

# CITY OF BELMONT Policy Manual

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Source: Governance  
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*Creating opportunities*





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## RISK MANAGEMENT

The City's Risk Management process is used to assess policies. The rating determines the frequency of review as follows:

<b>Risk rating</b>	<b>Frequency of review</b>
Low	3 years
Moderate	2 years
High	Annually
Extreme	Annually

Note: The frequency of review for policies assessed as "low" has been changed from four years to three years. This has been reflected in all policies reviewed in 2018 and will be reflected in all other policies at their next review.

## **COUNCIL POLICIES**

### **SECTION ONE**

#### **POLICIES RELATING TO BUSINESS EXCELLENCE**

For the community to receive the best value from their local government, the organisation must achieve an exemplary level of business excellence.

This section contains policies which aim to assist the City to achieve the following objectives:

- Achieve excellence in the management and operation of the local government.
- Apply sound and sustainable business management principles.
- Maximise organisational effectiveness and reputation as an organisation, employer and a community.

## **BEXB1      ELECTED MEMBERS – CONTACT WITH EMPLOYEES**

### **Policy Objective**

To provide clear guidelines on the communication between Elected Members and employees at the City of Belmont.

### **Policy Statement**

To establish clear and open communication between Elected Members, the Chief Executive Officer and the Executive Leadership Team and to avoid potential conflict by recognising the respective roles of Councillors and staff.

### **Policy Detail**

The Chief Executive Officer will liaise with the Mayor on a regular and as needed basis, and is also available to Elected Members during the day other than when prior commitments make this impossible. Where Elected Members have a particular need to see the Chief Executive Officer then an appointment can be made. The Chief Executive Officer is to ensure that (where appropriate) the views of Elected Members are passed on to other Elected Members and the Executive Leadership Team.

Where items are of an operational matter, contact may be permitted with the relevant Director, however Elected Members will not make contact with employees directly unless with the expressed permission of the Chief Executive Officer or the relevant Director.

It is not appropriate for Elected Members to enter any of the employee areas of the City of Belmont unless at the specific invitation of, or in the company of, a senior employee.

If an Elected Member is approached by an employee who wishes to raise an employee matter then the Elected Member should point out that the employee's concerns will be referred to the Chief Executive Officer and the Elected Member will as soon as practicable, advise the Chief Executive Officer of the matter raised so that the issue may be addressed.

### **Reference/Associated Documents**

[Local Government Act 1995](#), Part 2, Division 2.  
City of Belmont Code of Conduct  
Elected Member Induction Manual

### **Reference to Internal Procedure**

N/A

**Definitions**

Executive Leadership Team – Chief Executive Officer, Directors and HR Manager.

**Monitoring, Evaluation and Review**

There is a low operational risk associated with this policy.  
The policy will be reviewed every four years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE
POLICY OWNER:	MANAGER GOVERNANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
22/09/15	NONE	10.7
27/09/16	REVIEW - MINOR	12.9

NEXT REVIEW DATE	2019
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## **BEXB2      ITEMS SUBMITTED BY ELECTED MEMBERS**

### **Policy Objective**

Provide guidance to Elected Members on submitting items for consideration by Council.

### **Policy Statement**

The *Standing Orders Local Law 2017* provide for Notices of Motion which include the provision of a set minimum amount of time for notice to the Chief Executive Officer.

Elected Members should ensure that there is sufficient employee time available to gather related information for the preparation of a report to accompany their issue to the Council.

### **Policy Detail**

Elected Members intending to submit a Notice of Motion are encouraged to firstly raise items that are not of an urgent nature at an Information Forum and/or Standing Committee(s) prior to submitting to the Chief Executive Officer for consideration at a Council meeting.

### **Reference/Associated Documents**

Section 5.3 City of Belmont Standing Orders Local Law 2017

### **Reference to Internal Procedure**

WI - Elected Member Requests  
Forms - Governance - Proposed Matter for Consideration at Future Information Sessions

### **Definitions**

N/A

### Monitoring, Evaluation and Review

There is a low operational risk associated with this policy.

The policy will be reviewed every two years or on review of the *Standing Orders Local Law 2017*.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS N/A  
SERVICE AREA: GOVERNANCE  
POLICY OWNER: MANAGER GOVERNANCE

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
08/02/05		11.3.4
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
25/06/13		12.8
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9
22/08/17	MINOR	12.2

NEXT REVIEW DATE 2019

## **BEXB3      CORRESPONDENCE FROM MEMBERS OF THE PUBLIC**

### **Policy Objective**

To provide guidelines for the efficient handling of anonymous, multiple correspondents (i.e. petitions and form letters) and other items of correspondence received from members of the public.

### **Policy Statement**

The Chief Executive Officer shall determine the most appropriate manner for correspondence inward to be considered and actioned by the City.

### **Policy Detail**

Occasionally members of the public may request that their correspondence be actioned/considered in a specified manner, including requesting that it be read aloud at a Council Meeting or be distributed to all Elected Members.

The Chief Executive Officer shall determine the most appropriate manner for correspondence to be considered and actioned including:

- whether it is appropriate for the matter to be dealt with by the City, requires referral to another agency/authority, or the matter cannot be appropriately dealt with,
- if considered appropriate for the matter to be dealt with by the City, whether it shall be handled administratively or through the Council meeting system,
- subsequently ensure the necessary arrangements for the matter to be progressed.

Generally, the City will not act upon correspondence that does not provide contact details and/or information that identifies the correspondent, however where considered appropriate, it may be acted upon at the discretion of the Chief Executive Officer.

In regard to petitions (or items of correspondence submitted by multiple correspondents), the City:

- will promote to the community, guidelines consistent with the City of Belmont *Standing Orders Local Law 2017* for the submission of petitions,
- will generally correspond with the petition initiator, expecting that this person (or group) will correspond with all petitioners,
- will in the case of petitions with a small number of petitioners, endeavour where practicable, to provide individual responses to each correspondent.

### **Reference/Associated Documents**

N/A

**Reference to Internal Procedure**

Governance - Process Map - Petitions  
Governance - Forms - Petitions

**Definitions**

N/A

**Monitoring, Evaluation and Review**

There is a low operational risk associated with this policy.

The policy will be reviewed every four years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
08/02/05		11.3.4
05/07/05		11.3.2
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW – NONE	10.7
27/09/16	MINOR	12.9
22/08/17	MINOR	12.2

NEXT REVIEW DATE	2019
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## **BEXB4 SWEARING IN CEREMONY – FIRST MEETING AFTER ELECTION**

### **Policy Objective**

To have facilitated a well organised and professional initial meeting following the local government election and to capture the significance of this democratic process.

### **Policy Statement**

The meeting will incorporate the “Swearing In” ceremony for new and returning Elected Members; the election of the Mayor and Deputy Mayor, the appointment of Council’s Standing Committees; and the appointment of Elected Member delegates to various other groups.

### **Policy Detail**

It is recognised that the first meeting after the election is not an ordinary meeting of Council. As a Special Council Meeting there is a need to establish the Order of Business which recognises that those successful at the election cannot participate in the transaction of business until they have made the Elected Member declaration. It is important for this meeting to be scheduled for the first suitable occasion following the elections, preferably the Monday evening following Election Day.

After the conclusion of the Special Council Meeting a dinner will be held for Elected Members and partners to mark the special occasion. The Chief Executive Officer, Divisional Directors and relevant employees shall also be invited to attend the dinner.

### **Reference/Associated Documents**

[Local Government Act 1995](#), Division 2, Section. 5.8 and Schedule 2.3.

### **Reference to Internal Procedure**

Swearing in of Elected Members and election of Mayor and Deputy Mayor

### **Definitions**

Section 2.29 “Declaration”, [Local Government Act 1995](#).

### **Monitoring, Evaluation and Review**

This policy has been risk assessed as Low.

The policy will be reviewed every three years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

#### AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
19/02/02		REPOL 8.1.1
28/04/09		12.10
22/11/11		12.9
22/09/15	MINOR	10.7
27/09/16	NONE	12.9
25/09/18	REVIEW - MINOR	12.5

NEXT REVIEW DATE	2021
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## **BEXB5 DEPUTATIONS AT MEETINGS OF COUNCIL**

### **Policy Objective**

To ensure that members of the community are aware of their ability to attend Council meetings, and the relevant meeting procedures.

### **Policy Statement**

The Chief Executive Officer is to ensure that where appropriate, members of the community who are (or will be) directly affected by a Council decision, are informed of the opportunity to be present at the Agenda Briefing Forum and/or the Council meeting at which the matter is to be discussed.

### **Policy Detail**

Members of the community are to be made aware of the provisions of *Standing Orders Local Law 2017*, section 6.6, relating to deputations and conduct of meeting attendees.

The Presiding Member is to reiterate protocols to deputation members prior to commencement of their submission. The rules of deputation time will also be displayed as appropriate prior to the meeting commencing.

### **Reference/Associated Documents**

City of Belmont Standing Orders Local Law 2017

### **Reference to Internal Procedure**

Public Submission Time and Deputation Proforma

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

There is a low operational risk associated with this policy.

The policy will be reviewed every two years

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

#### AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
08/02/05		11.3.4
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15		10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW - MINOR	12.2

NEXT REVIEW DATE	2019
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**BEXB6      PROCEDURE FOR SUBMISSION OF AMENDED/ALTERNATIVE  
RECOMMENDATIONS**

**Policy Objective**

To facilitate a best practice process to support Elected Members in submitting amended or alternative recommendations for consideration.

**Policy Statement**

It is considered that a minimum 24 hours' notice of such proposed amendments or alternatives, will provide Elected Members and employees with sufficient opportunity to consider and research implications, and subsequently ensure broad debate.

**Policy Detail**

In order to provide the best opportunity for considered debate and effective decision making processes, Elected Members are encouraged to ensure that any amended or alternative recommendations proposed are distributed prior to the meeting at which the matter is to be considered, including where possible, details of supporting arguments to:

- Elected Members
- The Chief Executive Officer

**Reference/Associated Documents**

City of Belmont Standing Orders Local Law 2017

**Reference to Internal Procedure**

N/A

**Definitions**

N/A

**Monitoring, Evaluation and Review**

There is a low operational risk associated with this policy.

The policy will be reviewed every two years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS      N/A  
SERVICE AREA:                      GOVERNANCE  
POLICY OWNER:                      MANAGER GOVERNANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
24/02/04		10.1.5
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15		10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW - MINOR	12.2

NEXT REVIEW DATE                      2019

## **BEXB7 COUNCIL MEETING SCHEDULE**

### **Policy Objective**

To provide a guideline to assist in establishing the annual Council meeting schedule.

### **Policy Statement**

The Council Meeting Schedule outlines the frequency and rotation order that meetings of Council are held.

### **Policy Detail**

The meetings of Council covered by the Council Meeting Schedule are:

- Information Forum
- Agenda Briefing Forum
- Ordinary Council Meeting
- Annual Electors' Meeting
- Executive Committee
- Standing Committees:
  - Audit and Risk
  - Community Vision
  - Environmental

A monthly three week cycle of meetings is to be conducted commencing with an Information Forum on the second Tuesday in February of every calendar year, followed by the Agenda Briefing Forum on the following Tuesday and the Ordinary Council Meeting on the subsequent Tuesday. The cycle is to be repeated and will conclude in December with at least one Ordinary Council Meeting held in December of each calendar year.

Where a public holiday falls on a Tuesday the respective Meeting of Council will be held on the following working day.

Special Council Meetings will be scheduled as decided by the Mayor or Council.

The Annual Electors' Meetings will be conducted on the second Wednesday in December of each calendar year. Where this date is not suitable due to the required information not being available, the Chief Executive Officer under Delegated Authority is to determine and convene a meeting at an alternative date.

Standing Committee Meetings are to be scheduled on an as required basis.

### **Reference/Associated Documents**

[Local Government Act 1995](#), Part 5, Section. 5.4(b)

### Reference to Internal Procedure

Register of Delegations: DA – Authorised Officers – Variation of meeting date – Annual Electors Meeting.

### Definitions

N/A

### Monitoring, Evaluation and Review

There is a low operational risk associated with this policy.

The policy will be reviewed every four years.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS DA – AUTHORISED OFFICERS – VARIATION OF MEETING DATE  
– ANNUAL ELECTORS MEETING

SERVICE AREA: GOVERNANCE  
POLICY OWNER: MANAGER GOVERNANCE

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
12/12/07		12.5
16/12/08		12.13
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE 2019

**BEXB8 APPOINTMENT AS COMMITTEE MEMBERS, REPRESENTATIVES AND DELEGATES**

**Policy Objective**

To prescribe the terms of office of members of committees other than Standing Committees and various bodies.

**Policy Statement**

Elected Members may be appointed to committees other than Standing Committees as Elected Member representatives or delegates of Council.

**Policy Detail**

This policy sets down the term of appointment as follows:

That appointment shall be made as follows:

- (a) At the Special Council Meeting following the ordinary biennial elections for existing positions;
- (b) At the first meeting of Council which is practical for new positions.

It is considered that there may be benefit in appointing community members to a selection of Council committees and working groups. Where such a position is deemed appropriate, the appointment(s) shall be made as follows:

- That where a committee (or working group, etc.) includes “other persons” as members, and where a community group has representation on a committee, the represented community group be invited to submit a panel of names (including a Police Clearance, curriculum vitae and a summary of individuals proposed) to the responsible Council Standing Committee for its consideration.

**Reference/Associated Documents**

Elected Member Representatives on Committees and Other Groups

**Reference to Internal Procedure**

N/A

**Definitions**

N/A

**Monitoring, Evaluation and Review**

There is a low operational risk associated with this policy.

The policy will be reviewed every four years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
12/12/07		12.5
16/12/08		12.13
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - MINOR	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE	2019
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**BEXB9 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) –  
REQUESTS FOR NOMINATIONS FOR STATE GOVERNMENT COMMITTEES**

**Policy Objective**

To provide a process by which nominations for a position on a State Government committee, trust or similar body are forwarded to WALGA in a timely coordinated manner.

**Policy Statement**

Elected Members may hold positions on a State Government committee, trust or similar body. The nomination process is to be carried out by the Chief Executive Officer in conjunction with WALGA.

**Policy Detail**

1. Invitations to submit nominations will be distributed to Elected Members
2. Elected Members will be asked to submit an expression of interest within the required time frame.
3. In the event that only one nomination is received, then this nomination will be deemed by the Chief Executive Officer as the Council nomination. Elected Members will be advised accordingly via the Councillor Portal.
4. The successful nominee will then be required to complete the appropriate nomination paper.
5. In the event that more than one nomination is received by the due date, subject to the closing date for nominations to WALGA, all names will be considered at the next Ordinary Council Meeting.
6. In recognition that there is not always sufficient time for Council to endorse nominations to State Government Committees, trusts and similar bodies, the Chief Executive Officer is authorised to submit nominations directly to WALGA if the closing date falls prior to the next Ordinary Council Meeting and subsequently to advise Council of the nomination, so that it can be considered through the normal process.
7. If no nomination is received from an Elected Member, the Chief Executive Officer may invite an employee to nominate for the vacancy.
8. Should WALGA rules permit, Elected Members may nominate directly for WALGA Committees. All other invitations for representation on external bodies should be submitted to Council for determination.

**Reference/Associated Documents**

N/A

**Reference to Internal Procedure**

N/A

**Definitions**

N/A

**Monitoring, Evaluation and Review**

There is a low operational risk associated with this policy.

The policy will be reviewed every four years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE
POLICY OWNER:	PRINCIPAL GOVERNANCE AND COMPLIANCE ADVISOR

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
08/12/05		11.3.4
12/12/07		12.5
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE	2019
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## **BEXB10 COUNCIL DELEGATES – ROLES AND RESPONSIBILITIES**

### **Policy Objective**

To prescribe the manner by which delegates nominated by Council as members of external committees or organisations may fulfil their representative role.

### **Policy Statement**

The City provides delegate representation on a range of external organisations and bodies including but not limited to those outlined in the City of Belmont – Elected Member Representatives on Committees and Other Groups document.

This policy sets out the roles and responsibilities delegates must adhere to when fulfilling their role as a delegate.

### **Policy Detail**

Where an Elected Member or employee has been endorsed as Council's nominated representative member on an external committee, body or organisation, the delegate shall:-

1. Understand that their appointment/membership is as a representative of the Council and is by right of their position with Council or the City of Belmont (the City).
2. Ensure their availability to attend scheduled meetings, and where they are unable to do so, provide prior apology to the respective Presiding Member. Apology must also be provided to external meetings for periods where approved leave of absence is granted from Council or the City.

Delegates are responsible for ensuring that there is a quorum for meetings and that the City is represented at external group meetings. Where a delegate is unable to attend a meeting in which they have been appointed, they are to advise their deputies in order of seniority to ensure that they will be replaced at the meeting.

It is preferable that at least twenty four (24) hours' notice is afforded.

Delegates are also to advise the Chief Executive Officer (or the relevant Director) of the arrangements made and the name of the delegate who will be attendance.

Where a delegate has failed to attend three successive external organisation meetings, with or without apology, during a period where leave of absence has not been granted, the Council shall consider appointing a replacement delegate at either Council determination or at the next Special Council Meeting following the ordinary biennial elections, to ensure that the purpose and integrity of Council's participation in the external organisation is maintained.

If a delegate is unable to fulfil their commitment to an external organisation then the delegate must advise the Chief Executive Officer so that Council consideration of appointing a replacement delegate can be facilitated and subsequent formal advice to the external organisation attended to.

3. Ensure that where Council has nominated a proxy or deputy delegate, that the proxy is provided with early advice and adequate information to facilitate their attendance and participation in meetings where the delegate is unable to attend.
4. Ensure that in participating and contributing to decision making of the external organisation the delegate communicates and is cognisant of Council's determined position, if any, determined from:-
  - a. firstly, resolutions of Council dealing specifically with the matter at hand;
  - b. secondly, resolutions of Council dealing generally with the matter at hand;
  - c. thirdly, relevant statements of the Council's position contained in adopted Council policies or the City's Strategic Community Plan;
  - d. lastly, if Council has not previously established a position, the Delegate should give due consideration to the potential sensitivity and/or risk inherent to the matter i.e. potential for negative environmental or social impact, or risk of community conflict.

Where the delegate evaluates potential for a significant level of sensitivity or risk then, prior to committing to a position, the Chief Executive Officer is to be requested to prepare a report for Council's consideration. The Delegate may provide a position statement for inclusion in the report however; officers must provide professional opinion, advice and a recommendation for Council determination.

Delegates must ensure that this occurs where a decision by the external organisation may require a commitment of Council resources.

5. Voting Rights - An Elected Member or employee appointed as a delegate may have to participate in the decision making process of the external organisation. The delegate may also be entitled to vote on matters coming before the external body.

The delegate will have a fiduciary duty to the external organisation to participate in decision making processes and vote in accordance with the obligations to act in good faith for the purposes for which the external organisation was established.

Council recognises that whilst it can require a delegate to communicate the City's position to the external organisation, it is not appropriate to attempt to bind the delegate's vote on any particular matter. The delegate will have the benefit of discussion around the decision making table and must vote in accordance with their good faith obligation to the external organisation.

However, this does not entitle a delegate to substitute their personal beliefs for Council's position. Where it is possible for a delegate aware of their obligations to act in good faith for the purposes of the external body, to vote in accordance with Council's stated position, then Council expects that a delegate will vote accordingly.

Where a delegate votes in good faith, in a manner which is opposed to a Council position, the delegate must provide a Delegates Report to the next Council meeting informing of the decision and the factors which influenced the outcome.

6. Perform the functions and duties of a delegate in accordance with the standards set out in the City's Code of Conduct.
7. Ensure that a copy of minutes is provided to the City for record keeping purposes and that the record keeping responsibilities outlined in the *State Records Act 2000* and Policy BEXB29 Organisational Record Keeping are fulfilled. Where confidentiality requirements exist over either Council or the external organisation's business the delegate must ensure that confidentiality is appropriately maintained and protected.
8. Keep Council informed of the activities and achievements of the external organisation in a timely manner via a report to the Councillor Portal.
9. Elected Members or employees who attend meetings of external organisations, as observers of the City (Not the appointed Council delegate), where access is not generally available to the public, need be cognisant of the fact that they remain representatives of the City and therefore shall:-
  - As a matter of courtesy seek the prior consent of the external organisation's Presiding Member before attending as an observer.
  - Act within the meeting protocols as established by the external organisation.
  - Communicate with the meeting only through Council's nominated delegate or only at the request of the Presiding Member of that meeting, being mindful of not interfering with due process or the role of Council's nominated delegate.
  - Act in accordance with the standards set out in the City's Code of Conduct.
  - Matters relating to the Development Assessment Panel fall outside the scope of this policy.

10. Elected Members or employees who attend meetings of external organisations, in a private capacity (Not the appointed Council delegate or an observer), where access to the meeting is generally available to the public need be cognisant of the fact that they remain through their positions as representatives of the City and therefore shall:-

- Act within the meeting protocols as established by the external organisation.
- Make clear to the meeting that opinions or positions stated are their own and not those of the City.
- Not reflect adversely on a decision of the Council or a committee.
- Act in accordance with the standards set out in the City's Code of Conduct.

### **Reference/Associated Documents**

[Local Government Act 1995](#), Part 5, Section.s5.17.

[City of Belmont Code of Conduct](#)

Elected Member Representatives on Committees and Other Groups

[State Records Act 2000.](#)

BEXB29 Organisational Record Keeping.

### **Reference to Internal Procedure**

N/A

### **Definitions**

**Definition:** *External Organisation* - An external organisation, statutory corporation, incorporated association, regional local government, committee, working or special interest group, or governmental advisory group.

### **Monitoring, Evaluation and Review**

This policy has been risk assessed as High.

The policy will be reviewed annually.

<b>THIS POLICY IS SUPPORTED BY:</b>		
REGISTER OF DELEGATIONS	N/A	
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE	
POLICY OWNER:	MANAGER GOVERNANCE	
<u>AMENDMENT STATUS</u>		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
07/11/06		11.5.9
28/04/09		12.10
28/07/09		12.15
27/07/10		12.9
22/11/11		12.9
25/06/13		12.8
22/09/15	NONE	10.7
27/09/16	REVIEW - MINOR	12.9
25/09/18	REVIEW - MINOR	12.5
NEXT REVIEW DATE	ANNUALLY	

## **BEXB11A ELECTED MEMBERS FEES, ALLOWANCES AND SUPPORT**

### **Policy Objective**

To provide Elected Members with an appropriate level of remuneration and support so that they are able to effectively fulfill their role.

### **Policy Statement**

This policy sets out Elected Member entitlements to:

1. receive fees, allowances and reimbursement of expenses; and
2. access equipment and other entitlements.

### **Policy Detail**

#### **Fees and Allowances**

##### **1. Mayoral Allowance**

Section 5.98(5) of the *Local Government Act 1995* and Section 7B of the *Salaries and Allowances Act 1975*

The Mayoral Allowance is determined to be at the maximum level set within the appointed band allocation of the City of Belmont as set out by the Salaries and Allowances Tribunal from time to time.

The City of Belmont will provide for the full private and Council use of the Mayor, a motor vehicle in accordance with the organisation's Fleet Policy with standard Council accessories. Private use cost of this vehicle is to be reimbursed by way of an annual deduction from payments of the Mayoral Allowance.

The conditions of use of the Mayoral Vehicle are in accordance with Mayoral vehicle use agreement.

The City of Belmont will meet all costs of taxes/charges (e.g. goods and services tax, fringe benefits tax, etc.) repairs, insurance, services and fuel/oil in respect of that vehicle.

The City of Belmont will replace this vehicle with a new model at approximately the completion of 40,000kms, or two years, whichever occurs earlier, or after an extended period beyond two years if usage is low and considered appropriate by the Mayor.

When the Mayor is on leave of absence and does not require the use of the Mayoral Vehicle, then the Deputy Mayor may use the vehicle – in accordance with the conditions of this policy.

The Mayoral Allowance is to be paid quarterly in arrears.

## **2. Mayoral Meeting Attendance Fee**

Section 5.99 of the *Local Government Act 1995* and Section 7B of the *Salaries and Allowances Act 1975*

The Mayoral meeting attendance fee is determined to be at the maximum level set within the appointed band allocation of the City of Belmont as set out by the Salaries and Allowances Tribunal from time to time.

The Mayoral Meeting Attendance is to be paid quarterly in arrears.

## **3. Deputy Mayoral Allowance**

Section 5.98A of the *Local Government Act 1995* and Section 7B of the *Salaries and Allowances Act 1975*

The Deputy Mayor is entitled to a Deputy Mayoral allowance as which is the percentage of the Mayoral Allowance as determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975*, to be paid quarterly in arrears (currently 25% as at 1 July 2018).

## **4. Annual Meeting Attendance Fee in Lieu of Meeting Fees**

Section 5.99 of the *Local Government Act 1995* and Section 7B of the *Salaries and Allowances Act 1975*

The Elected Member meeting attendance fee is determined to be at the maximum level set within the appointed band allocation of the City of Belmont as set out by the Salaries and Allowances Tribunal from time to time.

The Elected Member Meeting Attendance fee is to be paid quarterly in arrears.

## **5. Information and Communications Technology Allowance**

Section 7B of the *Salaries and Allowances Act 1975*

An Elected Member is entitled to an annual allowance in lieu of reimbursement of information and communications technology expenses at the maximum level as set out by the Salaries and Allowances Tribunal from time to time, to be paid quarterly in arrears.

The Information Technology Allowance is an allowance in lieu of reimbursement. This Allowance covers the expenses incurred by Elected Members in performing a function under the express authority of the City or in performing a function in the Elected Member's official capacity for:

- Rental charges to telephone and facsimile machines
- Mobile phone devices, rental and call charges;
- Internet connection charges;

- Ongoing internet service charges;
- Internet usage including downloads related to Council business;
- Additional software not included in the City's standard configuration; and
- Consumables including, but not limited to, paper and ink cartridges.

## **6. Reimbursement of Expenses**

Section 5.98(2) of the *Local Government Act 1995* and *Local Government (Administration) Regulations 31*

The Mayor and Deputy Mayor are to be provided, by the City of Belmont, a mobile phone/PDA which meets the technical requirements of the City that is separate to this allowance in order to ensure contact can be made at all times.

### **Child Care Expenses**

An Elected Member has a statutory entitlement to be reimbursed for child care expenses incurred by the Elected Member as a result of attendance at a Council meeting or a meeting of a committee of which he or she is member. The City of Belmont will reimburse child care expenses, verified by sufficient information, in accordance with an Elected Member's statutory entitlement and as determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* from time to time.

### **Statutory Travel Expenses**

An Elected Member has a statutory entitlement to be reimbursed for travel expenses incurred by the Elected Member as a result of attendance at a Council meeting or a meeting of a committee of which he or she is member. The City of Belmont will reimburse travel expenses, verified by sufficient information, in accordance with an Elected Member's statutory entitlement.

### **Reimbursement of Other Expenses**

An Elected Member is to be reimbursed for the following types of expenses to the extent set for each type of expense where the expense is incurred:

- a. in performing a function under the express authority of the City;
- b. by reason of being accompanied by no more than one other person while performing an official function where the City considers it to be appropriate; or
- c. in performing a function in the Elected Member's official capacity; and the expense is verified by sufficient information.

Travelling expenses and child care costs not covered by statutory entitlement. Travelling expenses and child care costs incurred by an Elected Member travelling to and from or attending:

- a. any professional development;
- b. any official function that the Elected Member is invited to attend in their capacity as an Elected Member;
- c. any official function, meeting or event that the Council requests the Elected Member to attend; or
- d. any meeting of a group or body on which the Elected Member is a delegate or representative.



### **Carer's Costs**

Where an Elected Member personally cares for a person who has a disability, mental illness, chronic condition or who is frail aged, the costs of a replacement carer incurred by an Elected Member from attending:

- a. any conference
- b. any Council or committee meeting;
- c. any official function that the Elected Member is invited to attend in their capacity as an Elected Member;
- d. any official function, meeting or event that the Council requests the Elected Member to attend; or
- e. any meeting of a group or body on which the Elected Member is a delegate or representative.

### **Sundry Expenses**

The actual Sundry Expenses incurred by an Elected Member to a maximum value of \$1,500 (ex GST) per annum for each Elected Member.:

- a. clothing, footwear and suit hire\*;
- b. personal grooming\*;
- c. dry cleaning\*;

\*The sundry expenses as mentioned above may only be claimed by an Elected Member in receipt of a pension.

- d. costs of attending official functions; and
- e. protocol gifts.

### **General – Council Support**

#### **7. Supply and Setup of Personal Computing and Telecommunications Equipment**

The City will supply and install personal computing and telecommunications equipment that provides sufficient capability to enable Elected Members to fulfill their role. The equipment will be configured in accordance with the City's requirements and standard configuration at the time of issue. This configuration will include, but is not necessarily limited to, word processing, spreadsheet, virus scanning, e-mail and internet browsing software.

Any additional personal software required by an Elected Member may be purchased using the Elected Member's Information and Communications Technology Allowance if related to performing a Councillor's function. The City will install the personal software when it does not conflict with Council's installed software.

Each Elected Member must make arrangements with their own internet service provider, including set up and configuration, for connection to the internet. Elected Members must consider the security and cost implications of engaging a particular internet service provider.

#### **8. Ownership of Equipment**

The City retains ownership of equipment installed under this policy.

## **9. Maintenance**

The City's designated support provider will maintain the Elected Member's equipment unless the need for maintenance arises from the use of software that has not been installed by the City.

## **10. Disposal or Purchase of Equipment**

If an Elected Member ceases to be an Elected Member, or if City owned equipment installed under this policy becomes obsolete or malfunctions, then the Elected Member may:

- a. purchase the equipment from the City at its written down value; or
- b. return the equipment to the City within 30 days of either the Elected Member ceasing to be Elected Member or replacement equipment being installed.

The written down value of the equipment is to be calculated as the purchase price of the equipment depreciated using the prime cost method by:

- a. 50% in the first year;
- b. 30% in the second year; and
- c. 20 % in the third year

If a piece of equipment has been fully depreciated then the Elected Member may elect to keep the equipment at no cost.

## **11. Access Key and Security Card**

Each Elected Member will be provided with an access key and security card providing access to the Councillor Lounge, Councillor Office and Council Chamber as soon as possible following election to office.

All Elected Member's must return their access key and security card within 7 days of ceasing to be an Elected Member.

## **12. Access to Information**

Requests for information by Elected Members must be directed to the Chief Executive Officer or the Chief Executive Officer's nominee.

## **13. Business Cards**

Each Elected Member will be allocated a maximum of 1000 business cards after each local government ordinary election. The business cards will be printed in accordance with the City's Corporate Style Guide. Business cards must be used for Council business only and must not be used for electioneering purposes.

## **14. Additional Support**

The Chief Executive Officer must refer to Council any request by an Elected Member for equipment, supplies, information, support, fees, allowances or reimbursement of expenses that is additional to or outside of the requirements of this policy.

### Reference/Associated Documents

[Local Government Act 1995](#), (“the Act”)  
[Local Government \(Administration\) Regulations 1996](#), (“the Regulations”).  
[Salaries and Allowances Act 1975](#)

### Reference to Internal Procedure

N/A

### Definitions

N/A

### Monitoring, Evaluation and Review

This policy has been risk assessed as High.

NOTE: This policy is to be reviewed annually under Section 7b of Salary and Allowance act).

The policy will be reviewed annually.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	FINANCE
POLICY OWNER:	MANAGER FINANCE

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
08/02/05		11.3.4
03/04/07		12.5.7
28/04/09		12.10
24/08/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
23/07/13		12.7
28/10/14	REVIEW - MINOR	12.4
22/09/15	REVIEW - NONE	10.7
23/02/16	MINOR	12.7
27/09/16	REVIEW - MINOR	12.9
22/08/17		12.2
25/09/18	REVIEW – MINOR	12.5

NEXT REVIEW DATE	ANNUALLY
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## **BEXB11B ELECTED MEMBER PROFESSIONAL DEVELOPMENT AND AUTHORISED TRAVEL**

### **Policy Objective**

To provide Elected Members with an appropriate level of skills and knowledge to ensure that they are able to effectively fulfill their role as an Elected Member.

### **Policy Statement**

This policy sets out Elected Member entitlements to receive an appropriate level of professional development as well as establish what constitutes authorised travel on behalf of the City of Belmont.

### **Policy Detail**

#### **1. Reimbursement of Other Expenses**

Section 5.98 of the Act and Regulation 32

An Elected Member is to be reimbursed for the following types of expenses to the extent set for each type of expense where the expense is incurred:

- a. in performing a function under the express authority of the City;
- b. by reason of being accompanied by no more than one other person while performing an official function where the City considers it to be appropriate; or
- c. in performing a function in the Elected Member's official capacity; and the expense is verified by sufficient information.

<p>TYPE OF EXPENSE</p> <p><b>PROFESSIONAL DEVELOPMENT EXPENSES</b></p>	<p>PROFESSIONAL DEVELOPMENT</p> <ul style="list-style-type: none"><li>• For Professional Development opportunities <b>outside</b> of the Perth metropolitan area, an Elected Member is entitled to be reimbursed for registration, travel, accommodation and sundry expenses.</li><li>• For Professional Development opportunities <b>within</b> the Perth metropolitan area, an Elected Member is entitled to be reimbursed for registration, travel and sundry expenses. Accommodation expenses are excluded, not claimable, under this policy.</li></ul> <p><i>Note: See Policy item 2 for budget limit</i></p>
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<b>SUNDRY EXPENSES</b>	
Breakfast expenses	The actual expense incurred to a maximum value of \$40 a day
Lunch expenses	The actual expense incurred to a maximum value of \$60 a day
Dinner expenses	The actual expense incurred to a maximum value of \$80 a day
Other expenses	Drinks Mini-bar Non business telephone calls Dry cleaning Personal grooming  The actual expense incurred to a maximum value of \$50 a day

## **2. Budget for Professional Development**

This policy establishes a limit for travel, accommodation and registration expenses for professional development. Each Elected Member is to be allocated \$5,000 for each year of their term. In the first three years of the term an Elected Member may draw on amounts exceeding the \$5,000 per year, but any amount greater than the \$5,000 reduces the allocation available in subsequent years. In the final year of an Elected Member's term the lesser of the remaining balance or \$5,000 may not be exceeded.

An Elected Member may agree to personally fund any short fall in Professional Development expenses in the event that costs would exceed the set budget amount.

## **3. Council Nominated Professional Development and Authorised Travel Events**

The costs of attendance at Council nominated Professional Development and Authorised Travel listed in this policy, or to which Council resolves to send an Elected Member as a delegate, are not to be deducted from the Professional Development budget limit for that Elected Member. These events include Australian Local Government Association events, Australian Mayoral Aviation Council events and the receipt of awards or approved lobbying on behalf of the City of Belmont. Unless otherwise resolved by Council;

- a. the Mayor, or the Deputy Mayor; and
- b. the CEO or the CEO's nominee will be the Council delegate for attendance at these events.

The costs of attendance at the Western Australian Local Government Week event are not to be included as a cost to an Elected Member's Professional Development Allowance.

