR Fee (incl. GST)	Year 26/27			Increase %	Veterans' Discount Applicable
		Fee (excl. GST)	GST	Fee (incl. GST)		

Sustainable Environment

Electric Vehicle Charging Idle Fee Per Minute (15 min grace period)	\$0.50	\$0.45	\$0.05	\$0.50	0.00%	N
Electric Vehicle Charging Per kWh 3pm to 9pm	\$0.45	\$0.47	\$0.05	\$0.52	15.56%	N
Electric Vehicle Charging Per kWh 9am to 3pm	\$0.22	\$0.31	\$0.03	\$0.34	54.55%	N
Electric Vehicle Charging Per kWh 9pm to 9am	\$0.35	\$0.38	\$0.04	\$0.42	20.00%	N

OFFICE OF CEO

Aged Persons Homes

Accommodation payments, service fees, daily fees, retentions and other charges

Mertome Gardens	In accordance with rental agreement	N

Freedom of Information Requests

Charges for Photocopying - Per copy	\$0.20	\$0.20	\$0.00	\$0.20	0.00%	N
Charges for Photocopying - Per hour, or pro rata for a part of an hour of staff time	\$30.00	\$30.00	\$0.00	\$30.00	0.00%	N
Request for information - F.O.I. application fees	\$30.00	\$30.00	\$0.00	\$30.00	0.00%	N
Time taken by staff dealing with F.O.I. application (per hour or pro rata for a part of an hour)	\$30.00	\$30.00	\$0.00	\$30.00	0.00%	N
Charge for access time supervised by staff (per hour or pro rata for a part of an hour) plus the actual additional cost to the agency of any special arrangements (eg hire of facilities or equipment)	\$30.00	\$30.00	\$0.00	\$30.00	0.00%	N
Charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata for a part of an hour)	\$30.00	\$30.00	\$0.00	\$30.00	0.00%	N
Charge for duplicating a tape, film or computer information					Actual cost	N

Freedom of Information Regulations 1993 - Schedule 1

Charge for delivery, packaging and postage	Actual cost	N
Advance deposit which may be required by an agency under section 18(1) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee	25%	N
Further advance deposit which may be required by an agency under section 18(4) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee	75%	N

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.
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Fee Name	Parent Name	Page

Index of all Fees

1

1 month	[Membership fees]	16
1 to 5 lots	[Strata Subdivision (Form 15A)]	10
10 x 30 minute sessions	[Personal training]	16
10 x 45 minute session - one on one	[Personal training]	16
10 x 60 minute session - one on one	[Personal training]	16
101 or more lots	[Strata Subdivision (Form 15A)]	10
12 month permit	[Mobile Food Vehicles]	7
12 Month Permit	[Additional charges]	14
18 holes	[Midweek]	26
18 holes	[Weekends]	26
18 holes	[Midweek - concession / junior]	26
18 holes	[Promotional discount (discretionary)]	26
18 holes	[Midweek]	26
18 holes	[Weekends]	27
18 holes	[Midweek - concession / junior]	27
18 holes	[Promotional discount (discretionary)]	27

2

2 for 1 entry	[Promotions & Discounts]	18
2 Hour Kitchenette Hire - Off Peak	[Hire Fees]	24
2 Hour Kitchenette Hire - Peak	[Hire Fees]	24
240-litre cart	[Sanitation]	27

3

3 month up front platinum - Insurance clients	[Membership fees]	15
3 months	[Membership fees]	16
30 Days for \$30.00	[Promotions & Discounts]	18
30 minute sessions	[Personal training]	16

4

45 minute session - one on one	[Personal training]	16

5

5 x 30 minute sessions	[Personal training]	16
5 x 45 minute session - one on one	[Personal training]	16
5 x 60 minute session - one on one	[Personal training]	16
5^ to 15% discount promotion on memberships (subject to Manager approval)	[Promotions & Discounts]	18
50 or more parking bays	[Signs maintenance costs borne by]	14

6

6 to 100 lots	[Strata Subdivision (Form 15A)]	10
60 minute session - one on one	[Personal training]	16

9

9 holes	[Midweek]	26
9 holes	[Weekends]	26
9 holes	[Midweek - concession / junior]	26
9 holes	[Promotional discount (discretionary)]	26
9 holes	[Midweek]	26
9 holes	[Weekends]	26
9 holes	[Midweek - concession / junior]	27
9 holes	[Promotional discount (discretionary)]	27

A

Access RFID Replacement	[Membership fees]	15
Accreditation Swim	[Aquatic Entry Fees]	5
Additional charges subject to Manager Approval	[Hire Fees]	15
Additional child - 12 months	[Membership fees]	16

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.
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Fee Name	Parent Name	Page
A [continued]		
Additional Child - Direct debit (ongoing)	[Membership fees]	16
Additional Family Member Program Enrolment Discount	[Promotions & Discounts]	18
Additional keys cutting	[All hall hire fees]	21
Additional match play - including pre and post season scratch matches and social games (per game, per club) - half day up to four hours	[Seniors (18 years +)]	20
Additional parking permit fee (if approved)	[Parking]	13
Adjustment to drainage lids	[Drainage & Misc charges]	25
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Advance deposit which may be required by an agency under section 18(1) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee	[Freedom of Information Requests]	28
Advertising an application or matters relating to an application ~	[Other fees and charges]	11
Amend or cancel development approval ^	[Development]	10
Amend or cancel development approval by the Development Assessment Panel	[Development Assessment Panel]	11
Amphitheatre - commercial rate per hour	[Hire Fees]	15
Annual administration fee for dinghy storage service	[Drainage & Misc charges]	25
Annual application for approval or renewal of approval to breed cats (per cat)	[Cat licence fees]	12
Annual inspection fee - after dog is declared dangerous	[Dog poundage fees]	13
Annual inspection fee ~	[Swimming pool / spa]	23
Annual user licence fee (Noranda etc)	[Tennis courts]	20
Application Fee	[Traffic Management Application]	25
Application Fee - Amendment	[Traffic Management Application]	25
Application Fee - Urgent (up to 10 Business Days)	[Traffic Management Application]	26
Application for a building approval certificate for a building in respect of which unauthorised work has been done	[Application for occupancy permits, building approval certificates]	22
Application for a building approval certificate for an existing building where unauthorised work has not been done	[Application for occupancy permits, building approval certificates]	22
Application for a replacement occupancy permit for permanent change of the building's use, classification	[Application for occupancy permits, building approval certificates]	22
Application for a temporary occupancy permit for an incomplete building	[Application for occupancy permits, building approval certificates]	22
Application for an occupancy permit for a building in respect of which unauthorised work has been done	[Application for occupancy permits, building approval certificates]	22
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision	[Application for occupancy permits, building approval certificates]	22
Application for modification of an occupancy permit for additional use of a building on a temporary basis	[Application for occupancy permits, building approval certificates]	22
Application for more than 2 dogs	[Kennel establishment]	13
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Application for occupancy permit for a completed building	[Application for occupancy permits, building approval certificates]	22
Application to extend the time which an occupancy permit of building approval certificate has effect	[Application for occupancy permits, building approval certificates]	22
Application to replace an occupancy permit for an existing building	[Application for occupancy permits, building approval certificates]	22
Aquanuts (WA seniors card holder)	[Program & Activity Fees - Fitness]	16
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Aquatic Child, Seniors and Concession	[Aquatic Entry Fees]	5
Aquatic Facility Hire inside or outside additional per hour (after hours only)	[Hire Fees]	6
Aquatic Facility Hire inside or outside per 3 hour minimum (after hours only)	[Hire Fees]	6
Aquatic Family pass (2+2 or 1+3)	[Aquatic Entry Fees]	5
Aquatic Family Swim - \$10	[Promotions & Discounts]	18
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The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.
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Fee Name	Parent Name	Page

A [continued]

Aquatic Off Peak Swim (Monday to Friday 11:30AM - 1:30PM, excludes school holidays)	[Aquatic Entry Fees]	5
Aquatic Senior Squad External	[Aquatic Entry Fees]	5
Aquatic Spa/Sauna Upgrade - Free	[Promotions & Discounts]	18
Aquatic Wellness - Adult (16 years and over)	[Aquatic Entry Fees]	5
Aquatic Wellness - Seniors (WA seniors card holders) or concession (health care card)	[Aquatic Entry Fees]	5
Aquatic Wellness - Upgrade Adult	[Aquatic Entry Fees]	5
Aquatic Wellness - Upgrade Senior or Concession	[Aquatic Entry Fees]	5
Area activation event hire	[Hire Fees]	14
Art Tour Fee	[Art award and exhibition]	7
Artwork Sale Commission Fee	[Art award and exhibition]	7
Audio ear buds	[Library Services]	9

B

Badminton / table tennis / pickleball equipment hire fee (4 rackets and 1 shuttlecock)	[Program & Activity Fees - Stadium]	17
Badminton court / table tennis / pickleball per hour	[Program & Activity Fees - Stadium]	17
Baseball / Softball	[Seniors (18 years +)]	19
Bayswater Town Centre (per bay)	[Cash-in-lieu of Car Parking]	10
Black and white A4 (per side)	[Printing from public PCs]	9
Black and white A4 and A3 (per side)	[Photocopying]	9
Booking fee	[For-profit-groups and not-for-profit groups exceeding usage limit as per bus hire terms and conditions]	6
Building approval certificate for unauthorised building work	[Building service levy (collection only) \$45,000 or less]	23
Building approval certificate for approved building work	[Building service levy (collection only) \$45,000 or less]	22
Building approval certificate for approved building work	[Building service levy (collection only) over \$45,000]	23
Building approval certificate for unauthorised building work	[Building service levy (collection only) over \$45,000]	23
Building permit	[Building service levy (collection only) \$45,000 or less]	22
Building permit	[Building service levy (collection only) over \$45,000]	23
Building Surveying Services Fee - Building Surveying services such as issuing a certificate of construction, certificate of building compliance or bushfire attack level one assessments.	[Statutory Building]	21
Bus non-refueling fee	[For-profit-groups and not-for-profit groups exceeding usage limit as per bus hire terms and conditions]	6
Business Partner Stall	[Site fees]	8

C

Campania association monthly fee	[Mezzanine room]	19
Carnival Electronic Timing Set	[Hire Fees]	5
Carnival Fee (additional per hour)	[Hire Fees]	5
Carnival Fee (up to 3 hours)	[Hire Fees]	5
Casual admission - per person	[Program & Activity Fees - Stadium]	17
Casual bond	[All hall hire fees]	21
Casual day rate	[Program & Activity Fees - Fitness]	16
Casual hire - full day	[Other reserve hire rates]	21
Casual hire - half day	[Other reserve hire rates]	21
Casual Hire Site Fee - Full Day of Reserve at Broun Park	[Site fees]	8
Cat surrender fee	[Cat poundage fees]	12
Cat trap collection fee (rescheduling / no show)	[Cat poundage fees]	12
Cat trap delivery fee	[Cat poundage fees]	12
Cat Trap Hire Fee	[Cat poundage fees]	12
Ceremony Fee	[All hall hire fees]	21
Change of use ~	[Change of Use]	10
Change of use where the development has commenced or been carried out ~	[Change of Use]	10
Changeroom Facility Use	[Hire Fees]	14
Charge for access time supervised by staff (per hour or pro rata for a part of an hour) plus the actual additional cost to the agency of any special arrangements (eg hire of facilities or equipment)	[Freedom of Information Requests]	28
Charge for delivery, packaging and postage	[Freedom of Information Requests]	28

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.

Fee Name	Parent Name	Page
C [continued]		
Charge for duplicating a tape, film or computer information	[Freedom of Information Requests]	28
Charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata for a part of an hour)	[Freedom of Information Requests]	28
Charges for Photocopying - Per copy	[Freedom of Information Requests]	28
Charges for Photocopying - Per hour, or pro rata for a part of an hour of staff time	[Freedom of Information Requests]	28
City of Bayswater based clubs	[Juniors - applicable to all reserves]	20
City of Bayswater clubs - out of season club training (per night, per club)	[Home ground training]	20
City of Bayswater clubs - seasonal training (per night, per club)	[Home ground training]	20
City of Bayswater Employee Membership	[Promotions & Discounts]	18
City of Bayswater number plates	[Drainage & Misc charges]	25
Cleaning - Full Room	[Hire Fees]	15
Cleaning - Half Room	[Hire Fees]	15
Cleaning - Kitchen	[Hire Fees]	15
Cleaning Fee (per hour)	[Hire Fees]	15
Colour A4 (per side)	[Printing from public PCs]	9
Colour A4 and A3 (per side)	[Photocopying]	9
Commercial	[Verge bond]	25
Commercial / industrial plans - plus photocopy charge ~	[Statutory Building]	21
Commercial Kitchen - Per Hour	[Hire Fees]	23
Commercial Mosquito Control - Equipment (hourly rate)	[Environmental Health]	7
Commercial Mosquito Control - Labour (hourly rates)	[Environmental Health]	7
Commercial rate per hour	[Main hall and kitchen]	19
Commercial rate per hour	[Full facility]	19
Commercial rate per hour	[Mezzanine room]	19
Commercial rate per hour	[Full facility]	19
Commercial rate per hour	[Main hall and kitchen]	19
Commercial rate per hour	[Harry Hall activity room]	19
Commercial rate per hour	[Meeting room]	19
Commercial rate per hour	[Dining room and kitchen]	18
Commercial rate per hour	[Main hall]	19
Commercial service (annual charge)	[Sanitation]	27
Commercial, industrial and multi residential development	[Certified application for a building permit]	23
Community Centre Activity Fee 1	[Activity Fees]	6
Community Centre Activity Fee 2	[Activity Fees]	6
Community Centre Activity Fee 3	[Activity Fees]	6
Community Hall - Back Section Per Hour	[Hire Fees]	23
Community Hall - Front Section Per Hour	[Hire Fees]	23
Community Hall - Whole Hall Full Day Rate	[Hire Fees]	24
Community Hall - Whole Hall Per Hour	[Hire Fees]	24
Community Program Fee	[Community Development]	6
Community Program Fee 1	[Community Development]	6
Community Program Fee 2	[Community Development]	6
Community use discount (does not apply on public holidays)	[Hire Fees]	14
Compassionate Rubbish service	[Additional domestic refuse service charges]	27
Concession and student membership discount	[Promotions & Discounts]	18
Concrete path – 2m wide (per m²)	[Repair charges for damage]	25
Constructed by council (per m²)	[Crossovers]	25
Convert to trafficable drainage lids	[Drainage & Misc charges]	25
Coopex	[Environmental Health]	7
Cost for kerb removal	[Constructed privately and subsidised]	25
Country Womens Association (CWA) - Bayswater branch per hour	[Meeting room]	19
Creche - 1 Hour	[Program & Activity Fees - Childcare]	16
Creche - 1.5 Hours	[Program & Activity Fees - Childcare]	16
Creche - 2 Hours	[Program & Activity Fees - Childcare]	16
Creche & Green Room Hourly Hire Rate	[Hire Fees]	15
Credit card surcharge (valid until 30/09/2026)	[Financial Services]	24
Cricket	[Seniors (18 years +)]	20
Crossover removals	[Repair charges for damage]	25
Crossovers over 22m² and eligible for a subsidy will receive a maximum subsidy	[Crossovers]	25

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.

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Fee Name	Parent Name	Page
C [continued]		
Crossovers to 22m ² and eligible for a subsidy will be subsidised on a 50 / 50 basis	[Crossovers]	25
CTF (collection only)	[Statutory Building]	21
D		
Daily keep - sustenance	[Public poundage]	13
Daily keep - sustenance	[Public poundage]	12
Damages to cat trap fee	[Cat poundage fees]	12
Dance Floor	[Hire Fees]	15
Dangerous dog products	[Other fees and charges]	14
Daytime pickleball session	[Program & Activity Fees - Stadium]	17
Daytime senior sports team fee per game	[Program & Activity Fees - Stadium]	17
Deemed-to-Comply Clause 61A Check	[Development]	9
Demolition permit	[Building service levy (collection only) \$45,000 or less]	22
Demolition permit	[Building service levy (collection only) over \$45,000]	23
Design Review Panel application fee (full panel) ^	[Design Review Panel]	11
Design Review Panel application fee (one panel member) ^	[Design Review Panel]	11
Design Review Panel sitting fee (chairperson)	[Design Review Panel]	11
Design Review Panel sitting fee (member)	[Design Review Panel]	11
Development approval search ~	[Other fees and charges]	11
Direct debit set up fee	[Financial Services]	24
Dog obedience classes per hour (limited reserve use)	[Other reserve hire rates]	21
Dog surrender fee	[Dog poundage fees]	13
Domestic development	[Certified application for a building permit]	23
Domestic service (annual charge)	[Sanitation]	27
E		
Early Bird	[Bayswater Business Awards]	8
Early bird discounts - 10%	[Program & Activity Fees - Stadium]	17
East Perth Basketball Association - NBL1 Games	[Program & Activity Fees - Stadium]	17
East Perth Basketball Association - Per Court - Per Hour	[Program & Activity Fees - Stadium]	17
Electric or razor wire fence	[Statutory Building]	21
Electric Vehicle Charging Idle Fee Per Minute (15 min grace period)	[Sustainable Environment]	28
Electric Vehicle Charging Per kWh 3pm to 9pm	[Sustainable Environment]	28
Electric Vehicle Charging Per kWh 9am to 3pm	[Sustainable Environment]	28
Electric Vehicle Charging Per kWh 9pm to 9am	[Sustainable Environment]	28
Entry fee of Artwork	[Art award and exhibition]	7
Entry fee of Artwork	[Art award and exhibition - youth]	8
Environment Health Assessments	[Environmental Health]	7
Erection of directional sign	[Engineering Works]	25
Evening pickleball session	[Program & Activity Fees - Stadium]	17
Event - Circus Reserve Bond at Broun Park	[Site fees]	8
Event - High Risk Reserve Bond	[Site fees]	8
Event - Low Risk Reserve Bond	[Site fees]	8
Event - Medium Risk Reserve Bond	[Site fees]	8
Event - Very High Risk Reserve Bond	[Site fees]	8
Event Vendor Power 1 x 10 Amp	[Site fees]	8
Event Vendor Power 1 x 15 Amp	[Site fees]	8
Event Vendor Power 1 x 3 Phase	[Site fees]	8
Extractive industry (where development has commenced or been carried out) ^	[Development]	10
Extractive industry ^	[Development]	9
F		
Facility bond	[All hall hire fees]	21
Facility bond	[Bonds]	27
Family Platinum Direct debit (ongoing)	[Membership fees]	16
Fee for issuing a final demand	[Fines and penalties enforcement fees]	24
Fee for issuing building / landscapers access permit	[All hall hire fees]	21
Fee for preparing an enforcement certificate	[Fines and penalties enforcement fees]	24
Fee for registering an infringement notice with the registry	[Fines and penalties enforcement fees]	24

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.

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Fee Name	Parent Name	Page

F [continued]

Fee for withdrawal of infringement (permits / ACROD - repeat offenders)	[Fines and penalties enforcement fees]	11
Festival Sponsor Feature in Official Program	[Art award and exhibition]	7
Field sports commercial coaching per hour	[Other reserve hire rates]	21
FIFO Platinum Discount	[Membership fees]	15
Fines / prosecutions	[Environmental Health]	7
Fire break installation	[Other fees and charges]	13
First game fee	[Program & Activity Fees - Stadium]	17
Fitness Access - 12 Months	[Membership fees]	15
Fitness Access - Direct Debit (ongoing)	[Membership fees]	15
Fitness appraisal, fitness program or body scan (non member)	[Program & Activity Fees - Fitness]	16
Fitness instructor hire 1 hour	[Fitness activity hire]	14
Fitness Room Hire	[Hire Fees]	15
Flood lighting fee per 1500W light per hour	[Home ground training]	20
Flood lighting fee per 2000W light per hour	[Home ground training]	20
FOGO compostable liners (roll of 75)	[FOGO liners]	27
FOGO service	[Additional domestic refuse service charges]	27
FOGO service	[Additional commercial refuse service charges]	27
Food Business Notification	[Environmental Health]	7
Food sampling reports	[Environmental Health]	7
Food stall (above 5 hours)	[Site fees]	8
Food stall (less than 5 hours)	[Site fees]	8
Food stall at events with expected attendance is less than 500 people	[Site fees]	8
Food Truck - Annual Registration	[Hire Fees]	24
Food Truck - Electricity Daily Rate	[Hire Fees]	24
Football (AFL)	[Seniors (18 years +)]	20
Football (Gaelic)	[Seniors (18 years +)]	20
For a building permit calculated on the estimated value of the building work as determined by the relevant permit authority	[Uncertified application for a building permit]	23
For demolition work in respect of a class 1 or class 10 building or incidental structure	[Application for a demolition permit]	21
For demolition work in respect of a class 2 to class 9 building or incidental structure	[Application for a demolition permit]	22
For the extension of time to which a building or demolition permit has effect	[Application to extend building or demolition permit]	22
For the issue of a licence for the deposit of materials on, or excavation of a street ^	[Statutory Building]	21
Frank Drago / Wotton Reserve	[Enclosed grounds]	20
Free Lesson	[Promotions & Discounts]	18
Free Stage Hire	[Hire Fees]	15
Free Stage Upgrade	[Hire Fees]	15
Fun nut hire double	[Hire Fees]	5
Fun nut hire per hour (large)	[Hire Fees]	5
Fun nut hire per hour (small)	[Hire Fees]	5
Function Suite - Back Section Per Hour	[Hire Fees]	24
Function Suite - Front Section Per Hour	[Hire Fees]	24
Function Suite - Full Per Day	[Hire Fees]	24
Function Suite - Full Per Hour	[Hire Fees]	24
Fundraiser discount (does not apply on public holidays)	[Hire Fees]	14
Further advance deposit which may be required by an agency under section 18(4) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee	[Freedom of Information Requests]	28

G

Game fee - Basketball & Futsal	[Program & Activity Fees - Stadium]	17
Game fee - Netball	[Program & Activity Fees - Stadium]	17
General Admission	[Bayswater Business Awards]	8
Ground / 1st floor lobby or balcony - rate per hour	[Hire Fees]	15
Group Fitness - Free Session	[Promotions & Discounts]	18
Group fitness classes - 30 minutes	[Program & Activity Fees - Fitness]	16
Group fitness classes - 45-60 minutes	[Program & Activity Fees - Fitness]	16
Group fitness classes - 90 minutes	[Program & Activity Fees - Fitness]	16

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Fee Name	Parent Name	Page

H

Hairdressing service (half day)	[Other fees]	6
Hairdressing service (whole day)	[Other fees]	6
Half court junior per hour	[Program & Activity Fees - Stadium]	17
Half court per hour	[Program & Activity Fees - Stadium]	17
Health business enquiry	[Environmental Health]	7
Health club casual workout	[Program & Activity Fees - Fitness]	16
Health Club Disability Access	[Program & Activity Fees - Fitness]	16
High risk food business	[Environmental Health]	7
Hire Fee Manager Approved	[Promotions & Discounts]	18
Historical financial statement (printed)	[Financial Services]	24

I

Industrial / commercial - 150mm thick (extra per m²)	[Crossovers]	25
Initial Application for approval where the Home Business has commenced	[Home Business]	10
Initial Application for approval where the Home Business has not commenced	[Home Business]	10
Initial Inspection Fee	[Swimming pool / spa]	23
Inspection fee - declaring a dog dangerous	[Dog poundage fees]	13
Inspection Fee - Section 39	[Environmental Health]	7

J

Join Fee - \$0	[Promotions & Discounts]	18
Junior term program fee per hour	[Program & Activity Fees - Stadium]	17

K

Kennel licence fee	[Kennel establishment]	13
Kerbing (per metre)	[Repair charges for damage]	25
Key bond	[All hall hire fees]	21
Key bond	[Bonds]	27

L

Lacrosse	[Seniors (18 years +)]	20
Lane Hire - 25m / wave casual hire per hour	[Hire Fees]	5
Lane Hire - 25m / wave club hire per hour	[Hire Fees]	6
Lane Hire - 25m / wave pool regular hire per hour	[Hire Fees]	5
Lane Hire - 50m olympic pool casual hire per hour	[Hire Fees]	5
Lane Hire - 50m olympic pool club hire per hour	[Hire Fees]	5
Lane Hire - 50m olympic pool regular hire per hour	[Hire Fees]	5
Lane Hire - Hydrotherapy Pool	[Hire Fees]	6
Large Size	[Driving Range - Bucket of Balls]	26
Large Stage	[Hire Fees]	15
Less than \$2 million	[Development Assessment Panel]	10
Less than 50 parking bays	[Signs maintenance costs borne by]	14
Licence of a lodging house	[Environmental Health]	7
Licence of a morgue	[Environmental Health]	7
Lifetime	[Micro-chipped and sterilised]	13
Lifetime	[Micro-chipped and unsterilised]	13
Lifetime	[Micro-chipped and sterilised]	12
Local Heritage Survey	[Other fees and charges]	11
Lockers - 1 hour	[Hire Fees]	15
Lockers - 2 hours	[Hire Fees]	15
Lockers - 4 hours	[Hire Fees]	15
Lockers - 6 hours	[Hire Fees]	15
Lost, damaged, stolen City of Bayswater materials (i.e. books, DVDs, talking books, magazines, comics and graphic novels)	[Library Services]	9
Lost, damaged, stolen library membership card (per card)	[Library Services]	9
Low risk food business	[Environmental Health]	7

M

Mangini Room per day	[Hire Fees]	9
Mangini Room per hour	[Hire Fees]	9

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.
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Fee Name	Parent Name	Page
M [continued]		
Market stall - non food (above 5 hours) per stall	[Site fees]	8
Market stall - non food (less than 5 hours)	[Site fees]	8
Market stall - Non food at events with expected attendance less than 500 people	[Site fees]	8
Market Stall - Not for Profit Local Association within Bayswater Municipality	[Site fees]	8
Market Vendor - Electrical Compliance	[Site fees]	8
Maximum limit	[Constructed privately and subsidised]	25
Maylands Activity Centre (per bay)	[Cash-in-lieu of Car Parking]	10
Medium risk food business	[Environmental Health]	7
Medium Size	[Driving Range - Bucket of Balls]	26
Medium Stage	[Hire Fees]	15
Mertome Gardens	[Accommodation payments, service fees, daily fees, retentions and other charges]	28
Microchipping	[Other fees and charges]	13
Minimum site repair/attendance charge	[Repair charges for damage]	25
More than \$2.5 million but not more than \$5 million ^	[Development]	9
More than \$21.5 million ^	[Development]	9
More than \$5 million but not more than \$21.5 million ^	[Development]	9
More than \$50,000 but not more than \$500,000 ^	[Development]	9
More than \$500,000 but not more than \$2.5 million ^	[Development]	9
More than 195 lots	[Subdivision Clearance (Freehold and Survey-strata)]	10
More than 5 lots but not more than 195 lots	[Subdivision Clearance (Freehold and Survey-strata)]	10
Morley Activity Centre (per bay)	[Cash-in-lieu of Car Parking]	10
Mulch Purchase - Properties within the City	[Parks and Gardens]	27
Multiple Court Rate per Court	[Program & Activity Fees - Stadium]	17
Multiple Court Rate Per Court - Junior	[Program & Activity Fees - Stadium]	17
N		
New team registration fee	[Program & Activity Fees - Stadium]	17
No charge	[All hall hire fees]	21
No charge	[Main hall]	19
No charge	[Meeting room]	19
No charge (fee waiver)	[Not-for-profit community groups]	6
Noise management plan fee	[Environmental Health]	7
Non City of Bayswater clubs - training (per night, per club)	[Home ground training]	20
Non-application, modification, of building standard	[Application for occupancy permits, building approval certificates]	22
Non-City of Bayswater based schools / clubs	[Juniors - applicable to all reserves]	20
Non-Road Closure Permit for works extending beyond 28 days	[Roadside Traffic Management Plan]	26
Not less than \$10 million and less than \$12.5 million	[Development Assessment Panel]	11
Not less than \$12.5 million and less than \$15 million	[Development Assessment Panel]	11
Not less than \$15 million and less than \$17.5 million	[Development Assessment Panel]	11
Not less than \$17.5 million and less than \$20 million	[Development Assessment Panel]	11
Not less than \$2 million and less than \$7 million	[Development Assessment Panel]	10
Not less than \$20 million and less than \$50 million	[Development Assessment Panel]	11
Not less than \$50 million	[Development Assessment Panel]	11
Not less than \$7 million and less than \$10 million	[Development Assessment Panel]	11
Not more than \$50,000 ^	[Development]	9
Not more than 5 lots	[Subdivision Clearance (Freehold and Survey-strata)]	10
O		
Occupancy permit for approved building work	[Building service levy (collection only) \$45,000 or less]	22
Occupancy permit for approved building work	[Building service levy (collection only) over \$45,000]	23
Occupancy permit for unauthorised building work	[Building service levy (collection only) \$45,000 or less]	23
Occupancy permit for unauthorised building work	[Building service levy (collection only) over \$45,000]	23
Occupancy permit reinspection fee	[Application for occupancy permits, building approval certificates]	22
One year	[Micro-chipped and sterilised]	13
One year	[Micro-chipped and unsterilised]	13
One year	[Micro-chipped and sterilised]	12
One year - Dangerous Dog	[Micro-chipped and unsterilised]	13
One year - Dangerous Dog	[Micro-chipped and sterilised]	13
Order & Requisitions	[Land information certificates (per property)]	24
Other animals (excepting cats)	[Public poundage]	13
Other areas	[Cash-in-lieu of Car Parking]	10

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Fee Name	Parent Name	Page

O [continued]

Other team sports	[Seniors (18 years +)]	20

P

Parking permit fee	[Parking]	13
Parking permit replacement (lost permits)	[Parking]	13
Party (up to 10 children, 1 adult spectator per child)	[Hire Fees]	6
Party (up to 20 children, 1 adult spectator per child)	[Hire Fees]	6
Party (up to 30 children, 1 adult spectator per child)	[Hire Fees]	6
Party Additional Children	[Hire Fees]	6
Party Free Cake	[Promotions & Discounts]	18
Party Inflatable Hire (1 hour)	[Hire Fees]	6
Party Promotion	[Promotions & Discounts]	18
Payment arrangement fee	[Financial Services]	24
Peak rate (per hour, Friday & Saturday nights after 6:00 PM)	[Meeting room]	19
Peak rate (per hour, Friday & Saturday nights after 6:00 PM)	[Main hall]	19
Per 3 Months	[Commercial filming fees]	12
Per day	[Additional charges]	14
Per day	[Commercial filming fees]	12
Per month	[Additional charges]	14
Per week	[Additional charges]	14
Permit application fee	[Stallholders & traders]	14
Permit application fee	[Mobile Food Vehicles]	7
Permit application Fee	[Commercial filming fees]	12
Permit renewal fee	[Mobile Food Vehicles]	7
Permit Renewal Fee	[Stallholders & traders]	14
Permit to use septic tank system	[Environmental Health]	7
Personal Trainer 12 month permit	[Other reserve hire rates]	21
Personal Trainer 6 month permit	[Other reserve hire rates]	21
Personal trainer or tennis coach (up to 3 hours max)	[Other reserve hire rates]	21
Personal Trainer Permit Application fee	[Other reserve hire rates]	21
Personal Training - 2 Sessions	[Promotions & Discounts]	18
Personal Training - 3 Sessions	[Promotions & Discounts]	18
Pickleball tournament	[Program & Activity Fees - Stadium]	17
Platinum Access - 1 Month Free	[Promotions & Discounts]	18
Platinum Access - 12 Months	[Membership fees]	16
Platinum Access - 3 Days	[Promotions & Discounts]	18
Platinum Access - Direct Debit	[Membership fees]	16
Platinum Access Family - 12 Months	[Membership fees]	16
Platinum Trial - 1 Month	[Promotions & Discounts]	18
Pool Inflatable (including staff)	[Hire Fees]	15
Printed copy of rates notice (charge per year from 2 years ago and older)	[Financial Services]	24
Professional Sporting Game – General Admission	[Sporting Events]	8
Professional Sporting Game– Licensed Area	[Sporting Events]	8
Program Fee Manager Approved	[Promotions & Discounts]	18
Prohibited verge and private parking signs including installation (per sign)	[Signs]	14
Property settlement questionnaire	[Other fees and charges]	11
Public Health Program Participation Fee	[Environmental Health]	7
Public use only tennis courts - Crimea, Whatley, Hampton & Houghton	[Tennis courts]	20
Purchase 10 casual sessions and get one visit free	[Promotions & Discounts]	18

R

Rates	[Land information certificates (per property)]	24
Rates Instalment Admin Fee	[Financial Services]	24
Rates Instalment Interest Fee	[Financial Services]	24
Rates Penalty Interest	[Financial Services]	24
Recycling service	[Additional domestic refuse service charges]	27
Recycling service	[Additional commercial refuse service charges]	27
Registered cats impound fee	[Public poundage]	12
Registered dogs impound fee	[Public poundage]	13
Release of impounded goods (non animal)	[Other fees and charges]	13
Release of Impounded Shopping Trolley fee	[Other fees and charges]	13
Relocate drainage pit	[Drainage & Misc charges]	25

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Fee Name	Parent Name	Page

R [continued]

Removal of tree due to construction and or development	[Parks and Gardens]	27
Renewal for approval of Home Business where the application has expired	[Home Business]	10
Renewal for approval of Home Business where the business has commenced	[Home Business]	10
Request for information - F.O.I. application fees	[Freedom of Information Requests]	28
Request for inspection	[Swimming pool / spa]	23
Residential plans - includes photocopy charge ~	[Statutory Building]	21
Residential signage	[Signs maintenance costs borne by]	14
Residential strata plans - plus photocopy charge ~	[Statutory Building]	21
Road Closure Permit for works extending beyond 28 days	[Roadside Traffic Management Plan]	26
Road scarring (per m²)	[Repair charges for damage]	25
Room Hire - Promotion with Manager Approval	[Hire Fees]	24
Rubbish service	[Additional domestic refuse service charges]	27
Rubbish service	[Additional commercial refuse service charges]	27
Rugby (Union)	[Seniors (18 years +)]	20

S

Sale of donated and discarded items	[Library Services]	9
Scheme amendments, structure plans, activity centre plans and local development plans (and modifications thereof) where documentation is prepared by applicant	[Other fees and charges]	11
Scheme text	[Other fees and charges]	11
School Entry - Term 1 & 4	[Aquatic Entry Fees]	5
School Entry - Term 2 & 3	[Aquatic Entry Fees]	5
School Entry - Vacation	[Aquatic Entry Fees]	5
School holiday program fee per hour	[Program & Activity Fees - Stadium]	17
School Lesson per Child	[Program & Activity Fees - Swim School]	17
Scuba Single Entry	[Aquatic Entry Fees]	5
Security Bond	[Hire Fees]	15
Security Bond - Major Event	[Hire Fees]	15
Security Bond - Minor Event	[Hire Fees]	15
Security Bond - Moderate Event	[Hire Fees]	15
Septic tank application fee	[Environmental Health]	7
Septic tank plan copy	[Environmental Health]	7
Setup or Pack Down Fee - large functions	[Hire Fees]	15
Setup or Pack Down Fee - small functions	[Hire Fees]	15
Shade Shelter Hire - 2 Hours	[Hire Fees]	6
Silver Sneakers / Dance Fit Exercise Class	[Program & Activity Fees - Fitness]	16
Single Access - 12 Months	[Membership fees]	15
Single Access - Direct Debit	[Membership fees]	15
Single court junior per hour	[Program & Activity Fees - Stadium]	17
Single court per hour	[Program & Activity Fees - Stadium]	17
Six Month Permit	[Additional charges]	14
Six month permit ~	[Mobile Food Vehicles]	7
Small meeting room - commercial & public holiday rate per hour	[Hire Fees]	15
Small Size	[Driving Range - Bucket of Balls]	26
Small Stage	[Hire Fees]	15
Smoke alarm inspection	[Statutory Building]	21
Soccer	[Seniors (18 years +)]	20
Staff Hire - General	[Hire Fees]	14
Staff Hire - Supervisor	[Hire Fees]	15
Staff Hire per hour - Public Holiday surcharge	[Hire Fees]	14
Staff Hire per hour - Saturday (Before/after 6) surcharge	[Hire Fees]	14
Staff Hire per hour - Sunday (Before/after 6) surcharge	[Hire Fees]	14
Staff Hire per hour - Weekday evening surcharge	[Hire Fees]	14
Standard residential lot	[Verge bond]	25
Storage fee (Daily fee up to a maximum of 90 days)	[Abandoned vehicle fees]	12
Strength for Life Appraisal	[Program & Activity Fees - Fitness]	16
Strength for Life Class	[Program & Activity Fees - Fitness]	16
Subdivision clearance reinspection	[Subdivision Clearance (Freehold and Survey-strata)]	10
Subsidy per m²	[Constructed privately and subsidised]	25
Suspension and Transfers	[Membership fees]	15

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.

Fee Name	Parent Name	Page
S [continued]		
Swim School Additional Needs	[Program & Activity Fees - Swim School]	17
Swim School Adults	[Program & Activity Fees - Swim School]	17
Swim School Holiday Program per 30 minute class	[Program & Activity Fees - Swim School]	17
Swim School Junior Squad - Direct Debit	[Program & Activity Fees - Swim School]	18
Swim School Lesson Fee - 16 weeks Government Agency Group	[Program & Activity Fees - Swim School]	17
Swim School Lesson Fee - 16 weeks Government Agency Group - Additional Needs	[Program & Activity Fees - Swim School]	17
Swim School Lesson Fee - 16 weeks Government Agency Group - Private	[Program & Activity Fees - Swim School]	18
Swim School Lesson Fee - 45 min program	[Program & Activity Fees - Swim School]	17
Swim School Lesson Fee per 30 minute class	[Program & Activity Fees - Swim School]	17
Swim School Lifesaving Award	[Program & Activity Fees - Swim School]	17
Swim School Multiple Lesson	[Promotions & Discounts]	18
Swim School Parent 14 Day Platinum Access	[Promotions & Discounts]	18
Swim School Private Lesson	[Program & Activity Fees - Swim School]	17
Swimming Pool Water Sampling	[Environmental Health]	7
T		
Table of 10	[Bayswater Business Awards]	8
Tea and coffee fee (bingo players only)	[Activity Fees]	6
Team forfeit bond	[Program & Activity Fees - Stadium]	17
Team forfeit fine	[Program & Activity Fees - Stadium]	17
Temporary limestone hardstand (per m2)	[Repair charges for damage]	25
Temporary public building, not requiring building licence, accommodating more than 1000 people	[Environmental Health]	7
Temporary public building, not requiring building licence, accommodating up to 1000 people	[Environmental Health]	7
Temporary public internet service membership	[Library Services]	9
Temporary verge crossing permit (verge protection permit)	[Verge bond]	25
Three (3) cubic metre bin	[Sanitation]	27
Three month permit	[Mobile Food Vehicles]	7
Three Month Permit	[Additional charges]	14
Three years	[Micro-chipped and sterilised]	13
Three years	[Micro-chipped and unsterilised]	13
Three years	[Micro-chipped and sterilised]	12
Time taken by staff dealing with F.O.I. application (per hour or pro rata for a part of an hour)	[Freedom of Information Requests]	28
Training room / mezzaine room hire per hour	[Hire Fees]	15
Transfer of kennel licence	[Kennel establishment]	13
Turf reinstatement fee	[Enclosed grounds]	20
Turn back time	[Promotions & Discounts]	18
Twilight Golf	[Midweek]	26
Twilight Golf	[Weekends]	26
Twilight Golf	[Midweek]	26
Twilight Golf	[Weekends]	26
U		
Unregistered cats impound fee	[Public poundage]	12
Unregistered dogs impound fee	[Public poundage]	13
USB flash drives	[Library Services]	9
V		
Vehicle Towing fee	[Abandoned vehicle fees]	12
Verge Reinspection Fee	[Verge bond]	25
Volleyball training court per hour	[Program & Activity Fees - Stadium]	17
W		
WACA country week cricket (per day)	[Turf cricket wickets]	20
WACA country week cricket synthetic wicket (per day)	[Turf cricket wickets]	20
Wellington Room Hire - WAFES	[Hire Fees]	9
Wellington Room per day	[Hire Fees]	9
Wellington Room per hour	[Hire Fees]	9

The information on statutory fees and charges is subject to the relevant Authorities release of any 2026/27 changes.

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Fee Name	Parent Name	Page
W [continued]		
Where the development has commenced or been carried out ^	[Development]	9
Withdrawal (once with FER)	[Fines and penalties enforcement fees]	12
Withdrawal after 28 days (before FER)	[Fines and penalties enforcement fees]	12
Written planning advice	[Other fees and charges]	11
Z		
Zoning certificate	[Other fees and charges]	11

10.2.6 Differential Rates Submissions 2026/27

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Refer:	Nil.

This item will be provided under separate cover.

10.3 Infrastructure and Assets Directorate Reports**10.3.1 Maylands Lakes Landscape and Water Quality Plan**

Responsible Branch:	Parks and Environment
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. Maylands Lakes Landscape and Green Infrastructure Assessment [10.3.1.1 - 39 pages] 2. Maylands Lakes Landscape Assessment Community Feedback Summary [10.3.1.2 - 35 pages] 3. Landscape and Water Quality Works [10.3.1.3 - 19 pages]
Refer:	Item 13.1 OCM 22.07.2025 Item 10.2.1 OCM 01.07.2025 Item: 10.3.2 OCM: 29.04.2025
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 of the Local Government Act 1995.

SUMMARY

For Council to consider the Maylands Lakes Landscape and Water Quality Plan for endorsement as part of Phase 1 implementation for the Maylands Lakes Restoration Masterplan.

OFFICER'S RECOMMENDATION

That Council:

1. **Endorses the Maylands Lakes Landscape and Water Quality Plan (June 2026) as contained in Attachment 3.**
2. **Authorises the Chief Executive Officer to undertake remedial and removal works to the lakefront structures in accordance with the recommendations of the Plan.**
3. **Considers future funding allocations for the landscape improvement works and infrastructure renewal projects identified in the Plan through annual budget and long-term financial planning process.**

BACKGROUND

At the Ordinary Council Meeting held on 29 April 2025, Council considered the Maylands Lakes Environmental Restoration Concept Report (Masterplan). The Masterplan lists 28 actions in three prioritised implementation phases, with the 14 Phase 1 projects, being those more likely to have immediate impact on the lakes. Phase 1 implementation, including supporting works was estimated at the time to cost \$2.4M.

Council resolved to authorise the Chief Executive Officer to (in part):

- “(a) *Prepare Implementation and Monitoring, Reporting and Improvement Plans incorporating the priority of works identified in Phase 1 of the Concept Report.*
- (b) *Update the draft 2025/26 Annual Budget to allocate \$2.4M from the Major Capital Works Reserve for commencement of detailed design and implementation of Phase 1.*
- (c) *Progress Phase 1 actions as outlined in the concept report.”*

At the Ordinary Council Meeting held on 1 July 2025, Council adopted the 2025/26 Annual Budget, which included an allocation of \$2.4 million (excluding GST) to undertake the required detailed design and deliver the 14 Phase 1 projects, as outlined below:

PHASE 1 - EARLY WORKS AND TARGETING INPUTS	12A	Establish a water pumping system for recirculation of Lake Brearley	Water balance
	36	Review literature for likely predator macroinvertebrates needed and whether existing aquatic fauna (eg. <i>Gambusia</i> spp.) and lack of habitats are limiting their growth. To be used as an input to landscape redesign.	Ecosystem balance
	05	Review and update midge management plan	Ecosystem balance
	28	Revegetate islands in Lakes Bungana and Brearley	Nutrient inputs
	35	Resurvey lake bathymetry to provide high quality baseline for detailed design	Water balance
	AA1	Possible additional action – Ground survey of key areas	
	11	Establish treatment biofilter at top end of Brickworks Lake	Nutrient inputs
	32	Add phoslock to system at regular intervals (at least once per year in Oct/Nov)	Water column conditions
	47	Reduce fertiliser use in catchment through education program for community and updating Council practices where required.	Nutrient inputs
	20	Add alum to existing blooms to allow for flocculation of blooms	Water column conditions
	38	Undertake landscape redesign as part of the Masterplan	Amenity and safety
	04	Planting plan that includes weed removal and planting mix as part of the overall landscape redesign	Amenity and safety
	42	Audit existing landscape infrastructure to evaluate what should be retained, restored, replaced or removed.	Amenity and safety
	Total cost - \$2,420,000		
	AA2	Additional action - Develop Monitoring, Evaluation, Reporting and Improvement (MERI) plan	

At the Ordinary Council Meeting held on 22 July 2025, Council resolved to approve the Scope of Services prepared by Alluvium Pty Ltd to the value of \$396,940 (excluding GST), as a variation to contract 12-2024 Maylands Lakes Environmental Restoration Masterplan Consultancy and Design Services, to support the implementation of Phase 1 projects in the Masterplan.

Included within the 14 Phase 1 projects is Action 38 – Undertake Landscape Redesign as part of the Masterplan. To support the implementation of Action 38, several related Phase 1 actions were also required to be considered, including the following:

Action No.	Description
28	Revegetate islands in Lakes Bungana and Brearley
AA1	Ground survey of key areas.
04	Planting plan that includes weed removal and planting mix as part of the overall landscape redesign
42	Audit existing landscape infrastructure to evaluate what should be retained, restored, replaced, or removed

The Maylands Lakes Landscape and Water Quality Plan has now been prepared to address Action 38 and is presented to Council for consideration and adoption.

EXTERNAL CONSULTATION

The Maylands Lakes Landscape and Water Quality Plan was the subject of the following community and Elected Member engagement:

- An evening engagement session was held on Thursday 4 December 2025 where the consultants presented and discussed this project (along with the progress of other Phase 1 projects).
- A pop-up session was held on Saturday 6 December 2025 at Maylands Lakes which provided an opportunity for residents to inspect the proposals and speak with the consultants about landscaping issues.
- Following the engagement sessions the community was requested to complete a survey through Engage Bayswater, or to visit the Maylands library to complete a hard copy

version. The results were presented in a Community Feedback Summary (January 2026). **Attachment 2.**

- An Elected Member briefing on Tuesday 10 March 2026.
- Presented at a meeting of the Scientific Advisory Panel (SAP) on 12 March 2026.
- A Community Forum on Thursday 4 June 2026.

OFFICER'S COMMENTS

As identified in the Masterplan, the landscape redesign process began with an audit of existing infrastructure (Action 42). A ground survey (LiDAR contours) was then completed to provide baseline topography (Action AA1).

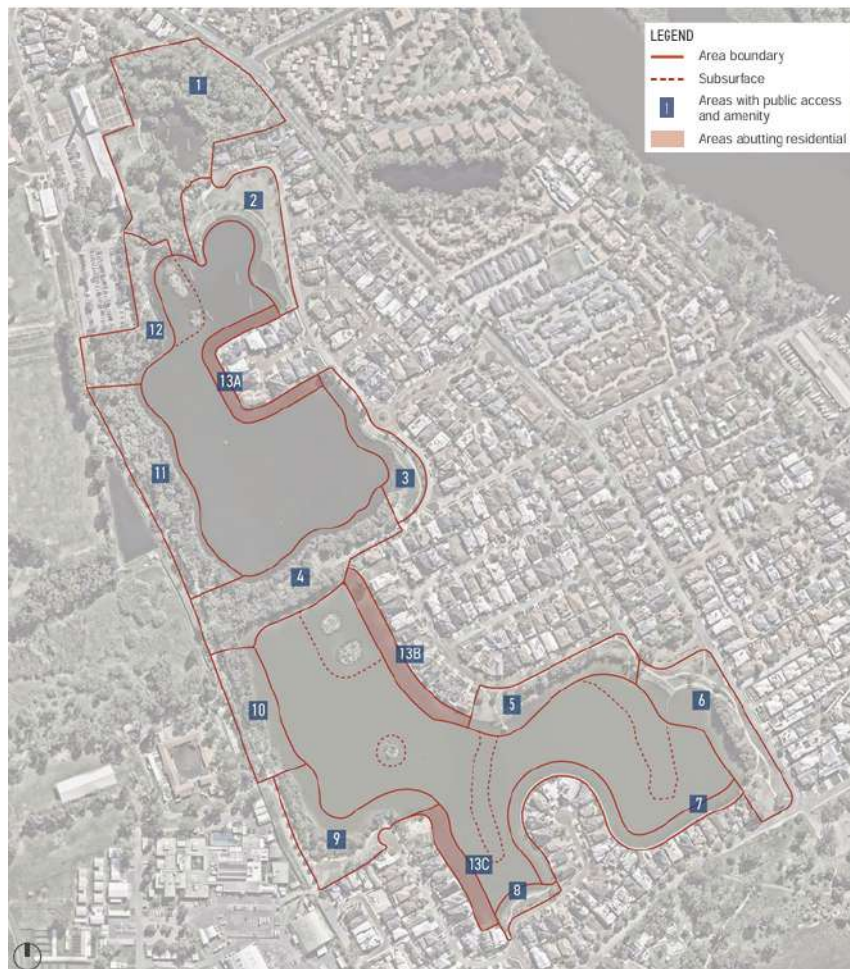
An assessment of the current landscaping of the greenspaces, including both softscape and hardscape elements, was then undertaken, taking a broader view of how the lakes, vegetation, pathways, jetties, boardwalks, and open spaces could be enhanced to benefit both the environment and community (Action 42).

A systems-based approach was adopted by the consultants to ensure that both environmental and community outcomes were considered as part of the landscape redesign process. This included:

- Assessing water movement, water quality, and nutrient pathways throughout the lake system;
- Evaluating vegetation condition, habitat values, shade provision, and accessibility;
- Identifying and mapping the strengths, constraints, vulnerabilities and opportunities within each area of the site (area by area); and
- Considering how landscape design changes and water management interventions could enhance ecological function while improving community use and enjoyment of the lake precinct.

The site was divided into 15 assessment areas (Areas 1–12 and Areas 13a, 13b and 13c) to facilitate a detailed evaluation of the existing conditions across the lake system. This approach enabled the consultants to identify the specific environmental and landscape issues affecting each area and clearly communicate the rationale for proposed interventions aimed at improving ecological health and addressing ongoing challenges, including algal blooms and midge outbreaks.

The figure below illustrates how the site was divided into the 15 assessment areas (Areas 1–12 and Areas 13a, 13b and 13c) used to evaluate the existing conditions and inform the development of the proposed landscape and water quality improvements.



Five performance domains were considered as part of the assessment within each of these areas:

1. Water balance and condition
2. Ecological health
3. Climate resilience
4. Community and amenity
5. Accessibility and health

Assessment criteria were developed for each performance domain and applied across the 15 assessment areas. This enabled a consistent, evidence-based evaluation of the existing conditions and informed recommendations that balance the ecological restoration objectives with community needs and expectations.

The resulting scores were averaged for each performance domain within each assessment area and were plotted using radar graphs. This approach provided a clear visual representation of the relative strengths and opportunities within each area, facilitating a straightforward comparison and priority setting for Council and the community.

The information was then used to develop the Maylands Lakes Restoration Landscape and Green Infrastructure Assessment (December 2025) (**Attachment 1**). The Assessment includes an audit of the existing landscape, a process for assessing infrastructure (green or other), objectives for the landscape design response and a decision-making process to inform the potential design process.

It also covered a review of the existing waterfront hardscape structures, including boardwalks and viewing platforms. The review provided recommendations for each structural element, identifying whether it should be renewed, removed, or replaced. Within Lake Bungana, the viewing platform located on the west side of the lake and the platform with the rotunda gazebo on the north side are identified to be retained whilst the boardwalk fronting the amphitheatre is proposed to be reduced and renewed. At Lake Brearley, the viewing platform with the rotunda gazebo is recommended to be retained, while the eastern boardwalk is proposed for removal.

The assessment findings and scoring results for each area were presented to the community through a briefing (Community Session), an on-site community pop-up session, and a public survey. Feedback received through these engagement activities helped validate the assessment findings and provided valuable insight into community priorities for the future management and enhancement of the Maylands Lakes precinct.

Further detail is contained within the Maylands Lakes Landscape Assessment Community Feedback Survey (January 2026) (**Attachment 2**). This document forms a key component of the project, capturing detailed input from residents and stakeholders regarding landscape improvements, environmental restoration priorities, and the overall future direction of the Maylands Lakes precinct.

Feedback covered ecological restoration, water quality and circulation, habitat enhancement, passive recreation, and residential interface considerations. Responses were carefully analysed and directly informed the concept designs, ensuring that proposed interventions balance community priorities with ecological and technical recommendations. A summary of the feedback appears below.

“The community strongly supports a restoration first approach, with the primary goal of improving water quality, ecological health, and habitat resilience. Amenities and access are secondary and should complement not compromise natural values. Implementation should be staged, evidence based, adaptive, and sensitive to private property, wildlife, and visual amenity.”

The feedback was then used to inform the development of the Maylands Lakes Landscape Concept Report (February 2026). This working document translated the assessment findings and community feedback into a staged and implementable design framework. It outlined area-specific interventions, ecological restoration measures, water management strategies, and improvements to passive recreation and circulation, while maintaining key sightlines and visual amenity for adjacent properties.

The Concept Report was presented to Council at a Council briefing held on 10 March 2026 and to the Scientific Advisory Panel (SAP) on 12 March 2026. Following advice and feedback from Councillors and the SAP, the Concept Report was refined to focus more on landscaping that has a direct impact on water quality outcomes and nearshore infrastructure improvements.

Following this refinement, the Concept Report was further developed into the *Maylands Lakes Landscape and Water Quality Plan* (June 2026). The Plan retains trees and vegetation identified as critical to achieving water quality outcomes, while proposed plantings and species considered non-essential to water quality improvement have been removed. This approach ensures that the recommended landscape works are focused on delivering measurable water quality and ecological benefits while continuing to enhance the amenity and functionality of the lake environment.

Council endorsement of the *Maylands Lakes Landscape and Water Quality Plan* is therefore required to enable the City to progress future funding applications to support delivery of identified landscape interventions and improvements. The plan will also inform future capital works planning and facilitate staged implementation of projects over time.

There are two related projects currently underway as part of the Phase 1 implementation. These are:

- (Action 11) *Establish treatment wetland Brickworks Lake*. This is a separate and more complex project that is not directly covered in the Maylands Lakes Landscape and Water Quality Plan, however the project complies and aligns with the general principles of the plan.

The draft design was presented at the community workshop held on 4 December 2025 and made available at the Pop-up event on 6 December. An update on the design was also provided at the Community Forum held on 4 June 2026. Tenders for construction will be considered by Council at a future meeting.

- The City has received a grant of \$450k from the Federal Government Urban Rivers and Catchments Program. This project involves bank modification and landscaping works on the northern bank of Lake Brearley, adjacent to Lake Bungana and is guided by the principles of the Maylands Lakes Landscape and Water Quality plan.

In addition to the above, immediate works on some lakefront infrastructure currently closed to the public due to safety concerns can now be undertaken following finalisation of this plan. These remedial works, including repairs to the decking of the boardwalk at Lake Bungana and removal of the boardwalk at Lake Brearley, will address immediate safety risks and facilitate the reopening of affected structures where appropriate, while also informing their future renewal or replacement as part of a staged asset management program.

Following endorsement of this plan, it will serve as the key guiding document for landscape works to be delivered under Phases 2 and 3 of the Maylands Lakes Masterplan, should future progression of these phases be required.

LEGISLATIVE COMPLIANCE

Community Engagement Policy 4048368.

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	High
Service Delivery	Medium	Medium
Environment	Low	High
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. SR03 - Council plans, decision making process and/or activities fail to invest in the management, protection and improvement of its natural environment.	

FINANCIAL IMPLICATIONS

There are no direct financial implications for Council endorsing the Maylands Lakes Landscape and Water Quality Plan. Future work packages derived from the plan will have financial implications and these will be considered and delivered via the City's annual budget process.

In addition, there is \$9,500 allocated in the 2025/26 Budget (Account 81331 - Jetty Brearley) for the demolition of the boardwalk. This funding is to be utilised in alignment with the works identified in this Plan.

STRATEGIC IMPLICATIONS

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

Key Result Area: Social
Outcome 1.2 Safe and Resilient Community
Objective 1.2.1 Facilitate a safe environment.

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: Natural
Outcome 3.1: Sustainable Natural Green Spaces
Objective 3.2.1 Preserve and enhance our biodiversity and the health of our river, wetlands and bushland.

CONCLUSION

The City, in collaboration with its consultants, has prepared the Maylands Lakes Landscape and Water Quality Plan as part of the Phase 1 implementation actions of the Maylands Lakes Restoration Masterplan. The Plan guides the management of landscape areas and associated infrastructure that directly influence the Maylands Lakes, with the primary objective of improving water quality outcomes.

A consistent suite of landscape interventions and improvements has been applied across Maylands Lakes to enhance ecological function, community amenity, and residential interface. The design aims to distribute landscape interventions fairly, consistently, and transparently across the lake system while maintaining the primary outlook from adjoining properties.

The Plan has been informed by a site audit, the findings of the Landscape and Green Infrastructure Assessment, and feedback received through community engagement, the Scientific Advisory Panel (SAP), and Council briefings.

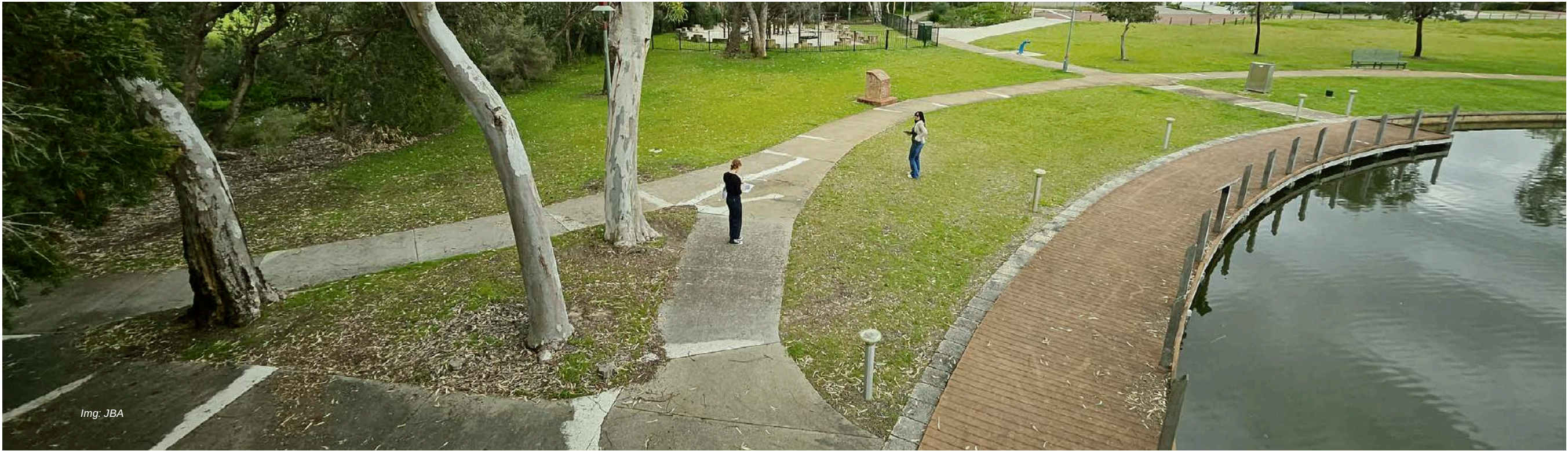
The final iteration of the document, the Maylands Lakes Landscape and Water Quality Plan (June 2026), is presented to Council for endorsement (**Attachment 3**).



alluvium



MAYLANDS LAKES LANDSCAPE RESTORATION
LANDSCAPE AND GREEN INFRASTRUCTURE ASSESSMENT



CONTENTS

Document Control

Date of Issue	Rev No.	Reason for Issue	Author	Reviewed By	Approved By
03/12/2025	C	Engagement	PV,MB	TW,DH	PV,TW

This document may only be used for the purpose for which it was commissioned in accordance with the Terms of Engagement.

Img: JBA

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PURPOSE

The Maylands Lakes precinct is an important ecological and community asset within the City of Bayswater. Recurring challenges, particularly algal blooms and midge swarms, show that coordinated and targeted action is needed to restore ecological balance. This includes addressing nutrient build-up, improving water circulation, enhancing aquatic and riparian vegetation, and diversifying habitats to support a resilient and healthy ecosystem.

Before designing a landscape restoration masterplan, it is essential to understand current conditions and the types of changes required. Any interventions must be carefully planned to maintain recreational, visual, and cultural values, including protecting key views for nearby residents, ensuring safe access, and supporting social and community activity.

This assessment provides a structured evaluation to guide the landscape restoration masterplan, explain why change is necessary, and involve the community in shaping the future of the lakes.



Img: JBA

CONTEXT

CONTEXT

The Maylands Lakes precinct comprises three interconnected water bodies formed through clay extraction and later reshaped for residential development. These lakes function as a terminal lake system, collecting stormwater, groundwater, and rainfall with minimal natural outflow.

Over time, nutrient accumulation, limited water circulation, and high ecological productivity have led to ongoing pressures, including cyanobacteria blooms, midge swarms, and imbalanced bird populations. While the community values the lakes for recreation and visual amenity, both the City of Bayswater and residents recognise that changes are required to properly address these issues.

In June 2024, the City of Bayswater appointed a specialist team with expertise in catchment analysis, water systems, and ecological restoration. The team undertook a detailed investigation of the lakes system, with the findings and recommended actions outlined in the Maylands Lakes Environmental Restoration Concept Report 2025. On 30 April 2025, Bayswater City Council unanimously endorsed the Maylands Lakes Environmental Restoration Concept Report and approved the commencement of Phase 1 works. Council has allocated \$2.4 million in its draft 2025/26 Budget to support this first stage.

Phase 1 focuses on two key actions:

- Establishing a pumping system to improve water recirculation at Lake Brearley
- Constructing a treatment wetland at Brickworks Lake to filter and treat inflows entering the lake system

These works are expected to take approximately 18 months to two years to complete.

The City will continue to seek external funding to support the implementation of Phases 2 and 3.



- PHASE 1
- 12A

Establish a water pumping system for recirculation of Lake Brearley
- 36

Review literature for likely predator invertebrates needed and whether existing aquatic fauna (eg. *Gambusia holbrooki*) and lack of habitats are limiting their growth.
- 05

Review and update existing midge management plan
- 28

Revegetate islands in Bungana and Brearley to improve bird biodiversity
- 35

Resurvey lake bathymetry to identify deep zones
- 11

Establish treatment wetland at top end of Brickworks Lake
- 32

Add phoslock to system at regular intervals (at least once per year in Oct/Nov
- 47

Reduce fertiliser use in catchment
- 20

Add alum to existing blooms to allow for flocculation of blooms
- 38

Undertake landscape redesign as part of the concept design process for the Masterplan
- 04

Consider weed removal and planting mix as part of the overall landscape redesign
- 42

Audit existing landscape infrastructure to evaluate what should be retained, restored, replaced or removed
- PHASE 2
- 02

Add bunds to improve water movement through key areas of potential stagnation
- 10

Establish pipe/culvert linkage at berm between Bungana and Brearley to cater for likely maximum inflows into the system
- 24

Link external catchments currently draining via Maylands Main Drain into Swan River
- 33

Reshape edges where appropriate to improve lake edge and shore to water interface
- 39

Add planting mediums to ephemeral zones suitable for planting
- 23

Introduce suitable submerged aquatic plant species to lake systems
- 14

Extend planting around lake edges to encourage other bird species
- 26

Plant emergent macrophytes in ephemeral zones
- 27

Plant riparian zones with suitable shade tree species (e.g. *Melaleuca raphiophylla*)
- PHASE 3
- 12B

Extend the water pumping system for recirculation to Lake Bungana
- 25

Placing clean sand over deep zones
- 13

Establish wetland on western side of Bungana
- 18

Implement revised landscape responses
- 31

Remove unsuitable treatments



DESIGN APPROACH

Understanding how Maylands Lakes currently function helps explain why issues like algal blooms and midge swarms occur, and what can be done to improve the lakes. Rather than looking at individual parts in isolation, this approach considers how all areas of the lakes and surrounding landscape work together. Changes in one part of the lakes can affect other areas, so planning needs to account for these connections.

The analysis and summary of issues are outlined in the Maylands Lakes Environmental Restoration Concept Report 2025. Planning and design are now underway for key restoration works, including improving water circulation at Lake Brearley and the detailed design of a treatment wetland at Brickworks Lake.

While these works address environmental challenges, the Green Infrastructure Assessment takes a broader view, looking at how the lakes, vegetation, pathways, and open spaces can be enhanced to benefit both the environment and the community.

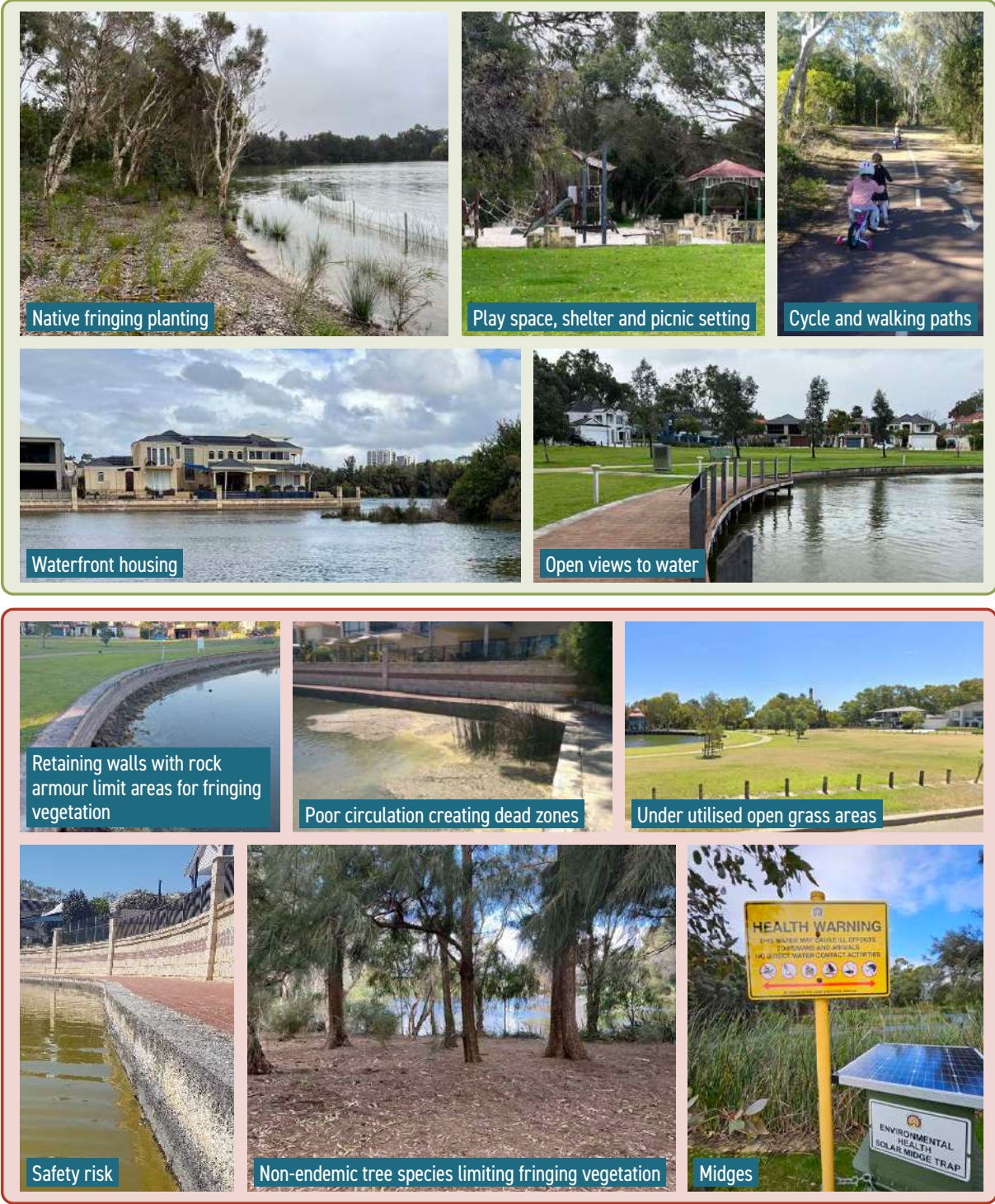
GREEN INFRASTRUCTURE

Green infrastructure is the interconnected network of natural and designed elements that provide environmental, social, and cultural benefits. At Maylands Lakes, this includes the lakes themselves, aquatic and riparian vegetation, open spaces, and pathways for people to enjoy.

This approach works with natural processes rather than relying only on engineered solutions. It allows interventions that tackle the underlying causes of ecological problems while also creating spaces that people can use, enjoy, and learn from.

- Looking at the lakes through a green infrastructure perspective ensures that interventions can:
- Improve ecological function by addressing nutrient build-up, water quality, and habitat connectivity
 - Support biodiversity through a mix of plants and habitats
 - Maintain and enhance recreational, visual, and cultural values for the community
 - Increase resilience to climate stresses such as heat, drought, and flooding

INFRASTRUCTURE ELEMENTS



ASSESSMENT

THE ASSESSMENT

Assessing green infrastructure elements through defined performance domains allows for evidence-based planning that balances ecological restoration with community values. It also ensures that interventions are targeted, functional, and sensitive to the existing landscape character.

This assessment evaluates ecological, climatic, and social performance across the precinct, identifying opportunities to enhance habitat, canopy cover, cooling, and community amenity. It also considers safety and accessibility, including improvements to paths, boardwalks, and other infrastructure. The goal is to ensure that restoration and landscape design interventions not only improve water quality but also create a resilient, beautiful, and engaging environment for visitors.

By connecting the planned restoration works with thoughtful landscape design, this assessment supports a long-term vision for Maylands Lakes. One that celebrates the site's natural and cultural values, fosters safe and meaningful community spaces, and strengthens ecological health for years to come.

OBJECTIVES AND ASSESSMENT FRAMEWORK

The primary purpose of this assessment is to provide a clear understanding of the current conditions at Maylands Lakes and to communicate why ecological and landscape changes are necessary to address ongoing issues such as algal blooms and midge swarms.

This framework is intended to inform the design of a future landscape restoration masterplan,

ensuring that interventions are evidence-based, balanced, and sensitive to both ecological and community values.

The objectives of the assessment are:

- **Restore Ecological Health:** Address nutrient accumulation, reduce algal blooms and midges, enhance aquatic and terrestrial biodiversity, and establish a resilient ecosystem.
- **Enhance Climate Resilience:** Improve the capacity of the lakes and surrounding landscape to withstand heat, drought, and flood events through integrated green and blue infrastructure.
- **Support Community and Amenity:** Maintain accessible, visually appealing, and culturally engaging spaces for residents and visitors.
- **Ensure Sustainable Management:** Apply adaptive and efficient maintenance practices to sustain ecological and community outcomes over the long term.



Point cloud imagery - 360 imagery points and canopy coverage mapping

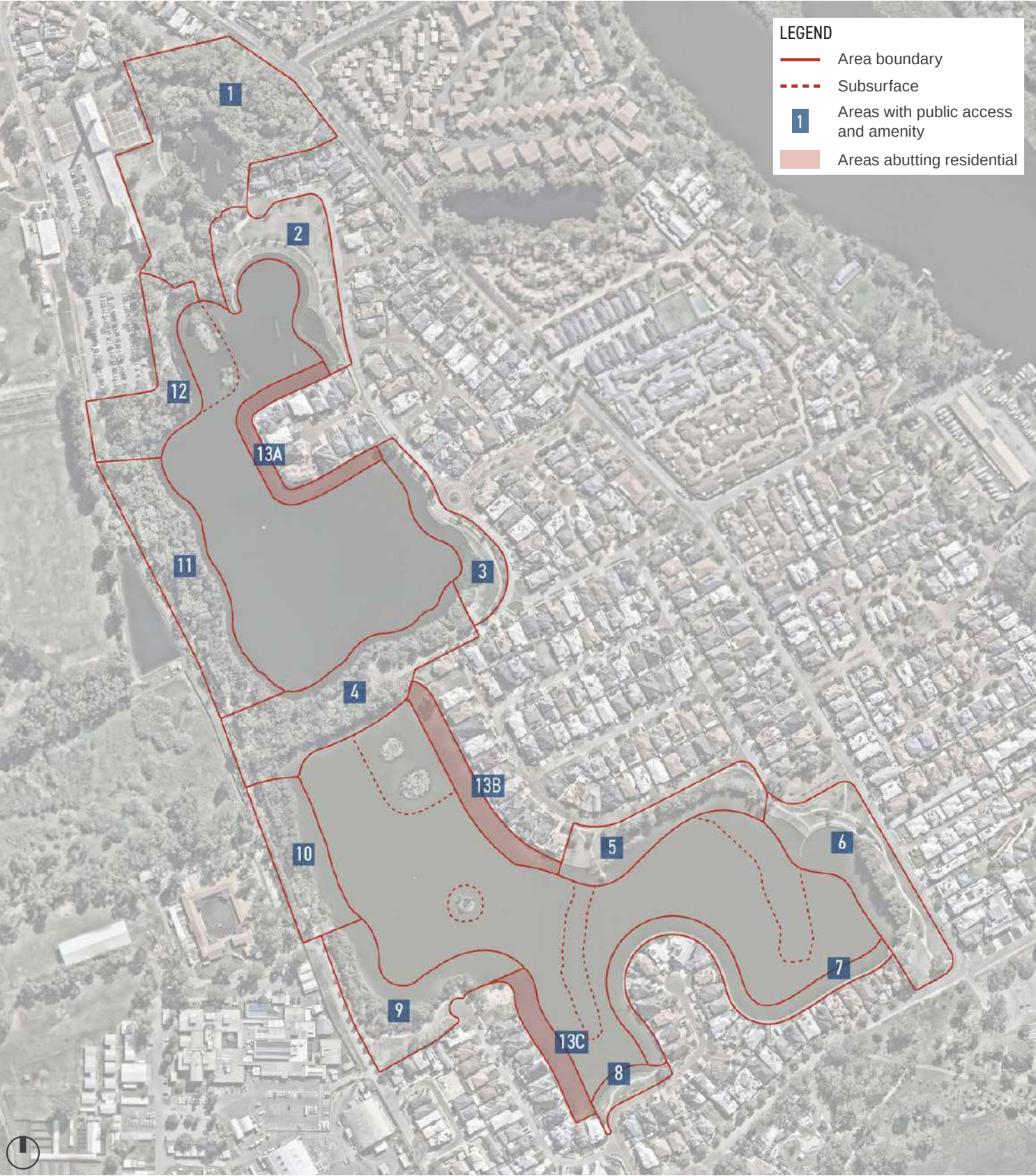
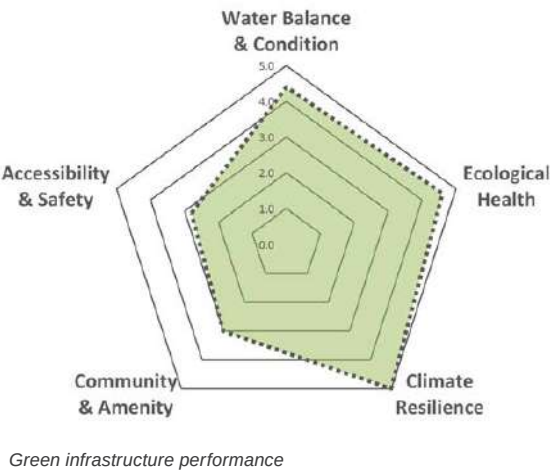
CRITERIA

ASSESSMENT CRITERIA EXPLAINED

The lakes and surrounding landscapes are divided into fifteen areas to allow for detailed evaluation. Each area is assessed using five performance domains: Water Balance & Condition, Ecological Health, Climate Resilience, Community & Amenity, and Accessibility & Health. Each domain is assessed using sub-criteria, which are scored to reflect current performance and identify opportunities for improvement.

SCORE	
Low	0-2
Med	3
High	4-5

Scores are averaged per performance domain for each area and visualised using radar graphs to allow straightforward comparison and priority setting for Council and the community.



PERFORMANCE DOMAINS AND SUB-CRITERIA

WATER BALANCE & CONDITION

This domain evaluates the physical and ecological state of the lakes, focusing on water clarity, aquatic vegetation, nutrient management, and the health of riparian zones. Maintaining a balanced water system is essential for reducing algal blooms and supporting overall ecological function.

ECOLOGICAL HEALTH

This domain assesses the condition of native vegetation, habitat diversity, and structural features that support wildlife. Healthy ecosystems reduce the dominance of nuisance species, improve biodiversity, and strengthen ecosystem resilience.

CLIMATE RESILIENCE

This domain evaluates the landscape's capacity to withstand environmental stresses such as heat, drought, and flooding. Vegetation and water features provide natural cooling, support carbon storage, and improve long-term ecological stability.

COMMUNITY & AMENITY

This domain examines how the landscape supports recreational use, social interaction, and cultural engagement. Enhancing amenity ensures that ecological interventions coexist with enjoyable, attractive, and meaningful community spaces.

ACCESSIBILITY & HEALTH

This domain measures the ease of access, safety, and contributions to physical and mental well-being. Accessible, safe, and connected pathways ensure that the community can enjoy the lakes while supporting health and recreation.

CRITERIA	ASSESSMENT QUESTION	SCORING (0-5)
WATER BALANCE & CONDITION		
Water Clarity	Is water clarity high, indicating low turbidity and good ecological condition?	Low=0, Medium=3, High=5
Algal Blooms	Are algal blooms minimal or absent during most of the year?	Yes = 5, No = 0
Submerged Aquatic Plants	Are submerged aquatic plants healthy and abundant, providing oxygenation and habitat?	Low=5, Medium=3, High=0
Riparian Fringe	Is there a continuous native fringing or riparian vegetation zone that stabilizes banks and filters runoff?	Absent=0, Dense=5
Avifaunal Diversity	Are bird populations diverse and balanced, indicating a healthy food web and water quality?	Low=0, Medium= 3, High = 5
ECOLOGICAL HEALTH		
Native Vegetation Condition	Are original or remnant patches of native vegetation present and in good condition?	Low=0, Medium=3, High=5
Habitat Diversity	Does the site provide multiple, well-connected habitat types (e.g., aquatic and terrestrial such as wetlands, woodland, grassland) that support different ecological guilds?	Low=0, Medium=3, High=5
Pollination Support	Does the landscape contain a mix of nectar, fruit-bearing, and wind-pollinated plants sup-orting insects and birds?	Low=0, Medium=3, High=5
Vegetation Structure	Are trees and shrubs arranged in clusters or layers that enhance canopy continuity and provide shelter?	Absent=0, Dense=5
Mature Trees & Habitat Features	Are mature trees with hollows or tall structures present, providing nesting and roosting habitat?	Low=0, Medium=3, High=5
CLIMATE RESILIENCE		
Shade & Cooling	Does vegetation provide adequate canopy cover for shade and temperature moderation?	Low=0, Medium=3, High=5
Canopy Resilience	Does canopy composition and age structure enhance resilience to pests, disease, and climatic stress?	Low=0, Medium=3, High=5
Carbon Sequestration	Are young and semi-mature trees present, actively contributing to carbon storage?	Low=0, Medium=3, High=5
Drought Survival	Do dominant species demonstrate survival and recovery through recent dry periods without supplementary irrigation?	Low=0, Medium=3, High=5
Green-Blue Connectivity	Are vegetated areas functionally connected to waterbodies to enhance cooling, filtration, and habitat continuity?	Low=0, Medium=3, High=5
COMMUNITY & AMENITY		
Functional Variety	Does the site provide diverse and accessible spaces, facilities, and pathways for different user groups?	Low=0, Medium=3, High=5
User Comfort	Are spaces shaded, sheltered, and comfortable for users throughout the day and seasons?	Low=0, Medium=3, High=5
Interpretation & Education	Are there interpretive or educational elements that highlight ecological or cultural values?	Low=0, Medium=3, High=5
Sense of Place	Are structures, plantings, and materials integrated with and enhancing the local landscape character?	Low=0, Medium=3, High=5
Social & Cultural Engagement	Does the site support diverse users, community events, and cultural or heritage connections?	Low=0, Medium=3, High=5
ACCESSIBILITY & HEALTH		
Universal Access	Are walkways and shared paths fully accessible to people of all ages and abilities?	Low=0, Medium=3, High=5
Safety & Visibility	Does the layout promote safety through clear sightlines, lighting, and passive surveillance?	Low=0, Medium=3, High=5
Network Connectivity	Are internal paths well-connected to the broader pedestrian and cycling networks beyond the site boundary?	Low=0, Medium=3, High=5
User Facilities	Are there amenities that support pedestrian and cyclist comfort and usability (e.g., seating, water, bike racks)?	Low=0, Medium=3, High=5
Health & Well-being	Are there spaces that promote relaxation, passive recreation, and mental well-being?	Low=0, Medium=3, High=5

AREA 1 - BRICKWORKS

ASSESSMENT

Area 1 is one of the strongest-performing zones in the lakes system, with approximately 74 percent canopy cover, healthy riparian vegetation, and strong ecological function. Mature trees with hollows support diverse birdlife, and the planted lake edge provides effective habitat and natural filtration. A drainage line also delivers continuous inflow, which supports water movement and contributes to good local water quality.

Although ecological conditions are high, the pathways show signs of wear, and overgrown vegetation combined with limited lighting reduces safety and visibility both during the day and after dark.

Despite its strong performance, Area 1 is also the most suitable location for the proposed treatment wetland (biofilter). This area receives inflows from the northern catchment, where groundwater seepage and subsurface drainage introduce nutrient-rich water into the system. A biofilter here would treat these inflows before they reach Lake Bungana, reducing nutrient loads and improving water quality across the entire lake system. The proposed design includes a planted infiltration basin, a sediment forebay to capture debris, and a high-flow bypass to protect vegetation during storm events.

POTENTIAL DESIGN RESPONSE

Integrate the treatment wetland into the existing landscape while retaining all mature trees. Upgrade paths, lighting, and sightlines to enhance safety and accessibility. The response should balance essential water-quality infrastructure with the area's strong ecological values.



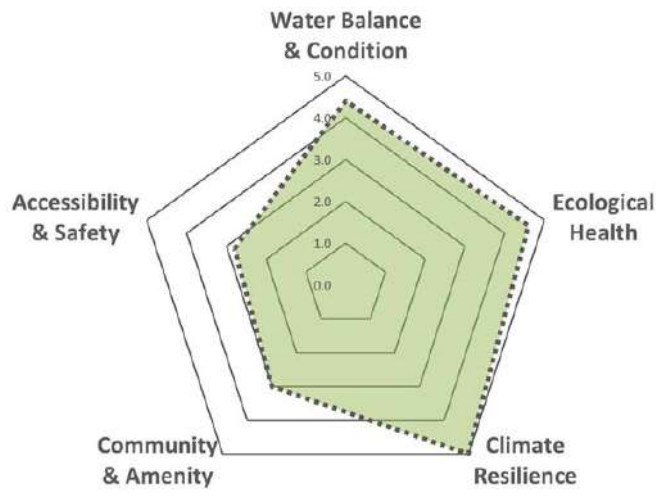
SCALE 1:1250 @ A3



Location plan

LEGEND

- Area boundary
- Environment
 - Emergent (Submerged planting-Lower embankment)
 - Ephemeral (Seasonally inundated-Mid embankment)
 - Dry (Upper embankment)
 - Canopy
 - Turf
- Access and Amenity
 - Walking paths
 - Shared pedestrian and cycle paths
 - Bicycle parking
 - Bus stop
 - Car park
 - Seating
 - Shelters with seating/picnic settings
 - Lookout points / viewing platforms
 - Playground
 - Lighting (Bollard / Light pole)
 - Hard wall edges



CRITERIA	SCORE
WATER BALANCE & CONDITION	4.4
Water Clarity	High
Algal Blooms	High
Submerged Aquatic Plants	High
Riparian Fringe	High
Avifaunal Diversity	High
ECOLOGICAL HEALTH	4.6
Native Vegetation Condition	Med
Habitat Diversity	High
Pollination Support	High
Vegetation Structure	High
Mature Trees & Habitat Features	High
CLIMATE RESILIENCE	5
Shade & Cooling	High
Canopy Resilience	High
Carbon Sequestration	High
Drought Survival	High
Green-Blue Connectivity	High
COMMUNITY & AMENITY	3
Functional Variety	Med
User Comfort	Med
Interpretation & Education	Med
Sense of Place	Med
Social & Cultural Engagement	Med
ACCESSIBILITY & HEALTH	2.8
Universal Access	High
Safety & Visibility	Low
Network Connectivity	Low
User Facilities	Med
Health & Well-being	Med



Views to Maylands Brickworks.



Well connected aquatic and terrestrial habitats.



Seating areas and shelter.



Connected tree canopy providing continuous shade coverage.



CPTED concerns for areas with poor sightlines.



Emergent and ephemeral vegetation increase nutrient filtration.

AREA 2

ASSESSMENT

Area 2 is an open, predominantly grassed landscape defined by a clear path network and a hard-edged limestone lake boundary. While this layout provides strong sightlines, passive surveillance, and easy public access, it substantially limits ecological and hydrological function. The vertical lake edge with submerged rock spoil prevents natural establishment of aquatic plants, reducing opportunities for nutrient filtration and habitat development.

Vegetation in the open space is sparse, with only 12 percent canopy coverage and no understorey. This results in low habitat value, minimal contribution to local cooling, and limited climate resilience. Although the area provides open lawn for recreation and visual continuity, it performs poorly in ecological and climatic terms and primarily functions as a circulation and open-lawn space.

POTENTIAL DESIGN RESPONSE

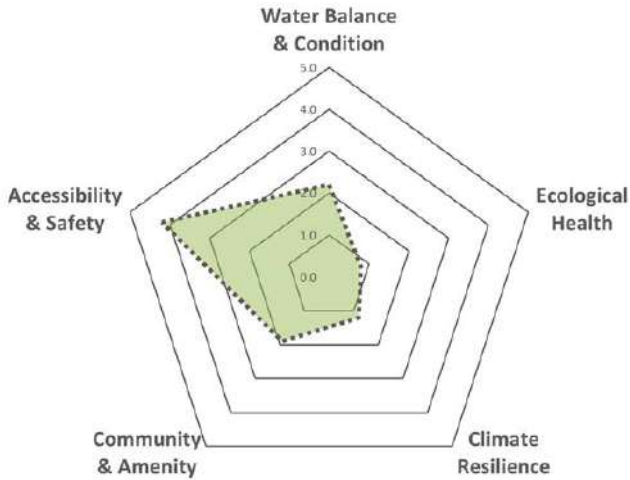
Enhance ecological function and community use by introducing shade trees in open space areas, expanding riparian planting, and establishing planted biofiltration zones to soften the hard lake edge. Passive recreation features such as seating, shaded resting points, and improved comfort should be integrated alongside the planting, while maintaining key views, open spaces, and clear sightlines.



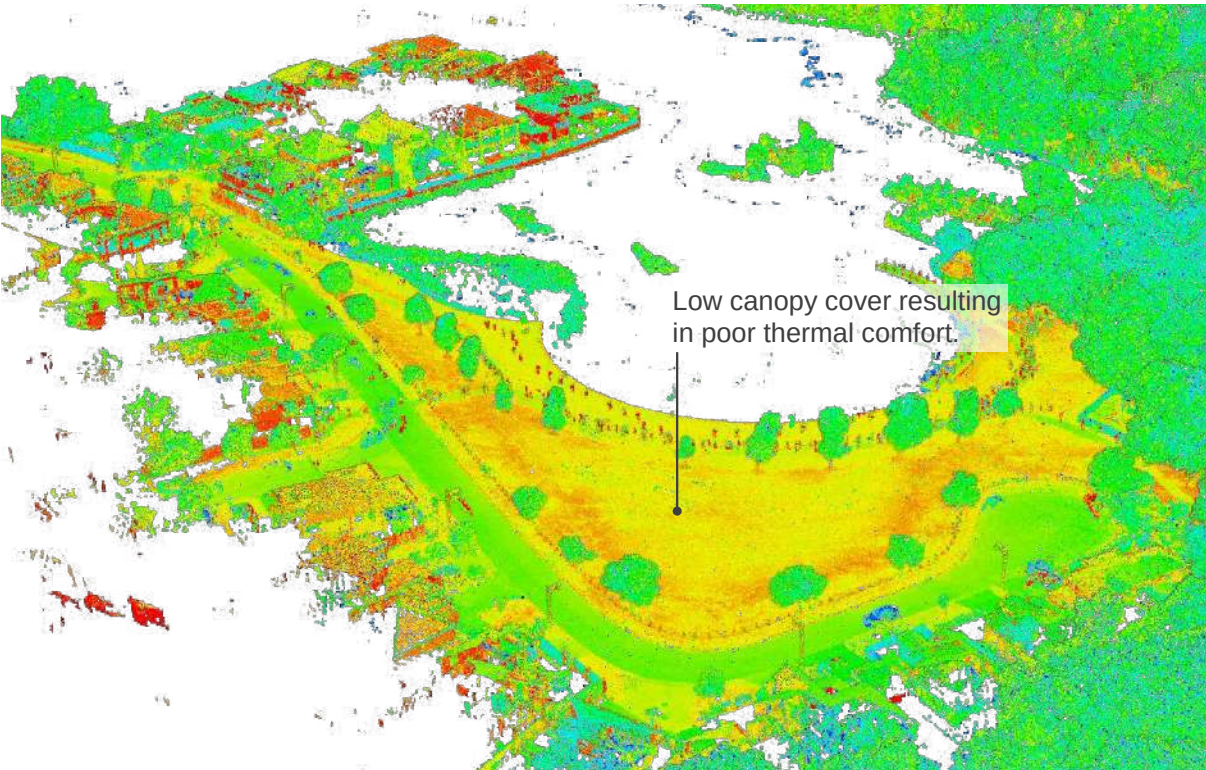
Location plan

LEGEND

- Area boundary
- Environment
 - Emergent (Submerged planting-Lower embankment)
 - Ephemeral (Seasonally inundated-Mid embankment)
 - Dry (Upper embankment)
 - Canopy
 - Turf
- Access and Amenity
 - Walking paths
 - Shared pedestrian and cycle paths
 - Bicycle parking
 - Bus stop
 - Car park
 - Seating
 - Shelters with seating/picnic settings
 - Lookout points / viewing platforms
 - Playground
 - Lighting (Bollard / Light pole)
 - Hard wall edges



Area 2 green infrastructure performance



Point cloud imagery approximately 12% canopy coverage.



Open views to water and water front housing.



No buffer between turf and lakes.



Minimal shade, large areas of turf, minimal habitat.



Gazebo provides view points across the lake, signage requires upgrading.



Limestone wall edges to lakes, drop off into water.

CRITERIA	SCORE
WATER BALANCE & CONDITION	2.2
Water Clarity	Med
Algal Blooms	Low
Submerged Aquatic Plants	Low
Riparian Fringe	Low
Avifaunal Diversity	Med
ECOLOGICAL HEALTH	0.8
Native Vegetation Condition	Low
Habitat Diversity	Low
Pollination Support	Low
Vegetation Structure	Low
Mature Trees & Habitat Features	Low
CLIMATE RESILIENCE	1.2
Shade & Cooling	Low
Canopy Resilience	Low
Carbon Sequestration	Low
Drought Survival	Low
Green-Blue Connectivity	Low
COMMUNITY & AMENITY	1.9
Functional Variety	Low
User Comfort	Low
Interpretation & Education	Low
Sense of Place	Low
Social & Cultural Engagement	Low
ACCESSIBILITY & HEALTH	4.2
Universal Access	High
Safety & Visibility	High
Network Connectivity	High
User Facilities	High
Health & Well-being	High

AREA 3

ASSESSMENT

Area 3 is a narrow linear corridor along the eastern edge of Lake Bungana, primarily serving as a pedestrian circulation space. It includes a well-connected footpath network and a small three-step amphitheatre next to a deteriorated boardwalk. The northern edge visually connects to the lake but features a steep, sparsely vegetated slope, which limits both ecological function and user comfort.

Canopy coverage is very low at approximately 9%, offering minimal shade and cooling benefits. The boardwalk is fenced off due to its deteriorated condition, restricting public access, and several footpath sections are cracked, reducing safety and usability. Although sightlines are generally clear, the lack of understorey and canopy vegetation diminishes ecological value, habitat diversity, and the overall user experience.

POTENTIAL DESIGN RESPONSE

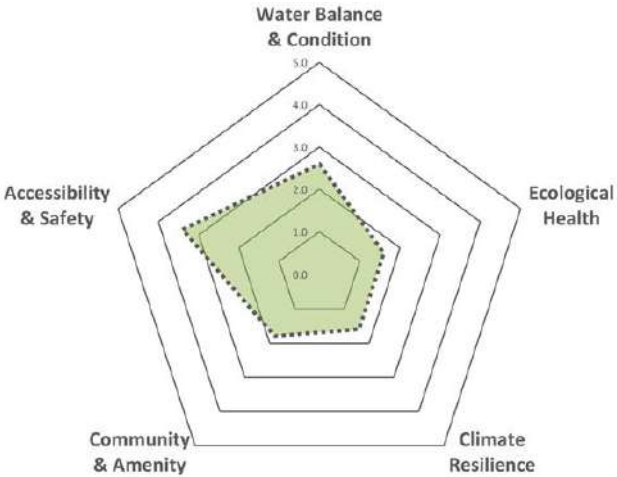
Improve ecological function and community use by regrading the lake edge and introducing shade trees, expanded riparian planting, and planted biofiltration zones to soften the hard edge and enhance habitat and water quality. Integrate passive recreation opportunities including seating, shaded resting points, and improved comfort alongside the planting. Renewal and consolidation of the amphitheatre and boardwalk could increase recreational and visual amenity; however, given the high cost relative to potential benefit, alternative measures such as additional seating, shade, interpretive signage, or small lookout platforms may provide greater value. Key views, open spaces, safe sightlines, and accessibility should be maintained throughout.



