City of
Bayswater

Agenda

Ordinary Council Meeting

24 March 2026

Notice of Meeting

The next Ordinary Council Meeting will take place in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on ***Tuesday***, ***24 March 2026*** commencing at ***7:00 pm.***

Yours sincerely



JEREMY EDWARDS
CHIEF EXECUTIVE OFFICER

12 March 2026

Meeting Procedures

1. All Council meetings are open to the public, except for matters dealt with under 'Confidential Items'.

2. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice prior to the meeting from a City Staff Member.

3. Members of the public may ask a question during 'Public Question Time'. Questions are limited to three per person before other members of the public will be invited to ask their questions. If there is sufficient time, the Presiding member may allow you to ask additional questions if there are no more questions from other members of the public.

4. Meeting procedures are in accordance with the City's *Standing Orders Local Law 2021*.

5. To facilitate smooth running of the meeting, silence is to be observed in the public gallery at all times, except for 'Public Question Time'.

6. Persons are not permitted to record (visual or audio) at the Council meeting without prior approval of the Council.

7. Council meetings will be livestreamed in accordance with the resolution of 24 August 2021. Images and voices may be captured and streamed. If you have any issues or concerns regarding the live streaming and recording of meetings, please contact the City's Governance team.

8. In the event of an emergency, please follow the instructions of City of Bayswater Staff.

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City of
Bayswater

Council Chambers Seating Plan



Jeremy Edwards
CEO



Mayor Filomena Piffaretti

Support staff

West Ward



Cr Donovan MacDonald



Cr Cale Black



Cr Elli Petersen-Pik
Deputy Mayor



Cr Nat Latter

Central Ward



Cr Calla Loiacono



Cr Steven Ostaszewskyj



Cr Anthony Pittaway



Cr Michelle Sutherland

South Ward

North Ward



Ryan Hall
Director, Community Services



Luke Botica
Director, Infrastructure and Assets



Kym Leahy
Director, Corporate Services

Public Gallery (including press)

Nature of Council's Role in Decision Making

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

City of Bayswater Standing Orders Local Law 2021

6.9 DEPUTATIONS

(1) Allowance has been established for deputations to be heard at Agenda Briefing Forums the week prior to the Ordinary Council Meeting by any person or group wishing to be received. A deputation may be heard at the Council meeting, Agenda Briefing Forum or a Committee meeting open to the public at the discretion of Council, and the deputee is to either-

(a) apply, before the meeting, to the CEO for approval and can be considered in both a verbal and written format;
(b) with the approval of the Presiding Member, at the meeting; and-
(c) are to be received by 1.30pm on the day of the forum receiving the deputation.

(2) Upon receipt of a request for a deputation the CEO must refer the request to the relevant Council meeting, Agenda Briefing Forum or a Committee meeting.

(3) Unless the Presiding Member allows, a deputee invited to attend the meeting is not to address the meeting for a period exceeding 5 minutes.

(4) Unless given leave by the Presiding Member, only two members of the deputation may address the meeting, although others may respond to specific questions from Members.

(5) For the purposes of this clause, unless Council, Agenda Briefing Forum or the Committee determines otherwise, a deputation is taken to comprise all those people either in favour of, or opposed to, the matter which is the subject of the deputation.

(6) Unless Council, Agenda Briefing Forum or the Committee resolves otherwise, any matter which is the subject of a deputation to the Council, Agenda Briefing Forum or a Committee open to the public is not to be decided by Council, Agenda Briefing Forum or the Committee until the deputation has completed its presentation.

(7) The Presiding Member may require deputations to leave the meeting while other deputations are being heard in relation to that matter.

(8) A member of the public who makes a deputation is to state his or her name and address, however only the name will be published in the minutes.

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1 Official Opening

2 Acknowledgement of Country

Mayor Filomena Piffaretti will deliver the Acknowledgement of Country.

Noongar Language

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

English Language Interpretation

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

3 Announcements from the Presiding Member

4 Attendance

Members

Mayor Filomena Piffaretti (Presiding Member)

South Ward

Cr Elli Petersen-Pik - Deputy Mayor
Cr Nat Latter

Central Ward

Cr Calla Loiacono
Cr Steven Ostaszewskyj

North Ward

Cr Anthony Pittaway
Cr Michelle Sutherland

West Ward

Cr Cale Black
Cr Donovan MacDonald

Officers

Jeremy Edwards	Chief Executive Officer
Ryan Hall	Director Community Services
Luke Botica	Director Infrastructure and Assets
Kym Leahy	Director Corporate Services
Amanda Albrecht	Manager Governance and Strategy
Rebecca McKrill	Governance Advisor
Emily Dempsey	Governance Advisor (Minute taker)

Observers

Press -
Public -

4.1 Apologies

Nil at the time of publishing this agenda.

4.2 Approved Leave of Absence

Elected Member	Date of Leave	Approved by Council
Cr Anthony Pittaway	27 March 2026 to 6 April 2026	Ordinary Council Meeting: 24 February 2026

4.3 Applications for Leave of Absence

5 Disclosure of Interest Summary

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

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

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

6 Public Question Time

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

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

6.1 Responses to Public Questions Taken on Notice

Aviv Silman - Noranda
Subject: Item 10.4.2 - Tender 28-2025 CCTV Managed Service

Question 1

How long will the CCTV data be retained, after it has been procured?

Response 1

CCTV footage is retained for a minimum of 31 days before being automatically overwritten, unless required for an authorised purpose. If footage is downloaded, it becomes a State record and must be retained in accordance with the General Disposal Authority for Local Government Records (DA2015-001), which sets the legally required retention period for the type of incident involved.

Question 2

In relation to data governance, who can use or see that data once it has been collected?

Response 2

Access to CCTV data is restricted and footage may only be accessed by authorised City Officers for legitimate operational purposes. CCTV data may be released to the Western Australia Police Force upon receipt of a formal request, or as otherwise required under law. No other parties are permitted to view or use CCTV data unless required by legislation or a lawful direction.

Question 3

Without violating anyone's privacy, what cyber certificates are used for the cyber defenders of this data?

Response 3

The City's cyber defenders operate under recognised cybersecurity standards rather than specific certificates. These include ISO 27001, the Australian Cyber Security Centre (ACSC) Essential Eight, and the WA Office of Digital Government Security Policy. These frameworks guide how the City protects and manages its data.

Georgina Ker - Bedford
Subject: Item 10.5.1.3.2 - Planning Policy Review - Bedford North Design Guidelines Policy

Question 1

I'd like to ask if the communication could please be reviewed because I contributed to a number of stages in the consultation process and I was not advised of the WAPC refusal.

Response 1

The City has reviewed the email distribution list and has identified a typographical error in Ms. Ker's contact details. The City will reach out to Ms. Ker directly to provide further information.

6.2 Public Question Time

7 Confirmation of Minutes

7.1 Ordinary Council Meeting

The Minutes of the Ordinary Council Meeting held on 24 February 2026 which have been distributed, be confirmed as a true and correct record.

8 Presentations

8.1 Petitions

8.2 Presentations

8.3 Deputations

Deputations are to be heard at the Agenda Briefing Forum at ***7:00 pm on Tuesday 17 March 2026***, in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley.

8.4 Delegates Reports

8.4.1 Cr Anthony Pittaway - Delegate's Report WALGA Training

Responsible Directorate:	Office of the Chief Executive Officer
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required
Attachments:	1. Certificate of Achievement - Conflicts of Interest [**8.4.1.1** - 1 page] 2. Certificate of Achievement - Understanding Local Government [**8.4.1.2** - 1 page]

SUMMARY

For Council to note training courses recently completed by Cr Anthony Pittaway.

OFFICER'S RECOMMENDATION

That Council notes:

1. **The Delegate's Report from Cr Anthony Pittaway on completion of the following Elected Member Training compulsory units:**
   - **(a) Module 1 - Understanding Local Government**
   - **(b) Module 2 - Conflicts of Interest**
2. **That Cr Pittaway has successfully completed Modules 1 and 2 of the compulsory Elected Member Training in accordance with s5.126 of the *Local Government Act 1995* (WA).**

REPORT

Cr Pittaway completed the following courses:

- Module 1 - Understanding Local Government
  - Course completed: 23 January 2026
  - Course cost: $286 inclusive of GST
- Module 2 - Conflicts of Interest
  - Course completed: 13 February 2026
  - Course cost: $286 inclusive of GST

Following completion of these courses, Cr Pittaway has received Certificates of Achievement for the Council Member Essentials Course.

KEY COURSE TOPICS

Module 1 - Understanding Local Government

- This foundation course assists in the transition from private citizen to a Council Member.
- Valuable information and a greater understanding of roles and responsibilities, Local Government protocols and procedures is provided to assist in competently fulfilling duties.
- Provides an overview of how the Local Government Act 1995 frames the systems and processes involved in the function of Local Government.

- Learning outcomes include:
    - Identifying how Local Government fits into the structure of Government in Australia;
    - Understanding the role of Council Members;
    - Distinguishing between the strategic role of the Council and the day-to-day role of the Administration;
    - Understanding the legislative environment of Local Governments; and
    - Raising awareness on how to participate confidently in Council and committee meetings.

Module 2 – Conflicts of Interest

- As an elected community representative and leader, Council Members are required to make objective, unbiased decisions on matters affecting the whole community. Council Members have a statutory obligation to declare any actual or perceived interests that may influence those decisions.
- This course outlines financial, indirect financial, proximity and impartiality interests; disclosures of interest at meetings; the importance of closely associated persons; and the link between gifts and conflicts of interest.
- Learning outcomes include:
    - Identifying the types of interest that exist;
    - Understanding how an Elected Member can have an interest in a Council or committee matter;
    - Evaluating the implications of different types of interest;
    - Identifying the critical people when considering interests; and
    - Confidently locating helpful information.

ELECTED MEMBER CONFERENCE, TRAVEL AND TRAINING REGISTER

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

The courses were funded from Cr Pittaway's allowance in accordance with the Elected Member Attendance at Conferences, Seminars, Training and Professional Development Policy.

CONCLUSION

Cr Pittaway has provided the above Delegate's Report to Council to note the completion of training courses recently completed.

WALGA Training

RTO 51992

Certificate of Achievement

awarded to

Anthony Pittaway

after completing the following course:

Conflicts of Interest

on

13 February 2026

Nick Sloan - Chief Executive Officer
Western Australian Local Government Association

Certificate ID: f7RmpHH9gw

WALGA Training

RTO 51992

Certificate of Achievement

awarded to

Anthony Pittaway

after completing the following course:

Understanding Local Government

on

23 January 2026

Nick Sloan - Chief Executive Officer
Western Australian Local Government Association

Certificate ID: PY2ZBsgluE

9 Method of Dealing With Agenda Business

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

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

(a) in which an interest has been disclosed;

(b) that has been the subject of a petition or deputation;

(c) that is a matter on which a Member wishes to make a statement; or

(d) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

10 Reports

10.1 Office of the CEO Directorate Reports

10.1.1 New Model Code of Conduct

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	***ABSOLUTE MAJORITY REQUIRED* for limb 1**
Attachments:	1. City of Bayswater Code of Conduct for Council Members, Committee Members and Candidates [**10.1.1.1** - 9 pages]
Refer:	Item: 13.1 OCM: 23.02.2021
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

The *Local Government Act 1995* (the Act) requires the City to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code of Conduct prescribed in the *Local Government (Model Code of Conduct) Regulations 2021* (the Regulations).

Following amendments to the Regulations that commenced on 1 January 2026, the City is required to adopt an updated Code of Conduct by 1 April 2026 to align with the new complaints handling framework and updated Model Code wording.

This report recommends Council adopt the Model Code of Conduct without additional behavioural requirements at this stage. This approach ensures statutory compliance within the mandatory timeframe while allowing Council the opportunity to workshop and consider potential additional requirements at a future date through a separate review process.

OFFICER'S RECOMMENDATION

That Council:

1. **Adopts the *Code of Conduct for Council Members, Committee Members and Candidates* as set out in Attachment 1, incorporating the Model Code of Conduct as prescribed in Schedule 1 of the *Local Government (Model Code of Conduct) Regulations 2021;***

   ABSOLUTE MAJORITY REQUIRED

2. **Notes the Chief Executive Officer will publish the adopted Code of Conduct on the City's website in accordance with s 5.104(7) of the *Local Government Act 1995.***

BACKGROUND

Legislative Framework

The *Local Government (Model Code of Conduct) Regulations 2021* came into effect on 3 February 2021 and introduced a Model Code of Conduct that applies to every local government in Western Australia. In response to the introduction of the Model Code, the City adopted its Code of Conduct for Council Members, Committee Members and Candidates at its Ordinary Council Meeting held on 23 February 2021. This Code was based on the then current Model Code framework.

The City has applied the Model Code structure and requirements in practice since 2021.

Section 5.104 of the *Local Government Act 1995* requires every local government to prepare and adopt a code of conduct to be observed by council members, committee members and candidates. The code of conduct must include the Model Code prescribed in the *Local Government (Model Code of Conduct) Regulations 2021* (the Regulations). Under section 5.104(2), when regulations amending the Model Code come into operation, local governments must prepare and adopt an updated code within three months.

The Regulations were substantially amended by the *Local Government Legislation Amendment Regulations 2025* and came into effect on 1 January 2026, triggering the requirement for local governments to adopt an updated Code of Conduct by 1 April 2026.

New Complaints Framework

From 1 January 2026, the previous breach system has been replaced by a new, more graduated system overseen by the Local Government Inspector and adjudicators, with stronger available sanctions and a three-strikes disqualification rule for elected members.

New oversight and decision makers

- The Local Government Inspector and Inspectorate now sit at the centre of the system, with broad powers to investigate breaches and recommend suspension or dismissal of individual councillors or whole councils to the Minister.
- Minor breach complaints made before 1 January 2026 continue with the Standards Panel, but new breach matters now go through the Inspector and appointed Local Government Adjudicators rather than the previous Local Government Standards Panel process.

New breach categories and escalation

- Breaches of Division 3 (Behaviour) are classified as “behavioural breaches” and continue to be dealt with by the local government.
- The former “minor breach” label has been replaced with “conduct breach”, to emphasise that these matters can be more serious than the old terminology implied. A council member commits a conduct breach if they contravene a rule of conduct (Division 4) or violate a local law made under the Act relating to conduct at council or committee meetings. Conduct breaches are dealt with by the Local Government Inspector.
- Breaches of the specified offences list in Schedule 8A.1 of the *Local Government Act 1995* are classified as “specified breaches” and are also dealt with by the Local Government Inspector. The Inspector may progress relevant allegations of these breaches to the State Administrative Tribunal (SAT).
- New regulations introduce an escalation process: after two prior behavioural breaches are found, a further behavioural breach can be treated as a conduct breach, effectively tightening consequences for repeated lower-level misconduct.

Stronger penalties and three strikes rule

- There are increased penalties for councillor conduct breaches, including: withholding or suspending payment of fees and allowances for up to three months, suspension from a committee, or suspension from council for up to three months.
- A three strikes rule has commenced: if a council member is suspended three times for a breach, they are disqualified from holding office in local government for 10 years.
- For some misconduct offences, maximum fines have been almost doubled, with certain offences now attracting penalties of up to $24,000 and potential imprisonment for up to two years.

Changed complaints handling and transparency

- Any person can now lodge a complaint of a conduct breach with the Inspector, who can use investigative powers (for example, obtaining meeting video) and filter out complaints that are frivolous, vexatious, trivial, misconceived or without substance.
- Adjudicators can order a range of penalties including public censure, apology, counselling or training, withholding of fees and allowances for up to three months and suspension for up to three months. Information about censures and SAT orders is required to be published on the Inspector's website for 12 years to give electors better visibility of councillor histories. Appeals of a decision of an adjudicator can be made through SAT.

Updated Model Code and local requirements

- By 1 April 2026, all local governments must adopt an updated Model Code of Conduct for council members, candidates and committee members aligned to the new breach and complaints framework, which will change how elected member behaviour issues are classified and processed at the local level.
- Local governments must update their internal documentation (complaints handling processes, governance procedures, website disclosures) so that behavioural, conduct and serious breach pathways reflect the new legislative structure.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

Structure of the Model Code

The Model Code set out in Schedule 1 of the Regulations is structured in four divisions:

- Division 1 – Preliminary provisions: citation and interpretation.
- Division 2 – General principles: high-level principles to guide behaviour (personal integrity, relationship with others, accountability).
- Division 3 – Behaviour: specific behavioural requirements, including for conduct at meetings.
- Division 4 – Rules of conduct: statutory rules relating to misuse of resources, conflicts of interest, relationships with employees, and disclosure obligations.

Mandatory and Discretionary Elements

Divisions 1, 2 and 4 of the Model Code are prescribed and must be adopted without amendment.

Division 3 (Behaviour) sets out mandatory minimum behavioural requirements but allows local governments to include additional behavioural requirements, provided they are not inconsistent with the Model Code. Additional behavioural requirements might cover matters such as:

- Use of social media and technology
- Dress standards
- Media engagement protocols
- Other locally relevant standards.

This report recommends Council adopt the Model Code without additional behavioural requirements in Division 3 at this stage, for the following reasons:

1. Statutory compliance and timing

The City is required by law to adopt an updated Code of Conduct by 1 April 2026, leaving limited time for preparation, Council consideration and publication. Adopting the Model Code as prescribed ensures the City meets this statutory obligation within the mandatory timeframe.

2. Model Code covers core behaviours

The Model Code sets comprehensive behavioural standards, including personal integrity, relationships with others, conduct at council and committee meetings, and media and communications expectations. These standards are sufficiently robust to address most conduct and behavioural matters that may arise.

3. Existing policies

The City's existing policies, including the *Social Media Policy* and *Media and Communications Policy*, already set expectations for elected members' conduct. Elevating any of these expectations into Division 3 would benefit from a dedicated workshop so Council can review examples from other local governments, consider risk appetite and ensure any additional requirements reflect Council's values and operating environment.

4. Ability to amend the Code later

Council may amend its Code of Conduct at any time by absolute majority. A staged approach—adopt the Model Code now, workshop possible additions, then amend the Code later if desired—provides immediate compliance with the 1 April 2026 deadline while allowing sufficient time for policy development and Elected Member input.

The proposed Code of Conduct (**Attachment 1**) incorporates the Model Code text from Schedule 1 of the Regulations, with the following administrative amendments only:

- Insertion of "City of Bayswater" in the citation (clause 1)
- The addition of the City logo and branding for publication.

No substantive changes have been made to the Model Code text in Divisions 1, 2, 3 or 4.

LEGISLATIVE COMPLIANCE

Local Government Act 1995 - Division 9 - Code of Conduct

Local Government (Model Code of Conduct) Regulations 2021

Policy Implications:

The City's current *Code of Conduct Complaints Management Policy* will require amendment to ensure full alignment with the updated Model Code provisions, including revised complaint handling procedures, and references to the new complaints framework.

A separate report on this agenda recommends adoption of an amended *Code of Conduct Complaints Management Policy* to address these compliance requirements.

RISK MANAGEMENT CONSIDERATION

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

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

Adopting the updated Code of Conduct as contained in **Attachment 1** ensures the City meets its statutory obligations under the *Local Government Act 1995* and the *Local Government (Model Code of Conduct) Regulations 2021* within the required timeframe.

Adopting the Model Code without additional behavioural requirements at this stage provides immediate compliance while maintaining flexibility for future refinement. This enables Council to meet the 1 April 2026 deadline and, if desired, subsequently undertake a considered review to determine whether supplementary local behavioural standards should be incorporated through a future amendment.

City of Bayswater

Code of Conduct

Division 1 — Preliminary provisions

1. Citation

This is the *City of Bayswater Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

(a) act in accordance with the trust placed in council members and committee members; and

(b) participate in decision-making in an honest, fair, impartial and timely manner; and

(c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

(d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

City of Bayswater

5. Relationship with others

(1) A council member, committee member or candidate should —

(a) treat others with respect, courtesy and fairness; and

(b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

(a) base decisions on relevant and factually correct information; and

(b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and

(c) read all agenda papers given to them in relation to council or committee meetings; and

(d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

(a) requirements relating to the behaviour of council members, committee members and candidates; and

(b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) A council member, committee member or candidate —

(a) must ensure that their use of social media and other forms of communication complies with this code; and

(b) must only publish material that is factually correct.

(2) A council member or committee member —

(a) must not be impaired by alcohol or drugs in the performance of their official duties; and

(b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

(a) must not bully or harass another person in any way; and

(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and

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(c) must not use offensive or derogatory language when referring to another person; and

(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and

(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

(a) must not act in an abusive or threatening manner towards another person; and

(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and

(c) must not repeatedly disrupt the meeting; and

(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and

(e) must comply with any direction given by the person presiding at the meeting; and

(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

(2) A complaint must be made —

(a) in writing in the form approved by the local government; and

(b) to a person authorised under subclause (3); and

(c) within 1 month after the occurrence of the alleged breach.

(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

(4) A complaint must be dealt with under clauses 12 to 15 unless —

(a) the complaint is referred to the Inspector in accordance with subclause (5); and

(b) the Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.

Note for this subclause:
See section 5.105(1) of the Act.

(5) If the *Local Government (Model Code of Conduct) Regulations 2021* regulation 3A applies to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.

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(6) A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Local Government Inspector) Regulations 2025* regulation 6.

[Clause 11 amended: SL 2025/208 r. 43.]

12. Dealing with complaint

(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Note for this subclause:

See also clause 14A in relation to the appointment of a monitor to assist the local government to deal with matters raised by a complaint.

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may —

(a) take no further action; or

(b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —

(a) engage in mediation;

(b) undertake counselling;

(c) undertake training;

(d) take other action the local government considers appropriate.

(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —

(a) its finding and the reasons for its finding; and

(b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

[Clause 12 amended: SL 2025/208 r. 44.]

13. Dismissal of complaint

(1) The local government must dismiss a complaint if it is satisfied that —

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(a) the behaviour to which the complaint relates occurred at a council or committee meeting; and

(b) either —

(i) the behaviour was dealt with by the person presiding at the meeting; or

(ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

(2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

(1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

(2) The withdrawal of a complaint must be —

(a) in writing; and

(b) given to a person authorised under clause 11(3).

14A. Appointment of monitor

(1) The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.

(2) If the Inspector appoints a monitor —

(a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and

(b) the local government must comply with the direction.

[Clause 14A inserted: SL 2025/208 r. 45.]

14B. Performance of local government's functions under cl. 12 and 13

(1) The local government's functions under clauses 12 and 13 must be performed by the council.

(2) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.

(3) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —

(a) a member of the council of any local government;

(b) a member of the governing body of any regional subsidiary;

(c) an employee of any local government or regional subsidiary;

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(d) an employee of WALGA or the Local Government Professionals Australia (WA);

(e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —

(i) local governments;

(ii) members of councils;

(iii) employees of local governments.

(4) A resolution made under subclause (3) must include the following —

(a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;

(b) an explanation as to why the council is satisfied as referred to in paragraph (a);

(c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.

(5) Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (3).

[Clause 14B inserted: SL 2025/208 r. 45.]

15. Other provisions about complaints

(1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.

(2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

(3) Clauses 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

Note for this clause:

See also section 5.105(4) and (5) of the Act for restrictions on the activities of a person who makes a complaint or who is alleged to have breached a requirement set out in this Division.

[Clause 15 amended: SL 2025/208 r. 46.]

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 8A.3(1) of the Act, a council member commits a conduct breach if the council member contravenes a rule of conduct. Section 8A.3(2) of the Act extends this to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A conduct breach is dealt with under Part 8A Division 5 of the Act.

[Notes inserted: SL 2025/208 r. 47.]

16. Overview of Division

(1) This Division sets out rules of conduct for council members and candidates.

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(2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

(1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

(a) local government property; and

(b) services provided, or paid for, by a local government.

(2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

(1) A council member must not make improper use of their office —

(a) to gain, directly or indirectly, an advantage for the council member or any other person; or

(b) to cause detriment to the local government or any other person.

(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

(1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

(1) In this clause —

local government employee means a person —

(a) employed by a local government under section 5.36(1) of the Act; or

(b) engaged by a local government under a contract for services.

(2) A council member or candidate must not —

(a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

(c) act in an abusive or threatening manner towards a local government employee.

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(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

(a) make a statement that a local government employee is incompetent or dishonest; or

(b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

(1) In this clause —

closed meeting —

(a) means a part of a council or committee meeting that is closed to members of the public under section 5.23(2), (3) or (4) of the Act; and

(b) includes a council or committee meeting held before 1 January 2026, or a part of a council or committee meeting held before 1 January 2026, that was closed to members of the public under section 5.23(2) of the Act as in force before 1 January 2026;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

(2) A council member must not disclose information that the council member —

(a) derived from a confidential document; or

(b) acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subclause (2) does not prevent a council member from disclosing information —

(a) at a closed meeting; or

(b) to the extent specified by the council and subject to such other conditions as the council determines; or

(c) that is already in the public domain; or

(d) to an officer of the Department; or

(e) to the Minister; or

(f) to a legal practitioner for the purpose of obtaining legal advice; or

(g) if the disclosure is required or permitted by law.

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[Clause 21 amended: SL 2025/208 r. 48.]

22. Disclosure of interests

(1) In this clause —

interest —

(a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

(b) includes an interest arising from kinship, friendship or membership of an association.

(2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council 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.

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —

(a) that they had an interest in the matter; or

(b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

(5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —

(a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and

(b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

(6) Subclause (7) applies in relation to an interest if —

(a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

10.1.2 Policy Review: Code of Conduct Complaint Management

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Legislative
Voting Requirement:	***ABSOLUTE MAJORITY REQUIRED for limb 2 and 5***
Attachments:	1. Current Policy [**10.1.2.1** - 10 pages] 2. Policy with Tracked Changes [**10.1.2.2** - 11 pages] 3. Draft Policy [**10.1.2.3** - 10 pages]
Refer:	Item: 10.1.1 OCM: 25.10.2022
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

The City's *Code of Conduct Complaint Management Policy* was adopted in 2022 to manage behaviour complaints under Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021* (Model Code).

Amendments to the Model Code and the new Local Government Inspector framework have changed breach definitions and referral requirements.

This report proposes updates to align the Policy with the revised complaints framework and clarify roles, processes and terminology.

OFFICER'S RECOMMENDATION

That Council:

1. **Adopts the revised *Code of Conduct Complaint Management Policy* as contained in Attachment 3.**

2. **Notes that in accordance with Regulation 14B(3)(c) of *Local Government (Model Code of Conduct) Regulations 2021,* as amended on 1 January 2026, an employee of a local government is not permitted to make findings on behavioural complaints and therefore repeals Delegation MCC-D01 Model Code of Conduct 2021 – Authority to Make a Finding on Division 3 Code of Conduct Complaints.**

   ABSOLUTE MAJORITY REQUIRED

3. **Notes that the Manager Governance and Strategy and Coordinator Governance will continue as authorised officers to receive behavioural complaints and withdrawals of behavioural complaints, in accordance with Regulation 11(3) of the *Local Government (Model Code of Conduct) Regulations 2021*.**

4. **Requests the Chief Executive Officer to advertise an Expression of Interest for an Authorised Complaint Assessor to assess and make findings on behavioural complaints in accordance with Clause 2.2 of the revised Policy as contained in Attachment 3, and bring a further report to the Council Meeting of 23 June 2026 for Council to appoint the Authorised Complaint Assessor by an absolute majority in accordance with Regulation 14B(3) of the *Local Government (Model Code of Conduct) Regulations 2021.***

5. Appoints MCR Workplace Investigations from the WALGA Preferred Supplier Panel to perform the Authorised Complaint Officer function in accordance with Clause 2.2 of the revised Policy as contained in Attachment 3, by an absolute majority in accordance with Regulation 14B(3) of the *Local Government (Model Code of Conduct) Regulations 2021,* until the Council has formally appointed an Authorised Complaint Officer following the procurement process described in Limb 4.

ABSOLUTE MAJORITY REQUIRED

BACKGROUND

The City adopted its *Code of Conduct Complaints Management Policy* in 2022 to support the management of behaviour complaints under Division 3 of the Model Code.

Whilst it is not a legislative requirement to have a separate complaints management policy, Regulation 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* provides that the procedure for dealing with complaints may be determined by the local government to the extent that it is not dealt with in Division 3 of Schedule 1.

The Policy sets out the City's procedure by specifying how behaviour complaints are to be lodged, assessed and determined and who is authorised to perform the various roles. Documenting this procedure in a policy supports transparency and procedural fairness for complainants and council members and ensures the City's practice is consistent with the Model Code and the broader breach framework.

Behaviour complaints are complaints about alleged breaches of the behavioural requirements in Division 3 of the *City's Code of Conduct for Council Members, Committee Members and Candidates* (Code of Conduct), such as standards of respect, meeting behaviour and day-to-day interactions, rather than more serious misconduct.

The City's *Code of Conduct Complaint Management Policy* sets out how these behaviour complaints are to be lodged, assessed and determined, including the roles of the Behaviour Complaints Officer and the Independent Complaints Assessor, the process for making findings, and the use of educative action plans (for example, mediation, counselling, training, apology or removal of a social media post).

Behaviour complaints are treated as minor in nature when compared with conduct and specified breaches (previously known as minor and serious breaches), which involve more serious misconduct and are dealt with under separate statutory processes, including referral to the Local Government Inspector and potential formal sanctions, rather than the low-level remedial outcomes available under this Policy. The City does not receive many behavioural complaints, having received only nine of this type since the Model Code was introduced in 2021. Of this number, three resulted in a breach finding, three were found to have no breach and three were withdrawn by the complainant.

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

Amendments to the Model Code and the introduction of the Local Government Inspector framework that came into effect on 1 January 2026 have updated the complaints system, including definitions of behavioural, conduct and specified breaches and new referral requirements to the Inspector. This report recommends amendments to the City's Policy to ensure consistency with the updated Model Code and complaints framework, and to clarify roles, processes and terminology.

EXTERNAL CONSULTATION

The City sought advice from the Office of the Local Government Inspector when preparing this report.

OFFICER'S COMMENTS

Key differences between the current Policy and the Model Code Regulations

The City's *Code of Conduct Complaint Management Policy* generally reflects the Model Code complaints process but differs from the current Regulations in three key aspects:

1. Decision-making authority

The Policy currently assigns the core decision-making functions (accepting, dismissing and determining complaints, and approving plans) primarily to the Chief Executive Officer, with Council only involved in limited circumstances. The Model Code now requires these functions under clauses 12 and 13 to be performed by Council, or by a committee of Council or a suitably qualified authorised person appointed by absolute majority.

2. Scope and terminology

The Policy is framed around "breaches of Division 3" of the City's Code and uses local definitions of "Breach" and "Complaint". The Model Code and associated legislation now distinguish between behavioural breaches, conduct breaches and specified breaches, and allocate different pathways for each, including mandatory referral to the Inspector in some circumstances.

3. Referral requirement

The current Policy does not reflect the new requirement that where a council member has had two or more behavioural breach findings made against them on or after 1 January 2026, any subsequent behaviour complaint about that member needs to be referred to the Local Government Inspector as a conduct complaint rather than being dealt with solely under the local government process.

These differences mean the Policy requires amendment to align with the updated Code of Conduct, the current complaint types and referral obligations, and the decision-making structure required by the Regulations.

The following revisions are proposed to the *Code of Conduct Complaint Management* policy:

Revision	Rationale
Purpose, Scope and Definitions updated to reflect new terminology from the Model Code.	The Model Code is very specific in relating to breaches of Division 3 as "behavioural breaches". The scope was also updated to clarify that conduct and specified breaches are dealt with by the Office of the Local Government Inspector.
All references to the Chief Executive Officer making findings on complaints have been removed from the Policy. Instead, the Policy refers to an Authorised Complaint Assessor, who will	In accordance with new Regulation 14B(c) of the amended *Local Government (Model Code of Conduct) Regulations 2021,* an employee of a local government is not permitted to make findings on behaviour complaints. The draft policy provides for Council to appoint an Authorised Complaints Assessor to perform the local government's functions under clauses 12 and 13 of the Code of Conduct in place of Council. It provides an efficient, arms-length mechanism for assessing and determining behavioural complaints, reduces the risk of perceived politicisation of findings, and ensures that councillors who may be

Revision	Rationale
both assess and make findings on behaviour complaints.	complainants, respondents or closely connected to a matter are not required to sit in judgment on their colleagues.
Inclusion of new clause 2.3 – Referral to the Local Government Inspector	New clause 2.3 recognises the requirement under the new legislation, for complaints about a council member with two prior behavioural breach findings to be escalated to the Inspector as a potential conduct breach. The new clause provides that where a council member has had two or more behavioural breach findings made against them on or after 1 January 2026, any subsequent complaint that may constitute a behavioural breach must be referred to the Local Government Inspector for consideration, rather than being dealt with solely under the Policy.
Removal of subclauses 3.1(i) and (j)	These clauses relating to the Behaviour Complaints Officer declining to accept complaints where alternative redress is available, or where a complaint is considered trivial, frivolous or vexatious, have been deleted. The removal of these clauses reflects advice from the Office of the Local Government Inspector that the assessment and determination of complaints must be undertaken by the local government (in this Policy, the Authorised Complaints Assessor), rather than through a preliminary merits-based refusal by an administrative officer. Working out whether there are sufficient grounds for a complaint is a natural part of any complaint investigation, and forms part of the Authorised Complaints Assessor's role. As part of the scope for the proposed expression of interest process, applicants for the Authorised Complaints Assessor role will therefore be asked to explain how they will apply procedural fairness, including how they will identify the grounds of a complaint, and what legislative and guideline materials they will use to determine whether a complaint has sufficient substance to proceed or may be characterised as vexatious, trivial, misconceived or frivolous.
Removal of subclause 3.7(b)	Subclause 3.7(b) previously allowed the Independent Complaint Assessor to seek legal advice on any aspect of a complaint. This is no longer considered necessary, as Council will appoint a suitably qualified Authorised Complaint Assessor through a robust procurement process, with the expertise to manage complaints without reliance on separate legal advice.
Relevant Documentation Section Updated	The *Local Government (Local Government Inspector) Regulations 2025* have been added to the relevant documentation section.
New clause 5 included requiring the CEO to publish behavioural breach findings on the City's website	This new clause gives effect to the City's obligations under section 5.96C of the Act to make information about behavioural breach findings publicly available. It does this by requiring the Chief Executive Officer to publish, on the City's website, an up-to-date record of behavioural breaches by council members that are found to have occurred on or after 1 January 2026, including the names of the complainant and respondent, the relevant provision of the Code of Conduct, the nature of the breach, the finding/s

Revision	Rationale
	and details of any remedial action/s. This promotes transparency and accountability in the management of behaviour complaints, ensures the City's practice aligns with the State's new breach framework, and provides clear guidance to complainants and elected members about what information will be published following a behavioural breach finding.

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**.

Additional Considerations

The amendments to the Policy have related governance implications. First, as the legislation and amended policy no longer allow for the Chief Executive Officer to make findings on complaints, it will be necessary for Council to repeal Delegation MCC-D01 Model Code of Conduct 2021 – Authority to Make a Finding on Division 3 Code of Conduct Complaints, which previously authorised the Chief Executive Officer to perform that function.

Second, while employees can no longer make findings, they may still perform administrative roles in the complaints process. It is recommended that the Manager Governance and Strategy and Coordinator Governance continue as authorised officers for the purposes of receiving behavioural complaints and withdrawals of behavioural complaints, supporting intake and case management under the revised Policy.

Third, it is proposed that Council appoint an independent Authorised Complaint Assessor to assess and make findings on complaints in accordance with clause 2.2 of the revised Policy. It is recommended that the Chief Executive Officer advertise an Expression of Interest for the role and then present a further report to Council at its June Ordinary Meeting recommending the appointment of an Authorised Complaint Assessor by absolute majority, in accordance with Regulation 14B(3) of the *Local Government (Model Code of Conduct) Regulations 2021.*

In the interim, it is recommended that Council appoint a supplier from the WALGA Preferred Supplier Panel to perform the Authorised Complaint Assessor function, in the event that the City receives a complaint prior to the June Ordinary Meeting. The City has sought quotes from suppliers on the Panel and has received responses from three different suppliers. Of these, the City is recommending MCR Workplace Investigations. Officers consider that MCR's quoted rates are reasonable and that the organisation has sufficient experience in managing behavioural complaints for Western Australian local governments to fulfil this role on a short-term basis, and note that MCR's inclusion on the WALGA Preferred Supplier Panel means WALGA has already assessed the organisation as suitably qualified. MCR's WALGA Panel profile can be viewed here. This interim arrangement will apply until Council appoints an ongoing Authorised Complaint Assessor following a full procurement process.

Another option would be for the Council to make its own determination on behavioural complaints made before the June Ordinary Meeting.

LEGISLATIVE COMPLIANCE

The *Local Government Act 1995* and the *Local Government (Model Code of Conduct) Regulations 2021* establish the requirement for local governments to adopt a code of conduct and to have processes in place for managing complaints about alleged behavioural breaches.

Regulation 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* provides that the procedure for dealing with complaints may be determined by the local government to the extent that it is not dealt with in Division 3 of Schedule 1.

The City's Code of Conduct Complaints Management Policy operates within this framework by setting out local procedures for receiving, assessing and determining behaviour complaints in accordance with the Model Code.

The draft Policy in **Attachment 3** has been reviewed to ensure it aligns with the current consolidation of the Model Code Regulations. It has also been updated to recognise the operation of the *Local Government (Local Government Inspector) Regulations 2025* and the new breach system under Part 8A of the Act, including circumstances in which complaints must be escalated to the Local Government Inspector.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with adoption of the revised policy. However, should the Council adopt the officer's recommendation, a further report will be prepared for the Council to choose an Authorised Complaints Assessor, at which time cost estimates for assessments of complaints will be provided.

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

The draft *Code of Conduct Complaint Management Policy* contained in **Attachment 3** updates the City's behaviour complaints framework, so it remains consistent with the amended Model Code of Conduct and the new Local Government Inspector regime.

The changes align decision-making authority with the Regulations by removing employee powers to make findings, establishing an independent Authorised Complaint Assessor model, and embedding the new requirement to refer complaints about members with multiple behavioural breach findings to the Local Government Inspector.

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Policy

Code of Conduct Complaints Management Policy

Responsible Division	Office of the CEO
Responsible Business Unit	Governance and Organisational Planning and Development
Responsible Officer	Manager Governance and Organisational Planning and Development
Affected Business Units	All business units
ECM Document Set ID	4349607

Purpose

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.

Scope

This Policy applies to Council Members, Committee Members, Candidates in relation to Complaints and to any Complainant.

Definitions

For the purpose of this policy —

Act means the *Local Government Act 1995*.

Behaviour Complaints Officer means a person authorised in writing by Council resolution under clause 11(3) of the Code of Conduct to receive Complaints and withdrawals of Complaints.

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

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the returning officer under s.4.49 of the *Act*, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the returning officer declares the election result in accordance with s.4.77 of the *Act*.

Candidate Complaint means a Complaint alleging a Breach by a Candidate.

current

Chief Executive Officer means the Chief Executive Officer of the City of Bayswater.

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

Committee means a committee of Council, established in accordance with s.5.8 of the *Act*.

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

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

Complaint means a complaint made under Division 3 of the Code of Conduct, in accordance with Clause 11 of the Code of Conduct.

Complaint Documents means the Complaint – Alleged Breach Form and any supporting information, Evidence, and attachments provided by the Complainant.

Complaint – Alleged Breach Form means the form approved under clause 11(2)(a) of the Code of Conduct by Council resolution.

Complaint Report means the report prepared by the Independent Complaint Assessor as dealt with in Part 3.8 of this Policy.

Council means the Council of the City of Bayswater.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the *Act*. It does not include informal meetings, such as workshops or briefings.

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

Evidence means the available facts or information provided by the parties in relation to the Complaint.

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

Independent Complaint Assessor means the independent external assessor who will assess the Complaint under Part 3.7 of this Policy.

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

Respondent means a person about whom a Complaint has been submitted.

Response Documents means the response provided by the Respondent to the Complaint, and includes any supporting information or Evidence that is supplied.

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Other terms used in this policy that are also used in the *Local Government Act 1995* have the same meanings as they have in the *Act*.

Policy Statement

1. Principles

1.1 Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint. In particular:

(a) The Respondent will be afforded a reasonable opportunity to be heard before any Findings are made, or a Plan implemented;

(b) The decision maker should be objective and impartial, with an absence of bias or the perception of bias; and

(c) Any Findings made will be based on proper and genuine consideration of the Evidence.

1.2 Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits.

1.3 Confidentiality

(a) The City of Bayswater (the City) will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

(b) Council Members, City employees and contractors who have a role in handling a specific Complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

(c) Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

(d) A copy of the Complaint Document will be provided to the Respondent, which will include the name of the Complainant. The Complainant's contact details will be redacted.

1.4 Accessibility

(a) The City will ensure that information on how to make a Complaint, including this Policy, is available at the City of Bayswater Civic Centre and on the City's website. The City will make information available in alternative formats if requested.

(b) Any person wishing to make a Complaint may contact the Behaviour Complaints Officer if they require assistance in completing the Complaint – Alleged Breach Form or otherwise navigating the Complaints process.

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2. Roles

2.1 Behaviour Complaints Officer

(a) The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept Complaints and withdrawal of Complaints.

(b) The Behaviour Complaints Officer is not an advocate for the Complainant or the Respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

(c) If the complaint has been accepted, the Behaviour Complaints Officer will appoint an Independent Complaint Assessor to provide the Complaint Assessment under part 3.7 of this Policy.

(d) In undertaking their functions, the Behaviour Complaints Officer will apply the principles of this Policy.

2.2 Independent Complaint Assessor

(a) The Independent Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with the current City of Bayswater procurement policy.

(b) The Independent Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Independent Complaint Assessor will apply the principles of this Policy.

(c) The Independent Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with the policy.

2.3. Chief Executive Officer

(a) The Chief Executive Officer has authority to agree or disagree with the finding of the Independent Complaint Assessor as to whether an alleged breach the subject of a complaint has occurred in accordance with the principles and specified requirements established in this policy.

(b) Where a finding is made that a Breach has occurred, the Chief Executive Officer has authority to:

(i) Take no further action if advised to do so by the Independent Complaint Assessor; or

(ii) Prepare and implement the plan specified by the Independent Complaint Assessor, to address the behaviour of the person to whom the complaint relates.

(c) The Chief Executive Officer has authority to agree to dismiss a complaint in line with Part 4.2 of this Policy or under the recommendation of the Independent Complaint Assessor. If the complaint is dismissed, the Chief Executive Officer must provide reasons for the dismissal.

3. Procedure

3.1 Making a Complaint

(a) Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a Breach of Division 3 of the Code of Conduct.

(b) A Complaint must be made within one month after the alleged Breach.

(c) A Complaint must be made by completing the Complaint – Alleged Breach Form in full and providing the completed forms to the Behaviour Complaints Officer.

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(d) The Complainant must lodge the Complaint with the City's Behaviour Complaints Officer. Complaints lodged by a third party will not be accepted.

(e) A Complaint must be made in accordance with the Complaint – Alleged Breach Form and specify which requirement(s) of the Code of Conduct is or are alleged to have been Breached.

(f) A Complaint is required to include the name and contact details of the Complainant therefore anonymous Complaints cannot be accepted.

(g) Where a Complaint – Alleged Breach Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed. If the information is not provided within 14 days of this request, the Complaint will not be accepted.

(h) Where a Complaint is made more than 1 month after the alleged Breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be accepted.

(i) The Behaviour Complaints Officer will attempt to find out whether an alternative means of redress is available and is satisfactory to all parties, and the Behaviour Complaints Officer may choose not accept the complaint if that alternative means of redress is satisfactory to all parties.

(j) The Behaviours Complaints Officer may choose not to accept the complaint if it is trivial, frivolous or vexatious.

3.2 Candidate Complaints

(a) A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

(b) Within 7 days after acceptance of a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

  (i) To the Complainant confirming receipt, and advising of the procedure for Candidate Complaints; and

  (ii) To the Respondent, including a summary of the Complaint, and advising of the procedure for Candidate Complaints.

(c) No action will be taken until the results of the election are declared by the returning officer. If the Respondent is elected, then the Complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

(d) If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with.

3.3 Withdrawing a Complaint

(a) A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint.

(b) A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

(c) After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

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3.4 Notice to Complainant

(a) Within 7 days after acceptance of a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

(i) confirms receipt of the Complaint;

(ii) outlines the process that will be followed and possible outcomes;

(iii) explains the application of confidentiality to the Complaint;

(iv) includes a copy of this Policy; and

(v) if necessary, seeks clarifications or additional information.

3.5 Notice to Respondent

(a) Within 7 days after acceptance of a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

(i) advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;

(ii) includes a copy of the Complaint Documents;

(iii) outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;

(iv) includes a copy of this Policy;

(v) provides the Respondent with 21 calendar days to provide a response to the Complaint allegations; and

(vi) if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

3.6 Order of Complaints

(a) Complaints will normally be dealt with in the order in which they are received.

(b) If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

3.7 Assessment of the Complaint

(a) An assessment of the complaint will be conducted by an Independent Complaint Assessor.

(b) The Independent Complaint Assessor may seek legal advice on any aspect of the Complaint.

(c) The Independent Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the notices given under clauses 3.5 and 3.6 of this Policy.

(d) The Independent Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to provide a response before forming any opinions, or drafting the Complaint Report or recommendations.

(e) The Complaint will be assessed based on the evidence available including information provided by the Complainant in the Complaint Documents and by the Respondent in the Response Documents.

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3.8 Complaint Report

(a) The Independent Complaint Assessor will prepare a Complaint Report that will:

(i) outline the process followed, including how the Respondent was provided with an opportunity to provide a response;

(ii) include the Complaint Documents, the Response Documents and any relevant City of Bayswater records as attachments; and

(iii) include recommendations on each decision that may be made by the Behaviour Complaints Officer; and

(iv) include reasons for each recommendation, with reference to Part 4 of this Policy.

(b) If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a proposed Plan.

(c) The Complaint Report will be provided to the Chief Executive Officer or Council to make a finding.

(d) The Complainant and Respondent are entitled to view a copy of the Complaint Report, in person at the City of Bayswater Civic Centre, once they have been advised of the finding.

3.9 Making a Finding

(a) The Chief Executive Officer (or Council, in the circumstances of 3.9(b)) will consider the Complaint Report and attachments and give due regard to the recommendations of the Independent Complaint Assessor.

(b) The Chief Executive Officer is not permitted to accept the Independent Complaint Assessor's findings on Complaints for which the Chief Executive Officer is the Complainant. Findings on these complaints must be determined by Council.

(c) If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Chief Executive Officer or Council (as applicable) will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

(d) If the Chief Executive Officer or Council (as applicable) dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

(e) If the Complaint is not dismissed, the Chief Executive Officer or Council (as applicable) will consider the Complaint Report and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

(f) If the finding is that the alleged Breach did not occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

(g) If the finding is that the alleged breach **did** occur, the Chief Executive Officer or Council (as applicable) will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

(h) If the Chief Executive Officer or Council (as applicable) decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this

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decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

(i) If the Chief Executive Officer or Council (as applicable) decides to prepare a Plan, the Chief Executive Officer or Council will first consult with the Respondent in accordance with clause 12(5)* of the Code of Conduct. The Chief Executive Officer or Council (as applicable) will consider any submissions made by the Respondent before preparing and implementing a Plan.

3.10 Compliance with Plan Requirement

(a) The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

(b) Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the *Act* and clause 23 of the Code of Conduct.

(c) The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

4.1 Objectives and Principles

All decisions made under this Policy will reflect the policy objectives and the principles included in Part 1 of this Policy.

4.2 Dismissal

The Chief Executive Officer or Council (as applicable) must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if satisfied that -

(a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and

(b) either -

(i) the behaviour was dealt with by the person presiding at the meeting; or

(ii) the Respondent has taken remedial action in accordance with the *City of Bayswater's Standing Orders Local Law 2021*.

4.3 Finding

(a) A Finding that the alleged Breach has occurred must be based on Evidence from which it may be concluded that it is more likely that the Breach occurred than that it did not occur *[clause 12(3) of the Code of Conduct]*.

(b) This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a Breach.

4.4 Action

In deciding whether to take no further action, or prepare and implement a Plan, the Chief Executive Officer or Council (as applicable) may consider:

(a) the nature and seriousness of the Breach(es);

(b) the Respondent's submission in relation to the contravention;

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(c) whether the Respondent has committed the Breach knowingly or carelessly;

(d) whether the Respondent has breached the Code of Conduct on previous occasions;

(e) likelihood or not of the Respondent committing further breaches of the Code of Conduct;

(f) personal circumstances at the time of conduct;

(g) need to protect the public through general deterrence and maintain public confidence in the City of Bayswater; and

(h) any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5 Plan Requirements

(a) The proposed Plan may include requirements for the Respondent to do one or more of the following:

(i) engage in mediation;

(ii) undertake counselling;

(iii) undertake training;

(iv) take other action considered appropriate (such as an apology or removal of a social media post).

(b) The proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

(c) The proposed Plan may also outline:

(i) the actions to be taken to address the behaviour(s);

(ii) who is responsible for the actions;

(iii) any assistance the City of Bayswater will provide to assist achieve the intent of the Plan; and

(iv) a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

Related Documentation

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

Document details

Relevant delegations	MCCD-D01 Model Code of Conduct 2021 – Authority to Make a Finding on Division 3 Code of Conduct Complaints		
Risk evaluation	High		
Strategic link	Leadership and Governance: Communicate in a clear and transparent way.		
Council adoption	25 October 2022	**Resolution**	10.1.1
Next Review Due	February 2026		

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City of Bayswater

Code of Conduct Complaints Management Policy

Reviewed/modified	27 February 2024	**Resolution**	10.5.2.1

current

City of
Bayswater
Policy

Code of Conduct Complaints Management Policy

Responsible Division	Office of the CEO
Responsible Business Unit	Governance and ~~Organisational Planning and Development~~ Strategy
Responsible Officer	Manager Governance and ~~Organisational Planning and Development~~ Strategy
Affected Business Units	~~All business units~~Governance and Strategy
ECM Document Set ID	4349607

Purpose

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* (Model Code Regulations) 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~~Behavioural Breaches under 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.

Scope

This Policy applies to Council Members, Committee Members, Candidates in relation to behavioural ~~Complaints~~ complaints and to any Complainant.

This Policy does not apply to conduct or specified breaches, which are dealt with by the Office of the Local Government Inspector under the *Local Government Act 1995*, the *Local Government (Model Code of Conduct) Regulations 2021* and the *Local Government (Local Government Inspector) Regulations 2025*.

Definitions

For the purpose of this policy —

Act means the *Local Government Act 1995*.

Behaviour Complaints Officer means a person authorised in writing by Council resolution under clause 11(3) of the Code of Conduct to receive Complaints and withdrawals of Complaints.

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

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Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the returning officer under s.4.49 of the *Act*, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the returning officer declares the election result in accordance with s.4.77 of the *Act*.

Candidate Complaint means a Complaint alleging a Breach by a Candidate.

~~**Chief Executive Officer** means the Chief Executive Officer of the City of Bayswater.~~

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

Committee means a committee of Council, established in accordance with s.5.8 of the *Act*.

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

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

Complaint means a behavioural complaint made under Division 3 of the Code of Conduct, in accordance with Clause 11 of the Code of Conduct.

Complaint Documents means the Complaint – Alleged Breach Form and any supporting information, Evidence, and attachments provided by the Complainant.

Complaint – Alleged Breach Form means the form approved under clause 11(2)(a) of the Code of Conduct by Council resolution.

Complaint Report means the report prepared by the Independent Complaint Assessor as dealt with in Part 3.8 of this Policy.

Council means the Council of the City of Bayswater.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the *Act*. It does not include informal meetings, such as workshops or briefings.

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

Evidence means the available facts or information provided by the parties in relation to the Complaint.

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

~~**Independent**~~ **Authorised Complaint Assessor** means a person authorised by Council under section 5.104(3) of the *Local Government Act 1995* to perform the local government's functions under clauses 12 and 13 of the City's Code of Conduct in relation to complaints allocated to them, including making findings

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about alleged behavioural breaches and deciding any action plan.~~means the independent external assessor who will assess the Complaint under Part 3.7 of this Policy.~~

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

Respondent means a person about whom a Complaint has been submitted in accordance with this policy.

Response Documents means the response provided by the Respondent to the Complaint~~.~~ and includes any supporting information or Evidence that is supplied.

Other terms used in this policy that are also used in the *Local Government Act 1995* have the same meanings as they have in the *Act*.

Policy Statement

1. Principles

1.1 Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint. In particular:

(a) The Respondent will be afforded a reasonable opportunity to be heard before any Findings are made, or a Plan implemented;

(b) The decision maker should be objective and impartial, with an absence of bias or the perception of bias; and

(c) Any Findings made will be based on proper and genuine consideration of the Evidence.

1.2 Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits.

1.3 Confidentiality

(a) The City of Bayswater (the City) will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

(b) Council Members, City employees and contractors who have a role in handling a specific Complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

(c) Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

(d) A copy of the Complaint Document will be provided to the Respondent, which will include the name of the Complainant. The Complainant's contact details will be redacted.

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1.4 Accessibility

(a) The City will ensure that information on how to make a Complaint, including this Policy, is available at the City of Bayswater Civic Centre and on the City's website. The City will make information available in alternative formats if requested.

(b) Any person wishing to make a Complaint may contact the Behaviour Complaints Officer if they require assistance in completing the Complaint – Alleged Breach Form or otherwise navigating the Complaints process.

2. Roles

2.1 Behaviour Complaints Officer

(a) The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept Complaints and withdrawal of Complaints.

(b) The Behaviour Complaints Officer is not an advocate for the Complainant or the Respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

(c) ~~If the complaint has been accepted, the Behaviour Complaints Officer will appoint an Independent Complaint Assessor to provide the Complaint Assessment under part 3.7 of this Policy.~~

(d) In undertaking their functions, the Behaviour Complaints Officer will apply the principles of this Policy.

2.2 Authorised~~Independent~~ Complaints Assessor

(a) Council appoints a suitably qualified Authorised Complaints Assessor to exercise, in respect of complaints allocated to them under this policy, the Council's functions under clauses 12 and 13 of the City's Code of Conduct in relation to complaints allocated to them, including making findings about alleged Behavioural Breaches and deciding any Plan. ~~The Independent Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with the current City of Bayswater procurement policy.~~

(b) The ~~Independent~~ Authorised Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Independent Complaint Assessor will apply the principles of this Policy.

(c) The ~~Independent~~ Authorised Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with the policy.

2.3 Referral to Local Government Inspector

(a) If a council member has had 2 or more behavioural breach findings made against them on or after 1 January 2026 under the City's Code of Conduct, any subsequent complaint that may constitute a behavioural breach must be referred to the Local Government Inspector for consideration as a potential conduct breach complaint in accordance with S.8A.12(1) of the Act and R.6(2) of the *Local Government (Local Government Inspector) Regulations 2025*, rather than being dealt with solely under this Policy.

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~~2.3. Chief Executive Officer~~

~~(a) The Chief Executive Officer has authority to agree or disagree with the finding of the Independent Complaint Assessor as to whether an alleged breach the subject of a complaint has occurred in accordance with the principles and specified requirements established in this policy.~~

~~(b) Where a finding is made that a Breach has occurred, the Chief Executive Officer has authority to:~~

~~(i) Take no further action if advised to do so by the Independent Complaint Assessor; or~~

~~(ii) Prepare and implement the plan specified by the Independent Complaint Assessor, to address the behaviour of the person to whom the complaint relates.~~

~~(c) The Chief Executive Officer has authority to agree to dismiss a complaint in line with Part 4.2 of this Policy or under the recommendation of the Independent Complaint Assessor. If the complaint is dismissed, the Chief Executive Officer must provide reasons for the dismissal.~~

3. Procedure

3.1 Making a Complaint

(a) Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a Breach of Division 3 of the Code of Conduct.

(b) A Complaint must be made within one month after the alleged Breach.

(c) A Complaint must be made by completing the Complaint – Alleged Breach Form in full and providing the completed forms to the Behaviour Complaints Officer.

(d) The Complainant must lodge the Complaint with the City's Behaviour Complaints Officer. Complaints lodged by a third party will not be accepted.

(e) A Complaint must be made in accordance with the Complaint – Alleged Breach Form and specify which requirement(s) of the Code of Conduct is or are alleged to have been Breached.

(f) A Complaint is required to include the name and contact details of the Complainant therefore anonymous Complaints cannot be accepted.

(g) Where a Complaint – Alleged Breach Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed. If the information is not provided within 14 days of this request, the Complaint will not be accepted.

(h) Where a Complaint is made more than 1 month after the alleged Breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be accepted.

~~(i) The Behaviour Complaints Officer will attempt to find out whether an alternative means of redress is available and is satisfactory to all parties, and the Behaviour Complaints Officer may choose not accept the complaint if that alternative means of redress is satisfactory to all parties.~~

~~(j) The Behaviours Complaints Officer may choose not to accept the complaint if it is trivial, frivolous or vexatious.~~

3.2 Candidate Complaints

(a) A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

tracked changes

(b) Within 7 days after acceptance of a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

(i) To the Complainant confirming receipt, and advising of the procedure for Candidate Complaints; and

(ii) To the Respondent, including a summary of the Complaint, and advising of the procedure for Candidate Complaints.

(c) No action will be taken until the results of the election are declared by the returning officer. If the Respondent is elected, then the Complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

(d) If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with.

3.3 Withdrawing a Complaint

(a) A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint.

(b) A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

(c) After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

3.4 Notice to Complainant

(a) Within 7 days after acceptance of a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

(i) confirms receipt of the Complaint;

(ii) outlines the process that will be followed and possible outcomes;

(iii) explains the application of confidentiality to the Complaint;

(iv) includes a copy of this Policy; and

(v) if necessary, seeks clarifications or additional information.

3.5 Notice to Respondent

(a) Within 7 days after acceptance of a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

(i) advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;

(ii) includes a copy of the Complaint Documents;

(iii) outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;

(iv) includes a copy of this Policy;

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(v) provides the Respondent with 21 calendar days to provide a response to the Complaint allegations to the Authorised Complaint Assessor; and

(vi) if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

3.6 Order of Complaints

(a) Complaints will normally be dealt with in the order in which they are received.

(b) If more than one Complaint is received that relates to the same alleged behaviour, the Authorised Complaint Assessor ~~Behaviour Complaints Officer~~ may decide to progress those Complaints concurrently.

3.7 Assessment of the Complaint

(a) An assessment of the complaint will be conducted by an ~~Independent~~ Authorised Complaint Assessor.

~~(b) The Independent Complaint Assessor may seek legal advice on any aspect of the Complaint.~~

(c) The ~~Independent~~ Authorised Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the notices given under clauses 3.5 and 3.6 of this Policy.

(d) The ~~Independent~~ Authorised Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to provide a response before forming any opinions, ~~or~~ drafting the Complaint Report or making a finding.~~recommendations~~.

(e) The Complaint will be assessed based on the evidence available including information provided by the Complainant in the Complaint Documents and by the Respondent in the Response Documents.

3.8 Complaint Report

(a) The ~~Independent~~ Authorised Complaint Assessor will prepare a Complaint Report that will:

(i) outline the process followed, including how the Respondent was provided with an opportunity to provide a response;

(ii) include the Complaint Documents, the Response Documents and any relevant City of Bayswater records as attachments; and

(iii) ~~include recommendations on each decision that may be made by the Behaviour Complaints Officer; and~~,make a finding in relation to each allegation on the Complaint - Alleged Breach Form

(iv) include reasons for each recommendation, with reference to Part 4 of this Policy.

(b) If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a proposed Plan.

~~(c) The Complaint Report will be provided to the Chief Executive Officer or Council to make a finding.~~

(~~d~~c) The Complainant and Respondent are entitled to view a copy of the Complaint Report, in person at the City of Bayswater Civic Centre, once they have been advised of the finding.

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3.9 Making a Finding

~~(a) The Chief Executive Officer (or Council, in the circumstances of 3.9(b)) will consider the Complaint Report and attachments and give due regard to the recommendations of the Independent Complaint Assessor.~~

~~(b) The Chief Executive Officer is not permitted to accept the Independent Complaint Assessor's findings on Complaints for which the Chief Executive Officer is the Complainant. Findings on these complaints must be determined by Council.~~

(~~c~~a) If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the ~~Chief Executive Officer~~Authorised Complaint Assessor or Council (as applicable) will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

(~~d~~b) If the ~~Chief Executive Officer or Council (as applicable)~~Authorised Complaint Assessor or Council (as applicable) dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

(~~e~~c) If the Complaint is not dismissed, the ~~Chief Executive Officer or Council (as applicable~~)Authorised Complaint Assessor or Council (as applicable) will consider the Complaint Report and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

(f) If the finding is that the alleged Breach did not occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

(g) If the finding is that the alleged breach **did** occur, the ~~Chief Executive Officer~~Authorised Complaint Assessor or Council (as applicable) will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

(h) If the ~~Chief Executive Officer~~Authorised Complaint Assessor or Council (as applicable) decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

(i) If the ~~Chief Executive Officer~~Authorised Complaint Assessor or Council (as applicable) decides to prepare a Plan, the ~~Chief Executive Officer~~Authorised Complaint Assessor or Council will first consult with the Respondent in accordance with clause 12(5)* of the Code of Conduct. The ~~Chief Executive Officer~~Authorised Complaint Assessor or Council (as applicable) will consider any submissions made by the Respondent before preparing and implementing a Plan.

3.10 Compliance with Plan Requirement

(a) The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

(b) Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the *Act* and clause 23 of the Code of Conduct.

(c) The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

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4. Decision Making

4.1 Objectives and Principles

All decisions made under this Policy will reflect the policy objectives and the principles included in Part 1 of this Policy.

4.2 Dismissal

The ~~Chief Executive Officer~~Authorised Complaint Assessor or Council (as applicable) must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if satisfied that -

(a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and

(b) either -

(i) the behaviour was dealt with by the person presiding at the meeting; or

(ii) the Respondent has taken remedial action in accordance with the *City of Bayswater's Standing Orders Local Law 2021*.

4.3 Finding

(a) A Finding that the alleged Breach has occurred must be based on Evidence from which it may be concluded that it is more likely that the Breach occurred than that it did not occur *[clause 12(3) of the Code of Conduct]*.

(b) This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a Breach.

4.4 Action

In deciding whether to take no further action, or prepare and implement a Plan, the ~~Chief Executive Officer~~Authorised Complaint Assessor or Council (as applicable) may consider:

(a) the nature and seriousness of the Breach(es);

(b) the Respondent's submission in relation to the contravention;

(c) whether the Respondent has committed the Breach knowingly or carelessly;

(d) whether the Respondent has breached the Code of Conduct on previous occasions;

(e) likelihood or not of the Respondent committing further breaches of the Code of Conduct;

(f) personal circumstances at the time of conduct;

(g) need to protect the public through general deterrence and maintain public confidence in the City of Bayswater; and

(h) any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5 Plan Requirements

(a) The proposed Plan may include requirements for the Respondent to do one or more of the following:

(i) engage in mediation;

(ii) undertake counselling;

tracked changes

(iii) undertake training;

(iv) take other action considered appropriate (such as an apology or removal of a social media post).

(b) The proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

(c) The proposed Plan may also outline:

(i) the actions to be taken to address the behaviour(s);

(ii) who is responsible for the actions;

(iii) any assistance the City of Bayswater will provide to assist achieve the intent of the Plan; and

(iv) a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

5. Publication of behavioural breach information

In accordance with section 5.96C of the Act, the Chief Executive Officer is to publish on the City's website an up-to-date record of information about behavioural breaches by a council member that are found to have occurred. The record is to include:

(a) The name of the Complainant;

(b) The name of the Respondent;

(c) The section of the Code of Conduct for which the breach was found to have occurred;

(d) The nature of the breach;

(e) The finding/s; and

(f) The details of any remedial action/s.

Related Documentation

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

Local Government (Local Government Inspector) Regulations 2025

Document details

Relevant delegations	~~MCCD-D01 Model Code of Conduct 2021 – Authority to Make a Finding on Division 3 Code of Conduct Complaints~~ Nil.		
Risk evaluation	High		
Strategic link	Leadership and Governance: Communicate in a clear and transparent way.		
Council adoption	25 October 2022	**Resolution**	10.1.1
~~**Next Review Due**~~	~~February 2026~~		
Reviewed/modified	27 February 2024	**Resolution**	10.5.2.1

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Reviewed/modified	24 March 2026	**Resolution**
Next Review Due	24 March 2028	

tracked changes

City of Bayswater

Code of Conduct Complaints Management Policy

Responsible Division	Office of the CEO
Responsible Business Unit	Governance and Strategy
Responsible Officer	Manager Governance and Strategy
Affected Business Units	Governance and Strategy
ECM Document Set ID	4349607

Purpose

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* (Model Code Regulations) and the City of Bayswater Code of Conduct for Council Members, the procedure for dealing with Complaints about alleged Behavioural Breaches under 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.

Scope

This Policy applies to Council Members, Committee Members, Candidates in relation to behavioural complaints and to any Complainant.

This Policy does not apply to conduct or specified breaches, which are dealt with by the Office of the Local Government Inspector under the *Local Government Act 1995*, the *Local Government (Model Code of Conduct) Regulations 2021* and the *Local Government (Local Government Inspector) Regulations 2025.*

Definitions

For the purpose of this policy —

Act means the *Local Government Act 1995*.

Authorised Complaint Assessor means a person authorised by Council under section 5.104(3) of the *Local Government Act 1995* to perform the local government's functions under clauses 12 and 13 of the City's Code of Conduct in relation to complaints allocated to them, including making findings about alleged behavioural breaches and deciding any action plan.

Behaviour Complaints Officer means a person authorised in writing by Council resolution under clause 11(3) of the Code of Conduct to receive Complaints and withdrawals of Complaints.

City of Bayswater

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

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the returning officer under s.4.49 of the *Act*, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the returning officer declares the election result in accordance with s.4.77 of the *Act*.

Candidate Complaint means a Complaint alleging a Breach by a Candidate.

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

Committee means a committee of Council, established in accordance with s.5.8 of the *Act*.

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

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

Complaint means a behavioural complaint made under Division 3 of the Code of Conduct, in accordance with Clause 11 of the Code of Conduct.

Complaint Documents means the Complaint – Alleged Breach Form and any supporting information, Evidence, and attachments provided by the Complainant.

Complaint – Alleged Breach Form means the form approved under clause 11(2)(a) of the Code of Conduct by Council resolution.

Complaint Report means the report prepared by the Independent Complaint Assessor as dealt with in Part 3.8 of this Policy.

Council means the Council of the City of Bayswater.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the *Act*. It does not include informal meetings, such as workshops or briefings.

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

Evidence means the available facts or information provided by the parties in relation to the Complaint.

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

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

Respondent means a person about whom a Complaint has been submitted in accordance with this policy.

Response Documents means the response provided by the Respondent to the Complaint and includes any supporting information or Evidence that is supplied.

Other terms used in this policy that are also used in the *Local Government Act 1995* have the same meanings as they have in the *Act*.

Policy Statement

1. Principles

1.1 Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint. In particular:

(a) The Respondent will be afforded a reasonable opportunity to be heard before any Findings are made, or a Plan implemented;

(b) The decision maker should be objective and impartial, with an absence of bias or the perception of bias; and

(c) Any Findings made will be based on proper and genuine consideration of the Evidence.

1.2 Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits.

1.3 Confidentiality

(a) The City of Bayswater (the City) will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

(b) Council Members, City employees and contractors who have a role in handling a specific Complaint will be provided with sufficient information to fulfil their role. They must manage this information securely and must not disclose or inappropriately use this information.

(c) Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

(d) A copy of the Complaint Document will be provided to the Respondent, which will include the name of the Complainant. The Complainant's contact details will be redacted.

1.4 Accessibility

(a) The City will ensure that information on how to make a Complaint, including this Policy, is available at the City of Bayswater Civic Centre and on the City's website. The City will make information available in alternative formats if requested.

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(b) Any person wishing to make a Complaint may contact the Behaviour Complaints Officer if they require assistance in completing the Complaint – Alleged Breach Form or otherwise navigating the Complaints process.

2. Roles

2.1 Behaviour Complaints Officer

(a) The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept Complaints and withdrawal of Complaints.

(b) The Behaviour Complaints Officer is not an advocate for the Complainant or the Respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

(c) In undertaking their functions, the Behaviour Complaints Officer will apply the principles of this Policy.

2.2 Authorised Complaints Assessor

(a) Council appoints a suitably qualified Authorised Complaints Assessor to exercise, in respect of complaints allocated to them under this policy, the Council's functions under clauses 12 and 13 of the City's Code of Conduct in relation to complaints allocated to them, including making findings about alleged Behavioural Breaches and deciding any Plan.

(b) The Authorised Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Independent Complaint Assessor will apply the principles of this Policy.

(c) The Authorised Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with the policy.

2.3 Referral to Local Government Inspector

(a) If a Council member has had 2 or more behavioural breach findings made against them on or after 1 January 2026 under the City's Code of Conduct, any subsequent complaint that may constitute a behavioural breach must be referred to the Local Government Inspector for consideration as a potential conduct breach complaint in accordance with S.8A.12(1) of the Act and R.6(2) of the *Local Government (Local Government Inspector) Regulations 2025*, rather than being dealt with solely under this Policy.

3. Procedure

3.1 Making a Complaint

(a) Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a Breach of Division 3 of the Code of Conduct.

(b) A Complaint must be made within one month after the alleged Breach.