#### **4. Travel Accommodation and Registration**

The City will pay the cost of travel, accommodation and registration at professional development events under this policy on behalf of an Elected Member up to the limit determined in this policy. If an Elected Member pays for travel, accommodation and registration at a professional development event then the Elected Member is entitled to reimbursement up to the limits determined in this policy.

#### **5. Standard of Travel and Accommodation**

All Elected Member and employee travel is to be economy class.

Hotel accommodation may be provided at the professional development event venue or if not available at the event venue then accommodation is to be at a mid-range hotel as close as practicable to the venue.

#### **6. Frequent Flyer Points**

Where possible, any frequent flyer points earned from flights undertaken whilst on Council business shall be applied:

- a. in relation to Council business; or
- b. to enable Elected Members to be accompanied by their partner or spouse whilst on Council business.

#### **7. Interstate and Overseas Professional Development Events**

Overseas travel will be subject to Council approval, and shall be limited to one Elected Member attending an event, unless otherwise resolved by Council.

Unless otherwise resolved by Council, a maximum of two Elected Members shall attend an interstate Professional Development event. Should there be more than two nominees; the Mayor has complete discretion on the selection of approved attendees.

#### **8. Carbon Offsets**

The City will offset the carbon emissions caused by all interstate or overseas air travel by purchasing carbon offsets at the time of flight booking.

#### **9. Report**

An Elected Member or Members will provide a brief presentation to the next available Information Forum upon returning from any Professional Development attended.

A summary of expenses for Professional Development of each Elected Member will be reported in the City of Belmont Annual Report each year.

#### **10. Cash Advance**

Section 5.102 of *the Act*

An Elected Member is entitled to a cash advance of up to \$100 a day when attending a Professional Development event outside the Perth metropolitan area. An application for a cash advance must be made to the Chief Executive Officer at least 7 days prior to departing for the event.

An Elected Member:

- a. is entitled to be reimbursed in accordance with this policy for any expenses incurred in excess of the cash advance;
- b. must use the cash advance for expenses that are reimbursable under this policy only;
- c. must verify with sufficient information that the cash advance has been spent on Professional Development expenses; and
- d. must refund the City if the amount of reimbursement claims is less than the cash advance.

### **11. Travelling whilst Interstate and Overseas (other than air travel)**

Elected Members shall endeavour to use the most cost effective and environmentally friendly method of travelling when interstate and overseas. When travelling within a region an Elected Member will endeavour to travel by public transport, or if this is not practicable, then by taxi. An Elected Member may request cab charge vouchers in advance of travelling interstate.

The use of a hire car must be approved in advance by the Chief Executive Officer.

### **12. Accompaniment by Spouse**

If an Elected Member wishes to be accompanied by their spouse or partner then the Elected Member must cover the cost of all expenses of being accompanied by their spouse or partner other than:

- a. the cost of attending an official dinner or equivalent function; and
- b. accommodation costs where the spouse or partner stays in the same room as the Elected Member.

In some circumstances it will be more efficient and effective for the City to make arrangements for a spouse or partner and pay for travel, accommodation and registration costs. In this instance, the Elected Member must reimburse the City for any of these costs.

### **13. Approval Process**

The Mayor will consider all Elected Member requests to attend professional development opportunities, and, the Mayor's requests will be determined by the Chief Executive Officer.

Any request by an Elected Member for professional development or reimbursement of expenses that is additional to or outside of the requirements of this policy will be referred to Council for further consideration.

### **14. Employees**

Employees are entitled to reimbursement of conference expenses to the same extent as Elected Members except for child care costs or carer's costs. Matters relating to employee attendance at professional development events are to be approved and managed by the Chief Executive Officer.

## Reference/Associated Documents

[Local Government Act 1995](#) (“the Act”)

[Local Government \(Administration\) Regulations 1996](#) (“the Regulations”).

## Reference to Internal Procedure

N/A

## Definitions

### a. Professional Development

Includes: conferences, congresses, study tours, seminars, training courses, lectures, workshops or similar events.

Note:

- Professional Development events held **outside** of the Perth Metropolitan area, including intrastate, interstate and New Zealand are to be deducted from the Elected Member allocation, as detailed in the expense table under items 1 and 2.
- Professional Development events **within** the Perth Metropolitan area (which are within 100kms of CBD) are also deducted from the Elected Member allocation, but exclude accommodation, as this is not a claimable expense under this policy.

### b. Interstate Professional Development

Reference to an interstate professional development event includes those held in New Zealand.

### c. Authorised Travel Includes:

- Receiving of a National Award; and
- Approved Lobbying on behalf of the City of Belmont.

## Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

NOTE: This policy is to be reviewed annually under Section 7b of Salary and Allowance act).

The policy will be reviewed annually.



**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	FINANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
08/02/05		11.3.4
03/04/07		12.5.7
28/04/09		12.10
24/08/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	REVIEW – MAJOR	12.4
22/09/15	REVIEW – NONE	10.7
27/09/16	REVIEW – MINOR	12.9
22/08/17	REVIEW – MINOR	12.2
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE	ANNUALLY
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## **BEXB12 GOVERNANCE SERVICES TO ELECTED MEMBERS – LOCAL GOVERNMENT ELECTION YEAR**

### **Policy Objective**

To ensure transparency and appropriateness of governance services to sitting Elected Members in the lead up period to Local Government Elections.

### **Policy Statement**

The provision of governance services to sitting Elected Members in the six month lead-up to Local Government Elections ensures transparency and equality amongst all sitting Elected Members.

### **Policy Detail**

1. Elected Members will not be permitted to utilise any services or resources of the City, which could or may be perceived to benefit them (and/or other sitting Elected Members) electorally, during the lead up period to local government elections, with the exception of council endorsed activities (e.g. receptions/community functions; council related publicity).
2. In the lead up period to local government elections, all Elected Members will be required to obtain administrative approval for access to any services or resources to be used in the course of their duties as an Elected Member. Approval will not be given for any undertaking that could reasonably be construed as being part of the electoral/campaigning process. Below mentioned is a non-exhaustive list of activities that are not permitted to be supplied as a council funded activity:
  - Photocopying (other than for specific activities that have prior council endorsement [e.g. Activities of a committee on which the Elected Member has a role which would involve them being required to organise photocopying]).
  - Secretarial services (other than for specific activities that have prior council endorsement [e.g. Activities of a committee on which the Elected Member has a role which would involve them being required to organise secretarial services]).
  - Research (other than for specific activities that have prior council endorsement or for an activity which is a normal function of the City).
  - Preparation, printing or distribution of information/newsletters.
  - Free use of City facilities for meetings, etc. (other than for normal meetings of Council endorsed groups). Council facilities normally available for public hire can be accessed through the normal business channels.
  - Distribution of City of Opportunity marketing paraphernalia (other than for promotional activities approved by Council and associated with the normal schedule of events for the city).
  - Display/promotional materials and information for City approved innovations and developments (unless forming part of an approved Council display).
  - Use of computers, facsimile machines or telephones for electoral purposes (other than the use of the Council supplied computers, facsimile machines or telephones [to individual Elected Members] within the funding or consumables supply limitations outlined in their relevant policies).

- Elected Member business cards (other than in the normal course of the Elected Members role in servicing their electorate and as outlined in (point 3) below).
  - Elected Members will ensure that they are scrupulous in ensuring that their use of any resources or services provided by the City of Belmont are strictly in accordance with the guidelines set out in the Code of Conduct – specifically use of City of Belmont resources and the requirements of the *Local Government (Elections) Regulations 1997*.
3. The supply of Council business cards to Elected Members will be restricted to 250 cards per Elected Member, during the lead up period (six months prescribed above) to local government elections. Elected Member business cards are to be used for Council business only and it is not permitted that they be used for electioneering purposes.
  4. Where candidates (potential or actual) or community members distribute or publicise information that could reasonably be considered to be designed to influence electors in the lead up period to a local government election, Council will not undertake any action to refute or rebut the details unless it was significant and it is considered the misinformation was published in an effort to “deceitfully” influence a reasonable person’s vote. Should such information be considered to be adverse to the electoral process, then the Chief Executive Officer shall report the occurrence directly to the City’s Returning Officer or the State Electoral Commissioner prior to initiating any action to redress.
  5. The entitlement for the supply of electoral rolls will be as per the detail outlined in the *Local Government (Elections) Regulations 1997*, which states that, “the Chief Executive Officer is to supply a copy of a roll for an election, free of charge to:
    - A. Each candidate in the election; and,
    - B. Any member of the Council who asks for a copy.”

The regulations also state that if additional rolls are to be provided, they must be provided in a consistent manner to all candidates. Therefore, in order to consistently deal with this issue, provided they are for their own use, each candidate will receive free of charge (at their choice) one copy of the “consolidated roll” for all of the City of Belmont’s three wards and one copy of the “consolidated roll” for the ward they are contesting their election in.

Note: these rolls may be supplied in either electronic format (disk) or hard copy, again at the individual Elected Member’s (or candidates) discretion.

Street order rolls are not produced by the City of Belmont for sale to the general public.

6. Elected Members who undertake distribution of election material encouraging residents to either advise of any concerns or seek additional information, will be responsible for communicating responses resulting from such campaigning, directly to residents. The Chief Executive Officer will ensure that where appropriate, issues and concerns relevant to the safety of residents or the normal operations of the City, are dealt with in the routine course of business.
7. When leaving election campaign material (leaflets) at unattended residential properties, Elected Members are to be mindful of the City’s support of neighbourhood watch philosophies (i.e. Not to leave this information in a visible

position, for instance, on the front door, as this can indicate the property is temporarily vacant).

8. Elected Members appointed to community groups and organisations as representatives of the city may not use their attendance at meetings of such groups/organisations to either recruit assistance with electoral campaigning or to promote their personal or other Elected Members electoral campaigns.
9. The City's crest and opportunity logo are not to be reproduced by Elected Members as part of that person's electoral campaign.

Note: *Local Government (Elections) Regulations 1997 30C* outlines that gifts are to be declared from the period commencing six months before the date of the election – this rule applies for both sitting Elected Members anticipating re-nomination, as well as new candidates.

### Reference/Associated Documents

[Local Government \(Administration\) Regulations 1996.](#)

[Local Government \(Election\) Regulations 1997.](#)

### Reference to Internal Procedure

N/A

### Definitions

**Lead up period:** In line with the disclosure of gifts clauses of the *Local Government (Elections) Regulations 1997*, the “lead up period” is the period commencing six months prior to the biennial Election Day, until the close of the polling hours on Election Day.

**Electoral Interest:** the definition from the *Local Government (Administration) Regulations* (of an “interest affecting impartiality”) is considered to suitably reflect the intent of this policy. Namely, consideration to a question relating to the upholding of this policy will rely on whether “it could reasonably be believed” [by others] that a particular issue is either within, or outside, the policy.

### Monitoring, Evaluation and Review

There is a medium operational risk associated with the policy.

The policy will be reviewed every two years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
18/02/06		9.1.3
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15	REVIEW – NONE	10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW – MINOR	12.2

NEXT REVIEW DATE	2019
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## **BEXB13      GIFTS TO DEPARTING ELECTED MEMBERS**

### **Policy Objective**

To establish guidelines on the value of gifts to retiring Elected Members.

### **Policy Statement**

Council shall make a presentation, generally at the Annual Civic Dinner, to departing Elected Members in recognition of their service to the City and as a lasting memento of the period served as an Elected Member.

### **Policy Detail**

The value of the gift to be provided to the retiring Elected Member is to be determined in accordance with S5.100A of the *Local Government Act 1995* and R34.AC of the Local Government (Administration) Regulations 1996.

Current at 1 July 2017 the relevant amount is \$100 per year of service to a maximum of \$1000.

A retiring Elected Member may choose to retain as a gift any furniture and equipment already in possession with a residual value less than the prescribed amount.

Any additional gift purchased will need to fall within the prescribed amount taking into consideration the value of any furniture and equipment being retained.

The Chief Executive Officer is to liaise with either the Mayor or the Elected Member concerned and arrange the purchase of a suitable gift (as part of the arrangements for the Annual Civic Dinner), noting that excluding a gift voucher, the gift must not be made in a monetary form (except if the Elected Member requests that the gift instead be given to a charitable organisation).

A gift may only be provided where an Elected Member has served at least one full four year term of office.

### **Reference/Associated Documents**

[Local Government Act 1995 Sec. 5.100A.](#)

[Local Government \(Administration\) Regulations 1996](#) Sec. 34AC.

### **Reference to Internal Procedure**

N/A

### Definitions

s.5.100A “Prescribed Amount”, the [Local Government Act 1995](#).

### Monitoring, Evaluation and Review

There is a low financial and operational risk associated with the policy.

This policy is to be reviewed every four years.

#### THIS POLICY IS SUPPORTED BY:

HEAD OF POWER	DISCRETIONARY
REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	PRINCIPAL GOVERNANCE AND COMPLIANCE ADVISOR

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/07/10		12.9
26/07/11		12.6
22/11/11		12.9
22/09/15	REVIEW – NONE	10.7
27/09/16	MINOR	12.9
22/08/17	MINOR	12.2

NEXT REVIEW DATE	2019
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## **BEXB14 COUNCIL REFRESHMENT FACILITIES**

### **Policy Objective**

To provide guidelines on the use of council refreshment facilities by Elected Members.

### **Policy Statement**

Council refreshment facilities are to be used for Council related business.

### **Policy Detail**

The bar facilities shall be made available to provide hospitality to Elected Members and visitors who are present in the Civic Centre on Council business. Any Elected Member present in these circumstances may open the bar and offer refreshments on behalf of Council. In the absence of an Elected Member, the Chief Executive Officer or the Chief Executive Officer's nominee is authorised to offer hospitality to appropriate visitors.

In relation to Council related functions, Mayoral approval is required for the use of bar facilities.

Where the Mayor is not in attendance or has departed then the person responsible for the exercise of the powers of the Mayor under this policy shall be determined in the following order:

1. the Deputy Mayor;
2. a person appointed by the Mayor to exercise the powers of the Mayor under this policy for that specific occasion; or
3. a person appointed by the Deputy Mayor to exercise the powers of the Mayor under this policy for that specific occasion.

The use of bar facilities shall be in accordance with the principles of the responsible service of alcohol.

The Chief Executive Officer's approval is sufficient for staff-related functions where the Mayor's approval cannot be obtained at short notice.

### **Reference/Associated Documents**

Responsible Service of Alcohol - [Liquor Control Act 1988](#)

### **Reference to Internal Procedure**

N/A

### **Definitions**

N/A



### **Monitoring, Evaluation and Review**

This policy has been risk assessed as Low.

The policy will be reviewed every three years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE
POLICY OWNER:	PRINCIPAL GOVERNANCE AND COMPLIANCE ADVISOR

#### AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
07/02/06		11.1.5
28/04/09		12.10
22/11/11		12.9
28/10/14	REVIEW - NONE	12.4
27/09/16	MINOR	12.9
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE	2021
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## **BEXB15 RATES AND OTHER DEBT RECOVERY – ELECTED MEMBERS**

### **Policy Objective**

To demonstrate to the community and employees that Elected Members are to be treated in the same way as other customers in relation to operational matters.

### **Policy Statement**

The collection of rates and charges is a responsibility vested in the Chief Executive Officer. The collection of rates and charges from Elected Members should be carried out on a consistent basis using the same policies and processes as those used for all other ratepayers.

### **Policy Detail**

Elected Members are expected to set an example to the community and pay rates and other Council related debts by their due date.

In the event that amounts outstanding are not paid, normal recovery action for indebtedness shall be taken against an Elected Member without reference to Council unless this is in the normal course of any recovery action.

### **Reference/Associated Documents**

[Local Government Act 1995](#), Section 6.44.

### **Reference to Internal Procedure**

Rates - PM - Debt Collection - Rates

BEXB22 – Collection of Rates.

Register of Delegations: DA – Recovery of Unpaid Rates.

### **Definitions**

N/A

**Monitoring, Evaluation and Review**

There is a low financial and reputational risk associated with the policy.

The policy will be reviewed every three years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	DA – RECOVERY OF UNPAID RATES
SERVICE AREA:	FINANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
19/02/02		8.1.1
28/04/09		12.10
22/11/11		12.9
28/10/14		12.4
27/09/16	REVIEW – MINOR	12.9

NEXT REVIEW DATE	2019
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## **BEXB16      LEGAL REPRESENTATION FOR ELECTED MEMBERS AND EMPLOYEES**

### **Policy Objective**

To manage Council's affairs by employing publicly accountable practices.

### **Policy Statement**

This policy is designed to set out circumstances in which Council will generally provide financial assistance to Elected Members and employees who require legal advice and/or representation arising out of the performance of their official functions.

In each case it will be necessary to determine whether assistance with legal expenses and other liabilities is justified for the good government of the district. This policy applies in that respect.

### **Policy Detail**

A member of the Council or an employee of the City of Belmont may require legal advice and/or legal representation in connection with any matters touching on the conduct or duties of Elected Members or employees, which would necessarily incur legal expenses.

Questions may arise from time to time as to whether, and the extent to which the Council should arrange for provision of those legal services or should pay for or reimburse or provide indemnity for such expenses.

#### **1. Eligible persons**

A person is eligible to make application for financial assistance under this policy if that person is an Elected Member or an employee.

#### **2. Form of application**

An application under this policy shall:

- (a) be in writing;
- (b) provide full details of the nature and extent of the legal services anticipated to be required and when they are required;
- (c) in the event that the application is not made in advance – provide details of the services previously provided and the explanation for there being no application in advance;
- (d) indicate if the applicant considers that the application is urgent and the applicant's reasons;
- (e) contain an assurance that the circumstances in respect of which the financial assistance is required do not involve actions of the applicant that are illegal, improper, dishonest, against the interests of the City, or in bad faith; and
- (f) contain sufficient details to explain how the financial assistance is required in relation to the official functions of the applicant so as to be justified for the good government of the district of the City.

### **3. Who determines an application**

- (1) Subject to clause 5, the Chief Executive Officer may determine an application seeking financial assistance not exceeding an amount of \$5,000.00.
- (2) Notwithstanding subclause (1), the Chief Executive Officer may refer any application to the Council for determination.
- (3) All applications seeking financial assistance exceeding \$5,000 shall be determined by the Council.

### **4. Council Review of CEO Determination**

- (1) Any decision by the Chief Executive Officer to provide financial assistance under this policy is to be reported to the next Ordinary Council Meeting for information.
- (2) The Council upon considering such a report may:
  - (a) reverse;
  - (b) confirm; or
  - (c) amend a decision of the Chief Executive Officer by providing a greater or lesser amount of financial assistance.
- (3) If the Council disapproves a decision of the Chief Executive Officer to provide financial assistance, then the member or employee on whose application the Chief Executive Officer's decision was made is to be notified as soon as possible, and from the time of notification no further financial assistance for legal services rendered after that date is to be provided unless and until a further decision is made by the Council in that regard.
- (4) If the Council resolves to amend the decision of the Chief Executive Officer by providing a lesser amount of financial assistance, the Elected Member or employee on whose application the Chief Executive Officer's decision was made is to be notified as soon as possible of that decision, and from that time onwards no further financial assistance for legal services rendered after that date is to be provided in excess of the amount determined by the Council.
- (5) Subject to clause 11, a decision made by the Council on reviewing a decision by the Chief Executive Officer under clause 4 does not require the Elected Member or employee on whose application the Chief Executive Officer's decision was made, to bear the cost of or refund any financial assistance for legal services provided by the relevant legal representative prior to the notification of the Council's decision to the member or employee.

### **5. Formal agreement to be executed**

- (1) A person to whom financial assistance is to be provided shall be required to execute a formal agreement with the City, prepared by the City's solicitors, setting out the terms and conditions upon which the assistance is offered.
- (2) The agreement shall be subject to the condition in clause 11 hereof and that clause shall be deemed to be included in any agreement if provisions to the same effect are not expressly included.
- (3) The person shall be required to execute the agreement prior to any financial assistance being provided.

## **6. Preconditions to the provision of financial assistance**

Legal assistance will only be provided:

- (1) in the case of an Elected Member or employee who is a complainant or witness and is involved in an inquiry in that capacity and reasonably requires legal representation;
- (2) in the case of a Department Inquiry, where, prior to the final report on the outcome of the inquiry, an adverse allegation is made against the Elected Member or employee, or the inquiry or any officer assisting indicates that an adverse finding against the Elected Member or employee is possible;
- (3) in the case of a Panel Inquiry, where conduct of the Elected Member or employee is subject to inquiry and/or report or the Elected Member or employee receives a summons or subpoena from the inquiry requiring him/her to give evidence and/or produce documents;
- (4) in the case of either a Departmental Inquiry or a Panel Inquiry:
  - (a) to an Elected Member in connection with the performance by the Elected Member of his or her functions as an Elected Member;
  - (b) to an employee in connection with the performance by the employee of his or her functions as an employee of the City; or
  - (c) in respect of legal representation to be provided prior to the conclusion of the inquiry;
- (5) in the case of any other inquiry, and where the subject matter of the application is connected with the performance by the Elected Member or employee of his or her functions as such, if the Elected Member or employee has received a subpoena or summons to appear or is otherwise required to appear either to give evidence or to respond to or deal with an allegation against him or her, or if an Elected Member's conduct is the subject of proceedings under Part 5 Division 9 of the Act.
- (6) in the case of other legal proceedings, where legal action has been taken or threatened or seems likely to be taken against the Elected Member or employee to be assisted;
- (7) in the case of legal proceedings taken or proposed to be taken by the Elected Member or employee, only where and to the extent the Elected Member or employee will not stand to gain financially from the actions; and
- (8) in any case, where no indemnity for legal costs is provided for under a policy of insurance taken out by the Elected Member or employee or by the City, or to the extent that cover is not provided under a policy of insurance.

## **7. No pledging of the City's credit**

Nothing in this policy is intended to represent that any person has authority to pledge the City's credit or otherwise commit the City to any liability for legal expenses whatsoever.

## **8. CEO may continue to seek legal advice**

Nothing in this Policy derogates from the ability of the CEO or other employees of the City to seek legal advice and representation concerning the business and affairs of the City from the City's solicitors.

## 9. Applications by the CEO

Where the employee seeking financial assistance is the CEO, then the matter is to be referred to Council for determination, in accordance with the provisions of this policy.

## 10. Repayment of financial assistance

It is a condition of the provision of financial assistance under this policy, and it shall be a condition of the formal agreement referred to in clause 5, that:

- a. the provision of financial assistance shall be at an end, and
- b. any financial assistance already paid by the City shall be repaid by the Elected Member or employee, in the event that:
  - (i) a finding is made in the report of an inquiry or in Court proceedings that the Elected Member or employee has acted illegally, improperly, dishonestly, against the interests of the City or in bad faith; or
  - (ii) where information provided to the CEO in the application is materially false or misleading.

In that case, repayment shall be made within 30 days of written demand by the City, or such longer period as the Council permits.

## 11. Recovery

The City may take action to recover any financial assistance required to be repaid under clause 10 in a court of competent civil jurisdiction and the City is entitled to deduct the amount of such assistance from any allowance or salary payable by the City to the person. Application for financial assistance shall be taken to signify consent by the applicant to the making of such deductions of the Elected Member or employee.

## Reference/Associated Documents

N/A

## Reference to Internal Procedure

Register of Delegations: DA – Determination of Applications for Legal Representation for Council Members and Employees.

## Definitions

“**Act**” means the Local Government Act 1995

“**Department Inquiry**” means an inquiry initiated under section 8.3 of the *Local Government Act 1995*.

“**employee**” means a past or present employee of the City.

“**inquiry**” includes a Department Inquiry or a Panel Inquiry under Part 8 of the Act or an inquiry by the Standards Panel under Part 5 Division 9 of the Act or related proceedings on review by or referral to the State Administrative Tribunal and an inquiry by the Corruption and Crime Commission, but may apply to any other inquiry affecting local government.

**“legal expenses”** means the cost of an applicant’s own legal representative to advise or otherwise provide representation as well as court fees, witness fees or other approved costs.

**“legal representation”** means the provision of legal services for advice or in connection with court proceedings, or any inquiry or other investigation, hearing or adjudication dealing with the conduct of a member or employee.

**“elected member”** means a past or present member of the Council of the City or a Council Committee.

**“Panel Inquiry”** means an inquiry instituted under section 8.16 of the Act.

### **Monitoring, Evaluation and Review**

There is a low reputational and operational risk associated with the policy.

The policy will be reviewed every four years

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	DA – DETERMINATION OF APPLICATIONS FOR LEGAL REPRESENTATION FOR COUNCIL MEMBERS AND EMPLOYEES
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

#### AMENDMENT STATUS

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
23/05/06		11.5.2
23/05/06		12.10
22/11/11		12.9
22/09/15	REVIEW – NONE	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE	2019
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## **BEXB17     REPORTS ON LEGAL ADVICE TO ELECTED MEMBERS**

### **Policy Objective**

To ensure that Elected Members are informed of all relevant legal advice received by the City, including the instructions upon which the legal advice was sought, and this be undertaken in a manner that does not compromise the City's Legal Professional Privilege.

### **Policy Statement**

The *Local Government Act 1995* provides for an Elected Member to have access to any information held by the City that is relevant to the performance of a statutory function of the Elected Member in their role as Councillor.

### **Policy Detail**

Legal advice received by the City may, in certain circumstances, be relevant to the performance of a statutory function of an Elected Member. In appropriate cases the Chief Executive Officer will cause a copy of legal advice to be given to all Elected Members at, or for the purposes of, a Council or committee meeting. In other appropriate cases, the Chief Executive Officer will cause a report to be provided regularly to Elected Members to inform them of all substantive requests for legal advice, and the legal advice given in response to such requests.

The report is to be provided in a format that protects the City's Legal Professional Privilege. Legal Professional Privilege is a rule of law that protects the confidentiality of communications between a lawyer and client. The City's Legal Professional privilege belongs to the City. It may be waived only by the actions of an employee or Elected Member of the City. Legal Professional Privilege can be waived or lost if, for example, a conclusion or summary of legal advice is disclosed, orally or in writing, to another person, or if it is published in Council's meeting agendas and minutes. Even accidental or inadvertent disclosure may result in a loss of the City's Legal Professional Privilege.

An Elected Member who wishes to peruse the full details of legal advice identified in related report items presented to Committee / Council or in the regular legal advice report, shall make an appointment with the Chief Executive Officer who will give the Elected Member a reasonable opportunity to view the details, without taking copies or notes.

If an Elected Member requests an opportunity to take an extract or copy of the legal advice or instructions that preceded the advice (where the advice is relevant to the performance of an identified statutory function carried out or to be carried out by the Elected Member) then an extract or copy will be provided upon the Elected Member giving a written undertaking to the Chief Executive Officer. The written undertaking is to be that the Elected Member will comply with the provisions of section 5.93 of the *Local Government Act 1995* and will not publish or disclose any of the material extracted or copied to any person unless the publication or disclosure is required or permitted by law.

Further, an Elected Member will usually not be afforded access to legal advice or related legally privileged material where:

- a) it relates directly or indirectly to that (or another) Elected Member;
- b) giving access to the information may disadvantage the City;
- c) giving access may give rise to a conflict of interest or a financial interest;
- d) the information relates to a closely associated person (as defined in section 5.62 of the *Local Government Act 1995*) of that Elected Member; or
- e) there is any other reason why affording access would not be appropriate, bearing in mind always the provisions of section 5.92.

*It may be necessary for the CEO to seek legal advice prior to determining whether to give access to information.*

#### **Reference/Associated Documents**

[Local Government Act 1995](#), s5.62, 5.92 and 5.93.

#### **Reference to Internal Procedure**

N/A

#### **Definitions**

s5.62 “Associated Person”, [Local Government Act 1995](#).

**Monitoring, Evaluation and Review**

There is a low reputational and operational risk associated with the policy.

This policy should be reviewed every four years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE	2019
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## **BEXB18      OFFICIAL COUNCIL PHOTOGRAPH**

### **Policy Objective**

To create an historical photographic record of Elected Members serving the community.

### **Policy Statement**

An official photographic record is to be kept of Elected Members serving the Belmont community.

### **Policy Detail**

Each Elected Member shall be included in an official photograph during his/her term of office. As a minimum after each election at which a new Mayor, Deputy Mayor or Elected Member is sworn in, an official photograph shall be taken.

The photographs are the property of the City of Belmont. Personalised copies are to be by direct arrangement with the photographer.

The photographs are not to be used for electioneering purposes.

### **Reference/Associated Documents**

[BEXB12 – Governance Services to Elected Members – Local Government Election Year.](#)

### **Reference to Internal Procedure**

N/A

### **Definitions**

N/A

**Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every four years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS      N/A  
SERVICE AREA:                    CHIEF EXECUTIVE'S OFFICE  
POLICY OWNER:                    MANAGER MARKETING AND COMMUNICATIONS

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW – NONE	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE              2019

## **BEXB19 COUNCILLOR'S LOUNGE – PUBLIC ACCESS**

### **Policy Objective**

To outline the accessibility of and etiquette required of attendees when they are present, following a meeting of Council or an official Council function in the:

- a) Council Reception Area; and
- b) Councillor's Lounge.

### **Policy Statement**

Elected Members who extend invitations to members of the public to attend either the Council Reception Area or Councillor's Lounge must adhere to the accessibility and etiquette requirements as set out in the policy.

### **Policy Detail**

#### **A. Council Reception Area**

Members of the public do not have access to the Council Reception Area unless they are specifically invited following a Council meeting or attending an official Council function.

The Mayor may extend an invitation to the general public and the press in attendance at a meeting to join the Mayor and Elected Members in the Council Reception Area.

Individual Elected Members are welcome to invite up to a maximum of two members of the public to the Council Reception Area for thirty minutes following the Council meeting or official function, on condition that the Elected Member will:

1. act as host for guest(s) (e.g. provide them with refreshments);
2. take full responsibility for their actions;
3. not invite the same guest(s) for two consecutive Council meetings unless they obtain prior approval from the Mayor; and
4. escort their guest from the Council Reception Area when their guest wishes to leave or when the allotted time expires, and secure the premises.

It is expected that the Elected Member will remain in the Council Reception Area until their guest(s) depart.

## **B. Councillor's Lounge**

Members of the public do not have access to the Councillor's Lounge following a Council meeting or an official Council function.

At the Mayor's discretion invitations may be extended to a special guest(s).

The Councillor's Lounge should be reserved for Elected Members and employees and their families only, and Elected Member's guests should be entertained in the Council Reception Area in accordance with Part A of this policy.

### **Etiquette**

No person shall remain in the Councillor's Reception Area or Councillor's Lounge if they fail to maintain an acceptable dress code or they engage in antagonistic or antisocial behaviour.

The Mayor shall be the sole judge of a breach of etiquette and is authorised to expel a person from the Reception Area or Lounge for such a breach.

Where the Mayor is not in attendance or has departed then the person responsible for the exercise of the powers of the Mayor under this policy shall be determined in the following order:

1. the Deputy Mayor;
2. a person appointed by the Mayor to exercise the powers of the Mayor under this policy for that specific occasion;
3. a person appointed by the Deputy Mayor to exercise the powers of the Mayor under this policy for that specific occasion.

The Chief Executive Officer may authorise the use of the Councillors Lounge and Reception area for times when not in use by Elected Members. However, the Mayor has "absolute" authority regarding access to the Councillor's Lounge.

### **Reference/Associated Documents**

Responsible Service of Alcohol – [Liquor Control Act 1988](#)

### **Reference to Internal Procedure**

Register of Delegations: N/A

### **Definitions**

N/A

**Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every four years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE
POLICY OWNER:	PRINCIPAL GOVERNANCE AND COMPLIANCE ADVISOR

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
07/02/09		11.5.5
28/04/09		12.10
22/11/11		12.9
22/09/15	NONE	10.7
27/09/16	REVIEW - MINOR	12.9

NEXT REVIEW DATE	2020
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## **BEXB20     GRATUITY PAYMENTS AND GIFTS TO EMPLOYEES**

### **Policy Objective**

To provide suitable recognition to departing employees who have lengthy periods of service with the City and adopt a policy for the purposes of section 5.50 of the *Local Government Act 1995*.

### **Policy Statement**

Section 5.50 of the *Local Government Act 1995* requires the City to adopt a policy that sets out the circumstances in which the City makes payments to a departing employee that are over and above what the employee is entitled to under their contract, award or agreement. A payment includes a disposition of property and the conferral of a financial benefit. This policy has been advertised in accordance with section 5.50 of the *Local Government Act 1995*, and complies with the *Australian Fair Work Act 2009*.

### **Policy Detail**

#### **Gratuity Payments**

In recognition of longstanding and satisfactory service, employees will be entitled to consideration of a gratuity payment upon retirement due to age or ill health in accordance with conditions specified in their relevant Industrial Agreement. For those employees where no Agreement exists, payment will be in accordance with the relevant conditions applying to either 'Inside Staff' or 'Outside Staff' as outlined below.

#### 1.0 Eligibility:

- 1.1.1 Gratuity payments can either be 'Capped' or 'Uncapped' with eligibility dependent upon date of commencement with the City as follows:
- (a) Inside Staff: Staff employed prior to 25 November 2004 will have access to the 'Uncapped Gratuity Payment' as per Clause 1.1.2 (1). Staff employed from 25 November 2004 will only have access to the 'Capped Gratuity Payment' as per Clause 1.1.2 (2) with a maximum payout of \$27,686 as at the September quarter 2017.
  - (b) Outside Staff: Staff employed prior to 3 April 2006 will have access to the 'Uncapped Gratuity Payment' as per Clause 1.1.2 (1). Staff employed from 3 April 2006 will only have access to the 'Capped Gratuity Payment' as per Clause 1.1.2 (2) with a maximum payout of \$26,239 as at the March quarter 2018.

Operation:

The two schemes will operate as outlined below:

**1.1.2 (1) Uncapped Gratuity Payment**

(a) Payment will be subject to approval by the Chief Executive Officer by delegated authority of Council, in accordance with the following criteria:

Employees with a minimum of ten (10) years satisfactory service who also qualify as follows:

- a. retiring at age 55 or over; or
- b. age 55 or over and retiring through ill health

(b) Where these requirements are met, the gratuity shall not be less than one (1) week's pay for each year of service at the rate of pay applicable at the cessation of employment.

**1.1.2 (2) Capped Gratuity Payments**

(a) This scheme will operate as per Clause 1.1.2 (a) however Clause 1.1.2 (b) will not apply. The following Clause replaces it in its entirety:

- (i) Where these requirements are met, the gratuity shall not be less than one (1) week's pay for each year of service at the rate of pay applicable at the cessation of employment, with a maximum payout capped at the applicable amount for 'Inside' or 'Outside' staff as per Clause 1.1.1. This amount is to be reviewed annually and shall reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to the anniversary of the date of registration of the relevant Industrial Agreement.

**Gifts to Employees**

Payment will be subject to approval by the Chief Executive Officer in accordance with the following criteria:

- (i) All employees who have been employed by the City for not less than twenty (20) years of continuous satisfactory service may be given a gift to the value of a maximum of five hundred and ninety six dollars (\$596), as at 31 December 2017, with the value to be indexed annually to reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to 1 January.
- (ii) Departing employees who have been employed by the City for not less than five (5 years) continuous satisfactory service may be given a gift to the value of a maximum of one hundred and seventy eight dollars (\$178), as at 31 December 2017, with the value to be indexed annually to reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to 1 January.

