

Agenda

Policy Committee

Monday 10 November 2025

Notice of Meeting

The next Policy Committee will take place in the Committee Room, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on **Monday 10 November 2025** commencing at **6:30 pm**.

Yours sincerely



JEREMY EDWARDS
CHIEF EXECUTIVE OFFICER

3 November 2025

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1 OFFICIAL OPENING**2 ACKNOWLEDGEMENT OF COUNTRY**

The Presiding Member will deliver the Acknowledgement of Country.

Noongar Language

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

English Language Interpretation

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

3 ATTENDANCE**Presiding Member**

Mayor Filomena Piffaretti

Members

Cr Cale Black
 Cr Calla Loiacono
 Cr Donovan MacDonald
 Cr Steven Ostaszewskyj
 Cr Anthony Pittaway

Officers

Jeremy Edwards	Chief Executive Officer
Luke Botica	Director Infrastructure and Assets
Ryan Hall	Director Community Services
Kym Leahy	Director Corporate Services
Amanda Albrecht	Manager Governance and Strategy
Bryce Coelho	Manager Infrastructure Projects
Catherine Halsall	Manager Communications, Engagement and Customer Relations
Stuart Monks	Manager Financial Services
Alix Bray	Manager Property and Economic Development
Shonie McKibbon	Senior Advisor Community Engagement

3.1 Apologies**3.2 Approved Leave of Absence**

Nil.

4 DISCLOSURE OF INTEREST SUMMARY

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

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.

5 DELEGATED AUTHORITY BY COUNCIL

There are no items appearing in this agenda for which the Policy Committee has been granted delegated authority by Council in accordance with section 5.23(1)(b) of the *Local Government Act 1995 (WA)*; this meeting is closed to the Public.

6 TERMS OF REFERENCE

At its Ordinary Council Meeting of 28 October 2025, Council established City of Bayswater Committees for the 2025 to 2027 term and requested all Committees confirm their Terms of Reference at the first meeting of that Committee, and if required, make recommendations for changes to Council.

The Terms of Reference for the Policy Committee, as adopted by Council on 28 October 2025 are show below:

Purpose

The purpose of the Committee is to:

- Review City of Bayswater policies and facilitate the development of new policies for the consideration by Council as required.
- Make recommendations to Council on matters related to policy, policy review and policy development.

Membership

Six Elected Members

The quorum for this Committee is three members.

All other Councillors are appointed as Deputies.

Members must abide by the *City of Bayswater Code of Conduct for Council Members, Committee Members and Candidates*.

Delegated Authority

This Committee does not have any delegated authority. The Committee will make recommendations to Council on report items. Report items will then be presented for Council's consideration at the next available Ordinary Council meeting.

Meetings

Committee meetings are to be held in accordance with the *City of Bayswater Standing Orders Local Law 2021*.

The Committee shall meet at least quarterly at the City of Bayswater Civic Centre.

Liaison Officer

Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Policy Committee confirm its Terms of Reference, as adopted by Council at its Ordinary Meeting of 28 October 2025.

7 CONFIRMATION OF MINUTES

The Minutes of the Policy Committee held on 28 July 2025 which have been distributed, be confirmed as a true and correct record, with the voting on Item 9.7 Planning Policy Review: Tree Retention and Provision of Trees corrected to show that Councillor Assunta Meleca voted in favour of the committee recommendation and Cr Giorgia Johnson voted against the Committee recommendation.

8 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.

9 REPORTS

9.1 Policy Schedule

9.1.1 2025 Policy Review Schedule Progress Report

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority
Attachments:	Nil
Refer:	Item 10.6.1.1: OCM 31 January 2023
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

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

SUMMARY

This report monitors the progress of Policy Reviews against the Policy Review Schedule adopted by Council on 28 October 2024 (meeting resumed from 22 October 2024).

OFFICER'S RECOMMENDATION

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

BACKGROUND

At its meeting of 30 September 2024, the Policy Review and Development Committee (PRDC) recommended that Council adopted a policy schedule for 2025. The schedule was subsequently adopted by Council at its meeting of 28 October 2024 (resumed from 22 October 2024).

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

The progress of policy reviews against the 2025 Policy Review Schedule is shown in the table below.

PRDC Meeting Date	Policy to be Reviewed	Review Status	Comment
24 February 2025	Contract Management	Completed	The PRDC reviewed this Policy at its meeting of 28 April 2025. Council adopted the revised policy at its Ordinary Meeting of 27 May 2025.

PRDC Meeting Date	Policy to be Reviewed	Review Status	Comment
	Procurement	Completed	The PRDC reviewed this policy at its meeting of 24 February 2025. Council adopted the revised policy at its Ordinary meeting of 25 March 2025.
	Maylands Residential Estate Design Guidelines	In Progress	The PRDC reviewed this Policy at its meeting of 28 April 2025. Council endorsed retention of the policy with no changes at its Ordinary Meeting of 27 May 2025.
	Breach of Lease	Completed	The PRDC reviewed the <i>Breach of Lease Policy</i> at its meeting of 24 February 2025. Council adopted the revised policy at its Ordinary meeting of 25 March 2025.
	Council Vehicle Fleet	Completed	The PRDC reviewed this policy at its meeting of 28 July 2025, and the Council adopted the Committee's recommendation to repeal the Policy at its meeting of 26 August 2025.
	Privacy	Completed	The PRDC reviewed this Policy at its meeting of 28 April 2025. Council repealed the policy and adopted the <i>Information Handling and Privacy Policy</i> in its place at its Ordinary Meeting of 27 May 2025.
28 April 2025	Corporate Credit Card	Completed	The PRDC reviewed this Policy at its meeting of 28 April 2025. Council endorsed the continuation of the policy with no changes at its Ordinary Meeting of 27 May 2025.
	Payment to Employees in Addition to a Contract or Award Provision	Completed	The PRDC reviewed this Policy at its meeting of 28 April 2025. Council adopted the continuation of the policy in its current form, with a change of its risk rating from high to moderate at its Ordinary Meeting of 27 May 2025.

PRDC Meeting Date	Policy to be Reviewed	Review Status	Comment
	Corner Kirkham Hill Terrace and East Street	Completed	The PRDC reviewed this Policy at its meeting of 28 April 2025. Council endorsed the continuation of the policy with no changes at its Ordinary Meeting of 27 May 2025.
	Footpath	In progress	The <i>Footpath Policy</i> is presented for review in the agenda for this meeting.
28 July 2025	Cyber Security	Completed	The PRDC reviewed the <i>Cyber Security Policy</i> at its meeting of 28 July 2025 and the revised policy was adopted by the Council at its meeting of 26 August 2025.
	Complaint Management	Reschedule to 2026 Policy Schedule	It is proposed that review of the <i>Complaints Management Policy</i> be postponed to the 2026 policy schedule to align with amendments to the <i>Local Government Act 1995</i> , to empower local government CEOs to refuse to deal with unreasonable complaints.
	Heritage Places	Reschedule to 2026 Policy Schedule	It is proposed the review of this policy be deferred to the last Policy Committee meeting 2026 to align with the Heritage Framework recommendations.
	Community Facilities Lease and License User Agreement	Reschedule to 2026 Policy Schedule	A Council briefing has been scheduled to discuss options for the <i>Community Facilities Lease and License User Agreement Policy</i> . Consideration of the policy can then take place at the first Policy Committee meeting of 2026.
	Waivers, Concessions and Definitions for Fees and Charges	In progress	The <i>Waivers, Concessions and Definitions for Fees and Charges Policy</i> is presented for review in the agenda for this meeting.
	Honorary Freeman of the City	Completed	The <i>Honorary Freeman of the City Policy</i> was reviewed by the PRDC at its meeting of 28 July 2025 and adopted by the Council on 26 August 2025.

PRDC Meeting Date	Policy to be Reviewed	Review Status	Comment
	Media and Communications Policy	Completed	This policy was reviewed by the PRDC at its meeting of 28 July 2025 and adopted by the Council with an amendment on 26 August 2026.
3 November 2025	Financial Hardship	In progress	The <i>Financial Hardship Policy</i> is presented for review in the agenda for this meeting.
	Elected Members Entitlements	In progress	The <i>Elected Members Entitlements Policy</i> is presented for review in the agenda for this meeting.
	Elected Members Request for Information	In progress	The <i>Elected Members Request for Information Policy</i> is presented for review in the agenda for this meeting.
	Community Engagement	In progress	The <i>Community Engagement Policy</i> is presented for review in the agenda for this meeting.
	Percentage for Public Art	Proposed to reschedule to 2027 Policy Schedule	It is proposed this policy be reviewed in 2027 to align with the development of the Public Art Strategy

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

- The *Community Facilities Lease and License User Agreement Policy*, which will be brought to the briefing scheduled for 25 November 2025 and referred to the first PC of 2026.
- The *Complaint Management Policy*, which would be better reviewed following amendments to the *Local Government Act 1995*, which are proposed to empower local government CEOs to refuse to deal with unreasonable complaints. It is therefore proposed that this policy be reviewed at the second meeting of the PC in 2026.
- The *Heritage Places Policy*, which is proposed to be reviewed at the fourth meeting of the PC in 2026, to align with the Heritage Framework Recommendations.
- The *Percentage for Public Art Policy*, both of which is proposed to be reviewed in 2027, to align with the development of the Public Art Strategy.

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

LEGISLATIVE COMPLIANCE

In accordance with section 2.7 of the *Local Government Act 1995* the role of Council is to determine a local government’s policies.

RISK MANAGEMENT CONSIDERATION

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

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

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

CONCLUSION

This report monitors the progress of Policy Reviews against the Policy Review Schedule adopted by Council on 28 October 2024 (meeting resumed from 22 October 2024).

9.1.2 Planning Policy Preparation and Review Schedule 2025/2026

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

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

SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

BACKGROUND

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

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

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

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

Approach and Prioritisation

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

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

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

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

Priority 1

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

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

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

New Policy Development

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

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

Proposed 2025/2026 PRDC schedule for local planning policies

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

Deferred 2025 Local Planning Policy Reviews

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

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

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

State Government Review of Planning Instruments

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

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

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

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

LEGISLATIVE COMPLIANCE

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

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

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Medium
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR01 - Inability to plan, provide and support socially connected, healthy and safe neighbourhoods. SR06 - City does not have the adequate financial capacity to deliver planned services and maintain assets. SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

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

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

CONCLUSION

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

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

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

9.1.3 2026 Policy Review Schedule

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

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

SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

BACKGROUND

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

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

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

Table 1

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

Please note:

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

LEGISLATIVE COMPLIANCE

In accordance with section 2.7 of the *Local Government Act 1995* the role of Council is to determine a local government’s policies.

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low

Governance and Compliance	Low	Medium
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

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

CONCLUSION

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

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

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

Policy Name	Doc ID	Purpose	Responsible branch	Date Adopted/ Reviewed	Risk/Criticality	Review Regularity (years)	Due for Review	Scheduled for Review	Comment
Neighbouring Trees Complaint (formerly Private Trees Policy)	4122442	To provide guidance with regards to complaints regarding trees within neighbouring private property that may be or have a high likelihood of causing damage to adjoining private property and actions that can be taken by the City in accordance with Schedule 3.1 - Section 3.25, 3.26, and Schedule 3.2, Section 3.27 (7) of the Local Government Act 1995.	Parks and Environment	Jul-24	Low	4 yearly	Jul-25		
Funding and the Provision of in kind Support for Minor works for Public and Private Schools within the City of Bayswater	3406558	To provide guidelines for the provision of funding and/or in kind support for minor works for public and private schools within the City of Bayswater which are publically accessible outside of school hours or where covered by a separate agreement.	Project Services	Jul-24	Low	4 yearly	Jul-28		
Purchase and Placement of Memorial Seats	3372080	This policy states the Council's position on additional public seating throughout the City and the placement of memorials to deceased loved ones on this seating.	Parks and Environment	Jul-24	Low	4 yearly	Jul-28		
Requirement to Hold Working with Children Check	4781463	To document the requirement for hirers of Council facilities and organisations/individuals who participate in City functions, events or services involving child related activities to demonstrate that they have complied with the Working with Children (Criminal Record Checks) Act 2004.	Recreation Services	Jul-24	Low	4 yearly	Jul-28		
Directional Signs	3372087	To outline the City of Bayswater's position in regard to directional signage provided by the City of Bayswater at the applicant's cost for businesses and facilities within the City of Bayswater, with the view to provide direction whilst restricting the spread of signs and reducing the likelihood of traffic hazard along the City of Bayswater's verges or median strips.	Transport and Buildings	Jul-24	Low	4 yearly	Jul-28		
Street Verges	3372085	To outline the requirements for providing, maintaining, protecting and removing trees on private land and the street verge during the development of land or residential subdivision in the City of Bayswater.	Parks and Environment	Jul-24	Low	4 yearly	Jul-28		
Asset Management	3372088	The key objective of this Asset Management (AM) policy is to ensure that services delivered by the City continue to be sustainably delivered by ensuring that the assets are managed in a systematic approach that optimises their performance and expenditures over their life cycle for the purpose of achieving the City's Strategic Community Plan. It will also provide clear direction as to how the City, as custodians of community assets, will manage those assets within an Asset Management Framework.	Assets	Jul-24	Moderate	3 Yearly	Jul-28		
Child Safe Awareness	4782478	This Child Safe Awareness policy is one of the ways the City of Bayswater demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse. This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The City of Bayswater is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.	Recreation Services	Jul-24	Low	4 yearly	Jul-28		
Retaining Walls	4836542	The purpose of this policy is to provide standards for considering retaining walls and associated site works within residential and non-residential zones in the City.	Property and Economic Development	Oct-24	Low	4 yearly	Oct-28		
Civic Allowance Policy – Chief Executive Officer and Directors	3406371	The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred by the Chief Executive Officer (CEO) and Directors in carrying out their roles.	People, Culture & Safety	Oct-24	Low	4 yearly	Oct-28		
Landscaping (and Landscaping Guidelines) (Policy)	4838524	To provide guidance on the minimum standards and expectations for landscaping associated with development applications.	Property and Economic Development	Oct-24	Low	4 yearly	Oct-28		
Graffiti Vandalism	3369461	To provide a service to clean, remove or cover incidents of graffiti vandalism in Bayswater. To provide guidelines for a multi-pronged campaign against this very visible form of vandalism.	Transport and Buildings	Oct-24	Low	4 yearly	Oct-28		
Telecommunications Infrastructure	4838525	To outline the requirements for providing telecommunications infrastructure in the City of Bayswater.	Property and Economic Development	Oct-24	Low	4 yearly	Oct-28		
Election Caretaker Period Policy	3228088	To ensure compliance and alignment with the Caretaker Period provisions in the Local Government Act 1995, the Local Government (Functions and General) Regulations 1996, and the requirements of the Code of Conduct for Council Members, Committee Members and Candidates and Code of Conduct for Employees.	Governance and Strategy	Oct-24	Low	4 yearly	Oct-28		
Cash-backed Reserves	3673346	To provide a strategic framework for the establishment and utilisation of Financial (Cash-Backed) Reserves.	Financial Services	Oct-24	Low	4 yearly	Oct-28		
Character Protection Areas	4867115	Objective: To ensure that new development in Character Protection Areas is sympathetic with the character, rhythm, scale and visual amenity of existing residential streetscapes in the three Character Protection Areas.	Property and Economic Development	Jan-25	Low	4 yearly	Jan-29		
Height Restriction - Neville Street, Bayswater	4867123	To ensure that development on a portion of the identified lots adjacent to the Regional Reserve are limited to a single storey, so that the scale of development creates a transition from the residential 6area to the north to the adjacent Parks and Recreation Reserve to the south.	Property and Economic Development	Jan-25	Low	4 yearly	Jan-29		
Dog Exercise Area Policy	4886047	To provide guidance that enables fair and accountable decision making in relation to specifying or amending dog exercise areas or prohibiting dogs from certain areas.	Rangers & Security	Jan-25	Low	4 yearly	Jan-29		
Land Acquisition and Disposal	4867130	To provide a framework to achieve the efficient and accountable retention, development, acquisition and disposal of City of Bayswater land and property for community benefit.	Property and Economic Development	Jan-25	Low	4 yearly	Jan-29		
Pocket and Community Garden Policy (formerly named Edible Pocket Garden Policy)	4867414	To support residents using a portion of their local park as an 'edible pocket garden' to promote greening and sustainability initiatives throughout the City.	Parks and Environment	Jan-25	Low	4 yearly	Jan-29		
Grants Program	4329447	To strategically guide the implementation of the Bayswater Grant Program which will be underpinned by a management practice for each grant funding stream that will address: purpose, scope, eligibility, assessment, funding conditions, grant conditions, marketing and promotion and review.	Community Development	Jan-25	Low	4 yearly	Jan-29		
Significant Tree Register for Private Land (and Significant Tree Register for Private Land guidelines)	4867126/ 4911507	To provide guidance on including or removing a tree from the City of Bayswater Significant Tree Register on private land; and removing, destructing, interfering and/or maintaining a tree on the City of Bayswater Significant Tree Register for Private Land.	Property and Economic Development	Mar-25	Low	4 yearly	Mar-29		
Maylands Residential Estate Design Guidelines	4866964	To guide development on the identified lots to achieve consistent, site responsive built form in order to maintain local character and amenity.	Property and Economic Development	May-25	Low	4 yearly	May-29		
Information Handling and Privacy (formerly named Privacy Policy)	3275118	This policy sets out howthe City of Bayswater manages the collection, storage and use of personal information to ensure that privacy risks are appropriately managed.	Governance and Strategy	May-25	Low	4 yearly	May-29		
Corner Kirkham Hill Terrace and East Street	4866856	To guide development on the identified lots to achieve consistent, site responsive built form in order to maintain local character and amenity.	Property and Economic Development	May-25	Low	4 yearly	May-29		
Official Photograph of Council	3406376	To provide information and a photographic record of the Elected Members and Senior Management staff who have served at the Council	Governance and Strategy	May-25	Low	4 yearly	May-29		
Temporary and Minor Development	4867114	Defines temporary and minor developments that are exempt from requiring development approval by the City of Bayswater.	Property and Economic Development	Aug-25	Low	4 yearly	Aug-29		
Media and Communications Policy	4703870	This policy details legislative obligations and establishes protocols for the City of Bayswater's official communications, and personal statements made by Elected Members and staff in the media.	Communications, Engagement and Customer Relations	Aug-25	Low	4 yearly	Aug-29		
Honorary Freeman of the City	3658430	To provide appropriate recognition to residents and other individuals who have served the Bayswater community with distinction.	Governance and Strategy	Aug-25	Low	4 yearly	Aug-29		

9.2 Council Policies**9.2.1 Policy Review: Footpath**

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

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

SUMMARY

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

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

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

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

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

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

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

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

Category	Footpath Prioritisation Criteria	Score Weighting (%)
Safety Risk	Road Hierarchy	5
	Traffic Volume	15
	Number of Properties	5
	Train Station	10
	Bus Stop	2
	Schools	10
	Aged Care	2
Usage	Childcare	2
	Shopping Centres	5
	Recreational facilities	4
	Community facilities	3
	Connectivity (incl. Cul-de-Sac with Connection)	2
	Parks and Reserves	5
	Safe route to school	4
Cycle Network	WABN (LTCN Routes) DTMI (DoT) Co-Funding	5
	Bike Plan	1
Current Condition	New Path	15
	Existing Path (Upgrade)	5
TOTAL		100

The redevelopment of the prioritisation scoring system has been structured around the following assessment criteria: Safety and Risks, Usage and Current Conditions. These criteria were

selected as they represent critical factors influencing the functionality, safety, efficiency, and sustainability of the pathway network. These criteria are as follows:

Safety and Risks

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

Road Hierarchy

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

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

Traffic Volume

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

A breakdown of these criteria can be seen below:

Traffic Volume (v/day)		Score
Max	Min	
199	0	0.0
399	200	3.8
699	400	6.0
899	700	7.5
1,199	900	9.0
1,499	1,200	10.5
2,999	1,500	11.3
4,999	3,000	12.0
9,999	5,000	12.8
14,999	10,000	13.5
19,999	15,000	14.3
>	20,000	15.0

It should be noted that the Path hierarchy network that forms the Pathway Master Plan is independent of the Road Hierarchy Network as they serve different users. Although there is

some overlap and they influence each other such as on a higher level of activities and demand for paths on an arterial road compared to a residential road, they do not necessarily need to align with each other.

Usage

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

Number of Properties

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

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

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

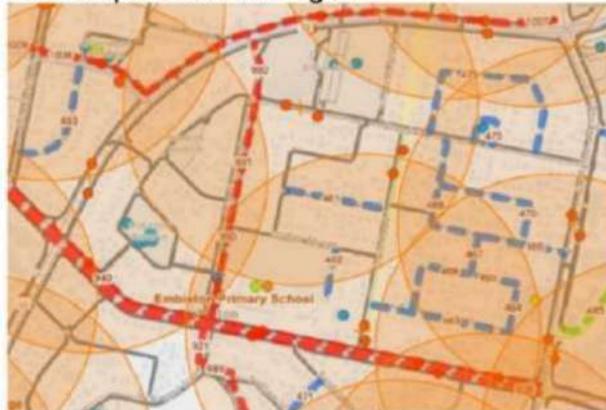
Train Stations



Shopping Centres



Bus Stops & Interchanges



Schools

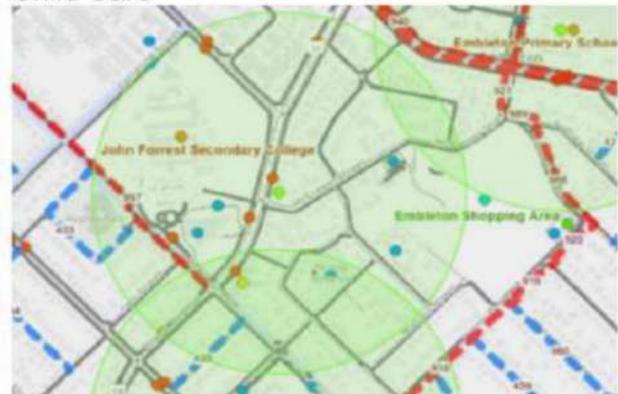


The bus stops take into account each individual bus stop along roads with bus routes as well as bus interchanges such as the Galleria Bus Station and Morley Bus Station. Schools include primary as well as secondary schools.