(c) A Complaint must be made by completing the Complaint – Alleged Breach Form in full and providing the completed forms to the Behaviour Complaints Officer.

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(d) The Complainant must lodge the Complaint with the City's Behaviour Complaints Officer. Complaints lodged by a third party will not be accepted.

(e) A Complaint must be made in accordance with the Complaint – Alleged Breach Form and specify which requirement(s) of the Code of Conduct is or are alleged to have been Breached.

(f) A Complaint is required to include the name and contact details of the Complainant therefore anonymous Complaints cannot be accepted.

(g) Where a Complaint – Alleged Breach Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed. If the information is not provided within 14 days of this request, the Complaint will not be accepted.

(h) Where a Complaint is made more than 1 month after the alleged Breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be accepted.

3.2 Candidate Complaints

(a) A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

(b) Within 7 days after acceptance of a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

  (i) To the Complainant confirming receipt, and advising of the procedure for Candidate Complaints; and

  (ii) To the Respondent, including a summary of the Complaint, and advising of the procedure for Candidate Complaints.

(c) No action will be taken until the results of the election are declared by the returning officer. If the Respondent is elected, then the Complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

(d) If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with.

3.3 Withdrawing a Complaint

(a) A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint.

(b) A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

(c) After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

3.4 Notice to Complainant

(a) Within 7 days after acceptance of a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

  (i) confirms receipt of the Complaint;

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(ii) outlines the process that will be followed and possible outcomes;

(iii) explains the application of confidentiality to the Complaint;

(iv) includes a copy of this Policy; and

(v) if necessary, seeks clarifications or additional information.

3.5 Notice to Respondent

(a) Within 7 days after acceptance of a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

(i) advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;

(ii) includes a copy of the Complaint Documents;

(iii) outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;

(iv) includes a copy of this Policy;

(v) provides the Respondent with 21 calendar days to provide a response to the Complaint allegations to the Authorised Complaint Assessor; and

(vi) if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

3.6 Order of Complaints

(a) Complaints will normally be dealt with in the order in which they are received.

(b) If more than one Complaint is received that relates to the same alleged behaviour, the Authorised Complaint Assessor may decide to progress those Complaints concurrently.

3.7 Assessment of the Complaint

(a) An assessment of the complaint will be conducted by an Authorised Complaint Assessor.

(c) The Authorised Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the notices given under clauses 3.5 and 3.6 of this Policy.

(d) The Authorised Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to provide a response before forming any opinions, drafting the Complaint Report or making a finding..

(e) The Complaint will be assessed based on the evidence available including information provided by the Complainant in the Complaint Documents and by the Respondent in the Response Documents.

3.8 Complaint Report

(a) The Authorised Complaint Assessor will prepare a Complaint Report that will:

(i) outline the process followed, including how the Respondent was provided with an opportunity to provide a response;

(ii) include the Complaint Documents, the Response Documents and any relevant City of Bayswater records as attachments; and

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(iii) make a finding in relation to each allegation on the Complaint - Alleged Breach Form

(iv) include reasons for each recommendation, with reference to Part 4 of this Policy.

(b) If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a proposed Plan.

(c) The Complainant and Respondent are entitled to view a copy of the Complaint Report, in person at the City of Bayswater Civic Centre, once they have been advised of the finding.

3.9 Making a Finding

(a) If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Authorised Complaint Assessor or Council (as applicable) will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

(b) If the Authorised Complaint Assessor or Council (as applicable) dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

(c) If the Complaint is not dismissed, the Authorised Complaint Assessor or Council (as applicable) will consider the Complaint Report and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

(d) If the finding is that the alleged Breach did not occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

(e) If the finding is that the alleged breach **did** occur, the Authorised Complaint Assessor or Council (as applicable) will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

(f) If the Authorised Complaint Assessor or Council (as applicable) decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

(g) If the Authorised Complaint Assessor or Council (as applicable) decides to prepare a Plan, the Authorised Complaint Assessor or Council will first consult with the Respondent in accordance with clause 12(5)* of the Code of Conduct. The Authorised Complaint Assessor or Council (as applicable) will consider any submissions made by the Respondent before preparing and implementing a Plan.

3.10 Compliance with Plan Requirement

(a) The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

(b) Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the *Act* and clause 23 of the Code of Conduct.

(c) The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

4.1 Objectives and Principles

All decisions made under this Policy will reflect the policy objectives and the principles included in Part 1 of this Policy.

4.2 Dismissal

The Authorised Complaint Assessor or Council (as applicable) must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if satisfied that -

(a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and

(b) either -

(i) the behaviour was dealt with by the person presiding at the meeting; or

(ii) the Respondent has taken remedial action in accordance with the *City of Bayswater's Standing Orders Local Law 2021*.

4.3 Finding

(a) A Finding that the alleged Breach has occurred must be based on Evidence from which it may be concluded that it is more likely that the Breach occurred than that it did not occur *[clause 12(3) of the Code of Conduct]*.

(b) This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a Breach.

4.4 Action

In deciding whether to take no further action, or prepare and implement a Plan, the Authorised Complaint Assessor or Council (as applicable) may consider:

(a) the nature and seriousness of the Breach(es);

(b) the Respondent's submission in relation to the contravention;

(c) whether the Respondent has committed the Breach knowingly or carelessly;

(d) whether the Respondent has breached the Code of Conduct on previous occasions;

(e) likelihood or not of the Respondent committing further breaches of the Code of Conduct;

(f) personal circumstances at the time of conduct;

(g) need to protect the public through general deterrence and maintain public confidence in the City of Bayswater; and

(h) any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5 Plan Requirements

(a) The proposed Plan may include requirements for the Respondent to do one or more of the following:

(i) engage in mediation;

(ii) undertake counselling;

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(iii) undertake training;

(iv) take other action considered appropriate (such as an apology or removal of a social media post).

(b) The proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

(c) The proposed Plan may also outline:

(i) the actions to be taken to address the behaviour(s);

(ii) who is responsible for the actions;

(iii) any assistance the City of Bayswater will provide to assist achieve the intent of the Plan; and

(iv) a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

5. Publication of behavioural breach information

In accordance with section 5.96C of the Act, the Chief Executive Officer is to publish on the City's website an up-to-date record of information about behavioural breaches by a council member that are found to have occurred. The record is to include:

(a) The name of the Complainant;

(b) The name of the Respondent;

(c) The section of the Code of Conduct for which the breach was found to have occurred; and

(d) The nature of the breach

(e) The finding/s; and

(f) The details of any remedial action/s.

Related Documentation

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

Local Government (Local Government Inspector) Regulations 2025

Document details

Relevant delegations	Nil.		
Risk evaluation	High		
Strategic link	Leadership and Governance: Communicate in a clear and transparent way.		
Council adoption	25 October 2022	**Resolution**	10.1.1
Reviewed/modified	27 February 2024	**Resolution**	10.5.2.1
Reviewed/modified	24 March 2026	**Resolution**	

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City of Bayswater

Code of Conduct Complaints Management Policy

Next Review Due 24 March 2028

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10.1.3 Motions from the 2024/25 AGM of Electors

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. Minutes of the 2024/2025 AGM of Electors [**10.1.3.1**] 2. 2024/2025 AGM Motions - Officer Comments and Recommendations [**10.1.3.2** - 15 pages]
Refer:	Item: 10.5.1.2 OCM: 20 January 2026
Officer Declaration:	Luke Botica, Director Infrastructure and Assets has declared an impartiality interest in this item as he is indirectly related to the elector who submitted Motion 13. Mr Botica has not participated in the assessment or consideration of this matter.

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

SUMMARY

This report presents the motions carried at the Annual General Meeting of Electors (AGM) held on Wednesday, 18 February 2026, for Council consideration in accordance with the *Local Government Act 1995*.

OFFICER'S RECOMMENDATION

That Council:

1. **Notes the minutes of the Annual General Meeting of Electors held on Wednesday, 18 February 2026, as contained in Attachment 1.**
2. **In accordance with section 5.33 of the *Local Government Act 1995*, having considered the motions carried at the AGM held on that date, adopts the Officers' Recommendations contained in Attachment 2.**

BACKGROUND

Each WA local government must hold an Annual General Meeting of Electors once every financial year, no later than 56 days after Council accepts the Annual Report for the previous financial year. The AGM provides an opportunity for the community to receive the Annual Report and raise matters of local interest.

On 20 January 2026, Council accepted the 2024/25 Annual Report and financial statements and resolved to hold the AGM on 18 February 2026.

EXTERNAL CONSULTATION

In accordance with sections 5.29 and 5.55 of the Act, local public notice of the AGM and the availability of the Annual Report was provided for at least 14 days prior to the meeting.

OFFICER'S COMMENTS

The 2024/25 AGM of Electors was held on 18 February 2026. The minutes for the meeting can be found in **Attachment 1**.

A total of 24 motions were considered at the AGM, all of which were carried. Officers have reviewed each motion and provided comments and recommendations in **Attachment 2**.

While Council is required to consider all motions carried at an Electors' Meeting, it is not bound to adopt them.

LEGISLATIVE COMPLIANCE

Section 5.33 of the *Local Government Act 1995* requires that all decisions made at an Electors' Meeting be considered by Council at the next, or if not practicable, the following Ordinary Council Meeting.

There is no requirement under the Act for Council to confirm the minutes of an Electors' Meeting.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

Where applicable, financial implications are identified within the individual motions contained in **Attachment 2**.

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

Motions carried at the Annual General Meeting of Electors are not binding on Council but must be considered in accordance with section 5.33 of the *Local Government Act 1995*.

This report ensures compliance with that requirement by presenting the motions carried at the AGM held on 18 February 2026 for Council's consideration.

2024/25 Annual General Meeting of Electors – Elector Motions

Motion		Officer's Comment	Officer's Recommendation
1	**Matthew Morgan, Bayswater** **That Council also install a restricted movement traffic calming device for Traylen road consistent with the traffic calming treatment of Williamson and Milne street in anticipation of the proposed Garratt road and Finton/Stone street signalised crossing.** **This restricted movement traffic calming device will be designed to prevent drivers to use Traylen road, Queen street, Percy road and Stone street to bypass a signalised crossing.**	Guildford Road is under the care and control of Main Roads WA (MRWA) and any modifications to any intersections along Guildford Rd will require their approval. The residents' recommendation and concerns will be included as a comment/request in the up-and-coming community engagement process for the proposed signalising of the Garratt Road and Stone Street intersection. This will allow all residents' requests to be included in the ongoing analysis to be considered by the City with MRWA. This will also allow a proper analysis of the area as a whole and any distribution of traffic is assessed in accordance with relevant traffic standards. To adopt the motion would precede any due and proper analysis and may prejudice the up-and-coming community engagement process.	That Council: 1. Does not install a treatment at Traylen Road like those proposed for Williamson Street and Milne Street at this time; and 2. Includes the suggested treatment as a comment in the community engagement process for the signalising of the Garratt Road and Stone Street intersection.

Motion		Officer's Comment	Officer's Recommendation
2	**Julia Doyle, Embleton** **That Council give consideration to installing disabled parking at Riverside Gardens enclosed dog exercise area.**	The City currently has two disabled parking bays within the nearest carpark to the enclosed dog facility. These bays are within 80m of the enclosed dog facility and are connected with a newly constructed concrete path on level ground.	That Council: 1. Supports the request for accessible parking at Riverside Gardens enclosed dog exercise area be considered as part of the Forward Capital Works Program. 2. Notes that accessible parking is already provided at Riverside Gardens, with two designated disabled parking bays located within 80 metres of the enclosed dog exercise area and connected by a newly constructed, level concrete path. The path width is compliant with accessibility requirements and wheelchair access.
3	**Peter Oliver, Morley** **That Council direct the Chief Executive Officer to urgently and comprehensively prune the trees located within Newington Reserve along Fleming Close and Bell Court frontage, cutting all overhanging branches back to the park property boundary defined by the wooden bollards so as to remove encroachment over the entire verge area and roadway to remove the ongoing risk created by dangerous gum nuts, branches and associated debris so that there is a safe passageway for movement in this area by pedestrians, cyclists and motorist.**	The trees on Newington Reserve are pruned to maintain essential clearances and maintain public safety. These trees were pruned to remove dead wood and hanging branches in November 2025. Further pruning may negatively impact the aesthetic of natural form and compromise other limbs within the canopy and does not fit within the City's existing *Urban Tree Planting and Maintenance Policy*. The area is currently swept using the City's street sweeper at a higher-than-normal frequency, being amongst the most visited locations in the City of Bayswater. The City has also initiated a works tender for the City-wide collection of gumnuts, which will see	That Council: 1. Requests the Chief Executive Officer to continue to maintain the trees on Newington Reserve in accordance with the City's current tree management practices, including sweeping of the road. 2. Notes that the contract for a new service for the collection of gum nuts will be implemented in the near future.

Motion		Officer's Comment	Officer's Recommendation
		monthly services in high debris locations such as this.	
4	**Ruth Marshall, Morley** **That Council install the following at Alan Hill Park. A footpath to access the bus stop, better lighting to discourage anti-social behaviour and a security camera to discourage anti-social behaviour at the park.**	The provision of a path through Allan Hill Park connecting Hertz Way to the Beechboro Road bus stop will cost approximately $30,000 The path has been included within the draft 2026/27 budget for Council's upcoming consideration. Allan Hill Park is a large park, and the cost of lighting of the park could vary greatly ($20,000 to $150,000 dependent on the area to be lit). While the park is dense with large trees, solar power could be utilised with solar panels along the edges of the park, feeding lights within certain areas. Lighting within Parks does not form part of the City's Forward Capital Works Program, as to light all parks within the City would require substantial funding. The Council could list a nominal $50,000 on the FCWP beyond the 10-year program for future consideration. Notwithstanding the above, the City has also installed solar bollards around the playground within Allan Hill Park in December 2025.	That Council: 1. Lists the provision of a path through Allan Hill Park at an estimated cost of $30,000 for consideration as part of the upcoming 26/27 budget. 2. Lists $50,000 for the provision of nominal lighting within the park in the Forward Capital Works Plan beyond the 10-year plan. 3. CCTV installation is based on assessed risk, crime trend data, and intelligence received from WA Police. This location is currently assessed as low risk; however, it will be reviewed through the City's CCTV Strategy and may be considered as part of the 27/28 CCTV expansion program if future assessments support its inclusion.
5	**David Dyke, Maylands** **That Council and the City of Bayswater formally endorse and actively participate in the "16 Days in WA Campaign," committing to meaningful action and investment to raise Awareness leading to Eliminate Domestic and Sexual Violence in our community.**	The City already delivers and supports initiatives in partnership with specialist organisations and stakeholders that raise awareness of domestic and sexual violence and promote respectful relationships, aligning with the objectives of the 16 Days in WA campaign. The City will continue to work collaboratively with relevant organisations to support awareness initiatives and activities that contribute to the	That Council acknowledges the intent of the motion and notes that the City of Bayswater already actively supports and delivers initiatives consistent with the objectives of the "16 Days in WA Campaign," and will continue to collaborate with relevant organisations to raise awareness and contribute to the elimination of domestic and sexual

Motion		Officer's Comment	Officer's Recommendation
		elimination of domestic and sexual violence within our community.	violence in our community throughout the year.
6	**David Dyke, Maylands** **That Council now progress, the development and implementation of a Men's Health Plan, consistent with the resolution adopted at last year's AGM and reaffirmed by Council on 22 August 2025. We seek the endorsement, commitment, and practical support of Councillors and Council to advance this work for Men's Issues in partnership with "Bayswater Blokes" ensuring meaningful outcomes for Men's Health within our community.**	Men's health is addressed within the City's Healthier Bayswater Public Health and Wellbeing Plan 2026–2031, which includes actions that support improved physical, mental and social wellbeing outcomes for men in our community. The City also delivers and supports initiatives and programs for Mental Health Week, Men's Health Week, and other relevant programs in partnership with stakeholders working in the men's health sector.	That Council acknowledges the importance of men's health and supports continued partnership with local organisations to deliver initiatives consistent with the City's *Healthier Bayswater Public Health and Wellbeing Plan 2026–2031*, aimed at improving wellbeing outcomes for men in our community.
7	**Janice Zammit, Morley** **That Council direct the Chief Executive Officer to install a footpath around the internal perimeter of Newington Reserve, and a dual-purpose drinking station for park users and their animals with funding for both projects to be provided for in the 2026/2027 budget and completed in the same financial year.**	The provision of the paths along roads circling Newington Reserve i.e. Marconi Street, Newington Street and Flemming Close, are listed in the City's New Path Program (NPP). Based on the current scoring system, this footpath receives a lower score than many others across the City. It is not expected to be constructed for at least five years and will depend on funding levels. The NPP forms part of the Forward Capital Works Program (FCWP). Newington Reserve is classified as a neighbourhood park and is considered suitable for a drinking station and dog bowl.	That Council: 1. Supports the request for a path around Newington Reserve be considered as part of the Forward Capital Works Program, in line with the City's New Path Program. 2. Requests the Chief Executive Officer to install a water station and dog bowl at Newington Reserve as concurrent works to the path.

Motion		Officer's Comment	Officer's Recommendation
8	**Chris Buswell, Maylands** **That Council implement cycling infrastructure on 8th Avenue and East St in Maylands. This cycling infrastructure would connect the riverside path to the train station which would make the project eligible for state funding through the WABN.** **Design should be completed as soon as possible to ensure that the 8th Ave/Guildford Rd intersection improvement can fit with the council's cycleway design, allowing the council to avoid spending on additional intersection improvements later.**	Eighth Avenue and East Street form part of the Long Term Cycle Network (LTCN) endorsed by the Department of Transport (DOT). This path is included in the draft Pathway Masterplan for consideration for future funding. At this stage, DOT is only funding cycle paths associated with new Metronet stations, and as such, this particular path is not currently eligible for external funding. The City will continue to pursue funding opportunities for the broader cycle network as they arise. In the absence of external funding, delivery of this path would require significant funding due to the length and cost involved.	That Council: 1. Supports the request for a cycle path along Eighth Avenue and East Street to be considered as part of the Forward Capital Works Program, in line with the City's Draft Pathway Masterplan. 2. Seeks external funding, where possible, for the provision of cycle paths in alignment with DOT requirements.
9	**Chris Buswell, Maylands** **That Council:** **(a) Explores grant opportunities for converting the disused former basketball courts on the corner of Salisbury St and Catherine St, Bedford, into a painted bike skills track.** **(b) Allocates funds in the 2027/28 budget for completion of the project.**	The site has remained as unmaintained redundant basketball courts for a number of years. The site (subject to community engagement) could be well suited to accommodate a cycle skills track. The area would require an asphalt resurface and line marking at an estimated cost of $150,000. WA Bicycle Network and other grants may be applicable. Council may wish to seek opinion from the Active Transport Advisory Group.	That Council notes the request and considers a bike skills track at the site of the disused former basketball courts on the corner of Salisbury Street and Catherine Street as part of the Forward Capital Works Program.

Motion		Officer's Comment	Officer's Recommendation
10	**Aileen O'Rourke, Bayswater** **The Mayor's Chain of Office is a civic insignia that can be worn at civic and ceremonial functions representing the City.** **The Mayor's Chain of Office is not to be worn at Ordinary or Special Council meetings or Committee Meetings, unless the meeting has been formally designated by Council as a ceremonial occasion.**	Many local governments have Mayoral chains which are utilised by the Mayor or President as part of their ceremonial civic regalia. Mayoral chains serve as a symbolic, ceremonial and historical representation of the Office of the Mayor. They are a visible and official symbol of the authority bestowed on the Mayor as the head of the local government. At the City of Bayswater, the Mayoral Chains are also a historical artefact, with the names of past Mayors and their dates of service engraved onto the plates on the chains. As with many cultures, the regalia is used to honour past traditions and represent the local government during public engagements such as citizenship ceremonies, official openings, major events, and Council meetings. At Council meetings, the Mayoral chains help to denote the Presiding Member and are worn by either the Mayor or Deputy Mayor when chairing the meeting. A review of other Band 1 Local Governments has identified that approximately half use their Mayoral chains at Ordinary Council Meetings.	That Council supports the continued use of the Mayoral chains at Ordinary and Special Council Meetings.
11	**Wendy Garstone, Maylands** **That the City of Bayswater undertakes to protect existing established trees located on private land by:** **1. Starting the process required to adopt the WALGA Model Local**	In June 2018, Council adopted the *Trees on Private Land and Street Verges Policy*. This policy was reviewed and amended in 2020 and 2022. In March 2024, WALGA released a model local planning policy for the retention of trees on	That Council notes that the WALGA Model Local Planning Policy has informed the City's draft *Tree Retention Policy* and supports the City's continued engagement with the State Government on planning reform.

Motion		Officer's Comment	Officer's Recommendation
	Planning Policy for Tree Retention, in full, and **2. Liaising with the WA Planning Commission regarding providing incentives to support tree retention.**	private land to support Local Governments to stem the loss of tree canopy cover in urban areas. A similar motion was raised at the 2024 Annual General Meeting of Electors, to which Council resolved: *"That Council considers the outcomes of the City's review of the Western Australian Local Government Association's Model Local Planning Policy for Tree Retention at the June Policy Review and Development Committee."* Subsequently, the City carried out a further review of the *Trees on Private Land and Street Verges Policy* and drafted amendments to incorporate elements of the WALGA Model Policy. This draft policy was considered by Council at the 22 October 2024 Ordinary Meeting where further amendments were made. The draft amended policy was advertised for public comment from 7 November – 9 December 2024. The outcomes of community engagement were reported to Council, along with further policy amendments, at the 27 May 2025 Ordinary Meeting, where Council resolved to re-advertise the policy amendments. Council considered the re-advertised policy at the 26 August 2025 Ordinary Meeting, where the draft amended policy was adopted, subject to Western Australian Planning Commission approval of policy statements which vary deemed-to-comply provisions of the Residential Design Codes.	

Motion		Officer's Comment	Officer's Recommendation
		The draft renamed *Tree Retention Policy* was submitted to the Department of Planning, Lands and Heritage in September 2025 and it is currently under assessment. The City engages with the Department of Planning, Lands and Heritage and the Western Australian Planning Commission on an ongoing basis as part of administration of the City's local planning framework and implementation of planning reform. Advocacy for planning best practice through appropriate and effective amendments to planning instruments forms regular part of this engagement.	
12	**Monica Main, Bayswater** **That Council approves the employment of a History and Heritage Officer for The City of Bayswater.**	The City's statutory responsibilities with regard to cultural heritage are delivered within existing staff resources across multiple service areas, primarily guided by the *Heritage Act 2018* and the *Planning and Development Act 2005.* The City offers heritage grants and heritage incentives, has various heritage policies and maintains the Local Heritage Survey and Heritage List. The City is planning a review of the heritage planning framework in 2026.	That Council notes that the City's heritage functions are managed within existing staff resources in alignment with relevant legislation. The City remains committed to strengthening its heritage outcomes through ongoing initiatives, including the planned review of the heritage planning framework in 2026.

Motion		Officer's Comment	Officer's Recommendation
13	**George Cosentino, Bayswater** **Can the council please allocate funds to install a park sign at Cosentino Reserve. The reserve is located at 10 Cosentino Place Bayswater.**	Cosentino Reserve is designated a pocket park in the Parks and Play Space Classification Hierarchy. Consistent with other similar parks, signage is not considered justified, particularly given access issues and prominence. The existing maintenance budget for this park has already exceeded annual allocations.	That Council notes that Cosentino Reserve is classified as a pocket park under the City's Parks and Play Space Classification Hierarchy. In line with this classification and similar parks across the City, dedicated signage is not currently considered warranted due to access and visibility constraints. The City will continue to maintain the park within existing resources and monitor future needs as part of wider park asset management planning.

Motion		Officer's Comment	Officer's Recommendation
14	**George Wilkinson, Morley** **That Council rename Broun Avenue to Beaufort Street.**	Landgate acts on behalf of the Minister for Lands to undertake administrative responsibilities required for the formal approval of road names. The Geographic Names Committee at Landgate is responsible for final approval of all road naming. All naming must be in accordance with the Geographic Names Committee's policies and standards. Landgate does not generally support the renaming of roads without significant justification and support of impacted landowners. The City notes that where Beaufort Street becomes Broun Avenue, Beaufort Street continues as a short spur adjacent to Chisholm College, extending across Coode Street to Drake Street. This portion of Beaufort Street contains 27 properties which have Beaufort Street addresses. There are approximately 220 properties which front Broun Avenue, including a mixture of residential and commercial, which would require new street addresses. Given the significant number of impacted landowners it is considered unlikely that there would be sufficient support for the proposed name change. Further there would be significant cost to the City in staff resources and cost of public consultation.	That Council notes that the naming and renaming of roads is administered by Landgate's Geographic Names Committee in accordance with State Government policies and standards. Given the large number of affected landowners, along with the associated costs and resource impacts, formal support for a name change is not considered practical at this stage. The City will continue to ensure compliance with road naming requirements and maintain clear and accurate addressing for all properties within the area.

Motion		Officer's Comment	Officer's Recommendation
15	**Branka Radanovich, Bayswater** **Residential Verge Tree Planting and Existing Underground Power.** **That Council approves a mandate to prioritise a program to ensure that at least one suitable tree is planted on every residential verge where underground power exists, subject to site suitability.**	The City has an Urban Forest Implementation Plan aimed at increasing urban tree canopy coverage. This comprehensive plan outlines a 10-year program that defines clear operational zones for tree planting and maintenance. These zones are strategically determined using data that identifies areas with the lowest canopy coverage, ensuring trees are planted where they will provide the greatest benefit to the Bayswater community. The plan also includes a targeted planting program, focusing on identifying verges - both with and without powerlines - that are suitable for new tree installations.	That Council continues its annual tree planting program, which includes residential verges with and without powerlines.
16	**Kate Bowker, Bayswater** **That the City of Bayswater, adopt the 2020 Stockholm Declaration on Road Safety, and implement a 30km/h safer speed trial in the Maylands Peninsular (bounded by Garrat Rd, Guildford Rd to the edge of City of Bayswater).**	The City, in conjunction with Main Roads WA (MRWA), is currently implementing the Low-Cost Urban Road Safety Program (LCURS). The program is being driven by and is fully funded by the State Government. The program will allow the City, with MRWA approval, to install area-wide 40 km/h speed zoning within local roads following the successful implementation of each LCURS Precinct The Maylands Peninsula LCURS Precinct is progressing for implementation during 2026. The precinct will be assessed six months post completion of the works, and will be considered for an area-wide speed reduction. At this stage, the City is not considering further reduction of blanket speed zones lower than 40 km/h.	The Council: 1. Does not support the implementation of a 30km/h speed trial in the Maylands Peninsula area; and 2. Confirms it will assess the precinct six months post completion of Low Cost Urban Roads Safety Program treatments for a possible speed reduction.

Motion		Officer's Comment	Officer's Recommendation
17	**Kate Bowker, Bayswater** **City of Bayswater further foster community placemaking by creating a community funding program accessible by community members for the use for play streets and/or street parties. Using the grants available through, for example the Town of Victoria Park Council Street Meet and Greet Grants and Merri Bek Council Play streets and street parties Grants as a basis for this grant.**	City Officers have proposed a Meet the Street program in the 2026/27 budget year designed to encourage stronger neighbourhood connections and increase a sense of belonging and safety by helping residents to host small gatherings that bring neighbours together.	That Council notes the request and considers the Meet the Street proposal in the 2026/27 budget deliberations.
18	**Kate Bowker, Bayswater** **The City of Bayswater incorporate Dark Sky International policy in existing City codes/bylaws. With the goal to mitigate light pollution and the misuses of artificial light at night.**	Public lighting within the City is designed in accordance with relevant Australian Standards and safety requirements. While the direct incorporation of external policy into City codes or local laws is not proposed, lighting design principles that minimise impacts on natural areas may be considered through future policy and planning reviews.	That Council requests the Chief Executive Officer to consider lighting design principles to mitigate impacts on natural areas as part of future revisions of the City's Environment and Liveability Framework.
19	**Kate Bowker, Bayswater** **That the City of Bayswater audit lighting at parks with natural bush to mitigate light pollution and misuses of artificial light at night and take actions to align lighting with the Dark Sky Internation principals.**	Lighting in parks and public open space is provided to support community safety and accessibility. Opportunities to consider lighting design approaches that minimise impacts on natural areas may be explored through future park planning and lighting upgrades.	That Council requests the Chief Executive Officer to consider lighting design principles to mitigate impacts on natural areas as part of future revisions of the City's Environment and Liveability Framework.

Motion		Officer's Comment	Officer's Recommendation
20	**Helen Johnstone, Bayswater** **That Council Consider increasing shade at the Riverside Garden Dog Park. There are petitions relating to this item on the council website.**	The enclosed dog park at Riverside Gardens East comprises of two separate areas; one for small dogs and one for large dogs. Each area is provided with a covered seated shade shelter measuring 2.5m x 3m. Each of the two shelters can accommodate approximately six seated persons.  In addition, trees have been planted both within and around the perimeter of the dog exercise areas to mature and provide additional shade over time. The installation of a shade sail would likely impact natural turf growth within the dog exercise areas. A shade sail could be fitted over the hardstand pathways at the entrance of each of the two areas at a cost of approximately $15,000 per site ($30,000 total). This sum is currently unbudgeted and not included as a new asset in the Forward Capital Works Program.	That Council: 1. Does not support the increase of shade by way of new shade sail installations at the Riverside Gardens Enclosed Dog Park. 2. Notes the shade shelters and trees already provided at each site.

Motion		Officer's Comment	Officer's Recommendation
21	**Ann Gilkes, Bayswater** **That Council reviews the traffic signals at Broun Avenue and Beechboro Road North, to include provision of a right turn phase from Broun Avenue into Beechboro Road North.**	The City advocated through Metronet to upgrade this intersection as part of the Morley Station construction. Metronet prepared a 15% concept design where land acquisition is required to accommodate additional movements. Upgrade of the intersection was outside Metronet's scope for the works.	That Council requests the Chief Executive Officer to consider the Broun Avenue and Beechboro Road North signalised intersection, with the intent to include the provision of a right turn from Broun Avenue into Beechboro Road North, for future external funding under the Blackspot program.
22	**Matthew Morgan, Bayswater** **For the Council to consider safe road improvements into any new road resurfacing, such as narrower intersection treatments for pedestrians, segregated bicycle lanes and trees to calm traffic.**	The City has been and will continue to participate in the Low Cost Road Safety Program (LCURS). This process allows for large areas to be assessed for road safety, and traffic treatments standardised and implemented in a consistent manner throughout the City. This will ultimately have the benefit of implementing area-wide 40km/h blanket speed zones. The LCURS program is being entirely funded by the State Government through Main Roads WA. The road resurfacing program is linked to the City's critical asset renewal program and is funded via Federal and State government programs specifically for the rehabilitation of the City's roads. Where possible, the City does align the LCURS works schedule with up-and-coming road resurfacing programs. The City has endorsed a local bike plan and future footpath plan that is guided by the City's Long Term Cycling Network (LTCN). The LTCN provides the City with the opportunity to apply for State Government funding for the provision of cycling facilities.	That Council notes the City already considers the possibility of including road improvements when undertaking road renewal and preservation works, and where combining such works are deemed appropriate and are permissible under the funding various programs.

Motion		Officer's Comment	Officer's Recommendation
23	**Bedelia Donnelly, Morley** **That Council requests the Chief Executive Officer to conduct an assessment of the trees at the reserve adjoining 47A Ivanhoe Street, Morley and develop an action plan to address tree related debris.**	The trees at Ivanhoe Reserve have elements of overhang for the adjoining property at 47a Ivanhoe Street. It is unclear whether pruning will resolve the issue of debris, however a further inspection is appropriate.	That Council requests the Chief Executive Officer to undertake an assessment of the trees at the reserve adjoining 47A Ivanhoe Street, Morley and undertakes any necessary works utilising the City's existing budget and in accordance with the City's policies.
24	**Sally Eaton, Morley** **For the City to investigate using Marchant Reserve as permit holder parking for local businesses in Marchant Way.**	Gracechurch Reserve, located at 8 Marchant Way, Morley, is a Crown Reserve managed by the City for the purposes of *Public Recreation* and provides valuable public open space for the local community. Vehicle access to the reserve is currently not available without traversing private property. While a crossover from Marchant Way could be constructed in future, it would reduce existing on-street parking and provide limited overall benefit, yielding only a small number of additional bays. Using the reserve for permit holder parking would also constrain maintenance activities and diminish the recreational function of the site, conflicting with the gazetted purpose of the reserve. Given the identified shortfall of public open space in Morley, retaining the reserve for community use is considered the most appropriate outcome at this time.	That Council: 1. Notes that Gracechurch Reserve located at 8 Marchant Way, Morley is reserved for *Public Recreation* and provides important open space for the Morley community. 2. Notes that vehicle access and zoning constraints make the reserve unsuitable for conversion to permit holder parking. 3. Requests the Chief Executive Officer to continue to monitor local parking demand and investigate alternative opportunities to support business parking in the Marchant Way precinct.

10.1.4 Submission to WALGA - Electoral Reform

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Advocacy
Voting Requirement:	Simple Majority Required.
Attachments:	1. WALGA Draft Discussion paper - Electoral Reform [**10.1.4.1** - 11 pages] 2. City of Bayswater Draft Submission to WALGA Electoral Reforms March 2026 [**10.1.4.2** - 2 pages]
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

The Western Australia Local Government Association (WALGA) is seeking Council-endorsed feedback from local governments to inform a sector-wide response to the anticipated State Government proposals for Local Government electoral reform.

This report presents a draft submission to WALGA on the following matters:

1. The frequency of the election cycle (the introduction of a full-spill every four years); and
2. Compulsory or voluntary voting in local government elections.

Council consideration and endorsement of a draft submission is requested.

OFFICER'S RECOMMENDATION

That Council endorses the submission to WALGA on proposed electoral reforms provided in Attachment 2.

BACKGROUND

As part of the local government reform program being undertaken by the State Government, key election related reforms are being considered. Whilst several electoral reforms have already been introduced, there are two key proposals which have not yet been determined but are expected to be considered. These are:

1. The introduction of a full spill of elected members every four years; and

2. The introduction of compulsory voting.

The Minister for Local Government, the Honourable Hannah Beazley, has recently expressed support for the introduction of full-spill elections every four years and compulsory voting. The Minister has indicated that formal consultation will occur shortly.

WALGA, as the peak body for local governments in Western Australia, is seeking to establish a sector-wide advocacy position on these two matters prior to formal consultation occurring. A discussion paper discussing these proposals has been provided in **Attachment 1**. WALGA is seeking Council-endorsed feedback in relation to these proposals by 27 March 2026. This feedback will be presented to the WALGA State Council for consideration.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

WALGA's current advocacy position in relation to these two proposals is:

- **Election frequency:** WALGA supports half-spills every two years; and
- **Voting:** WALGA supports voluntary voting (with a note that further work is being undertaken to understand the costs of compulsory voting).

The City of Bayswater Council has not previously adopted a formal position in relation to these two specific matters. However, the Council has previously supported the existing WALGA advocacy position.

Following a briefing with the Council to seek feedback on these matters, City officers have prepared a draft submission for consideration, as provided in **Attachment 2**.

The draft submission does not form a specific position of Council but outlines the Council's feedback on the proposals.

The broad elements of the draft submission are provided in a summary table below:

Proposal	Key considerations
Election frequency (4-yearly with a full-spill of Elected Members)	• The Minister has publicly expressed support for this option, citing voter fatigue and participation as being the main drivers for change. • A key consideration relates to continuity, knowledge retention and the stability of Council. However, it is acknowledged that in other jurisdictions where full-spill elections are held, generally around 40-50% of Elected Members will have previously served on the Council. • It is noted that Elected Members elected in the 2025 elections were (predominantly) elected for four-year terms. The Council considers it to be unfair to these members to have their terms of office halved. If the proposal proceeds, the Council would like to see a transitional arrangement that ensures that these Elected Members are not disadvantaged. • The Council holds concerns regarding the capacity of the WA Electoral Commission to manage the volume of vacancies per election, particularly with the introduction of optional preferential voting. • The Council is concerned about the costs associated with full-spill elections. Election costs have already risen significantly with the introduction of optional preferential voting.
Compulsory voting	• The Minister has indicated that compulsory voting would only be a suitable option if the election cycle was changed to 4-yearly with a full-spill. • The Council is supportive of the concept of increased voter participation and engagement.

Proposal	Key considerations
	• However, the Council is concerned about costs associated with compulsory voting; the WA Electoral Commissions' capacity to run the elections; and political party influence if voting was made compulsory.

Other options

The Council may wish to form a definitive position in relation to these two proposals.

LEGISLATIVE COMPLIANCE

Nil.

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	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 implications of these proposals are uncertain as discussed in the draft submission.

STRATEGIC IMPLICATIONS

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

Key Result Area: Leadership and Governance
Outcome 5.2 Stakeholder Leadership

Objective 5.2.1 Communicate and engage effectively to empower civic participation.

Objective 5.2.3 Advocate and develop partnerships for City benefit.

CONCLUSION

That Council endorses the attached submission to WALGA to assist in the development of sector-wide advocacy position in relation to:

1. Full-spill local government elections every four years; and
2. Compulsory voting in local government elections.

Electoral Reform Discussion Paper

1. Background

1.1. Purpose

The purpose of this discussion paper is to request Council-endorsed Local Government feedback to inform WALGA's advocacy on Local Government electoral reforms expected to be proposed by the State Government, specifically:

- full spill elections every 4 years; and
- compulsory voting at Local Government elections

These options have been raised in statements by the Minister for Local Government, Hon Hannah Beazley MLA, but no formal proposals have yet been provided for consultation. While WALGA has relevant advocacy positions (discussed further below), the purpose of this discussion paper is to undertake early sector engagement to ensure WALGA's positions reflect the sector's current views and enable timely, well-informed and effective engagement with the anticipated State Government reform proposals.

1.2. WALGA existing advocacy positions

1.2.1. Elections

WALGA has established advocacy positions reflecting the sector's support of voluntary voting and elections of half the offices on Council every two years. These advocacy positions are provided in Appendix 1.

In late 2024 WALGA conducted a review of its Elections Advocacy Positions to ensure they reflected the sector's contemporary view.

Local Government responses at that time indicated strong (98%) support for half spills every two years, which was reflected in the adopted Advocacy Position 2.5.16 Elections.

While voluntary voting was supported by an overall majority of responses (74%), compulsory voting was supported by a majority (64%) of metropolitan respondents and a majority (61%) of Class 1 and 2 respondents.

State Council requested that the WALGA secretariat undertake further investigation of the implications of compulsory and voluntary participation in Local Government elections before reporting back to State Council.

In the interim, Advocacy Position 2.5.15 Participation in Local Government Elections was retained, expressing support for voluntary voting with a note that further work was being undertaken.

This investigation was ongoing when the Minister for Local Government raised the prospect of further Local Government election reform.

A State by State comparison of electoral statistics is provided in Appendix 2.

1.2.2. Election costs

In 2024, WALGA conducted a review of five Local Government biennial election cycles up to and including the 2023 Local Government elections. The review demonstrated significant cost increases and concerns about the lack of transparency in costings provided by the Western Australian Electoral Commission (WAEC).

In September 2024, State Council adopted Advocacy Position 2.5.18 Local Government Elections Analysis 2015-2023, calling for an independent audit of the WAEC's cost allocation methods and the introduction of Service Level Agreements to ensure transparency of costing methodology.

Cost implications are a relevant consideration in assessing the appropriateness of any proposed electoral reform. However, the current lack of transparency in costing methodology makes it impossible to confidently forecast cost impacts.

This discussion paper seeks to identify the factors associated with each reform proposal that may affect election costs. This is further complicated by the interaction of possible reform options and external economic factors.

WALGA has requested that the Department of Local Government, Regulation and Industry Safety (LGIRS) and the Western Australian Electoral Commission, undertake modelling to identify the cost implications of any proposed reforms.

A comparison of available electoral costs data, State by State, is included as Table 4 in Appendix 2.

WALGA has contacted other Local Government associations to ask if they have experienced changes in costs associated with compulsory four-year, all-in all-out, local government elections. As this has been the approach in most jurisdictions for some time, responses were largely unable to address changes in cost.

2. Election Frequency

Current situation

Western Australia holds biennial elections, with half of the offices on Council elected every two years for four-year terms. All other Australian jurisdictions hold full spill elections every four years (four-year terms).

Considerations

Considerations include:

- Voter participation and fatigue
- Continuity, knowledge retention and mentorship for new Council Members
- Stable whole-of-Council mandate and collective accountability
- Capacity for candidate recruitment
- Administrative requirements
- Extraordinary vacancies and backfilling
- Timing and transitional arrangements

Re-election rates

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WALGA has analysed the composition of Councils following the last two Local Government elections in other Australian jurisdictions, all of which have full spill elections. A comparison of available data on re-election rates is included as Table 2 in Appendix 2.

This data suggests that on average, re-elected Council Members make up between 47% and 57% of Council following full spill elections.

By comparing over 700 consecutive ordinary election results, the review identified nine occasions when the membership of Council following an ordinary election was 100% different from the Council following the previous ordinary election. However, four of these local governments held mid-term extraordinary elections, meaning the changes in membership occurred over two or more elections within a four-year period.

Costs

In one respect, a change to a four-year cycle would reduce costs by reducing the number of elections. However, the cost of each election may increase. The WAEC uses the number of vacancies to inform quotations for the conduct of elections. Full spill elections would double the number of vacancies, with possible increased costs associated with printing and postage and increased staffing for the count.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of a change in election frequency may also vary between Local Governments.

Questions

1. Does your Local Government support half spill elections every two years or full spill elections every four years?
2. What are the key considerations informing this view?
3. If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?
4. Any other comments?

3. Compulsory or Voluntary Voting

Current situation

Voting in Local Government elections is voluntary in Western Australia and South Australia. All other Australian jurisdictions have compulsory voting.

Considerations

Considerations include:

- Voter participation and democratic legitimacy
- Voter engagement, awareness and/or fatigue
- Administrative and enforcement requirements
- Application to owner and occupier rolls

Participation rates

A comparison of available participation data is included as Table 3 in Appendix 1.

Costs

The WAEC uses expected participation rates to inform quotations for the conduct of elections. It is likely that an increased participation rate would increase election costs through higher reply-paid charges and increased staffing for the count. However, in-person elections become more cost effective than postal elections at higher participation rates.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of compulsory voting may also be different for each Local Government depending on their current participation rates and methods for holding elections, and whether these would change significantly.

Tasmania implemented compulsory voting in Local Government elections in 2022. Local Government Association Tasmania (LGAT) advised that this resulted in reasonably significant cost increases. The Tasmanian Electoral Commission reported a $9.32 per elector cost for the first compulsory Local Government elections in 2022, a 35% increase from $6.92 in 2018. An analysis of the factors contributing to this increase is not available and it may be challenging to draw direct comparisons between Tasmania and WA.

It is likely that the cost impact of compulsory voting would be moderated if elections also transition to a 4 yearly cycle.

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Questions

5. Does your Local Government support compulsory voting or voluntary voting in Local Government elections?
6. If the frequency of Local Government elections were changed to every 4 years, would your Local Government support compulsory or voluntary voting?
7. What are the key considerations informing this view?
8. Any other comments?

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Appendix 1- WALGA Elections Advocacy Positions

2.5.15 Participation in Local Government Elections

Position Statement	The Local Government sector supports voluntary participation in Local Government elections. *Noting that State Council at its 6 December 2024 State Council meeting resolved that the WALGA Secretariat further investigate implications of compulsory and voluntary participation in Local Government elections and report back to State Council.*
Background	Voluntary participation in Local Government elections is a long-established position of the Local Government sector, and was confirmed as a result of sector feedback received during the Local Government reform process.
State Council Resolution	December 2024 - 090.5/2024 February 2022 – 312.1/2022 December 2020 – 142.6/2020 March 2019 – 06.3/2019 December 2017 – 121.6/2017 October 2008 – 427.5/2008
Supporting Documents	Advocacy Positions for a New Local Government Act WALGA submission: Local Government Reform Proposal (February 2022)

2.5.16 Elections

Position Statement	The Local Government sector supports: 1. Councillors serve four-year terms with elections every two years and half of the Council positions spilled at each election. 2. First-Past-The-Post (FPTP) voting system for Local Government elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections. 3. First-Past-The-Post (FPTP) voting system for internal Council elections.

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4. Councils holding elections by means of in-person, postal and/or electronic voting.
5. Current legislative provisions of Mayor/President of Class 1 and Class 2 Local Governments being directly elected by the community and Class 3 and Class 4 Local Governments determining whether its Mayor or President is elected by the Council or by the community.

Background

The sector positions on Local Government elections have been long-established. This was confirmed as a result of sector feedback received during the Local Government reform process.

Following the 2023 Local Government Elections where legislative reforms to Local Government elections processes were first implemented, sector wide consultation was conducted on key elements of the elections advocacy positions to determine if they accurately reflected the sector's contemporary view.

State Council Resolution

December 2024 - 091.5/2024

February 2022 – 312.1/2022

December 2020 – 142.6/2020

March 2019 – 06.3/2019

December 2017 – 121.6/2017

October 2008 – 427.5/2008

2.5.18 Local Government Elections Analysis 2015-2023

Position Statement

That WALGA advocate to the State Government:

1. For an independent Local Government election audit, focusing on the Western Australia Electoral Commission's (WAEC) service delivery and cost allocation methods and costing applications used, to confirm that marginal cost recovery principles are applied and that the costing program is being effectively managed.
2. For the requirement for the WAEC to develop and implement Service Level Agreements with Local Governments, similar to those agreements currently used in New South Wales and Victorian Local Government elections and that includes:
   a. transparency of costing methodology,
   b. direct engagement with Local Governments pre and post elections, and
   c. the roles and responsibilities of the WAEC and Local Governments in the conduct of elections.

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3. For a review of the legislative framework that would allow for more than one election services provider to conduct Local Government elections.
4. For a mandated WAEC Report to Parliament specific to Local Government elections post each election cycle, outlining costs, results, voter turnout and matters for improvement both in the conduct of elections and the legislation, if relevant.

Background	A comprehensive review and analysis of five election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process in Western Australia was carried out by WALGA. With a focus on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), the analysis has found evidence of the rising cost and reduced service level of conducting Local Government elections in Western Australia. Elected Member feedback, costs vs service comparisons and engagement by the sector with WALGA's governance services over the 2023 Local Government election period, are the basis for the position outlined above.
State Council Resolution	September 2024 - 065.4/2024

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Appendix 2 - Election Statistics

The data in the following tables is derived from publicly available reports issued by the respective State Electoral Commissions for the elections they conducted. The different content and format of reporting in each jurisdiction can make direct comparisons challenging.

Table 1: Comparative overview

Jurisdiction	Compulsory/optional voting	Frequency	Postal/In Person
Western Australia	Optional	Half spill every 2 years	Postal or in person
South Australia	Optional	Full spill every 4 years.	Postal.
Northern Territory	Compulsory	Full spill every 4 years	Postal or in person.
Queensland	Compulsory	Full spill every 4 years.	Postal or in person.
New South Wales	Compulsory	Full spill every 4 years.	In person.
Victoria	Compulsory	Full spill every 4 years.	Postal
Tasmania	Compulsory	Full spill every 4 years.	Postal

Table 2: Average percentage of returning Council Members (at individual Council level)

States with full spills only. Calculated using publicly reported ordinary election results including elections conducted by private providers.

State	Most recent election year Average % of Council Members who were Council Members the previous term	Previous election year Average % of Council Members who were Council Members the previous term
Queensland	2024 47%	2021 49%
New South Wales	2024 54%	2021 49%
Victoria	2024 46%	2020 47%
South Australia	2022 57%	2018 48%
Tasmania	2022 53%	2018 54%

Table 3: Percentage of all elected candidates who were returning Council Members (at State level)

States with full spills only. Official state level percentage reported by electoral commissions for elections they conducted.

State	Most recent election year % of returning Council Members	Previous election year % of returning Council Members
Queensland	2024 43.2%	2021 46.0%
New South Wales	2021 56.8%	2016/17 (amalgamations) 60.6%
Victoria	2024 43.0%	2020 51.9%
South Australia	2022 50.0%	2018 55.3%
Tasmania	2022 46.0%	2018 48.0%

Table 4: Election participation rates

State	Election Year	Election Year	Election Year
WA	2023 31.2%	2021 30.2%	2019 29.1%
NSW	2024 84.54%	2021 *(2020 postponed)* 83.56%	2016/2017 (*amalgamations)* 2017: 79.58% 2016: 79.27%
NT	2025 *Official report not yet available.*	2021 61.3%	2017 58.5%
QLD	2024 82.31%	2020 *(COVID impacted)* 77.71%	2016 83.04%
SA	2022 32.9%	2018 31.6%	2014 31.99%
TAS	2022 *(First election with compulsory voting)* 84.79%	2018 58.72%	2014 54.58%
VIC	2024 81.46%	2020 81.47%	2016 72.15%

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Table 5: Election costs

Election costs invoiced to Local Governments.

State	Election Year	Election Year	Election Year
WA	2023 *postal elections only* $5.17 per elector 1,763,392 electors (115 districts)	2021 *postal elections only* $4.06 per elector 1,727,712 electors (92 districts)	2019 *postal elections only* $3.70 per elector 1,619,431 electors (86 districts)
NSW	2024 $55.67million 5,242,086 electors (125 councils)	2021 $46million *(budgeted)* 4,838,137 electors (122 councils)	2016/2017 2017 $19.17 million 2.73 million electors (45 councils) 2016 $14.11 million 1.97million electors (76 councils)
NT	2025 NA	2021 $1,864,193 142,546 electors	2017 $1,593,775 133,927 electors
SA	2022 $8.93million (ex GST) $6.93 per elector (ex GST)	2018 $6.57million (ex GST) $5.41 per elector (ex GST)	2014 $4.36million (ex GST) $3.77 per elector (ex GST)
TAS	2022 *voting became compulsory* $9.32 per elector 410,975 electors	2018 $6.92 per elector 356,810 electors	2014 *first all-in all-out* $5.59 per elector 375,355 electors

Note: Data in this table is taken from reports published by the relevant Electoral Commissions. Due to differences in the ways electoral costs are apportioned, a per elector cost is only provided if it was reported. Data for QLD and VIC is not clearly discernible in Election Reports, and therefore not presented in this table.

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City of Bayswater

City of Bayswater Submission – Electoral Reforms – Submission to WALGA

24 March 2026

Election Frequency

The City of Bayswater Council submits the following feedback to WALGA in relation to the election cycle and the proposal to introduce full-spill elections every four years:

- The Minister for Local Government has publicly expressed support for a four-year election cycle with a full spill of Elected Members at each election. Given this position, it may be prudent for WALGA (on behalf of the sector) to focus its advocacy efforts on seeking to address the main concerns regarding a four-year election cycle, rather than advocating to retain the status quo.
- Specifically, the City of Bayswater Council's main concerns regarding a four-year election cycle are:
    - **Continuity, knowledge retention and stability of Council.** A full spill of Elected Members could result in no returning Elected Members to the Council. However, it is acknowledged that in other jurisdictions where full-spill elections are held, generally around 40-50% of elected members will have previously served on the Council, ensuring some continuity.
    - **Timing and the transitional arrangements around the introduction of a full-spill.** The Council notes that no formal consultation took place on this matter prior to the 2025 local government elections. In most cases, Elected Members appointed at the 2025 election nominated for Council, and funded their election campaigns, on the basis that they would be appointed for a four-year term. Electors voted for these nominees on the understanding and basis that they would be appointed for a four-year period. Changing this arrangement mid-term, in the Council's opinion, is unfair to these Elected Members and may be criticised by voters as undermining the democratic process. If a four-year election cycle with a full-spill is introduced, the Council would like to see a transitional arrangement that ensures that Elected Members are not disadvantaged. i.e. that the change is transitioned over two elections, with those running in 2027 advised that their term of office will be for 2 years, and with the full change coming into place for the 2029 local government elections.
    - **Administrative implications.** The Council is concerned about the impact on local government administrations in managing entirely new Councils. It is also concerned about the capacity of the WA Electoral Commission to manage the elections, as a result of the large number of candidates, wards, alongside optional preferential voting.
    - **Costs.** The costs associated with full-spill elections are not clear. While a four-year election cycle will reduce the frequency of elections, the cost of each election may increase due to the increased number of vacancies and the increased costs of postage, printing and staffing for the count. The introduction of optional preferential voting has greatly increased the cost of local government elections, and it is unclear whether or not a four-yearly cycle will actually reduce the overall cost of local government elections for ratepayers. The introduction of a four-year election cycle may also result in a higher number of extraordinary elections.

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City of Bayswater

- **Political influence.** The Council is concerned about the influence of political parties in relation to local government elections. If the State government introduces four-yearly elections, the Council would like to see some protection against political parties endorsing and funding candidates.

Compulsory or voluntary voting

The City of Bayswater Council submits the following feedback to WALGA in relation to the introduction of compulsory voting:

- The Minister for Local Government has expressed support for compulsory voting in local government elections, but only when combined with the introduction of full-spill elections every four years, citing voter fatigue at the frequency of elections.
- Whilst the City of Bayswater Council acknowledges the benefits of increased voter participation and engagement in local government elections, the Council's main concerns in relation to this proposal are:
  - **Costs:** It is difficult for the Council to form a position on this proposal without understanding the full impact of the costs to ratepayers. Compulsory voting will increase the number of votes received exponentially (the current voter participation rate is approximately 30%). This means that the costs associated with the election count will most certainly increase. It is unclear if this increase in cost will be offset by any decrease in election frequency (as discussed above).
  - **Political influence:** The City of Bayswater Council is concerned that the introduction of compulsory voting could see an increase in political parties seeking to influence the outcome of local government elections through the endorsement and funding of candidates.
- The Council notes that it is possible that reducing the frequency of local government elections (through the introduction of a four-year cycle with a full-spill) may have a positive impact on voter participation, and it may not be necessary to require compulsory voting.

Other matters

The City of Bayswater Council would like to provide feedback to WALGA in relation to a couple of other electoral matters. These are:

1. **Count WA software:** the Council is concerned that the introduction of full-spill four-yearly elections and/or compulsory voting will increase reliance on the WA Electoral Commission software CountWA. The Council's experience of the use of this software at recent elections has coincided with delays in the counting of votes and declaring the results. These delays have been further exacerbated by the introduction of optional preferential voting.
2. **Voting papers and candidate information:** the Council is concerned that candidate information that is circulated to voters with their voting papers is open to misuse by candidates. There were examples at other local governments in previous elections of candidates using these provisions to market their businesses.

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10.1.5 Maylands Peninsula Primary School - Out of School Hours Care Update

Authority/Discretion:	Advocacy
Voting Requirement:	Simple Majority Required.
Attachments:	Nil
Refer:	Item: 10.1.4 OCM: 25.02.2025 Item: 11.1 OCM: 24.09.2024
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

To provide an update to Council on the progress of the State Government's provision of out of school hours care facilities at Maylands Peninsula Primary School.

OFFICER'S RECOMMENDATION

That Council notes that out of school hours care at Maylands Peninsula Primary School will increase to 60 places for Term 2 of the 2026 school year.

BACKGROUND

On 24 June 2021, Maylands Peninsula Primary School (MPPS) reached out to the City seeking support for the establishment of an out of school hours care (OSHC) facility in close proximity to the school, due to limited facilities for the growing MPPS community. As part of investigating this request, Gibbney Reserve was identified as a possible location.

Council, at the Ordinary Meeting held 24 September 2024, resolved as follows:

That Council:

1. *Supports, in principle, a ground lease at Gibbney Reserve, 34 Mephan Street, Maylands in either location 1 or location 2 identified in this report and not encroaching on the playing fields to enable an out of school hours care (and any additional analogues services) to be provided.*
2. *Requests the CEO to seek Expressions of Interest from providers to design, construct (and if applicable, operate) a facility that includes out of school hours care at the above location.*

An Expressions of Interest (EOI) campaign was run by the City from 23 November until 9 December 2024. Two Submissions were received and these submissions presented to Council at the 25 February 2025 Ordinary Meeting.

In the lead up to State election in February 2025, the Labor Government announced a commitment of $15 million for the major expansion of before and after school care at Western Australian primary schools, with MPPS one of the 18 schools included in the program.
As a result of the election commitment announcement, Council resolved as follows at the 25 February 2025 Ordinary Meeting:

That Council:

1. *Notes the outcomes of the expression of interest process to design, construct and operate an out of school hours care facility at Gibbney Reserve.*
2. *Requests a further report on the matter be presented to Council once the outcome of the State Election and how any election commitments may be used is known.*

EXTERNAL CONSULTATION

No further community consultation on this matter has been carried out since the EOI process was completed in late 2024.

The City has had ongoing engagement with the Member for Maylands, Mr. Dan Bull, MLA.

OFFICER'S COMMENTS

The MPPS community has been advocating for suitable OSHC facilities for its students since at least 2021, and various land lease options for Gibbney Reserve and expressions of interest by private operators have been considered by Council over that period.

The EOI process in 2024 received two submissions from operators, both of which were deemed suitable, however were reliant on the disposal of City land by lease and delivery of community service by private sector operator.

The State Government 2025 Election commitment represented a more appropriate solution as it is funded by the Department of Education and delivered on the MPPS site. An accredited OSHC provider commenced operations at MPPS, at reduced capacity, for Term 1 2026. Presently there are 17 places available. The City has been advised that available places will increase to 60 for the commencement of Term 2 2026, and the current operator has approval for a maximum of 90 places.

LEGISLATIVE COMPLIANCE

Nil.

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR08 - Business model fails to support an integrated and responsive delivery of services, facilities and infrastructure (Including leadership, structure and processes.	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

Key Result Area:	Social
Outcome 1.1	A Connected and Inclusive Community
Objective 1.1.2	Facilitate connections and access to services for all community.
	Social
Key Result Area:	
Outcome 1.2:	A Safe and Resilient Community
Objective 1.2.1:	Facilitate a safe environment

CONCLUSION

The Maylands Peninsula Primary School community have been advocating for on-site out of school hours care facilities since at least 2021. The City supports the State Government's commitment to improving service delivery at MPPS by increasing OSHC provision to 60 places in Term 2 2026.

10.2 Corporate Services Directorate Reports

10.2.1 Financial Report for the Period Ended 28 February 2026

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required
Attachments:	1. Monthly Financial Statement Snapshot [**10.2.1.1** - 1 page] 2. Executive Summary and Statement of Financial Activity Significant Variances [**10.2.1.2** - 7 pages] 3. Statement of Financial Activity [**10.2.1.3** - 1 page] 4. Statement of Financial Position [**10.2.1.4** - 1 page] 5. Net Current Assets [**10.2.1.5** - 1 page] 6. Cash Backed Reserves Report [**10.2.1.6** - 1 page] 7. Capital Acquisitions & Non-Operating Grants Report [**10.2.1.7** - 15 pages]
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

This report details the financial reports for the period ended 28 February 2026 including, Monthly Financial Statements with supporting information (**Attachments 1 to 5**), Cash Backed Reserve Report (**Attachment 6**) and Capital Acquisitions & Non-Operating Grants Report (**Attachment 7**).

OFFICER'S RECOMMENDATION

That Council receives the financial reports for the period ended 28 February 2026, comprising:

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

BACKGROUND

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

(a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the *Local Government Act 1995;*

(b) Budget estimates to the end of the month to which the statement relates;

(c) Actual amounts of expenditure, revenue and income to the end of the month to which these statements relate;

(d) The material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) The net current assets at the end of the month to which the statement relates.

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

(a) The financial position of the local government as at the last day of the previous financial year; or

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

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

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

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

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

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

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

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

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

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

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

The projects summarised in the Capital Acquisitions & Non-Operating Grants Report (**Attachment 7**) detail the capital (actual and committed) expenditure for the period ended 28 February 2026.

LEGISLATIVE COMPLIANCE

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare an annual financial report for the preceding year and such other financial reports as are prescribed. Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the local government to prepare each month a statement of financial activity reporting on the source and application of funds as set out in the annual budget.
Regulation 35(1) of the *Local Government (Financial Management) Regulations 1996* requires the local government to prepare each month a Statement of Financial Position showing the financial position of the local government.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

All amounts quoted in this report are exclusive of GST.

STRATEGIC IMPLICATIONS

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

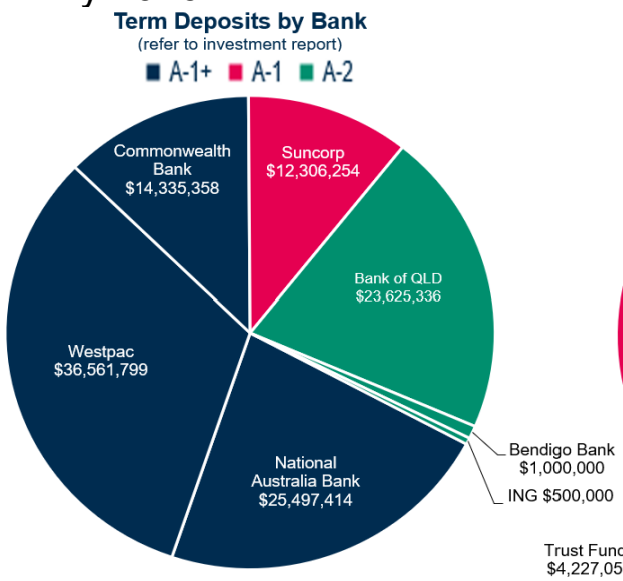
Key Result Area:	Leadership and Governance
Outcome 5.1	Good Governance
Objective 5.1.1	Provide ethical and accountable governance.

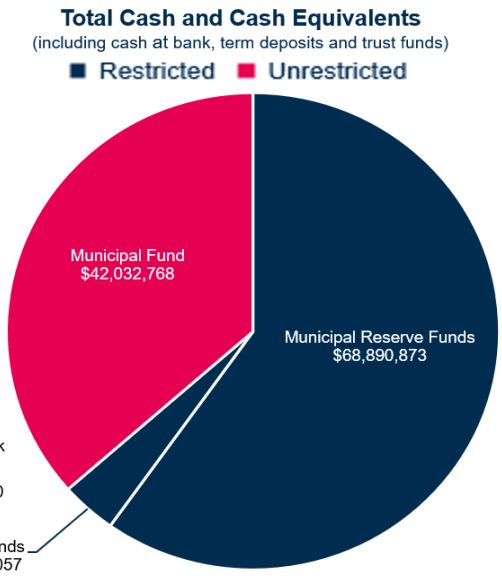
CONCLUSION

In light of the above, it is recommended that Council receives the financial reports for the period ended 28 February 2026.

Monthly Financial Statement Snapshot

February 2026





	Debtor				Trade Creditors
	Sundry	Infringement	Recreation	Total	
Total Outstanding	$870,518	$536,883	$788,552	$2,195,953	$1,069,306
Not yet due	1%	0%	7%	3%	0%
Current	94%	6%	76%	66%	82%
Over 30 days	1%	4%	7%	4%	8%
Over 60 days	4%	90%	10%	27%	10%

Rates & Charges	
Collected	91.24%
Total Outstanding	$9,149,968
Deferred Rates	$835,593

Payment Options	YTD 2025/26	2024/25
Payment in Full	19,495	20,832
Instalment	9,049	8,467
Rates Smoothing	2,932	2,712
Arrangement	714	657
None Selected	1,589	1,098

Capital

	Amended Budget	YTD Amended Budget	YTD Actual	YTD %
Revenue	$13,883,160	$8,449,685	$2,126,220	25%
Expenditure	$39,827,886	$21,992,677	$10,482,714	48%

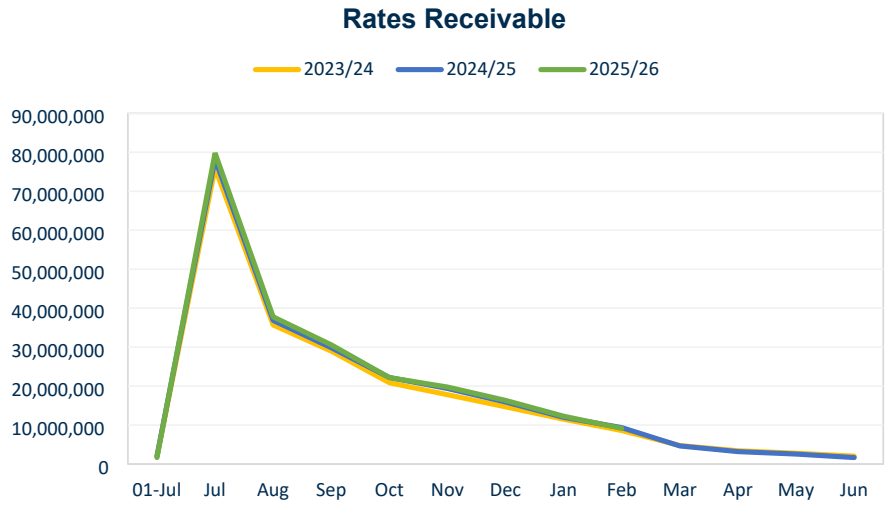
Operating

	Amended Budget	YTD Amended Budget	YTD Actual	YTD %
Revenue	$102,761,861	$92,777,026	$94,012,078	101%
Expenditure	$108,296,720	$70,578,067	$68,716,111	97%

City of Bayswater
Executive Summary
for the period 1 July 2025 to 28 February 2026

Revenue

The annual rate notices were issued on 18 July with a due date of 22 August for full payment or 1st instalment, with the last instalment due in March 2026. To date 91.24% of the total rate revenue raised has been received, with 19,495 (58%) properties paid in full and 12,695 (38%) properties nominating a payment option.



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

Debtors

Currently, there is a total of $2.2M of outstanding debts of which $870K relates to sundry debtors, 95% of which are not due yet; $537K to infringement debts and $789K to recreation debts.

Capital

Capital revenue is recognised once the expenditure has been incurred, and performance obligations met. The annual budget includes an allocation of $13.88M for capital revenue with the majority of income expected in later periods. Grant funded projects that have been identified as not going ahead will be adjusted as part of the mid-year budget review.

Capital expenditure related to payments for property, plant and equipment is $5.7M lower than the year-to-date budget. Projects such as Plant and Equipment Replacement Program, Morley Sport and Recreation Centre Sports Court Flooring Replacement and Morley Sport and Recreation Centre Roofing are currently behind budget.

Expenditure related to payments for construction of infrastructure is $5.8M lower than the year-to-date budget with several projects being slightly ahead or behind the year-to-date budget. Projects that have been identified as carry forward to 2026-27 have been included in the mid-year budget review. Projects identified as not going ahead will also be adjusted as part of the mid-year budget review.

Operating

Year-to-date operating revenue (including rates) is 1% higher than the year-to-date budget. This is predominantly due to the timing of the receipt of grants and other revenue.

Operating expenditure is 3% lower in comparison to the year-to-date budget. The variance is largely due to timing of expenditure across several areas such as materials and contracts, insurance and profit/loss on asset disposals.