- (iii) Departing employees serving less than five (5) years of continuous satisfactory service may receive a gift upon authorisation of the Chief Executive Officer, who shall also set the value of the gift, which shall be below the value set for employees with five (5) or more years of continuous service (see point ii above).

Gifts approved by the Chief Executive Officer under this clause must be taken in a non-cash form e.g. voucher.

#### **Payments in addition to amounts under this policy**

Any consideration by Council to make a payment or give a gift that exceeds an amount set out or calculated under this policy must be made in accordance with Section 5.50 of the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

#### **Reference/Associated Documents**

[Local Government Act 1995](#)

City of Belmont Certified Agreement (2004) - Inside Staff  
Certified Agreement (Operations) 2006

[Australian Fair Work Act 2009](#)

Individual Employment Contracts

#### **Reference to Internal Procedure**

Register of Delegations: DA – Gratuity Payments.

#### **Definitions**

N/A

#### **Monitoring, Evaluation and Review**

This policy has been risk assessed as Moderate.

Note: The policy will be reviewed annually with respect to gratuity payment.

The policy will be reviewed annually.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS      DA – GRATUITY PAYMENTS  
SERVICE AREA:                      HUMAN RESOURCES  
POLICY OWNER:                      HUMAN RESOURCES MANAGER

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
01/03/05		11.4.1
19/12/06		12.5.8
28/04/09		12.10
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	REVIEW - MINOR	12.4
22/09/15	REVIEW - MINOR	10.7
27/09/16	REVIEW - MINOR	12.9
22/08/17	REVIEW - MINOR	12.2
25/09/18	REVIEW - MINOR	12.5

NEXT REVIEW DATE                      ANNUALLY

## **BEXB21 OCCUPATIONAL SAFETY AND HEALTH**

### **Policy Objective**

The City of Belmont will maintain an effective Safety Management System that incorporates a continuous improvement philosophy and provides for maintenance of the highest occupational safety and health standards to protect the wellbeing of our people and the environment. The Safety Management Systems will continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and consultation with all staff and stakeholders.

### **Policy Statement**

The City of Belmont will ensure all employees have safe workplace conditions and systems of work that minimise risk of injury or illness to our people including, employees, contractors, labour hire, visitors, volunteers and customers and damage to Council property and the environment.

### **Policy Detail**

#### The City of Belmont will:

- Comply with the West Australian *Occupational Safety and Health Act 1984*, Federal *Work Health and Safety Act*, all relevant Regulations, Codes of Practice and Australian Standards.
- Ensure stakeholders understand and comply with their obligations regarding relevant Occupational Safety and Health Legislation and the City's policies, procedures and safe systems of work.
- In consultation with stakeholders, manage all safety related matters to reduce risks in the workplace.
- Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.
- Provide induction and ongoing training, information and instructions to staff and relevant stakeholders, regarding Occupational Safety and Health and spill response.
- Ensure that effective purchasing programs, contracts, tenders, leasing, hiring systems and assets comply with and are maintained in line with the City's policies and procedures and Australian Standards in relation to the *Occupational Safety and Health Act 1984 (WA)*.
- Provide an effective system of accident/incident reporting, investigation and recording.
- Monitor the effectiveness of the City's Occupational Safety and Health performance.

#### Staff and Stakeholders will:

- Comply with the *Occupational Safety and Health Act 1984 (WA)*, Federal *Work Health and Safety Act 2011*, all relevant Regulations, Codes of Practice and Australian Standards.

- Report workplace hazards and incidents to supervisors/manager.
- Work in accordance with the policies, procedures and safe systems of work of the City of Belmont.
- Work in a safe manner that will not endanger the safety and health of themselves, their colleagues, the public or the environment.
- Consult and cooperate with supervisors and management on matters relating to workplace safety and health.

#### Responsibilities

The development of the Safety Management Program and this policy is the responsibility of the Executive Leadership Team. Its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of all City employees and stakeholders.

#### **Reference/Associated Documents**

[Occupational Safety and Health Act 1984](#) (WA),  
Work Health and Safety Act 2011, and related Regulations  
Codes of Practice and Australian Standards.

#### **Reference to Internal Procedure**

Belnet Related Work Instructions.

#### **Definitions**

N/A

**Monitoring, Evaluation and Review**

This policy has been risk assessed as High.

Note: The policy will be reviewed annually as per ISO accreditation.

The policy will be reviewed annually.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	HUMAN RESOURCES
POLICY OWNER:	HUMAN RESOURCES MANAGER

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/09/05		11.5.9
26/09/06		11.5.5
11/12/07		12.5.8
21/10/08		12.10
27/07/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	REVIEW - NONE	12.4
22/09/15	REVIEW – NONE	10.7
27/09/16	REVIEW – MINOR	12.9
22/08/17	REVIEW – NONE	12.2
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE	ANNUALLY
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## **BEXB22      COLLECTION OF RATES**

### **Policy Objective**

To provide guidance to the Chief Executive Officer in relation to his duty to collect rates on behalf of the Council.

### **Policy Statement**

The aim of the Council in relation to the collection of rates and charges is that rates should be collected within the instalment periods as per Council's adopted budget.

### **Policy Detail**

The Chief Executive Officer is requested to make necessary arrangements for procedures which will pursue this aim. In addition the Council is of the view that extensions of time should only be granted to owners of commercial, industrial or non-owner occupied residential properties in extenuating circumstances. For those respective owners the end payment date cannot be extended past the final instalment date of that rating year.

In regards to owner occupied residential properties the end payment date can only be extended past the final instalment date in extenuating circumstances and cannot be extended past 30 June of that rating year.

All requests for an extension of time to pay rates are required to be in writing without exception. Payment by direct debit is available when an extension of time has been granted or when pre-paying rates.

Rates received through the direct debit process in advance or in excess of the amount due will be credited to the assessment and only refunded when requested in writing subject to extenuating circumstances.

An administration charge as adopted in the Annual Budget will apply. In addition to this, penalty interest will be charged at Council's budgeted penalty interest rate until the debt is cleared.

Council supports the use of legal action where necessary.

Where rates are outstanding for a period of three years and there is no entitlement to deferment, then at this point the matter should be reported to Council for attention.

Council approval shall be required prior to any action to sell a property in order to recover unpaid rates noting that goods and land warrants can be initiated before three years rates are outstanding.

Any ratepayer requesting a waiver of interest on outstanding rates are to be advised that while their circumstances are regrettable, Council is unable to waive penalty interest accruing on the outstanding debt. The waiver of interest can only occur where a ratepayer has been incorrectly charged.



Where a ratepayer believes and can evidence that a decision on the collection of their outstanding rates is in breach of legislation or Council policy, then the matter is to be referred to Council for consideration on receipt of a written request detailing the nature of their concern.

Due to privacy considerations, a property owner's written approval is required to enable City employees to discuss any aspect of the owner's account with any other person. This requirement applies to all queries relating to a specific account, including those made by a "partner/family member" ringing on behalf of a ratepayer.

Those properties that have been granted rates exemption status will be reviewed every three years to ensure the exemption still applies and the collection of rates is not required.

### **Reference/Associated Documents**

[Local Government Act 1995](#), Part 6 Division 6 Subdivision 5.

### **Reference to Internal Procedure**

Process Maps - Debt Collection Rates

Issuing Rates Notices

Work Instruction - Rent Seizure.

Register of Delegations: DA – Recovery of Unpaid Rates.

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

This policy has been risk assessed as High.

The policy will be reviewed annually.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	DA – RECOVERY OF UNPAID RATES
SERVICE AREA:	FINANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	REVIEW – MINOR	12.4
22/09/15	REVIEW – MINOR	10.7
27/09/16	REVIEW - MAJOR	12.9
22/08/17	REVIEW – NONE	12.2
25/09/18	REVIEW – MINOR	12.5

NEXT REVIEW DATE	ANNUALLY
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## **BEXB23 PENSIONER'S OUTSTANDING REFUSE CHARGES**

### **Policy Objective**

To ensure that charges for refuse collection are met in the year they are levied.

### **Policy Statement**

Although under legislation entitled pensioners are able to defer payment of their rates whilst they remain entitled pensioners, this does not extend to charges levied for refuse collection services. It is Council policy that charges for refuse services are to be paid for in the year in which they are raised by Council. This policy extends to entitled pensioners as is the case with all other ratepayers.

### **Policy Detail**

Entitled pensioners that are not in a position to pay refuse charges due to financial hardship will not be pursued legally for the recovery of outstanding monies as all outstanding monies are settled when the property eventually changes ownership.

Entitled pensioners that have outstanding refuse charges due to financial hardship, will not be prejudiced in relation to their entitlement to a pensioner rebate or their ability to defer their rates.

### **Reference/Associated Documents**

[Local Government Act 1995, Section 6.38.](#)

### **Reference to Internal Procedure**

N/A

### **Definitions**

N/A

**Monitoring, Evaluation and Review**

There are minor financial and reputation risks associated with the policy.

The policy will be reviewed every three years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS      N/A  
SERVICE AREA:                      FINANCE  
POLICY OWNER:                      MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14		12.4
22/08/17	REVIEW – NONE	12.2

NEXT REVIEW DATE                      2020

## **BEXB24 REFUSE CHARGES**

### **Policy Objective**

To provide the community with quality services at a competitive price.

### **Policy Statement**

1. A full refuse rate per compulsory service, as determined by Council, will be charged to all rateable and non-rateable properties receiving a refuse service. Any extra services required will be charged at a rate equivalent to 70% of the full refuse rate for each additional refuse bin and 35% of the full refuse rate for each additional recycling bin.
2. Subject to safety and logistical considerations, most domestic properties will be entitled to 4 x 3m<sup>3</sup> bulk bins for general domestic and garden refuse. Commercial and industrial premises receiving a Council refuse service will be entitled to 1 x 3m<sup>3</sup> bulk bins.
3. Commercial and industrial properties may be given an exemption from Council's refuse service if Council cannot reasonably provide the service they require. Such circumstances would include but not be limited to situations where commercial or industrial premises require a bulk bin service due to the type and volume of waste and refuse produced. Council also has the discretion to refuse a request for a service where there are logistical problems with the practical provision of any part of the service.

Exempted and non-rateable properties will incur a further 35% of the full refuse rate to cover other environmental issues related to refuse and recycling.

4. Those residential sites deemed to be 'Apartments – shared services' (R80 and above (high density)) are to be charged at a rate of 70% of the residential refuse charge, in accordance with the City's Fees and Charges. This will apply to both strata and non-strata titled premises. Due to potential safety and logistical considerations these properties would not be entitled to the 3m<sup>3</sup> bulk bin service. They will however be provided with an alternative bulk waste removal service twice a year.
5. With the exception of those residential sites detailed in point 4 above, where a property is developed with predominantly one and/or two bedroom units the Manager Health and Community Services has the discretion to provide only 70% of the waste and recycling services. Each unit would however be entitled to 1 x 3m<sup>3</sup> bulk bin per financial year and would be charged at a rate of 70% of the residential refuse charge, as determined by Council.
6. All refuse charges will be reviewed annually during the Council's budget process (refuse charges will be rounded to the nearest dollar).

### **Policy Detail**

N/A

### **Reference/Associated Documents**

[Local Government Act 1995](#)  
[Waste Avoidance and Recovery Act 2007](#)

### Reference to Internal Procedure

N/A

### Definitions

N/A

### Monitoring, Evaluation and Review

The policy allows the City to charge certain property owners differently for waste services depending on their actual need.

There is a financial risk associated with the policy.

The policy will be reviewed every two years.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	HEALTH AND RANGERS
POLICY OWNER:	MANAGER HEALTH AND COMMUNITY SERVICES

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/04/01		8.4.1
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/04/14		12.4
27/09/16	REVIEW – MINOR	12.9
22/08/17	MAJOR	12.2
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE	2020
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## **BEXB25 PENSIONER/SENIOR RATES ARREARS**

### **Policy Objective**

To assist ratepayers who become eligible to obtain Pensioner/Senior status but have rate arrears.

### **Policy Statement**

Ratepayers may obtain Pensioner/Senior status and therefore become entitled to a pensioner rebate and be able to defer rates. The arrears situation of the ratepayer needs to be considered before an entitlement is recognised.

### **Policy Detail**

Ratepayers that have arrears from previous years and cannot pay them prior to the 30 June are not entitled to a rebate or deferral unless they enter into a repayment arrangement that must be agreed in writing to clear the arrears to the satisfaction of the City and continue to meet the agreed payments within the prescribed time frame approved.

The repayment programme, depending on the extent of the arrears and ratepayers demonstrated financial circumstances may extend beyond the 30 June.

All conditions relating to penalties will still apply until such as the arrears are cleared.

Should the ratepayer default on the payment arrangement, then the entitlement to a rebate and/or deferral may be withdrawn at the City's discretion.

### **Reference/Associated Documents**

[Local Government Act 1995, Section 6.38.](#)

### **Reference to Internal Procedure**

Register of Delegations: DA – Recovery of Unpaid Rates.

**Definitions**

N/A

**Monitoring, Evaluation and Review**

There are minor financial and reputation risks associated with the policy.

The policy will be reviewed every two years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	DA – RECOVERY OF UNPAID RATES
SERVICE AREA:	FINANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15	REVIEW - MINOR	10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW - MINOR	12.2

NEXT REVIEW DATE	2019
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## **BEXB26     ROUNDING DOWN OF ACCOUNTS FOR PAYMENT**

### **Policy Objective**

To provide guidance in regards to cash payments for accounts issued by the City that are not divisible (in whole numbers) by the lowest denomination (five cents).

### **Policy Statement**

That the City accepts cash payments rounded down to the nearest five cents where appropriate.

### **Policy Detail**

Charges for goods and services are to be calculated to exact cents and invoices issued accordingly.

Where cash is tendered in payment of an account the City will accept an amount rounded down to the nearest five cents in full satisfaction of the debt except where part payment of an account only is being made or the payment of transactions are of an ongoing nature where the balance will be carried forward to the next account, e.g. self-supporting loan repayments, sewerage loan repayments etc.

### **Reference/Associated Documents**

N/A

### **Reference to Internal Procedure**

There are various process maps and work instructions in regards to the receipting of cash, however rounding is performed automatically by the receipting system.

### **Definitions**

N/A

**Monitoring, Evaluation and Review**

There is a low financial risk associated with the policy.

The policy will be reviewed every four years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	FINANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE	2019
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## **BEXB27 FINANCIAL MANAGEMENT – MAJOR LAND TRANSACTIONS**

### **Policy Objective**

To ensure specific financial management is applied to Major Land Transactions (a Major Land Transaction would be defined as per s3.59 of the *Local Government Act 1995*).

### **Policy Statement**

Major Land Transactions, Special Local Planning Schemes (as defined in the *Local Government Act 1995*) and significant special projects are subjected to specific financial management.

### **Policy Detail**

The Chief Executive Officer is to ensure that the level of financial management is to include no less than a detailed analysis of income and expenditure against budgeted incomes and expenditures and that it be reported to Council at least quarterly, or more frequently, if required.

Where Council has embarked on a significant special project the Chief Executive Officer may determine that a detailed analysis of income and expenditure be reported to Council quarterly.

Where a City project team has been appointed, financial management reports may be provided monthly if requested. The process of this specific financial management is not to replace the requirement to record all income and expenditure transactions in the City's Accounting System.

### **Reference/Associated Documents**

[Local Government Act 1995](#)

[Local Government \(Financial Management\) Regulations 1996](#)

### **Reference to Internal Procedure**

N/A

### Definitions

Major Land Transaction – As defined in the *Local Government Act 1995* with the exception of those Major Land Transactions whereby the only ongoing transactions relate to standard periodic contractual payments (e.g. loan repayments).

### Monitoring, Evaluation and Review

There is a low financial and reputational risks associated with the policy.

The policy will be reviewed every three years.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	FINANCE
POLICY OWNER:	MANAGER FINANCE

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14		12.4
27/09/16	MINOR	12.9
22/08/17	REVIEW – NONE	12.2

NEXT REVIEW DATE	2020
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## **BEXB28 PURCHASING**

### **Policy Objective**

This policy aims to deliver a high level of accountability whilst providing a flexible, efficient and effective procurement framework.

### **Policy Statement**

The Policy:

1. Establishes a framework of operational standards for contracts to purchase goods and services;
2. Sets out the requirements for acceptable forms of quotation, and the recording of documents and information, for contracts to purchase goods and services; and
3. Is designed to ensure that the City receives value for money as a result of its purchasing activities.

### **Policy Detail**

All prices quoted in this policy are exclusive of GST.

### **Purchasing Requirements – Specific Classes of Goods, Services, Suppliers and Contracts**

#### **1. Use of WALGA Preferred Suppliers of State Government Contracts**

##### **a. Lawyers**

The City utilises the WALGA preferred supplier contract for legal services. A preferred supplier(s) of legal services is to be nominated and is to be utilised. However, where circumstances necessitate seeking legal services other than those of the chosen preferred supplier then the approval of the Chief Executive Officer or the Manager Governance will be required. Quotations in these circumstances may be required and should be discussed with the Manager Governance before securing these services. Approval for seeking legal services is to be recorded in writing.

##### **b. Contract Employment Agencies**

The appointment of contract staff engaged through agencies in liaison with the Human Resources Department, and requiring assessment of potential candidates, including a formal or informal interview process, prior to acceptance of the candidate by the City are exempt from the requirement for quotations if a WALGA preferred supplier is used.

All other agency labour appointments should be considered as individual contracts and assessed in accordance with the quotation or tender requirements based on the total expected cost of each appointment.

**c. Advertising**

No quotation is required where advertising is being purchased through the WALGA media and advertising portal.

**d. Graphic Design, Printing and Marketing**

At least one written quotation is required where graphic design, printing and marketing services are purchased through WALGA or CUA preferred suppliers who hold current branding styles formats and layouts established in accordance with the City's Style Guide.

In all other circumstance, standard quotation requirements apply.

**e. Purchase of Stationery and Office Supplies**

No quotation is required where stationery or office supplies are to be purchased from WALGA CUA preferred suppliers.

**f. Purchase of Fleet**

One written quotation is required where light fleet is to be purchased from WALGA or State Government Common Use Arrangements (CUA) preferred suppliers.

**2. Software and Specifically Associated Hardware**

No quotations are required for contracts for the provision, maintenance or support of software and specifically associated hardware where:

- a) the value of the contract is less than or equal to the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*, and;
- b) the responsible officer has good reason to believe that because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier or;
- c) the supply relates to maintenance and support, by the software supplier or their recommended contractor, of software and specifically associated hardware currently licensed for use by the City.

**3. Banking Services**

No quotations are required for contracts for the provision of banking services where:

- a) the value of the contract is less than or equal to the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*, and;
- b) a biennial review of fees is conducted to ensure the current provider's rates remain advantageous to the City.

**4. Contracts for Construction Projects**

One written quotation must be obtained for construction projects where the value of the contract is less than or equal to \$20,000.

Two or more written quotations must be obtained for construction projects where the value of the contract is more than \$20,000 but less than or equal to the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*.

Where the value of the contract is more than \$50,000 a written agreement/contract outlining the conditions of the agreement must be signed by both parties.

“Construction project” means substantial building construction, building alteration, building maintenance, road construction, landscaping, playground or drainage projects but excludes minor or routine works.

### **Other Exemptions**

No quotations are required in the following cases:

- a) Fees associated with the sale or purchase of property, plant and equipment.
- b) Purchases from a specific supplier as determined by Council Resolution. This includes Councils Memorandum’s of Understanding.
- c) Contributions towards the ongoing operations and maintenance of Councils aged accommodation including contributions towards the Faulkner Park Retirement Village Board of Management.
- d) Goods or services supplied by an Australian Disability Enterprise where a value for money assessment demonstrates benefits to achieve the City’s strategic and operational objectives.
- e) Goods or services supplied by a business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) only where:
  - The contract value is worth \$250,000 or less, and
  - A best and sustainable value assessment demonstrates benefits for the achievement of the City’s strategic and operational objectives.

### **Other Policies**

When purchasing goods and services consideration should also be given to:

NB1 Environmental Purchasing Policy

- a) BSB1 Local Business Purchasing Preference Policy

### **All Other Contracts to Purchase Goods and Services**

For all other contracts to purchase goods and services the following requirements apply.

1. No quotations are required where the value of the contract is less than or equal to \$5,000.
2. Two or more verbal quotations must be obtained where the value of the contract is more than \$5,000 but less than or equal to \$15,000.
3. Two or more written quotations must be obtained where the value of the contract is more than \$15,000 but less than or equal to \$25,000.

4. Three or more written quotations must be obtained where the value of the contract is more than \$25,000 but less than or equal to \$50,000.
5. Three or more written quotations must be obtained, and a formal assessment undertaken, where the value of the contract is more than \$50,000 but less than or equal to the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*.

The above requirements apply to WALGA or CUA preferred suppliers only to the extent that there are sufficient suppliers in either agreement to achieve the required number of quotations. If there are less suppliers, then quotations are required only up to the numbers of available suppliers. This does not restrict the City from seeking additional quotations from outside WALGA or CUA to meet the requirements below.

Regardless of the value of the contract, if the contract could have significant financial or reputational consequences, a formal assessment should be undertaken.

Where obtaining the required number of quotes is not practical (e.g. limited number of suppliers) then best endeavours must be used to obtain as many quotes as is possible.

If it is not possible to obtain the number of quotations required under this policy then:

1. A Quotation Waiver Form is to be completed, detailing why it is impractical
2. The respective Directors approval not to seek further quotes is required and
3. The Quotation Waiver Form is recorded on the purchase requisition (Attachments Field) and in ECM.

**Contracts over the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*.**

Where the value of a contract for the provision of any goods or services is more than the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996*, then the tender provisions of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* apply.

A contract for the purchase of goods and services in excess of the tender threshold, in accordance with the *Local Government (Functions and General) Regulations 1996* may be exempt from the requirement to tender in accordance with regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*.

**Form of Quotations**

Both a verbal and written request for quotation must include:

1. details of the goods and services required;
2. the time when the goods and services are required; and
3. a date by which the quotation must be submitted.

**Verbal**

Where a verbal quotation is required under this policy then both the request for quotation, and the submission of a quotation, may occur verbally or in writing.

**Written**

Where a written quotation is required under this policy then both the request for quotation, and the submission of a quotation, must occur in writing.



### **Formal Assessment**

Operational areas are required to provide:

- a) sufficiently detailed written specifications which accurately identify the goods / services required; and
- b) the relevant selection criteria

to the Coordinator Contracts and Tenders.

The Coordinator Contracts and Tenders will coordinate the quote documentation, the closing time through the tender box and the formal assessment process.

### **Amendments to a Contract**

The City may make minor amendments to a contract:

4. after the quotations have been received but before a contract is entered into; or
5. after the contract has been entered into but before it has been completed.

Any major amendments to the scope of a contract must be treated as a separate supply and dealt with under this policy as if it were a new contract.

### **Assessment and Decision Making**

#### **Formal Assessment**

Where a formal assessment is required under this policy then a written evaluation must be undertaken by a group of at least two persons and reviewed by a person holding a position not less than Director. For this procurement range, the selection should not be based on purchase price alone, and the request for quotation must include selection criteria that considers qualitative factors.

#### **Decision Making**

When considering quotations submitted under this policy a decision may be taken either to:

1. not accept any quotation; or
2. Accept the quotation which will be most advantageous for the City to accept.

### **Record Keeping**

Where a Quotation Waiver Form has been used this must be stored in the City's purchasing system as an attachment to the purchase requisition.

#### **Verbal Quotes**

Where a verbal quotation is required under this policy then the following information must be recorded on a Quotation Form and stored in the City's purchasing system as an attachment to the purchase requisition:

1. details of the goods and services required;
2. the name of any supplier who has been requested to provide a quotation and the date on which it was requested;
3. the name of any supplier who submitted the quotation and the amount of the quotation.

### **Written Quotes**

Where a written quotation is required under this policy then the written request for quotation and any written submission of quotation must be recorded in the City's records system and a Quotation Form completed and stored in the City's purchasing system as an attachment to the purchase requisition.

### **Formal Assessment**

Where a formal assessment is required under this policy then, in addition to the written quote requirements, the quotation form must also be countersigned by the relevant Director and a written record must be made of the formal assessment.

### **Tender**

The tender number, as ascertained by the Coordinator Contracts and Tenders, must be noted in the comments field of the purchase requisition.

### **Exempt Contracts**

Where the City enters into a contract for the provision of goods and services which are exempt from tender or the requirements of this policy, then a note must be included in the attachments field of the requisition indicating that the purchase is exempt and the reasons for that exemption.

### **Amendments to the Scope of a Contract**

Where a minor amendment is made to the scope of the contract, a written record must be made of the minor amendment and the reasons why the amendment is considered to be minor.

### **Contract Splitting Prohibited**

It is a breach of this policy to enter into 2 or more contracts in circumstances such that the desire to avoid the requirements of this policy is a significant reason for not dealing with the matter in a single contract.

### **Meaning of a Contract**

The City may use the same supplier to supply goods and services to the City from time to time. In this situation, each separate supply will be treated as a separate contract unless:

1. there is an intention for that supplier to supply similar goods and services on more than one occasion;
2. there is an understanding that the supplier will offer the City discounted rates in expectation that the supplier will be engaged for contracts on more than one occasion;
3. the supplier is granted preferred supplier status; or
4. a relationship develops over any period of time that evidences an intention to grant the supplier contracts for more than one supply;

in which case the contract is deemed to be a contract for all of the expected supplies, the understanding, the preferred supplier status or the ongoing relationship.

### **Raising of Purchase (Requisitions) Orders**

When ordering goods and services the purchase order must be provided to the supplier which effectively contracts the City to the purchase of that supply. This includes those supplies purchased under a tender or preferred supplier arrangement.

Other than emergency situations, if an employee commits the City to the purchase of goods and services without a valid purchase order, that employee will be in breach of this policy.

A purchase order (nor quote) is not required for the 'ordering' of goods and services in the following circumstances although may still be required for the processing of invoices through Accounts Payable:

1. Utilities including water, electricity, gas and telephone;
2. Insurances;
3. Payments made through payroll;
4. Fees and Payments that are statutory, this includes development contributions and bank fees;
5. Other statutory damages, infringements and penalties;
6. Loan repayments;
7. Contributions to the Faulkner Park Retirement Village Board of Management;
8. Payments that are required in advance of the supply of goods and services, this includes membership renewals and subscriptions.
9. Purchases or reimbursements which are more practically served by other internal forms. This includes but is not limited to petty cash reimbursements, credit card payment requests, conference and approved council activity reimbursements and other reimbursements such as rate and bond refunds.

#### **Reference/Associated Documents**

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#) - Section 11.

[Local Government \(Function and General\) Regulations 1996](#) – Divisions 1 and 2.

#### **Reference to Internal Procedure**

SP16 - Procurement  
Provide Purchasing Services  
Contract Variation Following Award of Contract  
Raising a Requisition  
Register of Delegations      DA Tenders

#### **Definitions**

N/A

#### **Monitoring, Evaluation and Review**

This policy has been risk assessed as High.

The policy will be reviewed annually.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS      DA - TENDERS  
SERVICE AREA:                      FINANCE  
POLICY OWNER:                      MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
03/04/07		12.5.8
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
28/10/14	REVIEW - MINOR	12.4
22/09/15	MAJOR	10.7
27/09/16	REVIEW - MAJOR	12.9
22/08/17	REVIEW - MAJOR	12.2
25/09/18	REVIEW - MAJOR	12.5

NEXT REVIEW DATE                      ANNUALLY

## **BEXB29 ORGANISATIONAL RECORD KEEPING**

### **Policy Objective**

The purpose of the City's Record Keeping Policy is to define the principles that underpin the City's records keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the City.

This policy establishes a framework for the reliable and systematic management of the City's records in accordance with legislative requirements and best practice standards.

This policy applies to all records received and created by the City.

### **Policy Statement**

This policy applies to organisational records created or received in the course of fulfilling a duty or activity on behalf of the City by an employee, contractor, or an organisation performing outsourced services on behalf of the City, regardless of their physical format, storage, location or date of creation.

The City is bound by a range of statutory obligations which influence record keeping, including but not limited to the State Records Act 2000. The City's Compliance Management Plan assists in the management of compliance with these statutory requirements.

### **Policy Detail**

#### **Application**

This Policy applies to all Elected Members, employees and contractors.

#### **Creation of Records**

Full and accurate records will be created, in the appropriate format (preferably in an electronic format), in accordance with approved policies and procedures.

Where an original hard copy record exists and has been captured electronically, it is required that the hard copy is provided to Records Services for appraisal of retention requirements. Note the requirements for Disposal of Records.

#### **Capture and Control of Records**

All records created and received in the course of the City's business are to be captured at the point of creation, regardless of format, with required metadata, into the City's Record Keeping System.

### **Security and Protection of Records**

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction.

All records are to be managed according to approved policies and procedures whether they are permanent or temporary records, vital or non-vital records, and in accordance with their security classification.

Records are not to be removed from Council buildings unless in accordance with the approved retention and disposal schedule, or in the custody of an employee performing their official business.

### **Access to Records**

Access to the City's records will be in accordance with designated and approved access and security classifications.

General public access to the City's records will be in accordance with the *Local Government Act 1995*, the *Freedom of Information Act 1992* and other relevant policies.

Elected Member access to the City's records will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

### **Appraisal, Retention and Disposal of Records**

All records maintained by the City of Belmont are to be disposed of in accordance with the State Records Office's General Disposal Authority (GDA) for Local Government Records.

Employees who wish to initiate the archiving or disposal of records are required to contact the Record Section for the correct procedures.

## **BEXB29.1 ROLES AND RESPONSIBILITIES -ELECTED MEMBERS**

Elected Members receive and create records when undertaking duties in the capacity of their role.

Where an Elected Member creates or receives a record which the Elected Member considers should form part of the City's records then the Elected Member must forward that record to the Chief Executive Officer. The record will then be assessed for inclusion in the City's corporate records in accordance with the City's Record Keeping Plan.

The Information Commissioner has decided that for the purpose of the *Freedom of Information Act 1992*, certain records created or received by Elected Members are City records. Elected Members must consider the following factors before deciding whether records should be forwarded to the Chief Executive Officer for inclusion in the City's corporate record.

Factors Indicating Records Must be Included in the City's Corporate Record –

- (a) Elected Members may create or receive records in their official capacity that relate to their administrative and decision making functions.
- (b) Some records held by Elected Members may contain vital information for accountability purposes and evidentiary purposes.
- (c) Some records held by Elected Members, if not included in the City's corporate records, may leave significant gaps in the City's record series.
- (d) Some records held by Elected Members, if not included in the City's corporate records, would mean that certain aspects of the City's business were conducted without adequate records, resulting in a lack of accountability.
- (e) There is a public interest in the City retaining a complete record of its activities and this must include relevant records created or received by Elected Members.

In conducting an assessment of a record for inclusion in the City's corporate record an Elected Member must consider all the factors listed above which are relevant to the specific record. Once an Elected Member has assessed a record against the above criteria and has concluded that it should form part of the City's corporate records then the Elected Member must forward that record to the Chief Executive Officer.

## **BEXB29.2 ROLES AND RESPONSIBILITIES - EMPLOYEES**

### **Chief Executive Officer:**

The Chief Executive Officer is to ensure that there is a system for the maintenance and management of records that is compliant with relevant legislation, including but not limited to *State Records Act 2000*, this policy and best practice standards.

Chief Executive Officer's Obligations - the Chief Executive Officer shall ensure that records received from Elected Members are assessed for inclusion in the City's record keeping system in accordance with the City's Record Keeping Plan.

### **Directors and Managers:**

Directors and Managers have a responsibility to ensure all new employees are inducted and trained as to their record keeping responsibilities. They must ensure records created under their control and directions are recorded in the City's corporate record keeping systems.

### **All Employees and Contractors:**

All employees, including contractors to the City, are to create, collect and retain records relating to the business activities they perform. They are to identify significant and ephemeral (temporary) records, ensuring significant records are captured into the record keeping system and that all records are handled in a manner commensurate with statutory requirements and the City's policies and procedures for record keeping.

### **Reference/Associated Documents**

[State Records Act 2000.](#)

[Freedom of Information Act 1992.](#)

[Local Government Act 1995.](#)

### **Reference to Internal Procedure**

SP17 Records Management.

Individual WI available on BelNet for Record Keeping procedures.

Record Keeping Plan 2016.



## Definitions

A 'Record' is defined in the *State Records Act 2000* s3 Interpretation, as having the following meaning:-

"record" means any record of information however recorded and includes -

- (a) any thing on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) any thing on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- (e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically;

'metadata' (State Records Office) means –

Metadata is 'data about data' – that is, the data that must be captured alongside an electronic record that provides contextual information and supports its management and use. Examples of metadata include: date and time of creation and registration, author/customer, document name, links to records related to the same sequence of business activity and directory trees.

## Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

The policy will be reviewed every four years.

### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/06/04		9.1
19/12/06		12.5.7
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW – NONE	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE	2019
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## **BEXB30      RESPONSIBILITY FOR MATTERS ASSOCIATED WITH THE ORGANISATIONAL STRUCTURES OF COUNCIL**

### **Policy Objective**

To identify and set out the responsibilities between Council and the Chief Executive Officer (CEO) for determining the organisational structure for administering the local government, the positions to be created within that structure and their functions, the appointment of persons to fill those positions and subsequent changes to the structure, positions, remuneration and functions.

### **Policy Statement**

In order to provide for the efficient, effective and orderly administration of the local government, the Council must adhere to the provisions of the *Local Government Act 1995 (WA) (LG Act)*, and the regulations made under the LG Act. This policy relates to the administration related powers and duties prescribed in the LG Act and Regulations (including particularly the *Local Government (Administration) Regulations 1997*).

### **Policy Detail**

#### **Authority and Delegation**

This policy specifically addresses the respective functions, duties and powers provided for in sections 5.2, 5.36, 5.37 and 5.41 of the LG Act. It is intended that the CEO will provide full and ongoing assistance to the Council in the exercise of the powers in the performance of the duties in sections 5.2 and 5.36 of the LG Act.

#### **Council Directions**

The principal powers and duties of the Council in relation to administrative structure and the employment of persons are set out in sections 5.2, 5.36 and 5.37 of the LG Act. In relation to these sections and in order to provide for the efficient, effective and orderly administration of the local government, the Council directs as follows:

- (i) The CEO is to be responsible for review and renewal of senior employee fixed term contracts, provided that in accordance with sections 5.37, the proposed appointment and contract terms of any new senior employee, and proposed dismissal of any existing senior employee, are to be referred to Council before they become effective
- (ii) If the Council is not satisfied that an appropriate structure exists, or that the information provided by or through the CEO has been sufficient to enable it to make a determination that an appropriate structure exists, it shall by resolution direct the CEO accordingly.