Aged Care



Child Care



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

Recreational Facilities

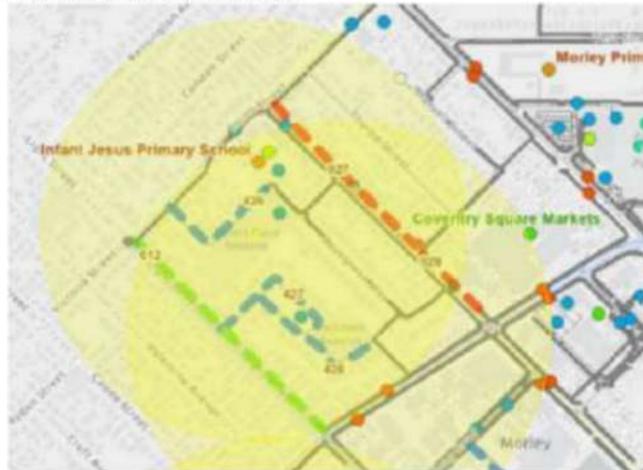


Community Facilities



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

Parks and Reserves



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

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

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

Provision of Paths on Cul-de-Sac Roads

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

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

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

Provision of Paths on Arterial Roads

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

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

LEGISLATIVE COMPLIANCE

- *Footpath Construction Through Brick Paved Crossovers Policy*
- *Asset Management – Infrastructure Assets Policy*

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Medium
Reputation and Stakeholders	Medium	Medium
Service Delivery	Medium	Medium
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR01 - Inability to plan, provide and support socially connected, healthy and safe neighbourhoods. SR02 – Failure to strategically plan, deliver and maintain infrastructure and assets.	

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

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

CONCLUSION

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

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

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



Footpath Policy

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

Purpose

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

Objectives

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

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

Scope

This policy applies:

1. To all new paths undertaken within the road reserve under the care, control and management of the City of Bayswater as defined by the *Local Government Act 1995*.
2. To all streets within the City, existing and proposed, that do not provide a safe environment for pedestrians as outlined in the Austroads Guide to Road Design – Part 6A (Pedestrian and Cyclist Paths).

Policy Statement

1. All streets within the City (excluding cul-de-sacs) are to have a footpath on at least one side and to provide a contiguous footpath network.
2. A road that is a Local Distributor and above should have a footpath on each side where there is a residential or commercial pedestrian frontage access, or it is providing a strategic contiguous footpath network.
3. New and reconstructed paths are to be adjacent to the kerb and constructed through existing crossovers, wherever possible, to maintain the visual and physical continuity of the path along the street. In exceptional circumstances paths may be located closer to the property boundary to suit existing path provision or streetscapes.

4. Community Interests - The City will endeavour to ensure that all construction undertaken within the road reserve under the control and management of the City does not, as far as is practicably possible, negatively impact the safety, amenity, accessibility or future use, serviceability, or enjoyment of the road reserve for the community as a whole. The individual needs of a particular developer, existing or proposed community group or individual, shall not take precedence over the interests of the wider community.
5. All works within the road reserve shall, to the extent permitted by current legislation, be designed, planned, executed and where appropriate, tested, supervised, inspected, and maintained to a minimum standard to be determined by the City.
6. The City shall review the existing new path program whereby new path provision is prioritised based on the following criteria and ranking:

Criteria	Ranking
Road Hierarchy	
District Distributor	3
Local Distributor	2
Local Access	1
Bus Route and Bike Plan Connectivity	
High Frequency Route/Direct Connection	2
Low Frequency Route/Indirect Connection	1
Community Facility	
Regional facility	2
Local Park	1
School/Aged Care	
Adjacent	3
Direct Connection	2
Next Connection to direct	1
Shopping Centres	
Regional Centre	2
Neighbourhood	1

7. Consultation with the community will be undertaken in the year prior to construction to ensure that those who are affected by or who are likely to have an interest in a decision are informed and have an opportunity to provide comment and feedback.

Definitions

Short Cul-de-Sacs for the purposes of this policy definition, are a road that has an exceptionally low volume of traffic and operating speed and are generally less than 200m in length. As such, it is deemed to be a 'safe' pedestrian and cycling environment and does not require the provision of a path.

Local Distributor road is classified by the Main Roads WA road hierarchy as a road that distributes traffic within a suburb to and from, higher and lower category roads. Indicative traffic volumes are from 3,000 to 7,000 vehicles per day.

Related Legislation

- *Local Government Act 1995 (WA)*
- *Land Administration Act 1997.*
- *Road Traffic Code 2000.*
- *Disability Discrimination Act 1992.*
- *Austrroads Guide to Road Design Part 6A: Pedestrian and Cycle Paths.*

Related Documentation

Nil.

Relevant Delegations

Risk Evaluation

Council Adoption	25 May 2021	Item 10.6.1.5
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Review/Modified

Review/Modified

Review/Modified



Footpath Policy

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

Purpose

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

Objectives

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

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

Scope

This policy applies:

1. To all new paths undertaken within the road reserve under the care, control and management of the City of Bayswater as defined by the *Local Government Act 1995*.
2. To all streets within the City, existing and proposed, that do not provide a safe environment for pedestrians as outlined in the *Austrroads Guide to Road Design – Part 6A (Pedestrian and Cyclist Paths)*.

Policy Statement

1. The City shall review the path program whereby new path provision is prioritised based on the following criteria and score system:

<u>Category</u>	<u>Footpath Prioritization Criteria</u>	<u>Score Weighting</u>
<u>Safety Risk</u>	<u>Road Hierarchy</u>	<u>5</u>
	<u>Traffic Volume</u>	<u>15</u>
<u>Usage</u>	<u>Number of Properties</u>	<u>5</u>

	<u>Train Station</u>	<u>10</u>
	<u>Bus Stop</u>	<u>2</u>
	<u>Schools</u>	<u>10</u>
	<u>Aged Care</u>	<u>2</u>
	<u>Childcare</u>	<u>2</u>
	<u>Shopping Centres</u>	<u>5</u>
	<u>Recreational facilities</u>	<u>4</u>
	<u>Community facilities</u>	<u>3</u>
	<u>Connectivity (incl. Cul-de-sac with Connection)</u>	<u>2</u>
	<u>Parks and Reserves</u>	<u>5</u>
<u>Cycle Network</u>	<u>Safe Route to School</u>	<u>4</u>
	<u>WABN (LTCN Routes) DIMIT (DoT) Co-Funding</u>	<u>5</u>
	<u>Bike Plan</u>	<u>1</u>
<u>Current Condition</u>	<u>New Path</u>	<u>15</u>
	<u>Existing Path (Upgrade)</u>	<u>5</u>
<u>TOTAL</u>		<u>100</u>

- A 400-metre walking catchment shall be applied around each amenity. Any potential pathways located within this catchment will receive the corresponding score weighting as outlined in the table above.
- 4.2. All streets within the City (excluding cul-de-sacs with traffic volumes less than 600 vehicles per day or no connection to pedestrian access ways (PAWs) or nearby amenities such as parks and reserves) are to have a footpath on at least one side and to provide a contiguous footpath network.
- 2.3. A road that is a Local Distributor and above should have a footpath on each side where there is a residential or commercial pedestrian frontage access, or it is providing a strategic contiguous footpath network. All District Distributor Roads (District Distributor A and B) are to have a footpath on each side of the road.
- 4. This policy does not apply to the provision of new paths within reserves, parks or public open spaces, unless the path forms part of a pathway link that is required to connect existing or planned pathway networks beyond the reserve, park or public open space.
- 5. Priority should be given to roads that currently have no footpaths. Roads with an existing path on one or both sides will be considered following the completion of the new path network across the City.
- 3.6. New and reconstructed paths are to be adjacent to the kerb and constructed through existing crossovers, wherever possible, to maintain the visual and physical continuity of the path along the street. In exceptional circumstances paths may be located closer to the property boundary to suit match existing path provision, or streetscapes or services.

4.7. Community Interests - The City will endeavour to ensure that all construction undertaken within the road reserve under the control and management of the City does not, as far as is practicably possible, negatively impact the safety, amenity, accessibility or future use, serviceability, or enjoyment of the road reserve for the community as a whole. The individual needs of a particular developer, existing or proposed community group or individual, shall not take precedence over the interests of the wider community.

5.8. All works within the road reserve shall, to the extent permitted by current legislation, be designed, planned, executed and where appropriate, tested, supervised, inspected, and maintained to a minimum standard to be determined by the City.

6. ~~The City shall review the existing new path program whereby new path provision is prioritised based on the following criteria and ranking:~~

Criteria	Ranking
Road Hierarchy	
District-Distributor	3
Local-Distributor	2
Local-Access	1
Bus Route and Bike Plan Connectivity	
High-Frequency Route/Direct Connection	2
Low-Frequency Route/Indirect Connection	1
Community Facility	
Regional facility	2
Local Park	1
School/Aged-Care	
Adjacent	3
Direct Connection	2
Next Connection to direct	1
Shopping-Centres	
Regional Centre	2
Neighbourhood	1

7.9. Consultation with the community will be undertaken ~~in the year~~ prior to construction to ensure that those who are affected by or who are likely to have an interest in a decision are informed and have an opportunity to provide comment and feedback.

Definitions

~~Short Cul-de-Sacs for the purposes of this policy definition, are a road that has an exceptionally low volume of traffic and operating speed and are generally less than 200m in length. As such, it is deemed to be a 'safe' pedestrian and cycling environment and does not require the provision of a path.~~

Cul-de-sac means a local access road that is closed to through-traffic at one end and provides only a single point of vehicular entry and exit. It typically includes a turning head, such as a circular bulb

or hammerhead to allow vehicles to turn around safely. Cul-de-sacs generally serve residential areas, carry low traffic volumes, and may provide pedestrian or cyclist connections to adjoining streets, reserves, or public open spaces.

Local Distributor road is classified by the Main Roads WA road hierarchy as a road that distributes traffic within a suburb to and from, higher and lower category roads. Indicative traffic volumes are from 3,000 to 7,000 vehicles per day.

Road Hierarchy is classified by Main Roads WA and includes the following categories: Primary Distributor, District Distributor A, District Distributor B, Regional Distributor (only non-built up area), Local Distributor, and Access Road. For further details, refer to Main Roads Western Australia document D10#10992.

WABN means Western Australian Bicycle Network.

LTCN means long-term cycle network, classified as Primary Route, Secondary Route and Local Routes.

DTMI (formerly DoT) means Departments of Transport and Major Infrastructure.

Related Legislation

- *Local Government Act 1995 (WA).*
- *Land Administration Act 1997.*
- *Road Traffic Code 2000.*
- *Disability Discrimination Act 1992.*
- *Austrroads Guide to Road Design Part 6A: Pedestrian and Cycle Paths.*
- *City of Bayswater Crossover Application Booklet.*

Related Documentation

Nil

- Main Roads Western Australia document D10#10992 – Road Hierarchy for Western Australia Road Types and Criteria.

Relevant Delegations

Risk Evaluation

Council Adoption	25 May 2021	Item 10.6.1.5
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Review/Modified	<u>Nov 2025</u>
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Review/Modified	
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Review/Modified	
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Footpath Policy

Responsible Division	Infrastructure and Assets
Responsible Business Unit	Infrastructure Projects
Responsible Officer	Manager Infrastructure Projects
Affected Business Units	Transport and Buildings; Parks and Environment; Statutory Planning and Compliance
ECM Document Set ID	4028313

Purpose

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

Objectives

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

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

Scope

This policy applies:

1. To all new paths undertaken within the road reserve under the care, control and management of the City of Bayswater as defined by the Local Government Act 1995.
2. To all streets within the City, existing and proposed, that do not provide a safe environment for pedestrians as outlined in the Austroads Guide to Road Design – Part 6A (Pedestrian and Cyclist Paths).

Policy Statement

- The City shall review the path program whereby new path provision is prioritised based on the following criteria and score system:

Category	Footpath Prioritization Criteria	Score Weighting
Safety Risk	Road Hierarchy	5
	Traffic Volume	15
Usage	Number of Properties	5
	Train Station	10
	Bus Stop	2
	Schools	10
	Aged Care	2
	Childcare	2
	Shopping Centres	5
	Recreational facilities	4
	Community facilities	3
	Connectivity (incl. Cul-de-sac with Connection)	2
	Parks and Reserves	5
Cycle Network	Safe Route to School	4
	WABN (LTCN Routes) DIMIT (DoT) Co-Funding	5
	Bike Plan	1
Current Condition	New Path	15
	Existing Path (Upgrade)	5
TOTAL		100

- A 400-metre walking catchment shall be applied around each amenity. Any potential pathways located within this catchment will receive the corresponding score weighting as outlined in the table above.
- All streets within the City (excluding cul-de-sacs with traffic volumes less than 600 vehicles per day or no connection to pedestrian access ways (PAWs) or nearby amenities such as parks and reserves) are to have a footpath on at least one side and to provide a contiguous footpath network.
 - All District Distributor Roads (District Distributor A and B) are to have a footpath on each side of the road.
 - This policy does not apply to the provision of new path within reserves, parks or public open spaces.
 - Priority should be given to roads that currently have no footpaths. Roads with an existing path on one or both sides will be considered following the completion of the new path network across the City.

6. New and reconstructed paths are to be adjacent to the kerb and constructed through existing crossovers, wherever possible, to maintain the visual and physical continuity of the path along the street. In circumstances paths may be located closer to the property boundary to match existing path provision, streetscapes or services.
7. Community Interests - The City will endeavour to ensure that all construction undertaken within the road reserve under the control and management of the City does not, as far as is practicably possible, negatively impact the safety, amenity, accessibility or future use, serviceability, or enjoyment of the road reserve for the community as a whole. The individual needs of a particular developer, existing or proposed community group or individual, shall not take precedence over the interests of the wider community.
8. All works within the road reserve shall, to the extent permitted by current legislation, be designed, planned, executed and where appropriate, tested, supervised, inspected, and maintained to a minimum standard to be determined by the City.
9. Consultation with the community will be undertaken prior to construction to ensure that those who are affected by or who are likely to have an interest in a decision are informed and have an opportunity to provide comment and feedback.

Definitions

Cul-de-sac means a local access road that is closed to through-traffic at one end and provides only a single point of vehicular entry and exit. It typically includes a turning head, such as a circular bulb or hammerhead to allow vehicles to turn around safely. Cul-de-sacs generally serve residential areas, carry low traffic volumes, and may provide pedestrian or cyclist connections to adjoining streets, reserves, or public open spaces.

Road Hierarchy is classified by Main Roads Western Australia and includes the following categories: Primary Distributor, District Distributor A, District Distributor B, Regional Distributor (only non-built up area), Local Distributor, and Access Road. For further details, refer to Main Roads Western Australia document D10#10992.

WABN means Western Australian Bicycle Network.

LTCN means long-term cycle network, classified as Primary Route, Secondary Route and Local Routes.

DTMI (formerly DoT) means Departments of Transport and Major Infrastructure.

Related Legislation

- *Local Government Act 1995 (WA).*
- *Land Administration Act 1997.*
- *Road Traffic Code 2000.*
- *Disability Discrimination Act 1992.*
- *Austrroads Guide to Road Design Part 6A: Pedestrian and Cycle Paths.*
- *City of Bayswater Crossover Application Booklet.*

Related Documentation

- Main *Roads* Western Australia document D10#10992 – Road Hierarchy for Western Australia Road Types and Criteria.

Relevant Delegations

Risk Evaluation

Council Adoption	25 May 2021	Item 10.6.1.5
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Review/Modified	Nov 2025	
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Review/Modified		
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Review/Modified		
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draft

9.2.2 Policy Review: Community Engagement

Responsible Branch:	Communications, Engagement and Customer Relations
Responsible Directorate:	Corporate Services
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	<ol style="list-style-type: none"> 1. Current Policy [9.2.2.1 - 4 pages] 2. Revised Draft Policy [9.2.2.2 - 3 pages] 3. Community Engagement Framework [9.2.2.3 - 7 pages]
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

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

SUMMARY

This report presents the revised Community Engagement Policy for review by Council.

OFFICER'S RECOMMENDATION

That Council adopts the revised *Community Engagement Policy* as contained in Attachment 2.

BACKGROUND

Council and the City are committed to undertaking community engagement and considering community views when making decisions.

The City’s first Community Engagement Policy and Strategy were adopted by Council in 2016.

In 2021, Council adopted an amended Community Engagement Policy and reviewed Strategy 2021–2025. The review included extensive engagement with the community and stakeholders to collect feedback on City engagement opportunities and to understand preferences for practice improvement.

This year, the City undertook a desktop review of its City’s Community Engagement Policy and Strategy to ensure they meet community and Council expectations, are fit for purpose, consider emerging requirements resulting from the Local Government Act review, and guide best practice community engagement. As part of the review, the Community Engagement Strategy was reclassified as a framework to better align with the City’s recently adopted Corporate Document Management Framework.

The Community Engagement Policy articulates Council’s commitment to community engagement and includes key principles that guide the planning, implementation, decision making, reporting and evaluation of community engagement processes at the City.

The Community Engagement Policy is underpinned by the Community Engagement Framework 2025–2029 which sets out how the City will deliver on Council’s commitment to engage with the community and stakeholders. The Community Engagement Framework 2025–2029 was approved by the City’s Executive Leadership Team (ELT) in October 2025 and has been included for information purposes at Attachment 3.

EXTERNAL CONSULTATION

No consultation has occurred with the public or other agencies on this matter. The review of the Community Engagement Strategy (Framework) and Policy included:

- Benchmarking against other local governments
- Liaison with the Department of Local Government to, where possible, align the City’s community engagement approach with the amended Local Government Act – specifically the Community Engagement Charter requirements being developed
- Evaluating the City’s community engagement practice
- Consideration of research and IAP2 position papers to critically assess the Community Engagement Policy and Framework.

OFFICER'S COMMENTS

Given the number of changes, it is not practical to provide a copy of the existing Community Engagement Policy containing tracked changes. Changes to the Policy to improve its readability include the inclusion of scope and objectives, the re-ordering of definitions, removal of duplicated content and rewording for clarity.

A copy of the current policy (2021) is provided in **Attachment 1**.

A copy of the revised policy is provided in **Attachment 2**.

LEGISLATIVE COMPLIANCE

The Community Engagement Policy supports the implementation of the Local Government Act 1995 (WA), Local Government Amendment Bill Div 5A – Community Engagement 2023 (WA) and Planning and Development Act 2005 (WA)

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Medium
Service Delivery	Medium	Medium
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR05 - Inability to manage stakeholder expectation through early and ongoing engagement. SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

Nil.

SERVICE DELIVERY

The revised Community Engagement Policy will ensure community engagement is considered as part of project planning at the City and is undertaken consistently.

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

Key Result Area: Leadership and Governance

Outcome 5.2 Stakeholder Leadership

Objective 5.2.1 Communicate and engage effectively to empower civic participation.

CONCLUSION

That Council adopts the revised Community Engagement Policy.

Community Engagement Policy



Responsible Division	Office of the CEO
Responsible Business Unit/s	Community Engagement
Responsible Officer	Community Engagement Advisor
Affected Business Unit/s	All
Document Ref	4048368

Purpose

This Community Engagement Policy outlines the City of Bayswater's commitment to appropriate, effective and inclusive community engagement. The policy will guide the delivery of community and stakeholder engagement across the organisation to inform decision-making, build relationships and strengthen community outcomes.

The objectives of the policy are to:

- Provide the public with a clear understanding of Council's commitment to community and stakeholder engagement;
- Achieve good governance by facilitating open, honest and timely engagement with stakeholders and the community on programs, projects and initiatives that may impact their lives or livelihood;
- Raise awareness of Council decisions and community aspirations surrounding programs, projects and initiatives; and
- Allow for informed decision-making to collectively achieve an improved quality of life in the City of Bayswater.

Policy Statement

This policy outlines our promise to the community to undertake best practice community engagement. The policy should be applied at the scoping phase of any project that may require community engagement and is the responsibility of all City staff and contractors.

Community engagement is the responsibility of everyone at the City of Bayswater. To ensure the effective application of community engagement across the City, community engagement guidelines, tools and templates have been developed to provide guidance for City employees.

Council's Community Engagement Policy is built upon a set of six principles that guide the planning, implementation, decision making, reporting and evaluation of community engagement processes

undertaken by Council. These principles were developed in response to feedback from our community and are aligned with the International Association for Public Participation (IAP2) core values.

Integrity – we will be transparent and open about the process and the decision to be made.

Inclusivity – we will identify who the relevant stakeholders are and provide opportunities for a diverse range of perspectives to be heard.

Informed – we will provide well timed information, that you need in order to participate.

Accountability – we will consider your input and tell you how it influenced the outcome.

Excellence – we will evaluate our practice and apply our learnings to drive continuous improvement.

Innovation - we will develop and apply new ideas that improve the way we engage.

Good governance is based on a belief that those impacted by, or interested in a decision may have important contributions to make in a decision-making process. In planning a community engagement process, the City will determine at which levels they will engage and what corresponding commitment they will make to the community and/or stakeholders. This will determine the nature and methods of engagement.

Council decision-making processes are influenced by several factors such as financial and resource considerations, political directives and environmental and social concerns. As such if a difference occurs between the engagement outcomes and Council's final decision, the reasons will be clearly stated.

How do we engage?

The level of engagement selected for a process will reflect several considerations, including any constraints, the role of the public in the engagement process and the decision to be made.

There is no 'one-size fits all' approach to community engagement activities. A variety of methods will be required to cater for the different purposes of engagement as well as the broad range of groups and individuals in the community.

Definitions

IAP2

The International Association for Public Participation is an international organisation advancing the practice of public participation. IAP2 supports people who implement or participate in public decision-making processes.

Community engagement

Community engagement is a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome. (IAP2 Australasia)

Community

Includes individuals or groups who live, work, play, study, visit or invest in the City of Bayswater local government area.

Stakeholder

Groups or individuals with a specific stake in the outcome of a decision, or impact of a project.

Good governance

Effective processes for making and implementing decisions.

Related Legislation

Local Government Act 1995 (WA)

Related Documentation

Community Engagement Strategy 2021 - 2025

Relevant Delegations	Nil
<hr/>	
Risk Evaluation	
<hr/>	
Council Adoption	6 August 2016
<hr/>	
Review/Modified	9 April 2019
<hr/>	
Review/Modified	24 August 2021
<hr/>	
Review/Modified	Insert Date
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Draft Community Engagement Policy 2025



Responsible Division	Corporate Services
Responsible Business Unit/s	Communications, Engagement and Customer Relations
Responsible Officer	Senior Advisor Community Engagement
Affected Business Unit/s	All
ECM Document Set ID	4048368

Purpose

This Community Engagement Policy outlines the City of Bayswater's commitment to appropriate, effective and inclusive community engagement.