City of Bayswater
Statement of Financial Activity
Significant Variances
For the period 1 July 2025 to 28 February 2026

Operating activities
Revenue from operating activities

Nature or Type	YTD Amended Budget $	YTD Actual $	Variance Positive/ (Negative) $
General rates • Variance due to interim adjustments being less than expected.	54,727,382	54,557,944	(169,438)
Rates excluding general rates (Minimum Payments) • Immaterial variance.	8,500,655	8,486,040	(14,615)
Grants, subsidies, and contributions • The variance is predominantly due to timing of the 2025-26 Grants Commission funding for the third quarter being received in February. • Funding for various minor projects such as Crossover contributions, Arbor Park Sedgeland Planting and Better Beginnings Literacy Program has been budgeted but not yet received.	1,484,712	2,027,111	542,398
Fees and charges • Revenue from Statutory Building Approvals ($184K), Maylands Golf Course Green Fees ($177K), Environmental Health Fines/Penalties ($86K), Bayswater Waves Swim School Enrolments ($86K) and Embleton Golf Course Green Fees ($83K) are ahead of the year-to-date budget.	23,487,618	23,859,243	371,625
Interest revenue • Immaterial variance.	4,020,475	4,041,662	21,188
Other revenue • Variance related to timing of reimbursements and workers compensation insurance claims.	556,184	1,040,078	483,895
Total	**92,777,026**	**94,012,078**	**1,235,052**

Expenditure from operating activities

Nature or Type	Amended Budget YTD $	Actual YTD $	Variance Positive/ (Negative) $
Employee costs • Minor variances across several employee related costs such as workers compensation insurance claims, superannuation and staff recruitment.	(32,108,961)	(32,164,641)	(55,679)
Material and contracts The variance is due to several projects that are behind the year-to-date budget, such as: • Parks and Gardens project expenditure is below budget by $816K for projects such as Tree Planting Program ($335K), Powerline Clearance Program ($173K), Median Island Maintenance Program ($67K) and General Streetscapes Maintenance Program ($47K). • Digital Solutions and Services expenditure is $412K below year-to-date budget due to timing of various projects. • Rangers and Security is $319K behind budget mainly due to works related to the CCTV upgrade project still being in progress. • Sustainable Environment is $245K below year-to-date budget due to timing of various projects. • Bayswater Waves operating expenditure is $194K below year-to-date budget due to budget timing for items such as equipment lease/hire ($53K), contract building maintenance ($31K) and minor equipment replacement ($30K). • Expenditure related to rates valuations is $214K behind year-to-date budget due to the budget spread associated with the cost of the triennial valuation.	(25,114,591)	(23,132,022)	1,982,569
Utility charges • Budget spread issue related to timing of invoices.	(2,656,331)	(2,783,443)	(127,112)
Depreciation • The variance is due to budget timing.	(8,873,580)	(9,076,836)	(203,255)
Insurance • Budget spread issue related to the annual insurance premium instalments.	(1,251,342)	(1,117,934)	133,409
Other expenditure • Minor variance due to budget timing.	(206,583)	(171,243)	35,340

Nature or Type	Amended Budget YTD $	Actual YTD $	Variance Positive/ (Negative) $
Finance costs • Immaterial variance.	(259,504)	(269,993)	(10,489)
Profit/(Loss) on asset disposal • Budget spread issue with the full annual budget amount being allocated in July however asset disposals will not occur until later into the year.	(107,174)	0	107,174
Total	**(70,578,067)**	**(68,716,111)**	**1,861,956**

Discontinued operations

Description	Amended Budget YTD $	Actual YTD $	Variance Positive/ (Negative) $
• Immaterial variance.	(118,248)	(79,912)	38,336

Non-cash operating activities excluded from the budget

Description	Amended Budget YTD $	Actual YTD $	Variance Positive/ (Negative) $
Non-cash operating activities • The variance is due to the phasing of movement in non-cash items such as depreciation, loss on asset disposals and movement in non-current assets and liabilities.	9,035,427	9,299,579	257,837

Investing activities

Description	Amended Budget YTD $	Actual YTD $	Variance Positive/ (Negative) $
Capital grants, subsidies and contributions Grant revenue is recognised as expenditure is incurred and performance obligations met. Revenue has been budgeted but not yet received/recognised for the following projects: • Low Cost Urban Road Safety projects • Tranby House Reserve Foreshore • Riverside Gardens Urban Forest • Morley Noranda Recreation Club Facility Upgrade • Roads to Recovery projects As part of the mid-year budget review, funding for Pat O'Hara Reserve Rugby Clubrooms and Changerooms has been removed as grant funding was not approved to deliver this project. Funding for Bayswater Bowling Club Synthetic Green Upgrade and Maylands Tennis Court Redevelopment has been removed as the grant will now be paid to the clubs.	8,449,685	2,126,220	(6,323,465)
Proceeds from disposal of assets • The variation is due to the budget spread of proceeds from plant and fleet disposals with many disposals occurring later in the financial year.	586,826	360,074	(226,752)

Description	Amended Budget YTD $	Actual YTD $	Variance Positive/ (Negative) $
Payments for property, plant, and equipment • Projects such as Plant and Equipment Replacement Program ($1.1M), Morley Sport and Recreation Centre Sports Court Flooring Replacement ($500K), Morley Sport and Recreation Centre Roofing ($250K) and CCTV (Fixed Cameras) Renewal ($184K) are currently behind budget. • Whereas projects such as End User Devices Replacement Program ($259K), Network Infrastructure Replacement Program ($131K) and Emission Reduction and Renewable Energy Delivery ($60K) are underway and ahead of the year-to-date budget. • Several projects have been identified as carry forwards to 2026-27 and will be adjusted as part of the mid-year budget review. • The year-to-date budget also includes $1.5M for Pat O'Hara Reserve Rugby Clubroom and Changeroom upgrades, however, as funding for this project was not approved the budget for this project will be adjusted as part of the mid-year budget review.	(9,483,803)	(3,740,622)	5,743,180
Payments for construction of infrastructure • The variance is due to several projects being slightly ahead or behind the year-to-date budget. Projects such as 45 Ninth Ave Maylands Carpark ($119K) and Median Island Tree Planting Program ($71K) are underway and ahead of the year-to-date budget. • Other projects including Maylands Lakes Masterplan Implementation ($1.2M), Tranby House Reserve Foreshore ($568K) and Pathway Expansion ($345K) are currently behind year-to-date budget. • Several projects have been identified as carry forwards to 2026-27 and will be adjusted as part of the mid-year budget review. • Projects that have been identified as no longer going ahead will also be adjusted as part of the mid-year budget review.	(12,508,874)	(6,742,091)	5,766,783

Financing activities

Description	Amended Budget YTD $	Actual YTD $	Variance Positive/ (Negative) $
Transfer from reserves • Many of the capital projects funded by reserve are behind budget which is reflected in the actual transfers to date. • Reserve funded projects that have been identified as carry forwards to 2026-27 and will be adjusted as part of the mid-year budget review.	7,898,581	2,665,723	(5,232,857)
Repayment of borrowings • Immaterial variance.	(483,874)	(479,119)	4,755
Payment for principal portion of lease liability • The variance is due to the annual budget amount being allocated later in the financial year.	0	(121,369)	(121,369)
Transfer to reserves • The annual transfers to the Major Capital Works Reserve, Rates Smoothing Reserve and Climate Action Reserve occurred in December although the budget is spread evenly over the year. Reserve Investment income is also above budget.	(2,137,873)	(3,219,668)	(1,081,795)

City of Bayswater
Statement of Financial Activity
for the period 1 July 2025 to 28 February 2026

	Budget	Amended Budget	YTD Amended Budget	YTD Actual	Variance	Variance
	$	$	$	$	$	%
Operating activities						
Revenue from operating activities						
General Rates	54,762,355	54,762,355	54,727,382	54,557,944	(169,438)	(0%)
Rates excluding general rates	8,500,655	8,500,655	8,500,655	8,486,040	(14,615)	(0%)
Grants, subsidies and contributions	3,915,142	4,500,971	1,484,712	2,027,111	542,398	37%
Fees and charges	28,242,380	28,242,380	23,487,618	23,859,243	371,625	2%
Interest revenue	5,685,017	5,685,017	4,020,475	4,041,662	21,188	1%
Other revenue	1,070,484	1,070,484	556,184	1,040,078	483,895	87%
	102,176,032	102,761,861	92,777,026	94,012,078	1,235,052	1%
Expenditure from operating activities						
Employee costs	(47,733,544)	(47,733,544)	(32,108,961)	(32,164,641)	(55,679)	0%
Materials and contracts	(37,842,949)	(41,056,996)	(25,114,591)	(23,132,022)	1,982,569	(8%)
Utility charges	(4,062,400)	(4,062,400)	(2,656,331)	(2,783,443)	(127,112)	5%
Depreciation	(13,310,371)	(13,310,371)	(8,873,580)	(9,076,836)	(203,255)	2%
Insurance	(1,274,676)	(1,274,676)	(1,251,342)	(1,117,934)	133,409	(11%)
Other expenditure	(366,775)	(366,775)	(206,583)	(171,243)	35,340	(17%)
Finance costs	(384,785)	(384,785)	(259,504)	(269,993)	(10,489)	4%
Profit/(Loss) on asset disposal	(107,174)	(107,174)	(107,174)	0	107,174	(100%)
	(105,082,673)	(108,296,720)	(70,578,067)	(68,716,111)	1,861,956	(3%)
Discontinued operations	(227,075)	(227,075)	(118,248)	(79,912)	38,336	(32%)
Non-cash amounts excluded from operating activities						
	13,037,051	13,037,051	9,035,427	9,299,579	257,837	3%
Amount attributable to operating activities	9,903,336	7,275,118	31,116,139	34,515,634	3,393,181	11%
Investing activities						
Inflows from investing activities						
Capital grants, subsidies and contributions	10,948,314	13,883,160	8,449,685	2,126,220	(6,323,465)	(75%)
Proceeds from disposal of assets	586,826	586,826	586,826	360,074	(226,752)	(39%)
	11,535,140	14,469,986	9,036,511	2,486,294	(6,550,217)	(72%)
Outflows from investing activities						
Payments for property, plant and equipment	(14,910,904)	(17,599,816)	(9,483,803)	(3,740,622)	5,743,180	(61%)
Payments for construction of infrastructure	(16,929,752)	(22,228,070)	(12,508,874)	(6,742,091)	5,766,783	(46%)
	(31,840,656)	(39,827,886)	(21,992,677)	(10,482,714)	11,509,964	(52%)
Amount attributable to investing activities	(20,305,516)	(25,357,900)	(12,956,166)	(7,996,419)	4,959,747	(38%)
Financing activities						
Inflows from financing activities						
Transfer from reserves	14,450,385	16,859,918	7,898,581	2,665,723	(5,232,857)	(66%)
	14,450,385	16,859,918	7,898,581	2,665,723	(5,232,857)	(66%)
Outflows from financing activities						
Repayment of borrowings	(967,747)	(967,747)	(483,874)	(479,119)	4,755	(1%)
Payment for principal portion of lease liability	(118,343)	(118,343)	0	(121,369)	(121,369)	No Budget
Transfer to reserves	(3,859,714)	(3,859,714)	(2,137,873)	(3,219,668)	(1,081,795)	51%
	(4,945,804)	(4,945,804)	(2,621,746)	(3,820,155)	(1,198,409)	46%
Amount attributable to financing activities	9,504,581	11,914,114	5,276,834	(1,154,432)	(6,431,266)	(122%)
Movement in surplus or (deficit)						
Surplus or (deficit) at the start of the financial year	897,600	6,168,669	6,168,669	9,540,066	3,371,397	55%
Amount attributable to operating activities	9,903,336	7,275,118	31,116,139	34,515,634	3,393,181	11%
Amount attributable to investing activities	(20,305,516)	(25,357,900)	(12,956,166)	(7,996,419)	4,959,747	(38%)
Amount attributable to financing activities	9,504,581	11,914,114	5,276,834	(1,154,432)	(6,431,266)	(122%)
Surplus or (deficit) after imposition of general rates	0	0	29,605,476	34,904,849	5,293,058	18%

City of Bayswater
Statement of Financial Position
For the period ended 28 February 2026

	Opening Balance	Closing Balance
	$	$
Current assets		
Cash and cash equivalents	89,781,189	110,923,641
Trade and other receivables	8,814,193	15,324,585
Inventories	3,161,278	3,184,656
Prepayments	501,568	977,076
Total Current assets	102,258,227	130,409,958
Non-current assets		
Trade and other receivables (NCA)	1,067,117	967,058
Other financial assets	2,942,033	2,942,033
Property, plant and equipment	562,763,256	562,174,726
Infrastructure	232,235,637	233,983,810
Investment Property	10,596,300	10,596,300
Right of use assets	545,050	335,050
Controlled & associated entities & joint venture interests	42,937,962	42,937,962
Total Non-current assets	853,087,354	853,936,939
Total Assets	955,345,582	984,346,898
Current liabilities		
Trade and other payables	12,892,757	13,526,205
Other financial liabilities at amortised costs	967,747	488,628
Lease liabilities	215,159	82,463
Provisions	7,239,684	7,705,156
Grant Liabilities	1,189,945	2,058,815
Contract Liabilities	705,848	1,023,314
Clearing accounts	0	6,799
Total Current liabilities	23,211,139	24,891,380
Non-current liabilities		
Other financial liabilities at amortised cost	7,523,609	7,523,609
Lease liabilities	3,401,120	3,322,603
Provisions	343,677	400,995
Total Non-current liabilities	11,268,405	11,247,206
Total Liabilities	34,479,545	36,138,586
Net Assets	920,866,037	948,208,312
Equity		
Retained surplus	240,577,212	267,365,543
Reserves - cash backed	69,610,151	70,164,096
Revaluation surplus	610,678,674	610,678,674
Total Equity	920,866,037	948,208,312

City of Bayswater
Net Current Assets
as at 28 February 2026

Municipal and Aged Persons Homes	Opening Balance	Closing Balance
	$	$
Current assets		
Cash and cash equivalents	89,781,189	110,923,641
Trade and other receivables	8,814,193	15,324,585
Inventories	3,161,278	3,184,656
Prepayments	501,568	977,076
Total	102,258,227	130,409,958
Current liabilities		
Trade and other payables	(12,892,757)	(13,526,205)
Other financial liabilities at amortised costs	(967,747)	(488,628)
Lease liabilities	(215,159)	(82,463)
Provisions	(7,239,684)	(7,705,156)
Grant Liabilities	(1,189,945)	(2,058,815)
Contract Liabilities	(705,848)	(1,023,314)
Clearing accounts	0	(6,799)
Total	(23,211,139)	(24,891,380)
Net current assets	79,047,088	105,518,578
Restricted - Reserves	(69,610,151)	(70,164,096)
Cash backed employee provisions	1,812,249	1,871,302
Restricted - Aged Persons Homes	(2,859,058)	(2,859,058)
Current Portion of Lease Liabilities	182,190	49,494
Current Portion of borrowings	967,747	488,628
	9,540,066	34,904,849

City of Bayswater
Cash Backed Reserves
for the period 1 July 2025 to 28 February 2026

	Budget Amended				Actual			
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	$	$	$	$	$	$	$	$
Bayswater Bowling Club Capital Improvements Reserve	11,889	536	0	12,425	11,889	404	0	12,293
Bayswater City Soccer Club Rooms Redevelopment Reserve	38,769	439	0	39,208	38,769	1,996	0	40,765
Bayswater Tennis Club Reserve	131,723	5,937	0	137,660	131,723	4,476	0	136,199
Buildings and Facilities Reserve	9,072,730	368,707	(1,885,742)	7,555,695	9,072,730	316,117	(40,467)	9,348,380
Cash in Lieu - Public Open Space	1,104,891	50,016	0	1,154,907	1,104,891	21,203	0	1,126,094
Climate Action Reserve	3,301,467	265,016	(89,804)	3,476,679	3,301,467	232,859	(59,659)	3,474,667
Fleet and Plant Renewal/Upgrade Reserve	3,838,523	173,222	(461,000)	3,550,745	3,838,523	125,396	(461,000)	3,502,919
FOGO Reserve	2,945,622	120,694	(400,000)	2,666,316	2,945,622	99,405	(110,819)	2,934,207
General Waste Management Reserve	8,438,287	287,955	(50,000)	8,676,242	8,438,287	278,962	(2,432)	8,714,817
Information and Communication Technology (ICT) Reserve	5,462,656	222,316	(1,257,693)	4,427,279	5,462,656	179,904	(1,222,897)	4,419,664
Long Service Leave and Entitlements Reserve	1,812,249	81,768	0	1,894,017	1,812,249	59,052	0	1,871,302
Major Capital Works Reserve	18,826,892	1,381,916	(9,767,584)	10,441,224	18,826,893	1,134,783	(166,848)	19,794,828
Morley Library Seed Reserve	1,050,903	47,462	0	1,098,365	1,050,903	35,709	0	1,086,612
Noranda Netball Courts Reserve	79,884	3,604	0	83,488	79,884	2,714	0	82,598
Rates Smoothing Reserve	669,138	288,477	(670,000)	287,615	669,138	284,847	(29,016)	924,968
Recreation Renewal/Upgrade Reserve	5,049,057	214,140	(1,001,413)	4,261,784	5,049,057	173,223	(6,548)	5,215,731
Strategic Property Reserve	979,599	66,648	(91,000)	955,247	979,599	33,286	0	1,012,885
Transport Renewal/Upgrade Reserve	6,795,873	280,861	(1,185,682)	5,891,052	6,795,872	235,333	(566,038)	6,465,167
Total	69,610,153	3,859,714	(16,859,918)	56,609,949	69,610,151	3,219,668	(2,665,723)	70,164,096

City of Bayswater
Capital Acquisitions & Non-Operating Grants
for the period 1 July 2025 to 28 February 2026

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
Capital grants, subsidies and contributions - summary							
1622	Buildings	(2,400,018)	(2,748,498)	(2,703,498)	(268,349)	0	(2,480,149)
1702	Roads	(4,338,693)	(4,954,194)	(2,503,857)	(687,682)	0	(4,266,512)
1712	Footpath	(11,000)	(96,049)	(80,000)	(6,032)	0	(90,017)
1732	Park development	(4,176,463)	(6,040,679)	(3,129,391)	(1,164,157)	0	(4,876,522)
1742	Other infrastructure	(22,140)	(43,740)	(32,940)	0	0	(43,740)
		(10,948,314)	(13,883,160)	(8,449,685)	(2,126,220)	0	(11,756,940)
Capital acquisitions - summary							
Purchase of property, plant and equipment							
1622	Buildings	11,017,609	12,940,120	5,778,774	1,371,765	1,908,433	9,659,922
1632	Furniture and equipment	1,797,463	2,559,112	1,793,070	1,550,707	189,962	818,442
1652	Plant and equipment	2,095,832	2,100,584	1,911,959	818,150	1,339,953	(57,519)
		14,910,904	17,599,816	9,483,803	3,740,622	3,438,348	10,420,846
Purchase and construction of infrastructure assets							
1702	Roads	5,874,787	7,080,014	4,018,101	3,499,895	2,165,930	1,414,189
1712	Footpath	982,910	1,212,384	755,355	204,425	427,290	580,669
1722	Drainage	67,780	259,169	33,390	10,890	46,496	201,783
1732	Park development	9,954,682	13,270,171	7,487,651	3,051,165	872,511	9,346,495
1742	Other infrastructure	49,593	406,332	214,377	(24,284)	24,225	406,391
		16,929,752	22,228,070	12,508,874	6,742,091	3,536,451	11,949,528
Total by Work in Progress Natural Account		**31,840,656**	**39,827,886**	**21,992,677**	**10,482,714**	**6,974,799**	**22,370,374**

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
Buildings							
Building							
81376	Rangers Mobile Office	0	60,000	0	0	0	60,000
		0	60,000	0	0	0	60,000
Building major capital works							
80810	Depot Store Room Upgrades	0	20,957	0	0	0	20,957
80837	Paddy Walker Depot - improvements	0	153,127	0	7,136	0	145,991
80840	Upper Hillcrest Reserve - transportable changeroom	0	0	0	9,522	0	(9,522)
80990	Pat O'Hara Rugby Club - roof renewal	0	0	0	154	0	(154)
81064	Lightning Park - facility upgrades	0	0	0	704	0	(704)
81065	Morley Noranda Recreation Club - facility upgrades	750,000	778,480	733,480	627,040	248,259	(96,819)
81201	Pat O'Hara Rugby Club	0	44,499	0	0	23,690	20,809
81250	Morley Sport and Rec Renewal - Aircon	50,000	130,454	130,454	0	101,076	29,378
81265	Various Items Replacement	0	33,715	16,858	39,918	0	(6,203)
81337	Maylands Brickworks Reserve Renewal - Structure	227,500	227,500	100,100	0	0	227,500
81341	Noranda Soccer Changroom Upgrade	143,150	180,000	0	11,163	50,437	118,400
81384	Civic Centre Chiller replacement stage 2A	450,000	584,994	0	0	483,729	101,265
81389	De Lacy Reserve Clubrooms - Maylands Cricket club- Hot wate	20,000	20,000	20,000	0	0	20,000
81393	Lightning Park - sewer connection	140,000	140,000	140,000	0	0	140,000
81400	Morley Sport and Rec Court 3 flooring replacement	500,000	500,000	500,000	0	1,846	498,154
81403	Pat O'Hara Reserve - Rugby Clubrooms and Changerooms - Upgra	1,500,000	1,500,000	1,500,000	0	0	1,500,000
81533	Crimea Park Cricket Clubroom - Kitchen Upgrade - Comm Grant	12,263	12,263	12,263	5,034	7,668	(439)
81534	Lower Hillcrest Res - RAL Pavilion & Clubrooms (Cricket Club	14,296	14,296	14,296	17,199	0	(2,903)
81535	Maylands Sport Rec Club - Function bar upgrade - Comm Grant	72,113	72,113	72,113	16,536	57,289	(1,713)
81536	MSRC - Court 5 Audio system - Comm Grant	22,105	22,105	22,105	0	0	22,105
81537	Senses/WA Ballet Building - Wooden decking upgrade - Comm G	18,182	18,182	18,182	0	0	18,182
		3,919,609	4,452,685	3,279,851	734,406	973,994	2,744,285

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
Building minor capital works							
80844	Bayswater Community Centre - paving	0	5,000	0	0	0	5,000
80974	Waste Transfer Facility - fire suppression system	0	0	0	40,236	0	(40,236)
80992	Waste Transfer Station - upgrade office, showers & toilets	0	0	0	10,536	0	(10,536)
81185	Maylands Golf Course - renew depot	0	0	0	(19)	0	19
81240	Houghton Reserve Pavillion - Upgrade disability access ent	0	9,100	9,100	12,651	0	(3,551)
81242	Lightning Park Pavilion Renewal - Fire detection system	0	9,100	9,100	0	8,740	361
81257	Paddy Walker Works Depot - Mechanical Work Shop renew floor	0	0	0	10,554	0	(10,554)
81264	Various Hot Water Systems Replacement	0	13,006	13,006	15,227	0	(2,221)
81368	MSRC Renewal - Backboard Replacement	0	36,000	36,000	13,942	0	22,058
81371	Bedford Filipino Club Renewal – Aircon	20,000	20,000	20,000	22,637	0	(2,637)
81373	Embleton Golf Course Renewal - Power Pole	0	48,600	48,600	0	29,750	18,850
81385	Civic Centre Refurbishing	100,000	100,000	100,000	0	0	100,000
81386	Civic Centre Secuirty & access control upgrade	120,000	120,000	120,000	825	0	119,175
81390	Ellis House - Retaining Wall	50,000	50,000	50,000	0	25,640	24,360
81391	Emergency building Item Replacement	100,000	100,000	100,000	31,317	4,960	63,723
81392	Houghton Park Clubroom - Hot water System Replacement 1	20,000	20,000	20,000	0	0	20,000
81394	Lower Hillcrest - RAL Massie Pavilion - Cool Room Replacem	30,000	30,000	30,000	30,301	0	(301)
81395	Lower Hillcrest Replacement Posts	40,000	40,000	40,000	0	23,950	16,050
81396	Maylands Peninsula Golf Course - Curators shed - Security Sy	10,000	10,000	0	10,659	0	(659)
81397	Maylands Sport & Recreation Powerboard upgrade	50,000	50,000	50,000	43,236	0	6,764
81398	Morley Sport and Rec - Re-roof stage 4 and 5 - stage 2	250,000	250,000	250,000	151	117,097	132,752
81399	Morley Sport and Rec -replace group fitness ceiling	45,000	45,000	45,000	61	1,165	43,774
81402	Paddy Walker Works Depot - Line marking and wall painting o	20,000	20,000	20,000	0	0	20,000
81405	Riverslea Lodge Aged Care Facilities - annual allocation	20,000	20,000	12,800	0	0	20,000
81406	SES Headquarters - Roof Painting	25,000	25,000	25,000	27,620	0	(2,620)
81409	Various New Roof Safety Systems	40,000	40,000	25,600	32,718	0	7,282
81517	Morley Sport and Rec - Unplanned capital replacement	40,000	40,000	25,600	15,830	0	24,170
81518	Morley Sport and Rec - Court 1 grandstand rectification - s	120,000	120,000	0	0	0	120,000
81519	Morley Sport and Rec -replace backboards and mounting syste	150,000	150,000	150,000	0	48,160	101,840
81531	Security Improvements	0	5,557	5,557	7,078	0	(1,521)
		1,250,000	1,376,363	1,205,363	325,559	259,462	791,342

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
Aquatic facilities							
81234	Bayswater Waves Renewal - Roof	0	0	0	0	7,295	(7,295)
81364	Bayswater Waves Upgrade - Hydro Area Access Control	0	3,560	3,560	0	0	3,560
81379	Bayswater Waves - Health club replace aged marine carpet ki	10,000	10,000	10,000	0	9,226	774
81380	Bayswater Waves - Upgrade Hydrotherapy air handling - stage	80,000	80,000	80,000	57,457	4,000	18,543
81381	Bayswater Waves -Large equipment storage shed	75,000	75,000	75,000	1,911	0	73,089
81382	Bayswater Waves Gym Air Handling Unit Replacement	30,000	30,000	0	28,028	0	1,972
81513	Bayswater Waves - Variable Speed Dr on pumps Replacement	20,000	20,000	0	7,119	13,224	(343)
81514	Bayswater Waves - Security lockers for the gym	10,000	10,000	10,000	8,469	0	1,531
81515	Bayswater Waves Upgrade Hydrotherapy gate to auto-close gate	15,000	15,000	15,000	0	0	15,000
		240,000	243,560	193,560	102,984	33,745	106,831
Aged care facilities							
81378	Aged Persons Homes - Mertome Gardens	25,000	25,000	17,000	0	0	25,000
		25,000	25,000	17,000	0	0	25,000
Community capital requests							
81383	Bedford Junior Cricket Club AC replacements	10,000	10,000	10,000	12,311	0	(2,311)
81401	Noranda Sporting Complex - Roofing renewal	150,000	150,000	150,000	23,289	64,373	62,338
		160,000	160,000	160,000	35,600	64,373	60,027
Park development construction							
81532	FrankDrago Resreve Redevelopment (excl changerooms)	5,000,000	5,000,000	300,000	8,663	0	4,991,337
		5,000,000	5,000,000	300,000	8,663	0	4,991,337
Sustainable environment							
80936	Solar PV installation program	0	20,319	0	0	0	20,319
		0	20,319	0	0	0	20,319
Other infrastructure renewal							
81220	Maylands Brickwork Rectification	200,000	200,000	100,000	3,784	0	196,216
		200,000	200,000	100,000	3,784	0	196,216

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
Administration Buildings							
81236	Civic Centre Renewal - Aircon	0	566,933	0	1,932	565,417	(416)
		0	566,933	0	1,932	565,417	(416)
Halls & Community Centres							
81253	Olive Tree house - Staff relocation	0	213,500	0	6,243	909	206,348
		0	213,500	0	6,243	909	206,348
Water Facilities							
80688	Bayswater Waves - Aircon replacement	20,000	20,000	0	18,402	4,282	(2,685)
		20,000	20,000	0	18,402	4,282	(2,685)
Sport & Recreation Facilities							
81407	The RISE - Lighting Upgrade (Stage 2)	30,000	30,000	30,000	30,737	0	(737)
81408	The RISE - sports courts ducting for AC	100,000	100,000	100,000	1,044	0	98,956
81516	The RISE Replace court backboards	20,000	20,000	20,000	24,091	0	(4,091)
		150,000	150,000	150,000	55,872	0	94,128
Heritage Buildings							
81404	Peninsula Hotel (Dome) Balcony repairs	30,000	30,000	30,000	0	0	30,000
		30,000	30,000	30,000	0	0	30,000
Libraries							
80683	Bayswater Library - Aircon Replacement	15,000	15,000	15,000	8,303	0	6,697
		15,000	15,000	15,000	8,303	0	6,697
Other Buildings							
80641	Dog Pound - Airconditioning replacement	8,000	8,000	8,000	3,880	0	4,120
81540	Bayswater Women's Hub Office	0	150,000	150,000	0	0	150,000
81541	Roxy Lane Theatre Box Office & Auditorium Upgrades	0	130,000	130,000	0	0	130,000
81543	Ellis House - New Art Studio	0	40,000	40,000	6,477	0	33,523
		8,000	328,000	328,000	10,357	0	317,643
Sustainable Environment							
81183	Emission Reduction and Renewable Energy Delivery	0	78,760	0	59,659	6,250	12,851
		0	78,760	0	59,659	6,250	12,851
Total Buildings		11,017,609	12,940,120	5,778,774	1,371,765	1,908,433	9,659,922

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
Furniture and equipment							
Aquatic facilities							
81347	Bayswater Waves - New Visitation Monitors	0	8,298	0	0	0	8,298
		0	8,298	0	0	0	8,298
Furniture and equipment							
81276	Environmental Health - Equipment Upgrade	0	10,030	10,030	0	0	10,030
81497	Library IT Equipment Renewal	30,000	30,000	30,000	20,557	4,184	5,259
		30,000	40,030	40,030	20,557	4,184	15,289
IT capital							
81111	Information Services - Network Infra Replacement Program	0	524,177	324,177	454,816	125,460	(56,100)
81512	Sport and Recreation IT Equipment Renewal (Wellington Room W	10,250	10,250	0	0	0	10,250
81523	Audio Visual Equipment Renewal	102,500	102,500	63,550	16,759	0	85,741
81525	Network Infrastructure Server Renewal-1	50,738	50,738	50,738	32,571	0	18,167
81526	Network Infrastructure Server Renewal-2	16,913	16,913	16,913	0	0	16,913
81527	Network Infrastructure Storage Device Renewal	135,300	135,300	135,300	0	0	135,300
81528	Network Infrastructure Switch Renewal	162,360	162,360	162,360	0	0	162,360
81529	Network Infrastructure UPS Renewal	38,335	38,335	38,335	0	0	38,335
		516,396	1,040,573	791,373	504,147	125,460	410,966
IT renewal							
81354	Information Services - Council chambers system Replacement	0	47,187	47,187	8,700	35,591	2,896
81355	Information Services - End User Devices Replacement Program	845,250	950,419	612,319	871,118	24,727	54,574
81524	End User Devices - Workstation Buffer stock	78,780	78,780	54,358	78,746	0	34
		924,030	1,076,386	713,864	958,564	60,318	57,504
CCTV Renewal							
81520	CCTV (Body Cameras) Renewal	29,377	29,377	29,377	16,983	0	12,394
81521	CCTV (Fixed Cameras) Renewal	235,750	235,750	183,885	0	0	235,750
81522	CCTV (Vehicle Cameras) Renewal	61,910	61,910	0	0	0	61,910
		327,037	327,037	213,262	16,983	0	310,054

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
Plant and equipment							
80996	Bayswater Waves - Health Club - Strength Equipment renewal	0	22,687	0	21,035	0	1,652
		0	22,687	0	21,035	0	1,652
Other infrastructure construction							
81219	MSRC-Technology Infrastructure	0	22,591	22,591	1,300	0	21,291
		0	22,591	22,591	1,300	0	21,291
Water Facilities							
81114	Bayswater Waves - unplanned capital	0	21,510	11,950	28,121	0	(6,611)
		0	21,510	11,950	28,121	0	(6,611)
Total Furniture and equipment		1,797,463	2,559,112	1,793,070	1,550,707	189,962	818,442
Plant and equipment							
Building minor capital works							
81108	Install and commission above ground fuel system	0	4,752	4,752	961	0	3,791
		0	4,752	4,752	961	0	3,791
Plant and equipment							
81110	Plant and Equipment replacement program	2,095,832	2,095,832	1,907,207	817,189	1,339,953	(61,310)
		2,095,832	2,095,832	1,907,207	817,189	1,339,953	(61,310)
Total Plant and equipment		2,095,832	2,100,584	1,911,959	818,150	1,339,953	(57,519)
Roads							
Parking Serivces							
81320	Upgrade ACROD parking	0	8,154	5,436	0	0	8,154
81361	45 Ninth Ave Maylands-Carpark	0	98,357	49,185	167,718	0	(69,361)
		0	106,511	54,621	167,718	0	(61,207)
Building minor capital works							
81191	Pat O'Hara Reserve - Morley Sport and Recreation Centre rede	0	111,013	55,500	18,398	125,135	(32,520)
		0	111,013	55,500	18,398	125,135	(32,520)

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
Road construction							
80426	Design of slip lane at 60 Russell Street corner Walter Road	0	0	0	314	0	(314)
81063	Low Cost Urban Safety Program	0	0	0	1,411	0	(1,411)
81081	Low Cost Urban Safety Design & Construction-Weld Square	0	0	0	1,132	0	(1,132)
81083	Low Cost Urban Safety Design & Construction-Shearn Park	0	0	0	96,297	111,700	(207,997)
81090	Low Cost Urban Safety Design & Construction-RA Cook Park	0	0	0	2,487	0	(2,487)
81336	LCURS - Road Safety Treatments	2,050,000	2,525,618	820,118	632,413	584,982	1,308,223
		2,050,000	2,525,618	820,118	734,053	696,683	1,094,882
Road renewal							
81293	Resurface Intersection- Russell Street to Bishop Street	0	2,235	2,235	4,920	0	(2,685)
81538	Walter Rd West Slow Lanes Repair	0	44,348	44,348	67,378	0	(23,030)
81539	Crimea Str Slow Lanes Repair	0	73,476	73,476	75,205	0	(1,729)
		0	120,059	120,059	147,503	0	(27,444)
Roads to recovery							
81314	Road Resurface Reman Rd from Langley Rd to Cul-De-Sac (R2R)	0	0	0	308	0	(308)
81429	Resurface Caledonian Av From Swan View Terraceto Guildford	335,300	335,300	221,298	258,469	148,250	(71,418)
81436	Resurface Margaret St From Hubert Rdto Caledonian Av (R2R)	61,700	61,700	61,700	63,101	0	(1,401)
81439	Resurface Puntie Cr From East Stto Cul-De-Sac (R2R)	71,500	71,500	71,500	59,118	0	12,382
81440	Resurface Queen St from McGann St to Kelvin St (R2R)	144,500	144,500	95,370	115,170	24,688	4,642
81441	Resurface Queen St from McGann St to Norco Way (R2R)	75,000	75,000	49,500	87,622	16,513	(29,136)
81443	Resurface Sherwood St From Caledonian Avto Darby St (R2R)	117,500	117,500	77,550	97,637	20,882	(1,019)
		805,500	805,500	576,918	681,425	210,333	(86,257)
Black spot state							
81279	Intersection upgrade Benara Road / Emberson Road	0	13,659	13,659	0	11,336	2,323
		0	13,659	13,659	0	11,336	2,323

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
Base road grant							
81300	Road Resurface Bromley St from Burnett St to Rothbury Rd	0	27,250	0	30,377	0	(3,127)
81301	Road Resurface Burnett St from Mcgregor St to Mallion St	0	35,250	0	37,374	0	(2,124)
81305	Road Resurface Feredy St from Bromley St to Burnett St	0	10,810	0	11,367	0	(557)
81306	Road Resurface Gilders Pl from Union St to Cul-De-Sac	0	15,349	0	0	0	15,349
81308	Road Resurface Hudson St from Langley Rd to Rothbury Rd	0	22,016	0	23,280	0	(1,264)
81309	Road Resurface Mcgregor St from Broun Ave to Burnett St	0	33,750	0	36,378	0	(2,628)
81312	Road Resurface Paine Rd from HSE 21 To Alfreda Ave	0	7,261	0	0	0	7,261
81317	Road Resurface Ward Pl from Feredy St to Cul-De-Sac	0	5,022	0	5,847	0	(825)
81413	Intersection Upgrade Benara Rd / Crimea St - stage 1 design	41,000	41,000	41,000	8,382	36,670	(4,052)
81428	Resurface Broun Av southbound from Russell St to Collier Rd	280,900	280,900	92,697	28,977	544,735	(292,811)
81430	Resurface Crimea St from Morley Dr to Walter Rd	690,030	690,030	690,030	586,943	5,970	97,117
81431	Resurface Duffy St From Clune Stto Jackson St	80,000	80,000	80,000	97,426	0	(17,426)
81432	Resurface Embleton Kindergarten & Infant Health Centre Carpa	22,000	21,723	21,723	24,095	0	(2,372)
81433	Resurface Hubert Rd From Joseph Stto Richard St	98,700	98,700	98,700	85,655	0	13,045
81434	Resurface Intersection- Broun Av to Coode St	305,000	305,000	100,650	17,703	459,225	(171,928)
81435	Resurface Joseph St From Caledonian Avto Peninsula Rd	111,200	111,200	111,200	131,788	0	(20,588)
81437	Resurface Mephan St From Caledonian Avto Darby St	101,800	101,800	67,188	79,290	35,912	(13,402)
81438	Resurface Mt Prospect Cr From Caledonian Avto Kathleen Av	101,200	101,200	101,200	123,672	0	(22,472)
81442	Resurface Richard St From Peninsula Rdto Swan View Terrace	98,500	98,500	98,500	101,458	0	(2,958)
81444	Resurface Susan St From Hubert Rdto Kelvin St	70,800	70,800	70,800	81,841	0	(11,041)
81445	Resurface Travancore Av From Eighth Avto Puntie Crescent	19,957	19,957	19,957	15,719	0	4,238
81446	Road resurface Crimea St from Halverson to Morley Dr	303,700	303,700	303,700	219,444	0	84,256
81447	Roberts St traffic treatments stage 1	140,000	140,000	40,600	0	0	140,000
81448	Traffic Management Devices (excl for accessibility improveme	40,000	40,000	25,600	0	22,727	17,273
81530	Traylen St Traffic treatments	78,000	78,000	20,280	0	0	78,000
81542	Resurface - Crimea St - Malaga Dr RAB	0	201,936	201,936	0	238	201,699
		2,582,787	2,941,154	2,174,982	1,747,015	1,105,477	88,663
Metropolitan Regional Road Group Projects							
81295	Road Rehabilitation Crimea Street (MRRG)	0	20,000	20,000	0	15,671	4,329
		0	20,000	20,000	0	15,671	4,329

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
Park development construction							
81388	Guildford Pedestrian Crossing (Safe Routes to School Plan) S	300,000	300,000	102,000	0	0	300,000
		300,000	300,000	102,000	0	0	300,000
Sporting Reserves							
81281	Morley Sport and Recreation carpark (Pat O'Hara) Stage 2	0	0	0	3,783	1,295	(5,079)
81282	Morley Sport and Recreation carpark (Pat O'Hara) Stage 3	0	0	(40,901)	0	0	0
81321	Upper Hillcrest Reserve Disabled Carpark Expansion	0	0	(15,355)	0	0	0
		0	0	(56,256)	3,783	1,295	(5,079)
Recreation Reserves							
81322	Waterland Carpark Expansion	136,500	136,500	136,500	0	0	136,500
		136,500	136,500	136,500	0	0	136,500
Total Roads		5,874,787	7,080,014	4,018,101	3,499,895	2,165,930	1,414,189
Footpath							
Other road construction							
80911	Drake Street - Broun Avenue/Rothbury Road - new pathway	0	34,731	0	0	0	34,731
		0	34,731	0	0	0	34,731
Footpath construction							
81291	Pathway Expansion Program - Gilbert Street	0	114,722	22,945	0	0	114,722
81375	Strutt Reserve footpath installation	0	11,021	0	12,765	0	(1,744)
81412	Design New/Upgrade pathway (Cycling)-Walter Rd East from Bee	22,000	91,000	91,000	9,977	12,071	68,952
81422	New pathway (Arterial)-Beaufort St from Drummond St to Birke	61,645	61,645	61,645	77,725	3,744	(19,824)
81423	Pathway Mickleham Rd from Hampton Sq W to Harvest Rd	78,709	78,709	78,709	0	0	78,709
81424	New pathway (Local Access)-Wholley St from Traylen Rd to Dar	55,556	55,556	55,556	0	0	55,556
81425	Pathway Expansion	690,000	690,000	379,500	34,931	394,160	260,909
81426	Pathway Renewal - Various Locations	50,000	50,000	50,000	55,105	2,293	(7,398)
81427	Pathways accessibility upgrades - Various Locations	25,000	25,000	16,000	13,291	15,021	(3,312)
		982,910	1,177,653	755,355	203,793	427,290	546,571
Park development construction							
81104	New Path - Hester/Evans/Drake	0	0	0	632	0	(632)
		0	0	0	632	0	(632)
Total Footpath		982,910	1,212,384	755,355	204,425	427,290	580,669

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
Drainage							
Drainage construction							
80248	Urban water sensitive design	0	81,470	0	6,708	27,407	47,355
		0	81,470	0	6,708	27,407	47,355
Drainage renewal							
81280	Low Point New Drainage Program	0	49,919	19,970	0	0	49,919
		0	49,919	19,970	0	0	49,919
Sustainable environment							
81213	Drainage for Liveability Detailed Design Rudloc and Bowden R	0	60,000	0	0	0	60,000
81417	New Drainage at 14 Hill St, Bayswater	13,556	13,556	4,473	0	15,889	(2,333)
81418	New Drainage at 2-16 Viscount Rd, Morley	13,556	13,556	0	0	3,200	10,356
81419	New Drainage at 4a Jakobsons Way, Morley	13,556	13,556	0	0	0	13,556
81420	New Drainage at 5 Bagden Place, Morley	13,556	13,556	8,947	0	0	13,556
81421	New Drainage at 6 Jakobsons Way, Morley	13,556	13,556	0	4,182	0	9,374
		67,780	127,780	13,420	4,182	19,089	104,509
Total Drainage		67,780	259,169	33,390	10,890	46,496	201,783
Park development							
Footpath construction							
81498	Bayswater Bowling Club Synthetic Green Upgrade	471,586	471,586	471,586	0	0	471,586
		471,586	471,586	471,586	0	0	471,586
Park development construction							
80242	Riverbank restoration	0	165,985	165,985	39,147	33,944	92,895
81171	Program - Natural Environment Improvement - Foreshore River	0	0	0	5,192	1,455	(6,647)
81269	Maylands Lakes Masterplan Implementation	0	125,000	125,000	0	0	125,000
81271	Public Bin Renewal Program	0	28,450	0	6,923	16,585	4,942
81323	Bore Pump Renewal Program	0	11,908	11,908	6,223	3,713	1,973
81324	Further Greening of Guildford Road	0	93,579	0	26,388	0	67,191
81325	Irrigation Renewal Program	0	35,846	35,846	5,089	32,260	(1,503)
81326	Irrigation Renewal Program - Design	0	95,000	95,000	78,001	41,727	(24,729)
81327	Irrigation Renewal Program - Water usage reduction strategy	0	237,500	237,500	244,695	20,417	(27,611)
81328	Median Island Tree Planting Program	0	264,110	0	70,774	0	193,336

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
81329	Park Furniture Renewal Program	0	19,826	19,826	7,870	3,060	8,897
81330	Passive Park Lights Renewal Program	0	34,390	34,390	0	0	34,390
81331	Removal of dilapidated jetty Lake Brearley, Maylands	0	9,500	0	0	0	9,500
81334	Crimea - Tennis/Skate/Baseball Floodlight System Renewal	0	144,917	70,000	0	0	144,917
81360	Mayland Lakes Tank Installation	0	0	0	1,743	0	(1,743)
81362	Wymond park outdoor exercise equipment	0	50,000	50,000	59,040	76	(9,116)
81410	Maylands Lakes Masterplan Implementation	2,400,000	2,400,000	1,416,000	182,437	282,492	1,935,071
81411	Public Bin Renewal Program	45,000	45,000	45,000	0	0	45,000
81449	Bayswater Waves entry statement landscaping	30,000	30,000	0	6,461	7,151	16,388
81450	Gordon Reserve Bore Pumps Renewal	13,000	13,000	13,000	0	0	13,000
81451	Gus Weimar Park Bore Pumps Renewal	11,700	11,700	11,700	11,865	0	(165)
81452	Hampton Square Reserve - Bulgarian Society Club Bore Pumps R	5,500	5,500	5,500	4,905	0	595
81453	Jakobsons Reserve Bore Pumps Renewal	15,600	15,600	15,600	13,572	1,881	147
81454	Logan Reserve Bore Pumps Renewal	11,500	11,500	11,500	11,838	0	(338)
81455	Noranda Infant Helath Centre - 2 Garson Court Bore Pumps Ren	15,600	15,600	15,600	15,451	0	149
81456	Noranda Community & Family Centre - 9 Garson Court Bore Pum	4,600	4,600	4,600	0	0	4,600
81457	Peters Place Bore Pumps Renewal	15,600	15,600	15,600	1,363	12,930	1,307
81458	Plowmans Park Bore Pumps Renewal	18,200	18,200	18,200	11,862	5,912	426
81459	Ranger and Security Office - 21 Raymond Av Bore Pumps Renewa	7,000	7,000	7,000	0	6,507	493
81460	Embleton Golf Course Bore Pumps Renewal	58,500	58,500	58,500	34,829	17,623	6,048
81461	Flora Reserve Bore Pumps Renewal	11,100	11,100	11,100	11,164	0	(64)
81462	Gibbney Reserve Bore Pumps Refurbishment	8,500	8,500	8,500	8,544	0	(44)
81463	Grand Promenade Reserve Bore Pumps Refurbishment	8,500	8,500	8,500	8,331	255	(86)
81464	Halliday Park Bore Pumps Refurbishment	6,500	6,500	6,500	6,453	106	(59)
81465	Lower Hillcrest Reserve Bore Pumps Refurbishment	8,500	8,500	8,500	8,598	0	(98)
81466	Houghton Park Bore Pumps Refurbishment	8,500	8,500	8,500	8,418	0	82
81467	Joan Rycroft Reserve Bore Pumps Refurbishment	6,500	6,500	6,500	7,282	0	(782)
81468	Pat O'Hara Reserve Bore Pumps Refurbishment	8,500	8,500	8,500	8,545	0	(45)
81469	R A Cook Reserve Bore Pumps Refurbishment	8,500	8,500	8,500	8,184	331	(15)
81470	Shearn Memorial Park Bore Pumps Refurbishment	5,200	5,200	5,200	6,981	0	(1,781)
81471	FJ Beales Park Bore Pumps Refurbishment	7,200	7,200	7,200	7,256	0	(56)
81472	Civic Centre Flag Pole	7,800	7,800	7,800	5,800	0	2,000
81473	Addlestone Reserve Irrigation Cabinet Renewal	10,500	10,500	10,500	0	0	10,500
81474	Lower Hillcrest Reserve Irrigation Cabinet Renewal	10,800	10,800	10,800	16,199	11,138	(16,537)
81475	Joan Rycroft Reserve Irrigation Cabinet Renewal	10,700	10,700	10,700	0	0	10,700

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
81476	King William Supply Bore Irrigation Cabinet Renewal	15,600	15,600	15,600	0	0	15,600
81477	Median - Crimea Benara Irrigation Cabinet Renewal	10,700	10,700	10,700	16,730	11,625	(17,655)
81478	Sherbrooke Reserve Irrigation Cabinet Renewal	10,400	10,400	10,400	25,774	3,516	(18,890)
81479	Verge - Catherine St - The Strand to Lawrence St Irrigation	10,400	10,400	10,400	4,064	16,409	(10,073)
81480	Verge - Paperbark Dr Irrigation Cabinet Renewal	10,500	10,500	10,500	0	0	10,500
81481	Bayswater Waves - Operations Irrigation Cabinet Renewal	10,500	10,500	10,500	0	0	10,500
81482	City Wide - Irrigation system design	102,500	102,500	102,500	0	0	102,500
81483	Addlestone Reserve Irrigation System Renewal	53,813	53,813	53,813	0	0	53,813
81484	Noranda Sporting Complex - Running Track - Soccer Irrigation	409,703	409,703	196,657	2,704	4,531	402,467
81485	Pat O'Hara Reserve / Morley Recreation Irrigation System Ren	367,463	367,463	249,875	2,704	4,531	360,227
81486	Arbor Park Irrigation System Renewal	584,363	584,363	298,025	2,704	4,531	577,127
81487	Puntie Crescent Reserve Irrigation System Renewal	20,756	20,756	20,756	0	0	20,756
81488	Bath St / Tranby Reserve Irrigation System Renewal	192,700	192,700	75,153	2,704	4,531	185,464
81489	Median Island Tree Planting Program	100,000	100,000	0	0	0	100,000
81490	Morley Community Centre Garden	37,000	37,000	0	0	0	37,000
81491	Overhead Power Pole renewal	52,000	52,000	52,000	66,349	0	(14,349)
81492	Park Furniture Renewal Program	50,000	50,000	25,000	9,411	15,390	25,199
81493	Park signage renewal	30,000	30,000	30,000	20,709	0	9,291
81494	Passive Park Lights - Renewal Program	25,625	25,625	25,625	0	4,022	21,603
81495	Passive Park Lights - Replacement Riverside Gardens - pole	91,840	91,840	60,614	0	0	91,840
81496	Strutt Reserve Irrigation Modification	15,000	15,000	15,000	0	0	15,000
81499	Jakobsons Reserve (North) Playground Renewal	70,000	70,000	70,000	5,009	49,951	15,040
81500	Maylands Tennis Court Redevelopment (CSRFF)	729,883	729,883	401,436	35,785	454	693,644
81501	Redcliff Bridge Bike Track surface repair	42,000	42,000	42,000	0	38,121	3,879
81502	Renewal of Crimea - Catch Net Fencing	30,000	30,000	0	0	29,804	196
81503	Renewal of Delacy Synthetic Cricket Match Wickets	8,000	8,000	0	0	0	8,000
81504	Renewal of Delacy Synthetic Cricket Practice Wickets	50,000	50,000	0	0	0	50,000
81505	Renewal of Deschamp Synthetic Cricket Practice Wickets	50,000	50,000	0	0	48,360	1,640
81506	Renewal of Emberson - LJ Run Up Courts	10,000	10,000	0	9,638	0	362
81507	Renewal of Gibbney Goals	20,000	20,000	20,000	23,652	0	(3,652)
81508	Renewal of Grand Prom Synthetic Cricket Practice Wickets	32,000	32,000	0	0	0	32,000
81509	Renewal of Noranda Sport Athletics Synthetic Cricket Match W	10,000	10,000	0	0	0	10,000
81510	Riverside Gardens Playground Renewal	400,000	650,000	0	0	16,313	633,687
81511	Swan Lake Reserve Playground Renewal	65,000	65,000	65,000	887	61,880	2,233
		6,496,846	8,062,857	4,482,109	1,186,248	813,535	6,063,074

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
Sustainable environment							
81061	Maylands Lakes bank renaturalisation & improve water quality	0	550,000	0	3,914	0	546,087
		0	550,000	0	3,914	0	546,087
Tree management							
81165	Riverside Gardens Urban Forest	0	0	0	34,420	1,336	(35,757)
81344	Riverside Gardens Urban Forest (Advocacy Project)	1,896,250	2,932,729	1,776,017	1,723,191	32,952	1,176,586
		1,896,250	2,932,729	1,776,017	1,757,612	34,288	1,140,829
Golf course development							
81168	Maylands Peninsula Golf Course Upgrade	0	50,251	50,251	44,694	6,687	(1,131)
		0	50,251	50,251	44,694	6,687	(1,131)
Playground							
81343	Riverside Gardens Playground Renewal	0	0	0	19,187	0	(19,187)
		0	0	0	19,187	0	(19,187)
Floodlights							
81231	Crimea Park floodlight renewal	90,000	90,000	90,000	424	0	89,576
		90,000	90,000	90,000	424	0	89,576
Other infrastructure construction							
81062	Tranby House Reserve Foreshore - rehab and revegetation	1,000,000	1,000,000	600,000	31,715	18,001	950,283
81177	City Wide - Sports Lighting Renewals	0	95,060	0	7,371	0	87,689
		1,000,000	1,095,060	600,000	39,087	18,001	1,037,972
Recreation Reserves							
81181	City Wide - Sporting Reserve Fencing Replacements	0	17,688	17,688	0	0	17,688
		0	17,688	17,688	0	0	17,688
Total Park development		9,954,682	13,270,171	7,487,651	3,051,165	872,511	9,346,495
Other infrastructure							
Street lights							
81318	Street Lightpole Upgrade	0	302,357	151,179	(24,284)	0	326,641
		0	302,357	151,179	(24,284)	0	326,641

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		$	$	$	$	$	$
Other infrastructure construction							
81122	Bus Shelters - Upgrade program	0	32,256	8,064	0	12,112	20,144
81277	Bus Shelters - Expansion Program	0	11,082	5,541	0	0	11,082
81414	New Bus Shelter no 16211, Wolseley Rd	16,531	16,531	16,531	0	12,112	4,419
81415	New Bus Shelter no 16215, Wolseley Rd	16,531	16,531	16,531	0	0	16,531
81416	New Bus Shelter no 16494 Eighth Avenue	16,531	16,531	16,531	0	0	16,531
		49,593	92,931	63,198	0	24,225	68,706
Sustainable environment							
80935	Emission reduction and renewable energy implementation	0	11,044	0	0	0	11,044
		0	11,044	0	0	0	11,044
Total Other infrastructure		49,593	406,332	214,377	(24,284)	24,225	406,391
Total capital projects		**31,840,656**	**39,827,886**	**21,992,677**	**10,482,714**	**6,974,799**	**22,370,374**

10.2.2 List of Payments for the Month of February 2026

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required
Attachments:	1. Schedule of Accounts - Municipal Fund [**10.2.2.1** - 8 pages] 2. Schedule of Accounts - Trust Fund [**10.2.2.2** - 1 page] 3. Summary of Corporate Credit Card Expenses [**10.2.2.3** - 1 page] 4. Summary of Corporate Purchase Card Expenses [**10.2.2.4** - 5 pages] 5. Electronic Fund Transfers [**10.2.2.5** - 1 page]
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

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

OFFICER'S RECOMMENDATION

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

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

BACKGROUND

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

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

EXTERNAL CONSULTATION

Not applicable.

OFFICER'S COMMENTS

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

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

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

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

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

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

Table 1

Payment Type	***Reference***	***Amount $***
Municipal Account BPay Direct Credits Electronic Fund Transfers (EFTs)	 BP000318-000322, DC000900-000906, DC000908-000912, DC000914-000927 EF097022-097063, EF097067-097318, EF097320-097607	 **$7,282,821.97**
Trust Fund Electronic Fund Transfers (EFTs)	 EF097064-097066 EF097319	 **$22,321.49**
Credit Card Expenses	29 January 2026 to 27 February 2026	**$9,998.59**
Direct Debit and Other Electronic Fund Transfer	1 February 2026 to 28 February 2026	**$8,279,184.19**
	Total	**$15,594,326.24**

The following payments from previous month were cancelled in February.

- Municipal Account:
  - EF097016 - $90.00
  - EF097017 - $90.10
  - BP000316 - $1,039.76

LEGISLATIVE COMPLIANCE

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

The City's Procurement Policy applies.

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

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

Key Result Area:	Leadership and Governance
Outcome 5.1	Good Governance
Objective 5.1.1	Provide ethical and accountable governance
Objective 5.1.2	Ensure resource sustainability for future generations

CONCLUSION

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

City of Bayswater

List of Payment - Municipal
for the period 1 February 2026 to 28 February 2026

Reference	*Date*	*Creditor Name*	*Invoice details*	*Amount Paid*
Payments				$
BP000318	05/02/26	Coca Cola Europacific Partners Australia Pty Ltd	Kiosk stock	211.11
BP000319	12/02/26	Coca Cola Europacific Partners Australia Pty Ltd	Kiosk stock	861.70
BP000320	12/02/26	RAC Businesswise	Plant and vehicle repairs	148.00
BP000321	26/02/26	Coca Cola Europacific Partners Australia Pty Ltd	Kiosk stock	730.77
BP000322	26/02/26	RAC Businesswise	Plant and vehicle parts and materials	148.00
DC000900	02/02/26	Superchoice	Superannuation	3,992.50
DC000901	04/02/26	Superchoice	Payroll payment	276,395.25
DC000902	04/02/26	Easisalary Pty Ltd	Payroll payment	9,152.49
DC000903	11/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	1,093.00
DC000904	13/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	684.80
DC000905	16/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	671.55
DC000906	17/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	516.25
DC000908	18/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	682.15
DC000909	19/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	537.45
DC000910	19/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	534.80
DC000911	18/02/26	Easisalary Pty Ltd	Payroll payment	8,282.03
DC000912	18/02/26	Superchoice	Payroll payment	275,690.95
DC000914	20/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	529.50
DC000915	20/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	1,095.65
DC000916	26/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	502.75
DC000917	25/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	505.40
DC000918	25/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	516.00
DC000919	25/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	516.00
DC000920	25/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	523.95
DC000921	25/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	523.95
DC000922	23/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	521.30
DC000923	23/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	521.55
DC000924	23/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	635.80
DC000925	20/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	88.50
DC000926	20/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	88.50
DC000927	13/02/26	Department of Justice/Fines Enforcement Registry	Legal expenses and court costs	4,159.50
EF097022	04/02/26	Michelle Louise Sutherland	Councillor allowances and reimbursements	3,310.63
EF097023	04/02/26	Filomena Piffaretti	Councillor allowances and reimbursements	13,353.70
EF097024	04/02/26	Elli Petersen-Pik	Councillor allowances and reimbursements	5,444.98
EF097025	04/02/26	Steven George Ostaszewskyj	Councillor allowances and reimbursements	3,310.63
EF097026	04/02/26	Nat Latter	Councillor allowances and reimbursements	3,236.15
EF097027	04/02/26	Anthony Pittaway	Councillor allowances and reimbursements	3,169.16
EF097028	04/02/26	Donovan MacDonald	Councillor allowances and reimbursements	3,027.69
EF097029	04/02/26	Cale Shaun Black	Councillor allowances and reimbursements	3,169.16
EF097030	04/02/26	Calla Loiacono	Councillor allowances and reimbursements	3,169.16
EF097031	06/02/26	Cleanaway Pty Ltd	Waste collection and hygiene services	186,155.59
EF097032	06/02/26	Synergy	Electricity charges (other than street lighting)	28,975.96
EF097033	06/02/26	Water Corporation	Water usage charges	10,665.40
EF097034	06/02/26	Look Brilliant Pty Ltd	Marketing and promotional material	2,530.00
EF097035	06/02/26	Department of Water & Environmental Regulation	Fees and charges	2,077.27
EF097036	06/02/26	The Trustee for Gary Reitsema Family Trust T/A West Coast Commercial Industries	Building maintenance and services	233.20
EF097037	06/02/26	CTI5 Pty Ltd T/A CTI Risk Management-Petty Cash	Petty cash reimbursement	275.50
EF097038	06/02/26	Felix Matthews	Staff allowances and reimbursements	157.11
EF097039	06/02/26	Luca Construct	Refund residential verge deposit	1,560.00
EF097040	06/02/26	Cassari Unit Trust	Refund residential verge deposit	1,400.00
EF097041	06/02/26	Luxury Living WA Pty Ltd	Refund residential verge deposit	1,560.00
EF097042	06/02/26	B Fountain	Refund residential verge deposit	1,400.00
EF097043	06/02/26	Mainline Demolition Pty Ltd	Refund residential verge deposit	2,300.00
EF097044	06/02/26	Sound Holdings Pty Ltd	Refund residential verge deposit	2,300.00
EF097045	06/02/26	Classic Home & Garage Innovations Pty	Refund residential verge deposit	1,560.00
EF097046	06/02/26	Ranil Lauchan Ratnayeke	Staff allowances and reimbursements	63.80
EF097047	06/02/26	Margaret Saunders	Refund residential verge deposit	2,300.00
EF097048	06/02/26	ES Howard	Refund animal sterilisation	150.00
EF097049	06/02/26	G J Foster	Refund health centre memberships	400.20
EF097050	06/02/26	Shirley Stacey	Refund health centre memberships	60.00
EF097051	06/02/26	National Basketball League Pty Ltd	Refund bond	87.45
EF097052	06/02/26	O' Mara International	Refund hall hire	4,466.75
EF097053	06/02/26	Adrenaline Theatre Association	Refund bond	550.00
EF097054	06/02/26	Papalia Building & Design	Refund residential verge deposit	1,560.00
EF097055	06/02/26	George Greene	Refund residential verge deposit	2,300.00
EF097056	06/02/26	Alfred James Farrell	Refund residential verge deposit	2,300.00
EF097057	06/02/26	Nimra Tahir	Refund bond	1,000.00
EF097058	06/02/26	Thi Thanh Minh Nguyen	Refund facility hire bond	150.00
EF097059	06/02/26	Sadiya Mohamoud	Refund bond	698.86
EF097060	06/02/26	Para and Ability Dance WA Inc	Refund bond	490.64
EF097061	06/02/26	Lahiru Thammitage	Refund bond	550.00
EF097062	06/02/26	Christian Gianatti	Crossover subsidy	753.00
EF097063	06/02/26	Christian Gianatti	Crossover subsidy	753.00
EF097067	06/02/26	Bayswater Bowling & Rec Club Inc	Parks and gardens contract payments	9,332.50
EF097068	06/02/26	Bunnings Group Ltd	Engineering works materials	515.49
EF097069	06/02/26	Eastern Metropolitan Regional Council	Waste collection and hygiene services	143,191.78
EF097070	06/02/26	Environment House Inc	Grants and funding	33,000.00
EF097071	06/02/26	Fuel Distributors of WA Pty Ltd	Fuel and oil	21,735.76
EF097072	06/02/26	GHD Pty Ltd	Environmental services and supplies	33,712.97
EF097073	06/02/26	Institute of Public Works Engineering Australasia - WA Inc.	Staff training, development and support	1,950.00
EF097074	06/02/26	Garnama Pty Ltd T/A Les Mills Asia Pacific	Licence and permit renewal	2,825.16

Reference	*Date*	*Creditor Name*	*Invoice details*	*Amount Paid*
Payments				**$**
EF097075	06/02/26	Kelyn Training Services	Staff training, development and support	450.00
EF097076	06/02/26	Local Government Professionals Aust WA	Staff training, development and support	180.00
EF097077	06/02/26	Max & Claire Pty Ltd T/A Ergolink	Community engagement framework	553.85
EF097078	06/02/26	Morley Primary School	Awards and scholarships	228.70
EF097079	06/02/26	Officeworks Ltd T/A Officeworks	Office stationery and consumables	494.07
EF097080	06/02/26	GPC Asia Pacific Pty Ltd T/A Repco	Plant and vehicle repairs	629.75
EF097081	06/02/26	The Royal Life Saving Society WA Inc	Marketing and promotional material	741.00
EF097082	06/02/26	St John Ambulance Western Australia Ltd	Medical services and materials	970.20
EF097083	06/02/26	Judroc Pty Ltd T/A The Watershed Water Systems	Parks and gardens materials	842.35
EF097084	06/02/26	Wanneroo Agricultural Machinery	Plant and vehicle repairs	494.55
EF097085	06/02/26	J.D Caffey & Caffey Family Trust T/A Westbooks	Book purchases	109.72
EF097086	06/02/26	Workclobber Trust & Lindal Family Trust T/A Work Clobber	Staff uniforms and protective equipment	458.10
EF097087	06/02/26	Bayswater Community Financial Services Ltd	Refund building application fee	2,982.74
EF097088	06/02/26	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	12,250.63
EF097089	06/02/26	Heidelberg Materials Australia Pty Ltd	Engineering works materials	348.04
EF097090	06/02/26	Rentokil Initial Pty Ltd	Building maintenance and services	5,627.15
EF097091	06/02/26	Stefna Family Trust T/A West Tip Waste Control Pty Ltd	Waste collection and hygiene services	3,918.75
EF097092	06/02/26	Carroll & Richardson - Flagworld Pty Ltd	Citizenship expenses	849.50
EF097093	06/02/26	Seaport Nominees Pty Ltd T/A Discus Print and Signage	Printing and graphic design expenses	1,144.00
EF097094	06/02/26	Cleverpatch Pty Ltd	Youth and seniors community activities	1,974.79
EF097095	06/02/26	West Build Products Pty Ltd	Depot stores and consumables	1,363.01
EF097096	06/02/26	JB Hi-Fi Group Pty Ltd	Minor equipment purchase	272.18
EF097097	06/02/26	ALS Library Services Pty Ltd	Library book stock and materials	330.84
EF097098	06/02/26	Rubek Automatic Doors	Building maintenance and services	198.00
EF097099	06/02/26	Corsign WA Pty Ltd	Signage and banners	594.00
EF097100	06/02/26	The Trustee for the Ingwelala Trust T/A Westoz Food Distribu	Kiosk stock	561.70
EF097101	06/02/26	Acclaimed Catering Pty Ltd	Functions and events catering expenses	762.30
EF097102	06/02/26	E Fire & Safety	Staff training, development and support	1,067.00
EF097103	06/02/26	ADT Security	Building supplies and hardware	56.42
EF097104	06/02/26	LGConnect Pty Ltd	Labour hire and temporary replacement	12,277.50
EF097105	06/02/26	Services Australia	Fees and charges	68.31
EF097106	06/02/26	Kestral Computing Pty Ltd	Licence and permit renewal	65,420.30
EF097107	06/02/26	The Trustee for The McCartney Family Trust T/A Kerb Doctor	Construction and civil works payments	4,364.69
EF097108	06/02/26	Ellis House Community Art Centre Incorporated	Grants and funding	3,098.00
EF097109	06/02/26	The Trustee for the Dzodzos Family Trust	Garden maintenance	40,714.65
EF097110	06/02/26	International Association For Public Participation	Community upskillers	1,450.00
EF097111	06/02/26	Pump Control Systems	Equipment purchases	9,949.01
EF097112	06/02/26	Contra-flow Pty Ltd	Engineering works materials	1,701.61
EF097113	06/02/26	Robert Thomas White T/A Oz Bat	Youth and seniors community activities	330.00
EF097114	06/02/26	Modal Pty Ltd	Staff training, development and support	1,128.38
EF097115	06/02/26	Woolworths Group Limited	Office stationery and consumables	560.64
EF097116	06/02/26	Officeasy Pty Ltd T/A McLernons Business Base	Office stationery and consumables	589.00
EF097117	06/02/26	BP Australia Pty Ltd	Fuel and oil	2,273.48
EF097118	06/02/26	Cleantex Pty Ltd	Cleaning services	1,075.08
EF097119	06/02/26	GFG Temporary Assist	Equipment maintenance	23,149.29
EF097120	06/02/26	Diana Kudsee	Community engagement framework	80.00
EF097121	06/02/26	The Trustee for the O'Grady Family Trust Efficient Site Services	Construction and civil works payments	748.00
EF097122	06/02/26	MPK Tree Management Pty Ltd T/A MPK Tree Services	Parks and gardens plants and trees	25,688.83
EF097123	06/02/26	Boyan Electrical Services	Engineering works materials	313.50
EF097124	06/02/26	AAAC Towing Pty Ltd	Vehicle towing	280.50
EF097125	06/02/26	Pool & Pump Service & Repairs Pty Ltd	Aquatic maintenance and services	408.99
EF097126	06/02/26	CNW Pty Ltd	Building maintenance and services	40.15
EF097127	06/02/26	Adapt-A-Lift Group Pty Ltd	Plant and vehicle parts and materials	611.28
EF097128	06/02/26	Backpackers FC Pty Ltd	Civil works design and technical support	495.00
EF097129	06/02/26	Kasse Marie McCummiskey T/A Move & Nourish with Kasse	Youth and seniors community activities	320.00
EF097130	06/02/26	AMS Technology Group Pty Ltd	Building maintenance and services	4,077.75
EF097131	06/02/26	Paragon Constructions Solutions Pty Ltd	Aquatic maintenance and services	2,282.50
EF097132	06/02/26	Brownes Foods Operations Pty Ltd	Staff amenities	75.14
EF097133	06/02/26	Team Global Express Pty Ltd T/A IPEC	Postage and courier charges	841.43
EF097134	06/02/26	Specialist Wholesalers Pty Ltd T/A Truckline	Plant and vehicle parts and materials	64.57
EF097135	06/02/26	WPC Group Ltd	Labour hire and temporary replacement	12,098.62
EF097136	06/02/26	AA Collard Pty Ltd T/A Garden Care West (WA)	Parks and gardens contract payments	990.00
EF097137	06/02/26	Perth Auto Alliance Pty Ltd T/A Lynford Motors	Plant and vehicle repairs	578.65
EF097138	06/02/26	Perquiro Consulting Pty Ltd As Trustee For Perquiro Consulting Trust	Labour hire and temporary replacement	1,045.00
EF097139	06/02/26	ID Rent Pty Ltd	Equipment hire	340.00
EF097140	06/02/26	UHG Trading Pty Ltd T/A Unicare Health	Kiosk stock	3,520.57
EF097141	06/02/26	Epic Catering & Events Services Pty Ltd	Functions and events catering expenses	1,309.00
EF097142	06/02/26	Omnicom Media Group Australia Pty Ltd	Advertising public notices	1,296.60
EF097143	06/02/26	Silver Star Wanda'rers Line Dancing Group	Youth and seniors community activities	320.00
EF097144	06/02/26	Australian Market and Social Research Society Ltd T/A The Research Society	Staff training, development and support	48.40
EF097145	06/02/26	Grandstand Ventures Pty Ltd	Citizenship expenses	715.00
EF097146	06/02/26	Beinformed Group Pty Ltd T/A BeCarWise	Staff superannuation and other deductions	77.11
EF097147	06/02/26	Alluvium Consulting Australia Pty Ltd	Professional consultancy services	120,436.80
EF097148	06/02/26	Programmed Property Services Pty Ltd	Building maintenance and services	1,096.70
EF097149	06/02/26	AMC Commercial Cleaning (WA) Pty Ltd	Cleaning services	25,090.45
EF097150	06/02/26	Marc David Cirket Ford T/A Openscope Construction	Construction and civil works payments	1,580.70
EF097151	06/02/26	Simply Unified Pty Ltd	Licence and permit renewal	4,752.00
EF097152	06/02/26	Komatsu Australia Pty Ltd	Plant and vehicle repairs	1,164.53
EF097153	06/02/26	CDM Australia Pty Ltd	Minor equipment purchase	16,883.48
EF097154	06/02/26	AWD Australia Pty Ltd	Plant and vehicle repairs	709.50
EF097155	06/02/26	Zenith Executive Search Pty Ltd	Labour hire and temporary replacement	1,146.70
EF097156	06/02/26	Smarty Pants Pty Ltd T/A Mandarin Stars - Perth North	Youth and seniors community activities	412.50
EF097157	06/02/26	RTS Group (WA) Pty Ltd T/A RTS Training	Staff training, development and support	135.00
EF097158	06/02/26	Workfast Infrastructure Pty Ltd	Labour hire and temporary replacement	4,291.98
EF097159	06/02/26	Watchtower Security Pty Ltd	Buildings and events security expenses	869.00
EF097160	06/02/26	Leverock Pty Ltd T/A Sportsworld of WA	Kiosk stock	48.40