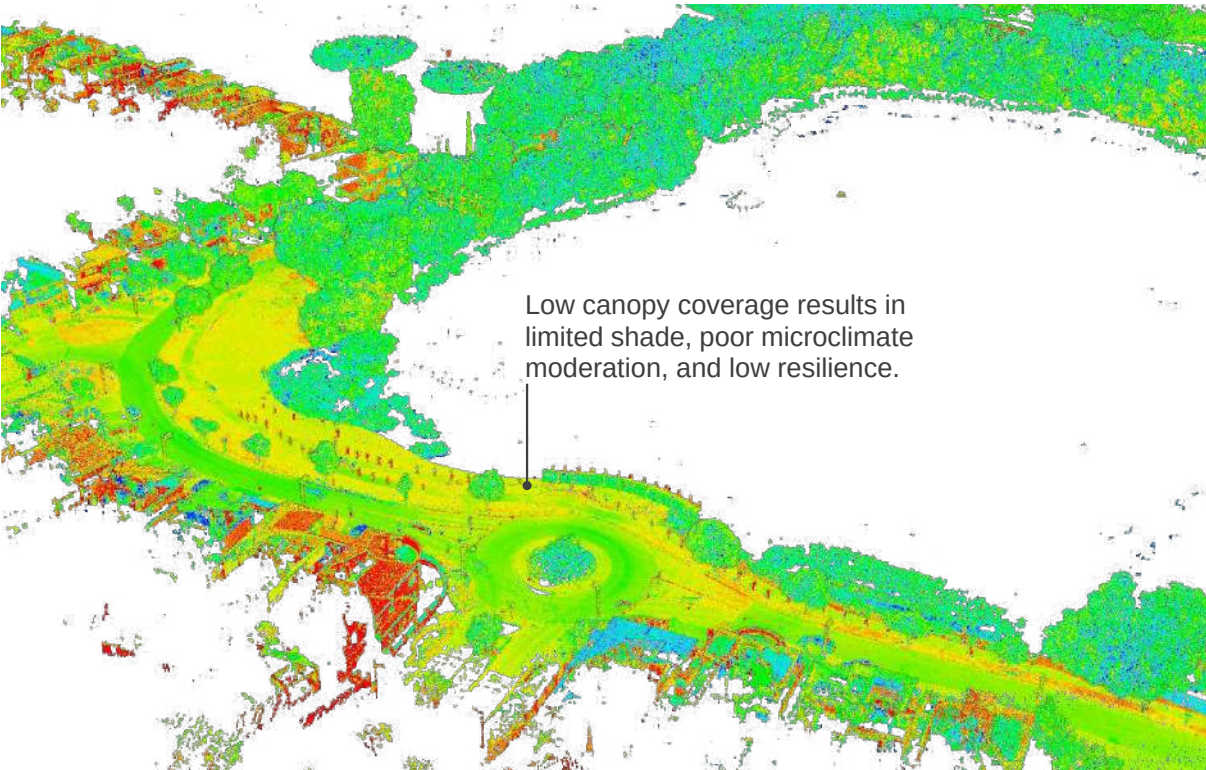
Location plan

LEGEND

- Area boundary
- Environment
 - Emergent (Submerged planting-Lower embankment)
 - Ephemeral (Seasonally inundated-Mid embankment)
 - Dry (Upper embankment)
 - Canopy
 - Turf
- Access and Amenity
 - Walking paths
 - Shared pedestrian and cycle paths
 - Bicycle parking
 - Bus stop
 - Car park
 - Seating
 - Shelters with seating/picnic settings
 - Lookout points / viewing platforms
 - Playground
 - Lighting (Bollard / Light pole)
 - Hard wall edges



Area 3 green infrastructure performance



Point cloud imagery approximately 9% canopy coverage.



Steep embankments are unsafe for pedestrians and difficult for plants to establish.



Terraced seating in degraded condition, safety concern from wall height.



Open views to water.



Boardwalk closed off for safety concerns.



Pathways require maintenance.



Minimal shading to pathways and water.

CRITERIA	SCORE
WATER BALANCE & CONDITION	2.6
Water Clarity	High
Algal Blooms	Low
Submerged Aquatic Plants	Low
Riparian Fringe	Low
Avifaunal Diversity	Med
ECOLOGICAL HEALTH	1.6
Native Vegetation Condition	Low
Habitat Diversity	Low
Pollination Support	Low
Vegetation Structure	Low
Mature Trees & Habitat Features	Low
CLIMATE RESILIENCE	1.6
Shade & Cooling	Low
Canopy Resilience	Low
Carbon Sequestration	Low
Drought Survival	Low
Green-Blue Connectivity	Low
COMMUNITY & AMENITY	1.8
Functional Variety	Med
User Comfort	Low
Interpretation & Education	Low
Sense of Place	Low
Social & Cultural Engagement	Low
ACCESSIBILITY & HEALTH	3.4
Universal Access	High
Safety & Visibility	Low
Network Connectivity	High
User Facilities	High
Health & Well-being	Low

AREA 4

ASSESSMENT

Area 4 forms a vegetated interface between Lake Bungana and Lake Brearley. Canopy cover is relatively high at approximately 60 percent, but it is largely monocultural, and the lack of understorey vegetation limits habitat diversity and ecological function. Planting along the channel edges, including an introduced variety of *Casuarina cunninghamiana*, further reduce biodiversity. Water quality is generally better in Lake Bungana than in Lake Brearley, highlighting the need to improve ecological connectivity and pollutant filtration. Dense vegetation restricts sightlines, creating safety concerns, and several sections of the footpath are cracked, presenting potential trip hazards.

POTENTIAL DESIGN RESPONSE

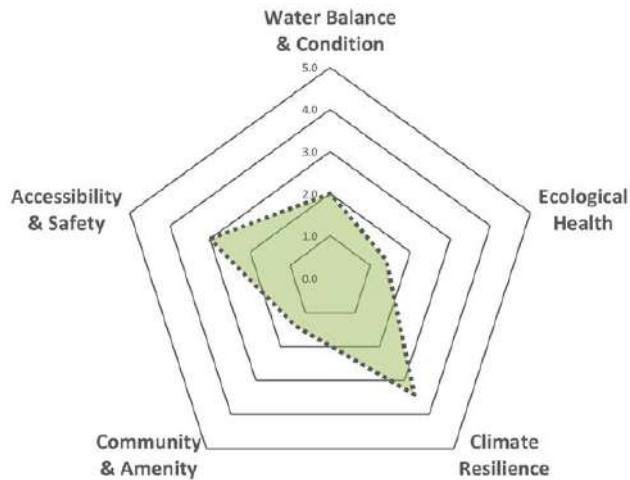
Enhance ecological function and community use by removing non-native species and replanting with a diverse mix of native wetland vegetation to support habitat, water filtration, and climate resilience. Upgrade footpaths and maintain shelters to improve accessibility and amenity, while managing vegetation to maintain clear sightlines for safety. These interventions balance ecological restoration with improved public usability, opportunities for passive recreation, and visual appeal.



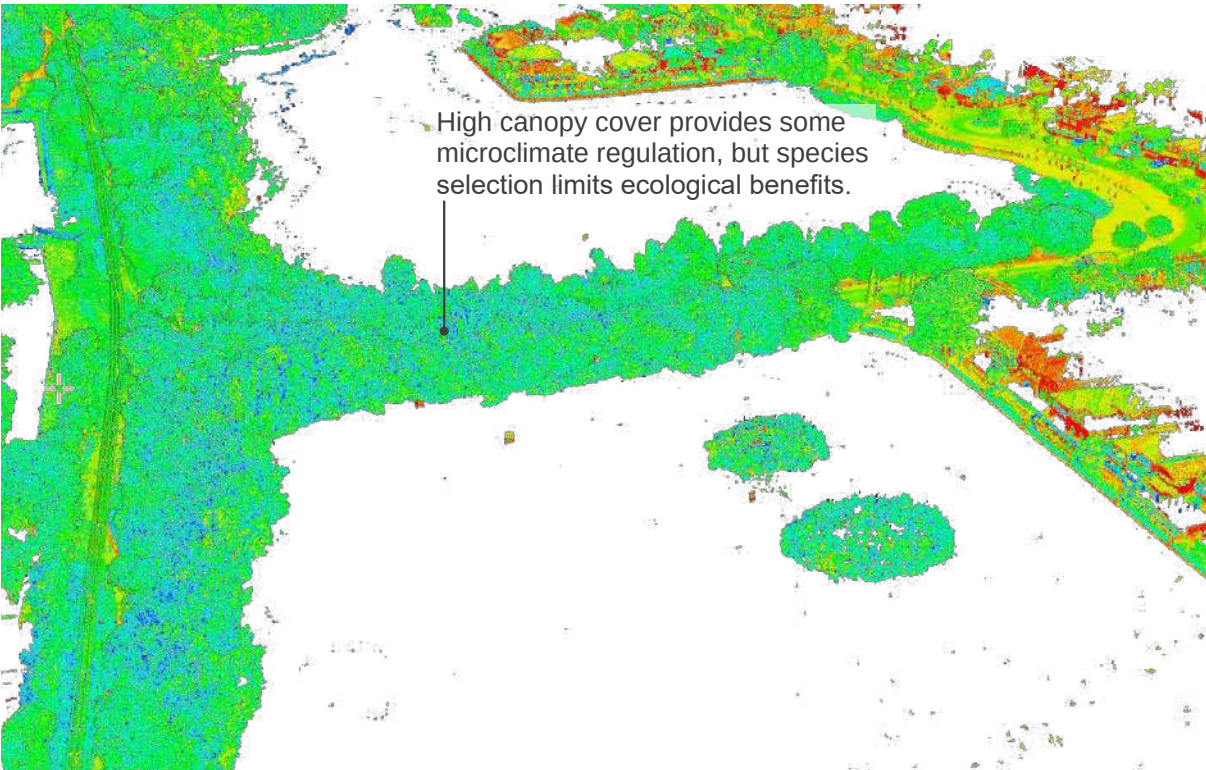
Location plan

LEGEND

- Area boundary
- Environment
 - Emergent (Submerged planting-Lower embankment)
 - Ephemeral (Seasonally inundated-Mid embankment)
 - Dry (Upper embankment)
 - Canopy
 - Turf
- Access and Amenity
 - Walking paths
 - Shared pedestrian and cycle paths
 - Bicycle parking
 - Bus stop
 - Car park
 - Seating
 - Shelters with seating/picnic settings
 - Lookout points / viewing platforms
 - Playground
 - Lighting (Bollard / Light pole)
 - Hard wall edges



Area 4 green infrastructure performance



Point cloud imagery approximately 60% canopy coverage.



Algal blooms occurring.



Limited patches of emergent planting, no understorey ephemeral plants.



Continuous canopy with a mix of young and semi-mature trees providing shade coverage.



Sheltered seating area.



CPTED concerns from poor sightlines for pedestrians and no lighting.



Paths in poor condition with uneven surface from cracking.

CRITERIA	SCORE
WATER BALANCE & CONDITION	2.0
Water Clarity	Med
Algal Blooms	Low
Submerged Aquatic Plants	Low
Riparian Fringe	Low
Avifaunal Diversity	Med
ECOLOGICAL HEALTH	1.4
Native Vegetation Condition	Low
Habitat Diversity	Low
Pollination Support	Low
Vegetation Structure	Low
Mature Trees & Habitat Features	Low
CLIMATE RESILIENCE	3.4
Shade & Cooling	High
Canopy Resilience	High
Carbon Sequestration	High
Drought Survival	Med
Green-Blue Connectivity	Low
COMMUNITY & AMENITY	1.4
Functional Variety	Low
User Comfort	Low
Interpretation & Education	Low
Sense of Place	Low
Social & Cultural Engagement	Low
ACCESSIBILITY & HEALTH	3.0
Universal Access	Med
Safety & Visibility	Low
Network Connectivity	High
User Facilities	Med
Health & Well-being	Med

AREA 5

ASSESSMENT

Area 5 serves as a linear connection along Lake Brearley, featuring a lookout pergola, seating at two locations, and a well-connected footpath. Clear sightlines enhance passive surveillance and accessibility. The lake edge alternates between walled sections and sloping, sparsely planted shoreline. Canopy cover is approximately 25 percent, providing some shade and habitat.

POTENTIAL DESIGN RESPONSE

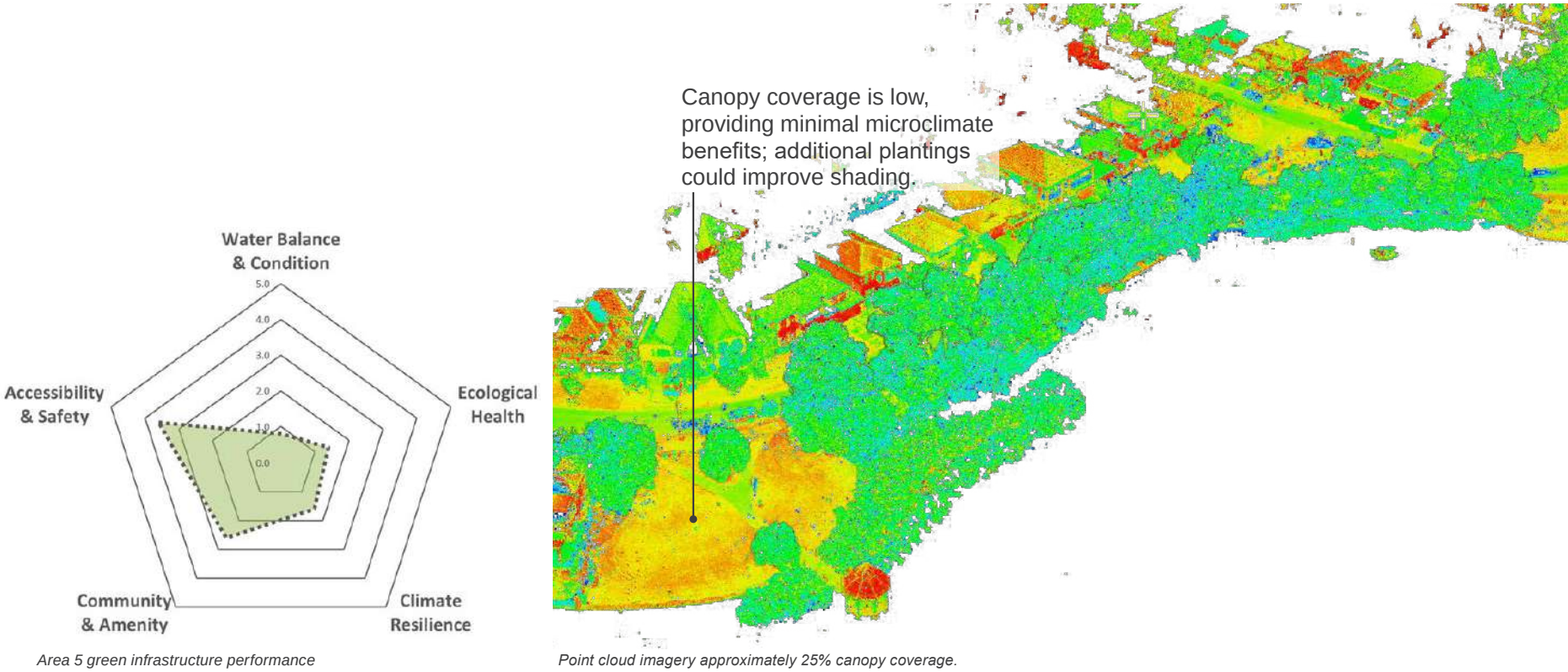
Improve ecological function and water quality by introducing submerged aquatic plants and native vegetation along the shoreline and embankments. Expanding canopy and riparian planting will increase habitat diversity, support nutrient filtration, and create opportunities for passive recreation, shaded resting points, and enhanced community amenity, while maintaining open sightlines and accessibility.



Location plan

LEGEND

- Area boundary
- Environment
 - Emergent (Submerged planting-Lower embankment)
 - Ephemeral (Seasonally inundated-Mid embankment)
 - Dry (Upper embankment)
 - Canopy
 - Turf
- Access and Amenity
 - Walking paths
 - Shared pedestrian and cycle paths
 - Bicycle parking
 - Bus stop
 - Car park
 - Seating
 - Shelters with seating/picnic settings
 - Lookout points / viewing platforms
 - Playground
 - Lighting (Bollard / Light pole)
 - Hard wall edges



CRITERIA	SCORE
WATER BALANCE & CONDITION	0.8
Water Clarity	Low
Algal Blooms	Low
Submerged Aquatic Plants	Low
Riparian Fringe	Low
Avifaunal Diversity	Low
ECOLOGICAL HEALTH	1.4
Native Vegetation Condition	Low
Habitat Diversity	Low
Pollination Support	Low
Vegetation Structure	Low
Mature Trees & Habitat Features	Low
CLIMATE RESILIENCE	1.6
Shade & Cooling	Low
Canopy Resilience	Low
Carbon Sequestration	Low
Drought Survival	Low
Green-Blue Connectivity	Low
COMMUNITY & AMENITY	2.6
Functional Variety	High
User Comfort	Med
Interpretation & Education	Low
Sense of Place	Low
Social & Cultural Engagement	Low
ACCESSIBILITY & HEALTH	3.6
Universal Access	High
Safety & Visibility	High
Network Connectivity	High
User Facilities	Med
Health & Well-being	Med



AREA 6

ASSESSMENT

Area 6 is a narrow linear corridor along the eastern edge of Lake Brearley, functioning primarily as a pedestrian circulation space. It features a well-connected footpath network and a small three-step amphitheatre adjacent to a deteriorated boardwalk. The northern edge visually integrates with the lake, however, the sparsely vegetated slope limits ecological function and user comfort. Canopy coverage is low at approximately 17 percent and dominated by *Casuarina cunninghamiana*, which does not support understorey growth or diverse habitat. The fenced-off boardwalk restricts access, and several footpath sections show surface cracking. While sightlines are generally clear, the lack of canopy and understorey vegetation reduces ecological value and community amenity.

POTENTIAL DESIGN RESPONSE

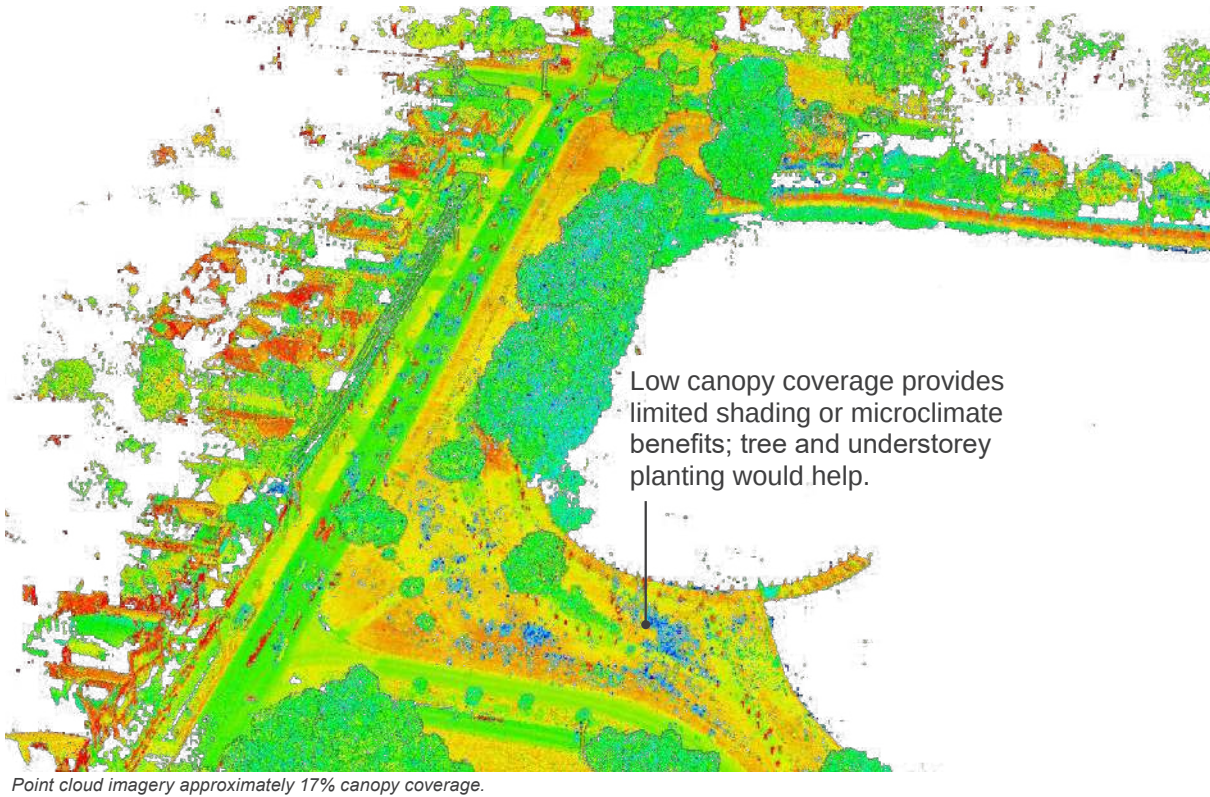
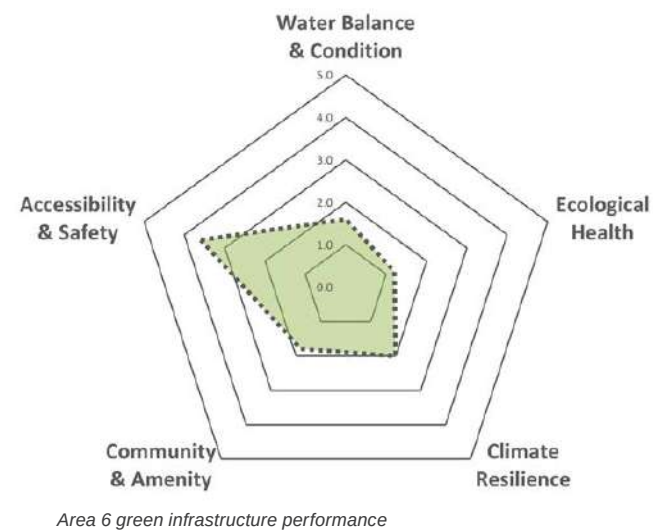
Rehabilitate the lake edge by removing weeds and replanting for canopy, understorey, and riparian vegetation to improve habitat, water quality, and microclimate. Renewal of the boardwalk could improve public access and amenity; however, its high cost relative to potential benefit suggests that alternatives such as additional seating, shade, interpretive signage, or small lookout platforms may provide greater value. Enhancements should maintain safe sightlines, support passive recreation, and improve overall community amenity.



Location plan

LEGEND

- Area boundary
- Environment
 - Emergent (Submerged planting-Lower embankment)
 - Ephemeral (Seasonally inundated-Mid embankment)
 - Dry (Upper embankment)
 - Canopy
 - Turf
- Access and Amenity
 - Walking paths
 - Shared pedestrian and cycle paths
 - Bicycle parking
 - Bus stop
 - Car park
 - Seating
 - Shelters with seating/picnic settings
 - Lookout points / viewing platforms
 - Playground
 - Lighting (Bollard / Light pole)
 - Hard wall edges



CRITERIA	SCORE
WATER BALANCE & CONDITION	1.6
Water Clarity	Low
Algal Blooms	Low
Submerged Aquatic Plants	Low
Riparian Fringe	Low
Avifaunal Diversity	Low
ECOLOGICAL HEALTH	1.2
Native Vegetation Condition	Low
Habitat Diversity	Low
Pollination Support	Low
Vegetation Structure	Low
Mature Trees & Habitat Features	Low
CLIMATE RESILIENCE	2.0
Shade & Cooling	Low
Canopy Resilience	Low
Carbon Sequestration	Med
Drought Survival	Low
Green-Blue Connectivity	Low
COMMUNITY & AMENITY	1.8
Functional Variety	Med
User Comfort	Low
Interpretation & Education	Low
Sense of Place	Low
Social & Cultural Engagement	Low
ACCESSIBILITY & HEALTH	3.6
Universal Access	High
Safety & Visibility	High
Network Connectivity	High
User Facilities	Med
Health & Well-being	Med



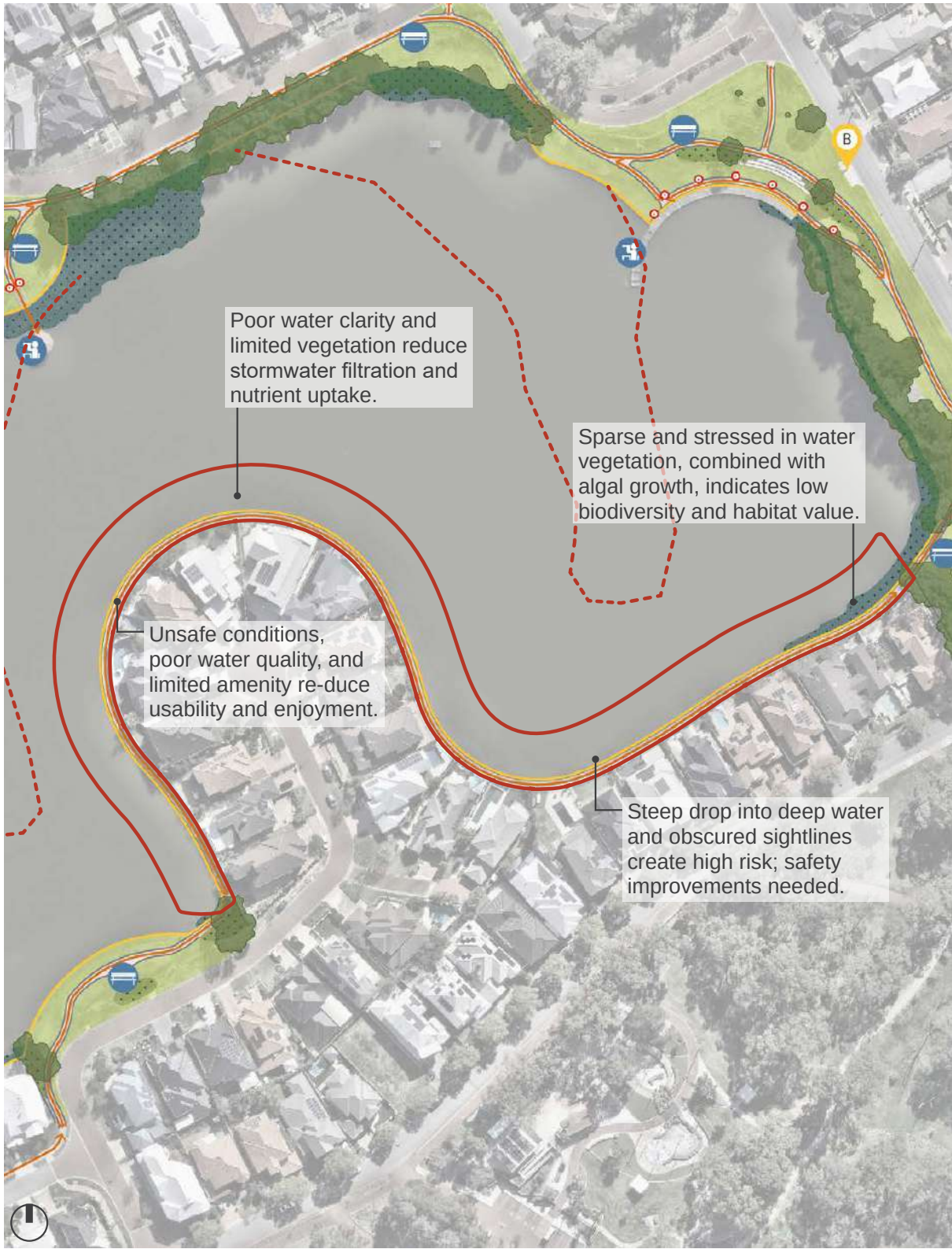
AREA 7

ASSESSMENT

Area 7 comprises a footpath running directly along residential lots and is bounded by a 2.5 metre retaining wall at the lake edge. The area is currently unsafe due to the steep drop directly into deep water. Vegetation along the wall is sparse and appears stressed, likely due to fluctuating water levels and poor substrate conditions. Water clarity is low and exhibits a green tinge consistent with algal accumulation, indicating poor ecological health and limited water quality. Sightlines are restricted by the retaining wall, making the area unsafe for nighttime use.

POTENTIAL DESIGN RESPONSE

Interventions should focus on improving ecological function and community safety. Actions could include managing water depth and circulation, strategic revegetation to enhance water quality and natural filtration, and installing railings, barriers, and lighting. These measures would increase habitat value, improve water quality, and create a safer and more accessible environment for pedestrians, while maintaining key views to the lake.



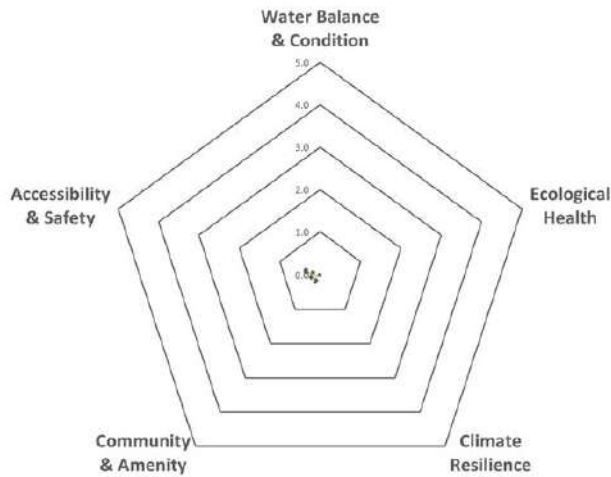
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Location plan

LEGEND

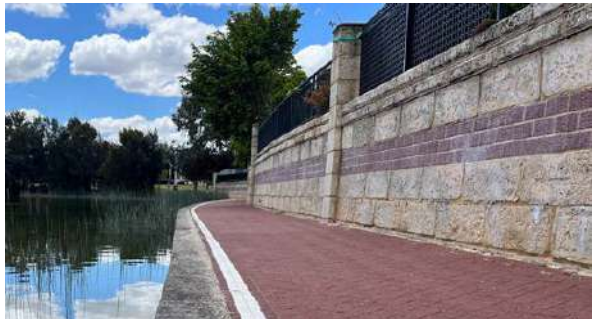
- Area boundary
- Environment
 - Emergent (Submerged planting-Lower embankment)
 - Ephemeral (Seasonally inundated-Mid embankment)
 - Dry (Upper embankment)
 - Canopy
 - Turf
- Access and Amenity
 - Walking paths
 - Shared pedestrian and cycle paths
 - Bicycle parking
 - Bus stop
 - Car park
 - Seating
 - Shelters with seating/picnic settings
 - Lookout points / viewing platforms
 - Playground
 - Lighting (Bollard / Light pole)
 - Hard wall edges



Area 7 green infrastructure performance



Point cloud imagery approximately 1% canopy coverage.



CPTED concerns from obstructed sightlines to path.



Some areas of emergent planting providing habitat, cooling and nutrient filtration.



Drop off from path is a safety risk.



Low water clarity.



Continuous hard edge with steep slopes make it difficult for emergent plants to establish affecting water quality.

CRITERIA	SCORE
WATER BALANCE & CONDITION	0.0
Water Clarity	Low
Algal Blooms	Low
Submerged Aquatic Plants	Low
Riparian Fringe	Low
Avifaunal Diversity	Low
ECOLOGICAL HEALTH	0.0
Native Vegetation Condition	Low
Habitat Diversity	Low
Pollination Support	Low
Vegetation Structure	Low
Mature Trees & Habitat Features	Low
CLIMATE RESILIENCE	0.0
Shade & Cooling	Low
Canopy Resilience	Low
Carbon Sequestration	Low
Drought Survival	Low
Green-Blue Connectivity	Low
COMMUNITY & AMENITY	0.2
Functional Variety	Low
User Comfort	Low
Interpretation & Education	Low
Sense of Place	Low
Social & Cultural Engagement	Low
ACCESSIBILITY & HEALTH	0.4
Universal Access	Low
Safety & Visibility	Low
Network Connectivity	Low
User Facilities	Low
Health & Well-being	Low

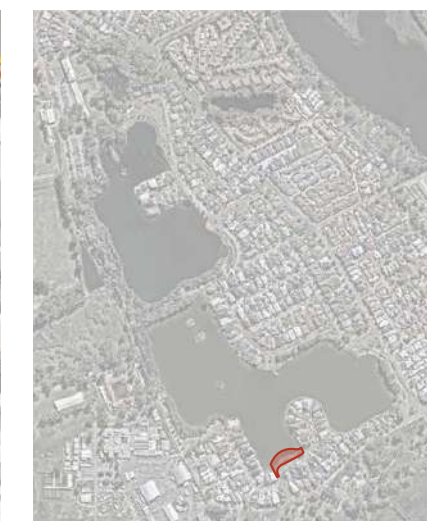
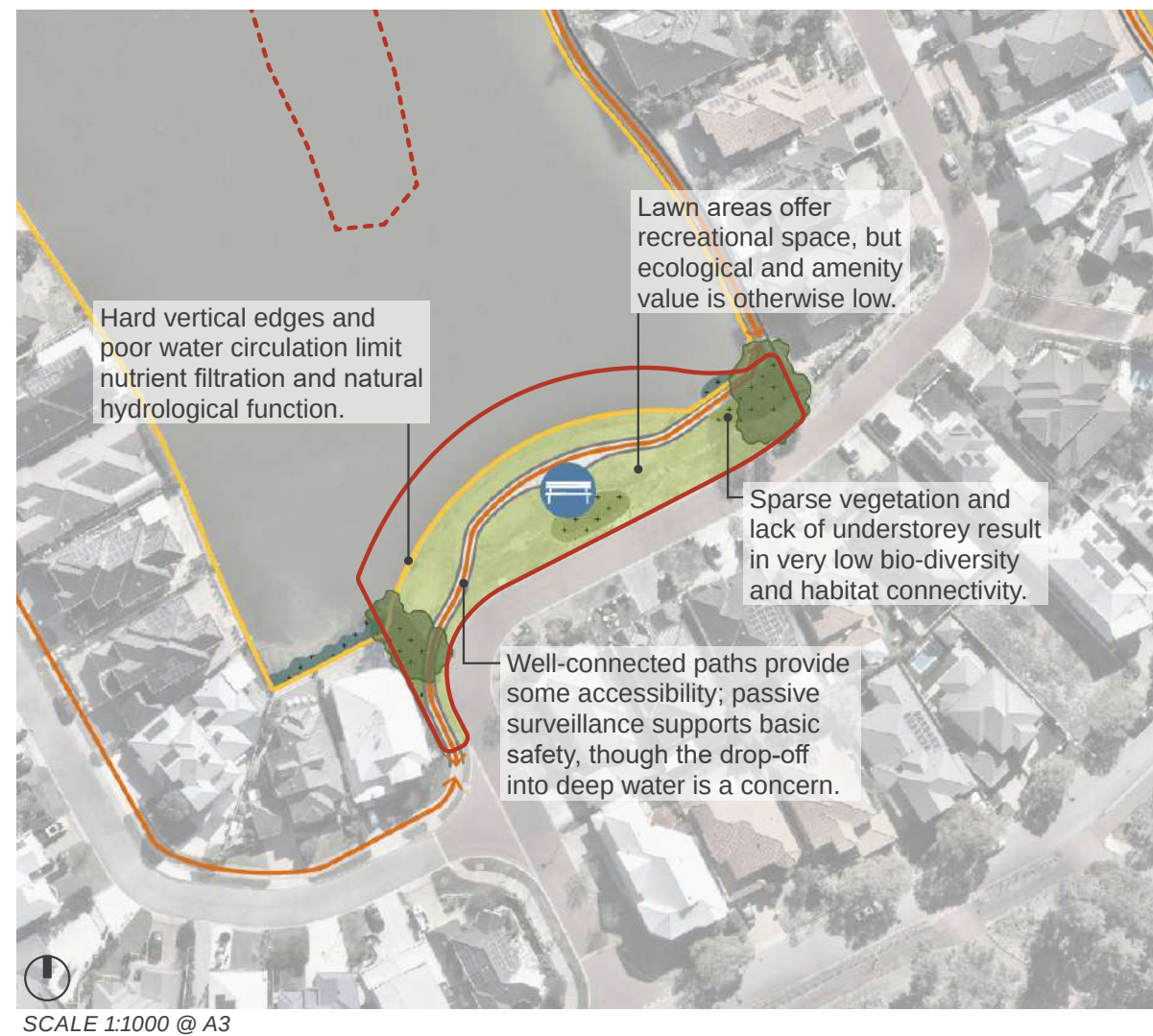
AREA 8

ASSESSMENT

Area 8 is a small park located at the southwestern edge of Lake Brearley and features a well-connected footpath network. Vegetation is sparse, with very limited canopy cover and no understorey, resulting in minimal contribution to local cooling or habitat connectivity. Open lawn areas provide visual continuity and informal recreational space, supporting community amenity and passive surveillance. The steep drop-off into deep water along the lake edge presents a safety concern. The vertical limestone edge prevents natural transition from water to land, limiting nutrient filtration and aquatic habitat development. The hard-wall lake design also restricts water circulation, reducing ecological health and water quality.

POTENTIAL DESIGN RESPONSE

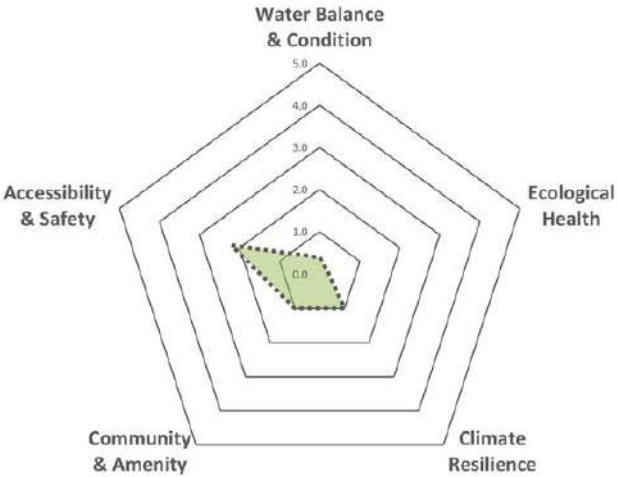
Enhance ecological function and community use by increasing canopy and understorey planting, softening lake edges where feasible to improve water and land interaction, introducing measures to enhance water circulation and aquatic habitat. Interventions should also address pedestrian safety through clear sightlines and protective measures, while maintaining opportunities for passive recreation and informal use.



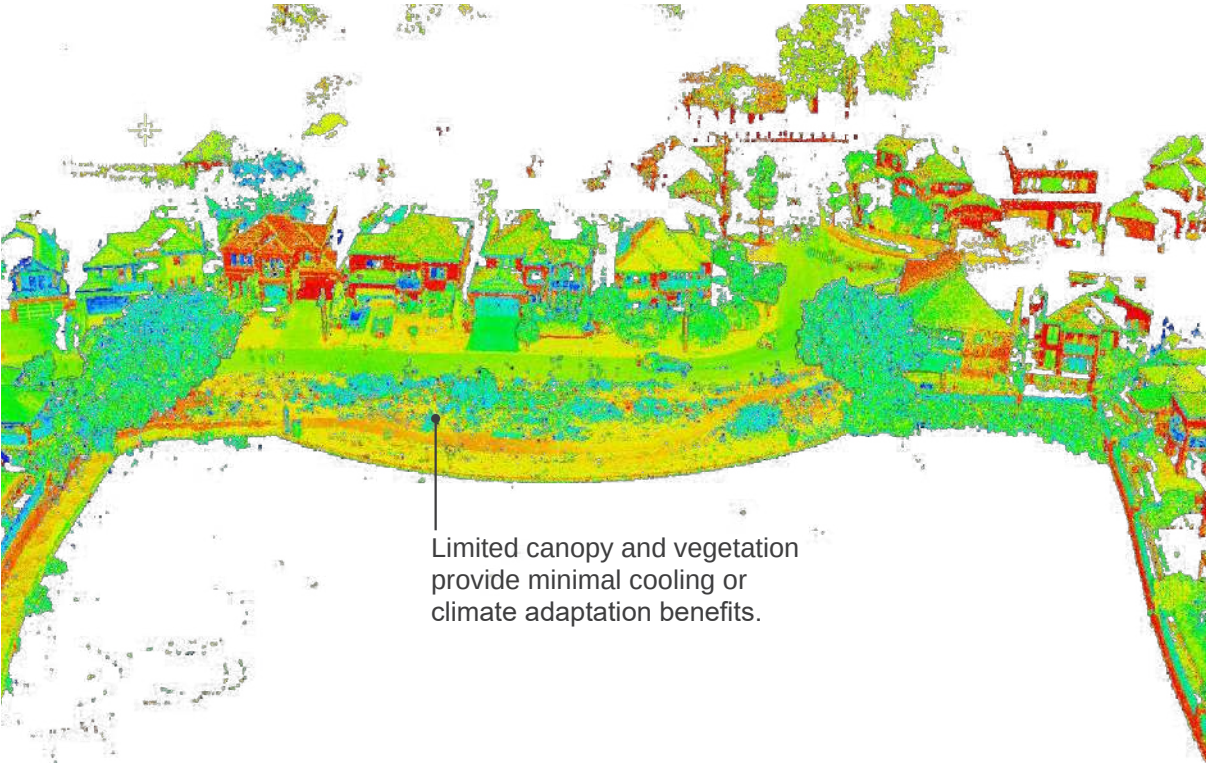
Location plan

LEGEND

- Area boundary
- Environment
 - Emergent (Submerged planting-Lower embankment)
 - Ephemeral (Seasonally inundated-Mid embankment)
 - Dry (Upper embankment)
 - Canopy
 - Turf
- Access and Amenity
 - Walking paths
 - Shared pedestrian and cycle paths
 - Bicycle parking
 - Bus stop
 - Car park
 - Seating
 - Shelters with seating/picnic settings
 - Lookout points / viewing platforms
 - Playground
 - Lighting (Bollard / Light pole)
 - Hard wall edges



Area 8 green infrastructure performance



Point cloud imagery approximately 13% canopy coverage.



Drop off from path is a safety risk.



Hard wall edges limit emergent vegetation establishment contributing to poor water quality.



Well connected paths and clear sightlines.



Planting has low structural and species diversity.



Open views to water.



Low canopy coverage and shade provision.

CRITERIA	SCORE
WATER BALANCE & CONDITION	0.4
Water Clarity	Low
Algal Blooms	Low
Submerged Aquatic Plants	Low
Riparian Fringe	Low
Avifaunal Diversity	Low
ECOLOGICAL HEALTH	0.2
Native Vegetation Condition	Low
Habitat Diversity	Low
Pollination Support	Low
Vegetation Structure	Low
Mature Trees & Habitat Features	Low
CLIMATE RESILIENCE	1.0
Shade & Cooling	Low
Canopy Resilience	Low
Carbon Sequestration	Low
Drought Survival	Low
Green-Blue Connectivity	Low
COMMUNITY & AMENITY	1.0
Functional Variety	Low
User Comfort	Low
Interpretation & Education	Low
Sense of Place	Low
Social & Cultural Engagement	Low
ACCESSIBILITY & HEALTH	2.2
Universal Access	Med
Safety & Visibility	Med
Network Connectivity	Low
User Facilities	Low
Health & Well-being	Low

AREA 9

ASSESSMENT

Area 9 is a transitional zone along the western edge of Lake Brearley, moving from open lawn to a planted embankment. Recent rehabilitation by the City has successfully established diverse native vegetation, enhancing habitat value and stabilising the bank. The new plantings are establishing well and contributing to ecological health and climate resilience through increased canopy and groundcover. Interpretation signage helps communicate ecological values and ongoing management efforts. Circulation and sightlines are generally good, but the area currently lacks dedicated seating or gathering spaces.

POTENTIAL DESIGN RESPONSE

Introduce key seating areas and increase canopy cover along paths to strengthen community amenity and support passive recreation. Removal of *Casuarina cunninghamiana* along the southern boundary and replacement with diverse native species would further improve habitat and ecological function. These interventions would balance environmental restoration with enhanced recreational opportunities and visual appeal.



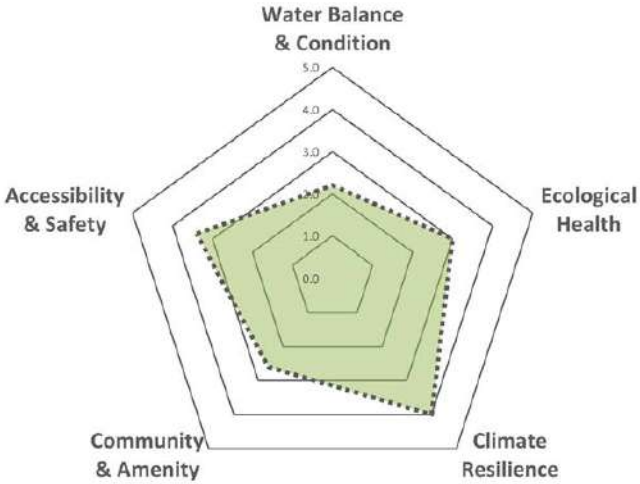
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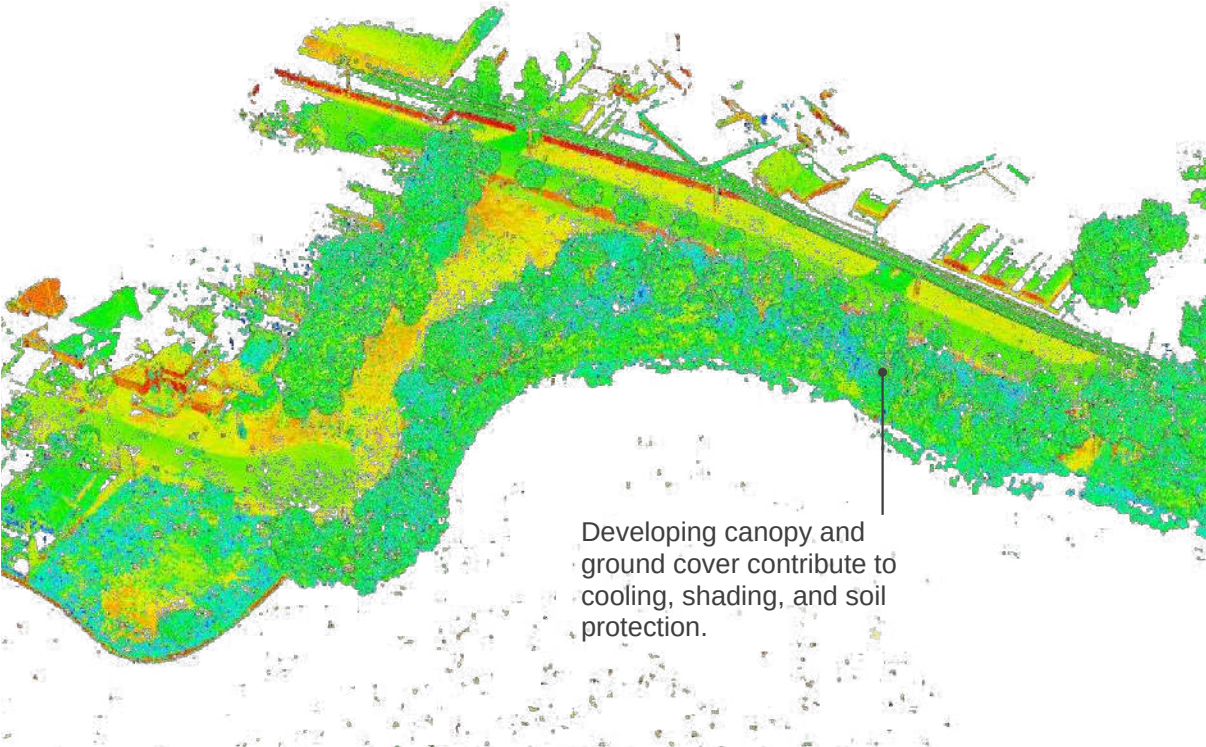
Location plan

LEGEND

- Area boundary
- Environment
 - Emergent (Submerged planting-Lower embankment)
 - Ephemeral (Seasonally inundated-Mid embankment)
 - Dry (Upper embankment)
 - Canopy
 - Turf
- Access and Amenity
 - Walking paths
 - Shared pedestrian and cycle paths
 - Bicycle parking
 - Bus stop
 - Car park
 - Seating
 - Shelters with seating/picnic settings
 - Lookout points / viewing platforms
 - Playground
 - Lighting (Bollard / Light pole)
 - Hard wall edges



Area 9 green infrastructure performance



Point cloud imagery approximately 17% canopy coverage.



Well connected habitat through emergent and ephemeral planting.



Open area of turf for passive recreation, limited shading to path and seating options.



Low water clarity.



Signage highlighting the environmental values of Maylands Lakes.



Establishing revegetation planting contributing to habitat and species diversity.

CRITERIA	SCORE
WATER BALANCE & CONDITION	2.2
Water Clarity	Low
Algal Blooms	Low
Submerged Aquatic Plants	Med
Riparian Fringe	Med
Avifaunal Diversity	Med
ECOLOGICAL HEALTH	3.0
Native Vegetation Condition	Low
Habitat Diversity	High
Pollination Support	High
Vegetation Structure	High
Mature Trees & Habitat Features	Med
CLIMATE RESILIENCE	4.0
Shade & Cooling	High
Canopy Resilience	High
Carbon Sequestration	High
Drought Survival	Med
Green-Blue Connectivity	High
COMMUNITY & AMENITY	2.6
Functional Variety	Low
User Comfort	Low
Interpretation & Education	Med
Sense of Place	Med
Social & Cultural Engagement	Med
ACCESSIBILITY & HEALTH	3.4
Universal Access	High
Safety & Visibility	High
Network Connectivity	High
User Facilities	Med
Health & Well-being	Low

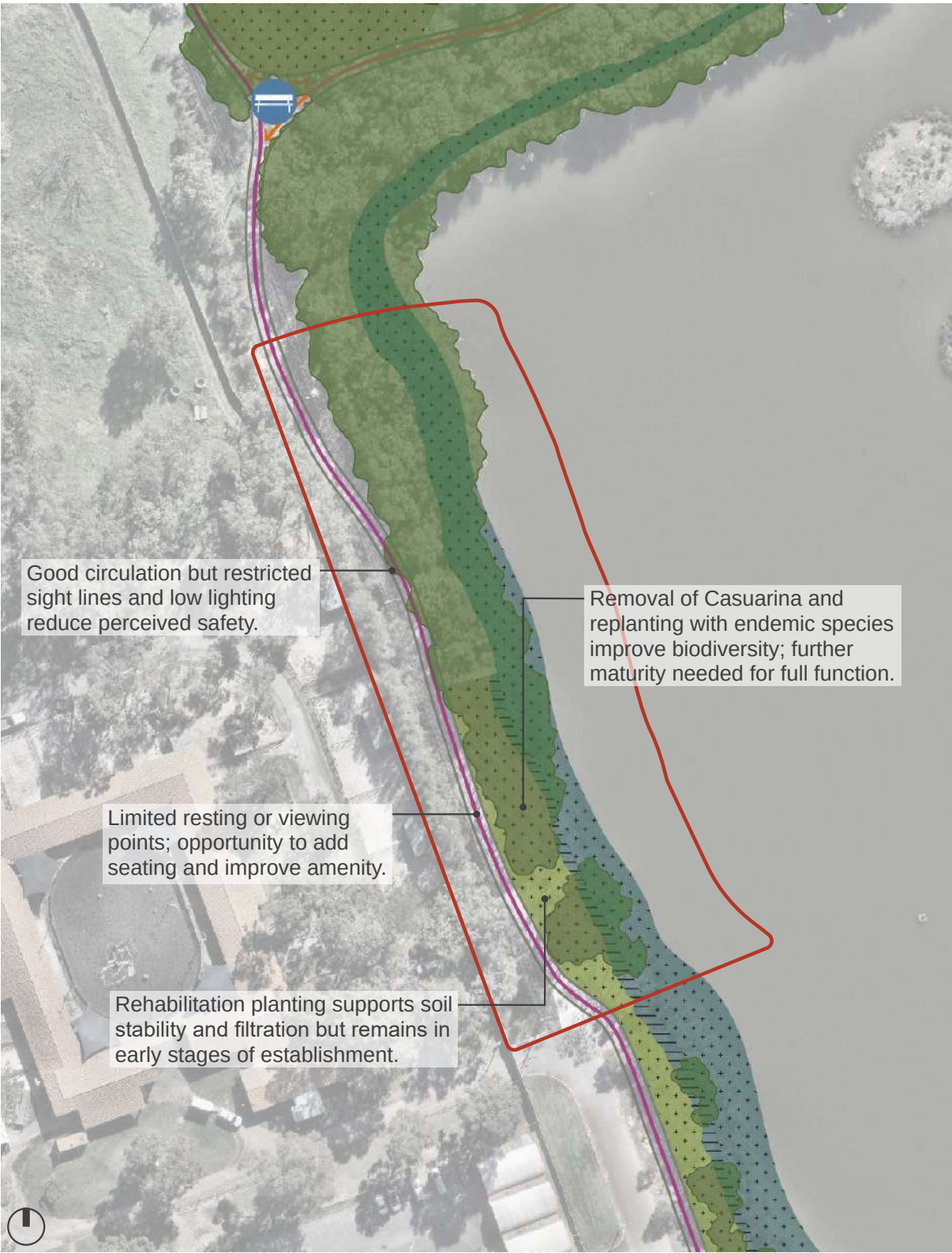
AREA 10

ASSESSMENT

Area 10 is part of the transition zone along the Principal Shared Path on the western edge of Lake Brearley. Rehabilitation planting by the City has successfully established a diverse embankment of native species, supporting habitat and improving ecological function. This followed the removal of *Casuarina cunninghamiana*, which had previously dominated the embankment and limited understorey growth and habitat diversity. The new plantings are establishing well and beginning to restore ecological balance. Amenity along the path is still limited, with few opportunities for rest or viewing.

POTENTIAL DESIGN RESPONSE

Introduce small seating nodes or lookouts with water views to enhance community amenity and provide rest points for path users. Further removal of *Casuarina cunninghamiana* and replanting with native species would improve ecological function, increase habitat diversity, and open sightlines to enhance pedestrian safety.



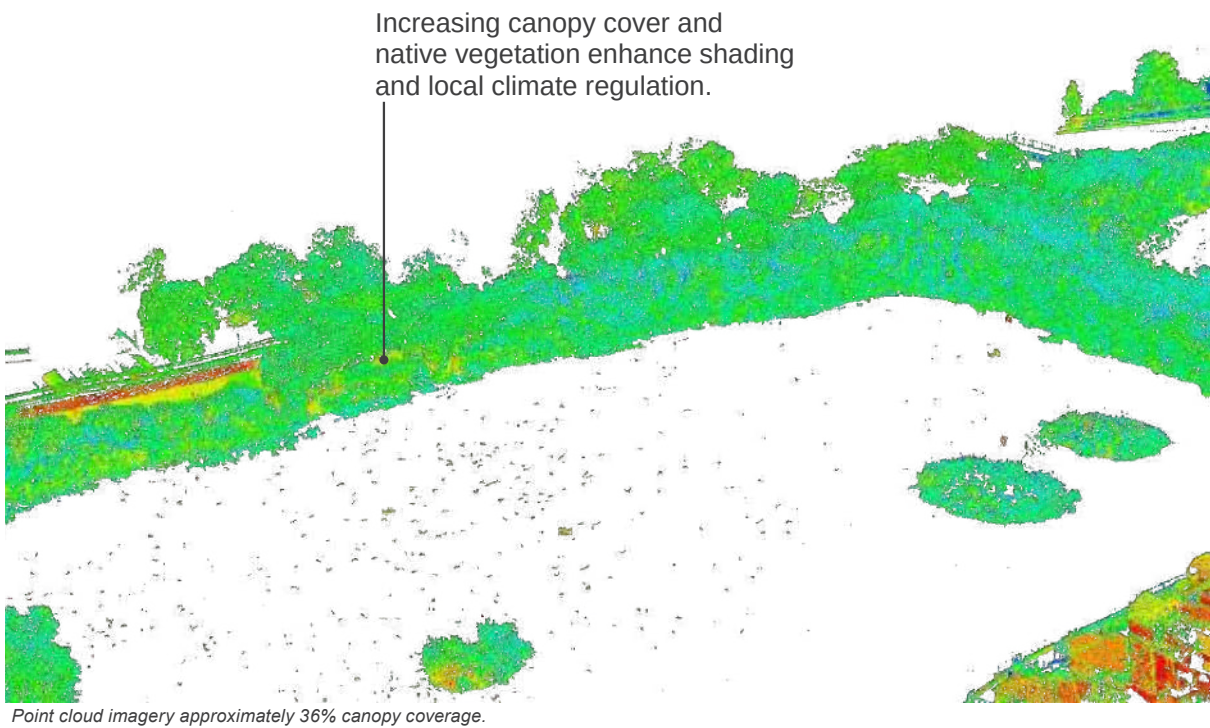
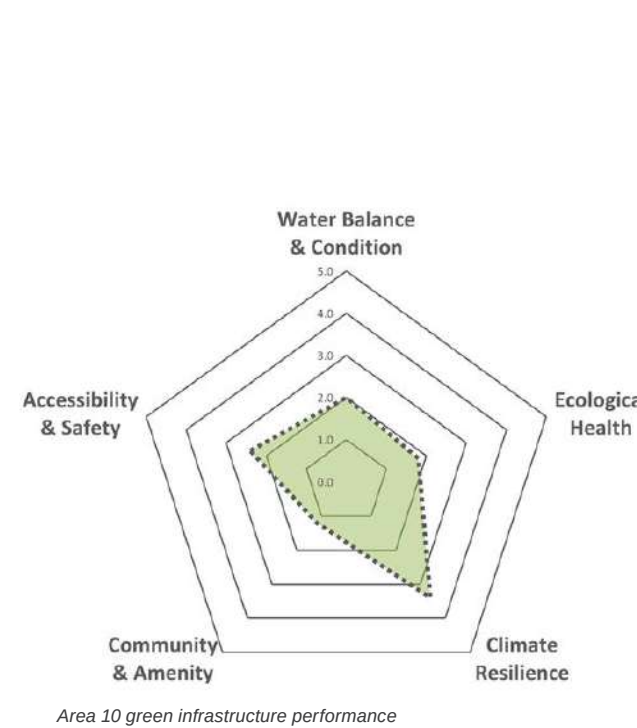
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Location plan

LEGEND

- Area boundary
- Environment
 - Emergent (Submerged planting-Lower embankment)
 - Ephemeral (Seasonally inundated-Mid embankment)
 - Dry (Upper embankment)
 - Canopy
 - Turf
- Access and Amenity
 - Walking paths
 - Shared pedestrian and cycle paths
 - Bicycle parking
 - Bus stop
 - Car park
 - Seating
 - Shelters with seating/picnic settings
 - Lookout points / viewing platforms
 - Playground
 - Lighting (Bollard / Light pole)
 - Hard wall edges



CRITERIA	SCORE
WATER BALANCE & CONDITION	2.0
Water Clarity	Med
Algal Blooms	Low
Submerged Aquatic Plants	Low
Riparian Fringe	Low
Avifaunal Diversity	Med
ECOLOGICAL HEALTH	1.8
Native Vegetation Condition	Low
Habitat Diversity	Med
Pollination Support	Low
Vegetation Structure	Low
Mature Trees & Habitat Features	Low
CLIMATE RESILIENCE	3.4
Shade & Cooling	High
Canopy Resilience	Med
Carbon Sequestration	High
Drought Survival	Med
Green-Blue Connectivity	Med
COMMUNITY & AMENITY	1.2
Functional Variety	Low
User Comfort	Low
Interpretation & Education	Low
Sense of Place	Low
Social & Cultural Engagement	Low
ACCESSIBILITY & HEALTH	2.4
Universal Access	High
Safety & Visibility	Low
Network Connectivity	High
User Facilities	Low
Health & Well-being	Low



Recent removal of *Casuarina cunninghamiana* and revegetation planting for re-establishment of native species.



Medium canopy coverage providing cooling to path and water.



Well connected paths supporting pedestrians and cyclists, limited seating and rest points.



CPTED concerns from restricted sightlines.



Casuarina cunninghamiana limit establishment of native ephemeral vegetation.



Casuarina cunninghamiana removal required.

AREA 11

ASSESSMENT

Area 11 continues the sequence of transitional zones along the Principal Shared Path on the western side of Lake Brearley. *Casuarina cunninghamiana* dominate the embankment, limiting understorey growth and reducing habitat diversity. Circulation along the path is generally good, but sightlines are restricted in places due to the dense canopy, particularly near the existing lookout.

POTENTIAL DESIGN RESPONSE

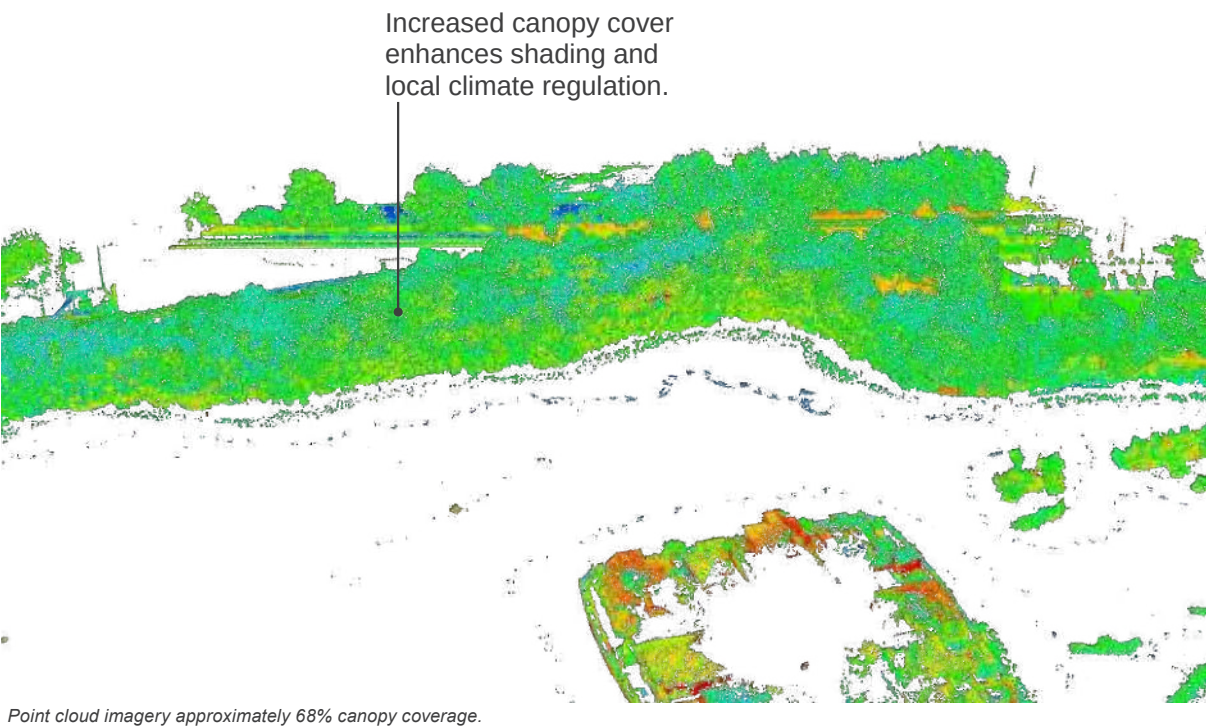
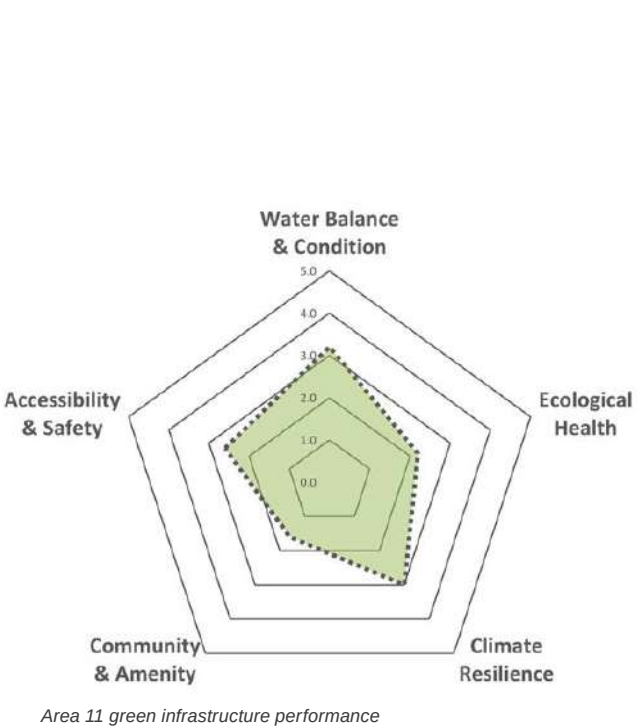
Improve passive surveillance and pedestrian and cyclist safety by enhancing lighting and removing *Casuarina cunninghamiana* to open sightlines. Replanting with diverse endemic species would stabilise the embankment, increase habitat value, and support ecological function, while maintaining safe and accessible circulation along the path.



Location plan

LEGEND

- Area boundary
- Environment
 - Emergent (Submerged planting-Lower embankment)
 - Ephemeral (Seasonally inundated-Mid embankment)
 - Dry (Upper embankment)
 - Canopy
 - Turf
- Access and Amenity
 - Walking paths
 - Shared pedestrian and cycle paths
 - Bicycle parking
 - Bus stop
 - Car park
 - Seating
 - Shelters with seating/picnic settings
 - Lookout points / viewing platforms
 - Playground
 - Lighting (Bollard / Light pole)
 - Hard wall edges



Weed species limit establishment of native emergent and ephemeral vegetation.



Well connected canopy providing shade to path.



Planting has low structural and species diversity.



Well connected paths and look point, limited seating.



CPTED concerns from restricted sightlines.

CRITERIA	SCORE
WATER BALANCE & CONDITION	3.2
Water Clarity	High
Algal Blooms	Med
Submerged Aquatic Plants	Med
Riparian Fringe	Med
Avifaunal Diversity	Med
ECOLOGICAL HEALTH	2.2
Native Vegetation Condition	Low
Habitat Diversity	Med
Pollination Support	Med
Vegetation Structure	Low
Mature Trees & Habitat Features	Med
CLIMATE RESILIENCE	3.0
Shade & Cooling	Med
Canopy Resilience	Med
Carbon Sequestration	Med
Drought Survival	Med
Green-Blue Connectivity	Med
COMMUNITY & AMENITY	1.6
Functional Variety	Low
User Comfort	Low
Interpretation & Education	Low
Sense of Place	Low
Social & Cultural Engagement	Low
ACCESSIBILITY & HEALTH	2.6
Universal Access	High
Safety & Visibility	Low
Network Connectivity	High
User Facilities	Low
Health & Well-being	Low

AREA 12

ASSESSMENT

In Area 12, rehabilitation planting by the City has successfully established a diverse embankment of native species, supporting habitat and improving ecological function. This followed the removal of *Casuarina cunninghamiana*, which had previously dominated the embankment and limited understorey growth and habitat diversity. The new plantings are establishing well and beginning to restore ecological balance. Amenity remains limited, with few opportunities for rest or viewing along the path.

POTENTIAL DESIGN RESPONSE

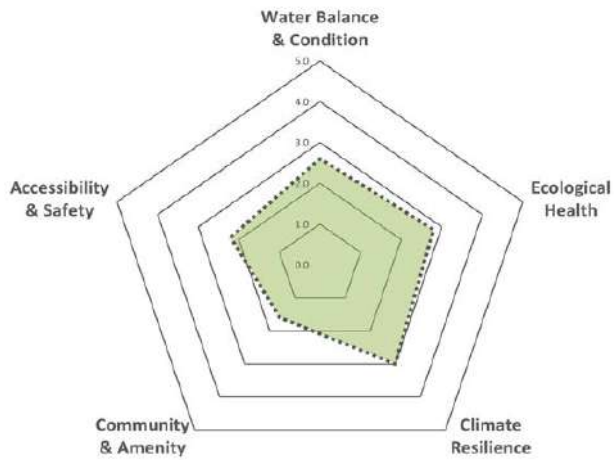
Introduce small seating nodes or lookouts with water views to enhance community amenity and provide rest points for Principal Shared Path users. These interventions would complement ongoing ecological restoration while supporting passive recreation and connection with the lake environment.



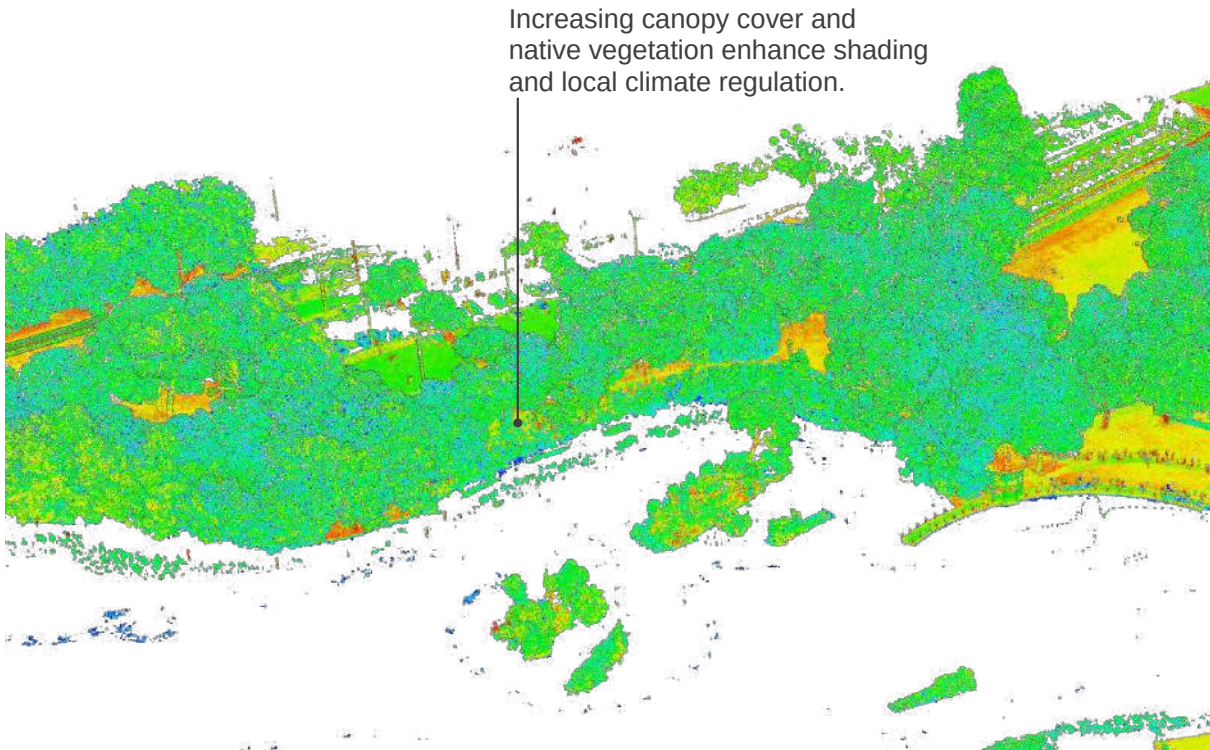
Location plan

LEGEND

- Area boundary
- Environment
 - Emergent (Submerged planting-Lower embankment)
 - Ephemeral (Seasonally inundated-Mid embankment)
 - Dry (Upper embankment)
 - Canopy
 - Turf
- Access and Amenity
 - Walking paths
 - Shared pedestrian and cycle paths
 - Bicycle parking
 - Bus stop
 - Car park
 - Seating
 - Shelters with seating/picnic settings
 - Lookout points / viewing platforms
 - Playground
 - Lighting (Bollard / Light pole)
 - Hard wall edges



Area 12 green infrastructure performance



Point cloud imagery approximately 60% canopy coverage.



Establishing native rehabilitation planting enhances local character.



Weed removal and rehabilitation planting providing well connected aquatic and terrestrial habitat and diversity.



Good canopy coverage and semi-mature and mature trees present providing habitat and shade.



Casuarina cunninghamiana prevent development of understorey planting, limiting habitat and diversity.



Open areas of turf for passive recreation, limited seating and lighting.

CRITERIA	SCORE
WATER BALANCE & CONDITION	2.6
Water Clarity	Med
Algal Blooms	Med
Submerged Aquatic Plants	Low
Riparian Fringe	Low
Avifaunal Diversity	Med
ECOLOGICAL HEALTH	2.8
Native Vegetation Condition	Low
Habitat Diversity	Med
Pollination Support	Med
Vegetation Structure	Med
Mature Trees & Habitat Features	Med
CLIMATE RESILIENCE	3.0
Shade & Cooling	Med
Canopy Resilience	Med
Carbon Sequestration	Med
Drought Survival	Med
Green-Blue Connectivity	Med
COMMUNITY & AMENITY	1.6
Functional Variety	Low
User Comfort	Low
Interpretation & Education	Low
Sense of Place	Low
Social & Cultural Engagement	Low
ACCESSIBILITY & HEALTH	2.2
Universal Access	High
Safety & Visibility	Low
Network Connectivity	High
User Facilities	Low
Health & Well-being	Low

AREA 13 A

ASSESSMENT

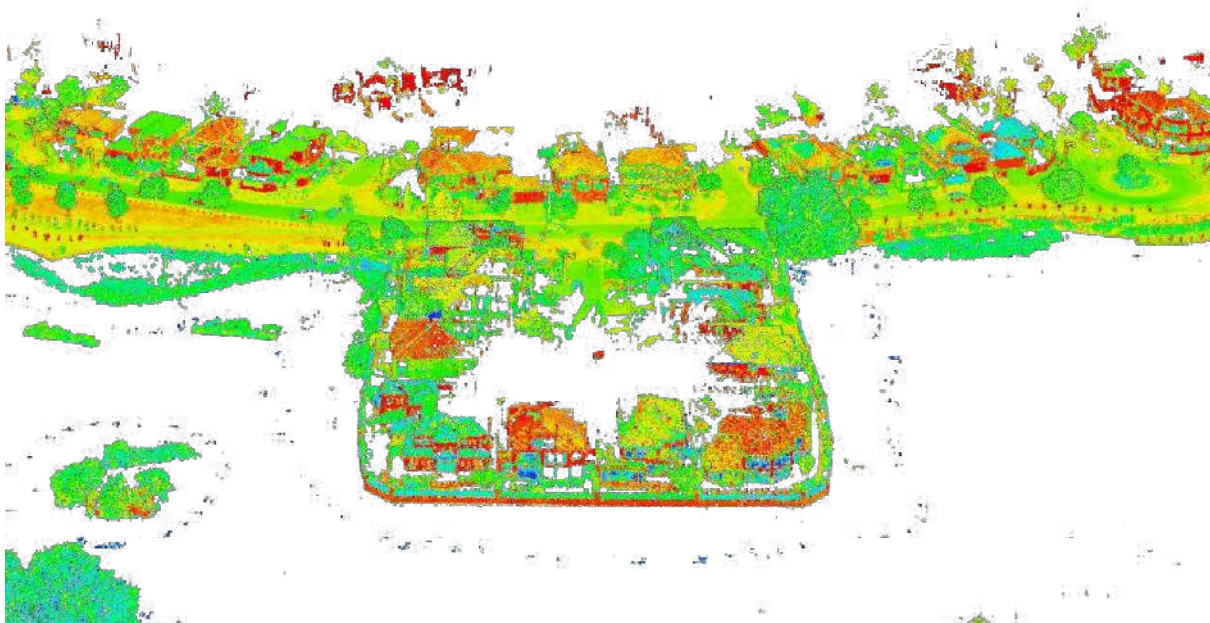
Area 13, comprising sections A, B, and C, consists of a retaining wall running from residential lots to the lakes. The area is largely unplanted, and water clarity is low, exhibiting a green tinge consistent with algal accumulation, which indicates poor ecological health and low water quality.

POTENTIAL DESIGN RESPONSE

Improve ecological function by managing water depth and strategically revegetating the lake edge to enhance water quality and natural filtration. These interventions would support aquatic ecosystem health while maintaining key views to the lakes for residents.



SCALE 1:1500 @ A3



Point cloud imagery



Location plan

LEGEND

- Area boundary abutting residential
- Emergent (Submerged planting-Lower embankment)
- Canopy
- Hard wall edges

CRITERIA	SCORE
WATER BALANCE & CONDITION	1.4
Water Clarity	Low
Algal Blooms	Low
Submerged Aquatic Plants	Low
Riparian Fringe	Low
Avifaunal Diversity	Low
ECOLOGICAL HEALTH	0.2
Native Vegetation Condition	Low
Habitat Diversity	Low
Pollination Support	Low
Vegetation Structure	Low
Mature Trees & Habitat Features	Low

AREA 13 B

ASSESSMENT

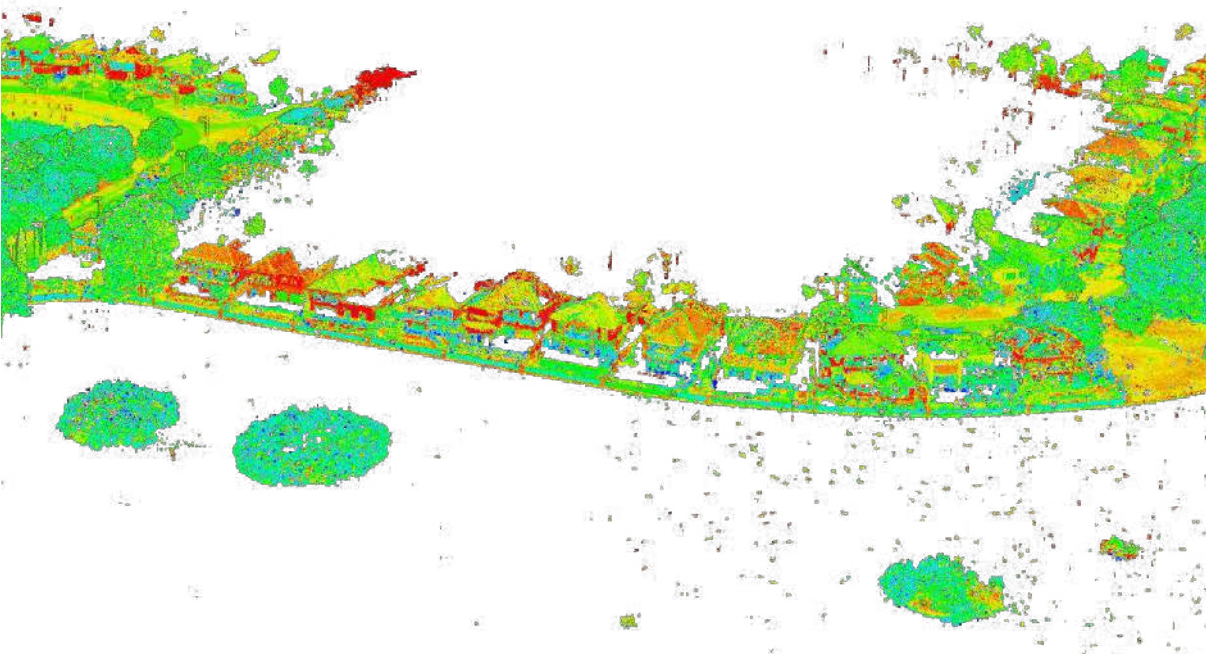
Area 13, comprising sections A, B, and C, consists of a retaining wall running from residential lots to the lakes. The area is largely unplanted, and water clarity is low, exhibiting a green tinge consistent with algal accumulation, which indicates poor ecological health and low water quality.

POTENTIAL DESIGN RESPONSE

Improve ecological function by managing water depth and strategically revegetating the lake edge to enhance water quality and natural filtration. These interventions would support aquatic ecosystem health while maintaining key views to the lakes for residents.



SCALE 1:1500 @ A3



Point cloud imagery



Location plan

LEGEND

- Area boundary abutting residential
- Emergent (Submerged planting-Lower embankment)
- Canopy
- Hard wall edges

CRITERIA	SCORE
WATER BALANCE & CONDITION	0.2
Water Clarity	Low
Algal Blooms	Low
Submerged Aquatic Plants	Low
Riparian Fringe	Low
Avifaunal Diversity	Low
ECOLOGICAL HEALTH	0.0
Native Vegetation Condition	Low
Habitat Diversity	Low
Pollination Support	Low
Vegetation Structure	Low
Mature Trees & Habitat Features	Low

AREA 13 C

ASSESSMENT

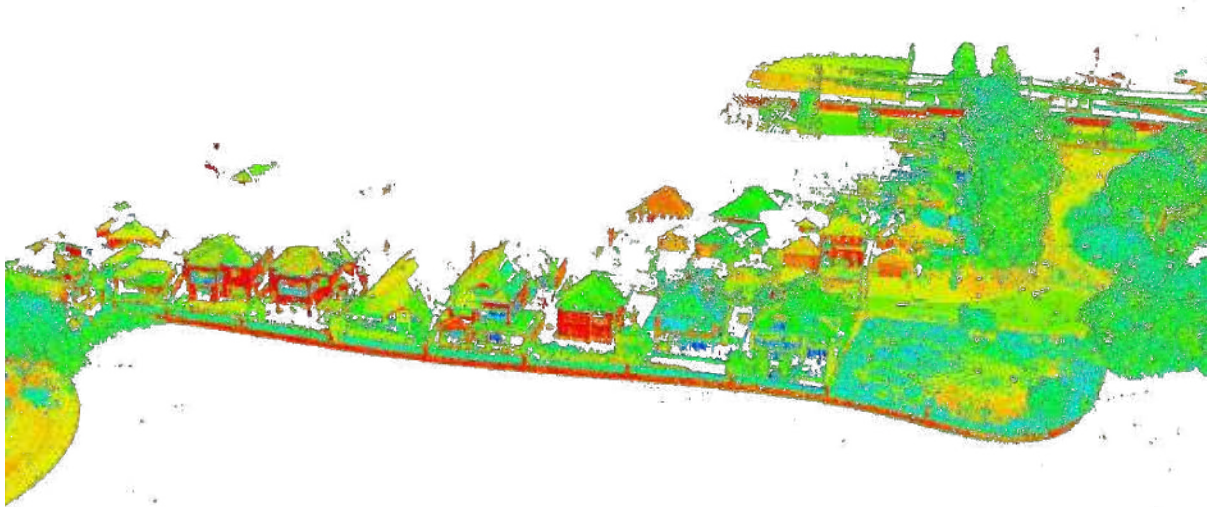
Area 13, comprising sections A, B, and C, consists of a retaining wall running from residential lots to the lakes. The area is largely unplanted, and water clarity is low, exhibiting a green tinge consistent with algal accumulation, which indicates poor ecological health and low water quality.

POTENTIAL DESIGN RESPONSE

Improve ecological function by managing water depth and strategically revegetating the lake edge to enhance water quality and natural filtration. These interventions would support aquatic ecosystem health while maintaining key views to the lakes for residents.



SCALE 1:1500 @ A3



Point cloud imagery



Location plan

LEGEND

- Area boundary abutting residential
- Emergent (Submerged planting-Lower embankment)
- Canopy
- Hard wall edges

CRITERIA	SCORE
WATER BALANCE & CONDITION	0.0
Water Clarity	Low
Algal Blooms	Low
Submerged Aquatic Plants	Low
Riparian Fringe	Low
Avifaunal Diversity	Low
ECOLOGICAL HEALTH	0.0
Native Vegetation Condition	Low
Habitat Diversity	Low
Pollination Support	Low
Vegetation Structure	Low
Mature Trees & Habitat Features	Low

GLOSSARY OF TERMS

TERM	DEFINITION
Aquatic vegetation	Plants which grow in water.
Bathymetry	The shape of the bottom of the lakes. Deeper areas will usually mean that sediments and organic matter can collect there, and if the levels of dissolved oxygen in the water fall to low levels in these deep zones, the nutrients in the sediments and organic matter can be released back into the water column that can then be used by algae.
Connectivity	How the lakes are connected to upstream and downstream areas and between each lake.
Cyanobacteria	The correct scientific term for what is often described as blue-green algae (“cyano” means of the colour blue). The forms of cyanobacteria often found in Maylands Lakes, such as <i>Microcystis</i> and <i>Raphidiopsis</i> , are both technically bacteria, but can also use sunlight to photosynthesize like plants and algae.
Dissolved oxygen	The amount of oxygen that might be dissolved in the water. Dissolved oxygen is needed for aquatic animals to survive. When it drops to zero, animals that use gills for breathing may die.
Ephemeral	An area within a waterbody, stream or river that may dry out for short periods. In a wetland, an ephemeral zone is usually at or just above the normal standing water level to allow for plants to grow which only occasionally need water over them.
Flocculation (flocs)	A process where smaller particles are brought together through physical or chemical processes to form larger particles or “flocs” which eventually are large enough to settle. Commonly used in water treatment processes, flocculation with chemicals, such as alum, allow particles which may not normally bind together to form flocs of a size needed to settle to the bottom of a waterbody.
Macroinvertebrates	Small aquatic animals that don't have a backbone and can be seen with the naked eye, such as small snails, worms, insects and beetles.
Macrophyte	A water plant large enough to be seen by the naked eye. Macrophytes are typically seen around lakes, wetlands and rivers and can be present in several zones, such as the water's edge (ephemeral macrophytes), in shallow areas (emergent macrophytes – emerging from the water), and in deeper areas (submerged or floating macrophytes).
Nutrient species	The forms of nitrogen, phosphorus and carbon that might be present in the water or sediment which may also be available to feed algae and midge larvae.
Precipitation	Rainfall.
Residence time	The time taken for a parcel of water to move through the lakes. Long residence times mean that the water can become stagnant allowing algae to grow without any disturbance.
Riparian	The area immediately adjacent to a waterbody, stream or river. Riparian vegetation is the trees, shrubs, grasses and other plants that grow near the water's edge and can tolerate occasional wetting.
Solar radiation	The energy from sunlight.
Stratification	The formation of layers of different water quality characteristics, especially temperature but also dissolved oxygen. Typically this happens when water bodies are deeper than 3m and/ or have limited mixing.
Terrestrial vegetation	Plants which grow on the land.
Toxin production	Chemicals produced by algae, usually when they die, which can be harmful to humans and animals.

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Landscape and Green Infrastructure Assessment Community Feedback Summary (Jan 2026)

Background

The *Maylands Lakes Landscape Restoration - Landscape and Green Infrastructure Assessment* (JBA Dec 2025) was presented to the community at an evening information session on Thursday 4 December (36 attendees) at Maylands Sport and Recreation Centre followed by a 'pop up' style engagement event on Saturday 6 December (40 interactions) at a site adjacent to Brickworks Lake.

A series of A1 panels illustrating the Assessment were presented for discussion. The site was delineated into 15 areas for the assessment concept report, presentation, and the engagement. The lead landscape architects from JBA and City representatives attended both events to facilitate discussion. The evening event commenced with a presentation by project lead Tony Weber, covering the approach to addressing water quality issues. Tony was unable to attend the pop-up event.



The community was invited to provide feedback via a survey on the [Engage Bayswater Maylands Lakes page](#). The page provided the opportunity to download the Assessment, as well as including a short survey repeated for each of the 15 areas.

Alongside some demographic information responders were asked several questions for each of the areas they chose to provide feedback on.

1. Does the assessment of this Area accurately reflect your understanding?

Please tell us why?

2. How well do you think the potential design response to this area addresses the objectives of the assessment?

3. Are there any other considerations that could strengthen the design response in area 1?

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The survey was open for feedback for just over one month and closed on 5 January 2026. This document is a summary of the feedback received.

During the feedback period there were 547 visits to the page, with the *Maylands Lakes Landscape Restoration - Landscape and Green Infrastructure Assessment* downloaded 115 times. Thirty-four respondents completed the survey.

Comment

In the consultant team's opinion, the community feedback received showed a high level of local engagement and care for the ecological, recreational, and visual values of the area. Overall, residents strongly supported actions that enhance water quality, improve ecological health, and restore habitat for native flora and fauna, while maintaining the unique amenity and visual appeal of the lakes for surrounding properties.

Ecological and Water Management Priorities

The community consistently highlighted the need for interventions that improve water circulation, manage nutrient inputs, and reduce midge populations. Early implementation of key water management infrastructure was widely supported to achieve prompt and measurable environmental outcomes. Feedback also stressed the importance of careful consideration for sediment, vegetation, and depth management, ensuring that interventions do not exacerbate thermal stress, algal growth, or disrupt existing aquatic and birdlife habitats.

Vegetation and Habitat Management

Most respondents support the retention and selective management of existing mature trees and endemic vegetation, particularly where these provide shade, cooling, wildlife habitat, and aesthetic amenity. While some support increased planting of low-growing endemic species and sedges along lake edges, there is strong opposition to planting that would obstruct lake views for residents. Removal of non-native species, such as *Casuarina* monocultures, was generally supported if undertaken in a staged and site-specific manner, balancing ecological improvement with the protection of birdlife, turtles, and other fauna. Community input also emphasised the importance of island vegetation management, particularly in controlling habitat suitability for cormorants, to reduce nutrient impacts on the lakes.

Community Amenity and Access

Feedback indicates that recreational use is important but secondary to ecological restoration. Pathways are widely valued for walking, cycling, and general accessibility, whereas additional seating, lookouts, jetties, and boardwalks were largely considered unnecessary, costly, or potentially disruptive to wildlife. Where amenities exist, careful maintenance, location, and design were recommended to minimise conflicts with habitat preservation and visual amenity. Lighting and signage should be minimal and targeted, avoiding impacts on wildlife such as nocturnal birds.

Site-Specific Considerations and Risk Management

Residents emphasised the need for a site-specific, evidence-based approach, recognising that conditions, safety risks, and ecological priorities vary across the 13 identified areas. Any interventions along private property interfaces should be sensitive to visual amenity, flood and erosion risk, and structural stability of lake-edge retaining walls. Feedback also highlights the importance of ongoing community engagement, monitoring, and maintenance to ensure long-term success of ecological and amenity outcomes.

Summary

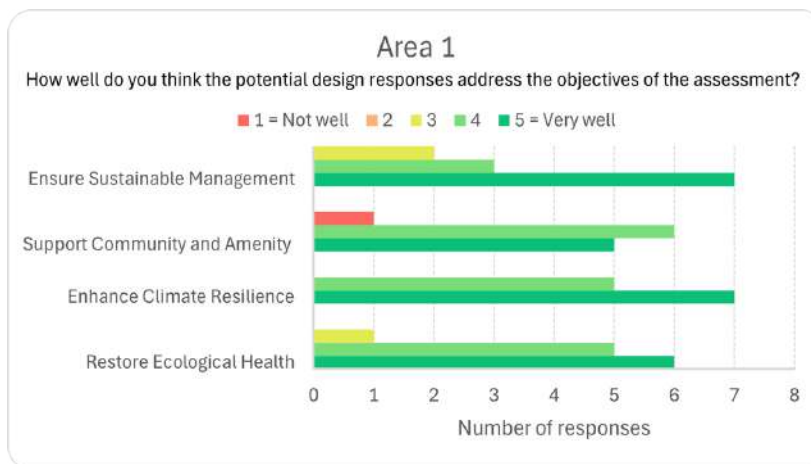
- Prioritise water-quality and circulation improvements as the foundation of the restoration plan.
- Implement staged, site-specific revegetation strategies using endemic, low-growing plants to support habitat while maintaining lake views.
- Retain mature trees and canopy cover where possible and manage *Casuarina* and other non-native species selectively.
- Minimise additional community infrastructure, focusing instead on protecting and enhancing natural habitats.
- Integrate nutrient management, runoff mitigation, and pollution awareness programs with ongoing maintenance and volunteer support.
- Ensure future interventions are evidence-based, adaptive, and transparent, with clear objectives, monitoring, and evaluation frameworks.

In conclusion, the community strongly supports a balanced approach that restores the lakes' ecological function, protects wildlife, maintains water quality, and safeguards the amenity and visual character valued by residents. The feedback underscores that ecological outcomes must remain the primary driver, with community access and recreational features carefully considered to avoid compromising environmental objectives.

Area 1 – Community Feedback

Response Summary

Respondents = 11



Overall Alignment with the Assessment

Community feedback generally supports the proposed focus on environmental restoration and biodiversity enhancement. Residents emphasised the importance of maintaining habitat for wildlife, including waterbirds, frogs, and turtles, while some suggested additional interventions to improve water quality and filtration. There is strong interest in preserving existing amenity features such as the open grass areas and bridges.

Key Themes Raised by the Community

Vegetation and Habitat Management

- Support for retention of mature trees, with removal of non-endemic species such as *Casuarina cunninghamiana*.
- Recommendations to reinstate and expand native vegetation corridors to improve water filtration, connectivity between lakes, and safe wildlife movement.
- Requests to maintain floating wetlands and manage overgrown drains for bird feeding.

Water Quality and Circulation

- Ensuring biofiltration areas function effectively year-round, including maintaining water flow to biofilters and addressing sediment/sludge input from Brickworks.
- Consideration of diversion of the Maylands main drain through the lakes and seasonal water flow limitations affecting biofilter efficiency.

Amenity and Access

- Paths largely require maintenance rather than full replacement; one section near the Brickworks may benefit from widening.
- Open grass areas valued for recreational use, though some respondents cautioned against off-leash dog use.
- Desire to maintain the bridge and provide lighting selectively for safety without disturbing nocturnal wildlife.

Community Education and Engagement

- Suggestions for interpretive signage to explain local biodiversity and ecological functions (e.g., frog species, nesting birds, dragonflies).
- Forward landscape planning around the Brickworks precinct could provide quick-win improvements in amenity and ecological outcomes.

Wildlife Safety and Human Interaction

- Emphasis on maintaining safe corridors for turtles and waterbirds, potentially including fencing along high-traffic areas.
- Concerns over artificial lighting and human disturbance affecting nocturnal wildlife.

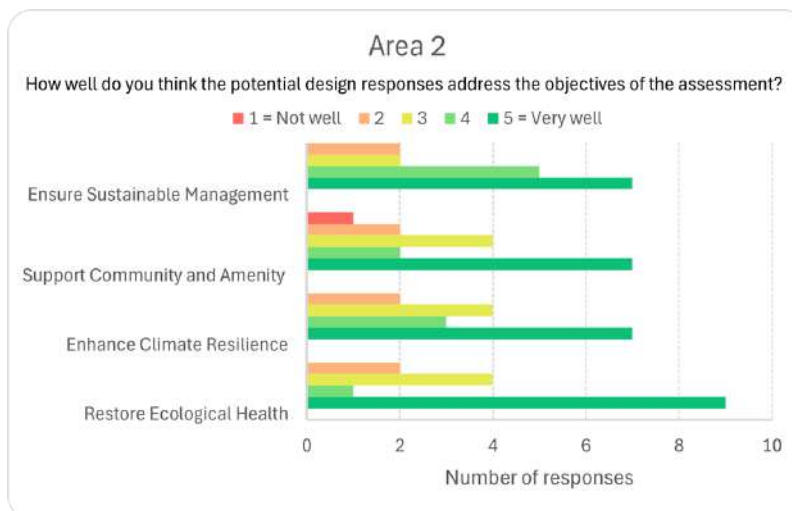
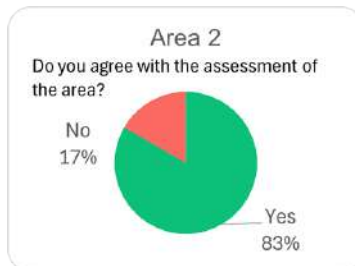
Considerations to Inform the Next Design Stage

- Design should prioritise habitat protection and water quality improvements while maintaining valued amenity spaces.
- Incorporate native vegetation corridors and biofiltration strategies to enhance connectivity and water treatment.
- Provide selective lighting and infrastructure upgrades where safety concerns exist, balancing ecological impacts.
- Include interpretive signage to increase community awareness of biodiversity and ecosystem services.
- Monitor ongoing performance of biofilters and water circulation, with contingency plans for seasonal variability.