Scope

This policy applies to:

- Elected Members
- City of Bayswater employees
- Contractors of the City

The policy should be applied at the scoping phase of any project that requires community engagement and is the responsibility of all City staff and contractors.

Definitions

For the purpose of this policy –

Community includes individuals or groups who live, work, play, study, visit or invest in the City of Bayswater local government area.

Community engagement is the intention and process of involving stakeholders and communities in public decision making.

Good governance is the effective process for making and implementing decisions.

Inclusive means ensuring diverse perspectives are heard and considered. This involves seeking out and encouraging participation from underrepresented groups.

International Association for Public Participation (IAP2) is the international organisation advancing the practice of public participation (community engagement).

Stakeholders are groups or individuals with a specific stake in the outcome of a decision or impact of a project.

Objectives

The objectives of the policy are to:

- provide a clear understanding of Council's commitment to community and stakeholder engagement
- achieve good governance by facilitating open, honest and timely engagement with stakeholders and the community on programs, projects and initiatives
- ensure community and stakeholder views are considered as an input into decision making – alongside financial and resource considerations, political directives, and environmental and social concerns.

Policy Statement

This policy represents the City's commitment to community engagement. The delivery of community engagement at the City is guided by its Community Engagement Framework.

Community Engagement Framework

The framework is built upon six principles that guide the planning, implementation, decision making, reporting and evaluation of community engagement processes. These principles were developed in response to feedback from our community and are aligned with the International Association for Public Participation (IAP2) core values.

Integrity – we will be transparent and open about the process and the decision to be made.

Inclusivity – we will identify the relevant stakeholders and provide opportunities for a diverse range of perspectives to be heard, considering different participation needs.

Informed – we will provide information that stakeholders and community need to participate. We will apply an accessibility lens to support participation of all our community.

Accountability – we will consider all input and report how it influenced the outcome. We will make engagement outcome reports available to the public.

Excellence – we will evaluate our community engagement practice and apply our learnings to drive continuous improvement.

Innovation – we will develop and apply new ideas that improve the way we engage.

The framework is aligned with IAP2. It sets out how we engage at the City and specifies the roles and responsibilities of Council, staff and the community.

To ensure the effective application of community engagement across the City, a Community Engagement Guideline, templates and tools have been developed to provide guidance in delivering on the Community Engagement Framework.

Related Legislation

Local Government Act 1995 (WA)

Local Government Amendment Bill Div 5A – Community Engagement 2023 (WA)

Planning and Development Act 2005 (WA)

Related Documentation

Community Engagement Framework 2025 – 2029

Document details

Relevant delegations	Nil		
Risk evaluation	Low		
Strategic link	Council Plan 2025 – 2035 Theme: Leadership and Governance Outcome: Stakeholder Leadership Objective: Communicate and engage effectively to empower civic participation		
Council adoption	2 August 2016	Resolution	item no.13.4
Next review due	November 2029		
Reviewed/modified	9 April 2019	Resolution	item no.10.5.2
	24 August 2021		item no. 10.1.1
	9 December 2025		item no. tbc
Revision details	[description]		

City of Bayswater DRAFT Community Engagement Framework 2025 – 2029**Acknowledgement of Country**

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

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

Accessibility

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

我们可以根据要求以其他格式提供此信息。

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Dịch vụ Biên dịch và Thông dịch (TIS National) miễn phí có thể hỗ trợ những người không nói tiếng Anh giao tiếp với Thành phố Bayswater. Để tìm hiểu thêm, hãy truy cập trang web của họ www.tisnational.gov.au hoặc gọi 131 450.

Introduction

The City of Bayswater is home to a passionate community who truly care. With a strong local identity and a proud history, City residents are invested in the decisions that affect where and how they live.

While our role as a local government involves making decisions that affect our residents, community groups, businesses and visitors, it is important we hear from our community, as this feedback helps us make the best decisions.

Community engagement is the process of involving people in the decisions that affect their lives. The City's formal community engagement journey began in 2016, with the introduction of our first Community Engagement Policy and Strategy, and the establishment of our Community Engagement team. Since then, we have evolved our practice, responding to community feedback, technological advancements and our growing capability in this space.

This Community Engagement Framework 2025 – 2029 reflects increasing community expectations for engagement, legislative reform at the State level and a commitment to continuous improvement by Council.

This framework guides and supports the practice of community engagement within the organisation. The framework ensures our organisation is well equipped to deliver engagement that is appropriate, well planned and genuine. It underpins a consistent approach to engaging with our community and stakeholders.

The City has a dedicated Community Engagement team that provides officers with advice and support to ensure engagement is authentic, structured and relevant.

What is community engagement?

Community engagement enables our community to have their say on matters that may affect or interest them. It is planned, two-way information sharing with the purpose of working with community members and stakeholders to make better informed decisions. It does not replace the final decision-making power of Council but is considered invaluable as it enhances Council's capacity to make well-informed, acceptable and sustainable decisions.

The City's community engagement practice is aligned with the International Association for Public Participation (IAP2) and is guided by a process to enable planning, implementation, and evaluation of community engagement activities.

Why we engage

At the City of Bayswater, we are committed to gathering the community's views alongside other information, including technical, financial and legislative, to help us make better decisions. Our community and stakeholders live, work and choose to spend time in the local area and have a wealth of knowledge to contribute. In return, we want to ensure the decisions we make provide the best outcome for them.

Community participation in decision making:

- Improves communication and understanding of the issue's alternatives, opportunities and solutions
- Creates better relationships between community and the City

- Enhances a sense of community pride and self-determination
- Builds community capacity to be involved in local government decision making
- Creates better solutions for our local area. Drawing on local knowledge from a diverse group creates solutions that are practical, effective and responsive to needs.

Who we engage with

Issues or projects will affect different people or groups of people, whether they are residents, ratepayers, community and sporting groups, or businesses. When there is an opportunity to have meaningful input into the decision being made, we strive to involve the right people, at the right time, in the right way.

When we refer to our community, we mean individuals or groups of people who live, work or spend their time in the City of Bayswater. When we talk about our stakeholders, we are referring to organisations, groups or individuals with a specific interest in a project.

Strategic alignment

As a local government, the City of Bayswater is guided by its Council Plan, which reflects our community’s long-term vision for the City, and guides Council’s business planning.

Our Council Plan 2025-2035 includes a commitment to undertake meaningful community engagement and to consider community’s views when making decisions. The Community Engagement Framework supports this and strengthens the mutual understanding of why and how Council will engage.

Community engagement is embedded in the City’s Project Management Framework to ensure community and stakeholder engagement is considered early in a project’s lifecycle.



How decisions are made

The framework is designed to inform Council's decision making and ensure the community's views are considered alongside other relevant information. City officers are responsible for writing reports to Council so Elected Members have the facts they need to make effective, responsive and sustainable decisions. Considerations include:

- Alignment with the Council Plan and other strategic documents
- Financial implications
- Risks involved
- Community views
- Compliance with relevant legislation
- Equity

Guiding principles for community engagement

Six principles underpin our community engagement practice. These principles were developed in response to community feedback, are aligned with the International Association of Public Participation (IAP2) core values and are contained in the City's Community Engagement Policy. They will be used in all stages of the community engagement process, from planning to decision making, and evaluation.

Integrity – we will be transparent and open about the process and the decision to be made.

Inclusivity – we will identify the relevant stakeholders and provide opportunities for a diverse range of perspectives to be heard, considering different participation needs.

Informed – we will provide information that stakeholders and community need to participate. We will apply an accessibility lens to support participation of all our community.

Accountability – we will consider all feedback and report how it influenced the outcome. We will make engagement outcome reports available to the public.

Excellence – we will evaluate our community engagement practice and apply our learnings to drive continuous improvement.

Innovation – we will develop and apply new ideas that improve the way we engage.

How we engage

The City uses the Community Engagement Framework, Community Engagement Guidelines, templates and toolkit to guide a planned approach to its engagement activities. Every project or scenario is different and requires scoping and planning to reflect its unique context and complexity.

We use the IAP2 public participation spectrum to determine the most suitable level of participation for each project, considering who the stakeholders are, the expected level of interest in the project and the potential impact of the outcome.

The spectrum depicts the five levels of increasing influence the public can have on an outcome or decision, the obligations of the City and the techniques that can be used in the process.

While some circumstances will only require or allow engagement at an informing level, others will require a more in-depth level of engagement and a greater level of influence on the outcome. The communication and engagement methods are then designed to support the identified level of engagement and the identified stakeholders, guided by our Community Engagement Guidelines, templates and toolkit.

IAP2 Public Participation Spectrum (adapted)

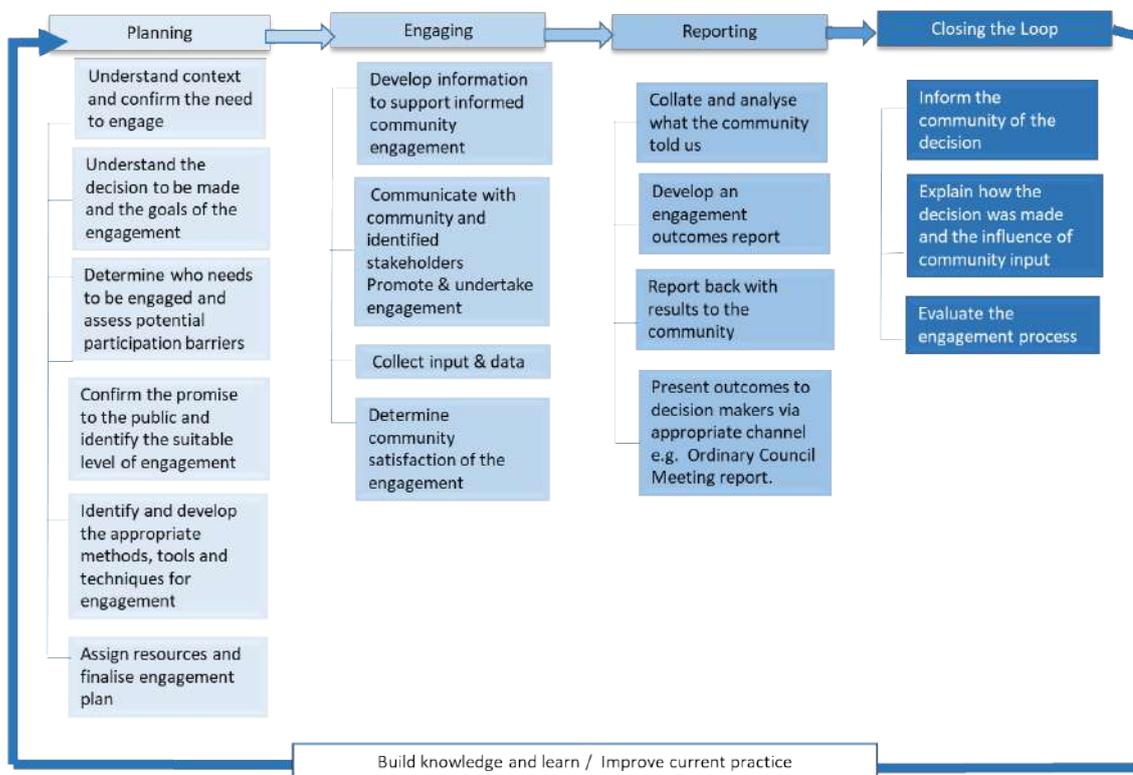
	Inform	Consult	Involve	Collaborate	Empower
Promise to the public	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions. 	To obtain public feedback on analysis, alternatives and/or decisions. 	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered. 	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution. 	To place final decision making in the hands of the public. 
Goal	One-way communication to provide balanced and objective information to assist understanding about something that is going to happen or has already happened.	Two-way communication process aimed at obtaining feedback on ideas, alternatives and proposals to inform our decision making.	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered.	Working together to develop an understanding of all issues and interests to work out alternatives and identify preferred collective solutions.	To build the capacity of the community to lead their own plans for change.
Community role	Listen	Contribute	Participate	Partner	Lead
Level of engagement required based on community & stakeholder impact assessment					
High impact			Appropriate for some high impact projects	<input checked="" type="checkbox"/> Best practice engagement level	
Medium impact			<input checked="" type="checkbox"/> Best practice engagement level	Some collaboration may be appropriate	
Low impact	Appropriate for very minor projects	<input checked="" type="checkbox"/> Best practice engagement level			

- High impact** There is a high level of impact or risk (perceived or real) on the City as a whole, or a section of the community. There is potential for any decision to create controversy and/or have varying levels of acceptance within the community.
- Medium impact** There is a medium level of impact or risk (perceived or real) on the City as a whole or a section of the community. It is likely that the decision will be accepted by the majority of the community impacted; however the decision may be an inconvenience for some sections of the community.
- Low impact** There is a low level of impact or risk (perceived or real) on the City as a whole or a section of the community. It is likely that the decision will be widely accepted by the community and seen as having positive outcomes or being required.

The City follows the process below when implementing community and stakeholder engagement. This ensures a planned process that is consistent and aligned with our principles for community engagement.

A critical part of the process is closing the loop. It underpins our commitment to transparent engagement and decision making. To support this, the City publicly reports the details and outcomes of engagement, which can be found as appendices to Council reports and are shared on the project pages of the City’s engagement website, Engage Bayswater.

City of Bayswater Community Engagement Process



Roles and responsibilities of the City, Council and the community

To ensure the integrity of the Community Engagement Framework, everyone involved has a role to play, including our Councillors, staff and contractors, and community.

The following table summarises the role of stakeholders involved in the City’s community engagement activities.

Stakeholder	Responsibility
Council	<ul style="list-style-type: none"> Responsible for decision making in accordance with relevant legislation Responsible for endorsing the City’s Community Engagement Policy Supporting the City’s commitment to planning and delivering community engagement by approving adequate resources Promoting community engagement opportunities and encouraging community participation Ensuring community and stakeholder views are given due consideration when making decisions Articulating how the community’s views have been considered in the decision made
Community Engagement team	<ul style="list-style-type: none"> Championing and ensuring implementation and application of the Community Engagement Framework across the organisation Measuring and reporting on the effectiveness of the City’s Community Engagement Framework

	<ul style="list-style-type: none"> • Providing ongoing advice and support to staff and contractors in planning and delivering community engagement activities on behalf of the City • Responding to engagement data analysis and reporting needs of staff • Coordinating the management of community engagement resources, including documents, templates and Engage Bayswater website • Identifying and responding to the training and development needs of staff in relation to community engagement practice
City staff and contractors	<ul style="list-style-type: none"> • Ensuring community engagement is considered and resourced as part of projects in line with the Community Engagement Framework • Liaising with the Community Engagement team for advice in scoping and planning engagement as part of City projects • Analysing feedback received during community engagement activities and using this information to make recommendations and/or inform a course of action • Communicating the outcome and what decision was made and how the community’s views have been considered in the decision • Evaluating community engagement activities
Community and stakeholders	<ul style="list-style-type: none"> • Openly receive and consider information provided in relation to community engagement projects • Actively participate in community engagement activities by providing considered, constructive input • Promote engagement opportunities and encourage participation among relevant networks • Communicate with Councillors and City staff to discuss issues, needs or opportunities to enhance community engagement activities, including participating in relevant evaluation processes

Evaluation

The overall framework and its corresponding guidelines will be reviewed every four years to ensure it supports the delivery of high-quality engagement, is up to date and meets community expectations.

Individual projects will be evaluated to

- measure engagement success against project objectives
- capture and share key learnings and knowledge
- ensure continued improvement of methods and activities
- assess the support needs of City officers in delivering engagement activities.

9.2.3 Policy Review: Financial Hardship

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	<ol style="list-style-type: none"> 1. Current Policy [9.2.3.1 - 6 pages] 2. Amended Policy - with Tracked Changes [9.2.3.2 - 7 pages] 3. Draft Policy [9.2.3.3 - 4 pages]
Refer:	Item: 10.5.2.2 OCM: 23.06.2020
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

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

SUMMARY

For Council to consider amending the Financial Hardship Policy.

OFFICER'S RECOMMENDATION

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

BACKGROUND

Financial hardship policies were introduced by WA local governments in 2020 in response to the COVID-19 pandemic, when many households and businesses faced sudden financial stress and the State required councils to offer relief through reduced interest and flexible payment plans. While the pandemic-specific measures have since ended, councils continue these policies because financial hardship can arise from many causes beyond COVID, such as unemployment, natural disasters, or major health issues. Having such provisions is also expected by the Ombudsman as part of good governance and fair treatment of ratepayers.

The policy provides a clear and consistent framework for assessing applications, offering flexibility in payments for overdue rates and service charges, and ensuring that all applicants are treated with respect, equality, and confidentiality.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

The following revisions are proposed to the *Financial Hardship Policy*:

Revision	Rationale
Expanded Conditions	Limited to primary place of residence or business, as in some situations applicants have applied although they own multiple properties. This is a common approach. Also made it explicit the applicant needs to provide sufficient information to prove financial hardship.
Interest and Fees	Relief relates to all rates related interest and fees, which is further clarified.

Delegated Authority Removal of Delegated Authority *FM-D05 Granting Concessions and Write-Offs* that is included in the Delegation Authority Register and shouldn't have been incorporated as part of the original policy.

A copy of the current policy is provided in **Attachment 1**. This also included a copy of Delegated Authority *FM-D05 Granting Concessions and Write-Offs*, that was also adopted with the original policy and incorrectly incorporated as part of that policy.

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

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

LEGISLATIVE COMPLIANCE

The *Local Government Act 1995* provides councils with powers to manage rates, service charges, and debts. Key provisions include:

- Section 6.12 – permits councils to defer, grant concessions, or write off debts.
- Sections 6.45–6.51 – set out arrangements for payment of rates by instalments, the due date for rates, and the application of interest or administration charges.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

The financial impact of applying the policy is considered immaterial.

STRATEGIC IMPLICATIONS

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

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

CONCLUSION

That the Council adopts the revised *Financial Hardship Policy*.

Financial Hardship Policy



Responsible Division	Corporate & Strategy
Responsible Business Unit/s	Financial Services
Responsible Officer	Manager Financial Services
Affected Business Unit/s	Financial Services
Document Ref	3698741

Purpose

This policy states the Council's position on allowing flexibility for payments on overdue debtor, and rates and service charges where extreme financial hardship is recognised, and outlines the scope and criteria for assessing applications of financial hardship.

Policy Statement

Council recognises that there are cases of genuine financial hardship where additional charges would cause the debtor or ratepayer further financial hardship. This policy establishes guidelines to ensure all applicants are treated with respect, equality and confidentiality.

Financial Hardship Examples

While evidence of hardship will be required, the City recognises that not all circumstances are alike. A flexible approach will be taken to a range of individual circumstances including, but not limited to, the following situations:

- Loss of a ratepayer's/debtor's (or their family member's) primary income;
- Sudden bereavement within a family;
- Severe/life threatening illness or medical condition;
- Physical or mental health problems;
- Domestic or family violence;
- A chronically ill child.

Conditions

Ratepayers and debtors are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and, where possible, entering into a payment proposal. The City will consider all circumstances, applying

the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities. Documentation for assessment can include the following:

- A letter from a recognised financial counsellor (i.e. must be a member of a financial counselling association, for example Financial Counsellors' Association of WA (FCAWA) or financial planner confirming financial hardship or a Statutory Declaration from a ratepayer or debtor outlining reasons for applying for hardship;
- Copy of recent bank statements of all bank accounts;
- Any related Centrelink documentation (if applicable);
- A prepayment proposal;
- Ratepayer or debtor is not a corporate or trustee;

Ratepayer or debtor is not bankrupt or subject to a bankruptcy petition.

Debt Recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, we will continue suspension of debt recovery processes.

The debt will need to be fully repaid by the end of the subsequent financial year of the debt repayment arrangement commencing, e.g. debt arrangement in place 2019/20 must be fully repaid by 30 June 2021.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the *Local Government Act 1995* will be of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer or debtor has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer or debtor will be responsible for informing the City of Bayswater of any change in circumstance that affects the agreed payment schedule.
- The need to have the debt fully repaid by the end of the subsequent financial year.

In the case of severe financial hardship, the City reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

A ratepayer or debtor who meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case-by-case basis.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Communication and Confidentiality

We will maintain confidential communications at all times and undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Review

The City will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

Definitions

Nil

Related Legislation

Local Government Act 1995 (WA)

Related Documentation

Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guide – Ombudsman Western Australia

Relevant Delegations

Risk Evaluation

Council Adoption 23 June 2020

Review/Modified

Current policy

Delegation	FM-D05 Granting Concessions and Write-Offs
Category	<i>Local Government Act 1995</i> - Financial Management
Delegator	Council
Express power or duty delegated	<p>Authority, in line with section 6.12(b), to waive or grant concessions in relation to any amount of money which is owed to the local government.</p> <p>Authority, in line with section 6.12(c), to write off any debts (not including rates or other charges) considered irrecoverable.</p>
Delegates	CEO
Conditions	<p>The CEO may:</p> <ul style="list-style-type: none"> ● authorise a waiver or grant a concession to a maximum value of \$500. ● authorise a write off of any debts (not including rates or other charges) considered irrecoverable to a maximum value of \$1,000. ● authorise a write off of any debts in relation to Rates in accordance with the Hardship Policy to a maximum of \$1000. <p>The Director Corporate and Strategy may:</p> <ul style="list-style-type: none"> ● authorise a waiver or grant a concession to a maximum value of \$500; ● authorise a write off of any debts (not including rates or other charges) considered irrecoverable to a maximum value of \$100. <p>The Manager Community Development, Manager Library and Customer Services, Manager Recreation and the Manager Project Services are only authorised to waive a fee or grant a concession to a maximum value of \$500, in line with section 6.12(1)(b) of the <i>Local Government Act 1995</i>.</p> <p>All write offs, concessions or waivers are to be recorded appropriately and a report is to be presented to elected members regularly for noting.</p>
Subdelegates	<p>Director Corporate and Strategy Manager Community Development Manager Library and Customer Services Manager Project Services Manager Recreation</p>
Statutory framework	<p><i>Local Government Act 1995:</i></p> <p>s6.12(1)(b) -Waive a fee or grant a concession in relation to any amount of money owed to the local government</p> <p>s6.12(1)(c) -Write off a debt which is owed to the local government</p> <p>s6.12(3) -The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government</p>

Policy	Sundry Debt Collection and Recovery Policy & Financial Hardship Policy
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Current policy

Financial Hardship Policy



Responsible Division	Corporate & Strategy
Responsible Business Unit/s	Financial Services
Responsible Officer	Manager Financial Services
Affected Business Unit/s	Financial Services
Document Ref	3698741

Purpose

This policy states the Council's position on allowing flexibility for payments on overdue debtor, and rates and service charges where extreme financial hardship is recognised, and outlines the scope and criteria for assessing applications of financial hardship.