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				$
EF097161	06/02/26	Ashton Environmental Pty Ltd t/a Ashton Safety Health Enviro	Professional consultancy services	3,135.00
EF097162	13/02/26	AlintaGas Sales Pty Ltd	Gas usage charges	811.70
EF097163	13/02/26	Australia Post	Postage and courier charges	3,993.36
EF097164	13/02/26	Cat Haven	Animal supplies and services	90.00
EF097165	13/02/26	Cleanaway Pty Ltd	Waste collection and hygiene services	561,711.47
EF097166	13/02/26	Synergy	Electricity charges (other than street lighting)	5,389.11
EF097167	13/02/26	Noranda Primary School	Parks and gardens plants and trees	452.41
EF097168	13/02/26	Water Corporation	Water usage charges	17,412.59
EF097169	13/02/26	Landmark Products Pty Ltd	Parks and gardens materials	3,146.00
EF097170	13/02/26	Elli Petersen-Pik	Councillor allowances and reimbursements	70.31
EF097171	13/02/26	Easisalary Pty Ltd	Staff superannuation and other deductions	1,181.06
EF097172	13/02/26	Harbour Software Pty Ltd	Licence and permit renewal	27,039.10
EF097173	13/02/26	Maxwell Robinson & Phelps	Building supplies and hardware	208.45
EF097174	13/02/26	Telstra Limited	Office telephone and communication expenses	13,491.56
EF097175	13/02/26	Rebecca Kay Laffar-Smith T/A Experience Possibility Publishing	Youth and seniors community activities	1,050.00
EF097176	13/02/26	Catherine Halsall	Staff allowances and reimbursements	153.42
EF097177	13/02/26	J.L Blackall Batacchi and M. Batacchi	Donation	100.00
EF097178	13/02/26	J.L Blackall Batacchi and M. Batacchi	Donation	100.00
EF097179	13/02/26	Sinead McElvaney	Donation	200.00
EF097180	13/02/26	Annette Lamont	Refund rates overpayment	331.70
EF097181	13/02/26	Craig Mariano	Refund rates overpayment	843.21
EF097182	13/02/26	Dejan Bijelic	Refund residential verge deposit	2,300.00
EF097183	13/02/26	Samantha & Nicholas Conroy	Refund residential verge deposit	1,485.23
EF097184	13/02/26	Madan Pun	Refund residential verge deposit	2,300.00
EF097185	13/02/26	West End Builders WA Pty Ltd	Refund residential verge deposit	1,560.00
EF097186	13/02/26	Nat Leigh Investments Pty Ltd	Refund residential verge deposit	1,485.23
EF097187	13/02/26	Donna Chung	Refund residential verge deposit	1,560.00
EF097188	13/02/26	C Demiris	Refund bond	5,000.00
EF097189	13/02/26	101 Residential	Refund residential verge deposit	2,300.00
EF097190	13/02/26	John Alfred James Green	Volunteer reimbursements and expenses	99.00
EF097191	13/02/26	Connor Gambie	Awards and scholarships	100.00
EF097192	13/02/26	Timothy Chin	Refund residential verge deposit	2,300.00
EF097193	13/02/26	Breffni Group	Refund residential verge deposit	1,560.00
EF097194	13/02/26	Chross Homes And Developments	Refund residential verge deposit	1,560.00
EF097195	13/02/26	Westwide Building Co Pty Ltd	Refund residential verge deposit	1,560.00
EF097196	12/02/26	Asphaltech Pty Ltd	Construction and civil works tools and materials	193.64
EF097197	12/02/26	Australian Institute of Management WA HRD Ctr Ltd	Staff training, development and support	1,464.00
EF097198	12/02/26	Campbell's Janitor Supplies Pty Ltd T/A The Goods Australia	Cleaning supplies	3,298.75
EF097199	12/02/26	Australian Services Union	Payroll payment	236.50
EF097200	12/02/26	Bayswater State Emergency Service Unit (Inc)	Grants and funding	6,644.55
EF097201	12/02/26	Bedford-Dianella Vet Centre	Animal supplies and services	55.00
EF097202	12/02/26	BOC Ltd	Parks and gardens tree pruning and assoc. services	539.32
EF097203	12/02/26	Bunnings Group Ltd	Minor equipment purchase	2,918.47
EF097204	12/02/26	Child Support Agency	Payroll payment	1,633.89
EF097205	12/02/26	Australian Taxation Office	Payroll payment	338,139.00
EF097206	12/02/26	SirsiDynix Pty Ltd	Software maintenance	105,287.93
EF097207	12/02/26	Eastern Metropolitan Regional Council	Waste collection and hygiene services	223,504.32
EF097208	12/02/26	Health Insurance Fund of WA	Payroll payment	74.40
EF097209	12/02/26	The Leisure Institute of WA (Aquatics) Inc.	Staff training, development and support	2,200.00
EF097210	12/02/26	Kelyn Training Services	Staff training, development and support	450.00
EF097211	12/02/26	Local Government Professionals Aust WA	Staff training, development and support	10,000.00
EF097212	12/02/26	Max & Claire Pty Ltd T/A Ergolink	Equipment purchases	4,811.53
EF097213	12/02/26	Eastern Merchant Pty Ltd T/A Maylands Park Lottery Centre and News Agency	Library book stock and materials	80.00
EF097214	12/02/26	McInerney Ford	Plant and vehicle parts and materials	1,031.58
EF097215	12/02/26	Workpower Inc	Parks and gardens plants and trees	3,665.75
EF097216	12/02/26	Ixom Operations Pty Ltd	Aquatic chemicals and consumables	4,496.18
EF097217	12/02/26	Natural Area Holdings Pty Ltd	Environmental health services and supplies	9,526.00
EF097218	12/02/26	Officeworks Ltd T/A Officeworks	Minor equipment purchase	535.00
EF097219	12/02/26	GPC Asia Pacific Pty Ltd T/A Repco	Plant and vehicle repairs	651.02
EF097220	12/02/26	Sprayline Spraying Equipment	Plant and vehicle parts and materials	514.68
EF097221	12/02/26	St John Ambulance Western Australia Ltd	Medical services and materials	7,400.00
EF097222	12/02/26	Europcar WA	Insurance excess	2,000.00
EF097223	12/02/26	Antonio D'Onofrio	Citizenship expenses	200.00
EF097224	12/02/26	Technology One Limited	Software maintenance	10,145.82
EF097225	12/02/26	Judroc Pty Ltd T/A The Watershed Water Systems	Parks and gardens plants and trees	20,782.24
EF097226	12/02/26	Tocojepa Pty Ltd T/A T-Quip	Plant and vehicle parts and materials	3,493.05
EF097227	12/02/26	Ultimo Catering and Events Pty Ltd	Functions and events catering expenses	1,035.00
EF097228	12/02/26	West Australian Newspapers Ltd	Memberships and subscriptions	172.80
EF097229	12/02/26	J.D Caffey & Caffey Family Trust T/A Westbooks	Library book stock and materials	41.99
EF097230	12/02/26	Western Resource Recovery	Building maintenance and services	616.00
EF097231	12/02/26	Workclobber Trust & Lindal Family Trust T/A Work Clobber	Staff uniforms and protective equipment	179.10
EF097232	12/02/26	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	1,888.26
EF097233	12/02/26	A1 Locksmiths	Key / lock services	247.50
EF097234	12/02/26	Bedford Bowling Club Inc	Parks and gardens contract payments	12,705.00
EF097235	12/02/26	The Trustee for Swan Towing Trust	Vehicle towing	165.00
EF097236	12/02/26	Heidelberg Materials Australia Pty Ltd	Engineering works materials	698.72
EF097237	12/02/26	Macri Partners	Audit services	990.00
EF097238	12/02/26	WC Convenience Management Pty Ltd T/A WC Innovations	Building maintenance and services	3,476.39
EF097239	12/02/26	Blue Force Pty Ltd	Equipment maintenance	3,280.20
EF097240	12/02/26	CSE Crosscom Pty Ltd	Minor equipment purchase	17,083.00
EF097241	12/02/26	Paywise Pty Ltd	Payroll payment	4,315.38
EF097242	12/02/26	Acurix Networks Pty Ltd	Software maintenance	1,972.33
EF097243	12/02/26	Rubek Automatic Doors	Building maintenance and services	391.60
EF097244	12/02/26	Bridgestone Aust Ltd	Plant and vehicle parts and materials	5,051.31
EF097245	12/02/26	The Trustee for the Ingwelala Trust T/A Westoz Food Distribu	Kiosk stock	238.91
EF097246	12/02/26	Vorgee Pty Ltd	Professional consultancy services	1,149.50

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				$
EF097247	12/02/26	E Fire & Safety	Building supplies and hardware	707.25
EF097248	12/02/26	Altegra Australia Pty Ltd	Aquatic maintenance and services	4,728.00
EF097249	12/02/26	The Trustee for Aberhart & Rajoo Unit Trust T/A W.A. Cleaning Equipment Repairs	Building supplies and hardware	245.69
EF097250	12/02/26	Solution 4 Building Pty Ltd	Recreation and gymnasium equipment	84,599.32
EF097251	12/02/26	Moore Enterprises (WA) Pty Ltd T/A Totally Workwear Malaga	Staff uniforms and protective equipment	2,770.19
EF097252	12/02/26	The Trustee for The McCartney Family Trust T/A Kerb Doctor	Construction and civil works payments	1,417.35
EF097253	12/02/26	Message4U Pty Ltd T/A Sinch MessageMedia	Memberships and subscriptions	222.39
EF097254	12/02/26	Bedford/Morley Cricket Club Inc	Parks and gardens contract payments	6,397.25
EF097255	12/02/26	Boilertronix	Building maintenance and services	742.50
EF097256	12/02/26	Pump Control Systems	Parks and gardens reticulation repairs and upgrade	3,416.71
EF097257	12/02/26	Contra-flow Pty Ltd	Engineering works materials	26,696.19
EF097258	12/02/26	Avantgarde Technologies Pty Ltd	Software maintenance	24,112.00
EF097259	12/02/26	Zircodata Pty Ltd	Transport and storage charges	480.83
EF097260	12/02/26	Living Turf	Parks and gardens materials	3,257.10
EF097261	12/02/26	Greenworkz Pty Ltd	Parks and gardens materials	2,750.00
EF097262	12/02/26	The Trustee for Alba Unit Trust T/A Quality Press	Printing and graphic design expenses	143.00
EF097263	12/02/26	GFG Temporary Assist	Labour hire and temporary replacement	44,607.26
EF097264	12/02/26	Raelene Francese Simpson T/A Rae's FX	Community engagement framework	880.00
EF097265	12/02/26	The Trustee for the O'Grady Family Trust Efficient Site Services	Parks and gardens materials	12,518.00
EF097266	12/02/26	TPG Telecom	Office telephone and communication expenses	5,276.70
EF097267	12/02/26	Prestige Property Maintenance Pty Ltd	Garden maintenance	53,922.10
EF097268	12/02/26	ATC Work Smart Inc	Labour hire and temporary replacement	448.82
EF097269	12/02/26	Twins (WA) Pty Ltd	Functions and events catering expenses	508.00
EF097270	12/02/26	Boyan Electrical Services	Electrical installation and repair	42,504.00
EF097271	12/02/26	Combat Clothing Australia Pty Ltd	Staff uniforms and protective equipment	1,146.20
EF097272	12/02/26	Stuart G Shackell Pty Ltd T/A Signarama Morley	Parks and gardens materials	4,273.50
EF097273	12/02/26	AAAC Towing Pty Ltd	Vehicle towing	807.40
EF097274	12/02/26	ibookingsystems	Memberships and subscriptions	99.00
EF097275	12/02/26	Pool & Pump Service & Repairs Pty Ltd	Minor equipment purchase	906.46
EF097276	12/02/26	CNW Pty Ltd	Building supplies and hardware	963.35
EF097277	12/02/26	Adapt-A-Lift Group Pty Ltd	Plant and vehicle repairs	1,438.05
EF097278	12/02/26	Programmed Skilled Workforce Ltd	Labour hire and temporary replacement	5,769.65
EF097279	12/02/26	AMS Technology Group Pty Ltd	Building maintenance and services	20,530.55
EF097280	12/02/26	Brownes Foods Operations Pty Ltd	Office stationery and consumables	176.80
EF097281	12/02/26	Team Global Express Pty Ltd T/A IPEC	Postage and courier charges	415.88
EF097282	12/02/26	Maylands Sports and Recreation Club Inc	Garden maintenance	11,500.00
EF097283	12/02/26	Australia and New Zealand Recycling Platform Ltd	Waste collection and hygiene services	4,320.67
EF097284	12/02/26	Specialist Wholesalers Pty Ltd T/A Truckline	Plant and vehicle parts and materials	8.59
EF097285	12/02/26	WPC Group Ltd	Garden maintenance	17,626.49
EF097286	12/02/26	Code Research Pty Ltd T/A PWD (Australia)	Marketing and promotional material	8,000.00
EF097287	12/02/26	Dawson's Garden World Trust T/A Dawson's Garden World	Parks and gardens materials	202.55
EF097288	12/02/26	AA Collard Pty Ltd T/A Garden Care West (WA)	Parks and gardens reticulation repairs and upgrade	330.00
EF097289	12/02/26	ELM (WA) Pty Ltd	Parks and gardens materials	6,861.14
EF097290	12/02/26	Beak Engineering (Aust) Pty Ltd T/A Ausnet Custom Netting	Parks and gardens contract payments	23,345.30
EF097291	12/02/26	AFGRI Equipment Australia Pty Ltd	Plant and vehicle repairs	1,449.29
EF097292	12/02/26	Techworks Plumbing Pty Ltd Techworks Plumbing Pty Ltd	Building maintenance and services	2,754.83
EF097293	12/02/26	The Trustee for The Bailey Family Trust T/A Top of the Ladder Gutter Cleaning	Cleaning services	6,875.00
EF097294	12/02/26	Group Maintenance (1982) Pty Ltd	Building maintenance and services	8,596.50
EF097295	12/02/26	Art Jam WA Pty Ltd	Community engagement framework	495.00
EF097296	12/02/26	Murray Christopher Armenti T/A Visions Photography	Photography / video production	550.00
EF097297	12/02/26	Shipstone Building Services Pty Ltd	Construction and civil works technical support	3,817.00
EF097298	12/02/26	C T Do & D L Nguyen T/A Bee-Jays Deli	Community engagement framework	605.00
EF097299	12/02/26	Robert Walters Pty Ltd	Labour hire and temporary replacement	4,784.28
EF097300	12/02/26	Mobile Sentinel Pty Ltd T/A Little Rippers Technology	Animal supplies and services	9,385.20
EF097301	12/02/26	LGRCEU (WA) T/A The Western Australian Municipal Road Boards Parks	Payroll payment	984.00
EF097302	12/02/26	Gymwise WA Pty Ltd T/A Gymwise WA	Equipment maintenance	1,083.50
EF097303	12/02/26	ICU Solarcam Pty Ltd	Buildings and events security expenses	1,672.00
EF097304	12/02/26	Kirsten Lorraine Langer T/A Event Bike Rack Hire	Equipment hire	492.00
EF097305	12/02/26	McLeods Lawyers Pty Ltd	Legal expenses and court costs	642.40
EF097306	12/02/26	Elyse Rhiannan Crane	Publications	2,400.00
EF097307	12/02/26	Beinformed Group Pty Ltd T/A BeCarWise	Staff superannuation and other deductions	1,164.85
EF097308	12/02/26	Novated Lease Australia Pty Ltd	Staff superannuation and other deductions	1,604.51
EF097309	12/02/26	Marc David Cirket Ford T/A Openscope Construction	Engineering works materials	558.25
EF097310	12/02/26	Aussie Pool Covers Pty Ltd T/A Aussie Pool Covers	Equipment maintenance	240.00
EF097311	12/02/26	TTJ Investments Pty Ltd T/A Bent Logic	Recreation and gymnasium equipment	2,260.50
EF097312	12/02/26	Zenith Executive Search Pty Ltd	Labour hire and temporary replacement	1,556.52
EF097313	12/02/26	Training Momentum Pty Ltd	Staff training, development and support	6,975.00
EF097314	12/02/26	Workfast Infrastructure Pty Ltd	Labour hire and temporary replacement	3,378.28
EF097315	12/02/26	Flare HR Pty Ltd	Staff superannuation and other deductions	1,770.31
EF097316	12/02/26	Amazon Web Services Inc	IT network maintenance	1,369.37
EF097317	12/02/26	B.D West & J.C West T/A Westgrow Farm Trees	Equipment purchases	21,362.28
EF097318	12/02/26	Hopkins Aus Pty Ltd	Minor equipment purchase	3,183.02
EF097320	20/02/26	AlintaGas Sales Pty Ltd	Gas usage charges	126.00
EF097321	20/02/26	Cat Haven	Animal supplies and services	561.50
EF097322	20/02/26	Cleanaway Pty Ltd	Waste collection and hygiene services	1,652.34
EF097323	20/02/26	Synergy	Electricity charges (other than street lighting)	136,934.60
EF097324	20/02/26	Water Corporation	Water usage charges	14,778.11
EF097325	20/02/26	Insight Enterprises Australia Pty Ltd	Software maintenance	164,807.91
EF097326	20/02/26	Beaver Tree Services Australia Pty Ltd	Garden maintenance	10,384.00
EF097327	20/02/26	Wholesale Promotions Warehouse Pty Ltd	Marketing and promotional material	1,537.80
EF097328	20/02/26	Telstra Limited	Office telephone and communication expenses	1,280.08
EF097329	20/02/26	CTI5 Pty Ltd T/A CTI Risk Management-Petty Cash	Petty cash reimbursement	1,150.35
EF097330	20/02/26	George Greene	Refund residential verge deposit	2,300.00
EF097331	20/02/26	Chi Wei Chen	Refund miscellaneous	77.00
EF097332	20/02/26	INO Expansion Strip WA	Refund sundry debtor	162.00
EF097333	20/02/26	Julian Corica & Melissa Merendino	Refund crossover	843.75

Reference	*Date*	*Creditor Name*	*Invoice details*	*Amount Paid*
Payments				$
EF097334	20/02/26	Nicholas Frank Puglia & Georgia Puglia	Refund crossover	843.75
EF097335	20/02/26	Mind Buzz Pty Ltd	Refund bond	550.00
EF097336	20/02/26	SC Services Pty Ltd	Refund bond	550.00
EF097337	20/02/26	Nathan Tan and Evonne Lee	Refund bond	550.00
EF097338	20/02/26	National Basketball League Pty Ltd	Refund bond	320.65
EF097339	20/02/26	Kids Camp Ltd TA Cahoots	Refund bond	550.00
EF097340	20/02/26	Hillcrest Primary School	Refund bond	200.00
EF097341	20/02/26	C N Mann & K M Mann	Refund residential verge deposit	1,560.00
EF097342	20/02/26	Nana Maeshinjo	Refund animal sterilisation	150.00
EF097343	20/02/26	Fulton Hogan Industries Pty Ltd	Refund bond	1,000.00
EF097344	20/02/26	Chris O'Brien	Refund rates overpayment	181.76
EF097345	20/02/26	Danielle Tuyet Dung Nguyen	Refund rates overpayment	466.32
EF097346	20/02/26	Prosperity Beauty Pty Ltd	Refund rates overpayment	1,638.66
EF097347	20/02/26	Lachlan James Kipling & Samantha Clare Oliver	Catio Rebate	500.00
EF097348	20/02/26	Toan Vu	Refund animal sterilisation	51.68
EF097349	19/02/26	Asphaltech Pty Ltd	Engineering works materials	538,157.92
EF097350	19/02/26	Campbell's Janitor Supplies Pty Ltd T/A The Goods Australia	Cleaning supplies	252.01
EF097351	19/02/26	Bayswater Morley Districts Cricket Club Inc	Garden maintenance	18,933.33
EF097352	19/02/26	Bunnings Group Ltd	Engineering works materials	2,069.29
EF097353	19/02/26	Chemistry Centre (WA)	Environmental testing and sampling	2,805.98
EF097354	19/02/26	Eastern Metropolitan Regional Council	Waste collection and hygiene services	386,344.60
EF097355	19/02/26	Fuel Distributors of WA Pty Ltd	Fuel and oil	18,112.98
EF097356	19/02/26	Institute of Public Works Engineering Australasia - WA Inc.	Memberships and subscriptions	1,180.00
EF097357	19/02/26	M & B Sales Pty Ltd	Building maintenance and services	210.03
EF097358	19/02/26	Max & Claire Pty Ltd T/A Ergolink	Minor equipment purchase	1,035.26
EF097359	19/02/26	McIntosh Holdings Pty Ltd	Plant and vehicle repairs	2,866.36
EF097360	19/02/26	Natural Area Holdings Pty Ltd	Environmental health services and supplies	6,055.50
EF097361	19/02/26	Officeworks Ltd T/A Officeworks	Office stationery and consumables	152.00
EF097362	19/02/26	Sports Turf Technology Pty Ltd	Parks and gardens contract payments	3,446.47
EF097363	19/02/26	St John Ambulance Western Australia Ltd	Staff training, development and support	4,520.00
EF097364	19/02/26	Technology One Limited	Software maintenance	5,072.91
EF097365	19/02/26	Wattleup Tractors	Plant and vehicle repairs	1,006.80
EF097366	19/02/26	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	1,151.57
EF097367	19/02/26	A1 Locksmiths	Key / lock services	250.00
EF097368	19/02/26	LGISWA	Insurance premium	68,808.32
EF097369	19/02/26	Scott Printers Pty Ltd	Printing and graphic design expenses	2,371.60
EF097370	19/02/26	Rubek Automatic Doors	Building maintenance and services	390.50
EF097371	19/02/26	Town of Cambridge	Staff leave and entitlement	6,573.92
EF097372	19/02/26	Marketforce Pty Ltd	Signage and banners	2,651.00
EF097373	19/02/26	The Trustee for the Ingwelala Trust T/A Westoz Food Distribu	Kiosk stock	243.82
EF097374	19/02/26	Brenfield Pty Ltd T/A Promolab	Staff uniforms and protective equipment	4,996.20
EF097375	19/02/26	E Fire & Safety	Minor equipment purchase	889.70
EF097376	19/02/26	ADT Security	Buildings and events security expenses	61.22
EF097377	19/02/26	LGConnect Pty Ltd	Labour hire and temporary replacement	23,678.05
EF097378	19/02/26	Led Signs Pty Ltd	Marketing and promotional material	688.60
EF097379	19/02/26	Morley Mower Centre	Plant and vehicle repairs	616.00
EF097380	19/02/26	CITEC Confirm	Vehicle searches	62.40
EF097381	19/02/26	Contra-flow Pty Ltd	Traffic management	13,682.24
EF097382	19/02/26	Avantgarde Technologies Pty Ltd	Labour hire and temporary replacement	61,908.00
EF097383	19/02/26	Woolworths Group Limited	Office stationery and consumables	121.03
EF097384	19/02/26	Living Turf	Parks and gardens materials	2,288.00
EF097385	19/02/26	BP Australia Pty Ltd	Fuel and oil	2,509.39
EF097386	19/02/26	Evenflow Irrigation	Vehicle and plant hire	3,080.00
EF097387	19/02/26	F E Technologies Pty Ltd	Equipment purchases	13,539.90
EF097388	19/02/26	The Trustee for the O'Grady Family Trust Efficient Site Services	Waste collection and hygiene services	8,805.50
EF097389	19/02/26	Carol Foley	Youth and seniors community activities	340.00
EF097390	19/02/26	Twins (WA) Pty Ltd	Functions and events catering expenses	1,822.00
EF097391	19/02/26	Boyan Electrical Services	Electrical installation and repair	29,519.61
EF097392	19/02/26	AAAC Towing Pty Ltd	Vehicle towing	741.40
EF097393	19/02/26	Jacqueline Oh	Staff allowances and reimbursements	268.01
EF097394	19/02/26	Pool & Pump Service & Repairs Pty Ltd	Aquatic maintenance and services	3,134.26
EF097395	19/02/26	CNW Pty Ltd	Building supplies and hardware	748.44
EF097396	19/02/26	Programmed Skilled Workforce Ltd	Labour hire and temporary replacement	5,641.72
EF097397	19/02/26	AMS Technology Group Pty Ltd	Equipment purchases	53,022.55
EF097398	19/02/26	Brownes Foods Operations Pty Ltd	Office stationery and consumables	176.80
EF097399	19/02/26	Team Global Express Pty Ltd T/A IPEC	Postage and courier charges	332.71
EF097400	19/02/26	Kamalika Andrews T/A The Nappy Guru	Marketing and promotional material	2,150.00
EF097401	19/02/26	WPC Group Ltd	Labour hire and temporary replacement	7,697.72
EF097402	19/02/26	AA Collard Pty Ltd T/A Garden Care West (WA)	Garden maintenance	990.00
EF097403	19/02/26	Miltom Pty Ltd T/A Classic Hire	Equipment hire	1,774.85
EF097404	19/02/26	Superior Nominees Pty Ltd T/A Miracle Recreation Equipment	Equipment purchases	3,740.00
EF097405	19/02/26	TJ & RJ Sellick Pty Ltd T/A Lawn Doctor Turf Solutions	Garden maintenance	9,621.47
EF097406	19/02/26	Pases Aqua Pty Ltd	Parks and gardens materials	2,100.00
EF097407	19/02/26	The Trustee for The Broomhead Family Trust T/A The Broomhead Family Trust	Community engagement framework	450.00
EF097408	19/02/26	Lizo Pty Ltd T/A Stihl Shop Osborne Park	Parks and gardens materials	499.50
EF097409	19/02/26	Epic Catering & Events Services Pty Ltd	Functions and events catering expenses	379.50
EF097410	19/02/26	R & M Associates Pty Ltd T/A The Drug Detection Agency - Kewdale	Medical services and materials	1,276.55
EF097411	19/02/26	Kilmore Group Pty Ltd T/A Timberbuilt AU	Construction and civil works payments	8,856.83
EF097412	19/02/26	Robert Walters Pty Ltd	Labour hire and temporary replacement	7,464.69
EF097413	19/02/26	McLeods Lawyers Pty Ltd	Legal expenses and court costs	3,700.78
EF097414	19/02/26	Environex International Pty Ltd	Aquatic chemicals and consumables	504.90
EF097415	19/02/26	Source Machinery Pty Ltd	Plant and vehicle repairs	80.30
EF097416	19/02/26	Sava Hatzianastasiou T/A Design Vault	Marketing and promotional material	726.00
EF097417	19/02/26	The Trustee for the Hall Family Trust T/A Glide Print	Printing and graphic design expenses	1,326.60
EF097418	19/02/26	WATFS Pty Ltd T/A WA Temporary Fencing Supplies	Equipment hire	660.00
EF097419	19/02/26	Australasian Events Pty Ltd T/A Ace Security and Events Services	Buildings and events security expenses	12,788.26

Reference	*Date*	*Creditor Name*	*Invoice details*	*Amount Paid*
Payments				**$**
EF097420	19/02/26	Zenith Executive Search Pty Ltd	Labour hire and temporary replacement	1,622.75
EF097421	19/02/26	Bernic De Waal T/A Roadscan	Construction and civil works payments	29,578.45
EF097422	19/02/26	Hill & Canning Consulting Engineers Pty Ltd	Professional consultancy services	22,458.33
EF097423	19/02/26	The Trustee for Whale Family Trust T/A Quash Soundproofing	Construction and civil works payments	1,989.68
EF097424	19/02/26	AVCRM Products Pty Ltd	Pest control	1,331.00
EF097425	19/02/26	Sephy Pariente	Staff training, development and support	300.00
EF097426	19/02/26	Christopher Mcrae	Youth and seniors community activities	400.00
EF097427	27/02/26	AlintaGas Sales Pty Ltd	Gas usage charges	3,670.40
EF097428	27/02/26	Cleanaway Pty Ltd	Waste collection and hygiene services	81,133.97
EF097429	27/02/26	Synergy	Electricity charges (other than street lighting)	783.50
EF097430	27/02/26	Western Australian Electoral Commission	Fees and charges	286,431.23
EF097431	27/02/26	WA Local Government Association	Staff training, development and support	2,046.00
EF097432	27/02/26	Water Corporation	Water usage charges	23,046.13
EF097433	27/02/26	Insight Enterprises Australia Pty Ltd	Software maintenance	71,143.49
EF097434	27/02/26	Perth Energy Pty Ltd T/A Goldfields Energy	Gas usage charges	14,880.63
EF097435	27/02/26	West Coast Spring Water Pty Ltd T/A Aussie Natural Spring Water	Kiosk stock	129.96
EF097436	27/02/26	Australian Institute of Management WA Ltd	Licence and permit renewal	1,100.00
EF097437	27/02/26	Telstra Limited	Office telephone and communication expenses	18,590.24
EF097438	27/02/26	Apex Drones Pty Ltd	Pest control	9,800.00
EF097439	27/02/26	Toni Snoeren	Staff allowances and reimbursements	18.00
EF097440	27/02/26	Nicole Rae Durrant	Staff allowances and reimbursements	147.76
EF097441	27/02/26	Lumix Building Pty Ltd	Refund residential verge deposit	1,560.00
EF097442	27/02/26	Brammer Constructions	Refund residential verge deposit	1,560.00
EF097443	27/02/26	JC & CJ Day	Refund residential verge deposit	1,435.00
EF097444	27/02/26	Riverview Property Group Pty Ltd	Refund rates overpayment	4,627.63
EF097445	27/02/26	Ace Painting Group	Refund bond	900.00
EF097446	27/02/26	Alex Lim	Refund health centre memberships	933.80
EF097447	27/02/26	Khin Mar	Refund bond	1,000.00
EF097448	27/02/26	Jieying Yang	Refund health centre memberships	289.31
EF097449	27/02/26	Caterina Rossi	Refund health centre memberships	73.27
EF097450	27/02/26	Home Group WA Pty Ltd	Refund residential verge deposit	1,400.00
EF097451	27/02/26	JCorp Pty Ltd	Refund residential verge deposit	1,400.00
EF097452	27/02/26	Tangent Nominees Pty Ltd	Refund residential verge deposit	1,485.23
EF097453	27/02/26	Kaveri Temple	Refund residential verge deposit	1,560.00
EF097454	27/02/26	Andrew Smith	Refund residential verge deposit	2,300.00
EF097455	27/02/26	Nat Leigh Investments Pty Ltd	Refund residential verge deposit	1,485.23
EF097456	27/02/26	Clinton James & Samantha Jane Edwards	Refund library charges	11.00
EF097457	27/02/26	Action Glass & Aluminium	Building supplies and hardware	2,118.71
EF097458	27/02/26	Campbell's Janitor Supplies Pty Ltd T/A The Goods Australia	Cleaning supplies	225.29
EF097459	27/02/26	Australian Services Union	Payroll payment	298.10
EF097460	27/02/26	Award Contracting Pty Ltd	Underground Scanning	4,598.00
EF097461	27/02/26	Battery King Australia Pty Ltd	Plant and vehicle parts and materials	438.90
EF097462	27/02/26	Bayswater Morley Districts Cricket Club Inc	Garden maintenance	56,799.94
EF097463	27/02/26	J.Blackwood & Son Pty Ltd T/A Blackwoods Atkins	Minor equipment purchase	1,617.56
EF097464	27/02/26	Boya Equipment Pty Ltd	Plant and vehicle repairs	81.22
EF097465	27/02/26	Bunnings Group Ltd	Engineering works materials	3,346.58
EF097466	27/02/26	Capital Recycling	Engineering works materials	7,920.00
EF097467	27/02/26	Child Support Agency	Payroll payment	1,629.83
EF097468	27/02/26	Children's Book Council of Australia WA Branch Inc.	Community engagement framework	80.00
EF097469	27/02/26	Australian Taxation Office	Payroll payment	343,620.00
EF097470	27/02/26	Winc Australia Pty Ltd	Minor equipment purchase	5,848.69
EF097471	27/02/26	Eastern Metropolitan Regional Council	Waste collection and hygiene services	120,097.75
EF097472	27/02/26	Fasta Courier Unit Trust	Postage and courier charges	160.17
EF097473	27/02/26	Fuel Distributors of WA Pty Ltd	Fuel and oil	4,703.64
EF097474	27/02/26	Roy Galvin & Co. Pty Ltd T/A Galvins Plumbing Supplies	Building supplies and hardware	2,629.74
EF097475	27/02/26	Garrards Pty Ltd	Environmental health services and supplies	4,996.20
EF097476	27/02/26	Health Insurance Fund of WA	Payroll payment	74.40
EF097477	27/02/26	Institute of Public Works Engineering Australasia - WA Inc.	Conference expenses	2,000.00
EF097478	27/02/26	Rosmech Sales & Service Pty Ltd	Plant and vehicle repairs	1,419.00
EF097479	27/02/26	McIntosh Holdings Pty Ltd	Equipment repairs	770.98
EF097480	27/02/26	Ixom Operations Pty Ltd	Aquatic chemicals and consumables	174.25
EF097481	27/02/26	Reece Australia Pty Ltd T/A Reece Plumbing	Aquatic maintenance and services	2,178.55
EF097482	27/02/26	GPC Asia Pacific Pty Ltd T/A Repco	Plant and vehicle repairs	1,418.28
EF097483	27/02/26	The Trustee for The Herbert Family Trust T/A Repeat Plastics (WA)	Parks and gardens reticulation repairs and upgrade	20,622.36
EF097484	27/02/26	Daine Batchelor T/A Tintworks Morley	Plant and vehicle repairs	400.00
EF097485	27/02/26	Sprayline Spraying Equipment	Plant and vehicle parts and materials	718.21
EF097486	27/02/26	St John Ambulance Western Australia Ltd	Medical services and materials	180.00
EF097487	27/02/26	Partout Pty Ltd T/A Statewide Bearings Group	Plant and vehicle parts and materials	94.42
EF097488	27/02/26	Judroc Pty Ltd T/A The Watershed Water Systems	Parks and gardens materials	33,957.39
EF097489	27/02/26	Tocojepa Pty Ltd T/A T-Quip	Plant and vehicle parts and materials	3,358.50
EF097490	27/02/26	Landgate	Title search	97.80
EF097491	27/02/26	Western Irrigation Pty Ltd	Garden maintenance	638.00
EF097492	27/02/26	Western Resource Recovery	Building maintenance and services	308.00
EF097493	27/02/26	Workclobber Trust & Lindal Family Trust T/A Work Clobber	Staff uniforms and protective equipment	165.00
EF097494	27/02/26	Morley/Noranda Recreation Club Inc	Parks and gardens contract payments	20,695.06
EF097495	27/02/26	Statewide Cleaning Supplies Pty Ltd	Cleaning supplies	655.38
EF097496	27/02/26	Nestle Australia Ltd	Office stationery and consumables	115.50
EF097497	27/02/26	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	2,271.15
EF097498	27/02/26	A1 Locksmiths	Key / lock services	1,371.00
EF097499	27/02/26	The Trustee for Swan Towing Trust	Vehicle towing	979.00
EF097500	27/02/26	Heidelberg Materials Australia Pty Ltd	Engineering works materials	342.76
EF097501	27/02/26	Blue Force Pty Ltd	Equipment maintenance	3,280.20
EF097502	27/02/26	Kevin Hennah T/A Hennah Kevin John	Staff training, development and support	199.00
EF097503	27/02/26	Town Inn Pty Ltd T/A Miss Maud	Functions and events catering expenses	210.05
EF097504	27/02/26	Department of Transport - Vehicle Search	Vehicle searches	2,398.65
EF097505	27/02/26	JB Hi-Fi Group Pty Ltd	Minor equipment purchase	4,334.14

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				$
EF097506	27/02/26	Paywise Pty Ltd	Payroll payment	4,315.38
EF097507	27/02/26	Abco Products Pty Ltd	Cleaning supplies	4,976.99
EF097508	27/02/26	Rubek Automatic Doors	Building maintenance and services	18,448.65
EF097509	27/02/26	Corsign WA Pty Ltd	Signage and banners	11,656.70
EF097510	27/02/26	The Trustee for the Ingwelala Trust T/A Westoz Food Distribu	Kiosk stock	1,006.69
EF097511	27/02/26	Relationships Australia Western Australia	Staff training, development and support	1,320.00
EF097512	27/02/26	Intelife Group Limited	Building maintenance and services	6,180.50
EF097513	27/02/26	Vorgee Pty Ltd	Kiosk stock	3,861.61
EF097514	27/02/26	Dowsing Group Pty Ltd	Engineering works materials	12,165.27
EF097515	27/02/26	E Fire & Safety	Fire suppression and alarm monitoring	1,961.24
EF097516	27/02/26	ADT Security	Buildings and events security expenses	284.43
EF097517	27/02/26	LGConnect Pty Ltd	Professional consultancy services	10,194.71
EF097518	27/02/26	The Trustee for Aberhart & Rajoo Unit Trust T/A W.A. Cleaning Equipment Repairs	Equipment maintenance	2,110.84
EF097519	27/02/26	The Trustee for the Dzodzos Family Trust	Parks and gardens materials	16,333.85
EF097520	27/02/26	Sonic Health Plus Pty Ltd	Medical services and materials	3,719.10
EF097521	27/02/26	Trauma Clean WA	Environmental services and supplies	585.99
EF097522	27/02/26	Aquamonix Pty Ltd	Parks and gardens materials	1,208.90
EF097523	27/02/26	Pirtek Malaga	Equipment repairs	755.56
EF097524	27/02/26	Contra-flow Pty Ltd	Traffic management	32,446.85
EF097525	27/02/26	Strata Corporation Pty Ltd T/A Stratagreen	Parks and gardens materials	3,064.16
EF097526	27/02/26	Avantgarde Technologies Pty Ltd	Equipment purchases	63,479.66
EF097527	27/02/26	Zircodata Pty Ltd	Document management and archiving	406.00
EF097528	27/02/26	T.M Coghill & J Reeves T/A Technologically Speaking	Youth and seniors community activities	375.00
EF097529	27/02/26	Woolworths Group Limited	Staff amenities	35.95
EF097530	27/02/26	Linemarking WA Pty Ltd	Engineering works materials	275.00
EF097531	27/02/26	Living Turf	Environmental health services and supplies	44,233.20
EF097532	27/02/26	Cleantex Pty Ltd	Cleaning services	835.71
EF097533	27/02/26	GFG Temporary Assist	Labour hire and temporary replacement	35,241.25
EF097534	27/02/26	Mader Contracting Pty Ltd	Labour hire and temporary replacement	13,398.00
EF097535	27/02/26	The Trustee for the O'Grady Family Trust Efficient Site Services	Engineering works materials	20,368.70
EF097536	27/02/26	Fresh Fields Management (Mertome Village) Pty Ltd	Garden maintenance	12,343.81
EF097537	27/02/26	Prestige Property Maintenance Pty Ltd	Parks and gardens contract payments	13,732.98
EF097538	27/02/26	Bucher Municipal Pty Ltd	Plant and vehicle repairs	4,016.29
EF097539	27/02/26	ATC Work Smart Inc	Trainee	298.16
EF097540	27/02/26	JBS & G Australia Pty Ltd	Professional consultancy services	5,480.20
EF097541	27/02/26	NoiseNet Operations Pty Ltd	Minor equipment purchase	5,020.00
EF097542	27/02/26	Twins (WA) Pty Ltd	Functions and events catering expenses	592.00
EF097543	27/02/26	Boyan Electrical Services	Electrical installation and repair	39,741.12
EF097544	27/02/26	Ricoh Australia Pty Ltd	Photocopying contract charges	5,087.92
EF097545	27/02/26	The Trustee for the Hall Family Trust T/A The Organising School	Youth and seniors community activities	450.00
EF097546	27/02/26	AAAC Towing Pty Ltd	Vehicle towing	370.70
EF097547	27/02/26	The Trustee for Silverspring Trust T/A T J Depiazzi & Sons	Parks and gardens materials	8,796.70
EF097548	27/02/26	Pool & Pump Service & Repairs Pty Ltd	Aquatic maintenance and services	7,831.12
EF097549	27/02/26	Urban Resources Pty Ltd	Parks and gardens materials	5,702.40
EF097550	27/02/26	CNW Pty Ltd	Building supplies and hardware	3,030.86
EF097551	27/02/26	Product Recovery Industries Pty Ltd	Engineering works materials	3,553.00
EF097552	27/02/26	Programmed Skilled Workforce Ltd	Labour hire and temporary replacement	4,586.30
EF097553	27/02/26	Backpackers FC Pty Ltd	Construction and civil works payments	990.00
EF097554	27/02/26	Syrinx Environmental Pty Ltd	Professional consultancy services	1,530.65
EF097555	27/02/26	IWM (PBH) Pty Ltd T/A Perth Bin Hire	Waste collection and hygiene services	1,279.74
EF097556	27/02/26	AMS Technology Group Pty Ltd	Building supplies and hardware	9,206.34
EF097557	27/02/26	Brownes Foods Operations Pty Ltd	Office stationery and consumables	101.66
EF097558	27/02/26	Team Global Express Pty Ltd T/A IPEC	Postage and courier charges	407.24
EF097559	27/02/26	Aarco Environmental Solutions Pty Ltd	Environmental health services and supplies	1,870.00
EF097560	27/02/26	Artref Pty Ltd	Printing and graphic design expenses	945.98
EF097561	27/02/26	WPC Group Ltd	Labour hire and temporary replacement	11,832.35
EF097562	27/02/26	AFL Sports Ready Ltd	Labour hire and temporary replacement	358.08
EF097563	27/02/26	Tyrecycle Pty Ltd	Waste collection and hygiene services	1,653.49
EF097564	27/02/26	Tool Kit Depot	Plant and vehicle repairs	2,467.64
EF097565	27/02/26	Miltom Pty Ltd T/A Classic Hire	Parks and gardens materials	3,262.57
EF097566	27/02/26	Superior Nominees Pty Ltd T/A Miracle Recreation Equipment	Plant and vehicle parts and materials	1,457.50
EF097567	27/02/26	TJ & RJ Sellick Pty Ltd T/A Lawn Doctor Turf Solutions	Garden maintenance	27,363.61
EF097568	27/02/26	The Trustee for Maj Trust T/A Sheridan's	Staff uniforms and protective equipment	1,025.15
EF097569	27/02/26	T C Precast Pty Ltd T/A Hydra Storm	Parks and gardens materials	4,147.00
EF097570	27/02/26	Specialist Trailer Builders Pty T/A OMB WA	Plant and vehicle parts and materials	616.00
EF097571	27/02/26	The First Aid Group Pty Ltd	Medical services and materials	1,075.03
EF097572	27/02/26	Techworks Plumbing Pty Ltd Techworks Plumbing Pty Ltd	Equipment maintenance	2,772.56
EF097573	27/02/26	Arbor Centre Group Pty Ltd	Parks and gardens contract payments	4,334.00
EF097574	27/02/26	Group Maintenance (1982) Pty Ltd	Minor equipment purchase	379.50
EF097575	27/02/26	RTV Computers Pty Ltd	Information technology minor purchases	1,008.48
EF097576	27/02/26	Epic Catering & Events Services Pty Ltd	Functions and events catering expenses	198.00
EF097577	27/02/26	Omnicom Media Group Australia Pty Ltd	Buildings and events security expenses	4,538.02
EF097578	27/02/26	JEC Holdings WA Pty Ltd T/A CAI Fences	Fencing	14,114.13
EF097579	27/02/26	CTI5 Pty Ltd T/A CTI Risk Management	Petty cash reimbursement	2,515.74
EF097580	27/02/26	LGRCEU T/A The Western Australian Municipal Road Boards Parks	Payroll payment	1,008.00
EF097581	27/02/26	OHSG Pty Ltd T/A Dean's Autoglass	Construction and civil works payments	1,275.00
EF097582	27/02/26	JBG Hospitality Pty Ltd T/A Noranda IGA	Animal supplies and services	83.30
EF097583	27/02/26	Carpet Fair Pty Ltd T/A City Commercial Floorcoverings	Building maintenance and services	600.00
EF097584	27/02/26	Fortis Security Pty Ltd	Building supplies and hardware	4,128.50
EF097585	27/02/26	McLeods Lawyers Pty Ltd	Legal expenses and court costs	8,063.00
EF097586	27/02/26	The Trustee for Story Family Trust T/A Steve's Sand Sifting for Playground Services	Parks and gardens contract payments	8,831.90
EF097587	27/02/26	Beinformed Group Pty Ltd T/A BeCarWise	Payroll payment	1,087.74
EF097588	27/02/26	Environex International Pty Ltd	Aquatic chemicals and consumables	5,481.87
EF097589	27/02/26	Source Machinery Pty Ltd	Plant and vehicle parts and materials	1,279.23
EF097590	27/02/26	Novated Lease Australia Pty Ltd	Staff superannuation and other deductions	1,470.81
EF097591	27/02/26	KR Surveys Pty Ltd	Engineering works materials	3,575.00

Reference	*Date*	*Creditor Name*	*Invoice details*	*Amount Paid*
Payments				**$**
EF097592	27/02/26	Earthtrack Group Pty Ltd	Equipment purchases	16,082.00
EF097593	27/02/26	CDM Australia Pty Ltd	IT network maintenance	44,000.00
EF097594	27/02/26	Zenith Executive Search Pty Ltd	Labour hire and temporary replacement	993.52
EF097595	27/02/26	Lee Hecht Harrison Pty Ltd	Professional consultancy services	550.00
EF097596	27/02/26	RTS Group (WA) Pty Ltd T/A RTS Training	Staff training, development and support	365.00
EF097597	27/02/26	Bernic De Waal T/A Roadscan	Construction and civil works payments	25,144.90
EF097598	27/02/26	Watchtower Security Pty Ltd	Buildings and events security expenses	1,309.00
EF097599	27/02/26	Rute Sofia Morais T/A Crooked Lines Design Studio	Building maintenance and services	1,694.00
EF097600	27/02/26	Flare HR Pty Ltd	Payroll payment	1,686.47
EF097601	27/02/26	3CIR Pty Ltd	Staff training, development and support	1,935.00
EF097602	27/02/26	Head Oceania Pty Ltd T/A Zoggs Australia	Kiosk stock	403.15
EF097603	27/02/26	Scott Alexander Neasham T/A Elite DJs Perth	Community engagement framework	750.00
EF097604	27/02/26	Crown Equipment Pty Ltd	Plant and vehicle purchasing	25,848.90
EF097605	27/02/26	CK Maloney Surveying Pty Ltd	Engineering works materials	7,920.00
EF097606	27/02/26	Bayley House T/A Hidden Disabilities Sunflower	Staff training, development and support	2,535.27
EF097607	27/02/26	Lisa Katherine Driehuis T/A Chair Dancing Perth	Youth and seniors community activities	280.00
				7,282,821.97
Cancelled Payments				
BP000316	20/02/26	Department of Creative Industries, Tourism and Sport		-1,039.76
BP000319	27/02/26	Coca Cola Europacific Partners Australia Pty Ltd		-861.70
BP000320	27/02/26	RAC Businesswise		-148.00
EF097016	25/02/26	C & O D'Addario		-90.00
EF097017	25/02/26	Shani and Tom		-90.10
EF097055	18/02/26	George Greene		-2,300.00
				-4,529.56

City of Bayswater

List of Payment - Trust
for the period 1 February 2026 to 28 February 2026

Reference	*Date*	*Creditor Name*	*Invoice details*	*Amount Paid*
Payments				**$**
EF097064	05/02/26	Department of Planning, Lands and Heritage	Refund development application fee	6,322.00
EF097065	05/02/26	Adolfo Zepeda	Refund BSL	61.65
EF097066	05/02/26	James Ivins	Refund BSL	61.65
EF097319	19/02/26	Department of Mines, Industry Regulation and Safety	Building services levy	15,876.19
				22,321.49

City of Bayswater

Corporate Credit Card Transactions
for the period 29 January 2026 to 27 February 2026

Date	Supplier	Description		Amount $
Chief Executive Officer				
02/02/26	Australian Institute of Company Directors	Memberships and subscriptions		750.00
09/02/26	Uber	Travel expenses		17.38
12/02/26	Green Street Café	Food and drinks		11.14
13/02/26	Charlies Fresh Food	Food and drinks		42.60
13/02/26	Days Fresh Market	Food and drinks		22.18
16/02/26	ChatGPT	Memberships and subscriptions		28.69
16/02/26	Tickets Local Gove	Conference expenses		235.00
16/02/26	Perth Airport	Parking fees		154.27
19/02/26	Uber	Travel expenses		13.62
19/02/26	Uber	Travel expenses		13.29
20/02/26	Uber	Travel expenses		11.69
20/02/26	Uber	Travel expenses		11.19
23/02/26	CPP Convention Centre	Parking fees		15.14
26/02/26	Uber	Travel expenses		35.05
26/02/26	Uber	Travel expenses		31.22
			Card Total	1,392.46
Director Community Services				
04/02/26	WA News	Memberships and subscriptions		8.00
05/02/26	Twilio	Memberships and subscriptions		143.99
09/02/26	Department of Justice	Legal expenses and court costs		194.30
09/02/26	Department of Justice	Legal expenses and court costs		194.30
11/02/26	WA News	Memberships and subscriptions		8.00
12/02/26	Uber Gift Card	Gifts and presentations		200.00
12/02/26	Yarn Marketplace	Marketing and promotional material		163.60
13/02/26	Digicert	Fees and Charges		142.57
16/02/26	Department of Local Government, Industry Regulation and Safety	Licence and permit renewal		1,200.00
18/02/26	WA News	Memberships and subscriptions		8.00
19/02/26	Australian Library and Information Association	Conference expenses		2,045.00
20/02/26	Daily Blooms	Gifts and presentations		104.95
25/02/26	WA News	Memberships and subscriptions		8.00
			Card Total	4,420.71
Director Corporate Services				
30/01/26	Agoda	Conference expenses		(1,464.97)
02/02/26	Agoda	Conference expenses		1,123.47
03/02/26	WA News	Memberships and subscriptions		8.00
04/02/26	Coles	Gifts and presentations		1,889.85
05/02/26	Create Send	Memberships and subscriptions		671.00
10/02/26	WA News	Memberships and subscriptions		8.00
10/02/26	Standards Australia	Memberships and subscriptions		257.10
16/02/26	Meta Platforms Ireland Ltd T/A Facebook	Marketing and promotional material		806.74
17/02/26	WA News	Memberships and subscriptions		8.00
24/02/26	WA News	Memberships and subscriptions		8.00
26/02/26	Qantas Airways	Conference expenses		506.36
			Card Total	3,821.55
Director Infrastructure & Assets				
02/02/26	Transport WA	Licence and permit renewal		162.55
04/02/26	Inglewood Public	Food and drinks		16.78
10/02/26	Fastfield	Memberships and subscriptions		108.15
16/02/26	ChatGPT	Memberships and subscriptions		28.69
23/02/26	Transport WA	Licence and permit renewal		47.70
			Card Total	363.87
			Grand Total	**9,998.59**

City of Bayswater

List of Corporate Purchase Card Transactions
for the period 1 February 2026 to 28 February 2026

Date	Description		Amount $
Bunnings Group Ltd			
2218			
03/02/26	Construction and civil works tools and materials		79.76
		Sub Total	79.76
3686			
31/12/25	Parks and gardens materials		174.48
20/01/26	Parks and gardens materials		2.98
29/01/26	Minor equipment purchase		119.04
		Sub Total	296.50
3292			
22/01/26	Building supplies and hardware		133.46
02/02/26	Building supplies and hardware		49.80
03/02/26	Building supplies and hardware		31.21
		Sub Total	214.47
9176			
07/01/26	Building maintenance and services		344.66
08/01/26	Building maintenance and services		232.59
13/01/26	Building supplies and hardware		63.78
20/01/26	Building supplies and hardware		52.79
21/01/26	Building supplies and hardware		60.26
22/01/26	Building supplies and hardware		58.12
23/01/26	Building supplies and hardware		56.28
29/01/26	Building supplies and hardware		70.56
29/01/26	Building supplies and hardware		72.37
03/02/26	Building supplies and hardware		25.49
		Sub Total	1,036.90
7788			
09/01/26	Minor equipment purchase		48.61
22/01/26	Minor equipment purchase		69.47
		Sub Total	118.08
0012			
08/01/26	Equipment maintenance		143.78
14/01/26	Equipment maintenance		56.96
16/01/26	Equipment maintenance		236.55
29/01/26	Equipment maintenance		348.29
03/02/26	Equipment maintenance		214.50
03/02/26	Equipment maintenance		24.91
		Sub Total	1,024.99
7447			
16/12/25	Parks and gardens materials		19.64
23/12/25	Parks and gardens materials		42.39
27/01/26	Minor equipment purchase		42.39
27/01/26	Minor equipment purchase		56.31
		Sub Total	160.73

Date	Description		Amount $
2706			
08/01/26	Equipment maintenance		140.51
20/01/26	Equipment maintenance		453.70
30/01/26	Equipment maintenance		237.35
		Sub Total	831.56
5762			
18/12/25	Equipment maintenance		28.82
19/12/25	Engineering works materials		74.85
19/12/25	Plant and vehicle parts and materials		61.79
19/12/25	Plant and vehicle parts and materials		81.84
20/01/26	Plant and vehicle parts and materials		174.30
22/01/26	Minor equipment purchase		66.08
28/01/26	Engineering works materials		197.25
		Sub Total	684.93
8394			
13/01/26	Building supplies and hardware		24.91
21/01/26	Minor equipment purchase		106.16
23/01/26	Building supplies and hardware		62.65
27/01/26	Building supplies and hardware		116.28
		Sub Total	310.00
4766			
17/12/25	Parks and gardens materials		34.78
19/12/25	Parks and gardens materials		133.29
19/12/25	Parks and gardens materials		126.72
24/12/25	Minor equipment purchase		131.96
24/12/25	Parks and gardens materials		201.50
29/12/25	Parks and gardens materials		132.92
29/12/25	Parks and gardens materials		53.51
29/12/25	Parks and gardens materials		56.06
02/01/26	Parks and gardens materials		38.06
06/01/26	Parks and gardens materials		34.01
13/01/26	Parks and gardens materials		143.76
19/01/26	Minor equipment purchase		179.98
		Sub Total	1,266.55
6649			
07/01/26	Minor equipment purchase		52.30
13/01/26	Equipment maintenance		115.72
21/01/26	Equipment maintenance		128.34
21/01/26	Minor equipment purchase		32.10
		Sub Total	328.46
8073			
06/01/26	Building maintenance and services		8.43
22/01/26	Building supplies and hardware		103.05
22/01/26	Building supplies and hardware		51.03
27/01/26	Building supplies and hardware		65.53
28/01/26	Building supplies and hardware		88.24
28/01/26	Building supplies and hardware		654.28
02/02/26	Building supplies and hardware		21.63
03/02/26	Minor equipment purchase		19.95
		Sub Total	1,012.14

Date	Description		Amount $
0999			
14/01/26	Building supplies and hardware		61.94
21/01/26	Building supplies and hardware		19.98
22/01/26	Building supplies and hardware		14.32
27/01/26	Building supplies and hardware		64.00
27/01/26	Building supplies and hardware		17.20
28/01/26	Building supplies and hardware		37.93
		Sub Total	215.37
0099			
28/01/26	Environmental health services & supplies		32.91
03/02/26	Environmental health services & supplies		27.36
		Sub Total	60.27
9220			
06/01/26	Environmental services & supplies		85.21
07/01/26	Environmental services & supplies		26.29
16/01/26	Environmental services & supplies		24.04
		Sub Total	135.54
tson			
07/01/26	Building maintenance and services		58.78
		Sub Total	58.78
		Bunnings Group Ltd Total	7,835.03
BP Australia Pty Ltd			
0090			
11/12/2025	Fuel and oil for council fleet		216.25
21/12/2025	Fuel and oil for council fleet		189.56
14/01/2026	Fuel and oil for council fleet		178.57
		Sub Total	584.38
0116			
02/12/2025	Fuel and oil for council fleet		63.02
09/12/2025	Fuel and oil for council fleet		63.75
16/12/2025	Fuel and oil for council fleet		72.98
23/12/2025	Fuel and oil for council fleet		83.90
28/12/2025	Fuel and oil for council fleet		40.39
07/01/2026	Fuel and oil for council fleet		64.71
11/01/2026	Fuel and oil for council fleet		67.09
20/01/2026	Fuel and oil for council fleet		77.15
27/01/2026	Fuel and oil for council fleet		55.59
		Sub Total	588.58
0124			
30/11/2025	Fuel and oil for council fleet		72.37
15/12/2025	Fuel and oil for council fleet		74.98
29/12/2025	Fuel and oil for council fleet		51.64
03/01/2026	Fuel and oil for council fleet		69.20
04/01/2026	Fuel and oil for council fleet		52.77
		Sub Total	320.96

Date	Description		Amount $
0157			
03/12/2025	Fuel and oil for council fleet		33.67
09/12/2025	Fuel and oil for council fleet		41.44
16/12/2025	Fuel and oil for council fleet		70.73
22/12/2025	Fuel and oil for council fleet		41.47
05/01/2026	Fuel and oil for council fleet		72.64
15/01/2026	Fuel and oil for council fleet		65.84
22/01/2026	Fuel and oil for council fleet		52.98
30/01/2026	Fuel and oil for council fleet		39.51
		Sub Total	418.28
0173			
15/12/2025	Fuel and oil for council fleet		63.68
06/01/2026	Fuel and oil for council fleet		67.47
19/01/2026	Fuel and oil for council fleet		61.43
		Sub Total	192.58
0199			
30/11/2025	Fuel and oil for council fleet		54.29
11/01/2026	Fuel and oil for council fleet		53.73
23/01/2026	Fuel and oil for council fleet		60.33
25/01/2026	Fuel and oil for council fleet		34.91
		Sub Total	203.26
0207			
30/11/2025	Fuel and oil for council fleet		65.23
05/12/2025	Fuel and oil for council fleet		44.51
12/12/2025	Fuel and oil for council fleet		52.10
21/12/2025	Fuel and oil for council fleet		63.30
26/12/2025	Fuel and oil for council fleet		60.05
04/01/2026	Fuel and oil for council fleet		55.64
11/01/2026	Fuel and oil for council fleet		59.44
21/01/2026	Fuel and oil for council fleet		50.97
26/01/2026	Fuel and oil for council fleet		46.54
		Sub Total	497.78
0223			
01/12/2025	Fuel and oil for council fleet		59.87
23/12/2025	Fuel and oil for council fleet		70.39
31/12/2025	Fuel and oil for council fleet		43.29
19/01/2026	Fuel and oil for council fleet		71.44
		Sub Total	244.99
0231			
02/01/2026	Fuel and oil for council fleet		206.01
22/01/2026	Fuel and oil for council fleet		200.97
		Sub Total	406.98

Date	Description		Amount $
2547			
30/11/2025	Fuel and oil for council fleet		68.69
03/12/2025	Fuel and oil for council fleet		54.25
08/12/2025	Fuel and oil for council fleet		70.70
12/12/2025	Fuel and oil for council fleet		67.99
17/12/2025	Fuel and oil for council fleet		61.86
22/12/2025	Fuel and oil for council fleet		58.62
05/01/2026	Fuel and oil for council fleet		57.15
09/01/2026	Fuel and oil for council fleet		56.84
14/01/2026	Fuel and oil for council fleet		61.74
17/01/2026	Fuel and oil for council fleet		60.30
23/01/2026	Fuel and oil for council fleet		55.42
28/01/2026	Fuel and oil for council fleet		59.90
		Sub Total	733.46
6571			
06/12/2025	Fuel and oil for council fleet		76.52
18/12/2025	Fuel and oil for council fleet		63.45
01/01/2026	Fuel and oil for council fleet		67.76
17/01/2026	Fuel and oil for council fleet		68.72
30/01/2026	Fuel and oil for council fleet		63.97
		Sub Total	340.42
1506			
16/12/2025	Fuel and oil for council fleet		101.83
09/01/2026	Fuel and oil for council fleet		97.79
30/01/2026	Fuel and oil for council fleet		51.58
		Sub Total	251.20
		BP Australia Pty Ltd Total	4,782.87
		Grand Total	**12,617.90**

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

City of Bayswater

Electronic Fund Transfers
for the period 1 February 2026 to 28 February 2026

Date	Description	Amount
		$
03/02/26	New term deposit	1,100,000.00
04/02/26	Wages	1,184,893.11
05/02/26	NAB batch fee	0.15
10/02/26	New term deposit	600,000.00
17/02/26	New term deposit	1,100,000.00
18/02/26	Wages	1,190,003.90
18/02/26	NAB account fee	32.97
24/02/26	New term deposit	1,100,000.00
24/02/26	New term deposit	500,000.00
25/02/26	New term deposit	1,000,000.00
25/02/26	New term deposit	500,000.00
26/02/26	NAB batch fee	0.30
27/02/26	NAB bpay charge	1,729.50
27/02/26	NAB merchant fee	1,647.57
27/02/26	NAB merchant fee	351.75
27/02/26	NAB merchant fee	195.51
27/02/26	NAB merchant fee	179.61
27/02/26	NAB merchant fee	108.61
27/02/26	NAB merchant fee	41.21
Total		**8,279,184.19**

10.2.3 Investment Report for the Period Ended 28 February 2026

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required
Attachments:	1. Investment Register [**10.2.3.1** - 1 page] 2. Investment Summary [**10.2.3.2** - 1 page] 3. Investment Portfolio [**10.2.3.3** - 1 page]
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

This report presents the City's Investment Portfolio for the period ended 28 February 2026.

OFFICER'S RECOMMENDATION

That Council receives the Investment Portfolio Report for the period ended 28 February 2026 with investments totalling $113,826,160.91.

BACKGROUND

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

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

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

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

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

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

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

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

EXTERNAL CONSULTATION

Not applicable.

OFFICER'S COMMENTS

Total investments for the period ended 28 February 2026 were $113,826,160.91.

Of the total investment portfolio, $68,890,873.23 is internally restricted and $3,558,825.81 externally restricted, to satisfy the City's legislative responsibilities and to set aside funds for future projects. The balance of the investment funds represents working capital and funding required for the City's 2025/26 operating and capital expenditure requirements.

LEGISLATIVE COMPLIANCE

Investment Policy applies. It is noted that the City currently has 12% in fossil fuel free investments.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

CONCLUSION

That Council receives the Investment Portfolio Report for the period ended 28 February 2026 with investments totalling $113,826,160.91.

City of Bayswater
Investment Register
Balance as at 28 February 2026

Investment Number	Bank	Lodgement Date	Maturity Date	Rate %	Principal $	Accrued Interest $	Maturity Interest $	Maturity Amount $
201191	Commonwealth Bank	09/09/25	03/03/26	4.20	2,000,000.00	39,583.56	40,273.97	2,040,273.97
201205	National Australia Bank	21/10/25	03/03/26	4.10	500,000.00	7,301.37	7,469.86	507,469.86
201208	Commonwealth Bank	29/10/25	03/03/26	4.10	500,000.00	6,852.05	7,020.55	507,020.55
201192	Bank of Queensland	16/09/25	10/03/26	4.19	1,200,000.00	22,729.32	24,106.85	1,224,106.85
201193	Bank of Queensland	16/09/25	17/03/26	4.20	1,300,000.00	24,682.19	27,225.21	1,327,225.21
201206	National Australia Bank	21/10/25	17/03/26	4.10	2,400,000.00	35,046.58	39,629.59	2,439,629.59
201209	Commonwealth Bank	29/10/25	17/03/26	4.10	3,400,000.00	46,593.97	53,086.58	3,453,086.58
201198	Bank of Queensland	30/09/25	24/03/26	4.22	500,000.00	8,729.04	10,116.44	510,116.44
201212	Bendigo Bank	04/11/25	24/03/26	4.24	1,000,000.00	13,475.07	16,263.01	1,016,263.01
201201	Bank of Queensland	07/10/25	31/03/26	4.22	2,500,000.00	41,621.92	50,582.19	2,550,582.19
201215	Commonwealth Bank	18/11/25	07/04/26	4.21	1,515,295.48	17,827.35	24,468.91	1,539,764.39
201213	Suncorp Bank	04/11/25	14/04/26	4.27	1,100,000.00	14,927.45	20,718.27	1,120,718.27
201230	National Australia Bank	20/01/26	14/04/26	4.10	700,000.00	3,066.58	6,604.93	706,604.93
201233	National Australia Bank	10/02/26	14/04/26	4.15	600,000.00	1,227.95	4,297.81	604,297.81
201227	Westpac Bank	06/01/26	21/04/26	4.33	1,000,000.00	6,287.40	12,456.16	1,012,456.16
201237	ING Bank	24/02/26	21/04/26	3.86	500,000.00	211.51	2,961.10	502,961.10
201232	National Australia Bank	03/02/26	28/04/26	4.24	1,100,000.00	3,194.52	10,733.59	1,110,733.59
201234	National Australia Bank	17/02/26	28/04/26	4.32	1,100,000.00	1,432.11	9,113.42	1,109,113.42
201236	National Australia Bank	24/02/26	05/05/26	4.32	1,528,997.27	723.87	12,667.64	1,541,664.91
201214	Bank of Queensland	11/11/25	12/05/26	4.31	1,600,000.00	20,593.53	34,385.53	1,634,385.53
201238	National Australia Bank	24/02/26	12/05/26	4.35	1,000,000.00	476.71	9,176.71	1,009,176.71
201239	Westpac Bank	24/02/26	26/05/26	4.62	1,100,000.00	556.93	12,670.19	1,112,670.19
201219	Bank of Queensland	02/12/25	16/06/26	4.40	1,300,000.00	13,790.68	30,715.62	1,330,715.62
201225	Westpac Bank	23/12/25	16/06/26	4.43	1,500,000.00	12,197.67	31,859.59	1,531,859.59
201226	National Australia Bank	06/01/26	16/06/26	4.43	3,000,000.00	19,297.81	58,621.64	3,058,621.64
201216	Bank of Queensland	26/11/25	30/06/26	4.35	1,500,000.00	16,804.11	38,613.70	1,538,613.70
201228	Suncorp Bank	13/01/26	21/07/26	4.52	2,700,000.00	15,380.38	63,193.32	2,763,193.32
201222	Westpac Bank	16/12/25	25/08/26	4.59	2,332,169.12	21,702.59	73,906.12	2,406,075.24
201223	Westpac Bank	16/12/25	25/08/26	4.59	900,000.00	8,375.18	28,520.88	928,520.88
Muni General Funds Total					**41,376,461.87**	**424,689.39**	**761,459.38**	**42,137,921.25**
201151	Suncorp Bank	24/06/25	03/03/26	4.37	2,671,501.64	79,642.22	80,601.77	2,752,103.41
201197	National Australia Bank	23/09/25	31/03/26	4.20	5,018,363.01	91,237.96	109,139.08	5,127,502.09
201154	Westpac Bank	01/07/25	28/04/26	4.26	5,790,574.34	163,551.20	203,425.26	5,993,999.60
201220	Bank of Queensland	02/12/25	16/06/26	4.40	3,292,129.43	34,923.63	77,784.45	3,369,913.88
201221	Bank of Queensland	02/12/25	16/06/26	4.40	6,926,208.56	73,474.74	163,648.28	7,089,856.84
201184	Westpac Bank	26/08/25	23/06/26	4.27	11,174,736.00	243,156.13	393,494.60	11,568,230.60
201211	Suncorp Bank	04/11/25	23/06/26	4.33	5,834,752.07	80,292.58	159,892.99	5,994,645.06
201188	National Australia Bank	02/09/25	30/06/26	4.14	2,432,916.73	49,395.54	83,061.78	2,515,978.51
201199	National Australia Bank	30/09/25	30/06/26	4.26	4,821,068.39	84,964.40	153,611.13	4,974,679.52
201200	Westpac Bank	07/10/25	04/08/26	4.30	3,552,172.15	60,260.41	125,961.00	3,678,133.15
201217	Bank of Queensland	26/11/25	18/08/26	4.27	2,316,434.30	25,473.16	71,812.64	2,388,246.94
201210	National Australia Bank	28/10/25	25/08/26	4.15	591,160.46	8,267.34	20,231.45	611,391.91
201218	Commonwealth Bank	26/11/25	01/09/26	4.26	6,920,063.01	75,919.73	225,336.21	7,145,399.22
201231	Westpac Bank	20/01/26	03/11/26	4.64	5,633,514.92	27,929.89	205,535.32	5,839,050.24
201235	Westpac Bank	17/02/26	03/11/26	4.89	1,915,278.22	2,822.54	66,458.06	1,981,736.28
Muni Reserve Total					**68,890,873.23**	**1,101,311.48**	**2,139,994.00**	**71,030,867.23**
201224	Westpac Bank	16/12/25	31/03/26	4.33	875,870.25	7,688.94	10,909.98	886,780.23
201229	National Australia Bank	13/01/26	31/03/26	4.09	704,908.07	3,633.46	6,082.10	710,990.17
201195	Westpac Bank	23/09/25	23/06/26	4.21	787,483.86	14,351.19	24,796.68	812,280.54
201203	Bank of Queensland	14/10/25	11/08/26	4.25	1,190,563.63	18,991.94	41,726.81	1,232,290.44
Trust Specific Total					**3,558,825.81**	**44,665.53**	**83,515.57**	**3,642,341.38**
Total					**113,826,160.91**	**1,570,666.40**	**2,984,968.96**	**116,811,129.87**

City of Bayswater
Investment Summary
Balance as at 28 February 2026

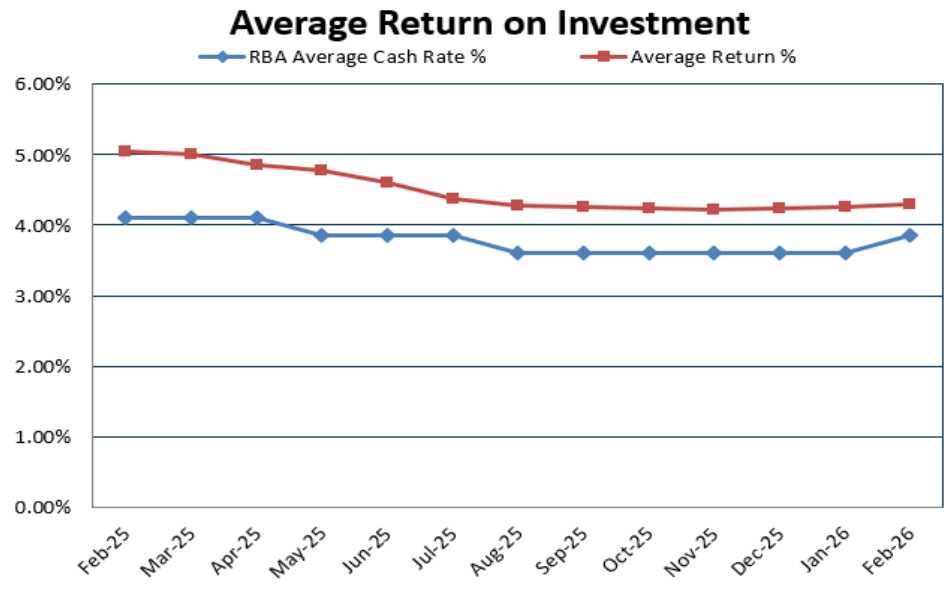
Investments By Maturity Date

Maturity Dates	Principal	Portfolio %	Number of Investments
Less than 30 days	$15,471,501.64	14%	10
Between 30 days and 60 days	$22,505,011.15	20%	13
Between 61 days and 90 days	$5,228,997.27	4%	4
Between 91 days and 180 days	$56,151,794.70	49%	18
Between 181 days and 1 year	$14,468,856.15	13%	3
Total	$113,826,160.91	100%	48

Allocation of Investments

S&P Rating (Short-term)	Bank	Amount Invested	Amount Invested %	Threshold %
A-1+	National Australia Bank	$25,497,413.93	22%	45%
A-1+	Westpac	$36,561,798.86	32%	45%
A-1+	Commonwealth Bank	$14,335,358.49	13%	45%
A-1	Suncorp **	$12,306,253.71	11%	35%
A-2	Bank of Queensland	$23,625,335.92	21%	30%
A-2	Bendigo Bank **	$1,000,000.00	1%	30%
A-2	ING	$500,000.00	0%	30%
Total		$113,826,160.91	100%	

** Fossil fuel free investment



City of Bayswater
Investment Portfolio
Balance as at 28 February 2026

Description	Total $	Internally restricted $	Externally restricted $
Investment - CoB General Funds	41,376,461.87	-	-
Investment - CoB Reserve	68,890,873.23	68,890,873.23	-
Investment - Trust	3,558,825.81	-	3,558,825.81
Total	**113,826,160.91**	**68,890,873.23**	**3,558,825.81**

10.2.4 Rate Exemption - 123 Broun Avenue MORLEY WA 6062

Applicant/Proponent:	WA Council On Addiction Inc
Owner:	WA Council On Addiction Inc
Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	Simple Majority Required.
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

This report seeks consideration and approval of an application from WA Council On Addiction Inc. for an exemption from rates from 1 March 2026 for the properties located at 123 and 123A Broun Avenue Morley.