Area 2 – Community Feedback Summary

Response Summary

Respondents = 18



Overall Alignment with the Assessment

Community members generally support initiatives that improve ecological outcomes, restore vegetation, and enhance water quality. There is strong interest in balancing ecological restoration with recreational use and visual amenity for residents. Feedback indicates that some existing structures and landscape features are valued and should be considered carefully in any changes.

Key Themes Raised by the Community

Vegetation and Habitat Management

- Mixed opinions on tree planting: some oppose additional tall shade trees due to obstruction of established lake views, while others support low-growing endemic vegetation along the lake edge and grass areas.
- Reinstate and maintain canopy at the southern end of the area to enhance ecological function and provide shade.
- Floating wetlands, submerged plants, and Typha should be maintained to support waterbird and turtle habitat, with careful management around nesting periods.

Lake Edge and Hardscape Management

- Views are a key concern; residents prefer low vegetation rather than tall trees near lakefront properties.
- Some support the retention of existing hard walls along De Havilland View, citing safety, midge control, and bird refuge functions.
- Removal of unused structures such as the rotunda or jetty was suggested by some, though others indicated the gazebo and decking are regularly used and should be maintained.

Water Quality and Filtration

- Vegetation along the lake edge, biofiltration, and sediment/nutrient management are important to reduce midge and support water quality.
- Restoration of in-water vegetation and removal of invasive species should be prioritised.
- Consider soil fill along hard edges to support low vegetation without compromising existing walls.

Community Amenity and Use

- Retain open grass areas for recreation (ball games, dog walking). Some suggested a fenced dog off-leash area in the underused grass zones.
- Pathways require maintenance, widening in select areas may be beneficial.
- Minimal additional seating suggested; shaded rest points should leverage large trees rather than new structures.

Community Education and Safety

- Support for improved signage explaining biodiversity, responsible dog management, and ecological functions of the area.
- Recommendations to maintain dead trees with ecological value (nests) while trimming for safety.
- Lighting should be minimal to avoid disturbing nocturnal wildlife; surveillance may be considered for safety.

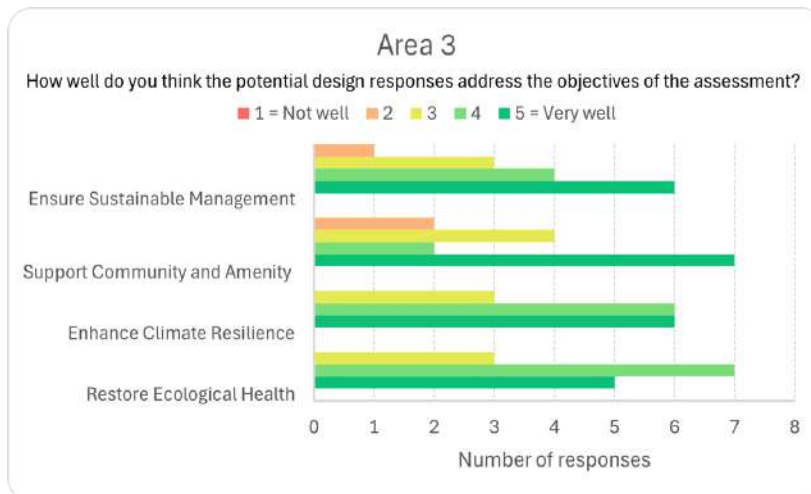
Considerations to Inform the Next Design Stage

- Implement low-growing, endemic vegetation along lake edges and grassed areas to improve habitat while preserving sightlines.
- Maintain valued structures (gazebo, decking, bridge) where community use is observed; consider refurbishment if necessary.
- Prioritise restoration of in-water vegetation and floating wetlands, ensuring access for maintenance and safety of waterbirds and turtles.
- Retain or strategically manage hard walls to balance midge management, wildlife refuge, and ecological restoration.
- Maintain open grassed areas for recreational use, while exploring opportunities for additional ecological benefits (e.g., fenced off-leash dog area).
- Incorporate clear signage to educate the public on wildlife, ecological function, and responsible park use.

Area 3 – Community Feedback Summary

Response Summary

Respondents = 16



Overall Alignment with the Assessment

Community members support ongoing maintenance and ecological improvements but emphasise the need to balance restoration efforts with resident views, safety, and the practicality of proposed interventions. There is recognition that the area can achieve ecological benefits, though some residents note the limitations of “restoring” former clay pits.

Key Themes Raised by the Community

Vegetation and Habitat Management

- Endemic, low-growing vegetation is strongly supported, especially along the lake edge to support turtles, coots, and waterbird habitat.
- Some areas experience poor plant survival, likely due to environmental conditions or resident interference; ongoing monitoring and adaptive planting strategies are recommended.
- Shade trees are supported in moderation but must not block resident lake views. Existing canopy, particularly at the northern end, is valued for wildlife habitat and shelter.

- Sedges and floating vegetation are critical for wildlife feeding and nesting; their retention and restoration are a priority.

Lake Edge and Hardscape

- Mixed feedback on structures: the boardwalk is seen by some as underused and costly to maintain, while others value it and suggest repair rather than removal.
- The amphitheatre is generally supported for community use, though some note it may require high maintenance if removed or altered.
- The jetty is considered unsafe and could be either repaired or removed; removal may allow additional sedge planting along the lake edge.

Community Amenity and Use

- Limited additional seating is desired; open grass areas should be maintained where practical, but some areas could be revegetated to enhance ecological outcomes.
- Maintaining walking access and shade for passive recreation is important, particularly along existing paths and near the canopy.

Water Quality and Ecological Considerations

- Restoration efforts should focus on lake edge vegetation, sediment stabilisation, and water filtration.
- The area provides critical habitat for nesting turtles and waterbirds, requiring careful vegetation selection and management of grass and reeds.

Resident Views and Visual Amenity

- New planting must respect established residential sightlines; community concerns about prior vegetation removal for “view enhancement” highlight the importance of careful design.

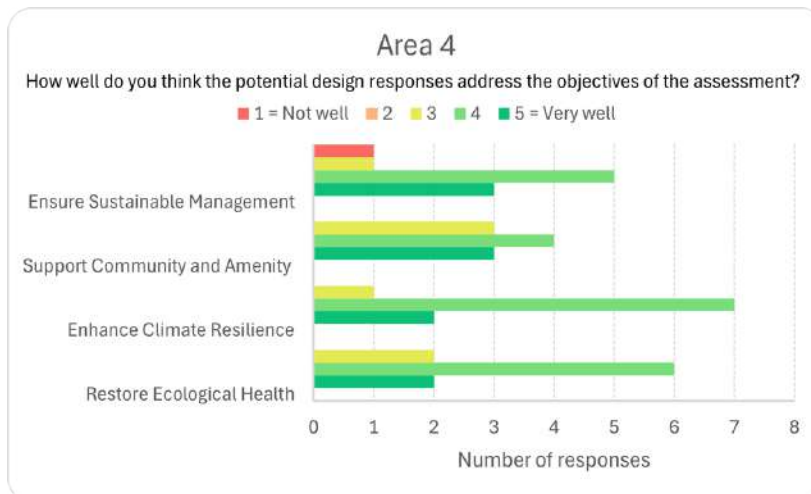
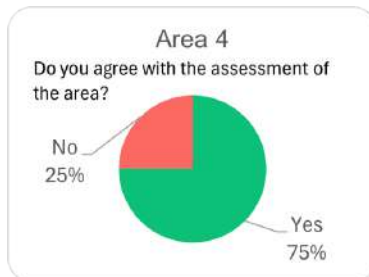
Considerations to Inform the Next Design Stage

- Prioritise low-growing endemic vegetation and sedge restoration along lake edges to support wildlife while preserving open grass for walking and recreational use.
- Maintain existing canopy where it provides habitat and shelter and carefully consider placement of new shade trees to minimise visual obstruction.
- Repair or adapt existing structures (boardwalk, jetty, amphitheatre) based on use, safety, and cost-effectiveness, with vegetation restoration integrated around any removals.
- Implement ongoing monitoring and adaptive management for plant survival, particularly in areas prone to poor growth or interference.
- Ensure pathways remain accessible and shaded, supporting both ecological and community amenity objectives.

Area 4 – Community Feedback Summary

Response Summary

Respondents = 12



Overall Alignment with the Assessment

Community members value Area 4 as a unique, shady, and ecologically diverse section of the lakes, noting its high tree canopy, birdlife, and quiet “bush-like” character. There is strong support for retaining or selectively managing mature trees and protecting wildlife habitat, while also balancing safety and amenity for walkers and cyclists.

Key Themes Raised by the Community

Ecology and Habitat

- The area supports frogs, turtles, and a wide range of bird species.
- Vegetation management should focus on retaining canopy trees and providing understory for wildlife while carefully considering any removal of non-native species, particularly casuarinas. Thinning rather than full removal is preferred by some to preserve habitat.
- Sedges and other native plants near water should be retained to support nesting and shelter for hatchlings.

Lake and Water Management

- Limited water movement in southern corners should be addressed.
- Footpaths and structures such as the gazebo are considered adequate, with maintenance or selective replacement preferred over large-scale upgrades.

Structures and Community Amenity

- The rotunda is largely unused and may be removed to reduce maintenance costs.
- Footpaths are generally considered functional; minor improvements are supported, including selective lighting for safety.
- Gazebo should remain while structurally sound; removal considered once unsafe.

Visual Amenity and Resident Views

- Residents emphasise the importance of retaining lake views from adjacent properties.
- Planting should consider visual amenity, with low-level native vegetation in front of houses to avoid obstructing views.

Public Access and Safety

- Existing pathways are sufficient; areas outside paths should remain inaccessible to protect wildlife.
- Cyclist and scooter speed is a concern; suggestions include retaining raised tree roots with visual markings rather than removing them.
- Dog-leash signage may require repainting and reinforcement.

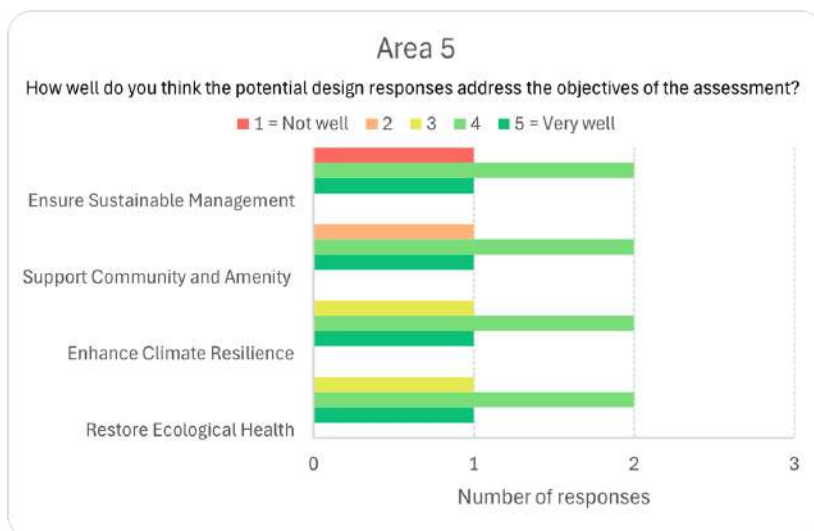
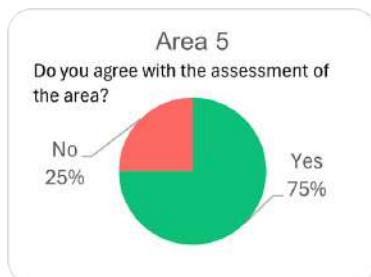
Considerations to Inform the Next Design Stage

- Retain high tree canopy and selectively thin non-endemic species to support ecological health and bird diversity while preserving visual amenity.
- Maintain pathways and minor structures (gazebo, footpaths) with safety-focused improvements such as lighting rather than widespread clearing.
- Protect and restore aquatic vegetation and sediment areas to support turtles, frogs, and waterbirds.
- Ensure water circulation improvements address low-flow areas, particularly in southern corners.
- Preserve the unique “bush-like” character of the area to maintain both ecological and recreational value.

Area 5 – Community Feedback Summary

Response Summary

Respondents = 4



Overall Alignment with the Assessment

Community members generally support ecological restoration and enhancement in Area 5, emphasising the importance of maintaining habitat values while balancing amenity and practicality.

Key Themes Raised by the Community

Ecology and Habitat

- Open sightlines should be minimised to maximise ecological benefit.
- Grassed and shaded areas are preferred as they provide both ecological and aesthetic value.
- Reticulation (watering) is important for successful planting, particularly to support aquatic and semi-aquatic wildlife, such as birds feeding in shallow water.

Structures and Amenity

- The lookout pergola is supported and should be retained.

- Other seating or outlook structures should be removed if maintenance becomes uneconomical.
- Lake Interface and Planting
- Grassed areas near the lake should be carefully located; they do not need to extend to the water's edge except where necessary.
- Planting strategies should focus on low-maintenance, native species that support wildlife while preserving open, usable spaces.

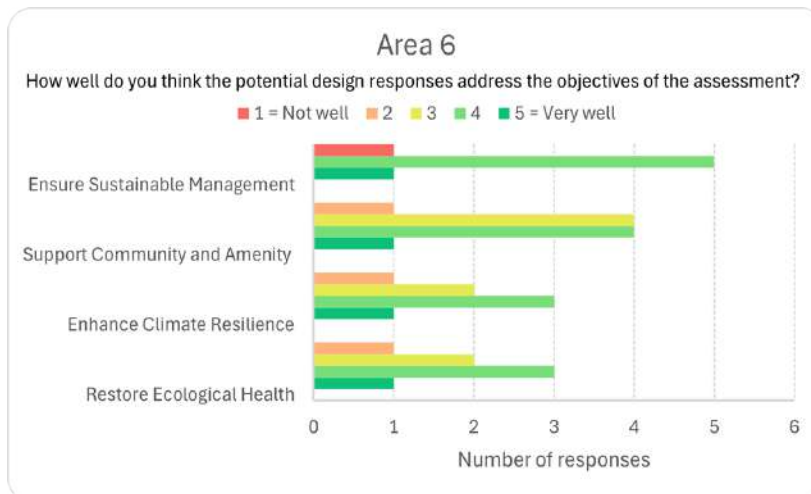
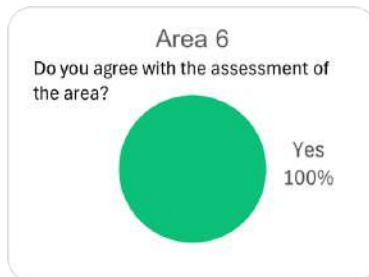
Considerations to Inform the Next Design Stage

- Retain and maintain the lookout pergola as a valued community feature.
- Prioritise planting and landscaping approaches that support ecological outcomes, including shaded and grassed areas, and minimise open sightlines.
- Ensure all new planting is supported by appropriate irrigation/reticulation to maximise survival and habitat benefits.
- Remove or rationalise non-essential structures to reduce ongoing maintenance costs while maintaining amenity.

Area 6 – Community Feedback Summary

Response Summary

Respondents = 7



Overall Alignment with the Assessment

Community members generally acknowledge that there are limited intervention opportunities in Area 6, with ecological and maintenance considerations guiding feedback.

Key Themes Raised by the Community

Structures and Maintenance

- Existing boardwalks and small lookouts are largely unused and expensive to maintain; many community members recommend removal rather than replacement.
- The fenced-off jetty and amphitheatre are questioned for their practical value, although the amphitheatre provides some seating and lake views.

Vegetation and Habitat

- There is strong support for replacing or removing tall Casuarina trees, which are considered to negatively impact ecological function by reducing light, undergrowth, and natural mixing of lake water.

- Grassed areas along the lake edge are suggested for removal, particularly where Casuarina needles inhibit successful underplanting. Low native vegetation should be prioritised to improve habitat and safety for turtles.

Lake Interface and Views

- Community feedback emphasises that lake views are best enjoyed from shaded grass areas or selectively retained hard edges rather than elevated boardwalks or lookouts.

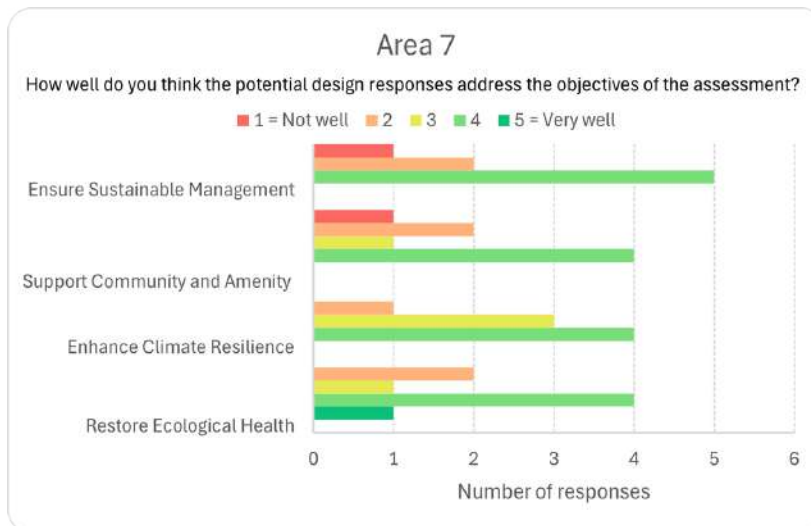
Considerations to Inform the Next Design Stage

- Remove or rationalise underused boardwalks, jetties, and lookouts to reduce ongoing maintenance costs while maintaining key viewpoints and seating (e.g., amphitheatre).
- Prioritise the replacement or removal of non-endemic Casuarina trees to improve ecological health, lake mixing, and understorey growth.
- Focus lake-edge planting on low native species to support wildlife, improve habitat, and reduce human-wildlife conflicts (e.g., turtles crossing roads).
- Maintain a balance between open grassy areas for visual amenity and functional ecological outcomes.

Area 7 – Community Feedback Summary

Response Summary

Respondents = 8



Overall Alignment with the Assessment

Community members recognise that Area 7 presents challenge due to narrow pathways, water-edge proximity, and limited natural habitat along the lake edge. There is strong emphasis on safety, habitat protection, and maintaining visual amenity.

Key Themes Raised by the Community

Pathway Safety and Access

- The narrow path is perceived as potentially unsafe, particularly at dusk, prompting suggestions for temporary closure until safety improvements can be made.
- Railings are generally supported for risk mitigation, although some members note that infill along the lake edge may reduce the need for railings.
- Cyclist access along the path is discouraged to reduce safety risks for pedestrians.

Vegetation and Habitat

- Planting of sedges along the lake edge is supported to provide nesting habitat for waterbirds, but community members emphasise careful placement to avoid disturbance from walkers.
- Slope and fill adjustments are suggested to improve vegetation establishment along steep lake edges.

Lighting and Wildlife Considerations

- Lighting is generally opposed due to potential disruption of nocturnal wildlife and attraction of insects (midge and mosquitoes).
- Passive or low-impact options are preferred if lighting is required for safety signage or navigation.

Water Quality and Circulation

- Installation of circulating pumps is recommended to improve water movement in stagnant corner zones.
- Filling low water areas to reduce depth and allow vegetation establishment is supported to improve ecological outcomes.

Visual and Residential Amenity

- Vegetation should not obstruct residents' views of the lake, particularly for properties adjacent to the path.
- Signage should be carefully placed to guide safe use of the path without negatively impacting aesthetics or wildlife.

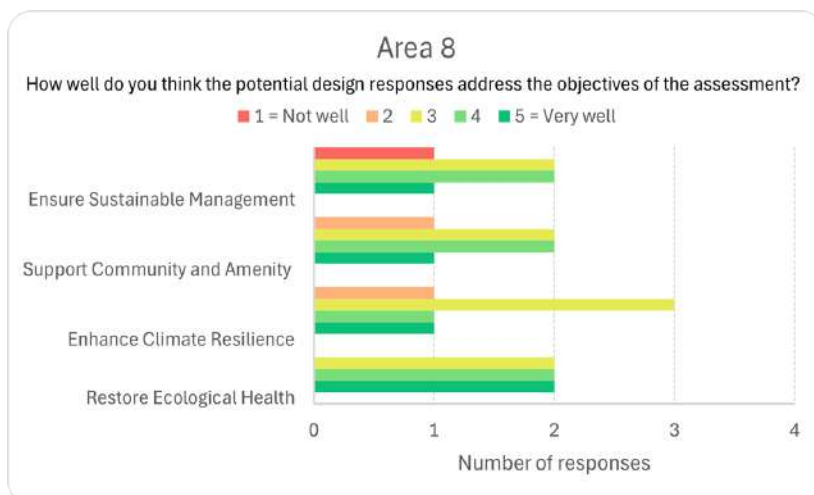
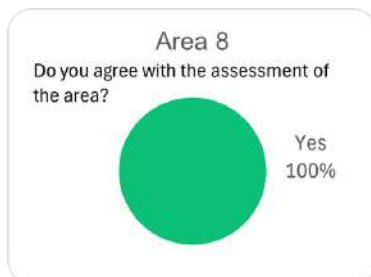
Considerations to Inform the Next Design Stage

- Implement risk-based pathway improvements, including selective railings, slope adjustments, or infill, while retaining natural visual amenity.
- Plant low native species (e.g., sedges) to enhance wildlife habitat without obstructing views or increasing midge populations.
- Restrict lighting and ensure any signage or safety infrastructure minimally impacts wildlife.
- Manage access for cyclists and provide clear guidance to reduce human disturbance to sensitive areas.
- Consider localised water circulation interventions (e.g., pumps) to improve ecological health along stagnant zones.

Area 8 – Community Feedback Summary

Response Summary

Respondents = 6



Overall Alignment with the Assessment

Community members emphasised that Area 8 has limited recreational use and significant considerations around residential amenity, lake-edge safety, and water quality. Feedback focused on habitat improvement, stormwater management, and careful vegetation placement.

Key Themes Raised by the Community

Water Quality and Runoff Management

- Concerns were raised about fertiliser and nutrient runoff from adjacent residential gardens, with suggestions to manage inputs at the source.
- Extending and connecting the existing rain garden to the lower stormwater drain was suggested to improve filtration and reduce nutrient loads entering the lake.
- Vegetation and Habitat Enhancement
- Grass along the lake edge should be replaced with low, endemic vegetation, including additional sedges in the shallows to support waterbird and aquatic habitats.

- In areas where lake-edge softening is not practical or affordable, dense planting between the path and lake edge, along with hard landscape elements such as boulders or logs, was recommended to provide wildlife habitat.
- Planting of large trees was generally discouraged to preserve residential lake views and because shading benefits would be minimal in this southern section of the lake. A few additional trees on the western edge were considered acceptable.

Pathway and Safety Considerations

- The lakeside path in Area 8 is acknowledged as higher risk for pedestrians due to steep edges, and planting of shrubs and ground covers between the path and lake was suggested to improve safety and discourage people from accessing steep or unstable areas.

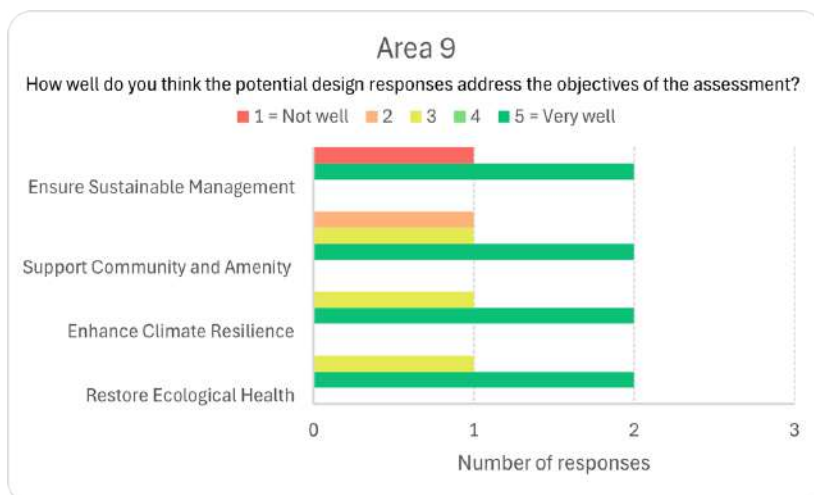
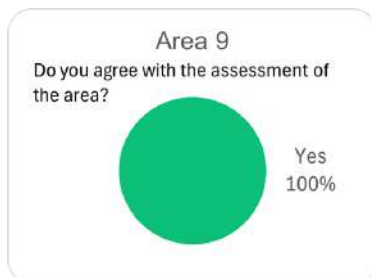
Considerations to Inform the Next Design Stage

- Prioritise low-level native plantings along the lake edge and in shallows to improve ecological function without impacting residents' views.
- Extend and integrate the rain garden to manage nutrient inflows from surrounding properties.
- Incorporate hardscape elements where softening the lake edge is not feasible, supporting habitat and ecological diversity.
- Use vegetation strategically to enhance safety along the lakeside path while maintaining low maintenance requirements.

Area 9 – Community Feedback Summary

Response Summary

Respondents = 4



Overall Alignment with the Assessment

- Community feedback highlighted strong support for ongoing revegetation and habitat restoration, with emphasis on protecting wildlife, particularly in the western side of the lakes. Comments focused on maintaining ecological integrity while balancing practical implementation considerations.

Key Themes Raised by the Community

Habitat Protection and Revegetation

- The removal of non-endemic species, especially *Casuarina cunninghamiana*, was supported and seen as a positive step for ecological health.
- Ongoing protection of newly planted seedlings from wildlife (e.g., swamp hens) is important; temporary protective measures such as netting or guards were suggested, ideally monitored by volunteers to avoid loss into the water.
- Low-growing and groundcover species were noted as underrepresented, suggesting more targeted planting in these areas.

Community Access and Amenity

- Limited additional seating is needed; the western side of the lakes should remain primarily for wildlife habitat rather than active community use.
- Grass removal along the lake side of paths and replacement with native vegetation was noted as successful and should continue where appropriate.
- Implementation and Management
- There was a request for timely implementation of Phase 1 actions, particularly weed removal, to ensure early ecological benefits are realised.

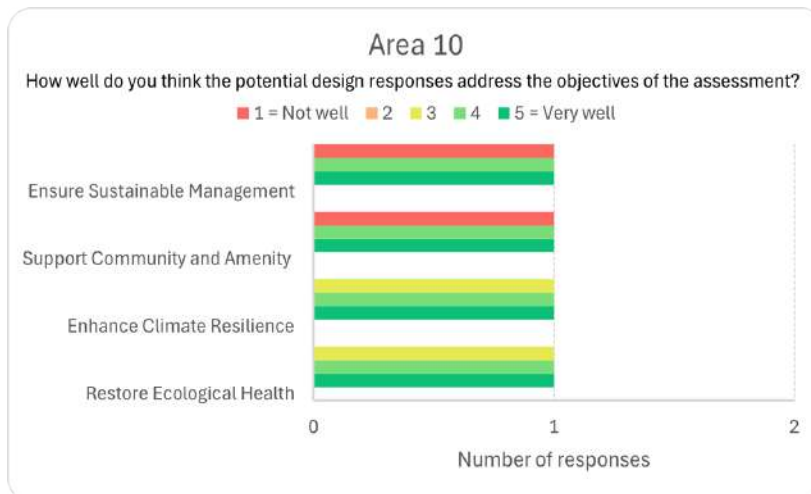
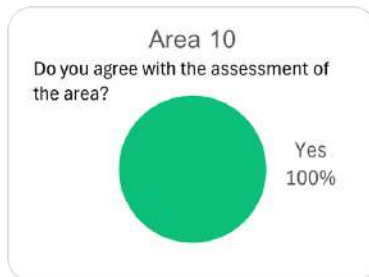
Considerations to Inform the Next Design Stage

- Maintain focus on habitat restoration with continued removal of non-endemic species and planting of low-growing native vegetation.
- Include protective measures for vulnerable seedlings, with monitoring support from volunteers or staff.
- Preserve limited community access on the western side to prioritise wildlife and ecological outcomes.
- Ensure Phase 1 actions, including weed management, are delivered on schedule to support revegetation success.

Area 10 – Community Feedback Summary

Response Summary

Respondents = 3



Overall Alignment with the Assessment

- Community feedback emphasised prioritising ecological outcomes over additional recreational infrastructure. The area is valued as a refuge for native flora and fauna, with support for limiting human intervention to protect sensitive habitats.

Key Themes Raised by the Community

Habitat Protection

- Strong support for maintaining safe and undisturbed habitats to benefit native plant and animal species.
- Limiting community access and avoiding new seating or lookouts was seen as positive, ensuring minimal disturbance to wildlife.

Water and Ecological Management

- Residents noted uncertainty about the source of the local drain, suggesting that better understanding of hydrology could inform future management.

- Some concern was raised about historical habitat degradation on the former Great Cormorant island, indicating that causes of water and habitat quality issues may be more complex than previously assumed.

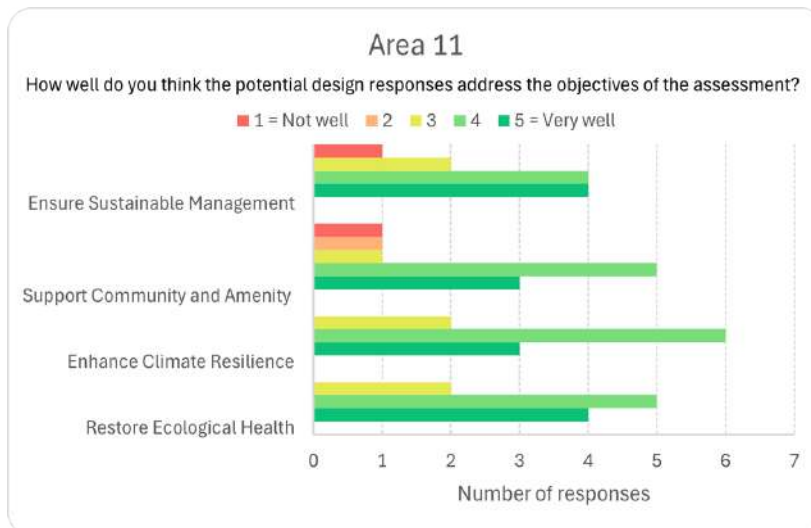
Considerations to Inform the Next Design Stage

- Prioritise ecological protection over additional community amenities in Area 10.
- Incorporate strategies to minimise disturbance to sensitive species, particularly in and around remaining island and shoreline habitats.
- Include improved understanding and monitoring of local drainage to better inform ecological management and water quality measures.

Area 11 – Community Feedback Summary

Response Summary

Respondents = 11



Overall Alignment with the Assessment

Community feedback highlighted the importance of retaining existing vegetation as a buffer against noise from the golf course and for ecological habitat. There was strong support for careful, staged replacement of non-endemic trees with endemic species rather than wholesale removal. Residents generally felt current amenities are adequate, with limited need for additional seating or lookout points.

Key Themes Raised by the Community

Vegetation Management

- Support for retaining mature trees and staggered removal of Casuarina, with replacement by endemic species for habitat, noise buffering, and ecological value.
- Existing vegetation provides a meaningful acoustic buffer for nearby residents against early-morning maintenance noise from the golf course.

Amenities and Safety

- The little lookout was appreciated; additional seating or lookouts were generally seen as unnecessary.
- Safety concerns focus on dual-use path conflicts with cyclists and scooters. Suggestions include maintaining tree root features to slow traffic and enhancing visual cues (e.g., painted roots).

Wildlife and Habitat

- Turtles use the area for nesting; care should be taken to ensure continued access across the dual-use path and to avoid hazards from fences or shade cloth.
- Fire management along the golf course interface was noted as an ongoing consideration to maintain safety without harming habitat.

Lighting and Amenity

- Any enhanced lighting should be limited to existing paths and designed to minimise ambient light in habitat areas.

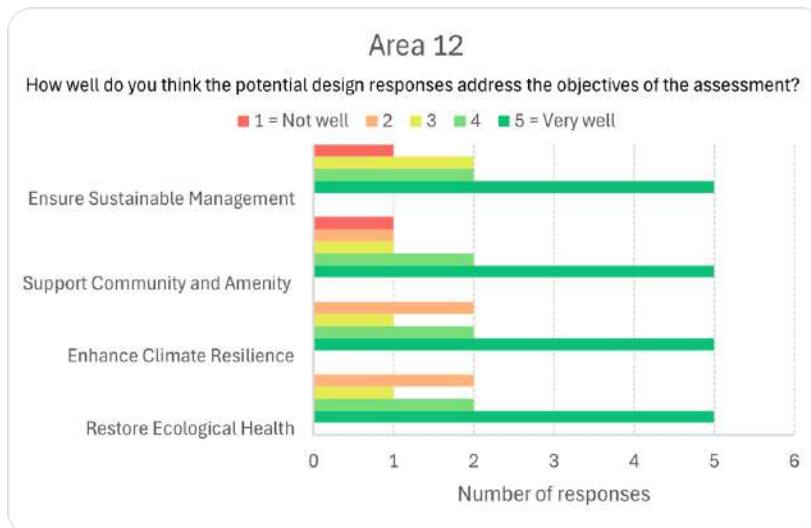
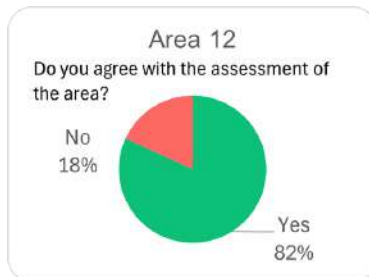
Considerations to Inform the Next Design Stage

- Retain existing vegetation where possible or replace with species of equivalent habitat and noise buffering function.
- Implement staged tree removal with careful monitoring to maintain ecological and visual amenity.
- Maintain dual-use path safety through design interventions that slow cyclists and protect pedestrians.
- Consider ongoing wildlife protection measures, particularly for turtles, when planning vegetation or fencing interventions.
- Review maintenance practices and timings to reduce disturbance from mowing and machinery operations.

Area 12 – Community Feedback Summary

Response Summary

Respondents = 11



Overall Alignment with the Assessment

Community feedback strongly supports maintaining Area 12 as a natural, minimally disturbed area. There is broad agreement that the current rehabilitation work is progressing well, and that human intervention—such as additional seating or lookouts—should be minimised to protect wildlife habitat and ecological values.

Key Themes Raised by the Community

Vegetation and Habitat

- Strong support for extensive native vegetation, particularly on the islands, to provide food, shelter, and breeding habitat for local fauna.
- Emphasis on removing non-native or introduced species that may compromise the growth of new native plantings.
- Suggestions to reinstate island vegetation that has previously been disturbed or removed.

Human Interaction and Amenity

- Additional lookouts, seating, or other public access features are generally opposed, as they increase disturbance to wildlife.
- Where human interface is unavoidable, it should be limited to existing paths and located away from residential properties to preserve privacy.

Maintenance and Safety

- Remove underused high maintenance grassed areas and replace with low vegetation.
- Surveillance of the adjacent golf course car park is recommended to mitigate safety concerns, including drug use and illegal camping.

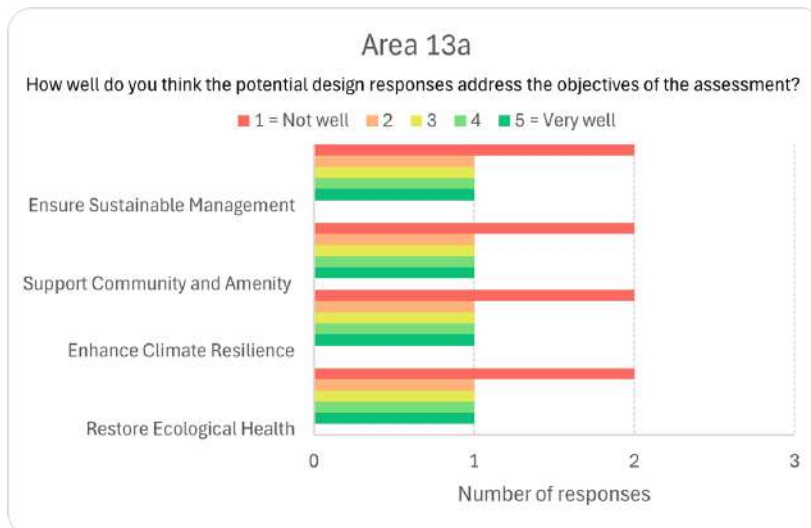
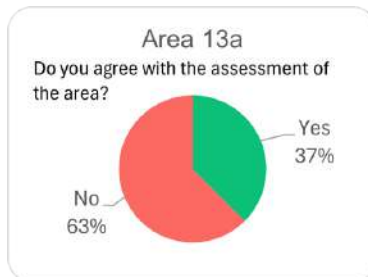
Considerations to Inform the Next Design Stage

- Retain the area's natural character, minimising new public amenities that would increase human presence.
- Prioritise the removal of non-native vegetation and ensure new plantings are supported to establish successfully.
- Maintain island habitats for wildlife, ensuring long-term ecological benefits.
- Carefully consider residential privacy when planning any access or viewing points.
- Address safety and security in adjacent areas through management measures rather than structural interventions.

Area 13a – Community Feedback Summary

Response Summary

Respondents = 8



Overall Alignment with the Assessment

Community feedback emphasises that any intervention near the retaining walls must prioritise structural integrity and the safety of adjacent properties. Residents are cautious about planting or altering water depth along the walls, as these areas are sensitive both ecologically and structurally.

Key Themes Raised by the Community

Water Depth and Aquatic Vegetation

- Clarification is requested regarding proposed management of water depth. Some residents expressed concern that increasing or decreasing depth near retaining walls could undermine the walls or create safety risks.
- Observations indicate that the existing submerged vegetation is currently functioning well for aquatic birds and overall water quality. Any changes to this system are strongly discouraged unless clearly justified and communicated.

- Planting of reeds or bull rushes along fence lines is opposed due to maintenance challenges and potential mosquito/midge issues.

Property Impacts and Resident Use

- Residents want assurance that no vegetation or structures are introduced along their fence lines, as this would interfere with access and their intended use of lakefront space.
- Emphasis on the impact of household activities (pressure cleaning, pool backwash, detergents) on lake water quality, highlighting a need for community education alongside ecological interventions.

Wildlife and Ecological Considerations

- Residents note that historically dense aquatic vegetation provided food and habitat for waterbirds such as coots and swans. Maintaining or restoring beneficial vegetation away from retaining walls could support wildlife without compromising property safety.

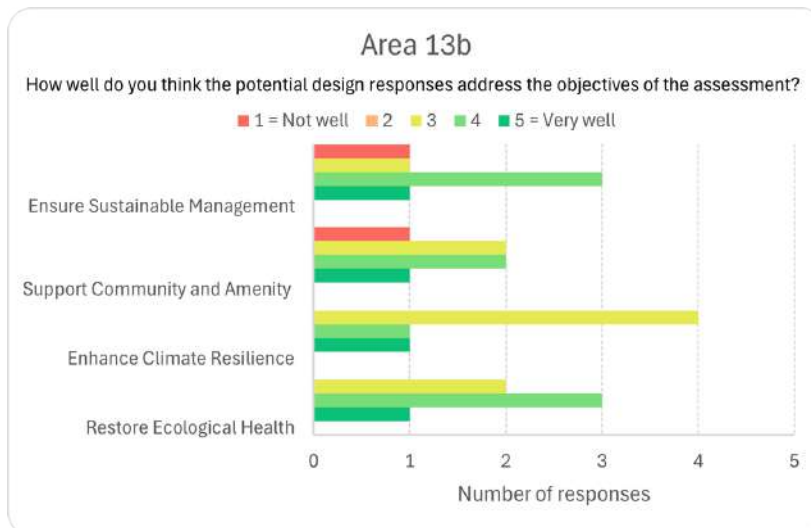
Considerations to Inform the Next Design Stage

- Prioritise structural safety along retaining walls; avoid introducing soil or plantings that could compromise walls or create risk for properties.
- Clarify the type and location of aquatic vegetation proposed, ensuring alignment with resident expectations and ecological function.
- Avoid planting along private fence lines unless there is explicit resident consent.
- Explore opportunities to restore or maintain submerged vegetation in areas away from walls to support wildlife.
- Consider resident education programs on responsible use of detergents, landscaping, and water management to protect lake health.

Area 13b – Community Feedback Summary

Response Summary

Respondents = 6



Overall Alignment with the Assessment

Community feedback highlights concern about recent vegetation removal on the Brearley islands and its impact on local birdlife, particularly cormorants. Residents emphasise that past interventions have negatively affected nesting and shelter opportunities.

Key Themes Raised by the Community

Vegetation Removal and Habitat Loss

- Destruction of island vegetation in 2025 left stumps and removed canopy cover.
- Displaced cormorants were unable to successfully nest on the islands, with some attempting to nest on artificial structures instead.

Wildlife Vulnerability

- Lack of canopy cover exposed birds to rain, winter storms, and predators, creating ecological and welfare concerns for waterbirds during the breeding season.

- Residents expressed disappointment at the loss of natural habitat, emphasising that these islands play a critical role in supporting bird populations within the lake system.

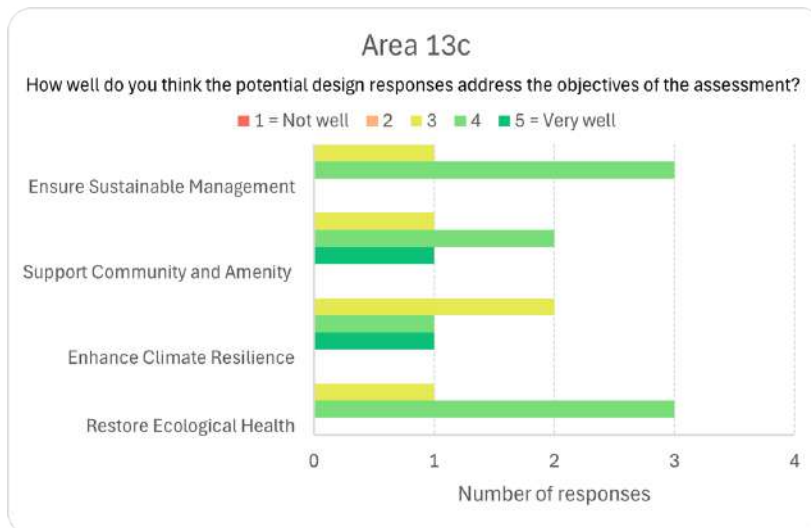
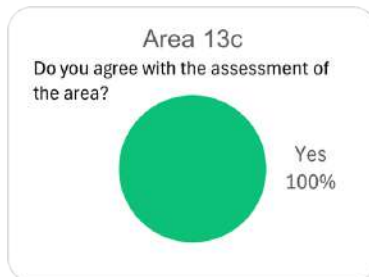
Considerations to Inform the Next Design Stage

- Restoration of island vegetation to provide safe nesting and shelter for cormorants and other waterbirds.
- Avoid future clearance of island canopy without an ecological plan to protect wildlife breeding and provide sufficient shelter.
- Any interventions should consider timing to minimise impacts on breeding and vulnerable species.

Area 13c – Community Feedback Summary

Response Summary

Respondents = 5



Overall Alignment with the Assessment

Feedback reflects resident concerns regarding the steep, private lakefront areas, with acknowledgment that these were originally designed as part of the development and are inherently challenging to manage for ecological outcomes.

Key Themes Raised by the Community

Site Limitations and Design Constraints

- Residents note that the steep drop-offs and small, nutrient-rich clay pits limit ecological complexity and resilience.
- The areas are seen as difficult to modify without significant cost, with limited public benefit relative to other, more natural locations within the City.

Community Education

- Emphasis on the importance of resident awareness about materials, chemicals, and waste entering the lake from private properties.

- Proper management at the source is seen as crucial to maintaining water quality and supporting ecological health.

Considerations to Inform the Next Design Stage

Focus on educational strategies for residents regarding runoff and lake health.

Recognise the inherent limitations of these private steep-edge areas and prioritise interventions where public and ecological benefits are greatest.

Summary of General Comments – Maylands Lakes Landscape and Green Infrastructure Assessment

Project Objectives and Focus

- Priority should be water quality improvement and midge reduction, alongside enhancing food and shelter for local fauna.
- Avoid actions that destroy existing wildlife habitat or significantly obstruct residential lake views.
- Maintain amenity for residents and visitors, while clearly defining the primary purpose as ecological restoration, not recreational development.
- Clearly articulated project objectives and measurable criteria are recommended to support evaluation of success.

Vegetation and Ecological Management

- Endemic, low-growing native species are preferred; planting should balance ecological health with visual amenity.
- Retention of tall, mature trees where they provide wildlife habitat and cooling is important; selective removal or replacement is suggested rather than wholesale removal.
- Casuarina monocultures should be thinned and replaced with a more ecologically diverse mix to improve filtration and biodiversity.

Revegetation methodology should specify:

- Species selection
- Planting density
- Protective measures (barriers, potting-on to increase survival rates)
- Ongoing management, including removal of volunteer Casuarinas and control of weeds, is necessary for long-term success.
- Island vegetation must support ecological function while limiting cormorant nesting to manage nutrient input.

Water Management and Circulation

- Improve water circulation using:
 - Water pumping systems.
 - Pipe or culvert linkages to reduce stagnation.
 - Submerged bunds to aid flow without impacting visual amenity.
- Any deep-water filling or sand placement must be carefully assessed for thermal, algal, and ecological impacts.
- Consider nutrient stripping basins or riparian/ephemeral planting to manage runoff.
- Attention should be given to the source and control of pollutants from surrounding properties, including fertilisers, cleaning, and pool backwashing.

Infrastructure, Amenity, and Community Access

- Minimal new seating, lookouts, or pathways; maintain focus on conservation and ecological restoration.
- Pathways should remain diverse in experience (open parkland, bushland, near roads) and maintain safe access for walkers.
- Fencing, railings, and lighting should not compromise ecological outcomes or midge control; lighting should be passive to avoid attracting insects.
- Retain some structures (amphitheatres, boardwalks) where used for amenity, but removal is generally acceptable if not in active use or creating maintenance issues.

Visual Amenity and Property Considerations

- Maintain view corridors for residents, particularly when houses back onto lakes.
- Any intervention (bunds, plantings, shade structures) must consider visual impact and property values.
- Shade trees and tall vegetation near private residences should be carefully located to avoid obstruction.

Community Engagement and Maintenance

- The Friends of Maylands Lakes (FOML) group or similar local volunteers could assist with plant monitoring, weed control, and maintenance, reducing long-term costs.
- Include a staged approach for vegetation removal/replacement to ensure gradual ecological improvement without negative impacts on amenity.
- Encourage resident awareness and responsibility regarding runoff and property maintenance impacts on lake ecology.

Implementation Priorities

- Phase 1: Focus on water circulation improvements (pumps, culverts) to generate early ecological benefits.
- Phase 2: Careful consideration of interventions like bunds, filtration basins, and revegetation; avoid visually intrusive or property-impacting elements.
- Phase 3: Any deep-water modifications (sand placement, depth adjustment) must be evidence-based and assessed for long-term ecological outcomes.

Key Takeaways

- Restoration should prioritise ecological health over recreational development.
- Site-specific, risk-based approaches are preferred over uniform treatments.
- Interventions must balance ecological function, water quality, community amenity, and residential impacts.
- Emphasis on practical, low-cost, and evidence-supported solutions (manual weed removal, protective planting, selective thinning) is widely supported.



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consulting



JOSH BYRNE
& ASSOCIATES

MAYLANDS LAKES LANDSCAPE AND WATER QUALITY WORKS



Img: JBA

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GLOSSARY OF TERMS

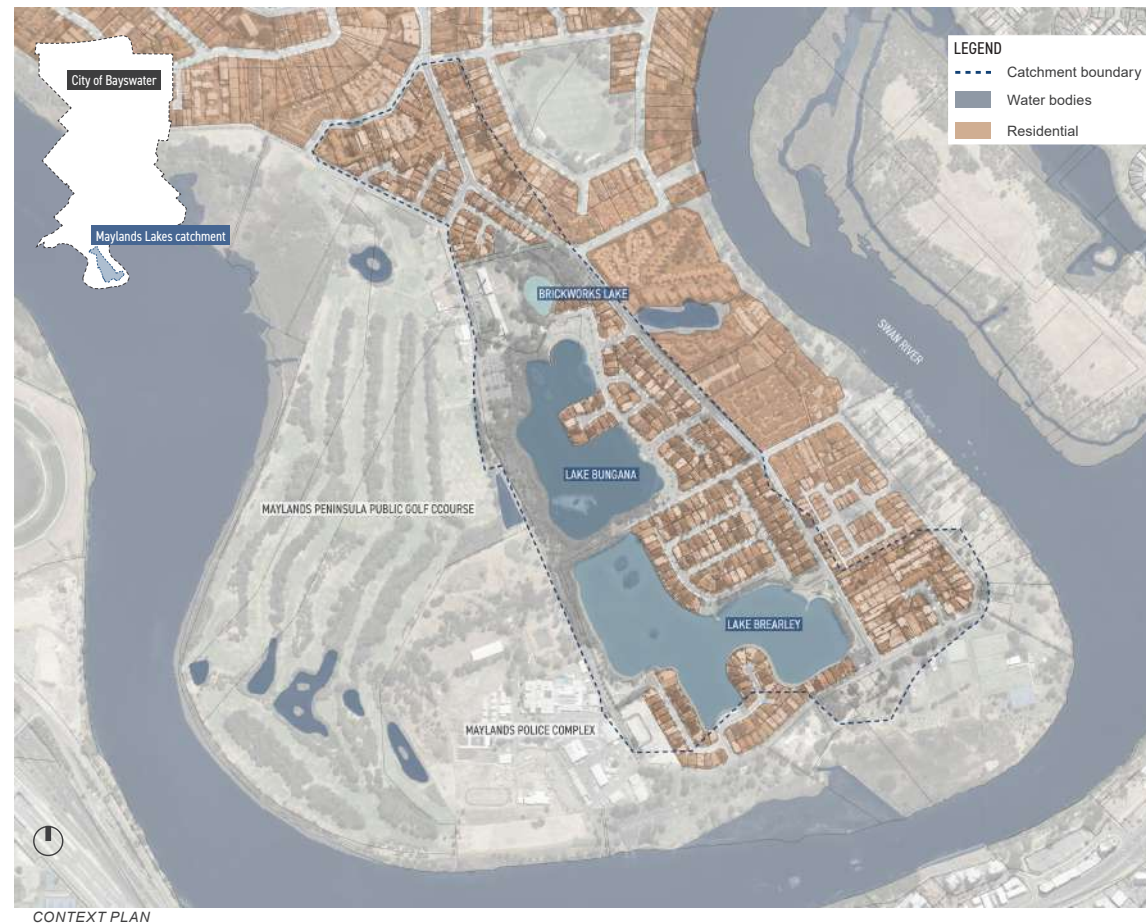
TERM	DEFINITION
Aquatic vegetation	Plants which grow in water.
Bathymetry	The shape and depth of the bottom of a lake or other waterbody. Deeper areas often collect sediments and organic matter, and when oxygen levels are low, nutrients from these sediments can be released back into the water.
Submerged Bund	An underwater embankment built to control or direct the flow of water; it can also be planted with vegetation.
Connectivity	How the lakes are connected to upstream and downstream areas and between each lake.
Cyanobacteria	Scientific term for what is often described as blue-green algae ("cyano" means of the colour blue). The forms of cyanobacteria often found in Maylands Lakes, such as <i>Microcystis</i> and <i>Raphidiopsis</i> , are both technically bacteria, but can also use sunlight to photosynthesize like plants and algae.
Dissolved oxygen	The amount of oxygen dissolved in water. Aquatic animals need dissolved oxygen to survive; if levels drop too low or reach zero, gill-breathing animals can die.
Ephemeral	Lasting for a short time; in water environments, an area that is only temporarily wet and may dry out periodically.
Flocculation (flocs)	A process where smaller particles are brought together through physical or chemical processes to form larger particles or "flocs" which eventually are large enough to settle. Commonly used in water treatment processes, flocculation with chemicals, such as alum, allow particles which may not normally bind together to form flocs of a size needed to settle to the bottom of a waterbody.
Macroinvertebrates	Small aquatic animals that don't have a backbone and can be seen with the naked eye, such as small snails, worms, insects and beetles.
Macrophyte plants	A water plant large enough to be seen by the naked eye. Macrophytes are typically seen around lakes, wetlands and rivers and can be present in several zones, such as the water's edge (ephemeral macrophytes), in shallow areas (emergent macrophytes – emerging from the water), and in deeper areas (submerged or floating macrophytes).
Nutrient species	The forms of nitrogen, phosphorus and carbon that might be present in the water or sediment which may also be available to feed algae and midge larvae.
Precipitation	Rainfall.
Residence time	The time taken for a parcel of water to move through the lakes. Long residence times mean that the water can become stagnant allowing algae to grow without any disturbance.
Riparian	The area immediately adjacent to a waterbody, stream or river. Riparian vegetation is the trees, shrubs, grasses and other plants that grow near the water's edge and can tolerate occasional wetting.
Solar radiation	The energy from sunlight.
Stratification	The formation of layers of different water quality characteristics, especially temperature but also dissolved oxygen. Typically this happens when water bodies are deeper than 3m and/or have limited mixing.
Terrestrial plants	Plants that grow on the land.
Toxin production	Chemicals produced by algae, usually when they die, which can be harmful to humans and animals.



CONTEXT

The Maylands Lakes precinct comprises three interconnected artificial water bodies formed through historic clay extraction and subsequently reshaped as part of surrounding residential development. The lakes operate as a terminal system, receiving stormwater, groundwater, and direct rainfall with limited natural outflow, resulting in a highly sensitive and self-contained hydrological environment.

Over time, nutrient loading, restricted water circulation, and elevated biological productivity have contributed to ongoing ecological challenges, including cyanobacteria blooms, periodic midge outbreaks, and imbalances in bird populations. While the lakes are highly valued by the community for their recreational, landscape, and visual amenity, there is broad recognition from both residents and the City of Bayswater that coordinated intervention is required to improve long-term ecological performance and water quality.



ENVIRONMENTAL RESTORATION MASTERPLAN

In June 2024, the City appointed a multidisciplinary specialist team with expertise in catchment hydrology, water systems engineering, and ecological restoration to undertake a comprehensive assessment of the lakes system.

The findings of the assessment are documented in the Maylands Lakes Environmental Restoration Concept Report 2025, or Environmental Restoration Masterplan, and resulted in a three phase Environmental Restoration Concept Plan.

In April 2025, Bayswater City Council unanimously endorsed the report and approved the commencement of Phase 1 implementation, allocating \$2.4 million in the draft 2025/26 Budget to support these works.

Key work packages of Phase 1 include:

1. Establish a water pumping system for recirculation of Lake Brearley
2. Update relevant surveys, and review of relevant literature and management plans
3. Establish treatment wetland Brickworks Lake
4. Water treatment options, including weed removal

5. Reduce fertiliser use in catchment
6. Audit existing landscape infrastructure to evaluate what should be retained, restored, replaced or removed
7. Undertake landscape redesign as part of the concept design process for the Masterplan

Work packages 1-5 are being progressed separately by the consultant team, the City and nominated sub-contractors.

Work package 6 is complete and is presented in the Maylands Lakes Landscape Restoration Landscape and Green Infrastructure Assessment (JBA, Alluvium December 2025). This assessment includes an audit of the existing landscape, a process for assessing infrastructure (green or other), objectives for the landscape design response and a decision-making process to inform potential design process.

This document is the outcome of work package 7. Assessment outcomes and community/ City feedback have informed the landscape concepts, which form part of the greater Environmental Restoration Masterplan.

PHASE 1	
..... 12A	Establish a water pumping system for recirculation of Lake Brearley
36	Review literature for likely predator invertebrates needed and whether existing aquatic fauna (eg. <i>Gambusia holbrooki</i>) and lack of habitats are limiting their growth.
05	Review and update existing midge management plan
28	Revegetate islands in Bungana and Brearley to improve bird biodiversity
35	Resurvey lake bathymetry to identify deep zones
11	Establish treatment wetland at top end of Brickworks Lake
32	Add phoslock to system at regular intervals (at least once per year in Oct/Nov)
47	Reduce fertiliser use in catchment
20	Add alum to existing blooms to allow for flocculation of blooms
38	Undertake landscape redesign as part of the concept design process for the Masterplan
04	Consider weed removal and planting mix as part of the overall landscape redesign
42	Audit existing landscape infrastructure to evaluate what should be retained, restored, replaced or removed
PHASE 2	
02	Add bunds to improve water movement through key areas of potential stagnation
10	Establish pipe/culvert linkage at berm between Bungana and Brearley to cater for likely maximum inflows into the system
24	Link external catchments currently draining via Maylands Main Drain into Swan River
33	Reshape edges where appropriate to improve lake edge and shore to water interface
39	Add planting mediums to ephemeral zones suitable for planting
23	Introduce suitable submerged aquatic plant species to lake systems
14	Extend planting around lake edges to encourage other bird species
26	Plant emergent macrophytes in ephemeral zones
27	Plant riparian zones with suitable shade tree species (e.g. <i>Melaleuca raphiophylla</i>)
PHASE 3	
..... 12B	Extend the water pumping system for recirculation to Lake Bungana
25	Placing clean sand over deep zones
13	Establish wetland on western side of Bungana
18	Implement revised landscape responses
31	Remove unsuitable treatments



ENVIRONMENTAL RESTORATION APPROACH

A consistent set of interventions were applied across Maylands Lakes to enhance ecological function, community amenity, and residential interface. The design aims to distribute landscape interventions fairly, consistently, and transparently across the lake system while maintaining the primary outlook from adjoining properties. Key strategies include:

Vegetation and Habitat Enhancement

Expanded canopy, understorey, riparian, and aquatic planting improve habitat diversity, supports native fauna, enhances water filtration, and stabilises lake edges. Non-native species are removed and replaced with locally endemic plants. Planting locations and heights are carefully selected to preserve sightlines and key views from adjacent residences.

Water Quality and Circulation

Biofiltration zones, sediment/nutrient management, and strategic revegetation enhance water quality, natural filtration, and lake-edge ecological function. Water depth and circulation improvements are targeted where practical to support aquatic habitat and reduce stagnation.

Passive Recreation and Amenity

Seating, shaded resting points, small lookout platforms, and interpretive elements are integrated with existing paths and open areas to support community use, without compromising habitat or residential outlooks.

Path Safety and Accessibility

Footpaths and circulation routes are maintained or upgraded, with selective vegetation management to ensure safe sightlines, passive surveillance, and accessibility for pedestrians and cyclists. Sensitive lighting is proposed where appropriate, avoiding disruption to wildlife and local amenity.

Residential Interface and Visual Amenity

Interventions are carefully sited to respect property boundaries, maintain views from residential lots, and minimise visual intrusion, balancing ecological restoration with community amenity.

These universal moves underpin all area-specific interventions, providing a consistent framework for ecological restoration, passive recreation, and sensitive integration with the surrounding residential environment.



Img: City of Bayswater

COMMUNITY FEEDBACK SUMMARY

The City of Bayswater community has provided significant input into the environmental restoration approach since project commencement. The Maylands Lakes Landscape Restoration and Green Infrastructure Assessment (Green Infrastructure Assessment), prepared in December 2025, provided a structured evaluation to inform the landscape restoration masterplan, articulate the rationale for change, and support community involvement in shaping the future of the lakes.

The Green Infrastructure Assessment was presented to the community through an evening information session and a pop-up engagement event, with additional feedback invited via the Engage Bayswater Maylands Lakes online platform.

The following is a summary of feedback received in relation to the Green Infrastructure Assessment.

Summary of Community Feedback

The community strongly supports a restoration-first approach, with the primary objective of improving water quality, ecological health, and habitat resilience. There is a clear expectation that recreational amenity and access should remain secondary and be designed to complement, rather than compromise, environmental values. Delivery should be staged, evidence-based, adaptive, and responsive to site constraints, including private property interfaces, ecological sensitivities, and visual amenity.

Overall Direction

- Strong focus on ecological restoration and water quality improvement
- Preference for local native, low-growing vegetation to enhance habitat while maintaining lake views
- Minimise additional infrastructure, while retaining essential access paths
- Implement ongoing monitoring, adaptive management, and continued community engagement
- Avoid impacts to residential views where practicable

DESCRIPTION	COMMUNITY PERSPECTIVE	RECOMMENDATIONS / ACTIONS
Water Quality & Circulation	Residents overwhelmingly prioritise improving water flow, nutrient management, and reducing midge populations. Early implementation of pumps, culverts, and nutrient-stripping basins supported.	Phase 1 focus on water circulation, linking lakes, installing recirculation systems. Monitor water quality response and adapt interventions.
Ecological Health & Vegetation	Strong support for restoring native habitat, sedges, and endemic plants. Opposition to planting that obstructs lake views. Mixed views on Casuarina removal: progressive, selective removal preferred. Islands require careful revegetation to control cormorant impact.	Staged revegetation, prioritising low-growing local native species, retention of mature canopy trees, habitat restoration along lake edges and islands.
Wildlife Protection	Protect birdlife, turtles, and aquatic fauna. Avoid interventions that disturb nesting or feeding areas. Maintain shallow vegetated zones and water-edge habitats.	Include sediment and habitat management, underplanting to deter turtles from dangerous crossings, minimal disturbance from human access.
Community Access & Amenities	Walking/cycling paths highly valued. Additional seating, jetties, and boardwalks largely unnecessary or disruptive. Minimal lighting recommended to reduce insect and wildlife disturbance.	Maintain existing pathways, remove or repurpose deteriorated boardwalks/amphitheatres where appropriate. Consider selective, low-impact viewing points.
Visual & Residential Amenity	Lake views are critical for property owners. Maintain sightlines while restoring vegetation. Avoid tall canopy trees that obstruct views near private properties.	Prioritise low, layered vegetation near homes; retain existing views; consult residents before edge interventions.
Maintenance & Implementation	Community seeks clear, evidence-based actions with monitoring and ongoing maintenance. Staged, site-specific interventions preferred. Avoid heavy reliance on herbicides like glyphosate.	Develop adaptive management plans, use mechanical/manual weed removal, integrate volunteers or Friends of Maylands support, ensure clear monitoring and reporting framework.
Design Approach	Support for a site-specific, risk-based approach rather than uniform treatments. Balance ecological restoration with community amenity.	Phase interventions, retain unique character of areas, focus on long-term ecological outcomes, minimise unnecessary infrastructure.



LANDSCAPE DESIGN APPROACH

The concept design implements targeted landscape and water-interface improvements across the identified areas, informed by community consultation, site assessment, and the findings of the Landscape and Green Infrastructure Assessment.

While each area responds to its specific local conditions, the concept is underpinned by a consistent set of principles applied across the lake system. This approach ensures that works are coordinated and equitable, while remaining sensitive to local variation.

Across all areas, the design has been guided by:

- Existing water circulation patterns and lake edges
- The condition, structure, and ecological function of existing vegetation
- Pedestrian circulation, safety, and established desire lines
- Residential interfaces, including property boundaries, fencing, driveways and access points
- The importance of maintaining key sightlines from adjoining properties to the lake and broader landscape

The concept drawings for each area align with the framework established in the previous report, translating strategic recommendations into site-specific, implementable design responses.

It is worth reiterating that Phase 1 work package 'Establish treatment wetland Brickworks Lake' is a separate more complex piece of work that is not covered in this Landscape Concept Report.



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UNIVERSAL DESIGN MOVES

The following design responses are common across multiple areas and are therefore described once here and referenced in the area summaries.

Vegetation and Revegetation Strategy

- Retention of existing mature vegetation where it provides ecological, shading, or amenity value
- Selective removal of weeds and where vegetation limits water quality, circulation, or safety
- Layered revegetation using endemic species, with emphasis on:
 - Sedges and riparian species at the water interface
 - Low to mid-storey planting near residential edges
 - Planting densities and species selection calibrated to avoid visual screening of key views

Water Interface Treatment

- Preference for softened lake edges where feasible
- Retention of hard edges where structural, safety, or property constraints apply
- Targeted planting to improve filtration and habitat without impeding circulation
- No uniform treatment applied across the lakes; responses vary by condition

Circulation and Access

- Existing shared paths retained as the primary movement network
- Minor realignments only where required for safety, maintenance access, or water-edge improvements
- No expansion of access into sensitive habitat areas unless clearly justified

Residential Interface and Sightlines

Each adjoining property boundary was reviewed

individually. New planting is generally located:

- In line with boundaries rather than directly in front of primary outlooks
- At heights that retain long-range views to water and sky

Taller vegetation is positioned where it does not interrupt established vistas. This approach seeks to balance:

- Ecological improvement
- Visual amenity
- Passive surveillance
- Equity across all properties, rather than privileging or disadvantaging individual lots

Managing Sightlines and Views

Maintaining views to the lake is acknowledged as the most sensitive and contested issue arising from consultation.

The design does not seek to eliminate all visual change; rather, it aims to distribute landscape interventions fairly, consistently, and transparently across the lake system while maintaining the primary outlook from adjoining properties.

The design response adopts a consistent and transparent methodology:

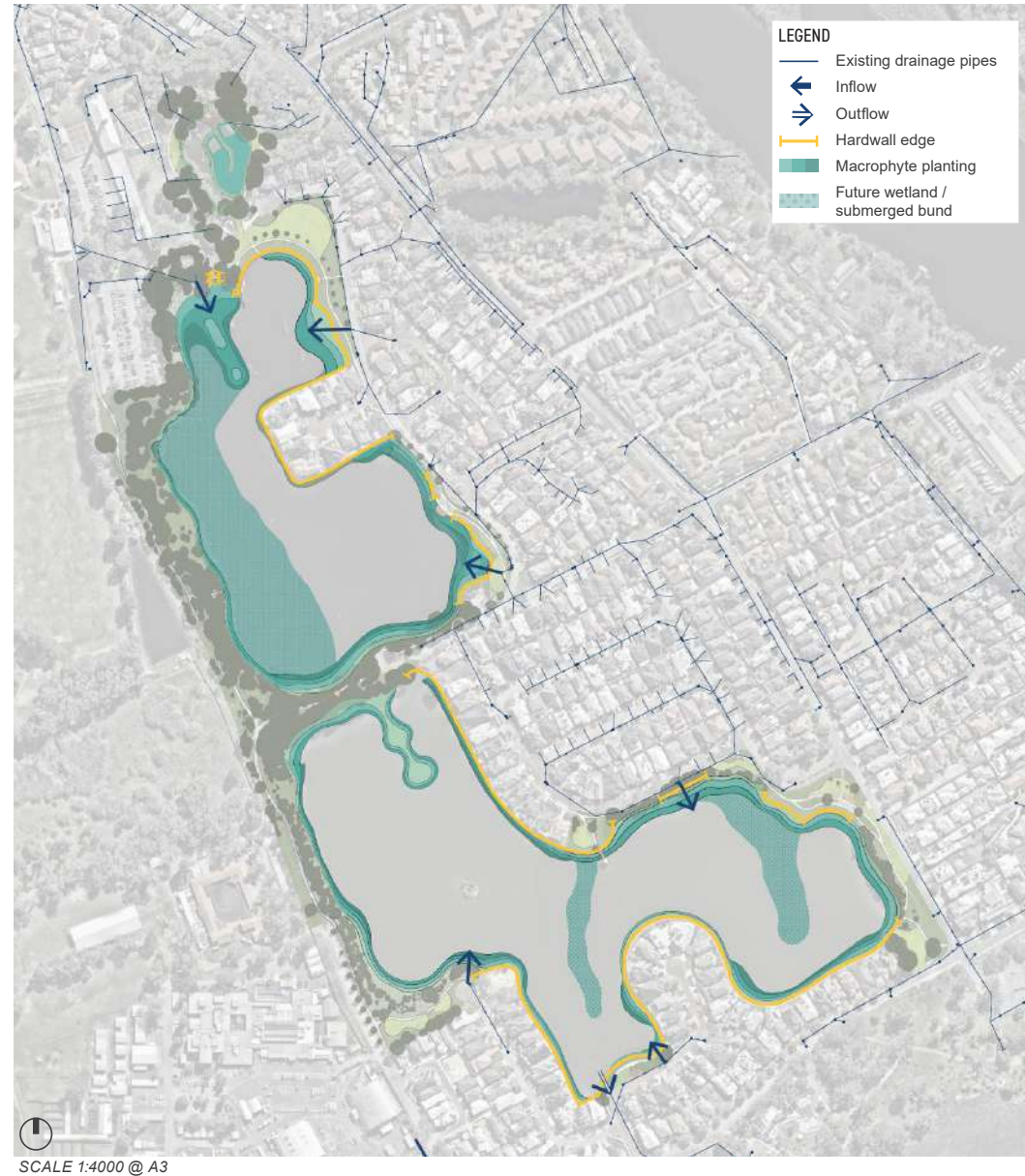
- Sightlines were assessed from each adjoining property, not selectively
- The intent is to maintain the dominant outlook from each residence, not to preserve all existing open foregrounds
- Vegetation has been placed to frame views rather than block them
- No area has been designed to disproportionately absorb vegetation impacts on behalf of another
- This approach recognises that absolute preservation of all views is not achievable in a shared public landscape, while ensuring that no single property is unfairly impacted.



SERVICES, DRAINAGE AND WATER MOVEMENT

The masterplan integrates services, drainage, and water movement to support both functional performance and ecological outcomes across the lakes system. Existing drainage infrastructure is rationalised and, where feasible, supplemented with naturalised solutions such as vegetated swales, biofiltration zones, and softened lake edges to slow runoff, improve water quality, and enhance infiltration.

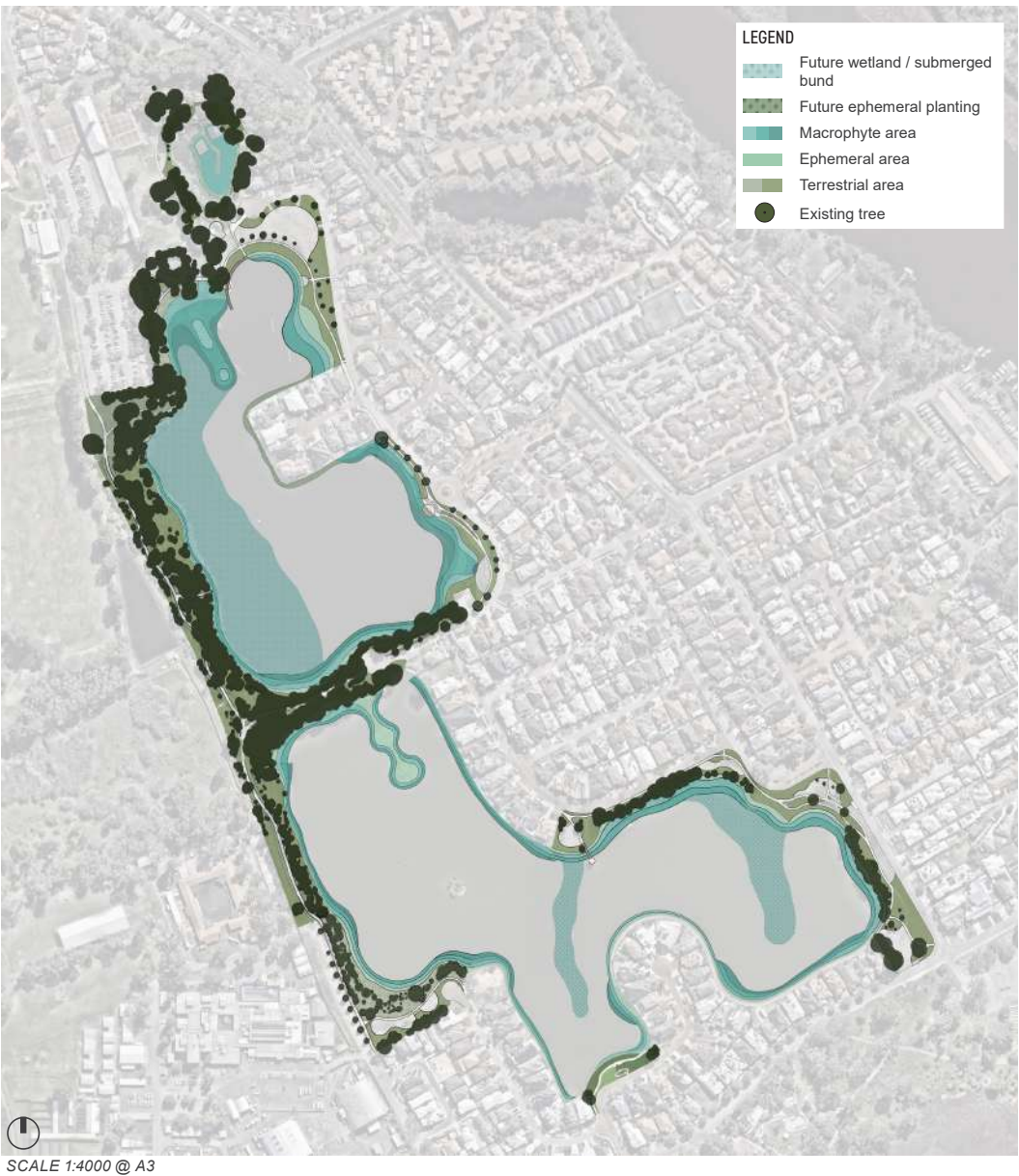
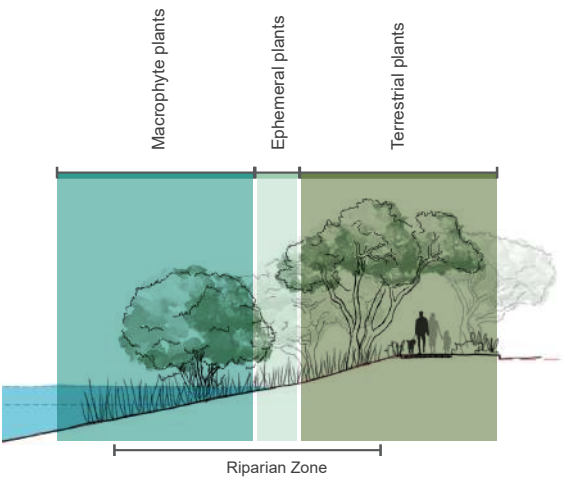
Targeted interventions to manage water depth and circulation will help reduce stagnation, support aquatic habitat, and maintain healthier lake conditions. Coordination of underground services with proposed planting, paths, and amenities ensures efficient maintenance access while minimising conflicts with tree growth and ecological restoration areas. Together, these measures establish a more resilient and sustainable water management framework for the precinct.



REVEGETATION AND HABITAT

The masterplan establishes a connected habitat network across the entire lakes system by prioritising riparian restoration, increased canopy cover, and diverse understorey planting. Targeted revegetation along the lake edges and within open spaces strengthens ecological corridors, improves water quality, and provides shelter and foraging opportunities for local fauna.

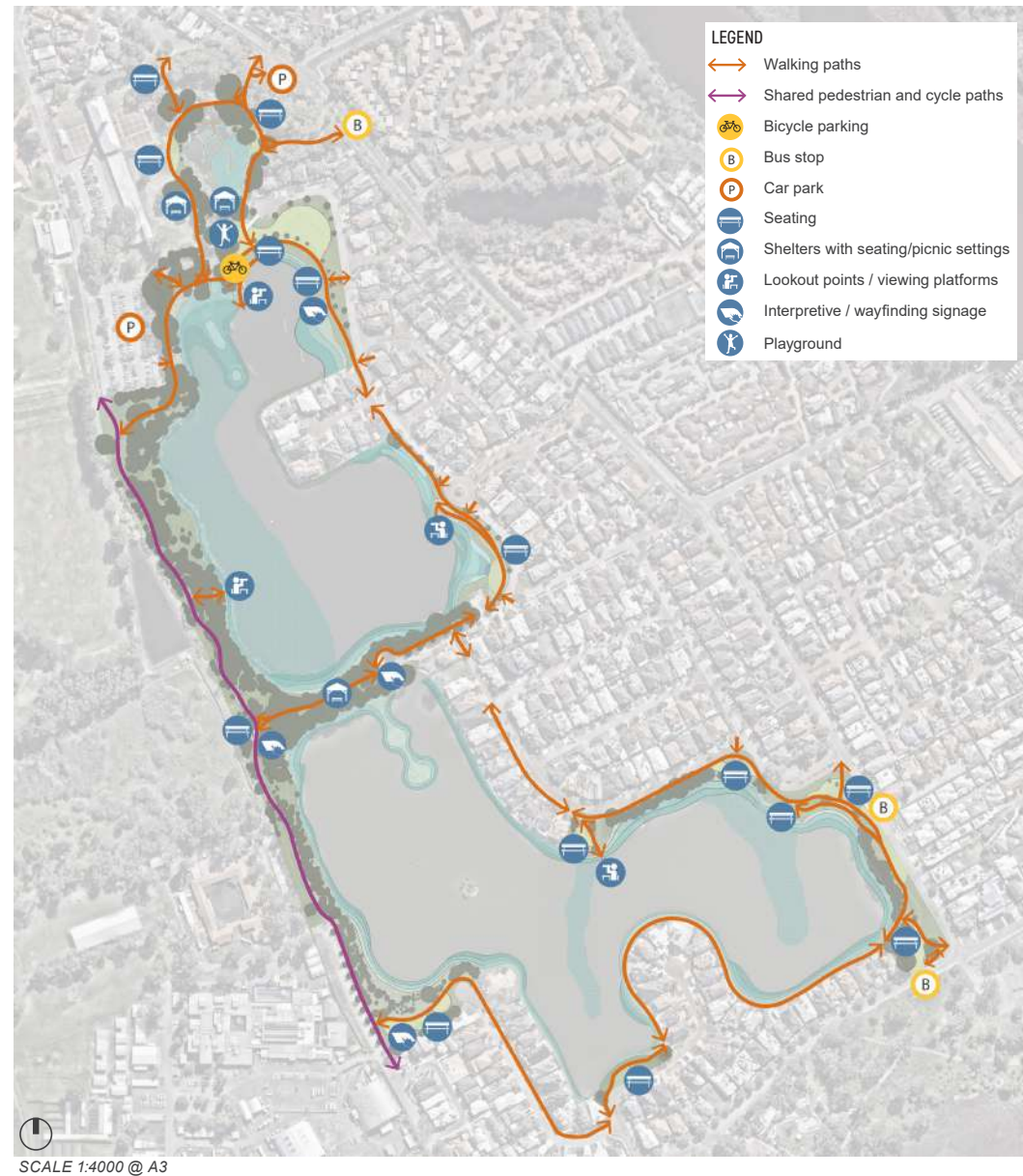
Removal of monoculture or weed-dominated areas allows for the reintroduction of endemic species, increasing biodiversity and long-term resilience. Together, these interventions create a continuous green and blue network that links habitat areas, enhances microclimate, and supports a healthier, more balanced urban ecosystem.



CIRCULATION AND ACCESS

The overall masterplan integrates the individual areas into a cohesive lakes system that balances ecological restoration with community use. The diagram identifies key amenities, pedestrian and cyclist circulation, and zones for passive and active recreation, creating a legible and connected open-space network.

Shared paths and local links are reinforced to improve access and safety, while seating nodes, lookouts, and shaded areas support passive recreation and everyday use. Opportunities for more active uses are located where they can be accommodated without compromising ecological function or residential amenity. Together, these elements establish a clear structure for movement, recreation, and habitat enhancement across the entire lake's precinct.



LAKE BUNGANA

DESIGN RESPONSE

Ecological function and water quality are improved through regrading the lake edge, expanded riparian zones, canopy planting, and biofiltration.

Community amenity is enhanced through passive recreation features such as seating and shaded resting points integrated along existing paths, trees are carefully sited to maintain key view corridors and sightlines from adjacent properties.

Along the Principle Shared Path ecological restoration is prioritised while supporting passive recreation. Habitat diversity and path safety are improved through selective removal of *Casuarina cunninghamiana* and replacement with diverse endemic species. Lighting enhancements are wildlife and amenity sensitive and small seating nodes or lookouts provide rest points for Principle Shared Path users, enhancing amenity and connection to the lake without compromising habitat values or ongoing revegetation.



LAKE BREARLEY NORTH

DESIGN RESPONSE

Progressive removal of *Casuarina cunninghamiana* and non-native species and replacement with a diverse mix of local native species and wetland vegetation improves habitat quality, water filtration, climate resilience, and the natural character of the lake edge.

Footpaths are upgraded and shelters maintained for accessibility and amenity. Vegetation management ensures clear sightlines, balancing ecological restoration with passive recreation, visual appeal, and public usability.



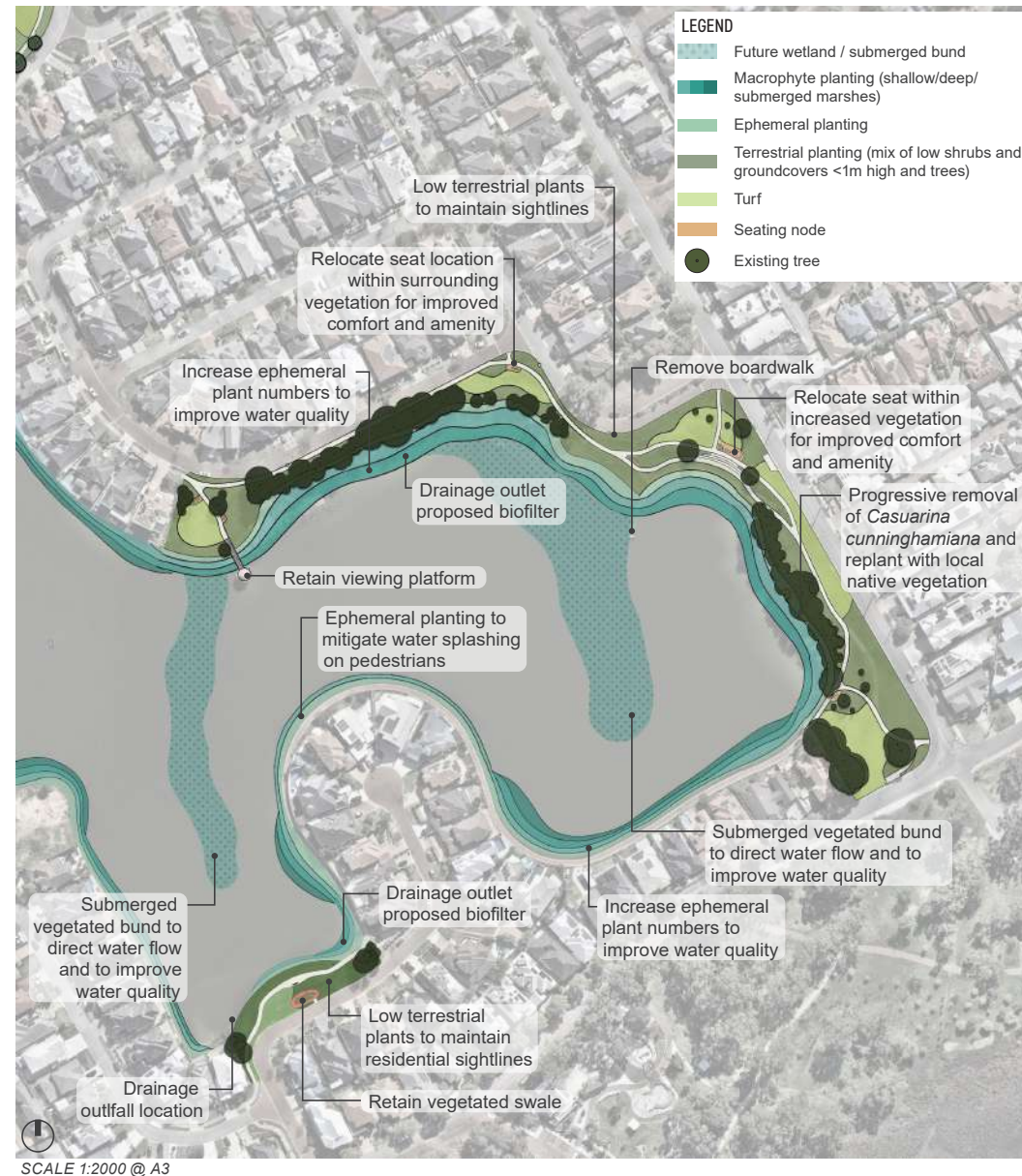
LAKE BREARLEY SOUTH

DESIGN RESPONSE

Water quality is improved through expanded riparian planting and submerged aquatic plants, supporting nutrient filtration and management of water circulation.

Lake-edge rehabilitation focuses on weed removal and replanting with canopy, understorey, and riparian vegetation to improve habitat, water quality, and microclimate.

Ecological function and community amenity and safety are balanced through management of water depth, targeted revegetation, and selective safety measures such as railings, barriers, and sensitive lighting. These interventions improve habitat and pedestrian safety while preserving key lake views and accessibility.

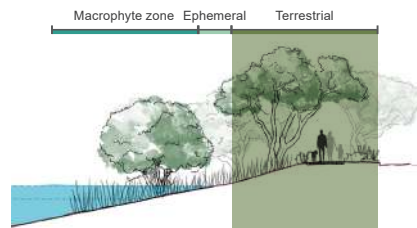


PLANTING PALETTE

TERRESTRIAL PLANTING

The upper embankment plant palette is characterised by the Guildford and Swan Vegetation complexes.

The Guildford Complex comprises open forest of *Corymbia calophylla*, *Eucalyptus wandoo* and *Eucalyptus marginata* with *Eucalyptus rudis* and *Melaleuca raphiophylla* present in some areas. *Banksia grandis* and *Banksia littoralis* will provide a food source for Carnaby's Black and Red Tailed Black Cockatoos.

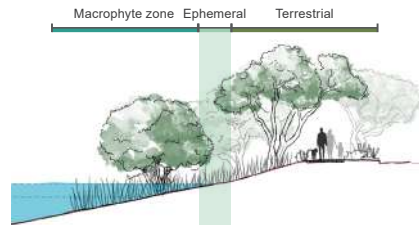


TERRESTRIAL PLANTING			
Genus / Species / Cultivar	Common Name	Height (m)	Width (m)
Trees - Medium to large (>8m high, >6m wide)			
<i>Banksia ilicifolia</i>	Holly-leaved Banksia	10-12	2
<i>Banksia littoralis</i>	Swamp Banksia	10	3-9
<i>Corymbia calophylla</i>	Marri	15	8
<i>Eucalyptus gomphocephala</i>	Tuart	30	15
<i>Eucalyptus lane-pooiei</i>	Salmon White Gum	10	5
<i>Eucalyptus marginata</i>	Jarra	15	8
<i>Eucalyptus rudis</i>	Flooded Gum, Moitch	15	4-6
<i>Eucalyptus wandoo</i>	White Gum	10	5
Trees - Small (<8m high, <6m wide)			
<i>Banksia attenuata</i>	Slender Banksia	5-10	3-8
<i>Banksia grandis</i>	Bull Banksia	4-10	3-5
<i>Banksia menziesii</i>	Firewood Banksia	2-10	2-6
<i>Banksia prionotes</i>	Acorn Banksia	6	4
<i>Eucalyptus tottiana</i>	Coastal Blackbutt	6	6
<i>Melaleuca preissiana</i>	Stout Paperbark	5-6	4-5
Shrubs			
<i>Acacia applanata</i>	Golden Grass Wattle	0.5	1
<i>Acacia wilsoniana</i>	Grass Wattle	0.6	0.5
<i>Aotus procumbens</i>	-	0.5	0.5-1
<i>Beaufortia elegans</i>	Elegant Beaufortia	0.3-1	1
<i>Bossiaea eriocarpa</i>	Common Brown Pea	0.2-1	1
<i>Calothamnus hirsutus</i>	Hawkeswood	0.8	1
<i>Calytrix angulata</i>	Yellow Starflower	1	-
<i>Calytrix flavesces</i>	Summer Starflower	0.5-1	0.5
<i>Darwinia citriodora</i> 'Sea Spray'	Darwinia Seaspray	0.1	0.9
<i>Daviesia decurrens</i>	Prickly Bitter-Pea	1	1
<i>Daviesia triflora</i>	-	0.6	0.5
<i>Gastrolobium capitatum</i>	Bacon and Eggs	1	1
<i>Gompholobium tomentosum</i>	Hairy Yellow Pea	1	1
<i>Hibbertia huegelii</i>	-	0.6	-
<i>Hibbertia hypericoides</i>	Yellow Buttercups	0.7	-
<i>Hibbertia racemosa</i>	Stalked Guinea Flower	0.5	0.3
<i>Hibbertia subvaginata</i>	-	0.15-1.2	-
<i>Hypocalymma angustifolium</i>	White Myrtle	1	1
<i>Hypocalymma robustum</i>	Swan River Myrtle	1.2	1

Shrubs			
<i>Lechenaultia biloba</i>	Blue Lechenaultia	1	0.5
<i>Melaleuca seriata</i>	-	1	1
<i>Melaleuca tricophylla</i>	-	0.5-1	1
<i>Philotheca spicata</i>	Pepper and Salt	0.6	-
<i>Pimelea rosea</i>	Rose Banjine	0.5	0.5
<i>Verticordia densiflora</i>	Compacted Feather Flower	1	1
<i>Verticordia plumosa</i>	Plumed Feather Flower	0.6	1
Strappy plants			
<i>Anigozanthos humilis</i>	Catpaw	0.5	0.3
<i>Anigozanthos manglesii</i>	Mangles Kangaroo Paw	1	1.2
<i>Conostylis aculeata</i>	Prickly Conostylis	0.5	0.5
<i>Dianella revoluta</i>	Blue-flax Lily	1	1.5
<i>Patersonia occidentalis</i>	Western Patersonia	0.5	0.5
<i>Thysanotus multiflorus</i>	Many-flowered Fringe Lily	0.3	0.2
Groundcovers			
<i>Acacia lasiocarpa prostrate</i>	Glow Wattle	0.25	1
<i>Centella asiatica</i>	Centella	0.1	-
<i>Eremophila glabra</i> 'Blue Horizon'	Emu Bush	0.3	1
<i>Hemiandra pungens</i>	Snake Bush	0.3	2
<i>Kennedia prostrata</i>	Running Postman	0.1	3
<i>Grevillea thelemanniana</i> 'Mini Marvel'	Spider Net Grevillea	0.3	1

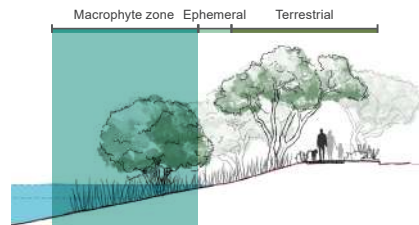
EPHEMERAL PLANTING

The Ephemeral zone has varying inundation levels and species within this planting zone are tolerant of this. This zone is characterised by open *Melaleuca* woodland interspersed with *Eucalyptus rudis*. It is the transition zone between the macrophyte zone and the upper embankment.



MACROPHYTE PLANTING

This planting palette is characterised by scattered *Melaleuca raphiophylla* over open sedgeland of *Baumea* and *Juncus* species. These plants will provide habitat for predatory invertebrates like frogs and lizards to help support a healthier ecosystem.



EPHEMERAL PLANTING			
Genus / Species / Cultivar	Common Name	Height (m)	Width (m)
Trees - Medium to large (>8m high, >6m wide)			
<i>Banksia ilicifolia</i>	Holly-leaved Banksia	10-12	2
<i>Banksia littoralis</i>	Swamp Banksia	10	3-9
<i>Eucalyptus rudis</i>	Flooded Gum, Moitch	15	4-6
Trees - Small (<8m high, <6m wide)			
<i>Banksia attenuata</i>	Slender Banksia	5-10	3-8
<i>Melaleuca cuticularis</i>	Saltwater Paperbark	7	-
<i>Melaleuca preissiana</i>	Stout Paperbark	5-6	4-5
<i>Melaleuca raphiophylla</i>	Freshwater Paperbark	6-8	3-4
Shrubs			
<i>Calytrix flavescens</i>	Summer Starflower	0.5-1	0.5
<i>Gastrolobium capitatum</i>	Bacon and Eggs	1	1
<i>Hibbertia subvaginata</i>		0.15-1.2	-
<i>Hypocalymma angustifolium</i>	White Myrtle	1	1
<i>Hypocalymma robustum</i>	Swan River Myrtle	1.2	1
<i>Melaleuca seriata</i>		1	1
Groundcovers			
<i>Centella asiatica</i>	Centella	0.1	-
Rushes and sedges			
<i>Juncus pallidus</i>	Pale Rush	2	1
<i>Lepidosperma longitudinale</i>	Pithy Sword Sedge	0.5-2	0.5
<i>Machaerina juncea</i>	Bare Twig-Rush	1	1

MACROPHYTE PLANTING (SHALLOW/DEEP/SUBMERGED MARSHES)			
Genus / Species / Cultivar	Common Name	Height (m)	Width (m)
Trees - Medium to large (>8m high, >6m wide)			
<i>Melaleuca raphiophylla</i>	Freshwater Paperbark	6-8	3-4
Rushes and sedges			
<i>Bolboschoenus caldwellii</i>	Marsh club-rush	0.3-1.2	-
<i>Carex appressa</i>	Tall Sedge	1	1
<i>Carex fascicularis</i>	Tassel Sedge	1.5	1
<i>Gahnia trifida</i>	Coast Saw-Sedge	1.5	1
<i>Juncus kraussii</i>	Sea Rush	1.5	-
<i>Juncus pallidus</i>	Pale Rush	2	1
<i>Lepidosperma longitudinale</i>	Pithy Sword Sedge	0.5-2	0.5
<i>Machaerina articulata</i>	Jointed Twig-Rush	2.5	-
<i>Machaerina juncea</i>	Bare Twig-Rush	1	1
<i>Machaerina preissii</i>	Soft Twig Rush	1.5	2
<i>Machaerina rubiginosa</i>	Twig Rush	1-1.5	2
<i>Schoenoplectus tabernaemontani</i>	Lake Club-Rush	1-2	

MATERIALS PALETTE

The materials palette has been developed to ensure consistency, durability, and visual coherence across the lakes system while responding to the natural setting and varied levels of use. Materials are robust, low-maintenance, and appropriate for a lakeside environment, prioritising longevity and whole of life performance.