Policy Statement

Council recognises that there are cases of genuine financial hardship where additional charges would cause the debtor or ratepayer further financial hardship. This policy establishes guidelines to ensure all applicants are treated with respect, equality and confidentiality.

Financial Hardship Examples

While evidence of hardship will be required, the City recognises that not all circumstances are alike. A flexible approach will be taken to a range of individual circumstances including, but not limited to, the following situations:

- Loss of a ratepayer's/debtor's (or their family member's) primary income;
- Sudden bereavement within a family;
- Severe/life threatening illness or medical condition;
- Physical or mental health problems;
- Domestic or family violence;
- A chronically ill child.

Conditions

Ratepayers and debtors are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and, where possible, entering into a payment proposal. The City will consider all circumstances, applying

the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities. Documentation for assessment can include the following:

- A letter from a recognised financial counsellor (i.e. must be a member of a financial counselling association, for example Financial Counsellors' Association of WA (FCAWA) or financial planner confirming financial hardship, or a Statutory Declaration from a ratepayer or debtor outlining reasons for applying for hardship;
- Copy of recent bank statements of all bank accounts;
- Any related Centrelink documentation (if applicable);
- [Approved documentation to early access of superannuation](#)
- A prepayment proposal;
- Ratepayer or debtor is not a corporate or trustee;
- Ratepayer or debtor is not bankrupt or subject to a bankruptcy petition.

Ratepayer is the owner and occupier of the property, which is not held as an investment but is used as their primary place of residence or business.

It is incumbent upon the applicant to ensure that sufficient information is provided to evidence that financial hardship exists and Council can only approve applications once satisfied that appropriate evidence has been provided.

Debt Recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, we will continue suspension of debt recovery processes.

The debt will need to be fully repaid by the end of the subsequent financial year of the debt repayment arrangement commencing, e.g. debt arrangement in place 201924/2025 must be fully repaid by 30 June 20246.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the *Local Government Act 1995* will be of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer or debtor has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer or debtor will be responsible for informing the City of Bayswater of any change in circumstance that affects the agreed payment schedule.
- The need to have the debt fully repaid by the end of the subsequent financial year.

In the case of severe financial hardship, the City reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges and Fees

A ratepayer or debtor who meets the Financial Hardship Criteria and enters into a payment arrangement ~~may request~~ is eligible for a suspension or waiver of interest charges and other rates related fees (e.g. instalment fees, arrangement fees, etc). ~~Applications will be assessed on a case-by-case basis.~~

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, ~~BUT~~ but the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Communication and Confidentiality

We will maintain confidential communications at all times and undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Review

The City will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

Definitions

Nil

Related Legislation

Local Government Act 1995 (WA)

Related Documentation

Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guide – Ombudsman Western Australia

tracked changes

Relevant Delegations	FM-D05 Granting Concessions and Write-Offs
Risk Evaluation	Low
Council Adoption	23 June 2020
Review/Modified	TBA

tracked changes

Delegation	FM-D05 Granting Concessions and Write-Offs
Category	<i>Local Government Act 1995 – Financial Management</i>
Delegator	Council
Express power or duty delegated	<p>Authority, in line with section 6.12(b), to waive or grant concessions in relation to any amount of money which is owed to the local government.</p> <p>Authority, in line with section 6.12(c), to write off any debts (not including rates or other charges) considered irrecoverable.</p>
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Conditions	<p>The CEO may:</p> <ul style="list-style-type: none"> ● authorise a waiver or grant a concession to a maximum value of \$500. ● authorise a write-off of any debts (not including rates or other charges) considered irrecoverable to a maximum value of \$1,000. ● authorise a write-off of any debts in relation to Rates in accordance with the Hardship Policy to a maximum of \$1000. <p>The Director Corporate and Strategy may:</p> <ul style="list-style-type: none"> ● authorise a waiver or grant a concession to a maximum value of \$500; ● authorise a write-off of any debts (not including rates or other charges) considered irrecoverable to a maximum value of \$100. <p>The Manager Community Development, Manager Library and Customer Services, Manager Recreation and the Manager Project Services are only authorised to waive a fee or grant a concession to a maximum value of \$500, in line with section 6.12(1)(b) of the <i>Local Government Act 1995</i>.</p> <p>All write-offs, concessions or waivers are to be recorded appropriately and a report is to be presented to elected members regularly for noting.</p>
Subdelegates	<p>Director Corporate and Strategy Manager Community Development Manager Library and Customer Services Manager Project Services Manager Recreation</p>
Statutory framework	<p><i>Local Government Act 1995:</i></p> <p>s6.12(1)(b) – Waive a fee or grant a concession in relation to any amount of money owed to the local government</p> <p>s6.12(1)(c) – Write off a debt which is owed to the local government</p> <p>s6.12(3) – The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government</p>

Policy	Sundry Debt Collection and Recovery Policy & Financial Hardship Policy
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tracked changes

Financial Hardship Policy



Responsible Division	Corporate & Strategy
Responsible Business Unit/s	Financial Services
Responsible Officer	Manager Financial Services
Affected Business Unit/s	Financial Services
Document Ref	3698741

Purpose

This policy states the Council's position on allowing flexibility for payments on overdue debtor, and rates and service charges where extreme financial hardship is recognised, and outlines the scope and criteria for assessing applications of financial hardship.

Policy Statement

Council recognises that there are cases of genuine financial hardship where additional charges would cause the debtor or ratepayer further financial hardship. This policy establishes guidelines to ensure all applicants are treated with respect, equality and confidentiality.

Financial Hardship Examples

While evidence of hardship will be required, the City recognises that not all circumstances are alike. A flexible approach will be taken to a range of individual circumstances including, but not limited to, the following situations:

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- A chronically ill child.

Conditions

Ratepayers and debtors are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and, where possible, entering into a payment proposal. The City will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

Documentation for assessment can include the following:

- A letter from a recognised financial counsellor (i.e. must be a member of a financial counselling association, for example Financial Counsellors' Association of WA (FCAWA) or financial planner confirming financial hardship, or a Statutory Declaration from a ratepayer or debtor outlining reasons for applying for hardship;
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- Approved documentation to early access of superannuation
- A prepayment proposal;
- Ratepayer or debtor is not a corporate or trustee;
- Ratepayer or debtor is not bankrupt or subject to a bankruptcy petition.

Ratepayer is the owner and occupier of the property, which is not held as an investment but is used as their primary place of residence or business.

It is incumbent upon the applicant to ensure that sufficient information is provided to evidence that financial hardship exists and Council can only approve applications once satisfied that appropriate evidence has been provided.

Debt Recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, we will continue suspension of debt recovery processes.

The debt will need to be fully repaid by the end of the subsequent financial year of the debt repayment arrangement commencing, e.g. debt arrangement in place 2024/25 must be fully repaid by 30 June 2026.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the *Local Government Act 1995* will be of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer or debtor has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer or debtor will be responsible for informing the City of Bayswater of any change in circumstance that affects the agreed payment schedule.
- The need to have the debt fully repaid by the end of the subsequent financial year.

Interest Charges and Fees

A ratepayer or debtor who meets the Financial Hardship Criteria and enters into a payment arrangement is eligible for a waiver of interest charges and other rates related fees (e.g. instalment fees, arrangement fees, etc).

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, but the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Communication and Confidentiality

We will maintain confidential communications at all times and undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Review

The City will establish a mechanism for a review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

Definitions

Nil

Related Legislation

Local Government Act 1995 (WA)

Related Documentation

Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guide – Ombudsman Western Australia

Relevant Delegations	FM-D05 Granting Concessions and Write-Offs
Risk Evaluation	Low
Council Adoption	23 June 2020
Review/Modified	TBA

draft

9.2.4 New Policy: Information Classification

Responsible Branch:	Digital Solutions and Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	1. Draft Information Classification Policy [9.2.4.1 - 3 pages]
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

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

SUMMARY

This report seeks endorsement from the Policy Review and Development Committee for the City of Bayswater's proposed Information Classification Policy. This will be supported administratively by associated Guidelines, eLearning Module, and Project Plan, in alignment with the Western Australian Government's Information Classification Policy (2020).

OFFICER'S RECOMMENDATION

That Council adopts the Information Classification Policy as contained in Attachment 1.

BACKGROUND

The Western Australian Government launched its whole-of-government Information Classification Policy in August 2020, requiring all agencies to implement classification frameworks within five years. The City of Bayswater must now classify, label, and manage information assets according to their sensitivity as required by the policy.

This initiative is also a critical enabler for compliance with the Privacy and Responsible Information Sharing Act 2024, which introduces new obligations for the protection and responsible sharing of personal information. Failure to comply may result in reputational damage, service disruption, and financial penalties.

The City's approach includes:

- Development of a classification framework and supporting documentation
- Activation of Microsoft 365 classification labels to automate and streamline labelling of digital content
- Delivery of a staff training module to build awareness and capability
- Establishment of governance processes for ongoing review and compliance

The framework will apply to all newly created digital information and data assets, with legacy content addressed progressively. It will cover all Elected Members, staff, and contractors.

EXTERNAL CONSULTATION

Consultation has been undertaken through the Local Government's Records Managers Group to benchmark whether other Local Government bodies were adopting the Western Australian Government's Information Classification Policy and what amendments if any were being made. All respondents except for one, were implementing the Policy with minimal changes.

OFFICER'S COMMENTS

A copy of the draft Information Classification Policy is contained in **Attachment 1**.

The Information Classification details two policy statements. The first is that information (and data) be classified and labelled. The second is that the City will provide direction to Elected Members, City of Bayswater staff and contractors on their responsibilities for maintaining the required standards for the creation, classification, management, maintenance, retention, and disposal of information assets.

The table below provides a synopsis of the key features in the draft Information Classification Policy:

Provision	Rationale
Information must be classified	This will establish a clear and consistent language to maintain and manage information appropriately, according to its sensitivity, across the City, and between Local and State Government agencies.
The City will provide direction to Elected Members, City of Bayswater staff and contractors on their responsibilities for maintaining the required standards.	This will: <ul style="list-style-type: none"> - Ensure that when information is created, received, or altered, it is assessed by its sensitivity and labelled appropriately. - Ensure that information assets are managed appropriately, based on their sensitivity. - Ensure any party accessing the information is aware of its classification and adheres to Policy requirements. - Prevent unauthorised access to or disclosure of information. - Ensure that information is reassessed prior to release or sharing, in context with any other information to be released or shared.

LEGISLATIVE COMPLIANCE

The *Privacy and Responsible Information Sharing Act 2004* will provide a framework to protect the privacy of personal information handled by public entities, Ministers, Parliamentary Secretaries and contracted service providers to public entities; and to provide a framework to authorise the responsible sharing of information held by public entities. The Act will require all government organisations to identify sensitive personal information and manage that information according to its sensitivity. Information classification will be the first step in managing this information.

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Medium
Service Delivery	Medium	Medium
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR11 - Lack of modern, integrated and secure digital environment.	

STRATEGIC IMPLICATIONS

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

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

Key Result Area: Leadership and Governance
Outcome 5.3 Optimised Performance
Objective 5.3.1 Focus on operational efficiency, effective delivery and innovation to ensure our services are fit for purpose, contemporary and secure.

CONCLUSION

It is recommended that the Committee recommends to Council that the Information Classification Policy be adopted.



Information Classification Policy

Responsible Division	Corporate Services
Responsible Business Unit	Digital Solutions and Services
Responsible Officer	Coordinator Information Management
Affected Business Units	All
ECM Document Set ID	[ECM document set ID]

Purpose

The purpose of this Policy is to provide the City of Bayswater (the City) with an information classification framework that enables the City to classify and label information assets according to their sensitivity, to maintain and protect the City's information assets particularly when these assets are also required by other Local Government agencies, Western Australian State Government, and third-party organisations.

This policy provides a consistent approach for the classification and labelling of information, by outlining the minimum requirements and responsibilities of Elected Members, City of Bayswater staff and contractors, at the City of Bayswater (the City). The minimum information classification requirements prescribed in this policy align with the Western Australian Government Information Classification Policy and Cabinet Handbook. This policy is consistent with the Western Australian Government's Information Classification Policy.

Scope

This policy applies to Elected Members, City of Bayswater staff and contractors whether engaged on a full-time, part-time, casual, or fixed term basis. It applies to all information created, received, managed, or shared by the City as part of the City's business activities.

Definitions

For the purpose of this policy —

Business Activities means tasks performed by the City as part of its responsibilities for achieving the strategic goals of the City on behalf of the Community.

Information means organised, processed, or structured data, that has been processed in such a way as to be meaningful to the person who receives it. Information can be personal or non-personal in nature.

Information classification means a business-level process whereby the sensitivity of a piece of information (or collection of information) is evaluated and a classification label applied to it if appropriate, such that the sensitivity will be clear to those who access it subsequently.

Label means a text addition to any given information, that represents its classification or sensitivity, such that it is clear to those who access the information. Labels are applied in the header of documents, or in the footer where the header would be obstructed by a label.

Sensitivity means the severity of negative consequences that are likely to result from the release of information. Sensitivity increases in line with the severity of the potential consequences.

Staff means all people who generate, receive, or manage content on behalf of the City, whether engaged on a full-time, part-time, casual, or fixed term basis.

Policy Statement

1. Information assets must be classified and labelled.

Information and data will be classified and labelled as one of three primary classifications: UNOFFICIAL, OFFICIAL AND OFFICIAL Sensitive. OFFICIAL Sensitive information will be further classified into four sub-categories. This will establish a clear and consistent language to maintain and manage information appropriately, according to its sensitivity, across the City, and between Local and State Government agencies.

The three primary classifications are:

UNOFFICIAL - Information that is NOT related to the official work of government.

OFFICIAL - Information related to routine business operations and services that is the business of government. This is the default classification and will apply to most of the City's information.

OFFICIAL Sensitive - Information which if compromised, could cause limited damage to individuals, organisations, or government, or which is limited or prevented from disclosure by legislation or government policy.

The four sub-categories for OFFICIAL Sensitive information and data are:

OFFICIAL Sensitive Cabinet — Information which is cabinet-in-confidence. This information may be related to Cabinet discussions, decisions and documents, agendas, and discussion sheets.

OFFICIAL Sensitive Commercial — Tender documents and information restricted by contractual conditions including non-disclosure agreements.

OFFICIAL Sensitive Legal — Information subject to legal professional privilege.

OFFICIAL Sensitive Personal — Information with personally identifiable and sensitive details.

2. The City will provide direction to Elected Members, City of Bayswater staff and contractors on their responsibilities for maintaining the required standards for the creation, classification, management, maintenance, retention, and disposal of information assets.

This will:

Ensure that when information is created, received, or altered, it is assessed by its sensitivity and labelled appropriately.

Ensure that information assets are managed appropriately, based on their sensitivity.



Information Classification Policy

Ensure any party accessing the information is aware of its classification and adheres to Policy requirements.

Prevent unauthorised access to or disclosure of information.

Ensure that information is reassessed prior to release or sharing, in context with any other information to be released or shared.

Related Legislation

- Freedom of Information Act 1992
Privacy and Responsible Sharing Act 2024

Related Documentation

- Information Classification Guidelines
Information Handling and Privacy Policy

Document details

Table with 2 columns: Field Name and Value. Fields include Relevant delegations, Risk evaluation, Strategic link, Council adoption, Next review due, Reviewed/modified, and Revision details.

9.2.5 Policy Review: Waivers, Concessions and Definitions for Fees and Charges

Responsible Branch:	Community Development
Responsible Directorate:	Community Services
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	<ol style="list-style-type: none"> 1. Current Policy [9.2.5.1 - 3 pages] 2. Amended Policy - with tracked changes [9.2.5.2 - 3 pages] 3. Draft Policy [9.2.5.3 - 3 pages]
Refer:	Item: 10.6.1.1 OCM: 20.09.2022
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

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

SUMMARY

For Council to consider amending the Waivers, Concessions and Definitions for Fees and Charges Policy.

OFFICER'S RECOMMENDATION

That Council adopts the revised *Waivers, Concessions and Definitions for Fees and Charges Policy* as contained in Attachment 3.

BACKGROUND

The *Waivers, Concessions and Definitions for Fees and Charges Policy* was originally adopted in May 2018 to consolidate multiple policies that dealt with individual waivers. The policy has continued to be reviewed to provide a fair and equitable approach to this subject and address community expectations.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

The following revisions are proposed to the '*Waivers, Concessions and Definitions for Fees and Charges*' policy:

Revision	Rationale
Responsible Division changed to Community Services	Policy previously allocated to Financial Services. As the administration of fees, charges, waivers and concessions relates to community programs and recreation venues the responsibility more appropriately sits within Community Services.
Responsible Business Unit changed to Community Development	Policy previously allocated to Financial Services. Community Development oversees approvals for waivers and concessions related to community groups and activities.

Revision	Rationale
Responsible Officer changed to Manager Community Development	Policy previously allocated to Financial Services. Manager Community Development is the relevant officer responsible for oversight of fee waivers and concessions for community programs and events.
Addition of Scope statement	A Scope statement was added to align with the current policy template and to define the application of the policy
Removal of “for up to 2 hours per month”	Clause removed to allow greater flexibility when granting waivers to community groups for programs and events. Any waiver exceeding officer delegation will continue to require Council approval.
Changed wording from “membership” to “participation”	Terminology updated to align with current Recreation Services messaging and promotional language.
Addition “It is the responsibility of the organisation to provide clear documentation that verifies its not-for-profit status”	Clause included to ensure accountability and verification for organisations receiving waivers or concessions.
Strategic Link Changed	Strategic link amended to align with the City’s <i>Strategic Community Plan 2025–2030</i> .

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

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

LEGISLATIVE COMPLIANCE

Section 6.12(1)(b) of the *Local Government Act 1995*, which provides that a local government may waive or grant concessions.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

The financial impact of applying this policy is considered immaterial.

STRATEGIC IMPLICATIONS

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

Key Result Area: Leadership and Governance

Outcome 5.2 Stakeholder Leadership

Objective 5.2.2 Provide excellent customer service and ensure the City is easy to do business with.

CONCLUSION

That the Council adopts the revised *Waivers, Concessions and Definitions for Fees and Charges Policy*.



Waivers, Concessions and Definitions for Fees and Charges Policy

Responsible Division	Corporate and Strategy
Responsible Business Unit	Financial Services
Responsible Officer	Manager Financial Services
Affected Business Units	All business units
ECM Document Set ID	4323507

Policy Statement

The City of Bayswater (the City) may waive fees or grant concessions to support not-for-profit community groups and schools and to promote the City in a fair and equitable manner.

Definitions

For the purpose of this policy —

"Not-for-profit community group" means a non-commercial organisation, including a religious organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.

"Fee" means any fee or charge set out in the City of Bayswater Fees and Charges Schedule but does not include a bond.

"Pass" means an entry pass to any of the City's aquatic centres, golf courses, gyms or other recreational facilities.

Policy Details

The waiving of a fee or granting of a concession must be undertaken in a consistent and transparent manner.

The City may waive fees or grant concessions in the following circumstances:

- Appropriate room hire fees for non-revenue generating incorporated community groups for up to 2 hours per month provided room use does not interfere with pre-existing or large bookings. Bookings must be made one month or less in advance of the room hire date.
- For the use of the City's bus hire services the City may waive 100% of fees and charges for not-for-profit community groups and schools that have their primary base of operation located within the City. This waiver will only be available for groups using this service within the metropolitan area.
- Through the donation of passes, to not-for-profit community groups and schools that have their primary base of operation located within the City. Any donated pass must be for the purpose of a fundraising prize and may not be re-sold for cash. No more than 10 free entry passes should be

issued to any one group within each financial year. Any application for such a donation will be assessed on the merits of the group and the contribution it makes to the City of Bayswater community.

- Through the issue of free or discounted passes, as part of a membership drive to promote the City's recreational facilities.
- For a library fee for non-returned items when the member was not at fault, including when an item is lost due to the death of a member or the item is stolen. The City may require a police report number to waive a fee for a stolen item.
- For a permit fee for a stall holder or trader under the City's local law, who is a charitable organisation or a not-for-profit community group, the City may consider the merits of the group and the contribution it makes to the City of Bayswater community.

In interpreting and applying the City's fees and charges schedule the following considerations apply:

- In determining whether an organisation is eligible for a junior sporting club rate under the City's fees and charges schedule the City may require the organisation to demonstrate that any savings made are passed on to members through reduced registration fees.
- To be eligible for a student rate under the City's fees and charges schedule a person must be a full time student enrolled in a secondary school or tertiary institution and the City may require them to produce a current student card.
- To be eligible for a senior's rate under the City's fees and charges schedule the City may require a person to produce a WA Seniors Card or an Age Pension Concession Card.
- To be eligible for a concession rate the City may require a person to produce a Pension Concession Card.

Related Legislation

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Activities on Thoroughfares and Public Places and Trading Local Law 2020, clause 9.5

Related Documentation

City of Bayswater Fees and Charges Schedule

Document details

Relevant delegations FM-D05 Granting Concessions and Write-Offs

Risk evaluation Moderate

Strategic link	Work together to deliver the best outcomes for the community by managing our resources in a financially responsible way		
Council adoption	22 May 2018	Resolution	13.5
Reviewed/modified	20 September 2022	Resolution	10.6.1.1
Next review due			



Waivers, Concessions and Definitions for Fees and Charges Policy

Responsible Division	Corporate and Strategy <u>Community Services</u>
Responsible Business Unit	Financial Services <u>Community Services</u>
<u>Community Development</u> Responsible Officer	Manager Financial Services <u>Community Development</u>
Affected Business Units	All business units
ECM Document Set ID	4323507

Policy Statement

The City of Bayswater (the City) may waive fees or grant concessions to support not-for-profit community groups and schools and to promote the City in a fair and equitable manner.

Definitions

For the purpose of this policy —

"Not-for-profit community group" means a non-commercial organisation, including a religious organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.

"Fee" means any fee or charge set out in the City of Bayswater Fees and Charges Schedule but does not include a bond.

"Pass" means an entry pass to any of the City's aquatic centres, golf courses, gyms or other recreational facilities.

Policy Details

The waiving of a fee or granting of a concession must be undertaken in a consistent and transparent manner.