OFFICER'S RECOMMENDATION

That Council:

1. **Approves the WA Council On Addiction Inc application for rates exemption for 123 and 123A Broun Avenue Morley, from 1 Match 2026, in accordance with section 6.26(2)(g) of the *Local Government Act 1995.***
2. **Requests the Chief Executive Officer reviews this arrangement in April 2029 to ensure the exemption continues to apply.**

BACKGROUND

The City has received an application from WA Council On Addiction Inc. for an exemption from rates under section 6.26(2)(g) of the *Local Government Act 1995* (the Act) for 123 Broun Avenue Morley and 123A Broun Avenue Morley.

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

As per the City's *Rate Exemption Policy*, requests under section 6.26(2)(g) must be submitted to Council for consideration.

The properties have been owned by WA Council On Addiction Inc. since December 2025.

WA Council On Addiction Inc. is registered with the Australian Charities and Non-for-profits Commission and is a tax exemption entity registered with the Australian Taxation Office.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

WA Council On Addiction Inc. is a not-for-profit, charitable organisation which provides specialised alcohol and other drug treatment services that meet the needs of consumers and the wider community. They have a demonstrated ability to adapt to changing environments and continue to deliver hope and healing to people affected by alcohol and other drugs.

This application can be considered under section 6.26(2)(g) of the Act, which states *"land used exclusively for charitable purposes"* is not rateable. The words 'charitable purpose' are not defined in the Act.

The following criteria can be applied to clarify what is meant by the term 'charitable purpose'. The purpose should fall within the list of purposes detailed under section 12(1) of the *Charities Act 2013* or within one of the following four categories of charitable purpose as set out under Pemsel's rule:

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

The objects and purposes of WA Council On Addiction Inc. are to:

- Provide the highest quality services to make a positive and meaningful difference in the lives of people affected by alcohol and other drugs.
- Deliver professional, responsive and innovative services
- Foster relationships that improve services and community engagement
- Optimise systems and resources that support excellence and sustainability.

The owner is an alcohol and other drug treatment service. The properties will be used for alcohol and other drug treatment transitional housing. It will provide accommodation for residents in transitional housing support programs who have completed therapeutic community residential treatment for alcohol and other drug addiction. On this basis, it is recommended that Council approves the exemptions to apply from 1 March 2026, the date the applications for exemptions were received.

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

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

LEGISLATIVE COMPLIANCE

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

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

The loss of rates revenue on 123 Broun Avenue Morley, effective from 1 March 2026 would be $557.48 for 2025/26 and estimated $1,667.88 for 2026/27. The loss of rates revenue on 123A Broun Avenue Morley, effective from 1 March 2026 would be $544.05 for 2025/26 and estimated $1,627.69 for 2026/27. The total approved rate exemptions for all eligible applicants in 2025/26 is $1,339,830.18 excluding this application.

STRATEGIC IMPLICATIONS

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

Key Result Area:	Social
Outcome 1.3:	An Active and Healthy Community
Objective 1.3.1	Strengthen public health and wellbeing through providing, supporting and/or advocating for services that support our community.

CONCLUSION

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

10.2.5 2025/26 Statutory Mid-Year Budget Review

Responsible Branch:	Financial Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Legislative
Voting Requirement:	***ABSOLUTE MAJORITY REQUIRED***
Attachments:	1. Statement of Financial Activity [**10.2.5.1** - 1 page]
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

- A Mid-Year Budget Review (the Review) is required to be undertaken in accordance with the *Local Government (Financial Management) Regulations 1996*.
- This report highlights the significant positive and negative variations that require budget amendment.
- The revised closing position indicates a balanced budget.
- This report recommends that the Council notes the results of the Review, and by Absolute Majority, approves the recommended budget amendments required to the 2025-2026 Budget.

OFFICER'S RECOMMENDATION

That Council:

1. Notes the 2025-2026 Mid-Year Budget Review and the Statement of Financial Activity (Attachment 1); and

2. Adopts the budget amendments (Table 1) to the 2025-2026 Statement of Financial Activity; and

3. Approves two new reserves and transfers:

(a) 'Cash in Lieu - Carparking' for the purpose of 'to set aside cash received in lieu of parking conditions imposed on an approval of development.'

(b) 'Cash in Lieu - Public Art' for the purpose of 'to set aside cash received in lieu of public art conditions imposed on an approval of development.'

4. Notes the amount held in Trust for cash in lieu of carparking and public art will be fully transferred to each reserve which is estimated to be $622,000 and $564,000 respectively.

ABSOLUTE MAJORITY REQUIRED

BACKGROUND

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

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

submitted to the Department of Local Government, Industry Regulation and Safety within 14 days.

Detail

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

The review has also brought forward the estimated list of carry forward projects that are noted in the report.

As presented, the amended financial transactions will ensure the closing position remains balanced.

The following table is a summary of the 2025-2026 Mid-Year Review result, with positive variances shown as $xxx (i.e. increase in income or reduction in expenditure) and negative variances shown as ($xxx) i.e. in red parentheses.

Table 1

Mid-Year Budget Review - Proposed Amendments	
Revenue from operating activities	
General Rates	(98,001)
Rates excluding general rates (minimum payments)	(14,615)
Grants, subsidies and contributions	(315,474)
Fees and charges	180,556
Interest revenue	21,406
Other revenue	98,988
Expenditure from operating activities	
Employee costs	(245,419)
Materials and contracts	(1,104,181)
Other expenditure	5,130
Discontinued operations	8,617
Inflows from investing activities	
Capital grants, subsidies and contributions	(2,737,128)
Outflows from investing activities	
Payments for property, plant and equipment	5,449,930
Payments for construction of infrastructure	1,913,811
Inflows from financing activities	
Transfer from reserves	(3,951,978)
Outflows from financing activities	
Transfer to reserves	(2,583,039)
Surplus or (deficit) at the start of the financial year	3,371,397
Total	-

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

Whilst the reporting levels adopted by the Council when adopting the 2025-2026 Budget, at its Ordinary Meeting of Council held on 1 July 2025, were 10% or $50,000 (whichever is greater), some commentary has been provided on variances less than these amounts where considered necessary to gain a full understanding of the amended net position resulting from the Mid-Year Review.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

Statement of Financial Activity Commentary

The material adjustments in the Operating Budget are outlined below:

General Rates including minimum payments – Negative Variance ($112,616)

- Decrease mainly due to interim adjustments being less than expected.

Operating grants, subsidies and contributions – Negative Variance ($315,474)

- Grants Commission funding has been reduced to reflect the advance payment received in June 2025. This adjustment is offset through the opening surplus.
- Additional $1.2M for transfer from Trust which is offset by a transfer to Cash in Lieu Car Park and Public Art Reserves.
- Various minor reductions have been made to operating grants and contributions to reflect amounts that are either no longer expected to be received or are lower than originally budgeted.

Fees and charges – Positive Variance $180,556

- Green Fees - $115K increase due to increased usage at Maylands Peninsula and Embleton Golf Courses.
- Environmental Health - $67K increase in fines and penalties associated with successful prosecutions.
- Other minor adjustments including a $15K increase in building licence income.

Other Revenue – Positive Variance $98,988

- Property and Economic Development – additional $44K in reimbursements related to Commercial Leases.
- Rating Services – increase of $35K for Reimbursements of Legal Costs.

Employee Costs – Negative Variance ($245,419)

- Although there have been a number of offsetting adjustments, the adverse adjustment primarily relates to additional superannuation costs.

Materials and Contracts – Negative Variance ($1,104,181)

- Waste Services – additional $325K for greenwaste disposal, $15K for refuse disposal and $97K for domestic refuse collection – offset by transfer from Waste Reserve.
- Strategic Planning – additional $102K in agency/labour hire offset by a decrease in Employee Costs, and $20K in consulting fees to engage a commercial real estate agent.
- Economic and Development – reallocation of budgets for $80K for Business Awards.
- Additional $159K for engineering works maintenance projects such as footpath, kerb, road and drain maintenance.

- Rating Services – additional $35K for legal expenses.
- Additional budget allocation of $86K for Customer Relations for new switch board.
- Asset and Mapping Services – additional $70K for agency/labour hire for GIS and asset field work support – offset by a decrease in Employee Costs.
- Sustainability and Environment - additional $80K in grant related expenditure for various Community Rivercare and Living Stream projects.

Capital grants, subsidies and contributions – Negative Variance ($2,737,128)

- Pat O'Hara Reserve Rugby Clubrooms and Changerooms Upgrade – decrease of $1.5M as grant funding was not approved to deliver this project.
- Decrease of $0.8M in CSRFF funding for Bayswater Bowling Club Synthetic Green Upgrade and Maylands Tennis Court Redevelopment as the grant will now be paid to and works administered directly by the club.
- Guildford Pedestrian Crossing (Safe Routes to School Plan) – decrease of $0.3M as funding will not be received this financial year but will be re-budgeted in 2026-27 if the funds become available.
- Decrease of $159K for various Roads to Recovery and Road Rehabilitation projects to reflect actual approved grant amounts.

Payments for property, plant and equipment – Positive Variance $5,449,930

- The variance is due to several projects that have been identified as a Carry Forward in the 2026/27 budget resulting in a reduction of $3.9M. These projects are included in the Carry Forward section below.
- Pat O'Hara Reserve Rugby Clubrooms and Changerooms Upgrade – decrease of $1.4M as grant funding was not approved to deliver this project. Overheads will be reallocated to other projects.
- Morley Sport and Recreation Centre - Replace Backboards and Mounting System – reduced by $70K as project completed under budget.
- Additional budget allocation of $71K for Maylands Sport and Rec heating upgrade to main hall and $51K for Maylands Yacht Club ceiling replacement – funded by savings from various projects completed under budget.
- Minor allocation of $39K to finalise works at the Waste Transfer Facility, funded from reserve.

Payments for construction of infrastructure – Positive Variance $1,913,811

- The variance is due to several projects that have been identified as a Carry Forward in the 2026/27 budget resulting in a reduction of $479K. These projects are included in the Carry Forward section below.
- Waterland Carpark Extension – reduction of $136K due to approval not being received from statutory agencies.

- Guildford Pedestrian Crossing (Safe Routes to School Plan) - decrease of $284K as funding will not be received this financial year.
- Decrease re Bayswater Bowling Club Synthetic Green Upgrade and Maylands Tennis Court Redevelopment ($0.8M) to reflect CSRFF grant funding that will now be paid to and works administered directly by the club.
- Decrease of $100K for Median Island Tree Planting Program, this was previously categorised as a carry forward.
- Tranby House Reserve Foreshore Rehabilitation and Revegetation – decrease of $50K to reflect approved grant funding amount.
- Drainage for Liveability Detailed Design – decrease of $60K.
- Additional budget allocation of $201K for Intersection Upgrade Benara Rd / Crimea St - Stage 1 Design – fully grant funded.

Reserve Transfers

Transfers to Reserves have increased $2,583,039, all of which are further explained in sections below:

- $1,186,000 transfer from Trust to Cash-in-Lieu Car Park and Public Art Reserve
- $965,515 to Rates Smoothing Reserve.
- $184,508 related to mainly Carry Forward projects and other minor capital adjustments.
- $247,016 relates to additional reserve interest income.

The Transfer from Reserves has been decreased by a net $3,951,978 as result of the following capital projects:

- Carry Forward Projects – decrease of $4,316,309
  - Maylands Brickworks Reserve Renewal - $227,500
  - Pat O'Hara Reserve / Morley Recreation Irrigation System - $366,947
  - Frank Drago Reserve Redevelopment (excl changerooms) - net decrease of $3,721,862 after allowing for a small reallocation to other projects.
- $136,500 reduction related to projects not progressing.
- $475,831 increase from reserves to fund waste management activities
- $25,000 increase resulting from other capital adjustments.

Carry Forwards – Capital Projects

Officers have identified those projects that will be a carry forward and re-budgeted in the 2026-2027 Annual Budget. The City undertakes a further review of all carry forward projects in September/October each year once the prior year actuals are finalised and further adjustments will be reported to Council following that review.

Any projects identified to be carried forward to 2026-27 do not impact on maintaining a balanced budget as they are simply re-budgeted, including their funding source, as part of the annual budget process. This includes the municipal component that is transferred to reserve to fund those projects in 2026-27.

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

Table 2

Project	Project Description	Current Budget	Carry Forward Component	Revised 2025-26 Budget
81337	Maylands Brickworks Reserve Renewal - Structure	$227,500	$227,500	$0
81485	Pat O'Hara Reserve / Morley Recreation Irrigation System	$347,022	$347,022	$0
81488	Bath St / Tranby Reserve Irrigation System Renewal	$181,981	$131,981	$50,000
81532	Frank Drago Reserve Redevelopment (excl changerooms)	$4,721,862	$3,721,862	$1,000,000
		$5,478,365	**$4,428,365**	**$1,050,000**

The carry forward component is predominantly funded through reserve funds that are also carried forward.

Opening Surplus

The audit of the 2024-25 Annual Financial Report (AFR) concluded in December 2025 with the audited accumulated surplus being $9.5M as reported in note 32 of the AFR. The surplus calculation is a very detailed calculation that complies with the requirements of the Local Government (Financial Management) Regulations 1996. The surplus calculation is based on net current assets (after restricted assets) held by the City and this is reconciled to the movement in revenue and expenditure during the year. The estimated surplus used for budgeting purposes ($0.9M) was driven by the expected carry forward projects funded by Municipal funds and other operational budgets available (unspent) from the previous year.

The surplus, although accurate and audited, is inflated due to the following reasons:

1. The prepayment of the 2025-26 financial assistance grants (FAG's) in 2024-25. This has inflated the surplus by $1.6M with the funding budgeted in 2025-26.
2. The carry forward of predominantly capital projects from 2024-25 to 2025-26, as considered by Council in November 2025 has added a further $5.27M.

This is summarised in the following table:

Table 3 – Reconciliation of Opening Surplus

2025/26 Audited Opening Surplus	**9,540,066**
Less October approved carry forwards	(5,271,069)
Less prepaid FAG's	(1,620,973)
Updated Opening Surplus	**2,648,024**
Less budgeted Opening Surplus	(897,600)
Available Funds	**1,750,424**

This leaves an available surplus (i.e. in excess of that allowed for during the 2025/26 budget) of $1.7M to support activities or reserves in 2025-26. It is recommended that $784K is used to support the 2025/26 budget and $965K transferred to the Rates Smoothing Reserve to better support significant future operating budget items.

The available opening surplus has been increased due to the derecognition of a $1.05 million contract liability relating to Cash-in-Lieu Public Open Space interest income. The remaining $0.7 million reflects a series of minor favourable variances. This equates to just 0.03% of total operating income and expenditure, which is immaterial in the context of the overall budget and demonstrates how tightly the City's budgets are managed.

LEGISLATIVE COMPLIANCE

Local Government Act 1995.

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

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

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

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

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

The Budget Review has identified several areas requiring budget amendments. Overall, the net impact of the 2025-2026 Budget Review is represented by a balanced budget. It is recommended that Council adopts the Budget Review and approves two new reserves, Cash in Lieu - Carparking and Cash in Lieu - Public Art - both funded from cash in lieu funds currently held in Trust.

City of Bayswater
Statement of Financial Activity
for the period 1 July 2025 to 30 June 2026

	Budget	Amended Budget	MYBR Adjustments	Proposed Budget
	$	$		$
Operating activities				
Revenue from operating activities				
General Rates	54,762,355	54,762,355	(98,001)	54,664,354
Rates excluding general rates	8,500,655	8,500,655	(14,615)	8,486,040
Grants, subsidies and contributions	3,915,142	4,476,771	(315,474)	4,161,297
Fees and charges	28,242,380	28,242,380	180,556	28,422,936
Interest revenue	5,685,017	5,685,017	21,406	5,706,423
Other revenue	1,070,484	1,070,484	98,988	1,169,472
	102,176,032	102,737,661	(127,140)	102,610,521
Expenditure from operating activities				
Employee costs	(48,811,319)	(48,811,319)	(245,419)	(49,056,738)
Materials and contracts	(37,850,018)	(41,039,865)	(1,104,181)	(42,144,046)
Utility charges	(4,062,400)	(4,062,400)	0	(4,062,400)
Depreciation	(13,310,371)	(13,310,371)	0	(13,310,371)
Insurance	(1,274,676)	(1,274,676)	0	(1,274,676)
Other expenditure	(725,971)	(725,971)	5,130	(720,841)
Finance costs	(384,785)	(384,785)	0	(384,785)
Overhead costing	1,444,040	1,444,040	0	1,444,040
Profit/(Loss) on asset disposal	(107,174)	(107,174)	0	(107,174)
	(105,082,673)	(108,272,520)	(1,344,470)	(109,616,990)
Discontinued operations	(227,075)	(227,075)	8,617	(218,458)
Non-cash amounts excluded from operating activities	13,037,051	13,037,051	0	13,037,051
Amount attributable to operating activities	9,903,336	7,275,118	(1,462,993)	5,812,125
Investing activities				
Inflows from investing activities				
Capital grants, subsidies and contributions	10,948,314	13,883,160	(2,737,128)	11,146,032
Proceeds from disposal of assets	586,826	586,826	0	586,826
	11,535,140	14,469,986	(2,737,128)	11,732,858
Outflows from investing activities				
Payments for property, plant and equipment	(14,910,904)	(17,599,816)	5,449,930	(12,149,886)
Payments for construction of infrastructure	(16,929,752)	(22,228,070)	1,913,811	(20,314,259)
	(31,840,656)	(39,827,886)	7,363,741	(32,464,145)
Amount attributable to investing activities	(20,305,516)	(25,357,900)	4,626,613	(20,731,287)
Financing activities				
Inflows from financing activities				
Transfer from reserves	14,450,385	16,859,918	(3,951,978)	12,907,940
	14,450,385	16,859,918	(3,951,978)	12,907,940
Outflows from financing activities				
Repayment of borrowings	(967,747)	(967,747)	0	(967,747)
Payment for principal portion of lease liability	(118,343)	(118,343)	0	(118,343)
Transfer to reserves	(3,859,714)	(3,859,714)	(2,583,039)	(6,442,753)
	(4,945,804)	(4,945,804)	(2,583,039)	(7,528,843)
Amount attributable to financing activities	9,504,581	11,914,114	(6,535,017)	5,379,097
Movement in surplus or (deficit)				
Surplus or (deficit) at the start of the financial year	897,600	6,168,669	3,371,397	9,540,066
Amount attributable to operating activities	9,903,336	7,275,118	(1,462,993)	5,812,125
Amount attributable to investing activities	(20,305,516)	(25,357,900)	4,626,613	(20,731,287)
Amount attributable to financing activities	9,504,581	11,914,114	(6,535,017)	5,379,097
Surplus or (deficit) after imposition of general rates	0	0	0	0

10.3 Infrastructure and Assets Directorate Reports

10.3.1 Verge Tree Removal Request - 36 Clarke Road, Morley

Responsible Branch:	Parks and Environment
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Review
Voting Requirement:	Simple Majority Required.
Attachments:	1. Letter to Owner August 2022 - Planning Approval - 36 Clarke Road, Morley [**10.3.1.1** - 4 pages] 2. Tree Report - 36 Clarke Rd, Morley [**10.3.1.2** - 3 pages]
Refer:	Nil.
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

The property owner of 36 Clarke Road, Morley has requested the removal of a mature Marri verge tree (*Corymbia calophylla*) located within the road reserve, citing ongoing debris from the tree affecting the private property.

City officers have assessed the tree and determined that it is in good health and does not meet the criteria for removal under the *Urban Tree Planting and Maintenance Policy*.

The property owner has requested that Council consider removal and replacement of the tree. As officers are required to act within the parameters of Council policy, the officer's recommendation aligns with Council policy. However, Council has the option to waiver policy requirements and can consider approving the removal and replacement of the tree should it wish to depart from the current policy position. Therefore, the matter is referred to Council for determination.

OFFICER'S RECOMMENDATION

That Council notes that the tree at 36 Clarke Road, Morley is in good health and does not meet the removal criteria set out in the *Urban Tree Planting and Maintenance Policy*.

BACKGROUND

The City's archived aerial imagery shows the subject tree to be in situ and well established as early as 1979. The tree appears to be natural regrowth following bushland clearing prior to major residential development in the area. This places the tree's estimated age at approximately 50-60 years. The species has an expected useful life expectancy of around 150 years in an urban environment, with some specimens known to live for over 500 years.

Following development approval in August 2022 **(Attachment 1)**, the tree was conditioned to be retained and protected throughout construction. Upon completion of construction in mid 2024, the tree canopy extended over the roof of 36 Clarke Road. In response to complaints from the property owner, the canopy has since been reduced and is now maintained such that there is no direct overhang of the dwelling.

Ongoing concerns raised by the owner regarding vegetative debris levels and risk to property have resulted in repeated complaints and requests for the tree to be removed.

EXTERNAL CONSULTATION

City officers have discussed the matter with the adjoining property owner and have also engaged an independent consultant to undertake annual inspections of the tree.

OFFICER'S COMMENTS

The City received correspondence from the owner of 36 Clarke Road, Morley on 23 December 2025 regarding ongoing safety, accessibility, property damage, and injury risks associated with the verge tree. The email acknowledges that arboricultural assessments do not support this view but believes the assessments fail to adequately consider practical risk, accessibility, equity, and duty of care. Officers have investigated the matter, met with the property owner, carried out appropriate pruning works, and discussed further options, relevant policy, and established service levels. However, they have not yet been able to reach an outcome acceptable to the property owner.

The property owner has further outlined personal circumstances, including significant health and financial constraints, which limit their ability to manage issues arising from the tree. While the complainant has proposed several mitigation measures, these fall outside the options available to City officers under the Urban Tree Planting and Maintenance Policy. These proposals include City-funded gutter cleaning, installation of gutter guards, and regular removal of debris from private property.

In the absence of acceptance of these measures, the property owner requests substantial additional pruning or, as a last resort, tree removal. Further pruning is not considered an appropriate solution to the ongoing concerns raised, and justification for tree removal is inconsistent with policy. As such, removal would require Council consideration as this request is outside the authority of the City.

The Marri tree in question has a very high environmental value, being one of the only remaining mature Marri trees in the immediate area. Marri (*Corymbia calophylla*) is a locally endemic species with high cultural significance to the Noongar people and provides an important food and habitat resource for native fauna, including threatened Black Cockatoo species such as Carnaby's Black Cockatoo, Baudin's Black Cockatoo, and the vulnerable Red-tailed Black Cockatoo.

Given the tree's high environmental value, the City engages an independent external consulting arborist to undertake annual arboricultural inspections, including formal quantitative risk assessment in accordance with QTRA methodology. These assessments have consistently identified the tree as having a very low probability of failure, placing it within a broadly acceptable risk range (less than 1 in 1,000,000). The most recent arboricultural report and risk assessment report is provided as an attachment.

From a risk perspective, the tree represents a very low risk to persons and property. It has exhibited no significant failures or major structural defects and continues to perform well within acceptable risk parameters. The City has been responsive to the resident's requests for assistance and has accommodated reasonable pruning works within the City's Tree Planting and Maintenance Policy to assist with perceived debris levels, while maintaining the health and structural integrity of the tree.

The tree provides an estimated 77m² of canopy cover, which is a substantial contribution as a single tree, to the City's overall urban canopy. Its removal will impact the City's progress toward the Council-endorsed target of achieving 20% canopy cover by 2035.

To illustrate the scale of canopy loss, a newly planted 35L tree typically contributes approximately 0.5m² of canopy in its early establishment phase. Although ultimately the new tree could generate a similar canopy area, it is expected to occur well beyond the 2035 canopy target

date. On this basis, replacing the canopy provided by the existing tree immediately would require the planting of approximately 169 × 35L trees.

While larger, more advanced trees can be used in specific landscape contexts, they are generally unsuitable for broad-scale canopy replacement due to their significantly higher purchase and installation costs, greater establishment and maintenance requirements, and typically lower establishment success when compared with smaller nursery stock.

Given the scale of the canopy contribution currently provided, and in accordance with the City's strategic objectives, removal of the tree would generally only be supported where there is a quantifiable risk to public safety, or where pest, disease, or structural defects cannot be effectively mitigated through pruning or other arboricultural treatments.

The below pictures of the tree show that the tree form has been modified due to pruning around power lines over time. Despite these ongoing works the recent report indicates that the tree is still healthy and structurally sound.



LEGISLATIVE COMPLIANCE

Should Council resolve to approve the removal of this tree, further consultation with the Department of Water and Environmental Regulation (DWER) will be required to determine whether a Native Vegetation Clearing Permit is necessary and whether the relevant legislative criteria can be satisfied to obtain such approval.

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	High
Service Delivery	Medium	Low
Environment	Low	High
Governance and Compliance	Low	Medium
Strategic Risk	SR02 – Failure to strategically plan, deliver and maintain infrastructure and assets.	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

Key Result Area:	Natural
Outcome 3.1	A Climate Resilient City
Objective 3.1.1	Reduce the impacts of the changing environment.

Key Result Area:	Natural
Outcome 3.1	Sustainable Natural Green Spaces
Objective 3.2.2	Increase tree canopy to shade our pathways and cool our suburbs.

Contact: Adam Dyson (9272 0646)
Reference: DA22-0163

61 Broun Avenue, Morley WA 6062
PO Box 467, Morley WA 6943
P: (08) 9272 0622
F: (08) 9272 0665
mail@bayswater.wa.gov.au
National Relay Service:
1800 555 660
www.bayswater.wa.gov.au

8 August 2022

[redacted]

Dear Sir/Madam

SINGLE-STOREY GROUPED DWELLING
LOT 1, 36 CLARKE ROAD, MORLEY

The City has considered the abovementioned development application and in accordance with the provisions of the City of Bayswater Town Planning Scheme No. 24 and the authority delegated to local government under the provisions of the Metropolitan Region Scheme, resolved to grant conditional approval under delegated authority.

This approval is not a building permit or an approval under any law other than the *Planning and Development Act 2005*. It is the responsibility of the applicant or owner to obtain any other necessary approvals, consents and/or licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.

Prior to lodgement of a building permit application, it is imperative to ensure the plans match the development approval plans and all conditions of development approval have been satisfactorily addressed in order to avoid unnecessary delays while processing the permit application.

The City would welcome your feedback on how we did. Please take the time to provide your feedback via the customer satisfaction survey found at the link below:
Customer Satisfaction Survey – Development Approval

Should you have any queries in relation to the above matter, please do not hesitate to contact Adam Dyson in the City's Development & Place via adam.dyson@bayswater.wa.gov.au

Yours faithfully

COURTNEY WYNN
COORDINATOR STATUTORY PLANNING

Att: Notice of determination
Copied to landowner/s: Greaves
111/60-68 Terrace Road, EAST PERTH WA 6004

Planning and Development Act 2005

CITY OF BAYSWATER

Notice of determination on application for development approval

Location: 36 Clarke Road MORLEY WA 6062	
Lot: 1	Plan/Diagram: 43780
Vol No: 2558	Folio No: 463
Application date: 27 April 2022	Received on: 27 April 2022
Description of proposed development: Single-Storey Grouped Dwelling	
The application for development approval is: ☑ Approved subject to the following conditions ☐ Refused for the following reason(s)	

CONDITIONS:

1 The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan.

2 All stormwater and drainage runoff produced onsite is to be disposed of onsite to the satisfaction of the City of Bayswater.

3 All vehicle crossings being upgraded, designed and constructed to the satisfaction of the City of Bayswater.

4 The proposed driveway being constructed with brick paving or concrete and drainage/soak wells to be provided to the satisfaction of the City of Bayswater.

5 Walls, fences and other structures are to be truncated or reduced to no higher than 0.75m within 1.5m of where the access leg/driveway meets the road reserve.

6 Landscaping, reticulation and the tree(s) required to be planted on the property, shall be completed in accordance with the approved detailed landscape plan prior to occupation of the development and thereafter maintained to the satisfaction of the City of Bayswater.

7 All street tree(s) within the verge adjacent to the subject property are to be retained and shall have measures consistent with AS 4970-2009 undertaken to ensure its/their protection during construction of the subject development to the satisfaction of the City, including but not limited to the following:

(a) A minimum 2.0m radius tree protection zone (TPZ) shall be provided through 1.8m high fencing around the verge trees (chain mesh panels or other suitable material) during construction of the subject development.

(b) The above fencing is not to be moved or removed at any period during construction, and this zone is not to be entered for any reason; signage notifying people of the TPZ and the associated requirements is to be placed on each side of the fencing.

(c) All activities and works related to construction of the subject development, including parking

of vehicles, storage of materials, and washing of concreting tools and equipment is prohibited within the designated TPZ unless prior approval is sought from the City of Bayswater.

(d) Any roots identified to be pruned shall be pruned with a final cut to undamaged wood outside of the TPZ. Pruning cuts shall be made with sharp tools such as secateurs, pruners, handsaws or chainsaws. Pruning wounds shall not be treated with dressings or paints. It is not acceptable for roots to be 'pruned' with machinery such as backhoes or excavators.

(e) The tree(s) shall be provided with supplemental water during any construction period falling over summer, with a minimum of 150 litres being provided per week.

(f) Any new crossover shall maintain a minimum clearance of 1.5m from the base of a street tree as denoted on the plans. The construction of the crossover to be supervised by an arborist to ensure the integrity of the root-zone of the street tree.

(g) The tree shall be provided with supplemental water during any construction period falling over summer, with a minimum of 150 litres being provided per week.

8 In the event the street verge tree required to be retained adjacent to the subject site is damaged, removed or suffers irreversible effects to its health during development and in the first two years after completion of the development, the landowner will be liable to replace the private tree and/or pay for the amenity (Helliwell) valuation, plus the cost of a City provided replacement tree (s) and three years maintenance of any street verge tree.

9 On completion of construction, all excess articles, equipment, rubbish and materials being removed from the site and the site left in an orderly and tidy condition, to the satisfaction of the City of Bayswater.

10 The recommendations relating to the existing street tree contained within the conclusion of the "Visual Tree Assessment and Sonic Tomogram" Arborist Report dated 11 June 2022 from Westworks Consultancy be adhered to, to the satisfaction of the City of Bayswater.

ADVICE:

1 This approval is not a building permit or an approval under any other law than the Planning and Development Act 2005. It is the responsibility of the applicant/owner to obtain any other necessary approvals, consents and/or licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.

2 This approval is not an authority to ignore any constraint to development on the land, which may exist through contract or on title, such as but not limited to an easement or restrictive covenant. It is the responsibility of the applicant/owner to investigate any such constraints before commencing development.

3 This approval does not authorise any interference with dividing fences, nor entry onto neighbouring land. Accordingly, should the applicant/landowner wish to remove or replace any portion of a dividing fence, or enter onto neighbouring land, the applicant/landowner must first come to a satisfactory arrangement with the adjoining property owner. Please refer to the Dividing Fences Act 1961.

4 In regard to Conditions 3 and 7, the Arborist Report dated 11 June 2022 from Westworks Consultancy requires that the construction and any excavation associated with the crossover works is required to be supervised by a qualified arborist.

Date of determination: 8 August 2022	Application reference: DA22-0163

Note 1: If the development subject of this approval is not substantially commenced within a period of 4 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

Note 2: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 3: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Signed:

Dated:

8 August 2022

COURTNEY WYNN
COORDINATOR STATUTORY PLANNING

for and on behalf of the City of Bayswater.

Marri Tree ID #175

36 Clarke Road

Tree Details

Tree Id:	24
Status:	Alive
Primary ID:	175
Botanical Name:	Corymbia calophylla
Common Name:	Marri
Family:	Myrtaceae
Genus:	
Code:	COCA1
Cultivar:	
Tree Height (Estimated) [m]:	17
Canopy Spread [m]:	12
Canopy Spread Range:	10-15m
Number of Stems (Multi Calc):	1
DSH [cm]:	65
DSH [cm] Stem 1:	
DSH [cm] Stem 2:	
DSH [cm] Stem 3:	
DSH [cm] Stem 4:	
DSH [cm] Stem 5:	
DSH [cm] Stem 6:	
DSH Range:	60-75cm
Diameter at Root Flare (DRF) [cm]:	81
Health:	Fair
Structure:	Poor
Age Class:	Mature
Useful Life Expectancy:	21-40 years
Retention Value:	Medium
Defects:	Trunk - Lean
Observation Comments:	
Date Planted:	
Significant Tree:	

Photos



image.jpg
20/06/2025

Street View



Height Range:	10-20 Metres
Archived:	No
DSH [in]:	25.590565
Has Ecobenefits:	No

Significant Tree

Significance:	

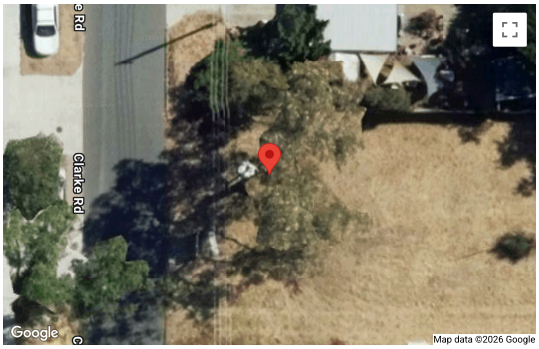
Location

Client Site:	AA CITY OF BAYSWATER TOTAL TREES
Address:	36 Clarke Road
Address Number:	36
Address Street:	Clarke Road
City:	Morley
Land Type:	Verge Tree
Powerlines present:	Yes
Powerline Type:	Low Voltage
Land Use:	Single Residential Home
Longitude:	115.91180357752
Latitude:	-31.889294285444

Management

Recommended Works:	Remove all deadwood over 25mm in diameter
Recommended Tree Work-PHC:	
Notes:	
Crew Time for Proposed Works (hrs):	
Priority of Works:	
Special Equipment:	
Allocated To:	
Work Cost Estimate:	
Last Inspection Date:	09/07/2025
Next Inspection Date:	09/07/2026
Inspection Cycle:	1 Year
User:	Mark_S
Last Modified User:	Jack Onley

Map



Date Added:	05/08/2024
Last Modified:	04/02/2026
Works Undertaken:	
Work's Team Notes:	
Status-Works:	
Monitor:	No

Construction	
Notional Root Zone (NRZ) [m]:	7.8
Structural Root Zone (SRZ) [m]:	3.03

QTRA	
Target:	Property
Target Range:	3
Multiple Target:	1
Size Range:	1. Greater than 450mm
Reduce Mass:	100%
Probability of Failure (PoF) Range:	5. Very Low 1/10,000
Capped:	Yes
Tolerable by Agreement:	No
QTRA Risk Numeral:	<1/1 000 000
QTRA Risk Category:	Broadly Acceptable

10.3.2 Tender 19-2025 - Supply, Installation and Maintenance of Bore Pumps

Responsible Branch:	Parks and Environment
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required
Attachments:	1. CONFIDENTIAL REDACTED - Tender 19 2025 Price Schedules [**10.3.2.1** - 23 pages]
Refer:	Item: 10.3.6 OCM: 25.05.2021
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

This item contains one or more confidential attachments that may be dealt with behind closed doors, in accordance with Section 5.23(4) of the *Local Government Act 1995,* sub-section:

(c) information contained in a tender received by the local government for a contract to the extent that the information -

(i) is a tendered price; or

(ii) a tendered methodology for calculating a price;

SUMMARY

For Council to consider and award a contract for Tender No. 19-2025 for Supply, Installation and Maintenance of Bore Pumps in accordance with the *Local Government (Functions and General) Regulations 1996*.

The overall value of the tender is expected to exceed the Chief Executive Officer's delegated authority limit of $500,000 for the awarding of tenders. The matter is therefore referred to Council for decision.

OFFICER'S RECOMMENDATION

That Council awards a contract for Tender No. 19-2025 for Supply, Installation and Maintenance of Bore Pumps, to Hydroquip Pumps and Irrigation Pty Ltd, in accordance with their tender submission received 18 December 2025, for a contract period of three (3) years with provision to extend the contract period by a further two 12-month periods.

BACKGROUND

The City sought tenders for the supply, installation and maintenance of bore pumps, flow meters and bore head works, as well as water quality monitoring and other services relating to bore maintenance. These services will predominately be undertaken on bores and pumps located within public open spaces across the City.

City is seeking to form a three-year contract with an option for a further two additional one-year extensions. Tenders were called due to the expected value of the contract reaching the tender threshold limit and to ensure that the City is compliant with its *Procurement Policy* and Local Government regulations.

The decision to exercise the contract options for extension will be subject to the Contractor's product performance and the City's operational requirements at the time.

The City issued a Request for Tender - RFT 19-2025 Supply, Installation and Maintenance of Bore Pumps on 22 November 2025 via the City's e-tendering platform, TenderLink, using the

categories involving plumbing, electrical and bore works, reaching over 1,000 prospective contractors. The Tender was also advertised on the City's website, at the Civic Centre administration building and the City's three libraries in Bayswater, Maylands and Morley. The submission deadline was 18 December 2025, equating to an advertising period of 26 days.

EXTERNAL CONSULTATION

No external consultation was required.

OFFICER'S COMMENTS

At the close of tender submission period, five conforming submissions were received from the following tenderers:

- BD Water
- Hydroquip Pumps
- KS Black
- NewGround Water
- Western Irrigation

The following City officers formed the tender evaluation panel, with oversight from the City's Procurement team:

- Coordinator Turf Services
- Supervisor Irrigation Services
- Recreation Projects Manager

All submissions were evaluated in accordance with the qualitative and quantitative criteria detailed in the tables below.

Qualitative Criteria

The qualitative criteria for this tender are as follows:

Description of Qualitative Criteria	Weighting
Experience and Position within the Industry	30%
Resources and Work, Health and Safety	15%
Sustainability	5%

Quantitative Criteria

This criterion required applicants to submit prices for the goods and services as outlined in the request for tender documentation. The price schedule was structured as a schedule of rates **(Confidential Attachment 1)**.

Quantitative Criteria	Weighting %
Price - Total value proposition to the City	50%

Assessment

Tender submissions were evaluated against the qualitative and quantitative criteria as shown in rank order in the tables below:

Tenderer	Qualitative Criteria			Quantitative Criteria	Total	
	Experience and Position within the Industry	Resources and Work, Health and Safety	Sustainability	Pricing	Total	Ranking
	30%	15%	5%	50%	100%	
BD Water	12.00	4.50	2.00	48.52	67.02	**5**
Hydroquip Pumps	21.00	10.50	3.00	50.00	84.50	**1**
KS Black	18.00	9.00	3.50	48.26	78.76	**2**
NewGround Water	15.00	7.50	3.00	48.69	74.19	**3**
Western Irrigation	18.00	9.00	2.00	42.29	71.29	**4**

Hydroquip Pumps and Irrigation Pty Ltd was evaluated as the highest ranked Tender in respect to the compliance criteria. Their submission provided a submitted tender price within budget and allowed for provisional sums and budget contingency. This provided the assessment panel confidence that the contractor has the required skills, relevant experience and methods to complete the project to the required standards and within project timelines.

Pricing (50 % weighting)

This criterion required applicants to submit prices for the goods and services as outlined in the request for panel document and the specifications. The submitted pricing schedules were compared to a typical scenario in which the City would purchase a pump for installation. This figure is expected to be incurred approximately 10 times per year over the five-year contract, with the total figure being aligned with the expected budget.

The weighted cost method was applied in the evaluation of the applications, the weighting was applied to the total line items that all companies had priced on. The submissions were ranked according to the qualitative criteria. The evaluation panel then assessed the price component to determine the submissions that are most advantageous to the City.

As Hydroquip Pumps and Irrigation Pty Ltd is the incumbent supplier to the City, always meets project delivery timeframes within the allocated budget, and has a high quality of work on previous projects of a similar nature, City officers did not seek referees.

LEGISLATIVE COMPLIANCE

The tender process has met the requirements of s3.57 the *Local Government Act 1995* and r.14 – 16 of the *Local Government (Functions and General) Regulations 1996*.

All tenderers have indicated that they do not have any conflicts of interest in the performance of their obligations under the contract.

City officers involved in the assessment of the tender submissions and preparation of the associated report have indicated that they do not have any conflicts of interests with any of the tenderers.

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Medium
Reputation and Stakeholders	Medium	Medium
Service Delivery	Medium	Medium
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR02 – Failure to strategically plan, deliver and maintain infrastructure and assets.	

FINANCIAL IMPLICATIONS

Item 1:

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

LTFP Impacts: The expenditure under this contract is generally accounted for in annual Municipal budgets for both OPEX and CAPEX.

Notes:

ITEM NO.	CAPITAL / UPFRONT COSTS ($)	ONGOING COSTS ($) ANNUAL		INCOME ($)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS ($)	CURRENT BUDGET ($)
		MATERIALS & CONTRACT	EMPLOYEE				
1	Nil	$250,000	Nil	Nil	6-12		$250,000

STRATEGIC IMPLICATIONS

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

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

Key Result Area: Natural
Outcome 3.1 Sustainable Natural Green Spaces
Objective 3.2.3 Maintain and protect our inviting green open spaces.

CONCLUSION

The submission made by Hydroquip Pumps and Irrigation Pty Ltd demonstrated the best overall value for delivering on the City's requirements under contract, therefore it is recommended that Council awards Tender No. 19-2025 Supply, Installation and Maintenance of Bore Pumps, to Hydroquip Pumps and Irrigation Pty Ltd for a period of three (3) years, with the option of two 1-year extension options.

10.3.3 Tender 25-2025 Frank Drago Reserve Architectural Design and Associated Services

Responsible Branch:	Project Services
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. CONFIDENTIAL REDACTED - Price Schedule RFT 25-2025 [**10.3.3.1** - 2 pages]
Refer:	Item: 10.3.1 OCM: 29.04.2025
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

This item contains one or more confidential attachments that may be dealt with behind closed doors, in accordance with Section 5.23(4) of the *Local Government Act 1995,* sub-section:

(c) information contained in a tender received by the local government for a contract to the extent that the information -

(i) is a tendered price; or

(ii) a tendered methodology for calculating a price;

SUMMARY

For Council to assess and award Tender 25-2025 Frank Drago Reserve Architectural Design and Associated Services in accordance with the tender specification.

The value of the tender exceeds the Chief Executive Officer's delegated authority limit of $500,000 for the awarding of tenders. The matter is therefore referred to Council for decision.

The recommended tender is within the 2025-2026 Budget allocation and allows for provisional and contingency sums if required. Approval of Council will allow the project to progress through a staged process. Hold points are in place at various key milestone stages to enable project review and progression subject to the approval of all stakeholders.

OFFICER'S RECOMMENDATION

That Council:

1. **Notes the tenders received for RFT 25-2025 Frank Drago Architectural Design and Associated Services.**
2. **Accepts the tender submitted by Hodge Collard Preston Architects in the amount of $765,095 (excluding GST) for the provision of architectural design and associated services associated with the Frank Drago redevelopment project.**
3. **Notes the tender evaluation was undertaken in accordance with the *Local Government Act 1995,* the *Local Government (Functions and General) Regulations 1996*, and the City's *Procurement Policy*, and that funding is provided for within the City's adopted budget.**
4. **Notes the contract is structured in staged phases with hold points, allowing the City to review scope, design development and cost estimates prior to authorising progression to subsequent stages.**
5. **Authorises the Chief Executive Officer to execute and administer the contract with Hodge Collard Preston Architects on behalf of the City.**

BACKGROUND

The City has been working with stakeholders and project partners to examine the feasibility and develop concept design options for the redevelopment of the soccer precinct within Frank Drago Reserve. The objective is to transform the site into a modern sporting facility that meets the growing needs of the soccer club while also providing enhanced amenities for the local community.

At the Ordinary Meeting held on 9 April 2019, Council considered a concept design for the proposed upgrades to the soccer facilities at Frank Drago Reserve and resolved to provide in-principle support for the proposed facility design plans. This support enabled the Bayswater City Soccer Club (the Club) to explore and pursue potential future funding opportunities at State and Federal level for the project.

It was noted at the time that the City did not have funding available to contribute to this project.

In February 2024, Council supported a motion to endorse the inclusion of $130,000 as a new budget item in the 2023–2024 Mid-Year Budget Review to provide initial funding for a feasibility study for the redevelopment of the Bayswater City Soccer Club rooms.

The motion also endorsed the establishment of a new Bayswater City Soccer Club Rooms Redevelopment Reserve, with initial funding of $200,000 to be included in the 2024–2025 budget.

Following this, Tender 06-2024 – Frank Drago Soccer Precinct Redevelopment Feasibility and Advocacy was subsequently prepared and advertised in The West Australian newspaper on Wednesday, 3 April 2024. The tender submission period closed on Wednesday, 17 April 2024.

At the April 2024 Ordinary Council Meeting, Council considered the tender submissions and resolved the following:

1. *Awards Tender 06-2024 for Frank Drago Soccer Precinct Redevelopment Feasibility and Advocacy to Paatsch Group in accordance with their tender submission price of $193,686 dated 16 April 2024.*
2. *Requests the Chief Executive Officer to present an interim preliminary findings report to the July 2024 Ordinary Council Meeting."*

Paatsch Group, which is a consultancy that provides strategic advisory services in the sport and leisure sector, prepared the preliminary findings and feasibility work. The Interim Preliminary Findings Report was subsequently submitted to Council at the Ordinary Council Meeting held on 23 July 2024. At that meeting, Council resolved to:

1. *Note the Frank Drago Soccer Precinct Redevelopment Feasibility and Advocacy Preliminary Findings Report.*
2. *Request the Chief Executive Officer to progress Stages Two and Three of the Frank Drago Soccer Precinct Redevelopment Feasibility and Advocacy project*.

Stages Two and Three of the initial preliminary feasibility works included:

- Completion of the feasibility study;
- Stakeholder and community consultation; and
- Development of a concept design and associated cost estimates.

The above works have been completed, and a concept design for the redevelopment of the reserve, including cost estimates for delivery were provided to Council.

The development of the concept design for this project has been structured for delivery in two stages. Stage 1 comprises of essential upgrades and renewals, while Stage 2 includes potential expansions and additional desirable elements. Details of the elements proposed for each stage are provided below and delivery / construction of each stage could be sub-divided into smaller components dependent on the availability of funding at the time:

- **Stage 1** includes clubroom and changeroom renewals, spectator amenity, main soccer pitch reconstruction with new LED floodlighting to Football Australia match standard, parking, community amenity, pathways and playspace.

  Stage 1 Project Cost Estimate - $18,803,982

- **Stage 2** includes renewal of an additional match pitch, the development of an additional small sided training pitch, floodlighting upgrades, potential function room expansion, parking upgrades and additional landscaping.

  Stage 2 Project Cost Estimate - $14,486,803

  Total Project Cost Estimate including Stage 1 and 2 - $33,290,785

The concept design, together with the project cost estimates for the two stages, was used to support advocacy efforts to secure government funding. As a result of this advocacy, the City was successful in securing $5 million from the State Government as part of a 2025 State Election commitment.

Following this, Council further considered the redevelopment at the Ordinary Council meeting held on 29 April 2025, after the development of concept designs and cost estimates, and resolved as follows:

"That Council:

1. *Notes the Frank Drago Soccer Precinct Redevelopment Feasibility Study Report.*
2. *Requests the Chief Executive Officer and Mayor to continue advocating to potential funding bodies for contributions toward the proposed staged redevelopment.*
3. *Make a provision of $5million for Stage 1 of the project in the draft 2025-2026 Annual Budget from the Major Capital Works Reserve.*
4. *Requests the Chief Executive Officer to ensure that the finalised concept design for the site maintains that any playing fields when not in use by the club, remain open to the public for recreation purposes.*
5. *Notes that the City's provision of funding in Limb 3 above is on the understanding that additional external funding will need to be sourced to close the project funding gap."*

With the addition of the $5 million funding secured through the State Government commitment, together with the $5 million funding contribution from the City as outlined above, the project has progressed to the schematic and detailed design phase. Tenders have subsequently been invited for the engagement of an architect to undertake this work.

EXTERNAL CONSULTATION

The City engaged the community and stakeholders through late 2024 and early 2025 in the development of the concept plans and cost estimates.

The tender was publicly advertised as per legislative requirement.

OFFICER'S COMMENTS

Given that $5 million was secured from the State Government through the funding strategy, together with $5 million from municipal sources, a specialist architectural design team is required to review the concepts prepared to date. The team will refine and further develop concept design options for two redevelopment scenarios:

- a $10 million redevelopment option aligned with the funding currently secured; and
- an $18 million redevelopment option based on the costed Stage 1 design concept

Upon completion of the concept design options for the two scenarios, the designs will be presented to Council for consideration prior to progressing to the schematic and detailed design phases.

Tenderers, being specialist architectural design teams, were requested to include within their submissions a price for developing concept designs for both a $10 million design option and an $18 million design option.

The tendered price of $765,095 (excluding GST) relates to the development of an $18 million option however if the final project funding is limited to $10million and only a $10 million design option is selected to progress, the fees will be adjusted to those provided for the development of a $10 million option from the schematic design phase onwards.

The appointed architect team will work in tandem with a quantity surveyor procured separately to provide specialist costing to the concepts developed and to progress the project, subject to approvals, through the detailed design and construction stages. The independent quantity surveyor will also be able to quantify the project elements that can be delivered within the $10 million design option and the $18 million design option.

There are various hold points included throughout the project stages that allow for update and funding reports to be considered and approved before the project progresses to the next stage. These hold points are listed in the table within the ‘Assessment' section below.

Tender 25-2025 was publicly advertised on Saturday, 6 December 2025 in the West Australian newspaper via the City’s e-procurement platform, TenderLink. The tender closed on Friday 23 January 2026.

At the close of tender five conforming tenders were received from the following organisations:

- Cox Architecture Pty Ltd
- EIW Architects
- Hames Sharley WA Pty Ltd
- Hodge Collard Preston Architects
- Hunt Architects Pty Ltd

All responses were comprehensive and demonstrated a solid market response to the request for tender.

Tenderers were assessed using the following criteria:

Qualitative Criteria

The qualitative criteria for this tender are shown in the table below.

Description and Qualitative Criteria	Weighting
Demonstrated Experience	15%
Expertise of Key Personnel	15%
Capacity of Organisation	10%
Appreciation of Task / Methodology	15%
Sustainability	5%

Quantitative Criteria

The following price weighting was proposed in the Procurement Plan.

Price Weighting %
40%

The submitted tender prices are included in **Confidential Attachment 1.**

The evaluation panel consisted of:

- Manager Infrastructure Projects
- Recreation Projects Manager
- Acting Coordinator Projects

Scores and comments were recorded on an evaluation matrix where the total qualitative and quantitative net weighted scores ranked both submissions out of 100%.

Assessment

The tender submissions were evaluated against the qualitative and quantitative criteria, with scores as shown in the table below:

Tenderer	Demon-strated Experience	Expertise of Key Personnel	Capacity of Org and Personnel	Task / Method	Sustain-ability	Total Quali-tative	Price	Overall Total (%)	Rank
Cox Architect	12	10.5	7	10.5	3.5	43.5	19.92	63.42	4
EIW	10.5	10.5	7	10.5	3.5	42	33.9	75.9	5
Hames Sharley	12	12	7	12	4	47	32.43	79.43	2
Hodge Collard Preston	**12**	**12**	**7**	**10.5**	**3.5**	**45**	**40**	**85**	**1**
Hunt Architects	12	12	7	12	3.5	46.5	31.36	77.86	3

The City contacted the referees provided by the two highest ranked submissions and received positive feedback.

Based on the evaluation panel outcomes, Hodge Collard Preston is the recommended Tenderer.

Once the architectural consultant team is appointed the project timelines (subject to hold point consideration) are anticipated to be completed as follows:

Project Stage	Hold Point	Date
Concept Design Review	Hold Point 1	June 2026
Schematic Design Development	Hold Point 2	September 2026
Detailed Design (chosen option)	Hold Point 3	December 2026
Construction Documentation	Hold Point 4	February 2027
Construction Contractor Appointed	Hold Point 5 (prior to tender advert)	May 2027
Construction Commencement		July 2027
Construction Completion		Mid/Late 2028

LEGISLATIVE COMPLIANCE

The tender process has met the requirements of section 3.57 of the *Local Government Act 1995* and regulations 14 – 16 of the *Local Government (Functions and General) Regulations 1996.*

All tenderers have indicated that they do not have any conflicts of interest in the performance of their obligations under the contract.

City officers involved in the assessment of the tender submissions and preparation of the associated report have indicated they do not have any conflict of interest with any of the tenders.

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR02 – Failure to strategically plan, deliver and maintain infrastructure and assets. SR06 - City does not have the adequate financial capacity to deliver planned services and maintain assets. SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

$10 million funding is confirmed and budgeted comprising of $5 million City funding and $5 million State Government grant funding administered by Department of Creative Industries, Tourism and Sport (DCITS). Both the City and Bayswater City Soccer Club will continue to advocate for additional funding.

The schematic and detailed design phase is a key component of the project and the tender price is within the available budget and is considered to be within the expected threshold for a project of this size.

STRATEGIC IMPLICATIONS

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

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

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

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

CONCLUSION

The City has been working with stakeholders and project partners to develop concept design and cost options for the redevelopment of the soccer precinct within Frank Drago Reserve. Initial concepts developed to date indicate a Stage 1 project cost estimate of $18,803,982.

A specialist architectural design team is required to review the current concepts prepared to date and develop refined concept options for both a $10 million proposed redevelopment to match the current funding identified to date, and an $18 million proposed concept developed in line with the most recent costed Stage 1 design option.

At the close of tender, five conforming tenders were received and evaluated. Hodge Collard Preston ranked highest and is therefore the recommended tenderer.

10.3.4 WALGA Climate Change Advocacy Position

Responsible Branch:	Parks and Environment
Responsible Directorate:	Infrastructure and Assets
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. 2026 Climate Change Advocacy Position Consultation Paper [**10.3.4.1** - 14 pages]
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

The purpose of this report is to seek Council-endorsed feedback on the draft WALGA Climate Change Advocacy Position. Previously adopted in 2018, the Advocacy Position was revised in response to significant changes in the legislative, policy and technological context in which Local Governments operate. The draft Advocacy Position aligns with the City's strategic direction and will assist in advocating for the resources required for Local Governments to both mitigate and adapt to the impacts of the changing climate.

OFFICER'S RECOMMENDATION

That Council:

1. **Supports the draft WALGA Climate Change Advocacy Position.**
2. **Requests the Chief Executive Officer to confirm Council support for the draft Advocacy Position to WALGA by 1 May 2026.**

BACKGROUND

The Western Australian Local Government Association (WALGA) advocates to all levels of Government on behalf of its members to deliver better outcomes for the WA Local Government sector. In 2018, WALGA endorsed a Climate Change Advocacy Position following extensive sector consultation. The 2018 Advocacy Position states:

"Local Government acknowledges:

1. *The science is clear: Climate change is occurring and greenhouse gas emissions from human activities are the dominant cause.*
2. *Climate change threatens human societies and the Earth's ecosystems.*
3. *Urgent action is required to reduce emissions, and to adapt to the impacts from climate change that are now unavoidable.*
4. *A failure to adequately address this climate change emergency places an unacceptable burden on future generations.*

Local Government is committed to addressing climate change.

Local Government is calling for:

1. *Strong climate change action, leadership and coordination at all levels of government.*
2. *Effective and adequately funded Commonwealth and State Government climate change policies and programs."*

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

The original WALGA Climate Change Advocacy Position was endorsed in 2018. There have since been significant changes in the legislative, policy and technological context in which Local Governments operate. The attached Consultation Paper (Attachment 1) includes background on these changes including:

- The national *Climate Change Act 2022* and the Western Australian *Climate Change Bill 2023*
- The *Local Government Amendment Act 2023*, which expanded Western Australian Local Governments' general function to include the requirement to plan for, and mitigate, the risks associated with climate change
- Updates to energy efficiency standards under the National Construction Code
- The release of the Australian Government's *National Climate Risk Assessment* and *National Adaptation Plan*
- Climate science providing increased clarity of projections regarding climate risks and associated impacts.

Subsequently, following initial consultation, WALGA has developed a revised draft Climate Change Advocacy Position to ensure that the position reflects the sector's views, needs and priorities and provide a sound basis for WALGA's advocacy to State and Federal Governments. The draft Advocacy Position (as attached) states:

1. *Local Government acknowledges the risks associated with, and is committed to, addressing climate change.*
2. *WALGA calls on the Australian and Western Australian Governments to:*
    a) *Provide the necessary climate leadership, coordination and action to ensure an orderly transition to achieve emission reduction targets and address the impacts of climate change.*
    b) *Provide dedicated funding, guidance and practical support to assist Local Governments to undertake emissions reduction and adaptation actions.*

WALGA has requested Council-endorsed feedback on the draft Climate Change Advocacy Position to be submitted by close of business 1 May 2026. Officers have reviewed the draft Advocacy Position and consider it to be consistent with the City's current strategic direction on climate change, as endorsed under the:

- Council Plan;
- Environment and Liveability Framework; and
- Emissions Reduction and Renewable Energy (ERRE) Plan.

The draft Advocacy Position has been updated to reflect the current policy and operating context, notably the updates to the *Local Government Act,* which now require Local Government to plan for and mitigate the risks of climate change. The position acknowledges that sufficient and sustainable funding, and support, is needed for Local Governments to be able to fulfill their legislative responsibilities and therefore a revised, fit for purpose advocacy position will ensure WALGA has the social license to advocate for this.

The City has committed to a number of climate change mitigation and adaptation actions under the Environment and Liveability Framework and ERRE Plan, some of which will require significant upfront resourcing to deliver, for which there are currently minimal external funding opportunities. Officers are therefore recommending for Council to support the draft WALGA Climate Change Advocacy Position.

Council has the opportunity to provide feedback on the draft position beyond endorsement if so desired. WALGA will collate feedback received from Local Governments and make a final draft of the Advocacy Position representing the views of the sector. The final draft Advocacy Position will then be taken through the zone/State Council process for decision.

LEGISLATIVE COMPLIANCE

The Local Government Act 1995 (Act) sets out the general functions for local government relating to the good government of persons in its district. Section 3.1(1A) of the Act states:

- *the general function of a local government must be performed having regard to the following –*

  (a) the need –

  i. *to promote the economic, social and environmental sustainability of the district; and*

  ii. *to plan for, and to plan for mitigating, risks associated with climate change; and*

  iii. *in making decisions, to consider potential long-term consequences and impacts on future generations.*

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Medium
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR03 - Council plans, decision making process and/or activities fail to invest in the management, protection and improvement of its natural environment.	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

Key Result Area: Natural
Outcome 3.1 A Climate Resilient City
Objective 3.1.1 Reduce the impacts of the changing environment.
Objective 3.1.2 Transition to net zero emissions.

Key Result Area:	Leadership and Governance
Outcome 5.2	Stakeholder Leadership
Objective 5.2.3	Advocate and develop partnerships for City benefit.

CONCLUSION

The City has received a request from WALGA to provide Council endorsed feedback on the revised draft Climate Change Advocacy Position. The Advocacy Position is considered consistent with the City's strategic direction and ongoing commitment to climate action. Therefore, Officers are recommending that Council support the draft WALGA Climate Change Advocacy Position and request the CEO to submit feedback to WALGA by the advised deadline.

WALGA Climate Change Advocacy Position

Consultation Paper

January 2026

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1. Introduction

Climate change, and related legislation, policy and action, have implications for many aspects of Local Governments' operations and services. More frequent and severe droughts, heatwaves, bushfires, extreme rainfall events and warming, rising sea levels are increasing the costs and complexity of delivering critical services, infrastructure and ensuring community wellbeing.

The impacts and implications of climate change and opportunities for action differ depending on a Local Government's location, size and capacity. For example, coastal Local Governments are managing erosion and inundation risks, urban Local Governments are seeking to mitigate the impact of prolonged periods of heat on the liveability and health of their communities and in regional areas, water availability, heat stress and the transition to renewable energy are key concerns.

WALGA's policy and advocacy on climate change is longstanding, with the Association's first Climate Change Policy Statement adopted in 2009. In 2018 a new Climate Change Policy Statement and advocacy position were endorsed by WALGA State Council following extensive sector consultation. The 2018 Advocacy Position states:

Local Government acknowledges:

1. *The science is clear: Climate change is occurring and greenhouse gas emissions from human activities are the dominant cause.*
2. *Climate change threatens human societies and the Earth's ecosystems.*
3. *Urgent action is required to reduce emissions, and to adapt to the impacts from climate change that are now unavoidable.*
4. *A failure to adequately address this climate change emergency places an unacceptable burden on future generations.*

Local Government is committed to addressing climate change.

Local Government is calling for:

1. *Strong climate change action, leadership and coordination at all levels of government.*
2. *Effective and adequately funded Commonwealth and State Government climate change policies and programs.*

July 2018 – 72.5/2018

Since the 2018 Advocacy Position was adopted there have been significant legislative, policy, technological and scientific changes, including:

- The national *Climate Change Act 2022* and the Western Australian Climate Change Bill 2023.
- The *Local Government Amendment Act 2023,* which expanded Western Australian Local Governments' general function to include planning for, and mitigating, the risks associated with climate change.

- The release of the Australian Government's National Climate Risk Assessment and National Adaptation Plan in 2025.
- Escalation of the transition to renewable energy, uptake of electric vehicles and energy efficiency standards under the National Construction Code.
- Climate science and projections (international, national and WA specific) have also become clearer regarding the risks posed by climate change and the need for action to address the consequential impacts.

It is important that the WALGA climate change advocacy position is updated to reflect these changes and the consequent needs and priorities of Local Governments. An updated climate change advocacy position, which complements other WALGA advocacy positions, will provide a sound basis for WALGA's advocacy.

Following initial consultation, consideration by State Council in March 2025 and feedback from the Environment Policy Team, WALGA has developed a revised, draft Climate Change Advocacy Position for Local Government feedback:

1. *Local Government acknowledges the risks associated with, and is committed to, addressing climate change.*
2. *WALGA calls on the Australian and Western Australian Governments to:*
    a. *Provide the necessary climate leadership, coordination and action to ensure an orderly transition to achieve emission reduction targets and address the impacts of climate change.*
    b. *Provide dedicated funding, guidance and practical support to assist Local Governments to undertake emissions reduction and adaptation actions.*

WALGA is seeking Council endorsed feedback on the draft Climate Change Advocacy Position by **COB Friday, 1 May 2026.** Feedback can be provided to environment@walga.asn.au.

This Paper provides an overview of matters which were considered in the development of the updated draft Advocacy Position including the legislation and policy (Section 2), technological changes (Section 3), climate science information (Section 4), feedback from Local Government on their needs, activities and barriers in relation to climate change (Section 5), and WALGA advocacy (Section 6). Section 7 provides detail on the rationale for the draft Advocacy Position.

2. Legislation and Policy

Since WALGA's Climate Change Policy Statement was endorsed in 2018, there have been significant Australian and Western Australian legislative and policy changes, these are outlined in Table 1.

Table 1: Government climate legislation and policy

Document	Summary
Climate Change Legislation	
Climate Change Act 2022	The Australian Government *Climate Change Act 2022* establishes a national framework for reducing greenhouse gas (GHG) emissions and enhancing climate resilience in Australia. It mandates setting emission reduction targets, annual reporting to Parliament and developing policies to support the transition to a low-carbon economy. Australia's Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement commits to reducing greenhouse gas emissions to 43% below 2005 levels by 2030.
Annual Climate Change Statement 2025	The Annual Climate Change Statement is a requirement under the *Climate Change Act 2022*. It provides an overview of the country's progress in reducing GHG emissions and enhancing climate resilience. The Statement includes updates on emission reduction targets, government initiatives and programs supporting the transition to a low-carbon economy. The Statement also identifies additional areas for further action.
WA Climate Change Bil 2023	The WA Climate Change Bill was introduced to Parliament in November 2023. The Bill sought to commit to net zero GHG emissions by 2050 and an interim whole of WA Government 2030 reduction target of 80% below 2020 levels. It also focuses on adapting to climate change impacts through sectorial adaptation planning and ensuring transparent progress reporting to the community and Parliament. The Bill has not progressed. In May 2025 the Premier indicated that climate change legislation introduced in WA would need to be carefully considered, particularly in regard to net zero targets, as WA is captured by national net zero legislation.

Local Government Amendment Act 2023	Amendments made to the *Local Government Act 1995*, under the first tranche of changes in the *Local Government Amendment Act 2023,* expanded the requirements for Local Government in regard to their general functions to ensure good governance outcomes for their communities. Under Part 3 s3.1(1A) General Function, Local Governments are now required (change in bold): a. *to promote the economic, social and environmental sustainability of the district; and* b. ***to plan for, and to plan for mitigating, risks associated with climate change****; and* c. *in making decisions, to consider potential long-term consequences and impacts on future generations.* These legislative changes were made without any sustainable investment model, or tools, to support the new responsibility.
State Public Health Plan 2025 - 2030	Under Stage 5 of the *Public Health Act 2016*, which commenced in June 2024, Local Governments are required to prepare and publish local public health plans by 4 June 2026 that consider the State Public Health Plan objectives and priorities. The objectives for the State Public Health Plan include "Protect against public and environmental health risks, effectively manage emergencies, reduce impacts of disaster, and lessen the health impacts of climate change".
Climate Change Mitigation	
Paris Agreement (2022 update)	The Paris Agreement, under the United Nations Framework Convention on Climate Change, aims to limit global warming to 1.5°C by the end of this Century, requires a 43% cut in global GHG emissions by 2030.
6th Intergovernmental Panel on Climate Change (IPCC) Report (2023)	The 6th IPCC Report summarises the state of knowledge of climate change, its widespread impacts and risks, and climate change mitigation and adaptation.
United Nations Climate Change Conference (COP 28) 2023	The COP 28 Agreement calls for a tripling of renewable energy capacity and doubling of energy efficiency improvements by 2030.

Net Zero Plan 2025	The Australian Government's Net Zero Plan guides Australia's transition to the legislated target of net zero emissions by 2050, covering all major parts of the economy and is consistent with international and domestic targets. The Plan sets out Government priorities, establishes policies and measures to reduce emissions and support ongoing and new investment in low emissions and renewable activities. The Plan is supported by Treasury Modelling on the impact of the transition.
Western Australian Climate Change Policy 2020	The Western Australian Climate Change Policy outlines the State Government's plan for a climate-resilient future. It highlights actions to be taken in collaboration with all sectors of the economy to achieve net zero emissions by 2050. Key programs include: • Low carbon transition • Clean Energy Future Fund • Electric Vehicle (EV) Strategy • Building WA's climate resilient future • Sectoral Emissions Reduction Strategy (SERS).
Climate Change Adaptation	
National Climate Resilience and Adaptation Strategy 2021-2025	The National Climate Resilience and Adaptation Strategy 2021-2025 outlines how the Australian Government will fulfil its 2012 COAG Roles and Responsibilities through three objectives for effective adaptation across Australia: 1. Drive investment and action through collaboration 2. Improve climate information and services 3. Assess progress and improve over time.
National Climate Risk Assessment (NCRA) 2025	The NCRA is the first comprehensive evaluation of how climate change will impact key systems and regions across Australia and provides a solid evidence base for coordinated adaptation planning. The assessment identified 63 nationally significant risks with a more detailed analysis of 10 priority hazards.
National Adaptation Plan 2025	The Plan builds on the National Climate Resilience and Adaptation Strategy and forms Australia's new framework for preparing for and responding to climate change impacts. The Plan represents the 'prioritise and plan' steps in the adaptation cycle, following the 'understand and assess' steps outlined in the NCRA.