Natural and muted finishes are favoured to integrate infrastructure with the landscape, reduce visual clutter, and reinforce the lakes' ecological character. Where new elements are introduced, they complement existing paths, seating, and structures, allowing upgrades to be staged without loss of cohesion. The palette supports accessibility, safety, and comfort, while remaining adaptable to site-specific conditions and future maintenance requirements.



Img: Hanlon Park, Tract, Christopher Frederick Jones



Lookout points to lakes, Img: Sydney Park, Turf Design, betterfutureawards.com



Interpretive features or play elements, Img: South Parklands, TCL



Maylands Lakes interpretive signage, Img: JBA



Interpretive signage on posts, Img: Heine Jones



Public art sand blasting, Img: Montario Quarter, Artify Consulting



Rest points along paths, Img: Carl Neilsens Alle, Werk



Seating, Img: Linea seat, Eva Shaw



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alluvium
consulting

10.3.2 Tender 27-2025 Wet Hire of Specialised Plant and Equipment and Cartage of Materials

Responsible Branch:	Parks and Gardens
Responsible Directorate:	Works and Infrastructure
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. CONFIDENTIAL REDACTED - Dowsing - Schedule of Rates [10.3.2.1 - 2 pages] 2. CONFIDENTIAL REDACTED - ESS - Schedule of Rates [10.3.2.2 - 2 pages]
Refer:	Item: 10.3.1 OCM: 31.01.2023
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 contains one or more confidential attachments that may be dealt with behind closed doors, in accordance with Section 5.23(4) of the *Local Government Act 1995*, sub-section:

- (c) information contained in a tender received by the local government for a contract to the extent that the information -
- (i) is a tendered price; or
 - (ii) a tendered methodology for calculating a price;

SUMMARY

For Council to consider and award a contract for Tender 27-2025 for Wet Hire of Specialised Plant and Equipment, and Cartage of Materials in accordance with the *Local Government (Functions and General) Regulations 1996*.

The value of the contract exceeds the Chief Executive Officer's delegated authority limit of \$500,000 for awarding a contract. The matter is therefore referred to Council for determination.

The recommended tender is within the 2025/26 Budget allocation and allows for provisional and contingency sums if required. Approval of Council will allow for the project to proceed.

OFFICER'S RECOMMENDATION

That Council:

- Awards a contract for Tender 27-2025 for Wet Hire of Specialised Plant and Equipment, and Cartage of Materials, to Efficient Site Services and Dowsing Group as Primary and Secondary suppliers respectively, in accordance with their offer dated 28 April 2026 and submitted Price Schedule Rates (excluding GST), for a contract period of three years and subject to the provisions to extend the contract period by a further two one year periods.**
- Confirms that Attachments 1 and 2 to this report are considered confidential in accordance with Section 5.23(4)(c) of the *Local Government Act 1995*.**

BACKGROUND

The City's issued a Request for Tender on 1 April 2026 for the Wet Hire of Specialised Plant and Equipment, and Cartage of Materials seeking a period of three years with two further one-year extension options.

The objective of the tender was to identify a Primary and Secondary supplier of works associated with operation of specialised plant or machinery, and cartage of materials around the City, as well as earth works related to irrigation repairs and construction within Parks and Reserves, and Streetscapes.

The tender was split into two categories 'A' and 'B' with A relating to earth works including but not limited to top dressing, profiling, grass and shrub removal, cartage of materials, demolition of landscape infrastructure, and other associated machine assisted works. Category B related to machinery assisted works around City irrigation systems.

EXTERNAL CONSULTATION

A Request for Tender was advertised in The West Australian and Perth Now Central newspapers, on the City's website, and on noticeboards at the City's libraries and Civic Centre for a period of 29 days, closing at close of business on 30 April, 2026.

No reference checks were undertaken as the preferred service providers for this contract have successfully met the City's requirements under previous contracts.

OFFICER'S COMMENTS

At the close of tender open period, two conforming submissions were received from the following tenderers:

- Efficient Site Services Category A + B
- Dowsing Group Category A + B

The following City officers formed the tender evaluation panel:

- Parks and Gardens Manager
- Parks Coordinator
- Engineering Coordinator

The above assessment panel members have declared that they do not have any conflict of interest with the submissions provided. All tenderers have indicated that they do not have any conflicts of interest in the performance of their obligations under the contract.

All tenderers have indicated that they do not have any conflicts of interest in the performance of their obligations under the contract.

All submissions have been evaluated in accordance with the qualitative and quantitative criteria detailed below.

Qualitative Criteria

The qualitative criteria for this tender are as follows:

Description of Qualitative Criteria	Weighting
Organisational Capacity	25%
Demonstrated Experience and WHS	20%
Sustainability	5%

Quantitative Criteria

This criterion required applicants to submit prices for the goods and services as outlined in the request for tender documentation. The price schedule was structured as a schedule of rates (**Confidential Attachments 1 and 2**).

As the City requested a schedule of rates, the simplest way to determine pricing was to have scenarios for each category. This was determined by hours of usage, load of materials, type of vehicle etc. These scenarios may not be typical, however was necessary to determine a cost comparison between both suppliers for both categories.

Quantitative Criteria	Weighting %
Price - Total value proposition to the City	50%

The scenario results are detailed below.

Respondent	Item / Schedule	Total Cost (ex. GST)
Dowsing Group	Category A Scenario	\$6,103.10
Efficient Site Services		\$3,740.00
Dowsing Group	Category B Scenario	\$6,006.24
Efficient Site Services		\$5,952.00

Assessment

Tender submissions were evaluated against the qualitative and quantitative criteria as shown in rank order in the tables below:

Tenderer					Quantitative Criteria	Total	
	Organisational Capacity (25%)	Demonstrated Experience and WHS (20%)	Sustainability (5%)	Total Qualitative (50%)	Price (50%)	Total	Rank
Efficient Site Services	17.50%	14%	3%	34.50%	CAT A: 50% CAT B: 50%	CAT A/B 84.5%	1
Dowsing Group	15.00%	12%	3%	30%	CAT A: 30.64% CAT B: 49.55%	CAT A 60.64% CAT B 79.55%	2

At the completion of assessing the qualitative and quantitative data, Efficient Site Services achieved the highest score. This was largely driven by a more competitive pricing schedule provided by Efficient Site Services, in conjunction with their previous history of quality work conducted under the previous tender.

Considering the above, the submission from Efficient Site Services has been evaluated as the highest ranked Tender.

Officers recommend awarding Tender 27-2025 Wet Hire of Specialised Plant and Machinery, and Cartage of Materials contract to both Efficient Site Services and Dowsing Group as Primary and Secondary suppliers respectively.

LEGISLATIVE COMPLIANCE

The tender process has met the requirements of s3.57 the *Local Government Act 1995* and r.14-16 of the *Local Government (Functions and General) Regulations 1996*.

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	Medium
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.	

Although only two tenders were received, the preferred primary supplier has a proven track record of delivering high-quality services in this capacity. Appointing a secondary supplier provides an additional safeguard, further reducing service delivery risk.

Choosing not to appoint, or appointing an alternative supplier, would introduce service delivery, financial, and governance risks. These include increased administrative delays from ad hoc procurement processes, pricing variability based on individual project conditions rather than agreed rates, and the potential for non-compliance with established procurement procedures and recommendations.

FINANCIAL IMPLICATIONS

Expenditure under this contract is funded through the annual operating budget. Due to the variable nature of service requests, accurately forecasting the total contract value over the five-year term is challenging. Over the previous three-year period (2022–2025), the contract totalled \$3,919,030.50, averaging \$1,306,343.50 per annum.

Although Efficient Site Services submitted more favourable pricing, it is considered prudent to also appoint Dowsing Group as a secondary supplier to mitigate service continuity risks during peak demand periods. This approach reflects the anticipated overall value of the contract and acknowledges the dependency of these services on other projects and operational requirements.

Budget Amendments

Not applicable.

STRATEGIC IMPLICATIONS

The outcome of this tender will establish a new community asset, providing quality services and infrastructure into the future.

In accordance with the City of Bayswater Council Strategic 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.
Built

Key Result Area:
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.

Key Result Area: Natural
Outcome 3.1 Sustainable Natural Green Spaces
Objective 3.2.3 Maintain and protect our inviting green open spaces.

CONCLUSION

Two submissions were received for Tender 27-2025 - Wet Hire of Specialised Plant and Equipment, and Cartage of Materials. The submissions were evaluated as sound and suitable with respect to compliance with the specifications and categories the City set out in the Tender documents.

It is therefore recommended that the Tender be awarded to Efficient Site Services as Primary Supplier, and Dowsing Group as Secondary Supplier.

10.3.3 Tender 03-2026 Ellis House Art Studio Renovation

Responsible Branch:	Project Services
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. CONFIDENTIAL REDACTED - Price Schedule RFT 03 2026 [10.3.3.1 - 4 pages]
Refer:	Item: 10.4.2 OCM: 24.05.2022
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 contains one or more confidential attachments that may be dealt with behind closed doors, in accordance with Section 5.23(4) of the *Local Government Act 1995*, sub-section:

- (c) *information contained in a tender received by the local government for a contract to the extent that the information -*
- (i) *is a tendered price; or*
 - (ii) *a tendered methodology for calculating a price;*

SUMMARY

For Council to consider and award a contract for Tender 03-2026 for Ellis House Art Studio – Design and Construct in accordance with the *Local Government (Functions and General) Regulations 1996*.

The value of the contract exceeds the Chief Executive Officer's delegated authority limit of \$500,000 for awarding a contract. The matter is therefore referred to Council for determination.

The recommended tender is within the 2025/26 Budget allocation and allows for provisional and contingency sums if required. Approval of Council will allow the project to proceed.

OFFICER'S RECOMMENDATION

That Council:

- Awards Tender 03-2026 for the Ellis House Art Studio – Design and Construct to BE Projects (WA) Pty Ltd, in accordance with their offer dated 8 May 2026 and submitted Lump Sum Price Schedule of \$780,593.43 (excluding GST).**
- Confirms that Attachment 1 to this report is considered confidential in accordance with Section 5.23(4)(c) of the *Local Government Act 1995*.**

BACKGROUND

Ellis House Community Art Centre (EHAC) is located at 116-118 Milne Street, Bayswater, where a not-for-profit community group hosts art exhibitions, workshops and art classes for the local community.

EHAC is a long-term tenant at this site and has held a lease since March 2004. In February 2026, a new five-year lease agreement was entered into and is due to expire in February 2031.

In 2021, EHAC engaged Kloppe and Davis Architects and Owen Consulting to prepare concept designs and cost estimates for a proposed art studio development at the site.

In May 2022, EHAC, in partnership with the City of Bayswater, submitted a planning application for a proposed art studio addition to Ellis House Community Art Centre. At the Ordinary Council Meeting on 24 May 2022, Council resolved to grant development approval for the proposal, subject to eight conditions and six advice notes.

In November 2024, EHAC obtained updated cost estimates based on the concept plans submitted as part of the planning application. EHAC subsequently advocated for funding to deliver the project and, in June 2025, the State Government confirmed grant funding of \$800,000 towards the proposed art studio development.

Due to the complexity and value of the project, the City agreed to receive and administer the grant funding and deliver the project in partnership with EHAC. In January 2026, the City entered into a Financial Assistance Agreement with the Department of Creative Industries, Tourism and Sport for a total of \$800,000, excluding GST.

On 15 May 2026, a 12-month extension of time was granted for the original development approval issued in May 2022, subject to compliance with all existing conditions and advice notes.

EXTERNAL CONSULTATION

A Request for Tender for the design and construction of the Ellis House Art Studio was advertised in The West Australian and Perth Now Central newspapers, on the City's website, and on noticeboards at the City's libraries and Civic Centre for a period of 28 days, closing on 8 May 2026.

Neighbouring properties are made aware of the approved development application and proposed building work to commence.

OFFICER'S COMMENTS

At the close of tender open period, two conforming submissions were received from the following tenderers:

- BE Project (WA) Pty Ltd
- Element Construction WA Pty Ltd

The following City officers formed the tender evaluation panel:

- Coordinator Project Services
- Recreation Projects Manager
- Building Operations Manager

The above assessment panel members have declared that they do not have any conflict of interest with the submissions provided. All tenderers have indicated that they do not have any conflicts of interest in the performance of their obligations under the contract.

All submissions have been evaluated in accordance with the qualitative and quantitative criteria detailed below.

Qualitative Criteria

The qualitative criteria for this tender are as follows:

Description of Qualitative Criteria	Weighting
Capability and experience	20%
Detailed design, installation method & programme	15%

Key personnel and subcontractor capability	10%
Warranty (Including Itemised Parts and Labour) as per project specification	10%
Sustainability	5%

Quantitative Criteria

This criterion required applicants to submit prices for the goods and services as outlined in the request for tender documentation. The price schedule was structured as a lump sum table (**Confidential Attachment 1**).

Quantitative Criteria	Weighting %
Price - Total value proposition to the City	40%

Assessment

Tender submissions were evaluated against the qualitative and quantitative criteria as shown in rank order in the tables below:

Tenderer	Qualitative Criteria					Quantitative Criteria	Total	
	Capability and experience (20%)	Detailed design, installation method & programme (15%)	Key personnel and subcontractor capability (10%)	Warranty (10%)	Sustainability (5%)	Price 40%	Total	Ranking
BE Projects	14%	9%	7%	6%	3%	40%	79%	1
Element Construction	14%	10.5%	6%	7%	3.5%	32.58%	73.58%	2

At the completion of assessing the qualitative and quantitative data, BE Projects achieved the highest score.

Considering the above, the submission from BE Projects has been evaluated as the highest ranked Tender. The submission from BE Projects provides a submitted tender price within budget and allows for provisional sums and budget contingency. The submission provided the assessment panel confidence that the contractor has the required skills, relevant experience and method to complete the project to the required standards and within project timelines.

The City has contacted referees supplied within the BE Projects tender submission and received positive feedback regarding meeting project delivery timeframes, delivery within allocated budget and quality of work on previous projects of a similar nature.

Officers therefore recommend awarding Tender 03-2026 for Ellis House Art Studio – Design and Construct contract to BE Projects based on the above assessment.

LEGISLATIVE COMPLIANCE

The tender process has met the requirements of S3.57 the *Local Government Act 1995* and r.14 – 16 of the *Local Government (Functions and General) Regulations 1996*.

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.	

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

The total project budget is \$800,000 which includes preliminary and detailed design, approvals, construction, contingency and associated management fees

Item 1: Art Studio

Asset Category: New

Source of Funds: Grant

LTFP Impacts: Require adding the asset to the Long-Term Financial Plan

Notes: Nil

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	EMPLOYEE				
1	\$780,593.43	\$1,000	Nil	Nil	30 years	\$810,593.43	\$800,000

The City will receive \$800,000 in funding from the Department of Creative Industries, Tourism and Sport towards the project. If the project is delivered below the grant amount, the City will be required to return any unspent grant funds to the funding body.

STRATEGIC IMPLICATIONS

The outcome of this tender will establish a new community asset, providing quality services and infrastructure into the future.

In accordance with the City of Bayswater Council Strategic 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.

Objective 1.1.3 Build strong relationships, social connections and inclusive participation with our diverse community.

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.

CONCLUSION

The tender submission from BE Projects has been evaluated as the highest ranked tender in accordance with the selection criteria and weightings as detailed in the tender specification. It is therefore recommended, that Council approves the submission from BE Projects for the Ellis House Art Studio – Design and Construct.

10.3.4 Tender 08-2026 Riverside Gardens Play Space

Responsible Branch:	Project Services
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	<i>ABSOLUTE MAJORITY REQUIRED for limb 2.</i>
Attachments:	1. CONFIDENTIAL REDACTED - Price Schedule RFT 08-2026 [10.3.4.1 - 5 pages] 2. Riverside Gardens Play Space Concept Plan and Cost Estimates [10.3.4.2 - 9 pages]
Refer:	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 contains one or more confidential attachments that may be dealt with behind closed doors, in accordance with Section 5.23(4) of the *Local Government Act 1995*, sub-section:

- (c) information contained in a tender received by the local government for a contract to the extent that the information -
- (i) is a tendered price; or
 - (ii) a tendered methodology for calculating a price;

SUMMARY

For Council to consider and award a contract for Tender 08-2026 for Riverside Gardens Play Space Redevelopment in accordance with the *Local Government (Functions and General) Regulations 1996*.

The value of the contract exceeds the Chief Executive Officer's delegated authority limit of \$500,000 for awarding a contract. The matter is therefore referred to Council for determination.

OFFICER'S RECOMMENDATION

That Council:

1. Awards a contract for Tender 08-2026 Riverside Gardens Play Space Redevelopment, to Phase 3 Landscape Construction Pty Ltd in accordance with their offer dated 11 May 2026 and submitted Lump Sum Price Schedule of \$717,036 (excluding GST).
2. Approves a budget amendment from \$650,000 to \$740,000 in the 2025/26 budget for the Riverside Gardens Play space renewal, with \$90,000 to be funded from Public Open Space Cash in Lieu Developer Contributions, as detailed in Table 1 of this report (below), and to carry forward the unspent funds including associated income into the 2026/27 budget.

Table 1: Riverside Gardens Play Space

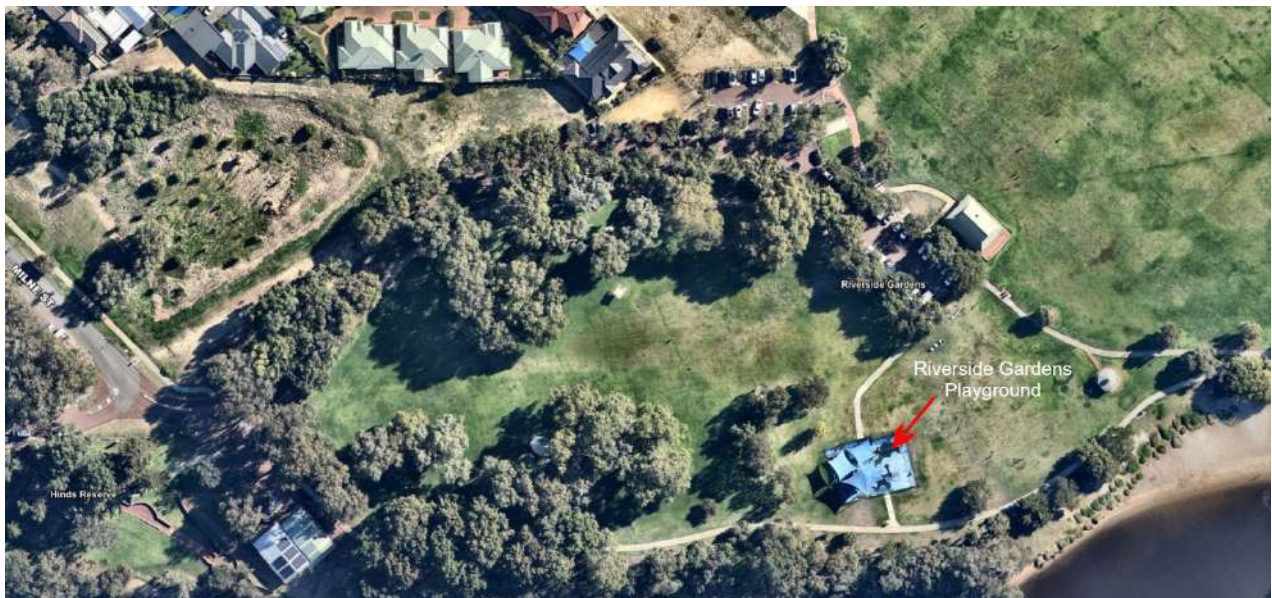
Cost Centre–Project	Type	Project Type	Project Description	Current Budget \$	Adjust. \$	Revised Budget \$
4200-81510	Increase Expenditure	Capital	Riverside Gardens play space renewal	\$650,000 (POS)	\$90,000	\$740,000
4200-81510	Increase Revenue	Capital	Grant – POS Cash in Lieu	\$650,000 (POS)	(\$90,000)	\$740,000
			Total:	\$0	\$0	\$0

ABSOLUTE MAJORITY REQUIRED

3. Confirms that **Attachment 1** to this report is considered confidential in accordance with Section 5.23(4)(c) of the *Local Government Act 1995*.

BACKGROUND

The playground located within Riverside Gardens West, Bayswater (see image below) was installed in 2007 and has reached the end of its useable life, requiring replacement.



In March 2025, the City engaged consultants to develop a new play space concept design informed by comprehensive community engagement. The concept plan and associated cost estimates were finalised in July 2025 and subsequently used as the basis for the design and construct tendering process.

At the Ordinary Council Meeting held on 26 August 2025, Council approved a budget amendment for the Riverside Gardens Play Space Renewal project, increasing the allocation from \$400,000 to \$650,000 in the 2025/26 financial year budget. The additional funding was to be sourced from Public Open Space Cash in Lieu funds, and Council authorised the Chief Executive Officer to request the release of \$650,000 from Public Open Space Cash in Lieu Developer Contributions. The increased budget allocation was intended to accommodate potential cost escalations and support the delivery of a play space that meets community expectations and project objectives.

Following the Council resolution, City officers progressed the request for the release of Public Open Space Cash in Lieu funds to support the project. Confirmation of the \$650,000 funding allocation was received in January 2026, enabling the project to proceed to the next stage of delivery.

The City prepared and issued a Request for Tender (RFT) on 11 April 2026 for a suitable qualified and experienced contractor to deliver the design, supply and installation of replacement play equipment and supporting infrastructure within the play space at Riverside Gardens West, Bayswater.

EXTERNAL CONSULTATION

The City facilitated community and stakeholder engagement in two stages during 2025 to inform the development of the play space concept design and associated cost estimates. Initial consultation was conducted in early 2025, followed by a second stage of engagement in mid-2025 to seek feedback on the draft concept plan.

Key themes identified through the engagement process included the provision of perimeter fencing, year-round shade, rubber softfall surfacing, inclusive play opportunities for people living with disability, and play equipment catering to a range of age groups, including both younger and older children.

The Request for Tender (RFT) was publicly advertised in The West Australian newspaper, on the City's website, and on noticeboards located at the City's libraries and Civic Centre. The tender remained open for a period of 31 days and closed on 11 May 2026.

OFFICER'S COMMENTS

The City is upgrading the children's play space at Riverside Gardens, with \$650,000 allocated from Public Open Space (POS) funding to complete the project. An initial concept plan prepared by a consulting architect was included in the tender documentation as a guiding reference, reflecting outcomes from earlier community engagement.

The successful contractor will be responsible for the detailed design, supply, and installation of play equipment and associated infrastructure at Riverside Gardens. The upgraded play space must be accessible, inclusive, and cater to children of all ages and abilities. The contractor will also be required to comply with the project hold points identified throughout the delivery process, as outlined in the table below.

Project Stage	Hold Point	Scheduled Date
Environmental & Site Preparation	Hold Point 1	September 2026
Detailed Design Approval	Hold Point 2	October 2026
Service Verification and Subgrade Preparation	Hold Point 3	November 2026
Practical Completion and Pre-Handover	Hold Point 4	Early 2027

At the close of tender, three conforming submissions were received from the following tenderers:

- DG Play
- Nature Play Solutions
- Phase 3 Landscapes

A Tender Evaluation Panel was established to assess the submissions in accordance with the advertised evaluation criteria. The Panel comprised officers from the City's Recreation Projects team, including the Coordinator Project Services and two Project Officers.

All panel members completed conflict of interest declarations and confirmed that no actual, potential, or perceived conflicts existed. Similarly, all tenderers confirmed that they had no conflicts of interest that would affect the performance of their obligations under the contract.

All submissions were evaluated in accordance with the qualitative and quantitative criteria outlined below.

Qualitative Criteria

The qualitative criteria for this tender are as follows:

Description of Qualitative Criteria	Weighting
Capability and experience	15%
Detailed design, compliance and construction programme	25%
Key personnel and capacity including subcontractors	10%
Warranty (Including Itemised Parts and Labour) as per project specification	5%
Sustainability	5%

Quantitative Criteria

This criterion required applicants to submit prices for the goods and services as outlined in the request for tender documentation. The price schedule was structured as a lump sum table (**Confidential Attachment 1**).

Quantitative Criteria	Weighting %
Price - Total value proposition to the City	40%

Assessment

Tender submissions were evaluated against the qualitative and quantitative criteria as shown in rank order in the tables below:

Tenderer	Qualitative Criteria					Quantitative Criteria	Total	
	Capability and experience (15%)	Detailed Design, Compliance and Construction (25%)	Key Personnel and Capacity (10%)	Warranty (5%)	Sustainability (5%)	Pricing (40%)	Total %	Rank
DG Play	7.5%	12.5%	4%	3.5%	3%	35.78%	66.28%	3
Nature Play Solutions	12%	15%	6%	3.5%	3%	35.79%	75.29%	2
Phase 3 Landscapes	13.5%	22.5%	9%	3.5%	3.5%	40%	92%	1

At the completion of assessing the qualitative and quantitative data, Phase 3 Landscapes achieved the highest score.

The prices submitted by all three tenderers exceed the allocated project budget. While Phase 3 Landscapes achieved the highest overall evaluation score, its tendered price exceeds the available budget by \$67,036.

A review of the project scope identified limited opportunities to reduce costs without significantly compromising the intended outcomes of the play space upgrade. Any scope reductions would likely impact key project elements, including shade structures, fencing, softfall surfacing, universal accessibility and the diversity of play opportunities the community had asked for.

In July 2025, the final concept (**Attachment 2**) was developed following extensive community consultation, resulted a base cost of \$435,587. A 20% contingency was applied, equating to an estimated total project cost of \$522,704.

In August 2025, Council approved an increase in the project budget from \$400,000 to \$650,000 to account for contingencies and cost escalations.

To enable the project to proceed as designed and tendered, additional Public Open Space Cash in Lieu (POS) funding would be required. There is currently in excess of \$300,000 available within the POS reserve applicable to the playground works. It is therefore recommended that these funds be utilised in preference to drawing on municipal funding, as the playground works are eligible to be delivered under POS funding.

While sufficient funds are available within the broader POS reserve to cover the shortfall, it should be noted that ministerial approval is required for the release of additional funds, and the approval process is expected to take approximately three months.

Considering the above, the submission from Phase 3 Landscapes has been evaluated as the highest ranked Tender. The submission price from Phase 3 Landscapes allows for provisional sums and budget contingency. The submission provided the assessment panel confidence that the contractor has the required skills, relevant experience and method to complete the project to the required standards and within project timelines.

The City has contacted referees supplied within the Phase 3 Landscapes tender submission and received positive feedback regarding meeting project delivery timeframes, delivery within allocated budget and quality of work on previous projects of a similar nature.

Officers therefore recommend awarding Tender 08-2026 Riverside Gardens Play Space Redevelopment contract to Phase 3 Landscapes based on the above tender assessment.

LEGISLATIVE COMPLIANCE

All tenderers have indicated that they do not have any conflicts of interest in the performance of their obligations under the contract.

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.	

FINANCIAL IMPLICATIONS

The total project is \$717,566 which includes the design, supply and installation of playground equipment, supporting infrastructure and landscaping works.

The project is classified as a renewal project and will be funded from Public Open Space Cash in Lieu reserves together with internal capital renewal budget reallocations. Ongoing operational and maintenance costs associated with the upgraded play space are estimated at approximately \$1,000 per annum and will be managed within existing operational budgets.

Item 1: Riverside Gardens Play Space Redevelopment

Asset Category: Renewal **Source of Funds:** POS CIL and internal capital budget reallocation

Notes: The recommended tender exceeds the currently approved project budget by \$67,566. The shortfall, factoring contingencies, to be funded through drawing from Public Open Space Cash in Lieu Developer Contributions funds.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	EMPLOYEE				
1	\$717,566	\$1,000	Nil	Nil	20 years	\$737,566	\$650,000

Budget Amendments

Council to approve the budget amendments detailed in Table 1 of this report.

Table 1: Riverside Gardens Play Space

Cost Centre—Project	Type	Project Type	Project Description	Current Budget \$	Adjust. \$	Revised Budget \$
4200-81510	Increase Expenditure	Capital	Riverside Gardens play space renewal	\$650,000 (POS)	\$90,000	\$740,000
4200-81510	Increase Revenue	Capital	Grant – POS Cash in Lieu	\$650,000 (POS)	(\$90,000)	\$740,000
			Total:	\$0	\$0	\$0

STRATEGIC IMPLICATIONS

The outcome of this tender will establish a new community asset, providing quality services and infrastructure into the future.

In accordance with the City of Bayswater Council Strategic 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

Three submissions were received for Tender 08-2026 for the design, supply, and installation of playground equipment and associated infrastructure at Riverside Gardens. Following evaluation against the compliance criteria and pricing requirements, Phase 3 Landscapes was determined

to provide the most suitable submission. It is therefore recommended that the tender be awarded to Phase 3 Landscapes in accordance with their submitted proposal and pricing schedules.

To fund the identified shortfall, it is further recommended that Council considers the allocation of Public Open Space Cash in Lieu developer contribution funds.

CONCEPT PLAN

- 01 Rubber softfall
- 02 Playground sand
- 03 Five swing set
- 04 Small round bouncer
- 05 Wheel chair accessible carousel
- 06 Musical drums
- 07 Entry 'reed' markers
- 08 Single flying fox - seat with back
- 09 Obstacle course - stepping stumps
- 10 Obstacle course - stilts
- 11 Bench seat with back rest
- 12 Obstacle course - rope tunnel
- 13 Obstacle course - rock steppers
- 14 Short monkey bars
- 15 Mia Mia cubby
- 16 Multi use play element with large slide, toddler slide, lookout, climbing nets, bridge and play panels
- 17 Canoe
- 18 1200mm high fencing around playground perimeter
- 19 Gate entry
- 20 Swan River fringe sensory garden bed with additional tree planting
- 21 Shade sail
- 22 Lawn
- 23 Existing trees (E)
- 24 Proposed mature trees (M)
- 25 New path connection

1:200@A3



VISUALISATION



VISUALISATION



VISUALISATION



PLAYGROUND SELECTIONS



Indicative multi use play element including large slide, toddler slide, lookout, climbing nets, bridge and play panels. Final design to be developed during the next phase of the project.



Mia mia



Short monkey bars



Five swing set (high back swing, unity back swing, 2 x strap swings, basket swing)



Musical drums



Seating with backrest



Wheelchair accessible carousel



Lawn gathering areas and seating opportunities



Flying fox with seat



Obstacle course - Balancing rocks



Playground Sand



Rubber softfall



Playground fencing



Obstacle course - stepping stumps and stilts



Obstacle course - rope tunnel



Canoe



Shade sails over rubber softfall

PLANTING PALETTE

PLANTING STRATEGY

Riverside Gardens Playspace is sited alongside the Derbal Yerrigan, Bush Forever site 313, the Baigup Wetlands and the Eric Singleton Bird Sanctuary.

It's proximity to ecologically significant and sensitive areas determines that the planting palette should comprise of endemic species.

The play space sits within the Swan and Bassendean Vegetation Complexes, and the planting palette reflects these complexes while considering the requirement for the robustness of a playground planting area and colourful floral displays.

Trees and shrubs have also been selected to provide habitat and forage for birds and other fauna including endangered Carnaby's Cockatoo. The planting design will aim to deter the presence of snakes.

GROUND COVERS

Acacia saligna prostrate



R. Clark

Hemiantra pungens



Image: Oleanaseeds.com

Kennedia prostrata



Image: Boyanup botanicals

Dampiera linearis



Image: Gardening with Angus

Eremophila glabra



Image: Brian Freeman

STRAPPY PLANTS

Baumea juncea



Image: Apace

Carex appressa



Image: Seed Street Australia

Conostylis aculeata



Image: Gardening with Angus

Conostylis candicans



Image: Benara

Ficinia nodosa



Image: Rewild Perth

Orthrosanthus laxus



Image: nativ.com.au

Pattersonia occidentalis



Image: Benara

Dianella revoluta



Image: Gardening with Angus

SHRUBS

Alyxia buxifolia



Image: The University of Melbourne

Banksia nivea



Image: Gardening with Angus

Banksia menziesii 'Dwarf'



Image: Native Plant Project

Beaufortia elegans



Image: Apace Nursery

Calytrix angulata



Image: nativ.com.au

Calothamnus 'Little Ripper'



Image: Gardening with Angus

PLANTING PALETTE

SMALL SHRUBS

Calothamnus hirsutus



Image: Benara

Conospermum stoechadis



Image: Marta George

Eremophila 'Silver Ball'



Image: Gardening with Angus

Gastrolobium celsianum



Image: Danielle Lenoise

Hakea lissocarpha



Image: Russel Cumming

Hakea varia



Image: William Archer

Hypocalymma angustifolium



Image: Gardening with Angus

Kunzea recurva



Image: Ian McMaster

Pimelea rosea



Image: Tony Futcher

Philotheca spicata



Image: Paul Wilson

Melaleuca scabra



Image: Bob Gibbons

Melaleuca systena



Image: Cottesloe COast Care

Melaleuca trichophylla



Image: Brian Freeman

Scholtzia involucrata



Image: Daves Garden

TREES

Banksia littoralis



Image: Honkeynuts

Corymbia calophylla



Image: Instant Tree Nursery

Eucalyptus rudis



Image: Ian Wallace

Eucalyptus gomphocephala



Image: Honkeynuts

Taxadria linearifolia



Honkeynuts

Melaleuca raphiophylla



Robert Powell

Xanthorrea preisii



Image: Honkeynuts

PROBABLE COST - PLAYGROUND

Client: CoBayswater
 Project: Riverside Gardens Playspace
 Location: Bayswater
 Date: 15/07/2025
 Rev: C
 Purpose: For Information
 Author: AW/WN



ITEM	DESCRIPTION	QTY	UNIT	RATE	TOTAL
1.00	PRELIMINARY, SITE WORKS & DEMOLITIONS				
1.01	Preliminaries (Assumes works under main contract)		item		
1.02	Demo		item		
1.03	Fine grading	1063	m2		
PRELIMINARY, SITE WORKS & DEMOLITIONS TOTAL					
2.00	HARDWORKS - INFRASTRUCTURE				
2.01	GP concrete paving	55	m2		
2.02	Shade Sail	1	allowance		
2.03	Fencing	123	lin.m		
2.04	Concrete edge	218	lin.m		
2.05	Conservation pedestrian gate, 1.2m high	3	item		
HARDWORKS - INFRASTRUCTURE TOTAL					
3.00	FURNITURE - PLAY / ART ITEMS				
3.01	Cubby	1	item		
3.02	Mini tramp	1	item		
3.03	Limestone boulders (500-900 dia.)	26	item		
3.04	Logs	2	item		
3.05	Monkey bars	1	item		
3.06	Large play structure with slides climbing cubbies	1	item		
3.07	Swing set	1	item		
3.08	Flying fox	1	item		
3.09	Carousel	1	item		
3.10	Stepping stump with painted top	6	item		
3.11	Stilt steppers	10	item		
3.12	Bush pole rope walk	1	item		
3.13	Drums	2	item		
3.14	Canoe	1	item		
3.15	Playground sand	350	m2		
3.16	Rubber softfall with attenuation layer on compacted crusher dust base	212	m2		
3.17	Bench seat accessible with back and armrest		item		
FURNITURE - PLAY / ART ITEMS TOTAL					
4.00	SOFTWORKS				
4.01	45 Ltr trees	8	item		
4.02	5000 Ltr trees	3	item		
4.03	Planting	310	m2		
4.04	Soil conditioner	310	m2		
4.05	Mulch	310	m2		
4.06	Turf laid with conditioner	561	m2		
4.07	Drip Irrigation	300	m2		
4.08	Irrigation turf	561	m2		
4.09	Tree bubblers	11	item		
SOFTWORKS TOTAL					
Sub Total Construction					\$ 435,587.22
Contingency				20%	\$87,117.44
Sub total Exc GST					\$522,704.66

GST	10%	\$52,270.47
TOTAL inc GST		\$574,975.13

EXCLUSIONS: LIGHTING, FURNITURE, DRINKING FOUNTAIN, PUBLIC ART

LANDSCAPE SUSTAINABILITY COMMUNICATIONS
T 08 9433 3721 E design@joshbyrne.com.au w joshbyrne.com.au A Suite 109 Atwell Buildings 3 Cantonment Street Fremantle WA 6160

10.3.5 Dog Waste Bag Dispenser Service Contract

Responsible Branch:	Parks and Environment
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	Nil
Refer:	Nil
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 of the Local Government Act 1995.

SUMMARY

Specialised dog waste bag dispensers and compostable bags supplied by Mobile Sentinel Pty Ltd, trading as Little Rippers Technology (LRT), were trialled within the City in March 2024. Following the success of this trial, the City proceeded in June 2024 to purchase and install these dispensers to replace the existing system. This decision was based on LRT offering a unique product and service with no known alternative suppliers, resulting in the establishment of an informal contractual arrangement.

Subsequently, City officers identified the need to formalise this arrangement and introduce a defined contract term. It is therefore recommended that a three-year contract be established, with two optional one-year extensions, allowing for a maximum term of five years. This proposed duration aligns with other medium-term supply and service contracts. The contract term would be backdated to commence from 26 June 2024, being the date the arrangement was originally established.

The purpose of this report is to formalise the City's contractual arrangement with Mobile Sentinel Pty Ltd and seek Council's endorsement for the recommended contract period arrangement.

OFFICER'S RECOMMENDATION

That Council:

- 1. Notes the unique nature of the Little Rippers Technology dog waste bag dispenser products and services and that the engagement is considered to satisfy Regulation 11(2)(f) of the *Local Government (Functions and General) Regulations 1996*.**
- 2. Notes that a contractual arrangement was established between the City and Mobile Sentinel Pty Ltd, trading as Little Rippers Technology, on 26 June 2024 for the provision of those products and services.**
- 3. Endorses the formalisation of the existing contractual arrangement with Mobile Sentinel Pty Ltd for a three-year period commencing on 26 June 2024, with two (2) optional one-year extensions.**
- 4. Authorises the Chief Executive Officer to execute a Form of Agreement (and any associated documents) to document and formalise a contract with Mobile Sentinel Pty Ltd.**

BACKGROUND

The City provides dog waste bags at 113 parks and reserves. The bags are purchased by the City and restocked by its waste contractor.

Until late 2023, the City used a single-use flat-pack system to dispense plastic dog waste bags. Officers were receiving two to three complaints each week about supply issues. The system was no longer meeting community expectations and did not support the City's aim to reduce single-use plastics.

Officers reviewed a range of options, including price and features. Mobile Sentinel Pty Ltd, trading as Little Rippers Technology (LRT), was identified as the preferred option because it best met community expectations for service, sustainability and value for money. The dispensers are made from UV-stabilised plastic and designed to protect compostable bags from the weather. Their smart sensors show officers and the contractor how many bags remain in each dispenser through a web-based portal. This gives the City better oversight, supports more efficient contractor management, and improves service delivery. Compared with other available systems, the LRT dispensers also offer good value for money because they include smart technology at a comparable cost.

LRT, a Perth-based company, worked with the City to run a two-month trial of the smart dispensers and compostable dog waste bags at Shearn Park in Maylands. Councillors were provided with memorandums in March 2024 about the trial and again in June 2024 with the post-trial evaluation.

The trial was well received. Most survey respondents (92.85%) said the new dispensers were satisfactory and easy to use. Feedback on the compostable bags was also positive, with 64% of respondents saying the bags were strong and the remaining 36% saying they were satisfactory. There were no reports of bags tearing or sticking, which are common issues with compostable bags. The trial also allowed officers to test the online dashboard, review the benefits of real-time data, and verify community reports. Overall, the trial confirmed that the dispensers and bags met community expectations and performed as per the business case that identified them as a viable and effective option.

Following the successful trial, the City purchased 198 specialised dog bag dispensers from LRT in June 2024. This purchase established an informal contractual arrangement with LRT from 26 June 2024 for the supply of compostable bags and related services. Since then, the City has continued to purchase compostable dog waste bags and associated services from LRT, extending the arrangement in practice.

To date, 85 of the City's 113 parks and reserves that provide dog waste bags have been fitted with the new dispensers and compostable bags. Since the new system was introduced, complaints have been minimal and officers have spent much less time dealing with dog bag issues. This indicates that residents are satisfied with the new system and the move from plastic to compostable dog waste bags.

The smart dispenser system is calibrated for the compostable dog bags supplied by LRT. Bags from other suppliers could be used, but they would need to match LRT's specifications, including bag thickness and the number of bags per roll. LRT is currently the only company in Australia offering this smart dispenser technology. Under Regulation 11(2)(f) of the *Local Government (Functions and General) Regulations 1996*, a public tender is not required where there is unlikely to be more than one supplier for the goods or services.

EXTERNAL CONSULTATION

A survey was conducted during the 2024 trial of the LRT smart dispensers and associated dog waste bags. The survey was open on the Engage Bayswater portal from 21 March 2024 to 5 June 2024 and received 63 visits to the page with 14 people engaging in the survey. Signage was installed at the park to encourage users to provide feedback.

OFFICER'S COMMENTS

Since the inception of the arrangement between the City and LRT, a total of \$118,043.30 (ex. GST) of goods and services have been procured. Based on a maximum five-year contract period, the total estimated value of purchases is \$527,107.20 (ex. GST). This includes goods and services already procured, in addition to an estimated cost of \$18,697 (ex. GST) until the end of this financial year, plus \$130,122.30 (ex. GST) annually thereafter. These costs encompass the supply of compostable dog waste bags and annual smart dispenser subscriptions in addition to dispenser maintenance and replacement costs. Procurement of these items has been conducted on an ad hoc basis.

The proposed formalisation of a contractual arrangement would establish a defined framework for bringing together the products and services provided to date and for the remaining term of the contract. It also establishes clear contract management provisions, encompassing:

- Price schedule, locked for the first year of the contract, inclusive of discounts and special offers to help reduce charges each year.
- Declaration of agreement to CPI increases annually, subject to the contractor requesting this one month prior to the annual date.
- General conditions of contract, including insurance requirements matching the policy, plus the City of Bayswater General Conditions of Contract for the Supply of Goods and the Provision of General Services.
- Special conditions of contract, per the standard conditions imposed on any contract initiated by the City.
- Contractor's product specifications, to ensure that any major changes in products must result in a variation and cannot be changed without notice and approval.

In addition, LRT provide several discounts for utilising its bags with the smart dispenser system.

A cost analysis was carried out with an alternate supplier that offers bags with the same specifications as those provided by LRT. An estimated annual cost increase of \$9,585.50 (ex. GST) was found if the City were to procure the bags from the alternate supplier. This represents an approximate additional cost to the City of \$47,927.50 (ex. GST) over a 5-year contract period. LRT has demonstrated to be a reliable contractor that consistently outperforms expectations.

LEGISLATIVE COMPLIANCE

Regulation 11(2)(f) of *Local Government (Functions and General) Regulations 1996* provides for a public tender not being required where the local government has good reason to believe that, due to the unique nature of the goods or services (or for any other reason), it is unlikely that there is more than one potential supplier.

Under delegation *FM-D02 Acceptance of Quotations, Tenders and Expressions of Interest*, the Chief Executive Officer's delegation authority is limited to \$500,000 ex GST.

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	SR06 - City does not have the adequate financial capacity to deliver planned services and maintain assets.	

FINANCIAL IMPLICATIONS

The annual operating budget for the supply of dog waste bags is sufficient to meet the estimated annual cost of the contract. The estimated annual cost of the arrangement is \$130,122.30 (ex. GST). This can be accommodated within Waste Account 2610-11805, which has \$200,000 allocated in the 2025/26 Budget and a further \$200,000 proposed in the draft 2026/27 Budget. No additional budget allocation is required at this time.

STRATEGIC IMPLICATIONS

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

Key Result Area: Natural
 Outcome 3.1 A Climate Resilient City
 Objective 3.1.4 Support a circular economy through best practice waste management.

CONCLUSION

The City established an arrangement with Mobile Sentinel Pty Ltd, trading as LRT, on 26 June 2024 for the provision of specialised dog bag dispensers and compostable dog bags. Based on the unique nature of the Little Rippers dog waste bag dispenser products and services, the direct engagement of Little Ripper Technology is considered to satisfy Regulation 11(2)(f) of the *Local Government (Functions and General) Regulations 1996*.

The formalisation of the existing arrangement based on a three-year period commencing on 26 June 2024, with two optional one-year extensions, establishes a defined framework for bringing together the products and services provided to date and for the remaining term of the proposed contract.

10.3.6 Riverside Gardens Urban Forest Project Update

Responsible Branch:	Project Services
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	<i>ABSOLUTE MAJORITY REQUIRED for limb 2.</i>
Attachments:	Nil
Refer:	Item: 10.3.4 OCM: 22.10.2024 Item: 10.3.2 OCM: 31.01.2023 Item: 9.2.4 CTFCSC: 17.04.2018 Item: 14.3 OCM: 17.12.2017
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 of the Local Government Act 1995.

SUMMARY

Following the completion of Stage 1a construction, this report provides an update to Council on the confirmed project funding, construction progress, planned future works required to achieve project completion, and the updated estimated costs to fully complete the Riverside Gardens Urban Forest development.

The net overall result is that 87% of the project cost is funded through external grants, with an estimated project deficit of \$475,535. It is recommended that this shortfall be funded from the General Waste Management Reserve.

OFFICER'S RECOMMENDATION

That Council:

- Notes the Riverside Gardens Urban Forest Development Update Report**
- Approves an allocation of \$475,535 from the Waste Recovery Reserve Fund to complete the Riverside Gardens Urban Forest project as detailed in Table 1 of this report, and to carry forward the unspent funds including associated income into the 2026/27 budget.**

Table 1: Riverside Gardens Urban Forest

Cost Centre–Project	Type	Project Type	Project Description	Current Budget \$	Adjust. \$	Revised Budget \$
4200-81344	Increase Expenditure	Capital	Capital Purchase	0	475,535	475,535
4200-81344	Increase Revenue	Capital	General Waste Management Reserve	0	(475,535)	(475,535)
			Total:	0	0	0

ABSOLUTE MAJORITY REQUIRED

BACKGROUND

Council first considered the establishment of an urban forest at Riverside Gardens in December 2017, resolving to investigate the feasibility, costs and community engagement associated with converting grassland between Memorial Drive and the Eric Singleton Bird Sanctuary into a

forest. In April 2018, Council provided in-principle support for the development of a portion of Riverside Gardens East into a forest.

Preliminary investigations undertaken during 2018 estimated the project cost to be between \$1.6 million and \$2.15 million, with initial funding commitments later secured from State and Federal agencies.

In January 2023, Council authorised the Chief Executive Officer to negotiate and enter into a partnership with Greening Australia to deliver a 'Nature in Cities' program, which includes the Riverside Gardens Urban Forest project. At the time, Greening Australia had identified several partner organisations that may contribute funding towards the delivery of the project.

The City subsequently entered into a fixed fee agreement with Greening Australia for the development of a concept design for the Urban Forest a Riverside Gardens, Bayswater.

Community engagement was completed in 2023/2024 to inform the final concept design as shown below:



The final project cost estimate was revised in 2024, based on the developed concept designs, to \$4 million. With \$1,770,000 funding confirmed in 2024, the project progressed to be delivered in stages comprising of Stage 1 and Stage 2 as outlined below:



Given project cost estimates and funding available to date, Stage 1 was subdivided into two parts, comprising Stage 1a and Stage 1b, to enable the progressive delivery of preliminary earthworks, site preparation, and construction.

At the Ordinary Meeting held 22 October 2024, Council appointed LD Total as the civil and landscape contractor to deliver Stage 1a.

EXTERNAL CONSULTATION

Extensive stakeholder and community engagement was completed through 2023/2024 to inform the concept design. The engagement included mail outs to residents, signage on site, on site meetings with community and partner agencies and further drop-in sessions held on site to review draft designs and comment on final design options.

Key points of interest included:

- Universal access
- Increased shade
- Increased biodiversity
- Retention of picnic areas / meeting spaces / bench seats / drinking fountains
- Habitat protection
- Access into and potentially across the bird sanctuary
- Improved signage / wayfinding

81% of people participating in the engagement said that the design responds either well or very well to the project objectives.

OFFICER'S COMMENTS

The Riverside Gardens Urban Forest comprises of multiple funding sources and is being delivered in stages across several financial years.

The table below provides an overview of original project cost estimates compared with preliminary identified funding:

Original Project Cost Estimate		Initial Funding Identified	
Project Planning	\$190,000	Dept of Local Govt, Sport and Culture	\$1,000,000
Stage 1a	\$1,800,000	Dept of Water and Enviro Regulation	\$545,000
Stage 1b	\$462,686	Dept of Climate Change, Energy, Env & Water	\$200,000
Stage 2	\$473,267	Dept of Biodiversity Conservation & Attractions	\$150,000
Additional Amenities	\$888,372	2025 Federal Election Commitment (Hon P Gorman MP)	\$800,000
Project Management / Contingency	\$185,675	Total Funding (mid 2025)	\$2,695,000
Total	\$4,000,000	<i>Funding Deficit</i>	<i>-\$1,305,000</i>

Stage 1a construction was completed in August 2025 and included the following works:

- Stripping of turf and non-native plant species (whole stage 1 area)
- Demolition and removal of aged infrastructure including reticulation, lighting and paving (whole stage 1 area)
- Site earthworks – levelling and clean infill (whole stage 1 area)
- New infrastructure – establishment of reticulation, paving, lighting, community meeting nodes (whole stage 1 area)
- Planting of mature trees, shrubs, tube stock vegetation (Stage 1a area)
- Mulch to prepared areas (both Stage 1a and 1b areas)

The pathways and mulched areas shown in the image below represent Stage 1 works completed to date. The area labelled Stage 1a has been extensively planted and will, over time, establish as native ground cover supported by a developing tree canopy.

Stage 1b includes the planting of more than 20 mature trees along pathways, with additional tube stock and native ground cover to be established as the works progress and mature over time.

Community shelters and additional seating are proposed to be added to the three turfed community meeting nodes located within the Stage 1 area.

The Stage 2 area, shown to the right of the image, is proposed to be selectively cleared of non-native weed species currently established across the site. This area will be replanted with additional trees and native vegetation, supported by minor ground levelling to improve access and facilitate the construction of pathways. A fire break is also proposed to be incorporated as a buffer between native vegetation and adjacent residential properties.

A boardwalk is also proposed across the Eric Singleton Bird Sanctuary to improve community access and provide an additional pedestrian connection between Riverside Gardens East and Riverside Gardens West.

Wayfinding, cultural and educational signage will also be provided throughout the site.

Stage 1 work completed to date:



The completion of Stage 1a provides an opportunity to review the current status of project funding and costs to date. The table below outlines the revised project costs for the delivery of Stage 1a compared with the original cost estimates.

Revised actual cost at completion of Stage 1a

ITEM	Original Cost Estimate	Actual Cost at Completion
Project Planning, Site Construction / Planting, Contract Variations and Project Management	\$1,800,000	\$2,304,535

The additional costs associated with Stage 1a construction included the following:

- Removal and disposal of contaminated soils and disturbed landfill debris (\$200,000)
- Additional clean fill sand import required to cover removed contaminated material (\$50,000)
- Additional planting works resulting from new funding stream approved from the Department of Biodiversity Conservation and Attractions) during construction (\$150,000, offset by additional DBCA funding)
- Miscellaneous unforeseen infrastructure renewal / replacements as required including old service conduits, pathways, footings, electrical cabinets etc. (\$75,000)

Additional costs were also associated with undertaking preliminary works within the Stage 1b area to facilitate the safe reopening of the entire Stage 1 area to the public following construction. These works included mulching, planting, and fencing. (\$75,000)

The completion of Stage 1a has provided a more accurate understanding of the costs associated with the remaining project works.

It should be noted that none of the external funding agreements secured for the project permit grant funds to be used for dealing with contaminated landfill material. Consequently, these costs must be funded from alternative sources.

The project site is located on a former landfill area that was historically used as a waste disposal site. While former landfill sites can be suitable locations for urban forest and revegetation projects, the presence, location and extent of buried contaminated materials can be difficult to accurately determine prior to construction. During project delivery, contaminated materials, including asbestos, vehicle parts, heavy metals and hazardous materials were encountered in areas requiring excavation and earthworks. As a result, additional management and disposal measures as well as replacement with suitable fill material were required to ensure the works could proceed safely and in accordance with regulatory requirements. This resulted in a cost increase variation of \$250,000.

Following the discovery of contaminated material, City officers engaged extensively with the relevant funding bodies on whether grant funding could be applied to these unforeseen costs. Despite these discussions, funding providers confirmed that contaminated material investigation, remediation, removal and disposal costs were ineligible expenditures under the terms of their respective funding agreements.

In addition, many grant providers impose specific restrictions on eligible project expenditure. Several funding programs exclude costs associated with project management, contingency allowances and civil earthworks, whilst others excluded replacement of hardscape elements such as old paths, fence and electrical infrastructures. The grant providers advised that the funding being provided would only target towards environmental and greening outcomes, including tree planting, mulching, vegetation establishment and increasing urban tree canopy cover.

To complete the remainder of the project, the following table provides a revised cost estimate that takes into account the preliminary works that have been undertaken in Stage 1b during the delivery of Stage 1a:

Item	Original Cost Estimate	Revised Cost Estimate
Stage 1b	\$462,686	\$300,000
Stage 2	\$473,267	\$400,000
Additional Items (Boardwalk / Signage)	\$888,372	\$600,000
Project Management / Contingency	\$185,675	\$100,000
Total	\$2,010,000	\$1,400,000

The revised cost estimates also reflect a review of the project scope and specifications to align delivery with the funding available. This has included the removal or reduction of non-essential elements, the selection of more cost-effective materials and construction methodologies where appropriate, and refinement of design and finish standards, while maintaining the project's functionality and intended outcomes.

Following the completion of Stage 1a, the revised total project cost estimate is as follows:

Stage 1a Completed	\$2,304,535
Remaining Works Estimate	\$1,400,000
Total Revised Project Cost Estimate	\$3,704,535

During the delivery of Stage 1, two additional funding agreements were secured.

The \$800,000 Federal Election commitment announced in 2025 by Hon. Patrick Gorman MP has been formally confirmed through a funding agreement with the Department of Climate Change, Energy, the Environment and Water.

In addition, Lotterywest has confirmed funding of \$534,000 to support initiatives that enhance community connection, participation, wellbeing, and biodiversity across the City of Bayswater. This funding will contribute to the delivery of the boardwalk connection through the Eric Singleton Bird Sanctuary, as well as wayfinding, cultural, and educational signage throughout the site.

The revised project funding position compared with the updated project cost estimate is outlined in the table below:

Total Funding Approved to Date	\$3,229,000
Revised Project Cost Estimate	\$3,704,535
Project Funding Shortfall	-\$475,535

The City to date has been successful in securing approximately 87% of total project cost towards the Riverside Gardens Urban Forest Project and will continue to identify any suitable additional funding sources where available.

Noting that the overall project involves rejuvenating Riverside Gardens East, which is a former landfill site and further noting that an element of increased project cost to date is specifically attributed to the removal and rectification of disturbed contaminated landfill material, Council may wish to consider the release of funding from the General Waste Management Reserve to complete the project.

As mentioned above, given the funding agreements restrict the types of expenditure, and that the majority only targeted towards environmental outcomes such as tree planting and canopy enhancement, the expedited costs must be met from an alternative funding source. As a result of these limitations, Council will need to consider its own funding contribution towards the delivery of the remaining project.

The purpose of the General Waste Management Reserve is to support waste management activities and programs, including maintaining assets used for waste management purposes. The remediation of contaminated land within a former landfill site and its subsequent conversion into public urban forest parkland is considered a waste management activity (i.e. rehabilitation of a former landfill). The General Waste Management Reserve Fund currently holds approximately \$8.8 million (subject to end of year balancing adjustments) and accrues approximately \$470,000 in annual interest income.

The rehabilitation of the former landfill site at Riverside Gardens East will deliver long-term environmental, community, and biodiversity benefits while addressing waste management issues associated with the site. Given the nature of the works, the use of the General Waste Management Reserve is considered the most appropriate funding source, as it aligns with the Reserve's purpose and avoids placing additional pressure on the City's municipal operating budget.

Given the projected funding shortfall of \$475,535, it is recommended that Council approve the release of \$475,535 from the General Waste Management Reserve for the completion of the Riverside Gardens Urban Forest Project.

It should also be noted that all expenditure figures shown in this report excludes corporate overheads which are applied proportionately across projects at the conclusion of each financial year.

LEGISLATIVE COMPLIANCE

S6.11 of the LGA is relevant and summarised as follows:

Pursuant to section 6.11 of the *Local Government Act 1995*, money held in reserve accounts is restricted to the purpose for which the reserve was established and may only be applied to another purpose in accordance with the approval and public notice requirements of that section.

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	Medium
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. SR03 - Council plans, decision making process and/or activities fail to invest in the management, protection and 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. SR06 - City does not have the adequate financial capacity to deliver planned services and maintain assets.	

FINANCIAL IMPLICATIONS

Budget Amendments

The use of the General Waste Management Reserve, including its annual interest income, will offset the expenditure associated with the expenditure not covered by the grant providers.

Table 1: Riverside Gardens Urban Forest

Cost Centre– Project	Type	Project Type	Project Description	Current Budget \$	Adjust. \$	Revised Budget \$
4200-81344	Increase Expenditure	Capital	Capital Purchase	0	475,535	475,535
4200-81344	Increase	Capital	General Waste	0	(475,535)	(475,535)

	Revenue		Management Reserve			
			Total:	0	0	0

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: Natural

Outcome 3.1 Sustainable Natural Green Spaces

Objective 3.2.1 Preserve and enhance our biodiversity and the health of our river, wetlands and bushland.

Objective 3.2.2 Increase tree canopy to shade our pathways and cool our suburbs.

CONCLUSION

The Riverside Gardens Urban Forest Project is being delivered in stages over a number of financial years. Stage 1a is now complete with Stages 1b and 2 to follow. Overall project completion is anticipated late 2027 to early 2028.

Project delivery costs have been revised following the completion of Stage 1a as per below:

Total Funding Approved to Date	\$3,229,000
Revised Project Cost Estimate	\$3,704,535
Project Funding Shortfall	-\$475,535

Noting that none of the external funding sources secured for the project permit expenditure on the removal, remediation, or disposal of contaminated landfill material, and as such these costs must be funded from alternative sources.

The Riverside Gardens Urban Forest development has achieved a strong funding outcome, with 87% of total project costs secured through external grant funding. This represents a significant achievement and reflects the success in leveraging external funding sources to support delivery of the project. Based on the revised project cost estimate and the identified funding shortfall of \$475,535, it is recommended that Council approve the allocation of \$475,535 from the General Waste Management Reserve to enable completion of the Riverside Gardens Urban Forest Project.

10.3.7 Hillcrest Reserve Basketball Court Petition

Responsible Branch:	Project Services
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	Nil.
Refer:	Item: 10.3.5 OCM: 28/04/26
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 of the Local Government Act 1995.

SUMMARY

For Council to consider a petition from the community requesting the City to consider the installation of a one-third basketball court at Hillcrest Reserve, Bayswater.

OFFICER'S RECOMMENDATION

That Council:

- 1. Notes the petition received in relation to a one-third basketball court being installed at Hillcrest Reserve, Bayswater.**
- 2. Supports Basketball facilities to be considered as part of the Council endorsed Hillcrest Needs Assessment report - Option 2 and considers a funding allocation for the facilities during the next revision of the Forward Capital Works Program (FCWP).**

BACKGROUND

A petition containing 123 signatures was tabled at the Ordinary Council Meeting held 26 May 2026. The petition requests consideration to include a 1/3 basketball court at Hillcrest Reserve to complement existing uses such as football, cricket, children's playgrounds, informal recreation, dog walking, and other activities.

The City prepared the Hillcrest Reserve Needs Assessment Report, and at the Ordinary Council Meeting held on 28 April 2026, Council endorsed the Option 2 Concept Plan, including the identification of future planning and funding opportunities.

EXTERNAL CONSULTATION

In developing the Needs Assessment, the following stakeholders were invited to provide input during the community engagement period:

- Sporting and community clubs based within Hillcrest Reserve,
- Residents within 500m catchment radius of Hillcrest Reserve; and
- Users of Hillcrest Reserve

The engagement included an online survey, interviews with user club executive members, and two community drop-in sessions held onsite at the reserve.

Key findings from the community engagement are listed below:

- A total of 346 responses were received.
- More than 90% of respondents lived within close proximity to Hillcrest Reserve.

- 68% of the respondents reported visiting Hillcrest Reserve three or more times per week.

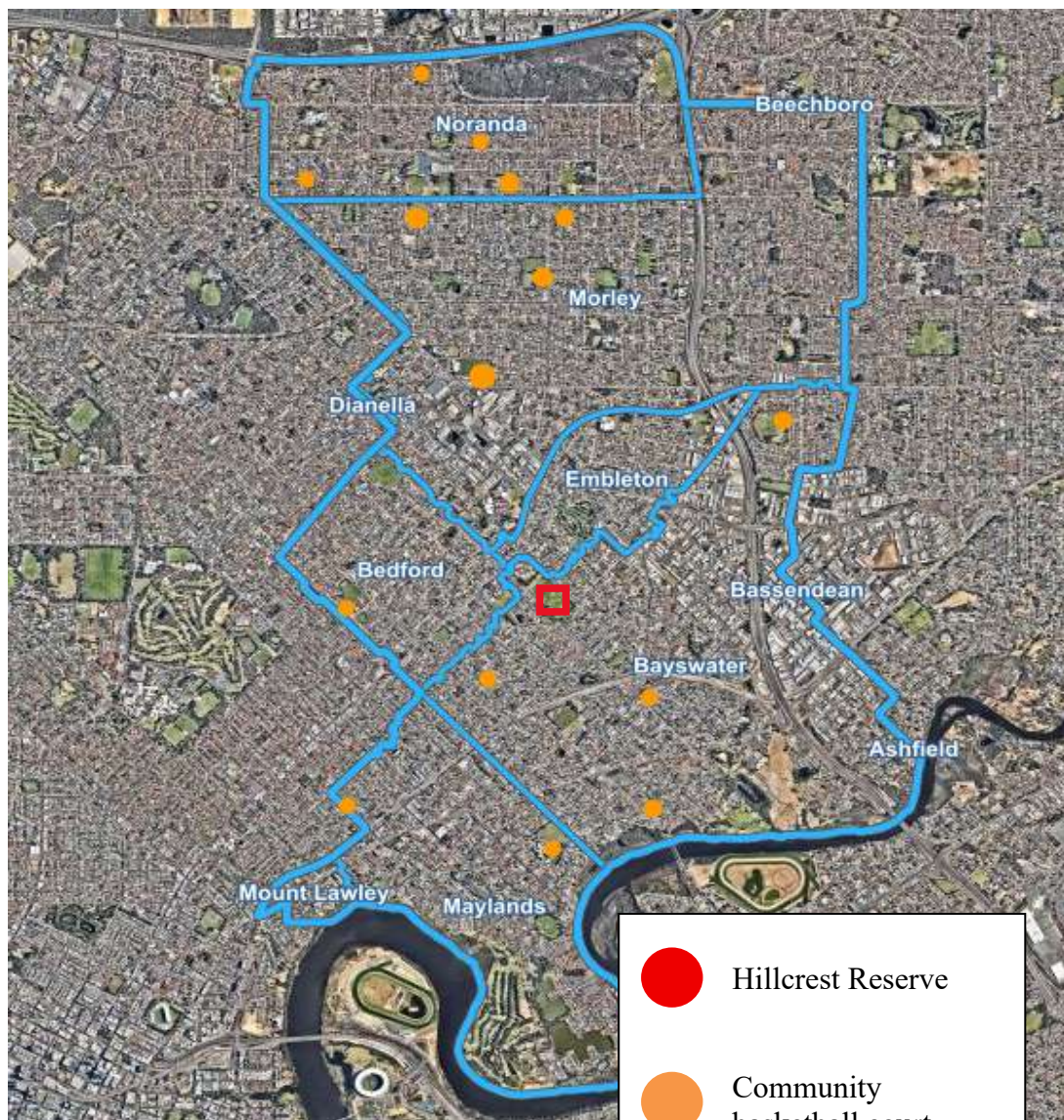
The provision of basketball facilities was identified by some respondents during the engagement process; however, it did not attract prominent support relative to other priorities. Less than 4% of respondents specifically requested this facility, indicating limited community demand in comparison to other identified needs.

OFFICER'S COMMENTS

A one-third basketball court typically refers to a compact basketball facility featuring a single hoop and a small hardstand area designed for informal shooting practice and casual play rather than full games.

The City currently has 15 free community basketball court facilities across the local government area. Four of these facilities are located within the suburb of Bayswater, including Toowong Reserve, which is approximately 800 metres from Hillcrest Reserve.

The locations of existing community basketball court facilities are shown on the map below.



Concept Option 3 presented in the Needs Assessment included a one-third basketball court facility; however, this was not incorporated into the endorsed Option 2. The co-location of

buildings under Option 3 created additional space, enabling the provision of a full-size basketball court.

A one-third or half basketball court may be considered and accommodated as part of the Council-endorsed Option 2 as it requires a reduced footprint. Any associated funding would however need to be considered through a future revision of the Forward Capital Works Program (FCWP). Further planning and design investigations would also be required, as the facility would necessitate a dedicated hardstand area and appropriate safety clearances. Additional planning considerations include:

- Cost of provision and lifecycle cost implications
- Location of any basketball facility with respect to noise and impact on other sports / users.
- Associated amenities (e.g. fencing, seating and lighting)
- Ongoing maintenance requirements
- Additional engagement and potential impacts on surrounding area
- Adherence to noise regulations

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. SR04 - Inability to work collaboratively to engage and partner with the stakeholders to promote and advocate opportunities to live and invest.	

FINANCIAL IMPLICATIONS

Should Council wish to consider the installation of a one-third basketball court and associated infrastructure at Hillcrest Reserve, the capital cost is estimated at \$100,000.

Ongoing maintenance and operational costs are estimated at \$2,000 per annum. Over an assumed 20-year asset life, the additional ongoing maintenance expenditure is estimated at \$40,000.

Accordingly, the total whole-of-life cost of the proposed asset is estimated at \$140,000 in today's value.

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 1.3.1	Strengthen public health and wellbeing through providing, supporting and/or advocating for services that support our community.

CONCLUSION

The City has received a petition signed by 123 residents requesting consideration of a one-third basketball court at Hillcrest Reserve to complement existing uses including football, cricket, children's play areas, informal recreation, dog walking, and other community activities.

Concept Option 2, identified within the Hillcrest Needs Assessment Report and endorsed by Council in April 2026, presents a balanced and deliverable approach that responds to current community needs while maintaining flexibility for future growth and enhancement of the reserve.

While the endorsed concept option does not currently include basketball facilities, there is an opportunity for Council to consider the proposed basketball court as part of the implementation of endorsed Option 2 pending further planning and stakeholder engagement. Subject to Council support, any associated funding can be considered through a future review of the City Forward Capital Works Program.

10.4 Community Services Directorate Reports

10.4.1 Planning Excellence Program

Applicant/Proponent:	City of Bayswater
Responsible Branch:	Community Services
Responsible Directorate:	Community Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority
Attachments:	Nil
Refer:	Nil.
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 of the Local Government Act 1995.

SUMMARY

The City of Bayswater is committed to continuing to strengthen its planning and development approval services to deliver faster, clearer and more customer-focused outcomes for residents, local businesses and investors.

The City is already performing strongly, processing approximately \$20 million in development value each month, with an average development application determination timeframe of 35 days, an approval rate of 99.3%, and recent achievement of three consecutive months of 100% compliance with statutory determination timeframes.

While this performance provides a strong foundation, there is an ongoing opportunity to further improve customer experience, reduce unnecessary complexity and support investment, housing delivery and economic growth across the City.

To build on this success, Officers have identified a range of practical planning improvement initiatives focused on reducing red tape, improving accessibility, increasing certainty and making it easier for residents and businesses to invest and undertake development. These initiatives are designed to be implemented within the City's existing planning framework and resources, enabling benefits to be delivered in the short term.

Council endorsement is sought to continue progressing these initiatives as part of the City's ongoing commitment to delivering a contemporary, customer-focused and investment-friendly planning service.

OFFICER'S RECOMMENDATION

That Council:

- Notes the City's strong planning performance and commitment to continuous improvement.**
- Endorses the Planning Excellence Program as the City's strategic framework for improving planning services, supporting investment, facilitating housing and business growth, and enhancing customer experience.**
- Supports the implementation of the initiatives outlined in this report to deliver faster approvals, improved accessibility, greater certainty and a more efficient planning system.**
- Notes that a report back to Council will be provided after 12 months of implementation progress and outcomes achieved.**

BACKGROUND

Planning services play an important role in supporting residents, businesses and investors to deliver projects that contribute to the growth, activation and prosperity of the City.

Residents and businesses increasingly expect planning processes that are clear, practical, responsive and easy to navigate, while still maintaining appropriate planning standards and community expectations. At the same time, local governments are expected to support housing supply, economic development and investment attraction.

Recognising these expectations, the City has continued to focus on improving planning performance, customer experience and service delivery outcomes. The City of Bayswater is committed to continuing to strengthen its planning and development approval services to deliver faster, clearer and more customer focussed outcomes for residents, local businesses and investors.

Good planning services help create confidence in the community and encourage investment in the City. Residents and businesses want a process that is clear, practical and responsive, while still maintaining the standards and expectations of Council and the community. The City's focus is on continuing to improve the customer experience, make it easier to do business and support the activation and growth of centres across Bayswater.

The City is already performing strongly across a number of key planning measures and continues to process approximately \$20 million in development value each month. Since January 2025, the City has achieved an average development application determination timeframe of 35 days, with 88.6% of applications determined within statutory timeframes and an approval rate of 99.3%. Recently, the City also achieved three consecutive months of 100% compliance in determining applications within statutory timeframes.

These results demonstrate that the City already has a strong foundation to build from. However, there is also recognition that there is always more that can be done to improve the customer experience, reduce unnecessary complexity and make it easier for people to invest, do business and activate centres across the City.

The next phase of improvement is focused on practical, common sense reforms that make the planning process easier to navigate, while still maintaining good planning outcomes and protecting the standards and expectations set by Council and the community.

A summary of 12 initiatives that are intended to build on the City's current performance and further improve customer experience, approval timeframes and investment confidence, are outlined as follows:

Initiative	Strategic Benefit
Faster Approvals	
1. Fast Track Expanded Expand and promote the City's existing Fast Track assessment pathway for suitable low-risk applications.	Provides greater certainty and faster approvals, encouraging investment and rewarding well-designed, compliant development.

2. Planning Made Easy Expand development approval exemptions for straightforward and compliant forms of development.	Removes unnecessary red tape, reduces costs and delays, and makes it easier for residents and businesses to invest with confidence.
3. Ready to Lodge Publish development application assessment sheets, checklists and guidance material online for applicants to complete prior to lodgement.	Supports better prepared applications, reduces assessment timeframes and improves the overall customer experience.
4. Planning Pathways Provide clearer guidance on approval pathways, including condition clearance and subsequent approvals.	Improves transparency and certainty, helping customers navigate the planning process more efficiently from start to finish.
Helping Projects Succeed	
5. Planning Concierge Introduce a concierge-style service for local businesses and residents to assist with the lodgement of applications.	Provides personalised support through the approvals process, improving customer experience and helping projects get off the ground sooner.
6. Book a Planner Plus Continue building on the existing Book a Planner service to further promote and expand pre-lodgement meetings.	Enables early engagement and problem solving, resulting in higher quality applications, fewer delays and better development outcomes.
7. Project Partner Introduce a dedicated planner for complex or significant developments assigned throughout the process.	Creates a single point of contact for major projects, improving coordination, communication and investor confidence.
8. Planning Near You Introduce pop-up planning services at libraries and community facilities.	Brings planning services closer to the community, improving accessibility, awareness and engagement.
Supporting Growth & Investment	
9. Open for Business Simplify pathways for businesses moving into existing commercial tenancies.	Makes it easier and quicker for businesses to establish and grow, helping activate centres, create jobs and support the local economy.
10. Land Activation Work proactively with vacant landowners to encourage and facilitate development outcomes.	Unlocks underutilised land, supports housing supply and investment, and contributes to more vibrant and productive urban areas.

11. Planning for Tomorrow Continue reviewing and modernising Local Planning Policies and progress the City's new Local Planning Scheme.	Delivers a contemporary planning framework that supports growth, investment, housing choice and long-term certainty.
12. Future Planners Program Work with Curtin University, the Planning Institute of Australia and the Local Government Planners Association to support and strengthen the future planning workforce.	Builds future planning capability, attracts talent and helps ensure the City can continue delivering high-quality planning services into the future.

Collectively, these 12 initiatives are intended to deliver tangible improvements that customers can see and experience in the near term, including faster approval timeframes, clearer processes, improved communication and better overall customer service. They are also intended to support greater investment confidence and encourage more businesses, housing and activation opportunities across the City.

Ultimately, these improvements are aimed at creating a more responsive and business friendly planning system that supports investment, contributes to more active and vibrant places, improves customer satisfaction and reinforces the City of Bayswater as a local government focused on enabling positive outcomes for the community.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

Officers recognise that planning services play an important role in helping residents and businesses bring their ideas and projects to life. Whether it is a local business opening a new tenancy, a family investing in their home or a significant development proposal, the City has a role in helping facilitate these outcomes through a planning system that is practical, efficient and solutions focussed.

Officers have identified practical initiatives aimed at further improving the planning customer experience, reducing unnecessary barriers to development and supporting investment across the City.

The proposed initiatives focus on simplifying approval pathways, improving access to planning advice, increasing transparency and providing greater support to customers throughout the development process.

Importantly, these initiatives have been deliberately selected because they can be delivered within the City's existing legislative framework, resources and sphere of control. They represent practical and achievable improvements that can deliver measurable benefits for customers in the near term so that our customers can experience the benefits sooner rather than later.

This approach is focused on being proactive, solution driven and responsive, rather than relying on lengthy external processes or shifting responsibility elsewhere.

Collectively, the initiatives are expected to improve approval timeframes, increase certainty, enhance customer experience and strengthen investment confidence, while maintaining the planning standards and expectations established by Council.

LEGISLATIVE COMPLIANCE

Town planning in Western Australia operates within a comprehensive statutory framework established by State legislation and planning instruments. Local governments are required to assess and determine development applications in accordance with the provisions of the Planning and Development Act 2005, Local Planning Schemes, State Planning Policies, Residential Design Codes and other relevant planning instruments.

The City has a legal obligation to determine development applications within prescribed statutory timeframes and to ensure decisions are made consistently, transparently and in accordance with the applicable planning framework. Failure to comply with these requirements can result in delays to development, reduced investment confidence, increased costs for applicants and, in some circumstances, review proceedings before the State Administrative Tribunal.

Legislative compliance extends beyond statutory timeframes and includes ensuring planning decisions are based on proper planning principles, supported by evidence, consistent with adopted policies and capable of withstanding independent review. This requires the City to balance regulatory responsibilities with customer service outcomes and the need to facilitate appropriate development and investment.

The City's planning improvement initiatives are designed to support and strengthen legislative compliance by improving application quality, increasing customer understanding of requirements, streamlining assessment processes and enabling planning resources to be focused on matters where detailed assessment provides the greatest value. This assists the City in continuing to meet its statutory obligations while delivering a more efficient, customer-focused and investment-friendly planning service.

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	Low	

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 5.2 Stakeholder Leadership

Objective 5.2.2 Provide excellent customer service and ensure the City is easy to do business with.

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

The City has established a strong track record of planning performance and customer service. The proposed improvement initiatives build on this foundation by introducing practical reforms that reduce red tape, improve accessibility and support investment, housing delivery and economic activity.

By continuing to modernise planning services and focus on customer experience, the City can further strengthen its reputation as a responsive, solutions-focused and business-friendly local government.

The proposed initiatives will help make it easier for residents and businesses to invest, build and grow within the City while supporting the creation of more active, vibrant and prosperous places for the community.

10.5 Sub Committee Reports**10.5.1 Policy Committee - 8 June 2026****10.5.1.1 Policy Schedule****10.5.1.1.1 2026 Policy Review Schedule Progress Report**

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required.
Attachments:	Nil
Refer:	Item: 10.6.1.1 OCM: 31 January 2023 Item: 10.5.1.1.3 OCM: 9 December 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 of the Local Government Act 1995.

SUMMARY

This report monitors the progress of Policy Reviews against the Policy Review Schedule adopted by Council on 9 December 2025.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council notes the progress of Policy Reviews against the 2026 Policy Review Schedule.

BACKGROUND

At its meeting of 10 November 2025, the Policy Committee recommended that Council adopt a policy schedule for 2026. The schedule was subsequently adopted by Council at its meeting of 9 December 2025.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

The progress of policy reviews under the 2026 Policy Review Schedule is outlined in the table below. Two of these have been delayed to future meetings for practical reasons as detailed in the table, but also to accommodate and prioritise the addition of several unscheduled policies that also required consideration at this meeting.

PC Meeting Date	Policy to be Reviewed	Review Status	Comment
9 February 2026	Use of City Information Resources	Complete	Council adopted the revised Policy at its meeting of 24 February 2026.
	Execution of Documents and	Complete	Council adopted the revised Policy at its meeting of

PC Meeting Date	Policy to be Reviewed	Review Status	Comment
	Common Seal		24 February 2026.
	Code of Conduct Complaint Management	Complete	Council adopted the revised Policy at its meeting of 24 February 2026.
	Electronic Attendance	Complete	Council adopted the revised Policy at its meeting of 24 February 2026.
	Bedford North Design Guidelines	Complete	At its meeting of 24 February 2026, Council noted the WAPC refusal of R-Code modifications in the draft Policy, and that it would not come into effect.
	Community Facilities Lease and License User Agreement Policy	In progress	The <i>Community Facilities Lease and License User Agreement Policy</i> is presented for review at this meeting.
8 June 2026	Sponsorship of City Assets, Services and Activities	In progress	The <i>Sponsorship of City Assets, Services and Activities Policy</i> is presented for review in the agenda for this meeting.
	Crossovers	In progress	The <i>Crossovers Policy</i> is presented for review at this meeting.
	Risk Management	Rescheduled to November Policy Committee	The <i>Risk Management Policy</i> will be presented to the Audit, Risk and Improvement Committee in August. Following this, it be considered by the Policy Committee in November.
	CCTV Management	In progress	The <i>CCTV Management Policy</i> is presented for review at this meeting.
	CEO Performance Review	Rescheduled to align with introduction of Regulations.	The CEO Performance Review Policy will need to be reviewed once the Regulations relating to CEO Key Performance Indicators have been made as part of the reform of the <i>Local Government Act 1995</i> .
7 September 2026	Senior and Executive Staff Attendance at Conferences, Seminars and Training		
	Sports Turf Maintenance		
	Fraud, Corruption and Integrity		
	Loan Borrowing		
	Complaint Management		
2 November 2026	Heritage Places		
	Local Heritage Fund		

PC Meeting Date	Policy to be Reviewed	Review Status	Comment
	Signage		
	Social Media		
	Investment		

Other policies that are being presented for consideration at this Committee meeting that were not scheduled for review are:

- *Sundry Debt Collection and Recovery Policy* – brought forward for review as it refers to an outdated delegation.
- The *Footpath Policy*, which is coming back to the Policy Committee and Council following receipt of feedback from the Active Transport Advisory Group
- The *Information Handling and Privacy Policy*, which has been brought forward for review to meet the requirements of the new Privacy and Responsible Information Sharing legislation.
- New draft *Notice of Motion Policy* – With draft clauses relating to Notices of Motion as requested at the last meeting of the Policy Committee.
- *Percentage for Public Art Policy* – it was an audit recommendation from the Annual Audit by the Office of the Auditor General that the policy be updated to reflect changes in legislation and updated accounting requirements.
- *Development Approval Exemptions Policy; Short Term Rental Accommodation Policy and Child Care Premises Policy* – following periods of public advertising.
- New draft *Residential Development Policy*.

LEGISLATIVE COMPLIANCE

In accordance with section 2.7 of the *Local Government Act 1995* the role of Council is to determine a local government's policies.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater 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 monitors the progress of the Policy Reviews against the Policy Review Schedule adopted by Council on 9 December 2025.

10.5.1.2 Council Policies**10.5.1.2.1 Policy Review: CCTV Management**

Responsible Branch:	Community Safety
Responsible Directorate:	Community Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	1. Current Policy [9.2.1.1 - 2 pages] 2. Policy showing Tracked Changes [9.2.1.2 - 2 pages] 3. Draft Revised Policy [9.2.1.3 - 2 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 of the Local Government Act 1995.

SUMMARY

This report is presented to Council to seek adoption of the amended CCTV Management Policy. The review has been undertaken to ensure alignment with the Privacy and Responsible Information Sharing Act 2024 (WA) (PRIS Act), which is scheduled to commence on 1 July 2026.

The revised Policy strengthens governance over the collection, access, use, disclosure, retention and security of CCTV footage, ensuring the City manages personal information in a lawful, transparent and accountable manner.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council adopts the revised CCTV Management Policy as contained in Attachment 3.

BACKGROUND

The City maintains a network of CCTV systems across its facilities and public spaces to support community safety, deter crime and antisocial behaviour, protect assets and assist with lawful investigations.

The existing CCTV Management Policy requires review to ensure it reflects current organisational responsibilities and aligns with contemporary legislative requirements, particularly the upcoming Privacy and Responsible Information Sharing Act 2024 (WA).

Updating the Policy will ensure the City is prepared for the commencement of the PRIS Act on 1 July 2026 and continues to meet community expectations regarding privacy, transparency and responsible information management.

EXTERNAL CONSULTATION

Consultation was undertaken internally with the Manager Governance and Strategy and the Governance team. Feedback resulted in minor amendments to ensure alignment with the PRIS Act and the City's corporate document standards.

No public consultation was required as the amendments are governance-focused and do not materially change the intent or application of CCTV operations.

OFFICER'S COMMENTS

The following revisions are proposed to the CCTV Management policy:

Revision	Rationale
Inclusion of references to the Privacy and Responsible Information Sharing Act 2024 and related legislation	Ensures the Policy aligns with current and upcoming legal requirements governing personal information
Clarification that personal information controls for CCTV footage are managed through the CCTV Management Practice	Strengthens governance by linking policy intent to operational procedures
Updated organisational responsibilities to reflect Community Safety and Digital Solutions and Services	Ensures clarity of ownership and accountability
Updated terminology and policy language	Improves consistency with current corporate standards
Reinforced governance framework covering collection, access, use, disclosure, retention, security and breach response	Ensures lawful and transparent handling of CCTV data

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 following legislation and governance frameworks are relevant:

- Privacy and Responsible Information Sharing Act 2024 (WA) – establishes requirements for the collection, use, disclosure and management of personal information
- Relevant internal governance documents and operational practices relating to CCTV and information management

The amendments ensure that the City's CCTV operations are compliant with privacy obligations, reducing the risk of non-compliance, reputational damage and potential regulatory action.

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. SR02 – Failure to strategically plan, deliver and maintain infrastructure and assets. SR11 - Lack of modern, integrated and secure digital environment.	

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with adopting the amended Policy.

STRATEGIC IMPLICATIONS

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

Key Result Area: Social

Outcome 1.2: A Safe and Resilient Community

Objective 1.2.1: Facilitate a safe environment

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

That the Council adopts the revised CCTV Management Policy.



CCTV Management Policy

Responsible Directorate Community and Development

Responsible Business Unit Rangers and Security

Responsible Officer Manager Rangers and Security

Affected Business Units Rangers and Security, Information Services

ECM Document Set ID 4469440

Purpose

The City has a key role in supporting our community to feel safe and secure.

The City will deploy, operate and manage its CCTV systems in accordance with the City's CCTV Strategy. The purpose of the CCTV strategy is to:

- Provide a clear vision and framework for how CCTV can best be used to enhance the safety and security of our community;
- Position the City for future technological advances;
- Ensure adherence to relevant legislation, standards and guidelines;
- Provide for collaborative opportunities with key stakeholders.

The City may develop such internal processes and management practices as it considers appropriate to implement this policy and to give effect to, and ensure consistency with, the relevant provisions of related Legislation.

Definitions

"CCTV" means any combination of cameras, lenses video/digital recorders and/or accessories installed for the purpose of monitoring and recording visual activity

Policy statement

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.

Related documentation

State Records Act (2000) WA

Surveillance Devices Act (1988) WA

Partners in Government Agreement 2021

CCTV strategy 2018 -2028

Community Safety and Crime Prevention Plan

Document details

Relevant delegations	Nil.		
Risk evaluation	Low		
Strategic link	Our Community Leadership and Governance		
Council adoption	8 December 2009	Resolution	
Reviewed/Modified	22 May 2018	Resolution	13.5
Reviewed/Modified	25 July 2023	Resolution	10.5.1.14
Next review due	July 2027		



CCTV Management Policy

Responsible Directorate	Community ~~Services and Development~~
Responsible Business Unit	~~Rangers and Security~~ Community Safety
Responsible Officer	Manager ~~Rangers and Security~~ Community Safety
Affected Business Units	~~Rangers and Security~~ Community ,Safety Digital Solutions and ~~Services Information Services~~
ECM Document Set ID	4469440

Purpose

The City of Bayswater ('the City') has a key role in supporting our community to feel safe and secure.

The City will deploy, operate and manage its CCTV systems in accordance with the City's CCTV Strategy ~~and relevant legislation~~. The purpose of the CCTV strategy is to:

- Provide a clear vision and framework for how CCTV can best be used to enhance the safety and security of our community;
- Position the City for future technological advances;
- Ensure adherence to relevant legislation, standards and guidelines
- Provide for collaborative opportunities with key stakeholders.

The City may develop ~~such~~ internal processes and management practices as it considers appropriate to implement this policy and to give effect to, and ensure consistency with, the relevant provisions of related ~~legislation~~. This includes implementing safeguards to protect privacy and personal information, while ensuring CCTV footage is managed through secure storage, access, retention and disposal.

The collection, use and disclosure of CCTV footage will only occur for operational or community safety or when authorised or required by law.

Definitions

"CCTV" means any combination of cameras, lenses video/digital recorders and/or accessories installed for the purpose of monitoring and recording visual activity".

Policy Statement

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. while supporting lawful, transparent and accountable management of personal information in accordance with relevant legislation, standards and guidelines.

Related documentation

- State Records Act (2000) WA
- Surveillance Devices Act (1988) WA
- ~~Privacy Information and Surveillance Act and Responsible Information Sharing Act 2024 (WA)~~
- ~~(PRIS)~~
- Partners in Government Agreement 2021
- CCTV strategy 2018 -2028
- Council Plan 2025-2035
- CCTV Management Practice
- Community Safety and Crime Prevention Plan

Document details

Relevant delegations	Nil
Risk evaluation	Low
Strategic link	Our community



CCTV Management Policy

Responsible Directorate Community Services

Responsible Business Unit Community Safety

Responsible Officer Manager Community Safety

Affected Business Units Community Safety Digital Solutions and Services

ECM Document Set ID 4469440

Purpose

The City of Bayswater ('the City') has a key role in supporting our community to feel safe and secure.

- The City will deploy, operate and manage its CCTV systems in accordance with the City's CCTV Strategy and relevant legislation. The purpose of the CCTV strategy is to: Provide a clear vision and framework for how CCTV can best be used to enhance the safety and security of our community;
- Position the City for future technological advances;
- Ensure adherence to relevant legislation, standards and guidelines;
- Provide for collaborative opportunities with key stakeholders;

The City may develop internal processes and management practices as it considers appropriate to implement this policy and to give effect to, and ensure consistency with, the relevant provisions of related legislation. This includes implementing safeguards to protect privacy and personal information, while ensuring CCTV footage is managed through secure storage, access, retention and disposal.

The collection, use and disclosure of CCTV footage will only occur for operational or community safety or when authorised or required by law.

Definitions

"CCTV" means any combination of cameras, lenses video/digital recorders and/or accessories installed for the purpose of monitoring and recording visual activity".

Policy Statement

This policy outlines the City'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 while supporting lawful, transparent and accountable management of personal information in accordance with relevant legislation, standards and guidelines.

Related documentation

State Records Act (2000) WA
Surveillance Devices Act (1988) WA
Privacy and Responsible Information Sharing Act 2024 (WA)
CCTV strategy 2018 -2028
Council Plan 2025-2035
CCTV Management Practice

Document details

Relevant delegations	Nil
Risk evaluation	Low
Strategic link	Our community

10.5.1.2.2 Policy Review: Sundry Debt Collection and Recovery

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	1. Current Policy [9.2.2.1 - 3 pages] 2. Policy with Tracked Changes [9.2.2.2 - 4 pages] 3. Revised Draft Policy [9.2.2.3 - 4 pages]
Refer:	Item: 10.6.4.5 OCM: 23 March 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 of the Local Government Act 1995.

SUMMARY

For Council to consider amending the Sundry Debt Collection and Recovery Policy.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council adopts the revised Sundry Debt Collection and Recovery Policy as contained in Attachment 3.

BACKGROUND

The Sundry Debt Collection and Recovery Policy applies to the management, collection, recovery, provisioning and write-off of all sundry debts owed to the City of Bayswater, excluding rates and other statutory charges governed by separate legislation or policy.

The policy has been reviewed as it has come to the City's attention the existing policy refers to sections within a delegated authority that have since been updated. All changes proposed are minor and have a negligible impact.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

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

Changes are minor and the policy has been updated to reflect the new templates.

The table below provides a synopsis of the key features in the draft Sundry Debt Collection and Recovery Policy:

Provision	Rationale
Responsible division and titles updated	This previously reflected the former divisional and Director titles.
Addition of Scope	This was not required under the previous template.
Sundry debts from library	Removed reference to the State Library as that step is no longer required.
Removal of specific sections and thresholds from delegation.	Refers to applying Delegation FM-D05 Granting Concessions and Write-Offs, ensuring future amendments to the delegation does not require updates to the policy.
Related Legislation	Updated to reflect the specific section within the Act.

A copy of the current policy is provided in **Attachment 1**. A copy of the revised policy, with amendments included, is provided in **Attachment 2**.

LEGISLATIVE COMPLIANCE

The following provisions of the *Local Government Act 1995* (the Act) impact on the Sundry Debt Collection and Recovery Policy:

6.12. Power to defer, grant discounts, waive or write off debts owed to the local government.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

Amounts written off largely relate to those informed by Fines Enforcement Registry, which are budgeted each year.

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 Council adopts the revised Sundry Debt Collection and Recovery Policy.

Sundry Debt Collection and Recovery Policy



Responsible Division	Corporate & Strategy
Responsible Business Unit/s	Financial Services
Responsible Officer	Manager Financial Services
Affected Business Unit/s	All branches
Document Ref	3406377

Purpose

This policy states the Council's position to ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service.

Policy Statement

In order to ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service, the City of Bayswater adopts the following policy:

OBJECTIVE

- To provide a framework within which procedures for the recovery of outstanding sundry debts can be developed for the City of Bayswater.
- To ensure all sundry debts owed to the City are paid by the due date and followed up within specified timeframes.
- To ensure the fair, equitable, transparent and consistent approach to the City's sundry debt management decisions and practices.

PRINCIPLES

Debt Management

Prudent debt management practices will apply and include:

- Raising invoices - ensuring debt is raised in accordance with services provided, account details are correct and GST provisions are applied,
- Ensure the issuing of monthly statements to overdue debtors are sent out at the end of each month,
- Reviewing Aged Debtor reports monthly.
- Liaising with departments which requested the invoice to be raised that all information is correct,
- Keeping regular contact with Debtors,

- In consultation with the department initiating the debt, negotiated exemptions up to \$100 may be provided depending on the nature of the debt and debtor e.g. community groups or welfare recipients.

Sundry debts other than library

- Systematic debt recovery approach based on 30 day, 60 day and 90 day timeframes.
- Issuing 7 Day Reminder Letters to Debtors.
- A Notice of Intention to Summons is to be issued at least fourteen (14) days after the due date of the Final Demand Letter to those persons, who did not respond accordingly to the Final Demand Letter. The Notice of Intention to Summons is to specify that the sundry debtors have seven (7) days to pay in full or to enter into a special repayment arrangement – failure to do so will result in a General Procedure Claim being issued without further notice.
- Report Bad Debts and/or Doubtful Debts to the relevant Director or Manager on a regular basis.
- Recommend Write-Off of Sundry Debtors when all avenues have failed or it is uneconomical to proceed recover process.

Sundry debts from library:

- A tax invoice is raised 10 days after an overdue letter has been issued. Two phone calls are made within sixty (60) days of invoice being raised. A Sixty (60) day letter is then issued to the persons, who did not respond accordingly to the tax invoice.
- Recommend Write Off of Sundry Debtors when debts exceed twelve (12) months and debt has been reported to State Library

Provision of Doubtful Debts

Aged debts greater than 150 days shall be reviewed and provided for as a doubtful debt, following advice from the initiating section, according to an assessment which has regard for:

- The size and nature of the debt.
- The debtor in question.

Aged debts less than 150 days may be provided for as a doubtful debt if the recovery of the debt is known to be unlikely. Any adjustments to the Provision for Doubtful Debts shall be made annually and will be charged to a Bad Debt Expense corporate account.

Write Offs

Debts shall be written off only when all reasonable attempts at recovery have been taken.

Recommendations for write off shall be made by the Director of Finance and Corporate Services following discussion with the department responsible for the raising of the debt.

In accordance with section 6.12(c) of the Local Government Act 1995 all debts which require Councils approval to be written off will be reported to Council.

Delegated Authorities

In accordance with section 5.42 of the Local Government Act 1995 the following delegated authority applies:

- The Chief Executive Officer has delegated authority to write off any bad debts (not including rates or other charges) considered irrecoverable as specified in the Delegated Authority Register. . Any write offs performed under the Chief Executive Officers delegation will be reported to Council for noting.
- Any amount in excess of the specified value to be written off will require the authorisation of Council. All debts which require Council's approval to be written off will be reported to Council.