The City may waive fees or grant concessions in the following circumstances:

- Appropriate room hire fees for non-revenue generating incorporated community groups ~~for up to 2 hours per month~~ provided room use does not interfere with pre-existing or large bookings. Bookings must be made one month or less in advance of the room hire date.
- For the use of the City's bus hire services the City may waive 100% of fees and charges for not-for-profit- community groups and schools that have their primary base of operation located within the City. This waiver will only be available for groups using this service within the metropolitan area.

- Through the donation of passes, to not-for-profit community groups and schools that have their primary base of operation located within the City. Any donated pass must be for the purpose of a fundraising prize and may not be re-sold for cash. No more than 10 free entry passes should be issued to any one group within each financial year. Any application for such a donation will be assessed on the merits of the group and the contribution it makes to the City of Bayswater community.
- Through the issue of free or discounted passes, as part of a [membership participation](#) drive to promote the City's recreational facilities.
- For a library fee for non-returned items when the member was not at fault, including when an item is lost due to the death of a member or the item is stolen. The City may require a police report number to waive a fee for a stolen item.
- For a permit fee for a stall holder or trader under the City's local law, who is a charitable organisation or a not-for-profit community group, the City may consider the merits of the group and the contribution it makes to the City of Bayswater community.

In interpreting and applying the City's fees and charges schedule the following considerations apply:

- It is the responsibility of the organisation to provide clear documentation that verifies its not-for-profit status.
- In determining whether an organisation is eligible for a junior sporting club rate under the City's fees and charges schedule the City may require the organisation to demonstrate that any savings made are passed on to members through reduced registration fees.
- To be eligible for a student rate under the City's fees and charges schedule a person must be a full time student enrolled in a secondary school or tertiary institution and the City may require them to produce a current student card.
- To be eligible for a senior's rate under the City's fees and charges schedule the City may require a person to produce a WA Seniors Card or an Age Pension Concession Card.
- To be eligible for a concession rate the City may require a person to produce a Pension Concession Card.

Related Legislation

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Activities on Thoroughfares and Public Places and Trading Local Law 2020, clause 9.5

Related Documentation

City of Bayswater Fees and Charges Schedule

Document details

Relevant delegations	FM-D05 Granting Concessions and Write-Offs		
Risk evaluation	Moderate		
Strategic link	Work together to deliver the best outcomes for the community by managing our resources in a financially responsible way		
Council adoption	22 May 2018	Resolution	13.5
Reviewed/modified	20 September 2022 ¹³ October 2025	Resolution	10.6.1.1
Next review due			

tracked changes



Waivers, Concessions, Fees and Charges Policy

Responsible Division	Community Services
Responsible Business Unit	Community Development
Responsible Officer	Manager Community Development
Affected Business Units	All business units
ECM Document Set ID	4323507

Purpose

The City of Bayswater (the City) may waive fees or grant concessions to support not-for-profit community groups and schools and to promote the City in a fair and equitable manner.

Scope

This policy applies to City officers responsible for assessing, approving, and administering fee waivers or concessions.

Definitions

For the purpose of this policy —

Not-for-profit community group means a non-commercial organisation, including a religious organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.

Fee means any fee or charge set out in the City of Bayswater Fees and Charges Schedule but does not include a bond.

Pass means an entry pass to any of the City's aquatic centres, golf courses, gyms or other recreational facilities.

Policy Statement

1. The waiving of a fee or granting of a concession must be undertaken in a consistent and transparent manner.

The City may waive fees or grant concessions in the following circumstances:

- Appropriate room hire fees for non-revenue generating incorporated community groups provided room use does not interfere with pre-existing or large bookings. Bookings must be made one month or less in advance of the room hire date.

- For the use of the City's bus hire services the City may waive 100% of fees and charges for not-for-profit- community groups and schools that have their primary base of operation located within the City. This waiver will only be available for groups using this service within the metropolitan area.
- Through the donation of passes, to not-for-profit community groups and schools that have their primary base of operation located within the City. Any donated pass must be for the purpose of a fundraising prize and may not be re-sold for cash. No more than 10 free entry passes should be issued to any one group within each financial year. Any application for such a donation will be assessed on the merits of the group and the contribution it makes to the City of Bayswater community.
- Through the issue of free or discounted passes, as part of a participation drive to promote the City's recreational facilities.
- For a library fee for non-returned items when the member was not at fault, including when an item is lost due to the death of a member or the item is stolen. The City may require a police report number to waive a fee for a stolen item.
- For a permit fee for a stall holder or trader under the City's local law, who is a charitable organisation or a not-for-profit community group, the City may consider the merits of the group and the contribution it makes to the City of Bayswater community.

In interpreting and applying the City's fees and charges schedule the following considerations apply:

- It is the responsibility of the organisation to provide clear documentation that verifies its not-for-profit status.
- In determining whether an organisation is eligible for a junior sporting club rate under the City's fees and charges schedule the City may require the organisation to demonstrate that any savings made are passed on to members through reduced registration fees.
- To be eligible for a student rate under the City's fees and charges schedule a person must be a full time student enrolled in a secondary school or tertiary institution, and the City may require them to produce a current student card.
- To be eligible for a senior's rate under the City's fees and charges schedule the City may require a person to produce a WA Seniors Card or an Age Pension Concession Card.
- To be eligible for a concession rate the City may require a person to produce a Pension Concession Card.

Related Legislation

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Activities on Thoroughfares and Public Places and Trading Local Law 2020, clause 9.5



Waivers, Concessions, Fees and Charges Policy

Related Documentation

City of Bayswater Fees and Charges Schedule

Document details

Relevant delegations	FM-D05 Granting Concessions and Write-Offs		
Risk evaluation	moderate		
Strategic link	5.2.2 Provide excellent customer service and ensure the City is easy to do business with.		
Council adoption	22 May 2018	Resolution	13.5
Next review due			
Reviewed/modified	20 September 2022	Resolution	10.6.1
Revision details	Reviewed 20 October 2025		

draft

9.2.6 Policy Review: Elected Member Request for Information

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	<ol style="list-style-type: none"> 1. Current Policy [9.2.6.1 - 2 pages] 2. Amended Policy - with tracked changes [9.2.6.2 - 2 pages] 3. Draft Policy [9.2.6.3 - 2 pages]
Refer:	Item: 10.5.1.7 OCM: 12/12/2023
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

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

SUMMARY

This report presents a review of the Elected Members Request for Information Policy for consideration.

OFFICER'S RECOMMENDATION

That Council adopts the revised [Elected Members Request for Information] Policy as contained in Attachment 3.

BACKGROUND

The Elected Members Request for Information Policy was first adopted by Council at its meeting of 28 August 2018, to improve responsiveness to enquiries sent to the City by Elected Members. A copy of the current policy is provided in Attachment 1.

The Policy last reviewed on 12 December 2023 and is now due for further review.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

The following revisions are proposed to the 'Elected Members Request for Information' policy:

Revision	Rationale
Affected business unit branch name changed from Governance and OPD to Governance & Strategy	Administrative change to reflect current business unit name.
Update Clause 2 From: "The Office of the CEO will register all CHDs." To: "All CHDs and responses will be registered in the City's record keeping system as required under the State Records Act 2000."	This is an administrative change, reflecting that the task is operational. All City officers are required to capture and manage information within the City's record keeping system ECM.

Revision	Rationale
<p>Remove clause 4 – Upon registration of the CHD, a response shall be coordinated by the relevant Director or Chief Executive Officer as appropriate or as requested by the Elected Member.</p>	<p>The coordination of responses to Customer Helpdesk (CHD) enquiries is an administrative function managed through internal procedures. These procedures are subject to change as systems or structures evolve and are more appropriately captured in work instructions rather than embedded in Council policy.</p>
<p>Replace clause 8 - “Questions relating to items on an agenda should not be submitted to CHD and instead should be forwarded directly to the relevant Director or the Chief Executive Officer via COB_DIRECTORS@bayswater.wa.gov.au. Responses relating to questions on agenda items will be provided to all Elected Members.”</p> <p>with:</p> <p>“Questions relating to items on agendas are to be directed to governance@bayswater.wa.gov.au.</p> <p>Responses relating to these questions will be provided to all Elected Members.”</p>	<p>This update ensures consistency and simplifies communication for Elected Members by providing a single email address for all items related to agenda items and ensures all Elected Members have the same information on each item where questions have been raised.</p>

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

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

LEGISLATIVE COMPLIANCE

City officers note that a mandatory communications agreement between the Council and the Administration is proposed as part of the reform of the *Local Government Act 1995*. The agreement must address how Elected Members may seek information and assistance from the local government in carrying out their role. When regulations are made setting out the requirements for the communications agreement, this Policy may need to be reviewed and will likely be replaced by the communications agreement.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

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

CONCLUSION

That the Council adopts the revised *Elected Members Request for Information Policy*.

Elected Member Request for Information Policy



Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit/s	Office of the Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance and OPD Office of the Chief Executive Officer
Document Ref	3228076

Purpose

The City will respond to requests made by the Elected Members in a timely and professional manner in accordance with the details stipulated in this Policy.

Policy Statement

1. Any Elected Member wishing to make an Elected Member Request shall contact the City through the established Elected Member Request process, being that all matters are referred to Councillor Help Desk email ('CHD').
2. The Office of the CEO will register all CHDs.
3. Any external enquiry which has also been sent to the City's email address, being mail@bayswater, will not be registered as a CHD.
4. Upon registration of the CHD, a response shall be coordinated by the relevant Director or Chief Executive Officer as appropriate or as requested by the Elected Member.
5. A response will be provided directly to the Elected Member within five (5) working days, and a record of the response saved.
6. Should the matter not be resolved within the nominated timeframe of five (5) working days, the Manager, Director or Chief Executive Officer (as appropriate) shall provide an update report every ten days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.
7. In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Mayor to ascertain whether the request be dealt with as being confidential.
8. Questions relating to items on an agenda should not be submitted to CHD and instead should be forwarded directly to the relevant Director or the Chief Executive Officer via

COB_DIRECTORS@bayswater.wa.gov.au. Responses relating to questions on agenda items will be provided to all Elected Members.

9. Notices of Motions, and questions about Council meeting procedures should be sent to governance@bayswater.wa.gov.au.
10. Matters relating to a particular ward will have the response provided to all Ward Councillors.
11. Matters relating to strategic issues will be provided to all Councillors.

Definitions

"Elected Member Request" means a request for information, or request for advice in relation to either an operational or strategic issue.

Related Legislation

Regulation 9(1) of the *Local Government (Rules of Conduct) Amendment Regulations 2020* prohibits an Elected Member from undertaking a task that contributes to the administration of the local government. This policy provides a process to ensure that Elected Members do not breach this regulation.

Related Documentation

Nil

Relevant Delegations	Nil.
Risk Evaluation	High
Council Adoption	28 August 2018
Review/Modified	8 December 2020
Review/Modified	12 December 2023
Review/Modified	

Elected Member Request for Information Policy



Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit/s	Office of the Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance and OPD-Strategy Office of the Chief Executive Officer
Document Ref	3228076

Purpose

The City will respond to requests made by the Elected Members in a timely and professional manner in accordance with the details stipulated in this Policy.

Policy Statement

1. Any Elected Member wishing to make an Elected Member Request shall contact the City through the established Elected Member Request process, being that all matters are referred to Councillor Help Desk email ('CHD').
2. ~~All CHDs and responses will be registered in the City's record keeping system as required under the State Records Act 2000. The Office of the CEO will register all CHDs.~~
3. Any external enquiry which has also been sent to the City's email address, being mail@bayswater, will not be registered as a CHD.
4. ~~Upon registration of the CHD, a response shall be coordinated by the relevant Director or Chief Executive Officer as appropriate or as requested by the Elected Member.~~
- 5.4. A response will be provided directly to the Elected Member within five (5) working days, and a record of the response saved.
- 6.5. Should the matter not be resolved within the nominated timeframe of five (5) working days, the Manager, Director or Chief Executive Officer (as appropriate) shall provide an update report every ten days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.
- 7.6. In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Mayor to ascertain whether the request be dealt with as being confidential.
- 8.7. ~~Questions relating to items on agendas are to be directed to governance@bayswater.wa.gov.au. Responses relating to these questions will be provided to all Elected Members. Questions relating~~

~~to items on an agenda should not be submitted to CHD and instead should be forwarded directly to the relevant Director or the Chief Executive Officer via COB_DIRECTORS@bayswater.wa.gov.au. Responses relating to questions on agenda items will be provided to all Elected Members.~~

~~9.8.~~ Notices of Motions, and questions about Council meeting procedures should be sent to governance@bayswater.wa.gov.au.

~~10.9.~~ Matters relating to a particular ward will have the response provided to all Ward Councillors.

~~11.10.~~ Matters relating to strategic issues will be provided to all [CouncillorsElected Members](#).

Definitions

"Elected Member Request" means a request for information, or request for advice in relation to either an operational or strategic issue.

Related Legislation

Regulation 9(1) of the *Local Government (Rules of Conduct) Amendment Regulations 2020* prohibits an Elected Member from undertaking a task that contributes to the administration of the local government. This policy provides a process to ensure that Elected Members do not breach this regulation.

Related Documentation

Nil

Relevant Delegations	Nil.
Risk Evaluation	High
Council Adoption	28 August 2018
Review/Modified	8 December 2020
Review/Modified	12 December 2023
Review/Modified	

Elected Member Request for Information Policy



Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit/s	Office of the Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance and Strategy Office of the Chief Executive Officer
Document Ref	3228076

Purpose

The City will respond to requests made by the Elected Members in a timely and professional manner in accordance with the details stipulated in this Policy.

Policy Statement

1. Any Elected Member wishing to make an Elected Member Request shall contact the City through the established Elected Member Request process, being that all matters are referred to Councillor Help Desk email ('CHD').
2. All CHDs and responses will be registered in the City's record keeping system as required under the State Records Act 2000.
3. Any external enquiry which has also been sent to the City's email address, being mail@bayswater, will not be registered as a CHD.
4. A response will be provided directly to the Elected Member within five (5) working days, and a record of the response saved.
5. Should the matter not be resolved within the nominated timeframe of five (5) working days, the Manager, Director or Chief Executive Officer (as appropriate) shall provide an update report every ten days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.
6. In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Mayor to ascertain whether the request be dealt with as being confidential.
7. Questions relating to items on agendas are to be directed to governance@bayswater.wa.gov.au. Responses relating to these questions will be provided to all Elected Members.
8. Notices of Motions, and questions about Council meeting procedures should be sent to governance@bayswater.wa.gov.au.

- 9. Matters relating to a particular ward will have the response provided to all Ward Councillors.
- 10. Matters relating to strategic issues will be provided to all Elected Members.

Definitions

"Elected Member Request" means a request for information, or request for advice in relation to either an operational or strategic issue.

Related Legislation

Regulation 9(1) of the *Local Government (Rules of Conduct) Amendment Regulations 2020* prohibits an Elected Member from undertaking a task that contributes to the administration of the local government. This policy provides a process to ensure that Elected Members do not breach this regulation.

Related Documentation

Nil

Relevant Delegations	Nil.
Risk Evaluation	High
Council Adoption	28 August 2018
Review/Modified	8 December 2020
Review/Modified	12 December 2023
Review/Modified	

9.2.7 Policy Review: Elected Members Entitlements

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	<i>ABSOLUTE MAJORITY REQUIRED</i>
Attachments:	<ol style="list-style-type: none"> 1. Current Policy [9.2.7.1 - 6 pages] 2. Amended Policy - with Tracked Changes [9.2.7.2 - 6 pages] 3. Draft Policy [9.2.7.3 - 6 pages]
Refer:	Item: 10.5.1.8 OCM: 30.4.2024 Item: 10.1.2 OCM: 25.02.2025
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

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

SUMMARY

Council is recommended to adopt the revised Elected Members Entitlements Policy, which incorporates clearer guidance on expense claims, enables use of ride sharing for official business, confirms reporting requirements for travel paid by the City, and expands professional development opportunities for elected members, consistent with legislative and governance standards.

OFFICER'S RECOMMENDATION

That Council adopts the revised *Elected Members Entitlements Policy* as contained in Attachment 3.

ABSOLUTE MAJORITY REQUIRED

BACKGROUND

The *Elected Members Entitlements Policy* was adopted by Council on 6 May 2024, consolidating and replacing several earlier policies relating to elected member entitlements and support. The policy was subsequently amended following Council's decision on 25 February 2025 to provide superannuation contributions to Elected Members, in accordance with amendments to the *Local Government Act 1995* that authorised such payments from 1 February 2025.

The risk evaluation for this Policy is Moderate, meaning the policy should be reviewed every three years. However, as this policy covers the professional development of elected members, there is a legislative requirement to adopt a reviewed policy by an absolute majority following each Local Government Ordinary Election.

EXTERNAL CONSULTATION

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

OFFICER’S COMMENTS

The *Elected Members Entitlements Policy* has been functioning well. Several minor amendments are proposed for clarity and are shown in tracked changes in a copy of the revised policy contained in **Attachment 2**. More significant proposed amendments are outlined in the table below:

Revision	Rationale
Cl. 18 amended to reference the Elected Members – Expense Claims and Reimbursement Process and encourage Elected Members to submit expense claims on a monthly or quarterly basis.	To ensure Elected Members follow the correct process when submitting expense claims and to encourage the regular submission of claims, enabling the administration to process them in a timely manner.
New clause 26, which enables Uber or Taxi to be used as a mode of transport for official City business and stipulates that the City’s Corporate Uber account must be used to facilitate the booking.	To provide Elected Members with an alternative option for transport to official City business.
New clause 27, which advises that travel expenses paid directly by the City are still considered reportable expenses and will be included in the annual report on fees, expenses and allowances to Elected Members.	To ensure Elected Members are aware that these expenses will be included on a public register as mandated by legislation.
New clause 28, which stipulates that Elected Members may attend conferences, seminars, and training related to their role at the City of Bayswater. The clause lists opportunities for training that include training courses, workshops, formal qualifications (or parts of formal qualifications) and memberships of professional development organisations.	To created greater awareness among Elected Members of the options available to further their skills and that can be paid for from their training budget allocation.
Amendment to Clause 30, which specifies the training and conferences budget for Elected Members, to show that the budget allocation will be subject to pro-rata.	To account for situations where a Councillor is elected for less than a full four-year term.

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

LEGISLATIVE COMPLIANCE

Local Government Act 1995
Local Government (Administration) Regulations 1996
Salaries and Allowances Tribunal Annual Determination

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low

Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

No significant financial implications are expected from Council's adoption of the revised policy. Payments for ride sharing and taxis would be paid from existing expense accounts.

STRATEGIC IMPLICATIONS

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

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

CONCLUSION

Adoption of the revised Elected Members Entitlements Policy will enhance clarity around expense claims, broaden transport and professional development options for elected members, and ensure alignment with current legislative and governance requirements, supporting transparent and accountable Council operations.



Elected Members Entitlements Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit/s	Governance and Strategy
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Financial Services Governance and Organisational Planning and Development
Document Ref	4705085

Purpose

1. To provide clarity around the entitlements available to Elected Members and determine the method and timing of payments to Elected Members in accordance with the *Local Government Act 1995* (the Act).

Policy Statement

Annual Attendance Fees and Allowances

2. Elected Members, including the Mayor and Deputy Mayor, shall be paid an annual attendance fee in accordance with the maximum amounts determined by the Salaries and Allowances Tribunal.
3. The Mayor and Deputy Mayor shall be paid an annual allowance as established in Council's Annual Budget in accordance with the determination by the Salaries and Allowances Tribunal.

ICT Allowance and Issue of Devices

4. Elected Members including the Mayor and Deputy Mayor shall be paid the maximum ICT allowance determined by the Salaries and Allowances Tribunal.
5. An appropriate device/s may be requested from the City, or the Elected Member may choose to purchase their own device
6. Where the device is purchased by the City, the cost of the device will be deducted from the Elected Member's ICT allowance. The device will be the property of the elected member. If a replacement device is required, the cost will be deducted from the Elected Member's allowance. The Elected Member can choose whether the device is deducted from their ICT allowance over a one or two-year period.
7. IT support and maintenance shall be provided by the City for City provided equipment and software, as appropriate. Care of the device and personal data is the responsibility of the Elected Member.

Payment

8. The attendance fees and the ICT allowance are to:
 - (a) Be paid on a monthly basis.
 - (b) Generally, be paid in arrears on the first day of the month.
 - (c) Be calculated on a daily pro rata basis.

Taxation

9. The taxation liability arising from payments received from the City is the individual responsibility of each Elected Member.
10. The City will provide an annual payment summary to each Elected Member for the preceding financial year by the end of July each year.

Superannuation

11. In accordance with the Council decision of 25 February 2025 (Item 10.1.2 refers), Elected Members may be paid superannuation contributions under S 5.99B of the Act.
12. Superannuation contributions for Elected Members are payable with, and at the same time as attendance fees and allowances.
13. Superannuation contributions are payable on attendance fees and allowances and do not apply to the ICT allowance or amounts paid in reimbursement of expenses.
14. Individual Elected Members may choose to opt out of receiving superannuation contributions by providing written notice to the CEO. The Elected Member may opt back in by providing written notice to the CEO revoking the opt-out notice.
15. Elected Members who wish to receive superannuation contribution payments must nominate a superannuation account from scheme or fund to which the Superannuation Guarantee (Administration) Act 1992 applies.

Reimbursement of Expenses

16. In accordance with Regulation 32(1), the following kinds of expenses may be approved for reimbursement:
 - (a) An expense incurred by a council member in performing a function under the express authority of the Council;
 - (b) An expense incurred by a council member to whom subclause 6(a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) An expense incurred by a council member in performing a function in his or her capacity as a council member.
17. Reimbursement of Elected Members' expenses in excess of the annual allowances made under this policy are required to be substantiated by the claimant through the production of receipts or the keeping of a logbook before such claims are paid.
18. Requests for reimbursement must be made no more than 7 days after the end of the financial year to which the claim relates. Requests for reimbursement are to be emailed to governance@bayswater.wa.gov.au, and must include a copy of the tax invoice for the expense.

Reimbursement of Childcare Expenses

19. Child-minding fees incurred by Elected Members whilst attending Council or Committee meetings of which that Elected Member is a member, or in performing any of the functions described under clause will be paid at the maximum hourly allowance provided for by the Salaries and Allowances Tribunal or the actual cost per hour, whichever is the lesser amount.
20. The number of hours claimable are limited to the length of the meeting plus a reasonable time allowance for travel to and from the place of care.
21. Receipts for childcare expenses must accompany the reimbursement claim form, detailing the date, number of hours, rate and meeting attended and the details of the service provider, signed by the service provider.
22. Child minding fees will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

Reimbursement of Travel Expenses

23. Elected members are eligible for reimbursement of travel expenses incurred:
 - (a) Because of a Council Meeting or a Meeting of a Committee of which he or she is also a member; or
 - (b) In performing any of the functions described in Clause 11 of this policy.
24. Travel expenses will be reimbursed to the extent provided for in the annual determination of the Salaries and Allowances Tribunal.