Council of Australian Governments (COAG) Roles and Responsibilities for Climate Change Adaptation in Australia	The Council of Australian Governments (previously COAG, now known as National Cabinet) defined roles and responsibilities for managing climate risk and adaptation across all levels of government. This highlighted that all levels of government play a significant role in climate change adaptation and risk management. Whilst this was agreed to in 2012, it is still referred to in national and state climate adaptation policy.
Western Australian Climate Adaptation Strategy 2023	Sets out directions to support climate adaptation in WA: 1. Produce and communicate credible climate information and resources 2. Build public sector climate capability and strengthen accountability 3. Enhance sector-wide and community partnerships 4. Empower and support the climate resilience of Aboriginal people.
Australian Local Government Association (ALGA) Policy and Advocacy	
Advocacy	ALGA has positions on both Climate Adaptation and Emissions Reduction and calls for a range of funding Programs and support for Local Government.
Adapting Together – Local Government Leadership in a Changing Climate Report 2025	The Report uses more than 200 examples of Local Governments showing leadership and taking action to address climate impacts, and five case studies to model the national value of Local Government climate adaptation.

3. Technology

Technological changes most relevant to Local Government include the transition to renewable energy, uptake of electric vehicles and changes to energy efficiency standards under the National Construction Code.

In line with legislated net zero targets, the Australian Government is also targeting 82% renewable energy in the country's electricity grids by 2030. It is essential that the energy transition currently underway delivers economic opportunities, ensures reliable and affordable electricity and benefits for the local community. In 2024 WALGA developed a suite of advocacy positions (see Section 6) related to the renewable energy transition, forming the basis of WALGA's advocacy on behalf of the sector on this issue.

4. Climate Change projections and economic impact

Analysis of historic trends indicates Western Australia is already experiencing the impacts of climate change:

- Western Australia has warmed since 1910, with an average temperature increase of 1.3 °C.
- Since 1900, rainfall has increased over most of Western Australia, apart from the far west and southwest where it has declined; the decline in southwest Western Australia has been larger than anywhere else in Australia.
- The number of days with dangerous weather conditions for bushfires increased in nearly all locations.

In 2025, the Australian Climate Service released the first National Climate Risk Assessment (NCRA) in conjunction with the Bureau of Meteorology, CSIRO, the Australian Bureau of Statistics and Geoscience Australia, which provides an important evidence base on climate risks across Australia. The NCRA assembles data and analysis in a nationally consistent way to be used by Government and community to inform adaptation at a national, regional and local level. It identifies and assesses the impact of 10 priority hazards, over four time horizons, under emissions scenarios of 1.5°C, 2°C and 3°C for 11 geographic regions (including Western Australia north and south). The NCRA also considers the key risks to various systems, including communities in urban, regional and remote areas, primary industries and food, health and social support and the natural environment.

The most up to date projections of WA's climate up to 2100 are being produced by the Western Australian Department of Water and Environmental Regulation (DWER) as part of the State Government's Climate Science Initiative (CSI). The CSI is intended to provide a better understanding of climate change at a local level by producing climate projections at smaller scales (20 km and 4 km resolution). At these scales, regional influences like topography, land use and coastlines can be better understood, as well as extreme events like storms.

Statewide temperature and rainfall climate projections have been produced for the whole of WA at a grid resolution of 20 km up to 2099 under low and high emissions scenarios. Projections at a grid scale of 4 km are anticipated to be available for the South West in early 2026 and for the North West, covering the Pilbara and Kimberly regions, in late 2026.

There is significant evidence identifying the negative impact on the economy from increasing climate change risks and hazards (Productivity Commission Inquiry) with infrastructure and agricultural sectors likely to face some of the most significant challenges. The Insurance Council of Australia, reports that the cost of extreme weather events has resulted in payments to policy holders impacted by extreme weather events rising from an average of $2.1 billion p.a. in real terms over the last 30 years to an average

of $4.5 billion p.a. over the last five years. Deloitte Access Economics (2022), estimate that climate change will cost the nation up to $1 trillion by 2050 and that $380 billion of these costs could be avoided if immediate action is taken to reduce emissions and adapt.

5. Local Government activities and barriers

Reflecting the requirements of the *Local Government Act 1995*, as of July 2025, 79 Local Government's Strategic Community Plans make specific reference to climate change, with a further 40 mentioning sustainability more broadly. Of these, 50 have targeted climate change plans or strategies.

Figure 1 identifies metrics relating to Local Governments' climate change related commitments and activities.

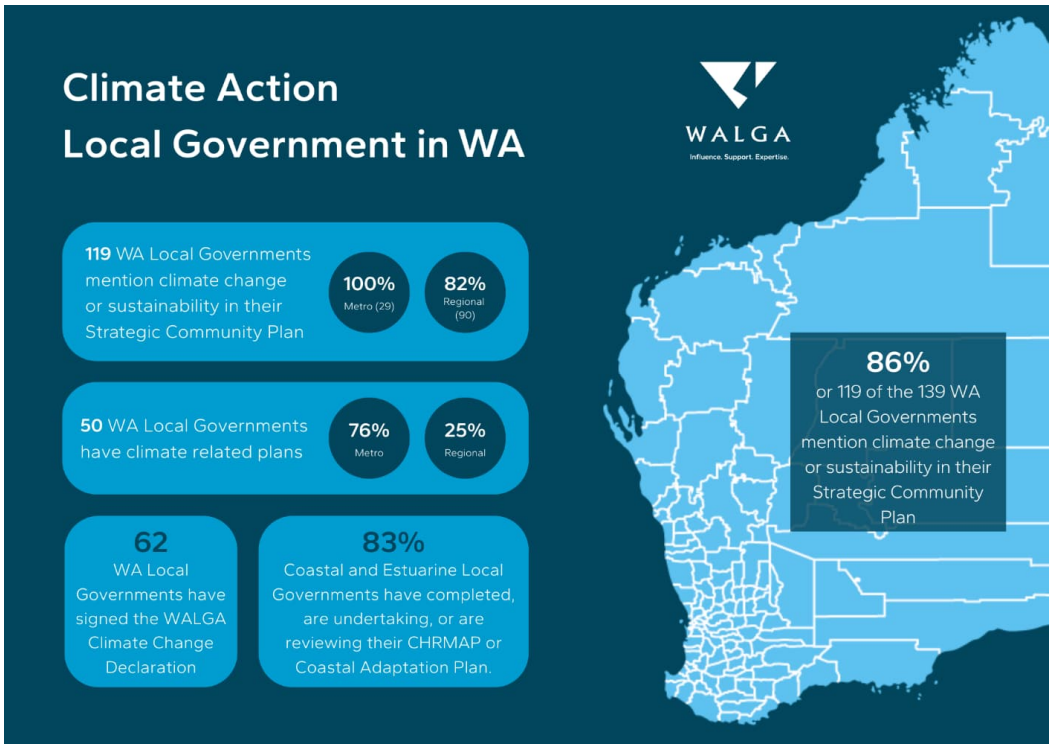


Figure 1: Local Government Climate Change commitments and activities

WALGA has undertaken a regular Climate Change Survey of Local Governments since the 2018 position was adopted, with surveys undertaken in 2020, 2022 and 2024 (see Table 2).

Table 2: Snapshot of WALGA climate change survey responses

Year	*Metropolitan (no. and % of respondents)*	*Regional (no. and % of respondents)*	*Total Respondents*
2020	29 (79.1%)	110 (79.1%)	139
2022	16 (32.6%)	33 (67.3%)	49
2024	27 (31.3%)	59 (68.6%)	86

These surveys consistently identify the main barriers to undertaking emissions reduction and adaptation actions for Local Government as **limited capacity, expertise**, **funding** and **support**. These issues are particularly significant for smaller, regional Local Governments, whose assets and communities are more vulnerable to the impacts of climate change, such as extreme weather events.

Findings from the 2024 climate change survey reinforced that these issues remain the main barriers for Local Governments and are compounded by the many **competing priorities** within Local Governments. Survey respondents understood requirements for Local Government to incorporate climate change considerations into their operational planning, however reported limited knowledge or resources to undertake change. The Australian Local Government Climate Review identified that this is a critical issue for the sector in relation to emergency management. When emergency events occur, Local Governments have the most significant and immediate burden of managing the consequences compared to other levels of Government (Figure 2).

Coastal erosion is an example of the inequitable cost burden placed on Local Government. The State Government has identified 55 coastal erosion 'hotspots' (15 metropolitan, 40 regional) and flagged an additional 31 locations (8 metropolitan and 23 regional) for future consideration. 23 Local Government areas have been recognised as requiring active management over the next 25 years.

Under State Planning Policy 2.6, Local Government is responsible for planning and addressing predicted erosion and inundation hazards, through the preparation of Coastal Hazard Risk Management and Adaptation Plans (CHRMAP). Through the CoastWA Program, the State Government has delivered funding and support to Local Governments to manage current impacts of coastal erosion and inundation and to plan and prepare for increased impacts in the future. However, the level of funding provided for the CoastWA Program is inadequate and is due to expire in 2025-26. Only $33.5 million was allocated to the Program over five years to 2025-26, despite the State Government estimating in 2019 that the cost to manage the 55 hotspots was $110 million over the same period – with more funding required over the medium to long-term.



Figure 2: Snapshot of 2024 WALGA Local Government Climate Change Data in relation to main barriers faced by Local Government in addressing climate change.

6. WALGA Advocacy

WALGA's 2025 State Election Priorities and 2026-27 State Budget Submission advocates for State Government support and investment under Climate Resilience, Low Carbon and Disaster Ready themes including funding for emergency management, waste, water availability and infrastructure, coastal erosion and inundation, urban tree canopy and EV charging infrastructure.

WALGA has a suite of Advocacy Positions that relate to these priority areas and are supported by WALGA's current Climate Change Policy Position, including:

- Water Management (4.3)
- Urban Forest (4.5)
- Street Lighting (5.5)
- Vehicle Emissions (5.14)
- Renewable Energy (6.16, 6.17, 6.18)
- Building Act and Regulations (6.6)
- Coastal Planning (6.8)
- Emergency Management (8.1, 8.2, 8.11).

In 2021-23, WALGA secured State Government funding to deliver a Regional Climate Alliance (RCA) Pilot Program, an initiative under the Western Australian Climate Policy.

Modelled on successful programs in other jurisdictions, two groupings of Local Governments, the South Coast Alliance and Goldfields Voluntary Regional Organisation of Councils (GVROC), focused on accelerating climate action at the regional scale. WALGA continues to advocate to the State Government to implement a statewide program to assist to Local Governments, particularly in regional communities, and secure State Government investment in the management of climate risks.

Local Governments own energy use provides an opportunity for renewable energy and enhanced disaster resilience, with many Local Governments upgrading their assets and facilities with solar and battery storage capabilities. In April 2022, WALGA commenced an aggregated purchase arrangement on behalf of the sector to deliver both economic savings and emission reductions to participating Local Governments. It is estimated that the first three-year term of the contract collectively delivered cost savings of approximately $34 million and sustainability benefits through carbon offsets. The second iteration of the project, involving 50 Local Governments, commenced in early 2025 has projected savings of $34 million to participating members in addition to substantial renewable energy and sustainability co-benefits.

The uptake of electric vehicles has also gained momentum with the Australian and State Governments investing in charging infrastructure and implementing programs to encourage the adoption of electric vehicles. Many Local Governments have also been transitioning their fleets and installing corporate and public use charging infrastructure.

In 2024, after two years of project development, WALGA successfully secured $4.51 million ($3.51 million funding from the Australian Renewable Energy Agency (ARENA) and $1 million from the State Government) to fund charging infrastructure and energy upgrades to support the transition to electric vehicles across 22 Local Governments. 105 charging stations were delivered under the project and participating Local Governments co-invested $7.68 million to roll out more than 140 Electric Vehicles to replace petrol and diesel vehicles.

In May 2025, changes to the National Construction Code came into effect. These changes included a strong focus on energy efficiency of new builds and expanding requirements for commercial buildings to facilitate electric vehicle charging infrastructure, solar and battery storage.

Local Governments play a role in the compliance and uptake of these standards both with industry and their communities. To support this, WALGA developed a discussion paper in 2022 to explore the opportunities for Local Government in supporting the Trajectory for Low Energy Buildings. The Trajectory is a national plan to achieve net zero carbon and energy residential and commercial buildings and provides recommendations to improve energy efficiency in existing buildings. WALGA's State Council endorsed its support of the Trajectory in 2021.

WALGA also provides secretariat support to the Western Australian Local Government Climate and Sustainability Alliance (WASCA), a growing sector-led officer network with over 100 officers from 45 Local Governments seeking to share knowledge and build capacity across the sector in climate related activities.

7. Draft Advocacy Position

The current climate change Advocacy Position reflects the policy and legislative environment and lower level of political consensus regarding the science of climate change at that time.

Importantly, the Australian Government has legislated Australia's emissions reductions targets of 43 per cent below 2005 by 2030 and net zero by 2050, consistent with Australia's commitments under the Paris Agreement. The Western Australian Government has indicated that it is committed to achieving net zero emissions by 2050 in line with the national legislated target, although it has not committed to progressing with legislating this target.

Local Governments' general function under the *Local Government Act 1995* has also been expanded to include planning for, and mitigating, the risks associated with climate change.

Climate analysis and projections emphasise the need for action to adapt to the escalating impacts from climate change on Australia and Western Australia, including more frequent and severe disaster events, as well as more heatwaves and rising sea levels.

Taking these factors into consideration, along with the feedback provided by the sector regarding the need for dedicated funding and support for emissions reduction and adaptation, WALGA has developed the following revised, draft Climate Change Advocacy Position:

1. *Local Government acknowledges the risks associated with, and is committed to, addressing climate change.*
2. *WALGA calls on the Australian and Western Australian Governments to:*
    a. *Provide the necessary climate leadership, coordination and action to ensure an orderly transition to achieve emission reduction targets and address the impacts of climate change.*
    b. *Provide dedicated funding, guidance and practical support to assist Local Governments to undertake emissions reduction and adaptation actions.*

WALGA is seeking Council endorsed feedback on the draft Climate Change Advocacy Position by **COB Friday, 1 May 2026.** Feedback can be provided to environment@walga.asn.au.

10.4 Community Services Directorate Reports

10.4.1 Development Application - Proposed Padel Courts Additions to Noranda Sporting Complex

Applicant/Proponent:	Outback Padel Pty Ltd
Owner:	City of Bayswater
Responsible Branch:	Regulatory Services
Responsible Directorate:	Community Services
Authority/Discretion:	Quasi-Judicial
Voting Requirement:	Simple Majority Required
Attachments:	Nil.
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

The purpose of this report is for Council to consider a development application for the construction of six padel courts on the southern portion of the Noranda Sporting Complex.

The development application is required to be determined by Council as the proposal was advertised for public consultation and received more than 10 objections through submissions and therefore falls outside of the delegation to City Officers.

The application has addressed the key issues raised through public consultation and has been assessed against and meets Council's planning framework and is therefore recommended for approval subject to conditions and advice notes.

OFFICER'S RECOMMENDATION

That Council grants development approval for the proposed Padel Courts Additions at Lot 100, 75 McGilvray Avenue, Noranda, in accordance with the development application dated 11 November 2025, subject to the following conditions:

1. **The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan(s), including any details marked in red.**
2. **Prior to the submission of a building permit, a detailed Operational Management Plan (OMP) is to be prepared and submitted to the City of Bayswater. The OMP must outline the following matters:**
   - **(a) Confirmation of operating hours (7am-10pm daily).**
   - **(b) Outline noise-management measures, including implementation of the Acoustic Report recommendations, use of acoustic panels/barriers, speaker orientation, background-music limits, and noise-complaint response procedures.**
   - **(c) Detail staff and patron parking arrangements, including use of on-site and on-street bays, wayfinding measures, and actions to discourage verge parking.**
   - **(d) Describe patron access points, monitoring arrangements and after-hours security procedures and spectator management.**

(e) Include a code of conduct for players and spectators, along with procedures for addressing inappropriate behaviour and managing complaints.

(f) Provide lighting operation details and measures to prevent light spill.

(g) Include a maintenance schedule for acoustic treatments, structural components and general site upkeep.

The OMP Plan must be implemented at all times, to the satisfaction of the City. Any amendments to the OMP must be submitted to and approved by the City, prior to operational changes taking effect.

3. Prior to the commencement of the use, all noise mitigation measures, construction treatments, and operational recommendations identified in the approved Acoustic Report (prepared by ND Engineering, dated 23 October 2025) shall be implemented in full. The development shall thereafter operate in accordance with these recommendations for the life of the development, to the satisfaction of the City.

4. All trees on the land and adjacent verge area are to be retained and protected. It is the responsibility of the applicant to ensure that the site survey plan is correct as any inaccuracy of the plans will not be considered justification for removal of the trees in the event that their positions are incorrectly shown. The removal of street trees without the written approval of the City is an offence.

5. Prior to the submission of a building permit, a detailed Construction Management Plan (CMP) is to be prepared and submitted to the satisfaction of the City of Bayswater. The CMP must outline how the construction of the development will be managed to minimise the impact on the surrounding area.

6. All stormwater and drainage runoff produced onsite is to be contained onsite to the satisfaction of the City of Bayswater.

7. On completion of construction, all excess articles, equipment, rubbish and materials being removed from the site and the site left in an orderly and tidy condition, to the satisfaction of the City of Bayswater.

8. All external artificial lighting installations, including common areas, is to comply with Australian Standard AS 4282 (as amended) 'Control of the obtrusive effects of outdoor lighting' and must not shine or reflect into other properties, creating a nuisance.

9. Prior to the submission of a building permit, a detailed Landscape Plan is to be prepared and submitted to the satisfaction of the City of Bayswater. The Lanescape Plan must be drawn with a view to reduce large areas of hard stand in passive areas and show the following:

(a) The location and species of all trees and shrubs to be retained or removed;

(b) The size and number of new plants to be planted;

(c) The location of any lawn areas to be established; and

(d) Those areas to be reticulated or irrigated.

Landscaping, reticulation and the tree(s) required to be planted on the property, shall be completed in accordance with the approved detailed landscape plan, including any details marked in red, prior to occupation of the development and thereafter maintained to the satisfaction of the City of Bayswater.

Advice Notes

1. **If the development subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.**
2. **Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.**
3. **If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.**
4. **Kerbs, roadways, footpaths, open drains, stormwater pits, service authority pits and verge areas including any verge trees must be adequately protected, maintained and reinstated if required, during and as a result of all works and activities associated with this development.**
5. **The applicant/owner is advised that the operation of the development is required to comply at all times with the *Environmental Protection (Noise) Regulations 1997*. It is the responsibility of the applicant/owner to ensure that noise emitted from the site, including all activities, patrons, vehicles, plant, equipment and mechanical services, does not exceed the assigned levels prescribed under the Regulations. Where noise emissions are found to exceed the assigned levels, the applicant may need to implement additional noise mitigation measures or operational modifications to achieve compliance.**

BACKGROUND

Application Number:	DA25-0438
Address:	75 McGilvray Avenue NORANDA
Town Planning Scheme Zoning:	Local Public Open Space
Use Class:	Recreation Facility (Private & Public)
Lot Area:	87311m²
Existing Land Use:	Various uses including existing Recreation Facility (Private & Public) land uses
Surrounding Land Use:	Medium and High Density Residential R25, Business, Public Purposes (Primary School)
Proposed Development:	Proposed Padel Court Additions

A development application was submitted for the construction of six padel courts on the southern portion of the Noranda Sporting Complex, Lot 100, 75 McGilvray Avenue, Noranda on 11 November 2025. The southern portion of the Noranda Sporting Complex site measures 87,311m² in area and is surrounded by residential lots to the west, south, and east. Camboon Primary School and the Noranda Shopping Village border the site to the north-west and north-east portions. located to the north-east.

The proposal seeks to replace the existing lawn area, previously reserved for lawn bowls with six new hard-court surfaces for padel, including acoustic panelling / boundary fencing surrounding the courts to operate 7 days a week 7am – 10pm, with an ideal preference to operate from 6am.

The proposed padel court will provide an accessible and socially oriented recreation facility that supports increased participation in physical activity within the community. Padel is a low-barrier sport that is easy to learn and suitable for a wide range of ages and abilities, encouraging broader community engagement in active recreation. The facility will contribute to the activation and diversification of local sporting infrastructure, supporting community health, wellbeing and social connection.

The applicant (Outback Padel Pty Ltd) has had prior negotiations with the City regarding the use of this land. This application is for the works component of the padel courts and is not related to the land tenure, licensing, operating model or any commercial or governance matters, which fall outside the scope of this development application.

An aerial image showing the site's location is provided in Figure 1 below:



Figure 1 – Aerial Location

EXTERNAL CONSULTATION

Public Consultation

The application was advertised for a period of 14 days in accordance with Clause 64 of *Schedule 2 deemed provisions* of the *Planning and Development (Local Planning Schemes) Regulations 2025,* commencing on 5 January and concluding on 19 January 2026. Letters were sent to landowners and occupiers along Wylde Road directly in front of the area proposing the padel court additions. Additionally, a notice was published on the City's website via Engage Bayswater.

At the conclusion of the consultation period, a total of four written submissions were received with one of the submissions comprising 23 signatories. The concerns raised from submitters and petitioners have been considered in the overall assessment of this application, and are summarised in the table below, with Officer comments provided:

Summary of Submissions	Officer Comment
Noise and Amenity Impacts • Concern about sharp, repetitive padel ball impact noise. • Existing noise concerns from bowling club functions (amplified music), netball whistles, athletics starting guns will be worsened from the proposed use. • Emphasis that this noise is unlike occasional event noise and would be relentless. • Concerns with the proposed hours, seven days a week, and its impact to nearby residential properties. • Concerns with the Acoustic Report highlighting multiple inconsistencies and typographical errors. • Concerns with the impact on health and wellbeing from the proposal, citing noise as the primary issue.	A detailed response regarding the noise impacts is detailed within the "Officer Assessment" section of this report.
Technical Documentation • Unclear in the technical documentation who the operator of the padel courts will be.	It is proposed to be operated by Outback Padel Pty Ltd.
Traffic and Parking • Concerns with the methodology used within the Traffic Impact Statement, not capturing the issues pertaining to lack of car parking supply, excessive vehicle traffic and verge damage.	The Traffic Impact Statement was assessed by the City's Traffic Engineers and was found to be acceptable on the basis that the proposed traffic volumes, access arrangements and parking supply can be managed within the existing road network.
• Concerns with the movement of children between parked cars, near misses and speeding on Wylde Rd, proximity to Camboon Primary School, e-scooters and bikes causing safety concerns.	The proposal does not include or modify any existing car parking areas. The concern refers to existing conditions on the surrounding road network. These matters are associated with the general operation of the existing public road, nearby sporting activities, and driver behaviour which are beyond the control of this development application.

Summary of Submissions	Officer Comment
Valuation • The proposal would lead to a devaluation of nearby properties.	The concern is acknowledged, however the potential impact on the value of a property is not a valid planning consideration.
Fencing • Potential dividing fence issues resulting from the development.	Dividing fences are a civil matter between landowners under the *Dividing Fences Act 1961*.
Precedent • Approval of the proposal could create an undesirable precedent for similar developments in the locality.	Each development application is assessed on its individual merits in accordance with Council's planning framework. The concerns regarding precedence are noted, however the approval of one application does not automatically determine the outcome of future proposals. Any subsequent applications will be subject to a detailed assessment process, considering site-specific conditions, community feedback, and valid planning considerations.

OFFICER'S COMMENTS

Planning Assessment

City Officers have assessed the proposal against the provisions of the TPS24, and various applicable local planning policies, including the Landscaping and Trees on Private Land and Street Verges Policy.

The applicant provided technical documents to address the key issues being an Acoustic Report and a Traffic Impact Statement to demonstrate the adequacy of the proposal and ensure all noise, traffic and car parking impacts, including general business operations are appropriately managed, and are detailed as follows:

Noise

Through the consultation process, there were concerns raised regarding the noise generated by the proposed padel courts, particularly the sound of ball impacts and the potential for evening noise disturbance. In response to these concerns, the applicant has submitted a detailed Environmental Acoustic Assessment. The report has been reviewed by the City and forms part of the technical basis for assessing noise impacts.

The noise modelling within the acoustic report predicts that noise emissions will be compliant with the *Environmental Protection (Noise) Regulations 1997* (Noise Regulations) during the preferred operational hours of 6am and 10pm daily, provided the recommended mitigation measures have been implemented.

A key component of the mitigation strategy is the installation of acoustic panels and acoustic barriers around the courts. The modelling demonstrates that these panels substantially reduce impact noise propagation, particularly during the evening period (7pm–10pm) when allowable noise limits are lower (LAmax 55 dB(A)) under the Noise Regulations.

Importantly, the acoustic assessment indicates that all daytime noise levels (7am–7pm) comply with assigned noise limits even without acoustic panelling. As such, the installation of the panels will provide further attenuation and therefore additional protection for nearby residential properties throughout the day. The acoustic report also recommends several operational measures that will further minimise noise impact, including:

- Directing any background music speakers northwards, away from residential properties, and prohibiting music during night-time hours; and
- Construction requirements such as the use of 12mm tempered glass, rubber isolation strips to prevent meshwall rattling, and ongoing maintenance to reduce vibration and impact noise from play.

Based on the findings of the acoustic report and subject to implementation of the above measures, the City is satisfied that the development will operate within acceptable noise levels in accordance with the *Environmental Protection (Noise) Regulations 1997*. However, in order to maintain amenity within the residential area it is considered appropriate to restrict the hours of operation to 7am to 10pm daily. Accordingly, conditions are proposed to specify operational times and to ensure recommendations outlined within the acoustic report are implemented in the development.

Car Parking

The applicant provided a Traffic Impact Statement (TIS) to support and demonstrate the adequacy of the proposal from a traffic and parking perspective. The Applicant states that facility is available via online bookings. The facility will host a total of six padel courts, with an equipment store and designated seating area and will operate 7am to 10pm, 7 days a week.

The applicant has advised that a total of three staff members and maximum 24 players would be onsite at any one time. The TIS outlines that staff will utilise existing parking for the Morley Noranda Recreational Bowling Club. A total of 95 on-street parking bays are available for players to utilise on Wylde Avenue and approximately 130 bays are available onsite.

Based on the expected numbers onsite at any one time, the parking demand generated by the proposal can be reasonably accommodated within the existing parking supply (onsite and on-street). Given this substantial existing parking provision, along with the fact that the proposal replaces a former lawn bowls facility that relied on the same shared parking network, the anticipated parking demand is not expected to exceed existing capacity. As such, the existing onsite and surrounding public parking infrastructure is considered adequate to support the proposed padel courts without generating additional parking pressure on the locality.

Landscaping

The proposal includes the installation of new tree planting along the southern portion of the padel courts area, which will function as a landscaped screening buffer between the padel courts and adjoining residential properties. The introduction of tree canopy in this location provides an appropriate level of visual softening for the built form, assists in breaking up the height and mass of the court structures, and contributes positively to the amenity of the surrounding locality.

On this basis, the landscaping measures proposed are considered to appropriately mitigate visual impacts and provide a suitable transition between the recreational use and the surrounding residential environment.

It is recommended to impose a condition of approval for a detailed Landscaping Plan to ensure appropriate screening and tree planting are implemented to soften the visual impact of the courts and enhance the site interface.

LEGISLATIVE COMPLIANCE

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

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

The outcome of this determination may impact on leasing, rental revenue or commercial arrangements associated with the use of the land, however this is not a valid consideration in the determination of this development application.

STRATEGIC IMPLICATIONS

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

Key Result Area:	Social
Outcome 1.3:	An Active and Healthy Community
Objective 1.3.2:	Provide welcoming, quality recreational spaces and activities
Key Result Area:	Built
Outcome 2.2	Built Infrastructure that Meets Current and Future Community Needs
Outcome 2.2	Ensure accessible connections between the built realm and natural green spaces to relax and recreate.
Key Result Area:	Economic
Outcome 4.1	Built Infrastructure that Meets Current and Future Community Needs
Outcome 4.1.1	Encourage new businesses and investment opportunities through advocacy and partnerships.

CONCLUSION

The proposed padel court will support increased community participation in physical activity while promoting health, wellbeing and social connection.

All matters raised during consultation have been considered through the assessment process with key issues relating to noise, traffic and landscaping being addressed through technical analysis and recommended conditions to ensure that the concerns are comprehensively addressed and well managed into the future.

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

10.5 Sub Committee Reports

10.5.1.1 Legal Services Update - 1 July 2025 to 31 December 2025

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. CONFIDENTIAL - Legal Matters [**8.1.1** - 1 page]
Refer:	Nil
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

This item contains one or more confidential attachments that may be dealt with behind closed doors, in accordance with Section 5.23(4) of the *Local Government Act 1995,* sub-section:

(a) legal advice, or other information, over which the local government holds legal professional privilege;

SUMMARY

This report provides an overview of legal matters currently affecting the City, and an overview of the City's legal expenditure. As the Audit, Risk and Improvement Committee (ARIC) is responsible for advising Council on all matters relating to compliance with legal and statutory requirements, this report has been prepared for review by the ARIC.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council notes the legal services update for the prior 1 July 2025 to 31 December 2025.

BACKGROUND

This report provides an overview of legal mattes currently affecting the City and expenditure on legal services. The report does not include legal matters being dealt with by the City's insurers (LGIS).

The reporting period for this report is 1 July 2025 to 31 December 2025.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

Council has requested that the City provides quarterly reporting on legal matters affecting the City (over $25,000 in value). The Audit, Risk and Improvement Committee (ARIC) is responsible for advising Council on all matters relating to compliance.

Legal Matters

In the day-to-day course of its operations, City officers may need to seek legal advice and/or representation on a range of legal matters. Some of this work is ongoing, some reoccurring and some of it is 'one-off'.

Examples of legal matters may include:

- Debt recovery
- Animal prosecutions
- Infringement prosecutions
- Land or property settlements
- State Administrative Tribunal (SAT) reviews
- Planning matters
- Contract disputes.

This report provides information on individual legal matters, where the total cost of the individual legal matters exceeds $25,000.

For the period 1 July 2025 through to 31 December 2025, the City sought legal advice or representation in relation to one matter which exceeded the $25,000 threshold:

- Development non-compliance – Lavan Legal

Further details on this matter are provided in **Confidential Attachment 1**.

Legal Expenditure

A breakdown of the City's legal expenditure across the service areas for the period 1 July 2025 to 31 December 2025 is provided below by Directorate:

Service Area	Budget 2025/26	Actuals 2025/26	% spent
Office of the CEO • Economic Development • Governance • Strategic Land-Use Planning	$98,000	$24,981	25.5%
Community • Recreation Facilities • Environmental Health • Rangers Services • Buildings Approvals • Development Compliance • Planning Approvals	$167,000	$61,933	37.1%
Corporate Services • Financial Services • People, Culture and Safety	$31,500	$18,661	59.2%
Infrastructure and Assets • Building Services • Infrastructure Planning • Property (Community) • Project Management	$13,000	$3,059	23.5%
Total	$309,500	$108,634	35.1%

This information has been collated from an internal report of invoices allocated to the various legal expense budgets.

LEGISLATIVE COMPLIANCE

The procurement of legal services by relevant business units must be in accordance with the *Local Government (Functions and General) Regulations 1996* and the City's Procurement Policy.

The City's main service providers for the reporting period have been McLeod's Barristers and Solicitors, Levan Legal and Minter Ellison. These legal providers have been procured through the WALGA preferred supplier contract.

The City must also prepare an annual budget, noting particulars of the estimated expenditure. This report provides oversight of legal matters and expenditure.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer's recommended outcome is not approved by 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 Annual Budget 2025-26 had a total allocation of $309,500 for legal matters. This has decreased from 2024-25.

The actual spend to 31 December 2025 was $108,634 (35.1% of the total budget).

STRATEGIC DIRECTION

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

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

CONCLUSION

That Council notes the legal services update for the prior 1 July 2025 to 31 December 2025.

10.5.1.2 Internal Audit - Footpath Maintenance

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. CONFIDENTIAL - Internal Audit Report CoB Footpath Maintenance [**8.2.1** - 22 pages]
Refer:	N/A
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

This item contains one or more confidential attachments that may be dealt with behind closed doors, in accordance with Section 5.23(4) of the *Local Government Act 1995,* sub-section:

(e) information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations;

SUMMARY

As part of the 2025/26 Audit Program, the Footpath Maintenance internal audit has been completed.

The City's internal auditors identified four observations and made five recommendations. Management has provided responses and timeframes for corrective actions, which are presented to Council for consideration.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council:

1. **Endorses the Footpath Maintenance internal audit report, including management agreed actions as contained in Attachment 1 to this report; and**
2. **Notes that agreed actions are entered into the City's Audit Log Register for progress reporting.**

BACKGROUND

Under the 2025–26 Internal Audit Program endorsed by Council, William Buck was engaged to conduct the Footpath Maintenance audit.

The audit assessed the efficiency, effectiveness, and compliance of processes and systems for maintaining the footpath network. The audit scope covered the period from 1 July 2024 to 30 June 2025.

EXTERNAL CONSULTATION

The internal audit was performed in consultation with the City's outsourced internal auditors William Buck.

OFFICER'S COMMENTS

The audit scope included:

1. Assess whether footpath maintenance activities are aligned with the City's strategic objectives, asset management practices and funding priorities.

2. Evaluate how the City ensures that footpaths are maintained to promote public safety, accessibility and compliance with disability access requirements.
3. Ensure the City has effective mechanisms in place to receive, prioritise and respond to community requests, safety concerns, complaints, and incident reports in a timely and appropriate manner.
4. Review standard operating procedures (SOPs) for inspections, reporting and repairs, and assess the clarity, consistency, and accuracy of inspection criteria.
5. Ensure that the City's maintenance activities are scheduled and delivered efficiently, using data and risk-based criteria to inform decision-making.
6. Confirm adherence to relevant regulations, standards, and policies related to footpath maintenance.
7. Identify gaps, control weaknesses, and improvement opportunities in planning, scheduling, inspection, maintenance, and contractor management processes.

Key strengths identified during the audit include:

- 'Make-Safe' practises in place to mark-up identified defects preventing further incidents occurring.
- Well documented Strategic Objectives in relation to Footpath Maintenance providing a clear target and objectives.
- Appropriate controls to monitor footpath budgeting and appropriate monthly analysis conducted on targeted expenditure.

The audit report (**Attachment 1**) outlines four findings and five recommendations:

No	Finding	Rating
1	Outdated Footpath Policy	Low
2	End-to-End Footpath Maintenance Procedure	Medium
3	Monitoring and Recordkeeping of Footpath Maintenance Activities	Medium
4	Footpath Maintenance Delays	Medium

Management has reviewed the audit report and agreed on actions to address the findings.

Implementation timelines

Implementation timeframes for recommendations are based on the risk level of the finding; these are as follows:

Extreme: Complete remedial action or reduce the risk within 1 month
High: 3 months
Medium: 6 months
Low or Performance Improvement: 12 months

LEGISLATIVE COMPLIANCE

Local Government Act 1995

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR08 - Business model fails to support an integrated and responsive delivery of services, facilities and infrastructure (Including leadership, structure and processes.	

FINANCIAL IMPLICATIONS

The cost of this internal audit was $11,200.

STRATEGIC IMPLICATIONS

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

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

Actions in-progress will be entered into the City's Audit Log Register to monitor progress by management to implement agreed actions in response to audit recommendations. Status of implementation will be reported to the Audit and Risk Management Committee, and subsequently Council on a quarterly basis.

Actions deemed complete by management follow a close-out process. The City's Internal Audit function will follow-up and obtain evidence that audit actions have been implemented by management before recommending close-out to the Audit and Risk Management Committee and Council.

10.5.1.3 Internal Audit - Regulation 17 Report

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. CONFIDENTIAL - Internal Audit Report - Regulation 17 CEO Review [**8.3.1** - 26 pages]
Refer:	Nil
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

This item contains one or more confidential attachments that may be dealt with behind closed doors, in accordance with Section 5.23(4) of the *Local Government Act 1995,* sub-section:

(e) information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations.

SUMMARY

As part of the 2025-26 Audit Program, the Regulation 17 – CEO review of certain systems and procedures internal audit was completed.

In a report prepared by the City's internal auditors, seven audit observations and four recommendations are made.

Management responses and anticipated timeframes for corrective action against the findings, considering the recommendations have been provided and are presented to Council for consideration and approval.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council:

1. **Endorses the Regulation 17 Internal Audit report, including management agreed actions as contained in the Confidential Attachment 1 to this Report; and**
2. **Notes that agreed actions are entered into the City's Audit Log Register for progress reporting.**

BACKGROUND

As part of the 2025-26 Internal Audit Program, endorsed by the Council, the City's internal auditors, William Buck were engaged to perform the Regulation 17 internal audit.

In accordance with regulation 17 of the *Local Government (Audit) Regulations*) *1996*

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

(a) risk management; and

(b) internal control; and legislative compliance

(c) legislative compliance

(2) The review may relate to any or all of the matters referred to in sub-regulation (1)(a),(b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

EXTERNAL CONSULTATION

The internal audit was performed in consultation with the City's outsourced internal auditors William Buck.

OFFICER'S COMMENTS

The scope of the audit assessed the controls in place for ensuring the City achieves the following business objectives:

1. The City has appropriate internal policies, procedures and processes in place to regularly assess the appropriateness, effectiveness and efficiency of internal controls.
2. A risk management framework is in place and being used which is supported by appropriate policies, procedures, processes, and systems ensuring that the strategic, corporate and operational risks are timely identified, systematically evaluated, treated, regularly reviewed and reported.
3. Adequate internal controls are in place to ensure effectiveness and efficiencies, in line with policies, procedures and delegation of authority.
4. Appropriate processes are implemented within the City to ensure that legislative compliance requirements are timely identified and roles and responsibilities for managing compliance are clearly defined and communicated.
5. Reporting structures to ensure instances of potential and actual noncompliance with legislation are escalated to management, the Audit and Risk Management Committee and Council.

The audit report Regulation 17 CEO Review (Attachment 1) outlines seven audit findings and four recommendations:

No	Finding	Rating
1	Document Review Process	Low
2	Inconsistencies in Operational Risk Register	Medium
3	Business Continuity Process	Medium
4	Portable Attractive Assets Register	Medium

Management has reviewed the audit report and agreed on actions to address the findings.

Implementation timeframes

Implementation timeframes for recommendations are based on the risk level of the finding; these are as follows:

Extreme: Complete remedial action or reduce the risk within 1 month
High: 3 months
Medium: 6 months
Low or Performance Improvement: 12 months

As outlined in the attached report, management has requested an extended due date for Finding 4. The City's minor equipment and asset records are currently fragmented and inconsistent,

requiring a comprehensive review and standardisation of processes. This includes establishing a baseline, collecting and validating data, and implementing accurate recording practices.

Responsibility for this action primarily sits with Financial Services, which has limited oversight of existing registers. Additional time is needed to design appropriate processes and ensure accuracy. Success will depend on cross-organisational collaboration, particularly with Digital Solutions and Services, which faces competing priorities. Governance and compliance requirements further add complexity.

The extended timeframe is therefore required to deliver a robust and sustainable solution. Attempting to complete this work within the standard timeframe would risk incomplete or inaccurate outcomes and potential non-compliance. The additional time will allow for thorough consolidation, proper governance, and alignment with best practice standards.

LEGISLATIVE COMPLIANCE

Local Government Act 1995
Local Government (Audit) Regulations 1996

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR08 - Business model fails to support an integrated and responsive delivery of services, facilities and infrastructure (Including leadership, structure and processes.	

FINANCIAL IMPLICATIONS

The cost of the internal audit was $14,000.

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

Actions in progress will be entered into the City's Audit Log Register to monitor management's progress in implementing agreed actions arising from the audit recommendations. The status of implementation will be reported to the Audit, Risk and Improvement Committee, and subsequently to Council, on a quarterly basis.

Actions deemed complete by management will follow a formal close-out process. The City's Internal Audit function will conduct follow-up activities and obtain evidence confirming that audit actions have been implemented before recommending close-out to the Audit, Risk and Improvement Committee and Council.

10.5.1.4 Quarter 2 - Performance Report - Audit Function

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. Audit Function Dashboard [**8.4.1** - 1 page] 2. CONFIDENTIAL - Audit Register [**8.4.2** - 2 pages]
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

This item contains one or more confidential attachments that may be dealt with behind closed doors, in accordance with Section 5.23(4) of the *Local Government Act 1995,* sub-section:

(e) information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations;

SUMMARY

This report provides an update on the City's Audit Function for Quarter 2 (October - December) 2025/26.

Key Points

- Qtr. 2 opened with 13 actions
- 2 actions closed
- 11 actions remain in progress: 6 are overdue and 5 are not yet due
- Qtr. 2 closed with 11 actions

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council:

1. Receives the Quarter 2 - Quarterly Performance Report – Audit.

2. Receives the status of the implementation of audit actions as presented in the Audit Function Dashboard Attachment 1 and Audit Register Confidential Attachment 2 to this report.

BACKGROUND

This report provides an update on the Internal Audit Program 2025/26 and the Audit Function – Implementation of Recommendations for Quarter 2 (October – December) 2025/26.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

The 2025/26 Internal Audit Program, endorsed by Council on 1 July 2025, includes four projects:

- Regulation 17 CEO Review
- Footpath Maintenance
- Fees and Charges

- Food Business Inspections

The Footpath Maintenance and Regulation 17 CEO Review audits have been completed. The remaining audits, Food Business Inspections and Fees and Charges are now underway, with fieldwork currently in progress.

Audit Function – 2025/26 Status

The 2025/26 year opened with 14 actions; 3 actions have been added totalling 17 actions. 6 actions have been completed.

2024/25 STATUS	NO.
2025/26 Period Open	14
Actions Added	3
Total Actions	17
Complete (implemented)	6

Implementation of Recommendations (Confidential Attachment 2)

Audit recommendations are monitored by the Executive Leadership Team (ELT) before being reported to the Audit, Risk and Improvement Committee (ARIC), which is updated only on overdue and completed actions.

Quarter 2 opened with 13 actions and ended with 11. No new actions were added. 2 actions were completed, with evidence reviewed during the Annual Internal Audit Log Review.

STATUS	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Period Open	14	13		
Actions Added	3	-		
Actions Superseded	-	-		
Actions Complete	-4	-2		
Period Close	13	11		

In-Progress Actions

At the close of Quarter 2, 11 actions remain in progress: 6 overdue and 5 not yet due. Any action that has passed its original implementation date is considered overdue, even if an amended due date has been requested or approved. Days overdue are recorded and reported to the ARIC, the implementation status is provided against the amended due date.

Status of In-Progress Actions					
11					
Overdue			Not Yet Due		
6			5		
Off-Track	**On-Hold**	**On-Track**	**Off-Track**	**On-Hold**	**On-Track**
-	-	6	1	-	4

Overdue Actions

6 actions are overdue this quarter.

	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Number of overdue actions	7	6		

The 6 overdue actions pertain to the OAG General Computer Controls audit. These actions have been classified as ongoing in the 2025 audit, and management updates will be implemented following the January Ordinary Council Meeting (OCM).

LEGISLATIVE COMPLIANCE

Local Government Act 1995
Local Government (Audit) Regulations 1995

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR08 - Business model fails to support an integrated and responsive delivery of services, facilities and infrastructure (Including leadership, structure and processes.	

FINANCIAL IMPLICATIONS

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

Actions arising from the City's internal and external audits are recorded and monitored within the City's Implementation Recommendation Audit Register. Progress on the implementation of actions is reported on a quarterly basis to the ARIC.

Audit Actions

Home | Reset

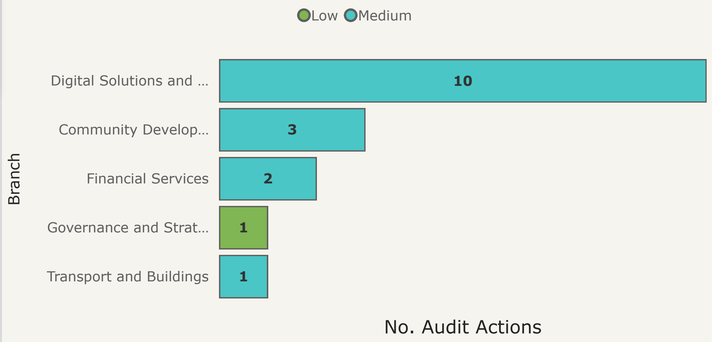
Directorate: All | **Branch:** All | **Audit Name:** All | **Quarter:** Qtr 2

View Audit Table

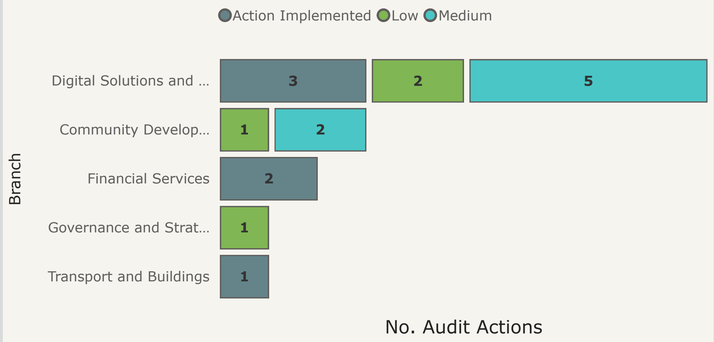
Audit Log Status
Year to Date (2025/26)

6 Total No. Audits	**17** Total No. Findings	**19** Total No. Recommendations
17 Total No. Actions	**6** Total No. Implemented	**11** Total No. In Progress

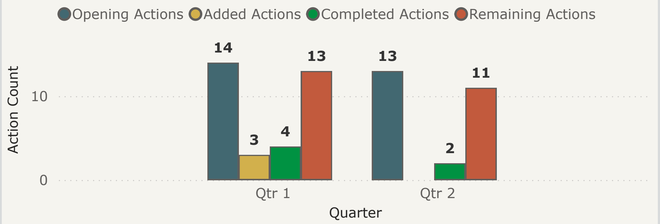
No. Actions by Inherent Risk Rating by Branch



No. Actions by Current Residual Risk Rating by Branch

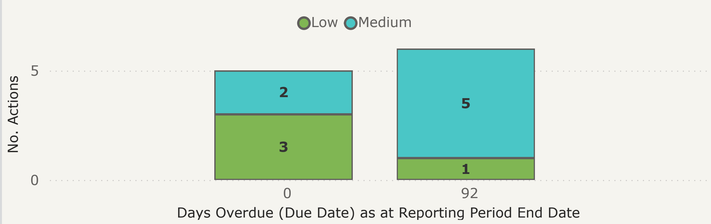


No. Actions by Residual Risk Rating by Quarter

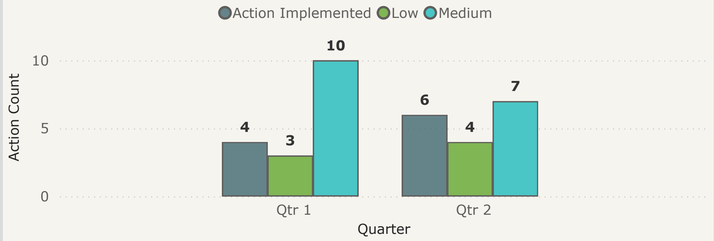


No. Actions by Days Overdue and Residual Risk Rating

Excludes Implemented Actions | 0 = Not Yet Due



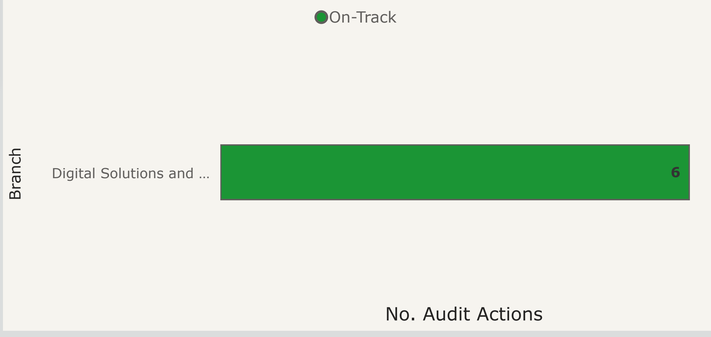
No. Actions by Residual Risk Rating by Quarter



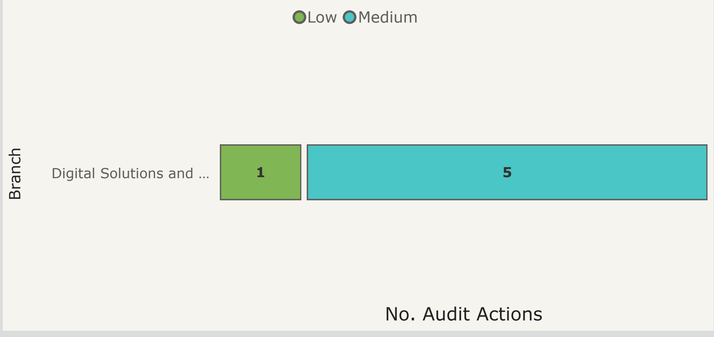
Audit Action Status
Quarterly Update - Qtr 2

13 Total No. Actions	**2** Implemented	**11** In Progress
38% Average Completion	**6** Overdue	**5** Not Yet Due

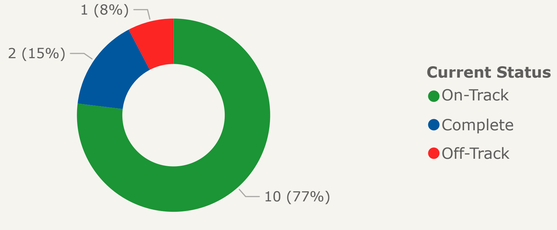
Overdue Actions by Branch and Status



Overdue Actions by Branch and Residual Risk Rating

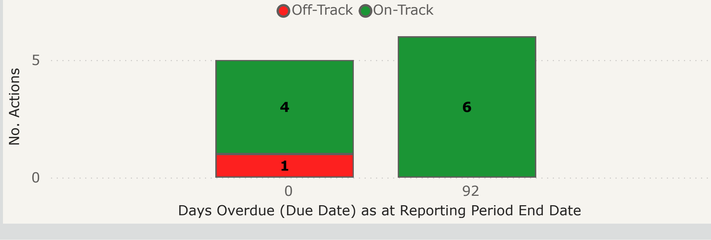


Current Status Distribution

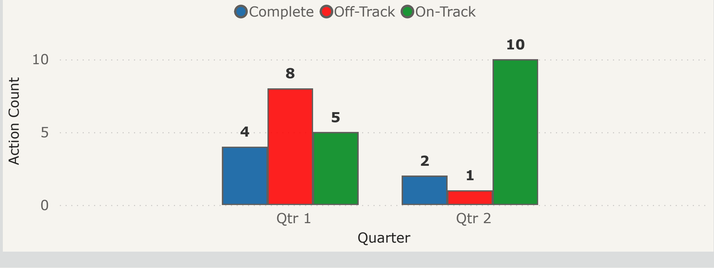


No. Actions by Days Overdue and Status

Excludes Implemented Actions | 0 = Not Yet Due



No. Actions by Status by Quarter



10.5.1.5 Quarter 2 - Quarterly Performance Report - Corporate

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	1. Corporate Performance Report 2025-26 Q2 Final [**8.5.1** - 23 pages]
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

The City of Bayswater produces the Quarterly Performance Report (**Attachment 1**) to provide a clear overview of operational performance and progress in delivering the Corporate Business Plan (CBP) 2025/26–2028/29, with a focus on the 2025/26 financial year.

The Quarter 2 report (October–December) outlines updates across key areas including City Services, Operating Projects, Capital Programs and Projects, Informing Plan deliverables, and Corporate Business Plan Measures.

ADDITIONAL INFORMATION

A numerical and table error was identified within **Attachment 1** of this report when it was presented to the Audit, Risk and Improvement Committee at its meeting on 9 March 2026. The errors have been corrected to **Attachment 1** of this report for presentation to the Council.

Recommendation Implications

In light of the above, the Committee recommendation remains unchanged.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council notes the Quarterly Performance Report – Corporate Quarter 2 (October - December) 2025-26.

BACKGROUND

The Corporate Business Plan (CBP) 2025/26–2028/29, adopted on 1 July 2025, forms part of the City's integrated Council Plan alongside the Strategic Community Plan. It outlines the services, programs, and projects to be delivered over the next four years and supports best practice accountability and transparency across the organisation's planning and reporting processes. -practice accountability and transparency across the organisation's planning and reporting processes.

Under the Integrated Planning and Reporting Framework (IPRF), local governments must report performance to the community. The City's Quarterly Performance Report (**Attachment 1**) provides a high-level update on service delivery and implementation of the CBP, with a specific focus on progress in the first year of the plan (2025/26). -level update on service delivery and implementation of the CBP, with a specific focus on progress in the first year of the plan (2025/26

The report reflects the City's commitment to delivering on the social, built, natural, economic, leadership, and governance Key Result Areas of the Council Plan and provides an update on

City Services, Operating Projects, Capital Programs and Projects, Informing Plan deliverables, and Corporate Business Plan Measures.

EXTERNAL CONSULTATION

No external consultation was undertaken to prepare this report.

OFFICER'S COMMENTS

The Corporate Business Plan 2025/26 translates the City's services, programs, projects, and Informing Plan deliverables into 288 measurable actions for the year.

Progress against these actions is summarised in the Quarterly Performance Report (**Attachment 1**), structured by Key Result Area to provide a clear overview of implementation status.

Of the 288 actions, 10 are currently identified as off-track or discontinued. Detailed information on each of these items, including current progress and underlying issues, is provided at the rear of the Quarterly Performance Report

LEGISLATIVE COMPLIANCE

Local Government Act 1995.

RISK MANAGEMENT CONSIDERATION

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

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Low
Environment	Low	Low
Governance and Compliance	Low	Low
Strategic Risk	SR08 - Business model fails to support an integrated and responsive delivery of services, facilities and infrastructure (Including leadership, structure and processes.	

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

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

Key Result Area: Leadership and Governance

Outcome 5.3 Optimised Performance

Objective 5.3.1 Focus on operational efficiency, effective delivery and innovation to ensure our services are fit for purpose, contemporary and secure.

CONCLUSION

The Quarter 2 report provides Council with an update on the City's implementation of the Corporate Business Plan 2025/26 – 2028/29. It summarises progress against services, programs, projects, strategies, and plan actions at the end of the second quarter, ensuring transparent and timely reporting on the City's performance.

Once noted by Council, the Quarterly Performance Report is published on the City's website to ensure open and accessible reporting to the community.

City of
Bayswater

Performance Report



2025 — 2026

Acknowledgment of Country

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

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

Inclusivity Statement

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

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

Accessibility

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

我们可以根据要求以其他格式提供此信息。

Possiamo fornire queste informazione in altri formati su richiesta.

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

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Progress overview 11

Delivering the City's Strategic Community Plan

Key Result Areas:

Social 12
Built 18
Natural 24
Economic 30
Leadership and Governance 34

Why we do the Performance Report

Each quarter, the City of Bayswater Performance Report is presented to Council and published on the City's website. The report provides an update on the key activities contributing to the delivery of the Council Plan, with a particular focus on progress against the Corporate Business Plan.

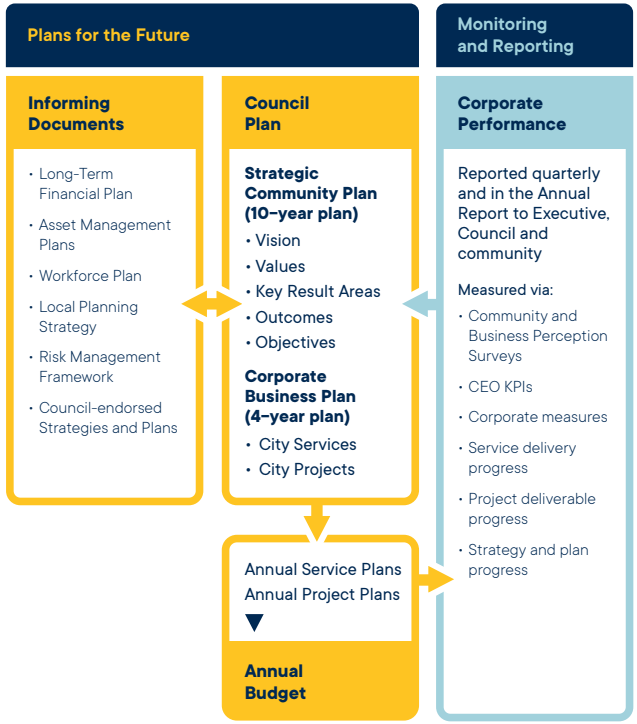
Quarterly reporting provides an update on the status of the services, projects, informing plan actions, and performance measures identified in the City's four-year Corporate Business Plan. It highlights whether each initiative is tracking as intended and within budget at the end of the reporting period.



Integrated Planning and Reporting Framework

The Integrated Planning and Reporting (IPR) Framework is a legislative requirement for all Western Australian local governments. It guides long-term planning to ensure it is strategic, integrated, and community-focused.

The City of Bayswater Performance Report supports the measurement and reporting components of the IPR Framework by not only demonstrating accountability to the community but also providing a mechanism to assess in-year implementation. This approach supports progress monitoring, achievement of strategic outcomes, and continuous improvement.



How to read our Performance Report

Community-informed and Council-led, our Council Plan sets the direction for progress. It is guided by five Key Result Areas (KRA), which have been developed in alignment with the sustainability pillars. These KRAs provide the strategic structure for planning, delivery and performance monitoring across the organisation:



The Performance Report provides an overview for each Key Result Area (KRA). Each KRA cover page includes the KRA Vision, Outcomes and Objectives and initiatives that will make a significant contribution to the goals in the vision areas, including:

- Services
- Operating Projects
- Capital Programs; and
- Informing Plans

Overview

A high-level summary of the City's performance, including progress of key actions, delivery of the capital works program, and total expenditure to date.

Our Performance

An outline of the City's actions and performance measures, presented by Key Result Area (KRA), demonstrating progress towards the achievement of the Council Plan and Corporate Business Plan objectives.

Action Progress

Action progress is reported quarterly by outcome, using a Red, Amber, Green, Black and Blue traffic light system to indicate status across the 2025/26 financial year.

- **Complete**
- **On-track**
- **Not started**
- **Off-track**
- **Discontinued**

Actions that are off track or discontinued include a summary explanation of the reason for variance. For full details, please refer to Attachment 1 of this report.

Measures

Performance measures help the City understand how well it is achieving its objectives and support evidence-based decision making. Measures are reported on a quarterly, biannual or annual basis, depending on data availability. The City is currently reviewing its measures, targets, and baseline data, and new measures will be added as they are developed.

Our adopted budget

July 2025 to June 2026

Total operating income

Total income by category	2025/26
Rates	$63,300,000
Operating grants, subsidies and contributions	$3,900,000
Fees and charges	$28,200,000
Interest earning	$5,700,000
Other revenue	$1,100,000
Total	$102,200,000

Total operating expenses

Total expenses by category	2025/26
Employee costs	$47,700,000
Materials and contracts	$37,000,000
Utility charges	$4,100,000
Depreciation	$13,300,000
Insurance	$1,300,000
Other finance costs	$858,000
Total	$105,100,000

In 2025/26 we will deliver

$5.9M on service delivery (Net Cost)

158 projects **130** actions

$29.3M on Capital Works

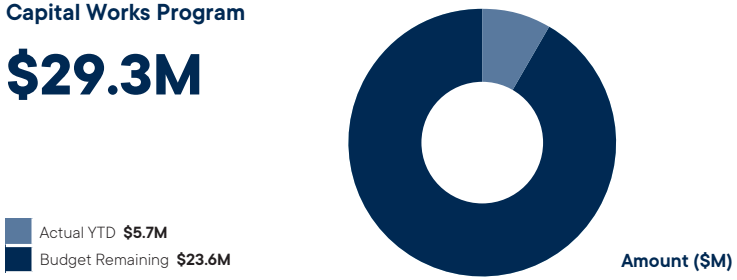
Our results – Quarter 2

Breakdown of actual Year to Date by Key Result Area

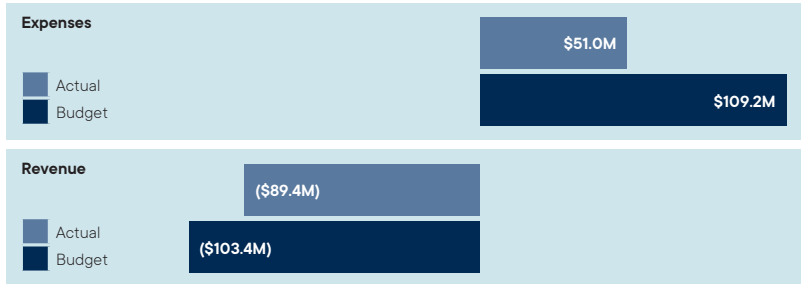
Social	$4.5M
Economic	$452.6K
Built	$13.1M
Leadership and Governance	-$58.7M
Natural	$3.6M

Capital Works Program

$29.3M



Service Delivery - Full-Year Budget and Year-to-Date Actuals



The data is organised by grouping services under each Key Result Area (KRA). Negative figures represent revenue items, such as rates or waste services. Since this data reflects Quarter 2, revenue is higher than expenses at this stage.

Corporate Business Plan on a page

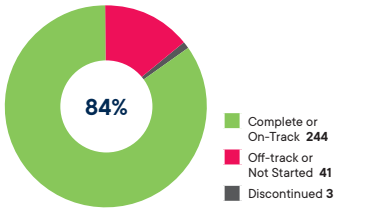
	Services	Operating Projects	Capital Programs
Social	• Arts and Events • Community Strategy and Programs • Library and Community Centres • Emergency Management • Golf Courses • Health Services • Ranger Services • Recreation Services • Safety and Crime Prevention	• Event Grants and Sponsorships • Perth Wildcats Pre-season Game • StrEATS • CCTV System	• ICT – CCTV Infrastructure
Built	• Asset Management and Mapping • Building Approvals • Building Maintenance • Infrastructure Planning • Planning and Building Compliance • Planning Approvals • Project Management • Property (Community) • Strategic Land-Use Planning • Transport Infrastructure and Operations	• Major Recreation Building Masterplan • Local Planning Scheme Review • Town Centre Streetscape Banners	• Buildings – Buildings • Buildings – City Sport and Recreation • Buildings – Community • Parks & Reserves – Parks Built • Parks & Reserves – Playgrounds • Parks & Reserves – Sportsgrounds • Transport – Drainage • Transport – Other • Transport – Pathways • Transport – Roads & Car parks
Natural	• Environmental Sustainability • Parks and Gardens • Waste Management	• Biodiversity Management • Fleet Transition Plan • Maylands Lakes Environmental Restoration	• Parks & Reserves – Bores & Irrigation • Parks & Reserves – Parks Natural
Economic	• Economic Development	• Advocacy Priorities • Implementation of Economic Development Strategy	
Leadership and Governance	• Communications, Engagement and Customer Relations • Digital Solutions and Services • Financial Services • Governance and Executive Services • People, Culture and Safety • Planning, Performance and Risk • Plant, Fleet and Equipment • Asset Management System • Fleet Asset Management System	• Forward Capital Works Management Suite • Digitising Archives • EDEN Project • Information Classification • 2025 Ordinary Council Election • Swimming Pool Inspection Program Enhancements	• Plant & Fleet • ICT – Technology & Equipment

Progress Overview

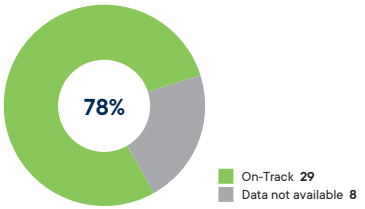
Action progress is reported quarterly using a Red, Amber, Green, Grey and Blue traffic light system, covering quarter 2 of the 2025/26 financial year.

Measures are reported quarterly, annually or biannually, with progress dependant on data availability.

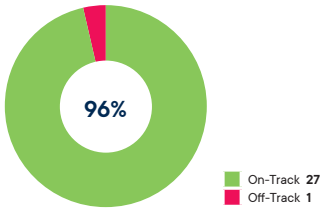
Total actions 288
Actions complete or on-track: 244



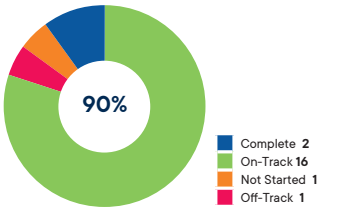
Total measures 37
Measures on-track: 29



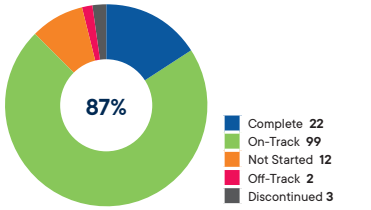
Services
Total actions 28
Actions on-track: 27



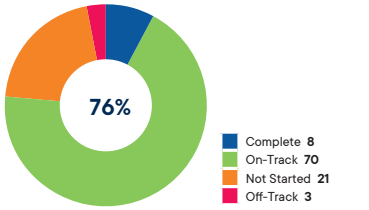
Operating Projects
Total actions 20
Actions complete or on-track: 18



Capital Works Program
Total actions 138
Actions complete or on-track: 121



Informing Plans
Total actions 102
Actions complete or on-track: 78





Social

Our community is diverse, cohesive and inclusive. We enjoy safe and accessible connections to services, events, activities and recreational spaces that support health, wellbeing and resilience. Our Aboriginal and global cultures and heritage are respected, supported and celebrated.

Outcome	Objectives
1.1 A Connected and Inclusive Community	1.1.1 Enhance our local identity through social and arts programs and events that celebrate our diverse cultures, history and heritage. 1.1.2 Facilitate partnerships and access to services for all community. 1.1.3 Build strong relationships, social connections and inclusive participation with our diverse community.
1.2 A Safe and Resilient Community	1.2.1 Facilitate a safe environment. 1.2.2 Foster community resilience by increasing capability to prevent, prepare for, respond to, and recover from rapid change and disasters.
1.3 An Active and Healthy Community	1.3.1 Strengthen public health and wellbeing through providing, supporting and/or advocating for services that support our community. 1.3.2 Provide welcoming, quality recreational spaces and activities.

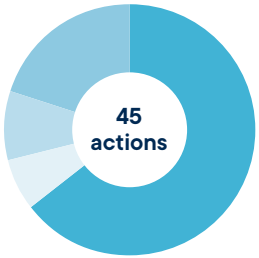
Services	Operating Projects	Capital Programs
• Arts and Events • Community Strategy and Programs • Library and Community Centres • Emergency Management • Golf Courses • Health Services • Ranger Services • Recreation Services • Safety and Crime Prevention	• Event Grants and Sponsorships • Perth Wildcats Pre-season Game • StrEATS • CCTV System	• ICT – CCTV Infrastructure

How we performed

Total actions: 45

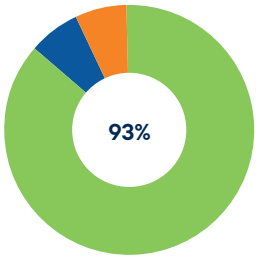
Total actions complete or on-track: 42

Action Delivery



Capital	3
Operating	4
Service	9
Informing Plan	29

Action Status



Complete	3
On-track	39
Not started	3
Off-track	0
Discontinued	0

Performance measure

Measure		Q1 : 2025/26	Q2 : 2025/26
Better Bayswater Grants issued. (bi-annual)	Number	Data not available	**4**
	Value	Data not available	**$11,560**
Community service partnership agreements		16	**14**
Community Event Grants and City support	Number	9	**4**
	Value	$35,223	**$19,028**
City-led community events		4	**8**
Bayswater residents registered as library members		20.50%	**22%**
Bayswater residents registered as recreation centre members		6%	**7%**
Usage of City's facilities (hours booked/total available hours)	Meeting room	23%	**27%**
	Sports courts	51%	**41%**
	Venue hire	44%	**47%**
Customer requests received for Community Safety matters		1,865	**2,912**

Outcome

1.1 A Connected and Inclusive Community

Services

Service	Sub-Services	Status
Arts and Events	• Arts and Culture • City-led Events • Community-led Events • Grant Management	**On-Track**
Community Strategy and Programs	• Community Strategy • Community Programming • Community Grants	**On-Track**
Library and Community Centres	• Library Services • Customer Experience • Community Centres	**On-Track**

Operating Projects

Project	Status
Event Grants and Sponsorships	**On-Track**
Perth Wildcats Pre-season Game	**Complete**
StrEATS	**On-Track**

Outcome

1.2 A Safe and Resilient Community

Services

Service	Sub-Services	Status
Emergency Management	• Emergency Management	On-Track
Ranger Services	• Animal Management • Call Centre/Administration • Community Rangers • Parking Enforcement	On-Track
Safety and Crime Prevention	• Community Security Patrol • Crime Prevention	On-Track

Operating Projects

Project	Status
CCTV System	On-Track

Capital Programs

Program	Number of projects	Status			
		Complete	On-Track	Off-Track	Not Started
ICT - CCTV Infrastructure	3	1	2		

Each Capital Works Program is made up of multiple individual projects. For a detailed breakdown of these projects, refer to Attachment 2 – Capital Works Detail

Outcome

1.3 An Active and Healthy Community

Services

Service	Sub-Services	Status
Health Services	• Environmental Health • Mosquito Control	On-Track
Golf Courses	• Contractor Management • Golf Course Grounds / Facilities Maintenance	On-Track
Recreation Services	• Booking Facilities Halls and Reserves • Club liaison and Development • Recreation Facilities	On-Track

Informing Plans

Informing Plan	Status			
	Complete	On-Track	Off-Track	Not Started
Reconciliation Action Plan 2021 - 2023		4		1
Public Health and Wellbeing 2021 - 2025		2		
Cultural Plan 2019 - 2024		6		
Access and Inclusion Plan 2025 - 2029	1	11		2
CCTV Strategy 2018–2028		2		



Built

Our inviting and thriving centres are connected via safe, accessible transport infrastructure and green spaces that enhance liveability. Our attractive neighbourhoods offer diverse and quality housing options. Our assets are well planned and managed for current and future generations, with consideration for the City's heritage.