Definitions

Sundry Debtors comprises accounts receivable due to the City of Bayswater by customers for the supply of goods and services e.g. Income from property including community reserve and hall hire, private works reimbursements and recovery of fines and penalties

Related Legislation

Local Government Act 1995:

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

Related Documentation

Relevant Delegations	Delegated Authority Register - FM – D05 Granting Concessions and Write-Offs	
Risk Evaluation	Low	
Council Adoption	22 July 2014	Resolution 12.3.1.2
Review/Modified	28 February 2017	Resolution 10.9
Review/Modified	9 April 2019	Resolution 10.5.2.1
Review/Modified	28 March 2023	Resolution 10.6.4.5

City of
Bayswater

Sundry Debt Collection and Recovery Policy



Responsible Division Corporate & Strategy Services

Responsible Business Unit Financial Services

Responsible Officer Manager Financial Services

Affected Business Units All branches

ECM Document Set ID 3406377

Purpose

This policy states the Council's position to ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service.

Scope

This policy applies to the management, collection, recovery, provisioning and write-off of all sundry debts owed to the City of Bayswater, excluding rates and other statutory charges governed by separate legislation or policy.

Definitions

Sundry Debtors comprises accounts receivable due to the City of Bayswater by customers for the supply of goods and services e.g. Income from property including community reserve and hall hire, private works reimbursements and recovery of fines and penalties.

Policy Statement

In order to ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service, the City of Bayswater adopts the following policy:

OBJECTIVE

- To provide a framework within which procedures for the recovery of outstanding sundry debts can be developed for the City of Bayswater.
- To ensure all sundry debts owed to the City are paid by the due date and followed up within specified timeframes.
- To ensure the fair, equitable, transparent and consistent approach to the City's sundry debt management decisions and practices.

Sundry Debt Collection and Recovery Policy

PRINCIPLES

Debt Management

Prudent debt management practices will apply and include:

- Raising invoices - ensuring debt is raised in accordance with services provided, account details are correct and GST provisions are applied.
- Ensure the issuing of monthly statements to overdue debtors are sent out at the end of each month.
- Reviewing Aged Debtor reports monthly.
- Liaising with departments which requested the invoice to be raised that all information is correct.
- Keeping regular contact with Debtors.
- In consultation with the department initiating the debt, negotiated exemptions ~~up to \$100~~ within delegations may be provided depending on the nature of the debt and debtor e.g. community groups or welfare recipients.

Sundry debts other than library

- Systematic debt recovery approach based on 30 day, 60 day and 90 day timeframes.
- Issuing 7 Day Reminder Letters to Debtors.
- A Notice of Intention to Summons is to be issued at least fourteen (14) days after the due date of the Final Demand Letter to those persons, who did not respond accordingly to the Final Demand Letter. The Notice of Intention to Summons is to specify that the sundry debtors have seven (7) days to pay in full or to enter into a special repayment arrangement – failure to do so will result in a General Procedure Claim being issued without further notice.
- Report Bad Debts and/or Doubtful Debts to the relevant Director or Manager on a regular basis.
- Recommend Write-Off of Sundry Debtors when all avenues have failed or it is uneconomical to proceed recover process.

Sundry debts from library:

- A tax invoice is raised 10 days after an overdue letter has been issued. Two phone calls are made within sixty (60) days of invoice being raised. A Sixty (60) day letter is then issued to the persons, who did not respond accordingly to the tax invoice.
- Recommend Write Off of Sundry Debtors when debts exceed twelve (12) months and debt has been reported to State Library.



Sundry Debt Collection and Recovery Policy

Provision of Doubtful Debts

Aged debts greater than 150 days shall be reviewed and provided for as a doubtful debt, following advice from the initiating section, according to an assessment which has regard for:

- The size and nature of the debt.
- The debtor in question.

Aged debts less than 150 days may be provided for as a doubtful debt if the recovery of the debt is known to be unlikely. Any adjustments to the Provision for Doubtful Debts shall be made annually and will be charged to a Bad Debt Expense corporate account.

Write Offs

Debts shall be written off only when all reasonable attempts at recovery have been taken.

Recommendations for write off shall be made by the Director of ~~Finance and~~ Corporate Services following discussion with the department responsible for the raising of the debt.

In accordance with section 6.12(1)(c) of the Local Government Act 1995 all debts which require Councils approval to be written off will be reported to Council.

Delegated Authorities

~~In accordance with section 5.42 of the Local Government Act 1995 the following delegated authority applies:~~

- ~~• The Chief Executive Officer has delegated authority to write off any bad debts (not including rates or other charges) considered irrecoverable as specified in the Delegated Authority Register. Any write offs performed under the Chief Executive Officers delegation will be reported to Council for noting.~~
- ~~• Any amount in excess of the specified value to be written off will require the authorisation of Council. All debts which require Council's approval to be written off will be reported to Council. The policy shall be applied within the requirements of Delegation FM-D05 Granting Concessions and Write-Offs.~~

Related Legislation

Local Government Act 1995:

6.12. Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may —

(c) write off any amount of money,

which is owed to the local government.

Sundry Debt Collection and Recovery Policy

- ~~Local Government Act 1995~~
- ~~Local Government (Financial Management) Regulations 1996~~

Related Documentation

~~[List related documents]~~ Delegated Authority Register - FM-D05 – Granting Concessions and Write-Offs

Document details

Relevant delegations Delegated Authority Register - FM – D05 Granting Concessions and Write-Offs

Risk evaluation Low

Strategic link ~~[link to Strategic Community Plan]~~ 5.1.1 Provide ethical and accountable governance

Council adoption 22 July 2014 **Resolution** 12.3.1.2

Next review due 23 June 2030

Reviewed/modified 23 June 2026 **Resolution** [item no.]

Revision details ~~[description]~~ Updated template which includes a new scope as well as referring to current delegation.

City of
Bayswater

Sundry Debt Collection and Recovery Policy



Responsible Division	Corporate Services
Responsible Business Unit	Financial Services
Responsible Officer	Manager Financial Services
Affected Business Units	All branches
ECM Document Set ID	3406377

Purpose

This policy states the Council's position to ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service.

Scope

This policy applies to the management, collection, recovery, provisioning and write-off of all sundry debts owed to the City of Bayswater, excluding rates and other statutory charges governed by separate legislation or policy.

Definitions

Sundry Debtors comprises accounts receivable due to the City of Bayswater by customers for the supply of goods and services e.g. Income from property including community reserve and hall hire, private works reimbursements and recovery of fines and penalties.

Policy Statement

In order to ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service, the City of Bayswater adopts the following policy:

OBJECTIVE

- To provide a framework within which procedures for the recovery of outstanding sundry debts can be developed for the City of Bayswater.
- To ensure all sundry debts owed to the City are paid by the due date and followed up within specified timeframes.
- To ensure the fair, equitable, transparent and consistent approach to the City's sundry debt management decisions and practices.

PRINCIPLES

Debt Management

Prudent debt management practices will apply and include:

- Raising invoices - ensuring debt is raised in accordance with services provided, account details are correct and GST provisions are applied.
- Ensure the issuing of monthly statements to overdue debtors are sent out at the end of each month.
- Reviewing Aged Debtor reports monthly.
- Liaising with departments which requested the invoice to be raised that all information is correct.
- Keeping regular contact with Debtors.
- In consultation with the department initiating the debt, negotiated exemptions within delegations may be provided depending on the nature of the debt and debtor e.g. community groups or welfare recipients.

Sundry debts other than library

- Systematic debt recovery approach based on 30 day, 60 day and 90 day timeframes.
- Issuing 7 Day Reminder Letters to Debtors.
- A Notice of Intention to Summons is to be issued at least fourteen (14) days after the due date of the Final Demand Letter to those persons, who did not respond accordingly to the Final Demand Letter. The Notice of Intention to Summons is to specify that the sundry debtors have seven (7) days to pay in full or to enter into a special repayment arrangement – failure to do so will result in a General Procedure Claim being issued without further notice.
- Report Bad Debts and/or Doubtful Debts to the relevant Director or Manager on a regular basis.
- Recommend Write-Off of Sundry Debtors when all avenues have failed or it is uneconomical to proceed recover process.

Sundry debts from library:

- A tax invoice is raised 10 days after an overdue letter has been issued. Two phone calls are made within sixty (60) days of invoice being raised. A Sixty (60) day letter is then issued to the persons, who did not respond accordingly to the tax invoice.
- Recommend Write Off of Sundry Debtors when debts exceed twelve (12) months.

Provision of Doubtful Debts

Aged debts greater than 150 days shall be reviewed and provided for as a doubtful debt, following advice from the initiating section, according to an assessment which has regard for:

Sundry Debt Collection and Recovery Policy

- The size and nature of the debt.
- The debtor in question.

Aged debts less than 150 days may be provided for as a doubtful debt if the recovery of the debt is known to be unlikely. Any adjustments to the Provision for Doubtful Debts shall be made annually and will be charged to a Bad Debt Expense corporate account.

Write Offs

Debts shall be written off only when all reasonable attempts at recovery have been taken.

Recommendations for write off shall be made by the Director of Corporate Services following discussion with the department responsible for the raising of the debt.

In accordance with section 6.12(1)(c) of the Local Government Act 1995 all debts which require Councils approval to be written off will be reported to Council.

Delegated Authorities

- The policy shall be applied within the requirements of Delegation FM-D05 Granting Concessions and Write-Offs.

Related Legislation

Local Government Act 1995:

6.12. Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may —

(c) write off any amount of money,

which is owed to the local government.

Related Documentation

Delegated Authority Register - FM-D05 – Granting Concessions and Write-Offs Document details

Relevant delegations	Delegated Authority Register - FM – D05 Granting Concessions and Write-Offs		
Risk evaluation	Low		
Strategic link	5.1.1 Provide ethical and accountable governance		
Council adoption	22 July 2014	Resolution	12.3.1.2
Next review due	23 June 2030		



Sundry Debt Collection and Recovery Policy

Reviewed/modified	23 June 2026	Resolution	[item no.]
Revision details	Updated template which includes a new scope as well as referring to current delegation.		

draft

10.5.1.2.3 Policy Review: Footpath

Responsible Branch:	Project Services
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Review
Voting Requirement:	Simple Majority Required.
Attachments:	1. Current Policy [9.2.3.1 - 3 pages] 2. Policy with Tracked Changes [9.2.3.2 - 5 pages] 3. Revised Draft Policy [9.2.3.3 - 4 pages]
Refer:	Item: 9.2.1 Policy Committee 10.11.2025 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 of the Local Government Act 1995.

SUMMARY

This report presents the revised *Footpath Policy* (the Policy) following consultation with the City's Active Transport Advisory Group (ATAG).

Council previously endorsed the Pathway Master Plan, including the revised Footpath Prioritisation Assessment methodology and associated scoring criteria incorporated within the Policy. As a result, the Policy required updating to align with the endorsed Master Plan and revised prioritisation framework.

In accordance with Council's previous resolution, the revised Policy was referred to the ATAG for comment prior to being presented to Council for consideration.

This report seeks Council adoption of the revised Policy following completion of the review process and consultation with the ATAG.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

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

BACKGROUND

At the Policy Committee Meeting held on 10 November 2025, Council considered a report relating to the review of the City's *Footpath Policy* and associated pathway prioritisation methodology. The review involved the development of a revised Footpath Assessment methodology that enabled the prioritisation of future path provisions by ranking paths in an objective, fair and equitable manner.

As part of the review, an updated prioritisation framework was developed incorporating factors such as road hierarchy, safety risk, proximity to amenities, connectivity, usage, and active transport considerations. Council subsequently endorsed the Pathway Master Plan based on the revised pathway prioritisation criteria and associated point-scoring system, however, requested that the revised policy incorporating the criteria be referred to the ATAG for comment.

Following consultation with the ATAG, several amendments and refinements were identified to improve clarity, strengthen policy direction, and support a consistent and strategic approach to pathway prioritisation across the City.

EXTERNAL CONSULTATION

The revised Policy and associated pathway prioritisation framework were presented to the ATAG at its meeting held on 12 March 2026.

The ATAG reviewed the proposed amendments and prioritisation methodology in detail and provided feedback relating to pathway provision principles, network connectivity, prioritisation considerations and policy wording.

Feedback received from the ATAG was reviewed by officers and several amendments and refinements have been incorporated into the revised Policy.

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

OFFICER'S COMMENTS

The following revisions are proposed to the Footpath Policy:

Revision	Rationale
Introduced a revised Footpath Prioritisation Assessment methodology and scoring system	To support a more objective, transparent and strategic prioritisation process for future pathway delivery across the City
Clarified footpath requirements for cul-de-sac roads	To recognise that some low-volume cul-de-sac roads may not require formal footpath infrastructure where pedestrian connectivity and safety outcomes are already achieved
Clarified requirements for footpaths on District Distributor roads	To improve pedestrian safety, accessibility and network continuity on higher order roads
Clarified that the policy does not apply to pathways within reserves, parks or public open space unless required as part of a strategic pathway link	To better define the scope and application of the Policy
Updated policy position regarding footpath construction through existing crossovers	To maintain continuous and legible pedestrian routes and reinforce pedestrian priority throughout the City
Updated preferred footpath alignment requirements	To minimise conflicts associated with verge parking, waste collection and bin placement, and improve pedestrian safety and accessibility
Added and updated definitions relating to cul-de-sacs, road hierarchy and cycling infrastructure terminology	To improve clarity and align with current planning and transport terminology
Updated references to affected business units and responsible officers	To reflect the City's current organisational structure
Minor wording, formatting and administrative amendments throughout the policy	To improve readability, consistency and operational application

During consultation, particular discussion occurred regarding pathway provision on cul-de-sac roads, footpath alignment within verges, and continuation of footpaths through existing crossovers.

Although Austroads guidance does not necessarily require continuous footpath treatments through crossovers, the ATAG supported retaining continuous and legible pedestrian routes through driveways to reinforce pedestrian priority and pathway network continuity.

The revised Policy also recognises contemporary construction materials and finishes that may impact pathway delivery, including exposed aggregate concrete and other suitable surface treatments.

It should also be noted that while the scoring criteria, ranking system and revised policy statements are used to guide the development of the Pathway Master Plan, the detailed design of pathways along each allocated road will continue to be determined during the design phase, having regard to site constraints, existing services, drainage infrastructure, verge widths, vegetation and the surrounding road environment.

Where appropriate, the inclusion of on-road cycle lanes or segregated/shared paths may also be considered during the detailed design phase.

A copy of the revised Policy, with amendments detailed in this report, is provided in **Attachment 2**.

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

Adoption of the revised Policy may influence future pathway prioritisation and delivery under the Forward Capital Works Program.

The financial implications associated with future pathway delivery will be subject to annual budget deliberations and Council funding allocations.

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 2.2.2 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

The Pathway Master Plan establishes an aspirational long-term pathway network across the City based on a clear hierarchy and prioritisation framework.

Following Council's endorsement of the Pathway Master Plan, the Footpath Policy requires updating to reflect the revised prioritisation assessment methodology and associated policy changes.

The revised Policy will provide a clearer, more consistent and strategic framework for the prioritisation and delivery of pathway infrastructure across the City.

Consultation with the ATAG has now been completed in accordance with Council's previous resolution.

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



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.
- Austroads 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
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~~ <u>Statutory Planning and Compliance</u>
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. 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)</u> <u>DIMT (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.
2. 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. To provide a contiguous footpath network, all streets within the City are to have a footpath on at least one side of a street, except cul-de-sacs:
- With traffic volumes less than 600 vehicles per day; and
 - With no connection to pedestrian access ways (PAWs) or nearby amenities such as parks and reserves.
- ~~4.3. 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.

6. New footpaths shall be aligned further from the kerb (towards the property boundary) to minimise conflicts with bin placement and on-street parking and to improve pedestrian safety. New and reconstructed paths are to be adjacent to the kerb

- Where practicable, footpaths shall be located along or near the property boundary. –and constructed through existing crossovers, wherever possible, to maintain the visual and physical continuity of the path along the street.

The City shall construct footpaths through existing crossovers to maintain continuous, legible pedestrian paths along streets, irrespective of road hierarchy. Paths on Local Distributor and Local Access Roads can be constructed between crossovers.

In exceptional some circumstances, paths may be located closer to the property boundary to suit match existing path provision, or streetscapes or services.

2.7. 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.

3.8. 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.

4. 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

5.9. 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.



Footpath Policy

- [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 [MayNov 20256](#)

Review/Modified

Review/Modified



Footpath Policy

Responsible Division	Infrastructure and Assets
Responsible Business Unit/s	Infrastructure Projects
Responsible Officer	Manager Infrastructure Projects
Affected Business Unit/s	Transport and Buildings; Parks and Environment; 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 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.
- To provide a contiguous footpath network, all streets within the City are to have a footpath on at least one side of a street, except cul-de-sacs:
 - With traffic volumes less than 600 vehicles per day; and
 - With no connection to pedestrian access ways (PAWs) or nearby amenities such as parks and reserves.
 - 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.
6. New footpaths shall be aligned further from the kerb (towards the property boundary). Where practicable, footpaths shall be located along or near the property boundary.

The City shall construct footpaths through existing crossovers to maintain continuous, legible pedestrian paths along streets, irrespective of road hierarchy.

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 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.*



Footpath Policy

- *Disability Discrimination Act 1992.*
- *Austroads 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
Review/Modified	May 2026	
Review/Modified		
Review/Modified		

10.5.1.2.4 Policy Review: Crossovers

Responsible Branch:	Transport and Buildings
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Review
Voting Requirement:	Simple Majority Required.
Attachments:	1. Current Policy [9.2.4.1 - 2 pages] 2. Policy with Tracked Changes [9.2.4.2 - 2 pages] 3. Revised Draft Policy [9.2.4.3 - 2 pages]
Refer:	Nil
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 of the Local Government Act 1995.

SUMMARY

This report presents the revised *Crossovers Policy* for review by Council.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

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

BACKGROUND

The City's current *Crossovers Policy* (**Attachment 1**) provides guidance for the construction of new crossovers within the local road reserve. The policy establishes the responsibilities of property owners and the City, whilst also outlining the applicable approval requirements and specifications to ensure crossovers are constructed to the City's required standard and are consistent throughout the City.

A review of the policy has been undertaken to ensure it remains up to date with current engineering standards, bushiness needs, and other relevant City policies. The review also considers operational issues identified through the administration of the policy, including crossover design and material types. The new policy is intended to provide clearer guidance for residents and developers in reference to the construction of new or upgrade of existing crossovers.

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 *Crossovers Policy*:

Revision	Rationale
Definitions for "Crossover" and "Lot" have been added.	Provides greater clarity and consistency in interpretation and administration of the policy.
References have been updated to specifically refer to the City's Crossover Application Booklet.	Clarifies where applicants can find the detailed technical specifications and requirements.

Revision	Rationale
New provisions have been introduced confirming that footpaths and cycle paths take priority over crossovers and must maintain continuity across the verge. Additional requirements for residential, commercial and industrial areas have also been included.	Aligns the policy with the City's Footpath Policy and applicable accessibility standards, whilst improving pedestrian and cyclist outcomes.
Subsidy provisions have been simplified to provide one standard crossover subsidy per lot.	Simplifies the wording and improves clarity in administration of the subsidy provisions.
The provision has been retained and updated to reference compliance with the Crossover Application Booklet.	Ensures consistency with the updated technical specification references.
A new provision has been added confirming that the City will not subsidise crossovers that do not meet the criteria outlined in the Crossover Application Booklet or are not constructed in accordance with the City's specifications.	Provides greater clarity regarding subsidy eligibility and supports consistent compliance outcomes.
Administrative updates have been made to responsible business units, officer titles and review dates.	Aligns the policy with the City's current organisational structure and document management framework.

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

Relevant Australian Standards and Austroads Guidelines.

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	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 City does not undertake the construction of residential crossovers unless they are initiated by City's works, such as the construction of new footpaths.

A crossover subsidy is provided to residents/developers in alignment with the annual Fees and Charges.

CONCLUSION

That Council adopts the revised *Crossovers Policy*.



Crossovers Policy

Responsible Division	Works and Infrastructure
Responsible Business Unit	Engineering Works
Responsible Officer	Manager Engineering Works
Affected Business Units	Engineering Works
ECM Document Set ID	4221576

Purpose

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.

Definitions

Nil.

Policy Statement

1. All new crossovers are to be constructed in accordance with the City of Bayswater Specifications for Crossovers.
2. Council will subsidise:
 - (i) One (1) standard crossover per single lot.
 - (ii) One (1) standard crossover for each individually titled lots.
 - (iii) A subsidy will be provided for the reconstruction of bituminous crossovers in concrete or brick paving, subject to the works complying with the City's specifications.
 - (iv) A further subsidy will not be payable where Council has previously subsidised one (1) standard concrete or brick paved crossover to a single residential property or if Council has previously subsidised one (1) standard concrete or brick paved crossovers for each individually titled lots.
 - (v) Council will not maintain bitumen crossovers or subsidise the construction or re-surfacing costs of bitumen crossovers.
 - (vi) No reimbursement shall be made for crossover repairs undertaken by or on behalf of the property owner and/or occupier.

Related Legislation

Nil.

Related Documentation

Nil.

Document details

Risk Evaluation	Low		
Strategic link	Maintain the identity and heritage of our neighbourhoods while supporting an increase in high quality density around transport nodes.		
Council adoption	23 April 1996		
Reviewed/modified	29 January 2008		
Reviewed/modified	22 March 2022	Resolution	10.6.1.4
Next review due	22 March 2026		

Crossovers Policy

Responsible Division	<u>Infrastructure and Assets</u> ~~Works and Infrastructure~~
Responsible Business Unit	<u>Transport and Buildings</u> ~~Engineering Works~~
Responsible Officer	<u>Manager Transport and Buildings</u> ~~Manager Engineering Works~~
Affected Business Units	Engineering Works
ECM Document Set ID	4221576

Purpose

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*.

Definitions

Crossover:

A crossover is the driveway section that spans from the edge of the road across the verge to the front property boundary.

Lot:

A separate titled area of land that is capable of being individually owned and developed.~~Nil.~~

Policy Statement

1. All new crossovers are to be constructed in accordance with the City of Bayswater Specifications for Crossovers: outlined in the Crossover Application Booklet.
2. Footpaths and cycle paths take priority over crossovers and must clearly indicate continuity of the path across the verge and crossover, and are to be constructed in plain grey concrete.
 - (a) In the case of an existing path in a residential area:
 - (i) the new crossover shall adjoin the existing path in a manner satisfactory to the City;
or
 - (ii) where a section of path requires replacement, that section shall be replaced by the proponent in accordance with the City's specifications.
 - (b) In the case of an existing path in a commercial or industrial area:
 - (i) the section of path within the crossover shall be replaced and strengthened by the proponent in accordance with the City's specifications.
 - (a)(c) When constructing new paths in accordance with the City's Footpath Policy and applicable accessibility standards, the City will cut through existing crossovers, including decorative crossovers such as exposed aggregate.

Crossovers Policy

- (i) The City will provide a subsidy in accordance with the City's Fees and Charges Schedule for one (1) standard crossover per lot, subject to the works complying with the City's specifications outlined in the Crossover Application Booklet. ~~Council will subsidise:~~

~~2.3.~~

~~3. One (1) standard crossover per single lot.~~

~~4. One (1) standard crossover for each individually titled lots.~~

~~5.4.~~ A subsidy will be provided for the reconstruction of bituminous crossovers in concrete or brick paving, subject to the works complying with the City's specifications outlined in the Crossover Application Booklet.

~~5.~~ A further subsidy will not be payable where Council has previously subsidised one (1) standard concrete or brick paved crossover for the lot.

- (i) ~~to a single residential property or if Council has previously subsidised one (1) standard concrete or brick paved crossovers for each individually titled lots.~~

~~6.~~ ~~The City Council~~ will not maintain bitumen crossovers or subsidise the construction or re-surfacing costs of bituminousen crossovers.

~~7.~~ No reimbursement shall be made for crossover repairs undertaken by ~~or on behalf of~~ the property owner ~~and/or~~ occupier.

~~8.~~ The City will not subsidise crossovers that:

~~(a)~~ do not meet the criteria outlined in the Crossover Application Booklet; or

~~(a)(b)~~ are not constructed in accordance with the City's specifications.

Related Legislation

Nil.

Related Documentation

- ~~Nil.~~ City of Bayswater Crossover Application Booklet
- City of Bayswater Footpath Policy

Document details

Risk Evaluation Low

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

Council adoption 23 April 1996

Reviewed/modified March 2022

Reviewed/modified April 2026 Resolution

Next review due March 2030

Crossovers Policy

Responsible Division	Infrastructure and Assets
Responsible Business Unit	Transport and Buildings
Responsible Officer	Manager Transport and Buildings
Affected Business Units	Engineering Works
ECM Document Set ID	4221576

Purpose

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*.

Definitions

Crossover:

A crossover is the driveway section that spans from the edge of the road across the verge to the front property boundary.

Lot:

A separate titled area of land that is capable of being individually owned and developed.

Policy Statement

1. All new crossovers are to be constructed in accordance with the City of Bayswater Specifications for Crossovers outlined in the Crossover Application Booklet.
2. Footpaths and cycle paths take priority over crossovers and must clearly indicate continuity of the path across the verge and crossover, and are to be constructed in plain grey concrete.
 - (a) In the case of an existing path in a residential area:
 - (i) the new crossover shall adjoin the existing path in a manner satisfactory to the City; or
 - (ii) where a section of path requires replacement, that section shall be replaced by the proponent in accordance with the City's specifications.
 - (b) In the case of an existing path in a commercial or industrial area:
 - (i) the section of path within the crossover shall be replaced and strengthened by the proponent in accordance with the City's specifications.
 - (c) When constructing new paths in accordance with the City's *Footpath Policy* and applicable accessibility standards, the City will cut through existing crossovers, including decorative crossovers such as exposed aggregate.

Crossovers Policy

3. The City will provide a subsidy in accordance with the City's Fees and Charges Schedule for one (1) standard crossover per lot, subject to the works complying with the City's specifications outlined in the Crossover Application Booklet.
4. A subsidy will be provided for the reconstruction of bituminous crossovers in concrete or brick paving, subject to the works complying with the City's specifications outlined in the Crossover Application Booklet.
5. A further subsidy will not be payable where Council has previously subsidised one (1) standard concrete or brick paved crossover for the lot.
6. The City will not maintain bitumen crossovers or subsidise the construction or resurfacing costs of bituminous crossovers.
7. No reimbursement shall be made for crossover repairs undertaken by the property owner or occupier.
8. The City will not subsidise crossovers that:
 - (a) do not meet the criteria outlined in the Crossover Application Booklet; or
 - (b) are not constructed in accordance with the City's specifications.

Related Legislation

Nil.

Related Documentation

- City of Bayswater Crossover Application Booklet
- City of Bayswater *Footpath Policy*

Document details

Risk Evaluation	Low
Strategic link	Maintain the identity and heritage of our neighbourhoods while supporting an increase in high quality density around transport nodes.
Council adoption	23 April 1996
Reviewed/modified	March 2022
Reviewed/modified	April 2026
Next review due	March 2030
Resolution	

10.5.1.2.5 Policy Review: Community Facility Lease and License/User Agreement

Responsible Branch:	Transport and Buildings
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Review
Voting Requirement:	<i>ABSOLUTE MAJORITY REQUIRED</i>
Attachments:	1. Current Policy [9.2.5.1 - 10 pages] 2. Policy with Tracked Changes [9.2.5.2 - 16 pages] 3. Revised Draft Policy [9.2.5.3 - 14 pages] 4. LGA Lease Policy Summary [9.2.5.4 - 1 page]
Refer:	Item: 10.3.1 OCM: 26.08.2025 Item: 11.2 OCM: 26.04.2022 Item: 10.4.4 OCM: 26.5.2020 Item: 11.4 OCM: 20.08.2019 Item: 10.1.1 OCM: 09.04.2019
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 does not contain any information that is considered confidential in accordance with Section 5.23 of the Local Government Act 1995.

ADDITIONAL INFORMATION

The Policy Committee recommendation to Council proposes amendments to the fees for community leases that are contained in an annexure to the Community Facility Lease and License/User Agreement Policy (**Attachment 3** refers).

These fees (without the proposed amendments) are currently included in the Schedule of Fees and Charges for the 2026/27 financial year which is presented for Council consideration in Item 10.2.5 of this agenda.

If the Council supports the Policy Committee recommendation, it will need to adopt these amended fees by absolute majority and direct the City to update the Schedule of Fees and Charges for the 2026/27 financial year so that the fees can be included in final schedule for local public notice.

The fees proposed by the Policy Committee were GST exclusive. For the purposes of the Schedule of Fees and Charges, it is proposed that these are amended to be GST inclusive.

On this basis, it is recommended that the Council considers the following recommendation (based on the Committee recommendation to Council):

REVISED RECOMMENDATION TO COUNCIL

That Council:

- Adopts the revised *Community Facility Lease and Licence/User Agreement Policy* as contained in **Attachment 3**, with the annual fee structure inclusive of GST in the proposed Fees and Charges Schedule per Clause 21 to be as follows:**

- a. Category 1a - \$110.00
 - b. Category 1b - \$330.00
 - c. Category 2 (Small) - \$550.00
 - d. Category 2 (Medium) - \$880.00
 - e. Category 2 (Large) - \$1,980.00
 - f. Category 3 - \$1,320.00
 - g. Category 4 - \$1,210.00
 - h. Category 5 - \$1,210.00
2. Approves these fees to be included in the Schedule of Fees and Charges for the 2026/27 financial year.

ABSOLUTE MAJORITY REQUIRED

3. Directs the CEO to take immediate action to implement the Council decision so that local public notice can be provided without delay in accordance with section 6.19 of the *Local Government Act 1995*.

SUMMARY

The *Community Facility Lease and License/User Agreement Policy* (the Policy) (**Attachment 1**) is reviewed every three years, with the last review completed on 28 June 2022.

City officers have examined similar policies at other metropolitan local governments and presented the recommended changes to Council at two workshops, held on 25 November 2025 and 12 May 2026, respectively. Council feedback was implemented and consideration is sought to adopt the amended 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**.

OFFICER'S RECOMMENDATION

That Council adopts the revised *Community Facility Lease and License/User Agreement Policy* as contained in **Attachment 3**.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council adopts the revised *Community Facility Lease and Licence/User Agreement Policy* as contained in **Attachment 3**, with the annual fee structure in the proposed Fees and Charges Schedule per Clause 21 to be as follows:

- a. Category 1a - \$100.00
- b. Category 1b - \$300.00
- c. Category 2 (Small) - \$500.00
- d. Category 2 (Medium) - \$800.00
- e. Category 2 (Large) - \$1,800.00
- f. Category 3 - \$1,200.00
- g. Category 4 - \$1,100.00
- h. Category 5 - \$1,100.00

BACKGROUND

The City of Bayswater currently has 89 community lease agreements. To ensure consistency in this report, officers have assessed 80 leases. The leases excluded comprise three ground leases, four commercial based leases, and one user agreement for a storage area, along with excluding the lease agreement for the Bayswater State Emergency Services, as all costs are reimbursed through the DFES Operating Grant.

Whilst the intent of the Policy remains the same, the revised Policy has a strong focus on formalising lessor and lessee obligations, along with the implementation of annual maintenance fee in lieu of individual invoices currently raised throughout the financial year.

EXTERNAL CONSULTATION

The City has reviewed community leasing policies and/or framework from the following local government authorities (LGA's):

- City of Vincent
- City of Wanneroo
- City of Canning
- City of Joondalup
- Shire of Mundaring
- Town of Bassendean

Attachment 4 provides a comparison of the common terms and conditions, and revised changes to the City's Policy. While each LGA policy is different, all had a common approach regarding charging a form of rent, on-charging servicing costs, utilities, and insurances.

OFFICER'S COMMENTS

The following revisions are proposed to the *Community Facility Lease and Licence/User Agreement Policy*:

Revision	Rationale
Updated Directorate title	In line with operational realignment
Updated Business Unit title	In line with operational realignment
Updated Business Unit title	In line with operational realignment
Scope	Expanded to clarify that this policy is not applicable to commercial leases.
Definitions	Addition of 'Profit rent. to reflect term used in Lease Administration and Management section.
Policy Statement	Amendment to ensure consistent terms in all new and extended lease agreements.
Lease Administration and Management	Addition of annexure 2 to formalise lessee/lessor maintenance obligations. Amendment of clause for the tenant to be responsible for a sub-lease agreement with the City to review. Additional clause for sub-lease/sub-let terms and conditions. Addition of annual 'Service and Maintenance Fee'

Revision	Rationale
	Clarification of fixed rent to be adjusted by CPI to the commencement date of any new leases for Category 1b and 3. Clarification of rent of new agreements for a continued tenancy.
Annual Audit	Updated audit submission requirements. Removal of point (g) as this is included in Annexure 2 which is covered with point (h). Inclusion of point (i) for emission tracking towards the City's 2024 net zero target. (Emission Reduction & Renewable Energy Plan (ERRE))
Annexure 1	Updated lease category terms as outlined in this report from Council feedback Summarised conditions and obligations due to the addition of Annexure 2.
Annexure 2	New annexure of 'Maintenance Obligations' implemented to formalise City and Tenant obligations.

A Council Workshop was held on 25 November 2025 where the key point of implementing rent and additional on-charging (including rates, building insurance and other City arranged servicing) was discussed. The following feedback was received:

- Means testing methodology for rent for Category 1b.
- Split Category 2 – Sporting Clubs and Recreational Groups into 'small', 'medium' and 'large' with associated means testing methodology for rent.
- Review proposed percentage of rent of Category 2 – 'small', 'medium' and 'large' based of means testing methodology.
- Removal of Council rates for Categories 1a, 1b, 2 (small groups).
- Removal of on-charging building insurance claim excess for Category 1b.
- Removal of on-charging building insurance and claim excess for Category 2 (small groups).
- Remove "and places of worship" from the title of Category 4 – Large not-for-profit organisations, state and national clubs/associations and places of worship.

This feedback was implemented into the proposed revised Policy and presented to a Council Workshop held on 12 May 2026.

In terms of a means testing methodology, officers reviewed the information provided by leaseholders in the annual audits including membership numbers (if applicable), financial year surplus/deficit, if they hire out the premises and sinking fund balances.

As some leaseholders in Category 1b provide a community service rather than a membership-based activity or service this data is inconsistent and it was recommended to not means test Category 1b.

Category 2 was split into three sub-categories based on the income-generating improvements and facilities available on the site (e.g. function rooms, commercial kitchens, bars, sporting grounds etc), with the intention to encourage lessee's to fully utilise City assets to their maximum potential by hiring out areas to other user groups.

The sub-categories were defined as:

- Category 2 - Small: Limited additional income opportunities, as the premises are site-specific to the lessee and facilities not suitable for use by other groups.
- Category 2 - Medium: Income generated through associated sporting activities and limited hireable facilities (e.g. kitchen, function or hall space).
- Category 2 - Large: Income generated through associated sporting activities and a range of hireable facilities (e.g. commercial kitchen, bar, function or hall space).

Additional feedback following the 12 May 2026 Council workshop included:

- Update rent for Category 1b and 3 in line with current CPI. Retain current rent for all other lease categories.
- Remove proposed on-charging of rates, building insurance and building insurance excess to all lease categories.
- Historical Societies terms and outgoing to remain unchanged.
- Supported the model for an annual 'Service and Maintenance' fee for the cost recovery of tenant liable, City arranged servicing.
- Supported the additional services of gutter cleaning and annual termite inspections to be incorporated into the 'Service and Maintenance' fee.

This feedback has been implemented into the revised Policy and detailed in this report.

Rent

The rent structure outlined in the draft Policy remains unchanged, with the exception of updating the fixed rental amounts for Categories 1b and 3 in line with current CPI.

The rental amounts included in the current Policy were initially adopted when the Policy was considered at the 9 April 2019 OCM. This motion applied the fixed rental figures listed below, subject to GST and indexed annually to CPI.

CPI has increased by approximately 30.8% from March 2019 (the closest release to 9 April 2019 OCM) to March 2026 (the closest release for this policy review). As the methodology behind the original fixed rental figures of \$1,360 and \$1,390 is unknown, this draft Policy proposes a simplified and consistent approach. The updated rent of \$1,800 has been derived by increasing each of the original figures by 30.8%, averaging the results (\$1,798.50), and rounding to the nearest whole number.

	Current Policy	2026 Policy Review	
		Originally Adopted in April 2019	Officer Recommendation
1a: Not-for-profit (local groups)		\$1	\$1
1b: Community Child Care Centres		\$1,360	\$1,800
1c: Other Community Groups		\$1,390	\$1,800
2: Sporting and Recreational Groups		\$1	Small - \$1 Medium - \$1 Large - \$1
3: Not-for-profit (funded)		40% Market Valuation	40% Market Valuation
4: Child Health Clinics		\$1	\$1

Table 1: Previous proposed rent.

The draft Policy includes the additional clauses relating to sub-lease agreements and rent adjustments:

- Clause 20 - relating to sub-lease/sub-let arrangements this clause has been included in the policy review to provide guidance and structure for negotiating any arrangements. These arrangements can be approved by delegation EF-D11 Leasing Agreements. The percentage of rent payable for any sub-lease/sub-let arrangements (to be deemed of a commercial nature) is in line with the Bedford Bowling Club – Outback Padel Pty Ltd Proposal, item 10.3.1, resolved by Council on 26 August 2025.
- Clause 23 - addresses gaps in the rent-setting framework of the current Policy where any new agreements for Categories 1b or 3 would default to the fixed rent amount without taking into account the Policy's year of adoption or CPI adjustments to that point in time of the lease execution.

For example, the fixed rent of \$1,390 for category 1b was adopted in 2019, in 2026 a new lease was executed and due to the structure of the current Policy, the starting rent was set to \$1,390 whereas other existing agreements have been subject to CPI.

- Clause 24 - included to state the continuation of the current rent for new agreements (lease expiration) of the continued tenancy of a property by that tenant.

Service & Maintenance Obligations

The current Policy references general lessee and lessor maintenance obligations as part of **Annexure 1**, along with further site-specific details included in the lease agreement. Although obligations were previously included in the Policy, Officers have found that the generic terms did not have a clear direction and created confusion with lessees on who was responsible as issues arose. As such, a detailed Maintenance Obligations **Annexure 2** (including asset replacement responsibilities) has been included in this review for both parties to clearly understand their obligations.

The inclusion of **Annexure 2** is anticipated to reduce confusion and the unnecessary lease administration of confirming responsibilities.

To oversee compliance as well as inform for asset renewals and budget forecasting, the City arranges certain servicing and maintenance that forms part of the lessee's obligation, to which the City then on-charges those costs. This includes:

- RCD (residual current device) testing
- Emergency light testing
- Air-conditioning and HVAC servicing
- Fire prevention inspections and servicing (detection systems, extinguishers, blankets etc)
- Fire alarm monitoring
- Kitchen canopy cleaning
- Automatic door servicing

Invoices are generated and issued at the completion of each service. As these services are completed throughout the year with varying frequencies, multiple invoices are continuously generated with some Tenants expressing frustration with the consistent tasks of processing. This is also applicable to City officers.

At the 12 May 2026 Council Workshop on this Policy, Council supported the proposal to implement an 'Service and Maintenance' fee to consolidate the costs of these services (listed

above), with the addition of gutter cleaning and annual termite inspections, into an annual invoice with the payment options of annually, half yearly or quarterly.

This model of an annual invoice reduces the administration for invoice generation, payments, and processing by the City and Tenant. Incorporated into the Fees and Charges schedule this fee will provide transparency, fairness and financial planning.

These services are budgeted for in the City's preventative maintenance budget. In the 2025-26 financial year, ending 20 May 2026, the City incurred the following expenditure relating to Community Leasing buildings (including the Community Capital Grants Program):

Category	Expenditure	Income
Reactive Maintenance	\$156,900	
Preventative Maintenance	\$137,700	
Emergency Services Levy (ESL)	\$45,200	
Insurance Premiums	\$97,650	
Capital Works	\$581,600	
Rental Income*		-\$245,800
Reimbursements – ESL & Preventative Maintenance		-\$100,600
Total	\$1,019,050	-\$346,400

*Note – 13 leases are classified as Category 4 and are liable for 40% market valuation. This equates to 77% of the total rental income.

It is proposed to include the following annual fee structure in the Fees and Charges Schedule.

- Category 1a - \$300.00
- Category 1b - \$700.00
- Category 2 (Small) - \$650.00
- Category 2 (Medium) - \$850.00
- Category 2 (Large) - \$1,850.00
- Category 3 - \$1,200.00
- Category 4 - \$550.00
- Category 5 - \$550.00

This structure enables recovery of 80% of service and maintenance costs, with the City covering the remaining 20% of costs that would otherwise be the tenant's responsibility.

Lease Terms

Lease terms have been updated to include an option to extend for a further five-year period. This amendment aligns the City's approach with that of neighbouring local governments, while providing greater certainty for tenants regarding their long-term occupancy. It also streamlines administration by enabling extensions to be exercised where the existing lease arrangements continue to remain consistent with current Policy.

LEGISLATIVE COMPLIANCE

Any changes made will be reflected in the *Community Facility Lease and Licence/User Agreement Policy*.

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Medium
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

The following financial implications are applicable:

Item 1: Proposed annual 'Service & Maintenance' fee structure

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

LTFP Impacts: Incurring 20% service and maintenance costs

Notes: Adjustable based on fee structure. Cost per year

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	-	\$15,800	-	-	1	-	-

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

Key Result Area: Built

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: 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

That Council adopts the revised *Community Facility Lease and Licence/User Agreement Policy* as contained in **Attachment 3** to this report.

City of
Bayswater

Community Facility Lease and Licence/User Agreement Policy



Responsible Division	Works and Infrastructure
Responsible Business Unit	Building Works
Responsible Officer	Community Lease Officer
Affected Business Units	Building Works
ECM Document Set ID	4281523

Purpose

To provide a structured framework and basic principles to ensure a consistent and equitable approach to the management of community lease and licence/user agreements, for the use and tenancy of City owned and managed properties, including land. This policy will provide guidance to City officers to assess and negotiate tenancy agreements.

Scope

This policy applies to all Community Lease and Licence/User Agreements for the use of City owned and managed properties. The policy defines clear tenant categories and associated roles and responsibilities of each party under a tenancy agreement, and provides basic principles for the consistent, equitable and effective management of the City's community leases, licences and user agreements.

Definitions

For the purpose of this policy —

Agreement: a legally binding arrangement between parties, i.e. a Lease, License or User Agreement.

Authorised Contact/s: individuals of a group, organisation or club who have been nominated as the primary contacts for all lease, licence or user agreement correspondence.

City: City of Bayswater.

Council: a body of individuals elected by City ratepayers to manage the affairs of the City

Facility: land or building owned or managed by the City

Lease: a contract by which one party conveys land, property or service to another for a specified time usually in return of periodic payment.

Licence: a contract for the non-exclusive use of a facility.

Licensee: a person, group, club or organisation that holds a licence for the use of a facility.

Lessee: a person, group, club or organisation that holds the lease for the exclusive use of a facility.

Lessor: the owner of an asset that is leased to another party.

Not for Profit: an organisation that does not operate for the financial gain of a group or individual

Public Liability Insurance: a type of insurance that covers an organisation or group against losses or damage to a third party as a result of that group's or organisation's activities.

Sub-tenant: someone who occupies all or part of a premises under a lease agreement with the original/primary tenant of the premises.

Tenant/s: a person or persons who occupy a facility leased from the City, also known as lessee

User Agreement: contractual arrangement outlining the terms and conditions associated with usage, as negotiated.

Policy Statement

1. The City will provide a range of well-maintained and well managed community facilities and enter into agreements with community based not-for-profit organisations and sporting and recreational groups to support community needs and engagement.
2. The City will ensure consistent and fair access to its community facilities for locally based groups/clubs and larger not-for-profit organisations which provide benefit to the community.
3. The City will aim to increase community access to activities and services by ensuring optimal utilisation of City facilities by encouraging multiuse, integration and co-location.
4. Any new tenancy agreements should be negotiated on the terms set out in this policy.
5. For the purposes of tenancy negotiation, all community lease and licences shall be classified into one of the categories as outlined in **Annexure 1**.
6. Council's adopted standard community lease agreement will be applied to all new community leases, including renewals of existing tenants. The standard community lease agreement will not be varied, unless it is required to meet the operational needs of the tenant, and only then will minor variations be made under delegated authority.
7. The City reserves the right in all cases to inspect the premises and ensure lease conditions and Key Performance Indicators are being met.

Types of Agreements

8. The City will enter into one of the following agreements for the use of City owned and managed facilities:
 - a. Lease – provides exclusive use of a facility or a portion of a facility for an agreed term.
 - b. Licence – contractual agreement for the non-exclusive use of a premises under particular conditions, such as permitted access between agreed times only. Generally, will include regular payment as a consideration.
 - c. User Agreement – contractual tenancy agreement which outlines the terms and conditions associated with the usage of the facility. The terms of a user agreement are not usually standard and are negotiated between the two parties.

Advertising a Facility for Lease/Licence and Lease/Licence Applications

9. The City will advertise and seek expressions of interest (EOI's) for consideration, to lease or licence a facility or portion of a facility when:
 - An existing building or space becomes vacant;
 - An existing agreement expires and is not renewed;
 - For reasons, an agreement is terminated by either party; and
 - A new building is constructed on land owned or managed by the City.
10. EOI submissions will be assessed by a panel against the City's Lease Assessment Criteria and presented to Council for consideration.
11. All EOI submissions must demonstrate how they satisfy each of the City's Lease Assessment Criteria and provide a formal proposal including the following:
 - A comprehensive business/organisation plan detailing the applicant's vision for the proposed lease space; and
 - Evidence that the proposed service/activities provides community benefit and/or an identified need of the community.

Lease Administration and Management

12. Lease/licence tenure, fees and charges and all tenant obligations shall be as applicable to the respective tenant category outlined in **Annexure 1**.
13. Where practicable, utility charges will be individually metered for each tenant, otherwise an equitable percentage of the overall site utility charges will be applied.
14. The City will undertake annual property inspections to ensure lease conditions and will provide the tenant with a copy of the inspection report and appropriate feedback. Prior notice of the inspection will be given to the tenants.
15. The tenant is expected to maintain and keep the premises clean and in good repair. Tenants are to report any maintenance, damage, or repair requirements to the City in writing and in a timely manner.
16. All maintenance and repair requests will be considered by the relevant City officer/s and only undertaken if deemed necessary.
17. Approved maintenance or repairs will be undertaken by the City within a reasonable timeframe determined by the level of urgency.
18. Tenants are not permitted to sub-let any part of the leased premises without the written consent from the City and then must use the City's standard sub-lease agreement.

Annual Audit

19. On the anniversary of the tenancy agreement, the City will assess the tenant's annual performance against the City's Lease Key Performance indicators (KPI's) and provide appropriate feedback on their performance. Tenants are required to complete the City's annual audit information request and provide copies of:

- Public Liability insurance with a minimum \$10 million coverage, preference being given to minimum coverage of \$20 million;
- Pest control certificate;
- Up to date authorised contacts list;
- An up to date key register
- Organisation financials/accounts;
- AGM Minutes;
- Playground inspection certificate (if applicable);
- Any required maintenance records where maintenance is required as part of the lease; and
- Copies of any required certifications or accreditations associated with the organisation.

Related Legislation

Local Government Act 1995 (WA)

Local Government (Functions and General) Regulations 1996

Residential Tenancies Act 1987 (WA)

Residential Park (Long-Stay Tenants) Act 2006 (WA) & Regulations

Related Documentation

City of Bayswater Community Lease Agreement

City of Bayswater Community and Commercial Lease KPI's and Assessment Criteria

City of Bayswater Breach of Lease Policy

Document details

Relevant delegations EF – D11 Leasing Agreements

Risk evaluation Moderate

Council adoption 19 April 2011 **Resolution** 11.2.7

Reviewed/modified	1 March 2016	Resolution	
	9 April 2019		10.1.1
	28 June 2022		10.6.1.1

Annexure 1

Category 1a – Small Volunteer Community Groups

Criteria Locally based organisations with a voluntary management committee and are a stand-alone Not-for-Profit organisation/community group (whether incorporated or not). Run solely by volunteers and facilitates programs/activities specifically targeted at local residents. Demonstrates a limited or no capacity to generate revenue through facility use and/or activities. Income is generally limited to low membership fees. Considered 'Exempt Dispositions' from section 3.58 of the <i>Local Government Act 1995</i> .	
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 5 years
Lease Fees and Charges	Annual Rent: \$1.00 Outgoings: • Emergency Services Levy (exemptions for historical societies) • All utility costs related to the tenants use of the premises (exemptions for historical societies) • Waste charges (exceptions for historical societies) • Annual preventative maintenance charges applicable to the facility discounted by 50% (e.g. servicing of air conditioning systems, cool rooms, alarm systems and fire safety systems) *Local Government Rates will not be charged by the City*
Tenant Obligations	• Contents, public liability insurance and any other insurances associated with the tenants use of the facility • Internal and external cleaning (including annual carpet cleaning) • Consumables associated with the facility and the tenants use. • Pest control (excluding termite inspections and treatment) • Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	• Building insurance • Building structural repairs and maintenance. • Gutter cleaning • External Drainage • Servicing of all inbuilt mechanical systems, security systems and fire safety systems (preventative maintenance) with the cost being born by the tenant • Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect) • Annual termite inspections and treatments as required.

Category 1b – Not-for-Profit Community Groups and Organisations

Criteria	Locally based Not-for-Profit organisation, club, or community group run by volunteers or paid workers and are incorporated under the <i>Associations Incorporation Act 1987</i>. Servicing a wider catchment than the City of Bayswater District with their primary base of operations located within the City of Bayswater. Demonstrates an affordable membership regime and facilitates programs and activities that add value to the social and community fabric of the City. Has the capacity to generate revenue through membership, use of the premises, or activities consistent with the organisations purpose.
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 5 years
Lease Fees and Charges	Annual Rent: \$1,390 plus GST and indexed annually to CPI Outgoings: • Emergency Services Levy • All utility costs related to the tenants use of the premises • Waste charges • Annual preventative maintenance charges applicable to the facility (e.g. servicing of air conditioning systems, cool rooms, alarm systems and fire safety systems) *Local Government Rates will not be charged by the City*
Tenant Obligations	• Contents, public liability insurance and any other insurances associated with the tenants use of the facility • Internal and external cleaning (including annual carpet cleaning) • Consumables associated with the facility and the tenants use. • Pest control (excluding termite inspections and treatment) • Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	• Building insurance • Building structural repairs and maintenance. • Gutter cleaning • External Drainage • Servicing of all inbuilt mechanical systems, security systems and fire safety systems (preventative maintenance) with the cost being born by the tenant • Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect) • Annual termite inspections and treatments as required.

Category 2 – Sporting Clubs and Recreational Groups

Criteria	Locally based sporting clubs and recreational groups (whether incorporated or not) with a voluntary management committee. Demonstrates an affordable membership regime and facilitates sporting or recreational activities and programs that add value to the social and community fabric of the City. Has the capacity to generate revenue through its use of the property by way of membership, bar/kitchen facilities, or activities consistent with the club/groups purpose. Considered 'Exempt Dispositions' from section 3.58 of the <i>Local Government Act 1995</i> . *Excludes state and national sporting/recreational bodies*
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 5 years
Lease Fees and Charges	Annual Rent: \$1.00 Outgoings: • Emergency Services Levy • All utility costs related to the tenants use of the premises • Waste charges • Annual preventative maintenance charges applicable to the facility (e.g. servicing of air conditioning systems, cool rooms, alarm systems and fire safety systems) *Local Government Rates will not be charged by the City*
Tenant Obligations	• Contents, public liability insurance and any other insurances associated with the tenants use of the facility • Internal and external cleaning (including annual carpet cleaning) • Consumables associated with the facility and the tenants use. • Pest control (excluding termite inspections and treatment) • Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	• Building insurance • Building structural repairs and maintenance. • Gutter cleaning • External Drainage • Servicing of all inbuilt mechanical systems, security systems and fire safety systems (preventative maintenance) with the cost being born by the tenant • Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect) • Annual termite inspections and treatments as required.

Category 3 – Community Child Care Centres

Criteria Locally based Not-for-Profit Community Child Care Centres with a voluntary management committee and run by either volunteers or paid workers and are incorporated under the <i>Associations Incorporation Act 1987</i> . Established to provide community services and has the capacity to generate revenue through its use of the property.	
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 5 years
Lease Fees and Charges	Annual Rent: \$1,360 plus GST and indexed annually to CPI Outgoings: • Emergency Services Levy • All utility costs related to the tenants use of the premises • Waste charges • Annual preventative maintenance charges applicable to the facility (e.g. servicing of air conditioning systems, cool rooms, alarm systems and fire safety systems) *Local Government Rates will not be charged by the City*
Tenant Obligations	• Contents, public liability insurance and any other insurances associated with the tenants use of the facility • Internal and external cleaning (including annual carpet cleaning) • Consumables associated with the facility and the tenants use • Pest control (excluding termite inspections and treatment) • Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	• Building insurance • Building structural repairs and maintenance. • Gutter cleaning • External Drainage • Servicing of all inbuilt mechanical systems, security systems and fire safety systems (preventative maintenance) with the cost being born by the tenant • Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect) • Annual termite inspections and treatments as required

Category 4 – Large Not-for-Profit Organisations, State and National Clubs/Associations and Places of Worship

Criteria Large Not-for-Profit groups that are professional organisations with paid staff and are generally Government funded, externally funded, or generates its own revenue through membership fees, events, venue hire, services, or other means consistent with the organisations purpose.	
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 10 years
Lease Fees and Charges	Annual Rent: 40% of market valuation plus GST, or as otherwise determined by the City following an Expression of Interest Process. Outgoings: • Emergency Services Levy • All utility costs related to the tenants use of the premises • Waste charges • Annual preventative maintenance charges applicable to the facility (e.g. servicing of air conditioning systems, cool rooms, alarm systems and fire safety systems) *Local Government Rates will not be charged by the City*
Tenant Obligations	• Contents, public liability insurance and any other insurances associated with the tenants use of the facility • Internal and external cleaning (including annual carpet cleaning) • Consumables associated with the facility and the tenants use • Pest control (excluding termite inspections and treatment) • Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	• Building insurance • Building structural repairs and maintenance. • Gutter cleaning • External Drainage • Servicing of all inbuilt mechanical systems, security systems and fire safety systems (preventative maintenance) with the cost being born by the tenant • Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (unless attributed to tenant's misuse or neglect) • Annual termite inspections and treatments as required

Category 5 – Child Health Clinics

Criteria Services provided by Community Child Health Nurses which are employed by the Department of Health. Considered 'Exempt Dispositions' from section 3.58 of the <i>Local Government Act 1995</i> .	
Tenancy Term	Informal User Agreement with a maximum term of 2 years
Lease Fees and Charges	Annual Rent: \$1.00 Outgoings: • Emergency Services Levy • All utility costs related to the tenants use of the premises • Waste charges • Annual preventative maintenance charges applicable to the facility (e.g. servicing of air conditioning systems, cool rooms, alarm systems and fire safety systems) *Local Government Rates will not be charged by the City*
Tenant Obligations	• Contents, public liability insurance and any other insurances associated with the tenants use of the facility • Internal and external cleaning (including annual carpet cleaning) • Consumables associated with the facility and the tenants use • Pest control (excluding termite inspections and treatment) • Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	• Building insurance • Building structural repairs and maintenance. • Gutter cleaning • External Drainage • Servicing of all inbuilt mechanical systems, security systems and fire safety systems (preventative maintenance) with the cost being born by the tenant • Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (unless attributed to tenant's misuse or neglect) • Annual termite inspections and treatments as required

Community Facility Lease and Licence/User Agreement Policy



Responsible Division	~~Works and Infrastructure~~ <u>Infrastructure and Assets</u>
Responsible Business Unit	~~Building Works~~ <u>Building Operations</u>
Responsible Officer	Community Lease Officer
Affected Business Units	~~Building Works~~ <u>Building Operations</u>
ECM Document Set ID	4281523

Purpose

To provide a structured framework and basic principles to ensure a consistent and equitable approach to the management of community lease and licence/user agreements, for the use and tenancy of City owned and managed properties, including land. This policy will provide guidance to City officers to assess and negotiate tenancy agreements.

Scope

This policy applies to all Community Lease and Licence/User Agreements for the use of City owned and managed properties. The policy defines clear tenant categories and associated roles and responsibilities of each party under a tenancy agreement, and provides basic principles for the consistent, equitable and effective management of the City's community leases, licences and user agreements. This policy does not apply to City owned or managed properties that are under commercial lease agreements.

Definitions

For the purpose of this policy —

Agreement: a legally binding arrangement between parties, i.e. a Lease, License or User Agreement.

Authorised Contact/s: individuals of a group, organisation or club who have been nominated as the primary contacts for all lease, licence or user agreement correspondence.

City: City of Bayswater.

Council: a body of individuals elected by City ratepayers to manage the affairs of the City

Facility: land or building owned or managed by the City

Lease: a contract by which one party conveys land, property or service to another for a specified time usually in return of periodic payment.

Licence: a contract for the non-exclusive use of a facility.

Licensee: a person, group, club or organisation that holds a licence for the use of a facility.

Lessee: a person, group, club or organisation that holds the lease for the exclusive use of a facility.

Lessor: the owner of an asset that is leased to another party.

Not for Profit: an organisation that does not operate for the financial gain of a group or individual

Profit rent: a portion of rent payable above the operating expenses

Public Liability Insurance: a type of insurance that covers an organisation or group against losses or damage to a third party as a result of that group's or organisation's activities.

Sub-tenant: someone who occupies all or part of a premises under a lease agreement with the original/primary tenant of the premises.

Tenant/s: a person or persons who occupy a facility leased from the City, also known as lessee

User Agreement: contractual arrangement outlining the terms and conditions associated with usage, as negotiated.

Policy Statement

1. The City will provide a range of well-maintained and well managed community facilities and enter into agreements with community based not-for-profit organisations and sporting and recreational groups to support community needs and engagement.
2. The City will ensure consistent and fair access to its community facilities for locally based groups/clubs and larger not-for-profit organisations which provide benefit to the community.
3. The City will aim to increase community access to activities and services by ensuring optimal utilisation of City facilities by encouraging multiuse, integration and co-location.
4. Any new tenancy agreements and lease extensions should be negotiated on the terms set out in this policy.
5. For the purposes of tenancy negotiation, all community lease and licences shall be classified into one of the categories as outlined in Annexure 1.
6. Council's adopted standard community lease agreement will be applied to all new community leases, including renewals of existing tenants. The standard community lease agreement will not be varied, unless it is required to meet the operational needs of the tenant, and only then will minor variations be made under delegated authority.
7. The City reserves the right in all cases to inspect the premises and ensure lease conditions and Key Performance Indicators are being met.

Types of Agreements

8. The City will enter into one of the following agreements for the use of City owned and managed facilities:
 - (a) Lease – provides exclusive use of a facility or a portion of a facility for an agreed term.
 - (b) Licence – contractual agreement for the non-exclusive use of a premises under particular conditions, such as permitted access between agreed times only. Generally, will include regular payment as a consideration.

- (c) User Agreement – contractual tenancy agreement which outlines the terms and conditions associated with the usage of the facility. The terms of a user agreement are not usually standard and are negotiated between the two parties.

Advertising a Facility for Lease/Licence and Lease/Licence Applications

- 9. The City will advertise and seek expressions of interest (EOI's) for consideration, to lease or licence a facility or portion of a facility when:
 - (a) An existing building or space becomes vacant;
 - (b) An existing agreement expires and is not renewed;
 - (c) For reasons, an agreement is terminated by either party; and
 - (d) A new building is constructed on land owned or managed by the City.
- 10. EOI submissions will be assessed by a panel against the City's Lease Assessment Criteria and presented to Council for consideration.
- 11. All EOI submissions must demonstrate how they satisfy each of the City's Lease Assessment Criteria and provide a formal proposal including the following:
 - (a) A comprehensive business/organisation plan detailing the applicant's vision for the proposed lease space; and
 - (b) Evidence that the proposed service/activities provides community benefit and/or an identified need of the community.

Lease Administration and Management

- 12. Lease/licence tenure, fees and charges and all tenant obligations shall be as applicable to the respective tenant category outlined in **Annexure 1**.
- 12.13. Maintenance obligations applicable to the City and Tenant are outlined in **Annexure 2**
- 14. Where practicable, utility charges will be individually metered for each tenant, otherwise an equitable percentage of the overall site utility charges will be applied.
- 13.15. The City will undertake annual property inspections to ensure lease conditions and will provide the tenant with a copy of the inspection report and appropriate feedback. Prior notice of the inspection will be given to the tenants.
- 14.16. The tenant is expected to maintain and keep the premises clean and in good repair. Tenants are to report any maintenance, damage, or repair requirements to the City in writing and in a timely manner.
- 15.17. All maintenance and repair requests will be considered by the relevant City officer/s and only undertaken if deemed necessary.
- 16.18. Approved maintenance or repairs will be undertaken by the City within a reasonable timeframe determined by the level of urgency.

19. Tenants are not permitted to sub-let any part of the leased premises without the written consent from the City and then must use the City's standard sub-lease agreement. Tenants must not sub-let all or any part of the lease premises without the prior written consent of the City. Any proposed sub-lease agreement must be submitted to the City for review and approval.
20. Where a sub-let is requested, the sub-lessor will be assessed, and terms of the agreement will be based off the tenant categories outlined in **Annexure 1** with the following to also apply:
- (a) The tenant and/or sub-tenant is liable for any works associated to accommodate the sub-tenant.
 - (b) The tenant and/or sub-tenant will be responsible for all ongoing maintenance and asset replacements associated with the sub-tenant.
 - (c) Where the sub-tenant is deemed to be of a commercial nature and there is a fee/rent payment (profit rent) by the sub-tenant to the tenant a consideration of 25% shall be paid to the City.
21. Tenants will be liable for the payment of the annual *Service and Maintenance Fee* applicable to the relevant category in **Annexure 1**, this annual fee is for the payment of City arranged compliance inspections and servicing associated to the building for services including:
- (a) RCD (residual current device) testing
 - (b) Emergency light testing
 - (c) Air-conditioning & HVAC servicing
 - (d) Fire Prevention inspections and servicing (detection systems, extinguishers, blankets, hose reels etc)
 - (e) Fire alarm monitoring
 - (f) Kitchen canopy cleaning
 - (g) Automatic door servicing
 - (h) Termite inspections
 - (i) Gutter cleaning
22. The City may review and potentially approve a Tenant's request to be exempt from the annual Service and Maintenance Fee if the Tenant can clearly demonstrate their capability to carry out all necessary servicing and provide evidence to the City when requested.
23. Rent for any new lease agreements categorised as 1b or 3 is to be calculated by applying cumulative CPI from March 2026 to the lease commencement date to the rent specified in Annexure 1, with the adjusted amount forming the starting rent.
- 17-24. For any new lease agreement for a continued tenancy, the rent payable under the previous agreement will continue to apply as rent under the new lease.

Annual Audit

18.25. On the anniversary of the tenancy agreement, the City will assess the tenant's annual performance against the City's Lease Key Performance indicators (KPI's) and provide appropriate feedback on their performance. Tenants are required to complete the City's annual audit information request and provide copies ~~of (including but not limited to) of the following:~~

- (a) Public Liability insurance with a minimum \$10 million coverage, preference being given to minimum coverage of \$20 million;
- (b) Pest control certificate;
- (c) Up to date authorised contacts list;
- (d) An up to date key register
- (e) Organisation financials/accounts;
- (f) AGM Minutes;
- ~~(g) — Playground inspection certificate (if applicable);~~
- ~~(h)(g)~~ Any required maintenance records where maintenance is required as part of the lease;
~~and~~
- ~~(h)~~ Copies of any required certifications or accreditations associated with the organisation;
~~and~~
- (i) Utility (power, gas, water) usage data for emission tracking purposes (not applicable if on-charged by the City).

Related Legislation

Local Government Act 1995 (WA)

Local Government (Functions and General) Regulations 1996

Residential Tenancies Act 1987 (WA)

Residential Park (Long-Stay Tenants) Act 2006 (WA) & Regulations

Related Documentation

City of Bayswater Community Lease Agreement

City of Bayswater Community and Commercial Lease KPI's and Assessment Criteria

City of Bayswater Breach of Lease Policy

Document details

Relevant delegations EF – D11 Leasing Agreements

Risk evaluation Moderate

Council adoption 19 April 2011 **Resolution** 11.2.7

Reviewed/modified 1 March 2016 **Resolution**
9 April 2019 10.1.1

28 June 2022

10.6.1.1

tracked changes

Annexure 1 – Categories and Terms

Category 1a – Small Volunteer Community Groups

Criteria	Locally based organisations with a voluntary management committee and are a stand-alone Not-for-Profit organisation/community group (whether incorporated or not). Run solely by volunteers and facilitates programs/activities specifically targeted at local residents. Demonstrates a limited or no capacity to generate revenue through facility use and/or activities. Income is generally limited to low membership fees. Considered 'Exempt Dispositions' from section 3.58 of the <i>Local Government Act 1995</i> .
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 5 years
Lease Fees and Charges	Annual Rent: \$1.00 Outgoings: - Emergency Services Levy ~~(exemptions for historical societies)~~ ~~All utility costs related to the tenants use of the premises (exemptions for historical societies)~~ <u>Utility costs</u> - Waste charges ~~(exceptions for historical societies)~~ ~~Annual preventative maintenance charges applicable to the facility discounted by 50% (e.g. servicing of air conditioning systems, cool rooms, alarm systems and fire safety systems)~~ <u>Annual 'Service & Maintenance Fee' applicable to this category as per the Fees and Charges Schedule, including other items applicable to the building not included in clause 21.</u> ~~Local Government Rates will not be charged by the City.~~
Tenant Obligations	- Contents, public liability insurance and any other insurances associated with the tenants use of the facility - Internal and external cleaning (including annual carpet cleaning) - Consumables associated with the facility and the tenants use. - Pest control (excluding termite ~~inspections and~~ treatment) - Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	- Building insurance - Building structural repairs and maintenance. ~~Gutter cleaning~~ ~~External Drainage~~ <u>Inspections, servicing and maintenance associated with the annual 'Service & Maintenance Fee' (clause 21) and Annexure 2.</u> ~~Servicing of all inbuilt mechanical systems, security systems and fire safety systems (preventative maintenance) with the cost being born by the tenant~~ - Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect) ~~Annual Termite~~ <u>inspections and treatments as required.</u>
Special Conditions	<u>Historical Societies to be on-charged 50% of annual preventative maintenance and compliance charges applicable to the building.</u> <u>Historical Societies exempt for the payment of the Emergency Services Levy, utilities and waste charges.</u>

Category 1b – Not-for-Profit Community Groups and Organisations

Criteria	Locally based Not-for-Profit organisation, club, or community group run by volunteers or paid workers and are incorporated under the <i>Associations Incorporation Act 1987</i>. Servicing a wider catchment than the City of Bayswater District with their primary base of operations located within the City of Bayswater. Demonstrates an affordable membership regime and facilitates programs and activities that add value to the social and community fabric of the City. Has the capacity to generate revenue through membership, use of the premises, or activities consistent with the organisations purpose.
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 5 years, <u>with the option to extend for a further 5-year period.</u>
Lease Fees and Charges	Annual Rent: \$1,~~800~~390-plus GST and indexed annually to CPI Outgoings: • Emergency Services Levy • ~~All utility costs related to the tenants use of the premises~~ <u>Utility Costs</u> • Waste charges • ~~Annual preventative maintenance charges applicable to the facility (e.g. servicing of air conditioning systems, cool rooms, alarm systems and fire safety systems)~~ <u>Annual 'Service & Maintenance Fee' applicable to this category as per the Fees and Charges Schedule, including other items applicable to the building not included in clause 21.</u> • ~~Local Government Rates will not be charged by the City.~~
Tenant Obligations	• Contents, public liability insurance and any other insurances associated with the tenants use of the facility • Internal and external cleaning (including annual carpet cleaning) • Consumables associated with the facility and the tenants use. • Pest control (excluding termite ~~inspections and~~ treatment) • Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	• Building insurance • Building structural repairs and maintenance. • ~~Gutter cleaning~~ • ~~External Drainage~~ • <u>Inspections, servicing and maintenance associated with the annual 'Service & Maintenance Fee' (clause 21) and Annexure 2.</u> • ~~Servicing of all inbuilt mechanical systems, security systems and fire safety systems (preventative maintenance) with the cost being born by the tenant~~ • Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect) • ~~Annual~~ <u>Termite</u> inspections and treatments as required.

Category 2 – Sporting Clubs and Recreational Groups

Criteria	Locally based sporting clubs and recreational groups (whether incorporated or not) with a voluntary management committee. Demonstrates an affordable membership regime and facilitates sporting or recreational activities and programs that add value to the social and community fabric of the City. Has the capacity to generate revenue through its use of the property by way of membership, bar/kitchen facilities, or activities consistent with the club/groups purpose. Considered 'Exempt Dispositions' from section 3.58 of the <i>Local Government Act 1995</i> . *Excludes state and national sporting/recreational bodies*
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 5 years, <u>with the option to extend for a further 5-year period.</u>
Lease Fees and Charges	Annual Rent: ~~\$1.00~~ ~~Small: \$1.00~~ ~~Medium: \$1.00~~ ~~Large: \$1.00~~ Outgoings: - Emergency Services Levy ~~All utility costs related to the tenants use of the premises~~ <u>Utility Costs</u> - Waste charges ~~Annual preventative maintenance charges applicable to the facility (e.g. servicing of air conditioning systems, cool rooms, alarm systems and fire safety systems)~~ <u>Annual 'Service & Maintenance Fee' applicable to this category as per the Fees and Charges Schedule, including other items applicable to the building not included in clause 21.</u> ~~*Local Government Rates will not be charged by the City*~~
Tenant Obligations	- Contents, public liability insurance and any other insurances associated with the tenants use of the facility - Internal and external cleaning (including annual carpet cleaning) - Consumables associated with the facility and the tenants use. - Pest control (excluding termite ~~inspections and~~ treatment) - Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	- Building insurance - Building structural repairs and maintenance. ~~Gutter cleaning~~ ~~External Drainage~~ ~~Inspections, servicing and maintenance associated with the annual 'Service & Maintenance Fee' (clause 21) and Annexure 2.~~ ~~Servicing of all inbuilt mechanical systems, security systems and fire safety systems (preventative maintenance) with the cost being born by the tenant~~ - Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect) ~~Annual Termite inspections and treatments as required.~~
Definition	~~Small: Limited additional income opportunities, as the premises are site-specific to the lessee and facilities not suitable for use by other groups.~~ ~~Medium: Income generated through associated sporting activities and limited hireable facilities (e.g. kitchen, function or hall space).~~

	• <u>Large: Income generated through associated sporting activities and a range of hireable facilities (e.g. commercial kitchen, bar, function or hall space).</u>

tracked changes

Category 3 – Community Child Care Centres

Criteria Locally based Not-for-Profit Community Child Care Centres with a voluntary management committee and run by either volunteers or paid workers and are incorporated under the <i>Associations Incorporation Act 1987</i> . Established to provide community services and has the capacity to generate revenue through its use of the property.	
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 5 years, <u>with the option to extend for a further 5-year period.</u>
Lease Fees and Charges	Annual Rent: \$1, ~~800~~ 360 plus GST and indexed annually to CPI Outgoings: - Emergency Services Levy ~~All utility costs related to the tenants use of the premises~~ <u>Utility Costs</u> - Waste charges ~~Annual preventative maintenance charges applicable to the facility (e.g. servicing of air conditioning systems, cool rooms, alarm systems and fire safety systems)~~ <u>Annual 'Service & Maintenance Fee' applicable to this category as per the Fees and Charges Schedule, including other items applicable to the building not included in clause 21.</u> <u>*Local Government Rates will not be charged by the City*</u>
Tenant Obligations	- Contents, public liability insurance and any other insurances associated with the tenants use of the facility - Internal and external cleaning (including annual carpet cleaning) - Consumables associated with the facility and the tenants use - Pest control (excluding termite ~~inspections and~~ treatment) - Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	- Building insurance - Building structural repairs and maintenance. ~~Gutter cleaning~~ ~~External Drainage~~ <u>Inspections, servicing and maintenance associated with the annual 'Service & Maintenance Fee' (clause 21) and Annexure 2.</u> ~~Servicing of all inbuilt mechanical systems, security systems and fire safety systems (preventative maintenance) with the cost being born by the tenant~~ - Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect) ~~Annual-T~~ <u>termite inspections and treatments as required.</u>

Category 4 – Large Not-for-Profit Organisations, State and National Clubs/Associations and Places of Worship

Criteria Large Not-for-Profit groups that are professional organisations with paid staff and are generally Government funded, externally funded, or generates its own revenue through membership fees, events, venue hire, services, or other means consistent with the organisations purpose.	
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 10 years
Lease Fees and Charges	Annual Rent: 40% of market valuation plus GST, or as otherwise determined by the City following an Expression of Interest Process. Outgoings: - Emergency Services Levy ~~All utility costs related to the tenants use of the premises~~ <u>Utility Costs</u> - Waste charges ~~Annual preventative maintenance charges applicable to the facility (e.g. servicing of air conditioning systems, cool rooms, alarm systems and fire safety systems) Annual 'Service & Maintenance Fee' applicable to this category as per the Fees and Charges Schedule, including other items applicable to the building not included in clause 21.~~ ~~*Local Government Rates will not be charged by the City*~~
Tenant Obligations	- Contents, public liability insurance and any other insurances associated with the tenants use of the facility - Internal and external cleaning (including annual carpet cleaning) - Consumables associated with the facility and the tenants use - Pest control (excluding termite ~~inspections and~~ treatment) - Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	- Building insurance - Building structural repairs and maintenance. ~~Gutter cleaning~~ ~~External Drainage~~ ~~Inspections, servicing and maintenance associated with the annual 'Service & Maintenance Fee' (clause 21) and Annexure 2.~~ ~~Servicing of all inbuilt mechanical systems, security systems and fire safety systems (preventative maintenance) with the cost being born by the tenant~~ - Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect) ~~Annual~~ Termite inspections and treatments as required.

Category 5 – Child Health Clinics

Criteria Services provided by Community Child Health Nurses which are employed by the Department of Health. Considered 'Exempt Dispositions' from section 3.58 of the <i>Local Government Act 1995</i> .	
Tenancy Term	~~Informal~~ User Agreement with a maximum term of <u>25</u> years
Lease Fees and Charges	Annual Rent: \$1.00 Outgoings: - Emergency Services Levy ~~All utility costs related to the tenants use of the premises~~ <u>Utility Costs</u> - Waste charges ~~Annual preventative maintenance charges applicable to the facility (e.g. servicing of air conditioning systems, cool rooms, alarm systems and fire safety systems)~~ <u>Annual 'Service & Maintenance Fee' applicable to this category as per the Fees and Charges Schedule, including other items applicable to the building not included in clause 21.</u> <i>*Local Government Rates will not be charged by the City*</i>
Tenant Obligations	- Contents, public liability insurance and any other insurances associated with the tenants use of the facility - Internal and external cleaning (including annual carpet cleaning) - Consumables associated with the facility and the tenants use - Pest control (excluding termite ~~inspections and~~ treatment) - Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	- Building insurance - Building structural repairs and maintenance. ~~Gutter cleaning~~ ~~External Drainage~~ <u>Inspections, servicing and maintenance associated with the annual 'Service & Maintenance Fee' (clause 21) and Annexure 2.</u> ~~Servicing of all inbuilt mechanical systems, security systems and fire safety systems (preventative maintenance) with the cost being born by the tenant~~ - Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect) ~~Annual~~ <u>Termite</u> inspections and treatments as required.

Annexure 2 – Maintenance Obligations

<u>Category</u>	<u>Item</u>	<u>City Obligation</u>	<u>Tenant Obligation</u>
<u>Compliance</u>	<u>Emergency Light Inspections/Testing</u>	<u>City to arrange inspection/testing and to maintain/service/repair/replace in accordance with relevant standards/requirements/legislations.</u>	<u>Tenant to notify the City of any faults/issues and for the payment of the annual Service & Maintenance Fee</u>
	<u>Fire Equipment & Detection System</u>	<u>City to arrange inspection/testing and to maintain/service/repair/replace in accordance with relevant standards/requirements/legislations</u>	<u>Tenant to notify the City of any faults/issues and for the payment of the annual Service & Maintenance Fee. Tenant responsible for any costs associated with replacement of any discharged fire extinguisher or used fire blanket regardless of circumstance.</u>
	<u>RCD Inspection/Testing</u>	<u>City to arrange inspection/testing and to maintain/service/repair/replace in accordance with relevant standards/requirements/legislations.</u>	<u>Tenant to notify the City of any faults/issues and for the payment of the annual Service & Maintenance Fee. Tenant responsible for any costs associated with replacement/repairs if deemed liable for damage/misuse.</u>
	<u>Electrical Appliance Test and Tagging</u>	<u>N/A</u>	<u>Tenant to maintain/service in accordance with relevant standards/requirements/legislations</u>
	<u>Pest Control - vermin</u>	<u>N/A</u>	<u>Tenant to maintain/service</u>
	<u>Pest Control - termite</u>	<u>City to arrange annual inspection and treat/eradicate where required</u>	<u>Tenant responsible for the payment of the annual Service & Maintenance Fee</u>
	<u>Fire System Monitoring</u>	<u>City to arrange monitoring of relevant systems.</u>	<u>Tenant responsible for the payment of the annual Service & Maintenance Fee</u>
<u>Mechanical</u>	<u>HVAC</u>	<u>City to maintain/service/repair. City to replace at end of useful life.</u>	<u>Tenant responsible for the payment of the annual Service & Maintenance Fee</u>
	<u>Cool rooms</u>	<u>City to maintain/service/repair. City to replace at end of useful life.</u>	<u>Tenant responsible for the payment of the annual Service & Maintenance Fee</u>
	<u>Beer Dispensers</u>	<u>N/A</u>	<u>Tenant to maintain/service/replace</u>
	<u>Hot Water Systems</u>	<u>City to maintain/service/repair. City to replace at end of useful life.</u>	<u>N/A</u>
	<u>Automatic Doors</u>	<u>City to maintain/service/repair. City to replace at end of useful life.</u>	<u>Tenant responsible for the payment of the annual Service & Maintenance Fee</u>
	<u>Building Alarm Systems</u>	<u>N/A</u>	<u>Tenant to maintain/service/monitor/replace</u>
	<u>Lifts</u>	<u>City to maintain/service/repair. City to replace at end of useful life.</u>	<u>Tenant to reimburse the City for service costs.</u>
	<u>Reticulation</u>	<u>N/A</u>	<u>Tenant to maintain/service/replace</u>
	<u>Bores</u>	<u>City to replace at end of useful life.</u>	<u>Tenant to maintain/service.</u>
	<u>Extraction / Canopy / Exhaust Fans</u>	<u>City to maintain/service/repair. City to replace at end of useful life.</u>	<u>Tenant responsible for the payment of the annual Service & Maintenance Fee</u>
	<u>Building Structural Repairs</u>	<u>City to repair any structural damage inc. roofing.</u>	<u>N/A</u>

Building / Site Maintenance	<u>Vandalism / Break In's</u>	<u>City to submit and oversee insurance claim on Tenants behalf</u>	<u>Tenant responsible for any repairs/replacements not covered by insurance or as otherwise negotiated by both parties. Responsible for cleaning and payment of insurance excess in accordance with Annexure 1;</u>
	<u>Gutter, Downpipes etc.</u>	<u>City to arrange gutter cleaning and repair/replace as required.</u>	<u>Tenant responsible for the payment of the annual Service & Maintenance Fee</u>
	<u>External Drainage</u>	<u>City to maintain/service/repair</u>	<u>Tenant responsible for any costs if deemed liable for damage/blockages etc</u>
	<u>Electrical - Lighting</u>	<u>City to replace at end of useful life</u>	<u>Tenant to maintain and replace globes as required</u>
	<u>Electrical - Switches, GPO's, hard wired appliances</u>	<u>City to replace at end of useful life (hardwired appliances at the discretion of the City)</u>	<u>Tenant responsible for any hard-wired appliances that benefit the operations of the tenant.</u>
	<u>Electrical - wiring, switchboard</u>	<u>City to replace at end of useful life</u>	<u>Tenant responsible for upgrades to suit operational needs.</u>
	<u>Telecommunications Appliances inc. kitchen, bar, IT, AV, PA etc</u>	<u>N/A</u>	<u>Tenant responsible for infrastructure installations/modification and telecommunication services.</u>
	<u>Kitchen appliances - domestic</u>	<u>N/A</u>	<u>Tenant to maintain/service/replace</u>
	<u>Kitchen appliances - commercial</u>	<u>N/A</u>	<u>Tenant to maintain/service/replace</u>
	<u>Plumbing - internal blockages</u>	<u>City responsible for infrastructure failures and replace as required at end of useful life.</u>	<u>Tenant responsible for clearing any sink/drain/toilet etc blockages unless caused by existing plumbing infrastructure</u>
	<u>Plumbing - external blockages</u>	<u>City responsible for infrastructure failures/blockages effecting the entire site and replace as required at end of useful life.</u>	<u>Tenant responsible for any costs if deemed liable for the cause of the blockage</u>
	<u>Plumbing - leaks</u>	<u>City to replace at end of useful life</u>	<u>Tenant responsible for minor repairs including but not limited to leaking taps/shower heads, running toilet etc</u>
	<u>Plumbing - Grease Trap</u>	<u>City to replace at end of useful life</u>	<u>Tenant to maintain/service/repair</u>
	<u>Cleaning</u>	<u>N/A</u>	<u>Tenant responsible to keep premises clean, tidy, free from litter, dirt, rubbish, cobwebs etc internally and externally. Responsible for all consumables. Carpet to be cleaned annually.</u>
	<u>Fencing</u>	<u>Replacement at the City's discretion</u>	<u>Tenant responsible for any repairs. Tenant responsible for upgrade if required to suit operational needs.</u>
	<u>Gardening</u>	<u>N/A</u>	<u>Tenant responsible to keep gardens and surrounds maintained, tidy and presentable.</u>
	<u>Playgrounds</u>	<u>N/A</u>	<u>Tenant to maintain/service/repair/replace</u>
	<u>Trees</u>	<u>City responsible for any major pruning.</u>	<u>Tenant responsible for minor pruning of trees and shrubs.</u>

<u>Doors, Windows, Fly Screens, Roller Doors, Gates, Locks</u>	<u>City to replace at end of useful life.</u>	<u>Tenant responsible to maintain/service/repair including seals/closers.</u>
<u>Keys & Padlocks</u>	<u>City to arrange and on-charge costs</u>	<u>Tenant is to request keys and padlocks through the City and is liable for key cutting costs as per the Annual Fee's & Charges Schedule. Padlocks on-charged.</u>
<u>Walls and ceilings</u>	<u>City responsible for any structural defects not as a result from any misuse, internal vandalism, damage etc caused by the tenant.</u>	<u>Tenant to keep walls and ceilings clean.</u>
<u>Painting</u>	<u>Repainting at the City's discretion</u>	<u>Tenant responsible for any minor internal remedial painting and touch ups to general wear and tear.</u>
<u>Inbuilt benches, cupboards, blinds, curtains etc</u>	<u>Replacement at the City's discretion</u>	<u>Tenant responsible to maintain/repair/keep clean.</u>
<u>Flooring</u>	<u>Replacement at the City's discretion</u>	<u>Tenant responsible to maintain/repair. Carpet to be professionally cleaned annually.</u>
<u>Carparks</u>	<u>Maintain/repair/replace at the City's discretion</u>	<u>Tenant to ensure carpark is clean and clear of rubbish, obstructions etc.</u>
<u>Carpark lighting</u>	<u>Maintain/repair/replace at the City's discretion</u>	<u>N/A</u>

Note 1: The Tenant shall be liable for all costs associated with the repair or replacement of any of the above categories if the Tenant is deemed responsible for damage caused by misuse, neglect, internal vandalism, or accidental damage attributable to the Tenant's general use or occupancy.

Note 2: Where an item is not listed, this should be assumed to be an obligation of the Tenant.

Note 3: Notwithstanding the obligations outlined in this section, any improved work, fixture or fitting a Tenant brings on to a property is their full responsibility to maintain. The City reserve the right to see the removal of all improvements, fixtures and fittings at the end of a Lease or License.



Community Facility Lease and Licence/User Agreement Policy

Responsible Division	Infrastructure and Assets
Responsible Business Unit	Building Operations
Responsible Officer	Community Lease Officer
Affected Business Units	Building Operations
ECM Document Set ID	4281523

Purpose

To provide a structured framework and basic principles to ensure a consistent and equitable approach to the management of community lease and licence/user agreements, for the use and tenancy of City owned and managed properties, including land. This policy will provide guidance to City officers to assess and negotiate tenancy agreements.

Scope

This policy applies to all Community Lease and Licence/User Agreements for the use of City owned and managed properties. The policy defines clear tenant categories and associated roles and responsibilities of each party under a tenancy agreement, and provides basic principles for the consistent, equitable and effective management of the City's community leases, licences and user agreements. This policy does not apply to City owned or managed properties that are under commercial lease agreements.

Definitions

For the purpose of this policy —

Agreement: a legally binding arrangement between parties, i.e. a Lease, License or User Agreement.

Authorised Contact/s: individuals of a group, organisation or club who have been nominated as the primary contacts for all lease, licence or user agreement correspondence.

City: City of Bayswater.

Council: a body of individuals elected by City ratepayers to manage the affairs of the City

Facility: land or building owned or managed by the City

Lease: a contract by which one party conveys land, property or service to another for a specified time usually in return of periodic payment.

Licence: a contract for the non-exclusive use of a facility.

Licensee: a person, group, club or organisation that holds a licence for the use of a facility.

Lessee: a person, group, club or organisation that holds the lease for the exclusive use of a facility.

Lessor: the owner of an asset that is leased to another party. **Not for Profit:** an organisation that does not operate for the financial gain of a group or individual.

Not for Profit: an organisation that does not operate for the financial gain of a group or individual

Community Facility Lease and Licence/User Agreement Policy

Profit rent: a portion of rent payable above the operating expenses.

Public Liability Insurance: a type of insurance that covers an organisation or group against losses or damage to a third party as a result of that group's or organisation's activities.

Sub-tenant: someone who occupies all or part of a premises under a lease agreement with the original/primary tenant of the premises.

Tenant/s: a person or persons who occupy a facility leased from the City, also known as lessee

User Agreement: contractual arrangement outlining the terms and conditions associated with usage, as negotiated.

Policy Statement

1. The City will provide a range of well-maintained and well managed community facilities and enter into agreements with community based not-for-profit organisations and sporting and recreational groups to support community needs and engagement.
2. The City will ensure consistent and fair access to its community facilities for locally based groups/clubs and larger not-for-profit organisations which provide benefit to the community.
3. The City will aim to increase community access to activities and services by ensuring optimal utilisation of City facilities by encouraging multiuse, integration and co-location.
4. Any new tenancy agreements and lease extensions should be negotiated on the terms set out in this policy.
5. For the purposes of tenancy negotiation, all community lease and licences shall be classified into one of the categories as outlined in **Annexure 1**.
6. Council's adopted standard community lease agreement will be applied to all new community leases, including renewals of existing tenants. The standard community lease agreement will not be varied, unless it is required to meet the operational needs of the tenant, and only then will minor variations be made under delegated authority.
7. The City reserves the right in all cases to inspect the premises and ensure lease conditions and Key Performance Indicators are being met.

Types of Agreements

8. The City will enter into one of the following agreements for the use of City owned and managed facilities:
 - (a) Lease – provides exclusive use of a facility or a portion of a facility for an agreed term.
 - (b) Licence – contractual agreement for the non-exclusive use of a premises under particular conditions, such as permitted access between agreed times only. Generally, will include regular payment as a consideration.
 - (c) User Agreement – contractual tenancy agreement which outlines the terms and conditions associated with the usage of the facility. The terms of a user agreement are not usually standard and are negotiated between the two parties.

Advertising a Facility for Lease/License and Lease/Licence Applications

9. The City will advertise and seek expressions of interest (EOI's) for consideration, to lease or licence a facility or portion of a facility when:
 - (a) An existing building or space becomes vacant;
 - (b) An existing agreement expires and is not renewed;
 - (c) For reasons, an agreement is terminated by either party; and

- (d) A new building is constructed on land owned or managed by the City.
- 10. EOI submissions will be assessed by a panel against the City's Lease Assessment Criteria and presented to Council for consideration.
- 11. All EOI submissions must demonstrate how they satisfy each of the City's Lease Assessment Criteria and provide a formal proposal including the following:
 - (a) A comprehensive business/organisation plan detailing the applicant's vision for the proposed lease space; and
 - (b) Evidence that the proposed service/activities provides community benefit and/or an identified need of the community.

Lease Administration and Management

- 12. Lease/licence tenure, fees and charges and all tenant obligations shall be as applicable to the respective tenant category outlined in **Annexure 1**.
- 13. Maintenance obligations applicable to the City and Tenant are outlined in **Annexure 2**.
- 14. Where practicable, utility charges will be individually metered for each tenant, otherwise an equitable percentage of the overall site utility charges will be applied.
- 15. The City will undertake annual property inspections to ensure lease conditions and will provide the tenant with a copy of the inspection report and appropriate feedback. Prior notice of the inspection will be given to the tenants.
- 16. The tenant is expected to maintain and keep the premises clean and in good repair. Tenants are to report any maintenance, damage, or repair requirements to the City in writing and in a timely manner.
- 17. All maintenance and repair requests will be considered by the relevant City officer/s and only undertaken if deemed necessary.
- 18. Approved maintenance or repairs will be undertaken by the City within a reasonable timeframe determined by the level of urgency.
- 19. Tenants must not sub-let all or any part of the lease premises without the prior written consent of the City. Any proposed sub-lease agreement must be submitted to the City for review and approval.
- 20. Where a sub-lease/sub-let is requested, the sub-lessor will be assessed, and terms of the agreement will be based off the tenant categories outlined in **Annexure 1** with the following to also apply:
 - (a) The tenant and/or sub-tenant is liable for any works associated to accommodate the sub-tenant.
 - (b) The tenant and/or sub-tenant will be responsible for all ongoing maintenance and asset replacements associated with the sub-tenant.
 - (c) Where the sub-tenant is deemed to be of a commercial nature and there is a fee/rent payment (profit rent) by the sub-tenant to the tenant a consideration of 25% shall be paid to the City.
- 21. Tenants will be liable for the payment of the annual *Service and Maintenance Fee* applicable to the relevant category in **Annexure 1**, this annual fee is for the payment of City arranged compliance inspections and servicing associated to the building for services including:
 - (a) RCD (residual current device) testing
 - (b) Emergency light testing
 - (c) Air-conditioning & HVAC servicing
 - (d) Fire prevention inspections and servicing (detection systems, extinguishers, blankets, hose reels etc)

- (e) Fire alarm monitoring
 - (f) Kitchen canopy cleaning
 - (g) Automatic door servicing
 - (h) Termite inspections
 - (i) Gutter cleaning
22. The City may review and potentially approve a Tenant's request to be exempt from the annual Service and Maintenance Fee if the Tenant can clearly demonstrate their capability to carry out all necessary servicing and provide evidence to the City when requested.
23. Rent for any new lease agreements categorised as 1b or 3 is to be calculated by applying cumulative CPI from March 2026 to the lease commencement date to the rent specified in Annexure 1, with the adjusted amount forming the starting rent.
24. For any new lease agreement for a continued tenancy, the rent payable under the previous agreement will continue to apply as rent under the new lease.

Annual Audit

25. On the anniversary of the tenancy agreement, the City will assess the tenant's annual performance against the City's Lease Key Performance indicators (KPI's) and provide appropriate feedback on their performance. Tenants are required to complete the City's annual audit information request and provide copies (including but not limited to) of the following:
- (a) Public Liability insurance with a minimum \$10 million coverage, preference being given to minimum coverage of \$20 million;
 - (b) Pest control certificate;
 - (c) Up to date authorised contacts list;
 - (d) An up to date key register
 - (e) Organisation financials/accounts;
 - (f) AGM Minutes;
 - (g) Any required maintenance records where maintenance is required as part of the lease;
 - (h) Copies of any required certifications or accreditations associated with the organisation; and
 - (i) Utility (power, gas, water) usage data for emission tracking purposes (not applicable if on-charged by the City).

Related Legislation

Local Government Act 1995 (WA)

Local Government (Functions and General) Regulations 1996

Residential Tenancies Act 1987 (WA)

Residential Park (Long-Stay Tenants) Act 2006 (WA) & Regulations

Related Documentation

City of Bayswater Community Lease Agreement

City of Bayswater Community and Commercial Lease KPI's and Assessment Criteria



Community Facility Lease and Licence/User Agreement Policy

City of Bayswater Breach of Lease Policy

Document details

Relevant delegations	EF-D11 Leasing Agreements		
Risk evaluation	Moderate		
Strategic link	[link to Strategic Community Plan]		
Council adoption	19 April 2011	Resolution	11.2.7
Next review due	[date]		
Reviewed/modified	1 March 2016	Resolution	
	9 April 2019		10.1.1
	28 June 2022		10.6.1.1
Revision details	[description]		

Community Facility Lease and Licence/User Agreement Policy

Annexure 1 – Categories and Terms**Category 1a – Small Volunteer Community Groups**

Criteria	Locally based organisations with a voluntary management committee and are a stand-alone Not-for-Profit organisation/community group (whether incorporated or not). Run solely by volunteers and facilitates programs/activities specifically targeted at local residents. Demonstrates a limited or no capacity to generate revenue through facility use and/or activities. Income is generally limited to low membership fees. Considered 'Exempt Dispositions' from section 3.58 of the <i>Local Government Act 1995</i> .
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 5 years
Lease Fees and Charges	Annual Rent: \$1.00 Outgoings: • Emergency Services Levy • Utility costs • Waste charges • Annual 'Service & Maintenance Fee' applicable to this category as per the Fees and Charges Schedule, including other items applicable to the building not included in clause 21.
Tenant Obligations	• Contents, public liability insurance and any other insurances associated with the tenants use of the facility • Internal and external cleaning (including annual carpet cleaning) • Consumables associated with the facility and the tenants use • Pest control (excluding termite treatment) • Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use as per annexure 2
City Obligations	• Building insurance • Building structural repairs and maintenance. • Inspections, servicing and maintenance associated with the annual 'Service & Maintenance Fee' (clause 21) and Annexure 2. • Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect). • Termite treatments as required.
Special Conditions	• Historical Societies to be on-charged 50% of annual preventative maintenance and compliance charges applicable to the building. • Historical Societies exempt for the payment of the Emergency Services Levy, utilities and waste charges.