#### **Chief Executive Officer's Responsibilities**

The CEO's principal responsibilities relate to the functions set out in section 5.41 of the LG Act, but more generally, the CEO is intended to be the primary link between employees and Elected Members, and to perform such other duties and functions as may be imposed by law on the CEO, and also those that Council from time to time

delegates to the CEO or refers to the CEO through any policy, or otherwise by resolution. In order to provide for the efficient, effective and orderly administration of the City of Belmont, the responsibilities of the CEO shall include the following:

- (i) the CEO has authority to exercise those powers and perform those duties contemplated in this policy without the requirement for further approval from Council, subject to the terms of any statutory authority or limitation, and subject to the terms of any Council delegation or Council Policy, and otherwise in accordance with the strategic direction set by Council from time to time.
- (ii) the CEO has authority, subject to budget constraints, to:
  - create new positions (other than senior employees);
  - determine the remuneration of new and existing positions;
  - determine the functions of new and existing positions;
  - undertake the performance appraisals of all staff (including senior employees);
  - terminate existing positions, including making existing staff redundant;
  - allocate responsibilities to divisions, and make structural changes to the Administration within the divisional structure in order to ensure that the CEO's responsibilities are performed; and,
  - generally, allocate resources to allow Council decisions to be implemented and the results as set down by Council to be achieved.
- (iii) the CEO is to formally, through the Councillor Portal, keep the Council appropriately and adequately informed of:
  - changes to the Administrative structure;
  - the creation and termination of positions, whether occupied or not; and,
  - the renewal of contracts for senior employees.

The CEO is to ensure that the provision of such information meets all statutory requirements for administration advice to Council. Where the CEO considers it appropriate, the Council may be informed in a manner additional to the formal advice through the Councillor Portal.

### **Reference/Associated Documents**

[Local Government Act 1995.](#)

### **Reference to Internal Procedure**

Human Resources Policy Manual.

### **Definitions**

Senior employees (LG Act section 5.37)

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.

**Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every four years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE
POLICY OWNER:	CHIEF EXECUTIVE OFFICER

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
08/02/05		11.3.4
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - MAJOR	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE	2019
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## **BEXB31 COMPLIANCE MANAGEMENT**

### **Policy Objective**

The City recognises that its organisational value of INTEGRITY is a prerequisite to the City being able to act to achieve its Vision.

The objective of this policy is to provide a framework that supports the City in identifying, applying and monitoring compliance requirements across the City's activities and services.

### **Policy Statement**

The City commits to developing and maintaining work processes that support the administration and Elected Members in meeting and maintaining a regime of compliance in accordance with the guidelines provided in Australian Standard AS 19600-2015 Compliance Programs.

### **Policy Detail**

Compliance is supported and managed through convergence with the following City of Belmont Management Plans:

- Compliance Management Plan
- Risk Management Plan
- Audit Plan

Compliance responsibilities are assigned to individual Process Owners, with the compliance management framework expressed through the City's Business Management System.

The Chief Executive Officer, employees and Elected Members recognise their individual responsibilities to work cooperatively and proactively within this framework to achieve compliance with:

- Statutory Requirements
- Industry Codes and Standards; and
- Organisational Standards (policies and procedures)

All parties must monitor activities, seek out relevant information, report proposals for improvements and/or where evident non-compliance, in order to achieve and maintain a positive culture of compliance.

Fair, consistent and effective approaches are used in the application of the City's compliance management framework. Non-compliance is managed in graduated measures in accordance with Council's Code of Conduct.

### Reference/Associated Documents

Australian Standard AS 19600-2015 Compliance Programs.  
Compliance Management Plan  
Risk Management Plan.  
Audit Plan  
Code of Conduct  
Business Management Systems Manual

### Reference to Internal Procedure

N/A .

### Definitions

N/A

### Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

The policy will be reviewed every three years.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
20/12/05		11.5.1
28/04/09		12.10
22/11/11		12.9
28/10/14	REVIEW - MINOR	12.4
22/08/17	REVIEW – MINOR	12.2

NEXT REVIEW DATE	2020
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## **BEXB32     DECISION MAKING POLICY**

### **Policy Objective**

This Decision Making Policy is intended to establish a framework for effective decision making.

### **Policy Statement**

The City of Belmont (**City**) recognises that it makes decisions in order to achieve its strategic direction, exercise statutory powers, perform statutory duties and to provide for the good government of persons in its district.

In order to be effective in this role the City of Belmont must ensure that decisions are made at the appropriate level within the organisation.

The achievement of that objective will be assisted by maintaining an appropriate balance between the need for higher level decisions on important matters and the need to ensure higher level organisational resources are not expended on less critical decisions.

The Decision Making Policy will also ensure that decision making processes incorporate relevant inputs including reporting, compliance, consultation and sustainability.

When making decisions the Council and its employees are effectively fulfilling one of the four roles of the City of Belmont. These roles are the legislative, executive, quasi-judicial and review roles. The Council also has an advocacy role however this is not dealt with by the Decision Making Policy

### **Policy Detail**

The City's Executive Leadership Team reviews annually all delegations given to Council Committees, the Chief Executive Officer, and other employees to ensure the delegations are in accordance with the Decision Making Policy.

Council is responsible for determining which powers are delegated to Council Committees and the Chief Executive Officer, and the conditions that apply to the delegations.

The Chief Executive Officer is responsible for determining which powers and what duties are delegated to other employees.

The Decision Making Policy recognises that there are various inputs into effective decision making that need to be incorporated into decision making processes at all of those levels.

The policy also recognises the various roles of different bodies within the organisation and the four distinct decision making roles of local government.

## Decision Making Matrix

The City of Belmont has implemented the following matrix in determining decision making responsibility.

City of Belmont Decision Making Matrix					
	Level 1	Level 2	Level 3	Level 4	Level 5
Council	✓	✓	--	X	X
Committee	X	✓	--	X	X
Chief Executive Officer	X	✓	✓	--	--
Senior Employee	X	X	X	✓	--
Employee	X	X	X	✓	✓

x Indicates that there is no power to make a decision at this level

✓ Indicates decision making at this level is appropriate

-- Indicates that decision making at this level should be discouraged to maximise operational effectiveness

### Level 1 Decisions

Level 1 decisions are the highest level of decisions that the City can make.

Level 1 decision are characterised by the broad impact they can potentially have on the strategic direction of the City, the good government of persons in its district, and on key stakeholders. They include decision-making powers that the Council cannot delegate and all legislative and quasi-legislative powers.

Applying the above criteria to decision-making powers and functions available to the City results in the following decisions being classed as level 1 decision:

- The legislative role (including the making of local laws and town planning schemes).
- The quasi-legislative role (including the making of Codes of Conduct, policies, strategies etc.).
- Exercise of non-delegable functions (including decisions requiring an absolute majority).
- Appointment and performance management of the Chief Executive Officer.
- Acceptance or rejection of a CEO recommendation to appoint or dismiss a senior employee.
- Adoption of budgets, budget amendments and annual reports.
- Management of trusts and reserve accounts.
- Adoption of Strategic Community Plans and Corporate Business Plans and other plans as legislated.
- Substantial contracts and tenders.
- Major legal disputes.
- Decision to approve or refuse a development proposal with a district wide impact, or to support or oppose approval by the JDAP of a proposal with a district wide impact.
- Appointment of an auditor and acceptance of audit reports.



## Level 2 Decisions

Level 2 decisions are high level decisions, expected to have less of an impact than level 1 decisions.

Level 2 decisions can be made by the Council, a Committee or the Chief Executive Officer and, as a result, sometimes involve the exercise of delegated authority.

It is recognised that some level 2 decisions can only be made by certain decision making bodies with the power to make such a decision.

Level 2 decisions are characterised as major operational decisions; decisions that have significant impacts within a defined strategic direction; the exercise of significant statutory functions; the conferral of delegated authority; and the conduct of significant decision reviews.

Applying the above criteria to decision making powers and functions available to the City results in the following decisions being classed as level 2 decisions:

- The exercise of the power of delegation (Council and Chief Executive Officer).
- The conduct of decision reviews.
- Tactical decisions within the limits of adopted strategies.
- The acceptance of contracts and tenders as delegated
- Decision to approve or refuse a major development proposal as delegated, or to support an approval of a major development proposed by the JDAP.
- The exercise of significant statutory functions.
- Acquisition and disposal of real property as delegated
- Purchase and disposal of significant items of property as delegated
- Preparation of business plans
- Conducting, including taking or defending or responding to legal action (civil, criminal, administrative or arbitration).
- Leases and licences

## Level 3 Decisions

Level 3 decisions are decisions usually made by the Chief Executive Officer. These decisions include the exercise of the Chief Executive Officer's functions, the appointment or dismissal of City employees, the authorisation of City employees, and the exercise of powers delegated to the Chief Executive Officer by Council.

Applying the above criteria to decision making powers and functions available to the City of Belmont results in the following decisions being classed as level 3 decisions:

- The appointment and dismissal of City employees.
- The authorisation of City employees.
- Advising Council on the operation of the law.
- Providing information and advice to the Council.
- The exercise of powers delegated to the Chief Executive Officer from Council on the condition that they cannot be delegated further.
- The exercise of the Chief Executive Officer's financial management functions.
- The exercise of the Chief Executive Officer's statutory functions under the *Local Government Act 1995* (WA) and other legislation.
- The acceptance of contracts and tenders as delegated.
- Purchase and disposal of items of property, other than real property.
- Commencing and conducting prosecutions.

### **Level 4 Decisions**

Level 4 decisions are mid-level administrative decisions.

Level 4 decisions are typically made by senior employees and other employees of the City under delegated authority or through an authorisation. They are minor impact decisions that typically are routine decisions, operational in nature or involving the exercise of a minor statutory power.

Applying the above criteria to decision making powers and functions available to the City results in the following decisions being classed as level 4 decisions:

- Purchase and disposal of items of property, other than real property.
- Minor approvals and licences.
- Performance management of employees.
- Implementation of Council decisions.
- Exercise of authority delegated from the Chief Executive Officer
- FOI decisions.

### **Level 5 Decisions**

Level 5 decisions are the lowest level decision recognised by the Decision Making Policy.

Level 5 decisions are decisions about the day to day operation of the City. They are minor administrative decisions and may involve the exercise of a low level delegation or an authorisation. Typically these decisions are made by employees of the City.

Applying the above criteria to decision making powers and functions available to the City results in the following decisions being classed as level 5 decisions:

- Purchases in accordance with policy.
- Enforcing legislation through infringements and other statutory powers.
- Writing correspondence.
- Receiving payments.
- Maintaining registers.
- Making records.

### **Reference/Associated Documents**

[Local Government Act 1995](#). (WA)

### **Reference to Internal Procedure**

N/A

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every four years

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

#### AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
02/05/06		11.5.5
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
24/07/12		12.6
22/09/15	REVIEW - MINOR	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE	2019
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## **BEXB33 QUASI-JUDICIAL ROLE**

### **Policy Objective**

To ensure that Elected Members and employees of the City of Belmont (**City**) who are making decisions of a quasi-judicial nature act in a manner that is consistent with the principles of natural justice and their legal objectives.

Examples of Quasi-Judicial Role in Local Government are:

- Determining applications for planning approvals, statutory licences or permits and the like;
- Determining objections and reviews of City decisions; and
- Other determinations which Council is advised are quasi-judicial in nature.

The Quasi-Judicial Role involves functions which require the exercise of discretion, and require a part of the decision making process to be conducted in a judicial manner.

The Quasi-Judicial Role requires the decision-maker to determine the relevant facts, to identify any applicable legal or other relevant principles including any relevant statutory regime, and to apply those principles and laws to the relevant facts to arrive at a decision.

### **Policy Statement**

Elected Members and employees when acting in a Quasi-Judicial Role need to recognise their special decision making responsibilities.

### **Policy Detail**

#### **City of Belmont Employees' Responsibilities**

City employees are to identify in Council reports the role the City will be acting in when considering the matter that is subject to the report.

The report will specifically identify when Elected Members or employees are acting in the Quasi-Judicial Role.

Any employee who is required to gather information or evidence from an applicant or other interested party will ensure that they do not attend on site or meet with any interested party other than in the presence of another City employee. A file note must be kept of any such site visit or meeting.

#### **Elected Member Responsibilities**

Elected Members must not actively gather information when acting in a Quasi-Judicial Role. Elected Members may be approached by an applicant or other interested party wishing to discuss an application before Council. The following guidelines provide Elected Members with the appropriate method of handling such enquiries.

### **Contact by the Applicant or other Interested Parties**

Should an applicant or other interested party contact an Elected Member to discuss a matter that is before Council, or likely to come before Council, then the Elected Member should:

- Listen and understand the reason for the applicant or other interested party making contact.
- Ensure that the applicant or other interested party is aware of the Elected Member's role as a member of the decision making body (Council).
- Inform the applicant or other interested party that the Council will be considering their application and an officer report at a Council meeting.

Should an applicant or other interested party wish to continue discussing the matter and provide the Elected Member with additional information or opinions then the Elected Member should:

- Advise the person that the most appropriate method for them to make a submission is through an Agenda Briefing Forum, a written submission or a site visit so that all Elected Members can receive the same information;
- Inform the person of the processes for making a verbal submission at the relevant Agenda Briefing Forum or for making a written submission; and
- Inform the person of the process for arranging a site visit, if the person requests the Elected Member to attend the site.

If an Elected Member becomes aware of additional information through contact with an applicant or other interested party through either of the above processes then the following should occur:

1. An Elected Member who becomes aware of additional relevant information when acting in the Quasi-Judicial Role must bring that information to the attention of all other Elected Members:
  - at a briefing session; or
  - through a written notice to the Chief Executive Officer who will bring this additional information to the attention of the Council.
2. Where an Elected Member provides additional information, the Chief Executive Officer may provide advice or commentary on the additional information or request a relevant employee to provide such advice or commentary.

### **Additional Information**

An Elected Member wishing to obtain additional information whilst acting in the Quasi-Judicial Role must request the additional information through the Chief Executive Officer, either at the relevant Agenda Briefing Forum or by written request.

The Chief Executive Officer will consider any requests for additional information in light of the relevance of the additional information requested and the organisation's resources and capacity to provide the required information.

When City employees are to meet with an applicant, for the purpose of obtaining further information on a quasi-judicial item, the Mayor or a proxy must be present where this is considered appropriate by the CEO.

### **Site Visits**

Elected Members must not conduct site visits whilst acting in the Quasi-Judicial Role. Elected Members wishing to arrange site visits must request such a visit at the relevant Agenda Briefing Forum. The Chief Executive Officer will then arrange a site visit as required.

The Chief Executive Officer is to advise the property owner or occupier of a proposed site visit and invite the owner or occupier to be part of the onsite visit. The Chief Executive Officer must ensure that the relevant Director or other appropriate employees are present at the site visit and that a file note is made of the site visit.

An Elected Member need not attend a site visit if the Elected Member:

- is familiar with the site; or
- considers they have adequate information with which to make a decision without attending a site visit.

### **External Viewings**

Elected Members when acting in a Quasi-Judicial Role may pass by a site for the purpose of conducting an external viewing of a relevant site or location.

An Elected Member who conducts such a viewing:

- must not enter the premises; and
- must not discuss the matter with the applicant or another interested party whilst conducting the viewing. Further discussions should not be initiated by the Elected Member, and should be politely declined if offered by the applicant or other interested party.

Committee members performing a Quasi-Judicial Role should comply with the above policy provisions

### **Reference/Associated Documents**

Code of Conduct.

### **Reference to Internal Procedure**

N/A

## Definitions

### ***Quasi-Judicial***

When Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice.

## Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

The policy will be reviewed every four years.

### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/05/06		11.5.7
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - MINOR	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE	2019
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## **BEXB34      RISK MANAGEMENT**

### **Policy Objective**

To develop a culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects within the City and to reduce the potential costs of risk through the implementation of an organisation wide risk management framework.

### **Policy Statement**

The City of Belmont is committed to managing risk and will do so by maintaining a Risk Management framework in accordance with AS/NZS ISO 31000:2018 Risk Management – Guidelines. The framework will include systems to identify, evaluate, treat, monitor, review and report risks.

### **Policy Detail**

Scope - This policy covers all activities of the City from Strategic Planning and Corporate Governance to operational activities and specific projects.

Responsibility for Risk Management:

#### Council

Approve the Risk Management Policy and risk tolerance levels.

#### Chief Executive Officer and Executive

- To establish a risk tolerance level for the City.
- Ensure the full implementation of a Risk Management framework throughout the City.
- Monitoring and promoting of risk management policies and procedures at a strategic level.
- To act as a Risk Management committee to oversee and prioritise risks identified and allocate responsibility for risk treatments.

#### Coordinator Business Continuity and Risk

- Monitor and update the City's Risk Management Plan and other risk management related documents.
- Monitor the City's risk registers within RMSS
- Induct new employees in the principles of risk management and provide training as required
- Report risk information to the Executive and relevant committees

#### Risk and Business Continuity Officer

- Managing the maintenance of the overall organisational risk registers through the 'Risk Manager' module of the RMSS software
- Providing assistance, advice and coaching to staff on risk management related processes, procedures and queries



- Providing training on the City's risk management framework, tools and procedures
- Introducing new staff to the Risk Management framework. Promote across the organisation

#### Management

- Identifying and assessing potential risks in their area of responsibility and for the development of risk mitigation plans and the implementation of risk reduction strategies.
- Ensuring that potential and existing risks are reported to the Coordinator Business Continuity and Risk
- Allocating of risk management responsibilities to employees

#### Employees

- Responsible for the effective management of risk including the identification of potential and existing risks.
- Complying with the City's risk management policies and procedures
- Attending risk management training and participating in risk assessments in accordance with management instructions.

#### **Reference/Associated Documents**

[ISO 31000: 2018 Risk Management - Guidelines.](#)

Risk Management Plan.

#### **Reference to Internal Procedure**

SP10 - Organisational Risk Assessment

#### **Definitions**

N/A

#### **Monitoring, Evaluation and Review**

Operational risk – if any changes, updates are made to AS/NZS ISO 31000: 2018 Risk Management – guidelines, this policy will need to be reviewed and amended if necessary.

The policy will be reviewed every two years or upon review of standards, whichever comes first.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	COORDINATOR BUSINESS CONTINUITY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
07/11/06		11.5.7
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW – NONE	12.2
25/09/18	MINOR	12.5

NEXT REVIEW DATE	2019
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## **BEXB35 INVESTMENT OF FUNDS**

### **Policy Objective**

To provide for controlled investment of surplus funds and delegated power to the Chief Executive Officer, to invest monies surplus to immediate cash flow requirements on behalf of Council.

### **Policy Statement**

This policy recognises the role of the Council in ensuring adequate control over the investment of surplus funds by providing guidance for employees through this policy, which establishes a framework for selection of quality investments that give consideration to the risk, return and liquidity requirements of the Council.

### **Policy Detail**

#### **1. Investment Objectives**

- ◆ *To provide a framework for the optimum investment of Council's Funds at the most favourable rate of interest available to it at the time and maximising returns, whilst having due consideration of risk, liquidity and security for its investments.*
- ◆ *To take a conservative approach to investments, but with a focus to meet performance benchmarks through prudent investment of funds.*
- ◆ *Preservation of the amount invested through investing within the limits set by the policy.*
- ◆ *To have investments structured in such a manner as to meet all of Council's cash flow requirements, without penalty.*
- ◆ *To generate income from the investment that exceeds the performance benchmarks*
- ◆ *To comply with relevant legislative requirements.*

#### **2. Policy Guidelines/Authority for Investment**

All investments are to be made in accordance with:

- ◆ *Local Government Act 1995 - Section 6.14*
- ◆ *The Trustees Amendment Act 1997 - Point 6, re: Part III Investments*
- ◆ *Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 28, and Regulation 49*
- ◆ *Australian Accounting Standards*

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

### **3. Ethics and Conflicts of Interest**

Employees shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires employees to disclose any conflict of interest to the CEO.

Independent advisors are also to declare that they have no actual or perceived conflicts of interest and receive no inducements in relation to Council's investments, except as fully and promptly rebated to Council.

### **4. Authorised Investments**

The following table lists those approved investment types for new investments subsequent to the release of *Local Government (Financial Management) Amendment Regulations 2012* and its 2017 update.

The overall asset mix will depend on Council's view (taking into consideration professional advice) on liquidity needs, security of capital, level and timing of income and general risk management parameters as set out in this policy.

Importantly, investment decisions should be consistent with 'prudent person' obligations as set out in the regulation.

<b><u>City of Belmont– Approved Investment Types</u></b>	
1.	<u>Deposits with an ADI or WATC with a maturity of 3 years or less</u>
2.	<u>Bonds that are guaranteed by the Commonwealth or State Government with a maturity of 3 years or less.</u>

### **5. Prohibited Investments**

This investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind;
- Investments for any speculative purpose, and
- Other investments excluded by Regulations

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

However, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the spending occurring. **Audit and Investment Holdings**

All Council's investments must be held in either the City's name or held via an acceptable safe custody arrangement with Council as the beneficial owner. A statement is to be provided by the safe custody provider at each month end, verifying the holdings of Council. There must also be a comprehensive and transparent audit trail of investments placed, with appropriate internal controls over Council's investment portfolio.

A separate register of investments must be maintained by employees and this register should be reconciled on a monthly basis.

For audit purposes, confirmation certificates must be provided independently, directly to the City's auditors by institutions and fund managers confirming the amounts of investment held on the City's behalf at 30 June each year. These may also be required from time to time as part of an internal audit review.

#### **6. Investment Strategy**

Council's investment strategy will comply with this policy and will be periodically reviewed with the approved investment adviser on an ongoing basis.

#### **7. Reporting**

A regular report should be provided to Council, detailing the allocation of the investment portfolio and performance.

#### **8. Investment Advisor**

The local government's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent party who is free to choose the most appropriate product within the terms and conditions of the investment policy.

The advisor must be independent and must confirm in writing when submitting a quote/tender application that they have no actual or potential conflict of interest in relation to investment products being recommended. This includes receiving no commissions or other benefits (e.g. broking fees) in relation to the investments being recommended other than commissions or benefits rebated in full to the City.

'Providing the funds are being invested in a term deposit and within the terms and conditions of this policy the City's officers can invest without seeking a recommendation from the Investment Advisor.'

#### **9. Risk Management**

Investments obtained are to be considered in light of the following key criteria:

- **Preservation of Capital** – the requirement for preventing losses in an investment portfolio's total value.
- **Credit Risk** – The risk that a party or guarantor to a transaction will fail to fulfil its obligations; risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment.
- **Diversification** – the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market.
- **Fidelity and Legal** – fraud, malpractice or misappropriation of funds; failure to obtain title over assets; litigation.
- **Liquidity Risk** – the risk an investor runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby incurs additional costs or is unable to execute its spending plans.

- **Market Risk** – the risk that fair value or future cash flows will fluctuate due to changes in market prices, or benchmark returns will unexpectedly overtake the investment's return.
- **Maturity Risk** – the risk relating to the length of term to maturity of the investment. The longer the term, the greater the length of exposure and risk to market volatilities.
- **Rollover Risk** – the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future.
- **Regulatory Risk** – risk of changes to regulation forcing disposal on adverse terms, or imposing compliance costs or costs associated with a failure to comply with regulation.
- **Transaction Risk** – the risk that transactions do not complete as expected, or are not conducted on fair arms-length terms.

Mitigants include:

- Counterparty limits based on credit ratings, as well as directing investments to investments subject to guarantees, prudential supervision, or which are senior and/or secured.
- Cash buffer, monitoring of seasonal and specific purpose cashflows, availability of liquid assets, matching of investment horizons.
- Maintaining adequate diversification by counterparty, term, maturity and type of investment (more so for lower rated investments) and matching maturities to investment horizons to minimise realisation risk.
- Regulation, including any changes, override the policy. Council will not undertake investments likely to be subject to forced sale under anticipated regulatory changes.
- Inclusion of fixed rate term investment.
- "Best execution" test, use of collective purchasing power, documented procedures and use of regulated counterparties and issuers.
- Independent advice and Committee supervision.
- Insurance, separation of duties for settlement, reporting, decision-making, audit and valuation, suitable custodian or direct title over assets.
- Controls over signatories and direction of funds.

This section explains the factors that must be taken into consideration in making decisions about investments so as to manage risk prudently and accountably.

### **Credit Quality**

Credit ratings estimate the risk of financial loss associated with an investment (generally only at the full term of the investment) or an institution. There are different rating systems for investments that are long term (generally more than 12 months) and short term (generally 12 months or less).

The ratings used in this policy are those of the international credit rating service Standard and Poor's. Standard and Poor's is the major credit rating institution operating in Australia, and the most common provider of ratings for the investments used by local government. The equivalent Moody's or Fitch ratings may also be used.

However, the primary control of credit quality is the prudential supervision and government support of the ADI sector, not ratings.

Investments held by Council must be consistent with the credit rating requirements as per the limits set out in the following table. Short term ratings are only considered where there is no long term rating on a security.

Long Term Rating Range*	Maximum Holding
AAA Category	100%
AA Category or Major Banks	100%
A Category	80%
BBB Category or Unrated ADIs	60%

For the purpose of this Policy, “Major Banks” are currently defined as the ADI deposits issued by the major Australian banking groups:

- Australia and New Zealand Banking Group Limited;
- Commonwealth Bank of Australia;
- National Australia Bank Limited;
- Westpac Banking Corporation;

including ADI subsidiaries (such as Bank of Western Australia Ltd) whether or not explicitly guaranteed, and brands (such as St George).

Similarly, with other ADI groups (such as Bendigo & Adelaide Bank) owning multiple banking licences, rating categories are based on the parent bank even if the subsidiary is not explicitly rated.

### **Counterparty Limits**

Exposure to individual counterparties/financial institutions will be restricted by their rating so that single entity exposure is limited, as detailed in the table below. It excludes any government guaranteed investments.

Long Term Rating Range*	Limit
AAA Category <sup>1</sup>	50%
AA Category or Major Banks	30%
A Category	25%
BBB Category	20%
Unrated Category <sup>2</sup>	5%

*\*or equivalent short-term rating, where applicable*

<sup>1</sup> 100% Commonwealth Government and Government-guaranteed deposits are included in this category, but without any upper limit applying to the government as counterparty.

<sup>2</sup> This category includes unrated ADI’s such as some Credit Unions and Building Societies where falling outside deposit guarantees for at least part of the investment term.

Investments that are downgraded below an acceptable rating benchmark will be divested as soon as practicable only if recommended by Council’s independent fund advisor.

### **Investment Horizon Limits**

Council’s investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

*“Horizon” represents the intended minimum term of the investment; it is open for an Investment Strategy to define a target date for sale of a liquid investment.*

Once the primary aim of liquidity is met, Council will ordinarily diversify its maturity profile as this will ordinarily be a low-risk source of additional return as well as reducing the volatility of Council’s income. However, Council always retains the flexibility to invest as short as required by internal requirements or the economic outlook.

The factors and/or information used by Council to determine minimum allocations to the shorter durations include:

- Council’s liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies;
- Medium term financial plans and major capex forecasts;
- Known grants, asset sales or similar one-off inflows;
- Seasonal patterns to Council’s investment balances – especially having regard to the heavy seasonality of the Municipal portfolio.

### **Municipal Portfolio**

<b>Investment Horizon Description</b>	<b>Investment Horizon - Maturity Date</b>	<b>Minimum Allocation</b>	<b>Maximum Allocation</b>
Working capital funds	0-3 months	20%	100%
Short term funds	3-12 months	n/a	100%

### **Reserve Portfolio**

<b>Investment Horizon Description</b>	<b>Investment Horizon - Maturity Date</b>	<b>Minimum Allocation</b>	<b>Maximum Allocation</b>
Working capital funds	0-3 months	n/a	50%
Short term funds	3-12 months	n/a	100%
Medium term Funds	1 – 3 years	n/a	100%

Within these broad ranges, Council relies upon assumptions of expected investment returns and market conditions that have been examined with its investment advisor.

Investments involving Trust or the Belmont Trust (Reserve) accounts are invested through the use of a Cash Deposit Account (CDA) with the City’s designated ADI. As the funds may be required to be called upon during the year the CDA offers greater flexibility in that funds can be placed at call or for a designated period and they are linked to a respective operational bank account enabling real time transacting. Respective CDA accounts have been created for this purpose.



**10. Environmental Impact**

When the performance and associated risks of two proposed ADI's are seen to be equal then their exposure to lending to Fossil Fuels in Australia will be considered

**11. Performance Benchmarks**

The performance of each investment will be assessed against the benchmarks listed in the table below. The expected performance of each investment will be greater than or equal to the applicable benchmark by sufficient margin to justify the investment taking into account its risks, liquidity and other benefits of the investment. Council will seek information about both current and historical reward for the investments contemplated in its Strategy – where insufficient, it will hold cash and not seek to outperform, as to do so mandates risk-seeking at times of minimal reward. It is also expected that Council will take due steps to ensure that any investment, notwithstanding a yield above the benchmark rate, is executed at the best pricing reasonably possible.

<b>Investment Category</b>	<b>Investment</b>	<b>Performance Benchmark</b>	<b>Time Horizon</b>
Working Capital	Business Online Account, Notice Accounts, short dated bills, deposits issued by an ADI.	AusBond Bank Bill Index (BBI)	3 months or less
Short Term Funds	Term Deposits of appropriate horizon issued by an ADI.	AusBond Bank Bill Index (BBI)	3 to 12 months
Short- Medium Term Funds	Term Deposits of appropriate horizon issued by an ADI.	AusBond Bank Bill Index (BBI)	12 months to 3 years

**Reference/Associated Documents**

[Local Government Act 1995](#)

[Local Government \(Financial Management\) Regulations 1996](#)

[Trustees Act 1962.](#)

**Reference to Internal Procedure**

[Process Map - Investments.](#)

Register of Delegations: DA – Investments.

## Definitions

<b>Act</b>	<i>Local Government Act (1995).</i>
<b>ADI</b>	Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the <i>Banking Act 1959</i> to take deposits from customers.
<b>Asset Allocation</b>	Asset Allocation is Council's term allocation to different asset types, where prescribed by the Investment Policy Statement, to ensure that the portfolio is diversified across particular sectors of the investment market.
<b>AusBond BBI</b>	Formerly the UBS BBI. The UBS Australia index family was acquired by Bloomberg from Q3 2014, and while branding changed the benchmark is unaltered. It represents the performance of a notional rolling parcel of bills averaging 45 days and is the widely used benchmark for local councils.
<b>Bill of Exchange</b>	A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.
<b>BBSW</b>	The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily.
<b>Council Funds</b>	Surplus monies that are invested by Council in accordance with section 6.14 of the Act
<b>Debenture</b>	A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders.
<b>DLGC</b>	Department of Local Government and Communities, including any previous or successor Departments of the WA State Government with responsibility for Local Government.
<b>Grandfathered</b>	Investments acquired or engaged under previous legislation and are therefore subject to those rules.
<b>IPS</b>	The Investment Policy Statement (IPS) provides the general investment goals and objectives of Council and describes the strategies that must be employed to meet these objectives. Specific information on matters such as asset allocation, risk tolerance, and liquidity requirements are also included in the IPS.
<b>LGR</b>	<i>Local Government (Financial Management) Regulations 1996 (WA) Regulations 19, 28 and 49</i>
<b>Maturity Profile</b>	Maturity Profile is Council's positioning of the maturity profile of the portfolio to meet Council's liquidity and return objectives.
<b>NCD</b>	A short term investment where the term of the security is usually for a period of 185 days or less (sometimes up to 2 years). NCDs are generally discount securities, meaning they are issued and on-sold to investors at a discount to their face value.
<b>Prudent Person Test</b>	The investment should be managed with the care, diligence and skill that a <i>prudent person</i> would exercise.
<b>WATC</b>	Western Australian Treasury Corporation established by the <i>Western Australian Treasury Corporation Act 1986</i> .

**Monitoring, Evaluation and Review**

This policy has been risk assessed as High.

The policy will be reviewed annually.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	DA - INVESTMENTS
SERVICE AREA:	FINANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
24/07/12		12.9
25/06/13		12.8
28/10/14	REVIEW – MINOR	12.4
22/09/15	REVIEW – MINOR	10.7
27/09/16	REVIEW – MAJOR	12.9
22/08/17	REVIEW – MAJOR	12.2
25/09/18	REVIEW – MINOR	12.5

NEXT REVIEW DATE	ANNUALLY
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## **BEXB36 Elected Member Attendance and Participation at Community Workshops**

### **Policy Objective**

To provide clarification to Elected Members on the role expected of them at community workshops and public meetings.

### **Policy Statement**

In order for Elected Members to be clear about their particular roles at community workshops or public meetings, the Chief Executive Officer will ensure that employees provide relevant advice to Elected Members at the time Elected Members are informed of these events.

A memo template (containing the information below) to Elected Members has been designed to assist employees when providing advice on the level of participation required of Elected Members.

### **Policy Detail**

#### **Public Meetings**

The Chair may be the Mayor, Deputy Mayor, an Elected Member or an employee who will manage the meeting in accordance with an agenda.

Employees and Elected Members may be required to give presentations.

If an Elected Member is required to give a presentation, the relevant Manager and/or employee will provide suitable background information and briefing notes including a Power-Point presentation(if required).

#### **Onsite meetings with quasi-judicial matters**

These meetings will be coordinated by an employee with all Elected Members being invited to attend. If discussion occurs with the applicant, Elected Members may ask questions to assist their understanding of matters under consideration. However, not under any circumstances should Elected Members venture an opinion.

### **Workshops**

Elected Members may be asked to act as facilitator at a table or participate as observers only.

In some cases, Elected Members may be asked to NOT attend workshops. This is because participants sometimes object to being 'observed'.

### **Reference/Associated Documents**

N/A

### **Reference to Internal Procedure**

N/A

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

There are low operational risks associated with the policy.

The policy will be reviewed every four years

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	PRINCIPAL GOVERNANCE AND COMPLIANCE ADVISOR

#### AMENDMENT STATUS

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - MINOR	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE	2019
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## **BEXB37 CORPORATE CREDIT AND DEBIT CARDS**

### **Policy Objective**

To facilitate the implementation and appropriate internal controls for the use of Council issued corporate credit/debit cards.

### **Policy Statement**

Appropriate internal controls are in place regarding the management and use of corporate credit/debit cards.

### **Policy Detail**

The use of corporate credit/debit cards has a number of advantages including:

- An additional purchasing method that at times is more appropriate than paying by cheque, cash or EFT.
- Useful resource in an emergency situation.
- Reduces the need for additional cash to be kept on the premises that has its own security and administrative benefits.
- If used effectively can reduce administration costs.
- Provides an effective audit trail.

In order to ensure that credit/debit cards benefit the City they must be subject to appropriate internal controls:

- The cardholder must agree in writing that they fully understand and will comply with the corporate credit/debit card policy.
- Corporate credit/debit cards should only be issued with the express authorisation of the Chief Executive Officer. This will require a clear business case.
- Limits for both credit and debit cards should be authorised by the Chief Executive Officer.
- Corporate credit/debit cards must only be issued to an employee of the City.
- Utilisation of the primary corporate credit card held by the Director Corporate and Governance requires the completion and authorisation of the 'Credit Card Payment Request Form'.
- Cardholders are required to retain all documentation including tax invoices and provide an approved monthly reconciliation to Finance immediately following the end of month and within five working days.
- In the event a credit/debit card is lost or misplaced this needs to be immediately reported to the Manager Finance.
- All credit/debit cards are to be returned to the Manager Finance upon notification of termination of employment and subsequently destroyed.
- All credit/debit cards should be held by the Manager Finance during times of extended leave.
- Reward schemes should be used to the benefit of the City.
- Credit/debit cards should only be used for the purchasing of goods and services on behalf of the City and should not be used for personal expenditure.
- Credit/debit cards should not be used for cash advances.