Outcome	Objectives
2.1 A Connected and Accessible City	2.1.1 Plan for connected, accessible and safe roads, pathways and places. 2.1.2 Create liveable neighbourhoods and centres that include consideration of our built heritage. 2.1.3 Advocate and plan for diverse and quality housing choices utilising a contemporary planning framework that encourages growth.
2.2 Built Infrastructure that Meets Current and Future Community Needs	2.2.1 Improve the amenity of our public spaces and streetscapes. 2.2.2 Ensure accessible connections between the built realm and natural green spaces to relax and recreate. 2.2.3 Plan, build and maintain current and future assets.

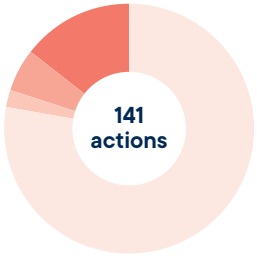
Services	Operating Projects	Capital Programs
• Asset Management and Mapping • Building Maintenance • Infrastructure Projects • Statutory Planning and Compliance • Property (Community) • Statutory Building • Strategic Land-Use Planning • Transport Infrastructure and Operations	• Major Recreation Building Masterplan • Local Planning Scheme Review • Town Centre Streetscape Banners	• Buildings – Buildings • Buildings – City Sport and Recreation • Buildings – Community • Parks and Reserves – Parks Built • Parks and Reserves – Playgrounds • Parks and Reserves – Sportsgrounds • Transport – Drainage • Transport – Other • Transport – Pathways • Transport – Roads and Carparks

How we performed

Total actions: 141

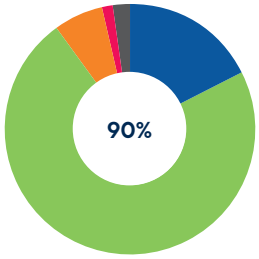
Total actions complete or on-track: 127

Action Delivery



Capital	110
Operating	3
Service	8
Informing Plan	20

Action Status



Complete	25
On-track	102
Not started	9
Off-track	2
Discontinued	3

Performance Measures

Measure	Q1 : 2025/26	Q2 : 2025/26
Building applications received	265	**266**
Building approval compliance rate within statutory approval timelines	100%	**100%**
Planning applications received	174	**145**
Planning approval compliance rate within statutory approval timelines	97%	**98%**
Resolved graffiti incidents	1330	**1233**

Outcome

2.1 A Connected and Accessible City

Services

Service	Sub-Services	Status
Statutory Building	• Building Approvals • Swimming Pool Inspections • Application Liaison	**On-Track**
Infrastructure Projects	• Infrastructure Planning • Project Management	**On-Track**
Statutory Planning and Compliance	• Statutory Planning • Development Compliance	**On-Track**
Strategic Land-use Planning	• Land Planning Strategy / Town Planning Scheme	**On-Track**
Transport Infrastructure and Operations	• Car Parks • Drainage • Footpaths and Cycleways • Other Transport Infrastructure • Roads • Street Lighting • Surveying Systems Management	**On-Track**

Operating Projects

Project	Status
Local Planning Scheme Review	**On-Track**
Major Recreation Building Masterplan	**On-Track**

Capital Programs

Program	Number of projects	Status			
		Complete	On-Track	Off-Track	Discontinued
Transport - Other	3		**3**		
Transport - Pathways	7	**2**	**3**	**1**	**1**
Transport – Roads and Carparks	25	**12**	**12**	**1**	

Each Capital Works Program is made up of multiple individual projects. For a detailed breakdown of these projects, refer to Attachment 2 – Capital Works Detail

Outcome

2.2
Built Infrastructure that Meets Current and Future Community Needs

Services

Service	Sub-Services	Status
Asset Management and Mapping	• Digital Mobile Radio and GPS Enabled Duress Systems • Infrastructure Asset Management • Land and Property Data Management • Spatial Information Management (GIS)	**On-Track**
Building Maintenance	• Building Services and Maintenance	**On-Track**
Property (Community)	• Property (Community)	**On-Track**

Operating Projects

Project	Status
Town Centre Streetscape Banners	**On-Track**

Capital Programs

Program	Number of projects	Status			
		Complete	On-Track	Discontinued	Not Started
Buildings – Buildings	11	**4**	**6**		**1**
Buildings – City Sport and Recreation Buildings	18	**1**	**15**	**1**	**1**
Buildings – Community Buildings	19		**16**	**1**	**2**
Parks and Reserves – Parks Built	8	**1**	**5**		**2**
Parks and Reserves – Playgrounds	3		**3**		
Parks and Reserve - Sportsgrounds	11	**1**	**10**		
Transport - Drainage	5		**5**		

Each Capital Works Program is made up of multiple individual projects. For a detailed breakdown of these projects, refer to Attachment 2 – Capital Works Detail

Informing Plans

Informing Plan	Status			
	Complete	On-Track	Off-Track	Not Started
Bike Plan 2023	**1**	**7**		**2**
Play Space Strategy 2019 - 2029	**1**	**2**		
Community Recreation Plan 2022 - 2032	**2**	**4**		**1**



Natural

Our valued natural environment is biodiverse and resilient to the changing climate. We use our resources wisely, minimise waste and have net zero emissions. Our community enjoys our green open spaces and tree-lined streets.

Outcome	Objectives
3.1 A Climate Resilient City	3.1.1 Reduce the impacts of the changing environment. 3.1.2 Transition to net zero emissions. 3.1.3 Partner with community to build an energy-smart and waterwise City. 3.1.4 Support a circular economy through best practice waste management.
3.2 Sustainable Natural Green Spaces	3.2.1 Preserve and enhance our biodiversity and the health of our river, wetlands and bushland. 3.2.2 Increase tree canopy to shade our pathways and cool our suburbs. 3.2.3 Maintain and protect our inviting green open spaces.

Services	Operating Projects	Capital Programs
• Environmental Sustainability • Parks and Gardens • Waste Management	• Biodiversity Management • Fleet Transition Plan • Maylands Lakes Environmental Restoration	• Parks and Reserves – Bores and Irrigation • Parks and Reserves – Parks Natural

How we performed

Total actions: 67

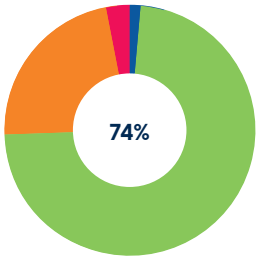
Total actions complete or on-track: 50

Action Delivery



Capital	14
Operating	3
Service	3
Informing Plan	47

Action Status



Complete	3
On-track	47
Not started	16
Off-track	1

Performance Measures

Measure	Q1 : 2025/26	Q2 : 2025/26
City carbon footprint	Data not available	**15,121***
Native plants planted	1,400	**0**
Trees planted	3,200	**0**
Tree canopy coverage (measured every three years)	Data not available	**Data not available**
Groundwater allocation used	3.17%	**22%**
Waste recovery rate (includes recycling and FOGO)	Data not available	**Data not available**

**Total emissions data for 2024/25.*

Outcome

3.1
A Climate Resilient City

Services

Service	Sub-Services	Status
Environmental Sustainability	• Catchment Management • Natural Area Management • Protecting Biodiversity • Sustainability	**On-Track**
Waste Management	• Bayswater Transfer Station • Bulk Waste • Commercial Waste Collection • Residential Waste Collection • Street and Park Bin Collections and Infrastructure • Waster Education	**On-Track**

Operating Projects

Project	Status
Biodiversity Management	**On-Track**
Fleet Transition Plan	**Off-Track**
Maylands Lakes Environmental Restoration	**On-Track**

Outcome

3.2
Sustainable Natural Green Spaces

Services

Service	Sub-Services	Status
Parks and Gardens	• Irrigation • Landscape Design • Parks Infrastructure • Parks Projects • Planning and Maintenance • Spraying • Tree Care	**On-Track**

Capital Programs

Program	Number of projects	Status			
		Complete	On-Track	Off-Track	Not Started
Parks and Reserves – Bores and Irrigation	10		**10**		
Parks and Reserves – Parks Natural	4		**3**		**1**

Each Capital Works Program is made up of multiple individual projects. For a detailed breakdown of these projects, refer to Attachment 2 – Capital Works Detail

Informing Plans

Informing Plan	Status			
	Complete	On-Track	Off-Track	Not Started
Waterwise Bayswater Strategy 2020 - 2030		**4**		**6**
Urban Forest Strategy 2017	**1**	**5**		
Local Biodiversity Strategy 2008		**4**		**3**
Emission Reduction and Renewable Energy Plan 2021 - 2040	**2**	**3**		**4**
Environment and Liveability Framework 2021 - 2045		**6**		**2**
Foreshore Area 10-year Plan 2019		**7**		



Economic

With diverse opportunities for businesses and investment, our distinctive centres offer multiple uses and attractions. Local businesses are thriving, experiencing growth, benefitting from partnerships and offering a variety of local employment options.

Outcome	Objectives
4.1 Diverse Economic Opportunities	4.1.1 Encourage new businesses and investment opportunities through advocacy and partnerships. 4.1.2 Support mixed-use precincts and developments.
4.2 Distinctive Centres	4.2.1 Facilitate the activation of City and town centres. 4.2.2 Facilitate the promotion of City and town centres and other attractions.
4.3 Sustainable Thriving Businesses and Employment	4.3.1 Actively build relationships to support local businesses and increase local job opportunities.

Services	Operating Projects	Capital Programs
• Economic Development	• Advocacy Priorities • Implementation of Economic Development Strategy	

How we performed

Total actions: 9

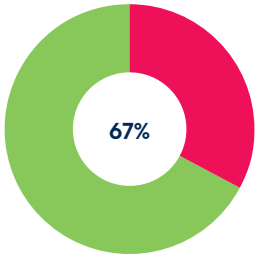
Total actions complete or on-track: 6

Action Delivery



Capital	0
Operating	2
Service	1
Informing Plan	6

Action Status



Complete	0
On-track	6
Not started	0
Off-track	3

Performance Measures

Measure	Q1 : 2025/26	Q2 : 2025/26
Job-to-worker ratio	0.58	**0.58**
Per capita gross regional product of City of Bayswater	$52,381	**$52,381**
Active trading businesses in City of Bayswater	Annual Measure	**6,424**

Outcome

4.1 Diverse Economic Opportunities

4.2 Distinctive Centres

4.3 Sustainable Thriving Businesses and Employment

Services

Service	Sub-Services	Status
Economic Development	• Advocacy • Commercial Activities • Economic Development • Place Management and Town Centre Activation	**On-Track**

Operating Projects

Project	Status
Advocacy Priorities	**On-Track**
Implementation of Economic Development Strategy	**On-Track**

Informing Plans

	Status			
Informing Plan	Complete	On-Track	Off-Track	Not Started
Morley Activity Centre Plan 2018		**2**	**3**	
Maylands Town Centre Car Parking Strategy 2018		**1**		



Leadership and Governance

Our City is governed with ethical and accountable decision-making to ensure we provide for our current and future generations. We deliver effective and efficient service to our community, with open communication and engagement. We advocate, partner and invest wisely to meet our community's needs.

Outcome	Objectives
5.1 Good Governance	**5.1.1** Provide ethical and accountable governance. **5.1.2** Ensure resource sustainability for future generations.
5.2 Stakeholder Leadership	**5.2.1** Communicate and engage effectively to empower civic participation. **5.2.2** Provide excellent customer service and ensure the City is easy to do business with. **5.2.3** Advocate and develop partnerships for City benefit.
5.3 Optimised Performance	**5.3.1** Focus on operational efficiency, effective delivery and innovation to ensure our services are fit for purpose, contemporary and secure. **5.3.2** Maintain a valued, safe and skilled workforce.

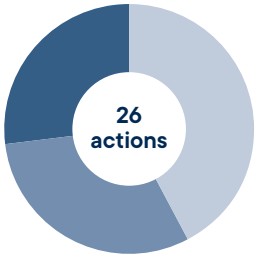
Services	Operating Projects	Capital Programs
• Communications, Engagement and Customer Relations • Digital Solutions and Services • Financial Services • Governance and Executive Services • People, Culture and Safety • Planning, Performance and Risk • Plant, Fleet and Equipment	• Asset Management System • Fleet Asset Management System • Forward Capital Works Management Suite • Digitising Archives • EDEN Project • Information Classification • 2025 Ordinary Council Election • Swimming Pool Inspection Program Enhancements	• Plant and Fleet • ICT – Technology and Equipment

How we performed

Total actions: 26

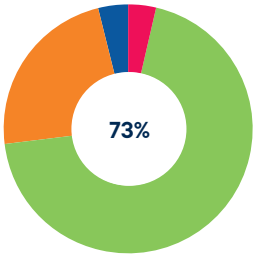
Total actions complete or on-track: 19

Action Delivery



Capital	11
Operating	8
Service	7
Informing Plan	0

Action Status



Complete	1
On-track	18
Not started	6
Off-track	1

Performance Measures

Measure		Q1 : 2025/26	Q2 : 2025/26
Financial sustainability	Current ratio	Data not available	**Data not available**
	Operating surplus ratio	Data not available	**Data not available**
	Own-revenue ratio	Data not available	**Data not available**
	Debt-service ratio	Data not available	**Data not available**
Annual capital budget utilisation		Data not available	**Data not available**
Employee turnover rate		13.58%	**15.03%**
Lost time injury frequency rate (LTIFR)		37.92	**48.37**
Visitors to the City of Bayswater website		81,000	**91,000**
Visitors to the Engage Bayswater portal		19,700	**21,300**
Social media follower growth		4%	**3%**
Engagement rate of social media content		11%	**10%**

Outcome

5.1 Good Governance

Services

Service	Sub-Services	Status
Financial Services	• Accounting Services • Cash management • Procurement • Rating services	**On-Track**
Governance and Executive Services	• Executive and Council Support • Executive Leadership • Governance • Policy Development	**Off-Track**

Operating Projects

Project	Status
2025 Ordinary Council Election	**Complete**

Outcome

5.2 Stakeholder Leadership

Services

Service	Sub-Services	Status
Communications, Engagement and Customer Relations	• Communications and Marketing • Community Engagement • Customer Relations	**On-Track**

Outcome

5.3 Optimised Performance

Services

Service	Sub-Services	Status
Digital Solutions and Services	• Business Systems • Digital Solutions Architecture • Information and Communication Technology • Information Management	**On-Track**
People, Culture and Safety	• Human Resources • Organisational Development • Payroll • Work, Health and Safety	**On-Track**
Planning, Performance and Risk	• Business Improvement • Insurance • Integrated Planning and Reporting • Internal Audit • Risk Management	**On-Track**
Plant, Fleet and Equipment	• Depot Operations • Plant, Fleet and Equipment	**On-Track**

Operating Projects

Project	Status
Asset Management System	**On-Track**
Fleet Management System	**On-Track**
Forward Capital Works Management System	**On-Track**
Swimming Pool Inspection Program Enhancements	**On-Track**
Information Classification	**On-Track**
EDEN Project	**On Track**
Digitising Archives	**Not Started**

Capital Programs

Program	Number of projects	Status			
		Complete	On-Track	Off-Track	Not Started
Plant and Fleet	1		**1**		
ICT – Technology and Equipment	10		**5**		**5**

Each Capital Works Program is made up of multiple individual projects. For a detailed breakdown of these projects, refer to Attachment 2 – Capital Works Detail

City of Bayswater

Attachment 1

Progress of Actions – Off-Track or Discontinued status and comment

Type	KRA	Deliverable	Status	Comment
Service: Governance and Executive Services	Leadership and Governance	• Executive and Council Support • Executive Leadership • Governance • Policy Development	Off-Track	New requirements relating to the Local Government Inspectorate and the Audit, Risk and Improvement Committee came into effect on 30 December 2025. While the City is prepared for these changes, further work is required to fully implement them. Progress has been impacted by absences and vacancies within the Governance Team. The PRIS working group continues to progress activities to ensure compliance by 1 July 2026; however, vacancies have similarly delayed progress, and sustained effort will be required to meet the deadline. No work on local laws was undertaken in Q2. The Department has advised that the Dog Local Law must be re-advertised, which will occur in Q3. The Local Parking Law will be reviewed in Q4.
Operating: Fleet Transition Plan	Natural	Develop a Fleet Transition Plan to guide the City's shift to a net zero emissions fleet, aligning with the Emission Reduction and Renewable Energy (ERRE) Plan. This project will engage an external consultant to assess infrastructure requirements, available zero-emission technologies, and scenario planning to support the transition.	Off-Track	Project is behind schedule as Officers were working to finalise the City's 24/25 emissions inventory as priority
Capital Project: Roads and Carparks	Built	Roberts Street traffic treatments	Off-Track	Pending survey and design finalisation
Capital Project: Pathways	Built	New pathway (Local Access)- Wholley Street from Traylen Road to Darby Street	Off-Track	Following secondary consultation. Two petitions were received. A report is being presented at the January 2026 OCM.

City of Bayswater

Capital Project: City Sport and Recreation	Built	Morley Sport and Rec Court 1 grandstand rectification	Discontinued	Pending outcome of operating project Recreation Masterplan, funding to be considered as part of the mid-year budget review.
Capital Project: Community Buildings	Built	Pat O'Hara Reserve Rugby Clubrooms and Changerooms Upgrades	Discontinued	External funding not approved
Capital Project: Pathways	Built	New pathway (Local Access) - Bellew Way from McGilvray Avenue to 23 Bellew Way	Discontinued	Footpath provision discontinued as per 28 October 2025 OCM resolution.
Informing Plans – Morley Activity Centre Plan 2018	Economic	Implement streetscape upgrades and beautification to Russell Street as a matter of priority	Off-Track	The City is seeking funding for the implementation of the Streetscape plan along Russell Street which will upgrade the landscaping including trees. No works will be undertaken until external funding is sourced.
Informing Plans – Morley Activity Centre Plan 2018	Economic	Plant street trees and landscaping throughout the Activity Centre in accordance with the Streetscape Plan	Off-Track	The City is seeking funding for the implementation of the Streetscape plan along Russell Street which will upgrade the landscaping, including trees. No works will be undertaken until external funding is sourced.
Informing Plans – Morley Activity Centre Plan 2018	Economic	Upgrade and extend pedestrian footpaths throughout the Activity Centre in accordance with the Streetscape Plan	Off-Track	The City is seeking funding for the implementation of the Streetscape plan along Russell Street which will upgrade the footpaths. No works will be undertaken until external funding is sourced.

City of
Bayswater

61 Broun Avenue, Morley WA 6062
Civic Centre Opening Hours: 8.30am - 4.30pm (Monday to Friday)
Mailing address: PO Box 467 Morley WA 6943
P: 9272 0622 | F: 9272 0665
mail@bayswater.wa.gov.au | bayswater.wa.gov.au

facebook.com/bayswatercity instagram.com/cityofbayswater

10.5.1.6 Quarter 2 - Quarterly Performance Report - Risk

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required.
Attachments:	1. Operational Risk Review [**8.6.1** - 1 page] 2. CONFIDENTIAL - Risk Actions Dashboard [**8.6.2** - 5 pages]
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

This item contains one or more confidential attachments that may be dealt with behind closed doors, in accordance with Section 5.23(4) of the *Local Government Act 1995,* sub-section:

(e) information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations;

SUMMARY

This report outlines the City's Corporate Risk Management activities and performance for Quarter 2 (October - December) 2025/26, including an update on the operational risk status and treatment action progress.

ADDITIONAL INFORMATION

At its meeting of 9 March 2026, the Audit, Risk and Improvement Committee identified an error in the 'Operational Risk Overview' table contained within the Officer Comments section of the report. The table has been corrected in the Minutes of that meeting and in the report presented to the Council in this item.

Recommendation Implications

In light of the above, the Committee recommendation remains unchanged.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council:

1. **Notes the Quarter 2 - Quarterly Performance Report – Risk Management and the Operational Risk Overview (Attachment 1).**
2. **Notes the progress of risk treatments actions as detailed in the Risk Actions Dashboard (Confidential Attachment 2).**

BACKGROUND

This report provides the Audit Risk and Improvement Committee (ARIC) with a quarterly update on risk management activities, operational risk status, and treatment action implementation.

In line with the Risk Management Framework, risks are monitored, reviewed, and escalated according to the Risk Acceptance Criteria. Detailed reporting is provided quarterly to the ARIC for risks rated High or Extreme, along with the status of treatment action implementation.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

Key Activities Delivered Quarter 2 2025/26

Operational Risk Review Workshops

Workshops were facilitated across the following branches:

- Assets
- Governance and Strategy
- People Culture and Safety

Business Continuity Planning

- Consolidated Branch Business Continuity into a City-Wide Continuity Plan.
- Developed tools to support the Continuity Management Team.
- City-Wide Continuity Plan and Branch Sub-Plans are scheduled for ELT endorsement in Quarter 3

Strategic Risk

- Initiated annual review of Strategic Risks as part of the 2026/27 business planning process.
- Formal review and endorsement of the Strategic Risk Register will be completed by ELT in Quarter 3.

Operational Risk Overview

At the end of Quarter 2, as presented below the City recorded 178 operational risks. During this period:

- Six new risks were identified.
- Eight risks were re-rated following changes in controls or conditions.
- Seven risks were closed due to duplication or effective mitigation.

An overview of the operational risk profile is provided in **Attachment 1**.

Consequence and Likelihood	(5) Almost Certain	(4) Likely	(3) Possible	(2) Unlikely	(1) Rare
(1) Insignificant	0	0	2	3	1
(2) Minor	1	3	25	28	18
(3) Moderate	0	6	19	36	13
(4) Significant	0	0	0	8	4
(5) Severe	0	0	0	0	0

Risks Outside of Appetite

At the end of Quarter 2, 21 risks remain outside the City's risk appetite, primarily relating to:

- Anti-social behaviour affecting staff and patrons across multiple services.
- Compliance issues in statutory building inspections.
- Operational safety concerns in Parks and Gardens and Assets.

Active treatment plans are in place for most of these risks, with some requiring new controls (**Confidential Attachment 2**).

Risk Treatment Actions

There are 25 active risk treatment actions: 22 are on track, and 3 have not yet commenced. These actions will continue to be monitored until controls are implemented and verified for effectiveness (**Confidential Attachment 2**).

WHS Risk Treatment Actions

The City continues to experience incidents of anti-social behaviour around or towards its Officers, predominantly at the RISE, as reflected in current DoneSafe reporting trends. Significant work has been undertaken to address the associated behaviour as well as the psychosocial risks arising; however due to the ongoing provision of community-facing services, the risk remains.

The range of controls have been completed or are currently being implemented as part of the Risk Treatment Actions, including:

- Psychosocial training across the City
- Development and implementation of the Psychosocial Framework
- Provision of duress systems and associated training
- Installation of additional signage highlighting the City's zero-tolerance approach to abusive behaviour
- Increased presence of contracted security and Rangers
- Anti-social Behaviour Traffic Light Guide
- Increased reporting of anti-social behaviour in Donesafe

Further worker education is also commencing to improve understanding of what should be reported in Donesafe, enabling more accurate trend analysis and informed risk control.

The City continues to actively monitor these risks and the effectiveness of associated controls.

LEGISLATIVE COMPLIANCE

Not applicable.

RISK MANAGEMENT CONSIDERATION

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

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

This report provides assurance on the effectiveness of the City's risk management systems and internal controls through quarterly monitoring and reporting. It highlights treatment progress, and areas requiring further attention.

View Operational Risk 2

View Risk Actions

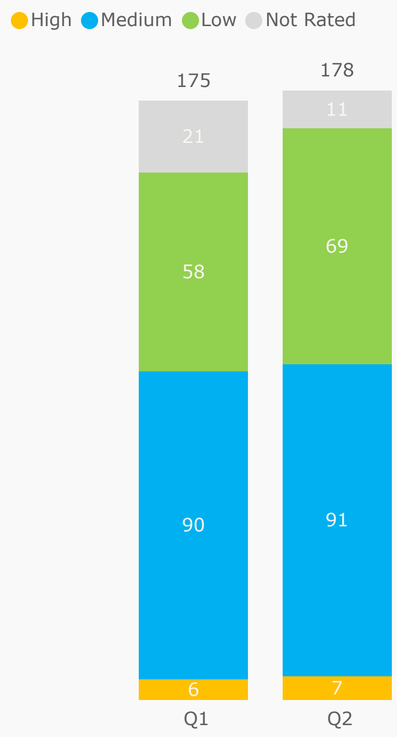
Operational Risk Overview

Back

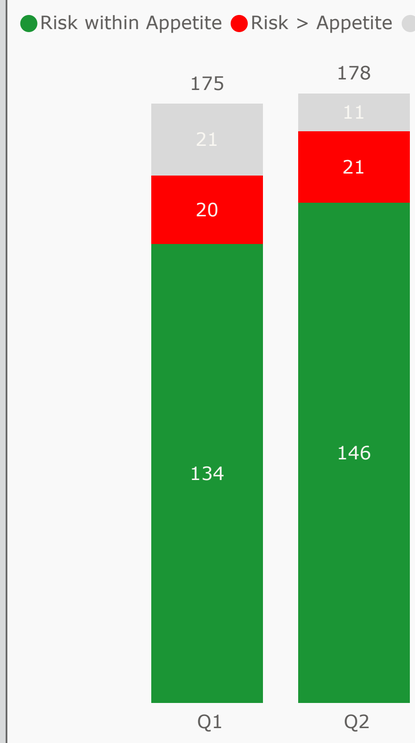
Quarter

Q2

Risk Profile

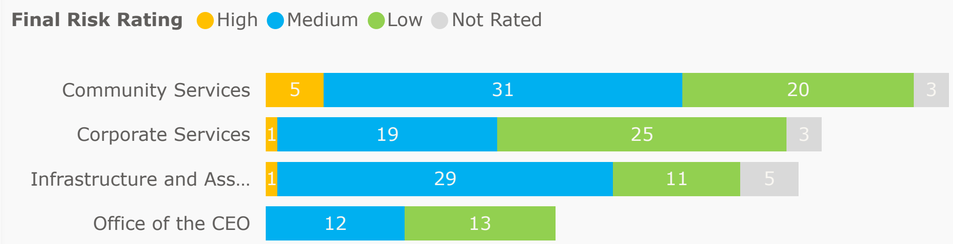


Risk by Tolerance

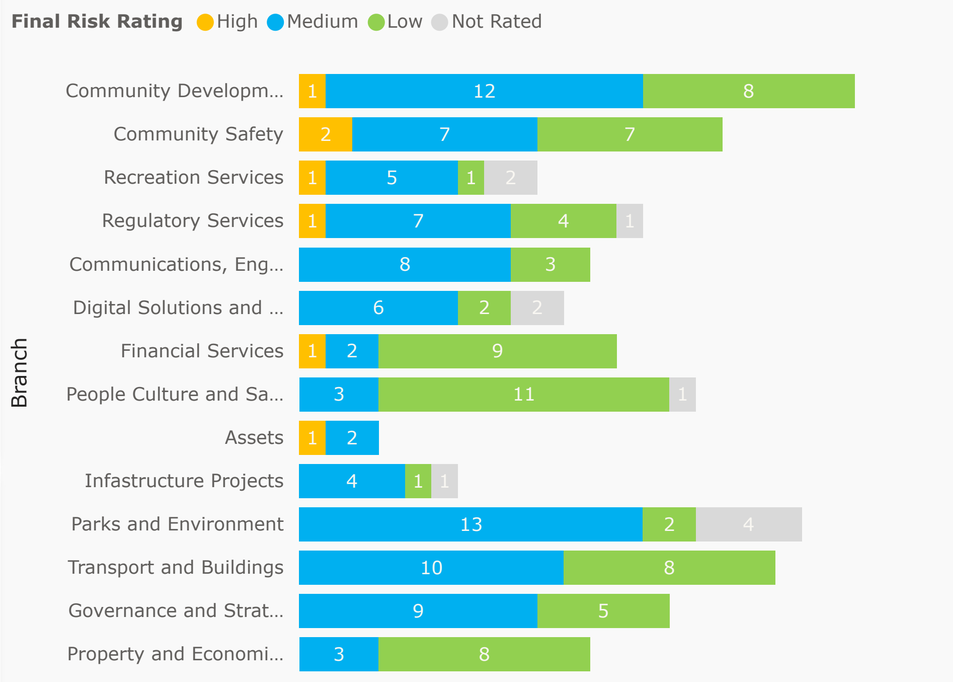


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(1) Insignificant	0	0	2	3	1
(2) Minor	1	3	25	28	18
(3) Moderate	0	6	19	36	13
(4) Significant	0	0	0	8	4
(5) Severe	0	0	0	0	0

Risk by Directorate



Risk by Branch



10.5.1.7 Quarter 2 - Performance Report - CEO KPI

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required.
Attachments:	1. CEO KPI 25/26 [**8.7.1** - 2 pages]
Refer:	Item: 14.1.1 OCM: 26.08.2025
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

This report provides an update on the Chief Executive Officer (CEO) Key Performance Indicators (KPIs) for Quarter 2 (October - December) 2025-26.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council receives the Quarter 2 - Performance Report - CEO KPIs

BACKGROUND

Section 5.38 of the *Local Government Act 1995* requires that the performance of the Chief Executive Officer (CEO) be reviewed at least once each year. In accordance with this requirement, and in line with the City's CEO Performance Review Policy, the Chief Executive Officer Review Committee works collaboratively with the CEO to establish Key Performance Indicators (KPIs) for the upcoming year. These KPIs are then submitted to Council for approval.

The KPIs are intended to be balanced, strategic, and aligned with the City's Council Plan. In particular, the KPIs are designed to reflect the deliverables identified through the Council-led Business Planning and Budgeting process, which informs the development of the Corporate Business Plan (CBP).

The CEO KPIs for the 2025/26 financial year were adopted by Council at the Ordinary Council Meeting held in September 2025.

EXTERNAL CONSULTATION

No external consultation was undertaken to prepare this report.

OFFICER'S COMMENTS

Quarter 2 progress reporting against the below approved CEO KPIs for 2025/26 is provided in **Attachment 1**.

KPI	Deliverable(s)
1. Lead improved organisational change	**1.1 Community Building Contract Management** 1.1.1 Complete a comprehensive review of the City's current community building contract management processes and conditions. 1.1.2 Develop and present draft service level agreements for community building contracts. 1.1.3 Implement a process to monitor and manage contract compliance. **1.2 Community Lease Management** 1.2.1 Conduct a full review of the City's lease processes and conditions. 1.2.2 Identify and document improvement opportunities with recommended actions. 1.2.3 Develop and implement a lease compliance monitoring process, ensuring leases are regularly reviewed and compliance monitored.
2. Support delivery of the Economic Development Strategy	**2.1 Advocacy** 2.1.1 Lead strategic opportunities for the City as approved through the City Advocacy Strategy / Approach **2.2 Place Management - Grants** 2.2.1 Complete a review of the current place-based grants process, identifying and documenting opportunities for improvement. 2.2.2 Develop a plan to implement identified improvements **2.3 Business Support** 2.3.1 Establish and document actions aligned with the Economic Development (ED) Strategy for the 2025–2027 period. 2.3.2 Report progress on the implementation of these actions through the corporate reporting process 2.3.3 Prepare and submit funding requests through the Annual Business Planning and Budgeting process to resource the development and implementation of a Local Business Empowerment Plan.
3. Support delivery of the Land Acquisition and Disposal Strategy	**3.1 Land Acquisition and Disposal Strategy** 3.1.1 Identify and present strategic land opportunities (acquisition or disposal) to Council that support the Land Acquisition and Disposal Strategy and the City's long-term growth.
4. Support delivery of the Urban Forest Strategy	**4.1 Urban Forest** 4.1.1 Provide and promote initiatives for the community that contribute to increasing the City's tree canopy, including the development and delivery of educational campaigns to promote the benefits of tree canopy 4.1.2 Further analysis of tree canopy data and development of further detail into the City's Urban Canopy Implementation Program,

KPI	Deliverable(s)
	including considering alignment with the State's canopy strategies. 4.1.3 Development of tree planting projects and seek funding opportunities for its delivery.
5. Lead the implementation of Project EDEN.	**5.1 Project EDEN** 5.1.1 Lead and complete the planning phase of Project EDEN related to Property and Rating.
6. Oversee the development of the Waste Business Model	**6.1 Waste Business Model** 6.1.1 Development of the City's Waste Business Model that will enable the consideration of the future of the City's waste service to ensure the service is contemporary, relevant and meets the community expectations.
7. Strengthen partnerships and advocate for the City	**7.1 Partnerships and Advocacy** 7.1.1 Complete a full review and update of the City's Advocacy Plan 7.1.2 Manage partnerships and source commitments from State and Federal stakeholders to support the City's strategic advocacy priorities.
8. Maylands Lakes	**8.1 Maylands Lakes** 8.1.1 Substantially progress the implementation of Phase 1 of the Maylands Lakes Environmental Restoration Master Plan, with ongoing community engagement; and 8.1.2 Continue to advocate the State and federal governments for funding of the remaining phases of the Master Plan.

LEGISLATIVE COMPLIANCE

Local Government Act 1995 – section 5.38(1) and section 5.39
Local Government (Administration) Regulations 1996 – Regulation 18FA, Schedule 2, Division 3 – Standards for Review of Performance of CEO's

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 5.2	Stakeholder Leadership
Objective 5.2.1	Communicate and engage effectively to empower civic participation.
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.
Objective 5.3.2	Maintain a valued, safe and skilled workforce.

CONCLUSION

It is a requirement under the *Local Government Act 1995* that the CEO's KPIs are made publicly available. The City meets this obligation by publishing the KPIs on its website. In addition, the Quarterly Performance Reporting process provides regular updates on progress against these KPIs. This ongoing reporting forms a key part of the evidence base used to assess the CEO's performance, in alignment with the relevant legislative.

CEO KPI No.	CEO KPI / Goal	Deliverable No.	Deliverable / Outcome	Deliverable / Action	Current Quarter Status	Current Quarter Comment
1	Lead improved organisational change	1.1	Community Building Contract Management	1.1.1 Complete a comprehensive review of the City's current community building contract management processes and conditions.	On-Track	A review and mapping of processes relating to the management of community building contracts has commenced, providing improved understanding of current service levels. The review will continue to assess the effectiveness of existing processes and identify areas for improvement in contract management practices.
1	Lead improved organisational change	1.2	Community Building Contract Management	1.1.2 Develop and present draft service level agreements for community building contracts.	On-Track	Existing service levels, including those established when cleaning services were brought in-house in 2025, have been reviewed to assess their current relevance and performance. Service level agreements will be developed and discussed with the Procurement Services area so that a draft level of service can be prepared for building maintenance contracts. This work will include reviewing current service levels for community building contracts and identifying opportunities for improvement. Consideration will also be given to the regulatory requirements that determine the scope and frequency of most service and maintenance contracts, such as compliance with Australian Standards for systems like fire protection and RCD testing.
1	Lead improved organisational change	1.3	Community Building Contract Management	1.1.3 Implement a process to monitor and manage contract compliance.	On-Track	Processes to oversee community service contracts have been implemented, including regular meetings between Building and Recreation teams to monitor standards, discuss feedback, and action operational improvements. As the process review progresses, further opportunities to strengthen compliance monitoring will be identified, supporting the development of a consistent and formalised approach to managing contract performance.
1	Lead improved organisational change	2.1	Community Lease Management	1.2.1 Conduct a full review of the City's lease processes and conditions	On-Track	The City completed a full review of the Community Lease and Licence/User Agreement Policy. This included benchmarking against six other local governments. Councillors were consulted through a workshop held on 25 November 2025, and their feedback incorporated into the next iteration of the review process. The updated policy is now scheduled for presentation to the Policy Review Committee on 9 February 2026.
1	Lead improved organisational change	2.2	Community Lease Management	1.2.2 Identify and document improvement opportunities with recommended actions.	On-Track	An initial review of process has commenced. To date some improvement opportunities have been considered, these relate to the Annual inspections and lessee audits program. Improving communication with lessees, sending reminders, and extending deadlines to increase submission rates through Engage Bayswater are some of the improvements to be implemented.
1	Lead improved organisational change	2.3	Community Lease Management	1.2.3 Develop and implement a lease compliance monitoring process, ensuring leases are regularly reviewed and compliance monitored.	On-Track	A formal lease compliance monitoring process is in place. Annual building inspections are completed using structured check sheets based on lease requirements, with Building Operations staff involved. These inspections also help inform the Forward Capital Works Program. Lessee audits are carried out through Engage Bayswater, this process was introduced a few years ago and has continued to be refined each year. As part of the process review oversight and management of submissions will be further enhanced.
2	Support delivery of the Economic Development Strategy	1.1	Advocacy	2.1.1 Lead strategic opportunities for the City as approved through the City Advocacy Strategy / Approach	On-Track	The City has re-engaged Purple Communications to support its advocacy priorities. Ongoing stakeholder management includes regular communications to Local Members, keeping them informed of these priorities. Additionally, the City continues to engage with local communities affected or impacted by advocacy initiatives.
2	Support delivery of the Economic Development Strategy	2.1	Place Management - Grants	2.2.1 Complete a review of the current place-based grants process, identifying and documenting opportunities for improvement.	Not Started	A review of the place based model is in-progress, outcomes will ensure alignment with the Economic Development Strategy, the outcome is expected in Q3.
2	Support delivery of the Economic Development Strategy	2.2	Place Management - Grants	2.2.2 Develop a plan to implement identified improvements	Not Started	Following the review of the place-based model implementation of improvements will commence.
2	Support delivery of the Economic Development Strategy	3.1	Business Support	2.3.1 Establish and document actions aligned with the Economic Development (ED) Strategy for the 2025–2027 period.	On-Track	The new Economic Development Strategy was adopted by Council at the Ordinary Council Meeting on 9 December 2025. As part of the Council-led Business Planning and Budget process, the implementation of actions is being prioritised.
2	Support delivery of the Economic Development Strategy	3.2	Business Support	2.3.2 Report progress on the implementation of these actions through the corporate reporting process	On-Track	Whilst the prioritisation of actions is progressed through the planning process, in addition the following has been delivered: A series of 4 Business Boosters Breakfasts were completed during October and November with a total of 60 businesses in attendance. Topics covered Digital Marketing Essentials, AI for Beginners and Population Forecasting. The Business Booster events received excellent feedback which captured both the training and networking benefits. The City has also been negotiating with Maylands Business Association to promote Mother's Day in Maylands. Forecast.ID is progressing and scheduled to be live to the public in Q3 following some amendments. The quarterly Business Newsletter has continued to provide details of free training and other important information and opportunities for local businesses.
2	Support delivery of the Economic Development Strategy	3.3	Business Support	2.3.3 Prepare and submit funding requests through the Annual Business Planning and Budgeting process to resource the development and implementation of a Local Business Empowerment Plan	On-Track	As part of the 2026/27 Council-led Business Planning process, a business case will be submitted to secure resources for the development of the Local Business Empowerment Plan.

CEO KPI No.	CEO KPI / Goal	Deliverable No.	Deliverable / Outcome	Deliverable / Action	Current Quarter Status	Current Quarter Comment
3	Support delivery of the Land Acquisition and Disposal Strategy	1.1	Land Acquisition and Disposal Strategy	3.1.1 Identify and present strategic land opportunities (acquisition or disposal) to Council that support the Land Acquisition and Disposal Strategy and the City's long-term growth.	On-Track	The City plans to appoint a commercial real estate specialist to drive expressions of interest in Q3 for 14 King William Street, the Redgum site, and the Leake Street and Slade Street precincts. In addition, the City is evaluating several other confidential strategic land disposition opportunities.
4	Support delivery of the Urban Forest Strategy	1.1	Urban Forest	4.1.1 Provide and promote initiatives for the community that contribute to increasing the City's tree canopy, including the development and delivery of educational campaigns to promote the benefits of tree canopy	On-Track	A number of workshops have been held at Environment house. We are currently recruiting for a Urban Forest Officer.
4	Support delivery of the Urban Forest Strategy	1.2	Urban Forest	4.1.2 Further analysis of tree canopy data and development of further detail into the City's Urban Canopy Implementation Program, including considering alignment with the State's canopy strategies.	On-Track	Pending appointment of the Urban Forest Officer
4	Support delivery of the Urban Forest Strategy	1.3	Urban Forest	4.1.3 Development of tree planting projects and seek funding opportunities for its delivery	On-Track	Pending appointment of the Urban Forest Officer
5	Lead the implementation of Project EDEN.	1.1	Project EDEN	5.1.1 Lead and complete the planning phase of Project EDEN related to Property and Rating	On-Track	Planning for the Property and Rating (P&R) transition is in progress through with the TechOne Project Manager, Account Manager, and Product Manager to define the project stages, timelines, and tasks required to migrate P&R to CiA. In parallel, a review of licensing requirements is underway to determine the necessary licenses and associated budget allocations. The team is due to start stage 1b 'Animals, Infringements, Sundry Debtors' in January-26, including a transition from eServices to the TechOne Digital Experience Platform (DXP)
6	Oversee the development of the Waste Business Model	1.1	Waste Business Model	6.1.1 Development of the City's Waste Business Model that will enable the consideration of the future of the City's waste service to ensure the service is contemporary, relevant and meets the community expectations	On-Track	No update for the quarter pending return of Waste Officer.
7	Strengthen partnerships and advocate for the City	1.1	Partnerships and Advocacy	7.1.1 Complete a full review and update of the City's Advocacy Plan	On-Track	A review of the Advocacy Plan is scheduled to begin in Q3 of 2025/2026, following the start of the Council-led Business Planning and Budget process in Q2. The review will assess all current advocacy projects and incorporate discussions with Councillors regarding any new projects or initiatives to be included.
7	Strengthen partnerships and advocate for the City	1.2	Partnerships and Advocacy	7.1.2 Manage partnerships and source commitments from State and Federal stakeholders to support the City's strategic advocacy priorities.	On-Track	The City has re-engaged Purple Communications to assist with the advocacy priorities. The contract commenced 26 Sept 25. The City will work with Purple to ensure the connections built over the past year are maintained and expanded.
8	Maylands Lakes	1.1	Maylands Lakes	8.1.1 Substantially progress the implementation of Phase 1 of the Maylands Lakes Environmental Restoration Master Plan, with ongoing community engagement	On-Track	The project has now moved into the implementation phase, with Stage 1 of the MERI Plan being progressed. Surveying was completed during this reporting period, with the first stage of works scheduled for early 2026, including targeted algaecide and Phoslock treatments.
8	Maylands Lakes	1.2	Maylands Lakes	8.1.2 Continue to advocate the State and federal governments for funding of the remaining phases of the Master Plan.	On-Track	Further advocacy pending outcomes of the upcoming phoslock application.

10.5.1.8 Local Government Reform Update

Responsible Branch:	Governance and Strategy
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority Required.
Attachments:	1. City of Bayswater Progress against Reform Compliance Deadlines [**8.8.1** - 2 pages]
Officer Declaration:	*The officers involved in drafting and reviewing this report do have any interests to disclose in the item.*

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

SUMMARY

This report provides Council with an update on significant local government reforms that commenced on 1 January 2026 with the introduction of regulations made under the *Local Government Amendment Act 2024*. These reforms represent part of the State Government's wide sweeping reform agenda that has brought some of the most substantial changes to the local government sector in Western Australia in over 25 years.

The key reforms include:

- Establishment of the Office of the Local Government Inspector with Mr Tony Brown as inaugural Inspector.
- Updated Model Code of Conduct requirements
- Introduction of a new complaints framework replacing the previous minor/serious breach system
- New requirements for employee codes of conduct to address secondary employment
- Transition from Audit Committees to Audit, Risk and Improvement Committees (ARICs)
- Enhanced transparency requirements for closed Council meetings
- New mandatory training declaration requirements for Council Members
- Local governments no longer permitted to fund certain categories of legal expenses for council members.

Immediate compliance actions are required by the City of Bayswater, with key deadlines extending through to 31 December 2026.

COMMITTEE RECOMMENDATION TO COUNCIL
(OFFICER'S RECOMMENDATION)

That Council receives the update on the City's progress implementing the local government reforms as set out in this report.

BACKGROUND

The *Local Government Amendment Act 2024*, which delivers the second tranche of the State Government's landmark local government reform program, completed its passage through the Western Australian Parliament in November 2024 and became law on 6 December 2024.

Key provisions of the Act, together with associated regulations supporting the new Local Government Inspector and related oversight reforms, were proclaimed to commence on 1 January 2026, from which date the Local Government Inspectorate formally commenced statutory operations.

These reforms have been developed through extensive work and public consultation since 2017, focusing on six key themes: governance and decision-making, leadership roles and responsibilities, transparency and accountability, financial management, administration and operations, and community engagement and economic development.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

Key Reform Details

1. Local Government Inspector

Mr Tony Brown was appointed as Western Australia's inaugural Local Government Inspector in August 2025, with his formal powers commencing on 1 January 2026.

The Inspector has been granted extensive powers under the *Local Government (Local Government Inspector) Regulations 2025*, including authority to:

- Manage and investigate complaints relating to conduct breaches and specified breaches
- Appoint monitors to work proactively with local governments requiring assistance
- Appoint authorised officers with investigative powers
- Issue infringement notices for certain offences
- Recommend suspension or dismissal of councils in serious cases
- Direct local governments to publish materials from inappropriately closed meetings.

The Inspector's approach emphasises education, collaboration, and early intervention to address issues at an early stage and prevent escalation.

2. New Complaints Framework

Terminology Changes

The previous terminology of "minor breaches" and "serious breaches" has been replaced with new definitions under Part 8A of the Act:

- *Conduct breaches* - replace minor breaches and include matters such as misusing local government resources
- *Specified breaches* - replace serious breaches and include offences such as failing to disclose a relevant interest when involved in a council decision

Complaint Handling Process

From 1 January 2026, all new conduct and specified breach complaints are to be lodged with the Inspector rather than the Department of Local Government, Sport and Cultural Industries. The new framework provides:

- Streamlined complaint lodgement processes
- A wider range of resolution options including mediation and action plans
- Enhanced investigative powers
- Clear timeframes for complaint resolution
- Infringement notices for certain offences (with a 6-month period to issue fines, and 28 days once sufficient evidence exists)

Transitional Provisions

Minor breach complaints lodged before 1 January 2026 continue to be dealt with by the Local Government Standards Panel. Existing suspension orders or disqualifications issued by the Standards Panel or State Administrative Tribunal (SAT) continue to apply after 1 January 2026.

Existing confidentiality requirements for complaints made under former section 5.123 of the Act continue to apply to those complaints after 1 January 2026. This means that, for historic complaints, it remains an offence to disclose that a complaint was made, or to disclose its details, except where the Act expressly allows this (for example, for the purpose of dealing with the complaint or where disclosure is required by law).

Vexatious Complaints

The reforms introduce new powers for both the Local Government Inspector and local government CEOs to refuse or limit engagement with complaints that are frivolous, vexatious, misconceived or without substance, or that would divert an unreasonable share of resources, while preserving complainants' core legal rights.

3. Audit, Risk and Improvement Committees

Transition from Audit Committees

Following commencement of the *Local Government Regulations Amendment Regulations (No. 4) 2025*, audit committees are required to transition to Audit, Risk and Improvement Committees (ARICs) during a six-month transition period ending 30 June 2026.

Key Requirements

ARICs must be structured with:

- An independent presiding member who is not a council member or employee
- An independent deputy of the presiding member
- A minimum of three members with at least two of the members being independent
- Prescribed functions covering audit, risk management, and continuous improvement.

Shared ARICs

Smaller local governments may now choose to share an ARIC with other local governments by agreement, reducing the resource burden while maintaining governance standards.

Compliance Requirements

The regulations also amend requirements for compliance audit returns, including updating the table of prescribed statutory requirements that local governments must report against annually. Local Government Compliance Audit Returns are now expected to be due in September (they are normally due in March).

4. Model Code of Conduct

Adoption Deadline

All local governments must adopt an updated Model Code of Conduct for Council Members, Candidates, and Committee members by 1 April 2026 to align with the new complaints handling system.

Key Components

The Model Code consists of three divisions:

- *Division 2 - Principles*: Overarching principles to guide behaviour (cannot be amended by local governments)
- *Division 3 - Behaviours*: Expected behaviours with principles-based complaint management by the local government (can be amended to include additional behaviour requirements if deemed appropriate, provided they are consistent with the Model Code).
- *Division 4 - Rules of Conduct*: Statutory rules with breaches managed by the Inspector (cannot be amended).

5. Employee Code of Conduct - Secondary Employment

New Requirement

From 1 January 2026, employee codes of conduct must address secondary employment outside local government. This requirement aims to manage potential conflicts of interest and ensure transparency regarding employees' external work commitments.

Implementation Considerations

Local governments should update their employee codes of conduct and related policies to include:

- Definition of secondary employment
- Approval and notification processes
- Assessment criteria for potential conflicts of interest
- Restrictions on use of local government resources for secondary employment
- Monitoring and review mechanisms

6. Closed Meeting Requirements

Enhanced Transparency

From 1 January 2026, councils must ensure meetings are only closed for prescribed reasons or apply to the Local Government Inspector for approval. Where a meeting has been closed, the local government must:

- Explain how the matter is confidential
- Document the steps taken to ensure as much of the matter as possible was considered publicly
- Record the specific grounds under section 5.23(2) of the Act relied upon.

Inspector's Powers

Where the Inspector is satisfied that a meeting was closed for inappropriate reasons, they may direct the local government to publish the minutes, recording, and other materials associated with that closed meeting.

Prescribed Reasons

Regulations have updated the prescribed matters for which meetings may be closed to the public, such as determination of prices for sale or purchase of property by the local government.

7. Mandatory Training Declarations

New Declaration Requirement

New regulation 36A of the *Local Government (Administration) Regulations 1996* requires council members to make a declaration that they have completed their mandatory training within one month following the 12-month period they have to complete the training.

Penalties

Regulation 36B prescribes penalty offences for:

- Failing to make the required declaration
- Making a false declaration regarding training completion

Allowance Implications

Council members who fail to complete mandatory training are prevented from receiving their allowances until training is completed and the declaration is made.

8. Prohibited Legal Expenses

Insurance Exclusions

By 1 July 2026, all local governments must ensure their insurance policies exclude coverage for prohibited expenses, specifically preventing inappropriate expenditure of ratepayer funds on council members' personal legal expenses.

Policy Review Required

Local governments should review their current insurance arrangements and work with insurers to ensure policies comply with this requirement well ahead of the deadline.

Compliance Timeline

The table in **Attachment 1** summarises key compliance deadlines and progress in implementing compliance actions for the City of Bayswater.

Sector-Wide Context

These reforms reflect broader trends toward enhanced transparency, accountability, and professionalism in local government across Australia. The Inspector model provides early intervention capabilities that aim to prevent governance failures before they require more serious measures such as suspension or dismissal of councils.

The reforms follow high-profile governance issues in several Western Australian local governments in recent years, including the dismissal and appointment of commissioners at the City of Nedlands and Town of Port Hedland, and serious financial challenges at the Shire of Coolgardie.

The establishment of the Inspector's office, with its focus on education and early intervention, represents a proactive approach to supporting local governments in maintaining good governance standards while providing stronger enforcement mechanisms where required.

LEGISLATIVE COMPLIANCE

Local Government Amendment Act 2024

Inserts new Parts and Divisions into Part 8 of the *Local Government Act 1995* to establish the Local Government Inspector, inspectorate officers, monitors and adjudicators, and to provide the

core oversight, inquiry and intervention powers (including functions, independence, reporting and Ministerial interaction).

Includes commencement and transitional provisions for moving from the old Standards Panel and authorised inquiry model to the new Inspector and adjudicator framework.

Local Government (Local Government Inspector) Regulations 2025

Set out the detailed procedures and powers for the Local Government Inspector and inspectorate officers, including complaint receipt and assessment, inquiries and investigations, use of intervention tools and directions, and interaction with monitors.

Contain transitional provisions dealing with complaints and minor breach matters that span the change-over to the new regime and the maintenance of relevant registers.

Local Government (Audit) Regulations 1996

As amended by the *Local Government Regulations Amendment Regulations 2025*, prescribe the establishment and functions of Audit, Risk and Improvement Committees (ARICs), including their role in overseeing audit, risk, financial management, internal control and continuous improvement.

Continue to prescribe CEO review obligations (legislative compliance, risk management and internal control) that ARICs are now expected to monitor and receive reports on.

Local Government (Model Code of Conduct) Regulations 2021

Part 2 and Schedule 1 set out the Model Code of Conduct for council members, committee members and candidates.

Division 3 of Schedule 1 (Behaviour provisions) contains the behaviour requirements and behavioural complaints mechanism for council members, which now interface with the Inspector's broader oversight and complaint-handling role.

Local Government (Administration) Regulations 1996

Inserted and amended provisions deal with closure of meetings, suitable places and attendance (including electronic attendance), which are relevant to transparency and oversight of meeting practices.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with the Council accepting the update on the reforms detailed in this report.

However, the reforms will have financial implications including:

- Increased costs for independent ARIC members, if accepted by the Council.
- Administrative costs associated with updating policies, procedures, and training materials
- Potential insurance premium adjustments to reflect prohibited expense exclusions
- Staff time for implementation and ongoing compliance monitoring

Detailed cost estimates will be provided as part of the 2026/27 budget preparation process.

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

The local government reforms commencing 1 January 2026 represent a significant shift in the regulatory and governance framework for Western Australian local governments. The establishment of the Local Government Inspector, new complaints system, enhanced ARIC requirements, and updated codes of conduct all aim to strengthen accountability, transparency, and good governance.

The City of Bayswater is well-positioned to meet these new requirements through proactive planning and timely implementation. Officers will continue to monitor sector guidance and ensure all compliance deadlines are met while maintaining best-practice governance standards.

Compliance Timeline

The following table summarises key compliance deadlines for the City of Bayswater, and the City's status against required actions.

Deadline	Required Action	City of Bayswater Status
1 January 2026	New complaints framework commenced.	The Office of the Inspector has been established, and more information can be found at Local Government Inspector. The City will present its Complaint Management Policy to the Policy Committee for review in September, to incorporate additional provisions for managing vexatious or unreasonable complaints, as now permitted under the amended legislation.
	Update registers to reflect new compliance requirements	The City will continue to maintain the existing minor breach register in line with transitional requirements under the *Local Government (Local Government Inspector) Regulations 2025.* The City will create an online register that records complaints, findings and orders relating to Council member conduct once these start coming through under the new Local Government Inspector and adjudicators.
	Employee code of conduct must address secondary employment	No action required – the City's Code of Conduct for Employees already includes provision relating to secondary employment.
	Ensure meetings only closed for prescribed reasons	The City's Governance team has been briefed on closed meeting requirements and documentation standards. The City's agenda and minutes software has been updated with the new confidentiality provisions.

Deadline	Required Action	City of Bayswater Status
	New requirement for Elected Members to make a declaration that they have completed their mandatory training requirements.	A memorandum was provided to the Council on 3 February 2026 explaining the new declaration requirement and providing a template declaration. All Elected Members at the City have either completed the training (or were exempt under R36(1) of the *Local Government (Administration) Regulations 1996* and provided the declaration or are in the process of completing the training.
1 April 2026	Adopt updated Model Code of Conduct for council members, candidates and committee members	Officers will brief the Council on the new Model Code of Conduct and its implications for the City on 3 March 2026. Following this, the City will present the updated Code of Conduct and Code of Conduct Complaint Management Policy for formal adoption at the Ordinary Council Meeting of 24 March 2026, including any proposed local additions to Division 3 (Behaviours) for Council consideration. Following adoption of the new Code, the City will also need to update its guidance material and forms available on its website in relation to Code of Conduct Behaviour Complaints.
30 June 2026	Establish ARIC with required independent presiding member and deputy of the Presiding Member (or shared ARIC arrangement)	The Council pre-emptively established its ARIC at its meeting of 28 October 2025, including the appointment of an Independent Presiding Member and Deputy Presiding Member. A further report will be prepared for the Ordinary Council Meeting of 24 March 2026, for Council to appoint a Deputy of the Presiding Member and consider a new attendance fee structure for Independent Members of the ARIC.
1 July 2026	Ensure insurance policies exclude coverage for prohibited expenses	The City is currently working on the renewal of its insurance policy and as a part of this will ensure that the policy excludes coverage for Elected Members' personal legal expenses.
31 December 2026	Full implementation of all reform measures (ongoing compliance monitoring)	The City will ensure that its compliance calendar is updated to appropriately monitor compliance with the new legislation.

10.5.1.9 Project Eden Update March 2026

Responsible Branch:	Digital Solutions and Services
Responsible Directorate:	Corporate Services
Authority/Discretion:	Information Purposes
Voting Requirement:	Simple Majority
Attachments:	1. Project Eden Update [**8.9.1** - 16 pages] 2. 2024 2027 Eden Provisional Roadmap [**8.9.2** - 4 pages] 3. TechnologyOne Access Management Ci to CiA Transition [**8.9.3** - 34 pages]
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

SUMMARY

This report provides Council with an update of Project Eden, the upgrade of the City's Enterprise Resource Planning (ERP) software and the Project Eden provisional roadmap.

OFFICER'S RECOMMENDATION

That Council notes:

1. The Project Eden update as contained in **Attachment 1**.
2. The Eden Roadmap as contained in **Attachment 2**, which has been updated to include the Connected Content and CiA Leave work packages; and
3. The TechnologyOne Access Management Ci to CiA Transition - City of Bayswater document in **Attachment 3**, to this report.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council notes:

1. **The Project Eden update as contained in Attachment 1.**
2. **The Eden Roadmap as contained in Attachment 2, which has been updated to include the Connected Content and CiA Leave work packages;**
3. **The TechnologyOne Access Management Ci to CiA Transition - City of Bayswater document in Attachment 3, to this report; and**
4. **That the Committee has requested at the next Audit, Risk and Improvement Committee meeting, an update through Project Eden on the use of electronic timesheets and the systems used by other Band 1 local governments and/or State Departments for consideration.**

BACKGROUND

The City's ERP solution was rapidly approaching end of life with no new features (and only critical fixes applied from October 2023) and support for the on-premise hosted solution ceased in October 2024.

This key business risk is being managed by moving from an on-premise hosted solution to a Software as a Service platform and to the latest version (CiA Live).

Project status updates are provided through the Audit, Risk and Improvement Committee (ARIC) through to Council.

EXTERNAL CONSULTATION

No external consultation has taken place.

OFFICER'S COMMENTS

The Project Eden Status Report can be found in **Attachment 1**.

The ARIC Report has been enhanced with dashboard-style statistical graphs added to the end of the pack. Additional improvements planned for the next edition will include metrics on Risk Impact (High / Medium / Low), Issue Severity (High / Medium / Low), and Action Status (On Track / At Risk / Overdue).

The team is progressing: a) the discovery phase of Property & Rating 1b, covering the transition from Ci to CiA for Animals, Infringements, Sundry Debtors, and the replacement of these components for eServices (24/7 online transactions); b) the execution phase of Property & Rating 1a, including the Request Management and DXP Knowledge Management modules; and c) the implementation of Centralised User Access Management, a dependent module for both the 1a and 1b phases.

Project Eden Provisional Roadmap

The provisional roadmap (**Attachment 2**) has been developed for the following purposes:

- Identify all outstanding work packages which need to be performed to complete the agreed scope of work.
- Identify the estimated duration of each of these work packages.
- Present a logical sequencing of the work given identified business priorities and dependencies.
- Identify the business readiness change window – Subject Matter Experts and testers available and backfilled, business dependency artefacts ready (Process Maps, Work Instructions, Test Scenarios).
- Outline key strategies to progress Eden given the City’s organisational readiness and risk appetite.
- Identify key assumptions, dependencies and constraints made in developing the roadmap.
- Identify criteria which should be met for Eden to be considered complete.
- Identify the estimated date of completion and close-out of Eden.
- Provide a process for the ongoing review and refinement of the Eden Roadmap.

TechnologyOne Access Management Ci to CiA Transition - City of Bayswater

The TechnologyOne Access Management Ci to CiA Transition – City of Bayswater (**Attachment 3**) document outlines the access management approach required to support the transition from Ci to CiA. It details the current (“As Is”) and future (“To Be”) access management configurations needed to migrate the Corporate Enterprise Suite (CES), including Payroll, Finance, Procurement, and Human Resources, from Corporate Information (Ci) to Corporate Information Anywhere (CiA).

LEGISLATIVE COMPLIANCE

Nil.

RISK MANAGEMENT CONSIDERATION

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

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

FINANCIAL IMPLICATIONS

Attachment 1 provides further details of the cost breakdown.

STRATEGIC IMPLICATIONS

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

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

A project status update is provided in **Attachment 1**, the Eden Provisional Roadmap has been presented in **Attachment 2**, which has been updated to include the Connected Content and CiA Leave work packages, and 'TechnologyOne Access Management Ci to CiA Transition - City of Bayswater' document is presented in **Attachment 3**. Further updates will be provided to the Audit, Risk and Improvement Committee.

City of Bayswater

Project Eden – ARMC Briefing

9 March 2026

City of Bayswater

Contents

1. Program Status Overview
2. Timeline
3. Estimated Costs
4. Key Next Steps

City of Bayswater

Abbreviations

Abbrev.	Description
PID	Project Initiation Document
CES	Corporate Environment Suite (Modules – Finance / Procurement / Payroll / HR)
SCM	Supply Chain Management
HR	Human Resources
TechOne	TechnologyOne
BPO	Business Process Owner
FIN	Finance
PAY	Payroll
HRP	Human Resources & Payroll
SME	Subject Matter Experts
ERP	Enterprise Resource Planning
ECR	Enterprise Corporate Receipting
SIT	System Integration Testing
Ci	Connected Intelligence (TechOne non-browser version)
CiA	Connected Intelligence Anywhere (TechOne browser version)
CRM	Ci Customer Request Management
XLOne	Reporting Tool based on an Excel Spreadsheet add-in
ETL	Extract Transform & Load (Program used in the backend of TechOne)
DXP	TechOne's Digital Experience Platform (replaces eServices to internet transaction processing)

City of Bayswater

1. Program Status Overview

City of Bayswater

CES Objectives – As outlined in the CES Project Initiation Document

1) Consolidate all functional components of TechOne onto the CiA platform
2) Target, prioritise and deliver business process improvements, primarily within Supply Chain Management
3) Deliver a more robust security model that meets business requirements, addresses any shortcomings identified by the OAG, is sustainable for BAU support and is scalable for downstream Property & Rating implementations
4) Maximise the use of standard shipped functions, workflows and security components as much as possible i.e. minimise customisation
5) Maintain the currency of the software to ensure the City maximises its access to new features and bug fixes
6) Minimise and manage the impact of any unforeseen changes to TechOne modules arising from the upgrade, including no adverse impact on Payroll processing
7) Develop and enhance the awareness and capabilities of both the Eden Team and the Business for downstream implementations of Property & Rating within CiA

City of Bayswater

PID Constraints, Assumptions, and Dependencies

Constraints

C1	The project will be constrained to the budget approved by the Executive Sponsor.
C2	The CES upgrade should be implemented no later than 30 October 2025 to avoid disruption to End of Financial Year readiness and avoid disruption to Payroll new EA initiatives starting.
C3	Availability of Business Process Owners and Subject Matter Experts to attend workshops, demonstrations, make business decisions, review business requirements, solution designs, testing plans and change management materials, while they continue to deliver business as usual.
C4	Availability of Subject Matter Experts and SuperUsers to participate in the detailed planning and execution of User Acceptance Planning
C5	Availability of Business Systems Analysts within the Business Solutions Team to contribute to the planning and execution of SIT and UAT activities, including a parallel payroll run
C6	Current resourcing levels of the Project Eden Team
C7	TechOne convert all the CI to CiA conversions as advocated in their CiA Live contract and subject to the TechOne questionnaire

Assumptions

A1	That business decisions can be made promptly by Business Process Owners to support the upgrade timelines
A2	That cross BPO conflicts can be resolved in a prompt manner to support the upgrade timelines, while not diluting the business objectives
A3	Any additional Eden Project Team resourcing required can be sourced within the upgrade timelines and within the approved budget
A4	That the deployment 2 Carry Forward Work Packages of eServices will run to plan and not create resource or other conflicts with the upgrade

Dependencies

D1	Sufficient Business Unit engagement and participation in the project life cycle
D2	Sufficient support and collateral from TechOne to complete the design, configuration, conversion and testing activities

Program Status Overview

Cost	Schedule	Risk
		

Headline Activities

- Lessons learned workshops was conducted after the CES implementation to identify opportunities for improvement and support the ongoing transition from Ci to CiA across the Property & Rating project stages
- Extended the project core team contracts to align to the provisional roadmap of Oct-28
- Project formally handed over to the Digital Solutions & Services Business Team following the successful implementation of the CES transition to CiA
- The Request Management TechOne environment was handed over to the City at approximately 90% completion, as validated against the Configuration Design Document, with the remaining build finalised inhouse by the Project Business System Analyst
- To enhance both internal and external customer experience, the City approved the purchase of TechOne's Digital Experience Platform (DXP) following lessons learned meetings with three other councils (Kwinana / Canning / South Perth). The platform will maintain 24/7 transactional capability during the transition from Ci to CiA, eventually replacing the existing eServices system
- Signoff of the DXP Knowledge Base Configuration Design Document
- Planning progressed for Property & Rating Stage 1b, covering the implementation of Animals, Infringements, Sundry Debtors, and the replacement of eServices with (DXP)

City of Bayswater

RAID Breakdown

Breakdown of Risks, Actions, Issues and Decisions (RAID), Opportunities

New Risks

Rsk-037 - A delay to the project schedule may occur if the Request Management Configuration Design Document does not align with the delivered build, resulting in rework and subsequent delays to testing.

Rsk-038 - Project schedule risk related to the Finance Business Analyst's allocation across multiple project streams causing the potential for project schedule overruns.

New Issues

IR020 - We have just been informed that there is an inherent issue with the CiA-based stock transaction import within TechnologyOne.

The vendor has provided a recommendation that we continue to use the Ci-based stock transaction import until R&D confirm the testing that has been completed on their end.

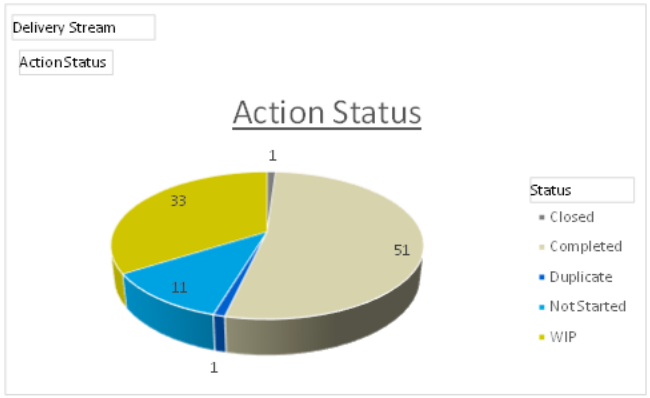
IR021 - Risk, RSK037 has turned into an issue related to, 'A delay to the project schedule may occur if the Request Management Configuration Design Document does not align with the delivered build, resulting in rework and subsequent delays to testing.' The Business System Analyst has found that there are a massive amount of differences between the CDD and the build that was handed over to the City.