Community Facility Lease and Licence/User Agreement Policy

Category 1b – Not-for-Profit Community Groups and Organisations

Criteria	Locally based Not-for-Profit organisation, club, or community group run by volunteers or paid workers and are incorporated under the <i>Associations Incorporation Act 1987</i> . Servicing a wider catchment than the City of Bayswater District with their primary base of operations located within the City of Bayswater. Demonstrates an affordable membership regime and facilitates programs and activities that add value to the social and community fabric of the City. Has the capacity to generate revenue through membership, use of the premises, or activities consistent with the organisations purpose.
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 5 years, with the option to extend for a further 5-year period.
Lease Fees and Charges	Annual Rent: \$1,800 plus GST and indexed annually to CPI Outgoings: • Emergency Services Levy • Utility costs • Waste charges • Annual 'Service & Maintenance Fee' applicable to this category as per the Fees and Charges Schedule, including other items applicable to the building not included in clause 21.
Tenant Obligations	• Contents, public liability insurance and any other insurances associated with the tenants use of the facility • Internal and external cleaning (including annual carpet cleaning) • Consumables associated with the facility and the tenants use • Pest control (excluding termite treatment) • Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use
City Obligations	• Building insurance • Building structural repairs and maintenance. • Inspections, servicing and maintenance associated with the annual 'Service & Maintenance Fee' (clause 21) and Annexure 2. • Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect). • Termite treatments as required.

Community Facility Lease and Licence/User Agreement Policy

Category 2 – Sporting Clubs and Recreational Groups

Criteria	Locally based sporting clubs and recreational groups (whether incorporated or not) with a voluntary management committee. Demonstrates an affordable membership regime and facilitates sporting or recreational activities and programs that add value to the social and community fabric of the City. Has the capacity to generate revenue through its use of the property by way of membership, bar/kitchen facilities, or activities consistent with the club/groups purpose. Considered 'Exempt Dispositions' from section 3.58 of the <i>Local Government Act 1995</i> . *Excludes state and national sporting/recreational bodies*
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 5 years, with the option to extend for a further 5-year period
Lease Fees and Charges	Annual Rent: • Small: \$1.00 • Medium: \$1.00 • Large: \$1.00 Outgoings: • Emergency Services Levy • Utility costs • Waste charges • Annual 'Service & Maintenance Fee' applicable to this category as per the Fees and Charges Schedule, including other items applicable to the building not included in clause 21.
Tenant Obligations	• Contents, public liability insurance and any other insurances associated with the tenants use of the facility. • Internal and external cleaning (including annual carpet cleaning). • Consumables associated with the facility and the tenants use. • Pest control (excluding termite treatment). • Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	• Building insurance • Building structural repairs and maintenance. • Inspections, servicing and maintenance associated with the annual 'Service & Maintenance Fee' (clause 21) and Annexure 2. • Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect). • Termite treatments as required.
Definition	• Small: Limited additional income opportunities, as the premises are site-specific to the lessee and facilities not suitable for use by other groups. • Medium: Income generated through associated sporting activities and limited hireable facilities (e.g. kitchen, function or hall space). • Large: Income generated through associated sporting activities and a range of hireable facilities (e.g. commercial kitchen, bar, function or hall space).

Community Facility Lease and Licence/User Agreement Policy

Category 3 – Community Child Care Centres

Criteria	Locally based Not-for-Profit Community Child Care Centres with a voluntary management committee and run by either volunteers or paid workers and are incorporated under the <i>Associations Incorporation Act 1987</i> . Established to provide community services and has the capacity to generate revenue through its use of the property.
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 5 years, with the option to extend for a further 5-year period.
Lease Fees and Charges	Annual Rent: \$1,800 plus GST and indexed annually to CPI Outgoings: • Emergency Services Levy • Utility costs • Waste charges • Annual 'Service & Maintenance Fee' applicable to this category as per the Fees and Charges Schedule, including other items applicable to the building not included in clause 21.
Tenant Obligations	• Contents, public liability insurance and any other insurances associated with the tenants use of the facility. • Internal and external cleaning (including annual carpet cleaning). • Consumables associated with the facility and the tenants use. • Pest control (excluding termite treatment). • Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	• Building insurance • Building structural repairs and maintenance. • Inspections, servicing and maintenance associated with the annual 'Service & Maintenance Fee' (clause 21) and Annexure 2. • Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect). • Termite treatments as required.

Community Facility Lease and Licence/User Agreement Policy

Category 4 – Large Not-for-Profit Organisations, State and National Clubs/Associations and Places of Worship

Criteria	Large Not-for-Profit groups that are professional organisations with paid staff and are generally Government funded, externally funded, or generates its own revenue through membership fees, events, venue hire, services, or other means consistent with the organisations purpose.
Tenancy Term	Lease/Licence Agreement: Minimum term of 2 years – Maximum term of 10 years
Lease Fees and Charges	Annual Rent: 40% of market valuation plus GST, or as otherwise determined by the City following an Expression of Interest Process. Outgoings: • Emergency Services Levy • Utility costs • Waste charges • Annual 'Service & Maintenance Fee' applicable to this category as per the Fees and Charges Schedule, including other items applicable to the building not included in clause 21.
Tenant Obligations	• Contents, public liability insurance and any other insurances associated with the tenants use of the facility. • Internal and external cleaning (including annual carpet cleaning). • Consumables associated with the facility and the tenants use. • Pest control (excluding termite treatment). • Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	• Building insurance • Building structural repairs and maintenance. • Inspections, servicing and maintenance associated with the annual 'Service & Maintenance Fee' (clause 21) and Annexure 2. • Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect). • Termite treatments as required.

Category 5 – Child Health Clinics

Criteria Services provided by Community Child Health Nurses which are employed by the Department of Health. Considered 'Exempt Dispositions' from section 3.58 of the <i>Local Government Act 1995</i> .	
Tenancy Term	User Agreement with a maximum term of 5 years
Lease Fees and Charges	Annual Rent: \$1.00 Outgoings: • Emergency Services Levy • Utility costs • Waste charges • Annual 'Service & Maintenance Fee' applicable to this category as per the Fees and Charges Schedule, including other items applicable to the building not included in clause 21.
Tenant Obligations	• Contents, public liability insurance and any other insurances associated with the tenants use of the facility. • Internal and external cleaning (including annual carpet cleaning). • Consumables associated with the facility and the tenants use. • Pest control (excluding termite treatment). • Minor general maintenance of the premises such as the repair and replacement of fittings and fixtures including light globes, taps, toilets, paper towel/roll dispensers and clearing of plumbing blockages caused by the tenants use.
City Obligations	• Building insurance • Building structural repairs and maintenance. • Inspections, servicing and maintenance associated with the annual 'Service & Maintenance Fee' (clause 21) and Annexure 2. • Repair and replacement of inbuilt mechanical systems due to failure/end of useful life (not attributed to tenant's misuse or neglect). • Termite treatments as required.

Community Facility Lease and Licence/User Agreement Policy

Annexure 2 – Maintenance Obligations

Category	Item	City Obligation	Tenant Obligation
Compliance	Emergency Light Inspections/Testing	City to arrange inspection/testing and to maintain/service/repair/replace in accordance with relevant standards/requirements/legislations.	Tenant to notify the City of any faults/issues and for the payment of the annual Service & Maintenance Fee.
	Fire Equipment & Detection System	City to arrange inspection/testing and to maintain/service/repair/replace in accordance with relevant standards/requirements/legislations	Tenant to notify the City of any faults/issues and for the payment of the annual Service & Maintenance Fee. Tenant responsible for any costs associated with replacement of any discharged fire extinguisher or used fire blanket regardless of circumstance.
	RCD Inspection/Testing	City to arrange inspection/testing and to maintain/service/repair/replace in accordance with relevant standards/requirements/legislations.	Tenant to notify the City of any faults/issues and for the payment of the annual Service & Maintenance Fee. Tenant responsible for any costs associated with replacement/repairs if deemed liable for damage/misuse.
	Electrical Appliance Test and Tagging	N/A	Tenant to maintain/service in accordance with relevant standards/requirements/legislations
	Pest Control - vermin	N/A	Tenant to maintain/service
	Pest Control - termite	City to arrange annual inspection and treat/eradicate where required	Tenant responsible for the payment of the annual Service & Maintenance Fee.
	Fire System Monitoring	City to arrange monitoring of relevant systems.	Tenant responsible for the payment of the annual Service & Maintenance Fee.
Mechanical	HVAC	City to maintain/service/repair. City to replace at end of useful life.	Tenant responsible for the payment of the annual Service & Maintenance Fee.
	Cool rooms	City to maintain/service/repair. City to replace at end of useful life.	Tenant responsible for the payment of the annual Service & Maintenance Fee.
	Beer Dispensers	N/A	Tenant to maintain/service/replace
	Hot Water Systems	City to maintain/service/repair. City to replace at end of useful life.	N/A
	Automatic Doors	City to maintain/service/repair. City to replace at end of useful life.	Tenant responsible for the payment of the annual Service & Maintenance Fee.
	Building Alarm Systems	N/A	Tenant to maintain/service/monitor/replace.
	Lifts	City to maintain/service/repair. City to replace at end of useful life.	Tenant to reimburse the City for service costs.
	Reticulation	N/A	Tenant to maintain/service/replace
	Bores	City to replace at end of useful life.	Tenant to maintain/service.
	Extraction / Canopy / Exhaust Fans	City to maintain/service/repair. City to replace at end of useful life.	Tenant responsible for the payment of the annual Service & Maintenance Fee.

Community Facility Lease and Licence/User Agreement Policy

Building / Site Maintenance	Building Structural Repairs	City to repair any structural damage inc. roofing.	N/A
	Vandalism / Break In's	City to submit and oversee insurance claim on Tenants behalf	Tenant responsible for any repairs/replacements not covered by insurance or as otherwise negotiated by both parties. Responsible for cleaning and payment of insurance excess in accordance with Annexure 1.
	Gutter, Downpipes etc.	City to arrange gutter cleaning and repair/replace as required.	Tenant to reimburse the City for costs associated with gutter cleaning
	External Drainage	City to maintain/service/repair	Tenant responsible for any costs if deemed liable for damage/blockages etc
	Electrical - Lighting	City to replace at end of useful life	Tenant to maintain and replace globes as required
	Electrical - Switches, GPO's, hard wired appliances	City to replace at end of useful life (hardwired appliances at the discretion of the City)	Tenant responsible for any hard-wired appliances that benefit the operations of the tenant.
	Electrical - wiring, switchboard	City to replace at end of useful life	Tenant responsible for upgrades to suit operational needs.
	Telecommunications	N/A	Tenant responsible for infrastructure installations/modification and telecommunication services.
	Appliances inc. kitchen, bar, IT, AV, PA etc	N/A	Tenant to maintain/service/replace
	Kitchen appliances - domestic	N/A	Tenant to maintain/service/replace.
	Kitchen appliances - commercial	N/A	Tenant to maintain/service/replace.
	Plumbing - internal blockages	City responsible for infrastructure failures and replace as required at end of useful life.	Tenant responsible for clearing any sink/drain/toilet etc blockages unless caused by existing plumbing infrastructure
	Plumbing - external blockages	City responsible for infrastructure failures/blockages affecting the entire site and replace as required at end of useful life.	Tenant responsible for any costs if deemed liable for the cause of the blockage
	Plumbing - leaks	City to replace at end of useful life	Tenant responsible for minor repairs including but not limited to leaking taps/shower heads, running toilet etc
	Plumbing - Grease Trap	City to replace at end of useful life	Tenant to maintain/service/repair
	Cleaning	N/A	Tenant responsible to keep premises clean, tidy, free from litter, dirt, rubbish, cobwebs etc internally and externally. Responsible for all consumables. Carpet to be cleaned annually.
	Fencing	Replacement at the City's discretion	Tenant responsible for any repairs. Tenant responsible for upgrade if required to suit operational needs.

Community Facility Lease and Licence/User Agreement Policy

	Gardening	N/A	Tenant responsible to keep gardens and surrounds maintained, tidy and presentable.
	Playgrounds	N/A	Tenant to maintain/service/repair/replace
	Trees	City responsible for any major pruning.	Tenant responsible for minor pruning of trees and shrubs.
	Doors, Windows, Fly Screens, Roller Doors, Gates, Locks	City to replace at end of useful life.	Tenant responsible to maintain/service/repair including seals/closers.
	Keys & Padlocks	City to arrange and on-charge costs	Tenant is to request keys and padlocks through the City and is liable for key cutting costs as per the Annual Fee's & Charges Schedule. Padlocks on-charged.
	Walls and ceilings	City responsible for any structural defects not as a result from any misuse, internal vandalism, damage etc caused by the tenant.	Tenant to keep walls and ceilings clean.
	Painting	Repainting at the City's discretion	Tenant responsible for any minor internal remedial painting and touch ups to general wear and tear.
	Inbuilt benches, cupboards, blinds, curtains etc	Replacement at the City's discretion	Tenant responsible to maintain/repair/keep clean.
	Flooring	Replacement at the City's discretion	Tenant responsible to maintain/repair. Carpet to be professionally cleaned annually.
	Carparks	Maintain/repair/replace at the City's discretion	Tenant to ensure carpark is clean and clear of rubbish, obstructions etc.
	Carpark lighting	Maintain/repair/replace at the City's discretion	N/A

Note 1: The Tenant shall be liable for all costs associated with the repair or replacement of any of the above categories if the Tenant is deemed responsible for damage caused by misuse, neglect, internal vandalism, or accidental damage attributable to the Tenant's general use or occupancy.

Note 2: Where an item is not listed, this should be assumed to be an obligation of the Tenant.

Note 3: Notwithstanding the obligations outlined in this section, any improved work, fixture or fitting a Tenant brings on to a property is their full responsibility to maintain. The City reserve the right to seek the removal of all improvements, fixtures and fittings at the end of a Lease or License.

LGA Lease Policy Summary

LGA	Cat.	Description	Rent	Term	Utilities	ESL	Rates	Compliance	Waste	Building Insurance	Building Insurance Claim Excess	Gutter Cleaning	Pest Control	Termite Inspections	Minor Repairs & Maintenance	Capital Renewal	Capital Upgrades	NOTES	
Bayswater (current policy)	1a	Small Volunteer Community Groups	\$1	2-5	Tenant*	Tenant*	City	City to arrange & on-charge 50%	Tenant*	City	City	City	Tenant	City	Tenant	City	City's Discretion	Note * - Historical Societies exempt.	
	1b	Not For Profit Community Groups & Organisations	\$1,390 + GST +CPI	2-5	Tenant	Tenant	City	City to arrange & on-charge	Tenant	City	City	City	Tenant	City	Tenant	City	City's Discretion		
	2	Sporting Clubs & Recreational Groups	\$1	2-5	Tenant	Tenant	City	City to arrange & on-charge	Tenant	City	City	City	Tenant	City	Tenant	City	City's Discretion		
	3	Community Child Care Centres	\$1,360 + GST +CPI	2-5	Tenant	Tenant	City	City to arrange & on-charge	Tenant	City	City	City	Tenant	City	Tenant	City	City's Discretion		
	4	Large NFP Organisations, State & National Clubs/Associations & Places of Worship	40% Market Valuation	2-10	Tenant	Tenant	City	City to arrange & on-charge	Tenant	City	City	City	Tenant	City	Tenant	City	City's Discretion		
Vincent	5	Child Health Clinics	\$1	Max 2yrs	Tenant	Tenant	City	City to arrange & on-charge	Tenant	City	City	City	Tenant	City	Tenant	City	City's Discretion		
	1	Small Community Groups	10% GRV	5+5+5	Tenant	Tenant	Tenant	City to arrange & on-charge	Tenant	City to on-charge	City to on-charge	City to on-charge	Tenant	Tenant	Tenant	City	City's Discretion		
	2	Sporting Clubs, Community Groups	10% GRV	5+5+5	Tenant	Tenant	Tenant	City to arrange & on-charge	Tenant	City to on-charge	City to on-charge	Tenant	Tenant	Tenant	Tenant	City	City's Discretion		
	3	Commercial, state & national clubs, community organisations	Negotiated based on GRV or Market Valuation at Tenants Cost	10+5+5	Tenant	Tenant	Tenant	City to arrange & on-charge	Tenant	City to on-charge	City to on-charge	Tenant	Tenant	Tenant	Tenant	City	Tenant		
Wanneroo	4	Government Agencies	Negotiated based on GRV or Market Valuation at Tenants Cost	10+5+5	Tenant	Tenant	Tenant	City to arrange & on-charge	Tenant	City to on-charge	City to on-charge	Tenant	Tenant	Tenant	Tenant	City	Tenant		
	1	Government	Negotiation based on market valuation discount up to 50%.																
	2	Charitable/Religious	Child Health Clinic - \$1	Negotiated	Tenant	Tenant	Tenant	City to arrange & on-charge	Tenant	City to on-charge	City to on-charge	Tenant	City to on-charge	City to on-charge	Tenant	City	City's Discretion		
	3	Commercial & Retail	Up to 50% discount market valuation	Negotiated	Tenant	Tenant	Tenant	City to arrange & on-charge	Tenant	City to on-charge	City to on-charge	Tenant	City to on-charge	City to on-charge	Tenant	City	City's Discretion		
	4	Residential	Negotiation based on market valuation	Negotiated	Category not relevant or comparable														
	5	Sporting & Rec	Negotiation based on market valuation	Negotiated															
Bassendean (Town of)	6	Volunteer & Support Services	Maintenance fees 50%	1-10years	Tenant	Tenant	Tenant	City to arrange & on-charge	Tenant	City to on-charge	City to on-charge	Tenant	City to on-charge	City to on-charge	Tenant	City	City's Discretion		
	Lease		10% GRV	5+5	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	City	City discretion		
Canning	License		10% GRV	3 years	Tenant	Tenant	Tenant	Tenant	Tenant	City	Tenant	Tenant	Tenant	Tenant	Tenant	City	City discretion		
	1	Youth or Service Organisation: Low capacity to generate revenue. Multi User, Not exclusive	Set in annual fees & charges. \$394.00 + GST + \$72 security charge	1-10 years	Tenant	Tenant	Rates Waiver for Sporting & Community Groups	City to charge Annual Service Contract Fee. See Note 1	Tenant	City to on-charge	City to on-charge	Included in Annual Service Contract Fee	Included in Annual Service Contract Fee	Included in Annual Service Contract Fee	Tenant	City	City	Note 1: Charged Annual Service Contract Fee (inspections & servicing) as set in Annual Fee's & Charges. Sole User - \$1,419.09 + GST Shared User - \$709.09 + GST	
	2	Capacity to Hire: Medium kitchen amenities, small function room. Reasonable capacity to generate revenue.	Set in annual fees & charges. \$845.00 + GST + \$72 security charge	1-10 years	Tenant	Tenant	Rates Waiver for Sporting & Community Groups	City to charge Annual Service Contract Fee. See Note 1	Tenant	City to on-charge	City to on-charge	Included in Annual Service Contract Fee	Included in Annual Service Contract Fee	Included in Annual Service Contract Fee	Tenant	City	City		
	3	Capacity to Hire: Medium kitchen amenities, medium/large function room, meeting rooms. Good capacity to generate revenue.	Set in annual fees & charges. \$1,238.00 + GST + \$72 security charge	1-10 years	Tenant	Tenant	Rates Waiver for Sporting & Community Groups	City to charge Annual Service Contract Fee. See Note 1	Tenant	City to on-charge	City to on-charge	Included in Annual Service Contract Fee	Included in Annual Service Contract Fee	Included in Annual Service Contract Fee	Tenant	City	City	Repair works/pest treatments separate and on-charged to Tenant.	
Joondalup	4	Capacity to Hire: Large kitchen amenities, medium/large function room, meeting rooms. Good capacity to generate revenue.	Set in annual fees & charges. \$1,689.00 + GST + \$72 security charge	1-10 years	Tenant	Tenant	Rates Waiver for Sporting & Community Groups	City to charge Annual Service Contract Fee. See Note 1	Tenant	City to on-charge	City to on-charge	Included in Annual Service Contract Fee	Included in Annual Service Contract Fee	Included in Annual Service Contract Fee	Tenant	City	City		
	A	Charity, organisation, incorp, community group. Revenue >\$10m	Market Valuation + special rent: negotiated % turnover for commercial activities	5-21yrs	Tenant	Tenant	Tenant	Tenant**	Tenant**	City to on-charge	City to on-charge	Tenant**	Tenant**	Tenant**	Tenant**	City	Improvements to be requested via Club-funded facility upgrade application	** option for City to arrange and on-charge.	
	B	Charity, organisation, incorp, community group. Revenue \$3m-\$10m	Sliding % CRC based on annual gross revenue + special rent 1 of 25% rent from commercial sub-lease + special rent 2 of 1% of revenue from bar/kitchen sales	5+5	Tenant	Tenant	Tenant	Tenant**	Tenant**	City to on-charge	City to on-charge	Tenant**	Tenant**	Tenant**	Tenant**	City	Improvements to be requested via Club-funded facility upgrade application	CRC - Current Replacement Costs	
Mundaring (Shire of)	C	Charity, organisation, incorp, community group. Revenue <\$3m	Sliding % CRC based on annual gross revenue + special rent 1 of 25% rent from commercial sub-lease	5+5	Tenant	Tenant	Tenant	Tenant**	Tenant**	City to on-charge	City to on-charge	Tenant**	Tenant**	Tenant**	Tenant**	City	Improvements to be requested via Club-funded facility upgrade application		
	1	Incorporated, NFP with voluntary management. Limited capacity to generate revenue. Low income and membership fees	\$1	5+5+5	Tenant	Tenant	City	Shire	Tenant	Shire to on-charge 50%	Shire	Tenant	Tenant	Shire	Tenant	Shire's Discretion	Shire's Discretion		
	2	Incorporated, NFP with paid staff, or paid and volunteers. Access to grants. Earning potentials through memberships, events, venue hire, licensed, sale of services or products.	50% Market Valuation + CPI + GST	10+10	Tenant	Tenant	City	Shire	Tenant	Shire to on-charge 50%	Shire to on-charge 50%	Tenant	Tenant	Shire	Tenant	Shire's Discretion	Tenant		
	3	Government Community Child Health Clinic.	\$1	10+10	Tenant	Tenant	City	Shire	Tenant	Shire to on-charge 50%	Shire to on-charge 50%	Tenant	Tenant	Shire	Tenant	Shire's Discretion	Tenant		
Bayswater (draft policy)	1a	Small Volunteer Community Groups	\$1	2-5	Tenant*	Tenant*	City	Included in Annual Fee**	Tenant*	City	City	Included in Annual Fee*	Tenant	Included in Annual Fee*	Tenant	City	City's Discretion	Note * - Historical Societies exempt, ** 50% on-charge of actuals	
	1b	Not For Profit Community Groups & Organisations	\$1,800 + GST + CPI	2-5+5	Tenant	Tenant	City	Included in Annual Fee	Tenant	City	City	Included in Annual Fee	Tenant	Included in Annual Fee	Tenant	City	City's Discretion		
	2	Sporting Clubs & Recreational Groups	\$1 (Small)	2-5+5	Tenant	Tenant	City	Included in Annual Fee	Tenant	City	City	Included in Annual Fee	Tenant	Included in Annual Fee	Tenant	City	City's Discretion		
	3	Community Child Care Centres	\$1 (Medium)	2-5+5	Tenant	Tenant	City	Included in Annual Fee	Tenant	City	City	Included in Annual Fee	Tenant	Included in Annual Fee	Tenant	City	City's Discretion		
	4	Large NFP Organisations, State & National Clubs/Associations & Places of Worship	\$1 (Large)	2-5+5	Tenant	Tenant	City	Included in Annual Fee	Tenant	City	City	Included in Annual Fee	Tenant	Included in Annual Fee	Tenant	City	City's Discretion		
	5	Child Health Clinics	\$1,800 + GST + CPI	2-5	Tenant	Tenant	City	Included in Annual Fee	Tenant	City	City	Included in Annual Fee	Tenant	Included in Annual Fee	Tenant	City	City's Discretion		
			40% Market Valuation	2-10	Tenant	Tenant	City	Included in Annual Fee	Tenant	City	City	Included in Annual Fee	Tenant	Included in Annual Fee	Tenant	City	City's Discretion		

10.5.1.2.6 Policy Review: Sponsorship of City Assets, Services and Activities Policy

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. Current Policy [9.2.6.1 - 4 pages]
Refer:	Item: 10.6.1.2 OCM: 22.03.2022
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 of the Local Government Act 1995.

SUMMARY

This report presents a review of the Sponsorship of City Assets, Services and Activities Policy and recommends that the Policy be repealed.

The review identified that the Policy has not been formally utilised since its adoption in 2022 and that sponsorship opportunities involving the City are infrequent and typically managed through bespoke agreements and existing governance processes.

Given the limited operational use of the Policy and noting that sponsorship opportunities can continue to be considered and managed on a case-by-case basis through existing Council, project planning, procurement and approval processes, officers consider that a standalone policy is no longer required.

This report therefore recommends repeal of the Sponsorship of City Assets, Services and Activities Policy.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council repeals the Sponsorship of City Assets, Services and Activities Policy.

BACKGROUND

The *Sponsorship of City Assets, Services and Activities Policy* (**Attachment 1**) was adopted by Council on 22 March 2022.

The Policy was originally developed to provide guidance regarding the seeking, consideration and acceptance of sponsorship opportunities involving City assets, services and activities.

As part of the scheduled policy review process, officers reviewed the operational use and effectiveness of the Policy.

The review identified that the Policy has not been formally utilised since its adoption and that sponsorship opportunities involving the City occur infrequently and are generally managed through individually negotiated agreements and existing governance processes.

Officers also identified that sponsorship opportunities are typically considered through project planning, budget development and service delivery processes, including consideration of potential income sources within project plans and business cases.

Given the limited use of the Policy and the ability to continue managing sponsorship opportunities through existing governance and approval processes, officers consider that the Policy is no longer required.

EXTERNAL CONSULTATION

No external consultation has been undertaken in relation to this matter as the proposed repeal relates to an internal governance and administrative policy.

OFFICER'S COMMENTS

Officers have reviewed the Sponsorship of City Assets, Services and Activities Policy and identified that:

- the Policy has not been formally utilised since its adoption in 2022;
- sponsorship arrangements involving the City occur infrequently;
- sponsorship arrangements are generally bespoke in nature and negotiated on a case-by-case basis;
- Council may still request officers to investigate or consider sponsorship opportunities where appropriate;
- project planning and business case processes already provide mechanisms to consider potential income sources, including sponsorship opportunities; and
- existing governance, procurement, budget approval and contract management processes provide appropriate oversight for sponsorship arrangements without the need for a standalone policy.

Policies are generally intended to provide guidance, consistency and direction for recurring operational matters. Given the infrequent and varied nature of sponsorship arrangements involving the City, officers consider that a standalone policy is no longer operationally necessary.

Repeal of the Policy will not prevent the City from entering into sponsorship arrangements where appropriate. Sponsorship opportunities may continue to be considered and managed on a case-by-case basis through existing governance and approval processes.

Accordingly, officers recommend that the Sponsorship of City Assets, Services and Activities Policy be repealed.

LEGISLATIVE COMPLIANCE

- *Local Government Act 1995*

The repeal of the Policy does not remove the City's obligations to comply with all relevant legislative, procurement, governance and financial management requirements when considering sponsorship arrangements.

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

There are no direct financial implications associated with the repeal of the Policy.

Sponsorship opportunities may continue to be considered as part of project planning, service delivery and budget development processes where appropriate.

STRATEGIC IMPLICATIONS

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.

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 5.2 Stakeholder Leadership

Objective 5.2.3 Advocate and develop partnerships for City benefit.

CONCLUSION

The review of the Sponsorship of City Assets, Services and Activities Policy identified that the Policy has not been formally utilised since its adoption and is no longer operationally necessary.

Sponsorship opportunities involving the City occur infrequently and can continue to be appropriately managed through existing governance, procurement, project planning and approval processes on a case-by-case basis.

It is therefore recommended that Council repeals the Sponsorship of City Assets, Services and Activities Policy.



Sponsorship of City Assets, Services and Activities Policy

Responsible Division	Major Projects and Commercial Activities
Responsible Business Unit	Commercial Activities / Building Works / Community Development / Assets and Mapping Services
Responsible Officer	Manager Recreation and Commercial Activities Manager Community Development Manager Engineering and Asset and Mapping Services
Affected Business Units	Recreation and Commercial Activities, Community Services
ECM Document Set ID	4221106

Purpose

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.

Scope

This policy covers:

- The actions and activities of all service areas of the City of Bayswater.
- Venues owned and/or managed by the City of Bayswater, including recreation facilities, libraries, depot, Civic Centre and community centres.

The policy however, does not cover the actions and activities of any affiliated, associated or other community organisations nor does it empower the City to negotiate or develop sponsorship arrangements on behalf of any affiliated, associated or other community organisations.

Support in the form of sponsorship and grants provided by the City to individuals and community based organisations is not considered sponsorship under the terms of this Policy as they are covered by the City's Community Grants Policy.

Definitions

For the purpose of this policy:

- Sponsor:** means an organisation or individual providing resources to the City for use in achieving City objectives, in return for specific benefits.
- Sponsorship:** means an arrangement in which a sponsor provides financial, in-kind, or volunteer resources to support City assets, services or activities, in return for the rights and association which may be used for commercial advantage.

Policy Statement

To provide additional income or offset costs, the City may seek sponsorship of its programs, services, facilities, events and projects.

1. PRINCIPLES

- 1.1 Any sponsorship the City accepts or undertakes must not compromise the City's reputation, logo, public image, governance, probity, or ability to fulfil its functions.
- 1.2 Any sponsorship arrangements undertaken should not replace a service required by law nor inhibit the City's ability to ensure that events, programs and services are accessible and appropriate to all groups in the community.
- 1.3 Sponsorship arrangements must:
 - (a) be consistent with the City's vision, objectives, corporate identity and values;
 - (b) demonstrate value for money for the City;
 - (c) assist in building awareness about the City and its associated services, facilities and or activities; and
 - (d) provide opportunities that are mutually beneficial to the City and the other party.
- 1.4 All benefits received by the City as a result of a sponsorship agreement will be used directly to support the City's assets, services and activities.
- 1.5 All sponsorship agreements will be signed, dated and in the form of a written agreement and must comply with the provisions outlined in clause 4 of this policy.
- 1.6 Prior to entering into a sponsorship agreement the City shall ensure that the sponsorship would not:
 - (a) Be perceived to influence or hinder how the City operates;
 - (b) Impose or imply conditions that would limit or would appear to limit the City's ability to carry out its functions fully or impartially;
 - (c) Damage the reputation and credibility of the City by making agreements with unsuitable third parties;
 - (d) Involve a real or apparent conflict between the mission and values of the City and those of the sponsor;
 - (e) Conflict with the City's objectives; or
 - (f) Conflict with existing signed agreements with other sponsors or partners.
- 1.7 Establishment of sponsorship agreements shall be carried out in a transparent, efficient, fair and consistent manner.
- 1.8 Where the sponsorship rights offered will require input from a cross Directorate team of staff, agreement of each work area shall be established prior to the commencement of the activity.
- 1.9 An existing sponsorship agreement may be transferred to another party by written agreement between the parties.

2. SPONSORSHIPS NOT PERMITTED UNDER THIS POLICY

The City will not undertake or facilitate sponsorship that:

- (a) Restricts access to City events, programs and services by the widest audience possible;
- (b) Personally benefits Councillors, employees, or their respective families and friends;
- (c) Gives an external organisation influence over the City and access to restricted information;
- (d) Poses a conflict with the broader policies, objectives and practices of the City;
- (e) Requires City endorsement of contentious community issues;
- (f) Requires the City to commit to delivering a product or service which it does not have the means, infrastructure or resources to do so;
- (g) Requires endorsement of organisations of a political, religious and/or race specific nature;
- (h) Could potentially contravene the law or be detrimental to public health or safety;
- (i) Involves sponsors in political fields (for example political parties);
- (j) Requires research to establish the viability of undertaking a sponsorship, where that research exceeds the value of the sponsorship itself;
- (k) Does not have clearly-defined objectives and timeframes which allow the sponsor and the City to evaluate the outcome and results;
- (l) Does not have a written letter of agreement and/or contract between the City and the sponsor;
- (m) Places a price on a sponsorship package which does not represent value-for-money for either the sponsor or the City; or
- (n) Is not in the best interests of the community.

3. SELECTING SPONSORS

- 3.1 A sponsor(s) will be selected by the City based on the sponsor(s) best suited for a particular project, subject to complying with the intent of this Policy.
- 3.2 The City will seek sponsorship through a range of strategies, including but not limited to: direct approach; letters of invitation; and local/state-wide advertising for sponsorship of an asset, service or activity at the discretion of the relevant Branch Manager.

4. APPROVALS

- 4.1 Sponsorship valued in excess of \$50,000 excluding GST will be presented to the CEO for approval.
- 4.2 Sponsorship proposals valued between \$20,000 and \$50,000 excluding GST will be presented to the relevant Director for approval.
- 4.3 Sponsorship proposals valued up to \$20,000 excluding GST will be presented to the relevant Business Unit Manager for approval.

5. MONITORING

- 5.1 A Sponsors' Register shall be maintained in order to provide up to date sponsor arrangements recording cumulative sponsor pledges, agreement dates and sponsor benefits.
- 5.2 The City must ensure that the sponsor does not continue to receive sponsorship rights after the sponsorship agreement has expired.

Related Legislation

Nil.

Related Documentation

Nil.

Document details

Risk evaluation	Low		
Strategic link	V4 Support businesses across the City to grow and thrive.		
Council adoption	22 March 2022	Resolution	10.6.1.2
Next review due	22 March 2026		

10.5.1.2.7 Policy Review: Information Handling and Privacy

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	1. Current - Information Handling and Privacy Policy [9.2.7.1 - 5 pages] 2. Draft Privacy and Information Sharing Policy [9.2.7.2 - 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 of the Local Government Act 1995.

SUMMARY

This report presents a review of the *Information Handling and Privacy Policy* for consideration.

The proposed amendments to the policy are in response to the new *Privacy and Responsible Information Sharing Act 2024 (WA)* (the Act). The Act introduces new statutory requirements for the public sector with most obligations to commence on 1 July 2026, and mandatory data breach notification requirements from 1 January 2027.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council:

1. **Repeals the *Information Handling and Privacy Policy* as contained in Attachment 1; and**
2. **Adopts the *Privacy and Information Sharing Policy* as contained in Attachment 2.**

BACKGROUND

The Act introduces Western Australia's first integrated privacy and responsible information sharing legislation and transitions the public sector from a fragmented and largely policy-based privacy environment to a progressive, enforceable legislative regime.

The Act regulates the handling of personal information and introduces two interconnected components:

Privacy Framework

- regulates the collection, use, storage, and disclosure of personal information;
- introduces enforceable Information Privacy Principles (IPPs);
- establishes complaint, investigation and enforcement mechanisms; and

Responsible Information Sharing Framework

- enables lawful data sharing between public sector entities; and
- requires the application of Responsible Sharing Principles and formal agreements.

In response to the Act, the City proposes the current *Information Handling and Privacy Policy*, adopted by Council on 27 May 2025, is updated. A copy of the current policy is provided in **Attachment 1**.

EXTERNAL CONSULTATION

No consultation has occurred with the public or other agencies on this matter. However, City officers have consulted with other local governments who are developing similar policies and frameworks.

OFFICER'S COMMENTS

The City recognises that the transparent safeguarding of personal information is essential to maintaining community trust and supporting strategic and operational objectives.

The proposed revised *Privacy and Information Sharing Policy*, provided in **Attachment 2**, strengthens alignment with the Act by incorporating the Information Privacy Principles (IPPs), strengthening controls, governance, and embedding a privacy-by-design culture across City operations.

The following table provides a synopsis of the key features in the draft Policy:

Section Revision	Rationale
Title update	Title updated from ' <i>Information Handling and Privacy Policy</i> ' to ' <i>Privacy and Information Sharing Policy</i> ' to align with the Act.
Purpose expansion	Reinforces the City's commitment to transparent and responsible handling of personal information across its lifecycle.
Definitions update	Introduces privacy concepts and terminology consistent with the Act, including 'Sensitive Information', 'De-Identified Information' and 'Privacy by Design'.
Policy statement	Strengthens the City's commitment to the IPPs and embeds a privacy-by-design approach into systems, activities and services.
Collection notices	Requires individuals to be informed about why information is collected, how it will be used and their rights of access and correction.
Use and disclosure controls	Ensures personal information is only used or disclosed when lawful, necessary and authorised.
Information security controls expanded	Strengthens requirements relating to access controls, encryption, monitoring, audit logging and cyber security awareness training.
Privacy Impact Assessments introduced	Requires privacy risks to be assessed for new projects, systems and high risk activities involving personal information.
Third-party handling obligations	Requires contractors and service providers handling information on behalf of the City to comply with the same privacy and responsible sharing obligations as the City.
Access, correction and complaint process update	Introduces the new dedicated pris@bayswater.wa.gov.au email address and clearer access, correction and complaint processes.

The City has developed a holistic *Privacy and Responsible Information Sharing Framework* to support an embedded privacy by-design culture across the City. The Framework also

consolidates relevant policies and procedures into a cohesive structure, supporting consistent and compliant privacy and information handling practices.

A proposed new *Information Breach Policy* has also been drafted to be read in alignment with the proposed *Privacy and Information Sharing Policy*. The draft *Information Breach Policy* sets out how the City mitigates the risk of information breaches and establishes the procedures for managing and responding to breaches should they occur, with the aim of minimising harm to individuals, systems and operations. The Information Breach policy is scheduled to be presented to the Policy Committee at its 2 November 2026 meeting, prior to commencement of mandatory data breach notifications required from 1 January 2027.

A briefing will be held for Elected Members in early July 2026 to outline the new obligations on the Council as individuals, and the broader City resulting from the *Privacy and Responsible Information Sharing Act (WA)*.

LEGISLATIVE COMPLIANCE

- *Privacy and Responsible Information Sharing Act 2024 (WA)*
- *State Records Act 2000 (WA)*
- *Freedom of Information Act 1992 (WA)*
- *Local Government Act 1995 (WA)*
- *Public Interest Disclosure Act 2003 (WA)*

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommended outcome is not approved 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	Low
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making. SR10 - Failure to prevent, prepare, respond and recover to incidents, emergencies or major disruptions impacting operations. SR11 - Lack of modern, integrated and secure digital environment.	

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.

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 Council repeals the existing *Information Handling and Privacy Policy* as contained in **Attachment 1** and adopt the revised *Privacy and Information Sharing Policy* contained in **Attachment 2**.



Information Handling and Privacy Policy



Responsible Division	Corporate Services and the Office of the CEO
Responsible Business Unit	Digital Solutions and Services Governance and Strategy
Responsible Officer(s)	Manager Digital Solutions and Services Manager Governance and Strategy
Affected Business Units	All City Business Units
ECM Document Set ID	3275118

Purpose

1. 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.

Scope

2. This policy applies to all Elected Members, all employees, contractors and volunteers undertaking duties on behalf of the City.
3. This policy applies to all personal information handled by the City, including information relating to customers and stakeholders of the City, employees, contractors, volunteers, Elected Members and Committee Members.

Definitions

4. For the purpose of this policy —

"Personal information" means information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion; and includes information of the following kinds:

- (i) a name, date of birth or address;
- (ii) a unique identifier, online identifier, or pseudonym;
- (iii) contact information;
- (iv) information that relates to an individual's location;
- (v) technical or behavioural information in relation to an individual's activities, preferences, or identity;



Information Handling and Privacy Policy

- (vi) inferred information that relates to an individual, including predictions in relation to an individual's behaviour or preferences and profiles generated from aggregated information; and
- (vii) information that relates to one or more features specific to the physical, physiological, genetic, mental, behavioral, economic, cultural, or social identity of an individual.

"Business purposes" means for purposes associated with the day-to-day business of the City of Bayswater.

Policy Statement

Collection of personal information

- 5. The City's Risk Management Framework identifies and controls information management risks, including legislative requirements for information management.
- 6. The City will take all reasonable steps to safeguard personal information from unauthorised access or misuse.
- 7. Personal information will only be collected for purposes that relate to the City carrying out its functions of a local government and can include public consultation through the City's "Engage Bayswater" portal.
- 8. The City collects personal information through the performance of our services and functions;
 - a) as required by law;
 - b) through correspondence, communication and service requests; and
 - c) through online data and metadata collection.
- 9. The City also collects personal information using website tools to collect and view website traffic information including:
 - browser and device used;
 - dates and times of visit; and
 - pages and documents viewed.

These form part of the City's cookies and website analytics from third parties and these sites have their own privacy policies. The City also uses cookies and session tools to improve user experience when accessing the City's websites.

Sharing of personal information

- 10. The City will establish controls to ensure that personal information is only used for business purposes.
- 11. Personal information collected by the City will not be disclosed to a third party (other than the individual concerned) unless:
 - a) The disclosure is a public interest disclosure, or it is information which the public has a right to access under relevant legislation;

- b) The disclosure is required or authorised by or under any other law;
 - c) The individual concerned has consented to the disclosure;
 - d) The disclosure is necessary to prevent or lessen a serious and imminent threat to the individual concerned or another person; and
 - e) The information is being utilised by a third party engaged on behalf of the City to undertake business purposes.
12. The City will use processes to de-identify information by redacting out personal or confidential information as part of the Freedom of Information process as well as disposal.
13. The City's website contains links to third party websites. Where these links are accessed by City stakeholders, via the City's website, the City is not able to control what information may be collected by the third-party website.
14. The City is committed to safeguarding personal information against misuse, loss, unauthorised access or disclosure. Personal information is stored in on-premises and cloud-based systems. Where cloud services are used, they are hosted in Australia and must comply with Australian privacy laws and contractual security requirements.
15. Any documents held by the City that contain personal information will be handled in a secure, responsible, and compliant manner. This includes the collection, storage, retention, and destruction of records.
16. The City of Bayswater will implement multiple controls to protect personal information from unauthorised access, misuse, loss, modification, and disclosure by implementing robust security controls where practical, including:
- Encryption
 - Access Controls
 - Multi-Factor Authentication
 - Security Awareness Training
 - Network Security
 - Domain Security
 - Email Security
 - Firewalls and Intrusion Detection Systems
 - Audit logs

Data breaches and compliance

17. The City will conduct regular security assessments to detect and prevent data misuse or loss. If a data breach occurs, the City will investigate the extent of the incident and ensure appropriate containment and mitigation measures are applied.
18. Affected individuals and regulatory bodies will be notified as required (e.g., the Australian Cyber Security Centre (ACSC), Australian Cybercrime Online Reporting Network (ACORN), WA Office of



Information Handling and Privacy Policy

Digital Government, Office of the Australian Information Commissioner, Police, particularly if theft or other crime is suspected).

19. Monitoring and Compliance Security systems will be actively monitored to detect cyber threats.
20. The City will review and update its cyber security practices in line with industry standards and legal requirements and regular training will be provided to employees to improve cybersecurity awareness and compliance.
21. Regular annual compliance activities such as “orchestrated phishing” is conducted to provide real life learning to City stakeholders to increase cyber security awareness.

Automated decision making

22. The City implements a range of automated decision-making processes that benefit both the organisation and “customer experience”. Examples of these that are used in key and core business include:

- Recruitment;
- Employee onboarding and training;
- Payment and payroll processes;
- Online lodgement and assessment of applications and;
- Scheduling and booking of annual maintenance requests.

Requests for personal information

23. Under the Freedom of Information process there are rights to access personal information. Access to someone’s own information can be made by contacting the City’s records management email at mail@bayswater.wa.gov.au. This request will then be considered by the designated City’s Privacy Officer in accordance with both the *Privacy and Responsible Sharing Act 2024* and the *Freedom of Information Act 1992*.

Complaints

24. Complaints in relation to breaches of the *Privacy and Responsible Information Sharing Act 2024 Legislation* and this Policy can be lodged with the City by email at governance@bayswater.wa.gov.au.

Related Legislation

- *Privacy and Responsible Information Sharing Act 2024*
- *Local Government Act 1995*
- *Freedom of Information Act 1992*
- *Public Interest Disclosure Act 2003*

Related Documentation

Risk Management Framework



Information Handling and Privacy Policy

Record Keeping Plan

Document details

Relevant delegations	Nil		
Risk evaluation	Low		
Strategic link	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.	
Council adoption	27 May 2025	Resolution	10.5.1.7
Next review due	27 May 2029		



Privacy and Information Sharing Policy

Responsible Division	Corporate Services and the Office of the CEO
Responsible Business Unit	Digital Solutions and Services Governance and Strategy
Responsible Officer(s)	Manager, Digital Solutions and Services Manager Governance and Strategy
Affected Business Units	All City Business Units
ECM Document Set ID	[ECM document set ID]

Purpose

This policy establishes how the City of Bayswater (the City) handles personal information responsibly, lawfully, and transparently. The policy sets out the collection, storage, use, disclosure, sharing, retention and disposal of personal information to ensure it is protected from misuse, loss and unauthorised access, modification or disclosure.

Scope

This policy applies to:

- All employees, Council Members, Committee Members, contractors, consultants, third-party providers and volunteers undertaking duties on behalf of the City; and
- All personal and sensitive information (including data), regardless of format, including paper-based, electronic, audio-visual and metadata held by, or on behalf of the City.

Definitions

For the purpose of this policy:

Complaint means notification of an alleged interference with personal information made to the City. This may include unauthorised access, loss or disclosure of personal or sensitive personal information.

De-identified Information means information that has been altered or processed so that an individual can no longer be reasonably identified from the information.

Privacy by Design means an approach to systems, processes, projects and services that embeds privacy considerations and protections into the design, implementation and operation from the outset and throughout their lifecycle.

Disclosure means sharing personal information outside the City.

Unique Identifier (a) means a number or other identifier assigned by an entity to an individual to uniquely identify that individual for the purposes of the operations of the entity; but

(b) does not include an identifier that consists only of the individual's name;

Personal information means

- (a) information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion; and
- (b) includes information of the following kinds:
 - (i) a name, date of birth or address;
 - (ii) a unique identifier, online identifier, or pseudonym;
 - (iii) contact information;
 - (iv) information that relates to an individual's location;
 - (v) technical or behavioural information in relation to an individual's activities, preferences, or identity;
 - (vi) inferred information that relates to an individual, including predictions in relation to an individual's behaviour or preferences and profiles generated from aggregated information; and
 - (vii) information that relates to one or more features specific to the physical, physiological, genetic, mental, behavioral, economic, cultural, or social identity of an individual.

Sensitive Information means personal information —

- (a) that relates to an individual's —
 - (i) racial or ethnic origin; or
 - (ii) gender identity, in a case where the individual's gender identity does not correspond with their designated sex at birth; or
 - (iii) sexual orientation or practices; or
 - (iv) political opinions; or
 - (v) membership of a political association; or
 - (vi) religious beliefs or affiliations; or
 - (vii) philosophical beliefs; or
 - (viii) membership of a professional or trade association; or
 - (ix) membership of a trade union; or
 - (x) criminal record; or
- (b) that is health information; or
- (c) that is genetic or genomic information (other than health information); or
- (d) that is biometric information; or
- (e) from which information of a kind referred to in any of paragraphs (a) to (d) can reasonably be inferred;

Policy Statement

The transparent and effective safeguarding of personal information is integral to maintaining community trust and achieving operational and strategic goals. The City is committed to upholding the Information Privacy Principles (IPPs) outlined in the *Privacy and Responsible Information Act 2024* (WA) and aims to implement a privacy-by-design approach to the management of personal information, ensuring protections are embedded into all activities, services.

Principles

1. Collection of Personal Information

The City collects personal information when necessary to carry out its functions and statutory obligations and will do so in a fair, reasonable, non-intrusive manner. Examples of personal information the City collects include:

- name, email, phone number, address and date of birth to identify, respond to, and communicate with residents, members of the public and external stakeholders;
- financial and payment information in relation to rates, goods and services;
- education and employment information to manage workforce and recruitment functions;
- community engagement and consultation for planning and policy development;
- data from third-party platforms and cloud services supporting City operations; and
- inter-agency collaborations to support joint initiatives.

The City also collects personal information relating to how individuals utilise websites, digital platforms, and applications. This information is collected through cookies and analytic software to support service delivery, functionality and security. Examples include:

- browser type, device information, operating system, and IP addresses;
- dates, times, duration, nature of website usage; and
- information relating to system performance and security.

Sensitive personal information will only be collected where necessary, with consent, or when required by law. Examples of sensitive information that the City collects include:

- racial or ethnic origin;
- health information for disability and injury management; and
- criminal records and CCTV footage to support safety, security and the City's regulatory functions.

Personal information will only be collected from the individual it concerns, unless advised otherwise; and a collection notice will be provided outlining:

- how the individual can access their information;
- the purposes for which the information is collected, used or disclosed;
- the authority or law that requires its collection; and
- any consequences for the individual if it is not provided.

2. Use and Disclosure

The City will only use and disclose personal information for the primary purpose for which it was originally obtained, unless:

- the individual would reasonably expect its use for a secondary purpose;
- the individual has provided consent;
- the personal information is being utilised by a third party engaged on behalf of the City;
- it is necessary to prevent or lessen a serious threat to the individual concerned or another person;
- it is a public interest disclosure, information that the public has a right to access under relevant legislation; or
- is required or authorised by or under any other law.

Where third parties handle personal information on behalf of the City, they must comply with the same privacy, confidentiality and security obligations as the City through information sharing agreements or contracts. Third parties that the City may disclose personal information to include:

consultants to undertake research and community engagement;

contractors that deliver goods, services and works; and

other public entities, including local, state and federal governments.

Personal information is stored in on-premises and cloud-based systems. Where cloud services are used, they are hosted in Australia and must comply with the *Privacy and Responsible Information Sharing Act 2024* (WA).

3. Information Security

Safeguards have been implemented across systems and software to protect personal information held or on behalf of the City from misuse, loss, unauthorised access, modification, or disclosure. Including:

- access restrictions and permissions;
- encryption and multi-factor authentication;
- network and domain security;
- email security;
- firewalls and intrusion detection systems;
- audit logging and ongoing security monitoring; and
- privacy and cyber security awareness training.

The City will undertake privacy impact assessments to identify, mitigate and manage privacy risks in projects, systems and activities that involve new, expanded, or higher risk handling of personal information.

The City will not assign, adopt, use or disclose a unique identifier to an individual unless it is necessary to perform its functions or activities efficiently.

4. Automated Decision Making

The City implements a range of automated decision-making processes (including artificial intelligence (AI) and data analytics) to improve customer service experience and operational efficiency. These processes must be implemented in a fair and transparent manner and accompanied by human oversight in all circumstances. An example is the automated provisioning and removal of employee access to technical systems during onboarding and offboarding processes.

Where practical, individuals will be advised when automated systems are used in decision-making. Individuals can request a review of any decision they believe has been materially influenced by automation.

5. Access and Correction

The City aims to ensure that the quality of personal information held by or on behalf of the City is accurate, complete, relevant and up to date. Where necessary, personal information will be corrected, updated or disposed of.

Individuals may request updates, corrections, or access to personal information held by or on behalf of the City through the [Freedom of Information](#) (FOI) process. The City may require proof of identity before providing access to, or amending, personal information. There are no fees or charges for access to personal information.

Requests can be made by contacting the City's Freedom of Information Officer:

Email: mail@bayswater.wa.gov.au
Phone: (08) 9272 0622
Post: Freedom of Information Officer
City of Bayswater
PO Box 467
MORLEY WA 6943

6. Privacy Complaints

Individuals may contact the City's Privacy Officer with questions, concerns or complaints about the way personal information has been handled. Alleged interferences with personal information may include unauthorised access, loss or disclosure of personal information.

Complaints should be made in writing where possible, and include:

- the complainant's name, email address and mobile number;
- a brief description of the incident or concern,
- when it occurred and through what format (i.e., email)
- any subsequent consequences (if applicable); and
- the desired outcome or resolution.

Privacy complaints can be made by contacting the City's Privacy Officer:

Email: pris@bayswater.wa.gov.au
Phone: (08) 9272 0631
Post: Privacy Officer
City of Bayswater

PO Box 467
MORLEY WA 6943

The City will acknowledge receipt of the complaint within 10 business days, and where practical, aim to respond within 45 days, in accordance with the Information Breach Policy. For complex matters, the City may require additional time to respond, if that is the case, the complainant will be advised.

If a complainant is unsatisfied with the City's response, the complaint can be escalated to the Office of the Information Commissioner (WA) by email at info@oic.wa.gov.au or phone (08) 6551 7888 or 1800 621 244 (WA country callers).

Related Legislation

Privacy and Responsible Information Sharing Act 2024 (WA)

State Records Act 2000 (WA)

Local Government Act 1995 (WA)

Freedom of Information Act 1992 (WA)

Public Interest Disclosure Act 2003 (WA)

Related Documentation

Privacy and Responsible Information Sharing Framework

Information Breach Policy

Information Classification Policy

Record Keeping Plan

Risk Management Framework

Risk Management Policy

Code of Conduct

Cyber Security Policy

Document Details

Relevant delegations	Nil
Risk evaluation	Med
Strategic link	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.
Council adoption	Resolution
Next review due	
Reviewed/modified	Resolution
Revision details	

10.5.1.2.8 New Policy: Notice of Motion

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	1. Notice of Motion Policy [9.2.8.1 - 7 pages] 2. Draft Notice of Motion Lodgement Form [9.2.8.2 - 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 of the Local Government Act 1995.

SUMMARY

It is recommended that Council adopts the draft *Notice of Motion Policy*, which provides administrative processes that support the Notice of Motion and revocation provisions of the *City of Bayswater Standing Orders Local Law 2021*.

OFFICER'S RECOMMENDATION

That Council adopts the draft *Notice of Motion Policy* as contained in **Attachment 1**.

PROCEDURAL MOTION

That, in accordance with clause 11.6 of the *City of Bayswater Standing Orders Local Law 2021*, consideration of this item be referred to a Council briefing to allow the Council to provide feedback on the Policy before it is presented to the next available meeting of the Policy Committee.

COMMITTEE RECOMMENDATION

That Council notes the Policy Committee moved a procedural motion to refer this item to a Council briefing to allow the Council to provide feedback on the Policy before it is presented to the next available meeting of the Policy Committee.

BACKGROUND

At the Policy Committee meeting held on 9 February 2026, Mayor Filomena Piffaretti requested the development of a policy to mitigate the administrative time constraints that arise when notices of motion are submitted on or near the minimum 10 clear working day deadline prescribed in clause 5.3(2) of the *City of Bayswater Standing Orders Local Law 2021*.

Officers have prepared the draft *Notice of Motion Policy* to support the administration of the *Standing Orders Local Law 2021*.

EXTERNAL CONSULTATION

No external consultation has occurred on this matter. The Policy relates to internal administrative processes supporting Notices of Motion submitted by Elected Members for Council meetings.

The draft has been prepared having regard to the *City of Bayswater Standing Orders Local Law 2021*, the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

OFFICER'S COMMENTS

A copy of the draft *Notice of Motion Policy* is contained in **Attachment 1**.

The request to develop this Policy arose from the recognised practical difficulty that Notices of Motion lodged at or near the minimum 10 clear working day deadline stipulated by clause 5.3(2) of the *Standing Orders Local Law 2021* can constrain the administration's ability to review the motion to identify legal, budget, policy and risk implications and to prepare an officer comment prior to finalising meeting agendas for publication (published eight working days prior to an Ordinary Council Meeting).

The policy is expressly intended to support, and not to override, the *City of Bayswater Standing Orders Local Law 2021*, the *Local Government Act 1995* or the *Local Government (Administration) Regulations 1996*. Where there is any inconsistency, the local law or written law prevails.

The policy clarifies expectations regarding the rationale to be provided by Elected Members when lodging a Notice of Motion, the administrative assessment to be undertaken by the Chief Executive Officer and Governance to ensure the motion complies with the Standing Orders, the preparation of officer comment, the standard pathway by which a Notice of Motion may be referred for an officer report where further analysis is required, and the procedural treatment of amendments, withdrawal, lapse, deferral, revocation or change-of-decision motions, and recordkeeping.

The table below provides a synopsis of the key provisions in the draft *Notice of Motion Policy*:

Provision	Rationale
Purpose and scope	Explains that the Policy establishes the City's administrative framework for Elected Member Notices of Motion under the <i>Standing Orders Local Law 2021</i> , while confirming that it does not override the Local Law, the <i>Local Government Act 1995</i> , the <i>Local Government (Administration) Regulations 1996</i> or any other written law.
Pre-lodgement support	Encourages Members to discuss a proposed Notice of Motion with the Mayor, the Chief Executive Officer, the relevant Director or Governance before the lodgement deadline, particularly where the proposed motion may involve significant policy, budgetary, legal, risk or operational implications.
Lodgement requirements	Confirms the requirement under clause 5.3(2) of the Local Law for written notice to be given to the Chief Executive Officer at least 10 clear working days before the relevant meeting and identifies the information that is to be provided through the City's approved Notice of Motion form.
Originating Member rationale	Requires the Originating Member to provide a short and concise written rationale addressing the issue or opportunity, the public-interest purpose, the intended outcome, the strategic and community benefit, and any known financial, resourcing, legal, risk, stakeholder or implementation considerations.
Administrative assessment and exclusion of Notices of Motion	Provides for the Chief Executive Officer, through Governance, to assess each Notice of Motion for compliance with the Local Law and other written law, City jurisdiction, clarity and capability of implementation, and potential duplication or conflict with existing Council decisions, adopted plans, policies, strategies or programs of work. Reflects clause 5.3(3) of the Local Law, including the Chief Executive Officer's ability to amend the form (but not the substance) of a Notice of Motion in consultation with the Originating Member where practicable, and to exclude with the concurrence of the Mayor any Notice of Motion

Provision	Rationale
	likely to involve a breach of the Local Law or other written law, with reasons documented and provided to Members.
Officer comment	Provides for officer comment under clause 5.3(3)(d) of the Local Law, including relevant or material facts and circumstances such as policy, budget, legal, financial, resourcing, procurement, contractual, risk and implementation implications.
CEO Recommendation	Provides for the Chief Executive Officer to make a recommendation to the Council on how a Notice of Motion should proceed, including either acceptance of the Notice of Motion and preparation of a material facts report for a future Ordinary Council Meeting, or immediate Council consideration where the matter is urgent or simple and sufficient information is available.
Agenda, amendments, withdrawal and lapse	Clarifies inclusion of duly lodged Notices of Motion on the agenda under the order of business, the treatment of non-minor amendments under clause 5.3(6)-(7), and the Local Law provisions for withdrawal, alteration, lapse and deferral of motions under clauses 5.3(4)-(5), 10.8 and 10.15.
Revocation and change-of-decision motions	Identifies the statutory and Local Law requirements for motions to revoke or change a decision of Council, including support by at least one-third of the members of the Council or committee, and absolute majority requirements under regulation 10 of the <i>Local Government (Administration) Regulations 1996</i> where applicable.
Records and reporting	Requires Governance to maintain a register of Notices of Motion and ensure that records are created, captured and retained in the City's electronic records management system in accordance with the <i>State Records Act 2000</i> and the City's Recordkeeping Plan.

Notice of Motion Lodgement Form

Officers have drafted a Notice of Motion Lodgement Form, to assist Elected Members to meet the requirements of the draft Policy. The draft form can be found in **Attachment 2**.

LEGISLATIVE COMPLIANCE

City of Bayswater Standing Orders Local Law 2021

Local Government Act 1995 (WA)

Local Government (Administration) Regulations 1996 (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	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 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 Notice of Motion Policy is recommended. The Policy provides a clear administrative framework that supports the Notice of Motion requirements in the City of Bayswater *Standing Orders Local Law 2021*, responds to the Policy Committee's request of 9 February 2026, and improves clarity and timeliness around Notices of Motion and motions to revoke or change a decision of Council.



Notice of Motion Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit	Governance and Strategy
Responsible Officer	Manager Governance and Strategy
Affected Business Units	Governance and Strategy
ECM Document Set ID	[insert ECM document set ID]

Purpose

This Policy establishes the City's administrative framework and governance support arrangements for the consistent implementation of Elected Member Notices of Motions and Revocation Motions in accordance with the *City of Bayswater Standing Orders Local Law 2021* (Local Law).

Scope

This Policy applies to Elected Members, the Chief Executive Officer (CEO) and employees of the City who are involved in administering meeting procedures for the Council under the *Standing Orders Local Law 2021*.

In particular, this Policy applies to the administration of:

- Notices of Motion lodged under clause 5.3 of the Local Law; and
- Motions to revoke or change a decision under clause 16 of the Local Law.

This Policy does not override, limit or duplicate the *Standing Orders Local Law 2021*, the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* or any other written law. Where any inconsistency arises, the Act, Regulations, Local Law and other written law prevail.

This Policy does not apply to:

- Officer reports and recommendations to the Council or committees;
- Urgent business raised under the Local Law (except that relating to Elected Member Notices of Motion and revocation or change motions);
- Public question time, petitions and deputations; or
- The conduct of meetings of electors and other meetings, except where the Local Law applies and the administrative processes in this Policy are relevant.

Definitions

For the purpose of this Policy —

Act means the *Local Government Act 1995*.

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

CEO means the Chief Executive Officer of the City of Bayswater.

City means the City of Bayswater.

Clear working day means a working day that does not include the day on which notice is given or the day of the meeting, consistent with section 61(1)(f) of the *Interpretation Act 1984*.

Due form means motion wording that is suitable for inclusion in a Council or committee agenda because it is lawful, clear, capable of being understood and implemented, sufficiently specific as to the action sought (including any required responsibility, timing or reporting) and consistent with the *Standing Orders Local Law 2021*.

Local Law means the *City of Bayswater Standing Orders Local Law 2021*.

Member means a member of the Council of the City.

Notice of Motion means a written notice of a proposed motion given to the CEO under clause 5.3 of the Local Law for inclusion on the agenda of an Ordinary or Special Meeting of the Council.

Originating Member means the Member who lodges a Notice of Motion.

Policy Implications means the foreseeable impacts of a motion on adopted strategies, plans, policies, budgets, resources, operations, legal obligations or risk.

Revocation Motion means a motion to cancel or change a previous decision of Council or a Committee, made in accordance with the requirements of the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the *Standing Orders Local Law 2021*.

Written Law has the meaning given in the *Interpretation Act 1984*.

Policy Statement

Pre-lodgement support for Members

1. Members are encouraged to discuss a proposed Notice of Motion with the Mayor, the CEO, the relevant Director or Governance before the lodgement deadline, particularly where the proposed motion may involve significant policy, budgetary, legal, risk or operational implications.
2. Employees may assist a Member with the form, clarity, process and factual context of a proposed motion.

Lodging a Notice of Motion

3. Under clause 5.3(2) of the Local Law, a Notice of Motion must be given in writing to the CEO at least 10 clear working days before the meeting at which it is to be considered.
4. A Notice of Motion is to be lodged with the CEO, through Governance, using the City's approved Notice of Motion form and should include:
 - (a) the proposed motion expressed in the third person and commencing with the words "That Council ...";
 - (b) a short descriptive title;
 - (c) the name of the Originating Member and the date of lodgement;
 - (d) the meeting at which the motion is intended to be considered;
 - (e) a written rationale for the motion (refer to clauses 6 and 7);
 - (f) the intended outcome and, where relevant, proposed timing and reporting arrangements;
 - (g) any supporting documents the Member wishes the Council to consider;
 - (h) any claim that the matter, or part of it, should be dealt with on a confidential basis, with the grounds for that claim by reference to section 5.23(2) of the Act; and



Notice of Motion Policy

- (i) any strategic, policy, budgetary, resource, legal or risk considerations known to the Member.
- 5. Governance will acknowledge receipt of a Notice of Motion to the Originating Member within one working day of lodgement.

Originating Member rationale

- 6. The Originating Member must provide a short and concise written rationale for the proposed motion at the time of lodgement. The rationale should address:
 - (a) The issue or opportunity the motion is intended to address;
 - (b) the public-interest purpose of the motion;
 - (c) the intended outcome and how the motion will achieve it;
 - (d) the strategic and community benefit, including any link to the City's adopted Strategic Community Plan or other adopted plans and policies; and
 - (e) any known financial, resourcing, legal, risk, stakeholder or implementation considerations.
- 7. Subject to confidentiality, relevance, defamation, adverse-reflection, privacy and any other legal or procedural requirements, the rationale provided by the Originating Member may be reproduced, in whole or in part, in the agenda paper or used by the CEO to inform officer comment provided to the Council under clause 5.3(3)(d) of the Local Law.
- 8. The CEO, after consultation with the Originating Member where practicable, may edit, summarise or omit parts of a rationale before publication where required to manage those considerations; such editing is administrative and should not alter the substance of the motion itself.

Administrative assessment and exclusion of Notices of Motion

- 9. On receipt of a Notice of Motion, the CEO (through Governance) will undertake an administrative assessment to identify whether the proposed motion and rationale:
 - (a) complies with the Standing Orders Local Law and any other written law;
 - (b) is within the jurisdiction and powers of the City;
 - (c) is sufficiently clear and capable of being implemented; and
 - (d) does not inappropriately duplicate, conflict with or undermine an existing Council decision, adopted plan, policy, strategy or program of work.
- 10. In accordance with clause 5.3(3)(c) of the Standing Orders Local Law, the CEO may, after consultation with the Originating Member where practicable, make amendments to the form (but not the substance) of a Notice of Motion to bring it into due form.
- 11. Where the CEO considers that a Notice of Motion requires amendment to be in due form, Governance will, where practicable, consult the Originating Member and provide a suggested form. The Originating Member is requested to respond promptly to enable finalisation of the agenda in accordance with statutory timeframes.
- 12. If matters relating to form are not resolved before agenda finalisation, the CEO will determine the handling of the Notice of Motion in accordance with clause 5.3 of the Standing Orders Local Law and will notify the Originating Member.
- 13. In accordance with clause 5.3(3)(a) of the Standing Orders Local Law, the CEO may, with the concurrence of the Mayor, exclude from the agenda a Notice of Motion that is deemed to be, or likely to involve, a breach of the Standing Orders Local Law or any other written law. The CEO will inform

Members of any exclusion and the reasons and will advise the Originating Member in writing in advance where practicable.

Officer comment

14. Under clause 5.3(3)(d) of the Local Law, the CEO may provide to the Council any relevant or material facts and circumstances pertaining to a Notice of Motion, including on matters such as policy, budget and the law.
15. Officer comment included with a Notice of Motion may address:
 - (a) consistency with the Act, Regulations, Local Law and other written law;
 - (b) consistency with adopted plans, policies and budgets;
 - (c) financial, resourcing, procurement and contractual implications;
 - (d) legal and risk implications;
 - (e) operational and implementation implications; and
 - (f) any other matter the CEO considers relevant to inform the Council's decision.
16. Where a Notice of Motion would require detailed analysis, significant expenditure, community consultation, a procurement process, a statutory process or has significant operational impact, the CEO may recommend that the Council refer the Notice of Motion to a future Council meeting in accordance with the Standard Pathway referred to in clauses 17-20 below.

CEO Recommendation

17. For each Notice of Motion included on the agenda, the CEO will provide a recommendation on how the Notice of Motion should proceed. The Council considers and votes on that officer recommendation before any consideration of the Notice of Motion at that meeting.
18. The CEO recommendation will be one of the following:
 - (a) Where the matter requires further information, analysis, research, implementation planning, legal, financial or risk assessment, community consultation, stakeholder engagement or other material facts before the Council is in a position to make a final, informed decision:

“That Council accepts the Notice of Motion [item number] and requests the CEO to prepare a material facts report for consideration of the motion at the Ordinary Council Meeting of [insert appropriate date].”
 - (b) Where the matter is urgent or simple and sufficient information is available for the Council to consider the Notice of Motion without a future material facts report, the recommendation will be that the Council considers and votes on the Notice of Motion itself at that meeting.
19. The appropriate future meeting date in a recommendation under clause 17(a) is to be recommended by the CEO having regard to the complexity of the matter, research requirements, community consultation or stakeholder engagement needs, statutory or legal considerations, resourcing, agenda timeframes, and any other relevant implementation or risk matters.
20. The Council may, in accordance with the Local Law, resolve otherwise, including by amending or not adopting the officer recommendation and proceeding to consider and determine the Notice of Motion at the same meeting.

Inclusion on the agenda

21. In accordance with clauses 5.1 and 5.2 of the Local Law, a Notice of Motion that has been duly lodged and not excluded, deferred or withdrawn will be included on the agenda under the order of business item "Motions of which previous notice has been given". Confidential Notices of Motion will be included in the confidential items section of the agenda.
22. The agenda entry will include:
 - (a) The wording of the proposed motion;
 - (b) The name of the Originating Member;
 - (c) The rationale for the motion, provided by the Originating Member under clause 9; and
 - (d) Officer comment provided under clause 5.3(3)(d) of the Local Law.

Amendments to a Notice of Motion before the meeting

23. Under clause 5.3(6) of the Local Law, a non-minor amendment to a Notice of Motion cannot be considered unless written notice of the amendment is received by the CEO no later than 12.00pm on the last working day preceding the meeting.
24. Under clause 5.3(7) of the Local Law, the Presiding Member determines whether an amendment is minor, meaning it does not alter the basic intent of the primary motion. A minor amendment can be moved at any time before the motion is determined by the Council.
25. Governance may assist an Originating Member with the due form and identification of implications of a proposed amendment, consistent with this Policy.

Withdrawal, lapse and deferral

26. An Originating Member may request withdrawal of a Notice of Motion at any time before the agenda is published; the CEO will give effect to such a request where practicable. After publication, withdrawal, alteration and the lapsing of motions are governed by the Local Law, including clauses 5.3(4), 5.3(5), 10.8 and 10.15.
27. Under clause 5.3(4) of the Local Law, a Notice of Motion lapses unless the Originating Member, or another Member authorised in writing by the Originating Member, moves the motion at the meeting, or the Council agrees to defer the matter.
28. Under clause 5.3(5) of the Local Law, where a Notice of Motion has lapsed, a Notice of Motion of the same effect cannot be given again for at least three months.

Revocation and change-of-decision motions

29. A decision of the Council or a committee may only be revoked or changed in accordance with section 5.25(1)(e) of the *Local Government Act 1995*, regulation 10 of the *Local Government (Administration) Regulations 1996* and Part 16 of the Local Law. Notices of Motion to revoke or change a decision of Council are also subject to clause 5.3 of the Local Law and the provisions of this Policy.
30. A Notice of a motion to revoke or change a decision must be in writing and signed by members of the Council or committee numbering at least one-third of the number of offices (whether vacant or not) of members of the Council or committee, inclusive of the mover. The Member proposing the motion must collect the signatures, or other valid written endorsements accepted by the City, necessary to demonstrate that support before the notice is submitted to the CEO. Where an attempt to revoke or change the same decision has been made within the previous three months and has failed, any further motion to revoke or change that decision must be supported by an absolute majority. Any decision to revoke or change a previous decision of the Council or a committee must be made by an absolute majority.

31. Regulation 10 of the Administration Regulations does not apply to a change to a decision unless the effect of the change would be that the decision is revoked or becomes substantially different.
32. On receipt of a valid notice of motion to revoke or change a decision, the CEO is to confirm that the notice satisfies the applicable statutory support requirements before including the motion on the agenda for a Council or committee meeting. The motion must also comply with the additional procedural requirements and limitations set out in Part 16 of the Local Law.
33. In accordance with clause 16.3(4) of the Local Law, where the CEO receives a valid Notice of Revocation Motion before a decision has been implemented, implementation of that decision will be deferred until Council has determined the motion.

Records and reporting

34. Governance will maintain a register of Notices of Motion (including revocation motions) lodged with the CEO that records:
 - (a) The Originating Member;
 - (b) The meeting at which the motion was considered;
 - (c) The Council's resolution; and
 - (d) Any follow-up actions and the corresponding Council resolution.
35. Records relating to Notices of Motion will be created, captured and retained in the City's electronic records management system in accordance with the *State Records Act 2000* and the City's Recordkeeping Plan.

Related Legislation

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *City of Bayswater Standing Orders Local Law 2021*
- *Local Government (Model Code of Conduct) Regulations 2021*
- *State Records Act 2000*
- *Interpretation Act 1984*

Related Documentation

Notice of Motion Lodgement Form

Document details

Relevant delegations	Not applicable
Risk evaluation	Low
Strategic link	Council Plan 2025-2035 Key Result Area: Leadership and Governance Outcome 5.1: Good Governance Objective 5.1.1: Provide ethical and accountable governance
Council adoption	[insert adoption date] Resolution [insert item no.]
Next review due	4 years from adoption, or earlier if standardised meeting procedure regulations commence.



Notice of Motion Policy

Reviewed/modified	[insert date]	Resolution	[insert item no.]
Revision details	New policy		

draft



Notice of Motion Lodgement Form

Purpose and use of this form

This form is to be used by an Elected Member to lodge a Notice of Motion under clause 5.3 of the *City of Bayswater Standing Orders Local Law 2021* (Local Law) for inclusion on the agenda of an Ordinary or Special Meeting of the Council, consistent with the *Notices of Motion Policy*.

Members are encouraged to discuss a proposed Notice of Motion with the Mayor, the CEO, the relevant Director or Governance before the lodgement deadline, particularly where the matter may involve significant policy, budgetary, legal, risk or operational implications.

Under clause 5.3(2) of the Local Law, a Notice of Motion must be given in writing to the Chief Executive Officer (CEO) **at least 10 clear working days** before the meeting at which it is to be considered. A Notice of Motion is lodged with the CEO through Governance using this approved form.

Elected Member to complete

1. Lodgement details

Originating Member (name)	
Elected Member contact details	
Date of lodgement	
Intended meeting (Ordinary or Special Council Meeting and date)	
Pre-lodgement discussion	☐ Mayor ☐ CEO ☐ Relevant Director ☐ Governance ☐ Not yet discussed <i>Brief notes (date, with whom, key points):</i>

2. Proposed Notice of Motion

Express the motion in the third person, commencing with the words **“That Council ...”**. Include any required responsibility, timing or reporting.

Short descriptive title	
Proposed motion wording	That Council ...



Notice of Motion Lodgement Form

3. Written rationale

Provide a short, concise rationale for the proposed motion. Each field below should be completed; write "not known" where appropriate.

Issue or opportunity the motion is intended to address	
Public-interest purpose of the motion	
Intended outcome and how the motion will achieve it	
Strategic and community benefit (including any link to the Strategic Community Plan or other adopted plans and policies)	
Known financial, resourcing, legal, risk, stakeholder or implementation considerations	

5. Supporting documents

List any supporting documents you wish the Council to consider. Attach copies with this form on lodgement.

#	Document title / description	Attached
1		☐ Yes ☐ No
2		☐ Yes ☐ No
3		☐ Yes ☐ No
4		☐ Yes ☐ No



Notice of Motion Lodgement Form

6. Confidentiality

Identify any part of the motion, rationale or supporting material proposed to be dealt with on a confidential basis, with the grounds for that claim by reference to **section 5.23** of the *Local Government Act 1995*.

Confidentiality claimed?	☐ No, no part of this Notice of Motion is proposed to be confidential. ☐ Yes, in part or in whole — details below.
Material proposed to be confidential	
Basis for the claim under section 5.23	<i>Identify the applicable paragraph(s) of s 5.23 of the Local Government Act</i>

7. Elected Member declaration

I confirm that:

- I am lodging this Notice of Motion in writing for consideration in accordance with clause 5.3 of the *City of Bayswater Standing Orders Local Law 2021* and the *Notice of Motion Policy*.
- The proposed motion and rationale reflect my intended motion and have been prepared with regard to the public interest.
- To the best of my knowledge, I have identified any strategic, policy, budgetary, resource, legal, risk, stakeholder or implementation considerations known to me, and any matter that may warrant a confidentiality claim under section 5.23(2) of the *Local Government Act 1995*.
- I understand that the CEO may consult with me to amend the form (but not the substance) of the motion to bring it into due form, and that the CEO may, with the concurrence of the Mayor, exclude a Notice of Motion that is, or is likely to involve, a breach of the *Standing Orders Local Law 2021* or any other written law.
- I understand that the CEO may include officer comment with the Notice of Motion and may recommend that the matter be referred to a future Ordinary Council Meeting for consideration via a material facts report.
- I understand that records relating to this Notice of Motion will be created and retained in the City's electronic records management system in accordance with the *State Records Act 2000* and the City's Recordkeeping Plan.

Originating Member (printed name)	
Signature	
Date	

Please email your completed form to governance@bayswater.wa.gov.au.

10.5.1.3 Local Planning Policies**10.5.1.3.1 Local Planning Policy Review: Percent for Public Art**

Responsible Branch:	Community Planning
Responsible Directorate:	Community Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	1. Current Policy [9.3.1.1 - 4 pages] 2. Policy with Tracked Changes [9.3.1.2 - 5 pages] 3. Draft Policy [9.3.1.3 - 5 pages]
Refer:	Item: 9.1.3 OCM: 07.11.2017
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 of the Local Government Act 1995.

SUMMARY

The findings from the 2024-25 Annual Financial Report undertaken by the Office of the Auditor General recommended that the *Percent for Public Art Local Planning Policy* be updated for consistency with other developer contributions which reflect changes to the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The City has undertaken a minor review of the *Percent for Public Art Local Planning Policy* to address these findings and ensure that the Policy meets the City's financial responsibilities regarding the holding of developer contributions.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council:

- 1. Adopts the revised *Percent for Public Art Local Planning Policy* as contained in Attachment 3.**
- 2. Considers the proposed amendment to the *Percent for Public Art Local Planning Policy* to be 'minor' under Schedule 2 Part 2 Clause 5(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

BACKGROUND

The *Percent for Public Art Local Planning Policy* was adopted by Council in June 2013, with subsequent reviews and modifications considered by Council in March 2016 and November 2017. The Policy provides a framework for the provision of public art as a condition of major development proposals within the City to ensure the art work enhance the streetscape and public realm. The local planning policy is applicable to development proposals on private property where the construction cost is \$1 million or greater for commercial, non-residential or mixed use development. The local planning policy alternatively provides for a contribution to be paid to the City in lieu of provision of public art on site.

A copy of the existing *Percent for Public Art Local Planning Policy* is included in Attachment 1.

The Office of the Auditor General (OAG) undertook an audit of the City's 2024-25 Annual Financial Report and provided their findings to the City in November 2025. The findings identified

that the City's policies relating to cash in lieu of parking and public art were not in compliance with the legislative requirements specified in Clause 77I of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations), and provided recommendations to the City accordingly.

EXTERNAL CONSULTATION

The amendment to the *Percent for Public Art Policy* is a minor administrative amendment which does not alter the strategic intent or application of the policy. Given this, in accordance with Clause 5 (2), Schedule 2 of the LPS Regulations, consultation with the public or other agencies is not required.

OFFICER'S COMMENTS

Council, at the 26 August 2025 Ordinary Meeting, resolved (in part) to "authorise the deferral of all scheduled reviews of City of Bayswater local planning policies remaining in 2025 and 2026". The intent of this deferral was to enable the City to carry out a holistic review of the local planning policy framework. This includes undertaking out-of-cycle reviews and the preparation of new policies to streamline the City's policy framework and support the implementation of draft *Local Planning Scheme No. 25*.

The *Percent for Public Art Local Planning Policy* was scheduled for review in 2025, and was deferred until a guiding strategy has been prepared. No operational issues have been identified in relation to the local planning policy.

OAG Audit Finding

The OAG Audit found that the City's Payment-in-Lieu of Carparking framework and Percent for Public Art framework had not been updated to reflect amendments to the LPS Regulations. Clause 77I of Schedule 2 of the LPS Regulations states that "All money received by the local government in accordance with a payment in lieu of parking condition imposed on an approval of development in accordance with clause 77H must be paid into a reserve account established under the Local Government Act 1995 section 611 for the purposes set out in the relevant payment in lieu of parking plan for the development." the City must also have an endorsed Payment-in-Lieu of Parking Plan and local planning policy to administer this.

Percent for Public Art contributions are not legislated under the LPS Regulations, however the Audit finding recommends that, in the absence of specific legislation, public art contributions should be treated in a similar manner as carparking. The City acknowledges that the *Percent for Public Art Local Planning Policy* has not been reviewed since 2017, and this review and administrative amendment mitigates risk with respect to financial management obligations.

Percent for Public Art Policy Implications

The key policy implication of this finding is a minor amendment of the type of account in which Percent for Public Art contributions are held.

The following revisions are proposed to the local planning policy:

Revision	Rationale
Policy format updated to be aligned with current policies. Clause numbers updated accordingly.	The Policy was last reviewed in November 2017 and changes to the City's policy template have since occurred. All information from the existing policy has been reflected within the current policy structure. Minor changes which do not alter the provisions have been applied including: • Relocating information from 'purpose' to 'objectives'; • An element from the 'policy statement' to 'scope'; and • Updating the policy statement elements to be numerical values

Revision	Rationale
	for ease of reference and assessment.
Replacing the Trust Fund holdings to Reserve Account	The change reflects the advice provided by the Office of the Auditor General to update the Policy to reflect consistent treatment of cash in lieu funds. Public art contributions are to be held in a dedicated reserve account.

Other Implications

The City notes that the OAG comments with respect to the Cash-in-Lieu of Carparking framework are incorrect. The City's *Payment in Lieu of Parking Plan* was adopted by Council in 2023 and has a 10-year legislated lifespan. Associated local planning policies were reviewed and updated in 2023 and are due for review in 2027. No further action is required at this time.

Council, at the 24 March 2026 Ordinary Meeting, resolved as part of the Statutory Mid-Year Budget Review (in part) to:

Approve two new reserves and transfers:

- (a) *'Cash in Lieu – Carparking' for the purpose of 'to set aside cash received in lieu of parking conditions imposed on an approval of development.'*
- (b) *'Cash in Lieu – Public Art' for the purpose of 'to set aside cash received in lieu of public art conditions imposed on an approval of development.'*

A copy of the revised local planning policy, with amendments shown in 'tracked changes' is provided in **Attachment 2**. Note that formatting changes are not shown registered as tracked changes to ensure that the key changes are evident.

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

LEGISLATIVE COMPLIANCE

Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the procedure for amending a local planning policy. The Regulations also stipulate that advertising is not required where the local government is of the opinion that the amendment is a minor amendment.

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.	

FINANCIAL IMPLICATIONS

Nil.

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 1.1.1 Enhance our local identity through social and arts programs and events that celebrate our diverse cultures, history and heritage

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 *Percent for Public Art Local Planning Policy* provides a framework for the application of public art conditions of development approval, including the option for payment in lieu of on-site provision. A minor administrative amendment is proposed to address the findings of the City's 2024/25 Financial Audit and ensure the City is meeting its financial management obligations with respect to developer contributions.

In light of the above, it is recommended that Council adopt the amended *Percent for Public Art Local Planning Policy*.

PERCENT FOR PUBLIC ART POLICY

Responsible Division	Planning and Development Services
Responsible Business Unit/s	Planning Services
Responsible Officer	Planning Manager
Affected Business Unit/s	Planning Services



PURPOSE:

This policy 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.

1. To facilitate public art that contributes towards creating a strong sense of place, which promotes the expression of local identity and responds to the culture and character of the community.
2. To facilitate public art that positively contributes to its streetscape.
3. To improve legibility by introducing public art which assists in making streets and buildings more identifiable.

POLICY STATEMENT:

This policy provides the parameters for which a percent contribution for public art may be taken for development with a construction value of \$1 million or greater.

The policy shall not be seen as replacing the developer's responsibility to provide a high quality development which positively interacts with the public realm, or to satisfy another condition of approval. Rather, the policy is a mechanism to further enhance a development's contribution to the public realm.

The policy applies where a development proposal on private property has a construction cost of \$1 million or greater and is a commercial, non-residential or mixed use development. The policy is to apply to all development proposals on private property. Those development proposals which do not require a local authority planning approval should utilise this policy as a guide for the implementation of the respective percent for art policy obligations, where applicable.

The cost of any public art provided under this policy is to be no less than 1% of the construction value of the eligible development proposal.

Type of Public Art

Public art is an original artistic work that is created by a professional artist and located for public accessibility. Public art is either clearly seen from the public realm, such as a street, park or urban plaza, or may be located in the public realm, to the satisfaction of the City of Bayswater.



Public art may be freestanding or integrated into building exteriors; or it may take the form of unique functional objects (such as seats or gates). Public art may include an interpretation of cultural heritage or place. Public art does not include:

- Advertisements, promotions, marketing or business logos;
- Directional elements such as supergraphics, signage or colour coding;
- 'Art objects' which are mass produced such as fountains, statuary or playground equipment;
- Most art reproductions, that is, the copying of an existing artwork without modification or interpretation;
- Landscaping or generic hardscaping elements which would normally be associated with the project;
- Services or utilities necessary to operate or maintain artworks; or
- Any discriminatory or offensive material or interpretation.

Professional Artist

Within this Policy, public art is required to be undertaken by a professional artist. A professional artist refers to a person who:

- Earns more than 50% of income from arts related activities, such as teaching, selling artwork or undertaking public art commissions; or
- Has a track record of exhibiting artworks; or
- Has a university qualification or high level technical college qualification in visual, graphic or fine art, or other art form where relevant.

Provision of Public Art

Under this policy public art may be provided by the owner/applicant, or by the City on behalf of the owner/applicant via a cash-in-lieu contribution.

The provision, installation and maintenance of public art will form a condition of planning approval. Where possible, it is recommended that the public art proposed for a development site is considered up-front as part of the development application, to ensure the proposed public art forms an intrinsic component of the development.

Cash-In-Lieu Option

Where the owner/applicant chooses the cash-in-lieu option, a cash-in-lieu payment of no less than 1% of the construction value is to be made to the City prior to submission for a building permit application. The funds will be held by the City in a trust fund and will only be expended after the development has been substantially commenced.

Cash-in-lieu payments will only be refunded to the owner/applicant if the development does not proceed or does not reach the stage of substantial commencement. If the development is substantially commenced the cash-in-lieu will not be refunded. Cash-in-lieu funds paid in relation to more than one development may be accrued for more comprehensive or detailed



public art projects as determined by the City. Any public art commissioned by the City under this policy will be owned and maintained by the City.

Owner/Applicant Provision of Public Art

All owner/applicant applications incorporating the provision of public art are to include the following:

1. Details of the artist's qualifications, experience and suitability for the project;
2. Detailed plans of the artwork(s) – to scale which include dimensions, materials, colours and installation details of the artwork and its relationship to the site;
3. A description of the artwork, including the motivation and meaning of the piece;
4. Details of cost calculations for the public art, including construction cost and the public art contribution costs. Contribution costs are limited to artist's fees, labour, materials, installation and naming plate. Building fabric that the art is attached to (such as fences and walls) or other construction costs are not to be included in the contribution cost;
5. Details of requirements and written consent from the artist for any ongoing care or maintenance of the artwork by the landowner(s); and
6. Written acknowledgement of the implications of the *Copyright Amendment (Moral Rights) Act 2000*, including how the artist will be acknowledged, consent for any required maintenance or relocation, and consent for the City of Bayswater to publish images of the artwork.

Artwork on Public Land

Artwork is typically provided onsite however, the City of Bayswater may consider artwork on public land, such as an adjacent street verge area, at the request of the owner/applicant.

Implementation by Owner/Applicant

Public artwork provided by the owner/applicant must be completed and installed prior to the first occupation of the new development, and maintained thereafter by the landowner(s).

All artwork is to be in a location where it is visible from the public realm for the life of the artwork.

Artworks that are low maintenance, robust, durable and resistant to vandalism will be encouraged. Artists will be required to present a copy of the maintenance schedule to the landowner(s) and City of Bayswater, at the completion of the commission.

All artwork is required to be identified with the artist's name, and the name of the artwork.

The landowner is to undertake the care, maintenance and ongoing management of the artwork in accordance with the artist's maintenance requirements.

Prior to the occupation of the development a final invoice(s) of the works associated with the commissioned artwork are to be provided to the City to demonstrate the costs of the artwork is not less than 1% of the construction value of the development.



Copyright of Artwork

Once an artwork has been completed and accepted by the City of Bayswater, copyright will be held mutually by the City of Bayswater and the artist. In practical terms, this means that the City of Bayswater has the right to reproduce extracts from the design documentation and photographic images of the artwork for non-commercial purposes such as annual reports, information brochures about the City and information brochures about the artwork. The artist will have the right to reproduce extracts from the design documentation or photographic images of the artwork in books or other publications associated with the artist or artwork.

DEFINITIONS:

In this policy construction cost means all costs associated with site works, construction and full completion of a development, including all materials, labour, servicing, ancillary costs and GST. To ensure accurate calculation of public art contribution values the City of Bayswater, if necessary, may require an applicant to provide cost breakdowns and/or certification from a quantity surveyor to confirm construction cost.

RELATED LEGISLATION:

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

RELATED DOCUMENTATION:

Nil.

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	25 June 2013
Reviewed / Modified	Date	1 March 2016
Reviewed / Modified	Date	7 November 2017
Reviewed / Modified	Date	



Percent for Public Art Policy

Responsible Division	Community Services
Responsible Business Unit	Community Planning
Responsible Officer	Manager Community Planning
Affected Business Units	Regulatory Services
ECM Document Set ID	[ECM document set ID]

Purpose

This policy 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.

Scope

The policy applies where a development proposal on private property has a construction cost of \$1 million or greater and is a commercial, non-residential or mixed use development. The policy is to apply to all development proposals on private property. Those development proposals which do not require a local authority planning approval should utilise this policy as a guide for the implementation of the respective percent for art policy obligations, where applicable.

Objectives

1. To facilitate public art that contributes towards creating a strong sense of place, which promotes the expression of local identity and responds to the culture and character of the community.
2. To facilitate public art that positively contributes to its streetscape.
3. To improve legibility by introducing public art which assists in making streets and buildings more identifiable.

Definitions

For the purpose of this policy —

constructions cost means all costs associated with site works, construction and full completion of a development, including all materials, labour, servicing, ancillary costs and GST. To ensure accurate calculation of public art contribution values the City of Bayswater, if necessary, may require an applicant to provide cost breakdowns and/or certification from a quantity surveyor to confirm construction cost.

Policy Statement

1. General

- a. This policy provides the parameters for which a percent contribution for public art may be taken for development with a construction value of \$1 million or greater.
- b. The policy shall not be seen as replacing the developer's responsibility to provide a high quality development which positively interacts with the public realm, or to satisfy another condition of approval. Rather, the policy is a mechanism to further enhance a development's contribution to the public realm.
- c. The cost of any public art provided under this policy is to be no less than 1% of the construction value of the eligible development proposal.

2. Type of Public Art

- a. Public art is an original artistic work that is created by a professional artist and located for public accessibility. Public art is either clearly seen from the public realm, such as a street, park or urban plaza, or may be located in the public realm, to the satisfaction of the City of Bayswater.
- b. Public art may be freestanding or integrated into building exteriors; or it may take the form of unique functional objects (such as seats or gates). Public art may include an interpretation of cultural heritage or place. Public art does not include:
 - i. Advertisements, promotions, marketing or business logos;
 - ii. Directional elements such as supergraphics, signage or colour coding;
 - iii. 'Art objects' which are mass produced such as fountains, statuary or playground equipment;
 - iv. Most art reproductions, that is, the copying of an existing artwork without modification or interpretation;
 - v. Landscaping or generic hardscaping elements which would normally be associated with the project;
 - vi. Services or utilities necessary to operate or maintain artworks; or
 - vii. Any discriminatory or offensive material or interpretation.

3. Professional Artist

- a. Within this Policy, public art is required to be undertaken by a professional artist. A professional artist refers to a person who:
 - i. Earns more than 50% of income from arts related activities, such as teaching, selling artwork or undertaking public art commissions; or
 - ii. Has a track record of exhibiting artworks; or
 - iii. Has a university qualification or high level technical college qualification in visual, graphic or fine art, or other art form where relevant.

4. Provision of Public Art

- a. Under this policy public art may be provided by the owner/applicant, or by the City on behalf of the owner/applicant via a cash-in-lieu contribution.
- b. The provision, installation and maintenance of public art will form a condition of planning approval. Where possible, it is recommended that the public art proposed for a development site is considered up-front as part of the development application, to ensure the proposed public art forms an intrinsic component of the development.

5. Cash-In-Lieu Option

- a. Where the owner/applicant chooses the cash-in-lieu option, a cash-in-lieu payment of no less than 1% of the construction value is to be made to the City prior to submission for a building permit application. The funds will be held by the City in a **trust fund reserve account** and will only be expended after the development has been substantially commenced.
- b. Cash-in-lieu payments will only be refunded to the owner/applicant if the development does not proceed or does not reach the stage of substantial commencement. If the development is substantially commenced the cash-in-lieu will not be refunded. Cash-in-lieu funds paid in relation to more than one development may be accrued for more comprehensive or detailed public art projects as determined by the City. Any public art commissioned by the City under this policy will be owned and maintained by the City.

6. Owner/Applicant Provision of Public Art

All owner/applicant applications incorporating the provision of public art are to include the following:

- a. Details of the artist's qualifications, experience and suitability for the project;
- b. Detailed plans of the artwork(s) – to scale which include dimensions, materials, colours and installation details of the artwork and its relationship to the site;
- c. A description of the artwork, including the motivation and meaning of the piece;
- d. Details of cost calculations for the public art, including construction cost and the public art contribution costs. Contribution costs are limited to artist's fees, labour, materials, installation and naming plate. Building fabric that the art is attached to (such as fences and walls) or other construction costs are not to be included in the contribution cost;
- e. Details of requirements and written consent from the artist for any ongoing care or maintenance of the artwork by the landowner(s); and
- f. Written acknowledgement of the implications of the *Copyright Amendment (Moral Rights) Act 2000*, including how the artist will be acknowledged, consent for any required maintenance or relocation, and consent for the City of Bayswater to publish images of the artwork.

7. Artwork on Public Land

- a. Artwork is typically provided onsite however, the City of Bayswater may consider artwork on public land, such as an adjacent street verge area, at the request of the owner/applicant.
- b. Public artwork provided by the owner/applicant must be completed and installed prior to the first occupation of the new development, and maintained thereafter by the landowner(s).
- c. All artwork is to be in a location where it is visible from the public realm for the life of the artwork.
- d. Artworks that are low maintenance, robust, durable and resistant to vandalism will be encouraged. Artists will be required to present a copy of the maintenance schedule to the landowner(s) and City of Bayswater, at the completion of the commission.
- e. All artwork is required to be identified with the artist's name, and the name of the artwork.
- f. The landowner is to undertake the care, maintenance and ongoing management of the artwork in accordance with the artist's maintenance requirements.
- g. Prior to the occupation of the development a final invoice(s) of the works associated with the commissioned artwork are to be provided to the City to demonstrate the costs of the artwork is not less than 1% of the construction value of the development.