### Reference/Associated Documents

[Local Government Act 1995](#)

[Local Government \(Financial Management\) Regulations 1996](#)

### Reference to Internal Procedure

Register of Delegations      DA – Municipal Fund Procedures and Payments

### Definitions

N/A

### Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

The policy will be reviewed every two years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	DA – MUNICIPAL FUND PROCEDURES AND PAYMENTS
SERVICE AREA:	FINANCE
POLICY OWNER:	MANAGER FINANCE

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/11/11		12.9
25/06/13		12.8
22/09/15	MINOR	10.7
27/09/16	REVIEW - MINOR	12.9
25/09/18	REVIEW – MINOR	12.5

NEXT REVIEW DATE	2020
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## **BEXB38 BUSINESS IMPROVEMENT POLICY**

### **Policy Objective**

The City of Belmont will be recognised as a leader in business improvement by demonstrating responsible stewardship of our operations in local government.

### **Policy Statement**

The leadership and commitment of management together with the competency of our people will provide quality products and outstanding services to the customers of Belmont and its interested parties while continually striving to delight and where possible exceed their expectations.

Our corporate strategy will embody excellence in management principles and best practices including proactive planning, legislative compliance, sustainable development and risk management ensuring occupational safety and health of all people at work, sustaining the natural and built environment and continuous improvement.

### **Policy Detail**

To achieve this, the following Objectives are part of 'how things are done' in the City to fulfill the policy:

#### **OBJECTIVES**

- To promote an ethos of continuous improvement in the City through education and training of our people and engagement with relevant interested parties.
- To monitor and review the internal and external context of the City that are relevant to its purpose and that affect its ability to achieve the intended outcomes of its Business Management Systems.
- To achieve the core objectives of the Strategic Community Plan through effective implementation of the Corporate Business Plan, continuous improvement and the maintenance of appropriate management systems.
- To comply with all relevant Legislation.
- To respect and implement the Council's Community and Stakeholders - Communication and Consultation Policy.
- To maintain the Local Emergency Management Plan and processes to prevent the occurrence of incidents those have an adverse impact on the City and its residents and to minimise the impact of those that are unforeseen.
- To benchmark our performance against those of like organisations and those considered leaders in specific areas of expertise. This information will be shared with our people to assist them in the continuous improvement process.



- To participate in the development of the local government industry and ensure Council's due diligence through compliance to, and exceeding, statutory and other selected standards.
- To ensure every employee understands that they are expected to contribute to the continuous improvement of the City and that they are to take responsibility for the quality of their own work, as well as the satisfaction of their customers, whether internal or external.
- To regularly assess the management systems implemented to ensure its ongoing relevance through a process of regular audits and reviews.

### **Responsibilities**

The development of the Business Improvement Policy is the responsibility of the City of Belmont Executive Leadership Team. Its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of all our people

### **Reference Associated Documents**

ISO 9001:2015 Quality management systems – Requirements

ISO 14001:2015 Environmental management systems – Requirements with guidance for use

AS/NZS 4801:2001 Occupational health and safety management systems – Specification with guidance for use

AS/NZS ISO 31000:2009 – Risk management – Principles and guidelines

### **Reference to Internal Procedure**

N/A

### **Definitions**

N/A

**Monitoring, Evaluation and Review**

There is an operational risk associated with the policy.

The policy will be reviewed every three years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/11/11		12.9
25/06/13		12.8
27/09/16	REVIEW - MAJOR	12.9

NEXT REVIEW DATE	2019
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## **BEXB39 BUSINESS CONTINUITY**

### **Policy Objective**

To ensure the City is well prepared to respond to significant business disruptions in order to support the continuing availability of critical activities and resources to achieve its business objectives.

### **Policy Statement**

The City of Belmont is committed to building resilience within the organisation, providing the capability for an effective response to crisis that safeguards the interests of the City, its community, stakeholders and reputation. It will do so by maintaining Business Continuity processes in accordance with ISO 22301:2012 Societal Security – Business Continuity Management Systems – Requirements.

### **Policy Detail**

Scope - This policy covers all City activities from operational activities to strategic planning.

Responsibility for Business Continuity:

#### Council

- To approve the Business Continuity Policy

#### Chief Executive Officer and Executive

- Ensure the full implementation of Business Continuity practices throughout the City
- Monitor and promote Business Continuity policies and procedures at a strategic level

#### Coordinator Business Continuity and Risk

- Monitor and update the City's Business Continuity Plans and other Business Continuity related documents
- Provide training as required
- Report on Business Continuity information to the Executive and relevant committees

#### Management

- Identify and assess critical activities in their area of responsibility
- Develop continuity strategies for the critical activities
- Identify resource requirements to support the strategies
- Ensure business changes that could impact critical activities, related strategies and resource requirements, are reported to the Coordinator Business Continuity and Risk
- Allocate Business Continuity responsibilities to employees

Employees

- Responsible for the effective operation of critical activities
- Comply with the City's Business Continuity policy and procedures
- Attend Business Continuity training and participate in activity assessments in accordance with management instructions

**Reference/Associated Documents**

ISO 22301:2012 Societal Security – Business Continuity Management Systems – Requirements.

**Reference to Internal Procedure**

N/A

**Definitions**

N/A

**Monitoring, Evaluation and Review**

This policy has been risk assessed as Moderate.

The policy will be reviewed every two years.

Changes or updates made to ISO 22301:2012 Societal Security – Business Continuity Management Systems – Requirements may require this policy to be reviewed and amended.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	COORDINATOR BUSINESS CONTINUITY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/09/15	NEW	10.7
27/09/16	MINOR	12.9
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE	2020
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## **BEXB40 ATTENDANCE BY DIGNITARIES AT CIVIC FUNCTIONS, CEREMONIES AND RECEPTIONS**

### **Policy Objective**

To provide guidance on attendance by dignitaries at Civic Functions, Ceremonies and Receptions.

### **Policy Statement**

To fulfil its civic objectives and to create a sense of community the City of Belmont hosts and coordinates a number of Civic functions, ceremonies and receptions each year which range from high profile functions such as the Mayoral Dinner and Citizenship Ceremonies to smaller gatherings such as morning teas and lunches held specifically by the Mayor.

The City uses functions as a stakeholder management tool as they help recognise and strengthen existing relationships and establish new ones.

### **Policy Detail**

Invitations should be sent to dignitaries as detailed in the schedule below for the following City functions:

<b>Function</b>	<b>Political Representation (to include partners where appropriate)</b>
<b>Mayoral Dinner</b>	<ul style="list-style-type: none"><li>• Minister for Local Government</li><li>• Federal Member for Swan</li><li>• Member for Belmont</li><li>• Members for the East Metropolitan Region</li><li>• State and Federal Government Ministers who are key stakeholders relevant to the City's current or future strategic objectives</li><li>• Commonwealth Members of Parliament who are elected representatives for the municipality (e.g. Senators)</li><li>• Mayors and Presidents representing local governments adjoining the City's boundaries</li></ul>

<b>Civic Dinner</b>	<ul style="list-style-type: none"> <li>• Freemen of the City of Belmont</li> <li>• Immediate past Elected Members following a local government election</li> <li>• Member for Belmont</li> <li>• Member for Swan</li> </ul>
<b>Volunteer Recognition Events</b>	<ul style="list-style-type: none"> <li>• Member for Belmont</li> </ul>
<b>Pioneers Function</b>	<ul style="list-style-type: none"> <li>• Freemen of the City of Belmont</li> <li>• Member for Belmont</li> </ul>
<b>Sister City Functions</b>	<ul style="list-style-type: none"> <li>• Consul General of Japan</li> </ul>
<b>Citizenship Ceremonies</b>	<ul style="list-style-type: none"> <li>• Federal Member for Swan</li> <li>• Member for Belmont</li> <li>• Members for the East Metropolitan Region</li> <li>• Minister for Immigration</li> </ul>
<b>Official Openings of Major Council Facilities</b>	<ul style="list-style-type: none"> <li>• Freemen of the City of Belmont</li> <li>• Appropriate Federal and/or State Ministers in accordance with grant funding if applicable</li> <li>• Federal Member for Swan</li> <li>• Member for Belmont</li> <li>• Members for the East Metropolitan Region</li> </ul>
<b>Other Civic Receptions, Appreciation Functions</b>	<ul style="list-style-type: none"> <li>• Dignitaries of specific relevance to the function and in line with predetermined requirements such as grant funding etc.</li> </ul>
<b>Ministerial/Cabinet Visits</b>	<ul style="list-style-type: none"> <li>• As determined by the relevant Ministerial Office</li> </ul>
<b>Other Miscellaneous Functions such as Launches etc.</b>	<ul style="list-style-type: none"> <li>• Dignitaries of specific relevance to the function and in line with predetermined requirements such as grant funding etc.</li> </ul>

The Mayor has discretion to vary the invitation list according to the requirements of the City's current operations.

**Reference/Associated Documents**

N/A

**Reference to Internal Procedure**

N/A

**Definitions**

N/A

**Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every four years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE
POLICY OWNER:	MANAGER MARKETING AND COMMUNICATIONS

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/09/15	NEW	10.7
23/02/16	MINOR	12.8
27/09/16	MINOR	12.9
22/08/17	MAJOR	12.2

NEXT REVIEW DATE	2019
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## **BEXB41 Elected Member Disclosure of Interests Register**

### **Policy Objective**

To provide clear guidelines on the publication of the City of Belmont Elected Member Disclosure of Interest Register on the City's Website.

### **Policy Statement**

To provide the highest standards in openness and accountability the City of Belmont will, in addition to the requirements of the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007* in relation to the keeping of a register of interests disclosed, publish a register of the Elected Member disclosures of interest on the City of Belmont website.

### **Policy Detail**

In accordance with the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007*, the Chief Executive Officer will keep a register of elected member disclosures of interest.

The following detail is to be published on the City's website:

- (i) the name of the Elected Member;
- (ii) the date of the meeting;
- (iii) the meeting type;
- (iv) the item number and heading; and
- (v) the type of interest.

The published register will be updated monthly.

### **Reference / Associated Documents**

*Local Government Act 1995*  
*Local Government (Rules of Conduct) Regulations 2007*, Regulation 11  
City of Belmont Code of Conduct  
Form – Disclosure of Interests

### **Reference to Internal Procedure**

Nil



### Definitions

Interest – as defined in Section 5.60 of the *Local Government Act 1995* and Regulation 11 of the *Local Government (Rules of Conduct) Regulations 2007*.

### Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

The policy will be reviewed every four years.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS

N/A

SERVICE AREA:

GOVERNANCE

POLICY OWNER:

MANAGER GOVERNANCE

#### AMENDMENT STATUS

DATE OF AMENDMENT

22/08/17

REVIEW - MINOR

MINUTE ITEM REFERENCE

12.2

NEXT REVIEW DATE

2021

## **BEXB42 Elected Member Registers - Other**

### **Policy Objective**

To establish a protocol for keeping and publishing registers of Elected Member disclosures of:

- Attendance at meetings;
- Training undertaken;
- Travel and conferences;
- Attendance at functions and events;
- Membership of a Political Party;
- Membership of a Community Group; and
- Full residential address.

### **Policy Statement**

The City of Belmont aims to provide the highest standards in openness and accountability by requiring disclosures of Elected Member travel and conferences, training undertaken, attendance at functions and events, political party membership, community group membership and full residential address and the publication of these on the City's website.

### **Policy Detail**

#### **1. RECORDING OF DISCLOSURES**

- (1) The CEO will on a monthly basis update Elected Member attendance at meetings.
- (2) An Elected Member must disclose any Council related travel, conference or training attendances.
- (3) An Elected Member must disclose to the Mayor's office their prior intention to attend any function or event that occurs on weekends or weeknights. Subsequent attendance to be verified with the Mayor's office by the Elected Member concerned.
- (4) An Elected Member must disclose their:
  - i. Membership of a Political Party;
  - ii. Membership of a Community Group; and
  - iii. Full residential address.

Disclosure is to be on the prescribed form and lodged with the Annual Return to the CEO annually or within 10 days of change of circumstances.

## 2. DISCLOSURES REGISTER

The Chief Executive Officer is to maintain a register of the disclosures as set out in Part 1 and publish them on the City's website.

The register will be updated monthly.

### Reference/Associated Documents

Elected Member Conference Report Form  
 Elected Member Disclosures – Contact Details and Memberships Form  
 Elected Member Professional Development and Authorised Travel Nomination Form  
 Travel Contribution Disclosure Form – Elected Members  
 Webform – Functions and Events Attendance Form  
 Elected Member Representatives on Committees and Other Groups.

### Reference to Internal Procedure

WI – Manage Council Policy BEXB42 - Elected Member Disclosures - Other

### DEFINITIONS

<i>meeting</i>	Means council, special council, agenda briefing forum, information forum, annual electors, committees or workshops but does not include other committees and groups as detailed in the Elected Member Representatives on Committees and Other Groups document.
<i>travel</i>	Means any travel funded, or partially funded by a third party.
<i>conference</i>	Any conference undertaken in relation to Council activities.
<i>Functions, events and other</i>	Means any function, event or other gathering attended in the capacity as, or associated with being an elected member.
<i>membership</i>	Means being a member of a particular group, whether financial or not.
<i>Training</i>	Any course (full or part), seminar or other training undertaken in relation to Council activities.
<i>verified</i>	Means so as to comply with the definition of functions and events and physical attendance.

### **Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every three years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/08/17	REVIEW - MAJOR	12.2
25/09/18	MINOR	12.5

NEXT REVIEW DATE	2020
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## **BEXB43 STREET NUMBERING, RENUMBERING AND RENAMING**

### **Policy Objective**

1. To ensure the correct street addressing and clear identification of all properties within the City of Belmont.
2. To allocate a street address that is unique, clear, logical and unambiguous.
3. To outline the process and procedure of addressing, re-naming and re-numbering properties within the City of Belmont.

### **Policy Statement**

- To introduce procedures for dealing with the addressing, re-naming and re-numbering of the streets that have been segmented for traffic control purposes.
- To retain the original street name for the longest segmented length(s) of road(s).

### **Policy Detail**

To all properties that are with within Council boundaries that require street numbering or street re-naming including those streets divided into two or more sections

### **Methods and Procedures**

#### **A. Street Addressing**

##### **1. Determining the Street Address**

The main access from a road to a property (i.e. front door) determines the correct street address. Properties must have the street number clearly displayed and visible from the road. This is in accordance with Landgate guidelines, Australian and New Zealand Standards for Rural and Urban addressing and to meet with the requirements of Emergency Service responders and other service providers.

##### **2. Street Addressing Patterns**

- (a) Street addresses must be consecutive and where a street address has been allocated to a property, then that address must be used.
- (b) Odd house numbers will be allocated to the left hand side of the road and even numbers to the right hand side, commencing from the starting point as listed in the standards
- (c) Every Lot will be allocated a street address. Spare numbers will be set aside to allow for future development of certain lots.
- (d) A corner property will be addressed based upon the main access way or location of letter boxes.
- (e) All street addresses will be sequential, ranging from the lowest to the highest e.g. 1, 1A, 2, 2A, 3, 4, 5, 6, 7 etc.

- (f) Street Addresses for subdivisions and amalgamations will be allocated when approval is granted by the Planning Department and owners will be notified by mail. City of Belmont reserves the right to retain any street addresses not used, as it deems appropriate.
- (i) Single houses and grouped dwellings may be required to share a street number.
  - (ii) If the property containing a retained existing dwelling/building is redeveloped with an additional dwelling/building at the rear, then the existing dwelling will retain its original street number and the new dwelling will be allocated a suffix of the original house number.
  - (iii) If the existing lot is developed and split adjacent to the road into two or more separate lots with direct road frontage, the following provision will be applied:
    - Where available, whole street numbers will be allocated
    - Where there is only one street number available, the lot closest to the road starting point will retain the original street number and thereafter number with suffixes will be applied sequentially.
  - (iv) Where there is only one number available for example at House number 1, new developments will be allocated suffixes such as 1A, 1B, 1C and 1D. If there are more than four units, they will be allocated numeric prefix e.g. 1/1, 2/1, 3/1 etc.

**B. Instigation methods for street re-naming and re-numbering**

1.1 Council Resolution

Where Council has in its opinion sufficient community or government emergency services agencies requests for the rectification of problems associated with segmented sections of a street, the Council may instigate the re-naming and re-numbering of the segmented portions after seeking comments from all property owners within the affected street sections.

To enable the process to continue and be completed there is to be 75% support from the affected owners of the proposed change.

1.2 Federal and State Government Agencies (other than Geographic Names Committee and Minister for Lands)

Where a Federal or State government agency requests Council to consider the re-naming and/or re-numbering of segmented sections of a street due to problems that they are experiencing the matter shall be referred to Council for consideration in line with clause 1.1.

1.3 Emergency Services Agencies

Where an emergency service agency has notified Council that it is experiencing difficulties with segmented sections of a street, all options available to assist will be considered included improved street signage which clearly defines the house numbers in the segmented portion.

#### 1.4 Property Owners

Where a property owner provides a written request for the re-naming of the section of street in which they own property or reside, the property owner shall be requested to produce to the Council written confirmation from 75% or more of the other property owners in the street that they support the re-naming and re-numbering of the section of the street in question.

The Council will provide free of charge to the initial requestor the contact names and addresses of the other property owners to assist in the collection of the comments.

The Proposed Street Numbering and Re-naming Questionnaire shall be the format used for seeking comment of property owners on street re-naming and re-numbering.

#### **C. Procedures for re-naming and re-numbering**

- 1.5 Suggested street name(s) selected from the “Schedule of Names Reserved for Streets and Parks” list (as amended) are to be presented to Council for consideration.
- 1.6 Council's recommendation of the street name is to be presented to the Geographic Names Committee for endorsement.
- 1.7 The proposed street name shall not be used for more than one section of a segmented street.
- 1.8 All renamed streets will have new numbers allocated to each property.
- 1.9 The re-numbering sequence shall follow the Australian/New Zealand Standard AS/NZS 4819 2011.
- 1.10 Following the endorsement by the Minister for Lands of the new street name a dual street sign will be installed and retained as a dual sign for a period of not less than 12 months by the City.
- 1.11 Wherever practical, the selection and endorsement of the new street name is to be finalised and submitted to the Geographic Names Committee by the end of March to enable print for the following year street directory.

## ADVICE TO OWNERS

### Residential

1. The City will notify only the following agencies where street re-naming and re-numbering has occurred:
  - Australian Electoral Commission
  - Synergy
  - Water Corporation
  - Landgate
  - Telstra
  - Atco Gas
  - Kleenheat
  - Australia Post
  - Alinta Gas
  
2. Council will not consider requests for street number changes, which are based on the following:
  - A number is considered “unlucky”
  - Religious reasons
  - To improve the “feng shui” of a property
  - Personal preferences
  - The number is not good for business
  - The property is difficult to sell
  - The number/address “devalues” the property
  
3. A request to re-number a property is to be submitted in writing.

Council will only consider changing a number where there will be no effect on the sequencing of numbers, the ability to allow further allocation of numbers to properties where future development can occur and where the change will not require the installation of alphabetical lettering after the number.
  
4. The property owner will be responsible for:
  - Notifying occupants of the proposed changes where they are not the owner/occupier
  - Removing the existing street number and installing the new number
  - Notifying all other agencies not listed in item 1 above
  - Changing at their expense any individual property signage that reflects the existing street name and numbering
  - Notifying all personal contacts regarding the change of address
  - Notifying all other agencies associated with the owner external to Australia
  - Alterations to personal/ business stationery etc.
  
5. The City will not compensate or bear any costs associated with the correction of reflective numbering installed on kerbs.



### **Commercial/Industrial**

For commercial and industrial properties the five items listed for residential properties are applicable along with the following additional items:

1. Council will not be responsible for the costs associated with stationery changes relating to the business name and address.
2. Council will not be responsible for the installation of revised advertisement signage on the property.
3. Council will not provide any revised or additional street numbers other than as listed for residential properties.
4. Council will provide three months' notice prior to the installation of street signage to enable the correction of stationary and business advertisement signage.

### **Reference/Associated Documents**

Australian/New Zealand Standard AS/NZS 4819 2011

### **Reference to Internal Procedure**

Proposed Street Numbering and Renaming Questionnaire  
SB3 Naming or Renaming of Streets, Parks and Reserves

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

There is a low operational risk associated with this policy.  
The policy will be reviewed every two years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	FINANCE
POLICY OWNER:	MANAGER FINANCE

#### **AMENDMENT STATUS**

<b>DATE OF AMENDMENT</b>	<b>STATUS OF AMENDMENT</b>	<b>MINUTE ITEM REFERENCE</b>
22/08/17	NEW POLICY	12.2

<b>NEXT REVIEW DATE</b>	<b>2019</b>
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## **BEXB44 Elected Members – Communication**

### **Policy Objective**

To provide a policy position in respect to the expectation of Elected Members when engaging in communications, whether verbal, written, electronic or via social media, as an Elected Member of the City of Belmont and, in some circumstances, a personal capacity.

### **Policy Statement**

As a representative of the community, Elected Members need to be responsive to community views, questions and queries, but ensure all communications either as an individual Elected Member or that of a decision of Council are communicated in good faith and not adversely reflect on Council decisions.

This Policy is not intended to discourage nor unduly limit an Elected Member's personal expression or other communications; however this Policy does identify certain obligations and requirements that apply as a result of an Elected Member's status as a public officer whose conduct is governed by the statutory framework which applies to local government.

### **Policy Detail**

#### **1. Spokespeople**

Only the Mayor and the CEO (if authorised by the Mayor), can make official comments on behalf of the City of Belmont.

#### **2. Mayoral Letterhead**

Mayoral letterhead will be available for the Mayor for responses to civic invitations, functions and the like. In the event that the Mayor receives correspondence relevant to the business of the City, the Mayor may use mayoral letterhead to acknowledge receipt and advise that the City will respond to the matter raised.

Where the Mayor is providing technical information to correspondents, the Chief Executive Officer will be requested to draft the correspondence or that section of the correspondence for the Mayor.

#### **3. Correspondence – Print**

Correspondence generated and received by Elected Members that relates to the business of the City is subject to the *State Records Act 2000*, the City's Records Management Policy and Recordkeeping Plan, and as such must be retained within the City's corporate recordkeeping system.

#### **4. Email**

Each Elected Member is provided with a City of Belmont email address and this email must be used for all electronic correspondence between the community, stakeholders and the Elected Member when it relates to the business of the City.

Each Elected Member will be provided with an e-mail signature block that must be applied to all emails.

Email correspondence generated and received by Elected Members that relates to the business of the City is subject to the *State Records Act 2000*, the City's Records Management Policy and Recordkeeping Plan, and as such must be retained within the City's corporate recordkeeping system.

#### **5. Electronic Equipment**

Electronic equipment, such as computers, tablets, mobile phones etc., utilised by any Elected Member, is subject to Council policy, the conditions of use and any service agreement between Elected Members and the City.

#### **6. Social Media**

The City of Belmont recognises that Elected Members may wish to use social media to promote the activities of the City to their communities online.

In this regard, Elected Members should be cognisant of the fact that statutory obligations apply to their social media platforms in exactly the same way as they do to any other form of communication.

Social Media can be used as a positive avenue to:

- Increase resident's access to Council information
- Increase the level of trust in Council
- Reach targeted audiences on specific issues, events and programs
- Provide effective, fast communication channels to a large population very quickly when needed.

Guidelines for using Social Media:

- Be credible; accurate, fair, thorough and transparent
- Be respectful, cordial, honest and professional at all times
- Be responsive and share information where appropriate
- Behave with honesty and integrity.

Elected Members are personally responsible for the content they publish in a personal or professional capacity on any form of social media or digital platform, and in this regard must personally ensure that they understand their legal obligations.

As with other electronic communication channels, what is said on social media platforms is likely to be permanent and public.

When using social media in a private capacity Elected Members are equally bound by this Policy and its legal obligations, in certain circumstances, if they are identifiable as an Elected Member of the City of Belmont.

## **7. Local Government Elections**

During a Local Government election period some communications including electronic and social media may fall into the category of 'election material'. Election material is any material which is published in any format which is intended to affect the result of the election.

All election material must contain the name and the address of the person who authorises the material. Therefore any communications including social media and email, which may in some way comment on candidates or Council during an election campaign must meet the requirements of the *Local Government Act 1995* and associated Regulations (*Local Government (Elections) Regulations 1997*).

## **8. Communications General**

Communications by Elected Members should:

- Only disclose publicly available information. No comment should be made regarding confidential, private or legal matters
- Remember that Council decision making is by majority. There may be decisions you disagree with, but once a decision is made, all communications including email and social media posts are to be consistent and respectful of this decision. Once Council has made a decision, you will recognise your collegiate duty and support that decision, irrespective of your own opinions
- Ensure that no copyrighted or trademarked material is published without permission
- Ensure that communications are not illegal, libellous, discriminatory, defamatory, abusive, or obscene
- Ensure that communications do not infringe the City of Belmont *Code of Conduct*
- Any request for comment or communications in regards to a quasi-judicial decision made by Council can only be made by the City's official spokesperson
- Not make any statements expressing an opinion on matters before Council which may indicate bias or a predetermined voting position
- Adhere to the City of Belmont's *Customer Service Charter* by responding to requests within 10 normal working days and complaints within 5 days. If a request cannot be finalised within 10 normal working days, notification of the reasons why and the expected timeframes for completion is required
- Not release CCTV footage without the permission of the Chief Executive Officer
- Provide relevant, accurate, fair and thorough information
- In particular to social media, create 'Engagement Guidelines' for your social media platforms to ensure a framework is in place to manage your social media network. Refer to City of Belmont's Facebook Engagement Guidelines as an example.
  - Ensure regular monitoring of social media account/s to ensure adherence to engagement guidelines
  - Ensure records are kept according to the *State Records Act 2000*

- Elected Members must not use personal accounts to make adverse comments about the Council or its programs, services, projects, other Elected Members, Employees, Volunteers, Community Members or decisions.

Non-compliance with this Policy by Elected Members will be managed through the relevant Code of Conduct and disciplinary processes.

### **Reference to Internal Procedure and State Government Act/s**

There are various statutory requirements relevant to Elected Member communications as follows:

- a) *State Records Act 2000* requires that all correspondence, including email and social media posts and comments, relating to the business of the City and the Council must be retained in the official records of the City.
- b) Sections 2.8(1)(d) and 5.41(f) of the *Local Government Act 1995*, provides that only the Mayor may speak on behalf of the City (or the CEO if authorised by the Mayor to do so).
- c) *Freedom of Information Act 1992* requires the preservation of correspondence and its availability for Freedom of Information purposes.
- d) Section 5.93 of the *Local Government Act 1995* provides that an Elected Member (as well as employees) must not make improper use of any information acquired.
- e) Regulation 6 of the *Local Government (Rules of Conduct) Regulations 2007* provides for Elected Members to maintain confidentiality.
- f) City of Belmont Policy BEXB29.1 - Roles and Responsibilities - Elected Members, in regards to record keeping.
- g) City of Belmont *Code of Conduct* also provides further guidance to communication.

### **Definitions**

**Communication**, relates to any comments made verbally, by letter, memo, by email, on social media, blogs, websites etc.

**Social Media** is a set of online technologies, websites and practices which are used to share opinions, experiences and perspectives. Social Media tools include, but are not limited Facebook, Twitter, YouTube, Instagram, Snap Chat, Wickr Me, Websites and Blogs.

**Electronic / Digital Communication** includes email, social media, blogs, websites, YouTube etc.

**Record**, is defined as any record of information including:

- (a) anything on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;

- (e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- (f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Refer to the [State Records Office Fact Sheet for Local Government Elected Members Records](#).

### **Monitoring, Evaluation and Review**

This policy has been risk assessed as High

This Policy will be reviewed annually.

The Chief Executive Officer will report to Council on the outcome of the review and make recommendations for amendment, alteration or a substitution of a new Policy if considered necessary.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE
POLICY OWNER:	MANAGER MARKETING AND COMMUNICATIONS

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/02/2018	NEW POLICY	12.5
25/09/2018	REVIEW – NONE	12.5

NEXT REVIEW DATE	ANNUALLY
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## **BEXB45 COUNCIL MEETINGS - AUDIO RECORDING PUBLIC QUESTION TIME**

### **Policy Objective**

To provide guidelines for the process of audio recording Public Question Time for Ordinary Council Meetings and Special Council Meetings to assist with verification of the Minutes and to outline accessibility to audio recordings.

Minutes will continue to be prepared in accordance with the requirements of the *Local Government Act 1995*.

### **Policy Statement**

This Policy will outline the manner in which Public Question Time at Ordinary and Special Council Meetings (Meetings) will be recorded and sets out the procedures for access to these recordings.

### **Policy Detail**

#### **Recording**

1. Public Question Time proceedings at Meetings shall be audio recorded.
2. At the commencement of Public Question Time at each Meeting the Presiding Member shall advise:
  - That Public Question Time is being recorded for minute verification purposes; and that
  - No person present at the Meeting is to use any electronic, visual or audio recording device or instrument to record the proceedings of a Meeting without the written permission of Council. (*The City of Belmont Standing Orders Local Law 2017*, section 8.17 refers)

#### **Access to Recordings**

##### **Governance Officers**

Governance Officers shall have access to the recordings of Public Question Time at Meetings to assist in the preparation of minutes of the Meetings.

##### **Elected Members**

1. Elected Members may access the recordings of Public Question Time after the Minutes of the Meeting have been prepared by Governance Officers and confirmed for distribution. Access is to be under supervision by a person, as designated by the Chief Executive Officer. An "Access to Recording Form" is to be completed on each occasion identifying the section of the Meeting to be accessed in order to retain a record of that access and minimise the impact on

staff resources. An Elected Member granted access to the recordings may only listen to the recording accessed and may not, without permission of the Chief Executive Officer, retain an electronic copy of any recording to which access is granted.

2. The Chief Executive Officer is to advise all Elected Members of each application received to access the record of proceedings as well as the purpose for access in the next Chief Executive Officer's Monthly Information Report.

### Members of the Public

Members of the public who wish to access Public Question Time recordings must make an application for access to the relevant recording under the *Freedom of Information Act 1992*. Fees and charges apply as prescribed by the *Freedom of Information Act 1992*.

### Recordings subject to copyright

Any recording of Meeting proceedings is subject to copyright of the City of Belmont and is not be copied or shared with third parties without permission of the City first being obtained.

### Retention of Recordings

All recordings are to be retained as part of the City's records in accordance with the *State Records Act 2000* and the State Records Office of Western Australia General Disposal Authority for Local Government.

### **REFERENCE / ASSOCIATED DOCUMENTS**

*Local Government Act 1995*  
*City of Belmont Standing Orders Local Law 2017*  
*State Records Act 2000*  
*Freedom of Information Act 1992*

### **REFERENCE TO INTERNAL PROCEDURE**

Form – Access to Recording (to be developed)  
Work Instruction - OCM Meeting Preparation  
Work Instruction – SCM Meeting Production



**DEFINITIONS**

Not Applicable.

**MONITORING, EVALUATION AND REVIEW**

This policy has been risk assessed as Moderate.

The policy will be reviewed every two years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/10/2018	NEW POLICY	12.1

NEXT REVIEW DATE	2020
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## ***COUNCIL POLICIES***

### **SECTION TWO**

#### **POLICIES RELATING TO SOCIAL BELMONT**

The Social Belmont key result area is about achieving outcomes for the residential community. These policies are aimed at assisting the City to fulfil the following objectives:

- The City will take a key leadership role to ensure access to services and facilities and developing collaborative partnerships that enable greater accessibility for a changing community.
- Develop community capacity and self-reliance.
- Encourage a high standard of community health and wellbeing.
- Create a City that leads to feelings of wellbeing, security and safety.
- Ensure that the cultural and historical significance of the City is identified and captured.

## **SB1 COUNCIL AUTHORITY TO APPLY FOR GRANTS**

### **Policy Objective**

Ensure that a responsible process is in place to accommodate the application and acceptance of grants and subsidies.

### **Policy Statement**

Council encourages the application for funds that will have benefit to the community. The Chief Executive Officer has authority to make submissions for grants/subsidies subject to their purpose falling within the Council's overall Strategic Community Plan.

### **Policy Detail**

The Chief Executive Officer can accept grants/subsidies, except in the following cases, which require specific Council authorisation:

- Grants/subsidies that require an unbudgeted co-payment of funds.
- Grants/subsidies that result in expenditure not identified and authorised as part of the budget process.
- Grants/subsidies where the amount varies significantly from that which has been identified and authorised as part of the budget process.

### **Reference/Associated Documents**

[Local Government Act 1995](#), Sections 6.15 (b) (ii) and 6.8 (1) (c).

### **Reference to Internal Procedure**

Work Instruction - Grant Application Procedure.  
Process Map – Grant Application Process

Register of Delegations: N/A

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

There are minor financial, reputational and operational risks associated with the policy.

The policy will be reviewed every two years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	PROPERTY AND ECONOMIC DEVELOPMENT
POLICY OWNER:	MANAGER PROPERTY AND ECONOMIC DEVELOPMENT

#### AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
27/10/04		10.5.1
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15		10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW – NONE	12.2

NEXT REVIEW DATE	2019
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## **SB2 DONATIONS – FINANCIAL ASSISTANCE**

### **Policy Objective**

To direct the process of administering financial assistance to the local community-including not for profit groups, local schools, sporting and recreational clubs and disaster relief appeals. The aim of the financial assistance is to provide a direct benefit to the residents of the City of Belmont and to allow for additional flexibility to respond to the changing needs of the community\*.

*\*The only occurrence where recipients/communities outside the City of Belmont could be eligible to receive financial assistance is when supporting disaster relief appeals.*

### **Policy Statement**

The City of Belmont will consider administering financial assistance for donations under one of the following programs:

- Community Contribution Fund
- Specific Donations (through formal Memorandums of Understanding)
- In Kind Donations (use of Council community facilities)
- Other Donations (Sand and Turf Line Marking Paint, Sporting/Cultural).

Each program listed above has guidelines, which may be reviewed and modified on an operational level, in order to continuously improve the administration of the funds to meet the changing needs of the community. The Executive Leadership Team has the responsibility of approving or rejecting any proposed changes to the program guidelines.

This policy outlines the process of how all requests for financial support are assessed and administered. Requests for financial assistance will only be considered where it is determined that the financial assistance will provide a direct benefit to the City of Belmont communities by service provision that is reflective of community needs\*.

### **Policy Detail**

In considering all of the applications for funding, all associated program guidelines will clearly demonstrate that there is a direct benefit to the City of Belmont residents and communities\*.

Any applications for funding which meet the associated program guidelines will go through the process of assessment, review and recommendations by the respective responsible Officer of the program in conjunction with the relevant Manager.

The following Delegated Authority exists for requests for financial assistance under this policy:

- up to \$5,000 per application - Chief Executive Officer
- more than \$5,000 per application - Council

### **Community Contribution Fund**

All of the applications for funding will clearly demonstrate that there is a **direct benefit to the City of Belmont residents and communities.**

Aims to encourage community organisations and local residents to actively participate in community initiatives, projects and events which assist in the development of community cohesion and support the City's strategic objectives.