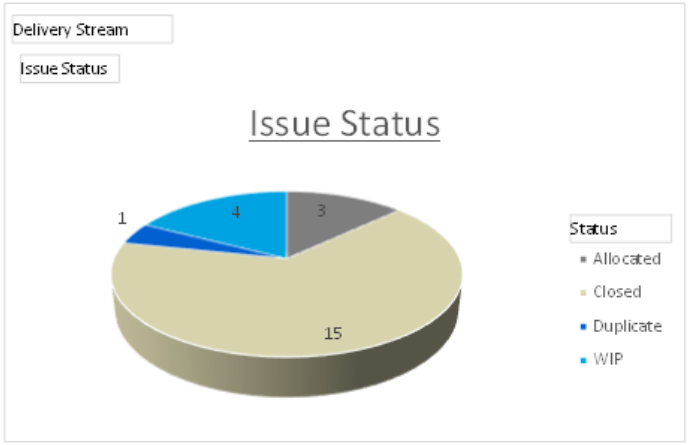
IR022 - Risk RSK-025 has turned into an issue, 'TechOne are not honouring their contract terms by converting all utilised Ci functionlity to CiA causing a risk in the future not supporting our IFRS16 leasing package the City has subscribed'

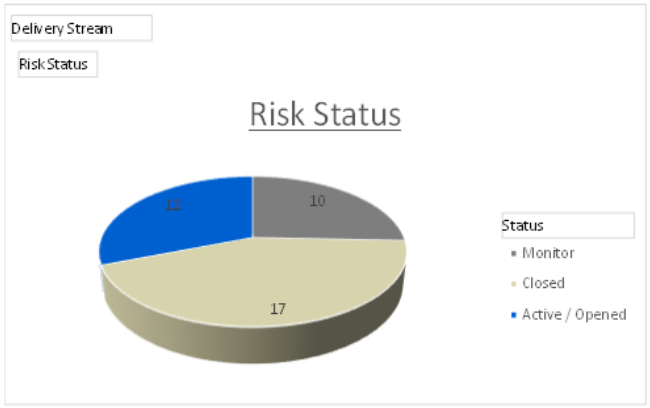
IR023 - TechOne advised that their scrape connector to import data from LivePro into the DXP knowledge management is incompatible. This issue could delay the implementation of the LivePro replacement.

City of Bayswater

Statistical Dashboard







City of Bayswater

2. Timeline

City of Bayswater

Key Milestones Feb-26

ID	Milestone	Responsible	Due Date	Status	Notes
1	Access Management Blueprint	Eden – Business Analyst	22 December 2025	Completed	4/11/25 – the Eden Business Analyst is capturing an Access Management blueprint to ensure 1)Ensure segregation of duties when granting access, 2)Grant rights using the 'principle of least privilege', 3)Elevate access based on need and with an appropriate approval, Use privileged access only for those tasks that specifically require elevated access, 4)Disable privileged accounts when no longer requiredamental principles are adhered to 16/12/26 – handed over to DSS Business Systems. This will be a living document for the Property and Rating stages of Access Management.
2	CES in CiA handover to Business Systems	Eden Project Manager	22 December 2025	Completed	5/11/25 – The CiA support in CES is scheduled to be transitioned to the Business Systems team upon expiry of the warranty period. 16/12/26 – handed over to DSS Business Systems. This will be a living document for the Property and Rating stages of Access Management.
3	1a P&R Request Management Configuration Design Document	Project Team & SMEs	28 November 2025	Completed	7/7/25 – TechOne configuration design workshop 7–8 August 2025. 4/11/25 – Final changes were made by the Council after workshoping with TechOne on a better mechanism to build. The Council is waiting for confirmation that the CDD is accepted by TechOne so they can start the build. 12/11/25 – CDD sponsor signoff, 12/11/25.
4	Centralised User Access Management	Project Team & SMEs	19 March 2026	WIP	19/2/26 – Lessons learned conducted with Canning and South Perth Cities.
5	1a P&R Request Management System Integration Testing (includes Test Scenarios creation)	Project Team & SMEs	6 March 2026	WIP	14/7/25 – system integration testing to be scheduled 4/11/25 – Test scenarios are being built based on confirmation of TechOne that changed to the CDD are endorsed that were sent to them on the 4/11/25. 19/2/26 – the City took on the remainder time slippage of the TechOne Build to learn inhouse to support the Request Management System going forward. Date has been revised from 18/12/25 to 6/3/26.
6	1a P&R Request Management User Acceptance Testing Planning	Project Team, SMEs & Business Units	13 March 2026	WIP	14/7/25 – user acceptance testing to be scheduled 5/11/25 – waiting on confirmation of CDD to be endorsed by TechOne and then signed off by the City so that the build can commence. 19/2/26 – due to slippage of System Integration has affected downstream activities. This activity has moved from due at the 13/2/26 to 13/03/26.
7	1a P&R Request Management Plan	Eden Project Manager	16 February 2026	Completed	5/11/25 – Now that a permanent BSA has been assigned to the project, develop a plan outlining the upcoming project activities, and engage with the SMEs and TechOne to confirm appropriate resourcing and alignment. 19/2/26 – the plan was delayed, however it has been endorsed by the City's Subject Matter Experts and TechOne.

- Request Management 1a of Property & Rating System Integration Testing and then User Acceptance Testing
- Property & Rating 1b has commenced with the team in the discovery phase of implementing TechOne's Digital Experience Platform

City of Bayswater

Key Milestones Feb-26

ID	Milestone	Responsible	Due Date	Status	Notes
8	DXP Knowledge Management Scraping of LivePro	Eden Project Manager	27 March 2026	WIP	
9	1a P&R Request Management Training	Eden Project Manager	27 March 2026	WIP	
10	1a P&R Request Management & DXP Knowledge Management - Implementation	Eden Project Manager	3 April 2026	WIP	
11	Connected Content Plan	Eden Project Manager	29 May 2026	WIP	5/11/25 - Work is currently underway to engage a consultant to perform a health check and provide recommendations on the optimal approach for implementing Connected Content. Feedback from other Councils has indicated the importance of completing an ECM health check prior to proceeding with Connected Content implementation. 19/2/26 - due to resourcing in the Eden Dec-25 Board meeting it was agreed to start planning for Connected Content after the implementation of Request Management as the BSA active on Request Management has the ECM prequisit skills for the Connected Content requirements.
12	Payroll Leave Testing	Eden Project Manager	24 April 2026	WIP	
13	Payroll Leave Training	Eden Project Manager	15 May 2026	Not Started	
14	Payroll Leave Implementation	Eden Project Manager	22 May 2026	Not Started	

Summary

- Request Management 1a of Property & Rating System Integration Testing and then User Acceptance Testing
- Property & Rating 1b has commenced with the team in the discovery phase of implementing TechOne's Digital Experience Platform

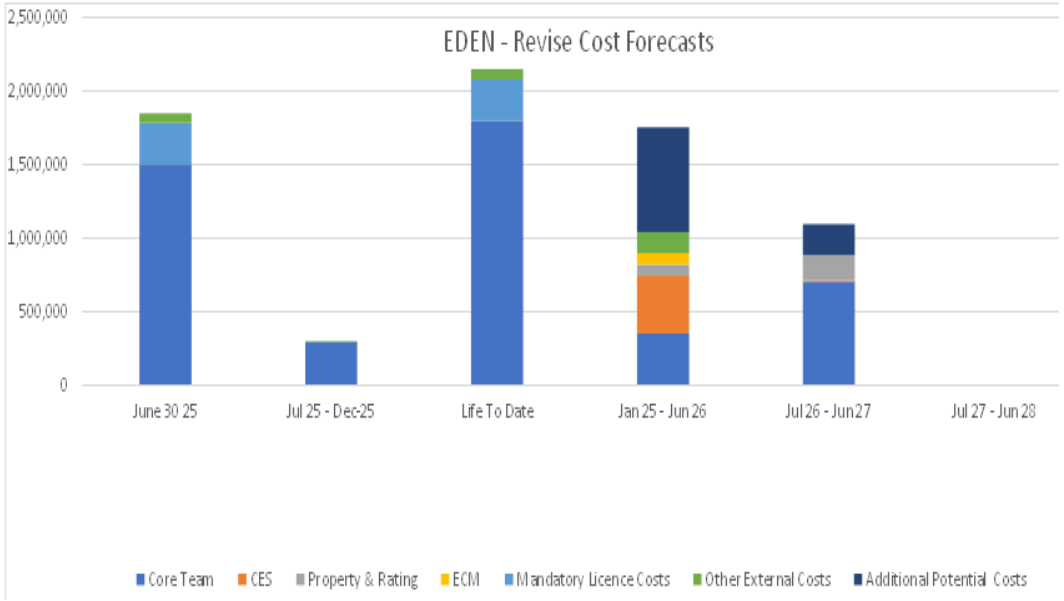
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3. Estimated Costs

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Estimated Costs – Dec-25

Excludes 10% Buffer	Actuals to	Actuals (Yr3)	Life To Date	Forecasted Spend (Yr4)	Forecast Spend (Yr5)	Forecast Spend (Yr6)	
Implementation Area	June 30 25	Jul 25 - Dec-25	Life To Date	Jan 25 - Jun 26	Jul 26 - Jun 27	Jul 27 - Jun 28	Totals
Core Team	1,501,201	294,633	1,795,834	352,476	704,952		2,853,262
CES	0	0	0	392,364	9,144		401,508
Property & Rating	0	0	0	75,415	171,972		247,387
ECM	0	0	0	80,000	0		80,000
Mandatory Licence Costs	280,985	0	280,985	0	0		280,985
Other External Costs	66,065	5,452	71,517	141,120	0		212,637
Additional Potential Costs				710,000	210,000		920,000
Actual / Forecast	**1,848,251**	**300,085**	**2,148,336**	**1,751,375**	**1,096,068**	**0**	**4,995,779**
Original Forecasted Budget	**4,463,152**	**626,228**					**5,089,380**



Comments

- Incorporates Yr5 in line with Long Term Financial Plan
- Business SME's subject to workforce planning

City of Bayswater

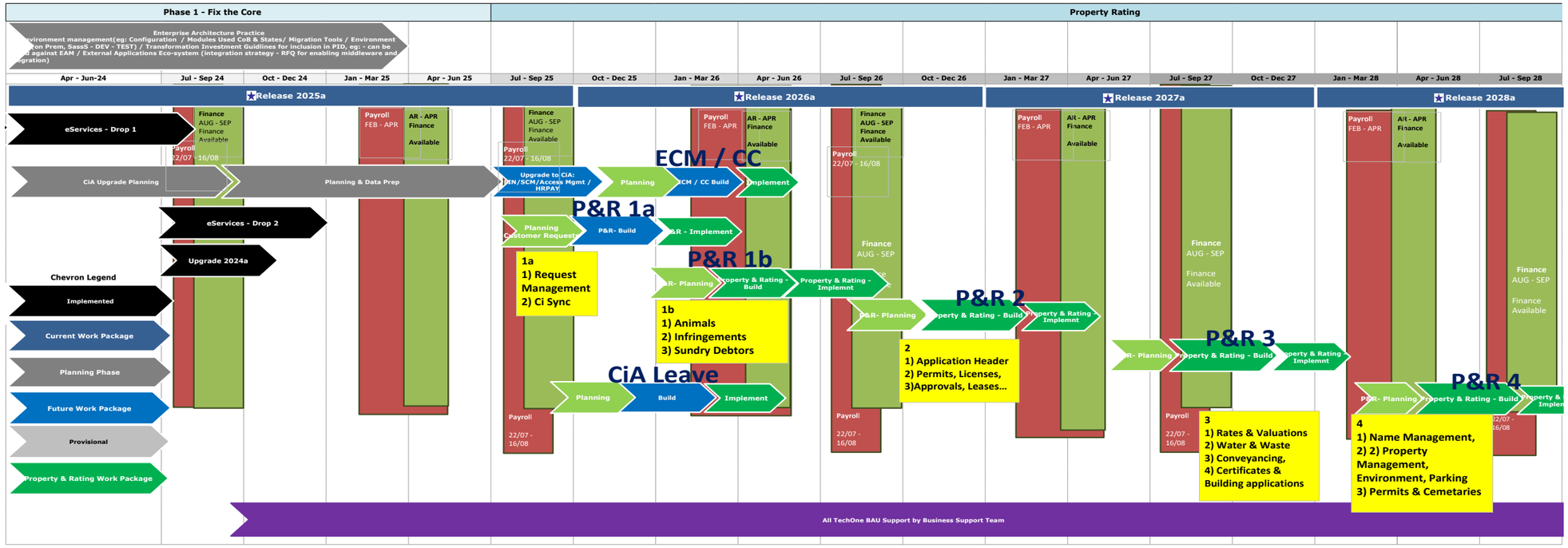
4. Key Next Steps

City of Bayswater

Key Next Steps Overview

- Request Management activities
  - System Integration Testing by the Subject Matter Experts (SME)
  - User Acceptance Testing Training and Execution by the testers nominated by the SMEs
  - Closeout Testing
  - Training staff, estimated over 80 staff members
  - Remove access to Create records in the historical Customer Request Management System, only allow updates to existing records
  - Request management Implementation
- Implement the TechOne Digital Experience Platform (DXP) Knowledge Management module for replacing LivePro in the future
- Environment build of Phase 1B of the Property and Rating implementation, encompassing the delivery of Animals, Infringements, Sundry Debtors, and DXP functionality
- Phase 1B TechOne University research and discovery, followed by planning for Project Team unit testing
- Two environments are being refreshed and configured to support the Payroll Leave implementation and testing, aimed at eliminating manual, paper-based processes
- Updating the budget forecast to reflect TechOne's advice that the Property and Rating implementation phases are expected to take 2.5 years.

EDEN Provisional Roadmap



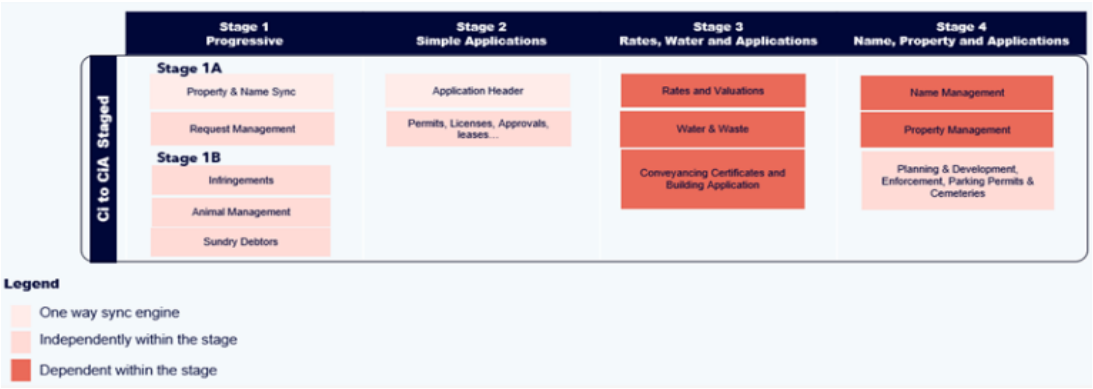
★ = New Release of software available for SAAS customers

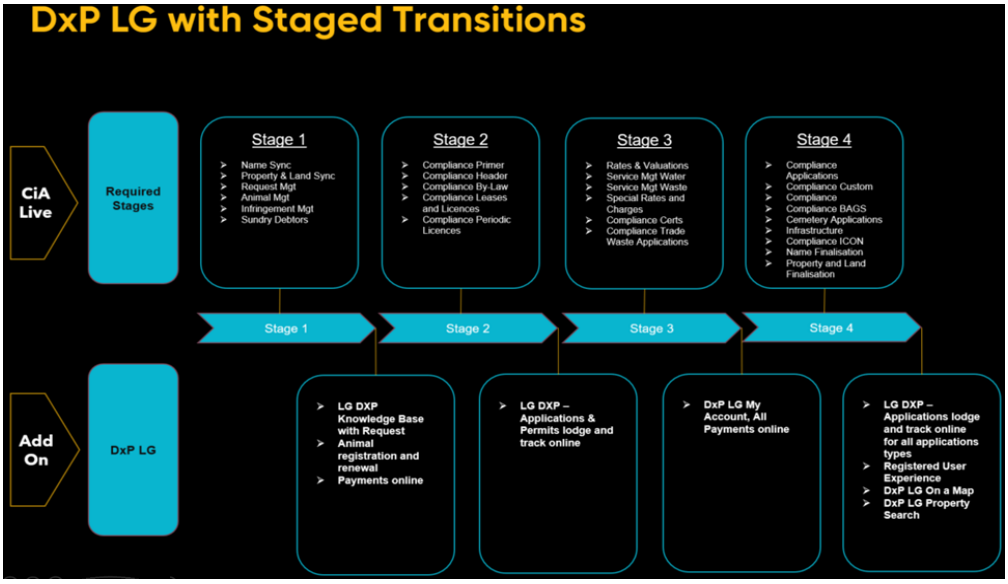
Constraints

C1 *Subject to business readiness (SME availability & Business readiness, eg: work instructions, procedures and process maps)*
C2 *TechnologyOne resourcing of the Roadmap*
C3 *Subject to contractual considerations eg: OpenWindows – are we locked in*
C4 *Subject to Roadmap Strategies*
C5 *Subject to Enterprise Architecture Guidelines (Environment & Release Strategies)*
C6 *Subject to Subject Matter Expert Resourcing in full*

Id	Suite	Stage	Description	From	To
1	CES	All	Payroll Procurement Finance	Jul-24	Oct-25
2	P&R	1a	Request Management Ci Sync	Mar-25	Nov-25
3	P&R	1b	Animals Infringements Sundry Debtors	Jan-26	Aug-26
4	P&R	2	Application Header Permits, Licenses, Approvals, Leases…	Sep-26	May-27
5	P&R	3	Rates & Valuations Water & Waste Conveyancing, Certificates & Building applications	Jun-27	Feb-28
6	P&R	4	Name Management, Property Management, Environment, Parking Permits & Cemetaries	Mar-28	Oct-28

Id	Change	Change Date
1	Updated the blackout periods	5/30/2024
2	Added eServices drop 2	7/25/2024
3	Board approval - 2024a upgrade	
4	Board approval - provision database 18/10/24	10/18/2024
5	EAM removed - moved to BAU Business Systems	8/22/2024
6	AP Automation - moved to BAU Business Systems	8/22/2024
7	Tambla removed on CiA delivery because of multiple assignments requirements which is a dependency for an award interpreter.	8/22/2024
8	Added BusSys PetWA (Kim)	8/23/2024
9	Added BusSYs Finance BAU (Kim)	8/23/2024
10	Restored version from 29/8/24 becaue of corruption with Architecture roadmap.	10/2/2024
11	Updated the eServices to implemented	12/11/2024
12	Updated the 24a upgrade to implemented	12/11/2024
13	Updated roadmap to include the 2.5 month delay with the CiA on CES project environment delay.	1/3/2025
14	Updated 23/09/25 to include the staged appoach of P&R implementation and DXP stages.	9/30/2025
15	1) Increased the P&R stage 1a out to end of March-26 2) Added ECM implementation for after Request Management	11/26/2025


Stage 1
Progressive
Stage 2
Simple Applications
Stage 3
Rates, Water and Applications
Stage 4
Name, Property and Applications
CI to CIA Staged
Stage 1A
Property & Name Sync
Request Management
Stage 1B
Infringements
Animal Management
Sundry Debtors
Application Header
Permits, Licenses, Approvals, leases...
Rates and Valuations
Water & Waste
Conveyancing Certificates and Building Application
Name Management
Property Management
Planning & Development, Enforcement, Parking Permits & Cemeteries
Legend
One way sync engine
Independently within the stage
Dependent within the stage


DxP LG with Staged Transitions
CiA Live
Required Stages
Stage 1
Name Sync
Property & Land Sync
Request Mgt
Animal Mgt
Infringement Mgt
Sundry Debtors
Stage 2
Compliance Primer
Compliance Header
Compliance By-Law
Compliance Leases and Licences
Compliance Periodic Licences
Stage 3
Rates & Valuations
Service Mgt Water
Service Mgt Waste
Special Rates and Charges
Compliance Certs
Compliance Trade Waste Applications
Stage 4
Compliance Applications
Compliance Custom
Compliance
Compliance BAGS
Cemetery Applications
Infrastructure
Compliance ICON
Name Finalisation
Property and Land Finalisation
Stage 1
Stage 2
Stage 3
Stage 4
Add On
DxP LG
LG DXP Knowledge Base with Request
Animal registration and renewal
Payments online
LG DXP – Applications & Permits lodge and track online
DxP LG My Account, All Payments online
LG DXP – Applications lodge and track online for all applications types
Registered User Experience
DxP LG On a Map
DxP LG Property Search

City of Bayswater

TechnologyOne Access Management Ci to CiA Transition – City of Bayswater

Version History

Date	Version	All / Sections	Name	Change Details
11/12/2025	1	All	Tom Carmichael	Initial document creation.

City of Bayswater

Document Review & Endorsement

I have read and reviewed the document in its current state. The content represents to the best of my knowledge the requirements for the project at the moment. I agree and approve work to continue.

Name	Title / Department / Project Role	Relevant Content	Document Review Role	Signature	Date
Kym Leahy	Director Corporate Services	Executive Summary Introduction and Background Scope			
Lincoln Hayes	Manager Digital Solutions and Services	All	Approver		
Lee Oliver	Eden Project Manager	All	Approver		
Richard Van Dieren	Digital Solutions Architect	All	Contributor		
Thomas Carmichael	Business Analyst – Eden	All	Author		

Reference Documents

The content of this document was developed based on information obtained from the following documents and in consultation with the Reviewers listed above.

ECM Reference	Document Name / Link
	OAG: Digital Identity and Access Management – Better Practice Guide https://audit.wa.gov.au/reports-and-publications/reports/digital-identity-and-access-management-better-practice-guide/
DSID 4550614	City of Bayswater Access Control - Management Practice
	TechnologyOne University – Access Management https://t1u.t1cloud.com/content-details/227535140/2
	Attachment 1 - City of Stirling - Ci to CiA (CES) - Lessons Learned.docx
	Test scenarios updated with all the associated roles 5TestScenarios - Finance.xlsx

City of Bayswater

Acronyms / Abbreviations

Abbreviation	Description
City / CoB	City of Bayswater
Ci	TechnologyOne's "Connected Intelligence" platform
CiA	TechnologyOne's "Connected Intelligence Anywhere" web-based platform
EAM	Enterprise Asset Management
EB	Enterprise Budgeting
ECR	Enterprise Cash Receipting – A TechnologyOne module
ECM	Enterprise Content Management
OAG	Office of the Auditor General
P&R	Property and Rating – A TechnologyOne module
SaaS	Software as a Service
SAML	Security Assertion Markup Language
SCM	Supply Chain Management
T1	TechnologyOne
UI	User Interface

City of Bayswater

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1. Purpose

The purpose of this document is to outline the TechnologyOne Access Management approach required to support the transition from Ci to CiA. It provides a view of both the 'current' and 'future state' of access management.

Specifically, this document will:

1) Describe the "As Is" and "To Be" access management configurations required to transition the Corporate Enterprise Suite (CES), including Payroll, Finance, Procurement, and Human Resources, from Corporate Information (Ci**)** to Corporate Information Anywhere (CiA), &
2) Provide an opportunity to review and validate the current access management model against established guiding principles, including:
    a. Segregation of duties
    b. Principle of least-privilege access
    c. Controlled and approved elevated access based on business need
    d. Timely removal or disabling of privileged access when no longer required
    e. Alignment with TechnologyOne best practice standards

City of Bayswater

2. Executive Summary

The City has been working to establish and maintain best practice approaches to enforce and maintain access to the City's systems, in particular the TechnologyOne suite of software that the City utilises for numerous core day to day activities.

With the need to upgrade from TechnologyOne's existing Ci interface to the newer and updated CiA interface, it is important to review and update the City's approach to Access Management as it relates to the TechnologyOne suite of software for CiA.

The City seeks to align with relevant recommended best practices while also endeavouring to identify areas for improvement, as well as addressing existing issues.

This document provides some context to the existing approach to access management and sets out the City's current and ongoing approach to access management in CiA.

3. Introduction and Background

The creation of this document came about due to various factors, which includes an audit finding which noted the lack of documentation regarding Access Management at the City of Bayswater, and the need for Access Management documentation as part of the Ci to CiA upgrade.

To assist in determining the City's approach to Access Management and the various considerations contained in this document, the City pursued various avenues to help inform the current approach. This includes the following:

- The City contacted other councils to find out how they have approached access management, gaining some understanding of differing approaches to access control mechanisms.
- Internal analysis was done on the current configuration of access management, considering the pros and cons of different access approaches, notably around use of position profiles versus named profiles.
- A number of internal discussions were had with existing staff that have been involved in access management to understand the existing approach, to help inform the viability of existing or new approaches.

As a result, the contents of this document have been informed by this initial analysis as well as ongoing access management considerations. This document is also expected to be updated as needs in response to future access considerations, including updates made during the Ci to CiA upgrade project.

Based on advice from the Digital Solutions Architect, it is understood that DSS staff have been utilising CiA for elements of Access Management.

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4. Scope

Below is the scope of the information in this document, which is focused on access in CiA. It should be noted that this can change as the Ci to CiA upgrade progresses and successive suites are transitioned to CiA.

4.1 In-Scope

The following items are considered in-scope for the CES component of the Ci to CiA upgrade:

1. CES suite access.
2. ECM suite access, due to it being Master Suite, but only for CPM-related components, e.g. BPA, ETL, XLOne, Dashboard access.
3. Permissions, referred to as Authorisations in Ci, including:
    a. Default permissions,
    b. Profile / role / user permissions as appropriate.
4. Updating of the CES scenarios with the Access Management roles

4.2 Out-of-Scope

The following items are considered out-scope for the CES component of the Ci to CiA upgrade:

1. Re-examining the whole of Access Management in relation to Ci
2. P&R suite access
3. ECM non-CPM related
4. ECR suite access

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5. Guiding Principles

In endeavouring to align with OAG recommended best practices in Digital Identity and Access Management, there are quite a few better practice principles to be noted, however there are a number of key guiding principles that the City seeks to follow as it relates to T1 access management:

- Ensure segregation of duties when granting access.
- Grant rights using the 'principle of least privilege'.
- Elevate access based on need and with an appropriate approval. Use privileged access only for those tasks that specifically require elevated access.
- Disable privileged accounts when no longer required.

Additional to the OAG recommended best practices, the following also form guiding principles for T1 access management:

- Leverage T1 recommended best practices, e.g.:
    - Save $ roles as non-$ roles.
    - Utilise functional groups where possible.
- Configure access management with the aim to facilitate ease of maintenance.
- The access management should be able to be reported on.

6. Primary / Core Suite

The primary suite for the City's TechnologyOne deployment is the Enterprise Content Management (ECM) suite.

This requires that certain configuration relating to the likes of CPM is done via access management in ECM.

City of Bayswater

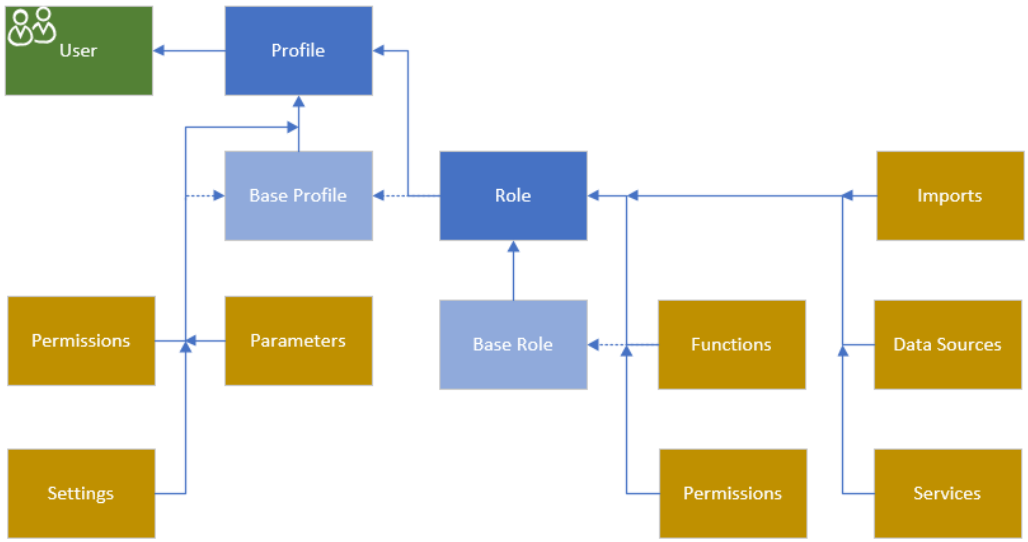
7. Access Management in CiA

The City is utilising the CiA Live contracted solution provided by TechnologyOne, which involves TechnologyOne facilitating the upgrade of the City's Ci systems to CiA, however the existing access staff have that let's them use Ci will not provide them the necessary access to do their jobs in CiA.

While T1 provide a number of pre-configured CiA Live roles that the City can utilise, the City will only use these to inform the configuration for new roles. Configuration of Profiles, Roles and other associated access is necessary to provide staff with the access necessary to their jobs in CiA.

7.1 High-Level Access Management Structure

The below is a high-level diagram showing the association of elements that make up access management. This does not cover all elements that factor in to access management, but provides a listing of core elements to assist with understanding.



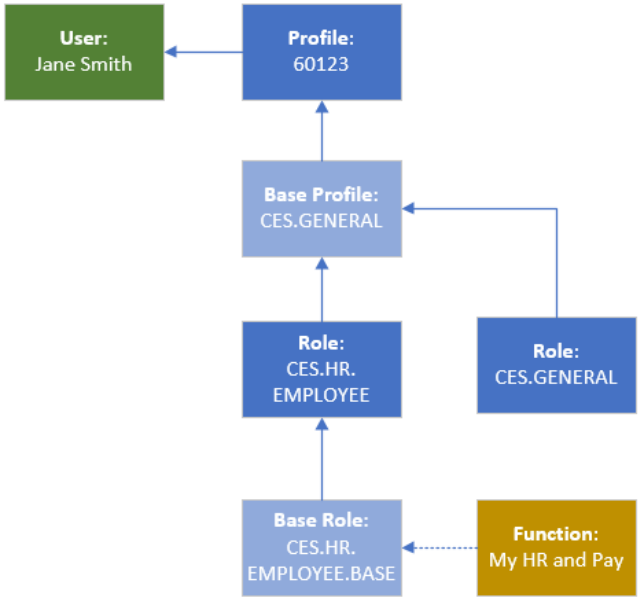
At a high level, access is provided to a User through a Profile and this profile can have a Base Profile associated with it. The Profile is the key element by which a user can then do anything in the system. In turn:

- The Profile can have Permissions, Parameters and Settings configured against it.
- Profiles have Roles associated with them and a role can have a Base Role associated with it.
- Functions are associated with Roles, being the key elements by which a User can navigate around the system.

City of Bayswater

- Roles can have Functions, Permissions, Imports, Data Sources and Services associated with it (Base Roles can only have Functions and Permissions associated with it).

A simple example of a profile focusing on the ability of a user to access their My HR and Pay is as per the following diagram. **Note**: The Base Profile, Role and Base Role naming is provided as example to aid understanding.



In the above example:

- Jane Smith has the profile “60123” associated with her which has a base profile “CES.GENERAL”.
- The base profile has a role “CES.HR.EMPLOYEE”, which itself has a base role “CES.HR.EMPLOYEE.BASE”.
- The base role has the “My HR and Pay” and function associated with it.

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7.2 New Users / Staff

When new staff start with the City, there are likely to be two primary mechanisms by which they will receive their access.

- If the new staff member is filling a new position, a position profile should be created.
- If the new staff member is filling an existing position, the staff member should have the existing position profile allocated to them.

7.3 Accessing CiA Environments (Authentication, SAML, AD Groups)

Automatic logon for access to CiA environments is controlled predominantly via SAML authentication to the various environments, where most users will default to a portal that will automatically log them in.

Users requiring access to a given environment must be in the relevant AD group for automatic logon to work. The AD groups associated with T1 environments can queried by running `rundll32.exe dsquery,OpenQueryWindow` and then entering `ROLE-T1SaaS-*` in the Name search.

There are at least two portals that are used for manual login which requires appending the portal name to the end of the logon URL, e.g.

`<Domain>/T1Default/CiAnywhere/Web/<Environment>/LogOn/<Portal>`

The two primary portals that are used like this are:

- BACKDOOR

  This is used most often when doing a copy / refresh to another environment and is the primary means to get into the environment after a refresh and configure the remaining authentication, including providing relevant $ALL_ROLES access to staff needing to get in and administer the environment.

- UPGRADE

  This portal is one that can be used in production and associated with admin user accounts (e.g. USER.A). This portal is still accessible when a given environment is set as under maintenance and is the means by which a limited set of users (e.g. project staff or system admins) can continue to get access to an environment during a software upgrade or deployment.

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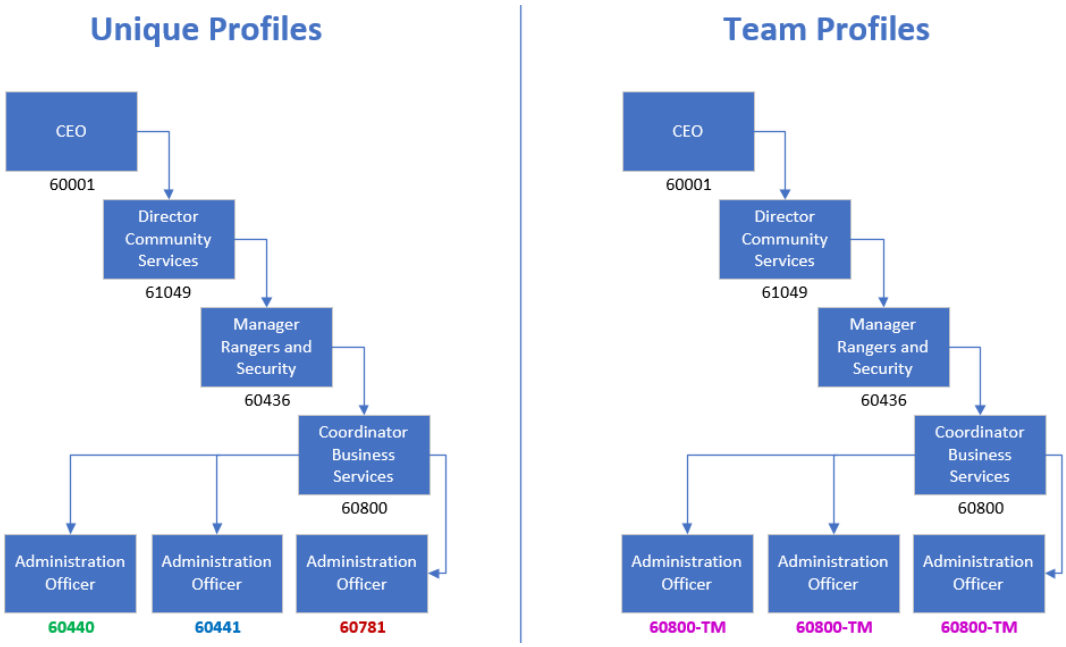
7.4 Profiles

The approach taken with profiles is to use “Position” profiles which are profiles where the naming is predominantly numeric, e.g. profile 60123 relates to the job position 60123. This often results in a 1:1 mapping between a position and a profile. The approach for setup and naming of profiles to positions like this has been based on the Oracle and SAP approach to profiles.

Note that a variation on profile naming has been appending “-TM” to the position profile. This has been done where the access provided is inherited from a team leader (a position above a group of positions) and where there is no financial delegation required.

- This is more common in ECM where there is less granularity of access needed while being less common in CES where there is increased amount of granularity.

The below diagram provides a view of how the profiles may be applied in the structure of the organisation hierarchy. **Note**: The below diagram is an example and may not reflect the actual configuration of profiles and hierarchy of positions within the system.



It should also be noted that there is a key issue which exists for any form of profile use and naming, where a staff member is in multiple positions and providing only a single position profile for one of the positions may not be sufficient. Situations like this may require the creation of unique profiles for these specific staff if they need access related to both position profiles. Separation of duties should be duly considered in this scenario.

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The key reasoning for using position profiles includes:

- Facilitating automation – generally, the profiles are often a direct match to positions and this match makes for easier programmability.
- Granularity of access, e.g.:
    - Correctly limiting planning approval access to the correct coordinators.
    - Providing access to Publisher functionality (which has limited licences) via the generally unique nature of position profiles, where shared profiles are more likely to exceed licence limits.

Where using profiles, no $ profiles should be used and if there is an intent to utilise the profile in some way, a non-$ profile override should be created by saving / copying the profile and saving the profile without the $ at the start of the profile name.

7.4.1 CiA Considerations

Based on some analysis of existing profile configuration and accounting for the requirement for a reasonable amount of configuration to provide access to CiA functions, one part of the approach for CiA is to utilise Base profiles.

Base profiles can notably reduce some of the direct configuration in non-base profiles as the configuration available to base and non-base profiles is very similar. Depending on what access a profile needs, this potentially makes it possible to separate out some of the most common access to a base profile.

This is also further notable where there are a larger number of profiles that may only need a General role and an HR Employee role (or perhaps only a HR employee role) which could be associated with a base profile and where a limited amount of profile permissions / parameters / settings changes are needed that may be more unique to the specific position.

- Utilising a common base profile to reduce unique profile configuration where not needed can be seen as a quick win, with benefits to reducing future configuration related to profiles only using a common base profile for access configuration.

7.4.2 Naming Convention

Position profiles should follow a naming convention based on the following:

- Position number related to a HR position.
- As noted prior, where access provided is inherited from a team leader (a position above a group of positions) and where there is no financial delegation required, the profile should have -TM appended to it.

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- For the case where a staff member is working in multiple positions where they would require multiple profiles with differing access, the naming should be each of the relevant profiles separated by and a dash "-" character.
    - **Note**: This should be differentiated from a scenario like having a casual staff member that may work in a few different casual positions at Bayswater Waves, but doesn't need access based on unique profiles for each position they work in.

There may be limited exceptions where the position profile naming mechanism is not practical, such as a profile where various different staff may need to move into / out of due to acting positions.

7.4.3 New Position Profiles

Where new position profiles need to be created, this requires some analysis by the system administrator doing this task, however the most common scenario here will be to base the profile on another staff members profile by doing a Copy.

Some discussion may need to be had with the affected staff member and their relevant manager to determine the access required and therefore what should be created and configured.

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7.5 Base Profiles

Base Profiles are utilised as part of the approach for access management in CiA, which has the advantage of providing a base for common access via the profiles.

This is advantageous with the City's approach to position profiles, which results in a larger number of profiles that are associated with job positions and reduces the need for potential bulk updates to profiles where common shared roles are concerned.

7.5.1 Naming Convention

Base profiles naming is not as strictly defined, but the following components should be included:

- Suite (abbreviated) – This should be the first component.
- The word BASE – This should be last or second-to-last of the components.

These naming components must be separated by a period "**.**" character.

An example using the an existing base profile is:

CES.GENERAL.BASE

The associated description for this could be "Purchasing Reporting and Analytics" and the breakdown of components would be:

- CES – Abbreviation for Core Enterprise Suite.
- GENERAL – This is indicating that this is a general profile.
- BASE – This is to make it clear the profile is a base profile, as a contrast to other named profiles.

Refer to the documented base profiles below for further examples of base profile naming that should help guide further base profile naming.

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7.5.2 Base Profiles – CES

The following table holds the list of base profiles for CES with the description and some notes following.

Profile	Description
CES.EMPLOYEE.BASE	Base profile for staff needing HR and Payroll access
CES.GENERAL.BASE	Base profile for general staff, including reporting
CES.GENERAL.BASE.PURC	Base profile for general staff, including purchasing and reporting
CES.GENERAL.TM.BASE	Base profile for general staff (with team-oriented self-service), including reporting
CES.GENERAL.TM.BASE.PURC	Base profile for general staff (with team-oriented self-service), including purchasing and reporting
CES.GENERAL.MGMT.BASE	Base profile for management (Manager, Coordinator, etc.) staff (with team-oriented self-service), including purchasing and reporting

The descriptions provided give an idea of the purpose for the profiles and how they're configured, but below provides a bit more explanation.

CES.EMPLOYEE.BASE

This is quite basic access, providing only employee self-service, intended for staff that only need to be able to access their own pay slips or the like.

CES.GENERAL.BASE

This is influenced by the COB.GENERAL role for Ci and holds roles for employee self-service along with some general access (e.g. background jobs, server folder), a reporting role and a financials role to access things like EIE, Accounts Payable, etc.

There is also a similar role CES.GENERAL.TM.BASE for which the main variation is an employee and team self-service role instead of just an employee self-service role.

CES.GENERAL.MGMT.BASE

This is influenced by the F1.MANAGER role and is similar to the CES.GENERAL.TM.BASE, however it includes a purchasing role (including permissions for approval) and includes some " – Management" versions of roles with a little bit of additional access as well as Budgeting and Travel and Expenses.

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PURC Profiles

These are copies of the CES.GENERAL.BASE and CES.GENERAL.TM.BASE base profiles that have PURC at the end, and the PURC profiles simply having a Purchasing role included in them.

This setup makes it easier to switch between access with and without purchasing for these profiles.

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7.6 Roles

The majority of the roles that have been used in Ci will not provide access to functionality in CiA and new roles are needed for access to CiA functionality.

7.6.1 CiA Considerations

As part of the CiA Live process, TechnologyOne provide the City with pre-configured roles and base roles for Access Management, rather than migrating existing roles from Ci.

The City has received feedback from other Local Governments (including City of Fremantle, City of Stirling, and City of Greater Geraldton) that the CiA Live roles are too permissive, and the recommendation is that these roles should be used only as a guide for new roles.

The City will utilise these roles by copying them (or copying from them) where appropriate to create new roles and modifying the new roles as needed to suit the City's needs, while endeavouring to reduce some of the effort required to configure profiles for CiA access.

Where using roles, no $ roles should be used and if there is an intent to utilise the role in some way, a non-$ role override should be created by saving / copying the role and saving the role without the $ at the start of the role name.

7.6.2 Naming Convention

Roles should, where possible, follow a naming convention comprised of the following components:

- Suite (abbreviated).
- T1 Module (abbreviated).
- Role Purpose (abbreviate as appropriate to avoid role names being too long).

These naming components must be separated by a period "**.**" character.

An example using the above naming convention would be something like:

CES.CPM.PURCHASING

The associated description for this could be "Purchasing" and the breakdown of components would be:

- CES – Abbreviation for Core Enterprise Suite.
- CPM – Corporate Performance Management, where reporting falls under.
- PURCHASING – Self-evidently relates to purchasing.

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While not all roles may have this naming convention, the aim should be to follow this convention where possible.

7.7 Permissions

Permissions in CiA replace what is Authorisations in Ci and permissions solely related to Ci will not show in CiA.

The approach for permission configuration is to endeavour to reduce the access provided by default permissions where feasible and then enable access via permission overrides. This does not mean that default permissions should be configured to remove all access and then only provide access via overrides, but the preference for default permissions should be to aim for what most staff should have access to, adjusting the permissions via overrides as appropriate.

Permissions can be set against the profile (incl. base), role (incl. base), and user level and most permission configuration should be done at the role level.

- While permissions can be set at user level, this should be strongly avoided and consideration should always be given to whether a permission that might be set against a user can be set at a different level, such as the profile level where a user will often be mapped 1:1 anyway.

There is very strong preference to configure needed permissions at a role level to encapsulate the access needed within a role where the permissions relate to the tasks that will be performed by users of that role, e.g. specific banking access might only be needed when a staff member actually has a specific role that exists only for banking tasks.

Profile-level permission configuration is expected where, for example, multiple profiles may utilise a common role, but the specific permissions relevant to the role that may be needed in each respective position differs.

Configuration of permissions should consider the hierarchy of permission inheritance:

- Default permissions sits as the base.
- Role permissions override Default permissions.
- Profile permissions override Role permissions.
- User permissions override Profile permissions.

As a general rule for permissions at the same level, the more permissive permission will normally take precedence, so in the situation of a user with two roles, one with a permission that specifically disables something and another with a permission that specifically enables something, the permission to enable would be the permission to have effect.

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7.8 Purchasing Access

The approach for the provision of purchasing access in CiA differs from how this access was provided in Ci. In Ci, staff were provided with a COB.GENERAL role, which included purchasing access. This role was given to the majority of staff (apart from those just needing HR access) and this in turn meant that all staff held purchasing access.

7.8.1 Background

With the Ci to CiA upgrade, there were discussion with finance staff and Finance decided that they wanted to reduce the number of staff with purchasing access with the aim to reduce the high volume of errors experienced in by finance staff and ensure a smoother, more reliable procurement process.

- There was a concern identified here that a lack of clarity in communication to staff may result in staff confusion if they no longer have access to purchasing.

Finance identified an initial list of staff and through discussion with the EDEN project team along with a list of potential procurement staff (based on previous procurement), a list of staff to receive access was identified, with a communication sent to managers to identify procurement champions.

Training was done for these procurement champions before the CES CiA go-live, along with training for staff with financial delegation to approve procurement items.

7.8.2 CiA Access

Procurement Item Creation

For staff who do not have purchasing access now and who request access, the relevant manager for the staff member needs to be contacted, requesting the manager approval that staff member be given access.

To provide access, the Base Profile for the staff member should be changed. Please refer to the **Error! Reference source not found.** section **Error! Reference source not found.** for more detail regarding the base profiles and some noting of the PURC profiles, but for provision of purchasing access, the below provides guidance on the corresponding profile to change to, based on the base profile of the user's profile.

Current Base Profile	New Base Profile
CES.EMPLOYEE.BASE	CES.GENERAL.BASE.PURC*
CES.GENERAL.BASE	CES.GENERAL.BASE.PURC
CES.GENERAL.TM.BASE	CES.GENERAL.TM.BASE.PURC

***Note**: Be conscious of how many other people share the non-base profile here.

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Note: If the user's profile is configured with the **CES.GENERAL.MGMT.BASE** base profile, they will already have the purchasing access, so no update should be required here. An issue with purchasing access here may be a user education issue.

Procurement Item Approval

For staff who need access to approve, if the staff member already has the **CES.GENERAL.MGMT.BASE** base profile, the approval access will already be provided.

For staff with either the **CES.GENERAL.BASE.PURC** or **CES.GENERAL.TM.BASE.PURC** base profiles, add the **CES.SCM.APPROVE** permissions-only role to their profile.

7.8.3 Purchasing Permissions

Most of the purchasing permissions are configured as Default permissions, hence provision of a purchasing role is what provides the access to create requisitions, order amendments and goods receipts.

If there is a need for a user to have access to view procurement items but not create or edit procurement items, a dedicated role should be created (no such role has been created at the time of documentation) which has permission overrides to let the user view but not create/edit purchasing items, and this role should be assigned to a profile separately.

If such a read-only purchasing role is created, it should not be allocated along with a PURC profile, due to the same-level behaviour of permissions where the most permissive permissions will win out.

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7.8.4 Financial Delegations

The CiA financial delegations are configured through Financials Configuration and the following are the delegation codes:

- PU_MYRQN_FIN_DLG – Requisition
- PU_ORDER_FIN_DLG – Order Amendment
- PU_RCPT_FIN_DLG – Goods Receipt

Access is provided via profiles, not users or roles, which means that consideration should be given to whether a profile should have financial delegation if there are normally multiple users in that profile.

Financial delegations will normally be provisioned and updated on the basis of advice from HR, most notably when new positions are established.

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8. Access Management – Concerns, Exceptions and Elevated or Critical Access Provisions

See below for instances of access that may be exceptions to the norm or where there is heightened access due to the nature of the access management, for example heightened access due to extra privileges.

8.1 Server Folders

There are some server folders that have restricted access, limiting the access that most staff have while providing a handful of staff with this access. Access can be provided to **View Files**, **Read**, **Add**, **Update** and **Delete**.

8.1.1 APEFT

Access to the **APEFT** folder has been restricted by default for all users with the following overrides in place.

User Overrides

The F1DPUSER user has been provided with full access to the folder.

Profile Overrides

There are no direct profile overrides. The access via a profile comes from holding a role with the permissions.

Role Overrides

The following roles have been configured with permission overrides to the folder:

Role	Access Notes
CES.APEFT.ACCESS	Full access
CES.APEFT.ONLYVIEW	**Read** and **View Files**
CES.FIN.APOFFICER	**Read** and **Add** *See note below*
COB.APEFT.ONLYVIEW	**Read** and **View Files**
COB.APEFT_SERVERFOLDER_ACCESS	Full access

The roles starting with COB are older Ci roles while the roles starting with CES are newer CiA roles with only permissions.

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Only the **CES.APEFT.ONLYVIEW** and **CES.FIN.APOFFICER** roles are associated with user profiles.

Note: The access provided to the CES.FIN.APOFFICER role is Read and Add, which is just enough access for payment processing to be done by Accounts Payable staff and is access provided based on an issue that was encountered in CiA during UAT. This let's someone with the Accounts Payable Officer role do the payment processing and generate a file, **but not be able to open or download it**.

8.1.2 PAY_ARCH and PAY_EFT

Access to the **PAY_ARCH** and **PAY_EFT** folders has been restricted by default for all users with the following overrides in place.

User Overrides

The following users has been provided access to the folder. **Note**: The user overrides here are historical and were not removed during the CES Ci to CiA upgrade.

Username	Access Notes
F1DPUSER	Full access
HATA	Full access
HILDA	Full access
LEAH	Full access
ROSE.VILI	Full access
TERESA	Full Access

Profile Overrides

Profile 60473 has been provided with only **Read** access to both folders.

Role Overrides

The following roles have been configured with permission overrides to the folder:

Role	Access Notes
CES.HRP.PAYMGT	Full access
COB.HR.PAYADMIN2	Full access

The roles starting with COB are older Ci roles while the roles starting with CES are newer CiA roles with only permissions.

Both the **CES.HRP.PAYMGT** and **COB.HR.PAYADMIN2** are associated with user profiles.

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8.2 Profile Permission Overrides

Many profiles have a permission related to Financials Privileges associated with them, however this permission relates to their configured security category, with the permission being “Allow Selection of Security Category”, which is set to Yes for the security category they have.

Apart from the Financials Privileges permission override, some profiles have profile overrides where the position itself requires the additional access, e.g. multiple finance staff having access to a common role, but only certain accountant roles needing additional access.

Some of the more commonly shared permissions listed below could potentially be added to “permission only” roles, but a determination must be made whether it is more advantageous to have an additional role created or have permissions configured against the profile.

The following profiles have the listed permission overrides associated with them.

Profile	Permission Notes
60467 (Business Analyst)	**Financials Privileges** Allow Selection of Security Category – Override for all categories (%) **Ci Anywhere Workflow Settings** Full authorisation for all workflows against all workflow systems (System: %, Workflow: %) **Workflow Settings** Allow user to Cancel Workflow and access another users tasks
60479 (Accountant)	**Reconciliation Settings** Allow a user to finalise an Account they have reconciled
60480 (Senior Financial Accountant)	**Reconciliation Settings** Allow a user to finalise an Account they have reconciled
60483 (Finance Officer Expenditure)	**Accounts Payable** Can modify Sundry Creditors Bank Fields on the ledger transaction for AP chart
60484 (Finance Officer – Expenditure)	**Accounts Payable** Can modify Sundry Creditors Bank Fields on the ledger transaction for AP chart
60678 (Asset Management Specialist – Data and Systems)	**Asset Register Settings** Do not allow assets to be commissioned, update of disposed assets, and asset data collection unfinalise
60834 (Accountant)	**Reconciliation Settings** Allow a user to finalise an Account they have reconciled
60879 (Assistant Finance Officer)	**Accounts Payable** Can modify Sundry Creditors Bank Fields on the ledger transaction for AP chart
60902 (Management Accountant)	**Accounts Payable**

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Profile	Permission Notes
	Can view and modify Accounts Payable Bank Accounts (see note below) Can modify Accounts Payable Disable Payments **Reconciliation Settings** Allow a user to finalise an Account they have reconciled
60975 (Coordinator Business Systems)	**Attachment Entity Type Settings** Allow Read, Add, Update and Delete for the HRHMNIMG entity type
61033 (Senior Management Accountant)	**Accounts Payable** Can view and modify Accounts Payable Bank Accounts (see note below) Can modify Accounts Payable Disable Payments **Ci Anywhere Workflow Settings** Administrative and Managerial access to $F1_DOCFILE workflow **Data Entry Action Settings** Allow access to delete a suspended document within a document file which has not been transmitted, and allow access to delete an accepted document within a document file which has not been transmitted for AP, AR and GL transaction types. **Executive Information Enquiry (EIE)** Allow add, edit & delete of System Enquiries, as well as view of inactive Enquiries **Reconciliation Settings** Allow a user to finalise an Account they have reconciled **Transmission Settings** Allow transmission of Documents in suspended Document Files and access to void a successful Document Transmission
61034 (Management Accountant)	**Accounts Payable** Can view and modify Accounts Payable Bank Accounts (see note below) Can modify Accounts Payable Disable Payments **Reconciliation Settings** Allow a user to finalise an Account they have reconciled
61047 (Digital Solutions Architect)	**Attachment Entity Type Settings** Allow Read, Add, Update and Delete for the HRHMNIMG entity type

Note: There is an access concern with the access configured in this manner as due to how CiA works, and the blow provides some explanation, though also note the embedded email for correspondence regarding this issue.

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For changing of bank details in CiA, the intended mechanism is to provide some staff with the ability View permission for bank accounts and then changing the bank account requires using a form to request a change to bank details.

This form should then be approved by someone who only has the Modify permission for bank accounts. The intention is that a user does not have both View and Modify permissions, as this allows the user to just change of bank details without going through an approval process.

The issue here arises when a new creditor is created and the user cannot initially set the bank details, which leaves behind and empty but active bank account which is invalid and the system will not let a creditor be enabled while this is the case.

A ticket has been raised with T1 to identify a solution to this, but to resolve this in the meantime, both the View and Modify access are needed to allow select staff to maintain and remove the offending bank account.



RE_ CES Ci access for Financial Service

8.3 User Maintenance

An item identified during review and comparison of existing Ci access management was the provision of a User Maintenance function, that was previously provided to limited Finance staff in Ci. This was specifically not included when the CiA access was provisioned, due to this being a core system administration function.

Subsequent to the go-live, the lack of this function was identified by staff and requested (noted as being to assist in determining staff access associated with Enterprise Budgeting (EB)), however the provision of this raised an access concern as it would provide elevated access that should not be held by Finance staff members.

Through discussion, a request was made to provide read-only access, however a review of the available functions that might provide this access found that almost none of the related functions could be configured for read-only usage.

Subsequent communications have identified that a dashboard or report can be a stand-in for the provision of the User Maintenance function. As at the time of documentation, there is need for requirements to be documented by Finance to advise what information is needed to facilitate the EB setup.

Please see **Error! Reference source not found.** for the embedded email noting the identification of a dashboard or report as being an accepted solution.

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8.4 Ci Access Remaining

A key aim in the approach for access management moving from Ci to CiA is an endeavour to remove any existing access to Ci.

There are some known areas where there are exceptions:

- IFRS 16 Lease Management

  The role Finance Lease Officer (LEASE_OFFICER) holds functionality for management of IFRS 16 leases and the functionality is something only available in Ci at the time of writing and not available in CiA.

  As at the time of writing, staff who had this role previously will retain the role and by virtue of this, will retain some Ci access.

- Payroll / HRP

  Efforts to transition the payroll functionality to CiA are a parallel activity to other CES Ci to CiA work and even once completed, it's likely that some existing Ci access will need to be maintained as there is a lack of some functionality in CiA.

  Due to the critical nature of the work (being able to pay staff correctly being a critical concern), continued Ci access will continue to be provided as an exception to the approach.

- Stock Import Transaction – the CiA-based import has a timing-issue, which is not a fixed pattern, resulting in some lines of the import failing to process as expected. This Ci-based import uses different properties to perform the process. Without this issue being rectified, staff performing the import are required to complete a reconciliation of the import file to the general ledger. The fix is due for release in January-26

For outstanding Ci access outside of these known and accepted areas, see **Error! Reference source not found.**.

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Appendix – Additional Considerations and Information

Appendix 1 – Recording Profiles against HR Position Details (Future Consideration)

An option to be considered is the recording of Profiles against HR Positions, specifically the Positions Details under the Position in the HR Organisation Structure could be updated listing the profile(s) that should be allocated to staff (users) who are working in that position for all T1 suites.

The advantages of this would be:

- Reduce ambiguity in provisioning of access.
- Further facilitate automation.

While this is not a primary goal of the core in-scope work, this would be considered advantageous, however there is additional investigation required, considering the following:

- Whether to use Custom Fields or Reporting (Selection) Codes.
    - If using Reporting (Selection) Codes, how to keep the selection items up to date, e.g. an ETL run with an undetermined frequency.
- Impact of imports, e.g. dates of updated position versions, flow-on effect for employee synchronisation with position, etc.

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Appendix 2 – APEFT Server Folder Access

Communication regarding the provision of APEFT server folder access and the profiles that access was provided to.



APEFT Folder Access.msg

Appendix 3 – User Maintenance

Communication regarding provision of User Maintenance function identifying the issues presented in what can be provisioned without providing elevated access. Also noted is a mention of an OAG finding that highlighted the existing Ci access for this that was provided.



RE - Access Concern - User Maintenance.

Appendix 4 – Outstanding Ci access

Outstanding Ci access that is still provided is listed here, listing roles and the profiles that the roles are associated with.

Role	Profiles	Notes
COB.APOFFICER COB AP Officer	60480 60483 60484 60834 60888	Access for 60480 should be revisited and is needed into December 2025 to facilitate Audit queries.
COB.GLOFFICER COB GL Officer	60479 60480 60483 60484 60834 60888 60902 61033 61034	This is to address ongoing audit queries.
COB.PCARDADMIN Purchase Card Administration	60834	This is to address ongoing audit queries.
LEASE_OFFICER Finance Lease Officer	60478 60478-61033 60479 60480	As noted earlier, this access must remain while there is not a replacement for IFRS 16 lease management functionality in Ci.

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	60902 61028 61033 61034	

Relating to the section titled **Error! Reference source not found. Error! Reference source not found.**, the following are Ci roles related HRP that are still associated with staff profiles:

- COB.HR.PAYADMIN2 (COB Payroll Officer)
- COB.PAY.DATAENTRY2 (COB Payroll Data Entry)
- COB.HR.HRADMIN2 (COB Human Resources Officer)

Access for these should be reviewed and revisited as the Payroll / HRP components of the Ci to CiA project are completed.

Additionally, profiles 60018 and 60826 in the Payroll area have the COB.GENERAL role.

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Appendix 5 – Managing privileged access - $ALL_ROLES

From the previously noted guiding principles, the following key practices related to privileged access stand out:

- Grant rights using the 'principle of least privilege'.
- Elevate access based on need and with an appropriate approval. Use privileged access only for those tasks that specifically require elevated access.
- Disable privileged accounts when no longer required.

As part of efforts to align with these recommended practices, the City approach to managing privileged access is to limit providing users with the $ALL_ROLES profile within the Production T1 SaaS environment.

Where $ALL_ROLES access is required for tasks to be completed by a user, a request must be raised with the Service Desk including the following:

- The reason for the request.
- The period that the access is required for.
    - The provision of elevated access cannot be open-ended with no end date.

Ensuring that requests for elevated access are only actioned when documented is important and provides a proper audit trail.

Additionally, there is a preference that provision of the $ALL_ROLES elevated access be done to a staff member's admin account (e.g. USER.A), rather than their regular account (e.g. USER.LASTNAME). It should be noted of course that this requires that the staff member has had an admin account created for them to use.

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Appendix 6 – Account Management

The following provides some context to how account management related to T1 is to be handled:

- Access is normally end-dated if the staff member is on a contract which has an end date.
- Only permanent staff with no end-date to their employment have no end date.
- Staff movement requires end-date changes to existing access and updated dates applied to new access.
- Where a staff member's employment has ended, the user should have all existing profiles removed from their user so that they are not associated with any profiles. This is important so that reporting on provisioned access management will reflect the correct current state.
    - An exception here are users using a contractor / consultant profile, e.g. T1 consultants and external consultants (such as LG Connect), where it's possible the user may be deactivated and then reactivated at a future point. This should be periodically checked, however.
    - Staff on parental leave or long-service leave would not be considered to have had their employment ended and the existing profile access should remain.

11 Motions of Which Previous Notice Has Been Given

11.1 Cr Nat Latter - Business case for the Les Hansman Community Centre

Responsible Branch:	Property and Economic Development
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	Nil
Refer:	Item 10.1.3 OCM 27.05.2025 Item 10.1.2 OCM 27.08.2024
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

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

In accordance with clause 5.3(1) of the City of Bayswater's *Standing Orders Local Law 2021*, Cr Nat Latter raised the following motion:

"That Council request the Chief Executive Officer to complete a business case for the Les Hansman Community Centre by December 2027"

MATERIAL FACTS

In accordance with clause 5.3(3) of the City of Bayswater *Standing Orders Local Law 2021*, the Chief Executive Officer may provide relevant and material facts relating to a Notice of Motion, including matters relating to policy, budget and legislation.

In February 2024 the City acquired the car park adjacent to the Les Hansman Community Centre (Lot 100, 240 Walter Road West, Morley) from the State Government.

As part of that transaction, the City was required to provide concept plans to the Department of Planning, Lands and Heritage (DPLH) outlining how any future redevelopment of the site may incorporate community use facilities.

To meet this requirement, the City engaged consultants to prepare a concept redevelopment plan for the Les Hansman Community Centre and the adjoining car park. The concept work considered a mix of community and potential income-generating uses to support the long-term sustainability of the site.

The concept plan was presented to Council in May 2025, with Council resolving to:

- *"Endorse the concept redevelopment plan for the purposes of finalising the land transaction for the adjoining car park; and*
- *Request the CEO to present the concept plan to DPLH to facilitate completion of the land transaction."*

The City subsequently submitted the endorsed concept plans to DPLH within the required timeframe. Once the Department completes its review and endorses the plans, the caveat on the title will be removed and the site will become unencumbered.

It is also noted that preparation of a detailed business case would normally follow Council consideration of the future vision and scope for the site, as these matters inform the assumptions and financial modelling required in any business case.

OFFICER'S COMMENT

The redevelopment of the Les Hansman Community Centre site is progressing through a staged process and is currently dependent on completion of the land transaction process with DPLH.

Once confirmation is received that the caveat has been removed, the City will be able to engage with Council on the future vision for the site, including the scope and approach to any redevelopment. This direction will then inform the preparation of a detailed business case.

Separately, the City is reviewing its advocacy priorities in preparation for the next Federal and State election cycles. The City's advocacy priorities have not been comprehensively reviewed since prior to the Western Australian State Election held on 8 March 2025. In light of the funding commitments secured through recent State and Federal election cycles, it is appropriate to undertake a broader review of the City's advocacy priorities in the context of the evolving funding landscape and upcoming election cycles.

Advocacy consultants have been engaged to provide a Councillor briefing on 31 March 2026 regarding the advocacy landscape and potential priorities aligned with Federal and State Government policy positions. The information presented at the briefing will assist Council in considering the City's advocacy priorities and the sequencing of business cases to support future funding opportunities.

City officers have also identified remaining consultancy capacity, together with proposed allocations in the draft 2026/27 operating budget, which may be used to prepare business cases that support the City's advocacy program.

It is anticipated that priority business cases will be prepared by December 2026 to align with election advocacy opportunities for both the Federal and State election cycles.

Accordingly, preparation of a business case for the Les Hansman Community Centre redevelopment forms part of the City's broader work program and will be progressed following completion of the land transaction process and Council's consideration of the future direction for the site.

LEGISLATIVE COMPLIANCE

This Notice of Motion and associated business case are to be undertaken in accordance with the *Local Government Act 1995* and the City of Bayswater *Standing Orders Local Law 2021*, including the provisions governing Notices of Motion and Council decision making.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

Key Result Area:	Social
Objective 1.1.2	Facilitate connections and access to services for all community.
Key Result Area:	Social
Objective 1.3.2:	Provide welcoming, quality recreational spaces and activities
Key Result Area:	Built
Objective 2.2.3	Plan, build and maintain current and future assets.

CONCLUSION

The Notice of Motion seeks Council's support for the Chief Executive Officer to complete a business case for the Les Hansman Community Centre by December 2027, ensuring shared accountability and clear direction for progressing the project.

This timeframe aligns with the City's broader advocacy program and upcoming Federal and State election cycles, enabling the business case to support external funding opportunities once the land transaction is finalised and Council has determined the future vision for the site.

12 Questions From Members Without Notice

12.1 Responses to Questions From Members Without Notice

Question From Members Without Notice

Cr Cale Black

Question 1

Could the City please provide an update to works for the Robert Street traffic calming project and expected time frame for completion? My understanding is that these works are scheduled to take place before the end of the financial year, and I know that nearby residents are keen to see this permanent traffic calming project finish soon.

Response 1

Luke Botica, Director of Infrastructure and Assets advised that the project is included in the current budget. The City applied for grant funding to reduce costs, and although the application was unsuccessful, the project will proceed. The City is finalising design documentation, preparing to seek quotes and appoint a contractor, with completion scheduled by the end of the financial year.

Cr Steven Ostaszewskyj

Question 1

In relation to the new Bath Road and Morley Drive roundabout, is Main Roads required to reinstate the verges of residents who were impacted by the construction of that roundabout?

Response 1

Luke Botica, Director Infrastructure and Assets, advised that reinstatement works should be carried out. In terms of which properties are affected, the question was taken on notice.

Question 2

Are you saying it's Main Roads that would undertake the reinstatements, not the City?

Response 2

Luke Botica, Director Infrastructure and Assets, advised the City was delivering some landscaping on behalf of Main Roads. Funds will be provided to the City to deliver those works. However, outside of that, reinstatement should form part of the overall project.

Question 3

Thank you. So just to confirm, residents who live on Bath Street whose verges have been impacted by the works should expect that Main Roads will return to repair their reticulation, grass and trees, etcetera?

Response 3

Luke Botica, Director Infrastructure and Assets, advised if anything was disconnected or damaged during the process, it should be repaired. It was advised that the City will look into the specific items and check their status.

Question 4

For people who wish to report issues where their property has not yet been reinstated, where should they direct these report to?

Response 4

Luke Botica, Director Infrastructure and Assets, advised they should contact the City in the first instance. The City would follow up those reports with the contractor or Main Roads.

Cr Cale Black

Question 1

Does the City have a policy in regard to the installation of baby change tables, either permanent fixtures or folding types, in accessible bathrooms in the City?

Response 1

Luke Botica, Director Infrastructure and Assets, advised the City does not have a specific policy in relation to installation of baby change tables. However, when the City upgrades facilities the inclusion of baby change facilities is considered as part of those works to ensure the City meets community expectations.

Question 2

Does the City maintain a list of accessible bathrooms that do not have a change table available, and if so, could that be provided?

Response 2

Luke Botica, Director Infrastructure and Assets, advised the City is undertaking inspections of all its buildings and structures as part of our asset management process. It assesses compliance with required standards and reviews what facilities are provided at each location. The City is also looking at undertaking studies of its public toilet facilities, which will help determine future works programs.

Cr Nat Latter

Question 1

Will the City provide Councillors with cultural awareness training again? We had some last year, and I believe I'm the only sitting Councillor who attended. There has been significant turnover on Council. Can we do that again?

Response 1

Ryan Hall, Director Community Services, advised that yes, if Elected Members would like to undertake cultural awareness training, this can be arranged.

Cr Anthony Pittaway

Question 1

I want to ask officers about the old Benara Nursery site on Camboon and Benara Road. It is becoming worse, fences are down and grass is growing above its height. We are in the middle of Summer. Are officers aware of the condition of the site? It appears to be deteriorating, with fences not being repaired or replaced.

Response 1

Ryan Hall, Director Community Services advised the City's Environmental Health Officers have arranged an inspection of the property and will be pursuing any issues identified with the property owner.

Cr Donovan MacDonald

Question 1

In relation to the mobile food truck policy, last year or the year before, the distance requirement was extended to 300 metres from brick-and-mortar premises. Have there been any breaches or prosecutions since that change?

Response 1

Ryan Hall, Director Community Services advised that in 2025, Council approved changes to the policy. Since then, it has been working well based on officer feedback. The City has received one complaint, which has been resolved.

Question 2

If someone breaches the policy, is there a fine from the City? Are we aware of any food vans currently breaching the required distance?

Response 2

Ryan Hall, Director Community Services noted that advice from the team is that most operators are doing the right thing. The policy outlines exact permitted locations on an aerial map, and there are multiple sites across the City where mobile food vendors can operate, with some sites accommodating up to five bays. The feedback has been positive.

Cr Elli Petersen-Pik – Deputy Mayor added that there have been no breaches and aside from the one complaint that has now been resolved, there has been no other complaints received.

Cr Cale Black

Question 1

Is the City aware of any current breaches of tree protection zones for development applications?

Response 1

Ryan Hall, Director Community Services advised that breaches of tree protection zones do occur, with one matter currently under investigation. The City actively monitors compliance, takes action where required, and ensures trees are protected and barriers installed.

Question 2

If trees are damaged or removed and a Helliwell value is applied, are any additional punitive damages applied? What does that process look like?

Response 2

Ryan Hall, Director Community Services advised that it can be applied. The City's priority is to achieve compliance and protect the tree in the first instance, working with those on site. Officers collect evidence, and if cooperation is not forthcoming, the City can pursue stronger enforcement action. However, that is not the preferred approach.

12.2 Question From Members Without Notice

13 New Business Of An Urgent Nature

14 Meeting Closed To The Public

14.1 Matters for Which the Meeting May be Closed

14.1.1 Property Matter - Bayswater

Responsible Branch:	Property and Economic Development
Responsible Directorate:	Office of the CEO
Authority/Discretion:	Executive/Strategic
Voting Requirement:	Simple Majority Required.
Attachments:	Nil
Officer Declaration:	*The officers involved in drafting and reviewing this report do not have any interests to disclose in the item.*

This item is confidential in accordance with Section 5.23(4) of the *Local Government Act 1995,* which permits the meeting to be closed to the public for business relating to:

(g) Prescribed information;
Regulation 4A (a) the price, or potential price, for the sale or purchase of property by the local government and any information relating to the price or potential price;

OFFICER'S RECOMMENDATION

That the recommendation as contained in the "Confidential Report" be adopted.

14.2 Public Reading of Resolutions that May be Made Public

15 Closure