8. Copyright of Artwork

- a. Once an artwork has been completed and accepted by the City of Bayswater, copyright will be held mutually by the City of Bayswater and the artist. In practical terms, this means that the City of Bayswater has the right to reproduce extracts from the design documentation and photographic images of the artwork for non-commercial purposes such as annual reports, information brochures about the City and information brochures about the artwork. The artist will have the right to reproduce extracts from the design documentation or photographic images of the artwork in books or other publications associated with the artist or artwork.

Related Legislation

Planning and Development (Local Planning Schemes) Regulations 2015

Related Documentation

[List related documents]

Document details

Relevant delegations	TP-D01 Local Planning Schemes		
Risk evaluation	low		
Strategic link	[link to Strategic Community Plan]		
Council adoption	25 June 2013	Resolution	[item no.]

**Percent for Public Art Policy**

Reviewed/modified	1 March 2016	Resolution	[item no.]
Reviewed/modified	7 November 2017	Resolution	[item no.]
Reviewed/modified	[date]	Resolution	[item no.]
Revision details	[description]		
Next review due	[date]		

tracked changes

Percent for Public Art Policy

Responsible Division	Community Services
Responsible Business Unit	Community Planning
Responsible Officer	Manager Community Planning
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Related Legislation

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Related Documentation

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Document details

Relevant delegations	TP-D01 Local Planning Schmes		
Risk evaluation	low		
Strategic link	[link to Strategic Community Plan]		
Council adoption	25 June 2013	Resolution	[item no.]



Percent for Public Art Policy

Reviewed/modified	1 March 2016	Resolution	[item no.]
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Reviewed/modified	[date]	Resolution	[item no.]
Revision details	[description]		
Next review due	[date]		

draft

10.5.1.3.2 New Local Planning Policy: Child Care Premises

Responsible Branch:	Community Planning
Responsible Directorate:	Community Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	1. Draft Policy [9.3.2.1 - 6 pages]
Refer:	Item: 10.5.1.3.2 OCM: 09.12.2025
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 does not contain any information that is considered confidential in accordance with Section 5.23 of the Local Government Act 1995.

SUMMARY

The proposed *Child Care Premises Local Planning Policy* has been prepared to support clear, consistent and high-quality outcomes for the community, applicants, designers, operators and City officers. The draft local planning policy aims to provide greater clarity on the City's expectations while supporting the delivery of well-designed child care facilities in appropriate locations.

The draft Policy was publicly advertised with one submission received in support. Further detail on the submission and officer response is provided in the Officer Comments section.

Council consideration is now sought on the outcomes of community engagement and final adoption of the *Child Care Premises Local Planning Policy*.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council:

- 1. Notes the outcomes of community engagement.**
- 2. Adopts the *Child Care Premises Local Planning Policy* as contained in Attachment 1.**

BACKGROUND

Council at its Ordinary Meeting held on 11 February 2020 adopted the *Non-residential Uses in Residential Zones Local Planning Policy* and revoked the *Child Day Care Centres Local Planning Policy*. As part of the 2025 review of the *Non-residential Uses in Residential Zones Local Planning Policy*, it was identified that the high volume of applications, and unique characteristics of child care premises provided sufficient rationale for a dedicated local planning policy. Council resolved to "support the City preparing a Child Care Premises Local Planning Policy for further consideration by Council" at the Ordinary Meeting held on 28 January 2025.

The review and preparation of the draft LPP used the Department of Planning, Lands and Heritage's (DPLH) draft *Position Statement: Child care premises* as a guide to the overall policy approach including identifying key development provisions which includes:

- Location suitability
- Noise and emissions
- Amenity and environment
- Building design, layout and car parking

- Traffic and vehicle access
- Land use permissibility.

Council at its Ordinary Meeting held on 9 December 2025 adopted the draft *Child Care Premises Local Planning Policy* for public advertising.

EXTERNAL CONSULTATION

A copy of the draft local planning policy was advertised for a period of 22 days from Thursday, 26 February 2026 to Friday, 20 March 2026, by way of:

- Information being placed on the City's engagement website, Engage Bayswater;
- Public Notice on the City's website;
- Notification in the Perth Now newspaper on Thursday 26 February 2026;
- A letter sent to all child care premises within the City of Bayswater, including those with recent development applications; and
- Hard copy of the documentation made available for inspection at the City's Civic Centre and libraries.

During the consultation period one submission was received in support of the draft local planning policy. The comments received are addressed in the Officer comments below.

OFFICER'S COMMENTS

The one submission received during the consultation period was in support of the local planning policy, however provided additional comment for the City's consideration. This is addressed in the table below:

Submitter Comment	City Response
Consideration to be given to multi-purpose use of child care premises outside of operating hours (e.g., places of worship, community groups/events) as a domain of quality for childcare centres is their community involvement (ACECQA Quality Area 6) The current operating hours are vague on operation on Sunday. The ability to build community connection on both weekend days, when a community is present or gathering, would be a valuable opportunity to achieve meaningful connection and cooperation.	The policy relates to the provisions for child care premises as defined under TPS 24 and applicable legislation. Use of the premises for a land use outside of the child care premises definition may require separate approval. Incidental land uses and operation outside of the hours and days specified, can be contemplated where it can be demonstrated that the use will not impact on the amenity of the surrounding area.

It is considered that no modifications to the local planning policy are necessary as sufficient approval and assessment mechanisms exist to consider this scenario.

A copy of the advertised version of the *Child Care Premises Policy* is contained in **Attachment 1**. No modifications are proposed as a result of community engagement.

Relationship to the *Non-residential Uses in Residential Zones Local Planning Policy*

As stated above, the City receives a high volume of development applications for child care premises within residential zones. *Town Planning Scheme No. 24* includes development

standards for child care premises, however these are broad and apply across all zones of the City. The *Non-residential Uses in Residential Zones Local Planning Policy* provides guidance to mitigate amenity impacts within residential areas, however this policy is also broad and applies to all land use classes. Given that the *Non-residential Uses in Residential Zones Local Planning Policy* does not include child care premises-specific provisions, it does not require amendment and can continue to operate effectively for any other land use proposed within residential zones.

LEGISLATIVE COMPLIANCE

Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the procedure for creating a local planning policy. Clause 4 of Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires the local government publish notice of the policy in accordance with Clause 87.

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.	

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

It is recommended that the advertised version of the *Child Care Premises Local Planning Policy* is adopted.

Child Care Premises Policy

Responsible Division	Community Services
Responsible Business Unit	Community Planning
Responsible Officer	Manager Community Planning
Affected Business Units	Regulatory Services
ECM Document Set ID	[ECM document set ID]

Purpose

Child care premises are an essential community service that are provided by both the public and private sector. The purpose of this policy is to provide clear direction on appropriate locations for **child care premises** within the City of Bayswater. This policy seeks to ensure that **child care premises** are designed and located to ensure the health and safety of children, and to preserve the amenity of the City's neighbourhoods.

Scope

1. This policy applies to all proposals for **child care premises** within the City of Bayswater, on zoned and reserved land.
2. Where this policy is inconsistent with City of Bayswater *Town Planning Scheme No. 24 (TPS 24)*, a structure plan or local development plan, the provisions of that planning instrument shall prevail to the extent of the inconsistency.

Objectives

The objectives of this policy are to:

1. Encourage **child care premises** to be co-located with education facilities, or within activity centres, station precincts or urban corridors to facilitate multi-purpose trips and access to public transport.
2. Establish suitable locational criteria to ensure that **child care premises** are compatible with the established or desired context.
3. Ensure the design of **child care premises** is compatible with, and minimises adverse amenity impacts on, adjoining land uses and the locality.
4. Appropriately manage and minimise traffic, safety and amenity impacts of **child care premises** within residential areas.
5. Ensure the design of **child care premises** respects the established or desired built form, landscape and streetscape character of the locality.
6. Ensure the landscaping of all **child care premises** is provided to a standard which mitigates development impacts on the amenity of the locality, and positively contributes to the desired streetscape character.

Definitions

For the purpose of this policy —

child care premises means premises —

- (a) where an education and care service as defined in the *Education and Care Services National Law (Western Australia)* section 5(1), other than a family day care service as defined in that section, is provided; or
- (b) where a child care service as defined in the *Child Care Services Act 2007* section 4 is provided; or
- (c) that is a 'child day care centre' as defined in TPS 24.

family day care means premises —

- (a) where a family day care service as defined in the *Education and Care Services National Law (Western Australia)* is provided; or
- (b) as defined in TPS 24.

Policy Statement

1. Exempted Development

Development Approval of the City is not required for **family day care** in the following circumstances:

- a. The **family day care** offers education and care for no more than seven children aged from birth to 13 years, including the educators' own children in the educators' own home; and
- b. The **family day care** offers education and care to no more than four children below pre-primary school age; and
- c. The **family day care** operates within the standards of the Children and Community Services Act 2004; and
- d. The **family day care** is located in the Centre, Residential, Medium and High Density Residential, Mixed Use or Maylands Activity Centre zone.

2. Locational Requirements

The following characteristics are considered suitable for the location of a child care premises:

- a. On, or adjacent to a school site or appropriate Public Purposes reserve; and/or
- b. Abutting non-residential land uses; and/or
- c. Corner sites with frontage to a local or district distributor road, or Other Regional Road reserve; and/or
- d. Within or abutting an activity centre or station precinct; and/or
- e. Within an urban corridor or local centre identified in the Local Planning Strategy; and/or

- f. Within 200 metres of a high frequency public transport station or stop; and
- g. With adequate pedestrian/cycle infrastructure such as footpaths/dual use paths; and
- h. Where the impacts of vehicle access and traffic movements on the safety and operation of the road network and amenity of adjoining properties is minimised; and
- i. Where **child care premises** can be designed to prevent conflict with residential amenity.

3. Building Design Requirements

- a. Design of **child care premises** is to comply with the development standards of any local planning scheme in effect and/or any any applicable structure plan, local development plan or local planning policy.
- b. Design of **child care premises** is to address the design principle of State Planning Policy 7.0, including any advice of the City's Design Review Panel.
- c. **Child care premises** should incorporate active street frontages at the ground and upper floors and may include unobscured window openings and outdoor play areas to encourage street activation and surveillance.
- d. Parking areas should be located at the rear of the building and/or screened from the street.
- e. Outdoor play areas should be located to minimise noise impacts on adjoining noise sensitive land uses.
- f. Air conditioners and all other mechanical/plan equipment are to be screened from view from the street and/or located at the rear of the building, where practicable.
- g. Bin storage areas to be:
 - i. Screened from view by a wall not less than 1.8 metres in height and located behind the primary street setback; and
 - ii. Accessible to waste collection vehicles and not conflict with car parking and vehicular and pedestrian access; and
 - iii. Designed and located to not result in adverse amenity impacts to adjoining residential properties due to odour or noise.

4. Traffic, Access and Car Parking Requirements

- a. Vehicle access should be provided from a local or district distributor road or other regional road.
- b. Corner sites with frontage to a primary regional road (e.g. Morley Drive or Guildford Road) should provide vehicle access from the lower-order road.
- c. Parking areas should be designed to enable vehicle to enter and exit in forward gear.
- d. Vehicle crossovers and parking areas should be located to avoid existing street trees.

- e. All vehicle movements and traffic circulation should be contained wholly within the lot.
- f. Safe pedestrian pathways should be provided between car parking areas and pedestrian access points.
- g. The number of car parking bays provided is to be in accordance with the requirements of TPS 24.
- h. The City's *Car Parking Dispensation* Local Planning Policy may be applied to **child care premises**.
- i. All required car parking bays shall be provided within the development site. The street verge shall not be relied upon and will not be supported to justify a shortfall.
- j. Tandem parking or the use of car stackers or similar will generally not be supported unless it is provided for staff parking only and can be appropriately controlled and managed without amenity impacts such as noise or additional vehicle movements.
- k. Bicycle parking shall be provided at a ratio of one bay per 10 staff.

5. Fencing and Landscaping

- a. Front fences within the primary street setback area shall be visually permeable above 1.2 metres of natural ground level, measured from the primary street side of the front fence.
- b. Front fences shall not exceed a maximum height of 1.8 metres above natural ground level, measured from the primary street side of the front fence.
- c. A sufficient dividing fence shall be provided in accordance with the City's *Fencing and Floodlighting* Local Law.
- d. Landscaping is to be provided in accordance with the requirements of TPS 24, and the City's *Landscaping and Sustainability in Design* local planning policies.

Application Requirements

- 1. The following information is required to be submitted with all applications for development approval for **child care premises**:
 - a. Site plan and architectural drawings including elevations and rendered streetscape images;
 - b. Operational Management Plan including the number of staff and children by age group;
 - c. Transport Impact Assessment (TIA) or Transport Impact Statement (TIS) as applicable;
 - d. Car Parking Management Plan;
 - e. Environmental Noise Acoustic Assessment;
 - f. Amenity Impact Assessment;
 - g. Transport Noise Mitigation Assessment for developments within the trigger distance of transport noise sources in accordance with *State Planning Policy 5.4 – Road and Rail Noise*;

- h. Waste Management Plan;
 - i. Outdoor Lighting Plan; and
 - j. Signage Strategy
2. The Operational Management Plan shall include the following:
- a. Hours of operation being limited to between 7:00am and 7:00pm weekdays and Saturdays, unless it can be demonstrated that the use will not impact on the amenity of surrounding properties.
 - b. Servicing and deliveries to take place during operational hours, but not during peak morning drop-off or peak afternoon pick-up periods.
3. The TIS or TIA shall be prepared by a suitably qualified professional in accordance with the Western Australian Planning Commission *Transport Impact Assessment Guidelines (Volume 4)* to the satisfaction of the City.
4. Acoustic Assessments and Noise Management Plans shall be prepared by a suitably qualified professional to determine the noise impacts of the development and demonstrate that the proposal can adequately mitigate those impacts on adjoining noise sensitive land uses to the satisfaction of the City. Where mitigation measures are recommended, they shall be thereafter implemented and maintained to the satisfaction of the City.
5. Amenity Impact Assessments shall be prepared by a suitably qualified and/or experienced planning, architectural or urban design professional for all child care premises within or abutting residential zones or other noise sensitive land uses, and shall address the following:
- a. Context analysis for the locality;
 - b. How the development satisfies the requirements of the applicable planning framework, including TPS 24 and any applicable structure plan, local development plan or local planning policy;
 - c. Design considerations which mitigate negative impacts on the amenity of adjacent properties and the locality; and
 - d. Measures proposed to address and mitigate adverse amenity impacts that could result from the development, including impacts to residential properties and visual amenity.

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:

- *City of Bayswater Town Planning Scheme No. 24*
- *Education and Care Services National Law (WA) 2012*

- *Education and Care Services National Regulations (WA) 2012*
- *Environmental Protection (Noise) Regulations 1997*
- *Food Act 2008*
- *Food Regulations 2009*

Related Documentation

- Western Australian Planning Commission - *Draft Position Statement: Child Care Premises*

Document details

Relevant delegations	TP-D01 Local Planning Schemes		
Risk evaluation	low		
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]		

10.5.1.3.3 New Local Planning Policy: Development Approval Exemptions

Responsible Branch:	Community Planning
Responsible Directorate:	Community Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	1. Advertised Draft Policy [9.3.3.1 - 4 pages] 2. Policy with Tracked Changes [9.3.3.2 - 4 pages] 3. Final Draft Policy [9.3.3.3 - 4 pages] 4. Temporary and Minor Development Policy [9.3.3.4 - 4 pages]
Refer:	Item: 10.5.1.3.1 OCM: 24.02.2026
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 of the Local Government Act 1995.

SUMMARY

The City has identified a range of minor, straightforward and low-impact forms of development that are suitable to be exempt from the requirement for development approval. The proposed exemptions represent a practical planning reform that will make it easier for residents to invest in their properties, support local businesses to invest and grow, and undertake development that is already anticipated by the planning framework.

The exemptions have been carefully developed to apply only where planning impacts are limited and compliance with established planning controls can be readily demonstrated. Exemptions have only been proposed where development is not expected to adversely affect residential amenity, heritage values, neighbourhood character or the public streetscape. Development will still be required to comply with the City of Bayswater Town Planning Scheme No. 24, the Residential Design Codes and any applicable local planning policies or structure plans.

The policy will reduce unnecessary red tape, improve certainty, lower costs and shorten project timeframes for residents and businesses. It will also enable City planning resources to be focused on more complex and higher-impact proposals, improving service delivery and contributing to a faster, more efficient and customer-focused planning system. Importantly, the proposed exemptions do not remove appropriate regulatory oversight, with building permits and other statutory approvals continuing to apply where required to ensure compliance with relevant building, safety and legislative standards.

Council consideration is sought on the outcomes of community engagement and final adoption of the amended Development Approval Exemptions Local Planning Policy, which will support investment, reduce regulatory burden and deliver a more efficient and contemporary planning framework for the City.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council:

1. **Notes the outcomes of community engagement as discussed in the report.**
2. **Adopts the *Development Approval Exemptions Local Planning Policy* as contained in Attachment 3.**

3. Revokes the *Temporary and Minor Development Local Planning Policy* as contained in Attachment 4.

BACKGROUND

Council, at the 26 August 2025 Ordinary Meeting, resolved (in part) to “authorise the deferral of all scheduled reviews of City of Bayswater local planning policies remaining in 2025 and 2026”. The intent of this deferral was to enable the City to carry out a holistic review of the local planning policy framework. This includes undertaking out-of-cycle reviews and the preparation of new policies to streamline the City’s policy framework and support the implementation of draft *Local Planning Scheme No. 25*.

Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) contains a number of categories of development, both land uses and works, which are exempt from requiring development approval, as well as the specific conditions for each exemption. Table Item 20 of clause 61(1) states the following works are also exempt:

	Column 1 Works	Column 2 Conditions
20.	Works specified in a local planning policy or local development plan that applies to the works that do not require development approval (other than works referred to in Item 10).	The works comply with any requirements specified in the local planning policy or local development plan in relation to the exemption from the requirement for development approval.

The local planning policy was initiated following a review by the City which identified a number of categories of minor and low-impact development that, by exempting the requirement for development approval, have the potential to improve our community's experience when undertaking development within the City without compromising the amenity of the local area.

Council at its Ordinary Meeting held on 24 February 2026 adopted the draft *Development Approval Exemptions Policy* for public advertising (see Attachment 1).

EXTERNAL CONSULTATION

A copy of the draft local planning policy was advertised for a period of 28 days from Friday, 13 March 2026 to Friday, 10 April 2026 by way of:

- Information being placed on the City’s engagement website, Engage Bayswater;
- Public Notice on the City’s website;
- Notification in the Perth Now newspaper on Thursday 19 March 2026; and
- Hard copy of the documentation made available for inspection at the City’s Civic Centre and libraries.

During the consultation period, three submissions were received; two in support, and one objecting. The comments received are addressed in the officer comments below.

OFFICER'S COMMENTS

During the consultation period, one submission was received in objection and two submissions were received in support of the draft local planning policy. The submissions in support of the policy were from residents within the City of Bayswater, with one submission detailing their support as the policy would “speed up” the planning process.

The objection to the policy related to the exemption of cubby houses, specifically floor and building height and impacts on privacy. The comments and the Officer’s response are detailed in the table below:

Submitter Comment	City Response
The R-Codes principles require residential development to minimise overlooking and protect the reasonable privacy of adjoining properties. The 4m height allowable for cubby houses is inconsistent with the principles.	The cubby house exemption requirements contained in the draft LPP were intended to provide more flexibility for structures which are considered to have minimal impact on surrounding properties given they are not utilised for extended periods of time and are not habitable buildings. The City notes the comments received in relation to the height of 4m. Although not clearly stated, the 4m height was the maximum permitted height of the overall structure from natural ground level (ngl), rather than being the proposed floor level (i.e 4m total building height above the permissible 2m max floor height). In considering the submission received, the privacy impact, the existing exemptions in the LPS Regulations and Building Regulations, the cubby house provisions are recommended to be removed from the policy, and the exemptions contained with the LPS Regulations will apply. Anything exceeding these requirements will require a development application. The provisions in the LPS Regulations will assist in reducing the overall privacy impact on adjoining properties, however it should be noted that there is still the potential for an exempt cubby house structure to be visible above a standard dividing fence.
A cubby house up to 4m in height is more than double the typical boundary fence height of 1.8m. This effectively creates an elevated structure that can directly look into neighbouring properties, including private open spaces areas and habitable rooms.	
The cubby house provision is not considered to be consistent with the policy, with the policy defining exempt development as 'low impact' or 'minor' as: • The height significantly exceeds standard fencing and screening intended to protect privacy; • The permitted floor height (up to 2 metres above ground level) enables direct lines of sight into adjoining properties; • The structure may function as a raised viewing platform rather than a simple play structure; • The potential for noise and visual intrusion is increased due to elevation.	
Allowing cubby house structures to be exempt removes the opportunity for development assessment, neighbour consultation, and the application of design measures to mitigate overlooking, which are core principles of residential planning.	
Other local governments generally apply more restrictive controls to similar structures, with lower height thresholds or requirements for approval where overlooking may occur. The proposed 4 metre exemption is excessive and inconsistent with established planning practice.	
Recommendation: • The maximum height for exempt cubby houses be reduced to no more than legal fence height; • Any cubby house with a raised floor level be subject to development approval; and	

Submitter Comment	City Response
Consideration be given to increased setbacks or mandatory screening to prevent overlooking. These changes would ensure that only genuinely low-impact structures are exempt, while maintaining appropriate protections for privacy, amenity, and neighbourhood harmony.	

In considering the submissions received and the existing exemptions in the LPS Regulations, minor modifications are proposed to the policy. The draft amended *Development Approval Exemptions Local Planning Policy* with tracked changes is contained in **Attachment 2**.

The table below outlines the recommended changes to the draft local planning policy:

Revision	Rationale
Remove Cubby Houses (Clause 6c) from the advertised version of the policy. Minor formatting and numbering changes. Renumber clauses accordingly.	Cubby houses are already exempt in the LPS Regulations, subject to the following conditions: <i>The cubbyhouse is not erected or installed in the street setback area of a building.</i> <i>The floor of the cubbyhouse is no more than 1 m above the natural ground level.</i> <i>The wall height of the cubbyhouse is no more than 2.4 m above the natural ground level.</i> <i>The building height of the cubbyhouse is no more than 3 m above the natural ground level.</i> <i>The area of the floor of the cubbyhouse is no more than 10 m².</i> <i>The cubbyhouse is not erected or installed within 1 m of more than 1 boundary of the lot.</i> The cubby house exemption contained in the draft LPP increased the permitted overall and floor height by 1m. In considering the additional parameters, alongside the concerns raised with the heights and the impact on privacy, the standards within the LPS Regulations are considered adequate and more aligned with the intent of 'minor development'. The LPS Regulations also already ensure that cubby houses can be exempt from requiring development approval and therefore excluding them from the City's policy will not result in low scale cubby houses needing development approval.

	The existing LPS Regulations exemption is more closely aligned with the <i>Building Regulations 2012</i> exemptions, with cubby houses which are less than 10m ² and 2.4m high being exempt from requiring a building permit.

Planning Reform

The City understands that the Department of Planning, Lands and Heritage is currently investigating expansion of cl. 61(1) exemptions, including the exemption of grouped dwellings where they meet the deemed-to-comply requirements of the R-Codes. This has not yet been formally progressed to a draft amendment of the LPS Regulations, however it is considered that the City's *Development Approval Exemptions Local Planning Policy* is generally consistent with the intent of this amendment. Should this amendment proceed, the exemption in the LPS Regulations will prevail if it exceeds the City's exemption. A minor administrative amendment to reflect this change within the local planning policy can be undertaken by the City if/when this occurs.

Temporary and Minor Development

During preparation of the draft local planning policy, some overlap in intent and provisions was identified with the City's *Temporary and Minor Development Local Planning Policy*. Relevant provisions and definitions contained within the *Temporary and Minor Development Local Planning Policy* have been included in the draft *Development Approval Exemptions Local Planning Policy*. The draft *Development Approval Exemptions Local Planning Policy* offers greater flexibility and utility than the *Temporary and Minor Development Local Planning Policy* and is anticipated to enhance the customer experience while streamlining approval processes.

Given that the provisions of the *Temporary and Minor Development Local Planning Policy* can be adequately administered by the *Development Approval Exemptions Local Planning Policy*, it is recommended that the *Temporary and Minor Development Local Planning Policy* is revoked.

LEGISLATIVE COMPLIANCE

Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the procedure for creating a local planning policy. Clause 4 of Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires the local government publish notice of the policy in accordance with Clause 87.

Cl.61(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out works which are exempt from requiring development approval, and the conditions under which they are exempt. Cl. 61(1) also provides that local government may exempt additional works through a local planning policy.

Schedule 2 Part 7 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides the statutory head of power to authorise the City to exempt works components of development through 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	Medium
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR04 - Inability to work collaboratively to engage and partner with the stakeholders to promote and advocate opportunities to live and invest. SR05 - Inability to manage stakeholder expectation through early and ongoing engagement.	

FINANCIAL IMPLICATIONS

The intent of the draft local planning policy is for fewer minor development applications to be required. This will have the impact of less application fees being received by the City. The development application fee for works less than \$50,000 is \$147.00, with the majority of exempt works likely to fall within this category.

Given the above, it is considered that the financial implications will be low and will be offset by operational efficiencies; allowing Officer time to be spent on more complex development applications and improving customer experience.

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: 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.

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

The City is reviewing and amending the local planning framework to support implementation of *Local Planning Scheme No. 25*. As part of this review and reform project, the City has identified a number of minor and low-impact categories of development which currently require Development Approval, but which have minimal impact on local amenity where clear conditions are met. It is anticipated that the *Development Approval Exemptions Local Planning Policy* will streamline development within the City and improve customer experience, while creating operational efficiencies for Officers.

In light of the above, it is recommended that Council adopts the amended draft *Development Approval Exemptions Local Planning Policy*, as contained in **Attachment 3**, and revokes the *Temporary and Minor Development Local Planning Policy*, as contained in **Attachment 4**.



Development Approval Exemptions 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 outlines the conditions and requirements for categories of development within the City of Bayswater to be exempt from requiring Development Approval. These exemptions are in addition to those specified in cl.61 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015 – Development for which development approval is not required*, and is prepared pursuant to table item 20 of cl.61(1).

Scope

1. This Policy applies to all land within the City of Bayswater subject to *Town Planning Scheme No. 24* (TPS 24), including development in residential and non-residential zones, unless otherwise stated.
2. The scope of this policy is limited to providing additional pathways for exempted development. It does not apply to the assessment of development applications and does not replace, modify, or supplement any development standards.
3. This policy does not apply to:
 - (a) Land or buildings entered on the State Register of Heritage Places under the *Heritage Act 2018*; or
 - (b) Land or buildings the subject of an order under the *Heritage Act 2018* Part 4 or Part 11, Division 4; or
 - (c) Land or buildings included on the City of Bayswater Heritage List; or
 - (d) Land or buildings within an area designated under TPS 24 as a Heritage Area; or
 - (e) Land or buildings subject to a Heritage Agreement entered into under the *Heritage Act 2018*; or
 - (f) Development required to be referred by the Metropolitan Region Scheme Instrument of Delegation prior to determination; or
 - (g) Land subject to the bushfire requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*; or
 - (h) Development which includes the removal of trees.

4. This policy does not exempt any requirement for approval to be sought under other legislation (e.g. the *Building Act 2011*).

Objectives

1. To streamline and support development within the City of Bayswater by exempting low impact categories of development.
2. To establish clear criteria and definitions of low impact development.
3. To provide flexibility for minor works that align with the existing and desired context envisioned in TPS 24, the Local Planning Strategy, and other relevant local planning frameworks.

Definitions

Terms have the meanings given in TPS 24, the Residential Design Codes or the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Temporary development means a development that is in place for no more than 6 months cumulatively within a 12-month period. Examples of temporary developments include community markets, fairs, festivals, garage sales, pop-up shops and galleries and temporary buildings or structures, such as marquees or site offices.

Minor development means development that, in relative terms, will not have any material effect on the operation of a land use or on the appearance of the land or buildings on which it is installed or constructed. Examples of minor development include ancillary uses, small garden structures, solar collectors and water tanks.

Policy Statement

Temporary and Minor Development

Exempt where the development:

1. Is in place for no more than 6 months cumulatively within a 12-month period; or
2. Is the replacement of a previously approved structure/building of similar setbacks and height; and
3. Development has no significant effect on the operation of an existing land use or the appearance of the land or buildings; and
4. Any structures are located outside of any visual sightline areas (i.e. truncations), to maintain safe pedestrian and vehicular access.

Works Exempt from Requiring Development Approval

Refer to cl. 61(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for works for which development approval is not required, in addition to the following.

1. Additions and Alterations to Existing Non-Residential Buildings

Exempt where the development:

- (a) Does not increase the overall building height;
- (b) There is no proposed change or new land use as part of the proposed development; and
- (c) Meets all requirements of TPS 24 and the applicable local planning framework.

2. Additions to Grouped Dwellings

Exempt where the development:

- (a) Complies with all relevant deemed-to-comply provisions of Part B or Part C of the R-Codes (as applicable), TPS 24 and the applicable local planning framework.

3. New Grouped Dwellings

Exempt where the development:

- (a) Proposes no greater than three dwellings on a single parent lot; and
- (b) Complies with all relevant deemed-to-comply provisions of Part B or Part C of the R-Codes (as applicable), TPS 24 and the relevant local planning framework.

4. Advertisements (Signage) on City owned/managed land

All signage is exempt from development approval where it is installed by the City of Bayswater, or with the City's written approval, on land under the City's care, control and management.

5. Advertisements (Signage) on private land

Exempt where:

- (a) The signage meets all requirements of the City of Bayswater *Signage Policy*.
- (b) The sign is not erected or installed within 1.5 m of any part of a crossover or street truncation.
- (c) The signage does not contain moving, flashing lights, noise, digital screens, or electronic variable messaging.
- (d) The signage is compatible with the amenity, safety, heritage values, and streetscape character of the locality, and does not adversely impact motorists, pedestrians, or cyclists.

6. Incidental Structures:

a. Solar Panels/Collectors

Exempt where the overall height (inclusive of the solar panels) does not exceed the permitted building height limits that apply to the site.

b. Water Tanks

Exempt where:

- i. The tank is not located between the primary street and building (unless entirely underground).
- ii. The tank does not exceed a height of 3m (as measured from natural ground level).

c. Cubby Houses

Exempt where:

- i. The cubby house is not located between the primary street and building .
- ii. The overall height of the cubby house does not exceed 4 metres tall.
- iii. The floor of the cubbyhouse is no more than 2 metres above the natural ground level.
- iv. The floor area of the cubby house does not exceed 10m².
- v. The cubby house is not within 1 metre of a lot boundary.

d. Sales Offices

Exempt where the sales office is in place for less than 6 months cumulatively within a 12-month period.

e. Pergolas / Shade Sails

Exempt in all scenarios.

Uses Exempt from Requiring Development Approval

Refer to cl. 61(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for land uses for which development approval is not required.

Related Legislation

Planning and Development (Local Planning Schemes) Regulations 2015.

Town Planning Scheme No. 24.

Heritage Act 2018

Building Act 2011

City of Bayswater Signage Policy

Document details

Relevant delegations	TP-D01		
Risk evaluation	Low		
Strategic link	4.1. Diverse Economic Opportunities 5.3 Optimised Performance		
Council adoption	[date]	Resolution	[item no.]
Next review due	[date]		
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Revision details	[description]		



Development Approval Exemptions Policy

Responsible Division	Community Services
Responsible Business Unit	Community Planning
Responsible Officer	Manager Community Planning
Affected Business Units	Regulatory Services
ECM Document Set ID	[ECM document set ID]

Purpose

This policy outlines the conditions and requirements for categories of development within the City of Bayswater to be exempt from requiring Development Approval. These exemptions are in addition to those specified in cl.61 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015 – Development for which development approval is not required*, and is prepared pursuant to table item 20 of cl.61(1).

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Exempt where the overall height (inclusive of the solar panels) does not exceed the permitted building height limits that apply to the site.

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Exempt where:

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Development Approval Exemptions Policy

c. ~~e.~~ Sales Offices

Exempt where the sales office is in place for less than 6 months cumulatively within a 12-month period.

d. ~~e.~~ Pergolas / Shade Sails

Exempt in all scenarios.

Uses Exempt from Requiring Development Approval

Refer to cl. 61(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for land uses for which development approval is not required.

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Building Act 2011
City of Bayswater Signage Policy

Document details

Relevant delegations	TP-D01		
Risk evaluation	Low		
Strategic link	4.1. Diverse Economic Opportunities 5.3 Optimised Performance		
Council adoption	[date]	Resolution	[item no.]
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Revision details	[description]		

Development Approval Exemptions Policy

Responsible Division	Community Services
Responsible Business Unit	Community Planning
Responsible Officer	Manager Community Planning
Affected Business Units	Regulatory Services
ECM Document Set ID	[ECM document set ID]

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 - (d) Land or buildings within an area designated under TPS 24 as a Heritage Area; or
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 - (g) Land subject to the bushfire requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*; or
 - (h) Development which includes the removal of trees.

4. This policy does not exempt any requirement for approval to be sought under other legislation (e.g. the *Building Act 2011*).

Objectives

1. To streamline and support development within the City of Bayswater by exempting low impact categories of development.
2. To establish clear criteria and definitions of low impact development.
3. To provide flexibility for minor works that align with the existing and desired context envisioned in TPS 24, the Local Planning Strategy, and other relevant local planning frameworks.

Definitions

Terms have the meanings given in TPS 24, the Residential Design Codes or the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Temporary development means a development that is in place for no more than 6 months cumulatively within a 12-month period. Examples of temporary developments include community markets, fairs, festivals, garage sales, pop-up shops and galleries and temporary buildings or structures, such as marquees or site offices.

Minor development means development that, in relative terms, will not have any material effect on the operation of a land use or on the appearance of the land or buildings on which it is installed or constructed. Examples of minor development include ancillary uses, small garden structures, solar collectors and water tanks.

Policy Statement

Temporary and Minor Development

Exempt where the development:

1. Is in place for no more than 6 months cumulatively within a 12-month period; or
2. Is the replacement of a previously approved structure/building of similar setbacks and height; and
3. Development has no significant effect on the operation of an existing land use or the appearance of the land or buildings; and
4. Any structures are located outside of any visual sightline areas (i.e. truncations), to maintain safe pedestrian and vehicular access.

Works Exempt from Requiring Development Approval

Refer to cl. 61(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for works for which development approval is not required, in addition to the following.

1. Additions and Alterations to Existing Non-Residential Buildings

Exempt where the development:

- (a) Does not increase the overall building height;
- (b) There is no proposed change or new land use as part of the proposed development; and
- (c) Meets all requirements of TPS 24 and the applicable local planning framework.

2. Additions to Grouped Dwellings

Exempt where the development:

- (a) Complies with all relevant deemed-to-comply provisions of Part B or Part C of the R-Codes (as applicable), TPS 24 and the applicable local planning framework.

3. New Grouped Dwellings

Exempt where the development:

- (a) Proposes no greater than three dwellings on a single parent lot; and
- (b) Complies with all relevant deemed-to-comply provisions of Part B or Part C of the R-Codes (as applicable), TPS 24 and the relevant local planning framework.

4. Advertisements (Signage) on City owned/managed land

All signage is exempt from development approval where it is installed by the City of Bayswater, or with the City's written approval, on land under the City's care, control and management.

5. Advertisements (Signage) on private land

Exempt where:

- (a) The signage meets all requirements of the City of Bayswater *Signage Policy*.
- (b) The sign is not erected or installed within 1.5 m of any part of a crossover or street truncation.
- (c) The signage does not contain moving, flashing lights, noise, digital screens, or electronic variable messaging.
- (d) The signage is compatible with the amenity, safety, heritage values, and streetscape character of the locality, and does not adversely impact motorists, pedestrians, or cyclists.

6. Incidental Structures:

a. Solar Panels/Collectors

Exempt where the overall height (inclusive of the solar panels) does not exceed the permitted building height limits that apply to the site.

b. Water Tanks

Exempt where:

- i. The tank is not located between the primary street and building (unless entirely underground).
- ii. The tank does not exceed a height of 3m (as measured from natural ground level).

c. Sales Offices

Exempt where the sales office is in place for less than 6 months cumulatively within a 12-month period.

d. Pergolas / Shade Sails

Exempt in all scenarios.

Uses Exempt from Requiring Development Approval

Refer to cl. 61(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for land uses for which development approval is not required.

Related Legislation

Planning and Development (Local Planning Schemes) Regulations 2015.

Town Planning Scheme No. 24.

Heritage Act 2018

Building Act 2011

City of Bayswater Signage Policy

Document details

Relevant delegations	TP-D01		
Risk evaluation	Low		
Strategic link	4.1. Diverse Economic Opportunities 5.3 Optimised Performance		
Council adoption	[date]	Resolution	[item no.]
Next review due	[date]		
Reviewed/modified	[date]	Resolution	[item no.]
Revision details	[description]		



Temporary and Minor Development Policy

Responsible Division	Office of the CEO
Responsible Business Unit	Property and Economic Development
Responsible Officer	Manager Property and Economic Development
Affected Business Units	Statutory Planning and Compliance Property and Economic Development
ECM Document Set ID	4867114

Purpose

This policy is intended to define temporary and minor developments that are exempt from requiring development approval by the City of Bayswater.

Objectives

The objectives of this policy are to:

1. Facilitate temporary and minor developments that have no undue impact upon local character and amenity.
2. Ensure the preservation of local character and amenity.
3. Activate vacant spaces in town centres and industrial areas.
4. Improve streetscapes in town centres and industrial areas.
5. Maintain public safety.

Introduction

Many temporary and minor developments will have no undue impact on local character or amenity and can be undertaken in accordance with the established planning framework. Temporary and minor developments can also help to vitalise activity centres and local neighbourhoods, by activating streetscapes and encouraging interactions between local residents.

The City of Bayswater considers it desirable to facilitate such developments by exempting them from requiring development approval by the City where possible.

Scope

This policy is applicable to defined temporary and minor developments on all land within the City of Bayswater; however, it does not override the requirements of building and environmental health legislation, local laws or the City's event approval process.

Temporary uses in areas not under the City's Planning control such as under the control of the Department of Biodiversity, Conservation and Attractions (DBCA), whilst the City doesn't require an approval, the DBCA or relevant authority, a permit may need to be obtained under separate legislation.

Definitions

Temporary development means a development that is in place for no more than 6 months cumulatively within a 12 month period. Examples of temporary developments include community markets, fairs, festivals, garage sales, pop-up shops and galleries and temporary buildings or structures, such as marquees or site offices.

Minor development means development that, in relative terms, will not have any material effect on the operation of a land use or on the appearance of the land or buildings on which it is installed or constructed. Examples of minor development include ancillary uses, small garden structures, solar collectors and water tanks.

Small in scale means development that does not have an undue impact on the locality by way of environmental impacts of the development, character of the locality, and social impacts, does not generate excessive amounts of traffic, emissions (noise), or impede on pedestrian safety.

Requirements

Development approval

Development approval is not required for any temporary or minor development, unless:

1. The development site is:
 - a. Entered on the State Register of Heritage Places under the Heritage Act 2018.
 - b. The subject of an order under the Heritage Act 2018 Part 4 or Part 11, Division 4.
 - c. Included on a heritage list prepared in accordance with the City of Bayswater town planning scheme(s).
 - d. Within an area designated under the town planning scheme(s) as a heritage area.
 - e. The subject of a heritage agreement entered into under Heritage Act 2018 section 90.
2. The development would, in the opinion of the City of Bayswater:
 - a. Be detrimental to the streetscape or day-to-day activities of the local community.
 - b. Unduly impact upon local amenity through traffic generation, car parking difficulties, or emissions including, but not limited to noise, odour or waste.
 - c. Unduly impact upon pedestrian or vehicular accessibility.
 - d. Unduly impact upon on the health and safety of the general public.

Temporary developments

Development approval will generally not be required for temporary developments where:

1. The development will not be located in a residential zone.
2. The development will not be in place for more than 6 months cumulatively within a 12 month period.
3. The development will not operate outside of the hours of 7:00 a.m. to 10:00 p.m.
4. Any works component will be small in scale.

5. Any works component will not involve the alteration of, or addition to existing buildings.
6. The development will not compromise the safety of those using the space where it will be conducted.
7. The development will not require the placement of more than one temporary sign with a maximum area of 1.5m².
8. The development will not involve the removal of trees.

Minor development

Development approval will generally not be required for minor developments where:

1. Any use component is listed as a 'P' or 'D' use in the town planning scheme and is of a minor, incidental nature when compared to the approved use of the land or buildings.
2. Any works component will be small in scale.
3. Any works component will not involve the alteration of, or addition to existing buildings.
4. The development will not compromise the safety of those using the space where it will be conducted.
5. The development will not involve the removal of trees.

Temporary site and sales offices, sheds and sea containers on development sites

Development approval is not required to locate a temporary site or sales office, shed or sea container on a development site where:

1. The structure will be located so as not to compromise lines of sight necessary for the safe access and egress of motor vehicles to and from the site.
2. The structure will only be located on the development site while works are actively ongoing, or for a longer period as agreed in writing with the City of Bayswater.
3. The location of the structure will not involve the removal of trees.

Signs

Development approval is not required to alter the content of existing, approved signage where:

1. The content will be consistent with the relevant provisions of any other applicable City of Bayswater local planning policies.
2. The dimensions of the sign face will not be altered.

Solar collectors

Development approval is not required for the installation of a solar collector where:

1. The collector will be installed on the roof of a building (irrespective of its angle to the roof provided the overall height does not exceed building height limits that apply to the site).

Water tanks

Development approval is not required for the installation of a water tank where:

1. The tank will not be located between any building and the primary street, unless entirely underground.

2. The tank will be set back from other boundaries in accordance with the town planning scheme or Residential Design Codes, as appropriate, unless entirely underground.
3. The tank will have a maximum height of 3m, measured from natural ground level.
4. The tank will be located so that it is not directly visible from the primary street.

Related Legislation

Planning and Development (Local Planning Schemes) Regulations 2015.

Town Planning Scheme.

Residential Design Codes.

Document details

Relevant delegations	TP-D01		
Risk evaluation	Low		
Strategic link	Goal E1 and Goal L4		
Council adoption	21 June 2016	Resolution	10.11
Reviewed/modified	28 January 2020	Resolution	9.2
Reviewed/modified	26 August 2025	Resolution	10.5.1.5
Next review due	26 August 2029		

10.5.1.3.4 New Local Planning Policy: Short-Term Rental Accommodation

Responsible Branch:	Community Planning
Responsible Directorate:	Community Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	1. Draft Policy - Advertised [9.3.4.1 - 6 pages] 2. Draft Guidelines - Advertised [9.3.4.2 - 5 pages] 3. Policy with Tracked Changes [9.3.4.3 - 7 pages] 4. Guidelines with Tracked Changes [9.3.4.4 - 5 pages] 5. Revised Draft Policy [9.3.4.5 - 5 pages] 6. Revised Draft Guidelines [9.3.4.6 - 5 pages] 7. Summary of Submissions [9.3.4.7 - 38 pages]
Refer:	Item: 10.5.1.3.1 OCM: 09.12.2025
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

SUMMARY

A range of reforms have recently been undertaken relating to short-term rental accommodation (STRA) as distinct land uses. These changes included new legislation and amended planning regulations.

Amendment 101 to City of Bayswater *Town Planning Scheme No. 24* introduced STRA to the City's planning scheme, aligning the City's planning framework with State reforms. In support of implementing this emerging land use planning context, a new local planning policy has been prepared to provide guidance to applicants, operators and Officers when considering applications for short-term rental accommodation. Key considerations of the policy include location, amenity, and management of proposed short-term rental accommodation developments.

The draft local planning policy was advertised for public comment for 22 days from Thursday, 26 February 2026 to Friday, 20 March 2026, during which 26 submissions were received. Several modifications to the policy and guidelines are proposed as a result of the submissions.

Council consideration is sought on the outcomes of community engagement and final approval of the amended draft *Short-Term Rental Accommodation Policy and Guidelines*.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council:

1. **Notes the outcomes of community engagement.**
2. **Adopts the *Short-Term Rental Accommodation Local Planning Policy* as contained in Attachment 5.**
3. **Notes the *Short-term Rental Accommodation Guidelines* as contained in Attachment 6.**

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 Regulations). These include 'hosted STRA' (where the owner/operator resides and is present), and 'unhosted STRA' (where guests have exclusive use of the entire dwelling).

In September 2024, the Minister for Planning advised the City that the LPS Regulations had been amended and planning scheme amendments could now be initiated. Council, at the 28 January 2025 Ordinary Meeting, initiated Amendment No. 101 (Amd. 101) to *Town Planning Scheme No. 24* (TPS 24) accordingly. Amd 101 was approved by the Minister for Planning on 12 January 2026. 'Hosted STRA' is now a 'P' (permitted) land use class in all zones where dwellings can be approved, consistent with exemptions in the LPS Regulations, and 'unhosted STRA' is now included in TPS 24 zoning tables, as a 'D' (discretionary) or 'A' (discretionary subject to advertising) land use class in all zones where dwellings can be approved. At the time of initiating the amendment Council also resolved to prepare a short-term rental accommodation local planning policy.

At the Ordinary Meeting held 9 December 2025, Council resolved:

"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"*

A copy of the advertised versions of the draft *Short-term Rental Accommodation Local Planning Policy* and *Guidelines* are contained in **Attachments 1 and 2.**

EXTERNAL CONSULTATION

The draft local planning policy and associated guidelines were advertised for a period of 22 days from Thursday, 26 February 2026 to Friday, 20 March 2026, by way of:

- Information being placed on the City's engagement website, Engage Bayswater;
- Public Notice on the City's website;
- Notification in the Perth Now newspaper on Thursday 26 February 2026;
- Letters and emails sent to existing STRA operators;
- Hard copies of the draft local planning policy being made available for inspection at the City's Civic Centre and libraries.

26 submissions on the local planning policy and guidelines were received during the consultation period. The majority of the submissions did not support the policy, with 24 objecting or noting concerns, and 2 submissions in support. Nine of the submissions were from a STRA management company with offices based in Stirling, relating to two properties they manage in Bayswater and Maylands.

Eleven of the submissions were from residents of the City of Bayswater and 14 from owners or managers of STRA within the City. Of the owners and managers who made submissions, four also reside in the City.

A full summary of the submissions is contained in **Attachment 7** with a summary of the comments received discussed below.

OFFICER'S COMMENTS

Submissions

Submissions received from residents and operators generally raised different concerns. In general, residents raised concerns with amenity, enforcement, and impact on housing, schools and social cohesion. Operators and owners generally had concerns that the policy is too restrictive. These are addressed in the tables below:

Residents

Submitter Comment	City Response
Encouraging STRA incentivises preferred areas, can lead to undermining stable long term housing for local residents, particularly within the residential areas of the Morley Activity Centre and adjacent to schools (Infant Jesus and Morley Primary Schools) to protect vulnerable students. Recommend buffer around schools.	It is recommended that preferred locations be removed from the draft LPP. It is noted that unhosted STRA can be approved in all zones where dwellings can be approved under TPS 24. Since the draft LPP was prepared, the volume and geographical distribution of STRA applications within the City is more well understood. Registered STRA within the City currently makes up approximately 0.74% of all dwellings, with the majority of these being outside preferred locations. Given the scale of the sector within the City and substantial community feedback, the use of preferred locations as a controlling mechanism for STRA is not considered warranted at this time. The areas mentioned around Morley Primary School and Infant Jesus School are zoned 'Centre' under the City's local planning scheme and form part of the Morley Strategic Activity Centre. Applications for STRA near schools will be assessed on their merits on a case by case basis in accordance with the relevant planning framework.
Should not allow STRA in the City of Bayswater, tourists can use hotels and motels, and STRA will increase pressure on the current economic and housing crisis.	Land use permissibility is not the subject of the draft policy, and hosted STRA is a 'permitted' land use within residential areas under the LPS Regulations. Notwithstanding, the City also has a limited amount of traditional tourist accommodation, with only one hotel within the City. Registered STRA within the City, including both hosted and unhosted, constitutes 0.74% of the City's total dwellings. 'Unhosted' STRA currently constitutes 0.39% of the City's dwellings. STRA is therefore not considered to have a significant impact on housing availability within the City of

Submitter Comment	City Response
	Bayswater at this time and the purpose of the draft policy is to provide guidance on the design, development, location, assessment and approval, including operational management, of STRA within the City. The policy, in conjunction with the State register, will enable the City to continuously monitor the impact of STRA on the housing sector.
Suggest cap, such as a maximum of 5%, to prevent excessive concentration.	Capping STRA approvals does not have a clear legal implementation mechanism and is not considered feasible or warranted at this time. As above, STRA currently makes up approximately 0.74% of all housing within the City.
Inconsistent with the City's 2025–2035 Council Plan. These frameworks highlight key priorities including population growth, housing accessibility, community wellbeing, social cohesion, and support for vulnerable residents.	'Unhosted STRA' currently represents approximately 0.4% of dwellings within the City. It is currently not considered to have a substantial impact on housing accessibility or the other key priorities outlined in the Council Plan.
Lack of enforcement of STRA requirements, potential increase in antisocial behaviour, noise management is reactive and penalties and enforcement should be explicit and consistently applied. Policy places unreasonable responsibility on neighbours.	In instances where compliance matters have been raised, the City's compliance team have carried out enforcement. Overall, there are few compliance matters in relation to STRA, with the majority of STRA operating without complaints, and appear to be operating harmoniously with neighbours. There is no evidence to suggest that STRA increases antisocial behaviour. The City applies appropriate and enforceable conditions on all STRA approvals to mitigate impact on amenity, and the draft LPP will reinforce the City's approach.
12 month approval is excessive, suggest initial 6 months. Long term 3 years is unclear.	It is recommended that the reference to 12 months temporary approval and three years be removed from the draft policy to provide flexibility for the City to use its discretion to apply timeframes on a case by case basis, as discussed below.

STRA Operators

Submitter Comment	City Response
Preferred areas are too restrictive, and that areas outside the preferred locations, such as the Maylands peninsula, Beaufort Street corridor and Bayswater Station, should be considered. The City of Bayswater in general should be included due to proximity to the airport.	'Unhosted STRA' are 'D' or 'A' uses in all TPS 24 zones where dwellings can be approved. The majority of current STRA within the City are located outside of the preferred locations identified in the draft policy. Whilst the draft policy does not prohibit other areas, it is recommended that the preferred locations be removed from the policy, and all applications for STRA be required to submit locational justification, as discussed below. It is noted that the Bayswater Town Centre is

	under the Planning Authority of DevelopmentWA and subject to the METRONET East Redevelopment Scheme and associated policies.
Excessive parking requirements.	The proposed car parking ratios ensure that guest car parking is provided on site, in order to limit impacts of on street parking in residential areas. It is recommended that the parking requirements be re-worded for clarity, as discussed below.
Policy should focus on management rather than location. Well managed STRA mitigates risks for owners and neighbours, and can result in well cared for properties. Overly restrictive requirements can impact on the STRA sector, may inadvertently penalize compliant operators.	The draft policy includes requirements for both location and management. It is noted that where STRAs are well managed there may be little or no impact on residential amenity. It is recommended that the preferred locations be removed from the Policy, with more focus on management procedures.
Restricting use of residential properties for STRA is government overreach. Restrictions on strata title properties being used for STRA is inequitable. Strata sign off should not be required.	Regulation of STRA has been mandated by the State Government, and the City has been updating its planning framework accordingly. STRA may generally not be supported in grouped and multiple dwelling developments to protect the amenity of existing residential areas, however applications relating to strata properties will be assessed on their individual merits. It is recommended that the requirement for strata consent be removed from the policy, and allowance made for grouped and multiple dwellings to be considered as STRA where appropriate, as discussed below.
Guest limits should be reasonable, and established on the number of bedrooms. Policy should clarify if a guest includes children and infants	Guest calculations are based on the City's <i>Health Local Law 2023</i> (as amended in 2024) and Department of Health <i>General Health Provisions for Short Term Accommodation</i>, based on the per cubic meter of airspace in each bedroom: <i>"3.4(b) (i) for every person over the age of 10 years using the room there is at least 14 cubic metres of air space per person; and</i> <i>(ii) for every person between the ages of 1 and 10 years there is at least 8 cubic metres of air space per person; or any garage or shed to be used for sleeping purposes."</i> No modifications to the policy are proposed, however the City's standard STRA DA condition relating to maximum number of guests will be reworded to better reflect the local law's requirements, to allow flexibility between the maximum number of adult and children guests, calculated per bedroom cubic meterage. Infants under the age of 12 months are not included in the calculations for guests as the <i>Health Local</i>

	<i>Law 2023</i> is silent on this age bracket.
The application process should be streamlined. The Guidelines could include templates for Management Plans and Codes of Conduct, to make it easier to apply for Development Approval.	It is proposed to streamline the STRA determination process through modifications to approval conditions for clarity around guest numbers and temporary timeframes as discussed below. The City can also consider a fast track process for STRA approval renewals where a STRA has demonstrable good management practices in place. It is also proposed to remove the need for strata consent, and wider consultation, where appropriate.

Policy revisions

As a result of the submissions, the following revisions are proposed to the draft Policy and Guidelines:

Revision	Rationale
Policy format updated	Minor change to update the policy statement elements and guidelines to be numerical values for ease of reference and assessment, which does not alter the policy or guidelines provisions.
Alternative policy objective to address unhosted STRA without reference to activity centres and station precincts	Preferred locations are not considered necessary to control STRA within the City of Bayswater at this time, due to their current geographical distribution outside of the identified locations (approximately 90% of STRA approvals), and small volume (approximately 0.74% of all housing within the City). Given the majority of the approved STRA within the City are located outside of the draft policy preferred locations, the inclusion of the modified objective will provide further guidance for the City and applicants when considering applications.
Removal of Preferred Locations, substituted with Locational Guidance	As noted above, it is considered that Preferred Locations are not necessary within the City, at this time. The majority of STRA are located outside of preferred locations, and since the commencement of the STRA register and the STRA DA process, it has been demonstrated that the management of STRA has a significantly greater impact on residential amenity than location. It is considered that STRA can be effectively managed through the register and policy, without explicitly prescribing preferred locations.
Removal of Plan 1 – Preferred Locations Map	It is recommended that the preferred locations be replaced with Locational Criteria, with consideration given to locations within an activity centre or station precinct, and access to high frequency public transport.
Clarification to car parking provisions	Clause reworded to clarify that the number of car parking bays is not additional to the minimum R-Codes requirements and is based on approved occupancy.
Grouped and multiple dwellings	The clause restricting the use of grouped and multiple dwellings has been reworded to enable these to be considered when appropriate.
Relocation of requirement of strata company as part of Application for Development Approval, to “Other Approvals”	Strata consent is not considered implementable as a requirement of lodgement for a change of use development application as it is not prescribed for Development Approval. This does not negate the need for strata consent to <i>operate</i> a STRA, and would be subject to the <i>Strata Titles Act 1985</i> and any applicable strata by-laws. The modified draft policy proposes to remove strata consent from ‘Application requirements’ to ‘Other Approvals’ so that applicants are advised that they may need to seek separate consent from their strata company, even if a development approval is issued. Regardless of

Revision	Rationale
	whether strata consent is required, adjoining strata owners would be consulted in instances where they may be impacted by a STRA proposal through the public consultation period. Additionally, operators are required to provide a copy of their management plan which includes their contact details to all adjoining property owners. The strata consent template is also proposed to be removed from the draft Guidelines.
Removal of requirement for consultation with properties on the opposite side of the street	The City currently advertises only to impacted landowners, which may not necessarily include properties on the opposite side of the street. Modifying the consultation requirement to include adjoining landowners as a minimum will still enable the City to advertise to a wider area, including across the street, in instances where it is considered that the impacts of the proposed STRA will be greater. This is also proposed to be removed from the draft Guidelines.
Removal of specific timeframes for initial temporary approvals and renewals	Removal of the reference to specific timeframes for temporary approvals and subsequent renewals provides the City with greater discretion to apply specific timeframes on a case by case basis when determining applications for STRA. This may include shorter or longer temporary approvals and include a renewal which results in another temporary approval.

A copy of the modified draft policy and guidelines, with amendments shown as ‘tracked changes’ is provided in **Attachments 3 and 4**.

A copy of the modified draft policy, with amendments included, is provided in **Attachments 5 and 6**.

LEGISLATIVE COMPLIANCE

Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the procedure for preparing and adopting 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.

CONCLUSION

It is considered that adopting the draft *Short-term Rental Accommodation Policy* will assist in ensuring that STRA is well managed through enforceable conditions of Development Approval, and minimises impact on the amenity of established residential communities. It is therefore recommended that the modified draft *Short-term Rental Accommodation Local Planning Policy* and *Guidelines* be adopted.



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, and station precincts, 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.

Short-Term Rental Accommodation Policy

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 and Station Precincts, excluding the 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 table below. The number of guest cars should not exceed the number of bays available on site. In

Short-Term Rental Accommodation Policy

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

Short-Term Rental Accommodation Policy

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.
6. Site and floor plan showing the use of the premises
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.

Short-Term Rental Accommodation Policy

- 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*.

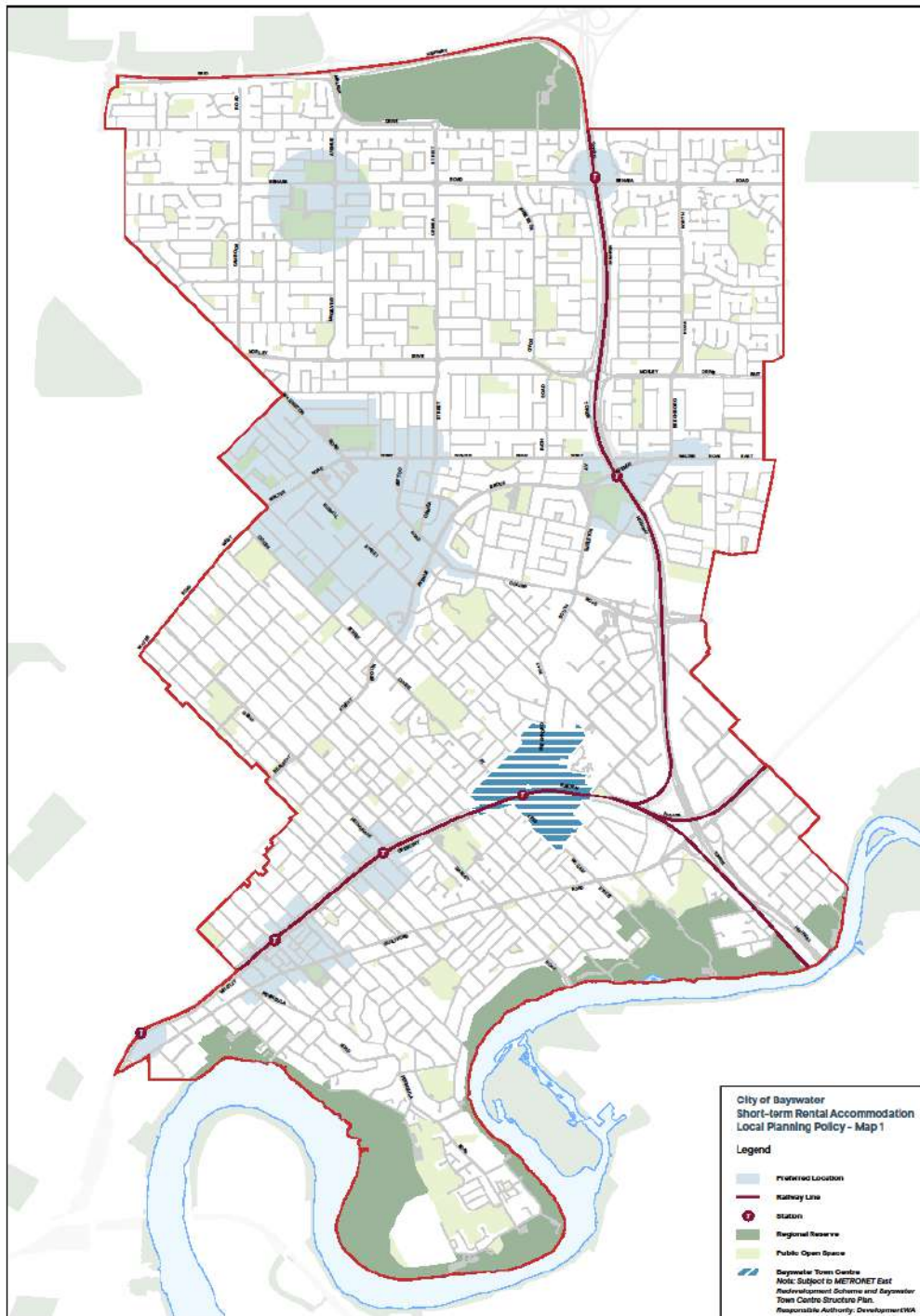
Related Documentation

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]		

Plan 1 – locations





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	☐
A cover letter should be provided with every application for Development Approval, detailing, but not limited to, the following: - 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 Note that all application for Development Approval must be accompanied by a Management Plan	
Template consent of strata to lodge application for Development Approval	☐

I / We.....being representative of the strata body for give consent for the application for Development Approval for unhosted short-term rental accommodation to be lodged at.....[Unit and address].....

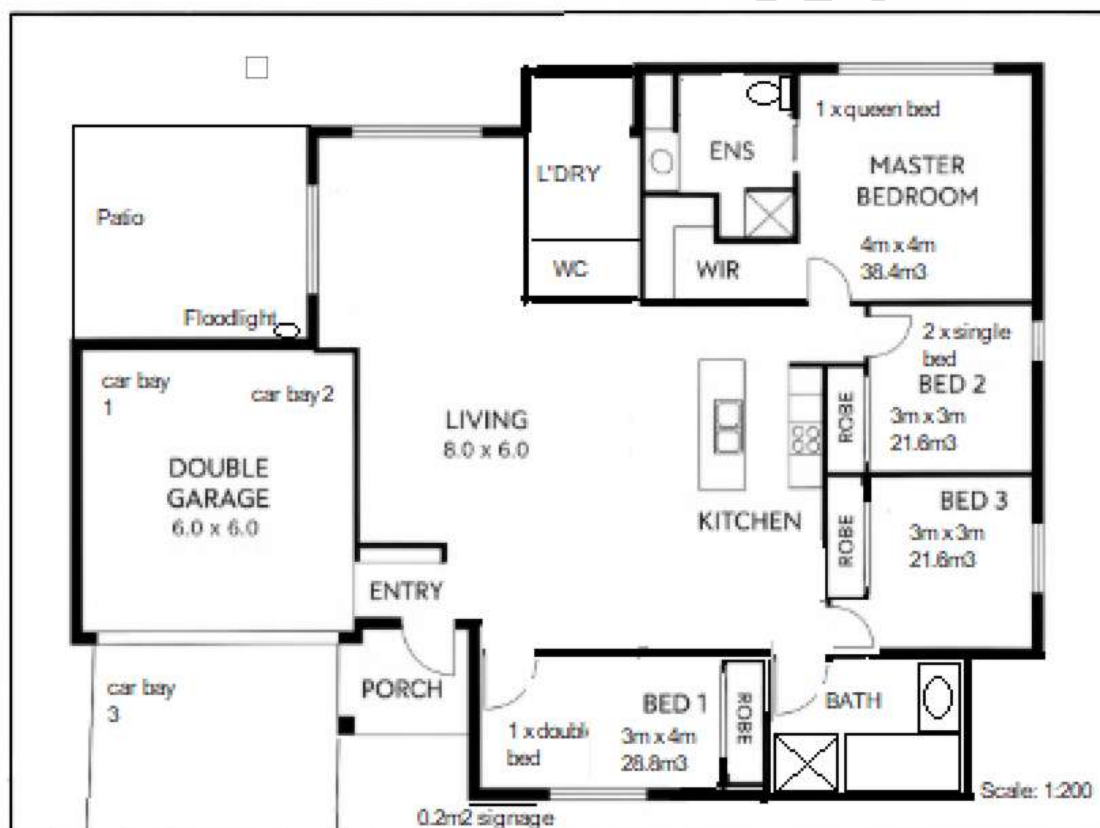
Strata body[signature].....

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.



Short-Term Rental Accommodation Policy

Responsible Division	Community Services
Responsible Business Unit	Community Planning
Responsible Officer	Manager Community Planning
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 and station precincts, 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.
5. ~~Ensure that **unhosted STRA** within the City of Bayswater are appropriately designed, located and managed to minimise impacts on residential amenity.~~

Definitions

For the purpose of this policy —

Short-Term Rental Accommodation 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 Locational Requirements

~~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, 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 Appropriate locational considerations for unhosted STRA may include, but are not limited to, the following:~~

- ~~i. Within or adjacent to an activity centre or station precinct; and/or~~
- ~~ii. Witin or abutting an urban corridor or local centre identified in the Local Planning Strategy; and/or~~
- ~~iii. Access to high frequency public transport; and/or~~
- ~~iv. Abutting non-residential land uses; and/or~~
- ~~v. Proximity to regional community and/or health facilities; and/or~~
- ~~vi. Sites where the Protection of amenity of the locality can be retained and protected; and~~

Short-Term Rental Accommodation Policy

- vii. ~~Vehicle access, car parking, public transport and other matters related to accessibility; Where the impacts of vehicle access and traffic movements on the safety and operation of the road network and amenity of adjoining properties is minimised; and~~
- viii. Appropriateness of the development with regard to land tenure. Generally **unhosted STRA** ~~will not be supported~~ is discouraged in existing grouped dwelling or multiple dwelling developments ~~outside of preferred areas.~~
- 1. Non-tangible amenities such as proximity to parks may not be considered sufficient locational 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) based on an approved occupancy. Total number of parking bays shall be provided in accordance with the 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.

Short-Term Rental Accommodation Policy

- 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. is discouraged, however may be considered where it can be demonstrated that the property can be operated in accordance with the provisions of the policy.~~

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
 - ~~Consent of strata company or community corporation to lodge application, in accordance with *Planning and Development (Local Planning Schemes) Regulations 2015*, where applicable.~~
2. Site and floor plan showing the use of the premises
3. Justification for location
4. Management Plan
5. Guest code of conduct
6. 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**

Short-Term Rental Accommodation Policy

~~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 renewals may ~~be granted for a further~~ also be 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*.

Consent of strata company or community corporation may be required under the *Strata Titles Act 1985*. Applicants are encouraged to liaise with their strata company prior to submitting an application.

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



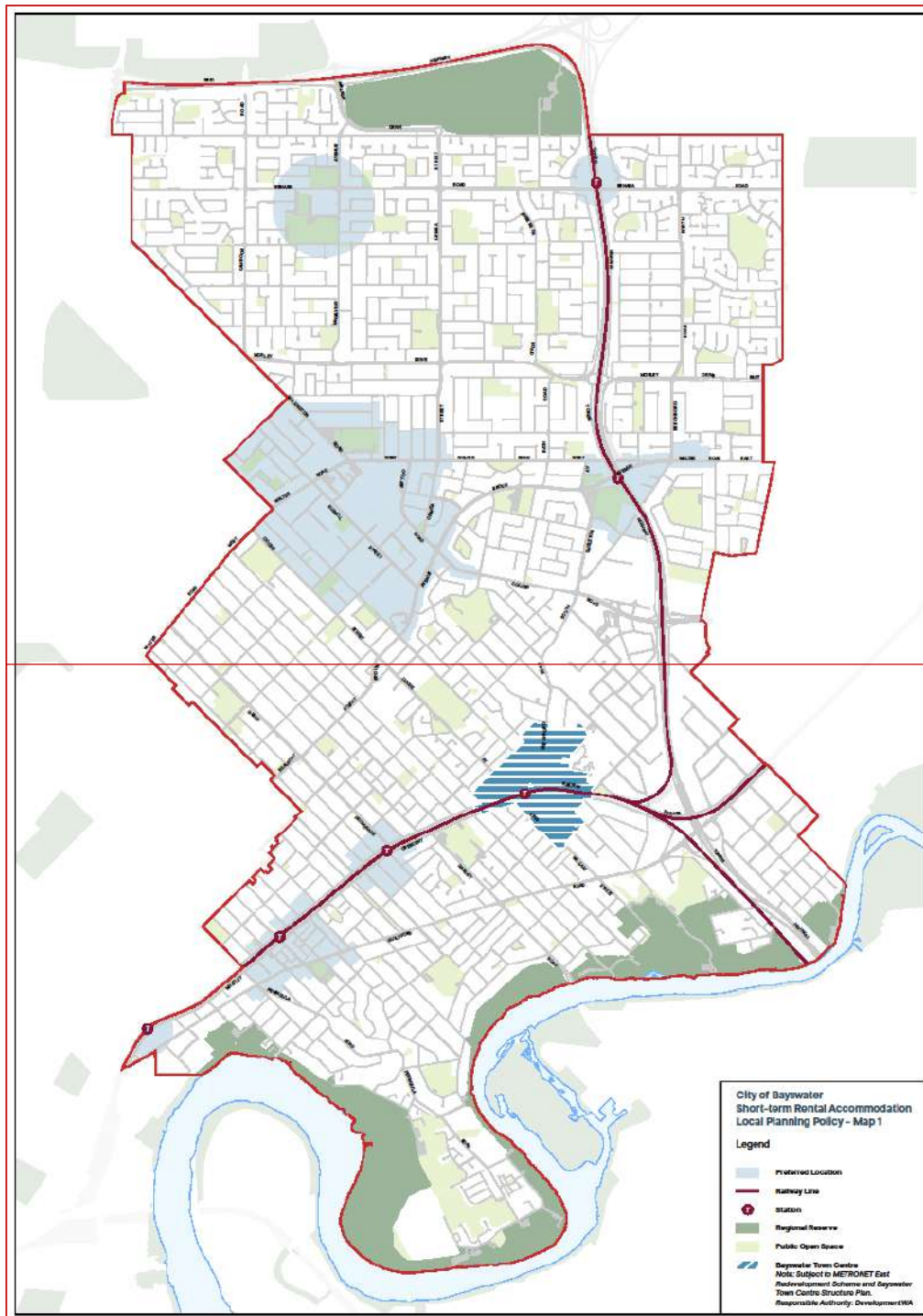
Short-Term Rental Accommodation Policy

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]		

Plan 1—locations





Short-Term Rental Accommodation Guidelines

Responsible Division	Community Services
Responsible Business Unit	Community Planning
Responsible Officer	Manager Community Planning
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	☐
A cover letter should be provided with every application for Development Approval, detailing, but not limited to, the following: - 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 Note that all application for Development Approval must be accompanied by a Management Plan	
Template consent of strata to lodge application for Development Approval	☐

I/ We.....being representative of the strata body for give 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:

Scale: 1:200

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.





Short-Term Rental Accommodation Policy

Responsible Division	Community Services
Responsible Business Unit	Community Planning
Responsible Officer	Manager Community Planning
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. Provide a high level of amenity for both long-term residents of adjoining properties and the occupants of **unhosted STRA**.
3. Provide guidance to the operators of **unhosted STRA** as to the operator's responsibilities and obligations.
4. Ensure that **unhosted STRA** within the City of Bayswater are appropriately designed, located and managed to minimise impacts on residential amenity.

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.

Short-Term Rental Accommodation Policy

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

1. 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:

a. Zoning

STRA can only be supported on land in zones where residential dwellings are capable of approval under the applicable local planning scheme.

b. Locational Criteria

Appropriate locational considerations for **unhosted STRA** may include, but are not limited to, the following:

- i. Within or adjacent to an activity centre or station precinct; and/or
- ii. Within or abutting an urban corridor or local centre identified in the Local Planning Strategy; and/or
- iii. Access to high frequency public transport; and/or
- iv. Abutting non-residential land uses; and/or
- v. Proximity to regional community and/or health facilities; and/or
- vi. Sites where the amenity of the locality can be retained and protected; and
- vii. Where the impacts of vehicle access and traffic movements on the safety and operation of the road network and amenity of adjoining properties is minimised; and
- viii. Appropriateness of the development with regard to land tenure. Generally **unhosted STRA** is discouraged in existing grouped dwelling or multiple dwelling developments.
- ix. Non-tangible amenities such as proximity to parks may not be considered sufficient locational justification.

Short-Term Rental Accommodation Policy

Note: Bayswater District Centre is under planning control of DevelopmentWA and is not subject to the provisions of this Local Planning Policy.

c. 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) based on an approved occupancy. Total number of parking bays shall be provided in accordance with the 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**.*

d. 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.

e. Amenity

- i. The City will evaluate the potential amenity impacts of each STRA proposal, considering their individual circumstances and the specific local context.
- ii. STRA proposals that detrimentally impact the surrounding locality's amenity will not be supported.
- iii. 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.
- iv. In reviewing STRA proposals, the City will assess proposed management measures to consider if they are reasonable, enforceable, and effective in maintaining amenity.
- v. 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.

f. Strata and community titles

The use of grouped and multiple dwellings, and dwellings part of a strata or community title scheme for STRA is discouraged, however may be considered where it can be demonstrated that the property can be operated in accordance with the provisions of the policy.

g. 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.

2. 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*:

- a. Cover letter
- b. Site and floor plan showing the use of the premises
- c. Justification for location
- d. Management Plan
- e. Guest code of conduct
- f. Bushfire evacuation measures, if applicable.

3. 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.

At a minimum, all adjoining landowners will be included in the consultation, as detailed in the *Short-term Rental Accommodation Guidelines*.

4. Conditions of Development Approval

In approving an application for development approval, the City may impose conditions including, but not limited to, the following:

- a. Maximum number of guests
- b. Temporary approval, 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 renewals may also be time limited.
- c. The approved Management Plan to be implemented.
- d. The number of guest cars to not exceed the number of bays available on site.
- e. Supplying the emergency contact details of the management agent or owner to address issues.

- f. The landowner shall maintain a complaint register and outline the measures taken to address any complaints.
- g. The minimum length of stay.
- h. Installation of noise monitoring equipment
- i. Specification of quiet times.

5. Compliance

Unhosted STRA is to comply with all conditions of Development Approval. Noise monitoring may be undertaken in the event of nuisance complaints.

6. 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*.

Consent of strata company or community corporation may be required under the *Strata Titles Act 1985*. Applicants are encouraged to liaise with their strata company prior to submitting an application.

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 Guidelines

Responsible Division	Community Services
Responsible Business Unit	Community Planning
Responsible Officer	Manager Community Planning
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

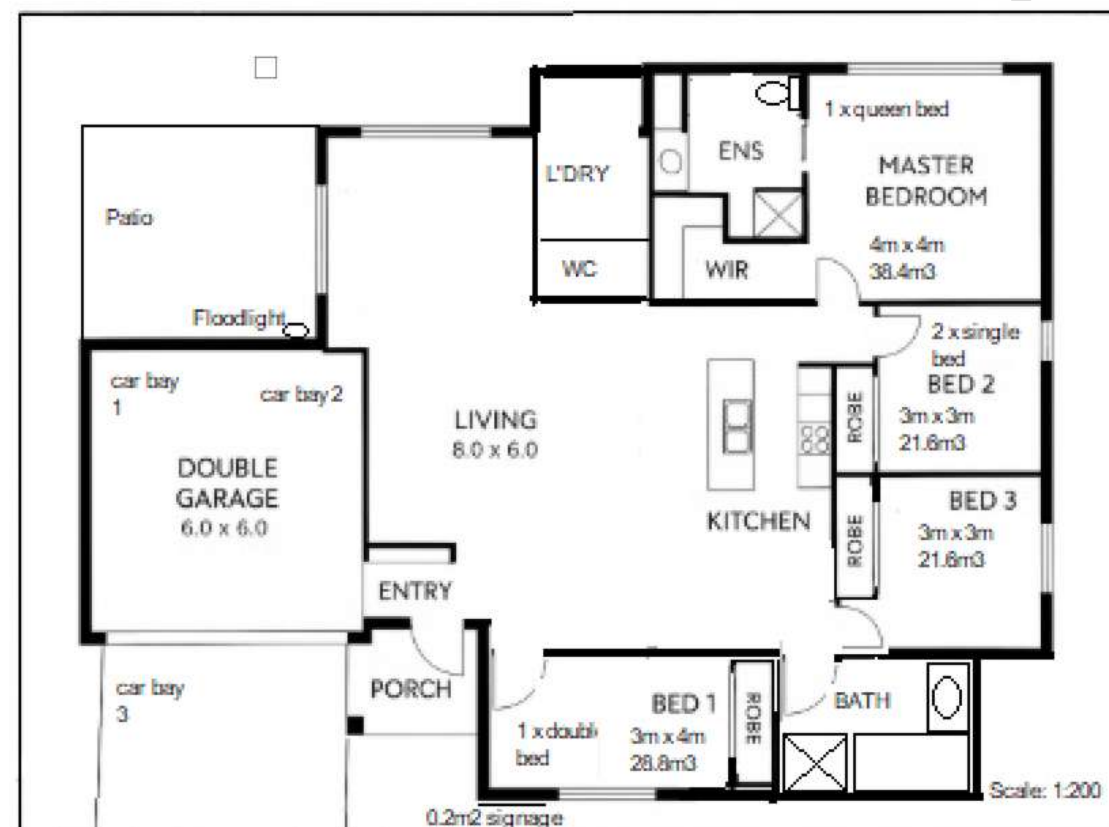
Note: These guidelines are a supplement to the specific requirements of lodging an application for Development Approval. They can be used as a checklist by applicants when preparing and application for unhosted STRA operating more than 90 days in a 12 month period.

1. Cover letter and application form	☐
A cover letter should be provided with every application for Development Approval, detailing, but not limited to, the following: 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 Note that all application for Development Approval must be accompanied by a Management Plan	

2. 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:

**3. Location Justification**

Where an unhosted STRA is proposed, detailed justification is to be provided, including but not limited to:

- Noise amelioration management
- Appropriateness of location

4. 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	
5. 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 <i>Environmental Protection (Noise) Regulations 1997</i>); • 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.

6. 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.	

7. Consultation

At a minimum, all adjoining landowners will be included in the consultation.

Summary of Submissions – Draft Short-Term Rental Accommodation Policy and Guidelines

No.	Support / Object	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
1.		Own or manage a short-term rental accommodation in the City of Bayswater	- For tourism purposes it is worth considering short term accommodation outside the “preferred areas”. Tourists and travellers love to stay in air bnbs around Bardon Park, along the river in Wall Street and along the river on Kirkham Hill Terrace. Tourists often spend more at local hospitality venues (and take away), making the café strip more lively. Many tourists hire cars, and parking is better away from the “preferred areas”. Not every traveller is going to want to stay within 500m of the train station, and alternatively there may be many permanent locals that want to be right in the town centre. Forcing all the short term accommodation into one area may not be good for either tourism or locals who would prefer the accommodation closer to the transport nodes (locals in these areas may be more likely to be commuters and need a quick commute than tourists do). - Could provide clearer feedback on what strata properties may or may not be suitable. Eg. A block of 100 apartments may be unsuitable, but a small strata complex may be ideal. Some larger stratas may find short term accommodation advantageous if the hosts keep the properties looking nicer than similar rentals. Flexibility may be a good idea.	- Noted. Unhosted STRAs are ‘D’ or ‘A’ uses in accordance with TPS 24 zoning tables where dwellings can be approved. Whilst the draft policy does not prohibit STRAs in other areas such as the Maylands peninsula, STRA proposals outside preferred locations would require additional planning justification. Given the majority of the approved STRA within the City are located outside of preferred areas (approximately 90%) and the low volume (approximately 0.75% of dwellings within the City), it is recommended that preferred locations be removed from the draft policy and applications for STRA be assessed on locational criteria on a case by case basis. - Noted. With the recommended removal of preferred locations from the draft policy, applications relating to strata properties will be assessed on their individual merits. If an applicant can demonstrate their STRA can operate without impacting on the residential amenity, there may be scope to support the proposal. It should be noted that separate to any development (planning) approval, consent from the strata may also be required in accordance with the <i>Strata Titles Act 1985</i>.
2.		Submission on behalf of Owner or manager of a short-term rental accommodation in the City of Bayswater	Opportunity to improve the draft STRA Policy and Guidelines to streamline the process and provide greater flexibility. Policy impacts on client’s property in the ‘Maylands / Bayswater South Residential Investigation Area’. The City is currently considering a change of use to the property to enable STRA. Our comments also have wider relevance.	Noted. Comments are addressed below.

No.	Support / Object	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			Recent State Government laws and regulations require Local Governments to include STRA within their Local Planning Schemes. We consider that the creation of a new use for one form of residential rental occupancy is counterproductive and an administrative burden. Using it in any way that hinders the rights which owners have enjoyed under common law is an overextension of government power. Nationally, STRA comprises approximately 1% of the housing stock. Many STRAs are rented when owners make life changes, and the properties may otherwise be empty. Instead, they provide accommodation and tourism potential. The requirement to register STRA with the DLGIRS is already sufficient regulation and the appropriate way to manage government monitoring. The Draft Policy should do all it can to minimise the impact on the City resulting from the State using the Local Government planning framework as a backstop to State powers.	- Noted. Land use permissibility and legislated registration requirements do not form part of the matter currently being consulted on. - The draft policy and guidelines have been prepared to assist implementation of State Government STRA reforms. Through TPS 24 Amendment 101, as modified and approved by the Hon. Minister for Planning, STRA are a 'D' or 'A' land use in all zones where dwellings can be approved, and are not exempt from the requirement for Development Approval. The purpose of a local planning policy is to assist the guidance of discretion; as such, the policy and guidelines contain provisions related to location, amenity and management, ensuring STRA is appropriately located, designed and managed.

No.	Support / Object	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			• Administrative Efficiency - Where a dwelling is lawfully approved for residential use, the policy should permit STRA as-of-right, in a manner similar to how a home office is managed in the City of Bayswater. All properties are subject to compliance with environmental health legislation, noise regulations, local laws and waste controls. Where substantiated complaints occur, enforcement powers could enable suspension or conditioning of the right to operate. The Draft Policy confirms that a development application is needed. The Guide includes information requirements for the development application. These are very helpful and should go as far as possible in ensuring the development application requirements are minimal. The Draft Policy and Guidelines also outline a need for Management Plans and Codes of Conduct. In practice, these are mostly the same across properties. If the Draft Policy requires these, the City should provide a comprehensive, editable document for the Management Plan and the Code of Conduct. It is essential that owners can apply without needing a professional planner and extensive reporting. Requiring strata members sign off and proceeding with advertising to neighbours should not be required. Co-signing and neighbourhood advertising imply a concern by the Council and place an application's rights at the whim of strata members and neighbours. Where there is no change to the buildings, advertising should not be a requirement. Neighbours are not invited to vet renters and future occupants, and STRA should be no different. Any assumptions that STRA is less controlled and occupants are an issue are incorrect. The sector is well managed.	• As above. Land use permissibility is controlled by TPS 24. Amd 100, as modified and approved by the Hon. Minister for Planning, classifies unhosted STRA as a 'D' or 'A' land use within residential zones, therefore a Development Application (DA) is required and advertising is required in some cases. It is considered that unhosted STRA is an intensification of residential land use which has the potential, if unmanaged, to result in amenity impacts due to the distinct tenure of STRA occupants compared to long-term residential tenants and owner/occupiers. The City considers that conditions of Development Approval are the most appropriate mechanism to manage any compliance issues that occur. The City can consider preparing templates and examples for Management Plans and Codes of Conduct, noting that these will be a guide only and will vary depending on the circumstances of each individual application. Similar to 'home business' and 'home occupation' STRA is a distinct use class predicated on the use of a dwelling. The Deemed Provisions include specific exemptions related to these use classes, as well as 'hosted STRA'. • In regard to streamlining the process, it is acknowledged that the strata company consent may not be required for the DA process for applying for a STRA, and it is recommended that the requirement for strata consent be removed from the draft policy. It should be noted that this does not remove the need for Strata approval which may still be required in accordance with the <i>Strata Titles Act 1985</i> and any applicable strata by-laws.

No.	Support / Object	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			Maylands / Bayswater South Residential Investigation Area' – client's property in Maylands, is located between the Maylands Activity Centre, the Swan River and the Maylands Health Precinct, including St John of God Mt Lawley Hospital. The area is urban and mixed-use in character, contains apartments and higher-density housing, and is identified for planning investigation and urban evolution. The Maylands / Bayswater South Residential Investigation Area should be a preferred area for STRA. It cannot be assumed that visitors are best served by only having access to STRA in town centres. People have different holiday needs – some may be staying near the hospital to support relatives. Overall, for an area with a vibrant mixed-use centre, sweeping river frontage and a significant medical precinct, Maylands provides very little accommodation of any kind. Almost none of the existing STRA options are in the preferred precincts. This Policy could extinguish the few available options. The right to use properties on the 'The Maylands / Bayswater South Residential Investigation Area' for STRA is logical and contextually appropriate in this strategically significant precinct. The policy should, at a minimum, include this as a 'preferred area'.	Unhosted STRAs are 'D' or 'A' uses in accordance with TPS 24 zoning tables where dwellings can be approved. Whilst the draft policy prefers STRA to be located within town centres and station precincts where access to transport options and services are concentrated, it is recommended that the preferred locations map be removed from the policy, and all proposed STRA will need to submit locational justification in order to mitigate any potential amenity impacts in areas which retain community expectation of long-term residential tenure.

No.	Support / Object	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			- Land Title and Planning Relevance - The Draft Policy prohibits STRA within strata title developments outside the preferred zone, being the Maylands Activity Centre. Strata title is a tenure arrangement rather than a land use. Planning Schemes are intended to regulate land use impacts, not ownership structures. The proposed restriction disproportionately affects owners outside the preferred zones and strata owners relative to other owners. This creates inequality without clear evidence of differentiated impact. - Recommended Amendments – Summary: 1. Permit STRA within lawfully approved dwellings, including strata, as-of-right. 2. Avoid blanket exclusion based solely on strata title. 3. Focus the policy on suspension mechanisms triggered by substantiated complaints. 4. Extend the preferred STRA area to include land between the Maylands Activity Centre and the Swan River, including Deeley Street. 5. Ensure applications do not need a professional planner and extensive information to apply. Since the adoption of the State's STRA Planning Regulations, our company has helped a range of clients through the application process. We have found that most Local Governments are quite supportive of STRA in practice, including on	- The intention of the policy is to provide guidance for STRA, and protect the amenity of residential areas. It is recommended the policy be modified to enable Strata properties to still be considered for STRA, however additional justification would need to be provided, noting that strata developments usually have common property, security concerns, party walls and shared visitor car parking which could impact on the appropriateness of STRA. - In accordance with Amendment 101 recently approved by the Minister for Planning, all unhosted STRAs require development approval. - As noted above, in some instances STRA may not be appropriate in a strata development. The policy does not provide a blanket exclusion to strata titled properties. - Temporary approvals and stringent DA conditions are in place to ensure STRAs are operating in accordance with their approved Management Plans. Where there are concerns raised, these conditions provide the City with compliance enforcement powers and sufficient justification for potential non-renewal of approvals. - As noted above, it is recommended that the preferred areas be removed from the draft, with each application for STRA to be considered on its merits. - Noted. It is considered that the draft policy and guidelines, provide sufficient guidance for non-planners to navigate the application process, in consultation with City Officers. In response to the comments regarding streamlining processes, the City is reviewing the conditions of Development

No.	Support / Object	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			Strata properties. The Draft Policy should not constrain the City from being supportive of all property owners and a diversity of rental and accommodation options. The City of Bayswater often demonstrates a balanced, appropriate approach to emerging planning issues. The Maylands Activity Centre Zone has been a template for many others. We hope these suggestions are incorporated into the City's Draft Short-Term Rental Accommodation Policy and Guidelines, and they become a template for others to follow.	Approval to determine if there are ways to provide an easier path for STRA renewals.
3.	Object	Live in the City of Bayswater	We should not allow Airbnb style accommodation in Bayswater. People who need short term accommodation should use hotels/motels. Allowing STRA just further decreases the amount of housing available to people who need or to live and instead provides more income to landlords, and accommodation for wealthy people on holiday. It is another cruel obstacle to people who are just struggling to find a place to live	Noted. The City has limited hotel/motel availability, with only one hotel within the City's boundary. The State Government reforms have resulted in hosted STRA being a permitted land use within residential areas. Registered STRA within the City, including both hosted and unhosted, constitute 0.74% of the City's dwellings. The policy is applicable only to unhosted STRA which currently constitutes 0.39% of the City's dwellings. STRA is therefore not considered to have a significant impact on housing availability.
4.	Object	Live in the City of Bayswater	There is a housing shortage at the moment, this will create more issues. I drove past a home open for a rental yesterday there was at least 30 cars waiting to see the place.	Noted. The State Government reforms have resulted in hosted STRA being a permitted land use within residential areas. Registered STRA within the City, including both hosted and unhosted, constitute 0.74% of the City's dwellings. The policy is applicable only to unhosted STRA which currently constitutes 0.39% of the City's dwellings. STRA is therefore not considered to have a significant impact on housing availability.
5.	Object	Live in the City of Bayswater	My concern with the policy is the lack of enforcement of existing requirements in Bayswater. I have short term housing across the road directly behind my driveway that has been approved for 12 months. Despite the restriction that the short term accommodation is only meant to park in the designated bays those using the housing have been parking behind my driveway instead. The restrictions are not enforced. As a result, I accidentally reversed into one Car and despite insurance had to pay \$1000 for repairs for a car that should never have been there by the	No compliance matters have been raised with the City's Compliance Team in regards to the specific STRA noted in this submission. However, in instances where compliance matters have been raised, the City's Compliance Team have carried out enforcement when required. Overall there are few compliance matters in relation to STRA, with the majority of STRA operating without complaints, and appear to be operating harmoniously with neighbouring properties. The operator's management plan is to include relevant contact details for neighbouring properties should any

No.	Support / Object	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			parking restrictions. There is no one for me to call to resolve as wherever the short term accommodation providers details were meant to be left near the accommodation- they are not there. The result is for a car that should never have been parked there, I pay and my daughter goes with less speech sessions. My biggest issue is lack of enforcement or penalties in the policy. Also for the lack of amenity and impact residents near these facilities now have.	complaints arise. A condition is also imposed for operators to provide a copy of the management plan to the surrounding properties (including on the opposite side of the road).
6.	Support	Live in the City of Bayswater	Clarity around this subject is very much appreciated	Noted
7.	Object	Own or manage a short-term rental accommodation in the City of Bayswater	- I respectfully request two key amendments to the list of Preferred Locations for unhosted STRA - Including all properties within 250m of Beaufort Street and all properties within 800m of the Bayswater Train Station. <u>Beaufort Street – 250m</u> - Strategic Importance of Beaufort Street as a High-Frequency Transport Corridor - Beaufort Street is one of Perth's most significant high-frequency transit corridors, providing a direct, efficient, all-day public transport connection into the Perth CBD. Its role in supporting sustainable travel aligns with the policy's objectives of Ensuring STRA is appropriately located near transport and activity corridors; and Supporting centres and station precincts as outlined in the Policy. Including areas within 250m of Beaufort Street would therefore reinforce the intent of locating STRA where accessibility, services and transport capacity already exist, without placing pressure on lower-amenity residential streets. - Consistency With the City of Stirling's STRA - The City of Stirling's STRA Preferred Location Map clearly shows that corridors along Beaufort Street are identified as preferred areas for STRA, recognising the high-frequency public	- As above, Unhosted STRAs are 'D' or 'A' uses in accordance with TPS 24 zoning tables where dwellings can be approved. In reviewing the policy following consultation it is recommended that the preferred locations be removed from the draft policy and each application for STRA be considered on its merits. - As above, rather than extending the preferred locations to include Beaufort Street it is recommended that the preferred locations be removed from the draft policy and each application for STRA be considered on its merits. - As above, it is recommended that the preferred locations be removed from the draft policy and each application for STRA be considered on its merits.

No.	Support / Object	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			transport function of Beaufort Street, its mixed-use character and existing commercial-residential interface and Lower risk of amenity impacts due to higher activity levels and existing visitor accommodation patterns. This demonstrates a sensible regional planning approach. Aligning with the City of Stirling would create policy continuity along the shared boundary and reduce administrative inconsistency for operators and residents moving between local government areas. • Alignment With the City of Bayswater's Policy Objectives - The City's draft STRA Policy states that STRA should generally be supported in activity centres and station precincts, and that proposals outside preferred areas require strong justification. Beaufort Street functionally operates as an Activity Corridor, with Established restaurants, cafes and retail offerings, Strong pedestrian activity, Frequent bus services, proximity to the CBD and surrounding employment centres These characteristics are entirely consistent with the policy's intent, and therefore areas within 250m of Beaufort Street should logically qualify as Preferred Locations. • Reduced Amenity Risk Compared With Residential Neighbourhoods - The Draft Guidelines emphasise amenity considerations, noise, parking, and proximity to neighbours. Properties in close proximity to Beaufort Street, Already experience higher background activity levels, Benefit from greater access to public transport (reducing parking pressure), and Are less likely to experience conflict between visitors and long-term residents Recognising this corridor as a Preferred Location would reduce the number of STRA applications requiring complex justification processes and would concentrate visitor accommodation in the most suitable areas.	• As above • As above

No.	Support / Object	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			- Based on the above, request that the City of Bayswater: Include a new Preferred Location category defined as: "All residential properties located within 250 metres of Beaufort Street." This amendment would, align Bayswater's policy with neighbouring LGAs, especially the City of Stirling, Support the policy's broader strategic and planning objectives, Improve clarity and consistency for applicants, Concentrate STRA in locations best suited to absorb visitor activity, and Reduce pressure on quieter residential areas elsewhere in the City <u>Bayswater Station – 800m radius</u> - The draft STRA Policy strongly supports STRA within station precincts and activity centres. However, the preferred area does not fully leverage the significant transport and amenity benefits of the newly redeveloped Bayswater Station, a major METRONET interchange. An 800m radius represents a standard, well-recognised walkable catchment for high-capacity public transport. Including this area as a Preferred Location would align with, The policy's stated objective to focus STRA near station precincts, the City's broader planning strategy that identifies Bayswater Station as a major activity node, The Guidelines' emphasis on accessibility, transport availability, and reduced amenity risk. - The station precinct naturally supports STRA through, Exceptional access to Perth CBD, Airport Line, Midland Line, and future Morley Ellenbrook Line, Reduced reliance on on-street parking, A transit-oriented environment already suited to visitor movement, and Existing and emerging mixed-use development patterns. By expanding the Preferred Location boundary to include all properties within 800m of Bayswater Station, the City would ensure policy consistency with its strategic intent while relieving approval pressure on non-preferred residential neighbourhoods.	- As above, it is not recommended that the draft policy be amended to include Beaufort Street as a preferred location, however it is considered that the preferred locations should be removed from the draft policy and each STRA application considered on its individual merits. - The area surrounding the Bayswater Station is currently administered by DevelopmentWA and controlled by the METRONET East Redevelopment Scheme. STRA is a preferred land use around the Bayswater Station under the scheme. The area outside of the redevelopment scheme has not been included in the draft policy as a preferred location as it does not align with the City's Local Planning Strategy. - As above. Rather than extend the preferred areas to include Beaufort Street and Bayswater Station it is recommended that the preferred locations map be removed from the draft policy and each STRA application be considered on its individual merits.