The provision of funding assistance is to support community focused projects, build the capacity of local community organisations and enhance the City of Belmont community.

Incorporated groups, and unincorporated groups under the auspice of an incorporated group, can apply for a **minimum of \$500** and a **maximum of \$5,000**. Unincorporated not for profit groups can apply for funding at a **maximum of \$500**.

With a total amount determined by Council annually as adopted in the City's Annual Budget.

### **Other Donations**

#### **a. Sand and Turf Line Marking Paint**

Aims to reimburse local not for profit groups, schools, sporting and recreation clubs on an ongoing basis throughout the calendar year for the following circumstances and subject to proof of expenditure:

- Provision of sand for recreational purposes – to subsidise schools, playgroups and other non-government organisations with the maximum amount of \$300 per application per annum.
- Turf Line Marking Paint – to subsidise specific turf line marking paint to the maximum of \$350 per application per approved sporting season.

With a total amount determined by Council annually as adopted in the City's Annual Budget.

#### **b. Sporting/Cultural Donations**

Aims to provide support to local residents within the City of Belmont that have been successful in representing their field of excellence on behalf of Western Australia or Australia in a sporting or cultural nature. A clear selection process entitling the person to represent the State or National body must be demonstrated. A letter of selection from that State or National body must accompany the application.

Donations for sporting/cultural activities are limited to:

- a) **a maximum of \$400 per individual** travelling interstate per annum
- b) **a maximum of \$800 per individual** travelling internationally per annum
- c) with a total amount for this category determined by Council annually through the budget process.

### **Specific Donations**

Aims to support a limited number of identified partnering with not for profit groups, schools, sporting and recreational clubs within the City of Belmont with ongoing annual and/or one off donations. The approved recipients of these specific organisations are listed on the City of Belmont Donations Register.

In regard to 'Specific Donations' to ensure local community groups and organisations continue to receive an annual contribution of funds from the City, which is monitored against agreed outcomes, the City will develop Memorandums of Understanding (MOUs) with end dates that allow the City to review its contribution on a regular basis.

### **In Kind Donations (use of council community facilities)**

#### **a. Community Groups and non-profit organisations**

In Kind Donations aim to support new and existing local community groups/non-profit organisations to access City of Belmont local community facilities, through a one off 50% reduction of hall hire rates for up to 12 months per local community group/non-profit organisation. This one off reduction is available to local community groups/non-profit organisations that can demonstrate the need for financial assistance, in order to remain financially viable.

#### **b. Playgroups**

To support parents with access to peer and Early Years support, playgroups operating within the City of Belmont will be provided with access to council community facilities free of charge, in order to remain financially viable.

### **Reference / Associated Documents**

N/A

### **Reference to Internal Procedure**

WI – Administer funds to local organisations for provision of sand and turf line marking paint.

WI – Community Contribution Fund

Community Contribution Fund Guidelines

Community Contribution Fund Application Form

Hall Hire In Kind Donations Application Form

Reimbursement for Sand or Turf Line Marking Paint Application Form

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

This policy has been risk assessed as Low.

The policy will be reviewed every three years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	COMMUNITY DEVELOPMENT
POLICY OWNER:	COORDINATOR COMMUNITY DEVELOPMENT

#### AMENDMENT STATUS

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
01/03/05		11.4.1
05/08/06		11.5.5
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
28/08/12		12.3
25/06/13		12.8
29/10/13		12.7
28/10/14	MINOR	12.4
27/09/16	REVIEW – MAJOR	12.9
25/09/18	REVIEW – MAJOR	12.5

NEXT REVIEW DATE	2021
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## **SB3 NAMING OR RENAMING OF STREETS, PARKS AND RESERVES**

### **Policy Objective**

To ensure the naming or renaming of streets, parks and reserves within the City conform to accepted criteria.

To retain the original street name for the longest segmented length(s) of road(s).

### **Policy Statement**

1. This policy is to be read in conjunction with the requirements listed in Landgate's Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia.
2. The Planning Department will be responsible for recommendations to Council that relate to the naming or renaming of all streets, parks and reserves within the City. Such recommendations shall have regard to Landgate's Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia or justification be provided for any exception to the Guidelines that is likely to be acceptable to the Geographic Names Committee.
3. Unless otherwise determined by resolution of the Council, names shall be drawn from the following sources:
  - (a) Elected Members who have completed service to the community for a minimum of two terms and who have continued to make significant contributions to the community.
  - (b) Persons, who in the opinion of the Council, have made an outstanding contribution to the community of the City of Belmont by extensive time volunteering, participation in service organisations, or by their philanthropy.
  - (c) Surnames of pioneering families, who originally lived in the City of Belmont prior to 1955 for an extended period.
  - (d) Aboriginal names of places, flora and fauna, as well as their locally understood names. The flora and fauna to have been, or currently existing in the City of Belmont.
  - (e) Horses that have been winners of two or more major racing events.
4. Military Service will **not** be considered as a criterion for naming or renaming a park, road or reserve. *(There have been so many men and women called to serve their country because of war and not only in the field of battle. The names of those Belmont residents who served in the theatre of war will be honoured with plaques on the war memorial remembrance walls).*

Priority for Use of Names

The use of a name be determined by where the person resided. The horse names to apply to Ascot.

5. The review shall also update the Schedule of Names to determine possible categories based on whether a nominated name relates to a person living or deceased. The City's Planning Department is to prepare an annual report item for Council to consider requests for names to be included in the Schedule of Names.
6. All new persons listed within the Schedule of Names, be first consulted (or where relevant their next of kin) to ensure their written consent is given.

**Policy Detail**

**RENAMING OF STREETS**

In regard to the renaming of streets:

1. To enable the process to continue and be completed there is to be 75% support from the affected owners for the proposed change.
2. The City will not be responsible for costs associated with stationery changes relating to business names and addresses.
3. The City will provide three months' notice prior to the installation of street signage to enable the correction of stationary and business advertisement signage.
4. Where the City has in its opinion sufficient community or government emergency services agencies requests for the rectification of problems associated with segmented sections of a street, the City may coordinate the re-naming of the segmented portions after seeking comments from all property owners within the affected street sections.

To enable the process to continue and be completed there is to be 75% support from the affected owners for the proposed change.

Where a street is to be renamed, the original street name shall be applied to the longest segmented length(s) of road(s).

## SCHEDULE OF NAMES RESERVED FOR STREETS AND PARKS

**Note 1:** Commemorative plaque – name can be used to name a City public facility (community halls, meeting rooms, clubrooms, etc.) Refer to Council Policy SB4 Naming of Council Facilities.

**Note 2:** The names of living persons cannot be used to name a road or park.

**Note 3:** Denotes a name that has been used multiple times in the Metropolitan Region or is in close proximity in an adjoining Local Government for roads and is not eligible for consideration as a road name in the City of Belmont.

NAME	POSSIBLE USE
<b>Bass</b> (Margie M Bass)	Commemorative Plaque (refer Notes 1 and 2)
<b>Belton</b> (Raymond (Ray) J Belton)	Commemorative Plaque (refer Notes 1 and 2)
<b>Bettridge</b> (Basil J Bettridge – Deceased)	Road, Park or Commemorative Plaque (Note 1)
<b>Blair</b> (Marion H Blair)	Commemorative Plaque (refer Notes 1 and 2)
<b>Caisley</b>	Road, Park or Commemorative Plaque (Refer Note 1)
<b>Coops</b> (Lynette M Coops)	Commemorative Plaque (refer Notes 1 and 2)
<b>Corlett</b>	Road, Park or Commemorative Plaque (Note 1)
<b>Daba Karn</b> (Noongar for Take it easy)	Park or Commemorative Plaque (refer Note 1)
<b>Dans</b> (Frances (Frank) L Dans)	Commemorative Plaque (refer Notes 1 and 2)
<b>Doney</b> (Glyn R Doney)	Commemorative Plaque (refer Notes 1 and 2)
<b>Dowding</b> (Frederick T Dowding - Deceased)	Road, Park or Commemorative Plaque (Note 1)
<b>Duncan</b> (G H Duncan – Deceased) (H G Duncan – Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
<b>Ellery</b> (Reginald (Reg) E Ellery - Deceased)	Road, Park or Commemorative Plaque (Note 1)
<b>Elliott</b> (Clive Elliot - Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
<b>Godsell</b> (Michael (Mike) C Godsell)	Commemorative Plaque (refer Notes 1 and 2)

<b>Haimes</b> (Harold W Haimes – Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
<b>Hardingham</b> (J G Hardingham)	Commemorative Plaque (refer Notes 1 and 2)
<b>Henderson</b> (Thomas (Tom) H Henderson - Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
<b>Hop Wah</b>	Park or Commemorative Plaque (refer Note 1)
<b>Kulbardi</b> (Noongar for Magpie)	Road, Park or Commemorative Plaque (refer Note 1)
<b>Liepa</b> (Vera and Edmund Liepa - Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
<b>Lloyd</b> (Ralph Lloyd – Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
<b>Maali</b> (Noongar for Swan)	Road, Park or Commemorative Plaque (refer Note 1)
<b>Marshall</b> (Aino)	Commemorative Plaque (refer Notes 1, 2 and 3)
<b>McDonald</b> (Donald (Brian) McDonald - Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
<b>Milne</b> (Mary A Milne – Deceased) (Henry Milne – Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
<b>Moore</b> (Frank (Tiger) Moore - Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
<b>Mullane</b> (Leslie Mullane – Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
<b>Murfin</b> (Andrew P Murfin)	Commemorative Plaque (Refer Notes 1 and 2)
<b>Mutard</b>	Road, Park or Commemorative Plaque (refer Note 1)
<b>Mutzig</b>	Park or Commemorative Plaque (refer Notes 1 and 2)
<b>Oberne</b> (Thomas Oberne – Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
<b>Oliver</b>	Park or Commemorative Plaque (refer Notes 1 and 3)

<b>Parkin</b> (Peggy (Peg) P Parkin JP AM)	Commemorative Plaque (refer Notes 1 and 2)
<b>Parnham</b> (Harold Parnham - Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
<b>Passeri</b> (Peter R Passeri JP)	Commemorative Plaque (refer Notes 1 and 2)
<b>Powell</b> (David L Powell – Deceased)	Park or Commemorative Plaque (refer Notes 1 and 3)
<b>Rich</b> (Charles Rich)	Commemorative Plaque (refer Notes 1 and 2)
<b>Richardson</b> (Alan T Richardson JP)	Commemorative Plaque (refer Notes 1, 2 and 3)
<b>Riedel</b>	Road, Park or Commemorative Plaque (refer Note 1)
<b>Saligari</b>	Road, Park or Commemorative Plaque (refer Note 1)
<b>Sharples</b> (W Sharples – Deceased)	Road, Park or Commemorative Plaque (refer Note 1)
<b>Swann</b> (Ronald (Ron) T Swann)	Commemorative Plaque (refer Notes 1, 2 and 3)
<b>Symonds</b> (Diane J Symonds)	Commemorative Plaque (refer Notes 1 and 2)
<b>Teasdale</b> (Edward (Ted) T Teasdale)	Commemorative Plaque (refer Notes 1 and 2)
<b>Van Garderen</b> (Eric V Van Garderen)	Commemorative Plaque (refer Notes 1 and 2)
<b>Venables</b>	Road, Park or Commemorative Plaque (refer Note 1)
<b>Walkerden</b>	Road, Park or Commemorative Plaque (refer Note 1)
<b>Wandjoo Wandjoo</b> (Welcome)	Park or Commemorative Plaque (refer Note 1)
<b>Wilson</b> (Colin S Wilson)	Commemorative Plaque (refer Notes 1, 2 and 3)
<b>Wright</b> (P A Wright) (W H Wright)	Commemorative Plaque (refer Notes 1, 2 and 3)
<b>Yee Hop</b>	Park or Commemorative Plaque (refer Note 1)

### Reference/Associated Documents

List of Names of Streets/Roads, Suburbs, Parks, Perth Airport and Schools (available on the City of Belmont website, under Corporate Documents) for further information on the history of the names provided.

Landgate's Geographic Names Committee – Policies and Standards for Geographical Naming in Western Australia (available from Landgate's web site: <http://www.landgate.wa.gov.au/corporate.nsf/web/Western+Australian+Place+Names+and+Addressing>)

### Reference to Internal Procedure

Inclusion of a Name on the Schedule of Names Reserved for Streets and Parks  
Request to Name a Street or Park

### Definitions

N/A

### Monitoring, Evaluation and Review

This policy has been risk assessed as Low

The policy will be reviewed every three years.

The Schedule of Names Reserved for Streets and Parks will be reviewed every two years.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	PLANNING
POLICY OWNER:	MANAGER PLANNING SERVICES

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/12/05		11.1.6
11/03/08		12.1.2
15/07/08		12.6
22/09/09		12.3
23/03/10		12.3
27/07/10		12.9
22/11/11		12.9
25/06/13		12.8
22/04/14		12.1
28/10/14	REVIEW – MAJOR	12.4
27/09/16	REVIEW – MAJOR	12.9
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE	2020
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## **SB4 NAMING OF COUNCIL FACILITIES**

### **Policy Objective**

To establish guidelines for the naming of the City's public facilities, to recognise persons who have given notable service to the Belmont Community.

### **Policy Statement**

Council will consider requests for the naming of the City's public facilities, to recognise persons who have given notable service to the Belmont community.

### **Policy Detail**

Consideration will be based on the following guidelines: -

1. Public facilities may include community halls, meeting rooms, clubrooms, pavilions and other structures as determined by Council. The naming of streets, parks and reserves is subject to policy SB3.
2. Application to name a City public facility, or part thereof, may be made by any member of the Belmont community.
3. Applications should include: -
  - (a) the person/s name being proposed;
  - (b) an outline of their history of service to the City;
  - (c) the preferred location/venue for application of the name;
  - (d) the significance or relevance of the proposed location/venue to the person/s proposed; and,
  - (e) suggested wording for a naming plaque, using simple language and limited to a maximum of 30 words.
4. Selection and application of names to specific venues is at the sole discretion and determination of the City of Belmont.
5. Costs associated with the purchase, engraving and maintenance of plaques are to be borne by the City of Belmont.

### **SELECTION CRITERIA**

- Demonstrated outstanding service to the Belmont community over an extended period of time.
- Exceptional contributions by individuals to user groups of a particular facility and/or the facility itself.
- Significance of the person's connection with the facility proposed for naming.

Recognition plaques and naming signage will be installed by the City at the relevant venue as required

Council by its resolution, retains the right to:-

- (a) rename a venue or part thereof;
- (b) remove any plaque; or
- (c) relocate any plaque.

### **NAMING PLAQUE REMOVAL**

A naming plaque can only be removed by Council resolution, initiated either by the City's administration or on the written request of:-

- (a) existing users;
- (b) the person after whom the venue was named or a member of their immediate family; or
- (c) a user group.

### **HONOUR BOARD INSTALLATION**

An Honour Board will be provided by the City in each facility that is named in accordance with this policy to maintain a permanent record of all the people honoured with a "naming" plaque.

The Honour Board will record: the name of each person and a summary of their service to the community.

### **DECISION MAKING PROCESS**

That upon an application being received, those organisations that lease or hire the affected facility for a period greater than two years are to be advised and requested to make a submission on the proposal within 14 days.

At the conclusion of the submission period an item is to be placed on the Councillor Portal providing all the information received and informing Elected Members of the Chief Executive Officer's proposed decision on the matter.

Elected Members will then have a seven day period in which the matter can be requested to be placed before Council for a resolution on the matter.

### **Reference/Associated Documents**

N/A



**Reference to Internal Procedure**

N/A

**Definitions**

N/A

**Monitoring, Evaluation and Review**

This policy has been risk assessed as Low.

The policy will be reviewed every three years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS      N/A  
SERVICE AREA:                    COMMUNITY PLACE MAKING  
POLICY OWNER:                    COORDINATOR COMMUNITY WELLBEING

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
31/10/07		12.5.5
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15		10.7
27/09/16	REVIEW – MINOR	12.9
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE              2021

## **SB5                   HONORARY FREEMAN OF THE CITY**

### **Policy Objective**

To provide a process by which Council can formally recognise outstanding and meritorious service to the City of Belmont community.

### **Policy Statement**

Council may bestow the honorary title of Honorary Freeman of the City upon any person who has served the City of Belmont community on a continuous basis for a minimum of 10 years in an outstanding and meritorious manner that stands above contributions made by most other persons, and whose activities have contributed significantly to the wellbeing of the City's citizens and advancement of the City's strategic direction.

### **Policy Detail**

#### **Eligibility**

1. Contribution to the City of Belmont's community must involve the following:
  - Significant contribution of the person's time in serving the Belmont community;
  - Significant contribution to improving the quality of life of the citizens of the City of Belmont;
  - Contribution must be outstanding in that it can be seen to stand above the contributions of most other persons; and
  - A consistent display of commendable conduct.
2. Preference shall be given to a person who performs in a voluntary capacity, but this shall not preclude a person whose dedication and contribution to the Belmont community is significantly above that usually expected from their role as an Elected Member or through their occupation.
3. Eligibility does not include contribution at a State, National or International level, unless a significant contribution in line with (1) above prevails.

#### **Entitlements**

1. Any person upon whom the title Honorary Freeman of the City has been conferred may designate themselves 'Honorary Freeman of the City of Belmont'.
2. The recipient shall be presented with a special badge which identifies them as Freeman of the City along with a plaque and certificate to commemorate receiving the award.

#### **Nomination Procedure**

1. Nominations for an 'Honorary Freeman of the City of Belmont' should include an outline of the history of community service of the person being nominated in chronological order.

2. Nominations must be made in writing to the Chief Executive Officer in the strictest confidence.
3. The Chief Executive Officer will submit a Confidential Report to a meeting of Council, which will be considered behind closed doors in accordance with section 5.23 (2) (b) of the *Local Government Act 1995*.
4. If the nomination is approved by Council, the Chief Executive Officer will seek the nominee's acceptance of the honour, prior to its formal presentation and announcement.
5. The successful nomination will remain confidential until officially bestowed on the nominee at a Bestowal Ceremony.

### **Bestowal of Title**

A Bestowal Ceremony (where the citation will be read and the plaque and certificate will be presented to the recipient) is to be scheduled within two months of the recipient's acceptance of the title.

### **Reference/Associated Documents**

[Local Government Act 1995.](#)

### **Reference to Internal Procedure**

N/A

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every four years

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE
POLICY OWNER:	PRINCIPAL GOVERNANCE AND COMPLIANCE ADVISOR

#### AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
08/02/05		11.3.4
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW – MINOR	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE	2019
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## **SB6            CIVIC DINNER – COMMUNITY GUESTS**

### **Policy Objective**

To recognise the contribution of members of the community who work for the good of the City of Belmont.

### **Policy Statement**

There are many people who contribute to the betterment of the district. In an effort to show gratitude to these community members this policy provides for an opportunity to show appreciation through an invitation to the City's Civic Dinner.

### **Policy Detail**

#### **Current Elected Members**

Elected Members may nominate up to four people to be invited to the annual Civic Dinner. The persons nominated should have contributed to the wellbeing of the district and nominations are to include a summary of that contribution, a brief precis of which is to be included in an attendee list provided to Councillors prior to the function.

#### **Past Elected Members**

Past Elected Members can be invited as guests or as community representatives to the Civic Dinner.

#### **Freeman of the City**

All Freeman of the City will be invited as guests to the Civic Dinner.

#### **Reference/Associated Documents**

N/A

#### **Reference to Internal Procedure**

N/A

**Definitions**

N/A

**Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every four years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE
POLICY OWNER:	MANAGER MARKETING AND COMMUNICATION

AMENDMENT STATUS

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
19/03/02		8.1.1
05/07/05		11.3.3
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW – MINOR	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE	2019
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## **SB7 MEMORIALS IN PUBLIC OPEN SPACE**

### **Policy Objective**

To set a guideline for the establishment of private memorials on park assets in public open space.

### **Policy Statement**

Council may permit the establishment of private memorials in recreation reserves, public parks and gardens based on the following guidelines.

### **Policy Detail**

This Policy is currently under review. No further installation of memorials in Public Open Space will be undertaken at this time.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	PARKS AND ENVIRONMENT
POLICY OWNER:	MANAGER PARKS AND ENVIRONMENT

#### AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
28/10/14	MINOR	12.4
27/09/16	REVIEW - MINOR	12.9
25/09/18	MAJOR	12.5

NEXT REVIEW DATE	2019
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## **SB8 COMMUNICATION AND CONSULTATION – COMMUNITY AND STAKEHOLDERS**

### **Policy Objective**

To foster and support a culture of communication and consultation that acknowledges and values the role of all stakeholders; keeps the community informed, promotes understanding and engages stakeholders to participate in and contribute to decision-making processes on identified matters of importance.

### **Policy Statement**

#### Background

Local government is guided by a range of statutory requirements that define minimum levels for communication and consultation with our community and stakeholders and ensure that the basis of decision making is transparent.

The City embraces a positive and proactive approach to communicating with our community and stakeholders; promoting understanding and involvement in decision making in order to achieve the following principles of benefits:

- ✓ Increased community satisfaction in services
- ✓ Increased likelihood of policy/program acceptance
- ✓ Reduced conflict
- ✓ Improved relationships with the community
- ✓ Improved public image
- ✓ Stronger sense of community
- ✓ Reinforced legitimacy in the decision making process
- ✓ Actual or potential problems revealed
- ✓ Excellence in the City's planning outcomes
- ✓ Long term financial savings to the Council

### **Policy Detail**

#### Outcomes

The following key outcomes for communication and consultation are expected:

Confidence and Consistency - The City's communication and consultation processes shall be designed and periodically reviewed to adequately gain stakeholder input into short and long term City planning to support the vision of the City of Belmont as a desirable place to live, recreate and work.

The City will undertake the most appropriate levels of communication and consultation within the bounds of available resources, targeting as a priority those projects or decisions which demonstrate the greatest potential for impact on our community and stakeholders.



All communication and consultation will be designed to meet the needs of:

The Community – keeping residents, ratepayers and community groups informed through the City’s numerous media mediums; promote understanding and inclusion through consultation and involvement in Council events and activities, support and encourage opportunities for participation in and with the community at all levels;

The City – through implementing processes that enable the City to identify the type and extent of communication/consultation appropriate for each decision allocating resources as required and retaining a workable balance between addressing matters of importance and avoiding potential for intensive resource consumption on matters of insignificance or which have limited potential for effective community/stakeholder involvement.

City employees- acknowledging that the needs of the community and the City take precedence, it remains important that processes which drive communication and consultation enable employees to deliver a consistent approach which is cognisant of the requirements of this policy, statutory requirements and resource limitations.

Decision Making - In determining an outcome or decision the results of communication and/or consultation shall be represented in the Decision Making process.

Irrespective of consultation undertaken, determination of any decision will be at the discretion of Council or the relevant decision maker and in accordance with the City’s Decision Making Policy.

Consultation will not occur (unless exceptional circumstances prevail) in circumstances where legislative or policy provision gives a clear right to an outcome. An instance where this might prevail may be a planning application, where the application complies with the relevant Scheme requirements, Residential Design Codes and other planning legislation – even where the development proposed may have the potential to impact upon the community.

### **Reference/Associated Documents**

City of Belmont Consultation and Engagement Strategy  
SP03 Communications - Internal and External.  
City of Belmont Communication Strategy  
(Particular projects may have legislative consultation requirements. For details, refer to the relevant statute or policy).

### **Reference to Internal Procedure**

WI - Consultation  
PM - Manage Online Engagement (Belmont Connect)  
PM - Manage Social Media (Facebook)  
PM - Manage Social Media (Twitter)  
WI - Belmont Connect Project Creation  
WI - Facebook

## Definitions

The City defines consultation as follows:

Consultation in the City of Belmont involves notification (to publicise the matter to be consulted on), consultation (a two-way flow of information and opinion exchange) as well as participation (involving interest groups in the drafting of policy or legislation).

## Monitoring, Evaluation and Review

Details of the results of strategies implemented, noting feedback received, to be considered and assessed.

(E.g. Public meeting held, 30 people attended, positive reaction and support for project gathered. Notes from meeting are registered and in project file).

Feedback to the community is provided via various communication methods. The effectiveness of future consultation is influenced by past consultation and decisions. Communities want to be told about subsequent decision making, including delays, and if so the reason for them. Communicate to them the issues and opinions raised by others, the decision made and the reasons for it.

This policy has been risk assessed as High

The policy will be reviewed annually.

### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	MARKETING AND COMMUNICATIONS
POLICY OWNER:	MANAGER MARKETING AND COMMUNICATIONS

### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
12/04/05		11.3.2
25/07/06		11.5.2
28/04/09		12.10
22/11/11		12.9
24/07/12		12.6
28/10/14		12.4
22/09/15	MINOR	10.7
27/09/16	REVIEW – MINOR	12.9
25/09/18	REVIEW – MINOR	12.5

NEXT REVIEW DATE	ANNUALLY
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## **SB9 DONATION OF DISUSED EQUIPMENT, MACHINERY AND OTHER MATERIALS**

### **Policy Objective**

Provide guidelines for the donation of disused equipment, machinery and other materials to non-profit community organisations.

### **Policy Statement**

The City has numerous items of low value equipment, machinery and other materials which periodically become surplus to requirements, disused or have passed their effective life. These items may be of benefit to non-profit community organisations and the donation of these items to such organisations needs to be properly administered.

### **Policy Detail**

- a. The City will, when considered appropriate, invite non-profit community organisations to indicate what goods would benefit them in the pursuit of their objectives and from the responses received, compile a register of possible beneficiaries for the various categories of equipment, machinery and other materials the City holds.
- b. The register (a, above) will be consulted if and when goods become available for donation and in instances where a quantity of same or similar items becomes available, the donation for a part of that quantity shall be offered to a number of non-profit community organisations.
- c. For the purpose of this policy a “non-profit community organisation” is defined as any non-profit group, agency or service whose primary aims are to improve the quality of life to the community (or part thereof) or provide targeted welfare support. This may also include the provision of recreation and sporting opportunities.
- d. The priority for allocating the donation of goods shall be in the following order:
  1. Community Groups (local)  
Located within the City and providing a service specifically dedicated to assisting residents of the City. The service provides a benefit to the general community or to a specific section of the community.
  2. Community Groups (regional)  
Located within the City and providing a service dedicated to assisting the wider community, including residents of the City. The service provides a benefit to the general community or to a specific section of the community.

### 3. Sporting or Cultural Organisations

#### Sporting:

A club or organisation located within the City whose primary aims are to advance the recreation, leisure or sporting needs of its members and/or the community.

#### Cultural:

A group or organisation located within the City whose primary aims are to advance the cultural and artistic needs of its members and/or the community.

- e. Records will be kept of all goods donated to organisations for the purpose of ensuring an equitable distribution over time.
- f. Elected Members will be given first option when they cease to be an Elected Member, to purchase their equipment.
- g. The City will not provide any warranty, consumables or technical support for equipment, machinery or other materials that have been donated by, or purchased from, the City.

#### **Reference/Associated Documents**

[Local Government \(Functions in General\) Regulations 1996, Regulation 30\(3\).](#)

#### **Reference to Internal Procedure**

Register of Delegations: DA – Disposal of Assets.

#### **Definitions**

N/A

#### **Monitoring, Evaluation and Review**

There is a low reputational risk associated with the policy.  
The policy will be reviewed every three years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	DA – DISPOSAL OF ASSETS
SERVICE AREA:	FINANCE
POLICY OWNER:	MANAGER FINANCE

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14		12.4
27/09/16	REVIEW - MINOR	12.9

NEXT REVIEW DATE	2019
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## **SB10            SUBSIDISED ORGANISED SPORT FOR JUNIORS IN THE CITY OF BELMONT**

### **Policy Objective**

To support the City of Belmont sporting clubs and in particular young people engaged in organised sport. The term 'juniors' in organised sport is reclassified to include any member of a sporting club under the age of 18 who is a registered player with a City of Belmont sporting club.

### **Policy Statement**

One of the ways the City supports young people engaged in organised sport is to waive the member seasonal reserve hire charge for juniors.

### **Policy Detail**

Charges can place a burden on the City's sporting clubs and particularly junior clubs as their members tend to not be financially independent. This financial burden can affect families, particularly those who have more than one child, leading to declines in participation rates. It is recognised that the transition from junior into senior sport is very much influenced by cost and that the dropout rate is high in 16 – 18 year olds across most sports.

Club affiliation fees have and continue to increase to ensure the appropriate insurance coverage is provided for. This cost has a flow on effect on participation rates as increased costs lead to increase membership fees.

### **Reference/Associated Documents**

N/A

### **Reference to Internal Procedure**

N/A

### **Definitions**

Junior- a member of a City of Belmont sporting club under the age of 18 years.

### **Monitoring, Evaluation and Review**

This policy has been risk assessed as Low.

The policy will be reviewed every three years, with funding contribution to be indexed according to CPI.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS      N/A  
SERVICE AREA:                    COMMUNITY PLACE MAKING  
POLICY OWNER:                    COORDINATOR COMMUNITY WELLBEING

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
15/07/08		12.9
28/04/09		12.10
22/11/11		12.9
28/08/12		12.3
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9
25/09/18	REVIEW - MINOR	12.5

NEXT REVIEW DATE              2021

## **SB11 PERSONALISATION OF COUNCIL OWNED BUILDINGS BY USERS**

### **Policy Objective**

To limit and control the application of specialised painting, fixing memorabilia and installing private furniture or equipment in Council owned buildings.

### **Policy Statement**

To ensure that Council owned facilities can be utilised to their full potential by the widest variety of users, it is intended to limit the application of specialised painting (eg Club colours or logos), the permanent mounting of Club memorabilia and the installation of inappropriate furniture and equipment.

### **Policy Detail**

Requests for specialised painting (eg Club colours or logos) to external or internal walls will not be approved as most of Council's facilities including sporting facilities are community facilities and are required to be available for usage by a wide variety of users.

The permanent fixing of Club/s memorabilia is to be limited to one wall per club within the facility as negotiated with the Club/s. The memorabilia is to be displayed to the satisfaction of the City. The neat and organised display of memorabilia is not to distract from the facility and allow it to be used by a wide variety of users.

The installation of private Club furniture or equipment requires approval in writing from the City. Private furniture or equipment will need to be of a sufficient standard as to not detract from the facility or negatively impact on all users.

Having these community facilities available for a variety of users will enhance the City's capability of maximising the return on a significant investment.

### **Reference/Associated Documents**

N/A

### **Reference to Internal Procedure**

N/A

### **Definitions**

Specialised painting (eg Club colours or logos).

### **Monitoring, Evaluation and Review**

This policy has been risk assessed as Low.

The policy will be reviewed every three years

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	COMMUNITY PLACE MAKING
POLICY OWNER:	COORDINATOR COMMUNITY WELLBEING

#### AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14	MINOR	12.4
22/09/15	REVIEW – NONE	10.7
25/09/18	REVIEW – MINOR	12.5

NEXT REVIEW DATE	2021
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**SB12 SAUSAGE SIZZLE AND LOW RISK FOOD MANUFACTURE AND SALE BY CHARITIES AND COMMUNITY GROUPS**

**Policy Objective**

To establish criteria whereby charities and community groups can raise funds through the sale from a stall of low risk food manufactured at home or sausage sizzle without compromising relevant food legislation and trading local laws.

**Policy Statement**

A charity or community group wishing to run a sausage sizzle or stall selling low risk foods manufactured at home must apply to the City for approval.

**Policy Detail**

The Manager Health and Community Safety will make a determination of the Food Notification and approvals will be granted based on the following criteria:-

1. A charity or community group wishing to run a sausage sizzle or stall selling low risk foods manufactured at home must apply to the City by submission of an Australia New Zealand Food Standards Notification Form at least 5 working days prior (sausage sizzle) and 10 working days (food manufacture) to the event date for consideration.
2. The Food Notification form must be completed accurately and with “charity” or “community” group taking meanings as defined in the Australian New Zealand Foods Standard Code.
3. Where the Notification states the event will occur on private land the Notification will require to be accompanied by a letter of approval from the owner or legal occupier of the land.
4. Where the Notification requests the event will occur on Council land or land placed in trust of the Council it is at the full discretion of the Manager Health and Community Safety as to whether the event will be approved at that location. Refer to “Permitted Council Locations”.
5. Where the Notification requests the event will occur on Council land or land placed in trust of the Council and the land is being used at the time by another user group then the Notification submitted to Council will require the inclusion of a letter of approval from the user group.
6. Where the Notification is part of a Council run event on Council land or land placed in the trust of Council then approval or refusal will be based on information provided by employees involved in the management of the event. Ultimately the City would have absolute discretion as to the number and types of food suppliers operating on Council land or land placed in the trust of Council.
7. In terms of the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001* the City may exempt an applicant from obtaining a “stallholders or traders permit” and from paying the requisite fee.

8. The City however reserves the right in terms of the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001* to require an application for a stallholder or trader's permit from any applicant with the ability to refuse the application on various grounds as the City may consider relevant in the circumstances of the case.
9. The manufacture of foods on a residential property for later sale at a stall would be limited to low risk foods such as jams, cakes, biscuits, flour products (that do not contain potentially hazardous foods such as cream), chutneys and pickled onions. These products would require labelling of at least a minimum standard as specified in Australia New Zealand Food Standards Code link  
<http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafety/factsheets/charitiesandcommunityorganisationsfactsheets/labellingseptember201476.aspx>
10. Low risk food manufacture and sale must be undertaken in accordance with Australia New Zealand Food Standards Fact Sheets 1 to 9 and would require approval by Manager Health and Community Safety prior to sale.
11. On approval of manufacture/sale and operation of a sausage sizzle/stall a letter of approval would be returned to the applicant with the appropriate Australia New Zealand Food Standards Fact Sheets & "Minimum Standards for the Operation of a Temporary Food Stall" sheet.
12. The operation shall be undertaken in full compliance with the applicable parts of the *Food Act 2008*, Australian New Zealand Food Standards Code and associated Fact Sheets.
13. The charity or community group would be responsible for the removal and disposal off site of all litter, left-over food and any other material associated with the operation leaving the area in the same condition as prior to their arrival/attendance.
14. This policy does not apply to any commercial operation that manufactures or handles food.

**Permitted Council Locations:**

1. On street locations that do not cause obstruction or nuisance or give rise to justified complaints from residents or businesses and comply with the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001* will be considered. Any approval would be at the discretion of the Manager Health and Community Safety.
2. Tomato Lake, 34 Oats Street, Kewdale- not within 150 metres of the kiosk (in line with roundabout at Oats Street/Armadale Road or kiosk side of the "Spider Frame" play equipment).
3. Garvey Park, Fauntleroy Avenue, Ascot- not within 150 metres of kiosk in all directions.
4. Forster Park, 130 Keane Street, Cloverdale.
5. Centenary Park, 107 Daly Street, Belmont.
6. Belmont Oval 400 Abernethy Road, Cloverdale.

7. Miles Park, 289 Belgravia Street, Cloverdale.
8. Goodwood Parade car park, Balbuk Way/1 Orrong Road, Rivervale.
9. Hardey Park, 104 Great Eastern Highway, Belmont.
10. Any request to operate in a Council Park or Reserve not listed would be considered at the discretion of the Manager Health and Community Safety.