Attendance at Conferences, Seminars, Training and Professional Development

25. Selection and determination of attendance at conferences, training and seminars will be made by the individual Councillor in relation to their particular interests.
26. The amount payable by the City of Bayswater (the City) for attendance at such events will be capped at \$15,000 for each Councillor, and \$30,000 for the Mayor, for the four-year period of their election. This maximum allowance is contingent on budget allocations.
27. The City will not fund attendance at overseas conferences, other than New Zealand.
28. The City will fund attendance by elected members at interstate conferences.
29. Attendance at interstate and New Zealand conferences will be limited to a maximum of three Councillors per event.
30. At the first Ordinary Council Meeting following the attendance by a Council member at any City funded conference, seminar or training event a written report will be tabled which provides a summary of the reasons for attendance, the cost to the City and any information or documentation of particular importance to Council, the City, or ratepayers and residents. This attendance information will also be published on a publicly available register on the City's website no later than 10 days after the Ordinary Council Meeting.

Elected Members Entitlements Policy

31. An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:
 - (a) meals and refreshments for the Elected Member that are not covered by the registration costs;
 - (b) dry-cleaning and laundry expenses.
32. Elected members will not be reimbursed for the cost of meals or refreshments for other people, excepting when the meal or refreshment provided to another person is in response to a meal or refreshments previously received from that person.
33. Expenses will be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home.
34. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:
 - (a) For the days of the Conference and Training event only; and
 - (b) For the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.

Issue of Stationery

35. An Elected Member shall be eligible to an issue of the following stationery:
 - (a) Up to 4,000 (in lots of 500) letterheads, envelopes (postage costs shall be at the Elected Members' expense); and business cards as required during their term of office. The stationery may include a photograph of the Elected Member.
 - (b) 50 City of Bayswater Christmas cards, envelopes and postage.
 - (c) Name Badge. Replacement name badges shall be supplied if the equipment is lost, stolen or damaged.

Civic Centre Access

36. Elected Members are to be provided with an access key and security card allowing access to the civic areas of the Civic Centre including the Basement Car Park, Councillors Lounge, Councillors Office and Council Chamber and Foyer.
37. The access key and security card will be issued as soon as possible following election to office.
38. Elected members are to return the access key and security card to the Chief Executive Officer immediately upon the expiration of the Elected Member's term.
39. Elected Members can access the administration area in the Civic Centre by contacting either the Chief Executive Officer and/or Directors.

Parental Leave

40. In accordance with Part 2, Division 5, s2.25(5B) of the Act, elected members are entitled to six months of parental leave, beginning on the day on which the council member, or their spouse or de facto partner, gives birth, adopts a person under 16 years of age or becomes the guardian or foster parent of a child under 16 years of age.

Retirement

41. Retiring elected members will be recognised for their service to the City of Bayswater with the following gifts:
- (a) A certificate of service
 - (b) A name plate, similar to the Elected Members' name plates in the Chambers, shall be prepared with details of the years of service engraved on the plate below the Elected Member's name.
42. The gifts will be presented to the retiring Elected Member at an informal farewell as determined by the Mayor.
43. The above presentation can be made posthumously to the spouse or designated family member of the Elected Member.

Reporting

44. In accordance with Section 5.96A of the Act and Regulations 29C(2)(f)&(6), a report will be prepared annually on any fees, expenses or allowances paid to each council member during a financial year, beginning 1 July 2020. The report will be published on the City's website on or before 14 July immediately following the end of the financial year to which the information relates.

Definitions

"Act" means the *Local Government Act 1995*

"Council" means the City of Bayswater Council

"ICT expenses" means

1. Rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996*; or
2. Any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the *Local Government (Administration) Regulations 1996*.

Or

3. any expenses, including the purchase costs, of ICT hardware provided to elected members.

"Regulations" means the *Local Government (Administration) Regulations 1996*.



Elected Members Entitlements Policy

Related Legislation

- Local Government Act 1995*
- Local Government (Administration) Regulations 1996*
- Salaries and Allowances Tribunal Annual Determination*
- Superannuation Guarantee (Administration) Act 1992 (Cwlth)*

Related Documentation

Attendance at Events Policy

Relevant Delegations	Nil.
Risk Evaluation	Moderate
Council Adoption	6 May 2024 (meeting adjourned from 30 April 2024).
Reviewed/Modified	17 March 2025 (consequential changes made to reflect changes in legislation and Council's decision to pay superannuation to Elected Members at its Ordinary Meeting of 25 February 2025, item 10.1.2 refers).



Elected Members Entitlements Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit/s	Governance and Strategy
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Financial Services Governance and Organisational Planning and Development Strategy
Document Ref	4705085

Purpose

1. To provide clarity around the entitlements and support available to Elected Members and determine the method and timing of payments to Elected Members in accordance with the *Local Government Act 1995* (the Act).

Policy Statement

Annual Attendance Fees and Allowances

2. Elected Members, including the Mayor and Deputy Mayor, shall be paid an annual attendance fee in accordance with the maximum amounts determined by the Salaries and Allowances Tribunal.
3. The Mayor and Deputy Mayor shall be paid an annual allowance as established in Council's Annual Budget in accordance with the maximum amounts determined at by the Salaries and Allowances Tribunal.

ICT Allowance and Issue of Devices

4. Elected Members, including the Mayor and Deputy Mayor, shall be paid the maximum ICT allowance determined by the Salaries and Allowances Tribunal.
5. An appropriate device/s may be requested from the City, or the Elected Member may choose to purchase their own device with their ICT allowance.
6. Where the device is purchased by the City, the cost of the device will be deducted from the Elected Member's ICT allowance. The device will be the property of the Elected Member. ~~If a replacement device is required, the cost will be deducted from the Elected Member's allowance.~~ The Elected Member can choose whether the device is deducted from their ICT allowance over a one or two-year period.
7. IT support and maintenance shall be provided by the City for City provided equipment and software, as appropriate. Care of the device and personal data is the responsibility of the Elected Member.

Payment

8. The attendance fees and the ICT allowance are to:
 - (a) Be paid on a monthly basis.
 - (b) Generally, be paid in arrears on the first day of the month.

- (c) Be calculated on a daily pro rata basis.

Taxation

9. The taxation liability arising from payments received from the City is the individual responsibility of each Elected Member.
10. The City will provide an annual payment summary to each Elected Member for the preceding financial year by the end of July each year.

Superannuation

11. ~~In accordance with the Council decision of 25 February 2025 (Item 10.1.2 refers),~~ Elected Members may be paid superannuation contributions under S 5.99B of the Act.
12. Superannuation contributions for Elected Members are payable with, and at the same time as attendance fees and allowances.
13. Superannuation contributions are payable on attendance fees and allowances and do not apply to the ICT allowance or amounts paid in reimbursement of expenses.
14. Individual Elected Members may choose to opt out of receiving superannuation contributions by providing written notice to the CEO. The Elected Member may opt back in by providing written notice to the CEO revoking the opt-out notice.
15. Elected Members who wish to receive superannuation contribution payments must nominate a superannuation account from scheme or fund to which the *Superannuation Guarantee (Administration) Act 1992* applies.

Reimbursement of Expenses

16. In accordance with Regulation 32(1), the following kinds of expenses may be approved for reimbursement:
 - (a) An expense incurred by a council member in performing a function under the express authority of the Council;
 - (b) An expense incurred by a council member to whom subclause 6(a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) An expense incurred by a council member in performing a function in his or her capacity as a council member.
17. Reimbursement of Elected Members' expenses ~~in excess of the annual allowances made under this policy~~ are required to be substantiated by the claimant through the production of receipts or the keeping of a logbook before such claims are paid.
18. In accordance with the Elected Members – Expense Claims and Reimbursement Process, Requests for reimbursement are encouraged to be submitted on a monthly or quarterly basis. All

claims must be lodged ~~made~~-no more than 7 days after the end of the financial year to which the expense claim-relates.-

19. Reimbursement requests must be submitted using the Elected Member Reimbursement Form. Forms Requests for reimbursement are to be emailed to, and must should include a copy of the tax invoice for each ~~the~~-expense.

Reimbursement of Childcare Expenses

1920. Child-minding fees incurred by Elected Members whilst attending Council or Committee meetings of which that Elected Member is a member, or in performing any of the functions described under clause will be paid at the maximum hourly allowance provided for by the Salaries and Allowances Tribunal or the actual cost per hour, whichever is the lesser amount.
2021. The number of hours claimable are limited to the length of the meeting plus a reasonable time allowance for travel to and from the place of care.
2122. Receipts for childcare expenses must accompany the reimbursement claim form, detailing the date, number of hours, rate and meeting attended and the details of the service provider, signed by the service provider.
232. Child minding fees will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

Reimbursement of Travel Expenses

243. Elected members are eligible for reimbursement of travel expenses incurred:
- Because of a Council Meeting or a Meeting of a Committee of which he or she is also a member; or
 - In performing any of the functions described in Clause 11 of this policy.
254. Travel expenses will be reimbursed to the extent provided for in the annual determination of the Salaries and Allowances Tribunal.
26. Elected Members may choose to use Uber or Taxis as a mode of travel for official City business. Where Uber is required or preferred, the City's Corporate Uber account must be used to facilitate the booking.
27. Although travel expenses paid directly by the City (e.g., via the City's Uber account) are not reimbursed through to the member, they are still considered reportable expenses and will be included in the annual report on fees, expenses and allowances to Elected Members as required under s 5.96A of the Local Government Act 1995.-

Attendance at Conferences, Seminars, Training and Professional Development

28. Elected Members may attend conferences, seminars, and training relating to their role as an Elected Member at the City of Bayswater. Opportunities for training include training courses, workshops, formal qualifications (or individual units or modules as components for formal qualifications) and membership of professional development organisations, where the membership incorporates access to continuing professional development.

- ~~2895.~~ Selection and determination of attendance at conferences, training and seminars will be made by the individual ~~Councillor~~ Elected Member in relation to their particular interests.
- ~~26930.~~ The amount payable by the City of Bayswater (the City) for attendance at such events will be capped at \$15,000 for each Councillor, and \$30,000 for the Mayor, for the four-year period of their ~~election~~ term of office (or pro-rata). This maximum allowance is contingent on budget allocations.
- ~~27301.~~ The City will not fund attendance at overseas conferences, other than New Zealand.
- ~~28342.~~ The City will fund attendance by ~~E~~ elected ~~M~~ members at interstate conferences.
- ~~29323.~~ Attendance at interstate and New Zealand conferences will be limited to a maximum of three ~~Councillors~~ Elected Members per event.
- ~~3340.~~ At the first Ordinary Council Meeting following the attendance by an ~~Elected Member~~ Council member at any City funded conference, seminar or training event a written report will be tabled which provides a summary of the reasons for attendance, the cost to the City and any information or documentation of particular importance to Council, the City, or ratepayers and residents. This attendance information will also be published on a publicly available register on the City's website no later than 10 days after the Ordinary Council Meeting.
- ~~3451.~~ An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:
- (a) meals and refreshments for the Elected Member that are not covered by the registration costs;
 - (b) dry-cleaning and laundry expenses.
- ~~3562.~~ Elected ~~M~~ members will not be reimbursed for the cost of meals or refreshments for other people, excepting when the meal or refreshment provided to another person is in response to a meal or refreshments previously received from that person.
- ~~3367.~~ Expenses will be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home.
- ~~3784.~~ Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:
- (a) For the days of the Conference and Training event only; and
 - (b) For the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.

Issue of Stationery

- ~~3895.~~ An Elected Member shall be eligible to an issue of the following stationery:
- (a) Up to 4,000 (in lots of 500) letterheads, envelopes (postage costs shall be at the Elected Members' expense); and business cards as required during their term of office. The stationery may include a photograph of the Elected Member.
 - (b) 50 City of Bayswater Christmas cards, envelopes and postage.

- (c) Name Badge. Replacement name badges shall be supplied if the equipment is lost, stolen or damaged.

Civic Centre Access

- [39406](#). Elected Members are to be provided with an access key and security card allowing access to the civic areas of the Civic Centre including the Basement Car Park, Councillors Lounge, Councillors Office and Council Chamber and Foyer.
- [40137](#). The access key and security card will be issued as soon as possible following election to office.
- [38442](#). Elected members are to return the access key and security card to the Chief Executive Officer immediately upon the expiration of the Elected Member's term.
- [39423](#). Elected Members can access the administration area in the Civic Centre by contacting either the Chief Executive Officer and/or Directors.

Parental Leave

- [4340](#). In accordance with Part 2, Division 5, s2.25(5B) of the Act, Elected Members are entitled to six months of parental leave, beginning on the day on which the council member, or their spouse or de facto partner, gives birth, adopts a person under 16 years of age or becomes the guardian or foster parent of a child under 16 years of age.

Retirement

- [4454](#). Retiring Elected Members will be recognised for their service to the City of Bayswater with the following gifts:
- A certificate of service
 - A name plate, similar to the Elected Members' name plates in the Chambers, shall be prepared with details of the years of service engraved on the plate below the Elected Member's name.
- [4562](#). The gifts will be presented to the retiring Elected Member at an informal farewell as determined by the Mayor.
- [4367](#). The above presentation can be made posthumously to the spouse or designated family member of the Elected Member.

Reporting

- [4784](#). In accordance with Section 5.96A of the Act and Regulations 29C(2)(f)&(6), a report will be prepared annually on any fees, expenses or allowances paid to each council member Elected Member during a financial year, beginning 1 July 2020. The report will be published on the City's website on or before 14 July immediately following the end of the financial year to which the information relates.

Definitions

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“ICT expenses” means

1. Rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996*; or
2. Any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the *Local Government (Administration) Regulations 1996*.

Or

3. any expenses, including the purchase costs, of ICT hardware provided to elected members.

“Regulations” means the *Local Government (Administration) Regulations 1996*.

Related Legislation

Local Government Act 1995

Local Government (Administration) Regulations 1996

Salaries and Allowances Tribunal Annual Determination

Superannuation Guarantee (Administration) Act 1992 (Cwlth)

Related Documentation

Attendance at Events Policy

Relevant Delegations	Nil.
Risk Evaluation	Moderate
Council Adoption	6 May 2024 (meeting adjourned from 30 April 2024).
Reviewed/Modified	17 March 2025 (consequential changes made to reflect changes in legislation and Council’s decision to pay superannuation to Elected Members at its Ordinary Meeting of 25 February 2025, item 10.1.2 refers).



Elected Members Entitlements Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit/s	Governance and Strategy
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Financial Services Governance and Strategy
Document Ref	4705085

Purpose

1. To provide clarity around the entitlements and support available to Elected Members and determine the method and timing of payments to Elected Members in accordance with the *Local Government Act 1995* (the Act).

Policy Statement

Annual Attendance Fees and Allowances

2. Elected Members, including the Mayor and Deputy Mayor, shall be paid an annual attendance fee in accordance with the maximum amounts determined by the Salaries and Allowances Tribunal.
3. The Mayor and Deputy Mayor shall be paid an annual allowance in accordance with the maximum amounts determined by the Salaries and Allowances Tribunal.

ICT Allowance and Issue of Devices

4. Elected Members, including the Mayor and Deputy Mayor, shall be paid the maximum ICT allowance determined by the Salaries and Allowances Tribunal.
5. An appropriate device/s may be requested from the City, or the Elected Member may choose to purchase their own device with their ICT allowance.
6. Where the device is purchased by the City, the cost of the device will be deducted from the Elected Member's ICT allowance. The device will be the property of the Elected Member. The Elected Member can choose whether the device is deducted from their ICT allowance over a one or two-year period.
7. IT support and maintenance shall be provided by the City for City provided equipment and software, as appropriate. Care of the device and personal data is the responsibility of the Elected Member.

Payment

8. The attendance fees and the ICT allowance are to:
 - (a) Be paid on a monthly basis.
 - (b) Generally, be paid in arrears on the first day of the month.
 - (c) Be calculated on a daily pro rata basis.

Taxation

9. The taxation liability arising from payments received from the City is the individual responsibility of each Elected Member.
10. The City will provide an annual payment summary to each Elected Member for the preceding financial year by the end of July each year.

Superannuation

11. Elected Members may be paid superannuation contributions under S 5.99B of the Act.
12. Superannuation contributions for Elected Members are payable with, and at the same time as attendance fees and allowances.
13. Superannuation contributions are payable on attendance fees and allowances and do not apply to the ICT allowance or amounts paid in reimbursement of expenses.
14. Individual Elected Members may choose to opt out of receiving superannuation contributions by providing written notice to the CEO. The Elected Member may opt back in by providing written notice to the CEO revoking the opt-out notice.
15. Elected Members who wish to receive superannuation contribution payments must nominate a superannuation account from scheme or fund to which the *Superannuation Guarantee (Administration) Act 1992* applies.

Reimbursement of Expenses

16. In accordance with Regulation 32(1), the following kinds of expenses may be approved for reimbursement:
 - (a) An expense incurred by a council member in performing a function under the express authority of the Council;
 - (b) An expense incurred by a council member to whom subclause 6(a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) An expense incurred by a council member in performing a function in his or her capacity as a council member.
17. Reimbursement of Elected Members' expenses are required to be substantiated by the claimant through the production of receipts or the keeping of a logbook before such claims are paid.
18. In accordance with the Elected Members – Expense Claims and Reimbursement Process, requests for reimbursement are encouraged to be submitted on a monthly or quarterly basis. All claims must be lodged no more than 7 days after the end of the financial year to which the expense relates.
19. Reimbursement requests must be submitted using the Elected Member Reimbursement Form. Forms should include a copy of the tax invoice for each expense.

Reimbursement of Childcare Expenses

20. Child-minding fees incurred by Elected Members whilst attending Council or Committee meetings of which that Elected Member is a member, or in performing any of the functions described under clause will be paid at the maximum hourly allowance provided for by the Salaries and Allowances Tribunal or the actual cost per hour, whichever is the lesser amount.
21. The number of hours claimable are limited to the length of the meeting plus a reasonable time allowance for travel to and from the place of care.
22. Receipts for childcare expenses must accompany the reimbursement claim form, detailing the date, number of hours, rate and meeting attended and the details of the service provider, signed by the service provider.
23. Child minding fees will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

Reimbursement of Travel Expenses

24. Elected members are eligible for reimbursement of travel expenses incurred:
 - (a) Because of a Council Meeting or a Meeting of a Committee of which he or she is also a member; or
 - (b) In performing any of the functions described in Clause 11 of this policy.
25. Travel expenses will be reimbursed to the extent provided for in the annual determination of the Salaries and Allowances Tribunal.
26. Elected Members may choose to use Uber or Taxis as a mode of travel for official City business. Where Uber is required or preferred, the City's Corporate Uber account must be used to facilitate the booking.
27. Although travel expenses paid directly by the City (e.g., via the City's Uber account) are not reimbursed to the member, they are still considered reportable expenses and will be included in the annual report on fees, expenses and allowances to Elected Members as required under s 5.96A of the *Local Government Act 1995*.

Attendance at Conferences, Seminars, Training and Professional Development

28. Elected Members may attend conferences, seminars, and training relating to their role as an Elected Member at the City of Bayswater. Opportunities for training include training courses, workshops, formal qualifications (or individual units or modules as components for formal qualifications) and membership of professional development organisations, where the membership incorporates access to continuing professional development.²⁹ Selection and determination of attendance at conferences, training and seminars will be made by the individual Elected Member in relation to their particular interests.
30. The amount payable by the City of Bayswater (the City) for attendance at such events will be capped at \$15,000 for each Councillor, and \$30,000 for the Mayor, for the four-year period of their term of office (or pro-rata). This maximum allowance is contingent on budget allocations.
31. The City will not fund attendance at overseas conferences, other than New Zealand.

Elected Members Entitlements Policy

32. The City will fund attendance by Elected Members at interstate conferences.
33. Attendance at interstate and New Zealand conferences will be limited to a maximum of three Elected Members per event.
34. At the first Ordinary Council Meeting following the attendance by an Elected Member at any City funded conference, seminar or training event a written report will be tabled which provides a summary of the reasons for attendance, the cost to the City and any information or documentation of particular importance to Council, the City, or ratepayers and residents. This attendance information will also be published on a publicly available register on the City's website no later than 10 days after the Ordinary Council Meeting.
35. An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:
 - (a) meals and refreshments for the Elected Member that are not covered by the registration costs;
 - (b) dry-cleaning and laundry expenses.
36. Elected Members will not be reimbursed for the cost of meals or refreshments for other people, excepting when the meal or refreshment provided to another person is in response to a meal or refreshments previously received from that person.
37. Expenses will be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home.
38. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:
 - (a) For the days of the Conference and Training event only; and
 - (b) For the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.

Issue of Stationery

39. An Elected Member shall be eligible to an issue of the following stationery:
 - (a) Up to 4,000 (in lots of 500) letterheads, envelopes (postage costs shall be at the Elected Members' expense); and business cards as required during their term of office. The stationery may include a photograph of the Elected Member.
 - (b) 50 City of Bayswater Christmas cards, envelopes and postage.
 - (c) Name Badge. Replacement name badges shall be supplied if the equipment is lost, stolen or damaged.

Civic Centre Access

40. Elected Members are to be provided with an access key and security card allowing access to the civic areas of the Civic Centre including the Basement Car Park, Councillors Lounge, Councillors Office and Council Chamber and Foyer.

41. The access key and security card will be issued as soon as possible following election to office.
42. Elected members are to return the access key and security card to the Chief Executive Officer immediately upon the expiration of the Elected Member's term.
43. Elected Members can access the administration area in the Civic Centre by contacting either the Chief Executive Officer and/or Directors.

Parental Leave

44. In accordance with Part 2, Division 5, s2.25(5B) of the Act, Elected Members are entitled to six months of parental leave, beginning on the day on which the council member, or their spouse or de facto partner, gives birth, adopts a person under 16 years of age or becomes the guardian or foster parent of a child under 16 years of age.