No.	Support / Object	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			- Recommendation - To ensure strong alignment with the draft policy's objectives, regional consistency, and a more strategic distribution of STRA, I respectfully request that the City: 1. List all residential properties within 250 metres of Beaufort Street as Preferred Locations. 2. List all residential properties within 800 metres of the Bayswater Train Station as Preferred Locations. - These additions will Align with transit-oriented development principles, Support regional uniformity with neighbouring LGAs, Strengthen the City's planning framework for visitor accommodation, Reduce conflicts in lower-amenity residential streets, and Promote sustainable access and minimise parking impacts 	
8.	Object	Own or manage a short-term rental accommodation in the City of Bayswater	- If Council were to establish "preferred locations" then "non-preferred locations" would mean new short stay properties will not be given an opportunity by guests to utilise local businesses in that district. We want tourists to be able to stay and spend in every suburb in the City of Bayswater. - The proposed parking requirements is too excessive for most properties. When families stay in Airbnbs they only hire 1 car, there's no need to demand 2 car bays for 2-bedroom properties for 4 people, or 3 car bays for a potential 3-bedroom	'Unhosted STRA' are 'D' or 'A' uses in all TPS 24 zones where dwellings can be approved. The majority of current STRA within the City are located outside of the preferred locations identified in the draft policy. Whilst the draft policy does not prohibit other areas, it is recommended that the preferred locations be removed from the policy. - The proposed car parking ratios ensure that guest car parking is provided on site, to limit impacts of on street parking in residential areas.

No.	Support / Object	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			property. This is an excessive and unrealistic ask of owners. When a short stay property is professionally managed, it mitigates risks for owners and neighbours with measures in place such as guest vetting, noise monitors and 24/7 on-call assistance. We look forward to continuing to offer tourists at-home accommodation options in the City of Bayswater.	Professional management may be a risk mitigation factor, however professional management is not a requirement of the draft Policy. Operational Management Plans are required as a condition of development approval to ensure that both professionally managed and owner managed STRA have appropriate measures in place.
9.	Object	Live in the City of Bayswater	- The areas suggested are extremely restrictive considering the expectation for unhosted STR are so carefully defined. Why are you restricting the area where people can rent their homes. Considering the shortage of short term accommodation and the potential to have more visitors to our residential areas that are close to the airport. - Every person should be able to rent their home if they are away for a short period of time. Many retirees use this method to fund their travel around Australia. You should not be intervening and preventing Owners from benefiting from their investment.	- Noted. As above, whilst the draft policy does not prohibit other areas, it is recommended that the preferred locations be removed from the policy. - The State Government STRA reforms have declared STRA to be a distinct land use from residential dwellings. The draft policy provides a framework for the City to assess applications for STRA.
10.	Object	Live in the City of Bayswater	It does not outline the rights of the residence living next to or opposite one of these sites. It only talks about notifying them. That is not sufficient. The other residents should have equal rights as to whether they want this, any concerns they have, who to complain to if there are issues. If there are issues the contract of the use of the property for Air BnB etc should be cancelled. The whole residential, family feel of the neighbourhood will change. Why is this being done? It could increase crime and drug issues in the area which is already a problem.	Under the LPS and policy affected landowners will be consulted during the DA process. The policy proposes the use of time limited approvals and rigorous DA conditions to provide the City with compliance enforcement powers where management plans are not adhered to. There is no evidence to demonstrate that STRA increases antisocial behaviour.
11.	Support	Own or manage a short-term rental accommodation in the City of Bayswater	Feedback relating to the proposed limit on the number of guests. I have a 3-bedroom unit for short-term rent. The policy now is only limiting the maximum number of guests to 3 people, which does not appear practical or reasonable. 3	Guest calculations are based on the City's <i>Health Local Law 2023</i> (as amended in 2024) and Department of Health <i>General Health Provisions for Short Term Accommodation</i>,

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			bedrooms dwelling is generally designed to accommodate families (2 adults + 2 kids most popular family member informs) or small groups comfortably. Under normal residential occupancy standards, it would be reasonable to expect at least 4 guests, and often more, to stay in such a property without causing any negative impact on the neighbourhood amenity. - I respectfully suggest that the city consider adopting a more practical & flexible occupancy guideline such as allowing a maximum 5 guests for 3 bedroom dwelling, or establishing a guest limit based on the number of bedrooms (maximum 2 pp / room) - A reasonable guest allowance would still enable the city to maintain neighbourhood amenity while supporting responsible tourism and property use within the community. The STRA sector provides accommodation options for visitors, family members, and workers travelling to the area, and it contributes positively to the local economy. A balanced policy that reflects realistic occupancy standards will help ensure that STRA operations remain practical while still protecting the interests of local residents.	based on the per cubic meter of airspace in each bedroom: <i>“3.4(b) (i) for every person over the age of 10 years using the room there is at least 14 cubic metres of air space per person; and</i> <i>(ii) for every person between the ages of 1 and 10 years there is at least 8 cubic metres of air space per person; or any garage or shed to be used for sleeping purposes.”</i> No modifications to the policy are proposed, however the City's standard STRA DA condition relating to maximum number of guests will reflect the local laws requirements, to allow flexibility between the maximum number of adult and children guests, calculated per bedroom cubic meterage. Infants under the age of 12 months are not included in the calculations for guests as the <i>Health Local Law</i> is silent on this age bracket.
12.	Object	Own or manage a short-term rental accommodation in the City of Bayswater	PREFERRED LOCATIONS Short-term accommodation demand is not limited to activity centres or transit hubs. Visitors may travel for a range of purposes including, Visiting family or friends, Temporary relocation during housing transitions, Work assignments, Access to hospitals or education facilities, Events and tourism. Restricting STRA to specific planning areas does not reflect the diverse reasons visitors stay in residential areas and unnecessarily limits accommodation supply across the municipality. There is also no found documentation that STRA negatively affects local amenities. PARKING	Noted. As above, whilst the draft policy does not prohibit other areas, it is recommended that the preferred locations be removed from the policy.

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			- The proposed parking ratios assume that each group of guests will arrive in multiple vehicles, however this is often not the case. For example, many groups travel together in a single vehicle. Families commonly share one car regardless of guest numbers. Visitors may use rideshare services, taxis, or public transport. Because of this, linking parking requirements directly to guest numbers does not accurately reflect real parking demand and may result in unnecessary parking provisions. Secondly, it is inconsistent with the residential parking requirements. The proposed parking ratios are significantly higher than standard residential parking requirements under typical planning frameworks. For example, many residential planning schemes require 2 bays per dwelling regardless of occupancy. Under this STRA policy, a property hosting 7–9 guests requires 3 bays and a property hosting 10–12 guests requires 4 bays. This means a short-stay property could be required to provide double the parking of a normal dwelling, even though the physical house and driveway remain the same. This creates a biased planning standard for STRA compared with permanent residential use. SIGNAGE - Placing signs on properties advertising that they are short stays increases the chances of a property being targeted for theft. Opportunists will see this sign, and will know it is vacant at some times and is not habitable all the time. This is unsettling to owners and for the agents managing these properties. STRATA DWELLINGS - Restricting STRA in grouped dwellings, multiple dwellings, and strata-titled properties creates an uneven regulatory framework that unfairly disadvantages certain property owners. Owners of apartments, townhouses, and strata dwellings have the same property rights as owners of single dwellings. Preventing them from	- The proposed car parking ratios ensure that required guest car parking is provided on site, to limit impacts of on street parking in residential areas. Car parking is calculated on the maximum number of adult guests, which is based on the <i>Health Local Law 2023</i> occupancy rates per bedroom. - Signage is not mandatory under the provisions of the draft policy. - Unhosted STRA are no longer a residential land use, and require Development Approval. STRA may not be supported in grouped and multiple dwelling developments to protect the amenity of existing residents where there is higher likelihood of land use conflict and amenity impacts, however applications relating

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			participating in the short-term rental market, particularly outside “preferred locations” effectively limits their ability to utilize their property in the same way as other homeowners. Strata and community title schemes already operate under structured governance systems with, By-laws regulating behaviour, Strata councils or committees, Dispute resolution processes and Management oversight. Because of this, grouped or strata dwellings are often better regulated internally than standalone houses. If nuisance or operational issues arise from STRA activity, strata bodies have the ability to enforce rules directly, meaning additional planning restrictions are unnecessary. • We welcome a structured short stay policy, if its reasonable and fair.	to strata properties will be assessed on their individual merits. If an applicant can demonstrate their STRA can operate without impacting on the residential amenity, there may be scope to support the proposal. It should be noted that separate to any development (planning) approval, consent from the strata may also be required in accordance with the <i>Strata Titles Act 1985</i>.
13.	Object	Own or manage a short-term rental accommodation in the City of Bayswater	• I do not agree with the parking advice at all it - if clients are traveling from overseas they wont have 2 cars, many couples staying in a 2 bedroom house would travel together it makes no sense to require 2 car bays etc • I do not want to restrict the short term accommodation in the city of Bayswater	• The proposed car parking ratios ensure that sufficient guest car parking is provided on site, to limit impacts of on street parking in residential areas. Given that the STRA land uses can only occur in an approved dwelling, car parking will already have been considered and provided in accordance with the R-Codes. For larger dwellings with higher occupancy, there is greater potential for more vehicles; the parking requirements ensure that this can be accommodated within the subject property without impacting adjoining properties or the locality. • Noted. As above, whilst the draft policy does not prohibit other areas, it is recommended that the preferred locations be removed from the policy.
14.	Object	Own or manage a short-term rental accommodation in the City of Bayswater	• We support the council’s intention to ensure safe and responsible short-term rentals. However, we are concerned that the proposed ‘preferred locations’ restrictions and parking requirements may be excessive and unnecessarily restrictive. Responsible operators already maintain high standards of safety, cleanliness, and parking management. We request the council to reconsider these measures to allow operators to	• The City appreciates the management of existing responsible STRA operators. The policy seeks to ensure that appropriate controls and management are in place for all STRA developments, along with clear and actionable conditions of approval as a mechanism to resolve any operational issues which may arise. As above, it is recommended that the preferred locations be removed from the policy. The

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			continue contributing positively to the community and local economy	proposed car parking ratios ensure that guest car parking is provided on site, to limit impacts of on street parking in residential areas.
15.	Object	Own or manage a short-term rental accommodation in the City of Bayswater	- I object to the following components of this draft Policy: - Parking requirements are far too excessive for the typical parking requirements of short term accommodation. Typically groups of guests up to 6 will either have zero cars, or possibly one car. Requiring 2 minimum parking bays is far too onerous and restrictive. I suggest that 1 parking bay be required up to 6 guests and 2 bays be required for 7 - 10 guests and 3 bays for 10 - 12 guests. - Establishing "preferred" areas is also extremely restrictive and draconian. The vast majority of the council is made up of "non-preferred areas" by the City's definition. A vast number of guests we host (16,000+ guests per annum) prefer to integrate into suburban areas and use the properties no differently than an owner occupier or tenant from the neighbourhood, thus there is no logical merit to restrict their stays to only busy activity centres/areas. Our management plans effectively mitigate any implied or perceived risk of amenity disruption to the area and we have demonstrated this consistently for 8+ years with hundreds of properties. Suggest amending this to allow permissible use in these areas so long as a comprehensive management plan is submitted including 24/7 contact numbers. security team on standby, many employed property management and admin staff and local cleaners available to handle issues if they arise which is negligible frequency at best. We have never received a complaint from City of Bayswater in 8+ years, nor other surrounding LGAs we deal with regularly. This needs to be considered so as not to paint our extreme and comprehensive management protocols with the same brush as absentee owners and hosts.	- The proposed car parking ratios ensure that guest car parking is provided on site, to limit impacts of on street parking in residential areas. The policy proposes a minimum of 1 bay. Off-street car parking is already a requirement of the R-Codes and generally will have been provided for any existing dwelling that STRA is proposed within. - As above, whilst the draft policy does not prohibit other areas, it is recommended that the preferred locations be removed from the policy.. It is noted that where STRAs are well managed there may be little to no impact on residential amenity, mitigating complaints.

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16.	Object	Live in the City of Bayswater	- I wish to formally raise concerns regarding the proposed designation of unhosted STRA precincts surrounding the Galleria activity centre. While I support policies that encourage appropriate urban density and housing supply, the current proposal risks undermining the primary purpose of residential zoning: the provision of stable, long-term housing for local residents. - The proposed precinct model creates a strong financial incentive for investors—including those from outside the local area—to purchase or redevelop residential properties specifically for unhosted short-term accommodation. This effectively diverts newly constructed high-density housing away from long-term residents and into short-stay tourism use. Such an outcome contradicts the broader intent of state and local planning reforms that promote increased density in activity centres in order to expand housing supply for an ever growing population. - Short-term accommodation typically generates significantly higher nightly returns compared with long-term rental income. As a result, the concentration of unhosted STRA within residential precincts may reduce the available stock of long-term rental housing and place additional upward pressure on rents during a period already characterised by a severe housing and cost-of-living crisis. The groups most affected by reduced housing availability are often those who rely most heavily on proximity to local infrastructure and services, including families, young people, older	- Noted. It is noted that unhosted STRA can be approved in all zones where dwellings can be approved under TPS 24. Since the draft LPP was prepared, the volume and geographical distribution of STRA applications within the City is more well understood. Registered STRA within the City currently makes up approximately 0.74% of all dwellings, with the majority of these being outside preferred locations. Given the scale of the sector within the City and substantial community feedback, the use of preferred locations as a controlling mechanism for STRA is not considered warranted at this time. It is recommended that preferred locations be removed from the draft LPP. - The draft policy does not seek to create STRA hubs or precincts, merely identify locations consistent with the established strategic planning framework that are preferred by virtue of their access to infrastructure and amenities and therefore better able to support this form of tourist accommodation. As above, it is recommended that preferred locations be removed from the draft LPP. - When preparing the draft policy, the City investigated the scale of the sector and found that approximately 0.75% of residential dwellings within the City are currently registered as STRA. This policy, in conjunction with the State register, will enable the City and the State Government to continuously monitor the impact of STRA on the housing sector.

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			residents, and individuals without access to private transport. - In addition to housing supply concerns, the clustering of unhosted short-stay accommodation has the potential to alter the social and functional character of residential neighbourhoods. A high turnover of short-term occupants reduces neighbourhood stability, weakens social cohesion, and can increase the risk of antisocial behaviour. Unlike traditional accommodation providers such as hotels or motels, unhosted STRA typically operate without on-site management, meaning that any impacts associated with these properties are often borne by neighbouring residents, council compliance services, and local law enforcement. - I am particularly concerned about the inclusion of streets directly connected to Morley Primary School and Infant Jesus Primary School within the proposed STRA precinct boundaries. These streets serve as important pedestrian links between residential housing, schools, and key community amenities including the Morley Recreation Centre and Coventry Markets. Many children and families rely on safe, walkable access to these facilities. Maintaining stable residential occupancy in these areas is essential to preserving a safe and supportive community environment for families and school children. Council documentation relating to the 9 December 2026 meeting emphasises the importance of ensuring that unhosted STRA is appropriately located within activity centres and station precincts in order to safeguard the primary purpose of residential areas as places for long-term housing. In my view, the inclusion of school-adjacent residential streets within STRA precincts is inconsistent with this objective.	All STRA requiring approval from the City have strict management plans and guest code of conduct. There is no evidence to suggest that STRA increase antisocial behaviour, with the majority of the existing STRA in the City operating without complaint. The areas mentioned around Morley Primary School and Infant Jesus School are zoned 'Centre' under the City's local planning scheme and form part of the Morley Strategic Activity Centre. Applications for STRA near schools will be assessed on their merits on a case by case basis in accordance with the relevant planning framework.

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			- I therefore encourage the council to consider a more balanced regulatory approach. This could include implementing a cap on unhosted STRA properties—such as a maximum of 5% within any residential complex, precinct, or across the City of Bayswater—to prevent excessive concentration and protect long-term housing supply. Additionally, streets immediately surrounding schools should be excluded from STRA precinct zoning in order to maintain safe, stable residential environments for families. - Where additional short-stay accommodation is desirable to support tourism and economic activity, there are more appropriate locations within the Galleria redevelopment area for purpose-built facilities such as hotels or professionally managed accommodation. Potential sites could include areas associated with the former Morley Markets, surrounding car park land, the former Bunnings site, or integrated developments near the bus interchange. - Finally, I respectfully request that the council assess this proposal in the context of its 2025–2035 Integrated Strategic Community Plan and Corporate Business Plan. These frameworks highlight key priorities including population growth, housing accessibility, community wellbeing, social cohesion, and support for vulnerable residents. Policies that allow large-scale conversion of residential housing into unhosted short-stay accommodation risk undermining these strategic objectives. - For these reasons, I respectfully oppose the current proposal to introduce concentrated unhosted STRA precincts within established residential areas and request that the council prioritise long-term housing supply, neighbourhood stability, and community wellbeing in its final policy framework.	- Unhosted short term rental accommodation currently makes up approximately 0.4% of dwellings within the City and is not considered to be a significant contributor to housing affordability/availability pressures within the City at this time. There is no clear legal or policy mechanism available to the City to implement a cap on an otherwise approvable land use. Therefore the City does not consider capping STRA approvals to be feasible at this time. - The sites mentioned in the submission also form part of the Morley Strategic Activity Centre and are located within the 'Central Core' Precinct. Hotel is a 'P' permitted land use within the 'Central Core', however there are no current proposals for any accommodation on these sites. - Unhosted short term rental accommodation is currently not large scale, and represents approximately 0.4% of dwellings within the City. It is not considered to have a significant impact on housing accessibility, community wellbeing, and the other key priorities outlined in the City's Integrated Strategic Community Plan and Corporate Business Plan at this time. The draft policy, in conjunction with the State register, will enable the City and State Government to continuously monitor the impact of STRA on the housing sector. - The policy does not create "STRA precincts", but provides a framework for the assessment and operation of STRA within the City. Areas within the City that established strategic planning has identified for growth and development, including greater density and diversity of housing, such as activity centres

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				and station precincts are identified in the policy, however are no longer delineated as preferred locations.
17.	Object	Own or manage a short-term rental accommodation in the City of Bayswater	- As a representative of a short-term rental management operation, I would like to express our concerns regarding several aspects of the proposed policy, particularly where requirements may be considered overly restrictive or impractical for responsible operators. We acknowledge and support the intent of the policy to maintain neighbourhood amenity and ensure appropriate management of short-term rental properties. As professional operators, we are aligned with this objective and already implement strict processes, including guest screening, clear house rules, and rapid response systems to address any issues that may arise. However, we respectfully submit objections to the following elements of the draft policy: - Preferred Location Restrictions - The introduction of "preferred locations" for unhosted STRA may significantly limit the viability of existing and future operations. This approach risks creating an uneven playing field and may unfairly impact property owners who have responsibly operated in good faith under previously relaxed frameworks. We recommend a more flexible, performance-based approach that assesses operators on compliance and management standards rather than geographic limitations. - Excessive Car Parking Requirements - The proposed parking requirements appear disproportionate to actual usage patterns observed in short-term rentals. Many guests utilise rideshare services or public transport, and enforcing strict parking minimums may create unnecessary barriers, particularly for properties in established residential areas where additional parking is not feasible. We suggest aligning parking requirements with realistic demand and	- Noted. It is acknowledged that the use of professional STRA managers may reduce instances of non-compliance or impact on residential amenity, however is not an enforceable requirement. - Noted. As above, whilst the draft policy does not prohibit other areas, it is recommended that the preferred locations be removed from the policy.. In instances where STRA have demonstrated responsible management the City may consider fast tracking renewals. The policy is not retroactive and will not impact existing approved STRA. - The proposed car parking ratios have been established to ensure that guest car parking is provided on site to limit impacts of on street parking in residential areas.

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			allowing discretion based on property type and location. 3. Application and Approval Burden - The extent of documentation and approval requirements outlined in the draft guidelines may be overly burdensome, particularly for smaller-scale operators. While we understand the need for accountability, the process should remain accessible and not discourage compliance through complexity. We recommend streamlining application requirements and avoiding duplication with existing approvals. 4. Operational Constraints and Conditions - Certain proposed conditions, including limits on guest numbers and additional compliance measures, may be unnecessarily restrictive when applied uniformly. Responsible operators already manage occupancy and guest behaviour effectively through internal policies and monitoring systems. We encourage the City to consider a risk-based approach, where proven, compliant operators are not subject to the same level of restriction as those with a history of complaints or non-compliance. 5. Impact on Established Operators and Industry Sustainability - The cumulative effect of the proposed measures may significantly impact the sustainability of the short-term rental sector within the City of Bayswater. This industry supports local tourism, employment, and the broader economy, including cleaners, maintenance providers, and other service personnel. It is important that the policy strikes a fair balance between regulation and enabling continued operation of responsible businesses. We strongly encourage the City of Bayswater to reconsider elements of the draft policy that may be unnecessarily onerous and instead adopt a balanced, practical framework that supports	- Applications for STRA are processed under the requirements of the LPS regs, with a 60 / 90 day determination timeframe, provided all required information is submitted. The City may consider fast tracking renewals in instances where STRA have been operating without any concerns or compliance issues. - Noted. Guest limits are proposed as per the City's <i>Health Local Law 2023</i>. The City may consider fast tracking renewals for STRA, however conditions of DA such as comprehensive management plans are still necessary to provide the City with a mechanism for compliance enforcement if necessary. - Noted. - As above, the draft policy seeks to provide the City with a framework to consider applications for STRA, and a mechanism for compliance matters through DA conditions. Following

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			responsible operators while addressing community concerns.	community engagement, further amendments are proposed.
18.	Object	Own or manage a short-term rental accommodation in the City of Bayswater	- As a professional and responsible short-term rental operator within the Perth metropolitan area, I welcome the opportunity to provide feedback on the City's draft policy. While I support the City's goal of maintaining local amenity, several requirements within this draft are excessively onerous and may inadvertently penalize compliant operators without achieving the desired planning outcomes. I wish to lodge formal objections to the following points: - The proposed parking table is disconnected from the reality of modern travel. Requiring four on-site bays for a group of 10–12 guests is often physically impossible for many residential lots. Many guests utilize ride-sharing services or public transport, particularly in a city moving toward reduced car dependency. Furthermore, the prohibition on using shared visitor parking in strata developments, even when such bays are underutilized, is an unnecessary constraint. - The policy limits the support of STRA primarily to identified "Centres and Station Precincts". This is an overly restrictive approach that fails to recognize the diverse needs of travellers, such as those visiting family in suburban areas or requiring proximity to specific health facilities. Furthermore, the general lack of support for grouped or multiple dwellings outside these areas is discriminatory against modern housing formats and reduces the availability of high-quality, professional accommodation options. - Thank you again for considering this feedback. I hope these points are taken into account to ensure the final policy is balanced, fair, and supports a professional short-term rental sector within the City of Bayswater.	- Noted. - The proposed car parking ratios have been established to ensure that guest car parking is provided on site, in order to limit impacts of on street parking in residential areas. Car parking is based on the maximum number of adults, as calculated under the City's <i>Health Local Law 2023</i>. Reliance on strata common property for STRA car parking is not considered an appropriate solution. - Noted. As above, whilst the draft policy does not prohibit other areas, it is recommended that the preferred locations be removed from the policy.. There is greater risk of amenity impacts and land use conflict in grouped and multiple dwelling developments, and applications for STRA will be considered on their individual merits.
19.	Object	Own or manage a short-term rental accommodation in the City of Bayswater	Parking requirements must be reasonable and evidence-based. Parking expectations should reflect the dwelling's lawful residential parking	The proposed car parking ratios ensure that guest car parking is provided on site, to limit impacts of

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			provision and the realistic travel behaviour of guests. Requiring excessive additional bays or inflexible parking standards would be unreasonable, particularly where many residential properties operate successfully without amenity impacts. Any parking assessment should be based on demonstrated local context, not a blanket assumption that STRA creates abnormal demand. • Guest number controls should be flexible and tied to the dwelling itself. Guest limits should be based on the dwelling's approved bedroom count, design, and safe occupancy capacity, rather than arbitrary formulae that unnecessarily reduce viability. Responsible operators already have a strong incentive to align guest numbers with the size and functioning of the property. Overly restrictive caps risk penalizing compliant operators without improving amenity outcomes • Mandatory signage should not be required. The policy appears to contemplate signage controls for STRA. Signage should not be mandatory for ordinary residential STRA, as external identification can undermine neighborhood character, create privacy and security concerns, and effectively single out lawful operators. If signage is allowed, it should be optional and only where genuinely necessary.	on street parking in residential areas. The policy requires a minimum of 1 parking bay. • Occupancy capacity is calculated in accordance with the City's <i>Health Local Law 2023</i> (as amended in 2024) and Department of Health <i>General Health Provisions for Short Term Accommodation</i>, based on the per cubic meter of airspace in each bedroom. The City's standard STRA DA condition relating to maximum number of guests will be reworded to better reflect the local laws requirements, to allow flexibility between the number of adult and children guests. • Signage is not mandatory in the draft policy. The policy provides guidance where signage is proposed.
20.	Object	Own or manage a short-term rental accommodation in the City of Bayswater	• We appreciate the City's commitment to ensuring that STRA is well-managed and considerate of neighbourhoods, and we welcome the chance to contribute to a balanced and practical framework. We write as responsible STRA operators and professional managers of residential properties. Our operations prioritise guest screening, clear house rules, noise monitoring, and rapid response to neighbour concerns. We are committed to maintaining residential amenity while providing safe, high-quality accommodation for visitors. Below are the feedback on specific aspects of the policy where we believe adjustments could make	• Noted. It is acknowledged that the use of professional STRA managers may reduce instances of non-compliance or impact on residential amenity, however is not an enforceable requirement.

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			the framework more practical, consistent, and supportive of responsible STRA operation: • Zoning- We fully support STRA being permitted in areas zoned for residential use. Residential dwellings are already approved for occupancy, and temporary accommodation aligns with this purpose. Additional restrictions beyond the existing zoning appear unnecessary and may limit otherwise suitable properties. Recommendation: STRA should be permitted in all residential zones where dwellings are approved, with assessment focused on operational management and amenity impacts rather than additional location constraints. • Preferred Locations- The proposed focus on “Centres and Station Precincts” is overly restrictive. Many visitors prefer quiet residential neighbourhoods, and limiting STRA to activity centres reduces flexibility for family stays, visiting professionals, and short-term contractors. Requiring applications outside these areas to justify location introduces unnecessary bureaucracy and subjectivity. Recommendation: Allow STRA across residential areas, assessed on operational management and amenity considerations rather than geographic location alone. • Car Parking- The proposed guest-to-parking ratios may not reflect real-world behaviour. Many guests use rideshare, public transport, or travel in a single vehicle, even in larger groups. Restricting STRA from using shared visitor parking in strata developments is inconsistent with how these spaces are intended to function. Recommendation: Parking requirements should align with standard residential provisions, and shared visitor parking in strata developments should be acceptable where permitted by strata bylaws. • Guest Numbers- Calculating maximum occupancy based on cubic metres of airspace adds complexity without clear benefit. Existing	• As directed by the Minister for Planning, the City’s TPS24 has been updated, with unhosted STRA being ‘D’ or ‘A’ uses where dwellings can be permitted. • Noted. As above, whilst the draft policy does not prohibit other areas, it is recommended that the preferred locations be removed from the policy.. • As above. The proposed car parking ratios, based on maximum adult guest numbers, ensure that guest car parking is provided on site, to limit impacts of on street parking in residential areas. The policy proposes a minimum of 1 bay. Reliance on strata common property for STRA car parking is not an appropriate solution, and may conflict with applicable strata by-laws. Additionally, STRA operators in strata premises are bound by the <i>Strata Titles Act 1985</i> and may be subject to approval from the Strata. • This is a legislative requirement. Occupancy capacity is calculated in accordance with the City’s <i>Health Local Law 2023</i> (as amended in

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			bedroom-based occupancy limits, combined with safety and booking platform rules, are more practical. • Signage- The signage limitation appears reasonable. However, requiring identification signage at STRA properties may create unnecessary visibility and attract unwanted attention to residential properties that otherwise operate quietly within neighbourhoods. Recommendation: Signage should be optional rather than mandatory. • We appreciate the opportunity to provide feedback and would be happy to work with the City to develop practical and effective approaches that balance neighbourhood amenity with the benefits of STRA.	2024) and Department of Health <i>General Health Provisions for Short Term Accommodation</i>, based on the per cubic meter of airspace in each bedroom. The City's standard STRA DA condition relating to maximum number of guests will reflect the local laws requirements, to allow flexibility between the number of adult and children guests. • Signage is not mandatory in the draft policy.
21.	Object	My grandchildren go to Morley Primary and their parents live in the catchment area for the school	• I feel it's going to affect the area around the school and it does little to provide long term accommodation for people who do not have a home of their own and need to rent. It seems to be geared towards short term stays which does not address the current housing crisis. It also does not have a limit on any proposal for new dwellings to be short term ie air bnb - I agree that more housing needs to be provided to meet shortages but if Council was to cap air bnb short stays to around 5% of developments that would allow any development to be focused more on long term rentals.	• Unhosted STRA can be approved in all zones where dwellings can be approved under TPS 24. Since the draft LPP was prepared, the volume and geographical distribution of STRA applications within the City is more well understood. Registered STRA within the City currently makes up approximately 0.74% of all dwellings, with the majority of these being outside preferred locations. Given the scale of the sector within the City and substantial community feedback, the use of preferred locations as a controlling mechanism for STRA is not considered warranted at this time.. Proximity to schools can be considered by the City in determining applications for STRA. Given the limited number of residential dwellings within the City currently registered as STRA the City does not consider capping STRA approvals to be feasible at this time.

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22.	Object	Own or manage a short-term rental accommodation in the City of Bayswater	- We strongly object to the proposed Short-Term Rental (STR) preferred area boundaries in their current form. The exclusion of properties located just 100–200 meters outside the designated boundary—such as ours in Maylands—is arbitrary and unsupported by a clear or defensible planning rationale. There is no material difference in land use, infrastructure, or neighborhood character across this boundary, yet the policy imposes materially different outcomes. This results in inconsistent and inequitable treatment of comparable properties. - The proposal also raises concerns regarding procedural fairness and the reasonable expectations of existing property owners. Many STRA operators have made significant financial commitments in good faith—acquiring, furnishing, and operating properties under the existing or reasonably anticipated regulatory framework. The introduction of restrictive boundaries without appropriate accommodation for existing operators risks causing immediate and disproportionate financial harm, including loss of income and property value. - STRs, when professionally managed, deliver clear economic benefits to the local area by supporting surrounding businesses and increasing visitation. Our property is operated responsibly, with strict guest controls and a strong emphasis on maintaining neighborhood amenity. There is no evidence to suggest that properties in close proximity to preferred areas—such as ours—generate impacts that would justify outright exclusion. If the City’s objective is to manage amenity and housing supply, a rigid geographic restriction is an overly blunt and imprecise tool. A performance-based framework—focused on compliance, management standards, and enforceable operating conditions—would more effectively address these concerns while ensuring fair and proportionate treatment.	- Unhosted STRAs are ‘D’ or ‘A’ uses in accordance with TPS 24 in all zones where dwellings can be approved. As above, whilst the draft policy does not prohibit other areas, it is recommended that the preferred locations be removed from the policy. - A key component of renewing STRA approvals will be the successful operation and management of the STRA. Existing STRA approvals will not be affected. - Noted. It is acknowledged that good operation and management can minimise impact. Where STRA are being operated well it is possible for the City to consider fast tracking renewals.

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			- At a minimum, the policy should: - Include grandfathering provisions or transitional protections for existing STR operators - Introduce a reasonable proximity buffer to avoid arbitrary boundary outcomes - Ensure consistency in treatment of comparable properties - Be supported by clear, evidence-based justification for any restrictions imposed - As currently drafted, the proposal introduces arbitrary distinctions, undermines reasonable investment-backed expectations, and exposes existing operators to unnecessary financial harm. Without appropriate revisions, it risks failing basic principles of fairness, proportionality, and sound planning policy. We strongly urge the City to reconsider and amend the framework to ensure it is balanced, evidence-based, and equitable.	- Existing approved STRA will not be impacted. As above, whilst the draft policy does not prohibit other areas, it is recommended that the preferred locations be removed from the policy.. By introducing a policy, the City is better able to consistently apply requirements and communicate expectations to applicants. Requirements of the policy have been developed with regard to existing statutory and strategic planning, industry benchmarking, and community and Council input. - The draft policy guides the matters that the City will have regard to in determining applications for unhosted STRA. As noted above demonstrated management techniques can be taken into account in determining and renewing and application.
23.	Object	Live in the City of Bayswater	I write to provide feedback regarding the City of Bayswater's approach to the mapping and regulation of the proposed unhosted short-term accommodation within residential areas, specifically in relation to the vicinity of Morley Primary School. I strongly recommend that any mapping or permissible zones for short-term accommodation explicitly exclude the immediate and surrounding perimeters of Morley Primary School given the risks of Increased noise and short-term occupancy turnover, Traffic and parking conflicts during school peak periods, and Reduced residential amenity for permanent residents. This exclusion is necessary to protect the safety, stability, character of the local community, impact of local housing supply, amenity issues such as noise, waste, and anti-social behaviour. 1. Child Safety and Vulnerable Road Users	- Noted. The area mentioned around Morley Primary School is zoned 'Centre' under the City's local planning scheme and forms part of the Morley Strategic Activity Centre. Concerns are addressed below. - Morley Primary School has 40km/hr school zones on all three roads surrounding it. All three

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			Morley Primary School accommodates approximately 220–230 students from Kindergarten to Year 6, representing a significant concentration of young children in the immediate area. Primary school-aged children are among the most vulnerable road users and pedestrians. The introduction of short-term accommodation in close proximity to the school is likely to increase Unfamiliar vehicle traffic, Short-term visitors with limited awareness of local school zones, and Parking congestion during peak drop-off and pick-up times. These factors elevate the risk of accidents and reduce the effectiveness of established school safety measures such as reduced speed zones and supervised crossings. 2. High Proportion of Children and Families in the Area The suburb of Morley has a significant population of children and families, with approximately, 16.1% of residents aged 0–14, and over 1,500 children attending primary school. This demonstrates that the surrounding area is strongly family-oriented and relies on stable, predictable neighbourhood conditions. Increased transient occupancy from short-term accommodation may undermine this stability and reduce the suitability of the area for families with young children. 3. Residential Zoning and Land Use Compatibility The area surrounding Morley Primary School is primarily low-density residential, with approximately 71% owner-occupied dwellings, and predominantly family households. Short-term accommodation introduces a quasi-commercial land use into a suburban residential setting. This is inconsistent with the intended planning character of the area and may result in noise disturbances, increased turnover of occupants and reduced long-term neighbour relationships. Establishing exclusion zones around schools aligns with good planning	roads are straight, with footpaths and clear lines of sight. Traffic and parking associated with unhosted STRA are generally similar to existing traffic movements associated with residential dwellings, with car parking to be accommodated on site. STRAs located in the proximity of schools are not expected to materially increase traffic or safety risk beyond existing conditions. - Approximately 0.3% of residential dwellings in the suburb of Morley are registered/approved unhosted STRA, which is slightly less than the unhosted STRA 0.4% of dwellings in the whole of the City of Bayswater. It is considered that the low number of STRA in the suburb is unlikely to have a material negative impact on neighbourhood stability. - As above, the area mentioned around Morley Primary School is zoned 'Centre' under the City's TPS 24 and forms part of the Morley Strategic Activity Centre as 'Inner City Residential'. Given the limited number of STRA located in the area it is unlikely that there will be increased impact on amenity, and the policy specifically includes provisions to assist with managing any amenity impacts. A buffer around the primary school would not prohibit STRA in these locations, as unhosted STRA is an approvable land use in the Morley Activity Centre.

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			practice by ensuring sensitive land uses (such as primary schools) are buffered from incompatible or higher-impact activities. 4. Precedent for Protective Buffer Zones Urban planning frameworks commonly establish buffer zones around sensitive uses such as, schools, childcare centres, and parks and playgrounds. Excluding short term accommodation from the immediate vicinity of Morley Primary School would be consistent with these principles and demonstrate a precautionary approach to safeguarding children and maintaining residential amenity. • Conclusion - Given the concentration of young children, the family-oriented demographic, and the importance of maintaining a stable and safe environment, it is both reasonable and necessary that short-term accommodation mapping excludes a defined perimeter around Morley Primary School. Such an approach would enhance child safety, support long-term residents and align with sound urban planning principles. I respectfully urge the City of Bayswater to incorporate these considerations into its short term accommodation mapping and regulatory framework.	• As above, A buffer around the primary school is not considered necessary, as unhosted STRA is generally compatible with residential land uses, and sensitive land uses such as schools. All applications for unhosted STRA are required to demonstrate that the property and location are suitable, car parking and access arrangements can be accommodated, and amenity impacts can be managed. Applications are required to be supported by a management plan and guest code of conduct at minimum. All applications will be referred to adjoining property owners for comment. Further, the City includes conditions of approval such as limiting number of guests, provision of temporary or time-limited approvals, mandating minimum length of stay and/or installation of noise monitoring equipment, as necessary. It is considered that these measures are adequate to mitigate impact on residential amenity. Conditions of approval provide the City the statutory basis to undertake enforcement action if STRA is poorly managed or creating amenity impacts.
24.	Object	Live in the City of Bayswater	• I am writing to oppose the Draft Short-Term Rental Accommodation Policy and Guidelines and request the following changes in order to protecting access to stable long-term housing	• Noted. Concerns are addressed below.

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			and maintaining strong community connections within our local area. - I am concerned that the proposed unhosted STRA precincts around the Galleria may unintentionally reduce the availability of long-term housing for local residents. These precincts could allow investors from outside the area to purchase existing homes or development sites and convert them into high-density complexes dedicated to short-term accommodation. While I strongly support increased housing density zoning changes from the government to provide more housing for our growing population, this policy risks diverting those new dwellings away from long-term residents such as small families, young people, singles, elderly, and those community members with disability who rely on accessible housing close to local amenities. - Short-term accommodation can generate significantly higher nightly returns than long-term rentals, creating a strong incentive to convert residential properties into unhosted STRA. This will likely reduce the pool of available long-term rentals and place further upward pressure on rents during an already challenging cost-of-living and housing crisis. As a result, vulnerable groups may be pushed further away from the infrastructure and services they depend on. - Concentrations of unhosted short-stay properties will likely change the social character of neighbourhoods by creating a more transient population with limited long-term investment in the community. High turnover of occupants can reduce neighbourhood familiarity and may increase the risk of antisocial behaviour, placing additional pressure on residents, council resources, and local services.	- Noted. Unhosted STRA can be approved in all zones where dwellings can be approved under TPS 24. Since the draft LPP was prepared, the volume and geographical distribution of STRA applications within the City is more well understood. Registered STRA within the City currently makes up approximately 0.74% of all dwellings, with the majority of these being outside preferred locations. Given the scale of the sector within the City and substantial community feedback, the use of preferred locations as a controlling mechanism for STRA is not considered warranted at this time. It is recommended that preferred locations be removed from the draft LPP. - Noted. When preparing the draft policy, the City investigated the scale of the sector and found that approximately 0.75% of residential dwellings within the City are currently registered as STRA. This policy, in conjunction with the State register, will enable the City and the State Government to continuously monitor the impact of STRA on the housing sector. - Approximately 0.3% of dwellings in Morley are currently used for STRA. Morley is a strategic activity centre which is identified for significant growth in density and diversity of residential dwellings. Due to the recent STRA reforms, the majority of applications the City has approved over the past 24 months have been pre-existing STRA which previously did not require approval. The intent of the policy is to streamline the process for STRA approval in appropriate locations.

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			- I am particularly concerned about streets directly connected to Morley Primary School and Infant Jesus Primary School being included within the proposed precinct boundaries. These streets provide important walking routes between homes, schools, and nearby amenities such as the Morley Recreation Centre and Coventry Markets. Many local families rely on safe, walkable access to these facilities, and the presence of stable long-term residents plays an important role in maintaining a safe and supportive environment for children and families. - More broadly, our community is already managing a range of local challenges such as cars hooning, anti social behaviour on the street, large loud house parties, theft, house and car break is and introducing concentrated unhosted STRA may further destabilise neighbourhood cohesion. Residents should not bear responsibility for managing issues that arise from commercial short-stay operations that lack on-site management. - I respectfully ask the council to consider its 2025–2035 Integrated Strategic Community Plan, particularly its commitments to homelessness, community wellbeing, housing access, diversity, and support for an ageing population. Policies that prioritise long-term housing supply and neighbourhood stability are essential to meeting these goals of supporting wellbeing, connection and cohesion. - In my view, a reasonable approach would be to introduce limits on unhosted STRA—such as a cap of approximately 5% within any housing complex, precinct, or across the City of Bayswater. Additionally, streets directly surrounding schools such as Vera St and Mangini St should be excluded from these	- As above, it is recommended that preferred locations be removed from the draft LPP. The areas mentioned around Morley Primary School and Infant Jesus School are zoned 'Centre' under the City's TPS 24 and form part of the Morley Strategic Activity Centre. Applications for STRA near schools will be assessed on their merit and on a case by case basis in accordance with the relevant planning framework. - Noted. All STRA requiring approval from the City have strict management plans and guest code of conduct. Conditions of approval provide the City enforcement powers over ongoing non-compliance. There is no evidence to suggest that STRA increases antisocial behaviour, with the majority of the existing STRA in the City operating without complaint. - Noted. Unhosted short term rental accommodation is currently not large scale, and represents approximately 0.4% of dwellings within the City. It is therefore unlikely to have any substantial impact on housing accessibility and community wellbeing, and the other key priorities outlined in the City's Integrated Strategic Community Plan and Corporate Business Plan. - As above, unhosted short term rental accommodation is currently not large scale, and represents approximately 0.4% of dwellings within the City. Therefore the City does not consider capping STRA approvals to be feasible at this time. It is not considered necessary to exclude areas around schools as

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			precincts to preserve safe, family-focused residential areas. - There are also more suitable locations within the Galleria redevelopment area where purpose-built hotels or managed short-stay accommodation could support tourism without displacing residential housing—for example, sites such as the former Morley Markets area, surrounding car parks, the former Bunnings site, or integrated developments near the bus port. - For these reasons, I respectfully oppose the inclusion of excessive unhosted STRA within established residential neighbourhoods and encourage the council to prioritise long-term housing and community stability.	STRA is generally compatible with residential and sensitive land uses such as schools. - Noted. The sites mentioned in the submission also form part of the Morley Strategic Activity Centre and are located within the 'Central Core' Precinct. Hotel is a 'P' permitted land use within the 'Central Core', however there are no current proposals for any accommodation on these sites. - Under the City's TPS 24, unhosted STRA can be considered in any zone where residential dwellings can be approved. This includes all residential, mixed use and centre zones. The draft policy seeks to provide guidance on the requirements for applicants when establishing unhosted STRA within the City, considers potential amenity impacts on adjoining properties, and provides guidance to STRA operators regarding their responsibilities and obligations.
25.	Object	Live in the City of Bayswater	My concern is these proposed unhosted short stay precincts around the Galleria allows investors from other regions, other states or overseas to purchase a house which was either owner occupied or long term rented. To then knock it down and build high density housing which should become available for sale or rent to community groups like small families, young people, singles, the elderly, those who don't drive to be able to access right sized stable long term housing close to the amenities our community pay for and support. Higher density housing to provide long term stable housing for community is something I fully support. However, these proposed precinct hubs allow these developers to convert entire new complexes into unhosted short stay accommodation. Essentially locking these community members listed above out of right	Noted. Unhosted STRA can be approved in all zones where dwellings can be approved under TPS 24. Since the draft LPP was prepared, the volume and geographical distribution of STRA applications within the City is more well understood. Registered STRA within the City currently makes up approximately 0.74% of all dwellings, with the majority of these being outside preferred locations. Given the scale of the sector within the City and substantial community feedback, the use of preferred locations as a controlling mechanism for STRA is not considered warranted at this time. It is recommended that preferred locations be removed from the draft LPP.

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			sized housing close to amenities and significantly reducing the diversity of our community. Government changes to increase housing density is meant to increase access to more housing as our local population grows. This unhosted short stay precincts proposal undoes this increased density zoning changes. Locking long term owners and renters out of these properties for the huge financial beneficial of a few outside investors while being detrimental to the local community's cohesion. Unhosted short stay units already in close proximity to the galleria are around \$600 a night where as long term unit rentals are more likely to be around \$600 a week. Rents will increase to align with the higher price of short stay and the demand for housing in the cost of living crisis and rental crisis we are already experiencing and exacerbated by the reduced pool of rentals as they are converted to unhosted short stay accommodation (at greater cost) under this new proposal. These more vulnerable groups which are part of the wide diversity in the city of Bayswater will be pushed further away from local infrastructure and amenities to make way for unhosted short stay tourists. These vulnerable community groups often need to be closer to amenities and often have reduced capacity to transport themselves to these amenities as they are pushed further away due to increased cost and reduced access to housing options. Grouping of unhosted short stay dramatically changes the social environment, creating a more transient community who may invest short term in the local area but have no long term bonds to community. High turnover of occupants leads to increased risk or antisocial behaviour, weekend party houses and breakdown of neighbourhood familiarity which assists in stable safe communities.	- The draft policy does not seek to create STRA hubs or precincts, and it is recommended that the preferred locations be removed from the draft LPP. Currently, unhosted STRA makes up approximately 0.3% of dwellings in Morley and is not having a significant impact on the availability of housing within the suburb. The policy and the State register will enable the City to continuously monitor the impact of STRA on the housing sector. - Noted. All STRA requiring approval from the City have strict management plans and guest code of conduct. There is no evidence to suggest that STRA increase antisocial behaviour, with the majority of the existing STRA in the City operating without complaint.

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			- I have huge concerns with the streets directly connected to Morley Primary School and Infant Jesus Primary being included in the councils unhosted short stay precinct hub. The council meeting on the 9th Dec 2026 in regards to this proposal, page 291 council resolution committee recommendation 1. (b) makes amendments to "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." The streets directly attached to the school such as Vera st and Mangini st should be removed from the unhosted short stay precinct because they provide essential links between community housing, schools and amenities such as the Morley Rec Centre and Coventry Markets. Many children walk to school, often without parents due to the cost of living crisis requiring dual incomes. Will high turn over transient occupants of short stay be aware for the schools proximity and be aware of watching out for young children learning how to safely walk to school? Having Morley Primary School / Infant Jesus Primary , rec centre, Morley Senior centre and Coventry markets all within walking distance of stable long term housing is essential for our family community members who require additional support. We need to adequately support these members of community who are already struggling before adding additional pressure from "tourism" which possibly may lead to further antisocial behaviour and community breakdown. - We own our own home, we own and rent out the house next door to a lovely elderly couple, my children go to Morley Primary. We are invested in this community. We have had issues with a house in our street we believe were selling drugs. We had issues with a house in our street remaining vacant for years and	- As noted above, it is recommended that preferred locations be removed from the draft LPP. The areas mentioned around Morley Primary School and Infant Jesus School are zoned 'Centre' under the City's TPS 24 and form part of the Morley Strategic Activity Centre. Applications for STRA near schools will be assessed on their merit and on a case by case basis in accordance with the relevant planning framework. - As above, all STRA requiring approval from the City have strict management plans and guest code of conduct. There is no evidence to suggest that STRA increase antisocial behaviour, with the majority of the existing STRA in the City operating without complaint.

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			having rounds of squatters causing antisocial behaviour and causing the property to become rundown. We listen to hoons in cars tearing around our streets multiple times per week. Adding more unhosted short stay accommodation to the community pressures we already face is a significant cost. I'm concerned the area around the Galleria is going to become a high-density high turnover and unstable with periods of vacant accommodation. This will change the way I interact with community. We will drive our kids to school instead of walk. We will use other rec centres in other suburbs away from air BnB pockets. We would be less likely to use the surrounding parks due to the reduction of familiar families playing and the increased risk to safety that a more transient occupancy brings. I'm all for supporting local businesses like the Bayswater Motel and hosted short stay. My concern is when the owners and managers of unhosted short stay accommodation especially when grouped together expect neighbours, community, council security and police to manage any antisocial behaviour because there are no staff onsite to manage these unhosted money making enterprises. It is not the responsibility of community to manage this and I request the council to act on behalf of its residents to support our local community and safeguard our access to long term residents' dwellings connected to local amenities and infrastructure. I request the council consider its 2025-2035 integrated strategic community plan and corporate business plan by focusing on the key points of the social strategic considerations. Focus on population growth, diversity, aging population, cost of living pressure, homelessness while supporting community wellbeing physical activity connection and cohesion. https://www.bayswater.wa.gov.au/CityOfBayswater/media/Documents/Community/COB183	

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			3 Council Plan - Final (spreads) Digital LR-(1).pdf - Ultimately, I believe there should be a limit (say 5%) on the number of unhosted short stay properties within a housing complex, within a precinct and within the city of Bayswater in general. The directly connected streets around schools should also be safeguarded for community use and excluded from excessive unhosted short stay accommodation. Together this will support community in both the short and long term. - There are sites within the galleria zone such as the old Morley markets or surround car park, old bunning site or integration into the bus port which could be built into hotels, motels, or other forms of short stay accommodation to support tourists in the area. On this basis I wish to reject to the councils unhosted short stay as proposal within residential community areas.	- The City does not consider capping STRA approvals to be feasible at this time. When preparing the draft policy, the City investigated the scale of the sector and found that approximately 0.75% of residential dwellings within the City are currently registered as STRA. The policy, in conjunction with the State register, will enable the City and the State Government to continuously monitor the impact of STRA on the housing sector. - Noted. The sites mentioned in the submission also form part of the Morley Strategic Activity Centre and are located within the 'Central Core' Precinct. Hotel is a 'P' permitted land use within the 'Central Core', however there are no current proposals for any accommodation on these privately owned sites. As above, under the City's TPS 24 STRA can be approved in all zones where residential dwellings can be approved, whilst the policy provides the framework for assessment and management.
26.	Object	Live in the City of Bayswater	- We do not support the draft STRA Policy as advertised by the City in its current form. Living next door to a STRA property and having had our concerns with it be repeatedly dismissed, we believe the policy requires significantly more detail, stronger safeguards, and clearly defined consequences for breaches. Please find our queries and recommendations below. - Definitions and Clarity The term "<i>guest</i>" must be clearly defined to ensure children and infants are included in occupancy limits. Although the policy states that a guest is "a person" the STRA property adjacent to us has repeatedly excluded children and infants from its declared numbers, despite the City's approval specifying a maximum of three guests. The draft poly should be amended to ensure children and infants are	- Noted. - Number of guests will be capped through a condition of approval and determined based on the City's <i>Health Local Law</i> and Department of Health <i>General Health Provisions for Short Term Accommodation</i>. To allow sufficient flexibility between the maximum number of adult and children guests, this is calculated per bedroom cubic meterage. Infants under the age of 12 months are not included in the

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			counted accordingly with regards to occupancy limits. Additionally, when defining the term “guest” the draft policy includes the wording “<i>for a fee</i>”. Given such a clause, the operator of a STRA may argue only adults are being charged a fee to stay, and the children/infants are being accommodated WITHOUT a fee. Children/infants can then arguably be excluded from the City’s definition of a “guest”. The policy should be amended to ensure that no such loophole is allowed. - Noise and Neighbour Impact Noise management is currently reactive, relying solely on neighbours to lodge complaints after disturbances have already occurred. The policy should include proactive measures to prevent the burden of monitoring and reporting from falling on residents. - Density and Distribution of STRA Properties A limit should be placed on the total number of STRA approvals within the City of Bayswater to prevent excessive concentration of investor-owned short-stay properties at the expense of permanent residents. Additional caps should apply at the street, complex (grouped/multiple dwellings), or neighbourhood level to avoid entire areas becoming dominated by STRA operations. - Penalties and Enforcement Penalties for ongoing breaches must be explicit, enforceable, and consistently applied.	calculations for guests as the <i>Health Local Law 2023</i> is silent on this age bracket. - The reference to the ‘fee’ in the policy refers to the group being accommodated as a whole, under one booking. This definition includes wording from the definitions provided by the State Government for STRA. Platforms such as AirBnB generally charge a flat fee regardless of the number of guests, or whether they are adults or children. The occupancy of the building will be capped at a maximum number of adult guests, allowing flexibility for additional children when there are fewer adults staying. - In instances where compliance matters have been raised, the City’s Compliance Team have carried out enforcement when required. Overall there are few compliance matters in relation to STRA, with the majority of STRA operating without complaints, and appear to be operating harmoniously with neighbours. The City has the discretion to refuse to reissue a STRA approval in instances where it is considered the STRA is not being managed appropriately. - Noted. The State Government reforms have resulted in hosted STRA being a permitted land use within residential areas. Registered STRA within the City, including both hosted and unhosted, constitute 0.74% of the City’s dwellings. The policy is applicable only to unhosted STRA which currently constitutes 0.39% of the City’s dwellings. STRA is therefore not considered to have a significant concentration in the City. There is not a suitable legal or policy mechanism available to the City at this time to restrict an approvable land use on this basis. - As noted above, the City undertakes compliance enforcement as required, and has its own internal procedures for enforcement and penalties. Clear and actionable conditions

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			At present, cancellation of approval appears to be the only consequence, and based on our experience, it is unlikely to be used. We propose a tiered “three-strikes” system, for example: 1st breach: 1-month suspension of bookings 2nd breach: 3-month suspension of bookings 3rd breach: Cancellation of STRA approval (with no ability to simply revert to 90-days allowance without permit) 90-Day Allowance Without a Permit The draft STRA guidelines state an allowance of “<i>no more than 90 days in a 12 month period</i>”. Subsequent correspondence from the City has stated “<i>90 nights per calendar year</i>”. The wording the guidelines (and the lack of wording in the STRA policy) leaves this 90-day allowance vague and open to interpretation. The policy should be amended to either remove this allowance completely (as per the following points) or amended to ensure any such allowance is explicitly clear. - More broadly, we question the rationale for allowing 90 days of operation without a permit, particularly when awaiting renewal. It should be the owner’s responsibility to ensure their approval does not lapse. How will the 90-day limit be monitored for compliance and enforced? There appears to be no requirement for the operator to supply booking histories or for periodic audits of booking, and regardless such details can simply be falsified by operators. The burden of ensuring compliance falls on neighbouring residents to actively monitor and report suspected breaches. What penalties apply if the limit is exceeded? How will compliance be enforced during this period when there is no approval to revoke? - Management Plans	of approvable provide the City with justification to enforce compliance action, with penalties available under various legislation as well as non-renewal of time-limited approvals. - The 90 days in a 12 month period refers to the State Government register, calculated from the date of registration and is governed by the Department of Local Government, Industry Regulation and Safety. - As noted above, unhosted STRA less than 90 days is exempt under the LPS Regulations, so therefore cannot be required to apply for approval. The DLGIRS register includes the number of bookings which is uploaded from the booking platforms. The <i>Short-Term Rental Accommodation Act 2024</i> outlines Infringement notices under the <i>Criminal Procedure Act 2004</i>. Operators are sent reminders by the DLGIRS for registration when their bookings near 90 days. Providing false or misleading information under the Act could incur a penalty of \$20,000. - Noted. City officers will investigate this matter.

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			A current and accurate management plan is required as a condition of approval. Despite repeated requests, we have not been provided with an up-to-date plan for the neighbouring STRA property. The version supplied contained clear errors that should have been identified by the City before being shared. Again, this places the burden of oversight on neighbours rather than the responsible authority. • Temporary Approvals The proposed 12-month temporary approval period is excessive. Most issues should become apparent within the first six months. We suggest: Initial approval: 6 months Subsequent approval: 12 months Longer-term approval (up to 3 years) only after a demonstrated history of minimal or no disruptions. The draft STRA policy is unclear on what happens at the end of this 3 year period. Is the policy proposing that the operators can apply again for another 3 years, or is there a total upper limit of 3 years? • Overall, the draft policy places an unreasonable level of responsibility on neighbours, who have no financial interest in STRA operations yet are expected to monitor compliance to protect their own quiet enjoyment. This is neither fair nor sustainable. We look forward to your response and to reviewing an updated policy that addresses these concerns. Please feel free to contact us should you require any further information or clarification.	• Noted. It is recommended that the reference to 12 months temporary approval and three years be removed from the draft policy to provide flexibility for the City to use its discretion to apply less or greater timeframes on a case by case basis. At the end of any temporary approval the operator may reapply for further approval. • Noted, as above, the City enforces conditions of DA when advised. This places the responsibility on the owner / operator to comply with conditions, as do all other Development Approvals issued by the City for works and land use.

10.5.1.3.5 New Local Planning Policy: Residential Development

Responsible Branch:	Community Planning
Responsible Directorate:	Community Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	1. Draft Policy [9.3.5.1 - 6 pages] 2. Summary of the Proposed R-Code Amendments [9.3.5.2 - 8 pages]
Refer:	
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 of the Local Government Act 1995.

SUMMARY

Council consideration is sought on a new local planning policy – Residential Development that modifies deemed-to-comply requirements of the Residential Design Codes.

The proposed Policy would effectively expand existing development approval exemptions and represents a practical planning reform that removes unnecessary regulatory burden for low-risk and compliant forms of residential development. By streamlining approval pathways, the City can improve customer experience, reduce costs and delays for residents, and encourage investment in housing and property improvements.

The reforms enable planning resources to be directed towards more complex applications where assessment adds the greatest value, while maintaining appropriate safeguards through the continued requirement for building permits and compliance with relevant construction, safety and legislative standards. Collectively, these measures support a more efficient, responsive and contemporary planning system that facilitates appropriate development of housing in the City.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council adopts the draft *Residential Development Local Planning Policy* as contained in Attachment 1 for the purpose of public advertising.

BACKGROUND

Council, at the 26 August 2025 Ordinary Meeting, resolved (in part) to “authorise the deferral of all scheduled reviews of City of Bayswater local planning policies remaining in 2025 and 2026”. The intent of this deferral was to enable the City to carry out a holistic review of the local planning policy framework. This includes undertaking out-of-cycle reviews and the preparation of new policies to streamline the City’s policy framework and support the implementation of draft *Local Planning Scheme No. 25*.

Clause 3.0 of the *Residential Design Codes Volume 1* (R-Codes) allows local governments to amend, replace and/or argument provisions of the R-Codes. Provisions within the R-Codes can be modified without the consent of the Western Australian Planning Commission (WAPC), however others will require WAPC approval should Council resolve to adopt the local planning policy as proposed.

EXTERNAL CONSULTATION

The requirements for public consultation on a new local planning policy are set out in Schedule 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations).

If supported by Council the draft local planning policy will be advertised as follows:

- Notification in the local newspaper;
- Information being placed on the City's engagement website;
- Public Notice on the City's website; and
- Hard copies of the draft policy being made available for inspection at the City of Bayswater Civic Centre and libraries.

OFFICER'S COMMENTS

A copy of the draft *Residential Development Policy* is contained in **Attachment 1**.

The draft local planning policy aligns with the planning reform being undertaken across the State, with the *Action Plan for Planning Reform* seeking the following goals:

- Planning creates great places for people
- Planning is easier to understand and navigate; and
- Planning systems are consistent and efficient.

The draft local planning policy also takes into consideration reform initiatives which include:

- Local planning frameworks are more legible;
- Clear and concise guidance is readily available;
- Approvals are quicker and easier for small business in commercial and mixed-use centres
- Development assessment processes are streamlined and outcomes-focussed.

In the preparation of the draft local planning policy, review of processes and policies other local governments have implemented in relation to residential development exemptions and assessments was undertaken. The Cities of Stirling, Joondalup and Vincent, as well as the Town of Bassendean were reviewed and benchmarked. The intent of the draft local planning policy is to facilitate low-impact R-Code requirements as of right, replacing deemed-to-comply requirements which are commonly varied by applicants and supported by the City in development applications. This draft local planning policy will complement the draft *Development Approval Exemptions Local Planning Policy* by replacing various clauses of the R-Codes and functionally increasing the scope of that policy, as well as existing exemptions in the LPS Regulations.

In June 2025, the State Government announced that a major review of the R-Codes would be undertaken, acknowledging that over time, the R-Codes have become increasingly layered and difficult to navigate, adding complexity to residential development and inefficiency in implementation. Whilst a timeline for amendments to the R-Codes is not yet known, the City has identified improvements to the current planning framework.

Attachment 2 provides a summary of the proposed R-Code amendments in the draft *Residential Development Local Planning Policy*. The draft provisions replace those deemed-to-comply requirements of the R-Codes within the City.

Following consultation, a further report will be presented to Council on the outcomes of consultation. Should Council resolve to adopt the draft local planning policy, it will be forwarded to the WAPC for approval.

LEGISLATIVE COMPLIANCE

Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the procedure for creating a local planning policy. Clause 4 of Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires the local government publish notice of the policy in accordance with Clause 87.

Clause 3.0 of the *Residential Design Codes* sets out the specific deemed-to-comply provisions which may be modified by the local government without the consent of the Western Australian Planning Commission (WAPC). The local planning policy will need referral to the WAPC for consideration following adoption by Council.

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Medium
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR04 - Inability to work collaboratively to engage and partner with the stakeholders to promote and advocate opportunities to live and invest. SR05 - Inability to manage stakeholder expectation through early and ongoing engagement.	

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

Item 1: Advertise the draft Policy

Asset Category: N/A

Source of Funds: Municipal

LTFP Impacts: Not itemised in the LTFP

Notes: Nil.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	600	-	-	-	-	-	\$6600.00

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: 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.

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

In considering the State Government's position on planning reform and streamlining the development application process, including the current major review of the R-Codes, the draft *Residential Development Local Planning Policy* will provide early and effective measures for new residential development and additional housing within the City to achieve a deemed-to-comply approval pathway without having a detrimental impact on local amenity.

In light of the above, it is recommended that Council adopts the proposed draft *Residential Development Local Planning Policy* for the purpose of public advertising.



Residential Development Policy

Responsible Division	Community Services
Responsible Business Unit	Community Planning
Responsible Officer	Manager Community Planning
Affected Business Units	Regulatory Services
ECM Document Set ID	[ECM document set ID]

Purpose

To improve development outcomes and planning processes related to residential development within the City of Bayswater by amending, replacing and augmenting the deemed-to-comply requirements of the R-Codes.

This Local Planning Policy is prepared in accordance with Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Clause 3.1 of the *Residential Design Codes Volume 1* (R-Codes).

Scope

1. This Policy applies to all land within the City of Bayswater subject to *Town Planning Scheme No. 24* (TPS24) where a dwelling is permitted.
2. This Policy amends and replaces selected provisions of the *Residential Design Codes* (R-Codes) and is to be read in conjunction with it. The R-Codes continue to apply in all instances except where provisions are varied by this policy.
3. This policy does not apply to:
 - a. Land or buildings entered on the State Register of Heritage Places under the *Heritage Act 2018*; or
 - b. Land or buildings the subject of an order under the *Heritage Act 2018* Part 4 or Part 11, Division 4; or
 - c. Land or buildings included on the City of Bayswater Heritage List; or
 - d. Land or buildings within an area designated under TPS 24 as a Heritage Area; or
 - e. Land or buildings subject to a Heritage Agreement entered into under the *Heritage Act 2018*; or
 - f. Development required to be referred by the Metropolitan Region Scheme Instrument of Delegation prior to determination; or

- g. Land subject to the bushfire requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*; or
 - h. Development which includes the removal of trees.
4. This policy does not exempt any requirement for approval to be sought under other legislation (e.g. the *Building Act 2011*).

Objectives

1. To streamline residential development within the City of Bayswater by replacing and amending clauses of the R-Codes which will not have an adverse impact on the overall amenity of the locality or built form outcomes.
2. Provide clear local variations to the R-Codes to support residential development within the City of Bayswater.
3. Improve certainty and consistency in decision making for residential development by identifying locally appropriate planning standards.

Definitions

For the purpose of this policy, terms have the meaning given in the R-Codes.

Policy Statement

The following amends, replaces or augments the relevant clause of the *Residential Design Codes Volume 1 Part B*.

Context

Residential Design Codes Clause	Replacement/Modification to Clause
5.1.2 Street setback	C2.1iii is replaced with the following: any area of the building can protrude up to 50 percent into the street setback area, to a maximum of 50 percent of the lot frontage.

5.1.3 Lot boundary setbacks

C3.1i is replaced with the following:

Buildings set back from lot boundaries in accordance with the table below; and

the second storey of walls shall be setback in accordance with the table below for a maximum wall length of 14m (including any balconies). Where a portion of wall exceeds 14m in length, the wall is to contain a minimum 2m x 2m separation from the lot boundary.

Wall height Rounded to nearest 0.1m	Minimum lot boundary setback
Up to 3.5m	1m
3.6m – 7.0m	1.5m
7.1m – 10.0m	3m
10.1m and above	3m

C3.1ii is replaced with the following:

for carports, patios, verandahs or equivalent structures (with pillars or posts with a horizontal dimension of 450mm by 450mm, or less), the lot boundary setbacks in Table B and Tables 2a and 2b may be reduced to nil to the posts where the structure*:

is not more than 10m in length and 3.5m in building height;

is located behind the primary street setback;

has eaves, gutters and roofs set back at least 450mm from the lot boundary.

C3.2iii is replaced with the following:

in areas coded R30 to R40, walls not higher than 3.5m for two-thirds the length of the balance of the site boundary behind the front setback, to any number of site boundaries.

5.1.6 Building height

C6 is replaced with the following:

Buildings which comply with the following table for category B area buildings, except where stated otherwise in the scheme, the relevant local planning policy, structure plan or local development plan (refer Figure Series 7).

Building category	Maximum height of wall (m)	Maximum total building height (m)	
		Gable, Skillion and concealed roof	Hipped and pitched roof
Category A	3.5	5	7
Category B	7.5	8.5	10.5
Category C	9	10	12

Residential Design Codes Clause	Replacement/Modification to Clause
5.2.1 Setback of garages and carports	C1.2 is replaced with the following: Carports are permitted with a 1.5m primary street setback where: i. the width of the carport does not exceed 60 percent of the frontage; ii. the carport is open to all sides; and iii. the carport does not exceed 3.5m in building height.
5.2.2 Garage width	C2 is replaced with the following: A garage door and its supporting structures (or a garage wall where a garage is aligned parallel to the street) facing the primary street is not to occupy more than 50 per cent of the frontage at the setback line as viewed from the street (refer Figure 8c). This may be increased up to 60 percent where an upper floor or balcony extends a minimum of 25 percent over the garage and the entrance to the dwelling is clearly visible from the primary street.
5.2.5 Sight lines	C5 is amended to include C5.1 and C5.2 with the following additional 'deemed-to-comply' requirements: C5.1 Development no higher than 0.75m above natural ground level within 1.5m of where: i. a driveway that intersects a street, right-of-way or communal street; and ii. two streets that intersect. C5.2 Notwithstanding C5.1, fencing within 1.5m of where a driveway meets a street is permitted subject to the following: i. solid walls to a maximum height of 0.75m above natural ground level ii. one support pier to a maximum height of 1.8m above natural ground level, with a maximum horizontal dimension of 400mm; and iii. Up to two fence panels (including a sliding or swinging gate) may be installed in this area, provided they use open-style infill which individually achieve a minimum 1:10 spacing ratio (e.g. 10mm picket with 100mm spacing between pickets).

Site planning and design

Residential Design Codes Clause	Replacement/Modification to Clause
5.3.1 Outdoor living area	C1.1 is replaced with the following: An outdoor living area to be provided: i. in accordance with Table B; ii. behind the street setback area;

	iii. directly accessible from the primary living space of the dwelling; iv. with a minimum length and dimension of 4m; and v. with at least one-third of the required area without permanent roof cover.
5.3.2 Landscaping	C2.1 is replaced with the following: Landscaping of grouped and multiple dwelling common property and communal open spaces in accordance with the following: - the street setback area developed without car parking, except for visitors' bays; - one tree to provide shade for every four uncovered car parking spaces (in addition to the trees required in C2.2), with the total number of trees to be rounded up to the nearest whole number; and - trees which are greater than 3m in height shall be retained, in communal open space which is provided for the development.
5.3.5 Vehicle access	C5.1 is replaced with the following: Where a road is designated as a distributor road or higher, vehicle access shall be provided from a right-of-way or secondary street where available. C5.4 is replaced with the following: Driveways designed to allow for vehicles to enter the street in forward gear where: - the driveway serves five or more dwellings; - the distance from an on-site car parking space to the street is 30m or more; or - the street to which it connects is designated as a primary distributor or integrator arterial road.
5.3.7 Site works	C7.2 is replaced with the following: Retaining walls and fill within the site and behind the required street setback to comply with Table 4.

Building design

Residential Design Codes Clause	Replacement/Modification to Clause
5.4.3 Outbuildings	C3 is amended as follows: Outbuildings associated with a dwelling site are to: individually or collectively does not exceed 60m² in area of 10 percent in aggregate of the site area, whichever is the lesser;

	ii. set back in accordance with 3.1i of Clause 5.1.3 lot boundary setbacks iii. does not exceed a wall height of 3.0m; iv. does not exceed a ridge height of 4.2m; v. not located within the primary street setback area; and vi. does not reduce the open space and outdoor living requirements in Table B. <i>Note: boundary walls to outbuildings which are less than 10m² and are less than 2.7m high do not contribute to the dimension of boundary walls under clause 5.1.3.</i>

Related Legislation

Planning and Development (Local Planning Schemes) Regulations 2015

Town Planning Scheme No. 24

Residential Design Codes Volume 1

Draft Development Approval Exemptions Policy

Document details

Relevant delegations	TP-D01		
Risk evaluation	low		
Strategic link	2.1 A Connected and Accessible City 5.2 Stakeholder Leadership 5.3 Optimised Performance		
Council adoption	[date]	Resolution	[item no.]
Next review due	[date]		
Reviewed/modified	[date]	Resolution	[item no.]
Revision details	[description]		

The provisions below do not require WAPC approval:

Current Provision	Proposed Provision	Rationale
<i>Clause 5.1.2 Street setback</i>		
C2.1iii. reduced by up to 50 per cent provided that the area of any building, including a garage encroaching into the setback area, is compensated for by at least an equal area of open space that is located between the street setback line and a line drawn parallel to it at twice the setback distance (refer Figure 2a and 2c).	Replace C2.1iii. as follows: any area of the building can protrude up to 50 percent into the street setback area, to a maximum of 50 percent of the lot frontage.	The modification to the clause removes the needs for average setback calculations, which have the potential to have inconsistent results, particularly where lots are an irregular shape. A building protruding forward to half the required setback (e.g. 3m where 6m is DTC) is considered to reduce bulk to the street regardless of the setback of the remaining portion of the building.
<i>Clause 5.1.3 Lot boundary setback</i>		
C3.2iii in areas coded R30 to R40, walls not higher than 3.5m for two-thirds the length of the balance of the site boundary behind the front setback, to up to two site boundaries.	Replace C3.2iii as follows: in areas coded R30 to R40, walls not higher than 3.5m for two-thirds the length of the balance of the site boundary behind the front setback, to any number of site boundaries.	In practice 'any number' of boundaries' would relate to one additional boundary than the current clause permits, as no boundary wall is permitted to the street boundary. For angled lots or lots with multiple boundaries, boundary walls may result in more effective use of space on site and restricting the number could have an impact on a dwellings functionality. The addition of boundary walls will not impact any single adjoining property as the walls will be to separate boundaries. Open space and OLA requirements remain as per the DTC, so additional boundary walls will not reduce space or increase bulk on the site.
<i>Clause 5.1.6 Building height</i>		
C6 Buildings which comply with Table 3 for category B area buildings, except where stated otherwise in the	Replace C6 as follows: Buildings which comply with the following table for category B area buildings, except where stated otherwise in the	The increase by 0.5m to the building height limits will allow for character retention with new dwellings and or additions more likely to achieve the roof pitch

Current Provision	Proposed Provision	Rationale																				
scheme, the relevant local planning policy, structure plan or local development plan (refer Figure Series 7).	scheme, the relevant local planning policy, structure plan or local development plan (refer Figure Series 7). <table><tr><th>Building category</th><th>Maximum height of wall (m)</th><th colspan="2">Maximum total building height (m)</th></tr><tr><th></th><th></th><th>Gable, Skillion and conical roof</th><th>Hipped and pitched roof</th></tr><tr><td>Category A</td><td>3.5</td><td>5</td><td>7</td></tr><tr><td>Category B</td><td>7.5</td><td>8.5</td><td>10.5</td></tr><tr><td>Category C</td><td>9</td><td>10</td><td>12</td></tr></table>	Building category	Maximum height of wall (m)	Maximum total building height (m)				Gable, Skillion and conical roof	Hipped and pitched roof	Category A	3.5	5	7	Category B	7.5	8.5	10.5	Category C	9	10	12	heights and allow for smaller lots to have greater floor to ceiling heights. The additional heights are considered to be negligible and have little impact on the existing and desired heights and streetscapes within the City. It should be noted that any existing City policies which have building height restricts will take precedence over this policy.
Building category	Maximum height of wall (m)	Maximum total building height (m)																				
		Gable, Skillion and conical roof	Hipped and pitched roof																			
Category A	3.5	5	7																			
Category B	7.5	8.5	10.5																			
Category C	9	10	12																			
Clause 5.2.1 Setback of garages and carports																						
C1.2 Carports set back in accordance with the primary street setback requirements of clause 5.1.2 C2.1(i), except that the setback may be reduced by up to 50 per cent of the minimum setback stated in Table B where: i. the width of the carport does not exceed 60 per cent of the frontage; ii. the construction allows an unobstructed view between the dwelling and the street, right-of way or equivalent; and iii. the carport roof pitch, colours and materials are compatible with the dwelling.	Replace C1.2 as follows: Carports are permitted with a 1.5m primary street setback where: i. the width of the carport does not exceed 60 percent of the frontage; ii. the carport is open to all sides; and iii. the carport does not exceed 3.5m in building height.	The reduction in the setback of a carport to the street is considered appropriate without significantly compromising the appearance of the streetscape as carports are open structures. Given the structures are open, it is not considered detrimental that the structure is compatible with the existing dwelling, particularly when considering roof pitch. The height will ensure that carports are of a sufficient height for larger vehicles, without seeing carports dominating the visual appearance of the respective dwelling.																				
Clause 5.2.2 Garage width																						
C2 A garage door and its supporting structures (or a garage wall where a garage is aligned parallel to the street) facing the primary street is not to occupy more than 50 per cent of the frontage at the setback line as viewed from the street (refer Figure 8c). This may be increased up to	Replace C2 as follows: A garage door and its supporting structures (or a garage wall where a garage is aligned parallel to the street) facing the primary street is not to occupy more than 50 percent of the frontage at the setback line as viewed from the street (refer Figure 8c). This may be increased up to	It is considered that any portion of an upper floor extending over a garage below assists in mitigating bulk as viewed from the street. Having 25 percent of the garage width ensures that the extension of the upper floor has depth and will provide for articulation to the street.																				

Current Provision	Proposed Provision	Rationale
60 per cent where an upper floor or balcony extends for more than half the width of the garage and its supporting structures (or a garage wall where a garage is aligned parallel to the street) and the entrance to the dwelling is clearly visible from the primary street.	60 percent where an upper floor or balcony extends a minimum of 25 percent over the garage and the entrance to the dwelling is clearly visible from the primary street.	
<i>Clause 5.2.5 Sight lines</i>		
C5 Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, or other structures adjoin: i. a driveway that intersects a street, right-of-way or communal street; ii. a right-of-way or communal street that intersects a public street; and iii. two streets that intersect. (refer Figure 9a)	Amend C5 as follows to include an additional deemed-to-comply requirement: C5.1 Development no higher than 0.75m above natural ground level within 1.5m of where: i. a driveway that intersects a street, right-of-way or communal street; and ii. two streets that intersect. C5.2 Notwithstanding C5.1, fencing within 1.5m of where a driveway meets a street is permitted subject to the following: i. solid walls to a maximum of 0.75m above natural ground level; ii. one support pier to a maximum height of 1.8m above natural ground level, with a maximum horizontal dimension of 400mm; and iii. up to two fencing panels (inclusive of a sliding or swinging gate) may be installed in this area, provided they use open style infill which individually	The inclusion of above natural ground level will result in the height of the wall being more relative to the existing site levels for individual development sites and will improve visual sight lines. The pier width of 400mm is considered to allow for adequate sight lines provided the infill fencing adjoining the pier and within the 1.5m truncation area is open style and the solid portion of fence does not exceed 0.75m high.

Current Provision	Proposed Provision	Rationale
	achieve a minimum 1:10 spacing ratio (e.g. 10mm picket with 100mm spacing between pickets).	
Clause 5.3.5 Vehicle access		
C5.1 Access to on-site car parking spaces to be provided: - where available, from a communal street or right-of-way available for lawful use to access the relevant site and which is adequately paved and drained from the property boundary to a constructed street; or - from a secondary street where no right-of-way or communal street exists; or - from the primary street frontage where no secondary street, right-of way, or communal street exists.	Replace C5.1 with the following: Where a road is a designated as a distributor road or higher, vehicle access shall be provided from a right-of-way or secondary street where available.	Vehicle access being from the same street as the front door to a dwelling (where there are dual frontages), is considered appropriate expect where the road is a distributor road or higher. At present, where a lot has two frontages, vehicle access (car parking areas) are to be located on the opposite frontage to the primary entry of the dwelling, with no engineering or traffic requirements for this to occur. This can lead to confusion for visitors to a site and alter a dwellings design, layout and functionality.
Clause 5.3.7 Site works		
C7.2 Retaining walls, fill and excavation within the site and behind the required street setback to comply with Table 4.	Replace C7.2 as follows: Retaining walls and fill within the site and behind the required street setback to comply with Table 4.	The removal of excavation in the deemed-to-comply requirement is considered to have little impact on adjoining properties from a planning assessment perspective, particularly as retaining walls will still be considered. Excessive excavation would require appropriate measures to ensure impacts to neighbouring properties is mitigated through the building process.
Clause 5.4.3 Outbuildings		
C3 Outbuildings associated with a dwelling site address either: - the standards for small outbuildings (A. Small outbuilding); or - the standards for large and multiple	Amend C3 as follows: Outbuildings associated with a dwelling site are to: individually or collectively does not exceed 60m² in area of 10 percent in	The outbuildings requirements have changed over time with the focus on smaller outbuilding being exempt from planning approval. The removal of the 'small' and 'large' outbuilding provisions and

Current Provision	Proposed Provision	Rationale
outbuildings (B. Large and multiple outbuildings)  A. Small outbuilding 1. maximum floor area not exceeding 10m² 2. maximum height not exceeding 2.7m 3. maximum setback from lot boundary not exceeding 2.7m 4. maximum setback from lot boundary not exceeding 2.7m 5. maximum setback from lot boundary not exceeding 2.7m 6. maximum setback from lot boundary not exceeding 2.7m B. Large and multiple outbuildings 1. maximum floor area not exceeding 10m² 2. maximum height not exceeding 2.7m 3. maximum setback from lot boundary not exceeding 2.7m 4. maximum setback from lot boundary not exceeding 2.7m 5. maximum setback from lot boundary not exceeding 2.7m 6. maximum setback from lot boundary not exceeding 2.7m	aggregate of the site area, whichever is the lesser; ii. set back in accordance with 3.1.i of Clause 5.1.3 lot boundary setbacks iii. does not exceed a wall height of 3.0m; iv. does not exceed a ridge height of 4.2m; v. not located within the primary street setback area; and vi. does not reduce the open space and outdoor living requirements in Table B. <i>Note: boundary walls to outbuildings which are less than 10m² and are less than 2.7m high do not contribute to the dimension of boundary walls under clause 5.1.3.</i>	reverting to one provision for all outbuildings will not result in additional requirements for small scale outbuildings as they can be incorporated into the overall requirement. The 3.0m wall height, and the overall height (ridge to 4.2m) will allow for more residents to have outbuildings which do not require development approval. The 3m wall height is consistent with the heights for boundary wall and lot boundary setback wall height and is of a height which will allow for sufficient clearances for multiple uses in the space.

Following consultation, the above can be considered by Council and be operational.

The provisions below will require consent from the WAPC prior to implementation:

Current Provision	Proposed Provision	Rationale										
Clause 5.1.3 Lot boundary setback												
C3.1i. buildings set back from lot boundaries in accordance with Table B and Tables 2a and 2b (refer to Figure Series 3 and 4)	C3.1i is replaced with the following: - Buildings set back from lot boundaries in accordance with the table below; and - the second storey of walls shall be setback in accordance with the table below for a maximum wall length of 14m (including any balconies). Where a portion of wall exceeds 14m in length, the wall is to contain a minimum 2m x 2m separation from the lot boundary. <table><tr><th>Wall height Rounded to nearest 0.1m</th><th>Minimum lot boundary setback</th></tr><tr><td>Up to 3.5m</td><td>1m</td></tr><tr><td>3.6m – 7.0m</td><td>1.5m</td></tr><tr><td>7.1m – 10.0m</td><td>3m</td></tr><tr><td>10.1m and above</td><td>3m</td></tr></table>	Wall height Rounded to nearest 0.1m	Minimum lot boundary setback	Up to 3.5m	1m	3.6m – 7.0m	1.5m	7.1m – 10.0m	3m	10.1m and above	3m	The existing setbacks specified in Tables 2a and 2b results in discrepancies in assessments, within the City and across the local governments. Aligning setback assessments (the proposed provision) to be as per Part C creates less ambiguity and ease of assessment for officers and developers and the public.
Wall height Rounded to nearest 0.1m	Minimum lot boundary setback											
Up to 3.5m	1m											
3.6m – 7.0m	1.5m											
7.1m – 10.0m	3m											
10.1m and above	3m											
C3.1ii. for carports, patios, verandahs or equivalent structures, the lot boundary setbacks in Table B and Tables 2a and 2b may be reduced to nil to the posts where the structure*: - is not more than 10m in length and 2.7m in height; - is located behind the primary street setback; and - has eaves, gutters and roofs set back at least 450mm from the lot boundary.	C3.1ii is replaced with the following: for carports, patios, verandahs or equivalent structures (with pillars or posts with a horizontal dimension of 450mm by 450mm, or less), the lot boundary setbacks in Table B and Tables 2a and 2b may be reduced to nil to the posts where the structure*: - is not more than 10m in length and 3.5m in building height; - is located behind the primary street setback; and - has eaves, gutters and roofs set back at least 450mm from the lot boundary.	The 3.5m height is consistent with the lot boundary setback requirements, with these open structures having less of an impact on the adjoining property being open. The 3.5m incorporates the overall height (ie to a pitch and concealed roof).										
Clause 5.3.1 Outdoor living area												
C1.1 An outdoor living area to be provided:	Replace C1.1 as follows: An outdoor living area to be provided:	With open space provisions in place, an additional portion of a covered outdoor living area (OLA) will not have										

Current Provision	Proposed Provision	Rationale
i. in accordance with Table B; ii. behind the street setback area; iii. directly accessible from the primary living space of the dwelling; iv. with a minimum length and dimension of 4m; and v. with at least two-thirds of the required area without permanent roof cover.	i. in accordance with Table B; ii. behind the street setback area; iii. directly accessible from the primary living space of the dwelling; iv. with a minimum length and dimension of 4m; and v. with at least one-third of the required area without permanent roof cover.	significant impact on open areas around the development site. An increase covered OLA will provide for additional area within a site for occupants to recreate year-round during the varying weather condition.
Clause 5.3.2 Landscaping		
C2.1 Landscaping of grouped and multiple dwelling common property and communal open spaces in accordance with the following: i. the street setback area developed without car parking, except for visitors' bays; ii. pedestrian access providing wheelchair accessibility connecting entries to all ground floor buildings with the public footpath and car parking areas; iii. one tree to provide shade for every four uncovered car parking spaces (in addition to the trees required in C2.2), with the total number of trees to be rounded up to the nearest whole number; iv. lighting to pathways, and communal open space and car parking areas; v. bin storage areas conveniently located and screened from view;	C2.1 is replaced with the following: Landscaping of grouped and multiple dwelling common property and communal open spaces in accordance with the following: i. the street setback area developed without car parking, except for visitors' bays; ii. one tree to provide shade for every four uncovered car parking spaces (in addition to the trees required in C2.2), with the total number of trees to be rounded up to the nearest whole number; and iii. trees which are greater than 3m in height shall be retained, in communal open space which is provided for the development.	The existing landscaping clause includes a number of provisions which are not relevant to providing landscaping on site. The modification to the clause removes the elements which do not relate to landscaping and therefore simplifies the requirements and makes the provision more legible and applicable.

Current Provision	Proposed Provision	Rationale
vi. trees which are greater than 3m in height shall be retained, in communal open space which is provided for the development; vii. adequate sightlines for pedestrians and vehicles; viii. clear line of sight between areas designated as communal open space and at least two habitable room windows; and ix. clothes drying areas which are secure and screened from view.		
Clause 5.3.5 Vehicle access		
C5.4 Driveways designed for two-way access to allow for vehicles to enter the street in forward gear where: - the driveway serves five or more dwellings; - the distance from an on-site car parking space to the street is 15m or more; or - the street to which it connects is designated as a primary distributor or integrator arterial road.	Replace C5.4 as follows: Driveways designed to allow for vehicles to enter the street in forward gear where: - the driveway serves five or more dwellings; - the distance from an on-site car parking space to the street is 30m or more; or - the street to which it connects is designated as a primary distributor or integrator arterial road.	The modification relates to the reversing distance a vehicle is permitted to make, increasing this from 15m to 30m. This change is consistent with Part C of the R-Codes and as such considered to be appropriate and provide for a consistent approach. Previous discussions with the Department of Planning Lands and Heritage, note that the change should occur in the next revision of the R-Codes.

11 Motions of Which Previous Notice Has Been Given**11.1 Cr Cale Black - Waiving of Fees for Electricity Charges - Bayswater Playgroup**

Responsible Branch:	Parks and Environment
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	Nil
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 of the Local Government Act 1995.

In accordance with clause 5.3(1) of the City of Bayswater's *Standing Orders Local Law 2021*, Cr Cale Black raised the following motion:

“That Council:

- 1. Waives the requirement for the leaseholder to pay electricity utility expenses associated with the City's property at 2 Hudson Street, Bayswater for the remainder of the 2025/26 financial year and the 2026/27 financial year.***
- 2. Requests the Chief Executive Officer to investigate and implement the installation of a solar photovoltaic system at 2 Hudson Street, Bayswater, subject to technical feasibility and available funding during the 2026/27 financial year.***
- 3. Authorises the use of the Climate Action Fund Reserve, external grant funding, or a combination of both, to fund the installation of the solar photovoltaic system.***
- 4. Notes that the purpose of the temporary waiver of electricity charges is to provide short-term financial assistance to the Bayswater Playgroup while a longer-term reduction in operating costs is pursued through the installation of renewable energy infrastructure.”***

MATERIAL FACTS

In accordance with clause 5.3(3) of the City of Bayswater *Standing Orders Local Law 2021*, the Chief Executive Officer may provide relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.

The City owns the property located at 2 Hudson Street, Bayswater. The property is currently leased to the Casa Mia Montessori Playgroup under a Community Lease Agreement which expires on 30 June 2029. The building is occupied by the Casa Mia Montessori Playgroup as well as the Bayswater Playgroup. Under the terms of the lease agreement, the lessee is responsible for the payment of utility costs associated with its occupation of the premises, including electricity charges.

The Bayswater Playgroup is a not-for-profit community organisation that provides services to local families and children within the City of Bayswater. The Bayswater Playgroup has advised that electricity costs associated with the premises are placing financial pressure on the organisation.

Electricity expenditure for the premises during the 2024/25 financial year was approximately \$1,850, and \$2,050 in the 2023/24 financial year. The costs are currently shared between the Casa Mia Montessori Playgroup and the Bayswater Playgroup. The building does not currently have a solar photovoltaic system installed.

OFFICER'S COMMENT

The property at 2 Hudson Street is owned by the City and occupied by the Casa Mia Montessori Playgroup under a Community Lease Agreement. The Bayswater Playgroup also share the facility.

Consistent with the City's Community Facility Lease and Licence/User Agreement Policy and the terms of the lease agreement, the lessee is responsible for utility costs associated with its occupation of the premises, including electricity charges. This is a common approach of many other metropolitan councils – a recent review of standard lease conditions involving six metropolitan councils indicated that all six required the tenant to pay utility expenses.

The intent of the Notice of Motion is to provide short-term financial assistance to the Bayswater Playgroup in response to concerns regarding the affordability of electricity costs and to reduce future operating costs through the installation of renewable energy infrastructure.

The proposal to waive electricity charges would provide short-term financial relief to both playgroups. However, the City's standard approach under its community lease arrangements is that utility costs are borne by the tenant. Council should therefore be aware that approval of the proposal may create an expectation for similar requests from other community organisations occupying City-owned facilities under comparable lease arrangements.

The electricity costs incurred by the Playgroup are not charges imposed or administered by the City. Rather, they are charges levied by Synergy for the supply of electricity under the State Government's regulated electricity market arrangements. As such, Council does not have the ability to waive, reduce or otherwise vary the electricity charges themselves.

Should Council wish to provide financial assistance in relation to these costs, this would effectively constitute a subsidy funded by the City rather than a reduction in the electricity charges payable to the electricity provider.

Officers note that a more sustainable approach may be to investigate opportunities to reduce the facility's future electricity consumption through energy efficiency measures or the installation of solar photovoltaic infrastructure. Such an approach would reduce ongoing operating costs while also aligning with the purpose of the City's Climate Action Reserve, which supports emissions reduction and decarbonisation initiatives.

The building does not currently have solar photovoltaic panels installed. The City's Emissions Reduction and Renewable Energy Plan supports the progressive installation of renewable energy infrastructure on City-owned buildings where appropriate. To date, priority has generally been given to buildings with higher energy consumption and therefore greater opportunities for emissions reduction and financial savings. The building at 2 Hudson Street is considered a low priority within the City's building portfolio, particularly when compared to significantly larger City-owned buildings associated with the many sporting facilities across the City. There is currently \$1.988M of new solar installation across 43 buildings included in the Forward Capital Works Program (FCWP) scheduled across the 10-year period and beyond. The solar installation on the building at 2 Hudson Street is currently scheduled beyond 10 years in the FCWP.

The installation of solar infrastructure at 2 Hudson Street would assist in reducing electricity consumption from the grid and may reduce future operating costs associated with the building. The suitability, sizing, expected energy generation and cost of any solar installation would require further investigation.

There are building works scheduled for 2026/27 in the Forward Capital Works Program. These works include roof repairs, airconditioner replacement and switchboard upgrade. Due to the roof repairs likely needed to occur prior to the installation of the solar system, it is expected that the

solar installation will occur towards the end of the 2026/27 financial year and will likely not have an impact on electricity consumption until June 2027.

The City is also reviewing its Community Capital Grants Program and opportunities to support sustainability initiatives by community organisations. Subject to Council endorsement of any revised program criteria, this may provide an alternative future funding pathway for renewable energy infrastructure projects at community facilities.

LEGISLATIVE COMPLIANCE

The Casa Mia Montessori Playgroup occupies the premises at 2 Hudson Street under a lease agreement entered into in accordance with the City's Community Leases and Licence Agreements Policy.

The lease agreement requires the lessee to meet utility expenses associated with the premises, including electricity consumption.

Council may, by resolution, determine to provide financial assistance to the lessee or otherwise vary the financial arrangements associated with the occupancy of the facility.

Any future installation of a solar photovoltaic panels system would be subject to the City's procurement requirements and any other applicable statutory approvals.

It should be noted that the Chief Executive Officer does not have the authority to consider and approve requests to waive lease related expenses.

FINANCIAL IMPLICATIONS

Should Council resolve to pay the electricity utility expenses associated with 2 Hudson Street, Bayswater for the remainder of the 2025/26 financial year and the 2026/27 financial year, the estimated cost would be approximately \$2,000.

The estimated cost to install a solar photovoltaic at the premises is approximately \$6,000. This estimate is preliminary only and would require further investigation to determine the appropriate system size and installation requirements.

Should Council support the installation of renewable energy infrastructure, funding may be available through the Climate Action Fund Reserve, external grant funding opportunities, or a combination of both. The current available balance of the Climate Action Fund Reserve is \$3.3M.

The purpose of the Climate Action Reserve is to fund the Environmental Liveability Framework, Emission Reduction and Renewable Energy Plan, riverbank restoration, living streams and environmental initiatives, fleet transition to EVs and upgrading and renewing City buildings and facilities in a way that is decarbonising. The fund can be used to fund solar installations on City-owned buildings; however, it should not be used to subsidise utility expenses – this will be expensed to the building operations budget.

The proposal may also create expectations for similar financial assistance requests from other community leaseholders occupying City-owned facilities where utility costs are currently the responsibility of the tenant. Any broader application of such an approach would have additional financial implications for the City.

STRATEGIC IMPLICATIONS

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

Key Result Area: Built
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: Natural
Outcome 3.1 A Climate Resilient City
Objective 3.1.2 Transition to net zero emissions.
Objective 3.1.3 Partner with community to build an energy-smart and waterwise City.

CONCLUSION

The Casa Mia Montessori Playgroup currently occupies 2 Hudson Street, Bayswater under a lease agreement that requires the lessee to meet utility costs associated with its occupation of the premises. The Bayswater Playgroup also share the facility.

The Notice of Motion seeks Council consideration of both short-term financial assistance through the payment of electricity costs and longer-term sustainability improvements through the installation of solar infrastructure. Council may determine whether it wishes to proceed with either or both initiatives having regard to the policy, financial and strategic implications outlined in this report.

12 Questions From Members Without Notice**12.1 Responses to Questions From Members Without Notice**

Nil.

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 Property Matter - Bayswater**

Responsible Branch:	Property and Economic Development
Responsible Directorate:	Office of the Chief Executive Officer
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.

This item is confidential in accordance with Section 5.23(4) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to:

(g) Prescribed information;

Regulation 4A of the Local Government (Administration) Regulations 1996:

(a) the price, or potential price, for the sale or purchase of property by the local government and any information relating to the price or potential price;

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**