### **Reference / Associated Documents**

[Food Act 2008](#)

[Australia New Zealand Standards Code \(Australia Only\)](#)

[Local Government Act 1995](#)

*Activities on Thoroughfares and Trading in Public Places Local Law 2001*

### **Supporting Material:**

Charity Food Standards [Introduction New Food Safety](#)

Charity Food Standards [Transporting Food](#)

Charity Food Standards [Temperature Control](#)

Charity Food Standards [Notification](#)

Charity Food Standards [Camping](#)

Charity Food Standards [Sausage Sizzle Barbecues](#)

Charity Food Standards [Skills Knowledge](#)

Charity Food Standards [Health and Hygiene For Food Handlers](#)

Charity Food Standards [Preparing and Cooking Food](#)

Charity Food Standards [Labelling](#)

[Food Prepared in Residential Premises – Food Act 2008 Fact Sheet 1](#) (Department of Health)

### **Reference to Internal Procedure**

Register of Delegations: N/A

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

There is a medium operational risk associated with the policy.

The policy will be reviewed every two years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS            N/A  
SERVICE AREA:                        COMMUNITY AND STATUTORY SERVICES  
POLICY OWNER:                         MANAGER HEALTH AND COMMUNITY SAFETY

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/11/11		12.9
25/06/13		12.8
22/09/15	REVIEW - MINOR	10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW - MAJOR	12.2

NEXT REVIEW DATE                    2019

## **SB13            COMMUNITY CLOTHING COLLECTION BINS**

### **Policy Objective**

To ensure charitable organisations provide community clothing collection bins on their own land, or their own leased land only. Also, that suitable control is established for the placement and management of these bins.

### **Policy Statement**

A charitable organisation may make an application to place community clothing bins on their own land, or their own leased land only.

### **Policy Detail**

Charitable organisations wanting to use recycled community clothing collection bins shall be permitted to place their bins on their own land (or their own leased land) and be subject to the following conditions:

1. Application shall be made to the City for approval prior to the placement of any community clothing collection bin.
2. Community clothing collection bins shall be maintained in good repair and visual condition.
3. Any community clothing collection bins damaged by vandalism or other causes shall be repaired or replaced within seven days.
4. Any community clothing collection bins defaced by graffiti shall be cleared of the graffiti within 48 hours.
5. The surrounds to the community clothing collection bins shall be kept clear of rubbish and overflow material through collection and removal of rubbish and overflow once every day or more often as the need arises.
6. The City reserves the right, for whatever reason, to serve notice on the owner/lessee of the site on which the community clothing collection bins are located requiring the community clothing collection bins to be removed within seven days of the notice.

### **Reference/Associated Documents**

N/A

**Reference to Internal Procedure**

N/A

**Definitions**

N/A

**Monitoring, Evaluation and Review**

This policy has been risk assessed as Low.

The policy will be reviewed every three years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS      N/A  
SERVICE AREA:                    COMMUNITY AND STATUTORY SERVICES  
POLICY OWNER:                    MANAGER HEALTH AND COMMUNITY SAFETY

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
19/08/03		10.1.1
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - NONE	10.7
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE              2021

## **SB14          TEMPORARY CARAVAN ACCOMMODATION**

### **Policy Objective**

To limit time spent in temporary accommodation without Council approval.

### **Policy Statement**

No person is permitted to camp on land on which they own or have legal right to occupy for any period in excess of three nights in any period of 28 consecutive days.

Applications for temporary accommodation under the Local Law relating to use of Caravans shall be viewed on their merits. The Chief Executive Officer is to determine such applications but approval is to be granted for no more than three months in any period of 12 months.

### **Policy Detail**

N/A

### **Reference/Associated Documents**

[Caravan Parks and Camping Grounds Regulations 1997.](#)

### **Reference to Internal Procedure**

N/A

### **Definitions**

As defined in Regulations.

### **Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every four years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	HEALTH AND RANGERS SERVICES
POLICY OWNER:	MANAGER HEALTH AND COMMUNITY SAFETY

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - MINOR	10.7

NEXT REVIEW DATE	2019
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## **SB15 LIBRARY BORROWING – RESTRICTIONS**

### **Policy Objective**

To indicate Council support for procedures to restrict library use by members.

### **Policy Statement**

Restrictions on members being able to use the library services are to be imposed within reasonable limits where members breach the Internet Terms and Conditions, engage in antisocial behaviour or have not paid outstanding accounts.

### **Policy Detail**

The Coordinator Library and Heritage Services is to determine each request for reinstatement of library membership. In considering applications for reinstatement the Coordinator Library and Heritage Services has the authority to consider each request on the past status and conduct of each borrower.

### **Reference/Associated Documents**

[Library Board of Western Australia Act 1951](#)  
[Library Board \(Registered Public Libraries\) Regulations 1985](#), Section 16, 22, 29

### **Reference to Internal Procedure**

Membership Management

WI Breaches of Internet Terms and Conditions – Level 1 (inappropriate use).  
WI Breaches of Internet Terms and Conditions – Level 2 (illegal use).  
WI Dealing with Abusive Library Users.  
Register of Delegations: DA – Waiver or Concessions – Granting.

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

This policy has been risk assessed as Low.

The policy will be reviewed every three years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	DA – WAIVER OR CONCESSIONS - GRANTING
SERVICE AREA:	COMMUNITY PLACE MAKING
POLICY OWNER:	COORDINATOR LIBRARY AND HERITAGE SERVICES

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
08/02/05		11.3.4
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - NONE	10.7
25/09/18	REVIEW - MINOR	12.5

NEXT REVIEW DATE	2021
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**SB16            COMMUNITY FACILITIES – TIME LIMIT ON HIRING**

**Policy Objective**

To recognise that the community has the right to use community facilities but also that this can impact on surrounding areas.

**Policy Statement**

The Chief Executive Officer shall determine any other application for community facility use beyond the time limitations as set out in the policy.

**Policy Detail**

The latest time that Council Community Facilities may be let for hire, shall be as follows:

Sunday, Monday, Tuesday, Wednesday and Thursday - 12 midnight

Fridays and Saturdays - 1.00am.

**Reference/Associated Documents**

N/A

**Reference to Internal Procedure**

N/A

**Definitions**

N/A

### **Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every three years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	COMMUNITY PLACE MAKING
POLICY OWNER:	COORDINATOR COMMUNITY WELLBEING

#### AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
19/02/02		8.1.1
28/04/09		12.10
22/11/11		12.9
28/10/14	REVIEW - MINOR	12.4
27/09/16	MINOR	12.9
22/08/17	REVIEW – NONE	12.2

NEXT REVIEW DATE	2020
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**SB17 HIRE – PRIORITY BOOKINGS**

**Policy Objective**

To establish guidelines for the use of Council Community Facilities

**Policy Statement**

Priority for bookings of Council Community Facilities within the City of Belmont will be given to local groups for the purpose of social, sporting, charitable and entertainment functions which are held for the benefit of the local community.

**Policy Detail**

**User Group Priority Assessment Matrix**

	<b>Score (out of 5)</b>	<b>Weighting</b>
<b>Percentage of COB Residents?</b> >85% - 5 65% – 85% - 4 50% – 65% - 3 30% – 55% - 2 Less than 30% - 0		25%
<b>Historical Association to COB?</b> Greater than 5 year association - 5 Less than 5 year association - 3 Previous association to COB but transferred outside of COB - 1 No association - 0		20%
<b>Duplication of existing/established User Groups?</b> No service in area - 5 One existing service - 3 More than one existing service – 0		15%
<b>Accommodation of Juniors and Seniors teams?</b> Combination of both Junior and Senior Teams - 5 No. of Juniors - 3 No. of Seniors - 1		15%
<b>Current and future viability of club</b> Demonstrated current and future financial viability of club – 5 Demonstrated current financial viability of club – 3 Inability to demonstrate financial viability of club - 0		15%
<b>Comments from State Sporting Organisation?</b> Positive – 5 Neutral - 3 Negative - 0		10%
<b>TOTAL Scores (out of 30) and Percentage</b>		

**Reference/Associated Documents**

N/A

**Reference to Internal Procedure**

Recreation-User Group Priority Matrix.

**Definitions**

N/A

**Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every three years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS: N/A  
SERVICE AREA: COMMUNITY PLACE MAKING  
POLICY OWNER: COORDINATOR COMMUNITY WELLBEING

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
28/10/14	REVIEW - MINOR	12.4
27/09/16	MINOR	12.9
22/08/17	REVIEW – NONE	12.2

NEXT REVIEW DATE: 2020

**SB18            COMMERCIALLY RUN TEMPORARY AND MOBILE FOOD BUSINESS APPLYING TO OPERATE WITHIN THE CITY**

**Policy Objective**

To establish criteria whereby applications from commercially run temporary and mobile food businesses to operate within the City can be assessed.

**Policy Statement**

A commercially run temporary or mobile food business (CRTMFB) wishing to operate within the City of Belmont must apply to the City for approval.

**Policy Detail**

The Manager Health and Community Safety will make a determination of the application based on the following criteria:-

1. A CRTMFB must apply to the City by submission of a City of Belmont *Food Act 2008* Notification Form for consideration and if the application applies to an event, at least 10 working days prior to the event date.
2. When the CRTMFB's registered home authority is not within the City of Belmont the applicant must submit a current, up to date, "Certificate of Registration of a Food Business" from their home authority (local government) that states the Food Business Risk Classification and conditions on the types of foodstuffs they are permitted to prepare or manufacture and sell.
3. When the CRTMFB's registered home authority is the City of Belmont submission of their current "Certificate of Registration of a Food Business" is not required.
4. All CRTMFB's must comply in full with all relevant Acts, Regulations, Codes and Local Laws.
5. Where an applicant intends to operate solely on privately owned land by invitation of the legal occupier of the land and only trades to persons working at the subject property for a short period of time then a Permit in terms of the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001* is not required. This exemption only refers to operators such as "Jiffy Vans" trading on building sites for example.
6. Where an applicant wishes to operate on privately owned land the applicant must submit a letter of approval from the owner or legal occupier of the land with proposed dates, times and locations and must also apply for a Permit in terms of the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001*. Such an application may also require Development Approval from the City's Planning Section. Thereafter the approval would be at the discretion of the Manager Health and Community Safety.
7. Where an applicant wishes to trade on public roads and highways the applicant must apply for a Permit in terms of the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001*. Approval

would be at the discretion of the Manager Health and Community Safety. This example applies to “traditional ice cream vans” that trade around the streets and would only stop for up to approximately 15 minutes in one location while serving customers and then move on once the finish serving.

8. Where an applicant wishes to trade on Council land or land placed in trust of the Council it is at the full discretion of the Manager Health and Community Safety as to whether the applicant would be issued a Permit in terms of the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001*. Refer to “Permitted Council Locations”.
9. Where the applicant will be trading as part of a Council run event on Council land or land placed in the trust of Council then approval or refusal will be based on information provided by members of staff involved in the management of the event. It will also be at the discretion of the Manager Health and Community Safety as to whether the applicant will be required to apply and pay for a Permit in terms of the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001*.
10. The City however reserves the right in terms of the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001* to require an application from any applicant with the ability to refuse the application on various grounds as the City may consider relevant in the circumstances.
11. The CRTMFB would be responsible for the removal and disposal off site of all litter, left-over food and any other material associated with the operation leaving the area in the same condition as prior to their arrival/attendance.
12. This policy does not apply to sausage sizzles or stalls selling low risk foods manufactured at home by charities or community groups.

**Permitted Council Locations:**

1. On street locations that do not cause obstruction or nuisance or give rise to justified complaints from residents or businesses and comply with the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001* will be considered. Any approval would be at the discretion of the Manager Health and Community Safety. This refers to the “traditional ice cream van” applicants.
2. Forster Park, 130 Keane Street, Cloverdale.
3. Centenary Park, 107 Daly Street, Belmont.
4. Belmont Oval 400 Abernethy Road, Cloverdale.
5. Miles Park, 289 Belgravia Street, Cloverdale.
6. Goodwood Parade car park, Balbuk Way/ 1 Orrong Road, Rivervale.
7. Hardey Park, 107 Great Eastern Highway, Belmont.
8. Any request to operate in a Council Park or Reserve not listed would be considered at the discretion of the Manager Health and Community Safety.



### Reference/Associated Documents

[Food Act 2008](#)

[Australia New Zealand Food Standards Code \(Australia Only\)](#)

[Local Government Act 1995](#)

*Activities on Thoroughfares & Trading in Public Places Local Law 2001*

City of Belmont Local Planning Scheme No 15

### Reference to Internal Procedure

N/A

### Definitions

A commercially run temporary or mobile food business (CRTMFB) is defined as a stall, van or mobile unit that is used for the purposes of selling food stuffs.

### Monitoring, Evaluation and Review

There is a low operational risk associated with the policy.

The policy will be reviewed every three years.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	COMMUNITY AND STATUTORY SERVICES
POLICY OWNER:	MANAGER HEALTH AND COMMUNITY SAFETY

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/11/11		12.9
28/10/14	REVIEW - MINOR	12.4
27/09/16	MINOR	12.9
22/08/17	REVIEW - MAJOR	12.2

NEXT REVIEW DATE	2020
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## **SB19            APPLICATIONS FOR COUNCIL ASSISTANCE**

### **Policy Objective**

To establish the way in which Council will consider requests to contribute to upgrading facilities approved by Council and used by community groups.

### **Policy Statement**

All applications from non-profit, sporting and other community bodies, for Council's assistance in upgrading facilities will be considered on a basis of up to a maximum of one third contribution by Council and two thirds being the responsibility of the applicant.

### **Policy Detail**

The contributions from the applicant may take the form of a grant, self-help, self-supporting loan or cash (including external grants).

The contribution by Council will be determined by having regard to the ability of the applicant to arrange funds, and subject to availability may take the form of works and services or funds.

### **Reference/Associated Documents**

N/A

### **Reference to Internal Procedure**

Register of Delegations:        N/A

### **Definitions**

Upgrading – to improve (equipment, machinery, etc.) especially by replacing components. (The Australian Concise Oxford Dictionary, 4<sup>th</sup> Edition).

Facilities – an establishment set up to fulfil a particular function or provide a particular service. (The Australian Concise Oxford Dictionary, 4<sup>th</sup> Edition).

### **Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every three years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	COMMUNITY PLACE MAKING
POLICY OWNER:	COORDINATOR COMMUNITY WELLBEING

AMENDMENT STATUS

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
22/11/11		12.9
28/10/14	REVIEW – MINOR	12.4
22/09/15	MINOR	10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW – NONE	12.2

NEXT REVIEW DATE	2020
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## **SB20            DOGS – KEEPING OF THREE DOGS**

### **Policy Objective**

To establish criteria for assessment of applications to keep three dogs.

### **Policy Statement**

A person 18 years or older may make an application to the Council to keep three dogs on a premises.

### **Policy Detail**

The Chief Executive Officer has delegated authority to make a determination on applications.

On the payment of the prescribed fee from an applicant for the keeping of three dogs over the age of 3 months on a property, the application will be assessed against the following criteria:

1.     The size of any suitably fenced external area of the property, including any area which may be set aside for the exclusive use of the animals having regard to the size and breed of the dog.
2.     The intended use of the dogs or the purpose as to why the dogs should be held at the premises.
3.     The lot size where the dogs reside must be 500m<sup>2</sup> or greater, (although Council may determine that a larger area is necessary, dependent on the type/breed of the dogs in question);
4.     The suitable fenced or enclosed area of the premises is to have a minimum of 100m<sup>2</sup> of adequately maintained grassed area and depending on the breeds of dogs a larger area may be necessary as decided by the Council;
5.     Demonstrated ability to comply with the requirements of the *Dog Act 1976* and any subsidiary or associated legislation.
6.     Demonstrated ability of the applicant or person liable for the control of the dogs to provide, or cause to be provided, reasonable exercise to the dogs.
7.     Demonstrated ability to keep the premises clean, free of parasites and old food material and excrement.
8.     Any relevant environmental health related matters associated with the property.

The Chief Executive Officer will make a determination of the application which may include:

1. The applicant's comments relating to any or all of the above criteria.
2. The recommendation of an Authorised Officer.
3. All comments and objections from neighbours that will be canvassed through correspondence (from the Rangers Section) mailed directly to the occupiers of those properties in close proximity (and at least those contiguous with, and within 50 metres of the boundaries) of the applicant's property.
4. Where the application does not own the property a letter of support is required from the owner of the property for the application to be assessed.
5. Any previous history of the dog owner relating to offences or infringement notices recorded against the *Dog Act 1976* or the City of Belmont Dogs Local Law including any warnings or Notices to Abate a nuisance or the *Animal Welfare Act 2002*.
6. Any previous history recorded against the dog/s that the application represents that could demonstrate a propensity for mischievous or nuisance behaviour.
7. Comments from the applicant in regard to how they will be accommodating their responsibilities to their pet's requirements for:
  - a) training;
  - b) regular exercise; and
  - c) veterinary checks/health program.
8. If any dogs named in the application have been declared a "dangerous dog" (as defined in the *Dog Act 1976*) by the City of Belmont or any other Local Government.
9. If any dogs named in the application are a declared "restricted breed" as defined under the *Dog Act 1976*

Should the Chief Executive Officer approve of the application in view of the applicant meeting the required criteria, the applicant be advised in writing detailing the following conditions:

- The approval shall only apply to those registered dogs listed in the application;
- The approval may be cancelled if two or more infringement notices or convictions exist for the same offence committed in contravention of the *Dog Act 1976* or any subsidiary or relevant legislation in any 12 month period; or if any of the conditions of the application are not kept.
- The owner/s or person/s liable for the control of the dogs complies with the undertakings held in the original application.
- The property will be kept clean and free of parasites, old food material and excrement.
- Any other conditions imposed by the Chief Executive Officer.

### Reference/Associated Documents

[Dog Act 1976.](#)

City of Belmont Dogs Local Law.

### Reference to Internal Procedure

Register of Delegations: DA Dogs – Keeping of Three Dogs

### Definitions

Definitions as per those contained in Dog Act 1976.

### Monitoring, Evaluation and Review

Any approvals granted can be revoked if conditions of approval are not met by dog owner.

There are low environmental and operational risks associated with the policy.

The policy will be reviewed every four years.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – DOGS – KEEPING OF THREE DOGS
SERVICE AREA:	HEALTH AND RANGERS SERVICES
POLICY OWNER:	MANAGER HEALTH AND COMMUNITY SAFETY

#### AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
08/02/05		11.3.4
24/04/07		12.5.5
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15	MINOR	10.7
22/08/17	REVIEW - MINOR	12.2

NEXT REVIEW DATE	2021
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## **SB21 CITY OF BELMONT ART COLLECTION POLICY**

### **Policy Objective**

To define the principle objectives and purpose of the City of Belmont Art Collection and detail procedures and standards by which the Collection is managed.

### **Policy Statement**

The City of Belmont maintains and enhances the Art Collection to which it is entrusted. The art Collection represents a visual record of contemporary art in various mediums which incorporate history, people, place, identity and cultural diversity.

The City of Belmont collects and preserves its Collection with documentation and maintenance.

The City of Belmont aims to develop its Art Collection as a valuable cultural asset to the City, ensuring works purchased are first and foremost of a high standard and adhere to the criteria of: interacting with the cultural exchange programme(s); reflect nationalities within the City; reflect important historical aspects of the City; represent the Indigenous community; be of investment value or are an outstanding work of art.

### **Policy Detail**

#### **Art Purchasing Committee**

The Art Purchasing Committee for the City of Belmont Art Collection consists of the Mayor, the Coordinator Community Wellbeing and the independent Curator of the Collection.

#### **Management**

The City of Belmont Art Collection is managed by the Coordinator Community Wellbeing and an independent Curator who maintain high standards of management of the Collection.

The City of Belmont aims to increase budget allocations for acquisitions each year to further develop the Collection's holdings.

The City of Belmont will ensure all works are maintained appropriately.

The City of Belmont will ensure the Collection is valued five yearly as well as commissioning a condition report from the valuer, and instigates appropriate insurance coverage.

The City of Belmont maintains a complete catalogue of works through photography by a specialist visual arts photographer; an album detailing all known information regarding the artists and their work, and hard copy files containing all relevant details of artists and means of purchase.

## **Access**

The City of Belmont Art Collection has no dedicated exhibition venue, but the works are exhibited throughout the Civic Centre, and a leather bound album containing documentation of all works is available for viewing upon request. In the future a selection of works may be shown outside the Civic Centre in temporary displays to expose the Collection to a wider audience.

Research gathered during the process of documentation will provide further interpretation of the works in future.

The City of Belmont will promote accessibility of the Collection through the future development of online documentation of the works on the City website.

The City of Belmont will maintain digital and hard copy evidence of the location of each work in the Collection.

Where appropriate, works from the City of Belmont Art Collection may be considered for loan with agreements being negotiated for travelling or other external exhibitions.

## **Acquisitions**

The City of Belmont acquires works which build on the strength of existing holdings in the Collection in the mediums of oil, acrylic, watercolours, pastels, drawings, prints, textiles and mixed media works.

The City of Belmont acquires significant original works of high standard which:

- Relate to the experience of people living and working within the Belmont region.
- Are of investment value by known collectable Australian artists.
- Represent the Indigenous community and/or reflect nationalities within the City.
- Reflect important historical aspects of the City.
- Interact with the City's cultural exchange initiatives.
- Are outstanding works of art.

The City of Belmont may also acquire works purchased from artists' studios, through exhibitions, auction or commercial galleries, or via bequest or gift without condition when approved by the Art Purchasing Committee. The City may also commission works for the Collection.

The City of Belmont acquires works which do not duplicate existing holdings.

The City of Belmont acquires works through its annual Art and Photographic acquisitive Awards chosen by respected judges of art and photography.

The City of Belmont will not override the selection of winning works by judges.



### **Acquisition Process**

Acquisitions must be firstly approved by the Art Purchasing Committee or be acquired via acquisitive Awards at the annual City of Belmont Art and Photographic Awards.

Acquisitions must be in a good state of preservation. Works requiring extensive conservation, storage or exhibition conditions which cannot be realistically provided should not be acquired unless significant assessment deems the works essential to the Collection.

Acquisition of artists' archival material which relates directly to works in the collection, and will benefit interpretation of the work should be considered, e.g. Preparatory drawings and sketch books, copies of correspondence, copies of media related material, catalogues, books or diaries.

Acquisitions are then numbered, labelled with plaques containing title, artists name, medium and year of purchase, photographed and documented in the Art Collection album. The City is also working towards the production of an online catalogue of the Art Collection.

### **Donations**

The City is not bound to accept any donated works.

Any donated works must be first approved by the Art Purchasing Committee with, but not limited to the following criteria:

Documentation is provided that the work is of value to the Collection which will include the artists CV, three previous critical reviews, and demonstrate a regular exhibition pattern over 15 years.

In the first instance prospective donors must firstly write to the Coordinator Community Wellbeing with visual and written documentation regarding the work.

### **Loans**

The City of Belmont does not accept permanent or indefinite loans, but may accept temporary loans from time to time for exhibition purposes.

Any works loaned inward on a temporary basis will be for a fixed time and documented on a loans register within the Art Collection files.

Any works loaned outward will be for a fixed time and made under signed agreement with the City of Belmont.

All outward loans are to be insured by the recipient organisation for the duration of the loan period.

All outward and inward loans are to be maintained in keeping with the standards outlined in this policy.

### **De-Accessioning and Disposal**

Works may be considered for removal from the Collection if in poor condition, damaged or deteriorated beyond reasonable repair or conservation; duplicate or do not meet the requirements of the Collection policy statement. This process is known as de-accession.

The Coordinator Community Wellbeing or the independent Collection Curator may, from time to time recommend works for de-accession.

Where a work has been nominated for de-accession it will be fully documented before disposal. Undamaged works may be offered back to the artist or the artists family if contactable, or to a suitable non-profit organisation, registered for public auction, or disposed of in a fit manner.

Where works are recommended for de-accession due to irreparable damage, a similar work by the same artist may be acquired if the work is available.

De-accession of works left with the Council as a result of the Art and Photographic Awards will occur only after due process in contacting the artist, followed by a call for ownership advertised in a state newspaper. The Ad will include an intention for de-accession in three months of the date of the Ad, and all documentation relating to the work will be recorded, including a copy of the Ad.

### **Responsibility**

Responsibility for the implementation of this policy lies with the Coordinator Community Wellbeing and the independent Collection Curator.

### **Reference/Associated Documents**

N/A

### **Reference to Internal Procedure**

N/A

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

There is a medium operational risk associated with the policy.

The policy will be reviewed every two years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS      N/A  
SERVICE AREA:                    COMMUNITY PLACE MAKING  
POLICY OWNER:                    COORDINATOR COMMUNITY WELLBEING

AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
25/06/13		12.8
22/09/15	REVIEW – NONE	10.7
22/08/17	REVIEW – MINOR	12.2

NEXT REVIEW DATE              2019

## **SB22 CITY OF BELMONT MURAL ART POLICY**

### **Policy Objective**

To provide a framework to assist with the establishment of murals on public and private property throughout the City of Belmont.

### **Policy Statement**

The City of Belmont supports a city wide placemaking approach to public art. Opportunities for creative contributions from community groups, businesses and individuals in the form of murals are encouraged as they contribute to increased vibrancy in the City's streets and places.

By encouraging murals in the City of Belmont, the aim is to:

- Develop and promote community identity within the City
- Increase the social, cultural and economic value of the City's streets and places
- Establish partnerships between the arts community and property owners
- Engage with the community in a way that contributes to their understanding of the spaces and places they frequent; and
- Increase public awareness of the value of street art and ephemeral works.

### **Policy Detail**

#### **Location of Murals**

Council owned walls: Murals can only be commissioned on City facilities/walls where the project is managed by the City. These can include public toilets, clubrooms etc. if the requirement for beautification exists (i.e.) if a wall is often vandalised or if a blank wall overlooks a public area or the area has been identified for activation.

Private owned walls: The City, property owners, business owners, and community groups may commission murals on privately owned walls which will be viewed publicly where approved by the Owner.

#### **Funding**

1.1 City Funded Murals: Council will determine if an allocation of funds is required each financial year.

1.2 Private Owned Murals: The owners of a privately owned building may wish to fund and procure a mural on an external wall which will be viewed publicly.

## **General**

- The appropriateness of the content and context of the work must be G-rated. The content must be mild and suitable for everyone. Murals are not to include artwork that is offensive, or is seen to promote anti-social behaviour or sentiments. This includes graffiti artwork and bubble art.
- The work is carried out at a time that does not inconvenience surrounding businesses or residents.
- All murals must be registered and included in the City of Belmont's Public Art Inventory.

## **Reference/Associated Documents**

Mural Art Commission Guidelines  
Public Mural Art Register Form

## **Reference to Internal Procedure**

N/A

## **Definitions**

**Murals** in this policy are defined as a painting that is applied directly to an exterior of a wall with high quality paint and visible to the public. This does not include graffiti artwork and bubble art.

**City Owned Property** is a City of Belmont owned building (including properties leased by the City) such as a public toilet block, clubrooms, skate park or community centre.

**Privately Owned Building** is either a private residential laneway or right of way (ROW) or commercial building which is owned privately within the City of Belmont.

### **Monitoring, Evaluation and Review**

This policy has been risk assessed as Moderate.

The policy will be reviewed every two years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	COMMUNITY PLACE MAKING
POLICY OWNER:	COORDINATOR COMMUNITY WELLBEING

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
25/09/18	NEW POLICY	12.5

NEXT REVIEW DATE	2020
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## **Council Policies**

### **SECTION THREE**

#### **POLICIES RELATING TO BUILT BELMONT**

Built Belmont focuses on contributing to the quality of life of residents, the image of the City and the amenity of the City. It comprises:

- Achieve a planned City that is safe and meets the needs of the community.
- Maintain public infrastructure in accordance with sound asset management practices.
- Provide and maintain a safe and efficient transport infrastructure.

## **BB1 ASSET MANAGEMENT**

### **Policy Objective**

The objectives of the policy are to:

- Provide a framework for implementing asset management to enable a consistent, co-ordinated and strategic approach at all levels of Council.
- Apply best asset management practices as appropriate to the City of Belmont.
- Allocate corporate responsibility for asset management and the necessary resources to deliver the Asset Management Strategy.
- Facilitate continuous improvement and innovation of delivering service by achieving service standards that benefit the community.
- Provide a framework which quantifies risk and incorporate it into the decision making process.
- Provide guidance to staff responsible for asset management.

### **Policy Statement**

As part of the Asset Management Framework, the following statements reflect Council's commitment to developing a best practice approach to asset management.

### **Policy Detail**

#### **Asset Planning and Budgeting**

- All assets will be managed from a life cycle perspective.
- Asset renewal and maintenance program requirements will be met prior to any new or additional assets being considered.
- Distribution of the renewal allocation for capital works is to reflect the level of service that each asset class provides to the community.
- All capital expenditure will be judged on a life cycle cost approach with capital expenditure only being approved in conjunction with appropriate recurrent expenditure budgets (maintenance and operations). Alternative options will be considered to deliver the desired level of service as specified in the Asset Management Plans via asset creation/acquisitions, upgrade, renewal or disposal.
- Capital works proposals will be evaluated and prioritised in accordance with criteria outlined in the Project Management Process.
- Risk analysis at project initiation stages will be undertaken to mitigate future Council liability.
- Planned asset acquisitions, upgrades, renewal or disposals will only proceed if the proposed expenditure/income has been included as part of Council's Asset Management Plans.
- A 10-year capital works program will be developed for each asset class and be subjected to an annual review as part of the City's long term financial plan.



### **Asset Operations and Maintenance**

- Appropriate planned maintenance regimes will be initiated in the most cost effective manner to enable the City's assets to achieve effective economic lives.
- Maintenance plans will be prepared using the most appropriate techniques and incorporating a cost-benefit approach.
- All activities under planned or reactive maintenance regimes will be captured within the City's Asset Management Systems. This information will assist in the analysis of current and future maintenance programs and the development of capital expenditure programs.

### **Risk Assessment and Management**

- A risk assessment process will assist in determining priorities when developing maintenance and capital expenditure programs.

### **Asset Accounting and Costing**

- The City will keep detailed asset registers on all assets under its care and control.
- Assets will be valued as deemed appropriate in accordance with the requirements of Australian Accounting Standards.
- Effective economic lives will be given to each asset class with the written down and depreciation values determined in accordance with the Australian Accounting Standards.
- The City will determine the cost of asset service delivery on a full cost recovery basis, which as a minimum includes the appropriate distribution of costs and overheads (including administration and finance charges, operation, maintenance and depreciation).

### **Asset Management Strategy and Plans**

The City has developed an Asset Management Strategy and Plans that applies to all asset classes under its care and control. The Asset Management Strategy and Plans will:

- Give consideration to the management of an asset over its whole life cycle.
- Provide information on future maintenance, operational, upgrade, renewal and/or disposal requirements.
- Identify the level of service that will be delivered by the asset and how the service will be monitored.
- Provide the basis for financial planning of asset classes.

### **Information Systems**

- The City will review and implement Asset Management Systems (AMS) relevant to individual asset classes.

### **Data Management**

- It will be the responsibility of the relevant asset custodian to provide accurate information regarding the condition, creation, acquisition, maintenance, renewal, refurbishment or disposal of assets for inclusion in Council's AMS.

### Reference/Associated Documents

IPWEA - International Infrastructure Management Manual 2015 Edition  
IPWEA – Australian Infrastructure Financial Management Guidelines 2009 Edition  
ISO 55000 - International Asset Management Standards 2014

### Reference to Internal Procedure

Register of Delegations: DA - Disposal of Assets.

### Definitions

N/A

### Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

The policy will be reviewed every two years.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – DISPOSAL OF ASSETS
SERVICE AREA:	DESIGN AND ASSETS
POLICY OWNER:	MANAGER DESIGN AND ASSETS

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/09/05		11.5.8
28/04/09		12.10
22/11/11		12.9
28/10/14	REVIEW - MINOR	12.4
27/09/16	REVIEW – MINOR	12.9
25/09/18	REVIEW – MINOR	12.5

NEXT REVIEW DATE	2020
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## **BB2 STREET AND CIVIC LIGHTING**

### **Policy Objective**

To set standards for lighting throughout the City.

### **Policy Statement**

The City supports the extensive use of street lighting for the safety of all road users. The Chief Executive Officer has delegated authority to establish appropriate standards for street and civic lighting which shall have the following components:

1. Establish suitable lighting criteria for the City's road network components including; Distributor, Collector, Local/Access, 4way intersections, T junctions, roundabouts, traffic management devices and cul-de-sacs.
2. Establish lighting criteria for entrances to public access ways, shopping precincts, entrances to hotels, publicly owned amenities and schools.
3. Establish a program for illumination of pavilion buildings, car parks and playgrounds on Council controlled reserves with the standard of lighting to be in accordance with relevant Australian Standards.

### **Policy Detail**

#### **SWITCH OFF TIME**

The City is of the view that it is important for street lighting to be switched on during the hours of darkness. Switch off time for street lighting shall be at dawn.

#### **SPECIAL REQUESTS**

Special requests for street lighting installation and/or upgrading shall be determined on the merits of each case but generally will be consistent with the lighting criteria established.

#### **STREET LIGHTING IMPROVEMENT PROGRAM**

Any street lighting improvement program initiated by Western Power will be encouraged in progressive stages provided no capital costs are required to be paid by Council. Any anticipated increased annual running costs as a result of improvements, if they are outside the budget provisions, are to be approved by the City prior to the commencement of the works.

The City reserves to itself the right to set priorities for improvements to street lighting. Where capital costs are required to be incurred, then prior authority of the City must be obtained.

#### **ENERGY EFFICIENCY**

Subject to budget considerations and Western Power approval, the City supports the use of energy efficient luminaries for street and civic lighting.

### Reference/Associated Documents

[Australian Standards AS1175](#)

### Reference to Internal Procedure

N/A .

### Definitions

N/A

### Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

The policy will be reviewed every two years.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – DISPOSAL OF ASSETS
SERVICE AREA:	DESIGN AND ASSETS
POLICY OWNER:	MANAGER DESIGN AND ASSETS

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15	MINOR	10.7
27/09/16	REVIEW - MINOR	12.9
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE	2020
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## **BB3            STREETScape POLICY**

### **Policy Objective**

To provide a streetscape that is conducive to, and encourages physical activity and community interaction in an attractive and pleasant setting, by creating a streetscape environment that is attractive, functional and vibrant.

### **Policy Statement**

All streetscape works shall be developed with consideration to the natural environment, and long term sustainability, and in accordance with Policy NB3 Environment and Sustainability Policy, NB1 Environmental Purchasing Policy and BB1 Asset Management.

### **Policy Detail**

The City of Belmont streetscape enhancement and maintenance shall be in accordance with consistent themes for asset categories.

Themes and standards shall be developed for:

- Structures - footpaths, drainage systems, overhead power lines and utilities
- Surface Materials – concrete, asphalt, permeable material (including mulch) and block paving
- Plantings – street trees, medians, roundabout plantings, and entry statements
- Amenities - street infrastructure components (bins, bollards and bus shelters etc), lighting, signage and banners, and public art.