Retirement

45. Retiring Elected Members will be recognised for their service to the City of Bayswater with the following gifts:
 - (a) A certificate of service
 - (b) A name plate, similar to the Elected Members' name plates in the Chambers, shall be prepared with details of the years of service engraved on the plate below the Elected Member's name.
46. The gifts will be presented to the retiring Elected Member at an informal farewell as determined by the Mayor.
47. The above presentation can be made posthumously to the spouse or designated family member of the Elected Member.

Reporting

48. In accordance with Section 5.96A of the Act and Regulations 29C(2)(f)&(6), a report will be prepared annually on any fees, expenses or allowances paid to each Elected Member during a financial year, beginning 1 July 2020. The report will be published on the City's website on or before 14 July immediately following the end of the financial year to which the information relates.

Definitions

"Act" means the *Local Government Act 1995*

"Council" means the City of Bayswater Council

"ICT expenses" means

1. Rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996*; or
2. Any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the *Local Government (Administration) Regulations 1996*.



Elected Members Entitlements Policy

Or

- 3. any expenses, including the purchase costs, of ICT hardware provided to elected members.

“Regulations” means the *Local Government (Administration) Regulations 1996*.

Related Legislation

Local Government Act 1995

Local Government (Administration) Regulations 1996

Salaries and Allowances Tribunal Annual Determination

Superannuation Guarantee (Administration) Act 1992 (Cwlth)

Related Documentation

Attendance at Events Policy

Relevant Delegations	Nil.
Risk Evaluation	Moderate
Council Adoption	6 May 2024 (meeting adjourned from 30 April 2024).
Reviewed/Modified	17 March 2025 (consequential changes made to reflect changes in legislation and Council’s decision to pay superannuation to Elected Members at its Ordinary Meeting of 25 February 2025, item 10.1.2 refers).

9.3 Local Planning Policies

9.3.1 New Local Planning Policy: Short-Term Rental Accommodation and Guidelines

Responsible Branch:	Property and Economic Development
Responsible Directorate:	Chief Executive Officer
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	<ol style="list-style-type: none"> 1. Draft Short-Term Rental Accommodation Policy [9.3.1.1 - 7 pages] 2. STRA Preferred Locations [9.3.1.2 - 1 page] 3. Draft Short-Term Rental Accommodation Guidelines [9.3.1.3 - 5 pages]
Refer:	Item: 10.1.1 OCM: 26.08.2025
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

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

SUMMARY

A number of planning reforms have been undertaken at the State level relating to the control of tourist and short-term rental accommodation (STRA) as distinct land uses.

Council revoked the previous *Short-Term Accommodation Policy* at the 23 July 2024 Ordinary Council Meeting because the policy was considered not able to function as intended and inconsistent with the State Government changes.

Amendment 101 to the City of Bayswater Town Planning Scheme No. 24 was endorsed at the 26 August 2025 Ordinary Council Meeting to bring the City's planning framework into consistency with the State's requirements. A new policy is now required to provide guidance for STRA within the City. Guidelines are also proposed to provide more detailed guidance for applicants.

Council consideration is sought to adopt the draft *Short-Term Rental Accommodation Policy and Guidelines* for advertising.

OFFICER'S RECOMMENDATION

That Council

1. **Adopts the draft *Short-Term Rental Accommodation Policy* and Preferred Locations Map (Map 1) as contained in Attachment 1 & 2 for the purposes of public advertising.**
2. **Notes the draft *Short-Term Rental Accommodation Guidelines* as contained in Attachment 2 as a supplementary document to the policy.**

BACKGROUND

The State Government has recognised Short-Term Rental Accommodation (STRA) as a separate land use by introducing new definitions and provisions in the [Planning and Development \(Local Planning Schemes\) Regulations 2015](#) (LPS regs) Schedule 2 Part 1 and Part 7. These include hosted STRA (where a host is present), and unhosted STRA (where guests have exclusive use of the entire dwelling).

Council initiated Town Planning Scheme No. 24 (TPS 24) Amendment No. 101 (Amd 101) in order to bring TPS 24 into alignment with the new STRA provisions. The amendment proposes that Hosted STRA is a 'P' permitted land use class in zones where dwellings can be approved (consistent with the LPS regs), and Unhosted STRA be included in the TPS 24 zoning tables, with a 'D' discretionary land use class in zones where dwellings can be approved. At its Ordinary Council meeting held 26 August 2025 Council resolved:

"That Council:

- 1. Pursuant to Regulation 53(1) of the Planning and Development (Local Planning Schemes) Regulations 2015, provides the advertised Amendment No. 101 to City of Bayswater Town Planning Scheme No. 24 to the Western Australian Planning Commission and Minister for Planning for final approval.*
- 2. Requests the Chief Executive Officer to prepare a Short-term Rental Accommodation Local Planning policy for future consideration by Council."*

At the time of writing this report Amd 101 is with the Minister for Planning for final approval, however it is anticipated that should the policy be supported for advertising Amd 101 will have been finalised by the time the policy is considered for final approval.

EXTERNAL CONSULTATION

No consultation has yet occurred with the public or other agencies on the draft Policy. In the event that the draft Policy is supported by Council, advertising will be undertaken by way of:

- Notification in the local newspaper
- Information being placed on the City's engagement website
- Public Notice on the City's website
- Hard copies of the draft policy being made available for inspection at the City of Bayswater Civic Centre and three libraries.
- Letters and emails sent to existing STRA operators.

OFFICER'S COMMENTS

A copy of the draft *Short-Term Rental Accommodation Policy and Guidelines* are contained in **Attachments 1 and 2**.

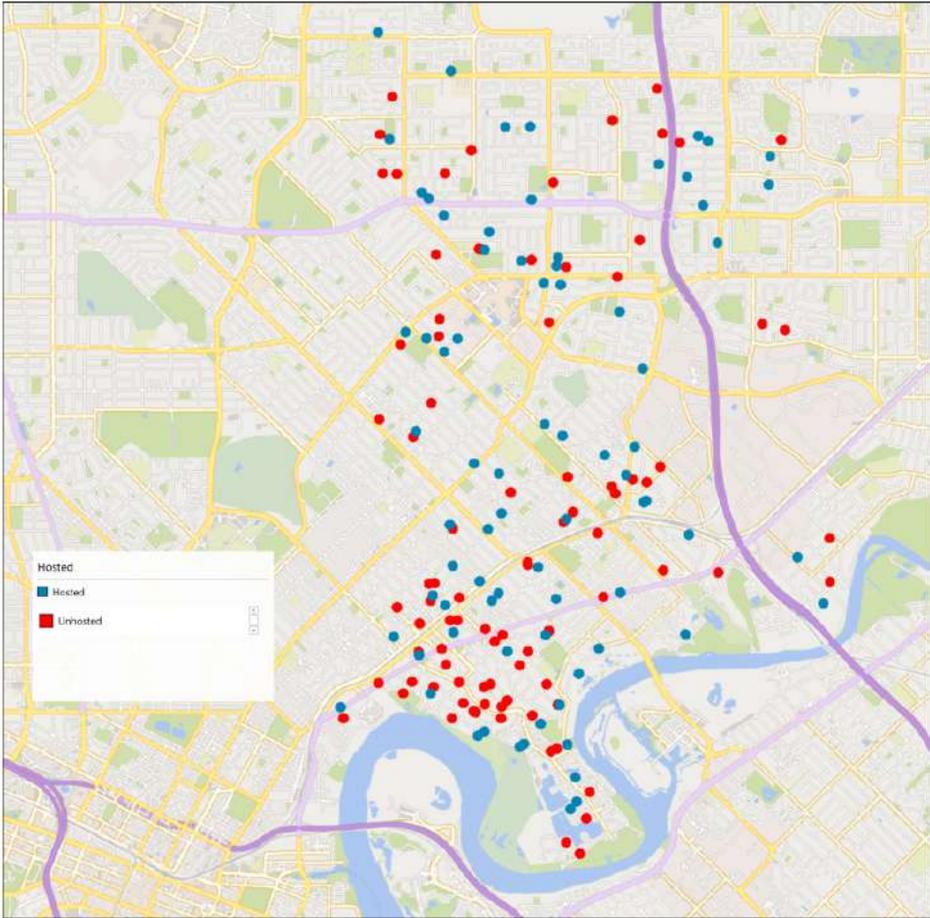
Draft Short-Term Rental Accommodation Policy

Hosted STRA, and Unhosted STRA where the premise is rented less than 90 days in a 12 month period, are exempt from requiring Development Approval under *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Clause 61. It is noted that the draft policy does not apply to these properties and they may operate within residential areas without a Development Approval (DA).

Unhosted STRA where the premise is rented more than 90 days in a 12 month period are required to obtain a DA. The policy has therefore been drafted to specifically relate to unhosted STRA operating for more than 90 days. The intention is to ensure that unhosted STRA is located in appropriate areas within the City, to minimise impact on the amenity of residential suburbs. The proposed Guidelines provide more detailed information for applicants when preparing an application for STRA.

The table below provides a synopsis of the key features in the draft *STRA Policy*:

Provision	Rationale
Assessment Criteria	
<p>Preferred Locations Within planning areas identified within the City’s Local Planning Strategy’s Activity and District Centres, Station Precincts and Urban Corridors</p>	<p>In order to mitigate adverse impact on amenity in residential areas the policy restricts STRA to locations where more population is likely to be accommodated, and along high frequency public transport routes identified in the City’s Local Planning Strategy (LPS) and consistent with the Perth and Peel @ 3.5million Central Sub-regional Planning Framework. These areas also generally provide facilities appropriate to tourism. Locating STRA within centres will also assist in further activation of the area.</p> <p>The draft LPP and map exclude the Alexander Drive Urban Corridor, Ashfield District Centre and Bayswater District Centre Planning Areas.</p> <ul style="list-style-type: none"> • The Alexander Drive Urban Corridor is the result of Perth and Peel @ 3.5 Million mapping, and extends south within the City of Stirling. The portion within the City is land-locked with no frontage or access to Alexander Drive and does not currently exhibit land-use/transport characteristics that would support its growth as a higher density urban corridor. • The Ashfield District Centre is zoned ‘General Industry’ under TPS 24 and LPS 25 proposes to rezone this land to ‘Service Commercial’. Residential development is not an approvable land use within these zones and therefore the Centre is not considered appropriate to be included in the LPP as a preferred location. • The Bayswater District Centre is under planning control of DevelopmentWA as the Bayswater Redevelopment Area, and TPS 24 and the City’s local planning policies are not in effect in the redevelopment area. The LPP may be amended in the future to support the normalisation of Bayswater into the City’s local planning scheme. There is currently no timeline for normalisation of the Bayswater Redevelopment Area. <p>Unhosted STRA land use permissibility will be ‘D’ within residential zones, as such, under TPS 24, it may be considered appropriate within all residential areas subject to exercising discretion. The City, despite being in a prime central Perth location, as a whole lacks tourist accommodation, therefore unhosted short-term accommodation provides a valuable contribution for guests wanting to stay within the City.</p> <p>It should be noted there is a concentration of STRA within the Maylands peninsula, and this area is not included in the preferred locations. The below map details approximate locations of existing STRA within the City.</p>

Provision	Rationale
	 <p data-bbox="443 1146 1390 1442">Whilst the policy does not prohibit other areas such as the Maylands peninsula, STRA proposals outside preferred locations will require significant planning justification, and will generally not be supported in grouped and multiple dwelling developments to protect the amenity of existing residential areas, ensure they continue to fulfill their primary purpose of providing long-term housing, and incentivise STRA within areas that have sufficient services, attractions, amenities and accessibility. The policy proposes that single, grouped and multiple dwellings may be considered for STRA within the preferred locations.</p>
<p data-bbox="172 1451 414 1783">Car parking Sliding scale based on the number of guests, to allow for larger dwellings which may accommodate more than one family</p>	<p data-bbox="443 1451 1380 1581">In order to limit use of verges and streets for guest parking a sliding scale of car parking is proposed based on the number of guests the dwelling can accommodate, assuming an average family size of 3 people:</p> <ul data-bbox="443 1594 737 1783" style="list-style-type: none"> 1-3 guests – 1 bay 4-6 guests – 2 bays 7-9 guests – 3 bays 10-12 guests – 4 bays <p data-bbox="443 1814 1380 1877">Shared common property visitor parking is not included in the car parking calculations to prevent conflicts with other strata owners.</p>
<p data-bbox="172 1886 414 2042">Number of Guests As per Health Local Law cubic metre of airspace</p>	<p data-bbox="443 1886 1380 2042">The provision is consistent with the City of <i>Bayswater Health Local Law 2023 (as amended in 2024)</i> and <i>Department of Health General Health Provisions for Short Term Accommodation</i> which calculates occupancy per bedroom based on 14m³ airspace for adults and 10m³ for children. As a Health Local Law provision this cannot be varied.</p>

Provision	Rationale
<p>Amenity No adverse impact on amenity including noise</p>	<p>Including specific amenity provisions which are directly relevant to STRA provides an appropriate framework when exercising discretion. The draft policy includes consideration of arrival times, use of outdoor areas, proximity to other dwellings, and noise monitoring devices, however notes that imposing conditions on any approval is not appropriate in instances where STRA would be inherently unsuitable.</p>
<p>Strata and community title developments Single dwellings outside of preferred planning locations</p>	<p>These provisions reiterate the above, that single, grouped, multiple and community title developments will be considered in preferred locations, however only single dwellings will be considered outside of preferred locations. This is to avoid enclaves of STRA in suburban areas outside of preferred locations which may impact on the overall amenity of the area and individual developments.</p>
<p>Signage 0.2m² maximum area of signage</p>	<p>The 0.2m² area of signage is consistent with TPS 24 signage requirements for Home Occupation and is considered an appropriate size that will not detract from the amenity of residential areas.</p>
<p>Additional provisions</p>	
<p>Application requirements Additional information required specific to the nature and development requirements of the proposed STRA</p>	<p>Additional information to the usual requirements of an application for Development Approval is specified in relation to unhosted STRA:</p> <ul style="list-style-type: none"> • strata consent to lodge • site and floor plan detailing use • justification for non-preferred location • management plan • guest code of conduct • Bushfire evacuation plan <p>Additional details are included in the draft STRA guidelines and are discussed below</p>
<p>Consultation immediate adjoining landowners and occupants</p>	<p>'D' land uses do not require mandatory advertising, however the policy recommends all adjoining landowners should be consulted. A diagram is included in the Guidelines to clarify the minimum advertising requirements.</p>
<p>Conditions</p> <ul style="list-style-type: none"> • Number of guests • Temporary approval • Management Plan implemented • Car parking • Emergency contact information • Complaints register • Minimum stays • Noise 	<p>Based on previous determinations of STRA applications within the City, the proposed policy includes, but is not limited to, recommended conditions. For conditions to be valid they must only relate to matters which can be readily controlled. For example, a condition relating to prohibition of antisocial behaviour cannot be imposed because this is relative to individual behaviour (and is usually governed through the STRA provider, who have strict policies regarding misuse of STRA properties). Matters subject to conditions in the proposed policy are valid, and would allow for compliance measures if the conditions are not adhered to.</p> <p>Of note, the draft policy proposes a condition for an initial approval period of 12 months. After the probation period an application for renewal would be required. If the STRA is found to have operated in an acceptable manner, a further time limited approval of up to three years may be granted. This provides the City with additional control to prevent STRA from operating if they are causing an undue nuisance to the local</p>

Provision	Rationale
monitoring equipment • Specification of quiet times	area.
Compliance Noise monitoring	The draft policy explicitly notes that all conditions must be adhered to, and that noise monitoring may be undertaken in the event of nuisance complaints.

Draft Short-Term Rental Accommodation Guidelines

The draft STRA Guidelines provide more detail for applicants for the additional information that is required to be submitted in addition to the general requirements for an application for development approval, including:

- A strata consent template provides applicants with certainty about what is required for lodgement.
- The site and floor plan requirements are more specific than usually required for an application for development approval, detailing the bed configuration for each available bedroom, bedroom cubic meterage for occupancy calculations, guest car parking, external lighting, and outdoor entertainment areas.
- Justification for locations outside of preferred areas provides an opportunity to address the considerations in exercising discretion.
- A management plan details specific information relevant to an unhosted STRA, particularly addressing matters which could impact on residential amenity.
- A copy of the guest code of conduct will assist in compliance matters.
- Evacuation plans for guests unfamiliar with the area in which they are staying provides an additional level of safety to other mandatory bushfire requirements, where STRA is proposed in a bushfire prone area.

LEGISLATIVE COMPLIANCE

Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the procedure for preparing and advertising a local planning policy.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

Key Result Area: Built

Outcome 2.1 A Connected and Accessible City

Objective 2.1.2 Create liveable neighbourhoods and centres that include consideration of our built heritage.

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

It is considered that supporting the draft *Unhosted STRA Policy* will assist in ensuring that STRA is located in appropriate areas within the City, to minimise impact on the amenity of residential suburbs.

CONCLUSION

In order to minimise any adverse impacts on residential suburbs it is recommended that the draft *Short-term Rental Accommodation Local Planning Policy and Guidelines* be supported for the purposes of public advertising.



Short-Term Rental Accommodation Policy

Responsible Division	Office of the CEO
Responsible Business Unit	Property and Economic Development
Responsible Officer	Manager Property and Economic Development
Affected Business Units	Regulatory Services
ECM Document Set ID	[ECM document set ID]

Purpose

This Policy provides a framework to manage the use of residential properties for **unhosted short-term rental accommodation (STRA)**.

Scope

This policy applies to all development applications for **unhosted STRA** under all local planning schemes in effect within the City of Bayswater. **Unhosted STRA** may only be contemplated in zones where residential dwellings can be approved.

Objectives

1. Provide guidance on the requirements for the establishment of **unhosted STRA** within the City of Bayswater.
2. Ensure **unhosted STRA** is appropriately located within the City of Bayswater's activity centres, station precincts, and urban corridors, to safeguard the primary purpose of residential areas in providing residential dwellings for long term accommodation.
3. Provide a high level of amenity for both long-term residents of adjoining properties and the occupants of **unhosted STRA**.
4. Provide guidance to the operators of **unhosted STRA** as to the operator's responsibilities and obligations.

Definitions

For the purpose of this policy —

Anti social behaviour means actions and behaviours that threaten the amenity of the locality, and includes but is not limited to swearing, shouting, abusive, threatening behaviour, raised voices, parties and loud music.

Guest means a person, who is accommodated within a short-term accommodation on a temporary basis for a fee but is not subject to a Residential Tenancy Agreement

Hosted short-term rental accommodation has the meaning given in the *Planning and Development (Local Planning Schemes) Regulations 2015*

Short-term rental accommodation has the meaning given in the *Planning and Development (Local Planning Schemes) Regulations 2015*

Short-term rental arrangement has the meaning given in the *Planning and Development (Local Planning Schemes) Regulations 2015*

Unhosted short-term rental accommodation has the meaning given in the *Planning and Development (Local Planning Schemes) Regulations 2015*

Policy Statement

Assessment Criteria

In exercising discretion to determine an application for development approval, **unhosted STRA** will generally only be supported where the following criteria are met:

Zoning

STRA can only be supported on land in zones where residential dwellings are capable of approval under the applicable local planning scheme.

Preferred Locations

STRA may be supported in planning areas identified in the City of Bayswater Local Planning Strategy as Centres, Station Precincts and Urban Corridors, excluding the Alexander Drive Urban Corridor and Ashfield District Centre, as indicated in **Plan 1** attached. This includes the use of single, grouped and multiple dwellings as STRA.

Development applications for STRA located outside of preferred areas will require justification including, but not limited to, the following matters:

1. Proximity to regional community and/or health facilities;
2. Protection of amenity of the locality;
3. Vehicle access, car parking, public transport and other matters related to accessibility;
4. Appropriateness of the development with regard to land tenure. Generally **unhosted STRA** will not be supported in existing grouped dwelling or multiple dwelling developments outside of preferred areas;
5. Non-tangible amenities such as proximity to parks may not be considered sufficient justification to be located outside of a preferred area.

Note: Bayswater District Centre is under planning control of DevelopmentWA and is not subject to the provisions of this Local Planning Policy.

Car parking

Car parking is to be provided on site in accordance with the minimum requirements of the Residential Design Codes for dwellings, with additional parking bays (if required) provided in accordance with the



Short-Term Rental Accommodation Policy

table below. The number of guest cars should not exceed the number of bays available on site. In instances where shared visitor car parking is provided in common property, such as strata and community title development, the shared visitor parking shall not be relied upon for use of the STRA.

Number of Guests*	Minimum Parking Bays required
1-3	1 bay
4-6	2 bays
7-9	3 bays
10-12	4 bays

*Note: For the purpose of calculating car parking, children do not count as **guests**.*

Number of Guests

The maximum number of guests shall be calculated as per the City of *Bayswater Health Local Law 2023 (as amended in 2024)* and *Department of Health General Health Provisions for Short Term Accommodation*, based on the per cubic meter of airspace in each bedroom. A condition may be included on any Development Approval limiting the number of guests as required.

Amenity

- The City will evaluate the potential amenity impacts of each STRA proposal, considering their individual circumstances and the specific local context.
- STRA proposals that detrimentally impact the surrounding locality's amenity will not be supported.
- The evaluation of a proposal will focus on the inherent suitability of each proposed use, as presented in the application, with specific attention to its details and how it impacts the amenity of the locality. Conditions of approval should not be used to support proposals that are inherently unsuitable.
- In reviewing STRA proposals, the City will assess proposed management measures to consider if they are reasonable, enforceable, and effective in maintaining amenity.
- STRA proposals must, at a minimum, demonstrate compliance with the *Environmental Protection (Noise) Regulations 1997*. However, compliance does not automatically translate into acceptable noise impacts from a planning amenity perspective. The City will consider factors such as arrival times, use of outdoor areas, proximity to adjoining dwellings, installation of noise monitoring devices, and other relevant aspects.

Strata and community titles

The use of grouped and multiple dwellings, and dwellings part of a strata or community title scheme for STRA will only be considered within preferred locations.

Where a STRA is proposed outside of a preferred location generally only single dwellings will be supported.

Signage

On residential zoned land a maximum of one sign on the site identifying the STRA is permitted. The sign is not to exceed 0.2m² in area, and is to be incorporated into a front fence, wall, structure or building.

Application requirements

In addition to the application Development Approval requirements set out in Schedule 2 Part 8 cl.63 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and City of Bayswater [Planning Application Forms and Fees - City of Bayswater](#), the following is required to be submitted. Detailed information regarding these requirements is included in the *Short-term Rental Accommodation Guidelines*:

1. Cover letter
2. Consent of strata company or community corporation to lodge application, in accordance with *Planning and Development (Local Planning Schemes) Regulations 2015*, where applicable.
- 5-6. Site and floor plan showing the use of the premises
- 6-7. Justification for location
3. Management Plan
4. Guest code of conduct
5. Bushfire evacuation measures, if applicable.

Consultation

Applications for **unhosted STRA** may be advertised in accordance with the advertising procedures defined in Schedule 2 Part 8 cl.64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Where an application involves short-term accommodation in a strata or community title situation, all owners and occupiers are to be notified of the proposal. **Unhosted STRA** in strata and community title situations will not be supported except where the consent of the strata company/council of owners has been given in accordance with the provisions of the *Strata Titles Act 1985* and associated by-laws.

At a minimum, all adjoining landowners and on the opposite side of the street will be included in the consultation, as detailed in the *Short-term Rental Accommodation Guidelines*.

Conditions of Development Approval

In approving an application for development approval, the City may impose conditions including, but not limited to, the following:

- Maximum number of guests
- Temporary approval for a 12 month period, after which renewal, via an application to amend Development Approval will be required. In considering a renewal, due regard will be given to the history of the STRA operation. Subsequent approvals may be granted for a further time limited period of up to three years.
- The approved Management Plan to be implemented.
- The number of guest cars to not exceed the number of bays available on site.
- Supplying the emergency contact details of the management agent or owner to address issues



Short-Term Rental Accommodation Policy

- The landowner shall maintain a complaint register and outline the measures taken to address any complaints.
- The minimum length of stay.
- Installation of noise monitoring equipment
- Specification of quiet times.

Compliance

Unhosted STRA is to comply with all conditions of Development Approval. Noise monitoring may be undertaken in the event of nuisance complaints.

Other Approvals

This policy does not exempt **unhosted STRA** from the requirement to obtain any other necessary approvals, such as under the *Building Act 2011* and *Building Regulations 2012*.

Related Legislation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Other related legislation includes the City of Bayswater *Town Planning Scheme No. 24*.

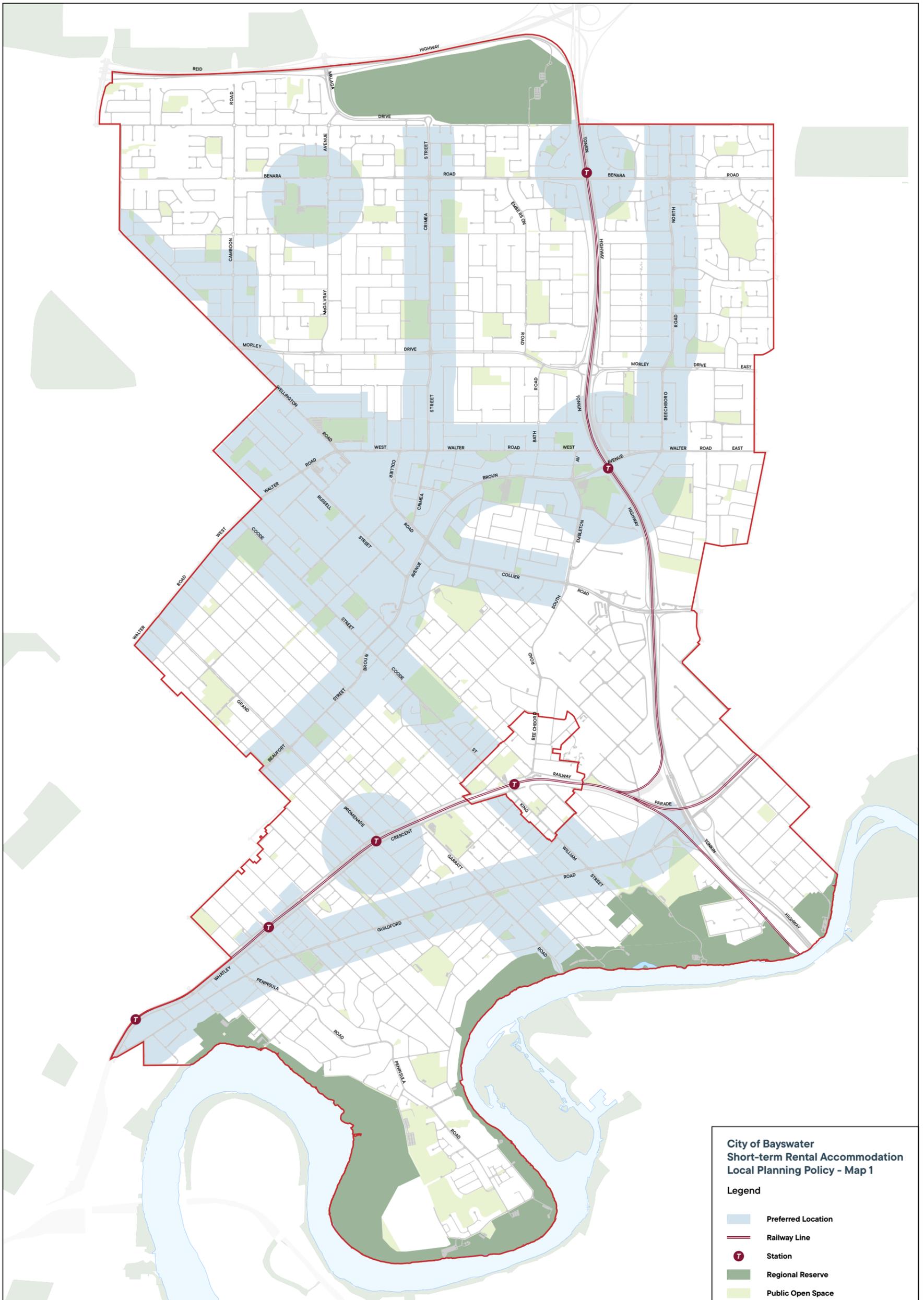
Related Documentation

Western Australian Planning Commission *Unhosted Short-Term Rental Accommodation Guidelines*

Document details

Relevant delegations	TP-D01 Local Planning Schemes		
Risk evaluation	Low		
Strategic link	Objective 2.1.2 Create liveable neighbourhoods and centres that include consideration of our built heritage. Objective 2.1.3 Advocate and plan for diverse and quality housing choices utilising a contemporary planning framework that encourages growth.		
Council adoption	[date]	Resolution	[item no.]
Next review due	[date]		
Reviewed/modified	[date]	Resolution	[item no.]
Revision details	[description]		

DRAFT





Short-Term Rental Accommodation Guidelines

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit	Property and Economic Development
Responsible Officer	Manager Property and Economic Development
Affected Business Units	Regulatory Services
ECM Document Set ID	[ECM document set ID]

Introduction

These guidelines provide detailed information for landowners wishing to operate an unhosted Short-Term Rental Accommodation for more than 90 days in any 12 month period, in accordance with the Unhosted Short-Term Rental Accommodation Policy.

Guidelines

Note: These guidelines are a supplement to the specific requirements of lodging an application for Development Approval. They can be used as a checklist by applicants when preparing and application for unhosted STRA operating more than 90 days in a 12 month period.

Cover letter and application form	<input type="checkbox"/>
<p>A cover letter should be provided with every application for Development Approval, detailing, but not limited to, the following:</p> <ul style="list-style-type: none"> Management – owner or managing agent Justification for location, Likely frequency and duration of bookings, Number of guests, and visitors (if proposed) Any variations to the policy provisions <p>Note that all application for Development Approval must be accompanied by a Management Plan</p>	

Template consent of strata to lodge application for Development Approval	<input type="checkbox"/>

I / We.....being representative of the strata body forgive consent for the application for Development Approval for unhosted short-term rental accommodation to be lodged at.....[Unit and address].....

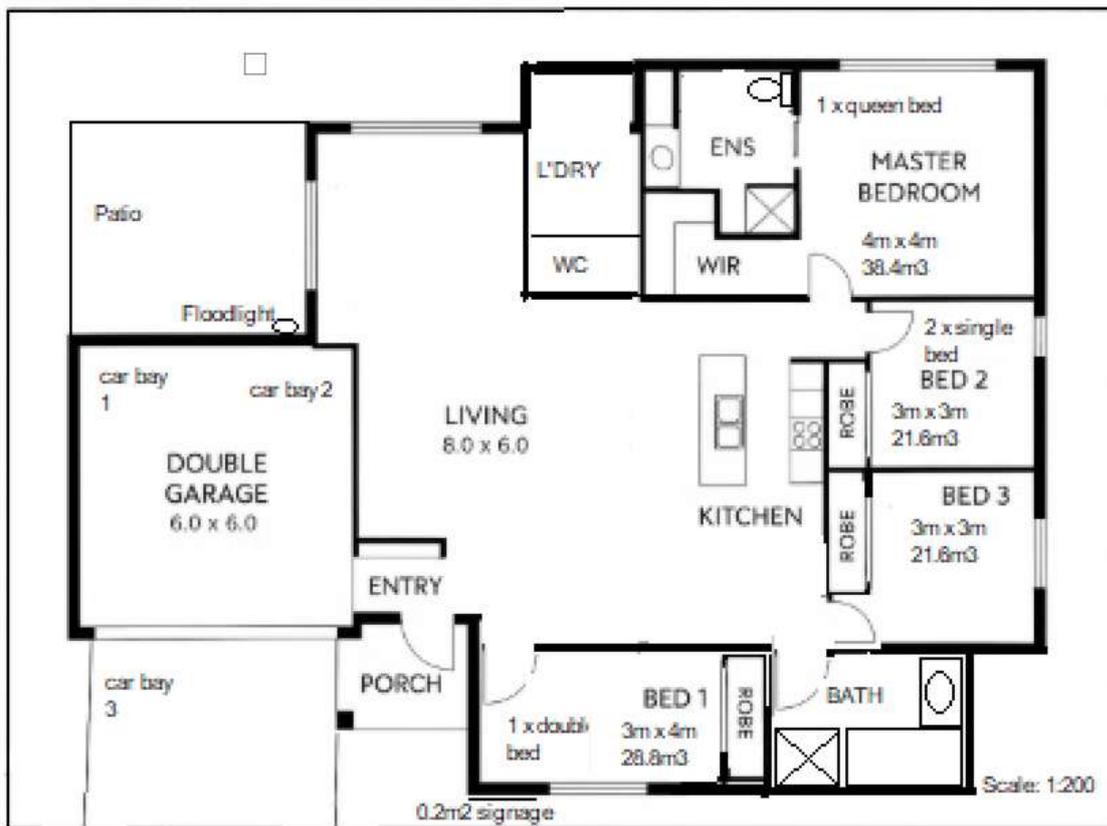
Strata body[signature].....

Site and Floor Plan



Site plan and floor plan to be submitted clearly indicating site boundary, location of car parking, available bedrooms and the number and size of beds within each bedroom, cubic meterage of each bedroom, external lighting, outdoor entertaining areas, and any areas not accessible to guests.

Example:



Location Justification

Where an unhosted STRA is proposed to be located outside of a preferred location, detailed justification is to be provided, including but not limited to:

- Noise amelioration management
- Appropriateness of location

Management Plan



The Management Plan is to address, but is not limited to, the following:

- Control of anti-social behaviour and the potential conflict between guests and permanent residents of the area;
- Minimum and maximum lengths of stay;
- Maximum occupancy limit;
- Guest arrival and departure procedures; including check in / check out times;
- Car parking management;
- Complaints management and after-hours complaints procedure including:
 - Nature of complaint
 - Date and time of complaint
 - Complainant details
 - Description of how complaint was addressed and whether feedback was provided to the complainant.
 - The provision of a contact telephone number of the accommodation owner and operator to neighbouring properties for business-hours and after-hours complaints;
 - Details of intended response timeframe, and process for notification or eviction of guests
- Explanation of how guests are informed of the Code of Conduct prior to and on arrival.
 - Details of any external lighting, and to be turned off after 9pm
 - Details of installation of noise monitoring devices
 - Guest Screening, including referrals and reviews from online booking platforms

Guest code of conduct



The Code of Conduct is to address, but is not limited to, the following matters:

- The expected behaviour of guests.
- Periods of ‘quiet time’, 7pm -7am Monday to Friday and 9pm to 7am on weekends ;
- Parties are not permitted;
- Reasonable noise expectations (in compliance with the *Environmental Protection (Noise)*)

Regulations 1997);

- Details regarding guest check-in and check-out procedures. Check in / check out of guests to be restricted during quiet hours;
- Expected control and maintenance of pets (if permitted at the property);
- Details of any car parking restrictions applicable to the area, and clarification on:
 - the maximum number of vehicles that can park on a property; and
 - that parking on surrounding properties and within the street and verge area is not permitted;
- Details regarding waste management which specifies the expectations on guests about general rubbish and bin collection;
- Rules and maintenance relating to the use of all common property and common facilities (if applicable);
- Information on relevant strata by-laws (if applicable);
- Emergency contact information;
- Contact details of emergency services; and
- Implications of breaching the code of conduct, including but not limited to, consequences such as eviction. .

The Code of Conduct shall be provided in the form of an information booklet for guests at the accommodation, and online prior to arrival.

Bushfire



Where a STRA is located within a Bushfire Prone Area, in addition to the requirements under the relevant legislation, the application is to address, but is not limited to, the following:

- Emergency evacuation plan for visitors in the event of a bushfire. This should include a map of the area, provide advice on what to do in the event of a bushfire, identifies the subject property, access routes and suitable evacuation destinations.
- Installation of directional signage clearly indicating possible evacuation directions from the property.

Consultation

At a minimum, all adjoining landowners and on the opposite side of the street will be included in the consultation.



9.3.2 New Local Planning Policy: Child Care Premises

Responsible Branch:	Property and Economic Development
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Attachments:	1. LPP Child Care Premises Draft [9.3.2.1 - 6 pages]
Refer:	Item: 10.5.1.6 OCM: 28.01.2025
Officer Declaration:	<i>The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.</i>

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

SUMMARY

Council consideration is sought for the endorsement of the draft Child Care Premises Local Planning Policy, for the purposes of public advertising.

OFFICER'S RECOMMENDATION

That Council adopts the *Child Care Premises Local Planning Policy* as contained in Attachment 1 for the purposes of public advertising.

BACKGROUND

Council at its meeting held on 11 February 2020 adopted the *Non-residential Uses in Residential Zones Local Planning Policy* (LPP) and revoked the *Child Day Care Centres* LPP. Following the revocation of the *Child Day Care Centres* LPP, development standards for child care centres have been controlled by provisions of *Town Planning Scheme No. 24* (TPS 24) and, where applicable, the *Non-residential Uses in Residential Zones* LPP. Since the policy was revoked in 2020 the City has received a large volume of child care premises development applications, and there have been instances over the past five years where decisions made by the City under the *Non-residential Uses in Residential Zones* LPP have resulted in State Administrative Tribunal (SAT) review. Whilst the *Non-residential Uses in Residential Zones* LPP has held up under SAT review, given the volume of applications and unique characteristics of child care premises relative to other non-residential development, it is considered that a dedicated local planning policy is warranted, to provide greater guidance, consistency and clarity in decision-making.

As part of the 2024/25 scheduled review of the *Non-residential Uses in Residential Zones* LPP, Council resolved at the 28 January 2025 Ordinary Meeting, to “support the City preparing a Child Care Premises Local Planning Policy for further consideration by Council”.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

A copy of the draft *Child Care Premises Local Planning Policy* is contained in Attachment 1.

Child care is considered an essential community service and there is a rising demand for child care premises in both metropolitan and regional areas. As detailed above the City currently uses the *Non-residential Uses in Residential Zones* LPP to assess child care applications. Based on the number of applications and feedback from applicants it is considered that providing further guidance on the design and location of child care premises within the City of Bayswater would benefit the community, designers, operators and City officers. The Department of Planning,

Lands and Heritage released an updated draft *Position Statement: Child care premises* for consultation in April 2025. This position statement provides recommendations for a consistent policy approach, including regarding:

- Location suitability
- Noise and emissions
- Amenity and environment
- Building design, layout and car parking
- Traffic and vehicle access
- Land use permissibility

The City has had regard to the draft Position Statement in the preparation of the *Child Care Premises LPP*.

Terminology

TPS 24 includes the land use classes ‘child day care centre’ and ‘family day care’. The City has adopted Model land use classes and definitions from the *Planning and Development (Local Planning Schemes) Regulations 2015* for the *Child Care Premises LPP*, being ‘child care premises’ and ‘family day care’, with an additional limb in each definition to make reference to the TPS 24 definitions. These use classes and definitions are proposed to be adopted in *Local Planning Scheme No. 25* (LPS 25) and this approach will ensure that there is no ambiguity when LPS 25 receives final approval.

The table below provides a synopsis of the key features in the draft *Child Care Premises LPP*:

Provision	Rationale
Objectives	The draft LPP includes objectives related to: <ul style="list-style-type: none"> • Appropriate locations • Compatibility with context • Amenity impacts • Built form, landscape and streetscape character
Exempted development	The policy seeks to exempt low occupancy family day care premises from requiring development approval. This exemption relates the maximum number of children that may be cared for by a single Family Day care educator under the <i>Education and Care Services National Regulations 2011</i> .
Locational requirements	Robust locational criteria have been held up at the SAT for decisions made with regard to the <i>Non-residential Uses in Residential Zones LPP</i> , as well as various other local government policies, and are therefore considered a critical component of ensuring child care premises are planned, designed and located in accordance with the objectives of the LPP. The draft LPP identifies suitable locational characteristics including within ‘Public Purposes’ reserves, co-located with school sites, abutting non-residential land uses, on corner sites with access to higher-order roads, within urban corridors, or within 200m of high-frequency public transport.
Building design	The draft LPP proposes building design requirements which seek to protect the amenity of the locality especially where abutting residential land uses, integrate with established streetscapes, and ensure safe and legible access.

Provision	Rationale
Traffic, car parking and access	Along with locational criteria, traffic, car parking and access are one of the most frequently cited concerns with child care premises. Provisions seek to ensure that safe and legible access is provided to child care premises developments and that traffic movements and car parking can be accommodated wholly within the development site.
Application requirements	<p>In addition to standard development application requirements, the draft LPP requires that applicants provide the following:</p> <ul style="list-style-type: none"> • Operational Management Plan • Transport assessment • Parking Management Plan • Acoustic Assessment • Amenity impact assessment • Waste management Plan • Outdoor Lighting Plan • Signage strategy <p>Consistent with the current provisions of the Non-residential Uses in Residential Zones LPP, the Operational Management Plan limits hours of operation to 7:00am – 7:00pm weekdays and Saturdays.</p>

LEGISLATIVE COMPLIANCE

Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the procedure for making a local planning policy, including the requirement to give local public notice and invite submissions on the draft policy.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

Key Result Area:	Built
Outcome 2.1	A Connected and Accessible City
Objective 2.1.2	Create liveable neighbourhoods and centres that include consideration of our built heritage.
Key Result Area:	Economic
Outcome 4.1	Diverse Economic Opportunities
Objective 4.1.2	Support mixed-use precincts and developments.

CONCLUSION

In light of the volume of applications that the City receives for child care premises, and the complex amenity impacts they can present, it is considered that additional guidance on the location, design, and mitigation of amenity impacts are necessary to ensure effective design governance and improve the decision-making capacity of the City. The draft *Child Care Premises Local Planning Policy* has built on the effective elements of the City's *Non-residential Uses in Residential Zones Local Planning Policy*, and includes robust guidance on appropriate locations, design requirements, traffic, parking and access, and operational management. It is therefore recommended that Council endorse the draft *Child Care Premises Local Planning Policy* for the purposes of public advertising, to gain industry and community feedback.



Child Care Premises 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

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

Exempted Development

1. 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.

Locational Requirements

1. The following characteristics are considered suitable for the location of a child care premises:
 - On, or adjacent to a school site or appropriate Public Purposes reserve; and/or
 - Abutting non-residential land uses; and/or
 - Corner sites with frontage to a local or district distributor road, or Other Regional Road reserve; and/or
 - Within or abutting an activity centre or station precinct; and/or

- Within an urban corridor or local centre identified in the Local Planning Strategy; and/or
- Within 200 metres of a high frequency public transport station or stop; and
- With adequate pedestrian/cycle infrastructure such as footpaths/dual use paths; and
- 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
- Where **child care premises** can be designed to prevent conflict with residential amenity.

Building Design Requirements

1. Design of **child care premises** is to comply with the development standards of any local planning scheme in effect and/or any applicable structure plan, local development plan or local planning policy.
2. 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.
3. **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.
4. Parking areas should be located at the rear of the building and/or screened from the street.
5. Outdoor play areas should be located to minimise noise impacts on adjoining noise sensitive land uses.
6. 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.
7. Bin storage areas to be:
 - (a) Screened from view by a wall not less than 1.8 metres in height and located behind the primary street setback; and
 - (b) Accessible to waste collection vehicles and not conflict with car parking and vehicular and pedestrian access; and
 - (c) Designed and located to not result in adverse amenity impacts to adjoining residential properties due to odour or noise.

Traffic, Access and Car Parking Requirements

1. Vehicle access should be provided from a local or district distributor road or other regional road.
2. 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.
3. Parking areas should be designed to enable vehicle to enter and exit in forward gear.
4. Vehicle crossovers and parking areas should be located to avoid existing street trees.
5. All vehicle movements and traffic circulation should be contained wholly within the lot.
6. Safe pedestrian pathways should be provided between car parking areas and pedestrian access points.

7. The number of car parking bays provided is to be in accordance with the requirements of TPS 24.
8. The City's *Car Parking Dispensation* Local Planning Policy may be applied to **child care premises**.
9. 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.
10. 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.
11. Bicycle parking shall be provided at a ratio of one bay per 10 staff.

Fencing and Landscaping

1. 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.
2. 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.
3. A sufficient dividing fence shall be provided in accordance with the City's *Fencing and Floodlighting* Local Law.
4. 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**:
 - Site plan and architectural drawings including elevations and rendered streetscape images;
 - Operational Management Plan including the number of staff and children by age group;
 - Transport Impact Assessment (TIA) or Transport Impact Statement (TIS) as applicable;
 - Car Parking Management Plan;
 - Environmental Noise Acoustic Assessment;
 - Amenity Impact Assessment;
 - 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*;
 - Waste Management Plan;
 - Outdoor Lighting Plan; and
 - 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:
 - Context analysis for the locality;
 - 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;
 - Design considerations which mitigate negative impacts on the amenity of adjacent properties and the locality; and
 - 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]		

draft

10 GENERAL BUSINESS

Nil.

11 NEXT MEETING

The date and time of the next Policy Committee meeting will be considered by the Council at its meeting of 18 November 2025.

12 CLOSURE