Different categories shall be considered for an overall city wide approach, for key distributor routes and key destinations, as well as for individual precinct areas (such as residential, industrial, the Ascot stables area and shopping centres).

### **Streetscape Operation**

#### **Street Tree Management**

Street trees are regarded as community assets, and have a significant role in the provision of attractive and welcoming streetscapes. It is the City's position that the protection and enhancement of existing street trees and tree canopy cover contributes to the ongoing development of sustainable and highly liveable urban environments.

Trees listed on the Local Planning Scheme No. 15 Tree Register, the City of Belmont (Heritage) Inventory or which may be protected under law require special consideration and explicit authorisation prior to removal.

Tree removal shall only be undertaken when the tree is deemed to be dead, diseased, dying, or otherwise dangerous, or as determined by the City's Arborist in accordance with the Street Tree Plan.

In accordance with the City's Street Tree Plan:

- The City will not remove a street tree if**
- It is "a nuisance" (looks bad, disliked, drops too many leaves/nuts/bark/flowers, attracts fauna – insects, bees, birds etc.)
  - Someone wishes to develop their land without approval
  - Someone wishes to install a permitted verge treatment
  - It shades pools, lawns, gardens or solar panels (PV or hot water)
  - It results in unsubstantiated allergy or health complications
  - Based on QTRA methodology a qualified arborist deems the tree to present a low risk of harm
  - A request by the tenant is not supported by the property owner
  - It is protected under Law

- The City may remove a street tree if**
- It is dead, diseased or dying
  - It is structurally unsound (dangerous) and cannot be remediated
  - An application (i.e. Development, Crossover) has been approved and the tree will be replaced or compensated
  - It has been affected by infrastructure works and cannot be retained
  - Based on QTRA methodology a qualified arborists deems the tree to present an unacceptable risk of harm
  - There is a contributing substantiated link causing a serious or severe medical condition

If retaining a street tree(s) prevents the development of an adjacent property and all possible design solutions have been deemed exhausted, removal of a street tree may be granted under this policy.

Pruning and/or removal of street trees shall be undertaken by the City following defined arboricultural specifications and in accordance with the Street Tree Plan.

#### Street Tree Removal Disputes

In the event that a property owner wishes to dispute the City's decision to retain a street tree, a written request must be received by the CEO prior to any further consideration. On receipt of the written request, the City will undertake a cost assessment for the removal and replacement of the street tree in accordance with the Street Tree Plan. All associated costs, including officer time, street tree removal and replacement, will be the responsibility of the property owner to be paid in full prior to any works commencing. In this instance, the City will only consider the removal of the street tree whereby it is agreed that a new street tree will be planted.

Residents are encouraged to be involved in improvements to their street by requesting the planting of street trees. Planting of street trees shall be undertaken by the City in accordance with the City's Street Tree Plan or at the specific direction of the City.

### Infrastructure Components

Standards shall be set to guide the provision of streetscape infrastructure throughout the City, having regard for function, durability, comfort and visual appeal.

Infrastructure components shall be consistent with the City's corporate colours.

### Lighting

Street lighting shall be provided for the safety of all road users, according to set standards. This is to be undertaken in conjunction with Policy BB2 Street and Civic Lighting.

Western Power Standards shall be followed for the provision of theme lighting in various locations throughout the City, such as new developments, at entry statements and central medians.

### Underground Power

The systematic replacement of overhead power lines by underground cables or, where this is not feasible, by Aerial Bundled Cables (ABC) is supported and should be progressed wherever possible. At each opportunity, the City of Belmont will make application for funds from the State Government and, based on successful funding applications, will develop a program for the undergrounding of power throughout the City.

### Public Art

Public art shall be incorporated into the streetscape environment, including roundabouts and median islands, where possible, taking into consideration:

- Artistic elements, which recognise the unique value of elements of Aboriginal, heritage and significant features of the City of Belmont
- Precinct specific public art pieces
- Public safety for all road users.

Banners are considered a form of public art, and shall be developed for both functionality and for aesthetics.

### Signage on Road Reserves

The erecting of directional signage on road reserves to facilitate access to community facilities is supported. Control is to be exercised over the functionality and aesthetics of these signs; with a standard to be set regarding the size and lettering style on the signs. Standards shall be developed for all other signage displayed within the streetscape; aside from traffic signage determined by Main Roads Western Australia.

The progressive replacement of "No Parking" signs throughout the City by "yellow lines" to indicate no parking areas (as outlined in the WA Road Traffic Code 2000) shall be progressed where deemed to be appropriate. When new parking restrictions are installed, consideration shall be given to the appropriateness of them being marked by a yellow line, rather than the installation of a "No Parking" sign. The use of yellow lines will improve the City's streetscapes by reducing the number of signs in the road reserve and overall visual 'clutter', whilst clearly marking out areas where parking is not permitted.

### Verge Maintenance

The City is of the view that householders should take responsibility for the presentation of their properties, which includes maintenance of verges.

#### *Levelling:*

Other than in association with programmed City works, material shall only be provided to level/fill verges where there is an identifiable hazard to traffic or pedestrians, or where a drainage problem exists.

#### *Verge Treatments:*

Householders are encouraged to beautify the verge adjacent to their property, and take responsibility for the maintenance of the verge, as an extension of their property. All works undertaken on the verge are to be in accordance with the City's Local Laws on Verge Treatments (extract from the City's Local Law on Activities on Thoroughfares and Trading in Thoroughfares and Public Places).

#### *Mowing:*

Mowing of verges is generally to be undertaken by the householder. City employees will carry out verge mowing in some circumstances, taking into consideration safety and where a hazard exists. A hazard is identified as being a fire hazard under the *Bush Fire Act 1954* or where the height of the verge covering may be a sight obstruction by exceeding 500mm (height as nominated in the City's Local Law on Verge Treatments).

Focus will be given by Council to the following key routes into the City:

- Primary Distributor Roads (Great Eastern Highway, Orrong Road and Brearley Avenue)
- District Distributor Roads A (Belgravia Street/Fairbrother Street/Abernethy Road, Kewdale Road, Stoneham Street, Grandstand Road and Resolution Drive)
- District Distributor B (Hardey Road, Alexander Road, and Belmont Avenue)
- Selected Local Distributor Roads (Francisco Street, Kooyong Road, Epsom Avenue, and Oats Street/Gabriel Street)

Consideration will also be given to:

- Other Local Distributor Roads, particularly those leading to the Airport, the City Centre and Local Shopping Areas.

### Crossovers

The City supports a uniform approach to the construction of crossovers as per the City of Belmont Crossover Specifications. The colouring of concrete crossovers is encouraged as a method of enhancing the streetscape. To achieve this, for concrete crossovers, the City will only provide a subsidy on crossovers that are coloured in earthy tones.

Any redundant crossover is to be removed at the time of redevelopment of any lot and at the time of installation of a new crossover.



### Streetscape Maintenance

Appropriately planned maintenance regimes will be initiated in the most cost effective manner whilst achieving an aesthetic streetscape taking Council and community expectations into consideration. Ongoing maintenance requirements (labour and financial cost) will be calculated and considered through a rigorous assessment prior to the instigation of any enhancement works.

The City of Belmont is committed to preserving the appearance of the streetscapes by removing graffiti from public and private property within 48 hours of the initial report and removal of offensive graffiti on the same day it is reported.

#### **Risk Assessment and Management**

A risk assessment process will assist in determining priorities when developing capital expenditure and maintenance programs.

Risk analysis at project initiation stages will be undertaken to mitigate future City liability.

All employees responsible for and involved in activities associated with the management of the City's streetscape assets will be trained to an appropriate level to ensure that appropriate asset and risk management practices are applied.

#### **Reference/Associated Documents**

[Local Government Act 1995.](#)

*Activities on Thoroughfares and Trading In Thoroughfares and Public Places Local Law 2001.*

NB1 Environmental Purchasing Policy  
NB3 Environment and Sustainability Policy  
BB1 Asset Management  
City of Belmont Street Tree Plan

#### **Reference to Internal Procedure**

N/A

#### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

There are limited environmental and operational risks associated with this policy. It predominantly deals with the look and feel of land vested in the Council but maintained by adjacent owners.

The policy will be reviewed every three years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	TECHNICAL SERVICES
POLICY OWNER:	DIRECTOR TECHNICAL SERVICES

#### AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
07/11/06		11.1.4
28/04/09		12.10
22/11/11		12.9
28/10/14	REVIEW - MINOR	12.4
27/09/16	MINOR	12.9
22/08/17	REVIEW - MAJOR	12.2
25/09/18	MINOR	12.5

NEXT REVIEW DATE	2020
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## **BB4            MANHOLES AND STORMWATER CONNECTIONS**

### **Policy Objective**

To ensure that the design and installation of stormwater connections from private properties to the City's drainage system meet acceptable technical and water quality standards.

### **Policy Statement**

Any application for private stormwater connection is required to comply with the City's drainage design guidelines and will need to be approved before the works can be undertaken.

### **Policy Detail**

When stormwater is to be drained off site, the connection to the City's drainage system shall be designed and constructed in accordance with the City's engineering requirements and design guidelines. The Chief Executive Officer is requested to establish a design criteria for the installation of a sand trapped manhole or oil/silt separator device including pipe connection which must be adhered to by subdividers/developers and property owners. The connection can be undertaken by the City, at the cost to the applicant or by the applicant under the supervision of the City.

### **Reference/Associated Documents**

[Local Government \(Uniform Local Provisions\) Regulations 1996](#) Sch.9.1, Cl.8;  
[Local Government Act 1995](#), s6.16

### **Reference to Internal Procedure**

WI - Private Drainage Connection.  
Stormwater Management Plan

**Definitions**

N/A

**Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every three years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	TECHNICAL SERVICES
POLICY OWNER:	MANAGER INFRASTRUCTURE DEVELOPMENT

AMENDMENT STATUS

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14	REVIEW - MINOR	12.4
27/09/16	MINOR	12.9
22/08/17	REVIEW – NONE	12.2

NEXT REVIEW DATE	2020
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## **BB5 PRIVATE CONTRIBUTIONS TO DRAINAGE WORKS**

### **Policy Objective**

To ensure that developments which need to discharge storm water off site make suitable contribution toward the City's drainage system.

### **Policy Statement**

The policy allows developers to contribute towards the cost of upgrading Council's drainage system in order to facilitate subdivision and development of land by providing an effective stormwater disposal system.

### **Policy Detail**

Contributions are to be paid by developers for developments or subdivisions which require the discharge of storm water runoff off site to a City street drainage system. The Chief Executive Officer is authorised to assess developments or subdivisions and calculate and levy a drainage contribution. The amount of cost contribution shall be determined from the total cost of drainage upgrading works based on a pro rata runoff contribution for the catchment.

### **Reference/Associated Documents**

[Local Government Act 1995](#), s6.17.

### **Reference to Internal Procedure**

Annual Drainage Works Programme  
WI - Private Drainage Connection.  
Stormwater Management Plan

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

There are low financial and operational risks associated with the policy.

The policy will be reviewed every three years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	TECHNICAL SERVICES
POLICY OWNER:	MANAGER INFRASTRUCTURE DEVELOPMENT

#### AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>		<u>MINUTE ITEM REFERENCE</u>
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14		12.4
27/09/16	MINOR	12.9
22/08/17	REVIEW - NONE	12.2

NEXT REVIEW DATE	2020
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**BB6 IMPROVEMENTS TO BECOME THE PROPERTY OF THE CITY**

**Policy Objective**

To maintain a high standard of appearance of City property.

**Policy Statement**

Any approved improvement to City property which is a fixture shall automatically become part of that property irrespective of the party responsible for the cost of that improvement, whether tenant, lessee, user group or other source.

**Policy Detail**

At times the groups mentioned above request permission to install fixtures to benefit their occupation of the facility at their cost. If permission is granted it must be notified to the applicant that the fixture will, at installation, become the property of the City.

**Reference/Associated Documents**

N/A

**Reference to Internal Procedure**

N/A

**Definitions**

A fixture: For the purposes of this policy is an improvement which is not moveable and requires structural and/or service alterations for the installation or would leave some defect either physical or aesthetic to the property by its removal.

### **Monitoring, Evaluation and Review**

There is a low operational risk associated with the policy.

The policy will be reviewed every three years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	COMMUNITY AND STATUTORY SERVICES
POLICY OWNER:	MANAGER BUILDING SERVICES

#### AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
01/03/05		11.4.1
28/04/09		12.10
22/11/11		12.9
28/10/14	REVIEW - MINOR	12.4
27/09/16	MINOR	12.9
22/08/17	REVIEW – NONE	12.2

NEXT REVIEW DATE	2020
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## **BB7 PRIVATE WORKS**

### **Policy Objective**

To facilitate authorisation for private works to be costed and charged to individuals or organisations.

### **Policy Statement**

The City may have the opportunity to undertake works that are not funded by the City and may be either internal or external of City boundaries.

### **Policy Detail**

The City will need to have the processes in place to facilitate works if we choose to complement our own City works. The works may also become the City's asset and therefore it may be preferable to undertake the works.

Upon request, the City can provide a quote to individuals or organisations and will need to be signed and accepted by both parties before an approved invoice can be raised.

A fee of 5%, 10% or 15% will be charged on the quote depending on the amount of administration, supervision and coordination the project receives.

### **Reference/Associated Documents**

Fees and Charges Schedule – Refer Annual Budget.

### **Reference to Internal Procedure**

Minor Private Works

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

There are low financial and operational risks associated with the policy.

The policy will be reviewed every three years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	WORKS
POLICY OWNER:	MANAGER WORKS

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
28/10/14		12.4
27/09/16	MINOR	12.9
22/08/17	REVIEW – NONE	12.2

NEXT REVIEW DATE	2020
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## **BB8 FEES – SUBDIVISION WORKS**

### **Policy Objective**

To ensure that developers contribute a fair amount toward the work of City employees in supervising civil works.

### **Policy Statement**

A supervision fee shall be charged to developers undertaking land subdivision where City employees have to provide site supervision and inspections to ensure satisfactory completion and handing over of the City's infrastructure assets.

### **Policy Detail**

A supervision fee, calculated based on one and a half percent of the cost of road and drainage works in a subdivision, shall be charged to developers for site supervision and inspections of the subdivision works by City employees. In addition, a drainage fee shall be charged for any stormwater connection to the City's system as set by Council in Budget deliberations each year. However, the fee shall exclude sewer and water components of the subdivision works. The Chief Executive Officer is requested to establish procedures for the supervision fee and drainage fee to be charged.

### **Reference/Associated Documents**

[Planning and Development Act 2005](#), Pt 10, Div 4, s158  
[Local Government Act 1995](#), s6.16

### **Reference to Internal Procedure**

Engineering Approval and Supervision of Major Subdivision Development Works

### **Definitions**

N/A

**Monitoring, Evaluation and Review**

There is a low financial and operational risk associated with the policy.

The policy will be reviewed every four years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	TECHNICAL SERVICES
POLICY OWNER:	MANAGER INFRASTRUCTURE DEVELOPMENT

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9

NEXT REVIEW DATE	2019
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**BB9            AUTHORISED PERSON TO ACT IN RELATION TO PROVISIONS RELATING TO LAND**

**Policy Objective**

To expressly authorise the Chief Executive Officer to exercise the Council's powers in relation to certain provisions relating to land.

**Policy Statement**

The policy will allow the exercising of Council's powers to enter privately owned land to undertake necessary works due to safety concerns and where the property owner has failed to comply with a notice given. Where applicable, the cost of any necessary works shall be recovered from the owner/occupier of the land failing to carry out the work in the notice.

**Policy Detail**

The *Local Government Act 1995* contains certain provisions relating to land that is privately owned. Council is able to exercise some powers in relation to privately owned land, for example serve notice for work to be carried out or enter the land for the purpose of carrying out work the subject of a notice. Council is required to expressly authorise a person to exercise those powers and accordingly delegates authority to the Chief Executive Officer to exercise powers under Part 3, Division 1, Subdivision 2 of the *Local Government Act 1995*. This delegation extends to serving any necessary notices on the owner or occupier, authorising entry of the land to be made with such equipment and assistants as considered necessary and recovering any costs associated with work on the land due to the owner/occupier failing to carry out the work in the notice.

**Reference/Associated Documents**

[Local Government Act 1995](#), s3.24, s3.25, s3.26, s3.28, s3.30, s3.32.

**Reference to Internal Procedure**

Register of Delegations:        DA – Powers of Entry

**Definitions**

N/A

**Monitoring, Evaluation and Review**

There are low operational risks associated with this policy.

The policy will be reviewed every four years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	DA – POWERS OF ENTRY
SERVICE AREA:	TECHNICAL SERVICES
POLICY OWNER:	DIRECTOR TECHNICAL SERVICES

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - NONE	10.7

NEXT REVIEW DATE	2019
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## ***COUNCIL POLICIES***

### **SECTION FOUR**

#### **POLICIES RELATING TO NATURAL BELMONT**

This section relates to the Natural Belmont key result area which is about achieving sustainable outcomes for the natural environment and for the community. These policies are aimed at assisting the City to achieve the following objectives:

- Protect and enhance our natural environment.
- Enhance the City's environmental sustainability through the efficient use of natural resources.

## **NB1 ENVIRONMENTAL PURCHASING POLICY**

### **Policy Objective**

The objectives of the City of Belmont's Environmental Purchasing Policy are to:

- Clarify the principles, considerations and responsibilities for considering life cycle environmental impacts when purchasing or procuring goods and services; and
- Provide commitment to the waste reduction hierarchy and reducing single use disposable plastics; and
- Provide specifications for purchase of nominated goods and services; and
- Ensure that the intent of this policy is observed across all of the City's purchasing and procurement activities. This policy seeks to ensure that all employees who make purchasing decisions have access to information that ensures environmental considerations can be easily incorporated into the decision making process.

### **Policy Statement**

The acceptable premium cost for environmentally preferable products or services is set at 15% above the cost of equivalent, non-preferable products or services.

As outlined below, specifications apply to nominated goods and services (irrespective of pricing premium) including:

- Straws, cups, takeaway containers and cutlery
- Copy paper (A3 and A4)
- All other paper
- Photocopiers
- Water fixtures and fittings
- Lighting

### **Policy Detail**

#### **Waste**

Purchasing decisions will be considered in the context of the reduce, reuse and recycle and recover hierarchy for waste management, and the following points will form part of the purchasing consideration. Namely:

#### **Reduce**

- Purchases should only be made once it has been determined that particular goods or services are necessary.
- That inappropriate levels of goods are not held in council stores.
- Purchases that reduce the use of materials will be favoured. For example, bulk purchases that reduce packaging or printers that print double sided.



### **Reuse**

- Ensure items purchased are durable, have a long service life and are easy to maintain and upgrade.
- Using the same item more than once and extending the useful life of products and equipment by ensuring appropriate maintenance and repairs where appropriate.

### **Recycle**

- Where practical, purchase products that are recycled or re-manufactured or contain recycled materials.

### **Recover**

- Consider products that result in conversion of waste into resources (ie. electricity, heat, compost and fuel),

### **Energy and water efficiency and climate change**

- Check that the energy and water rating and efficiency features are the best available for the price.
- When water or energy using devices reach the end of their working life replace with a higher rated device to ensure continuous improvement in the level of efficiency.
- In addition to operational performance, consider the lifecycle requirements of a product during its production, transportation and eventual disposal.
- Where possible, reduce reliance on fossil fuels and consider renewable or lower polluting alternatives.
- Consider the total cost of a product over its lifetime so that operational energy and water costs are considered along with the purchase price.

### **Habitat destruction**

- Where practical, purchase paper and wood products obtained from recycled, plantation, salvaged or renewable sources.
- If possible, avoid the purchase of products that threaten the preservation of biodiversity.

### **Pollution**

- Purchase products materials and services that have minimal potential to pollute water, land or air at any stage of its life cycle.
- Avoid where possible, the purchase of materials containing ozone-depleting substances.
- Where possible, purchase materials and products that are free of toxic or polluting materials.

### **Soil degradation**

- Where possible, purchase products, materials and services that will minimise the risk of salinity, degrade or pollute the soil, or result in erosion through their use.

### **Item/product specification**

- ***Single use plastic items***

The City is committed to progressively reduce or phase out single use disposable plastics in City- occupied buildings and for events, involving use of alternatives for items including, but not limited to straws, cups, takeaway containers and cutlery.

- ***Paper***

All copy paper (A3 and A4) purchased shall be made in Australia from either virgin fibre from a source certified to either the FSC (Forest Stewardship Scheme) (including FSC Mix) or PEFC (Program for the Endorsement of Forestry Certifications) standards; or

post-consumer recycled certified to a recycled content standard;

and bleached using a minimum of chlorine. Recycled content paper shall be Processed Chlorine Free. Papers made from virgin fibre shall be either Elemental Chlorine Free (ECF), ECF Light or Totally Chlorine Free (TCF).

- ***All other paper***

All other paper items purchased will, at a minimum, be virgin fibre from a source certified to either the FSC (Forest Stewardship Scheme) (including FSC Mix) or PEFC (Program for the Endorsement of Forestry Certifications) standards.

- ***Copiers***

All copiers will be capable of printing double sided, from a supplier with a 'No landfill' policy i.e. recyclable at end of life and will accept use of recycled paper (i.e. without voiding warranty).

- ***Water fixtures and fittings***

All new water fixtures and fittings installed shall have a "better than" 3 WELS rating.

- ***Lighting***

All new lights installed shall be LED or an alternative with equal/ higher energy efficiency.

### **Reference/Associated Documents**

BEXB28      Purchasing  
NB3          Environment and Sustainability Policy

**Reference to Internal Procedure**

N/A

**Definitions**

WELS = Water Efficiency Labelling and Standards Scheme.

**Monitoring, Evaluation and Review**

This policy has been risk assessed as High.

Note: The policy will be reviewed annually as per ISO 14001 accreditation.

The policy will be reviewed annually.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS            N/A  
SERVICE AREA:                        PARKS AND ENVIRONMENT  
POLICY OWNER:                         COORDINATOR ENVIRONMENT

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/07/02		8.1.1
01/04/08		12.5.1
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	REVIEW - NONE	12.4
22/09/15	REVIEW - NONE	10.7
27/09/16	REVIEW - MINOR	12.9
22/08/17	REVIEW - MINOR	12.2
25/09/18	REVIEW - MAJOR	12.5

NEXT REVIEW DATE                    ANNUALLY

## **NB2            STORM WATER DISPOSAL FROM PRIVATE PROPERTIES**

### **Policy Objective**

To ensure that the most appropriate method of storm water disposal is used for lots where the site conditions do not allow effective disposal on-site. The design outcome is to meet acceptable technical and water quality standards.

### **Policy Statement**

The policy will ensure that stormwater runoff is contained and disposed appropriately for lots which cannot effectively dispose of the stormwater on-site due to unfavourable soil conditions and high groundwater table.

### **Policy Detail**

Stormwater runoff from lots shall normally be contained and disposed of on-site. Where groundwater table is high and soil conditions are not favourable for on-site disposal of stormwater, other appropriate methods of stormwater disposal including possible disposal off-site via piped connection to the City's drainage system shall be investigated and implemented for the site. The Chief Executive Officer is authorised to assess and determine the most appropriate method of stormwater disposal for residential, commercial and industrial development lots.

### **Reference/Associated Documents**

[Planning and Development Act 2005](#), Pt 10, Div 6, s170.

### **Reference to Internal Procedure**

Engineering Approval and Supervision of Major Subdivision Development Works  
WI - Private Drainage Connection.  
Stormwater Management Plan

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

There is a moderate risk in terms of environmental impact.

The policy will be reviewed every two years.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	TECHNICAL SERVICES
POLICY OWNER:	MANAGER INFRASTRUCTURE DEVELOPMENT

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
01/03/05		11.4.1
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
25/06/13		12.8
22/09/15	REVIEW - NONE	10.7
27/09/16	MINOR	12.9
22/08/17	REVIEW – NONE	12.2

NEXT REVIEW DATE	2019
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## **NB3 ENVIRONMENT AND SUSTAINABILITY POLICY**

### **Policy Objective**

The City of Belmont will maintain an effective Environmental Management System that incorporates a continuous improvement philosophy in order to protect and enhance the natural environment.

While focusing on City operations, the City will also engage with the wider Belmont residential and business community to promote and encourage involvement in environmental programmes, sustainable behaviour change and minimise risk of pollution incidence.

The Environmental Management System shall continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and communication to staff and those working under the City's control.

### **Policy Statement**

The City of Belmont is committed to:

- i. Undertake continual improvement of the Environmental Management System in order to enhance environmental performance of City operations.
- ii. Protection and enhancement of the natural environment and biodiversity values within the built environment, including remnant bushland, wetlands, river foreshore and waterways.
- iii. Prevention of pollution to air, land or water, or damage to flora or fauna, minimising harm and degradation to the natural environment.
- iv. Efficient use of energy, water, paper and other resources, reducing waste generated and implementing renewable energy technologies to minimise the City's corporate carbon footprint.
- v. Considering life cycle impacts and minimising single use disposable plastics.
- vi. Planning for and implementing measures to 'future proof' City operations against the predicted impacts of climate change.
- vii. Compliance with relevant environmental legislation and other obligations.

### **Policy Detail**

#### *The City of Belmont will*

- Develop, implement and regularly review an organisation-wide Environment and Sustainability Strategy
- Set objectives, targets and indicators to monitor environmental performance and review and report on outcomes

- Identify strategic actions to achieve objectives, assigning responsibilities, timeframes and budget requirements, monitoring progress of implementation
- Consider environmental implications in project and event management, procurement, decision-making and development of strategies and plans
- Ensure the impact of future development on the environment is considered through land use planning and development control
- Maintain awareness of current and emerging environmental issues relevant to the City of Belmont
- Manage potential environmental impacts associated with City operations (“environmental” risks) and predicted impacts of climate change (“climate change” risks) as specified under City of Belmont Policy BEXB34 Risk Management.
- Ensure awareness of and communication of environmental legislative requirements relevant to Department activities to employees.

### **Responsibilities**

The development of the Environmental Management System and this policy is the responsibility of the Executive Leadership Team. Its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of all City employees and those working under the City's control.

### **Reference/Associated Documents**

AS/ NZS ISO 14001- Environmental Management Systems standards  
BEXB 21: Occupational Safety and Health  
BEXB 34: Risk Management  
BEXB 38: Business Improvement Policy  
NB 1: Environmental Purchasing Policy

### **Reference to Internal Procedure**

BelNet Related Process Maps and Work Instructions

### **Definitions**

N/A

### **Monitoring, Evaluation and Review**

Failure to meet environmental legislative responsibilities and commitments could result in fines, reporting at a political and possible media level which would negatively affect the City's reputation amongst the community and stakeholders. Clearly there are risks to the local environment and City of Belmont operations if proper procedures are not followed.

The policy will be reviewed annually.

#### **THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	PARKS AND ENVIRONMENT
POLICY OWNER:	COORDINATOR ENVIRONMENT

AMENDMENT STATUS	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
DATE OF AMENDMENT		
27/09/16	REVIEW – MINOR	12.9
22/08/17	REVIEW – NONE	12.2
24/04/18	REVIEW – MAJOR (IMPLEMENTED 01/07/18)	12.4

NEXT REVIEW DATE	ANNUALLY
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## **NB4            DANGEROUS TREES**

### **Policy Objective**

To ensure the most appropriate and effective action is taken with regard to trees on private property in an unsafe condition.

### **Policy Statement**

It is Council's view that in the interest of public safety and in accordance with the *Local Government Act 1995* the City will, where notified by residents, play an active role in the management of potentially dangerous trees on private property.

### **Policy Detail**

Where a resident raises concern with regard to the safety of a tree on private property, an employee from the City's Parks and Environment Department will, at the earliest opportunity, conduct a visual inspection of the tree.

Where a visual inspection by a City employee reveals a tree is a 'serious and immediate danger' and therefore requires immediate action to alleviate the risk, the City will, in accordance with Section 3.27(1) Schedule 3.2(7) of the *Local Government Act 1995*, take action to make safe the tree, with or without consent of the owner or occupier of the land.

Where a visual inspection by a City employee reveals a tree to be potentially dangerous but not a 'serious and immediate danger', the City will, in accordance with Section 3.25(1) Schedule 3.1(8) and (9) of the *Local Government Act 1995*, issue a notice requiring the owner or occupier to remove all or part of a tree to ensure the tree is made safe.

Where approval to remove the tree is required under any legislation, including but not limited to the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004 (WA)* or the *Environmental Protection and Biodiversity Conservation Act 1999 (Cwth)*, the City will either;

- a. Obtain the required approval OR;
- b. Provide information in the notice issued to the owner or occupier advising them of the legislative requirement and request a copy of the approval once obtained.

A notice issued to an owner or occupier will include advice, in accordance with s9.1 to 9.9 of the Act, which outlines the right to object/appeal, noting that an objection in this regard, requires the owner or occupier to provide a written report from a suitably qualified expert in the field of Arboriculture to the contrary of the City's original assessment.

Where a visual inspection by a City employee does not clearly identify that the tree poses a danger, then the City's Arborist will make the necessary assessment and provide a written report. If the Arborist is not available, then the City will engage the services of a suitably qualified expert.

Where a written report determines that the tree poses a danger, then the City, in accordance with Section 3.25(1) Schedule 3.1(8) and (9) of the Act, will issue a notice requiring the owner or occupier to remove all or part of a tree to ensure the tree is made safe.

Where an owner or occupier is unable to comply with the Notice due to financial constraints, the City will offer to undertake the associated works necessary in making the tree safe and offer the owner or occupier the option of paying the City in instalments. Any property owner or occupier requesting payment terms will be recorded and managed by use of the "Arrangements to Pay" option, with a maximum term of up to 12 months.

Where the report determines that the tree does not pose a danger then the City would take no further action.

If a notice recipient fails to comply with the notice, then the City will, in accordance with Section 3.26(2) and (3), take whatever action is considered necessary to achieve the intent and purpose of the original notice. Costs incurred by such action will be recovered as a debt from the notice recipient.

The City will not investigate or arbitrate concerns of residents regarding trees, which may be considered 'nuisance' in nature i.e. leaf and branch litter, root damage, etc. Where overgrown or large trees/shrubs are identified as causing structural damage either to dividing fences or structures on adjoining properties, the matter is to be referred to the Building Section for assessment in accordance with the *Dividing Fences Act 1961* or *Local Government (Miscellaneous Provisions) Act 1995*.

### **Reference/Associated Documents**

[Local Government Act 1995](#), Section 3.27(1) Schedule 3.2(7) Section 3.25(1) Schedule 3.1(8) and (9)  
[Dividing Fence Act 1961](#) Section 3.26(2) and (3)

### **Reference to Internal Procedure**

PM - Parks - Dangerous Tree Removal  
Register of Delegations: DA – Powers of Entry

### **Definitions**

Serious and immediate danger – defined as: a tree assessed by a qualified Arborist using QTRA methodology as presenting an intolerable risk of significant harm requiring immediate action.

Potentially dangerous defined as: a tree assessed by a qualified Arborist using QTRA methodology as presenting an unacceptable risk of significant harm requiring urgent action.

### Monitoring, Evaluation and Review

There are minor reputational, and health risks if a tree from private property falls and causes damage to person or property.

The policy will be reviewed every three years.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	DA – POWERS OF ENTRY
SERVICE AREA:	PARKS AND ENVIRONMENT
POLICY OWNER:	COORDINATOR PARKS

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/07/04		10.1.1
28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
28/10/14	MINOR	12.4
27/09/16	REVIEW - MAJOR	12.9
22/08/17	NONE	12.2
24/04/18	MAJOR	12.4 (FROM 1 JULY 2018)

NEXT REVIEW DATE	2019
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## ***COUNCIL POLICIES***

### **SECTION FIVE**

#### **POLICIES RELATING TO BUSINESS BELMONT**

This section is about achieving outcomes for the business community, including attracting greater business investment.

- Maximise business development opportunities.
- Maximise the regional benefits to the City.
- Achieve and maintain an image of Belmont as an ideal location for business growth and opportunities.

## **BSB1 LOCAL BUSINESS PURCHASE PREFERENCE**

### **Policy Objective**

To meet the requirement of the *Competition and Consumer Act 2010* in relation to allowing fair competition but in the event that products or services are considered to have equal price, service and quality, then local business products and/or services will be given higher priority.

### **Policy Statement**

That due consideration is given to local businesses by the City of Belmont when acquiring goods and services.

### **Policy Detail**

When assessing the relative merits of quotations and tenders the City of Belmont shall give preference for the supply of goods and/or services in the following priority provided that the price, service, environmental impact and quality of these goods and/or services are considered equal:

First	Local (City of Belmont) Products and/or Services;
Second	State Products and/or Services;
Third	Australian Products and/or Services;
Fourth	Products and/or Services elsewhere

### **Reference/Associated Documents**

[\*Competition and Consumer Act 2010\*](#)

### **Reference to Internal Procedure**

N/A

### **Definitions**

N/A

**Monitoring, Evaluation and Review**

This policy has been risk assessed as Low.

The policy will be reviewed every three years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	FINANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
28/10/14		12.4
22/09/15	REVIEW – NONE	10.7
25/09/18	REVIEW – MINOR	12.5

NEXT REVIEW DATE	2021
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## **BSB2 BELMONT BUSINESS INNOVATION GRANTS**

### **Policy Objective**

To direct the process of administering financial assistance to the local small business community. The aim of the financial assistance is to:

- Support the research and development of innovative approaches to new business activity in the City of Belmont;
- Promote the City of Belmont as a Local Government that supports and encourages innovation and in the business environment.

### **Policy Statement**

The City of Belmont will consider administering financial assistance for donations related to small businesses under the following program:

- Belmont Business Innovation Grant

The program listed above has guidelines, which may be reviewed and modified on an operational level, in order to continuously improve the administration of the funds to meet the needs of the small business community. The Executive Leadership Team has the responsibility of approving or rejecting any proposed changes to the program guidelines.

This policy and Reference/Associated documents outline the process of how all grant applications are assessed and administered.

### **Policy Detail**

In considering all of the applications for funding, successful applications will clearly demonstrate an innovative approach to new business activity.

Applications will open and will close in accordance with the Belmont Business Innovation Grant Guidelines. Where appropriate and possible, a review of the applications received may be undertaken by an Independent Review Panel. The Executive Leadership Team of the City of Belmont will be responsible for all final determinations.

The Chief Executive Officer has Delegated Authority to award amounts up to the maximum of \$10,000 per application.

Applications must meet the necessary assessment criteria and applicants must agree to all Terms and Conditions of the Belmont Business Innovation Grant.

### Reference/Associated Documents

Belmont Business Innovation Grant Guidelines  
Belmont Business Innovation Grant Application Form  
Grant Schedule  
Belmont Business Innovation Grants Application Evaluation form  
Belmont Business Innovation Grants BBAG Review form  
Belmont Business Innovation Grants ELT Assessment form  
Successful Grant letter template  
Unsuccessful Grant letter template

### Reference to Internal Procedure

WI - Belmont Business Innovation Grant Assessment Process  
PM - Belmont Business Innovation Grant Assessment Process

### Definitions

N/A

### Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every three years.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER PROPERTY AND ECONOMIC DEVELOPMENT

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
28/10/14	NEW POLICY	12.4
27/09/16	REVIEW - NONE	12.9
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE	2021
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